

Instructional Services

Quick Start Guide

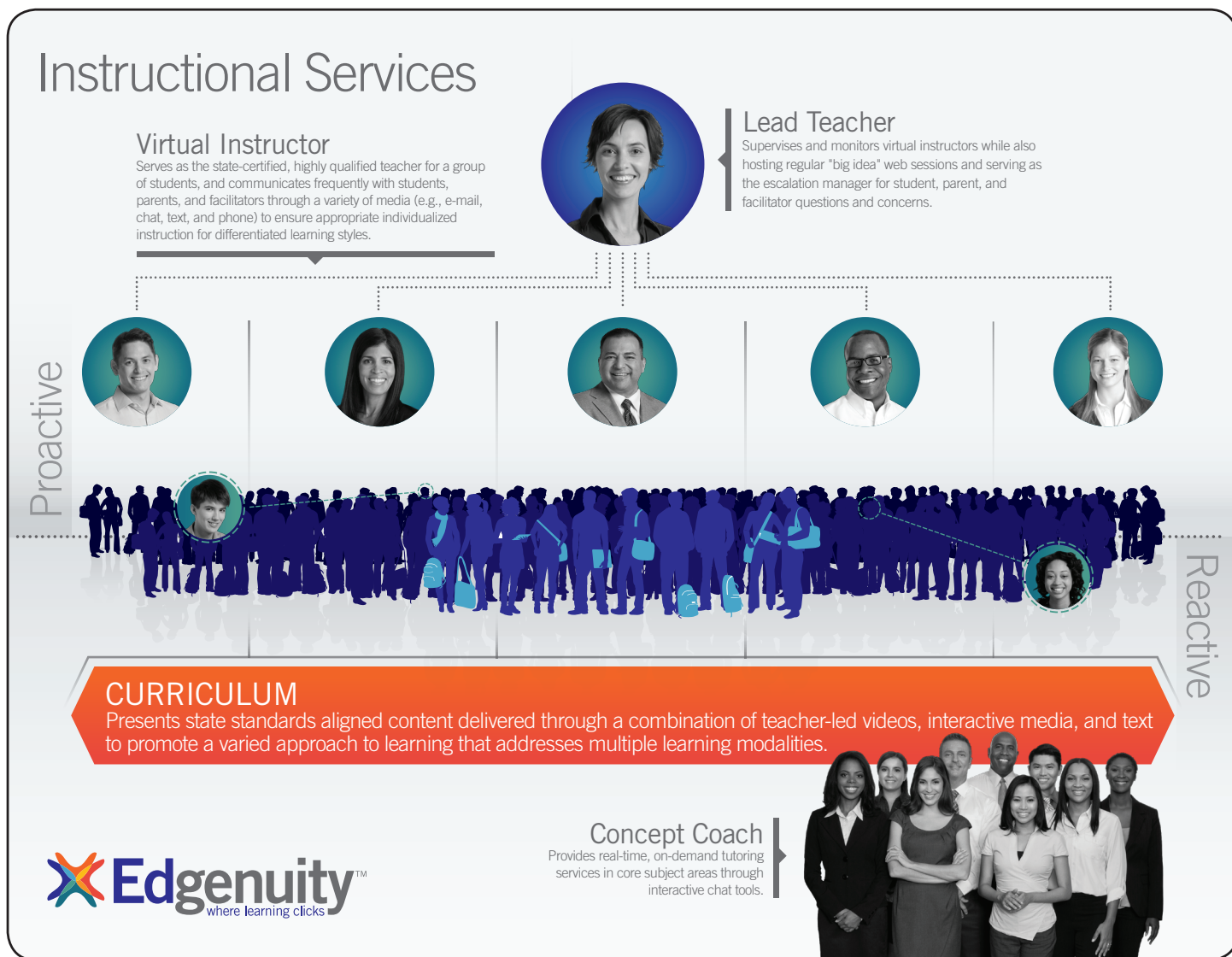


Contents

Overview of Instructional Services	2
Logging In	3
Update Account Information	4
My Dashboard	5
Students Tab	8
Enrollments Tab	11
Teachers Tab	13
Messages Tab	14
LMS Login Information	15
Check Plugins	15
Selected Student Section	16
Preview Course Content in the Web Administrator.....	17
Create a User Group	18
Adding a Course to a User Group	19
Course Actions.....	20
Gradebook.....	21
Reviewing Projects from the Gradebook.....	22
Dashboard.....	23
Progress Reports.....	24
Course Documents	25
Instructional Services Support	25
Teacher Resources	26
Requirements for Career Electives	27
Downloading Zipped Files.....	27
Installing Software Applications Locally.....	28
Uploading Files from the Virtual Classroom.....	28
Notes	29

Overview of Instructional Services

Edgenuity Instructional Services provide a flexible instructional model, designed to meet the goals of each district or school partnership. Whether a supplemental online course program, a full-time virtual school, a learning lab, or something completely different to fit your needs, Edgenuity can support the implementation model that works for you. Instructional Services provide state-certified teachers, fully accredited program support, and experienced customer relations specialists that will integrate and create a partnership that is entirely focused on student success.



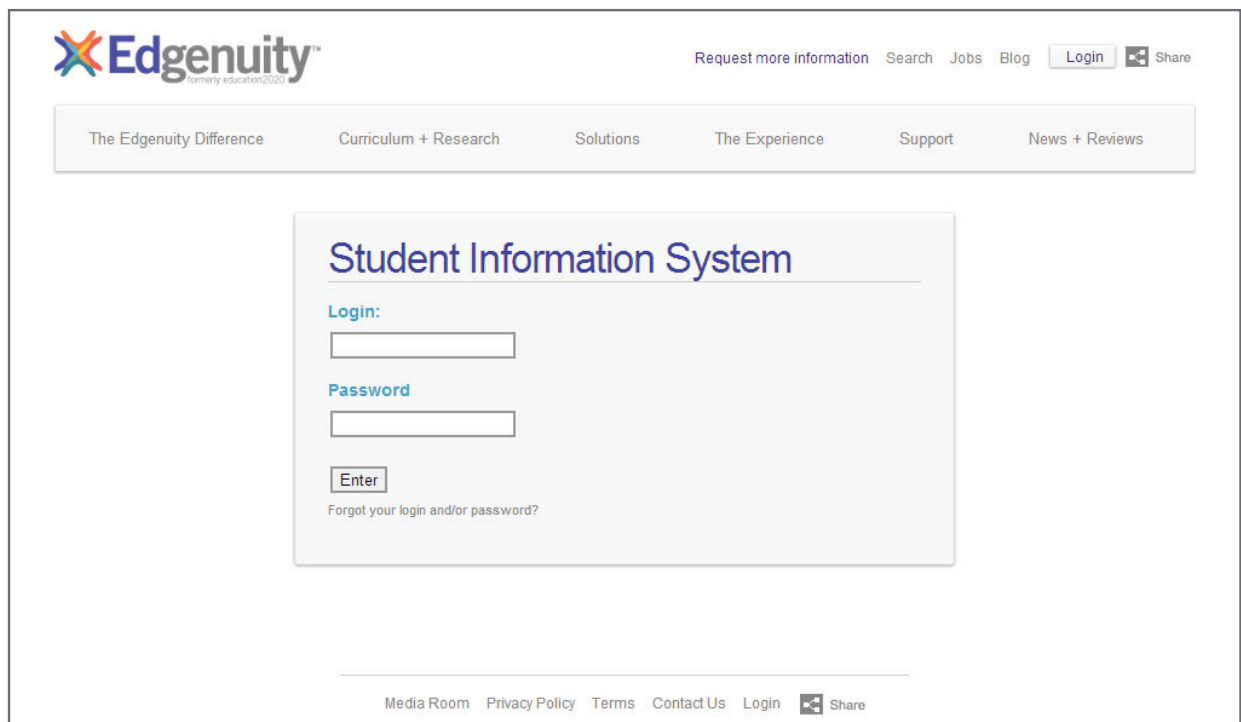
Logging In

Begin by logging in to the Instructional Services Student Information System (SIS).

Once you are on the login page, use your username and password to gain access to your administrative account.

Please visit the URL below:

<http://www.edgenuity.com/SIS-Login>



The screenshot shows the Edgenuity website's Student Information System login page. At the top left is the Edgenuity logo with the tagline "formerly education2020". To the right are links for "Request more information", "Search", "Jobs", "Blog", a "Login" button, and a "Share" icon. Below this is a navigation bar with links: "The Edgenuity Difference", "Curriculum + Research", "Solutions", "The Experience", "Support", and "News + Reviews". The main content area features a "Student Information System" heading. Below this is a "Login:" label followed by a text input field. Underneath is a "Password" label followed by another text input field. A small "Enter" button is positioned below the password field. Below the "Enter" button is a link that says "Forgot your login and/or password?". At the bottom of the page, there is a footer with links for "Media Room", "Privacy Policy", "Terms", "Contact Us", "Login", and a "Share" icon.

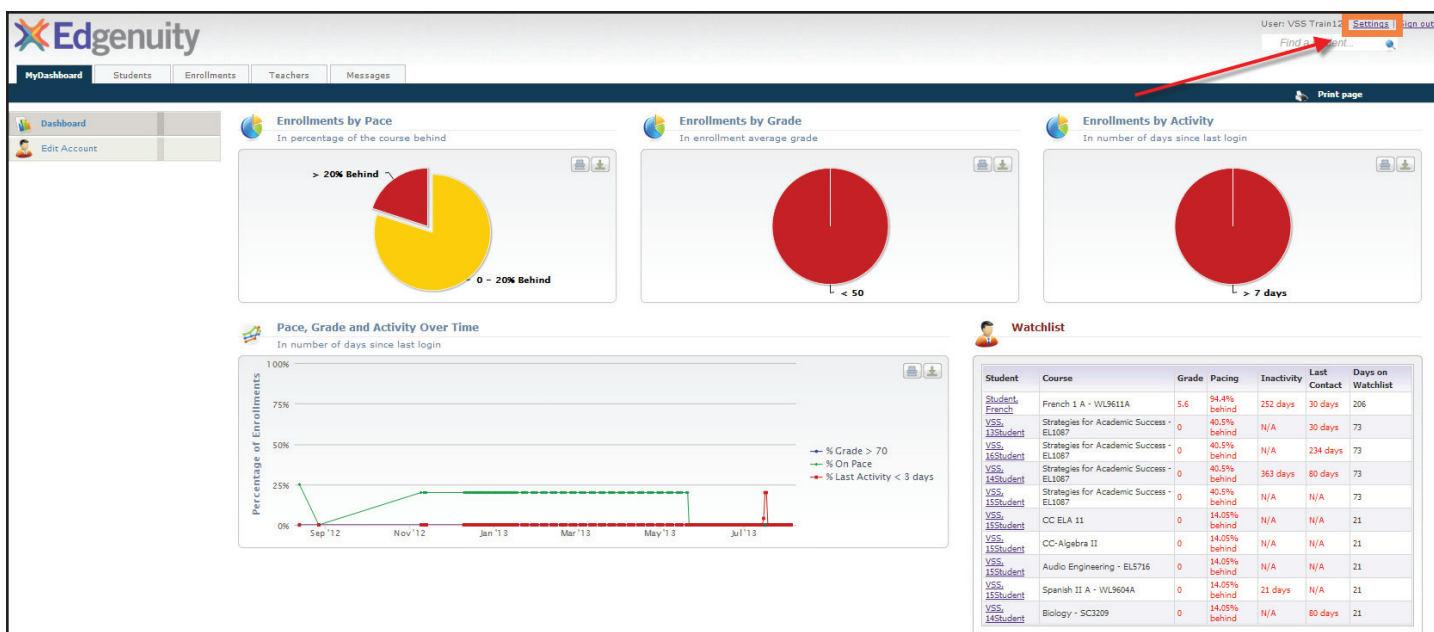
Update Account Information

Once you log in, you may want to update your user profile and change your user password.

1. To update your user profile, click on the **Settings** link next to your name in the upper right-hand corner.
2. The **User Information** page will appear. Here you can update your name, e-mail, and contact information as well as add a customized signature for your e-mail communications.
3. Change your password in the **Password** field below **User Information**. You may want to record your username and new password here for future reference.

Username: _____

Password: _____



User Information

User Name:
Last Name:
Email:
Role:
School:
First Name:
Phone:
Affiliation:
Signature:

Paragraph Font Size Color

B *I* U **abc**

Save

Password

Old Password:

New Password:

Confirm Password:

Save

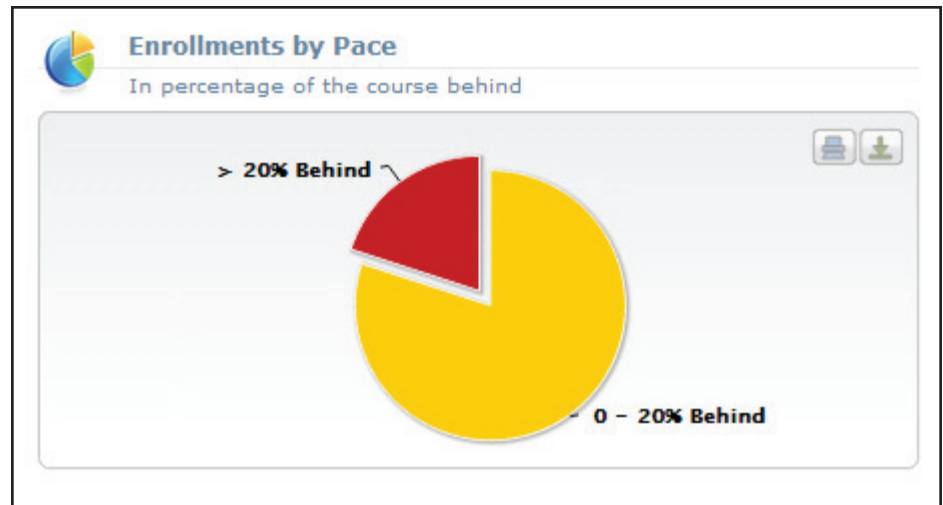
My Dashboard

Your main page in the SIS is known as the Dashboard. The Dashboard contains all of the tools and features you will need as an administrator over your classroom or school district. It will also give you a quick snapshot of some key data points in the Virtual Classroom. These data points include the following:

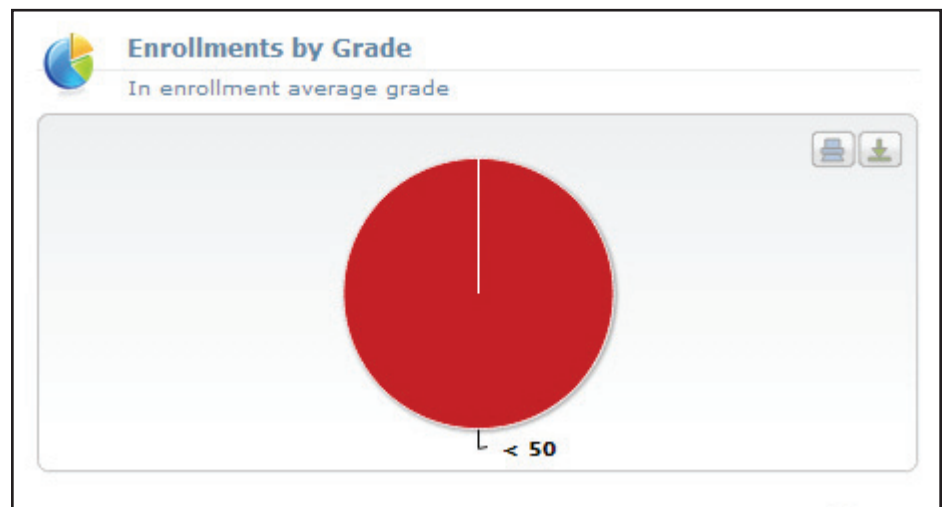
1. Enrollments by Pace.
2. Enrollments by Grade.
3. Enrollments by Activity.
4. Pace, Grade, and Activity over Time.
5. Watchlist.



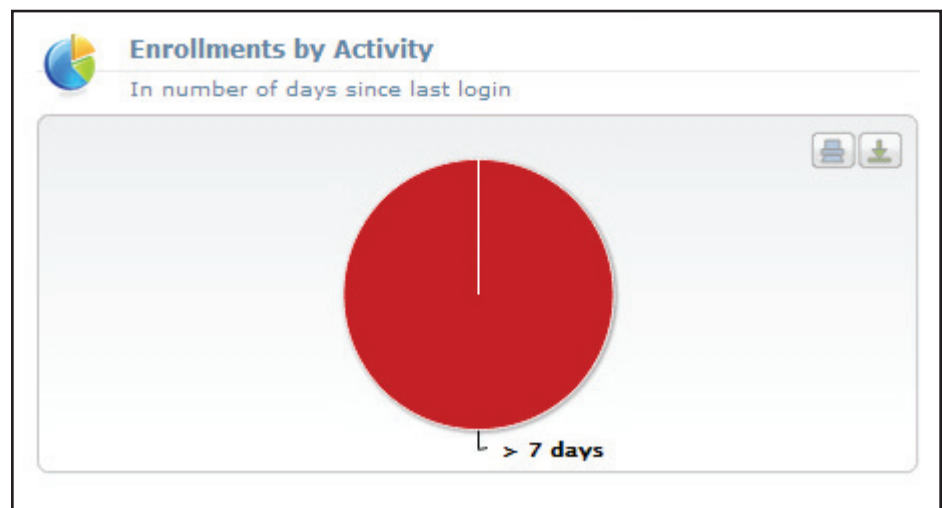
The Enrollments by Pace pie chart shows the average amount, as a percentage of progress, that students are behind in their courses. In this pie chart scenario we can see that, on average, students are between 0 and 20 percent behind in their courses.



Enrollment by Grade gives a snapshot of the average grade of the students enrolled in this course. We can see that the average grade for this course is less than 50 percent.

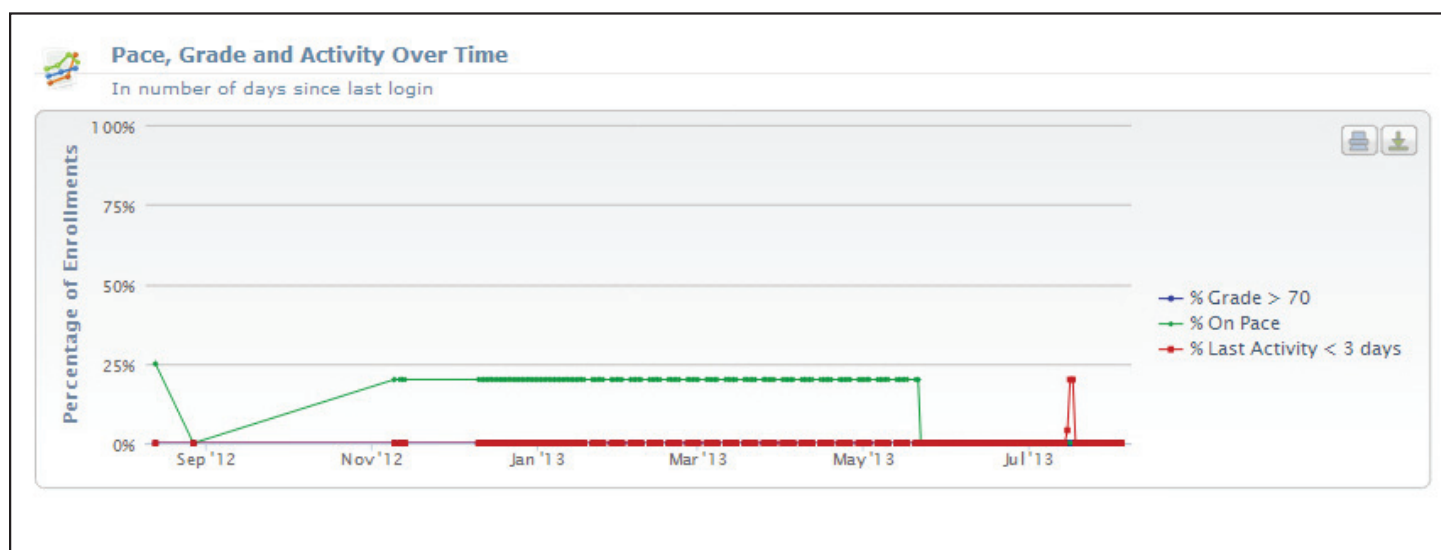


Enrollment by Activity measures the average number of days since the last activity in the course. This pie chart shows that, on average, there is more than seven days of inactivity among the students enrolled.



Pace, grade, and activity over time provides a detailed view of the percentage of students who are passing the class with a 70 percent or higher, the percentage of students who are on pace to complete the time within their own allotted completion date, and the percentage of students who have not been active in the class for more than one day.

These metrics are designed to allow you to identify where your class stands overall, and then pinpoint which students are in need of extra assistance to succeed in the online classroom.



The Watchlist is generated from compiled data. This list includes all of the students enrolled in your courses who fall within the categories listed below.

Below Grade Threshold:

Students not passing the course with a 70 percent or higher actual grade.

Below Pace Threshold:

Students not completing enough assignments based on the target completion date.

Below Activity Threshold:

Students who have never logged in or who have not logged into the course for more than three days.

Watchlist						
Student	Course	Grade	Pacing	Inactivity	Last Contact	Days on Watchlist
Student, French	French 1 A - WL9611A	5.6	94.4% behind	252 days	30 days	206
VSS, 13Student	Strategies for Academic Success - EL1087	0	40.5% behind	N/A	30 days	73
VSS, 16Student	Strategies for Academic Success - EL1087	0	40.5% behind	N/A	234 days	73
VSS, 14Student	Strategies for Academic Success - EL1087	0	40.5% behind	363 days	80 days	73
VSS, 15Student	Strategies for Academic Success - EL1087	0	40.5% behind	N/A	N/A	73
VSS, 15Student	CC ELA 11	0	14.05% behind	N/A	N/A	21
VSS, 15Student	CC-Algebra II	0	14.05% behind	N/A	N/A	21
VSS, 15Student	Audio Engineering - EL5716	0	14.05% behind	N/A	N/A	21
VSS, 15Student	Spanish II A - WL9604A	0	14.05% behind	21 days	N/A	21
VSS, 14Student	Biology - SC3209	0	14.05% behind	N/A	80 days	21

Students Tab

The Students tab contains detailed information on the students enrolled in your class. Click on the student's name to see the following information:

Basic Information: Student ID number, name, and enrollment status.

Academic Snapshot: Semester, course and section, teacher, start date, grade, assignments, and date of last activity.

Recent Communications: Any e-mail communications with the student.

Recent Activity: Activity log for the last seven days.

The screenshot shows the Edgenuity dashboard. The 'Students' tab is highlighted with a red box and a red arrow pointing to it. The dashboard includes a 'MyDashboard' section with links to 'Dashboard' and 'Edit Account'. There are also two charts: 'Enrollments by Pace' showing 'In percentage of the course behind' and 'Enrollments by Grade' showing 'In enrollment average grade'. A progress bar indicates '> 20% Behind'.

The screenshot shows the 'Students' tab in the Edgenuity interface. It displays a search bar and a list of 10 active students. The table below shows the details for these students.

Student	GradeLevel	School	City	District	Enrollments	ID
Demo, Alphonse	11	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16026
Demo, Bethany	9	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16027
Demo, Derick	11	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16029
Demo, Fionna	12	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16031
Demo, Hector	10	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16033
Demo, Jordan	10	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16035
Test, Clark	11	IS DEMO SCHOOL (VSS)		SIS TRAINING DISTRICT (VSS)	1	16028

The screenshot shows the 'Student, French' profile page. It includes a sidebar with navigation links and a main content area with 'Basic Information' and 'Mentor Information' sections.

Basic Information

Student ID: 14032
Name: Student, French
Gender: Female
Grade: 1
Phone:
District: SIS TRAINING DISTRICT (VSS)
LMS ID: 3927157
CRS Name:
CRS Email:

Preferred Name:
Date of Birth: 10/26/2012
Status: ACTIVE
Enrollment Status: -1
Email: noemail@e2020noemail.com
School: LMS TRAINING (VSS)
Username: french
Password: french1
CRS Phone:





[Reset Password](#) [Sync with LMS](#) [Login as user](#)

Mentor Information

This student is currently associated with the following mentor(s):

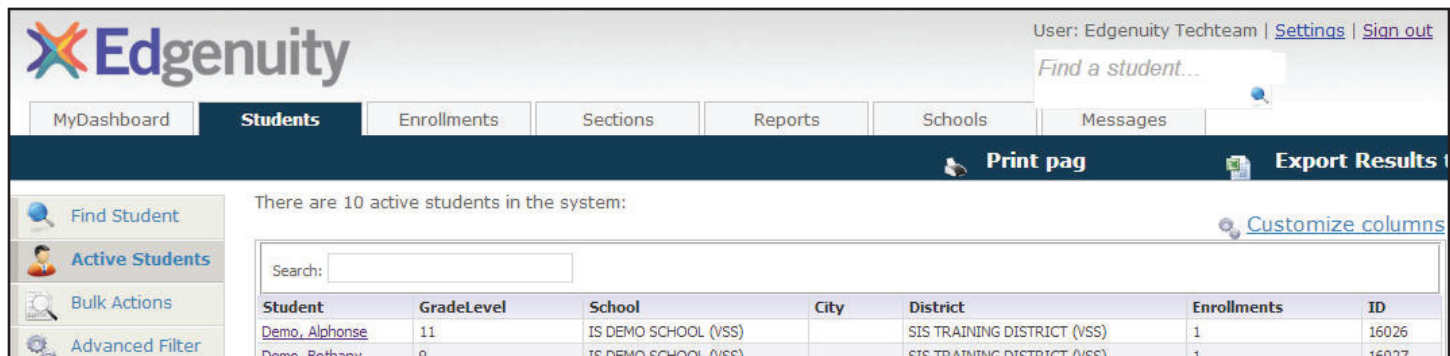
First Name	Last Name	Email	Phone
VSS	Train3	train3@noemail.com	0000000000000000
VSS	Train4	train4@noemail.com	0000000000000000
VSS	Train5	train5@noemail.com	0000000000000000
VSS	Train6	train6@noemail.com	0000000000000000
VSS	Train7	train7@noemail.com	0000000000000000
VSS	Train8	vss@noemail.com	8888888888
VSS	Train9	train9@noemail.com	8888888888
VSS	Train10	train10@noemail.com	0000000000000000
VSS	Train11	train11@noemail.com	0000000000000000
VSS	Train13	train13@noemail.com	0000000000000000
VSS	Train12	train12@noemail.com	0000000000000000
VSS	Train14	train14@noemail.com	0000000000000000
VSS	Train15	train15@noemail.com	0000000000000000

On the left-hand side bar of the Students tab, you will find different tools to monitor your students. Depending on your access level, you may or may not have all the listed features accessible to you.

 Main Information Main Page Dashboard Edit Information External Files View Calendar Guardian Accounts	Dashboard This gives a detailed view of the student's progress in the course, including enrollments by pace, enrollments by grade, enrollments by activity, grade, and activity over time.
 Historic Data Student Log View Transcript	View Calendar This shows any appointments or scheduled meetings with a mentor or instructor the student may have during the month. Student Log This provides detailed information of when changes were made to a student's account and who made the changes. View Transcript This shows the current student grades.
 Communications View Communications Add Communication	View Communications This shows a log of all communications with the student. Add Communications This allows you to keep notes on specific times, dates, and delivery methods when you have communicated with your student.
 Enrollments Current Enrollments Snapshot Pacing Student Activity Enrollment History	Current Enrollments This shows what classes the student is currently enrolled in along with start dates, end dates, grades, assignments completed, and weeks in the course. Snapshot This provides an academic snapshot of the courses the student is enrolled in and the student's progress in the course. Pacing This breaks down each week and the number of assignments that should be completed to stay on pace. Student Activity This shows how much activity a student has completed daily. Enrollment History This provides a history of the courses a student has been enrolled in.

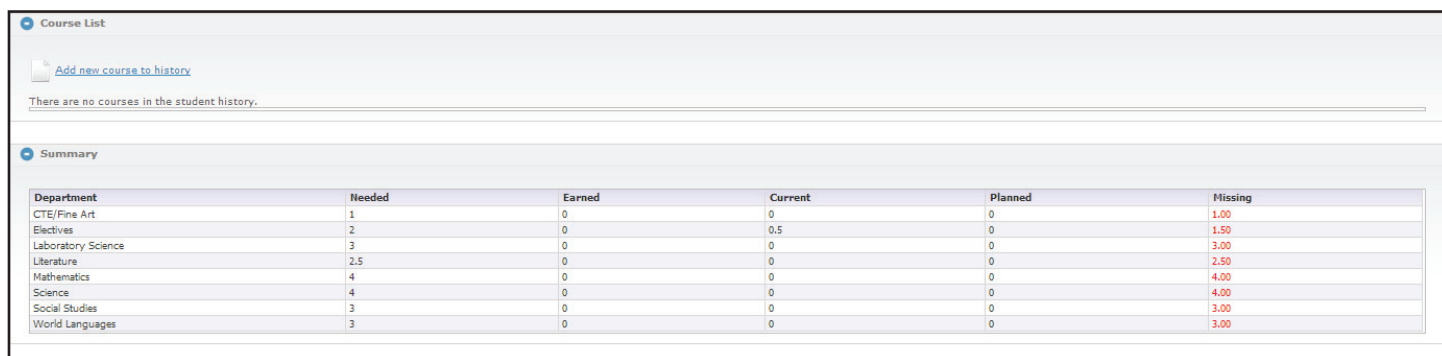
The screenshots below are of tools found under the Students tab:

Student Log



The screenshot shows the Edgenuity interface. At the top, the user is logged in as 'Edgenuity Techteam' with links for 'Settings' and 'Sign out'. A search bar labeled 'Find a student...' is present. The main navigation bar includes 'MyDashboard', 'Students' (selected), 'Enrollments', 'Sections', 'Reports', 'Schools', and 'Messages'. Below this, there are buttons for 'Print pag' and 'Export Results'. The main content area shows 'There are 10 active students in the system:' and a 'Find Student' sidebar with options like 'Active Students', 'Bulk Actions', and 'Advanced Filter'. A table of active students is displayed with columns: Student, GradeLevel, School, City, District, Enrollments, and ID. The table lists two students: 'Demo, Alphonse' and 'Demo, Bethany', both in grade 11 at 'IS DEMO SCHOOL (VSS)' in the 'SIS TRAINING DISTRICT (VSS)', with 1 enrollment each.

Transcript Analysis



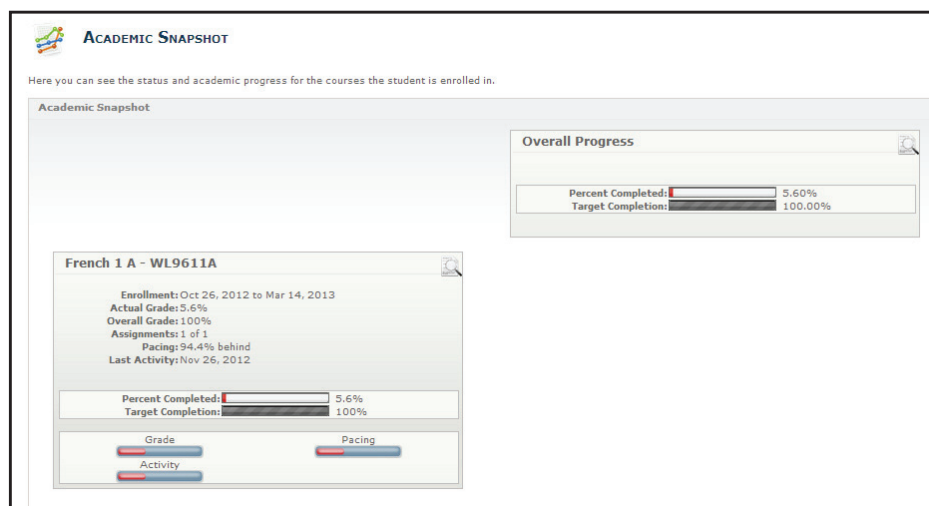
The screenshot shows the 'Course List' and 'Summary' sections of the Transcript Analysis tool. The 'Course List' section has a link to 'Add new course to history' and a message stating 'There are no courses in the student history.' The 'Summary' section displays a table with columns: Department, Needed, Earned, Current, Planned, and Missing. The table lists various departments and their corresponding counts.

Department	Needed	Earned	Current	Planned	Missing
CTE/Fine Art	1	0	0	0	1.00
Electives	2	0	0.5	0	1.50
Laboratory Science	3	0	0	0	3.00
Literature	2.5	0	0	0	2.50
Mathematics	4	0	0	0	4.00
Science	4	0	0	0	4.00
Social Studies	3	0	0	0	3.00
World Languages	3	0	0	0	3.00

Current Enrollments

Select	Edit	Section	Start	End	Grade Overall	Grade Actual	Pacing	Progress	Progress Increase last 7 days	Attendance (last 7 days)	Attendance overall
<input type="checkbox"/>		English Language Arts 11 B - ELA1093CCB [20998]	03/18/2013	07/22/2013	88.62	55.36	-37.53%	62.47%	0%	0	2390
<input type="checkbox"/>		Geography A - SS1107A [63160]	03/18/2013	07/22/2013	86.32	62.79	-27.26%	72.74%	0%	0	3958
<input type="checkbox"/>		Government A - SS1110A [21048]	03/18/2013	07/22/2013	86.69	59.68	-31.14%	68.85%	0%	0	6365

Academic Snapshot



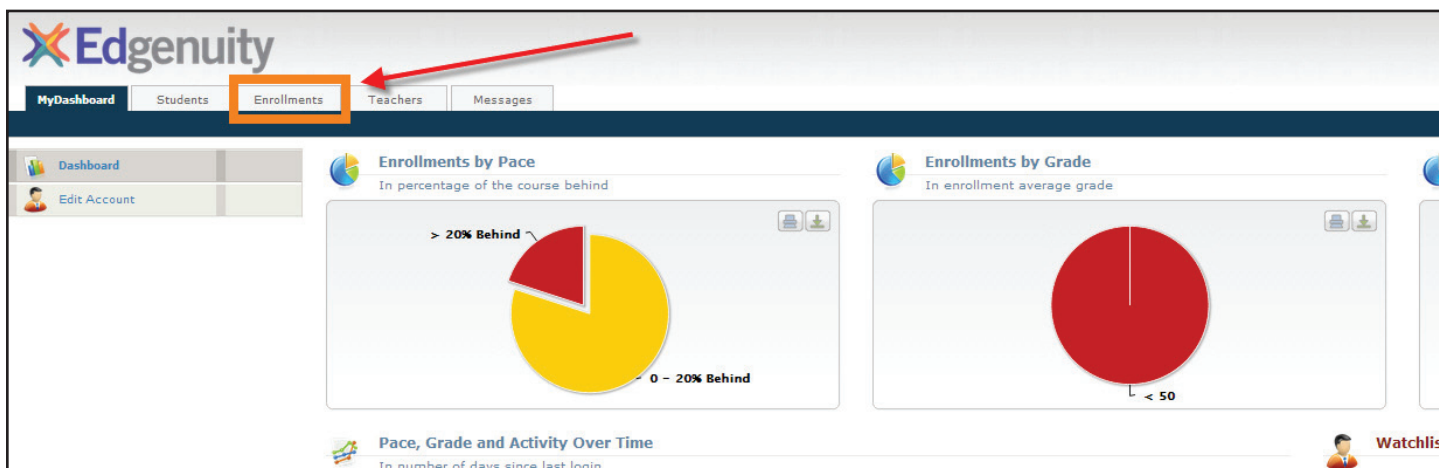
The screenshot shows the 'ACADEMIC SNAPSHOT' tool. It displays the status and academic progress for the courses the student is enrolled in. The 'Overall Progress' section shows a bar chart for 'Percent Completed' (5.60%) and 'Target Completion' (100.00%). The 'French 1 A - WL9611A' section shows enrollment from Oct 26, 2012 to Mar 14, 2013, with an actual grade of 5.6% and overall grade of 100%. It also shows assignments (1 of 1), pacing (94.4% behind), and last activity (Nov 26, 2012). A detailed bar chart for 'French 1 A - WL9611A' shows 'Percent Completed' (5.6%) and 'Target Completion' (100%). Below this, there are three small bar charts for 'Grade', 'Pacing', and 'Activity'.

Enrollments Tab

The Enrollments tab allows you to search and retrieve data based on detailed search criteria. This feature is useful to identify specific students at any given time. The data you can extract using the search criteria under Enrollments is useful to generate reports about the students enrolled in your class.

Some practical applications for generating reports include a report identifying all the students who are enrolled in a certain course and have an IEP or Special Need. This will help you pinpoint which students may need extra assistance, so you can begin to develop a proactive approach to meeting their needs.

Another example is running a report that pinpoints students who may be behind pace in the classroom. From the search criteria, you can extract data that includes students who are behind pace based on a certain number of days and assignments. This method of data stratification is extremely beneficial in identifying the needs of your students, monitoring their progress, and providing proactive solutions to help them achieve academic success.



The screenshot shows the Edgenuity dashboard with the 'Enrollments' tab selected. The dashboard features a search bar at the top right with the text 'Find a student...'. Below the search bar, there are two columns of search criteria. The left column includes fields for Affiliation, School, Department, Course, Teacher, Special Ed, LEP/ELL, Free/Reduced Lunch, Part Time/Full Time, and Mentor. The right column includes fields for Grade between, Term, Start Date, End Date, Grade Level, Catalog, Pacing, and Logins. A 'Get Data' button is located at the bottom center of the form. The dashboard also includes a 'Print pag' button and an 'Export Results' button.

To filter your enrollments, select the criteria from the drop-down menus and click on **Get Data**. This process will create a list of all student enrollments matching the set of criteria.

E-mail Blast

Once you find the category of students you are looking for, you can send out a template e-mail to that group of students by clicking on the **E-mails** link on the left-hand side bar and selecting a template from the drop-down menu.

The screenshot shows the Edgenuity user interface for sending an email blast. The top navigation bar includes links for MyDashboard, Students, **Enrollments**, Sections, Reports, Schools, and Messages. A user profile for 'Edgenuity Techteam' is visible in the top right, along with links for Settings and Sign out. A search bar labeled 'Find a student...' is also present.

On the left sidebar, the 'Emails' link is highlighted. Below it are links for Basic Search, Advanced Filter, Public Course Requests, Auto-Emails, and Add new Auto-Email.

The main content area is titled 'Enrollments' and features a yellow banner stating: 'Clicking on Send will send this email to the 10 enrollments selected in the previous screen.' A 'Send' button is located to the right of this banner.

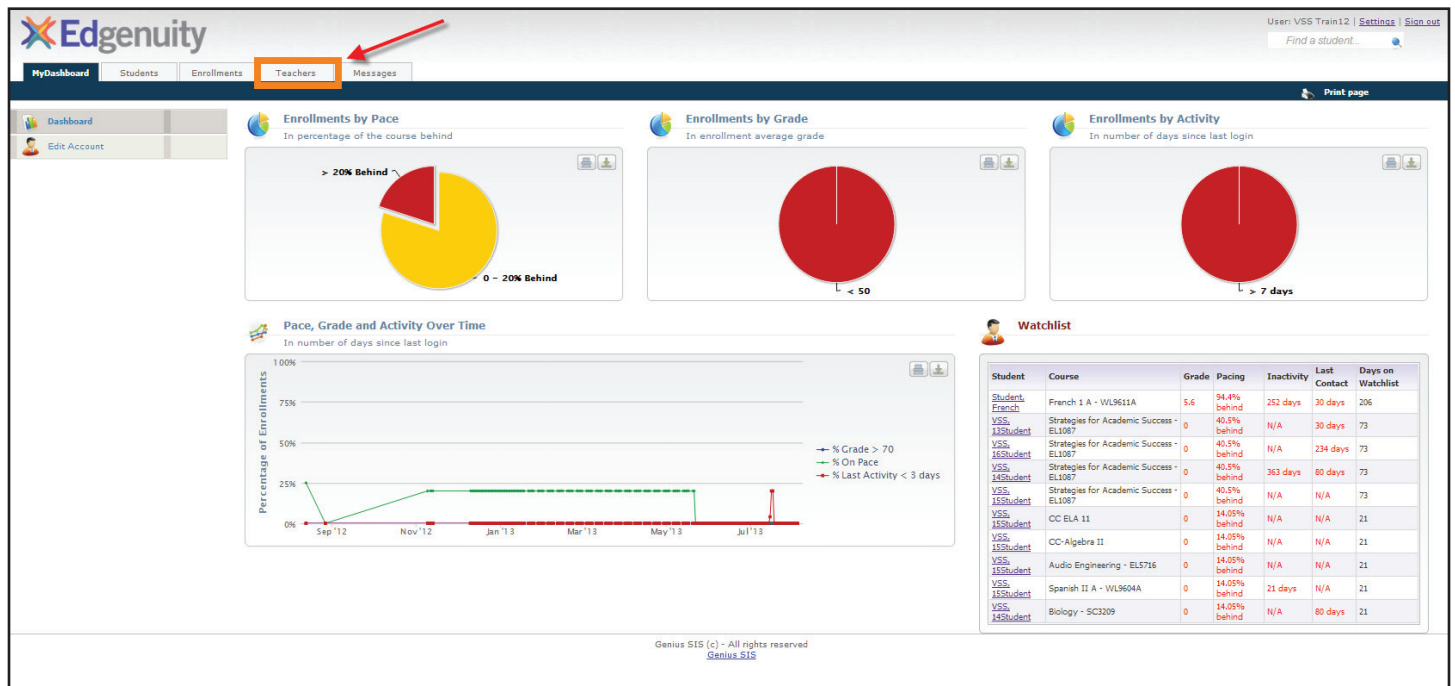
The email configuration section includes the following fields and options:

- Template:** A dropdown menu currently set to 'Select...'.
- Description:** A text field with the placeholder 'Select Template...'.
- Subject:** An empty text field.
- Attachment:** A 'Choose File' button and the text 'No file chosen'.
- Copy Student:** A checkbox labeled 'Send one email per student'.
- Body:** A rich text editor with a toolbar containing options for Paragraph, Font, Size, Color, Bold (B), Italic (I), Underline (U), and a 'Select variable...' dropdown. The editor area is currently empty.
- Design/HTML:** Tabs at the bottom of the body editor.

At the bottom of the interface, there is a 'Sample:' section with a 'Update Sample' button and a 'Select Template...' dropdown.

Teachers Tab

The Teachers tab allows the user to view the Edgenuity teachers who are working with students in the school. The Edgenuity teacher contact information is included in the Teachers tab so that users can contact specific teachers when there are questions about the course or specific students working within the course.



There are 22 active teachers in the system.

Teacher	ID	Email	Phone	Cap	Enrollments
N/A, N/A	1	td@geniusus.com	954 667 7747	99999	217
Teach1_VSS	182	virtalschool@edgenuity.com	555-555-5555	200	6
Teach10_VSS	191	virtalschool@edgenuity.com	555-555-5555	200	5
Teach11_VSS	192	virtalschool@edgenuity.com	555-555-5555	200	5
Teach12_VSS	193	virtalschool@edgenuity.com	555-555-5555	200	5
Teach13_VSS	194	virtalschool@edgenuity.com	555-555-5555	200	6
Teach14_VSS	195	virtalschool@edgenuity.com	555-555-5555	200	5
Teach15_VSS	196	virtalschool@edgenuity.com	555-555-5555	200	5
Teach16_VSS	197	virtalschool@edgenuity.com	555-555-5555	200	5
Teach17_VSS	198	virtalschool@edgenuity.com	555-555-5555	200	5
Teach18_VSS	199	virtalschool@edgenuity.com	555-555-5555	200	5
Teach19_VSS	200	virtalschool@edgenuity.com	555-555-5555	200	5
Teach2_VSS	183	virtalschool@edgenuity.com	555-555-5555	200	5
Teach20_VSS	201	virtalschool@edgenuity.com	555-555-5555	200	5
Teach3_VSS	184	virtalschool@edgenuity.com	555-555-5555	200	5
Teach4_VSS	185	virtalschool@edgenuity.com	555-555-5555	200	5
Teach5_VSS	186	virtalschool@edgenuity.com	555-555-5555	200	5
Teach6_VSS	187	virtalschool@edgenuity.com	555-555-5555	200	5
Teach7_VSS	188	virtalschool@edgenuity.com	555-555-5555	200	5
Teach8_VSS	189	virtalschool@edgenuity.com	555-555-5555	200	5
Teach9_VSS	190	virtalschool@edgenuity.com	555-555-5555	200	5
Test_Jennifer	15	lance@instructor.net	6888861234	99999	66

Messages Tab

Communicating effectively with your students is one of the biggest contributors to their success in the online classroom. You can access all of your communications by clicking on the **Messages** tab.

The screenshot displays the Edgenuity MyDashboard interface. At the top, a navigation bar contains the following tabs: MyDashboard, Students, Enrollments, Teachers, and Messages. The Messages tab is highlighted with an orange border, and a red arrow points to it from the right. Below the navigation bar, the dashboard is divided into three main sections. The left section, titled 'Dashboard', includes links for 'Dashboard' and 'Edit Account'. The middle section, titled 'Enrollments by Pace', shows a pie chart with a red slice labeled '> 20% Behind'. The right section, titled 'Enrollments by Grade', shows a red circle. A 'Message' modal window is open in the foreground, displaying a message to 'Teach3, VSS [20290]'. The subject is 'Checking In'. The message body contains the text 'Hello, I wanted to send you a quick message to see'. The modal has a 'Send' button and a 'Dismiss' button.

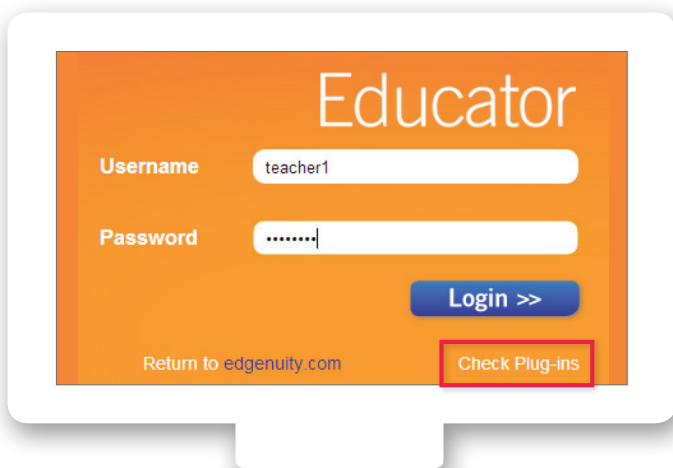
Once inside the Message tab, you will see the inbox and sent tabs on the left-hand side of the page. You can reply to your messages and compose new messages. You also have the ability to send an e-mail blast to all of your students or a certain group of students using an e-mail template. This advanced e-mailing feature is located under the Enrollments tab.

LMS Login Information

Educator login page: <http://learn.edgenuity.com/educator>

Check Plugins

1. On the login page for the Web Administrator, click the **Check Plugins** link.
 - a. The Virtual Classroom login page has a Check Plugins link that performs the same action.
2. A window will open with required plugins listed with your version, required version, and the status of each plugin.
3. Any plugins that do not meet the minimum requirements will have a red **X** next to them.
4. Click the name of the indicated plugin to be directed to the download/installation site for that plugin.



Plugin Status			
Plugin	Your Version	Required Version	Status
Adobe Flash Player	11	8	OK
X Adobe Acrobat Reader	0	6	Not Found
Quicktime Player	7.7.1	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.6	OK

Plugin Status			
Plugin	Your Version	Required Version	Status
Adobe Flash Player	10	8	OK
Adobe Acrobat Reader	7+	6	OK
Quicktime Player	7.71	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.6	OK

Selected Student Section

Once you have selected an existing student account, the Selected Student section appears in the upper left-hand corner with the student's name. From here, you have a variety of options:

1. Click the student's name to edit the student's account information.
2. Click the envelope to send the student an e-mail.
3. Click **View Courses** to see the student's course list.
4. Click **Progress Report** to view details about the student's performance. Whenever you are making a change that affects a single student, be sure to double-check the **Selected Student** section to ensure that you are working with the correct student.

SELECTED STUDENT

HighSchool StudentThree

Username: higstude1
ID: 1895245

[View Courses](#)
[Progress Report](#)

MANAGE STUDENTS

Dashboard
Select Student
Add Student
Reviews Required

ADMINISTRATIVE TOOLS

Select School
Select Course
Select Teacher
Add Teacher
Update My Info
Manage Schedules

STUDENT SELECTION

Student Management **User Groups**

High School
All Groups

•Add Student •Update •Courses •Disable •Progress

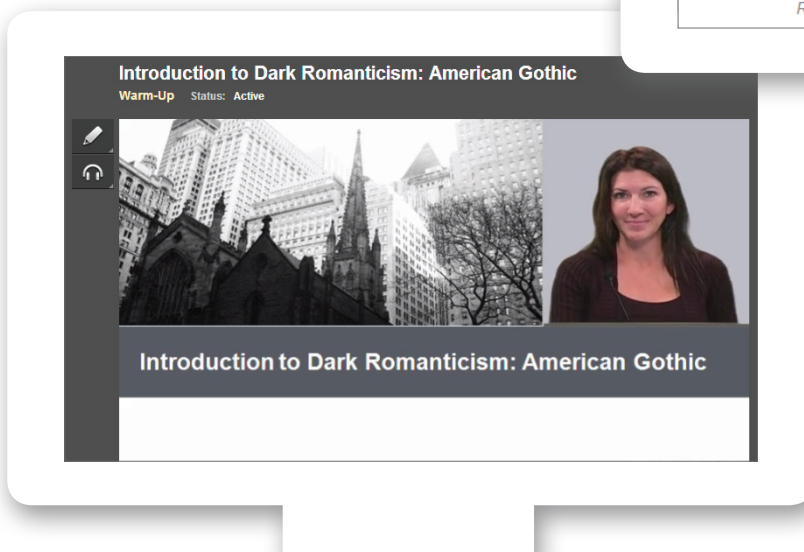
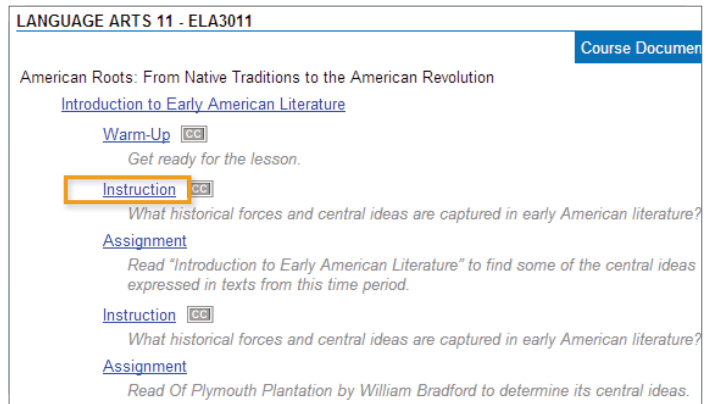
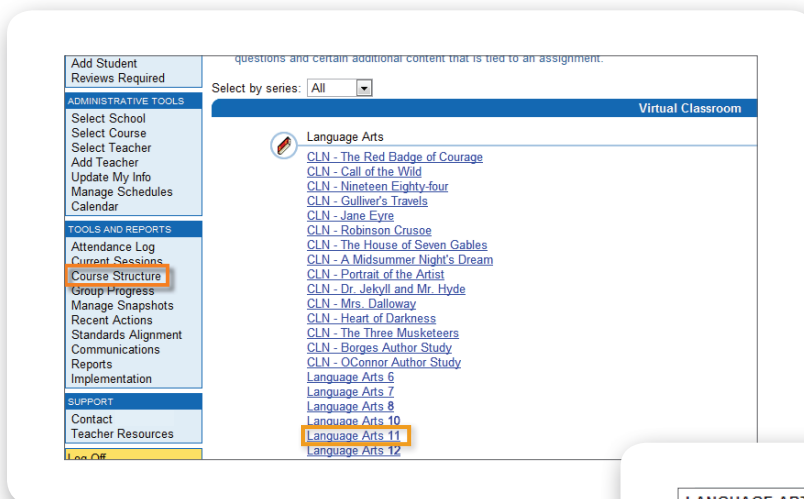
ALL A B C D E F G H I J K L M N O P Q

Edit	User ID	Username	Student's Name
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool
<input type="radio"/>	1895245	higstude1	StudentThree, HighSchool
<input type="radio"/>	1895243	higstude	StudentTwo, HighSchool

[View Archived Students](#) | [Select My Account](#) | [Save To Excel](#) | [Print](#)

Preview Course Content in the Web Administrator

1. Click **Course Structure** in the Tools and Reports section.
2. Click the name of the course you want to preview.
3. Click the **Course Documents** link to check for course resources.
4. Click on the activity name to preview it.



Create a User Group

1. Click **Select Student** in the Manage Students section.
2. Click **User Groups**.
3. Click **Create New Group**.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection).
4. Name the group.
5. Click **Add to Group**.
6. Click **User Groups** again.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection).
7. Click the checkbox(es) next to the students who are to be added to the group.
 - a. You can select one student at a time, or select multiple students.
 - b. To locate students more easily, try the alphabet at the top (to filter by last name), or use the **Search for Students** link at the bottom.
8. Hover over the **Add to Group** link and click the user group to which you would like to add the selected students.

The screenshot displays the Edgenuity Student Management interface. The top navigation bar includes 'MANAGE STUDENTS' and 'STUDENT SELECTION'. The left sidebar lists 'Dashboard', 'Select Student', 'Add Student', and 'Reviews Required'. The main content area shows 'Student Management' and 'User Groups' tabs. The 'User Groups' tab is active, displaying a table with columns for 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The table contains one row with the student 'StudentEight, HighSchool' in the 12th grade. Below the table, the 'GROUP INFORMATION' section is visible, with a 'Group Name:*' field and a 'Group Description' field. The 'Add to Group' button is highlighted, and a dropdown menu shows '1st Period' as the selected group. The bottom of the interface shows the 'Add to Group' button again, with a dropdown menu showing '1st Period' as the selected group.

Edit	User ID	Username	Student's Name	Grade Level
<input type="checkbox"/>	1895255	higstude7	StudentEight, HighSchool	12th

GROUP INFORMATION

Group Name:*

Group Description:

Student Management User Groups High School One

Create New Group Edit Group Add To Group Delete Group 0 Selected

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

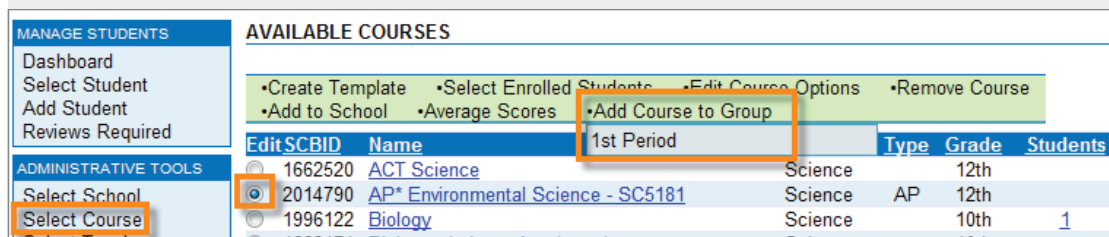
1st Period¹

Edit	User ID	Username	Student's Name	Grade Level
<input type="checkbox"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input checked="" type="checkbox"/>	1895248	higstude3	StudentOne, HighSchool	9th
<input checked="" type="checkbox"/>	1895245	higstude1	StudentThree, HighSchool	11th
<input type="checkbox"/>	1895243	higstude	StudentTwo, HighSchool	10th

Adding a Course to a User Group

1. Click **Select Course** in the Administrative Tools section.
2. Click the **Edit** radio button for the course you want to add to a user group.
3. Hover over the **Add Course to Group** link.
4. Click the name of the user group to which you wish to add the course.

NOTE: Assigning a course to a user group will only affect students who were already in the user group when the course was added to the user group.



The screenshot shows the Edgenuity Administrative Tools interface. On the left, the 'ADMINISTRATIVE TOOLS' menu has 'Select Course' highlighted. The main area is titled 'AVAILABLE COURSES' and contains a toolbar with 'Add Course to Group' highlighted. Below the toolbar is a table of available courses. The first row of the table is highlighted, and the '1st Period' column header is also highlighted.

MANAGE STUDENTS		AVAILABLE COURSES				
Dashboard Select Student Add Student Reviews Required		<div>•Create Template •Select Enrolled Students •Edit Course Options •Remove Course •Add to School •Average Scores •Add Course to Group</div>				
Edit	SCBID	Name	1st Period	Type	Grade	Students
<input type="radio"/>	1662520	ACT Science		Science	12th	
<input checked="" type="radio"/>	2014790	AP* Environmental Science - SC5181		Science	AP	12th
<input type="radio"/>	1996122	Biology		Science	10th	1
<input type="radio"/>	1666174	AP* Environmental Science - SC5181		Science	12th	

Course Actions

1. Click **Select Student**.
2. Click the student's name.
3. Click the radio button next to the course on which you want to take an action.

MANAGE STUDENTS

[Dashboard](#)
[Select Student](#)
[Add Student](#)
[Reviews Required](#)

ADMINISTRATIVE TOOLS

[Select School](#)
[Select Course](#)
[Select Teacher](#)
[Add Teacher](#)
[Update My Info](#)
[Manage Schedules](#)
[Calendar](#)

TOOLS AND REPORTS

STUDENT SELECTION

Student Management

User Groups

High School One

All Groups

•Add Student •Update •Courses •Disable •Progress •Email

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool	9th

Add Course	Disable	Complete	Customize	Edit Options	Retakes	Grades	Undo Bypass
Scores and Activity Review	Insert Supplemental Activity	Additional Activities					
View Course Standards	Assignment Calendar	Diagnostic Test	eNotes				
Edit Course Name	Bypasses	Grade	Start Date	Status			
<input type="radio"/> MA1101 - Algebra I		9th	3/29/2013				
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013				
<input type="radio"/> MA2004 - Geometry		10th	4/24/2013				

Click an action:

- **Add Course:** Add a course to a student account.
- **Disable:** Make a course unavailable to the student.
- **Complete:** Mark a course as finished.
- **Customize:** Add or remove lessons from a course.
- **Edit Options:** Change grade weights and other course options.
- **Retakes:** Allow additional retakes for assessments.
- **Grades:** View and edit grades, and see attempt detail for activities.
- **Undo Bypass:** Reactivate a bypassed lesson.
- **Scores and Activity Review:** See scores on submitted work, grade essays and projects, and leave feedback for students.
- **Insert Supplemental Activity:** Add additional lessons from other Edgenuity courses.
- **Additional Activities:** Insert grades for class work completed outside the Edgenuity program into the grading structure.
- **View Course Standards:** View standards correlations for a course.
- **Assignment Calendar:** View an individual student's daily assignment calendar.
- **Diagnostic Test:** View the customized course automatically built for the student based on his or her Diagnostic/Prescriptive Test performance.
- **eNotes:** View a student's eNotes.

Gradebook

1. Click **Select Student**.
2. Click the student's name.
3. Click the course name.

MANAGE STUDENTS

Dashboard

Select Student

Add Student

Reviews Required

ADMINISTRATIVE TOOLS

Select School

Select Course

Select Teacher

Add Teacher

Update My Info

Manage Schedules

Calendar

TOOLS AND REPORTS

Attendance Log

Current Sessions

STUDENT SELECTION

Student Management

User Groups

High School One

All Groups

+Add Student

+Update

+Courses

+Disable

+Progress

+Email

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool	9th
<input type="radio"/>	1895245	higstude1	StudentThree, HighSchool	11th
<input type="radio"/>	1895243	higstude	StudentTwo, HighSchool	10th

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Retakes](#) | [Grades](#) | [Undo Bypass](#)

[Scores and Activity Review](#) | [Insert Supplemental Activity](#) | [Additional Activities](#)

[View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [eNotes](#)

Edit Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/> MA1101 - Algebra I		9th	3/29/2013	
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013	

4. Click the + and - signs to expand/collapse the activity list.
 - The yellow-highlighted activity is the one on which the student is currently working.
 - The blue-highlighted activity is the assignment you are currently viewing.
 - A blue-and-yellow highlight on the same item indicates you are viewing the assignment on which the student is also currently working.
5. Click on an activity.
 - The corresponding grade information will appear at the bottom of the screen.

GRADEBOOK

Biosphere

Ecosystems and Biomes

The Role of Climate

What Shapes an Ecosystem?

Vocabulary

Direct Instruction

On-Line Content

Journal Activity

Lab Lecture

Lab Assessment

Practice / Homework

Quiz

Biomes

Vocabulary

Direct Instruction

On-Line Content

Journal Activity

Lab Lecture

Lab Assessment

Practice / Homework

Course Information

Course: Biology

Status: Active

Grade Level: 10th

Start Date: 11/3/2011

Current Assignment: Practice / Homework

Pass W/ Grade (Current Assignment)

Bypass (Current Assignment)

Selected Assignment

Activity Identifier: 4098723,1115,02020235

Activity: Quiz

Change Assignment Grade

Reset Assignment

Allow Optional Retake

View Answers

Report An Issue

Select Current Assignment

Reviewing Projects from the Gradebook

If a student has uploaded a file or document as part of an assignment, then teachers can download the file to review it and provide a grade. Instructions on how to download a student-submitted file via the Gradebook are found below.

1. Open the student's Gradebook for the course.
2. Navigate to the assignment in question.
3. Click the **View File** link in the Graded Attempts section.

Please note that teachers will also need to have the same software installed on their computers as the students have in order to review student assignments and provide scores.

The screenshot displays the GRADEBOOK interface for a course titled "Personal Finance - EL5734". The left sidebar shows a navigation menu with options like "Course Overview", "Economic Basics", "Assignment 1", and "Quiz 1 Study Guide". The main content area is divided into two panels. The top panel, "Course Information", lists details such as "Status: Active", "Grade Level: 9th", "Start Date: 5/15/2012", and "Current Assignment: Quiz 1 Study Guide". The bottom panel, "Selected Assignment", shows the "Activity Identifier" and "Activity: Project: Assignment 1". Below this, there are links for "Change Assignment Grade", "Reset Assignment", "Report An Issue", and "Select Current Assignment". At the bottom, a red message states "This assignment's grade is not currently counted". Below this is a table titled "Graded Attempts" with columns for "GID", "Score", "Start Of Attempt", and "Time Spent". The table contains one row with the following data: GID 365410656, Score 100%, Start Of Attempt 5/15/2012 12:08:26 PM, and Time Spent 00:11:43. A "View File" link is highlighted in the bottom right corner of the table.

GID	Score	Start Of Attempt	Time Spent
365410656	100%	5/15/2012 12:08:26 PM	00:11:43

Dashboard

To access the Dashboard, click **Dashboard** in the Manage Students section.

One of the following alerts may appear next to a student's name:

Teacher Review Alert: A teacher must review the student's work before the student can begin an assessment.

- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook where you can review the student's work.
- Click the **Complete** button to complete the Teacher Review.

Out of Retakes Alert: The student has used all available retakes but has not yet earned a passing score.

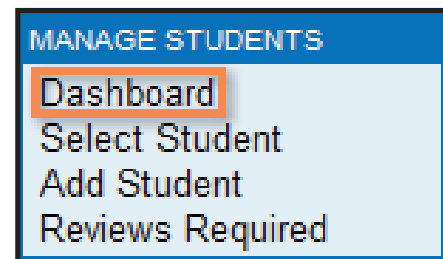
- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook where you can review the student's work.
- Click the **Retakes** button to give the student an additional retake.
- Click the **Grade** button to change the student's assessment grade.
- Click the **Bypass** button to skip the assessment so that the student can move forward in the course.
- Click the **E-mail** button to initiate an e-mail with the student.

Activities Alert: The student has submitted work that must be scored by a teacher, such as an essay or project.

- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook, where you can review the student's work.
- Click **View Essays** to view essays.

Other hot spots also allow users to manipulate student and course information:

- ID: Student Options.
- Course: Course Options.
- Start Date: Modify the course's start date.
- Target Date: Modify the course's target date.

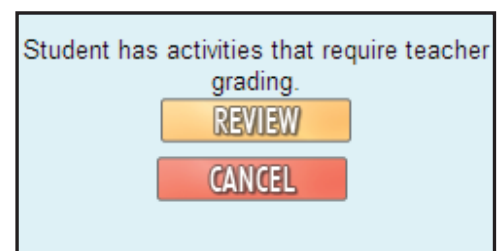
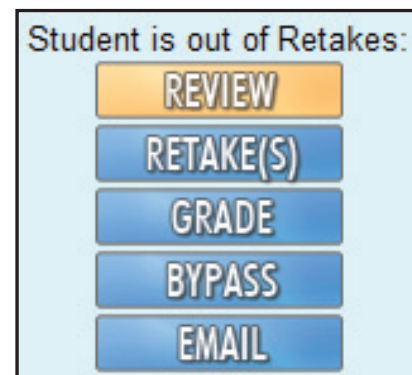


DASHBOARD

FILTERS COURSE G

[School: ABC School-D-692-1388] [Student Status:]

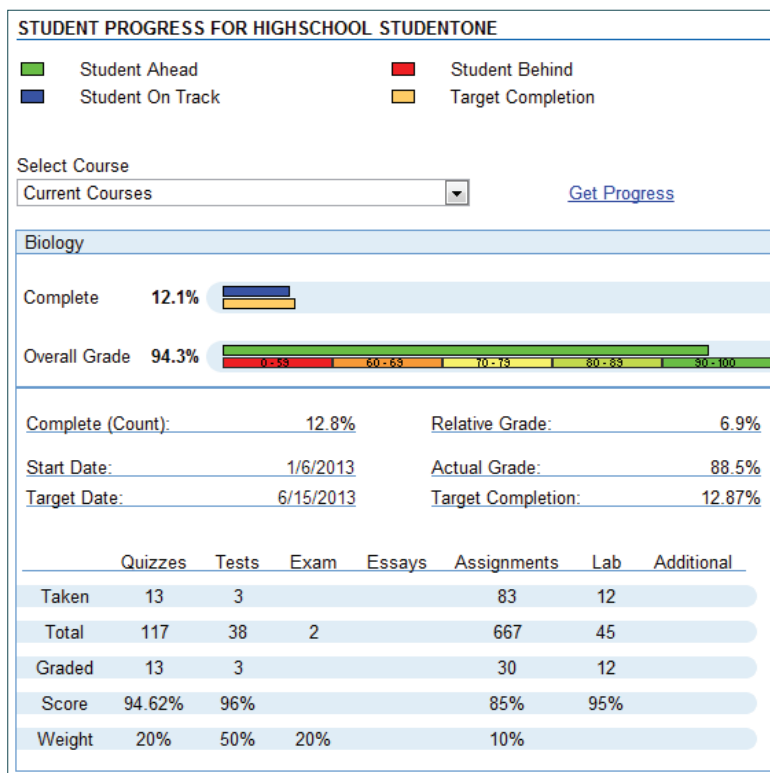
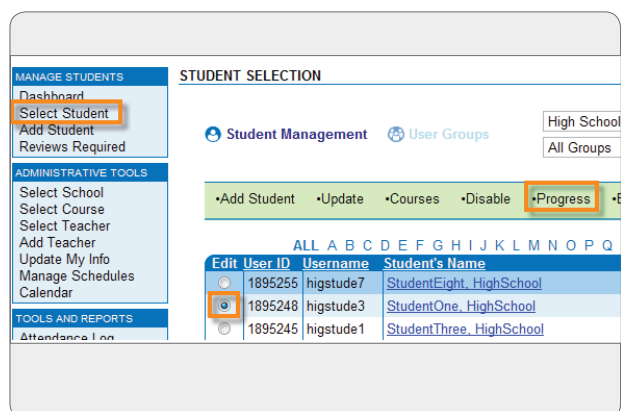
Alert	ID	Last Name	First Name	Course
!	30062	Charleston	Chuck	Language Arts 9 - EL
!	30065	Lectivz	Elle	Art History I - EL4002
!	30066	Maddux	Mattie	Algebra I - MA2003 -



Progress Reports

1. Click **Select Student**.
2. Click the radio button next to the student's name.
3. Click **Progress**.
4. The Progress Report will display.
5. Select the course's Progress Report you wish to view from the drop-down menu, and click the **Get Progress** link.

- **Complete:** Percentage of course completed based on the time allotted to finish the course.
- **Overall Grade:** Grade based on work completed.
- **Complete (Count):** Percentage of activities completed to date.
- **Start Date:** Date student began the course.
- **Target Date:** Date set for course completion.
- **Relative Grade:** Student's grade, if no other work is completed in the course and all remaining activities are counted as zero.
- **Actual Grade:** Grade based on the overall grade in relation to the student being on time for course completion; must have Start and Target Dates for this grade to populate.
- **Target Completion:** The percentage complete the student should be based on Start and Target Dates.
- **Taken:** The number of activities completed.
- **Total:** The number of activities in the course.
- **Graded:** The number of activities that factor into the student's grade.
- **Score:** Grade average for each type of activity.
- **Weight:** Percentage weight of activities toward course.



Course Documents

Many courses include reference documents in the **Course Documents** section. Depending on the course, you may have access to alignments, syllabi templates, scope and sequence documents, rubrics and exemplars, and general course information. To access these documents, follow the instructions below.

1. Click the **Course Structure** link in the Tools and Reports section on the left side of the screen.
2. Click the name of the desired course.
3. Click the **Course Documents** tab to expand the Course Documents section.
4. Open any of the documents or files by clicking the title.

The screenshot displays the Edgenuity Web Administrator interface. On the left, a sidebar contains three main sections: 'MANAGE STUDENTS' (Dashboard, Select Student, Add Student, Reviews Required), 'ADMINISTRATIVE TOOLS' (Select School, Select Course, Select Teacher, Add Teacher, Update My Info, Manage Schedules, Calendar), and 'TOOLS AND REPORTS' (Attendance Log, Current Sessions, and Course Structure, which is highlighted with a green box). The main content area is titled 'AUDIO ENGINEERING - EL5716'. It features a 'Course Documents (3)' tab, also highlighted with a green box, which lists three documents: 'Audio Engineering Rubrics.zip', 'Audio Engineering Scope and Sequence.pdf', and 'Audio Engineering Teacher Guide.pdf'. Below this, the 'Audio Engineering' section is expanded, showing a 'Course Overview' with links to 'Introduction', 'Welcome Video - Running Time: 4 min 10 sec', 'Start the Course', 'Interactive Instruction', 'Set up Your Computer', and another 'Interactive Instruction' link.

Instructional Services Support

Help is always available in the Support section of the Web Administrator, or you can contact your assigned Customer Service Relations Specialist.

E-mail: virtualschool@edgenuity.com

Technical Support Phone:

1-888-866-4989 extension 2

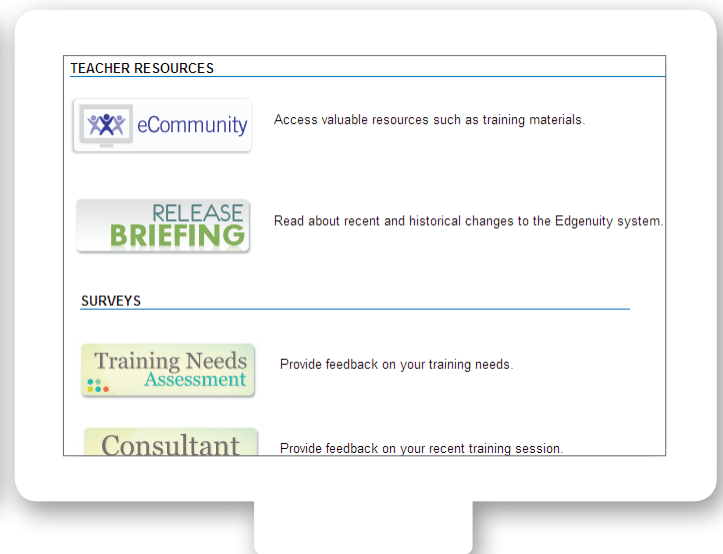
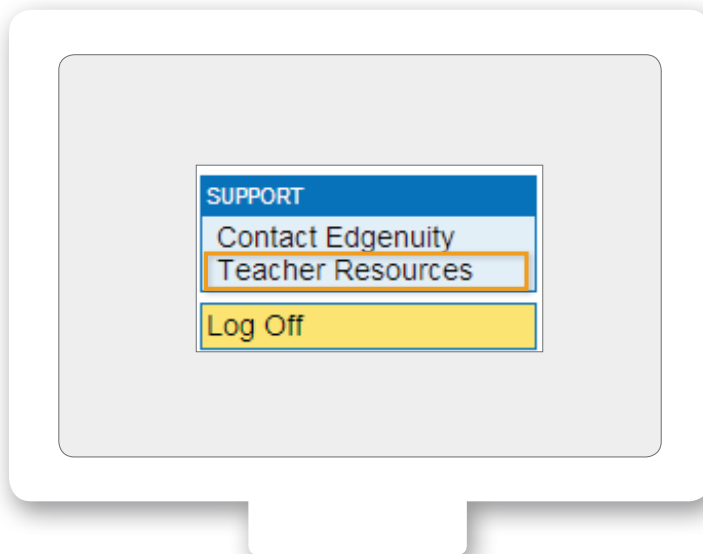
Monday through Friday	7:30 a.m. – 8:00 p.m. ET
Saturday	9:00 a.m. – 5:30 p.m. ET

Please note that times are subject to change.

Teacher Resources

Training support is available twenty-four hours a day, seven days a week, via eCommunity:

1. Click **Teacher Resources** in the Support section.
2. Click on the **eCommunity** link.



Consultant Evaluation

1. Click **Teacher Resources** in the Support section.
2. Click the **Consultant Evaluation** link.
3. Fill out the form, which will appear in a new window.
4. Click **Submit** when finished.

A screenshot of the 'Consultant Evaluation' form. The form has a blue header with the title 'Consultant Evaluation'. Below the header, there is a red asterisk followed by the word 'Required'. The first question is 'What is the name of your School or District? *' with a text input field below it. The second question is 'What is the date of your training? *' with a date input field (MM/DD/YYYY) below it.

Training Needs Assessment

1. Click **Teacher Resources** in the Support section.
2. Click the **Training Needs Assessment** link.
3. Fill out the form, which will appear in a new window.
4. Click **Submit** when finished.

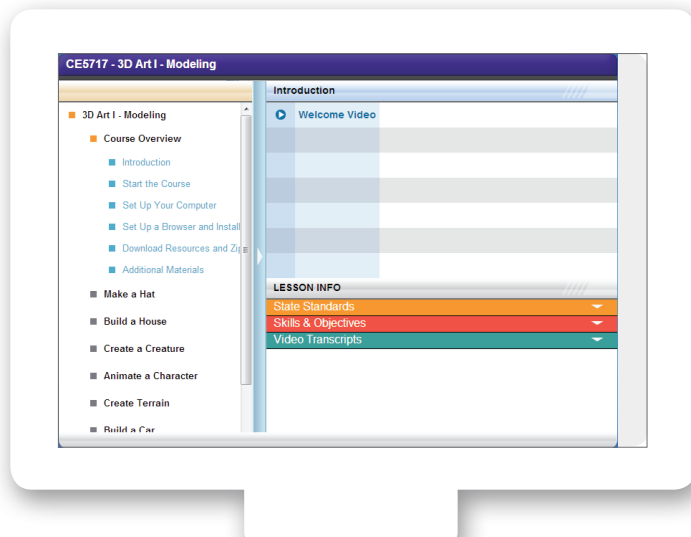
A screenshot of the 'Training Needs Assessment' form. The form has a blue header with the title 'Training Needs Assessment'. Below the header, there is a red asterisk followed by the word 'Required'. The first question is 'What is the name of your School or District? *' with a text input field below it. The second question is 'How confident are you that you can do the following:' followed by a table of confidence levels. The table has five columns: 'Not Confident', 'Somewhat Not Confident', 'Uncertain', 'Somewhat Confident', and 'Confident'. Below the table, there are two rows of questions: 'know ez20 Virtual Classroom meets student educational needs.' and 'Add/Update'. Each row has a radio button in the 'Somewhat Confident' column.

Requirements for Career Electives

Along with the general system requirements for students to effectively utilize the Edgenuity platform, students must also have sufficient access rights on the computer(s) they are using to perform the following operations:

1. Download zipped files from within the course.
2. Install software applications locally.
3. Create files and folders.
4. Save files from one session to the next.

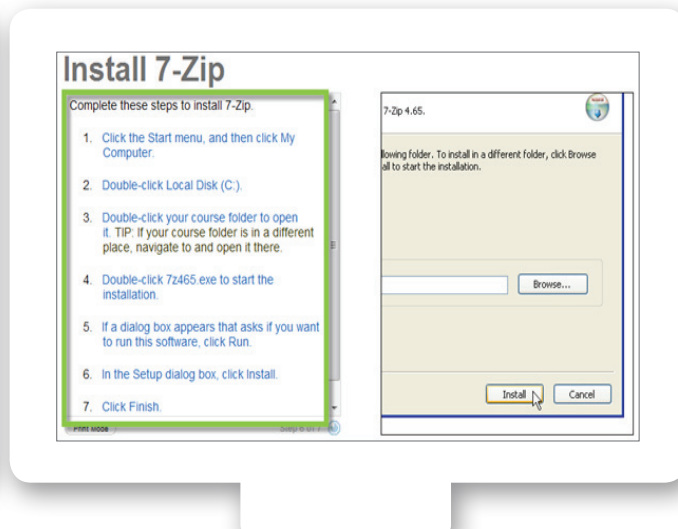
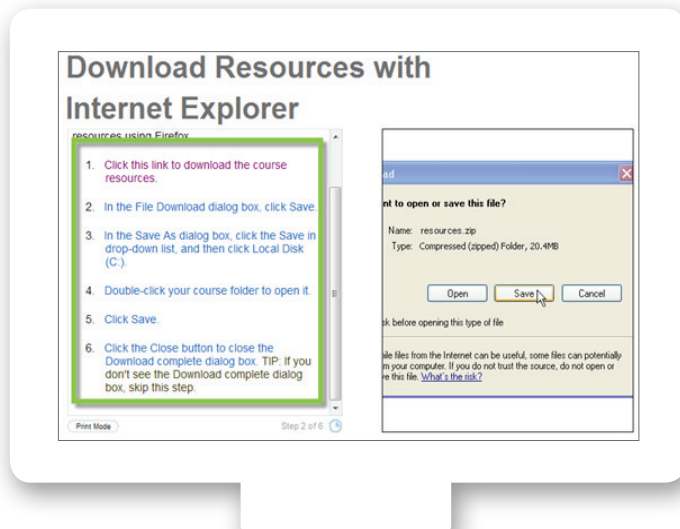
The Course Overview Section of each Career Electives course provides students with instructions on how to perform these tasks. This guide will provide instructions on downloading zipped files and installing software applications locally.



Downloading Zipped Files

Many Career Education courses require students to download packages of zipped files that contain information and resources needed to successfully complete the course. In each course that requires it, students are provided with complete instructions for performing this task with either Internet Explorer® or Firefox® browsers. This guide will provide instructions for downloading zipped files with Internet Explorer.

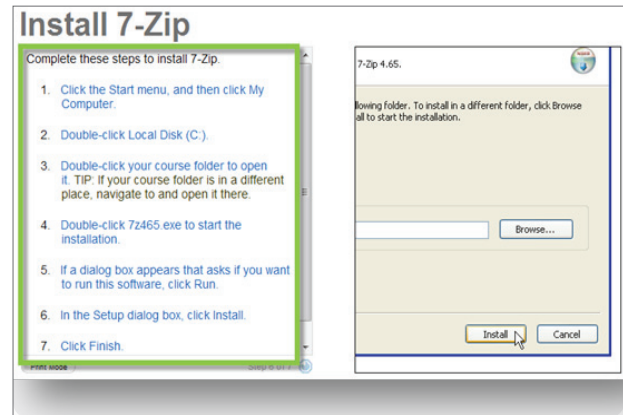
1. Students are prompted to click a link within the course, which will initiate a file download.
2. Students then click the **Save** button.
3. When prompted, students navigate to the appropriate local location to save the file.
4. Students then click the **Save** button again.



Installing Software Applications Locally

Many Career Education courses require students to install one or more software applications onto the computer they are using. The instructions for how to successfully perform this function are provided in each course where the function is required. The general steps needed to install a basic application are found below.

1. Students click on the provided link to download the application.
2. Students are directed to save the file to a particular location.
3. Once the installation file has been saved, students are instructed to launch the file by double-clicking on it and then clicking the **Run** option when prompted.
4. Instructions are provided to the student on how to complete the installation wizard for the application in question.

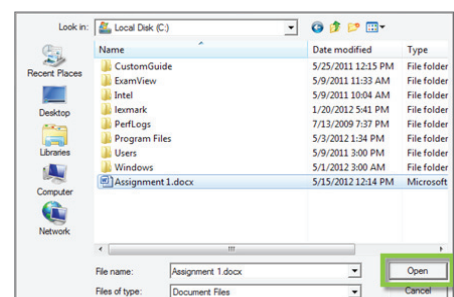
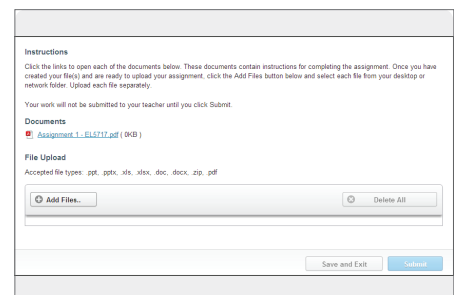


Uploading Files from the Virtual Classroom

When participating in Career Elective courses, students may be required to submit documents or other files to be graded by the instructor. The instructions below outline how students can upload these files.

1. Students will click the **Add Files** button in the Virtual Classroom.
2. Students will navigate to the location of the file to be submitted for grading.
3. Students select the file, and click the **Open** button.
4. The file name will now appear next to the Browse button in the student's activity.
5. Students will click the **Submit** button to submit the assignment.

It is important to note that students will always be given a score of 100 percent when submitting a project that does not count toward the course grade. Only scores provided by a teacher will count toward the student's course grade.



Notes

[illegible]

