Ignitia

TEACHER QUICK START GUIDE

NFC academy

Ignitia®

v2.58

Teacher Reference Guide

Released 12/2020

Ignitia® v2.58 Teacher Reference Guide

Released 12/2020

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Ignitia®

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Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193 (Option 1)

Days/Time - Monday - Friday 7 am - 5 pm (CT)

Go to: https://www.aop.com/schools/support/ignitia

Contents

What's new in this release of Ignitia® v2.58

Odysseyware v2.58 contains some improvements.

> **UPDATE: New languages were added to the Translate list. Now users can view and hear a translation of selected text for assignments in over 70 languages.**

> 💡 **Tip:** The available languages are: Afrikaans, Albanian, Amharic, Arabic, Azerbaijani, Basque, Bengali, Belarusian, Bulgarian, Burmese, Catalan, Chinese (Cantonese), Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, English (United Kingdom), English (United States), Esperanto, Estonian, Filipino, Finnish, French, Galician, Georgian, German, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hmong, Hungarian, Icelandic, Indonesian, Irish, Italian, Japanese, Kannada, Korean, Latin, Latvian, Lithuanian, Macedonian, Malay, Maltese, Norwegian, Persian, Polish, Portuguese (Brazil), Portuguese (Standard Portuguese), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (United States/Mexico), Spanish (Latin America), Spanish (Spain), Swahili, Somali, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu, Vietnamese, Welsh, and Yiddish.

UPDATE: New users do not have to read and accept the End User License Agreement (EULA) after the first time they log in.

Note: End User License Agreement (EULA) is still available by clicking the Terms of Use link on the Login page or the school footer

Login link

End User License Agreement

Ignitia User Agreement

Please read this agreement and accept it by pressing the button at the bottom of the page. By using or allowing others to use the software, materials, interactive features, and website associated with the Ignitia website ("Website"), you (the "User") are agreeing to be bound by these legal terms and conditions ("Agreement"). Any person interacting with the Website in any way, including but not limited to students, teachers, administrators, and parents, are Users for the purposes of this Agreement. If you do not agree to the terms and conditions of this Agreement, do not use this Website. If you are dissatisfied with this Website, any Website content, or the terms and conditions of this Agreement, you agree that your sole and exclusive remedy is to discontinue your use of this Website. You acknowledge and accept that your use of this Website is at your sole risk. You represent you have the legal capacity and authority to accept these Legal Terms and Conditions on behalf of yourself or any party you represent. Certain terms of this Agreement may not apply to your use of the Website however all applicable terms are nonetheless binding. As the parent of Ignitia rightful owner of the Website, Glynlyon, Inc., ("Glynlyon") reserves the right to change or terminate the terms of this Agreement at any time and from time to time without any notice to you by posting said changes on the Ignitia website. Any such changes are hereby incorporated into this Agreement by reference as though fully set forth herein.

A. General Provisions

1. Indemnification.

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Introduction

Welcome to Ignitia!

Built exclusively for Christian schools, the Ignitia comprehensive curriculum for students in grades 3 through 12 includes lessons in five core subject areas: Bible, language arts, math, science, and history and geography, with a diverse list of electives also available. Ignitia courses are not only rigorous and interactive, but provide instruction based on a Christian worldview, encouraging students to consider challenging questions from a biblical perspective.

Ignitia has four modes, or applications: Administrator, Teacher, Student, and Parent. These modes are based on the user role set up for you. The Login page for each mode looks the same for your school; however, the information you enter directs you to the correct mode for your user role. Ignitia user roles are explained in "User roles and permissions" on page 13.

> **Tip:** Parent mode is for parents, guardians, or anyone who needs read-only access to see their assigned students' courses and assignments' progress, access the school calendar, and print reports. Ignitia Admins and Teachers (with permission) can manage parents' access to Ignitia.

About this guide

This guide is for Teachers and it explains:

- The features and tools you see in the application.
- How to complete tasks, such as :
  - Registering (adding) students and managing student user profiles.
  - Enrolling students in courses and managing those enrollments while tracking progress in assignments.
  - Viewing assignment alerts and other notifications and taking action.
  - Manually grading assignments, reassigning work to students, and more.
- How to monitor and report progress for students.
- How to view and search your entitled curriculum (courses) and run reports to see where assignments are aligned to standards.

> **Note:** Creating custom courses is explained in the *Custom Course Guide* and creating custom assignments is explained in the *Teacher Authoring Tool Guide*.

Other user guides and helpful resources are available which cover features and functions for Administrators, Students, and Parents. For more information, see "Get help from customer support and access to online resources and videos" on page 325.

Guide conventions

Several text conventions are used to indicate helpful, noteworthy, and important information.

> **Tip:** Supplementary, helpful information not essential to complete a task.

> **Note:** Supplementary information that may be helpful to complete a task.

> ⚠️ **Warning:** Advises you of consequences to actions taken.

> ✔️ **Permission(s) check:** Describes the permissions required to complete the task.

> ❓ **Why?** Offers an explanation, such as an example, to help you understand the benefits and usage of the feature.

Log in and out

You should have received the URL to your school's site. Using a supported browser, when you open your school's site, you may see a **Login** page similar to the one below.
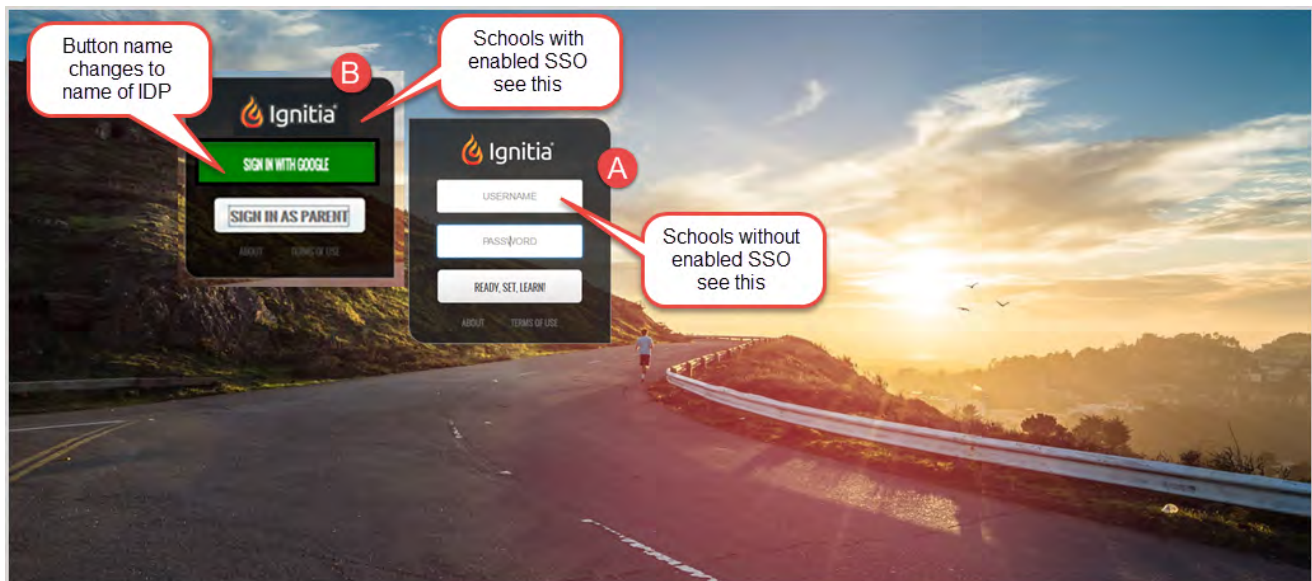
How you log in depends on whether or not your school uses Single Sign-On (SSO). Ignitia supports SSO with several, common Identity Providers (IDPs), such as Microsoft® Azure™ or Google.

- For schools not using SSO, in the Login form (see example A above), you need to enter your Ignitia**Username** and **Password** which you should have received from the Ignitia team in an email, or from your school Administrator.

- For schools using SSO with an IDP, in the Login form (example B above), you click the "**Sign In With [IDP Name]**" button which takes you to your school's IDP site where you enter your credentials. If you are already in a session in your school's IDP site, you are immediately logged in to Ignitia.

> 📝 **Note:** For schools using SSO Partner Integration, such as Clever or ClassLink, this means users log in to the partner integration system first, and then click a button or link to log in to Ignitia. If the user is associated to multiple Ignitia schools, the user can select which Ignitia school to access. SSO Partner Integration is supported for students, teachers, and admins; parents will not have SSO login integration.

For complete steps, see Log in to Ignitia.

> **Note:** Several branding customization options are available for the Login page, main navigation bar colors, and Help and Technical Support pages. The pages shown in this guide are the default Ignitia pages and colors. Your school may have customized pages.

Log in to Ignitia

1. Enter the provided URL in a supported browser.

2. On the **Login** page:

   a. Enter the username and password provided to you.

   b. Click **Ready, Set, Learn**.

      Or

      If your school uses Single Sign-On (SSO) with an IDP, click the **Login with [Azure], [Google], [Other IDP]** button. If you are already logged into your Identity Provider (IDP) session, Ignitia immediately opens. Otherwise, at your IDP Login page, enter your SSO credentials for your organizational account, and click **Sign in**.

> **Note:** If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see a message explaining that your account is disabled or cannot be found in the system. If this occurs, contact your school's administrator for assistance. Login issues are also sent in a System Support message to the school's Admin.

3. You should now see the Home page. See "View important information on your Home page" on page 27.

Log out of Ignitia

We recommend that you log out of the application _before closing the browser tab_ so that all connections are satisfactorily closed and logout times can accurately be recorded. This is important because the **Login/Logout Times** report (found under **Reports > Activity Reports**) can be used for viewing attendance days and time in the application.

- Click the **Logout** link located in the upper right of every page in the application.

> **Note:** For schools using SSO, when a user clicks Logout, the user is only logged off of Ignitia. The user is still logged into their organizational account.

About and Terms of Use links

On the Ignitia Login page, in addition to the Login box, two links appear.
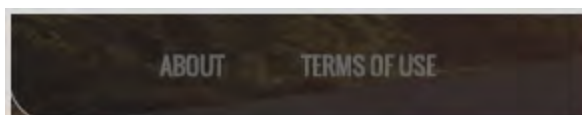
Link	Description
About	Opens the **About** page where you find the active Ignitia server and version number. The About page also contains information about Ignitia and provides links to helpful resources.
Terms of Use	Opens the Ignitia End User License Agreement (EULA) which explains the terms and conditions for using Ignitia.

Helpful information before you begin

User roles and permissions

Ignitia has four user roles: Admin, Super Teacher, Teacher, and Student. Each user role has *permissions* and applicable Ignitia user modes.

> **Note:** Ignitia also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile. No permissions are available.

User role permissions determine:

- The features the user can access.
- The functionality the user can perform in Ignitia.

Who sets user permissions?

Permissions can be set for the school (by the Admin) and for the individual user profile. Several school permissions are shared with user permissions so that when a change occurs to a school permission, the same change occurs to the shared permission at the individual user level.

Permissions by user role

An Admin, Super Teacher and Teacher user role also determines the students the user can see and access. For more information, see .

User role	Mode	Permissions
Admin	Admin	Admin user has access to all features and functions and has built-in Ignitia management permissions. These permissions include: • Manage teachers and other admin users • Manage parent profiles and access • Manage all school settings • Perform all functions for all students • Perform all group functions (create, edit, delete, view, change ownership) for groups owned by the admin user and other users • Create and edit custom courses and custom assignments • Run administrative reports (Activity Reports) and generate and download Curriculum Reports • Access the Dashboard tab and use of the Admin controls on the Dashboard **Allowed permissions at the individual level** At the individual profile level, the Admin user can perform functions allowed by their enabled individual permissions: • Use an OASIS API key to make external requests using the OASIS API. • Change their password • Change grading, pacing, and assessments settings for students and enrollments • Skip questions in student assignments ⚠️ **Warning:** You can have multiple Admin users for your Ignitia school. If required, create multiple Admin users with the understanding that any changes to school settings and permissions one Admin user makes, changes *all school settings and permissions* and may change shared user and enrollment settings and permissions.
Super Teacher	Teacher	A Super Teacher user can perform functions allowed by their enabled teacher permissions: • Add (register) students (see exceptions below) • Edit and manage students (see exceptions below) • Manage parents/guardians profiles and access • Assign courses (enroll students) • Create and edit custom courses • Manage student groups (see exceptions below) • Change their password • Change grading, pacing & assessments settings for students and enrollments • Skip questions in student assignments • Run administrative reports (Activity Reports) and generate and download Curriculum

User role	Mode	Permissions
		Reports
		• Access the Admin controls for the Dashboard (Enable Dashboard Admin View)
		Super Teacher permission exceptions at the individual profile level
		Two EXCEPTIONS to the above functions can occur at the *individual profile permission* level:
		• If the **Restrict to Campus** permission is *enabled,* the Super Teacher is restricted to only viewing students *with the same Campus IDs* as the Super Teacher and students that have enrollments in which the Super Teacher is the Teacher of Record (TOR). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17.
		• If the **Manage Student Groups** permission is *enabled,* even if the **Manage Student Groups** permission is *disabled* at the school level, the Super Teacher can create groups, edit and delete their own groups, transfer ownership of their own groups.
Teacher	Teacher	Teacher user can perform the functions allowed by their enabled teacher permissions:
		• Add (register) students
		• Edit and manage students
		• Manage parents/guardians profiles and access
		• Assign courses (enroll students)
		• Create and edit custom courses
		• Manage student groups (see exception below)
		• Change their password
		• Change grading, pacing & assessments settings for students and enrollments
		• Skip questions in student assignments
		• Run activity reports and generate and download Curriculum Reports
		• Access the Dashboard tab (requires active enrollments where TOR)
		Teacher permission exception at the individual profile level
		One EXCEPTION can occur at the *individual profile permission* level:
		• If the **Manage Student Groups** permission is *enabled,* even if the school **Manage Student Groups** permission is *disabled,* the Teacher can create groups, edit and delete their own groups, transfer ownership of groups they own, view groups.
Student	Student	A Student user can be enrolled in courses and can perform the functions allowed by their enabled student permissions:
		• Review graded quizzes and tests
		• See answer key for completed lessons
		• See their performance (correct/incorrect) when pass threshold is not met
		• Have the order of questions randomize on lessons, quizzes, and tests
		• Allow message sending

User role	Mode	Permissions
		• Allow student to take notes in assignments • See overdue notification for assignments • Have progress blocked for end of term • Access Writer spelling and grammar and scoring features.

> **Note:** In this guide, most information is presented as the Teacher role unless noted as the Super Teacher role.

Student viewing rights based on your assigned user role

User roles also have *student viewing rights* which means the role assigned to you determines the students you can see.

> **Note:** Ignitia also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile.
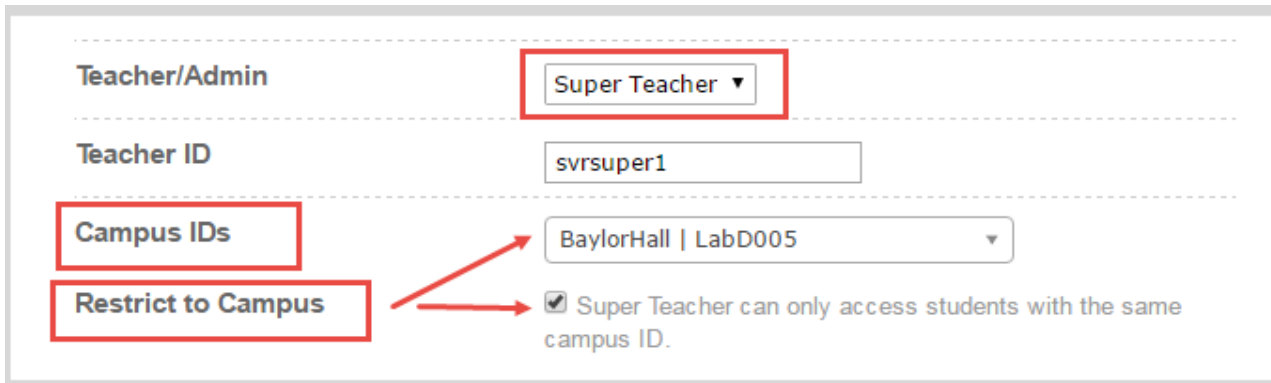
The following table provides high-level explanations of the students that the user role can see.

User role	For these features, you see...
Super Teacher	• For any **View: all students** `View: all students ▼` filter, you see ALL registered students *EXCEPT* if the "Restrict to Campus" permission is enabled for your teacher profile, then you only see students with the *same* Campus IDs as your associated Campus IDs and students with enrollments in which you are the Teacher of Record (TOR). See "Super Teacher restrictions enforced by Campus IDs" on the facing page. • For any **View: my students** `View: my students ▼` filter, you see students with enrollments in which you are the Teacher of Record (TOR). • For student groups, you see students with enrollments in which you are the Teacher of Record (TOR) AND if the **Restrict to Campus** permission is enabled for your teacher profile, you also see students with the same, associated Campus IDs as your associated Campus IDs. • For the Dashboard, if not restricted by associated campus(es), you see all active student enrollments. If restricted by associated campus(es), you see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR) .
Teacher	• For any **View: all students** `View: all students ▼` filter, you see any students registered (created) by you and students with enrollments in which you are the Teacher of Record (TOR). • For any **View: my students** `View: my students ▼` filter, you see students with enrollments in which you are the Teacher of Record (TOR). • For student groups, you see students you registered (created) and students with enrollments in which you are the Teacher of Record (TOR). • For the Dashboard, you see students with enrollments in which you are the Teacher of Record (TOR).

Super Teacher restrictions enforced by Campus IDs

In Ignitia, at the individual teacher profile level, when one or more Campus IDs are selected for the user, the **"Restrict to Campus"** permission can be enabled (checked) for a Super Teacher.

When the "**Restrict to Campus**" permission is enabled (checked), certain restrictions are enforced in Ignitia to limit access to only those students with the *same Campus IDs* as the Super Teacher. If the permission is not enabled (left unchecked), the Super Teacher has access to ALL students, regardless of the associated Campus IDs for their profile.

> **Note:** The exception to the "**Restrict to Campus**" permission enforcement occurs when the Super Teacher is the **Teacher of Record (TOR)** for an enrollment. Those students are seen by the Super Teacher, regardless of whether or not their Campus IDs are the same as the Super Teacher's Campus IDs.

For a Super Teacher with the "**Restrict to Campus**" permission enabled, the restrictions to features and functions are detailed in the table below.

Feature/ function	Restriction
Create (register) students which defaults to selected, associated Campus IDs for the restricted Super Teacher	On the **Students > Registration** tab, a Super Teacher (with permission) can register (create) students. By default, the Campus IDs associated to the Super Teacher are automatically selected for the student the Super Teacher is registering. **For example**, a school has 20 campus IDs. The Super Teacher, with the "Restrict to Campus" permission enabled, has four campus IDs associated to her Teacher profile. When the Super Teacher creates a new student (registers one), the list of campus IDs for the student is automatically defaulted to the four selected campus IDs for the Super Teacher. A campus ID can be unselected, but other campus IDs for the school are not available to the restricted Super Teacher. ✓ **Permission(s) check:** Super Teacher must have the "Add Students" permission enabled for their user profile to create (register) students.
Create groups (search for students to include in the group)	On the **New Group** page, when searching for students to include in the group, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Manage Student Groups" permission enabled for their user profile to create groups.

Feature/function	Restriction
Create parent profiles (search for students to add to the parent profile)	On the **Create a Parent Profile** page, when searching for students to add to the parent profile, the Super Teacher only sees students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Add Parent" permission enabled for their user profile to create parent profiles.
Enroll students in courses (search for students and/or groups)	On the **Enroll Students** page, when searching for students and/or groups for the enrollment, the Super Teacher only sees students with the same Campus IDs as the Super Teacher as well as students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Assign Courses" permission enabled for their user profile to enroll students in courses.
Filter Assignment Alerts	On the **Assignment Alerts** page, for the **View: All Students** `View: all students ▼` filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Filter students on the Students Registration page	On the Students **Registration** page, for the **View: All Students** `View: all students ▼` filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Filter selection on the Dashboard	On the **Dashboard** main view, in the **Admin controls** area, for the campus and teacher filters, the Super Teacher only sees campuses defined for the Super Teacher and teachers at campuses defined for the Super Teacher. The enrollments shown are for students at the campus and/or for the selected teacher. When the Super Teacher uses the "Show Only My Students" filter, will see enrollments where the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Enable Dashboard Admin View" permission enabled for their user profile to use the Admin controls on the Dashboard main view.
Import (register) multiple students	On the **Students > Registration** tab, a Super Teacher (with permission) can import (register) multiple students. The Super Teacher is restricted to entering or selecting only those Campus IDs associated to her teacher profile for the students. ✓ **Permission(s) check:** Super Teacher must have the "Add Students" permission enabled for their user profile to import (register) students.
Search enrollments	On the **Course Enrollments** page: • The **Campus IDs** search option is removed. • A **Student ID** search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.

Feature/function	Restriction
	• A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Search the Gradebook	On the **Gradebook** page: • The **Campus ID** search option is removed. • A **Student ID** search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A **Group** search will only return groups containing students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Select criteria for running Activity Reports	On the **Activity Reports** page, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' Campus IDs match the Super Teacher's Campus IDs and students with an enrollment for which the Super Teacher is the TOR.
Send messages	On the **Message** page, for the **All Students** contacts selection list, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.
View groups owned by others	On the Students **Groups** page, the Super Teacher only sees students (group members) with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.

How students work their assignments

This topic explains a typical work flow for a student and assumes the student has been given access to Ignitia. The Ignitia Student application's login page looks the same as the Teacher application, but when the student enters a student username and password, the application displays the individual student's schoolwork.

1. The student opens the Ignitia Student application and can view the video, if desired. A system session timer starts and records the student login time.

> **Tip:** The student "Logged In Time" (session duration) is available in the **Login/Logout Times** report, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

2. The page that appears is the **Learn > Assignments** page. The **Assignments** page displays a list of assigned Ignitia courses (subjects) and the next few assignments due in each course.

> **Tip:** The student can click **Learn > Courses** tab to see their Learner Dashboard showing his/her progress in all assigned courses and can also access completed assignments to prepare for quizzes and tests.

3. If an assignment is available and ready for work, the student clicks it and starts working. However, if the assignment is blocked by the teacher, a message is sent to the teacher to unblock it. Once unblocked, the assignment is available.

Note: If the assignment is a quiz or test, the student is messaged that quizzes and tests must be completed once opened. Typically, quizzes and tests may have one attempt to complete and are not like lessons and projects where the student can save their work and come back later. If the student leaves the quiz or test, such as he closes the browser before turning the quiz or assignment in, the quiz or test gets locked by the system and the student can request an unlock by the teacher.

Tip: If an assignment is overdue (past the Due Date), the student sees a visual indicator stating "Overdue" in the color red. The teacher sees the same assignment with the **Overdue** ⚠ symbol in the **Assignment Alerts** table on their **Home** page and in the **Assignment Alerts** page.

4. When the student opens an assignment, another system timer starts to record their activity time in the assignment. As the student interacts with the assignment, the timer continues. This activity time is known as "Time on Task". If the student becomes inactive, that is, stops interacting with the assignment, after 25 minutes, the timer counts down and displays a message that the student will be logged out.

Note: For a quiz or test, if the student stops interacting with it *and opens another assignment* before turning in the quiz or test, after two minutes, that quiz or test gets locked by the system. The student can request an unlock by the teacher to continue the quiz or test attempt.

Tip: The student "Time on Task" time in hours, minutes and seconds can be seen in several activity reports, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

- If the assignment is a lesson or project, the student can use the available student tools to:
    - Hear pronunciation of vocabulary words
    - View transcripts of multimedia in lessons
    - View and hear translation of assignment text
    - Hear a speaker read the assignment text
    - Read and write notes
    - Request help from the teacher

5. The student answers the questions and then turns in the assignment for grading. When the student clicks the "Turn It In" button, the "Time on Task" timer stops and the activity time is adjusted for the current time.

6. The student sees a message notifying her of the grade for the assignment and lets her know whether or not that the grade may need a final grade by the teacher. If the message says the student received a passing grade based on the set threshold, the student can work on the next assignment in the unit, or move to another assignment in another course. If the student did not receive a passing grade, a message notifies her that she may have a number of attempts available to work on the assignment again.

7. When finished working on assignments, the student clicks the **Sign Out** button to close the application and stop the "logged-in" session timer. Now the student's logged-in time or session duration is available in several reports and on the Teacher Dashboard.

Helpful tools and resources

For a Teacher (or Admin), other helpful tools and resources are available to help you learn more about the student experience and ways to quickly respond to and monitor student progress.

- The *Student User Guide* contains detailed instructions for students to successfully work their Ignitia assignments. To learn more, see "Access online resources and videos" on page 330.

- To learn more about the student inactivity timer, see "How the student inactivity timer works" below.

- To learn more about activity reports, see "Run reports to track student activity and progress" on page 221.

- To learn more about the Dashboard, see "Monitor and share student progress with the Dashboard" on page 207.

How the student inactivity timer works

Any time a student logs into Ignitia and opens an assignment, a 25-minute inactivity timer starts. Each time the student clicks a navigation button or causes other interactive behavior *while in the assignment*, the inactivity timer resets to the full 25 minutes, effectively giving the student additional time to complete the assignment.

> **Note:** The student inactivity timer only applies while the student is working in an assignment. It does not apply if the student is reading and writing messages, viewing the **Resources** page or is still on the **Assignments** or **Courses** page and has not opened an assignment. A session timer records the time when a student logs in to the application and when the student logs out using the **Sign Out** button. This "logged-in session time" can be viewed in the **Login/Logout Times** report and in the Teacher Dashboard.

Navigation and interactive behavior within an assignment which causes the inactivity timer to reset

As mentioned in the introduction section, several navigation buttons and various interactive behavior within an assignment will cause the inactivity timer to reset to the full 25 minutes.

- Clicking the **Read Next Section** and **Work On Questions** buttons

- Using any of the student tools, including **Vocab Arcade**, **Show Transcript**, **Print**, **Reference**, **Translate Text**, **Speak As**

- Clicking the **Submit Answer**, **Ask For Help** and **Turn It In** buttons

- Clicking a question number

- Refreshing the page

- Clicking or double-clicking within the assignment page

- Holding the mouse button down to drag answers

- Pressing the down arrow key to scroll through assignment content

- Scrolling down within the assignment content

> **Note:** When typing an essay or paragraph within the Writer text box (or essay text box), for example, when working on a large book report or theme, the typing action does not reset the inactivity logout timer. However, if the student clicks the Writer **Refresh** button to save their work and check grammar and spelling, that action does reset the inactivity timer back to the full 25 minutes. In addition, the student can click the **Submit Answer** button and the teacher gets their work-in-progress to review.

What happens when the inactivity timer has not been reset?

If the student has not interacted with the assignment after 25 minutes, a warning message appears stating that the student will be logged off in 60 seconds due to inactivity. The student must click the **Keep Me Signed In** button to continue. If the student does not click the **Keep Me Signed In** button within the time frame as it counts down, the student is logged off and sent back to the school's Login page.

> You will be signed out in 56 seconds due to inactivity.
>
> **KEEP ME SIGNED IN**
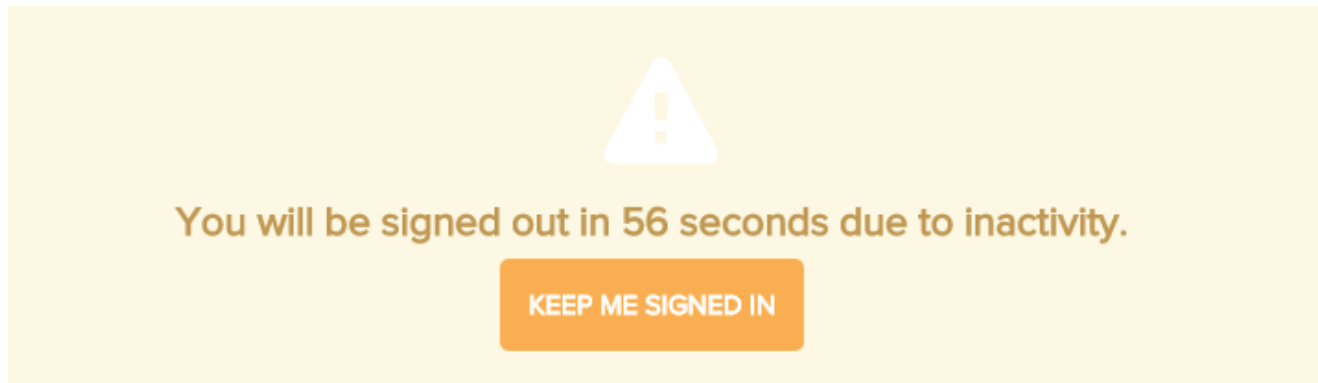
> **Note: If the assignment is a quiz or test** and the student stops interacting with it, not only does the inactivity timer appear, but the quiz or test gets locked by the system. However, if the student stops interacting with a quiz or test **and opens another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes. When the student attempts the quiz or test again, in any situation, the student can request an unlock by the teacher. Quizzes and tests are not like lessons and projects where students can save their work and come back later. Typically, quizzes and tests may have one attempt to complete the questions. If not completed and turned in, a system lock occurs.

How inactivity time is reported

A student is credited 25 minutes (1,500 seconds) activity time when an assignment is opened. If the student does nothing in the assignment and whether or not he/she logs out, one of the following results occur:

- If the student fails to log out, for example, she just closes the browser tab, she still receives 25 minutes activity time.

> **Note:** With a failed logout, the student's session ends at the preset session_closed_at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress".

- If the student logs out using the application's **Sign Out** button, the inactivity time is adjusted to the reflect the current time.

Once the student begins interacting with the assignment, the activity time is adjusted. At the end of the assignment session, when the student clicks the **Turn It In** button, the activity time gets updated to the current time such that the extra 25 minutes gets adjusted.

How grades (scores) are calculated for assignments, units, and courses

Ignitia currently has two available roll-ups - the unit score roll-up and the course score roll-up. The scope of the unit roll-up is all assignments in that unit. Similarly for the course; it is all units in the course.

A *unit* is made up of *assignments*. Ignitia has four assignment types which receive grades: Lessons, Projects, Quizzes, and Tests. Each of these four assignment types has a *weighting value* that determines the assignment type's relevance to the overall course grade for the unit. Weighting values can be set at the school level, individual student level, and at the enrollment level.

Example A shows the assignment weights for an enrollment. During the course enrollment process, the weight values for the enrollment can be personalized by toggling the **Personalize Weights** setting to **Yes**. Now the course enrollment assignments would use the new weight values. Otherwise, the enrollment inherits the default school weights.
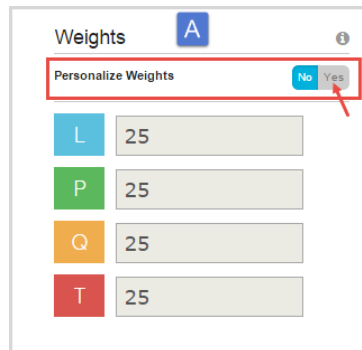
How assignment grades (scores) are calculated

Each assignment, no matter how many questions, is worth 100% and each question carries an equal value to the assignment.

The assignment in example B has four questions. Therefore, each question is worth 25% (100/4=25%). Three of the four questions have Correct answers, indicated by the Green background color, and the question with the Incorrect answer is indicated by the Red background color. So, the assignment score is 3 * 25% or 75.0.
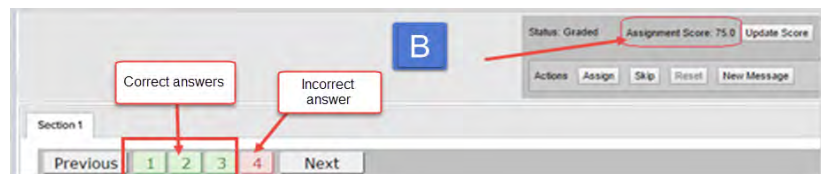
Now, let's look at an assignment that has eight questions; six that have correct answers and two with partially correct answers indicated by the Yellow background color. So, for this assignment, each question is worth 12.5% (100/8=12.5). The assignment is showing an overall score of 91.3% and the following examples show how this score was calculated.

Example C shows that six of the questions have correct answers, indicated by the Green background color.

Calculates to: 6 * 12.5 = 75%
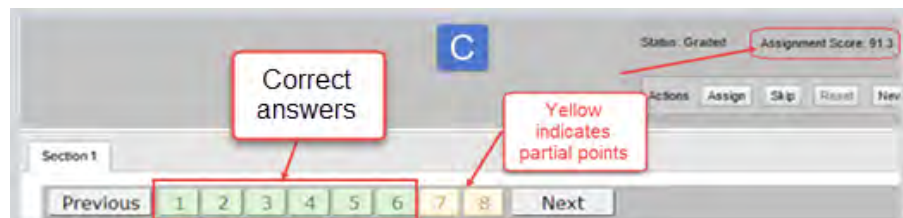
Example D shows that Question 7 was worth 10 points, but the student received 7 points, which equals 70%.

Calculates to: 12.5 * 70% = 8.75%
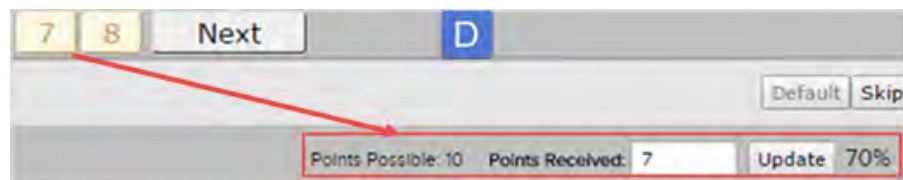
Example E shows that Question 8 was worth 10 points, but the student received 6 points, which equals 60%.

Calculates to: 12.5 * 60% = 7.5%

So, the overall grade for the assignment is the sum of its question values:

- 75% + 8.75% + 7.5% = 91.25%

The assignment grade has been rounded up to 91.3%.

> 💡 **Tip:** It is important to remember that if a teacher decides to skip a question in a graded assignment, the assignment score is automatically recalculated because the skipped question no longer counts towards the assignment total.

How unit grades are calculated

Now that we know how to calculate an assignment score, let's calculate the weighted grade for a unit. To calculate the weighted grade for each assignment type, refer back to the weights shown in example A above. The default values are:

- Lesson Weight - 25%
- Quiz Weight - 25%
- Project Weight - 25%
- Test Weight - 25%

Step 1: Look at the number of assignments and grades for each type for the unit

- **10** Lessons with grades of: 96, 87, 32, 83, 94, 77, 96, 88, 79, 63
- **3** Quizzes with grades of: 99, 100, 62
- **4** Projects with grades of: 72, 85, 97, 98
- **1** Test with a grade of: 93

Step 2: Calculate an average for each assignment type and multiply that average by the assignment type weight to get a Unit Grade by Type

To calculate an average, add all grades for each type and then divide by the number of assignments.

Assignment Type	Grades	Total	No of Assignments	Average	Weight	Unit Grade by Type
Lesson	98 + 87 + 32+ 83 + 94 + 77 + 96 + 88 + 79 + 63	797	10	79.7	25%	19.925
Project	75 + 85 + 97 + 98	355	4	88.75	25%	22.1875
Quiz	99 + 100 + 62	261	3	87	25%	21.75
Test	93	93	1	93	25%	23.25
Weighted Grade for Unit						87.1125

Step 3: Add the Unit Grades for each assignment type to calculate the Weighted Grade for the Unit

The weighted grade for the unit is 87.1125 which is then rounded up to 87.11%.

> 📋 **Note:** The example above assumes that the unit contains all four assignment types. If a unit does not contain an assignment type, for example, Projects, then the Projects weight is redistributed across the other assignment types so that the weighting always equals 100% for the unit.

How course grades are calculated

To calculate the course score roll-up, you need to look at the unit scores and the number of units in the course. Let's take a simple example of a course with 10 units. Once you have each unit score, add them up and then divide by the number of units.

So, the overall grade for the course is the sum of its units divided by the number of units:

- 75% + 85% + 80%+ 72% + 80% + 87% + 90% + 92% + 85% + 90% = 836% / 10 = 83.6

The course grade is then 83.6%.

> **Tip:** To learn about how unit and course progress complete is calculated, see "How unit and course progress percentage complete is calculated" below.

How unit and course progress percentage complete is calculated

Ignitia displays unit and /or course progress percentage complete in multiple views, including the Teacher Dashboard, Gradebook, Learner Dashboard for students, and also in several Activity Reports. How the unit progress and course progress percentage complete is calculated differs based on whether the enrollment is a standard enrollment (CRx mode is not enabled or is not available for the course) or is a CRx mode-enabled course.

> **Tip:** For more information about CRx mode, see "How CRx mode works" on page 79.

Unit and course progress for a standard enrollment (no CRx mode)

Unit progress for a standard enrollment is calculated by: Number of Graded Assignments in the unit / Total Number of Assignments in the unit (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in a unit with a total of 10 assignments would calculate unit progress at (2/10)*100= 20%

Course progress for a standard enrollment is calculated by: Number of Graded Assignments in the course / Total Number of Assignments in the course (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in the course with a total of 45 assignments would calculate course progress at (2/45)*100 = 4.44 or 4%

Unit and course progress for a CRx mode enrollment

For an enrollment in CRx mode, the calculation for unit and course progress is different because the determining factor is whether or not the student achieves the Pass Threshold on the Pre-test for a unit. Let's use the example of a CRx course with five (5) units. Each unit has a Pre-test, so at this point, there are a total of five (5) assignments in the course.

Unit progress

- Scenario A: Student achieves the Pass Threshold on the Pre-test for the first unit. The remaining assignments in the unit are automatically set to "Skipped" status and the Pre-test in the next unit is assigned. Unit progress for unit 1 is 100%.
- Scenario B: Student does not achieve the Pass Threshold on the Pre-test. The remaining assignments in the unit must be worked on. As the student completes the assignments and gets a grade, the unit progress calculates just as it does for a standard enrollment, that is, number of graded assignments / number of assignments in the unit. When all the assignments are complete and graded, unit progress shows at 100%

Course progress = ∑ Unit N Progress / N Units where N is the unit number. The course progress is simply an averaging of the individual unit progress so that large fluctuations of course progress are not made visible in the application and reports, thus possibly skewing true course progress.

- Student passes the Pre-test in unit 1. Course progress is 20% = (100% for unit 1 + 0 + 0 + 0 + 0)/5). Student moves on to unit 2, but fails to meet the pass threshold. Now, the student has 20 assignments in unit 2 to complete plus three Pre-tests to do in units 3-5 for a total number of assignments of 23. At this point, the course progress still stays at 20%, because if the course progress was calculated like it is for a standard enrollment, the new course progress would be: 1/23 * 100% =~ 4.3%. Seeing the course progress go from 20% to 4.3% does not represent true course progress because course progress is expected to increase as the student completes the assignments in a unit. Therefore, averaging the unit progress keeps the course progress much more steady.

View important information on your Home page

After you log in, the first page that appears is your **Home** page which may look similar to the one below.

Features you always see include:

- The **Activity Stream** tab (item **A** above). This tab is active, by default, because the sections on the tab display important information so that you are immediately made aware of items that need your attention. To learn more about the sections and actions you can take on the **Activity Stream** tab, see "Activity Stream tab" on page 30.

- The **Calendar** tab (item **B** above). This tab, when clicked, displays the school calendar. The school calendar shows days marked as "Non-school" days and all other days without the marking are considered "School" days for student enrollment pacing. For more information about the **Calendar** tab, see "Calendar tab" on page 36.

You may see a welcome message and/or message of the day in the message area just above the tabs. See "Message area" on page 30.

> **Note:** Only active students consume seat licenses. Admins, teachers, and parents do not consume a license.

Home page "static" features

Several features on the **Home** page are "static" which means these features appear on every page in the application. Static features include:

- Your user name (optional), school name, **New Features** link, and the **Logout** link located in the top right of the browser page (item **C** below). Teachers and Admins with the "Change Password" permission will also see a **My Preferences** link that allows users to change their Ignitia password. To learn more, see New Features and My Preferences links.

> **Note:** For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Ignitia.

- A main navigation (nav) bar (item **D** below) containing tools (tabs) so that you can easily navigate to the named features and functionality. Notice that the **Home** tool is active on the nav bar indicating that the **Home** page is the active page. You simply click a tool (tab) to go to the named page.

> **Tip:** A visual indicator (item **E**) next to the **Messages** tool lets you know that you have unread messages in your **Messages** Inbox. The Ignitia internal messaging system is explained in "Communicate with teachers and students using internal messaging" on page 273.
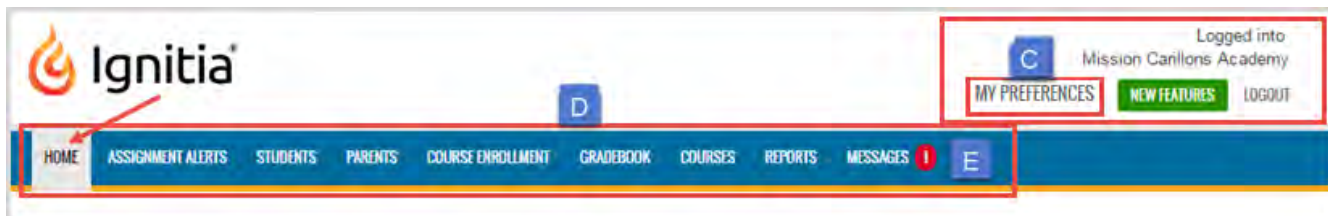
- A **Help** widget (item F below) located at the far-right bottom of each top-level page. This **Help** widget lets you easily and quickly get help from customer support via chat, sending a message or requesting a callback all while continuing your tasks within the application. See "Get online help from customer support" on page 326.
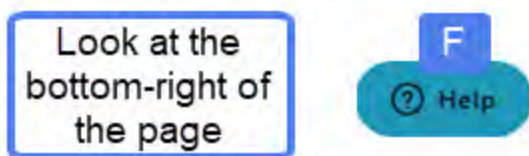
> **Note:** The **Help** widget changes to a **Chat** widget after the available support hours.

- A footer bar (item **G** below) containing copyright information, the server name hosting your Ignitia school, the Ignitia version number, and several links - **Help** and **Feedback**, along with the **About** and **Terms of Use** links explained earlier in

this guide.
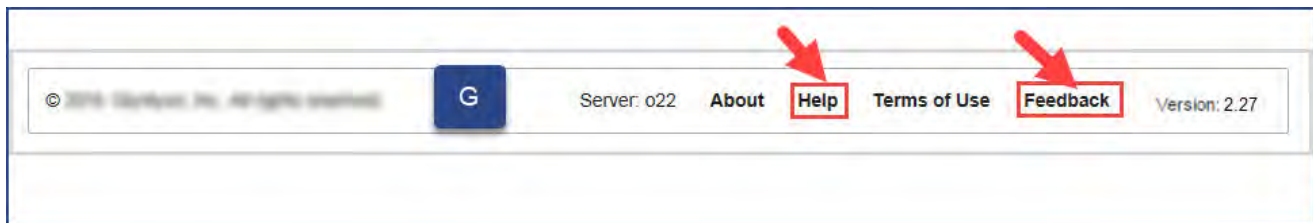
Help and Feedback links

The **Help** and **Feedback** links, located in the footer bar on every page, open other pages where you can access key resources and fill out a form to let us know if you have comments about a feature or want to report an issue.

- **Help** link - This link opens the **Help and Technical Support** page. See "Access online resources and videos" on page 330.
- **Feedback** link - This link opens the **Feedback** page. See "Provide product feedback or report an issue" on page 37.

New Features and My Preferences links
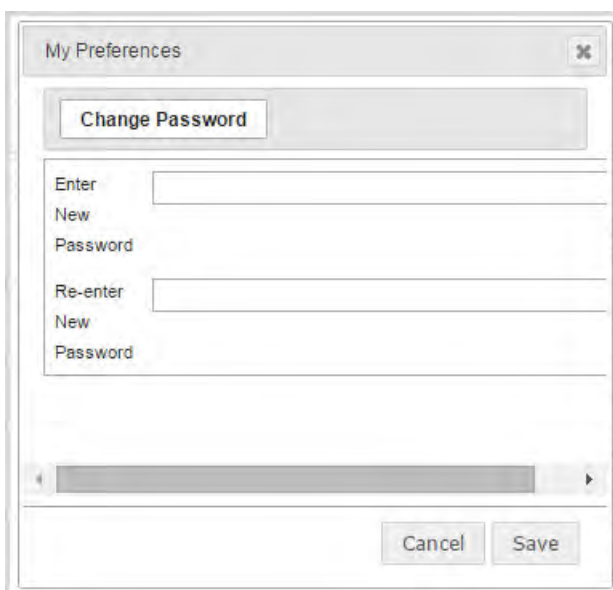
Several other links identified on the **Home** page include:

- **New Features** link - The **New Features** link opens a page that contains the details of the most recent new features and updates to the application. A **More Details** button at the bottom of the **New Features** page lets you see previous updates and changes to the application. New features and updates are available at any time from the **New Features** button or the **Version** number in the lower right-hand corner of the Ignitia screen.

> **Tip:** The **New Features** page opens automatically when there is a new release of Ignitia.

- **My Preferences** link - The **My Preferences** link opens a page where users can change their Ignitia password. To see the My Preferences link, the user must have the "Change Passwords" permission enabled. Enter a new password and enter it again, and click **Save**.

> **Note:** For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Ignitia.

Message area

Think of this area as your school's announcements bulletin board. In the message area, a welcome message and a message of the day may display in all Ignitia modes for Admins, Teachers, Students, and Parents.

Your school's Ignitia Admin controls what displays in the message area. If you have a special announcement, teacher conference coming up soon, or just want to provide an encouraging message to all users, ask the Ignitia Admin to change the information displaying in the message area.

- To close the message area, click the **Close X** in the upper right corner

Activity Stream tab

The **Activity Stream** tab has three sections (panels) each containing lists of current, important information requiring your attention: **New Messages**, **Actions**, and **Assignment Alerts**.
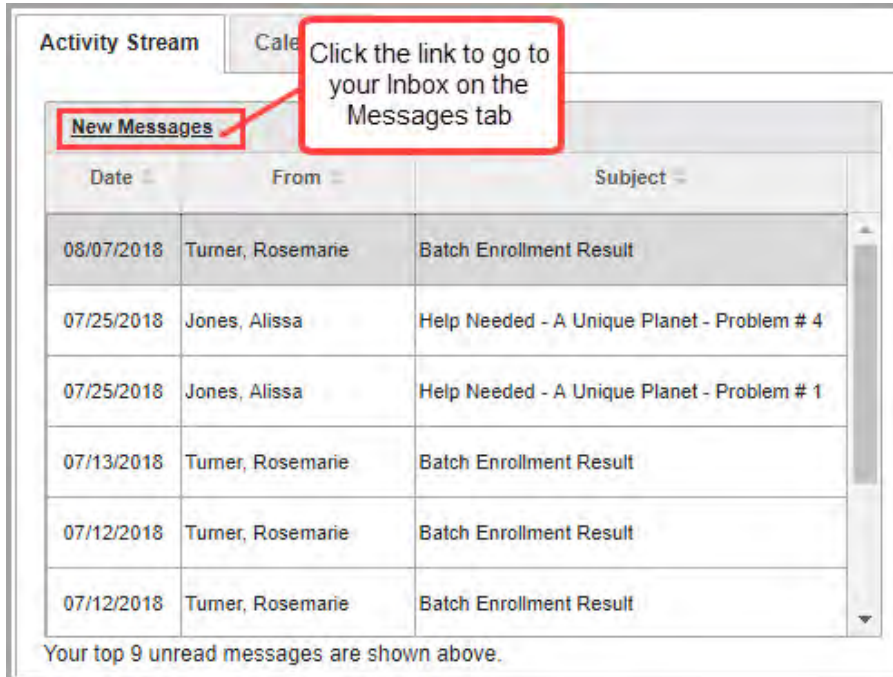
New Messages list

As mentioned previously, Ignitia has an internal messaging system. The **New Messages** list displays the latest unread messages in your **Inbox** of the internal messaging system. You see the date each message was received, who sent the message to you, and the subject line of the message.

> **Note:** If the Ignitia messaging system has been disabled by the school administrator, you will not see the **New Messages** list.

Open and respond to messages

Do one of the following:

- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab. You can see all unread and read messages. See "Messages tab" on page 276.

- Click a message to open it. Tools (buttons) allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.
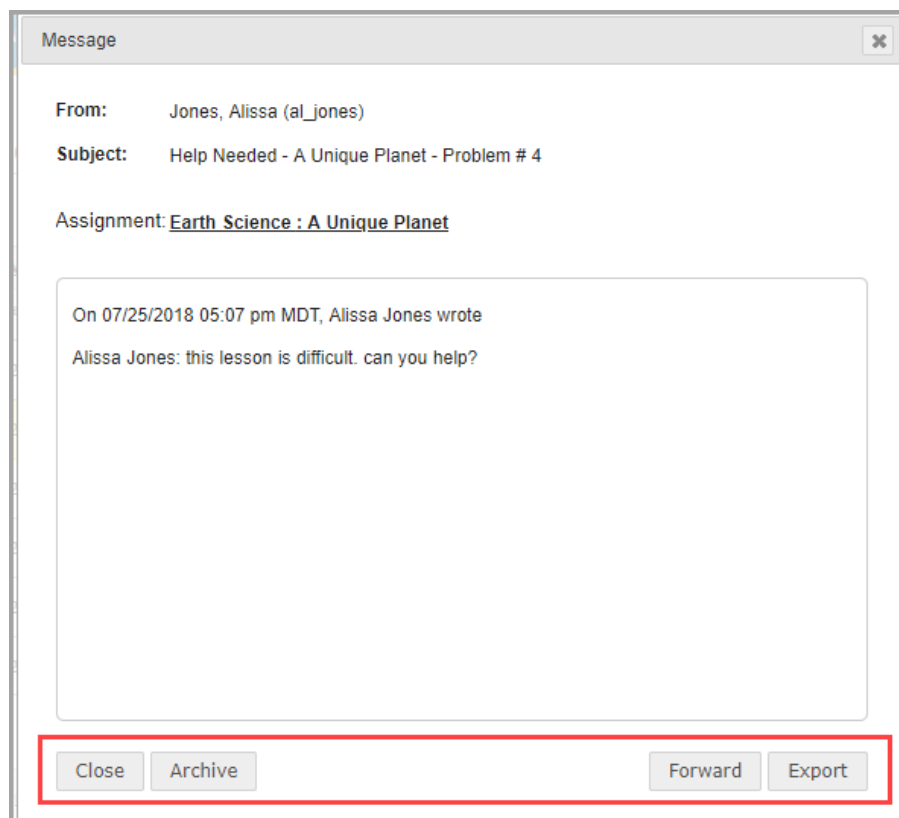
Actions list

If you have assigned, enrolled students, the **Actions** list contains notifications that require some action by you, such as:

- Each question in an assignment that needs manual grading, for example, an essay question. This is a **Grade Assignment** notification.

- An assignment needs to unblocked for the student to proceed. The student clicked the **Message Teacher** button which triggered an **Assignment Blocked** notification.

- An assignment is blocked because the student failed and no attempts are remaining (**Blocked Failed Attempts**) notification.

- A student is requesting help with an assignment question. The student has clicked the Request Help requests by a student using the Help button on an assignment problem (**Help request**) notification.

- Requests to unlock quiz or test so the student can proceed (**Unlock Quiz** or **Unlock Test**) notifications.

- A student submitted a blank essay for an assignment (**Blank Essay Submitted**) notification.

You see the student name, the assignment type and title, and the type of notification. If you hover the pointer over the **Info** icon, you can see Course Name, Unit number and name, and Assignment number and name as shown in this example:
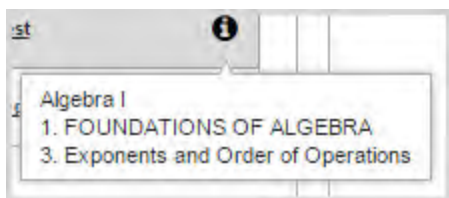
> 💡 **Tip:** If you select a **Grade Assignment** notification in the **Actions** list and open it for grading, and you cannot complete the grading, a **Remind Me** button appears for the question so that you can reset the alert for the question. Resetting the alert puts it back into the **Actions** list. If you forget to click the **Remind Me** button, you can always click the **Actions** link to open the **Gradebook > Action Required** tab. The **Action Required** tab list contains the same items as the **Actions** list. If the notification has been read, be sure to look in the Read list.

Click the link to go to the Gradebook > Action Required tab.

Student	Title	Actions	
Joyce Holloway	Quiz 1: Building Blocks and	Unlock Quiz	ℹ
Trini Plascencia	The History of Taxonomy	Help Request	ℹ
Trini Plascencia	The History of Taxonomy	Help Request	ℹ
Jessica Brunskill	Project: Participating in a D	Reschedule end of term	ℹ

10 ▾   View 1 - 3 of 3

Manage items in the Actions list

Do one of the following:
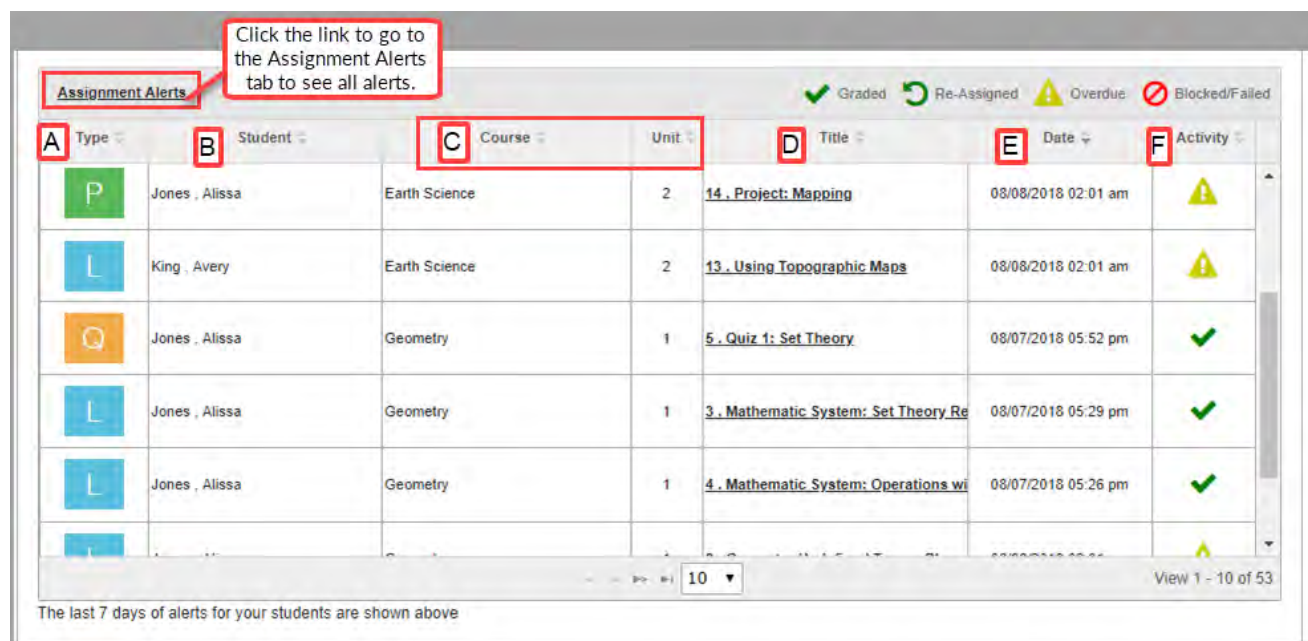
- Click **Actions** at the top of the list to go to the **Gradebook > Action Required** tab. This is where you can see assignments which require teacher action, such as an assignment needs manual grading or your student submitted a request for help. See "Action Required tab" on page 135.

- In the **Actions** column, click the **notification link** to take action on the item.

Notification link	Action	For more information, see...
Grade Assignment	Opens the assignment to the question requiring grading.	"Grade assignments and give point values for questions" on page 188.
Assignment Blocked	Opens the **Gradebook > Grading** tab with the unit expanded to the blocked assignment so that you can unblock the assignment.	"Unblock and block assignments" on page 156.
Unlock Quiz or **Unlock Test**	Automatically unlocks the quiz or test for the student.	"Unlock tests or quizzes" on page 157.
Blank Essay	Opens the assignment (in the Teacher Assignment view) to the	"Reassign questions in

Notification link	Action	For more information, see...
Notification	essay question not completed by the student. You can decide whether or not to reassign the question to the student.	assignments" on page 199.
Help Request	Opens the assignment (in the Teacher Assignment view) and the student's help question is displayed for your review and response.	"Read and respond to assignment help-needed messages from students" on page 282.
Reschedule end of term	Opens the student enrollment (on the **Course Enrollment** tab) where you can click the **Reschedule** button to change the enrollment end date.	"Reschedule (change the term for) student enrollments" on page 107.

Assignment Alerts list

The **Assignment Alerts** panel displays the last seven (7) days of assignment alerts for students in courses assigned to you. These alerts let you know if an assignment is overdue, has been graded by the system or by you, is blocked or failed, or has been reassigned by the system because the student did not meet the pass threshold.

Features identified above include:

Item	Feature	Description
A	**Type column**	Contains a symbol indicating the assignment type. Hover the pointer over the symbol to see a tool tip explaining the assignment type. See "Assignment type symbols" on the facing page.
B	**Student column**	Shows the name of the student.

Item	Feature	Description
C	**Course and Unit columns**	Shows the course name and unit number.
D	**Title column**	Contains the **assignment title** link which when clicked, opens the assignment in the **Teacher Assignment** view for viewing students' answers, reassigning questions, viewing status of, and more.
E	**Date column**	Shows the date and time the alert posted.
F	**Activity column**	Contains a symbol indicating the current state of progress of the activity. See "Assignment activity symbols" below.

Manage assignment alerts

You can:

- Sort the list by column headings. Click the ascending/descending arrows by a column header to sort accordingly.

To take action for an alert, do one of the following:

- Click the **Assignment Alerts** link at the top of the list to go to the **Assignment Alerts** tab. See "Assignment Alerts tab" on page 119.
- Click an assignment **Title** link to open and view the assignment in the **Teacher Assignment** view where you can skip the assignment, view the questions and answers, and more. See "Open and manage student assignments" on page 169.

Assignment activity symbols

Symbols in the **Activity** column of the **Assignment Alerts** list indicate the current progress state of the assignment.

Symbol	Indicates
✔	Assignment has been graded, either by the system or by the teacher.
↺	Assignment has been reassigned to the student.
⚠	Assignment is overdue.
🚫	Student is blocked or was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

Assignment type symbols

Ignitia uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz
L	Lesson	R	Reference, such as a Course Overview, Glossary and Credits. Typically, Reference assignments are Assigned by default, but do not have a Due Date.	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

Calendar tab

The **Calendar** tab displays the current month (by default) and it is where days are designated as school days and no school days for the entire school. Changing a school day to a "no school" day or a "no school" day to a school day affects the working days for school terms and assignments' pacing.
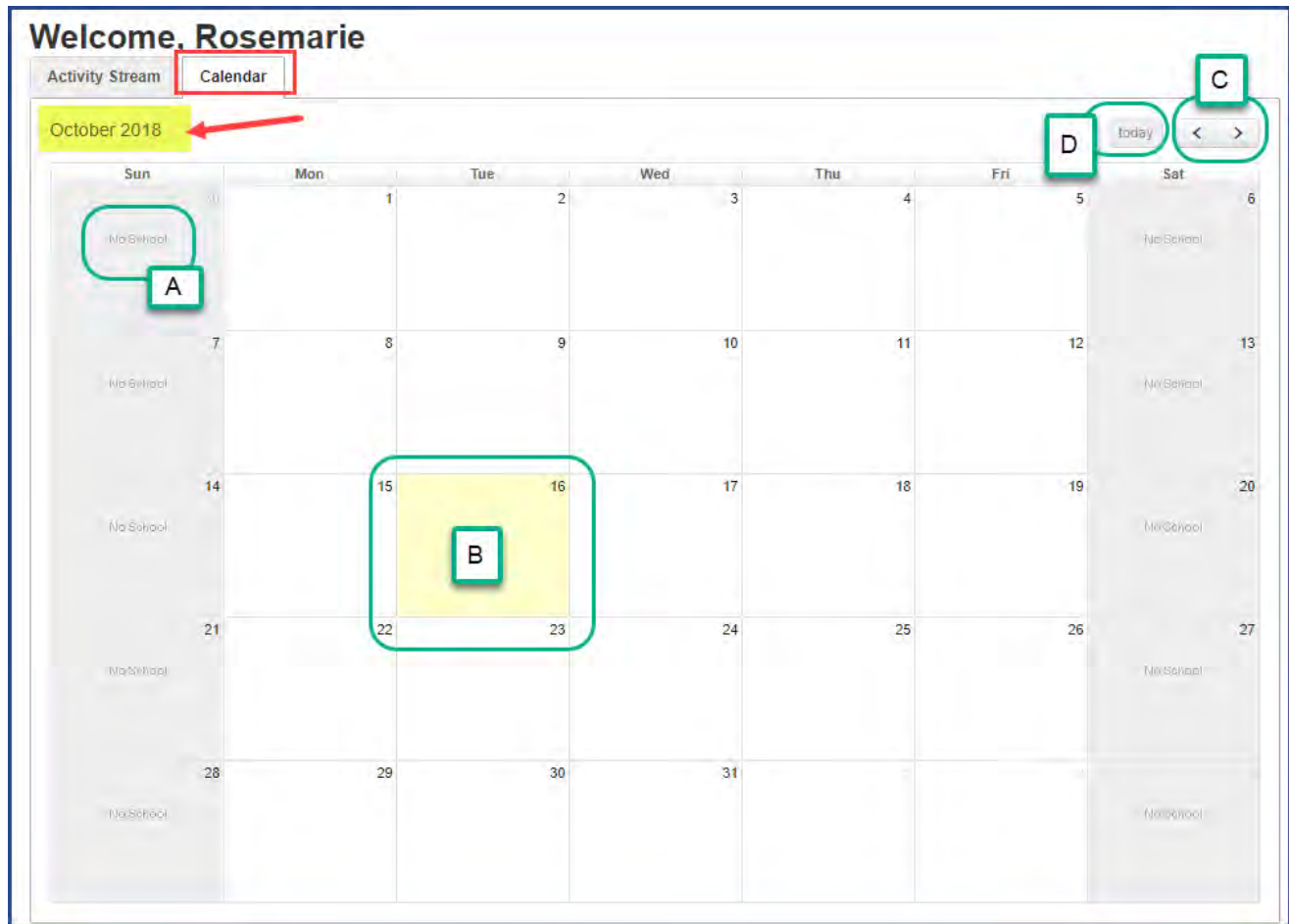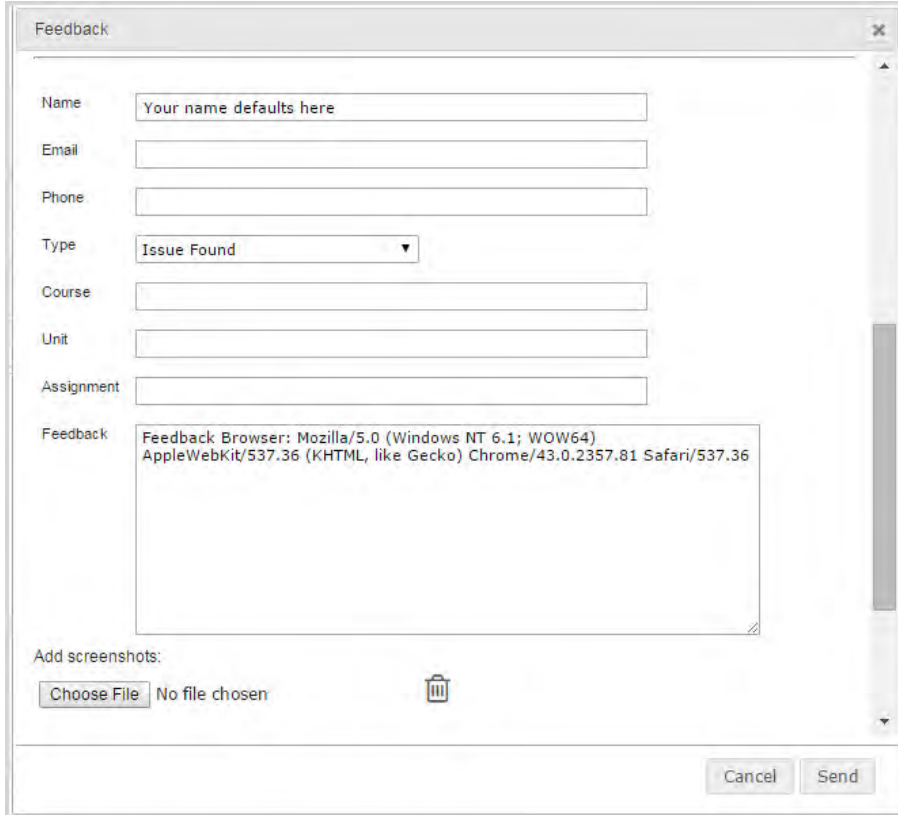
Features and tools on the school calendar include:

Your school's Ignitia Administrator can set days as "No School" days.

Provide product feedback or report an issue

The **Feedback** page lets you send product feedback or report an issue with the application or with a custom course.

- To provide feedback or report an issue, click the **Feedback** link located in the footer of every page.
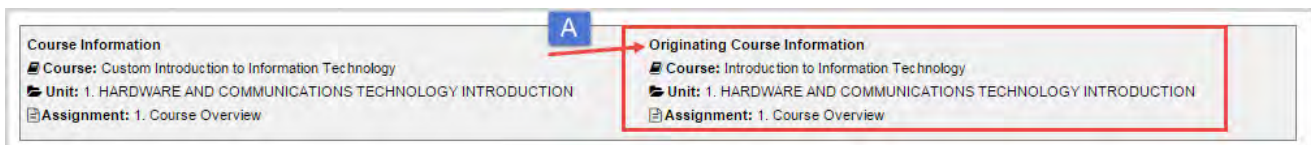
The form contains instructions about the type of information to provide. Be sure to complete the form as explained in the instructions on the page, providing as much detail as possible.

To report an issue with a custom course that was copied from a standard course

If you are reporting an issue with a custom course that was copied from a standard course, it is very helpful if we know the original location of the standard course material. To provide this information:

1. On the main nav bar, click **Courses**, click the **Custom** sub-tab and search for the custom course.

2. Click the **Preview** tool, find the appropriate assignment and open it.

3. At the top right of the preview page is the **Originating Course Information** for the standard course as shown in item A below. Copy the information and paste it into the Feedback page or take a screen shot and add it to the feedback issue.

Register (add) and manage students

As a Teacher, you can add new (register) students to your school (if you have permission to), manage their Ignitia user profiles, and create and manage student groups. Students must be registered in Ignitia so that they can be enrolled in courses and added to groups.

Two tabs provide the tools to view, add new, and manage students and student groups: **Registration** and **Groups**.

- On the main nav bar, click **Students** to access the **Registration** and **Groups** tabs.

On the **Registration** tab, you can:

- Click the **Create student** button to add (register) an individual student for your school. See "Add (register) individual students" on the next page.

- Click the **Import students** button to import (register) multiple students at the same time. See "Import (register) multiple students" on page 53.

- Filter, search, and sort the **Registration** list to find a specific student, see a list of students associated to an entered campus id, or see a list of users placed in Archived status. See "Filter, search, and sort the Students Registration list" on page 59.

- Use the selection check box to perform the same action on multiple students at same time. For example, you can select multiple users to disable or enable their logins or change their user status.
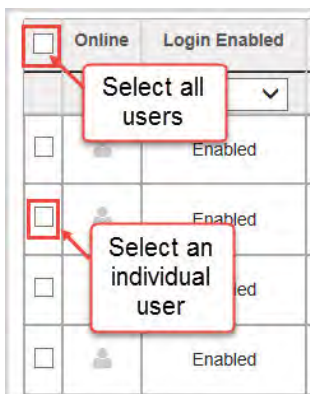
- Use the **Online** column to see whether or not a user is currently online in Ignitia. A user symbol appears and if the symbol is highlighted or appears active, the user is online. If the symbol appears gray or not active, the user is not currently online. You can log off an online user. See "Log off online users" on page 65.

- Under **Controls**, use the **Edit** and **Go To** links:

    - Click the **Edit** link to edit a student's profile. See "Edit student user profiles" on page 61.

    - Click the **Go To** link to open a shortcut menu like the one shown here.
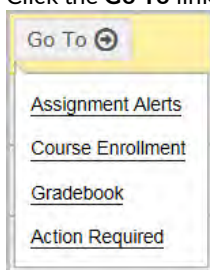
    From this shortcut menu, go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook Grading**, or **Action Required** tabs for the selected student. This is one of the easiest ways to enroll the selected student in a course, access grading tasks, or see other assignment alerts for the selected student.

On the **Groups** tab, you can:

- Create groups containing students that you want to organize together, such as a group of students to enroll in a summer school term or a group of students that attend the same campus.

- Edit student groups by adding or removing students or changing the name or description.

- Delete student groups that you no longer need.

- Transfer ownership of groups (change owner) to other users. For example, a teacher owns several groups and needs to take a leave of absence. Ownership of those groups can be transferred to another user.

For more information, see "View and manage student groups" on page 67.

Add (register) individual students

The following steps explain how to add (register) an individual student in Ignitia. To add (register) multiple students at the same time, see "Import (register) multiple students" on page 53.

> ✔️ **Permission(s) check:** To add students to Ignitia, you must have the "Add Students" permission, and to personalize the grading, pacing, and weights settings, you must have the "Change Pacing, Grading, and Assessments" permission. See your Ignitia Administrator if you require the permission(s) enabled for your teacher profile.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. On the **Registration** tab, click **Create student**.

   The **Create Student** page appears.

3. Complete the student user profile fields, enrollment grading and pacing, and weights settings, and permissions as explained in "Student profile user fields, enrollment settings, and permissions" below.

> 💡 **Tip:** If you are a campus-focused Super Teacher, the student inherits the same campus(es) associated to your teacher profile. If desired, you can remove an inherited campus from the student (uncheck it). For more information, see "Add and remove Campus IDs for students" on page 62.

4. When finished, click **Save**.

   The new student user appears in the list on the **Registration** tab.

> 📝 **Note:** Once a student is added (registered) in Ignitia, their user profile cannot be deleted. If you need to remove their access to Ignitia, change their user status to Archived. See "Change the status of students" on page 63.

Student profile user fields, enrollment settings, and permissions

An Ignitia Student user profile has over 35 fields grouped into three categories:

- User status and identification fields. See "User status and identification fields" on the next page.
- Enrollment settings. See "Student enrollment settings" on page 44.
- Permissions. See "Student permissions" on page 48.

> 📝 **Note:** For schools using Single Sign-On (SSO) to log in to Ignitia, several identification fields are not required and password-related fields are hidden because the student will be using their organization (username and password) to log in to Ignitia. For schools not using SSO, the required fields and password-related fields remain required and visible.

> 📝 **Note:** Student Grading and Pacing and Weights enrollment settings are inherited from the school Grading and Pacing and Weights enrollment settings. This means that if a change occurs to a school Grading and Pacing and Weights setting, then the related student Grading and Pacing and Weights setting is also changed *UNLESS* the student has *personalized* Grading and Pacing and Weights settings. With personalization, the inheritance is broken with the school Grading and Pacing and Weights settings. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 88.
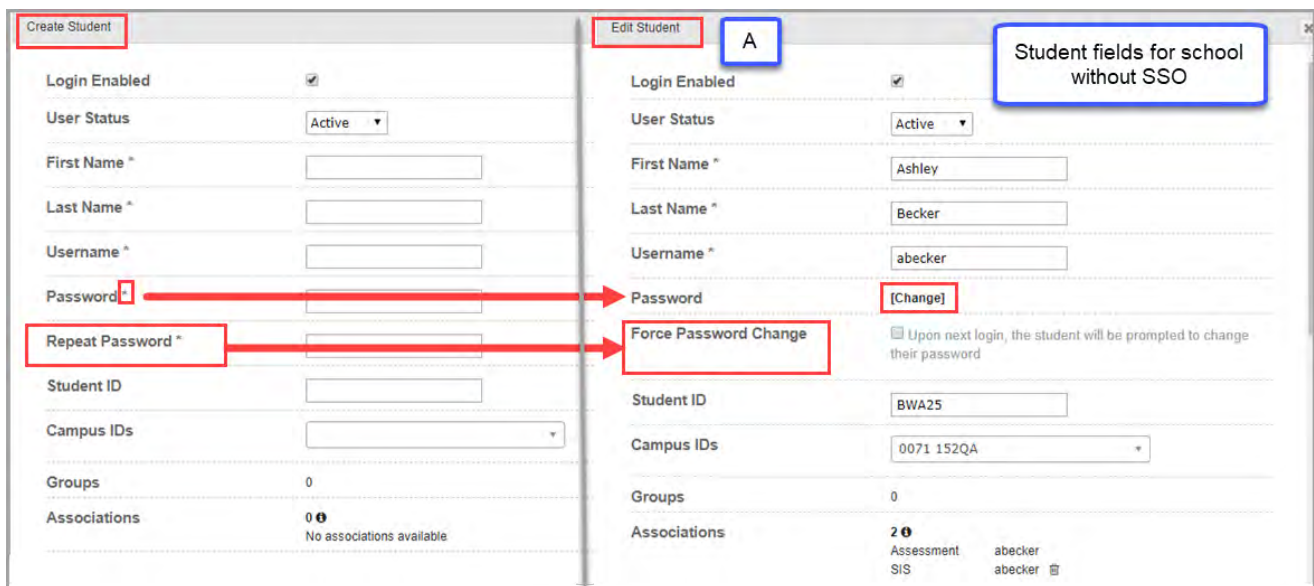
✓ **Permission(s) check:** Several student permissions are shared with or dependent on the school Permissions. This means that if a change occurs to a school permission, then the shared student permission is also changed.
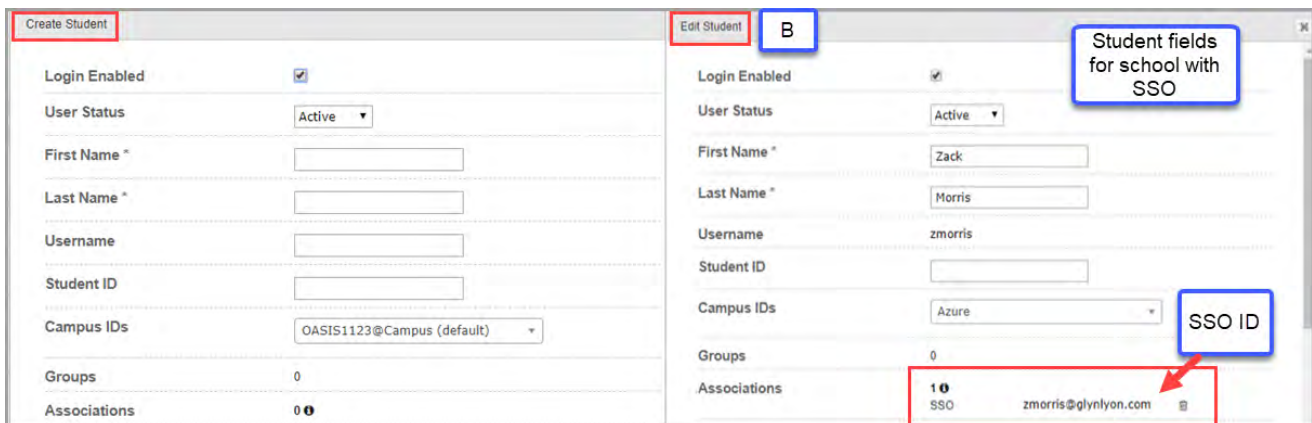
User status and identification fields

Two examples are provided for the user status and identification fields available when creating a student's profile and when editing a profile. These two examples represent the changes that occur depending on whether or not the school is using Single Sign-On (SSO) to log in to Ignitia:

- For schools not using SSO, Example A below shows the top section of the **Create Student** and **Edit Student** pages that relate to user status and personal identification in Ignitia. The arrows indicate the field changes that occur when editing a student's profile.

- For schools using SSO, Example B below shows the top section of the **Create Student** and **Edit Student** pages. Notice that the **Username** field is not required for entry and Password-related fields (shown in example A above) are hidden.

This table explains the user status and identification fields shown in both examples.

Field	Description
Login Enabled	**Default is Enabled**. If enabled (checked), the user can log in to Ignitia. If disabled (cleared), the user cannot log in to Ignitia.
User Status	**Default is Active**. From the list, select to place the user in On Hold or Archived status. See "Change the status of students" on page 63.
First Name*	***Required field for schools not using Single Sign-On (SSO).** Enter (or edit) the student user's first name. **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Last Name*	***Required field for schools not using Single Sign-On (SSO).** Enter (or edit) the student user's last name. **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Username*	***Required field for schools not using Single Sign-On (SSO).** Enter a user name for logging in to Ignitia. User names must be unique and contain at least one (1) character and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z_ (underscore) - (hyphen) . (period). **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Password*	***Required field for schools not using Single Sign-On (SSO).** Enter a password for logging in to Ignitia. • When creating a student profile, enter a password for logging in to Ignitia. It must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' ", < . > / ? space (entered with space bar). • When editing a student's profile, the field contains a **Change** link. Click **Change** to change the password. Then, in the **New Password** field, enter the password.
Repeat Password*	***Required field for schools not using Single Sign-On (SSO).** Enter the same password again to verify it.
Force Password Change	**This field appears when editing a student's profile for schools not using Single Sign-On (SSO) .** **Default is Disabled**. If enabled (checked), with the next log in to Ignitia, the user is prompted to change their password. They can set their own password.
Student ID	Enter text, numbers, or special characters that can be used for identifying the user. This field is useful for filtering, sorting, and searching in many Ignitia lists and reports.

Field	Description
	Note: For those schools using SSO integration with Clever, this field can contain the user's Clever **student_number** which gets populated upon Clever sync. If your school has Clever integration, you may want to check with your school Admin before changing the value in this field.
Campus IDs	Campus IDs associated to a student's profile help to identify the resources, such as virtual or physical sites for your school, where the student attends. Campus IDs are useful for filtering, sorting, and searching in many Ignitia lists and reports. See "Add and remove Campus IDs for students" on page 62. **Tip:** For a campus-focused Super Teacher (Restrict to Campus enabled), campuses associated to your Super Teacher profile are automatically selected for the student when you create a new student record.
Groups	Indicates the number of student groups in which the student is a member. See "View and manage student groups" on page 67. • When creating a student profile, the number is 0. • When editing a student's profile, the number is 0 if the student is not a member of any groups. If the student is a group member, the field changes to display the number of groups. Click **Show** to see the group names. Click **Hide** to hide the group names.
Associations	Indicates the number of associations for the student. Associations are connections to outside (external) sources which manage data flow between Ignitia and the outside source, such as a Student Information System (SIS). Associations are managed by the Ignitia Admin on the **School Settings > User Associations** tab. When creating a student profile, typically, the number is 0. When editing a student's profile, the number may be 0 if the student has not been associated to any outside sources. If the student has associations, the field changes to display the number of associations. a. To see the **Associations** details, click the **Info** ⓘ symbol. If the student has a student identifier value used by the Student Information System (SIS) and that identifier value has been entered in Ignitia, then that SIS ID value appears here. For schools using Single Sign-On (SSO) with an Identity Provider (IDP), the student's SSO Identifier also appears here once it has been entered into Ignitia. b. To delete the SIS ID and/or SSO identifier, click the **Delete** 🗑 tool at the end of the value. Confirm the deletion. If you need to enter a different or new SIS id or SSO value for the user, as the Admin, you must use the **School Settings > User Associations** tab. c. Click the **Info** symbol again to hide the **Associations** details.

Student enrollment settings

Example C below shows the next set of fields on the **Create Student** page related to student course enrollment grading, pacing, and assignment weighting settings. As mentioned previously, several settings can be *personalized* for the student by the teacher (or admin), for example, the student is part of an Individualized Education Program (IEP) or a Section 504 plan or may require additional monitoring and progress efforts.

✔️ **Permission(s) check:** To personalize the student enrollment settings, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 88.)

🗒️ **Note:** Once a student profile has personalized Grading, Pacing, and Weights enrollment settings, the dependency with the shared school Grading and Pacing and Weights settings is broken. Those student personalized settings are automatically carried through to the student course enrollment settings, but can be further personalized just for the enrollment.

This table explains the enrollment settings shown in example C. As mentioned previously, for grading, pacing, and weighting settings to be personalized by the teacher (or admin) adding or editing the student profile, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. Otherwise, the student inherits the default school-level grading, pacing, and assessments thresholds, pacing, Flex, and assignment weights and is subject to changes to the school settings.

Field	Description
Default Term	When creating a student's profile, this field shows the default school term (set by the Administrator) and is selected by default. Keep the default setting, or: • Select **Custom** and in the **Start** box, click to select a term start date from the calendar. Click in the **End** box and select a term end date. • Select **Choose at enrollment** to select the term when you enroll the student in courses. **Note:** When editing a student's profile, you do not see the Default Term field.
Personalize Grading and Pacing	• **IMPORTANT:** If the setting can be enabled (check box is active), once checked, this permission allows a teacher (or admin) to personalize the various assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), Flex CRx and Flex Skipped enrollment settings for the student. These personalized settings will be used by the student for course enrollments. **However**, if the setting is later disabled (un-checked), the student automatically inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), and Flex settings. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 88. • If setting is Disabled (check box appears inactive), this means the teacher creating or editing the student profile DOES NOT HAVE the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. The student inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress) and Flex CRx and Flex Skipped settings for enrolled courses.
CRx Pass Threshold	Percentage number the student must achieve to pass a pre-test for each unit of a course assigned in CRx mode. See "How CRx mode works" on page 79.
Lesson Pass Threshold	Percentage number the student must achieve to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". **What this means:** Whenever the student submits a lesson with a score below the Pass Threshold, the lesson is automatically reassigned to the student to do again. Whenever this happens, the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned.
Max Lesson Attempts	Maximum number of opportunities for student to achieve lesson pass threshold.
Block Lesson Progress	If enabled (checked), when the student does not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Quiz Pass Threshold	Percentage number the student must achieve to pass a quiz.
Max Quiz Attempts	Number of opportunities for the student to achieve quiz pass threshold.

Field	Description
Block Quiz Progress	If enabled (checked), when the student does not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Test Pass Threshold	Percentage number the student must achieve to pass a test.
Max Test Attempts	Number of opportunities for the student to achieve test pass threshold.
Block Test Progress	If enabled (checked), when the student does not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Flex CRx	If enabled (checked), when the student does not achieve the CRx Pass Threshold on a unit pre-test (for a course in CRx mode), they are assigned only the lessons in the unit *associated with the incorrect questions*. Lessons for correctly answered questions are automatically skipped. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	If enabled (checked), allows the student to skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to the lessons skipped are disabled (grayed-out) and have a Skipped status. These questions do not have to be answered by the student and are not included when calculating student grades. For an enrollment in CRx mode, this settings only works for quizzes. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 83.
Personalize Weights	A weighting value applies to the four assignment types: lesson, project, quiz, and test, and it determines the weight for how the grades for each assignment type are factored into the student's unit and overall course grade. All four weight values must total 100. • If setting is Disabled (check box appears inactive), this means the teacher does not have the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. This permission allows a teacher to personalize the pacing, grading, and assignment-type grade weights for individual students. The student, by default, sees the school-level weights settings for enrolled courses. • If the setting can be enabled (check box is active), once checked, the teacher can personalize the assignment weighting settings for the individual student. These personalized settings can be used by the student for course enrollments.
Lesson Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
Project Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
Quiz Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
Test Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.

Student permissions

Two examples are shown here for the final set of fields on the **Create Student** page related to student permissions. Individual student permissions that are dependent on the setting for school student permissions are noted in the table following the examples. These two examples represent the changes that occur to a student's profile depending on whether or not the school is using Single Sign-On (SSO):

- For schools not using SSO, example D shows the fields related to user permissions.

> **Note:** Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

Create Student   D

Student Review Test Quiz	☑
	Allow students to review grade

Student permissions for school without SSO

Student Answer Key	☐ Disabled
	Allow students to see the answer key for completed assignments.
Enable Grading View	☑
	Allow students who have not reached the pass threshold to view performance (correct/incorrect)
Change Passwords	☐ Disabled
	Allow students to change their own passwords.
Force Password Change	☐ Upon next login, the student will be prompted to change their password
Randomize Questions	☐ Disabled
	Randomize the order of questions for student lessons, quizzes, and tests.
Allow Message Send	☑
	Allows the user to send messages.
Allow Student Notes	☑
	Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.
Overdue Notification	☑
	When selected, any student assignment that has passed the due date will change color and display "Overdue" for this student.
Block Term End Progress	☐
	Selecting this will stop a student from continuing to work once they have reached the end of term. The student will be able to send a request to their teacher to have the end of term extended.

WRITER

Spelling and Grammar	☑
	Enable spelling and grammar checking for essays.
Scoring	☑
	Enable essay scoring.

Cancel   Save

- For schools using SSO, example E shows the **Create Student** permissions. Notice that any password-related fields are not displayed as shown in example D above.

This table explains the student permission fields shown in both examples. Individual student permissions that are dependent on (inherited from) the setting for the shared school student permission are identified in the table. What this means is that if the school student permission is disabled, the student permission is disabled and cannot be enabled.

Field	School permission dependency	Description
Student Review Test Quiz	Yes	If enabled (checked), allows student to review completed and graded quizzes and tests.
Student Answer Key	Yes	If enabled (checked), allows the student to see the answer key in completed assignments only.
Enable Grading View	Yes	If enabled (checked), permits the student who has not achieved the Lesson Pass Threshold to see which problems he/she answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.
Change Passwords	Yes	*Field appears for schools not using SSO. If enabled (checked), allows the user to change his/her Ignitia password. The Change Password window appears when the student clicks the down arrow next to their name.
Force Password Change	N/A	*Field appears for schools not using SSO. • When creating a student's profile, if enabled (checked), the student must change their password at the next login. • When editing a student' profile, the Force Password Change permission moves to the top of the Edit Student page.
Randomize Questions	Yes	If enabled (checked), questions in lessons, quizzes and tests display in random order for the student. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

Field	School permission dependency	Description
		Note: Teachers always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.
Allow Message Send	Yes	If enabled (checked), the student can use the Ignitia internal messaging system for communication with assigned teachers only. Students can also send help requests from assignments and view teachers' responses.
Allow Student Notes	Yes	If enabled (checked), student can take notes during assignments.
Overdue Notification	Yes	If enabled (checked), in the Student application, for any assignment that has passed the due date, the color changes and displays "Overdue" for the student.
Block Term End Progress	N/A	If enabled (checked), the student is stopped from continuing to work on the course once the end of term date is reached. The student can send a message to the teacher requesting the term be extended.
Spelling and Grammar	Yes	If enabled (checked), Writer works much like a word processor in that the student right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
Scoring	Yes	If enabled (checked), student can get an overall score for the assignment. The Teacher provides the final grade.

Import (register) multiple students

To register up to 500 students at one time in Ignitia, use the **Import Student** tool. You must have the appropriate number of student licenses available for the number of students you plan to import. If you want to register only one student, see "Add (register) individual students" on page 40.

✔ **Permission(s) check:** To add students to Ignitia, you must have the "Add Students" permission, and to personalize the grading, pacing, and weights settings, you must have the "Change Pacing, Grading, and Assessments" permission. See your Ignitia Administrator if you require the permission(s) enabled for your teacher profile.
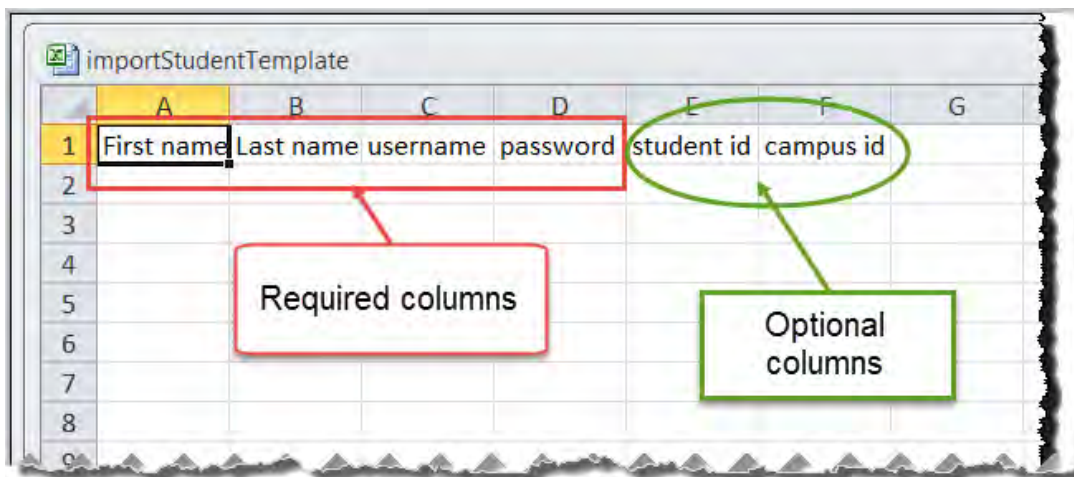
Importing students requires that you:

- Download the provided **ImportStudentTemplate .csv** file.
  - For schools not using SSO, the template contains the fields needed to create/register students in Ignitia. You must provide a username and password for each student to log in to Ignitia. The required columns are: First Name, Last

Name, username, and password. Two columns, student id and campus id, are optional. For accepted usernames and passwords, see "Student profile user fields, enrollment settings, and permissions" on page 41.
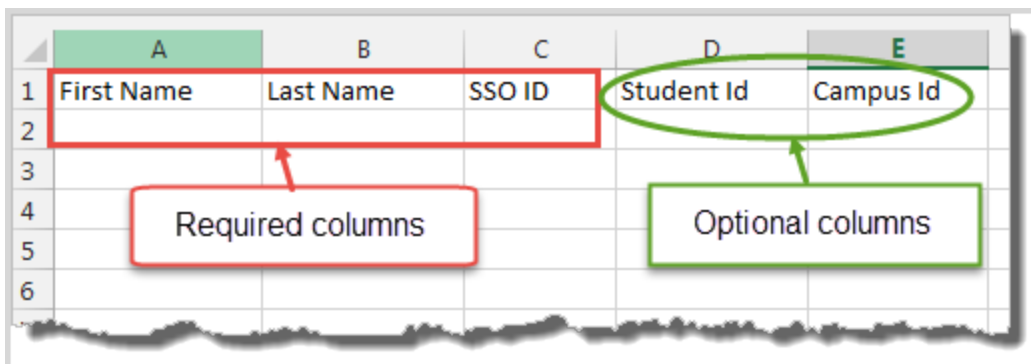
This example shows the template fields for schools not using SSO.

- For schools using SSO with an Identity Provider where an SSO ID is used, the template contains the fields needed to create/register students and use SSO. You need the students' organization Login usernames from your Identity Provider (IDP). For example, your school uses Google accounts to sign on to various web applications using a single username and password. The required columns are: First Name, Last Name, and SSO ID. The SSO ID is the student's SSO Login username. Two columns, Student ID and Campus ID are optional.

This example shows the template fields for schools that use SSO with an Identity Provider.

Tip: You can save the template and use it again.

- Enter the student information in the required fields (and optional fields, if desired). For the **Campus Id** column, you can enter multiple campus identifiers for a student by using the pipe (|) symbol to separate values. Or, if you do not know the campus IDs already set up for your school, you can wait to select Campus IDs from a list of existing campus Identifiers before you run the import process.

> ⚠️ **Warning:** Campus identifiers must match identifiers already set up by the Admin. During import, if campus ids do not match, an error message appears.

> **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.

- Save the file to a location on your computer where you can easily locate it.
- Upload the file into Ignitia.

> **Permission(s) check:** All students included in the import file automatically inherit school-level grading and pacing settings UNLESS the "Change Grading, Pacing, and Assessments" permission is enabled for your user profile. This means you can modify the grading and pacing enrollment settings for all students in the import. Student permissions shown are the enabled or disabled school permissions.

To import students:

1. On the main nav bar, click **Students**.

2. On the **Registration** tab, click the **Import Students** button.

   The **Import Student** page appears.
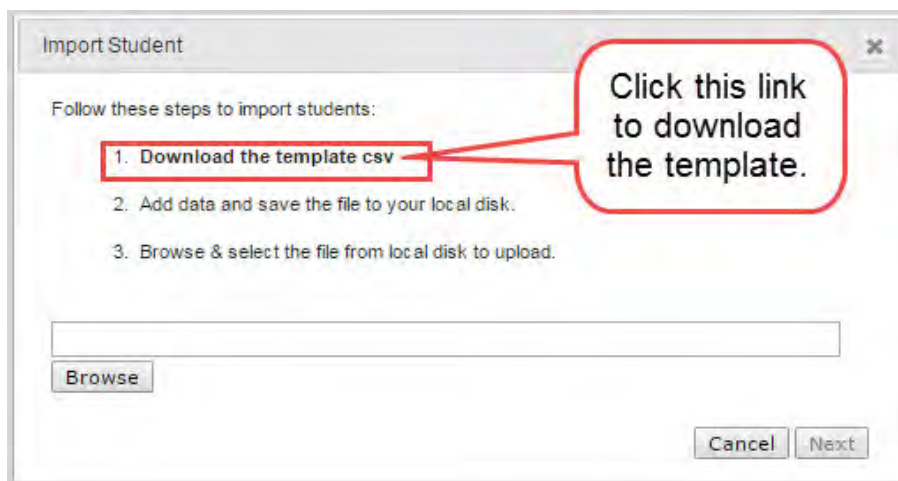
3. Click the **Download the template csv** link.

4. Click **Open with** and **OK** to use the default application to open the template.

5. Enter student information in the template:
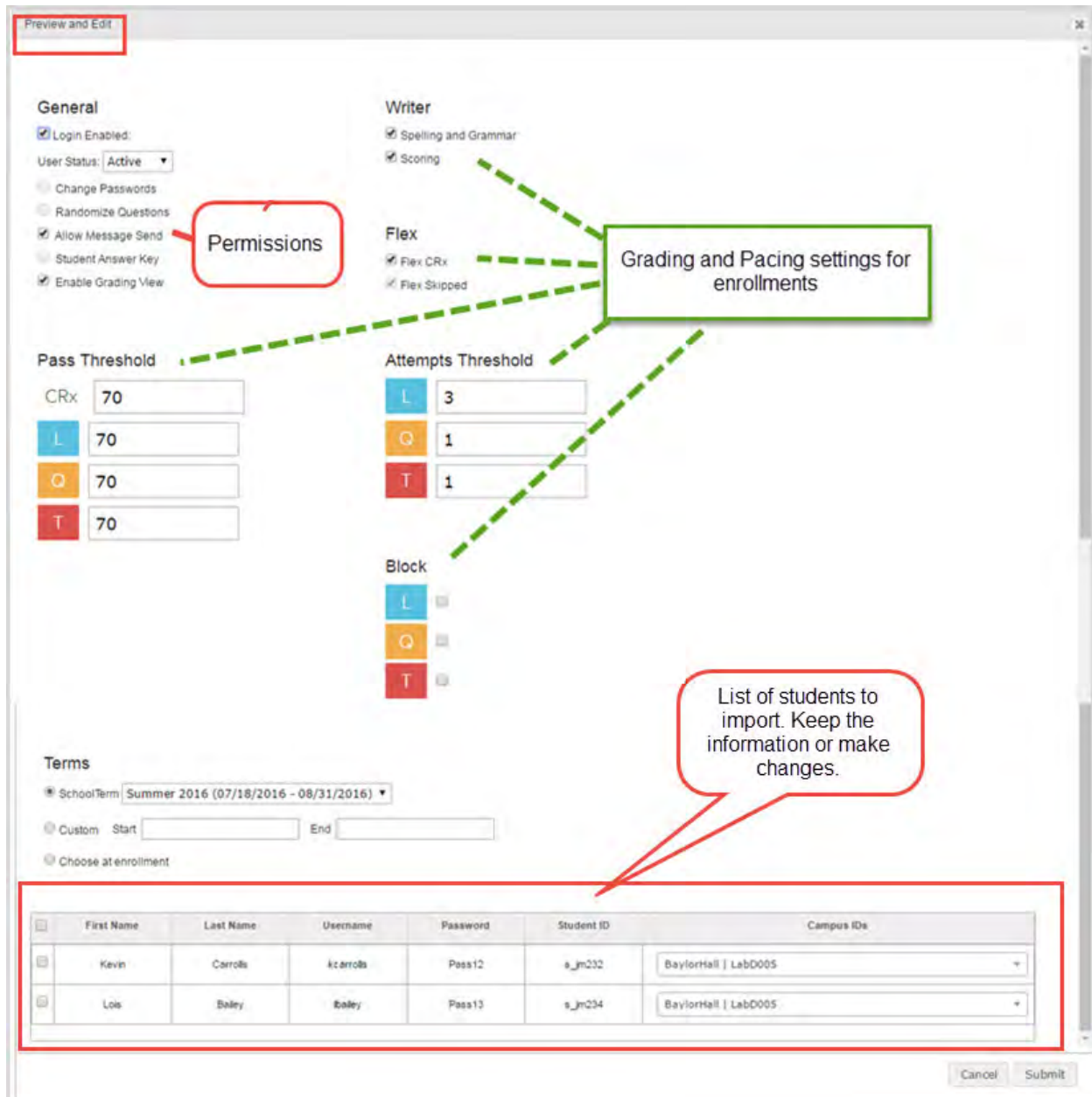
Column	Req/Opt	Do the following...
First_name	Req	- Enter the student's first name.
Last_name	Req	- Enter the student user's last name.
Username	**Req***	*Required only for schools not using SSO. - Enter a user name for logging in to Ignitia. User names must be unique and contain at least one (1) characters and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z _ (underscore) - (hyphen) . (period).

Column	Req/Opt	Do the following...
Password	**Req***	*Required only for schools not using SSO. • Enter a password for logging in to Ignitia. Passwords must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' ", < . > / ? space (entered with space bar).
SSO ID	**Req***	Required only for schools using SSO with an Identity Provider. • Enter the students' organization Login usernames. You need the students' organization Login usernames from your Identity Provider (IDP). The SSO ID is the student's SSO Login username. For example, dsmith@schoolica.com.
Student ID	Opt	• Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters that can be used for identifying the user.
Campus ID	Opt	• Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters for one or more campus identifiers that match campus identifiers already set up for the school. For multiple campus ids, use the pipe (|) symbol to separate each entry. For example: SBSW|Campus 1|Campus Eight. **Tip:** You can wait to select from a list of campus identifiers before you complete the import process. If the campus identifiers you entered in the import file do not already exist for the school, you get a warning message and must correct the items to process the import. **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.

6. Save the template file.

7. On the **Import Student** page, click **Browse** to locate the template file.

8. When the file name appears in the field, click **Next**.

The **Preview and Edit** page appears. This page lets you preview and edit the students' permissions and grading and pacing enrollment settings before it is imported into Ignitia. As mentioned previously, all students included in the import inherit the default school student permissions and grading and pacing enrollment settings UNLESS you have the "Change Grading, Pacing, and Assessments" permission enabled so that you can modify the grading and pacing settings.

For schools not using SSO, the Preview and Edit page may look like this:

For schools using SSO with an IDP, the **Preview and Edit** page may look like this.

9. On the **Preview and Edit** page, do the following:

   a. For enabled student permissions, you can clear a check box to disable the permission.

   b. For grading and pacing enrollment settings, if you have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile, the settings appear active and can be changed and enabled or disabled. If the settings appear inactive, this means you do not have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile and the school-level grading and pacing enrollment settings are in effect.

   c. For schools not using SSO, if the system detects duplicate usernames, at the top of the student list, a message in red text appears and the username in the list is also colored red. Click in the **Username** field to change it.

   d. If desired, you can change or add data to any field in the student list. Click a field, and in the text box, enter the data. Or, to add or remove a campus id, click in the **Campus IDs** cell for the student and from the list, select a campus id or clear the check box to remove the campus id.

   > **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher sees only the Campus IDs associated to her teacher profile for selection.

   e. To have Ignitia quickly verify the data you entered, click in another field. If errors are detected for required fields, those errors display in a message box at the top of the page.

   f. To select the students to import into Ignitia, in the student list, select the check box in the first column next to the **First Name**.

   g. When finished selecting students and/or changing other permissions, click **Submit**. If errors are detected, a message appears describing the error. Fix the issue and click **Submit** again.

   h. Click **Done** on the confirmation window.
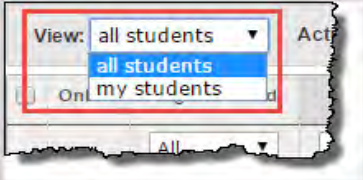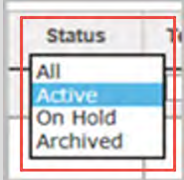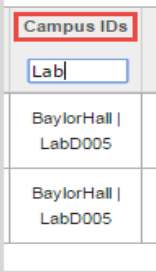
The imported students are now included in the student list on the **Registration** tab and their student profiles can be accessed for editing. Additionally, for schools using SSO with an Identity Provider, the imported students' SSO IDs appear in the **Associations** field on the student's profile.

Filter, search, and sort the Students Registration list
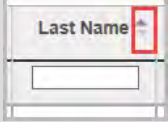
To help you locate a specific student user, you can filter, search, and sort the students list on the **Students > Registration** tab. The **View** field and the row below the column headings contain filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Ignitia can find matching data and automatically filter the list.

The students you see depend on your assigned user role. For a reminder, see "Student viewing rights based on your assigned user role" on page 16.

Action	Do the following...
View all students	• By default, the **View** field shows all students. The "all" students that you see depends on your user role. For more information, see "User roles and permissions" on page 13. 📝 **Note:** If the Super Teacher has the "Restrict to Campus" permission enabled for their user profile, he/see only sees students with the same associated Campus IDs as the Super Teacher and students in which the Super Teacher is the Teacher of Record.
View my students	• From the **View** field, to filter the list to see only your students (students in courses assigned to you), select **my students**.
Filter list by login enabled and/or status	• Click the down arrow to display the list choices and select an item. The Registration list is filtered to your selection.
Search by student id, campus ids, first or last name, or username	• Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.

Action	Do the following...
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column. Last Name
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list displays. Reset filters to default

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages or enter the page number.

Paging controls

Page 1 of 32

25

Number of items to display on page

Edit student user profiles

When a student is in Active status, you can edit the student's user profile to:

- Enable or disable the ability to log in.
- Change status to On Hold or Archived.

> **Tip:** A student in Archived status retains any associated campus ids.

- Make changes to a username.
- Add or remove permissions.
- Personalize grading and pacing and assignment weighting.
- Change a password.

Permission(s) check: To edit student user profiles (that you can access by your assigned Teacher role), you must have the "Student Maintenance" permission, and if you want to personalize grading and pacing settings and weights for students, you must have the "Change Grading, Pacing, and Assessments" permission. See your Ignitia Administrator if you require the permission(s) enabled for your user profile. For more information, see "Student viewing rights based on your assigned user role" on page 16.

1. On the main nav bar, click **Students**.

2. Filter, search, or sort the student registration list to locate the user. See "Filter, search, and sort the Students Registration list" on page 59.

3. Click **Edit**.

   The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see "Student profile user fields, enrollment settings, and permissions" on page 41.

4. Make changes as needed to:

   - Disable or enable a log in. See "Disable and enable student user logins" on page 65.

   - Change user status. See "Change the status of students" on the facing page.

   - Change first name, last name, or username* by entering new information in the fields.

Note: *For schools using Single Sign-On (SSO) with an Identity Provider to log in to Ignitia, the **Username** field cannot be edited because it contains a formatted version of the student's SSO ID which is automatically generated by the system. Additionally, the **Change** link and several Password-related fields are hidden in the student profile because those schools using SSO do not use Ignitia passwords.

   - Change password* by clicking the **Change** link. In the **New Password** field, enter the password and enter it again to confirm.

   - Add campus ids or remove associated campus ids. See "Add and remove Campus IDs for students" below.

   - Enable or disable permissions and enrollment settings.

5. When finished, click **Save**.

Add and remove Campus IDs for students

Once Campus IDs are set up for the school, you can then add those Campus IDs to students' profiles. Campus IDs are useful for filtering, sorting, and searching in many Ignitia lists and reports. You can also remove Campus IDs from student profiles.

Your Admin may have set up a default Campus ID so that when new student records are created, the student is automatically associated to that default campus.

Tip: If you are a campus-focused Super Teacher, when creating a student record, that student automatically inherits the Campus IDs associated to your teacher profile. This feature makes it easier for you as a campus-focused Super Teacher to keep track of student records.
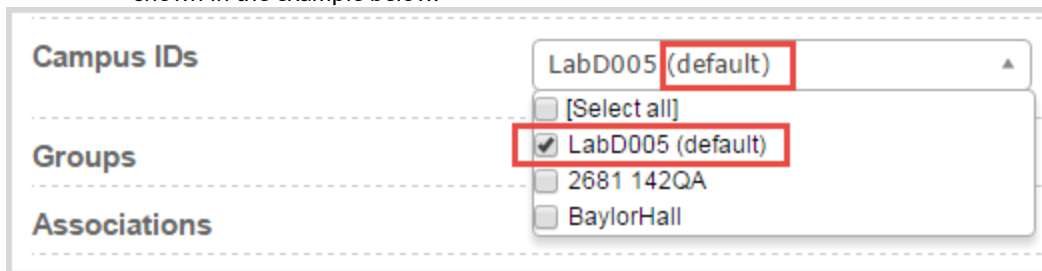
> ✔ **Permission(s) check:** To edit student user profiles (that you can access by your assigned Teacher role), you must have the "Student Maintenance" permission. See your Ignitia Administrator if you require the permission enabled for your user profile. For more information, see "Student viewing rights based on your assigned user role" on page 16.

1. On the main nav bar, click **Students**.

2. For an existing student, filter, search, or sort the student registration list to locate the student. See "Filter, search, and sort the Students Registration list" on page 59.

   Or, if you are creating a new student record, click **Create Student**.

   The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see "Student profile user fields, enrollment settings, and permissions" on page 41.

3. For the **Campus IDs** field, from the list, do one of the following:

   - To associate one or more campus ids to the student, select each one. Or, to associate all, click the **Select all** option. If a default campus id has been set up by the Admin, this campus identifier appears by default for the student as shown in the example below.

   - To remove an associated campus ID, clear the check box.

4. When finished, click **Save**.

Change the status of students

Typically, most students are in **Active** status so that those students can log in and do their assigned schoolwork. If desired, you can change a student's status from **Active** to **On Hold** or to **Archived**, and from **On Hold** back to **Active** or to **Archived**. If a student is in **Archived** status AND the grace period has not expired, you can change the student's status from **Archived** to **Active** or **On Hold**.

> ? **Why?** You may want to change a student's status to On Hold if the student cannot start their assigned courses so you do not want the assignments to show as Overdue. Once the student is ready to start, you can update the status to Active which automatically enables the ability to log in. Because you cannot delete a student's profile in Ignitia, you can change the status to Archived so that the user can no longer log in.

> ✔ **Permission(s) check:** You must have the "Student Maintenance" permission to change a student's status. See your Ignitia Administrator if you require the permission enabled for your teacher profile. Also, depending on your assigned Teacher role, you are limited to the students you can edit. For more information, see "Student viewing rights based on your assigned user role" on page 16.

Warning: When you place a student in **Archived** status, it is like placing the student's information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved *IF* the grace period has not expired. The grace period for archived user accounts is set by your Ignitia Administrator. When a user's status is changed to **Archived**, Ignitia places the account in a temporary "Pending Archive" status until the grace period expires. During the grace period, the **Archived** status can be reversed, with all information related to the user account returned to either **On Hold** or **Active** status. Once the grace period ends, the user account automatically moves from **Pending Archive** to **Archived** status and the status cannot be reversed. You would have to create a new user account with a new user name. **Be aware** that students placed in **Archived** status are automatically removed from any student groups, but will retain any associated Campus IDs.

Note: If you place a student in On Hold or Archived status, all of their enrollments (courses) are automatically changed to On Hold or Archived status. The enrollments in Archived status would use the Enrollment Grace Period before being placed into permanent Archived status.

You can select one or more students to change the status.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. To easily locate the student or students, filter, search, or sort the student registration list. See .

   For example, you want to change several students' status from On Hold to Active. You would filter the Status column to only show On Hold students in the list.

3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students, select the check box in the column heading as shown in this example.

✓	Online	Login Enabled	Status	Student ID	Campus IDs	First Name	Last Name ▲	Username
		All ▾	On Hol ▾					
✓	👤	Disabled	On Hold			fname	~!@#$%	fname.
✓	👤	Disabled	On Hold	doeje12	eschool15	James	Doe	james.doe
✓	👤	Disabled	On Hold			oasis	nayak	257chars257cha
✓	👤	Disabled	On Hold	22121	21212	sid	nayak	sidss102
✓	👤	Disabled	On Hold			Brooke	Snyder	bSnyder_zwnrrh

4. From the **Actions** list, select a status. Click **Apply**.

5. At the confirmation message, click **OK**.

6. If you used any filters, the students you selected may be removed from the list or the list may now appear empty. To remove the filters and reset the list, click the **Reset filters** ⟳ symbol located in the lower left of the **Registration** tab.

> 💡 **Tip:** You can also change an individual student's user status by editing their student profile. See "Edit student user profiles" on page 61.

Disable and enable student user logins

You can easily disable and enable the login of any student, or multiple students, on the **Registration** tab. For example, you want to temporarily turn off a student's access to Ignitia without changing their user status to On Hold.

> ✔️ **Permission(s) check:** You must have the "Student Maintenance" permission to edit student user profiles. See your Ignitia Administrator if you require the permission enabled for your teacher profile. Also, depending on your assigned Teacher role, you are limited on the students you can edit. For more information, see "Student viewing rights based on your assigned user role" on page 16.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. To easily locate the student or students in the list, filter, search, or sort the registration list. See "Filter, search, and sort the Students Registration list" on page 59.

3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students in the list, select the check box in the column heading next to the **Online** column.

4. To disable the user(s) login, click **Disable Login** or to enable the login, click **Enable Login**.

> 💡 **Tip:** You can also disable and enable a user's login by editing their student profile. See "Edit student user profiles" on page 61.

Log off online users

You can log off online users. You may want to do this if you need to edit their user profile to add or remove permissions or change their user status. You might want to send them a message first if you plan to log them off.

1. On the main nav bar, click **Students**.

2. To easily locate the user in the list, in the **First Name** or **Last Name** filter text box, begin typing the first few letters of the user's first or last name. The list displays the users that match the text you entered.

3. In the **Online** column, if the user is online, the user symbol appears active as shown in this example.

4. Click the active symbol to log off the user.

View and add course enrollments for students

You can use the **Course Enrollment** or **Gradebook** shortcut link (under the **Go To** control) to view the current enrollments for a student and add new course enrollments. These shortcut links open the Course Enrollment or Gradebook tab, prefills the student's name in the Student search field at the top of the tab, and displays all courses the student is currently enrolled in. If the student is not enrolled in any courses, you can easily add enrollments.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Filter, search, or sort the student registration list to locate the user. See "Filter, search, and sort the Students Registration list" on page 59.

3. Under **Controls**, click **Go To**, and then click **Course Enrollment** or **Gradebook**.
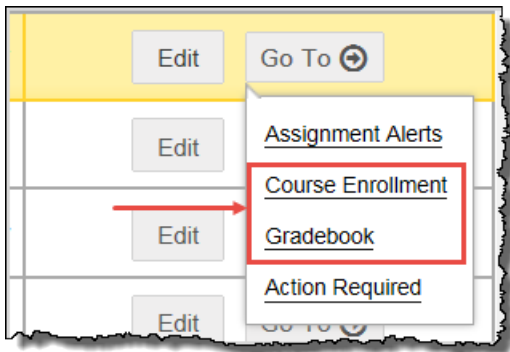
Depending on the shortcut link selected, the **Course Enrollment** tab or **Gradebook** tab opens showing the student's courses. You can:

- View the individual courses for the student. To do this, change the filter to **View by course**, and click **Search**.

- View the student's progress in assigned courses (Gradebook tab only). See "View students' progress in assigned courses" on page 143.

- Add course enrollments by clicking **Add Enrollment**. See "Enroll students in courses" on page 95.

View and manage student groups

Student groups are:

- A useful way to organize students together for batch purposes, such as enrolling a group of students in a summer school course or even sending messages to a group of students. For group enrollments, you can run the **Group Overview** and **Group Progress** reports to see summary information showing course grades and percentage complete by and detailed progress for the group in selected courses.

- Searchable on the **Gradebook > Grading** tab.

- A method of identifying students, for example, those students that may have a common goal, such as graduating in Summer 2019, or those students that meet every other Wednesday with you for a group study period.

- Transferable to another owner, for example, a teacher owning several groups must take a leave of absence from the school. The teacher or admin user can transfer the groups to a new teacher.

Student groups ARE NOT:

- A way of making changes to enrollment settings for multiple enrollments.

You can create as many groups as you need; there is not a limit to the number of student groups for a school. You can have as many students as you need in a group and a student can be a member of multiple groups. No limits are imposed.

> **Note:** When a student's status is changed to **Archived**, that student is automatically removed from any associated student groups.

As a teacher, you can edit, transfer ownership of, and delete groups that you created and just view membership of groups (for students you are allowed to see) that other users created.

> **Permission(s) check:** You must have the "Manage Student Groups" permission enabled for your teacher profile to add and manage student groups. See your Ignitia Administrator if you require the permission enabled for your Teacher profile.

Open the Groups tab

- On the main nav bar, click **Students**. Then, click the **Groups** tab.
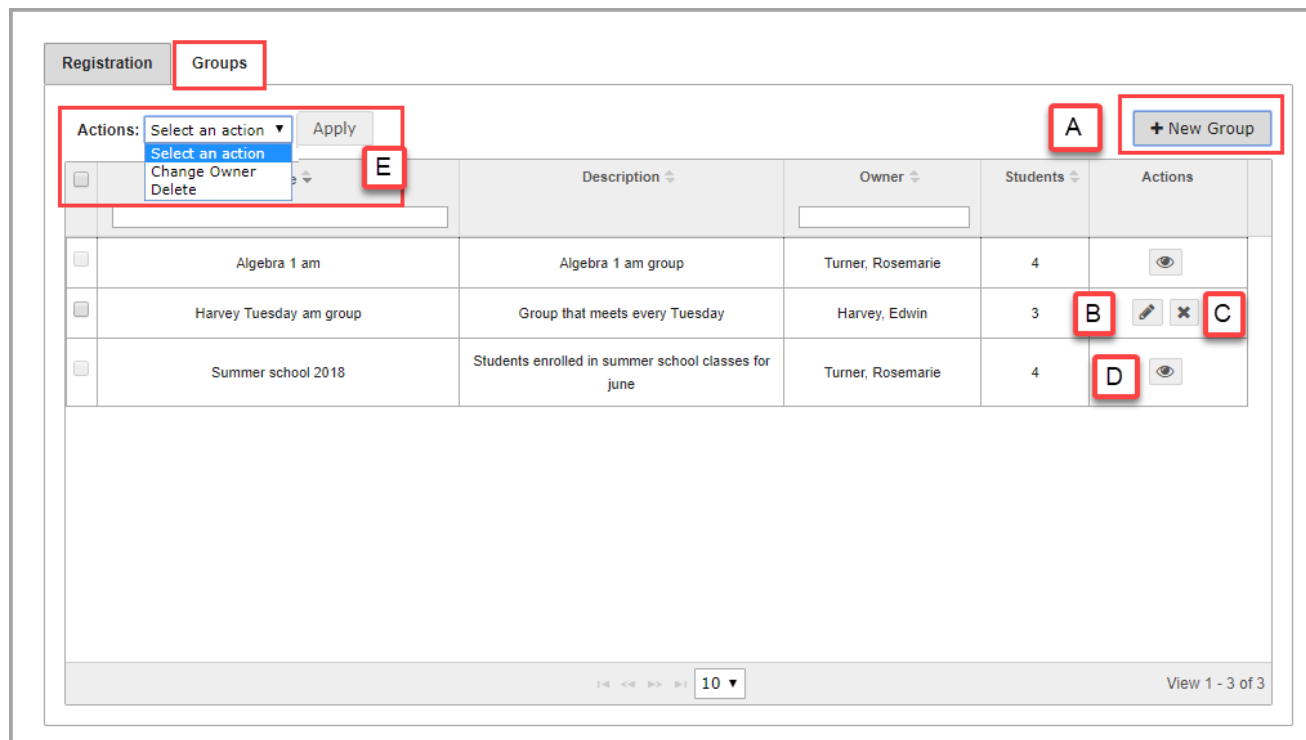
Groups tab features and tools

The **Groups** tab contains a list of student groups, showing the group name, description, group owner and number of students in each group. Features and tools on the **Groups** tab (identified above) include:
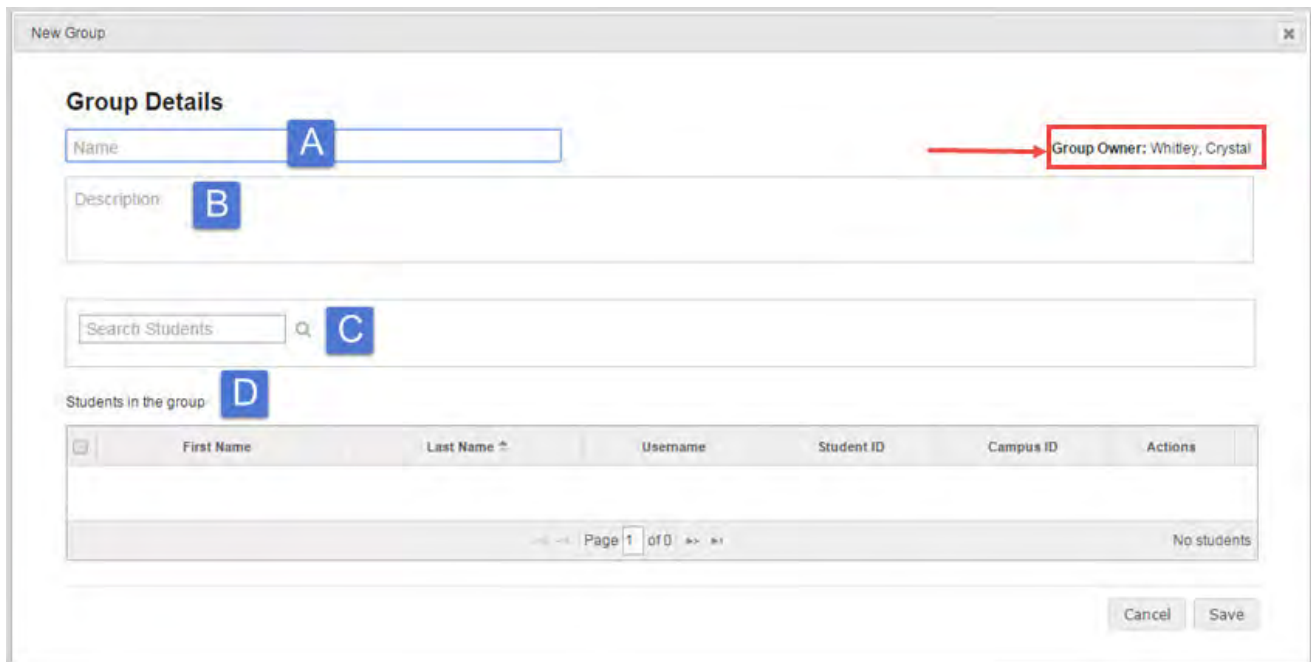
Item	Feature/tool	Description
A	+ New Group button	Click to add a new group. See "Create student groups" below.
B	Edit tool ✏	Click to change the group name or description or add or remove students from the group. See "Edit student groups" on page 72.
C	Delete tool ✖	Click to delete the group. See "Delete student groups" on page 74.
D	View groups tool 👁	Click to view student membership of the group. See "View membership of student groups" on page 74.
E	Actions list	• Click **Change Owner** to transfer ownership of one or more groups to another owner. See "Transfer group ownership" on page 73. • Click **Delete** to delete the selected group(s). See "Delete student groups" on page 74.

Create student groups

When creating a student group, you enter a name (required) and description. You then search for the students to include in the group. You can select from Active and On Hold students that you have access to see.
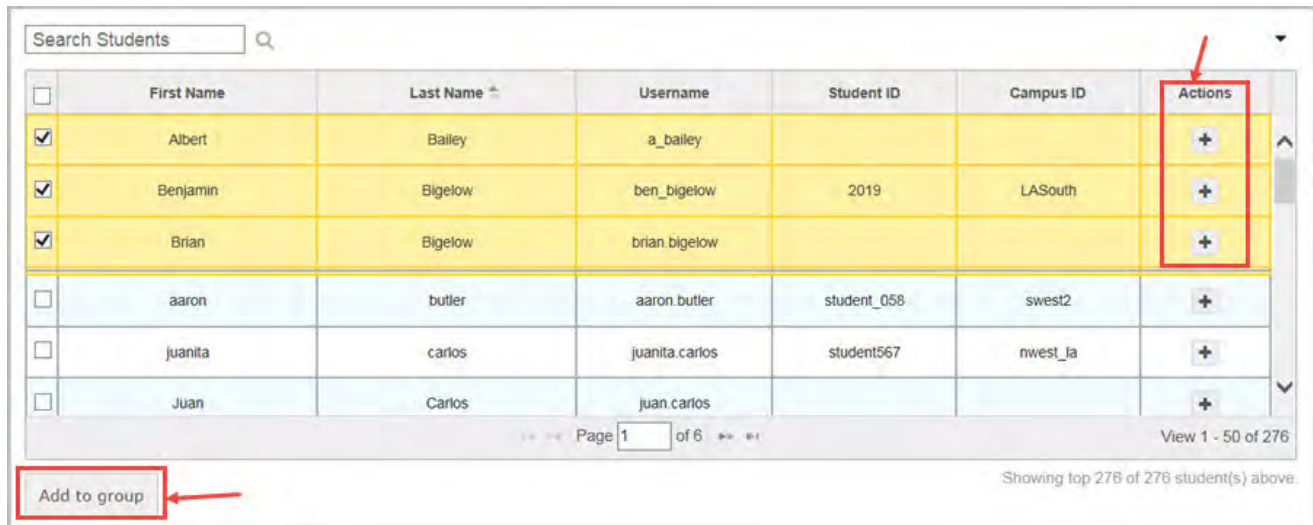
1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it, and then click the **+ New Group** button.

The **New Group** page appears. Your name as the group owner appears in the **Group Owner** field.

3. Under **Group Details**, in the **Name** field, (example A) enter a unique group name. The name must contain three (3) characters, but not more than 31 characters and must be unique for your school. Capitalization does not make the group name unique.

4. (Optional) Enter a short description (example B) to help you identify the group. The description can contain between three (3) and 255 characters.

5. To search for and select students to include in the group, do the following:

   a. In the **Search Students** field (example C), enter three characters of a student's first or last name, username, Student ID or Campus ID to find matching students that you have access to see. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students that you have access to see appears.

   b. From the search results list, to select one or more students, click the check box next to the student's first name as shown in the example. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.

c. Click the **Add to group** button, or under **Actions**, click the **Add Student** ➕ tool for each student.

The selected students are removed from the search results and now appear in the **Students in the group** list located at the bottom of the page (example D in the first graphic).

6. To remove a student from the **Students in the group** list before creating the group, click the check box to select the student, and then click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** ✖ tool.

7. When finished, click **Save**.

> 💡 **Tip:** Now that your group is created, you can enroll the group in courses, see "Enroll student groups in courses" below, and send messages to the group, see "Write and send messages" on page 281.

Enroll student groups in courses

You can enroll one or more student groups in one or more courses. When enrolling a group, you can easily search for the group by group name and all members of the group appear in the student list to enroll in selected course(s). You can remove any member of the group from the enrollment before you save the enrollment.
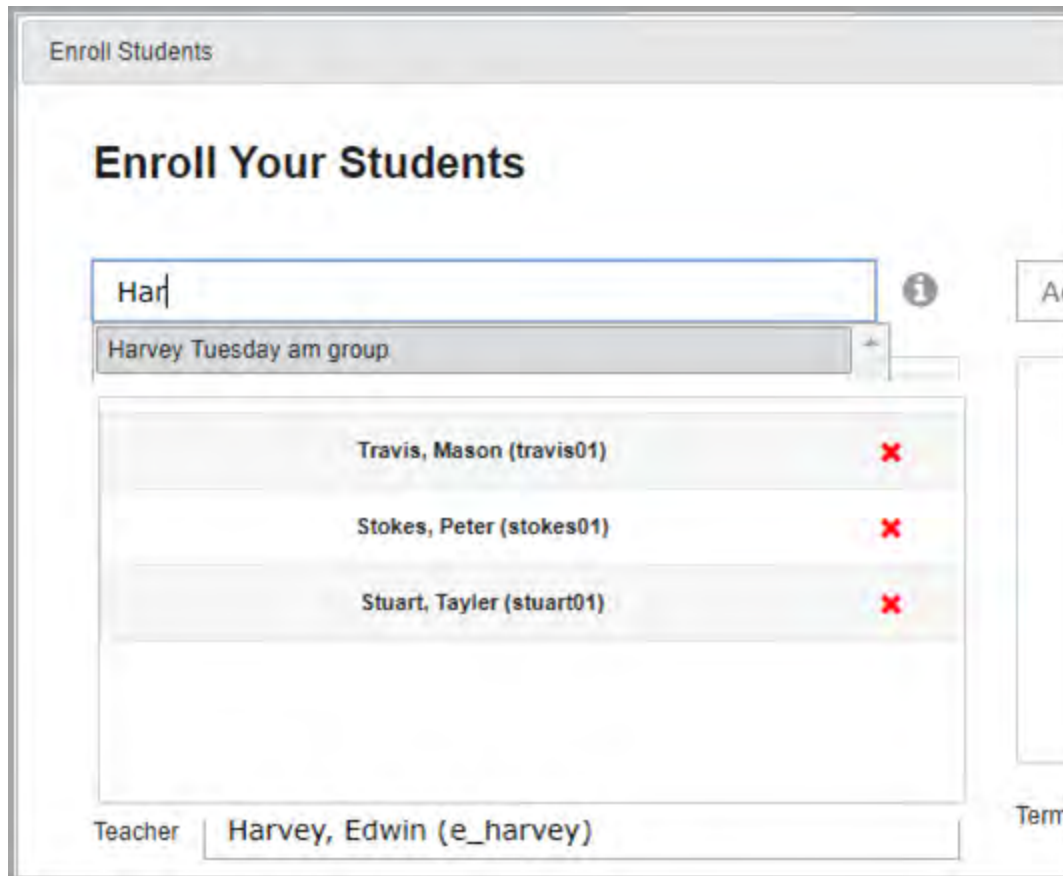
For steps on how to enroll a student group in one or more courses, see "Enroll students in courses" on page 95.
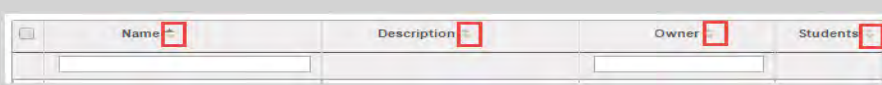
> 💡 **Tip:** After you have enrolled a student group in a course and the students begin schoolwork, you can run the **Group Overview** and **Group Progress** reports to see summary information showing course grades and percentage complete by and detailed progress for the group. See "Run reports from the Activity Reports tab" on page 257.

Search and sort the Students Groups list

You can filter the groups list by searching for a group name or owner name and sort the list by name, description, owner, or number of students.

1. On the main nav bar, click **Students**, by default the **Registration** tab is active.

2. Click the **Groups** tab to open it.

Action	Do the following...
Search list by group name or owner name	• In the row immediately below the **Name** or **Owner** column heading is a blank text box. Start typing in the text box and once you have entered at least three characters, the list is filtered to match the entered characters. ![Name and Owner search boxes]
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column. ![Column headings: Name, Description, Owner, Students]
Reset (clear) search filters	• Delete the characters in the text box, and press **Enter**.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.

![Paging controls showing "10" selected, "Paging controls" label, and "View 1 – 10 of 14"]

Edit student groups

You can edit a student group that you created. For example, you need to add or remove members or change the name or description. To transfer ownership of the group to another teacher, see "Transfer group ownership" on the facing page.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. Click the **Groups** tab to open it.
3. (Optional) Search and sort the student groups list to find the group you want to edit. See "Search and sort the Students Groups list" on the previous page.
4. Under **Actions**, click the **Edit** 🖉 tool to open the group page.
5. To change the name or description, in the fields, make changes.
6. To add one or more students to the group, do the following:

a. In the **Search Students** field, begin typing the first few letters of the student's last or first name, or the ID characters of the Student ID or Campus ID to find matching students that you have access to see. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students that you have access to see appears.

b. From the search results list, to select one or more students, click the check box next to the student's first name. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.

c. Click **Add to group** or in the **Actions** column, click the **Add Student** ➕ tool for each student.

7. To remove one or more students from the group, from the **Students in the group** list, select the check box for each student to remove and click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** ✖ tool.

8. When finished, click **Save**.
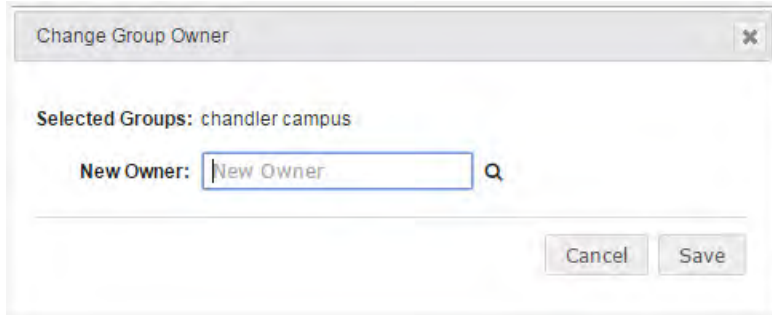
Transfer group ownership

As a teacher, you can transfer ownership of a group that you own to another admin or teacher. Once ownership is transferred, the previous owner can only view the group. The new owner has edit and delete permissions for the group.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. (Optional)Search and sort the student groups list to find the group. See "Search and sort the Students Groups list" on page 71.

4. To select the group(s), click the check box.

5. From the **Actions** list, select **Change Owner**, and then click **Apply**.
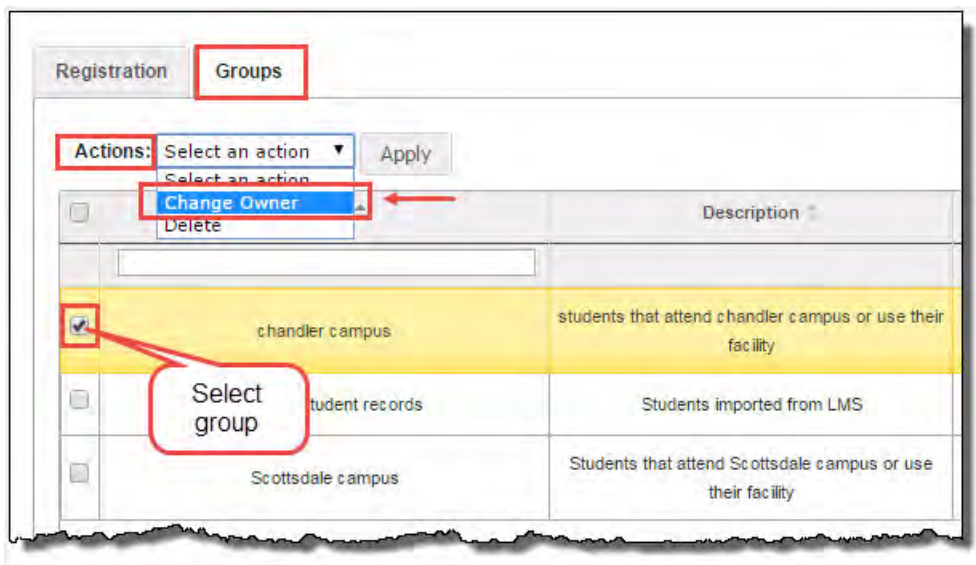
6. In the **Change Group Owner** page, in the **New Owner** field, start typing characters for the new owner, and then select the user from the list. If you make a mistake, just delete the owner, and search for a different user.

7. When finished, click **Save**.

View membership of student groups

As a Teacher or Super Teacher, you can view membership of a student group, but you only see the students allowed by your user role. For example, a group may contain 50 students, but if you have a Teacher user role, you may only see the students assigned to your enrollments or students that you registered. For more information, see "Student viewing rights based on your assigned user role" on page 16.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. Under **Actions**, click the **View** 👁 tool.

   The group page appears. You see the group name, owner, description, and only the students in the group that you have access to see.

4. To close the group page, click **Cancel** or click the Close [**X**].

Delete student groups

You can delete a student group that you created. Deleting a group just removes the group name from Ignitia; the students who are members of the group are not affected.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. (Optional) In the blank text box below the **Owner** column heading, start entering the first few characters of the group owner's last name to filter the groups list to only show groups by owner name. See "Search and sort the Students Groups list" on page 71.

4. Select the first column check box to highlight the group, and then under **Actions**, click the **Delete** ✖ tool.

5. At the confirmation message, click **OK**.
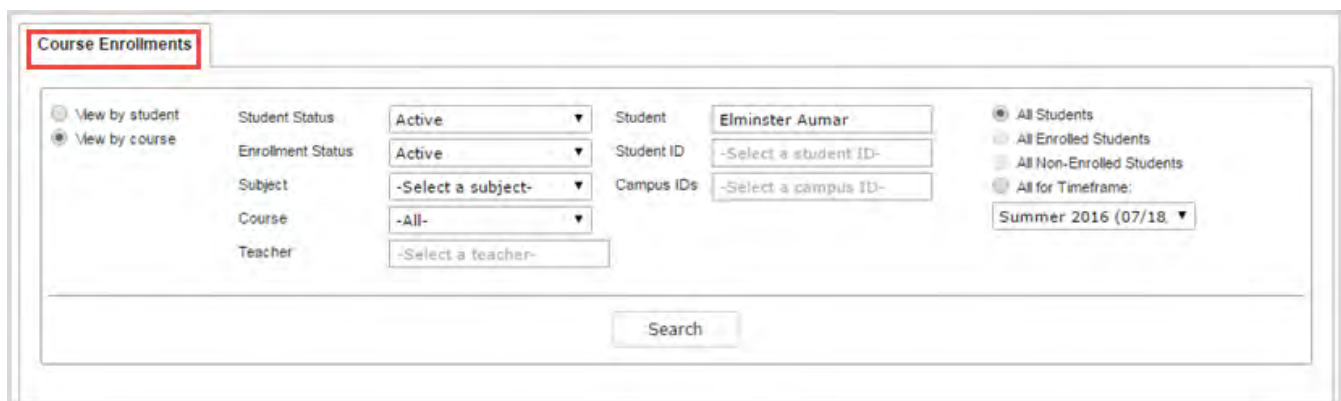
Enroll students in courses and manage student enrollments

After students are registered in Ignitia, you then enroll them in courses. If a student cannot begin the course on the scheduled due date or maybe the student wants to graduate earlier, you can reschedule an enrollment by selecting a later start date or other eligible term with an earlier end date. You can also edit enrollments to change the teacher of record and place enrollments in On Hold or Archived status.

The **Course Enrollments** tab provides the tools you need to:

- Enroll students in courses.
- Search for enrollments by student, teacher, course, and more.
- Manage student enrollments to update a start date, change a student's enrollment to another teacher, and more.

To access the **Course Enrollments** tab, on the main nav bar, click **Course Enrollment**.

> ✓ **Permission(s) check:** You must have the "Assign Courses" permission to assign and manage student enrollments. See your Ignitia Administrator if you require permissions enabled for your teacher profile.

Before you begin enrolling students in courses, you might want to read the following sections so that you are familiar with:

- Key points about how the system handles and processes enrollments. See "Key points to know before you begin enrolling students in courses " on page 79.
- How CRx mode works for enrollments. See "How CRx mode works" on page 79.
- How Flex Assessments, Flex CRx and Flex Skipped settings work. See "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 83.
- How personalization of Grading, Pacing, and Assessments settings affects enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 88.

If you are ready to enroll students in courses, see "Enroll students in courses" on page 95.

Search enrollments for students or courses

If you are accessing the **Course Enrollments** tab from the Course Enrollment tool, you can search for a student, or course, to add or manage course enrollments. Remember, depending on your teacher role, you may only see the students you can access. For more information, see "Student viewing rights based on your assigned user role" on page 16.

> 💡 **Tip:** If you accessed the **Course Enrollments** tab from the **Go To > Course Enrollment** shortcut link, by default, the student's name prefills in the **Student** search field and any assigned courses automatically display in the search results. You can filter the results to just see a specific course for the student.

Course Enrollments search filters
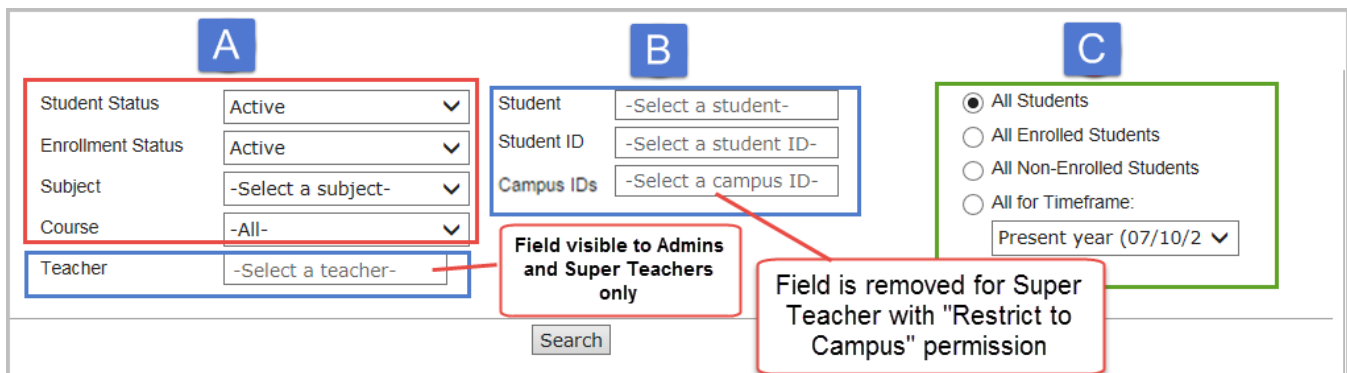
You can filter your search, and search results, to find exactly what you want.

> ✅ **Permission(s) check:** Super Teachers with the "Restrict to Campus" permission enabled will not see the Campus ID field and searches will only return students with the same, matching Campus ID as the Super Teacher and students with enrollments for which the Super Teacher is the Teacher of Record(TOR).

Search filter choices include:

- Drop-down lists (example A) – Click to select a choice from a pre-filled list.
- Text boxes (example B) – Enter text and Ignitia tries to match the text you entered. You select a choice from the resulting items.
- Enrollment options (example C) – Click to select an enrollment option. For the All for Timeframe option, select a school term.

- By default, the search is set to **View by student**, but you can change it to **View by course** and search for a course.

If you don't select any filters, and just click **Search**, the search results return all students in all courses.

Page through your search results

Use the paging controls, located at the top and bottom of the page, to view all items.

- Click a page number or the paging controls to move forward or backward through the pages.
- In the **Goto Page** field, enter a page number, and click **Go**.

Search by student

You can search by student to see all the student's assigned courses or you can narrow the student search to a specific course. By default, the **View by student** search option is already selected for you.
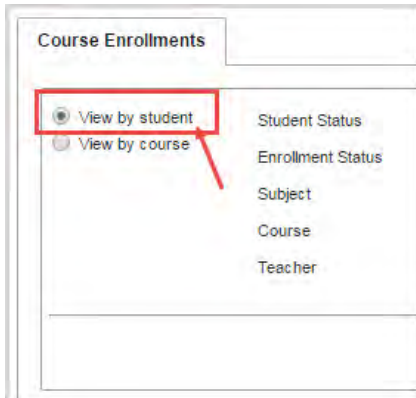
1. In the **Student** field, begin typing the first few letters of student's first or last name. Student names that match the letters appear in a list as shown in this example.
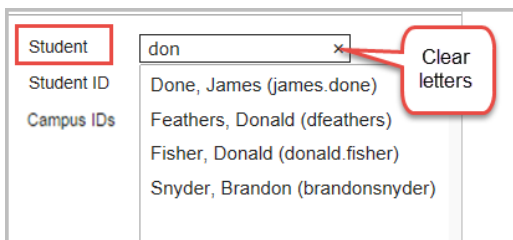
2. Select the name, or to clear the letters, click the clear **X**.

3. (Optional) To narrow your search to a specific course for the student, in the **Subject** field, click and select a subject and then in the **Course** field, click and select the course.

4. Click **Search**.

    Depending on the search filters applied, the search results display:

    -   For a student search, you see the student's name above the list of all their enrolled courses, status for each enrolled course, archive reason, teacher name, course term, and under **Actions**, the **Edit** link as shown in this example.
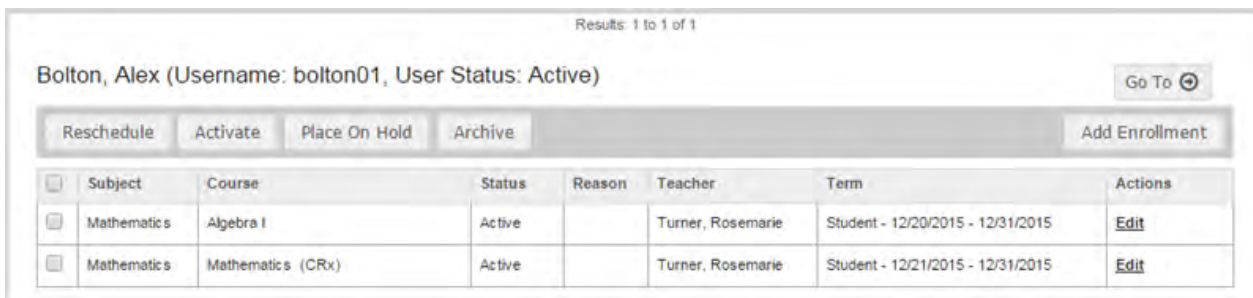
- For a student search for a specific course, you see the student's name above the subject and course name, enrollment status, archive reason, teacher name, course term, and the Edit link as shown in this example.

	Subject	Course	Status	Reason	Teacher	Term	Actions
Blevins, Alyssa (Username: ABlevins, User Status: Active)							Go To ⊕
Reschedule	Activate	Place On Hold	Archive	Add Section Ids			Add Enrollment
☐	Elective	Health Quest	Active		Lear, Shanda	Student - 04/09/2015 - 06/10/2015	Edit

Search by course

You can search for a specific course to see all students enrolled in the course, or narrow the course search to a specific student.

1. Select **View by course**.

2. In the **Subject** field, click and select a subject.

3. In the **Course** field, click and select the course.

4. To narrow your search to a specific student enrolled in the course, in the **Student** field, begin typing the first few letters of the student's first or last name. Student names that match the entered letters appear. Select the student.

5. Click **Search**.

   Depending on the search filters applied, the search results display:

   - For a course search, you see the course name above the list of all enrolled students, enrollment status for each student, archive reason, teacher name, course term, and the **Edit** link as shown in this example.

Geometry   Go To ⊕

Reschedule	Activate	Place On Hold	Archive	New Message		Add Enrollment

	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
☐	Lancaster, Savannah (Username: s_lancaster, User Status: Active)	Mathematics	Geometry	Active		Lear, Shanda	Student - 04/10/2015 - 06/30/2015	Edit
☐	Turner, Paige (Username: pturner, User Status: Active)	Mathematics	Geometry	Active		Davis, Noah	Student - 03/26/2015 - 12/24/2015	Edit
☐	Burgess, Hunter (Username: hburgess, User Status: Active)	Mathematics	Geometry	Active		admin, load	Default Term (08/01/2014 - 01/23/2015)	Edit
☐	Poole, Arianna (Username: ari_poole, User Status: Active)	Mathematics	Geometry	Active		King, Heather	Student - 07/31/2014 - 05/28/2015	Edit

   - For a course search for a specific student, you see the course name above the student's name, enrollment status, archive reason, teacher name, course term, and the **Edit** link as shown in this example.

Geometry   Go To ⊕

Reschedule	Activate	Place On Hold	Archive	New Message		Add Enrollment

	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
☐	Turner, Paige (Username: pturner, User Status: Active)	Mathematics	Geometry	Active		Davis, Noah	Student - 03/26/2015 - 12/24/2015	Edit

Key points to know before you begin enrolling students in courses

This section explains several key points and tips you should know before you begin enrolling students in courses.

How the system processes enrollments	Enrollments are processed asynchronously, or in a two-step process, by the system: • **Step One**: The enrollment is submitted for verification. You, as the enrollment creator, get an immediate confirmation message for the enrollment submittal. The enrollment goes into a system queue. • **Step Two**: The system processes the queue and creates the enrollment. You (as the enrollment creator) and teacher assigned to the enrollment (if it is not you) receive a message in your **Messages** Inbox with the subject of **Batch Enrollment Result**. The message contains information detailing successful and failed enrollments.
CRx mode	CRx mode cannot be changed (enabled or disabled) once the enrollment is created by the system. If the enrollment should have been in CRx mode, you need to archive the enrollment, and then create a new enrollment with CRx mode enabled.
Enrolling multiple students at the same time	• For the students *with individual*, *personalized* Grading, Pacing, and Weights settings, they keep their personalized settings for the enrollment. • For the students *without individual, personalized* Grading, Pacing, and Weights settings, they use the default school-level Grading, Pacing, and Weights settings. • However, if you, as the enrollment creator and logged-in user, have the "Change Grading, Pacing, and Assessments" permission, you can modify (personalize) the enrollment settings for the *entire* enrollment. For more information about how personalized Grading, Pacing, and Weights settings affect enrollments, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 88.
Assigning multiple courses at the same time	You select *one teacher of record (TOR)* and *one term* for all courses in the enrollment.
Consecutive student enrollments	As a time-saving feature, select the **Create Another Enrollment** check box located below the **Create Enrollment** button at the bottom of the page before you submit the enrollment. This action keeps your selected students, teacher, term, and courses in the **Enroll Students** page so that you only have minimal changes to make after submitting the first enrollment. If you switch to another Ignitia tab or page between consecutive enrollments, your settings are not saved.

> **Tip:** A specialized guide is available which explains how to use Placement Tests and enroll students in Placement Tests for assessment remediation. For more information, see "Get help from customer support and access to online resources and videos" on page 325.
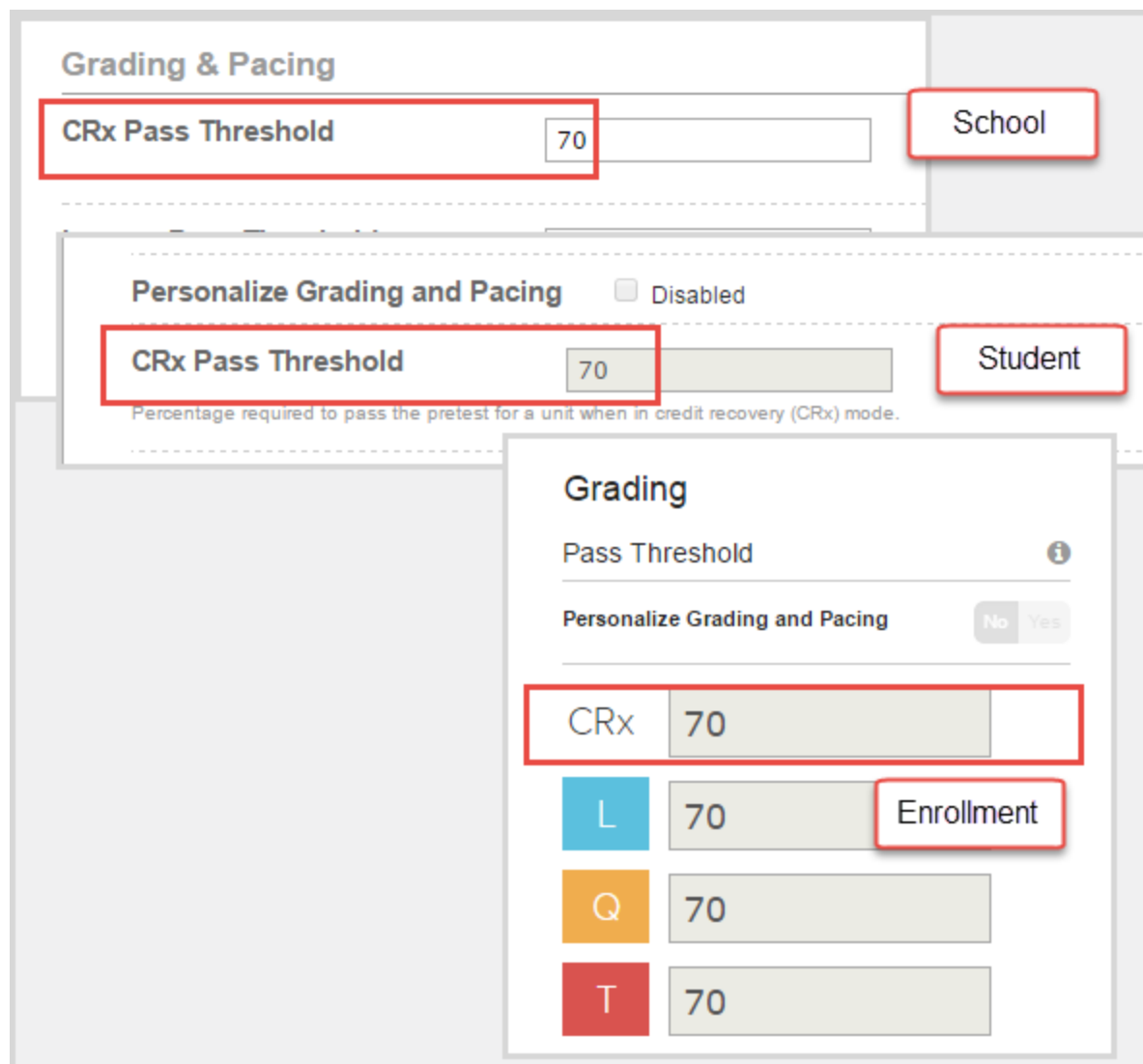
How CRx mode works

CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most courses. CRx mode allows students to "test out" of certain units by passing the Pre-test for the unit. If you have a student you believe already knows part of the material covered in a course, yet has gaps in their learning, CRx mode may provide the tool you need.

> **Note:** Not all Ignitia courses are eligible to assign in CRx mode, for example, those courses for use with Advanced Placement (AP).

CRx mode allows you to assign the student a Pre-Test assignment (Alternate Test AT) at the beginning of each unit in the course. You can set the **CRx Pass Threshold** for the school, student, or enrollment.

CRx mode works as described in the tables below based on whether or not the student achieves a score at or above the predetermined **CRx Pass Threshold** for a unit Pre-test.

Student achieves a score at or above the CRx Pass Threshold on the Pre-test in the first Unit
System automatically:
• Changes the Pre-Test assignment status to "Graded". • Changes the status to "Skipped" for the remaining assignments in the unit.
Next steps for student:

Student achieves a score at or above the CRx Pass Threshold on the Pre-test in the first Unit

- Student can take the Pre-Test for the next unit in the course.

- As long as the student achieves the **CRx Pass Threshold** for the Pre-Test of the next unit, the assignments in the unit are changed to "Skipped" and the next unit's Pre-Test is assigned.

Score results:

- The score achieved on the Pre-Test becomes the unit score.

Student does not achieve a score at or above the CRx Pass Threshold on the Pre-test

System automatically:

- Assigns those assignments related **to all missed questions** on that unit Pre-Test with the first of these assignments' status changed to "Assigned" and for the remaining assignments, changes their status to "Not Started".

- For those assignments related to **questions answered correctly** on the Pre-Test, their status is changed to "Skipped".

- Recalculates the Due date based on the enrollment term.

Next steps for the student:

- The status of the Pre-test is automatically set to "Skipped".

- The **Lesson Pass Threshold** is then used for all lessons in the unit and not the **CRx Pass Threshold**.

- Quizzes and the other post-tests in the unit are treated as they are in any other course; students may have only one opportunity to complete a quiz or test based on the set number of attempts and the score they achieve is the recorded score.

- Questions associated to lessons not assigned are skipped on the related quiz.

- Review type assignments (only those with the RV icon RV) are set to "Not Started" status when the score on the Pre-Test assignment does not meet the CRx Pass Threshold (grading) score. When the preceding assignment is completed, the Review type assignment is then set to "Assigned" status so that Students have the opportunity to review all the material for the unit.

Score results:

- The score for the Pre-Test is discarded and the unit score is the cumulative of all lessons, quizzes and the post-test for the unit.

- If the assignment has any other status, the Pre-Test score is then factored into the overall grade for the unit.

Enable CRx mode for courses and set the CRx Pass Threshold value

To enable CRx mode for a course when enrolling students:

1. Toggle the **CRx** option to **ON** as shown in example A.
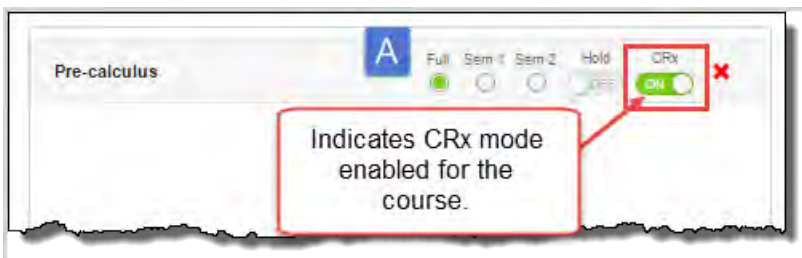
2. To set the **CRx Pass Threshold** value, click the **Settings** tool to open the **Enroll Students - Settings** page.
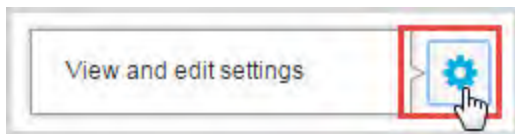
3. Click **Yes** to **Personalize Grading and Pacing** and change the **CRx Pass Threshold** value as shown in example B .
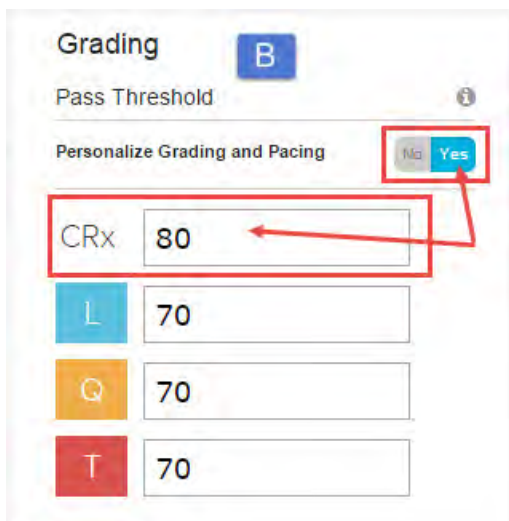
4. Click **Save**.

> **Note:** CRx mode cannot be changed once the enrollment is submitted to the queue for processing by the system. If the system fails to create the enrollment, of course, you can create a new enrollment with the correct CRx mode setting.

CRx mode with Flex CRx and Flex Skipped enrollment settings

Flex CRx and *Flex Skipped* are student enrollment and course enrollment settings that work with CRx mode-enabled courses.

Flex CRx	A course enrollment can be created, using any Flex Assessments course, (including a custom Flex Assessments course), so that when a student does not achieve the CRx Pass Threshold on a unit Pre-Test:
	• <u>Only</u> the lessons in the unit associated with the *incorrect* questions are assigned.
	• Lessons in the unit with correctly answered questions are automatically skipped.
	• All of the associated questions on the quiz subsequent to the skipped lesson are also skipped.
	• Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	If the Flex Skipped setting is enabled for a course enrollment:
	• Teachers/Admins can skip an assignment in a course (with Flex Assessments) and have the quizzes and tests automatically adapt to match the material covered.
	• Questions associated to skipped lessons are disabled (grayed-out) and have a Skipped status.
	• These questions do not have to be answered by students and are not included when calculating student grades.
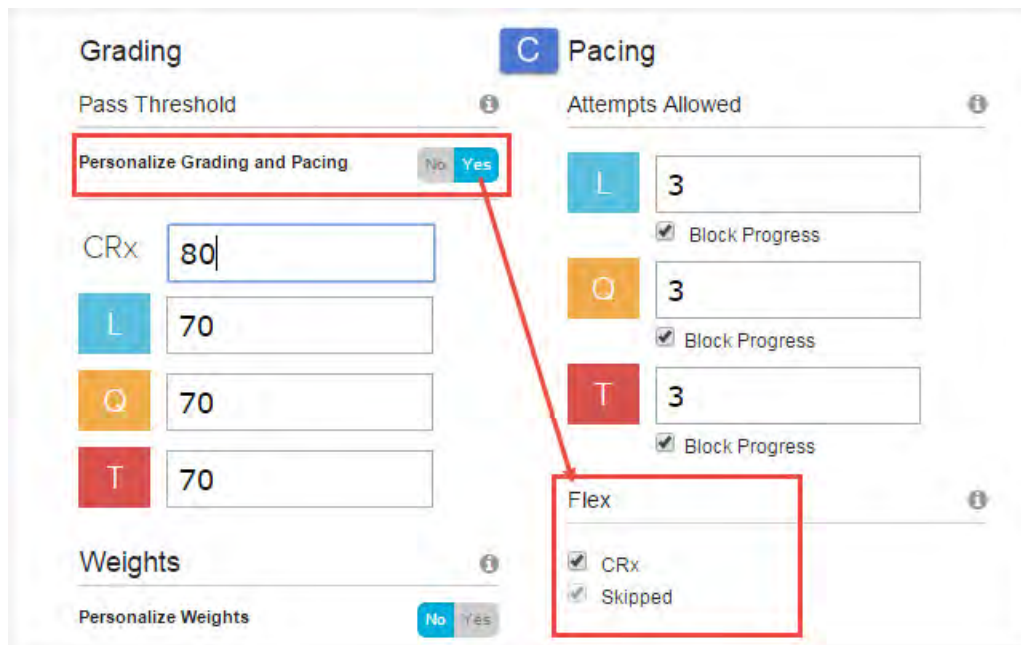
- In CRx mode, test questions are NOT skipped to ensure student mastery.

Note: Review type assignments (only those with the RV `RV` icon) remain in "Skipped" status regardless of the score on the Pre-Test. The reason is that with the Flex CRx setting enabled, when the Pre-Test is failed, only the lessons associated to incorrect questions on the Pre-Test are assigned. If desired, the Teacher can change the status to "Assigned" for the Review type assignment in the unit so that the Student can review the entire unit's material.

Example C shows how to personalize (enable) the Flex CRx and Flex Skipped settings for an enrollment. The **Personalize Grading and Pacing** option must be set to **Yes**, and then you can enable the **Flex** settings for the enrollment.

How Flex CRx and Flex Skipped settings work with a course in CRx mode

How these two enrollment settings work with CRx mode is this:

- If the CRx Pass Threshold *is not met* on a Pre-Test and both the Flex CRx and Flex Skipped settings ARE enabled for the course enrollment, only lessons associated to incorrectly answered questions on the Pre-Test are assigned, as are the quizzes, projects, and unit test.

- If the CRx Pass Threshold *is not met* on a Pre-Test and only the Flex CRx setting is enabled, the questions associated to any skipped lessons are skipped on the <u>quiz only</u>.

- If the CRx Pass Threshold *is not met* on a Pre-Test and the Flex CRx and Flex Skipped settings ARE NOT enabled for the course enrollment, Ignitia automatically assigns all default assignments in the unit.

For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" below.

How Flex Assessments, Flex CRx and Flex Skipped settings work

Ignitia has several course and enrollment options which allow you to truly customize courses covering only the material your student needs to learn and tests them accordingly. You can easily create these custom courses where the quizzes and tests

address only the material covered by using content from standard courses or by building the courses with your custom assignments.

Flex Assessments setting

Flex Assessments is a setting for *courses*. When a course has the Flex Assessments setting enabled, tests and quizzes are automatically created based on the lessons you choose to add to a custom course you create. This means courses are tailored to meet the needs of your students.
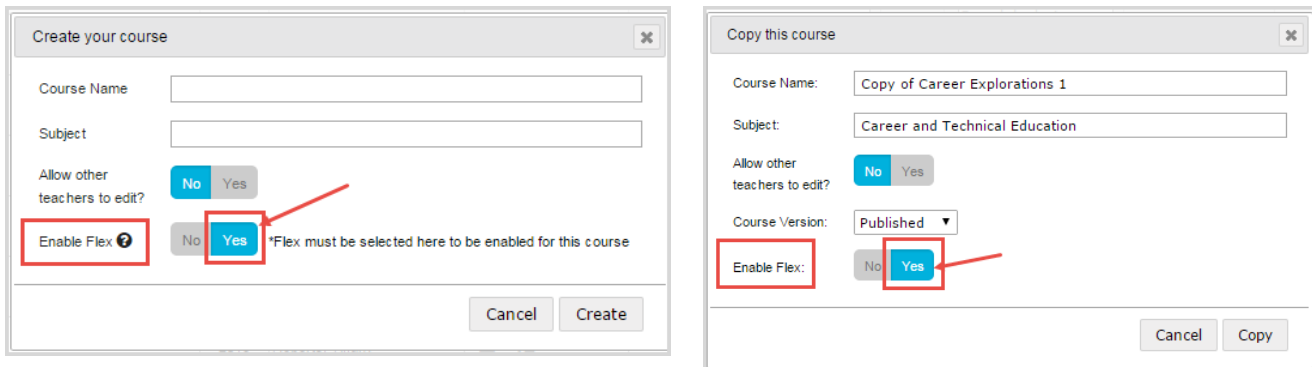
How the Flex Assessments setting works when creating a custom course

When you create a custom course, whether by creating one with custom units and assignments or by creating one from a copied standard course, quizzes and tests are automatically created to cover only the material in lessons included in the course. These quizzes and tests are created by the Ignitia system using existing content questions. You can change the name of existing quizzes and/or tests; even add extra quizzes and tests in your custom course. You can also change the scope of a test.

Example: You copy a standard Flex course and then remove a unit. The tests and quizzes that follow (come after) the removed unit automatically adjust so that the questions associated with the removed unit are also removed.

How to enable the Flex Assessments setting

The screen examples below show how to enable the **Flex Assessments** setting when creating a new custom course and when copying an existing course to create a new custom course.

Note: You must select **Yes** for the **Enable Flex** setting on the **Create your course** page or the **Copy this course** page. You cannot select it in the **Course Details** box on the **Custom Course** tab. If you see *Flex Disabled* in the **Course Details**, the course does not have Flex Assessments enabled.

How to tell if a course has the Flex Assessments setting

Not all courses are capable of adjusting, so are not available for use with Flex Assessments. There are several ways to see if a course is a "Flex-ible" course.
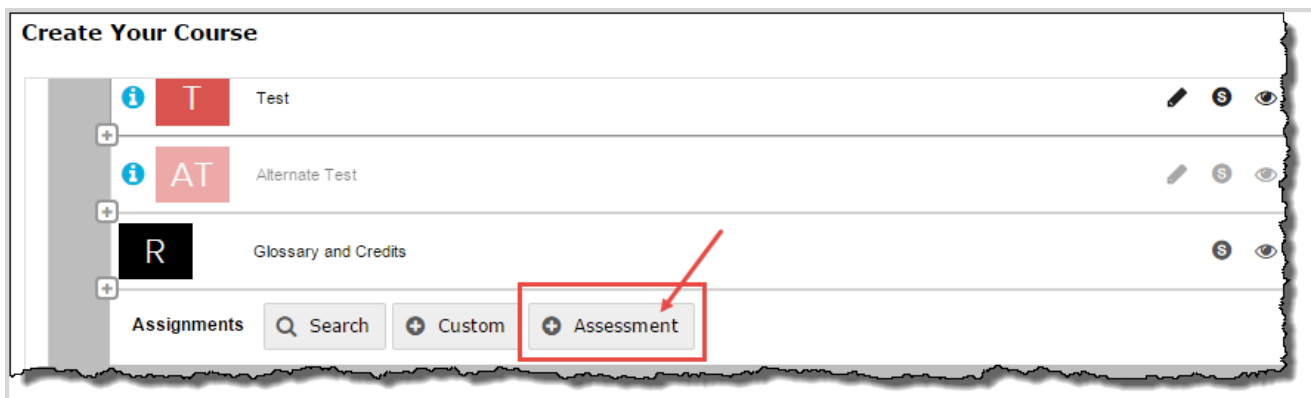
- Click the **Courses** tab. Courses that have the Flex Assessments setting enabled display the *FLEX* indicator in the **Information** column as shown in this example.

- When you are in the process of creating a custom course with Flex Assessments, whether you have created a course with custom units and assignments or copied a course, once you have enabled Flex Assessments, an **Assessment** button is added on the **Assignments** toolbar in the **Create Your Course** structure as shown in this example.

- Additionally, when you are using the **Explore** page to navigate and search curriculum, once you navigate past the **Subjects** list, you see the courses list for the subject. If a course has Flex Assessments, the *Flex* indicator appears as shown in this example.

Flex CRx and Flex Skipped settings

Flex CRx and **Flex Skipped** are *school-level*, *student-level* and *enrollment-level* grading and pacing settings.
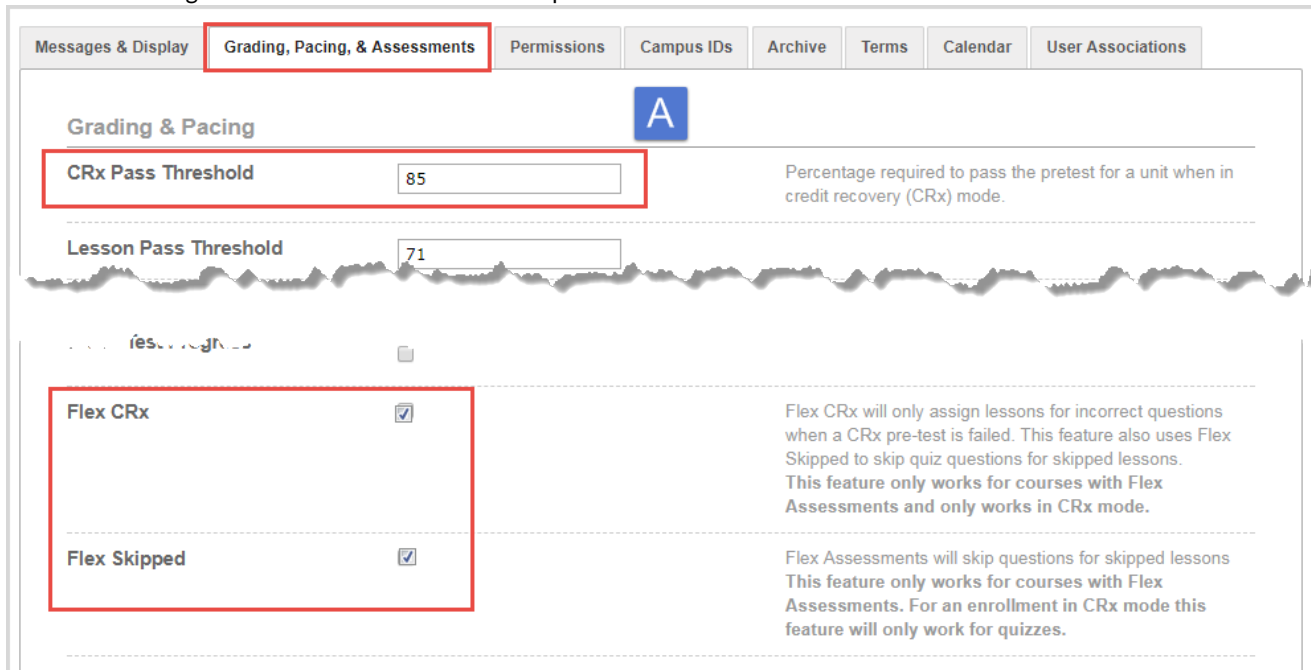
Setting	Description	Restrictions
Flex CRx	Allows you to create a course enrollment in CRx mode so that when a student *does not achieve* the CRx Pass Threshold on a unit pre-test, he/she is assigned <u>only</u> the lessons in the unit associated with the <u>missed</u> questions on the pre-test.	Only applies to Flex Assessments courses and only works when CRx mode is enabled.
Flex Skipped	Allows you to skip an assignment in a course and have the quizzes and tests automatically adapt to match only the material covered. Questions associated to the lessons you skipped cannot be answered by the student. They are grayed-out and have a status of Skipped. These questions are not included when calculating student grades. .	Only applies to Flex Assessments courses. For an enrollment in CRx mode, this setting only works for quizzes

How to enable Flex Skipped and Flex CRx enrollment settings
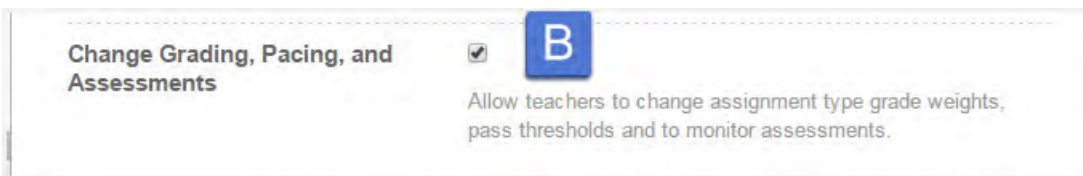
At the school level:

- The CRx Pass Threshold, Flex CRx and Flex Skipped settings start at the *school level*: The school Administrator uses the **School Settings > Grading, Pacing, & Assessments** tab to set the CRx Pass Threshold and enables Flex Skipped and Flex CRx settings for the school as shown in example A below.

- **However**, if the school **Flex CRx** and **Flex Skipped** settings *are disabled,* then on the student's profile, the **Flex CRx** and **Flex Skipped** settings are also disabled UNLESS the teacher or admin creating or editing the student profile has the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (example B) AND the "Personalize Grading and Pacing" permission is enabled for the student (example C).

At the student profile level:

- When the **Flex CRx** and **Flex Skipped** settings are personalized at the student level, any enrollments created for that student automatically inherit the student's personalized settings.
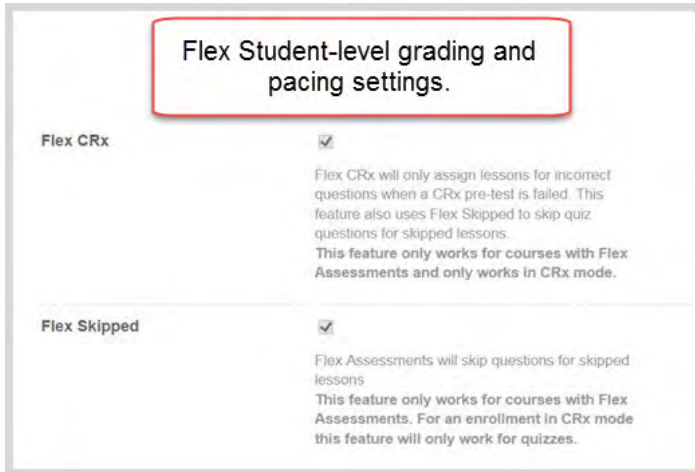
At the enrollment level:

- If not personalized for the student, you also can personalize the **Flex CRx** and **Flex Skipped** settings (including the **CRx Pass Threshold**) at the enrollment level IF you have the "Change Grading, Pacing, and Assessments" permission and you click **Yes** to "Personalize Grading and Pacing" as shown in example D below.
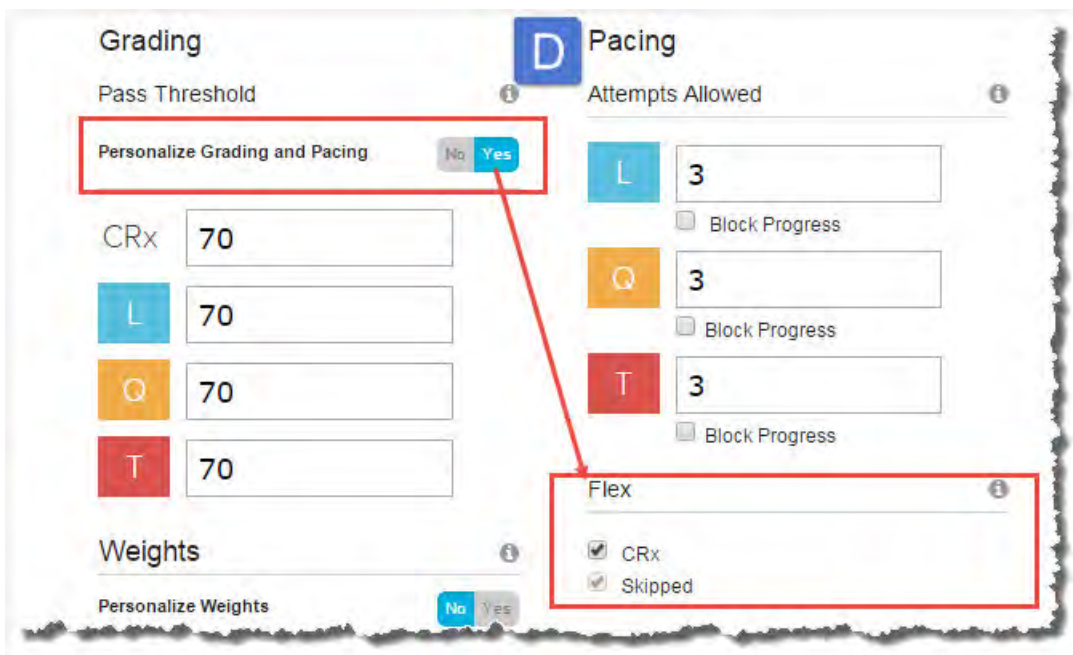
How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments

Your school Administrator sets the Grading, Pacing, and Assessments (GPA) settings, including assignment Weighting, for the school using the **School Settings > Grading, Pacing & Assessments** tab. Typically, these school settings are set to follow the district requirements. GPA settings are grouped into three categories: **Grading & Pacing**, **Monitored Assessments***, and **Weighting**. These GPA settings at the school level affect an individual student profile and an individual enrollment. However, GPA settings can be "personalized" at the individual student profile level and individual enrollment level which then override the school settings.

> **Note:** *A Student profile *does not use* the **Monitored Assessments** settings of **Quiz** and **Test**.

The GPA settings are listed here by category and available level of personalization.

GPA Settings	School	Student	Enrollment
Grading and Pacing			
CRx Pass Threshold	X	X	X
Lesson Pass Threshold	X	X	X
Max Lesson Attempts	X	X	X
Block Lesson Progress	X	X	X
Quiz Pass Threshold	X	X	X
Max Quiz Attempts	X	X	X
Block Quiz Progress	X	X	X
Test Pass Threshold	X	X	X
Max Test Attempts	X	X	X
Block Test Progress	X	X	X
Flex CRx	X	X	X
Flex Skipped	X	X	X
Monitored Assessments			
Quiz	X		X
Test	X		X
Weighting			
Lesson Weight	X	X	X
Project Weight	X	X	X
Quiz Weight	X	X	X
Test Weight	X	X	X

School GPA settings inheritance by students and enrollments

The values entered and options selected at the school level on the **Grading, Pacing, & Assessments** tab *are inherited by (cascade down)* to individual student profile Grading and Pacing (G&P) and Weights settings and individual enrollment Grading, Pacing, and Monitored Assessments (GPA) and Weighting settings. This inheritance feature means any changes to GPA settings *at the school level* will automatically make changes to the G&P and Weights settings for the individual student and any enrollments' GPA and Weights settings. For more information, see "Case 1: GPA and Weighting settings with NO student or enrollment personalization" on the next page.

EXCEPTION: The exception to this rule occurs when personalization of G&P and Weights happens at the student level or enrollment level. To personalize G&P and Weights settings for students and enrollments, a teacher or admin must have the "Change Grading, Pacing, and Assessments" permission enabled for their profile.
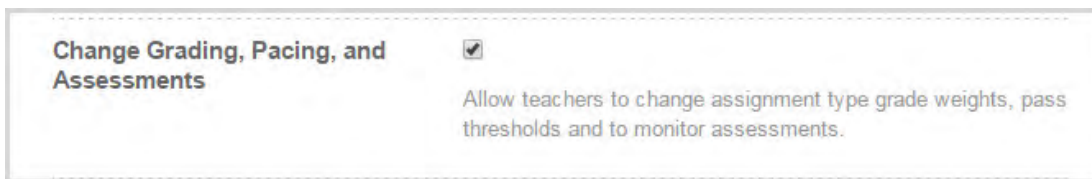
Personalize student G&P and Weights

At the student level, the teacher or admin can select the **Personalize Grading and Pacing** and/or **Personalize Weights** check box on the student's profile which allows changes to the default school settings inherited by the student profile. Now, with personalized settings at the student level, the cascade down or inheritance of any changes to the school settings is broken *UNLESS* student personalization is later disabled.
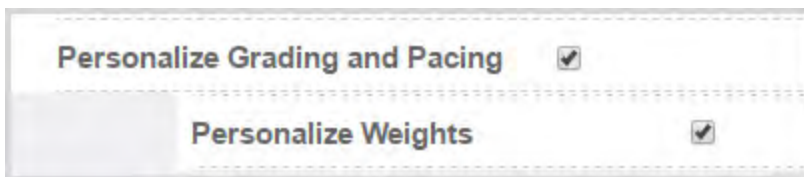
For more information, see "Case 2: GPA and Weighting settings with student personalization, no enrollment personalization" on the next page.

Personalize enrollment GPA and Weights

Likewise, at the enrollment level, the GPA and Weights settings can be personalized. The teacher or admin clicks **Yes** for any or all "**Personalize...**" categories and makes changes to default enrollment settings inherited from the school settings. This means the course enrollment is now personalized and is not affected by any changes to the school settings.
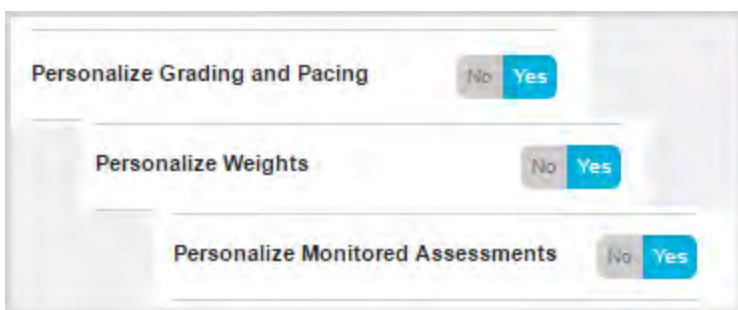
See "Case 3: GPA and Weighting settings with enrollment personalization but no student personalization" on page 91.

The following cases, Case 1 - Case 3, explain how personalization of GPA and Weighting settings affect school, student, and enrollment settings *for a single student*. Case 4 explains how personalization of GPA and Weighting settings affect student and enrollment settings when enrolling *multiple students* at the same time.

Case 1: GPA and Weighting settings with NO student or enrollment personalization

In this case, because the individual student profile or student's enrollment does not have personalization turned on for GPA and Weighting settings, the school settings *cascade down* and are inherited by the individual student and the student's enrollment. Any changes to the school settings causes changes to the student's settings and any enrollments for the student.
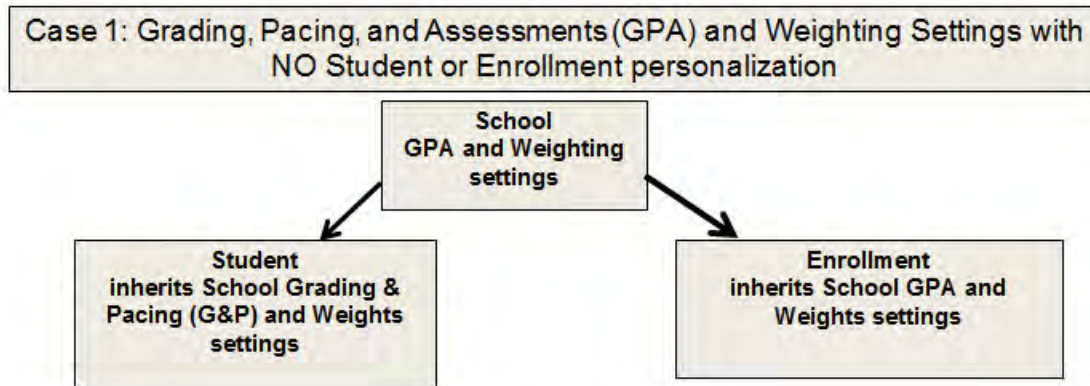
Case 1: Grading, Pacing, and Assessments (GPA) and Weighting Settings with NO Student or Enrollment personalization

When creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment is affected.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 2: GPA and Weighting settings with student personalization, no enrollment personalization

In this case, the inheritance is broken between the school G & P and Weighting settings and the student profile and cannot be recovered UNLESS the student personalization options are turned off. The student's enrollment looks for the settings closest to it, which in this case, are the student personalized G&P and Weighting settings. So the enrollment *inherits* the student G&P and Weighting personalized settings, however, because the student profile does not use the Monitored Assessments (MA) settings, the enrollment DOES inherit the MA settings from the school.

Case 2: GPA and Weights Settings WITH Student personalization but NO enrollment personalization
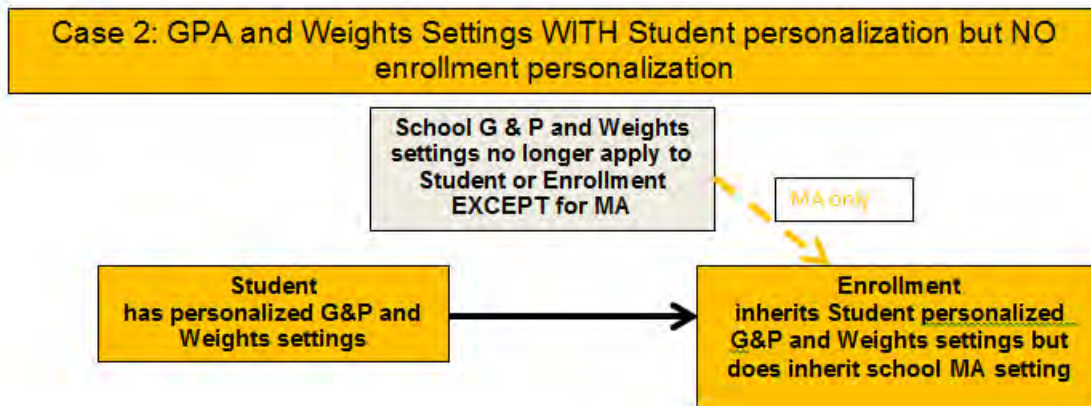
However, when creating a course enrollment for a student that has personalized G&P and Weights settings, you are given the option to **Copy the School Values** just for the enrollment. If this option is enabled, then the school settings are enforced for the enrollment.
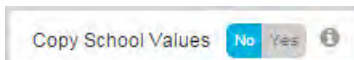
Case 3: GPA and Weighting settings with enrollment personalization but no student personalization

In this case, the inheritance is still in place between the school G&P and Weighting settings and student settings. However, because the enrollment has personalized settings, the inheritance is broken from the school settings. Any future changes to the school settings will only affect the student settings. The enrollment still has its personalized settings.

Case 3: GPA and Weights Settings WITH Enrollment personalization but NO Student personalization
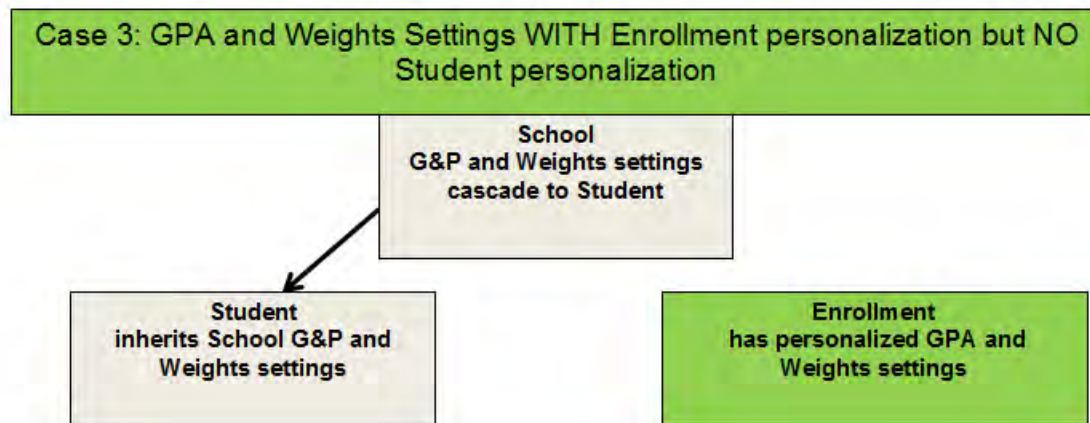
As mentioned in Case 1, when creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment will have personalized settings. The enrollment settings on the student's profile are not affected by the changes to the enrollment.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 4: Enrolling multiple students at the same time with NO enrollment personalization
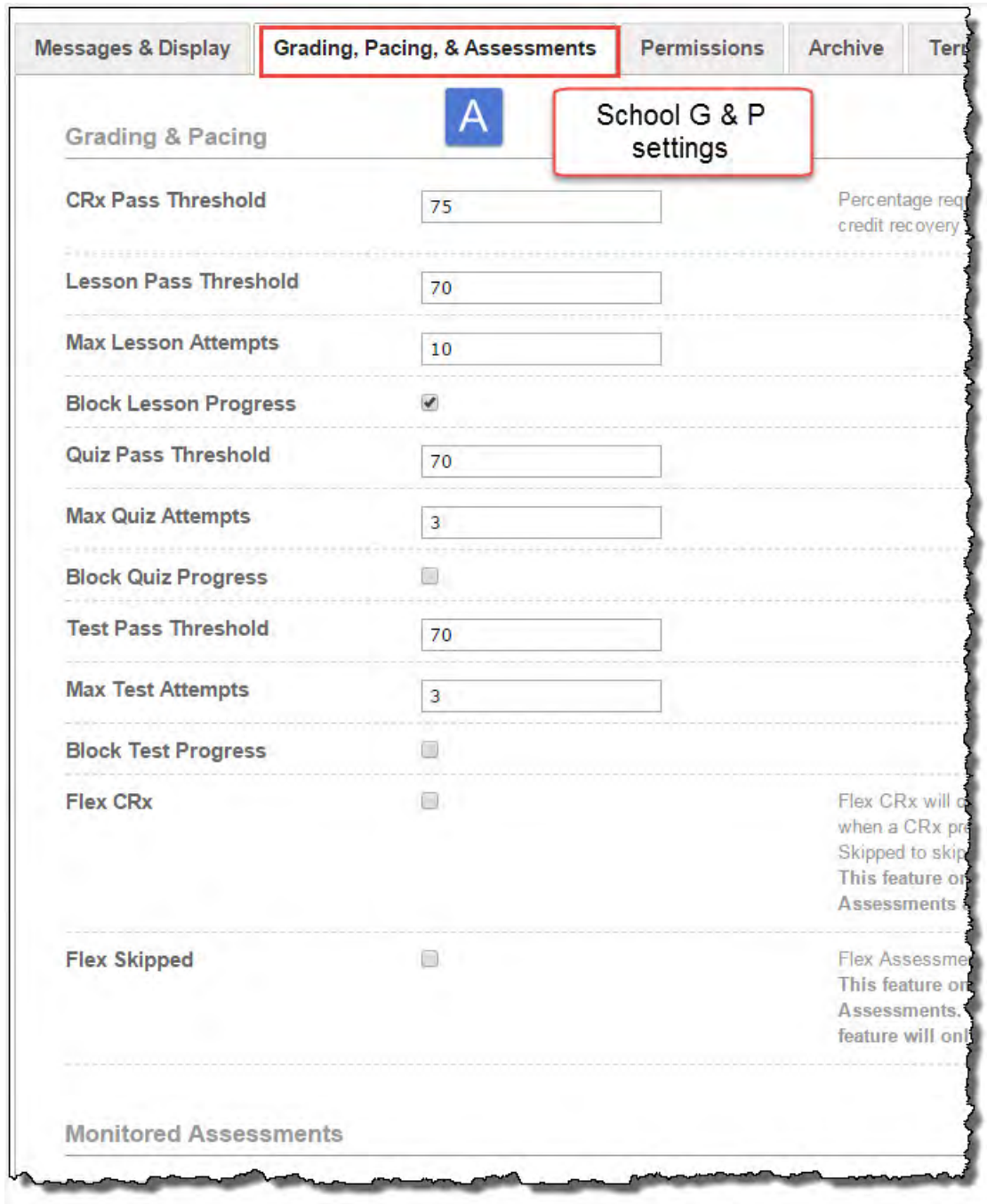
In this case, when enrolling *multiple* students at the same time in a course:

- Those students *with individual, personalized* Grading, Pacing, and Weights settings for their student profile keep their personalized settings for the enrollment.
- Those students *without individual, personalized* Grading, Pacing, and Weights settings use the default school-level Grading, Pacing, and Weights settings IF no personalization occurs at the enrollment level.

When enrollment personalization of GPA and Weights settings happens...

- If the enrollment creator (with the "Change Grading, Pacing, and Assessments" permission) decides to personalize the Grading, Pacing, Monitored Assessments, and Weights settings for the *entire* enrollment, then the enrollment for each student has the *personalized* enrollment settings.

As an example, two students were enrolled at the same time in the same course, Essentials of Communication. No personalization occurred for the enrollment Grading, Pacing, Monitored Assessments, or Weights settings. Example A shows the default school Grading and Pacing settings.

One of the students in the enrollment, Carmen Sandiego, *does not have* personalized Grading, Pacing, and Weights settings for her student profile. When you look at Carmen's **Enrollment Settings** page for the course, you see that her enrollment has inherited the default school Grading, Pacing, and Weights settings as shown in example B.
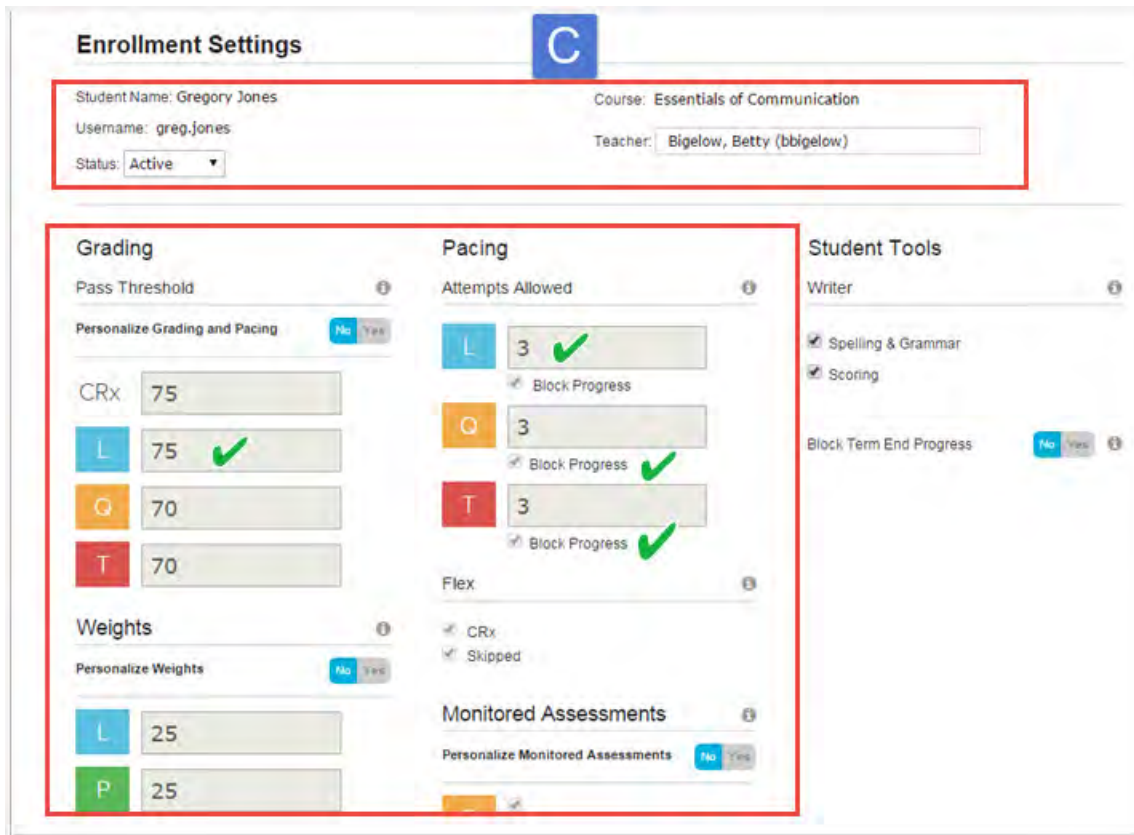
The other student in the enrollment, Greg Jones, *does have* personalized Grading, Pacing, and Weights settings for his student profile. When you look at the **Enrollment Settings** page for Greg for the course, you see his personalized Grading, Pacing, and Weights settings are displayed as indicated by the check marks in example C.

Enroll students in courses

Using the **Enroll Students** page, you can enroll a single student, a group of students, or multiple students in one or more courses at the same time.

> ✓ **Permission(s) check:** Teachers and Supers Teachers must have the "Assign Courses" permission enabled for their user profile to enroll students. Also, to personalize the CRx Pass Threshold for the enrollment, Teachers and Super Teachers must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. If you cannot enroll students or change the CRx Pass Threshold, contact your Ignitia Administrator who handles user profile setup.

> 💡 **Tip:** If you haven't already read it, take a look at , so that you can quickly and easily move through the enrollment process.

Ignitia provides several ways to enroll students in courses.

1. Do one of the following to open the **Enroll Students** page:

   - On the **Students > Registration** tab, click the **Go To** button next to the student's name and select the **Course Enrollment** link. This link opens the **Course Enrollments** page which displays the student's current course enrollments. Click the **Add Enrollment** button.

   - Click the **Course Enrollments** tab, search for a student or course, and then in the search results, click the **Add**

Enrollment button.

- Click the **Gradebook** tab, and then on the **Grading** tab, click the **Add Enrollment** button.

The **Enroll Students** page appears. For more information about the fields, tools, and settings, see "Enroll Students page fields, tools, and settings" on page 100.

By default, if you accessed Course Enrollments from a student's Course Enrollment link, the student's name appears in the selected students list. Your name as the logged-in user appears in the Teacher field. If desired, you can clear the fields to make new selections as explained in the following steps.

2. If the student's name already appears in the list below the **Add Student/Group** field and you plan to enroll the single student, skip to step 3. Otherwise, do the following to enroll a student, group of students, or multiple students:

   a. Click in the **Add Student/Group** field.

   b. Start entering the first characters of a student's first name, last name, username, student ID, campus ID, or student group name. As you enter characters, after three characters, automatic search provides matching students or groups that you can see (based on your teacher role) as shown in the example below. As additional characters are entered, matching items found are narrowed.

> 💡 **Tip:** After entering any character, you can press the **Enter** key to see all students or groups that match the character(s) entered.

> ✓ **Permission(s) check:** Super Teachers with the "Restrict to Campus" permission enabled will only see students with the same, matching Campus ID as the Super Teacher as well as students with an enrollment for which the Super Teacher is the TOR. For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17.

   c. Select the student or student group from the resulting list.

The student's name, or the names of the students in the group, appear in the section below the **Add Student/Group** field as shown in this example of a student group. This is the list of students to enroll.

Enroll Your Students

butler, aaron, aaron.butler	✖
carlos, juanita, juanita.carlos	✖
Nomar, Juan, juan.nomar	✖

    d.   Repeat steps 2 a - c to continue adding students to the enrollment.

    e.   To remove a student from the enrollment list, click the **Remove** ✖ tool.

3.   Next, create a list of courses (or just one course) to enroll the student(s) in and set course options:

    a.   Click in the **Add Courses** field and start entering the first three characters of a subject or course name.

After three characters, automatic search provides a list of matching items as shown in this example. As you enter more characters, the list of matching items is narrowed.

alg|
Algebra I
Algebra I
Algebra I for All
Algebra II
Algebra II Fundamentals
Algebra II Resources
Algebra I Resources
Pre-algebra

💡 **Tip:** After entering any character, you can press the **Enter** key to see all courses that match the character (s) entered.

    b.   Select the course from the resulting list.

The course appears in the section below the **Add Courses** field. This is the list of course(s) to enroll the list of students in.

    c.   To add more courses, repeat steps 3 a - b. As you add more courses to this enrollment, the courses appear in the order that you selected them as shown in this example.
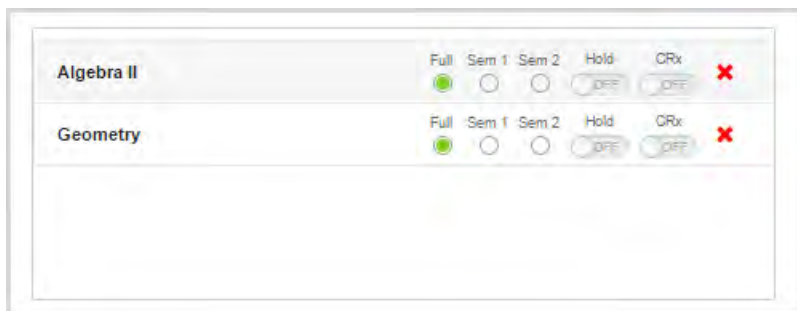
d. If desired, click a course length tool or toggle the status or CRx mode option for each course. The default settings for most courses are: Full term course length, Active status, and CRx mode OFF. If a course tool is not available to be changed for a course, it displays as grayed out as shown in this example.
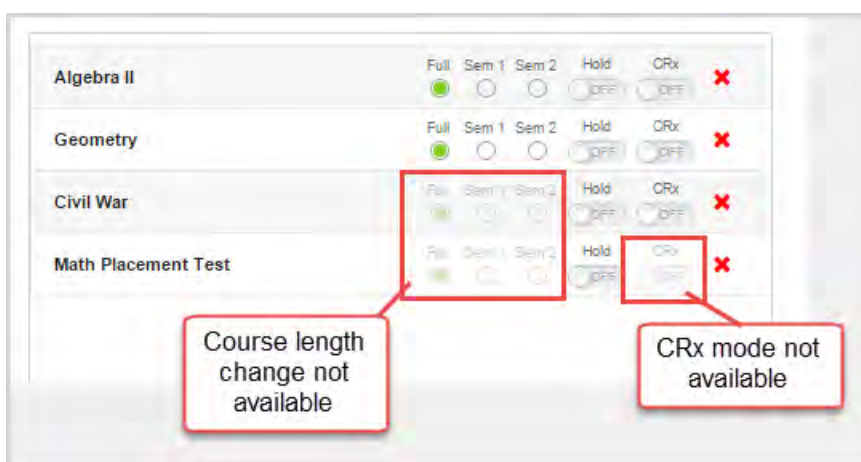
For some courses, the options may be not be changed as explained in .

e. To remove a course from the list, click the **Remove** ✖ tool.

Next, you want to select a teacher of record (TOR) for the enrollment.

4. In the **Teacher** field, by default, the name of the logged-in user appears. Keep this or to assign the enrollment to a different user, do the following:

  a. Click the Clear **X** to remove the name.

  b. Start entering the first few letters or characters of a teacher or admin's first name, last name, user name, teacher ID, or campus ID. As you are entering text, items matching the text appear.

  c. Select a teacher or admin from the list.

Now, you will set the term or start date and end date for the enrollment. **Remember:** If you have multiple courses listed, they all use the same term. You can later edit an enrollment to change the term.

5. In the **Terms** field, the default school term appears. Keep the default term or click the list arrow to select a different term for the enrollment. If you select **Custom Term**, click the **Start Date** and **End Date** calendars to select the start and end dates for the custom term.

Now, you want to verify (or change) the enrollment settings, such as changing the pass threshold or automatically blocking quizzes or tests. Changing the settings is optional.

6. To view or change the enrollment settings, click the **View and edit settings** tool [View and edit settings ⚙]. To learn what the enrollment settings mean, see "Enrollment Settings page fields, tools, and settings" on page 103.

   - Some settings you may not be able to modify. If you do make changes, click **Save Settings**.

7. If you are satisfied that the enrollment looks correct, click **Create Enrollment**.

8. At the enrollment submitted successfully message, click **OK**.

9. If you had selected the **Create Another Enrollment** option, the **Enroll Students** page appears with the information prefilled from the enrollment you just submitted. You must change the student(s), teacher, course(s) or term to enable the **Create Enrollment** button for the next enrollment.

   a. Repeat the previous steps to make the required changes and submit the new enrollment.

   b. Be sure to clear the **Create Another Enrollment** option if you are finished adding enrollments for your school.

   Depending on the Ignitia enrollment processing queue, you, as the enrollment creator, receive a message in your Inbox when the enrollment is created as shown in this example. The teacher assigned to the enrollment also receives the **Batch Enrollment Result** message.
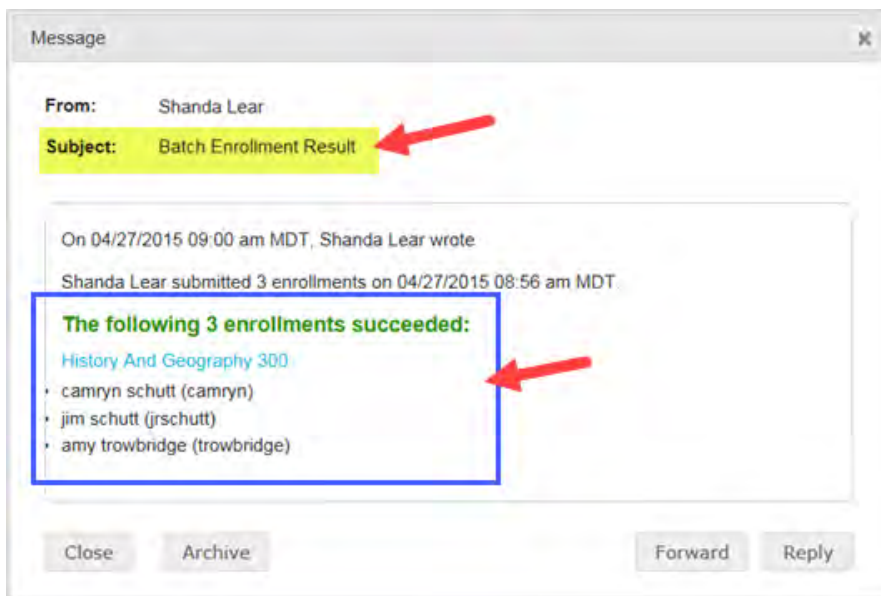
   If any of the enrollments failed, the message contents explain the failure.
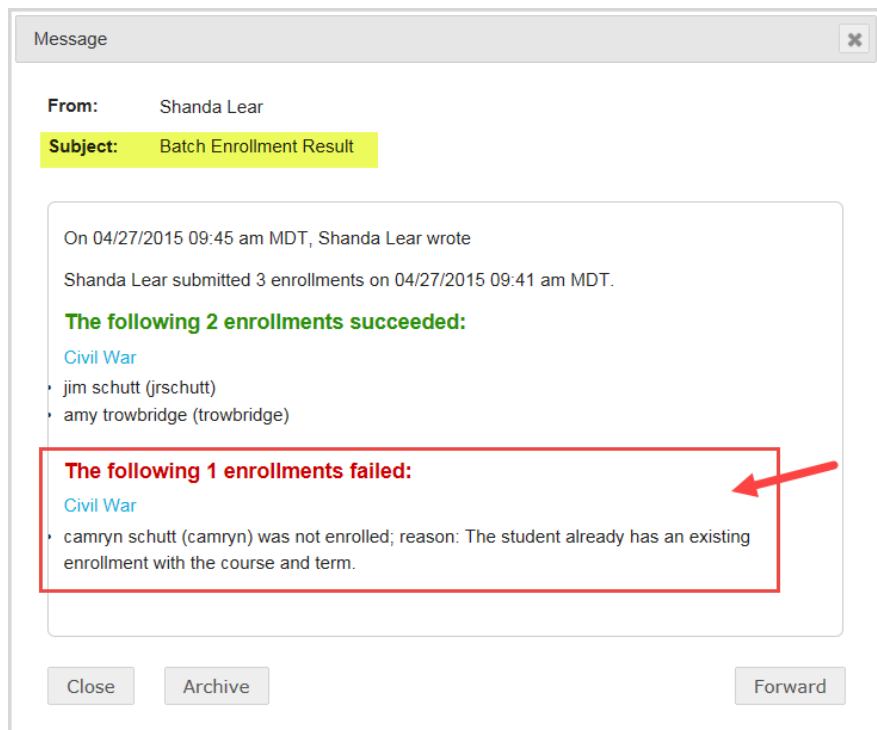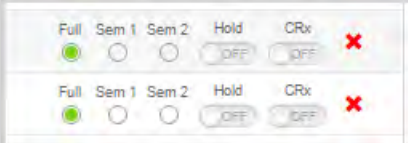
For more information, see "Messages tab" on page 276.

Enroll Students page fields, tools, and settings

The **Enroll Students** page makes it easy to quickly enroll one or more students in a single course or in multiple courses. The example below shows a group of students being enrolled in two courses at the same time, all assigned to one teacher for a selected term.

Point and hold the cursor to see a tooltip that explains the field or setting.
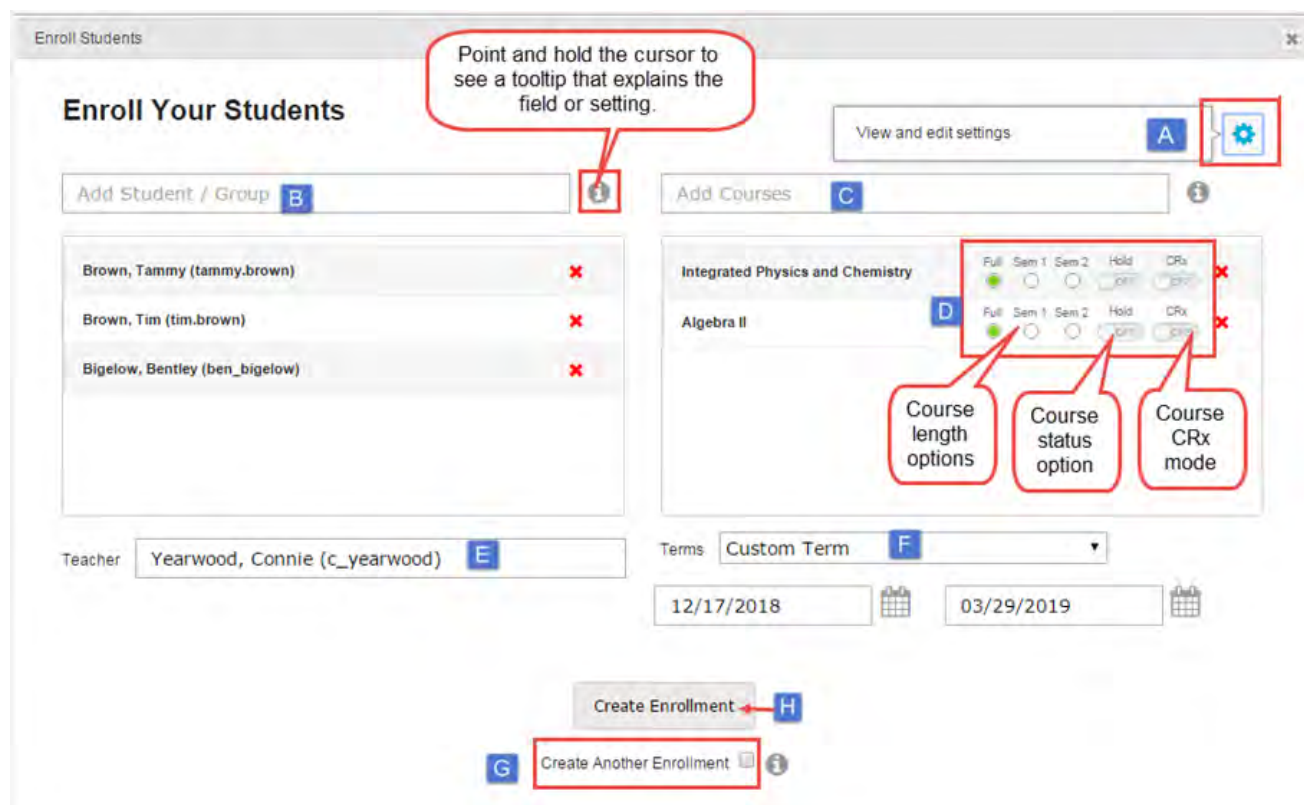
The following table explains the items indicated on the example above.
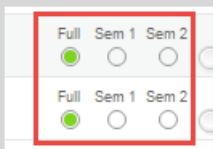
Item	Field	Description
A	View and edit settings tool and tooltip	Click the tool (gear) to access the enrollment **Settings** page where you can view and edit (with permission) the enrollment's settings. The tool's color changes from blue to gray based on whether you are enrolling a single student, multiple students, or the settings have been customized for the enrollment. See "Enrollment Settings page fields, tools, and settings" on page 103.
B	Add Student/Group	Enter characters for student or group to search for students and groups that you have access to. Selected students appear in the list.
C	Add Courses	Enter characters for a subject or course to search for courses. Selected courses appear in the list.
D	Course length, status and CRx mode options	See Course length options and status and mode indicators.
E	Teacher	Teacher of record (TOR) for the enrollment. By default, the name of the logged-in user creating the enrollment appears. To change to another teacher, delete the name and start entering characters for the new teacher.

Item	Field	Description
F	Terms	Term for the enrollment. The default school term appears. To select a different term or use a custom term, click the list and select a term or create a custom term with Start and End dates.
G	Create Another Enrollment	Lets you quickly create consecutive enrollments by keeping the student, teacher, courses and term information you entered and submitted for the first enrollment. Just make minimal changes to the students, teacher, or other information and submit the next enrollment.
H	Create Enrollment	Click this button to create the enrollment.
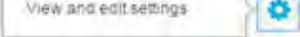
Course length options and status and mode indicators

After adding a course to an enrollment, several course length options and status and mode indicators appear for each course selected for the enrollment. This table explains what the symbols mean.

indicates	Symbols	Description
Course length		By default, for most courses, the **Full** term semester is already selected for you. • If available (not dimmed), to select only the first semester, click the **Sem 1** option. • If available (not dimmed), to select only the second semester, click the **Sem 2** option. For some courses, you can click the appropriate option to set the course length. However, not all courses offer these course length options. If a course is full term only, the Full term option appears as selected but it is disabled and cannot be changed as shown in this example.
Course status	Active (Default) On Hold	Indicates the status (Active or On Hold) for the course. By default, the option indicates that the course is in Active status (Hold=Off). • To place the course in On Hold status, click the symbol to toggle the course to On Hold (Hold=On). • Toggle again to make the course Active.
CRx mode	CRx mode OFF. CRx mode ON. CRx mode not available for the course.	Indicates the Credit Recovery (CRx) mode for the course. By default, CRx mode is OFF. This means you do not want the course in Credit Recovery mode. • Click the symbol to toggle from CRx mode disabled (CRx=Off) to CRx mode enabled (CRx=On) for the enrollment. This means the course is in Credit Recovery mode and enrolled student(s) must achieve the CRx Pass Threshold to pass a pre-test for each unit of the course. If the student achieves the CRx Pass Threshold, the other assignments are skipped. • If the selected course is not available for CRx mode, the symbol is dimmed and not available for selection. For more information, see "How CRx mode works" on page 79.

Enrollment Settings page fields, tools, and settings

Two access methods are available to open the enrollment **Settings** page:

- When creating a new enrollment, click the **View and edit settings** tool located in the upper right of the **Enroll Students** page.

- When editing an enrollment for a student, click the **Edit** button.

What the View and edit settings tool color indicates about the enrollment settings

The **View and edit settings** tool changes color based on the number of students you are enrolling and whether or not the settings have been customized for the enrollment. Options available on the **Settings** page change based on the number of students for the enrollment and whether or not a student has customized, personalized Grading and Pacing (GP) and Weighting settings for their student profile. The following three cases help to explain the tool color:

Case 1: Enrolling a single student

The **Settings** tool displays a blue color.
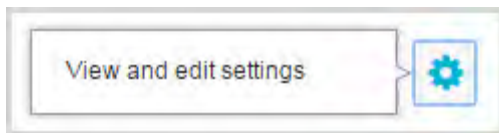
If the student *does not have* personalized, individual Grading and Pacing (GP) and Weighting enrollment settings, when you open the **Settings** page, a message (example below) informs you that the school-level GP, Monitored Assessments, and Weighting settings apply to any student without personalized settings.
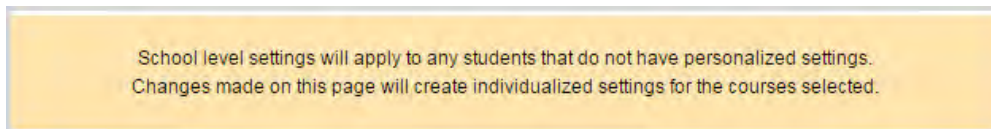
You have the option to personalize (customize) the GP, Weighting, and Monitored Assessments settings for *just this enrollment*.

However, if the student *has* personalized GP and Weighting settings, the message about the student not having personalized settings no longer displays. The student's individual, personalized GP and Weighting settings appear for the enrollment and you now see the option **Copy School Values** (example below) which if you select **Yes**, will override the student's personalized settings for just this enrollment.
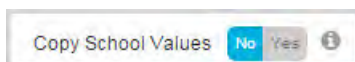
Case 2: Enrolling multiple students

The **Settings** tool displays a gray color.
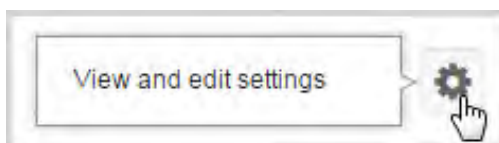
When you open the Enrollment **Settings** page, you see the default school GP, Monitored Assessments, and Weighting settings. You also see the message indicating that school-level settings will apply to any students without personalized settings. **Important:** Students *with* personalized settings will keep their personalized settings for the enrollment *UNLESS* you make changes to personalize the settings for the enrollment. See Case 3 below.

> School level settings will apply to any students that do not have personalized settings.
> Changes made on this page will create individualized settings for the courses selected.

Case 3: Settings have been personalized for the enrollment

The **Settings** tool now displays the blue color no matter the number of students in the enrollment.

View and edit settings
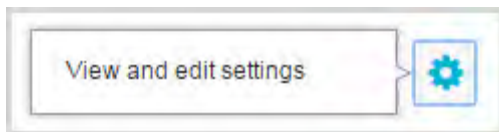
Fields, tools, and settings

The **Settings** page has several categories of fields and settings related to Grading, Pacing, Weights, Monitored Assessments, Student Tools, and Block Term End Progress for the enrollment as shown in the example below. To see the details of the enrollment settings for each category, pause the pointer on the Information symbol tool as shown in example A.
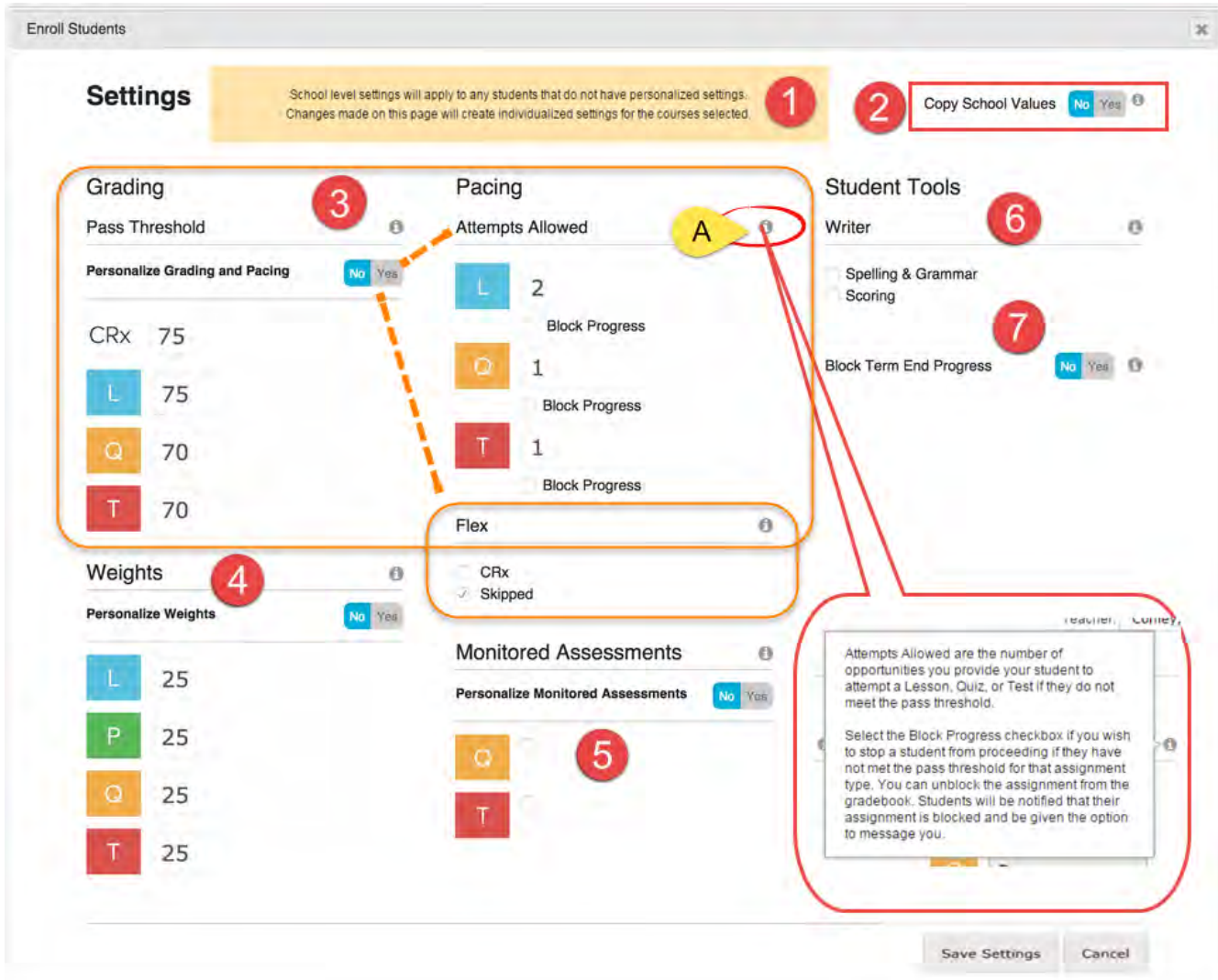
This table explains the **Settings** page fields and settings identified on the example.

Item #	Setting	Description
1	Message box	Only appears when enrolling a single student *without personalized* settings and when enrolling multiple students.
2	Copy School Values	Only appears when enrolling a single student *with personalized* settings. Select **Yes** to have the enrollment use the school Grading, Pacing, & Assessments settings.
3	**Grading, Pacing and Flex settings**	
Pass Threshold		
Personalize Grading and Pacing	If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the grading pass thresholds, pacing attempts, and Flex settings for the enrollment.

Item #	Setting	Description
CRx		Enrolled student(s) must achieve the set percentage (pass threshold) to pass a pre-test for each unit of a course with CRx mode enabled. CRx mode means "Credit recovery mode." See "How CRx mode works" on page 79.
L		Enrolled student (s) must achieve the set percentage to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". **What this means**: When the student submits a lesson with a score below the Lesson Pass Threshold, the lesson is automatically reassigned to the student to do again and the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned. See Pacing - Attempts Allowed.
Q		Enrolled student(s) must achieve the set percentage to pass a quiz for the course(s).
T		Enrolled student(s) must achieve the set percentage to pass a test for the course(s).
Pacing - Attempts Allowed		
L		Maximum number of opportunities for enrolled student(s) to achieve the lesson pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Q		Number of opportunities for enrolled student(s) to achieve quiz pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
T		Number of opportunities for enrolled student(s) to achieve test pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Flex		
CRx		If enabled, and the course is a Flex Assessments course with CRx mode enabled, if the student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned only the Lessons in the unit associated with the *incorrect* questions on the pre-test. The Lessons in the unit with correctly answered questions are automatically set to "Skipped" status. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Skipped		If enabled, teachers and admins can skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to skipped lessons are disabled (grayed-out) and have a "Skipped" status. These questions do not have to be answered by enrolled students and are not included when calculating student grades. Test questions are NOT skipped. For enrollments with CRx mode enabled, only quiz questions can be skipped. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on

Item #	Setting	Description
		page 83.
4	**Weights**	
Personalize Weights		If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the weights for the enrollment.
L		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
P		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
Q		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
T		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.
5	**Monitored Assessments**	
Personalize Monitored Assessments		If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the monitored assessments settings for the enrollment.
Q		If enabled (checked), prevents enrolled student(s) from entering the quiz until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the quiz or to proctor the quiz.
T		If enabled (checked), prevents enrolled student(s) from entering the test until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the test or to proctor the test.
6	**Student Tools - Writer**	
Spelling and Grammar		If enabled (checked), Writer works much like a word processor in that enrolled student(s) right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
Scoring		If enabled (checked), enrolled student(s) can use five criteria: Word Count, Grade Level, Readability, Topic Agreement, and Writing, to get an overall score for assignments. The Teacher provides the final grade.
7	**Block Term End Progress**	If **Yes**, prevents enrolled student(s) from working on assignments once the last day of the term is reached. Students can message teacher to have the end of the term extended. Teacher receives a "Reschedule end of term" notification in his Actions list.

Reschedule (change the term for) student enrollments

You may need to reschedule a term for an enrollment or multiple enrollments for a student because:

- The student cannot begin a course on the start date and does not want to get behind in the course's assignments.
- The student wants to graduate earlier which may mean an earlier end date.

- A course term ended for the student and you have set the "Block Term End Progress" setting, but you want to allow the student to continue. The student triggered the "**Reschedule end of term**" notification.

When rescheduling multiple enrollments at the same time for a student, those enrollments will all use the same, new term. So, if you want each enrollment to use a different term, you must reschedule each one individually. Rescheduling an enrollment resets the student's pacing schedule across the remaining updated, eligible days and requires 24 hours for the changes to appear in Ignitia for the student.

> ✅ **Permission(s) check:** Teachers and Supers Teachers with the "Assign Courses" permission can reschedule enrollments for students they have access to see. For more information, see "Student viewing rights based on your assigned user role" on page 16.

1. If you accessed the student's enrollments from the Course Enrollment shortcut link (**Go To > Course Enrollment**), the **Course Enrollments** tab displays the student's courses. If you did not use a Course Enrollment shortcut link, do the following:

   a. On the main nav bar, click **Course Enrollment**.

   b. (Optional) To locate the student(s) or course(s), use the search filters. See "Search enrollments for students or courses" on page 75.

2. To select a single enrollment, click the check box in the left column next to the **Subject** title of the course to be rescheduled (example A), or if you are rescheduling all enrollments for the student, select the check box next to the **Subject** column heading (example B).

3. Click the **Reschedule** button.

   The **Reschedule** page appears. You have three term options available. You can use a school term (example A), student term (example B), or a custom term (example C) where you set the Begin and End dates.

4. Select the **Term**. If you selected **Custom**, click the calendar in the **Begin** and **End** fields to set the dates.

5. Click **Reschedule**.

6. Click **OK** to close the **Success** message.

Change teacher of record for enrollments

As a Teacher, you can change the teacher of record for an enrollment.

> ✓ **Permission(s) check:** Teachers and Supers Teachers with the "Assign Courses" permission can change the teacher of record for enrollments of students they have access to see. For more information, see "Student viewing rights based on your assigned user role" on page 16.

There are several ways to access an enrollment for editing the teacher of record.

1. Do one of the following:

   - On the **Gradebook** > **Grading** tab, filter and search for the student and/or course by teacher. See "Search for students and assigned courses" on page 130.

   - On the **Course Enrollment** tab, filter and search for the student and/or course by teacher. See "Search enrollments for students or courses" on page 75.

   - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See "Filter, search, and sort the Students Registration list" on page 59.) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.

   - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.

2. Depending on your enrollment access point, under **Actions**, click **Edit**.

   The **Enrollment Settings** page appears.

3. In the **Teacher** field, highlight the current teacher's name and press **Delete**.
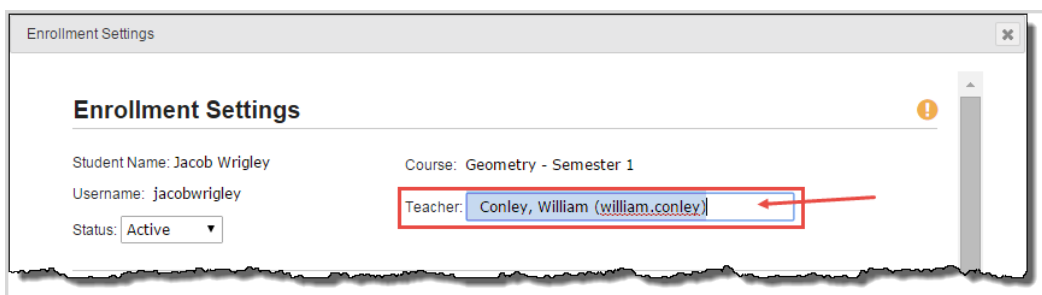
4. To add a new teacher to the enrollment, start typing the first three characters of a teacher's last name, first name, username, or teacher ID.

5. Select the teacher that matches the characters you entered.

6. Click **Save Settings**.

7. At the confirmation message, click **Ok**.

   The updated teacher of record receives a New Enrollment message from the student in their **Home > Activity Stream > New Messages** list and in their **Messages** tab list.

Change the status of student enrollments

Typically, you manage student enrollments that are in **Active** status. However, if you need to place the enrollment in **On Hold** or in **Archived** status, you can change the status. Or, maybe an enrollment is **On Hold**, for example, you created the enrollment, but put it in **On Hold** status until a Pre-test was completed, now you can change the status to **Active**. You can also change an **Archived** enrollment to **Active** or **On Hold** as long as the grace period has not expired.

> ⚠️ **Warning:** When you place an enrollment in Archived status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved as long as the grace period has not expired. The grace period for archived enrollments is set by your Ignitia Administrator. During the grace period, the Archived status can be reversed, with all information related to the enrollment returned to either On Hold or Active status. Once the grace period ends, the enrollment moves from Pending Archive to Archived status and the status cannot be reversed. You would have to create a new enrollment.

Be aware of the following consideration before you change the status of an enrollment:

- If you are placing all courses for a student in On Hold or Archived status, you might consider changing the student's status to On Hold or Archived because changing the student's status automatically changes all of their enrollments (courses) to On Hold or Archived status.

> 📝 **Note:** If an enrollment is currently in Active or On Hold status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see "How auto-archiving enrollments happens and how teachers can respond" on page 288.

Place enrollments in On Hold or Archived status

You can place one or more courses in On Hold or Archived status for a student. You select one status change at a time.

> ✓ **Permission(s) check:** Teachers and Supers Teachers with the "Assign Courses" permission can change the status of enrollments for students they have access to see. For more information, see "Student viewing rights based on your assigned user role" on page 16.
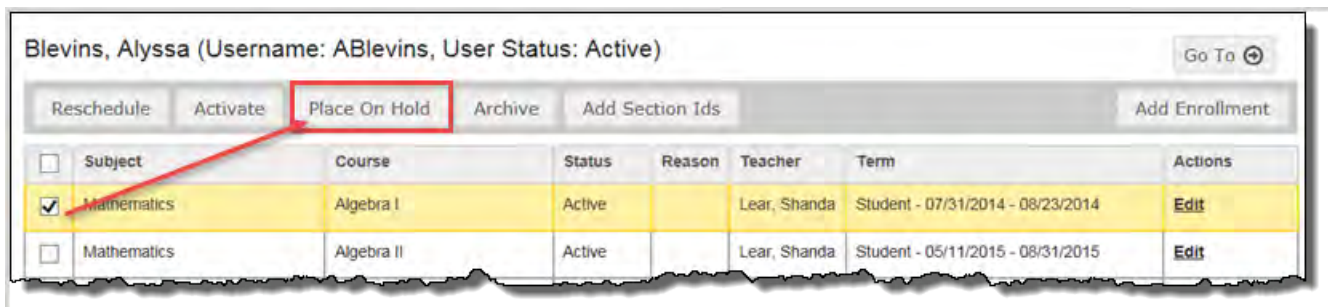
There are several ways to change the status of an enrollment. The following steps describe one way to select one or more courses for a student.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See "Filter, search, and sort the Students Registration list" on page 59.

2. For the student, click **Go To > Course Enrollment**.
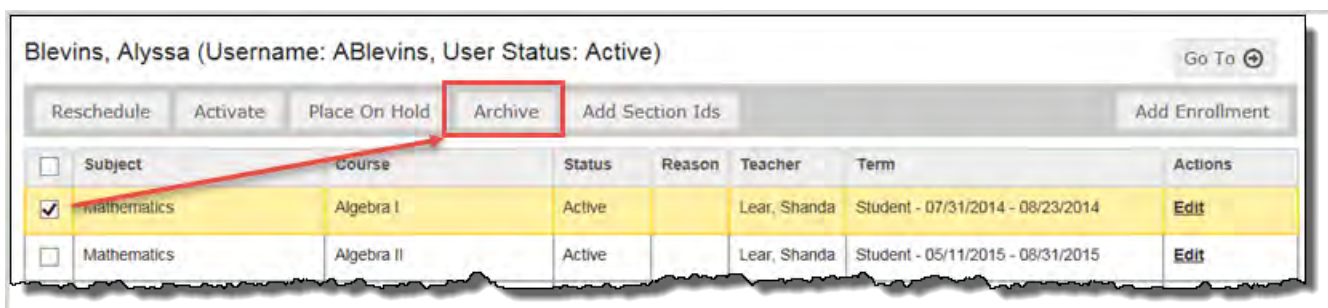
    The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in On Hold or Archived status, select the check box at the top of the column next to **Subject** column.

4. Click either **Place On Hold** or **Archive** as shown in the examples.

5. Depending on the status change you selected, when the **Place On Hold** or **Archive** page appears, do one the following:

    - Click **Place On Hold** to confirm the action. (**Tip:** You can click Cancel to cancel the action and leave the course in Active status.)

    - From the **Reason** list, select why you are archiving the course(s) and then click **Archive**.

        - **Complete** - The course is completed by the student.

        - **Incomplete** - The course is incomplete and will not be completed by the student.

        - **Drop** – Course is dropped by student.

        - **Void** – Course should not have been assigned to student or was assigned in error.
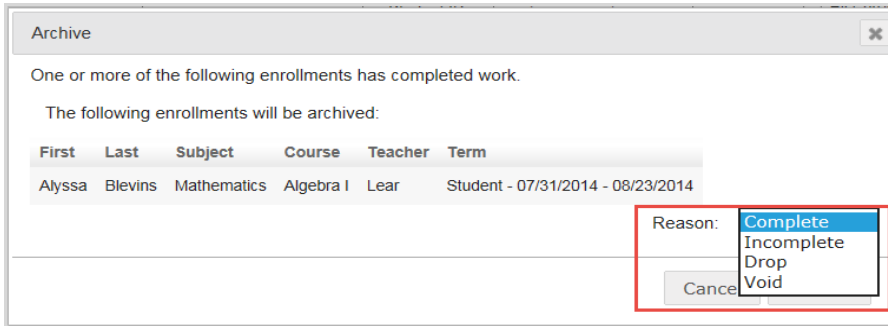
6. Click **OK** to close the **Success** message.

Activate On Hold or Archived enrollments

You can activate an On Hold enrollment or an Archived enrollment (as long as the grace period has not expired). If you changed the student's status to On Hold or Archived, you must change the student's status for the enrollment to be automatically activated. You can activate one or more On Hold or Archived enrollments at the same time.

There are several ways to activate an enrollment for a student. The following steps describe one way.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See .

2. Select the student, and click **Go To > Course Enrollment**.

   The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Change the **Enrollment Status** filter to **On Hold** or **Archived** so that you filter the student's courses to the appropriate status.
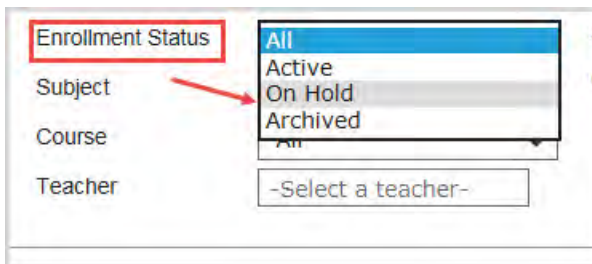
4. Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in Active status, select the check box at the top of the column next to **Subject** column.

5. Click **Activate** as shown in the example.
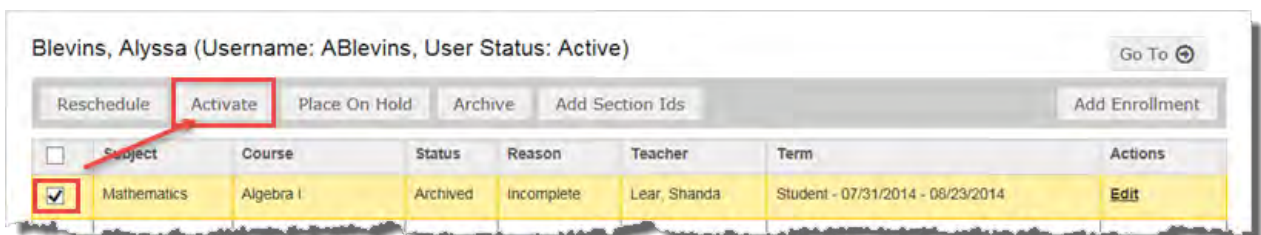
   The **Activate** page appears.

6. If the information appears correct, click **Activate**. Otherwise, click **Cancel**.

7. Click **OK** to close the **Success** message.

Edit settings for enrollments

As a teacher, you can edit or modify a current enrollment for a single student for a single course. Once an enrollment has been created, limited changes can be made to the enrollment.

> ✓ **Permission(s) check:** Teachers with the "Assign Courses" and "Change Grading, Pacing, and Assessments" permissions can edit enrollments for students in which they are the teacher of record (TOR). Super Teachers with the "Assign Courses" and "Change Grading, Pacing, and Assessments" permissions can edit all enrollments UNLESS the "Restrict to Campus" permission has also been enabled for their user profiles. Then, the Super Teacher is restricted to enrollments for students with the same Campus ID as the Super Teacher and those in which the Super Teacher is the TOR. For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17.

> 📝 **Note:** An enrollment with the status of Active or On Hold can be modified. An archived enrollment can have its status changed to Active or On Hold only. No other modifications can be made.
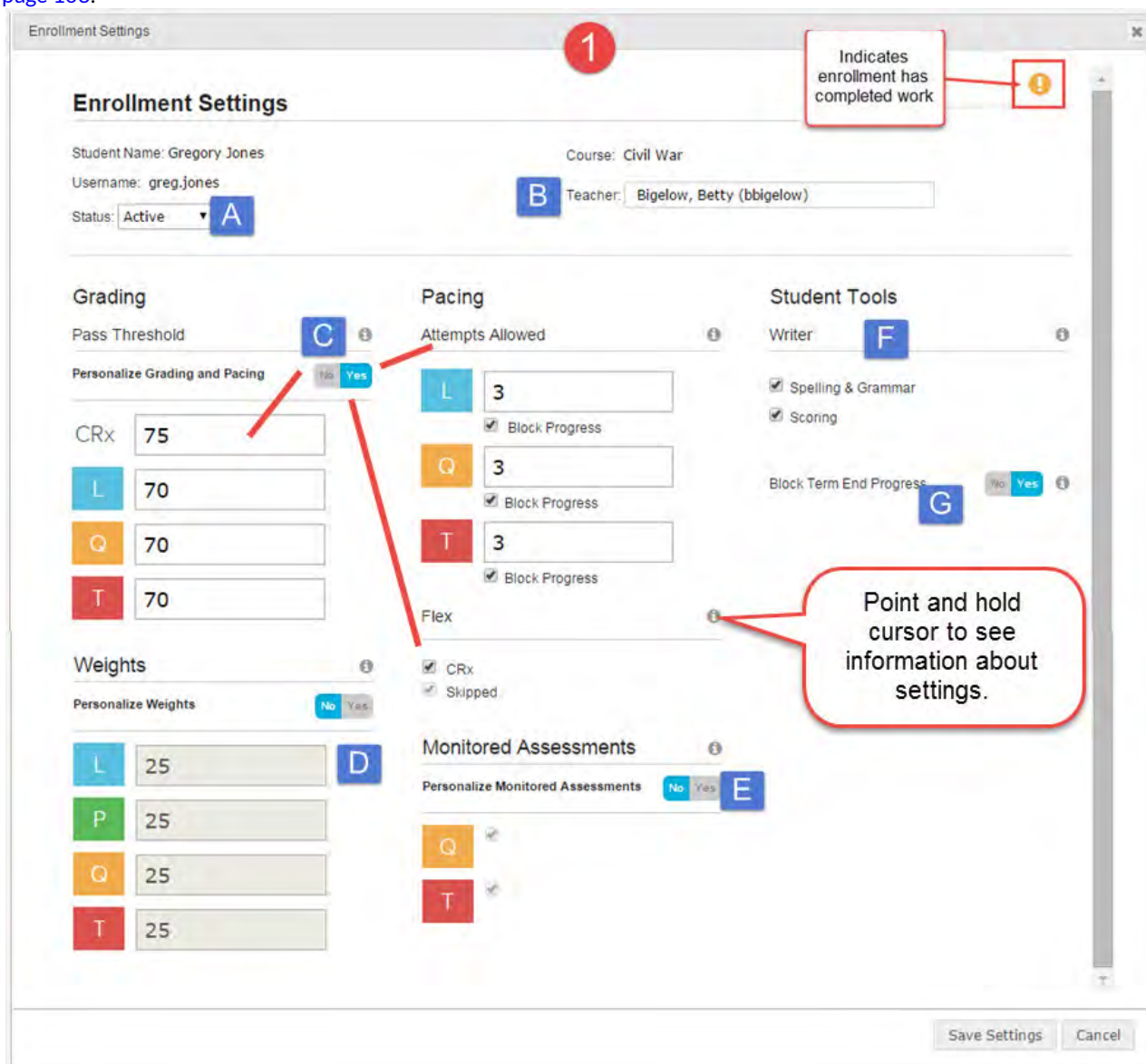
There are several ways to access an enrollment for editing.

1. Do one of the following:

   - On the **Gradebook** > **Grading** tab, filter and search for the student or course. See "Search for students and assigned courses" on page 130.

   - On the **Course Enrollment** tab, filter and search for the student or course. See "Search enrollments for students or courses" on page 75.

   - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See "Filter, search, and sort the Students Registration list" on page 59.) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.

   - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.

2. Depending on your enrollment access point, under **Actions**, click **Edit**.

   The **Enrollment Settings** page appears as shown in example 1 below. The student's name, username, and course name appear at the top of the page. These are read-only fields and cannot be changed on this page. Symbols on the page provide additional information about the enrollment and enrollment settings:

Symbol	Indicates
ⓘ	Tooltip which explains the enrollment settings for each category. Point to the symbol and pause to see the tooltip.
⚠	Symbol appears if the enrollment includes completed work.

For more information about what the enrollment settings mean, see "Enrollment Settings page fields, tools, and settings" on page 103.

> **Note:** If an enrollment setting appears grayed-out or inactive, that means the setting is disabled and cannot be changed.

3. Settings you can change may include:

Item	Setting	Do the following...
A	Status	• Change the enrollment status to On Hold, Archived, or Active. See "Change the status of student enrollments" on page 110.
B	Teacher	• Reassign the enrollment to a different teacher. See "Change teacher of record for enrollments" on page 109.
C	Grading, Pacing and Flex settings	• Click **Yes** for the **Personalize Grading and Pacing** option. Then, change the following: • Under **Grading > Pass Threshold**, change the threshold percentage for CRx and the other assignment types. • Under **Pacing > Attempts Allowed**, change attempts allowed for each assignment type. If desired, select the **Block Progress** check box for an assignment type to prevent the student from proceeding if they have not reached the pass threshold. • For **Flex** settings, select or clear the check boxes. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 83.
D	Weights	• Under **Weights**, to personalize one or more assignment weights, click **Yes** for the **Personalize Weights** option, and then adjust the weighting for the assignment type. Values must total to 100.
E	Monitored Assessments	• Under **Monitored Assessments**, to personalize a setting, click **Yes** for the **Personalize Monitored Assessments** option, and then select or clear the quiz or test option to prevent or allow the student from entering the assignment type until the teacher unblocks their progress.
F	Writer - Spelling & Grammar and Scoring	• Select or clear the check boxes.
G	Block Term End Progress	• Click **Yes** to block the student from proceeding in the course once the last day of the term is reached.

4. When finished, click **Save Settings**.

5. At the confirmation message, click **Ok**.

Write and send messages to students enrolled in courses

Using the internal messaging system, you can write and send a message to all students enrolled in a course assigned to you. For example, you will be unavailable to provide course assistance for several hours during a regularly scheduled school day. You can message the students in your course(s) that you will respond to their questions when you are available. To learn more about the internal messaging system, see "Communicate with teachers and students using internal messaging" on page 273.

1. On the main nav bar, click **Course Enrollment**.

2. On the **Course Enrollments** tab, select the **View by Course** filter.

3. In the **Subject** and **Course** fields, select the subject and course.

4. In the **Teacher** field, enter the first few characters of your name.

5. Click **Search**.

6. From the search results, select the student(s) you want to message, or to message all students in the course, select the check box at the top of the list next to the **Student Name** column.

7. Click the **New Message** button.

The **Message** page appears with the selected student(s) in the **To** field. If you are sending the message to a student group, go to the next step. If you are only sending the message to one student, go to step 9.

8. To send the message to a group, from the **Contacts** list, select **All Groups** (Admins and Super Teachers only) or select **My Groups**.

   a. From the **Groups** list, select a group.

   b. By default, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
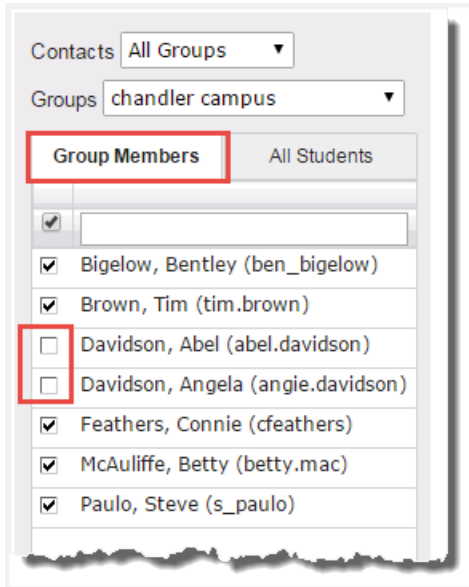
9. Enter a subject and message content.

10. Click **Send Message**.

Based on the number of message recipients, your **Sent** list (accessed from the **Messages** tab) contains a message for each recipient. For example, if you sent the message to four students, your **Sent** list contains four person-to-person messages as shown in this example. For more information, see .
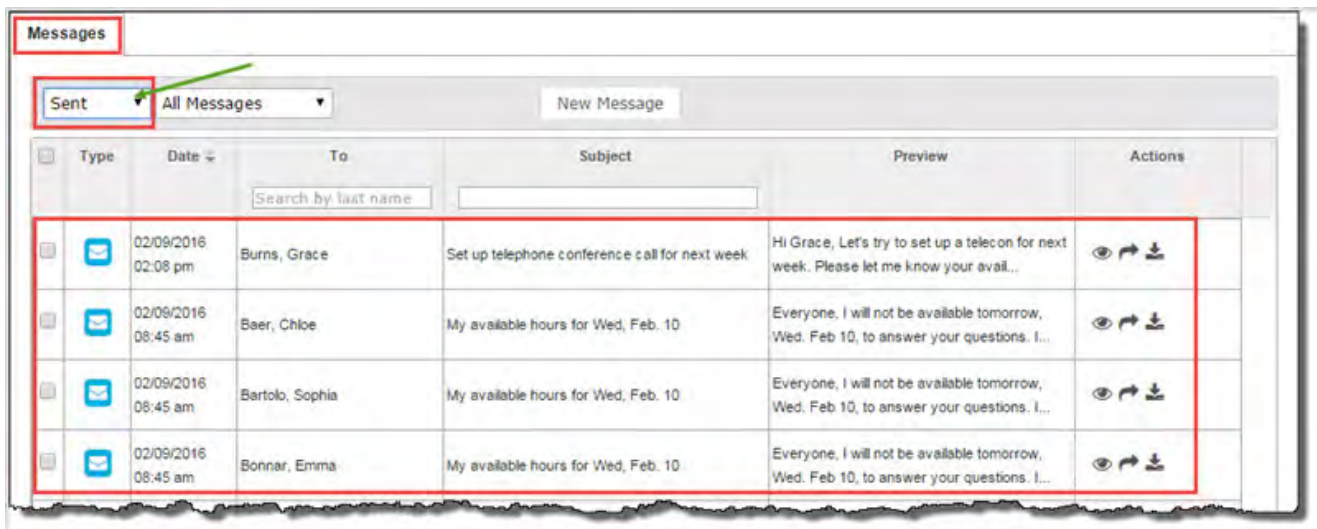
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View assignment alerts to monitor student progress

You use the **Assignment Alerts** tab to view timely progress status of current assignments for your students or for all students.

The **Assignment Alerts** tab uses symbols to let you immediately know the status of an assignment.
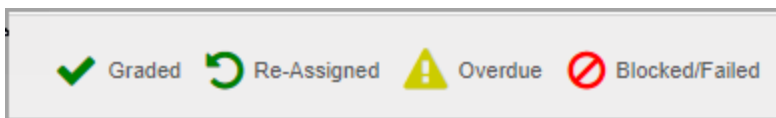
You see:

- If an assignment is overdue so that you can contact the student to check their status.
- If an assignment is blocked because the student failed to meet the pass threshold in the allowed number of attempts.
- If an assignment has been graded by the system.
- If an assignment has been automatically re-assigned by the system because the student did not meet the pass threshold and has attempts remaining.

The default time frame to display assignment alerts (**Show Progress for** filter) is set to "today", but you can filter the list to show the alerts for the past 2 days up to the past 30 days.
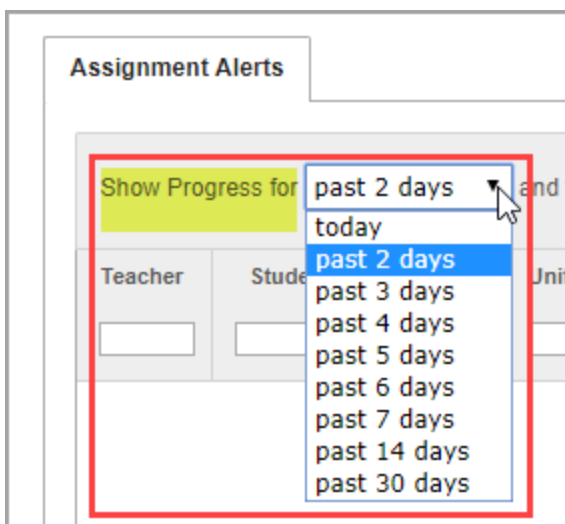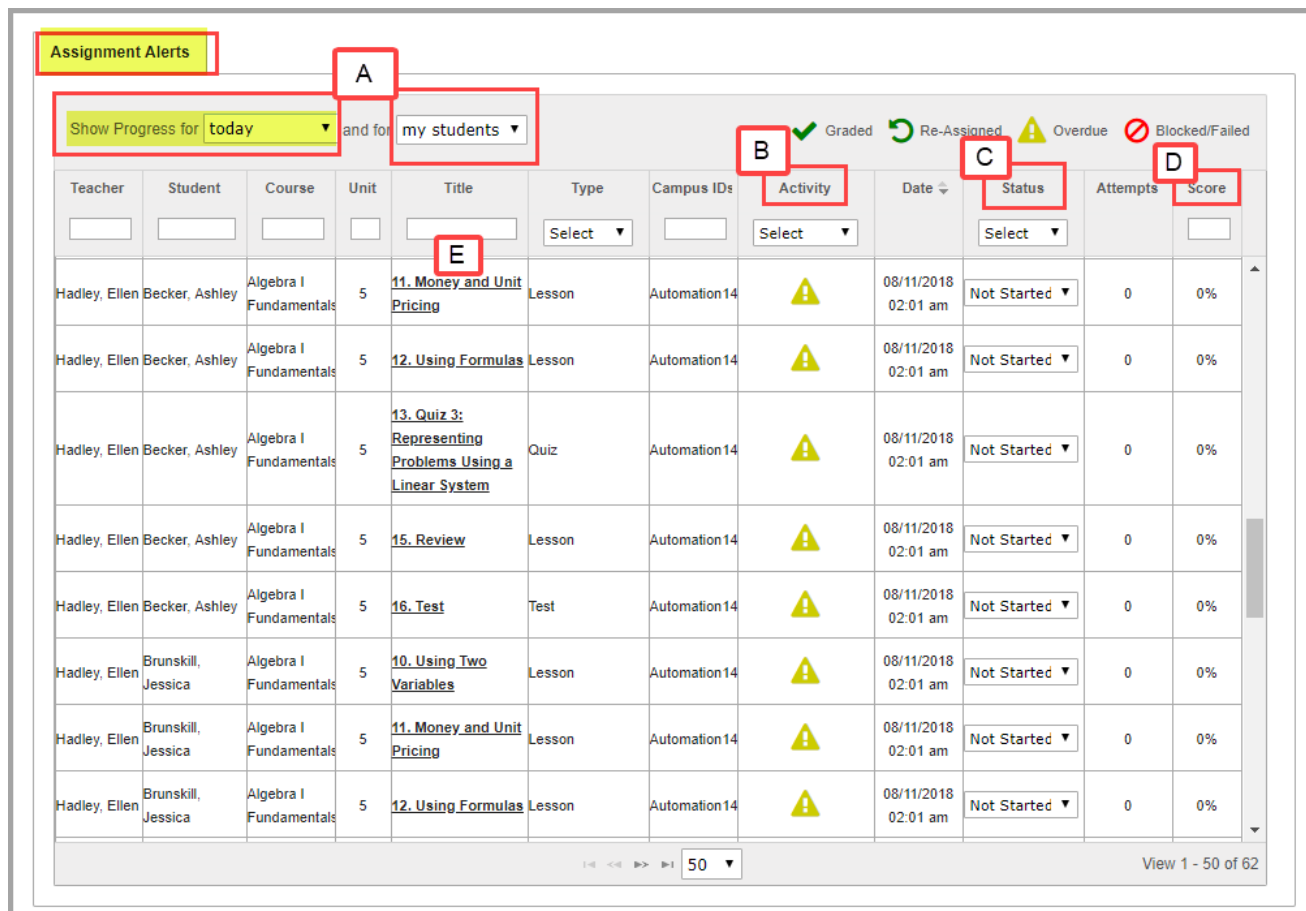
To open the **Assignment Alerts** tab, do one of the following:

- On the main nav bar, click **Assignment Alerts**.
- On the **Home** page, on the **Activity Stream** tab, click the <u>Assignment Alerts</u> link.

Assignment Alerts tab

By default, the **Assignment Alerts** tab displays a list of your students' current assignments, by unit, for the current day (today) along with activity alert symbols indicating the current progress status of the assignments. You also see the number of attempts and the current score for graded assignments.

Tools and features, identified above on the **Assignment Alerts** tab, include:

Item	Tool/feature	Description
A	Show Progress for and for filters	By default, you see the assignment alerts for the time frame of today and for your students. Select a different time frame to see assignment alerts for the selected time or select to see alerts for All students you have permission to see. • See "Filter, search, and sort the Assignment Alerts list" on the facing page.
B	Activity column	Symbols visually indicate the assignment's current progress state. These symbols are explained in the legend at the top. Based on the symbol shown, you know whether or not to take action. • See "Assignment activity symbols" on page 35.
C	Status column	Changes the status of assignments, for example, you want to allow a student to skip an overdue assignment. • See "Change status of assignments" on page 123.
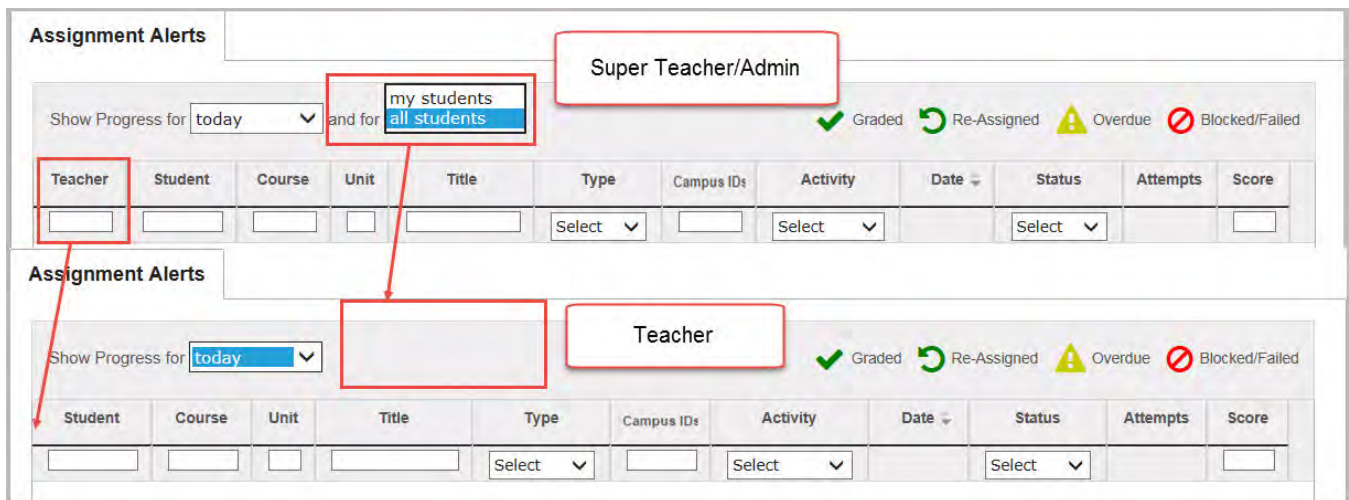
Item	Tool/feature	Description
D	Score	Manually enter a grade for assignments. • See "Grade assignments and give point values for questions" on page 188.
E	Assignment title	Click an assignment title to view contents of and manage assignments in the **Teacher Assignment** view. In the **Teacher Assignment** view, you can see questions, student's answers, lesson content and more. • See "View instructional content of assignments" on page 174.
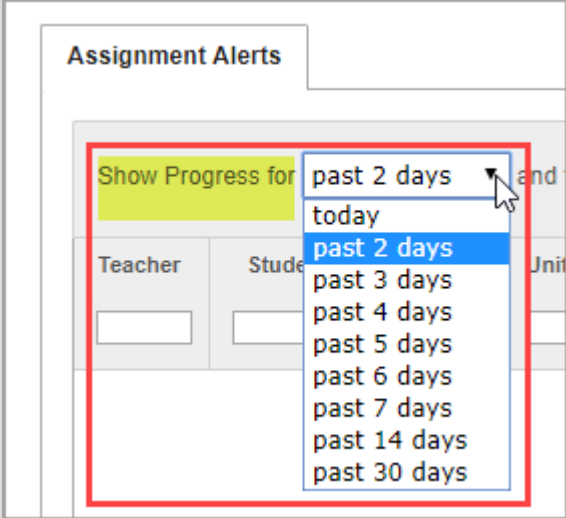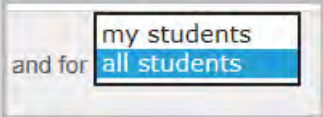
The following sections explain how to manage assignment alerts.
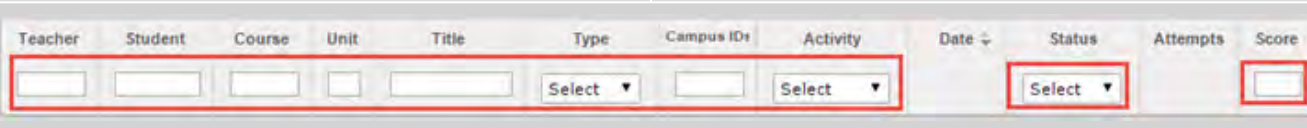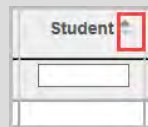
Filter, search, and sort the Assignment Alerts list

Use the filters and search text boxes to change the information displayed in the list. Use the column heading sort tool to sort the information. Depending on your user role, the filters and columns differ as shown in the example.

Action	Do the following...
Filter list by time frame	• From the **Show Progress for** list, select a time frame. By default, the time frame of today appears, but you can select to display alerts back to the past 30 days.
Filter list of students	• From the **and for** list, select **my students** or **all students**. **Note:** Only Super Teachers and Admins have this filter. For Super Teachers with the "Restrict to Campus" permission enabled, for the **all students** viewing filter, the results only show students that have the same Campus IDs as the Super Teacher and students with enrollments for which the Super Teacher is the Teacher of Record (TOR).
Filter or search the list	• In the row immediately below the column headings are drop-down lists or blank text boxes. These blank boxes are smart search boxes. Depending on the column heading, select an item from a list, or start typing in any smart search box and once you have entered at least

Action	Do the following...
	three characters, the list is filtered to match the entered characters.
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset (clear) filters	Depending on the filter(s) used, do the following: • Delete the characters in the text box, and press **Enter**. • For a drop-down list column, choose the **Select** option. The list automatically resets itself.

Tip: You can adjust the width of the columns. To do this, hover the cursor (pointer) over the line to right of each column until a two-way arrow appears. Click, hold and drag the column width.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.
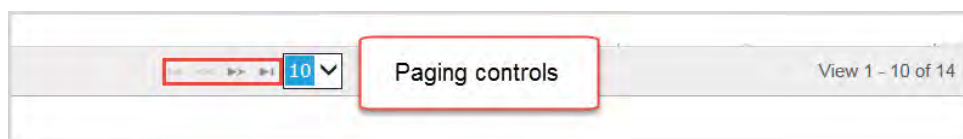
Change status of assignments

Using the **Assignment Alerts** list, you can change the status of an assignment for a student you have access to see. The new status choice is dependent on:

- The current status of the assignment.
- Whether or not any attempts have occurred.

> **Note:** Several assignment status settings are automatically changed by the system based on the enrollment settings for the course. For example, if the student does not achieve the pass threshold for a lesson, the lesson is automatically re-assigned to the student based on the number of allowed attempts. As another example, you may not want to change the status for an assignment included in a course in CRx mode without checking the enrollment settings for the course first and messaging the student to check his/her status. See "Edit settings for enrollments" on page 113.

1. Do one of the following to open the Assignment Alerts tab:

   - On the main nav bar, click **Assignment Alerts**.

   - On the **Home** page, on the **Activity Stream** tab, click the **Assignment Alerts** link.

2. (Optional) Filter, search, or sort the **Assignment Alerts** list to locate the student's assignment. See "Filter, search, and sort the Assignment Alerts list" on page 121.

3. In the **Status** column, from the **Status** list, select an available status type for the action you want to perform.

Depending on your status choice, the following change(s) occur(s). The table below describes the change(s) and what happens to the assignment Due Date and assignment pacing.
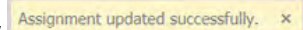
Current status	New status	This happens...	Due Date changes	Pacing changes
Assigned	Graded	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • The **Date** field is changed to the date the assignment was graded by the teacher. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None.	None. No rescheduling of remaining assignments occurs.
Assigned	Not Started	If no attempts have occurred, the status now shows as **Not Started**. **Note:** If attempts have occurred, the status cannot be changed.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Assigned	Skipped	The assignment does not have to be completed by the student. **Note:** Be aware that if the course is not Flex-enabled (or Flex Skipped), the student may have to answer questions on quizzes and tests for a skipped assignment.	The original Due Date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.
Graded	Assigned	• The grade is removed. • The student must complete the assignment again. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Graded	Not Started	• The grade is removed. • The student must complete the assignment again by the original Due date. • The **Attempts** count remains. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Graded	**Skipped**	- The grade is removed. - The **Attempts** count remains. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date is removed.	None. No rescheduling of remaining assignments occurs.
Not Started	**Assigned**	The assignment appears in the student's Assignments list so the student can work on it.	The Due date does not change.	None. No rescheduling of remaining assignments occurs.
Not Started	**Graded**	- The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. - The **Date** is changed to the date the assignment was graded by the teacher. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date does not change.	None, No scheduling of remaining assignments occurs.
Not Started	**Skipped**	The assignment does not have to be completed by the student. **Note:** Be aware that if the course is not Flex-enabled (or Flex Skipped-enabled), the student may have to answer questions on quizzes and tests for a skipped assignment.	The original Due date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.
Skipped	**Assigned**	The assignment must be worked on by the student and appears in the student's Assignments list.	A new Due date appears.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Skipped	**Not Started**	The assignment must be worked on by the student because it now appears in the student's Courses list. When the previous assignment is completed by the student, the status will automatically change to Assigned.	A new Due date appears	None. No rescheduling of remaining assignments occurs.
Skipped	**Graded**	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • The **Date** field changes to the date the teacher graded the assignment. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None, No Due date appears because the assignment was originally Skipped.	None. No rescheduling of remaining assignments occurs.

For any status change, if the assignment status was successfully updated, the yellow message appears.

Assignment updated successfully.   ×
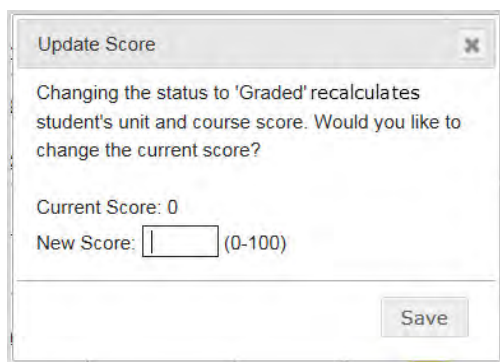
Manually grade assignments

You can enter a grade for assignments that appear in the **Assignment Alerts** list. Changing the status to "Graded" for an assignment and entering a score automatically recalculates the student's unit and course score.

1. On the main nav bar, click **Assignment Alerts**.

2. (Optional) Filter, search, or sort the **Assignment Alerts** list to locate the student's assignment. See "Filter, search, and sort the Assignment Alerts list" on page 121.

3. In the **Status** field, select **Graded**.

   The **Update Score** page appears.

   Update Score

   Changing the status to 'Graded' recalculates student's unit and course score. Would you like to change the current score?

   Current Score: 0
   New Score: [   ] (0-100)

   Save

4. In the **New Score** field, enter a score between 0 – 100.

5. Click **Save**.

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View and report on course progress and take action on assignments

After students are enrolled in courses assigned to you, you need to monitor their progress and take action on assignments on a daily basis. Students may send requests for help in assignments and you will need to quickly respond. Some assignments will require you to read the student's answer and manually grade the problem. You will want to monitor their progress in a course to decide when to intervene if you see they are struggling or if they are excelling, you may want to move a student to a higher-level course.

To help you with your daily tasks, the **Gradebook** has two tabs - **Grading** and **Action Required**. Each tab provides the tools you need so that you can quickly and easily perform your daily tasks as well as communicate with your students and run student reports to monitor progress.

> **Tip:** The **Dashboard** tab (under **Reports**) also lets you monitor student progress in active enrollments. For more information, see "Monitor and share student progress with the Dashboard" on page 207.

- On the main nav bar, click **Gradebook** to access the **Grading** and **Action Required** tabs.

Grading tab

The **Grading** tab enables you to view and track how your students are progressing through their assigned course(s), manage student assignments, such as skipping lessons and manually grading assignments, edit and reschedule enrollments, run student reports, and more.

To get started, you:

- Use the **Search** feature and filters to search for assigned courses for a student (or student group). See "Search for students and assigned courses" on the next page.
- Click the **+ Add Enrollment** button to easily and quickly enroll students in courses. See "Enroll students in courses" on page 95.

Once you have searched and found the student, student group, or courses, on the **Grading** tab you can:

- View student's progress in assigned courses. See "View students' progress in assigned courses" on page 143.
- View assessed standards mapped to assignments. See "View standards aligned to student assignments" on page 165.

- Edit enrollments to change the teacher of record, change the status, or more. See "Edit settings for enrollments" on page 113.

- Reschedule enrollments. See "Reschedule (change the term for) student enrollments" on page 107.

- Send messages to students enrolled in courses. See "Write and send messages to students while viewing their progress" on page 163.

- Run student reports. See "Run reports using Quick Reports from the Gradebook" on page 159.

- Easily navigate to other tabs using the **Go To** shortcut menu.
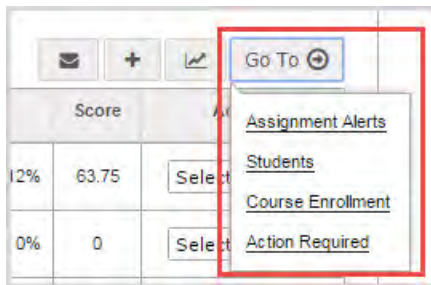
Search for students and assigned courses

On the **Gradebook > Grading** tab, you can search for a student, group, or course, to view students' progress in assigned courses, manage assignments, and enroll students in courses. Remember, depending on your teacher role, you may only see the students you can access.

> **Tip:** If you accessed the **Grading** tab from the **Go To > Gradebook** shortcut menu on the **Students > Registration** tab, **Teacher Assignment** view, or other feature, by default, the student's assigned courses automatically display. You can use the search filters to just see a specific course for the student.

Search filters
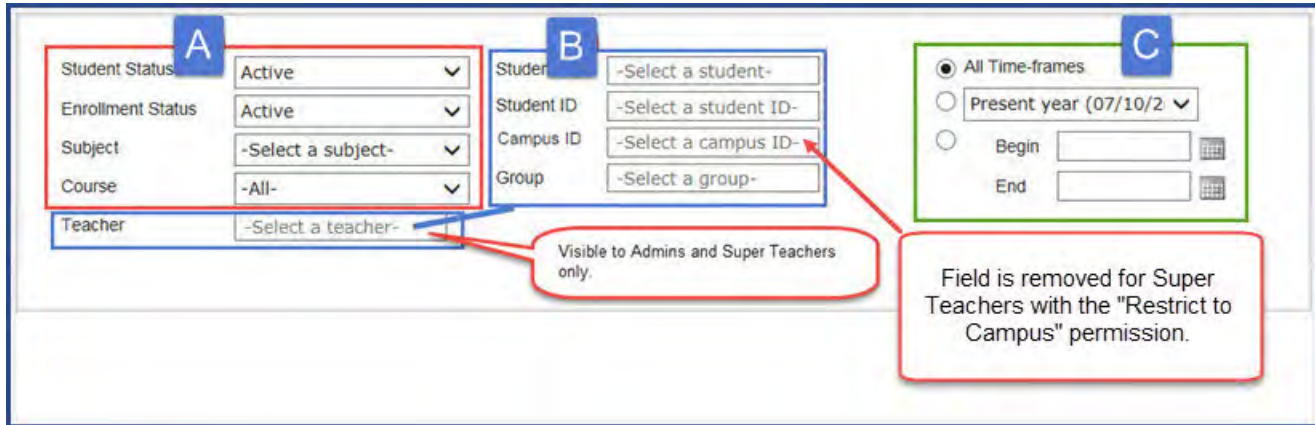
Just like the **Course Enrollments** search, you can filter your search, and search results, to find exactly what you want.
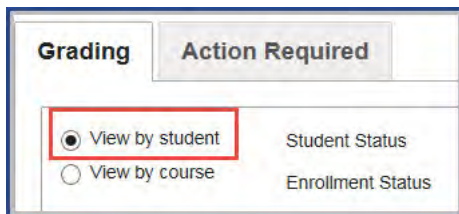
> **Note:** Super Teachers with the "Restrict to Campus" permission enabled will not see the Campus ID field and searches will only return students that have the same, matching Campus ID as the Super Teacher and students that have an enrollment for which the Super Teacher is the Teacher of Record (TOR).

Search filter choices include:

- Drop-down lists (example A) – Click to select a choice from a pre-filled list. You can search by student status (All, On Hold, Active), enrollment status (All, Active, On Hold), and subject and course.

- Text fields (example B) – Enter text and Ignitia tries to match the text you entered. You select a choice from the resulting items. You can search by teacher name (visible to admins and super teachers only), student name, student ID, campus ID, and group name.

- Enrollment terms (example C) – Click to select a term option and, select Begin and End dates from the calendar.

- By default, the search is set to **View by student**, but you can change it to **View by course** and search for a course.

If you don't select any filters, and just click **Search**, the search results return all students in all courses.

Page through your search results

Use the paging controls, located at the top and bottom of the page, to view all items.

- Click a page number or the paging controls to move forward or backward through the pages.

- In the **Goto Page** field, enter a page number, and click **Go**.

Search by student or student group

You can search by student or student group to see all assigned courses or you can narrow the search to a specific course. You can also search by your teacher name to find all students in courses assigned to you.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab appears and the **View by student** search filter is already selected for you.
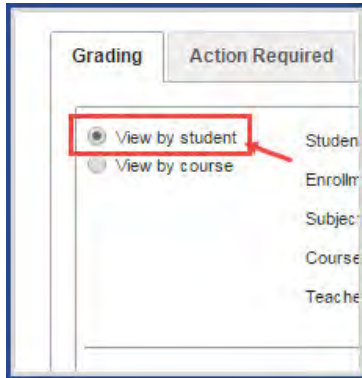
2. To search by student name, in the **Student** field, begin typing the first few letters of student's first or last name. Student names that match the letters appear in a list as shown in the example below.
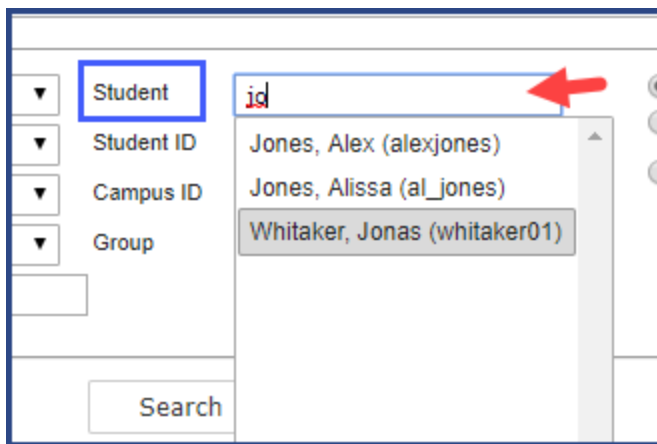
3. Select the name, or clear the letters to start again.

   Or,

   To search by student group, in the **Group** field, enter the first letter of the group name (or enter more letters to narrow the search), and when the matching list appears, select the group.

4. To narrow your search, select other filters:

   - For a specific course for a student search, in the **Subject** field, click and select a subject, and then in the **Course** field, click and select the course.

   - For courses assigned to you, in the **Teacher** field, begin typing your name, and select it from the matching list.

5. Click **Search**.

   Depending on the filters applied, the search results display:

   - For a student search, you see the student name link above the list of assigned courses. You can click the student name link to quickly go to the student's profile. Other information includes all courses the student is currently enrolled in, enrollment status, enrollment start and end dates for each course, student's progress in each course and current score for the courses as shown in this example.

Search results for View by student search

- For a student group search, you see all students included in the group, listed in alphabetical order, with all their assigned courses listed under each student's name with the same information shown in the example above.
- For a student search by course, you see the student's name above the course name, the assigned course, enrollment status, start and end dates, progress, and current score.

Search by course

You can search for a specific course to see all students enrolled in the course, or narrow the course search to a specific student, group, campus, enrollment term or more.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab appears.

2. Select the **View by course** filter.
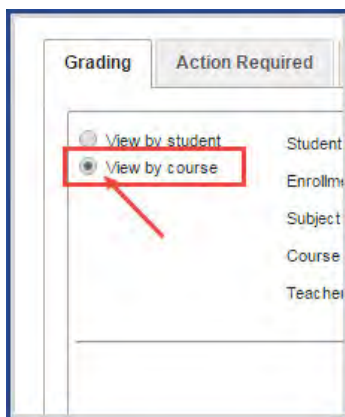
2. In the **Subject** field, click and select a subject, and then in the **Course** field, click and select the course.

3. To narrow (target) your search, use the following filters, and then click the **Search** button. If you don't want to use other filters, just click the **Search** button.

- To search for courses assigned to a specific teacher, in the **Teacher** field (only available to Admins and Super Teachers), enter the first few letters of the teacher's first or last name or username.

- To search for a specific student enrolled in the course, in the **Student** field, begin typing the first few letters of the student's first or last name. Student names that match the entered letters appear. Select the student.

- To search for a specific campus, in the **Campus ID** field, start typing the first few characters of a campus ID. Campus IDs that match the entered characters appear. Select the campus.

- To search for a specific student group, in the **Group** field, start typing the first few characters of a group name. Groups that match the entered characters appear. Select the group.

- To change the enrollment time frame from the **All time-frames** option, select either the **Select a term** option and then select a term or select the custom option and enter **Begin** and **End** dates.

Depending on the search filters applied, the search results display:

- For a course search using the **View by course** filter, you see the course name above the list of all enrolled students, enrollment status for each student, individual student's enrollment start and end dates, student's progress and current score for the course as shown in this example.

Search results for a course search

Algebra I							
Student Name	**Enrollment**	**Start**	**End**	**Progress**		**Score**	**Actions**
+ King, Avery (Active)	Active	10/11/2018	12/31/2018		0%	0	Select ▾
+ Bonilla, Dominik (Active)	Active	06/21/2018	09/28/2018		0%	0	Select ▾
+ Chambers, Noah (Active)	Active	12/10/2018	02/28/2019		0%	0	Select ▾

1

Goto Page 1 of 1 Go

Results: 1 to 1 of 1

- For a course search for a specific student, you see the course name above the student's name, enrollment status, enrollment start and end dates, course progress and current score.

Search results for View by course for a specific student
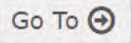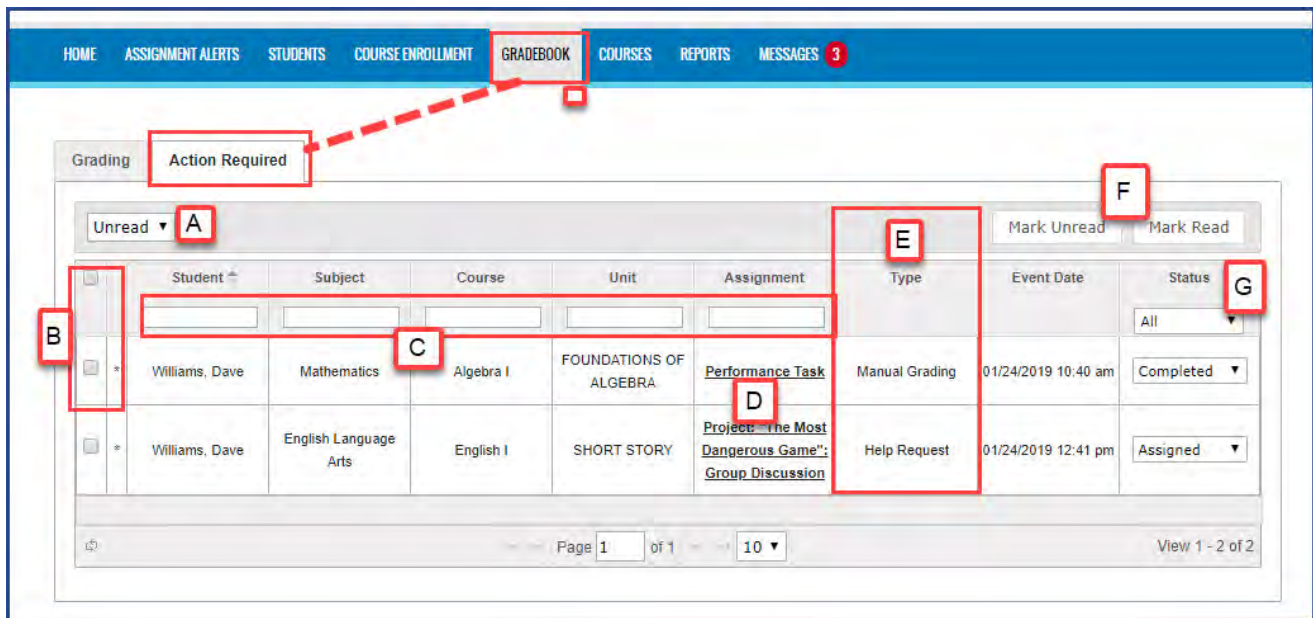
Algebra I							
Student Name	**Enrollment**	**Start**	**End**	**Progress**		**Score**	**Actions**
+ King, Avery (Active)	Active	10/11/2018	12/31/2018		0%	0	Select ▾

Action Required tab

The **Gradebook > Action Required** tab contains a list of notifications about assignments or enrollments that require your attention and action.
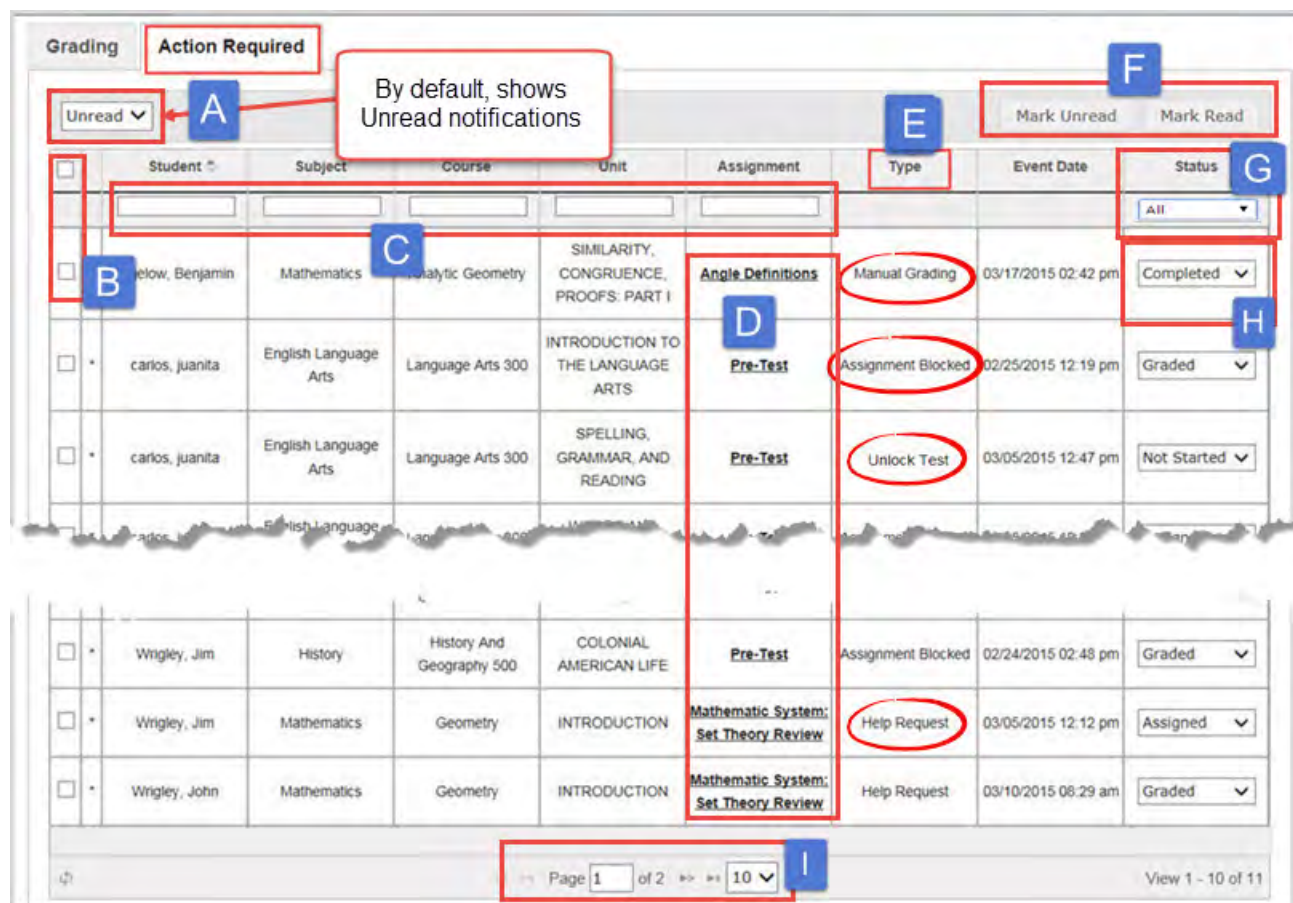
To open the **Action Required** tab, do one of the following:

- On the **Home** page, on the **Activity Stream** tab, click the <u>Actions</u> link.

- On the main nav bar, click **Gradebook**, then click the **Action Required** tab.

- From a student's **Go To** [Go To ⊕] button, click it to see the shortcut menu, and then select **Action Required**.

Features and tools on the **Action Required** tab, identified above, include:

Item	Feature/tool	Description
A	Unread/Read filter	**Unread** notifications are displayed by default in chronological order of date and time the event occurred. To see **Read** items, select **Read** from the list. Once you read an item on the **Unread** list, it gets moved to the **Read** list.
B	Select all or select one check box	Use the Select all check box to select all notifications in the list and click **Mark Read** (or **Mark Unread**) based on the Unread/Read filter. Or, select an individual item using the select one check box.
C	Filters	Enter text to filter the list. See "Filter, search, and sort the Action Required list" on the facing page.
D	Assignment link	Click the link to open the assignment to take action on it. See "Take action on notifications" on page 139.
E	Type	Displays the type of notification that requires your attention: • **Assignment Blocked** - Assignments that are blocked either manually or automatically by a setting for the student or enrollment. The assignment must be unblocked so that the student can continue. • **Manual Grading** - Assignments requiring manual grading, such as essays or projects. Without the manual grading, the assignment is not considered complete and does not have the **Graded** status.

Item	Feature/tool	Description
		• **Help Request** - Assignments where a student has used the internal messaging system to submit a request for help on the entire lesson or a specific question. You can read the help request and reply to it.
		• **Blank Essay Submitted** - Assignments (lessons, quizzes, and tests, but not projects) where essay questions were left blank by the student. The **Blank Essay Submitted** notification is only sent by the system when these three conditions are met: 1) The Grading permission "Blank Essay Notification" is enabled for the school. 2) All essay type questions are blank within the mentioned assignment types; if even one essay type question has an answer, then no notification is sent. 3) Maximum number of attempts (Max Lesson Attempts) has been met OR student meets the Pass Threshold set for the assignment type.
		• **Unlock Quiz** or **Unlock Test** - Quiz and test unlock requests so that the student can continue.
		• **Reschedule end of term** - A course term has reached its end date and student progress is blocked. This notification occurs if the "Block Term End Progress" setting is enabled for the enrollment and the student clicked the **Message Teacher** button on the alert message when trying to open the next assignment. That action triggered a **Reschedule end of term** notification for the teacher.
F	**Mark Unread and Mark Read buttons**	Lets you select items in the list and mark them as Read or Unread and moves items to the appropriate list (Read or Unread).
G	**Status filter**	Use the **Status** filter to change the list to only see assignments with the selected status.
H	**Status change tool**	Change the status of an assignment. See "Change status of assignments" on page 140.
I	**Paging tools**	Use the paging tools to move through pages in the Unread or Read lists.

Once you take action on an item in the **Unread** list, it gets moved to the **Read** list.

On the **Action Required** tab, you can:
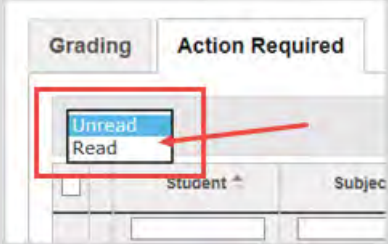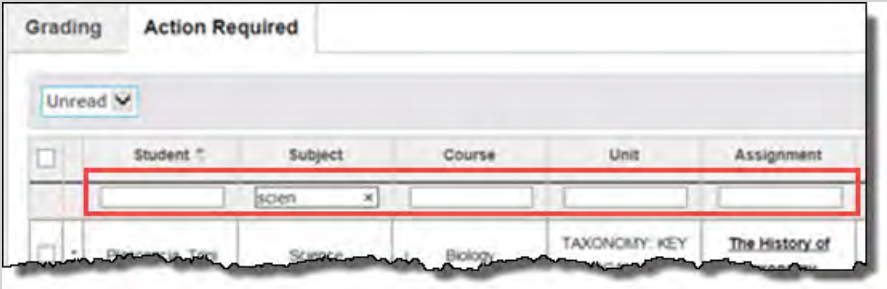
- Use the column filters, search text boxes, and sort control to help you easily get to the items requiring your attention. See "Filter, search, and sort the Action Required list" below.

- Take action on a notification. See "Take action on notifications" on page 139.

- Change the status of an assignment. See "Change status of assignments" on page 140.
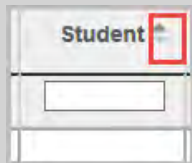
Filter, search, and sort the Action Required list

Use the filters, search, and sort options to change the information displayed in the **Gradebook > Action Required** list. so that you can easily find notifications requiring your attention.

To open the **Action Required** tab, do one of the following:

- On the **Home** page, on the **Activity Stream** tab, click the **Actions** link.

- On the main nav bar, click **Gradebook**, then click the **Action Required** tab.

Action	Do the following...
Filter list by Read or Unread notifications	• By default, the list displays **Unread** notifications because these items need your attention. To see notifications you have taken action on or marked as Read, select the **Read** filter.
Filter list by searching on keyword	• In the row immediately below several column headings are blank text boxes. These blank boxes are smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Filter list by Status	Use the **Status** drop down to select a status state and filter the list to only display those assignments with the selected state. Options are: • **All** - To reset the list to display all assignments. • **Assigned** - To see assignments that are blocked or have a student Help request. • **Completed** - To see assignments requiring manual grading by you. • **Graded** - To see assignments that have been graded and have a student Help request. • **Not Started** - To see assignments that are locked and you must unlock them so the student can proceed. • **Skipped** - To see assignments that students have skipped.

Action	Do the following...
Sort list in ascending or descending alphabetical order or date order (Event Date column only)	• Click to the right of any column heading name to display an ascending/descending control and sort the column to display items in ascending or descending alphabetical order or date order (only for the Event Date column).
Reset (clear) filters	• Click the **Reset filters** symbol located in the lower left of the page. Any search text or Status filters are removed from the list and the default list is displayed.

Tip: You can adjust the width of the columns. Hover the cursor (pointer) over the line to the right of each column header until a two-way arrow appears. Click, hold and drag the column width.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages or enter the page number.
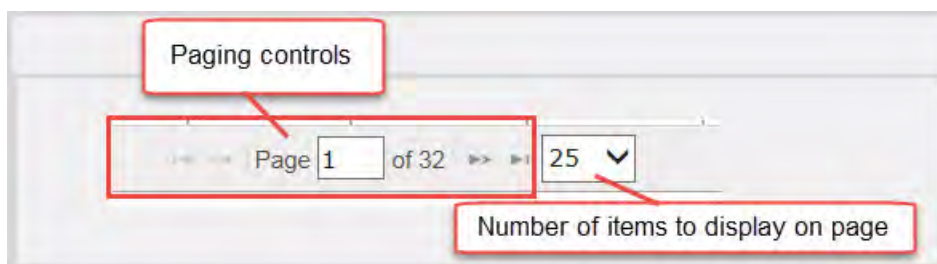
Take action on notifications

On the **Gradebook > Action Required** tab, depending on the type of notification, the following table explains how to take action on a notification requiring your attention.

Note: Once you take action on an **Unread** notification, it gets moved to the **Read** list. By default, the **Action Required** tab shows notifications in Unread status because those items require your attention.

To open the **Action Required** tab, do one of the following:

- On the **Home** page, on the **Activity Stream** tab, click the **Actions** link.

- On the main nav bar, click **Gradebook**, then click the **Action Required** tab.

  As mentioned in the Note above, by default, the list shows notifications in Unread status.

Type	Do the following...
Help Request	1. Click the **Assignment title** link to open the assignment in the **Teacher Assignment** view. 2. Read the request and reply to the student. See "Read and respond to assignment help-needed messages from students" on page 282.
Manual Grading	1. Click the **Assignment title** link to open the assignment in the **Teacher Assignment** view. 2. Read the student's answer and grade the question. See "Grade assignments and give point values for questions" on page 188.
Assignment Blocked	1. Click the **Assignment title** link to go to the course in the **Gradebook > Grading** tab. 2. Expand the course to the blocked assignment. 3. Clear the **Blocked** check box for the assignment. See "Unblock and block assignments" on page 156.
Unlock Test [Quiz]	1. Click the **Assignment title** link to open the assignment in the **Teacher Assignment** view. 2. Reset the assignment for the student. See "Reset assignments to clear scores and student work" on page 196.
Blank Essay Submitted	1. Click the **Assignment title** link to open the assignment in the **Teacher Assignment** view. 2. If desired, you can reassign the question to the student. See "Reassign questions in assignments" on page 199. 3. You may want to send a message to the student along with the reassigned assignment to inquire why the essay was left blank. See "Write and send messages to students while grading assignments" on page 203.
Reschedule end of term	- If you want to allow the student to continue progress, see "Reschedule (change the term for) student enrollments" on page 107. - If you do not want the student to continue in the course, you can change the status for the assignment, and then run reports to close out the term.

Change status of assignments

Using the **Gradebook > Action Required** tab, you can change the status of an assignment for a student you have access to see. The new status choice is dependent on:

- The current status of the assignment and the type of notification, such as a Manual Grading request or a Help Request.

- Whether or not any attempts have occurred. If attempts have occurred, your status choice may not process.

- The course enrollment settings, for example, the enrollment has Monitored Assessments (blocked quizzes and tests) enabled.

> ⚠️ **Warning:** Take care when changing the status for an assignment using the Action Required list. For example, for an Unlock Test request, the assignment status is **Not Started** because the student cannot proceed until the test is unlocked by the teacher. You probably won't want to change the status for an item like this. You would just unlock the test which automatically changes the status for the assignment to **Assigned**.

1. To open the **Action Required** tab, do one of the following:

    - On the **Home** page, on the **Activity Stream** tab, click the <u>Actions</u> link.

    - On the main nav bar, click **Gradebook**, then click the **Action Required** tab.

2. By default, **Unread** notifications are displayed. If you want to change the status of a **Read** notification, select **Read**.
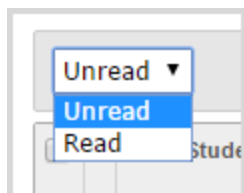
3. In the **Status** field, select a status type.

Depending on your status choice, the following change(s) occur(s). The table below describes the change(s) and what happens to the assignment Due Date and assignment pacing.

Current status	New status	This happens...	Due Date changes	Pacing changes
Assigned	**Graded**	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None.	None. No rescheduling of remaining assignments occurs.
Assigned	**Not Started**	If no attempts have occurred, the status now shows as **Not Started**. 📝 **Note:** If attempts have occurred, the status cannot be changed.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Assigned	**Skipped**	The assignment does not have to be completed by the student.	The original Due Date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
		Note: Be aware that if the course is not Flex-enabled (or Flex Skipped), the student may have to answer questions on quizzes and tests for a skipped assignment.		
Graded	**Assigned**	- The grade is removed from the assignment. - The student must complete the assignment again by the original Due date. - The **Attempts** count remains. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Graded	**Not Started**	- The grade is removed from the assignment. - The student must complete the assignment again by the original Due date. - The **Attempts** count remains. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Graded	**Skipped**	- The grade is removed. - The **Attempts** count remains. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date is removed.	None. No rescheduling of remaining assignments occurs.
Not Started	**Assigned**	The assignment appears in the student's Assignments list so the student can work on it.	The Due date does not change.	None. No rescheduling of remaining assignments occurs.
Not Started	**Graded**	- The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. - After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date does not change.	None, No scheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Not Started	**Skipped**	The assignment does not have to be completed by the student. **Note:** Be aware that if the course is not Flex-enabled (or Flex Skipped-enabled), the student may have to answer questions on quizzes and tests for a skipped assignment.	The original Due date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.
Skipped	**Assigned**	The assignment must be worked on by the student and appears in the student's Assignments list.	A new Due date is set for the assignments.	None. No rescheduling of remaining assignments occurs.
Skipped	**Not Started**	The assignment must be worked on by the student because it now appears in the student's Courses list. When the previous assignment is completed by the student, the status will automatically change to Assigned.	A new Due date is set for the assignment.	None. No rescheduling of remaining assignments occurs.
Skipped	**Graded**	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None, No Due date appears because the assignment was originally Skipped.	None. No rescheduling of remaining assignments occurs.

For any status change, if the assignment status was successfully updated, the `Assignment updated successfully. ×` message appears.

View students' progress in assigned courses

On the **Gradebook > Grading** tab, you can view a student's progress in assigned courses. You see the student's progress for each assigned course at the course level and can take course-level actions. Further, you can expand the course to see progress at the unit level. Then, you can expand a unit to see the assignments and take assignment-level actions, such as grading an assignment.

💡 **Tip:** The **Assignment Alerts** tab also shows current (last seven days) progress information of attempts and score for assignments.

There are several ways to access a student's course to view progress. The following steps describe one way.
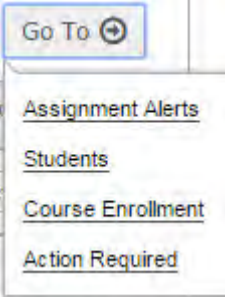
1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab appears.

1. Search for assigned courses by student, student group, or by course. See "Search for students and assigned courses" on page 130.

2. Your search results vary based on your search filters. In the example below, you see a student's progress for every course the student is enrolled in.

At the **Course** level, items identified above include:

Item	Identifies	Description
A	Student name, username, and user status link	Shows the student's name, username, and the current user status (Active, On Hold, or Archive) • Click the link to go to the **Edit Student** page where you can edit the student's personal information, change their user status, change enrollment grading and pacing settings, and change permissions.
B	Course toolbar	Contains tools for managing courses: • Click the **New Message** ✉ tool to send a message to the student or student groups. See "Write and send messages to students while viewing their progress" on page 163. • Click the **Add Enrollment** ✚ tool to add an enrollment. See "Enroll students in courses" on page 95. • Click the **Reports** ⬈ tool to run a student report. See "Run reports using Quick Reports from the Gradebook" on page 159. • Click the **Go To** tool to open a shortcut menu and select one of the links to quickly access other information for the student:

Item	Identifies	Description
		Go To ⊕ Assignment Alerts Students Course Enrollment Action Required
C	**Course title and designators**	Shows the title of the course and other designators, such as state_course_code, two-character state designator (for example, TX), and if course is set for Credit Recovery (CRx).
D	**Enrollment status**	Shows the current status of the enrollment (Active, On Hold, or Archive).
E	**Start date**	Date the course is scheduled to start based on the selected term or custom dates for the enrollment.
F	**End date**	Date the course is scheduled to end based on the selected term or custom dates for the enrollment.
G	**Progress complete %**	Indicates the student's progress for the course. To learn more, see "How unit and course progress percentage complete is calculated" on page 25.
H	**Score**	Current composite score for the course.
I	**Actions list**	Click the **Select** arrow and select an action for the course: • Select **Edit** to edit the enrollment settings for the course. See "Edit settings for enrollments" on page 113. • Select **Reschedule** to reschedule the course enrollment. See "Reschedule (change the term for) student enrollments" on page 107.

4. To drill into the course to see progress by unit, click the **expand** ✚ tool in the first column next to the **Course Name**. The symbol changes to the **collapse** ➖ tool.

At the **Unit** level, information identified above includes:

Item	Identifies	Description
A	Unit number (#) and title	Shows the unit number and title. Units are placeholders for assignments.
B	Skipped check box	If checked, indicates that the entire unit was marked skipped by the teacher. To mark an entire unit as skipped, see "Skip and unskip individual assignments" on page 153.
C	Start date	Actual date the student started the unit.
D	Complete date	Date the unit was completed by student.
E	Progress complete %	Indicates the student's progress for the unit. To learn more, see "How unit and course progress percentage complete is calculated" on page 25.
F	Score	Current composite score for the entire unit.

5. To drill deeper into the course units to see the assignments, click the **expand** ➕ tool in the first column next to the **Unit Title**. The symbol changes to the **collapse** ➖ tool.

At the **Assignment** level, you now see the individual assignment type – references, lessons, projects, quizzes, and tests – that make up the unit.

Note: If your school Admin has enabled Standards Documents and lessons and projects in the course have aligned standards, you may be able to view the standards. Look for the lessons and projects with blue backgrounds for the assignment symbol. To learn more, see "View standards aligned to student assignments" on page 165.

Items identified above for each assignment include:

Item	Identifies	Description
A	Type	Shows the symbol assigned to the assignment type. To see what the assignment type symbols mean, see "Assignment type symbols" on page 35. **Tip:** Symbols for assignments in **Skipped** status appear inactive or dimmed to visually let you know the assignment has been skipped. If you change the status to **Assigned**, the symbol appears active.
B	Title	Shows the assignment's number in the unit and the assignment's title. • Click the assignment title to open and view the assignment. See "View instructional content of assignments" on page 174.
C	Status	Automatically assigned by the system based on the course and enrollment settings. • You can change the status. See "Change status of assignments" on page 123.
D	Blocked	Checked indicates the assignment is blocked. Blocking can occur for assignments based on school and/or course enrollment settings and manually blocking by the teacher. • To unblock the assignment, clear the check box. See "Unblock and block assignments" on page 156.
E	Due	Date the student is scheduled to start the assignment. Assignment due dates are initially set by the system based on the enrollment term and other enrollment settings. Some assignment types, such as Reference, do not have a due date.
F	Started	Actual date the student started the assignment.
G	Complete	Date the assignment was completed by student.
H	Attempts	Number of attempts to pass assignment. 1. To view the details of attempts, click the **number** link. 2. Click the **close X** to close the page.
I	Score	Current score for the assignment.
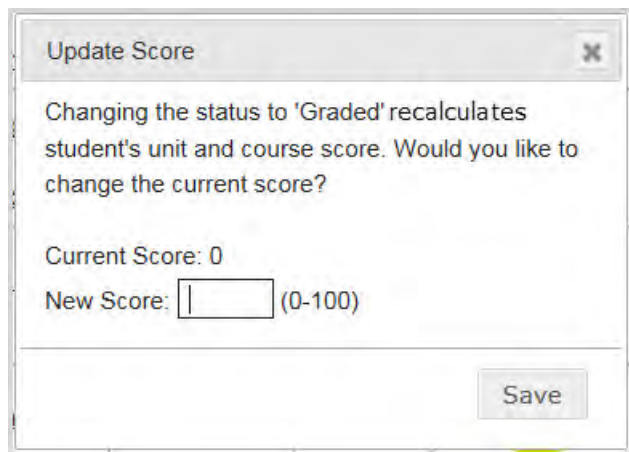
6. To collapse the units and course, click the **collapse** ▬ tool at either the unit's level or course level.

Manually grade assignments

Using the **Gradebook > Grading** tab, you can change the status of an assignment to "Graded" and enter a grade for the assignment. Changing the status to "Graded" for an assignment and entering a score automatically recalculates the student's unit and course score.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab is active.

2. Use the search filters to locate the student or course. See "Search for students and assigned courses" on page 130.

3. Click the **expand** ⊹ symbol to expand the course to the assignment level.

4. At the individual assignment level, change the **Status** to **Graded**.

   The **Update Score** page appears.

5. In the **New Score** field, enter a score between 0 – 100.

6. Click **Save**.

Change status of assignments

Using the **Gradebook > Grading** tab, you can change the status of an assignment for a student you have access to see. The new status choice is dependent on:

- The current status of the assignment.

- Whether or not any attempts have occurred.

- The course enrollment settings.

> **Note:** Some assignment status settings are automatically changed by the system based on the enrollment settings for the course. For example, if the student does not achieve the pass threshold for a lesson, the lesson is automatically re-assigned to the student based on the number of allowed attempts. You may not want to change the status for an assignment included in a course in CRx mode without checking the enrollment settings for the course first and messaging the student to check their status. See "Edit settings for enrollments" on page 113.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab is active.

2. Use the search filters to locate the student or course. See .

3. Click the **expand** ➕ symbol to expand the course to the assignment level.

4. In the **Status** field, select a status type for the action you want to perform.
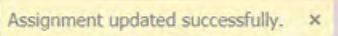
   Depending on your status choice, the following change(s) occur(s). The table below describes the change(s) and what happens to the assignment Due Date and assignment pacing.

Current status	New status	This happens...	Due Date changes	Pacing changes
Assigned	Graded	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on the previous page. • The **Complete** date is filled in with the date the assignment was graded by the teacher. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None.	None. No rescheduling of remaining assignments occurs.
Assigned	Not Started	If no attempts have occurred, the status now shows as **Not Started**. **Note:** If attempts have occurred, the status cannot be changed.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Assigned	Skipped	The assignment does not have to be completed by the student. **Note:** Be aware that if the course is not Flex-enabled (or Flex Skipped), the student may have to answer questions on quizzes and tests for a skipped assignment.	The original Due Date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.
Completed	Assigned	• The assignment is reassigned to the student. • The **Attempts** count remains. • The **Complete** date is removed.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Completed	Graded	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Completed	Not Started	• The **Complete** date is removed. • The **Attempts** count remains.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Completed	Skipped	• The grade is removed. • The **Attempts** count remains. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage..	Due date is removed.	None. No rescheduling of remaining assignments occurs.
Graded	Assigned	• The grade and Complete date are removed. • The student must complete the assignment again. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Graded	Not Started	• The grade and **Complete** date are removed. • The student must complete the assignment again by the original Due date. • The **Attempts** count remains. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The original Due Date does not change.	None. No rescheduling of remaining assignments occurs.
Graded	Skipped	• The grade is removed. • The original **Complete** date remains. • The **Attempts** count remains. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date is removed.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Not Started	Assigned	The assignment appears in the student's Assignments list so the student can work on it.	The Due date does not change.	None. No rescheduling of remaining assignments occurs.
Not Started	Graded	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • The **Complete** date is filled in with the date the assignment was graded by the teacher. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	The Due date does not change.	None, No scheduling of remaining assignments occurs.
Not Started	Skipped	The assignment does not have to be completed by the student. **Note:** Be aware that if the course is not Flex-enabled (or Flex Skipped-enabled), the student may have to answer questions on quizzes and tests for a skipped assignment.	The original Due date is removed from the assignment and cannot be recovered.	None. No rescheduling of remaining assignments occurs.
Skipped	Assigned	The assignment must be worked on by the student and appears in the student's Assignments list.	A new Due date appears.	None. No rescheduling of remaining assignments occurs.

Current status	New status	This happens...	Due Date changes	Pacing changes
Skipped	Not Started	The assignment must be worked on by the student because it now appears in the student's Courses list. When the previous assignment is completed by the student, the status will automatically change to Assigned.	A new Due date appears	None. No rescheduling of remaining assignments occurs.
Skipped	Graded	• The **Update Score** page appears for you to enter a grade and save it. For more information, see "Manually grade assignments" on page 149. • The **Complete** date shows the date the teacher graded the assignment. • After a refresh, the system automatically recalculates the student's unit and course score and progress percentage.	None, No Due date appears because the assignment was originally Skipped.	None. No rescheduling of remaining assignments occurs.

For any status change, if the assignment status was successfully updated, the Assignment updated successfully. ✕ message appears.

Skip and unskip individual assignments

> **Note:** Skipping an assignment removes the Due date, but does not force a system reschedule of the remaining assignments. If you later decide to unskip (reassign) the assignment, you cannot recover the original Due date. The system automatically calculates a new Due date based on the enrollment term and does not trigger a reschedule of the remaining assignments in the course.

You can use the **Gradebook > Grading** tab to skip and unskip individual assignments and you can skip an entire unit that has not been started. When you skip an assignment, several rules apply based on course, enrollment, and student settings:

- If the **Flex Assessments** setting for this student and course are enabled (the **Flex Skipped** check box is selected), any questions associated to the skipped assignment are disabled in related quizzes and tests and are not accessible to the student to answer. **Flex Skipped** is a student and enrollment setting. **Flex Assessments** is a course setting.

- If the course is NOT a Flex course, and **Flex Skipped** is NOT enabled for the enrollment and student, the questions ARE NOT disabled and the student WILL HAVE to answer the associated questions on quizzes and tests.

- If you skip one or more lessons in a unit, but not all assignments, the questions associated with those lessons are also skipped on the associated quiz and test. The question numbers for quiz and test items associated to skipped lessons are disabled and not accessible to the student to answer as shown in this example.

Disabled or grayed-out indicates Skipped questions.

> **Note:** If you enrolled a student in a standard Ignitia course and you have skipped one or more lessons, but the skipped lessons still display for the student, check the enrollment settings for the course, or the student profile. If the **Flex Skipped** option *is not selected*, select it. See "Edit settings for enrollments" on page 113.

Skip individual assignments

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab is active.

2. Use the search filters to locate the student or course. See "Search for students and assigned courses" on page 130.

3. Click the **expand** ✚ tool to expand the course to the assignment level.

4. At the individual assignment level, change the **Status** to **Skipped** as shown in the example.

A message briefly appears confirming that the assignment has been updated.

Assignment updated successfully. ✕
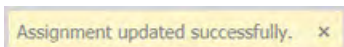
Notice that **Due** date is removed for the skipped assignment. Remaining assignments in later units are not affected; no reschedule is triggered so pacing is not affected.

> **Tip:** You can also use the **Teacher Assignment** view to skip assignments. See "Skip and unskip assignments" on page 183.

Skip and unskip units

You can use the **Gradebook > Grading** tab to skip and unskip an entire unit that has not been started.

> 💡 **Tip:** You can skip an individual assignment that has not been started or just unskip an assignment. See "Skip and unskip individual assignments" on page 153.

When you skip a unit, several rules apply based on course, enrollment, and student settings:

- If the **Flex Assessments** setting for this student and course are enabled (the **Flex Skipped** check box is selected), any questions related to the associated assignments in the skipped unit are disabled and are not accessible to the student to answer in the associated Semester Exam and Final Exam. **Flex Skipped** is a student setting and enrollment setting. **Flex Assessments** is a course setting.

- If the course is NOT a Flex course, and **Flex Skipped** is NOT enabled for the enrollment and student, the questions ARE NOT disabled and the student WILL HAVE to answer the associated questions for skipped units on Semester Exams and Final Exams.

To skip a unit:

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab is active.

2. Use the search filters to locate the student or course. See "Search for students and assigned courses" on page 130.

3. Click the **expand** ✛ tool to expand the course to the unit level.

4. At the **Unit** level, select the **Skipped** check box.

This action skips the entire unit and removes all Due dates for all assignments. Notice that all assignments appear "dimmed" or inactive.

A message briefly appears confirming that the assignments in the unit have been skipped.
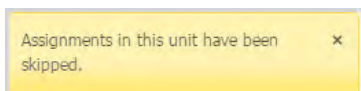
Due dates for remaining assignments in later units are not affected. This means no rescheduling of uncompleted units/assignments occurs and pacing is not affected.

To unskip a unit:

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab is active.

2. Use the search filters to locate the student or course. See "Search for students and assigned courses" on page 130.

3. Click the **expand** ✚ tool to expand the course to the unit level.

4. At the **Unit** level, clear the **Skipped** check box. This action places all the assignments in "Not Started" status (unless the assignment is Skipped by default for the course) and assigns new Due dates for all assignments.

   A message briefly appears confirming that the assignments in the unit have been reset.
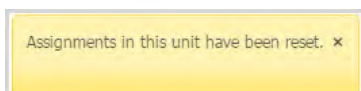
   Due dates in later assignments are not affected. This means no rescheduling of uncompleted units/assignments occurs and pacing is not affected

Unblock and block assignments

You can unblock individual assignments for students assigned to your courses. Typically, on your **Home** page in the **Activity Stream > Actions** list, you see requests to unblock assignments, but Ignitia provides several ways to view blocked assignments and unblock them.

If desired, you can manually block an assignment for a student, for example, you do not want the student to proceed without receiving some guidance from you.

> **Tip:** To understand how assignments (lessons, quizzes, and tests) get automatically blocked by the system for a student, see "Student profile user fields, enrollment settings, and permissions" on page 41. To understand how auto-blocking works for an enrollment, see "Enrollment Settings page fields, tools, and settings" on page 103.

To unblock an assignment:

1. Do one of the following for an assignment blocked request:

   - On the **Home** page, in the **Actions** list, in the **Actions** column, click the **Assignment Blocked** item.
   - On the **Gradebook > Action Required** tab, sort the **Type** column so that **Assignment Blocked** requests appear at the top of the Unread list, then click the **Assignment** title.

   > **Tip:** You can also filter the **Assignment Alerts** list that displays on the **Home** page to only show Blocked/Failed Assignments and change the status to "Assigned" which automatically unblocks the assignment.

   The expanded assignment opens in the **Gradebook > Grading** tab.

2. In the **Blocked** column for the assignment, clear the check mark.

3. If desired, collapse the assignment.

Block assignments

If desired, you can manually block an assignment for a student.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab appears.

2. Search for assigned courses by student, student group, or by course. See "Search for students and assigned courses" on page 130.

3. Click the **expand** ✚ tool in the first column next to the **Course Name** to drill into the course to the assignment.

4. Click the **expand** ✚ tool in the first column next to the **Unit Title** to expand or drill into the assignments.

   You are now at the assignment level.

5. In the **Blocked** column, select the check box for the assignment you want to block.

   When the student reaches the blocked assignment, he/she must send an unblock request.

Unlock tests or quizzes

You may receive **Unlock Test** or **Unlock Quiz** requests from students assigned to your courses. Typically, with an unlock test or quiz request, it means the student opened a quiz or test, and then for some reason the quiz or test was closed, the student stopped interacting with the assignment, or possibly, the connection was lost.

> **Note:** If a student stops interacting with the quiz or test, an inactivity timer appears after 25 minutes and if the student does not respond, the quiz or test gets locked by the system. However, if the student stops interacting with a quiz or test **and opens another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes.

The student must submit a **Request to Unlock** to the teacher in order to continue taking the test or quiz.

You see the **Unlock Test** or **Unlock Quiz** notification on your Home page in the **Activity Stream > Actions** list and also in the **Gradebook > Action Required** tab list.

- To unlock a test or quiz, in the **Actions** list, click the **Unlock Test [Quiz]** link.

  This action automatically unlocks the test or quiz so that the student can continue.

- From the **Action Required** tab, to unlock a test or quiz, click the **Assignment title** to open the assignment in the **Teacher Assignment** view. Click the **Reset** tool. See "Reset assignments to clear scores and student work" on page 196.

Run reports using Quick Reports from the Gradebook

Using the **Quick Reports** [icon] tool from the **Gradebook > Grading** tab, you can run student reports for a selected student, multiple students, or for a course. Unlike running a report using the **Activity Reports** tool, the time frame for the report is the term for the course enrollment and all report times are in the default school time zone. So, if you need to add extra filters, such as selecting a custom time frame, for a report, use the **Activity Reports** tool. See "Run reports from the Activity Reports tab" on page 257.

1. Do one of the following to access Quick Reports from the **Gradebook**:

    - On the main nav bar, click **Gradebook**. On the **Grading** tab, use the filters to search by student name or by course. See "Search for students and assigned courses" on page 130.

    - From the **Students > Registration** tab, for a selected student, under **Controls**, click the **Go To > Gradebook** shortcut menu option.

2. If you selected to **View by student**, from the toolbar located to the right of a student's name, click the **Quick Reports** [icon] tool.
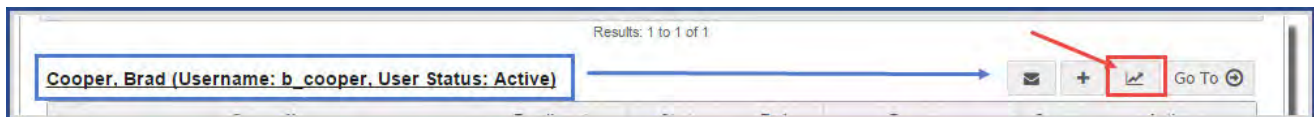
Or, if you have selected to **View by course**, to the right of the course name, click the **Quick Reports** [icon] tool.
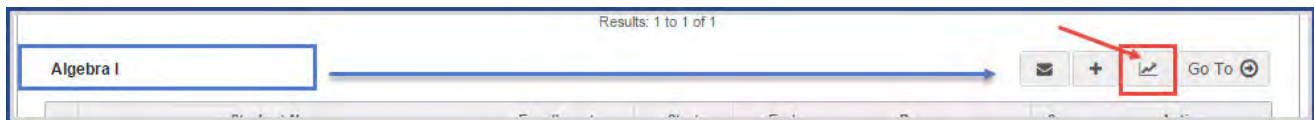
3. Select the report from the list of available reports. To learn more about the available student reports from the Gradebook, see " Activity Reports descriptions, user access, and additional filtering options" on page 221.
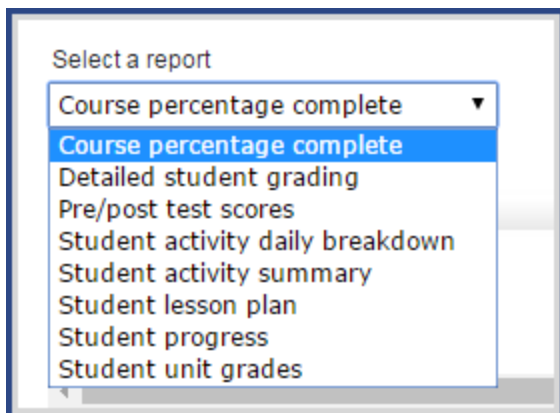
- If you selected the **Detailed student grading** report, to include students who have not started, select the check box.

Note: With the **Include students who have not started** filter selected, you will see all assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.

Tip: The **Info** ⓘ symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report**.
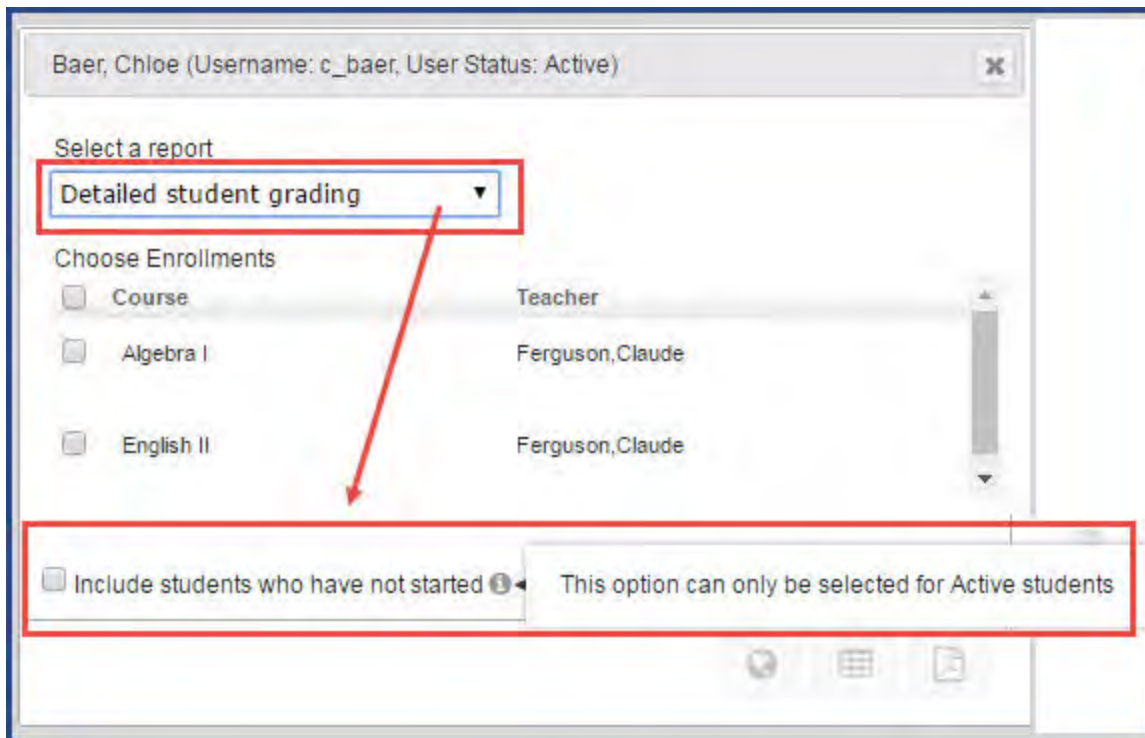
- If you selected the **Student lesson plan** report, you can also select to have an "Overdue" indicator appear for assignments that were overdue and for assignments that are currently overdue.
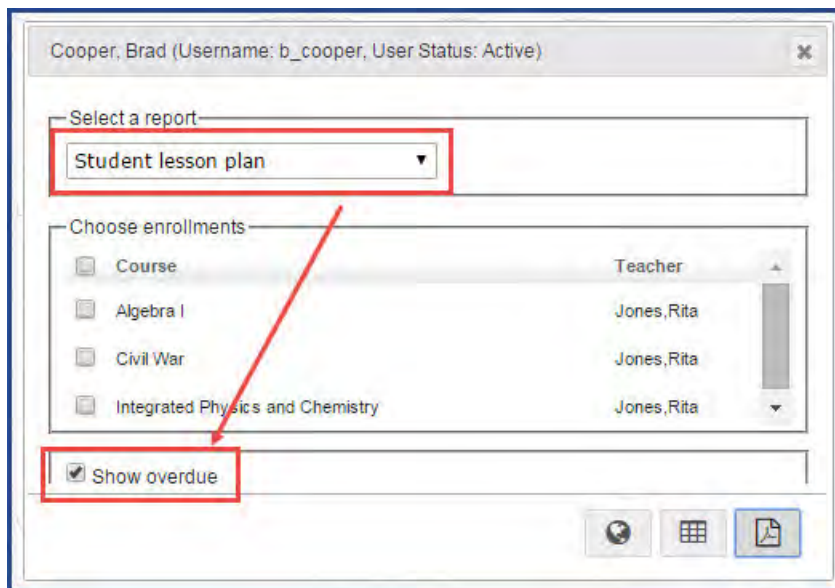
- If you selected the **Student unit grades** report, you can also select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.
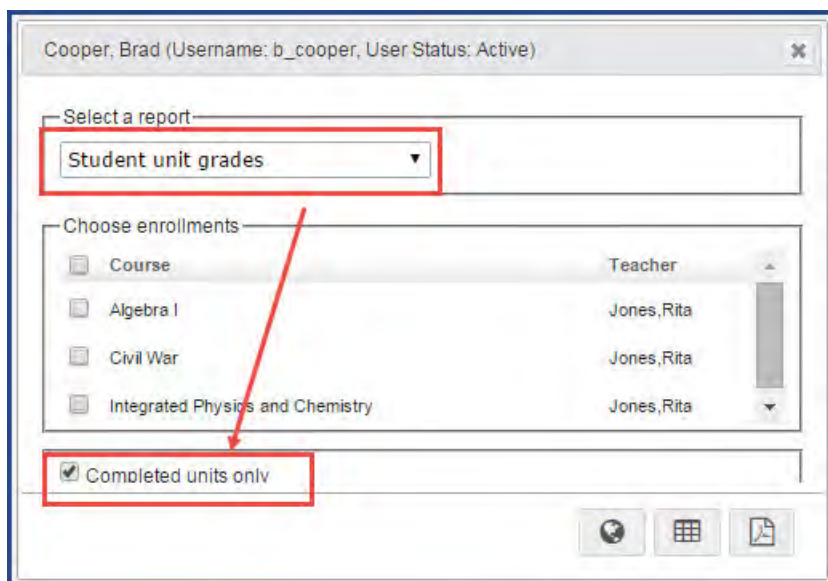
This action causes applicable courses to display.

4. To select a course, under **Choose enrollments**, click the check box next to the course name. Or, to select all courses, click the check box next to the **Course** column.
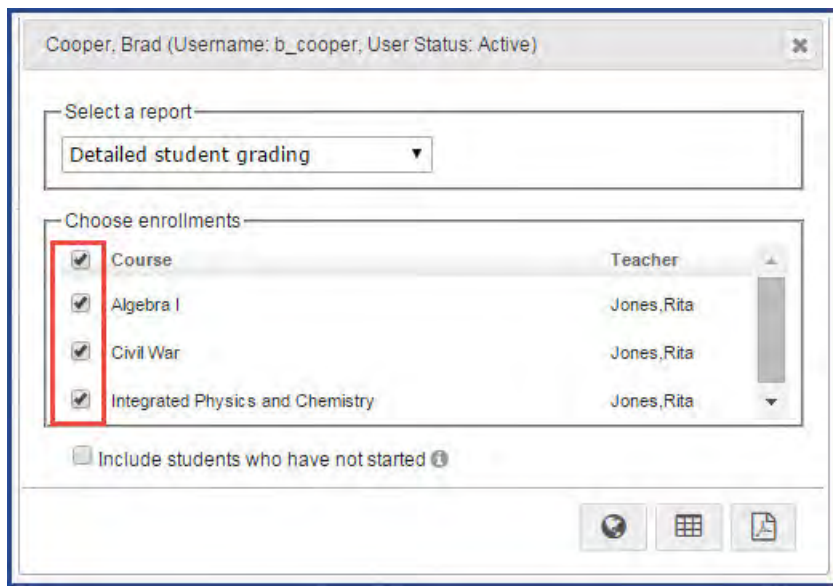
5. Select the format to export the report to. See "Activity Reports export formats" on page 245.

The selected report export file type downloads to your browser.

6. Click the download item notification to open the file and save it. You can use your browser's Print option or the application you opened the file with to print the report.

The following example shows a sample PDF of the **Detailed Student Grading** report.

Detailed Student Grading Report

Ignitia®

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher : Turner, Rosemarie

Course Name : Earth Science (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. Introduction to Earth Science	07/12/2018 02:57 pm	07/12/2018 03:02 pm	00:04	100.00
1	PROJECT	3. Project: Research a Career	07/12/2018 03:02 pm	07/12/2018 03:03 pm	00:01	90.00
1	QUIZ	6. Quiz 1: Introduction to Earth Science	Not Started		NA	0.00
1	LESSON	7. Layers of the Earth	Not Started		NA	0.00
1	LESSON	9. Continental Drift	Not Started		NA	0.00
1	LESSON	10. Plate Tectonics	Not Started		NA	0.00
1	LESSON	12. Plate Boundaries	Not Started		NA	0.00
1	QUIZ	14. Quiz 2: Earth's Dynamic Internal Structure	Not Started		NA	0.00
1	LESSON	15. The Spheres of Earth	Not Started		NA	0.00
1	LESSON	17. Geochemical Cycles: Cycles of Earth Materials	Not Started		NA	0.00
1	LESSON	18. Biogeochemical Cycles: Cycles of Life Materials	Not Started		NA	0.00
1	LESSON	19. Flow of Energy in Ecosystems	Not Started		NA	0.00
1	QUIZ	21. Quiz 3: Earth's Dynamic External Structure	Not Started		NA	0.00
1	LESSON	23. Review	Not Started		NA	0.00
1	TEST	24. Test	Not Started		NA	0.00
				Unit Score:		95.00
9	TEST	15. Test	Not Started		NA	0.00
				Unit Score:		.00
10	TEST	3. Exam	Not Started		NA	0.00
				Unit Score:		.00
				Course Score:		95.00

* Assignment and Course Scores may not be the final score.
* All Dates and Times are in Mountain Time

7. The report selection page stays open for you to select another report. When finished, click the Close **[X]**.

Write and send messages to students while viewing their progress

Using the internal messaging system, you can write and send a message to a student, or a student group, while you are viewing and managing their assignments. For more information about the internal messaging system, see "Communicate with teachers and students using internal messaging" on page 273.

1. On the main nav bar, click **Gradebook**.

2. On the **Grading** tab, in the **Student** field, enter the first few characters of the student's first or last name, student ID, or campus ID. Select the student from the list of matching results.

Or

If you want to locate a group of students, in the **Group** field, enter the first few characters of the group name. Select the group from the list of matching results.

3. Click **Search**.

The student's name(s) appears with all enrolled courses listed below it.

4. If you have more than one student, for example, you searched for a student group, for any student, click the **New Message** tool.
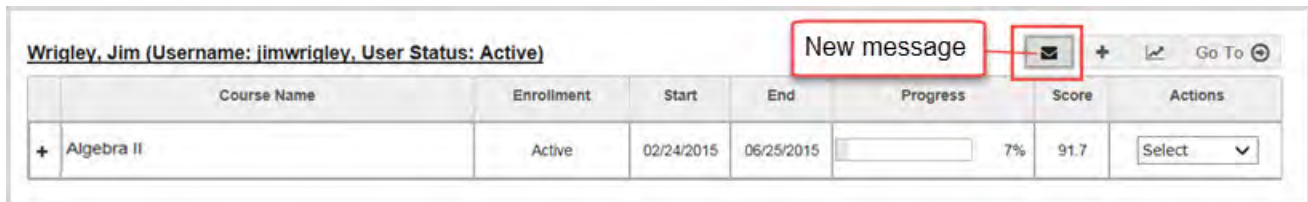
In the **Message** page, the selected student appears in the **To** field. If you are sending the message to a student group, go to step 5. If you are only sending the message to one student, go to step 6.

5. To send the message to a group, from the **Contacts** list, select **All Groups** (Admins and Super Teachers only) or select **My Groups**.

   a. From the **Groups** list, select a group.

   b. By default, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
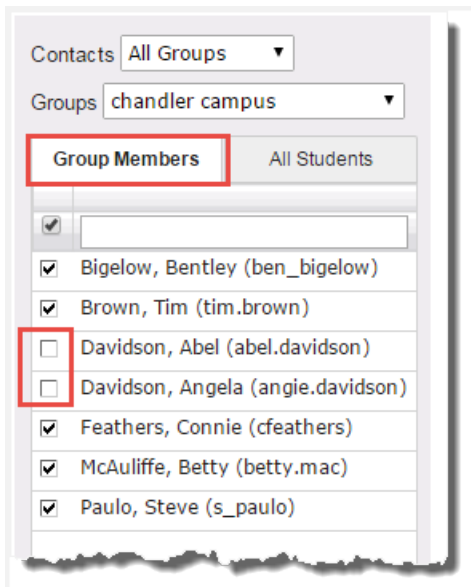
6. Enter the subject and message contents.

7. Click **Send Message**.

Based on the number of message recipients, your **Sent** list (accessed from the **Messages** tab) contains a message for each recipient. For example, if you sent the message to four students, your **Sent** list contains four person-to-person messages as shown in this example. For more information, see "Messages tab" on page 276.
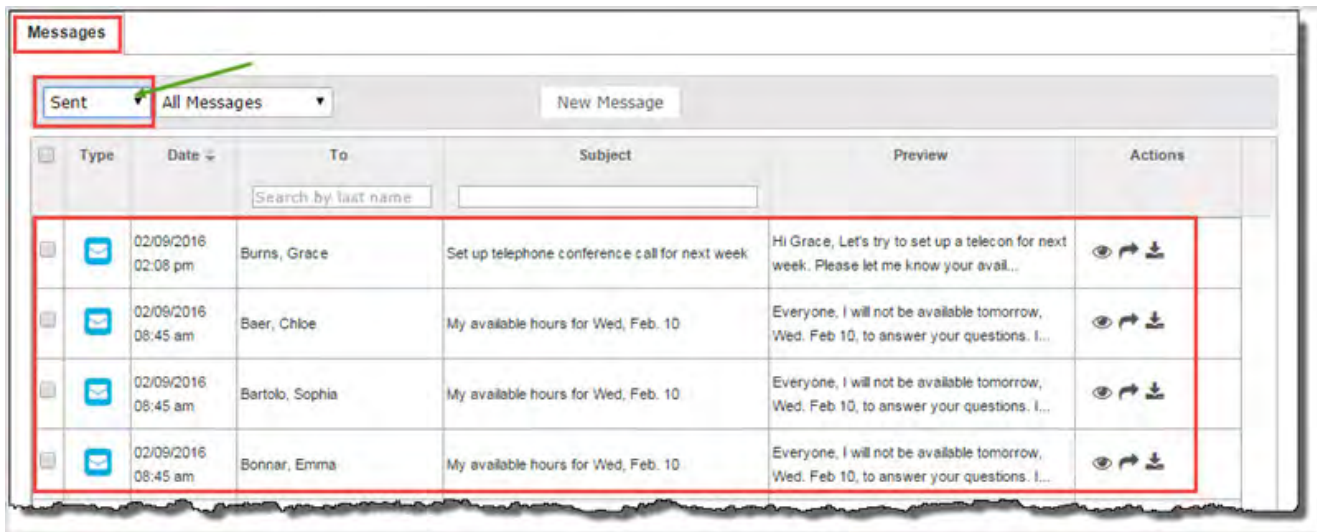
View standards aligned to student assignments

Standards alignment is a mapping between the Glynlyon curriculum (specifically Lessons and Projects) and the various standards published by state, national, and other standards organizations. Standards alignment mapping is an on-going process handled by the Curriculum Team. The **Standards Documents** school setting determines the aligned standards you can see for assignments for your entitled curriculum.

> ✔ **Permission(s) check:** If your school has permission by an Ignitia License Administrator, you can also run and download reports on standards aligned to your school's entitled curriculum so that you can assign appropriate courses to students and design your own custom courses using lessons and projects containing aligned standards. See "Run reports focused on standards aligned to Ignitia curriculum" on page 261.

You see all standards addressed in the assignment and can drill in to see the actual standard text.

> **Note:** If you do not see standards for a selected assignment, one of two conditions may exist to prevent this: 1) The Standards Documents are not enabled or 2) The assignment does not have any alignments at this time. Ignitia provides several visual indicators for assignments with aligned standards. Additionally, aligned standards may not appear for custom courses built using older versions of the curriculum. Typically, newer versions of the curriculum will display aligned standards, if available.

1. On the main nav bar, click **Gradebook**. By default, the **Grading** tab appears.

2. Search for assigned courses by student, student group, or by course. See "Search for students and assigned courses" on page 130.

3. To drill into a selected course, click the **expand** ✚ tool in the first column next to the **Course Name**.

4. To drill deeper into the course units to the assignments, click the **expand** ✚ tool in the first column next to the **Unit Title**.

   At this level, you now see the individual assignment type – tests, references, projects, lessons, quizzes – that make up the unit. To see what the assignment type symbols mean, see "Assignment type symbols" on page 35.

5. To view the standards aligned to an assignment, place the cursor on the **Lesson** symbol or **Project** symbol with a light blue background color. When you place the cursor on the symbol, the cursor changes from the pointer icon to the hand icon and a tooltip appears as shown in this example of an Algebra II course. These visual indicators let you know that an assignment has aligned standards. Notice that Lesson 2. Properties of Sets does not have the light blue background color. This means the assignment does not have aligned standards.

The subject authority code, numbering, or title for all aligned standards for the selected assignment display in a separate window as shown in this example. The standards appear in alphabetical/numerical order based on your school's selected states or authority. If the list is long, use the scroll bar to see all standards.

Type	Title	Status	Blocked
R			
L	**3. Operations of Sets**		
L	**Standards**		
	MA.8-12.S-CP.1	➡	
	MA.9-11.9.4.3.5	➡	
Q	MA.9-11.9.4.3.6	➡	
	MA.9-11.9.4.3.7	➡	
L	MA.9-12.CCSS.Math.Content.HSS-CP.A.1	➡	

6. To see the description for a listed standard, click the right arrow ➡ tool.

   The information displays in its own window as shown in this example.

3. Operations of Sets   ✖

MA.9-11.9.4.3.6 Describe the concepts of intersections, unions and complements using Venn diagrams. Understand the relationships between these concepts and the words AND, OR, NOT, as used in computerized searches and spreadsheets. ⌄

Previous	1 of 6	Next

7. At this point, you can:

   - Click the down arrow ⌄ to see a deeper level of information about the standard. You may see the applicable grade levels, subject, reporting authority, and more as shown in this example.

3. Operations of Sets

Minnesota Academic Standards

Mathematics

Grades: 9-11

MA.9-11.9.4 Data Analysis & Probability

MA.9-11.9.4.3 Calculate probabilities and apply probability concepts to solve real-world and mathematical problems.

MA.9-11.9.4.3.6 Describe the concepts of intersections, unions and complements using Venn diagrams. Understand the relationships between these concepts and the words AND, OR, NOT, as used in computerized searches and spreadsheets.

| Previous | 1 of 6 | Next |

- Click the **Previous** or **Next** buttons to move forward or back through all applicable aligned standards. The number indicator (example 1 of 6) at the bottom of the standards window lets you know that more standards can be viewed.

- Click the **Close** [**X**] to close the standards window.

8. To collapse the units and course, click the **collapse** ＿ tool at either the unit's level or course level.

Open and manage student assignments

Ignitia has a special view that allows a teacher (or admin) to open a student's assignment so that she can take action on the assignment. The **Teacher Assignment view** has many tools and features, some of which allow a teacher to:

- See the questions that need to be graded, including the answers, and easily grade the questions.
- Skip an assignment and skip individual questions within the assignment.
- Reset an assignment to clear the existing scores and student work.
- View contents of lessons, including any *standards* assessed (mapped) to lesson assignments.
- Send messages to students.
- Provide helpful study tips in the form of assignment notes.
- Print an assignment including any notes associated to the assignment.

Open an assignment
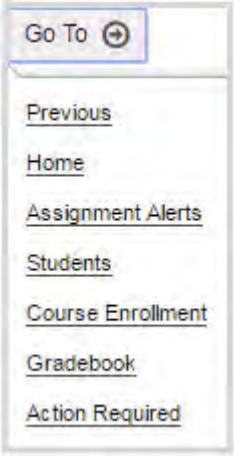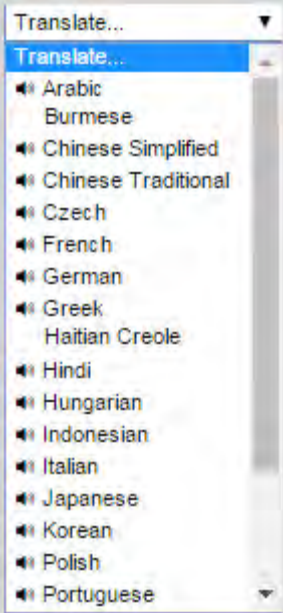
- Do one of the following to open an assignment in the Teacher Assignment view:
  - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.
  - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.
  - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.
  - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.
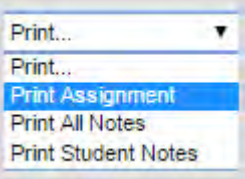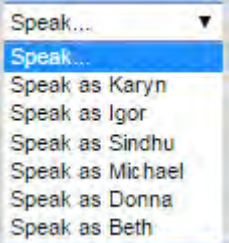
Teacher Assignment view features and tools

The features and tools in the top section of the **Teacher Assignment view** are *static,* which means the features and tools *do not change* based on the status of the assignment being viewed.
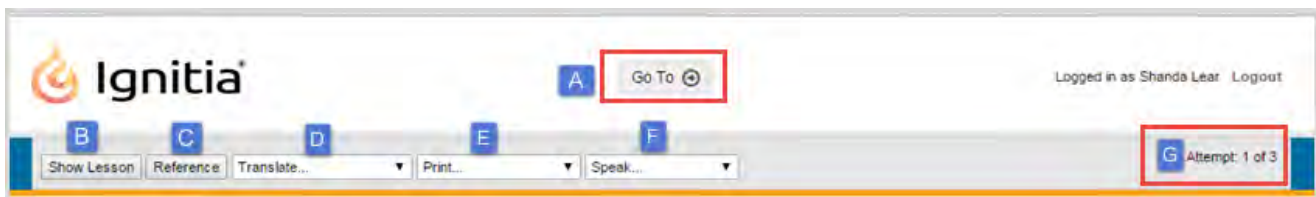
This table explains the features and tools identified in the top section of the view.
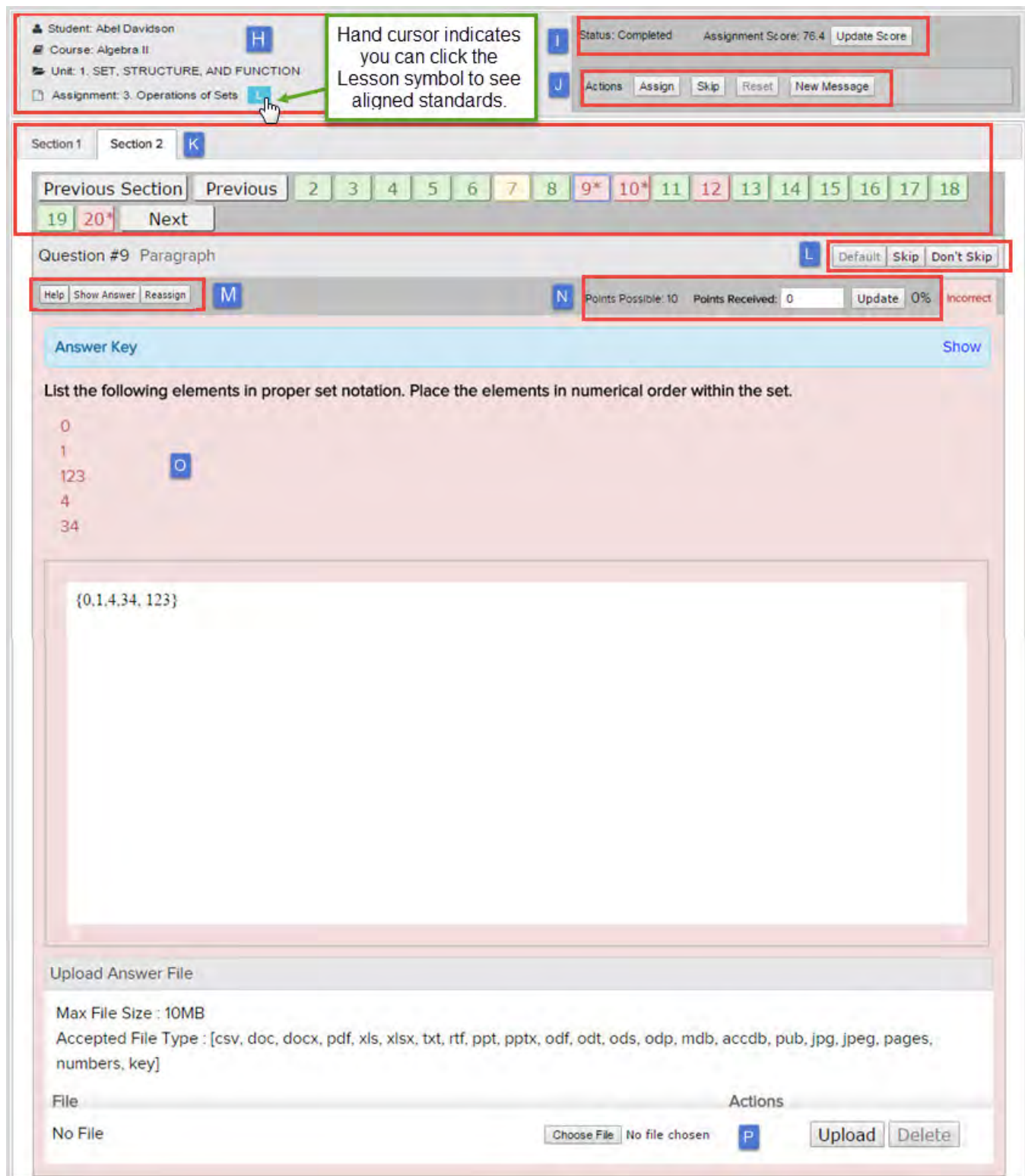
Item	Feature/tool	Description	See...
A	**Go to** shortcut menu	Click the arrow to select one of the links to go to that page/tab and close the assignment in the Teacher Assignment view.	"Close the assignment and go to another tab" on page 205.
B	**Show [Hide] Lesson** tool	Shows (hides) lesson's contents.	"View instructional content of assignments" on page 174.
C	**Reference** tool	Shows references of highlighted assignment text. **Note:** Not all assignments have references.	"View instructional content of assignments" on page 174.
D	**Translate** list	Translates highlighted assignment text into a selected language and allows audio play of most selected languages.	"View and hear translation of assignment text" on page 178.

Item	Feature/tool	Description	See...
E	**Print** list	Select to print assignment contents, assignment notes you added, and assignment notes the student added.	"Print assignments and assignment notes" on page 182.
F	**Speak** list	Contains various audio speakers that you can hear speak highlighted assignment text.	"Hear audio of assignment text" on page 181.
G	**Attempts counter**	Displays the number of times the student has attempted to complete this lesson successfully. The student sees the same counter.	

The features and tools in the lower section of the **Teacher Assignment view** are *dynamic*, which means some features and tools *do change* so that some are not visible or are disabled based on the current *status* of the assignment being viewed.

Tip: Assignment status can be one of the following states: Assigned, Completed, Not Started, Posted (Graded), or Skipped.

This table explains the features and tools identified in the lower section of the view.

Item	Feature/tool	Description	See...
H	**Assignment information**	Displays student, course, unit and assignment information. This information is generated by the system and cannot be edited. 💡 **Tip:** If the assignment has aligned standards based on the selected standards documents for your school, when you pause the cursor on the **Lesson** `L` or **Project** `P` symbol, the pointer changes to the Hand icon and you can click the symbol to view the assessed standards.	• "View standards aligned to student assignments" on page 185.
I	**Assignment status**, **Assignment score** and **Update Score** tool.	Displays current status and current score of the assignment. The Update Score tool allows the teacher to manually update the assignment score.	• "How grades (scores) are calculated for assignments, units, and courses" on page 22. • "Update scores for assignments" on page 193.
J	Assignment **Actions** tools: • **Assign** • **Skip** • **Reset** • **New Message**	Assignment Actions tools allow you to assign an assignment to the student (based on current status), skip an assignment, reset an assignment back to the default to remove all work, and message the student about the assignment.	• "Reassign assignments" on page 195. • "Skip and unskip individual assignments" on page 153. • "Reset assignments to clear scores and student work" on page 196. • "Write and send messages to students while grading assignments" on page 203.
K	**Lesson section tabs and questions**	• Displays tabs for each section in the lesson and the corresponding questions, by number, in the selected section. • Questions use colors and indicators to visually indicate the status of the question.	• "View instructional content of assignments" on the next page. • "Assignment question status colors and indicators" on page 188.
L	Question tools: • **Default** • **Skip**	Allows a teacher to: • Return the question to the status the system defaults to.	"Skip and unskip questions in assignments" on page 201.

Item	Feature/tool	Description	See...
	• **Don't Skip**	• Skip and unskip individual questions.	
M	Question tools: • **Help** • **Show [Hide] Answer** • **Reassign**	• Provides a method to send and respond to question help requests to/from students. • Indicates or displays the correct answer to the question. • When viewing a completed question, you can reassign the question to the student.	• "View the answers for questions" on page 197. • "Reassign questions in assignments" on page 199.
N	**Question points, points possible, and Update** tool	Displays points possible for the question and allows you to manually grade the question and update the score.	"Grade assignments and give point values for questions" on page 188.
O	**Question contents**	Displays question's content, including the answer (if show answer is selected) and the answer key if available for the question.	"View instructional content of assignments" below.
P	**Upload files**	Allows the teacher to upload files that the student has attached to the question, for example, an essay.	"Upload student files for answered questions" on page 194.

View instructional content of assignments

Using the **Teacher Assignment** view, you can view the instructional content of assignments, such as the the lesson material, lesson references, transcripts, audio files, questions, and even the answers to questions. Tools and features in the **Teacher Assignment** view let you skip and grade assignments and more.

1. Do one of the following to open and view an assignment:

   • On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

   • On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

   • On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   • On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. For the assignment instructional content, you can:

   • View sections and questions. See "View sections and questions" on the facing page.

   • View lesson material. See "View lesson instructional material" on the facing page.

   • View answer key for questions. See "View answer key for questions" on the facing page.

   • View lesson references. See "View lesson references" on the facing page.

   • Hear audio of selected text. See "Hear audio of assignment text" on page 181.

   • View and hear translation of selected text. Select from over 70 languages. See "View and hear translation of assignment text" on page 178.

   • Print assignments. See "Print assignments and assignment notes" on page 182.

To learn more about the tools and features in the **Teacher Assignment** view, see "Open and manage student assignments" on page 169.

View sections and questions

You use the section tabs, previous and next tools and question numbers to navigate and view a lesson in an assignment.

- Click the section tab to view the questions for the section. Not all sections may have questions.
- Click the **Next Section** and **Previous Section** tools to navigate sections.
- Click the **Next** and **Previous** tools to navigate and view questions within a section.
- Click a question number to view the question. To see the answer for a question, click **Show Answer**. To help you understand the question's status, see "Assignment question status colors and indicators" on page 188.

View lesson instructional material

In the Teacher Assignment view, you can see the instructional material that makes up the assignment lesson. The lesson material displays in the view and any questions are moved to the bottom of the view.

1. To see the lesson material, click **Show Lesson**. The tool toggles to **Hide Lesson**.
2. If there are multiple sections in the lesson, click the section tabs to see the lesson contents and questions for the applicable section.
3. Click **Hide Lesson** to close the lesson material and just display the questions.

> 💡 **Tip:** You can also add notes, such as helpful advice or guidance, to assignments. When the student is working on the assignment, they can click the Teacher Note indicator and read the note details. See "Write assignment notes to and read notes from students" on the next page.

View answer key for questions

For some types of questions, you can view the answer key.

1. To see a question's answer key, navigate to the question.
2. If the **Answer Key** blue band appears, click **Show** to see the answer key and click **Hide** to hide it.
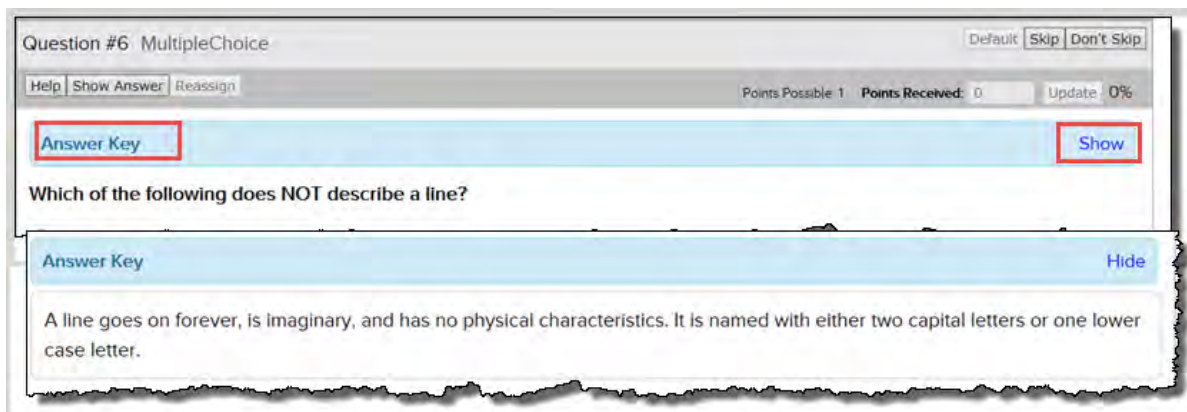
View lesson references

You can select text within an assignment, such as lesson text, and view the reference. Not all lesson text has references.

1. Click **Show Lesson**.
2. Highlight text within a lesson, and then click **Reference**.

If the text has a reference, it appears in a separate window located in the upper left of the view.

Write assignment notes to and read notes from students

You can write and add notes, such as help or other guidance, to an assignment. For example, you can add a note to an essay question to explain to the student how you graded the essay. You can add one or more notes to a selected section of the assignment. When the student starts working on the assignment, perhaps the assignment has questions that you've reassigned, the student sees a **Teacher Note** indicator and can read the note.

Additionally, students can write notes when working their assignments and you can read these notes when viewing the assignments in the Teacher Assignment view.

To write or read a note:

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. To see the lesson material so that you can add notes to it, click **Show Lesson**. The tool toggles to **Hide Lesson**.

3. If the assignment has multiple sections, click the **Section** tab for the area of the assignment that you want to write or read a note for.

4. To write a note for the student, follow the steps here. To read a note from the student, skip to step 5.

   a. Hover the cursor along the left side of the lesson material, under the **How To** button, until a gray indicator appears and changes to **Add Note**. Click the **Add Note** button.
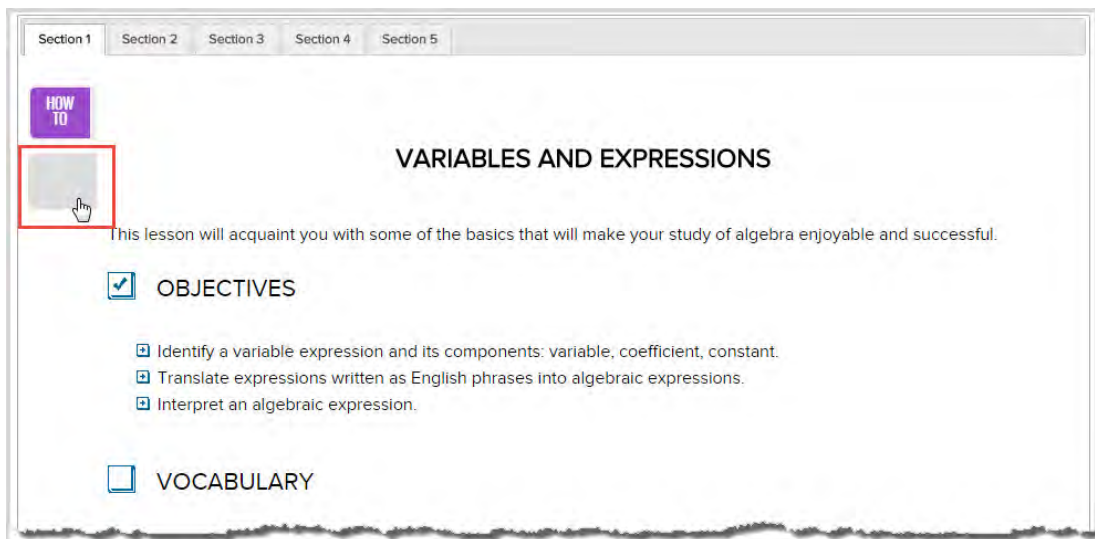
   b. In the **Add Note** page, enter the text of the note. You are limited to 1000 characters per note.

   c. Click **Save**.
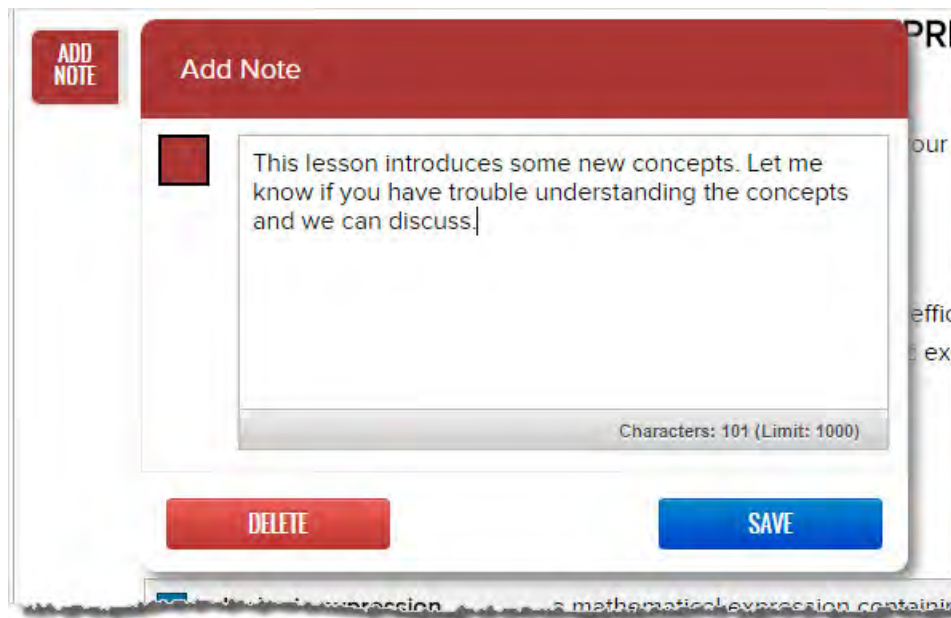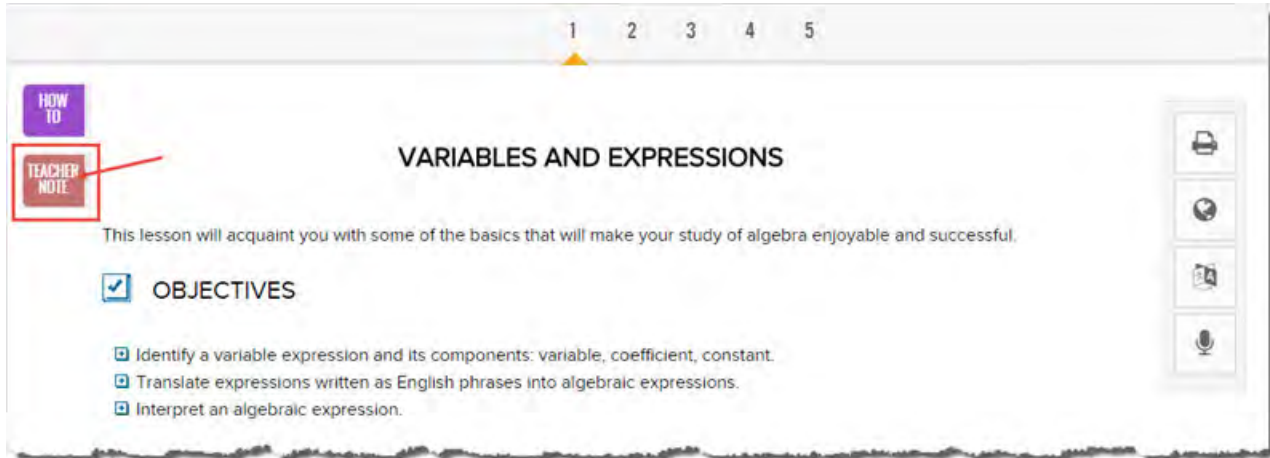
5. To read a note, look for the **Student Note** indicator and click it.
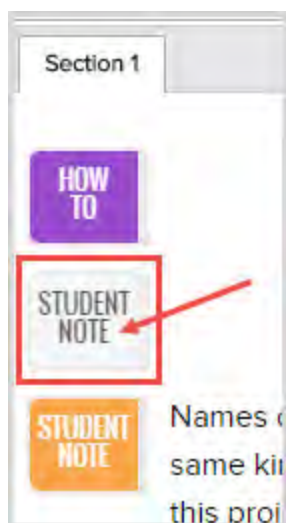
- Read the note and when finished, you can click **Delete** to delete the note or click **Close** to save the note.

6. If desired, continue selecting Section tabs and adding or reading notes.

7. Click **Hide Lesson** to close the lesson material and just display the questions.

8. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

What the student sees for assignments with notes

When the student starts working on the assignment, they see the **Teacher Note** indicator, and can click it to read the note.

View and hear translation of assignment text

You can view and hear a translation of selected text for assignments. Over 70 languages are available for the text translation. In the language selection list, a speaker with sound waves 🔊 symbol next to a language indicates that you can also hear the translated text being spoken in the selected language. Your computer must be audio-capable with speakers or headphones so that you can hear the translated text being spoken. For example, you can select the text of the lesson and view and hear the translation in Spanish.

> **Note:** Translated text is limited to 1000 characters at a time. If you highlight more than 1000 characters, a message appears stating that your request has been restricted to the first 1000 characters. For some languages to translate correctly, your computer's browser must have the fonts installed to support the translated text. For example, for Burmese, depending on your browser, you may need to download and install the Zawgyi-One Burmese Unicode font.

> **Tip:** The speaker with sound waves 🔊 symbol may appear a bit different depending on the installed fonts and browser.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. Do one of the following based on the text you want to translate:

   - To translate lesson text, click **Show Lesson**. Then, select a section tab and highlight the text.

   - To translate a question's text, select the section number and question number. Highlight the question text.

   - To translate the assignment information, highlight it.

3. From the **Translate** list, select a language.

Tip: The available languages are: Afrikaans, Albanian, Amharic, Arabic, Azerbaijani, Basque, Bengali, Belarusian, Bulgarian, Burmese, Catalan, Chinese (Cantonese), Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, English (United Kingdom), English (United States), Esperanto, Estonian, Filipino, Finnish, French, Galician, Georgian, German, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hmong, Hungarian, Icelandic, Indonesian, Irish, Italian, Japanese, Kannada, Korean, Latin, Latvian, Lithuanian, Macedonian, Malay, Maltese, Norwegian, Persian, Polish, Portuguese (Brazil), Portuguese (Standard Portuguese), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (United States/Mexico), Spanish (Latin America), Spanish (Spain), Swahili, Somali, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu, Vietnamese, Welsh, and Yiddish.

The highlighted text and translated text appears in a separate window. The top part of the window displays the highlighted text and the bottom part displays the translation.

Notice the 1000 characters message

The top part of the window displays the highlighted text.

The bottom part of the window displays the translation.

Click to hear the audio of the translation.

4. If necessary, use the window scroll bars to see the entire translated text.

5. To hear the audio of the translated text being spoken in the selected language, click the **Play** tool located at the bottom left of the translated text window.

Note: For several languages, the audio translation feature does not apply. Those languages with audio translation are identified with a speaker with sound waves 🔊 symbol.

The example below shows the Spanish translation of the selected text as the audio plays. Depending on the language selected, the words may be highlighted and the current word being spoken may be in bold text.

Click to stop audio of translation.
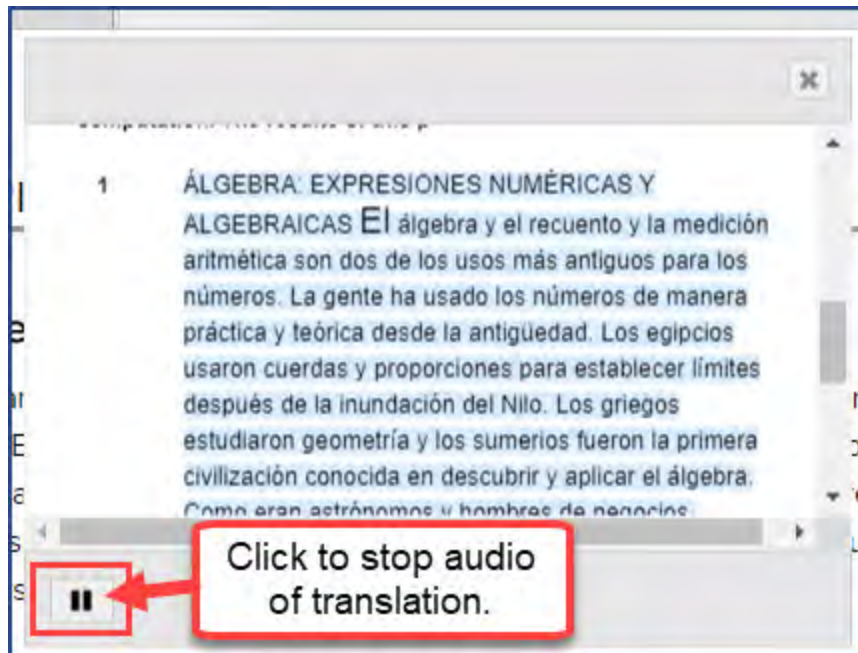
6. To stop the audio, click the **Stop** tool.

7. If desired, select another language from the **Translate** list and listen to the audio of it (if available).

8. To close the translation window, click the Close **[X]**.

9. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Hear audio of assignment text

You can hear an audio version of selected text of lessons, questions, and assignment information. Several speakers are available to choose from. Make sure you have your computer's speakers turned on.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. Do one of the following based on the text you want to hear:

   - To hear lesson text, click **Show Lesson**. Then, select a section tab and highlight the text you want to hear.

   - To hear a question's text, select the section number and question number. Then, highlight the question text you want to hear.

   - To hear the assignment information, highlight it.

3. From the **Speak** list, select a speaker.
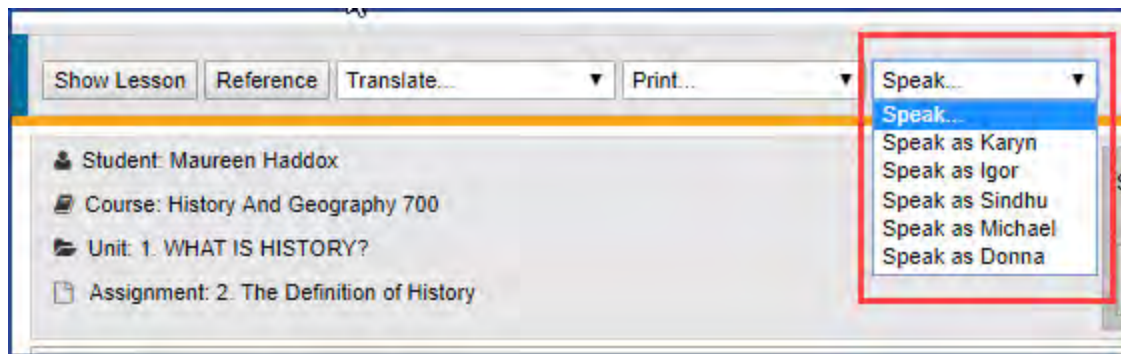
As each word in the selected text is spoken, the word enlarges to visually indicate the word being spoken and each sentence is highlighted.

Next to the **Speak** list, Start and Stop tools appear so that you can stop the audio and start it again.
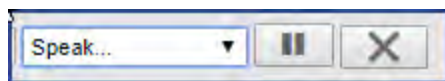
4. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Print assignments and assignment notes

You can print an assignment's contents, any notes you added to the assignment for the student to read, or any notes the student added to the assignment. See "Write assignment notes to and read notes from students" on page 176.

1. Do one of the following to open and view an assignment:

    - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

    - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

    - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

    - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. From the **Print** list, select an item.
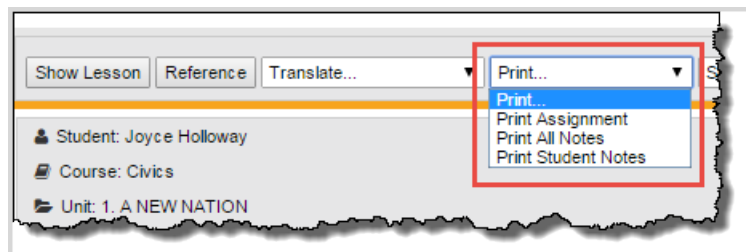
3. Depending on your print selection, do the following:

    - For **Print Assignment**, when the browser window appears, select content options:

        - Show **Teacher Content** (default) or **Hide Teacher Content**
        - Show **Student Answers** (default) or **Hide Student Answers**

4. Right-click in the browser window, and select **Print**, or press **Ctrl +p** to open the browser's Print function. Depending on the browser you are using, you may have to click a **Print** button.

5. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Skip and unskip assignments

You can use the **Teacher Assignment** view to skip and unskip (assign) individual assignments as long as those assignments have not been started.

> **Note:** Skipping an assignment removes the Due date, but does not force a system reschedule of the remaining assignments. If you later decide to unskip (reassign) the assignment, you cannot recover the original Due date. The system automatically calculates a new Due date based on the enrollment term and does not trigger a reschedule of the remaining assignments in the course.

When you skip an assignment, several rules apply based on course, enrollment, and student settings:

- If the **Flex Assessments** setting for this student and course are enabled (the **Flex Skipped** check box is selected), any questions associated to the skipped assignment are disabled in related quizzes and tests and are not accessible to the student to answer. **Flex Assessments** is a course setting and **Flex Skipped** is a student and enrollment setting.

- If the course is NOT a Flex course, and **Flex Skipped** is NOT enabled for the enrollment and student, the questions ARE NOT disabled and the student WILL HAVE to answer the associated questions on quizzes and tests.

- If you skip one or more lessons in a unit, but not all assignments, the questions associated with those lessons are also skipped on the associated quiz and test. The question numbers for quiz and test items associated to skipped lessons are disabled and not accessible to the student to answer as shown in this example.

> **Note:** If you enrolled a student in a standard Ignitia course and you have skipped one or more lessons, but the skipped lessons still display for the student, check the enrollment settings for the course, or the student profile. If the **Flex Skipped** option is not selected, select it. See "Edit settings for enrollments" on page 113.

To skip an assignment:

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the

assignment level, and then click the assignment title.

- On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. From the **Actions** tools located at the upper right, to skip the assignment, click the **Skip** tool as shown here.
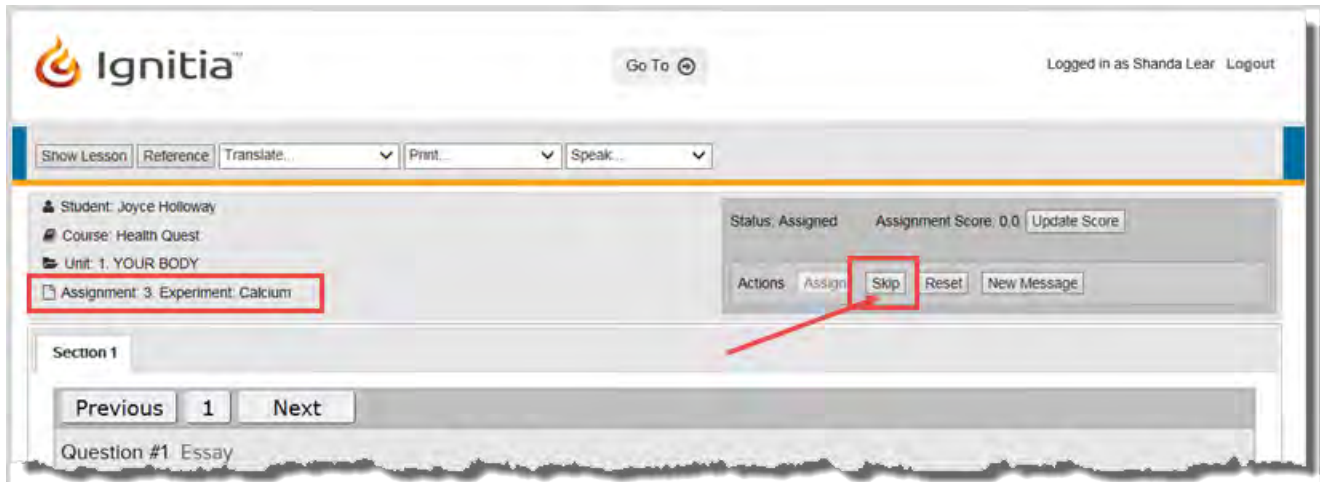
This action skips the entire assignment and removes it from the student's **Courses** list . When viewing the assignment in the Gradebook, the original Due date is removed. Later assignments are not affected; no reschedule is triggered.

To unskip an assignment:

1. On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title for the Skipped assignment.

2. From the **Actions** tools located at the upper right, to unskip the assignment, click the **Assign** tool as shown here.
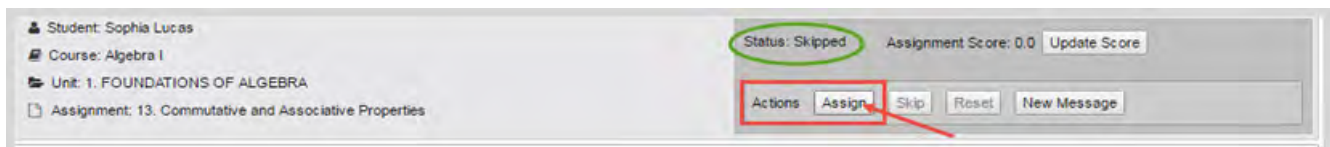
The **Status** now shows as **Assigned**.
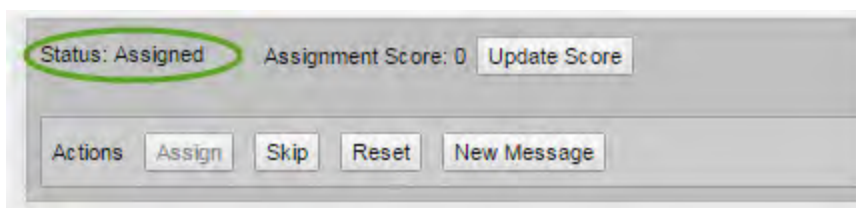
3. To confirm the status change and view the new Due date, click **Go To** and select **Gradebook**.

The Gradebook opens to the unit and displays all assignments. Later assignments are not affected by the status change of this assignment.

View standards aligned to student assignments

Standards alignment is a mapping between the Glynlyon curriculum (assignments, specifically Lessons and Projects) and the various standards published by state, national, and other standards organizations. Standards alignment mapping is an on-going process handled by the Curriculum Team. The **Standards Documents** school setting determines the aligned standards you can see for assignments for your entitled curriculum.

> ✓ **Permission(s) check:** If your school has permission by an Ignitia License Administrator, you can also run and download reports focused on standards aligned to your school's entitled curriculum. See "Run reports focused on standards aligned to Ignitia curriculum" on page 261.

You see all standards addressed in the assignment and can drill in to see the actual standard text.

> **Note:** If you do not see standards for a selected assignment, it either means a) the Standards Documents are not enabled or b) the assignment does not have any alignments at this time. Ignitia provides several visual indicators for assignments with aligned standards. Additionally, aligned standards may not appear for custom courses built using older versions of the curriculum. Typically, newer versions of the curriculum will display aligned standards, if available.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

   The assignment opens in the Teacher Assignment view.

   If the assignment is a Lesson with aligned standards, in the information section of the view, when you pause the cursor on the **Lesson** L symbol and when the cursor changes to the Hand icon, as shown in the example below, this means you can click that symbol to view the standards.
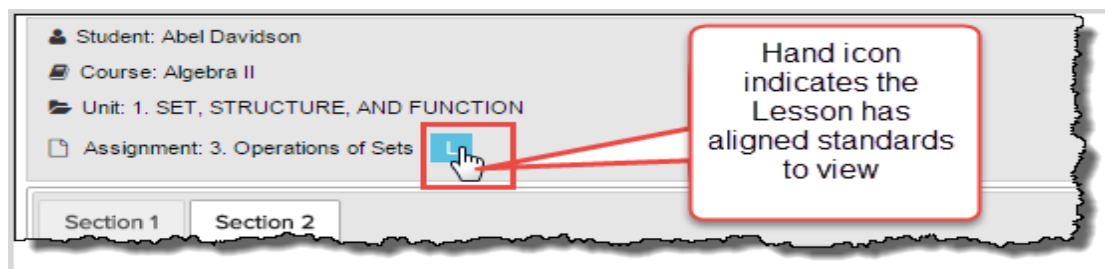
   If the assignment is a Project with aligned standards, when you pause the pointer on the **Project** P symbol, if the cursor changes to the Hand icon as shown in the example below, this means you can click that symbol to view the standards.
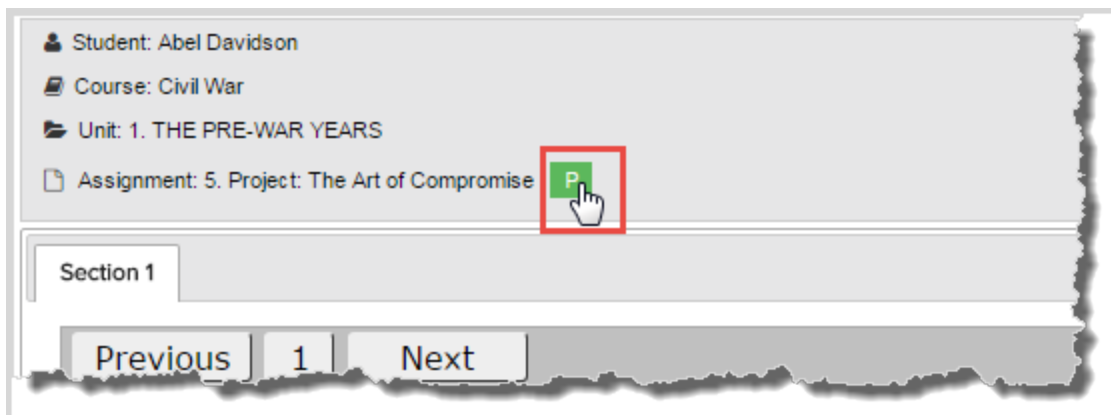
2. To see the standards aligned to the assignment, pause the cursor on the **Lesson** L or **Project** P symbol, and when the pointer changes to the Hand icon, click the symbol.

> 💡 **Tip:** To help you visually identify the assignment type, some assignments *without* aligned standards will still show the **Lesson** L or **Project** P symbol. It is just a static identifier and does not display other information about the assignment. When the cursor changes to the Hand symbol, this is the visual indicator of aligned standards for an assignment.

3. The subject authority code, numbering, or title for all aligned standards for the selected assignment display in a separate window as shown in this example. The standards appear in alphabetical/numerical order based on your selected states. If the list is long, use the scroll bar to see all standards.
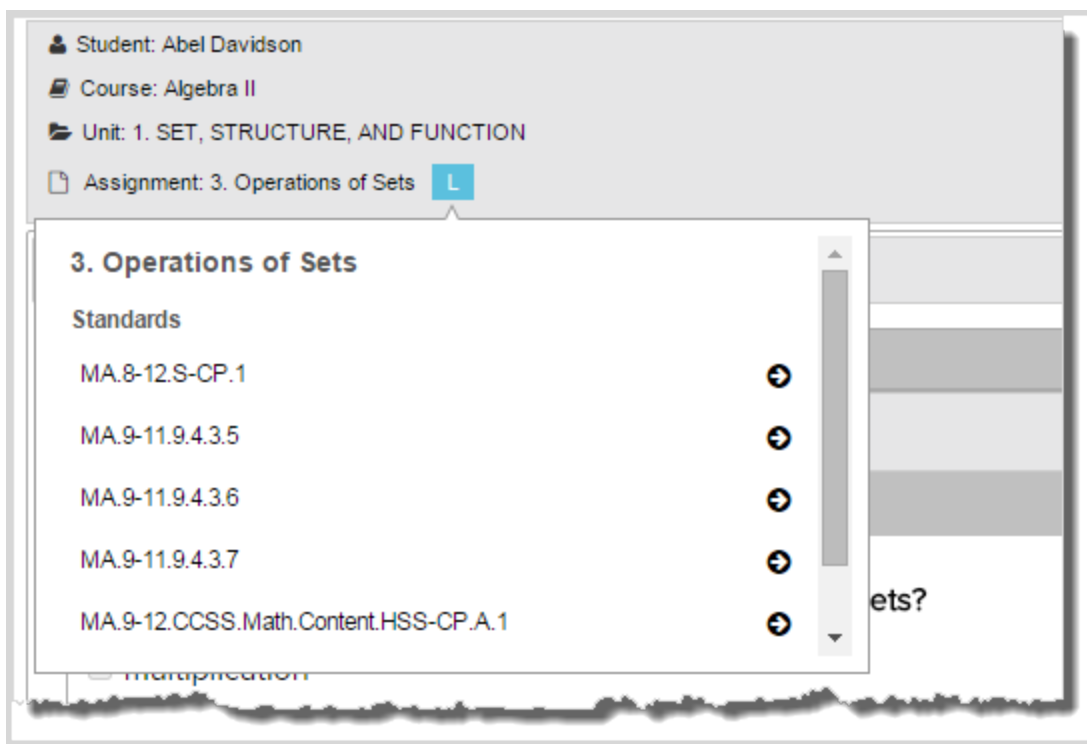
4. To see the description for a listed standard, click the right arrow ⬀ tool.

The information displays in its own window as shown in this example.

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3. Operations of Sets ✖

MA.9-11.9.4.3.6 Describe the concepts of intersections, unions and complements using Venn diagrams. Understand the relationships between these concepts and the words AND, OR, NOT, as used in computerized searches and spreadsheets. ⬇

Previous   1 of 6   Next

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5. At this point, you can:

- Click the down arrow ⬇ to see a deeper level of information about the standard. You may see the applicable grade levels, subject, reporting authority, and more as shown in this example.

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3. Operations of Sets ✖

Minnesota Academic Standards

Mathematics

Grades: 9-11

MA.9-11.9.4 Data Analysis & Probability

MA.9-11.9.4.3 Calculate probabilities and apply probability concepts to solve real-world and mathematical problems.

MA.9-11.9.4.3.6 Describe the concepts of intersections, unions and complements using Venn diagrams. Understand the relationships between these concepts and the words AND, OR, NOT, as used in computerized searches and spreadsheets. ⬆

Previous   1 of 6   Next
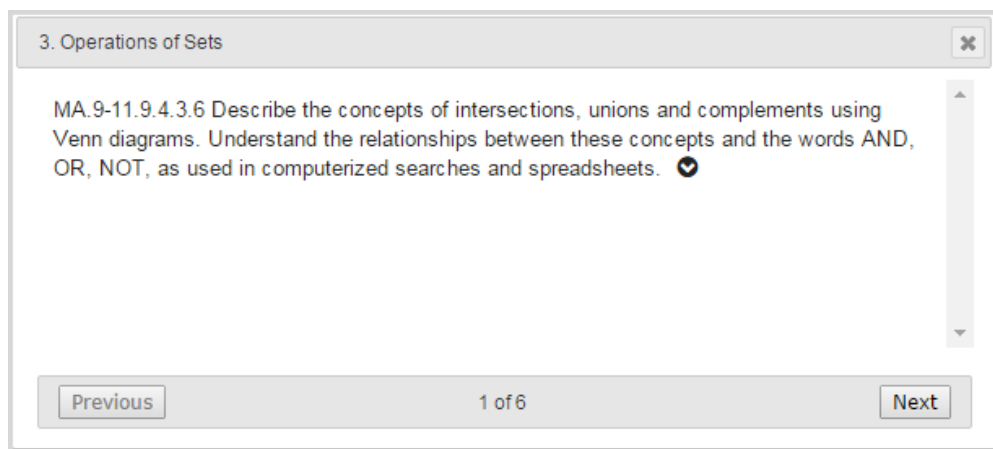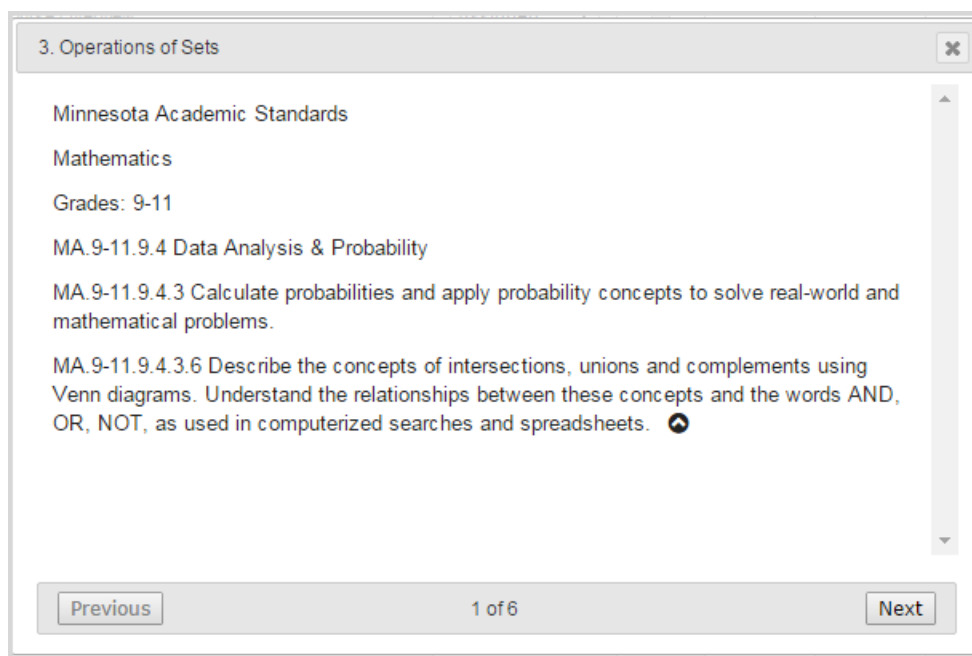
- Click the **Previous** or **Next** buttons to move forward or back through all applicable mapped standards. The number indicator (example 1 of 6) at the bottom of the standards window lets you know that more standards can be viewed.
- Click the **Close** [**X**] to close the standards window.

6. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Assignment question status colors and indicators

An assignment's question numbers and the background area around the question indicate the status of the question. An asterisk next to the question number indicates the question requires manual grading.

Color	Indicates
1	Answer to question is correct.
3	Answer to question is incorrect.
7*	Answer to question requires you to grade it. For example, an essay question. See Note below.
7	Answer to question is partially correct. You can keep the partial score or reassign the question again to the student.
2	Question was skipped, either by you as the teacher or by the application because a lesson was skipped using Flex Skipped. **Tip:** Gray question numbers are also smaller in size.
1	Question has not been answered or has been reassigned already for an assignment in progress.

Note: An asterisk can mean two different things. If you are viewing an assignment to grade it, the asterisk by the question number means the question needs to be graded by you. If you see an asterisk beside the score (usually a score of 0) of an assignment on the **Grading** tab, it means the student opened a quiz or test, and then for some reason the quiz or test was closed or the student closed the browser without turning in the quiz or test. The student, to work on the quiz or test again, must submit an **Unlock Quiz** or **Unlock Test** request. You should have an **Unlock Quiz** or **Unlock Test** request in the **Actions** list of the **Home** page. Clicking the request unlocks the quiz or test and the student can continue with the same attempt.

Grade assignments and give point values for questions

Before you begin, be aware that:

- If essay-type questions are left blank, these questions are automatically graded zero (0).
- If all essay-type questions are left blank in an assignment, the teacher receives a "Blank Essay Submitted" action notification instead of a request for Manual Grading.
- If the system determines the student has no chance of achieving a passing score, even if all manually-graded questions receive 100%, the lesson is automatically reassigned to the student.
- Students and teachers see the current score of assignments with manually graded problems (assignments in the "Completed" status).

Tip: If haven't already done so, you might want to read , to better understand how the system calculates grades.

Grade assignments from requests

Typically, for essay questions in lessons and projects that require manual grading, you are notified:

- By a **Grade Assignment** request which appears in the **Actions** list of the **Home** page.

- By a **Manual Grading** request which appears in the list on the **Action Required** tab of the **Gradebook**.

A manual grading required action is sent to the teacher *for every question* that requires manual grading rather than a single action item for the entire assignment.

1. Do one the following:

   - On the **Home page > Actions** list, click the **Grade Assignment** item to open the assignment in the **Teacher Assignment** view.

> **Tip:** Opening a **Grade Assignment** task from the **Actions** list enables a "**Remind Me**" button for the question so that if you do not have time to grade the assignment, you can click the **Remind Me** button to put the notification item back on the **Actions** list.

   - On the **Gradebook > Action Required** tab, you have two options available to quickly find assignments that require manual grading:

     - Option 1: Click the **Type** column to sort it, looking for **Manual Grading** requests. Then, click the **Assignment title** link.

- Option 2: Because **Manual Grading** requests show a status of **Completed**, filter the **Status** column to only show **Completed** assignments. Then, click the **Assignment title** link.
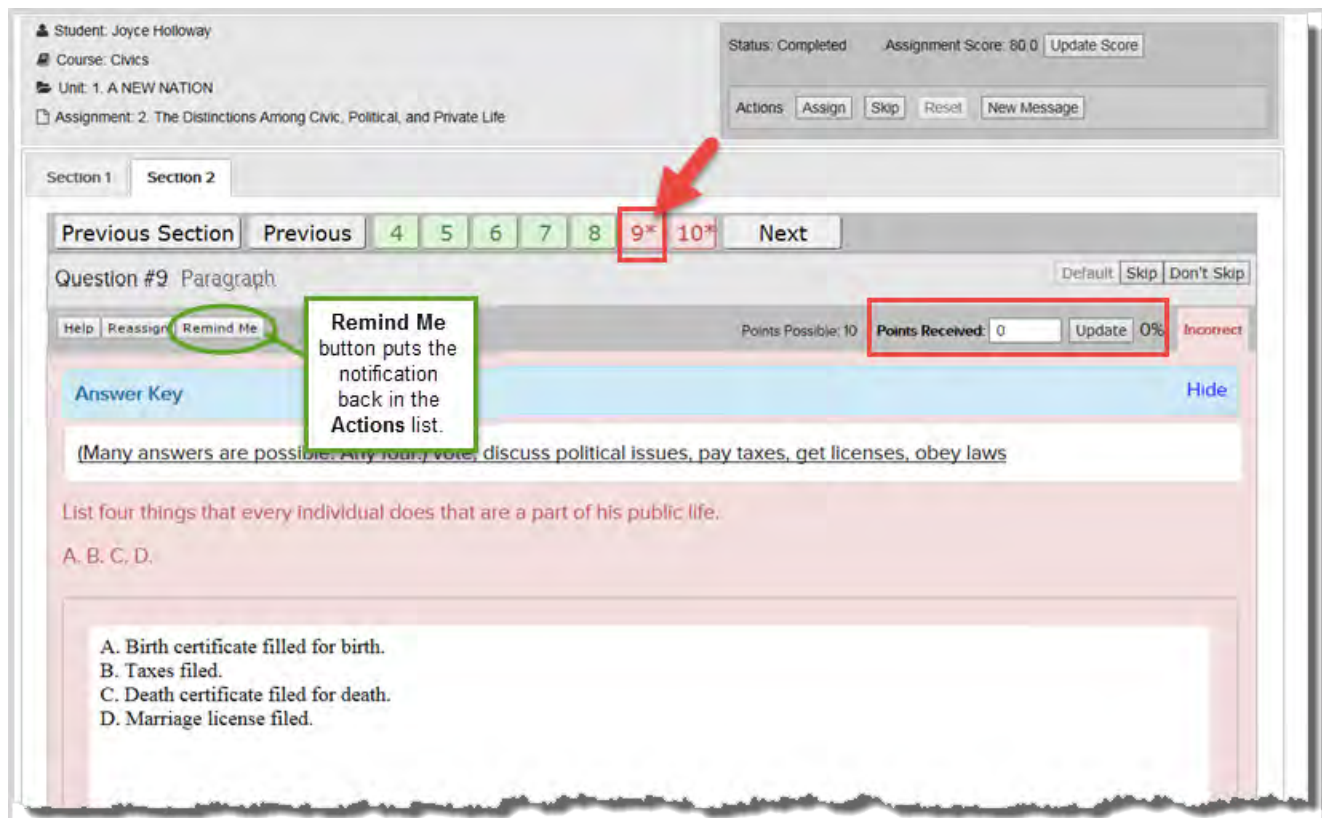
In the **Teacher Assignment** view, the question that requires a grade is highlighted in red with an asterisk as shown here.

2. Read the student's answer, or if the student provided the answer in a file, upload the file. See "Upload student files for answered questions" on page 194.
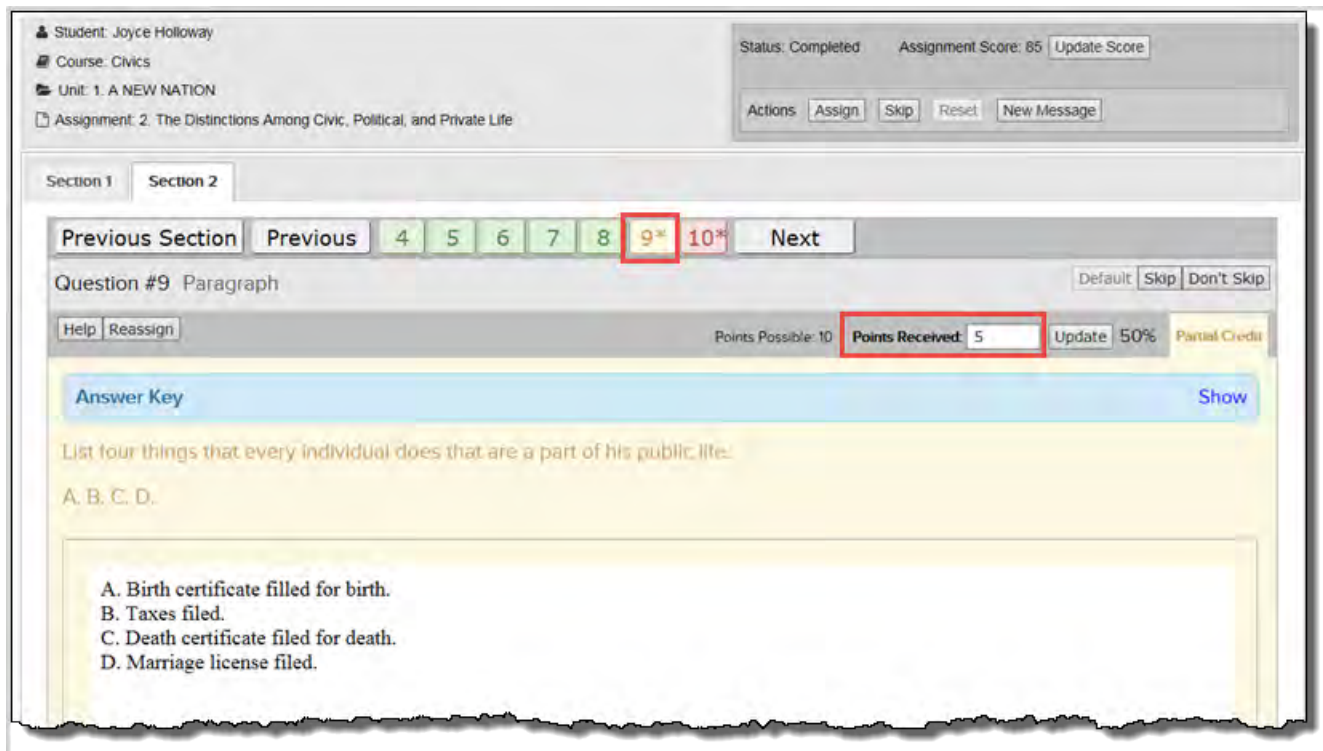
> **Note:** If you opened the **Grade Assignment** request from the **Actions** list and you do not have time to grade the assignment, a **Remind Me** button is enabled so that you can reset the notification and have the item appear back in the **Actions** list. See "Reset Grade Assignment notifications to the Actions list" on the next page. However, if you opened the assignment from a **Manual Grading** request on the **Action Required** tab, the **Remind Me** button does not appear.

3. Based on the number of points possible for the question, in the **Points Received** field, enter the number of points you feel the student's answer deserves.

4. Click **Update**.

   The Assignment score is updated to reflect the number of points you entered and the question color now changes to green if the student received the full points possible or yellow if the student received partial credit as shown here.

> **Tip:** You can also update the score for assignments while in the **Teacher Assignment** view. See "Update scores for assignments" on page 193.

5. If there are more questions to grade, select the next question that is highlighted red and has an asterisk, and repeat steps 2 - 4.

6. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Reset Grade Assignment notifications to the Actions list

You can reset **Grade Assignment** notifications back to the **Actions** list so that you are reminded to complete the grading. A **Remind Me** button appears for the assignment, and when clicked, resets the **Grade Assignment** notification.

> **Note:** The **Remind Me** button only appears for questions requiring manual grading that were opened from the **Grade Assignment** action in the **Actions** list and for assignments in **Completed** status. Once the question has been graded, the **Remind Me** button is no longer visible for the question.

To reset a Grade Assignment notification:

1. On your **Home** page, in the **Actions** list, click a **Grade Assignment** notification
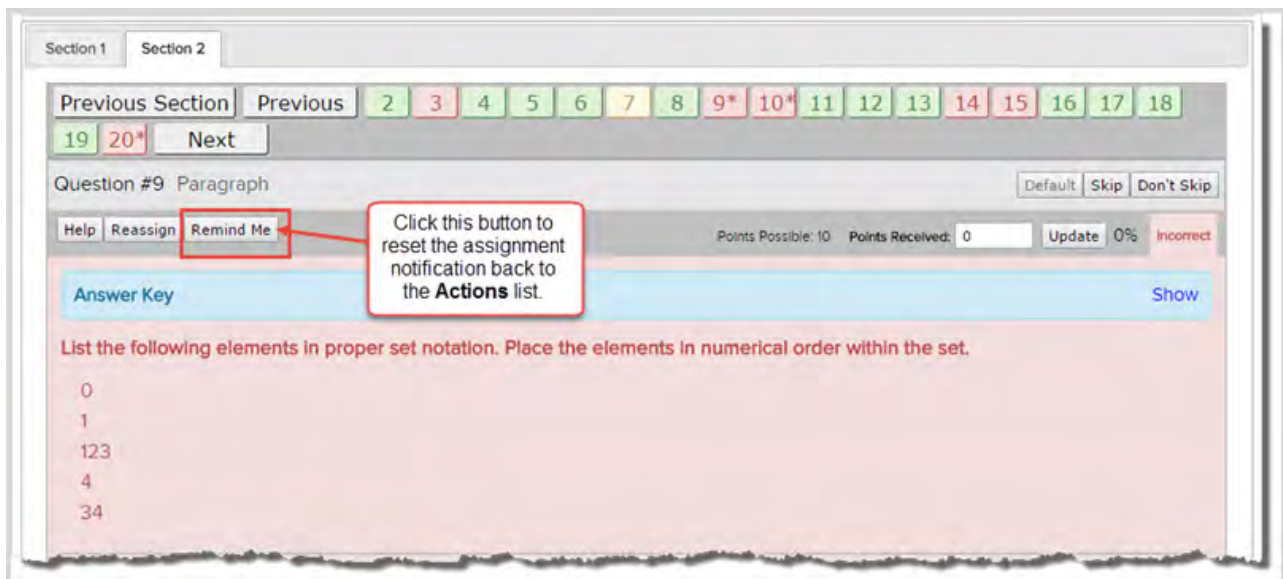
The assignment opens to the question requiring grading.

2. If you do not have time to grade the question, click the **Remind Me** button to put the assignment notification back on the **Actions** list.

3. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.
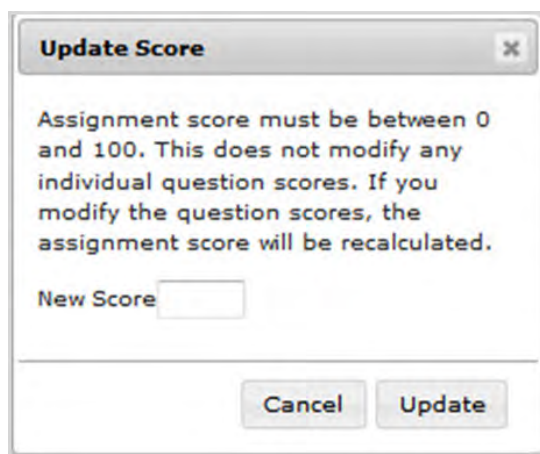
Update scores for assignments

You can update the score for the entire assignment without changing individual question scores.

> ⚠️ **Warning:** You should only update the score for an assignment in **Completed** or **Graded** status. If you accidentally update the score for an assignment with the status of **Assigned** or **Not Started**, all questions in the assignment are marked Incorrect and are colored red. The status changes to **Graded**. To fix the assignment, change the score back to zero and then go the **Assignment Alerts** tab to change the status back to **Assigned** or **Not Started**. This fix does not alter the attempts counter.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. Click the **Update Score** tool located in the upper right of the view, next to the **Assignment Score** field.

3. In the **Update Score** page, enter the new **Score**.

4. Click **Update**.

   The score you just gave the assignment appears as the assignment score.

5. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Upload student files for answered questions

Students can upload a file that contains the work for an assignment question. For example, a student uploads an essay that they had to write for a lesson. You, as the teacher, can then easily upload the student's file for the answered question, read the answer and grade it.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the

assignment level, and then click the assignment title.

- On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. If the assignment has multiple sections, click the section tab that contains the question, and then click the question number.

3. In the **Upload Answer File** section, click **Browse** to locate the named file.

The maximum file size is 10 MB and allowed file types are:

File type	External application for file creation
.csv	Text-based application, such as Wordpad or Notepad or Microsoft Excel lets you save files as .csv types
.doc or .docx	Microsoft Word
.pdf	Adobe Reader
.xls or .xlsx	Microsoft Excel
.txt	Text-based application, such as Wordpad or Notepad
.rtf	Microsoft Word
.ppt or .pptx	Microsoft PowerPoint
.odf, odt,, .ods, or .odp	Open Office
.mdb	Microsoft Access
.accdb	Microsoft Access
.pub	Microsoft Publisher
.jpg, .jpeg, or .png	Image applications

4. Click **Upload**.

5. Read the file, and if you are satisfied with the answer, enter a point value in the **Points Received** field, and click **Update**.

6. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Reassign assignments

You can reassign an assignment that has a status of **Not Started**, **Graded**, or **Skipped**. For example, a student did not pass a graded quiz in the allowed number of attempts. You can assign the quiz again.

Here's what happens:

- A **Not Started** assignment retains its original Due date.

- A **Graded** assignment retains its original Due date and the student must complete the assignment.

- A **Skipped** assignment is given a new Due date by the system.

> **Note:** In any of the status changes mentioned above, later assignments are not affected because the status change does not trigger a rescheduling of those later assignments.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. From the **Actions** tools located at the upper right, click the **Assign** tool as shown here.

   The status changes to **Assigned**.

3. (Optional) If you want to provide comments to the student about why you reassigned the assignment, especially if the assignment was already completed and graded, you can:

   - Click the **New Message** button and send a message to the student, including the assignment details. See "Write and send messages" on page 281.

   - Add a note to the assignment that the student can read when they open the assignment. See "Write assignment notes to and read notes from students" on page 176.

4. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

What the student sees

When the student logs in, if the assignment was already completed and graded, the assignment is returned to their **Assignments** list and the status is **Assigned**.

Reset assignments to clear scores and student work

You can reset an assignment that is in **Assigned** status, but has not been graded (completed). Resetting an assignment:

- Clears all the student's work (deletes all answers).

- Keeps the attempt in the attempts counter for the assignment (does not clear out the attempt).

As an example, you have a student who started a quiz, but had to log off before completing it. You can reset the assignment to clear any work so that the student can take the quiz again. The student must submit an unlock request again for the quiz and the attempts counter increments.

To reset an assignment for a student:

1. Do one of the following to open and view an assignment:

- On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

- On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

- On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

- On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. From the **Actions** tools located at the upper right, click the **Reset** tool as shown here.
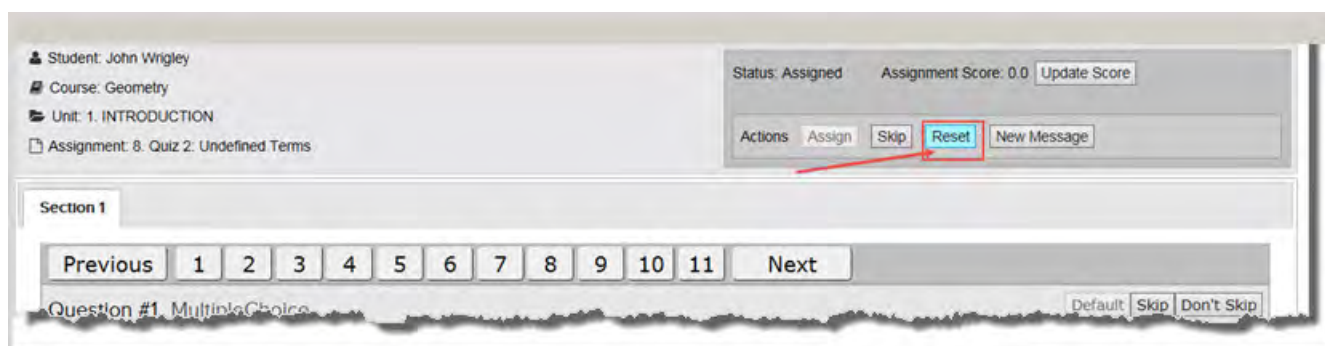
3. At the **Confirm** reset message, click **Confirm**.
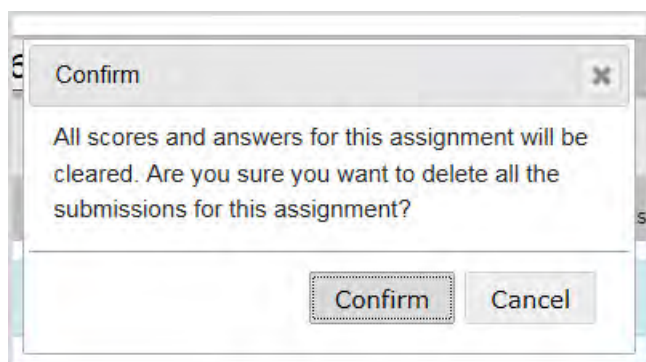
The student's work is cleared and the assignment status remains at Assigned. The attempts counter does not reset and, if the assignment was a quiz or test, the student will need to submit an unlock request.

4. (Optional) If you want to provide comments to the student about why you reset the assignment, you can:

- Click the **New Message** button and send a message to the student, including the assignment details. See "Write and send messages" on page 281.

- Add a note to the assignment that the student can read when they open the assignment. See "Write assignment notes to and read notes from students" on page 176.

5. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

View the answers for questions

Depending on the type of question in an assignment, you can see the answer. For example, multiple choice, true/false, and matching type questions will reveal their answers.

1. Do one of the following to open and view an assignment:

- On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

- On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

- On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

- On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. To see a question's answer, navigate to the question.

3. Click the **Show Answer** tool/button. The label changes to **Hide Answer**.
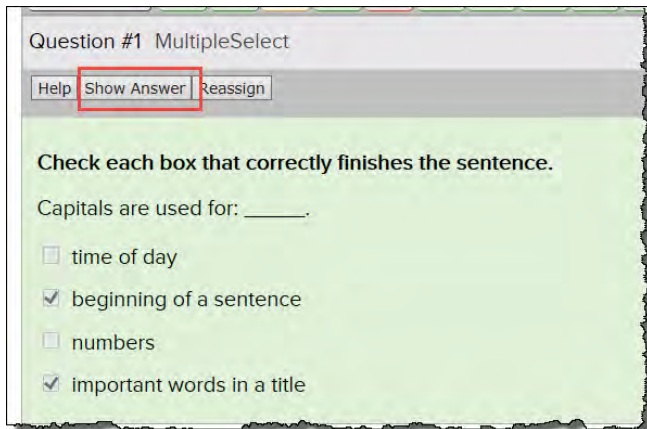
Depending on the type of question, the answers are highlighted as shown here.
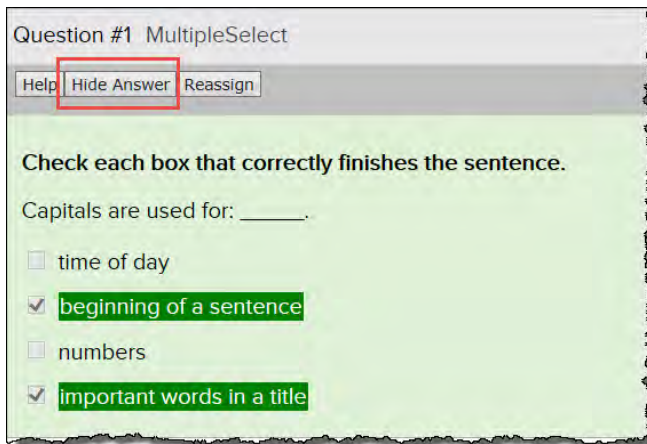
4. If the **Answer Key** blue band appears, click **Show** to see the answer key and click **Hide** to hide it.
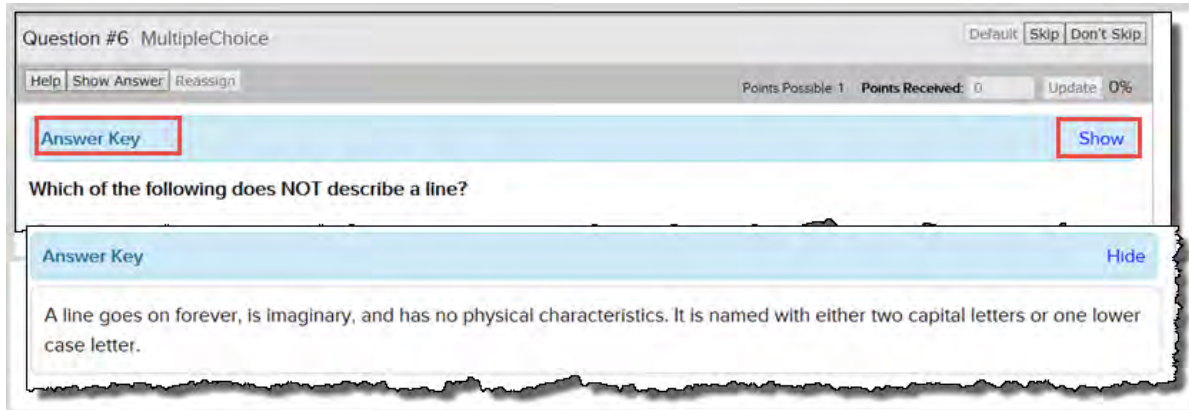
5. Click **Hide Answer** to remove the highlighting or any answer text.

6. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Reassign questions in assignments

As a teacher, you can reassign questions in assignments for a student. When you reassign a question, the attempts counter increments and the student must answer the question again. For example, a student just barely achieved the pass threshold for a lesson. You want the student to read the lesson again and answer only the incorrectly answered questions, so you decide to reassign several questions.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the **assignment title** link.

2. Do the following:

   a. If the assignment has sections, select the tab of the section that contains the question(s) you want to reassign.

   b. Select the number of the question you want to reassign, and then click the **Reassign** tool as shown here. Typically, you may want to reassign questions the student answered incorrectly so those questions have a red number and background color as shown in the example below.
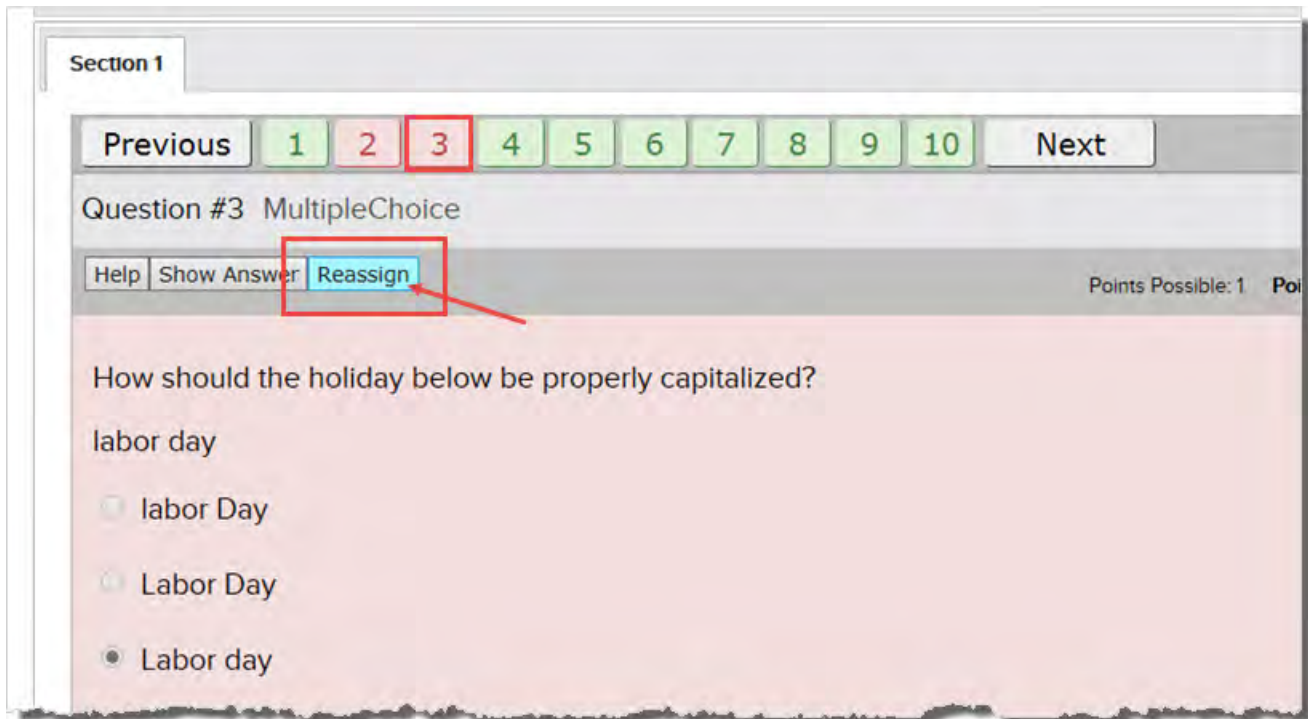
The reassigned question's number and background color changes to light gray to indicate that it has not been answered. For more information, see "Assignment question status colors and indicators" on page 188.

   c. If desired, continue selecting questions to reassign.

3. (Optional) If you want to provide comments to the student about why you reassigned the questions, you can:

- Click the **New Message** button and send a message to the student, including the assignment details. See "Write and send messages" on page 281.

- Add a note to the assignment that the student can read when they open the assignment. See "Write assignment notes to and read notes from students" on page 176.

4. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

What the student sees for reassigned questions in assignments

When the student logs in, the assignment is in their **Assignments** list and the status is set to **Assigned** so that the student knows to do it again. When the student opens the assignment and clicks the **Work on Questions** button, only the questions in bold must be answered as shown in this example.

The **Next Question** button is only enabled for the questions that require answering again. When the student answers the first reassigned question, clicking the **Next Question** button automatically moves them to the next reassigned question (if there is one). The student then turns in the assignment so that the system (or the teacher) can grade it again.

Skip and unskip questions in assignments

As a teacher, you can skip questions in assignments for a student. Several rules apply when skipping questions in assignments based on whether or not the assignment has been started:

- When you skip a question in an assignment that *has not* been started, the student does not have to answer the question and the question does not count towards the assignment grade.

- When you skip a question after an assignment has been attempted (is in the Completed or Graded state), the assignment is automatically regraded by the system based on the new number of questions. For more information about assignment grading, see "How grades (scores) are calculated for assignments, units, and courses" on page 22.
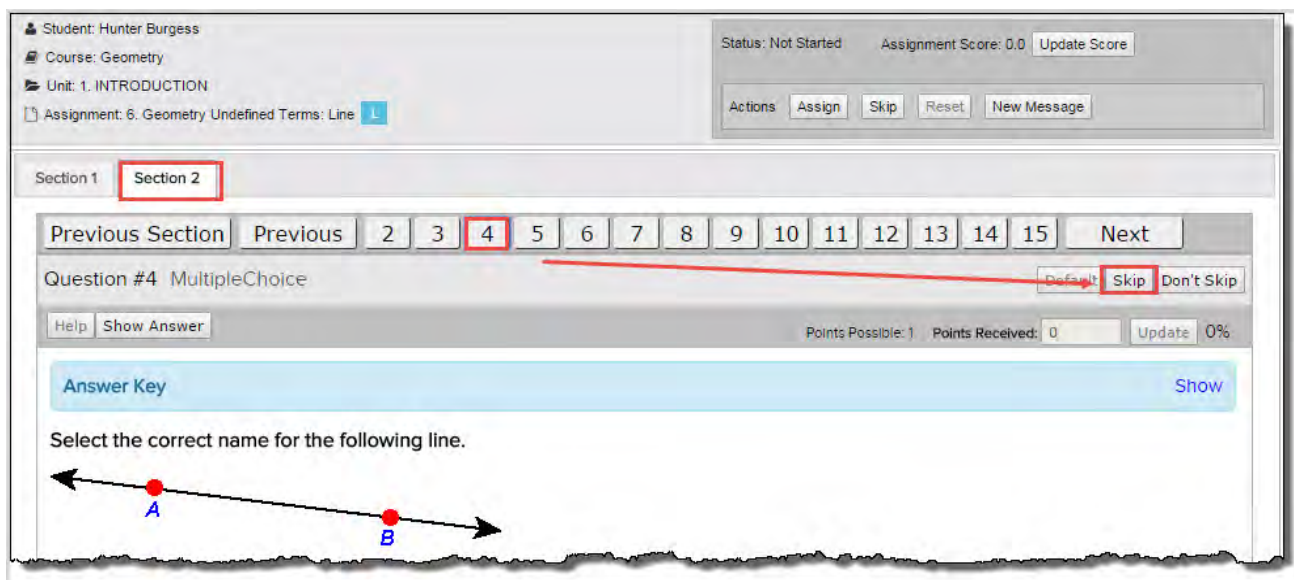
You can also change a skipped question to a question that must be answered by the student and reassign the question. Again, the system looks at whether or not the assignment has been started:

- When you unskip a question in an assignment that *has not* been started, the student must answer the question and the question counts towards the assignment grade.

- When you mark a skipped question to Unskipped after an assignment has been attempted (is in the Completed or Graded state), the question and assignment are reassigned to the student. The other questions in the assignment are disabled so that the student does not have to answer them again.

To skip (or unskip) questions in assignments:

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the **assignment title** link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the **assignment title** link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the

assignment level, and then click the assignment title.

- On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

2. Do the following:

   a. If the assignment has sections, select the tab of the section that contains the question(s).

   b. Select the number of the question you want to skip, and then click the **Skip** tool as shown here.
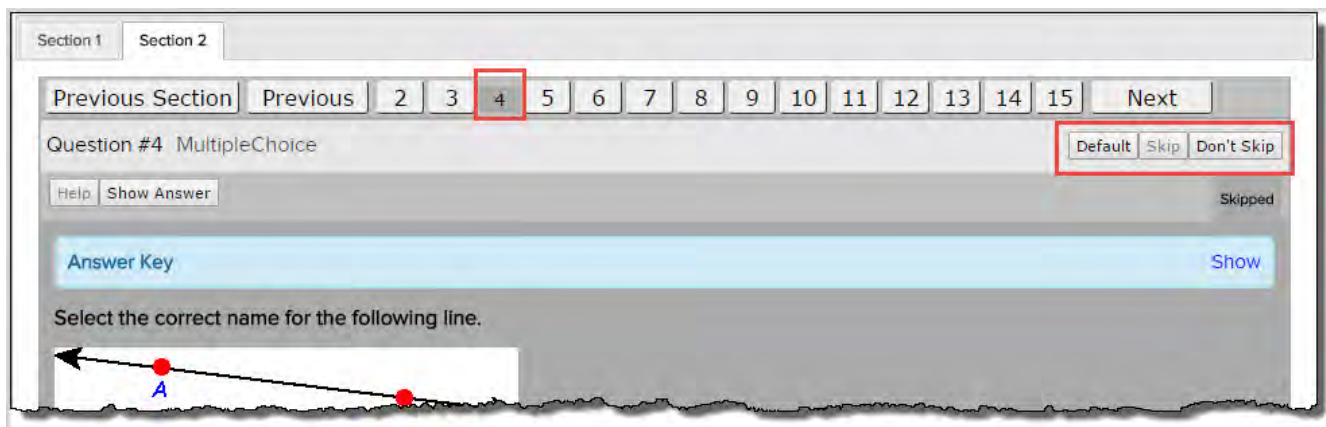
The skipped question is grayed-out as shown here.

   c. If desired, continue selecting questions to skip.

   d. If you marked a question as skipped and want to include it back into the assignment, select the question and click the **Default** or **Don't Skip** tool. **Default** returns the question to its initial status assigned by the system and **Don't Skip** reassigns the question.

3. If you are finished and want to close the assignment, at the top of the view, click **Go To**, and from the shortcut menu, select a tab.

Write and send messages to students while grading assignments

Using the internal messaging system, you can write and send a message to a student while you are viewing an assignment. The **Teacher Assignment** view has a **New Message** button that allows you to send a message to the student while you are viewing the questions, answers and contents of their assignment.

1. Do one of the following to open and view an assignment:

   - On the **Home** page, in the **Assignment Alerts** list, in the **Title** field, click the <u>assignment title</u> link.

   - On the main nav bar, click **Assignment Alerts**, and then in the **Title** field, click the <u>assignment title</u> link.

   - On the **Gradebook > Grading** tab, search for a student or course. In the search results, expand the course to the assignment level, and then click the assignment title.

   - On the **Gradebook > Action Required** tab, in the **Assignment** field, click the <u>assignment title</u> link.

   The **Teacher Assignment** view appears.

2. Click the **New Message** button.

The **Message** page appears with the student's name in the **To** field. If you want to send the message to a student group, go to the next step. If you are only sending the message to one student, go to step 4.

3. To send the message to a group, from the **Contacts** list, select **All Groups** (Admins and Super Teachers only) or select **My Groups**.

   a. From the **Groups** list, select a group.

   b. By default, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
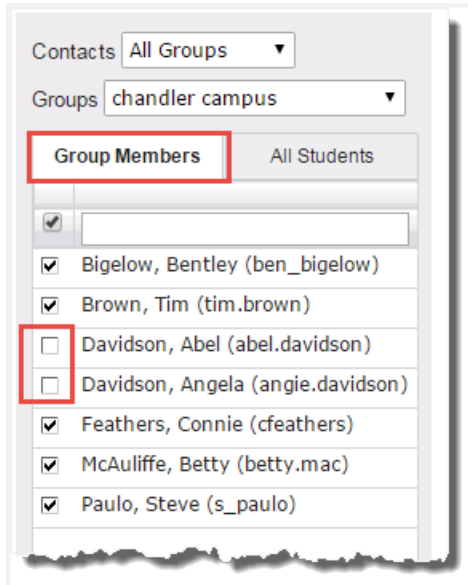
4. To include the assignment information as the subject of the message, click the **Assignment Info** check box. Otherwise, enter a subject and message contents.
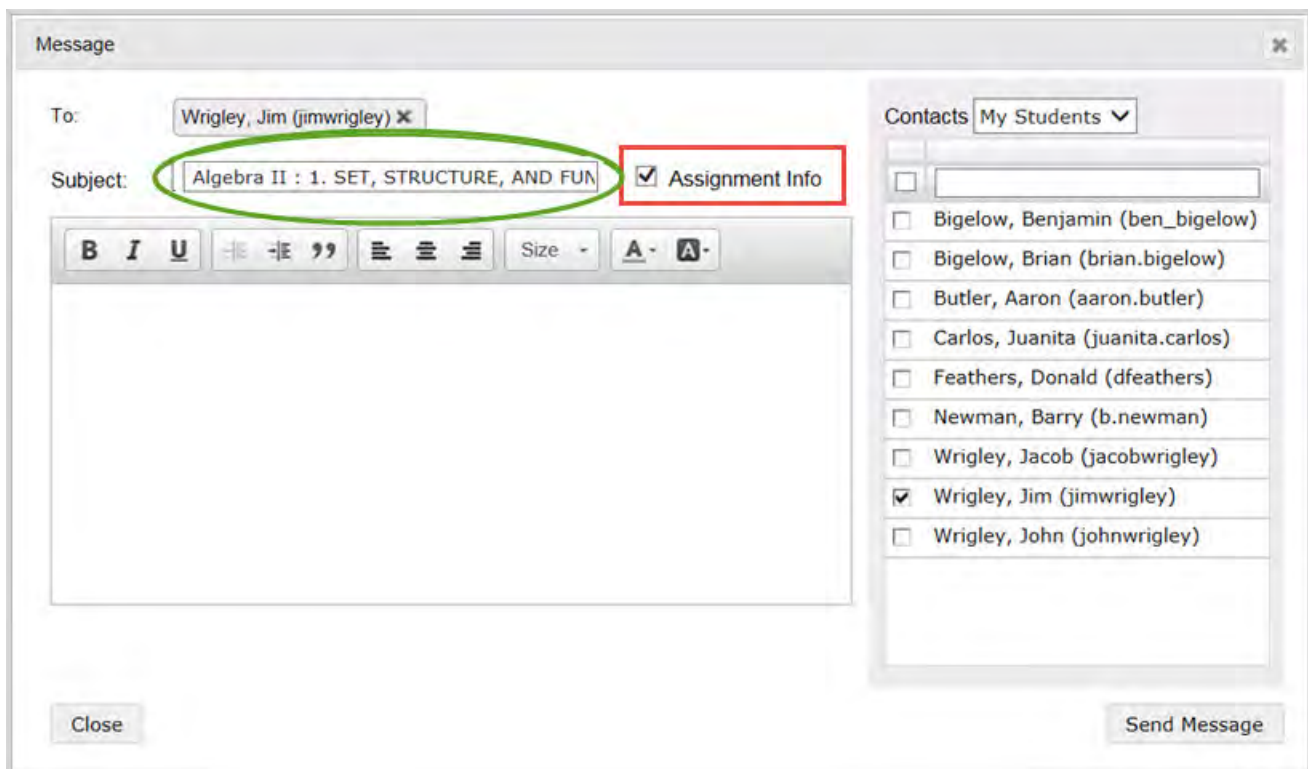
e. Click **Send Message**.

Based on the number of message recipients, your **Sent** list (accessed from the **Messages** tab) contains a message for each recipient. For example, if you sent the message to four students, your **Sent** list contains four person-to-person messages as shown in this example. For more information, see .
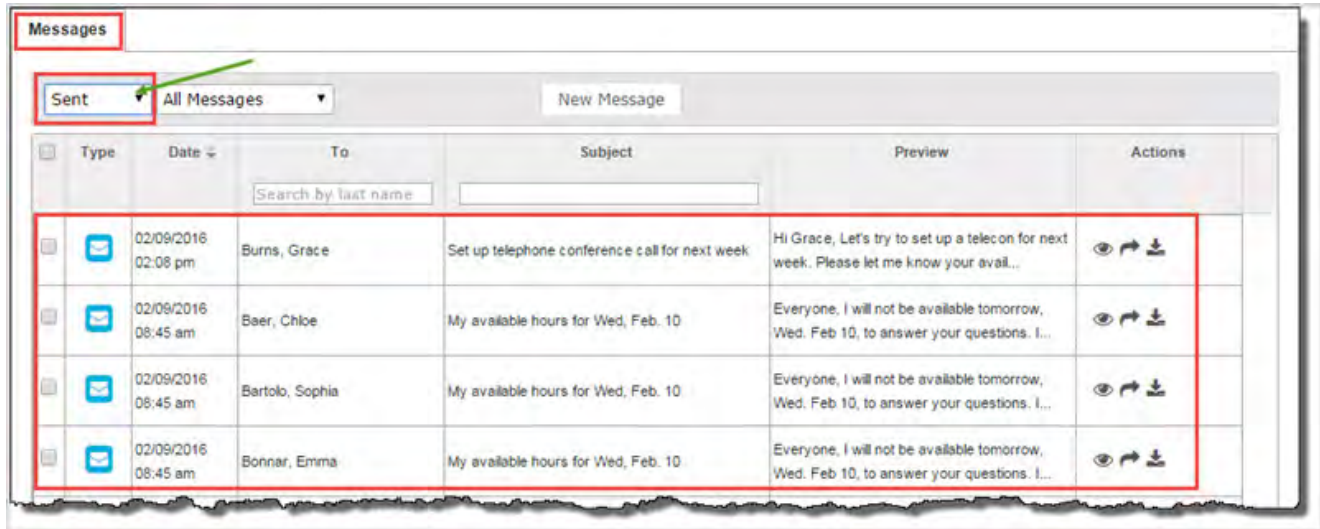
Close the assignment and go to another tab

When you are finished with an assignment, a **Go To** shortcut menu lets you close the **Teacher Assignment** view and navigate to a selected Ignitia page.

1. To exit the view and go to another page, click **Go To**.

2. From the shortcut menu, select a page.

   - **Previous** goes to the page you were on when you opened the assignment.

   - The other options take you to the named tab.
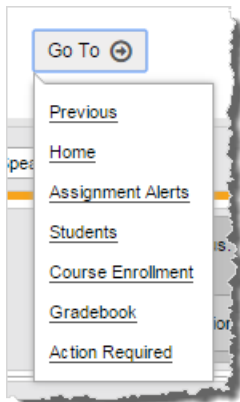
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Monitor and share student progress with the Dashboard

For schools with active student enrollments, the **Dashboard** tab is the default tab for **Reports**.
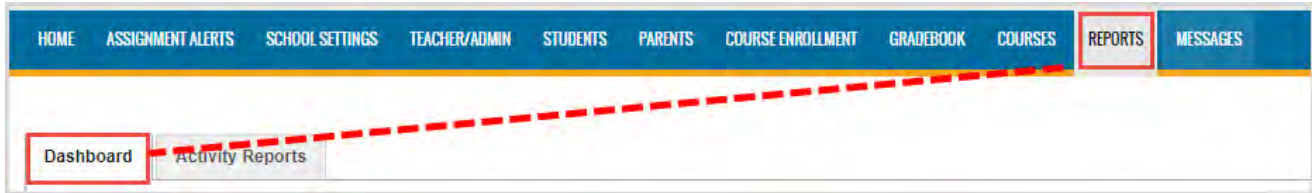
The **Dashboard** tab is seen by any Admin, Teacher or Super Teacher. The enrollment data a user sees on the Dashboard is dependent on their user role and/or whether or not that user has active student enrollments:

- An Admin user sees all active student enrollments at the school.

- A Super Teacher, if not restricted by associated campus(es), may see all active student enrollments. If restricted by associated campus(es), a Super Teacher will see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR).

- A Teacher sees active student enrollments where assigned as the Teacher of Record (TOR). If the teacher does not have any active student enrollments, a "No Results" message appears on the Dashboard tab.

An active enrollment appears in the Dashboard if it has a start date before the current date and an end date within seven (7) days of the current date. Once an enrollment's end date goes one week (7 days) past the current date, it will no longer display in the Dashboard.
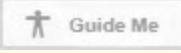
> **Note:** Data for the Dashboard is based on active student enrollments and is updated (refreshed) regularly via a synchronization service which pulls data from the Ignitia application. Look for the **Last Refreshed** date and time indicator ⟳ Last Refreshed: 02/16/18 08:48 AM MST in the lower right corner of the view to see how recently the data was refreshed.

Dashboard views

The **Dashboard** tab has two views - the main view and a student details view. The information shown and tools available differ between the views.

> **Tip:** On first viewing, a helpful tutorial opens to walk new users through the important elements of the Dashboard. At any time, click the **Guide Me** 🧍 Guide Me button to open the tutorial.
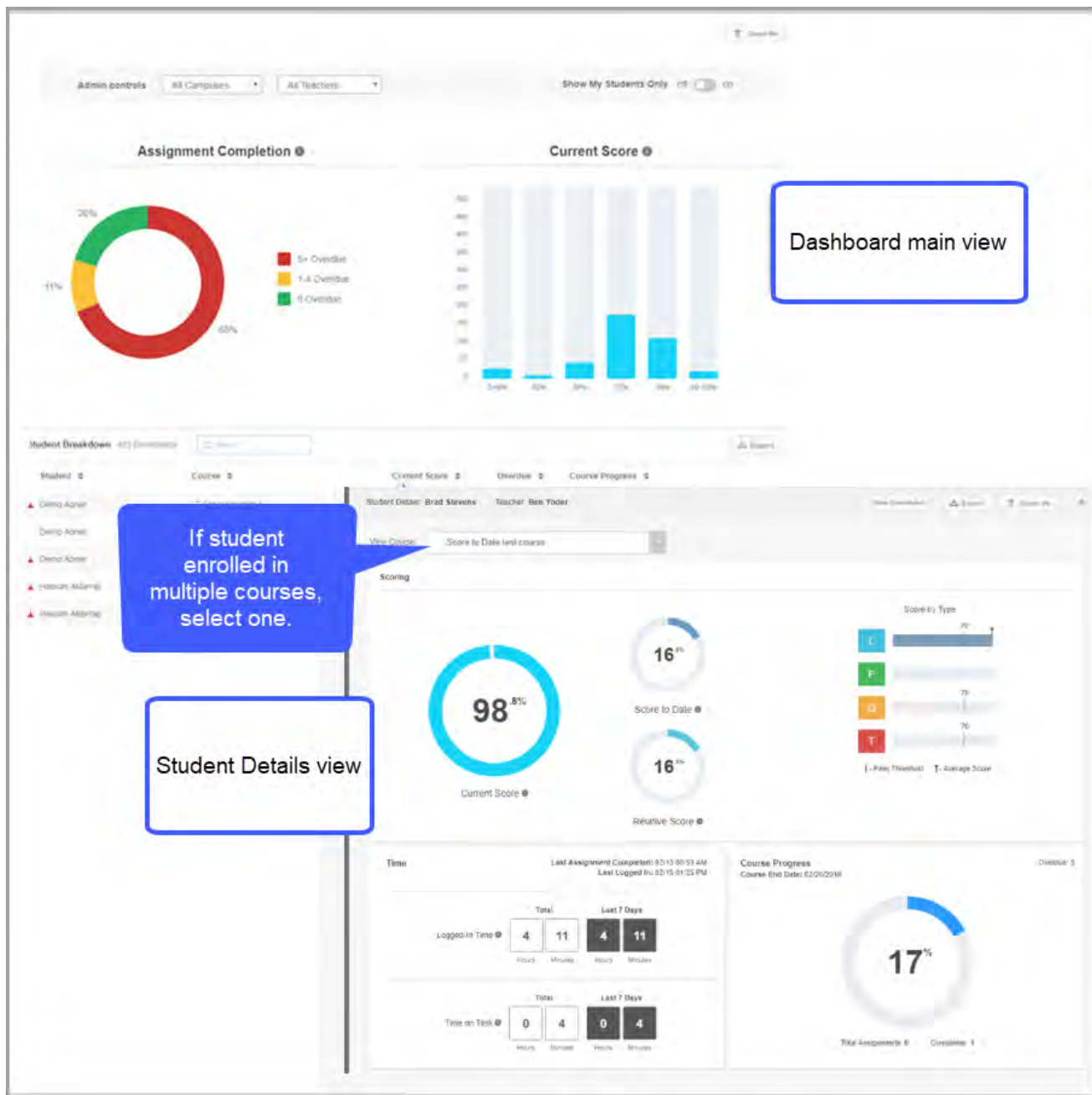
Main view

The main view is the default view for the Dashboard. On the **Dashboard** main view, Admins, Teachers, and Super Teachers can:

- Use the interactive graphs to visually see where all students are in assignment completion and current score. Click a graph bar (or color) to filter the data shown.

- Quickly identify students who have overdue assignments or are scoring low so that discussions and possible intervention can begin.

- Export data to .csv or .pdf formats to analyze and share with others.

Admins and Super Teachers (with permission) can use the Admin controls along the top of the view to filter and segment data. For example, an Admin can use the **Campus** and **Teacher** filters to display students for a particular campus for a particular teacher so that the Admin is quickly made aware of students who are scoring low.

> ✓ **Permission(s) check:** Super Teachers must have the "Enable Dashboard Admin View" permission enabled for their teacher profile to see and use the Admin controls. See your Ignitia Administrator if you require the permission enabled for your teacher profile. Also, Super Teachers with the "Restrict to Campus" permission enabled only see campuses for students with the same campus ids as the Super Teacher.

To learn more about the Dashboard main view, see .

Student Details view

The **Student Details view** is opened by clicking the **Details** button for a student in the list at the bottom of the main view. On the **Student Details** view, Admins, Teachers, and Super Teachers can:

- See a student's current score, score to date, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course.
- Export data to a .csv format for analysis or to a .pdf format to share with others.
- Quickly navigate to the student's enrollment in the Gradebook to view and manage individual assignments.

To learn more about the **Student Details** view, see .

What you see and can do on the Dashboard main view

On the Dashboard main view, the data presented in the two interactive graphs is a rollup of all active student enrollments with a start date before the current date and an end date within seven (7) days as of the current date.

The two graphs are *independent elements* showing two types of data for the same active student enrollments. *Independent* means when interacting (filtering) one graph, the other graph is not affected. However, each graph, when filtered, determines what you do see in the **Student Breakdown** list at the bottom of the main view.

Note: Data rollup of all active enrollments with an end date within seven (7) days as of the current date means that some enrollments may be close to ending based on the assigned term and some enrollments may have just started based on the assigned term. When an enrollment end date hits the eight (8) days past interval based on the current date, the enrollment is no longer seen in the Dashboard.

On the **Main** view, several features and tools (identified above) are available to help you understand the progress for all student enrollments, or in the case of Teachers, on all their assigned student enrollments.

Item#	Feature/tool	Description
1	**Admin controls**	Available to Admins and Super Teachers (with permission). See What you see and can do on the Dashboard main view.
2	**Info** symbol	Hover over the symbol to see what the data shown means.

Item#	Feature/tool	Description
		Current Score ⓘ The student's score based on all assignments that have been graded for the course to date.
3	**Clear Filter** button	Appears in the **Student Breakdown** section once filtering has been applied to either graph. Resets data back to all active enrollments. Student Breakdown 6 Enrollments ⟶ Clear Filter
4	**Export** button	Exports data based on any filters applied. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 220. ⬆ Export PDF CSV
5	**Details** button	Click it to go to the **Student Details** view. See "What you see and can do on the Student Details view" on page 214.
6	Red warning indicator	The red warning indicator means the student has 5 or more assignments past due and is at risk to complete the course based on the Course End Date. ⚠ Student at risk with 5+ overdue assignments.

The Admin controls area has three filters which allow an Admin or Super Teacher (with permission) to change the enrollment data being displayed in the interactive graphs and **Student Breakdown** list. The filters can be used one at time or applied together to get the desired results.
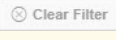
> 📝 **Note:** By default, for Admins, all enrollments for all campuses, for all teachers, and for all students are displayed. For a Super Teacher, what you filter on from the lists depends on whether or not the "Restrict to Campus" permission is enabled with selected campuses for your teacher profile.

Admin controls | All Campuses ⌄ ① | All Teachers ⌄ ② | Show My Students Only off ⚪ on ③
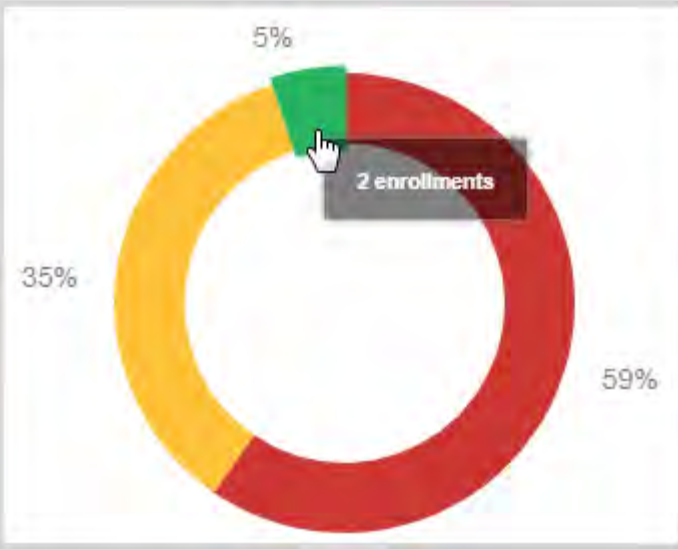
Action	Do the following...
Filter enrollments by campus	• From the **All Campuses** list (#1 above), select a campus from the list. The data changes in the two graphs and the **Student Breakdown** list. • To remove the filter, select another campus, or select the **All Campuses** option.
Filter enrollments by teacher	• From the **All Teachers** list (#2), select a teacher. • To remove the filter, select another teacher, or select the **All Teachers** option.
Filter enrollments to only show enrollments where Teacher of Record	• Toggle **Show My Students Only**on(#3). • To remove the filter, toggle to **off**

The **Assignment Completion** graph, before any filtering, shows a breakdown of completed assignments (in percentages) for ALL active enrollments in ALL courses. The legend to the right explains the coloring of the segments. The **Student Breakdown** list below the graph contains students included in all enrollments. For more information, see "What you see and can do on the Dashboard main view" on page 209.
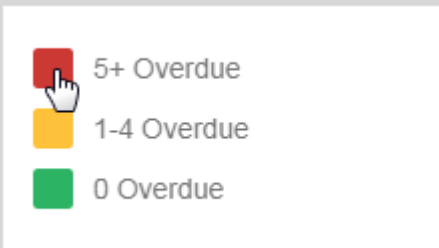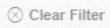
> 💡 **Tip:** Once you start interacting with the graph, a **Clear Filter** ⊗ Clear Filter button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

To interact with the graph to get to the enrollments you want to analyze:
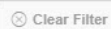
Action	Do the following...
See the number of enrollments that make up a colored segment	• Hover the cursor over a colored segment
Change the graph to only include enrollments for a selected segment	• Click a colored segment or
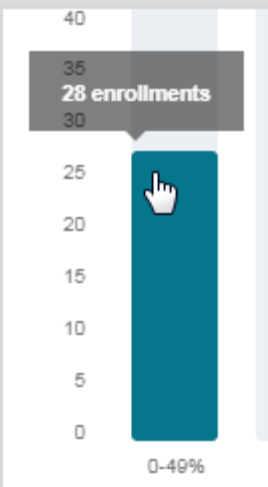
Action	Do the following...
	• Click a legend color. 🟥 5+ Overdue 🟨 1-4 Overdue 🟩 0 Overdue The graph changes to only show the selected segment and the **Student Breakdown** list changes to the included enrollments.
Filter the Student Breakdown list to only include those enrollments in the selected segment	• Click a colored segment. The **Student Breakdown** list is filtered and remains filtered until another segment is selected or the **Clear Filter** button is clicked.
Clear any filters	• Click the **Clear Filter** ⊗ Clear Filter button.

The **Current Score** graph, before any filtering, shows a graph of the number of student enrollments by a score percent. The **Student Breakdown** list below the graph contains the students included in ALL enrollments in ALL courses.
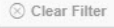
> 💡 **Tip:** Once you start interacting with the graph, a **Clear Filter** ⊗ Clear Filter button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

To interact with the graph to get to the enrollments you want to analyze:

Action	Do the following...
See the number of enrollments for a selected bar	• Hover the cursor over a percent bar 28 enrollments 0-49%
Change the graph to only include enrollments for a selected bar	• Click a percent bar to filter the **Student Breakdown** list to only include those enrollments.

Action	Do the following...
	The **Student Breakdown** list changes to the included enrollments.
Clear any filters	• Click the **Clear Filter** ⊗ Clear Filter button.

The **Student Breakdown** list, before any filtering, shows ALL students in ALL active enrollments in ALL courses. Once you start applying filters, the **Student Breakdown** list changes to reflect the selected Admin control filter, graph segment, or bar.

> 💡 **Tip:** The red warning ⚠ indicator means the student has five or more assignments past due for the course and is at risk to finish it.

Actions you can take with the Student Breakdown list include:

Action	Do the following...
Search for a student or course	1. In the Search text box, enter the first few characters of a student's name or course title to filter the list. 2. To clear the search, click the **clear X** or the **Clear Filter** button.
Sort the data	• To sort a column in ascending order,
Export data to a .csv or .pdf format	• Click the **Export** button and select a format. > 📝 **Note:** The data included in the report changes based on the filtering in either the **Assignment Completion** or **Current Score** graph. See "Export Dashboard data to analyze and share with others" on page 220.
Drill into more information for the student	• Click the **Details** button. See "What you see and can do on the Student Details view" below.

What you see and can do on the Student Details view

The **Student Details** view provides more in-depth information about the student in a selected course. For example, you see the student's current score, score to date, and relative score along with the student's progress in the course. Having this in-depth information may help you to make decisions about whether or not to intervene.
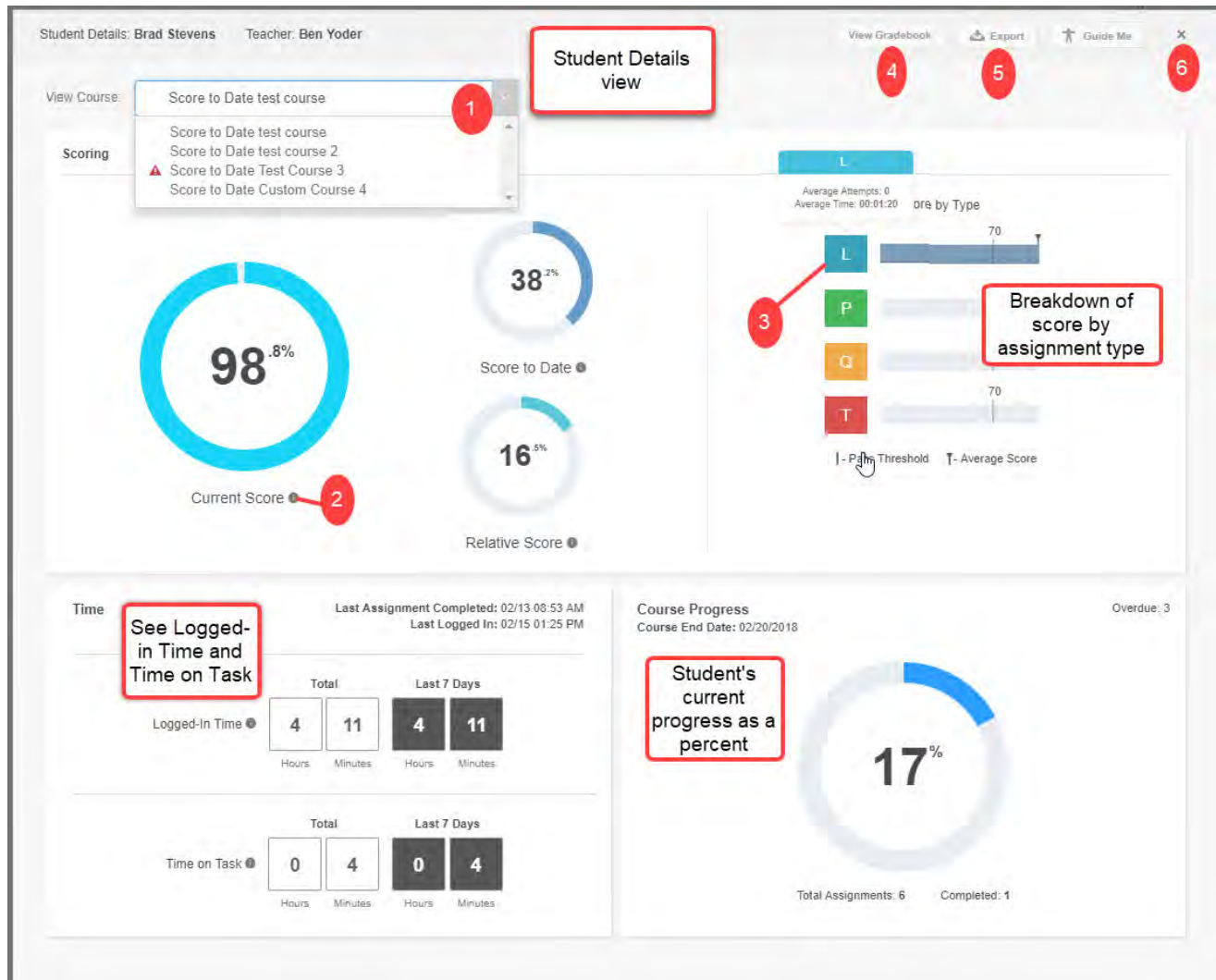
> 💡 **Tip:** To learn more about the data being shown for the student, hover over any **Info** symbol to see a tooltip. You can also click the **Guide Me** button to see a quick tutorial explaining the features and tools on the view.

• To open the **Student Details** view, click the **Details** button for a student in the **Student Breakdown** list.

Ashley Becker	Civil War	0%	2		0%	Details
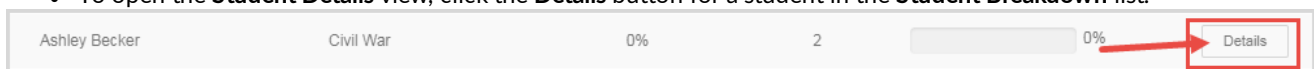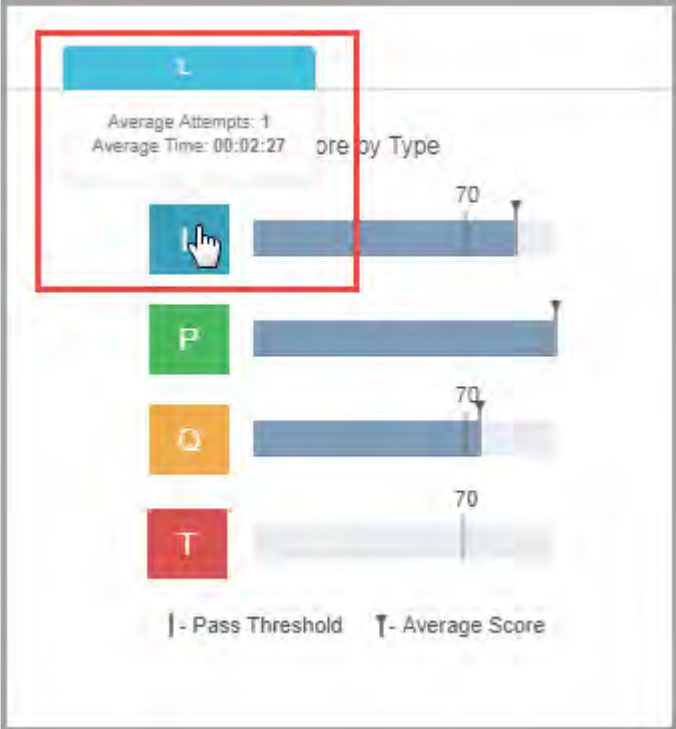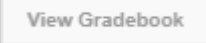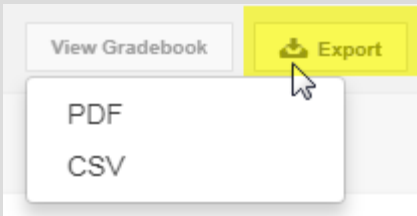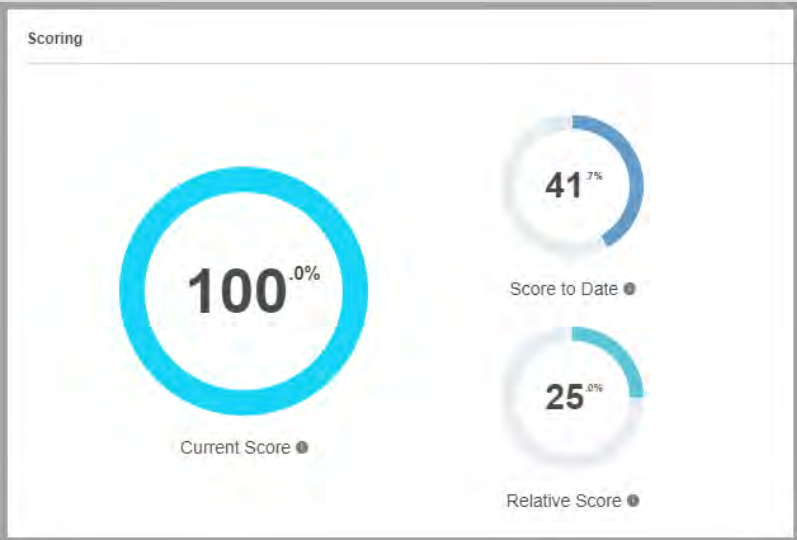
On the **Student Details** view, several features and tools are available to help you understand how the student is progressing in a selected course.

Item#	Feature/tool	Description
1	**Course** list	If the student is enrolled in more than one course, you select a course from the list and the data changes to the selected courses. Otherwise, a single course name appears and the data reflects that single course.
2	**Info** symbol	Hover over the symbol to see what the data shown means.
3	**Assignment** type symbol	Hover over the Assignment type symbol to see the **Average number of attempts** and **Average time spent by the student** for that type. See also Average Score and Pass Threshold by Assignment type. 💡 **Tip:** Having the number of attempts and average time spent may indicate the student is having trouble completing an assignment type.

Item#	Feature/tool	Description
4	**View Gradebook** View Gradebook button	Provides direct access to the student's Gradebook so that you can dive further into the student's unit and assignment level progress and score for the selected course. The Gradebook opens in a new browser tab so there is no need to leave the Dashboard. Once in the Gradebook, you can reassign a lesson, block the next lesson, and more.
5	**Export** button	Exports data about an individual student. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 220.
6	Close **X**	Click to close the Student Details view and return to the Dashboard main view.

There is a lot of information on the **Student Details** view about a specific enrollment for the student. The table below explains what the data shown means.

Item	Description
Scoring component	
Current Score	Student's score in the selected course based on GRADED assignments to date.
Score to Date	Student's score taking into account overdue assignments not attempted by the student which are given a grade of zero (0). This is the true "paced" score.
Relative Score	Student's score based on if the student dropped out of the course and did not complete the remaining assignments, what the final score would be. The Relative Score calculation: • Does include assignment Weighting based on selected Weighting type (Weight by Category or Weight by Item) for the school. • Redistributes the Weighting when an assignment type is not included in a unit. • Does not include Skipped units and assignments.
Score by Type component	
Average Score and Pass Threshold by Assignment type	See Assignment type symbol. Also shows the student's average score by Assignment Type (Lesson, Project, Quiz, Test) and the applicable enrollment Pass Threshold for that assignment type. • Hover the cursor over the Average Score indicator to see the student's average score for the assignment type. This data may indicate how well the student does with lessons as compared to taking quizzes and tests or working on projects.

Item	Description
	Note: Only Lessons, Quizzes and Tests have Pass Thresholds. Projects do not.

Time component

Last Assignment Completed	Date and time of the last completed assignment in the selected enrollment (course).
Last Logged In	Date and time of the last login to the course.
Logged in Time: Total and Last 7 Days	The amount of time the student was logged into Ignitia based on the enrollment start date to calculate the start time and the most recent sync being used to calculate the end date/time. If a teacher reschedules the enrollment, the earliest start date is then used to calculate the logged-in start time. Shows the total time the student was logged in and the logged in time for the last 7 days including the current day.
Time on Task: Total and Last 7 Days	The sum of the total amount of time the student spent working on assignments for the selected course. When the student opens an assignment in the course, the activity time-on-task clock starts. Shows the total time on task and the time on task for the last 7 days including the current day.
Course Progress component	

Item	Description
Course End Date	Date the course (enrollment) ends.
Course Progress % (graph)	Shows the course progress percent taking into account whether or not this is a standard enrollment or CRx enrollment: • For a standard enrollment, course progress is calculated by dividing the number of graded assignments by the total number of assignments. For example, 2 graded assignments in a course with 61 total assignments would calculate course progress at 2/61 or .032 or 3%. **Note:** Total number of assignments excludes assignments in Skipped status, Reference R assignment types, and Review RV assignment types. • For a CRx enrollment, course progress = ∑ Unit N Progress / N Units where N is the unit number. The course progress is simply an averaging of the individual unit progress so that there isn't a wide swing in the course progress. For example, the CRx enrollment contains five (5) units each with a Pre-Test. So, the total number of assignments for the course would be five (5). If the student passes the Pre-test in unit 1, unit progress is 100% and the course progress is 20% = (100% for unit 1 + 0 + 0 + 0 + 0)/5. Now, if the student fails to meet the pass threshold for the Pre-test in

Item	Description
	unit 2, then the student has 20 assignments in unit 2 to complete plus three other pre-tests to do in units 3-5. At this point, the course progress still stays at 20%.
Total Assignments and Completed	Shows the total number of assignments in the course and number of completed (graded) assignments. **Note:** Total number of assignments excludes assignments in Skipped status, Reference R assignment types, and Review RV assignment types.
Overdue	Shows the number of assignments in Overdue status based on the current date and using the Due Date of the assignment. **Tip:** If the student is at risk to complete the enrollment by the Course End Date, the red warning ⚠ indicator appears next to the **Overdue** number.

Export Dashboard data to analyze and share with others

Data in both the main Dashboard view and the Student Details view can be exported to a .CSV or .PDF format.

- With the .CSV export, you get the raw data numbers in a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files.

Note: Any filters you have applied are reflected in the csv export.

- With the .pdf export, what you get depends on the view selected:
  - For the Main view, you get a static report of the graphs and data in the Student Breakdown list.
  - For the Student Detail view, you get a static report of the graphs.

Export data from the Dashboard main view

1. On the main view, if desired, use a one or more filters to change the data displayed in the **Student Breakdown** list.
2. Click the **Export** button, and then select a format: .CSV or PDF. The data exported reflects the applied filters.

Export data from the Student Details view

1. On the main view, in the **Student Breakdown** list, for the student, click the **Details** button.
2. On the **Student Details** view, if the student has more than one course, select the course from the list. The data changes to reflect the selected course.
3. Click the **Export** button, and then select a format: .CSV or PDF.

Run reports to track student activity and progress

Two access points in Ignitia are available for running student activity and progress reports:

- The **Reports > Activity Reports** sub-tab contains the full set of student reports. See "Run reports from the Activity Reports tab" on page 257.

- The **Quick Reports** [icon] tool on the **Gradebook > Grading** tab. The **Quick Reports** tool appears after you have searched for a student or if you accessed the Gradebook from the student's **Go To > Gradebook** shortcut. The set of reports that you can run from the **Quick Reports** tool is limited. See "Run reports using Quick Reports from the Gradebook" on page 159.

With either method, you can export the report as a Web page (HTML), CSV file, or a PDF. See "Activity Reports export formats" on page 245.

Activity Reports descriptions, user access, and additional filtering options

This section explains all of the current Activity Reports and where in the application users can access them - either from the **Activity Reports** sub-tab and/or from the **Gradebook > Quick Reports** [icon] button. Reports that are available to specific purchase plans or user roles are noted. Specific reports may have additional filtering options so that users can narrow the data to include in the report. Reports with additional filtering options are noted as well. Examples of most of the reports are also provided in this topic

Click a link to see the report's description, access, and additional filtering options.

Course Completion Breakdown	Faculty Progress	Student Activity Daily Breakdown
Course Percentage Complete	Group Overview	Student Activity Summary
Course Progress Monitor	Group Progress	Student Lesson Plan
Detailed Student Grading	Login/Logout Times	Student Progress Report
ECash Consumption	Pre/Post Test Scores	Student Unit Grades
Track Grade Overrides		

Course Completion Breakdown

> **Note:** Report available to Admins only and is available from **Activity Reports**.

The **Course Completion Breakdown** report shows number of students by selected course(s) who have not started and includes course completion percentages by 10% increments (decile) *by campus* to give admins a high-level view of how students are progressing through the school year at the selected campus. Allows Admins to focus on courses where students are falling behind.

Under **Select Enrollments**, includes two filter options:

- **Teacher breakdown** option so that Admins can run the report to show course completion data by teacher and by campus, if desired.

- **CRx** mode (Both, Yes, No) option to run the report for all enrollments, just CRx enrollments, or for enrollments without CRx mode enabled.

> **Tip:** CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Ignitia courses. CRx mode allows students to "test out" of certain units.

This example shows the **Course Completion Breakdown** report, which is based on course completion for a campus. The example does not have the **Teacher breakdown** filter selected and the **CRx** filter set to **Yes**.

Course Completion Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Campus ID: OASIS11234@Campus

Course Title	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Algebra I (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
Algebra I - Semester 2 (2016)	0	1	0	0	0	0	0	0	0	0	0	0	1
CustomCRx44 (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
English I (2016)	0	0	1	0	0	0	0	0	0	0	0	0	1
Total	2	1	1	0	0	0	0	0	0	0	0	0	

This example shows the **Course Completion Breakdown** report *with* the **Teacher breakdown** filter selected and the **CRx** filter set to **Both**.

Course Completion Breakdown By Teacher Report
Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/06/2018

Date Retrieved: 10/09/2018

Campus ID: lab d005

Course Title: Algebra I (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Harvey, Edwin	1	0	0	0	0	0	0	0	0	0	0	0	1

Course Title: Bible 300 CRX (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	0	0	0	0	1	0	0	0	0	0	0	1

Course Title: Earth Science (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1

Course Title: Geometry (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	2	0	0	0	1	0	0	0	0	0	0	

Course Percentage Complete

The **Course Percentage Complete** report shows a student's progress as a percentage completed in one or more assigned courses along with the current score for completed assignments.

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

When accessing the report from **Activity Reports**, under **Select Enrollments**, two additional filter options are available:

- For those schools using the NWEA™ Assessment Integration, the **Include Learning Path Enrollments** option lets you include or exclude those types of enrollments.
- **CRx** mode option lets you include all enrollments, CRx mode only enrollments, or non-CRx enrollments.

> **Tip:** When exporting to .csv, you also see enrollment status and reason if status is Archived.

This example shows the **Course Percentage Complete** report for a specific student and has the **Include Learning Path Enrollments** filter cleared and the **CRx** filter set to **Both**.

Course Progress Monitor
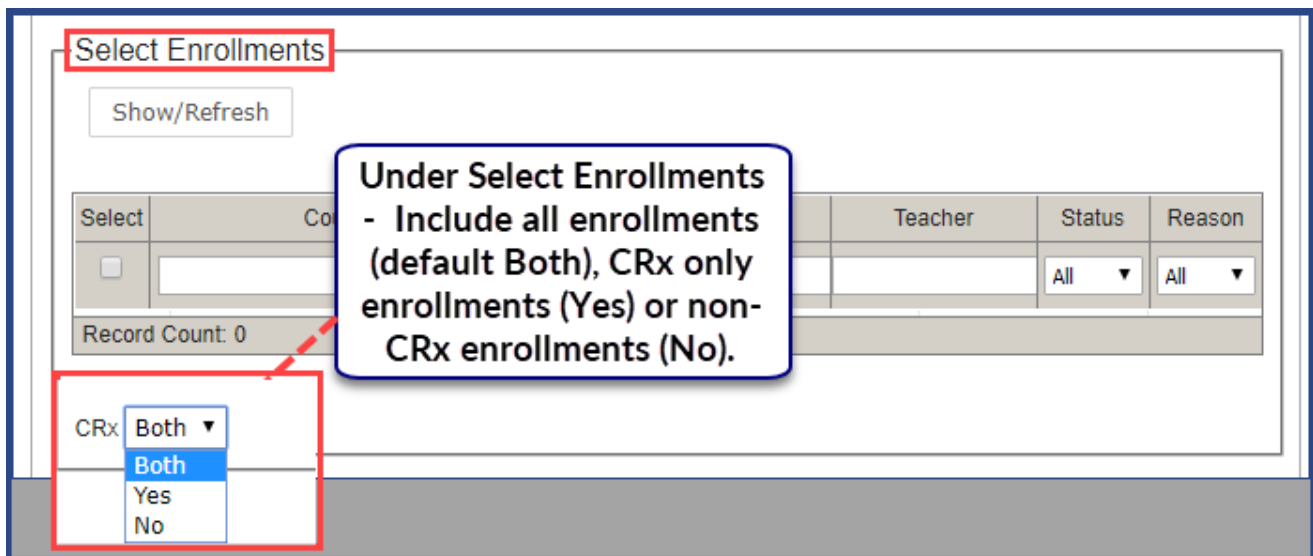
Note: Report available to Admins only and is accessed from **Activity Reports**.

The **Course Progress Monitor** report shows the number of students behind target, on target, or not yet started (future start date) on a per course basis for active enrollments *by campus*. This report can be used by the admin to focus on those courses that need attention. The report also displays the number of On Hold enrollments per course.

- *Behind target* is defined as having one or more assignments with a past due date that are in Assigned or Not Started status.

- *On target* is defined as having no assignments with a past due date that are in Assigned or Not Started status.

- *Future start date* is defined as a start date that is after the current date.

Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows the **Course Progress Monitor** report, based on a selected campus, and has the **CRx** filter set to **Both** under **Select Enrollments**.

Course Progress Monitor

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Campus ID: OASIS11234@Campus

Course Title	Behind Target	On Target	Future Start Date	Active Enrollments	On Hold Enrollments	Total Enrollments
Algebra I (2016)	6	0	0	6	0	6
English I (2016)	1	0	0	1	0	1
English II (2016)	5	0	0	5	0	5

Detailed Student Grading

The Detailed Student Grading report shows student grades at the assignment, unit, and course levels, along with time on task (time spent working on an assignment).

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

Depending on your access point for the report, several additional filter options may be available:

- An **Include students who have not started** filter option allows you to include Active students who have not started work on the selected enrollments. This option allows Teachers (and Admins) to focus on students who may be falling behind.

- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

This example shows the **Detailed Student Grading** report *with* the **Include students who have not started** filter selected (under the **Select Users** category) for a selected student. With this filter selected, you will see all unstarted assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see the Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.

Detailed Student Grading Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher : Turner, Rosemarie

Course Name : Earth Science (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. Introduction to Earth Science	07/12/2018 02:57 pm	07/12/2018 03:02 pm	00:04	100.00
1	PROJECT	3. Project: Research a Career	07/12/2018 03:02 pm	07/12/2018 03:03 pm	00:01	90.00
1	QUIZ	6. Quiz 1: Introduction to Earth Science	Not Started		NA	0.00
1	LESSON	7. Layers of the Earth	Not Started		NA	0.00
1	LESSON	9. Continental Drift	Not Started		NA	0.00
1	LESSON	10. Plate Tectonics	Not Started		NA	0.00
1	LESSON	12. Plate Boundaries	Not Started		NA	0.00
1	QUIZ	14. Quiz 2: Earth's Dynamic Internal Structure	Not Started		NA	0.00
1	LESSON	15. The Spheres of Earth	Not Started		NA	0.00
1	LESSON	17. Geochemical Cycles: Cycles of Earth Materials	Not Started		NA	0.00
1	LESSON	18. Biogeochemical Cycles: Cycles of Life Materials	Not Started		NA	0.00
1	LESSON	19. Flow of Energy in Ecosystems	Not Started		NA	0.00
1	QUIZ	21. Quiz 3: Earth's Dynamic External Structure	Not Started		NA	0.00
1	LESSON	23. Review	Not Started		NA	0.00
1	TEST	24. Test	Not Started		NA	0.00
				Unit Score:		95.00
9	TEST	15. Test	Not Started		NA	0.00
				Unit Score:		.00
10	TEST	3. Exam	Not Started		NA	0.00
				Unit Score:		.00
				Course Score:		95.00

* Assignment and Course Scores may not be the final score.
* All Dates and Times are in Mountain Time

ECash Consumption

> **Note:** Report available to ECash schools only and is accessed from **Activity Reports**.

The ECash Consumption report allows an ECash school to view their E Cash usage for a selected timeframe and user.

Faculty Progress

> **Note:** Report available to Admins and Super Teachers only and is accessed from **Activity Reports**.

The **Faculty Progress** report shows the status of notifications (items in the Home page, Actions list and Gradebook, Action Required tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

This report shows notifications (items in the **Home >Actions** list and **Gradebook >Action Required** tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

Group Overview

The **Group Overview** report shows the course grade and percentage complete by course for individual members of a selected group. This is useful for teachers who have used student groups to create classrooms for course enrollments. You can run the report each day to see how each member of the group is progressing for a course.

> **Note:** As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a selected groups' course score and percentage complete for a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Group Progress

The **Group Progress** report shows detailed progress, by course, for a selected student group. Aggregate progress details include:

- Group's average completion percentage
- Lowest individual completion percentage.
- Highest individual completion percentage.
- Group's average course score.
- Lowest individual course score.
- Highest individual course score.

> **Note:** As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a selected groups' progress in a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Login/Logout Times

Note: Report is accessed from **Activity Reports** only.

The **Login/Logout Times** report shows a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range. Session time starts when the user logs into the application and logs out using the **Logout** button (for Teachers and Admins) or the **Sign Out** button (for Students).

> **Note:** With a failed logout, for example, a browser close, the session ends at the preset session_closed_ at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress" until the hour is passed. Then, on the report, users are given 25 minutes credit for a failed logout.

> **Tip:** When exporting to .csv, you get the User Type [Student, Teacher, Admin] data in the report.

This example shows the application session login and logout times for a selected student for a selected timeframe.

Login/Logout Times Report

Mission Carillons Academy

Report Start Date: 11/02/2018
Report End Date: 11/02/2018

Date Retrieved: 11/02/2018
Time Retrieved: 04:16 pm

Mullin, Erin [emullin, baylor hall | lab d005 | SVR_Mission, 12808]

Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
11/02/2018			01:39:27
11/02/2018			00:27:12
11/02/2018			< 1 minute
11/02/2018			00:01:39
11/02/2018	01:20 pm	01:45 pm	00:24:59
11/02/2018	02:33 pm	02:49 pm	00:16:02
11/02/2018	02:49 pm	03:14 pm	00:25:00
11/02/2018	04:00 pm	04:07 pm	00:06:37
		Total Time (hh:mm:ss):	03:21:38
		Total Duration (hh:mm:ss):	03:21:38

Callout: Student quiz opened and then browser closed. Waited an hour and ran report.

Note: All Dates and Times are in Arizona Time.
* against Logout time indicates that the student remained logged in past midnight

Pre/Post Test Scores

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Pre/Post Test Scores** report shows a comparison of pre-test/post-test scores for courses using CRx mode. CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Ignitia courses. CRx mode allows students to "test out" of certain units.

This example shows the pre-test and post-test scores for a selected student and CRx enrollment.

> **Tip:** If the selected user does not have an CRx-enabled enrollment, no enrollment appears in the **Select Enrollments** list to be selected.

Pre/Post Test Scores Report

Mission Carillons Academy

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher: Turner,Rosemarie

	Unit	Pre	Post
Bible 300 CRX (2016) (CRx)	1 . YOU CAN USE THE BIBLE	62.50	72.70
	2 . THE LIFE OF JESUS CHRIST	85.70	*
	3 . JOSEPH! WHAT WAS GOD'S PLAN?	60.00	--
	4 . LIVING FOR GOD	--	*
	5 . GOD TAKES CARE OF HIS PEOPLE	--	*

* The test is unassigned, either because the pre-test was passed or has not yet been attempted
- - The test is not started or has been started but not yet submitted
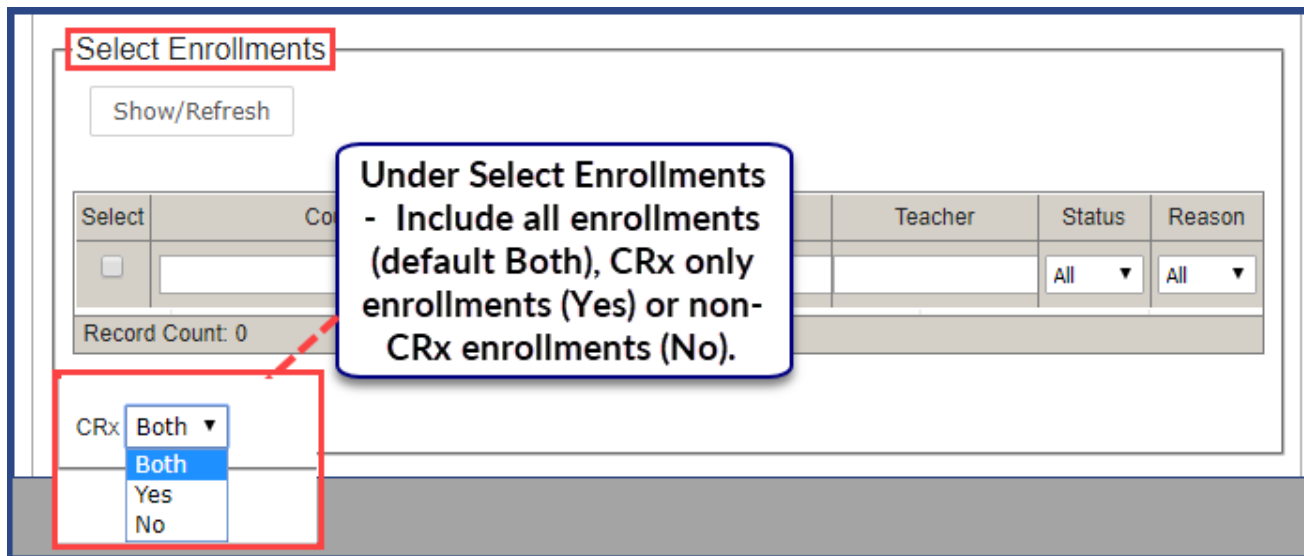
Student Activity Daily Breakdown

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Daily Breakdown** report shows a detailed log of the amount of time students worked on assignments in each course (time on task) by day within the selected time period. You see the total time spent in all selected courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a selected student's daily activity breakdown for both CRx and non-CRx courses (if applicable).

Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 08/22/2018

Date Retrieved: 08/22/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32

Date: 08/07/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Geometry (2016) (CRx)	04:28 pm	04:33 pm	00:05:05
Turner, Rosemarie	Geometry (2016) (CRx)	04:54 pm	05:05 pm	00:11:39
Turner, Rosemarie	Geometry (2016) (CRx)	05:06 pm	05:14 pm	00:08:46

Student Activity Summary

Student Activity Summary
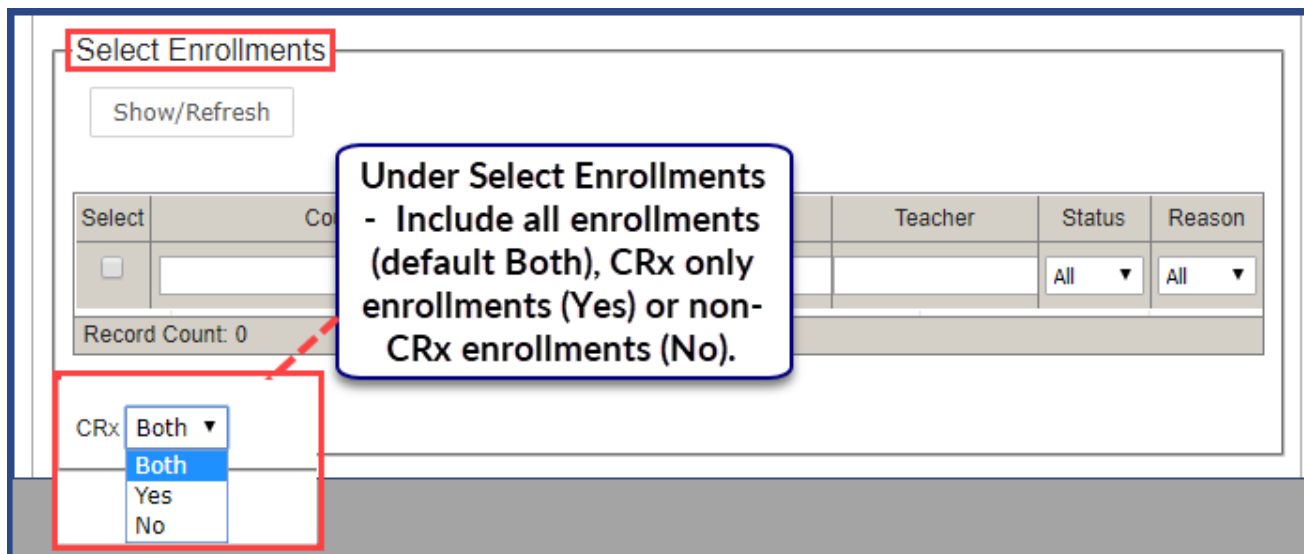
Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Summary** report shows the total amount of time students worked in each course (time on task) for the selected time frame (when accessed from **Activity Reports**), along with the total time spent in all courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).
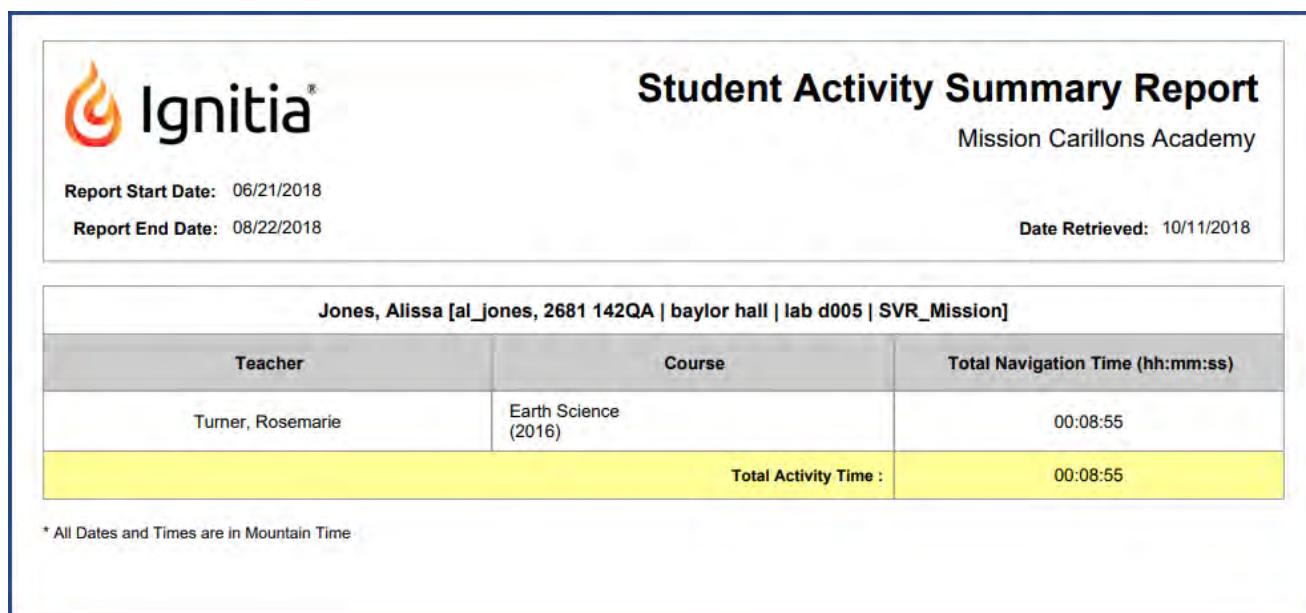
This example shows a student's activity in a selected enrollment for a custom time frame.

Student Lesson Plan

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.
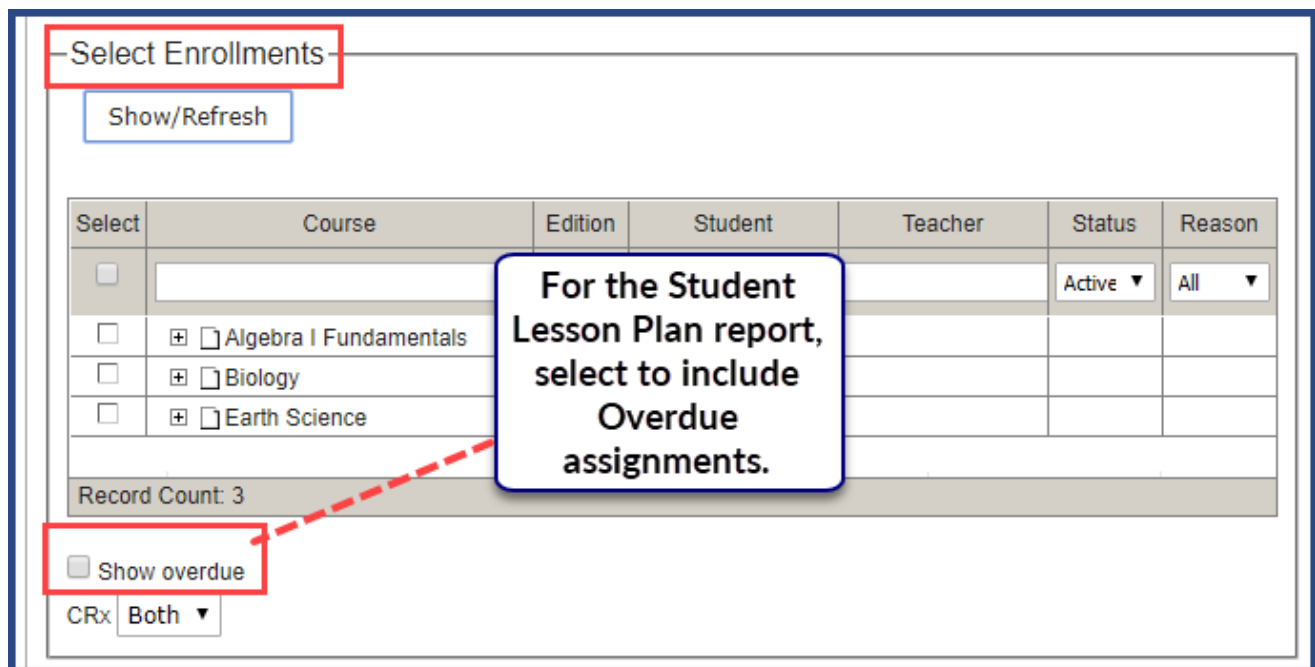
The **Student Lesson Plan** report shows a detailed breakdown of all assignment(s) for each selected course for a student. Details include:

- Course name and teacher of record.

- Unit number, assignment number and title.

- Status of assignment (Assigned, Completed, Graded, Not Started, Skipped).

- Due date and Completed On date (if appropriate).

Depending on your access point for the report, several additional filter options may be available:

- A **Show overdue** option, when selected, provides an indicator next to assignments that were overdue or are currently overdue based on the Due date.

- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

This example, for the selected enrollment, the **Show overdue** option was selected.

Student Lesson Plan Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

King, Avery [a_king, baylor hall]

Teacher	Course	Unit	Assignment	Status	Due Date	Completed On
Turner, Rosemarie	Earth Science (2016)	1	2: Introduction to Earth Science - Overdue	Graded	07/12/2018	07/13/2018
Turner, Rosemarie	Earth Science (2016)	1	3: Project: Research a Career - Overdue	Graded	07/12/2018	07/13/2018
Turner, Rosemarie	Earth Science (2016)	1	4: A Unique Planet - Overdue	Assigned	07/13/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	5: Project: Earth Comparisons - Overdue	Assigned	07/13/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	6: Quiz 1: Introduction to Earth Science - Overdue	Not Started	07/16/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	7: Layers of the Earth - Overdue	Not Started	07/16/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	8: Project: Building a Model of the Earth - Overdue	Assigned	07/17/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	9: Continental Drift - Overdue	Not Started	07/17/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	10: Plate Tectonics - Overdue	Not Started	07/18/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	11: Project: Mantle Convection - Overdue	Assigned	07/18/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	12: Plate Boundaries - Overdue	Not Started	07/19/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	13: Project: Plate Boundaries - Overdue	Assigned	07/19/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	14: Quiz 2: Earth's Dynamic Internal Structure - Overdue	Not Started	07/20/2018	N/A

Student Progress Report

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Progress Report** shows details by assignment type (Lesson, Project, Quiz, Test) for a student for an enrollment:

- Number of assignments Completed (those in Completed or Graded status) by assignment type.
- Number of assignments Total (those in the Assigned, Not Started, Completed and Graded, but NOT Skipped status) by assignment type.
- Average Score by assignment type. This calculation is computed based on grades of assignments completed (those in Completed or Graded status) AND includes Zero (0) grades for assignments that are Overdue in the Not Started or

Assigned status categories and are not completed. Assignments in the future are NOT factored into the calculation.

- Weight by assignment type.
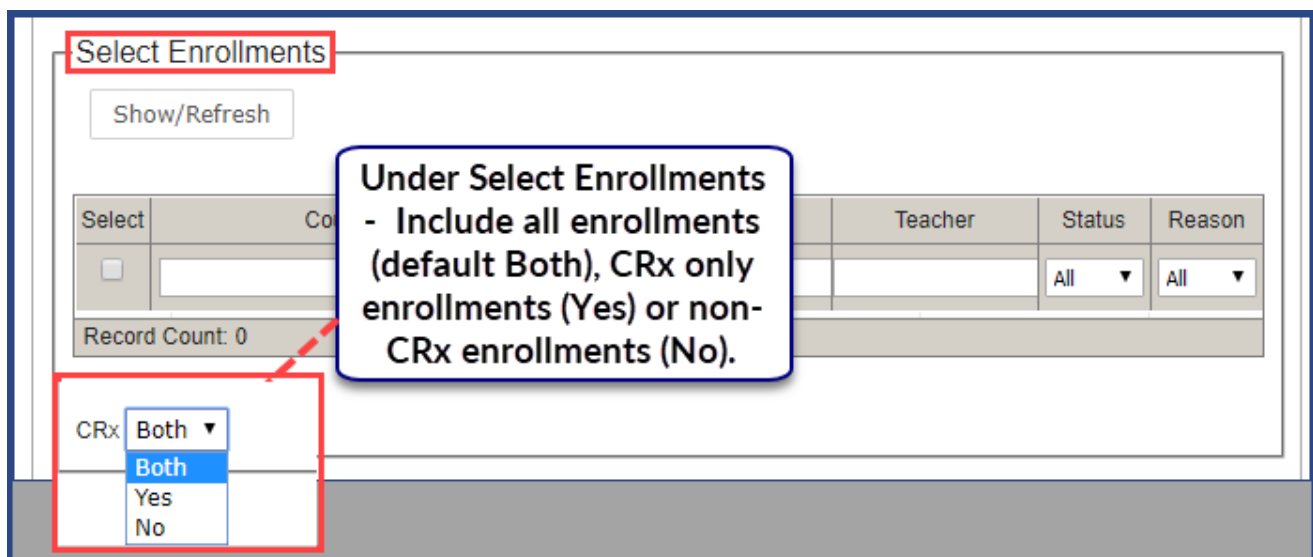
Also shows:

- Overall course grade (score).

- Percent complete in course.

- Total Time the student has spent in the course (Time on task).

> 💡 **Tip:** When exporting to .csv, you get the enrollment status and reason if status is Archived data.

When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a student's progress in a selected enrollment for a custom time frame.

Student Unit Grades

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Unit Grades** report shows the score, unit by unit, for selected courses for selected students.

- When accessing the report from **Quick Reports**, a **Completed Units Only** filter option allows you to view completed units only and view the cumulative score.

> **Tip:** *Completed* means all assignments (including projects) have been submitted and all assignments requiring teacher-grading have been scored.

- When accessing the report from **Activity Reports**, under **Select Enrollments**, the **Completed Units Only** and the **CRx** mode (Both), CRx (Yes) for only CRx enrollments or CRx (No) option.

For this example, the **Completed Units Only** option under **Select Enrollments** is not selected, so all units appear in the report, even those without grades.

Track Grade Overrides

> **Note:** Report available to Admins only and is accessed from **Gradebook > Quick Reports** and **Activity Reports**.

The **Track Grade Overrides** report shows changes to assignment grades and the teachers that made the changes. Changes included in the report are:

- Assignment score
- Assignment status
- Question score
- Question status (skipped/unskipped)
- Question reassign

This example shows the grade overrides for a selected student's enrollments.

Mission Carillons Academy

Track Grade Overrides Report

Report Start Date: 06/21/2018

Report End Date : 10/09/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Bible 300 CRX (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Be a Detective	3	62.50	79.2		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Quiz 1	3	45.10	48.1		11	Rosemarie Turner	08/20/2018 03:06 pm
Unit: 1 . Quiz 2	3	70.80	83.3		2	Rosemarie Turner	08/20/2018 03:31 pm
Unit: 1 . Study the Bible	3	87.50	100.0		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Test	3	68.20	72.7		20	Rosemarie Turner	08/20/2018 03:41 pm

Earth Science (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Project: Research a Career	3	0.00	90.0		1	Rosemarie Turner	07/12/2018 03:05 pm

Geometry (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Mathematic System: Set Theory Review	3	69.20	74.20		10	Rosemarie Turner	08/07/2018 05:28 pm
Unit: 1 . Mathematic System: Set Theory Review	3	74.20	79.20		20	Rosemarie Turner	08/07/2018 05:29 pm
Unit: 1 . Mathematic System: Set Theory Review	3	79.20	84.2		9	Rosemarie Turner	08/07/2018 05:29 pm

Legend
1 = Assignment Score Changed
2 = Assignment Status Changed
3 = Question Score Changed
4 = Question Status Changed (Skipped/Unskipped)
5 = Question Reassign

* All Dates and Times are in Mountain Time

Activity Reports export formats

Three export formats are available for generating and viewing reports.
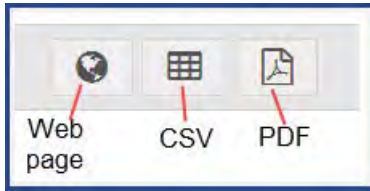
- Web page (HTML) export
- .CSV export
- .PDF export

These export format options can be used from the **Gradebook > Quick Reports** and **Activity Reports**. Each export type has its advantages so you need to decide which format suits your reporting needs.

> **Note:** Not all export formats match in data shown. For example, several reports when exported to .csv format display extra columns of data.

Web page (HTML) export

The **Web page (HTML)** export type opens a new tab in your browser to display a formatted, printable HTML report as shown in this example of the **Student Activity Daily Breakdown** report.

.CSV export

The **.CSV** export type is a comma-separated value file. For most supported browsers, the export creates a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files to display the data as shown in this example of the **Student Activity Daily Breakdown** report.

> **Tip:** For .csv exports, several reports provide extra columns of data not seen in the other export types.

Username	Campus ID	Student ID	Teacher La	Teacher First	Date	Course Name	Start time	End Time	Total Navigat	Total Time	Total Duratio
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	2:57 PM	3:02 PM	0:04:17	0:04:17	0:04:17
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:02 PM	3:03 PM	0:01:08	0:05:25	0:05:25
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:03 PM	3:05 PM	0:01:58	0:07:23	0:07:23
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	4:42 PM	4:42 PM	< 1 minute	< 1 minute	0:07:48
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:06 PM	5:07 PM	< 1 minute	0:01:12	0:08:35
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:29 PM	5:29 PM	< 1 minute	0:01:32	0:08:55

.PDF export

For most browsers, the **.PDF** export type creates a formatted report and downloads it so that you can open it in a PDF reader application as shown in this example of the **Student Activity Daily Breakdown** report.

Depending on your browser, if you open the downloaded file, you may have to use the Back button or click the Ignitia tab to go back to the application. You are still logged into Ignitia.

Activity Reports filters for data selection

When running **Activity Reports** from the **Reports > Activity Reports** tab, you must select from *filters* in several categories to determine the data (criteria) to include in the report. Depending on the type of report selected and your user role, the data selection filter categories vary.

Report data filter categories include:
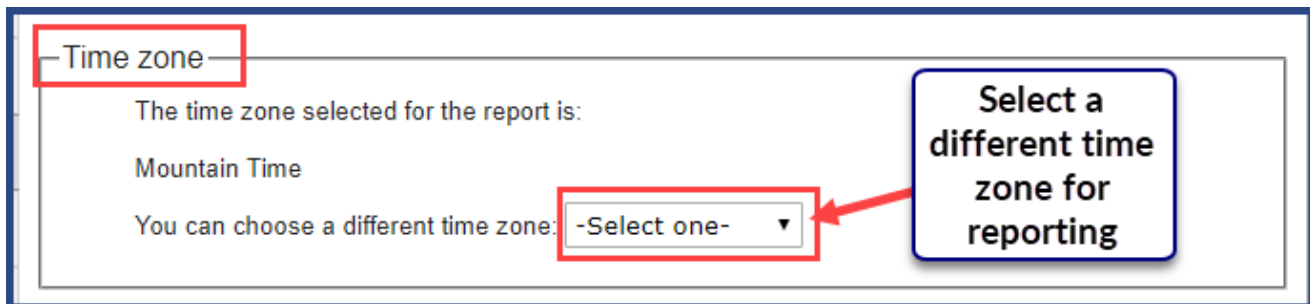
- Time zone filter.

- Select Time-frame filter.

- Select Campus filter.

- Select Group filter.

- Select Users filter.

- Select Enrollments filter.

> **Note:** For Super Teachers with the "Restrict to Campus" permission enabled, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' associated Campus IDs match the Super Teacher's associated Campus IDs and students with enrollments for which the Super Teacher is the Teacher of Record.

Time zone filter
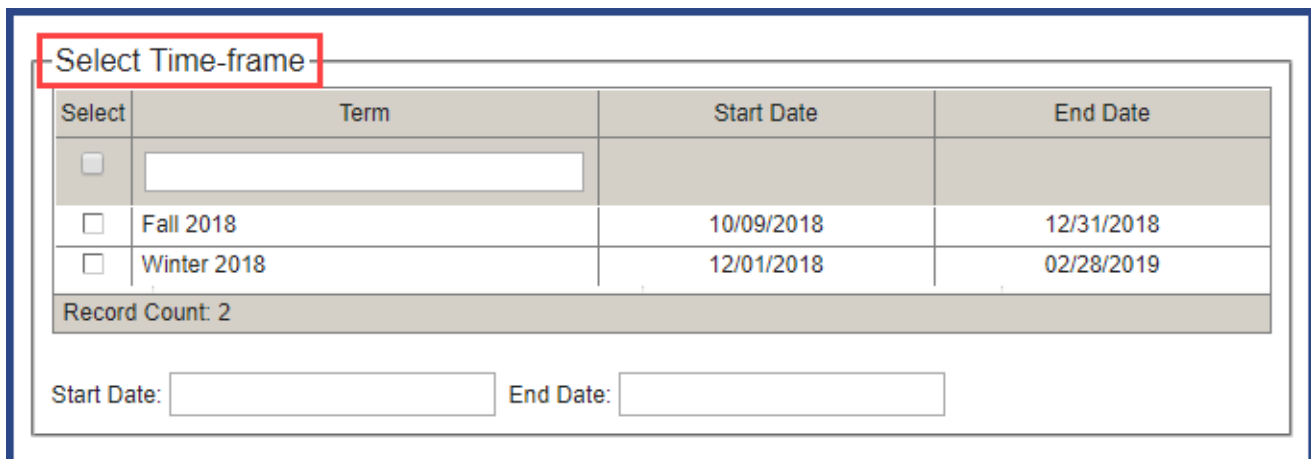
The **Time zone** filter displays your school's default time zone. This filter appears when you are on the **Home** tab of **Activity Reports**. All reports you run will use this time zone for reporting purposes.

- To select a different time zone for the report, select one from the list.

Select Time-frame filter

The **Select Time-frame** filter controls the dates the report should cover, such as a school term or custom dates you enter.

1. To easily locate a term, in the **Term** text box, start typing a term name to filter the list.

2. To select a term, click the check box beside the term, or to select all terms, click the check box at the top of **Select** column.

   Or,

   To use custom dates for the report, in the **Start Date** and **End Date** fields, click to activate a calendar and select dates.
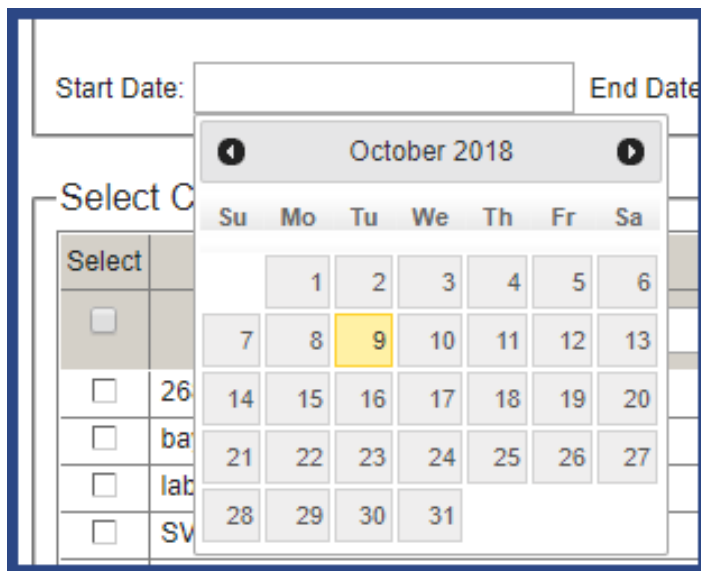
The **Record Count** displays the number of terms based on your selections.

Select Campus filter

The **Select Campus** filter appears for Admin users only and applies to the **Course Completion Breakdown** and **Course Progress Monitor** reports. **Select Campus** allows an Admin to select campus IDs to include in the report.
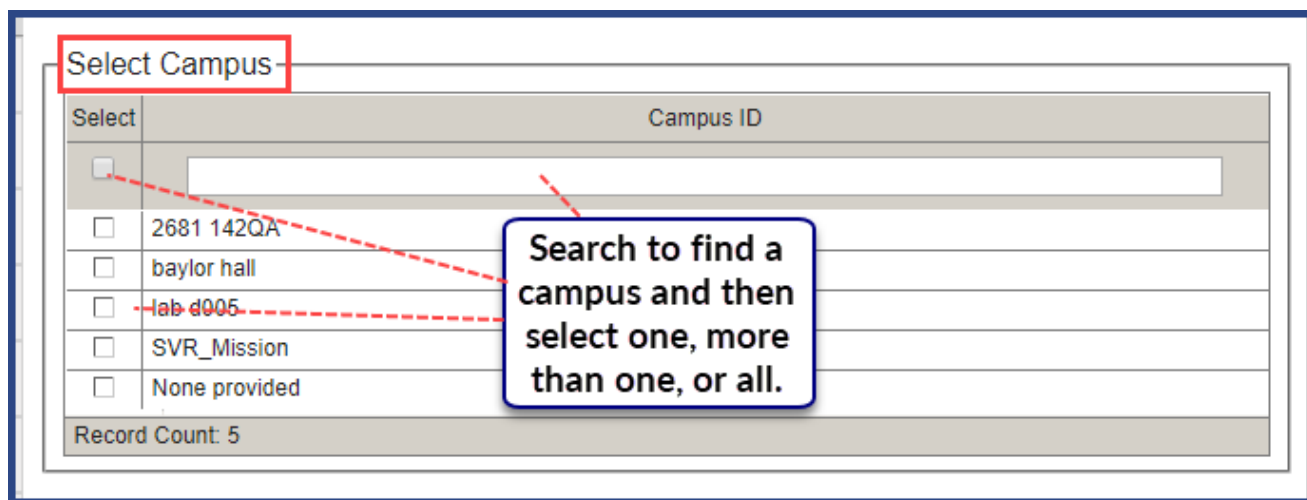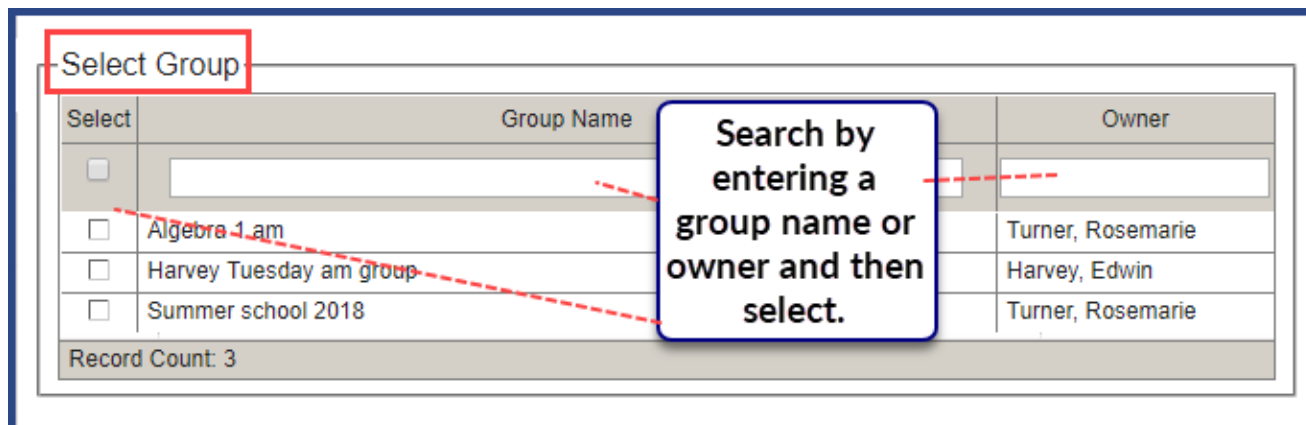
1. If desired, enter characters in the **Campus** search text box to narrow the list to a specific campus.

2. To select a campus, click the check box beside the campus ID, or to select all campus IDs, click the check box at the top of the **Select** column.

The **Record Count** displays the number of campus ids selected.

Select Group filter

The **Select Group** filter appears for the **Group Overview** and **Group Progress** reports. This filter allows you to select the group(s) to include in the report.

> **Note:** The groups that appear in the **Select Group** filter category are determined by your user role and group ownership. For more information, see "User roles and permissions" on page 13.

1. If desired, enter characters in the **Group Name** or **Owner** search text box to narrow the group list.
2. To select a group, click the check box beside the group name, or to select all groups, click the check box at the top of the **Select** column.

The **Record Count** displays the number of group(s) selected.

Select Users filter

From the **Select Users** list, you select the Students, Teachers, or Admins to include in the report. The **Select Users** list changes based on the selected report.

> **Note:** The users that appear in the **Select Users** filter category are determined by your user role. For example, an Admin user can see all users - teachers, other admins, and students. For more information, see "User roles and permissions" on page 13.

- For most student-related reports, such as the **Student Activity Daily Breakdown** report, the **Select Users** list contains students in all status modes (Active, Archived, and On Hold). You can filter the list to only show Active students if that is what you want to include in the report.

- For the **Detailed Student Grading** report, the **Include students who have not started** option, when selected, includes enrollments not started by the selected students. Otherwise, by default, students who have not started the selected enrollment(s) are not included in the report.

> **Tip:** The **Info** ⓘ symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report**.

- For the **Login/ Logout Times** report, you get all user types and can filter the list to only show Teachers or Students or Admins and also filter the list to show a user type by Status (Active, On Hold, Archived).

1. If desired, enter characters in the **Name**, **Username**, **Student ID**, or **Campus** search text boxes. Depending on the report, you may be able to select an option from the **Status** or **Type** fields to narrow the users list.

2. To select a user, click the check box beside the name, or to select all users, click the check box at the top of the **Select** column.

3. For the **Detailed Student Grading** report, an option appears so that you can select Active students that have not started work.

The **Record Count** displays the total number of users based on any search and/or other filter options applied.

Select Enrollments filter

The **Select Enrollments** filter applies to most reports except the **Faculty Progress** and the **Login/Logout Times** report. Use this filter to select enrollments, based on selected students (from the **Select Users** category), to include in the report. Several reports have additional filters so that you can narrow the report to the enrollments you want to see.

- For all reports involving enrollments, by default, the option **CRx Both** is selected. This means all enrollments for the specified users are included - both CRx-enabled enrollments and those without CRx enabled. To only include CRx-enabled enrollments, select **Yes**. Or, to only include those enrollments without CRx, select **No**.
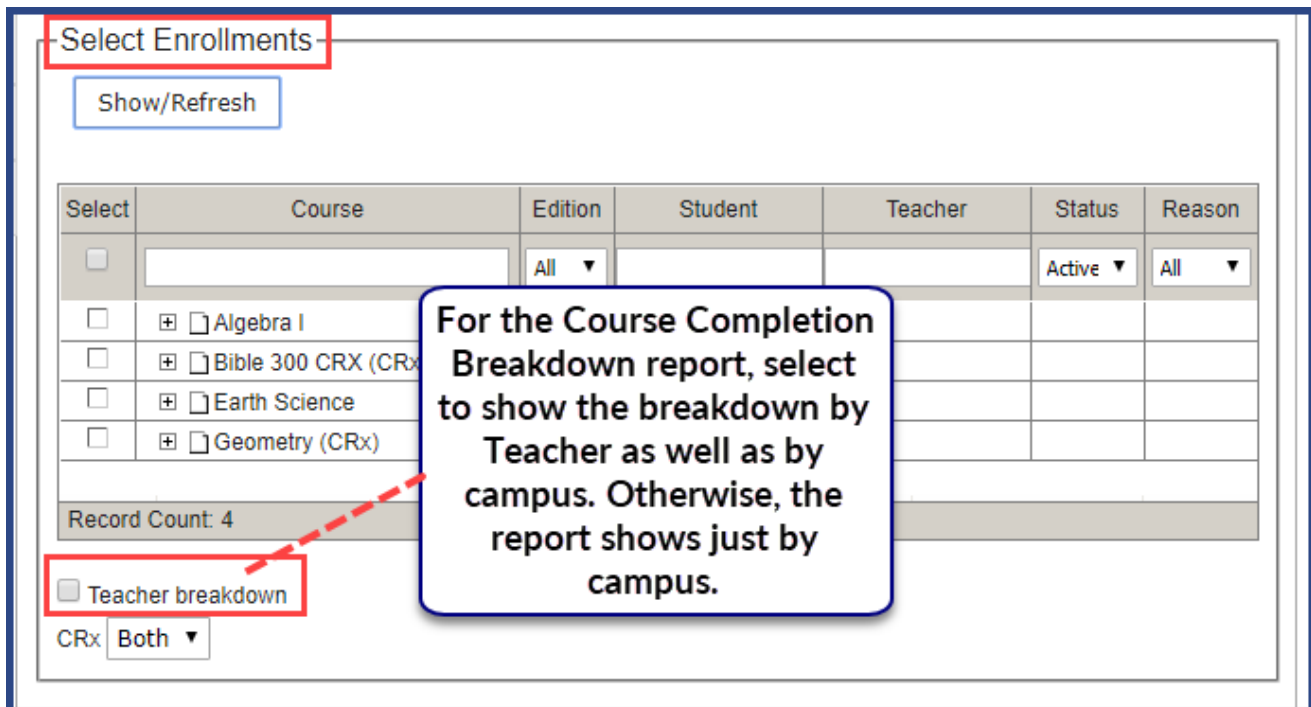
- For the **Course Completion Breakdown** report, to show course completion details by teacher, select the **Teacher breakdown** filter.

- For the **Course Percentage Complete** report, by default, the option **Include Learning Path Enrollments** is selected. To not include those types of enrollments, clear the option.

- For the **Student Lesson Plan** report, select to show an indicator when assignments were overdue.

- For the **Student Unit Grades** report, select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.

To select enrollments for a report:

1. Click the **Show/Refresh** button to display all courses for the selected users (from the **Select Users** category).

2. Use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. **Note:** Reason options only apply to enrollments with a status of Archived.

3. If desired, click the **Course** name to expand the course, and then click the check box next to the course(s) to include in the report. Or, to include all courses, click the check box at the top of the **Select** column.

4. Depending on the selected report, other filter options appear as explained above in the examples. Select or clear options as needed. Click the **Show/Refresh** button again.

The **Record Count** displays the total number of courses available to select from based on any filters applied.

Run reports from the Activity Reports tab

When running Activity Reports, you select various filters which determine the data to include in the report and you can select a format to save the report as, for example, a .CSV file that you can later use in Microsoft Excel.

> **Note:** Depending on the report, filters applied, and selected export to type, some reports will generate many pages. For example, if you run the **Faculty Progress** report, select all teachers, and export to PDF, you generate a separate report for each teacher.

1. On the main nav bar, click **Reports**, and then click the **Activity Reports** sub-tab.

2. If desired, to change the time zone for the report, select a different time zone.

Time zone

The time zone selected for the report is:
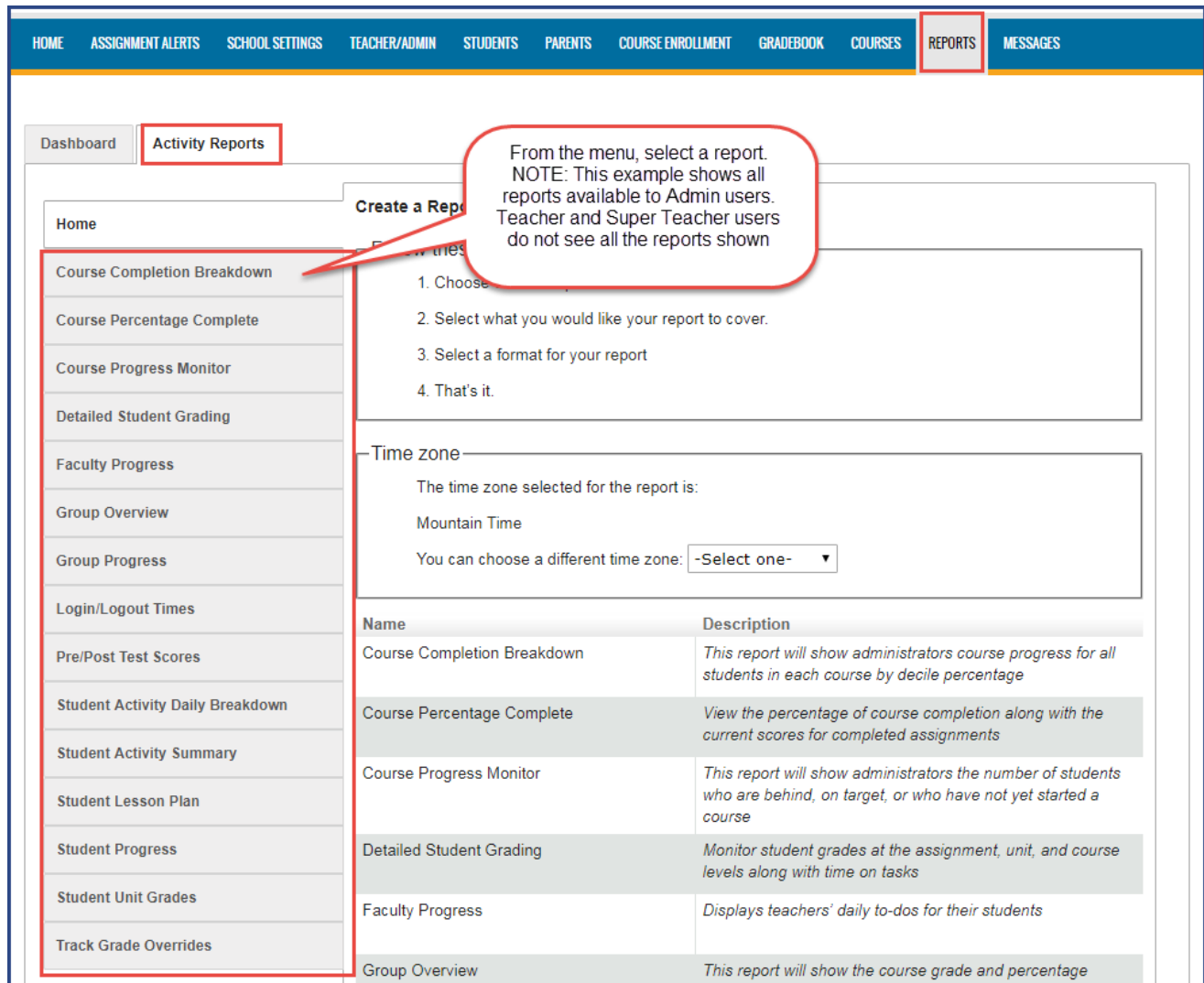
Central Time

You can choose a different time zone: -Select one- ⌄

3. From the left nav menu, select a report. See " Activity Reports descriptions, user access, and additional filtering options" on page 221.

> **Note:** The report options in the left nav menu change based on your user role. Teachers and Super Teachers will not see all the reports available to Admins. The following example shows the reports available to Admins.

4. Depending on the selected report, applicable filter categories appear. In each category, select the data to include in the report. See "Activity Reports filters for data selection" on page 248.

5. From the **Export as** section (at the top or bottom of the filters area), select a report export format. See "Activity Reports export formats" on page 245.

6. Depending on your selected report export format, you can open the file immediately or save it.
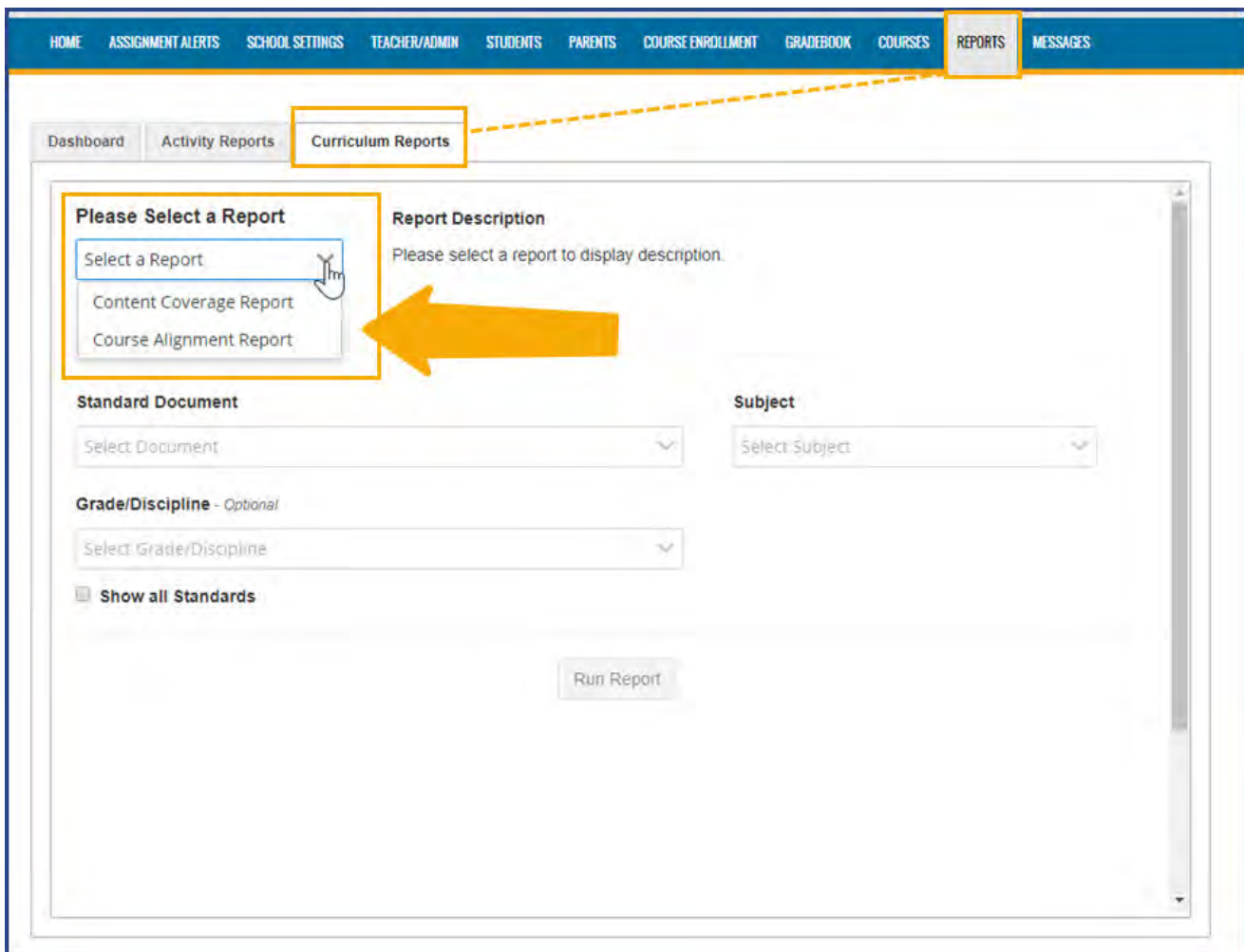
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Run reports focused on standards aligned to Ignitia curriculum

You can run reports focused on standards alignments across your entitled content (subjects) or across your entitled courses. Having this standards alignments data helps you to make informed decisions about the lessons and projects you want for your learners' enrollments to ensure your school is offering curriculum aligned to current national and state standards.

The **Reports > Curriculum Reports** sub-tab provides access to two curriculum reports:

- The **Content Coverage Report** shows the alignment of lessons and projects across a selected subject (content), for an optional grade or discipline, based on a selected state and/or national standard. This report is a "content-to-standards" comparison. See "Run Content Coverage reports" on page 269.

- The **Course Alignment Report** shows the alignment of lessons and projects across a selected subject, for a specific course or multiple, selected courses, based on a selected state and/or national standard. This report is a "course-to-standards" comparison. See "Run Course Alignment reports" on page 270.

> ✓ **Permission(s) check:** An Ignitia License Administrator must enable permission for your school to have access to the Curriculum Reports sub-tab. If permission is disabled, the Curriculum Reports sub-tab is not available.

To build a curriculum report, you:

1. Start by selecting the national or state standard document you want to work with. National and state standard documents must be entitled for the school in order to appear in the list. See How the standards documents get entitled for your school.

2. Then, based on your entitled curriculum, you select the subject, and grade or discipline.

For the **Course Alignment Report**, you can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a selected standard are most heavily covered.

By default, both reports show results for lessons and projects *with* alignments to standards. However, the **Show all Standards** option, when selected, lets you see all standards and includes gaps with no aligned assignments.

Curriculum reports download and save as an .XLSX file so that you can easily open the file in Microsoft® Excel® or other supported application and manipulate the data for your needs.

To see tips about how to build the reports and to learn about how the data is structured in the reports, go to "How to build a report to get the data you need and what that data means" on the facing page.

How the standards documents get entitled for your school

For your school to use standards, two steps must occur:

1. An Ignitia License Administrator must enable the **Standards Authority** option and select the states for the standards documents that your school is entitled to see. This action is performed in the Support tool application.

2. Then, in the Ignitia application on the **School Settings > Messages & Display** tab, your school Admin is responsible for disabling and enabling the Standards Documents , based on your states, for your school. By default, standards documents for your states are automatically enabled, but can be disabled by the school Admin. Several national standards documents are automatically included in the list, but must be selected to see those alignments.

How the standards alignments are developed for Ignitia curriculum

In general terms, *standards* are statements of outcomes all learners should achieve. The Curriculum Team develops its curriculum to be aligned with national and state standards. The alignment data for the curriculum reports comes from a leading academic standards provider, Certica Solutions, Inc. Certica reviews, digitizes and curates standards. The Curriculum Team

submits its curriculum to Certica for review against current standards. Certica then accepts (or rejects) the alignment data. Accepted alignment data is uploaded to the Search Services so that all search methods in the various applications have access to the lessons and projects with updated alignments. The two curriculum reports are run against the Search Services to gather the requested data. Updated standards are pulled from Certica on a regular basis and uploaded to Ignitia to ensure alignment data is accurate.

How to build a report to get the data you need and what that data means
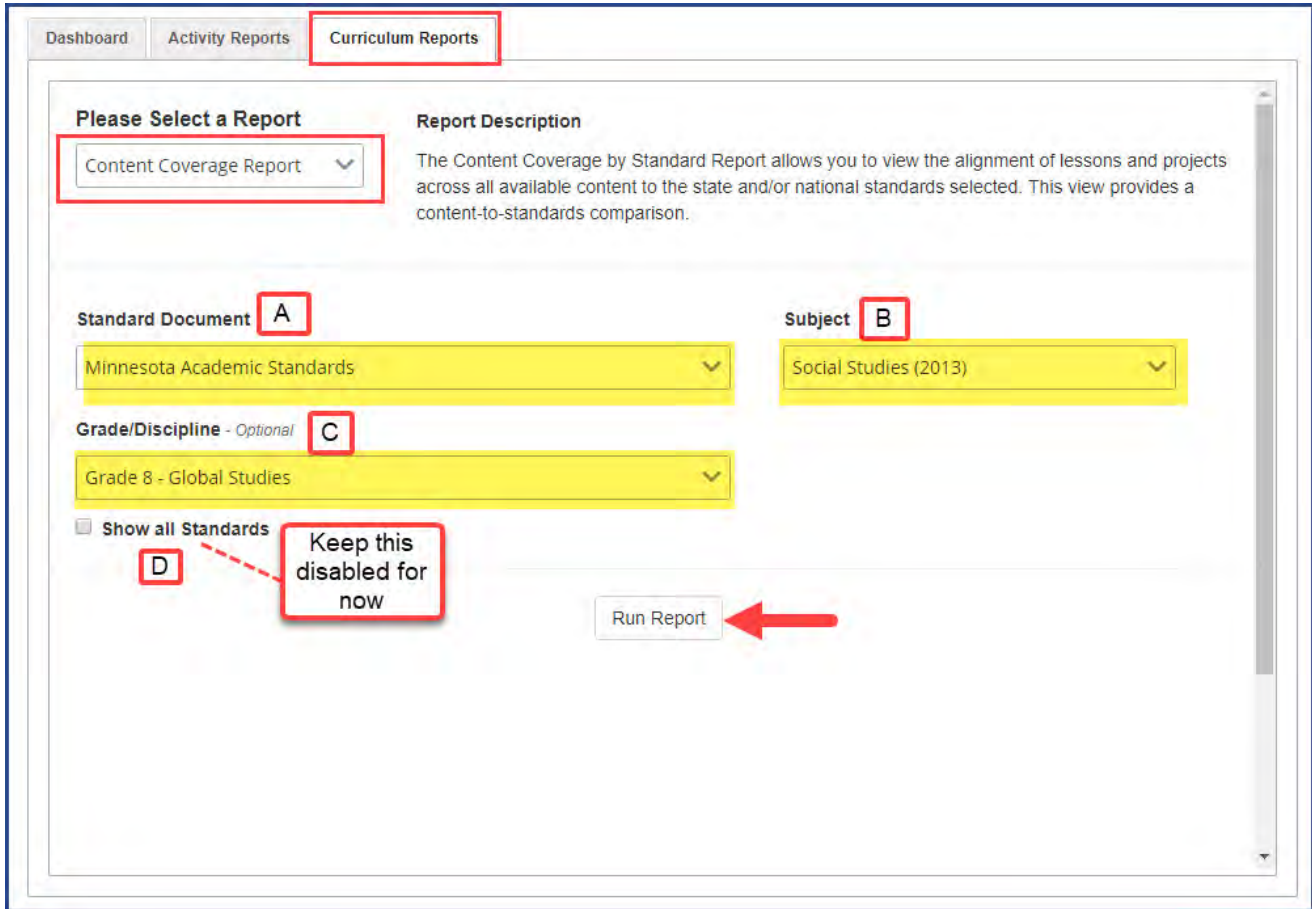
Here's some tips on how to build the curriculum reports to get the results you expect and also what you will see in the report based on your selections.

- On the main nav bar, select **Reports**, then select **Curriculum Reports**.

Select criteria to build a Content Coverage report

For this example, let's select criteria to see where content coverage is best for an 8th Grade, Global Studies discipline using the Minnesota Academic Standards.

1. From the **Standard Document** list, select the **Minnesota Academic Standards** (see item A below).

2. From the **Subject** list, select **Social Studies** (item B). Once we select the subject, this activates the grade/discipline list.

3. Let's select **Grade 8 - Global Studies** (item C) .

4. We'll keep the **Show all Standards** option (item D) disabled for now. This means the report will only show content (assignments) with alignments to standards.

5. Click **Run Report**.

The report may take a few minutes to collate the data.

6. When the report is done, at the bottom of the browser, you see a download indicator for a file called **Content Coverage - Standards with Alignments [current date].xlsx**. Click the report doc to open it.
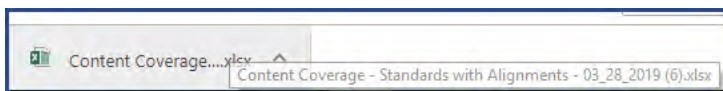
Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- Each report has a orange colored row to indicate the "strand" or domain/disciplinary core idea of the standard. Below the strand row, in the first two columns, you see each section number or standard code listed along with the standard text. The section number (code) and standard text may be repeated on several rows because as you scroll over to the right side of the report, you get the breakdown of the aligned Ignitia curriculum details and a single standard may be aligned to multiple lessons or projects.

- On the right side of the report, the remaining columns show the aligned Ignitia curriculum details. You see the Course Title, Unit number, Unit Title, Lesson Title (assignment title) and Lesson Type (project or lesson) as it is aligned to the standard under a given strand. As you scroll down through the report, you see where a standard has an aligned assignment. In the example below, this report shows three different courses. Course 1 and Course 2 have aligned assignments to the same standard under a strand. Course 3 has an aligned assignment to a different standard under a different strand.

Now, let's take a look at the same report, but this time, the **Show all Standards** option was enabled. This means we may see gaps, that is, no curriculum alignments within a given strand. The report name changes to indicate that All Standards has been selected. In the download area, you see **Content Coverage -All Standards [current date].xlsx**. Click the report doc to open it.

- You will notice that if a given strand/standard/substandard does not have curriculum alignments, no data appears in the Course Title, Unit, Unit Title, Assignment, and Lesson Type row. This indicates "gaps" in alignment coverage for the selected subject and grade/discipline (if you included grade/discipline criteria).
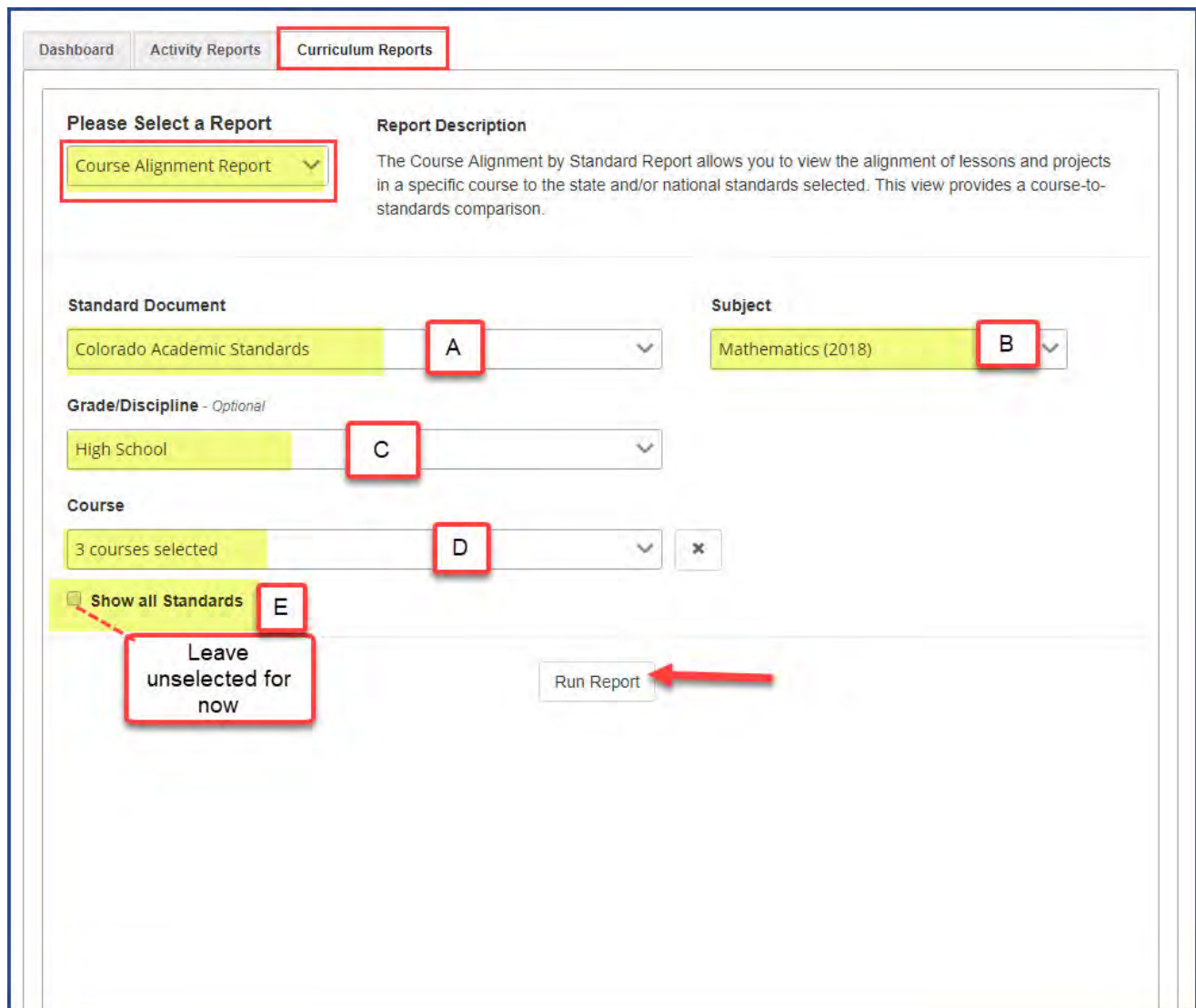
Section	Standard	Course Title
8.3.3.6.6	Describe how the physical and environmental features of South Asia and Central Asia affect h	
8.3.3.6.7	Describe how [Strands/standards/substandards without assignment alignments shows the "gaps".] uth of the Sahara affect human	
8.3.2.6.8	Describe how a / Oceania affect human activi ons have adapted to and changed the landscape differently over time.	

Grade 8 - Global Studies > Geography > Human Systems > The characteristics, distribution and complexity of the earth's cultures influence human systems (social, economic and political systems).

Section	Standard	Course Title
8.3.3.7.1	Describe independence and nationalist movements in Sub-Saharan Africa and Asia, including India's independence movement.	

Grade 8 - Global Studies > Geography > Human Systems > Processes of cooperation and conflict among people influence the division and control of Earth's surface.

Section	Standard	Course Title
8.3.3.8.1	Describe the impact of nationalist movements in the 20th century on contemporary geopolitics in Southwest Asia and North Africa.	

Grade 8 - Global Studies > Geography > Human Environment Interaction > The meaning, use, distribution and importance of resources changes over time.

Section	Standard	Course Title
8.3.4.10.1	Explain how the changing patterns of industrialization and trade between the United States, and Canada or Mexico, have resulted in close connections between the countries in terms of manufacturing, energy and finance.	
8.3.4.10.2	Describe the impact of comparative advantage, the international division of labor, and de-industrialization on manufacturing regions and commercial districts within urban areas in the United States and Canada.	
8.3.4.10.3	Describe the changing role of Latin America in global trade networks.	Twentieth Century American History

Select criteria to build a Course Alignment report

For this example, let's select criteria to build a report to see where specific course alignment is best for high schoolers (typically grades 9,10,11 and 12) for Mathematics. We'll include three courses for the report - Algebra I, Geometry, and Integrated Math I.

1. Let's select a different standard document, so from the **Standard Document** list, select the **Colorado Academic Standards** (item A below).

2. For this report, from the **Subject** list, select **Mathematics 2018** (item B). Once we select the subject, this activates the grade/discipline list.

3. Then, from the **Grade/Discipline** list, let's select **High School** (item C) .

4. For the courses, select **Algebra I**, **Geometry**, and **Integrated Math I** (item D). You can select up to 15 courses, but be aware that using that many courses in one report may take a while for the report to run.

5. We'll keep the **Show all Standards** option (item E) disabled for now.

6. Click **Run Report**.

7. When the report is done, at the bottom of the browser, you see a download indicator for a file called **Course Alignments-Multiple Courses Standards with Alignments [current date].xlsx**. You can also see the report on your download page. Click the report doc to open it.
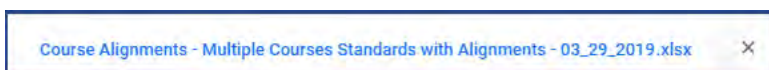
Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- On the left side of the report, the first two columns show the standard information. The standards are organized into a structure with strands, standards, and sub-standards. A strand is indicated by the orange row. All standards and sub-standards aligning to a particular strand are listed below the strand with a corresponding section number(standards

code). One section number/code and related standard text could repeat multiple times on several rows because it is aligned to multiple lessons and/or projects which are indicated on the right side of the report.

- On the right side of the report, the remaining columns show the aligned Ignitia assignments based on the course(s) you selected for the report. You see the Course Title, Unit number, Unit Title, Lesson Title (assignment title) and Lesson Type (project or lesson) as it is aligned to the standard under a given strand.

Now, let's take a look at the same report, but this time, the **Show all Standards** option was enabled. This means we may see gaps, that is, standards that do not have aligned assignments. The report name changes to indicate that All Standards has been selected. In the download area, you see **Course Alignment - Multiple Coursses All Standards [current date].xlsx**. Click the report doc to open it.

- You will notice that if a standard under a given strand does not have assignment alignments, the columns are empty (blank) to indicate gaps, that is, standards without aligned assignments.

Run Content Coverage reports

Use the **Content Coverage Report** to see curriculum alignments for a standard by subject for a specific grade or discipline. To get the data for the **Content Coverage Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. The generated report includes the standard title, section, standard text with the alignment by Course Title, Unit Title and Lesson (assignment) Title.

> **Tip:** By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) *with* alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

To run a Content Coverage report:

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.

2. From the list, select the **Content Coverage Report**.

3. From the **Standard Document** list, select the standard document to report on.

4. From the **Subject** list, select the curriculum subject.

5. If desired, from the **Grade/Discipline** list, select a grade or discipline.

> **Warning:** Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

6. To include alignment gaps in the report, select the **Show all Standards** option.

7. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.
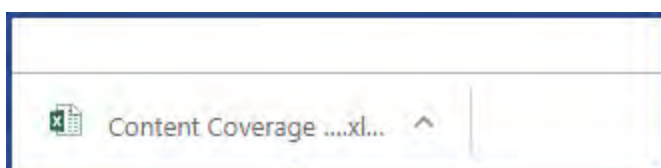
8. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

Run Course Alignment reports

Use the **Course Alignment Report** to see alignments for a standard by subject, for a specific grade or discipline, and for one or more courses. To get the data for the **Course Alignment Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. You can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a standard are most heavily covered.

> 💡 **Tip:** By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) *with* alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

To run a **Course Alignment Report**:

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.

2. From the list, select the **Course Alignment Report**.

3. From the **Standard Document** list, select the standard document to report on.

4. From the **Subject** list, select the curriculum subject.

5. If desired, from the **Grade/Discipline** list, select a grade or discipline.

> ⚠️ **Warning:** Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

6. From the **Course** list, click the arrow to open the list, and then do the following:

    a. In the **Search** box, to help you easily find a course, enter the first few characters of the course name. Or, you can scroll the list.

    b. Select one or more courses to report on. You can select up to 15 courses, but keep in mind that a large number of courses will take several minutes for the report to run.

    c. Click the close **X** to close the list.

    d. The number of courses you selected appears on the list. If you only selected one course, that course name appears. If you want to clear your selections, click the **X** button.
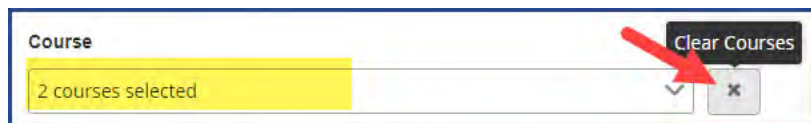
7. To include alignment gaps in the report, select the **Show all Standards** option.

8. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.
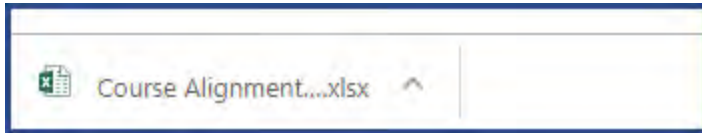
9. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

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Communicate with teachers and students using internal messaging

Ignitia provides an internal messaging system that allows admins, teachers, and students to communicate with each other in the form of person-to-person messages. A student can send an assignment help-needed request directly to the teacher which links the message to the assignment question for easy access by the teacher. A student can also message a teacher for an enrolled course to ask a question or request a conference and the teacher can quickly respond. Admins and teachers have an additional message type, known as system-generated messages, that allows them to receive messages from the Ignitia support system in the form of system notifications.

> **Tip:** The internal messaging system is only used for communication and notification within Ignitia; no external communication or notification is available. However, teachers and admins can also export several message types to a PDF format so that the message details can be shared externally with others, such as parents and guardians.

Messaging has several features just like a typical email system. You have an Inbox and Sent box. You can read, reply to and forward messages. One difference to note with Ignitia messaging is that you must archive messages that you no longer want in your Inbox or Sent list; you cannot delete them.

Your school's Admin user controls whether or not the teachers and students can use the internal messaging system.

> **Note:** By default, the internal messaging system permission is enabled at the school level, but can be disabled for an individual student. The student can still send help requests while working on assignment questions and message teachers while on their Courses "Learner Dashboard" page and can read their teachers' responses.
> **However...**if the internal messaging system permission is disabled at the school level, the **Messages** tool on the main nav bar is grayed-out or appears inactive. The student permission, "Allow Message Send", is also disabled. Students can send help requests from assignments and course messages to teachers, which teachers can read, but only help requests from assignments will send the responses back to students to read.

Who you can communicate with

Who you can communicate with using internal Messaging depends on your user role.

User role	Communication options
Student	Can only send messages to and receive messages from their teacher(s).
Teacher	Can send messages to and receive messages from admins, all teachers, students assigned to their courses, students that the Teacher registered in Ignitia, and groups that they are the owner of.
Super Teacher	Can send messages to and receive messages from admins and all teachers, groups that they are the owner of, students assigned to their courses, and students that have the same Campus IDs as the Super Teacher (if the Super Teacher has the "Restrict to Campus" permission enabled for their user profile). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17.
Admin	Can send messages to everyone, including groups owned by them and others, and receive messages from other admins, teachers, and students assigned to courses where the Admin is the teacher of record.

New messages indicators

On the **Home** page, several indicators are immediately visible to let you know that you have new, unread messages that may need your attention:

- On the main nav bar, a red indicator with a number appears next to the **Messages** tool.
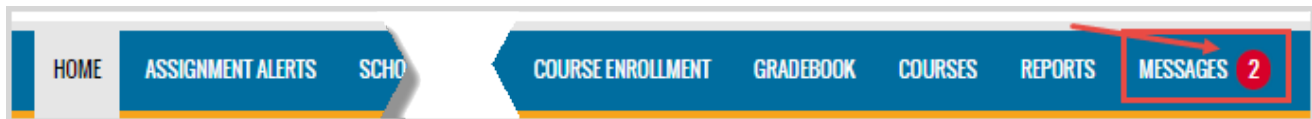
- On the **Activity Stream** tab, the **New Messages** list displays the latest unread messages in your **Inbox**. You see the date each message was received, who sent the message to you, and the subject line of the message.
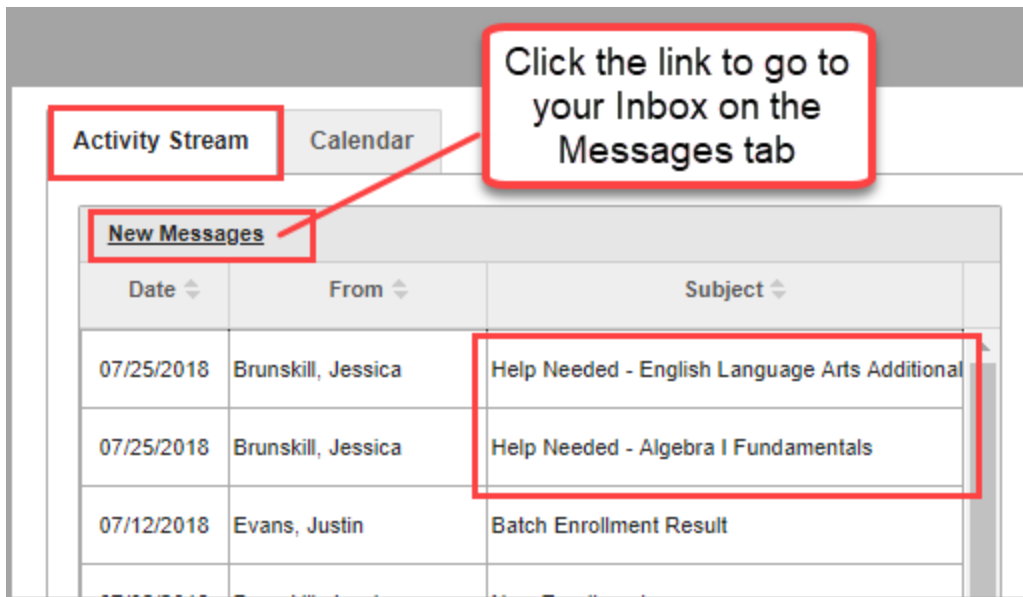
If you are a teacher or admin with assigned courses and a student sends an assignment help-needed message, you see:

- A **Help Request** on the **Activity Stream > Actions** tab.

- A **Help Request** on the **Gradebook > Action Required** tab.

Access your messages

To access your messages, do one of the following:

- On the main nav bar, click the **Messages** tool. This action takes you to the **Messages** tab and displays your **Inbox**. See "Messages tab" on the next page.
- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab.

You can also access an assignment help-needed message from a student by doing one of the following:
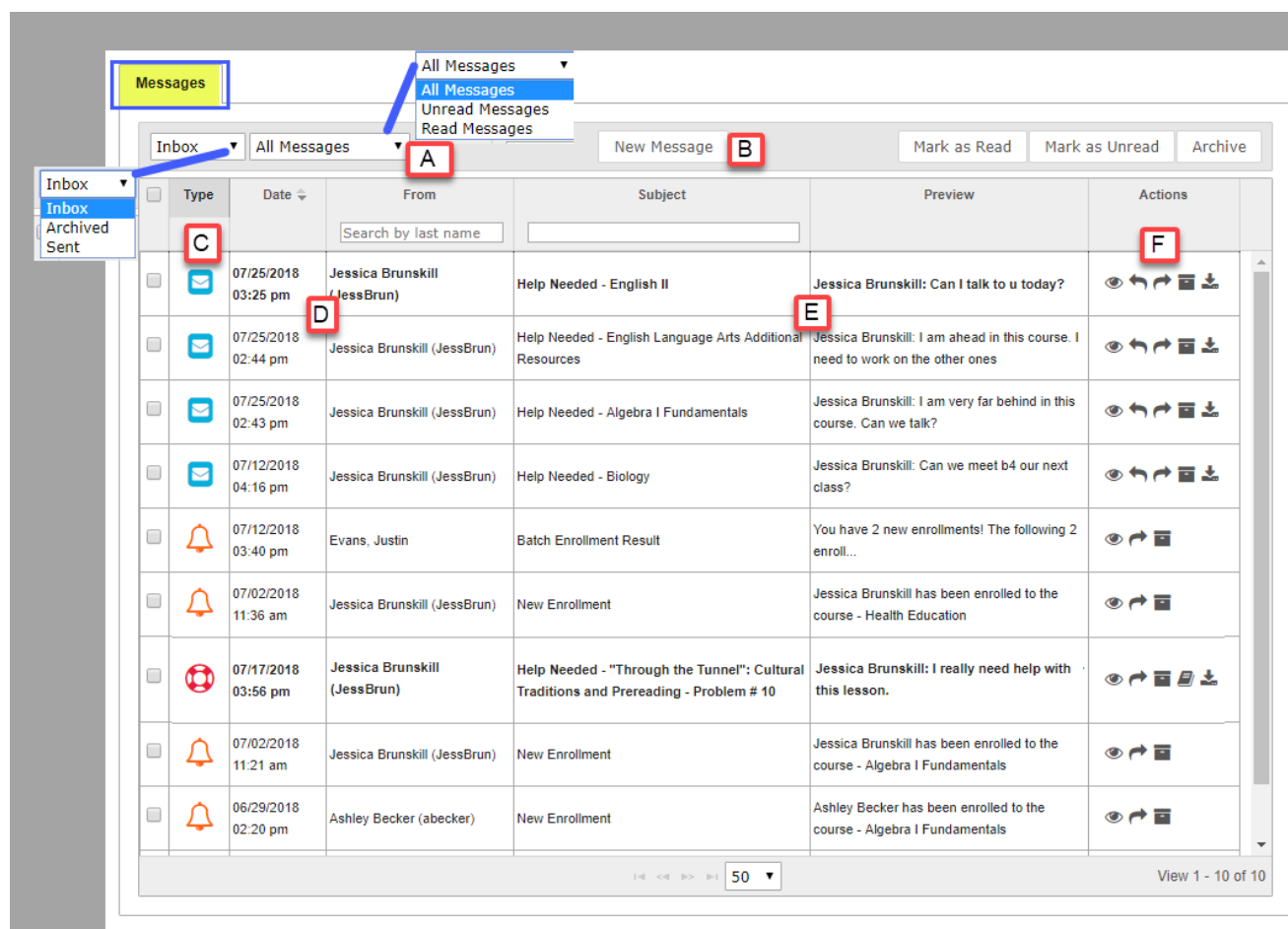
- Click the **Help Request** link on the **Actions** tab.
- On the **Gradebook > Action Required** tab, click the **Assignment** link.

> **Tip:** To quickly open an unread message, click it in the **New Messages** list. Tools (buttons) on the **Message** page allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.

Messages tab

By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

- To read a message, under **Actions**, click the **View message** 👁 tool. Depending on the type of message, you may be able to archive, forward, reply to, and export the message.

- To write a message, click **New Message**. See .

Features and tools

The **Messages** tab has several features and tools (identified on the example above) to help you manage each messages list. Symbols visually indicate the type of message and other features include:

Item	Feature/tool	Description
A	Viewing and sorting filters	Easily find and manage messages and change the information displayed. See "Filter, sort, and search your Messages list" on the next page.
B	Message tools (buttons)	Quickly write and send messages, mark messages as read or unread, and archive multiple messages. See: • "Write and send messages from the Messages tab" on page 281. • "Mark messages as Read or Unread" on page 279. • "Archive and unarchive messages" on page 293.
C	Message type symbol	Indicates the type of message. See "Message type symbols" below.
D	Date and From columns	Shows the date and time of the message and message sender or receiver name.
E	Subject and Preview columns	Shows the Subject of the message and a short preview of the message contents.
F	Actions column	Displays action tools so that you can view, reply to, forward, archive, view the lesson in the message, export, and move an archived message back in your Inbox. See "Actions tools" below.

Message type symbols

Symbols in the **Type** column visually indicate the type of message. You can sort the Type column by message type.

Symbol	Indicates	See...
🔔	System-generated message, such as the result of a batch enrollment, new enrollment, enrollment change, etc.	"Importance of system-generated messages" on page 287.
🛟	Help needed request from a student while working on questions for an assignment.	"Read and respond to assignment help-needed messages from students" on page 282.
✉	Person-to-person message from another teacher, admin, or student. For example, a student in a course assigned to you has a question or a teacher may need your assistance.	"Read and respond to person-to-person messages" on page 285.

Actions tools

Tools in the **Actions** column allow you to take action for a message.

Tool	Description	See...
View message 👁	Opens the Message page so that you can read the message. While reading the message, other action buttons are available based on the type of message.	
Reply to message	Opens the **Reply to Message** page so that you can reply to the sender and add other recipients to the message.	• "Read and respond to person-to-person messages" on page 285.
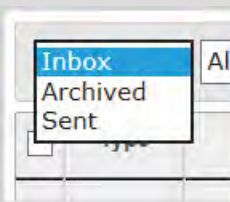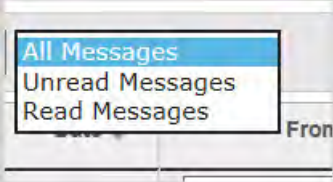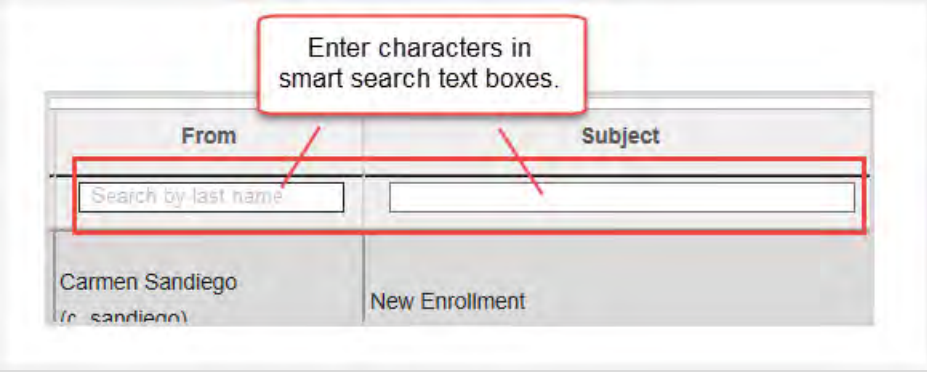
Tool	Description	See...
↩		• "Read and respond to assignment help-needed messages from students" on page 282.
Forward message ➡	Opens the **Forward Message** page so that you can forward the message to other recipients and include a response.	"Forward messages" on page 291.
Export message as pdf ⬇	Creates a pdf of the message, including any message threads, so that you can effectively communicate message details with others.	"Export person-to-person and assignment help-needed messages as PDFs" on page 289.
View lesson in help-requested message 📖	Opens the lesson and the student's question so that you can reply to the lesson help request.	"Read and respond to assignment help-needed messages from students" on page 282.
Archive message 🗃	Removes the message from the **Inbox** list and puts it under the **Archived** list.	"Archive and unarchive messages" on page 293.
Move message to Inbox 📥	Removes the message from the **Archived** list and puts it under the **Inbox** list.	"Archive and unarchive messages" on page 293.

Filter, sort, and search your Messages list

By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

You can filter, sort, and search the list to find a specific message or messages with a specific subject. Depending on the filters you choose, the column headings on the list may change. For example, when viewing Sent messages, the To column appears in place of the From column.

Action	Do the following...
Filter list to see only archived or sent messages	• From the **Inbox** list, select **Archived**. • From the **Inbox** list, select **Sent**. Inbox / Archived / Sent
Filter list to see read or unread messages	By default, the list displays All Messages (read and unread). • To see only read messages, select **Read Messages**.

Action	Do the following...
	• To see only unread messages, select **Unread Messages**.
Search for messages by sender/receiver or subject	In the row immediately below several column headings are blank smart search boxes. • Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. ![Smart search text boxes example with From and Subject columns, Carmen Sandiego / New Enrollment]()
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset list (clear search filters)	• To reset the list after entering search characters, delete the characters in the text box. Press **Enter**.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.

Mark messages as Read or Unread

When you open a message, the message is automatically marked as Read. If desired, you can easily mark a message as Read or Unread. By default, the Inbox displays all messages - read and unread - in chronological order by date and time when received. You can filter the Inbox list to see Archived or Sent messages.

1. On the main nav bar, click **Messages**.

2. To filter the list to see only unread messages in the **Inbox**, from the **All Messages** list, select **Unread Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.
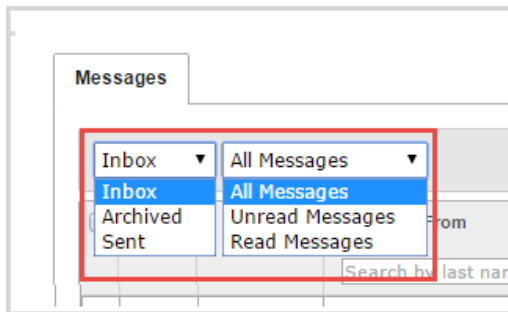
3. To select a message to mark as Read or Unread, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading.
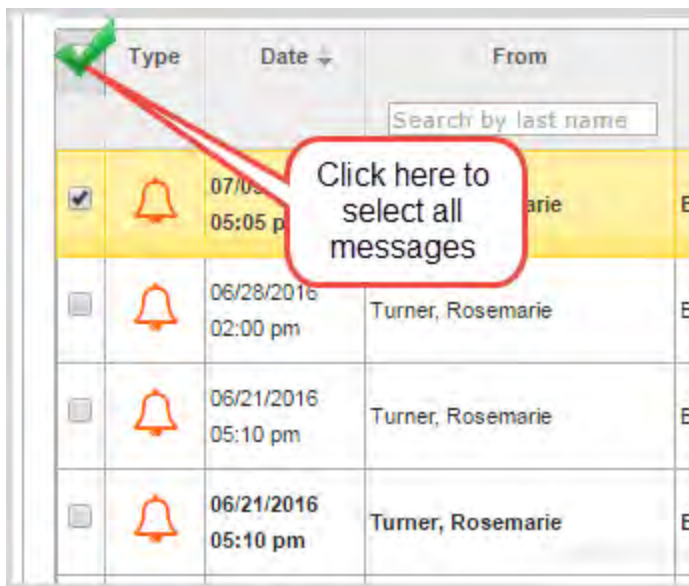
4. Click **Mark as Read** or **Mark as Unread**.
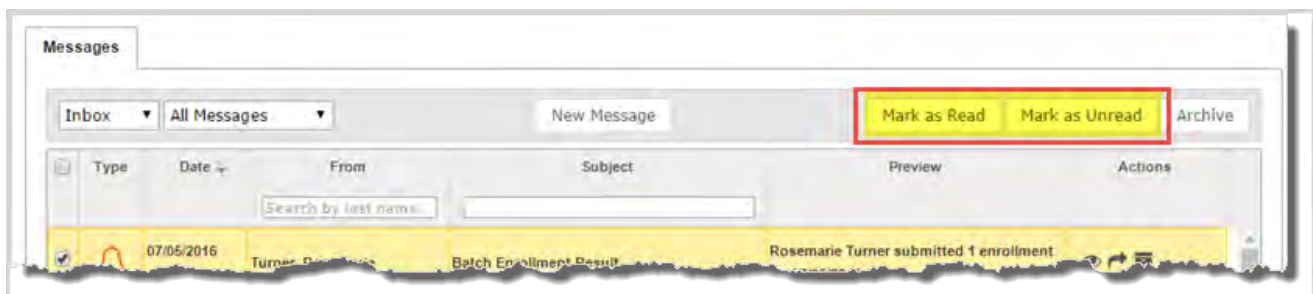
Depending on the filters you applied, the message, or messages, are removed from the list.

Write and send messages

In previous chapters, you learned that you could write and send messages to your students (and student groups) enrolled in courses from the Course Enrollments tab, from the Gradebook, and also from the Teacher Assignment view. The next set of steps explains how to send messages from the **Messages** tab.

Write and send messages from the Messages tab

1. On the main nav bar, click **Messages**.

2. On the **Messages** tab, click **New Message**.

   The Message page appears.

3. To select the message recipients, do the following:

   a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

   Or

   In the search field, start entering the first few characters of the person's name or username.

   💡 **Tip:** You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

b.   If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

c.   Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

d.   Follow steps a - c to continue adding recipients to the message.

4.   Enter the **Subject** of the message.

> 💡 **Tip:** As you are typing the subject and message, the automated spelling check tool will underline words in red that it feels are misspelled. You can keep the word as is or fix the spelling.

5.   Type the message in the large box below the format toolbar. You can use the formatting tools to change the look and structure of the message.

6.   When you are satisfied with the contents and recipients, click **Send Message**.

Based on the number of message recipients, your Sent list contains a message for each recipient. For example, if you sent the message to 12 recipients, your Sent list contains 12 person-to-person messages.

Read and respond to assignment help-needed messages from students

When students need help with a specific question in an assignment, they can send the teacher a message using the **Ask For Help** ❓ ASK FOR HELP button below the question. Messages sent by students from within an assignment, using the Help button, have "Help Needed" in the Subject line and provide a link in the message itself to the assignment.

1.   Use one of the following ways to read and respond to assignment help-needed messages:

- From the **Home > Activity Stream** tab, click the message in the **New Messages** list or in the **Actions** list, click the **Help Request** link.

- From the **Gradebook > Action Required** tab, click the **Assignment** title link.

- From the **Messages** tab, look for the assignment help-needed symbol 🛟. To go directly to the question in the assignment where the student initiated the request, under **Actions**, click the **View Lesson** 📖 tool.

The Help request opens on top of the assignment in the **Teacher Assignment** view as shown in this example.
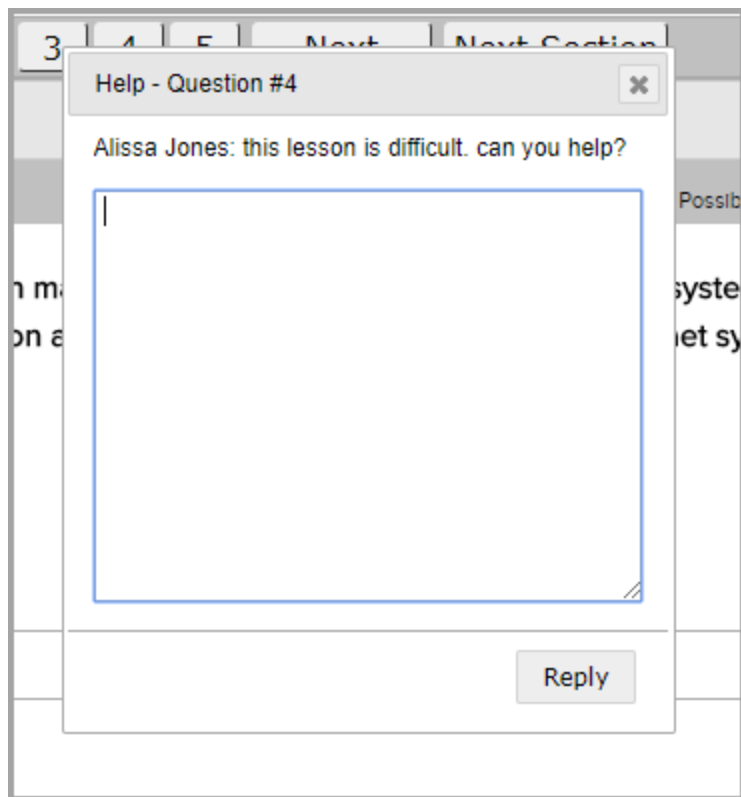
2. Enter your reply in the text box and click **Reply**.

3. To close the Help request, click the Close [**X**].

This next set of steps explains the message response for the student.

1. If the student is working in Ignitia, they see the new messages indicator that appears next to the **Messages** tool on the main nav bar. Otherwise, when they log in, the new messages indicator visually tells them that a new message has arrived.

2. The student clicks **Messages**, and then clicks the message from the teacher.

3. The student clicks the **Assignment** link to open the assignment.

From: Rosemarie Turner
To: Alissa Jones
Subject: Help Reply - A Unique Planet - Problem # 4
Assignment: Earth Science : A Unique Planet

On 07/25/2018 05:28 pm MDT, Rosemarie Turner wrote

Rosemarie Turner: Yes, I can sit you later today.

FORWARD   ARCHIVE
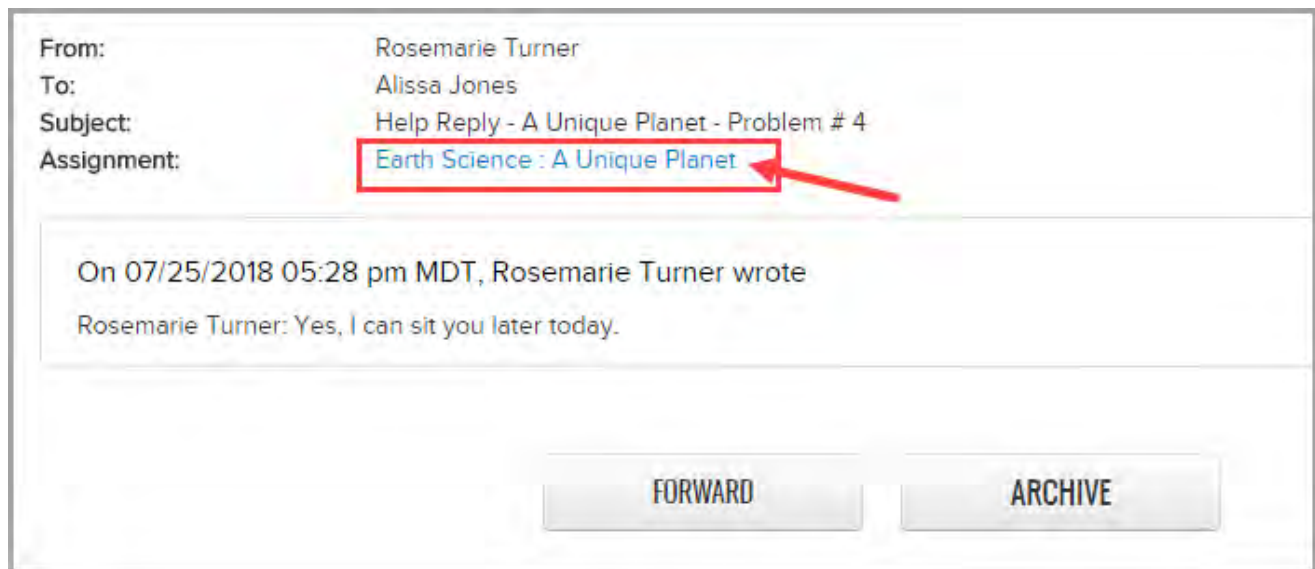
4. The student reads the teacher's reply and can respond to it.

What do you need help with?

Me: Can we talk about this assignment?
Rosemarie Turner: Sure. I can help you. Let's meet.
Me: I can meet you at 4pm today. is that ok?

Write message   SEND
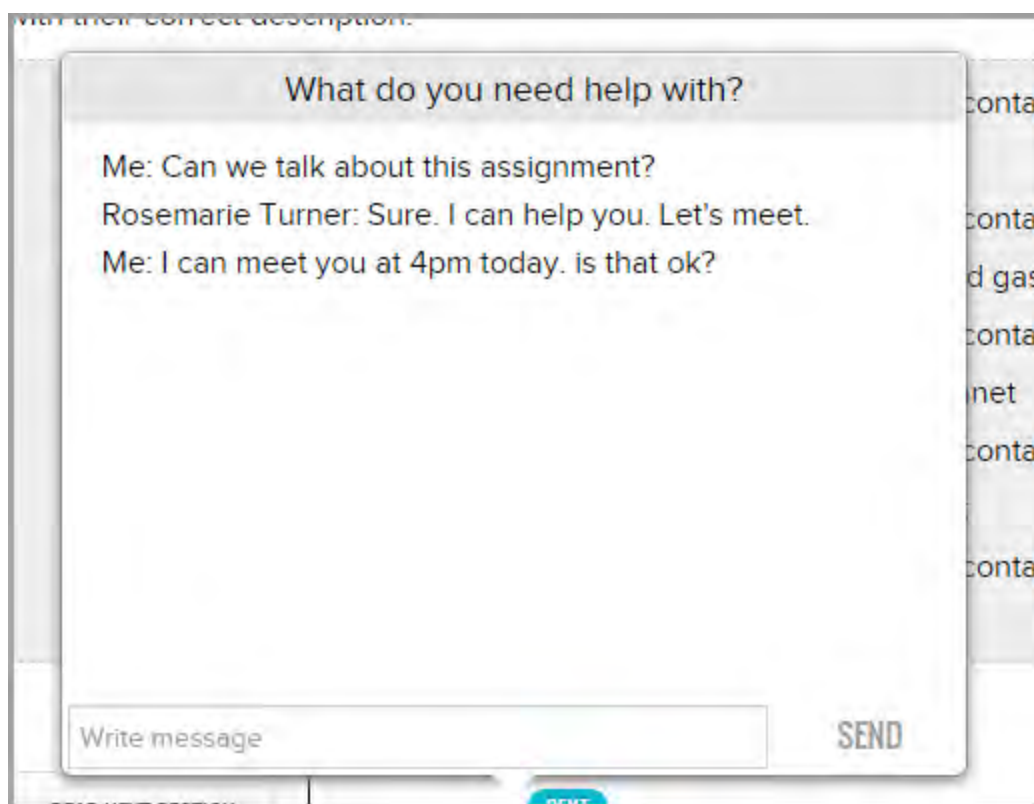
Read and respond to person-to-person messages

Replying to a person-to-person message is as simple as replying to an email message in any email program. A person-to-person message uses this symbol 📧 as its visual indicator in your **Messages** list.
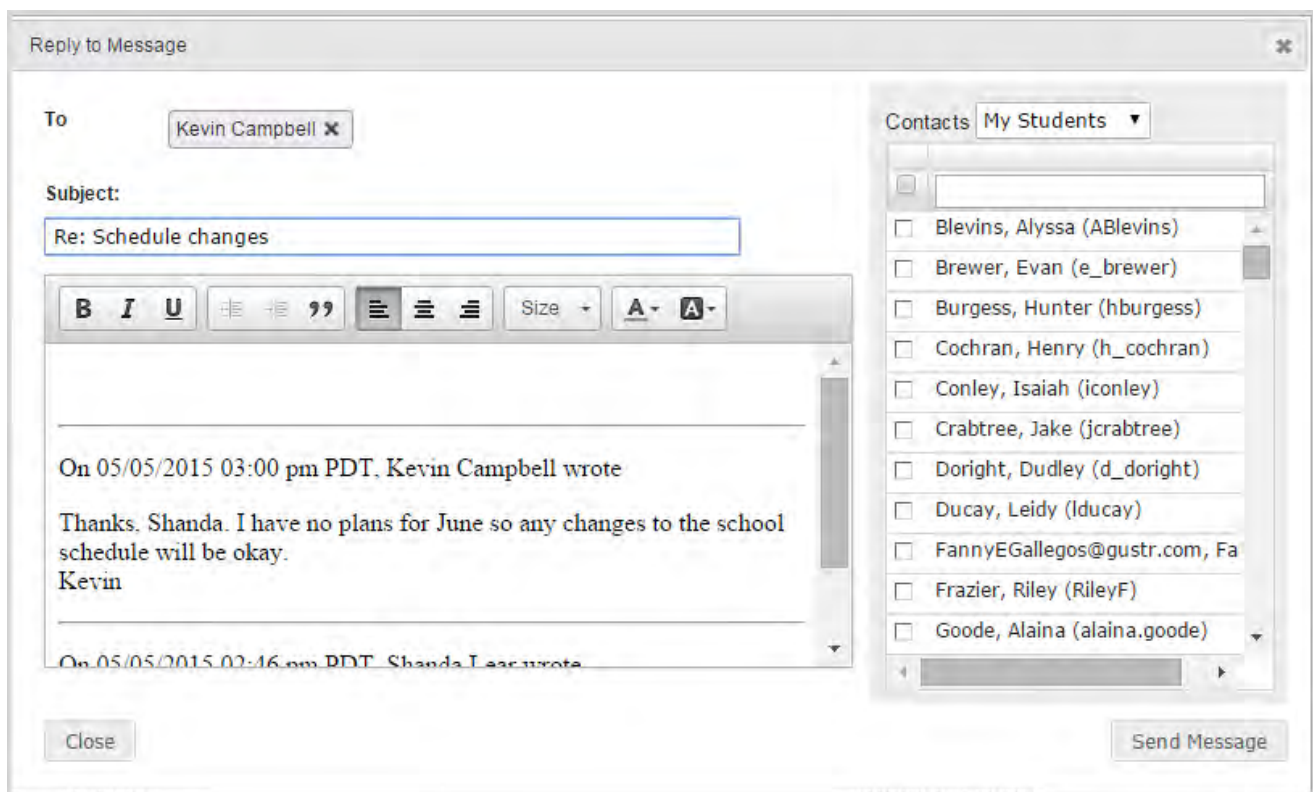
Tip: When a student sends a message to the teacher, that type of message has the subject of "Help Needed - [Course Name]" and uses the person-to-person ✉ message symbol and has the same actions as a person-to-person message.

1. On the main nav bar, click **Messages**.

2. Use the **Type** column sort filter to sort the list in ascending order by message type so that any person-to-person messages are at the top of the list.

3. To read the message, under **Actions**, click the **View message** 👁 tool.

4. To reply to the message, click the **Reply** button.

Tip: To reply to a message without reading it, under **Actions**, click the **Reply** ↩ tool.

The **Reply to Message** page appears with the sender's name in the **To** field and the original subject and message content.

5. You can keep the default information that appears or delete it. To add more recipients, do the following:

   a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

      Or

      In the search field, start entering the first few characters of the person's name or username.

> 💡 **Tip:** You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

    b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

    c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

6. When finished, click **Send Message**.

Importance of system-generated messages

System-generated messages occur when:

- An enrollment changes, such as an enrollment has been transferred to another teacher (Subject = Enrollment Change).
- A new enrollment has occurred (Subject = New Enrollment).
- A new enrollment is processed by the Ignitia system (Subject = Batch Enrollment Result).
- System support notifies the teacher that an enrollment may soon be archived and the teacher may need to take action (Subject = Notification to teacher regarding pending archival action).
  See
- System support notifies the teacher that a student has completed a course (Subject = Notification of completed course).
- System support notifies the school Admin that a student attempted to use their Single Sign-On (SSO) credentials and an association for the student could not be found in Ignitia (Subject = Unassociated Login Attempt).

You will want to read system-generated messages, especially after enrolling students, because with a Batch Enrollment Result message, you are notified if any enrollments failed to be created as shown in this example.

Read and take action on system-generated messages

> 💡 **Tip:** System-generated messages also appear in **New Messages** list on the **Home > Activity Stream** tab.

1. On the main nav bar, click **Messages**.

2. A system-generated message uses the bell 🔔 symbol. Use the **Type** column sort filter to sort the list in ascending order by message type.

3. To read the message, under **Actions**, click the **View message** 👁 tool.

4. If desired, do one of the following:
   - If you do not want to take action, click **Close**.
   - If the message is for a pending archival action for an enrollment, you can extend the enrollment. See "How auto-archiving enrollments happens and how teachers can respond" below.
   - To archive the message, click the **Archive** button. See "Archive and unarchive messages" on page 293.
   - To forward the message, click the **Forward** button. See "Forward messages" on page 291.

How auto-archiving enrollments happens and how teachers can respond

If an enrollment is in Active or On Hold status and the student has not opened any assignment in the enrollment for the period of one year (52 weeks), then the system will automatically move the enrollment to Pending Archive status. At this point, the Teacher of Record (TOR) for the enrollment is sent a message to their Inbox seven days in advance notifying of the pending archival action.

When opened, the message content looks like this:
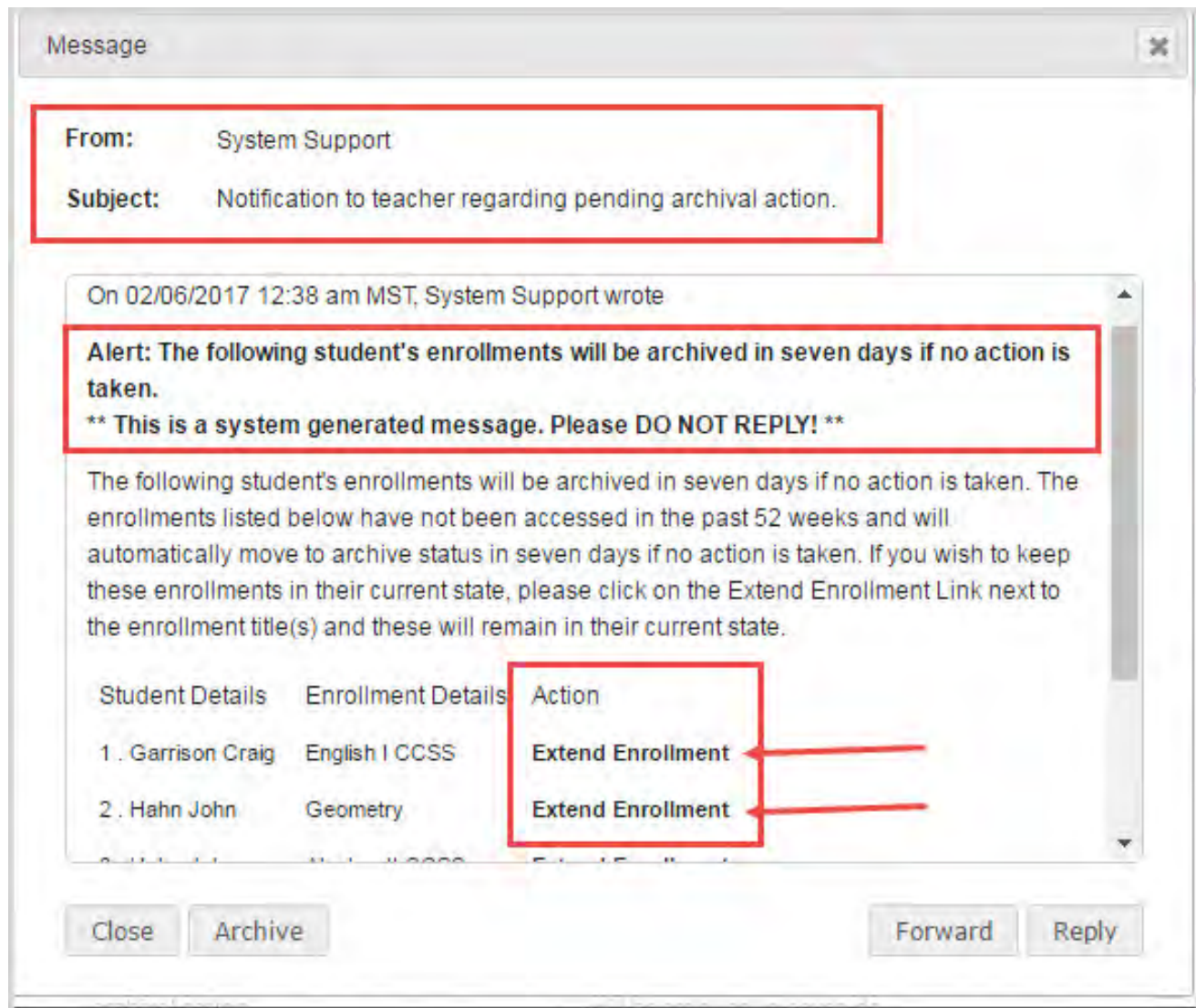
- If desired, to extend the enrollment and keep it in its current state, the TOR can click the **Extend Enrollment** link in the message.

Export person-to-person and assignment help-needed messages as PDFs

You can export your person-to-person messages and assignment help-needed messages as PDFs so that you can share the communication details with others. When you export a message that has multiple communication efforts (threads), if you select the most recent message, the entire communication thread is exported. You can export unopened and opened messages.

There are multiple ways to export a message as a PDF. You can:

- Export an unopened message from the Messages tab.

- Export an opened message from the Messages tab.

- Export an opened message from the Home page > Activity Stream > New Messages tab.

Export an unopened message from the Messages tab

1. On the main nav bar, click **Messages**.

By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. Under **Actions**, click the **Export** ⬇ tool.

    The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

4. Click to open the file, or just attach the pdf file to an email in an external email program.
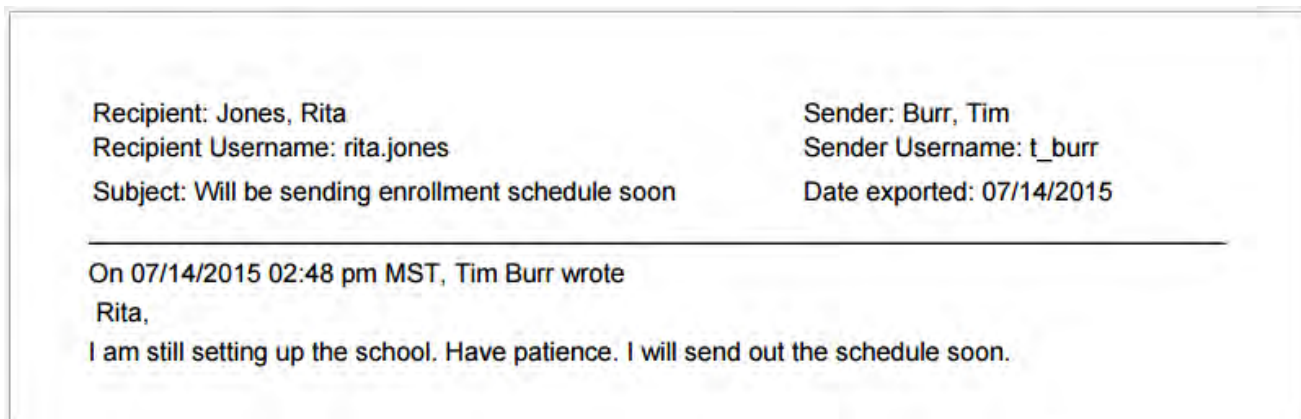
Export an opened message from the Messages tab

1. On the main nav bar, click **Messages**.

    By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. To open the message, double-click it.
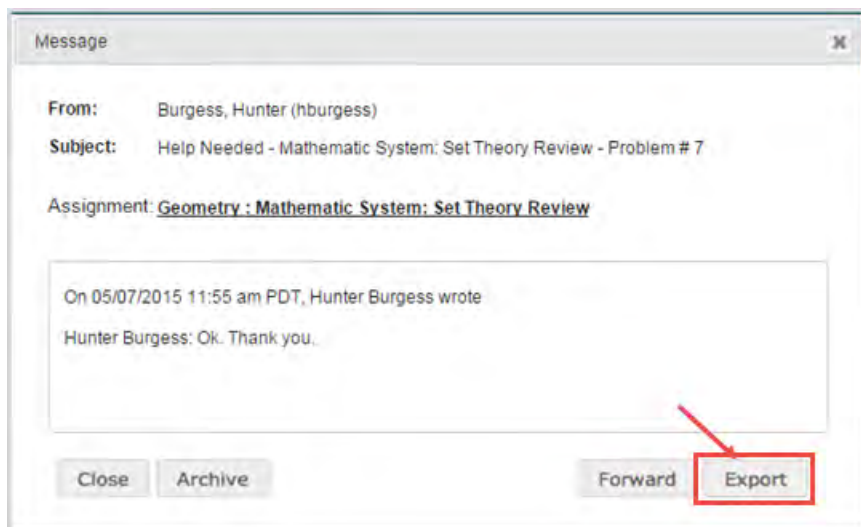
4. Click the **Export** button.

![Ignitia logo]

The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Export an opened message from the Home page > Activity Stream > New Messages tab

1. On the main nav bar, click **Home**.

2. On the **Activity Stream** tab, in the **New Messages** list, click a person-to-person or help-requested message to open it.

3. Click the **Export** button.
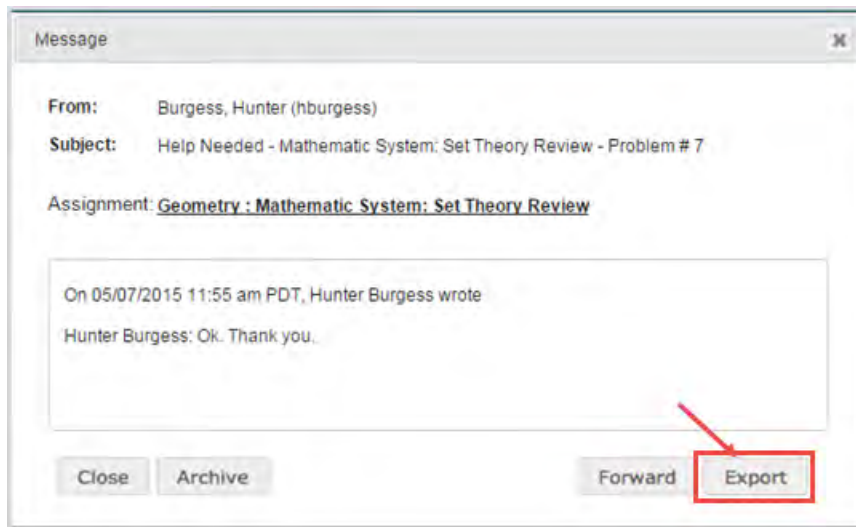
The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Forward messages

You can forward any type of message to others. When you forward a message, the **To** field is empty and you must select at least one recipient. You can forward unopened and opened messages.

Forward an unopened message

1. On the main nav bar, click **Messages**.

   By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. Under **Actions**, click the **Forward** � tool.

   The **Forward Message** page appears with the original subject and message content.

4. To select the message recipients, do the following:

   a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

   Or

   In the search field, start entering the first few characters of the person's name or username.
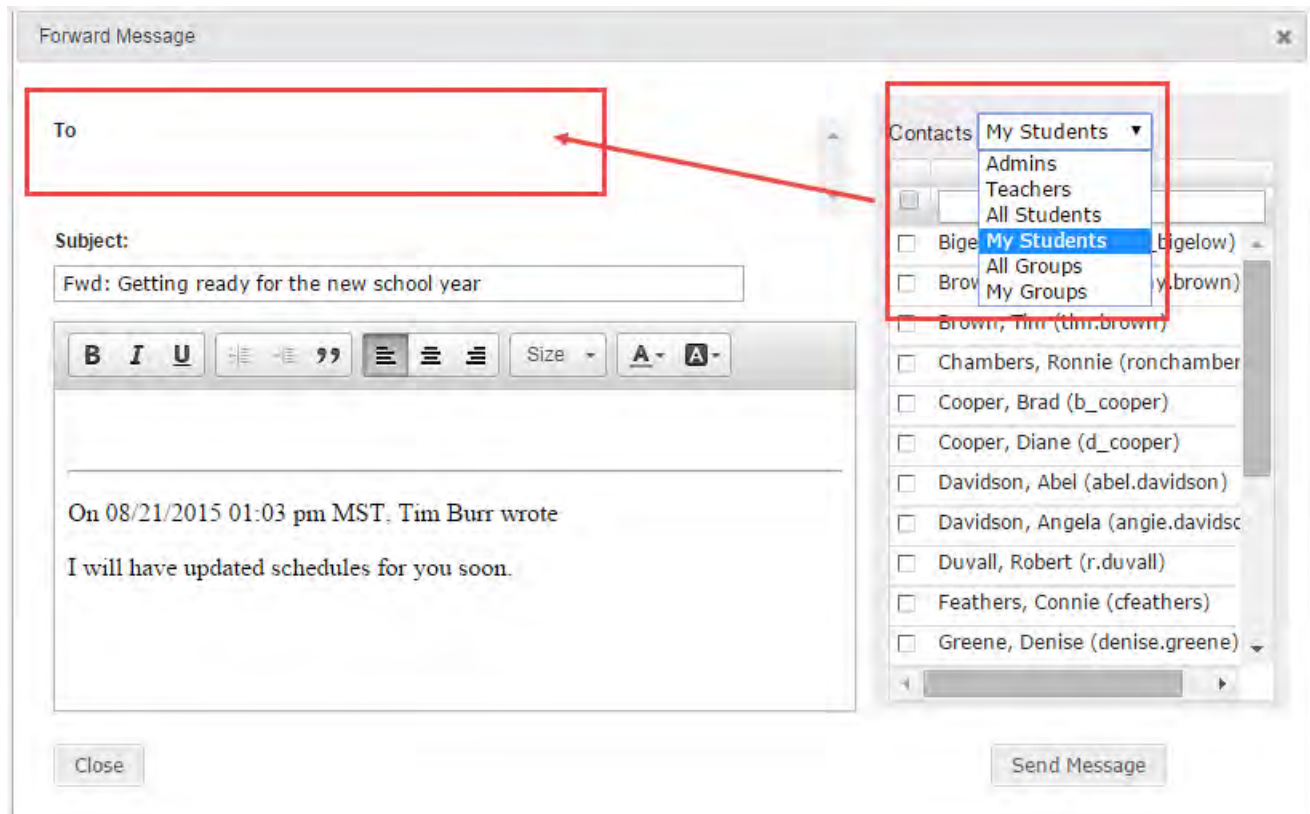
b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
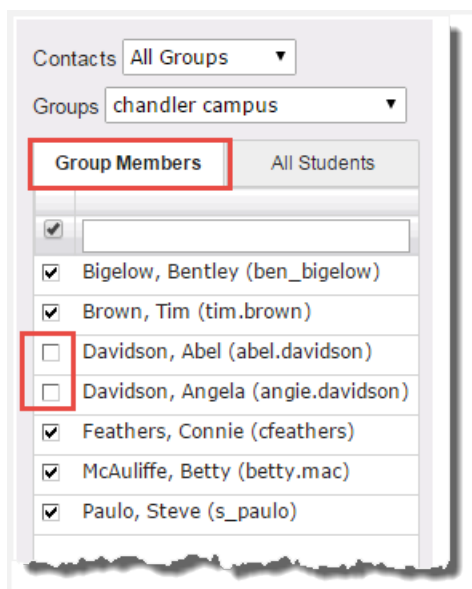
5. You can enter additional comments in the message area and delete any part of the original message content.

6. When finished, click **Send Message**.

> **Tip:** You can forward a message while reading it. Just click the **Forward** button.

Archive and unarchive messages

Because you cannot delete messages in Ignitia, you may want to *archive* messages to keep your Inbox list manageable. You can archive unopened and opened messages and you can archive multiple unopened messages from the Messages tab.
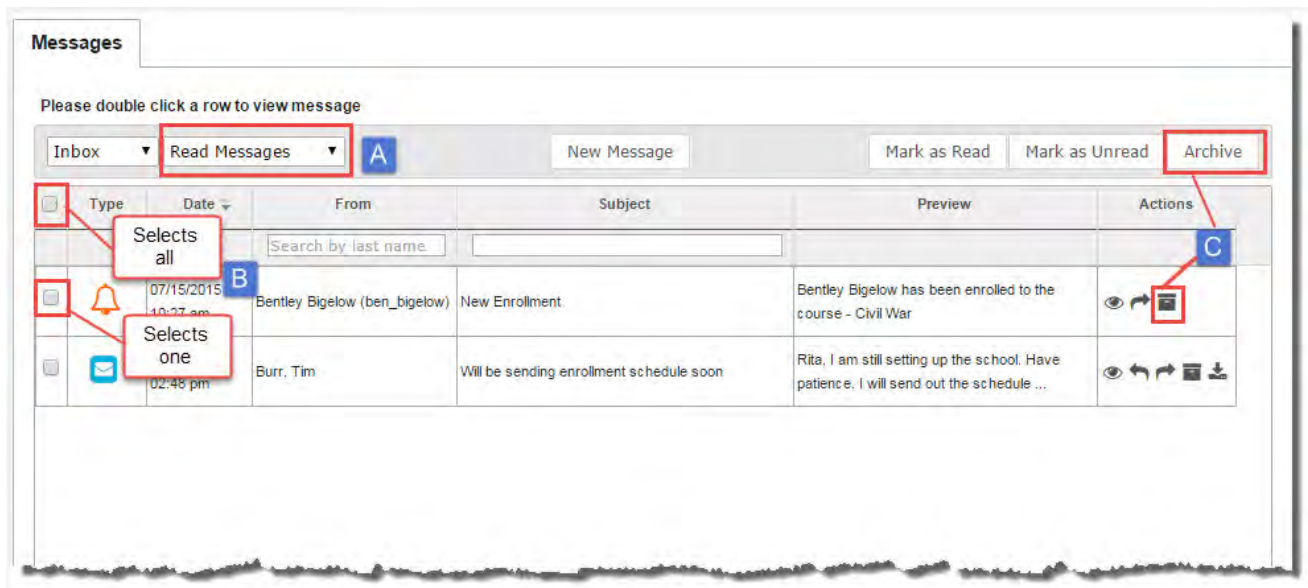
If desired, you can move archived messages back to your Inbox.

To archive unopened messages from the Messages tab:

1. On the main nav bar, click **Messages**.

2. (Optional) Filter or sort the list to locate the message(s) you want to archive. See "Filter, sort, and search your Messages list" on page 278.

   In the example below, the list was filtered to show only read messages (example A).

3. To select a message, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading (example B).

4. Under **Actions**, click the **Archive** 🗄 tool, or if archiving more than one message, click the **Archive** button (example C).

The message(s) is(are) removed from the list and now appear in the Archived list.

To archive an opened messages from the Messages tab:

1. (Optional) Filter or sort the list to locate the message(s) you want to archive. See "Filter, sort, and search your Messages list" on page 278.

2. To read the message, double-click it.

3. To archive the message, click the **Archive** button.

To archive an opened message from the Home > Activity Stream > New Messages tab:

1. On the main nav bar, click **Home**.

2. On the **Activity Stream** tab, in the **New Messages** list, click a message to open it.

3. Click the **Archive** button.
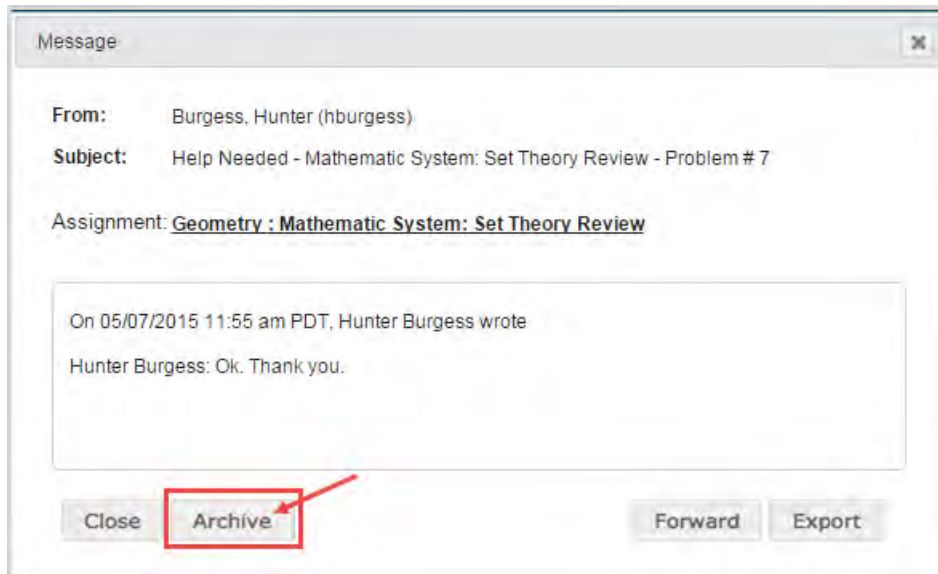
The message is removed from the New Messages list and now appears in the Archived list on the Messages tab.

To unarchive or move archived messages back to your Inbox:

1. On the main nav bar, click **Messages**.

2. To see all archived messages, from the **Inbox** list, select **Archived** (example A).

3. To move an archived message back to your Inbox, select the check box for the message, and under **Actions**, click the **Move to Inbox** tool. To move multiple messages, select their check boxes and click the **Move to Inbox** button (example B).
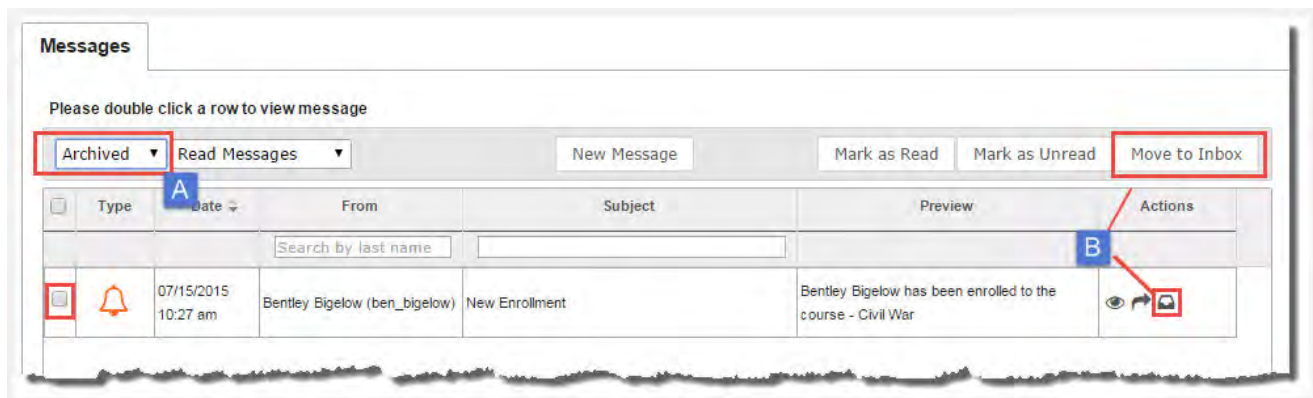
The message(s) is(are) removed from the Archived list and now appear in chronological order by date and time received in the Inbox.

View and search your school's courses and curriculum

This section explains how to:

- View your school's courses, including the standard courses and custom courses.

- Sort, filter, and search the courses list.

- Preview instructional contents of courses.

- Search and tag curriculum and other content for your custom courses.

Standard courses are the default courses provided when the school purchased Ignitia. These courses are ready for student enrollments and cannot be modified by you.

Custom courses are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Ignitia courses. You can also create a course comprised entirely of custom units and assignments created by you and other users. These courses can be in draft and published modes and then made ready for student enrollments.

> **Note:** Creating custom courses is explained in the *Custom Course Guide*. Creating custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see "Get help from customer support and access to online resources and videos" on page 325.
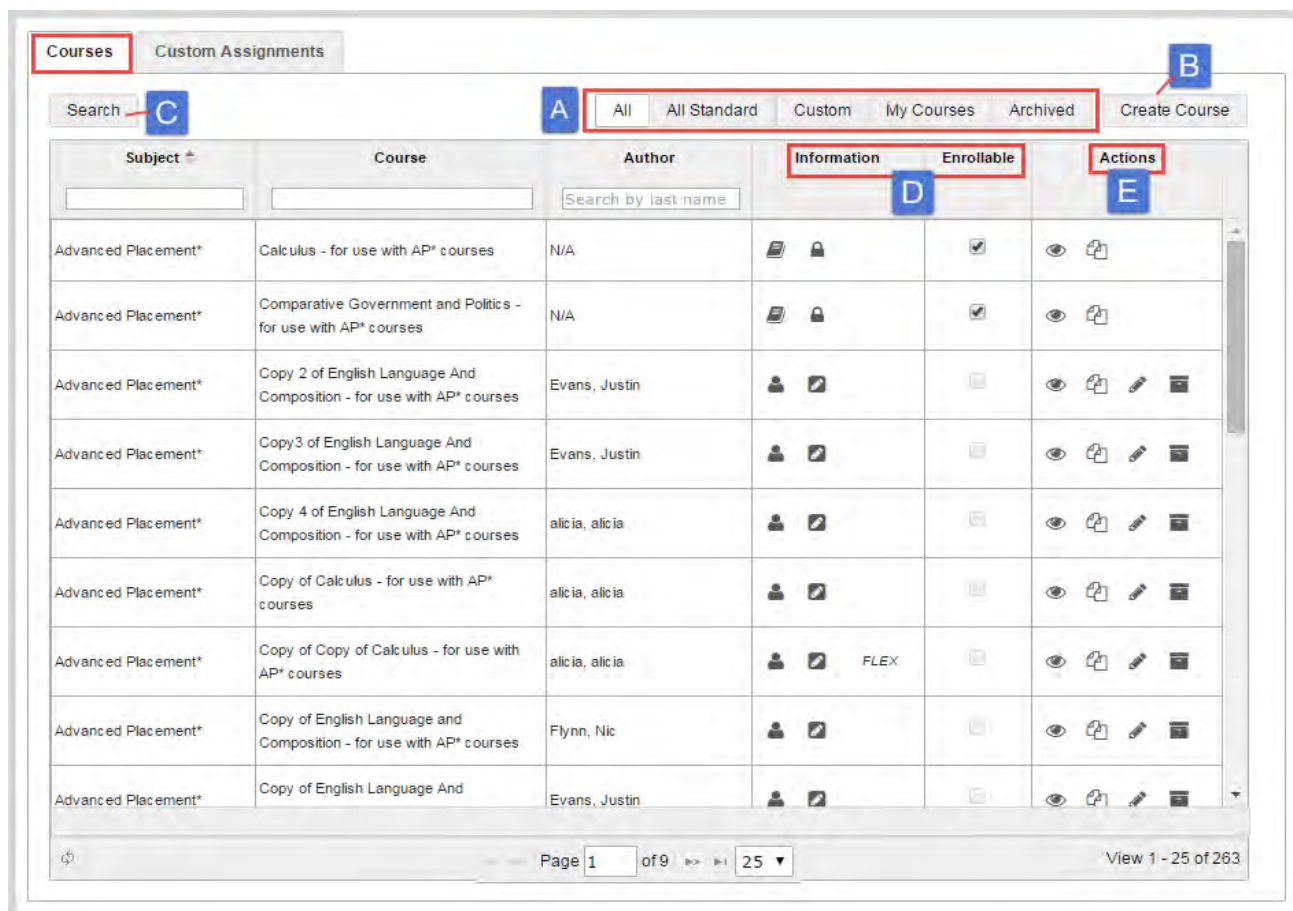
- To view courses, on the main nav bar, click **Courses**. The **Courses** sub-tab is the default selection. See "Courses tab" below.

Courses tab

The **Courses** tab contains a list of all standard courses your school is entitled to see and enroll students in as well as custom courses created by your teachers and/or admins. The **Courses** tab also provides:

- Several sub-tabs (example A below) to help you filter the list to the courses you want to view. By default, when you start using Ignitia, the **All** list displays the standard Ignitia courses. Once your school has created custom courses, the **All** list also contains those courses as well. You use the **All Standard**, **Custom**, **My Courses**, and **Archived** sub-tabs (filters) to change the course information displayed. See "Filter, sort, and search the Courses list" on page 297.

- A **Create Course** button (example B below) which opens the Course Editor so that you can create your own custom course. See the *Custom Course Guide* for information on how to create custom courses.

- A **Search** button (example C below) which opens the Search feature so that you can search your entitled Ignitia curriculum and other content types (custom courses and assignments, all standard topics, and Standards documents) to flag content for your custom courses. See "Search curriculum and other content from the Courses tab" on page 303.

The **Information** and **Enrollable** columns (example D above) provide immediate, visual indicators about the course.

Symbol	Indicates
📖	Course has been published. If the first position in this column is blank, the course is not published yet. It is still in a draft version.
	Course is locked and cannot be edited (these are usually standard Ignitia courses).
👤	Course (custom) that only the admin can edit.
👥	Course (custom) that the admin and all teachers with create course permissions can edit.
✎	Course (custom) is in draft mode. It can be edited.
FLEX	When the course was created, the **Enable Flex** setting was turned ON (enabled) to allow Flex Assessments. Flex Assessments means tests and quizzes are automatically created based on selected lessons and tailored to meet the needs of students. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 83.
☑	A check mark in the **Enrollable** column indicates the course is available for student enrollments.

Tools in the **Actions** column (example E above) let you take action for the course.
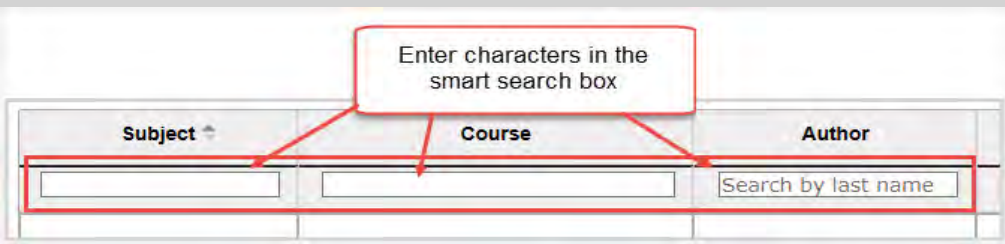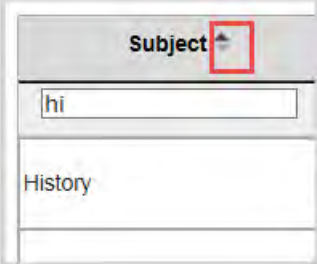
Tools	Indicates
👁	Course contents, including instructional material, can be previewed. Applies to all courses. Click to open the course and preview the course structure, which includes the units and open a unit to view its assignments. Also, can click an assignment to view its instructional material. See "Preview instructional material in courses" on the next page.
🗐	Course can be copied. Click to copy the course. For more information, see the *Custom Course Guide*.
✏	Course can be edited. Click to open the custom course and make edits to it. For more information, see the *Custom Course Guide*.
🗄	Custom course can be archived. Click to archive the custom course. See "Archive and unarchive custom courses" on page 319.
➕	Custom course can be unarchived. Click to unarchive the course. To see archived courses, click the **Archived** filter.

Filter, sort, and search the Courses list

To help you locate a specific course or courses, you can filter, sort, and search the courses list on the **Courses** tab.

By default, the **All** filter is active and all courses - standard and your school's custom courses - are displayed in the list.

Action	Do the following...
Filter list by course type	- To display only the Ignitia standard courses, click the **All Standard** tab. - To display only your school's custom courses, click the **Custom** tab. - To display only courses created by you, click the **My Courses** tab. - To display only courses that have been archived, click the **Archived** tab.
Search by subject, course name, and/or author	In the row immediately below the **Subject**, **Course**, and **Author** column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. Enter characters in the smart search box Subject ⬍ Course Author [ ] [ ] [Search by last name]
Sort list by subject	Click to the right of the **Subject** column heading name to display an ascending/descending control. Sort the column.

Action	Do the following...
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.

- Use the paging controls to move forward or backward through the pages.

Preview instructional material in courses

Ignitia has a course preview mode that lets you see the structure of and instructional material of an assignment within a course. You cannot perform any tasks in preview mode; it is just for viewing a course's structure and its assignments' instructional material.

You can preview:

- Lessons and Projects - Preview instructional material, section by section, including any vocabulary, and other audio files.

- Quizzes - Preview questions and see the answers.

- Tests - Preview questions and see the answers.

Preview mode for courses is available from several access points:

- From the **Courses** tab to view the instructional material in assignments of existing and custom courses.

> 💡 **Tip:** If a custom course has both Published and Draft versions, you can preview the instructional material of both versions.

- From the **Courses** tab **Search** feature while searching curriculum, custom courses and assignments, and topics.
- From the **Custom Course Search** feature while searching for content for your custom courses.

> **Note:** When using the **Search** feature, for Flex by default courses, instructional material may not be available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope. Typically, this occurs for state-specific courses which use dynamically-generated assessments in place of static assessments.

These steps explain how to preview the instructional material of a course from the **Courses** tab.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

   To preview the instructional material of assignments in an existing course, do the following steps. To preview the instructional material of assignments in a custom course during course creation, see the *Custom Course Guide*.

2. Click the **All Standard**, **Custom**, or **My Courses** tab to narrow the courses list and then use the **Subject**, **Course**, or **Author** filters to locate the course.

3. Under **Actions**, click the **Preview** 👁 tool.

   The course opens in the preview page. All units in the course are indicated by a book symbol and right-facing arrow as shown in this example.
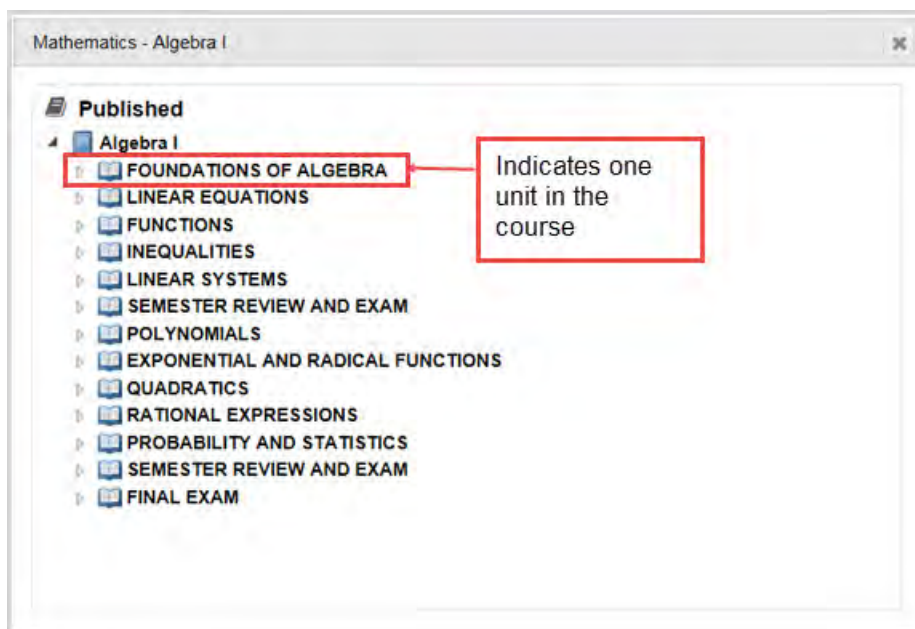
If previewing a custom course with both Published and Draft versions, you see the course structure for both versions as shown in this example.
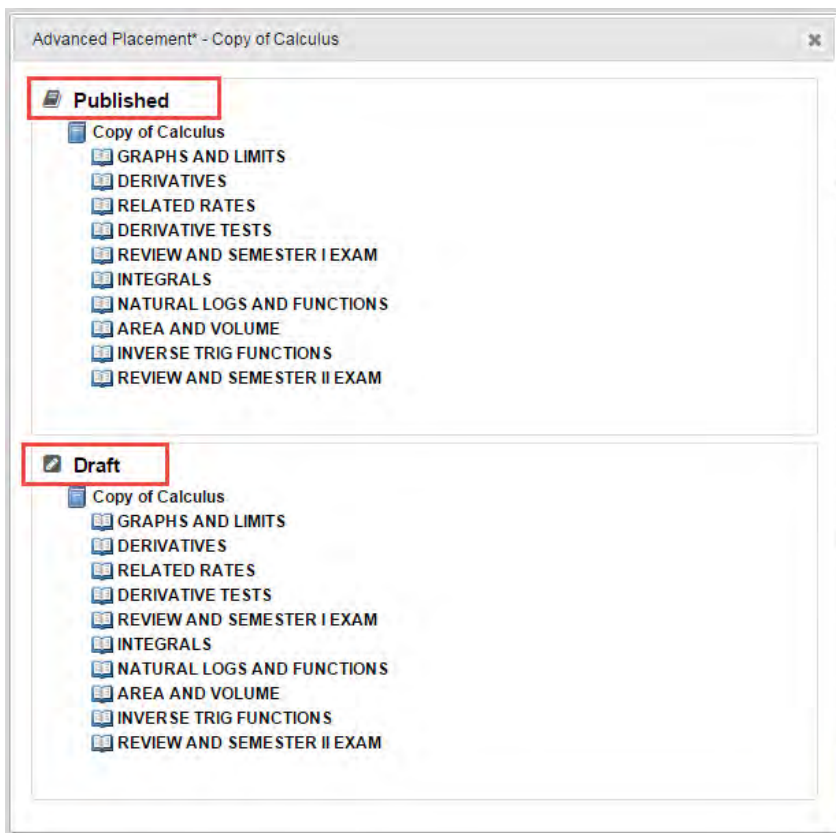
4. To expand a unit to show the assignments, click the right-facing arrow.

   The arrow changes to a down-facing arrow and all of the unit's assignments are displayed as indicated by the page symbol.

Indicates one assignment in the unit
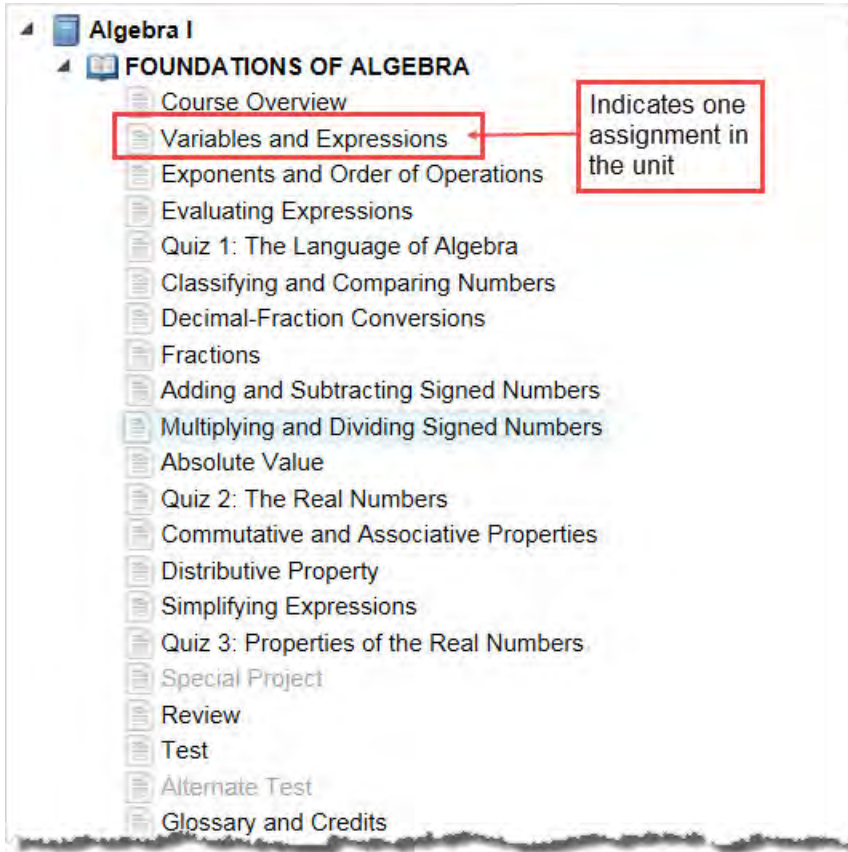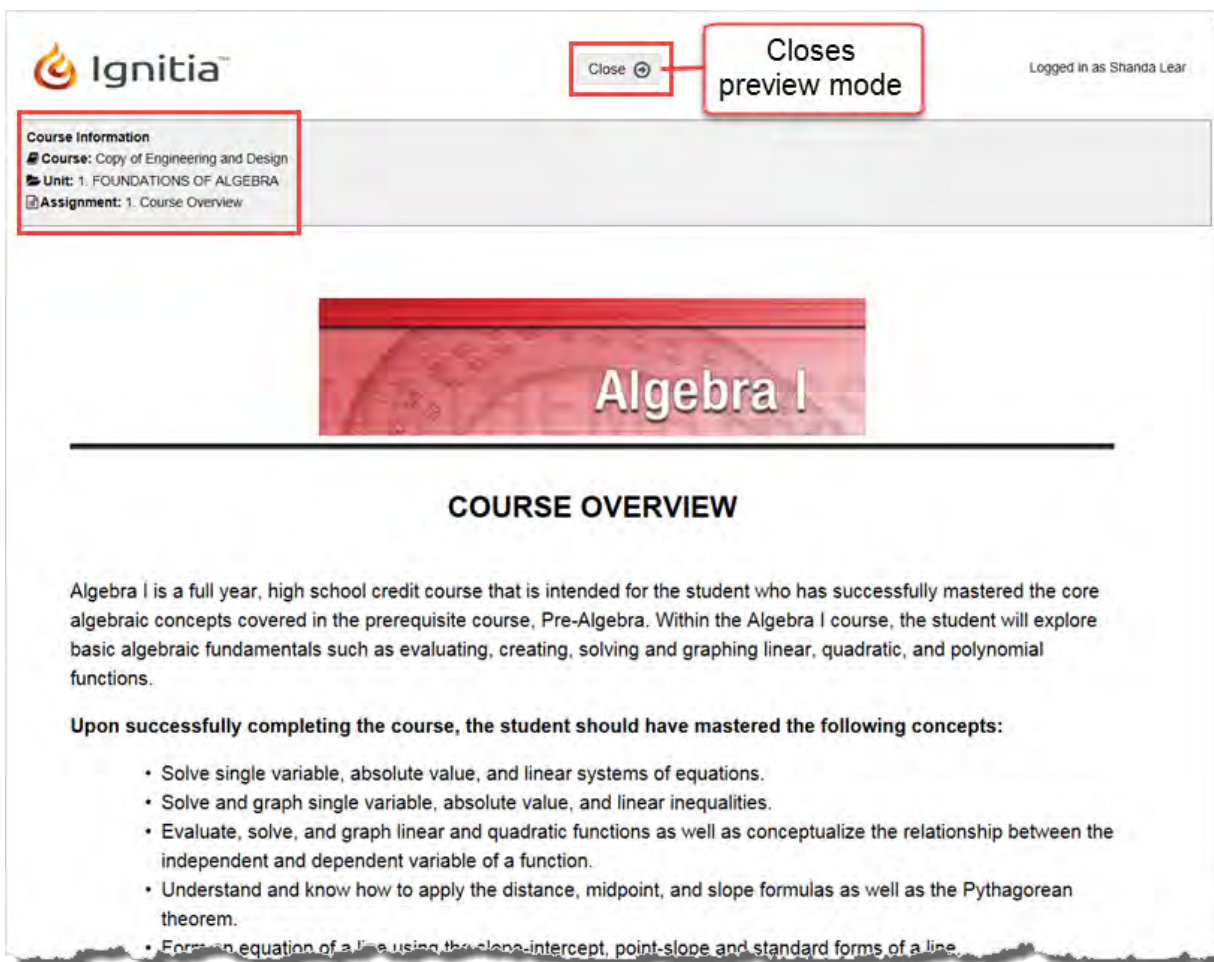
5. To see an assignment's instructional material, click the assignment title.

The instructional material appears in the course preview mode page. In the upper left, you see the course information.

6. If you are viewing the contents of a quiz or test, you can click **Show Answer** to see the question's answer. Click **Hide Answer** to deactivate the answer.

7. To close the contents preview page and return to the course preview page, click **Close**.

Search curriculum and other content from the Courses tab

You can use the **Search** button on the **Courses** tab to search the standard Ignitia curriculum, as well as other content, such as any custom courses and assignments you have created and saved, Ignitia topics, and, if enabled for your school, any Standards documents. Searching through the various types of content available to you can help you make decisions about the courses and content you want to use or create for your students. There are several ways to search content:

- Navigate through "levels" of a selected content type. For example, Ignitia standard **Curriculum** is organized into levels by **Subject**, then by **Course**, then by **Units**, and finally by **Assignments**. This means you can drill into a course all the way to the assignment level to see the content before assigning the course to students or creating a custom course. See "Navigate (explore) through content levels and save your search paths" on the next page.

- Enter a keyword or standard fragment and apply filters to narrow your search results for a selected content type. For example, you want to search **Topic** content for all uses of the word "energy", but you want to only see items for Grade 8. See "Search content by entering keywords or standards fragments" on page 311.

Search modes and tools

Two tools enable modes for searching content:

Tool	Description
Navigate ☰ tool	Enables Navigation mode which allows you to navigate and explore the "levels" in the selected content type, starting at the highest level all the way down to the lowest level. As you move down through the levels, you create a visible search path or "breadcrumbs" that you can "star" to save for later use. You can also click a level in the search path to navigate back to that level. See "Navigate (explore) through content levels and save your search paths" on the next page.
Search 🔍 tool	Enables Search mode which allows you to search in a selected content type by *keyword or standard fragment* to target specific content and apply filters to refine your search. See "Search content by entering keywords or standards fragments" on page 311.

> **Tip:** You can easily move between Navigation mode and Search mode. Just click the applicable tool.

Other helpful search tools and features are available for both modes.
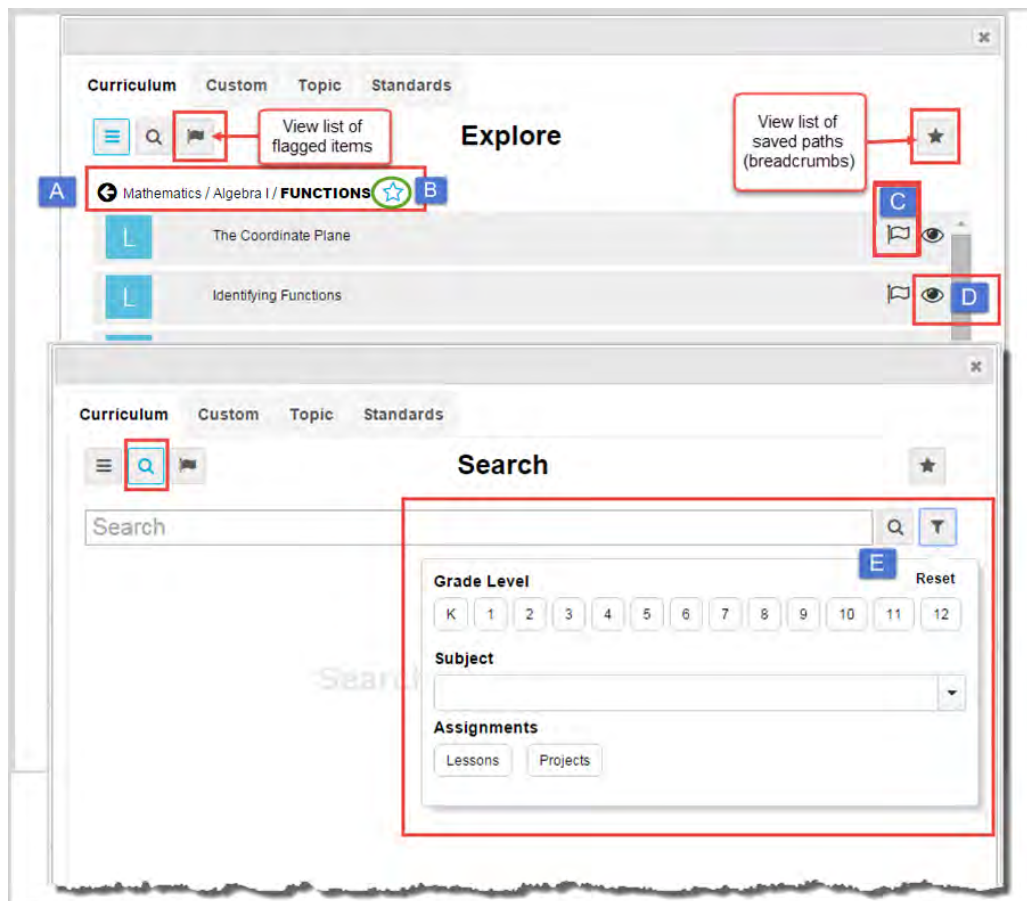
Tools and features identified above include:

Item	Tool/feature	Description
A	Search path	Visually see and navigate back the search path.
B	Star (save) search path	Click to save the search path so that you can easily access it again. See "Save and access search paths (breadcrumbs)" on page 310.
C	Flag content items	Flag content items (units, assignments, topics, subtopics, standards, and substandards) to save them to a list so that you can access those items later. See "Flag and view saved search items" on page 314.
D	Preview	Preview assignment content to see if it is relevant for your custom course. See "Preview instructional material in assignments" on page 316.
E	Search mode advanced filters	Refine your search to target key areas of the curriculum relevant to your students' needs using the advanced search filtering options. See "Keyword search advanced filtering options" on page 312.

Navigate (explore) through content levels and save your search paths

By default, when Search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab and the **Navigate** ☰ tool is active as shown in the example below.
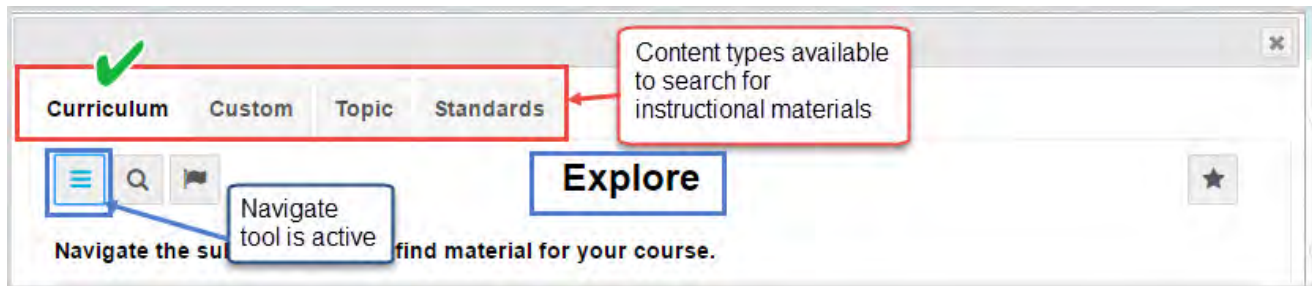
You use the **Navigate** tool to explore through a selected content type by "levels". As you navigate down through the levels, you create a visible search path or "breadcrumbs". You can save your search paths to access them later to assist you in quickly creating custom courses. The options available vary based on the level of content you are searching.

Organization of content type levels

The content type levels in search are organized like this:

- **Curriculum** content starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes).

- **Custom** content is the custom courses and assignments created by your school. Custom content is organized just like Curriculum content which starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes). You can click the **Assignments** tool to quickly access a list of your school's custom assignments.

- **Topic** content starts with the discipline Subject, such as English and Mathematics, then moves down to Grade levels, down to Topics, then to Subtopics, down to the lowest level of lessons and projects.

- **Standards** content requires that you first select a standards document to search based on states that your school can access. After the standards document is selected, you can select criteria of Subject, then Course, then Standard, to various levels of Substandards, and then you see the lessons and projects which are aligned to the standards criteria you selected.

Navigate (explore) content

1. Select a specific content tab (**Curriculum**, **Custom**, **Topic**, or **Standards**) to search by that content type. If you selected **Standards**, choose a standards document from the list.

   The example below shows that a **Curriculum** search starts at the **Subject** level.
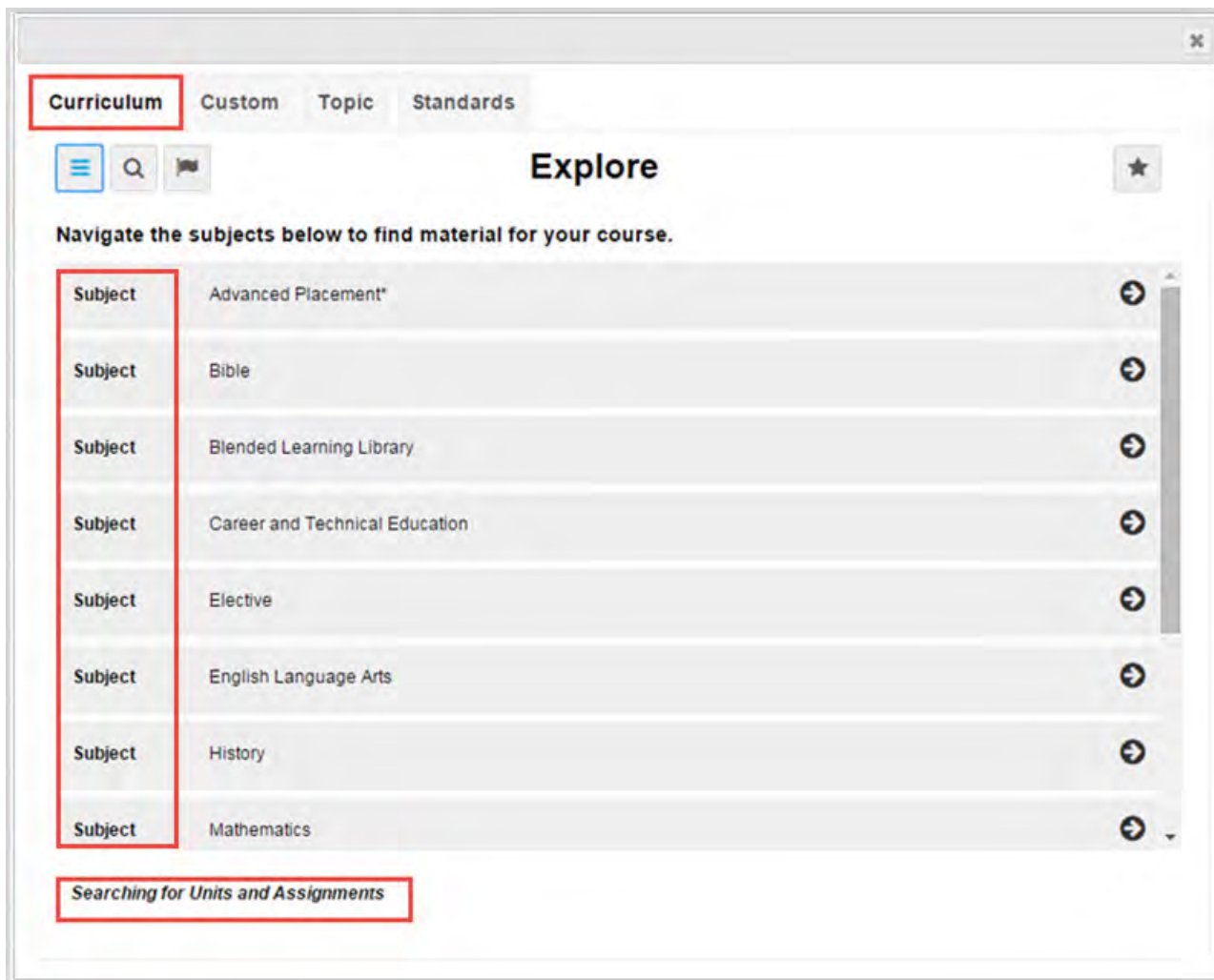
2. Click the **navigate right** tool located at the end of the item's properties bar to move down to the next level of the selected content.
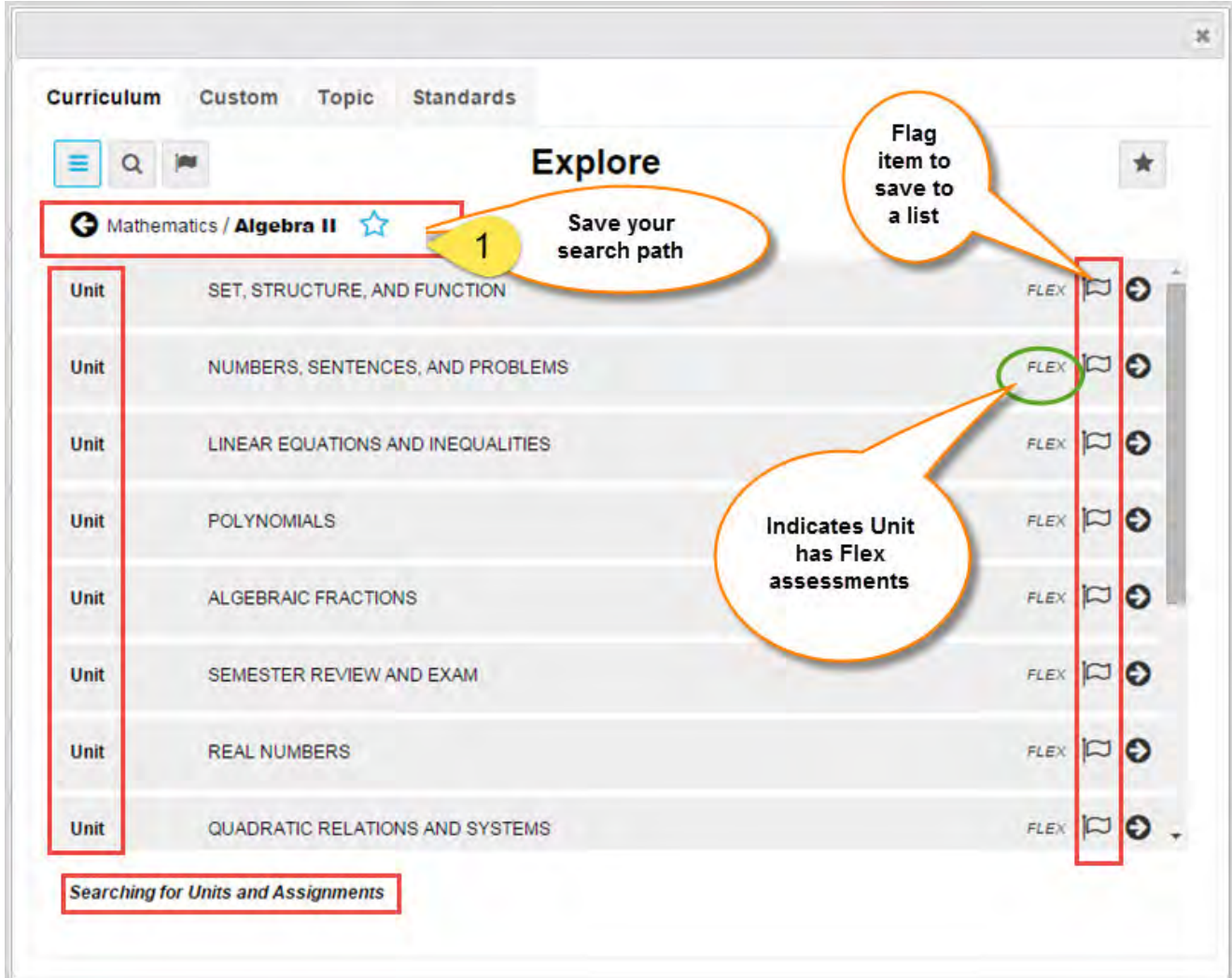
The example below shows the next level of **Course** for a **Curriculum** search. If the course is Flex-enabled (has Flex Assessments), a *FLEX* indicator appears.
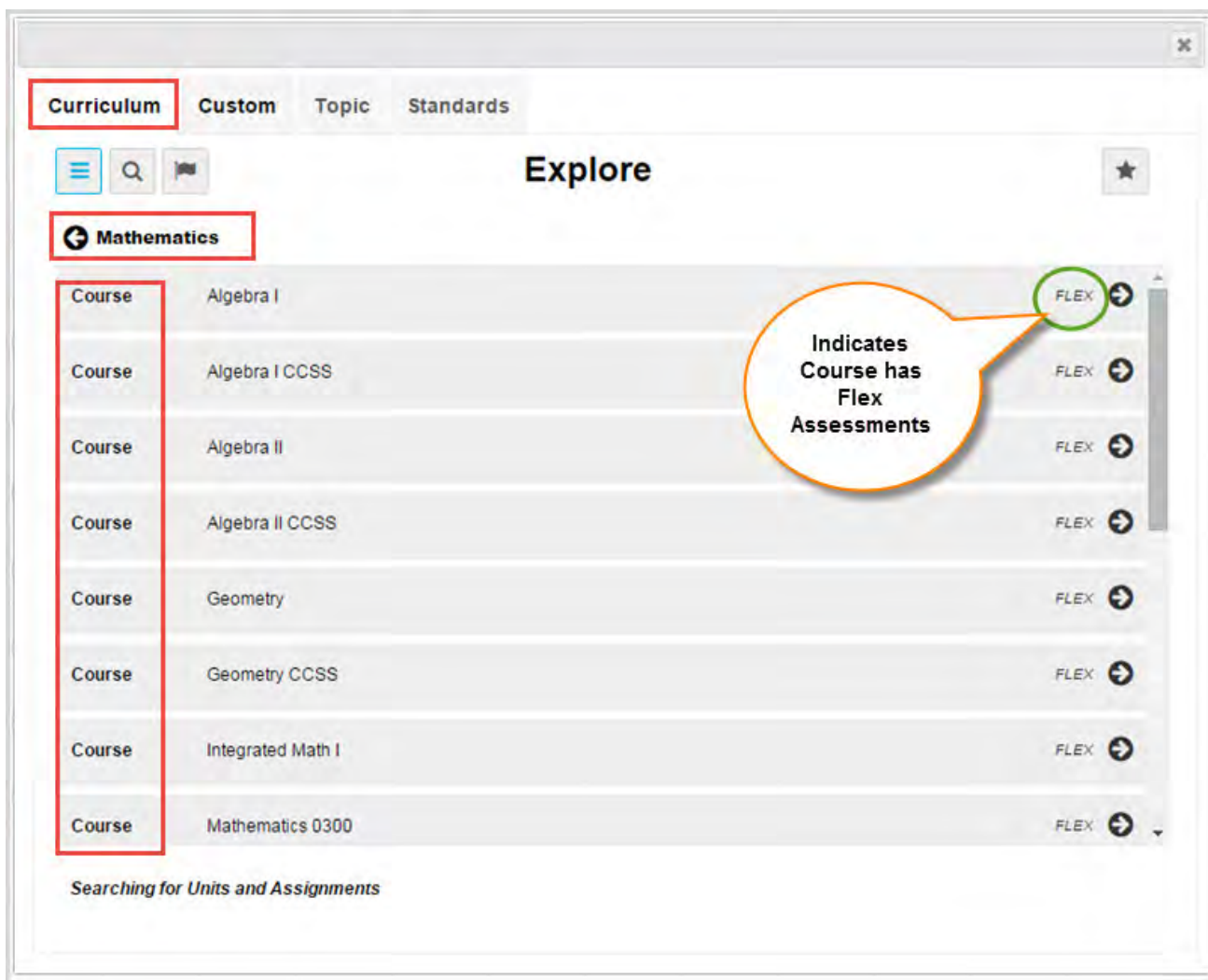
3. Click the **navigate right** ➡ tool located at the end of the item's properties bar to move down to the next level of the selected content.

The example below shows the **Units** in **Algebra II** for a **Curriculum** search. Notice that as you navigate to this level in the content, you are building a visible search path, or "breadcrumbs" located below the toolbar (#1). As you navigate into deeper levels of selected content, this search path gets longer, so the path text may get truncated. To see the full path, hover the cursor over the path and a tooltip appears.

4. At this level, you have several options available for saving your search path and flagging items:

- To save a search path, click the **Star** ☆ tool located at the end of the search path. See "Save and access search paths (breadcrumbs)" on page 310.

- Click the **Flag** ⚐ tool to flag one or more items to save to a list for later use. See "Flag and view saved search items" on page 314.

5. Continue clicking the **navigate right** ➡ tool.

The example below shows the lowest level of **Assignments** for a **Curriculum** search.
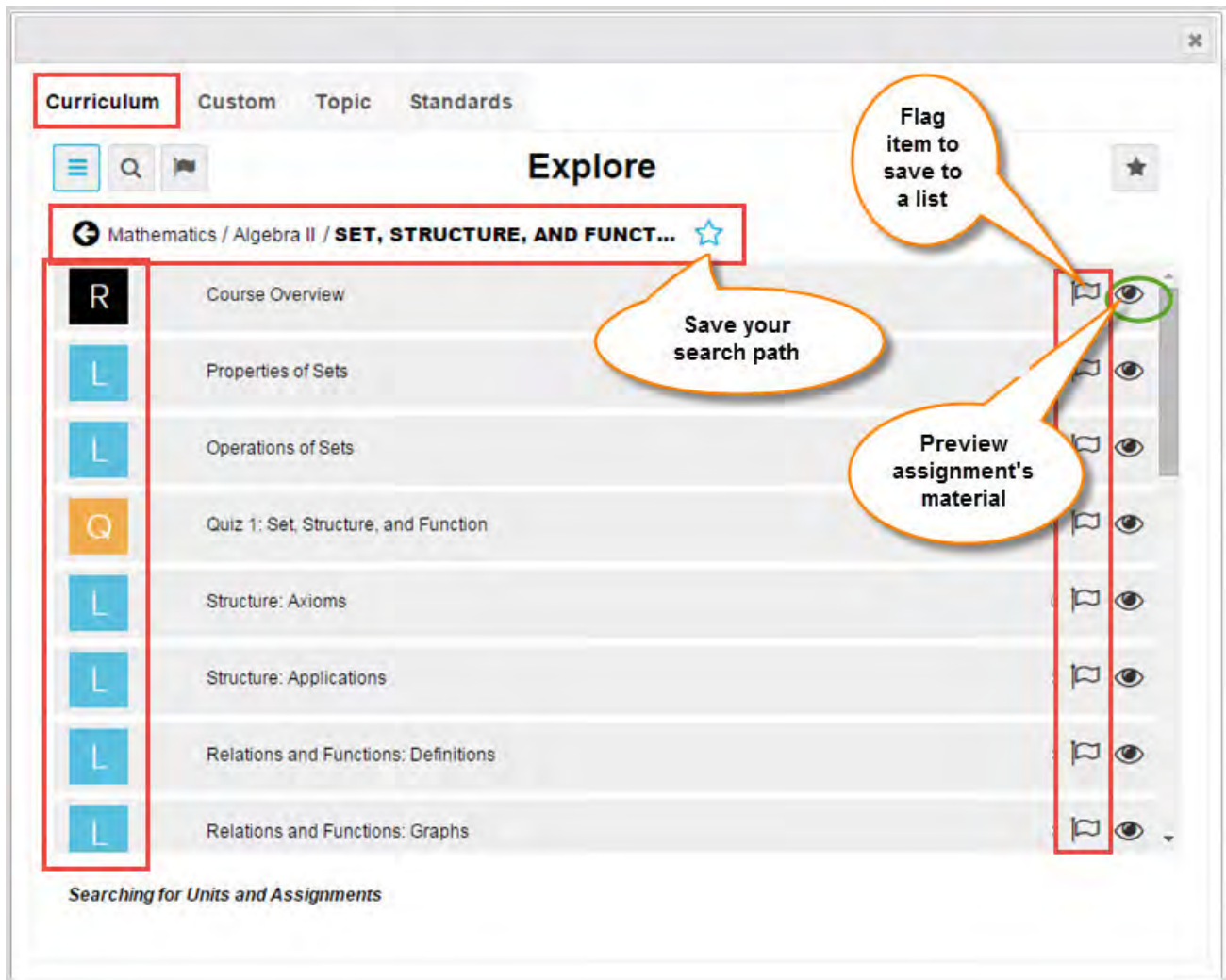
6. At this level, several options are available:

   - Click the **Preview** 👁 tool (if available) to preview an assignment's instructional content to see if it is relevant for your course. See "Preview instructional material in assignments" on page 316.

   - Click the **Flag** ⚑ tool to flag one or more items to save to a list for later use. See "Flag and view saved search items" on page 314.

   - Click the **Star** ☆ tool at the end of the search path to save it for later access. See "Save and access search paths (breadcrumbs)" on the next page.

7. To move back a level, click the **navigate left** ⬅ tool located at the beginning of the search path (#2).

Save and access search paths (breadcrumbs)

You can save a search path and easily access it again. Search paths are saved to a selected content type. This means the search paths you save for **Curriculum** content are different than the search paths you save for **Standards** content. Search paths remain saved to the list until you remove them.

> **Tip:** Search path "breadcrumbs" you save in the **Custom Course Search** are also available when you use the **Courses** tab **Search** button. This helpful feature makes it easier for you to quickly access content in either search method to save you time.

1. To save a search path, click the **Star** tool located at the end of the search path. The star changes to solid blue (#1) to indicate the path has been saved.
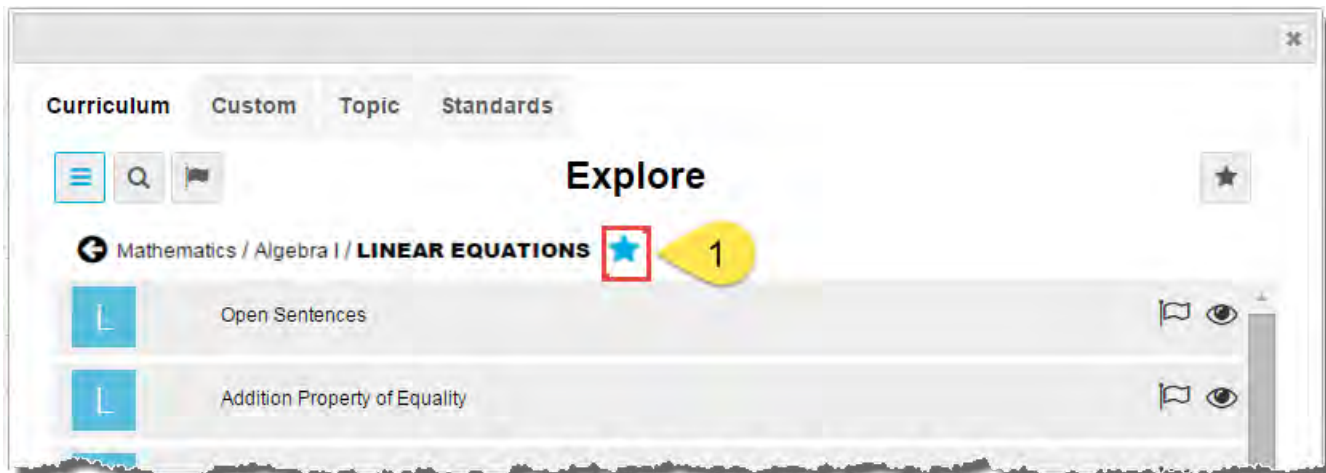
2. To access a saved search path, click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab.

3. Click the **Star** button (#2). A list displays all of your saved search paths.

4. To go to the path, click the **navigate right** ➡ tool.

5. To remove a search path from the saved list, click the **Star** tool (#3) next to the path.

Search content by entering keywords or standards fragments

You can search content by keyword for any content type (**Curriculum**, **Custom**, **Topic**, and **Standards**). You search the selected content type by entering a search term, or in the case of standards, use a standards fragment. To help narrow your search results, you can apply filters (see "Keyword search advanced filtering options" on the next page.)

Currently, 50 items display in the results; however, if the results are large, a scrollbar lets you see all the items and a **Load More** button lets you load more results. If no search results can be found, a message appears so that you can change your search term or any filters.

> **Tip:** The search term you enter must be a full word, no wildcards EXCEPT when searching on standards. Inserting a fragment of a state standard, for example, MA.9-12, returns any results containing that fragment. The search term or standard fragment persists across all content types, so you can start on one content tab, enter a search term or standards fragment, and then click the other tabs to see the results for that content type based on the entered item. Just delete the item to enter a new one.
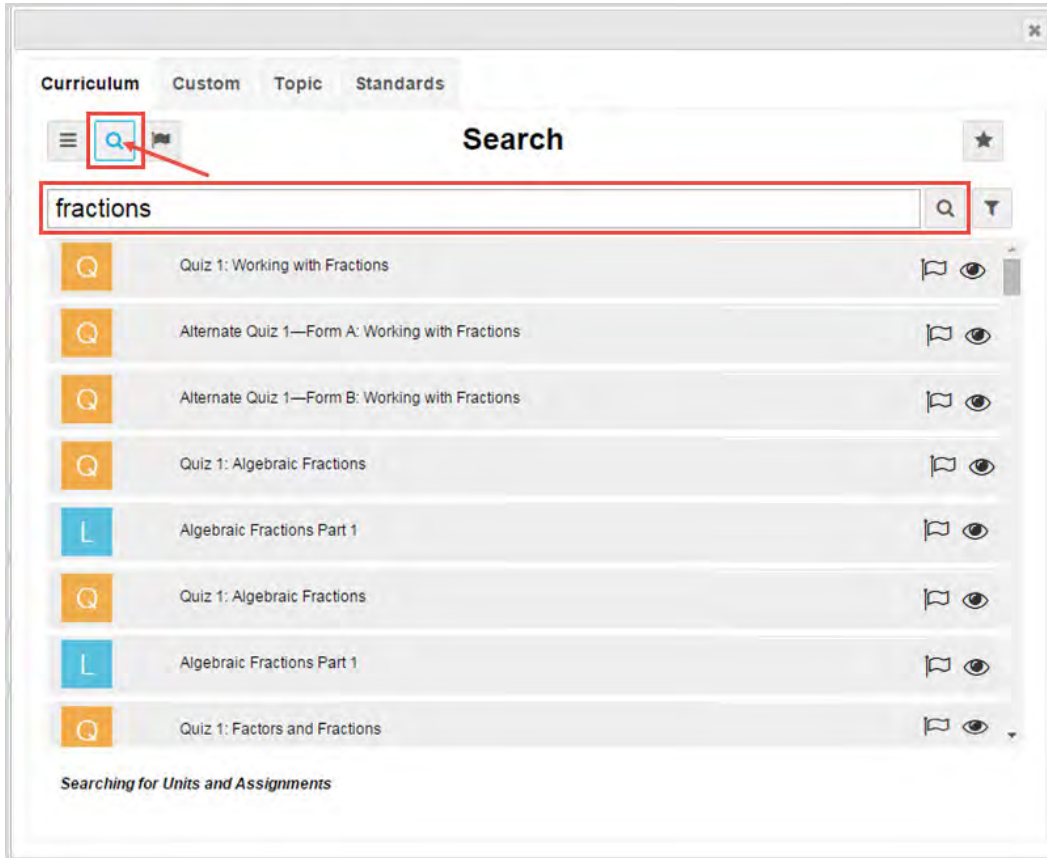
Keyword search advanced filtering options

The **Filter** ▼ tool at the end of the search text box allows you to access advanced filtering options. Advanced

filtering can help narrow your search results and the filtering options that display are based on the Content type (Curriculum, Custom, Topic, or Standards) you are searching. More than one advanced filtering option can be used at a time and filter results persist even when the Advanced Filtering page is closed.
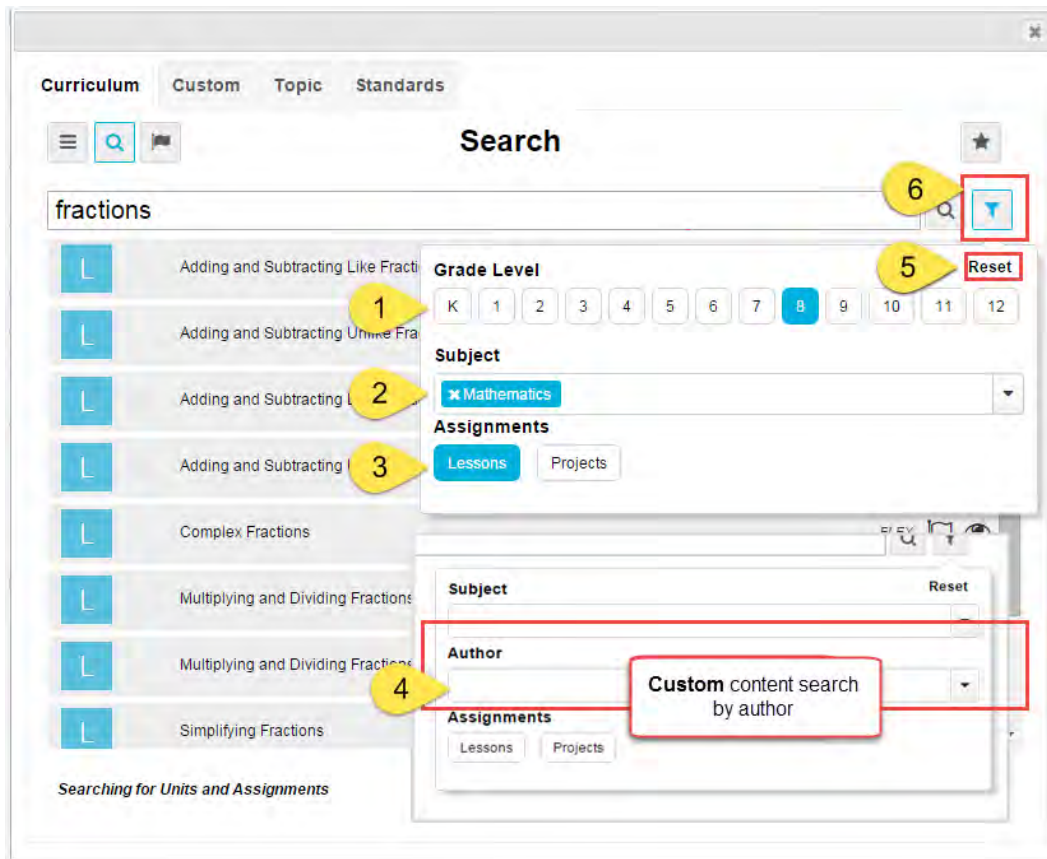
Advanced filtering options identified above include:

Item	Filter	Description
1	Grade Level	Select one or more grade levels to target specific content.
2	Subject	allowing one or more subjects to be selected.
3	Assignments	allowing to limit search to just lessons or projects.
4	Author	(Custom content only) to search custom courses or assignments by author.
5	Reset	which clears the current filters.
6	Blue filter tool	If the color is blue, this indicates that there are active filters that are currently hidden.

Search content by entering a keyword or standards fragment

1. Select a content-type (**Curriculum**, **Custom**, **Topic**, and **Standards**) tab. If you selected **Standards**, select a standards document from the list.

> **Note:** You must have **Standards Documents** enabled for your school to see the **Standards** tab and you only have access to the standards documents allowed by the state or states you service.

2. On the toolbar located below the tabs, click the **Search** 🔍 tool.

3. In the **Search** text box, enter the keyword (or for a standard fragment, enter the characters) you want to search on, and then click the **Search** tool located at the end of the **Search** text box.

4. If results are found, the items display below the Search text box. If many items were returned, based on your Content type selection, a scrollbar appears to indicate that you can scroll through the results. As you scroll down the results, a **Load More** button lets you see more pages of items. If the results are large, you may want to add some filters to narrow the results.

   In this example, **Topic** content was searched by the keyword "decimals".
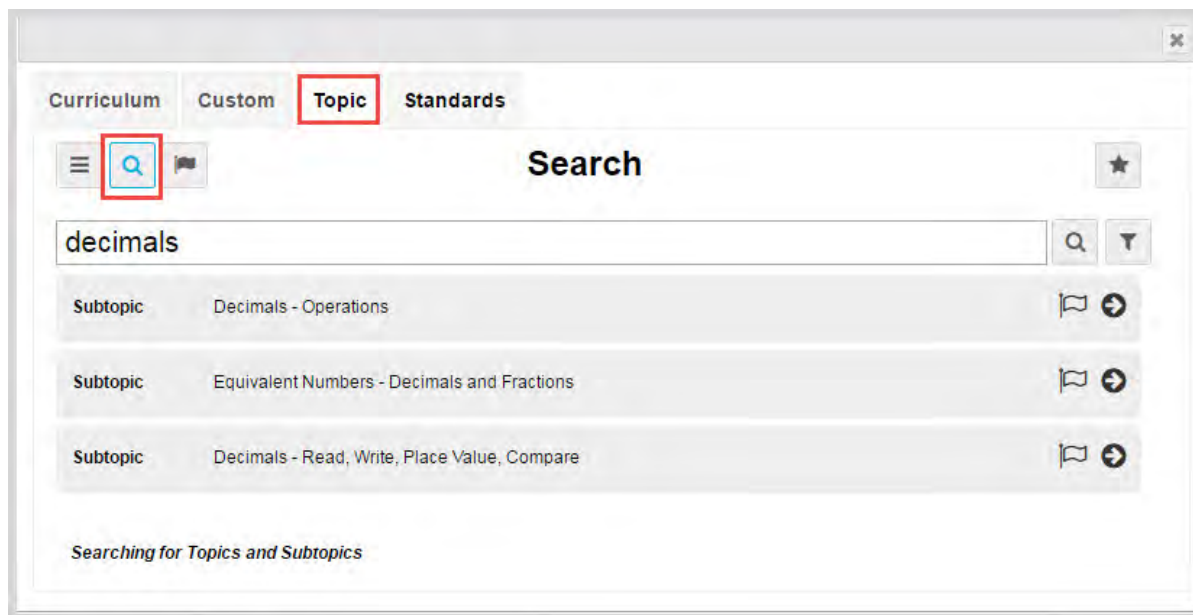
5. If desired, to narrow the search results, click the **Filter** ▼ tool and select one or more filtering options. See "Keyword search advanced filtering options" on page 312.

6. Based on your selected content search, you can:

   - Click the **Flag** ⚑ tool to flag one or more items and save them to a list for later use. See "Flag and view saved search items" below.

   - If available, click the **navigate right** ➡ tool located at the end of the item's properties bar to move down to the next level.

   - Clear the keyword and enter a new keyword. Or, click another content tab and search its contents.

   - Click the **Navigation** ☰ tool to navigate into the selected content. See "Navigate (explore) content" on page 305.

Flag and view saved search items

Whether you are navigating through content levels or have used keyword search to find selected content, you can flag certain items to save them to a flagged list. Your flagged list is specific to the selected content type. What this means is, when you are

on the **Curriculum** tab and you click the **View flagged items** ⚑ tool, you see the flagged items specific to **Curriculum** content. Items stay in your flagged list until you remove them. Items in your flagged list can be selected to include in your custom course.

> **Tip:** Items you flag in the **Custom Course** search are also available when use the **Search** button on the **Courses** tab and vice versa. This helpful feature makes it easier for you to save your search content in either search method. For example, you have some time to search content, but not enough time to build a custom course. You can easily search using the **Search** button on the **Courses** tab, and flag content. Later, when you have time to build your custom course, open your flagged list and add those items to your course.

Visual indicator for item flagging

If an item, such as a unit, assignment, subtopic, or standard has the **Flag** ⚑ tool in its properties bar, the item can be saved to a flagged list.

Flag items and view your flagged list

1. To flag an item, click the **Flag** ⚑ tool (#1). The Flag tool changes to a solid flag indicator ⚑.
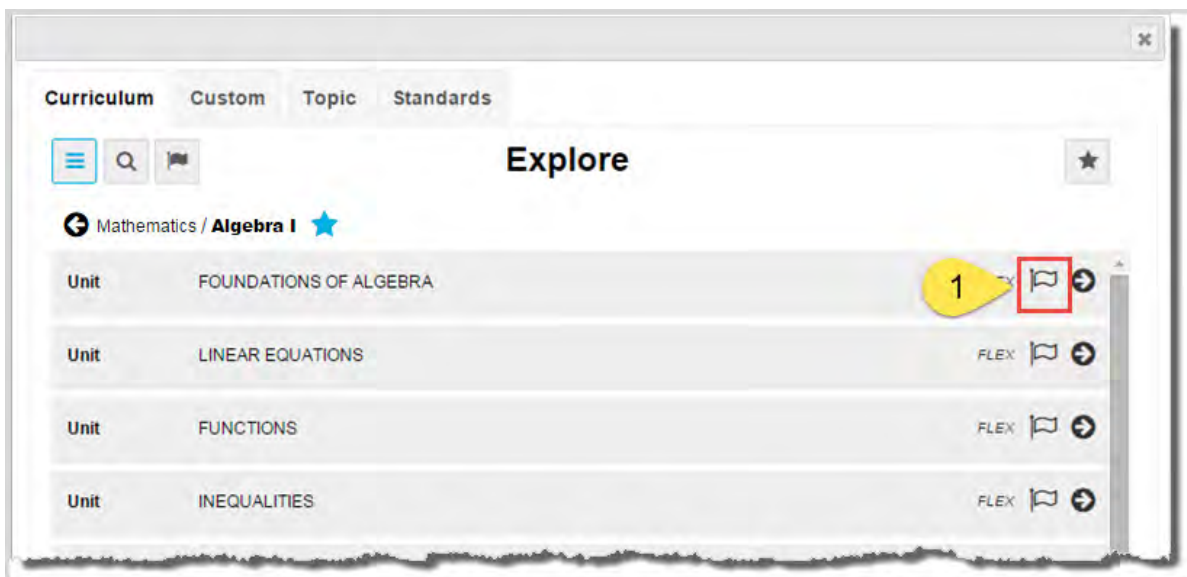
2. To view the list of flagged items, select a click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab. Then, click the **View Flagged List** tool (#2) located next to the **Search** tool.
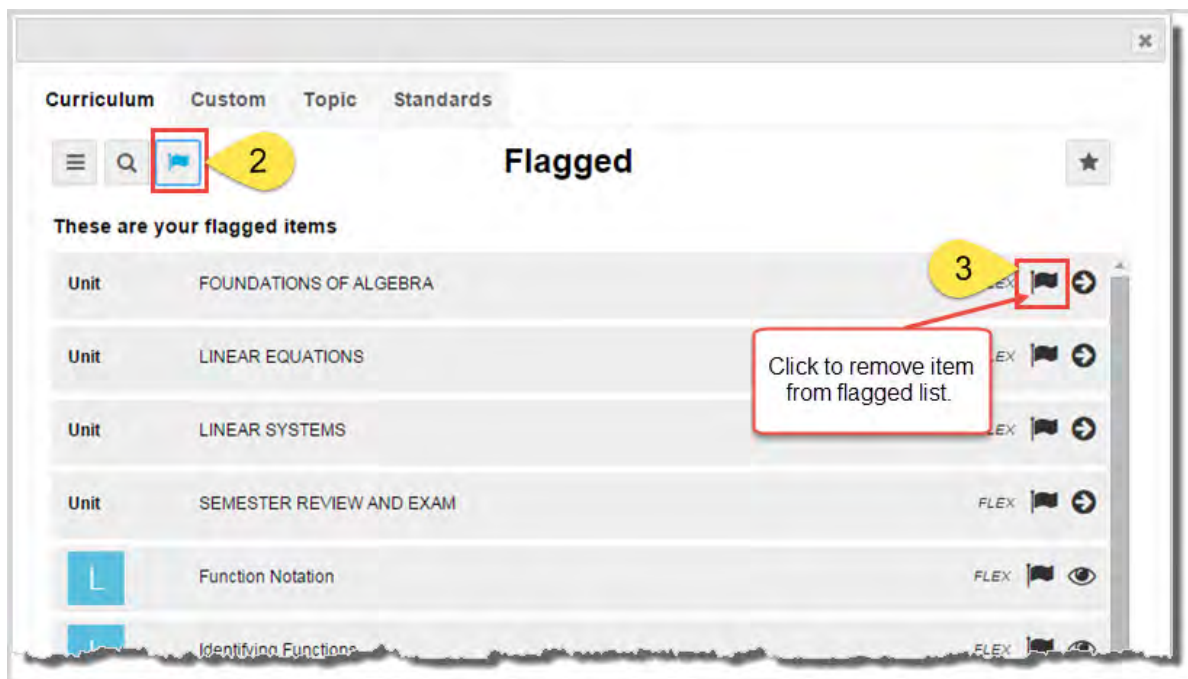
- To remove a flagged item from the list, click the **Flag** 🚩 tool (#3) in the item's properties bar.

Preview instructional material in assignments

While you are searching for content for your custom course, you can preview the instructional material in a selected assignment to see if it is relevant to your course. You can preview:

- Lessons - Preview all sections, including vocabulary audio files, questions and see the answers.
- Projects - Preview details, instructions, any questions and see the answers.
- Quizzes - Preview questions and see the answers. * with exceptions. See note below.
- Tests - Preview questions and see the answers. *with exceptions. See note below.

The assignment type you can preview is dependent on your selected content type. For example, when searching Standards content, you can only preview lessons and projects aligned to the selected standard.

Visual indicator for previewing instructional material

If an item's instructional content can be previewed, the **Preview** 👁 tool appears in the item's properties bar.

> **Note:** For some Flex by default courses, for example, a state-specific course, no instructional material may be available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope. The **Preview** 👁 tool visual indicator does not appear on the item's properties bar. as shown in the example below. For courses with "static" assessments, you can preview the content.

Preview instructional material

1. Select a content-type tab and search for content.

2. To preview an assignment's instructional content, click the **Preview** 👁 tool.

   The assignment's contents appear in the assignment preview mode page.

3. Scroll through the material.

4. To see the answer for questions, click **Show Answer**.

5. To close the assignment preview mode page and return to search, click **Close**.

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View and manage your school's custom courses and assignments

This section explains how to:

- View and manage custom courses created by you and other users at your school.
- View and manage custom assignments.

> ✔ **Permission(s) check:** You must have the "Create/Edit Courses" permission enabled for your teacher profile to view and manage custom courses and assignments. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

Custom courses are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Ignitia courses.

Custom assignments are lessons, projects, quizzes, and tests created by you and others at your school.

> 📝 **Note:** Creating and editing custom courses is explained in the *Custom Course Guide*. Creating and editing custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see "Get help from customer support and access to online resources and videos" on page 325.

Access your school's custom courses and assignments

To access your school's custom courses and assignments, on the main nav bar, click **Courses**, then:

- On the **Courses** tab, click the **Custom** or **My Courses** filters. For more information about what you can see and do with custom courses, see "Courses tab" on page 295.

- To view and manage custom assignments, click the **Custom Assignments** sub-tab. See "Custom Assignments tab" on the next page.

Archive and unarchive custom courses

Because you cannot delete custom courses in Ignitia, to help manage the volume of custom courses, you may want to archive custom courses that you no longer need. You can archive a course that you created or a course that you have permission to edit. You can also unarchive a course.

> 📝 **Note:** Archived custom courses are not available for student enrollments.

To archive a custom course:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom** sub-tab (filter button) to see all custom courses, or click the **My Courses** sub-tab to see only your custom courses. Then, filter, sort, or search the list to locate the custom course you want to archive. See "Filter, sort, and search the Courses list" on page 297.
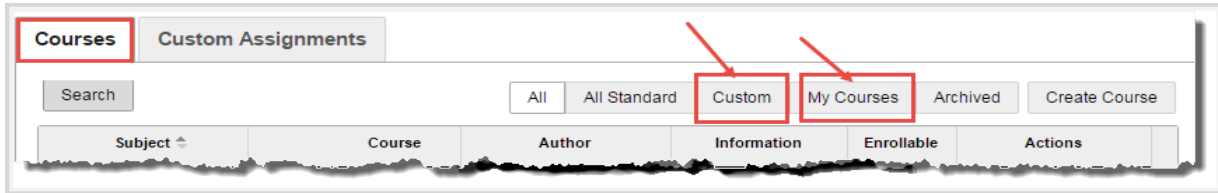
3. Under **Actions**, click the **Archive** tool.
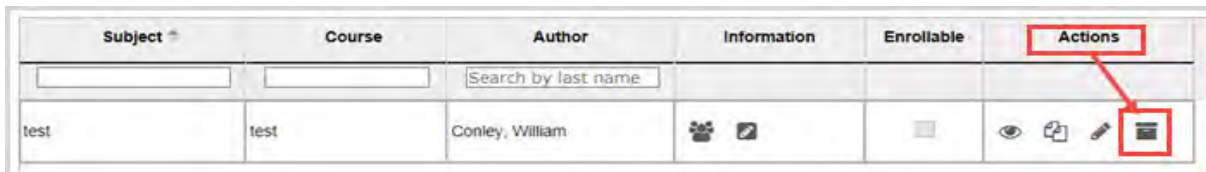
The course is removed from the active lists and is added to the Archived list.

To unarchive a custom course:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. To see all archived courses, click the **Archived** sub-tab.
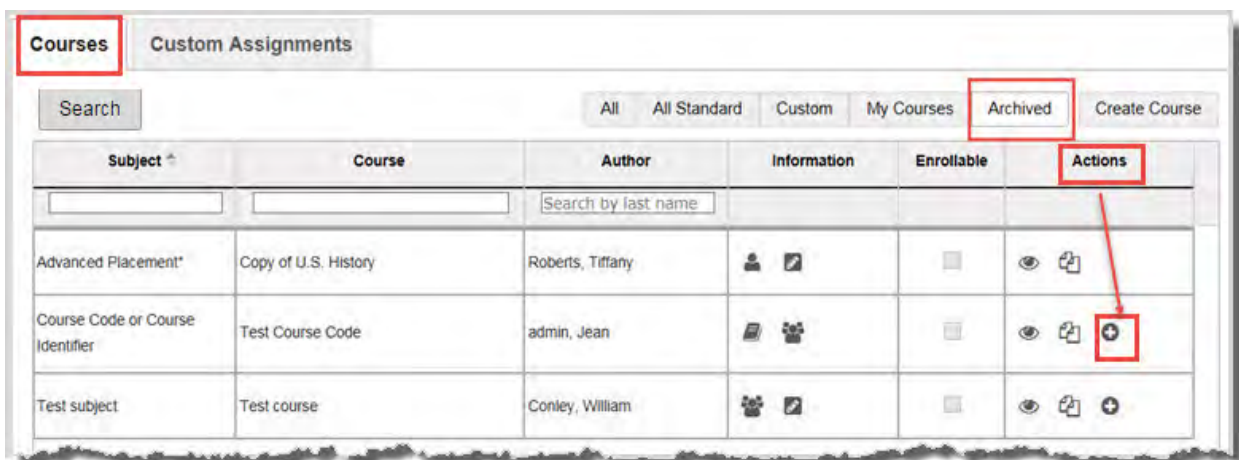
3. To unarchive a custom course, under **Actions**, click the **Unarchive** tool.

The course is removed from the Archived list and added back to the active lists.

Custom Assignments tab

The **Custom Assignments** tab contains a list of all custom assignments created by Admins and Teachers at your school.

> ✓ **Permission(s) check:** You must have the "Create/Edit Courses" permission enabled for your teacher profile to see the **Custom Assignments** tab. If you require the permission enabled for your teacher profile, see your Ignitia Administrator.

The Custom Assignments tab has several tools:

- Filters (example A below) to help you narrow the list to the custom assignments you want to view. Several column filters also provide a method of finding assignment by title, author, and sort by assignment type. See "Filter, sort, and search the Custom Assignments list" on page 323.

- A **Create Assignment** button (example B below which opens the Custom Assignment Editor which enables you to create your own custom assignments. See the *Teacher Authoring Tool Guide*.
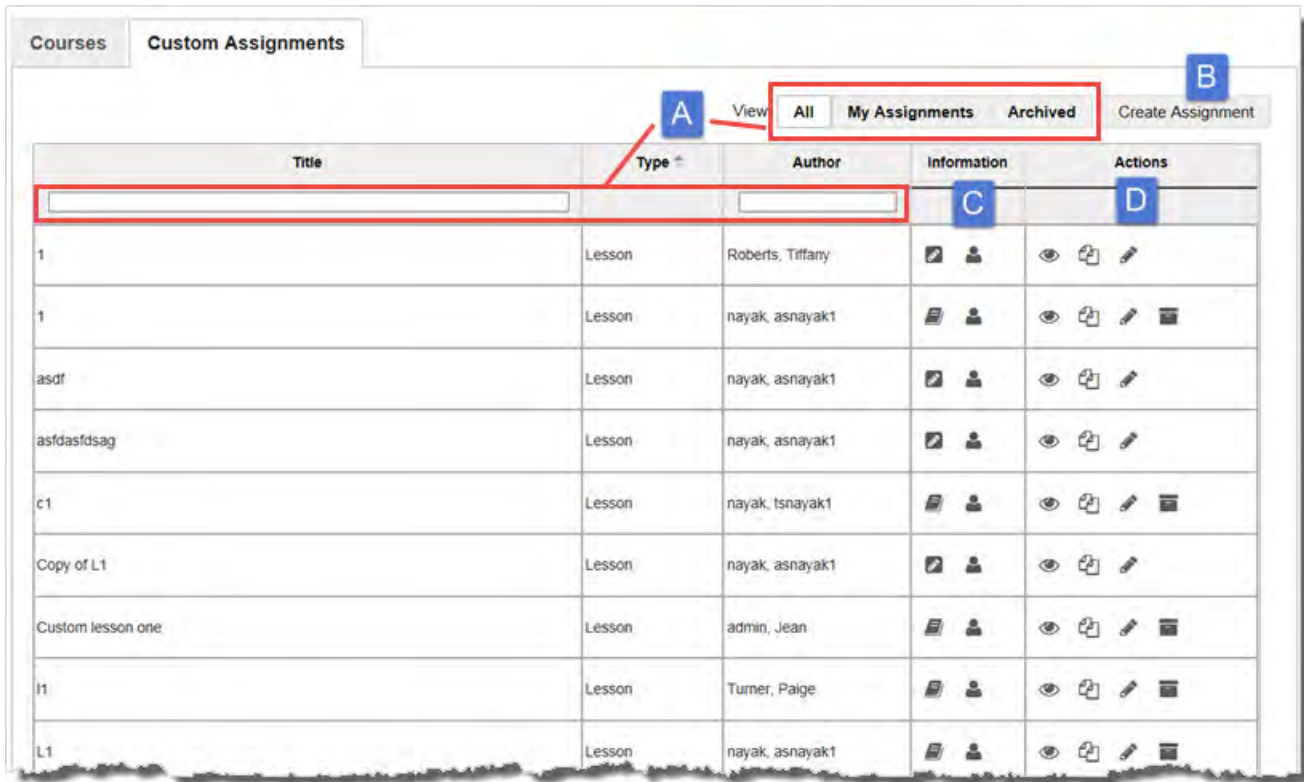
The **Information** column (example C) contains symbols that provide immediate, visual indicators about the assignment.

Symbol	Indicates
📖	Assignment has been published. If the first position in this column is blank, the assignment is not published yet. It is still in a draft version.
👤	Assignment that only the admin can edit.
👥	Assignment that the admin and all teachers with create course permissions can edit.
✏️	Assignment is in draft mode. It can be edited.

Tools in the **Actions** column (example D) let you take action for the assignment.

Tool	Indicates
👁	Assignment contents can be previewed. Click to open the assignment and preview the contents. See "Preview instructional material in courses" on page 298.
🗐	Assignment can be copied. Click to copy the assignment to create a new custom assignment.
✏	Assignment can be edited. Click to open the custom assignment and make edits to it.
🗄	Custom assignment can be archived. Click to archive the custom assignment so that it no longer can be used. See "Archive and unarchive custom assignments" below.
⊕	Custom assignment can be unarchived. Click to unarchive the assignment. To see archived assignments, click the **Archived** filter.

Archive and unarchive custom assignments

Because you cannot delete a custom assignment after it has been published, you may want to archive custom assignments that you no longer need. You can archive an assignment that you created or an assignment that you have permission to edit. You can also unarchive an assignment.

> ✔ **Permission(s) check:** You must have the "Create/Edit Courses" permission enabled for your teacher profile to see the **Custom Assignments** tab. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

To archive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom Assignments** tab.

3. (Optional) Filter or sort the list, or enter text to locate the custom assignment you want to archive. See "Filter, sort, and search the Custom Assignments list" on the facing page.

4. Under **Actions**, click the **Archive** tool.

The assignment is removed from the active list and is added to the Archived list.

To unarchive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom Assignments** tab, and then for **View**, click the **Archived** filter.

3. To unarchive the assignment, under **Actions**, click the **Unarchive** tool.

The assignment is removed from the Archived list and added back to the active lists.

Filter, sort, and search the Custom Assignments list
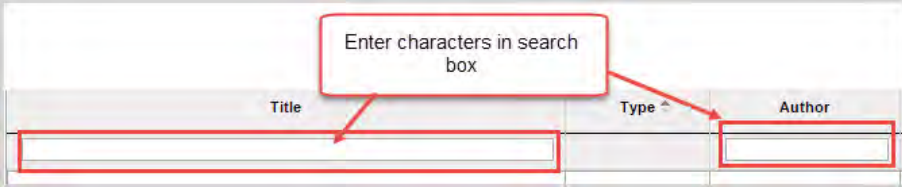
To help you locate a specific custom assignment, you can filter, sort, and search the list on the **Custom Assignments** tab.

> ✓ **Permission(s) check:** You must have the "Create/Edit Courses" permission enabled for your teacher profile to see the **Custom Assignments** tab. If you require the permission enabled for your teacher profile, see your Ignitia Administrator.

- On the main nav bar, click **Courses**. Then, click the **Custom Assignments** tab.

By default, the **All** filter is active and all custom assignments created by admins and teachers for the school display.

Action	Do the following...
Filter list by assignment	• To display only custom assignments created by you, click the **My Assignments** tab. • To display only custom assignments that have been archived, click the **Archived** tab. For more information, see "Archive and unarchive custom assignments" on the previous page.
Search by title and/or author	• In the row immediately below the **Title** and **Author** column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. ![Enter characters in search box diagram showing Title, Type, and Author columns with search boxes] Enter characters in search box
Sort list by assignment type (lesson, project, quiz, test)	• Click to the right of the **Type** column to display an ascending/descending control. Sort the column.
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed. ![Reset filters to default icon]

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.

Get help from customer support and access to online resources and videos

If you need immediate assistance from customer support, or want to be able to download online resources and watch videos explaining features and functionality, several options are available.

You can:

- Click the **Help** widget located at the bottom right of every top-level tab or page to easily and quickly get help from customer support. You can request a callback, live chat, or leave a message.
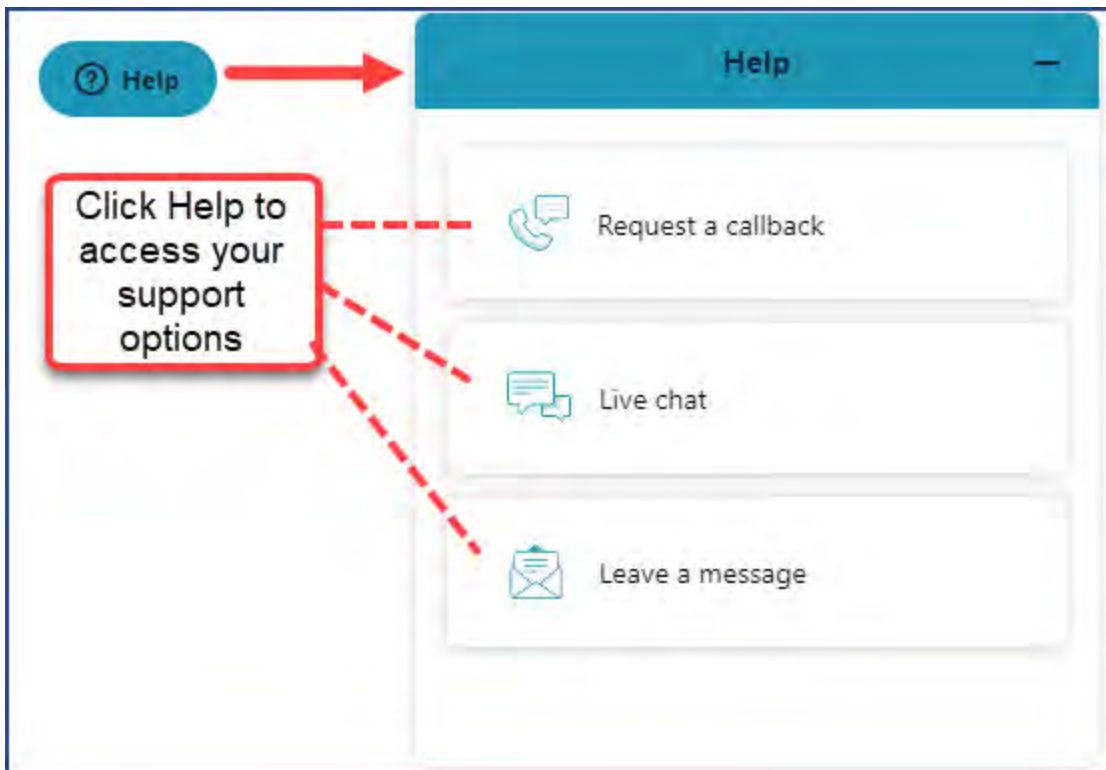
To learn more, see "Get online help from customer support" on the next page.

- Click the **Help** link located in the bottom footer of any page to access the **Help** page.

This page has support phone numbers, hours, and a link to browse online resources and helpful videos. To learn more, see "Access online resources and videos" on page 330.

Get online help from customer support

The **Help** widget located at the bottom right of every top-level tab or page lets you easily and quickly get help from customer support.

You have three customer support contact options available:

- Request a callback.
- Live chat with a customer support person.
- Leave a message.
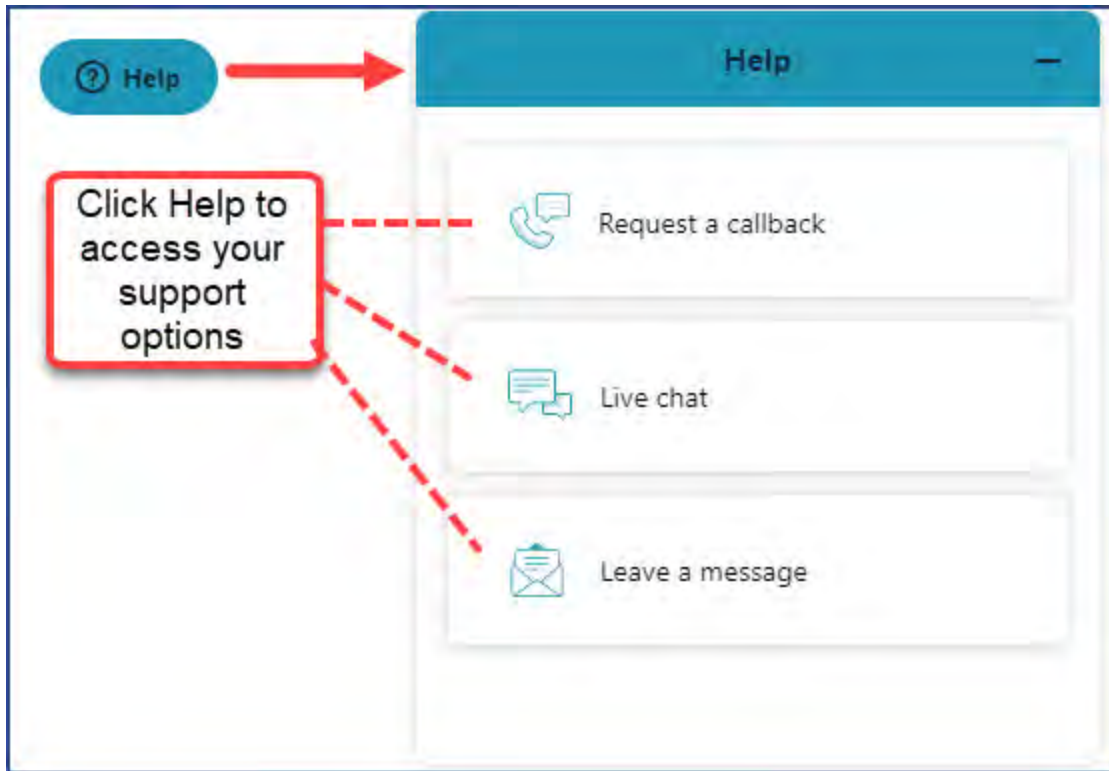
> **Note:** The Help widget changes to a Chat widget after the available support hours.
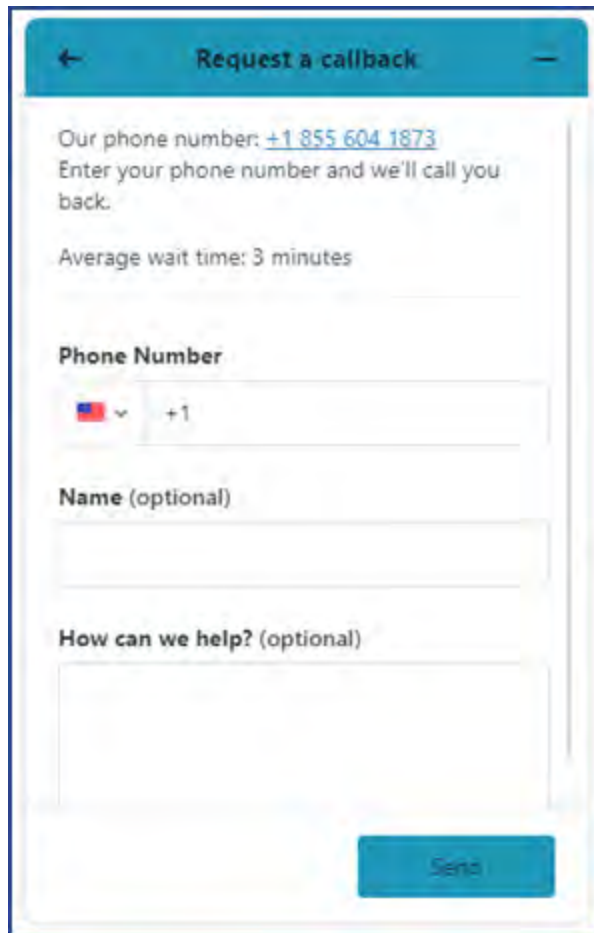
Request a callback

You might want to request a callback if you don't have time right now because the wait time shown is too long.

1. Click the **Help** widget, and then select **Request a callback**.

    The **Request a callback** form appears.

2. Enter your phone number, and if desired, your name.

3. If you want to provide some details about your question or inquiry, enter that information.

4. Click **Send**.

A Customer Support tech will call you as soon as possible.

Live chat with a customer support person

Use this option if you have a quick question or need some assistance in the application.

1. Click the **Help** widget, and then select **Live chat**.

    The **Ignitia Chat Support** form appears.
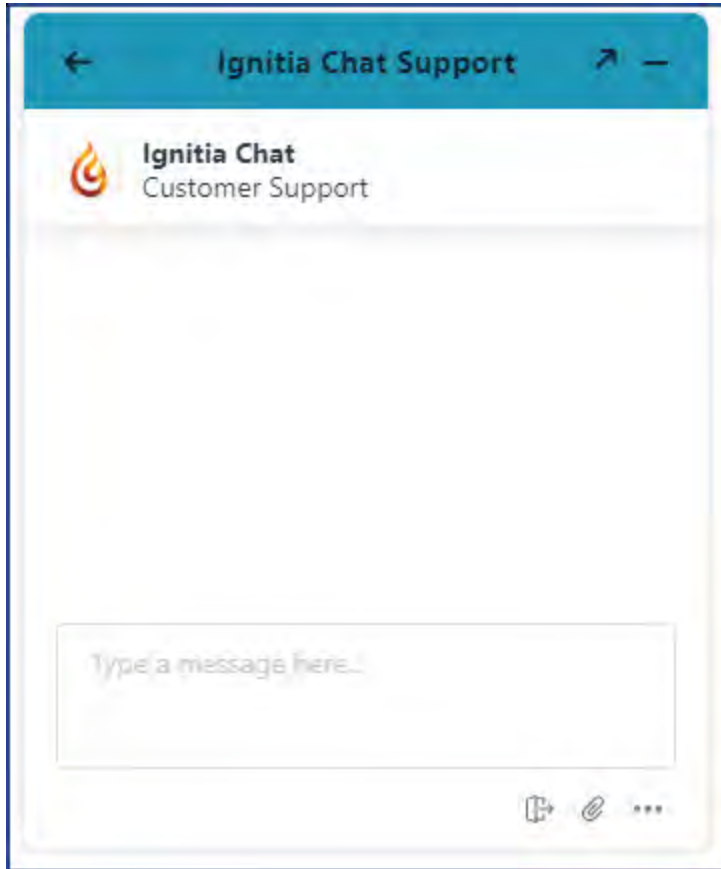
2. Type your chat message.

3. Use the **Attach** tool to browse and attach a file or picture.

- Click the **More Options** tool to turn off the sound notification and edit your contact details.
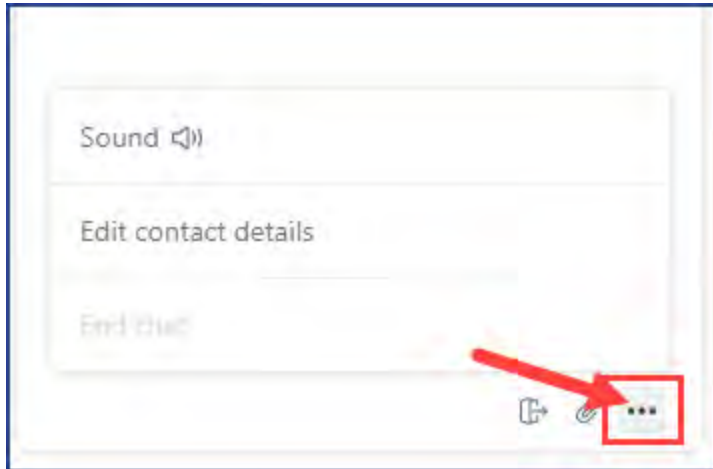
4. If everything looks good, press **Enter**.
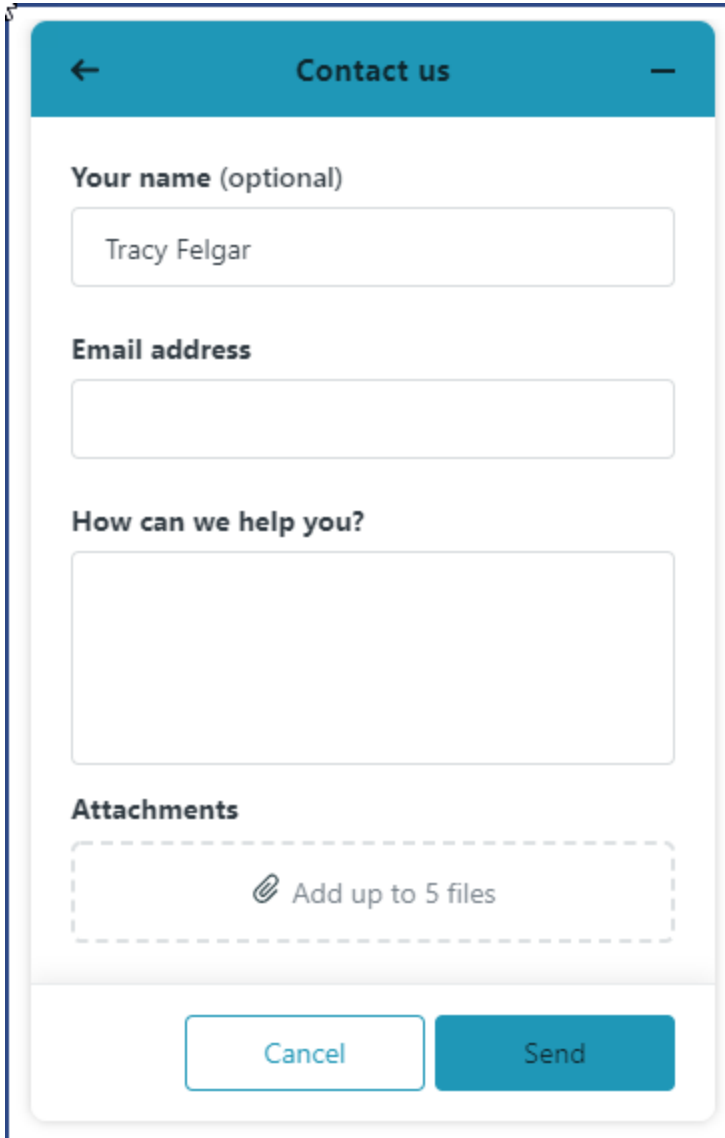
An available support person will respond. When the support person responds, a sound notifies that your chat message has been acknowledged.

Leave a message

You can leave a message for support and also attach files.

1. Click the **Help** widget, and then select **Leave a message**.

   The **Contact us** form appears.

2. Your name used in the application appears by default, but you can change it.

3. Enter an email address Customer Support can use to contact you.

4. In the **How can we help you?** text box, type your message.

5. If desired, to attach up to five files, in the **Attachments** area, click to browse to the files, or you can drag and drop the files into the **Attachments** area.

6. Click **Send**.

Access online resources and videos

The **Help** link located in the footer at the bottom of any page opens the **Help** page. Phone numbers for **Technical Support** and **Customer Service** are provided as well as the available days and hours for each contact info.
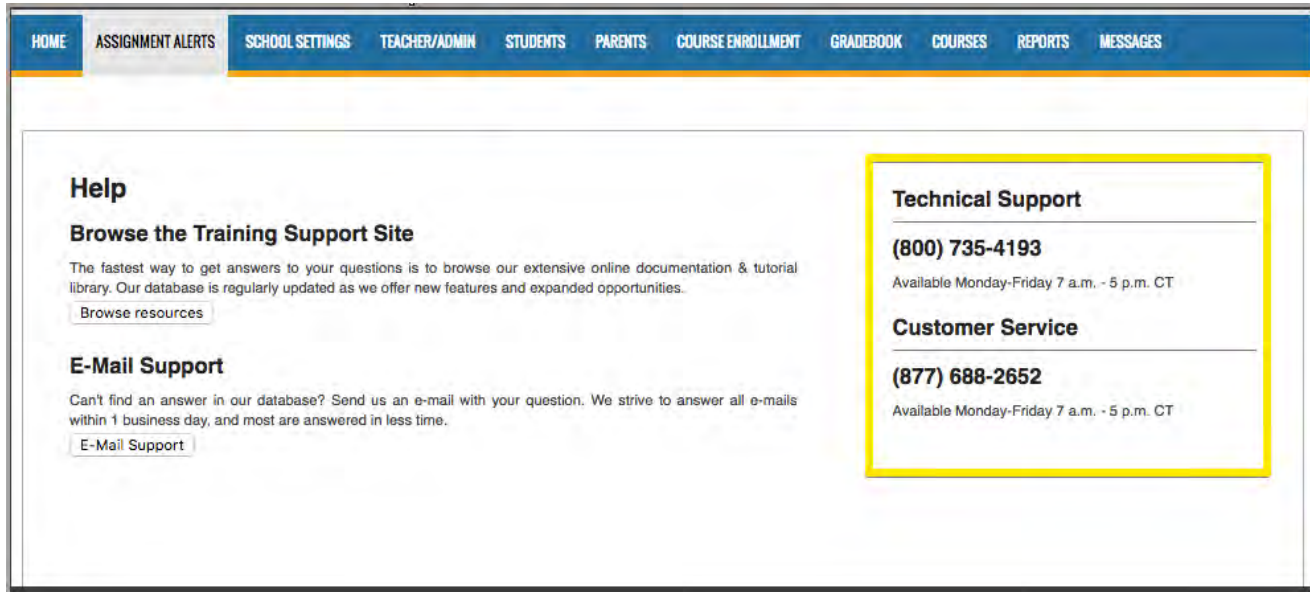
To access online resource, such as user guides and helpful videos:
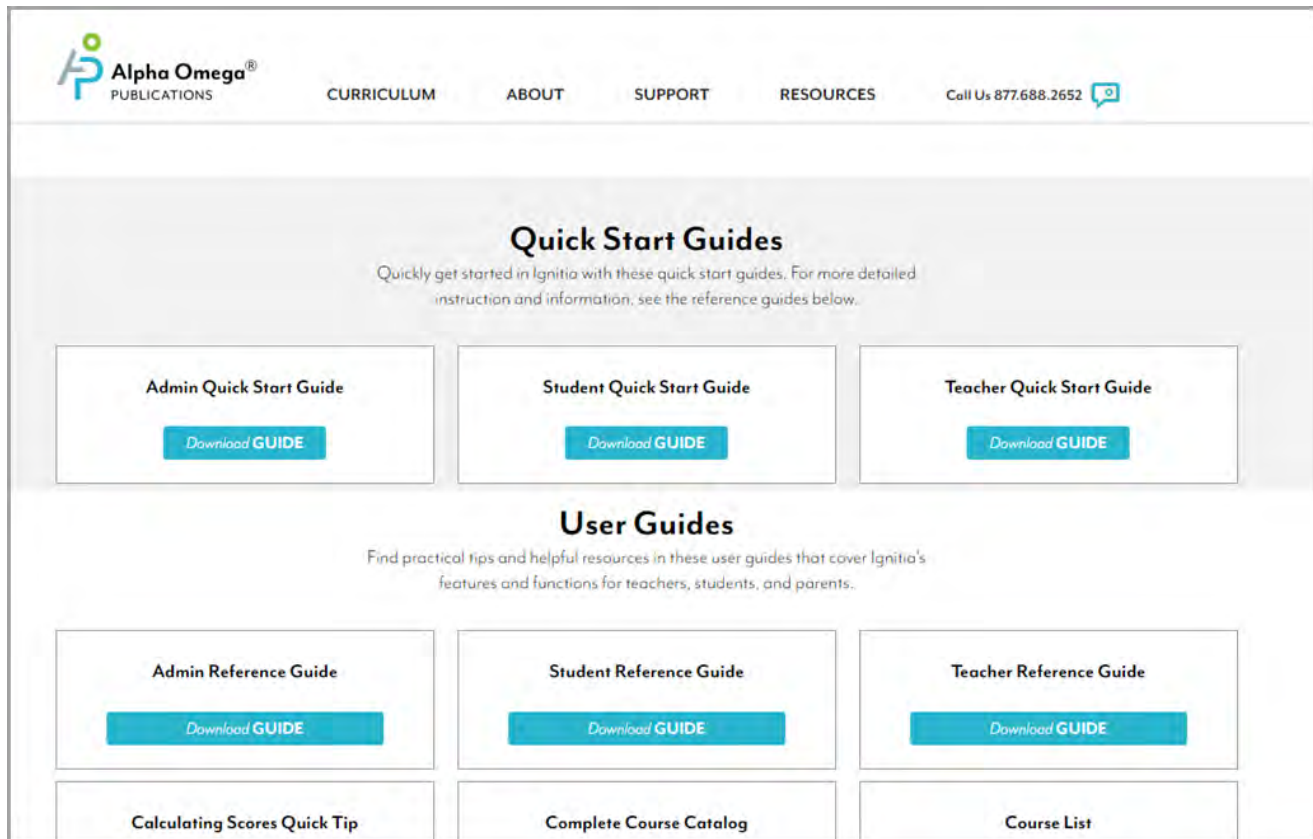
- Click the **Browse resources** button under the **Browse the Training Support Site** section.
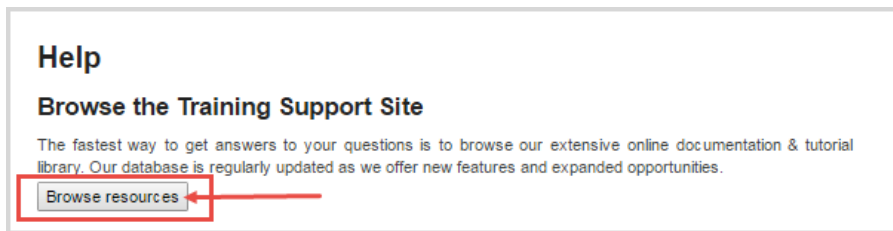
This action opens the **Ignitia Support** page on the aop.com/schools web site. Click **Ignitia Resources**.

Or,

- Go directly to the Ignitia web site **Schools Support** page at: https://www.aop.com/schools/support/ignitia-resources . Helpful Quick Start Guides and detailed, reference User Guides are available in PDF format. Course resources lists, video tutorials, and course supply lists are also available. Scroll the page to see all the available resources.

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