Edgenuity™

Professional Development
Quick Start Guide

Login Information

Teacher Login: http://teacher.education2020.com
Student Login: http://student.education2020.com

Check Plugins

1. On the login page for the Web Administrator click on the Check for Required Plugins link

   a. The Virtual Classroom login page has a Check Plugins link that performs the same action

2. A window will open with five required plugins listed with the required version, version found on the computer, and the status of each plugin

3. Any plugins that do not meet the minimum requirements will have a red **X** next to them

4. Click on the name of the indicated plugin to be directed to the download/installation site for that plugin
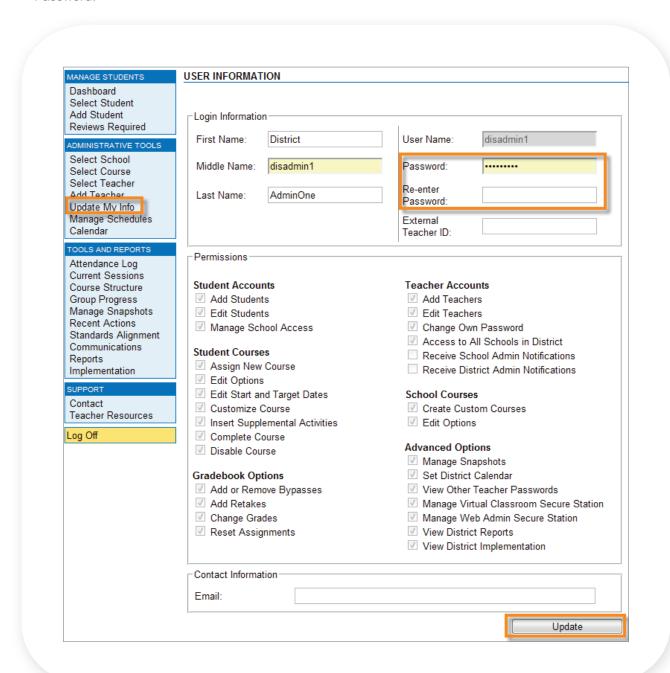
Update Your Password and User Information

1. To update your password, click on the Update My Info link in the Administrative Tools section

   a. Type your desired password into the Password and Re-enter Password fields

2. The User Information page also has a field to enter your email address which can be used when contacting Customer Support

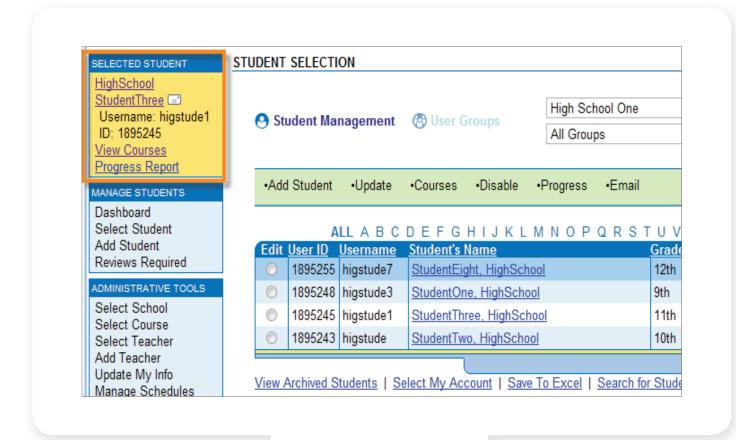3. Click the Update button at the bottom of the page

   Username:

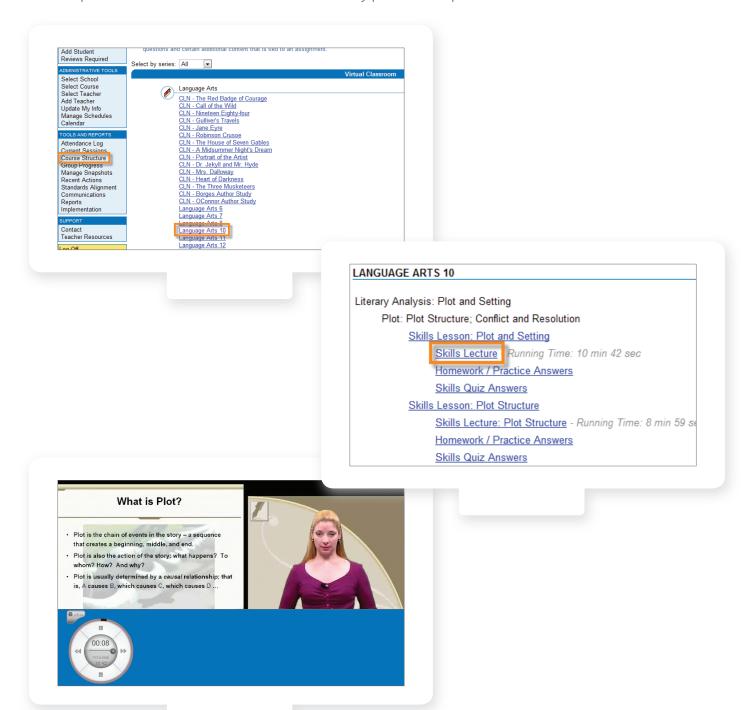   Password:

Selected Student Section

When creating a new student account or selecting an existing student account, the Selected Student section appears in the upper-left corner with the student's name. You can:

1. Click on the **student's name** to edit the student's account information

2. Click the envelope to send the student an email

3. Click **View Courses** to see the student's course list

4. Click **Progress Report** to view details about the student's performance. Whenever you are making a change that affects a single student, be sure to double-check the Selected Student section to ensure that you are working with the correct student.
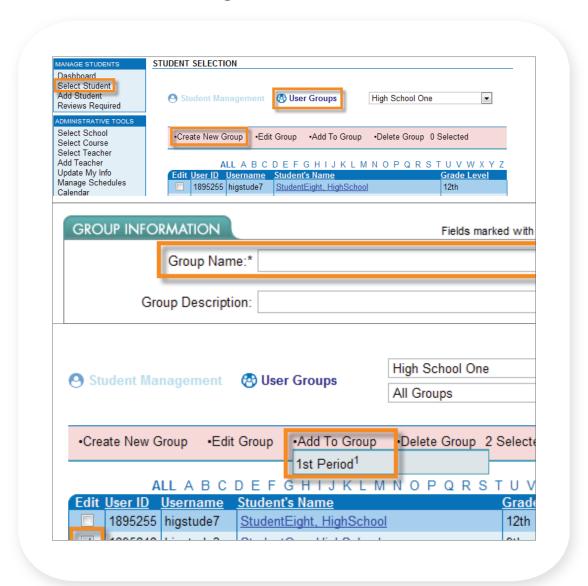
Preview Course Content in the Web Administrator

1. Click **Course Structure** in the Tools and Reports section

2. Click the **Course Name** of the course whose activities you want to preview

3. Click the Course Documents link to check for course resources

4. Click on the **Activity Name** to preview it

5. A separate browser window that contains the activity preview will open

Create a User Group

1. Click **Select Student** in the Manage Students section

2. Click **User Groups**

3. Click **Create New Group**

   a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection)

4. **Name** the group

5. Click **Add Group**

6. Click **User Groups** again

   a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection)
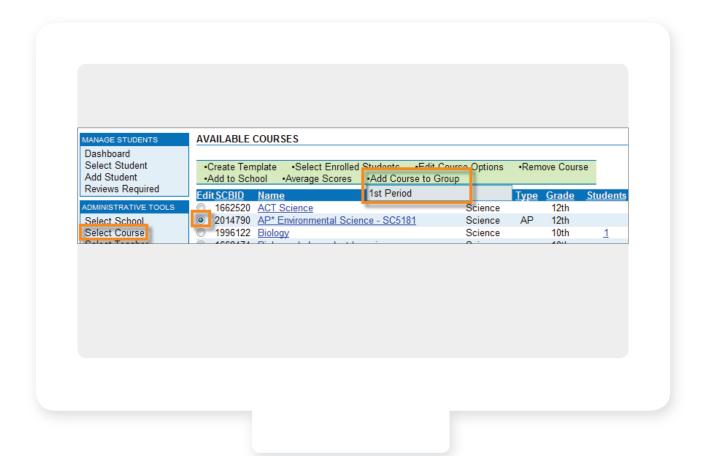
7. Click the **checkbox(es)** next to the students who are to be added to the group

   a. You can select one student at a time or select multiple students

   b. To locate students more easily, try the **alphabet** at the top (to filter by last name) or use the **Search for Students** link at the bottom

8. Hover the mouse over the **Add to Group** link and click on the **User Group** to which you would like to add the selected students

Adding a Course to a User Group

1. Click **Select Course** in the Administrative Tools section

2. Click the **Edit** radio button for the course you want to add to a user group

3. Hover your mouse over the **Add Course to Group** link

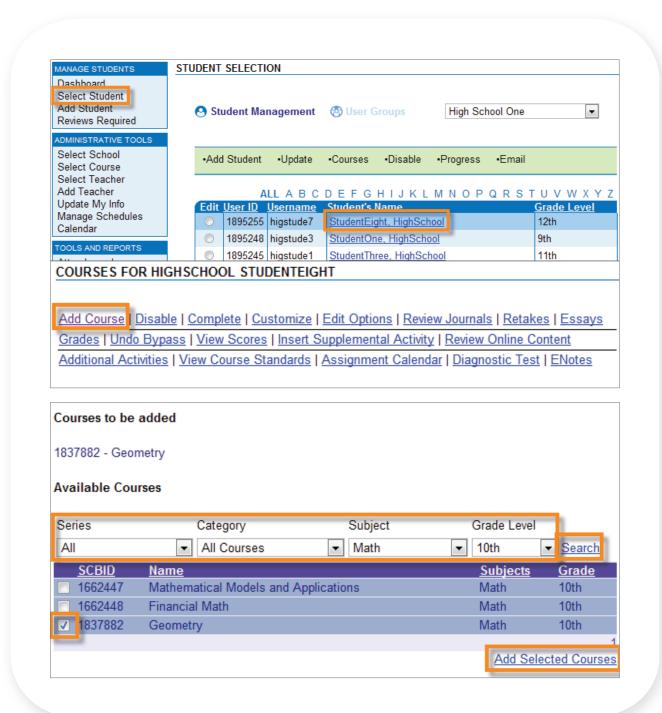4. Click on the name of the user group to which you want to add the course

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

Assign Courses

1. Click **Select Student** in the Manage Students section

2. Click the **student's name**

3. Click **Add Course**

4. Use the **drop-down arrows** to filter the course list

5. Click **Search**

6. Click the **checkbox** to the left of the course(s) to be added

7. Click **Add Selected Courses**

8. Click **Submit**

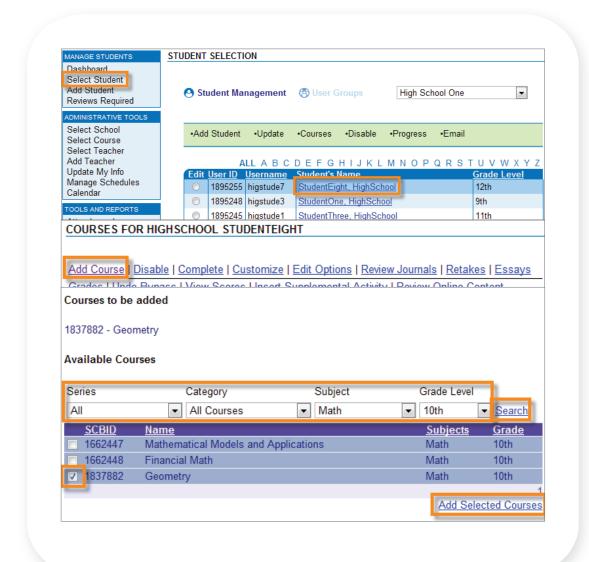9. You may add more courses or return to the student's course list

View Courses in the Virtual Classroom

1. Click **Select Student** in the Manage Students section

2. Scroll to the bottom of the page and click **Select My Account**

3. Your account information will appear in the Selected Student section and you can work with your account as though it were a student's account

4. Click **Add Course**

5. Use the **drop-down arrows** to filter the course list

6. Click **Search**

7. Click the **checkbox** to the left of the course(s) to be added
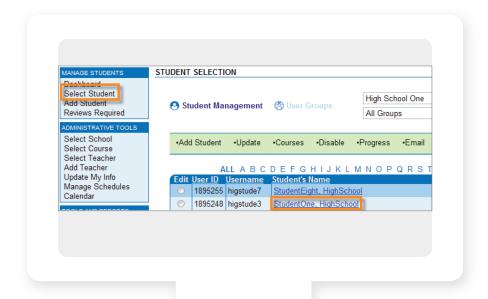
8. Click **Add Selected Courses**

When you log into the Virtual Classroom using your teacher account, you may preview the course from the student's perspective and/or use the course for whole group instruction.
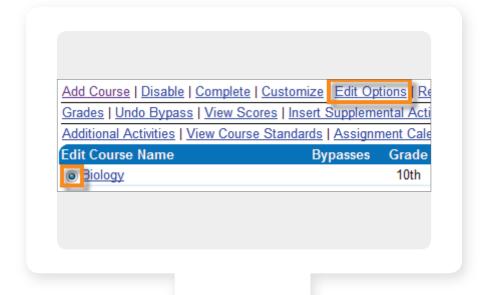
*Please note this process will utilize a license from your account.

View & Edit Options

1. Click **Select Student**

2. Click the student's name

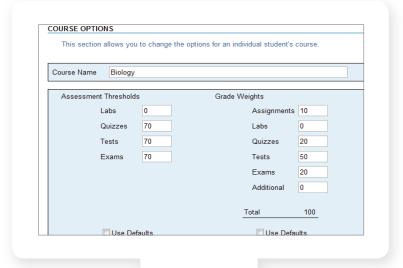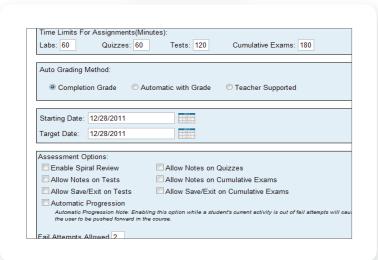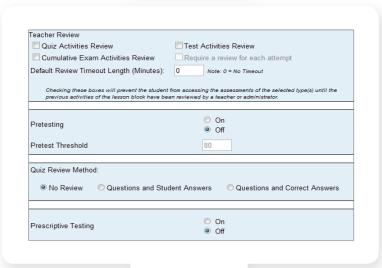3. Click the radio button next to the course you want to change

4. Click Edit Options

View & Edit Options, continued

Possible options:

- **Course Name**: Change name to match course customization or district course name
- **Assessment Thresholds**: Grades necessary to pass assessments
- **Grade Weights**: Values that make up a student's grade; must equal 100%
- **Time Limits**: Time allowed per assessment
- **Auto Grading Method:** Adjusts level of input from teachers for the student's grades
- **Starting Date**: The date the course started
- **Target Date**: The date the student should finish the course
- **Assessment Options**: Spiral review, Allow eNotes on Assessments, Allow Save and Exit on Tests/Cumulative exams, Auto Progression
- **Fail Attempts Allowed**: How many attempts a student has for an assessment without teacher approval for additional retakes
- **Teacher Review**: Allows the teacher to check the student's activities before they take the quiz
- **Pre-testing**: Tests the student's skills for possible opt-out of mastered lessons. Pretesting uses one fail attempt.
- **Quiz Review Method**: Allows for expanded feedback for students upon quiz submission and grading
- **Prescriptive Testing**: Delivers a diagnostic pre-test at the beginning of a course and then builds a customized course based on student answers
- **Vocabulary Interactives**: Enables game-formatted vocabulary activities
- **Enforce Activity Times**: Used to enforce required seat times for online courses
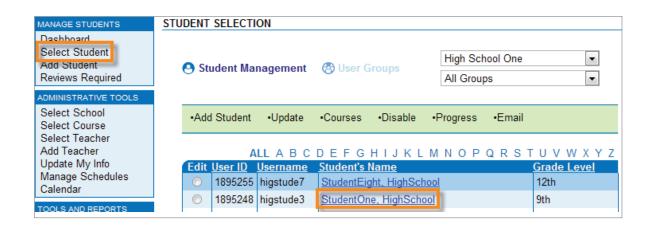- **Reason**: Enter a reason for changes made to the student's course

COURSE OPTIONS

This section allows you to change the options for an individual student's course.

Course Name: Biology

Assessment Thresholds		Grade Weights	
Labs	0	Assignments	10
Quizzes	70	Labs	0
Tests	70	Quizzes	20
Exams	70	Tests	50
		Exams	20
		Additional	0
		Total	100

☐ Use Defaults   ☐ Use Defaults

Time Limits For Assignments(Minutes):

Labs: 60   Quizzes: 60   Tests: 120   Cumulative Exams: 180

Auto Grading Method:

◉ Completion Grade   ○ Automatic with Grade   ○ Teacher Supported

Starting Date: 12/28/2011
Target Date: 12/28/2011

Assessment Options:

☐ Enable Spiral Review   ☐ Allow Notes on Quizzes
☐ Allow Notes on Tests   ☐ Allow Notes on Cumulative Exams
☐ Allow Save/Exit on Tests   ☐ Allow Save/Exit on Cumulative Exams
☐ Automatic Progression

Automatic Progression Note: Enabling this option while a student's current activity is out of fail attempts will cause the user to be pushed forward in the course.

Fail Attempts Allowed 2

Teacher Review
☐ Quiz Activities Review   ☐ Test Activities Review
☐ Cumulative Exam Activities Review   ☐ Require a review for each attempt
Default Review Timeout Length (Minutes): 0   *Note: 0 = No Timeout*

Checking these boxes will prevent the student from accessing the assessments of the selected type(s) until the previous activities of the lesson block have been reviewed by a teacher or administrator.

Pretesting   ○ On
                        ◉ Off
Pretest Threshold   80

Quiz Review Method:
◉ No Review   ○ Questions and Student Answers   ○ Questions and Correct Answers

Prescriptive Testing   ○ On
                        ◉ Off

Course Actions

1. Click **Select Student**

2. Click on the student's name

3. Click the radio button next to the course for which you want to view options
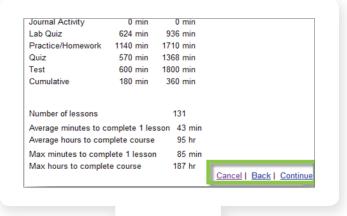

4. Click on an option:

- **Add course**: Add a course to a student account
- **Disable**: Make a course unavailable to the student
- **Complete**: Mark a course as finished
- **Customize**: Add or remove lessons from a course
- **Edit Options**: Change grade weights and other behind-the-scenes course options
- **Review Journals**: View student journal entries
- **Retakes**: Assign retakes for assessments
- **Essays**: View and grade essay answers
- **Grades**: View and edit grades
- **Undo Bypass**: Reactivate a bypassed lesson
- **Scores**: See details/grades for activities
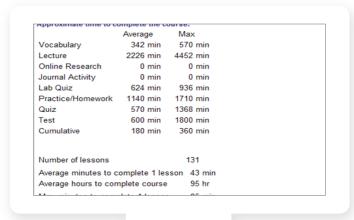- **Insert Supplemental Activity**: Add additional lessons from other Edgenuity courses

- **Review Online Content**: Review student online content answers
- **Projects:** View projects in specific courses
- **Additional Activities**: Insert grades for class work completed outside the Edgenuity program into the grading structure
- **View Course Standards**: View standards correlations for course
- **Assignment Calendar**: View an individual student's daily assignment calendar
- **Diagnostic Test**: View the customized course automatically built for the student based on their diagnostic pre-test (prescriptive test) answers
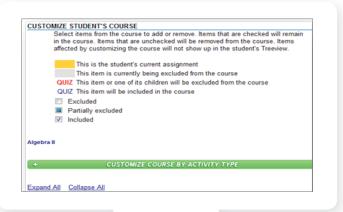- **eNotes**: View a student's eNotes

Customize a Student's Course

1. From a student's course list, select the course to be customized by clicking on the **Edit** radio button.

2. Click the **Customize** link above.

3. Once all the appropriate items have been removed, click the **Continue** link at the bottom-right of the page

4. After confirming that the time values are acceptable, click the **Continue** link in the bottom right corner of the screen.

5. Once the assessment thresholds and grade weights have been confirmed, click the **Continue** link in the bottom right corner of the screen.

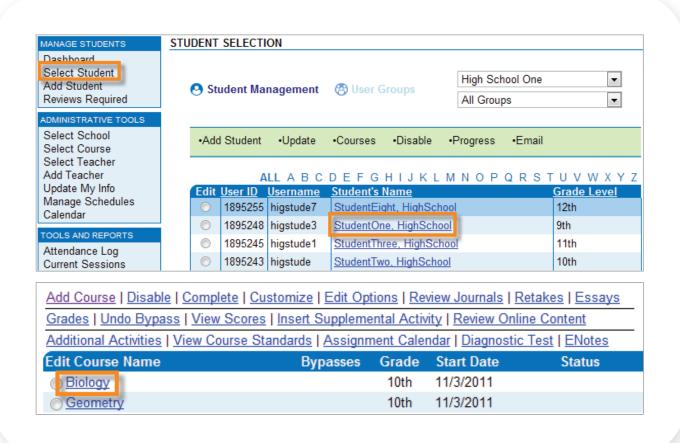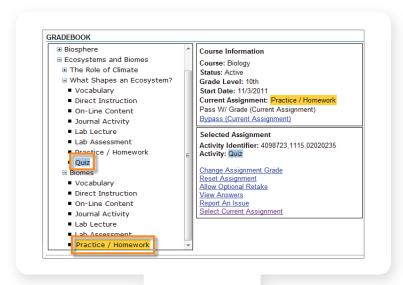6. Click the **Submit** link in the bottom right corner of the screen to complete the customization.

Gradebook

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

4. Click the **+** and **-** **signs** to expand/collapse the activity list
- The **yellow** highlighted activity is the activity in which the student is currently working
- The **blue** highlighted activity is the assignment you are currently viewing
- A **blue and yellow highlight** on the same item indicates you are viewing the assignment in which the student is also currently working

5. Click on an **activity**
- The corresponding grade information will appear at the bottom of the screen

Dashboard

Accessing the Dashboard

1. Click **Dashboard** in the Manage Students section
Alert Hot Spots

The Alerts column will display one of four things:

- • Teacher Review – a yellow exclamation point icon indicates the student is stuck at a Teacher Review

- • Retake – a red exclamation point icon indicates the student is out of retakes

- • Essay – a blue pencil icon indicates an essay alert
  - • No icon – the student is able to move forward in their course

2. Teacher Review Alert
  - • Click directly on the yellow **Teacher Review** alert to open the hot spot options
  - • Click the **Review** button to be redirected to the Gradebook where you can review the student's work
  - • Click the **Complete** button to complete the Teacher Review
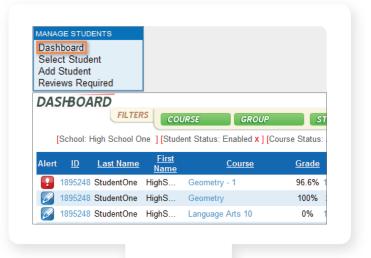
3. Out of Retakes Alert
  - • Click directly on the red **Out of Retakes** alert to open the hot spot options
  - • Click the **Review** button to be redirected to the Gradebook where you can review the student's work
  - • Click the **Retakes** button to give the student an additional retake
  - • Click the **Grade** button to change the student's assessment grade
  - • Click the **Bypass** button to skip the assessment so that the student can move forward in the course
  - • Click the **Email** button to initiate an email with the student
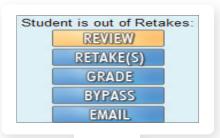
4. Essays
  - • Click directly on the pencil or essay alert to open the hot spot options.
  - • Three choices will be shown. Review, View Essay or Cancel
  - • Click the **Review** button to be redirected to the Gradebook where you can review the student's work
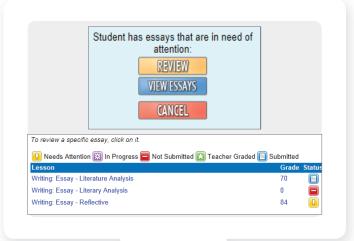 - • Click **View Essay** to be redirected to view students essays

Other Hot Spots that allow users to manipulate student and course information are:
  - • ID – Student Options
  - • Course – Course Options
  - • Start Date – Modify the course's start date
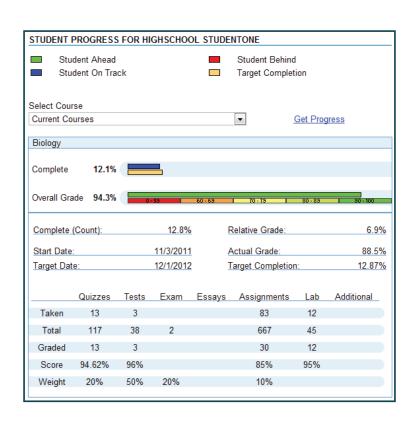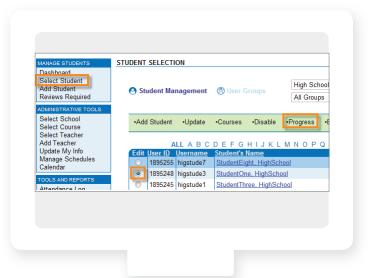 - • Target Date – Modify the course's target date

Progress Reports

1. Click **Select Student**

2. Click the radio button next to the student's name

3. Click Progress

4. The Progress Report will display.

   - **Select Course**: Select the course whose Progress Report you wish to view from the drop-down menu and then click the Get Progress link
   - **Complete**: Percent of course completed based on the time allotted to finish course
   - **Overall Grade**: Grade based on work completed
   - **Complete (Count)**: Percentage of activities completed to date
   - **Start Date**: Date student began the course
   - **Target Date**: Date set for course completion
   - **Relative Grade**: Student's grade if no other work is completed in the course and all remaining activities are counted as 0%

- **Actual Grade**: Grade based on the overall grade in relation to the student being on-time for course completion; must have Start and Target Dates for this grade to populate
- **Target Completion**: The percentage complete the student should be based on their Start and Target Dates
- **Taken**: The number of activities completed
- **Total**: The number of activities in course
- **Graded**: The number of activities that factor into the student's grade
- **Score**: Grade average for each type of activity
- **Weight**: Percentage weight of activities/assessments toward grade

Support

Help is always available in the Support section of the Web Administrator.

Email:

1. Click **Contact Edgenuity** in the Support section

2. Select the type of issue

3. Enter preferred contact method information

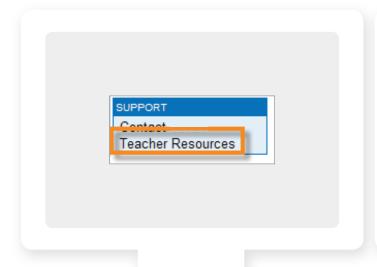4. Enter a description of the issue

5. Click Submit

Phone:

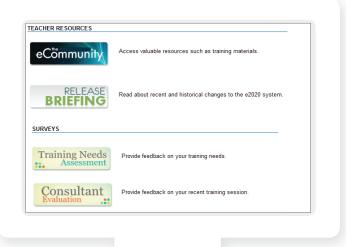| 1-877-202-0338 and press option 3	
Monday through Friday	7:30 am – 8:00 pm EST
Saturday	9:00 am – 5:30 pm EST

Please note that times are subject to change

Teacher Resources

Training support is available 24 hours a day, 7 days a week via eCommunity

1. Click **Teacher Resources** in the Support section

2. Click on the **eCommunity** link

Consultant Evaluation

1. Click **Teacher Resources** in the Support section
2. Click on the **Consultant Evaluation** link
3. Fill out the form that appears in a new window
4. Click **Submit** when finished

Training Needs Assessment

1. Click **Teacher Resources** in the Support section
2. Click on the **Training Needs Assessment** link
3. Fill out the form that appears in a new window
4. Click **Submit** when finished