

Professional Development
Quick Start Guide



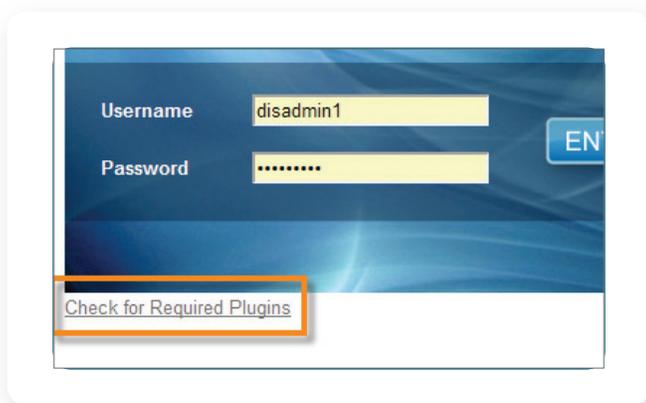
Login Information

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



A screenshot of a 'Plugin Status' table. The table has four columns: Plugin, Your Version, Required Version, and Status. The row for 'Adobe Acrobat Reader' is highlighted with an orange box and has a red 'X' in the first column. The status for this plugin is 'Not Found'.

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



A screenshot of a 'Plugin Status' table. The table has four columns: Plugin, Your Version, Required Version, and Status. All plugins listed have a status of 'OK'.

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

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:

MANAGE STUDENTS
Dashboard
Select Student
Add Student
Reviews Required

ADMINISTRATIVE TOOLS
Select School
Select Course
Select Teacher
Add Teacher
Update My Info
Manage Schedules
Calendar

TOOLS AND REPORTS
Attendance Log
Current Sessions
Course Structure
Group Progress
Manage Snapshots
Recent Actions
Standards Alignment
Communications
Reports
Implementation

SUPPORT
Contact
Teacher Resources
Log Off

USER INFORMATION

Login Information

First Name: User Name:

Middle Name: Password:

Last Name: Re-enter Password:

External Teacher ID:

Permissions

Student Accounts

- Add Students
- Edit Students
- Manage School Access

Student Courses

- Assign New Course
- Edit Options
- Edit Start and Target Dates
- Customize Course
- Insert Supplemental Activities
- Complete Course
- Disable Course

Gradebook Options

- Add or Remove Bypasses
- Add Retakes
- Change Grades
- Reset Assignments

Teacher Accounts

- Add Teachers
- Edit Teachers
- Change Own Password
- Access to All Schools in District
- Receive School Admin Notifications
- Receive District Admin Notifications

School Courses

- Create Custom Courses
- Edit Options

Advanced Options

- Manage Snapshots
- Set District Calendar
- View Other Teacher Passwords
- Manage Virtual Classroom Secure Station
- Manage Web Admin Secure Station
- View District Reports
- View District Implementation

Contact Information

Email:

Update

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.

SELECTED STUDENT

[HighSchool StudentThree](#)

Username: higstude1
ID: 1895245

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

STUDENT SELECTION

[Student Management](#) [User Groups](#)

High School One
All Groups

[Add Student](#) [Update](#) [Courses](#) [Disable](#) [Progress](#) [Email](#)

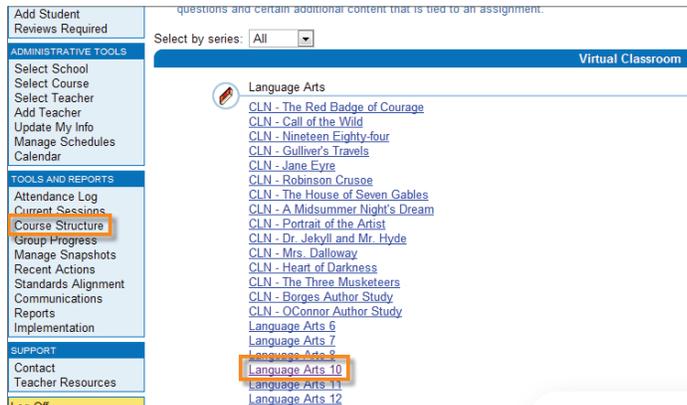
ALL A B C D E F G H I J K L M N O P Q R S T U V

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

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

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



LANGUAGE ARTS 10

Literary Analysis: Plot and Setting

Plot: Plot Structure; Conflict and Resolution

[Skills Lesson: Plot and Setting](#)

[Skills Lecture](#) Running Time: 10 min 42 sec

[Homework / Practice Answers](#)

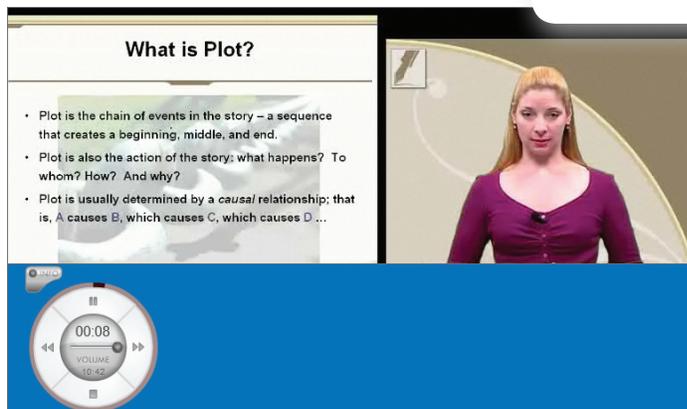
[Skills Quiz Answers](#)

[Skills Lesson: Plot Structure](#)

[Skills Lecture: Plot Structure](#) - Running Time: 8 min 59 sec

[Homework / Practice Answers](#)

[Skills Quiz Answers](#)



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

The screenshot displays the Edgenuity Student Management interface. On the left, there are navigation menus for 'MANAGE STUDENTS' and 'ADMINISTRATIVE TOOLS'. The main area is titled 'STUDENT SELECTION' and includes a 'Student Management' and 'User Groups' section with a dropdown menu set to 'High School One'. Below this is a toolbar with buttons for 'Create New Group', 'Edit Group', 'Add To Group', and 'Delete Group', along with a '0 Selected' indicator. A table of students is shown with columns for 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The first student, 'StudentEight, HighSchool', is selected. Below the table is the 'GROUP INFORMATION' section with a 'Group Name' field highlighted. At the bottom, the 'Student Tools' section shows the 'Add To Group' button highlighted, with a dropdown menu showing '1st Period'.

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

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.

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

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

MANAGE STUDENTS

Dashboard

Select Student

Add Student

Reviews Required

ADMINISTRATIVE TOOLS

Select School

Select Course

Select Teacher

Add Teacher

Update My Info

Manage Schedules

Calendar

TOOLS AND REPORTS

STUDENT SELECTION

Student Management
User Groups
High School One

Add Student
Update
Courses
Disable
Progress
Email

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

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

COURSES FOR HIGH SCHOOL STUDENTEIGHT

[Add Course](#)
[Disable](#)
[Complete](#)
[Customize](#)
[Edit Options](#)
[Review Journals](#)
[Retakes](#)
[Essays](#)

[Grades](#)
[Undo Bypass](#)
[View Scores](#)
[Insert Supplemental Activity](#)
[Review Online Content](#)

[Additional Activities](#)
[View Course Standards](#)
[Assignment Calendar](#)
[Diagnostic Test](#)
[ENotes](#)

Courses to be added

1837882 - Geometry

Available Courses

Series	Category	Subject	Grade Level	
All	All Courses	Math	10th	Search
SCBID	Name	Subjects	Grade	
<input type="checkbox"/> 1662447	Mathematical Models and Applications	Math	10th	
<input type="checkbox"/> 1662448	Financial Math	Math	10th	
<input checked="" type="checkbox"/> 1837882	Geometry	Math	10th	

[Add Selected Courses](#)

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.**

The screenshot displays the 'STUDENT SELECTION' interface. On the left, a sidebar menu includes 'MANAGE STUDENTS' (with 'Select Student' highlighted), 'ADMINISTRATIVE TOOLS', and 'TOOLS AND REPORTS'. The main area shows 'Student Management' for 'High School One' with options to 'Add Student', 'Update', 'Courses', 'Disable', 'Progress', and 'Email'. Below this is a table of students with columns for 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The 'StudentEight, HighSchool' row is highlighted. Underneath, the 'COURSES FOR HIGH SCHOOL STUDENTEIGHT' section features an 'Add Course' button and various course management links. A 'Courses to be added' section shows '1837882 - Geometry'. The 'Available Courses' section includes a filter table with 'Series' (All), 'Category' (All Courses), 'Subject' (Math), and 'Grade Level' (10th), along with a 'Search' button. Below the filter is a table of courses with columns for 'SCBID', 'Name', 'Subjects', and 'Grade'. The '1837882 - Geometry' course is checked. An 'Add Selected Courses' button is located at the bottom right.

ALL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Edit	User ID	Username	Student's Name	Grade Level																						
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool	12th																						
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool	9th																						
<input type="radio"/>	1895245	higstude1	StudentThree, HighSchool	11th																						

Series	Category	Subject	Grade Level
All	All Courses	Math	10th

SCBID	Name	Subjects	Grade
<input type="checkbox"/>	1662447	Mathematical Models and Applications	Math 10th
<input type="checkbox"/>	1662448	Financial Math	Math 10th
<input checked="" type="checkbox"/>	1837882	Geometry	Math 10th

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

The screenshot shows a web interface for student management. On the left, a sidebar contains a 'MANAGE STUDENTS' section with 'Select Student' highlighted. Below it are 'ADMINISTRATIVE TOOLS' and 'TEACH AND REPORT'. The main area is titled 'STUDENT SELECTION' and includes a 'Student Management' button, a 'User Groups' dropdown menu (set to 'High School One'), and a toolbar with buttons for 'Add Student', 'Update', 'Courses', 'Disable', 'Progress', and 'Email'. Below the toolbar is an alphabetical index 'ALL A B C D E F G H I J K L M N O P Q R S T'. A table lists students with columns for 'Edit', 'User ID', 'Username', and 'Student's Name'. The row for 'StudentOne, HighSchool' is highlighted, and its radio button is selected.

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

The screenshot shows a course management interface. A menu bar contains several options: 'Add Course', 'Disable', 'Complete', 'Customize', 'Edit Options', and 'Re'. Below the menu bar is a table with columns for 'Edit Course Name', 'Bypasses', and 'Grade'. The row for 'Biology' is highlighted, and its radio button is selected.

Edit Course Name	Bypasses	Grade
<input checked="" type="radio"/> Biology		10th

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

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

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

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

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

TOOLS AND REPORTS

STUDENT SELECTION

Student Management User Groups

High School One

All Groups

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

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

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

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Review Journals](#) | [Retakes](#) | [Essays](#)
[Grades](#) | [Undo Bypass](#) | [Scores](#) | [Insert Supplemental Activity](#) | [Review Online Content](#) | [Projects](#)
[Additional Activities](#) | [View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [ENotes](#)

Edi	Course Name	Bypasses	Grade	Start Date	Status
<input checked="" type="radio"/>	Audio Engineering - EL5716		9th	9/11/2012	

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.

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#)
[Grades](#) | [Undo Bypass](#) | [View Scores](#) | [Insert S](#)
[Additional Activities](#) | [View Course Standards](#) |
[Edit Course Name](#) [By](#)
 [Algebra II](#)

Journal Activity	0 min	0 min
Lab Quiz	624 min	936 min
Practice/Homework	1140 min	1710 min
Quiz	570 min	1368 min
Test	600 min	1800 min
Cumulative	180 min	360 min
Number of lessons	131	
Average minutes to complete 1 lesson	43 min	
Average hours to complete course	95 hr	
Max minutes to complete 1 lesson	85 min	
Max hours to complete course	187 hr	

[Cancel](#) | [Back](#) | [Continue](#)

Approximate time to complete the course:

	Average	Max
Vocabulary	342 min	570 min
Lecture	2226 min	4452 min
Online Research	0 min	0 min
Journal Activity	0 min	0 min
Lab Quiz	624 min	936 min
Practice/Homework	1140 min	1710 min
Quiz	570 min	1368 min
Test	600 min	1800 min
Cumulative	180 min	360 min
Number of lessons	131	
Average minutes to complete 1 lesson	43 min	
Average hours to complete course	95 hr	
Max minutes to complete 1 lesson	85 min	
Max hours to complete course	187 hr	

CUSTOMIZE STUDENT'S COURSE

Select items from the course to add or remove. Items that are checked will remain in the course. Items that are unchecked will be removed from the course. Items affected by customizing the course will not show up in the student's Treview.

- This is the student's current assignment
- This item is currently being excluded from the course
- QUIZ** This item or one of its children will be excluded from the course
- QUIZ** This item will be included in the course
- Excluded
- Partially excluded
- Included

Algebra II

[+](#) **CUSTOMIZE COURSE BY ACTIVITY TYPE**

[Expand All](#) [Collapse All](#)

Gradebook

1. Click **Select Student**

2. Click the student's name

3. Click the course name

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

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

TOOLS AND REPORTS

- Attendance Log
- Current Sessions

STUDENT SELECTION

Student Management User Groups

High School One

All Groups

+Add Student +Update +Courses +Disable +Progress +Email

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

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

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Review Journals](#) | [Retakes](#) | [Essays](#)
[Grades](#) | [Undo Bypass](#) | [View Scores](#) | [Insert Supplemental Activity](#) | [Review Online Content](#)
[Additional Activities](#) | [View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [ENotes](#)

Edit	Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/>	Biology		10th	11/3/2011	
<input type="radio"/>	Geometry		10th	11/3/2011	

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

GRADEBOOK

- [-] Biosphere
 - [-] Ecosystems and Biomes
 - [-] The Role of Climate
 - [-] What Shapes an Ecosystem?
 - Vocabulary
 - Direct Instruction
 - On-Line Content
 - Journal Activity
 - Lab Lecture
 - Lab Assessment
 - Practice / Homework
 - Quiz
 - [-] Biomes
 - Vocabulary
 - Direct Instruction
 - On-Line Content
 - Journal Activity
 - Lab Lecture
 - Lab Assessment
 - Practice / Homework

Course Information

Course: Biology
 Status: Active
 Grade Level: 10th
 Start Date: 11/3/2011
 Current Assignment: Practice / Homework
 Pass W/ Grade (Current Assignment)
[Bypass \(Current Assignment\)](#)

Selected Assignment

Activity Identifier: 4098723,1115,02020235
 Activity: Quiz

[Change Assignment Grade](#)
[Reset Assignment](#)
[Allow Optional Retake](#)
[View Answers](#)
[Report An Issue](#)
[Select Current Assignment](#)

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

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

DASHBOARD

FILTERS COURSE GROUP ST

[School: High School One] [Student Status: Enabled x] [Course Status:]

Alert	ID	Last Name	First Name	Course	Grade
	1895248	StudentOne	HighS...	Geometry - 1	96.6%
	1895248	StudentOne	HighS...	Geometry	100%
	1895248	StudentOne	HighS...	Language Arts 10	0%

Teacher Review Required:

- REVIEW
- COMPLETE
- CANCEL

Student is out of Retakes:

- REVIEW
- RETAKE(S)
- GRADE
- BYPASS
- EMAIL

Student has essays that are in need of attention:

- REVIEW
- VIEW ESSAYS
- CANCEL

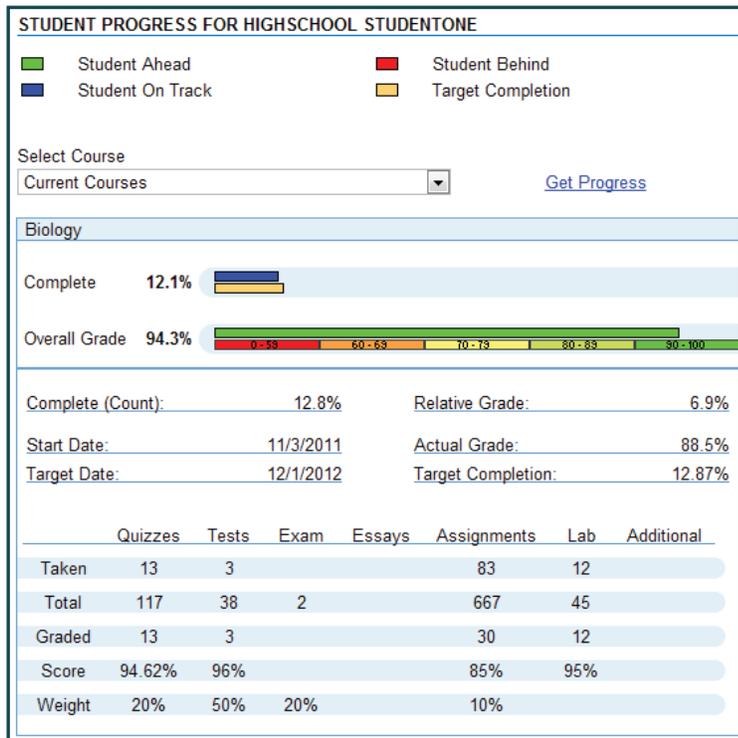
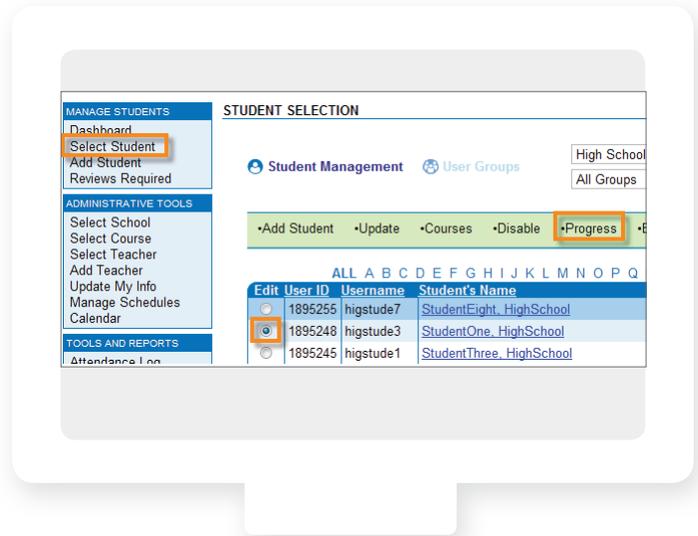
To review a specific essay, click on it.

Lesson	Grade	Status
Writing: Essay - Literature Analysis	70	
Writing: Essay - Literary Analysis	0	
Writing: Essay - Reflective	84	

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:

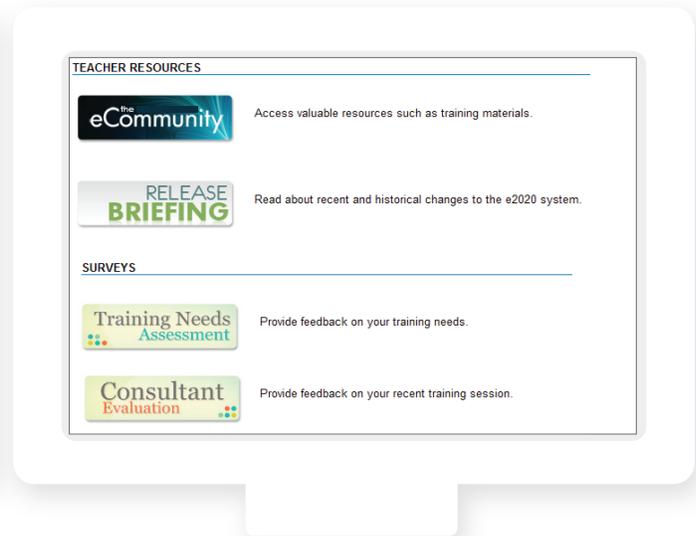
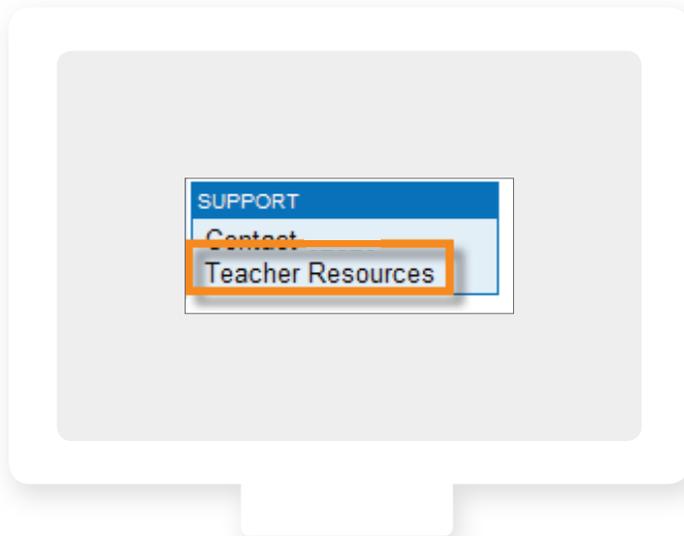
1-877-202-0338 and press option 3	
Monday through Friday	7:30 am – 8:00 pm EST
Saturday	9:00 am – 5:30 pm EST

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

