

2023-2024 Teacher Edgenuity Handbook

The following handbook is intended to provide guidelines for Educators and Administration to comfortably familiarize themselves with tools, resources, and different pages for the Edgenuity online learning program. As there is a vast knowledge to learn about for this program, please refer to the Table of Contents to find a specific tool/resource needed quickly.

Table of Contents

<u>Logging into Edgenuity</u>	3
Edgenuity Home Page	4
<u>Navigating through Imagine Edgenuity</u>	4
Manage Students	6
<i>Searching Students</i>	6
Search Filters	6
<i>User Groups</i>	7
Creating a User Group	7
Adding a Student to a User Group	8
Dashboard	9
<i>Viewing created User Group items</i>	10
Alert Types	10
<i>Red Alert</i>	10
<i>Yellow Alert</i>	11
<i>Orange Alert</i>	12
“More” Drop-Down Tab	12
<i>Messages, Discussions, and Manage Announcements</i>	13
<i>Group Progress</i>	13
Specific Student Progress Report	14
<i>Attendance Log</i>	14

Session Log	15
<i>Non-frequently used items: Lesson Mastery, Recent Actions, District Settings</i>	15
“Student Profile” Drop-Down Tab	16
<i>Message Student</i>	16
<i>View Courses</i>	16
Adding a course	17
Disabling a course	17
Scores and Activity Review	18
Completing a course	18
View Archived Courses	18
Non-Frequently used items: Customize, Edit Options, Retakes, Grades, Undo Bypass, Additional Activities, View Course Standards, Assignment Calendar, Diagnostic Tests, eNotes, & Fitness Log	18
<i>Progress Report</i>	18
<i>Session Log</i>	18

Logging in to Edgenuity

1. Teachers will visit the Pioneer Valley home page at Pvhspanthers.org
2. Teachers will click the Blue “C” labeled, “Clever/Edgenuity”. This icon is circled in Red on **Figure 1** below.

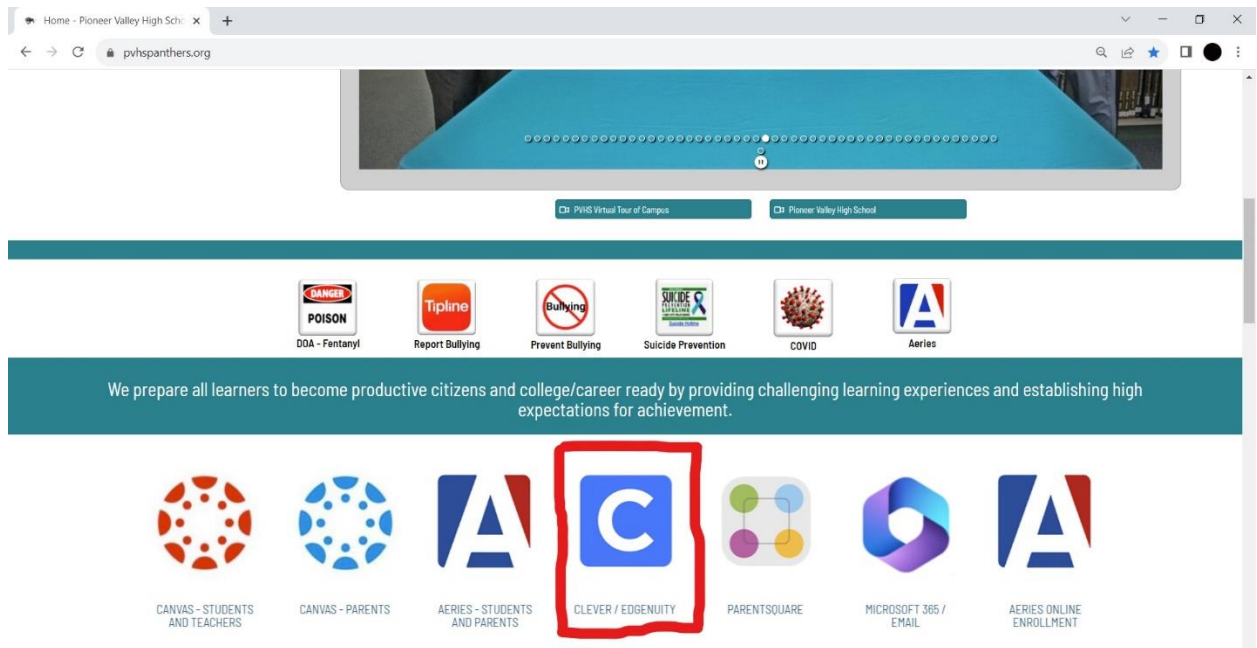


Figure 1

3. Teachers will select the option of logging in with SMJUHSD account
 - a. Clever SSO should make this easy to log in

- After signing on, teachers will be directed to the Clever home page with various applications. They will then select the, “Imagine Edgenuity/MyPath 6-12” (Boxed in Red in Figure 2)

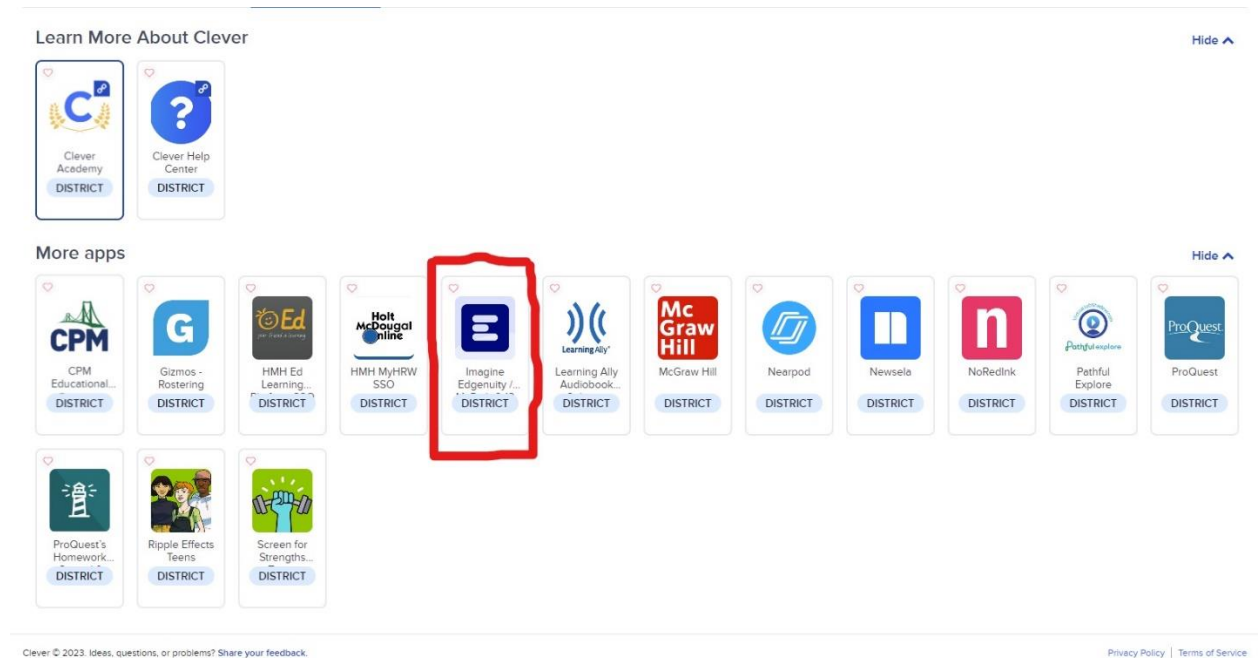


Figure 2

Navigating through Imagine Edgenuity

Upon finishing logging in, teachers will be taken to the Edgenuity Landing Page. The descriptions of most used items are below:

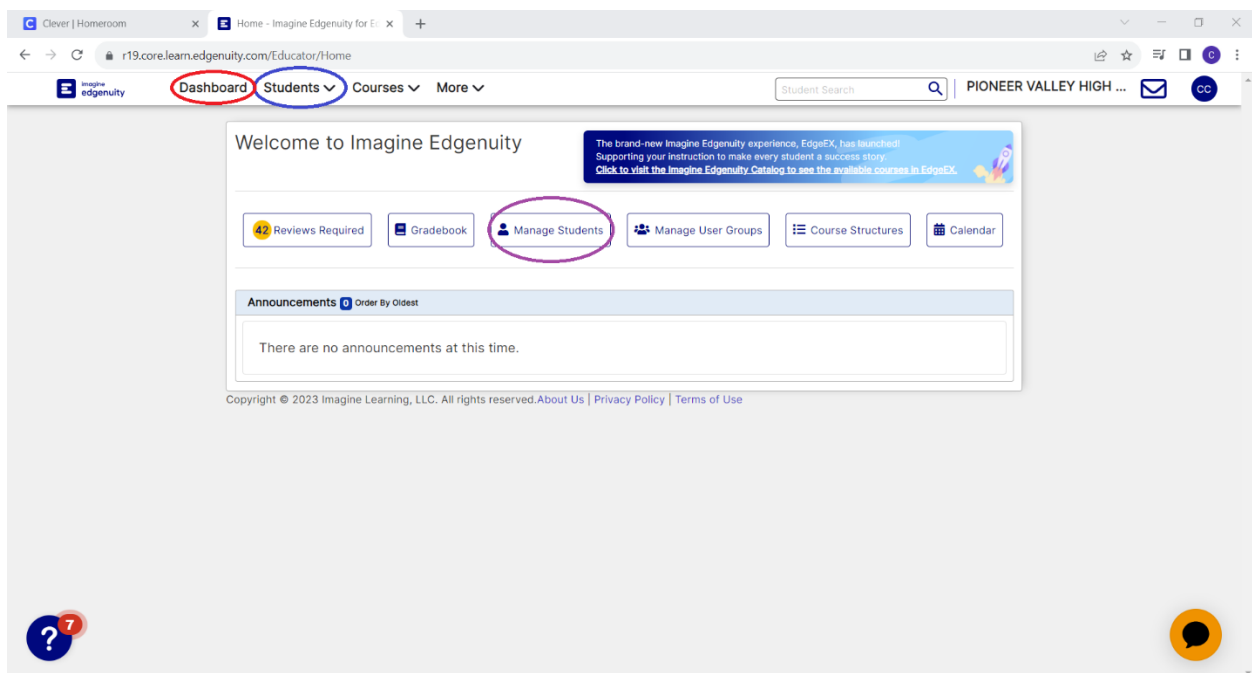


Figure 3

- a. **Manage Students** (Circled in **Purple** in **Figure 3** above) - The manage students tab will take teachers to a new landing page where they can search students, add courses for students, and add students into your “User Group” (Teachers should think of “User Groups” as their “Class Periods”). Teachers can also get on the same manage students page under the “Students” (Circled in **Blue** in **Figure 3** above) drop down menu, then clicking “Manage Students”.

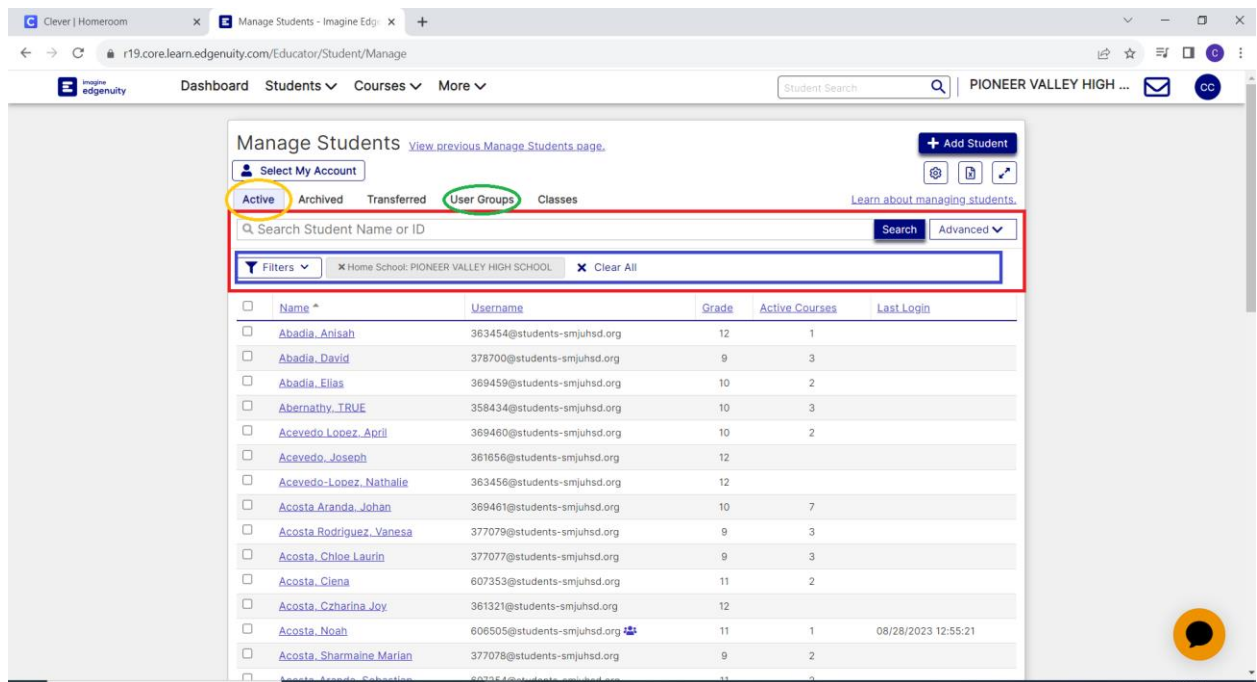


Figure 4

- a. **Searching Students** (Boxed in **Red** in **Figure 4** above) – Searching students is fairly self-explanatory, teachers just need their Student ID, or name, or email, and type that into the search bar shown in **Figure 4** above. When searching a student, teachers want to make sure you are in the “**Active**” tab circled in **Yellow** in **Figure 4**. They can click on the student’s name, or check box next to their name to access more manageable items.
- i. **Search Filters** (Boxed in **Blue** in **Figure 4**) – Will help narrow teachers’ search to a specific group of students they would like to see. Generally speaking, it is important to **ONLY** have your school filter on when searching students. They’ll notice when you select different tabs, and get into different “User Groups” and “Classes”, more filters will add into your search, limiting your ability to find specific students.

- b. **User Groups** (Circled in **Green** in **Figure 4**) – User groups are extremely helpful to view the students in your specific periods. User groups are manually created, and students are manually added. Creating user groups should be of the utmost importance for filtering by class periods to help you grade items, monitor progress, monitor attendance,

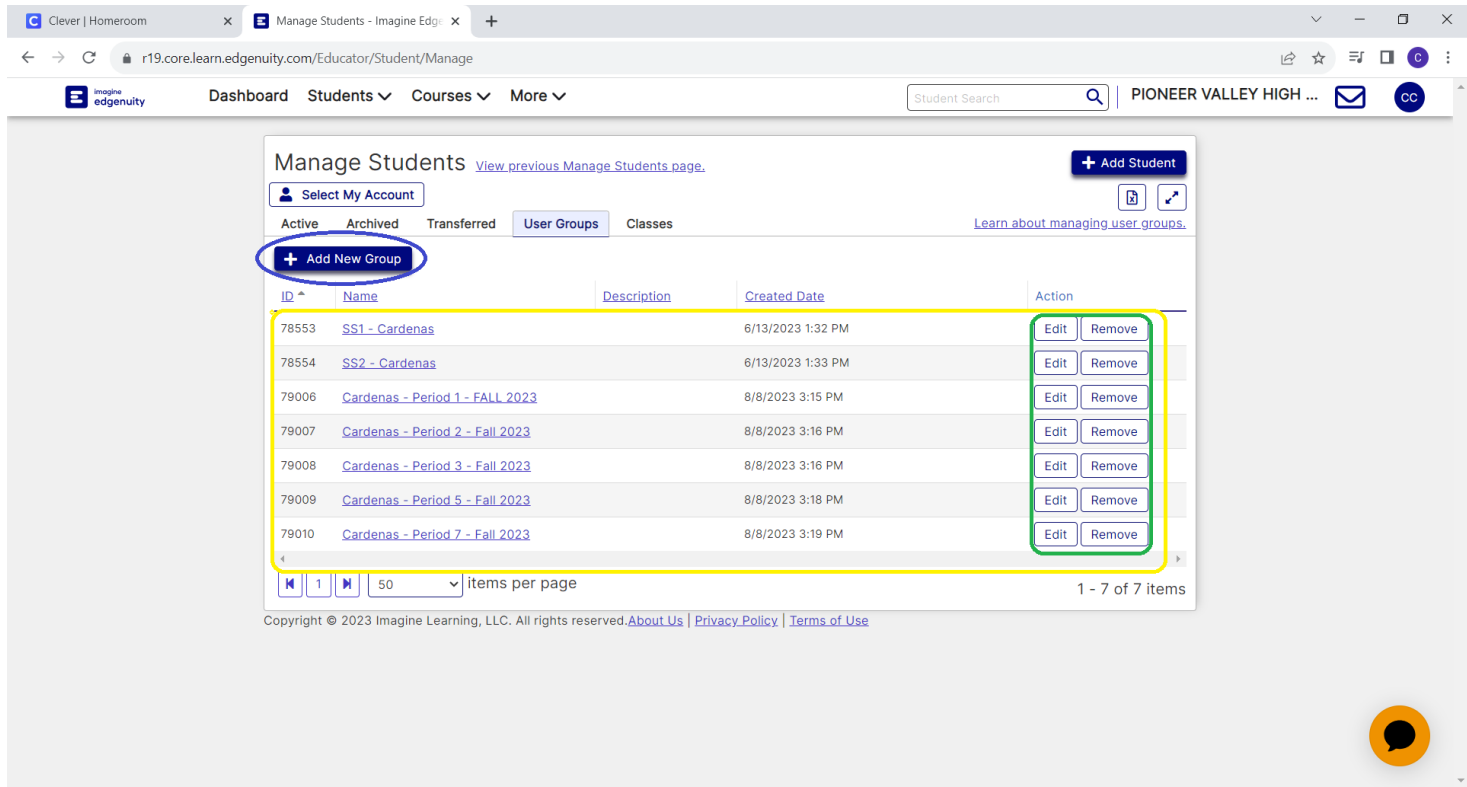


Figure 5

review and unlock quizzes, exams, and activities. Directions to create a user group and add a student into that user group are below (in **Figure 5**)

i. **Creating a User Group**

1. Select, "Add New Group" (Circled in **Blue** in **Figure 5** above)
2. You'll be directed to then name your group and create a description (optional). Click save after editing name and description.
3. Your user group will show up in a list setting from the date they were created. (Boxed in **Yellow** in **Figure 5** above)
 - a. You can edit the name and remove the group (Boxed in **Green** in **Figure 5** above) after a semester or year.
 - i. This will not delete student information, progress, & data.

- ii. **Adding a student to your User Group** (You must be on the manage students landing page, on the “Active” students tab [circled in **Red** in **Figure 6** below], with filters only set to your school site, boxed in **Green** in **Figure 6** below)

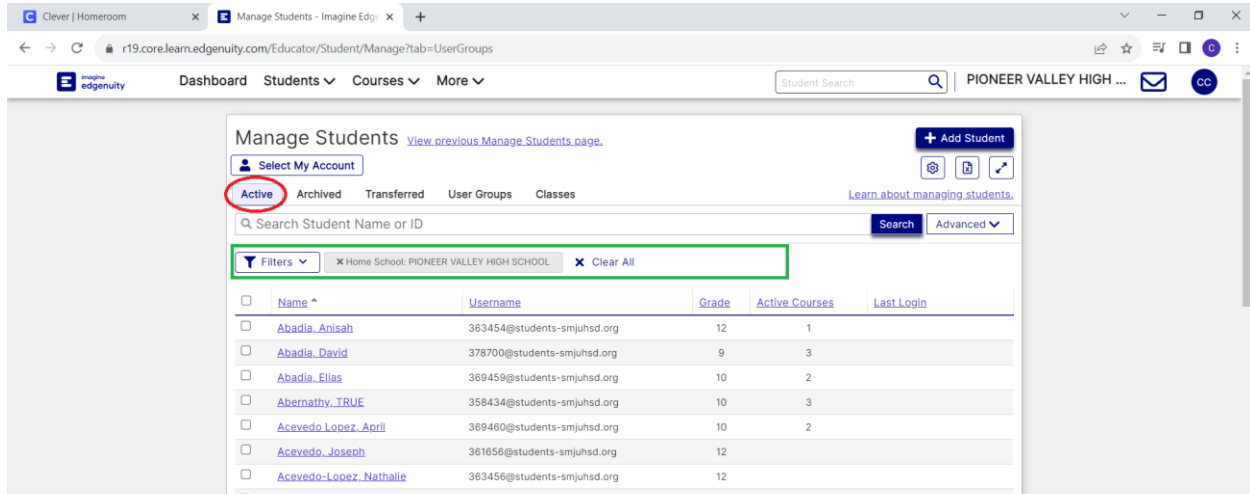


Figure 6

1. Search student’s name or School ID
2. Select the box next to the student’s name (Circled in **Red** in **Figure 7** below)

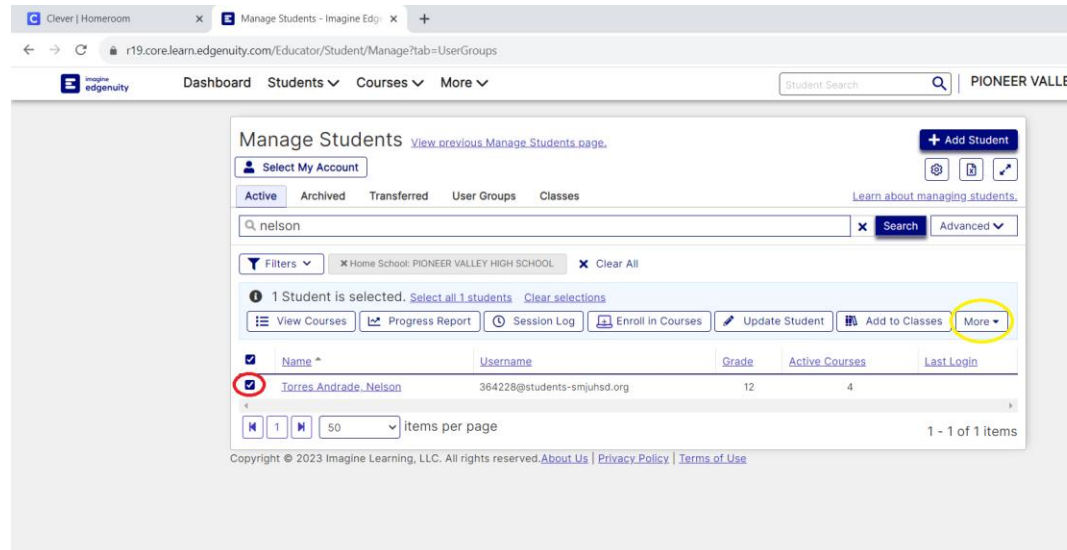


Figure 7

3. Select the “More” drop down menu (Circled in **Yellow** in **Figure 7** above)
4. Select the “Add to Groups” option (Boxed in **Green** in **Figure 7** above)

5. Select the group you want to add them to, then click the [+] symbol right

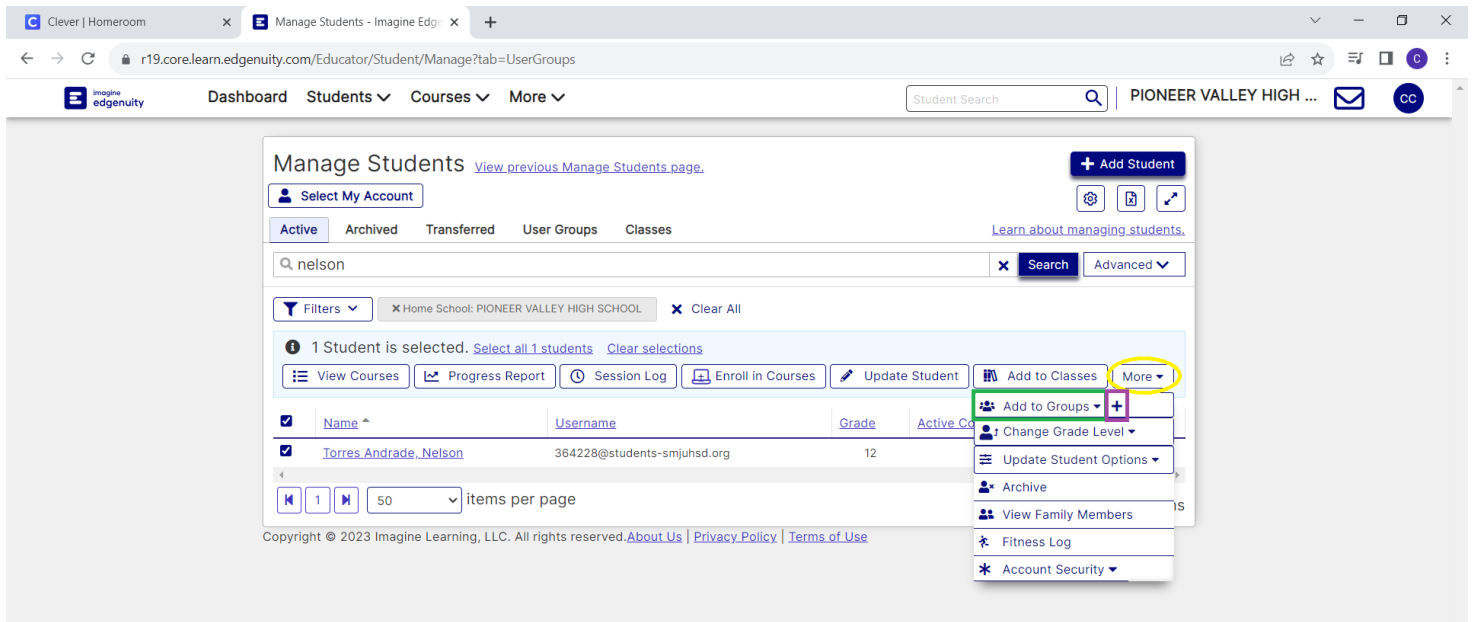


Figure 8

next to the “Add to Groups” option (Boxed in **Purple** in **Figure 8** below)

- a. The student will then populate into your created user group right away.
 - b. **IMPORTANT:** *It is crucial that teachers add students to user groups to filter through and see only their class progress, and make it easier to filter through your students only*
- b. **Dashboard** (Circled in **Red** in **Figure 3**) - Using the Dashboard helps you review and grade, unlock locked items, and is one way you can monitor student progress. You can get to the dashboard by clicking “Dashboard” in the options at the top left of your screen when on the Edgenuity Home page.

a. **Viewing created User Group items -**

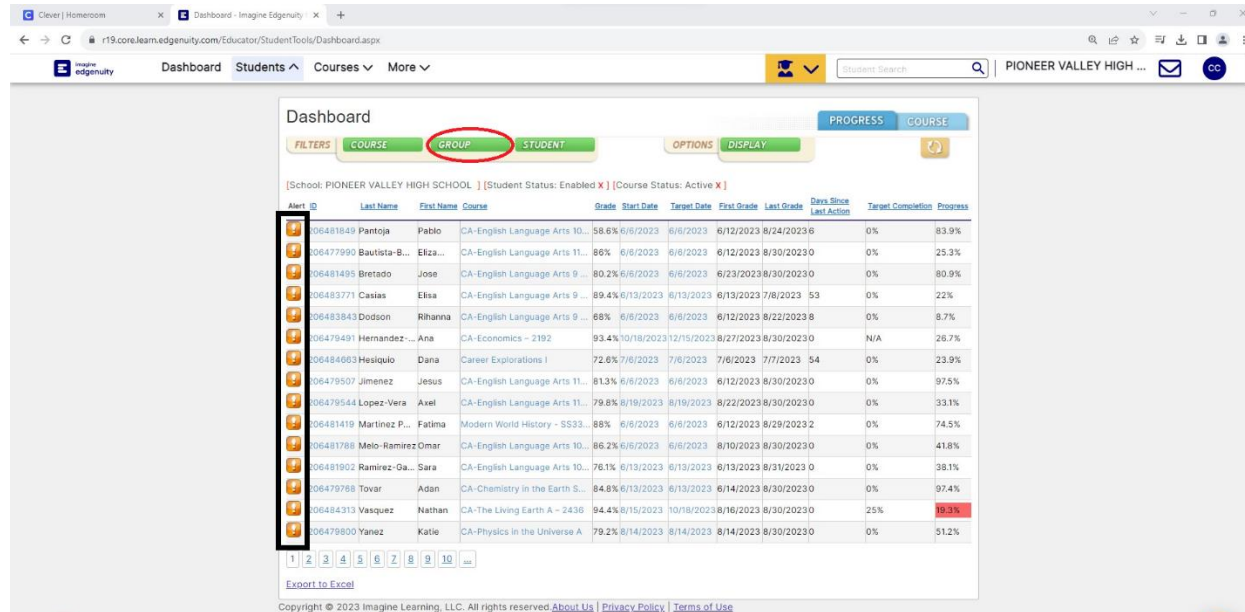


Figure 9

i. Filter by groups (Circled in Red in Figure 9 above)

1. Filtering by groups will help only see your students you previously added into your groups. This is how you can access each group, period by period. To select the period:
 - a. Select “Group”
 - b. Select the drop-down menu for “User Group”
 - c. Select the group you wish to view
 - d. Then click “Apply”

ii. Alert types (Boxed in Black in Figure 9 on the left-hand side)

1. **Red Alert** = Indicates that student failed all assessment attempts. Click the alert for the student and then “Review” to take you to the course’s quiz. The Educator should use their best discretion and uphold the utmost integrity when it comes to the number of attempts given.
 - a. Helping students pass on first two attempts, teachers should emphasize using guided notes (View student handbook)
 - b. To retake quiz, select “Add Re-take”
 - c. Pass with score – give highest **attempted** score and provide reason for score
 - i. NEVER change a score for a higher than attempted grade

- ii. This should only ever be used for scores barely missing the “Passing” mark

d. DO NOT EVER BYPASS

- 2. **Yellow Alert** – Indicates something is ready to be reviewed and graded. You would click on the box and then “Review”. You’ll land on a page like

The screenshot shows the 'Student's Score Overview' page in Edgenuity. The page includes a search bar, navigation tabs (Dashboard, Students, Courses, More), and a table of student scores. The table has columns for Lesson, Activity, Counted, Score, Attempts, Submit Date, and Action Required. The first row is highlighted in green, and the 'Action Required' column for that row contains a yellow box with the word 'Yes'.

Lesson	Activity	Counted	Score	Attempts	Submit Date	Action Required
Writing a Narrative Essay about Being Judged	Revising	Pending		1	7/7/2023 9:49:09 AM	Yes
Comparing Genres: Biography and Editorial	Instruction	No	100	1	8/21/2023 10:10:54 AM	No
Comparing Genres: Biography and Editorial	Assignment	Yes	40	1	8/21/2023 9:52:53 AM	No
Comparing Genres: Biography and Editorial	Instruction	No	100	1	8/30/2023 9:36:59 AM	No
Comparing Genres: Biography and Editorial	Warm-Up	No	100	1	8/30/2023 9:43:36 AM	No
Analyzing a Memoir	Assignment	Yes	100	1	8/29/2023 10:13:41 AM	No
Analyzing a Memoir	Instruction	No	100	1	8/29/2023	No

Figure 10

the one below (**Figure 10**):

- a. To grade the item, teachers would select the assignment that says “Pending” with no score applied yet (Boxed in **Green** in **Figure 10**). It is also a good indicator when the box under, “Action Required” contains “Yes” (Highlighted in **Yellow** in **Figure 10**).
- b. After selecting the assignment you’re ready to grade, you’ll be directed to the student’s course outline page, where you will need to click on the attempt (Circled in **Red** in **Figure 11** below). A new window will pop-up containing links to the student’s version of the assignment, the student’s submitted items, and in most cases a rubric. Educators should use their best discretion when grading items. View the completion, content, and quality of work. Type the score in the designated box, then submit score. Comments can also be added near the bottom of the window.
- c. AI/PLAGIARISM CHECKER (Boxed in **Yellow** in **Figure 11** below) is a great and easy tool where students who directly type an assignment instead of uploading one, can get their work checked, by Edgenuity, to detect any plagiarism or use of

Artificial Intelligence. Educators should use their best discretion when properly grading and noticing a high percentage for any of these items.

3. **Orange Alert** – An orange alert indicates that the student is ready for a unit test, cumulative exam, or any other item that may be locked. Click the alert, then the best recommendation would be to select “Review” so that the educator can correctly unlock the right test/item.

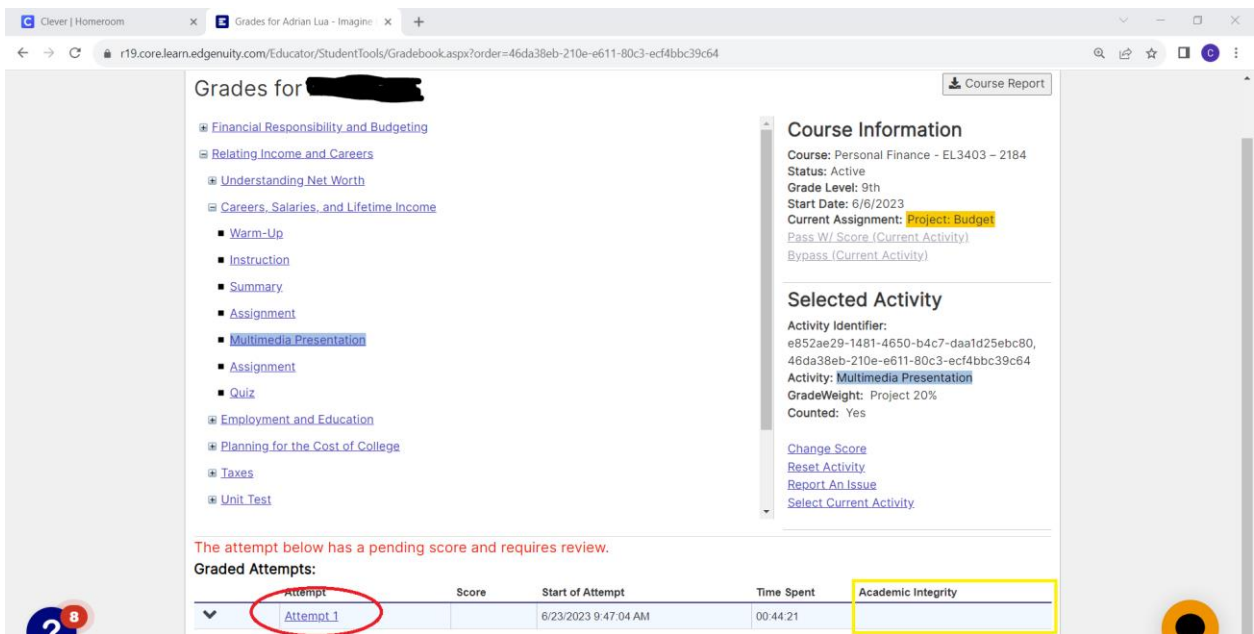


Figure 11

- c. **More drop-down Tab** (Circled in Red in Figure 12 below) – The more drop-down tab gives the teacher access to tools for communications, reports, and settings.

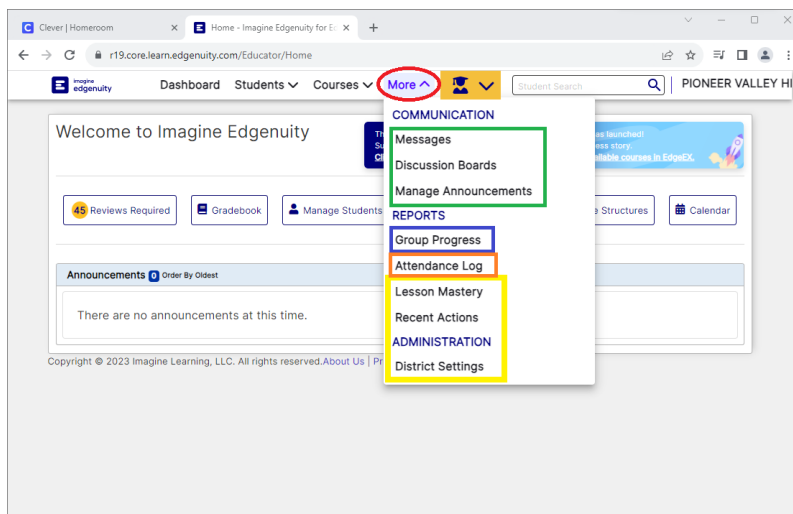


Figure 12

- a. **Messages, Discussion Boards, and Manage Announcements** (Boxed in **Green** in **Figure 12**) – For the sake of Extended Learning Opportunity, these features aren’t used as often but can be if teachers wish to make announcements, send messages to certain students, or even your created user groups.
- b. **Group Progress** (Boxed in **Blue** in Figure 12 above) – The group progress tool is a very effective tool that allows you to see your set-up user groups progress. Upon landing, on the page, at the top it gives you an overview of the page and key of colors and abbreviations. To see your created user group’s progress:
 - i. Select the “Group” drop down menu (Boxed **Blue** below in **Figure 13**)
 - ii. Select the class you wish to view
 - iii. Change the “Records per page” from “25” to “All” (Boxed **Yellow** below in **Figure 13**)
 - iv. Ensure the rest of the filters are set to default and should read as such (Circled **Purple** below in **Figure 13**):
 1. Courses = Active Courses
 2. Status = Active Students
 3. Display by = Student
 4. Snapshot = Latest
 - v. Select Search (Circled **Pink** below in **Figure 13**)

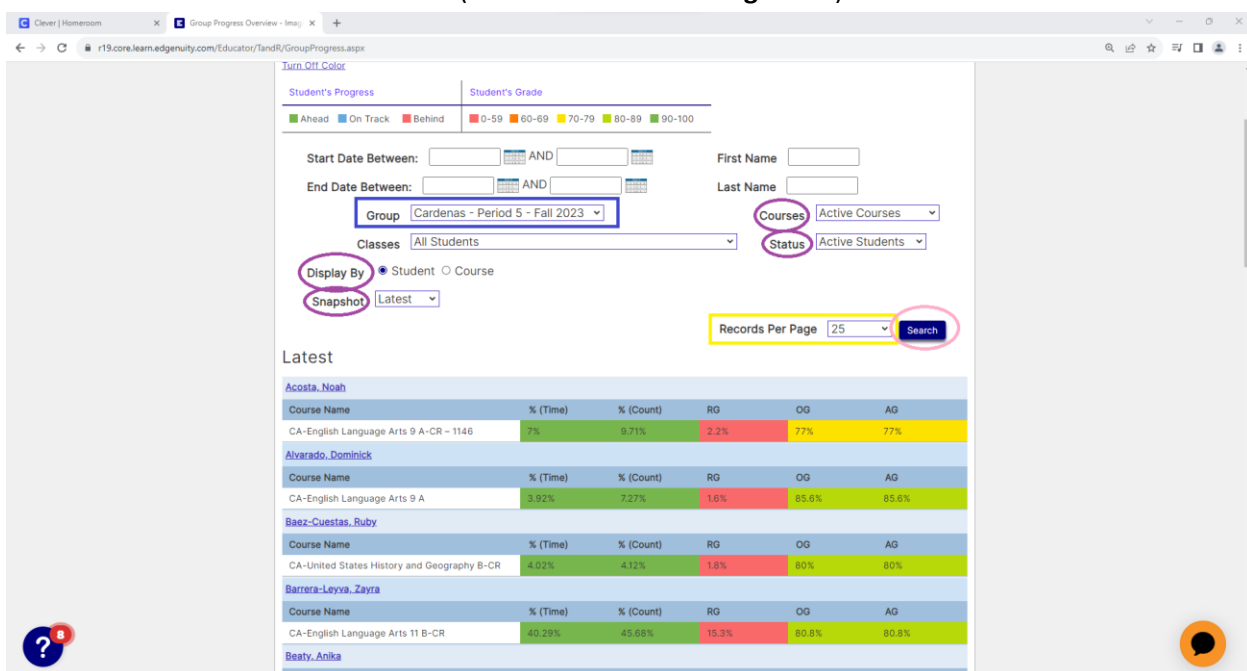


Figure 13

- vi. *Specific Student Progress Report* (example seen below on **Figure 14**) – Teachers can select a student by clicking their name on that group progress page. Teachers will be directed to that student’s “Progress Report” and view the classes they’re currently taking, and identify the progress for each class, their taken items, total items, items tested out of, overall grade, their categorized

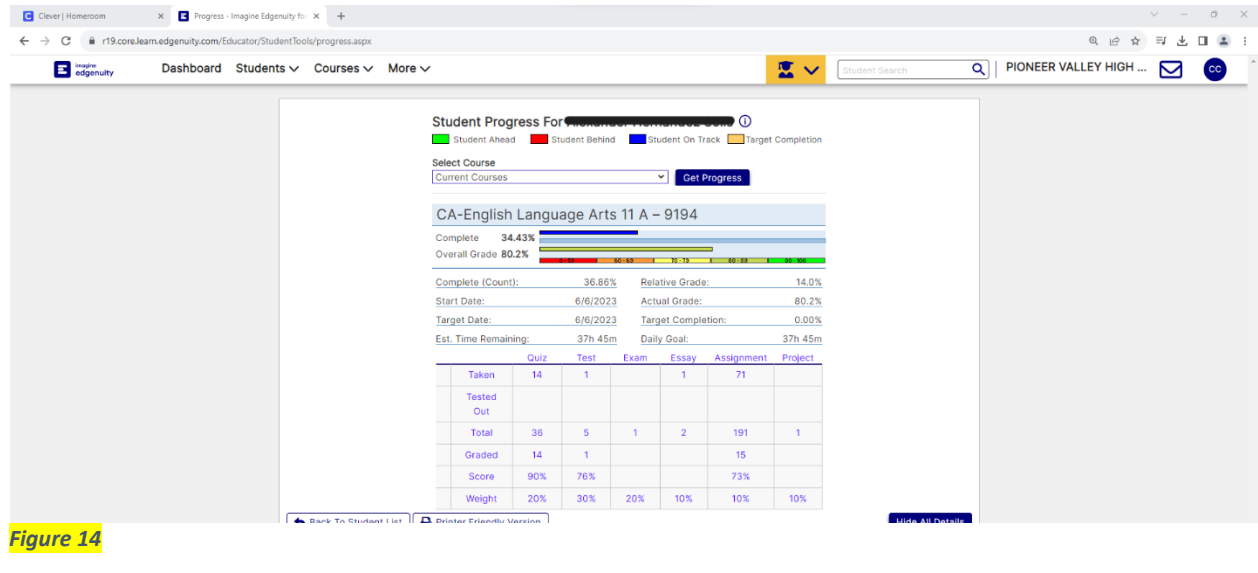


Figure 14

scores, and the weights of the categories. This is arguably the best and most precise way to set goals with students in order to motivate and increase their weekly progress.

- c. **Attendance Log** (Boxed in **Orange** in **Figure 12**)– The attendance log is helpful to see which students login and how many, quizzes or tests they complete. To see your specific class period/user group:
- i. Click the drop-down menu next to “Group” (Boxed in **Blue** in **Figure 15** below)
 - ii. Select the specific class you wish to view
 - iii. Edit the correct week you wish to see (Boxed in **Green** in **Figure 15** below)
 - iv. Click “OK” (Boxed in **Yellow** in **Figure 15** below)

- v. The Edgenuity program also has a speed radar in place for teachers to see which students are completing vast quantities of items in shorter than anticipated times (Circled in Red in Figure 15 below)

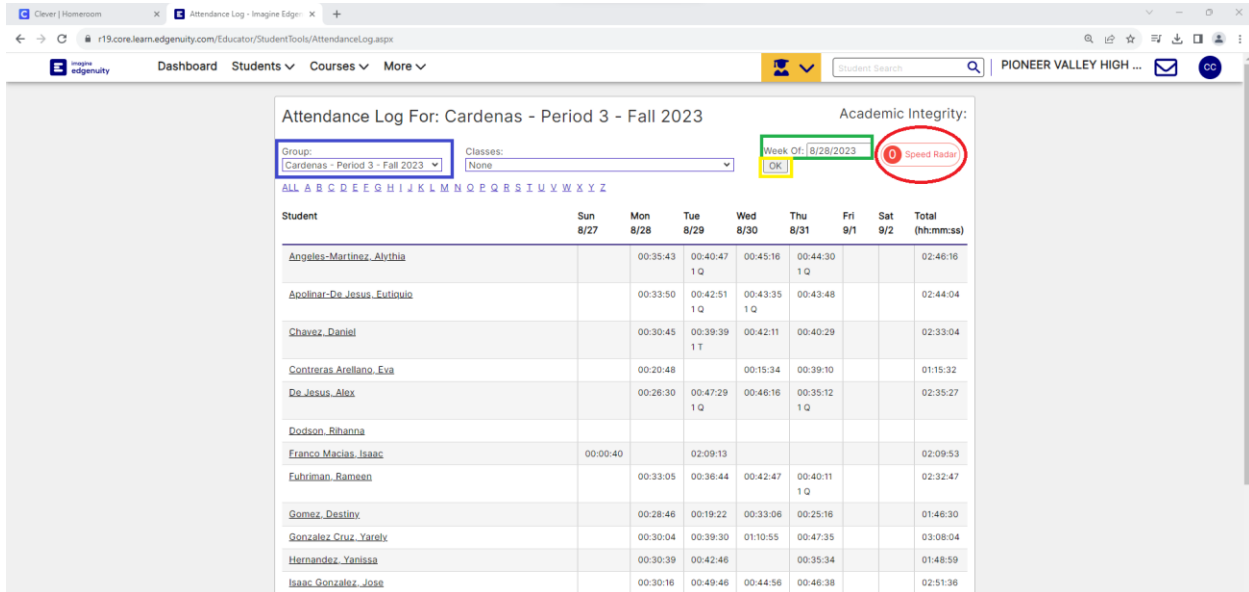


Figure 15

- d. **Session Log (Figure 16 below)**– To receive a specified report for a specific student, you can click on the student and a session log will populate displaying the time the logged in/out, the duration of their login, and how many activities completed within that timeframe. You can access this session log by clicking the yellow student profile at the top near the search bar, and selecting “Session Log” (Boxed in Red in Figure 16 Below), OR clicking on one of the student’s names in the attendance log.

- e. **Non-frequently used items such as: Lesson Mastery, Recent Actions, and District settings** - These items are items not recommended for use as it does not benefit the educator pertaining to this program (Boxed in Yellow in Figure 12 to the right)

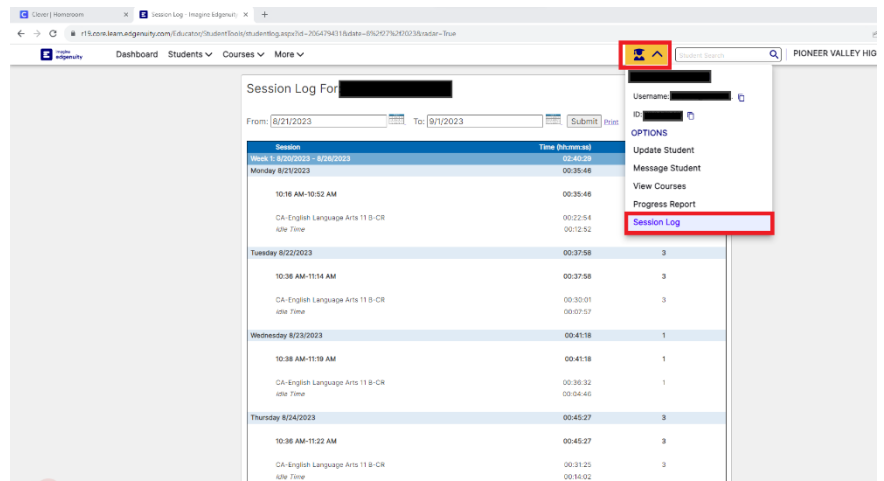


Figure 16

- d. **Student Profile drop-down tab (Figure 17 below)** – This drop-down tab is helpful in the event you want to message the student directly, view the student’s courses, view the student’s progress report, or view the student’s session log. One item that won’t be covered is the “Update student” option as that is information provided by your district and shall not be altered. If you suggest something should be fixed or changed, please contact your AP.

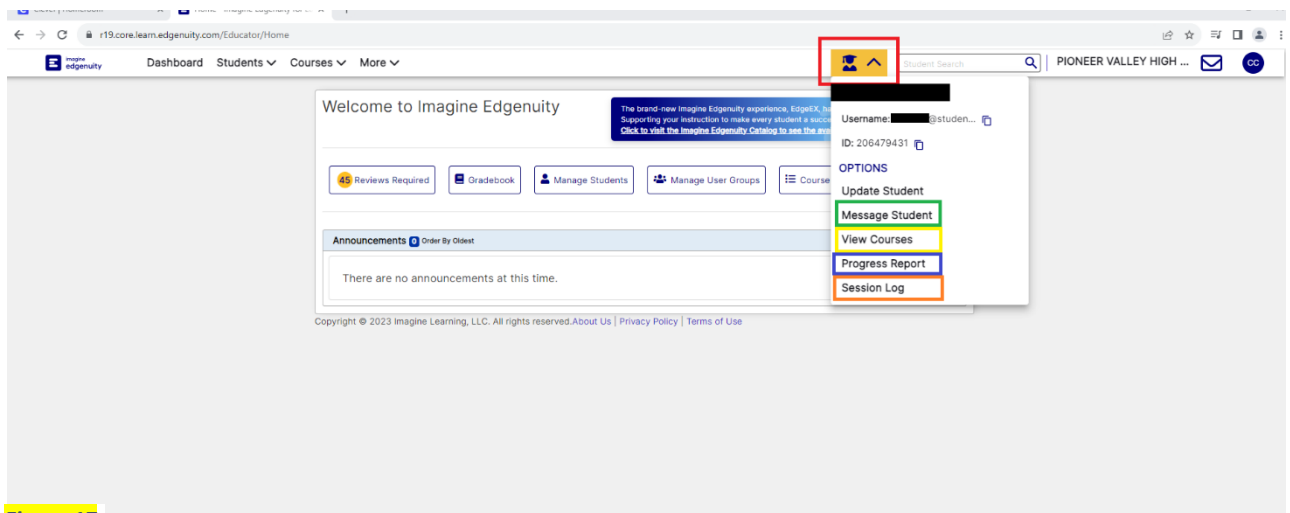


Figure 17

- a. **Message student** (Boxed in Green in Figure 17 above) – You can message the student directly by selecting this option.
- b. **View courses** (Boxed in Yellow in Figure 17 above) – When selecting this option, you can manage and alter a lot of the course(s) for the student. The main items that a teacher should only be using if and when necessary, would be: Adding a course, disabling a course, completing a course, scoring and reviewing an activity, and viewing a student’s eNotes.

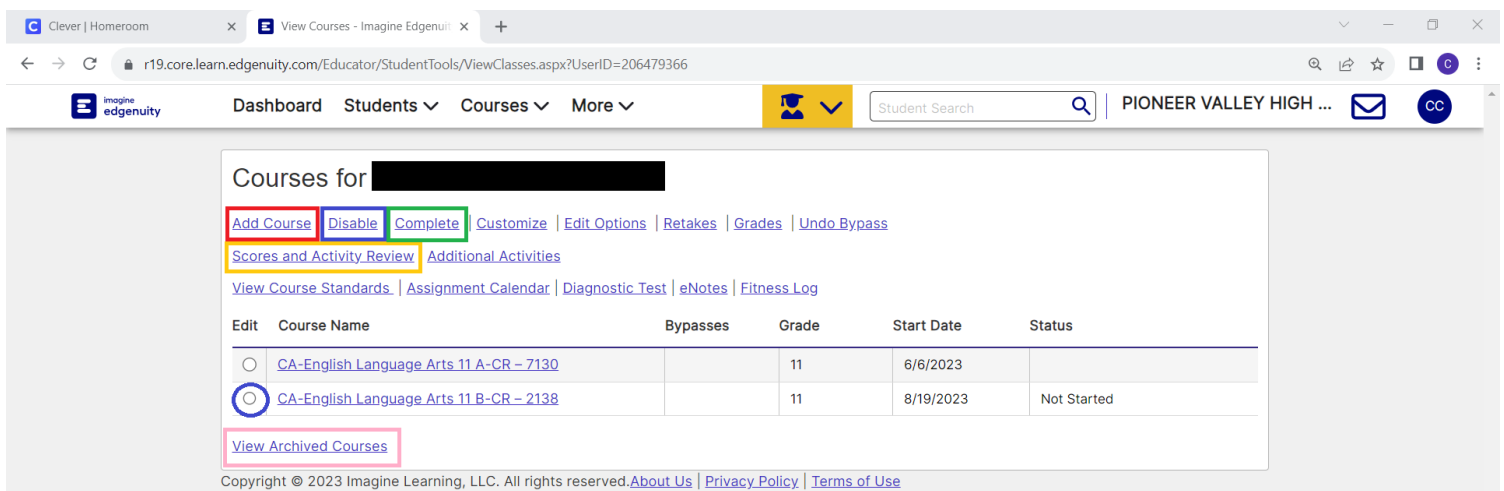


Figure 18

- i. **Adding a course** (Boxed in **Red** in **Figure 18** above) – If at all possible that you would need to add a course, please follow the following steps. Please talk to your AP if you are allowed to add a course for students.
1. Select “Add Courses”
 2. Filter the class you’re looking to add by selecting the subject area in the “Subject” (Boxed in **Green** in **Figure 19** below) drop-down menu
 3. If you know the grade level the class is, select the designated grade level in the “Grade Level” drop-down menu (Boxed in **Purple** in **Figure 19** below) then click “Search”
 - a. It is recommended the other filters remain the same, with “Series” set to “All” and “Category” set to “All Courses”
 - b. It is recommended to then click the “Name” (Circled in **Yellow** in **Figure 19** below) to alphabetize the names of courses
 4. Once you find the course you want, check the box next to the class SCBID Number on the left. Then click “Add Selected Courses” (Boxed in **Pink** in **Figure 19** below) at the bottom of the page

The screenshot displays the 'Add Courses' page in a web browser. At the top, there are two tabs: 'Clever | Homeroom' and 'Add Course - Imagine Edgenuity'. The browser address bar shows the URL: 'r19.core.learn.edgenuity.com/Educator/StudentTools/AddCourse.aspx'. The main content area is titled 'Add Courses' and is divided into two sections: 'Current Courses' and 'Available Courses'.
 The 'Current Courses' section shows a table with columns for SCBID, Name, and Start Date. One course is listed: SCBID 230038922, Name CA-English Language Arts 9 A-CR – 1146, Start Date 6/6/2023 12:34:45 PM.
 The 'Available Courses' section has a search filter area with dropdowns for Series (set to All), Category (set to All Courses), Subject (set to Language Arts), and Grade Level (set to 9th). A 'Search' button is next to these filters. Below the filters is a table with columns for SCBID, Name, Subject, and Grade. The 'Name' column header is circled in yellow. The table lists 17 courses, all of which are 'CA-English Language Arts 9 B - CR' with various SCBIDs. The course with SCBID 229907776 is checked with a blue square. At the bottom right of the table area, there is a pink-bordered button labeled 'Add Selected Courses'. A red-bordered box is visible in the top left corner of the page, containing the text 'Add Course'.

Figure 19

- ii. **Disabling a course** (Boxed in **Blue** in **Figure 18**) – A teacher can disable a course in the event an incorrect course was added, or so a student can focus on one course at a time. Directions to disable a course are:
1. Click the circle next to the class you want to disable

2. Select the **“Disable”** option
 3. Enter a reason why you’re disabling the course, then click **“OK”**
 4. After that you will see that the course is disabled and the student cannot see that course any longer
- iii. **Scores and Activity Review** (Boxed in **Yellow** in **Figure 18**) – Through this page, a teacher can grade and review items such as labs, essays, short writings, and other activities. To review and grade items:
1. Click the circle next to the class you wish to grade, you will then be redirected to a page of scores. Follow the same directions on page 9 once landing on this page.
- iv. **Completing a course** (Boxed in **Green** in **Figure 18**) – When a student has completed a course, and you wish to archive it, you will:
1. Select the circle of the course you wish to complete
 2. Select the **“Complete”** option
 3. The program will ask, **“Are you sure you wish to complete this?”** then click **“OK”**
- v. **View Archived Courses** (Boxed in **Pink** in **Figure 18**) – If you wish to see previous courses a student has worked on, including grades, activities, and assignments you can select the **“View Archived Courses”** option to see either these courses either completed or disabled.
1. *If you wish to see their scores & activities, simply click **“Export to Excel”** on the class you wish to see*
- vi. **Not frequently used items: Customize, Edit Options, Retakes, Grades, Undo Bypass, Additional Activities, View Course Standards, Assignment Calendar, Diagnostic Test, eNotes, Fitness Log** (None of which are circled or boxed in Figure 18) – These are items that could alter the structure of the course, the way the student is progressing, or are simply items not frequently used. If you wish to do one of these actions, please speak to your AP about permissions.
- c. **Progress Report** (Boxed in **Blue** in **Figure 17**) – Will take you to all the student’s courses progress report. Please see, **“Specific Student Progress”** under **“More Drop-down menu tab”** on pages 10-11 for more information.
- d. **Session Log** (Boxed in **Orange** in **Figure 17**) – You can receive a specified report for a student and a log will populate displaying the time the logged in/out, the duration of

their login, and how many activities completed within that timeframe. Please see **“Session Log”** under **“Attendance Log”** on page 13 for more information.