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.

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& Fitness Log
Progress Report
Session Log

Logging in to Edgenuity

- 1. Teachers will visit the Pioneer Valley home page at <u>Pvhspanthers.org</u>
- 2. Teachers will click the Blue "C" labeled, "Clever/Edgenuity". This icon is circled in Red on Figure 1

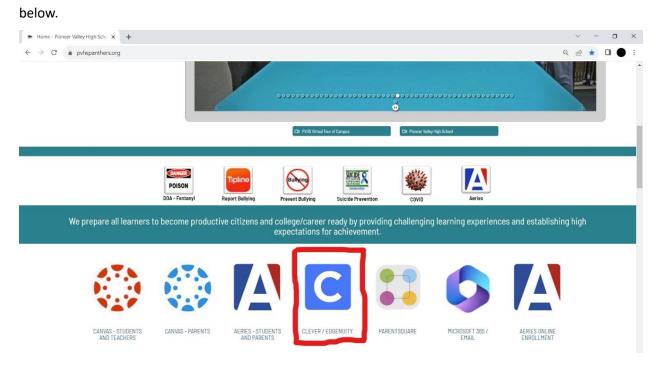


Figure 1

- 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)

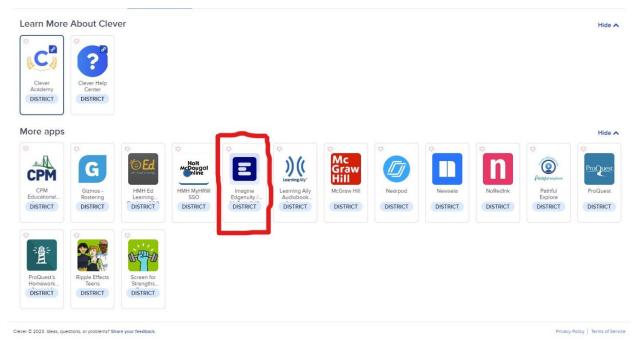
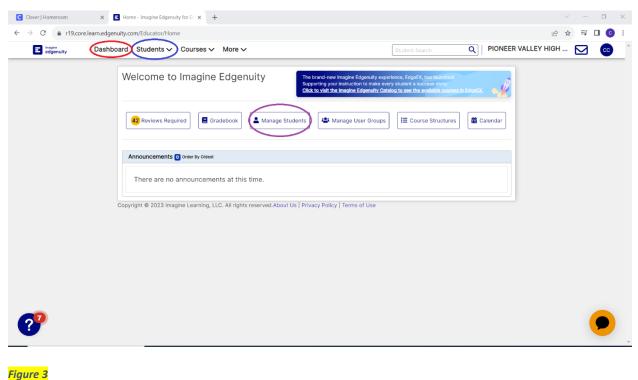


Figure 2

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:



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 <u>Periods</u>"). 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".

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		Select My Account	previous Manage Students page.					
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	Acti	1	User Groups Classes			Learn about managing students.		
	Q 9	Search Student Name or ID				Search Advanced V		
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			A Gigar Mi					
	0	Name *	Username	Grade	Active Courses	Last Login		
	0	Abadia, Anisah	363454@students-smjuhsd.org	12	1			
		Abadia, David	378700@students-smjuhsd.org	9	3			
	0	Abadia, Elias	369459@students-smjuhsd.org	10	2			
		Abernathy, TRUE	358434@students-smjuhsd.org	10	3			
	0	Acevedo Lopez, April	369460@students-smjuhsd.org	10	2			
		Acevedo, Joseph	361656@students-smjuhsd.org	12				
		Acevedo-Lopez, Nathalie	363456@students-smjuhsd.org	12				
		Acosta Aranda, Johan	369461@students-smjuhsd.org	10	7			
	0	Acosta Rodriguez, Vanesa	377079@students-smjuhsd.org	9	3			
		Acosta, Chloe Laurin	377077@students-smjuhsd.org	9	з			
	0	Acosta, Ciena	607353@students-smjuhsd.org	11	2			
	0	Acosta, Czharina Joy	361321@students-smjuhsd.org	12				-
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	0	Acosta, Sharmaine Marian	377078@students-smjuhsd.org	9	2			C
		Acasta Arapida Cobastian	207254 Catudants amiubad are	11	2			

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 <u>"Active"</u> 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,

edgenuity	Dashboard St	tudents V Courses V	More V	s	Student Search Q PION	EER VALLEY HIGH
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	78554	SS2 - Cardenas		6/13/2023 1:33 PM	Edit Remove	
	79006	Cardenas - Period 1 - FALL	2023	8/8/2023 3:15 PM	Edit Remove	
	79007	<u>Cardenas - Period 2 - Fall 2</u>	023	8/8/2023 3:16 PM	Edit Remove	
	79008	Cardenas - Period 3 - Fall 2	2023	8/8/2023 3:16 PM	Edit Remove	
	79009	Cardenas - Period 5 - Fall 2	023	8/8/2023 3:18 PM	Edit Remove	
			023	8/8/2023 3:19 PM	Edit Remove	-

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)
 - 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.

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 <u>only</u> set to your school site, boxed in Green in Figure 6 below)

Clever Homeroom	🗙 🔳 Manag	ge Students - Imagine Edg 🛛 🗙 🕂					\sim	-		\times
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		Abadia, David	378700@students-smjuhsd.org	9	3					
	0	Abadia, Elias	369459@students-smjuhsd.org	10	2					
		Abernathy, TRUE	358434@students-smjuhsd.org	10	3					
	0	Acevedo Lopez, April	369460@students-smjuhsd.org	10	2					
		Acevedo, Joseph	361656@students-smjuhsd.org	12						
		Acevedo-Lopez, Nathalie	363456@students-smjuhsd.org	12						
Figure 6	0	·····		10	-					

- 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)

E edgenuity Da	ishboard Students ✓ Courses ✓ More ✓	Student Sea	rch Q PIONE
	Manage Students View previous Manage Students page.		+ Add Student
	Select My Account		(s) [b] 🖓
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		late Student	🖍 Add to Classes More 🗸
	Name * Username Grade	Active Cou	rses Last Login
	Torres Andrade, Nelson 364228@students-smjuhsd.org 12		4

<mark>Figure 7</mark>

- 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

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<mark>Figure 8</mark>

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 -

edgenuity Dashboard Stude	ents ∧ Courses ∨ More	e 🗸		Student Search	
	Dashboard			PROGRESS	URSE
	FILTERS COURSE	GROUP	OPTIONS DISPLA		0
	School: PIONEER VALLEY H	HGH SCHOOL] (Student Status: Enable	ed X] [Course Status: Active X]		
	Alert ID Last Name	First Name Course	Grade Start Date Target Date First Grade	Last Grade Days Since Target Complet	tion Progress
	206481849 Pantoja	Pablo CA-English Language Arts 10	. 58.6% 6/6/2023 6/6/2023 6/12/2023	8/24/20236 0%	83.9%
	206477990 Bautista-B	Eliza CA-English Language Arts 11	86% 6/6/2023 6/6/2023 6/12/2023	8/30/20230 0%	25.3%
	206481495 Bretado	Jose CA-English Language Arts 9	80.2% 6/6/2023 6/6/2023 6/23/2023	8/30/20230 0%	80.9%
	206483771 Casias	Elisa CA-English Language Arts 9	89.4% 6/13/2023 6/13/2023 6/13/2023	7/8/2023 53 0%	22%
	206483843 Dodson	Rihanna CA-English Language Arts 9	68% 6/6/2023 6/6/2023 6/12/2023	8/22/2023 8 0%	8.7%
	206479491 Hernandez	Ana CA-Economics - 2192	93.4% 10/18/2023 12/15/2023 8/27/2023	8/30/20230 N/A	26.7%
	206484663 Hesiquio	Dana Career Explorations I	72.6% 7/6/2023 7/6/2023 7/6/2023	7/7/2023 54 0%	23.9%
	206479507 Jimenez	Jesus CA-English Language Arts 11	81.3% 6/6/2023 6/6/2023 6/12/2023	8/30/20230 0%	97.5%
	206479544 Lopez-Vera	Axel CA-English Language Arts 11	79.8% 8/19/2023 8/19/2023 8/22/2023	8/30/20230 0%	33.1%
	206481419 Martinez P	Fatima Modern World History - SS33.	. 88% 6/6/2023 6/6/2023 6/12/2023	8/29/2023 2 0%	74.5%
	206481788 Melo-Ramire	Z Omar CA-English Language Arts 10.	. 86.2% 6/6/2023 6/6/2023 8/10/2023	8/30/20230 0%	41.8%
	206481902 Ramirez-Ga	Sara CA-English Language Arts 10	. 76.1% 6/13/2023 6/13/2023 6/13/2023	8/31/2023 0 0%	38.1%
	206479768 Tovar		84.8% 6/13/2023 6/13/2023 6/14/2023		97.4%
	206484313 Vasquez		94.4% 8/15/2023 10/18/2023 8/16/2023		19.3%
	206479800 Yanez	Katie CA-Physics in the Universe A	79.2% 8/14/2023 8/14/2023 8/14/2023	8/30/20230 0%	51.2%

Figure 9

- i. Filter by groups (Circled in **Red** in **Figure 9** above)
 - 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)
 - 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"
 - Pass with score give highest **attempted** score and provide reason for score
 - i. NEVER change a score for a higher than attempted

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

					-				-	-
E edgenuity Dashboard Stude	nts ✓ Courses ✓ More ✓				2 ~	Student S	earch C	PIONEER VALLEY HIGH		00
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					1	8/31/2023	No			
	Comparing Genres: Biography and Editorial	Instruction	No	100	1	10:10:54 AM				
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						10:10:54 AM 8/31/2023	No			
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	Comparing Genres: Biography and Editorial Comparing Genres: Biography and Editorial	Assignment	Yes	40	1	10:10:54 AM 8/31/2023 9:52:53 AM 8/30/2023 9:58:58 AM 8/30/2023	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, ad 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/PLAGIERISM 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

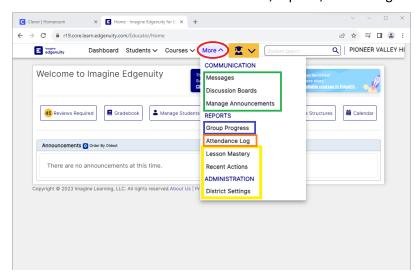
Artificial Intelligence. Educators should use their best discretion when properly grading and noticing a high percentage for any of these items.

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.

pre.learn.edgenuity.com/Educator/StudentTools/Gradeb	uoslaspx?order=#	0000000-2 10e-e0 11-80C3-9C14DDC39	CD4	🕹 Course Report	QET	0
Grades for				an oblise report		
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Relating Income and Careers				Personal Finance - EL3403 – 2184		
Understanding Net Worth			Status: A Grade Le			
Careers, Salaries, and Lifetime Incom	<u>ne</u>		Start Dat	te: 6/6/2023		
Warm-Up				Assignment: Project: Budget Score (Current Activity)		
Instruction			<u>Bypass</u> (Current Activity)		
Summary						
Assignment				cted Activity		
 Multimedia Presentation 				Identifier: 29-1481-4650-b4c7-daa1d25ebc80,		
Assignment				eb-210e-e611-80c3-ecf4bbc39c64		
Quiz				Multimedia Presentation eight: Project 20%		
Employment and Education			Counted	: Yes		
Planning for the Cost of College			Change	Score		
E Taxes			Reset Ac			
🗉 Unit Test			Report A Select C	urrent Activity		
			•			
The attempt below has a pending	score and re	quires review.				
Graded Attempts:						

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.





- *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

Figure 13

v. Select Search (Circled Pink below in Figure 13)

C Clever Homeroom X C Group Progress Overview	w - Imagi X +			-					o ×
← → C 🔒 r19.core.learn.edgenuity.com/Educator/Tand	IR/GroupProgress.aspx						@ @ ☆		a :
	Turn Off Color								*
	Student's Progress	Student's Grade							
	Ahead On Track Behind	0-59 60-69 70-79	80-89 📕 90-100						
						7			
	Start Date Between:	AND		First Nam	le	_			
	End Date Between:	AND	100000	Last Nam	e				
	Group Cardenas	- Period 5 - Fall 2023 💌		6	ourses Active	Courses 👻			
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		uise							
	Snapshot Latest ~								
				Records	Per Page 25	Y Search			
	Latest								
	Acosta, Noah								
	Course Name	% (Time)	% (Count)	RG	OG	AG			
	CA-English Language Arts 9 A-CR - 1146	6 7%	9.71%	2.2%	77%	77%			
	Alvarado, Dominick								
	Course Name	% (Time)	% (Count)	RG	OG	AG			
	CA-English Language Arts 9 A	3.92%	7.27%	1.6%	85.6%	85.6%			
	Baez-Cuestas, Ruby								
	Course Name	% (Time)	% (Count)	RG	OG	AG			
	CA-United States History and Geograph	y B-CR 4.02%	4.12%	1.8%	80%	80%			
	Barrera-Leyva, Zayra								
	Course Name	% (Time)	% (Count)	RG	OG	AG		-	
69	CA-English Language Arts 11 B-CR	40.29%	45.68%	15.3%	80.8%	80.8%			
U	Beaty, Anika								
	Course Name	er (Time)	¥ (Court)	00	00	10			-

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

- → C in r19.core.	learn.edgenuity.com/E	ducator/StudentToo	 More X							X ~	Student Search	۹	PIONEER VAL	© ⊮ ☆	. 🗆	
edgenuity			 							•	Student Search					-
			:	Student Prog	ress Fo	-										
			I	Student Ahea	st 🗾 St	udent Behind	Stu	ident On Tr	ack 🥅 Target	Completion						
				Select Course				_								
			l	Current Courses				✓ Get F	Progress							
				CA-English	Langu	ane Arte	11 Δ -	010/								
				Complete 34		age Arts		0104								
				Overall Grade 80					80-63							
				Complete (Count		36.869	(Dele	tive Grade		14.0%						
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				Target Date:		6/6/202		et Comple	tion:	0.00%						
				Est. Time Remain	ing:	37h 45n	n Dail	y Goal:		37h 45m						
					Quiz	Test	Exam	Essay	Assignment	Project						
				Taken	14	1		1	71							
				Tested Out												
				Total	36	5	1	2	191	1						
				Graded	14	1			15							
				Score	90%	76%			73%							
				Weight	20%	30%	20%	10%	10%	10%						
		_		Printer Friendly \							Hide All					

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)

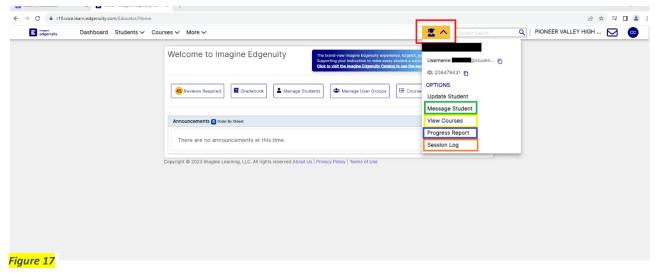
v. The Edgenuity program also has a speed radar in place for teachers to see which students are completing vast quantities of items in shorter than anticipated times (Circled in **Red** in **Figure 15** below)

C in r19.core.learn.edgenuity.com/Educat	or/StudentTools/AttendanceLog.aspx									역 순 ☆	⊒ ±	
E edgenuity Dashboard St	udents \checkmark Courses \checkmark More \checkmark						Student	Search	۹	PIONEER VALLEY HIGH	\square	cc
	Attendance Log For: Cardenas - F Group: Cardenas - Period 3 - Fail 2023 V ALL A B C D E E G H I J K L M N O P Q R S I U		Fall 20	23	Week	Of: 8/28/2	_	6	Integrity: Speed Radar			
	Student					Thu 8/31	Fri 9/1	Sat 9/2	Total (hh:mm:ss)			
	Angeles-Martinez, Alythia		00:35:43	00:40:47 1 Q	00:45:16	00:44:30 1 Q			02:46:16			
	Apolinar-De Jesus. Eutiquio		00:33:50	00:42:51 1 Q	00:43:35 1 Q	00:43:48			02:44:04			
	Chavez, Daniel		00:30:45	00:39:39 1 T	00:42:11	00:40:29			02:33:04			
	Contreras Arellano, Eva		00:20:48		00:15:34	00:39:10			01:15:32			
	De Jesus Alex		00:26:30	00:47:29 1 Q	00:46:16	00:35:12 1 Q			02:35:27			
	Dodson, Rihanna											
	Franco Macias, Isaac	00:00:40		02:09:13					02:09:53			
	Euhriman. Rameen		00:33:05	00:36:44	00:42:47	00:40:11 1 Q			02:32:47			
	Gomez, Destiny		00:28:46	00:19:22	00:33:06	00:25:16			01:46:30			
	Gonzalez Cruz. Yarely		00:30:04	00:39:30	01:10:55	00:47:35			03:08:04			
	Hernandez, Yanissa		00:30:39	00:42:46		00:35:34			01:48:59			
	Isaac Gonzalez, Jose		00:30:16	00:49:46	00:44:56	00:46:38			02:51:36			

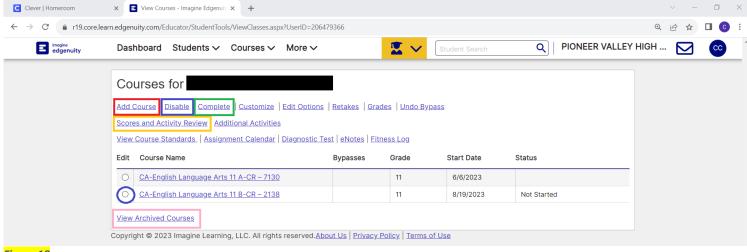
- Figure 15
- d. Session Log (Figure 16 below) To receive a specified report for a specific student, you can click on the student and a session log will populate displaying the time the logged in/out, the duration of their login, and how many activities completed within that timeframe. You can access 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.

е.	Non-frequently used	Clover Homatoon x E Session Log - Imagine Edgenuity	x + s/mudentlog.aspr2id-2054794318.date=593292795202028.radar=True			e
	items such as: Lesson	E respensivy Dashboard Students ✓ Court	rses More Session Log For		Steders Search	Q PIONEER VALLEY HIG
	Mastery, Recent Actions,		From: (8/21/2023 To: (9/1/2023	Time (hhrmmas)	ID: CONTRACT OF CONTRACT.	
	and District settings -		Week 1: 6/20/2023 - 6/26/2023 Monday 8/20/2023 10:16 AM-10:52 AM	02:40:29 00:35:46 00:35:46	Message Student View Courses Progress Report	
	These items are items not		CA-English Language Arts 11 B-CR Alte Time Tuesday 8/22/2023	00:22:54 00:12:52 00:37:58	Session Log	
	recommended for use as		10:38 AM-11:14 AM CA-English Language Arts 11 B-CR dia Time	00:37:58 00:30:01 00:07:57	3	
	it does not benefit the		Wednesday 8/23/2023 10:38 AM-11:19 AM	00:41:18	1	
	educator pertaining to		CA-English Language Arts 11 B-CR stile 70me Thursday 8/24/2023	00:36:32 00:04:46 00:45:27	3	
	this program (Boxed in		- 10:36 AM-11:32 AM CA-English Language Arts 11 B-CR	00:45:27 00:31:25	3	
	Yellow in Figure 12 to the rig	;ht)	IN THE 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.



- *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.



- 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"
 - 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
 - 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
 - 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

Add Courses Current Courses SGB/>2 CA-English Language Arts 9 A-CR - 1146 06/2023 12:34:45 PM Courses to be added 230038922 CA-English Language Arts 9 B-CR Advisite Courses Series Category Subject Part ScBiD Vante ScBiD ScBiD Vante ScBiD Vante ScBiD Vante ScBiD Vante ScBiD Vante ScBiD ScBiD Vante ScBiD Vante ScBiD Vante ScBiD ScBiD
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230038940 CA-English Language Arts 9 B - 4111 Language Arts 9th
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2 30036384 CA-English Language Arts 9 8 – 7159 Language Arts 9th
230038507 CA-English Language Arts 9 B – 8117 Language Arts 9th
230057352 CA-English Language Arts 9 B – 9133 Language Arts 9th
230038496 CA-English Language Arts 9 B – 9191 Language Arts 9th
2 229907776 CA-English Language Arts 9 B-CR Language Arts 9th
2 30038578 CA-English Language Arts 9 B-CR = 1201 Language Arts 9th
230037649 CA-English Language Arts 9 B-CR - 131 Language Arts 9th

- 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:
 - 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
 - The program will ask, "Are you sure you wish to complete this?" then click "OK"
- 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.