



Teacher User Guide

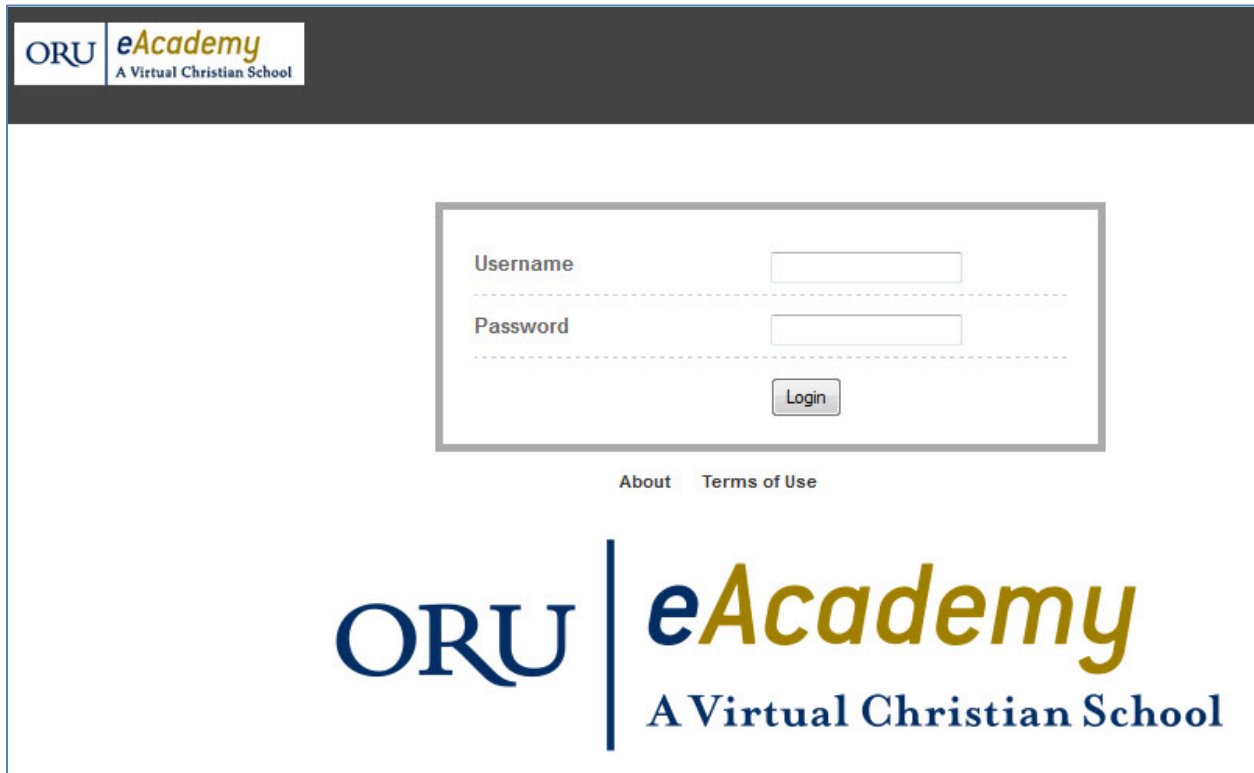
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Note: For technical support, please contact Technical Support at 1-866-572-5204 and select option 1 or go to <http://www.orueacademy.com/install/>.

Welcome to Oral Roberts University eAcademy Teacher!

Oral Roberts University eAcademy (ORU) has three modes, or applications; Administrator, Teacher and Student. The **Login** page for each looks the same. Your **Login ID** and **Password** used direct you to the correct mode.



Below the **Login** box, you see three links, **About**, **Help**, and **Terms of Use**. These links are on every page in both the Administrator and Teacher modes. Let's quickly walk through each of those links, starting with **About**.

About

The **About** page is where you find the active ORU **Version** number. You can also find this information in the **Copyright** bar at the bottom of every page in the application. This page also gives you a link to contact our school setup team and access to the Teacher and Student Overviews of ORU.

Help

This link is where you find the Admin, Teacher, and Student Quick Start and User Guides. You can also find links to our Technical Support database of frequently asked questions, as well as email and telephone contact information for Tech Support.

Terms of Use

Clicking this link allows you to access a copy of the End User License Agreement.

Once you login, you see these same three links in a bar across the bottom of every screen in the application, along with one additional link, **Feedback**.

Feedback

The **Feedback** page enables you to send the development team suggestions, or issues you may encounter in the product.

When you click the **Feedback** link, a window like the one below opens.

The top section includes instructions about completing the form and an example of a completed form. Please complete the form at the bottom of the page.

Name: automatically filled in for you. You can type over this if you need to change it.

Email: the address we use to send you the issue number and respond to any questions you have regarding the issue.

Phone: A number where we can contact you about the issue, if necessary.

Feedback: Please use this space to give us as much information about the issue, suggestion, or problem as you are able. If this is an issue you are experiencing while in the application, we need: the subject, grade, unit and lesson, (copy and paste the URL address into this area) along with detailed information describing the issue you are experiencing.

Feedback [X]

We value you as a customer and appreciate the time you take out of your schedule to inform us of any suggestions or issues concerning our materials.

Multiple issues should be submitted separately.

1. Enter your comments in the box below. Clearly describe the situation you are encountering.
2. Be sure to include:
 - o Subject
 - o Grade
 - o Unit
 - o Lesson
3. You may also copy and paste the URL address for the page you are writing about.

Name:

Email:

Phone:

Feedback:

We will reply to you shortly. Be sure to provide a valid email address and phone number in case we have to contact you for additional information.

For a status update or if you have any further concerns regarding this matter, contact technical support at (877) 251-6662.

Thank you,
Ignitia™ Feedback Team

Click **Send** to submit the form to our development team or **Cancel** to discard the form.

Home

After you login as a teacher, the first page you see is your **Home** page. Notice the box across the bottom of the page? This is where you find the links, **About**, **Help**, and **Feedback** we just discussed on all subsequent pages in Teacher. You can also find the **Version** number in the far right-hand corner of this box.

Acting on behalf of, Mrs. Trudy Brock in ORU eAcademy

New Features | My Preferences | End "Act on Behalf" |

Home | Assignment Alerts | Students | Course Enrollment | Gradebook | Courses | Reports | Messages

Home

Welcome to ORU eAcademy 2013-14

Today's Focus: God finishes what He begins - "He who has begun a good work in you will complete it until the day of Jesus Christ." Philipians 1:6 (NKJV)

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
No School	No School					No School
8	9	10	11	12	13	14
No School						No School
15	16	17	18	19	20	21
No School						No School
22	23	24	25	26	27	28
No School						No School
29	30	1	2	3	4	5
No School						No School

Student	Title	Actions
Christi	Quiz 1: What A Christian Ministry	Assignment Blocked
Carlie	Project: Inward Look	Grade Assignment

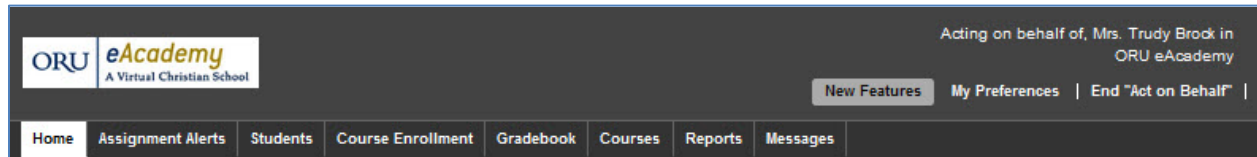
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Date	From	Subject
9/3/2013	Admin, Admin	Re: Fwd: Course Completion.
9/3/2013	Admin, Admin	Re: Fwd: Course Completion.
9/3/2013	Admin, Admin	Grading Scale
9/3/2013	Admin, Admin	Achievement Test

Your top 10 unread messages are shown above.

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Let's take a look at the top banner of your **Home** page. This banner remains consistent, no matter what page you are on in the application. You can always see the name of your school and your login name. Additionally, there are two links on the right-hand side of the banner, **My Preferences** and **Logout**. (Logout appears where you see 'End "Act on Behalf"'.)



To the left of the **My Preferences** link, there is a **New Features** button. Clicking it opens a window which shows you a list of new features and updates to the application. There is a button, **More Details**, at the bottom of this window. Click it to see previous updates and changes to the application. You can always see the **New Features** and **Updates** again by clicking either the **New Features** button or the **Version** number in the lower right-hand corner of your screen.

The **New Features** button flashes each time there is a new software release. It will flash until you have clicked it to read the updates.

My Preferences

<p>Appearance tab – Click this tab to modify your Theme or Background. (You can only do this if your admin has permitted it.)</p>	
<p>Change Password tab – Click this tab to change your password. (You can only do this if your admin has permitted it.)</p>	
<p>Click the Save button to retain the changes you made. Click Cancel to return to your Home page and discard any modifications.</p>	

Logout – allows you to easily logout from anywhere in the application.

Another area that remains constant across all of the pages in Teacher mode is the row of tabs across the top of the page, enabling easy access to all functionality within the application. This guide walks you through each tab and the corresponding functions and features available when you click each one.



Let's begin on the far left with the **Home** tab.

The screenshot shows the ORU eAcademy Home page. At the top, there is a navigation bar with tabs: Home, Assignment Alerts, Students, Course Enrollment, Gradebook, Courses, Reports, and Messages. The 'Home' tab is selected. Below the navigation bar, the page is divided into several panels:

- Panel 1 (Message of the Day):** A welcome message for the 2013-14 school year, including a quote from Philippians 1:6. A callout '1' points to this panel.
- Panel 2 (Calendar):** A calendar for September 2013. A callout '2' points to the calendar.
- Panel 3 (Actions):** A table listing assignments needing to be graded. It has columns for Student, Title, and Actions. Callout '3' points to the 'Actions' column.
- Panel 4 (New Messages):** A table listing unread messages. It has columns for Date, From, and Subject. Callout '4' points to the 'Subject' column.

At the bottom of the page, there is a footer with copyright information and version details.

Your **Home** page has several panels:

- 1. Message of the Day** – think of this as your announcements bulletin board. Your administrator controls what displays in this panel on the **Home** page.
- 2. Calendar** – your school calendar displays in the panel on the left side of the **Home** page. Above the calendar, you see the number of student licenses you currently have or the current balance in your eCash account.
- 3. Actions** – displays assignments needing to be graded by the teacher and messages sent when a student uses the **Help** button on an assignment problem. Shows the student name, the assignment type and title of the assignment needing to be graded; or the date, student name and subject of the message if a help request. Click the linked message to go directly to the question to be graded. Remember to check the question numbers for an asterisk (*). This is a reminder that question needs manual grading.
Clicking a **Help** request takes you to the first help request in the assignment.
Clicking an **Unlock** request allows you to unlock a quiz or test the student left, without submitting it as complete, and then tried to reenter within a two minute window. When the student attempts to reenter the quiz or test within this two minute window, he or she is presented a pop-up box asking if they want to submit the score they currently have on the quiz or test, or if they want the teacher to unlock it so they can complete the quiz or test. The choice to ask you to unlock it generates this action request type.
Clicking an **Access Blocked Assignment** request takes you to the failed assignment.
If you are not assigned a course, this area will be blank.
Consider this as your reminder to check the **Gradebook** or **Message Inbox**.
- 4. New Messages** – shows you a listing for each new, unread message in your OW Inbox. You see the date each message was sent, who sent it, and the subject line of the message. Click a new message to open the message.

Assignment Alerts Tab

The **Assignment Alerts** tab displays a page with a list of all student assignments with a status of “completed”, “graded”, “assigned” or are overdue. **Assignments** requiring manual grading appear on your **Home** tab in the **Actions** block and on the **Action Required** page under the **Gradebook** tab.

Assignment Alerts

Show Progress for **past 3 days** and for **my students**

Graded Re-Assigned Overdue Blocked/Failed

Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
Abbott, Melissa	Rivera, Ramon	Science 600 (2013)	1	18. Alternate Test	Test	A1	Overdue	07/17 1:01AM	Assigned	0	0%
Abbott, Melissa	Tanner, Daniel	Language Arts 800 (2013)	1	3. Categorizing Words	Lesson	A1	Blocked/Failed	07/16 2:56PM	Graded	2/MAX	50%
Abbott, Melissa	Ackers, Corinne	Vietnam Era (2013)	1	3. Early History	Lesson	A1	Graded	07/15 2:40PM	Graded	1	100%
Abbott, Melissa	Ackers, Corinne	Vietnam Era (2013)	1	2. Vietnam	Lesson	A1	Graded	07/15 2:39PM	Graded	1	100%

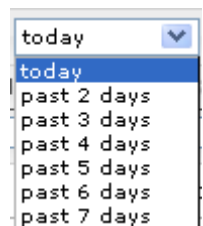
50 View 1 - 4 of 4

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You can choose to view a list for just today, or up to the past seven days. Just use the **Show Progress for** drop-down list to make your selection.

Use the drop-down list to the right of **Show Progress** list to filter the display to show all students or only students assigned to you.

There are 11 or 12 columns across the top of the **Assignment Alert** page depending on your role. You can sort on any column with the arrowheads beside the column header.



Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
					Select		Select		Select		

For example, you can sort by **Teacher**, **Student**, **Course**, or assignment **Title**. Currently the list is sorted by **Teacher** in descending order. I know this because the downward facing arrowhead to the right of **Teacher** is darker than the other arrowheads.

You also see four symbols in the **Activity** column (and in the upper right corner of the page):

- ✔ tells you the assignment is graded
- ⚠ lets you know the assignment is past due
- ↻ indicates the assignment has been reassigned to the student
- ⊘ indicates the student was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

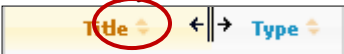
You can sort by these activity symbols and the **Status** as well.

Using the blank textbox below the column headers, I can also narrow the list to display a specific teacher, student, course, or assignment title by entering the first 3 or more characters of the name I want in the textbox below the column heading.

Let's take a look at the columns starting on the left.

- Teacher Name (May not be there)
- Student Name
- Course Name
- Unit number
- Assignment Title
- Assignment Type
- Campus ID
- Activity (Graded, Reassigned or Overdue)
- Date the assignment was submitted as complete
- Status of the assignment - Assigned, Graded, Not Started (you may see this on overdue assignments). Assignments with these three status codes are the only ones you will see displayed on this page.
- Attempts
- Score – assignment score

You can adjust the width of the columns by hovering your mouse over the line to the right of

each column header until it looks like this: . When your cursor looks like this, click and holding your mouse button down, drag the column to the width you prefer.

You can click any assignment title to go directly to that assignment.

You can also change the status of any assignment in the list by clicking the drop-down arrow beside the status displayed. The choice you see may differ depending on the current status of the assignment.



If an assignment shows the status as “Assigned” you can either mark it “Complete” or “Skipped”. Complete indicates an assignment was completed by the student, but still has items requiring teacher grading. The status changes to “Graded” once this is done.

Assignments with a status of “Graded” can only be reassigned. Do this by changing the status to “Assigned”.

Assignments showing a status of “Not Started” may be changed to “Assigned” or “Skipped”.

Any assignment you change to “Skipped” drops off your list when you refresh your screen.

All assignments over five days old automatically drop off the list.

Roles and Functions of the Teacher

Your administrator selected your role; teacher or super teacher, when creating your account.

Teacher	Super Teacher
<p>Sees only students enrolled in classes he or she is assigned or students he or she added or registered in the program.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) ONLY for students enrolled in assigned classes.</p>	<p>Sees ALL enrolled students.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) for ALL enrolled students.</p>

Your administrator also chose the functions you would be able to perform in the role assigned:

Student Maintenance - enables you to edit students (change permissions, modify name)

Add Students – allows you to create a new student and assign them to a course with you as the teacher.

Assign Courses – permits you to assign any course to any student you can see. This includes assigning students to courses taught by other teachers.

Create/Edit Courses – makes it possible for you to create a custom course or edit a custom course created by another teacher or admin, who has allowed others to edit their custom courses.

Change Thresholds and Weights – lets you change assignment type grade weights and pass thresholds for students.

Students

This page displays the list of students. There are several ways to filter or sort the list of students. You can filter the list using the **View:** dropdown on the top line, immediately below the **Registration** tab. You can select to see only students enrolled in courses you are assigned (My students). What you see when you select all students depends on your role. If you are an admin or super teacher, you see all students enrolled in your school. If you are a teacher, you see only students enrolled in courses assigned to you and students you created.

You can display active students only (the default), on hold students, archived students, or all students (the combination of active and inactive students). Use the drop-down menu in the **Active** column to see the inactive or all students.

The arrow head beside the column header indicates how the list is currently sorted. In the example below, it is sorted by first name in descending order.

Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	Enabled	Active	W62		Zoe	Carter	carter	Edit Go To
<input type="checkbox"/>	Enabled	Active	N55	A1	Zachery	Ellis	ellis	Edit Go To
<input type="checkbox"/>	Enabled	Active	W96	A1	Wyatt	Sutton	sutton	Edit Go To
<input type="checkbox"/>	Enabled	Active	E88	A1	Vanessa	Rudde	rudde	Edit Go To
<input type="checkbox"/>	Enabled	Active	W14	A1	Suzanna	Zahner	szahner	Edit Go To
<input type="checkbox"/>	Enabled	Active	E47	A1	Susan	Jacobs	jacobs	Edit Go To

Remember, the students you see depend on the role assigned. Super teachers see ALL students registered in the school's application. Teachers see ONLY the students assigned to a course assigned to them. Either way, the list of registered students can get long, so we provide ways to easily locate the student you want.

Search Capability

Notice the row immediately below the column headings (Online, Login Enabled, Status, etc.). You see blank text boxes on this row in most of the columns. These are search filter boxes. Start typing in any of these boxes and the system begins filtering the list for you to meet your search criteria. This functionality is available on several other pages in the application as well. When you see the blank text boxes immediately below the column headers, you can use them to filter your list.

As we walk through what is on the **Student Registration** page, remember, you may not see all of the options, depending on the functions your administrator assigned to you.

Before creating a student let's look at the options. It is important to know the system is set up at three levels, school, student, and individual course enrollment. If the administrator did not allow an option at the school level, it cannot be changed at the student or subject level by a teacher.

Student Options

Login Enabled allows you to disable or enable student ability to login to the application.

User Status lets you change the status of a student. Default is **Active**, options include **On Hold** and **Archive**. If a student is placed in either on hold or archived status, all of the enrollments for that student are also placed into that status automatically.

Threshold Settings – there are several:

Lesson Pass Threshold: the percentage students must achieve on lessons to continue to the next lesson in the course.

Quiz Pass Threshold: the percentage students must achieve on quizzes to continue to the next assignment in the course.

Test Pass Threshold: the percentage students must achieve on tests to continue to the next assignment in the course.

CRx Pass Threshold: the percentage students must achieve on pre-tests to test out of a unit in a CRx mode assigned course.

CRx Pass Threshold applies only to the original test for each unit of a course assigned in **CRx mode**.

CRx lets you assign a course so students are presented with a pre-test for each unit in the course. If the student achieves a score at or above the **CRx Pass Threshold**, the other assignments in that unit are skipped and the student is assigned the pre-test for the next unit in that course. As long as the student achieves the **CRx Pass Threshold**, the assignments are skipped and the next pre-test is assigned. The score achieved on the pre-test is the unit score.

If the student does not achieve a score at or above the **CRx Pass Threshold**, the assignments in that unit are assigned to the student, if **Flex CRx** is not enabled. (See next page for info on **Flex CRx**.) When this happens, take note of these points:

1. The normal **Lesson, Quiz and Test Pass Thresholds** apply for all assignments.
2. Quizzes and the post-tests are treated as in any other course; meaning students have the maximum number of attempts set for this course to pass a quiz or test and the score they achieve is the recorded score.
3. The score for the pre-test is discarded and the unit score is the cumulative of all lessons, quizzes and the post-test for the unit.

If you have permission to change the thresholds, the **Personalize Thresholds** checkbox is enabled. Check this box to enable any of the **Pass Threshold** textboxes, to then change the settings for this student. If you have permission to change the pass thresholds, you can also change the maximum attempts and the block assignment type features.

Maximum Attempts: For each pass threshold setting, except **CRx**, there is an associated **Max Attempts** field. You can change the default setting for a student in a specific course. If the student fails to achieve the pass threshold for the assignment type, he or she is automatically reassigned that assignment. You have two options if the student fails the maximum number of times you allowed. The student continues in the course and takes the failing grade or you can block their progress in the course until you review the assignment and decide on a course of action.

Block Progress: Again, for each pass threshold setting, except **CRx**, you see an associated **Block Progress** field. If you check this box, once the student has failed the assignment for the maximum number of times you allowed for this course, he or she cannot continue in the course until you permit it. A message appears on your **Home** page in the **Actions** block, as well as on the **Action Required** page. The **Grading** page displays a checkmark in the **Block** column for the next assignment and the failed assignment shows “max” after the number of attempts, for example 3/max.

Flex CRx: permits the application to automatically skip lessons associated to the questions a student correctly answered on the pre-test in a **Flex Assessments** eligible course if the student is enrolled in CRx mode. It also skips the questions associated to the skipped lessons on the quiz. It does NOT skip any questions on the post-test.

Flex Skipped: lets you skip a lesson in any **Flex Assessments** eligible course where a student is enrolled and have the questions associated to that lesson skipped on the quiz and test.

Weighting: this function allows you to set different weighting percentages for student assignments; lessons, projects, quizzes, and tests. The total of the four must be 100. You can set one or more or assignment types to 0, but we do not recommend doing this, especially for projects, as all custom assignments are projects, so would carry no grade weight. You must click the **Personalize Weights** box to enable the individual assignment weight textboxes. If the **Personalize Weights** box is grayed-out, you cannot change the weighting percentages.

Review Test Quiz: permits the student to view completed tests and quizzes, including their answers.

Student Answer Key: enables students to see the answer key in completed assignments only.

Enable Grading View: permits students who have not achieved the Pass Threshold in a lesson to see which problems they answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.

Change Passwords: allows students to change their own password.

Randomize Questions: displays the questions in student lessons, quizzes and tests in a random order. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

You, as teacher always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.

Allow Background: permits students to select one of the other backgrounds provided.

Theme Selection: allows students to choose their own application theme.

Display Planner: enables the student planner (on the My Courses tab) to appear for the student. This allows them to easily see their progress through assigned courses, as well as any past due work.

Allow Messaging: allows you to prevent students from sending messages through the OW Messaging system. They receive messages from teachers and the admin, but cannot send or reply.

Writer: offers two options that can be selected independently.

Spelling and Grammar: allows the student to have grammar and spelling checks for essay questions.

Scoring: enables an automatic score to be assigned to the essay question. As the teacher, you confirm or change the score.

Registration

There are a series of buttons above the student list on the **Registration** tab. We'll walk through each.

Archive/Unarchive Student

The first two buttons allow you to archive or unarchive a student. You use the same process to perform either function.

1. Click the checkbox in the far left column of the same row as the student name
2. Click the appropriate button (**Archive** or **Unarchive**).

To change the status of multiple students, repeat Step 1 for all students you wish to change, and then go to Step 2.

Disable Login/Enable Login

The next two buttons are **Disable Login** and **Enable Login**. You follow the same two steps as for **Archive/Unarchive** to prevent or permit student login, except you click the appropriate button, **Disable Login** or **Enable Login**.

The last two buttons are a bit more encompassing. Let's take a look.

Create Student

Let's start by creating a student, and then we'll look at the rest of this page. If you are adding more than a few students, you can download and use the template to enter multiple new students at once. We'll do one student so you can see what information is necessary.

Click the **Create Student** button on the top row. The **Create Student** window (shown over the next few pages) appears.

Login Enabled: Default is enabled. Click the checkbox to remove the checkmark and prevent student ability to login.

User Status: Default is **Active**. Click the arrow to the right of "Active" to select "On Hold" or "Archived".

First Name: Type in student's first name.

Last Name: Type in student's last name.

User Name: Type in the user name for this student. This field cannot be edited or changed.

Password: Type in the student password. It must be a minimum of 6 characters. Alphanumeric and some special characters are allowed.

Repeat Password: Enter the same password again to verify it.

Student ID: Optional field - Alphanumeric and special characters are allowed.

Campus ID: Optional field - Alphanumeric and special characters are allowed.

Default Term: Select the term the student is to have automatically display when a student is enrolled in a course. Students can be assigned a custom term. Click the circle beside "Custom" and select the **Start** and **End** dates.

You can choose the term when you enroll students in courses. Click the circle beside "Choose at enrollment".

Default term is set to school default term set during school setup.

If you want to use a custom term for this student as the default, you must set it up when you create the student. You cannot add this later, using the **Edit** link on the student profile.

Personalize Threshold Settings: Click this box to place a checkmark to change the **Pass Threshold** and/or **CRx Pass Threshold** settings for this student. Default is the student inherits the school-level settings.

CRx Pass Threshold: See page 12 of this document for a description of this function. The school CRx pass threshold is the default. To change it to a different setting for this student only, you must first check **Personalize Threshold Settings** and then type over the displayed number.

The rest of the fields on the **Create Student** page continue the next pages.

Lesson Pass Threshold: The school pass threshold is the default. If you want to change it to a different setting for this student only, click the box in **Personalize Threshold Settings** and type over the displayed number.

Max Lesson Attempts: Enter the maximum number of times you want a student to attempt to complete lessons (achieve the lesson pass threshold) before having the either continue in the subject or be blocked from continuing in this subject.

Block Lesson Progress: Click to place a checkmark in this box, if you want to prevent the student from continuing in the subject once the student has failed to achieve the lesson pass threshold score after completing the maximum number of attempts.

Quiz Pass Threshold, Max Quiz Attempts, Block Quiz Progress: These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to quizzes.

Test Pass Threshold, Max Test Attempts, Block Test Progress: These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to tests.

There must be a checkmark in the **Flex CRx** box to automatically skip lessons associated to questions answered correctly on the unit pre-test. This applies to any course in CRx mode, when all questions related to the lesson are answered correctly. All questions associated to skipped lessons are then skipped on quizzes but NOT on the post-test.

To have all questions associated to assignments you skip for a student to be skipped on quizzes and tests, a checkmark must be in the **Flex Skipped** box.

Personalize Weights: Click this box to permit changing the assignment-type weight percentages. See page 13 of this document for a description of this function. If this permission is not allowed at the school level, this box is not enabled.

Lesson Weight, Project Weight, Quiz Weight, Test Weight: Enter the percentage for each assignment type. All four must total 100. The **Personalize Weight** box must be checked to enable this.

Student Review Test Quiz: Check this box to permit student to review completed and graded quizzes and tests.

Student Answer Key: See page 13 for more on this function. School setting is the default. To change the setting for this student only, click this box. If this is not enabled at the school level, you cannot change it at the student level.

Create Student

Flex CRx Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.

Flex Skipped Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.

Personalize Weights

Lesson Weight

Project Weight

Quiz Weight

Test Weight

Student Review Test Quiz Disabled Allow students to review graded Tests and Quizzes.

Student Answer Key Allow students to see the answer key for completed assignments.

Enable Grading View Allow students who have not reached the pass threshold to view performance (correct/incorrect)

Change Passwords Disabled Allow students to change their own passwords.

Randomize Questions Disabled Randomize the order of questions for student lessons, quizzes, and tests.

Cancel Save

Enable Grading View: Click this box to allow students who have not achieved the pass threshold to view which questions they have correct or incorrect. See description on page 13. If this is not allowed at the school level, you cannot select it at the student level.

Change Passwords: See description on page 13. If this is not allowed at the school level, you cannot enable it at the student level.

Randomize Questions: See description on page 13. If this is not allowed at the school level, you cannot permit it at the student level.

Allow Background: If you permitted backgrounds at the school level, the associated box is checked enabling this student to add background images. Click the box to restrict this student only from using this feature.

Theme Selection: If you permitted theme selection at the school level, the associated box is checked enabling this student to choose their own application theme. Click the box to restrict this student only from using this feature.

Display Planner: Selecting this option displays a 4 square **Planner** tab for students, "Overdue", "Schoolwork", "Upcoming" and "Overall Progress". Students can access their daily schoolwork from either the **Planner** tab or the **Courses** tab.

If you choose not to display the **Planner**, students see only see a **Courses** tab. No due dates are displayed for students without the **Planner** option; hence, they have no overdue assignments. All assignments are accessed using the course tree displayed on the left-hand side of this **Courses** tab page

The screenshot shows a 'Create Student' dialog box with the following settings:

- Randomize Questions:** Disabled. Description: Randomize the order of questions for student lessons, quizzes, and tests.
- Allow Background:** . Description: Allows users to add background images to their application experience.
- Theme Selection:** . Description: Allow Students to choose their own application themes.
- Display Planner:** . Description: Allow students to see their planner.
- Allow Message Send:** . Description: Allows the user to send messages.
- Allow Message Receive:** . Description: Allows the user to receive messages.
- WRITER** section:
 - Spelling and Grammar:** . Description: Enable spelling and grammar checking for essays.
 - Scoring:** . Description: Enable essay scoring.

Buttons: Cancel, Save

Allow Message Send: If **Allow Messaging** was selected at the school level, this option is enabled. Click the box to restrict the student from sending messages within the application.

Allow Message Receive: If **Allow Messaging** was allowed at the school level, this option is enabled. Click the box to restrict the student from receiving messages within the application.

Writer – Spelling and Grammar: If this option was enabled at the school level, you can change it at the student level.

Writer – Scoring: If this option was selected at the school level, you can edit it at the student level.

Save / Cancel: Be sure to click the **Save** button when you are finished. Click **Cancel** to delete what you have entered and return to the **Registration** tab.

Import Students

To register multiple students at once, use the **Import Student** feature. All students automatically inherit school level settings and permissions. You can change them for each student during the **Preview and Edit** process. (See **Step 7** on next page.)

1. Click the **Import Student** button on the **Student Registration** tab.

2. Click the **Download Template** button on the **Import Student** pop-up window. MS Excel is the default application for the **Import Students** file.

3. Click **Open with** and **OK** to use the default. Four fields are required:

- Student first name
- Student last name
- User Name
- Password – you will get an error message if the password is less than 6 characters.

NOTE: Student ID and Campus ID are optional fields. Use **Student ID** to enter any student identification number. If your installation has multiple campuses, it is a very good idea to designate an identifier for each and enter it in the **Campus ID** field. You can use any alpha or numeric character in these fields.

4. Enter the information for each student. Save the file to a location from which you can upload.

5. Click the **Browse** button and locate the template file you just created and saved.

6. Click the **Next** button.

7. In the **Preview and Edit** window duplicate **Username** appear in red with a message at the top of the student list as an alert to you. Click each field you want to change. A textbox opens allowing you to type over the exiting entry. Be sure to click in another field after you make a change to verify your changes.

The screenshot shows the 'Preview and Edit' window with various settings and a table of student data. The settings include checkboxes for 'Login Enabled', 'Randomize Questions', 'Allow Message Send', 'Enable Grading View', 'Spelling and Grammar', 'User Status', 'Allow Background', 'Allow Message Receive', 'Display Planner', 'Scoring', 'Change Passwords', 'Theme Selection', and 'Student Answer Key'. There are also input fields for 'CRx Pass Threshold', 'Lesson Pass Threshold', 'Max Lesson Attempts', 'Block Lesson Progress', 'Flex CRx', 'Flex Skipped', 'Quiz Pass Threshold', 'Max Quiz Attempts', 'Block Quiz Progress', 'Test Pass Threshold', and 'Max Test Attempts'. The 'Default Term' is set to 'SchoolTerm' for '2013-2014 (08/22/2013 - 06/11/2014)'. Below the settings is a table with columns for 'First Name', 'Last Name', 'Username', 'Password', 'Student Id', and 'Campus Id'.

First Name	Last Name	Username	Password	Student Id	Campus Id
Joetta	Geffin	geffin	123456	S34	E1
Jeffrey	Geffin	jgeffin	123456	N88	E1
Shayla	Woods	woods	123456	E98	E1
Shawn	Woods	swoods	123456	W88	E1

8. Make changes to settings at the top of the page. Any changes made here apply to all imported students.

NOTE: If you make changes to any settings while on this page, those fields are now customized for all of these students. If you later change a school setting that you customized on this page, it will NOT be applied to these students. You must change each individual student whose settings were customized.

9. Click the checkbox in the first column to select students on the page to import.

10. Click **Submit** when you are finished and then click **Done** on the confirmation window.

Your students should now appear in the student list on the **Students/Registration** page.

The screenshot shows the 'Registration' page interface. At the top, there's a 'View: all students' dropdown and several action buttons: 'Archive', 'Unarchive', 'Disable Login', 'Enable Login', 'Create Student', and 'Import Students'. Below this is a table with the following columns: Online, Login Enabled, Status, Student ID, Campus ID, First Name, Last Name, Username, and Controls. The table contains six rows of student data. At the bottom, there's a pagination bar showing 'Page 1 of 1' and 'View 1 - 9 of 9'.

Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	Enabled	Active	W82	E1	Zoe	Carter	carter	Edit Go To
<input type="checkbox"/>	Enabled	Active	S33	E1	Joya	Conrad	conrad	Edit Go To
<input type="checkbox"/>	Enabled	Active	N68	E1	Jeffrey	Geffin	jgeffin	Edit Go To
<input type="checkbox"/>	Enabled	Active	S34	E1	Joetta	Geffin	geffin	Edit Go To
<input type="checkbox"/>	Enabled	Active	W88	E1	Shawn	Woods	swoods	Edit Go To
<input type="checkbox"/>	Enabled	Active	E98	E1	Shayla	Woods	woods	Edit Go To

Filtering the List

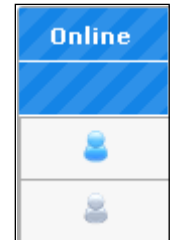
You may have noticed a drop-down menu on the far left side of the box immediately below the **Registration** tab, This allows you to filter the list of students to either “all students” registered or “my students”. If you select “my students”, only students assigned to courses where you are assigned as the teacher appear.

There are ten columns across the **Registration** page. Some have blank text boxes just below the column headings for **Student ID**, **Campus ID**, **First Name**, **Last Name**, and **Username**. Use these to filter your list. Simply start typing in any of these boxes to filter the student list. You can also filter the list to see who is logged on at any given time. Simply click the header “Online” to display the sort arrow.

Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	All	Active						

Let’s walk through the columns on this page.

1. **Selection Column:** Allows you to perform the same action to multiple students in one step. Click the checkbox in the row for each student you want included. A checkmark indicates the student is selected.
2. **Online:** Indicator tells you if the student is logged onto the application or not. If the indicator on the row with the student's name is highlighted/darker this tells you the student is logged on the system. To log this student off the application, freeing up a license, simply click the icon on the row corresponding to the student you want to log off.
3. **Login Enabled:** Lets you sort the student list by students whose logins are enabled, disabled or see all students displayed. Any user who is inactive for approximately 60 minutes is automatically logged off.
4. **Status:** This column allows you to filter the list of displayed students, Use the drop-down menu to select, "All", "Active", "On Hold", or "Archived". The default is active.
5. **Student ID:** Student ID assigned to this student by your school. Optional field
6. **Campus ID:** The campus ID assigned to this student by your school. This is an optional field to use if your school chooses.
7. **First Name:** Displays the first name of the student
8. **Last Name:** Displays the last name of the student
9. **Username:** Displays the student's login username
10. **Controls:** Links to additional functionality for the student. See the "Controls" paragraph below

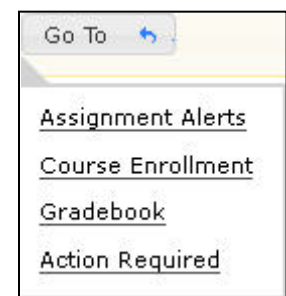


Controls

Additionally, there are two buttons in the **Controls** column:

1. **Edit**
2. **Go To**

When you click the **Go To** button, a menu, like the one to the right displays. You can go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** pages related to the student from here.



The easiest way to enroll a student in a course is click **Course Enrollments** on this menu. Alternately, you can click the **Course Enrollment** tab and search for the student. (See **Course Enrollment** on the next page.)

The fastest way to access grading tasks, or see tasks related directly to a single student is to use the links from this menu. You can also click the associated tabs for the items and search for a student.

Clicking **Edit** opens the **Edit Student** page for this student, which displays all of the student identification information and settings for this student as they are currently saved in the system. From this page, you can make changes to this student's settings as described in the tables on pages 15-17. The **Edit Student** page is the only place you can change a student's status to **On Hold** or **Archive**.

On the bottom of the tab you see the page number and a drop-down box with 10 displayed, you can use the drop-down arrow to choose to display more students (20 or 30) per page. The "View" message at the far right of this row lets you know which students you are viewing based on the either the total number of students or the total number of students that meet your filter specifications.

Course Enrollment

Now that we have students registered, we can enroll them in their courses.

We recommend you enroll students by clicking the **Add Enrollments** link beside the student's name on the **Registration** tab. This links you directly to the student's current course enrollments and enables you to easily add another course, or unenroll the student from a course. You can also reschedule a course on this page.

Once you click the **Add Enrollments** link, that student's enrollment page displays. The top box is a **Search** box we will discuss shortly. For now, let's look at the bottom half of the screen.

The student name and user name display above the courses the student is already enrolled in. If this is the first course enrollment for the student, you see only the column headings, along with the **Go To** and function buttons:

- **Reschedule** – allows you to reschedule due dates for selected courses
- **Activate** – lets you activate a selected course
- **Place On Hold** – permits you to put the selected course into On Hold status
- **Archive** – lets you place the selected course in Archive status.
- **Add Enrollment** – allows you to add a new enrollment for the selected student(s)

Let's take a look at the above functions as well as the **Edit** link, found in the **Actions** column to the right of each student's name.

Reschedule

To reschedule a single course for a student:

1. Click the checkbox in the far left-hand column beside the course you want to reschedule.
2. Click the **Reschedule** button.
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

To reschedule multiple courses for a single student:

1. Click the checkbox in the first column beside the courses you want to reschedule.

Baily, Julianne (Username: baily, User Status: Active) Go To							
Reschedule Activate Place On Hold Archive						Add Enrollment	
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	History	World Civilizations (2013)	Active		Abbott, Melissa	2013-2014 (08/22/2013 - 06/11/2014)	Edit
<input type="checkbox"/>	English Language Arts	English I (2013)	Active		Abbott, Melissa	2013-2014 (08/22/2013 - 06/11/2014)	Edit

2. Click the **Reschedule** button at the top of the course list
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

NOTE: Rescheduling a course requires 24 hours for changes to appear.

Place On Hold

Place on Hold permits you to temporarily prevent the student from working in this course.

1. Click the checkbox in the first column beside the course you want to put in this status.
2. Click the **Place On Hold** button at the top of the course list.

Reschedule Activate Place On Hold Archive Add Enrollment							
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	History	World Civilizations (2013)	Active		Abbott, Melissa	2013-2014 (08/22/2013 - 06/11/2014)	Edit

3. Click the **Place On Hold** button on the confirmation window to remove the course for this student or click **Cancel** to leave the enrollment as is.
4. Click **Ok** on the **Success** box that appears when you click the **Inactivate** button.

NOTE: Depending on the search criteria you have set, the course may disappear from the course list. To view it, make sure you have the **Enrollment Status** in the **Search** box set to **All**.

To remove the hold, you need to change the status of the course. Do this by repeating the steps above, but click the **Activate** button instead of the **Place on Hold** button in **Step 3**.

To place multiple courses on hold for a student, you have two choices. If you are placing all courses on hold, consider either putting the student in **Place On Hold** status or **Disabling** the student's login. Otherwise, click the checkbox in the first column beside the courses you want to **Place on Hold** for the student and follow Steps 2-4 above.

NOTE: If you place a student in **On Hold** or **Archive** status, all of their enrollments (courses) are also changed to reflect that same status.

Archive

The **Archive** button allows you to archive this course for a student. To archive a course:

1. Click the checkbox in the first column beside the courses you want to **Archive** for the student.

	Subject	Course	Status	Reason	Teacher	Term	Actions
<input checked="" type="checkbox"/>	History	World Civilizations (2013)	Active		Abbott, Melissa	2013-2014 (08/22/2013 - 06/11/2014)	Edit

2. Click the **Archive** button at the top of the course list.
3. Using the **Reason** drop-down list, select why you are archiving the course:
 - a. It is **Complete**
 - b. It is **Incomplete** (and will not be completed)
 - c. It is being **Dropped**
 - d. It is **Void** (perhaps the wrong course was assigned)
4. Click the **Archive** button to complete the action or click the **Cancel** button to leave the enrollment as is.
5. Click **Ok** on the **Success** box that appears when you click the **Archive** button.

The following enrollments will be archived:

First	Last	Subject	Course	Teacher	Term
Armando	Begala	History	World Civilizations	Abbott	2013-2014 (08/22/2013 - 06/11/2014)

Reason: **Void**

[Cancel](#) [Archive](#)

NOTE: Remember, there is a grace period after you archive an enrollment or a student. This period can range from 1 to 100 days, depending on what you, as the administrator set in the **School Settings / Archive**. The default is set to 28 days. During this grace period, you can reinstate the enrollment or the student. After the grace period, you can view or pull reports on the data, but no work can be done and you cannot view the problem level of an assignment.

To **Archive** student enrollment from multiple courses, click the checkboxes beside the courses to archive, and follow Steps 2-5 above.

Add Enrollment

To add a course enrollment for a student, click the **Add Enrollment** button on the right-hand side of the button bar to display the **Add Enrollment** window.

- Click the **Subject** drop-down box and select the subject to assign.
- Click the **Course** drop-down and choose the specific course you want to assign.
- To assign the course in semester terms, click the **Course Term** drop-down and select semester 1 or semester 2. **Full Year** is the default.
- Click the **Status** drop-down box and select the status for the course. Default is **Active**.
- Click the **Teacher** drop-down box and select the teacher for this course.
- Select the term to use for this course. The school default term displays automatically. Click the arrow to the right of the displayed term to see other available school terms. If you do not see the term you want, click the circle beside **Student** or **Custom** to display those available terms.
- To assign this course in prescriptive recovery mode, click the box to the left of **CRx Mode**. When you assign a course in **CRx Mode**, the alt test is renamed to **CRx Pre-Test** and moved to the top of the unit.
- To block all tests and/or quizzes in this course for this student, click the checkbox beside **Block Tests** and/or **Block Quizzes**.
- To edit any of the pass thresholds, click the **Personalize Thresholds** box and enter the new percentage in the appropriate **Pass Threshold** box.
- To edit the **CRx Pass Threshold**, enter the percent (number only) in the textbox.
- After each of the **Lesson Pass Threshold**, **Quiz Pass Threshold**, and **Test Pass Threshold** fields, you see the option to determine the maximum number of times a student may attempt to successfully achieve the pass threshold before they are prevented from continuing in the course. Enter the maximum number of attempts for the selected assignment type in this course in the associated **Max Attempts** field.

The screenshot shows the 'Add Enrollment' form with the following details:

- Student:** Amato, Claire (amato)
- Subject:** -Select a subject-
- Course:** -Select a course-
- Course Term:** Full Term
- Status:** Active
- Teacher:** Abbott, Melissa (abbott)
- Term:**
 - School: 2013-2014 (08/22/2013 - 08/11/2014)
 - Student
 - Custom
- Enrollment Settings:**
 - CRx Mode:**
 - Block Tests:**
 - Block Quizzes:**
 - Personalize Thresholds:**
 - CRx Pass Threshold:** 75 (Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.)
 - Lesson Pass Threshold:** 90
 - Max Lesson Attempts:** 2
 - Block Lesson Progress:**
 - Quiz Pass Threshold:** 70
 - Max Quiz Attempts:** 1
 - Block Quiz Progress:**
 - Test Pass Threshold:** 70
 - Max Test Attempts:** 1
 - Block Test Progress:**

After the **Lesson Max Attempts**, **Quiz Max Attempts**, and **Test Max Attempts**, is an associated **Block Progress** field. Click the checkbox for the selected assignment type to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

Make sure there is a checkmark in the **Flex CRx** box to have the application skip any lessons where a student correctly answered all of the questions on the pre-test yet did not achieve the **CRx Pass Threshold**. This also skips questions associated with those lessons on the quizzes, but not the post-test.

If you want to skip lessons and have the questions associated to those lessons skipped on the student's quizzes and tests, click the **Flex Skipped** box.

To personalize the assignment weighting percentage for lessons, projects, quizzes or tests, click the **Personalize Weights** box and then change the percentage weights in any of the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and/or **Test Weight** boxes. Remember, the total of these four boxes must equal 100.

To edit the spelling and grammar checking for essays, click to add or remove the checkmark in the **Spelling and Grammar** box.

To use the scoring matrix in essay type questions, make sure there is a checkmark in the **Scoring** box.

The screenshot shows the 'Add Enrollment' dialog box with the following settings:

- Flex CRx:** Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.
- Flex Skipped:** Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.
- Personalize Weights:**
- Lesson Weight:** 15
- Project Weight:** 20
- Quiz Weight:** 25
- Test Weight:** 40
- WRITER:**
 - Spelling and Grammar:** Enable spelling and grammar checking for essays.
 - Scoring:** Enable essay scoring.

Buttons: **Cancel**, **Add Enrollment**

Click **Add Enrollment** when you have selected the options you want or click **Cancel** to discard this enrollment.

After you click **Add Enrollment**, a confirmation window pops up, click **OK**.

The screenshot shows a 'Success' confirmation dialog box with the following content:

- Title:** Success
- Message:** Enrollment added successfully.
- Button:** Ok

Once you have enrolled the student in a course, it appears below the column headers described at the bottom of page 21.

Reschedule		Activate		Place On Hold		Archive		Add Enrollment	
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions		
<input type="checkbox"/>	History	History And Geography 500 (2013)	Active		Zellner, Robin	2013-2014 (08/22/2013 - 06/11/2014)	Edit		

Edit

Let's take a look at the **Edit** link in the **Actions** column. Clicking this link opens an **Enrollment Settings** pop-up window. Before we look at this page, there are a couple of points to note.

Notice, the **Status** column after each course name; depending on the **Enrollment Status** selected in the **Search** box at the top of the window, you see either **All** courses, **Active** courses, **On Hold** courses, or **Archived** courses.

Ascension, Andres (Username: ascension, User Status: Active) [Go To](#) ↻

Reschedule		Activate		Place On Hold		Archive		Add Enrollment	
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions		
<input type="checkbox"/>	Science	Earth Science (2012)	Archived	Void	admin, admin	2012-2013 (08/06/2012 - 05/24/2013)	Edit		
<input type="checkbox"/>	English Language Arts	English III (2013)	Active		Abbott, Melissa	2013-2014 (08/22/2013 - 06/11/2014)	Edit		

Click the **Edit** link opens an **Enrollment Settings** pop-up window where you can:

- Change the **Teacher** assigned to the course for this student
- Change the **Status** of the course
- Change the **Enrollment Settings** (blocks, attempts, thresholds, flex, assignment weights, and Writer options)

Let's take a look at editing an enrollment beginning on the next page.

Click the drop-down arrow to the right of the current teacher's name to change the **Teacher** of record. (This moves all pending action required from the current teacher to the new teacher.)

Change the **Status** by clicking the drop-down arrow in that box. If the course is in Archived status, you see a note to the side advising you the number of days left in the "grace period", before the course may no longer have the status changed back to **On Hold** or **Active**. (The length of the grace period is set in **School Settings > Archive**.)

Change the options you set for **CRx Mode**, **Block Tests** or **Block Quizzes**. If the checkbox beside the option has a checkmark, it is enabled. Click to remove the checkmark. No checkmark? Click the box to add one. Grayed-out? This option is not available for this course.

To change any of the **Pass Threshold** settings, you must first click the **Personalize Thresholds** box to enable the other two. Enter the new percentage for the setting(s) you wish to change. (Archived courses cannot be modified.)

After each of the **Pass Thresholds** is an associated **Max Attempts** field. Enter the maximum number of attempts for the selected assignment type in this course.

After each **Max Attempts** fields is an associated **Block Progress** field. Click the checkbox to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

The lower half of the **Enrollment Settings** screen appears on the next page.

A checkmark in the **Flex CRx** box indicates that the application should not assign lessons if the student correctly answered all pre-test questions associated to those lessons. It also skips the questions associated to those lessons on quizzes, but NOT on tests.

A checkmark in the **Flex Skipped** box indicates that the questions corresponding to assignments skipped are skipped on quizzes and tests. If this box is blank, the questions corresponding to skipped assignments are still included on quizzes and tests.

Change the assignment-type weights by first clicking **Personalize Weights** to enable the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and **Test Weight** text boxes. Next enter the weighting into these boxes, making sure the four boxes total 100.

A checkmark in the **Spelling and Grammar** box allows the student to see any spelling and grammar mistakes in essay type questions.

The **Scoring** option allows the student to see a number score for essay-type questions. Click the checkbox to remove or add the checkmark.

Click **Save Enrollment** to retain the changes you made or click **Cancel** to discard them.

Click **Ok** on the **Success** box that appears when you click the **Save Enrollment** button.

To the right of the student's name, above the **Add Enrollment** button, you see the **Go To** button. Just like on the **Student** tab, the **Go To** button displays a list of pages linked to this student. Click any of the links to go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** page for this student.

Course Enrollment Filter/Search Function

If you choose to use the **Course Enrollment** tab, the box at the top of the **Enrollments** tab page is a **SEARCH** box, NOT where you actually enroll a student in a course. Use this feature to filter your course or student list.

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name. to send a message to all students enrolled in a course, filter the list by course, click the **New Message** button and select all students in the course you want to receive the message.

Vietnam Era (2013)

Go To ↗

Reschedule Activate Place On Hold Archive New Message Add Enrollment

<input type="checkbox"/>	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Baily, Colin (Username: obaily, User Status: Active)	Elective	Vietnam Era (2013)	Active		Abbott, Melissa	Student - 08/22/2013 - 12/18/2013	Edit
<input type="checkbox"/>	Jacobs, Susan (Username: jacobs, User Status: Active)	Elective	Vietnam Era (2013)	Active		Abbott, Melissa	Student - 08/22/2013 - 12/18/2013	Edit
<input type="checkbox"/>	Ackers, Corinne (Username: caackers, User Status: Active)	Elective	Vietnam Era (2013)	Active		Abbott, Melissa	Student - 08/22/2013 - 12/18/2013	Edit

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**.

Geffin, Joetta (Username: geffin, User Status: Active)

Go To ↗

Reschedule Activate Place On Hold Archive Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	History	History And Geography 500 (2013)	Active		Zellner, Robin	2013-2014 (08/22/2013 - 06/11/2014)	Edit
<input type="checkbox"/>	English Language Arts	Language Arts 500 (2013)	Active		Zellner, Robin	2013-2014 (08/22/2013 - 06/11/2014)	Edit

You can filter the list to see only the enrollment information for one student, by typing the name of a single student into the **Student** textbox. ((As you type, a list of students whose name begins with those letters appears. You can continue typing or select from the displayed list.) You can continue typing or select from the displayed list.

If you only want to see who is enrolled in a specific subject or course, use the drop-down menus beside **Subject** and/or **Course** to make your selection.

Narrow the list displayed by choosing only enrolled or non-enrolled students or by selecting a specific term. Just click the circle beside your choice. Once you make your filtering choice(s), be sure to click **Search** to see the list appear below the **Filter/Search** box.

The buttons and links in the displayed lists work as described on the previous pages no matter what filter or search you use.

Gradebook

There are two tabs in your **Gradebook**:

- **Grading** – enables you to keep track of how your students are progressing through their assigned course(s).
- **Action Required** – permits you to directly access any assignment needing your attention with a single click.

We'll walk through the features and functions of both pages, beginning with the **Grading** page.

A few points about grading first:

- Students and teachers see the current score of assignments with manually graded problems (assignments in the “completed” status).
- If essay type questions are left blank, they are automatically graded zero.
- If the application determines the student has no chance of achieving a passing score, even if all manually graded questions receive a 100%, the lesson is automatically reassigned to the student.
- The assignment is not sent to the teacher for grading until either the student has achieved the pass threshold or the maximum number of attempts is reached.
- If the student leaves all essay questions blank, the teacher receives a “Blank Essay Notification” instead of a request for Manual Grading.

Grading

The box at the top of the **Grading** tab page is a **SEARCH** box. Use this feature to filter your course or student list. You can then choose to narrow your list by selecting only one student, only one teacher, a single subject, a single course within a subject, or some combination of these choices. (You must choose a **Subject** before you can choose a single **Course**.)

Additionally, you can choose to view a selected term or identify a specific range of dates (**Begin** and **End**).

The screenshot shows the 'Grading' tab interface. At the top, there are two tabs: 'Grading' (selected) and 'Action Required'. Below the tabs is a search filter area with the following options:

- View by student
- View by course
- Student Status: Active (dropdown)
- Enrollment Status: Active (dropdown)
- Student: -Select a student- (text input)
- Teacher: -Select a teacher- (text input)
- Subject: -Select a subject- (dropdown)
- Course: -Select a course- (dropdown)
- All Time-frames: All Time-frames
- Future Term (06/06): Future Term (06/06) (dropdown)
- Begin: [] (calendar icon)
- End: [] (calendar icon)

A 'Search' button is located at the bottom center of the filter area.

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name. In the example below, I selected one subject and one course.

In addition to the student name, you see the date the student started the course and the date they are to be finished with all course work. There is a bar chart to quickly see student progress through the coursework and finally the current score for all completed work in the course.

1

Goto Page 1 of 1

Results: 1 to 1 of 1

Science 700 (2013)

	Student Name	Enrollment Status	Start	End	Progress	Score
+	Putnam, Jared (Active)	Active	7/15/2013	9/6/2013	<div style="width: 40%;"></div>	40% 96.68
+	Cameron, Beatrice (Active)	Active	7/15/2013	9/6/2013	<div style="width: 10%;"></div>	10% 95
+	Miller, Andrew (Active)	Active	7/15/2013	9/6/2013	<div style="width: 20%;"></div>	20% 97.5

Notice the **+** in the first column. Click this to expand a list of all unit titles for this course below a student's name. The far right column displays the student's current composite score for this entire unit. You can skip an entire unit that has not been started. To skip an entire unit, click to place a checkmark in the unit to be skipped. All assignments in this unit show a status of "Skipped", when the unit is expanded. (See second example below.) You can also skip individual assignments.

Vietnam Era (2013)

	Student Name	Enrollment Status	Start	End	Progress	Score			
-	Jacobs, Susan (Active)	Active	8/22/2013	12/18/2013	<div style="width: 0%;"></div>	0% 0			
+			#	Unit Title	Skipped	Start	Complete	Progress	Score
+			1	THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM	<input checked="" type="checkbox"/>			<div style="width: 0%;"></div>	0% 0
+			2	FROM MILITARY ADVISORS TO COMBAT TROOPS	<input type="checkbox"/>			<div style="width: 0%;"></div>	0% 0
+			3	A NATION DIVIDED BY WAR	<input type="checkbox"/>			<div style="width: 0%;"></div>	0% 0
+			4	ACHIEVING PEACE WITH HONOR	<input type="checkbox"/>			<div style="width: 0%;"></div>	0% 0
+			5	THE LEGACY OF VIETNAM	<input type="checkbox"/>			<div style="width: 0%;"></div>	0% 0
+			6	COURSE REVIEW AND EXAM	<input type="checkbox"/>			<div style="width: 0%;"></div>	0% 0

Click the **+** beside any unit title to expand the unit and see all assignments in that unit. At this level you see additional information:

- Assignment **Type**
- Assignment **Status**
- **Blocked** indicator
- **Due** date for the assignment
- Number of times the student has tried to successfully complete the assignment (**Attempts**)
- Assignment **Score**

Course Name	Enrollment Status	Start	End	Progress	Score			
- Vietnam Era (2013)	Active	8/22/2013	12/18/2013	<div style="width: 11%;"></div> 11%	98.6			
#	Unit Title	Skipped	Start	Complete	Progress	Score		
- 1	THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM	<input type="checkbox"/>	7/15/2013		<div style="width: 53%;"></div> 53%	98.6		
Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
REFERENCE	1. Course Overview	Assigned	<input type="checkbox"/>				0	0
LESSON	2. Vietnam	Graded	<input type="checkbox"/>	8/22/2013	7/15/2013	7/15/2013	1	100
LESSON	3. Early History	Graded	<input type="checkbox"/>	8/23/2013	7/15/2013	7/15/2013	1	100
LESSON	4. French Indochina	Graded	<input type="checkbox"/>	8/26/2013	7/15/2013	7/15/2013	1	92.5
QUIZ	5. Quiz 1: Toward French Colonization	Graded	<input type="checkbox"/>	8/23/2013	7/22/2013	7/22/2013	1	100
LESSON	6. Nationalist Movement	Graded	<input type="checkbox"/>	8/26/2013	7/22/2013	7/22/2013	1	100
LESSON	7. World War II	Graded	<input type="checkbox"/>	8/27/2013	7/22/2013	7/22/2013	1	100
LESSON	8. The French Indochina War	Graded	<input type="checkbox"/>	8/28/2013	7/22/2013	7/22/2013	1	100
QUIZ	9. Quiz 2: Vietnamese Nationalism	Graded	<input type="checkbox"/>	8/29/2013	7/22/2013	7/22/2013	1	96.7
LESSON	10. Falling Dominoes	Assigned	<input type="checkbox"/>	8/30/2013			0	0
LESSON	11. Dien Bien Phu	Not Started	<input type="checkbox"/>	9/3/2013			0	0
LESSON	12. The Geneva Accords	Not Started	<input type="checkbox"/>	9/4/2013			0	0
PROJECT	13. Essay: The U.S. Policy for Vietnam	Assigned	<input type="checkbox"/>	9/5/2013			0	0
QUIZ	14. Quiz 3: Vietnam and the Cold War	Not Started	<input type="checkbox"/>	9/6/2013			0	0
PROJECT	15. Special Project	Skipped	<input type="checkbox"/>				0	0
LESSON	16. Review	Not Started	<input type="checkbox"/>	9/9/2013			0	0
TEST	17. Test	Not Started	<input type="checkbox"/>	9/11/2013			0	0
TEST	18. Alternate Test	Skipped	<input type="checkbox"/>				0	0
REFERENCE	19. Glossary and Credits	Assigned	<input type="checkbox"/>				0	0

Notice that in the unit skipped for this student, all assignments show a status of "Skipped".

#	Unit Title	Skipped	Start	Complete	Progress	Score
1	THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM	<input checked="" type="checkbox"/>			0%	0

Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
REFERENCE	1. Course Overview	Skipped	<input type="checkbox"/>				0	0
LESSON	2. Vietnam	Skipped	<input type="checkbox"/>				0	0
LESSON	3. Early History	Skipped	<input type="checkbox"/>				0	0
LESSON	4. French Indochina	Skipped	<input type="checkbox"/>				0	0
QUIZ	5. Quiz 1: Toward French Colonization	Skipped	<input type="checkbox"/>				0	0
LESSON	6. Nationalist Movement	Skipped	<input type="checkbox"/>				0	0
LESSON	7. World War II	Skipped	<input type="checkbox"/>				0	0
LESSON	8. The French Indochina War	Skipped	<input type="checkbox"/>				0	0
QUIZ	9. Quiz 2: Vietnamese Nationalism	Skipped	<input type="checkbox"/>				0	0
LESSON	10. Falling Dominoes	Skipped	<input type="checkbox"/>				0	0
LESSON	11. Dien Bien Phu	Skipped	<input type="checkbox"/>				0	0
LESSON	12. The Geneva Accords	Skipped	<input type="checkbox"/>				0	0
PROJECT	13. Essay: The U.S. Policy for Vietnam	Skipped	<input type="checkbox"/>				0	0
QUIZ	14. Quiz 3: Vietnam and the Cold War	Skipped	<input type="checkbox"/>				0	0
PROJECT	15. Special Project	Skipped	<input type="checkbox"/>				0	0
LESSON	16. Review	Skipped	<input type="checkbox"/>				0	0
TEST	17. Test	Skipped	<input type="checkbox"/>				0	0
TEST	18. Alternate Test	Skipped	<input type="checkbox"/>				0	0
REFERENCE	19. Glossary and Credits	Skipped	<input type="checkbox"/>				0	0

If you skip one or more lessons in a unit, but not all assignments, the questions associated with those lessons are also skipped on the associated quiz and test. The question numbers for quiz and test items associated to skipped lessons grayed out. They only need to answer the highlighted questions.



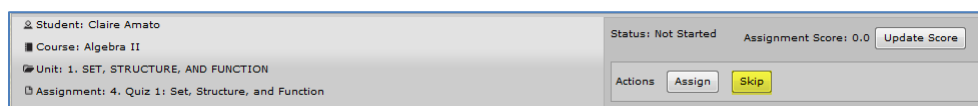
If you enroll a student in a standard course where you have skipped one or more lessons and the questions for skipped lessons still display, check the **Enrollment Settings** for this course or the student profile for the student and make sure the **Flex Skipped** box is checked.

At this **Assignment** level, you see:

- **Assignment Type** – options included: lesson, project, quiz or test
- **Assignment Title**
- **Status** – these are automatically assigned by the system. You can change them as necessary to meet your needs. Options include:
 - **Not Started** – status given to all assignments the student has in queue to work on
 - **Assigned** – status for currently assigned work
 - **Skipped** – status for assignments you or the application chose not to assign to the student. If you want to assign a skipped assignment, you must first change the status to “Not Started”, and then change it to “Assigned”.
 - **Completed** – status given to assignments the student has submitted as finished, but having teacher-graded problems. Once you or the teacher completes all grading tasks for the assignment, the status is automatically changed to **Graded**. If you want the student to redo the assignment, you can change the status to “Assigned”.
 - **Graded** - status for all assignments submitted by the student as complete having no teacher graded problems. If you want the student to redo the assignment, you can change the status to “Assigned”.

NOTE: When you skip an assignment, if **Flex Assessments** for this student and course are enabled (the **Ignore Skipped in Flex Assessments** box is checked), any questions related to this assignment in related quizzes and tests are grayed out and not accessible to the student to answer. If **Flex Assessments** is not enabled, the student will have the associated questions on quizzes and tests.

NOTE: You can also skip an assignment by opening the assignment from the **Grading** tab, and clicking the **Skip** button in the **Assignment Score** box in the upper right section of the window, opposite the student, course, unit, and assignment name; as shown below. The correct button is highlighted in yellow.

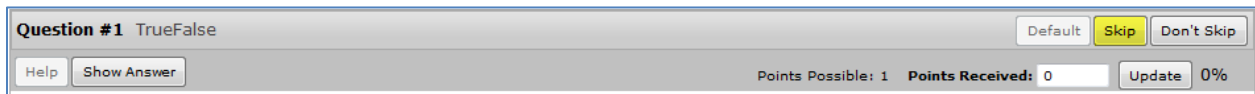



- **Blocked** – if this box has a checkmark, the assignment is blocked, preventing the student from continuing in this subject until you or the teacher removes the block. Click the box to remove the checkmark to unblock the assignment. Alternately, if you want to block an assignment, not currently blocked, click the box to add the checkmark.

NOTE: If you block an already posted assignment, the student CANNOT view the completed, posted assignment, but CAN move forward to future assignments in the course.

- **Due Date** – shows the date the assignment should be completed by the student
- **Completed Date** – Once the assignment has been fully completed
- **Attempt** – counter showing the number of times the student tried to successfully complete the assignment. If the student has reached the maximum number of attempts allowed, you see “max” after the number, for example 3/max.
- **Score** – percentage score the student has achieved on the most current attempt on the assignment

To skip individual questions in an assignment, open the assignment from the **Grading** tab, go to the question you want to skip and click the **Skip** button to the right of the question number and question type (shown highlighted in yellow here.).



To collapse the assignment and/or unit views, returning to the student list, click the  to the left of the unit title or student name.

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**. When you choose to view by student you have the same options detailed above (View by Course), it just displays information under either the selected student or each student in a course. For example, on the next page is a picture of what you see if you select a single student:

View by Student – Individual Student

The screenshot shows the 'View by Student' interface. At the top, there are navigation tabs: Home, Assignment Alerts, Students, Course Enrollment, Gradebook, Courses, Reports, Messages. Below these, there are 'Grading' and 'Action Required' tabs. The main area contains search filters: 'View by student' (selected), 'Student Status' (All), 'Enrollment Status' (All), 'Student' (Zoe Carter), 'Teacher' (-Select a teacher-), 'Subject' (-Select a subject-), 'Course' (-Select a course-), and 'All Time-frames' (selected) with a dropdown for '2013-2014 (08/22/2013 -)'. There are also 'Begin' and 'End' date pickers. A 'Search' button is at the bottom of the filter section. Below the filters, there is a yellow bar with '1' and 'Goto Page 1 of 1 Go'. The main content area shows 'Carter, Zoe (Username: carter, User Status: Active)' with a 'Go To' button. Below this is a table of courses:

	Course Name	Enrollment Status	Start	End	Progress	Score
+	World Civilizations (2013)	Active	8/22/2013	6/11/2014	<div style="width: 1%;"></div>	1% 100
+	Earth Science (2013)	Active	8/22/2013	6/11/2014	<div style="width: 1%;"></div>	1% 100
+	Algebra I (2013)	Active	8/22/2013	6/11/2014	<div style="width: 1%;"></div>	1% 98.9
+	English I (2013)	Active	8/22/2013	6/11/2014	<div style="width: 2%;"></div>	2% 98.7

At the bottom, there is another yellow bar with '1' and 'Goto Page 1 of 1 Go'.

If you choose to view an entire course by student, you see a screen similar to this:

The screenshot shows a user interface for viewing course enrollment. At the top, there is a navigation bar with '1' in a box, 'Goto Page 1 of 1', and a 'Go' button. Below this, it says 'Results: 1 to 4 of 4'. The main content is a list of four students, each with a 'Go To' button and a right-pointing arrow:

- Ackers, Devon (Username: ackers, User Status: Active)**
- Baily, Julianne (Username: baily, User Status: Active)**
- Carter, Joe (Username: joecarter, User Status: Active)**
- Carter, Zoe (Username: carter, User Status: Active)**

Each student entry includes a table with the following columns: Course Name, Enrollment Status, Start, End, Progress, and Score. The data for each student is as follows:

Course Name	Enrollment Status	Start	End	Progress	Score
+ English I (2013)	Active	8/22/2013	6/11/2014	0%	0
+ English I (2013)	Active	8/22/2013	6/11/2014	0%	0
+ English I (2013)	Active	8/22/2013	6/11/2014	0%	0
+ English I (2013)	Active	8/22/2013	6/11/2014	2%	98.7

At the bottom of the screenshot, there is another navigation bar with '1' in a box, 'Goto Page 1 of 1', and a 'Go' button, with 'Results: 1 to 4 of 4' below it.

In all views, the course can be expanded to display the unit and assignment views.

If a student is enrolled in a course in CRx mode, you see **(CRx)** on the subject line and the alt test is moved to the top of the assignments in each unit and renamed "Pre-Test".

#	Unit Title	Skipped	Start	Complete	Progress	Score																		
- 1	READING, WRITING, AND SPEAKING	<input type="checkbox"/>			0%	0																		
<table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Status</th> <th>Blocked</th> <th>Due</th> <th>Started</th> <th>Complete</th> <th>Attempts</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>TEST</td> <td>1. Pre-Test</td> <td>Assigned</td> <td><input type="checkbox"/></td> <td>8/22/2013</td> <td></td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>							Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score	TEST	1. Pre-Test	Assigned	<input type="checkbox"/>	8/22/2013		0	0	0
Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score																
TEST	1. Pre-Test	Assigned	<input type="checkbox"/>	8/22/2013		0	0	0																

Now, let's go to the next page and take a look at the **Action Required** tab.

Action Required

The **Action Required** tab provides a list of all assignments requiring manual grading, and any assignments where a student has submitted a request for help. In the **Type** column you see either "Manual Grading" or "help Requested".

Just like other pages in the application, you can filter the list by typing into the textboxes below the column headings (**Student**, **Subject**, **Course**, **Unit**, or **Assignment**). Begin typing and a list of choices appears. You can continue typing to filter further or select one of the displayed items.

Grading		Action Required						
Unread							Mark Unread	Mark Read
	Student	Subject	Course	Unit	Assignment	Type	Event Date	Status
<input type="checkbox"/>	Ackers, Devon	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/22/2013 3:34 PM	Completed
<input type="checkbox"/>	Baily, Julianne	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/15/2013 3:41 PM	Completed
<input type="checkbox"/>	Carter, Joe	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/22/2013 3:36 PM	Completed
<input type="checkbox"/>	Carter, Zoe	English Language Arts	English I	READING AND WRITING	Essay: Persuasion	Manual Grading	7/22/2013 3:39 PM	Completed
<input type="checkbox"/>	Carter, Zoe	English Language Arts	English I	READING AND WRITING	Quiz 1: Reading	Unlock Quiz	7/22/2013 3:49 PM	Completed
<input type="checkbox"/>	Tanner, Daniel	English Language Arts	Language Arts 800	STRATEGIES FOR READING AND WRITING	Categorizing Words	Blocked Failed Attempts	7/18/2013 2:56 PM	Graded

View 1 - 6 of 8

There are four types of actions you see listed on this page, “Manual Grading” tasks, “Help Requests”, “Blocked/Failed Attempt” and a request to “Unlock” a quiz or test. These are the same items you see in the **Actions** block on your **Home** page. Once you select **Mark Read** for a “Blocked/Failed Attempt” item, it is removed from the **Actions** block on your **Home** page.

Unlock Quiz or Test Feature

If you are sure you want to unlock the quiz or test for the student, click the link in the **Actions** block on your **Home** page to immediately unlock it. If you want to view the quiz or test before unlocking it, click **View Lesson** from this page first, then go to your **Home** page to unlock it.

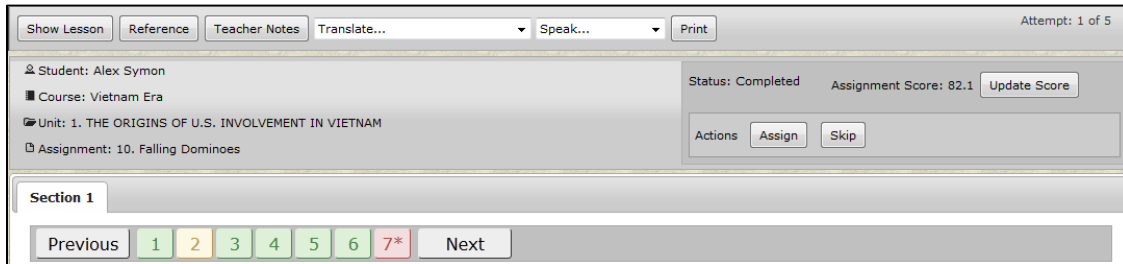
Tasks can be filtered by selecting **Read** or **Unread** items. The default is to display **Unread** items.

The box in the far left column is a selection checkbox. If you want to mark an item or group of items on the Unread list as read, click the checkbox beside each item to change, and then click the **Mark Read** button. You can use this same functionality to mark read items as unread.

The **Actions** column on the far right-hand side of the page provides a link, **View Lesson** directly into the first question in the assignment. You can then click through the questions in each section, either by clicking the individual question number buttons or by clicking the **Next** and **Previous** buttons. If there are multiple sections in the lesson, click **Next Section** to move to the next section. To go back to a previous section, click the section tab.

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to viewing only the questions. There is an asterisk beside the question number you need to

grade, like this: 7*



Notice the question numbers and background area around the question.

- Green indicates the answer to this question is correct.
- Red tells you the answer is either incorrect or not yet graded.
- Yellow shows you the student got the answer partially correct.
- Black number on a white background indicates the question is still to be answered (reassigned already)
- Gray means the question was skipped, either by you as the teacher or by the application because a lesson was skipped using Flex Skipped. Gray question numbers are also smaller in size.

Students also see this color coding when they view completed and graded assignments.

The screenshot shows the OdysseyWare teacher interface. At the top, there is a navigation bar with a 'Go To' button (callout 3) and a user profile 'Logged in as Melissa Abbott' (callout *). Below this is a toolbar with buttons for 'Show Lesson', 'Reference', 'Teacher Notes', 'Translate...', 'Speak...', and 'Print'. The main content area displays student information for 'Devon Ackers' in 'English I', 'Unit 1: READING AND WRITING', and 'Assignment: 2: Word Meanings'. The status is 'Completed' with an 'Assignment Score: 53.3' and an 'Update Score' button (callout #). Below this are 'Actions' buttons: 'Assign', 'Skip', 'Reset', and 'New Message'. The interface shows 'Section 1' and 'Section 2' tabs, with 'Section 2' selected. A 'Previous' button and a progress indicator (1, 2, 3, 4*) are visible. The current question is 'Question #4 Paragraph' with 'Default', 'Skip', and 'Don't Skip' buttons. Below the question title are 'Help' and 'Reassign' buttons (callout A). The question details show 'Points Possible: 10', 'Points Received: 0', an 'Update' button (callout 1), '0%', and 'Incorrect' (callout 2). The 'Answer Key' section contains a 'Teacher Note: Answers will vary. Check for completion.' and a list of four words with their dictionary definitions: 1. Two cents means, 2. 411 is information, 3. All that means something wonderful or superior, 4. Elevate means to leave.

To grade the question:

1. Enter the number of points out of the total possible in the **Points Received:** box
2. Click the **Update** button to the right of the **Points Received** box to save the points and score the question. To see the updated score reflected for the entire assignment, you must refresh your screen.
3. Click **Close window and return to application** at the top of the screen to go back to the **Action Required** page.

To change an existing score, do the same thing. (The assignment status must be either "Completed" or "Graded" to change a score)

1. Just type over the number of points in the **Points Received:** box
2. Click **Update**. The percentage beside the **Update** button automatically changes as do the assignment, unit, and course grades.
3. Click **Close window and return to application** at the top of the screen to go back to the **Action Required** page.

If the student created a file containing the answer to the problem, click the **Browse** button in the **Upload Answer File** section and select the file.

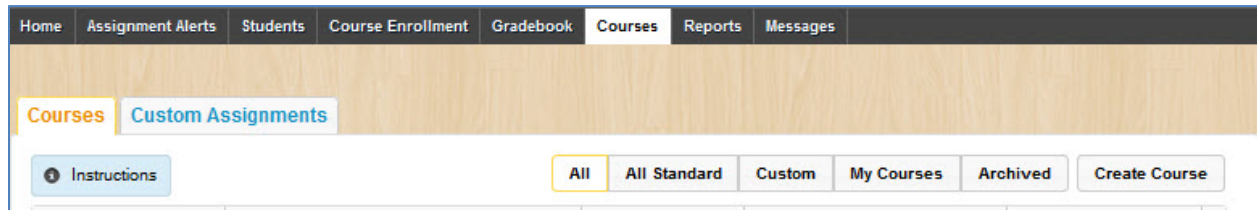
See the arrows on the previous page for location of these fields.

<p># - The Update button, on the top assignment score bar, allows you to change the score for the entire assignment without changing individual question scores. Click the button to open the Update Score window. Enter the new Score and click Update. The score you just gave the assignment appears as the assignment score.</p>	
<p>* The Attempts counter lets you know how many times the student has attempted to complete this lesson successfully. The student sees the same counter.</p>	
<p>& - Use these buttons to Assign or Skip the entire lesson</p>	
<p>A – Use these buttons to Reassign, Skip or Unskip the individual question.</p>	

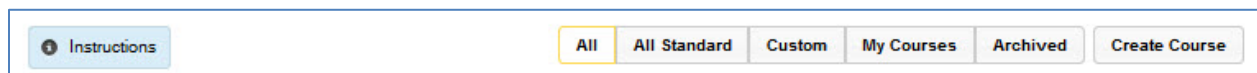
NOTE: An asterisk can mean two different things. If you are in an assignment to be graded, it means the question number with the asterisk by it needs to be graded by you. If you see an asterisk beside the score (usually a score of 0) of an assignment on your **Grading** tab, it means the student opened a quiz or test then for some reason the quiz or test was closed or the connection was lost and the student submitted an **Unlock** request. You should have an **Unlock** request on your **Action Required** tab as well as in the **Actions** block of your **Home Page**.

Courses

Let's take a look at what you see when you click the **Courses** tab. First, you notice two sub-tabs on the left side of the page, **Courses** and **Custom Assignments**. In this guide we'll just look at the **Courses** tab. See the *Teacher Authoring Tool* document for more information on the **Custom Assignments** tab.



Below these sub-tabs you see an **Instructions** button. Click this to see a refresher on how to build a custom course, use flex assessments, and how course versioning works. To the right of the **Instructions** button, you see a series of buttons to help filter the **Courses** list. This initial display shows you only the standard course listing. To the right-hand side of this page you see a series of buttons. The first five, **All**, **All Standard**, **Custom**, **My Custom**, and **Archived** are filter buttons. They allow you to narrow the list of courses you see displayed.



Once your school has created multiple custom courses, it may be simpler to view only a subset of all of the available courses. Use these buttons to filter what is displayed. The last button on the far right, **Create Course** enables you to create your own custom course. We'll take a look at that functionality in the *Teacher Authoring Tool* document.

Standard courses are supported as well as any custom courses you may want to develop. Standard courses are the default courses automatically provided when you purchase the application. Custom courses are those you create, either by recombining assignments from existing standard courses, by combining your custom assignments with assignments from standard courses, or a course comprised entirely of custom assignments.

Subject	Course	Edition	Author	Information	Enrollable	Actions
<input type="text"/>	<input type="text"/>					

The grid course listing (shown above) displays these headings; **Subject**, **Course**, **Edition**, **Author**, **Information**, **Enrollable**, and **Actions**. Below Subject and Course you see blank textboxes. You can use these to filter the list further, by selecting only a specific subject, such as History or you can search for a specific course by name, such as Earth Science. As you type in the textbox you will see the list displayed adjust to match what you have entered.







Subject – Math, Science, Elective, etc.

Course – Name of the actual course in the subject, Physical Fitness, Science 700, etc.

Edition – Year the course was created



Author – If this is a standard course, you see N/A. If this is a custom course, you see either admin, admin or the name of the teacher who created the course.

Information – one of these choices displays;



-  - Tells you the course has been published. If the first position in this column is blank, the course is not published yet. It is still “under construction”.
-  - Indicates the course is locked and cannot be edited (these are usually standard courses)
-  – Lets you know this is a custom course that only the admin can edit.
-  – Shows that this is a custom course the admin and all teachers with create course permission can edit.
-  - Tells you this course is in draft mode. It can be edited.
-  - Means this course was created in Flex mode.

Enrollable – if this course is ready to have student enrolled, a checkmark appears in the box in this column.

Actions – contains links to actions available for this course. If you hold your mouse over any of the icons, a box will display reminding you what it is. Possible choices include:

-  – Preview, applies to all courses. Click this to open the course and preview the contents, including a list of the units in the course, the list of assignments in each unit. You can also click an assignment to open it and view the presentation and questions in preview mode.
-  – Copy, enables you to make a copy of a course

The 2 actions above are the only ones available for standard courses. Custom courses offer two additional actions:

-  – Edit, permits you to open the custom course and make edits to it.
-  – Delete, allows you to delete a custom course.

Courses Custom Assignments

Instructions All All Standard Custom My Courses Archived Create Course

Subject	Course	Edition	Author	Information	Enrollable	Actions
English Language Arts	Language Arts 300	2013	N/A	📖 🔒 FLEX	☑	👁 📄
English Language Arts	Language Arts 400	2013	N/A	📖 🔒 FLEX	☑	👁 📄
English Language Arts	Language Arts 500	2013	N/A	📖 🔒 FLEX	☑	👁 📄
English Language Arts	Language Arts 600	2013	N/A	📖 🔒 FLEX	☑	👁 📄
English Language Arts	Language Arts 700	2013	N/A	📖 🔒 FLEX	☑	👁 📄

The small arrow next to the **Subject** column heading tells you the list is sorted by that column and since the darker arrow head faces up, I know it is in ascending order. If the lower arrow head was darker, more prominent, I would know the list was sorted in descending order. Click once to change the sort order. This list can also be sorted by **Course**. Simply click the **Course** column heading once to sort it in ascending order, click it a second time to change to descending order.

At the bottom of the page you see the page number information:

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You can use the drop-down arrow to increase the number of items displayed per page. Choices include 25, 50, or 75 for this page. To the far right you see which items are being displayed out of the total items available.

Additional Resources

Other documents you may find helpful:

- Create a Custom Course Guide
- Teacher Authoring Tool
- Flex Guide
- Writer Guide
- Skills Diagnostic Guide
- Placement Tests Guide
- Assessment and Remediation Tool User Guides
- CRx Pacing Guide
- Course Versioning Guide
- Messaging Guide
- Reports Guide