



Teacher Quick Start Guide

Welcome to the Teacher Quick Start Guide!

This guide is meant to help you quickly establish the settings needed to get school started. Please see the [Teacher User Guide](#) (click **Help**) for additional instruction and information.

Home Page

Click any listing in **New Messages**, **Actions/Assignments to Grade**, or **Actions/Help Messages** to directly access the item.

Student Registration

Click **Student Registration**

To add multiple students:

- Click **Import Student**
- Click **Download Template**
- Enter required data in template
- Save template as a .csv file on your computer
- On **Import Student** window, click **Browse**
- Locate .csv file
- Click **Next**
- Click any duplicate **Username** and enter new **Username**
- Click any other field on grid to verify new **Username**
- Make changes as necessary on **Preview and Edit** window. (Any changes to settings apply to all imported students)
- Click checkbox in first column next to each student to import. (Click checkbox at top of first column to select all.)
- Click **Submit** button
- Click **Add Enrollments** link in the first student's **Controls** column (You are taken to the **Course Enrollment** tab for this individual student.)
- Click **Add Enrollment** button
- Select **Subject**
- Select **Course**
- Select **Teacher**
- Change **Term** if necessary
- Click boxes to select **Enrollment Settings**
 - **CRx Mode** (Prescriptive Credit Recovery)
 - **Block Tests** (for this course only)
 - **Block Quizzes** (all in this course only)
- Click **Add Enrollment**

- Click the **Gradebook** link in the **Controls** column to go to the **Gradebook/Student Progress** page for the selected student.)
- Click the + sign to the left of the **Course Name**, then the **Unit Title** to access a specific assignment.
- Use **Search** box to select a different student.

To add individual students:

- Click **Create Student**
- Complete all textboxes by typing in required information
- Select **Default Term**, if different than default shown
- Click checkboxes to add (permit) or remove (disallow) permissions (scroll to bottom of form.) The defaults shown are those chosen by the administrator during School Setup. This modifies the settings for this student only.
- Click **Save**
- Click **Add Enrollments** link in **Controls** column (You are taken to the **Course Enrollment** tab for this individual student.)
- Click **Add Enrollment**
- Select **Subject**
- Select **Course**
- Select **Teacher**
- Change **Term** if necessary
- Click boxes to select **Enrollment Settings**
 - **CRx Mode** (Prescriptive Credit Recovery)
 - **Block Tests** (for this course only)
 - **Block Quizzes** (all in this course only)
- Click **Add Enrollment**
- Click the **Gradebook** link in the **Controls** column (You are taken to the **Gradebook/Student Progress** page for the selected student.)
- Click the + sign to the left of the **Course Name**, then the **Unit Title** to access a specific assignment.
- Use **Search** box to select a different student.

Gradebook

Click **Gradebook** to access **Student Progress**.

- Use the box at the top of the screen, with the **Search** button, to select a specific **Student**, **Teacher**, or **Subject** and **Course**.
- Optionally, narrow your search by selecting a specific term (use the drop-down menu) or a specific date range (**Begin** and **End**).
- Click **Search**.

Click **Gradebook > Action Required** to see the list of assignments needing teacher grading and all student help requests.

- Click **View Lesson** in **Actions** column to open assignment
- Click **Reassign** in **Actions** column to clear student work and reassign assignment to student
- Click **Accept** in **Actions** column to complete lesson as is.

Messages

Click **Messages**

- Click **New Message**
- Click **To:** to select contacts who should receive the message.
Use drop-down menu to select other grouping.
Use box on top line to search for a specific person.
Use the checkbox directly above the list of names to select all in group
- Enter **Subject**
- Type text of message
- Click **Send**.

Feedback

Click **Feedback** link on bottom of any page.

- Scroll to bottom of window
- Enter **Email** address
- Enter **Phone** number
- Enter DETAILED information in **Feedback** box, including:
 1. Subject
 2. Unit
 3. Assignment
 4. Detailed message describing the issue you encounter
You can COPY the URL to provide the first 3 item listed.
- Click **Send**.