

Professional Development
Quick Start Guide



Contents

Login Information	2
Check Plugins	2
Update Your Password and User Information	3
Enroll a Student	4
Selected Student Section	5
Archive and Re-enable a Student's Account	6
Preview Course Content in the Web Administrator	7
Assign Courses	8
View Courses in the Virtual Classroom	9
Create a User Group	10
Adding a Course to a User Group	11
View & Edit Options	12
View & Edit Options, continued	13
Course Actions	14
Customize a Student's Course	15
Gradebook	16
Reviewing Projects from the Gradebook	17
Dashboard	18
Progress Reports	19
Course Documents	20
Support	20
Teacher Resources	21
Additional User Requirements	22
Downloading Zipped Files	22
Installing Software Applications Locally	23
Uploading Files from the Virtual Classroom	23
Career Education Addendum	24
Customization	24
Frequently Asked Questions	25

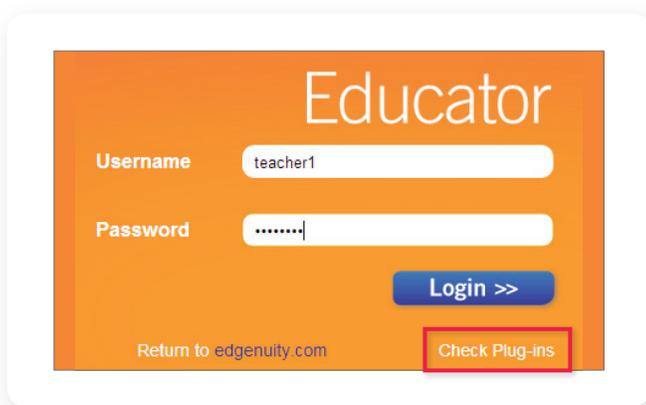
Login Information

Educator Login: <http://learn.edgenuity.com/educator>

Student Login: <http://learn.edgenuity.com/student>

Check Plugins

1. On the login page for the Web Administrator click the **Check Plugins** link
 - a. The Virtual Classroom login page has a Check Plugins link that performs the same action
2. A window will open with required plugins listed with the required version, version found on the computer, and the status of each plugin
3. Any plugins that do not meet the minimum requirements will have a red **X** next to them
4. Click the name of the indicated plugin to be directed to the download/installation site for that plugin



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

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

Update Your Password and User Information

1. To update your password, click the **Update My Info** link in the Administrative Tools section.
 - a. Type your desired password into the Password and Re-enter Password fields.
2. The User Information page also has a field to enter your email address, which can be useful when contacting Customer Support.
3. Click the **Update** button at the bottom of the page.

Username:

Password:

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

- Select School
- Select Course
- Select Teacher
- Add Teacher
- Update My Info**
- Calendar

TOOLS AND REPORTS

- Attendance Log
- Current Sessions
- Course Structure
- Group Progress
- Recent Actions
- Standards Alignment
- VT Standards
- Communications

SUPPORT

- Contact Edgenuity
- Teacher Resources

Log Off

USER INFORMATION

Login Information

First Name: User Name:

Middle Name:

Last Name: Password:

Re-enter Password:

External Teacher ID:

Permissions

Student Accounts

- Add Students
- Edit Students
- Manage School Access

Student Courses

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

Gradebook Options

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

Teacher Accounts

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

School Courses

- Create Custom Courses
- Edit Options

Advanced Options

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

Contact Information

Email:

Update

Enroll a Student

1. Click **Add Student** in the Manage Students section.
2. Enter required information.
 - First Name
 - Last Name
 - Password
3. Enter optional information.
 - Other Information
 - Demographic Data
 - Educational Background
 - User Options
4. Click **Add Student**.
 - Username is automatically generated

The screenshot shows the Edgenuity interface. The top navigation bar includes the Edgenuity logo and the text 'Logged in as Deborah Rayow School: TRIAL: EMPLOYEE SCHOOL'. A left sidebar contains menu items under 'MANAGE STUDENTS', 'ADMINISTRATIVE TOOLS', and 'TOOLS AND REPORTS'. The main content area is titled 'Please Fill in the Following Information' and includes a note: 'Fields marked with * are required.' The 'Login Information' section contains the following fields: 'First Name:*', 'Middle Name:', 'Last Name:*', 'Username:*', 'Password:*', and 'External Student Number:'. The 'First Name', 'Last Name', and 'Password' fields are highlighted with orange boxes. A checkbox labeled 'Allow Student to Student Chat' is located at the bottom of this section.

The screenshot shows the 'Parent Contact Information' and 'School Access' sections of the form. The 'Parent Contact Information' section includes fields for 'First Name:', 'Last Name:', and 'Notes:'. Below these fields are buttons for 'Add Email', 'Save Parent', 'Remove Parent', and 'Add Another Parent'. The 'School Access' section features a table with columns for 'Allow Access', 'Home School', and 'School Name'. The table contains two rows: 'High School One' with 'Allow Access' checked and 'Home School' selected, and 'High School Two' with 'Allow Access' unchecked and 'Home School' unselected.

Allow Access	Home School	School Name
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	High School One
<input type="checkbox"/>	<input type="radio"/>	High School Two

Selected Student Section

Once you have created a new student account or selected an existing student account, the Selected Student section appears in the upper-left corner with the student's name. You can:

1. Click the student's name to edit the student's account information.
2. Click the envelope to send the student an email.
3. Click **View Courses** to see the student's course list.
4. Click **Progress Report** to view details about the student's performance. Whenever you are making a change that affects a single student, be sure to double-check the Selected Student section to ensure that you are working with the correct student.

SELECTED STUDENT

[HighSchool StudentThree](#)

Username: higstude1
ID: 1895245

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

MANAGE STUDENTS

Dashboard
Select Student
Add Student
Reviews Required

ADMINISTRATIVE TOOLS

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

STUDENT SELECTION

[Student Management](#) [User Groups](#) High School All Groups

•Add Student •Update •Courses •Disable •Progress

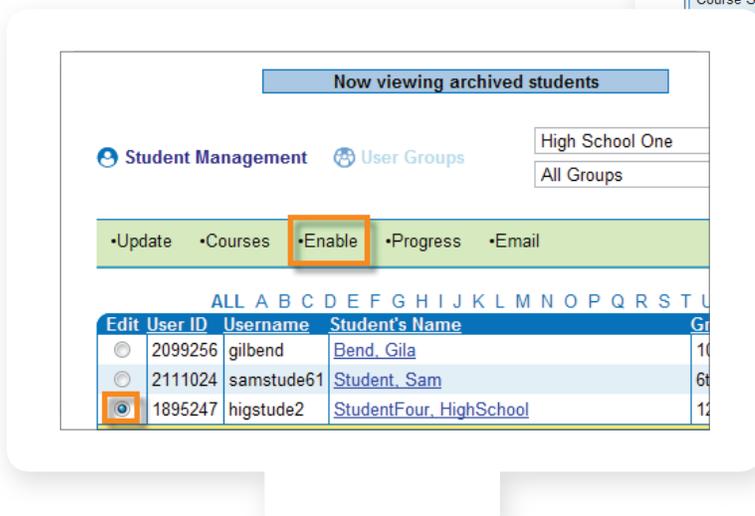
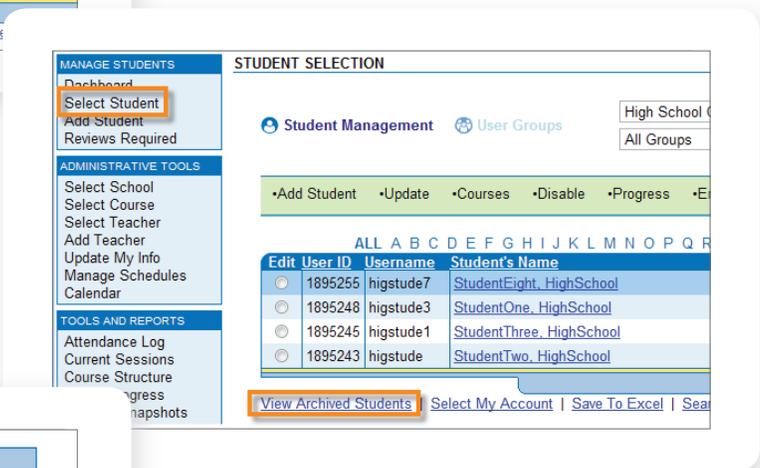
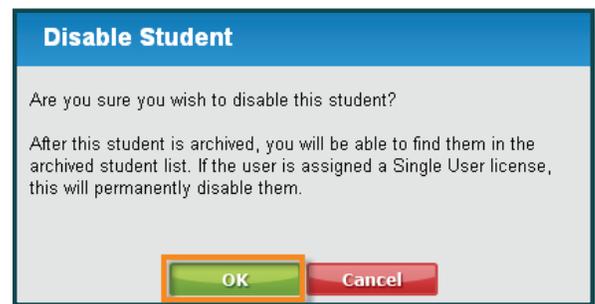
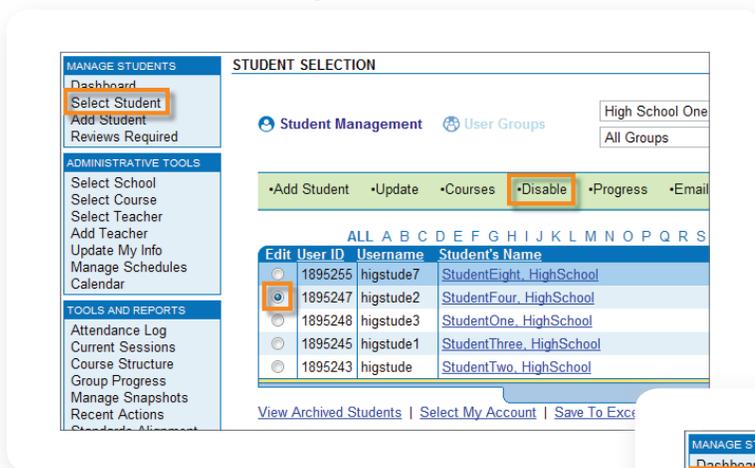
ALL A B C D E F G H I J K L M N O P Q

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

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

Archive and Re-enable a Student's Account

1. To archive (disable) a student's account, click **Select Student** in the Manage Students section.
2. A list of student names will appear.
3. Click the **Edit** radio button next to the student's User ID.
4. Click **Disable** on the toolbar above the student list.
5. Click **OK** on the warning message to proceed.
6. To enable a student's account, click **Select Student** in the Manage Students section.
7. Click the View **Archived Students** link.
8. The Archived Students list will appear.
9. Click the **Edit** radio button next to the student's User ID.
10. Click **Enable** on the toolbar above the student list.
11. The student will now be back on the active student roster.



Preview Course Content in the Web Administrator

1. Click **Course Structure** in the Tools and Reports section.
2. Click the name of the course you want to preview.
3. Click the **Course Documents** link to check for course resources.
4. Click on the activity name to preview it.

The screenshot shows the Edgenuity Web Administrator interface. On the left, there is a sidebar menu with several sections: 'ADMINISTRATIVE TOOLS', 'TOOLS AND REPORTS', and 'SUPPORT'. Under 'TOOLS AND REPORTS', the 'Course Structure' item is highlighted with an orange box. The main content area shows a list of course documents under the heading 'Language Arts'. The list includes titles such as 'CLN - The Red Badge of Courage', 'CLN - Call of the Wild', 'CLN - Nineteen Eighty-four', 'CLN - Gulliver's Travels', 'CLN - Jane Eyre', 'CLN - Robinson Crusoe', 'CLN - The House of Seven Gables', 'CLN - A Midsummer Night's Dream', 'CLN - Portrait of the Artist', 'CLN - Dr. Jekyll and Mr. Hyde', 'CLN - Mrs. Dalloway', 'CLN - Heart of Darkness', 'CLN - The Three Musketeers', 'CLN - Borges Author Study', and 'CLN - O'Connor Author Study'. Below these, there are links for 'Language Arts 6', 'Language Arts 7', 'Language Arts 8', 'Language Arts 10', 'Language Arts 11', and 'Language Arts 12'. The 'Language Arts 11' link is highlighted with an orange box.

The screenshot shows the 'LANGUAGE ARTS 11 - ELA3011' course document page. The page title is 'LANGUAGE ARTS 11 - ELA3011' and the document title is 'American Roots: From Native Traditions to the American Revolution'. The document is categorized as 'Course Document'. The content includes a link to 'Introduction to Early American Literature', followed by a 'Warm-Up' section with a Creative Commons license icon and the text 'Get ready for the lesson.' Below this is an 'Instruction' section with a Creative Commons license icon and the text 'What historical forces and central ideas are captured in early American literature?'. This is followed by an 'Assignment' section with the text 'Read "Introduction to Early American Literature" to find some of the central ideas expressed in texts from this time period.' Another 'Instruction' section with a Creative Commons license icon and the text 'What historical forces and central ideas are captured in early American literature?' is shown, followed by an 'Assignment' section with the text 'Read Of Plymouth Plantation by William Bradford to determine its central ideas.'

The screenshot shows a video player interface. The video title is 'Introduction to Dark Romanticism: American Gothic' and the status is 'Warm-Up' and 'Status: Active'. The video player shows a woman speaking in front of a background image of a Gothic-style building. The video player controls are visible at the bottom.

Assign Courses

1. Click **Select Student** in the Manage Students section.
2. Click the student's name.
3. Click **Add Course**.
4. Use the drop-down menus to filter the course list.
5. Click **Search**.
6. Click the checkbox to the left of the course(s) to be added.
7. Click **Add Selected Courses**.
8. Click **Submit**.
9. You may add more courses or return to the student's course list.

MANAGE STUDENTS

- Dashboard
- Select Student**
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

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

TOOLS AND REPORTS

STUDENT SELECTION

[Student Management](#)
[User Groups](#)
High School One ▾

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

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

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

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

Edit	Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/>	MA1101 - Algebra I		9th	3/29/2013	
<input type="radio"/>	MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013	

Courses to be added

1837882 - Geometry

Available Courses

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

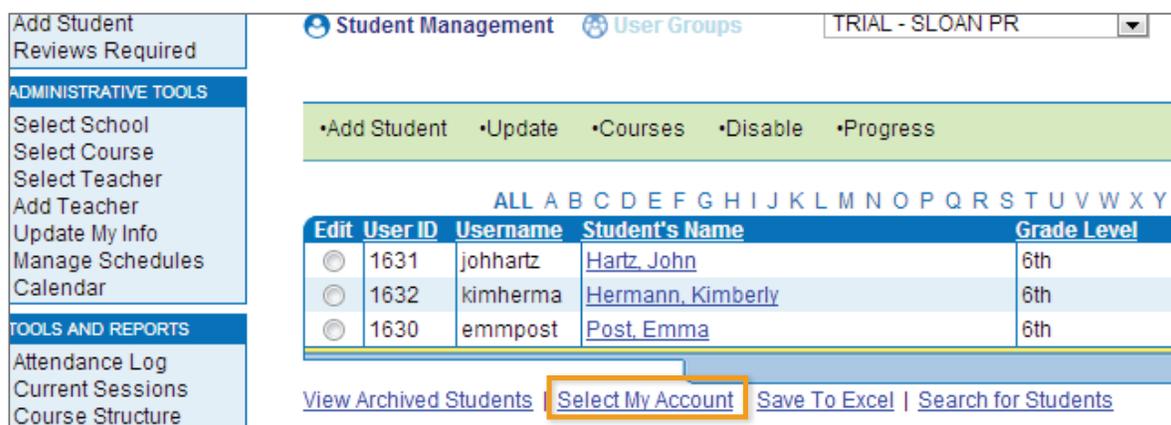
[Add Selected Courses](#)

View Courses in the Virtual Classroom

1. Click **Select Student** in the Manage Students section.
2. Scroll to the bottom of the page and click **Select My Account**.
3. Your account information will appear in the Selected Student section and you can work with your account as though it were a student's account.
4. Click **Add Course**.
5. Use the drop-down menus to filter the course list.
6. Click **Search**.
7. Click the checkbox to the left of the course(s) to be added.
8. Click **Add Selected Courses**.

When you log into the Virtual Classroom using your teacher account, you may preview the course from the student's perspective and/or use the course for whole-group instruction.

***Please note this process will utilize a license from your account.**



The screenshot displays the 'Student Management' interface. On the left is a navigation menu with sections: 'Add Student', 'Reviews Required', 'ADMINISTRATIVE TOOLS' (containing Select School, Select Course, Select Teacher, Add Teacher, Update My Info, Manage Schedules, Calendar), and 'TOOLS AND REPORTS' (containing Attendance Log, Current Sessions, Course Structure). The main area shows 'Student Management' and 'User Groups' tabs, a dropdown menu set to 'TRIAL - SLOAN PR', and a toolbar with 'Add Student', 'Update', 'Courses', 'Disable', and 'Progress'. Below this is an alphabetical index 'ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A table lists three students:

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1631	johhartz	Hartz, John	6th
<input type="radio"/>	1632	kimherma	Hermann, Kimberly	6th
<input type="radio"/>	1630	emmpost	Post, Emma	6th

At the bottom, there are links for 'View Archived Students', 'Select My Account' (highlighted with an orange box), 'Save To Excel', and 'Search for Students'.

Create a User Group

1. Click **Select Student** in the Manage Students section.
2. Click **User Groups**.
3. Click **Create New Group**.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection)
4. Name the group.
5. Click **Add Group**.
6. Click **User Groups** again.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection)
7. Click the checkbox(es) next to the students who are to be added to the group.
 - a. You can select one student at a time or select multiple students
 - b. To locate students more easily, try the alphabet at the top (to filter by last name) or use the **Search for Students** link at the bottom
8. Hover over the **Add to Group** link and click the user group to which you would like to add the selected students.

The screenshot shows the 'STUDENT SELECTION' interface. The top navigation bar includes 'MANAGE STUDENTS' and 'ADMINISTRATIVE TOOLS'. The 'STUDENT SELECTION' section has a 'Student Management' tab and a 'User Groups' tab. The 'User Groups' tab is active, showing a dropdown menu with 'High School One' selected. Below the tabs is a toolbar with buttons: 'Create New Group', 'Edit Group', 'Add To Group', and 'Delete Group'. The 'Create New Group' button is highlighted in orange. Below the toolbar is a table of students with columns: 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The table contains one row: '1895255', 'higstude7', 'StudentEight, HighSchool', '12th'. Below the table is the 'GROUP INFORMATION' section, which has a 'Group Name:*' field and a 'Group Description:' field. The 'Group Name:*' field is highlighted in orange. Below the 'GROUP INFORMATION' section is another 'Student Management' and 'User Groups' section. The 'User Groups' dropdown menu is open, showing 'High School One' and 'All Groups'. The 'Add To Group' button is highlighted in orange, and the '1st Period' option is selected from the dropdown menu. Below this is another toolbar with buttons: 'Create New Group', 'Edit Group', 'Add To Group', and 'Delete Group'. The 'Add To Group' button is highlighted in orange. Below the toolbar is another table of students with columns: 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The table contains one row: '1895255', 'higstude7', 'StudentEight, HighSchool', '12th'.

Adding a Course to a User Group

1. Click **Select Course** in the Administrative Tools section.
2. Click the **Edit** radio button for the course you want to add to a user group.
3. Hover over the **Add Course to Group** link.
4. Click the name of the user group to which you want to add the course.

NOTE: Assigning a course to a user group will only affect students that were already in the user group when the course was added to the user group.

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

View & Edit Options

1. Click **Select Student**.
2. Click the student's name.
3. Click the radio button next to the course you want to change.
4. Click **Edit Options**.

The screenshot shows a web interface for student management. On the left, a sidebar contains a 'MANAGE STUDENTS' section with 'Select Student' highlighted. The main area is titled 'STUDENT SELECTION' and includes a 'Student Management' tab, a 'User Groups' dropdown menu (set to 'High School One'), and a row of action buttons: '+Add Student', '+Update', '+Courses', '+Disable', '+Progress', and '+Email'. Below these is a table with columns 'Edit', 'User ID', 'Username', and 'Student's Name'. The table lists two students: 'StudentEight, HighSchool' and 'StudentOne, HighSchool', with the latter's name highlighted.

ALL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Edit	User ID	Username	Student's Name																	
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool																	
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool																	

The screenshot shows a page titled 'COURSES FOR KISTIE SIMMONS'. At the top, it says 'Logged in as Kistie Simmons' and 'SCHOOL: LEONARD COUNTY'. Below the title are several navigation links: 'Add Course', 'Disable', 'Complete', 'Customize', 'Edit Options' (highlighted), 'Retail', 'Scores and Activity Review', 'Insert Supplemental Activity', and 'Additional'. Below these links is a table with columns 'Edit Course Name', 'Bypasses', 'Grade', and 'Score'. The table lists four courses: 'MA1101 - Algebra I', 'MA1101 - Algebra I - Vocab and Quiz', 'MA2004 - Geometry', and 'Sample Lessons - Algebra II'. The 'Edit Options' button for the first course is highlighted.

Edit Course Name	Bypasses	Grade	Score
<input type="radio"/> MA1101 - Algebra I		9th	3
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3
<input type="radio"/> MA2004 - Geometry		10th	4
<input type="radio"/> Sample Lessons - Algebra II		6th	3

View & Edit Options, continued

Possible options:

- **Course Name:** Change name to match course customization or district course name
- **Assessment Thresholds:** Grades necessary to pass assessments
- **Grade Weights:** Values that make up a student's course grade; must sum to 100%
- **Time Limits:** Time allowed per assessment
- **Auto Grading Method:** Adjusts level of input from teachers for the student's grades
- **Starting Date:** The date the course started
- **Target Date:** The date the student should finish the course
- **Assessment Options:** Spiral Review, Allow eNotes on Assessments, Allow Save and Exit on Tests/Cumulative Exams, Auto Progression
- **Fail Attempts Allowed:** How many attempts a student has for an assessment without teacher approval for additional retakes
- **Teacher Review:** Locks quizzes, tests, or exams until a teacher has reviewed student work and unlocked the assessment
- **Pre-testing:** With this option enabled, students can pretest out of lessons by demonstrating mastery on a 10-question quiz. Pretesting uses one fail attempt.
- **Quiz Review Method:** Controls whether students can review their correct and incorrect answers on assessment attempts.
- **Prescriptive Testing:** Delivers a diagnostic pre-test at the beginning of a course and then builds a customized course based on student performance.
- **Reason:** Enter a reason for changes made to the student's course

Assessment Thresholds		Grade Weights	
Labs	0	Assignments	10
Quizzes	70	Labs	0
Tests	70	Quizzes	20
Exams	70	Tests	50
		Exams	20
		Additional	0
		Total	100

Time Limits For Assignments (Minutes):
Labs: 60 Quizzes: 60 Tests: 120 Cumulative Exams: 180

Auto Grading Method:
 Completion Grade Automatic with Grade Teacher Supported

Starting Date: 12/28/2011
Target Date: 12/28/2011

Assessment Options:
 Enable Spiral Review Allow Notes on Quizzes
 Allow Notes on Tests Allow Notes on Cumulative Exams
 Allow Save/Exit on Tests Allow Save/Exit on Cumulative Exams
 Automatic Progression
Automatic Progression Note: Enabling this option while a student's current activity is out of fail attempts will cause the user to be pushed forward in the course.

Fail Attempts Allowed: 2

Teacher Review
 Quiz Activities Review Test Activities Review
 Cumulative Exam Activities Review Require a review for each attempt
Default Review Timeout Length (Minutes): 0 Note: 0 = No Timeout

Checking these boxes will prevent the student from accessing the assessments of the selected type(s) until the previous activities of the lesson block have been reviewed by a teacher or administrator.

Pretesting On Off
Pretest Threshold: 80

Quiz Review Method:
 No Review Questions and Student Answers Questions and Correct Answers

Prescriptive Testing On Off

Course Actions

1. Click **Select Student**.
2. Click the student's name.
3. Click the radio button next to the course on which you want to take an action.

MANAGE STUDENTS

- Dashboard
- Select Student**
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

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

TOOLS AND REPORTS

STUDENT SELECTION

Student Management User Groups

High School One

All Groups

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

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

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

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

Edit Course Name	Bypasses	Grade	Start Date	Status
<input checked="" type="radio"/> MA1101 - Algebra I		9th	3/29/2013	

4. Click an action:
 - **Add Course:** Add a course to a student account
 - **Disable:** Make a course unavailable to the student
 - **Complete:** Mark a course as finished
 - **Customize:** Add or remove lessons from a course
 - **Edit Options:** Change grade weights and other course options
 - **Retakes:** Allow additional retakes for assessments
 - **Grades:** View and edit grades, see attempt detail for activities
 - **Undo Bypass:** Reactivate a bypassed lesson
 - **Scores and Activity Review:** See scores on submitted work, grade essays and projects, and leave feedback for students
 - **Insert Supplemental Activity:** Add additional lessons from other Edgenuity courses
 - **Additional Activities:** Insert grades for class work completed outside the Edgenuity program into the grading structure
 - **View Course Standards:** View standards correlations for course
 - **Assignment Calendar:** View an individual student's daily assignment calendar
 - **Diagnostic Test:** View the customized course automatically built for the student based on his or her Diagnostic/Prescriptive Test performance
 - **eNotes:** View a student's eNotes

Customize a Student's Course

1. From a student's course list, select the course to be customized by clicking the **Edit** radio button.
2. Click the **Customize** link above.
3. Once all the appropriate items have been removed, click the **Continue** link at the bottom right of the page.
4. After confirming that the time values are acceptable, click the **Continue** link in the bottom right corner of the screen.
5. Once the assessment thresholds and grade weights have been confirmed, click the **Continue** link in the bottom right corner of the screen.
6. Click the **Submit** link in the bottom right corner of the screen to complete the customization.

NOTE: The time displayed here represents active course time. Students will need to be logged into Edgenuity for additional time to account for taking and reviewing eNotes, viewing scores and feedback, completing retakes, and doing projects and extended reading assignments. In general, add approximately 20% to the course time displayed here to compute expected total login time.

A screenshot of a web interface showing a list of courses. At the top, there are links: [Add Course](#), [Disable](#), [Complete](#), and [Customize](#). Below these are [Scores and Activity Review](#) and [Insert Supplement](#). Further down are [View Course Standards](#) and [Assignment Calendar](#). A blue header reads "Edit Course Name" with a "By" button. Below the header is a list of radio buttons:

- MA1101 - Algebra I
- MA1101 - Algebra I - Vocab and Quiz
- MA2004 - Geometry
- Sample Lessons - Algebra II

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

At the bottom right, there are buttons: [Cancel](#), [Back](#), and [Continue](#).

Approximate time to complete the course:

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

CUSTOMIZE STUDENT'S COURSE

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

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

Algebra II

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

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

NOTE: In general, project-based career electives should not be customized, as each project builds on the previous project.

Gradebook

1. Click **Select Student**.
2. Click the student's name.
3. Click the course name.

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

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

TOOLS AND REPORTS

- Attendance Log
- Current Sessions

STUDENT SELECTION

Student Management User Groups

High School One

All Groups

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

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

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

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Retakes](#) | [Grades](#) | [Undo Bypass](#)

[Scores and Activity Review](#) | [Insert Supplemental Activity](#) | [Additional Activities](#)

[View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [eNotes](#)

Edit Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/> MA1101 - Algebra I		9th	3/29/2013	
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013	

4. Click the + and - signs to expand/collapse the activity list
 - The yellow highlighted activity is the activity in which the student is currently working
 - The blue highlighted activity is the assignment you are currently viewing
 - A blue and yellow highlight on the same item indicates you are viewing the assignment in which the student is also currently working
5. Click on an activity
 - The corresponding grade information will appear at the bottom of the screen

GRADEBOOK

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

Course Information

Course: Biology

Status: Active

Grade Level: 10th

Start Date: 11/3/2011

Current Assignment: Practice / Homework

Pass W/ Grade (Current Assignment)

[Bypass \(Current Assignment\)](#)

Selected Assignment

Activity Identifier: 4098723,1115,02020235

Activity: Quiz

[Change Assignment Grade](#)

[Reset Assignment](#)

[Allow Optional Retake](#)

[View Answers](#)

[Report An Issue](#)

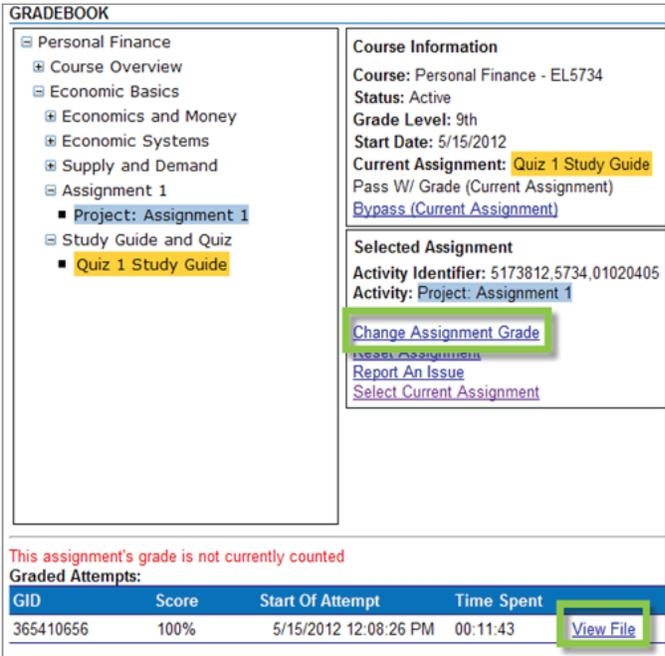
[Select Current Assignment](#)

Reviewing Projects from the Gradebook

If a student has uploaded a file or document as part of an assignment, teachers can then download the file to review it and provide a grade. Instructions on how to download a student-submitted file via the Gradebook are found below.

1. Open the student's Gradebook for the course.
2. Navigate to the assignment in question.
3. Click the **View File** link in the Graded Attempts section.
4. Click the **Change Assignment Grade** link to supply a score.

Please note that teachers will also need to have the same software installed on their computers as the students have in order to review student assignments and provide scores.



The screenshot displays the Gradebook interface for a course titled "Personal Finance - EL5734". The left sidebar shows a navigation tree with "Project: Assignment 1" selected. The right panel provides course information and assignment details. Below this, a table lists graded attempts for the selected assignment. The "View File" link in the table is highlighted with a green box.

GRADEBOOK				
Course Information				
Course: Personal Finance - EL5734				
Status: Active				
Grade Level: 9th				
Start Date: 5/15/2012				
Current Assignment: Quiz 1 Study Guide				
Pass W/ Grade (Current Assignment)				
Bypass (Current Assignment)				
Selected Assignment				
Activity Identifier: 5173812,5734,01020405				
Activity: Project: Assignment 1				
Change Assignment Grade				
Report An Issue				
Select Current Assignment				

This assignment's grade is not currently counted

Graded Attempts:				
GID	Score	Start Of Attempt	Time Spent	
365410656	100%	5/15/2012 12:08:26 PM	00:11:43	View File

Dashboard

To access the Dashboard, click **Dashboard** in the Manage Students section.

One of the following alerts may appear next to a student’s name:

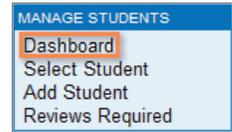
-  **Teacher Review Alert:** A teacher must review the student’s work before the student can begin an assessment
 - Click directly on the alert to open the hot spot options
 - Click the **Review** button to be redirected to the Gradebook where you can review the student’s work
 - Click the **Complete** button to complete the Teacher Review

-  **Out of Retakes Alert:** The student has used all available retakes but has not yet earned a passing score
 - Click directly on the alert to open the hot spot options
 - Click the **Review** button to be redirected to the Gradebook where you can review the student’s work
 - Click the **Retakes** button to give the student an additional retake
 - Click the **Grade** button to change the student’s assessment grade
 - Click the **Bypass** button to skip the assessment so that the student can move forward in the course
 - Click the **Email** button to initiate an email with the student

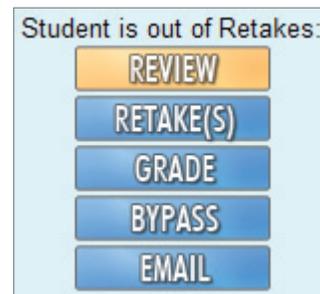
-  **Activities Alert:** The student has submitted work that must be scored by a teacher, such as an essay or project
 - Click directly on the alert to open the hot spot options.
 - Click the **Review** button to be redirected to the Gradebook where you can review the student’s work
 - Click **View Essays** to view essays

Other Hot Spots that allow users to manipulate student and course information are:

- ID – Student Options
- Course – Course Options
- Start Date – Modify the course’s start date
- Target Date – Modify the course’s target date

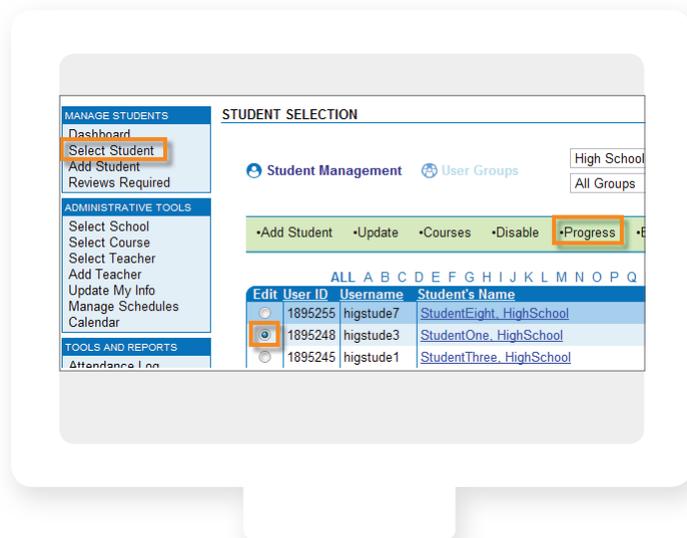


DASHBOARD					
FILTERS					
		COURSE		GROUP	
[School: ABC School-D-692-1388] [Student Status: Enabled x]					
Alert	ID	Last Name	First Name	Course	Gr
	30062	Charleston	Chuck	Language Arts 9 - ELA2064	81
	30065	Lectivz	Elle	Art History I - EL4002 - S2	96
	30066	Maddux	Mattie	Algebra I - MA2003 - S1	6

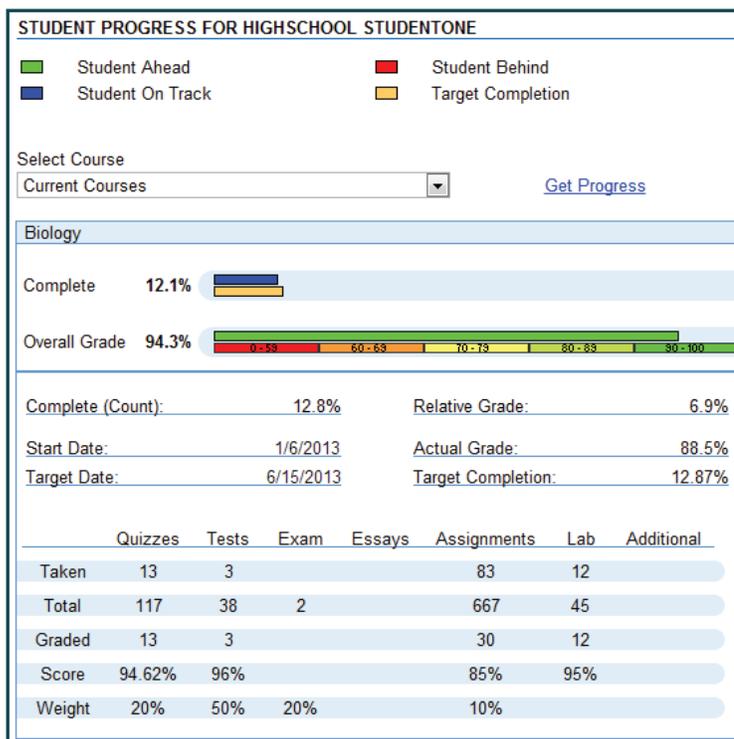


Progress Reports

1. Click **Select Student**.
2. Click the radio button next to the student's name.
3. Click **Progress**.
4. The Progress Report will display.
5. Select the course whose Progress Report you wish to view from the drop-down menu and then click the **Get Progress** link.



- **Complete:** Percent of course completed based on the time allotted to finish course
- **Overall Grade:** Grade based on work completed
- **Complete (Count):** Percentage of activities completed to date
- **Start Date:** Date student began the course
- **Target Date:** Date set for course completion
- **Relative Grade:** Student's grade if no other work is completed in the course and all remaining activities are counted as 0%
- **Actual Grade:** Grade based on the overall grade in relation to the student being on-time for course completion; must have Start and Target Dates for this grade to populate
- **Target Completion:** The percentage complete the student should be based on their Start and Target Dates
- **Taken:** The number of activities completed
- **Total:** The number of activities in course
- **Graded:** The number of activities that factor into the student's grade
- **Score:** Grade average for each type of activity
- **Weight:** Percentage weight of activities toward course



Course Documents

Many courses include reference documents in the Course Documents section. Depending on the course, you may have access to alignments, syllabi templates, scope and sequence documents, rubrics and exemplars, and general course information. To access these documents, follow the instructions below.

1. Click the **Course Structure** link in the Tools and Reports section on the left side of the screen.
2. Click the name of the desired course.
3. Click the **Course Documents** tab to expand the Course Documents section.
4. Open any of the documents or files by clicking the title.



Support

Help is always available in the Support section of the Web Administrator.

Email:

1. Click **Contact Edgenuity** in the Support section.
2. Select the type of issue.
3. Enter preferred contact method information.
4. Enter a description of the issue.
5. Click **Submit**.

Phone:

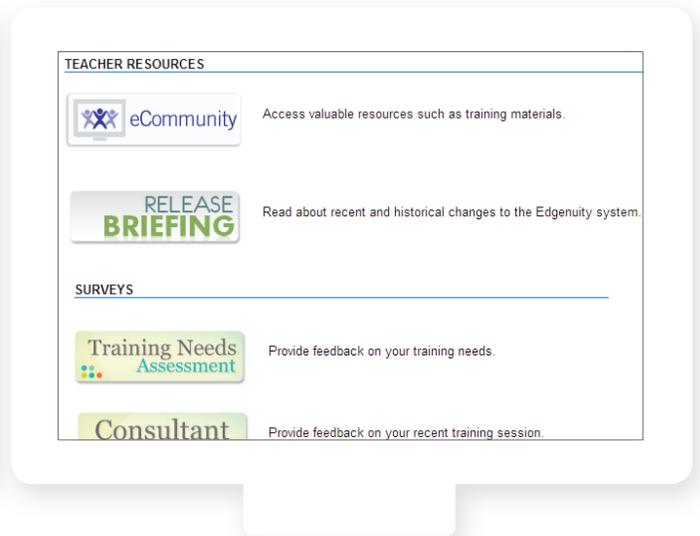
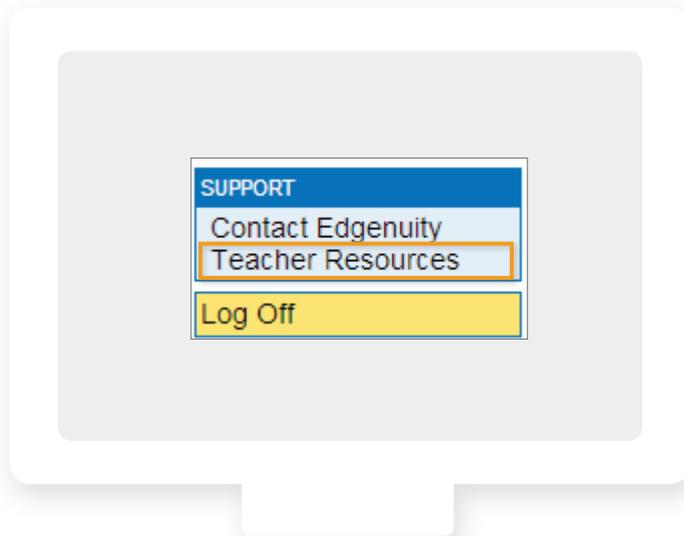
1-877-202-0338 and press option 3	
Monday through Friday	7:30 am – 8:00 pm ET
Saturday	9:00 am – 5:30 pm ET

Please note that times are subject to change

Teacher Resources

Training support is available 24 hours a day, 7 days a week via eCommunity

1. Click **Teacher Resources** in the Support section.
2. Click on the **eCommunity** link.

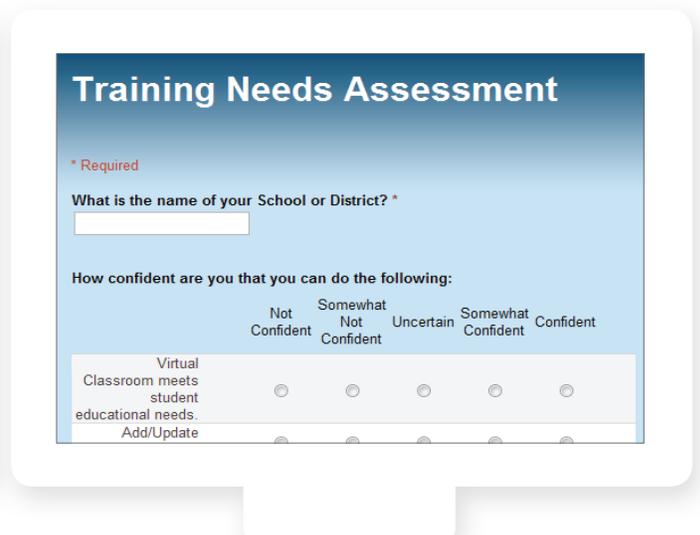
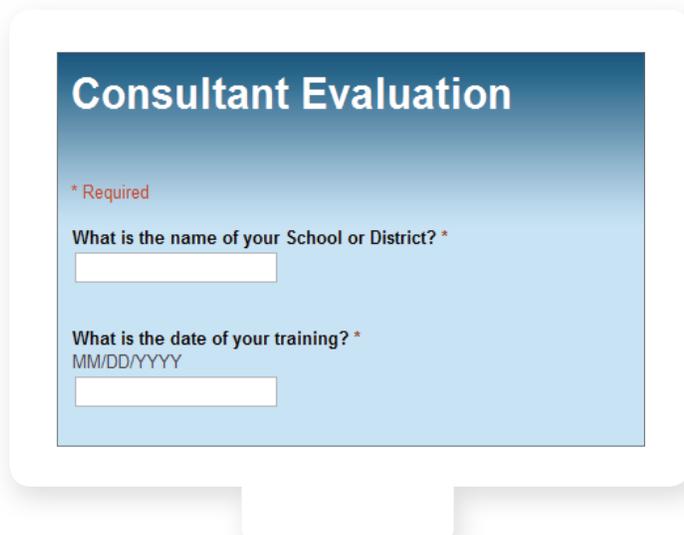


Consultant Evaluation

1. Click **Teacher Resources** in the Support section.
2. Click the **Consultant Evaluation** link.
3. Fill out the form that appears in a new window.
4. Click **Submit** when finished.

Training Needs Assessment

1. Click **Teacher Resources** in the Support section.
2. Click the **Training Needs Assessment** link.
3. Fill out the form that appears in a new window.
4. Click **Submit** when finished.

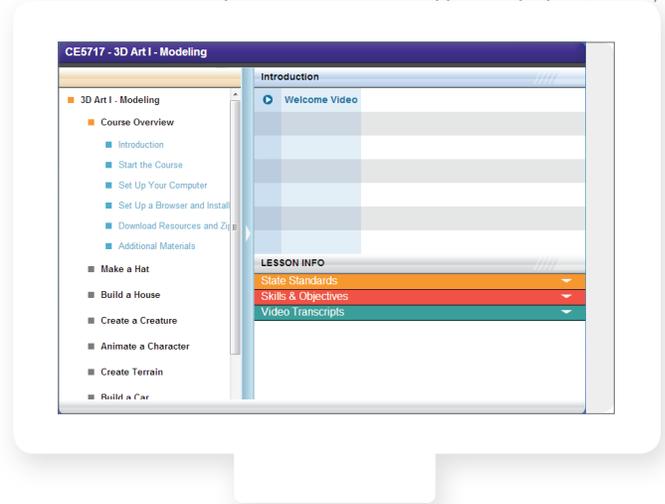


Requirements for Career Electives

Along with the general system requirements for students to effectively utilize the Edgenuity platform, students must also have sufficient access rights on the computer(s) they are using in order to perform the following:

1. Download zipped files from within the course.
2. Install software applications locally.
3. Create files and folders.
4. Save files from one session to the next.

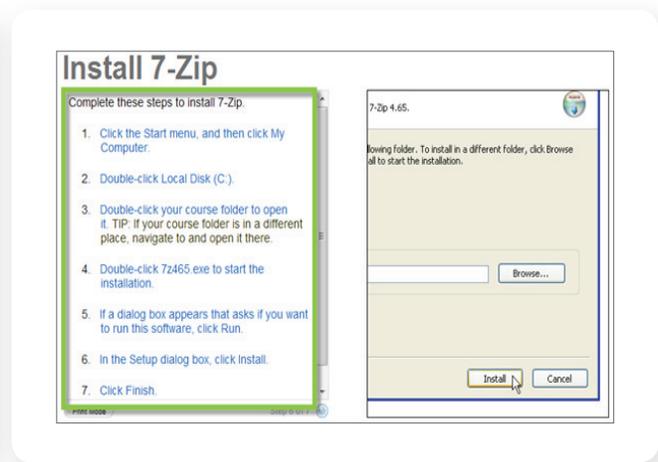
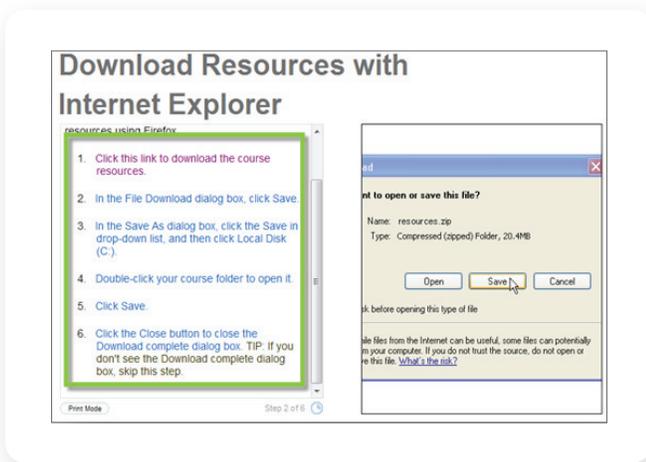
The Course Overview Section of each Career Electives course provides students with instructions on how to perform these tasks. This guide will provide instructions on downloading zipped files and installing software applications locally.



Downloading Zipped Files

Many Career Education courses require students to download packages of zipped files that contain information and resources needed to successfully complete the course. In each course that requires it, students are provided with complete instructions for performing this task with either the Internet Explorer® or Firefox® browsers. This guide will provide instructions for downloading zipped files with Internet Explorer.

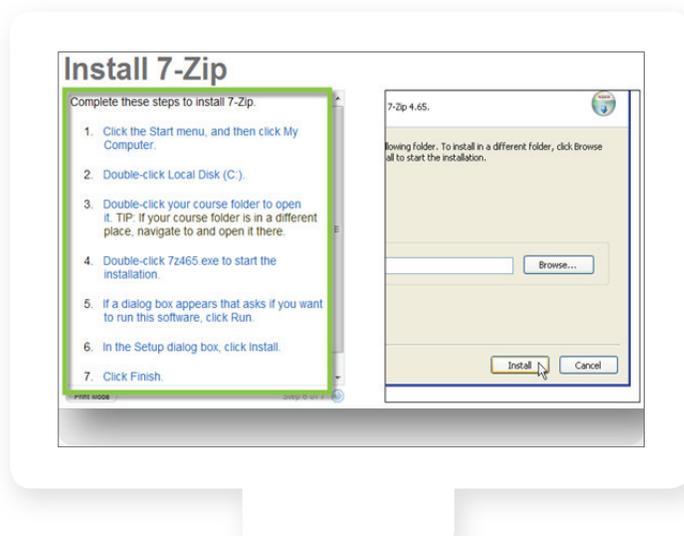
1. Students are prompted to click a link within the course, which will initiate a file download.
2. Students then click the **Save** button.
3. When prompted, students navigate to the appropriate local location to save the file.
4. Students then click the **Save** button again.



Installing Software Applications Locally

Many Career Education courses require students to install one or more software applications onto the local computer they are using. The instructions for how to successfully perform this function are provided in each course where the function is required. The general steps needed to install a basic application are found below.

1. Students click on the provided link to download the application.
2. Students are directed to save the file to a particular location.
3. Once the installation file has been saved, students are instructed to launch the file by double-clicking on it and then clicking the **Run** option when prompted.
4. Instructions are provided to the student on how to complete the installation wizard for the application in question.

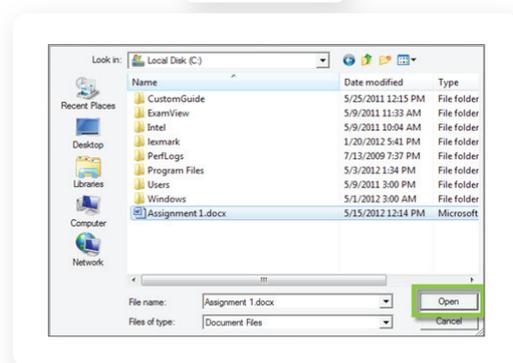
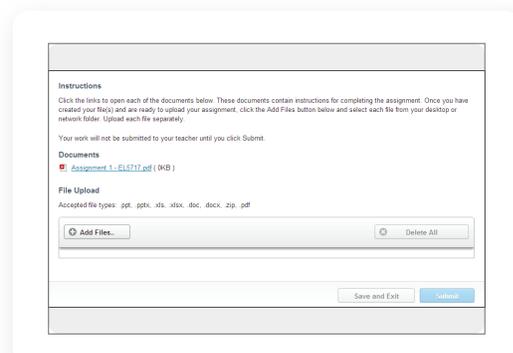


Uploading Files from the Virtual Classroom

When participating in Career Elective courses, students may be required to submit documents or other files to be graded by the instructor. The instructions below outline how students can upload these files.

1. Students will click the **Add Files** button in the Virtual Classroom.
2. Students will navigate to the location of the file to be submitted for grading.
3. Students then select the file, and click the **Open** button.
4. The file name will now appear next to the Browse button in the student's activity.
5. Students will click the typical **Submit** button to submit the assignment.

It is important to note that students will always be given a score of 100% when submitting a project that does not count toward the course grade. Only scores provided by a teacher will count toward the student's course grade.



Frequently Asked Questions

Q: If students already have a zip utility, can they skip the section in the Course Overview that tells them how to install 7-Zip?

A: *Yes. Any zip utility will work. The 7-Zip information is included for students who don't already have a zip utility on their computers.*

Q: Why do students need a zip utility?

A: *Students need a zip utility to install course software (if required) and to access the other resources included in the course. Additionally, students are only able to upload Excel®, Word®, PowerPoint®, and zip files, so projects that use other file types would need to be zipped before uploading.*

Q: Is there a reason why the courses are configured the way that they are (grade weights, course options, etc.)?

A: *Yes. The course options are pre-set based on how the courses function. However, users can still make changes to suit their needs.*

Q: Is pre-testing supported for Career Electives courses?

A: *While users are technically able to set pre-testing in a Career Electives course, it is not recommended based on how the courses are structured and that the courses are meant to be linear. Using pre-testing may produce unintended learning gaps.*

Q: Will the CloseReader™ function properly in Career Electives courses?

A: *The same rules apply as with any other Edgenuity courses. Any text information can be translated, whereas images or Flash-based content cannot.*

Q: The Career Electives courses make references only to Internet Explorer and Firefox. Are Safari and Chrome supported as well?

A: *Safari and Chrome are officially supported by Edgenuity, even though they are not specifically referenced in the Career Electives courses.*

Q: Can Career Electives courses be customized the same way that other courses can be?

A: *Yes. The courses can be customized, though it isn't recommended since the assignments build on each other and can be essential to properly create projects.*

Q: Are comments required when grading a project?

A: *Users are not required to include comments when grading a project. However, if a user provides a comment, it will be visible in the Recent Actions Log.*

