



# Getting Started with Ignitia Checklist



**Welcome, Educators!** This checklist will guide you through essential set up tasks to ensure you and your students are ready to use Ignitia this school year and beyond.

- ☐ First, log into Ignitia using your educator credentials to make sure your login credentials work and you can access the Ignitia platform. *\*Contact your administrator if you need assistance.*

## SET UP TASKS

### Student Management

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- ☐ Ensure students have Ignitia accounts.
  - If your district / school is responsible for adding students, search for accounts from the **Students** page.
  - If you are responsible for adding student accounts individually, you can use the **Create Student** or **Import Students** feature on the Students page to create accounts.
- ☐ Manage students to update existing student accounts and/or update student options as needed.
- ☐ Create a group(s) and add students to the group(s).


*TIP: Groups make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused.*



Need Help Center? Check out [Student Users](#)

### Course Management

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- ☐ Locate courses available for your school from the **Courses** page.
- ☐ Select course(s) you will facilitate and click the  icon to explore content.
  - Access Course Overview
  - Preview course activities
- ☐ Manage course content and/or create courses as needed.



Need Help Center? Check out [Courses](#)

### Enroll Students in Courses

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- ☐ Ensure students are enrolled in course(s).
  - If you are responsible for enrolling students in courses yourself, use Add Enrollment feature on **Gradebook** page.
  - If your district / school is creating course enrollments, use **Course Enrollment** page to search for your students and check enrollments. *TIP: Apply your group filter to Course Enrollment to narrow data view.*
- ☐ Manage individual course enrollments to meet specific student needs and accommodations.



Need Help Center? Check out [Course Enrollment](#) and [Gradebook](#)



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## PROGRESS MONITORING, GRADING, & DATA

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

### Homepage and Gradebook

- ☐ View **Homepage** daily and throughout the day to identify students who need attention using the Activity Stream including New Messages, Actions, and Assignment Alerts.
- ☐ Utilize the **Gradebook** to take actions on individual student assignments throughout the course enrollment(s).



Need Help Center? Check out [Understanding the Home Page and Actions on Students within the Gradebook](#)

### Reports

Group-based reports help educators monitor and manage multiple students at one time and provide data to identify individual students for further analysis.

- ☐ View the **Dashboard** report at least weekly to analyze data for active student enrollments  
*TIP: Use the [Guide Me](#) in-product tutorial to walk through the Dashboard for additional support.*
- ☐ View **Activity Reports** to closely monitor engagement, progress, achievement, and growth (if available) and inform instructional decisions.

*TIP: Individual student reports are accessible by the student and can be used to self-monitor.*



Need Help Center? Check out [Reports](#)

## BEST PRACTICES

- ☐ Establish implementation model, usage goals, and classroom routines.
- ☐ Set and communicate weekly expectations.
- ☐ Consider implementing student goal-setting and self-monitoring protocols. If desired, use [Ignitia's Student Goal Sheet](#) to help students take ownership of learning.
- ☐ Conference with students and develop action plans for assisting those struggling.
  - What type of conferencing schedule will you put in place?
  - How will you provide support for students inside and outside of the classroom?
  - Will you require notes or other support resources?

*TIP: It may be helpful to reference the [Ignitia Data Best Practices for Educators document](#) and locate strategies within the data and recommendations charts.*

- ☐ Celebrate student success!