



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

- 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

- 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

- 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](#)



Getting Started with Ignitia Checklist



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!