Ignitia®

v2.58

Administrator Reference Guide

Released 12/2020

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Ignitia®

Alpha Omega Publications

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Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193 (Option 1)

Days/Time - Monday - Friday 7 am - 5 pm (CT)

Go to: https://www.aop.com/schools/support/ignitia

Contents

What's new in this release of Ignitia® v2.58

Odysseyware v2.58 contains some improvements.

UPDATE: New languages were added to the Translate list. Now users can view and hear a translation of selected text for assignments in over 70 languages.
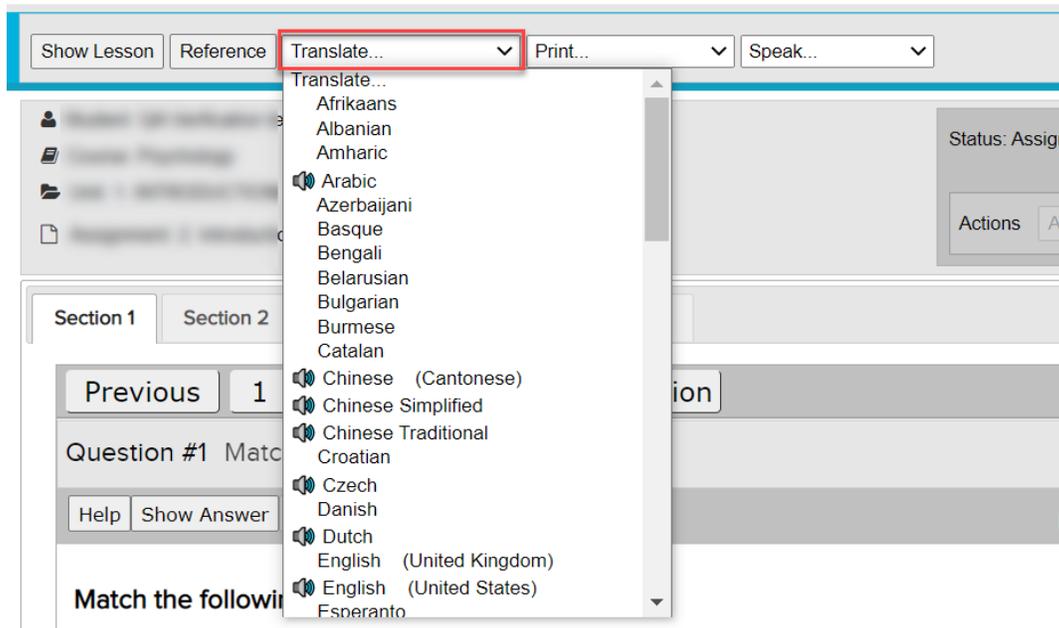
Tip: The available languages are: Afrikaans, Albanian, Amharic, Arabic, Azerbaijani, Basque, Bengali, Belarusian, Bulgarian, Burmese, Catalan, Chinese (Cantonese), Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, English (United Kingdom), English (United States), Esperanto, Estonian, Filipino, Finnish, French, Galician, Georgian, German, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hmong, Hungarian, Icelandic, Indonesian, Irish, Italian, Japanese, Kannada, Korean, Latin, Latvian, Lithuanian, Macedonian, Malay, Maltese, Norwegian, Persian, Polish, Portuguese (Brazil), Portuguese (Standard Portuguese), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (United States/Mexico), Spanish (Latin America), Spanish (Spain), Swahili, Somali, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu, Vietnamese, Welsh, and Yiddish.

UPDATE: New users do not have to read and accept the End User License Agreement (EULA) after the first time they log in.

Note: End User License Agreement (EULA) is still available by clicking the Terms of Use link on the Login page or the school footer

Login link

End User License Agreement

Ignitia User Agreement

Please read this agreement and accept it by pressing the button at the bottom of the page. By using or allowing others to use the software, materials, interactive features, and website associated with the Ignitia website ("Website"), you (the "User") are agreeing to be bound by these legal terms and conditions ("Agreement"). Any person interacting with the Website in any way, including but not limited to students, teachers, administrators, and parents, are Users for the purposes of this Agreement. If you do not agree to the terms and conditions of this Agreement, do not use this Website. If you are dissatisfied with this Website, any Website content, or the terms and conditions of this Agreement, you agree that your sole and exclusive remedy is to discontinue your use of this Website. You acknowledge and accept that your use of this Website is at your sole risk. You represent you have the legal capacity and authority to accept these Legal Terms and Conditions on behalf of yourself or any party you represent. Certain terms of this Agreement may not apply to your use of the Website however all applicable terms are nonetheless binding. As the parent of Ignitia rightful owner of the Website, Glynlyon, Inc., ("Glynlyon") reserves the right to change or terminate the terms of this Agreement at any time and from time to time without any notice to you by posting said changes on the Ignitia website. Any such changes are hereby incorporated into this Agreement by reference as though fully set forth herein.

A. General Provisions

1. Indemnification.

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Introduction

Welcome to Ignitia!

Built exclusively for Christian schools, the Ignitia comprehensive curriculum for students in grades 3 through 12 includes lessons in five core subject areas: Bible, language arts, math, science, and history and geography, with a diverse list of electives also available. Ignitia courses are not only rigorous and interactive, but provide instruction based on a Christian worldview, encouraging students to consider challenging questions from a biblical perspective.

Ignitia has four modes, or applications: Administrator, Teacher, Student, and Parent. These modes are based on the user role set up for you. The Login page for each mode looks the same for your school; however, the information you enter directs you to the correct mode for your user role. Ignitia user roles are explained in "User roles and permissions" on page 13.

> **Tip:** Parent mode is for parents, guardians, or anyone who needs read-only access to see their assigned students' courses and assignments' progress, access the school calendar, and print reports. Ignitia Admins and Teachers (with permission) can manage parents' access to Ignitia.

About this guide

This guide is for Administrators and it explains:

- The features and tools you see in the application.
- How to complete tasks, such as :
    - Registering (adding) students and managing student user profiles.
    - Adding teachers and managing teacher profiles.
    - Enrolling students in courses and managing those enrollments while tracking progress in assignments.
- How to monitor and report progress for students.
- How to view and search your entitled curriculum (courses) and run reports to see where assignments are aligned to standards.

> **Note:** Creating custom courses is explained in the *Custom Course Guide* and creating custom assignments is explained in the *Teacher Authoring Tool Guide*.

Other user guides and helpful resources are available which cover features and functions for Teachers, Students, and Parents. For more information, see "Get help from customer support and access to online resources and videos" on page 295.

Guide conventions

Several text conventions are used to indicate helpful, noteworthy, and important information.

> **Tip:** Supplementary, helpful information not essential to complete a task.

> **Note:** Supplementary information that may be helpful to complete a task.

⚠️ **Warning:** Advises you of consequences to actions taken.

✅ **Permission(s) check:** Describes the permissions required to complete the task.

❓ **Why?** Offers an explanation, such as an example, to help you understand the benefits and usage of the feature.

Log in and out

You should have received the URL to your school's site. Using a supported browser, when you open your school's site, you may see a **Login** page similar to the one below.
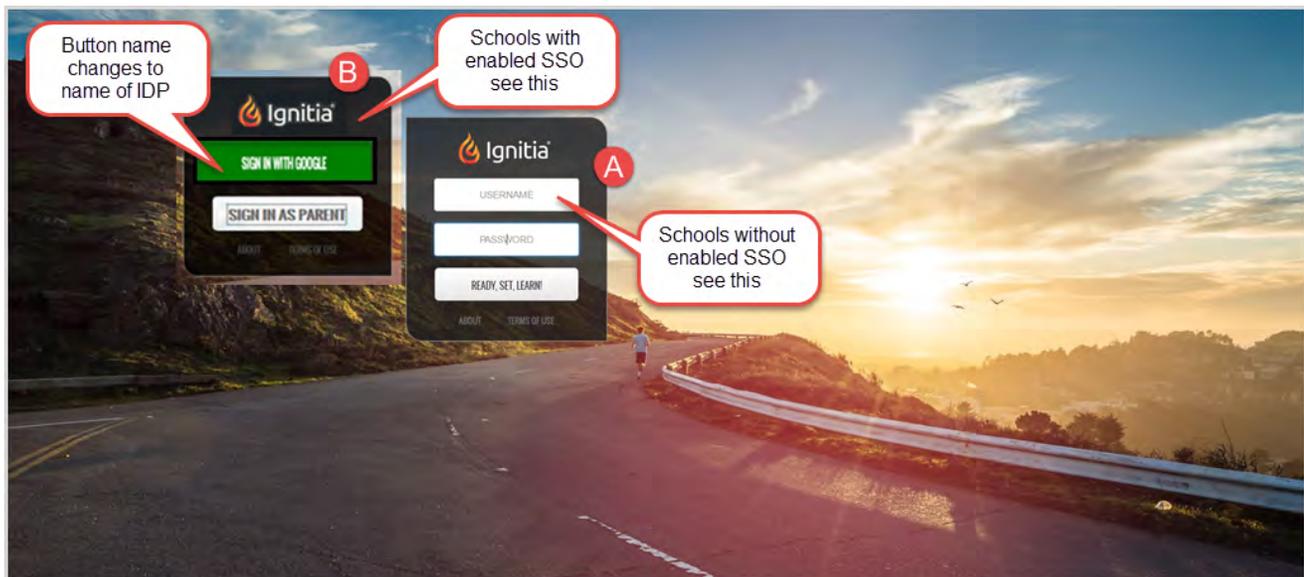
How you log in depends on whether or not your school uses Single Sign-On (SSO). Ignitia supports SSO with several, common Identity Providers (IDPs), such as Microsoft® Azure™ or Google.

- For schools not using SSO, in the Login form (see example A above), you need to enter your Ignitia**Username** and **Password** which you should have received from the Ignitia team in an email, or from your school Administrator.

- For schools using SSO with an IDP, in the Login form (example B above), you click the "**Sign In With [IDP Name]**" button which takes you to your school's IDP site where you enter your credentials. If you are already in a session in your school's IDP site, you are immediately logged in to Ignitia.

📋 **Note:** For schools using SSO Partner Integration, such as Clever or ClassLink, this means users log in to the partner integration system first, and then click a button or link to log in to Ignitia. If the user is associated to multiple Ignitia schools, the user can select which Ignitia school to access. SSO Partner Integration is supported for students, teachers, and admins; parents will not have SSO login integration.

For complete steps, see Log in to Ignitia.

Note: Several branding customization options are available for the Login page, main navigation bar colors, and Help and Technical Support pages. The pages shown in this guide are the default Ignitia pages and colors. Your school may have customized pages.

Log in to Ignitia

1. Enter the provided URL in a supported browser.

2. On the **Login** page:

   a. Enter the username and password provided to you.

   b. Click **Ready, Set, Learn**.

   Or

   If your school uses Single Sign-On (SSO) with an IDP, click the **Login with [Azure], [Google], [Other IDP]** button. If you are already logged into your Identity Provider (IDP) session, Ignitia immediately opens. Otherwise, at your IDP Login page, enter your SSO credentials for your organizational account, and click **Sign in**.

   Note: If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see a message explaining that your account is disabled or cannot be found in the system. If this occurs, contact your school's administrator for assistance. Login issues are also sent in a System Support message to the school's Admin.

3. You should now see the Home page. See "View important information on your Home page" on page 31.

Log out of Ignitia

We recommend that you log out of the application _before closing the browser tab_ so that all connections are satisfactorily closed and logout times can accurately be recorded. This is important because the **Login/Logout Times** report (found under **Reports > Activity Reports**) can be used for viewing attendance days and time in the application.

- Click the **Logout** link located in the upper right of every page in the application.

   Note: For schools using SSO, when a user clicks Logout, the user is only logged off of Ignitia. The user is still logged into their organizational account.

About and Terms of Use links

On the Ignitia Login page, in addition to the Login box, two links appear.
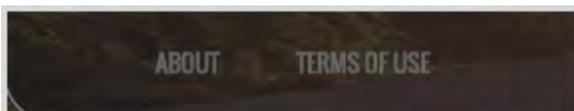
Link	Description
About	Opens the **About** page where you find the active Ignitia server and version number. The About page also contains information about Ignitia and provides links to helpful resources.
Terms of Use	Opens the Ignitia End User License Agreement (EULA) which explains the terms and conditions for using Ignitia.

Helpful information before you begin

User roles and permissions

Ignitia has four user roles: Admin, Super Teacher, Teacher, and Student. Each user role has *permissions* and applicable Ignitia user modes.

> **Note:** Ignitia also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile. No permissions are available.

User role permissions determine:

- The features the user can access.
- The functionality the user can perform in Ignitia.

Who sets user permissions?

Permissions can be set for the school (by the Admin) and for the individual user profile. Several school permissions are shared with user permissions so that when a change occurs to a school permission, the same change occurs to the shared permission at the individual user level. For more information, see "School permissions affect on shared user permissions" on page 20.

Permissions by user role

An Admin, Super Teacher and Teacher user role also determines the students the user can see and access. For more information, see "Student viewing rights based on your assigned user role" on page 16.

User role	Mode	Permissions
Admin	Admin	Admin user has access to all features and functions and has built-in Ignitia management permissions. These permissions include: • Manage teachers and other admin users • Manage parent profiles and access • Manage all school settings • Perform all functions for all students • Perform all group functions (create, edit, delete, view, change ownership) for groups owned by the admin user and other users • Create and edit custom courses and custom assignments • Run administrative reports (Activity Reports) and generate and download Curriculum Reports • Access the Dashboard tab and use of the Admin controls on the Dashboard **Allowed permissions at the individual level** At the individual profile level, the Admin user can perform functions allowed by their enabled individual permissions: • Use an OASIS API key to make external requests using the OASIS API. • Change their password • Change grading, pacing, and assessments settings for students and enrollments • Skip questions in student assignments For more information, see "Teacher and Admin user profile fields and permissions" on page 100. ⚠️ **Warning:** You can have multiple Admin users for your Ignitia school. If required, create multiple Admin users with the understanding that any changes to school settings and permissions one Admin user makes, changes *all school settings and permissions* and may change shared user and enrollment settings and permissions.
Super Teacher	Teacher	A Super Teacher user can perform functions allowed by their enabled teacher permissions: • Add (register) students (see exceptions below) • Edit and manage students (see exceptions below) • Manage parents/guardians profiles and access • Assign courses (enroll students) • Create and edit custom courses • Manage student groups (see exceptions below) • Change their password • Change grading, pacing & assessments settings for students and enrollments

User role	Mode	Permissions
		• Skip questions in student assignments • Run administrative reports (Activity Reports) and generate and download Curriculum Reports • Access the Admin controls for the Dashboard (Enable Dashboard Admin View) For more information, see "Teacher and Admin user profile fields and permissions" on page 100. **Super Teacher permission exceptions at the individual profile level** **Two EXCEPTIONS** to the above functions can occur at the *individual profile permission* level: • If the **Restrict to Campus** permission is *enabled*, the Super Teacher is restricted to only viewing students *with the same Campus IDs* as the Super Teacher and students that have enrollments in which the Super Teacher is the Teacher of Record (TOR). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17. • If the **Manage Student Groups** permission is *enabled*, even if the **Manage Student Groups** permission is *disabled* at the school level, the Super Teacher can create groups, edit and delete their own groups, transfer ownership of their own groups.
Teacher	Teacher	Teacher user can perform the functions allowed by their enabled teacher permissions: • Add (register) students • Edit and manage students • Manage parents/guardians profiles and access • Assign courses (enroll students) • Create and edit custom courses • Manage student groups (see exception below) • Change their password • Change grading, pacing & assessments settings for students and enrollments • Skip questions in student assignments • Run activity reports and generate and download Curriculum Reports • Access the Dashboard tab (requires active enrollments where TOR) **Teacher permission exception at the individual profile level** **One EXCEPTION** can occur at the *individual profile permission* level: • If the **Manage Student Groups** permission is *enabled*, even if the school **Manage Student Groups** permission is *disabled*, the Teacher can create groups, edit and delete their own groups, transfer ownership of groups they own, view groups.
Student	Student	A Student user can be enrolled in courses and can perform the functions allowed by their enabled student permissions: • Review graded quizzes and tests • See answer key for completed lessons

User role	Mode	Permissions
		• See their performance (correct/incorrect) when pass threshold is not met • Have the order of questions randomize on lessons, quizzes, and tests • Allow message sending • Allow student to take notes in assignments • See overdue notification for assignments • Have progress blocked for end of term • Access Writer spelling and grammar and scoring features. For more information, see "Student profile user fields, enrollment settings, and permissions" on page 73.

Student viewing rights based on your assigned user role

User roles also have *student viewing rights* which means the role assigned to you determines the students you can see.

> **Note:** Ignitia also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile.

The following table provides high-level explanations of the students that the user role can see.

User role	For these features, you see...
Admin	• For any **View: all students** `View: all students ▾` filter, you see ALL registered students, including students registered by others. • For any **View: my students** `View: my students ▾` filter, you only see students with enrollments in which you are the Teacher of Record (TOR). • For student groups, you sees all students in all groups.
Super Teacher	• For any **View: all students** `View: all students ▾` filter, you see ALL registered students *EXCEPT* if the "Restrict to Campus" permission is enabled for your teacher profile, then you only see students with the *same* Campus IDs as your associated Campus IDs and students with enrollments in which you are the Teacher of Record (TOR). See "Super Teacher restrictions enforced by Campus IDs" on the facing page. • For any **View: my students** `View: my students ▾` filter, you see students with enrollments in which you are the Teacher of Record (TOR). • For student groups, you see students with enrollments in which you are the Teacher of Record (TOR) AND if the **Restrict to Campus** permission is enabled for your teacher profile, you also see students with the same, associated Campus IDs as your associated Campus IDs. • For the Dashboard, if not restricted by associated campus(es), you see all active student enrollments. If restricted by associated campus(es), you see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR) .
Teacher	• For any **View: all students** `View: all students ▾` filter, you see any students registered

User role	For these features, you see...
	(created) by you and students with enrollments in which you are the Teacher of Record (TOR).
	- For any **View: my students** View: my students ▾ filter, you see students with enrollments in which you are the Teacher of Record (TOR).
	- For student groups, you see students you registered (created) and students with enrollments in which you are the Teacher of Record (TOR).
	- For the Dashboard, you see students with enrollments in which you are the Teacher of Record (TOR).

Super Teacher restrictions enforced by Campus IDs

In Ignitia, at the individual teacher profile level, when one or more Campus IDs are selected for the user, the "**Restrict to Campus**" permission can be enabled (checked) for a Super Teacher.
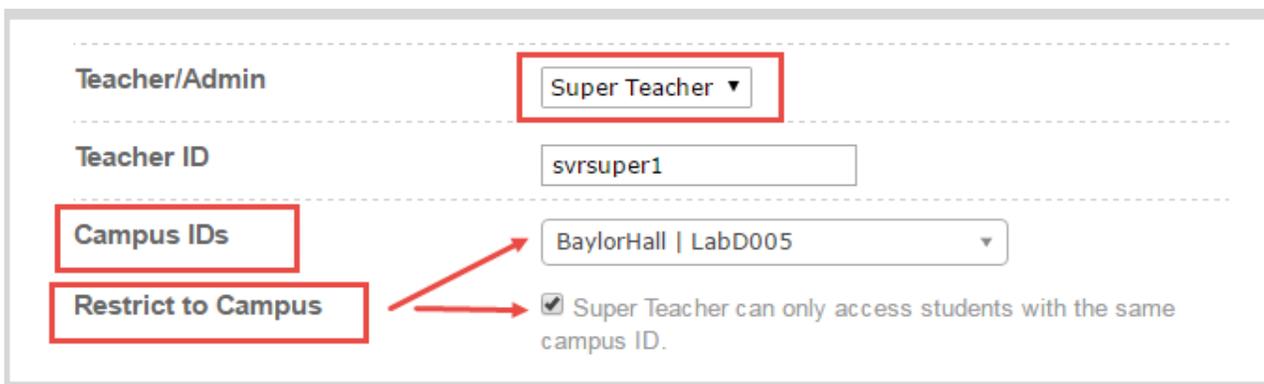
When the "**Restrict to Campus**" permission is enabled (checked), certain restrictions are enforced in Ignitia to limit access to only those students with the *same Campus IDs* as the Super Teacher. If the permission is not enabled (left unchecked), the Super Teacher has access to ALL students, regardless of the associated Campus IDs for their profile.

> **Note:** The exception to the "**Restrict to Campus**" permission enforcement occurs when the Super Teacher is the **Teacher of Record (TOR)** for an enrollment. Those students are seen by the Super Teacher, regardless of whether or not their Campus IDs are the same as the Super Teacher's Campus IDs.

For a Super Teacher with the "**Restrict to Campus**" permission enabled, the restrictions to features and functions are detailed in the table below.

Feature/function	Restriction
Create (register) students which defaults to selected, associated Campus IDs for the restricted Super Teacher	On the **Students > Registration** tab, a Super Teacher (with permission) can register (create) students. By default, the Campus IDs associated to the Super Teacher are automatically selected for the student the Super Teacher is registering. **For example**, a school has 20 campus IDs. The Super Teacher, with the "Restrict to Campus" permission enabled, has four campus IDs associated to her Teacher profile. When the Super Teacher creates a new student (registers one), the list of campus IDs for the student is automatically defaulted to the four selected campus IDs for the Super Teacher. A campus ID can be unselected, but other campus IDs for the school are not available to the restricted Super Teacher. ✓ **Permission(s) check:** Super Teacher must have the "Add Students" permission enabled for their user profile to create (register) students.
Create groups (search for students to include in the group)	On the **New Group** page, when searching for students to include in the group, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Manage Student Groups" permission enabled for their user profile to create groups.
Create parent profiles (search for students to add to the parent profile)	On the **Create a Parent Profile** page, when searching for students to add to the parent profile, the Super Teacher only sees students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Add Parent" permission enabled for their user profile to create parent profiles.
Enroll students in courses (search for students and/or groups)	On the **Enroll Students** page, when searching for students and/or groups for the enrollment, the Super Teacher only sees students with the same Campus IDs as the Super Teacher as well as students with an enrollment for which the Super Teacher is the TOR. ✓ **Permission(s) check:** Super Teacher must have the "Assign Courses" permission enabled for their user profile to enroll students in courses.
Filter Assignment Alerts	On the **Assignment Alerts** page, for the **View: All Students** `View: all students ▾` filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Filter students on the Students Registration page	On the Students **Registration** page, for the **View: All Students** `View: all students ▾` filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.

Feature/function	Restriction
Filter selection on the Dashboard	On the **Dashboard** main view, in the **Admin controls** area, for the campus and teacher filters, the Super Teacher only sees campuses defined for the Super Teacher and teachers at campuses defined for the Super Teacher. The enrollments shown are for students at the campus and/or for the selected teacher. When the Super Teacher uses the "Show Only My Students" filter, will see enrollments where the Super Teacher is the TOR. ✔ **Permission(s) check:** Super Teacher must have the "Enable Dashboard Admin View" permission enabled for their user profile to use the Admin controls on the Dashboard main view.
Import (register) multiple students	On the **Students > Registration** tab, a Super Teacher (with permission) can import (register) multiple students. The Super Teacher is restricted to entering or selecting only those Campus IDs associated to her teacher profile for the students. ✔ **Permission(s) check:** Super Teacher must have the "Add Students" permission enabled for their user profile to import (register) students.
Search enrollments	On the **Course Enrollments** page: • The **Campus IDs** search option is removed. • A **Student ID** search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Search the Gradebook	On the **Gradebook** page: • The **Campus ID** search option is removed. • A **Student ID** search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A **Group** search will only return groups containing students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Select criteria for running Activity Reports	On the **Activity Reports** page, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' Campus IDs match the Super Teacher's Campus IDs and students with an enrollment for which the Super Teacher is the TOR.

Feature/function	Restriction
Send messages	On the **Message** page, for the **All Students** contacts selection list, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.
View groups owned by others	On the Students **Groups** page, the Super Teacher only sees students (group members) with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.

School permissions affect on shared user permissions

Permissions allow a user to perform certain functions in Ignitia. Global, Student and Teacher permissions at the school level can only be set by the Admin on the School Settings > Permissions tab. Several school Global, Student and Teacher permissions have shared permissions at the individual Student, Teacher, Super Teacher, and Admin user profile level. With shared permissions, an inheritance or dependency occurs. The school permission setting *cascades down* to the shared user permission:

- If the school permission is *enabled*, then the shared, individual user permission is enabled and can be disabled. If the school permission is later disabled, then the shared permission is automatically disabled at the user level.

- If the school permission is *disabled*, then the shared, individual user permission is also disabled and cannot be enabled. However, if the school permission is later enabled, then the shared permission is automatically enabled at the user level and can be disabled.

Individual student permissions are set by the Admin or Teacher when creating(registering) or editing a student. Teacher and Admin permissions are set by the Admin when creating or editing a teacher or admin.

> **Note:** The one exception to the school permission setting cascading down to the shared user permission is the school teacher "Manage Groups" permission. The Manage Groups permission at the individual teacher level is NOT shared with the school.

School permissions that have shared individual user permissions are:

School permission	Student	Teacher	Admin
Allow Messaging	**X (Allow Message Send)**		
Allow Student Notes	X		
Enable OASIS API			X
Student Review Test Quiz	X		
Student Answer Key	X		
Enable Grading View	X		
Change Passwords (see Note below)	X	X	X

> **Note:** For schools using Single Sign-On (SSO), because SSO does not use Ignitia passwords, the "Change Passwords" permission is hidden and not available.

School permission	Student	Teacher	Admin
Randomize Questions	X		
Overdue Notification	X		

> **Note:** Writer permissions also affect student enrollments. If the school Writer permissions are disabled, then the student enrollment Writer permissions are also disabled and cannot be enabled for the student enrollment.

School permission	Student	Teacher	Admin
Writer - Spelling and Grammar	X		
Writer - Scoring	X		
Change Grading, Pacing, and Assessments		X	X
Skip Questions		X	X

- To learn more about school permissions, see "Permissions tab" on page 52.
- To learn more about individual user permissions, see:
    - "Student profile user fields, enrollment settings, and permissions" on page 73.
    - "Teacher and Admin user profile fields and permissions" on page 100.

Users and enrollments status types

Ignitia has three status types for users and enrollments: **Active**, **On Hold**, and **Archived**. As a Admin, you can change the status of users (students, teachers, and parents) and enrollments.

Active

Active is the default status. User has access to Ignitia; Student users can be assigned courses and Teacher and Admin users can be assigned students and courses. Enrollments are available for students and teachers.

User conditions	Enrollment conditions
- User login automatically enabled. - User status can be changed to On Hold or Archived. - Users can be associated to campuses. - Student users can be added to groups and enrolled in courses. - Teacher and Admin users can be assigned students and courses. - Parent users can access the Ignitia Parent Portal.	- Student users in Active and On Hold status can be enrolled. - Course(s) appear in Student mode and Parent mode. - Course(s) can be viewed and managed by assigned teachers. - Enrollment status can be changed to On Hold or Archived.

On Hold

On Hold status means the user or enrollment requires a temporary hold in Ignitia. For example, a student or teacher needs to withdraw for a short period of time for personal reasons.

User conditions	Enrollment conditions

On Hold

- User login automatically disabled (students, teachers, admins, and parents).
- User status can be changed to Active or Archived.
- Student users can still be added to groups and enrolled in On Hold enrollments only.
- Users keep associated campuses.
- Teacher and Admin users with active student enrollments must have their enrollments reassigned to Active Teachers or Admins.
- Parent users cannot access the Parent Portal.

- Students' Active courses are automatically placed in On Hold status.
- Course(s) are not visible in Student mode and Parent mode.
- Enrollment status can be changed to Active or Archived.

Archived

Archived status means the user no longer requires access to Ignitia or, for an enrollment, it has been completed or is no longer necessary. For example, the student graduated from your school and no longer requires access to Ignitia. Or, an enrollment was created in error. You supply a reason to archive an enrollment, such as Void. Archived status has a temporary "Pending Archive" period where the status can be changed to Active or On Hold based on the grace period value, such as 28 days, set by the Admin for the school.

Note: If an enrollment is in Active or On Hold status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see "How auto-archiving enrollments happens and how teachers can respond" on page 250.

User conditions	Enrollment conditions
- User login automatically disabled (students, teachers, admins, and parents). - Account is temporarily placed into "Pending Archive" status and user status can be changed to Active or On Hold as long as the grace period has not expired. - Users retain their associated campuses. - Student users are automatically removed from groups and cannot be added to new groups. - Teacher and Admin users with active student enrollments must have those enrollments reassigned to Active Teachers or Admins. - After the grace period expires, login is permanently disabled and the user can never access the application again under that username. - Parent users cannot access the Parent Portal.	- Enrollment is temporarily placed into "Pending Archive" status until the grace period expires. Before the grace period expires, the enrollment status can be changed to Active or On Hold. - Must supply a reason for archiving an enrollment. - Student users cannot enroll. - Course(s) are not visible in Student mode and Parent mode.

For more information about how to change the status of user accounts and enrollments, see:

- "Change the status of students" on page 95.

- "Change the status of teachers or admins" on page 114.

- "Change the status of parent users" on page 122.

- "Change the status of student enrollments" on page 160.

Additionally, the school Admin can set an independent grace period for automatically archiving user accounts and enrollments on the **School Settings > Archive** tab. For more information, see "Archive tab" on page 60.

How students work their assignments

This topic explains a typical work flow for a student and assumes the student has been given access to Ignitia. The Ignitia Student application's login page looks the same as the Teacher application, but when the student enters a student username and password, the application displays the individual student's schoolwork.

1. The student opens the Ignitia Student application and can view the video, if desired. A system session timer starts and records the student login time.

> **Tip:** The student "Logged In Time" (session duration) is available in the **Login/Logout Times** report, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

2. The page that appears is the **Learn > Assignments** page. The **Assignments** page displays a list of assigned Ignitia courses (subjects) and the next few assignments due in each course.

> **Tip:** The student can click **Learn > Courses** tab to see their Learner Dashboard showing his/her progress in all assigned courses and can also access completed assignments to prepare for quizzes and tests.

3. If an assignment is available and ready for work, the student clicks it and starts working. However, if the assignment is blocked by the teacher, a message is sent to the teacher to unblock it. Once unblocked, the assignment is available.

> **Note: If the assignment is a quiz or test**, the student is messaged that quizzes and tests must be completed once opened. Typically, quizzes and tests may have one attempt to complete and are not like lessons and projects where the student can save their work and come back later. If the student leaves the quiz or test, such as he closes the browser before turning the quiz or assignment in, the quiz or test gets locked by the system and the student can request an unlock by the teacher.

> **Tip:** If an assignment is overdue (past the Due Date), the student sees a visual indicator stating "Overdue" in the color red. The teacher sees the same assignment with the **Overdue** ⚠ symbol in the **Assignment Alerts** table on their **Home** page and in the **Assignment Alerts** page.

4. When the student opens an assignment, another system timer starts to record their activity time in the assignment. As the student interacts with the assignment, the timer continues. This activity time is known as "Time on Task". If the student becomes inactive, that is, stops interacting with the assignment, after 25 minutes, the timer counts down and displays a message that the student will be logged out.

> **Note:** For a quiz or test, if the student stops interacting with it *and opens another assignment* before turning in the quiz or test, after two minutes, that quiz or test gets locked by the system. The student can request an unlock by the teacher to continue the quiz or test attempt.

> 💡 **Tip:** The student "Time on Task" time in hours, minutes and seconds can be seen in several activity reports, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

- If the assignment is a lesson or project, the student can use the available student tools to:
  - Hear pronunciation of vocabulary words
  - View transcripts of multimedia in lessons
  - View and hear translation of assignment text
  - Hear a speaker read the assignment text
  - Read and write notes
  - Request help from the teacher

5. The student answers the questions and then turns in the assignment for grading. When the student clicks the "Turn It In" button, the "Time on Task" timer stops and the activity time is adjusted for the current time.

6. The student sees a message notifying her of the grade for the assignment and lets her know whether or not that the grade may need a final grade by the teacher. If the message says the student received a passing grade based on the set threshold, the student can work on the next assignment in the unit, or move to another assignment in another course. If the student did not receive a passing grade, a message notifies her that she may have a number of attempts available to work on the assignment again.

7. When finished working on assignments, the student clicks the **Sign Out** button to close the application and stop the "logged-in" session timer. Now the student's logged-in time or session duration is available in several reports and on the Teacher Dashboard.

Helpful tools and resources

For a Teacher (or Admin), other helpful tools and resources are available to help you learn more about the student experience and ways to quickly respond to and monitor student progress.

- The *Student User Guide* contains detailed instructions for students to successfully work their Ignitia assignments. To learn more, see "Access online resources and videos" on page 300.
- To learn more about the student inactivity timer, see "How the student inactivity timer works" below.
- To learn more about activity reports, see "Run reports to track student progress and faculty activity" on page 183.
- To learn more about the Dashboard, see "Monitor and share student progress with the Dashboard" on page 169.

How the student inactivity timer works

Any time a student logs into Ignitia and opens an assignment, a 25-minute inactivity timer starts. Each time the student clicks a navigation button or causes other interactive behavior *while in the assignment*, the inactivity timer resets to the full 25 minutes, effectively giving the student additional time to complete the assignment.

> 📝 **Note:** The student inactivity timer only applies while the student is working in an assignment. It does not apply if the student is reading and writing messages, viewing the **Resources** page or is still on the **Assignments** or **Courses** page and has not opened an assignment. A session timer records the time when a student logs in to the application and when the student logs out using the **Sign Out** button. This "logged-in session time" can be viewed in the **Login/Logout Times** report and in the Teacher Dashboard.

Navigation and interactive behavior within an assignment which causes the inactivity timer to reset

As mentioned in the introduction section, several navigation buttons and various interactive behavior within an assignment will cause the inactivity timer to reset to the full 25 minutes.

- Clicking the **Read Next Section** and **Work On Questions** buttons
- Using any of the student tools, including **Vocab Arcade**, **Show Transcript**, **Print**, **Reference**, **Translate Text**, **Speak As**
- Clicking the **Submit Answer**, **Ask For Help** and **Turn It In** buttons
- Clicking a question number
- Refreshing the page
- Clicking or double-clicking within the assignment page
- Holding the mouse button down to drag answers
- Pressing the down arrow key to scroll through assignment content
- Scrolling down within the assignment content

> **Note:** When typing an essay or paragraph within the Writer text box (or essay text box), for example, when working on a large book report or theme, the typing action does not reset the inactivity logout timer. However, if the student clicks the Writer **Refresh** button to save their work and check grammar and spelling, that action does reset the inactivity timer back to the full 25 minutes. In addition, the student can click the **Submit Answer** button and the teacher gets their work-in-progress to review.

What happens when the inactivity timer has not been reset?

If the student has not interacted with the assignment after 25 minutes, a warning message appears stating that the student will be logged off in 60 seconds due to inactivity. The student must click the **Keep Me Signed In** button to continue. If the student does not click the **Keep Me Signed In** button within the time frame as it counts down, the student is logged off and sent back to the school's Login page.

You will be signed out in 56 seconds due to inactivity.

KEEP ME SIGNED IN

> **Note: If the assignment is a quiz or test** and the student stops interacting with it, not only does the inactivity timer appear, but the quiz or test gets locked by the system. However, if the student stops interacting with a quiz or test **and opens another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes. When the student attempts the quiz or test again, in any situation, the student can request an unlock by the teacher. Quizzes and tests are not like lessons and projects where students can save their work and come back later. Typically, quizzes and tests may have one attempt to complete the questions. If not completed and turned in, a system lock occurs.

How inactivity time is reported

A student is credited 25 minutes (1,500 seconds) activity time when an assignment is opened. If the student does nothing in the assignment and whether or not he/she logs out, one of the following results occur:

- If the student fails to log out, for example, she just closes the browser tab, she still receives 25 minutes activity time.

> **Note:** With a failed logout, the student's session ends at the preset session_closed_at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress".

- If the student logs out using the application's **Sign Out** button, the inactivity time is adjusted to the reflect the current time.

Once the student begins interacting with the assignment, the activity time is adjusted. At the end of the assignment session, when the student clicks the **Turn It In** button, the activity time gets updated to the current time such that the extra 25 minutes gets adjusted.

How grades (scores) are calculated for assignments, units, and courses

Ignitia currently has two available roll-ups - the unit score roll-up and the course score roll-up. The scope of the unit roll-up is all assignments in that unit. Similarly for the course; it is all units in the course.

A *unit* is made up of *assignments*. Ignitia has four assignment types which receive grades: Lessons, Projects, Quizzes, and Tests. Each of these four assignment types has a *weighting value* that determines the assignment type's relevance to the overall course grade for the unit. Weighting values can be set at the school level, individual student level, and at the enrollment level.

Example A shows the assignment weights for an enrollment. During the course enrollment process, the weight values for the enrollment can be personalized by toggling the **Personalize Weights** setting to **Yes**. Now the course enrollment assignments would use the new weight values. Otherwise, the enrollment inherits the default school weights.
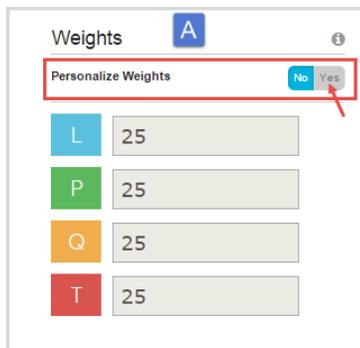
How assignment grades (scores) are calculated

Each assignment, no matter how many questions, is worth 100% and each question carries an equal value to the assignment.

The assignment in example B has four questions. Therefore, each question is worth 25% (100/4=25%). Three of the four questions have Correct answers, indicated by the Green background color, and the question with the Incorrect answer is indicated by the Red background color. So, the assignment score is 3 * 25% or 75.0.
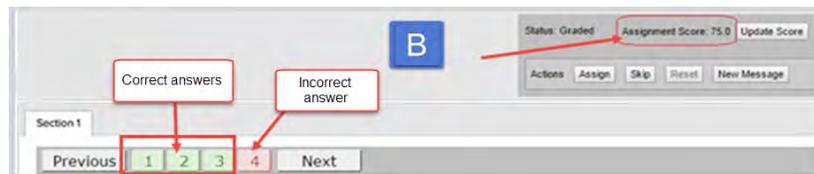
Now, let's look at an assignment that has eight questions; six that have correct answers and two with partially correct answers indicated by the Yellow background color. So, for this assignment, each question is worth 12.5% (100/8=12.5). The assignment is showing an overall score of 91.3% and the following examples show how this score was calculated.

Example C shows that six of the questions have correct answers, indicated by the Green background color.

Calculates to: 6 * 12.5 = 75%
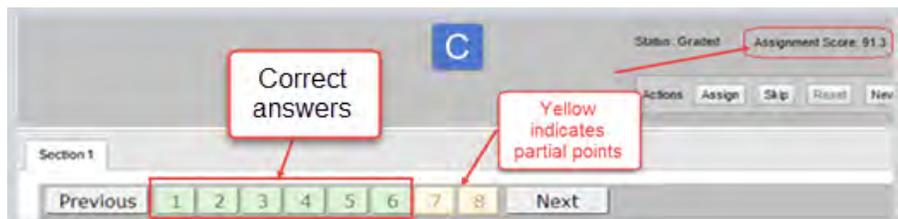
Example D shows that Question 7 was worth 10 points, but the student received 7 points, which equals 70%.

Calculates to: 12.5 * 70% = 8.75%
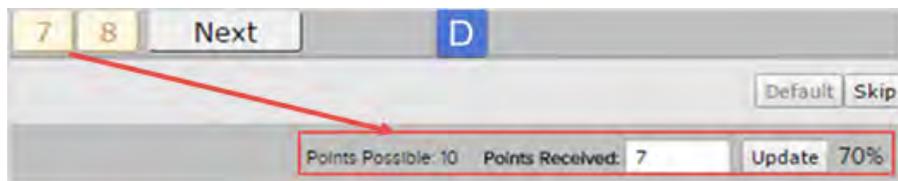
Example E shows that Question 8 was worth 10 points, but the student received 6 points, which equals 60%.

Calculates to: 12.5 * 60% = 7.5%
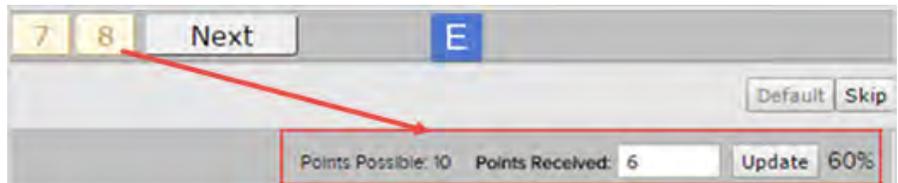
So, the overall grade for the assignment is the sum of its question values:

- 75% + 8.75% + 7.5% = 91.25%

The assignment grade has been rounded up to 91.3%.

> **Tip:** It is important to remember that if a teacher decides to skip a question in a graded assignment, the assignment score is automatically recalculated because the skipped question no longer counts towards the assignment total.

How unit grades are calculated

Now that we know how to calculate an assignment score, let's calculate the weighted grade for a unit. To calculate the weighted grade for each assignment type, refer back to the weights shown in example A above. The default values are:

- Lesson Weight - 25%
- Quiz Weight - 25%

- Project Weight - 25%
- Test Weight - 25%

Step 1: Look at the number of assignments and grades for each type for the unit

- **10** Lessons with grades of: 96, 87, 32, 83, 94, 77, 96, 88, 79, 63

- **3** Quizzes with grades of: 99, 100, 62

- **4** Projects with grades of: 72, 85, 97, 98

- **1** Test with a grade of: 93

Step 2: Calculate an average for each assignment type and multiply that average by the assignment type weight to get a Unit Grade by Type

To calculate an average, add all grades for each type and then divide by the number of assignments.

Assignment Type	Grades	Total	No of Assignments	Average	Weight	Unit Grade by Type
Lesson	98 + 87 + 32+ 83 + 94 + 77 + 96 + 88 + 79 + 63	797	10	79.7	25%	19.925
Project	75 + 85 + 97 + 98	355	4	88.75	25%	22.1875
Quiz	99 + 100 + 62	261	3	87	25%	21.75
Test	93	93	1	93	25%	23.25
Weighted Grade for Unit						87.1125

Step 3: Add the Unit Grades for each assignment type to calculate the Weighted Grade for the Unit

The weighted grade for the unit is 87.1125 which is then rounded up to 87.11%.

> **Note:** The example above assumes that the unit contains all four assignment types. If a unit does not contain an assignment type, for example, Projects, then the Projects weight is redistributed across the other assignment types so that the weighting always equals 100% for the unit.

How course grades are calculated

To calculate the course score roll-up, you need to look at the unit scores and the number of units in the course. Let's take a simple example of a course with 10 units. Once you have each unit score, add them up and then divide by the number of units.

So, the overall grade for the course is the sum of its units divided by the number of units:

- 75% + 85% + 80%+ 72% + 80% + 87% + 90% + 92% + 85% + 90% = 836% / 10 = 83.6

The course grade is then 83.6%.

> **Tip:** To learn about how unit and course progress complete is calculated, see "How unit and course progress percentage complete is calculated" below.

How unit and course progress percentage complete is calculated

Ignitia displays unit and /or course progress percentage complete in multiple views, including the Teacher Dashboard, Gradebook, Learner Dashboard for students, and also in several Activity Reports. How the unit progress and course progress percentage complete is calculated differs based on whether the enrollment is a standard enrollment (CRx mode is not enabled or is not available for the course) or is a CRx mode-enabled course.

Unit and course progress for a standard enrollment (no CRx mode)

Unit progress for a standard enrollment is calculated by: Number of Graded Assignments in the unit / Total Number of Assignments in the unit (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in a unit with a total of 10 assignments would calculate unit progress at (2/10)*100= 20%

Course progress for a standard enrollment is calculated by: Number of Graded Assignments in the course / Total Number of Assignments in the course (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in the course with a total of 45 assignments would calculate course progress at (2/45)*100 = 4.44 or 4%

Unit and course progress for a CRx mode enrollment

For an enrollment in CRx mode, the calculation for unit and course progress is different because the determining factor is whether or not the student achieves the Pass Threshold on the Pre-test for a unit. Let's use the example of a CRx course with five (5) units. Each unit has a Pre-test, so at this point, there are a total of five (5) assignments in the course.

Unit progress

- Scenario A: Student achieves the Pass Threshold on the Pre-test for the first unit. The remaining assignments in the unit are automatically set to "Skipped" status and the Pre-test in the next unit is assigned. Unit progress for unit 1 is 100%.

- Scenario B: Student does not achieve the Pass Threshold on the Pre-test. The remaining assignments in the unit must be worked on. As the student completes the assignments and gets a grade, the unit progress calculates just as it does for a standard enrollment, that is, number of graded assignments / number of assignments in the unit. When all the assignments are complete and graded, unit progress shows at 100%

Course progress = Σ Unit N Progress / N Units where N is the unit number. The course progress is simply an averaging of the individual unit progress so that large fluctuations of course progress are not made visible in the application and reports, thus possibly skewing true course progress.

- Student passes the Pre-test in unit 1. Course progress is 20% = (100% for unit 1 + 0 + 0 + 0 + 0)/5). Student moves on to unit 2, but fails to meet the pass threshold. Now, the student has 20 assignments in unit 2 to complete plus three Pre-tests to do in units 3-5 for a total number of assignments of 23. At this point, the course progress still stays at 20%, because if the course progress was calculated like it is for a standard enrollment, the new course progress would be: 1/23 * 100% =~ 4.3%. Seeing the course progress go from 20% to 4.3% does not represent true course progress because course progress is expected to increase as the student completes the assignments in a unit. Therefore, averaging the unit progress keeps the course progress much more steady.

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View important information on your Home page

After you log in, the first page that appears is your **Home** page which may look similar to the one below.

Features you always see include:

- The **Activity Stream** tab (item **A** above). This tab is active, by default, because the sections on the tab display important information so that you are immediately made aware of items that need your attention. To learn more about the sections and actions you can take on the **Activity Stream** tab, see "Activity Stream tab" on page 34.

- The **Calendar** tab (item **B** above). This tab, when clicked, displays the school calendar. The school calendar shows days marked as "Non-school" days and all other days without the marking are considered "School" days for student enrollment pacing. For more information about the **Calendar** tab, see "Calendar tab" on page 40.

You may see a welcome message and/or message of the day in the message area just above the tabs. See "Message area" on page 34.

> **Note:** Only active students consume seat licenses. Admins, teachers, and parents do not consume a license.

Home page "static" features

Several features on the **Home** page are "static" which means these features appear on every page in the application. Static features include:

- Your user name (optional), school name, **New Features** link, and the **Logout** link located in the top right of the browser page (item **C** below). Teachers and Admins with the "Change Password" permission will also see a **My Preferences** link that allows users to change their Ignitia password. To learn more, see New Features and My Preferences links.

> **Note:** For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Ignitia.

- A main navigation (nav) bar (item **D** below) containing tools (tabs) so that you can easily navigate to the named features and functionality. Notice that the **Home** tool is active on the nav bar indicating that the **Home** page is the active page. You simply click a tool (tab) to go to the named page.

> **Tip:** A visual indicator (item **E**) next to the **Messages** tool lets you know that you have unread messages in your **Messages** Inbox. The Ignitia internal messaging system is explained in "Communicate with teachers and students using internal messaging" on page 235.

- A **Help** widget (item F below) located at the far-right bottom of each top-level page. This **Help** widget lets you easily and quickly get help from customer support via chat, sending a message or requesting a callback all while continuing your tasks within the application. See "Get online help from customer support" on page 296.
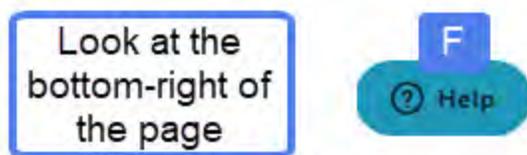
> **Note:** The **Help** widget changes to a **Chat** widget after the available support hours.

- A footer bar (item **G** below) containing copyright information, the server name hosting your Ignitia school, the Ignitia version number, and several links - **Help** and **Feedback**, along with the **About** and **Terms of Use** links explained earlier in this guide.
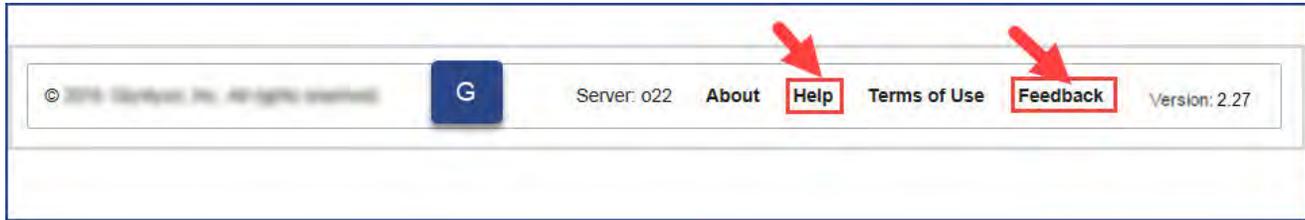
Help and Feedback links

The **Help** and **Feedback** links, located in the footer bar on every page, open other pages where you can access key resources and fill out a form to let us know if you have comments about a feature or want to report an issue.

- **Help** link - This link opens the **Help and Technical Support** page. See "Access online resources and videos" on page 300.

- **Feedback** link - This link opens the **Feedback** page. See "Provide product feedback or report an issue" on page 40.

New Features and My Preferences links

Several other links identified on the **Home** page include:

- **New Features** link - The **New Features**link opens a page that contains the details of the most recent new features and updates to the application. A **More Details** button at the bottom of the **New Features** page lets you see previous updates and changes to the application. New features and updates are available at any time from the **New Features** button or the **Version** number in the lower right-hand corner of the Ignitia screen.

> 💡 **Tip:** The **New Features** page opens automatically when there is a new release of Ignitia.

- **My Preferences** link - The **My Preferences** link opens a page where users can change their Ignitia password. To see the My Preferences link, the user must have the "Change Passwords" permission enabled. Enter a new password and enter it again, and click **Save**.
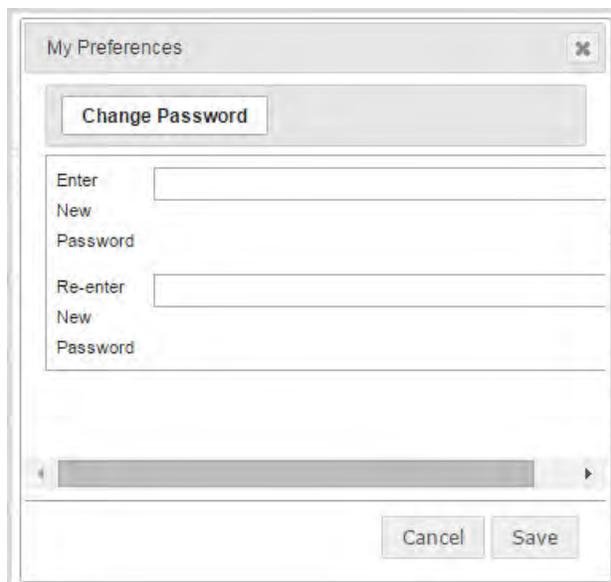
> **Note:** For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Ignitia.

Message area

Think of this area as your school's announcements bulletin board. In the message area, a welcome message and a message of the day may display in all Ignitia modes for Admins, Teachers, Students, and Parents.

Welcome, Shanda

Welcome to the Kimpton Christian Academy!
With an open mind - all is possible

You, as Admin, control the information displaying in the message area on the **Home** page of everyone who has a login to your URL. You can change the welcome message and message of the day using the **School Settings > Messages & Display** tab. See "Messages & Display tab" on page 44.

- To close the message area, click the **Close X** in the upper right corner

Activity Stream tab

The **Activity Stream** tab has three sections (panels) each containing lists of current, important information requiring your attention: **New Messages**, **Actions**, and **Assignment Alerts**. Typically, for Administrators, because you may not have assigned, enrolled students, you may only have content in the **New Messages** section.

New Messages list

As mentioned previously, Ignitia has an internal messaging system. The **New Messages** list displays the latest unread messages in your **Inbox** of the internal messaging system. You see the date each message was received, who sent the message to you, and the subject line of the message.

> **Note:** If the Ignitia messaging system has been disabled by the school administrator, you will not see the **New Messages** list.

Open and respond to messages

Do one of the following:

- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab. You can see all unread and read messages. See "Messages tab" on page 238.

- Click a message to open it. Tools (buttons) allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.
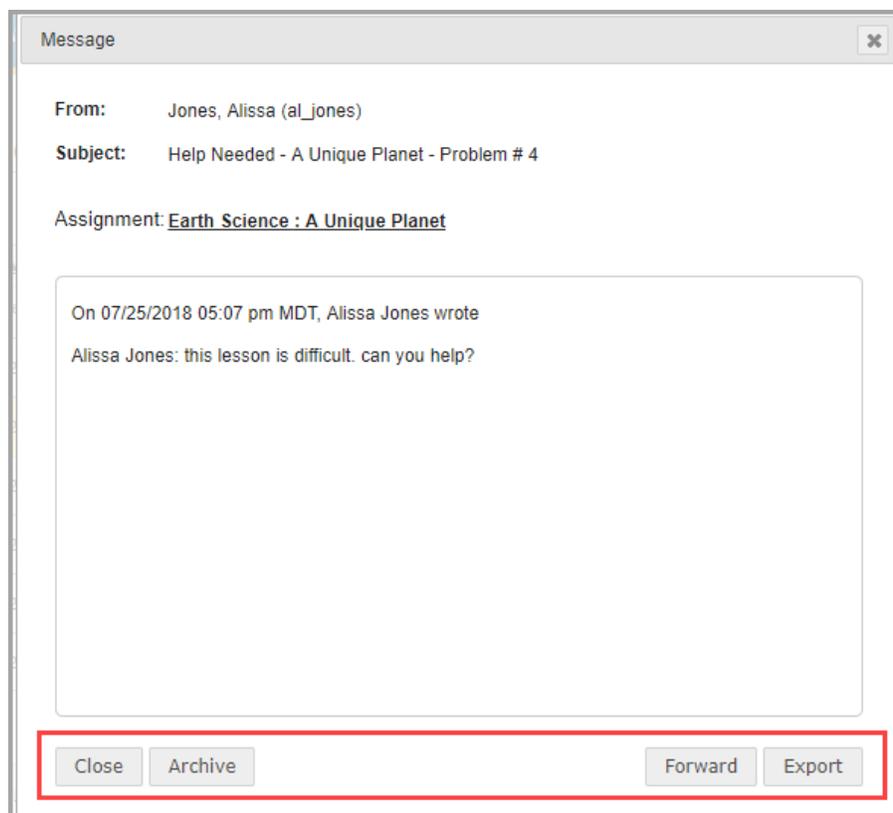
Actions list

Typically, as an Administrator, you may not have assigned, enrolled students, so you may only see an enrollment request if a student logs in and has no active course enrollments. The rest of the time, this section is blank. If you have assigned, enrolled students, the **Actions** list contains notifications that require some action by you, such as:

- Each question in an assignment that needs manual grading, for example, an essay question. This is a **Grade Assignment** notification.

- An assignment needs to unblocked for the student to proceed. The student clicked the **Message Teacher** button which triggered an **Assignment Blocked** notification.

- An assignment is blocked because the student failed and no attempts are remaining (**Blocked Failed Attempts**) notification.

- A student is requesting help with an assignment question. The student has clicked the Request Help requests by a student using the Help button on an assignment problem (**Help request**) notification.

- Requests to unlock quiz or test so the student can proceed (**Unlock Quiz** or **Unlock Test**) notifications.

- A student submitted a blank essay for an assignment (**Blank Essay Submitted**) notification.

You see the student name, the assignment type and title, and the type of notification. If you hover the pointer over the **Info** 🛈 icon, you can see Course Name, Unit number and name, and Assignment number and name as shown in this example:

.
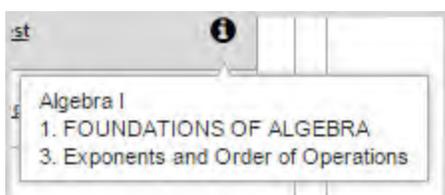
> **Tip:** If you select a **Grade Assignment** notification in the **Actions** list and open it for grading, and you cannot complete the grading, a **Remind Me** button appears for the question so that you can reset the alert for the question. Resetting the alert puts it back into the **Actions** list. If you forget to click the **Remind Me** button, you can always click the **Actions** link to open the **Gradebook > Action Required** tab. The **Action Required** tab list contains the same items as the **Actions** list. If the notification has been read, be sure to look in the Read list.

Manage items in the Actions list

Do one of the following:

- Click **Actions** at the top of the list to go to the **Gradebook > Action Required** tab. This is where you can see assignments which require teacher action, such as an assignment needs manual grading or your student submitted a request for help.

- In the **Actions** column, click the **notification link** to take action on the item.

Notification link	Action
Grade Assignment	Opens the assignment to the question requiring grading.
Assignment Blocked	Opens the **Gradebook > Grading** tab with the unit expanded to the blocked assignment so that you can unblock the assignment.
Unlock Quiz or **Unlock Test**	Automatically unlocks the quiz or test for the student.
Blank Essay Notification	Opens the assignment (in the Teacher Assignment view) to the essay question not completed by the student. You can decide whether or not to reassign the question to the student.
Help Request	Opens the assignment (in the Teacher Assignment view) and the student's help question is

Notification link	Action
	displayed for your review and response.
Reschedule end of term	Opens the student enrollment (on the **Course Enrollment** tab) where you can click the **Reschedule** button to change the enrollment end date.

Assignment Alerts list

Typically, as an Administrator, this section may be blank unless you have assigned, enrolled students. This section displays the last seven (7) days of assignment alerts for your students. These alerts let you know if an assignment is overdue, has been graded by the system or by you, is blocked or failed, or has been reassigned by the system because the student did not meet the pass threshold.

Features identified above include:

Item	Feature	Description
A	Type column	Contains a symbol indicating the assignment type. Hover the pointer over the symbol to see a tool tip explaining the assignment type. See "Assignment type symbols" on the facing page.
B	Student column	Shows the name of the student.
C	Course and Unit columns	Shows the course name and unit number.
D	Title column	Contains the **assignment title** link which when clicked, opens the assignment in the **Teacher Assignment** view for viewing students' answers, reassigning questions, viewing status of, and more.

Item	Feature	Description
E	**Date column**	Shows the date and time the alert posted.
F	**Activity column**	Contains a symbol indicating the current state of progress of the activity. See "Assignment activity symbols" below.

Manage assignment alerts

You can:

- Sort the list by column headings. Click the ascending/descending arrows by a column header to sort accordingly.

To take action for an alert, do one of the following:

- Click the **Assignment Alerts** link at the top of the list to go to the **Assignment Alerts** tab.
- Click an assignment **Title** link to open and view the assignment in the **Teacher Assignment** view where you can skip the assignment, view the questions and answers, and more.

Assignment activity symbols

Symbols in the **Activity** column of the **Assignment Alerts** list indicate the current progress state of the assignment.

Symbol	Indicates
✔	Assignment has been graded, either by the system or by the teacher.
↻	Assignment has been reassigned to the student.
⚠	Assignment is overdue.
🚫	Student is blocked or was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

Assignment type symbols

Ignitia uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz
L	Lesson	R	Reference, such as a Course Overview, Glossary and Credits. Typically, Reference assignments are Assigned by default, but do not have a Due Date.	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

Calendar tab

The **Calendar** tab displays the current month (by default) and it is where days are designated as school days and no school days for the entire school. Changing a school day to a "no school" day or a "no school" day to a school day affects the working days for school terms and assignments' pacing.
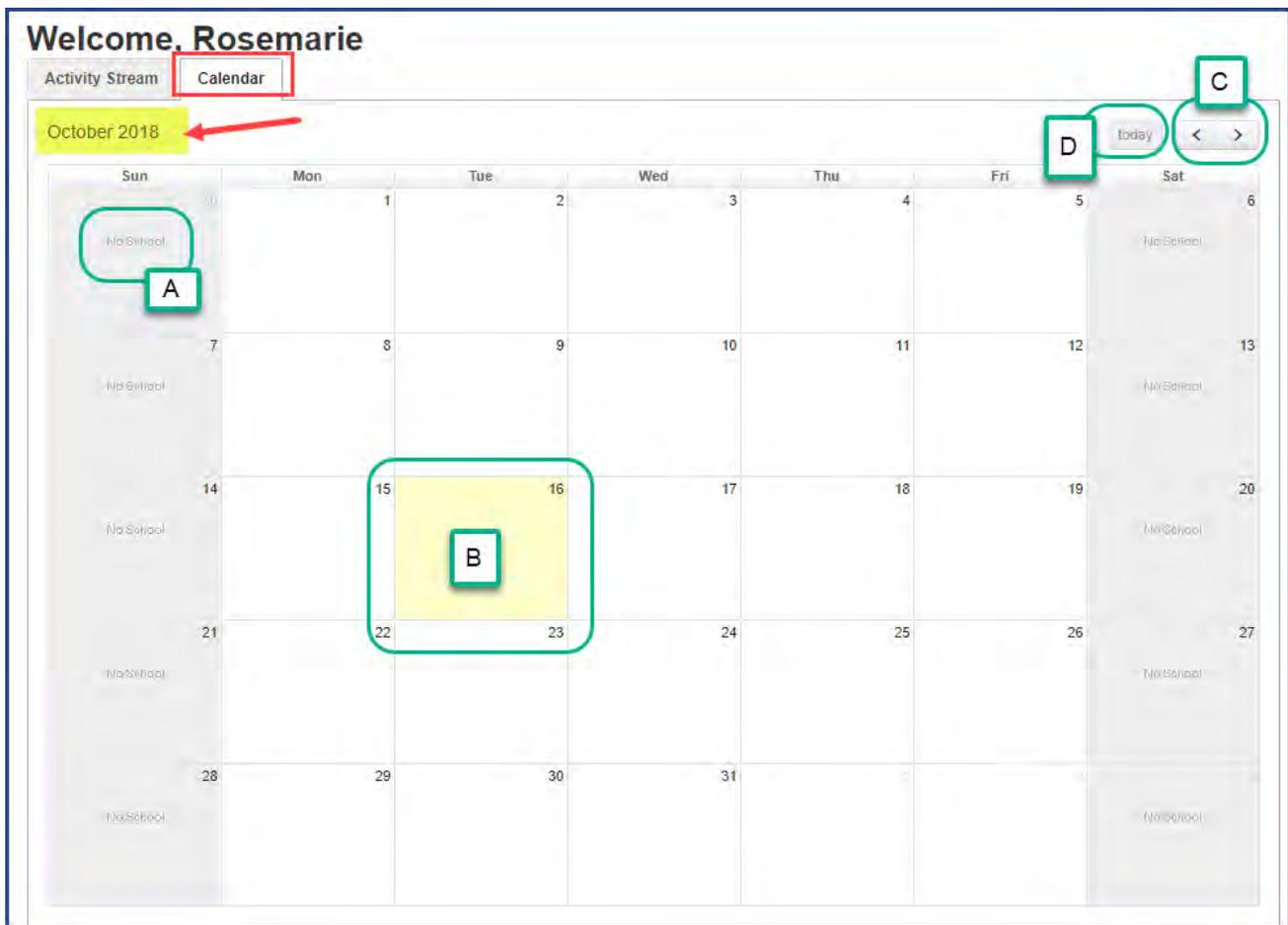
Features and tools on the school calendar include:

As the Ignitia Administrator, you set days as "No School" or change "No School" days to school days using the **School Settings > Calendar** tab. See "Change status of school days on the school calendar" on page 65.

Provide product feedback or report an issue

The **Feedback** page lets you send product feedback or report an issue with the application or with a custom course.

- To provide feedback or report an issue, click the **Feedback** link located in the footer of every page.
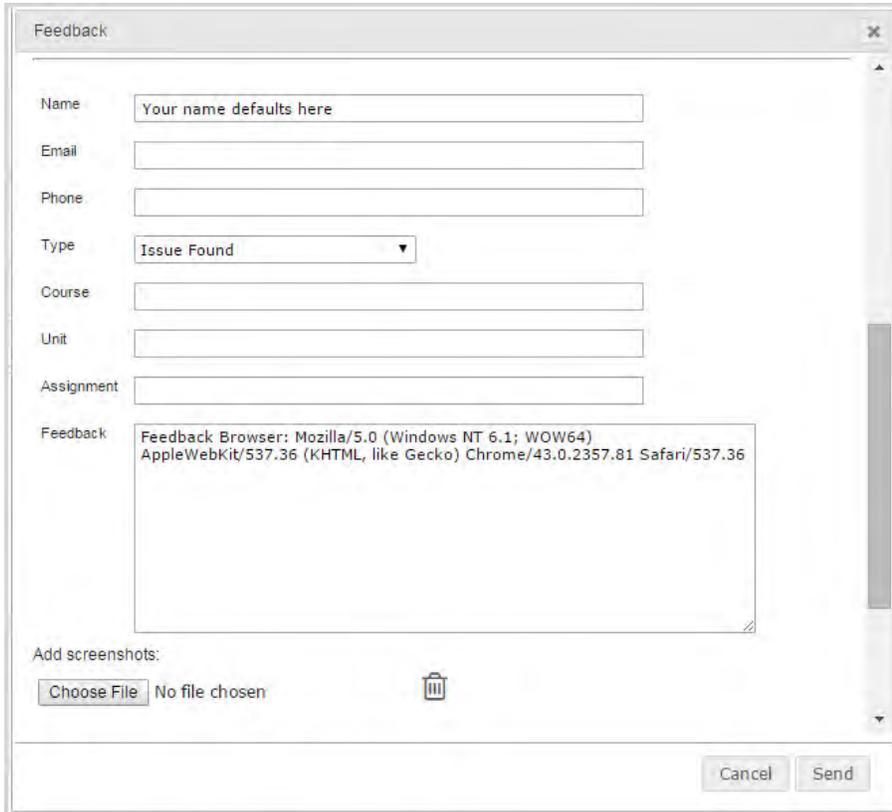
The form contains instructions about the type of information to provide. Be sure to complete the form as explained in the instructions on the page, providing as much detail as possible.

To report an issue with a custom course that was copied from a standard course

If you are reporting an issue with a custom course that was copied from a standard course, it is very helpful if we know the original location of the standard course material. To provide this information:

1. On the main nav bar, click **Courses**, click the **Custom** sub-tab and search for the custom course.

2. Click the **Preview** tool, find the appropriate assignment and open it.

3. At the top right of the preview page is the **Originating Course Information** for the standard course as shown in item A below. Copy the information and paste it into the Feedback page or take a screen shot and add it to the feedback issue.
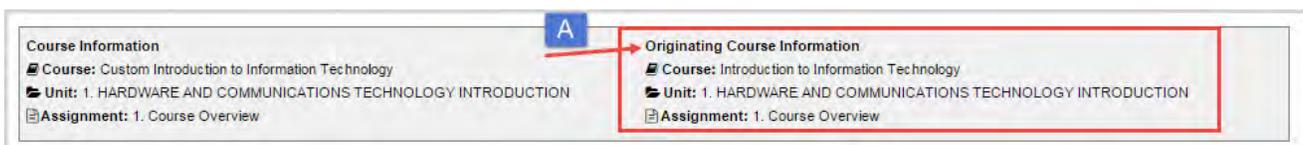
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View and manage global settings for your school

The **School Settings** tool on the main navigation bar is one of the most important features you will use as the Ignitia Administrator.
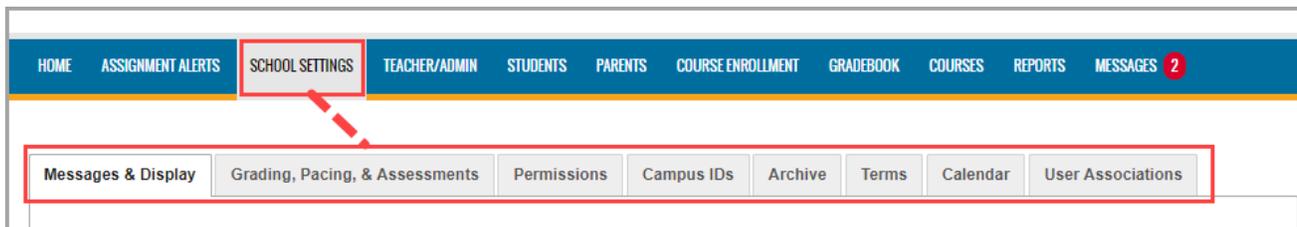
School Settings has multiple sub-tabs which contain the "global" or overall settings for your school. Settings include the number of times a student gets to take a quiz or test, what the passing grade should be for specific assignment types, user permissions to application features, whether or not external sources can share data with your school, which days are schooldays and which ones are non-schooldays for establishing pacing for enrollments, and more. The table below lists each sub-tab and provides an overview of the actions you can take on the tab.

Tab	Actions	For more information, see...
Messages & Display	• Create and change messages that display for all users. • Change the time zone for your school. A default time zone is set when your school is configured. The time zone affects the internal messages you send and receive, reports, assignment alerts, and assignment pacing. • Manage the Standards Documents that control whether or not state and national standards can be viewed for aligned assignments, can be searched when creating custom courses, and can be selected for Curriculum Reports.	"Messages & Display tab" on the next page.
Grading, Pacing, & Assessments	• Establish school grading thresholds, pacing attempts, assessments progress, and assignment weightings for enrollments.	"Grading, Pacing, & Assessments tab" on page 47.
Permissions	• Enable and disable school permissions that other users (Admins, Teachers, and Students) will automatically inherit.	"Permissions tab" on page 52.
Campus IDs	• Manage campus identifiers to represent actual or virtual sites for your school so that you can properly allocate resources.	"Campus IDs tab" on page 58.
Archive	• Set a grace period for automatically archiving user accounts and enrollments.	"Archive tab" on page 60.
Terms	• Set and manage school terms for enrollments.	"Terms tab" on page 62.
Calendar	• Establish the school calendar of working school days and non-school days which affect school terms and course pacing.	"Calendar tab" on page 63.
User Associations	• Manage user identifiers so that external sources can connect to, log in to, or share data with Ignitia.	"User Associations tab" on page 65.

Messages & Display tab

The **Messages & Display** tab controls:

- The school **Name** that displays at the top of each page in Administrator, Teacher, Student, and Parent modes. This field has most likely already been filled in for you by the Ignitia team when they set up your school, but you can change it. See "Change the school name, time zone, and messages" on the facing page.

- The **Time Zone** for your school. The time zone setting affects dates and times that display in the following features for Admins and Teachers:

    - **Messages** tab for received messages (inc. forward/reply).

    - **Assignment Alerts** date.

    - **Action Required** tab event date.

    - **Gradebook** unit start/complete date.

    - **Gradebook** assignment start/complete date.

    - **Home** page **New Messages** grid.

    - **Dashboard**.

    - **Activity Reports**.

- A **Welcome Message** to display to new users. Change this message as often as you like.

- An encouraging **Message of the Day** seen by all users in all modes. Change this message as often as you like.

- The **Standards Documents** for your school. When **Standards Documents** are enabled, you can view the aligned state and/or national standards for assignments in the **Gradebook** and Teacher Assignment view and run curriculum reports. Standards alignment is a relationship between the Ignitia curriculum (Lessons and Projects specifically) and the various standards published by state and other academic standards organizations. To learn more about standards documents, see "Manage standards documents for your school" on page 46.

> **Note:** In order to see the **Standards Documents** for your school on this tab, an Ignitia License Administrator must first enable the Standards Authority option and select states in the Ignitia Support tool for your school. If the state has adopted Common Core standards (CCSS), both the CCSS and state-specific standards are available. If you do not see Standards Documents listed here, contact Ignitia Customer Support.

Change the school name, time zone, and messages

You can use the **Messages & Display** tab to change your school name, change the time zone used throughout the application and reports, and add or change school messages.

1. On the main nav bar, click **School Settings**.

2. Click the **Messages & Display** tab.

3. Do one or more of the following changes:

    - To change the school name, enter the name of the school.

    - To change the time zone for your school, click the list arrow and select a time zone.

    - To add or change a welcome message, in the **Welcome Message** text box, enter any message, up to 255 characters.

- To add or change a daily message, in the **Message of the Day** text box, enter an upcoming event, announce the arrival of a new teacher, or add any information you desire, up to 255 characters.

4. Click **Save**.

Manage standards documents for your school

You can manage the standards documents that display in Ignitia. *Standards alignment* is a relationship between the Ignitia curriculum (Lessons and Projects specifically) and the various standards published by state and other academic standards organizations.

Features and tools dependent on having standards documents enabled for your school

The features and tools in the application that are dependent on having standards documents enabled for your school include:

- The **Standards** tab accessed from search when creating or editing custom courses.
- The **Standards** tab accessed from the **Search** button on the **Courses** tab.
- Viewing aligned standards for assignments in the **Gradebook**.
- Viewing aligned standards for assignments in the **Teacher Assignment** view.
- Selecting data for and running **Curriculum Reports** to see data.

> **Note:** An Ignitia License Administrator must enable the **Standards Authority** option and select the states for the standards documents that your school is entitled to see.

1. On the main nav bar, click **School Settings**.
2. Click the **Messages & Display** tab.
3. In the **Standards Documents** area, by default, all standards documents for states that you have access to are selected. However, some national standards documents appear in the list, but are not selected. Do one of the following:

   - To add a standards document for use with the features and tools mentioned above, select it.
   - To remove a particular state's standards or a single standard document, use the **State** or **Standard** search fields to enter a state or characters of a standard's name to filter the list. Then, to remove the item, clear its check box.
   - To remove ALL standards documents, clear the check box in the **Selected** column.

> **Warning:** If you remove all standards, this action affects all the features and tools in Ignitia which rely on Standards Documents as mentioned in the opening paragraph of this topic.

4. Click **Save**.

Grading, Pacing, & Assessments tab

The settings on the **Grading, Pacing, & Assessments** tab apply to enrollment settings at the *SCHOOL* level. These school settings cascade down to the individual student user level and enrollment level.

> ✓ **Permission(s) check:** School grading, pacing, and assessments settings can be over-ridden and personalized for a student or enrollment *if* the teacher or admin creating the student's profile or the enrollment has the school teacher permission "Change Grading, Pacing, and Assessments" enabled for their teacher user profile. See "School permissions" on page 54.

Ignitia uses several grading, pacing, and assessments settings to:

- Establish a grading percentage (pass threshold) a student must achieve to pass an assignment, such as a lesson, test, or quiz.

- Set pacing by assignment type by specifying the number of attempts to pass an assignment type and whether or not progress is blocked when the student has not achieved the pass threshold.

- Provide a method to prevent students from taking quizzes and tests (block progress) until the teacher can assess students' preparation level.

- Provide the ability to skip assessment questions based on scope and sequence of assignments.

Default settings and values are set up by an Ignitia License Administrator for your school as explained in "School grading, pacing, and assessments settings" on page 49. As an Admin, you can change the default settings and values for your school's needs. See "Change school grading, pacing, and assessments settings" on page 51.

![Ignitia]

| Messages & Display | **Grading, Pacing, & Assessments** | Permissions | Campus IDs | Archive | Terms | Calendar | User Associati |

Grading & Pacing

CRx Pass Threshold	70	Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.
Lesson Pass Threshold	70	
Max Lesson Attempts	10	
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	☐	
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.

Monitored Assessments

Quiz	☐	Selecting this will prevent a student from entering a Quiz until you have unblocked them, allowing you to assess their preparation level for the assessment or to proctor the exam
Test	☐	Selecting this will prevent a student from entering a Test until you have unblocked them, allowing you to assess their preparation level for the assessment or to proctor the exam

Weighting values apply to the four assignment types: lesson, project, quiz, and test. A weighting value determines the weight for how the grades for each assignment type are factored into the unit and overall course grade.

School grading, pacing, and assessments settings

School grading, pacing, and assessments settings *cascade down* to the individual student user settings and also to course enrollments UNLESS the student or enrollment has *personalized* settings. Personalization of student and enrollment settings can occur if the teacher or admin creating the student's profile or creating the enrollment has the school teacher permission "Change Grading, Pacing, and Assessments" enabled for their teacher user profile. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.

Grading and pacing settings

Default grading and pacing settings can be changed to meet your school and district requirements. See "Change school grading, pacing, and assessments settings" on page 51.

Setting	Description	Default
CRx Pass Threshold	Students must achieve set percentage to pass a pre-test for each unit of a course assigned in CRx mode. CRx mode means "Credit recovery mode." For more information, see "How CRx mode works" on page 129.	70
Lesson Pass Threshold	Students must achieve set percentage to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". **What this means**: When a student submits a lesson with a score below the Pass Threshold, the lesson is automatically reassigned to the student to do again and the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned. See "Max Lesson Attempts" below.	70
Max Lesson Attempts	Maximum number of opportunities for students to achieve lesson pass threshold.	10
Block Lesson Progress	If enabled (checked), when students do not achieve a score at or above the Lesson Pass Threshold within the Max	Disabled

Setting	Description	Default
	Lesson Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	
Quiz Pass Threshold	Students must achieve set percentage to pass a quiz.	70
Max Quiz Attempts	Number of opportunities for students to achieve quiz pass threshold.	1
Block Quiz Progress	If enabled (checked), when students do not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	Disabled
Test Pass Threshold	Students must achieve set percentage to pass a test.	70
Max Test Attempts	Number of opportunities for students to achieve test pass threshold.	1
Block Test Progress	If enabled (checked), when students do not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	Disabled
Flex CRx	If enabled (checked), and the course is a Flex Assessments course with CRx mode enabled, if the student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned *only the lessons* in the unit associated with the *incorrect questions* on the pre-test. The lessons in the unit with correctly answered questions are automatically skipped. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 133.	Disabled
Flex Skipped	If enabled (checked), allows teachers to skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to skipped lessons are disabled (grayed-out) and have a Skipped status. These questions do not have to be answered by students and are not included when calculating student grades. For an enrollment in CRx mode, this setting only works for quizzes.	Disabled
Monitored Assessments		

Setting	Description	Default
Quiz	If enabled (checked), prevents students from entering the quiz until the teacher unblocks them. This setting allows the teacher to monitor students' preparation level for the quiz or to proctor the quiz.	Disabled
Test	If enabled (checked), prevents students from entering the test until the teacher unblocks them. This setting allows the teacher to monitor students' preparation level for the test or to proctor the test.	Disabled

Weighting settings

As mentioned previously, Ignitia has four assignment types: lessons, projects, quizzes and tests that have a weighting value. A weighting value determines how the grades for each assignment type are factored into the unit and overall course grade. The four weighting values must total 100.

Setting	Description	Default
Lesson Weight	Weight of lessons for the unit and overall course grade.	25
Project Weight	Weight of projects for the unit and overall course grade.	25
Quiz Weight	Weight of quizzes for the unit and overall course grade.	25
Test Weight	Weight of tests for the unit and overall course grade.	25

Change school grading, pacing, and assessments settings

You can change the default school grading, pacing, and assessments (GPA) and weighting settings. When you change a school GPA and weighting setting, you may also be changing the related enrollment settings at the individual student level and enrollment level. Changes at the individual student level and course enrollment will occur if the individual student or course enrollment does NOT have personalized enrollment settings.

1. On the main nav bar, click **School Settings**.

2. Click the **Grading, Pacing, & Assessments** tab.

3. To change a **Grading** setting, do the following:

   a. For an assignment pass threshold percentage setting, enter a number between 1 and 100 with no % sign. For example, the Lesson Pass Threshold default setting is 70. To change it to 75%, enter 75.

   b. For an attempts setting, such as the Max Quiz Attempts setting, enter a number.

   c. To enable or disable block progress for an assignment type, such as Block Lesson Progress, select or clear the check boxes.

   d. To enable or disable the **Flex CRx** or **Flex Skipped** settings, select or clear the check boxes.

4. To enable or disable **Monitored Assessments** settings for enrollments, select or clear the check boxes.

5. To change a **Weighting** setting for an assignment type, enter a number from 0 -100. All four assignment weights must total 100.

6. Click **Save**.

Permissions tab

The settings on the **Permissions** tab apply to school-level permissions for user accounts, such as teachers (and admins) and students. Permissions are also set at the individual user account level for teachers (and admins) and students. Most user-level permission settings are *dependent on* the shared school permission setting. Dependent means:

- If the school permission is *enabled*, then the shared user permission is also enabled and can be disabled. If the school permission is later disabled, then the shared user permission is also automatically disabled and cannot be enabled unless the shared school permission is changed.

- If the school permission is *disabled*, then the shared user permission is also disabled and cannot be enabled unless the shared school permission is later enabled.

For more information, see "School permissions affect on shared user permissions" on page 20.

School permissions are grouped into several categories: Global, Grading, Teacher, Student, and Writer as explained in "School permissions" on page 54.

> **Note:** Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

![Ignitia logo]

Global Permissions

Allow Messaging	☑	Allow user to send and receive messages. This can be turned off on a user by user basis by editing individual users.
Allow Student Notes	☑	Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.
Enable OASIS API	☐	Allow a school to use the OASIS RESTful API for integration with their own SIS.

Grading Permissions

Blank Essay Notification	☐	When activated a notification will be sent to the teacher if a question is submitted with no answer.

Teacher Permissions

Change Password	☐	Allow teachers to change their own passwords.
Change Grading, Pacing, and Assessments	☐	Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.
Skip Questions	☐	Allow teachers to skip or unskip individual questions.
Manage Groups	☑	Allow teachers to add, edit and delete groups.

Student Permissions

Student Review Test Quiz	☐	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)
Randomize Questions	☐	Randomize the order of questions for student lessons, quizzes, and tests.
Change Passwords	☐	Allow students to change their own passwords.
Overdue Notification	☐	When selected, any student assignment that has passed the due date will change color and display "Overdue" on the students' Learn page.

WRITER

Spelling and Grammar	☐	
Scoring	☐	

Save

School permissions

The following sections explain the default school permissions by category: Global, Grading, Student, Teacher, and Writer. As mentioned in "Permissions tab" on page 52, several school permissions' settings *cascade down* to shared, individual student user and teacher user permission settings so that when changes are made to the school permission, the shared user permission is also changed. See "Enable or disable school permissions" on page 57.

Each section describes the school permissions under the category, the default setting, and indicates whether or not the individual user permission is dependent on (shared with) the school permission. School permissions that do not apply to individual user permissions are also noted.

> **Note:** For schools using Single Sign-On (SSO), the "Change Password" permission for Teachers and Students is masked (hidden) because this permission does not apply as those schools use their organization's credentials to log in to Ignitia.

Global permissions

Global permissions apply to the Ignitia site.

Permission	User permission dependency	Description	Default setting
Allow Messaging	**Yes**	Students and teachers can use the Ignitia internal messaging system for communication. Messages appear in the Activity Stream > New Messages list and in the Actions list, in the Action Required tab list (Help requests) and on the Messages tab. ⚠️ **Warning:** If this permission is disabled at the school level, the Messages tab is disabled (grayed-out) for students and teachers and the "Allow Message Send" permission is disabled for students. In addition, teachers and admins who create enrollments do not see messages confirming the success or failure of the enrollment.	Enabled (checked)
Allow Student Notes	**Yes**	Allows students to take notes during assignments.	Enabled
Enable OASIS API	**Yes**	Allows a school access to the OASIS API and their admin users to generate an OASIS API key for school use. See "User Associations tab" on page 65.	Disabled

Permission	User permission dependency	Description	Default setting
		Note: Permission applies if your school has optioned to use the OASIS RESTful API for integration with your school's SIS.	

Grading permissions

Grading permissions look at course assignments, such as lessons, quizzes, and tests, and in some cases, may apply to projects where noted.

Permission	User permission dependency	Description	Default setting
Blank Essay Notification	N/A	Alerts the teacher of record for an enrollment when one of the following conditions are true: • ALL subjective (manual-graded) questions in a lesson, quiz, or test are submitted with no answers AND student has no attempts remaining. Does not alert teacher if one subjective question has an answer. OR • ALL subjective (manual-graded) questions in a lesson, quiz, or test are submitted with no answers AND student meets the pass threshold. **Note:** This setting does not apply to projects.	Enabled

Teacher permissions

Several school teacher permission settings *cascade down* to the shared individual teacher (and in some cases, admin) user permission settings. The user permission setting dependency on the school permission setting is noted in the table. For more information about teacher user permissions, see "Teacher and Admin user profile fields and permissions" on page 100.

Permission	User permission dependency	Description	Default setting
Change Password	Yes	Allows teachers and admins to change their Ignitia password. **Note:** This permission is hidden for schools using SSO.	Disabled
Change Grading, Pacing, and Assessments	Yes	Allows teachers (and admins with assigned enrollments) to personalize the assignment pass thresholds, maximum attempts, block progress settings, flex settings and assignment weighting settings for student profile enrollment fields and course enrollments. See "Grading, Pacing, & Assessments tab" on page 47.	Disabled
Skip Questions	Yes	Allows teachers (and admins if they have assigned enrollments) to skip individual questions in a student assignment.	Disabled
Manage Groups	No	Allows teachers to add, edit, and delete groups. **Tip:** Admins already have this permission built-in to their role.	Enabled

Student permissions

Several school student permission settings *cascade down* to the related, individual student user permission settings. The user permission setting dependency on the school permission setting is noted in the table. For more information about student user permissions, see "Student profile user fields, enrollment settings, and permissions" on page 73.

Permission	User permission dependency	Description	Default setting
Student Review Test Quiz	Yes	Allows students to review completed and graded quizzes and tests.	Disabled
Student Answer Key	Yes	Allows students to see the answer key in completed assignments only.	Disabled
Enable Grading View	Yes	Allows 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. This permission is tied into the number of lesson attempts setting for enrollments.	Disabled
Randomize Questions	Yes	Allows questions in student lessons, quizzes and tests to	Disabled

Permission	User permission dependency	Description	Default setting
		display 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. Teachers always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are displayed in the original order.	
Change Passwords	Yes	Allows students to change their Ignitia password. **Note:** This permission is hidden for schools using SSO.	Disabled
Overdue Notification	Yes	On the student's Learn page, the color changes and displays "Overdue" beside a student assignment that has passed the due date.	Disabled

Writer permissions

Writer permissions apply to students and enrollments. The school settings cascade down to the individual student user and enrollment permission settings.

Permission	User permission dependency	Description	Default setting
Spelling and Grammar	Yes	Allows students to right-click and see suggestions for incorrectly spelled words or improved grammar usage.	Disabled
Scoring	Yes	Allows students to get an overall score for the assignment. The Teacher provides the final grade.	Disabled

Enable or disable school permissions

When you change a school permission, you may also be enabling or disabling the shared permission at the individual user level. To understand how this works, see .

1. On the main nav bar, click **School Settings**.
2. Click the **Permissions** tab.
3. For any permission setting, select the check box to enable it or clear the check box to disable it.
4. Click **Save**.

Campus IDs tab

As Administrator, you use the **Campus IDs** tab to set up and manage campus identifiers (ids) for your school. Campus identifiers (IDs) can represent the various physical and virtual sites for your school. Campus IDs are then associated to user profiles so that you can easily perform Course Enrollments and Gradebook searches by campus id, sort data in several lists, and for reporting purposes. Users can have multiple campus IDs associated to their user profile.

> **?** **Why?** Perhaps your school has multiple physical sites and several virtual sites. Students can be using one or more sites to do their schoolwork and teachers can be assigned to one or more sites. You assign each site a campus identifier. Once the campus ids are set up, you then associate students and teachers to their applicable campus ids. You can then run reports based on a selected campus id to see if a particular campus is falling below the average.

Features available on the **Campus IDs** tab include:

Item	Feature	Description
A	Set Default Campus toggle	If set to **Yes**, enables the **Default** column indicators so that a default campus can be selected.
B	Add Campus ID button	Click to add a campus identifier.
C	Campus ID column	Displays campus identifiers.
D	Campus Count column	Displays the number of Active and On Hold users associated to the campus. **Note:** Archived users retain any associated campus IDs, but those users do not appear in the Campus Count.

Item	Feature	Description
E	Default column	Displays indicators so that a default campus can be selected. Enabled when the **Set Default Campus** toggle is set to **Yes**.
F	Actions column	Displays the **Delete** and **Edit** controls.

What's next?

- To add, edit, and delete campus ids and set a default campus, see .

Manage campus identifiers

You can create campus identifiers (IDs) to represent the various physical and virtual sites for your school. Campus IDs can then be associated to user profiles so that you can run reports based on a specific campus. Users can have multiple campus IDs associated to their user profile. If desired, you can:

- Make a campus id as the default site so that at least the one campus ID appears associated to a user profile.
- Edit a campus identifier to change the name which automatically changes it for associated users.
- Delete a campus identifier when it is no longer needed which automatically removes it from associated users.

Action	Do the following...
Add campus id	1. Click the **+ Add Campus ID** ([+ Add Campus ID]) button. The **New Campus ID** page appears. 2. In the **Campus ID** field, enter up to 50 characters for the campus name. **Note:** Campus names cannot include the pipe [I] character. Allowable values are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ ; : ' " , < . > / ? space. 3. Click **Save**. The new campus id appears in the list under the **Campus ID** column. 4. If you want this to be the default campus id, select **Default**.
Edit campus ID	1. In the **Actions** column for the campus ID, select **Edit**. The **Edit Campus ID** page appears. 2. In the **Campus ID** field, enter a new name (up to 50 characters). **Note:** Campus name cannot include the pipe [I] character. 3. Click **Save**.
Delete campus id	1. In the **Actions** column for the campus ID, select **Delete**. The **Delete Campus ID** page appears. If Active or On Hold users are associated to this campus, the message appears stating that the campus identifier will be removed from the campus count number of associated users' profiles.

Action	Do the following...
	Note: For users in Archived or Pending Archive status, the associated campus id is automatically removed from the user record.
	2. To confirm the deletion, click **Delete**. Otherwise, to keep it, click **Cancel**.
Set a default campus identifier	1. For the **Set Default Campus** toggle, click **Yes**. Set Default Campus Yes No This action enables the **Default** column indicators. 2. Select the **Default** indicator for the campus you want to appear as the default item when selecting campus ids for students, teachers, and admins as shown in the example below. Campus IDs LabD005 (default) ▲ ☐ [Select all] ☑ LabD005 (default) ☐ 2681 142QA Groups ☐ BaylorHall Associations
Remove the default campus	**Note:** If you remove the default campus indicator, this means that when a new user record is created, no default campus id is selected. However, for a campus-focused Super Teacher creating a new student record, that student automatically inherits the same campus ids as the Super Teacher. • For the **Set Default Campus** toggle, click **No**. This action removes the Default indicator and disables all indicators in the column.
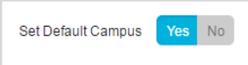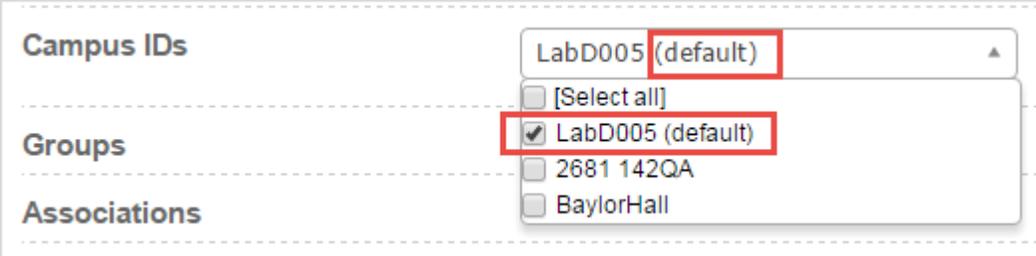
See the following to learn how to associate campus ids to user profiles:

- "Add and remove Campus IDs for students" on page 94.
- "Add and remove Campus IDs for teachers and admins" on page 112.

Archive tab

As an Ignitia Administrator, you can set an independent grace period for delaying the automatic archival of user accounts (students, teachers, and admins) and enrollments on the **Archive** tab. Default values are set up for you, but you can change the grace period values based on your school's needs. See "Change archive grace periods for users and enrollments" on the facing page.
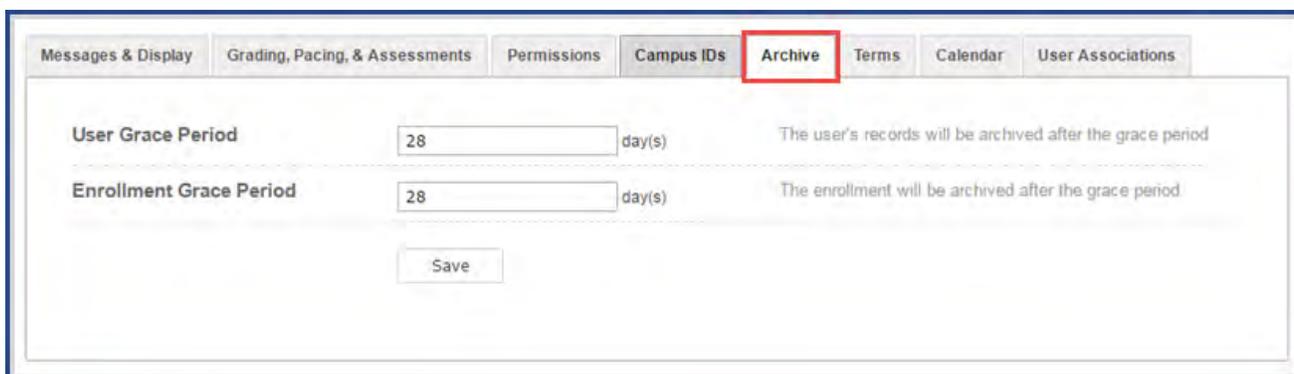
Ignitia has three status types for users and enrollments as explained in "Users and enrollments status types" on page 21.

Archived status overview

When a user or enrollment is changed to Archived status, Ignitia places the account or enrollment in a temporary "Pending Archive" status until the grace period expires. During the grace period, the Archived status can be reversed, with all information related to the user account or enrollment returned to either On Hold or Active status. However, once the grace period ends, the user account or enrollment automatically moves from Pending Archive to Archived status and the status cannot be reversed. The record is permanently archived. You would have to create a new user account with a new user name or create a new enrollment.

> **Note:** *If an **enrollment** is in Active or On Hold status* and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox. The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see "How auto-archiving enrollments happens and how teachers can respond" on page 250.

Change archive grace periods for users and enrollments

The default archive grace period is set to 28 days for both the **User Grace Period** and the **Enrollment Grace Period**. You can change values to:

- For the **User Grace Period**, enter any number of days between 1 and 1460 days.

> **Note:** The **User Grace Period** days setting was extended from 365 days to four years or 1460 days so that users who return to the school within four years can have their user records changed from Archived status to Active or On Hold.

- For the **Enrollment Grace Period**, enter any number of days between 1 and 365.

To change archive grace periods:

1. On the main nav bar, click **School Settings**.

2. Click the **Archive** tab.

3. In the fields, enter a number for days in the grace period.

4. Click **Save**.

Terms tab

The **Terms** tab is where you, as Administrator, define the time frames for reporting or course completion for your school. A term determines the pacing schedule which is based on course activities and number of working days in the term. See "Manage school terms" below.

| | Messages & Display | Grading, Pacing, & Assessments | Permissions | Campus IDs | Archive | Terms | Calendar | User Associations |

Term was deleted.

🛈 Coursework schedule changes for active student enrollments will be visible day after any changes are made to existing terms
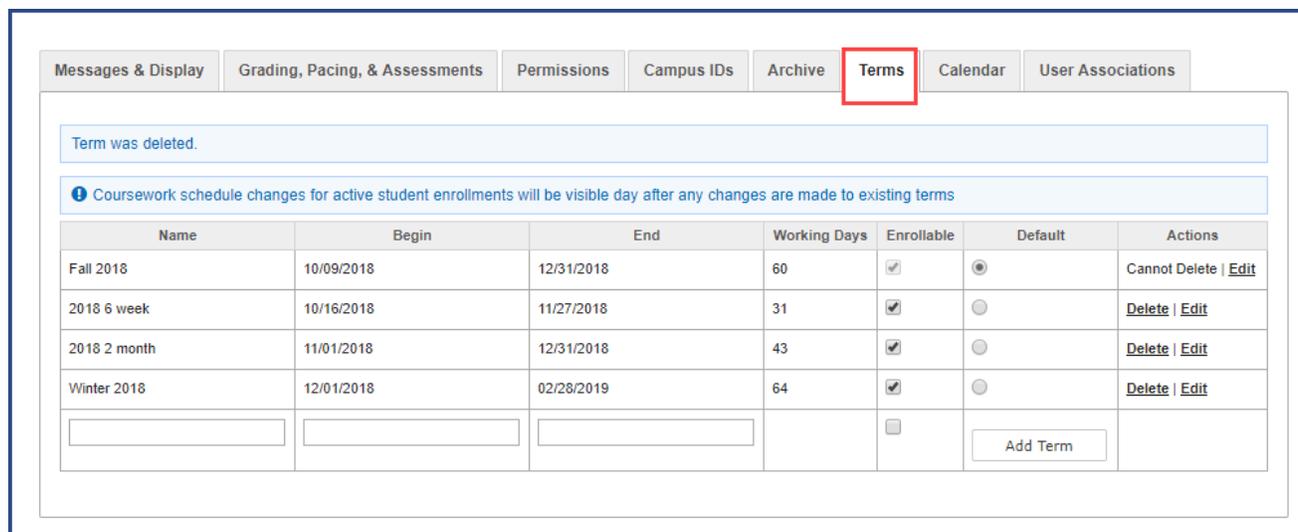
Name	Begin	End	Working Days	Enrollable	Default	Actions
Fall 2018	10/09/2018	12/31/2018	60	☑	⦿	Cannot Delete | Edit
2018 6 week	10/16/2018	11/27/2018	31	☑	○	Delete | Edit
2018 2 month	11/01/2018	12/31/2018	43	☑	○	Delete | Edit
Winter 2018	12/01/2018	02/28/2019	64	☑	○	Delete | Edit
				☐		Add Term

Terms:

- Never inhibit a student from working; they just set a pacing guide.
- Can be rescheduled which allows flexibility for self-pacing.
- Can be used in report generation, for example, to see if students are on pace.

Manage school terms

You can create multiple terms, such as full-year terms, semester terms, and future terms. You decide if a term is enrollable and which term is the default. You must have at least one default term created to enroll students. The default term appears when enrolling students in courses, however, you can select from ALL enrollable terms. You can also edit a term's name and start and end dates and delete a term as long as the term does not have any active or on hold enrollments.

> **Note:** Any changes to terms are reflected in Ignitia within one day (24 hours).

A term's working days are automatically calculated for you based on the Begin and End dates selected and the days selected as school days of the calendar found on the **Calendar** tab. See "Calendar tab" on the facing page.

Action	Do the following...
Add term	1. In the blank term row in the list, in the **Name** field, enter a name for term. It is recommended that the term name be unique so that when selecting a term for an enrollment, it is easily identifiable. 2. In the **Begin** field, click to display a calendar. Select a date or use the arrows to the right and left of the month and year to navigate to a previous or future month to select the begin date for the term. 3. In the **End** field, click to display a calendar and select the end date for the term. The End date must be after the Begin date. 4. To allow students to be enrolled in the term, select the **Enrollable** check box. 5. Click **Add Term**. The new term appears in the list of terms with the working days automatically entered based on the selected Begin and End dates and the designated calendar school days. 6. If you want this to be the default term that appears when enrolling students in courses, select **Default**. You must select one term as the default.
Edit term	1. In the **Actions** column for the term, select **Edit**. The Edit Term dialog box appears. 2. In the **Name** field, enter a new name. 3. In the **Begin** field, click to display a calendar and select a date. You cannot select a date prior to the current date. 4. In the **End** field, click to display a calendar and select a date. 5. Click **Save**.
Delete term	**Note:** You cannot delete a term that has active or on hold enrollments. 1. In the **Actions** column for the term, select **Delete**. 2. To confirm the deletion, click **OK**. 3. If the term does not have active any active or on hold enrollments, it is deleted. However, if the term has any active or on hold enrollments, nothing happens. The term remains.

Calendar tab

The **Calendar** tab displays the monthly school calendar where you, as the Administrator, designate days as "No School" or school days. By default, weekdays (Monday through Friday) are considered school days and weekend days (Saturday and Sunday) are automatically designated as "No School" days and display the "No School" label, but you can change the status of days based on your school's needs. See .

> ⚠️ **Warning:** School days that are designated as "No School" days and "No School" days that are designated as school days automatically make adjustments to coursework pacing for active student enrollments. This means if you change a "No School" day to a "School" day or the reverse, all active student enrollments are automatically rescheduled and new Due dates are calculated based on the "school" and "no school" days for the assigned term or start and end dates for active student enrollments.

School day and no school day calendar changes also affect the number of working school days for school terms as explained in .

> 💡 **Tip:** As an example of why you would designate days as "No School" days, let's say you have two days every full semester that are considered school holidays. You would designate those days as "No School" days so that course pacing and working school days in associated terms are adjusted accordingly. If a "No School" day is not designated as such on the calendar, it does not factor into the working days for a term.

> 📝 **Note:** Every Ignitia teacher and parent (using the Parent Portal) sees the school calendar.

Change status of school days on the school calendar

> ⚠️ **Warning:** School days that are designated as "No School" days and "No School" days that are designated as school days automatically make adjustments to coursework pacing for active student enrollments. This means if you change a "No School" day to a "School" day or the reverse, all active student enrollments are automatically rescheduled and new Due dates are calculated based on the "school" and "no school" days for the assigned term or start dates and end dates for active enrollments.

1. On the main nav bar, click **School Settings**.

2. Click the **Calendar** tab.

   By default, the current month appears.

3. To navigate through the months, click the **Next** or **Previous** arrows to go to a future month or to go back a month. Click **today** to return to the current month.

4. To change the status of a school day to a "No School" day, click a day that does not have the "No School" label, or to change the status of a "No School" day to a school day, click a day that has a "No School" label.

   A tool tip and confirmation message display based on the status change as shown in these examples.

Changed date to a school day ✕	Changed date to a non school day ✕

   Any adjustments to coursework schedule changes for active student enrollments are visible the day after any changes.

User Associations tab

The **User Associations** tab appears for those schools with certain permissions enabled by an Ignitia License Administrator in the Support tool. This tab is used to establish links or associations between a school's outside sources, such as a Student Information System (SIS) or Identity Provider (IDP), and Ignitia. These links or associations are unique identifiers assigned to users (students, teachers, and admins).

The **User Associations** tab may have one or more sub-tabs: SIS tab and Single Sign-On tab.

> 📋 **Note:** You may see several other sub-tabs - **Assessments** and **Integrations**. These sub-tabs typically are not used by Ignitia Admins because the features these tabs support are not currently used by Ignitia schools. For more information, contact Ignitia Sales.

SIS tab

The **SIS** tab contains two lists: **Students** and **Teacher/Admin**. The **SIS Identifier** column in each list contains a unique external ID for a user in the external Student Information System (SIS). This SIS Identifier, or external ID, provides the "connectivity" for user information and other types of data to be managed or integrated between the SIS and Ignitia using the proprietary OASIS RESTful API.

> 📋 **Note:** For more information about the OASIS API, contact Ignitia Sales.

On the **SIS** tab, you can add, edit, and delete SIS Identifier values for students and teachers/admins. See "Manage SIS Identifiers for users" on page 67.

Single Sign-On tab

The **Single Sign-On** tab only appears for schools with enabled Single Sign-On (SSO) functionality in Ignitia. This tab contains a list of all users (admins, teachers, and students) and displays their SSO identifier used by the school's Identity Provider (IDP) for SSO. You can search the list and filter it by user type. You can add and edit the SSO IDs for users. See "Manage Single Sign-On (SSO) Identifiers for users" on page 69.
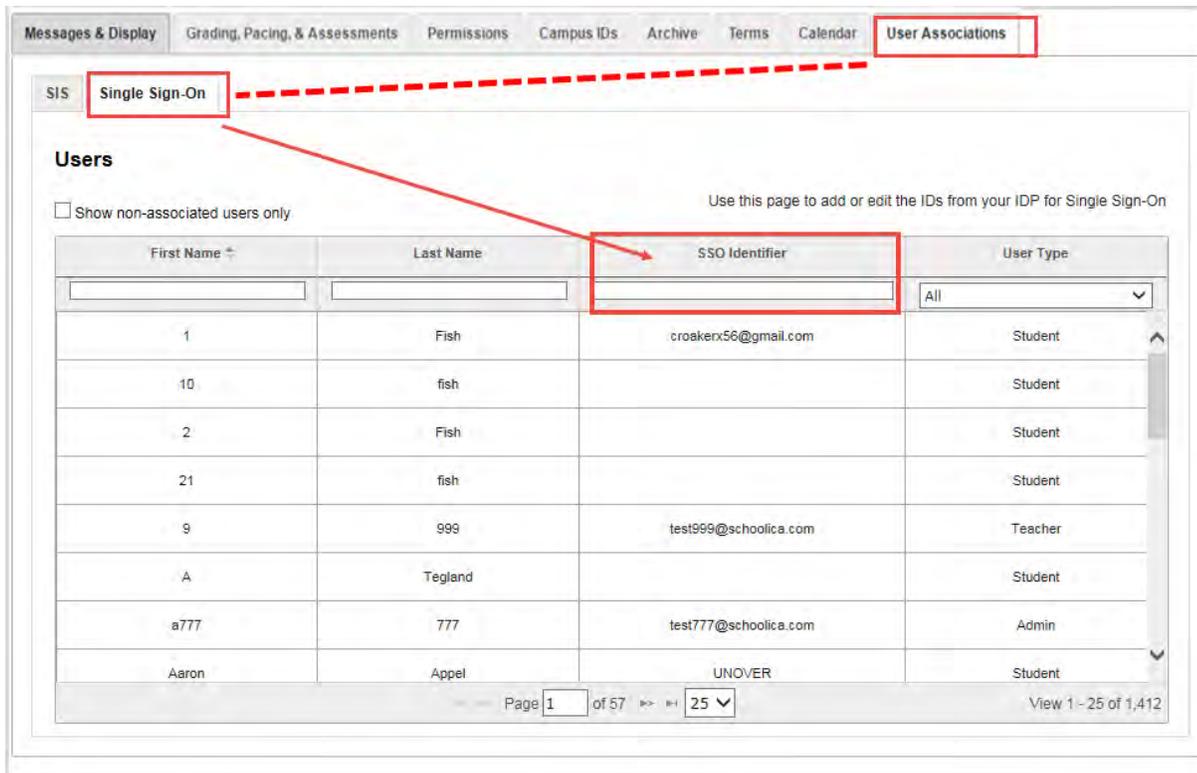
Manage SIS Identifiers for users

External IDs, or SIS Identifiers, are unique, external school identifiers created and maintained in the source Student Information System (SIS). External IDs are associated with user profiles and provide the "connectivity" link for the proprietary Ignitia OASIS API to successfully create and update user profile data between a SIS and Ignitia.

You can add, update, and delete SIS IDs for users.

1. On the main nav bar, click **School Settings**.

2. Click the **User Associations** tab.

   By default, the **SIS** sub-tab is the active tab and all users *that do not have* an external ID (SIS Identifier) are displayed.

Action	Do the following...
Add SIS IDs	a. Search by the user's First or Last name to locate the user. b. Enter the value in the **SIS Identifier** field. The entered value must be unique for the user and meet the external ID field requirements of: Contain at least one (1) character and no more than 255 characters and consist of valid keyboard characters of: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' " , < . > / ? space (entered with spacebar). c. If the value entered is not unique, an error message appears as shown below. **Error** ✖ The SIS ID "55648" is already in use. Close d. To save the entered value, click in another field.
Update (edit) SIS IDs	a. To display users with SIS IDs, select the **Show all students** or **Show all teachers and admins** check box. b. Search the list by the user's First Name or Last Name. c. In the **SIS identifier** field, click to activate the value, delete the value and enter the new SIS ID. The entered value must be unique and meet the requirements as described in **Add SIS ID** step b. d. Click in another field to save the new value.
Delete SIS IDs for students	a. To display students with SIS IDs, select the **Show all students** check box. b. Click the selection check box in the left column to select one or more students. To select all students, click the check box in the column heading. This action highlights the student (s) and activates the **Delete SIS ID** button. c. Click the **Delete SIS ID** Delete SIS ID button. A message appears confirming the record(s) updated successfully.
Delete SIS IDs for teachers/admins	a. To display teachers/admins with SIS IDs, select the **Show all teachers and admins** check box. b. Search the list by the user's First Name or Last Name. c. In the **SIS identifier** field, click to activate the value, delete the value. A message appears confirming the record(s) updated successfully.

Tip: You can also delete a SIS ID for an individual user in their user profile. Click the **Associations Info** ❶ indicator in a user's profile to display all associated, external values. A **Delete** 🗑 tool lets you easily delete the SIS ID as shown in the example below.

Associations   1 ❶
SIS   sisid_789065 🗑

Manage Single Sign-On (SSO) Identifiers for users

For those schools using Single Sign-On (SSO) with an Identity Provider (IDP), such as Microsoft Azure or Google, to log in to Ignitia, you can manage (add and edit) the SSO Identifiers (IDs) that users need to complete the login process. The SSO ID is the user's IDP Login Username, for example, JohnSmith@schoolica.com.

> **Note:** SSO IDs must be unique for the school, for example, you cannot have two SSO IDs that use the same value of JohnSmith@schoolica.com.

Managing the SSO ID in Ignitia creates the association so that the user can use their SSO credentials to log in to Ignitia. If the SSO ID is not set up for a user, the user cannot log in to Ignitia.

> **Note:** An SSO ID is established by the school's Identity Provider, such as Azure. The SSO ID must come from the Identity Provider's system.

> **Tip:** For Teachers and Admins, the SSO ID can also be added or edited on the user's profile in the **Associations** field.
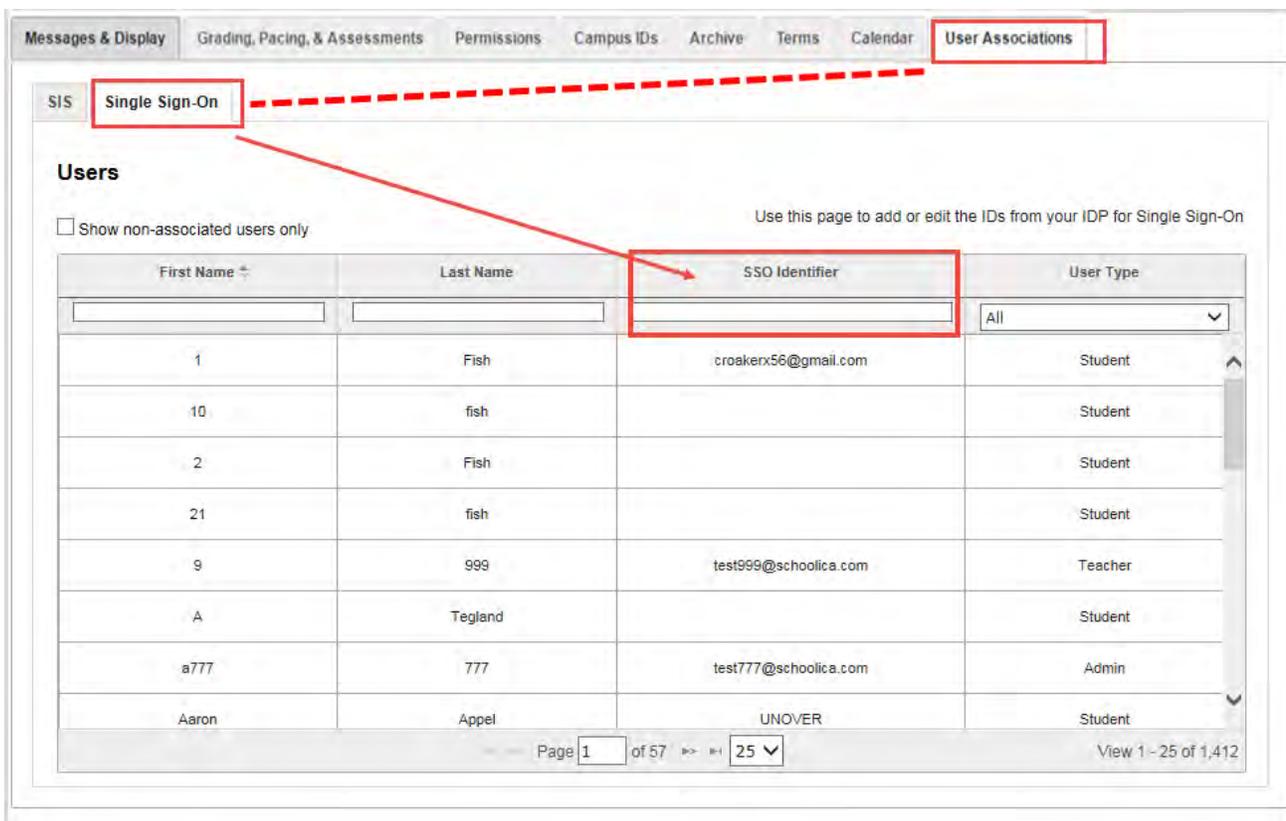
1. On the main nav bar, click **School Settings**.
2. Click the **User Associations** tab, and then click the **Single Sign-On** sub-tab.

Action	Do the following...
Add SSO IDs	a. Select the **Show non-associated users only** check box. This action displays all users that do not have SSO IDs set up in Ignitia.
	Users ✅ Show non-associated users only
	b. To filter the list to only show a specific user type, for example, students, click in the **User Type** column to display a list of user types. Select the type, for example, select **Student** to only see students.
	r edit the IDs from your IDP for Single Sign-On User Type All Admin Super Teacher Teacher Student Admin
	c. In the **SSO Identifier** column, enter the value for the user in the format required by the Identity Provider (IDP). For example, if the IDP is Google for the school, you might enter: johnstudent@gmail.com. The value must be unique for the school or it will not save and an error message appears as shown in the example below.
	Error ✖ The SSO ID "123456" is already in use. Close
	d. To save the entered value, click in another field.
	e. Follow steps c and d above to continue entering SSO IDs for other unassociated users.
Edit SSO ID for a user	a. Use the search text boxes under the **First Name** or **Last Name** column headings to locate the user.
	b. In the **SSO Identifier** field, delete the existing value and enter the new SSO ID. The new SSO ID value must be unique for the school or it will not save.
	c. Click in another field to save the value.
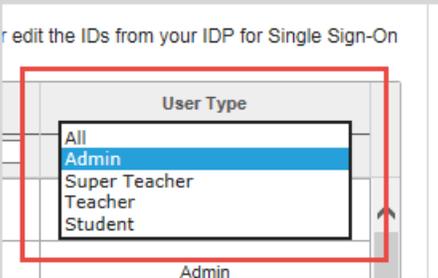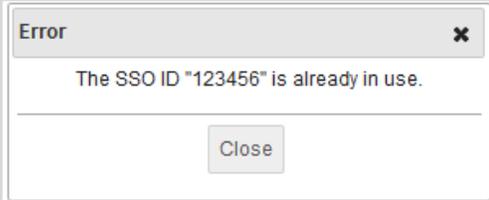
💡 **Tip:** The school's Admin user receives an "Unassociated login attempt" message in their Inbox when a user can be authenticated by their IDP, but does not have an association in Ignitia. This association can be fixed on the **Single Sign-On** tab.

Register (add) and manage students

As an Administrator, you can add new (register) students to your school, manage their Ignitia user profiles, and create and manage student groups. Students must be registered in Ignitia so that they can be enrolled in courses and added to groups.

Two tabs provide the tools to view, add new, and manage students and student groups: **Registration** and **Groups**.

- On the main nav bar, click **Students** to access the **Registration** and **Groups** tabs.
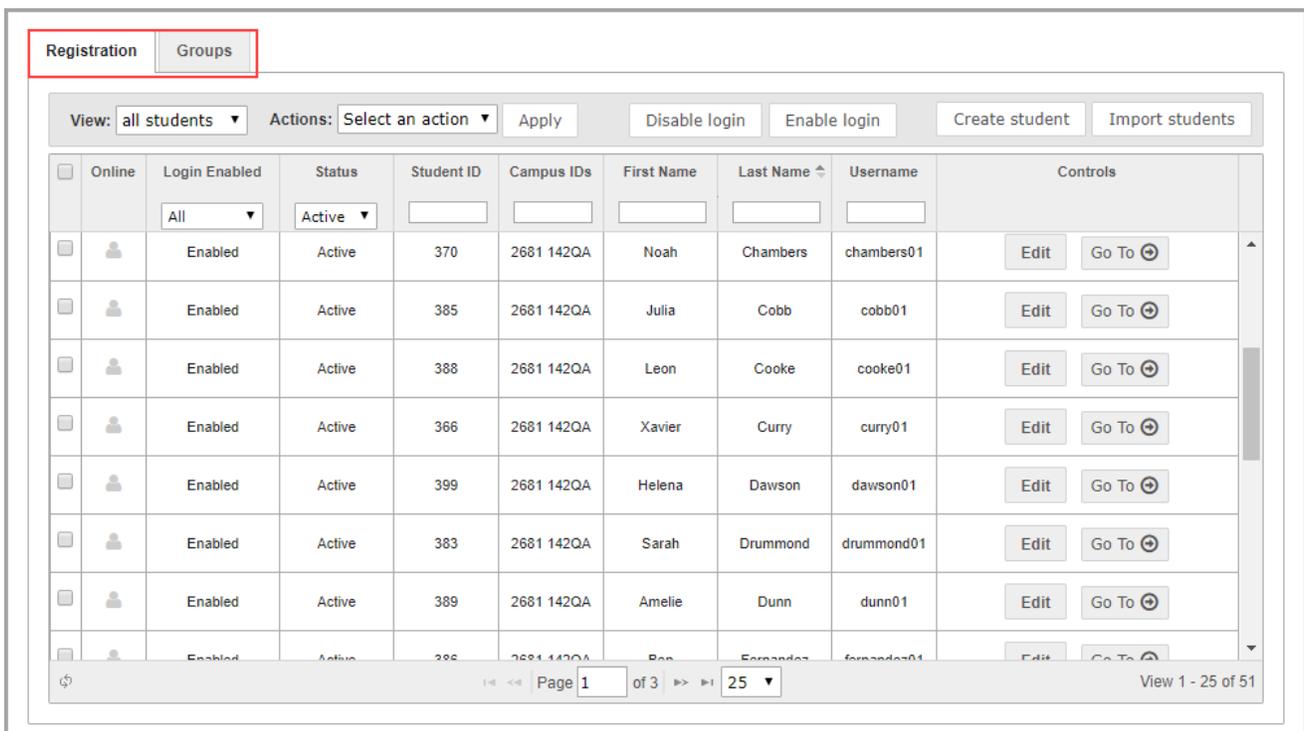
On the **Registration** tab, you can:

- Click the **Create student** button to add (register) an individual student for your school. See "Add (register) individual students" on the next page.
- Click the **Import students** button to import (register) multiple students at the same time. See "Import (register) multiple students" on page 85.
- Filter, search, and sort the **Registration** list to find a specific student, see a list of students associated to an entered campus id, or see a list of users placed in Archived status. See "Filter, search, and sort the Students Registration list" on page 91.
- Use the selection check box to perform the same action on multiple students at same time. For example, you can select multiple users to disable or enable their logins or change their user status.
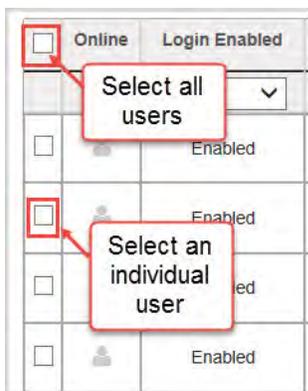
- Use the **Online** column to see whether or not a user is currently online in Ignitia. A user symbol appears and if the symbol is highlighted or appears active, the user is online. If the symbol appears gray or not active, the user is not currently online. You can log off an online user. See "Log off online users" on page 97.

- Under **Controls**, use the **Edit** and **Go To** links:

    - Click the **Edit** link to edit a student's profile. See "Edit student user profiles" on page 93.

    - Click the **Go To** link to open a shortcut menu like the one shown here.
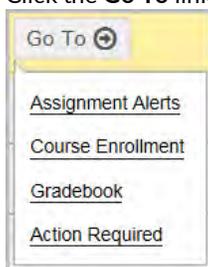
    From this shortcut menu, go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook Grading**, or **Action Required** tabs for the selected student. This is one of the easiest ways to enroll the selected student in a course, access grading tasks, or see other assignment alerts for the selected student.

On the **Groups** tab, you can:

- Create groups containing students that you want to organize together, such as a group of students to enroll in a summer school term or a group of students that attend the same campus.

- Edit student groups by adding or removing students or changing the name or description.

- Delete student groups that you no longer need.

- Transfer ownership of groups (change owner) to other users. For example, a teacher owns several groups and needs to take a leave of absence. Ownership of those groups can be transferred to another user.

For more information, see "View and manage student groups" on page 287.

Add (register) individual students

The following steps explain how to add (register) an individual student in Ignitia. To add (register) multiple students at the same time, see "Import (register) multiple students" on page 85.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. On the **Registration** tab, click **Create student**.

   The **Create Student** page appears.

3. Complete the student user profile fields, enrollment grading and pacing, and weights settings, and permissions as explained in "Student profile user fields, enrollment settings, and permissions" below.

4. When finished, click **Save**.

   The new student user appears in the list on the **Registration** tab.

> **Note:** Once a student is added (registered) in Ignitia, their user profile cannot be deleted. If you need to remove their access to Ignitia, change their user status to Archived. See "Change the status of students" on page 95.

Student profile user fields, enrollment settings, and permissions

An Ignitia Student user profile has over 35 fields grouped into three categories:

- User status and identification fields. See "User status and identification fields" below.
- Enrollment settings. See "Student enrollment settings" on page 76.
- Permissions. See "Student permissions" on page 80.

> **Note:** For schools using Single Sign-On (SSO) to log in to Ignitia, several identification fields are not required and password-related fields are hidden because the student will be using their organization (username and password) to log in to Ignitia. For schools not using SSO, the required fields and password-related fields remain required and visible.

> **Note:** Student Grading and Pacing and Weights enrollment settings are inherited from the school Grading and Pacing and Weights enrollment settings. This means that if a change occurs to a school Grading and Pacing and Weights setting, then the related student Grading and Pacing and Weights setting is also changed *UNLESS* the student has *personalized* Grading and Pacing and Weights settings. With personalization, the inheritance is broken with the school Grading and Pacing and Weights settings. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.

> **Permission(s) check:** Several student permissions are shared with or dependent on the school Permissions. This means that if a change occurs to a school permission, then the shared student permission is also changed. For more information, see "School permissions affect on shared user permissions" on page 20.

User status and identification fields

Two examples are provided for the user status and identification fields available when creating a student's profile and when editing a profile. These two examples represent the changes that occur depending on whether or not the school is using Single Sign-On (SSO) to log in to Ignitia:

- For schools not using SSO, Example A below shows the top section of the **Create Student** and **Edit Student** pages that relate to user status and personal identification in Ignitia. The arrows indicate the field changes that occur when editing a student's profile.
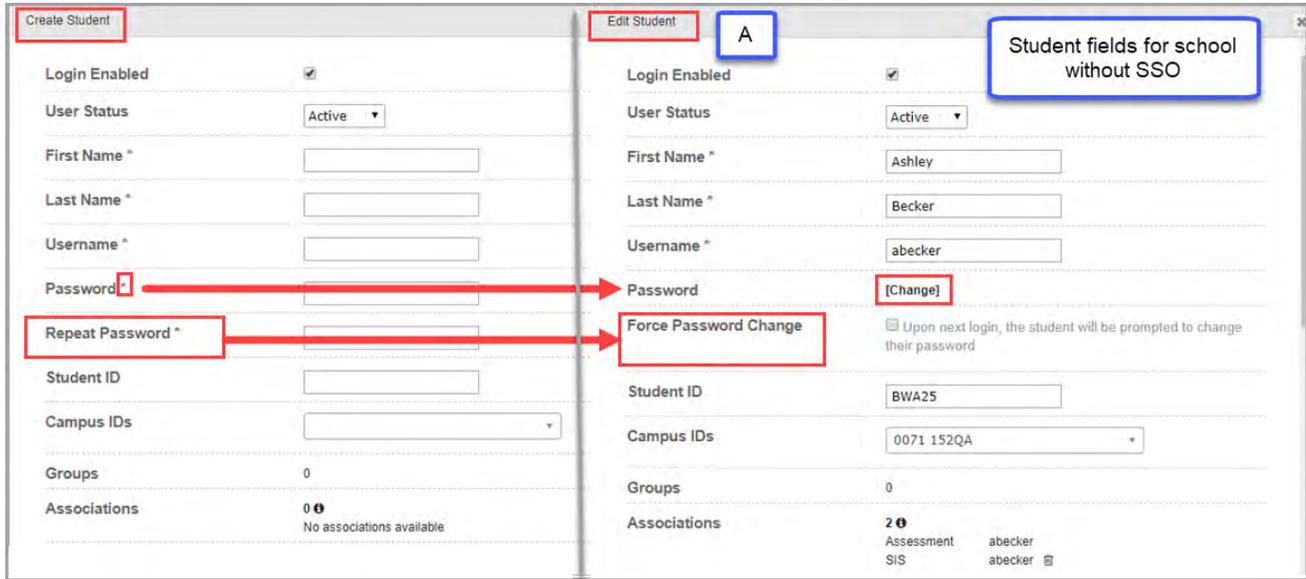
- For schools using SSO, Example B below shows the top section of the **Create Student** and **Edit Student** pages. Notice that the **Username** field is not required for entry and Password-related fields (shown in example A above) are hidden.
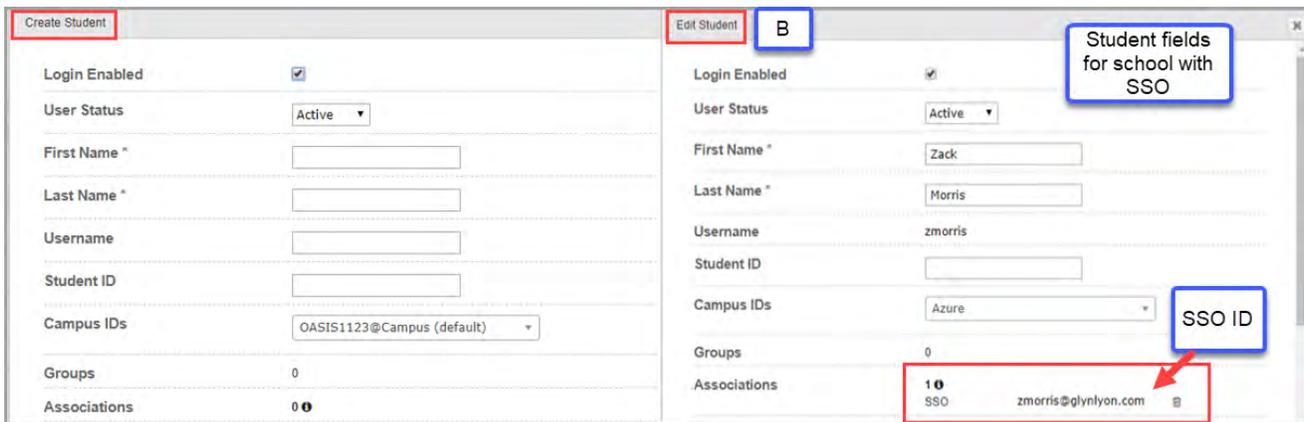
This table explains the user status and identification fields shown in both examples.

Field	Description
Login Enabled	**Default is Enabled**. If enabled (checked), the user can log in to Ignitia. If disabled (cleared), the user cannot log in to Ignitia.
User Status	**Default is Active**. From the list, select to place the user in On Hold or Archived status. See "Change the status of students" on page 95.
First Name*	*Required field for schools not using Single Sign-On (SSO). Enter (or edit) the student user's first name.

Field	Description
	Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Last Name*	***Required field for schools not using Single Sign-On (SSO).** Enter (or edit) the student user's last name. **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Username*	***Required field for schools not using Single Sign-On (SSO).** Enter a user name for logging in to Ignitia. User names must be unique and contain at least one (1) character and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z _ (underscore) - (hyphen) . (period). **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Password*	***Required field for schools not using Single Sign-On (SSO).** Enter a password for logging in to Ignitia. • When creating a student profile, enter a password for logging in to Ignitia. It must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' " , < . > / ? space (entered with space bar). • When editing a student's profile, the field contains a **Change** link. Click **Change** to change the password. Then, in the **New Password** field, enter the password.
Repeat Password*	***Required field for schools not using Single Sign-On (SSO).** Enter the same password again to verify it.
Force Password Change	**This field appears when editing a student's profile for schools not using Single Sign-On (SSO) .** **Default is Disabled**. If enabled (checked), with the next log in to Ignitia, the user is prompted to change their password. They can set their own password.
Student ID	Enter text, numbers, or special characters that can be used for identifying the user. This field is useful for filtering, sorting, and searching in many Ignitia lists and reports. **Note:** For those schools using SSO integration with Clever, this field can contain the user's Clever **student_number** which gets populated upon Clever sync. If your school has Clever integration, you may want to check with your school Admin before changing the value in this field.

Field	Description
Campus IDs	Campus IDs associated to a student's profile help to identify the resources, such as virtual or physical sites for your school, where the student attends. Campus IDs are useful for filtering, sorting, and searching in many Ignitia lists and reports. See "Add and remove Campus IDs for students" on page 94.
Groups	Indicates the number of student groups in which the student is a member. See "View and manage student groups" on page 287. • When creating a student profile, the number is 0. • When editing a student's profile, the number is 0 if the student is not a member of any groups. If the student is a group member, the field changes to display the number of groups. Click **Show** to see the group names. Click **Hide** to hide the group names.

Associations	Indicates the number of associations for the student. Associations are connections to outside (external) sources which manage data flow between Ignitia and the outside source, such as a Student Information System (SIS). Associations are managed by the Ignitia Admin on the **School Settings > User Associations** tab.
	
	When creating a student profile, typically, the number is 0. When editing a student's profile, the number may be 0 if the student has not been associated to any outside sources. If the student has associations, the field changes to display the number of associations.
	
	  a. To see the **Associations** details, click the **Info** ❶ symbol.
	
	      If the student has a student identifier value used by the Student Information System (SIS) and that identifier value has been entered in Ignitia, then that SIS ID value appears here. For schools using Single Sign-On (SSO) with an Identity Provider (IDP), the student's SSO Identifier also appears here once it has been entered into Ignitia.
	
	  b. To delete the SIS ID and/or SSO identifier, click the **Delete** 🗑 tool at the end of the value. Confirm the deletion. If you need to enter a different or new SIS id or SSO value for the user, as the Admin, you must use the **School Settings > User Associations** tab.
	
	  c. Click the **Info** symbol again to hide the **Associations** details.

Student enrollment settings

Example C below shows the next set of fields on the **Create Student** page related to student course enrollment grading, pacing, and assignment weighting settings. As mentioned previously, several settings can be *personalized* for the student by the teacher (or admin), for example, the student is part of an Individualized Education Program (IEP) or a Section 504 plan or may require additional monitoring and progress efforts.

✔ **Permission(s) check:** To personalize the student enrollment settings, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.)

Note: Once a student profile has personalized Grading, Pacing, and Weights enrollment settings, the dependency with the shared school Grading and Pacing and Weights settings is broken. Those student personalized settings are automatically carried through to the student course enrollment settings, but can be further personalized just for the enrollment.

This table explains the enrollment settings shown in example C. As mentioned previously, for grading, pacing, and weighting settings to be personalized by the teacher (or admin) adding or editing the student profile, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. Otherwise, the student inherits the default school-level grading, pacing, and assessments thresholds, pacing, Flex, and assignment weights and is subject to changes to the school settings.

Field	Description
Default Term	When creating a student's profile, this field shows the default school term (set by the Administrator) and is selected by default. Keep the default setting, or: • Select **Custom** and in the **Start** box, click to select a term start date from the calendar. Click in the **End** box and select a term end date. • Select **Choose at enrollment** to select the term when you enroll the student in courses. **Note:** When editing a student's profile, you do not see the Default Term field.
Personalize Grading and Pacing	• **IMPORTANT:** If the setting can be enabled (check box is active), once checked, this permission allows a teacher (or admin) to personalize the various assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), Flex CRx and Flex Skipped enrollment settings for the student. These personalized settings will be used by the student for course enrollments. **However**, if the setting is later disabled (un-checked), the student automatically inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), and Flex settings. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138. • If setting is Disabled (check box appears inactive), this means the teacher creating or editing the student profile DOES NOT HAVE the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. The student inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress) and Flex CRx and Flex Skipped settings for enrolled courses.
CRx Pass Threshold	Percentage number the student must achieve to pass a pre-test for each unit of a course assigned in CRx mode. See "How CRx mode works" on page 129.
Lesson Pass Threshold	Percentage number the student must achieve to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". **What this means:** Whenever the student submits a lesson with a score below the Pass Threshold, the lesson is automatically reassigned to the student to do again. Whenever this happens, the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned.
Max Lesson Attempts	Maximum number of opportunities for student to achieve lesson pass threshold.
Block Lesson Progress	If enabled (checked), when the student does not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Quiz Pass Threshold	Percentage number the student must achieve to pass a quiz.
Max Quiz Attempts	Number of opportunities for the student to achieve quiz pass threshold.

Field	Description
Block Quiz Progress	If enabled (checked), when the student does not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Test Pass Threshold	Percentage number the student must achieve to pass a test.
Max Test Attempts	Number of opportunities for the student to achieve test pass threshold.
Block Test Progress	If enabled (checked), when the student does not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Flex CRx	If enabled (checked), when the student does not achieve the CRx Pass Threshold on a unit pre-test (for a course in CRx mode), they are assigned only the lessons in the unit *associated with the incorrect questions*. Lessons for correctly answered questions are automatically skipped. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	If enabled (checked), allows the student to skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to the lessons skipped are disabled (grayed-out) and have a Skipped status. These questions do not have to be answered by the student and are not included when calculating student grades. For an enrollment in CRx mode, this settings only works for quizzes. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 133.
Personalize Weights	A weighting value applies to the four assignment types: lesson, project, quiz, and test, and it determines the weight for how the grades for each assignment type are factored into the student's unit and overall course grade. All four weight values must total 100. • If setting is Disabled (check box appears inactive), this means the teacher does not have the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. This permission allows a teacher to personalize the pacing, grading, and assignment-type grade weights for individual students. The student, by default, sees the school-level weights settings for enrolled courses. • If the setting can be enabled (check box is active), once checked, the teacher can personalize the assignment weighting settings for the individual student. These personalized settings can be used by the student for course enrollments.
Lesson Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
Project Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
Quiz Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
Test Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.

Student permissions

Two examples are shown here for the final set of fields on the **Create Student** page related to student permissions. Individual student permissions that are dependent on the setting for school student permissions are noted in the table following the examples. These two examples represent the changes that occur to a student's profile depending on whether or not the school is using Single Sign-On (SSO):

- For schools not using SSO, example D shows the fields related to user permissions.

> **Note:** Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

- For schools using SSO, example E shows the **Create Student** permissions. Notice that any password-related fields are not displayed as shown in example D above.
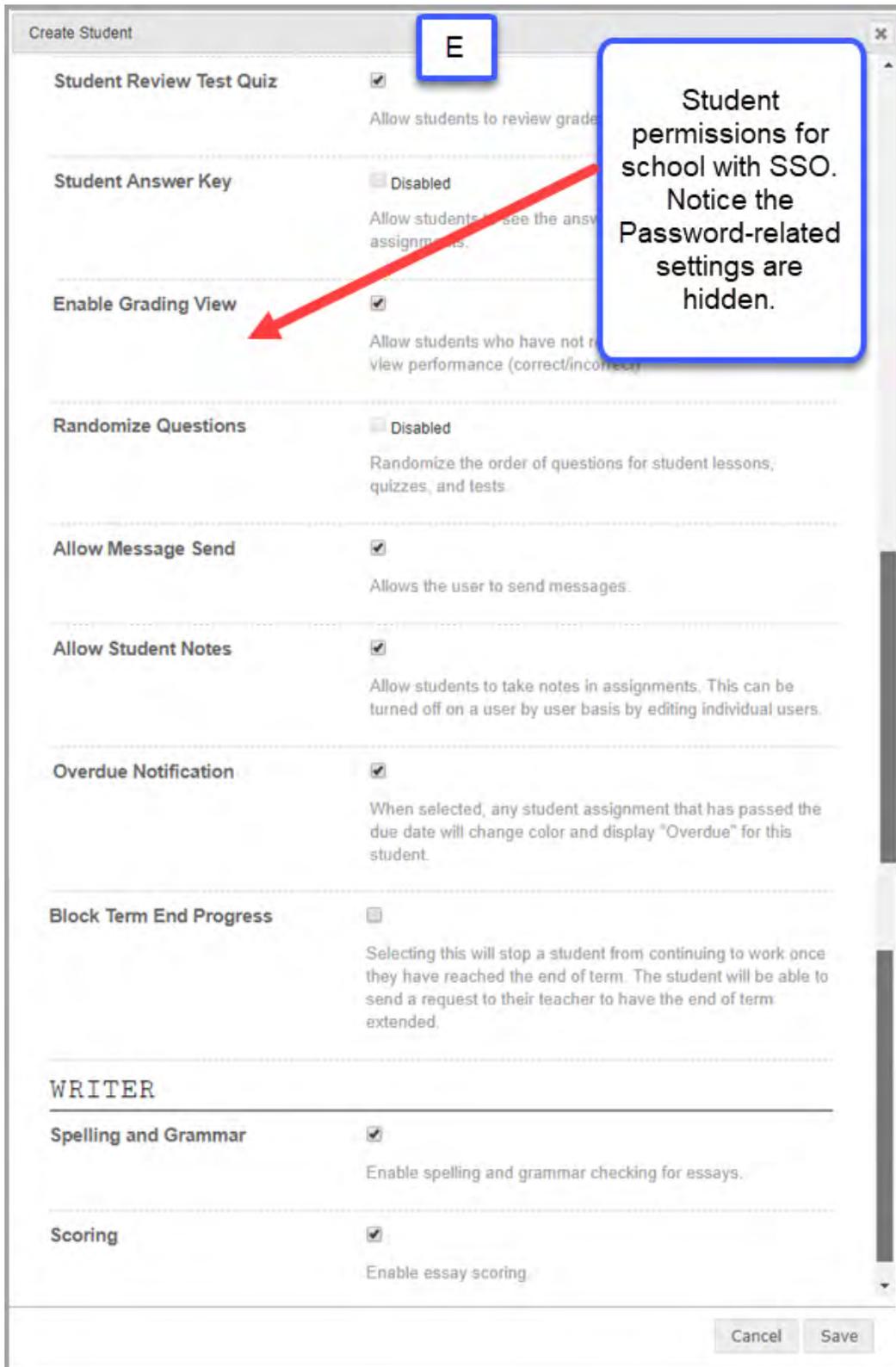
This table explains the student permission fields shown in both examples. Individual student permissions that are dependent on (inherited from) the setting for the shared school student permission are identified in the table. What this means is that if the school student permission is disabled, the student permission is disabled and cannot be enabled.

Field	School permission dependency	Description
Student Review Test Quiz	Yes	If enabled (checked), allows student to review completed and graded quizzes and tests.
Student Answer Key	Yes	If enabled (checked), allows the student to see the answer key in completed assignments only.
Enable Grading View	Yes	If enabled (checked), permits the student who has not achieved the Lesson Pass Threshold to see which problems he/she answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.
Change Passwords	Yes	*Field appears for schools not using SSO.* If enabled (checked), allows the user to change his/her Ignitia password. The Change Password window appears when the student clicks the down arrow next to their name.
Force Password Change	N/A	*Field appears for schools not using SSO.* • When creating a student's profile, if enabled (checked), the student must change their password at the next login. • When editing a student' profile, the Force Password Change permission moves to the top of the Edit Student page.
Randomize Questions	Yes	If enabled (checked), questions in lessons, quizzes and tests display in random order for the student. 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.

Field	School permission dependency	Description
		Note: Teachers 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 Message Send	Yes	If enabled (checked), the student can use the Ignitia internal messaging system for communication with assigned teachers only. Students can also send help requests from assignments and view teachers' responses.
Allow Student Notes	Yes	If enabled (checked), student can take notes during assignments.
Overdue Notification	Yes	If enabled (checked), in the Student application, for any assignment that has passed the due date, the color changes and displays "Overdue" for the student.
Block Term End Progress	N/A	If enabled (checked), the student is stopped from continuing to work on the course once the end of term date is reached. The student can send a message to the teacher requesting the term be extended.
Spelling and Grammar	Yes	If enabled (checked), Writer works much like a word processor in that the student right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
Scoring	Yes	If enabled (checked), student can get an overall score for the assignment. The Teacher provides the final grade.

Import (register) multiple students

To register up to 500 students at one time in Ignitia, use the **Import Student** tool. You must have the appropriate number of student licenses available for the number of students you plan to import. If you want to register only one student, see "Add (register) individual students" on page 72.

Importing students requires that you:

- Download the provided **ImportStudentTemplate .csv** file.

  - For schools not using SSO, the template contains the fields needed to create/register students in Ignitia. You must provide a username and password for each student to log in to Ignitia. The required columns are: First Name, Last Name, username, and password. Two columns, student id and campus id, are optional. For accepted usernames and passwords, see "Student profile user fields, enrollment settings, and permissions" on page 73.

    This example shows the template fields for schools not using SSO.

- For schools using SSO with an Identity Provider where an SSO ID is used, the template contains the fields needed to create/register students and use SSO. You need the students' organization Login usernames from your Identity Provider (IDP). For example, your school uses Google accounts to sign on to various web applications using a single username and password. The required columns are: First Name, Last Name, and SSO ID. The SSO ID is the student's SSO Login username. Two columns, Student ID and Campus ID are optional.

This example shows the template fields for schools that use SSO with an Identity Provider.
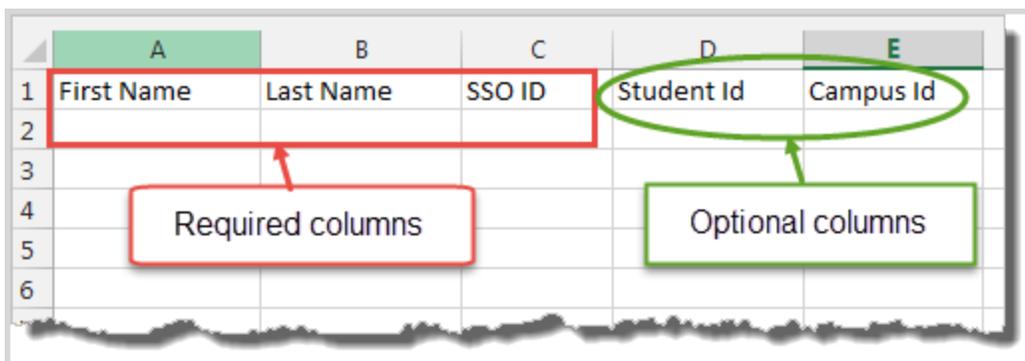
Tip: You can save the template and use it again.

- Enter the student information in the required fields (and optional fields, if desired). For the **Campus Id** column, you can enter multiple campus identifiers for a student by using the pipe (|) symbol to separate values. Or, if you do not know the campus IDs already set up for your school, you can wait to select Campus IDs from a list of existing campus Identifiers before you run the import process.

⚠️ **Warning:** Campus identifiers must match identifiers already set up by the Admin. During import, if campus ids do not match, an error message appears.

📝 **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.

- Save the file to a location on your computer where you can easily locate it.
- Upload the file into Ignitia.

![Ignitia logo]

> ✔ **Permission(s) check:** All students included in the import file automatically inherit school-level grading and pacing settings UNLESS the "Change Grading, Pacing, and Assessments" permission is enabled for your user profile. This means you can modify the grading and pacing enrollment settings for all students in the import. Student permissions shown are the enabled or disabled school permissions.

To import students:

1. On the main nav bar, click **Students**.

2. On the **Registration** tab, click the **Import Students** button.

   The **Import Student** page appears.
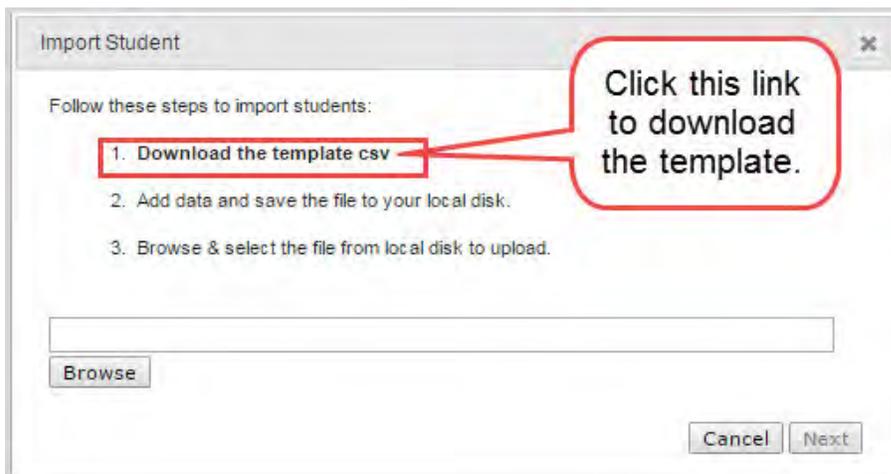
3. Click the **Download the template csv** link.

4. Click **Open with** and **OK** to use the default application to open the template.

5. Enter student information in the template:

Column	Req/Opt	Do the following...
First_name	Req	• Enter the student's first name.
Last_name	Req	• Enter the student user's last name.
Username	**Req***	*Required only for schools not using SSO. • Enter a user name for logging in to Ignitia. User names must be unique and contain at least one (1) characters and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z_ (underscore) - (hyphen) . (period).
Password	**Req***	*Required only for schools not using SSO. • Enter a password for logging in to Ignitia. Passwords must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' " , < . > / ? space (entered with space bar).
SSO ID	**Req***	Required only for schools using SSO with an Identity Provider.

Column	Req/Opt	Do the following...
		• Enter the students' organization Login usernames. You need the students' organization Login usernames from your Identity Provider (IDP). The SSO ID is the student's SSO Login username. For example, dsmith@schoolica.com.
Student ID	Opt	• Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters that can be used for identifying the user.
Campus ID	Opt	• Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters for one or more campus identifiers that match campus identifiers already set up for the school. For multiple campus ids, use the pipe (	) symbol to separate each entry. For example: SBSW|Campus 1|Campus Eight. **Tip:** You can wait to select from a list of campus identifiers before you complete the import process. If the campus identifiers you entered in the import file do not already exist for the school, you get a warning message and must correct the items to process the import. **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.

6. Save the template file.

7. On the **Import Student** page, click **Browse** to locate the template file.

8. When the file name appears in the field, click **Next**.

The **Preview and Edit** page appears. This page lets you preview and edit the students' permissions and grading and pacing enrollment settings before it is imported into Ignitia. As mentioned previously, all students included in the import inherit the default school student permissions and grading and pacing enrollment settings UNLESS you have the "Change Grading, Pacing, and Assessments" permission enabled so that you can modify the grading and pacing settings.

For schools not using SSO, the Preview and Edit page may look like this:

For schools using SSO with an IDP, the **Preview and Edit** page may look like this.

9. On the **Preview and Edit** page, do the following:

   a. For enabled student permissions, you can clear a check box to disable the permission.

   b. For grading and pacing enrollment settings, if you have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile, the settings appear active and can be changed and enabled or disabled. If the settings appear inactive, this means you do not have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile and the school-level grading and pacing enrollment settings are in effect.

   c. For schools not using SSO, if the system detects duplicate usernames, at the top of the student list, a message in red text appears and the username in the list is also colored red. Click in the **Username** field to change it.

   d. If desired, you can change or add data to any field in the student list. Click a field, and in the text box, enter the data. Or, to add or remove a campus id, click in the **Campus IDs** cell for the student and from the list, select a campus id or clear the check box to remove the campus id.

   > **Note:** For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher sees only the Campus IDs associated to her teacher profile for selection.

   e. To have Ignitia quickly verify the data you entered, click in another field. If errors are detected for required fields, those errors display in a message box at the top of the page.

   f. To select the students to import into Ignitia, in the student list, select the check box in the first column next to the **First Name**.

   g. When finished selecting students and/or changing other permissions, click **Submit**. If errors are detected, a message appears describing the error. Fix the issue and click **Submit** again.

   h. Click **Done** on the confirmation window.

The imported students are now included in the student list on the **Registration** tab and their student profiles can be accessed for editing. Additionally, for schools using SSO with an Identity Provider, the imported students and their SSO ID appears in the **Associations** field on the Student Profile and on the **School Settings > User Associations > Single Sign-on** tab.

Filter, search, and sort the Students Registration list

To help you locate a specific student user, you can filter, search, and sort the students list on the **Students > Registration** tab. The **View** field and the row below the column headings contain filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Ignitia can find matching data and automatically filter the list.
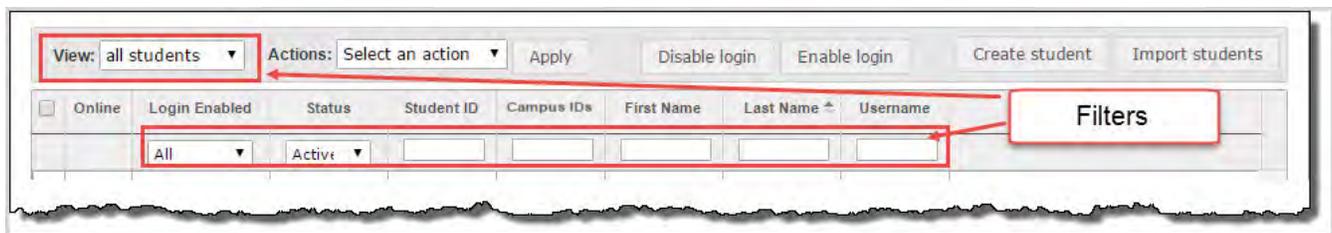
The students you see depend on your assigned user role. For a reminder, see "Student viewing rights based on your assigned user role" on page 16.

Action	Do the following...
View all students	• By default, the **View** field shows all students. The "all" students that you see depends on your user role. For more information, see "User roles and permissions" on page 13.
View my students	• From the **View** field, to filter the list to see only your students (students in courses assigned to you), select **my students**.
Filter list by login enabled and/or status	• Click the down arrow to display the list choices and select an item. The Registration list is filtered to your selection.
Search by student id, campus ids, first or last name, or username	• Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
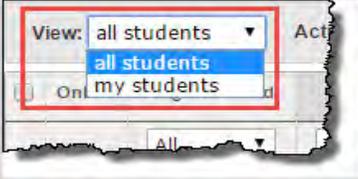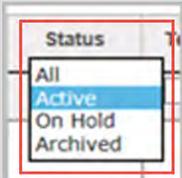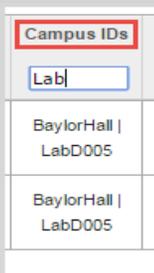
Action	Do the following...
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column. Last Name
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list displays. Reset filters to default

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages or enter the page number.

Paging controls

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Number of items to display on page

Edit student user profiles

When a student is in Active status, you can edit the student's user profile to:

- Enable or disable the ability to log in.
- Change status to On Hold or Archived.

> **Tip:** A student in Archived status retains any associated campus ids.

- Make changes to a username.
- Add or remove permissions.
- Personalize grading and pacing and assignment weighting.
- Change a password.

1. On the main nav bar, click **Students**.

2. Filter, search, or sort the student registration list to locate the user. See "Filter, search, and sort the Students Registration list" on page 91.

3. Click **Edit**.

   The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see "Student profile user fields, enrollment settings, and permissions" on page 73.

4. Make changes as needed to:

   - Disable or enable a log in. See "Disable and enable student user logins" on page 96.

   - Change user status. See "Change the status of students" on the facing page.

   - Change first name, last name, or username* by entering new information in the fields.

   > **Note:** *For schools using Single Sign-On (SSO) with an Identity Provider to log in to Ignitia, the **Username** field cannot be edited because it contains a formatted version of the student's SSO ID which is automatically generated by the system. Additionally, the **Change** link and several Password-related fields are hidden in the student profile because those schools using SSO do not use Ignitia passwords.

   - Change password* by clicking the **Change** link. In the **New Password** field, enter the password and enter it again to confirm.

   - Add campus ids or remove associated campus ids. See "Add and remove Campus IDs for students" below.

   - Enable or disable permissions and enrollment settings.

5. When finished, click **Save**.

Add and remove Campus IDs for students

Once Campus IDs are set up for the school, you can then add those Campus IDs to students' profiles. Campus IDs are useful for filtering, sorting, and searching in many Ignitia lists and reports. You can also remove Campus IDs from student profiles.

You may have set up a default Campus ID so that when new student records are created, the student is automatically associated to that default campus.

1. On the main nav bar, click **Students**.

2. For an existing student, filter, search, or sort the student registration list to locate the student. See "Filter, search, and sort the Students Registration list" on page 91.

   Or, if you are creating a new student record, click **Create Student**.

   The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see "Student profile user fields, enrollment settings, and permissions" on page 73.

3. For the **Campus IDs** field, from the list, do one of the following:

   - To associate one or more campus ids to the student, select each one. Or, to associate all, click the **Select all** option. If a default campus id has been set up by the Admin, this campus identifier appears by default for the student as shown in the example below.
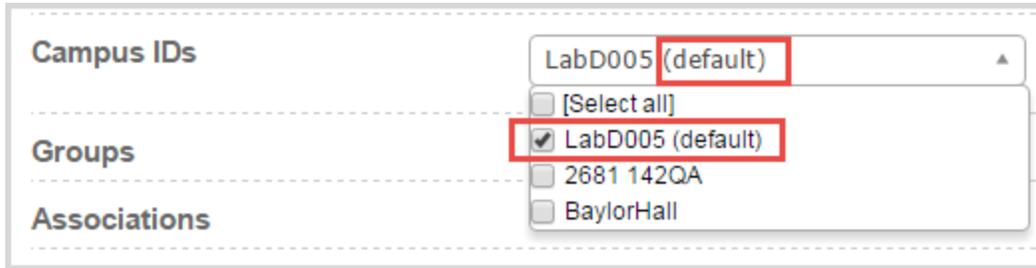
- To remove an associated campus ID, clear the check box.

4. When finished, click **Save**.

Change the status of students

Typically, most students are in **Active** status so that those students can log in and do their assigned schoolwork. If desired, you can change a student's status from **Active** to **On Hold** or to **Archived**, and from **On Hold** back to **Active** or to **Archived**. If a student is in **Archived** status AND the grace period has not expired, you can change the student's status from **Archived** to **Active** or **On Hold**.

? **Why?** You may want to change a student's status to On Hold if the student cannot start their assigned courses so you do not want the assignments to show as Overdue. Once the student is ready to start, you can update the status to Active which automatically enables the ability to log in. Because you cannot delete a student's profile in Ignitia, you can change the status to Archived so that the user can no longer log in.

For an explanation of what happens to the student and their assigned enrollments in each status, see "Users and enrollments status types" on page 21.

⚠ **Warning:** When you place a student in **Archived** status, it is like placing the student's information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved *IF* the grace period has not expired. The grace period for archived user accounts is set by your Ignitia Administrator. When a user's status is changed to **Archived**, Ignitia places the account in a temporary "**Pending Archive**" status until the grace period expires. During the grace period, the **Archived** status can be reversed, with all information related to the user account returned to either **On Hold** or **Active** status. Once the grace period ends, the user account automatically moves from **Pending Archive** to **Archived** status and the status cannot be reversed. You would have to create a new user account with a new user name. **Be aware** that students placed in **Archived** status are automatically removed from any student groups, but will retain any associated Campus IDs.

📝 **Note:** If you place a student in On Hold or Archived status, all of their enrollments (courses) are automatically changed to On Hold or Archived status. The enrollments in Archived status would use the Enrollment Grace Period before being placed into permanent Archived status.

You can select one or more students to change the status.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. To easily locate the student or students, filter, search, or sort the student registration list. See "Filter, search, and sort the Students Registration list" on page 91.

   For example, you want to change several students' status from On Hold to Active. You would filter the Status column to only show On Hold students in the list.

3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students, select the check box in the column heading as shown in this example.

☑	Online	Login Enabled	Status	Student ID	Campus IDs	First Name	Last Name ⬍	Username
		All ⌄	On Hol ⌄					
☑	👤	Disabled	On Hold			fname	~!@#$%	fname.
☑	👤	Disabled	On Hold	doeje12	eschool15	James	Doe	james.doe
☑	👤	Disabled	On Hold			oasis	nayak	257chars257cha
☑	👤	Disabled	On Hold	22121	21212	sid	nayak	sidss102
☑	👤	Disabled	On Hold			Brooke	Snyder	bSnyder_zwnrrh

4. From the **Actions** list, select a status. Click **Apply**.

5. At the confirmation message, click **OK**.

6. If you used any filters, the students you selected may be removed from the list or the list may now appear empty. To remove the filters and reset the list, click the **Reset filters** 🔄 symbol located in the lower left of the **Registration** tab.

> 💡 **Tip:** You can also change an individual student's user status by editing their student profile. See "Edit student user profiles" on page 93.

Disable and enable student user logins

You can easily disable and enable the login of any student, or multiple students, on the **Registration** tab. For example, you want to temporarily turn off a student's access to Ignitia without changing their user status to On Hold.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. To easily locate the student or students in the list, filter, search, or sort the registration list. See "Filter, search, and sort the Students Registration list" on page 91.

3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students in the list, select the check box in the column heading next to the **Online** column.

4. To disable the user(s) login, click **Disable Login** or to enable the login, click **Enable Login**.

> 💡 **Tip:** You can also disable and enable a user's login by editing their student profile. See "Edit student user profiles" on page 93.

Log off online users

You can log off online users. You may want to do this if you need to edit their user profile to add or remove permissions or change their user status. You might want to send them a message first if you plan to log them off.

1. On the main nav bar, click **Students**, or to log off a teacher or admin, click **Teacher/Admin**.

2. To easily locate the user in the list, in the **First Name** or **Last Name** filter text box, begin typing the first few letters of the user's first or last name. The list displays the users that match the text you entered.

3. In the **Online** column, if the user is online, the user symbol appears active as shown in this example.

4. Click the active symbol to log off the user.

View and add course enrollments for students

You can use the **Course Enrollment** or **Gradebook** shortcut link (under the **Go To** control) to view the current enrollments for a student and add new course enrollments. These shortcut links open the Course Enrollment or Gradebook tab, prefills the student's name in the Student search field at the top of the tab, and displays all courses the student is currently enrolled in. If the student is not enrolled in any courses, you can easily add enrollments.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Filter, search, or sort the student registration list to locate the user. See "Filter, search, and sort the Students Registration list" on page 91.

3. Under **Controls**, click **Go To**, and then click **Course Enrollment** or **Gradebook**.
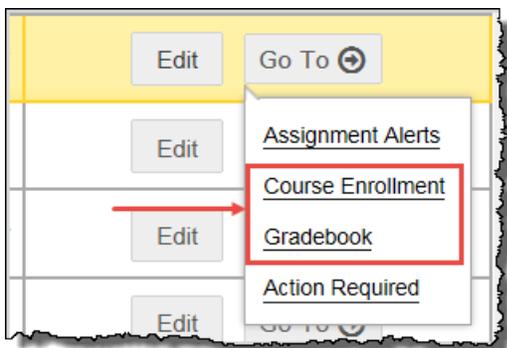
Depending on the shortcut link selected, the **Course Enrollment** tab or **Gradebook** tab opens showing the student's courses. You can:

- View the individual courses for the student. To do this, change the filter to **View by course**, and click **Search**.

- View the student's progress in assigned courses (Gradebook tab only).

- Add course enrollments by clicking **Add Enrollment**. See "Enroll students in courses" on page 145.

Manage teacher and admin users

As an Ignitia Administrator, you can add teachers and other admin users that need to access Ignitia for your school. Teachers (and admins if necessary) can then be assigned student enrollments. When adding teachers, you assign them one of the teacher roles, Super Teacher or Teacher (see "User roles and permissions" on page 13.)

> **Tip:** Keep in mind that the user role you select for a teacher determines the students the teacher can access. See "Student viewing rights based on your assigned user role" on page 16.

To help you manage teachers and other admin users, you can enable or disable *permissions* on their individual user profile. Permissions grant access to features and functionality in Ignitia. If an teacher (or admin) needs to leave your school and no longer needs access to Ignitia, you can change his status to disable the ability to log in and easily reassign his enrollments to another teacher.

The **Teacher/Admin** tab contains a list of all the Ignitia teacher and admin users for your school. By default, all *Active* users appear in the list. You might be the only user listed if other teachers and admins are not set up.

- On the main nav bar, click **Teacher/Admin** to access the **Teacher/Admin** tab.

On the **Teacher/Admin** tab, you can:

- Click the **Create Teacher/Admin** button (example A) to add a teacher or admin user for your school. See "Add teacher or admin users" on the next page.

- Filter, search, and sort the list (example B) to find a specific teacher or admin user, see a list of teachers by campus id, or see a list of users placed in Archived status. See "Filter, search, and sort the Teacher/Admin list" on page 110.

- Use the selection check box (example C) to perform the same action on multiple teachers at same time. For example, you can select multiple users to disable or enable their logins.

- Use the **Online** column (example D) to see whether or not a user is currently online in Ignitia. A user symbol appears and if the symbol is highlighted or appears active, the user is online. If the symbol appears gray or not active, the user is not currently online. You can log off an online user. See "Log off online users" on page 97.

- Under **Controls** (example E), use the links to:

  - Click the **Edit** link to change a user's status or make changes to an existing user's profile. See "Edit teacher or admin user profiles" on page 112.

  - Click the **Enrollments** link to quickly access all enrollments assigned to the teacher or admin. See "Access enrollments for teachers" on page 116.

Add teacher or admin users

As the Ignitia Admin, you can add a teacher or admin user to Ignitia for your school. When you add a teacher or admin user, you are creating a user profile. This user profile contains a user role which controls student viewing and access rights and also has permissions which control the functions and tools the user can access, such as whether or not the user can add (register) students for the school.

> **Note:** Permissions on the **Create Teacher/Admin** page change based on the Teacher / Admin role you select for the user.

1. On the main nav bar, click **Teacher/Admin**.

2. On the **Teacher/Admin** tab, click the **Create Teacher/Admin** button.

   The **Create Teacher/Admin** page appears. You use this page to create the user's profile.

3. For the user profile, do the following:

   - Complete the required user identification and status fields.

   - Select a Teacher or Admin user role.

   - Enable or disable permissions.

   For more information about the profile fields and permissions, see "Teacher and Admin user profile fields and permissions" below.

> **Note:** If you selected campus IDs for a Super Teacher, you can also restrict the user to only seeing and accessing students with the same campus IDs.

4. When finished, click **Save**.

The new user appears in the list on the **Teacher/Admin** tab.

Teacher and Admin user profile fields and permissions

Ignitia Teacher and Admin user profiles have user status and identification fields and permission settings. Because the Admin role has built-in permissions, permissions for the Teacher role are focused on tasks you want the individual teacher to perform.

For Teachers and Admins, profile fields are explained here as:

- User status and identification fields. See "User status, identification, and associations fields" on the facing page.

- Teacher and Super Teacher permissions. See "Teacher and Super Teacher permissions focused on tasks" on page 105.

- Admin permissions. See "Admin permissions" on page 108.

> **Note:** For schools using Single Sign-On (SSO) to log in to Ignitia, several identification fields are not required and password-related fields are hidden because the Teacher or Admin will be using their organization (username and password) to log in to Ignitia. For schools not using SSO, the required fields and password-related fields remain required and visible.

> ✓ **Permission(s) check:** Several Teacher (and Admin) permissions are shared with school permissions which means that if a change occurs to the school permission, then the shared individual Teacher (or Admin) permission is also changed. Permissions that are dependent (shared) with school permissions are noted in the following sections.

User status, identification, and associations fields

In this section, the examples show the user status and identification fields that are the same for any selected user role - Admin, Teacher, or Super Teacher. Once a role is selected for the user, several other fields change. The first two examples represent the changes that occur for the user status and identification fields depending on whether or not the school is using Single Sign-On (SSO) to log in users in to Ignitia:

- For schools not using SSO to log in to Ignitia, example **A** below shows the top section of the **Create Teacher/Admin** page that relates to user status and personal identification fields.

- For schools using SSO, example B School with SSO shows the top section of the **Create Teacher/Admin** page for the user status and identification fields. Notice that the **Username** field is not required for entry, and the three Password-related fields (as shown in example A above) are hidden.
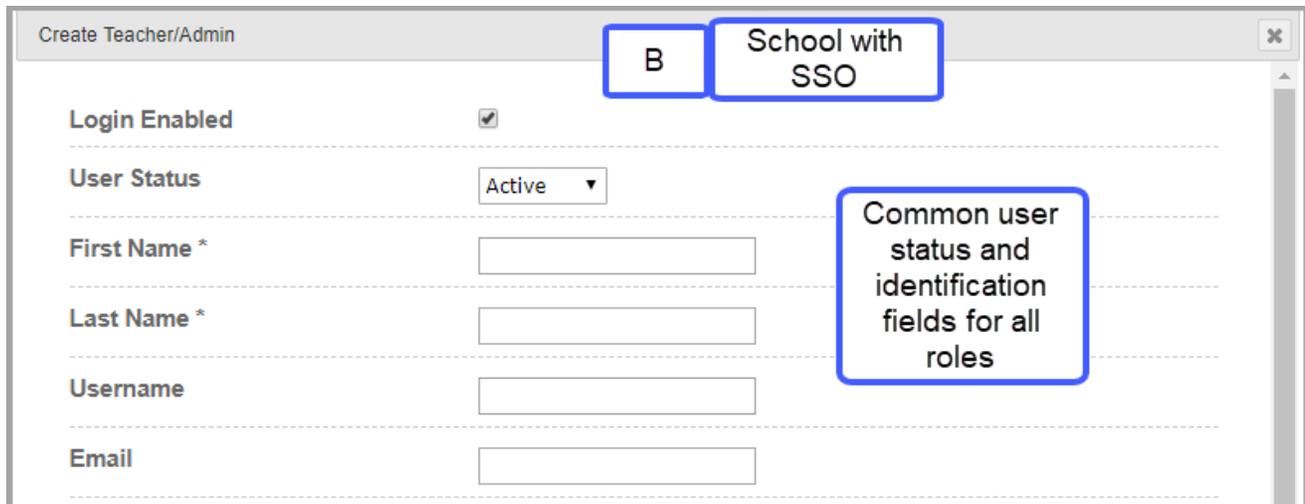
The next three examples show other fields, such as the user role, and the changes that occur based on the selected user role.

- Example C shows the additional, special fields available to the Super Teacher role.
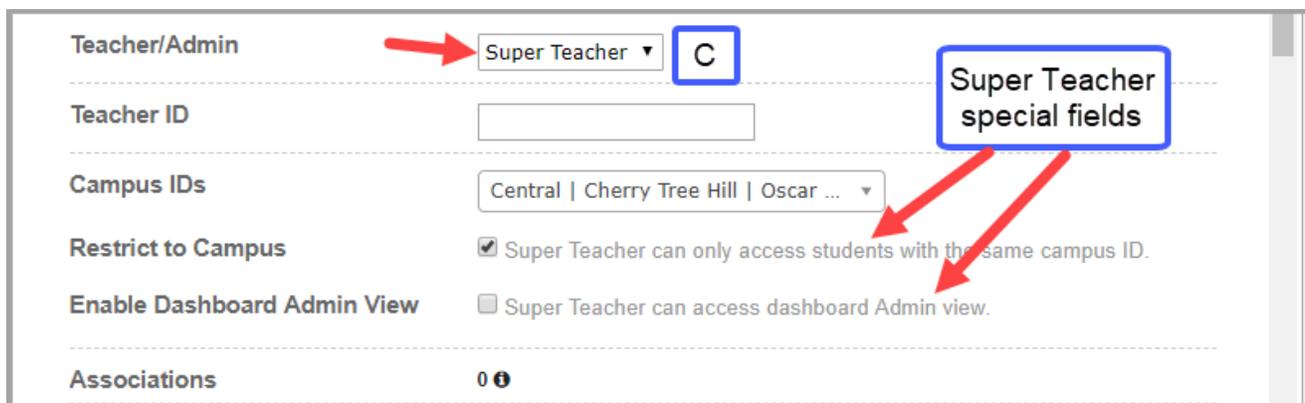
- Example D shows the common fields for the Teacher role.
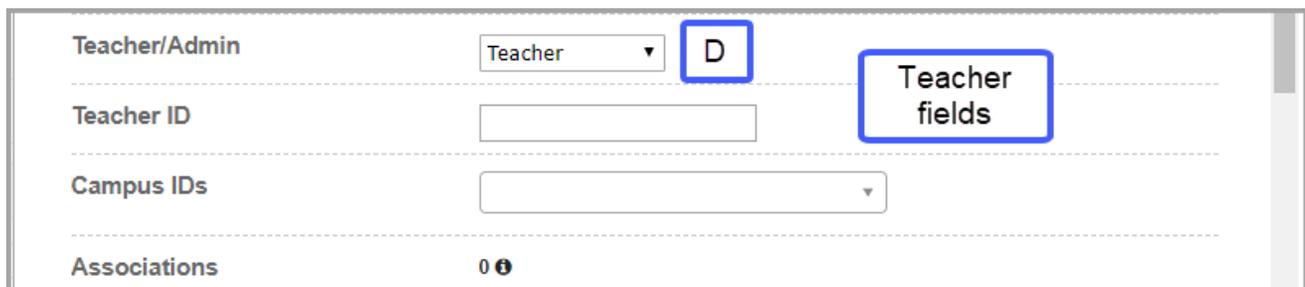
- Example E shows the common fields for the Admin role.

The following table explains the user status, identification, and associations fields shown in all examples for teachers and admins.

Field	Description
Login Enabled	Default is Enabled. If enabled (checked), the user can log in to Ignitia. If disabled (cleared), the user cannot log in to Ignitia.
User Status	Default is *Active*. From the list, select to place the user in *On Hold* or *Archived* status. See "Change the status of teachers or admins" on page 114.
First Name*	*Required field for schools not using Single Sign-On (SSO).* Enter (or edit) the user's first name. **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Last Name*	*Required field for schools not using Single Sign-On (SSO).* Enter (or edit) the user's last name. **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Username*	*Required field for schools not using Single Sign-On (SSO).* Enter a user name for logging in to Ignitia. User names must be unique and contain at least one (1) character and no more than 100 characters. Allowed characters are: 0-9 a-z A-Z_ (underscore) - (hyphen) . (period). **Note:** For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login.
Email	Enter a valid, formatted email address (up to 255 characters) for the teacher or admin.
Password*	*Required field for schools not using Single Sign-On (SSO)* • When creating a teacher or admin profile, enter a password for logging in to Ignitia. It must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \	; : ' ", < . > / ? space (entered with space bar).

Field	Description
	• When editing a teacher or admin profile, the field contains a **Change** link. Click **Change** to change the password. Then, in the **New Password** field, enter the password.
Repeat Password*	*Required field for schools not using Single Sign-On (SSO) Enter the same password again to verify it.
Force Password Change	**This field appears when editing a teacher or admin's profile for schools not using SSO**. Default is Disabled. If enabled (checked), with the next log in to Ignitia, the user is prompted to change their password. They can set their own password.
Teacher/Admin	Select an Ignitia user role: Admin, Teacher, or Super Teacher. Depending on the role selected, the user permissions change on the page. See "User roles and permissions" on page 13.
Teacher ID	Enter text, numbers, or special characters that can be used for identifying the user. This field is useful for filtering, sorting, and searching in many Ignitia lists and reports. **Note:** For those schools using SSO integration with Clever, this field can contain the user's Clever **teacher_number** (for teachers) or a Clever **staff_id** (for admins) which gets populated upon Clever sync. If your school has Clever integration, you may want to check with your school Admin before changing the value in this field.
Campus IDs	Campus IDs associated to a profile can be used to identify virtual or physical sites for your school where the user is involved. This field is useful for filtering, sorting, and searching in many Ignitia lists and reports. See "Add and remove Campus IDs for teachers and admins" on page 112. **Note:** For teachers with the Super Teacher role, if this field is left blank, the "**Restrict to Campus**" permission (see below) is disabled. If this field has associated values, the "**Restrict to Campus**" permission can be enabled.
Restrict to Campus	Available to the Super Teacher role only. This permission may be disabled if no value is present in the **Campus IDs** field (see above). If disabled, the Super Teacher can access ALL students. See Campus IDs. • If disabled (default), the Super Teacher can access ALL students. • If enabled (checked), restrictions to only accessing students with the same campus IDs are enforced for the Super Teacher in Ignitia. **Tip:** When the **Restrict to Campus** Super Teacher creates a student, that student automatically inherits the associated campus ID(s) for the restricted Super Teacher. See "Super Teacher restrictions enforced by Campus IDs" on page 17.

Field	Description
Enable Dashboard Admin View	Available to the Super Teacher role only. If enabled, allows the Super Teacher to access the Admin controls on the Dashboard. If the Super Teacher also has the "Restrict to Campus" permission enabled, the Super Teacher only sees campuses (for the campus filter) and teachers (for the teacher filter) at campuses associated to their profile.
Associations	Indicates the number of associations for the user. Associations are connections to outside sources that are used in Ignitia to help manage data flow between Ignitia and the outside source, such as a Student Information System (SIS). Associations are managed by the Ignitia Admin on the **School Settings > User Associations** tab. When creating a teacher or admin profile, the number is 0. When editing a profile, the number is 0 if the user has not been associated to any outside sources. If the user has associations, the field changes to display the number of associations. a. To see the **Associations** details, click the **Info** (🛈) symbol. b. For schools using SSO with an Identity Provider (IDP), in the **SSO** field, when creating a user, you can enter the user's IDP Username, for example, JohnSmith@schoolica.com. c. Once the value is entered, when editing a user, you can update the IDP credentials or, if desired, you can click the **Delete** 🗑 tool to completely erase the value. d. If the user has a SIS Identifier, you can click the **Delete** 🗑 tool next to the value to delete the user's SIS identifier. If you need to enter a different SIS id for the user, you must use the **School Settings > User Associations > SIS** tab. e. Click the **Info** symbol again to hide the **Associations** details.

Teacher and Super Teacher permissions focused on tasks

The next set of fields are the Teacher and Super Teacher user permissions focused on tasks for managing students, courses, and enrollments. Two examples are provided to show the differences for schools using SSO to log in to Ignitia.

- For schools not using SSO, example F below shows these tasked-focused user permissions.

- For schools using SSO, example G below shows these task-focused user permissions. Notice that the **Change Password** permission is hidden. This is because with SSO, schools do not use Ignitia passwords.

The table below explains the Teacher and Super Teacher permissions shown in both examples above and indicates whether or not the teacher permission is dependent on the shared school permission.

Field	School permission dependency	Description
Student Maintenance	No	• If enabled (checked), allows the Teacher or Super Teacher to edit student accounts. • If disabled, the Teacher or Super Teacher can only view students in the Registration list.
Add Students	No	• If enabled (checked), allows the Teacher or Super Teacher to add student accounts to Ignitia. • If disabled, the Teacher or Super Teacher does not see the

Field	School permission dependency	Description
		Create student and **Import students** tools on the **Students > Registration** tab.
Add Parent	No	• If enabled (checked), allows the Teacher or Super Teacher to create parent profiles for students. • If disabled, the Teacher or Super Teacher does not see the **Parents** tool on the main nav bar.
Assign Courses	No	• If enabled (checked), allows the Teacher or Super Teacher to enroll students in new courses. • If disabled, the Teacher or Super Teacher does not have access to the **Add Enrollment** or **Edit enrollment** tools.
Create/Edit Courses	No	• If enabled (checked), allows the Teacher or Super Teacher to create and modify custom courses and create and modify custom assignments. • If disabled, the Teacher or Super Teacher can only view courses (content) and search courses.
Manage Student Groups	No	• If enabled (checked), allows the Teacher or Super Teacher to add, edit, and delete student groups. • If disabled, the Teacher or Super Teacher can only view student groups.
Change Password	Yes	**This field only appears for schools not using Single Sign-On (SSO).** • If enabled (checked), makes the **My Preferences** link visible which allows the user to change his/her Ignitia password.
Change Grading, Pacing, and Assessments	**Yes**	• If enabled (checked), allows the Teacher or Super Teacher to personalize grading and pacing and weightings for student profiles and personalize grading, pacing, weightings, and monitored assessment settings for enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.
Skip Questions	**Yes**	• If enabled (checked), allows the Teacher or Super Teacher to skip or unskip individual questions in assignments.

Admin permissions

Because Admins have built-in permissions that allow them to perform all management tasks in Ignitia, several additional permissions apply if you plan to have the Admin assigned to courses.

Two examples are provided to show the differences when a school uses Single Sign-On (SSO) to log in to Ignitia.

• For schools not using SSO, example H below shows the Admin user permissions shown when editing an Admin user.

- For schools using SSO, example I below shows the Admin user permissions. Notice that the **Change Password** permission is hidden. This is because with SSO, schools do not use Ignitia passwords.

The table below explains the fields shown in both examples above. Permissions shared with school permissions and have the dependency are noted in the table.

Field	School permission dependency	Description
OASIS API Key	Yes	Allows the Admin to have an OASIS API key for making requests using the OASIS API. The API key is a required authorization Header for any OASIS API request. **Note:** This field only appears on the Edit Teacher/Admin page for an Admin user and applies to a school *with* enabled OASIS API school permissions. See "School permissions" on page 54. • To create an OASIS API key for the Admin, click **Create Key**. An API access key appears in the text box. • To regenerate the key, click **Regenerate Key**. • To delete the API key for the user, click **Delete Key**.
Change Password	Yes	**Note: This field only appears for schools not using Single Sign-On (SSO) .** If enabled (checked), makes the **My Preferences** link visible which allows the user to change his/her Ignitia password.
Change Grading, Pacing, and Assessments	Yes	If enabled (checked), allows the Admin to personalize grading and pacing and weightings for student profiles and personalize grading, pacing, weightings, and monitored assessment settings for enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.
Skip Questions	Yes	If enabled (checked), allows the Admin to skip or unskip individual questions in assignments.

Filter, search, and sort the Teacher/Admin list

To help you locate a specific teacher or admin user, you can filter, search, and sort the list on the **Teacher/Admin** tab. The row (below several of the column headings) contains filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Ignitia can find matching data and automatically filter the list.

For example, you want to change the status of a teacher that has been placed On Hold. You would use the **Status** filter to only show **On Hold** teachers or admin users.

Action	Do the following...
Filter or search list	• Depending on the column heading, select an item from a list, or start typing characters in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list displays.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.

- Use the paging controls to move forward or backward through the pages or enter the page number.

Edit teacher or admin user profiles

You can edit an individual teacher or admin user's profile to disable or enable their login, change their username or user status, add or remove permissions, change passwords, or update information.

> 💡 **Tip:** For admin users, you use Edit to assign or manage an OASIS API key. The OASIS API is RESTful web service of resources available to external Student Information Systems (SIS) and other external integration systems to manage user and enrollment data and pull data reports from Ignitia.

1. On the main nav bar, click **Teacher/Admin**.

2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See "Filter, search, and sort the Teacher/Admin list" on page 110.

3. Under **Controls**, click **Edit**.

   The **Edit Teacher/Admin** page appears. For more information about the fields and settings that can be changed, see "Teacher and Admin user profile fields and permissions" on page 100.

4. Make changes as needed to:

   - Disable or enable their login. See "Disable and enable teacher or admin user logins" on page 115.

   - Change their user status. See "Change the status of teachers or admins" on page 114.

   - Enable or disable permissions.

   - Create or remove an OASIS API key for Admin users.

   - Add or remove associated campus ids. See "Add and remove Campus IDs for teachers and admins" below.

   - Change their first name, last name, or username* by entering new information in the fields.

   - Change their password* by clicking the **Change** link. In the **New Password** field, enter the password and enter it again to confirm.

   > 📝 **Note:** *For schools using Single Sign-On (SSO) with an Identity Provider to log in to Ignitia, the **Username** field cannot be edited because it contains a formatted version of the user's SSO ID which is automatically generated by the system. Additionally, the **Change** link and several Password-related fields are hidden in the **Edit Teacher/Admin** page because those schools using SSO do not have Ignitia passwords.

5. When finished, click **Save**.

Add and remove Campus IDs for teachers and admins

Once Campus IDs are set up for the school, you can then add Campus IDs to a teacher or admin profile. Campus IDs are useful for filtering, sorting, and searching in many Ignitia lists and reports. You can also remove Campus IDs from the user profiles.

> 📝 **Note:** When a Campus ID is deleted for the school, if it is associated to teachers and admins, the Campus ID is automatically removed from user profiles.

> **Tip:** You may have set up a default Campus ID so that when a new teacher or admin record is created, the default Campus ID is automatically associated to the new record.

1. On the main nav bar, click **Teacher/Admin**.

2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See "Filter, search, and sort the Teacher/Admin list" on page 110.

3. Under **Controls**, click **Edit**.

   The **Edit Teacher/Admin** page appears. For more information about the fields and settings that can be changed, see "Teacher and Admin user profile fields and permissions" on page 100.

4. Depending on the role of the user and the action you want to perform, do one of the following :

   - For a Teacher or Admin, for the **Campus IDs** field, from the list, select one or more Campus IDs. If a default Campus ID has been set up, this campus identifier appears as selected. Or, to associate all Campus IDs, click the **Select all** option.
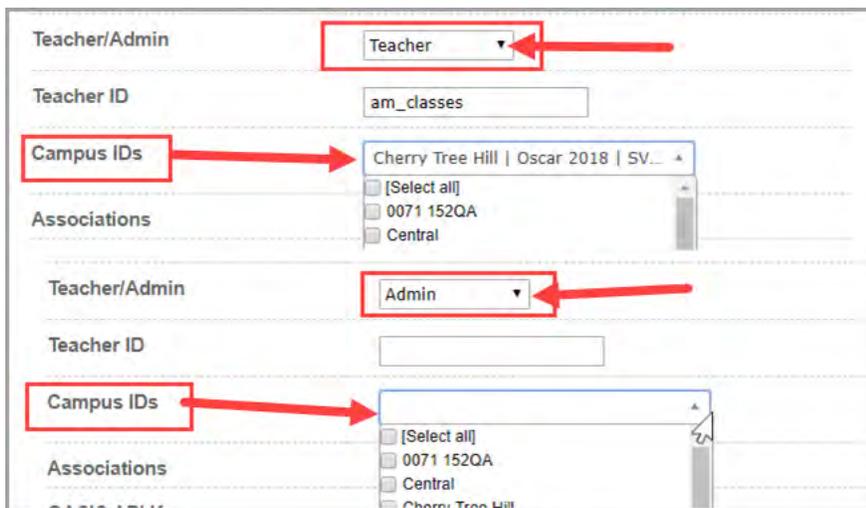
   - For a Super Teacher, if you want to restrict to the Super Teacher to only accessing students for selected campuses, select one or more Campus IDs, and then select the **Restrict to Campus** setting. If you do not want to restrict the Super Teacher to the selected campuses, do not select the **Restrict to Campus** setting.
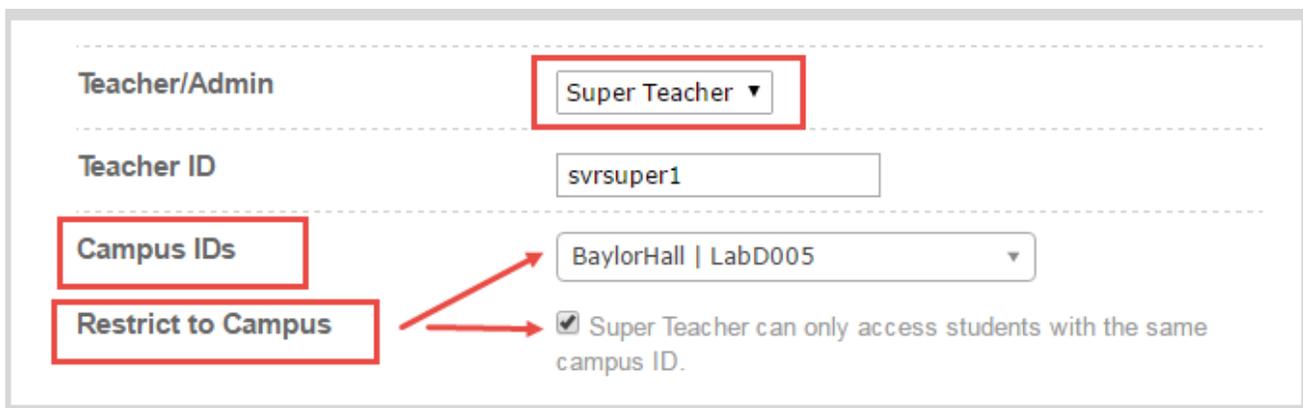
> 💡 **Tip:** When a campus-focused Super Teacher creates a student record, that student automatically inherits the Campus IDs associated to the Super Teacher. This feature makes it easier for a campus-focused Super Teacher to keep track of student records.

- To remove an associated Campus ID, clear the check box.

5. When finished, click **Save**.

Change the status of teachers or admins

Typically, most teachers and admins for your school are in **Active** status. If desired, you can change the status to **On Hold** if, for example, the teacher needs to take a leave of absence. **On Hold** status disables login. You can also change the status to **Archived**, if for example, the teacher or admin leaves your school permanently. **Archived** status disables login and means you cannot edit other fields for the profile. The teacher or admin in **Archived** status does retain any associated campus ids.

> ⚠️ **Warning:** When you place a user in **Archived** status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved, if the grace period has not expired. The grace period for archived user accounts is set by an Ignitia Administrator. When a teacher's or admin's status is changed to **Archived**, Ignitia places the account in a temporary "**Pending Archive**" status until the grace period expires. During the grace period, the **Archived** status can be reversed, with all information related to the user account returned to either **On Hold** or **Active** status. Once the grace period ends, the user account automatically moves from the temporary **Pending Archive** to permanent **Archived** status and the status cannot be reversed. You would have to create a new user account with a new user name.

For an explanation of what happens to the user and their assigned enrollments in each status, see "Users and enrollments status types" on page 21.

> 📝 **Note:** If you place a teacher or admin user in On Hold or Archived status and the user has assigned, active enrollments, you must reassign those enrollments to another teacher or admin user.

1. On the main nav bar, click **Teacher/Admin**.
2. (Optional) Filter, search, or sort the teacher/admin list to locate the user. See "Filter, search, and sort the Teacher/Admin list" on page 110.
3. Under **Controls**, click **Edit**.

   The **Edit Teacher/Admin** page appears.
4. From the **User Status** list, select a status.
5. If placing a user in **On Hold** or **Archived** status and that user has students with active enrollments, a message and reassign box appears. In the **Reassign to another teacher** field, begin typing the first few letters of the teacher's name to find a match. From the match results, select the teacher or admin for the enrollments. For **Archived** status, you also see a message reminding you about the grace period set by the admin.

For an Archived user:

6. Click **Save**.

> **Note:** If the teacher or admin is the owner of any student groups and you just changed their status to **On Hold** or **Archived**, you may want to transfer the ownership of those groups to another teacher or admin. See "Transfer group ownership" on page 293.

Disable and enable teacher or admin user logins

You can easily disable and enable the login of any teacher, admin user, or multiple users.

1. On the main nav bar, click **Teacher/Admin**.

2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See "Filter, search, and sort the Teacher/Admin list" on page 110.

3. Select the check box in the far left column to highlight the user for selection. Or, to select all the users in the list, select the check box in the column heading next to the **Online** column.

4. To disable their login, click the **Disable Login** button. Or, to enable their login, click the **Enable Login** button.

> **Tip:** You can also disable and enable a user's login by editing their teacher or admin profile. See "Edit teacher or admin user profiles" on page 112.

Access enrollments for teachers

Use the **Enrollments** link (under **Controls**) on the **Teacher/Admin** tab to quickly access all enrolled courses for the selected user. For example, you need to reschedule a teacher's enrollment or change the teacher of record for an enrollment.

1. On the main nav bar, click **Teacher/Admin**.

2. To easily locate the teacher or admin user, filter, search, or sort the list. See "Filter, search, and sort the Teacher/Admin list" on page 110.

3. Under **Controls**, click **Enrollments**.

    The **Course Enrollments** tab opens showing all student enrollments assigned to the selected user. The user's name prefills in the **Teacher** search field at the top of the tab.

    - To view the courses and each enrolled student, change the filter option to **View by course** and click **Search**.

    - To add an enrollment, click **Add Enrollment**. For more information, see "Enroll students in courses" on page 145.

Manage access for parents and guardians

As an Admin, you can allow parents, guardians or other adults, access to see a read-only version of Ignitia, also known as the Parent Portal. This read-only version of Ignitia (see example A below) lets the parent see their associated students' courses, assignments, school calendar, and also print student progress reports.

To manage access to the Parent Portal for parents and guardians:

- On the main nav bar, click **Parents** to access the **Parents** and **Create Parent Profile** tabs.

The **Parents** tab contains a list of active users with access to the Parent Portal. This list has columns very similar to the students list on the Registration tab. From this tab, you can:

- Edit parent profiles to enable/disable parent logins, associate or remove students from parent profiles, or make other changes to the profile. See "Edit parent profiles" on page 121.

- The **Reset Password** link under **Controls** allows you to send a reset password email to the parent that requires a new password to access the Parent Portal. See "Reset parent passwords" on page 123.

- The **Send Confirmation** link provides a way to send a confirmation email to the parent that has not yet confirmed their students in the Parent Portal. See "Send parent confirmation emails" on page 123.

- Filter, search, and sort the list in the same way as with the student list. See "Filter, search, and sort the Parents list" on page 120.

The **Create Parent Profile** tab provides the form to add parent profiles to Ignitia. See "Add parent profiles" below.

Add parent profiles

You use the **Create Parent Profile** tab to set up a profile for a parent, guardian, or other adult who requires access to see a student's course and assignments progress. Before you add a parent profile, you need to:

- Add the student profile(s) to Ignitia so that you can associate the student(s) with the parent or guardian. You cannot save the parent profile unless you have at least one student associated with it. If you have not added the student(s) to Ignitia, see "Add (register) individual students" on page 72.

- Get the parent's valid email address. Their email address becomes their Ignitia username.

1. On the main nav bar, click **Parents**.

2. Click the **Create Parent Profile** tab.

By default, **Login Enabled** check box is selected and **User Status** is set to **Active**, but you can clear the Login Enabled and/or change the status.
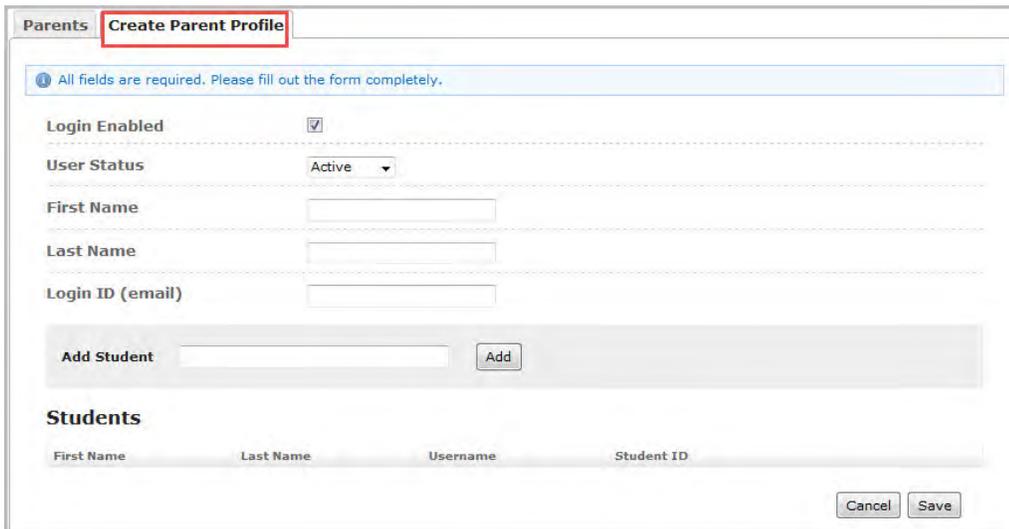
a. Enter the **First Name** of the parent or guardian.

b. Enter the **Last Name** of the parent or guardian.

c. In the **Login ID** field, enter a valid email address of the parent or guardian. This email address is their Ignitia user name.

> **Note:** If you need to change the email address, you must disable the user's login, change their user status to Archived, and create a new parent profile with the new email address.

d. In the **Add Student** field, start typing the name of the student associated with the parent or guardian. As you begin typing, a filtered list appears. Select the name of the student to associate with this parent or guardian.

e. Click **Add**.

f. Repeat steps d and e to associate additional students.

g. Click **Save**.

3. Verify the information you added and click **Send Confirmation**.

4. At the confirmation box, click **OK**.

The parent/guardian receives an email message with the subject line: Ignitia Parent account access. The email contains a link to the Ignitia Parent Portal site. This link only remains active for 36 hours. If parents do not open, read and create their password you will need to resend.

The parent/guardian creates a password and then logs in using their username (email address) and the new password. Once the parent/guardian has logged into the Parent Portal and confirmed the students (see example below), the Send Confirmation control link is removed from the Controls column and their status in the Confirmed column of the list changes to Confirmed.

> 💡 **Tip:** If you see the parent has not confirmed their student(s) after the 36 hours have passed, you can send a reminder confirmation email. See "Send parent confirmation emails" on page 123.

Filter, search, and sort the Parents list

To help you locate a specific parent, you can filter, search, and sort the list on the Parents tab. The row below the column headings contain filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Ignitia can find matching data and automatically filter the list.

As an example, you want to change the status of a parent that has been placed On Hold. You would use the Status filter to only show On Hold parents.

Action	Do the following...
Filter or search the list	• Depending on the column heading, select an item from a list, or start typing characters in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column.

Action	Do the following...
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list displays.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.

- Use the paging controls to move forward or backward through the pages.

Edit parent profiles

You can edit an existing parent profile to change their name, disable/enable their login, change their user status, or add or remove associated students. You cannot change their login ID.

1. On the main nav bar, click **Parents**.

2. (Optional) Filter, search, or sort the list to locate the user. See "Filter, search, and sort the Parents list" on the previous page.

3. Under **Controls**, click **Edit**.

The **Edit Parent Profile** page appears.

4. Make changes as needed. For example, to associate another student, in the **Add Student** field, begin typing the student's name. Select the student and click **Add**. Or, to remove a student, in the **Students** list, click **Remove**.

5. When finished, click **Save**.

Change the status of parent users

Typically, most parent users are in **Active** status. If desired, you can change their status to **On Hold** or **Archived**.

> ⚠️ **Warning:** When you place a user in Archived status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved, if the grace period has not expired. The grace period for archived user accounts is set by your Ignitia Administrator. When a user is changed to Archived status, Ignitia temporarily places the account in "Pending Archive" status until the grace period expires. During the grace period, the Archived status can be reversed, with all information related to the user account returned to either On Hold or Active status. Once the grace period ends, the user account moves from Pending Archive to Archived status and the status cannot be reversed. You would have to create a new user account with a new user name.

For an explanation of what happens to the user in each status, see "Users and enrollments status types" on page 21.

1. On the main nav bar, click **Parents**.

2. (Optional) Filter, search, or sort the list to locate the parent. See "Filter, search, and sort the Parents list" on page 120.

3. Click **Edit**.

    The **Edit Parent Profile** page appears.

4. From the **User Status** list, select a status.

    If placing the parent in **Archived** status, a message appears informing you of the number of days in the grace period so that if you want to change the status back to **Active** or **On Hold**.

5. Click **Save**.

Reset parent passwords

Use the Reset Password link (in the Controls column) to send an email to the parent/guardian so that they can create a new password.

1. On the main nav bar, click **Parents**.

2. (Optional) Filter, search, or sort the list to locate the user. See "Filter, search, and sort the Parents list" on page 120.

3. Under **Controls**, click **Reset Password**.

The parent is sent an email containing the link to the Parent Portal for your school and instructions on how to create a new password.

Send parent confirmation emails

You may need to send a reminder email to the parent/guardian that has not confirmed their associated student(s) in the Ignitia Parent Portal. The link in the original email only remains active for 36 hours. If parents do not open, read and create their password, you will need to resend the confirmation email.

1. On the main nav bar, click **Parents**.

2. In the **Parents** tab list, filter the **Confirmed** column to show only **Unconfirmed** users.

3. Under **Controls**, click the **Send Confirmation** link for each unconfirmed user.

Once the parent/guardian confirms their student(s) using the Ignitia Parent Portal, the Send Confirmation link is removed from the Controls column.

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Enroll students in courses and manage student enrollments

After students are registered in Ignitia, you then enroll them in courses. If a student cannot begin the course on the scheduled due date or maybe the student wants to graduate earlier, you can reschedule an enrollment by selecting a later start date or other eligible term with an earlier end date. You can also edit enrollments to change the teacher of record and place enrollments in On Hold or Archived status.

The **Course Enrollments** tab provides the tools you need to:

- Enroll students in courses.
- Search for enrollments by student, teacher, course, and more.
- Manage student enrollments to update a start date, change a student's enrollment to another teacher, and more.

To access the **Course Enrollments** tab, on the main nav bar, click **Course Enrollment**.
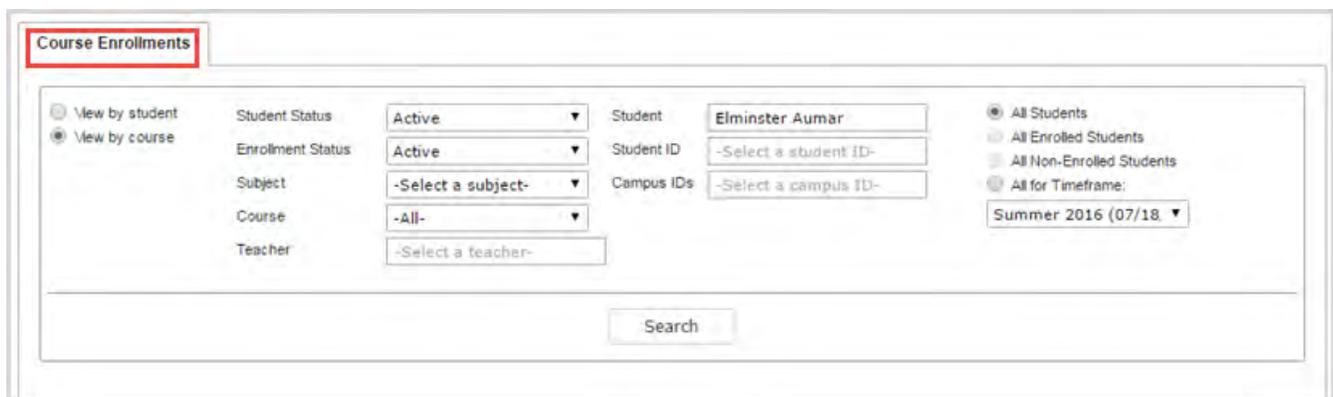
Before you begin enrolling students in courses, you might want to read the following sections so that you are familiar with:

- Key points about how the system handles and processes enrollments. See "Key points to know before you begin enrolling students in courses " on page 128.
- How CRx mode works for enrollments. See "How CRx mode works" on page 129.
- How Flex Assessments, Flex CRx and Flex Skipped settings work. See "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 133.
- How personalization of Grading, Pacing, and Assessments settings affects enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.

If you are ready to enroll students in courses, see "Enroll students in courses" on page 145.

Search enrollments for students or courses

If you are accessing the **Course Enrollments** tab from the Course Enrollment tool, you can search for a student, or course, to add or manage course enrollments.

> **Tip:** If you accessed the **Course Enrollments** tab from the **Go To > Course Enrollment** shortcut link, by default, the student's name prefills in the **Student** search field and any assigned courses automatically display in the search results. You can filter the results to just see a specific course for the student.

Course Enrollments search filters

You can filter your search, and search results, to find exactly what you want.

Search filter choices include:

- Drop-down lists (example A) – Click to select a choice from a pre-filled list.
- Text boxes (example B) – Enter text and Ignitia tries to match the text you entered. You select a choice from the resulting items.
- Enrollment options (example C) – Click to select an enrollment option. For the All for Timeframe option, select a school term.

- By default, the search is set to **View by student**, but you can change it to **View by course** and search for a course.
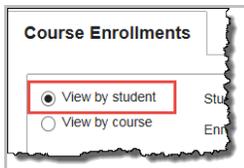
If you don't select any filters, and just click **Search**, the search results return all students in all courses.

Page through your search results

Use the paging controls, located at the top and bottom of the page, to view all items.

- Click a page number or the paging controls to move forward or backward through the pages.
- In the **Goto Page** field, enter a page number, and click **Go**.

Search by student

You can search by student to see all the student's assigned courses or you can narrow the student search to a specific course. By default, the **View by student** search option is already selected for you.
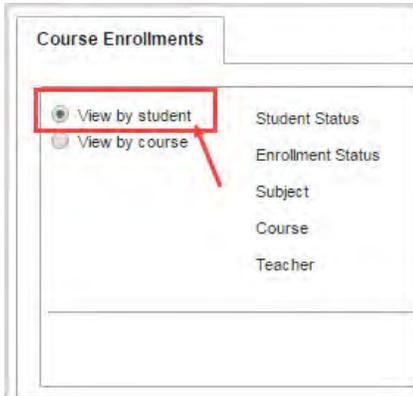
1. In the **Student** field, begin typing the first few letters of student's first or last name. Student names that match the letters appear in a list as shown in this example.
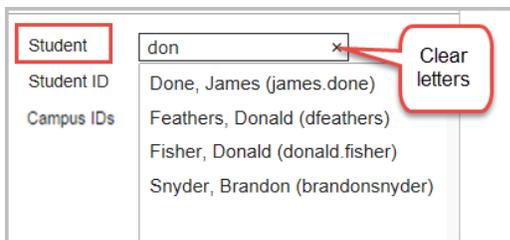
2. Select the name, or to clear the letters, click the clear **X**.

3. (Optional) To narrow your search to a specific course for the student, in the **Subject** field, click and select a subject and then in the **Course** field, click and select the course.

4. Click **Search**.

   Depending on the search filters applied, the search results display:

   - For a student search, you see the student's name above the list of all their enrolled courses, status for each enrolled course, archive reason, teacher name, course term, and under **Actions**, the **Edit** link as shown in this example.

   - For a student search for a specific course, you see the student's name above the subject and course name, enrollment status, archive reason, teacher name, course term, and the Edit link as shown in this example.

Search by course

You can search for a specific course to see all students enrolled in the course, or narrow the course search to a specific student.

1. Select **View by course**.

2. In the **Subject** field, click and select a subject.

3. In the **Course** field, click and select the course.

4. To narrow your search to a specific student enrolled in the course, in the **Student** field, begin typing the first few letters of the student's first or last name. Student names that match the entered letters appear. Select the student.

5. Click **Search**.

   Depending on the search filters applied, the search results display:

   - For a course search, you see the course name above the list of all enrolled students, enrollment status for each student, archive reason, teacher name, course term, and the **Edit** link as shown in this example.

   - For a course search for a specific student, you see the course name above the student's name, enrollment status, archive reason, teacher name, course term, and the **Edit** link as shown in this example.

Key points to know before you begin enrolling students in courses

This section explains several key points and tips you should know before you begin enrolling students in courses.

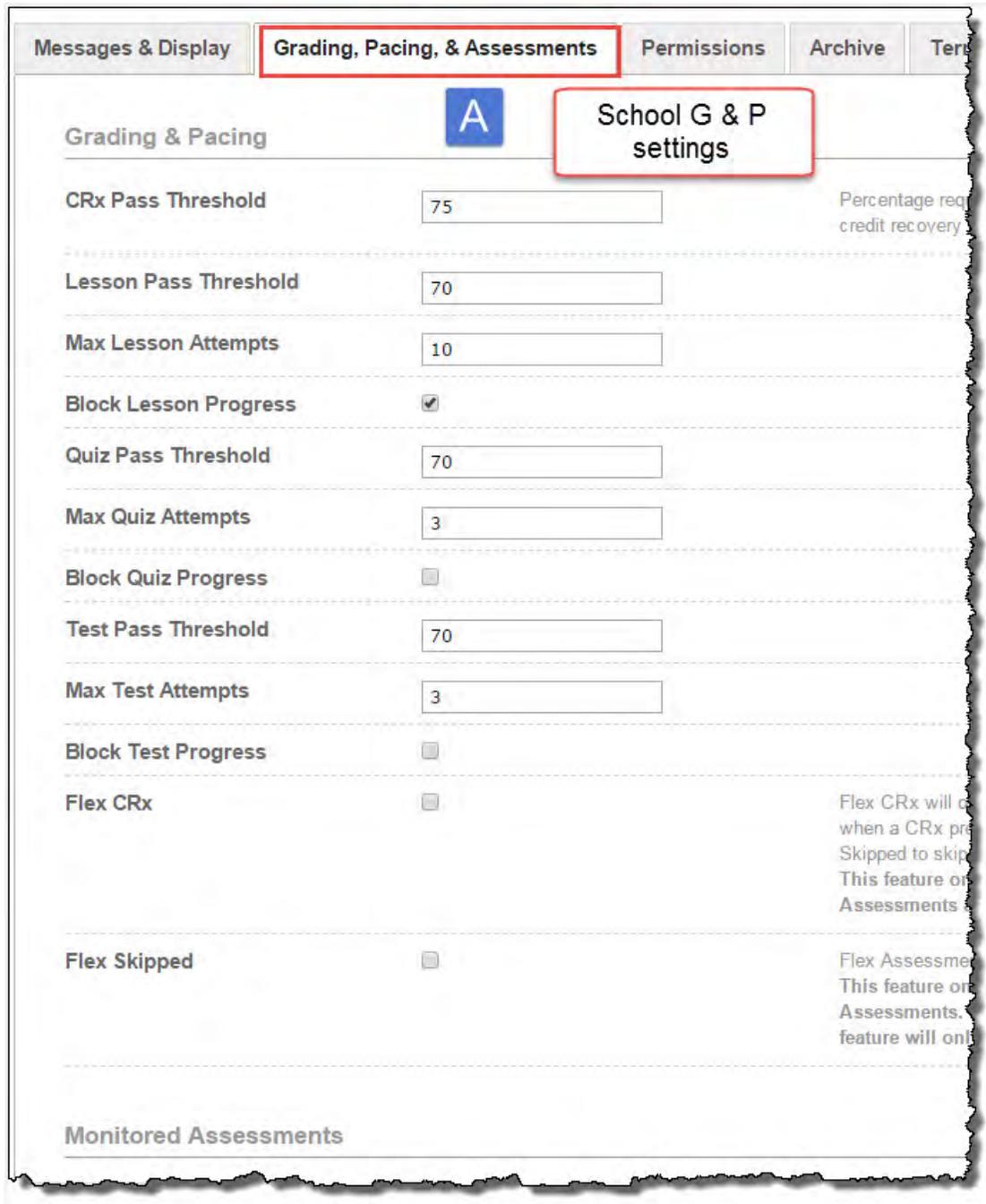|	
How the system processes enrollments	Enrollments are processed asynchronously, or in a two-step process, by the system: • **Step One**: The enrollment is submitted for verification. You, as the enrollment creator, get an immediate confirmation message for the enrollment submittal. The enrollment goes into a system queue. • **Step Two**: The system processes the queue and creates the enrollment. You (as the enrollment creator) and teacher assigned to the enrollment (if it is not you) receive a message in your **Messages** Inbox with the subject of **Batch Enrollment Result**. The message contains information detailing successful and failed enrollments.
CRx mode	CRx mode cannot be changed (enabled or disabled) once the enrollment is created by the system. If the enrollment should have been in CRx mode, you need to archive the enrollment, and then create a new enrollment with CRx mode enabled.
Enrolling multiple students at the same time	• For the students *with individual, personalized* Grading, Pacing, and Weights settings, they keep their personalized settings for the enrollment. • For the students *without individual, personalized* Grading, Pacing, and Weights settings, they use the default school-level Grading, Pacing, and Weights settings. • However, if you, as the enrollment creator and logged-in user, have the "Change Grading, Pacing, and Assessments" permission, you can modify (personalize) the enrollment settings for the *entire* enrollment. For more information about how personalized Grading, Pacing, and Weights settings affect enrollments, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 138.
Assigning multiple courses at the same time	You select *one teacher of record (TOR)* and *one term* for all courses in the enrollment.
Consecutive student enrollments	As a time-saving feature, select the **Create Another Enrollment** check box located below the **Create Enrollment** button at the bottom of the page before you submit the enrollment. This action keeps your selected students, teacher, term, and courses in the **Enroll Students** page so that you only have minimal changes to make after submitting the first enrollment. If you switch to another Ignitia tab or page between consecutive enrollments, your settings are not saved.

> **Tip:** A specialized guide is available which explains how to use Placement Tests and enroll students in Placement Tests for assessment remediation. For more information, see "Get help from customer support and access to online resources and videos" on page 295.

How CRx mode works

CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most courses. CRx mode allows students to "test out" of certain units by passing the Pre-test for the unit. If you have a student you believe already knows part of the material covered in a course, yet has gaps in their learning, CRx mode may provide the tool you need.

> **Note:** Not all Ignitia courses are eligible to assign in CRx mode, for example, those courses for use with Advanced Placement (AP).

CRx mode allows you to assign the student a Pre-Test assignment (Alternate Test AT) at the beginning of each unit in the course. You can set the **CRx Pass Threshold** for the school, student, or enrollment.

CRx mode works as described in the tables below based on whether or not the student achieves a score at or above the predetermined **CRx Pass Threshold** for a unit Pre-test.

Student achieves a score at or above the CRx Pass Threshold on the Pre-test in the first Unit
System automatically:
• Changes the Pre-Test assignment status to "Graded".
• Changes the status to "Skipped" for the remaining assignments in the unit.
Next steps for student:
• Student can take the Pre-Test for the next unit in the course.
• As long as the student achieves the **CRx Pass Threshold** for the Pre-Test of the next unit, the assignments in the unit are changed to "Skipped" and the next unit's Pre-Test is assigned.

Student achieves a score at or above the CRx Pass Threshold on the Pre-test in the first Unit

Score results:

- The score achieved on the Pre-Test becomes the unit score.

Student does not achieve a score at or above the CRx Pass Threshold on the Pre-test

System automatically:

- Assigns those assignments related **to all missed questions** on that unit Pre-Test with the first of these assignments' status changed to "Assigned" and for the remaining assignments, changes their status to "Not Started".
- For those assignments related to **questions answered correctly** on the Pre-Test, their status is changed to "Skipped".
- Recalculates the Due date based on the enrollment term.

Next steps for the student:

- The status of the Pre-test is automatically set to "Skipped".
- The **Lesson Pass Threshold** is then used for all lessons in the unit and not the **CRx Pass Threshold**.
- Quizzes and the other post-tests in the unit are treated as they are in any other course; students may have only one opportunity to complete a quiz or test based on the set number of attempts and the score they achieve is the recorded score.
- Questions associated to lessons not assigned are skipped on the related quiz.
- Review type assignments (only those with the RV icon `RV`) are set to "Not Started" status when the score on the Pre-Test assignment does not meet the CRx Pass Threshold (grading) score. When the preceding assignment is completed, the Review type assignment is then set to "Assigned" status so that Students have the opportunity to review all the material for the unit.

Score results:

- 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 the assignment has any other status, the Pre-Test score is then factored into the overall grade for the unit.

Enable CRx mode for courses and set the CRx Pass Threshold value

To enable CRx mode for a course when enrolling students:

1. Toggle the **CRx** option to **ON** as shown in example A.
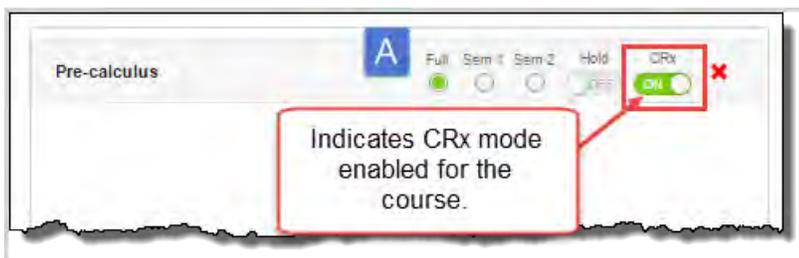
2. To set the **CRx Pass Threshold** value, click the **Settings** tool to open the **Enroll Students - Settings** page.
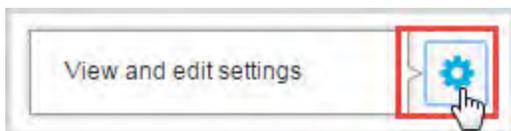
3. Click **Yes** to **Personalize Grading and Pacing** and change the **CRx Pass Threshold** value as shown in example B .
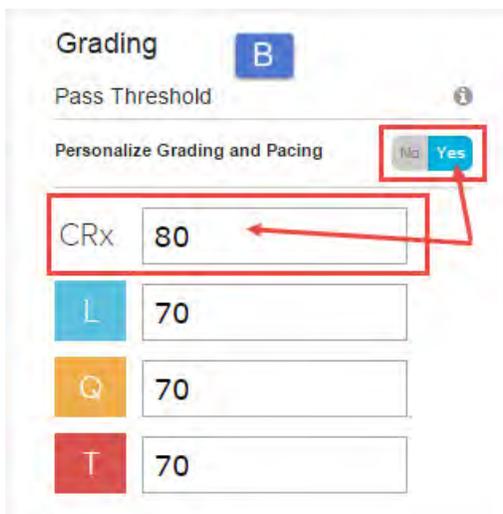
4. Click **Save**.

> **Note:** CRx mode cannot be changed once the enrollment is submitted to the queue for processing by the system. If the system fails to create the enrollment, of course, you can create a new enrollment with the correct CRx mode setting.

CRx mode with Flex CRx and Flex Skipped enrollment settings

Flex CRx and *Flex Skipped* are student enrollment and course enrollment settings that work with CRx mode-enabled courses.

Flex CRx	A course enrollment can be created, using any Flex Assessments course, (including a custom Flex Assessments course), so that when a student does not achieve the CRx Pass Threshold on a unit Pre-Test: • <u>Only</u> the lessons in the unit associated with the *incorrect* questions are assigned. • Lessons in the unit with correctly answered questions are automatically skipped. • All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. • Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	If the Flex Skipped setting is enabled for a course enrollment: • Teachers/Admins can skip an assignment in a course (with Flex Assessments) and have the quizzes and tests automatically adapt to match the material covered. • Questions associated to skipped lessons are disabled (grayed-out) and have a Skipped status. • These questions do not have to be answered by students and are not included when calculating student grades. • In CRx mode, test questions are NOT skipped to ensure student mastery.

> **Note:** Review type assignments (only those with the RV `RV` icon) remain in "Skipped" status regardless of the score on the Pre-Test. The reason is that with the Flex CRx setting enabled, when the Pre-Test is failed, only the lessons associated to incorrect questions on the Pre-Test are assigned. If desired, the Teacher can change the status to "Assigned" for the Review type assignment in the unit so that the Student can review the entire unit's material.

Example C shows how to personalize (enable) the Flex CRx and Flex Skipped settings for an enrollment. The **Personalize Grading and Pacing** option must be set to **Yes**, and then you can enable the **Flex** settings for the enrollment.
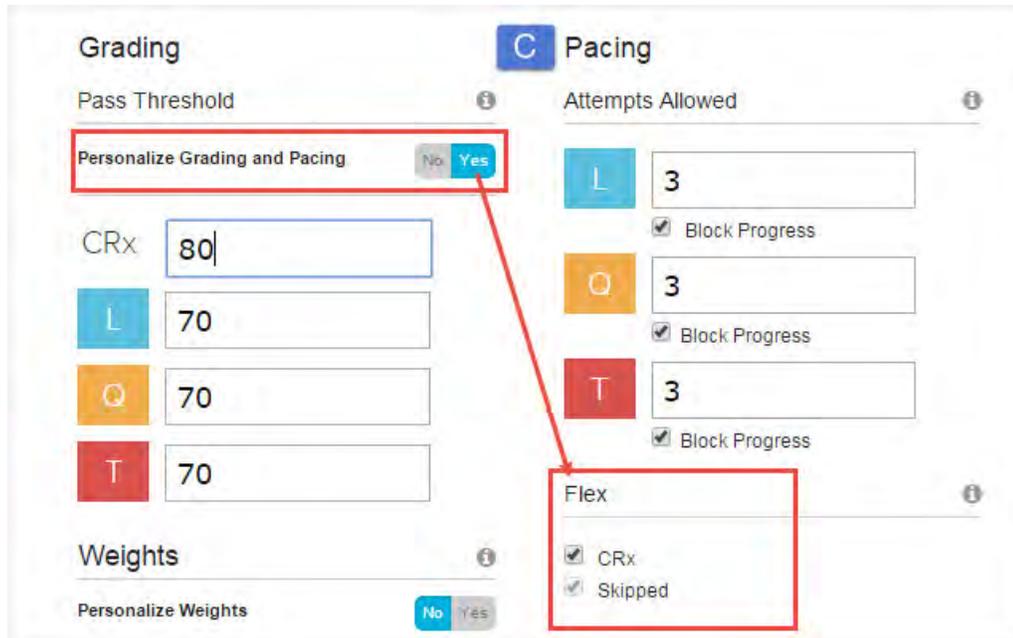
How Flex CRx and Flex Skipped settings work with a course in CRx mode

How these two enrollment settings work with CRx mode is this:

- If the CRx Pass Threshold *is not met* on a Pre-Test and both the Flex CRx and Flex Skipped settings ARE enabled for the course enrollment, only lessons associated to incorrectly answered questions on the Pre-Test are assigned, as are the quizzes, projects, and unit test.

- If the CRx Pass Threshold *is not met* on a Pre-Test and only the Flex CRx setting is enabled, the questions associated to any skipped lessons are skipped on the quiz only.

- If the CRx Pass Threshold *is not met* on a Pre-Test and the Flex CRx and Flex Skipped settings ARE NOT enabled for the course enrollment, Ignitia automatically assigns all default assignments in the unit.

For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" below.

How Flex Assessments, Flex CRx and Flex Skipped settings work

Ignitia has several course and enrollment options which allow you to truly customize courses covering only the material your student needs to learn and tests them accordingly. You can easily create these custom courses where the quizzes and tests address only the material covered by using content from standard courses or by building the courses with your custom assignments.

Flex Assessments setting

Flex Assessments is a setting for *courses*. When a course has the Flex Assessments setting enabled, tests and quizzes are automatically created based on the lessons you choose to add to a custom course you create. This means courses are tailored to meet the needs of your students.

How the Flex Assessments setting works when creating a custom course

When you create a custom course, whether by creating one with custom units and assignments or by creating one from a copied standard course, quizzes and tests are automatically created to cover only the material in lessons included in the course. These quizzes and tests are created by the Ignitia system using existing content questions. You can change the name of existing quizzes and/or tests; even add extra quizzes and tests in your custom course. You can also change the scope of a test.

Example: You copy a standard Flex course and then remove a unit. The tests and quizzes that follow (come after) the removed unit automatically adjust so that the questions associated with the removed unit are also removed.

How to enable the Flex Assessments setting

The screen examples below show how to enable the **Flex Assessments** setting when creating a new custom course and when copying an existing course to create a new custom course.
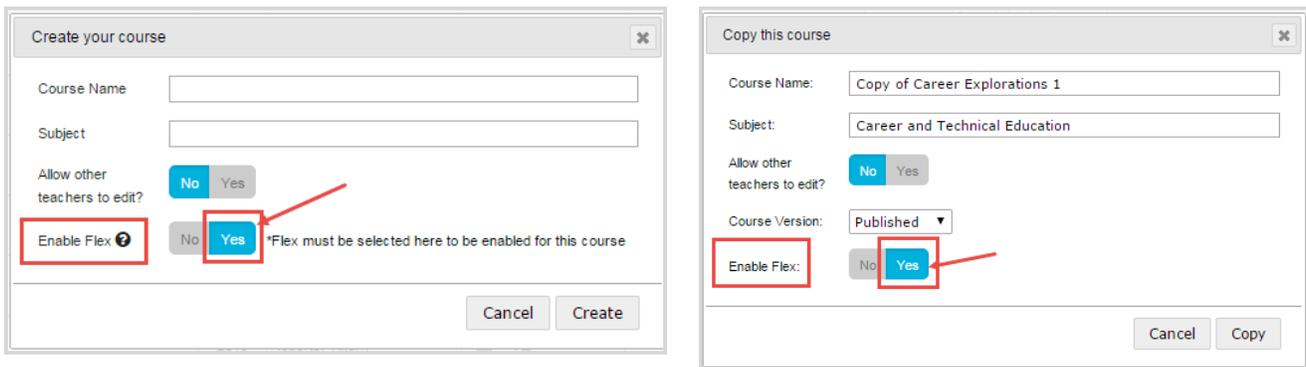
> **Note:** You must select **Yes** for the **Enable Flex** setting on the **Create your course** page or the **Copy this course** page. You cannot select it in the **Course Details** box on the **Custom Course** tab. If you see *Flex Disabled* in the **Course Details**, the course does not have Flex Assessments enabled.

How to tell if a course has the Flex Assessments setting

Not all courses are capable of adjusting, so are not available for use with Flex Assessments. There are several ways to see if a course is a "Flex-ible" course.

- Click the **Courses** tab. Courses that have the Flex Assessments setting enabled display the *FLEX* indicator in the **Information** column as shown in this example.

- When you are in the process of creating a custom course with Flex Assessments, whether you have created a course with custom units and assignments or copied a course, once you have enabled Flex Assessments, an **Assessment** button is added on the **Assignments** toolbar in the **Create Your Course** structure as shown in this example.
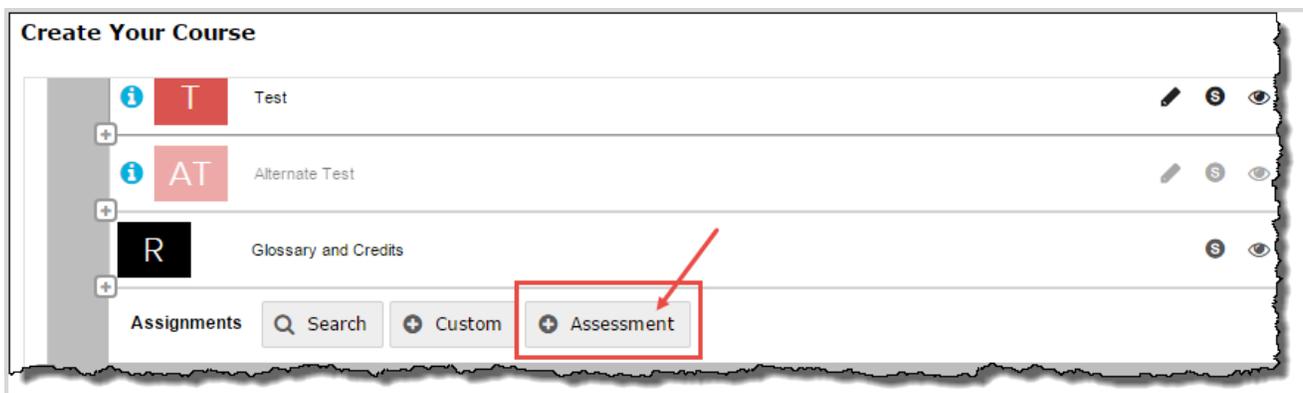
- Additionally, when you are using the **Explore** page to navigate and search curriculum, once you navigate past the **Subjects** list, you see the courses list for the subject. If a course has Flex Assessments, the *Flex* indicator appears as shown in this example.

Flex CRx and Flex Skipped settings

Flex CRx and **Flex Skipped** are *school-level*, *student-level* and *enrollment-level* grading and pacing settings.

Setting	Description	Restrictions
Flex CRx	Allows you to create a course enrollment in CRx mode so that when a student *does not achieve* the CRx Pass Threshold on a unit pre-test, he/she is assigned <u>only</u> the lessons in the unit associated with the <u>missed</u> questions on the pre-test.	Only applies to Flex Assessments courses and only works when CRx mode is enabled.
Flex Skipped	Allows you to skip an assignment in a course and have the quizzes and tests automatically adapt to match only the material covered. Questions associated to the lessons you skipped cannot be answered by the student. They are grayed-out and have a status of Skipped. These questions are not included when calculating student grades. .	Only applies to Flex Assessments courses. For an enrollment in CRx mode, this setting only works for quizzes

How to enable Flex Skipped and Flex CRx enrollment settings

At the school level:

- The CRx Pass Threshold, Flex CRx and Flex Skipped settings start at the *school level*: The school Administrator uses the **School Settings > Grading, Pacing, & Assessments** tab to set the CRx Pass Threshold and enables Flex Skipped and Flex CRx settings for the school as shown in example A below.
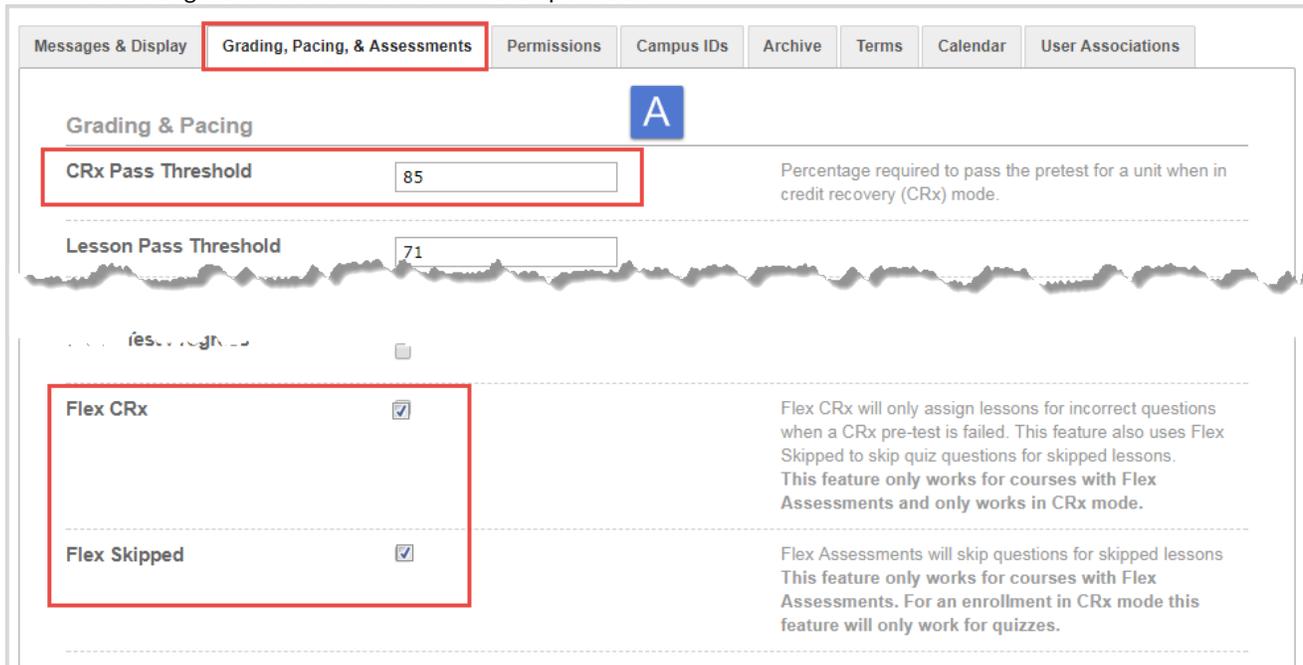
- **However**, if the school **Flex CRx** and **Flex Skipped** settings *are disabled*, then on the student's profile, the **Flex CRx** and **Flex Skipped** settings are also disabled UNLESS the teacher or admin creating or editing the student profile has the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (example B) AND the "Personalize Grading and Pacing" permission is enabled for the student (example C).

At the student profile level:

- When the **Flex CRx** and **Flex Skipped** settings are personalized at the student level, any enrollments created for that student automatically inherit the student's personalized settings.
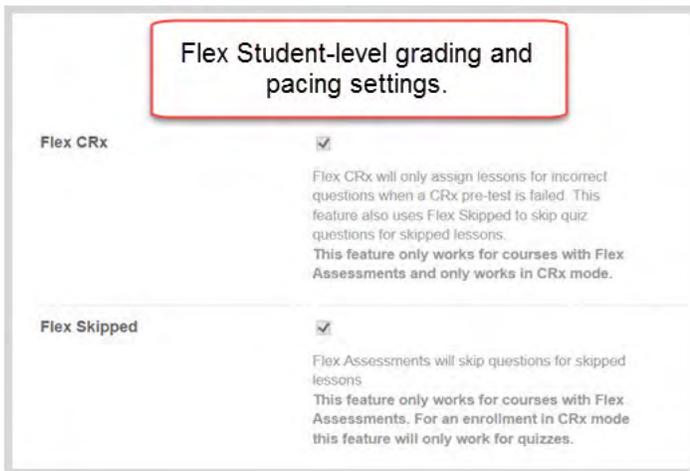
At the enrollment level:

- If not personalized for the student, you also can personalize the **Flex CRx** and **Flex Skipped** settings (including the **CRx Pass Threshold**) at the enrollment level IF you have the "Change Grading, Pacing, and Assessments" permission and you click **Yes** to "Personalize Grading and Pacing" as shown in example D below.
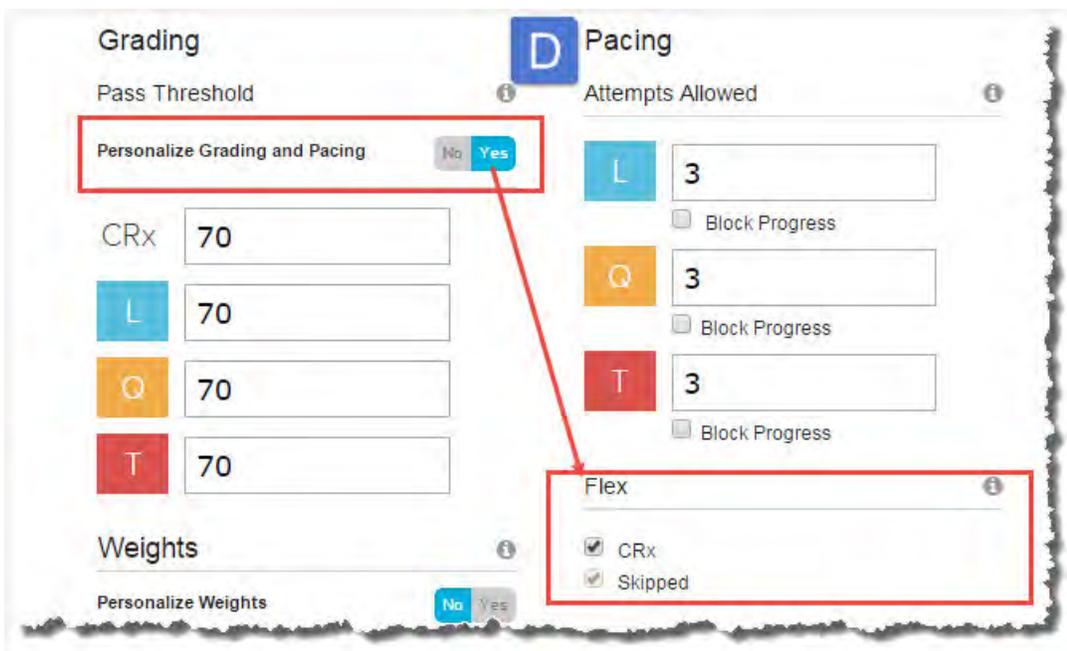
How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments

Your school Administrator sets the Grading, Pacing, and Assessments (GPA) settings, including assignment Weighting, for the school using the **School Settings > Grading, Pacing & Assessments** tab. Typically, these school settings are set to follow the district requirements. GPA settings are grouped into three categories: **Grading & Pacing**, **Monitored Assessments***, and **Weighting**. These GPA settings at the school level affect an individual student profile and an individual enrollment. However, GPA settings can be "personalized" at the individual student profile level and individual enrollment level which then override the school settings.

> **Note:** *A Student profile *does not use* the **Monitored Assessments** settings of **Quiz** and **Test**.

The GPA settings are listed here by category and available level of personalization.

GPA Settings	School	Student	Enrollment
Grading and Pacing			
CRx Pass Threshold	X	X	X
Lesson Pass Threshold	X	X	X
Max Lesson Attempts	X	X	X
Block Lesson Progress	X	X	X
Quiz Pass Threshold	X	X	X
Max Quiz Attempts	X	X	X
Block Quiz Progress	X	X	X
Test Pass Threshold	X	X	X
Max Test Attempts	X	X	X
Block Test Progress	X	X	X
Flex CRx	X	X	X
Flex Skipped	X	X	X
Monitored Assessments			
Quiz	X		X
Test	X		X
Weighting			
Lesson Weight	X	X	X
Project Weight	X	X	X
Quiz Weight	X	X	X
Test Weight	X	X	X

School GPA settings inheritance by students and enrollments

The values entered and options selected at the school level on the **Grading, Pacing, & Assessments** tab *are inherited by (cascade down)* to individual student profile Grading and Pacing (G&P) and Weights settings and individual enrollment Grading, Pacing, and Monitored Assessments (GPA) and Weighting settings. This inheritance feature means any changes to GPA settings *at the school level* will automatically make changes to the G&P and Weights settings for the individual student and any enrollments' GPA and Weights settings. For more information, see "Case 1: GPA and Weighting settings with NO student or enrollment personalization" on the next page.

EXCEPTION: The exception to this rule occurs when personalization of G&P and Weights happens at the student level or enrollment level. To personalize G&P and Weights settings for students and enrollments, a teacher or admin must have the "Change Grading, Pacing, and Assessments" permission enabled for their profile.

Personalize student G&P and Weights

At the student level, the teacher or admin can select the **Personalize Grading and Pacing** and/or **Personalize Weights** check box on the student's profile which allows changes to the default school settings inherited by the student profile. Now, with personalized settings at the student level, the cascade down or inheritance of any changes to the school settings is broken *UNLESS* student personalization is later disabled.
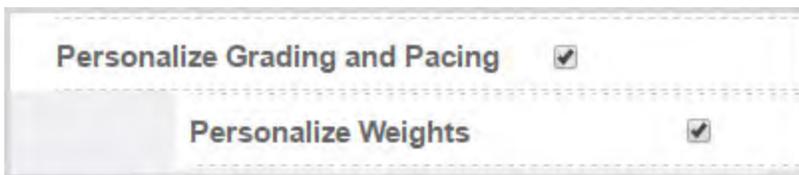
For more information, see "Case 2: GPA and Weighting settings with student personalization, no enrollment personalization" on the next page.

Personalize enrollment GPA and Weights

Likewise, at the enrollment level, the GPA and Weights settings can be personalized. The teacher or admin clicks **Yes** for any or all "**Personalize...**" categories and makes changes to default enrollment settings inherited from the school settings. This means the course enrollment is now personalized and is not affected by any changes to the school settings.
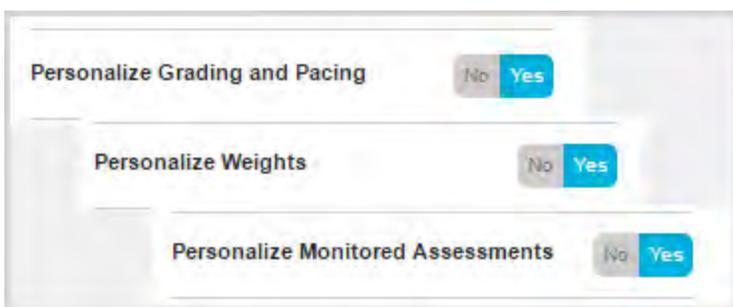
See "Case 3: GPA and Weighting settings with enrollment personalization but no student personalization" on page 141.

The following cases, Case 1 - Case 3, explain how personalization of GPA and Weighting settings affect school, student, and enrollment settings *for a single student*. Case 4 explains how personalization of GPA and Weighting settings affect student and enrollment settings when enrolling *multiple students* at the same time.

Case 1: GPA and Weighting settings with NO student or enrollment personalization

In this case, because the individual student profile or student's enrollment does not have personalization turned on for GPA and Weighting settings, the school settings *cascade down* and are inherited by the individual student and the student's enrollment. Any changes to the school settings causes changes to the student's settings and any enrollments for the student.
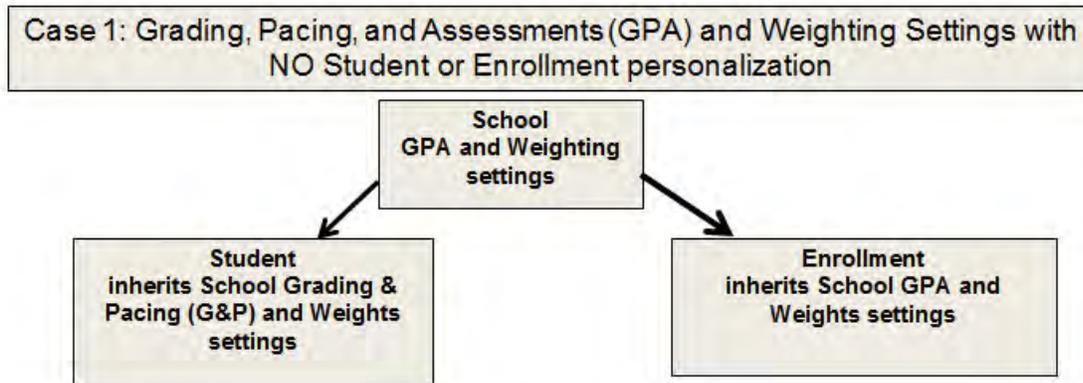
When creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment is affected.

> School level settings will apply to any students that do not have personalized settings.
> Changes made on this page will create individualized settings for the courses selected.

Case 2: GPA and Weighting settings with student personalization, no enrollment personalization

In this case, the inheritance is broken between the school G & P and Weighting settings and the student profile and cannot be recovered UNLESS the student personalization options are turned off. The student's enrollment looks for the settings closest to it, which in this case, are the student personalized G&P and Weighting settings. So the enrollment *inherits* the student G&P and Weighting personalized settings, however, because the student profile does not use the Monitored Assessments (MA) settings, the enrollment DOES inherit the MA settings from the school.
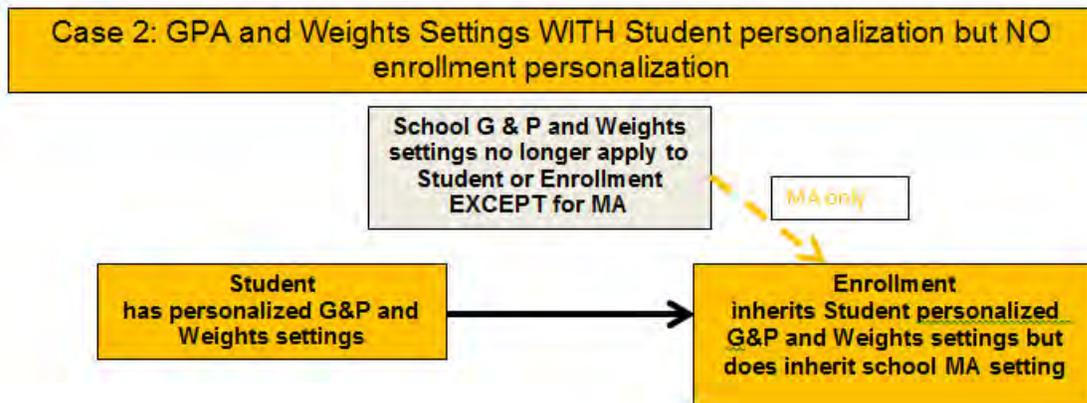
However, when creating a course enrollment for a student that has personalized G&P and Weights settings, you are given the option to **Copy the School Values** just for the enrollment. If this option is enabled, then the school settings are enforced for the enrollment.

Case 3: GPA and Weighting settings with enrollment personalization but no student personalization

In this case, the inheritance is still in place between the school G&P and Weighting settings and student settings. However, because the enrollment has personalized settings, the inheritance is broken from the school settings. Any future changes to the school settings will only affect the student settings. The enrollment still has its personalized settings.
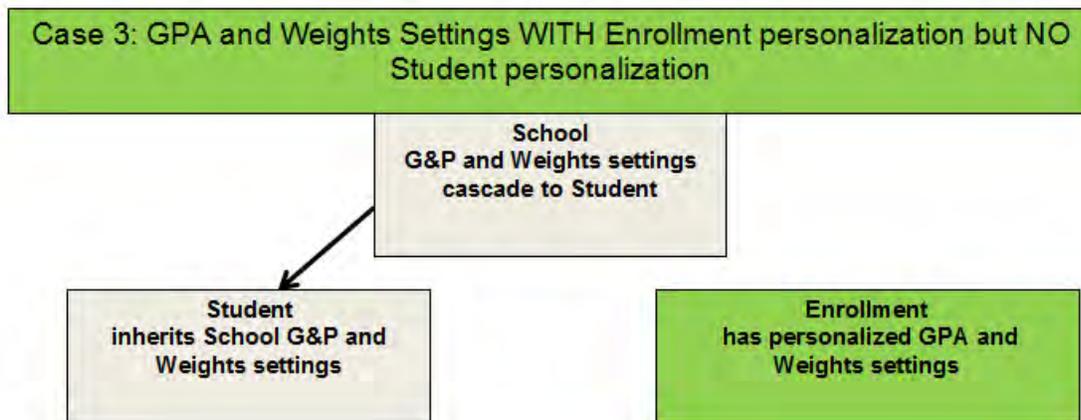
As mentioned in Case 1, when creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment will have personalized settings. The enrollment settings on the student's profile are not affected by the changes to the enrollment.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 4: Enrolling multiple students at the same time with NO enrollment personalization

In this case, when enrolling *multiple* students at the same time in a course:

- Those students *with individual, personalized* Grading, Pacing, and Weights settings for their student profile keep their personalized settings for the enrollment.
- Those students *without individual, personalized* Grading, Pacing, and Weights settings use the default school-level Grading, Pacing, and Weights settings IF no personalization occurs at the enrollment level.

When enrollment personalization of GPA and Weights settings happens...

- If the enrollment creator (with the "Change Grading, Pacing, and Assessments" permission) decides to personalize the Grading, Pacing, Monitored Assessments, and Weights settings for the *entire* enrollment, then the enrollment for each student has the *personalized* enrollment settings.

As an example, two students were enrolled at the same time in the same course, Essentials of Communication. No personalization occurred for the enrollment Grading, Pacing, Monitored Assessments, or Weights settings. Example A shows the default school Grading and Pacing settings.

One of the students in the enrollment, Carmen Sandiego, *does not have* personalized Grading, Pacing, and Weights settings for her student profile. When you look at Carmen's **Enrollment Settings** page for the course, you see that her enrollment has inherited the default school Grading, Pacing, and Weights settings as shown in example B.

Enrollment Settings B

Student Name: Carmen Sandiego
Username: c_sandiego
Status: Active ▼

Course: Essentials of Communication
Teacher: Bigelow, Betty (bbigelow)

Grading

Pass Threshold ⓘ

Personalize Grading and Pacing No Yes

CRx 75
L 70
Q 70
T 70

Weights ⓘ

Personalize Weights No Yes

L 25
P 25
Q 25

Pacing

Attempts Allowed ⓘ

L 10
☑ Block Progress

Q 3
☐ Block Progress

T 3
☐ Block Progress

Flex ⓘ

☐ CRx
☐ Skipped

Monitored Assessments ⓘ

Personalize Monitored Assessments No Yes

Q ☑

Student Tools

Writer ⓘ

☑ Spelling & Grammar
☑ Scoring

Block Term End Progress No Yes ⓘ

The other student in the enrollment, Greg Jones, *does have* personalized Grading, Pacing, and Weights settings for his student profile. When you look at the **Enrollment Settings** page for Greg for the course, you see his personalized Grading, Pacing, and Weights settings are displayed as indicated by the check marks in example C.
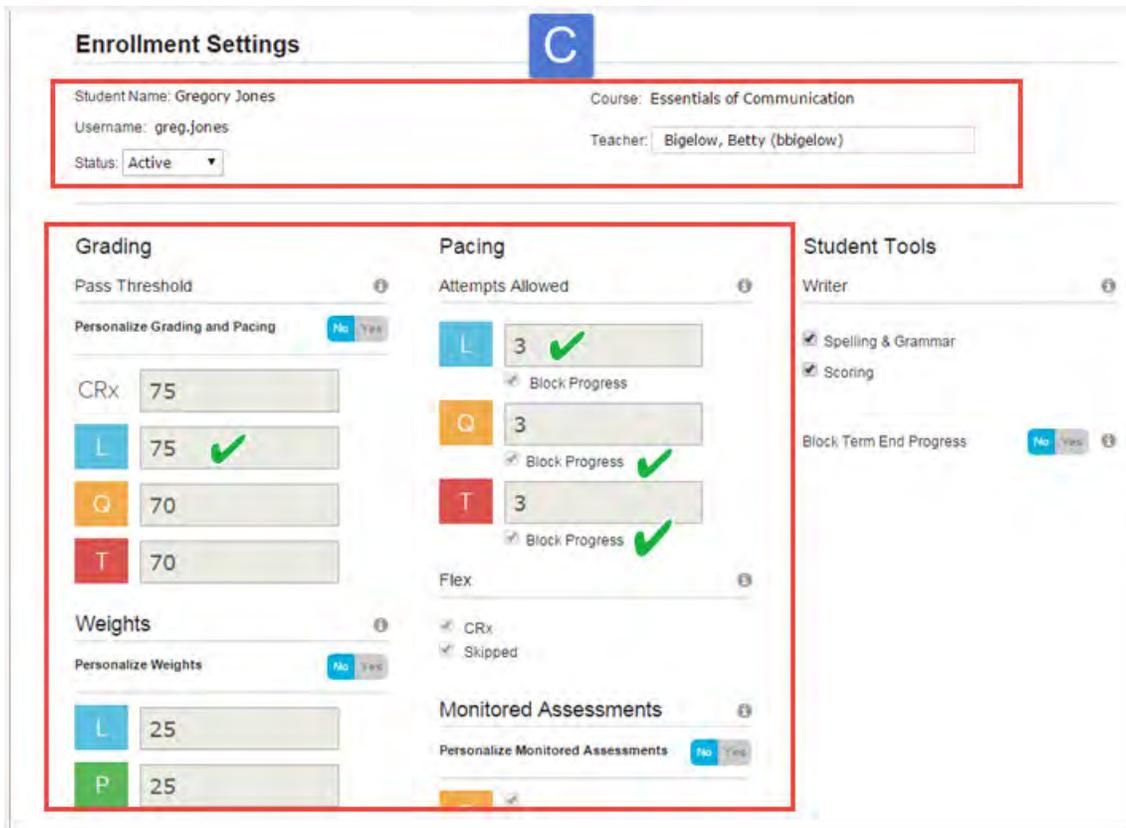
Enroll students in courses

Using the **Enroll Students** page, you can enroll a single student, a group of students, or multiple students in one or more courses at the same time.

> 💡 **Tip:** If you haven't already read it, take a look at "Key points to know before you begin enrolling students in courses " on page 128, so that you can quickly and easily move through the enrollment process.

Ignitia provides several ways to enroll students in courses.

1. Do one of the following to open the **Enroll Students** page:

   - On the **Students > Registration** tab, click the **Go To** button next to the student's name and select the **Course Enrollment** link. This link opens the **Course Enrollments** page which displays the student's current course enrollments. Click the **Add Enrollment** button.

   - Click the **Course Enrollments** tab, search for a student or course, and then in the search results, click the **Add Enrollment** button.

   - Click the **Gradebook** tab, and then on the **Grading** tab, click the **Add Enrollment** button.

   The **Enroll Students** page appears. For more information about the fields, tools, and settings, see "Enroll Students page fields, tools, and settings" on page 150.

   By default, if you accessed Course Enrollments from a student's Course Enrollment link, the student's name appears in the selected students list. Your name as the logged-in user appears in the Teacher field. If desired, you can clear the fields to make new selections as explained in the following steps.

2. If the student's name already appears in the list below the **Add Student/Group** field and you plan to enroll the single student, skip to step 3. Otherwise, do the following to enroll a student, group of students, or multiple students:

   a. Click in the **Add Student/Group** field.

   b. Start entering the first characters of a student's first name, last name, username, student ID, campus ID, or student group name. As you enter characters, after three characters, automatic search provides matching students or groups as shown in the example below. As additional characters are entered, matching items found are narrowed.

> 💡 **Tip:** After entering any character, you can press the **Enter** key to see all students or groups that match the character(s) entered.

Enroll Your Students

| pan| |

Pantalone, Jennifer (Jenny12) (ID: 59) (CAMPUSID: 0411 257QA)
Panter, Amanda (AmandaP) (ID: 81) (CAMPUSID: 0411 257QA)

   c. Select the student or student group from the resulting list.

The student's name, or the names of the students in the group, appear in the section below the **Add Student/Group** field as shown in this example of a student group. This is the list of students to enroll.

Enroll Your Students

butler, aaron, aaron.butler	✖
carlos, juanita, juanita.carlos	✖
Nomar, Juan, juan.nomar	✖

   d. Repeat steps 2 a - c to continue adding students to the enrollment.

   e. To remove a student from the enrollment list, click the **Remove** ✖ tool.

3. Next, create a list of courses (or just one course) to enroll the student(s) in and set course options:

    a. Click in the **Add Courses** field and start entering the first three characters of a subject or course name.

After three characters, automatic search provides a list of matching items as shown in this example. As you enter more characters, the list of matching items is narrowed.
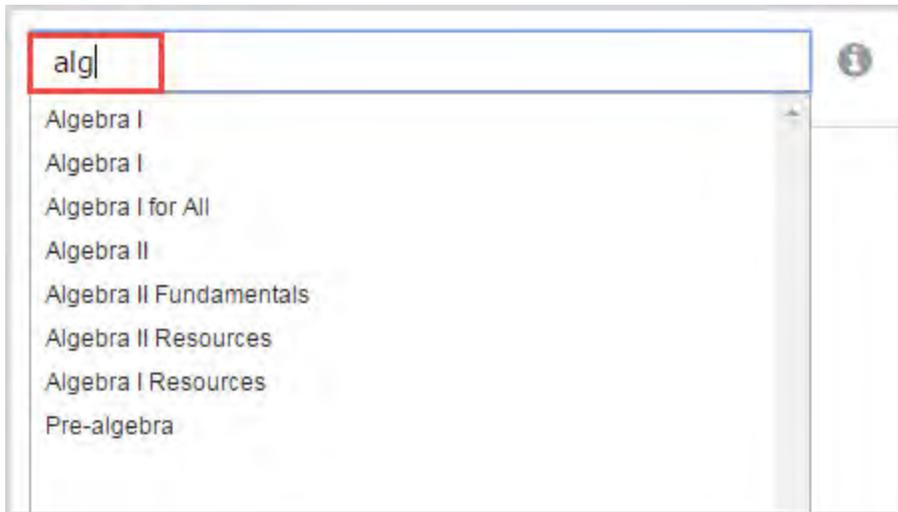
> **Tip:** After entering any character, you can press the **Enter** key to see all courses that match the character(s) entered.

    b. Select the course from the resulting list.

The course appears in the section below the **Add Courses** field. This is the list of course(s) to enroll the list of students in.

    c. To add more courses, repeat steps 3 a - b. As you add more courses to this enrollment, the courses appear in the order that you selected them as shown in this example.
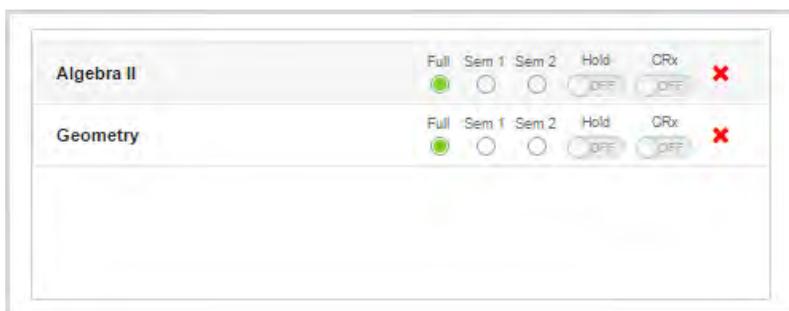
    d. If desired, click a course length tool or toggle the status or CRx mode option for each course. The default settings for most courses are: Full term course length, Active status, and CRx mode OFF. If a course tool is not available to be changed for a course, it displays as grayed out as shown in this example.
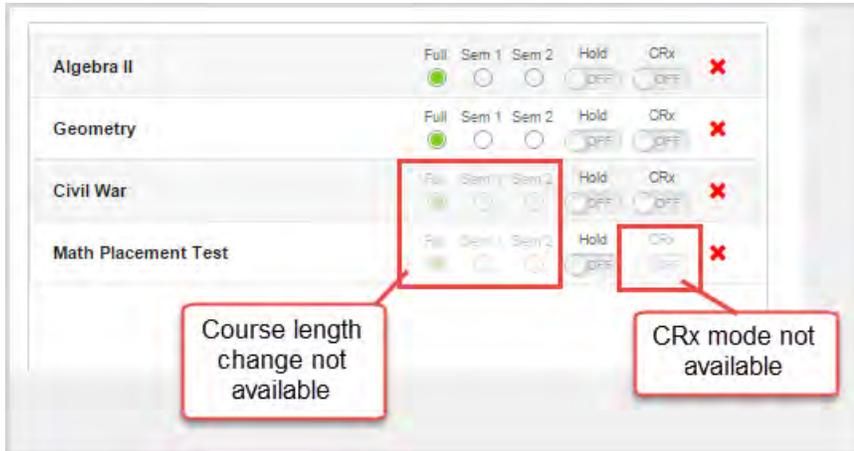
For some courses, the options may be not be changed as explained in "Enroll Students page fields, tools, and settings" on page 150.

   e. To remove a course from the list, click the **Remove** ✖ tool.

Next, you want to select a teacher of record (TOR) for the enrollment.

4. In the **Teacher** field, by default, the name of the logged-in user appears. Keep this or to assign the enrollment to a different user, do the following:

   a. Click the Clear **X** to remove the name.

   b. Start entering the first few letters or characters of a teacher or admin's first name, last name, user name, teacher ID, or campus ID. As you are entering text, items matching the text appear.

   c. Select a teacher or admin from the list.

Now, you will set the term or start date and end date for the enrollment. **Remember:** If you have multiple courses listed, they all use the same term. You can later edit an enrollment to change the term.

5. In the **Terms** field, the default school term appears. Keep the default term or click the list arrow to select a different term for the enrollment. If you select **Custom Term**, click the **Start Date** and **End Date** calendars to select the start and end dates for the custom term.

Now, you want to verify (or change) the enrollment settings, such as changing the pass threshold or automatically blocking quizzes or tests. Changing the settings is optional.

6. To view or change the enrollment settings, click the **View and edit settings** tool ▭ ⚙ . To learn what the enrollment settings mean, see "Enrollment Settings page fields, tools, and settings" on page 152.
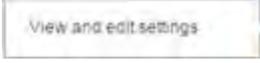
   • Some settings you may not be able to modify. If you do make changes, click **Save Settings**.

7. If you are satisfied that the enrollment looks correct, click **Create Enrollment**.

8. At the enrollment submitted successfully message, click **OK**.

9. If you had selected the **Create Another Enrollment** option, the **Enroll Students** page appears with the information prefilled from the enrollment you just submitted. You must change the student(s), teacher, course(s) or term to enable the **Create Enrollment** button for the next enrollment.

   a. Repeat the previous steps to make the required changes and submit the new enrollment.

   b. Be sure to clear the **Create Another Enrollment** option if you are finished adding enrollments for your school.

Depending on the Ignitia enrollment processing queue, you, as the enrollment creator, receive a message in your Inbox when the enrollment is created as shown in this example. The teacher assigned to the enrollment also receives the **Batch Enrollment Result** message.
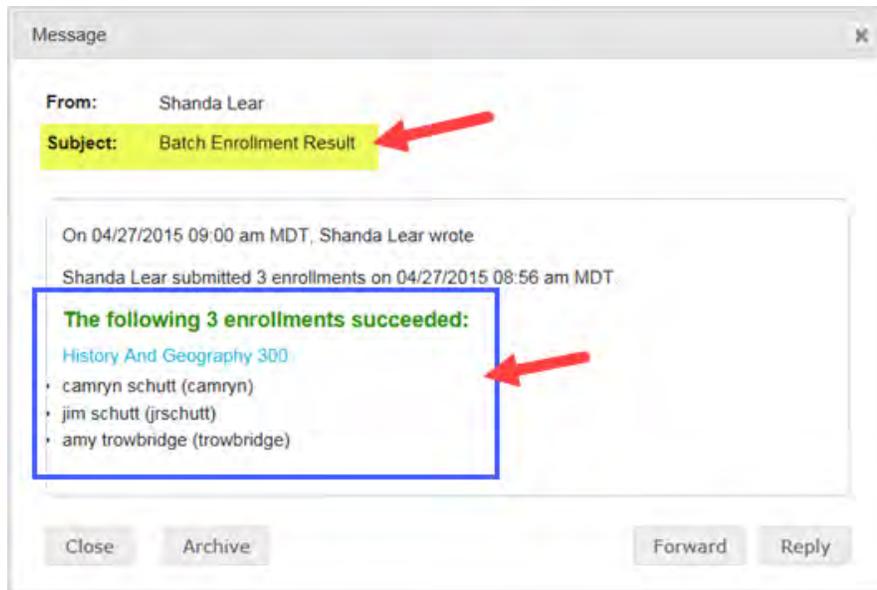
If any of the enrollments failed, the message contents explain the failure.
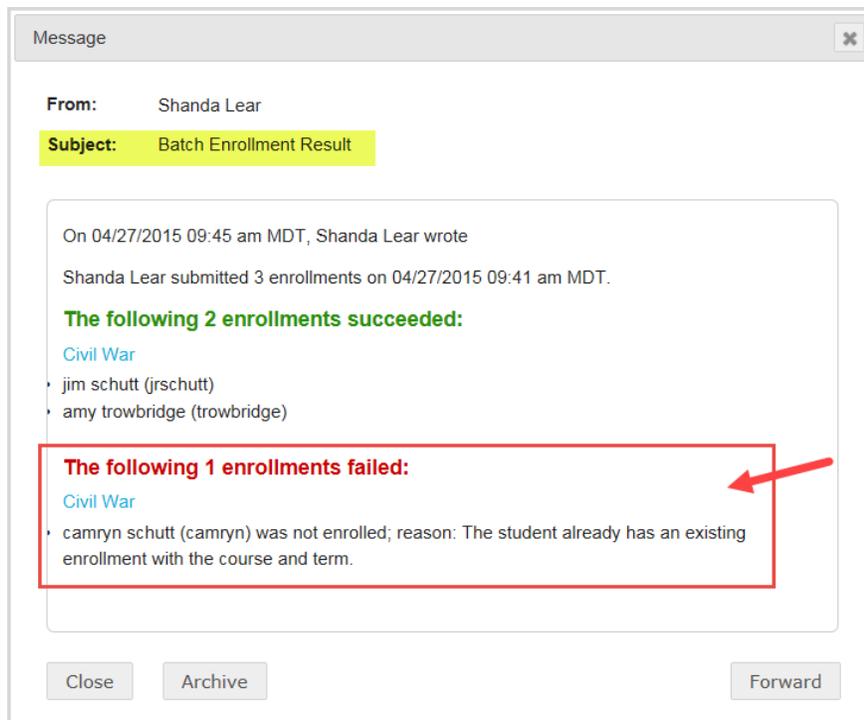
For more information, see "Messages tab" on page 238.

Enroll Students page fields, tools, and settings

The **Enroll Students** page makes it easy to quickly enroll one or more students in a single course or in multiple courses. The example below shows a group of students being enrolled in two courses at the same time, all assigned to one teacher for a selected term.
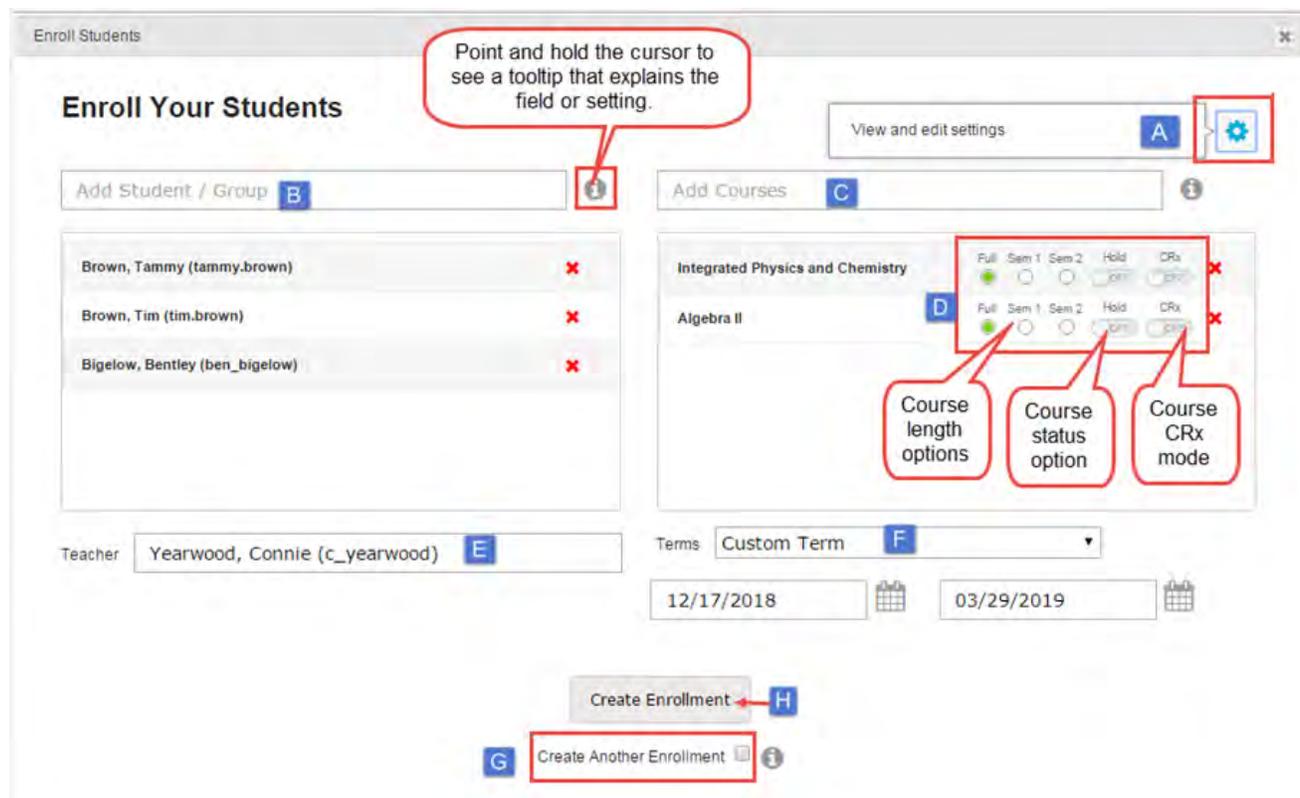
The following table explains the items indicated on the example above.

Item	Field	Description
A	View and edit settings tool and tooltip	Click the tool (gear) to access the enrollment **Settings** page where you can view and edit (with permission) the enrollment's settings. The tool's color changes from blue to gray based on whether you are enrolling a single student, multiple students, or the settings have been customized for the enrollment. See "Enrollment Settings page fields, tools, and settings" on page 152.
B	Add Student/Group	Enter characters for student or group to search for students and groups that you have access to. Selected students appear in the list.
C	Add Courses	Enter characters for a subject or course to search for courses. Selected courses appear in the list.
D	Course length, status and CRx mode options	See Course length options and status and mode indicators.

Item	Field	Description
E	Teacher	Teacher of record (TOR) for the enrollment. By default, the name of the logged-in user creating the enrollment appears. To change to another teacher, delete the name and start entering characters for the new teacher.
F	Terms	Term for the enrollment. The default school term appears. To select a different term or use a custom term, click the list and select a term or create a custom term with Start and End dates.
G	Create Another Enrollment	Lets you quickly create consecutive enrollments by keeping the student, teacher, courses and term information you entered and submitted for the first enrollment. Just make minimal changes to the students, teacher, or other information and submit the next enrollment.
H	Create Enrollment	Click this button to create the enrollment.

Course length options and status and mode indicators

After adding a course to an enrollment, several course length options and status and mode indicators appear for each course selected for the enrollment. This table explains what the symbols mean.

indicates	Symbols	Description
Course length		By default, for most courses, the **Full** term semester is already selected for you. • If available (not dimmed), to select only the first semester, click the **Sem 1** option. • If available (not dimmed), to select only the second semester, click the **Sem 2** option. For some courses, you can click the appropriate option to set the course length. However, not all courses offer these course length options. If a course is full term only, the Full term option appears as selected but it is disabled and cannot be changed as shown in this example.
Course status	Active (Default) On Hold	Indicates the status (Active or On Hold) for the course. By default, the option indicates that the course is in Active status (Hold=Off). • To place the course in On Hold status, click the symbol to toggle the course to On Hold (Hold=On). • Toggle again to make the course Active.
CRx mode	CRx mode OFF.	Indicates the Credit Recovery (CRx) mode for the course. By default, CRx mode is OFF. This means you do not want the course in Credit Recovery mode. • Click the symbol to toggle from CRx mode disabled (CRx=Off) to CRx
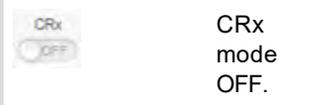
indicates	Symbols		Description
	CRx ON	CRx mode ON.	(CRx=On) for the enrollment. This means the course is in Credit Recovery mode and enrolled student(s) must achieve the CRx Pass Threshold to pass a pre-test for each unit of the course. If the student achieves the CRx Pass Threshold, the other assignments are skipped.
	CRx OFF	CRx mode not available for the course.	• If the selected course is not available for CRx mode, the symbol is dimmed and not available for selection. For more information, see "How CRx mode works" on page 129.

Enrollment Settings page fields, tools, and settings

Two access methods are available to open the enrollment **Settings** page:

- When creating a new enrollment, click the **View and edit settings** ![View and edit settings] tool located in the upper right of the **Enroll Students** page.

- When editing an enrollment for a student, click the **Edit** button.

What the View and edit settings tool color indicates about the enrollment settings

The **View and edit settings** tool changes color based on the number of students you are enrolling and whether or not the settings have been customized for the enrollment. Options available on the **Settings** page change based on the number of students for the enrollment and whether or not a student has customized, personalized Grading and Pacing (GP) and Weighting settings for their student profile. The following three cases help to explain the tool color:

Case 1: Enrolling a single student

The **Settings** tool displays a blue color.
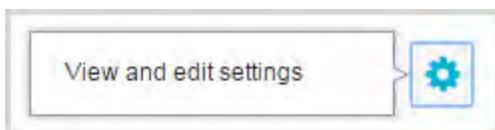
If the student *does not have* personalized, individual Grading and Pacing (GP) and Weighting enrollment settings, when you open the **Settings** page, a message (example below) informs you that the school-level GP, Monitored Assessments, and Weighting settings apply to any student without personalized settings.

School level settings will apply to any students that do not have personalized settings. Changes made on this page will create individualized settings for the courses selected.

You have the option to personalize (customize) the GP, Weighting, and Monitored Assessments settings for *just this enrollment*.

However, if the student *has* personalized GP and Weighting settings, the message about the student not having personalized settings no longer displays. The student's individual, personalized GP and Weighting settings appear for the enrollment and you now see the option **Copy School Values** (example below) which if you select **Yes**, will override the student's personalized settings for just this enrollment.

Case 2: Enrolling multiple students

The **Settings** tool displays a gray color.
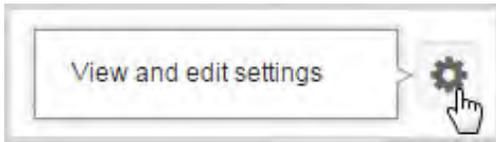
When you open the Enrollment **Settings** page, you see the default school GP, Monitored Assessments, and Weighting settings. You also see the message indicating that school-level settings will apply to any students without personalized settings. **Important:** Students *with* personalized settings will keep their personalized settings for the enrollment *UNLESS* you make changes to personalize the settings for the enrollment. See Case 3 below.
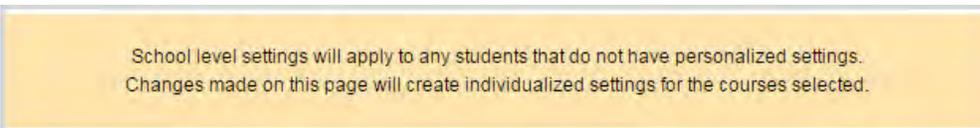
Case 3: Settings have been personalized for the enrollment

The **Settings** tool now displays the blue color no matter the number of students in the enrollment.
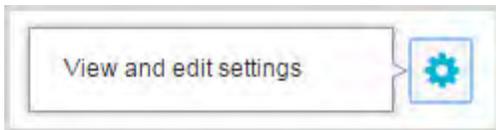
Fields, tools, and settings

The **Settings** page has several categories of fields and settings related to Grading, Pacing, Weights, Monitored Assessments, Student Tools, and Block Term End Progress for the enrollment as shown in the example below. To see the details of the enrollment settings for each category, pause the pointer on the Information symbol tool as shown in example A.

This table explains the **Settings** page fields and settings identified on the example.

Item #	Setting	Description
1	Message box	Only appears when enrolling a single student *without personalized* settings and when enrolling multiple students.
2	Copy School Values	Only appears when enrolling a single student *with personalized* settings. Select **Yes** to have the enrollment use the school Grading, Pacing, & Assessments settings.
3	Grading, Pacing and Flex settings	
Pass Threshold		
Personalize Grading and Pacing		If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the grading pass thresholds, pacing attempts, and Flex settings for the enrollment.

Item #	Setting	Description
CRx		Enrolled student(s) must achieve the set percentage (pass threshold) to pass a pre-test for each unit of a course with CRx mode enabled. CRx mode means "Credit recovery mode." See "How CRx mode works" on page 129.
L		Enrolled student (s) must achieve the set percentage to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". **What this means**: When the student submits a lesson with a score below the Lesson Pass Threshold, the lesson is automatically reassigned to the student to do again and the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned. See Pacing - Attempts Allowed.
Q		Enrolled student(s) must achieve the set percentage to pass a quiz for the course(s).
T		Enrolled student(s) must achieve the set percentage to pass a test for the course(s).
Pacing - Attempts Allowed		
L		Maximum number of opportunities for enrolled student(s) to achieve the lesson pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Q		Number of opportunities for enrolled student(s) to achieve quiz pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
T		Number of opportunities for enrolled student(s) to achieve test pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Flex		
CRx		If enabled, and the course is a Flex Assessments course with CRx mode enabled, if the student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned <u>only</u> the Lessons in the unit associated with the *incorrect* questions on the pre-test. The Lessons in the unit with correctly answered questions are automatically set to "Skipped" status. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Skipped		If enabled, teachers and admins can skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to skipped lessons are disabled (grayed-out) and have a "Skipped" status. These questions do not have to be answered by enrolled students and are not included when calculating student grades. Test questions are NOT skipped. For enrollments with CRx mode enabled, only quiz questions can be skipped. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on

Item #	Setting	Description
		page 133.
4	**Weights**	
Personalize Weights		If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the weights for the enrollment.
L		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
P		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
Q		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
T		If the **Personalize Weights** setting is **Yes**, enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.
5	**Monitored Assessments**	
Personalize Monitored Assessments		If **Yes**, allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the monitored assessments settings for the enrollment.
Q		If enabled (checked), prevents enrolled student(s) from entering the quiz until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the quiz or to proctor the quiz.
T		If enabled (checked), prevents enrolled student(s) from entering the test until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the test or to proctor the test.
6	**Student Tools - Writer**	
Spelling and Grammar		If enabled (checked), Writer works much like a word processor in that enrolled student(s) right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
Scoring		If enabled (checked), enrolled student(s) can use five criteria: Word Count, Grade Level, Readability, Topic Agreement, and Writing, to get an overall score for assignments. The Teacher provides the final grade.
7	**Block Term End Progress**	If **Yes**, prevents enrolled student(s) from working on assignments once the last day of the term is reached. Students can message teacher to have the end of the term extended. Teacher receives a "Reschedule end of term" notification in his Actions list.

Manage section identifiers (section ids) for enrollments

Section identifiers, or section IDs, are associated with student enrollments. Many of the external Student Information System (SIS) applications which integrate with Ignitia use the section ID to provide the "connectivity" link to successfully create and update enrollment data between a SIS and Ignitia.

In Ignitia, once a student is enrolled in a course, an Administrator *with an OASIS API key*, has the **Add Section Ids** button enabled for **Course Enrollments** to manually add or change section IDs for a student's enrollments.
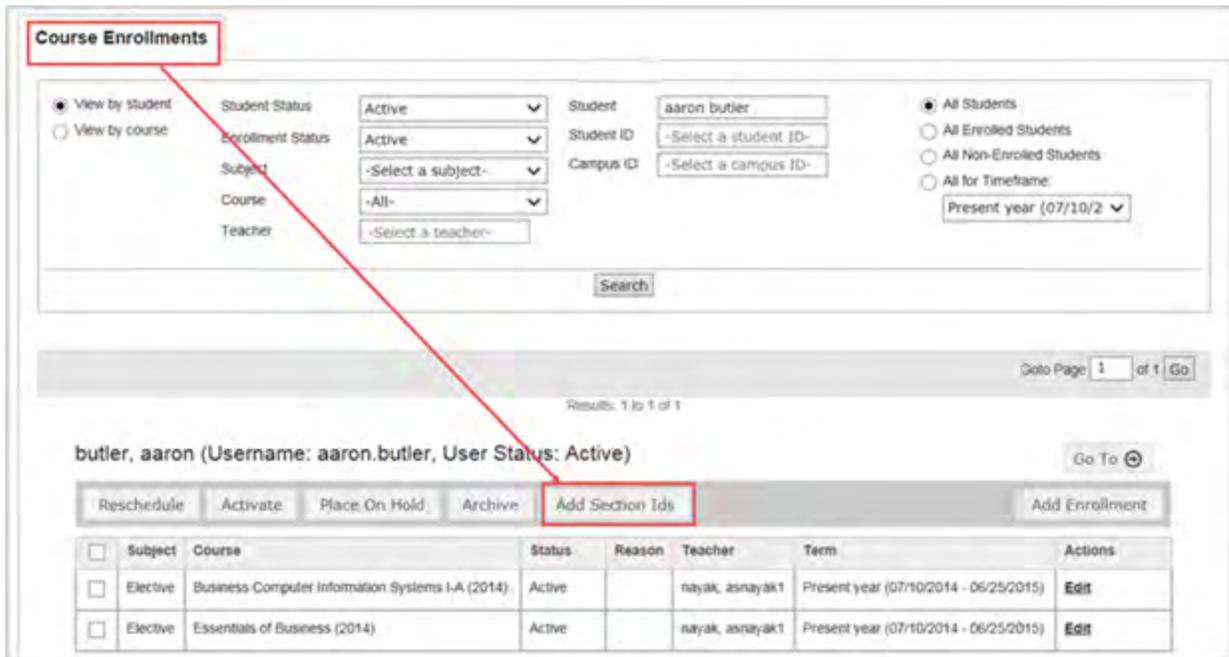
Requirements

Input data for a section ID *must be unique to the student* and meet these two requirements:

- Contain at least one (1) character and no more than 255 characters.
- Use valid keyboard characters of:

  0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ | ; : ' " , < . > / ? space (entered with spacebar)

Add, edit or remove section ids for student enrollments

1. On the main nav bar, click **Course Enrollment**.

2. Search for a student enrollment. See "Search enrollments for students or courses" on page 125.

3. Click the **Add Section Ids** button.

> **Note:** If you do not see the **Add Section Ids** button, this means you are not an Admin user or you are an Admin user that does not have an OASIS API key assigned to your admin profile. To get this API key, see "Edit teacher or admin user profiles" on page 112.

4. In the **Add Section Ids** view, all of the student's enrollments are listed.

5. In the **Section Id** field, enter a valid value which meets the requirements (see Requirements.), or delete the value. A validation indicator appears.

   If the value entered is not unique or does not meet the requirements, a message appears. Fix the issue until the validation indicator appears.

6. When finished, click **OK** to close the **Add Section Ids** view.

Reschedule (change the term for) student enrollments

You may need to reschedule a term for an enrollment or multiple enrollments for a student because:

- The student cannot begin a course on the start date and does not want to get behind in the course's assignments.

- The student wants to graduate earlier which may mean an earlier end date.

- A course term ended for the student and you have set the "Block Term End Progress" setting, but you want to allow the student to continue. The student triggered the "**Reschedule end of term**" notification.

When rescheduling multiple enrollments at the same time for a student, those enrollments will all use the same, new term. So, if you want each enrollment to use a different term, you must reschedule each one individually. Rescheduling an enrollment resets the student's pacing schedule across the remaining updated, eligible days and requires 24 hours for the changes to appear in Ignitia for the student.

1. If you accessed the student's enrollments from the Course Enrollment shortcut link (**Go To > Course Enrollment**), the **Course Enrollments** tab displays the student's courses. If you did not use a Course Enrollment shortcut link, do the following:

   a. On the main nav bar, click **Course Enrollment**.

   b. (Optional) To locate the student(s) or course(s), use the search filters. See .

2. To select a single enrollment, click the check box in the left column next to the **Subject** title of the course to be rescheduled (example A), or if you are rescheduling all enrollments for the student, select the check box next to the **Subject** column heading (example B).

3. Click the **Reschedule** button.

   The **Reschedule** page appears. You have three term options available. You can use a school term (example A), student term (example B), or a custom term (example C) where you set the Begin and End dates.
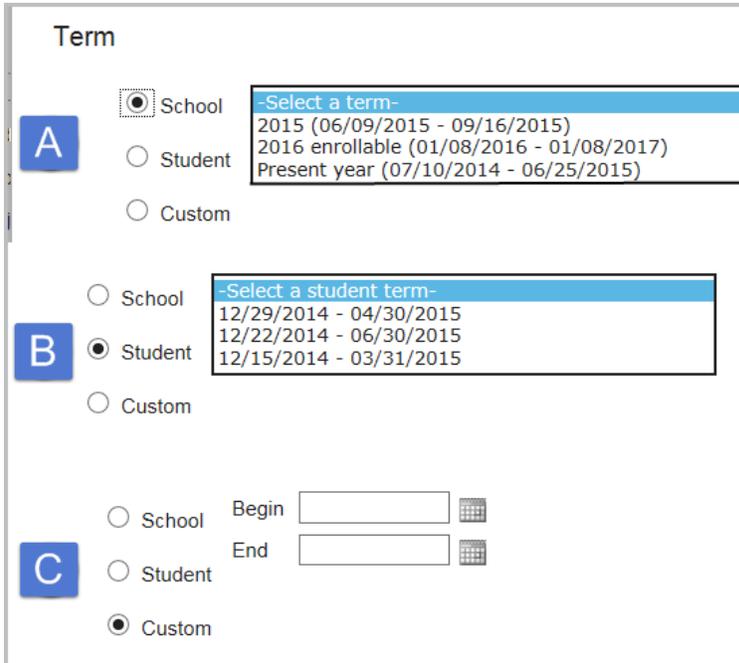
4. Select the **Term**. If you selected **Custom**, click the calendar in the **Begin** and **End** fields to set the dates.

5. Click **Reschedule**.

6. Click **OK** to close the **Success** message.

Change teacher of record for enrollments

As an Admin, you can change the teacher of record for an enrollment.

There are several ways to access an enrollment for editing the teacher of record.

1. Do one of the following:

   - On the **Gradebook** > **Grading** tab, filter and search for the student and/or course by teacher.

   - On the **Course Enrollment** tab, filter and search for the student and/or course by teacher. See "Search enrollments for students or courses" on page 125.

   - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See "Filter, search, and sort the Students Registration list" on page 91.) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.

   - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.

2. Depending on your enrollment access point, under **Actions**, click **Edit**.

   The **Enrollment Settings** page appears.

3. In the **Teacher** field, highlight the current teacher's name and press **Delete**.
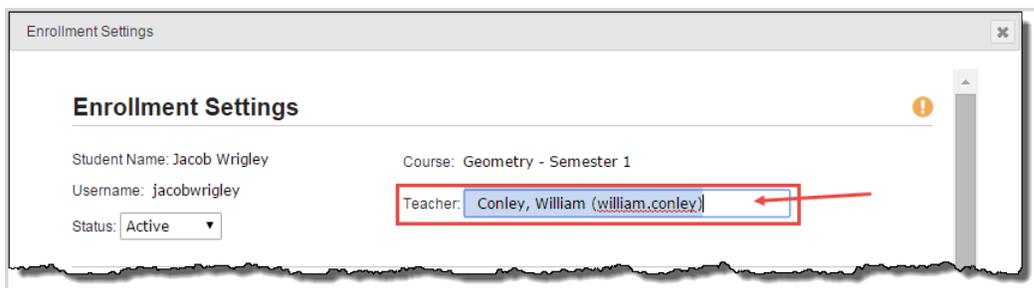
4. To add a new teacher to the enrollment, start typing the first three characters of a teacher's last name, first name, username, or teacher ID.

5. Select the teacher that matches the characters you entered.

6. Click **Save Settings**.

7. At the confirmation message, click **Ok**.

   The updated teacher of record receives a New Enrollment message from the student in their **Home > Activity Stream > New Messages** list and in their **Messages** tab list.

Change the status of student enrollments

Typically, you manage student enrollments that are in **Active** status. However, if you need to place the enrollment in **On Hold** or in **Archived** status, you can change the status. Or, maybe an enrollment is **On Hold**, for example, you created the enrollment, but put it in **On Hold** status until a Pre-test was completed, now you can change the status to **Active**. You can also change an **Archived** enrollment to **Active** or **On Hold** as long as the grace period has not expired.

> ⚠️ **Warning:** When you place an enrollment in Archived status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Ignitia; it just gets filed away from sight but can be easily retrieved as long as the grace period has not expired. The grace period for archived enrollments is set by your Ignitia Administrator. During the grace period, the Archived status can be reversed, with all information related to the enrollment returned to either On Hold or Active status. Once the grace period ends, the enrollment moves from Pending Archive to Archived status and the status cannot be reversed. You would have to create a new enrollment.

Be aware of the following consideration before you change the status of an enrollment:

- If you are placing all courses for a student in On Hold or Archived status, you might consider changing the student's status to On Hold or Archived because changing the student's status automatically changes all of their enrollments (courses) to On Hold or Archived status. For an explanation of what happens to the student and their assigned courses (enrollments) in each status, see "Users and enrollments status types" on page 21.

> 📋 **Note:** If an enrollment is currently in Active or On Hold status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see "How auto-archiving enrollments happens and how teachers can respond" on page 250.

Place enrollments in On Hold or Archived status

You can place one or more courses in On Hold or Archived status for a student. You select one status change at a time.

There are several ways to change the status of an enrollment. The following steps describe one way to select one or more courses for a student.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See "Filter, search, and sort the Students Registration list" on page 91.

2. For the student, click **Go To > Course Enrollment**.

   The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in On Hold or Archived status, select the check box at the top of the column next to **Subject** column.

4. Click either **Place On Hold** or **Archive** as shown in the examples.

5. Depending on the status change you selected, when the **Place On Hold** or **Archive** page appears, do one the following:

   - Click **Place On Hold** to confirm the action. (**Tip:** You can click Cancel to cancel the action and leave the course in Active status.)

   - From the **Reason** list, select why you are archiving the course(s) and then click **Archive**.

     - **Complete** - The course is completed by the student.

     - **Incomplete** - The course is incomplete and will not be completed by the student.

     - **Drop** – Course is dropped by student.

     - **Void** – Course should not have been assigned to student or was assigned in error.
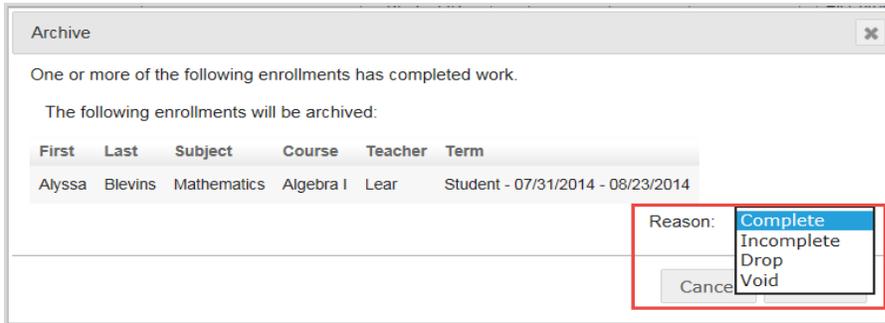
6. Click **OK** to close the **Success** message.

Activate On Hold or Archived enrollments

You can activate an On Hold enrollment or an Archived enrollment (as long as the grace period has not expired). If you changed the student's status to On Hold or Archived, you must change the student's status for the enrollment to be automatically activated. You can activate one or more On Hold or Archived enrollments at the same time.

There are several ways to activate an enrollment for a student. The following steps describe one way.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See "Filter, search, and sort the Students Registration list" on page 91.

2. Select the student, and click **Go To > Course Enrollment**.

   The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Change the **Enrollment Status** filter to **On Hold** or **Archived** so that you filter the student's courses to the appropriate status.
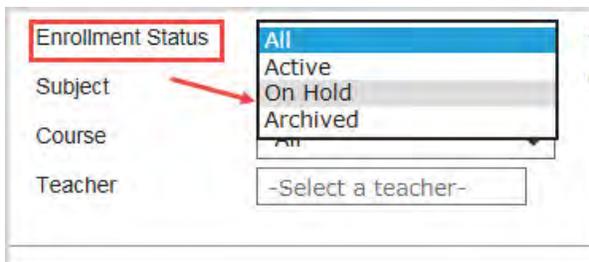
4. Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in Active status, select the check box at the top of the column next to **Subject** column.

5. Click **Activate** as shown in the example.
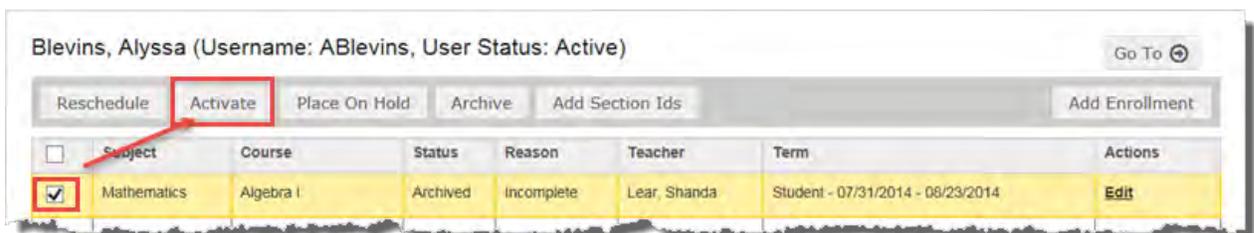
   The **Activate** page appears.

Activate ✕

The following enrollments will be activated:

First	Last	Subject	Course	Teacher	Term
Alyssa	Blevins	Mathematics	Algebra I	Lear	Student - 07/31/2014 - 08/23/2014
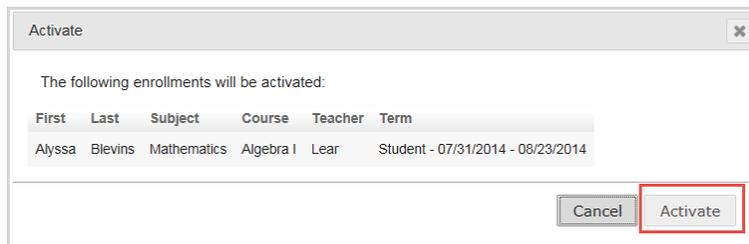
Cancel Activate

6. If the information appears correct, click **Activate**. Otherwise, click **Cancel**.

7. Click **OK** to close the **Success** message.

Edit settings for enrollments

As an admin, you can edit or modify a current enrollment for a single student for a single course. Once an enrollment has been created, limited changes can be made to the enrollment.

✓ **Permission(s) check:** You must have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile to personalize the grading, pacing, and weights for the enrollment.

Note: An enrollment with the status of Active or On Hold can be modified. An archived enrollment can have its status changed to Active or On Hold only. No other modifications can be made.

There are several ways to access an enrollment for editing.

1. Do one of the following:

    - On the **Gradebook** > **Grading** tab, filter and search for the student or course.

    - On the **Course Enrollment** tab, filter and search for the student or course. See "Search enrollments for students or courses" on page 125.

    - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See "Filter, search, and sort the Students Registration list" on page 91.) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.

    - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.

2. Depending on your enrollment access point, under **Actions**, click **Edit**.

    The **Enrollment Settings** page appears as shown in example 1 below. The student's name, username, and course name appear at the top of the page. These are read-only fields and cannot be changed on this page. Symbols on the page provide additional information about the enrollment and enrollment settings:

Symbol	Indicates
ⓘ	Tooltip which explains the enrollment settings for each category. Point to the symbol and pause to see the tooltip.
⚠	Symbol appears if the enrollment includes completed work.

For more information about what the enrollment settings mean, see "Enrollment Settings page fields, tools, and settings" on page 152.
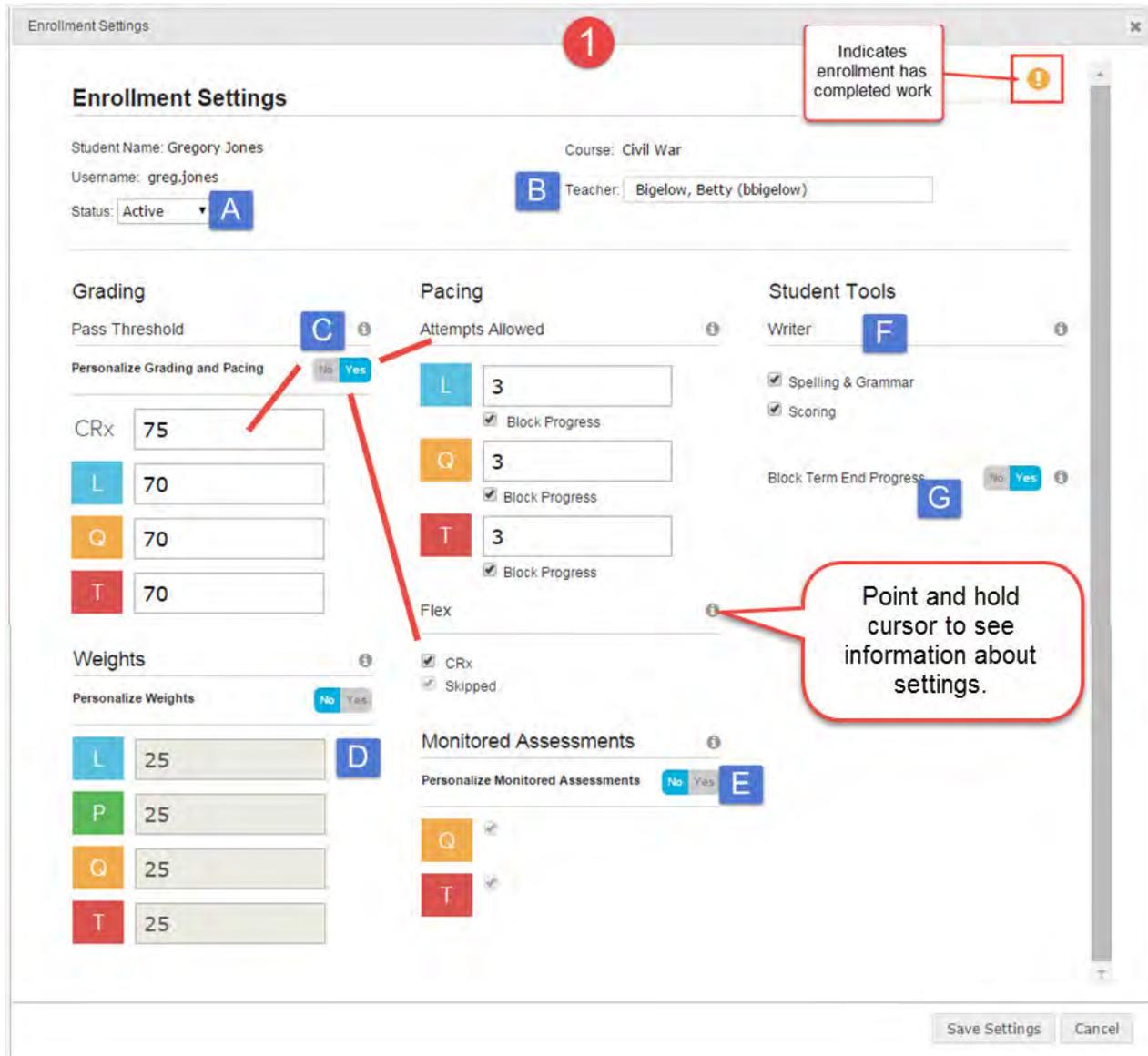
> **Note:** If an enrollment setting appears grayed-out or inactive, that means the setting is disabled and cannot be changed.

3. Settings you can change may include:

Item	Setting	Do the following...
A	Status	• Change the enrollment status to On Hold, Archived, or Active. See "Change the status of student enrollments" on page 160.
B	Teacher	• Reassign the enrollment to a different teacher. See "Change teacher of

Item	Setting	Do the following...
		record for enrollments" on page 159.
C	Grading, Pacing and Flex settings	• Click **Yes** for the **Personalize Grading and Pacing** option. Then, change the following: • Under **Grading > Pass Threshold**, change the threshold percentage for CRx and the other assignment types. • Under **Pacing > Attempts Allowed**, change attempts allowed for each assignment type. If desired, select the **Block Progress** check box for an assignment type to prevent the student from proceeding if they have not reached the pass threshold. • For **Flex** settings, select or clear the check boxes. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 133.
D	Weights	• Under **Weights**, to personalize one or more assignment weights, click **Yes** for the **Personalize Weights** option, and then adjust the weighting for the assignment type. Values must total to 100.
E	Monitored Assessments	• Under **Monitored Assessments**, to personalize a setting, click **Yes** for the **Personalize Monitored Assessments** option, and then select or clear the quiz or test option to prevent or allow the student from entering the assignment type until the teacher unblocks their progress.
F	Writer - Spelling & Grammar and Scoring	• Select or clear the check boxes.
G	Block Term End Progress	• Click **Yes** to block the student from proceeding in the course once the last day of the term is reached.

4. When finished, click **Save Settings**.

5. At the confirmation message, click **Ok**.

Write and send messages to students enrolled in courses

Using the internal messaging system, you can write and send a message to all students enrolled in a course assigned to you. For example, you will be unavailable to provide course assistance for several hours during a regularly scheduled school day. You can message the students in your course(s) that you will respond to their questions when you are available. To learn more about the internal messaging system, see "Communicate with teachers and students using internal messaging" on page 235.

1. On the main nav bar, click **Course Enrollment**.

2. On the **Course Enrollments** tab, select the **View by Course** filter.

3. In the **Subject** and **Course** fields, select the subject and course.

4. In the **Teacher** field, enter the first few characters of your name.

5. Click **Search**.
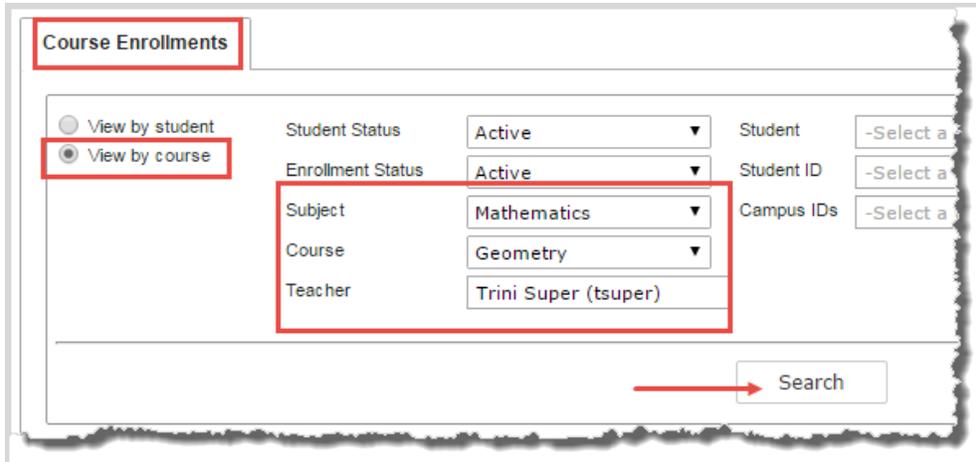
6. From the search results, select the student(s) you want to message, or to message all students in the course, select the check box at the top of the list next to the **Student Name** column.

7. Click the **New Message** button.

The **Message** page appears with the selected student(s) in the **To** field. If you are sending the message to a student group, go to the next step. If you are only sending the message to one student, go to step 9.

8. To send the message to a group, from the **Contacts** list, select **All Groups** (Admins and Super Teachers only) or select **My Groups**.

a. From the **Groups** list, select a group.

b. By default, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
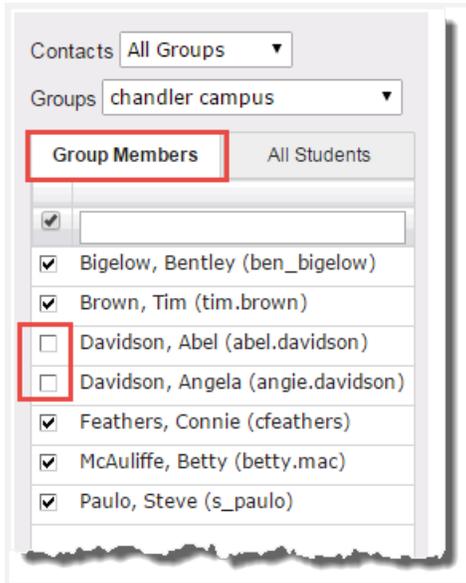
9. Enter a subject and message content.

10. Click **Send Message**.

Based on the number of message recipients, your **Sent** list (accessed from the **Messages** tab) contains a message for each recipient. For example, if you sent the message to four students, your **Sent** list contains four person-to-person messages as shown in this example. For more information, see "Messages tab" on page 238.
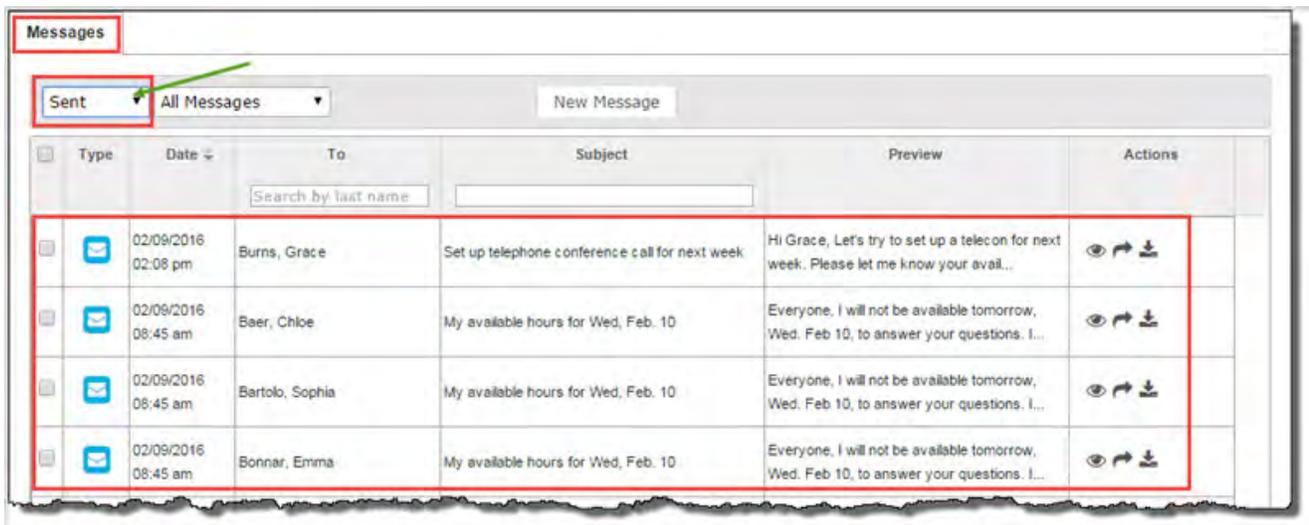
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Monitor and share student progress with the Dashboard

For schools with active student enrollments, the **Dashboard** tab is the default tab for **Reports**.
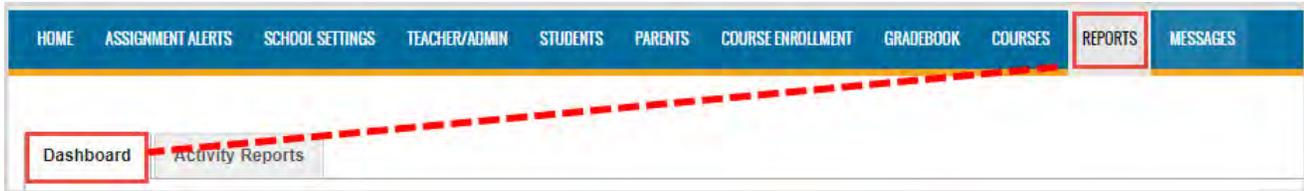
The **Dashboard** tab is seen by any Admin, Teacher or Super Teacher. The enrollment data a user sees on the Dashboard is dependent on their user role and/or whether or not that user has active student enrollments:

- An Admin user sees all active student enrollments at the school.

- A Super Teacher, if not restricted by associated campus(es), may see all active student enrollments. If restricted by associated campus(es), a Super Teacher will see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR).

- A Teacher sees active student enrollments where assigned as the Teacher of Record (TOR). If the teacher does not have any active student enrollments, a "No Results" message appears on the Dashboard tab.

An active enrollment appears in the Dashboard if it has a start date before the current date and an end date within seven (7) days of the current date. Once an enrollment's end date goes one week (7 days) past the current date, it will no longer display in the Dashboard.

> **Note:** Data for the Dashboard is based on active student enrollments and is updated (refreshed) regularly via a synchronization service which pulls data from the Ignitia application. Look for the **Last Refreshed** date and time indicator Last Refreshed: 02/16/18 08:48 AM MST in the lower right corner of the view to see how recently the data was refreshed.

Dashboard views

The **Dashboard** tab has two views - the main view and a student details view. The information shown and tools available differ between the views.

> **Tip:** On first viewing, a helpful tutorial opens to walk new users through the important elements of the Dashboard. At any time, click the **Guide Me** Guide Me button to open the tutorial.
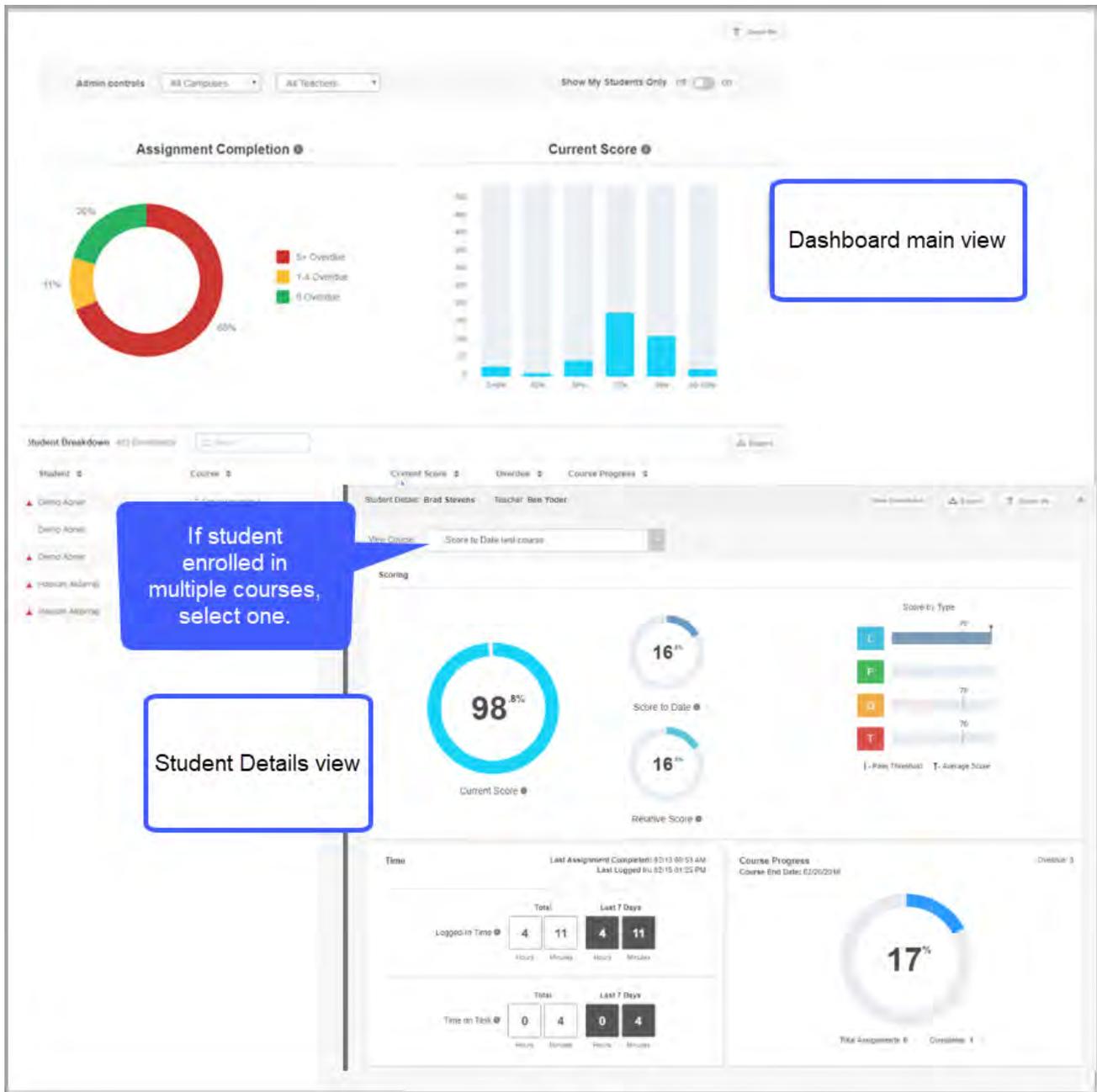
Main view

The main view is the default view for the Dashboard. On the **Dashboard** main view, Admins, Teachers, and Super Teachers can:

- Use the interactive graphs to visually see where all students are in assignment completion and current score. Click a graph bar (or color) to filter the data shown.

- Quickly identify students who have overdue assignments or are scoring low so that discussions and possible intervention can begin.

- Export data to .csv or .pdf formats to analyze and share with others.

Admins and Super Teachers (with permission) can use the Admin controls along the top of the view to filter and segment data. For example, an Admin can use the **Campus** and **Teacher** filters to display students for a particular campus for a particular teacher so that the Admin is quickly made aware of students who are scoring low.

> ✔ **Permission(s) check:** Super Teachers must have the "Enable Dashboard Admin View" permission enabled for their teacher profile to see and use the Admin controls. See your Ignitia Administrator if you require the permission enabled for your teacher profile. Also, Super Teachers with the "Restrict to Campus" permission enabled only see campuses for students with the same campus ids as the Super Teacher.

To learn more about the Dashboard main view, see "What you see and can do on the Dashboard main view" below.

Student Details view

The **Student Details view** is opened by clicking the **Details** button for a student in the list at the bottom of the main view. On the **Student Details** view, Admins, Teachers, and Super Teachers can:

- See a student's current score, score to date, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course.

- Export data to a .csv format for analysis or to a .pdf format to share with others.

- Quickly navigate to the student's enrollment in the Gradebook to view and manage individual assignments.

To learn more about the **Student Details** view, see .

What you see and can do on the Dashboard main view

On the Dashboard main view, the data presented in the two interactive graphs is a rollup of all active student enrollments with a start date before the current date and an end date within seven (7) days as of the current date.

The two graphs are *independent elements* showing two types of data for the same active student enrollments. *Independent* means when interacting (filtering) one graph, the other graph is not affected. However, each graph, when filtered, determines what you do see in the **Student Breakdown** list at the bottom of the main view.

> **Note:** Data rollup of all active enrollments with an end date within seven (7) days as of the current date means that some enrollments may be close to ending based on the assigned term and some enrollments may have just started based on the assigned term. When an enrollment end date hits the eight (8) days past interval based on the current date, the enrollment is no longer seen in the Dashboard.

On the **Main** view, several features and tools (identified above) are available to help you understand the progress for all student enrollments, or in the case of Teachers, on all their assigned student enrollments.

Item#	Feature/tool	Description
1	**Admin controls**	Available to Admins and Super Teachers (with permission). See What you see and can do on the Dashboard main view.
2	**Info** symbol	Hover over the symbol to see what the data shown means.

Item#	Feature/tool	Description
3	**Clear Filter** button	Appears in the **Student Breakdown** section once filtering has been applied to either graph. Resets data back to all active enrollments.
4	**Export** button	Exports data based on any filters applied. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 182.
5	**Details** button	Click it to go to the **Student Details** view. See "What you see and can do on the Student Details view" on page 176.
6	Red warning indicator	The red warning indicator means the student has 5 or more assignments past due and is at risk to complete the course based on the Course End Date.
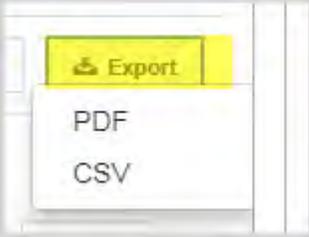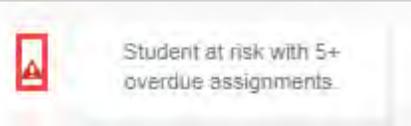
The Admin controls area has three filters which allow an Admin or Super Teacher (with permission) to change the enrollment data being displayed in the interactive graphs and **Student Breakdown** list. The filters can be used one at time or applied together to get the desired results.

Note: By default, for Admins, all enrollments for all campuses, for all teachers, and for all students are displayed. For a Super Teacher, what you filter on from the lists depends on whether or not the "Restrict to Campus" permission is enabled with selected campuses for your teacher profile.

Action	Do the following...
Filter enrollments by campus	• From the **All Campuses** list (#1 above), select a campus from the list. The data changes in the two graphs and the **Student Breakdown** list. • To remove the filter, select another campus, or select the **All Campuses** option.
Filter enrollments by teacher	• From the **All Teachers** list (#2), select a teacher. • To remove the filter, select another teacher, or select the **All Teachers** option.
Filter enrollments to only show enrollments where Teacher of Record	• Toggle **Show My Students Only**on(#3). • To remove the filter, toggle to **off**

The **Assignment Completion** graph, before any filtering, shows a breakdown of completed assignments (in percentages) for ALL active enrollments in ALL courses. The legend to the right explains the coloring of the segments. The **Student Breakdown** list below the graph contains students included in all enrollments. For more information, see .

> 💡 **Tip:** Once you start interacting with the graph, a **Clear Filter** ⊗ Clear Filter button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

To interact with the graph to get to the enrollments you want to analyze:

Action	Do the following...
See the number of enrollments that make up a colored segment	• Hover the cursor over a colored segment
Change the graph to only include enrollments for a selected segment	• Click a colored segment or
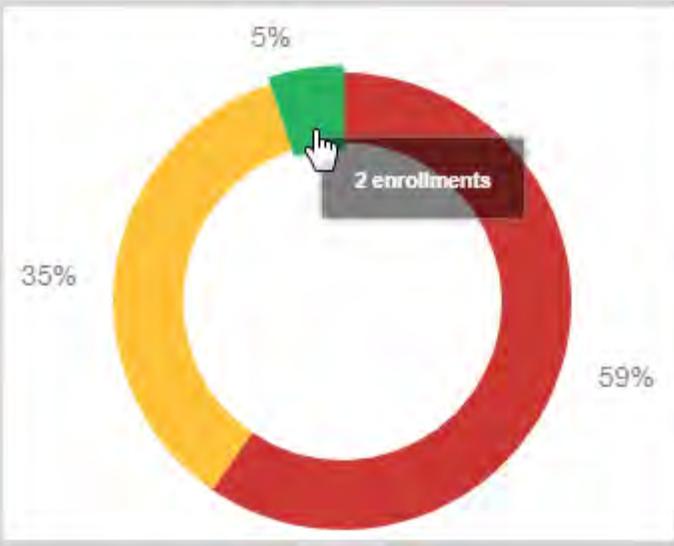
Action	Do the following...
	• Click a legend color. ![legend: 5+ Overdue (red), 1-4 Overdue (yellow), 0 Overdue (green)] The graph changes to only show the selected segment and the **Student Breakdown** list changes to the included enrollments.
Filter the Student Breakdown list to only include those enrollments in the selected segment	• Click a colored segment. The **Student Breakdown** list is filtered and remains filtered until another segment is selected or the **Clear Filter** button is clicked.
Clear any filters	• Click the **Clear Filter** ⊗ Clear Filter button.

The **Current Score** graph, before any filtering, shows a graph of the number of student enrollments by a score percent. The **Student Breakdown** list below the graph contains the students included in ALL enrollments in ALL courses.

💡 **Tip:** Once you start interacting with the graph, a **Clear Filter** ⊗ Clear Filter button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

To interact with the graph to get to the enrollments you want to analyze:

Action	Do the following...
See the number of enrollments for a selected bar	• Hover the cursor over a percent bar ![bar chart showing 28 enrollments for 0-49% range]
Change the graph to only include enrollments for a selected bar	• Click a percent bar to filter the **Student Breakdown** list to only include those enrollments.
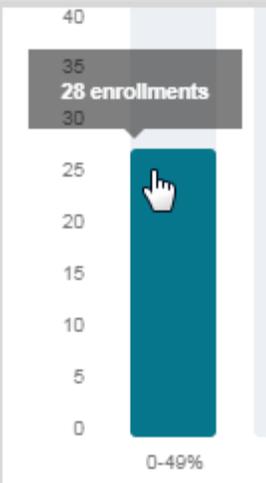
Action	Do the following...
	The **Student Breakdown** list changes to the included enrollments.
Clear any filters	• Click the **Clear Filter** ⊗ Clear Filter button.

The **Student Breakdown** list, before any filtering, shows ALL students in ALL active enrollments in ALL courses. Once you start applying filters, the **Student Breakdown** list changes to reflect the selected Admin control filter, graph segment, or bar.

> **Tip:** The red warning ⚠ indicator means the student has five or more assignments past due for the course and is at risk to finish it.

Actions you can take with the Student Breakdown list include:

Action	Do the following...
Search for a student or course	1. In the Search text box, enter the first few characters of a student's name or course title to filter the list. 2. To clear the search, click the **clear X** or the **Clear Filter** button.
Sort the data	• To sort a column in ascending order,
Export data to a .csv or .pdf format	• Click the **Export** button and select a format. > **Note:** The data included in the report changes based on the filtering in either the **Assignment Completion** or **Current Score** graph. See "Export Dashboard data to analyze and share with others" on page 182.
Drill into more information for the student	• Click the **Details** button. See "What you see and can do on the Student Details view" below.

What you see and can do on the Student Details view

The **Student Details** view provides more in-depth information about the student in a selected course. For example, you see the student's current score, score to date, and relative score along with the student's progress in the course. Having this in-depth information may help you to make decisions about whether or not to intervene.

> **Tip:** To learn more about the data being shown for the student, hover over any **Info** symbol to see a tooltip. You can also click the **Guide Me** button to see a quick tutorial explaining the features and tools on the view.

• To open the **Student Details** view, click the **Details** button for a student in the **Student Breakdown** list.

Ashley Becker	Civil War	0%	2		0%	Details

On the **Student Details** view, several features and tools are available to help you understand how the student is progressing in a selected course.

Item#	Feature/tool	Description
1	**Course** list	If the student is enrolled in more than one course, you select a course from the list and the data changes to the selected courses. Otherwise, a single course name appears and the data reflects that single course.
2	**Info** symbol	Hover over the symbol to see what the data shown means.
3	**Assignment** type symbol	Hover over the Assignment type symbol to see the **Average number of attempts** and **Average time spent by the student** for that type. See also Average Score and Pass Threshold by Assignment type. **Tip:** Having the number of attempts and average time spent may indicate the student is having trouble completing an assignment type.

Item#	Feature/tool	Description
4	**View Gradebook** View Gradebook button	Provides direct access to the student's Gradebook so that you can dive further into the student's unit and assignment level progress and score for the selected course. The Gradebook opens in a new browser tab so there is no need to leave the Dashboard. Once in the Gradebook, you can reassign a lesson, block the next lesson, and more.
5	**Export** button	Exports data about an individual student. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 182.
6	Close **X**	Click to close the Student Details view and return to the Dashboard main view.
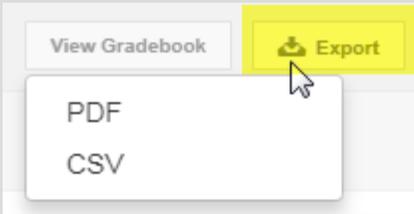
There is a lot of information on the **Student Details** view about a specific enrollment for the student. The table below explains what the data shown means.

Item	Description
Scoring component 	
Current Score	Student's score in the selected course based on GRADED assignments to date.
Score to Date	Student's score taking into account overdue assignments not attempted by the student which are given a grade of zero (0). This is the true "paced" score.
Relative Score	Student's score based on if the student dropped out of the course and did not complete the remaining assignments, what the final score would be. The Relative Score calculation: • Does include assignment Weighting based on selected Weighting type (Weight by Category or Weight by Item) for the school. • Redistributes the Weighting when an assignment type is not included in a unit. • Does not include Skipped units and assignments.
Score by Type component	
Average Score and Pass Threshold by Assignment type	See Assignment type symbol. Also shows the student's average score by Assignment Type (Lesson, Project, Quiz, Test) and the applicable enrollment Pass Threshold for that assignment type. • Hover the cursor over the Average Score indicator to see the student's average score for the assignment type. This data may indicate how well the student does with lessons as compared to taking quizzes and tests or working on projects.
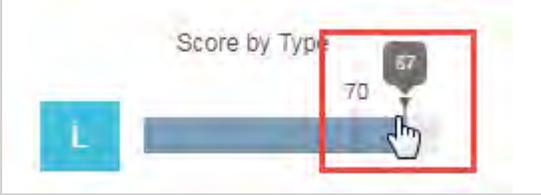
Item	Description
	Note: Only Lessons, Quizzes and Tests have Pass Thresholds. Projects do not.

Time component

Last Assignment Completed	Date and time of the last completed assignment in the selected enrollment (course).
Last Logged In	Date and time of the last login to the course.
Logged in Time: Total and Last 7 Days	The amount of time the student was logged into Ignitia based on the enrollment start date to calculate the start time and the most recent sync being used to calculate the end date/time. If a teacher reschedules the enrollment, the earliest start date is then used to calculate the logged-in start time. Shows the total time the student was logged in and the logged in time for the last 7 days including the current day.
Time on Task: Total and Last 7 Days	The sum of the total amount of time the student spent working on assignments for the selected course. When the student opens an assignment in the course, the activity time-on-task clock starts. Shows the total time on task and the time on task for the last 7 days including the current day.
Course Progress component	

Item	Description
Course Progress Course End Date: 10/01/2018 Overdue: 0 **3**[%] Total Assignments: **61** Completed: **2**	
Course End Date	Date the course (enrollment) ends.
Course Progress % (graph)	Shows the course progress percent taking into account whether or not this is a standard enrollment or CRx enrollment: • For a standard enrollment, course progress is calculated by dividing the number of graded assignments by the total number of assignments. For example, 2 graded assignments in a course with 61 total assignments would calculate course progress at 2/61 or .032 or 3%. > **Note:** Total number of assignments excludes assignments in Skipped status, Reference `R` assignment types, and Review `RV` assignment types. • For a CRx enrollment, course progress = Σ Unit N Progress / N Units where N is the unit number. The course progress is simply an averaging of the individual unit progress so that there isn't a wide swing in the course progress. For example, the CRx enrollment contains five (5) units each with a Pre-Test. So, the total number of assignments for the course would be five (5). If the student passes the Pre-test in unit 1, unit progress is 100% and the course progress is 20% = (100% for unit 1 + 0 + 0 + 0 + 0)/5. Now, if the student fails to meet the pass threshold for the Pre-test in
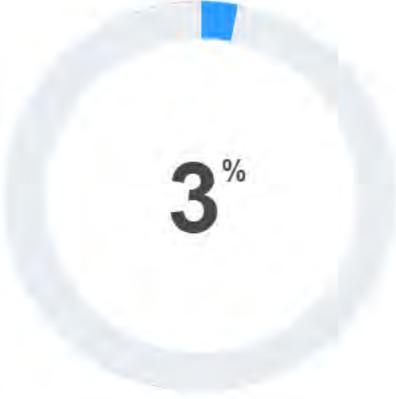
Item	Description
	unit 2, then the student has 20 assignments in unit 2 to complete plus three other pre-tests to do in units 3-5. At this point, the course progress still stays at 20%.
Total Assignments and Completed	Shows the total number of assignments in the course and number of completed (graded) assignments. **Note:** Total number of assignments excludes assignments in Skipped status, Reference R assignment types, and Review RV assignment types.
Overdue	Shows the number of assignments in Overdue status based on the current date and using the Due Date of the assignment. **Tip:** If the student is at risk to complete the enrollment by the Course End Date, the red warning ⚠ indicator appears next to the **Overdue** number.

Export Dashboard data to analyze and share with others

Data in both the main Dashboard view and the Student Details view can be exported to a .CSV or .PDF format.

- With the .CSV export, you get the raw data numbers in a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files.

> **Note:** Any filters you have applied are reflected in the csv export.

- With the .pdf export, what you get depends on the view selected:
    - For the Main view, you get a static report of the graphs and data in the Student Breakdown list.
    - For the Student Detail view, you get a static report of the graphs.

Export data from the Dashboard main view

1. On the main view, if desired, use a one or more filters to change the data displayed in the **Student Breakdown** list.
2. Click the **Export** button, and then select a format: .CSV or PDF. The data exported reflects the applied filters.

Export data from the Student Details view

1. On the main view, in the **Student Breakdown** list, for the student, click the **Details** button.
2. On the **Student Details** view, if the student has more than one course, select the course from the list. The data changes to reflect the selected course.
3. Click the **Export** button, and then select a format: .CSV or PDF.

Run reports to track student progress and faculty activity

Ignitia provides a variety of student reports available to help Admins manage and track student activity in enrollments, such as time on task and score, progress, and more. Additional administrative reports let Admins track faculty progress and activity.

Two access points in Ignitia are available for running activity reports:

- The **Activity Reports** tab under the main nav bar **Reports** tool. Depending on your Ignitia user role, the Activity Reports tab contains the full set of student and administrative reports. See .

- The **Quick Reports** [icon] tool on the **Gradebook > Grading** tab. The **Quick Reports** tool appears after you have searched for a student or if you accessed the Gradebook from the student's **Go To > Gradebook** shortcut. The set of reports that you can run from the **Quick Reports** tool is limited to student reports.

You can export the report as a Web page (HTML), CSV file, or a PDF. See .

Activity Reports descriptions, user access, and additional filtering options

This section explains all of the current Activity Reports and where in the application users can access them - either from the **Activity Reports** sub-tab and/or from the **Gradebook > Quick Reports** [icon] button. Reports that are available to specific purchase plans or user roles are noted. Specific reports may have additional filtering options so that users can narrow the data to include in the report. Reports with additional filtering options are noted as well. Examples of most of the reports are also provided in this topic

Click a link to see the report's description, access, and additional filtering options.

Course Completion Breakdown	Faculty Progress	Student Activity Daily Breakdown
Course Percentage Complete	Group Overview	Student Activity Summary
Course Progress Monitor	Group Progress	Student Lesson Plan
Detailed Student Grading	Login/Logout Times	Student Progress Report
ECash Consumption	Pre/Post Test Scores	Student Unit Grades
Track Grade Overrides		

Course Completion Breakdown

> **Note:** Report available to Admins only and is available from **Activity Reports**.

The **Course Completion Breakdown** report shows number of students by selected course(s) who have not started and includes course completion percentages by 10% increments (decile) *by campus* to give admins a high-level view of how students are progressing through the school year at the selected campus. Allows Admins to focus on courses where students are falling behind.

Under **Select Enrollments**, includes two filter options:

- **Teacher breakdown** option so that Admins can run the report to show course completion data by teacher and by campus, if desired.
- **CRx** mode (Both, Yes, No) option to run the report for all enrollments, just CRx enrollments, or for enrollments without CRx mode enabled.

> **Tip:** CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Ignitia courses. CRx mode allows students to "test out" of certain units.

This example shows the **Course Completion Breakdown** report, which is based on course completion for a campus. The example does not have the **Teacher breakdown** filter selected and the **CRx** filter set to **Yes**.

This example shows the **Course Completion Breakdown** report *with* the **Teacher breakdown** filter selected and the **CRx** filter set to **Both**.

Course Completion Breakdown By Teacher Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/06/2018

Date Retrieved: 10/09/2018

Campus ID: lab d005

Course Title: Algebra I (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Harvey, Edwin	1	0	0	0	0	0	0	0	0	0	0	0	1

Course Title: Bible 300 CRX (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	0	0	0	0	1	0	0	0	0	0	0	1

Course Title: Earth Science (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1

Course Title: Geometry (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	2	0	0	0	1	0	0	0	0	0	0	

Course Percentage Complete

The **Course Percentage Complete** report shows a student's progress as a percentage completed in one or more assigned courses along with the current score for completed assignments.

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

When accessing the report from **Activity Reports**, under **Select Enrollments**, two additional filter options are available:

- For those schools using the NWEA™ Assessment Integration, the **Include Learning Path Enrollments** option lets you include or exclude those types of enrollments.
- **CRx** mode option lets you include all enrollments, CRx mode only enrollments, or non-CRx enrollments.

> **Tip:** When exporting to .csv, you also see enrollment status and reason if status is Archived.

This example shows the **Course Percentage Complete** report for a specific student and has the **Include Learning Path Enrollments** filter cleared and the **CRx** filter set to **Both**.

Course Progress Monitor

Note: Report available to Admins only and is accessed from **Activity Reports**.

The **Course Progress Monitor** report shows the number of students behind target, on target, or not yet started (future start date) on a per course basis for active enrollments *by campus*. This report can be used by the admin to focus on those courses that need attention. The report also displays the number of On Hold enrollments per course.

- *Behind target* is defined as having one or more assignments with a past due date that are in Assigned or Not Started status.

- *On target* is defined as having no assignments with a past due date that are in Assigned or Not Started status.

- *Future start date* is defined as a start date that is after the current date.

Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).
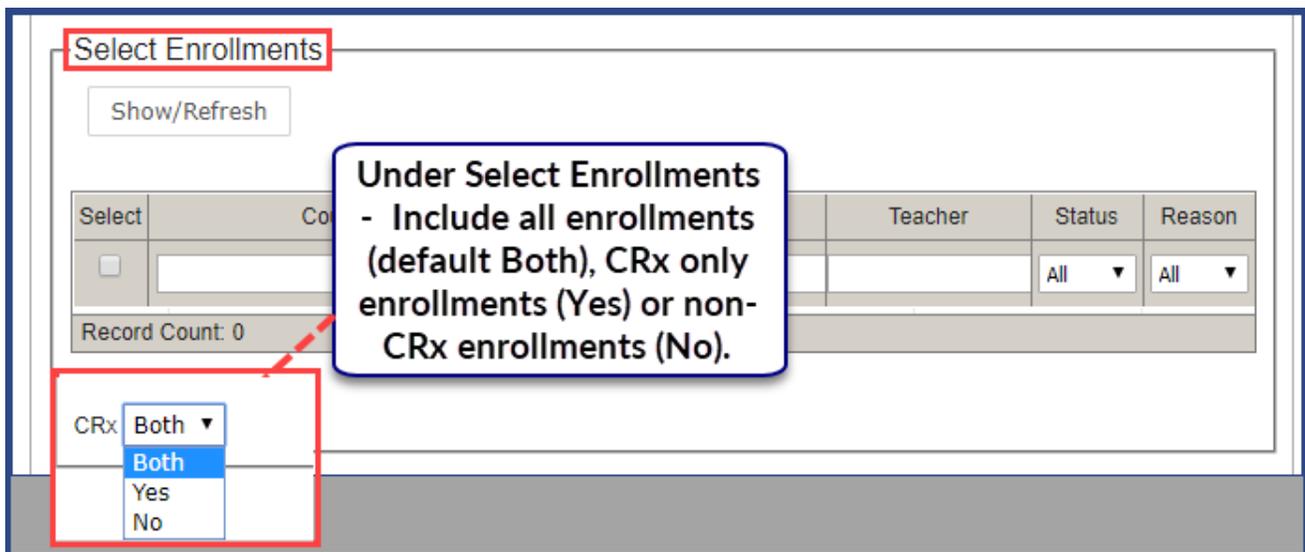
This example shows the **Course Progress Monitor** report, based on a selected campus, and has the **CRx** filter set to **Both** under **Select Enrollments**.

Course Progress Monitor

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Campus ID: OASIS11234@Campus

Course Title	Behind Target	On Target	Future Start Date	Active Enrollments	On Hold Enrollments	Total Enrollments
Algebra I (2016)	6	0	0	6	0	6
English I (2016)	1	0	0	1	0	1
English II (2016)	5	0	0	5	0	5

Detailed Student Grading

The Detailed Student Grading report shows student grades at the assignment, unit, and course levels, along with time on task (time spent working on an assignment).

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

Depending on your access point for the report, several additional filter options may be available:

- An **Include students who have not started** filter option allows you to include Active students who have not started work on the selected enrollments. This option allows Teachers (and Admins) to focus on students who may be falling behind.

- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

This example shows the **Detailed Student Grading** report *with* the **Include students who have not started** filter selected (under the **Select Users** category) for a selected student. With this filter selected, you will see all unstarted assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see the Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.

Detailed Student Grading Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher : Turner, Rosemarie

Course Name : Earth Science (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. Introduction to Earth Science	07/12/2018 02:57 pm	07/12/2018 03:02 pm	00:04	100.00
1	PROJECT	3. Project: Research a Career	07/12/2018 03:02 pm	07/12/2018 03:03 pm	00:01	90.00
1	QUIZ	6. Quiz 1: Introduction to Earth Science	Not Started		NA	0.00
1	LESSON	7. Layers of the Earth	Not Started		NA	0.00
1	LESSON	9. Continental Drift	Not Started		NA	0.00
1	LESSON	10. Plate Tectonics	Not Started		NA	0.00
1	LESSON	12. Plate Boundaries	Not Started		NA	0.00
1	QUIZ	14. Quiz 2: Earth's Dynamic Internal Structure	Not Started		NA	0.00
1	LESSON	15. The Spheres of Earth	Not Started		NA	0.00
1	LESSON	17. Geochemical Cycles: Cycles of Earth Materials	Not Started		NA	0.00
1	LESSON	18. Biogeochemical Cycles: Cycles of Life Materials	Not Started		NA	0.00
1	LESSON	19. Flow of Energy in Ecosystems	Not Started		NA	0.00
1	QUIZ	21. Quiz 3: Earth's Dynamic External Structure	Not Started		NA	0.00
1	LESSON	23. Review	Not Started		NA	0.00
1	TEST	24. Test	Not Started		NA	0.00
				Unit Score:		95.00
9	TEST	15. Test	Not Started		NA	0.00
				Unit Score:		.00
10	TEST	3. Exam	Not Started		NA	0.00
				Unit Score:		.00
				Course Score:		95.00

* Assignment and Course Scores may not be the final score.
* All Dates and Times are in Mountain Time

ECash Consumption

> **Note:** Report available to ECash schools only and is accessed from **Activity Reports**.

The ECash Consumption report allows an ECash school to view their E Cash usage for a selected timeframe and user.

Faculty Progress

> **Note:** Report available to Admins and Super Teachers only and is accessed from **Activity Reports**.

The **Faculty Progress** report shows the status of notifications (items in the Home page, Actions list and Gradebook, Action Required tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

This report shows notifications (items in the **Home >Actions** list and **Gradebook >Action Required** tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

Group Overview

The **Group Overview** report shows the course grade and percentage complete by course for individual members of a selected group. This is useful for teachers who have used student groups to create classrooms for course enrollments. You can run the report each day to see how each member of the group is progressing for a course.

> **Note:** As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a selected groups' course score and percentage complete for a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Group Overview Report

Carson Institute for Christian Education

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Imported student records			Owner: Burr, Tim	
Civil War (2016)				
Student Name	Student ID	Campus ID	Course Score	Percent Complete
Cooper, Brad	ig_0014	scottsdale	90.000	3.600
Bigelow, Bentley	None Provided	chandler	92.300	3.600

Group Progress

The **Group Progress** report shows detailed progress, by course, for a selected student group. Aggregate progress details include:

- Group's average completion percentage
- Lowest individual completion percentage.
- Highest individual completion percentage.
- Group's average course score.
- Lowest individual course score.
- Highest individual course score.

> **Note:** As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a selected groups' progress in a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Login/Logout Times

> **Note:** Report is accessed from **Activity Reports** only.

The **Login/Logout Times** report shows a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range. Session time starts when the user logs into the application and logs out using the **Logout** button (for Teachers and Admins) or the **Sign Out** button (for Students).

> **Note:** With a failed logout, for example, a browser close, the session ends at the preset session_closed_ at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress" until the hour is passed. Then, on the report, users are given 25 minutes credit for a failed logout.

> **Tip:** When exporting to .csv, you get the User Type [Student, Teacher, Admin] data in the report.

This example shows the application session login and logout times for a selected student for a selected timeframe.

Login/Logout Times Report

Mission Carillons Academy

Report Start Date: 11/02/2018   Date Retrieved: 11/02/2018
Report End Date: 11/02/2018   Time Retrieved: 04:16 pm

Mullin, Erin [emullin, baylor hall | lab d005 | SVR_Mission, 12808]

Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
11/02/2018			01:39:27
11/02/2018			00:27:12
11/02/2018			< 1 minute
11/02/2018			00:01:39
11/02/2018	01:20 pm	01:45 pm	00:24:59
11/02/2018	02:33 pm	02:49 pm	00:16:02
11/02/2018	02:49 pm	03:14 pm	00:25:00
11/02/2018	04:00 pm	04:07 pm	00:06:37
		Total Time (hh:mm:ss):	03:21:38
		Total Duration (hh:mm:ss):	03:21:38

Student quiz opened and then browser closed. Waited an hour and ran report.
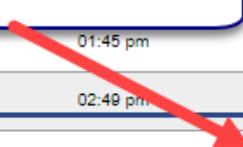
Note: All Dates and Times are in Arizona Time.
* against Logout time indicates that the student remained logged in past midnight

Pre/Post Test Scores

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Pre/Post Test Scores** report shows a comparison of pre-test/post-test scores for courses using CRx mode. CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Ignitia courses. CRx mode allows students to "test out" of certain units.

This example shows the pre-test and post-test scores for a selected student and CRx enrollment.

> **Tip:** If the selected user does not have an CRx-enabled enrollment, no enrollment appears in the **Select Enrollments** list to be selected.

Pre/Post Test Scores Report
Mission Carillons Academy

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher: Turner,Rosemarie

Unit		Pre	Post
Bible 300 CRX (2016) (CRx)	1 . YOU CAN USE THE BIBLE	62.50	72.70
	2 . THE LIFE OF JESUS CHRIST	85.70	*
	3 . JOSEPH! WHAT WAS GOD'S PLAN?	60.00	--
	4 . LIVING FOR GOD	--	*
	5 . GOD TAKES CARE OF HIS PEOPLE	--	*

* The test is unassigned, either because the pre-test was passed or has not yet been attempted
- - The test is not started or has been started but not yet submitted

Student Activity Daily Breakdown

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Daily Breakdown** report shows a detailed log of the amount of time students worked on assignments in each course (time on task) by day within the selected time period. You see the total time spent in all selected courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).
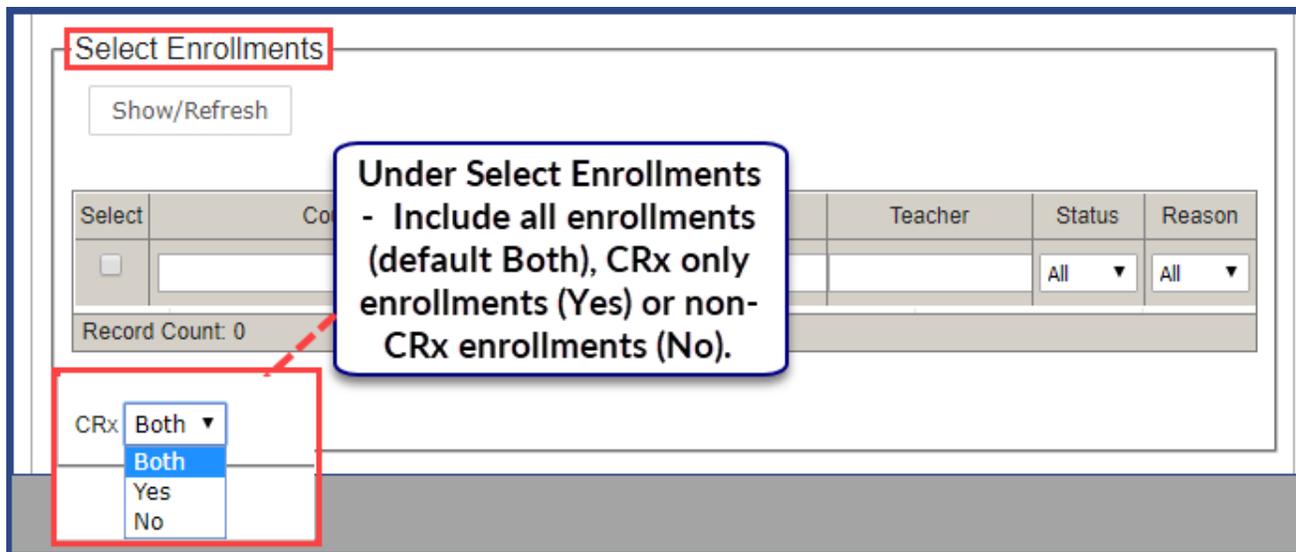
This example shows a selected student's daily activity breakdown for both CRx and non-CRx courses (if applicable).

![Ignitia]

Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 08/22/2018

Date Retrieved: 08/22/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32

Date: 08/07/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Geometry (2016) (CRx)	04:28 pm	04:33 pm	00:05:05
Turner, Rosemarie	Geometry (2016) (CRx)	04:54 pm	05:05 pm	00:11:39
Turner, Rosemarie	Geometry (2016) (CRx)	05:06 pm	05:14 pm	00:08:46

Student Activity Summary

Student Activity Summary

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Summary** report shows the total amount of time students worked in each course (time on task) for the selected time frame (when accessed from **Activity Reports**), along with the total time spent in all courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).
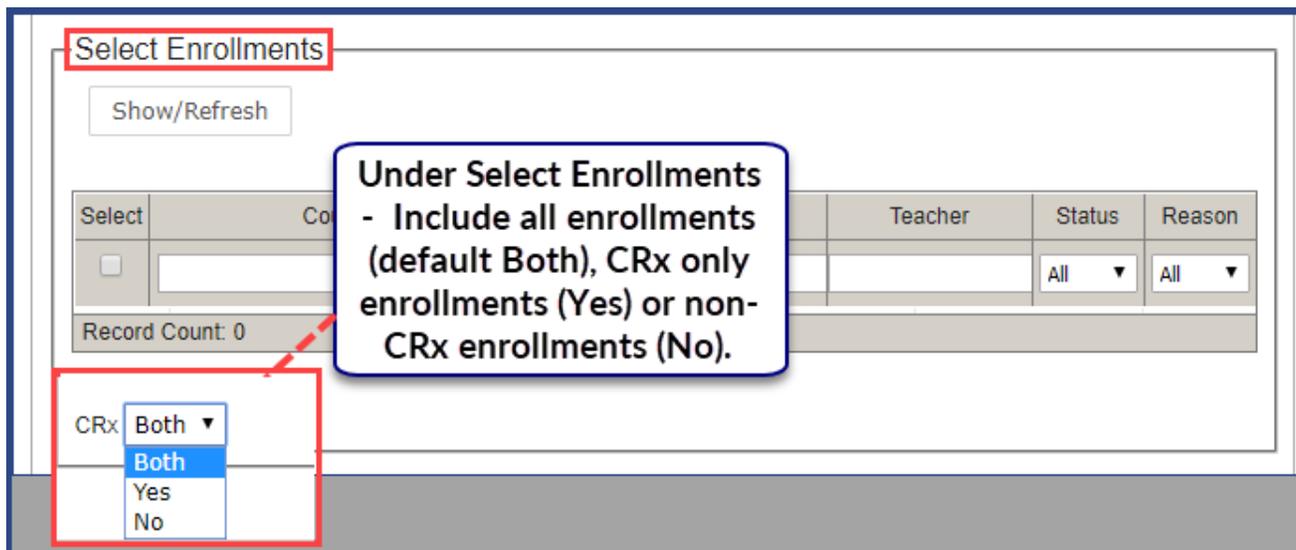
This example shows a student's activity in a selected enrollment for a custom time frame.

Student Lesson Plan

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Lesson Plan** report shows a detailed breakdown of all assignment(s) for each selected course for a student. Details include:

- Course name and teacher of record.

- Unit number, assignment number and title.

- Status of assignment (Assigned, Completed, Graded, Not Started, Skipped).

- Due date and Completed On date (if appropriate).

Depending on your access point for the report, several additional filter options may be available:

- A **Show overdue** option, when selected, provides an indicator next to assignments that were overdue or are currently overdue based on the Due date.

- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

This example, for the selected enrollment, the **Show overdue** option was selected.

Student Progress Report

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Progress Report** shows details by assignment type (Lesson, Project, Quiz, Test) for a student for an enrollment:

- Number of assignments Completed (those in Completed or Graded status) by assignment type.
- Number of assignments Total (those in the Assigned, Not Started, Completed and Graded, but NOT Skipped status) by assignment type.
- Average Score by assignment type. This calculation is computed based on grades of assignments completed (those in Completed or Graded status) AND includes Zero (0) grades for assignments that are Overdue in the Not Started or

Assigned status categories and are not completed. Assignments in the future are NOT factored into the calculation.

- Weight by assignment type.

Also shows:

- Overall course grade (score).

- Percent complete in course.

- Total Time the student has spent in the course (Time on task).

> 💡 **Tip:** When exporting to .csv, you get the enrollment status and reason if status is Archived data.

When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a student's progress in a selected enrollment for a custom time frame.

Student Progress Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Course Title	Teacher	Start Date	End Date	Score	Percent Complete
Earth Science (2016)	Turner,Rosemarie	07/12/2018	10/26/2018	95.00	1.50

	Completed	Total	Average Score	Weight
Lesson	1	73	1.56	25
Project	1	31	3.21	25
Quiz	0	23	0	25
Test	0	10	0	25
			Total Time:	00:08:55

Student Unit Grades

> **Note:** This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Unit Grades** report shows the score, unit by unit, for selected courses for selected students.

- When accessing the report from **Quick Reports**, a **Completed Units Only** filter option allows you to view completed units only and view the cumulative score.

> **Tip:** *Completed* means all assignments (including projects) have been submitted and all assignments requiring teacher-grading have been scored.

- When accessing the report from **Activity Reports**, under **Select Enrollments**, the **Completed Units Only** and the **CRx** mode (Both), CRx (Yes) for only CRx enrollments or CRx (No) option.

For this example, the **Completed Units Only** option under **Select Enrollments** is not selected, so all units appear in the report, even those without grades.

Track Grade Overrides

> **Note:** Report available to Admins only and is accessed from **Gradebook > Quick Reports** and **Activity Reports**.

The **Track Grade Overrides** report shows changes to assignment grades and the teachers that made the changes. Changes included in the report are:

- Assignment score
- Assignment status
- Question score
- Question status (skipped/unskipped)
- Question reassign

This example shows the grade overrides for a selected student's enrollments.

Ignitia®
Mission Carillons Academy
Track Grade Overrides Report

Report Start Date: 06/21/2018

Report End Date : 10/09/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Bible 300 CRX (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Be a Detective	3	62.50	79.2		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Quiz 1	3	45.10	48.1		11	Rosemarie Turner	08/20/2018 03:06 pm
Unit: 1 . Quiz 2	3	70.80	83.3		2	Rosemarie Turner	08/20/2018 03:31 pm
Unit: 1 . Study the Bible	3	87.50	100.0		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Test	3	68.20	72.7		20	Rosemarie Turner	08/20/2018 03:41 pm

Earth Science (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Project: Research a Career	3	0.00	90.0		1	Rosemarie Turner	07/12/2018 03:05 pm

Geometry (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Mathematic System: Set Theory Review	3	69.20	74.20		10	Rosemarie Turner	08/07/2018 05:28 pm
Unit: 1 . Mathematic System: Set Theory Review	3	74.20	79.20		20	Rosemarie Turner	08/07/2018 05:29 pm
Unit: 1 . Mathematic System: Set Theory Review	3	79.20	84.2		9	Rosemarie Turner	08/07/2018 05:29 pm

Legend
1 = Assignment Score Changed
2 = Assignment Status Changed
3 = Question Score Changed
4 = Question Status Changed (Skipped/Unskipped)
5 = Question Reassign

* All Dates and Times are in Mountain Time

Activity Reports export formats

Three export formats are available for generating and viewing reports.
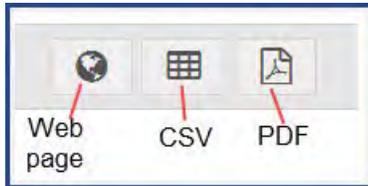
- Web page (HTML) export

- .CSV export

- .PDF export

These export format options can be used from the **Gradebook > Quick Reports** and **Activity Reports**. Each export type has its advantages so you need to decide which format suits your reporting needs.

> **Note:** Not all export formats match in data shown. For example, several reports when exported to .csv format display extra columns of data.

Web page (HTML) export

The **Web page (HTML)** export type opens a new tab in your browser to display a formatted, printable HTML report as shown in this example of the **Student Activity Daily Breakdown** report.

Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 07/12/2018

Report End Date: 10/26/2018

Date Retrieved: 10/09/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32
			Total Duration:	00:08:55

* All Dates and Times are in Mountain Time

.CSV export

The **.CSV** export type is a comma-separated value file. For most supported browsers, the export creates a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files to display the data as shown in this example of the **Student Activity Daily Breakdown** report.

Tip: For .csv exports, several reports provide extra columns of data not seen in the other export types.

Username	Campus ID	Student ID	Teacher L:	Teacher First I	Date	Course Name	Start time	End Time	Total Navigat	Total Time	Total Duratio
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	2:57 PM	3:02 PM	0:04:17	0:04:17	0:04:17
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:02 PM	3:03 PM	0:01:08	0:05:25	0:05:25
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:03 PM	3:05 PM	0:01:58	0:07:23	0:07:23
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	4:42 PM	4:42 PM	< 1 minute	< 1 minute	0:07:48
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:06 PM	5:07 PM	< 1 minute	0:01:12	0:08:35
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:29 PM	5:29 PM	< 1 minute	0:01:32	0:08:55

.PDF export

For most browsers, the **.PDF** export type creates a formatted report and downloads it so that you can open it in a PDF reader application as shown in this example of the **Student Activity Daily Breakdown** report.

Depending on your browser, if you open the downloaded file, you may have to use the Back button or click the Ignitia tab to go back to the application. You are still logged into Ignitia.

Activity Reports filters for data selection

When running **Activity Reports** from the **Reports > Activity Reports** tab, you must select from *filters* in several categories to determine the data (criteria) to include in the report. Depending on the type of report selected and your user role, the data selection filter categories vary.

Report data filter categories include:

- Time zone filter.

- Select Time-frame filter.

- Select Campus filter.

- Select Group filter.

- Select Users filter.

- Select Enrollments filter.

Note: For Super Teachers with the "Restrict to Campus" permission enabled, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' associated Campus IDs match the Super Teacher's associated Campus IDs and students with enrollments for which the Super Teacher is the Teacher of Record.

Time zone filter

The **Time zone** filter displays your school's default time zone. This filter appears when you are on the **Home** tab of **Activity Reports**. All reports you run will use this time zone for reporting purposes.
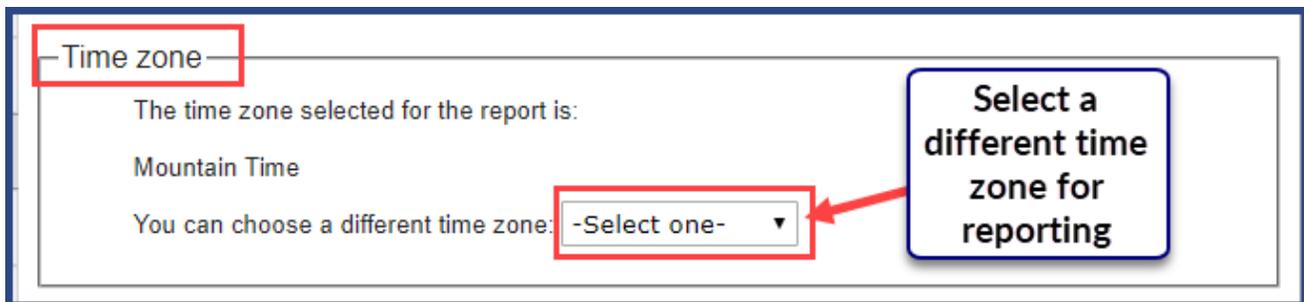
- To select a different time zone for the report, select one from the list.

Select Time-frame filter

The **Select Time-frame** filter controls the dates the report should cover, such as a school term or custom dates you enter.
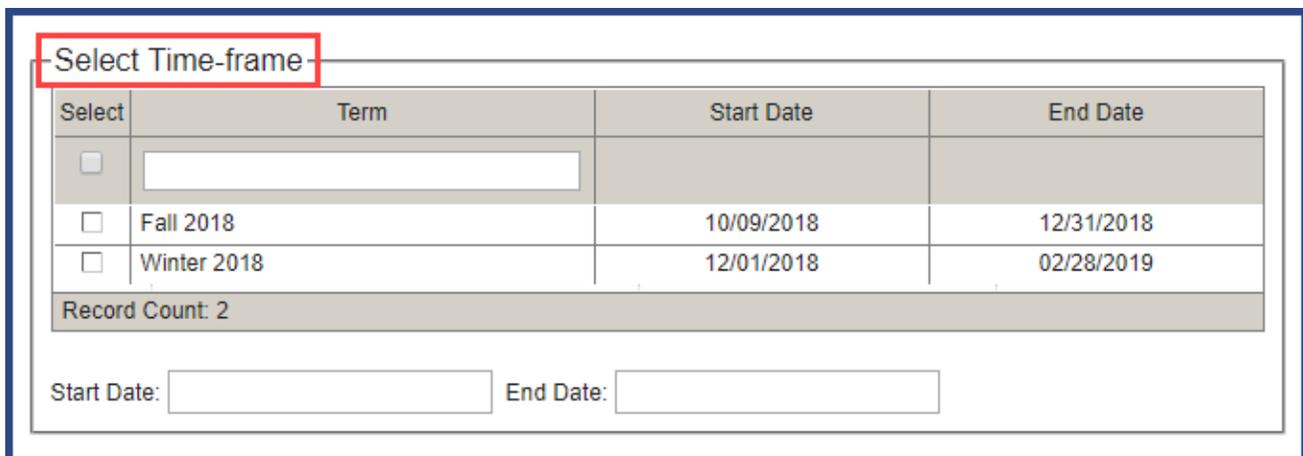
1. To easily locate a term, in the **Term** text box, start typing a term name to filter the list.

2. To select a term, click the check box beside the term, or to select all terms, click the check box at the top of **Select** column.

   Or,

   To use custom dates for the report, in the **Start Date** and **End Date** fields, click to activate a calendar and select dates.
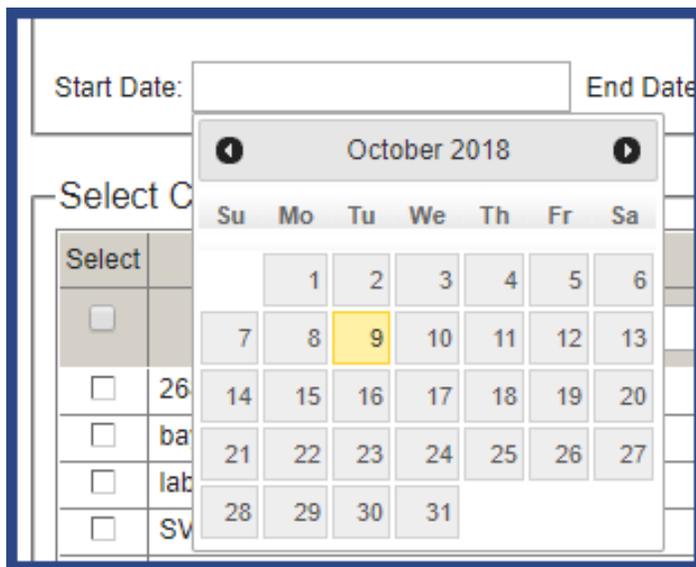
The **Record Count** displays the number of terms based on your selections.

Select Campus filter

The **Select Campus** filter appears for Admin users only and applies to the **Course Completion Breakdown** and **Course Progress Monitor** reports. **Select Campus** allows an Admin to select campus IDs to include in the report.
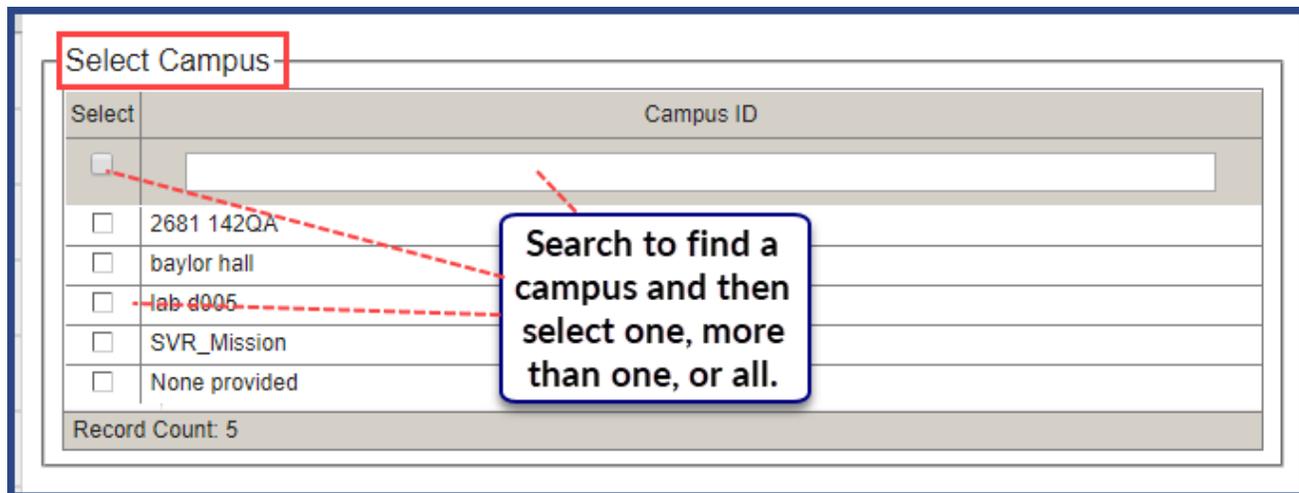
1. If desired, enter characters in the **Campus** search text box to narrow the list to a specific campus.

2. To select a campus, click the check box beside the campus ID, or to select all campus IDs, click the check box at the top of the **Select** column.

The **Record Count** displays the number of campus ids selected.

Select Group filter

The **Select Group** filter appears for the **Group Overview** and **Group Progress** reports. This filter allows you to select the group(s) to include in the report.
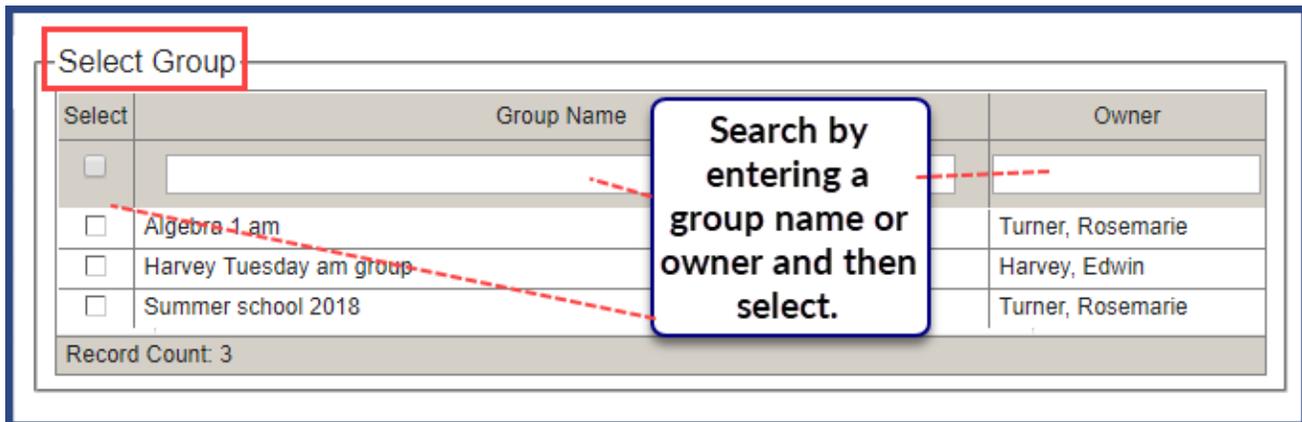
> **Note:** The groups that appear in the **Select Group** filter category are determined by your user role and group ownership. For more information, see "User roles and permissions" on page 13.

1. If desired, enter characters in the **Group Name** or **Owner** search text box to narrow the group list.
2. To select a group, click the check box beside the group name, or to select all groups, click the check box at the top of the **Select** column.

The **Record Count** displays the number of group(s) selected.

Select Users filter

From the **Select Users** list, you select the Students, Teachers, or Admins to include in the report. The **Select Users** list changes based on the selected report.

> **Note:** The users that appear in the **Select Users** filter category are determined by your user role. For example, an Admin user can see all users - teachers, other admins, and students. For more information, see "User roles and permissions" on page 13.

- For most student-related reports, such as the **Student Activity Daily Breakdown** report, the **Select Users** list contains students in all status modes (Active, Archived, and On Hold). You can filter the list to only show Active students if that is what you want to include in the report.

- For the **Detailed Student Grading** report, the **Include students who have not started** option, when selected, includes enrollments not started by the selected students. Otherwise, by default, students who have not started the selected enrollment(s) are not included in the report.

Tip: The **Info** ⓘ symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report**.

- For the **Login/Logout Times** report, you get all user types and can filter the list to only show Teachers or Students or Admins and also filter the list to show a user type by Status (Active, On Hold, Archived).

1. If desired, enter characters in the **Name**, **Username**, **Student ID**, or **Campus** search text boxes. Depending on the report, you may be able to select an option from the **Status** or **Type** fields to narrow the users list.

2. To select a user, click the check box beside the name, or to select all users, click the check box at the top of the **Select** column.

3. For the **Detailed Student Grading** report, an option appears so that you can select Active students that have not started work.

The **Record Count** displays the total number of users based on any search and/or other filter options applied.

Select Enrollments filter

The **Select Enrollments** filter applies to most reports except the **Faculty Progress** and the **Login/Logout Times** report. Use this filter to select enrollments, based on selected students (from the **Select Users** category), to include in the report. Several reports have additional filters so that you can narrow the report to the enrollments you want to see.

- For all reports involving enrollments, by default, the option **CRx Both** is selected. This means all enrollments for the specified users are included - both CRx-enabled enrollments and those without CRx enabled. To only include CRx-enabled enrollments, select **Yes**. Or, to only include those enrollments without CRx, select **No**.

- For the **Course Completion Breakdown** report, to show course completion details by teacher, select the **Teacher breakdown** filter.

- For the **Course Percentage Complete** report, by default, the option **Include Learning Path Enrollments** is selected. To not include those types of enrollments, clear the option.

- For the **Student Lesson Plan** report, select to show an indicator when assignments were overdue.

- For the **Student Unit Grades** report, select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.

To select enrollments for a report:

1. Click the **Show/Refresh** button to display all courses for the selected users (from the **Select Users** category).

2. Use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. **Note:** Reason options only apply to enrollments with a status of Archived.

3. If desired, click the **Course** name to expand the course, and then click the check box next to the course(s) to include in the report. Or, to include all courses, click the check box at the top of the **Select** column.

4. Depending on the selected report, other filter options appear as explained above in the examples. Select or clear options as needed. Click the **Show/Refresh** button again.

The **Record Count** displays the total number of courses available to select from based on any filters applied.

Run reports from the Activity Reports tab

When running Activity Reports, you select various filters which determine the data to include in the report and you can select a format to save the report as, for example, a .CSV file that you can later use in Microsoft Excel.

> **Note:** Depending on the report, filters applied, and selected export to type, some reports will generate many pages. For example, if you run the **Faculty Progress** report, select all teachers, and export to PDF, you generate a separate report for each teacher.

1. On the main nav bar, click **Reports**, and then click the **Activity Reports** sub-tab.

2. If desired, to change the time zone for the report, select a different time zone.

Time zone

The time zone selected for the report is:

Central Time

You can choose a different time zone: -Select one-

3. From the left nav menu, select a report. See " Activity Reports descriptions, user access, and additional filtering options" on page 184.

Note: The report options in the left nav menu change based on your user role. Teachers and Super Teachers will not see all the reports available to Admins. The following example shows the reports available to Admins.

4. Depending on the selected report, applicable filter categories appear. In each category, select the data to include in the report. See "Activity Reports filters for data selection" on page 210.

5. From the **Export as** section (at the top or bottom of the filters area), select a report export format. See "Activity Reports export formats" on page 207.

6. Depending on your selected report export format, you can open the file immediately or save it.

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Run reports focused on standards aligned to Ignitia curriculum

You can run reports focused on standards alignments across your entitled content (subjects) or across your entitled courses. Having this standards alignments data helps you to make informed decisions about the lessons and projects you want for your learners' enrollments to ensure your school is offering curriculum aligned to current national and state standards.

The **Reports > Curriculum Reports** sub-tab provides access to two curriculum reports:

- The **Content Coverage Report** shows the alignment of lessons and projects across a selected subject (content), for an optional grade or discipline, based on a selected state and/or national standard. This report is a "content-to-standards" comparison. See "Run Content Coverage reports" on page 231.

- The **Course Alignment Report** shows the alignment of lessons and projects across a selected subject, for a specific course or multiple, selected courses, based on a selected state and/or national standard. This report is a "course-to-standards" comparison. See "Run Course Alignment reports" on page 232.

> ✓ **Permission(s) check:** An Ignitia License Administrator must enable permission for your school to have access to the Curriculum Reports sub-tab. If permission is disabled, the Curriculum Reports sub-tab is not available.

To build a curriculum report, you:

1. Start by selecting the national or state standard document you want to work with. National and state standard documents must be entitled for the school in order to appear in the list. See How the standards documents get entitled for your school.

2. Then, based on your entitled curriculum, you select the subject, and grade or discipline.

For the **Course Alignment Report**, you can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a selected standard are most heavily covered.

By default, both reports show results for lessons and projects *with* alignments to standards. However, the **Show all Standards** option, when selected, lets you see all standards and includes gaps with no aligned assignments.

Curriculum reports download and save as an .XLSX file so that you can easily open the file in Microsoft® Excel® or other supported application and manipulate the data for your needs.

To see tips about how to build the reports and to learn about how the data is structured in the reports, go to "How to build a report to get the data you need and what that data means" on the facing page.

How the standards documents get entitled for your school

For your school to use standards, two steps must occur:

1. An Ignitia License Administrator must enable the **Standards Authority** option and select the states for the standards documents that your school is entitled to see. This action is performed in the Support tool application.

2. Then, in the Ignitia application on the **School Settings > Messages & Display** tab, your school Admin is responsible for disabling and enabling the Standards Documents , based on your states, for your school. By default, standards documents for your states are automatically enabled, but can be disabled by the school Admin. Several national standards documents are automatically included in the list, but must be selected to see those alignments.

How the standards alignments are developed for Ignitia curriculum

In general terms, *standards* are statements of outcomes all learners should achieve. The Curriculum Team develops its curriculum to be aligned with national and state standards. The alignment data for the curriculum reports comes from a leading academic standards provider, Certica Solutions, Inc. Certica reviews, digitizes and curates standards. The Curriculum Team

submits its curriculum to Certica for review against current standards. Certica then accepts (or rejects) the alignment data. Accepted alignment data is uploaded to the Search Services so that all search methods in the various applications have access to the lessons and projects with updated alignments. The two curriculum reports are run against the Search Services to gather the requested data. Updated standards are pulled from Certica on a regular basis and uploaded to Ignitia to ensure alignment data is accurate.

How to build a report to get the data you need and what that data means

Here's some tips on how to build the curriculum reports to get the results you expect and also what you will see in the report based on your selections.

- On the main nav bar, select **Reports**, then select **Curriculum Reports**.

Select criteria to build a Content Coverage report

For this example, let's select criteria to see where content coverage is best for an 8th Grade, Global Studies discipline using the Minnesota Academic Standards.

1. From the **Standard Document** list, select the **Minnesota Academic Standards** (see item A below).

2. From the **Subject** list, select **Social Studies** (item B). Once we select the subject, this activates the grade/discipline list.

3. Let's select **Grade 8 - Global Studies** (item C) .

4. We'll keep the **Show all Standards** option (item D) disabled for now. This means the report will only show content (assignments) with alignments to standards.

5. Click **Run Report**.
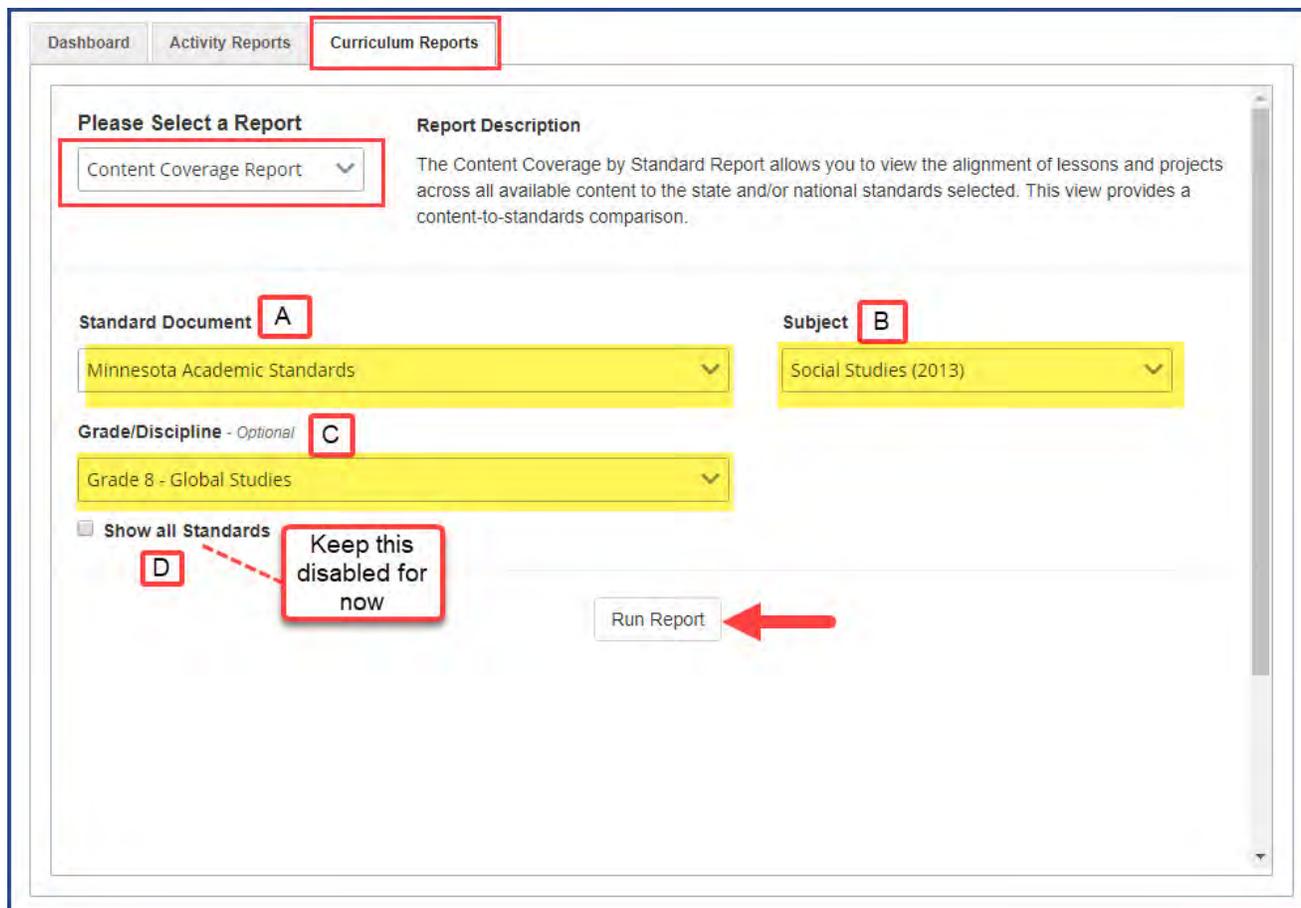
The report may take a few minutes to collate the data.

6. When the report is done, at the bottom of the browser, you see a download indicator for a file called **Content Coverage - Standards with Alignments [current date].xlsx**. Click the report doc to open it.

Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- Each report has a orange colored row to indicate the "strand" or domain/disciplinary core idea of the standard. Below the strand row, in the first two columns, you see each section number or standard code listed along with the standard text. The section number (code) and standard text may be repeated on several rows because as you scroll over to the right side of the report, you get the breakdown of the aligned Ignitia curriculum details and a single standard may be aligned to multiple lessons or projects.

- On the right side of the report, the remaining columns show the aligned Ignitia curriculum details. You see the Course Title, Unit number, Unit Title, Lesson Title (assignment title) and Lesson Type (project or lesson) as it is aligned to the standard under a given strand. As you scroll down through the report, you see where a standard has an aligned assignment. In the example below, this report shows three different courses. Course 1 and Course 2 have aligned assignments to the same standard under a strand. Course 3 has an aligned assignment to a different standard under a different strand.

Now, let's take a look at the same report, but this time, the **Show all Standards** option was enabled. This means we may see gaps, that is, no curriculum alignments within a given strand. The report name changes to indicate that All Standards has been selected. In the download area, you see **Content Coverage -All Standards [current date].xlsx**. Click the report doc to open it.

- You will notice that if a given strand/standard/substandard does not have curriculum alignments, no data appears in the Course Title, Unit, Unit Title, Assignment, and Lesson Type row. This indicates "gaps" in alignment coverage for the selected subject and grade/discipline (if you included grade/discipline criteria).

8.3.3.6.6	Describe how the physical and environmental features of South Asia and Central Asia affect h...	
8.3.3.6.7	Describe how... affect human...	...uth of the Sahara
8.3.2.6.8	Describe how... human activi... ...a/ Oceania affect ...ons have adapted to and changed the landscape differently over time.	

Strands/standards/substandards without assignment alignments shows the "gaps".

Grade 8 - Global Studies > Geography > Human Systems > The characteristics, distribution and complexity of the earth's cultures influence human systems (social, economic and political systems).		
Section	Standard	Course Title
8.3.3.7.1	Describe independence and nationalist movements in Sub-Saharan Africa and Asia, including India's independence movement.	
Grade 8 - Global Studies > Geography > Human Systems > Processes of cooperation and conflict among people influence the division and control of Earth's surface.		
Section	Standard	Course Title
8.3.3.8.1	Describe the impact of nationalist movements in the 20th century on contemporary geopolitics in Southwest Asia and North Africa.	
Grade 8 - Global Studies > Geography > Human Environment Interaction > The meaning, use, distribution and importance of resources changes over time.		
Section	Standard	Course Title
8.3.4.10.1	Explain how the changing patterns of industrialization and trade between the United States, and Canada or Mexico, have resulted in close connections between the countries in terms of manufacturing, energy and finance.	
8.3.4.10.2	Describe the impact of comparative advantage, the international division of labor, and de-industrialization on manufacturing regions and commercial districts within urban areas in the United States and Canada.	
8.3.4.10.3	Describe the changing role of Latin America in global trade networks.	Twentieth Century American History

Select criteria to build a Course Alignment report

For this example, let's select criteria to build a report to see where specific course alignment is best for high schoolers (typically grades 9,10,11 and 12) for Mathematics. We'll include three courses for the report - Algebra I, Geometry, and Integrated Math I.

1. Let's select a different standard document, so from the **Standard Document** list, select the **Colorado Academic Standards** (item A below).

2. For this report, from the **Subject** list, select **Mathematics 2018** (item B). Once we select the subject, this activates the grade/discipline list.

3. Then, from the **Grade/Discipline** list, let's select **High School** (item C) .

4. For the courses, select **Algebra I**, **Geometry**, and **Integrated Math I** (item D). You can select up to 15 courses, but be aware that using that many courses in one report may take a while for the report to run.

5. We'll keep the **Show all Standards** option (item E) disabled for now.

6. Click **Run Report**.
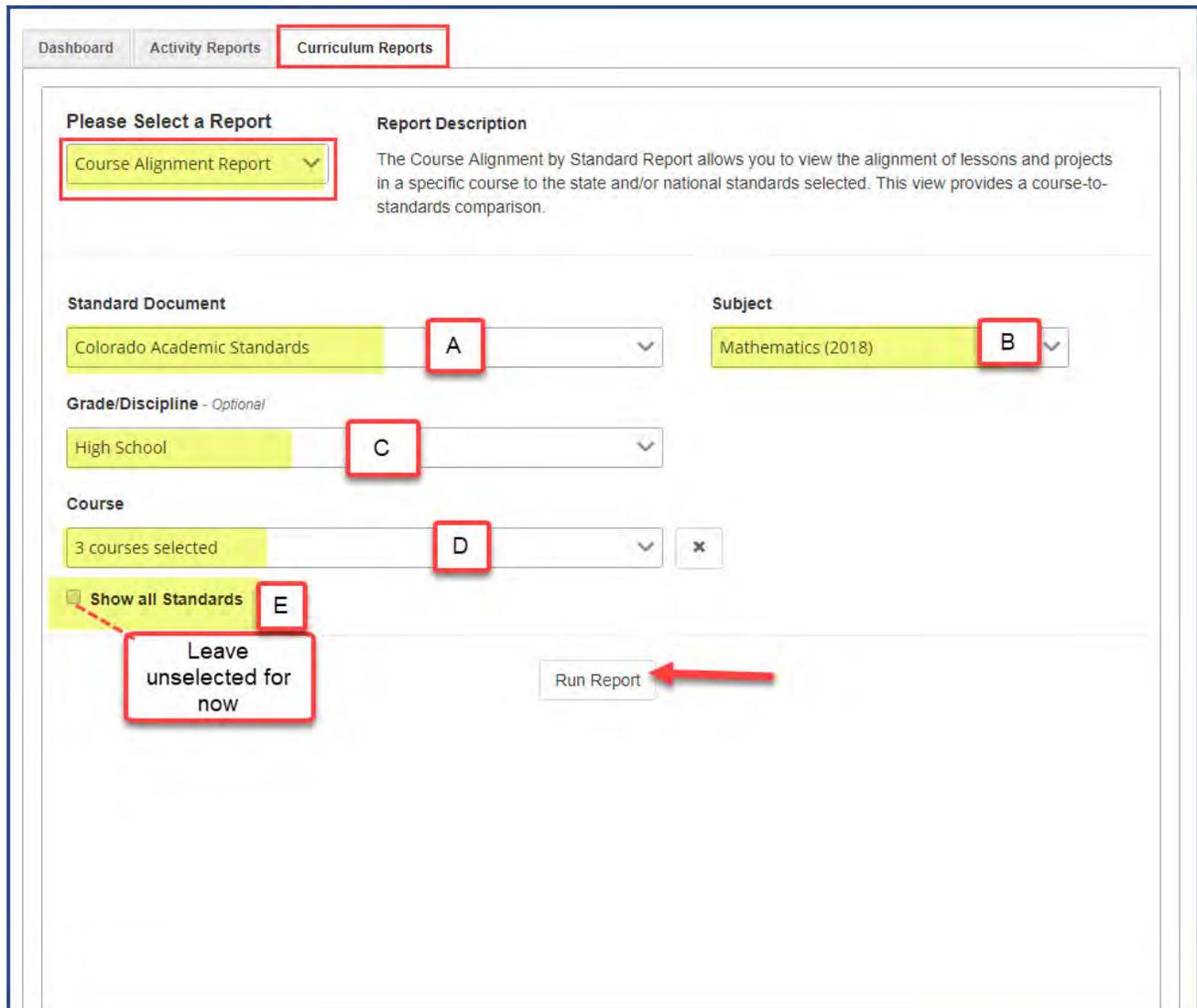
7. When the report is done, at the bottom of the browser, you see a download indicator for a file called **Course Alignments-Multiple Courses Standards with Alignments [current date].xlsx**. You can also see the report on your download page. Click the report doc to open it.
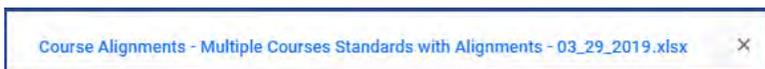
Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- On the left side of the report, the first two columns show the standard information. The standards are organized into a structure with strands, standards, and sub-standards. A strand is indicated by the orange row. All standards and sub-standards aligning to a particular strand are listed below the strand with a corresponding section number(standards

code). One section number/code and related standard text could repeat multiple times on several rows because it is aligned to multiple lessons and/or projects which are indicated on the right side of the report.

- On the right side of the report, the remaining columns show the aligned Ignitia assignments based on the course(s) you selected for the report. You see the Course Title, Unit number, Unit Title, Lesson Title (assignment title) and Lesson Type (project or lesson) as it is aligned to the standard under a given strand.

Now, let's take a look at the same report, but this time, the **Show all Standards** option was enabled. This means we may see gaps, that is, standards that do not have aligned assignments. The report name changes to indicate that All Standards has been selected. In the download area, you see **Course Alignment - Multiple Coursses All Standards [current date].xlsx**. Click the report doc to open it.

- You will notice that if a standard under a given strand does not have assignment alignments, the columns are empty (blank) to indicate gaps, that is, standards without aligned assignments.

Run Content Coverage reports

Use the **Content Coverage Report** to see curriculum alignments for a standard by subject for a specific grade or discipline. To get the data for the **Content Coverage Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. The generated report includes the standard title, section, standard text with the alignment by Course Title, Unit Title and Lesson (assignment) Title.

> 💡 **Tip:** By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) *with* alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

To run a Content Coverage report:

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.
2. From the list, select the **Content Coverage Report**.
3. From the **Standard Document** list, select the standard document to report on.
4. From the **Subject** list, select the curriculum subject.
5. If desired, from the **Grade/Discipline** list, select a grade or discipline.

> ⚠️ **Warning:** Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

6. To include alignment gaps in the report, select the **Show all Standards** option.
7. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.
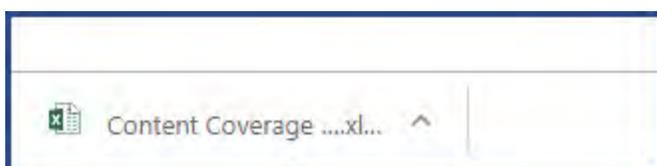
8. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

Run Course Alignment reports

Use the **Course Alignment Report** to see alignments for a standard by subject, for a specific grade or discipline, and for one or more courses. To get the data for the **Course Alignment Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. You can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a standard are most heavily covered.

> **Tip:** By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) *with* alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

To run a **Course Alignment Report**:

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.

2. From the list, select the **Course Alignment Report**.

3. From the **Standard Document** list, select the standard document to report on.

4. From the **Subject** list, select the curriculum subject.

5. If desired, from the **Grade/Discipline** list, select a grade or discipline.

> **Warning:** Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

6. From the **Course** list, click the arrow to open the list, and then do the following:

    a. In the **Search** box, to help you easily find a course, enter the first few characters of the course name. Or, you can scroll the list.

    b. Select one or more courses to report on. You can select up to 15 courses, but keep in mind that a large number of courses will take several minutes for the report to run.

    c. Click the close **X** to close the list.

    d. The number of courses you selected appears on the list. If you only selected one course, that course name appears. If you want to clear your selections, click the **X** button.
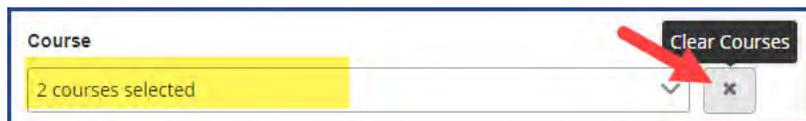
7. To include alignment gaps in the report, select the **Show all Standards** option.

8. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.

9. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

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Communicate with teachers and students using internal messaging

Ignitia provides an internal messaging system that allows admins, teachers, and students to communicate with each other in the form of person-to-person messages. A student can send an assignment help-needed request directly to the teacher which links the message to the assignment question for easy access by the teacher. A student can also message a teacher for an enrolled course to ask a question or request a conference and the teacher can quickly respond. Admins and teachers have an additional message type, known as system-generated messages, that allows them to receive messages from the Ignitia support system in the form of system notifications.

> **Tip:** The internal messaging system is only used for communication and notification within Ignitia; no external communication or notification is available. However, teachers and admins can also export several message types to a PDF format so that the message details can be shared externally with others, such as parents and guardians.

Messaging has several features just like a typical email system. You have an Inbox and Sent box. You can read, reply to and forward messages. One difference to note with Ignitia messaging is that you must archive messages that you no longer want in your Inbox or Sent list; you cannot delete them.

As the Admin, you control whether or not the teachers and students can use the internal messaging system (school permission) and if so, which students can send and or receive messages using the messaging system (student permission).

> **Note:** By default, the internal messaging system permission is enabled at the school level, but can be disabled for an individual student. The student can still send help requests while working on assignment questions and message teachers while on their Courses "Learner Dashboard" page and can read their teachers' responses.
> **However...**if the internal messaging system permission is disabled at the school level, the **Messages** tool on the main nav bar is grayed-out or appears inactive. The student permission, "Allow Message Send", is also disabled. Students can send help requests from assignments and course messages to teachers, which teachers can read, but only help requests from assignments will send the responses back to students to read.

Who you can communicate with

Who you can communicate with using internal Messaging depends on your user role.

User role	Communication options
Student	Can only send messages to and receive messages from their teacher(s).
Teacher	Can send messages to and receive messages from admins, all teachers, students assigned to their courses, students that the Teacher registered in Ignitia, and groups that they are the owner of.

User role	Communication options
Super Teacher	Can send messages to and receive messages from admins and all teachers, groups that they are the owner of, students assigned to their courses, and students that have the same Campus IDs as the Super Teacher (if the Super Teacher has the "Restrict to Campus" permission enabled for their user profile). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17.
Admin	Can send messages to everyone, including groups owned by them and others, and receive messages from other admins, teachers, and students assigned to courses where the Admin is the teacher of record.

New messages indicators

On the **Home** page, several indicators are immediately visible to let you know that you have new, unread messages that may need your attention:

- On the main nav bar, a red indicator with a number appears next to the **Messages** tool.
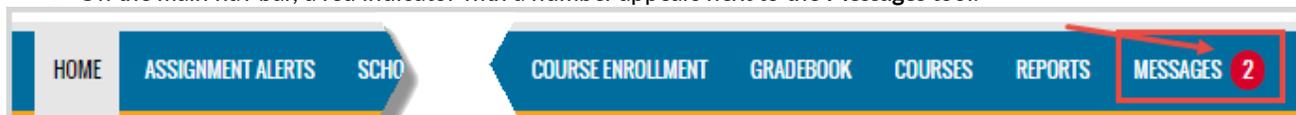
- On the **Activity Stream** tab, the **New Messages** list displays the latest unread messages in your **Inbox**. You see the date each message was received, who sent the message to you, and the subject line of the message.
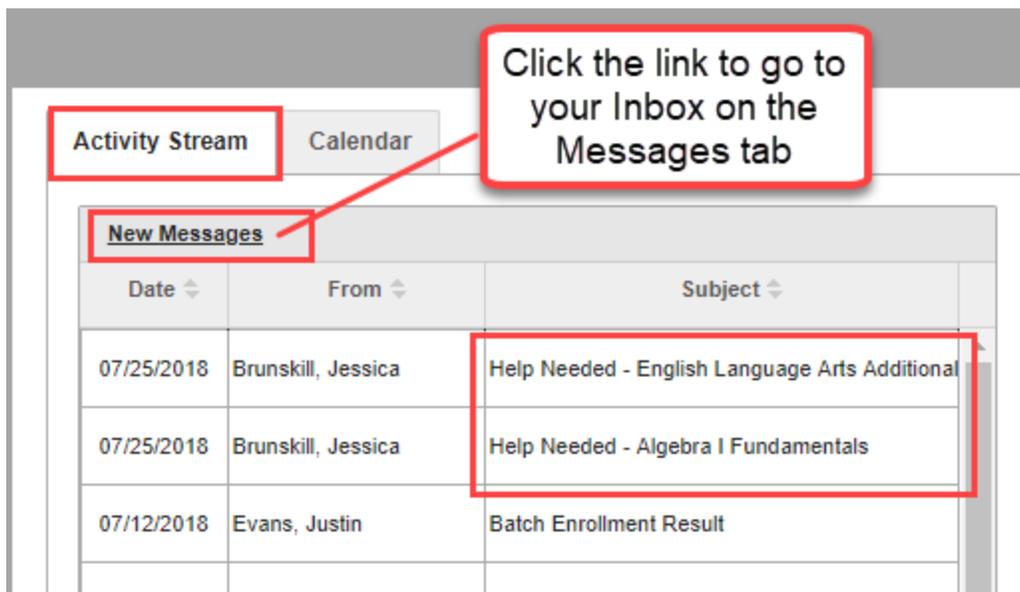
If you are a teacher or admin with assigned courses and a student sends an assignment help-needed message, you see:

- A **Help Request** on the **Activity Stream > Actions** tab.

- A **Help Request** on the **Gradebook > Action Required** tab.

Access your messages

To access your messages, do one of the following:

- On the main nav bar, click the **Messages** tool. This action takes you to the **Messages** tab and displays your **Inbox**. See "Messages tab" on the next page.

- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab.

You can also access an assignment help-needed message from a student by doing one of the following:

- Click the **Help Request** link on the **Actions** tab.

- On the **Gradebook > Action Required** tab, click the **Assignment** link.

> **Tip:** To quickly open an unread message, click it in the **New Messages** list. Tools (buttons) on the **Message** page allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.

Messages tab

By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

- To read a message, under **Actions**, click the **View message** 👁 tool. Depending on the type of message, you may be able to archive, forward, reply to, and export the message.
- To write a message, click **New Message**.

Features and tools

The **Messages** tab has several features and tools (identified on the example above) to help you manage each messages list. Symbols visually indicate the type of message and other features include:

Item	Feature/tool	Description
A	Viewing and sorting filters	Easily find and manage messages and change the information displayed. See "Filter, sort, and search your Messages list" on the next page.
B	Message tools (buttons)	Quickly write and send messages, mark messages as read or unread, and archive multiple messages. See: • "Write and send messages from the Messages tab" on page 243. • "Mark messages as Read or Unread" on page 241. • "Archive and unarchive messages" on page 255.
C	Message type symbol	Indicates the type of message. See "Message type symbols" below.
D	Date and From columns	Shows the date and time of the message and message sender or receiver name.
E	Subject and Preview columns	Shows the Subject of the message and a short preview of the message contents.
F	Actions column	Displays action tools so that you can view, reply to, forward, archive, view the lesson in the message, export, and move an archived message back in your Inbox. See "Actions tools" below.

Message type symbols

Symbols in the **Type** column visually indicate the type of message. You can sort the Type column by message type.

Symbol	Indicates	See...
🔔	System-generated message, such as the result of a batch enrollment, new enrollment, enrollment change, etc.	"Importance of system-generated messages" on page 249.
🛟	Help needed request from a student while working on questions for an assignment.	
✉	Person-to-person message from another teacher, admin, or student. For example, a student in a course assigned to you has a question or a teacher may need your assistance.	"Read and respond to person-to-person messages" on page 247.

Actions tools

Tools in the **Actions** column allow you to take action for a message.

Tool	Description	See...
View message 👁	Opens the Message page so that you can read the message. While reading the message, other action buttons are available based on the type of message.	
Reply to message	Opens the **Reply to Message** page so that you can reply to the sender and add other recipients to the message.	• "Read and respond to person-to-person messages" on page 247.

Tool	Description	See...
⬅		
Forward message ➡	Opens the **Forward Message** page so that you can forward the message to other recipients and include a response.	"Forward messages" on page 253.
Export message as pdf ⬇	Creates a pdf of the message, including any message threads, so that you can effectively communicate message details with others.	"Export person-to-person messages as PDFs" on page 251.
View les- son in help- requested message 📖	Opens the lesson and the student's question so that you can reply to the lesson help request.	
Archive message 🗄	Removes the message from the **Inbox** list and puts it under the **Archived** list.	"Archive and unarchive messages" on page 255.
Move message to Inbox 📥	Removes the message from the **Archived** list and puts it under the **Inbox** list.	"Archive and unarchive messages" on page 255.

Filter, sort, and search your Messages list

By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

You can filter, sort, and search the list to find a specific message or messages with a specific subject. Depending on the filters you choose, the column headings on the list may change. For example, when viewing Sent messages, the To column appears in place of the From column.

Action	Do the following...
Filter list to see only archived or sent messages	- From the **Inbox** list, select **Archived**. - From the **Inbox** list, select **Sent**.
Filter list to see read or unread messages	By default, the list displays All Messages (read and unread). - To see only read messages, select **Read Messages**. - To see only unread messages, select **Unread Messages**.

Action	Do the following...
Search for messages by sender/receiver or subject	In the row immediately below several column headings are blank smart search boxes. • Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset list (clear search filters)	• To reset the list after entering search characters, delete the characters in the text box. Press **Enter**.
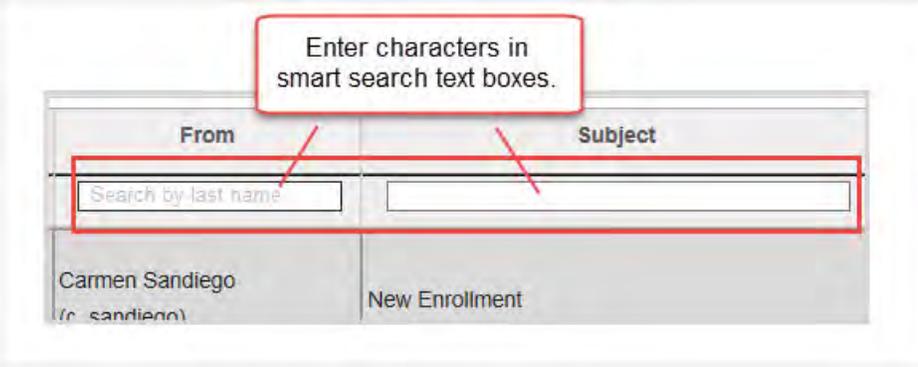
Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.

- Use the paging controls to move forward or backward through the pages.
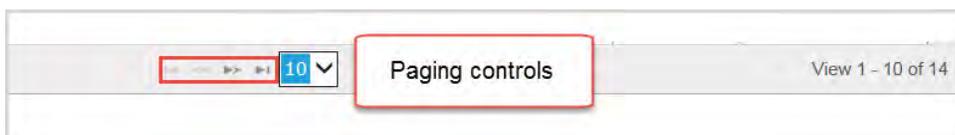
Mark messages as Read or Unread

When you open a message, the message is automatically marked as Read. If desired, you can easily mark a message as Read or Unread. By default, the Inbox displays all messages - read and unread - in chronological order by date and time when received. You can filter the Inbox list to see Archived or Sent messages.

1. On the main nav bar, click **Messages**.

2. To filter the list to see only unread messages in the **Inbox**, from the **All Messages** list, select **Unread Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.
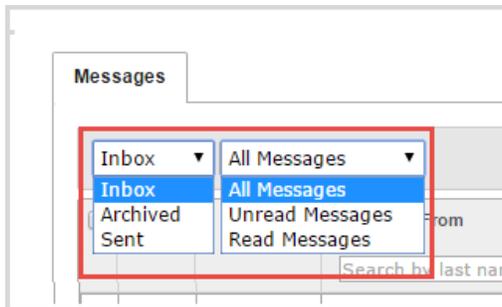
3. To select a message to mark as Read or Unread, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading.
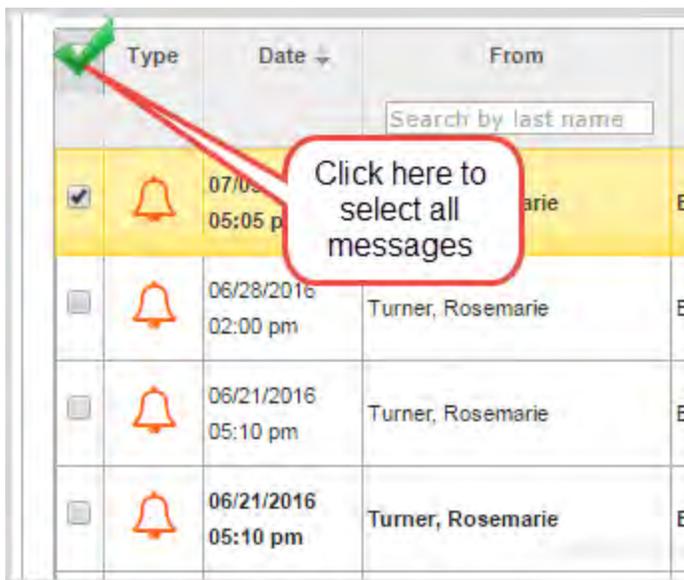
4. Click **Mark as Read** or **Mark as Unread**.
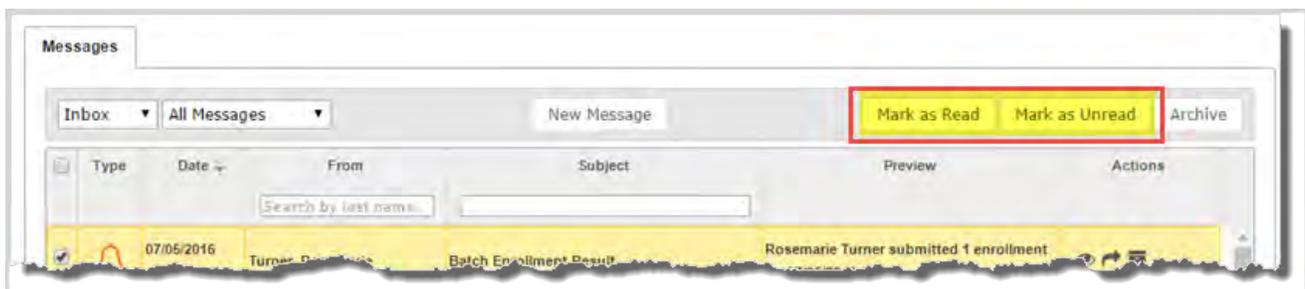
Depending on the filters you applied, the message, or messages, are removed from the list.

Write and send messages

In previous chapters, you learned that you could write and send messages to your students (and student groups) enrolled in courses from the Course Enrollments tab, from the Gradebook, and also from the Teacher Assignment view. The next set of steps explains how to send messages from the **Messages** tab.

Write and send messages from the Messages tab

1. On the main nav bar, click **Messages**.

2. On the **Messages** tab, click **New Message**.

   The Message page appears.

3. To select the message recipients, do the following:

   a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

   Or

   In the search field, start entering the first few characters of the person's name or username.

   💡 **Tip:** You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

d. Follow steps a - c to continue adding recipients to the message.

4. Enter the **Subject** of the message.

> 💡 **Tip:** As you are typing the subject and message, the automated spelling check tool will underline words in red that it feels are misspelled. You can keep the word as is or fix the spelling.

5. Type the message in the large box below the format toolbar. You can use the formatting tools to change the look and structure of the message.

6. When you are satisfied with the contents and recipients, click **Send Message**.

    Based on the number of message recipients, your Sent list contains a message for each recipient. For example, if you sent the message to 12 recipients, your Sent list contains 12 person-to-person messages.

Read and respond to assignment help-needed messages from students

When students need help with a specific question in an assignment, they can send the teacher a message using the **Ask For Help** [?] ASK FOR HELP button below the question. Messages sent by students from within an assignment, using the Help button, have "Help Needed" in the Subject line and provide a link in the message itself to the assignment.

1. Use one of the following ways to read and respond to assignment help-needed messages:

    - From the **Home > Activity Stream** tab, click the message in the **New Messages** list or in the **Actions** list, click the **Help Request** link.

- From the **Gradebook > Action Required** tab, click the **Assignment** title link.

- From the **Messages** tab, look for the assignment help-needed symbol 🛟 . To go directly to the question in the assignment where the student initiated the request, under **Actions**, click the **View Lesson** 📖 tool.

The Help request opens on top of the assignment in the **Teacher Assignment** view as shown in this example.
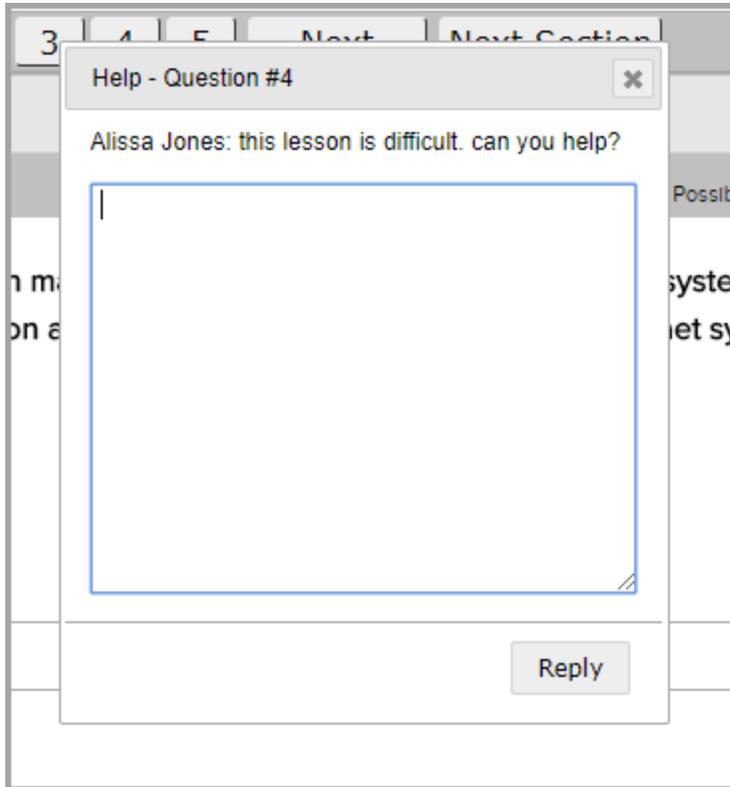
2. Enter your reply in the text box and click **Reply**.

3. To close the Help request, click the Close [**X**].

This next set of steps explains the message response for the student.

1. If the student is working in Ignitia, they see the new messages indicator that appears next to the **Messages** tool on the main nav bar. Otherwise, when they log in, the new messages indicator visually tells them that a new message has arrived.

2. The student clicks **Messages**, and then clicks the message from the teacher.

3. The student clicks the **Assignment** link to open the assignment.

From: Rosemarie Turner

To: Alissa Jones

Subject: Help Reply - A Unique Planet - Problem # 4

Assignment: Earth Science : A Unique Planet

On 07/25/2018 05:28 pm MDT, Rosemarie Turner wrote

Rosemarie Turner: Yes, I can sit you later today.

FORWARD   ARCHIVE
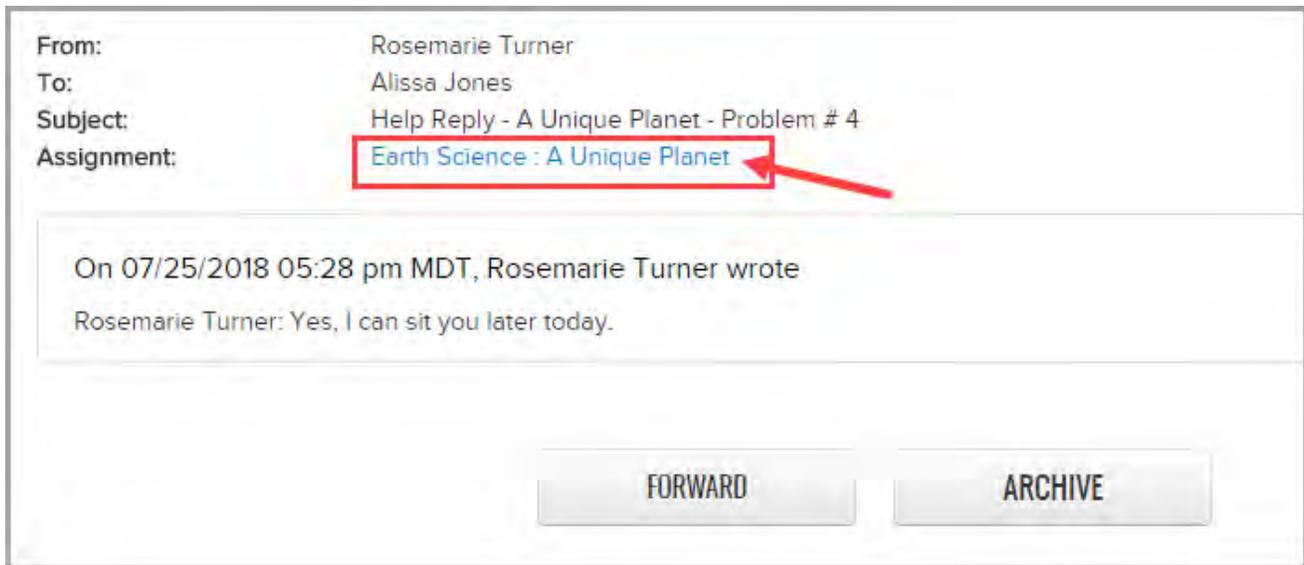
4. The student reads the teacher's reply and can respond to it.

What do you need help with?

Me: Can we talk about this assignment?

Rosemarie Turner: Sure. I can help you. Let's meet.

Me: I can meet you at 4pm today. is that ok?

Write message   SEND
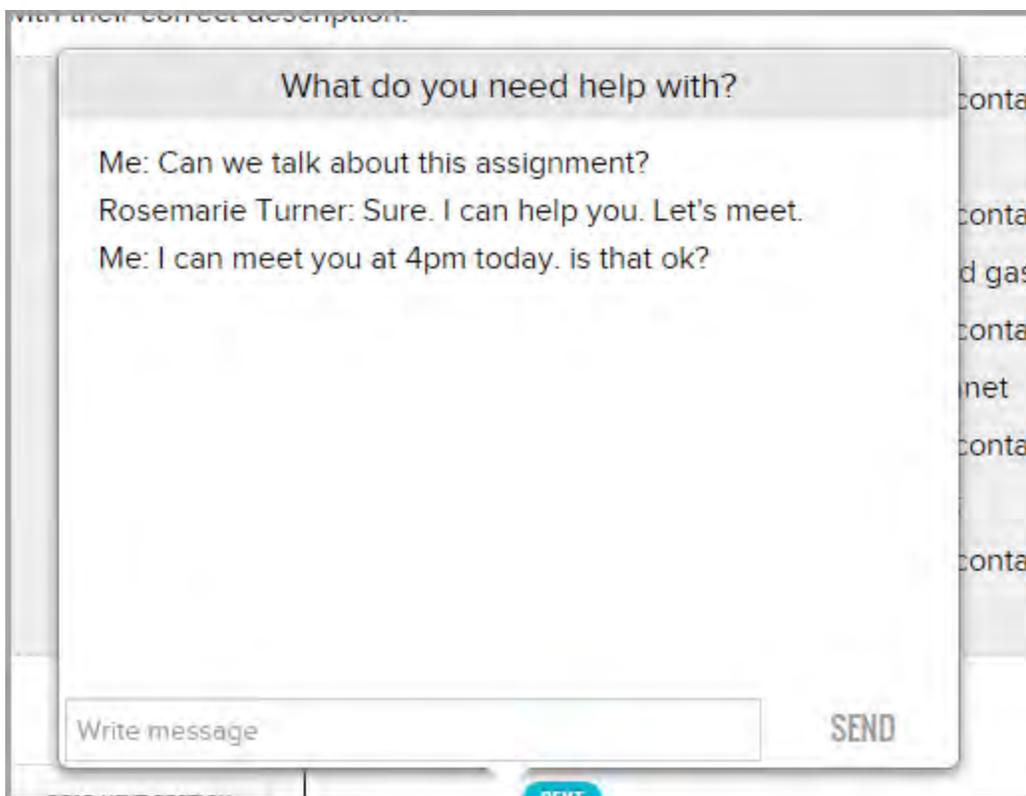
Read and respond to person-to-person messages

Replying to a person-to-person message is as simple as replying to an email message in any email program. A person-to-person message uses this symbol ✉ as its visual indicator in your **Messages** list.

> **Tip:** When a student sends a message to the teacher, that type of message has the subject of "Help Needed - [Course Name]" and uses the person-to-person ✉ message symbol and has the same actions as a person-to-person message.

1. On the main nav bar, click **Messages**.

2. Use the **Type** column sort filter to sort the list in ascending order by message type so that any person-to-person messages are at the top of the list.

3. To read the message, under **Actions**, click the **View message** 👁 tool.

4. To reply to the message, click the **Reply** button.

> **Tip:** To reply to a message without reading it, under **Actions**, click the **Reply** ↩ tool.

The **Reply to Message** page appears with the sender's name in the **To** field and the original subject and message content.

5. You can keep the default information that appears or delete it. To add more recipients, do the following:

    a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

    Or

    In the search field, start entering the first few characters of the person's name or username.

> **Tip:** You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

6. When finished, click **Send Message**.

Importance of system-generated messages

System-generated messages occur when:

- An enrollment changes, such as an enrollment has been transferred to another teacher (Subject = Enrollment Change).
- A new enrollment has occurred (Subject = New Enrollment).
- A new enrollment is processed by the Ignitia system (Subject = Batch Enrollment Result).
- System support notifies the teacher that an enrollment may soon be archived and the teacher may need to take action (Subject = Notification to teacher regarding pending archival action).
See
- System support notifies the teacher that a student has completed a course (Subject = Notification of completed course).
- System support notifies the school Admin that a student attempted to use their Single Sign-On (SSO) credentials and an association for the student could not be found in Ignitia (Subject = Unassociated Login Attempt).

You will want to read system-generated messages, especially after enrolling students, because with a Batch Enrollment Result message, you are notified if any enrollments failed to be created as shown in this example.

Ignitia logo

Read and take action on system-generated messages

> **Tip:** System-generated messages also appear in **New Messages** list on the **Home > Activity Stream** tab.

1. On the main nav bar, click **Messages**.

2. A system-generated message uses the bell 🔔 symbol. Use the **Type** column sort filter to sort the list in ascending order by message type.

3. To read the message, under **Actions**, click the **View message** 👁 tool.

4. If desired, do one of the following:

   - If you do not want to take action, click **Close**.

   - If the message is for a pending archival action for an enrollment, you can extend the enrollment. See "How auto-archiving enrollments happens and how teachers can respond" below.

   - To archive the message, click the **Archive** button. See "Archive and unarchive messages" on page 255.

   - To forward the message, click the **Forward** button. See "Forward messages" on page 253.

How auto-archiving enrollments happens and how teachers can respond

If an enrollment is in Active or On Hold status and the student has not opened any assignment in the enrollment for the period of one year (52 weeks), then the system will automatically move the enrollment to Pending Archive status. At this point, the Teacher of Record (TOR) for the enrollment is sent a message to their Inbox seven days in advance notifying of the pending archival action.

When opened, the message content looks like this:
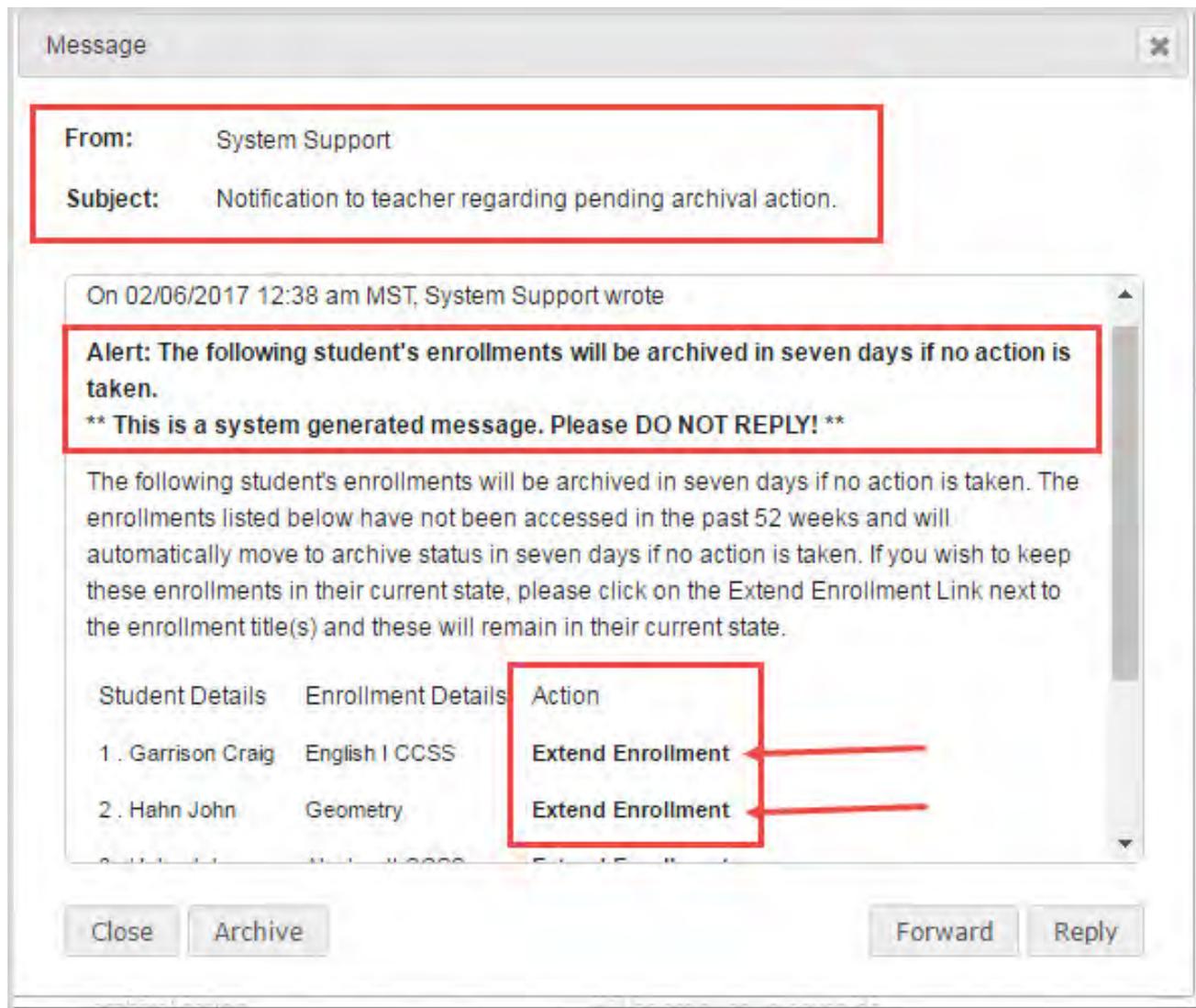
- If desired, to extend the enrollment and keep it in its current state, the TOR can click the **Extend Enrollment** link in the message.

Export person-to-person messages as PDFs

You can export your person-to-person messages as PDFs so that you can share the communication details with others. When you export a message that has multiple communication efforts (threads), if you select the most recent message, the entire communication thread is exported. You can export unopened and opened messages.

There are multiple ways to export a message as a PDF. You can:

- Export an unopened message from the Messages tab.
- Export an opened message from the Messages tab.
- Export an opened message from the Home page > Activity Stream > New Messages tab.

Export an unopened message from the Messages tab

1. On the main nav bar, click **Messages**.

By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. Under **Actions**, click the **Export** ![icon] tool.

   The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

4. Click to open the file, or just attach the pdf file to an email in an external email program.
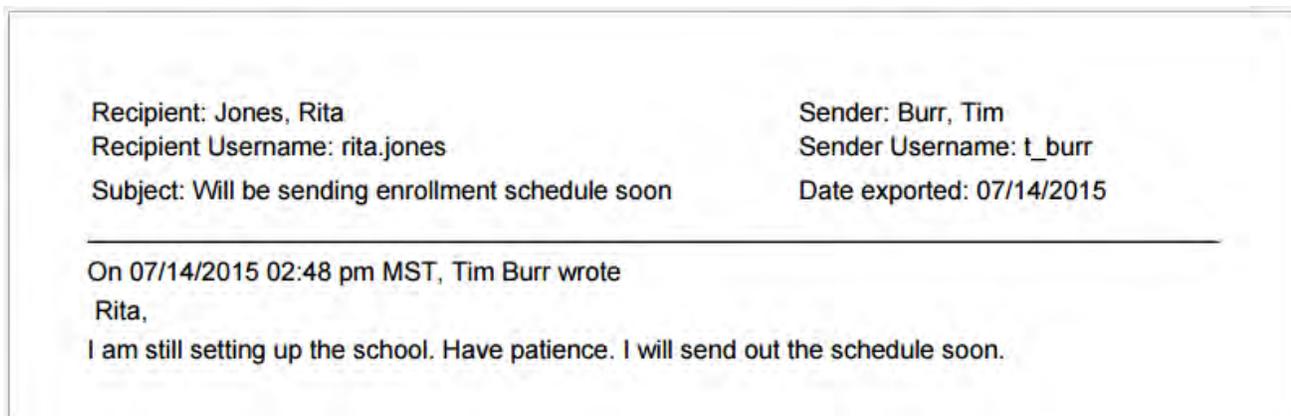
Export an opened message from the Messages tab

1. On the main nav bar, click **Messages**.

   By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. To open the message, double-click it.
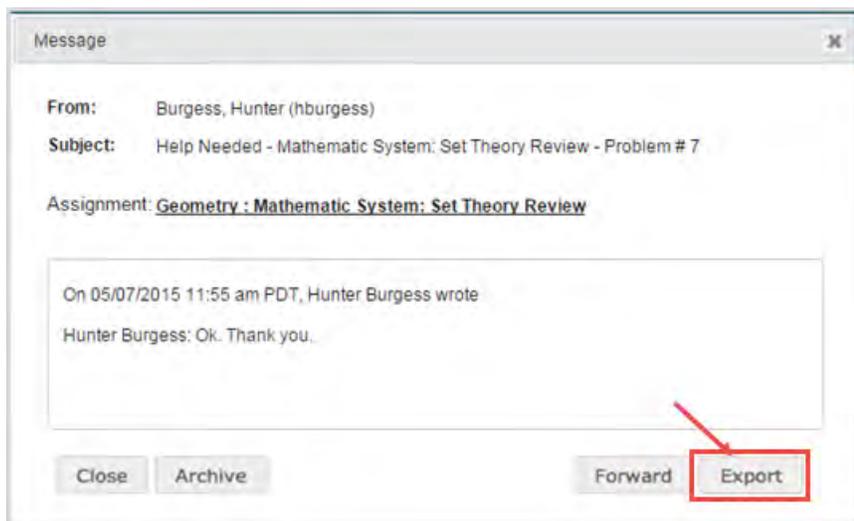
4. Click the **Export** button.

The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Export an opened message from the Home page > Activity Stream > New Messages tab

1. On the main nav bar, click **Home**.

2. On the **Activity Stream** tab, in the **New Messages** list, click a person-to-person or help-requested message to open it.

3. Click the **Export** button.
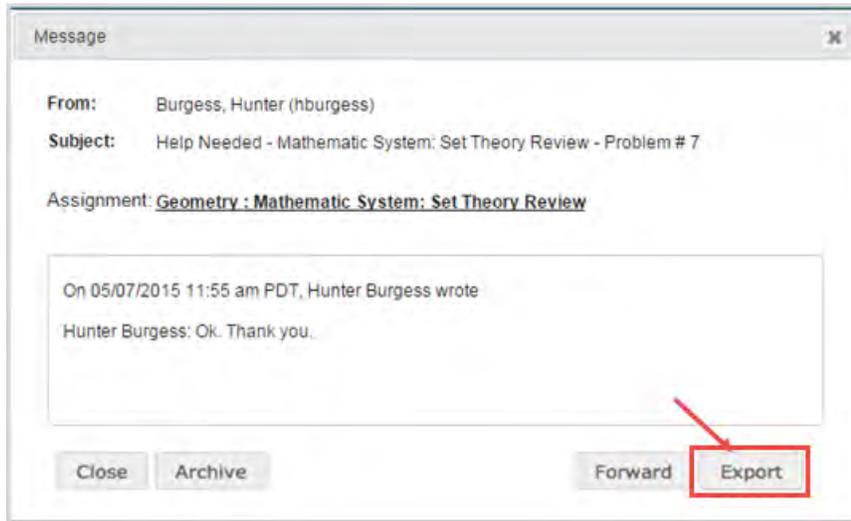
The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Forward messages

You can forward any type of message to others. When you forward a message, the **To** field is empty and you must select at least one recipient. You can forward unopened and opened messages.

Forward an unopened message

1. On the main nav bar, click **Messages**.

    By default, the Messages tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.

3. Under **Actions**, click the **Forward** ➜ tool.

    The **Forward Message** page appears with the original subject and message content.

4. To select the message recipients, do the following:

    a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

       Or

       In the search field, start entering the first few characters of the person's name or username.

b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

5. You can enter additional comments in the message area and delete any part of the original message content.

6. When finished, click **Send Message**.

> 💡 **Tip:** You can forward a message while reading it. Just click the **Forward** button.

Archive and unarchive messages

Because you cannot delete messages in Ignitia, you may want to *archive* messages to keep your Inbox list manageable. You can archive unopened and opened messages and you can archive multiple unopened messages from the Messages tab.

If desired, you can move archived messages back to your Inbox.

To archive unopened messages from the Messages tab:

1. On the main nav bar, click **Messages**.

2. (Optional) Filter or sort the list to locate the message(s) you want to archive. See "Filter, sort, and search your Messages list" on page 240.

   In the example below, the list was filtered to show only read messages (example A).

3. To select a message, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading (example B).

4. Under **Actions**, click the **Archive** 📇 tool, or if archiving more than one message, click the **Archive** button (example C).

The message(s) is(are) removed from the list and now appear in the Archived list.

To archive an opened messages from the Messages tab:

1. (Optional) Filter or sort the list to locate the message(s) you want to archive. See "Filter, sort, and search your Messages list" on page 240.

2. To read the message, double-click it.

3. To archive the message, click the **Archive** button.

To archive an opened message from the Home > Activity Stream > New Messages tab:

1. On the main nav bar, click **Home**.

2. On the **Activity Stream** tab, in the **New Messages** list, click a message to open it.

3. Click the **Archive** button.
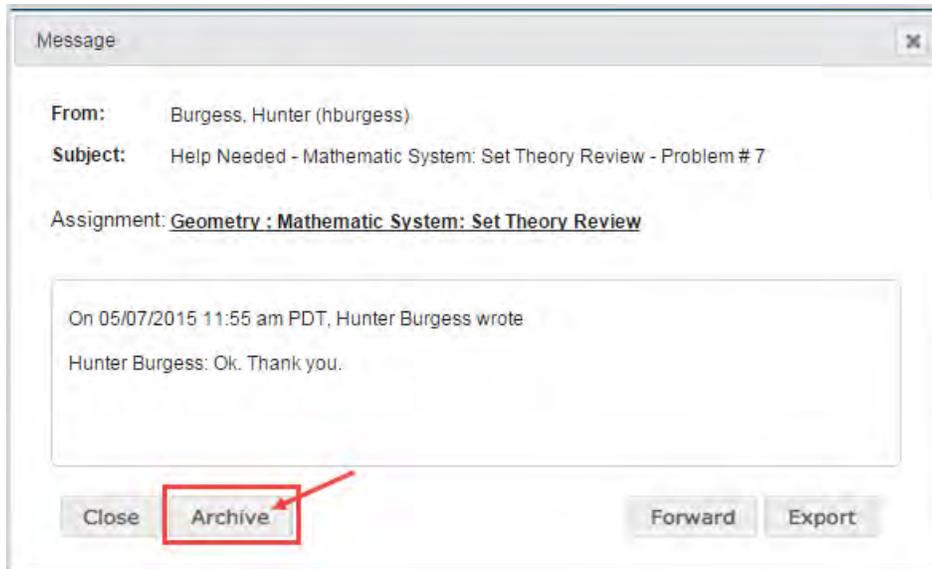
The message is removed from the New Messages list and now appears in the Archived list on the Messages tab.

To unarchive or move archived messages back to your Inbox:

1. On the main nav bar, click **Messages**.

2. To see all archived messages, from the **Inbox** list, select **Archived** (example A).

3. To move an archived message back to your Inbox, select the check box for the message, and under **Actions**, click the **Move to Inbox** tool. To move multiple messages, select their check boxes and click the **Move to Inbox** button (example B).
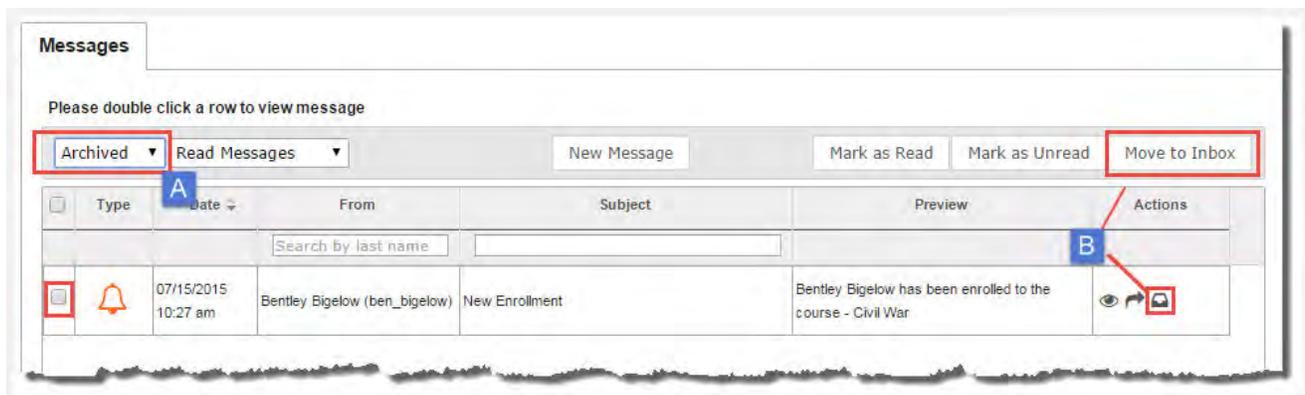
The message(s) is(are) removed from the Archived list and now appear in chronological order by date and time received in the Inbox.

View and search your school's courses and curriculum

This section explains how to:

- View your school's courses, including the standard courses and custom courses.
- Sort, filter, and search the courses list.
- Preview instructional contents of courses.
- Search and tag curriculum and other content for your custom courses.

Standard courses are the default courses provided when the school purchased Ignitia. These courses are ready for student enrollments and cannot be modified by you.

Custom courses are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Ignitia courses. You can also create a course comprised entirely of custom units and assignments created by you and other users. These courses can be in draft and published modes and then made ready for student enrollments.

> **Note:** Creating custom courses is explained in the *Custom Course Guide*. Creating custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see "Get help from customer support and access to online resources and videos" on page 295.

- To view courses, on the main nav bar, click **Courses**. The **Courses** sub-tab is the default selection. See "Courses tab" below.

Courses tab

The **Courses** tab contains a list of all standard courses your school is entitled to see and enroll students in as well as custom courses created by your teachers and/or admins. The **Courses** tab also provides:

- Several sub-tabs (example A below) to help you filter the list to the courses you want to view. By default, when you start using Ignitia, the **All** list displays the standard Ignitia courses. Once your school has created custom courses, the **All** list also contains those courses as well. You use the **All Standard**, **Custom**, **My Courses**, and **Archived** sub-tabs (filters) to change the course information displayed. See "Filter, sort, and search the Courses list" on page 259.
- A **Create Course** button (example B below) which opens the Course Editor so that you can create your own custom course. See the *Custom Course Guide* for information on how to create custom courses.
- A **Search** button (example C below) which opens the Search feature so that you can search your entitled Ignitia curriculum and other content types (custom courses and assignments, all standard topics, and Standards documents) to flag content for your custom courses. See "Search curriculum and other content from the Courses tab" on page 265.

The **Information** and **Enrollable** columns (example D above) provide immediate, visual indicators about the course.

Symbol	Indicates
📖	Course has been published. If the first position in this column is blank, the course is not published yet. It is still in a draft version.
	Course is locked and cannot be edited (these are usually standard Ignitia courses).
👤	Course (custom) that only the admin can edit.
👥	Course (custom) that the admin and all teachers with create course permissions can edit.
✏️	Course (custom) is in draft mode. It can be edited.
FLEX	When the course was created, the **Enable Flex** setting was turned ON (enabled) to allow Flex Assessments. Flex Assessments means tests and quizzes are automatically created based on selected lessons and tailored to meet the needs of students. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 133.
☑️	A check mark in the **Enrollable** column indicates the course is available for student enrollments.

Tools in the **Actions** column (example E above) let you take action for the course.

Tools	Indicates
👁	Course contents, including instructional material, can be previewed. Applies to all courses. Click to open the course and preview the course structure, which includes the units and open a unit to view its assignments. Also, can click an assignment to view its instructional material. See "Preview instructional material in courses" on the next page.
⎘	Course can be copied. Click to copy the course. For more information, see the *Custom Course Guide*.
✏	Course can be edited. Click to open the custom course and make edits to it. For more information, see the *Custom Course Guide*.
🗄	Custom course can be archived. Click to archive the custom course. See "Archive and unarchive custom courses" on page 281.
⊕	Custom course can be unarchived. Click to unarchive the course. To see archived courses, click the **Archived** filter.

Filter, sort, and search the Courses list

To help you locate a specific course or courses, you can filter, sort, and search the courses list on the **Courses** tab.

By default, the **All** filter is active and all courses - standard and your school's custom courses - are displayed in the list.

Action	Do the following...
Filter list by course type	• To display only the Ignitia standard courses, click the **All Standard** tab. • To display only your school's custom courses, click the **Custom** tab. • To display only courses created by you, click the **My Courses** tab. • To display only courses that have been archived, click the **Archived** tab.
Search by subject, course name, and/or author	• In the row immediately below the **Subject**, **Course**, and **Author** column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list by subject	• Click to the right of the **Subject** column heading name to display an ascending/descending control. Sort the column.
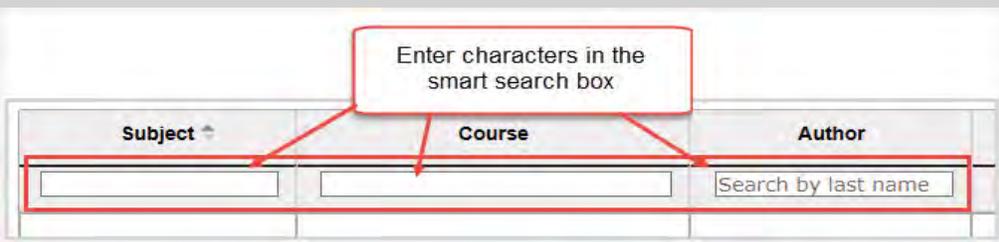
Action	Do the following...
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.

- Use the paging controls to move forward or backward through the pages.

Preview instructional material in courses

Ignitia has a course preview mode that lets you see the structure of and instructional material of an assignment within a course. You cannot perform any tasks in preview mode; it is just for viewing a course's structure and its assignments' instructional material.

You can preview:

- Lessons and Projects - Preview instructional material, section by section, including any vocabulary, and other audio files.

- Quizzes - Preview questions and see the answers.

- Tests - Preview questions and see the answers.

Preview mode for courses is available from several access points:

- From the **Courses** tab to view the instructional material in assignments of existing and custom courses.

> 💡 **Tip:** If a custom course has both Published and Draft versions, you can preview the instructional material of both versions.

- From the **Courses** tab **Search** feature while searching curriculum, custom courses and assignments, and topics.

- From the **Custom Course Search** feature while searching for content for your custom courses.

Ignitia

These steps explain how to preview the instructional material of a course from the **Courses** tab.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

   To preview the instructional material of assignments in an existing course, do the following steps. To preview the instructional material of assignments in a custom course during course creation, see the *Custom Course Guide*.

2. Click the **All Standard**, **Custom**, or **My Courses** tab to narrow the courses list and then use the **Subject**, **Course**, or **Author** filters to locate the course.

3. Under **Actions**, click the **Preview** 👁 tool.

   The course opens in the preview page. All units in the course are indicated by a book symbol and right-facing arrow as shown in this example.
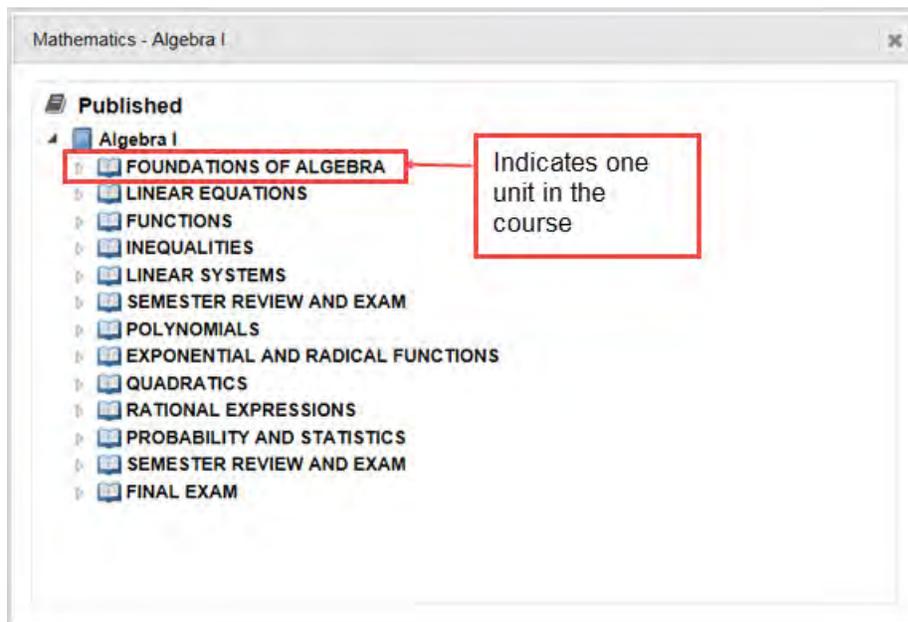
If previewing a custom course with both Published and Draft versions, you see the course structure for both versions as shown in this example.
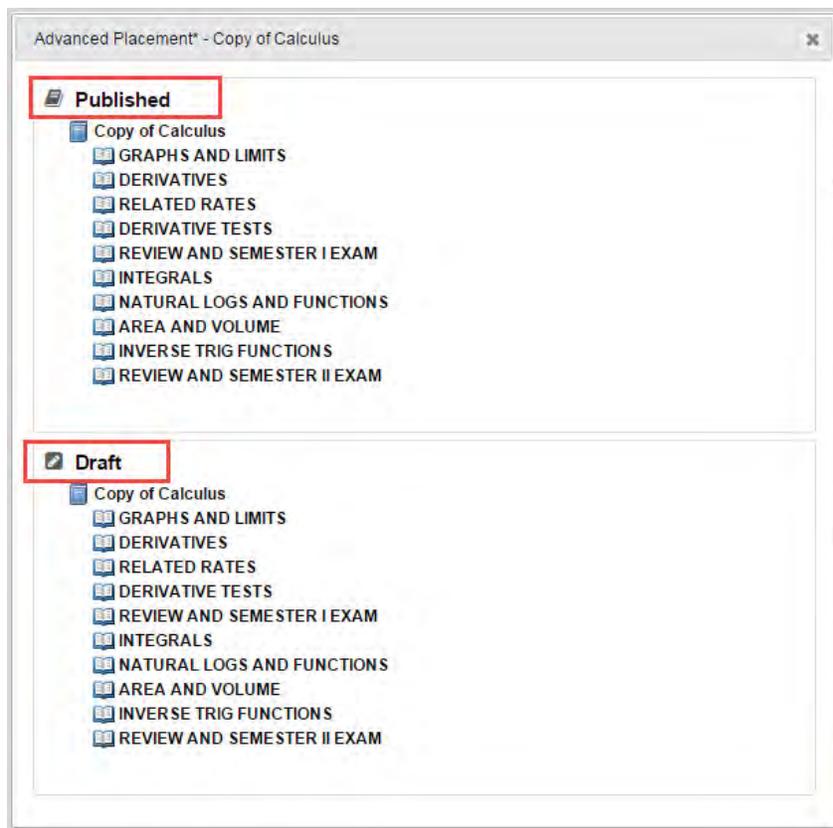
4. To expand a unit to show the assignments, click the right-facing arrow.

   The arrow changes to a down-facing arrow and all of the unit's assignments are displayed as indicated by the page symbol.
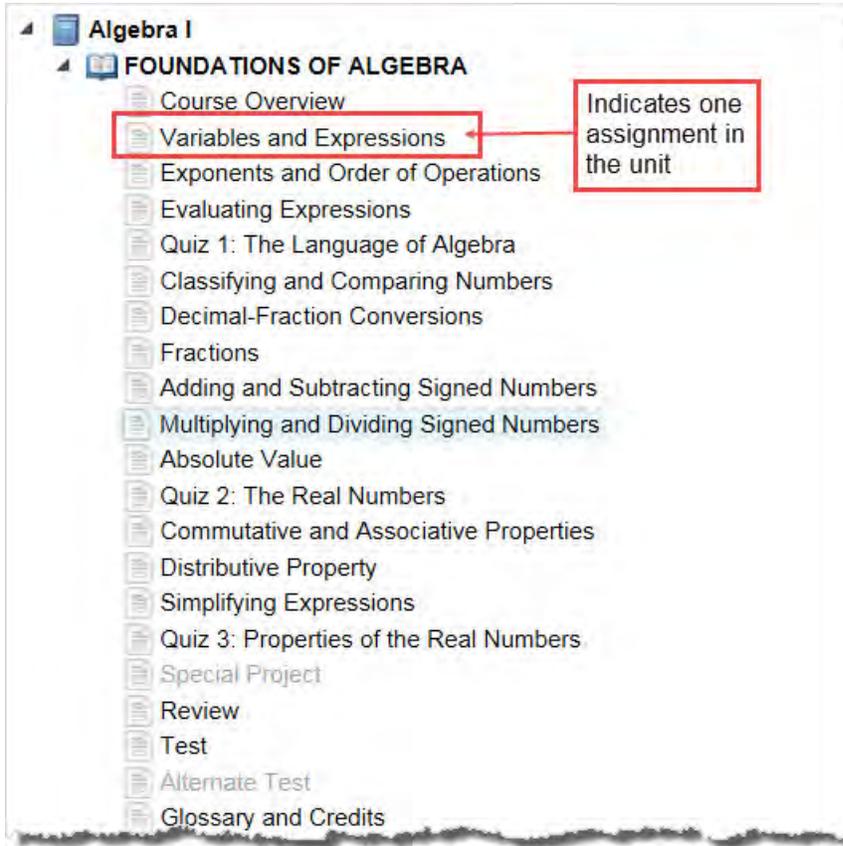
5. To see an assignment's instructional material, click the assignment title.

The instructional material appears in the course preview mode page. In the upper left, you see the course information.

6. If you are viewing the contents of a quiz or test, you can click **Show Answer** to see the question's answer. Click **Hide Answer** to deactivate the answer.
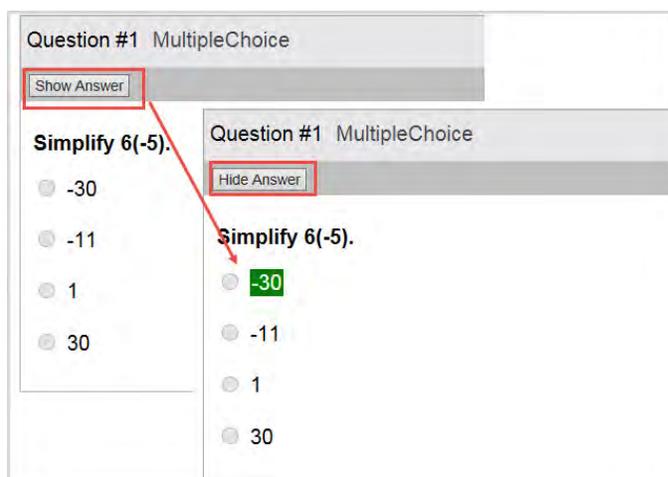
7. To close the contents preview page and return to the course preview page, click **Close**.

Search curriculum and other content from the Courses tab

You can use the **Search** button on the **Courses** tab to search the standard Ignitia curriculum, as well as other content, such as any custom courses and assignments you have created and saved, Ignitia topics, and, if enabled for your school, any Standards documents. Searching through the various types of content available to you can help you make decisions about the courses and content you want to use or create for your students. There are several ways to search content:

- Navigate through "levels" of a selected content type. For example, Ignitia standard **Curriculum** is organized into levels by **Subject**, then by **Course**, then by **Units**, and finally by **Assignments**. This means you can drill into a course all the way to the assignment level to see the content before assigning the course to students or creating a custom course. See "Navigate (explore) through content levels and save your search paths" on the next page.

- Enter a keyword or standard fragment and apply filters to narrow your search results for a selected content type. For example, you want to search **Topic** content for all uses of the word "energy", but you want to only see items for Grade 8. See "Search content by entering keywords or standards fragments" on page 273.

Search modes and tools

Two tools enable modes for searching content:

Tool	Description
Navigate ☰ tool	Enables Navigation mode which allows you to navigate and explore the "levels" in the selected content type, starting at the highest level all the way down to the lowest level. As you move down through the levels, you create a visible search path or "breadcrumbs" that you can "star" to save for later use. You can also click a level in the search path to navigate back to that level. See "Navigate (explore) through content levels and save your search paths" on the next page.
Search 🔍 tool	Enables Search mode which allows you to search in a selected content type by *keyword or standard fragment* to target specific content and apply filters to refine your search. See "Search content by entering keywords or standards fragments" on page 273.

> 💡 **Tip:** You can easily move between Navigation mode and Search mode. Just click the applicable tool.

Other helpful search tools and features are available for both modes.
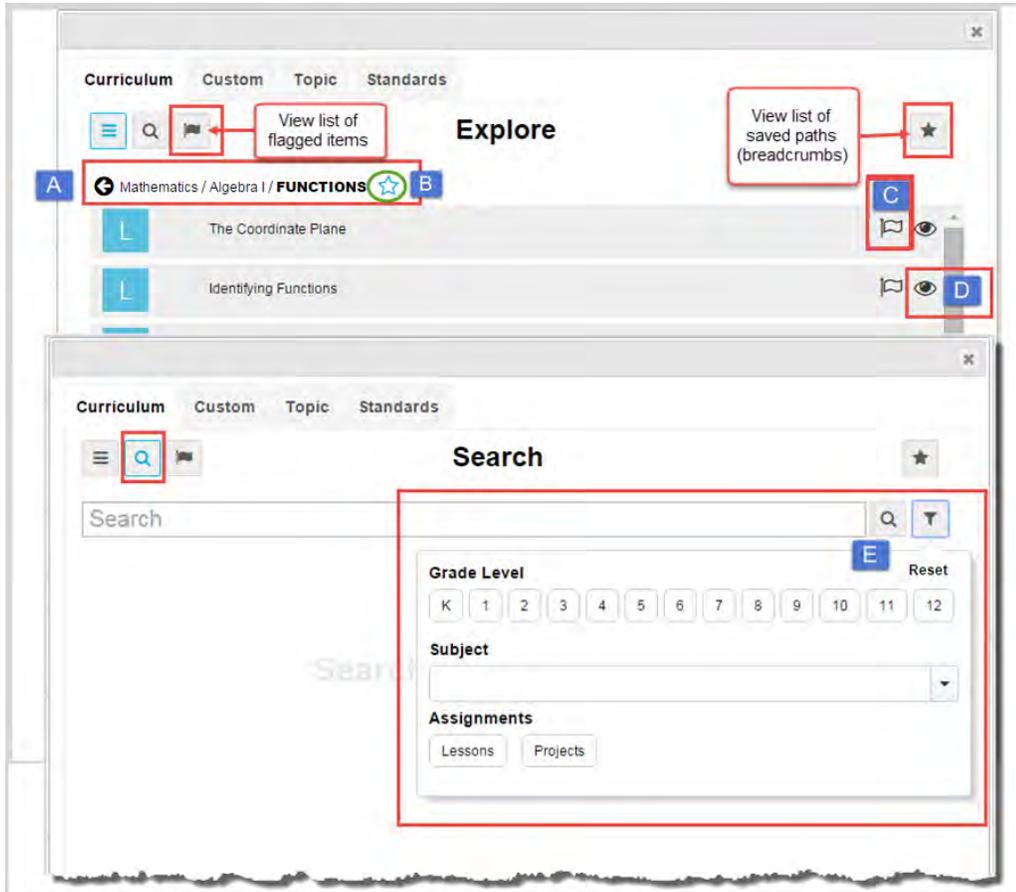
Tools and features identified above include:

Item	Tool/feature	Description
A	Search path	Visually see and navigate back the search path.
B	Star (save) search path	Click to save the search path so that you can easily access it again. See "Save and access search paths (breadcrumbs)" on page 272.
C	Flag content items	Flag content items (units, assignments, topics, subtopics, standards, and substandards) to save them to a list so that you can access those items later. See "Flag and view saved search items" on page 276.
D	Preview	Preview assignment content to see if it is relevant for your custom course. See "Preview instructional material in assignments" on page 278.
E	Search mode advanced filters	Refine your search to target key areas of the curriculum relevant to your students' needs using the advanced search filtering options. See "Keyword search advanced filtering options" on page 274.

Navigate (explore) through content levels and save your search paths

By default, when Search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab and the **Navigate** ☰ tool is active as shown in the example below.

You use the **Navigate** tool to explore through a selected content type by "levels". As you navigate down through the levels, you create a visible search path or "breadcrumbs". You can save your search paths to access them later to assist you in quickly creating custom courses. The options available vary based on the level of content you are searching.

Organization of content type levels

The content type levels in search are organized like this:

- **Curriculum** content starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes).

- **Custom** content is the custom courses and assignments created by your school. Custom content is organized just like Curriculum content which starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes). You can click the **Assignments** [image] tool to quickly access a list of your school's custom assignments.

- **Topic** content starts with the discipline Subject, such as English and Mathematics, then moves down to Grade levels, down to Topics, then to Subtopics, down to the lowest level of lessons and projects.

- **Standards** content requires that you first select a standards document to search based on states that your school can access. After the standards document is selected, you can select criteria of Subject, then Course, then Standard, to various levels of Substandards, and then you see the lessons and projects which are aligned to the standards criteria you selected.

Navigate (explore) content

1. Select a specific content tab (**Curriculum**, **Custom**, **Topic**, or **Standards**) to search by that content type. If you selected **Standards**, choose a standards document from the list.

   The example below shows that a **Curriculum** search starts at the **Subject** level.
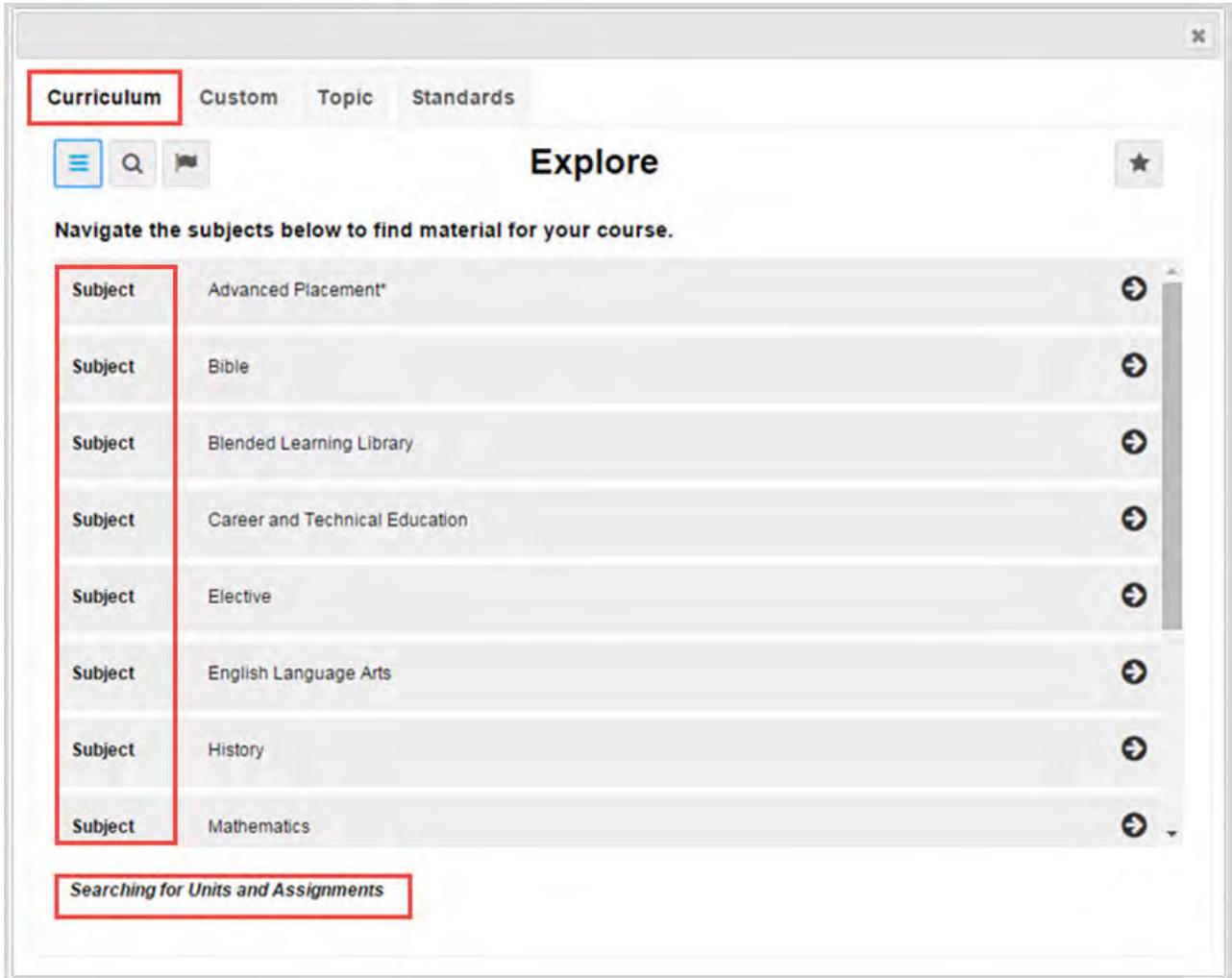
2. Click the **navigate right** tool located at the end of the item's properties bar to move down to the next level of the selected content.

The example below shows the next level of **Course** for a **Curriculum** search. If the course is Flex-enabled (has Flex Assessments), a *FLEX* indicator appears.
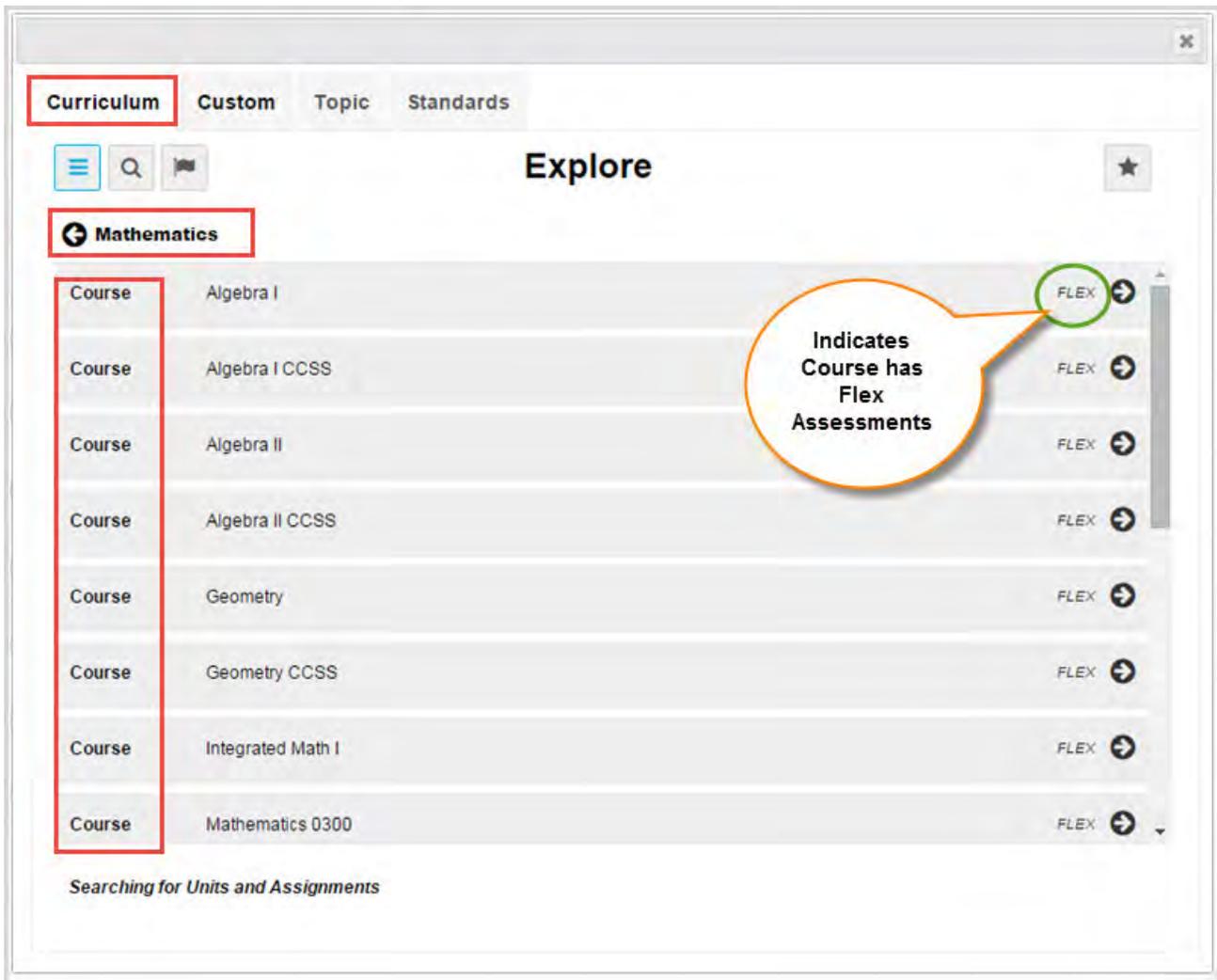
3. Click the **navigate right** ➡ tool located at the end of the item's properties bar to move down to the next level of the selected content.

The example below shows the **Units** in **Algebra II** for a **Curriculum** search. Notice that as you navigate to this level in the content, you are building a visible search path, or "breadcrumbs" located below the toolbar (#1). As you navigate into deeper levels of selected content, this search path gets longer, so the path text may get truncated. To see the full path, hover the cursor over the path and a tooltip appears.

4. At this level, you have several options available for saving your search path and flagging items:

- To save a search path, click the **Star** ☆ tool located at the end of the search path. See "Save and access search paths (breadcrumbs)" on page 272.

- Click the **Flag** ⚑ tool to flag one or more items to save to a list for later use. See "Flag and view saved search items" on page 276.

5. Continue clicking the **navigate right** ➡ tool.

The example below shows the lowest level of **Assignments** for a **Curriculum** search.
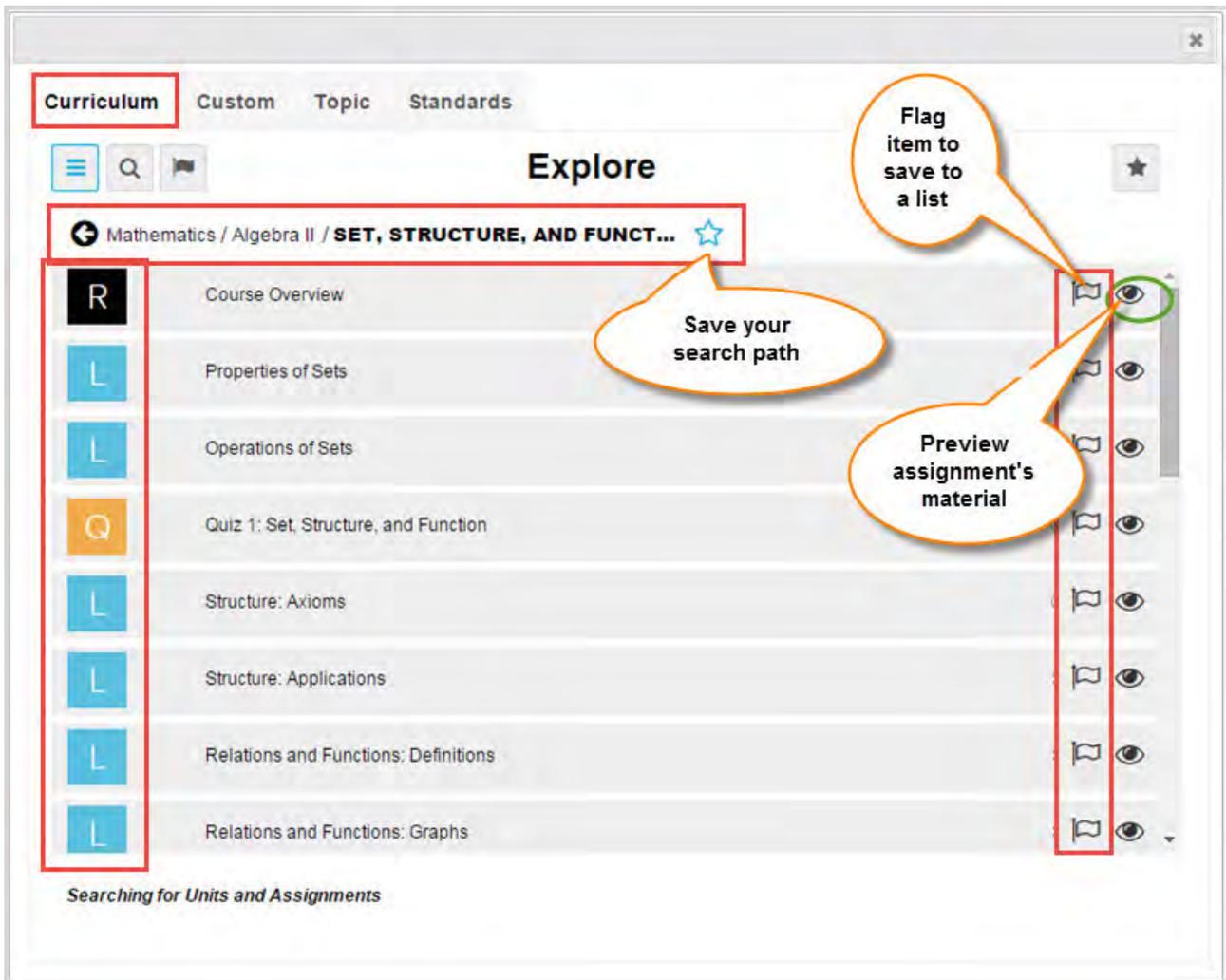
6. At this level, several options are available:

- Click the **Preview** 👁 tool (if available) to preview an assignment's instructional content to see if it is relevant for your course. See "Preview instructional material in assignments" on page 278.

- Click the **Flag** 🏳 tool to flag one or more items to save to a list for later use. See "Flag and view saved search items" on page 276.

- Click the **Star** ☆ tool at the end of the search path to save it for later access. See "Save and access search paths (breadcrumbs)" on the next page.

7. To move back a level, click the **navigate left** ◀ tool located at the beginning of the search path (#2).
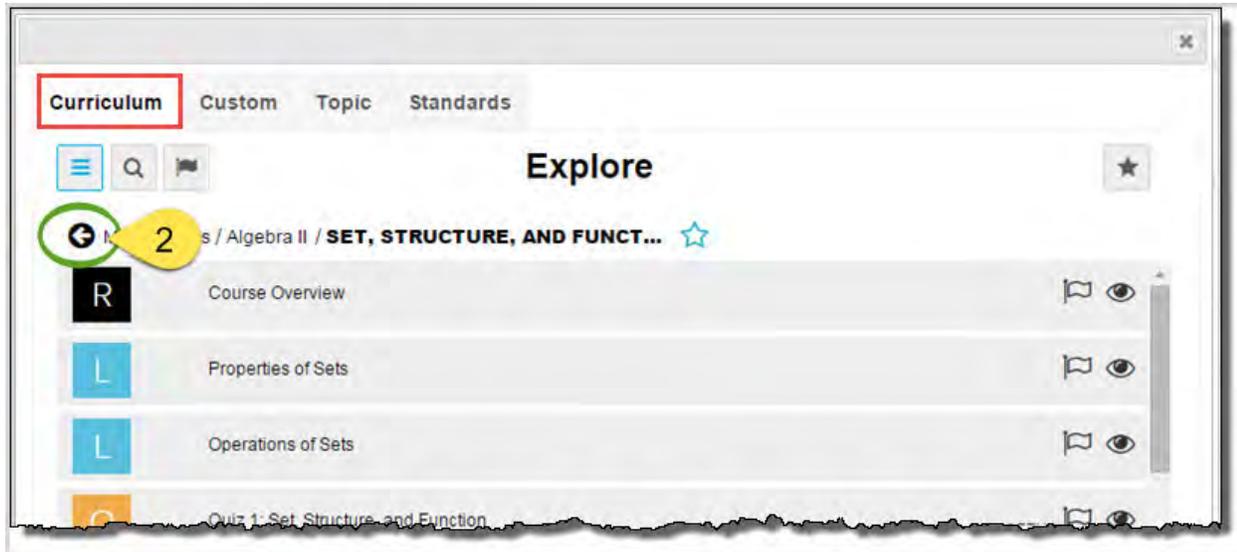
Save and access search paths (breadcrumbs)

You can save a search path and easily access it again. Search paths are saved to a selected content type. This means the search paths you save for **Curriculum** content are different than the search paths you save for **Standards** content. Search paths remain saved to the list until you remove them.

> 💡 **Tip:** Search path "breadcrumbs" you save in the **Custom Course Search** are also available when you use the **Courses** tab **Search** button. This helpful feature makes it easier for you to quickly access content in either search method to save you time.

1. To save a search path, click the **Star** ☆ tool located at the end of the search path. The star changes to solid blue (#1) to indicate the path has been saved.
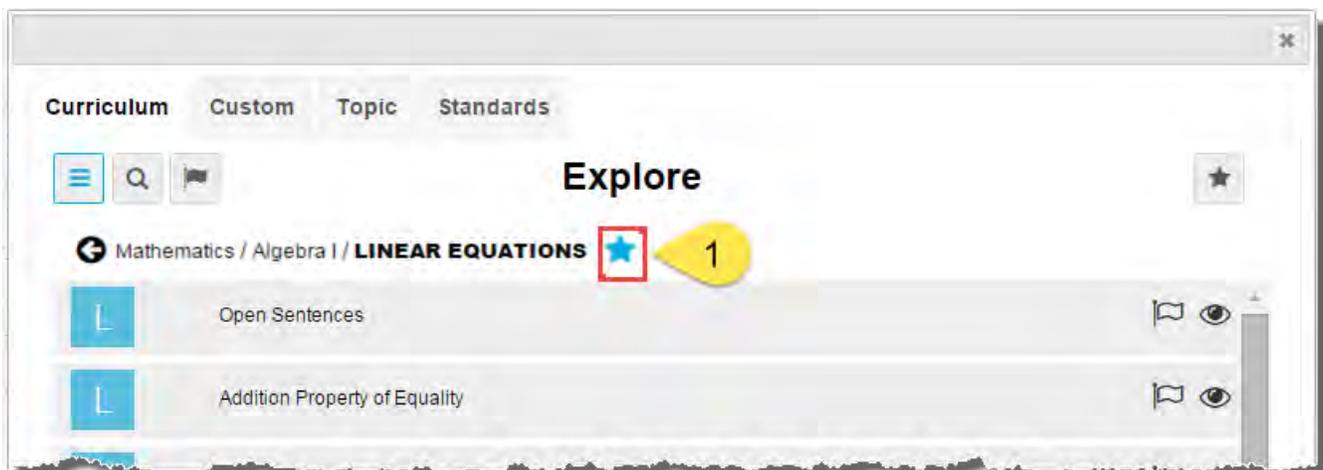
2. To access a saved search path, click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab.

3. Click the **Star** button (#2). A list displays all of your saved search paths.

4. To go to the path, click the **navigate right** ➡ tool.

5. To remove a search path from the saved list, click the **Star** tool (#3) next to the path.

Search content by entering keywords or standards fragments

You can search content by keyword for any content type (**Curriculum**, **Custom**, **Topic**, and **Standards**). You search the selected content type by entering a search term, or in the case of standards, use a standards fragment. To help narrow your search results, you can apply filters (see "Keyword search advanced filtering options" on the next page.)

Currently, 50 items display in the results; however, if the results are large, a scrollbar lets you see all the items and a **Load More** button lets you load more results. If no search results can be found, a message appears so that you can change your search term or any filters.

> 💡 **Tip:** The search term you enter must be a full word, no wildcards EXCEPT when searching on standards. Inserting a fragment of a state standard, for example, MA.9-12, returns any results containing that fragment. The search term or standard fragment persists across all content types, so you can start on one content tab, enter a search term or standards fragment, and then click the other tabs to see the results for that content type based on the entered item. Just delete the item to enter a new one.
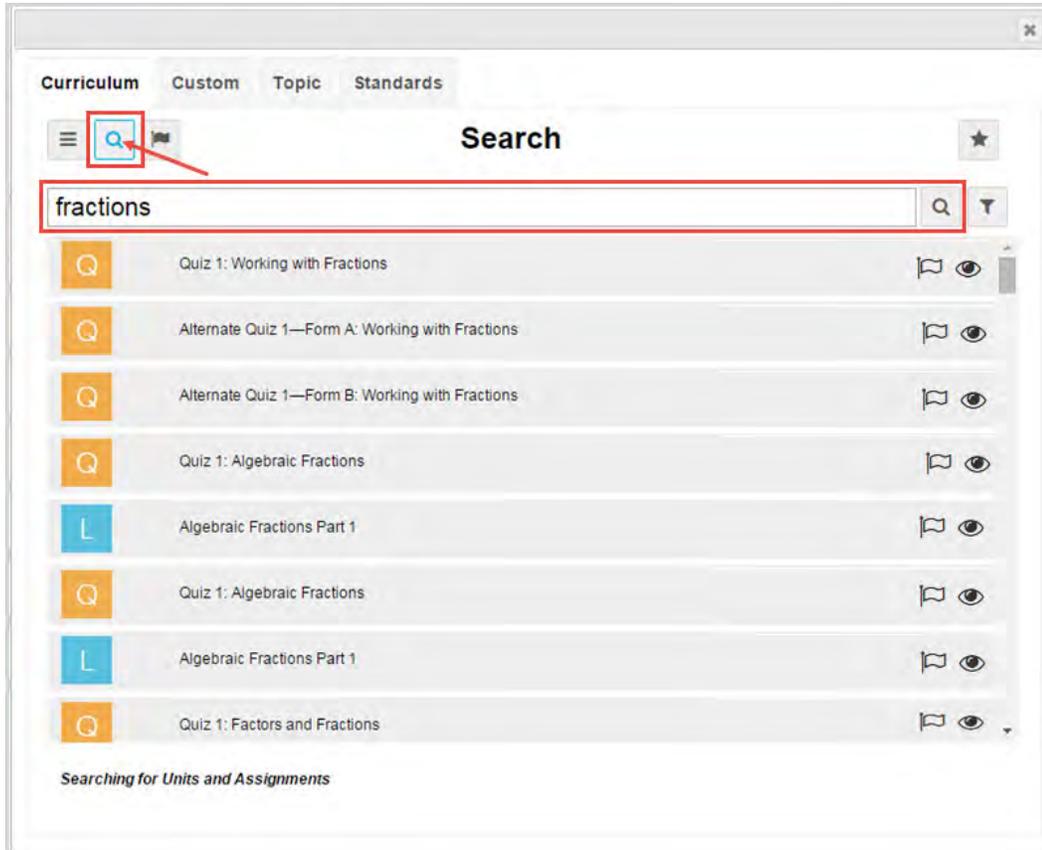
Keyword search advanced filtering options

The **Filter** ▼ tool at the end of the search text box allows you to access advanced filtering options. Advanced

filtering can help narrow your search results and the filtering options that display are based on the Content type (Curriculum, Custom, Topic, or Standards) you are searching. More than one advanced filtering option can be used at a time and filter results persist even when the Advanced Filtering page is closed.
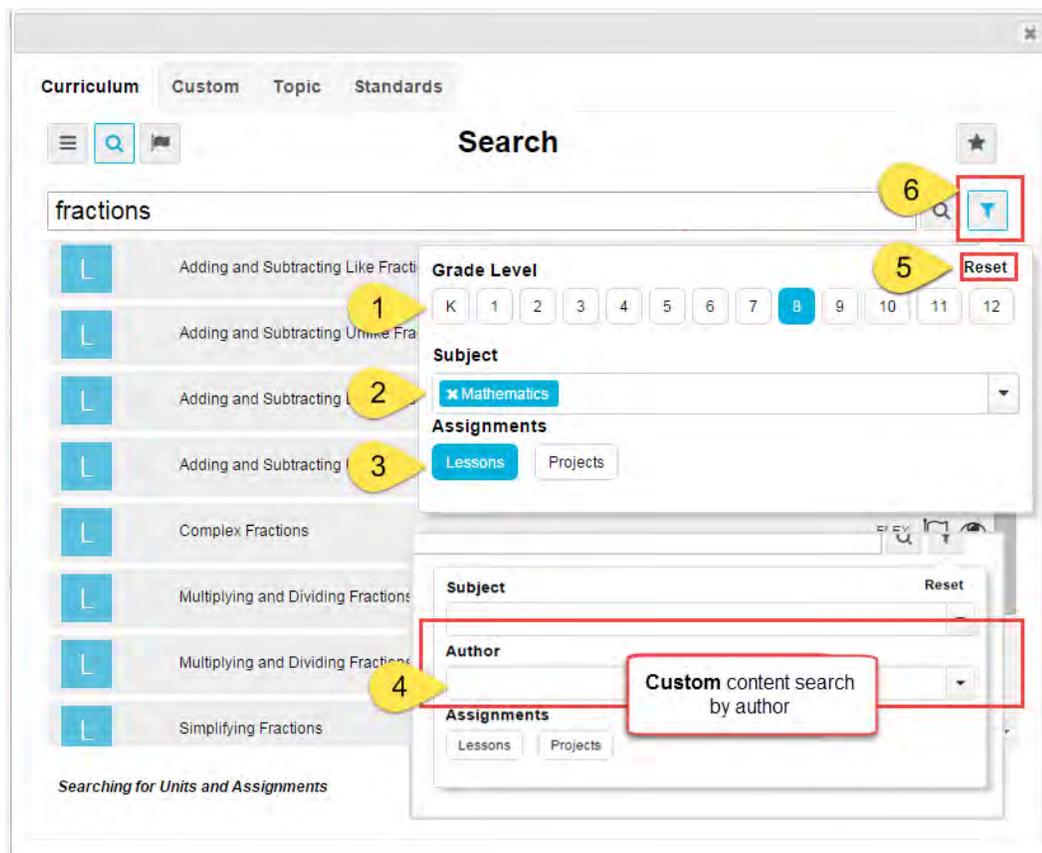
Advanced filtering options identified above include:

Item	Filter	Description
1	Grade Level	Select one or more grade levels to target specific content.
2	Subject	allowing one or more subjects to be selected.
3	Assignments	allowing to limit search to just lessons or projects.
4	Author	(Custom content only) to search custom courses or assignments by author.
5	Reset	which clears the current filters.
6	Blue filter tool	If the color is blue, this indicates that there are active filters that are currently hidden.

Search content by entering a keyword or standards fragment

1. Select a content-type (**Curriculum**, **Custom**, **Topic**, and **Standards**) tab. If you selected **Standards**, select a standards document from the list.

> **Note:** You must have **Standards Documents** enabled for your school to see the **Standards** tab and you only have access to the standards documents allowed by the state or states you service.

2. On the toolbar located below the tabs, click the **Search** 🔍 tool.

3. In the **Search** text box, enter the keyword (or for a standard fragment, enter the characters) you want to search on, and then click the **Search** tool located at the end of the **Search** text box.

4. If results are found, the items display below the Search text box. If many items were returned, based on your Content type selection, a scrollbar appears to indicate that you can scroll through the results. As you scroll down the results, a **Load More** button lets you see more pages of items. If the results are large, you may want to add some filters to narrow the results.

   In this example, **Topic** content was searched by the keyword "decimals".
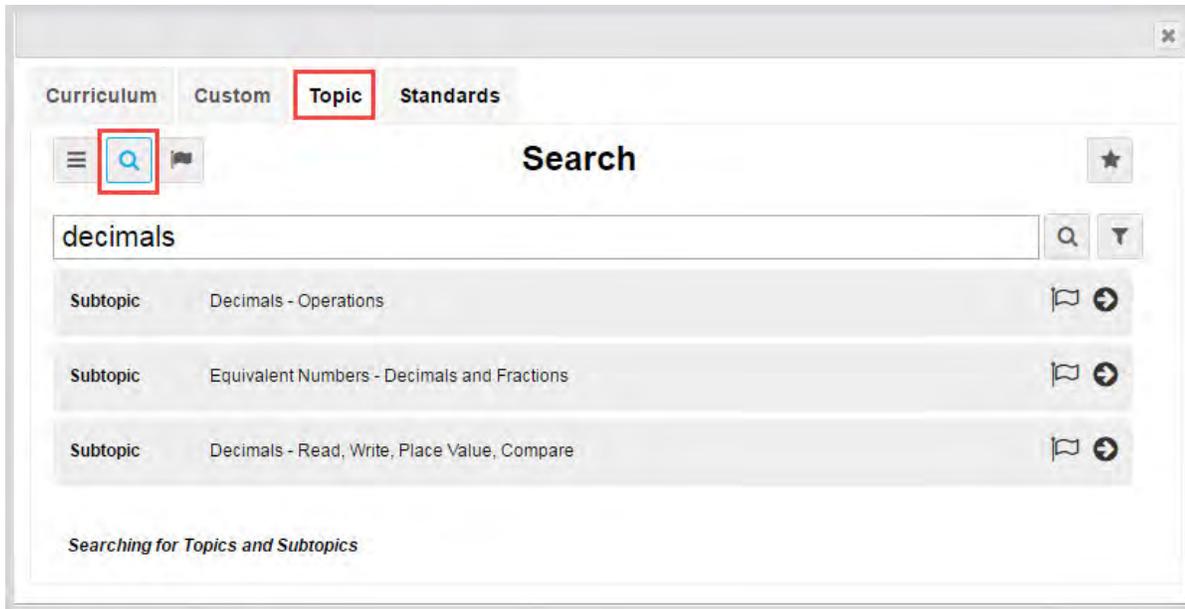
5. If desired, to narrow the search results, click the **Filter** 🔻 tool and select one or more filtering options. See "Keyword search advanced filtering options" on page 274.

6. Based on your selected content search, you can:

   - Click the **Flag** ⚐ tool to flag one or more items and save them to a list for later use. See "Flag and view saved search items" below.

   - If available, click the **navigate right** ➡ tool located at the end of the item's properties bar to move down to the next level.

   - Clear the keyword and enter a new keyword. Or, click another content tab and search its contents.

   - Click the **Navigation** ☰ tool to navigate into the selected content. See "Navigate (explore) content" on page 267.

Flag and view saved search items

Whether you are navigating through content levels or have used keyword search to find selected content, you can flag certain items to save them to a flagged list. Your flagged list is specific to the selected content type. What this means is, when you are on the **Curriculum** tab and you click the **View flagged items** 🚩 tool, you see the flagged items specific to **Curriculum** content. Items stay in your flagged list until you remove them. Items in your flagged list can be selected to include in your custom course.

> **Tip:** Items you flag in the **Custom Course** search are also available when use the **Search** button on the **Courses** tab and vice versa. This helpful feature makes it easier for you to save your search content in either search method. For example, you have some time to search content, but not enough time to build a custom course. You can easily search using the **Search** button on the **Courses** tab, and flag content. Later, when you have time to build your custom course, open your flagged list and add those items to your course.

Visual indicator for item flagging

If an item, such as a unit, assignment, subtopic, or standard has the **Flag** ⚑ tool in its properties bar, the item can be saved to a flagged list.

Flag items and view your flagged list

1. To flag an item, click the **Flag** ⚑ tool (#1). The Flag tool changes to a solid flag indicator ⚑.
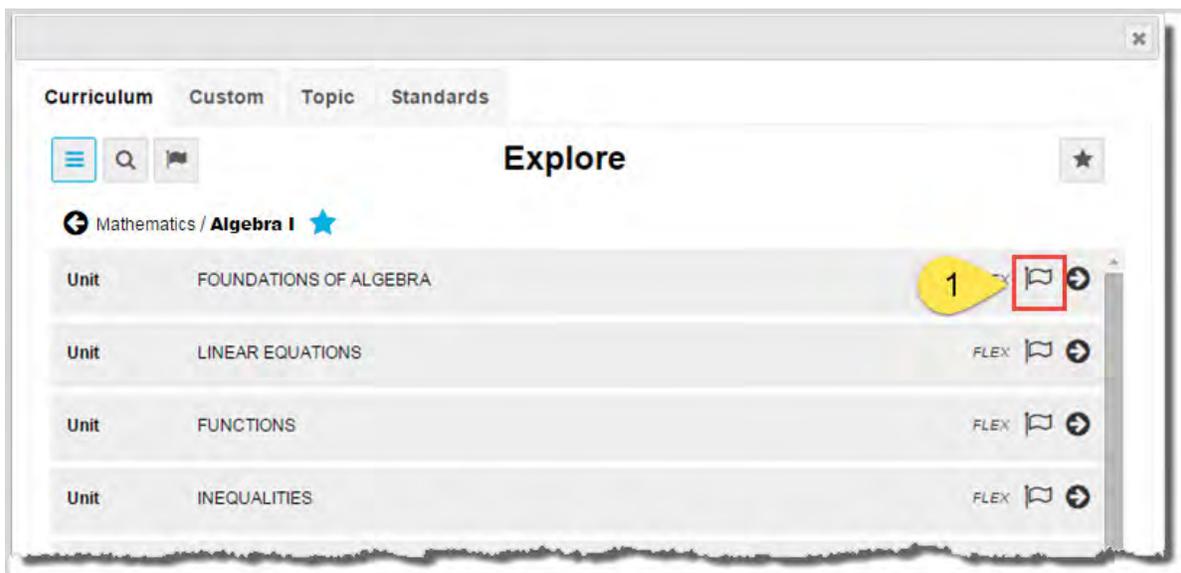
2. To view the list of flagged items, select a click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab. Then, click the **View Flagged List** tool (#2) located next to the **Search** tool.
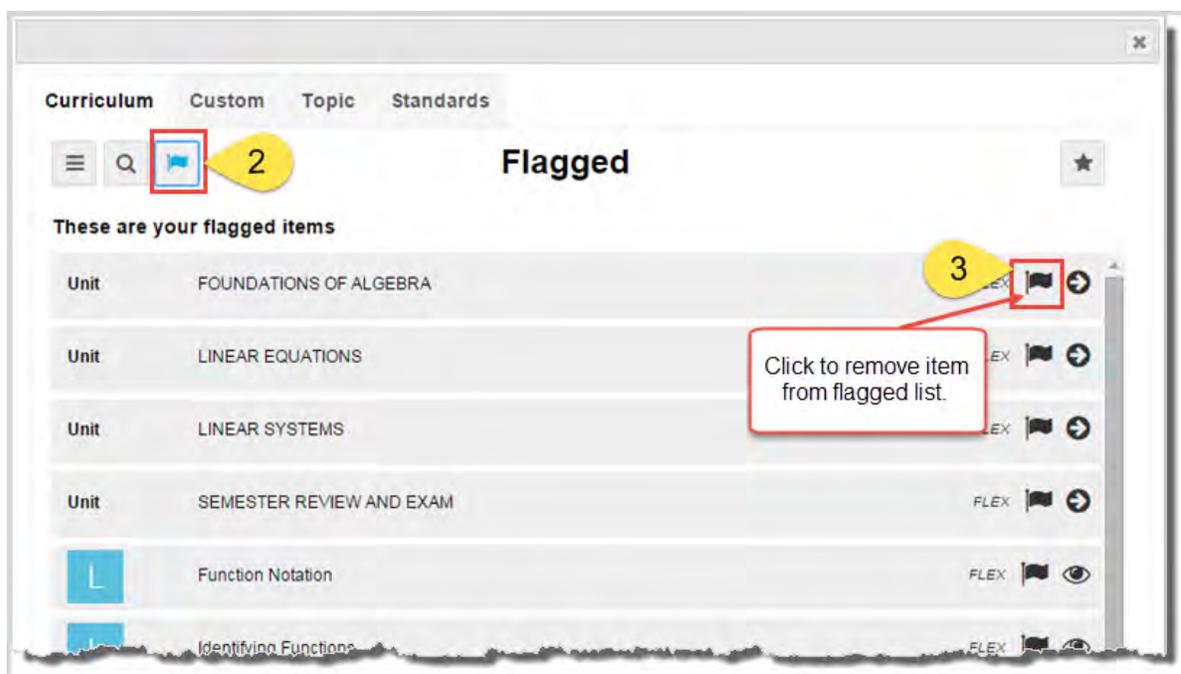
- To remove a flagged item from the list, click the **Flag** 🏳 tool (#3) in the item's properties bar.

Preview instructional material in assignments

While you are searching for content for your custom course, you can preview the instructional material in a selected assignment to see if it is relevant to your course. You can preview:

- Lessons - Preview all sections, including vocabulary audio files, questions and see the answers.
- Projects - Preview details, instructions, any questions and see the answers.
- Quizzes - Preview questions and see the answers. * with exceptions. See note below.
- Tests - Preview questions and see the answers. *with exceptions. See note below.

The assignment type you can preview is dependent on your selected content type. For example, when searching Standards content, you can only preview lessons and projects aligned to the selected standard.

Visual indicator for previewing instructional material

If an item's instructional content can be previewed, the **Preview** 👁 tool appears in the item's properties bar.

> **Note:** For some Flex by default courses, for example, a state-specific course, no instructional material may be available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope. The **Preview** 👁 tool visual indicator does not appear on the item's properties bar. as shown in the example below. For courses with "static" assessments, you can preview the content.

Preview instructional material

1. Select a content-type tab and search for content.

2. To preview an assignment's instructional content, click the **Preview** 👁 tool.

   The assignment's contents appear in the assignment preview mode page.

3. Scroll through the material.

4. To see the answer for questions, click **Show Answer**.

5. To close the assignment preview mode page and return to search, click **Close**.

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View and manage your school's custom courses and assignments

This section explains how to:

- View and manage custom courses created by you and other users at your school.
- View and manage custom assignments.

Custom courses are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Ignitia courses.

Custom assignments are lessons, projects, quizzes, and tests created by you and others at your school.

> **Note:** Creating and editing custom courses is explained in the *Custom Course Guide*. Creating and editing custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see "Get help from customer support and access to online resources and videos" on page 295.

Access your school's custom courses and assignments

To access your school's custom courses and assignments, on the main nav bar, click **Courses**, then:

- On the **Courses** tab, click the **Custom** or **My Courses** filters. For more information about what you can see and do with custom courses, see "Courses tab" on page 257.

- To view and manage custom assignments, click the **Custom Assignments** sub-tab. See "Custom Assignments tab" on the next page.

Archive and unarchive custom courses

Because you cannot delete custom courses in Ignitia, to help manage the volume of custom courses, you may want to archive custom courses that you no longer need. You can archive a course that you created or a course that you have permission to edit. You can also unarchive a course.

> **Note:** Archived custom courses are not available for student enrollments.

To archive a custom course:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **Custom** sub-tab (filter button) to see all custom courses, or click the **My Courses** sub-tab to see only your custom courses. Then, filter, sort, or search the list to locate the custom course you want to archive. See "Filter, sort, and search the Courses list" on page 259.
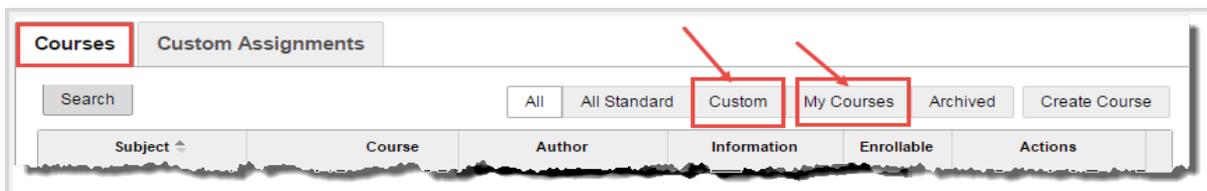
3. Under **Actions**, click the **Archive** tool.
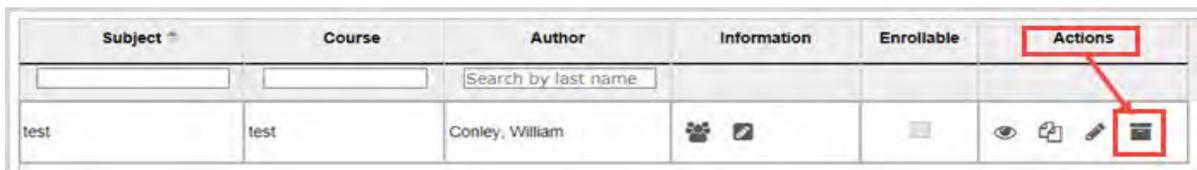
The course is removed from the active lists and is added to the Archived list.

To unarchive a custom course:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. To see all archived courses, click the **Archived** sub-tab.
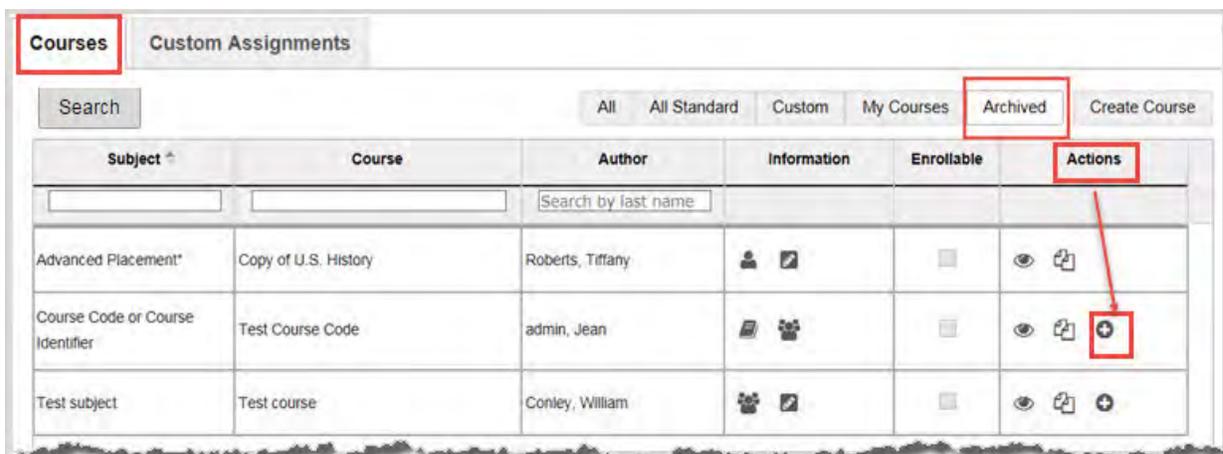
3. To unarchive a custom course, under **Actions**, click the **Unarchive** tool.

The course is removed from the Archived list and added back to the active lists.

Custom Assignments tab

The **Custom Assignments** tab contains a list of all custom assignments created by Admins and Teachers at your school.

The Custom Assignments tab has several tools:

- Filters (example A below) to help you narrow the list to the custom assignments you want to view. Several column filters also provide a method of finding assignment by title, author, and sort by assignment type. See "Filter, sort, and search the Custom Assignments list" on page 284.

- A **Create Assignment** button (example B below which opens the Custom Assignment Editor which enables you to create your own custom assignments. See the *Teacher Authoring Tool Guide*.
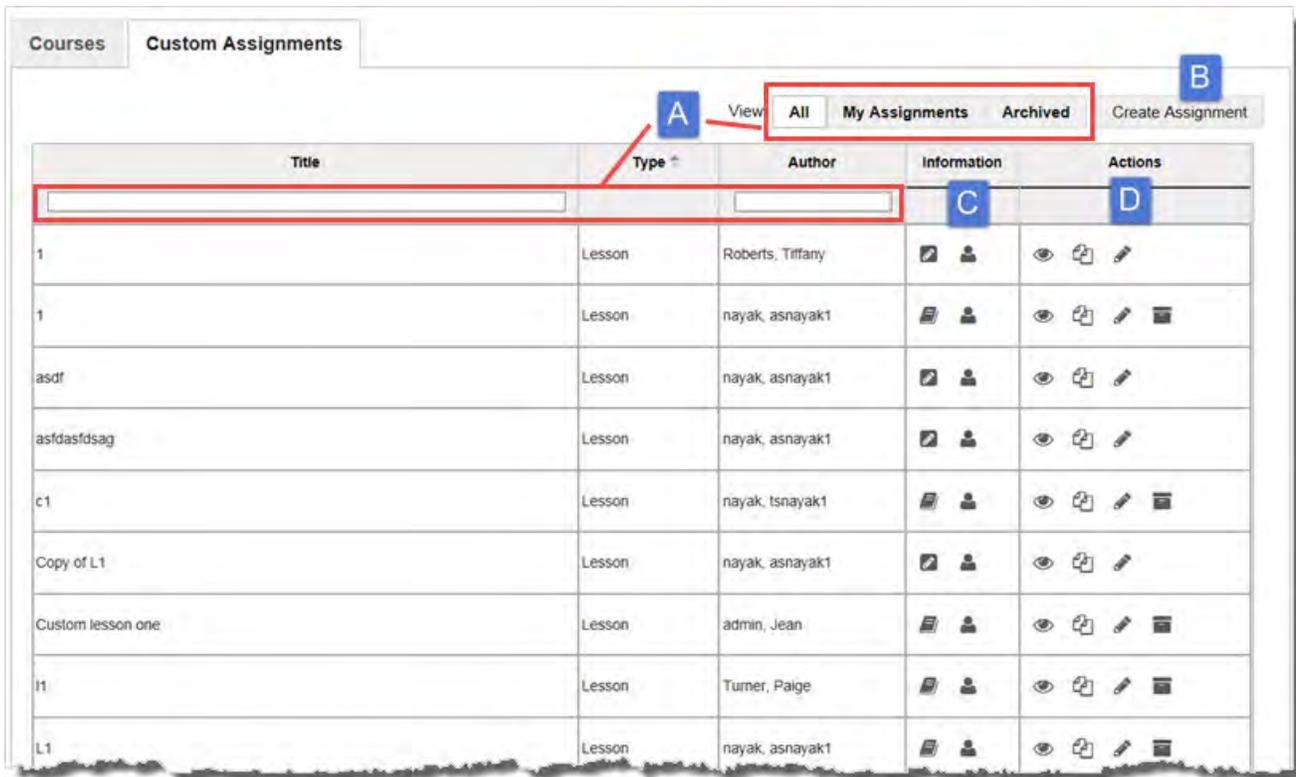
The **Information** column (example C) contains symbols that provide immediate, visual indicators about the assignment.

Symbol	Indicates
	Assignment has been published. If the first position in this column is blank, the assignment is not published yet. It is still in a draft version.
	Assignment that only the admin can edit.
	Assignment that the admin and all teachers with create course permissions can edit.
	Assignment is in draft mode. It can be edited.

Tools in the **Actions** column (example D) let you take action for the assignment.

Tool	Indicates
	Assignment contents can be previewed. Click to open the assignment and preview the contents. See "Preview instructional material in courses" on page 260.
	Assignment can be copied. Click to copy the assignment to create a new custom assignment.
	Assignment can be edited. Click to open the custom assignment and make edits to it.
	Custom assignment can be archived. Click to archive the custom assignment so that it no longer can be used. See "Archive and unarchive custom assignments" on the next page.
	Custom assignment can be unarchived. Click to unarchive the assignment. To see archived assignments, click the **Archived** filter.

Filter, sort, and search the Custom Assignments list

To help you locate a specific custom assignment, you can filter, sort, and search the list on the **Custom Assignments** tab.

- On the main nav bar, click **Courses**. Then, click the **Custom Assignments** tab.

By default, the **All** filter is active and all custom assignments created by admins and teachers for the school display.

Action	Do the following...
Filter list by assignment	• To display only custom assignments created by you, click the **My Assignments** tab. • To display only custom assignments that have been archived, click the **Archived** tab. For more information, see "Archive and unarchive custom assignments" below.
Search by title and/or author	• In the row immediately below the **Title** and **Author** column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list by assignment type (lesson, project, quiz, test)	• Click to the right of the **Type** column to display an ascending/descending control. Sort the column.
Reset (remove) column filters	• Click the **Reset filters** symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed.
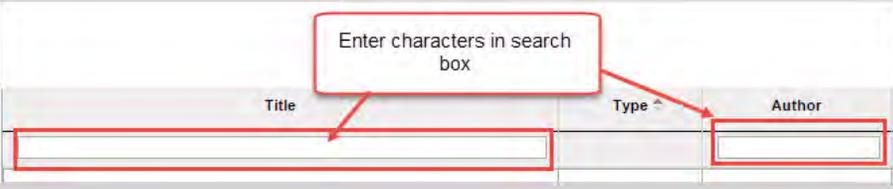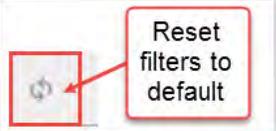
Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.

Archive and unarchive custom assignments

Because you cannot delete a custom assignment after it has been published, you may want to archive custom assignments that you no longer need. You can archive an assignment that you created or an assignment that you have permission to edit. You can also unarchive an assignment.

To archive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom Assignments** tab.

3. (Optional) Filter or sort the list, or enter text to locate the custom assignment you want to archive. See "Filter, sort, and search the Custom Assignments list" on the previous page.

4. Under **Actions**, click the **Archive** tool.

The assignment is removed from the active list and is added to the Archived list.

To unarchive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom Assignments** tab, and then for **View**, click the **Archived** filter.

3. To unarchive the assignment, under **Actions**, click the **Unarchive** tool.

The assignment is removed from the Archived list and added back to the active lists.

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View and manage student groups

Student groups are:

- A useful way to organize students together for batch purposes, such as enrolling a group of students in a summer school course or even sending messages to a group of students. For group enrollments, you can run the **Group Overview** and **Group Progress** reports to see summary information showing course grades and percentage complete by and detailed progress for the group in selected courses.

- Searchable on the **Gradebook > Grading** tab.

- A method of identifying students, for example, those students that may have a common goal, such as graduating in Summer 2019, or those students that meet every other Wednesday with you for a group study period.

- Transferable to another owner, for example, a teacher owning several groups must take a leave of absence from the school. The teacher or admin user can transfer the groups to a new teacher.

Student groups ARE NOT:

- A way of making changes to enrollment settings for multiple enrollments.

You can create as many groups as you need; there is not a limit to the number of student groups for a school. You can have as many students as you need in a group and a student can be a member of multiple groups. No limits are imposed.

> **Note:** When a student's status is changed to **Archived**, that student is automatically removed from any associated student groups.

As the admin, you can edit, delete, transfer ownership of, and view membership of groups created by yourself and any other user.

Open the Groups tab

- On the main nav bar, click **Students**. Then, click the **Groups** tab.
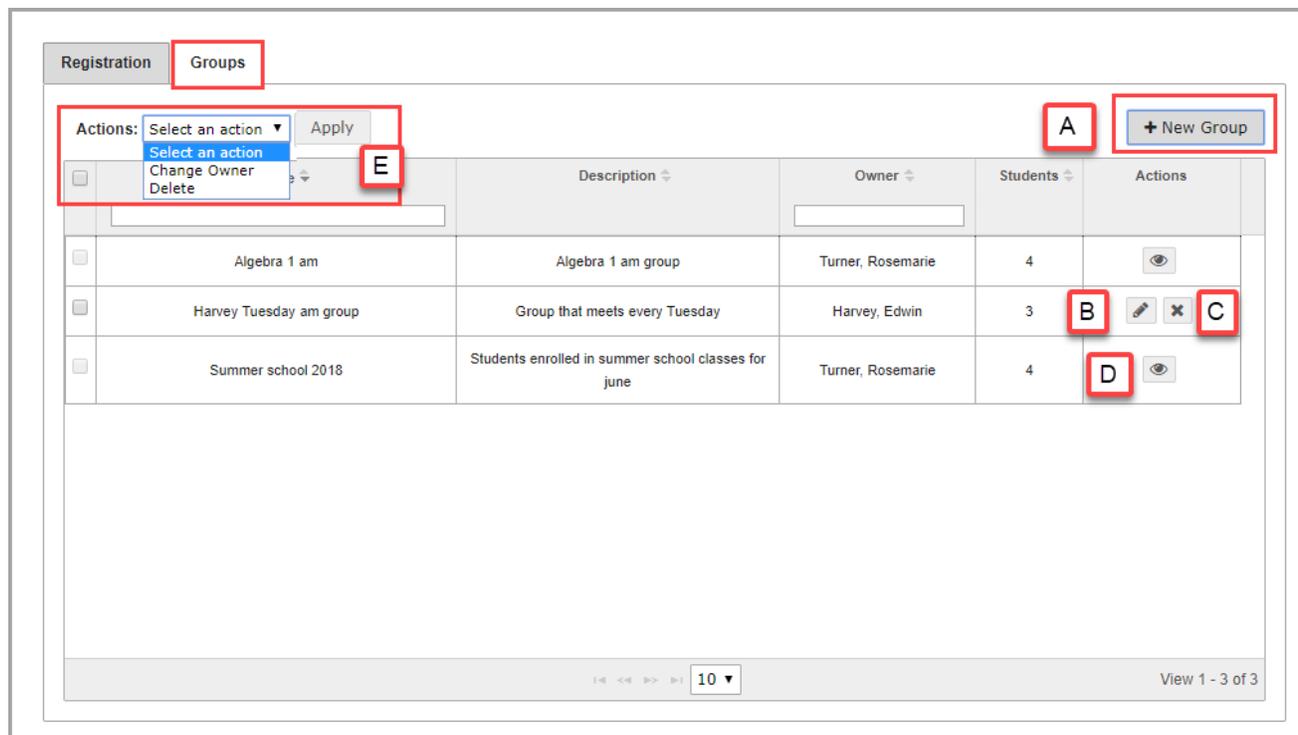
Groups tab features and tools

The **Groups** tab contains a list of student groups, showing the group name, description, group owner and number of students in each group. Features and tools on the **Groups** tab (identified above) include:

Item	Feature/tool	Description
A	**+ New Group button**	Click to add a new group. See "Create student groups" below.
B	**Edit tool** ✏	Click to change the group name or description or add or remove students from the group. See "Edit student groups" on page 292.
C	**Delete tool** ✖	Click to delete the group. See "Delete student groups" on page 294.
D	**View groups tool** 👁	Click to view student membership of the group. The View groups tool applies to Teachers and Super Teachers only. Admins can view and edit all groups, even those groups owned by others.
E	**Actions list**	• Click **Change Owner** to transfer ownership of one or more groups to another owner. See "Transfer group ownership" on page 293. • Click **Delete** to delete the selected group(s). See "Delete student groups" on page 294.

Create student groups

When creating a student group, you enter a name (required) and description. You then search for the students to include in the group. You can select from Active and On Hold students.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it, and then click the **+ New Group** button.

 The **New Group** page appears. Your name as the group owner appears in the **Group Owner** field.
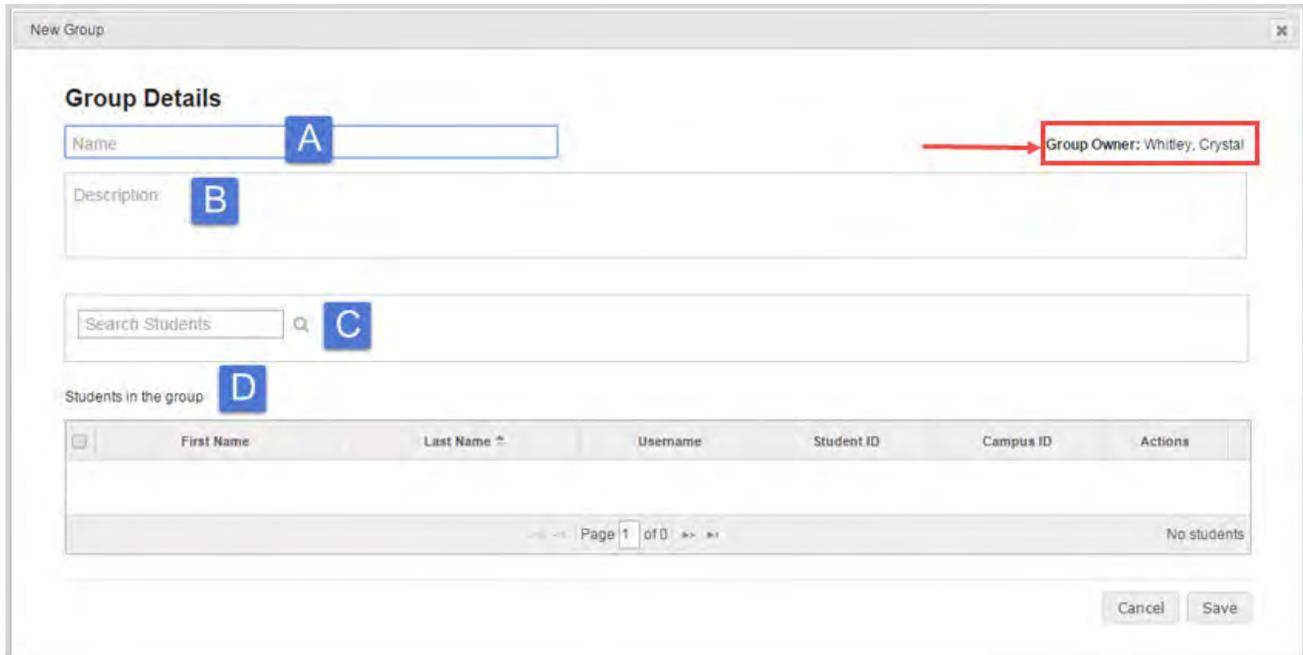
3. Under **Group Details**, in the **Name** field, (example A) enter a unique group name. The name must contain three (3) characters, but not more than 31 characters and must be unique for your school. Capitalization does not make the group name unique.

4. (Optional) Enter a short description (example B) to help you identify the group. The description can contain between three (3) and 255 characters.

5. To search for and select students to include in the group, do the following:

   a. In the **Search Students** field (example C), enter three characters of a student's first or last name, username, Student ID or Campus ID to find matching students. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students appears.

   b. From the search results list, to select one or more students, click the check box next to the student's first name as shown in the example. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.

c. Click the **Add to group** button, or under **Actions**, click the **Add Student** ✚ tool for each student.

The selected students are removed from the search results and now appear in the **Students in the group** list located at the bottom of the page (example D in the first graphic).

6. To remove a student from the **Students in the group** list before creating the group, click the check box to select the student, and then click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** ✖ tool.

7. When finished, click **Save**.

Enroll student groups in courses

You can enroll one or more student groups in one or more courses. When enrolling a group, you can easily search for the group by group name and all members of the group appear in the student list to enroll in selected course(s). You can remove any member of the group from the enrollment before you save the enrollment.
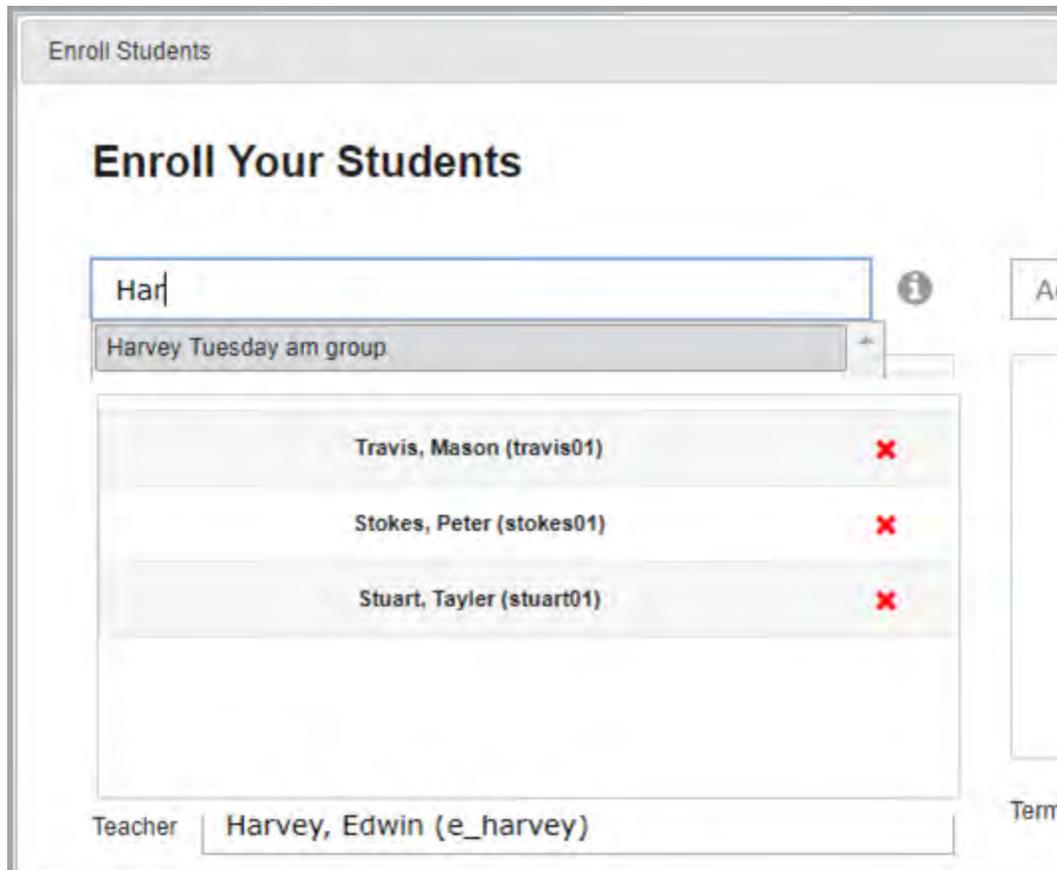
For steps on how to enroll a student group in one or more courses, see "Enroll students in courses" on page 145.

> 💡 **Tip:** After you have enrolled a student group in a course and the students begin schoolwork, you can run the **Group Overview** and **Group Progress** reports to see summary information showing course grades and percentage complete by and detailed progress for the group. See "Run reports from the Activity Reports tab" on page 219.

Search and sort the Students Groups list

You can filter the groups list by searching for a group name or owner name and sort the list by name, description, owner, or number of students.

1. On the main nav bar, click **Students**, by default the **Registration** tab is active.

2. Click the **Groups** tab to open it.

Action	Do the following...
Search list by group name or owner name	• In the row immediately below the **Name** or **Owner** column heading is a blank text box. Start typing in the text box and once you have entered at least three characters, the list is filtered to match the entered characters. Name ⬍ / Owner ⬍ / 123
Sort list	• Click to the right of a column heading name to display an ascending/descending control. Sort the column. Name / Description / Owner / Students
Reset (clear) search filters	• Delete the characters in the text box, and press **Enter**.
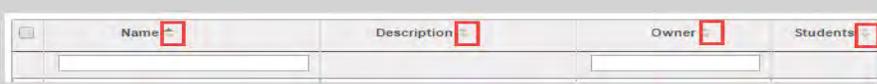
Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.

Paging controls — 10 — View 1 – 10 of 14

Edit student groups

As an admin, you can edit student groups that you own and those owned by others. For example, you need to add or remove members or change the name or description. To transfer ownership of the group to another teacher, see "Transfer group ownership" on the facing page.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. (Optional) Search and sort the student groups list to find the group you want to edit. See "Search and sort the Students Groups list" on the previous page.

4. Under **Actions**, click the **Edit** ✎ tool to open the group page.

5. To change the name or description, in the fields, make changes.

6. To add one or more students to the group, do the following:

a. In the **Search Students** field, begin typing the first few letters of the student's last or first name, or the ID characters of the Student ID or Campus ID to find matching students. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students appears.

b. From the search results list, to select one or more students, click the check box next to the student's first name. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.

c. Click **Add to group** or in the **Actions** column, click the **Add Student** ➕ tool for each student.

7. To remove one or more students from the group, from the **Students in the group** list, select the check box for each student to remove and click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** ✖ tool.

8. When finished, click **Save**.

Transfer group ownership

As an admin, you can transfer ownership of *any* student group to another admin or teacher. Once ownership is transferred, the previous owner can only view the group. The new owner has edit and delete permissions for the group.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. (Optional)Search and sort the student groups list to find the group. See "Search and sort the Students Groups list" on page 291.

4. To select the group(s), click the check box.

5. From the **Actions** list, select **Change Owner**, and then click **Apply**.
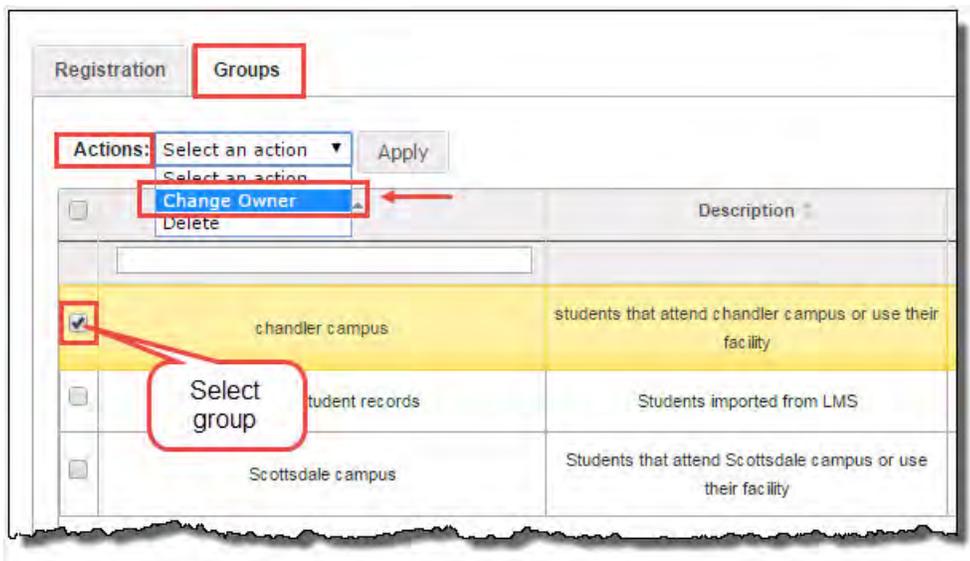
6. In the **Change Group Owner** page, in the **New Owner** field, start typing characters for the new owner, and then select the user from the list. If you make a mistake, just delete the owner, and search for a different user.
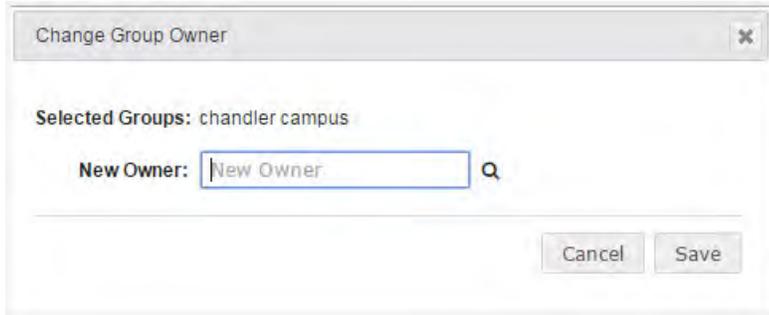
7. When finished, click **Save**.

View membership of student groups

As an Admin, you can view membership all student groups, including those created by others.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. Under **Actions**, click the **Edit** 🖉 tool.

    The group page appears. You see the group name, owner, description, and the students in the group.

4. To close the group page, click **Cancel** or click the Close [**X**].

Delete student groups

As an admin, you can delete <u>any</u> student group - those created by you and by others. Deleting a group just removes the group name from Ignitia; the students who are members of the group are not affected.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.

2. Click the **Groups** tab to open it.

3. (Optional) In the blank text box below the **Owner** column heading, start entering the first few characters of the group owner's last name to filter the groups list to only show groups by owner name. See "Search and sort the Students Groups list" on page 291.

4. Select the first column check box to highlight the group, and then under **Actions**, click the **Delete** ✖ tool.

5. At the confirmation message, click **OK**.

Get help from customer support and access to online resources and videos

If you need immediate assistance from customer support, or want to be able to download online resources and watch videos explaining features and functionality, several options are available.

You can:

- Click the **Help** widget located at the bottom right of every top-level tab or page to easily and quickly get help from customer support. You can request a callback, live chat, or leave a message.
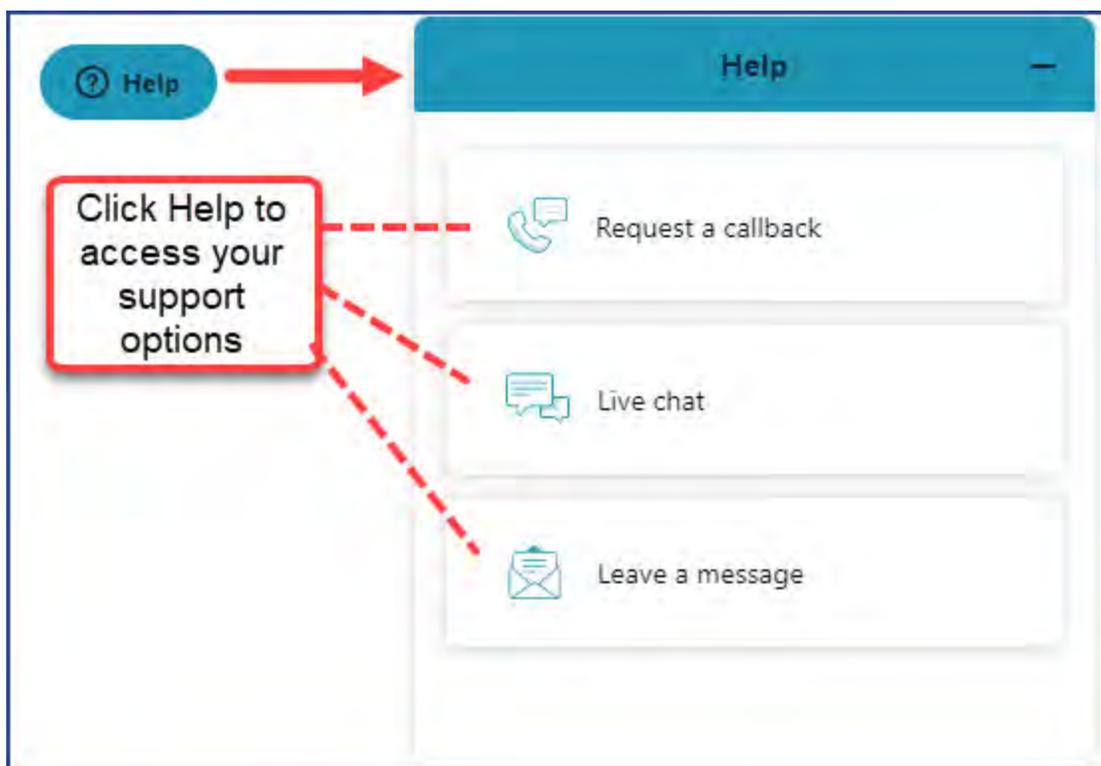
To learn more, see "Get online help from customer support" on the next page.

- Click the **Help** link located in the bottom footer of any page to access the **Help** page.

This page has support phone numbers, hours, and a link to browse online resources and helpful videos. To learn more, see "Access online resources and videos" on page 300.

Get online help from customer support

The **Help** widget located at the bottom right of every top-level tab or page lets you easily and quickly get help from customer support.

You have three customer support contact options available:

- Request a callback.
- Live chat with a customer support person.
- Leave a message.
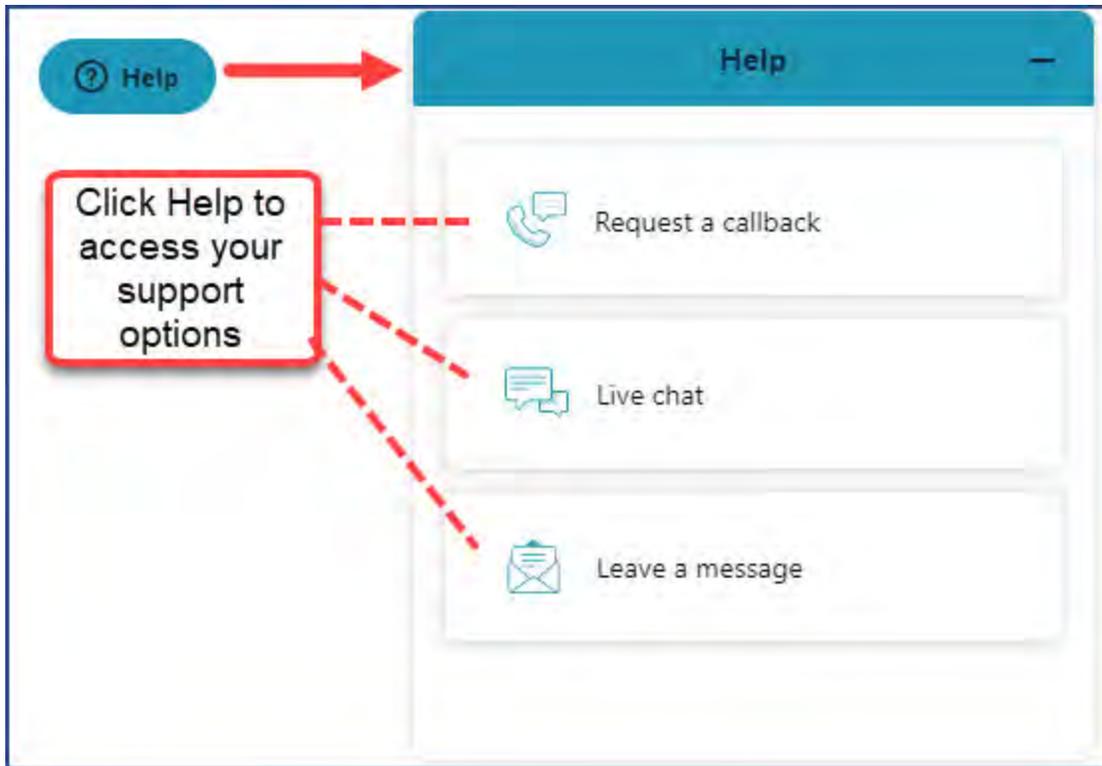
> **Note:** The Help widget changes to a Chat widget after the available support hours.

Request a callback

You might want to request a callback if you don't have time right now because the wait time shown is too long.

1. Click the **Help** widget, and then select **Request a callback**.

   The **Request a callback** form appears.
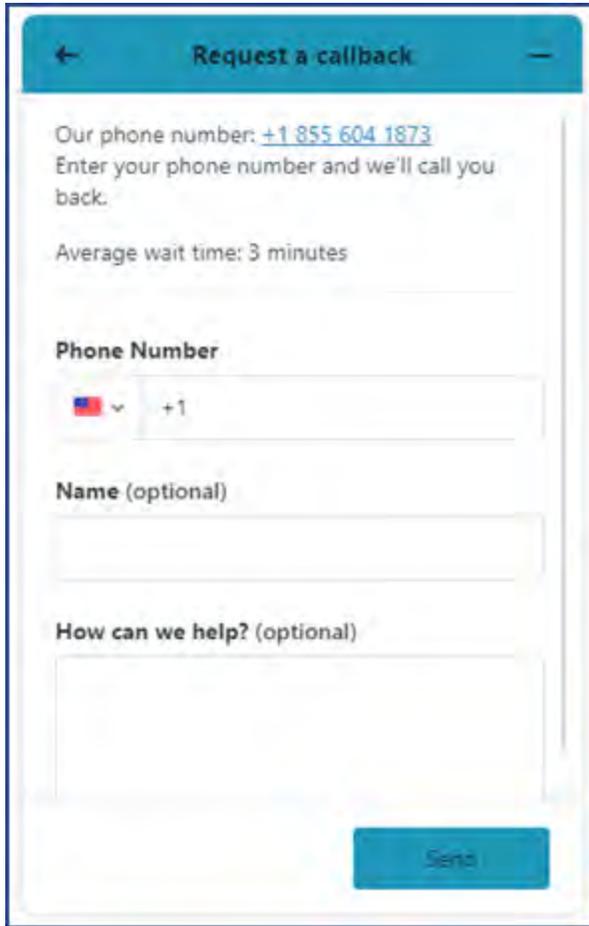
2. Enter your phone number, and if desired, your name.

3. If you want to provide some details about your question or inquiry, enter that information.

4. Click **Send**.

A Customer Support tech will call you as soon as possible.

Live chat with a customer support person

Use this option if you have a quick question or need some assistance in the application.

1. Click the **Help** widget, and then select **Live chat**.

   The **Ignitia Chat Support** form appears.
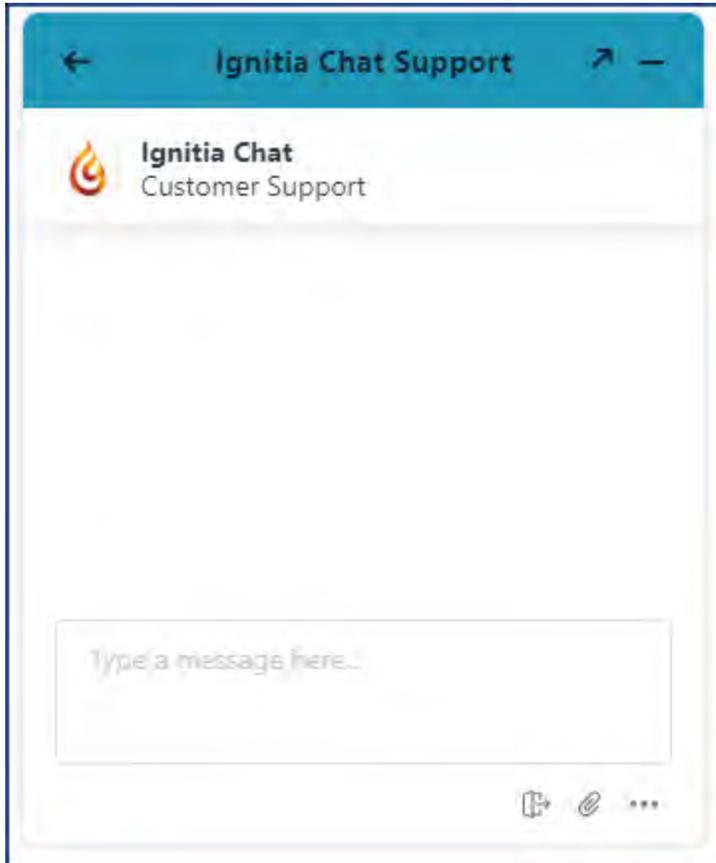
2. Type your chat message.

3. Use the **Attach** tool to browse and attach a file or picture.
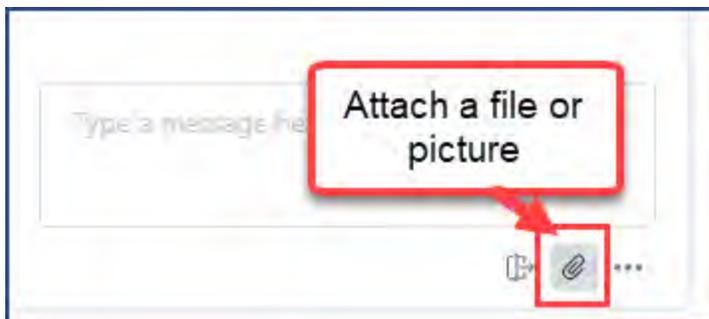
- Click the **More Options** tool to turn off the sound notification and edit your contact details.
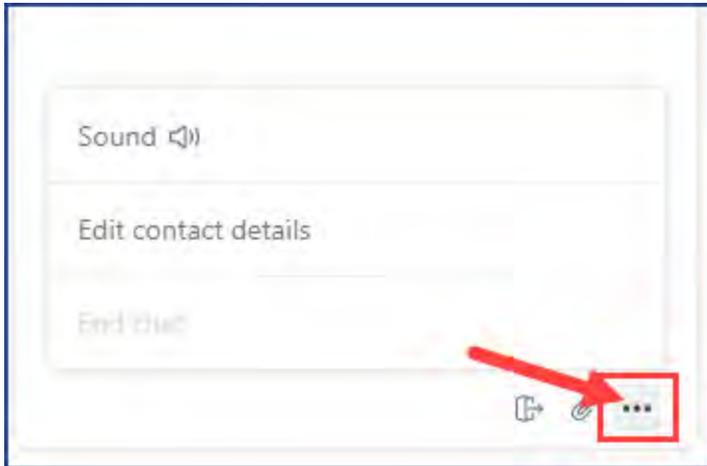
4. If everything looks good, press **Enter**.

An available support person will respond. When the support person responds, a sound notifies that your chat message has been acknowledged.

Leave a message

You can leave a message for support and also attach files.

1. Click the **Help** widget, and then select **Leave a message**.

   The **Contact us** form appears.
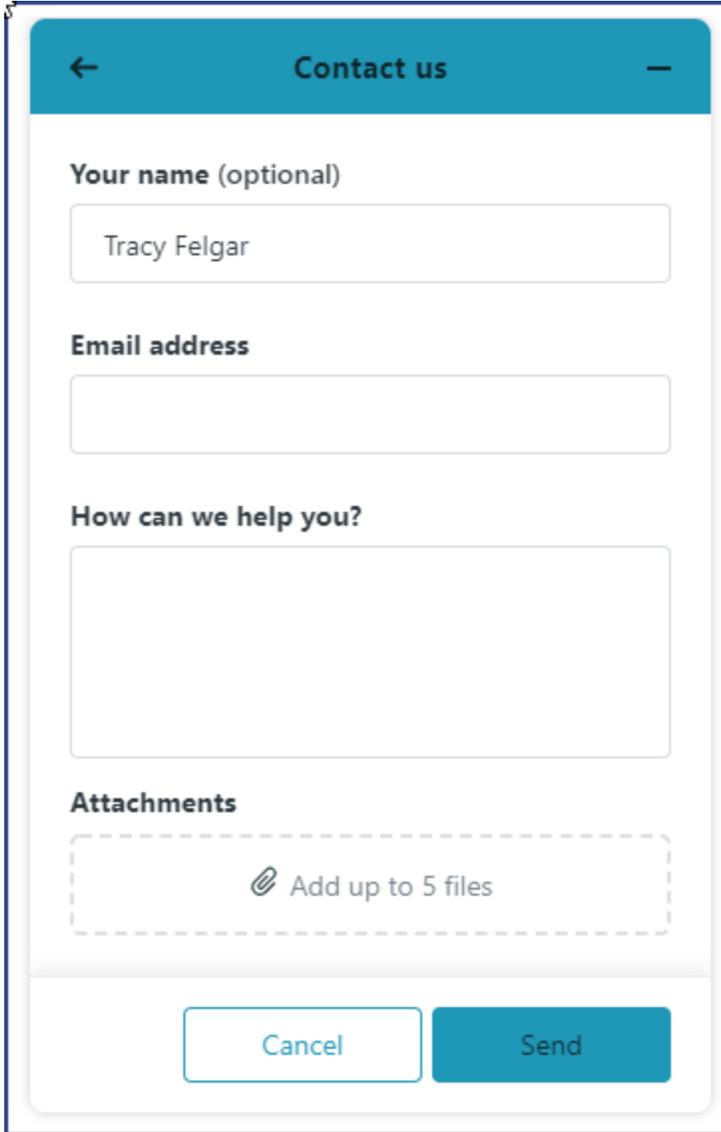
2. Your name used in the application appears by default, but you can change it.

3. Enter an email address Customer Support can use to contact you.

4. In the **How can we help you?** text box, type your message.

5. If desired, to attach up to five files, in the **Attachments** area, click to browse to the files, or you can drag and drop the files into the **Attachments** area.

6. Click **Send**.

Access online resources and videos

The **Help** link located in the footer at the bottom of any page opens the **Help** page. Phone numbers for **Technical Support** and **Customer Service** are provided as well as the available days and hours for each contact info.
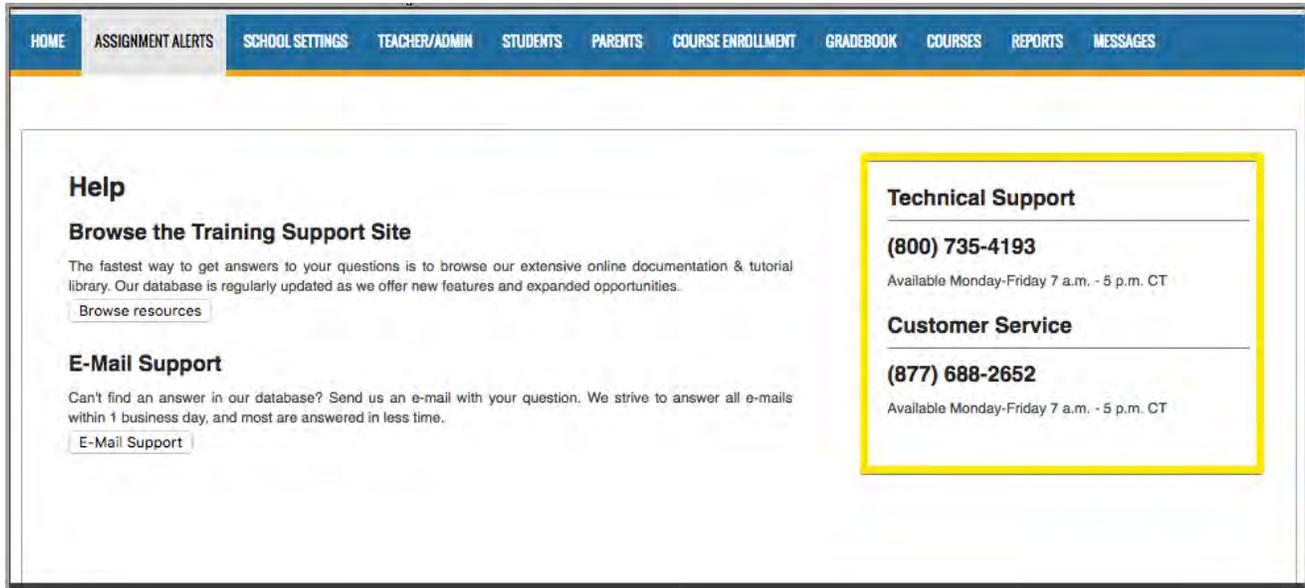
To access online resource, such as user guides and helpful videos:

- Click the **Browse resources** button under the **Browse the Training Support Site** section.

This action opens the **Ignitia Support** page on the aop.com/schools web site. Click **Ignitia Resources**.

Or,

- Go directly to the Ignitia web site **Schools Support** page at: https://www.aop.com/schools/support/ignitia-resources . Helpful Quick Start Guides and detailed, reference User Guides are available in PDF format. Course resources lists, video tutorials, and course supply lists are also available. Scroll the page to see all the available resources.

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