



Ignitia®

v2.42

Dashboard User Guide 01

Released 07/2018

Ignitia® v2.42 Dashboard User Guide 01

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Ignitia®

Alpha Omega Publications

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Helpful resources

Technical Support

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

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What's new in this release of Ignitia® v2.42

Ignitia v2.42 contains one Dashboard improvement:

Dashboard now uses Weighting values in the calculation for the Relative Score metric

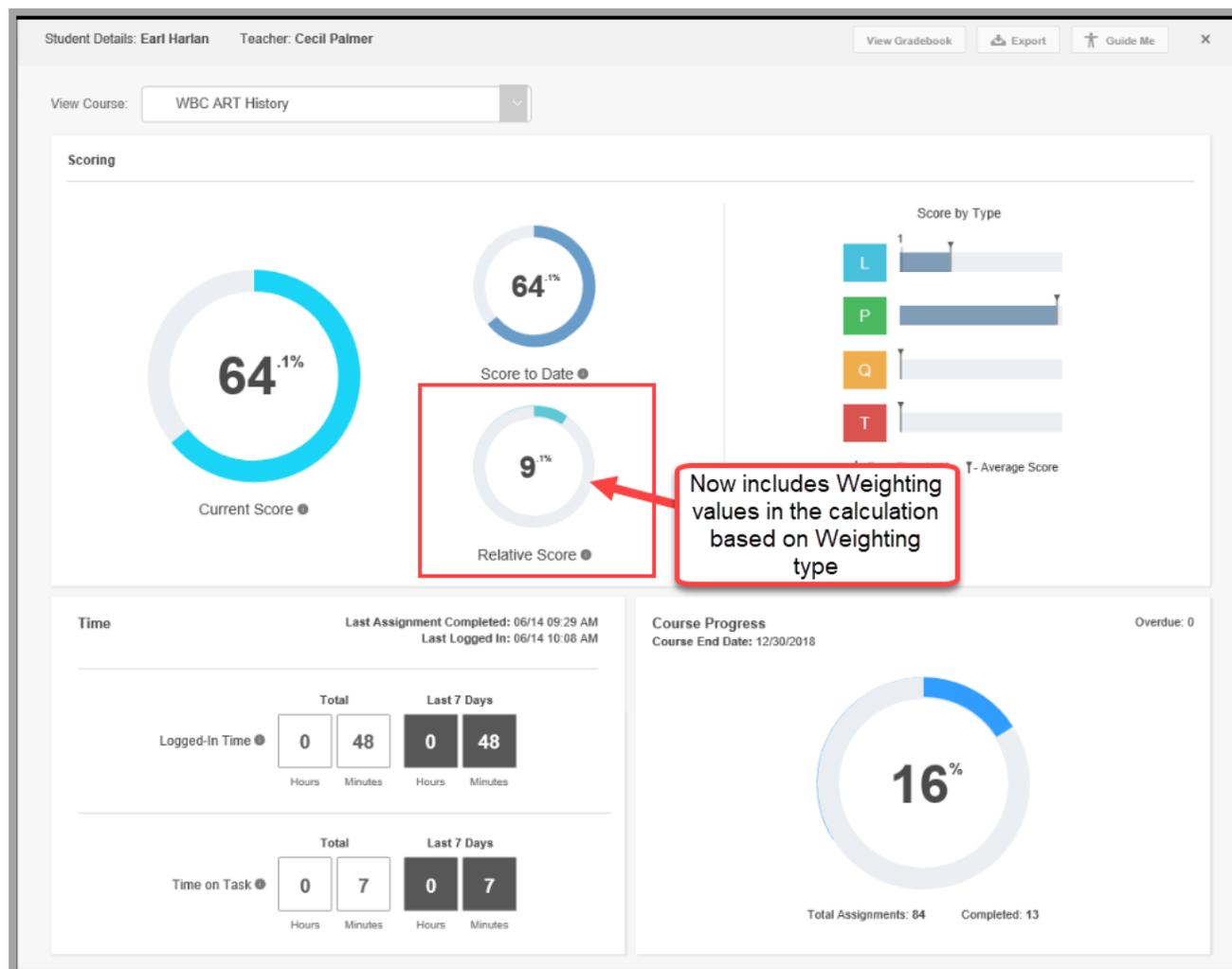
This improvement now includes Weighting values for assignments in the Relative Score metric to provide Admins and Teachers with an accurate metric of a student's final score by taking into account if the student did not complete the course (assignments are zeroed out). The Weighting values for assignments are set at the school level, but can be customized for a student and for an enrollment. The Weighting type (Weight by Category or Weight By Item) is set for the school.

How it works: Each graded item is assigned a value (Weight) used to determine its relative importance in the overall calculation. Assignments with higher values count more toward the final average. Assignment scores are rolled up to the unit level, and then the calculation takes the average of the units to get the relative score for the course.

- Weight By Category - Average each category first, then apply the weighting value.
- Weight By Item - Weight each item first, then average each category.

The Relative Score calculation:

- Redistributes the Weighting if an assignment type is missing from a unit.
- Does not include Skipped units and assignments.



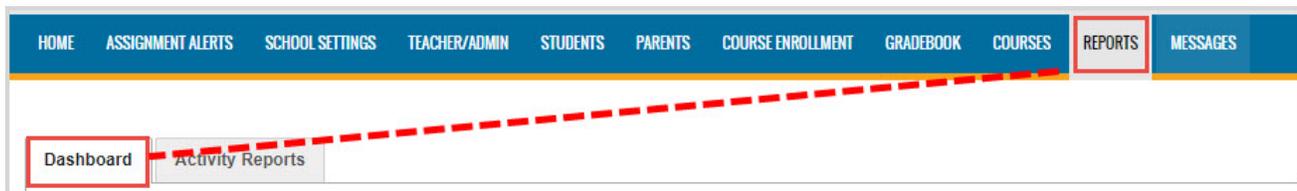
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Introduction

Welcome to the *Dashboard User Guide*.

This guide offers an overview of the **Dashboard** reporting features and tools and how the Dashboard can help Teachers (and Admins) answer a key question - when should I intervene to keep students on track to finish the course?

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.

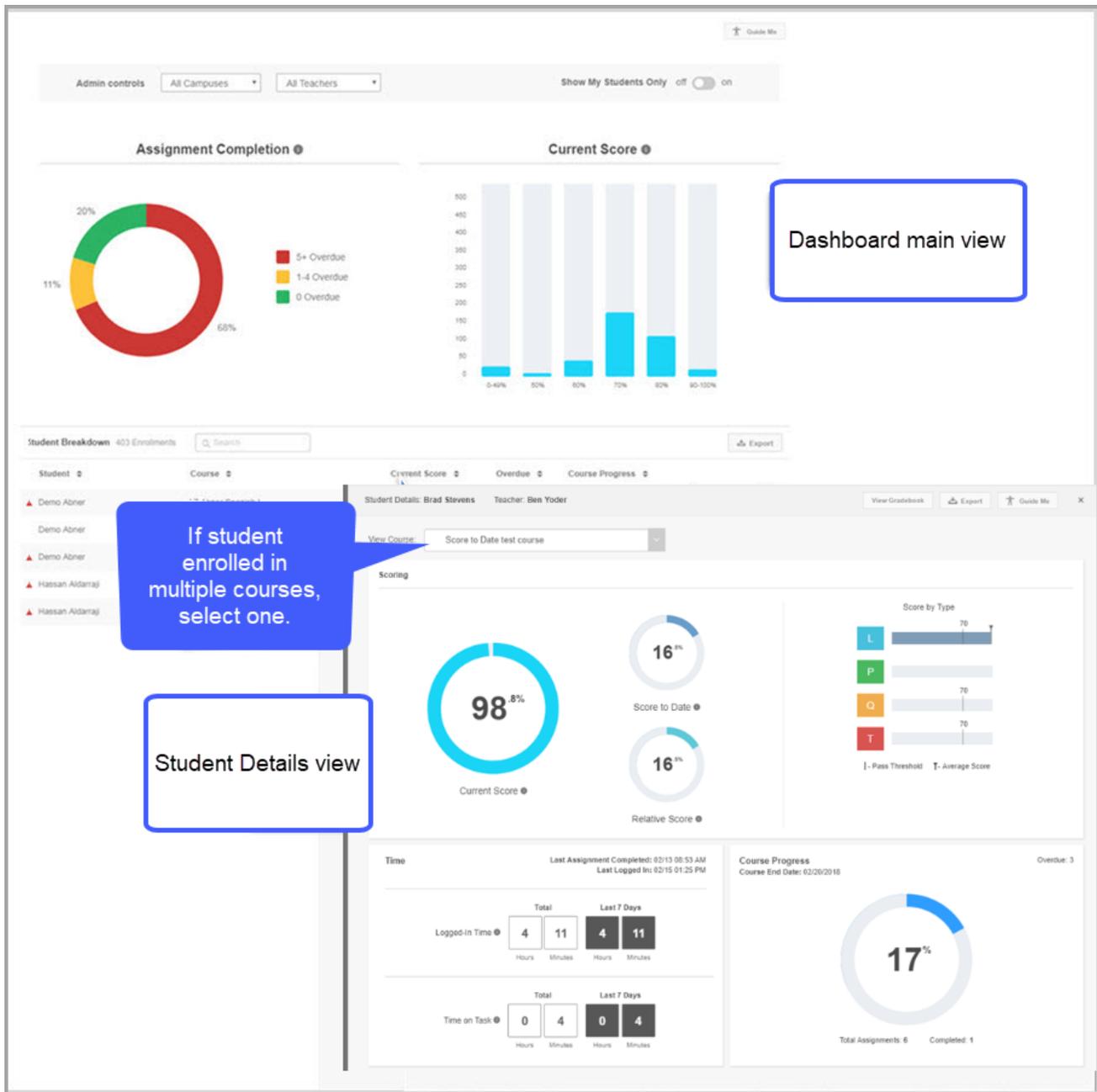
Dashboard views

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**  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:

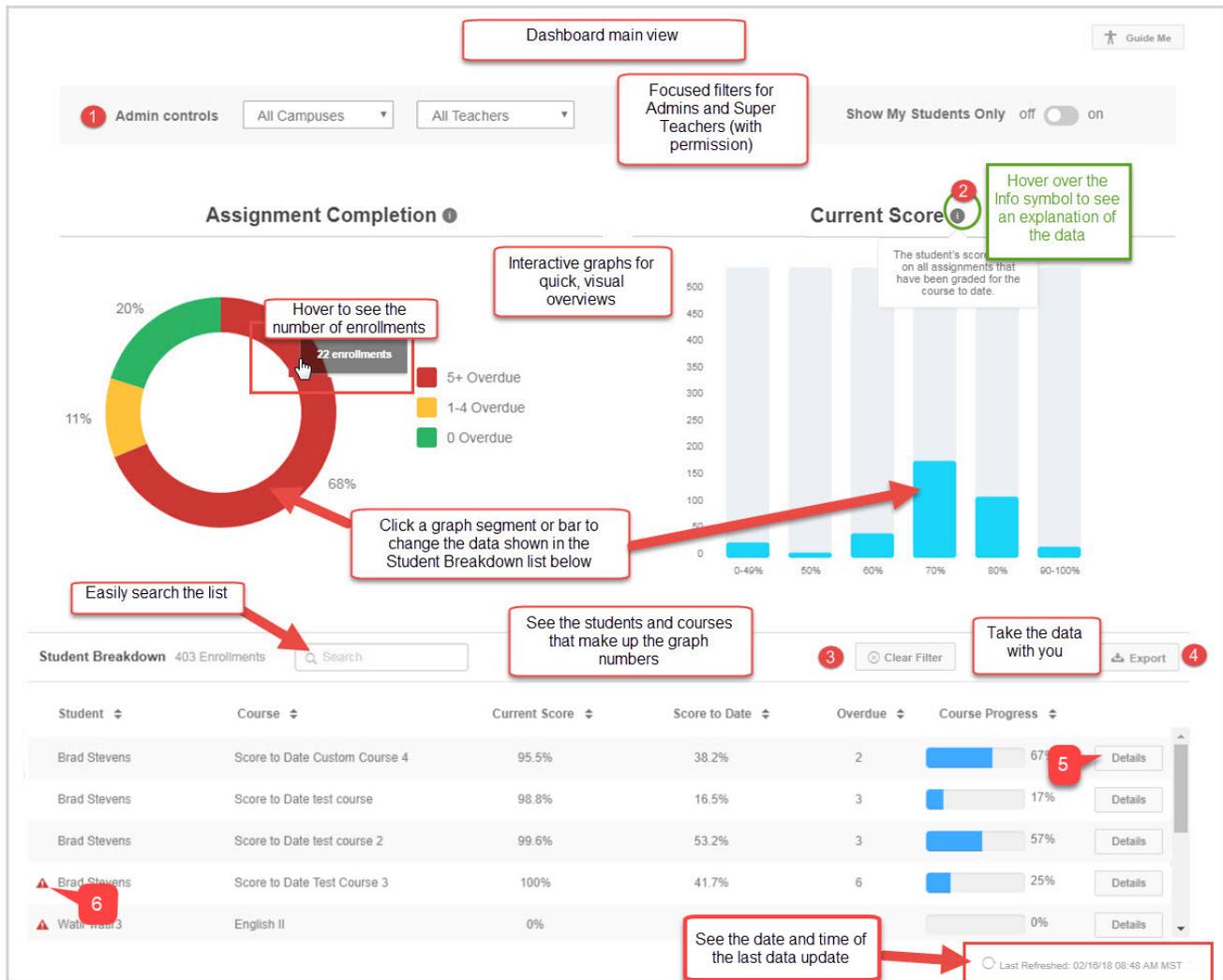
- See a student's current score, score to date, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course.
- Export data to a .csv format for analysis or to a .pdf format to share with others.
- Quickly navigate to the student's 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 Student Details view"](#) on page 13.

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.

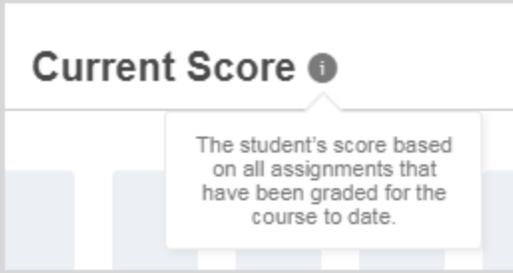
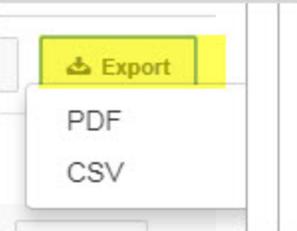
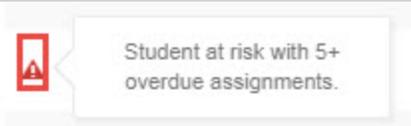
Features and tools

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 Use the Admin controls to filter enrollments by campus, teacher, and students.
2	Info symbol	Hover over the symbol to see what the data shown means.



Use the Admin controls to filter enrollments by campus, teacher, and students

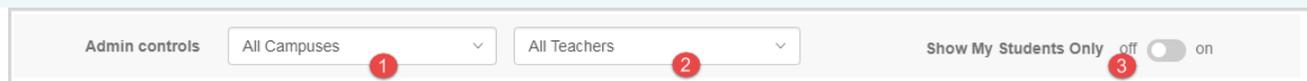
Item#	Feature/tool	Description
		 <p>Current Score ⓘ</p> <p>The student's score based on all assignments that have been graded for the course to date.</p>
3	Clear Filter button	<p>Appears in the Student Breakdown section once filtering has been applied to either graph. Resets data back to all active enrollments.</p> 
4	Export button	<p>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 18.</p> 
5	Details button	<p>Click it to go to the Student Details view. See "What you see and can do on the Student Details view" on page 13.</p>
6	Red warning indicator	<p>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.</p>  <p>Student at risk with 5+ overdue assignments.</p>

Use the Admin controls to filter enrollments by campus, teacher, and students

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.



Admin controls All Campuses 1 All Teachers 2 Show My Students Only 3 off on

Action	Do the following...
Filter enrollments by campus	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Toggle Show My Students Only on (#3). To remove the filter, toggle to off

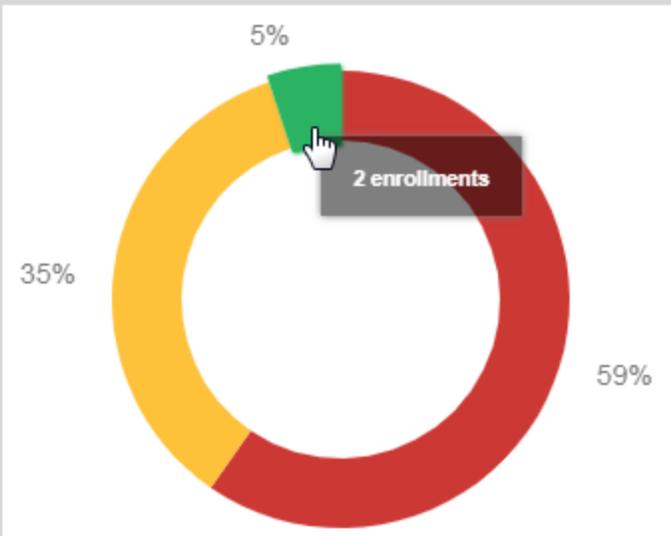
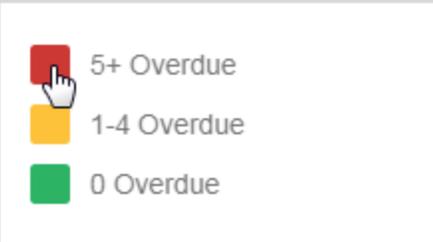
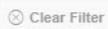
Interact with and analyze the enrollments which make up the Assignment Completion graph

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 ["What you can see and do with the Student Breakdown list" on page 12.](#)



Tip: Once you start interacting with the graph, a **Clear Filter**  button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

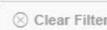
To interact with the graph to get to the enrollments you want to analyze:

Action	Do the following...
<p>See the number of enrollments that make up a colored segment</p>	<ul style="list-style-type: none"> • Hover the cursor over a colored segment 
<p>Change the graph to only include enrollments for a selected segment</p>	<ul style="list-style-type: none"> • Click a colored segment <p>or</p> <ul style="list-style-type: none"> • Click a legend color.  <p>The graph changes to only show the selected segment and the Student Breakdown list changes to the included enrollments.</p>
<p>Filter the Student Breakdown list to only include those enrollments in the selected segment</p>	<ul style="list-style-type: none"> • Click a colored segment. <p>The Student Breakdown list is filtered and remains filtered until another segment is selected or the Clear Filter button is clicked.</p>
<p>Clear any filters</p>	<ul style="list-style-type: none"> • Click the Clear Filter  button.

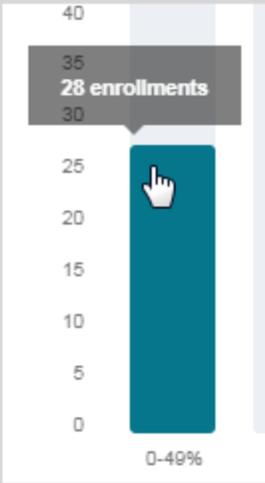
Interact with and analyze the enrollments which make up the Current Score graph

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**  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	<ul style="list-style-type: none"> Hover the cursor over a percent bar 
Change the graph to only include enrollments for a selected bar	<ul style="list-style-type: none"> Click a percent bar to filter the Student Breakdown list to only include those enrollments. <p>The Student Breakdown list changes to the included enrollments.</p>
Clear any filters	<ul style="list-style-type: none"> Click the Clear Filter  button.

What you can see and do with the Student Breakdown list

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	<ol style="list-style-type: none"> In the Search text box, enter the first few characters of a student's name or course title to filter the list. To clear the search, click the clear X or the Clear Filter button.
Sort the data	<ul style="list-style-type: none"> To sort a column in ascending order,
Export data to a .csv or .pdf format	<ul style="list-style-type: none"> Click the Export button and select a format.

Action	Do the following...
	 <p>Note: The data included in the report changes based on the filtering in either the Assignment Completion or Current Score graph.</p> <p>See "Export Dashboard data to analyze and share with others" on page 18.</p>
<p>Drill into more information for the student</p>	<ul style="list-style-type: none"> Click the Details button. <p>See "What you see and can do on the Student Details view" below.</p>

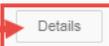
What you see and can do on the Student Details view

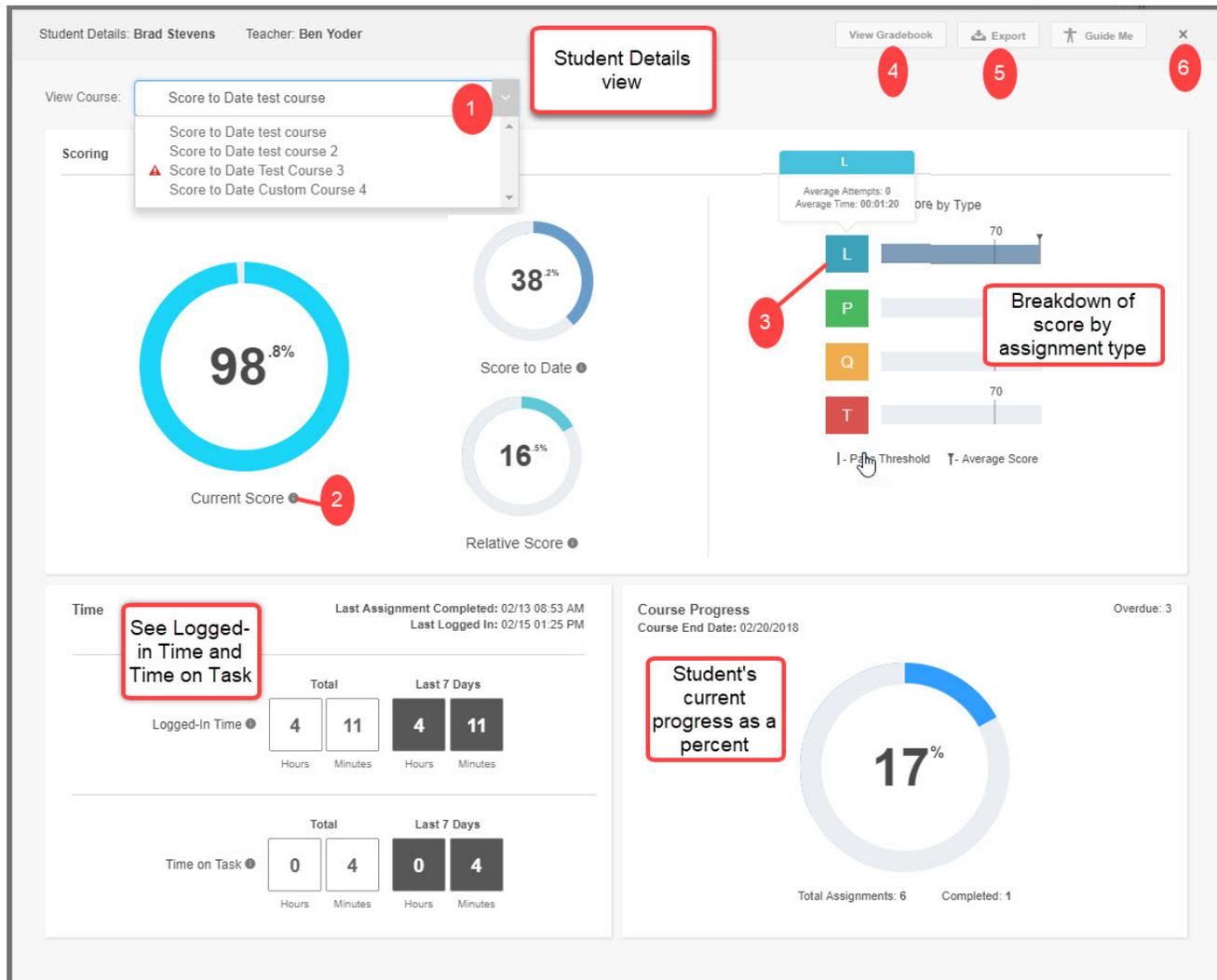
The **Student Details** view provides more in-depth information about the student in a selected course. For example, you see the student's current score, score to date, and relative score along with the student's progress in the course. Having this in-depth information may help you to make decisions 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.

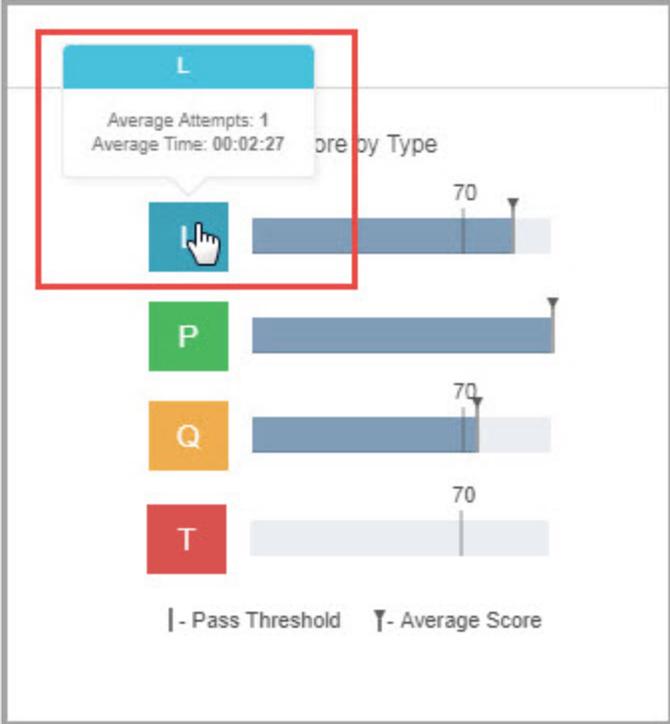
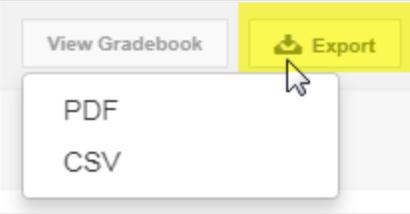
Ashley Becker	Civil War	0%	2	0%	
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Features and tools

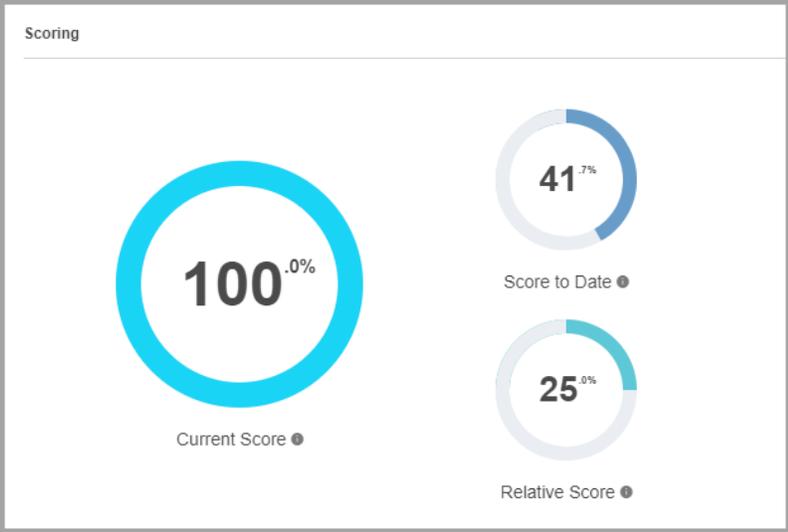
On the **Student Details** view, several features and tools are available to help you understand how the student is progressing in a selected course.

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 Assignment type .

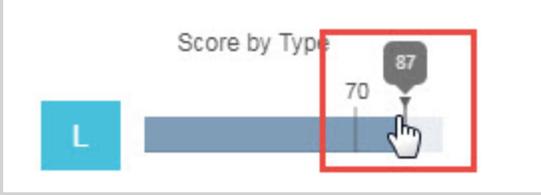
Item#	Feature/tool	Description
		<p data-bbox="537 296 581 363"></p> <p data-bbox="618 312 1292 422">Tip: Having the number of attempts and average time spent may indicate the student is having trouble completing an assignment type.</p> 
4	<p data-bbox="253 1230 435 1262">View Gradebook</p>  <p data-bbox="253 1318 326 1350">button</p>	<p data-bbox="492 1230 1455 1350">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.</p>
5	<p data-bbox="253 1377 402 1409">Export button</p>	<p data-bbox="492 1377 1406 1440">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 18.</p> 
6	<p data-bbox="253 1703 337 1734">Close X</p>	<p data-bbox="492 1703 1320 1734">Click to close the Student Details view and return to the Dashboard main view.</p>

What the data shown means

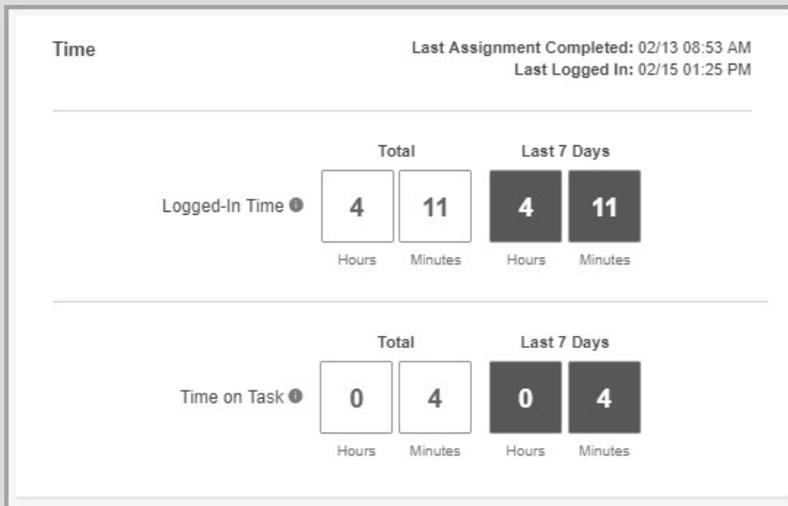
There is a lot of information on the **Student Details** view about a specific enrollment for the student. The table below explains what the data shown means.

Item	Description
<p>Scoring component</p> <div data-bbox="162 331 950 863">  <p>The Scoring component displays three donut charts. The largest chart on the left shows the 'Current Score' at 100.0%. To its right, a smaller chart shows the 'Score to Date' at 41.7%. Below that, another smaller chart shows the 'Relative Score' at 25.0%.</p> </div>	
<p>Current Score</p>	<p>Student's score in the selected course based on GRADED assignments to date.</p>
<p>Score to Date</p>	<p>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.</p>
<p>Relative Score</p>	<p>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:</p> <ul style="list-style-type: none"> • 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.
<p>Score by Type component</p>	
<p>Average Score and Pass Threshold by Assignment type</p>	<p>See Assignment type symbol.</p> <p>Also shows the student's average score by Assignment Type (Lesson, Project, Quiz, Test) and the applicable enrollment Pass Threshold for that assignment type.</p> <ul style="list-style-type: none"> • 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.



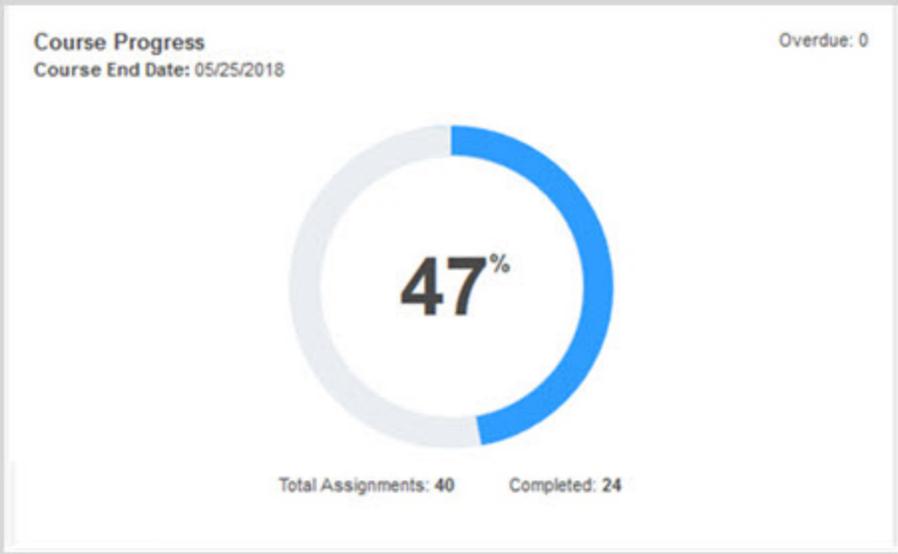
Item	Description
	 <p data-bbox="771 499 1464 634">Note: Only Lessons, Quizzes and Tests have Pass Thresholds. Projects do not.</p>

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 End Date	Date the course (enrollment) ends.
Graph %	Shows the course progress percent based on the number of Total Assignments number and the number of Completed assignments.
Total Assignments and Completed	Shows the number of total assignments in the course and number of completed assignments.
Overdue	Shows the number of assignments in Overdue status based on the current date and using the Due Date of the assignment. <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p>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.</p> </div>

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 as shown in the example below of the main view export.

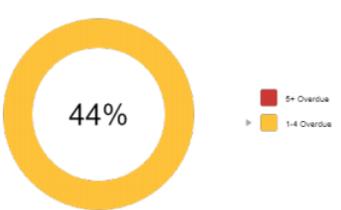


Note: Any filters you have applied are reflected in the csv export.

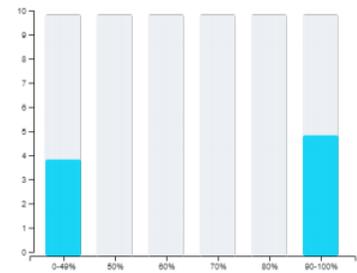
	A	B	C	D	E	F	G	H
1	FirstName	LastName	Course	TeacherName	CurrentScore	ScoreToDate	Overdue	CourseProgress
2	Brad	Stevens	Score to Date Cust	Ben Yoder	95.50%	38.20%	2	67%
3	Brad	Stevens	Score to Date test	Ben Yoder	98.80%	16.50%	3	17%
4	Brad	Stevens	Score to Date test	Ben Yoder	99.60%	53.20%	3	57%
5	Brad	Stevens	Score to Date Test	Ben Yoder	100%	41.70%	6	25%
6	Watir	watir3	English II	Peter Claycomb	0%	1.10%	24	0%
7	Watir	watir4	Algebra I	Peter Claycomb	0%	0%	1	0%
8	Watir	watir5	English II	Peter Claycomb	100%	1.30%	24	1%
9	Watir	watir7	English II	Peter Claycomb	0%	1.10%	24	0%
10	Watir	watir9	English II	Peter Claycomb	0%	3%	11	0%
11	Last Refreshed: 02/16/18 09:00 AM MST							
12								

- 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 as shown in the example below.

Assignment Completion



Current Score

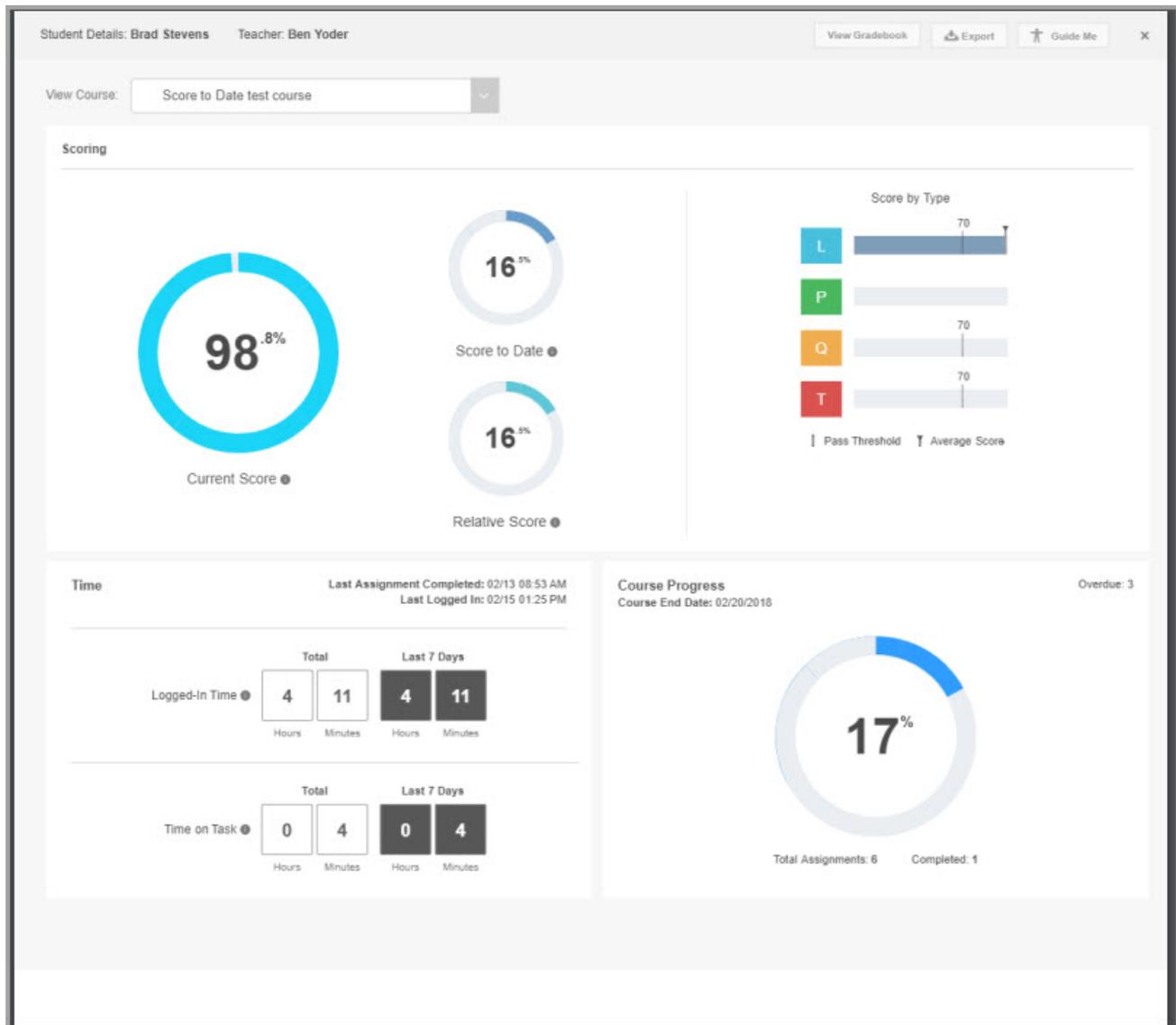


Sample pdf of main view - This exports as two pages but shown here as one page.

Name	Subject	Teacher Name	Current Score	Score To Date	Over Due	Course Progress
Brad Stevens	Score to Date Custom Course 4	Ben Yoder	95.5%	38.2%	2	67%
Brad Stevens	Score to Date test course	Ben Yoder	98.8%	16.5%	3	17%
Brad Stevens	Score to Date test course 2	Ben Yoder	99.6%	53.2%	3	57%
Watir watir4	Algebra I	Peter Claycomb	0.0%	0.0%	1	0%

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- For the Student Detail view, you get a static report of the graphs as shown in the example below.



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, filter to change the data displayed in the list, or use the **Student Breakdown Search** to find the student.
2. For the student, click the **Details** button.
3. 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.
4. Click the **Export** button, and then select a format: .CSV or PDF.