Ignitia®

v2.32

Course Versioning Guide

Released 06/2017

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Contents

What's New In This Release

Ignitia release v2.32 includes a requested feature improvement and several bug fixes. Typically, bug fixes are not documented in this What's New topic, but one of the fixed bugs is a visual change in the Search feature and also an improvement to the user experience when creating custom courses.

**Improvement: Removed edition year information when viewing courses and when converting custom courses**

This requested feature improvement removes the year edition information from several Ignitia views and functions. Changes were made to these views and functions:

- Courses tab - Removed Edition columns from all sub-tabs.
- Custom Course Editor - Removed Edition details from the Published and Draft section boxes.
- Gradebook and Course Enrollments tab - Removed appended year from enrollments.
- Custom course copy and edit functions - Updated verbiage to remove annual versioning and in Preview feature.

Bug fix: Removed the "Preview" tool for placeholder Quizzes and Tests when searching Flex-enabled courses for content

For Flex-enabled courses with Flex assessments, because those Quiz and Test assessments are dynamically generated based on assignments that are in scope, there is no instructional content to preview. This fix removed the **Preview** (👁) tool and inserted a **FLEX** indicator for the applicable Quizzes and Tests when searching Curriculum and Custom content types. When the user hovers over the FLEX indicator, a tooltip appears explaining that flex assessments are dynamically generated based on the assignments that are in scope so that's why there is no instructional content to preview.

This example shows what the user sees when searching for content to create a custom course. Because the Curriculum search started with a Flex-enabled course, notice the one Quiz and two Test assignments do not have the **Preview** (👁) tool, but do have a **FLEX** indicator.

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Introduction To Course Versioning

The *Custom Course Guide* explained how to create custom courses and make them ready for student enrollments. One of the final steps to make a custom course ready for student enrollments was to change the course status from Draft to Published. For purposes of this guide, you're now ready to make changes to a *published* course.

When you make changes to a published course, a draft version is created while you are working on the edits. Having a draft version to work on is the heart of versioning courses; you are able to make and review changes to your course without changes happening to the published version. You can have both a published and draft version of a course, but keep in mind that *only the published version* of a course can be used for student enrollments and is searchable in all the places in the application that you can search for courses. For example, you cannot search the contents of a draft custom course in Course Search.

Note	If the published course you are editing was created with an older version of the curriculum, for example, you created a custom course by copying a standard course and added your own custom assignments, you are prompted to convert the course to the current, most updated version of the curriculum (if applicable). A **Preview** button lets you see a side-by-side comparison of curriculum assignments that were removed in the updated version of the curriculum.
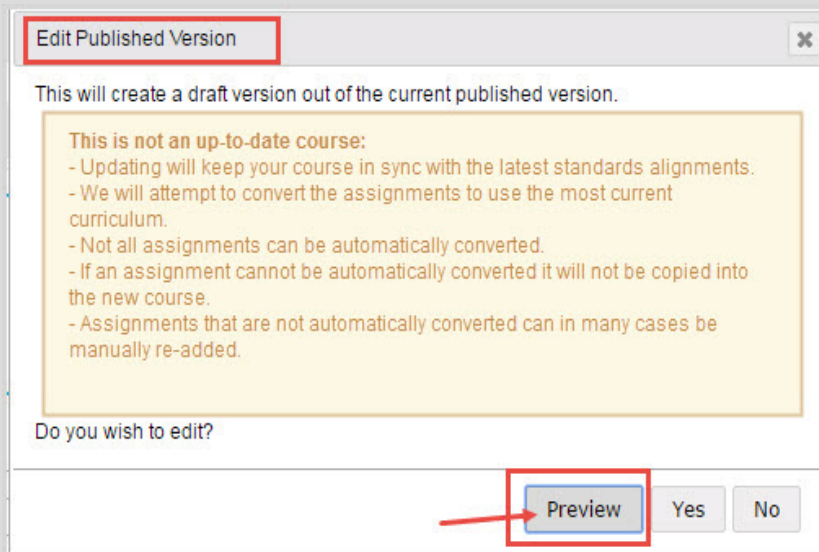
Edit published courses

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

2. Click either the **Custom** tab or **My Courses** tab to locate the course you want to edit.

   The Information column contains a symbol which indicates if you have the level of access needed to edit the course - Admin-only (👤) or Admin/Teacher (👥).

3. Under **Actions**, click the **Edit** (✏️) tool for the course you want to edit.

   The **Custom Course** tab appears.

Features and tools identified above include:

Item	Feature/tool	Description
A	Course Details box	Displays the **Course Name**, **Subject**, **Allow other teachers to edit** permission setting, and the **Enable Flex** setting. You can edit the **Name** and **Subject** fields, and permission setting.
		Tip — The **Course Name** and **Subject** fields allow the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).
B	Published Version box	Displays the date the course was published, the Revision (or version) number (typically shows 0 if this is the first revision), the CRx mode setting and indicates whether or not the course is set to **Enrollable** for student enrollments. The **Enrollable** setting can be enabled or disabled at this point or later during the edit process.
C	Draft Version box	Is collapsed at this time because this published custom course does not also have a draft version. When you click the **Edit** button, this area becomes highlighted to indicate you are now working on a draft version.
D	Edit course tools	Allow you to: • Preview the course contents • Edit the course contents

This next set of steps explains how to convert your older version course (if necessary), make changes to your course contents, including searching the standard curriculum, custom courses and assignments, topics and standards to add new content to your course.

1. To expose your course contents, click the **Edit** button, and confirm you want to create a draft version.

    If you have an older version, the **Edit Published Version** page appears with a message stating that a draft version will be created and assignments will be converted to the most current version of the curriculum. The **Preview** button lets you see a side-by-side comparison of assignments in your older version course and the current version of the curriculum.
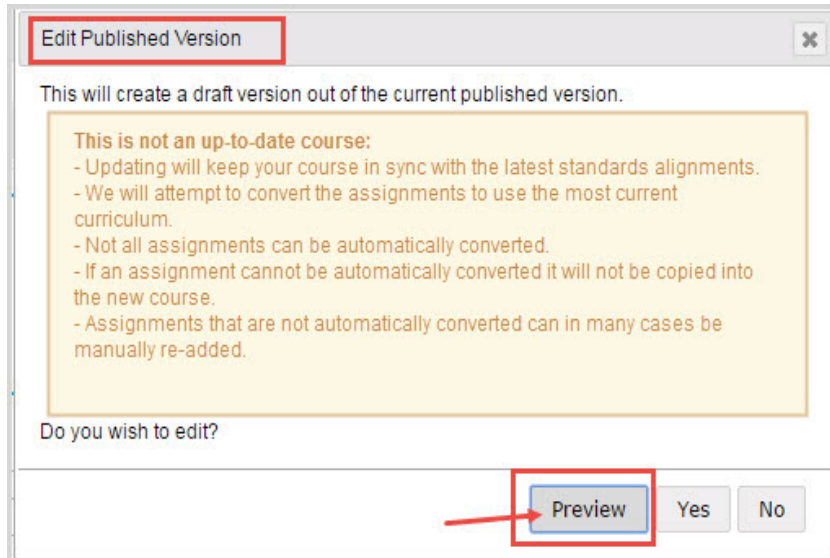
2. To see if any assignments were removed in the most current version of the curriculum, click the **Preview** button. Assignments removed in the current course are highlighted in the left pane. Use the scroll bar to check all assignments for highlighting. If you plan to replace the missing assignments, make note of the highlighted assignments. When finished with the Preview, to continue editing your course and convert it to the current version of the curriculum, click **Yes**. Otherwise, to keep your custom course in the older version of the curriculum and not make edits, click **No**.
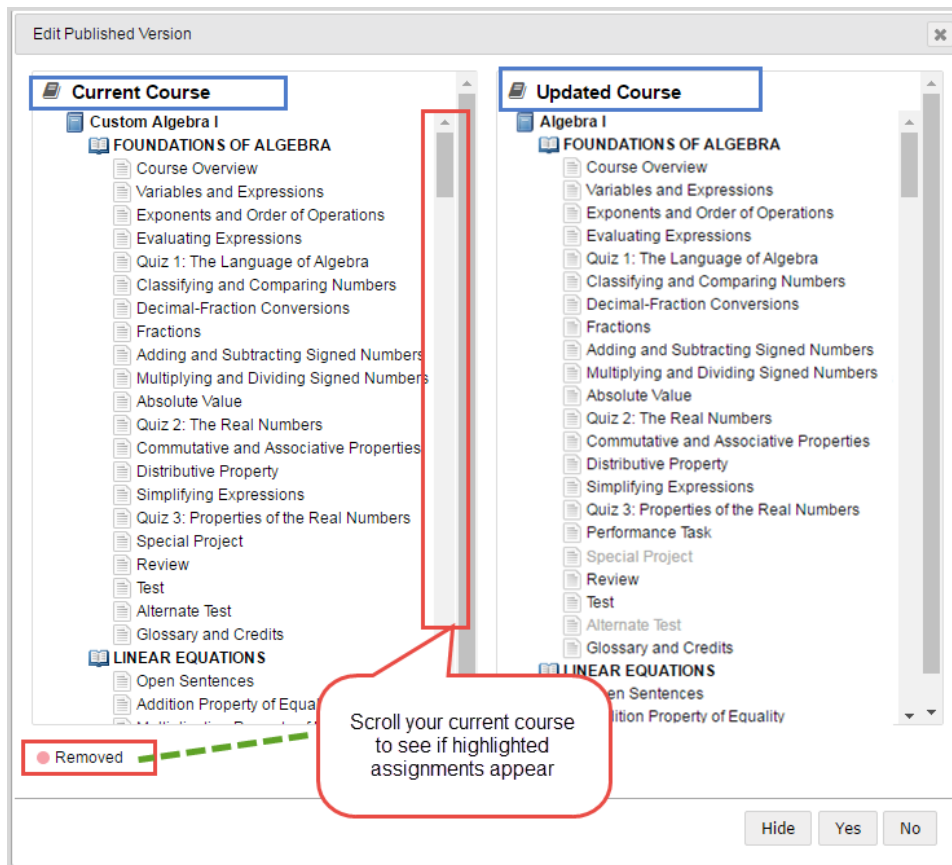
To continue with the edits, the **Create Your Course** section (item E below) appears with the contents of the published course.
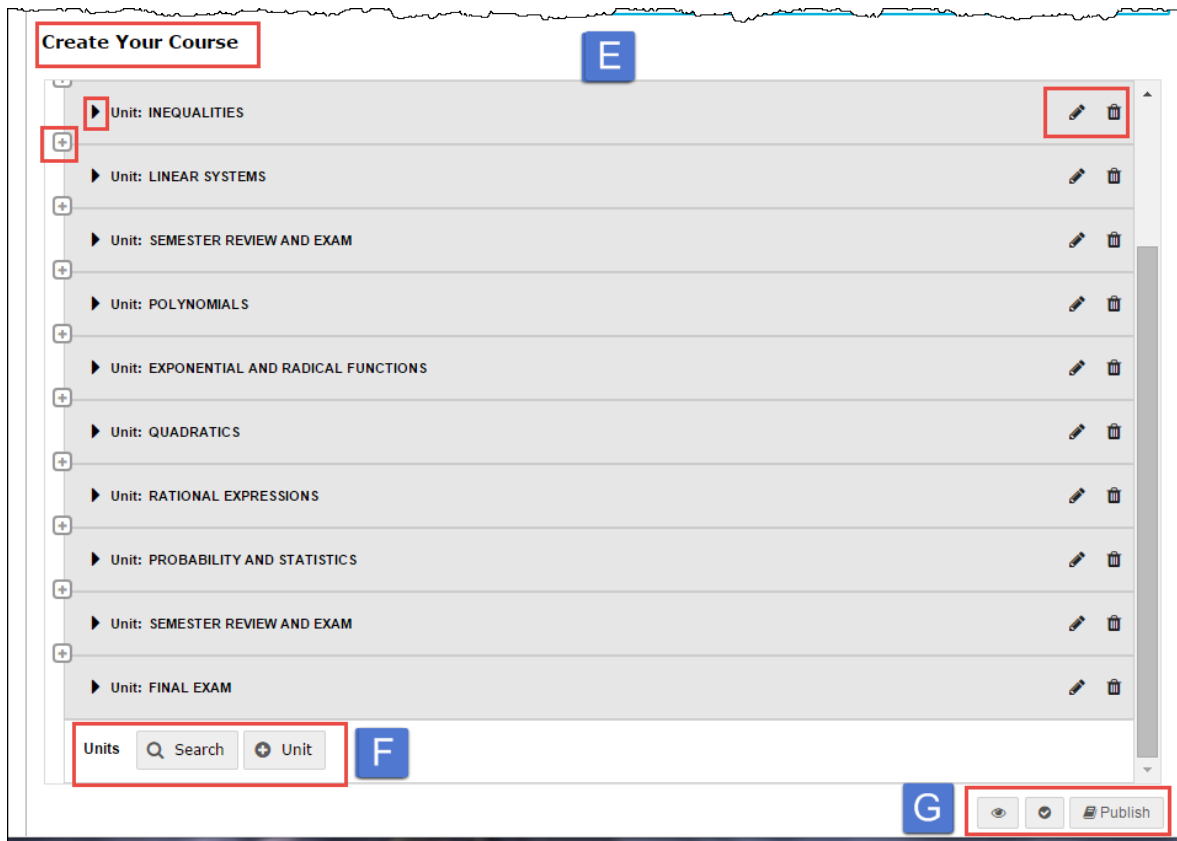
For each unit, you see:

- The **expand** (▶) tool, which when clicked, displays the assignments in the unit.
- The **plus square** (⊞) tool, which when clicked, exposes a **Units** toolbar containing the **Search** and **Unit** buttons.
- The **Edit** (✏) and **Remove** (🗑) tools.

At the bottom of the unit (you may need to scroll down), you see:

- Another **Units** toolbar (item F above) containing the **Search** and **Unit** buttons.
- The **Preview**, **Validate**, and **Publish** tools (item G above) that you will use later.

3. If desired, use the unit tools to edit a unit's title or remove a unit from the course:

   - To edit the unit's title, click the **Edit** (✏) tool. Enter a new title and click **Save**.

   - To remove the entire unit from the course, click the **Remove** (🗑) tool. Click **OK** to confirm the unit removal or click **Cancel**.

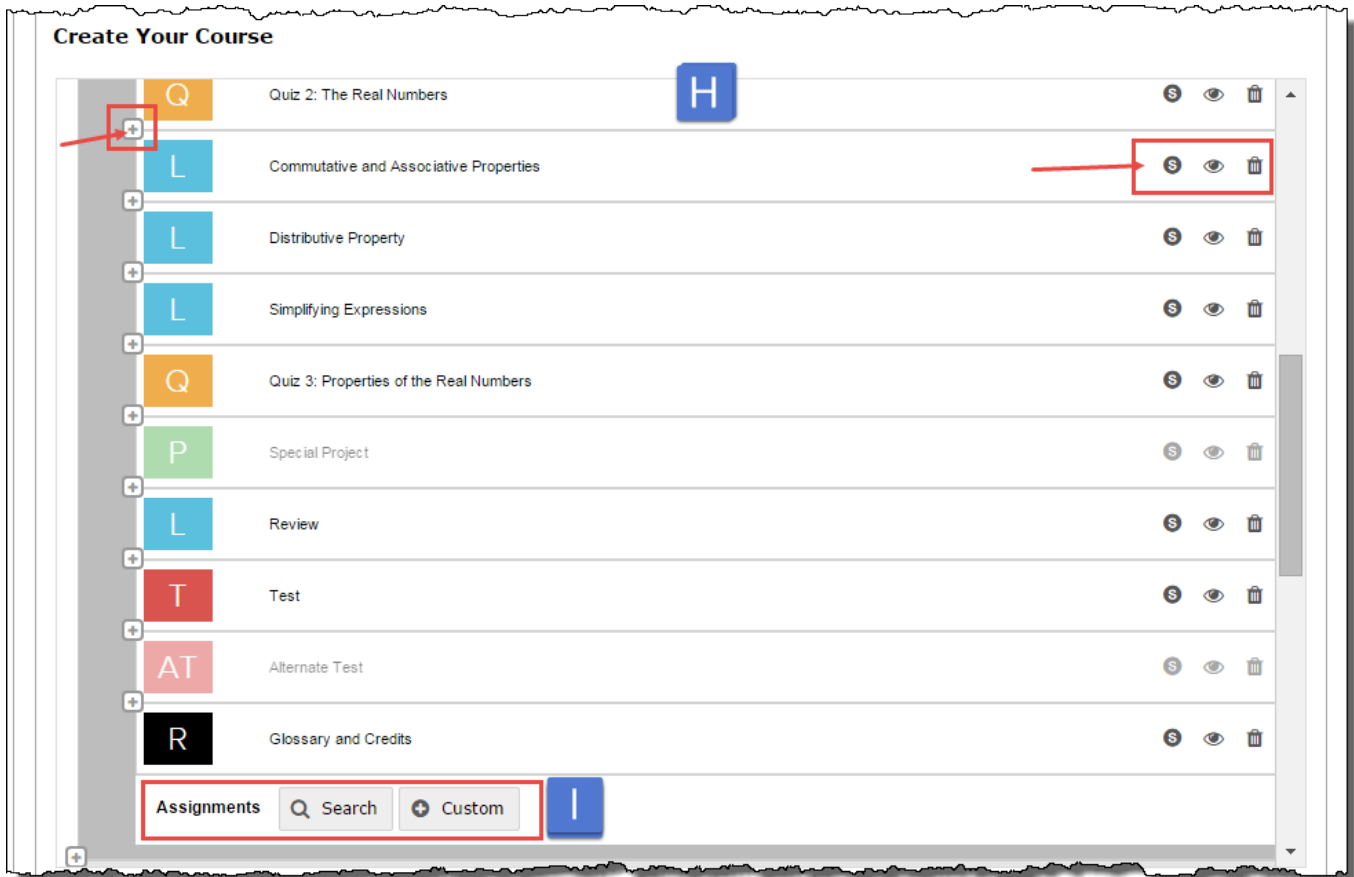| Note	If you do remove a unit from the course, when you validate the course, you may need to make some changes to the course so that it passes validation. See "Course Validation Informational and Error Messages" on page 35.

4. To expand the unit and display all of the assignments (lessons, projects, quizzes, tests), click the **expand** (▶) tool next to the name of the unit.

   For each assignment (item H below), you see assignment tools:

   - The **plus square** (⊞) tool, which when clicked, exposes an **Assignments** toolbar containing the **Search** and **Custom** buttons (see item I).

- The **Skip by default** (⑤), **Preview** (👁) and **Remove** (🗑) tools.

A scroll bar lets you view all assignments in the unit. At the bottom of the assignments is another **Assignments** toolbar which contains the **Search** and **Custom** buttons. .

Create Your Course

Q	Quiz 2: The Real Numbers	H	⑤ 👁 🗑	
L	Commutative and Associative Properties		⑤ 👁 🗑	
L	Distributive Property		⑤ 👁 🗑	
L	Simplifying Expressions		⑤ 👁 🗑	
Q	Quiz 3: Properties of the Real Numbers		⑤ 👁 🗑	
P	Special Project		⑤ 👁 🗑	
L	Review		⑤ 👁 🗑	
T	Test		⑤ 👁 🗑	
AT	Alternate Test		⑤ 👁 🗑	
R	Glossary and Credits		⑤ 👁 🗑	

Assignments 🔍 **Search** ⊕ **Custom**   I

Note	If you are editing a course with Flex-enabled assessments, the **Assignments** toolbar also contains an **Assessments** button so that you can easily add a custom flex assessment to the unit.

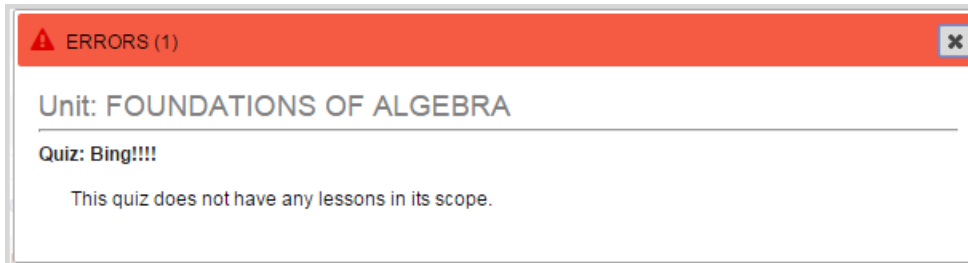5. If desired, use the assignment tools:

- To automatically skip the assignment so that it does not get assigned to students, click the **Skip by default** (⑤) tool. Skipping an assignment makes the other assignment tools, **Preview** and **Remove**, inactive. To cancel the assignment skip, click the **Skip by default** (⑤) tool again.
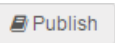
Tip	If you originally copied a standard course to create your custom course, typically Alternate Test assignments are skipped by default. It is a good idea to leave those skipped if you plan to enroll the course in CRx mode

- To preview the assignment's contents, including any questions and answers, click the **Preview** (👁) tool. The assignment opens in Preview mode. For more information, see "Preview instructional material in courses" on page 8.

- To remove the assignment from the unit, click the **Remove** (🗑) tool.

6. If you want to further customize the course, such as searching for content to add new units and assignments, do the following steps. If you do not plan to make any more modifications to the draft course, skip to step 7 to validate the course and publish it.

a. To search for and add a unit and assignments to the course, click the **Search** button.

b. Use the Custom Course **Search** features and tools to search the content types (Curriculum, Custom, Topic, and Standards) for units and assignments for the course. You can search by navigating through content levels or by entering a keyword to flag items and select content. See "Custom Course Search Features and Tools" on page 13.

7. To validate the course structure and contents, click the **Validate** (✔) tool.

- If any error (⚠) or informational (ℹ) indicators appear, click the indicator to see the message. See "Course Validation Informational and Error Messages" on page 35.

> ⚠ **ERRORS (1)**　　　　　　　　　　　　　　　　　　　　　❌
>
> Unit: FOUNDATIONS OF ALGEBRA
> _____
> Quiz: Bing!!!!
>
>   This quiz does not have any lessons in its scope.

- Validate the course again until you get the "Course successfully validated" message. You cannot publish a course with errors.

8. When finished, if you want to publish the course, click the **Publish** (📄 Publish) button and confirm you want to publish the draft version.

Note	If you do not publish the custom course, it is saved as a Draft Version, is not searchable in any course search feature and is not available for student enrollments.

> ▼ **Draft Version**
>
>   Revision: 4
>
>   [CRx-able]
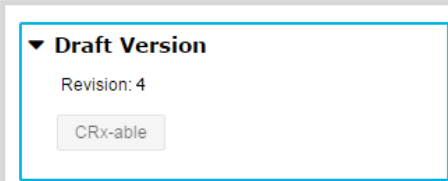
9. If you published your course and now want to make it available for student enrollments, in the **Published Version** box, click the **Enrollable** button. The button changes color to indicate the change in course status. If desired, you can click the **Enrollable** button again to make the course not available for student enrollments.

> ▼ **Published Version**　　　　　　　　　06/21/2017
>
>   Revision: 4
>
>   *CRx Disabled*　　　　　　　　　　[Enrollable]
>
> ▼ **Published Version**　　　　　　　　　06/21/2017
>
>   Revision: 4
>
>   *CRx Disabled*　　　　　　　　　　[Enrollable]

10. You are finished editing your published, custom course. To exit the **Custom Course** tab, click the **Courses** tab, or on the main nav bar, click a tab to navigate to another page of the application.

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.

Note	When using the **Search** feature, for Flex by default courses, no instructional material is available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope.

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,

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.
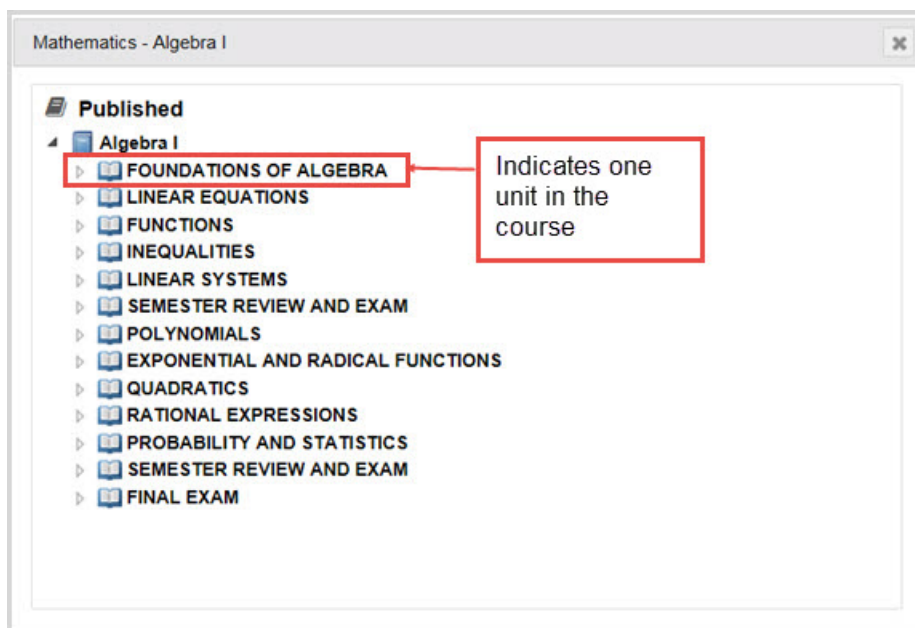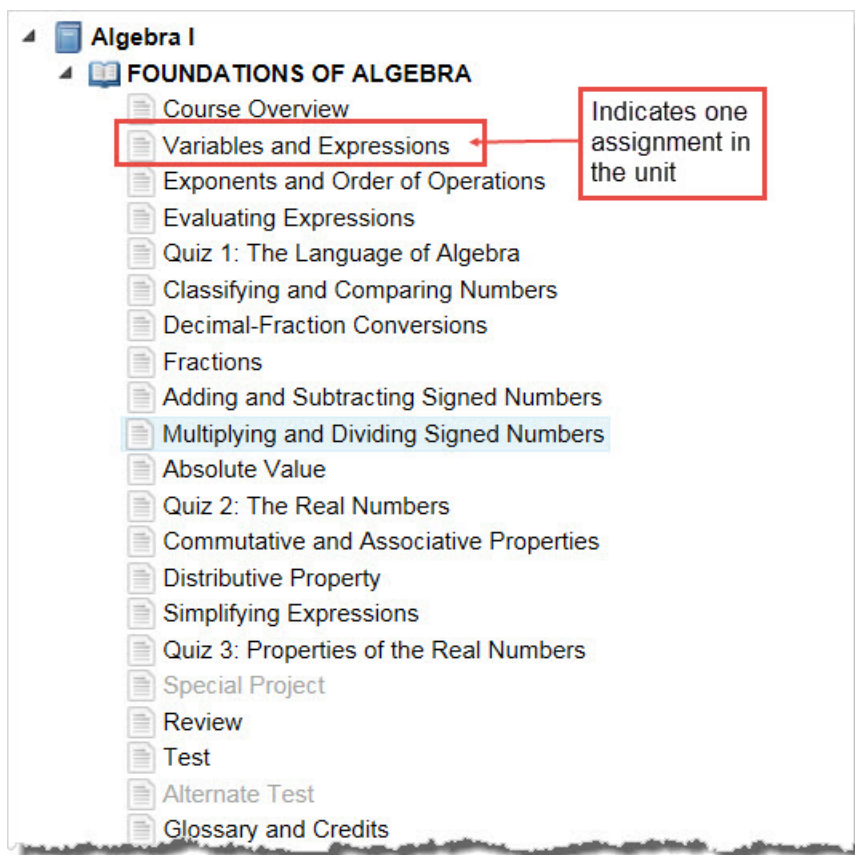
If previewing a custom course with both Published and Draft versions, you see the course structure for both versions as shown in this example.
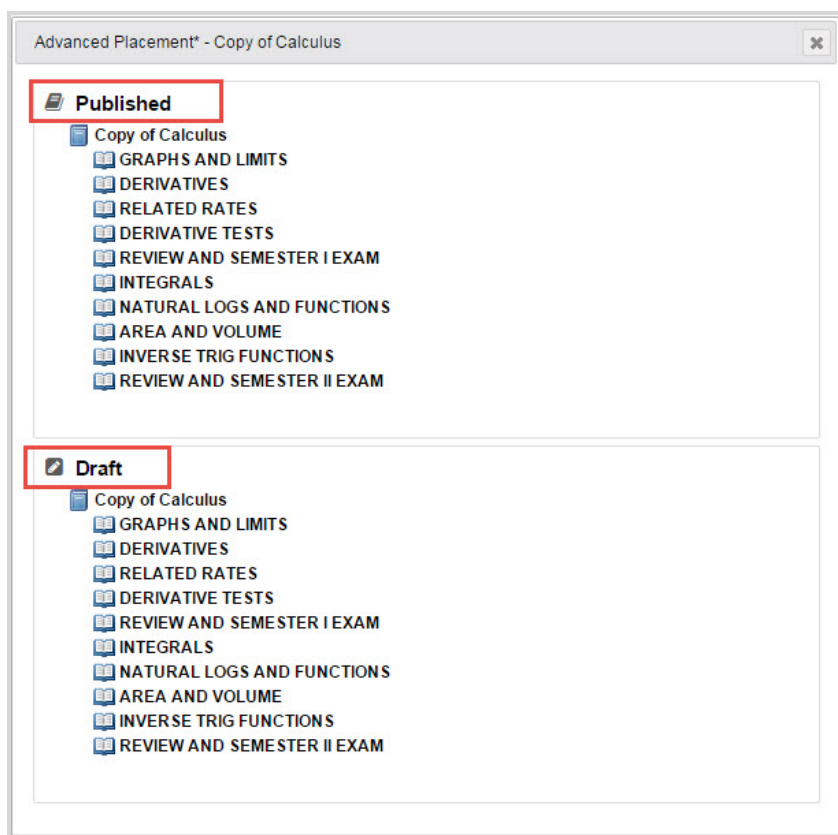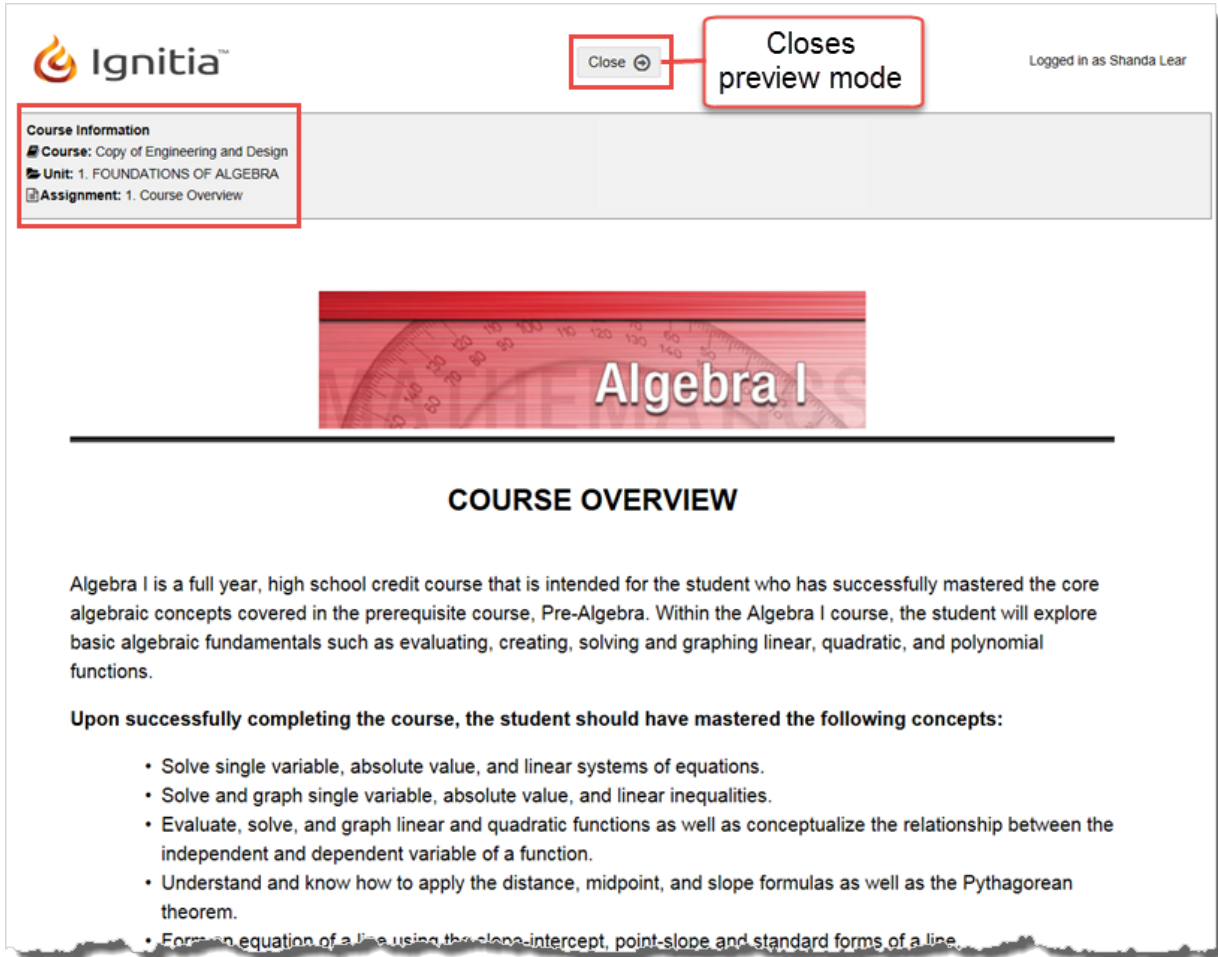

4. To expand a unit to show the assignments, click the right-facing arrow.

    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**.

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Custom Course Search Features and Tools

You use the **Custom Course Search** features and tools to search the standard Curriculum, your Custom courses and assignments, Ignitia Topics, and, if enabled for your school, Standards documents for content to include in your custom courses. When creating or editing a custom course, you can search for content by:

- Navigating through "levels" of a selected content type. For example, Ignitia standard Curriculum content is organized in levels of Subject > Course > Units > Assignments.

- Entering a keyword and applying filters to narrow your search results for a selected content type. For example, you want to search for all Ignitia Curriculum for lessons that include the word "fractions".

Tip	Building a custom course can take some time out of your busy schedule. Suppose you have a few minutes and just want to search and flag some content that you can use later. No problem. The .**Search** button on the **Courses** tab lets you easily search and flag content and save your search path (breadcrumbs) without having to build the course. Later, when you have the time to build your custom course, the flagged content and saved search paths are waiting for you.

## Content types available to search

Several content types are available to search for materials for your custom course. Content types available in Ignitia are: **Curriculum**, **Custom**, **Topic**, and **Standards**.

Note	The examples shown are used to demonstrate search features so the content types (courses, units, assignments, topics, or standards) shown in the following examples may not be typical for your school. For example, if you do not have **Standards Documents** enabled and selected for your school, the **Standards** tab is not available.

- **Curriculum** content is the standard Ignitia courses. You can only search the curriculum you are entitled to see.
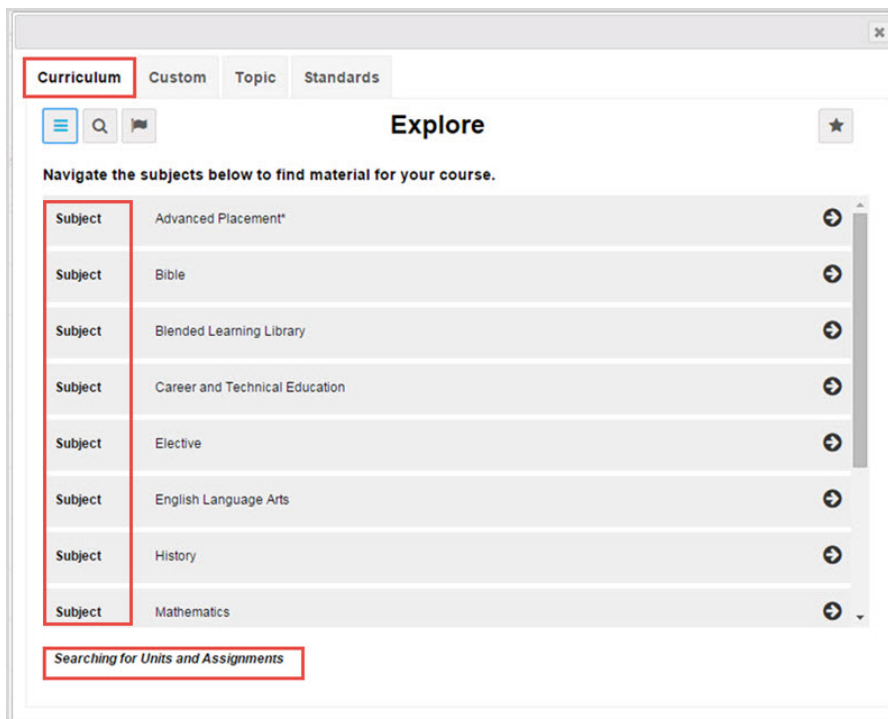
- **Custom** content contains any custom courses and assignments created by admins and teachers at your school. After you drill into the courses or assignments by clicking the **navigate right** (➡) tool, you see the name of the author for the custom course or assignment so that you can find the correct content faster. If your school has not created any custom courses or assignments, no content will appear.
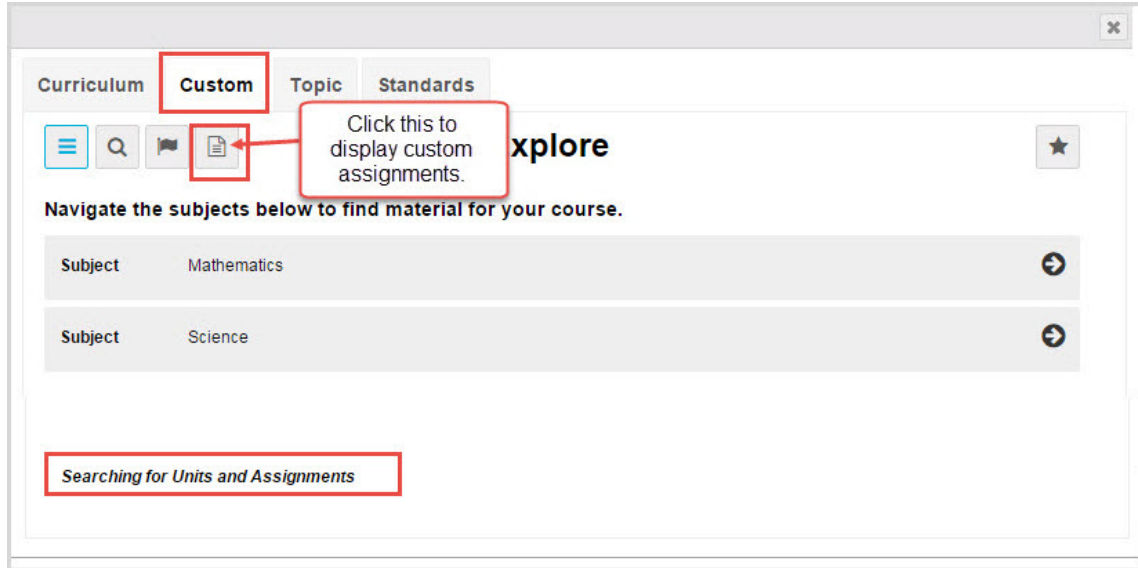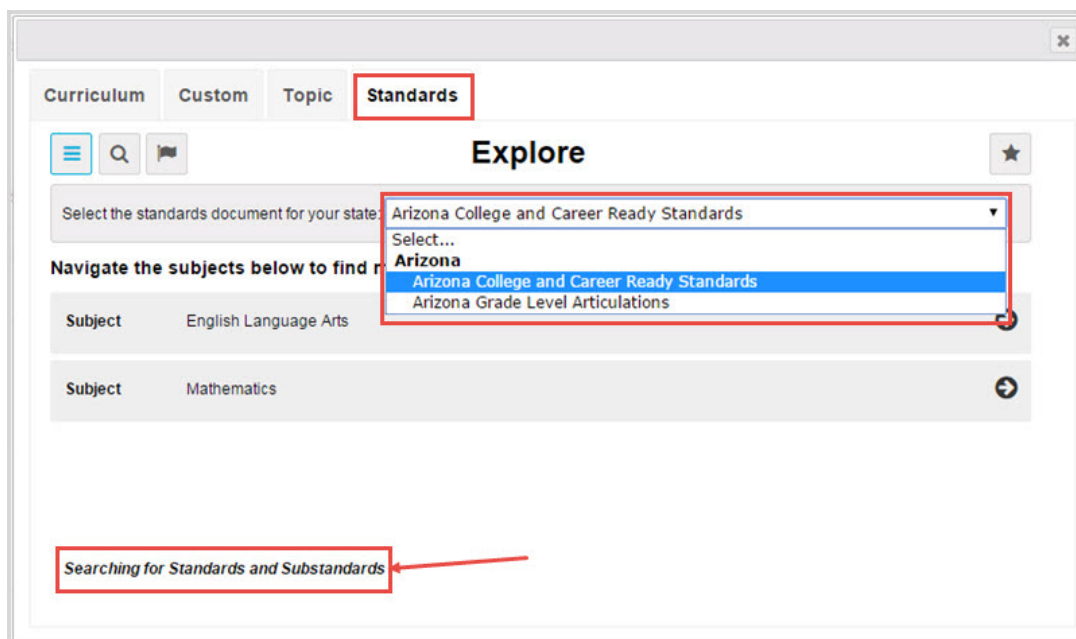

Tip	To see and access custom assignments created by your school, click the **Custom** tab and then click the **Assignments** (📄) tool.

- **Topic** content contains discipline-specific *lessons and projects* from the standard curriculum. Topic content is organized by discipline subject. You can search for topics and subtopics for your custom course.
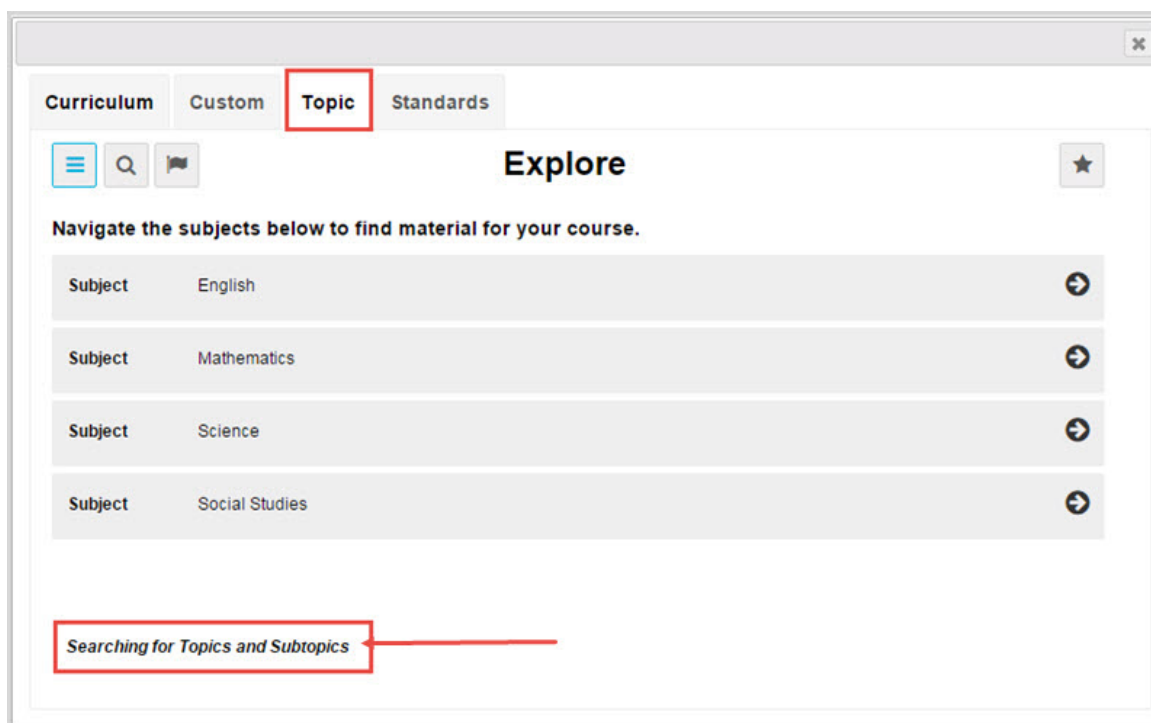
- **Standards** content contains state-specific standards and other recognized academic documents that establish what students need to learn by the end of each grade. Ignitia categorizes the standards by state and provider organization. *Standards mapping* is a relationship between the Ignitia curriculum (assignments specifically) and the various standards published by state standards bodies. You can search for standards and substandards for your custom course.

Note   **Standards Documents** must be enabled for your school by an Admin for you to see the **Standards** content tab.
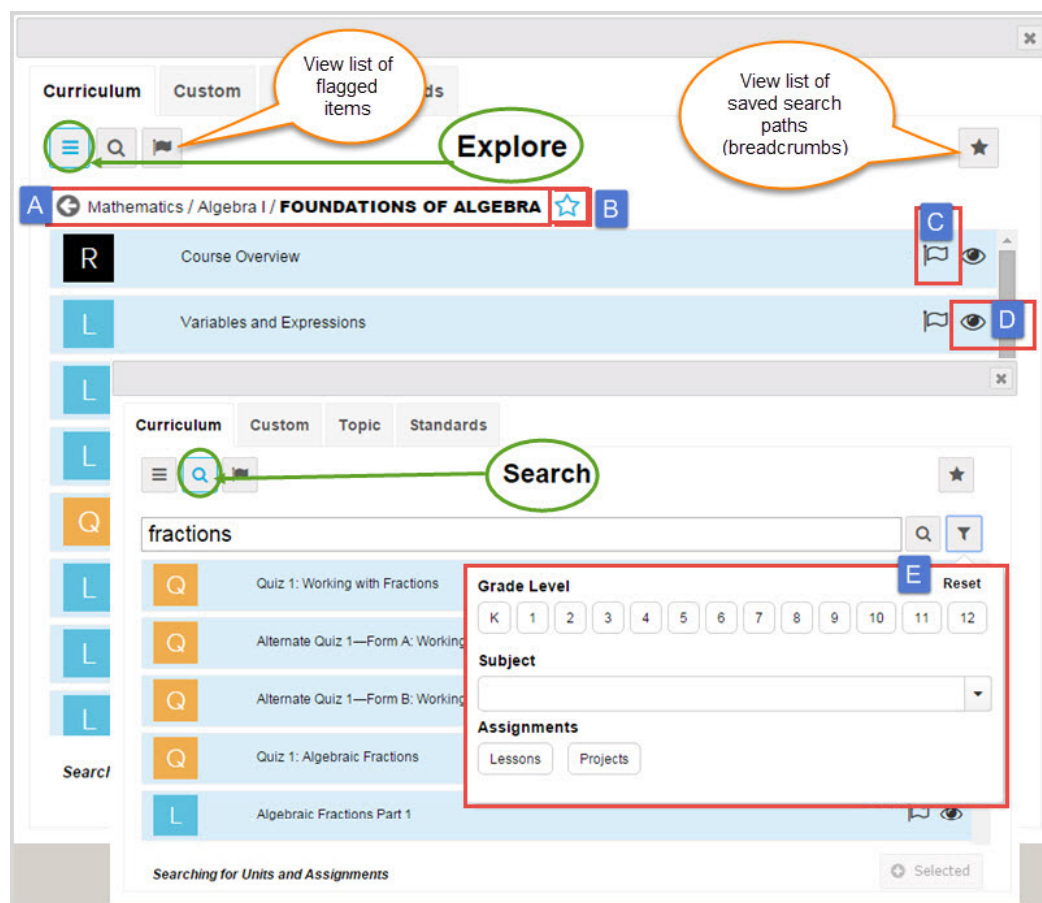
Search modes and tools

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 facing 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 keyword" on page 23.

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 22.
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 27.
D	Preview	Preview assignment content to see if it is relevant for your custom course. See "Preview instructional material in assignments" on page 26.
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 24.

Navigate (explore) through content levels and save your search paths
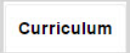
By default, when Search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab and the

Navigate ( ) tool is active as shown in the example below.
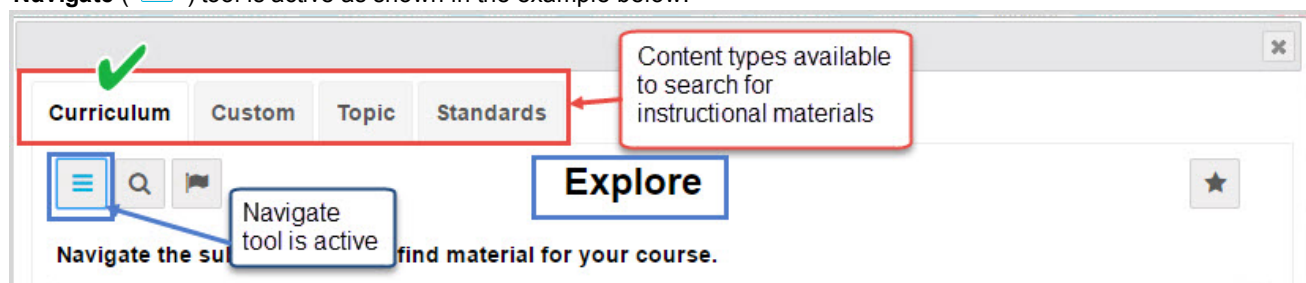
You use the **Navigate** tool to explore through a selected content type by "levels". As you navigate down through the levels, you create a visible search path or "breadcrumbs". You can save your search paths to access them later to assist you in quickly creating custom courses. The options available 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 ( ) 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. Then, based on the standards for the document, the first level is Subject, then Course, then Standard, to various levels of Substandards, and then to lessons and projects which have mapped standards.

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.
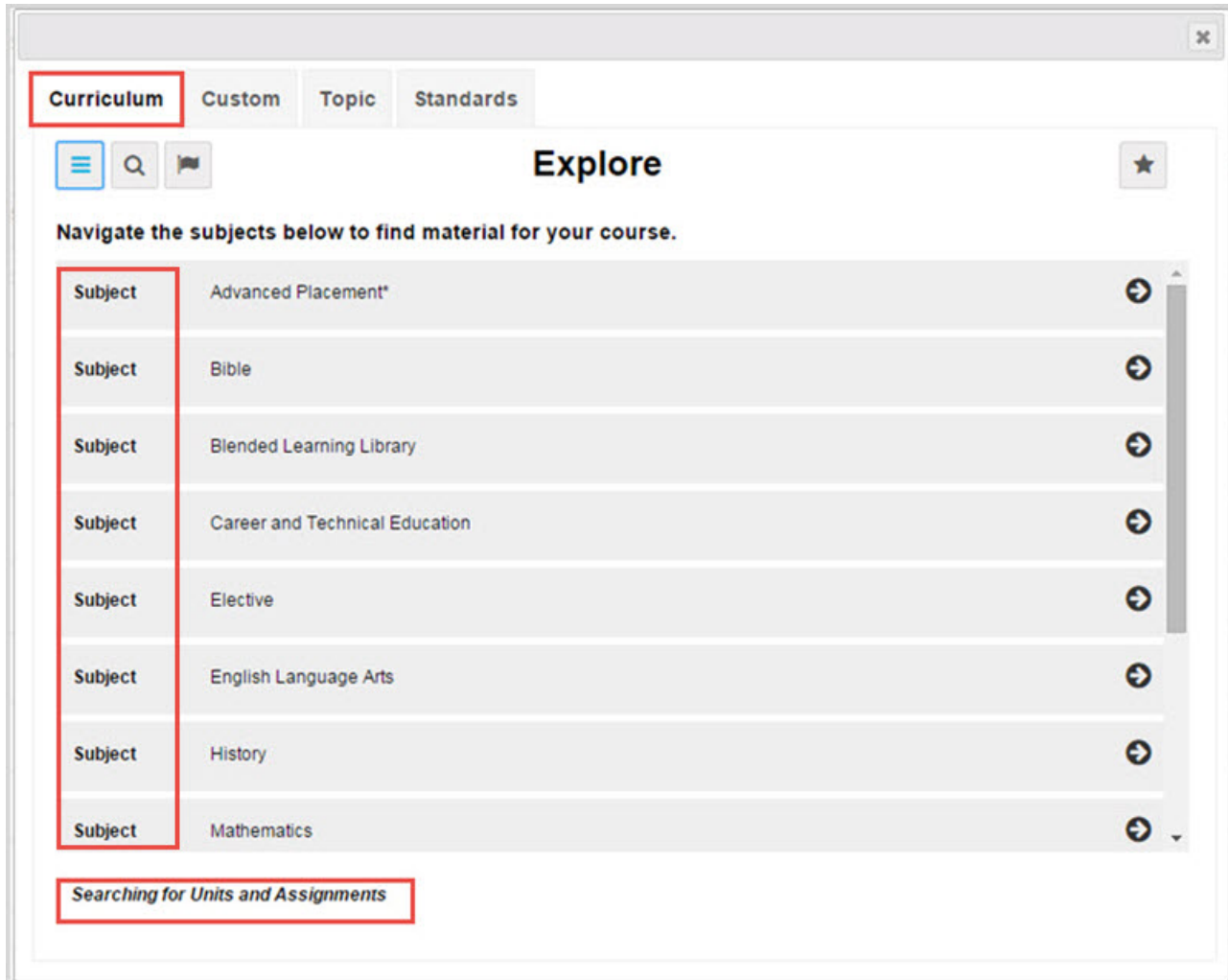
2. Click the **navigate right** (⊙) tool located at the end of the item's properties bar to move down to the next level of the selected content.
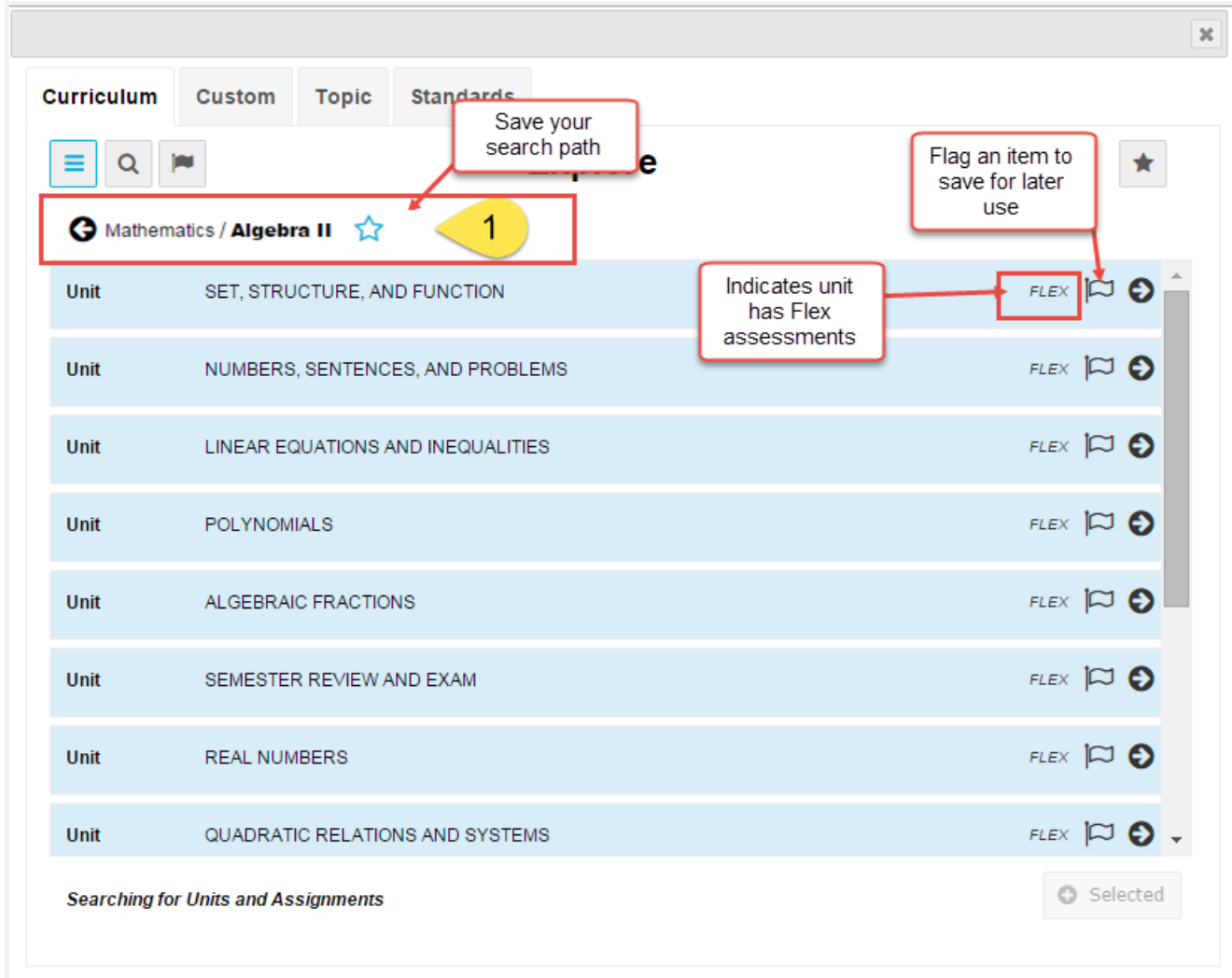
   The example below shows the next level of **Course** for a **Curriculum** search. If the course is Flex-enabled (has Flex Assessments), a *FLEX* indicator appears.
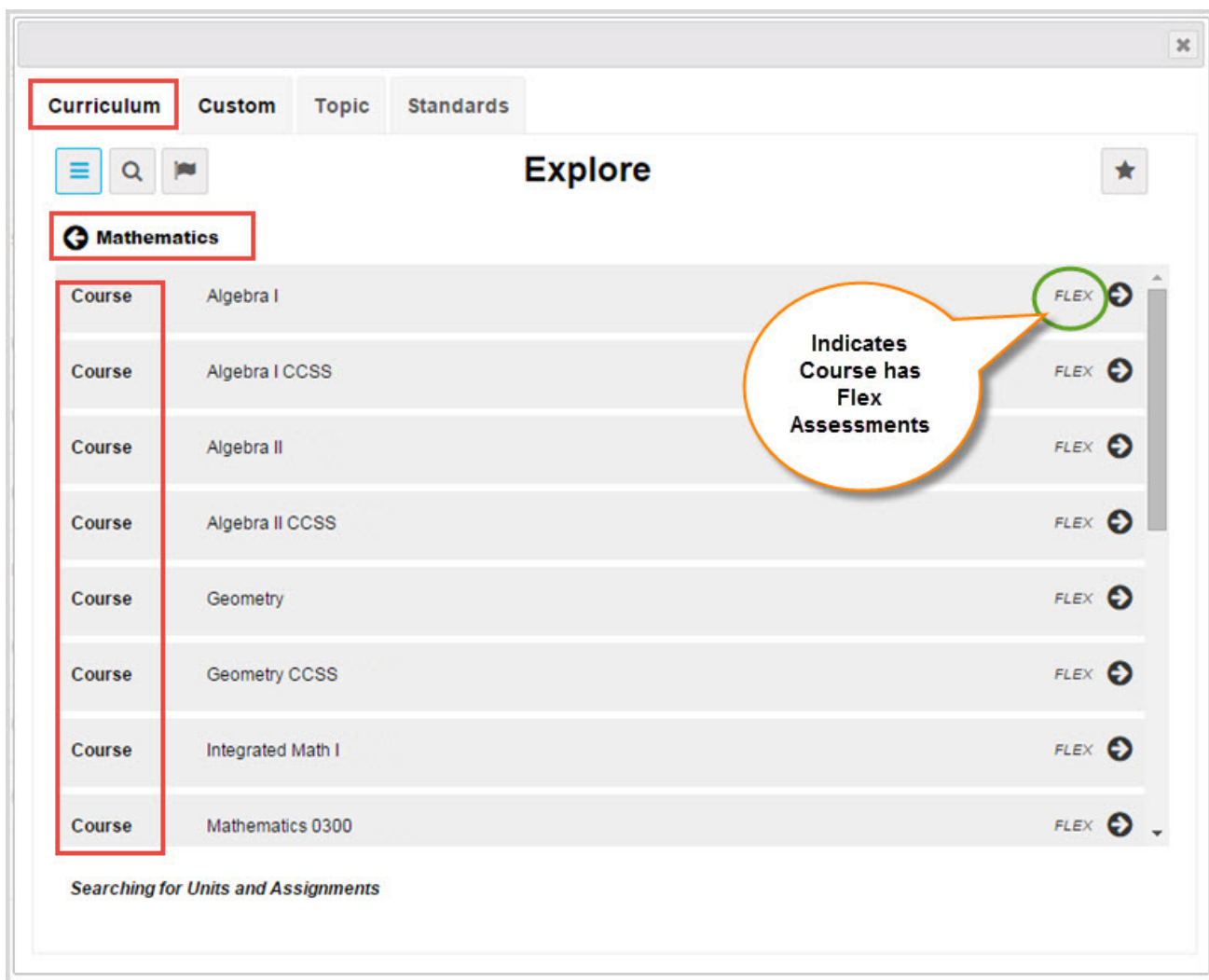
3. Click the **navigate right** (⮕) tool located at the end of the item's properties bar to move down to the next level of the selected content.

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 22.

   - 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 27.

5.   Continue clicking the **navigate right** (➡) tool.

   The example below shows the lowest level of **Assignments** for a **Curriculum** search.
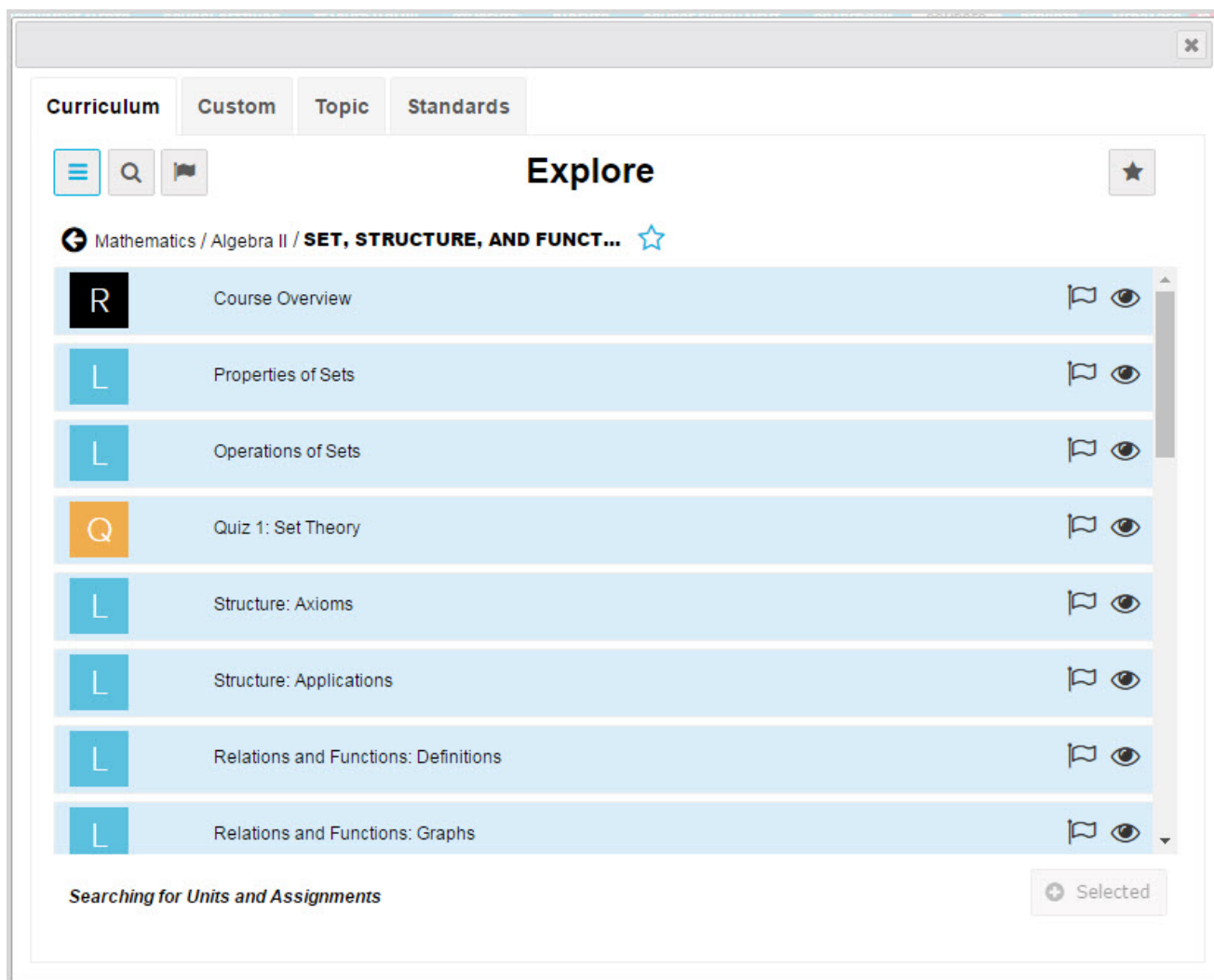
6. At this level, several options are available:

    • Select one or more content items. If you accessed search while building a custom course, items that can be selected now have a light blue background color. See "Navigate (explore) through content levels and save your search paths" on page 17.

    • 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 26.

    • 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 27.

    • 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.

    • To see the full text of the search path, hover the cursor over the path.

7. To move back a level, click the **navigate left** (↩) tool located at the beginning of the search path (#2).
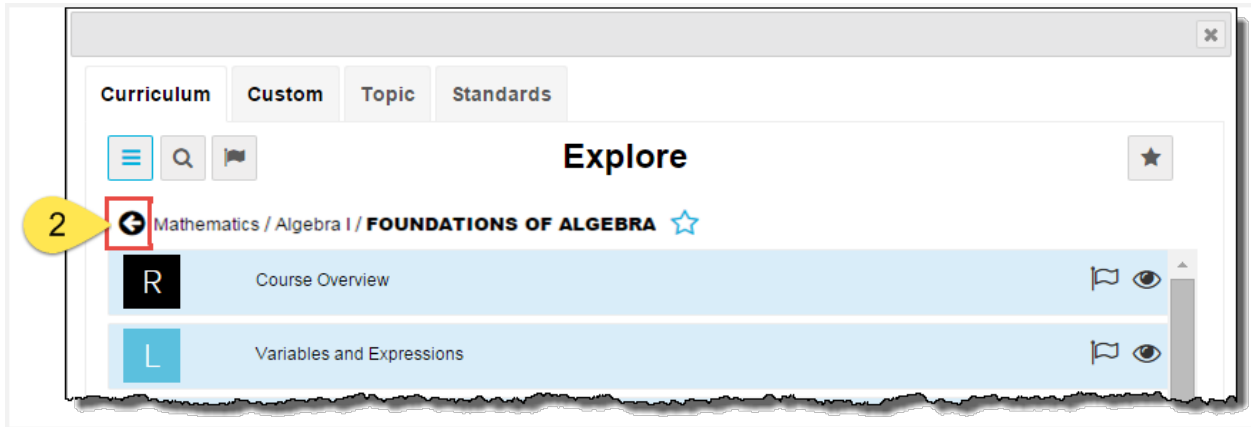
Save and access search paths (breadcrumbs)

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.
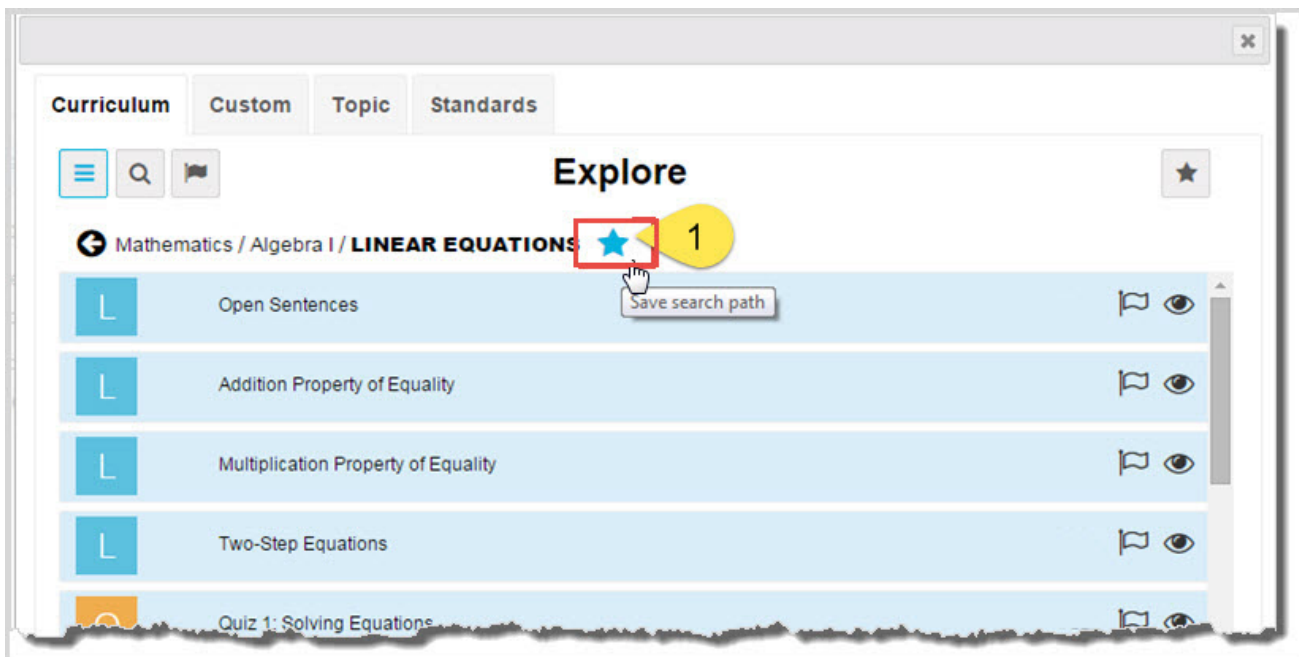
2. To access a saved search path, click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab.

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.
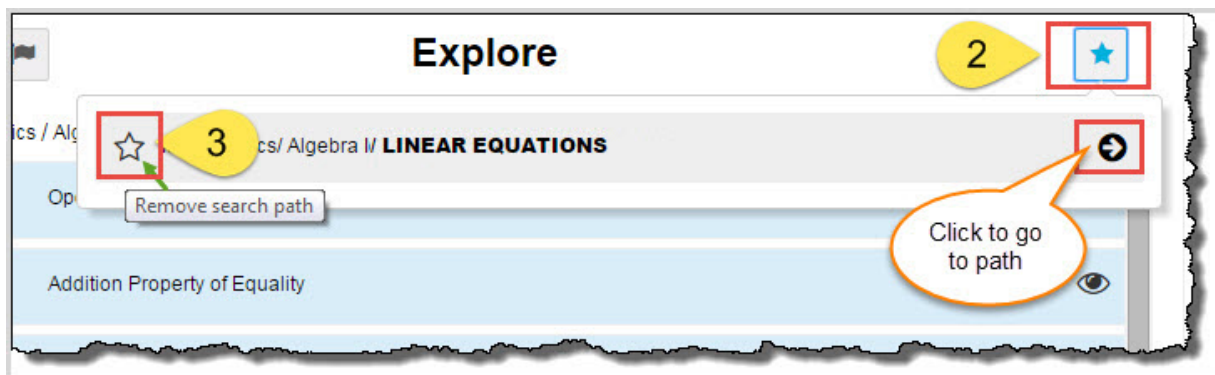
Search content by keyword

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.)
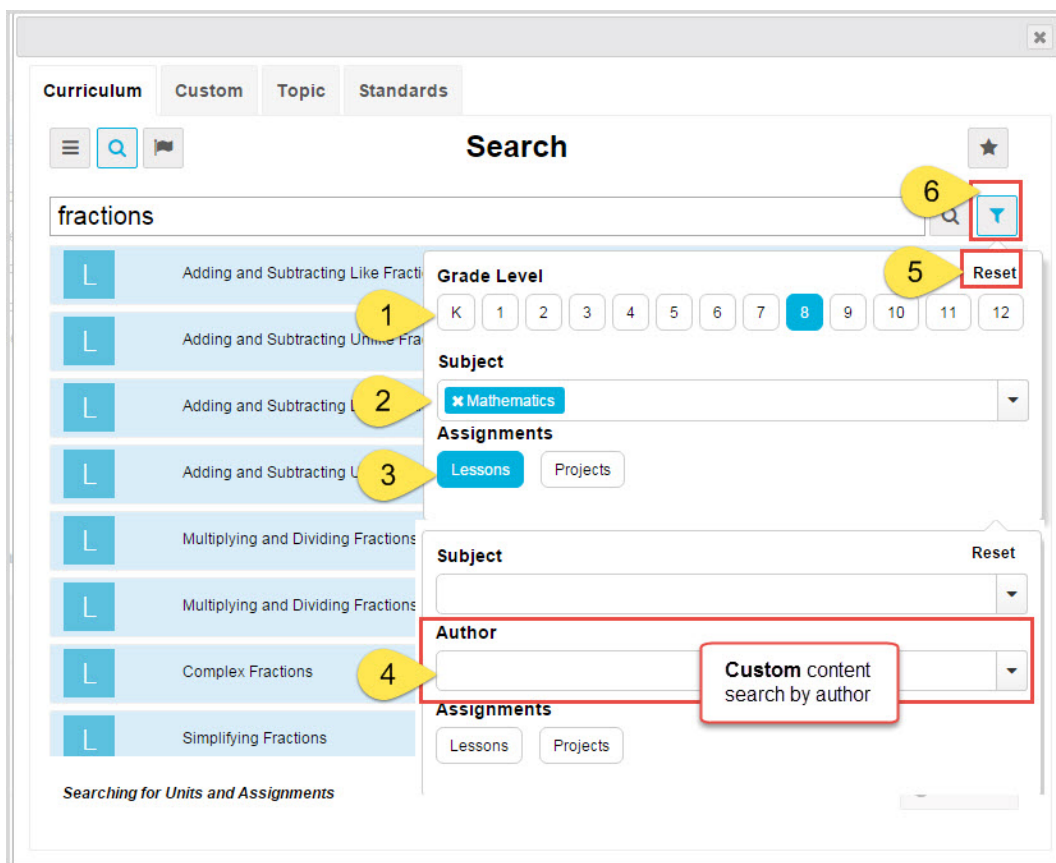
Currently, 50 items display in the results; however, if the results are large, a scrollbar lets you see all the items and a **Load More** button lets you load more results. If no search results can be found, a message appears so that you can change your search term or any filters.

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.

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 keyword

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".
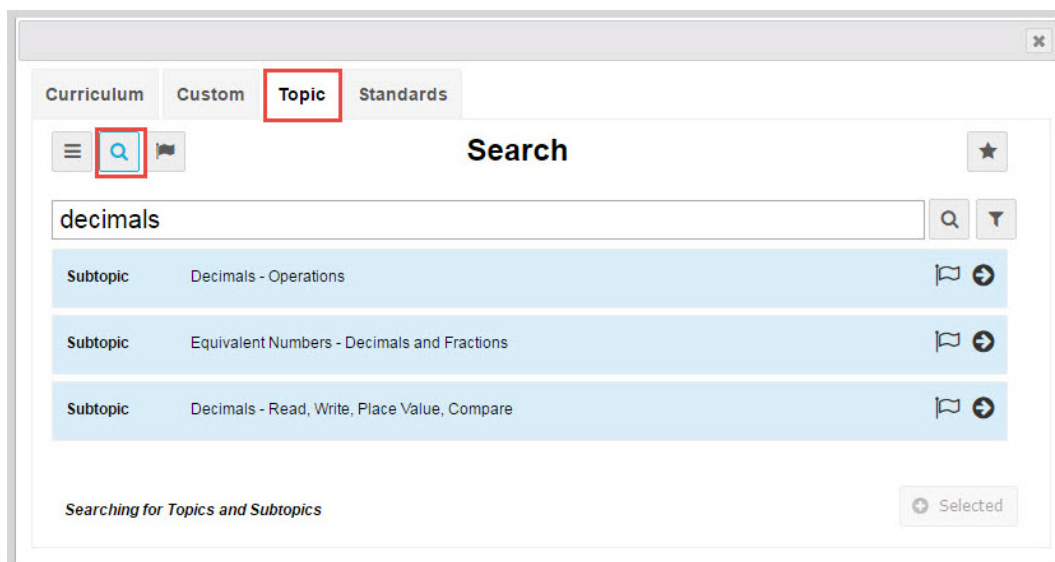
5. If desired, to narrow the search results, click the **Filter** ( ) tool and select one or more filtering options. See "Keyword search advanced filtering options" on page 24.

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" on the facing page.

   - If available, click the **navigate right** ( ) tool located at the end of the item's properties bar to move down to the next level.

   - If building a custom course and items have a light blue background color, select the items you want to include in your custom course. See "Select content to build your custom courses" on page 29.

   - 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 18.

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.
- Tests - Preview questions and see the answers.

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 Flex by default courses, no instructional material is 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. |

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**.

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 (⚑).
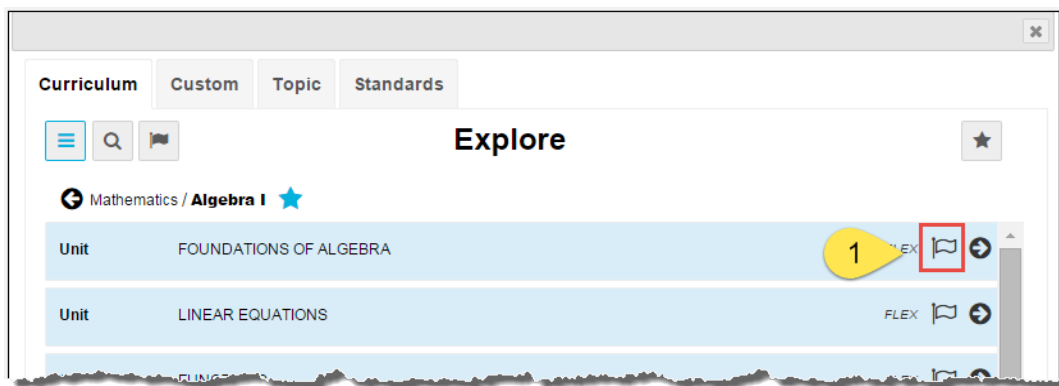
2. To view the list of flagged items, select a click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab. Then, click the **View Flagged List** tool (#2) located next to the **Search** tool.
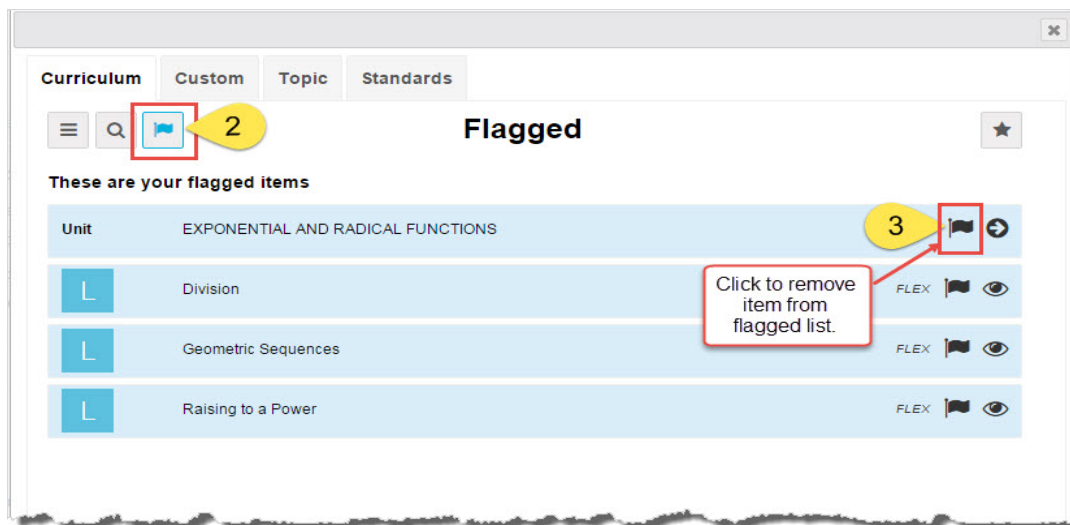
- To remove a flagged item from the list, click the **Flag** (⚑) tool (#3) in the item's properties bar.

3. If you are creating a custom course and want to select items, highlight items in the flagged list, and then click the **Selected** button.
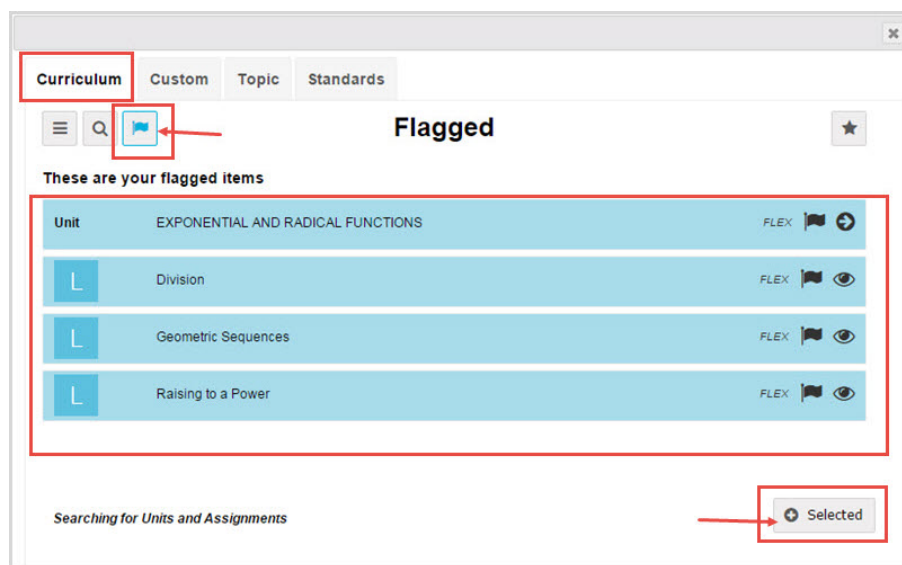
- If you selected assignments, a new unit is created to hold those assignments, and any selected units are added to your custom course. For more information, see "Select content to build your custom courses" below.

Select content to build your custom courses

When you search for units and assignments to build your custom courses, several features and tools are available to help you select the instructional materials you are looking for. How you search, whether by navigating through content levels or by entering a keyword, determines the type of content you can select.

- When searching by navigating through content levels, you can select one or more units OR one or more assignments at the same time.
- When searching by keyword, you can select units AND assignments at the same time.

| Tip | If you have both units and assignments saved to a flagged list, you can select both units and assignments at the same time to include in your custom course. |

Visual indicator showing search content

A visual indicator at the bottom of the page lets you know the content items you are searching for to build your custom course.

- If the indicator displays *Searching for Units and Assignments*, this means you are searching **Curriculum** or **Custom** content. In the example below, notice the **Selected** button (#1) is inactive until you reach the level where you can begin selecting units, assignments or both depending on what level in your custom course structure you started the search.
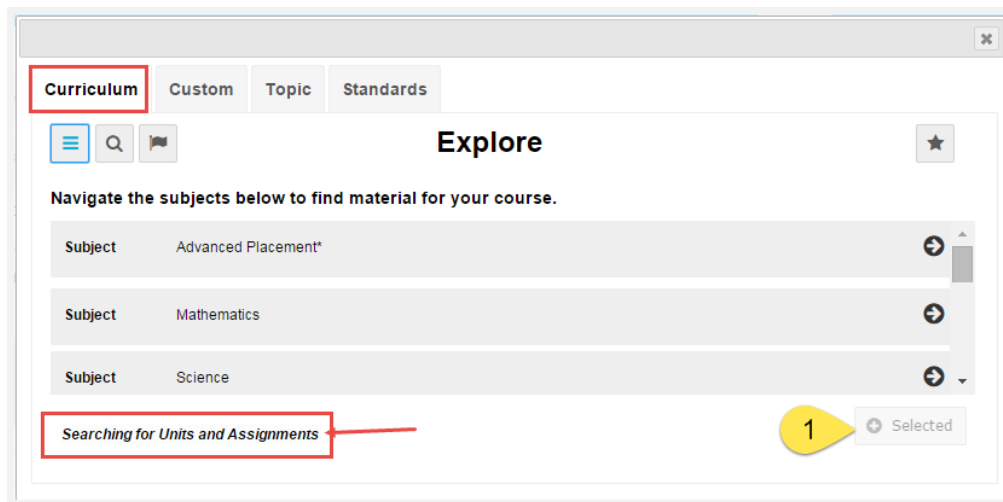
- If the indicator displays *Searching for Topics and Subtopics*, this means you are searching **Topic** content. Think of the Topics level as units and Subtopics as a section within a unit. The final level of content is Lessons and Project as your assignments. In the example below, notice the **Selected** button (#2) is inactive until you reach the level where you can begin selecting content.
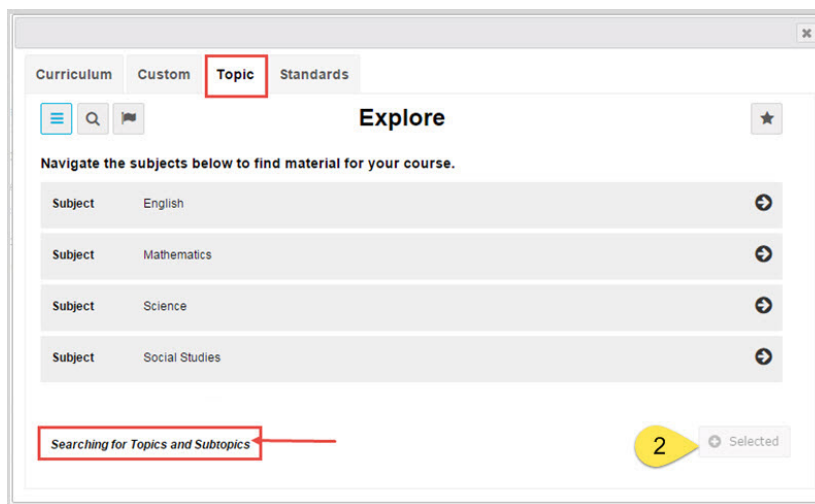

- If the indicator displays *Searching for Standards and Substandards*, this means you are searching a selected standards document for **Standards** content. In the example below, notice the **Selected** button (#3) is inactive until you reach the level where you can begin selecting content.
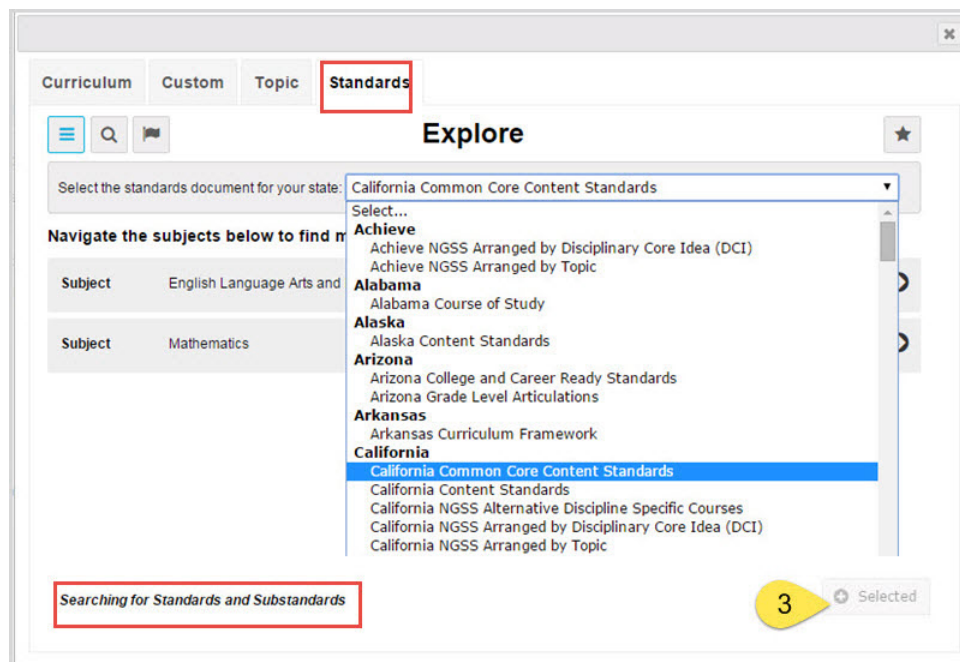
## Visual color shading of available items to select for course content

When items (units, assignments, topics, subtopics, standards, substandards) are available to be selected for course content, the item color shading changes to a light blue as shown in the example below.
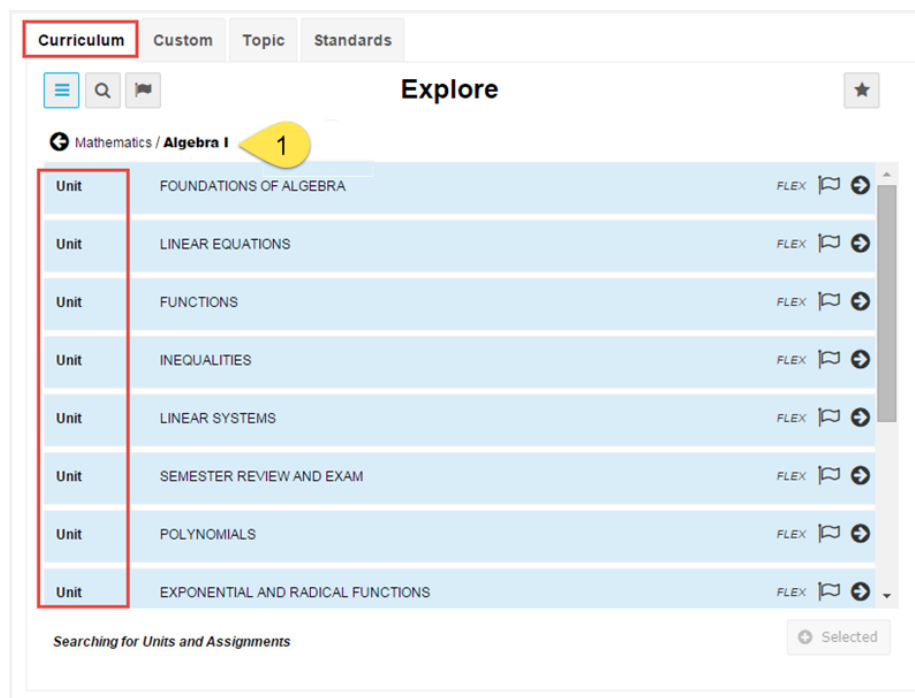
When you select an item (or multiple items), the color shading changes to a darker blue and the **Selected** (![Selected]) button (#4) is now active as shown in the example below.
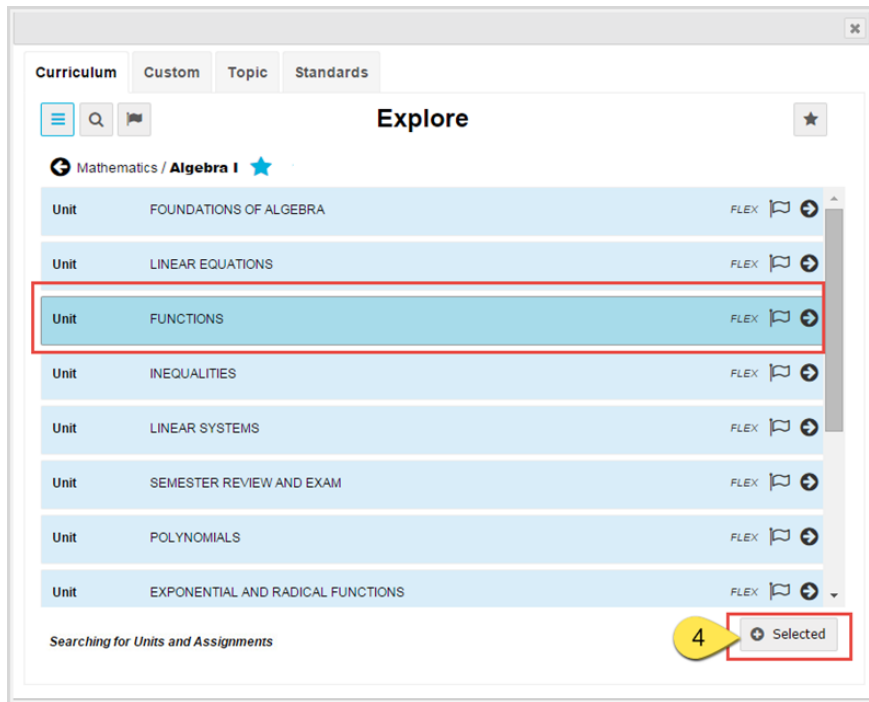
The example below shows both a unit and assignments selected. Ignitia automatically creates a unit to hold the selected assignments. The selected unit is dropped into the course structure along with all its associated assignments.
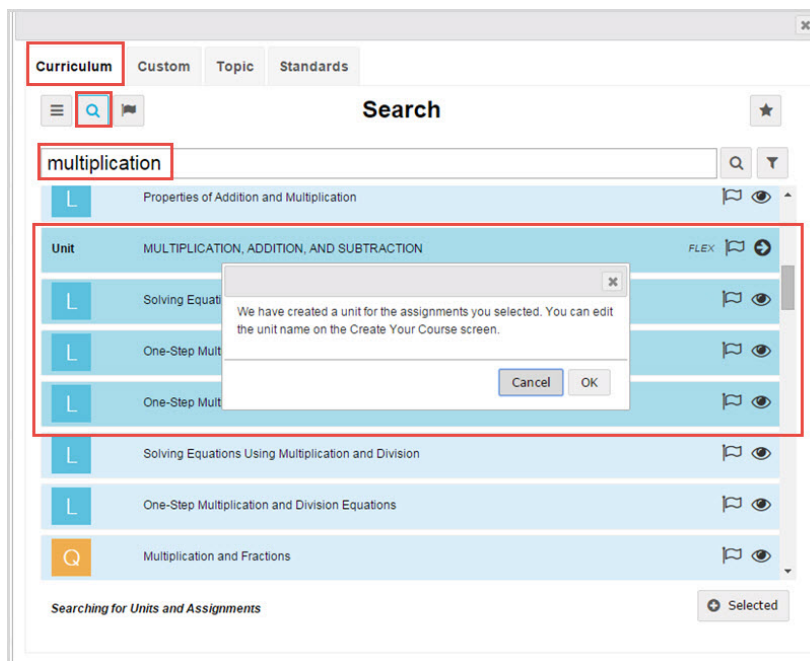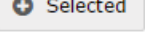
Select content to include in courses

1. To open search, under **Create Your Course**, click the **Search** button.

2. Select a tab (**Curriculum**, **Custom**, **Topic**, or **Standards**) containing the content to search. If you selected **Standards**, choose a document.

3. Do one or both of the following:

   - Use the **Navigate** ( ) tool to search content. See "Navigate (explore) through content levels and save your search paths" on page 17.

   - Click the **Search** ( ) tool and enter a keyword to search content. See "Search content by keyword" on page 23.

4. To select an available item, click it. The item's color changes to a darker shade of blue. Select multiple items by clicking each one.

| Tip	To un-select an item, click it. The item's color changes back to the lighter shade of blue.

5. To add the selected item(s) to your course, click the **Selected** ( ) button.

6. Depending on the type of item selected, the following happens:

   - If you selected one or more assignments (while between units in your course structure), a message appears stating that a unit was created to hold the assignments. Click **OK**.
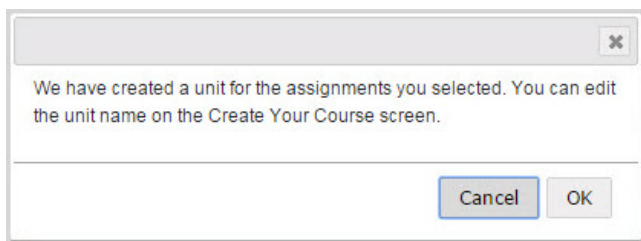

   Search closes and you are back in your course structure with the **New Unit** containing the assignments you selected. To change the title of the unit, click the **Edit** tool.

- If you selected a **Substandard**, the item is added as a Unit and all of mapped assignments (lessons and projects) are also automatically added under the new unit. The Unit is added to your course structure with the Title showing the substandard's authority code numbering. You can click the **Edit** tool to change the title to something more meaningful for you. This example shows a substandard added as a unit.
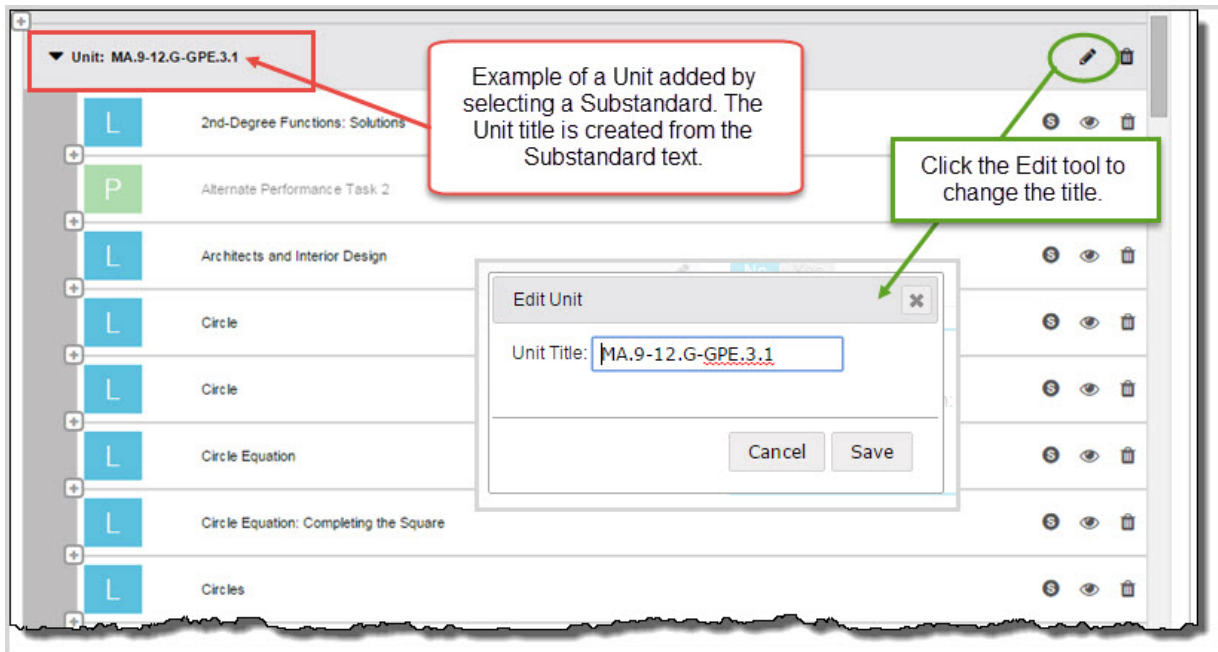
- If you selected a unit and assignments at the same time, the unit is placed in your course structure and a new unit is created below it to hold the assignments. You can change the title of the new unit.
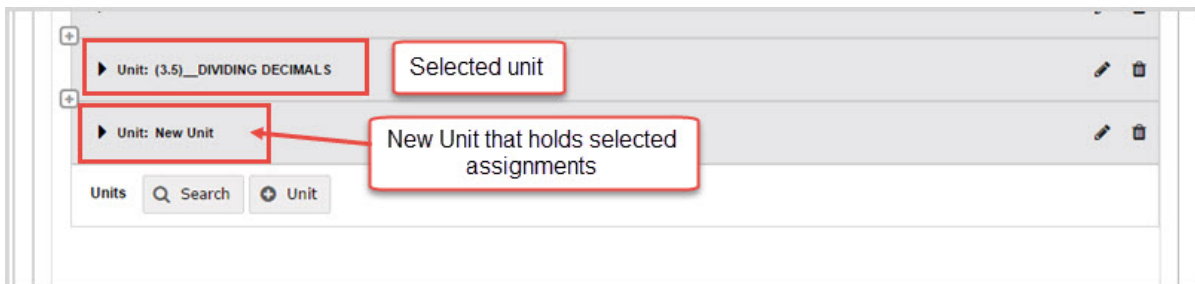
Exit Search

By default, when you select content to include in custom courses, search automatically closes and returns you to the course structure on the **Custom Course** tab. However, if you are just using search to flag items or save your search paths, you can exit the search page and any content you flagged and saved (starred) search paths are available for later use by you.

- To exit search, click the **Close [X]** on the page.

Course Validation Informational and Error Messages

Ignitia allows teachers, curriculum specialists, and other individuals, the ability to create and configure custom *learning paths* in the form of custom courses designed to meet the needs of their students. Two key factors involved with designing learning paths are:

- *Scope* - the concept (topics) to be covered in the learning path over a given period of time.
- *Sequence* - the order or structure of the topics in the learning path so that students can work towards specific learning goals.

The **Validate** (⊘) tool checks the contents of a custom course for scope and sequence, and then displays informational (

ⓘ) and error (⚠) messages detailing any issues found with the custom course. For example, during custom course validation for scope, the validation tool looks at course-level and unit-level as well as the cumulative factor. An assessment is either cumulative to its unit or to the entire course. Those combinations of scope that are not valid will cause validation errors. You cannot publish a custom course if it has errors.

The following table explains the informational and error messages and provides solutions.

Message	Type (I/E)	Explanation	Solution
This quiz or test has no questions for these lesson(s): **Lesson title (X)** **Lesson title (X)**	ⓘ	One or more lessons included in a course sequence do not have questions which should be covered by a quiz or test. For example, you have a lesson from a non-Flex course in a sequence where there are three lessons and a quiz; and lesson 2 (the one from the non-Flex course) does not have any questions, then only questions from lesson 1 and lesson 3 are included on the quiz.	This is NOT an error; this message is just to let you know what will and will not be covered on the quiz and subsequent test.
This unit is missing lessons and/or tests from the original unit. All original lessons and tests are required for CRx mode.	⚠	In standard CRx mode, you cannot remove an assignment from the original unit; however, you can add assignments.	Add the lessons and/or tests from the original unit.
This unit does not have an alt test, which is required for use as the pre-test in CRx mode.	⚠	In CRx mode, each unit must have both a standard and alternate (alt) test. The alternate test is used as the pre-test at the beginning of the unit.	Add an alternate test to the unit.
This custom course must have at least one unit.	⚠	There is not a unit in the custom course.	Add a unit to the course.
This unit is required to have at least one assignment.	⚠	All courses (including custom courses) must have at least one assignment (lesson, project, quiz, or test).	Add an assignment to the course.
This test does not have any lessons in its scope.	⚠	A Flex Assessments test must have lessons that precede it in the unit (for a Unit level test) or in previous units (for a Semester or Final test). Those lessons are the "in-scope" lessons for this test and contribute the questions for the test. This message generally means the unit or course doesn't have any lessons yet.	Add assignments with flex correlations to the unit.

Message	Type (I/E)	Explanation	Solution
This quiz does not have any lessons in its scope.	⚠	A Flex Assessments quiz must have lessons that precede it in the unit. These are the "in-scope" lessons for this quiz and contribute the questions for the quiz.	Add lessons to the unit.
This unit is only allowed to have a single-standard test.	⚠	A Flex Assessments unit can only contain one standard test. (It can also contain one alternate test.) The reason for this is the questions can only be used once per test per unit. If multiple tests were permitted, each test would need to reuse the same questions.	Remove one of the standard tests from the unit.
The test must follow all lessons and quizzes in the unit.	⚠	Because the Flex test covers all lessons in the unit, it must be the last assignment in the unit.	In the Course Structure section, drag the test so that it follows the lessons and quizzes in the unit.
This test must be in the last unit in the course.	⚠	Because the test is a Final Test, it covers material from all units in the course, so it is required it be the last assignment in the last unit in the course.	In the Course Structure section, drag the final test so that it is the last assignment in the course.
This alt quiz or test must follow a standard quiz / test of the same scope.	⚠	The alternate test or quiz must come immediately after the standard quiz or test, so it covers the same lessons.	In the Course Structure section, drag the alternate test or quiz so that it follows the standard quiz or test.
This quiz or test must have the same scope.	⚠	The alternate quiz or test must have the same scope as the standard test. In other words, you can't have an alternate Semester test follow a standard Final test. This ensures the two tests cover the same material.	In the Course Structure section, delete the alternate Semester Test or drag it so that it comes before the standard Final test.
This quiz or test has no questions available from its in-scope lessons.	⚠	The bank of questions for this Flex Assessments quiz/ test is empty. For example, if all of the lessons in the unit came from non-Flex courses (which do not have question banks), there are no questions available for the quiz or test.	Add lessons from Flex courses that fit the scope of the custom course.
This unit does not have an alt test which is required for use as the pre-test in CRx mode.	⚠	If a Flex Assessments custom course is going to be CRx-able, *every unit* must have an Alt Test which can be used for the CRx pre-test.	Add an alternate test to the unit.
This unit does not have a standard test which is required for	⚠	Flex Assessments custom courses used in CRx mode must have a standard test which can be used as the CRx post-test.	Add a standard test to the unit.

Message	Type (I/E)	Explanation	Solution
use as the post-test in CRx mode.			

Index

selecting
    assignments
        new unit ……………………………… 33
    units and assignments ……………………31, 34
standards
    custom courses
        searching content ……………………… 15

U

units
    selecting ……………………………… 31

V

validating
    course content ……………………… 7

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