Ignitia®

v2.32

Custom Course Conversion Guide

Released 06/2017

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Helpful resources

Technical Support

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

Go to: http://www.aopschools.com/ignitia_support

Contents

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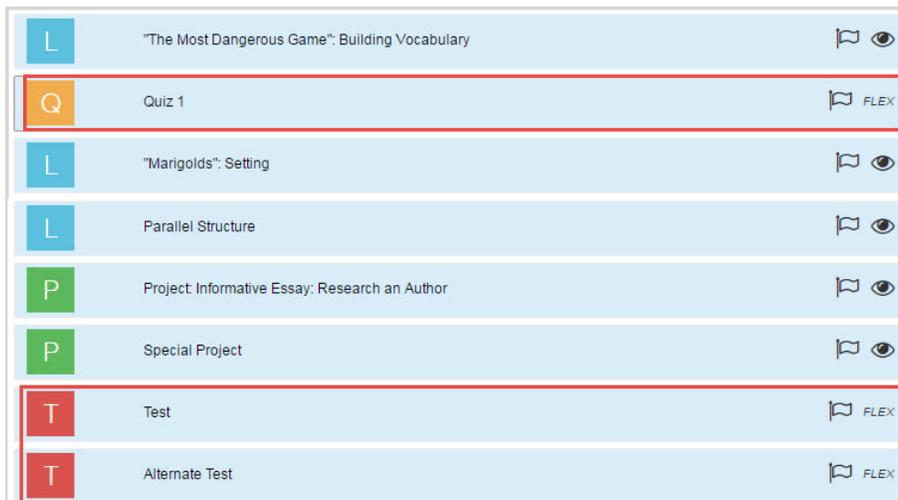
This requested feature improvement removes the year edition information from several Ignitia views and functions. Changes were made to these views and functions:

- 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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Convert Custom Courses To The Most Current Version Of The Curriculum

You can convert an existing, published custom course, built with an older version of the curriculum, to the most current version of the curriculum. Converting a custom course to the most current version of the curriculum has several benefits:

- Keeps your custom course's content (assignments) in sync with the latest standards alignments so that you are confident your custom course adheres to the scope, sequence, and coverage standards expected by your district and state.
- Saves time by not having to re-create the custom course using the most current version of the curriculum.

How the course conversion process works

The Ignitia conversion process attempts to convert all assignments to the most current version of the curriculum. In most cases, all assignments automatically convert to the most current version of the originating assignment; however, if an assignment doesn't convert, several options are available so that you can add the most current version of the assignment or find a similar assignment and add it to your custom course.

To help you see any assignments that were removed in the most current version of the curriculum, a **Preview** button lets you view a side-by-side comparison of assignments and highlights assignments in your custom course that were removed in the most current version of the curriculum.

This guide provides the steps on how to convert a published custom course to the most current version of the curriculum, and how to fix missing assignments or incomplete conversions. It also provides guidance when validating the converted course before republishing it.

Note	When copying a custom course and converting it to the most current version of the curriculum, you have to provide a new course name. Care should be taken so that the name adheres to your school's course naming conventions. Additionally, when copying a custom course, you still have the older version that must be archived so that it does not appear in the courses list. You can also convert an older version of a published custom course by editing it. See "Edit a published custom course and convert it to the most current version of the curriculum" on page 8.

Copy a published custom course and convert it to the most current version of the curriculum

To copy a published custom course and convert it:

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

2. Click the **Custom** sub-tab to see all custom courses or click the **My Courses** sub-tab to see only the custom courses you authored.

3. (Optional) Filter and sort the list to find the course to convert.

4. Under **Actions**, click the **Copy** ( ) tool.

   The **Copy this course** page appears.
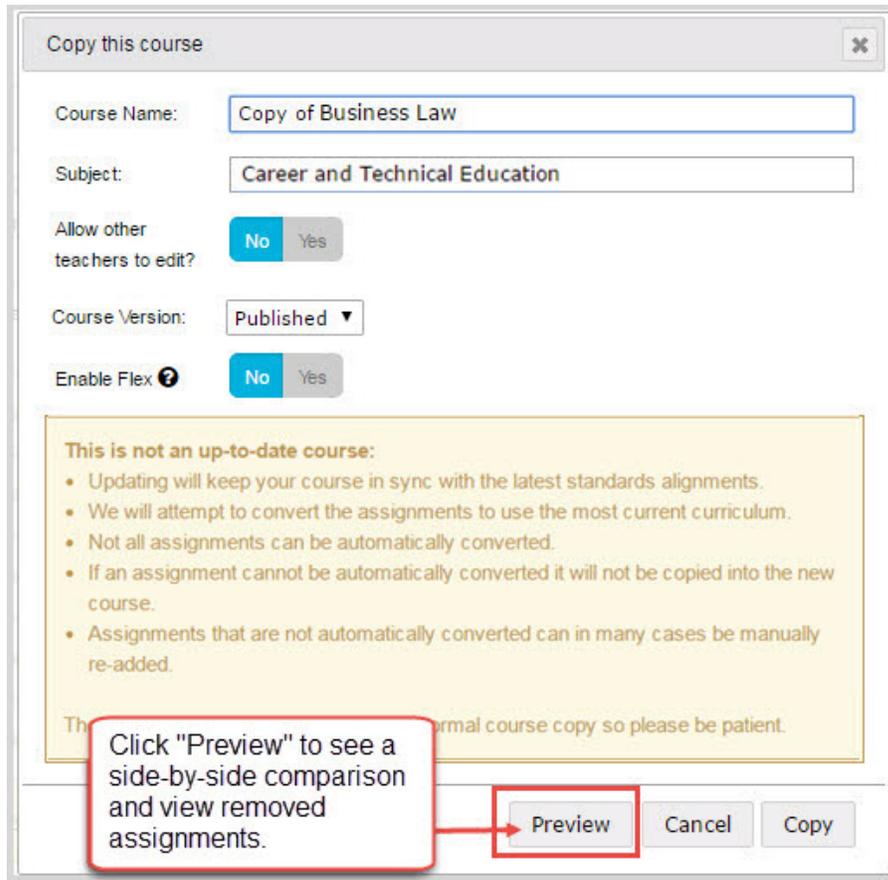
5. On the **Copy this course** page, do the following:

    a. In the **Course Name** field, by default, the course is named **Copy of [Course Name]**. Enter a new unique name for the course.

Tip	The **Course Name** allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

    b. In the **Subject** field, by default, the subject of the copied course appears. Keep the subject, or delete the characters and enter a new subject for the course.

Tip	The **Subject** field allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

    c. By default, the **Allow other teachers to edit** permission is set to **No**. This means only you as the custom course creator can edit the course. To allow others to edit the course, click **Yes**.

    d. The **Course Version** shows as **Published** because you are copying a published course.

    e. By default, the **Enable Flex** permission is set to **No**. This means Flex Assessments are not enabled for the course. To enable Flex Assessments, click **Yes**.

    f. To see if any assignments were removed in the most current (updated) version of the curriculum, click the **Preview** button. Assignments removed in the **Current Course** curriculum are highlighted in the left side pane of the **Preview** window. Use the scroll bar to see if any assignments are highlighted. If you plan to replace the highlighted assignments, make note of them.
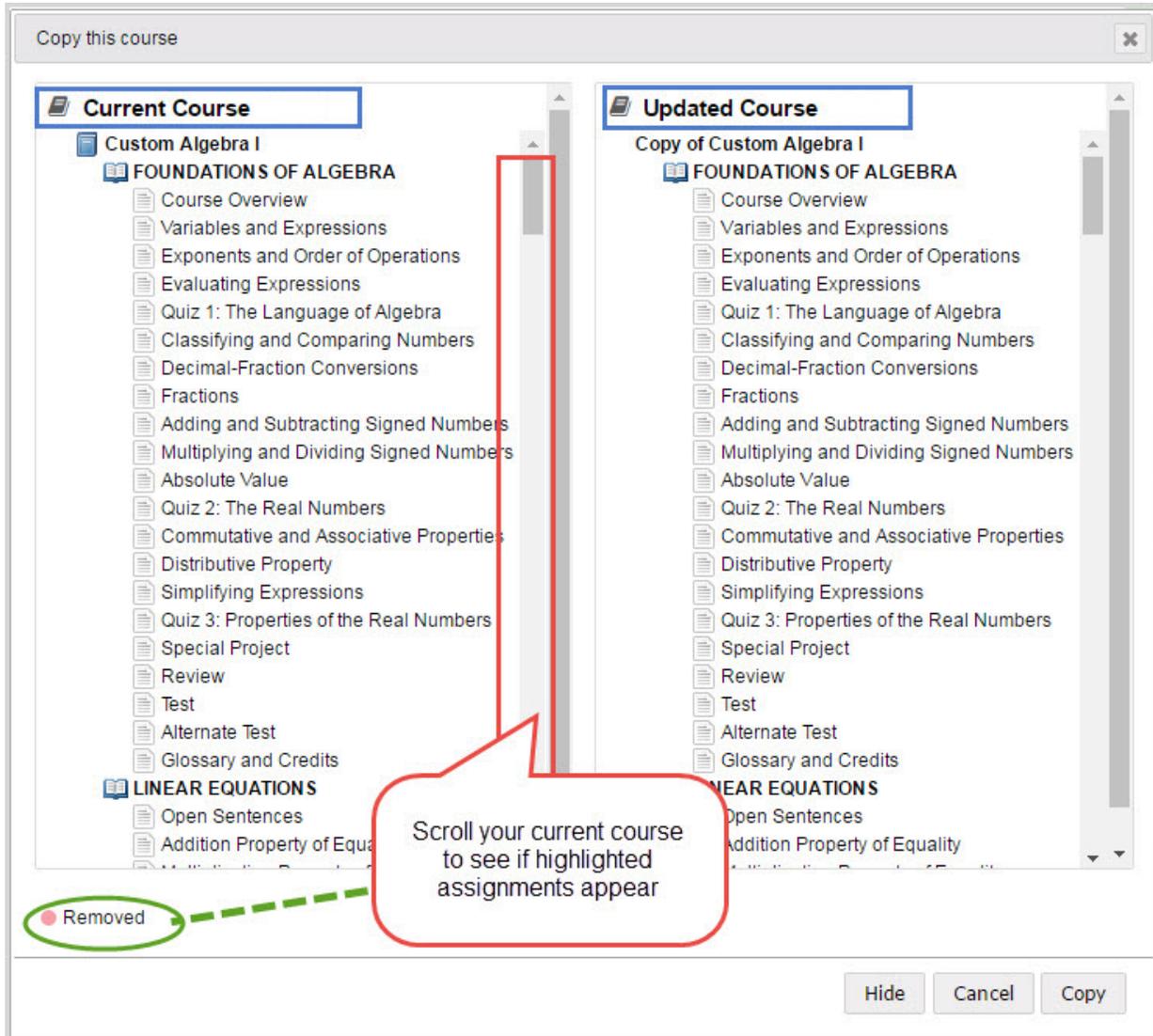
g. To proceed with converting your custom course to the most current version of the curriculum, click **Copy**.

The **Custom Course** tab is refreshed when conversion is complete. The **Draft Version** box is now highlighted in blue.

Your course structure is displayed in the **Create Your Course** section.

6. If desired, to review the updated content, expand the course structure (if it is not already displayed). To see a unit's assignments, click **expand** (▶) tool on the unit's title bar. To preview an assignment's content, click the **Preview** (👁) tool. When finished previewing an assignment's contents, click **Close**.

Tip	If the Preview indicated that an assignment(s) was removed and you reviewed the converted content and want to put an assignment back into your custom course, you have two options available to replace the assignment: (1) Search the curriculum or custom courses content (depending on its original source) to locate a similar assignment and add it to the course or (2) search all available content types and add a different unit and/or assignment to the course. See "Replace assignments or manage incomplete conversions" on page 13.

7. To complete the conversion so that the course is available for enrollments, validate and publish your custom course. See "Validate and publish your custom course" on page 11.

Archive an older version custom course

After your updated custom course is published, be sure to archive your older version custom course that you copied. To archive the older version course, do the following:

1. On the **Courses** tab, click the **Custom** or **My Courses** filter to filter the courses list.

2. If necessary, enter the first few characters of the course name in the **Course** search text box or your name in the **Author** text box.
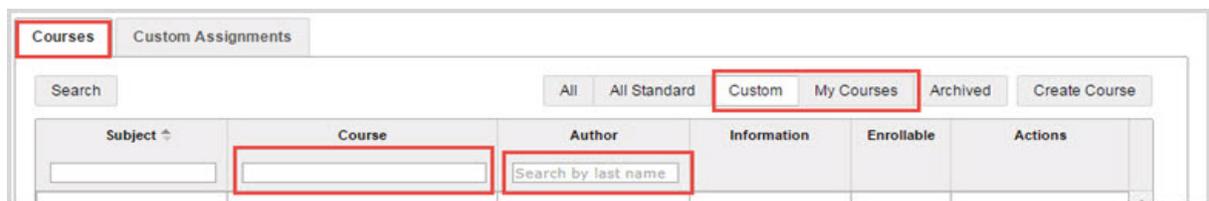
3. Once you've located the older version course in the list, click the **Archive** tool.

4. Click **OK** to confirm the archival.

Edit a published custom course and convert it to the most current version of the curriculum

You can also convert a custom course by editing it. A Preview button lets you see a side-by-side comparison of assignments that were removed in the most current version of the curriculum.

To edit a published custom course and convert it:

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

2. Click the **Custom** sub-tab to see all custom courses or click the **My Courses** sub-tab to see only the custom courses you authored.

3. (Optional) Filter and sort the list to find the course to convert.

4. Under **Actions**, click the **Edit** ( ) tool.

Tip	If you do not see the **Edit** ( ) tool, this means you do not have permission to edit the course.

The **Custom Course** tab appears next to the **Courses** and **Custom Assignments** tabs. You see:

- The **Course Details** box (example A) which displays the course name, subject, and other permissions. If desired, you can edit the name and subject and change the edit permission. (For this example, we won't make any changes.)
- The **Published Version** box (example B) is highlighted in blue and displays the date the course was published, the revision number, other course settings, and the **Enrollable** button.

| Courses | Custom Assignments | **Custom Course** |

This course is currently published. Please click 'Edit' to make further changes.

▼ **Course Details** [A]

Course Name

Custom Introduction to Information Technology

Subject   Allow other teachers to edit?

Career and Technical Education   No   Yes   *Flex Disabled*

▼ **Published Version** [B]   **06/28/2016**   ▼ Draft Version

Revision: 0

CRx Disabled   Enrollable   [C]

👁   ✏ Edit

5. To proceed with course conversion and see the course contents, click the **Edit** button (example C above).

    The **Edit Published Version** page appears with a message stating that a draft version will be created and assignments will be converted to the 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 updated version of the curriculum.
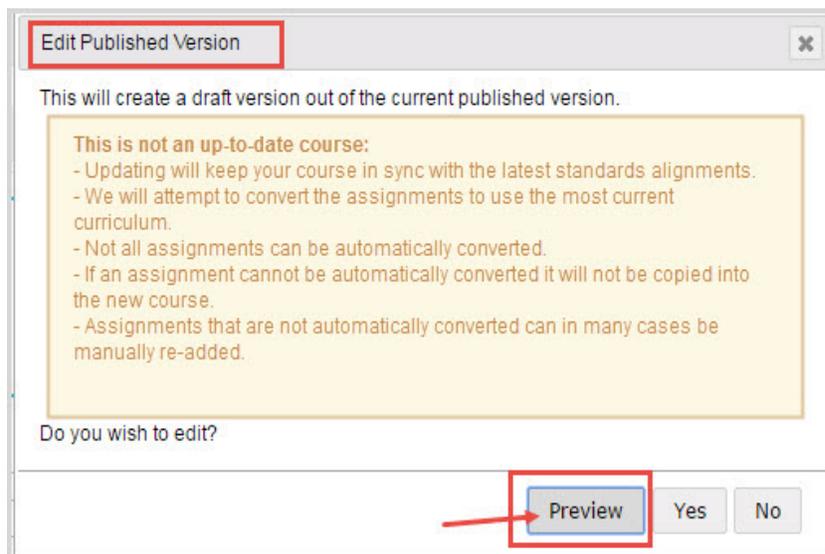
Edit Published Version   ✖

This will create a draft version out of the current published version.

This is not an up-to-date course:
- Updating will keep your course in sync with the latest standards alignments.
- We will attempt to convert the assignments to use the most current curriculum.
- Not all assignments can be automatically converted.
- If an assignment cannot be automatically converted it will not be copied into the new course.
- Assignments that are not automatically converted can in many cases be manually re-added.

Do you wish to edit?

Preview   Yes   No

6. To see if any assignments were removed in the updated version of the curriculum, click the **Preview** button. Assignments removed in the **Current Course** curriculum are highlighted in the left side pane of the **Preview** window. Use the scroll bar to see if any assignments are highlighted. If you plan to replace the highlighted assignments, make note of them.
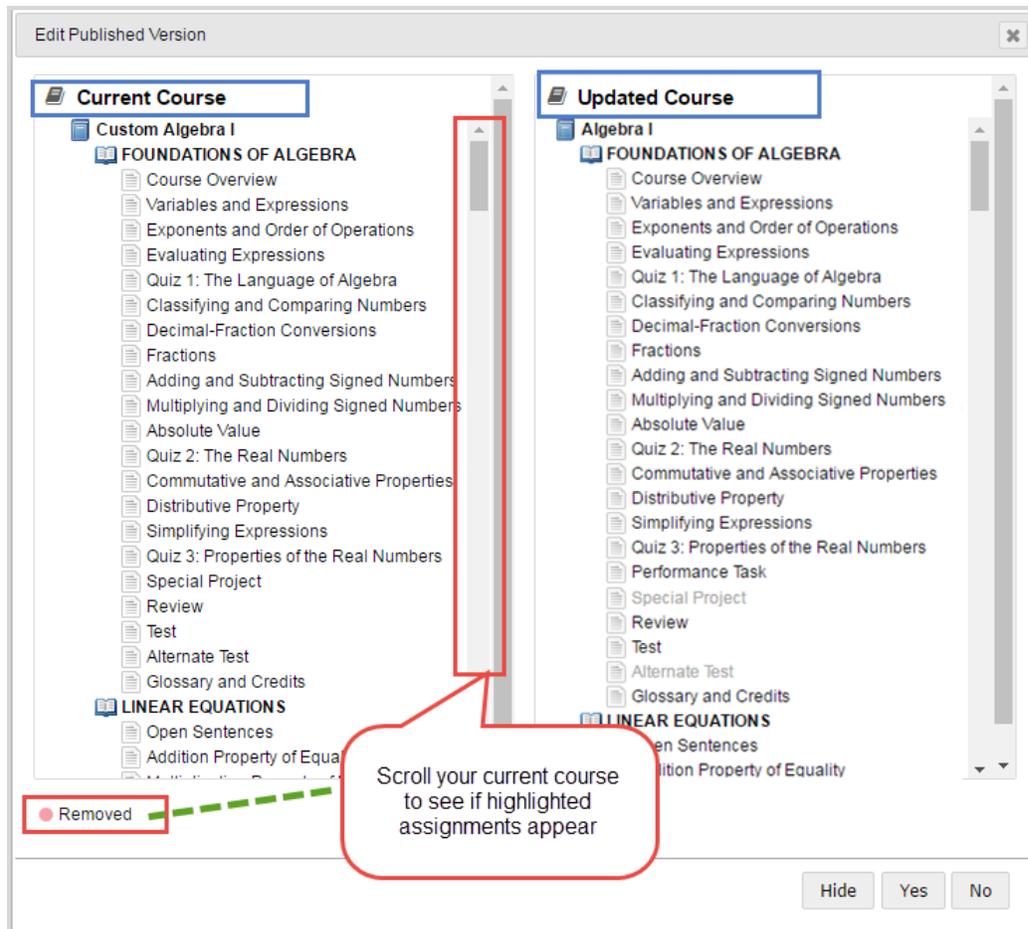
a. Click **Hide** to close the Preview window.

b. If you are ready to run the conversion, click **Yes**.

The **Custom Course** tab is refreshed when conversion is complete. The **Draft Version** box (example D) is now highlighted in blue and displays the updated version (revision) number.
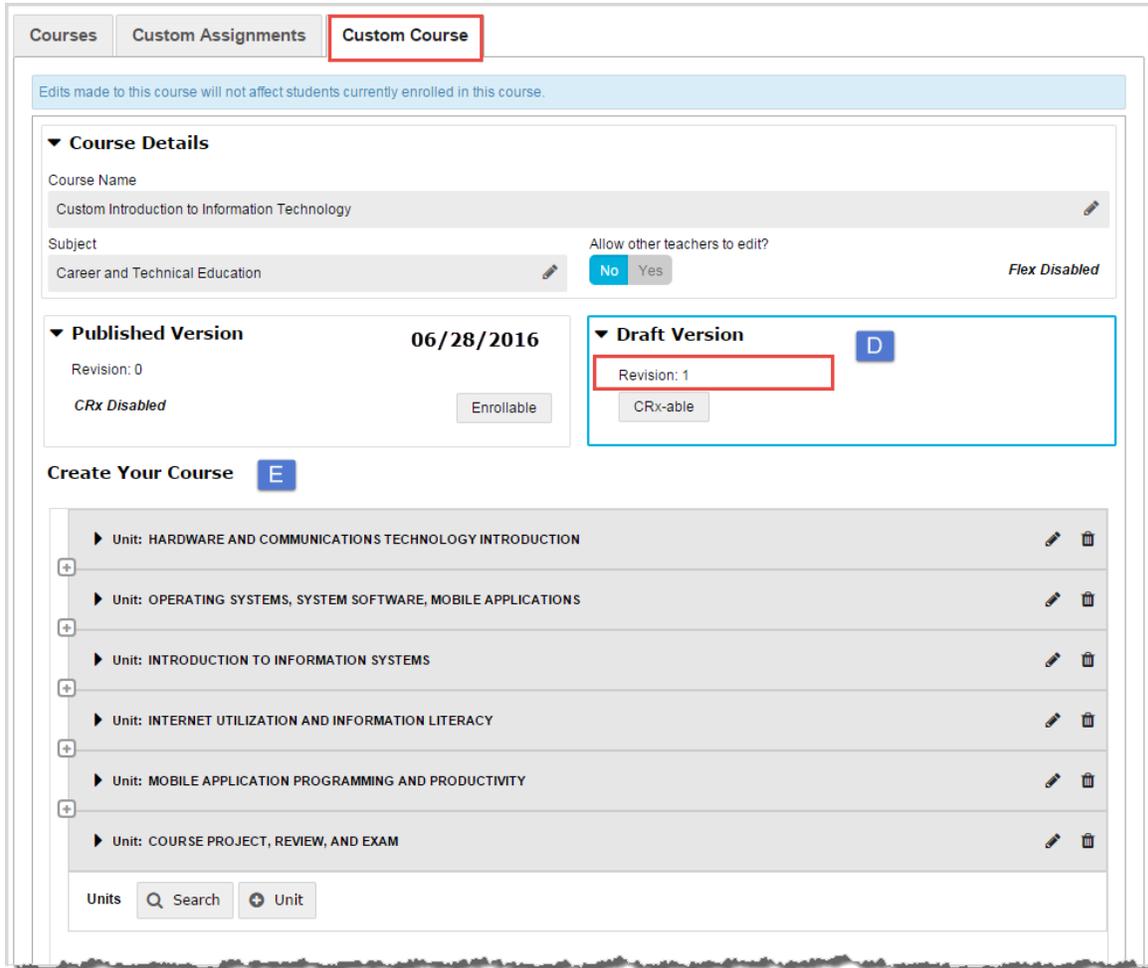
Also, the **Create Your Course** section (example E above) appears and displays the structure of the converted units and assignments.

7. If desired, to review the updated content and see a unit's assignments, click the **expand** (▶) too on the unit's title bar.

   To preview an assignment's content, click the **Preview** (👁) tool. When finished previewing an assignment's contents, click **Close**.

Tip	If the course Preview indicated that an assignment(s) was removed and you reviewed the converted content and want to put an assignment back into your custom course, you have two options available to replace the assignment: (1) Search the curriculum or custom courses content (depending on its original source) to locate a similar assignment and add it to the course or (2) search all available content types and add a different unit and/or assignment to the course. See "Replace assignments or manage incomplete conversions" on page 13.

8. To complete the conversion so that the course is available for enrollments, validate and publish your custom course. See "Validate and publish your custom course" below.

Validate and publish your custom course

The next set of steps explain how to validate the course structure and contents, publish the course, and make it enrollable for students.

1. To validate the course structure and contents, click the **Validate** ( ) tool. You want to see the "Course successfully validated" message.

   There are two types of messages you might see when you validate a course.

   - One is an informational message, indicated by an information symbol ( ).

   - The other is an error message, indicated by a red triangle symbol ( ). You cannot publish a course if it has errors.

2. If any error messages appear, click the red triangle symbol to see the message text.
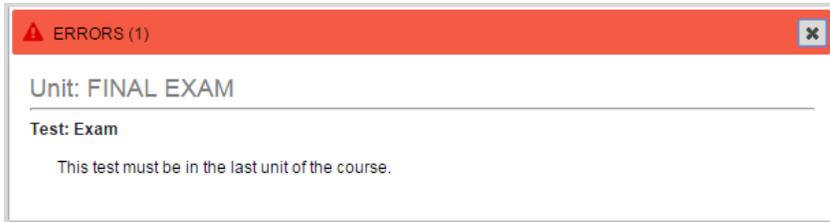
3. Fix the issues mentioned in the messages, and validate the course again until you get the "Course successfully validated" message. For more information about the error or informational messages and how to correct the issues, see "Course Validation Informational and Error Messages" on page 19.

4. When finished, to publish the draft version, click the **Publish** button located at the bottom right of your course structure.


5. Click **Yes** to confirm you want to publish the draft version.

   The tab refreshes and now the **Published Version** box is highlighted in blue to indicate the published course is active.

6. To make the converted, published course enrollable for students, click the **Enrollable** button.

   To indicate that the course is now an active, enrollable course, the **Enrollable** button changes to a blue color as shown in the example below.
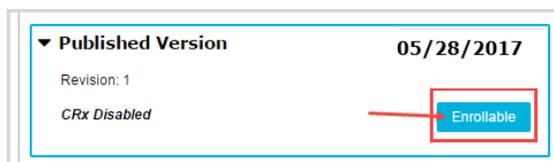
7. To exit and close the **Custom Course** tab, click the **Courses** tab, or on the main nav bar, click a tab to move to a different page in the application.

Replace assignments or manage incomplete conversions

The course Preview indicated an assignment(s) was removed in the most current version of the curriculum. Or, some of your assignments did not convert. Why and what can you do?

The most common reasons for this are:

- We are constantly improving our curriculum during a release year. Sometimes this requires us to rewrite an entire course. In those cases, when an original course has been rewritten in a newer version, the older version of the curriculum in the custom course now shows removed assignments.
- Lesson titles sometimes change so much that the application cannot tell that they are the same lesson, for example, a lesson titled "The Middle Ages" became "The Dark Ages".

What can you do?

Both of these situations have an easy fix. You can search the curriculum for a similar assignment and add it to the unit in your course. Or, you can search the curriculum and add an entirely different unit and/or assignment to the course. If you've previewed the content in your converted course and still want to revise it, you can.

In the following example, we will search for a similar assignment and add it to the course.

Search curriculum for similar assignments

The following steps assume the **Custom Course** tab is active and the course structure is displayed in the **Create Your Course** section. For this example, we have a custom *Algebra I* course with a unit called *"Foundations of Algebra"* that is missing an assignment called *"Decimals"*. We'll search for a similar assignment and add it to the unit.
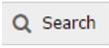
1. Click the **Search** (Q Search) button.

   Search opens with the **Explore** page as the default, the **Curriculum** tab is the default content selection, and the

   Navigate (≡) tool is active. Standard curriculum **Subjects** display in a list in alphabetical order as shown in example A below.

Note	The examples shown are used to demonstrate Custom Course Search features so the content (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 any standards documents selected for your school, the Standards tab is not available.
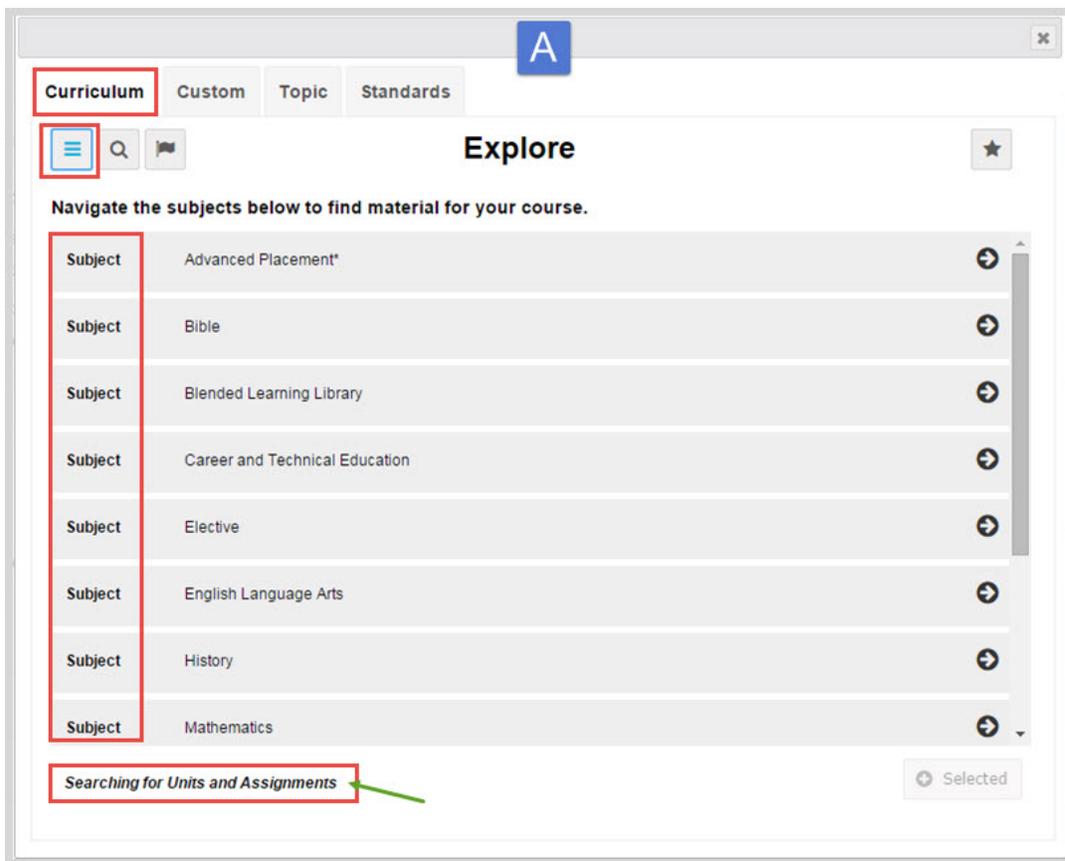
You have several options available to help you find a similar assignment:

1) Stay in Navigation mode and use the **navigate right** ( ) tool at the end of the item's properties bar to drill down into the content levels (courses, units and assignments) of a selected subject;

2) Click the **Search** ( ) tool (located next to the **Navigate** ( ) tool) and enter keywords to search for an assignment.
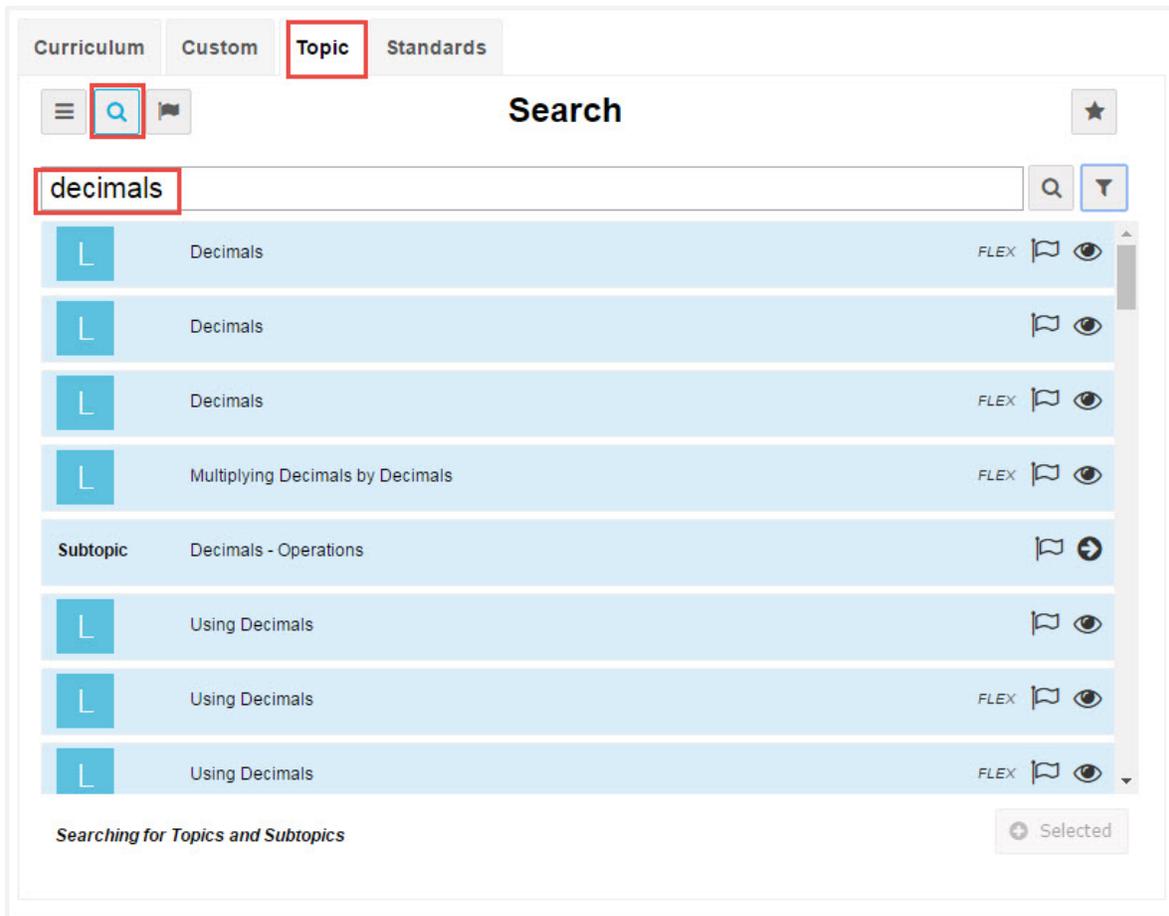
For this example, let's use the **Search** tool and enter keywords to find similar assignments and add one to our custom course.

2. Select a content-type (**Curriculum**, **Custom**, **Topic**, and **Standards**) tab. If you selected **Standards**, select a standards document from the list.

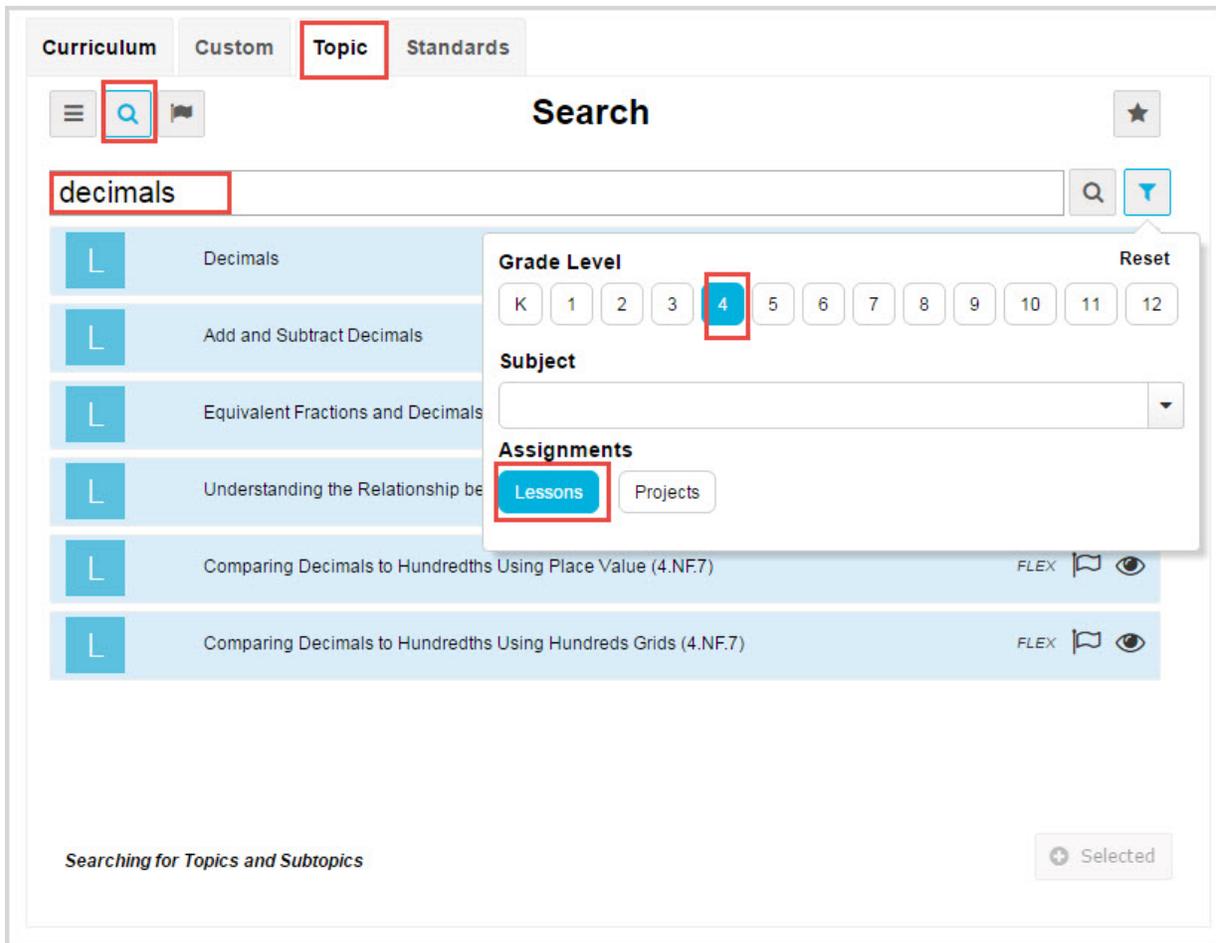| Note	You must have **Standards Documents** enabled for your school to see the **Standards** tab and you only have access to the standards documents allowed by the state or states you service.

3. On the toolbar located below the tabs, click the **Search** ( ) tool.

4. In the **Search** text box, enter the keyword you want to search on, and then click the **Search** tool located at the end of the **Search** text box.

5. If results are found, the items display below the Search text box. If many items were returned, 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 the example below, **Topic** content was searched by the keyword "decimals". The search results display in a list and a scrollbar appears to indicate that many items were returned.

6. To narrow your search results, click the **Filter** (▼) tool (located next to the **Search** (🔍) tool) and select one or more filtering options.

    For this example, **Grade Level 4** and **Lessons** filtering options were selected. Notice the search results have been reduced based on the filters.

7. If desired, click **Reset** to reset the filtering options and select other options. Or, click the **Filter** (▼) tool again to close the advanced filters page.

8. To view the instructional content of an assignment to see if it fits the scope of your custom course, click the **Preview** (👁) tool. When finished, click **Close**.

9. To bring one or more assignments into your course, select them. Selected items turn a darker shade of blue to indicate being selected and this action also activates the **Selected** button. Then, click the **Selected** (⊕ Selected) button.

10. Because you selected an assignment, Ignitia wants to create a unit for it, so on the message box, click **OK**. Search closes and the selected assignment is added to your course with the **New Unit** name.
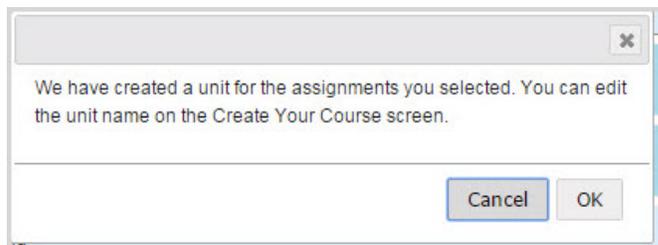
11. Open the **New Unit** that was added to your course and drag the assignment to the *Foundations of Algebra* unit where it belongs. To do this, click the assignment's bar and when a four-sided arrow appears, drag the assignment up or down in the unit's structure and drop it at the correct location. You can also move an entire unit this way.

12. Because you no longer need the **New Unit** unit, click the **Delete** tool to remove it from your course.
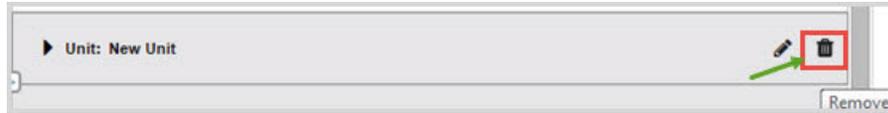
13. To check the course contents and make the course available for enrollments, validate and publish your custom course. See "Validate and publish your custom course" on page 11.

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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.			

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