Quick Preview Guide

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Foreword

The purpose of this Quick Preview Guide is to provide support during the use of your trial period with Edgenuity. This guide provides a high-level overview and directions for understanding the functionality of both the student and teacher experience in Edgenuity. It will be helpful to keep track of your login information, so feel free to use this space below.

My Username: _____

My Password: _____

If you have any questions while previewing the Edgenuity software and courses, feel free to contact us at 877-202-0338.

The Student Experience

For students, the Edgenuity LMS allows them to easily access their coursework, communicate with educators, monitor their progress, and view a variety of reports that help them to stay on track. The following is a brief overview of the experience students have within Edgenuity.

Please bookmark the following site in your web browser so that you can easily navigate to the Edgenuity LMS:
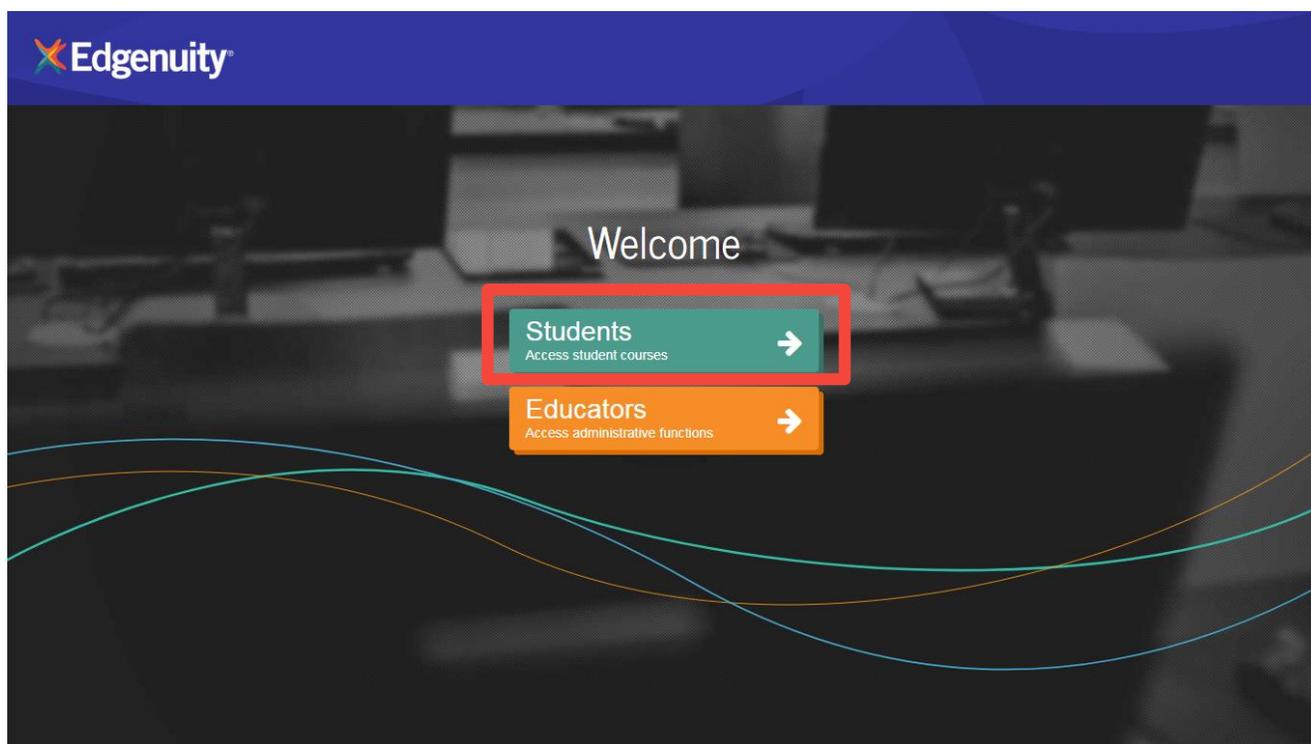
http://learn.edgenuity.com


Log In To Edgenuity

Your account grants you access as both an educator and a student by selecting the appropriate button on the main link included at the beginning of this document.

1. Click the **Students** button to log into the student experience.

2. Enter your username and password that were provided to you via email.

3. You are now at your home screen.

The Student Home Page

1. When students log in, they see a list of all of their courses, along with their current progress and course grade.

2. Click on the **title** of the course to explore the course map.

3. Or, click any blue Next Activity to begin working immediately in the course.
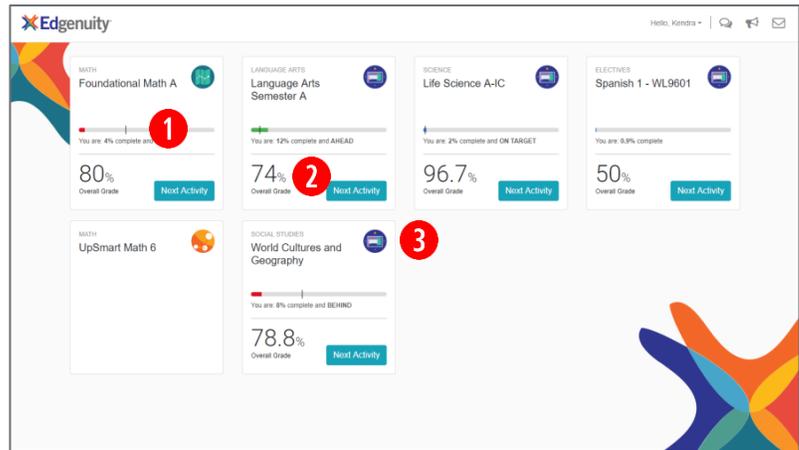
1 A progress bar will show the current progress. It will also display target progress if a start and target date have been assigned to the course. This progress bar will be blue if students are on track, green if they are ahead, and red when they start to fall behind.

2 The course tiles will also show students the current overall grade in each of their courses.

3 The icons at the top of each tile indicate the type of Edgenuity program the student is assigned:

Courseware   MyPath   UpSmart

Exploring Assignments

1. From the **Home Page**, click the **course title** that you would like to explore.

2. Here you will see the course map displaying all activities assigned to the student. The map will auto load to the next activity in the course, and students can use the course outline to the right to see what has been assigned.

3. Above the course outline is a downloadable Course Report that students can use as an assignment calendar and to track progress and scores.
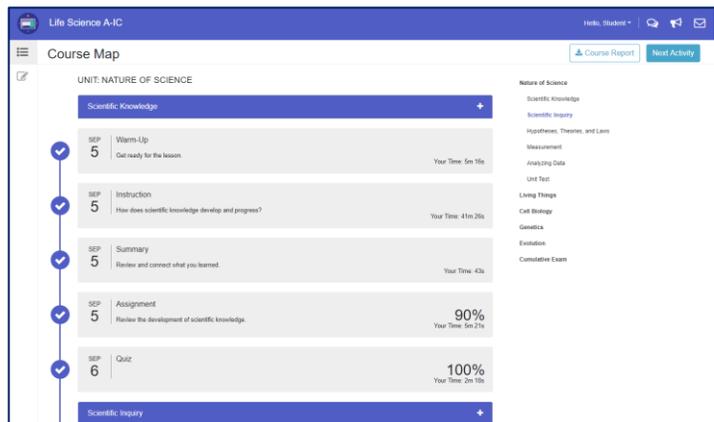

4. Click a **lesson title** in the blue bar to view the lesson objectives, standards, and transcripts.

5. When you complete your review, click the **product** icon at the top left to navigate to another course or return to the **Home Page**.

NOTE: By default, students will be required to complete activities in the order in which they are assigned—they will need to complete each activity in its entirety before moving on to the next activity. Your account, however, allows you to freely navigate the course structure so you can explore any content on-demand.

The Educator Experience

For educators, the Edgenuity LMS allows them to easily access and customize their courses, communicate with students, monitor student progress, and view a variety of reports that show student progress and learning gaps. The following is a brief overview of the experience educators have within Edgenuity.
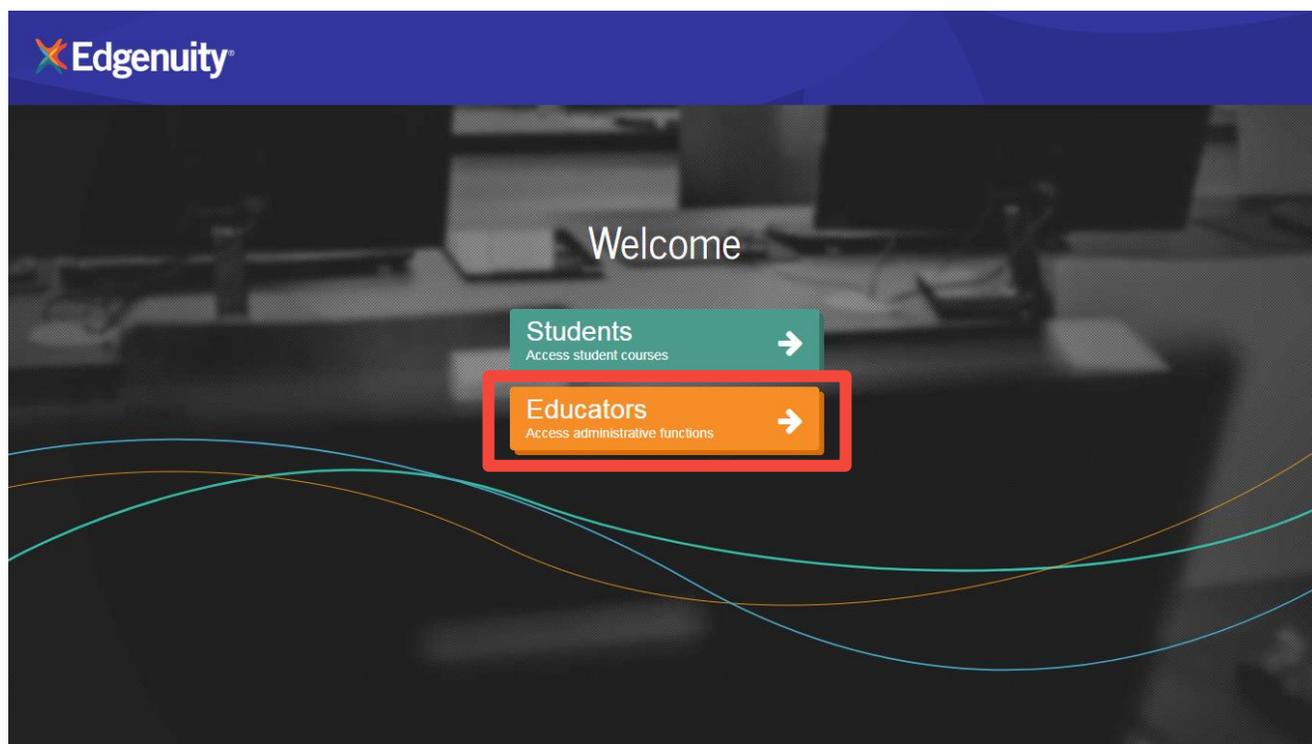
Log In To Edgenuity

Your account grants you access as both an educator and a student by selecting the appropriate button on the main link included at the beginning of this document, also shown above.

1. Select the **Educators** button to log in as a teacher.

2. Enter your username and password that were provided to you via email.

3. You are now at your home screen. You can always return here by clicking the **Home** icon in the top right.
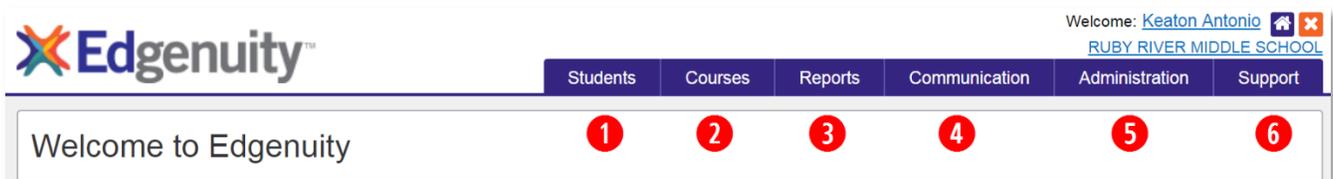
The Educator Home Page

The Edgenuity LMS allows educators to easily work with student accounts, explore course structures and standards alignments, and view or export a variety of reports. The following is a brief overview of each tab you'll have access to with your trial account.

1 **Students**: From this tab, you can add a new student or manage existing students. Use the search bar to find any student easily and jump directly to his or her course list and student progress reports.

2 **Courses**: Feel free to view course structures and activities, and also explore state standards alignments. From the Manage Courses page, you can customize a course and assign it to groups of students. The Gradebook link will provide valuable student progress information for your entire class in one place. From the Manage Enrollments page, you can view, filter, and export on-demand enrollment data.

3 **Reports**: From this tab, you can view and export data showing student progress, achievement, and engagement. This menu also includes a one-stop dashboard that shows you which students need additional help and allows you to take immediate action. The Lesson Mastery Report provides important class data to show exactly where your students are struggling, which can then be used to group students for additional support and instruction.

4 **Communication**: You have unlimited access Edgenuity's self-contained email, chat, and announcements features. You can also set up and monitor classroom discussions within the Collaboration Corner – Edgenuity's built-in, online discussion board.

5 **Administration**: District, school, and program administrators can create and manage additional educator accounts, customize permissions, set up a district calendar of holidays and in-service days, or control a variety of additional account settings.

6 **Support**: Do you need additional help? Get connected to asynchronous training materials within the *Help Center*. Explore the *Getting Started section* containing orientation videos, links to helpful resources, and learning paths to get you started. Also take time to review helpful how-to articles, or access the video training library to quickly get started with the most common tasks. Or you can use the link here to contact Edgenuity's dedicated customer support team via email, and they are also available via phone.

Course Management

Working with courses in your school or district is easy to do on the Manage Courses page. From here, educators can do a number of important things like view the course options, review the course structures and activities for a selected course, and review standards alignments. Check the box next to a course name to explore available actions.

> **NOTE: Throughout the LMS, you will find additional embedded help documentation if you wish to explore further. Keep your eyes out for the Learn About… links as shown above on the Manage Courses page.**

Common Actions

1 **Edit Course Options**: Review or change the course options for the selected course.

2 **View Course Structure**: Review the structure of the course, important course documents, and all activities that will be assigned to students. You can also view the lesson transcripts by clicking the CC button.

3 **View Course Standards**: Review the standard alignments for a selected course, choosing either your state standards or Common Core alignments.

Student Management

You can add new students, enroll them in courses, as well as view their progress along the way. From the **Students** tab, click **Manage Students** and add a new student to your account. After you add a new student, click on the student's name to review the following options available to you.

Courses for Arlen Barrios

Add Course | Disable | Complete | Customize | Edit Options | Retakes | Grades | Undo Bypass

Scores and Activity Review | Additional Activities

View Course Standards | Assignment Calendar | Diagnostic Test | eNotes | Fitness Log

Edit	Course Name	Bypasses	Grade	Start Date	Status

View Archived Courses

Top Row Options

Add Course: Enroll your selected student in courses.

Disable: Prevent a student from working in the course by disabling it. The student can continue to log in and work on all other courses except the disabled course. Disabled courses can be re-enabled at a future date.

Complete: Mark the selected course as complete when the student has submitted all activities, all teacher grading has been completed, and you do not want the student to re-enter the course. Most often a course is marked complete when your student has successfully earned credit for their course.

Customize: You can customize courses for your school from the Manage Courses link under the Courses tab, or you also have the option of using this link to customize a course only for this selected student.

Edit Options: Again, you can set up course options for your school prior to enrolling student, or you may want to edit some options only for this one selected student. Some of the individual course options include passing thresholds for assessments, grade weights, start date, target date, quiz review method, grading methods, time limits and fail attempts for assessments, pre-test mode, etc. Use this link to make individual accommodations for this one selected student.

Retakes: Students will have a given number of attempts to score a passing grade on their assessments, or you can use this link to add additional retake attempts for quizzes, tests, and exams.

Grades: To view a list of all completed activities within a course and the selected student's grades on each activity, use this link. Educators also have the ability to change grades, reset assignments, bypass activities, assign additional retakes for assessments, etc.

Undo Bypass: A bypass allows the teacher to advance a student through activities without requiring the student to complete the activity in his or her sequential learning path. This can be performed from the student's gradebook. This link to Undo Bypass provides educators with the ability to remove a previously applied bypass from an activity.

Middle Row Options

Scores and Activity Review: Use this option to view student work and leave feedback for all activities this student has submitted. A search and filter feature provides quick access to assessment data on specific activity types.

Additional Activities: Perhaps you have activities that your students will complete offline, but you want the scores to be factored into their Edgenuity course grade. You can add as many outside scores as desired, however, be sure to assign a weight to the Additional category of activities.

Bottom Row Options

View Course Standards: Use this link to view the state standards correlations for the selected course.

Assignment Calendar: Provided you enter a start and target date in the course options, the Edgenuity system will automatically generate a daily assignment calendar for the student, based on the start and target dates that you apply. The assignment calendar is presented in a weekly view for students to more easily manage their assigned coursework.

Diagnostic Test: If your student is assigned one of Edgenuity's Virtual Tutor test preparation courses, you can use this link to review how students performed on the diagnostic pretest. This report will show you which lessons are assigned to the student, and which lessons the student successfully tested out of and is not required to complete. This allows students to focus on only the content not yet mastered.

eNotes: Review your student's online notes, or eNotes, for the selected course.

Fitness Log: Review any fitness activities a student has submitted as part of their online PE course. While this link will always be available, it only applies to the online PE course contained in the Health course bundle.

Preview Dual Credit Courses

Edgenuity has partnered with Sophia Learning™ to offer students the opportunity to earn high school and college credit for each of the following courses. To preview any of these courses as they are presented to students, click the related hyperlink included below:

Accounting	https://www.sophia.org/course_preview/accounting-2?token=IfQ95r93fW8ZP8rxIGslOA
Approaches to Studying Religions	https://www.sophia.org/course_preview/approaches-to-studying-religions--2?token=4OljdsugqOA1k8n3A7FcYQ
College Algebra	https://www.sophia.org/course_preview/college-algebra-3?token=2UKf9jY1MLKoquvWD7_VmA
Conflict Resolution	https://www.sophia.org/course_preview/conflict-resolution-2?token=Mc5xNcfjLTI7NkqveFO3vQ
Human Biology	https://www.sophia.org/course_preview/human-biology-2?token=xuN09bfPbRxOIVeBFjV8Sw
Introduction to Art History	https://www.sophia.org/course_preview/art-history-i?token=tQ88fquMwl0h9AxKLYVTNw
Introduction to Psychology	https://www.sophia.org/course_preview/introduction-to-psychology-2?token=Co5k3j4Z5ZYZKC0W93Q9YA
Introduction to Sociology	https://www.sophia.org/course_preview/introduction-to-sociology-2?token=R7XNzG_yj20yRTI5qhHweA
Introduction to Statistics	https://www.sophia.org/course_preview/introduction-to-statistics-2?token=7EQHtnEmO1uh1Ap_eLukrQ
Macroeconomics	https://www.sophia.org/course_preview/macroeconomics-2?token=vIz_I_KqrBrp92hrzrDp_w
Microeconomics	https://www.sophia.org/course_preview/microeconomics-2?token=mmRPM64_vsJV9zFTcaGIqA
Project Management	https://www.sophia.org/course_preview/project-management-2?token=XUHEb6fbIoBuoHO55-kNdw
Visual Communications	https://www.sophia.org/course_preview/visual-communications-2?token=pHxGL9S7QZQM5Xnag2rsyg