



Quick Preview Guide



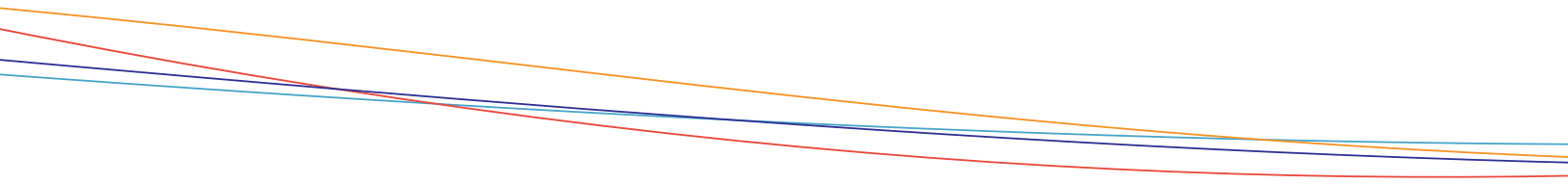


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Foreword

The purpose of this Quick Preview Guide is to provide support during the use of Trial Passwords from Edgenuity™. This guide provides a high-level overview and direction on the functionality of the Virtual Classroom and Web Administrator for the computer user who is comfortable exploring new computer applications.

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

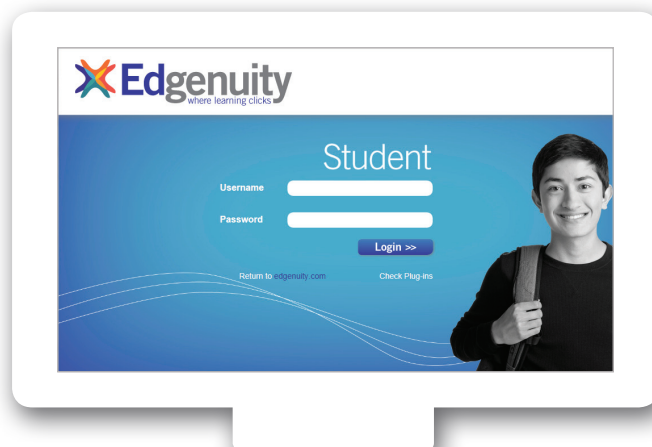
Virtual Classroom

<http://www.edgenuity.com/California>

Accessing a Course

To login to the Virtual Classroom to preview curriculum:

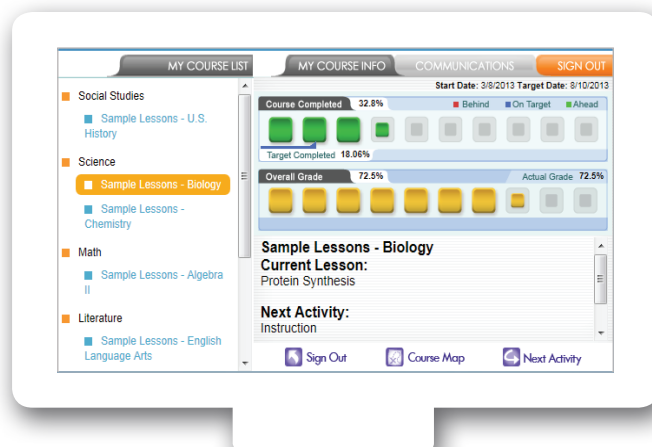
1. Enter your username and password
2. Click **Login**
3. The **My Course List** section on the left side of the screen will list all assigned courses
4. Click the title of the course you want to view from My Course List



Accessing Activities

To navigate through and view student curriculum:

1. Click **Course Map**
2. Select a Unit, click to expand
3. Click on a Lesson to view the activities available in that lesson
4. Click on an Activity to launch it



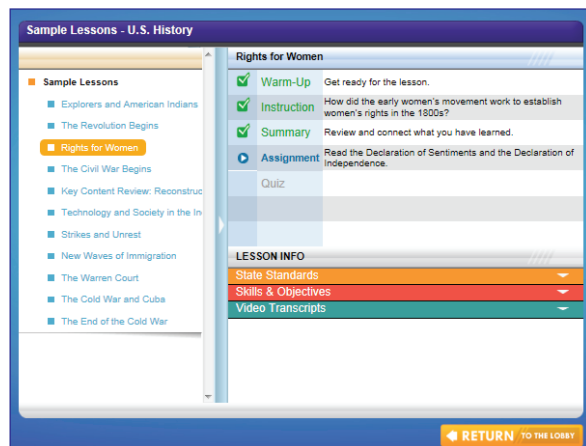
When you have completed a review of the activity:

1. Click the **Home** icon at the top left of the header
2. You will be returned to the **Course Map**
3. Select a different Activity to view it

Switching Between Courses

To return to My Course List and select a different course:

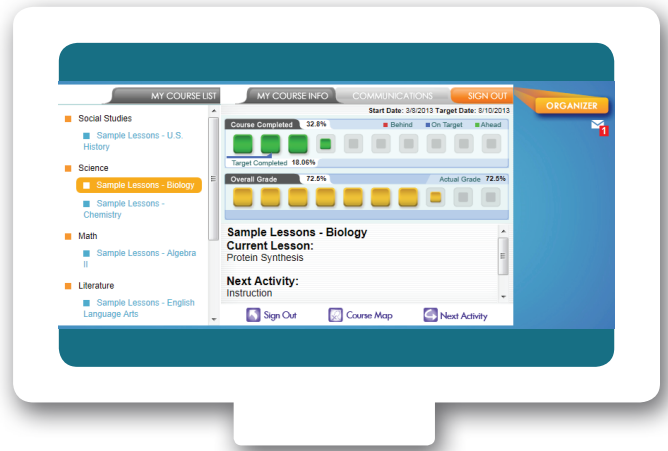
1. Click **Return to the Lobby**
2. Click the title of a different course



The Organizer

The Organizer provides a selection of tools and resources to help students succeed.

1. From the Student Lobby, click on the **Organizer** button
2. Use the **Reports**, **Communications**, and **Resources** options at the bottom to view the different groups of student tools and information available
3. Click the **Power** button to return to the Lobby



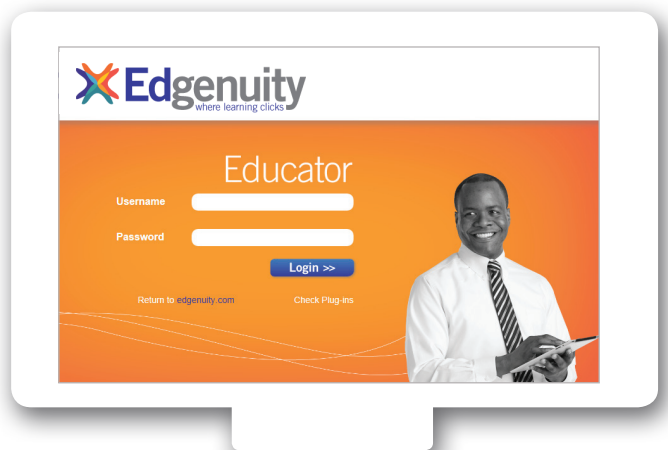
Web Administrator

<http://www.edgenuity.com/California>

Description of Features

Dashboard: Click the Dashboard link to access an easily manageable overview of student progress and achievement that can be filtered and sorted in a wide variety of configurations and also allows for many common actions to be performed.

Select Student: Click the Select Student link to review all information related to the student, make any modifications to the student's information, assign courses, and generate progress reports.



Add Student: Click the Add Student link to enroll a new student user into the system.

Reviews Required: Teacher Review is an optional instructional feature that requires a teacher to approve the course work performed by a student before the student is allowed to take an assessment. Clicking on this link will display all of the reviews that are waiting to be processed.

Select School: Provides a district-level administrator the ability to view information on each school within the district.

Select Course: Provides a list of all courses. From here, educators can take a variety of actions:

- Customize courses to meet specific instructional needs
- View the students enrolled in each course
- View average scores on all course activities
- Add or remove courses from schools in a district
- Group courses to facilitate bulk enrollment
- Create course exams

Select Teacher: Provides an administrator the ability to select specific teachers and review related teacher information.

Add Teacher: Allows an administrator to add new teachers to the program.

Update My Info: Enables educators to change their own passwords or edit their names or email addresses. It does not allow the changing of the user name, as those are system generated.

Attendance Log: Keeps track of the time in which students were actively engaged in an activity as well as which assignments were completed.

Current Sessions: Provides a list of all current student activity within the Virtual Classroom. Also allows teachers/administrators to end the session of any student currently logged in.

Course Structure: Provides a detailed outline of the course and a list of all activities within each unit. The links are live, and teachers can preview any activities found in the course simply by clicking on the name of the activity.

Group Progress: Lists all students and courses along with grades and completion percentages for all assigned courses.

Manage Snapshots: Gives administrators the capability to record and save a group progress report on any preset day.

The screenshot displays the Edgenuity Educators interface. At the top, the user is logged in as Deborah Rayow at a school named Product Demo. The left sidebar contains a navigation menu with sections: MANAGE STUDENTS (Dashboard, Select Student, Add Student, Reviews Required), ADMINISTRATIVE TOOLS (Select School, Select Course, Select Teacher, Add Teacher, Update My Info, Calendar), TOOLS AND REPORTS (Attendance Log, Current Sessions, Course Structure, Group Progress, Recent Actions, Standards Alignment, VT Standards, Communications), and SUPPORT (Contact Edgenuity, Teacher Resources), along with a Log Off button. The main area shows a 'WELCOME TO EDGEUNITY' message with 'Commonly selected actions' including 'Manage Students' and 'View Course Structures'. A notification indicates 'You have 3 reviews waiting to be completed.' An 'Announcements' section features a table with one entry: 'Testing' posted on 4/8/2013 at 1:19:16 AM, with a 'Manage Announcements' link. The footer includes copyright information for Edgenuity Inc. and support contact details.

Recent Actions: Lists all actions taken by teachers and administrators in the Web Administrator.

Standards Alignment: Provides reports detailing the alignment of courses to state standards.

VT Standards: Provides a report detailing the alignment of Virtual Tutor courses to state exit exams, end-of-course assessments, or the GED, SAT, ACT, COMPASS® and ACCUPLACER.


Communications: Provides access to announcements, internal e-mail, a chat system, and collaboration forum for synchronous and asynchronous communication with students.

Contact Edgenuity: Contact the technical and customer-support teams via e-mail or phone.

Teacher Resources: Provides access to scope and sequence documents, Training-On-Demand videos and documentation, user guides, discussion forums, and supplemental resources.

Course Structure

The Course Structure page allows educators to see exactly what content a particular course is made up of, and it also offers the ability to preview this information. To access the Course Structure page, simply click on **Course Structure** in the Tools and Reports section of the navigation pane, and then click on the name of the course.

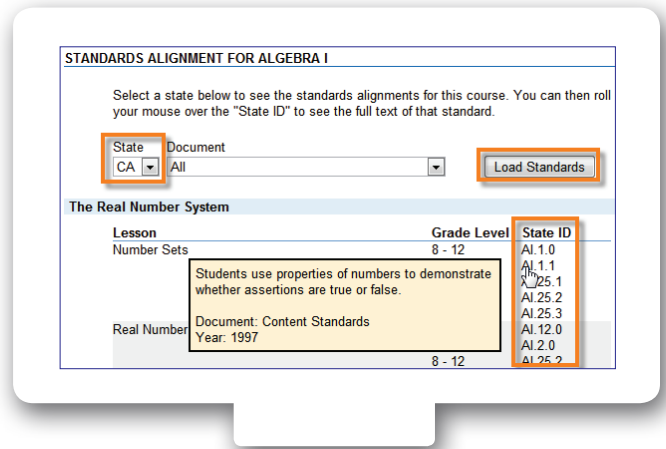
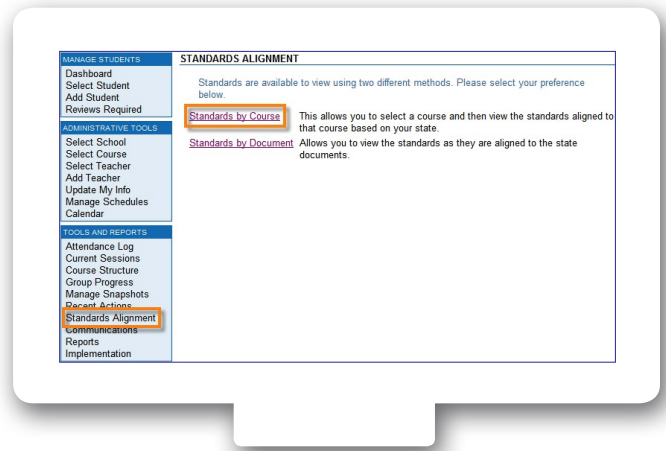
MANAGE STUDENTS Dashboard Select Student Add Student Reviews Required	VIEW COURSE STRUCTURES Click on a course below to view or print its structure. This page also allows you to view questions and certain additional content that is tied to an assignment. Select by series: All <input type="button" value="v"/>	AP BIOLOGY - SC6243 Course Documents (0)
ADMINISTRATIVE TOOLS Select School Select Course Select Teacher Add Teacher Update My Info Calendar	<div style="border: 2px solid orange; padding: 5px;"><p> Science SC656 - Physics SC1113 - Earth Science SC1113 - Earth Science - Vocab Journal Quiz Biology FC AP Biology - SC6243 6267 FL-Lee Co-Int Sci 1 2012 6271 FL-Lee Co-MJ Comp Sci 3 Sample Lessons: Biology Sample Lessons: Chemistry Sample Lessons - Biology Sample Lessons - Chemistry</p></div>	Unit 1: Welcome to Biology What is Biology Introduction Chapter Introduction <i>Review the introduction and the important themes, processes, and methods that will be covered in this chapter.</i> Collaboration Corner <i>Visit the Collaboration Corner and respond to the discussion question provided. Then provide valuable feedback to at least two other students.</i> Biology and Biologists Lesson Introduction <i>Review the introduction, key terms, and the objectives for this lesson.</i> Reference Sheet <i>Print out this reference sheet for your use. Use it to take notes and review important concepts.</i> Required Readings <i>Read Chapter 1 of your textbook Biology (Benjamin-Cummings Publishing Company). Use your eNotes to take notes.</i> Instruction <i>Click on the link to begin the instruction.</i> Lesson Review Questions Answers Chapter Review Practice <i>Click on the link to begin your chapter homework.</i>
TOOLS AND REPORTS Attendance Log Current Sessions Course Structure Group Progress Recent Actions Standards Alignment VT Standards		

Standards Alignment by Course

To view the state standards and how a course meets those standards, choose the **Standards Alignment** option in the Tools and Reports section of the Web Administrator and then choose **Standards by Course**.

A list of available courses will appear. Click on the name of a course, and on the following page, specify the appropriate state and click the **Load Standards** button.

To view the details about a particular standard, simply hover over the State ID, and a text window with the appropriate information will appear.



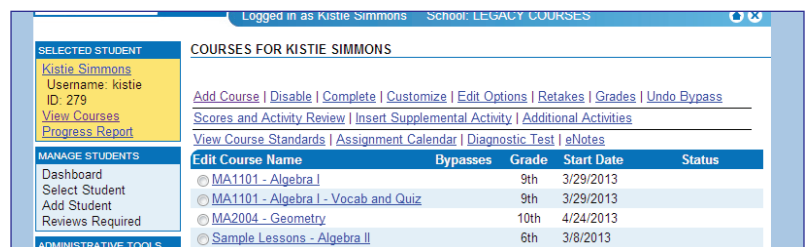
Managing Students

Add Course: Enrolls selected student in courses.

Disable: Prevents a student from working in the course that is disabled. The student can log in to the Virtual Classroom and work on all courses except the disabled course. Disabled courses can be re-enabled at a future date.

Complete: Marks the selected course as complete when the student has completed all activities and the teacher does not want the student to re-enter the course.

Customize: Enables administrators to customize courses for mass distribution or allows teachers to customize a course for an individual student.



Edit Options: Allows features within a course to be individualized for the student. Some of the individual features include passing-score thresholds, grade weights, start date, target date, quiz review method, grading methods, time limits and fail attempts for assessments, pre-test mode, etc.

Retakes: Allows educators to manage retakes for quizzes, tests, and exams.

Grades: Provides a list of all completed activities within a course and the selected student's grades on each activity. Also provides educators with 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. The Undo Bypass feature provides the ability to remove the Bypass from an activity.

Scores and Activity Review: Allows educators to view student work and leave feedback for all activities students have submitted. A search feature enables users to find assessment data on specific activity types.

Insert Supplemental Activity: Inserts activities from other Edgenuity courses into individual student courses for remediation or enrichment. When supplemental activities are inserted, students must complete the supplemental activities successfully before they can return to the assigned course sequence.

Additional Activities: These are assignments that a student does outside of the Virtual Classroom that will be factored into the student's grade for the course (presuming that the grade weight for the additional category is greater than zero).

View Course Standards: Provides access to the state standards correlations for a selected course.

Assignment Calendar: Generates a weekly assignment calendar for the student based on the start and target dates of the course.

Diagnostic Test: Allows educators to manage diagnostic testing for Virtual Tutor test preparation courses.

eNotes: Allows teachers to review eNotes that students have taken.

