



Ignitia®

v2.32

Teacher Quick Start Guide

Released 06/2017

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Ignitia[®]

Alpha Omega Publications

804 N. 2nd Ave. E.

Rock Rapids, IA 51246

Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193

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

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



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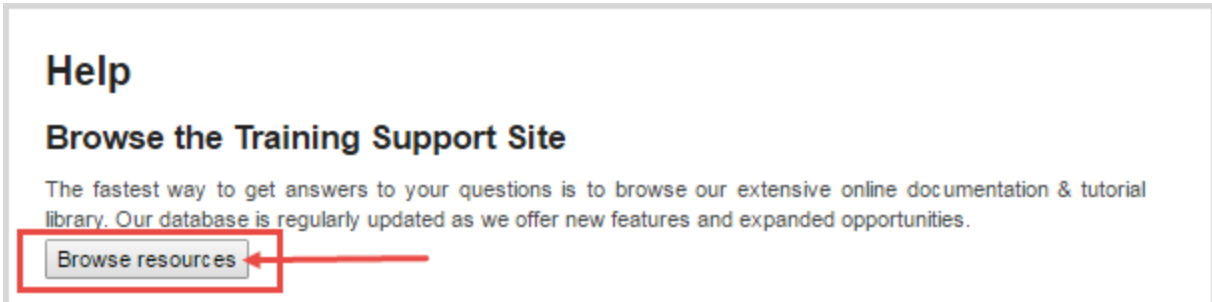
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Introduction

Welcome to the Ignitia® *Teachers Quick Start Guide*.

This guide is meant to help you quickly get school started by setting up users and enrolling students in courses. For more detailed instruction and information, see the *Teacher Reference Guide*. To access a copy of the guide or any other resources, do one of the following:

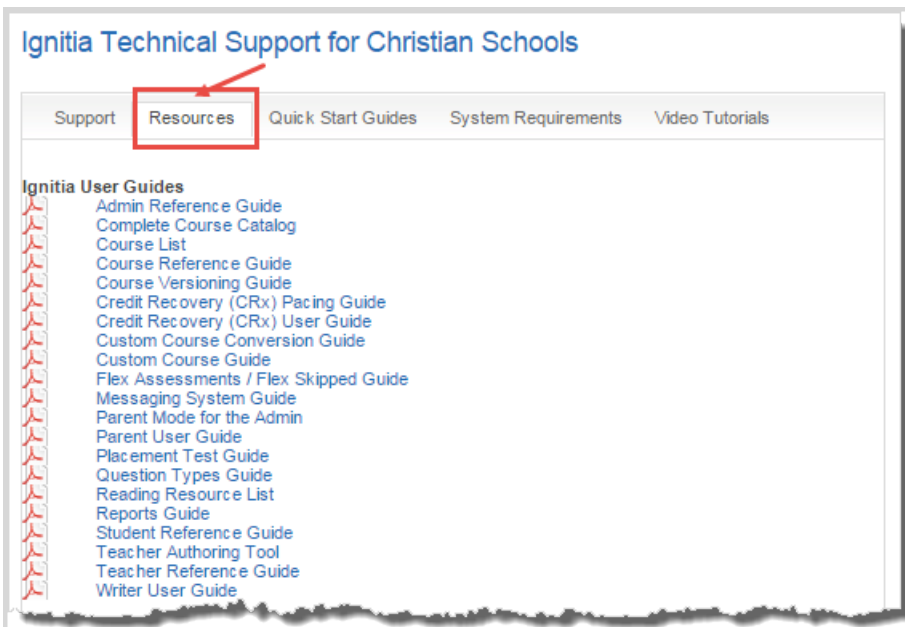
- Click the **Help** link located at the bottom of any Ignitia page to access the Help page. Then, click the **Browse resources** button under the **Browse the Training Support Site** section.



This action opens the Ignitia Support tab of the AOPschools page. Click the **Resources** tab to access the guides.

Or,

- Go directly to the Ignitia web site **Support Resources** page at: http://www.aopschools.com/ignitia_support. Helpful user guides (in PDF format) are located under the **Resources** tab of the page. Other tabs let you access **Quick Start Guides**, see the current **System Requirements**, and view **Video Tutorials**.



Log In To Ignitia

How you log in depends on whether or not your school has enabled Single Sign-On (SSO) functionality with Ignitia:



- For schools without enabled SSO functionality, on the **Login** page, enter your **Username** and **Password** and then click the **Ready, Set, Learn** button.
- For schools with enabled SSO functionality, on the **Login** page, click the **Sign In With [Azure][Google][Other IDP]** button. Enter your Identity Provider (IDP) credentials and click **Sign In**, or if you are already in your school's IDP session, you are immediately signed in to Ignitia.

View Important Information On Your Home Page

By default, Ignitia opens to the **Home** page. The **Home** page has several tabs and boxes containing lists of important information and items needing your attention.

Tabs and lists	Description
Activity Stream tab	Contains several lists of important information and items requiring your attention. <ul style="list-style-type: none"> • New Messages list. See New Messages list • Actions list. See Actions list. • Assignment Alerts list. See Assignment Alerts list.
New Messages list	Contains messages received from the Ignitia internal messaging system from students, teachers, admins, and the support system. Depending on the type of message, you may be able to reply, export, or forward the message. <ul style="list-style-type: none"> • Click any message to read it. See " Communicate With Teachers and Students Using Internal Messaging " on page 11.
Actions list	May contain help requests, assignments blocked requests, test/quiz unlock requests, assignment questions needing manual grading, and blank essay notifications. <ul style="list-style-type: none"> • Click any item to directly access the item. <p>Tip: If you select a Grade Assignment item and open it for grading, and you cannot complete the grading, a Remind Me button appears for the question so that you can reset the alert for the question. Resetting the alert puts it back into the Actions list. If you forget to click the Remind Me button, you can always click the Actions link to open the Gradebook > Action Required tab. The Action Required tab list contains the same items as the Actions list.</p>
Assignment Alerts list	Contains completed assignments, overdue assignments, assignments reassigned, and assignments blocked for not achieving pass threshold. <ul style="list-style-type: none"> • Click the Assignment Alerts link to go to the Assignment Alerts tab. See "Manage Assignment Alerts" below. • Click a title to open the assignment in the Teacher Assignment view. Here you can see the lesson contents and answers, grade (score) an assignment or question, skip assignments or questions, and more. • Sort the list by assignment type, student, course, unit, title, date, and activity status.
Calendar tab	Displays the school calendar which controls pacing of enrolled courses.

Manage Assignment Alerts

You use the **Assignment Alerts** tab to view the timely progress status of current assignments (last seven days) for your students or for all students. You immediately see if an assignment is overdue, blocked/failed, graded, or has been re-assigned. You can take action on an assignment and view the contents of an assignment.



1. On the main nav bar, click **Assignment Alerts**.
2. You can:
 - Filter and sort the Assignment Alerts list to change the information displayed.
 - Change status of assignments. Select a status from the **Status** list.
 - Manually enter a grade for assignments. Select a status of **Graded** and then in the **Update Score** page, enter a score. Click **Save**.
 - Click an assignment title to view contents of and manage assignments in the Teacher Assignment view. You can see questions, student's answers, lesson content and more.

Add (Register) Students

You can add (register) an individual student or multiple students. To add multiple students, see "[Import \(register\) multiple students](#)" below.

Note You must have the "Add Students" permission to add students to Ignitia. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

Add an individual student

1. On the main nav bar, click **Students**.
2. On the **Registration** tab, click **Create student**.
The **Create Student** page appears.
3. Complete the user identification fields, permissions settings, and enrollment grading, pacing, and weights settings shown on the page. **Remember** - permissions and enrollment grading, pacing, and weights settings may be dependent on the school permissions and school grading, pacing, and weights settings. For more information, see the *Teacher Reference Guide*.
4. When finished, click **Save**.
The new student user appears in the list on the Registration tab.

Import (register) multiple students

1. On the main nav bar, click **Students**.
2. On the **Registration** tab, click **Import Students**.
 - a. Click **Download Template**.

Note For schools *with* enabled Single Sign-On (SSO) functionality, the template contains the fields needed to create/register students and use SSO. You need the students' organization Login usernames from your Identity Provider (IDP). For example, your school uses Google accounts to sign on to various web applications using a single username and password. The required columns are: First Name, Last Name, and SSO ID. The SSO ID is the student's SSO Login username. Two columns, Student ID and Campus ID are optional.

- b. Enter required data in template and save as .csv file. For the Campus ID column, you can enter multiple campus identifiers for a student by using the pipe (|) symbol to separate values.

Caution Campus identifiers **MUST** match identifiers already set up by the Admin. During import, if campus ids do not match, an error message appears.

- c. On **Import Student** page, click **Browse** and locate the .csv file.
- d. Click **Next**.

The **Preview and Edit** page appears.

3. If duplicate usernames are detected (for schools without enabled SSO functionality), click the duplicate **Username** and enter a new username, and then click in any other field to verify the new username.

Note For schools with enabled SSO functionality, student usernames are generated by the system based on the SSO ID entered in the template for students.

4. Make changes as necessary to the permissions, enrollment settings, and school term. Any changes to settings apply to all imported students, but you can modify individual settings later. If desired, you can change or add data to any field in the student list. Click a field, and in the text box, enter the data. Or, to add or remove a campus id, click in the **Campus IDs** cell for the student and from the list, select a campus id or clear the check box to remove the campus id.
5. To import the students, click the check box in the first column next to each student, or to select all students, click the check box at top of first column.
6. Click **Submit**. Click **Done**.

Create Student Groups

You can create groups of students so that you can easily enroll the group members at the same time and also write and send messages to group members simply by selecting the group. You can also search for student groups in the Gradebook and run group reports. You can add Active or On Hold students (that you can access) to groups.

Note You must have the "Manage Student Groups" permission to add and manage student groups in Ignitia. See your Ignitia Administrator if you require the permission enabled for your Teacher profile.

1. On the main nav bar, click **Students**.
2. Click the **Groups** tab to open it, and then click the **+New Group** button.

The **New Group** page appears. Your name as the group owner is displayed in the **Group Owner** field.

Tip You can transfer the ownership of groups you created to another teacher. After the group is created, select it, and then from the **Actions** list, select **Change Owner** and click **Apply**. Search for the new owner and click **Save**.

3. Under **Group Details**, in the **Name** field, enter a unique group name. The name must be unique for your school (capitalization does not make it unique) and contain three (3) characters, but not more than 31 characters.
4. (Optional) In the **Description** field, enter a short description to help you identify the group. The description can contain between three (3) and 255 characters.
5. To search for and select students to include in the group, do the following:
 - a. In the **Search Students** field, enter three characters of a student's first or last name, username, Student ID or Campus ID. Your ability to search students depends on the students you have access to see. A list of accessible students that match the characters you entered appears. Or, to see the list of all students that you can access, type one character and then press Backspace to remove the character.
 - b. From the search results list, to select one or more students, click the check box next to the student's first name. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.
 - c. Click **Add to group** or under **Actions**, click the **Add Student** (**+**) tool for each student.

Selected students are removed from the search results and now appear in the **Students in the group** list.

6. If desired, to remove a student from the **Students in the group** list, click the check box to select the student. Then, click **Remove from group**, or under **Actions**, click the **Remove Student** (**X**) tool.
7. When finished, click **Save**.

Enroll Students In Courses

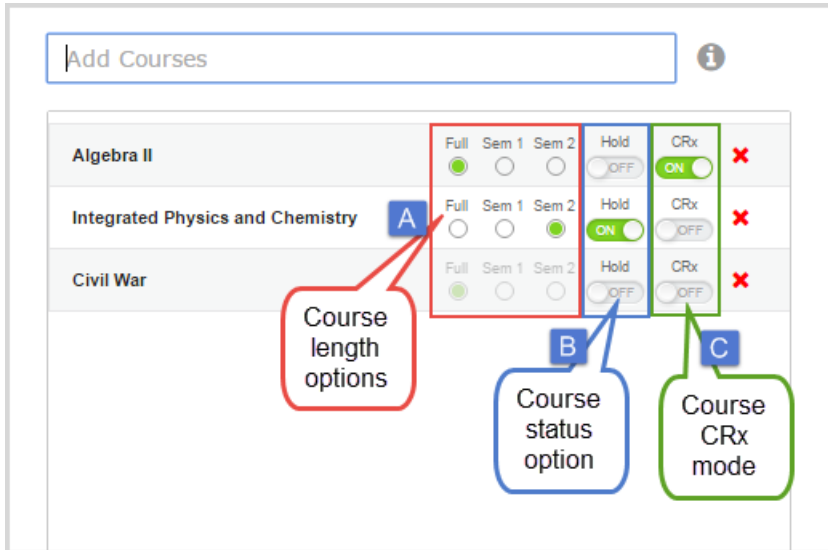
Note Teachers and Supers Teachers with the "Assign Courses" permission can create enrollments for students they have access to see. For more information, see the *Teacher Reference Guide*.


You can enroll one or more students in one or more courses at the same time. Consider the following before you begin enrolling *multiple* students in *multiple* courses at the same time:

- Students in the enrollment *with individual, personalized* Grading, Pacing, and Weights settings for their student profile will keep those personalized settings for the enrollment and those students in the enrollment *without individual, personalized* Grading, Pacing, and Weights settings will use the default school-level Grading, Pacing, and Weights settings. If you, as the enrollment creator and logged-in user, have the "Change Grading, Pacing, and Assessments" permission, you can modify (personalize) the enrollment settings for the *entire* enrollment. For more information about Grading, Pacing, and Weights settings personalization, see the *Teacher Reference Guide*.
- You select one teacher of record (TOR) and one term for the entire enrollment.

Tip There are several ways to enroll students in courses. One of the easiest ways is to enroll a group of students (see "[Create Student Groups](#)" on the previous page) using the Add Enrollment button on the Gradebook.

1. On the main nav bar, click **Gradebook**.
2. By default, the **Grading** tab is active, so click the **+Add Enrollment** button.
The Enroll Students page appears.
3. Under **Enroll Your Students**, in the **Add Student / Group** field, start typing the group's name or a student's name, username, student ID, or campus ID. When matching names appear, select the group or student. If desired, continue searching and adding students to the enrollment.
4. To search for and select course(s) for the enrollment, in the **Add Courses** field, start typing the course or subject name. When matching courses appear, select the course. If desired, continue searching and adding courses to the enrollment. Remember - all courses must use the same term, and teacher. However, each course can have its semester, status, and CRx mode settings modified as described in the next step.
5. If desired, and if the course allows it, do the following:
 - a. Select a course length (example A) of Full semester (Full), First semester (Sem 1), or Second semester (Sem 2). If the course length cannot be changed, the options are disabled.
 - b. Click **OFF** to change status from **Active** to **On Hold** (example B).
 - c. Click **OFF** to turn ON **CRx** mode (example C). If CRx mode cannot be changed for the selected course, the option is disabled.



6. In the **Teacher** field, the name of the logged-in user appears by default. To assign the enrollment to another teacher (or admin), clear the field and start typing the person's name. Select the teacher/admin from the matching list.
7. In the **Terms** field, keep the default term or click to select another school term. If desired, click **Custom Term** and enter custom term start and end dates.
8. If desired, to view the enrollment grading and pacing, weights, monitored assessments settings and other permissions, click the **View and edit settings** () tool located in the upper-right corner of the page. If you make changes, click **Save Settings**. Otherwise, click **Cancel**.

Tip If you plan to do consecutive student enrollments, as a time-saving feature, select the **Create Another Enrollment** check box located below the **Create Enrollment** button at the bottom of the page. This action keeps your selected students, teacher, term, and courses in the **Enroll Students** page so that you only have minimal changes to make after submitting the first enrollment. If you switch to another Ignitia tab or page between consecutive enrollments, your settings are not saved.

9. When finished, click the **Create Enrollment** button.
10. At the enrollment submitted successfully message, click **OK**.

Important When the enrollment is processed by Ignitia, as the enrollment creator, you receive a "Batch Enrollment Result" message in your Messages Inbox that notifies you of successful and failed enrollments. If an enrollment failed, the message explains why. Be sure to check your messages. The Teacher assigned to the enrollment also receives the "Batch Enrollment Result" message in their Messages Inbox. See ["Communicate With Teachers and Students Using Internal Messaging" on page 11](#).

Provide Access To Parents And Guardians

You can provide access to the Ignitia Parent Portal for parents and guardians. The parent or guardian receives an email with a link to the Parent Portal to set up their password and log in.

Note You must have the "Add Parent" permission enabled for your teacher profile to add and manage parents. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

Before you create the parent profile, you need:

- At least one student associated with it. If you have not added the student(s) to Ignitia, see ["Add \(Register\) Students" on page 5](#).
- The parent's valid email address. Their email address becomes their Ignitia username.

1. On the main nav bar, click **Parents**.
2. Click the **Create Parent Profile** tab.
 - a. Enter the **First Name** and **Last Name** of the parent or guardian.
 - b. In the **Login ID** field, enter a valid email address of the parent or guardian. This email address is their Ignitia username.
 - c. In the **Add Student** field, start typing the name of the student associated with the parent or guardian. As you begin typing, a filtered list appears. Select the name of the student to associate with this parent or guardian.
 - d. Click **Add**.
 - e. Repeat steps c and d to associate additional students.
 - f. Click **Save**.
3. Verify the information you added and click **Send Confirmation**. Click **OK**.

The email contains a link which remains active for 36 hours. If the parents do not open, read and create their password, you will need to resend the confirmation.

View Students' Progress In Assigned Courses

Once students are enrolled in courses, you can view their progress for an assigned course in the **Gradebook**. You can drill into the units and individual assignments in assigned courses to see the detailed progress information and take action, such as unblocking a quiz. There are several ways to access the **Gradebook** for a student, but one of the easiest ways is from the **Students > Registration** tab using the **Go To > Gradebook** shortcut.

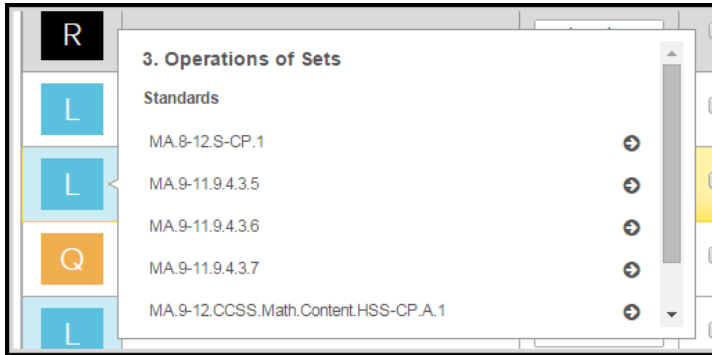
Tip The Assignment Alerts tab also shows current (last seven days) progress information of attempts and score for assignments.

1. On the main nav bar, click **Students**.
2. On the **Registration** tab, use the filters to find the student. Then, under **Controls**, click the **Go To > Gradebook** shortcut link for the student.
3. To drill into the course to see progress by unit, click the **expand** (**+**) symbol in the first column next to the **Course Name**. The symbol changes to the **collapse** (**-**) symbol.

At this level, information shown includes unit number, title, start date, unit complete date, progress, and composite score. If the unit was skipped, a check box appears in the Skipped column. To skip a unit, select the check box. To unskip a unit, clear the check box.
4. To drill deeper into the unit's assignments, click the **expand** (**+**) symbol in the first column next to the **Unit Title**. The symbol changes to the **collapse** (**-**) symbol.

At this level, you now see the individual assignment type – lessons, projects, quizzes, tests, and references – that make up the unit. You see the status, due date, started date, completed date, number of attempts, and score (if completed).

If the assignment is a Lesson or Project and it has a light blue background color, and the pointer changes to the Hand icon when you hover over the assignment symbol, this means the assignment has mapped standards that you can view as shown in this example.



- To collapse the units and course, click the **collapse** () symbol at either the unit's level or course level.

View, Manage, and Search Courses

Ignitia supports our standard courses as well as any custom courses you may want to develop.

- **Standard courses** are the default courses provided when you purchase Ignitia. You cannot modify the Ignitia standard courses.
- **Custom courses** are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Ignitia courses. You can also create a course comprised entirely of custom units and assignments created by you and other users.

Note Creating custom courses is explained in the *Custom Course Guide* and creating custom assignments is explained in the *Teacher Authoring Tool Guide*.

The **Courses** tab contains a list of all standard courses your school is entitled to see and enroll students in as well as custom courses created by your teachers and/or admins. The **Courses** tab also provides:

- Several sub-tabs to help you filter the list to the courses you want to view. By default, when you start using Ignitia, the **All** list displays the standard Ignitia courses. Once your school has created custom courses, the **All** list also contains those courses as well. You use the **All Standard**, **Custom**, **My Courses**, and **Archived** sub-tabs (filters) to change the course information displayed.
- A **Create Course** button that enables you to create your own custom course. See the *Custom Course Guide* for information on how to create custom courses.
- A **Search** button lets you search your entitled Ignitia curriculum and other content types (custom courses and assignments, all standard topics, and Standards documents) to flag content for your custom courses.

Note You must have the "Create/Edit Courses" permission enabled for your teacher profile to create, copy, and edit custom courses and assignments. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

There are several ways to search content:

- Navigate through "levels" of a selected content type. For example, Ignitia standard **Curriculum** is organized into levels by **Subject**, then by **Course**, then by **Units**, and finally by **Assignments**. This means you can drill into a course all the way to the assignment level to see the content before assigning the course to students or creating a custom course.
- Enter a keyword and apply filters to narrow your search results for a selected content type. For example, you want to search **Topic** content for all uses of the word "energy", but you want to only see items for Grade 8.

You can flag content to save it to a list and easily access those flagged items to create custom courses.

For more detailed instruction and information, see the *Teacher Reference Guide*.


Communicate With Teachers and Students Using Internal Messaging

Ignitia has an internal messaging system that allows teachers and admins to receive messages from other teachers, admins, and students, and send messages to other teachers, admins, students, and student groups. Teachers and admins also receive internal system support messages that let them know if an enrollment may soon be archived or other important system notifications. Teachers and admins can also export help-requested and person-to-person messages to PDFs to provide the message details to others. Students can send messages to their teachers, even while working on an assignment, and receive messages from their teachers.

To read, reply to, and send an internal message:

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


By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. To read a message, under **Actions**, click the **View message** () tool. Depending on the type of message, you may be able to forward, reply to or export the message.
3. To write and send a message, click **New Message**.
4. To select the recipients for the message, do the following:
 - a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.
 - b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.
 - c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.


Tip You can enter the first few characters of a user's name in the blank text field to filter the appropriate list.

5. Enter the subject of the message, and then type the message.
6. Click **Send Message**.


Export messages

1. To export a person-to-person or help-requested message to a PDF, on the **Messages** tab, under **Actions**, click the **Export** () tool. Or, if you already have the message open, click the **Export** button.
The message downloads as a PDF. Depending on your browser, the file may show on a tab at the bottom of the page.
2. Click to open the file, or just attach the pdf file to any email in an external messaging program.

Run Reports

Ignitia has a variety of reports to help teachers manage and track student activity and progress. You can run reports using the main nav bar **Reports** tab and choose from several student reports using the **Quick Reports** () tool from the **Gradebook**. You can select to export the report as a Web (HTML) page, CSV file, or a PDF.

Notes

- The reports vary based on the report tool you select. The **Reports** tab provides all the reports you can access based on your user role and allows you to select a time frame and apply other filters. When running a student activity or progress report using the **Quick Reports** () tool from the **Gradebook**, the time frame for the report is based on the course enrollment term.
- Depending on the report export format, some reports generate as separate reports with many pages.

1. On the main nav bar, click **Reports**.
2. If desired, to change the time zone for the report, select a different time zone.
3. From the reports list on the left, select a report.

This action displays the applicable report filters, such as **Select Time-frame**, **Select Users**, **Select Group**, **Select Campus ID**, and **Select Enrollments**, which determine the information to include in the selected report.

4. Select filters as required by the report:
 - a. If the report requires a time frame, for the **Select Time-frame** filter, select a one or more school terms or enter custom start and end dates.
 - b. If the report requires user information, for the **Select Users** filter, as a quick search, use the **Name** search field to locate a user. Or, just select users from the list that appears. Click the check box next to the name to include the user in the report.
 - c. If the report requires group information, for the **Select Group** filter, select one or more student groups.
 - d. If the report requires campus information, for the **Select Campus** filter, select one or more campus ids.
 - e. If the report requires enrollment information, for the **Select Enrollments** filter, click the **Show/Refresh** button to display all courses for the selected users. Then, use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. Select the check box for each enrollment to include in the report.
5. From the **Export as** section (at the top or bottom of the filters area), select a report format.
6. Based on your selected report format, you can open the file immediately, save it, or print it.