

Calvert Teaching Navigator

User Guide for Learning Guides and Students



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Calvert Teaching Navigator

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Getting Started

This User Guide is designed to give students and Learning Guides (Calvert's Lesson Manuals refer to parents as Learning Guides) a high-level overview of Calvert's lesson delivery platform, the Calvert Teaching Navigator.

Important Icons



This Menu icon (known as the "Hamburger" menu) opens and closes the left navigation pane.



The Reporting icon allows Learning Guides to access and run attendance and grade reports.



The notification icon is designed for students enrolled in public schools or the Calvert Instructional Service and notifies students of graded assignments as well as retakes granted.



The Help icon links to the support section of the Calvert Teaching Navigator.



The Objectives icon lists the lesson objectives.



The Assignments icon provides a list of the activities the student will complete during the lesson



The Lesson Resources icon lists any books or materials needed for the lesson, links to the Course Resources page, and the Answer Keys (for Learning Guides only).

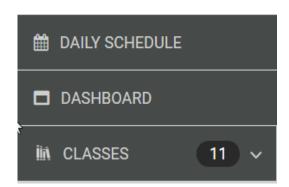


This is a support feature for early and struggling readers. The lesson text is read aloud to the student. The translation tool is an added feature for English Language Learners.

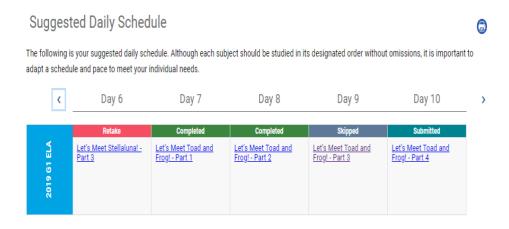


The Printer icon allows lesson content to be downloaded and printed from your computer for offline viewing. Lesson parts can be printed individually, or users can opt to print an entire unit.

Screen Parts

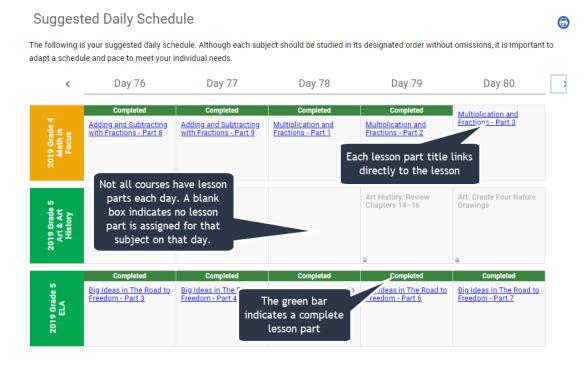


The left navigation menu shows the Daily Schedule page, the Dashboard, and the student's enrolled classes.



The main screen displays the selected page and provides access to daily lessons and reporting.

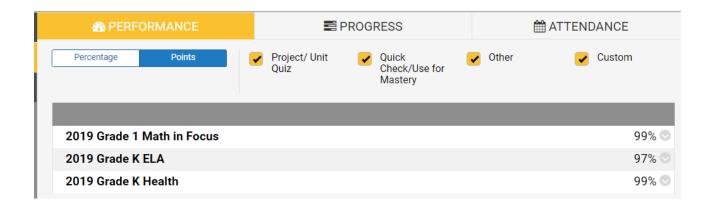
Suggested Daily Schedule



The Suggested Daily
Schedule page lists five days
of lessons at a time. It
indicates which lessons are
complete and gives students
a list of subject areas for a
given day.

Dashboard

The Dashboard page gives insight into student performance, progress, and attendance.



Performance Tab

The Performance tab on the Dashboard page provides insight into student performance in each subject area. The overall percentage is displayed and is calculated as an average of Quick Checks, Use For Mastery, Unit Quizzes, and Projects.



Selecting the arrow gives even greater insight into student performance in the selected subject area. All assessments taken are listed as well as the dates they were taken and the score. Clicking on the assessment name opens the assessment so questions and selected answers can be viewed.

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Assessment		Date Taken	Final Score
Numbers to 10 - Part 1 Practice Questions		05/10/2020	3/3
Numbers to 10 - Part 4 Use For Master;	Students can review their	10/01/2019	4 / 10
Ways to Make a Number - Part 4 Rate Your Understanding	submitted responses and	05/20/2020	n/a
Ways to Make a Number - Part 5 Practice Questions	feedback by clicking the link	05/20/2020	2 / 4
Ways to Make a Number - Part 7 Project Progress	, ,	12/17/2019	SUBMITTED

Progress Tab

The Progress tab on the Dashboard page indicates the progress the student has made towards completing each course. Lesson completion is set by submitting the assessment in the lesson. If an end date has been set for the course, the number of days remaining will also be displayed. The current lesson, number of incomplete lessons, and number of days remaining is also listed.



Attendance Tab

The Attendance tab on the Dashboard gives insight to student attendance.

Total online attendance to date: 162							
April 2020 > Total online attendance for the selected month:							
SU	МО	TU	WE	TH	FR	SA	
29	30	31	<u>1</u>	2	3	4	
5	6	<u>7</u>	8	9	<u>10</u>	11	
12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	
19	20	21	22	23	24	25	
26	<u>27</u>	28	<u>29</u>	30	1	2	

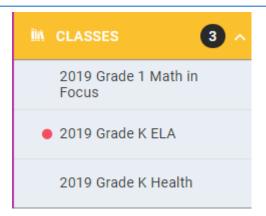
The yellow underline bar indicates a day that a student completed a lesson (determined by taking a scored or non-scored assessment or parent input of manual attendance). The blue circle indicates the current date. The message above the calendar notes the total attendance for the year.



Selecting an attended day provides an insight into what classes were attended that day as well as how many lessons were completed.

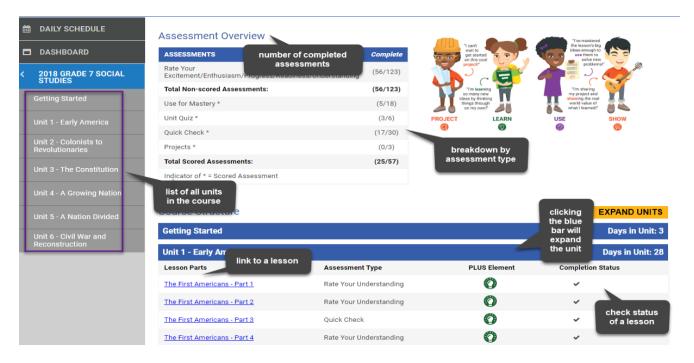
Any attendance manually inputted by the parent for that day will also be listed.

Classes



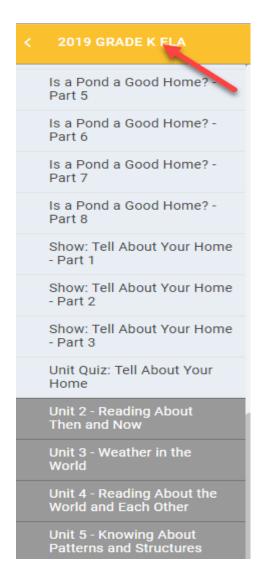
The Classes menu item on the left navigation bar provides a toggle button to open a list of student courses. Courses that contain a lesson that has been granted a retake by the teacher are marked with a magenta dot.

Selecting a subject area opens the Assessment Overview and Course Structure page, which provides a snapshot of the student's completed lessons and a list of all the units in the course. This view also provides users quick access to any lesson in the course.



Calvert Teaching Navigator

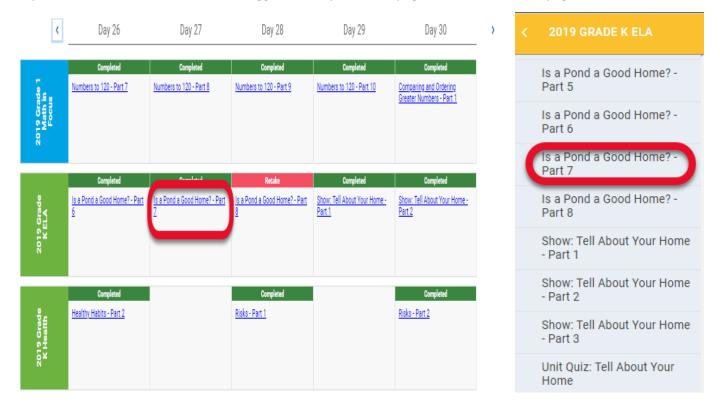
Selecting a subject area also opens an easy-to-navigate lesson tree in the left menu pane.



Course Content

How to Access Daily Lessons

Daily lessons can be accessed from the Suggested Daily Schedule page or from the Classes page and menu.



Lesson Page

The Lesson page delivers the lesson content and is organized by individual cards.



Assessments

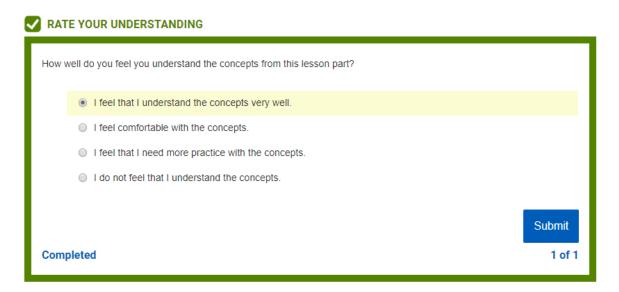
There are a variety of assessment types, both scored and non-scored. There is an assessment at the end of every lesson.

Assessment Overview

ASSESSMENTS	Complete
Rate Your Excitement/Enthusiasm/Progress/Readiness/Understanding	(56/123)
Total Non-scored Assessments:	(56/123)
Use for Mastery *	(5/18)
Unit Quiz *	(3/6)
Quick Check *	(17/30)
Projects *	(0/3)
Total Scored Assessments:	(25/57)
Indicator of * = Scored Assessment	

Non-scored Assessments

Rate Your Excitement/Enthusiasm/Progress/Readiness/Understanding assessments must be submitted so that the student's progress in a course continues to move forward; however, these assessments do not have point values. Lessons with non-scored assessments contain required content and helps teachers and learning guides gauge how well their students understand concepts.

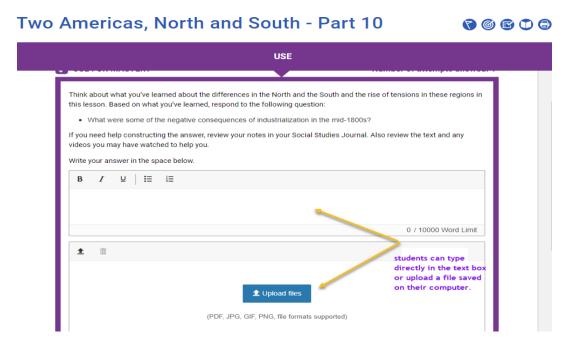


Scored Assessments

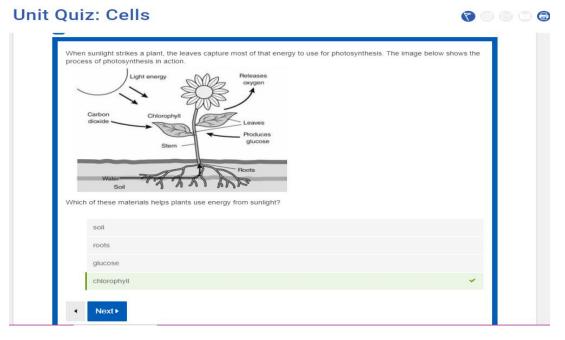
Quick Checks are short assessments that will check the student's understanding of a lesson topic. Quick Checks help clarify what topics the student has mastered and what concepts need further review. Quicks Checks are auto-scored and provide rationale for the correct response.



Use For Mastery assessments appear at the end of every lesson. These are open-ended response questions that help to determine how well the student learned the concepts covered in a lesson. Each assessment is worth 10 points and is graded manually by the designated teacher or Learning Guide.



Unit Quizzes are summative assessments that appear at the end of every unit. Unit quizzes evaluate the students' understanding of all the key concepts learned in that unit. The assigned point value for each unit quiz can vary.



Projects 6

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Projects are integrated throughout selected units of each course. The projects are designed to give students engaging real-world opportunities to creatively demonstrate their learning. Students' progress towards the completion of a project is checked at key points in the unit. These "project progress" checkpoints allow students to receive feedback from their teacher or Learning Guide prior to submitting the final project. Each project is worth 20 points



Interactive Activities

These age-appropriate digital tools allow students to engage with the content in a variety of fun and motivational ways. Interactive activities appear in the Learn section of selected lessons. The types of activities include virtual labs, simulations, videos, games, and more.

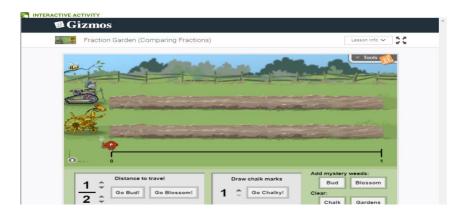


More To Explore 🥝



These activities and resources are embedded within many of the Quick Check assessments. More to Explores can include videos, additional readings, or digital activities help students to apply knowledge of a concept in a different way.

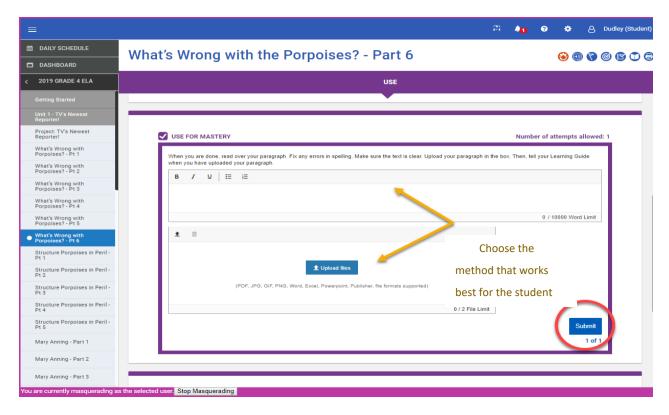




Students

How to Submit Work

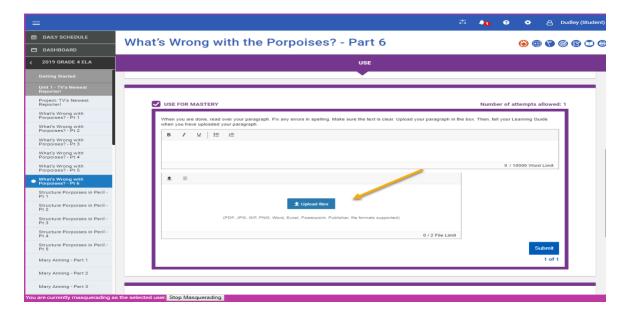
For most Use for Mastery assessments, students can submit their work in one of two ways. Students can type directly into the text box or upload a file and then click Submit. For longer writing assignments, including essays and projects, we recommend that students upload a file. Students can easily retrieve and revise (if requested by their teacher) assignments that are already saved on their computer.



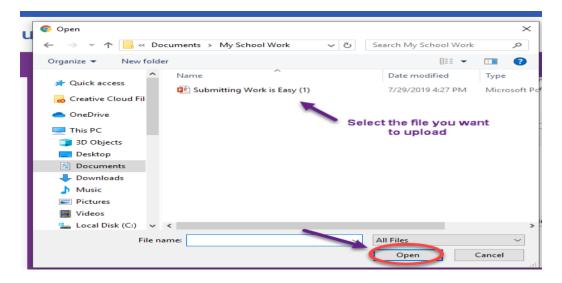
<u>Note:</u> Unless specifically instructed to do so, students cannot type their work into the textbox and upload a file at the same time. Students must choose one submission method.

Uploading a File

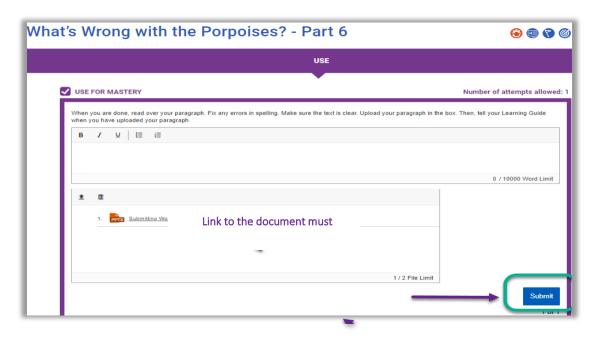
1. Click on the Upload files button.



2. Locate the file that you previously created and saved to a folder on your computer. Select the file and click the Open button.



3. Confirm that the correct file is attached and then click Submit.

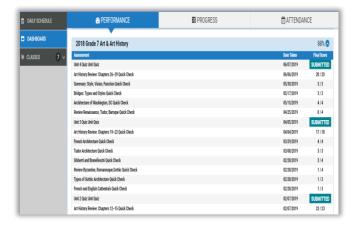


*Note: Work must be submitted in the student view of Calvert Teaching Navigator. Learning Guides and teachers cannot submit assignments.



4. Confirm that the assignment or lesson part has been successfully submitted by checking the Overview page or the Performance tab.





Submitting Projects Using Presentation Software

Projects are the foundation of the PLUS Framework. Students will gain exposure to a variety of presentation tools that promote creativity while enriching their learning experience. Submitting work for projects is very similar to uploading a file for Use For Mastery assessments; however, depending on the grade level and course, students will use tools such as PowerPoint, Google Slides, Prezi, and/or Canva.

Accessing Google Apps

Google offers free access to several applications that can be converted to files that are compatible with similar Microsoft Office applications.

Google Slides

1. If you do not have a Google account, you can still access the Google applications by visiting the Chrome Web Store at https://chrome.google.com/webstore.

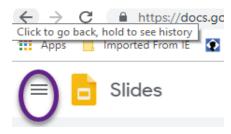
Add and open Chrome apps You can add and open apps from the Chrome Web Store ②. Note: Some apps in the Chrome Web Store are only supported on Chromebooks, and won't work on Windows, Mac, or Linux. Add an app Add an app from the Chrome Web Store 1. Open the Chrome Web Store ②. 2. Search or browse for the app you want. 3. Click Add to Chrome.

2. For an experience similar to PowerPoint, select the Slides icon

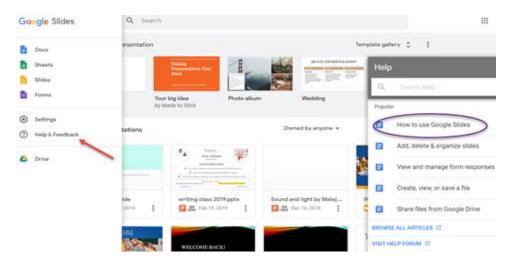


If you are unfamiliar with PowerPoint or Google Slides, we recommend that you start by viewing the "How to use Google Slides."

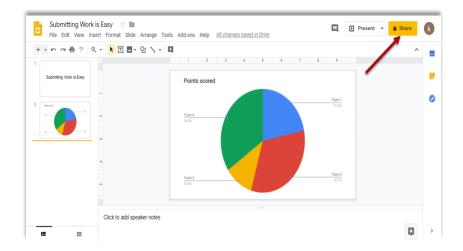
3. Select the hamburger menu (main menu) located at the top left side of the window.



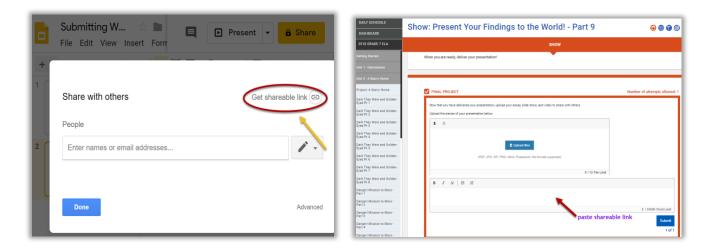
4. Select Help & Feedback from the left menu. The Help screen will pop up on the right side of the screen



5. Create your Slides presentation. Click the Share button located at the top right corner of the window.



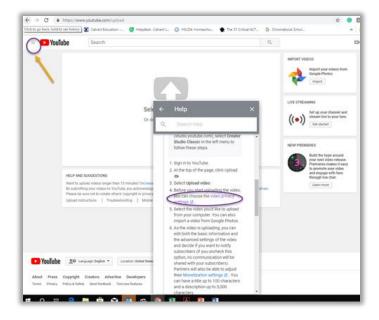
6. Select Get shareable link. Students can copy the link and paste it into the textbox in Calvert Teaching Navigator.



YouTube

YouTube is a video-sharing website. The platform makes sharing simple for large video files that are too large to be shared through email or other channels. Users can share their content through a link. YouTube links can be copied into the textboxes within CTN and submitted to the teacher.

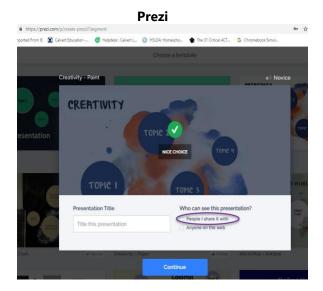
Please consult the Help section on YouTube's site to obtain information about their video privacy settings before creating any content.



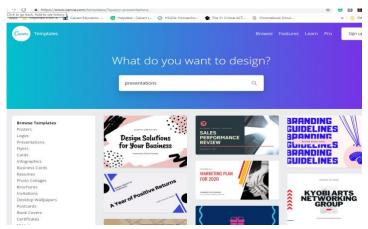
Prezi and Canva

Prezi and Canva have several subscriber options, depending upon your student's individual needs. Students can register for a free, basic account by entering their name and email address. Once the registration is complete, students can immediately log in. In Prezi, the first steps to creating a presentation are creating a presentation title and selecting the privacy level. For the purpose of submitting the work to the designated teacher, students should select the "People I share it with" option. Students will generate a shareable link that can be copied into a document or textbox that the teacher can access.

Canva allows users to download their creation to their computer for free. Both sites have user-friendly interfaces and templates that allow students to create documents and presentations.



Canva

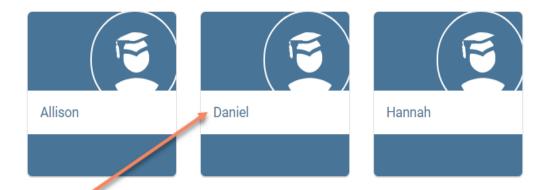


Learning Guides

Learning Guides have access to a few additional features in the Calvert Teaching Navigator.

Student Selector Page

For families with multiple students enrolled in Calvert courses, Learning Guides see the Student Selector page upon logging in.



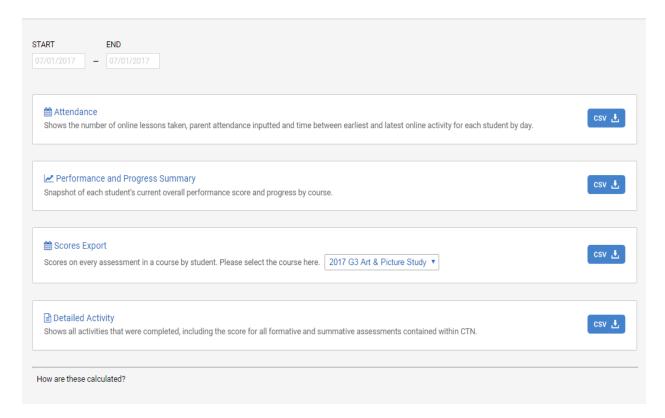
How to Run Reports

Learning Guides can run reports using the Reports icon. On the Reports page, a start and end date for the report needs to be inputted before the reports can be run.

Reports

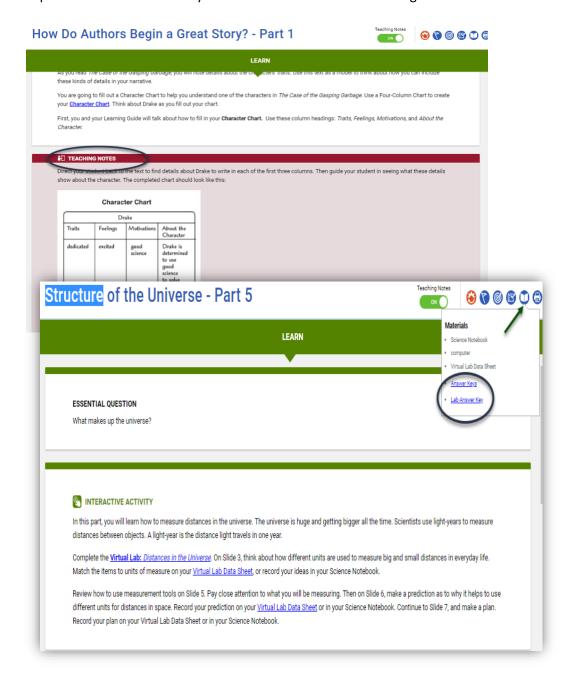
Click on the links below to download the relevant report. By default each report will provide data for all 2017 courses since 07/01/2017.

Please note: Reports will not be able to be exported until 07/01/2017.



Teaching Notes and Answer Keys

Teaching Notes and answer keys equip at-home Learning Guides and teachers with quick access to tools to support student learning. Teaching notes provide instructional guidance, responses to graphs, charts and discussion questions. Answer keys or teacher's editions of the math and science books are available as easily accessible links in the daily lesson parts. These tools are only available in the teacher or Learning Guide view.



How to Manually Enter Attendance

Learning Guides, in rare instances, may need to manually input attendance for time spent offline for different state requirements. This can be done through the Attendance tab on the Dashboard page.

