



Calvert Teaching Navigator

User Guide for Administrators

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Getting Started

This User Guide is designed to give administrators 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.



This Menu icon is the collaboration icon. This is where Administrators can access the Flutterfeed dashboard to monitor student and teacher interaction.



The Reporting icon allows Administrators to access and run reports.

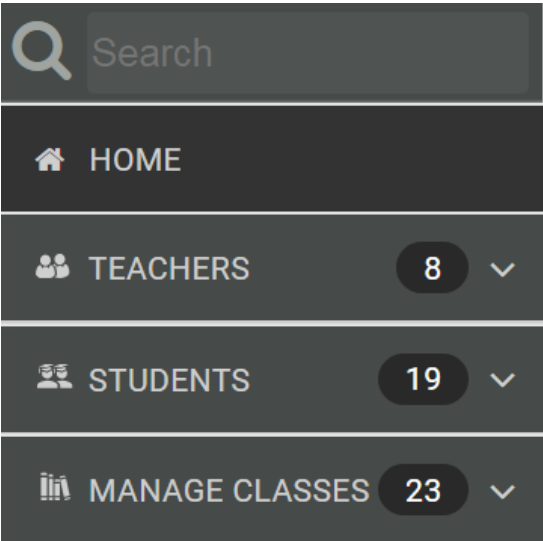


The Help icon links to the support section of the Calvert Teaching Navigator.

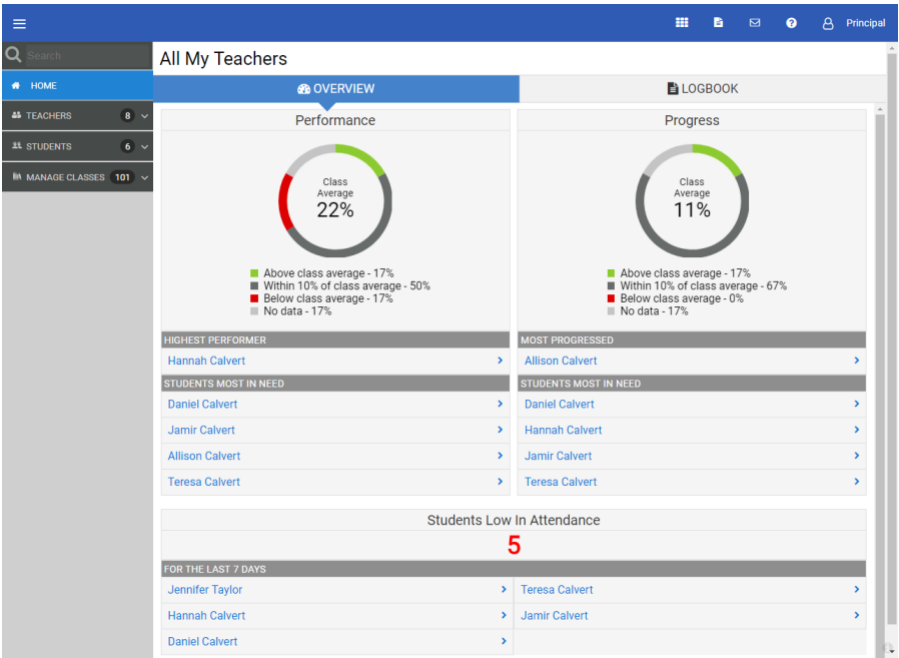


The Settings icon takes administrators to a page where they can select which courses to display, turn the collaboration tool on or off for the school, and set forced progression for students. This tool manages all the institutional level course settings.

Screen Parts



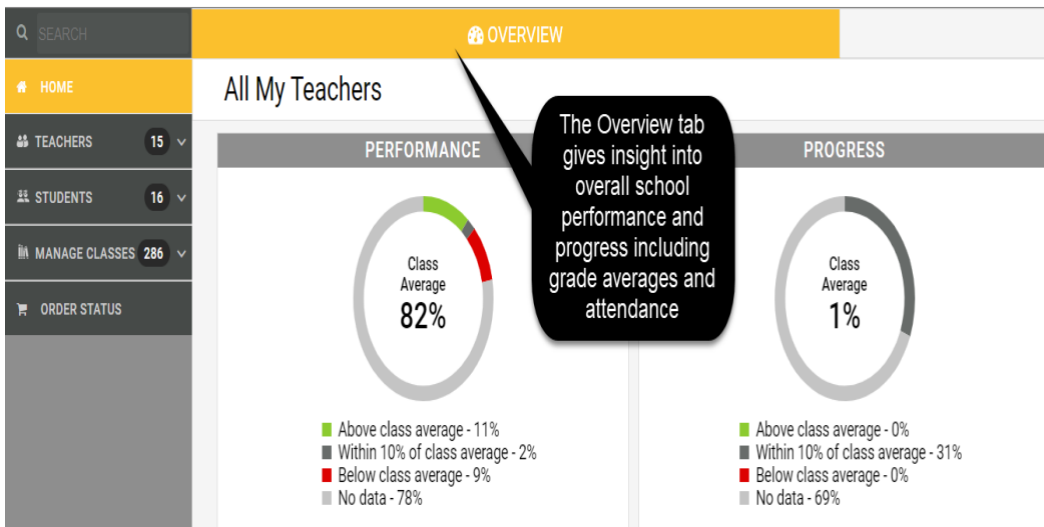
The left navigation menu shows the different page views for the Administrator. Administrators have access to three tabs. The “Teachers” tab (page displayed upon logging in), the “Students” tab, and the “Manage Classes” tab.



The main screen displays the selected page and also gives access to the Logbook.

All My Teachers

CTN - Sales Demo Account

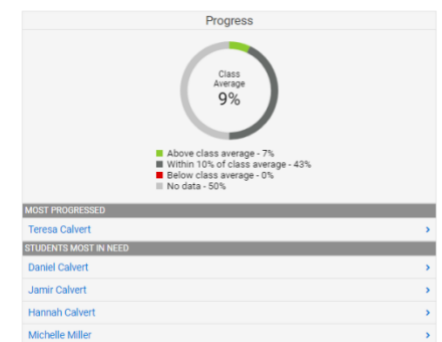
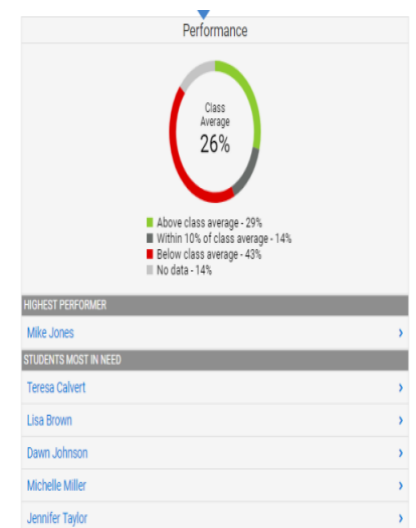


The “All My Teachers” page is the Administrator Home Page. There are two tabs to this page. First is the Overview, which is the default home screen.

The Overview page includes the following parts:

Performance – This is an overall average for all students enrolled in your school across all subject areas. It’s helpful as a “quick pulse check” to make sure, on average, that your students are doing well. Administrators also get a glimpse at which student is the highest performer in the school and which students are most in need of assistance with their performance. This calculation doesn’t necessarily mean the students on this list are failing, they are just the lowest performers compared to the rest of the students in your school.

Progress – This is also an overall average for all students enrolled in your school across all subject areas and gives an administrators a glimpse at how far along their students are in their courses. This progress calculation should match approximately how far along you are in your school year. Also included in the Progress stats are the most progressed student as well as students who are most in need of assistance with their daily progress. Again, these numbers are relative compared to the other students in your school and do not always mean that the students who appear on this list are in danger of not completing their courses.



OVERVIEW

LOGBOOK

All My Teachers

VIEW COURSES

ADD TO LOGBOOK

SUBMIT

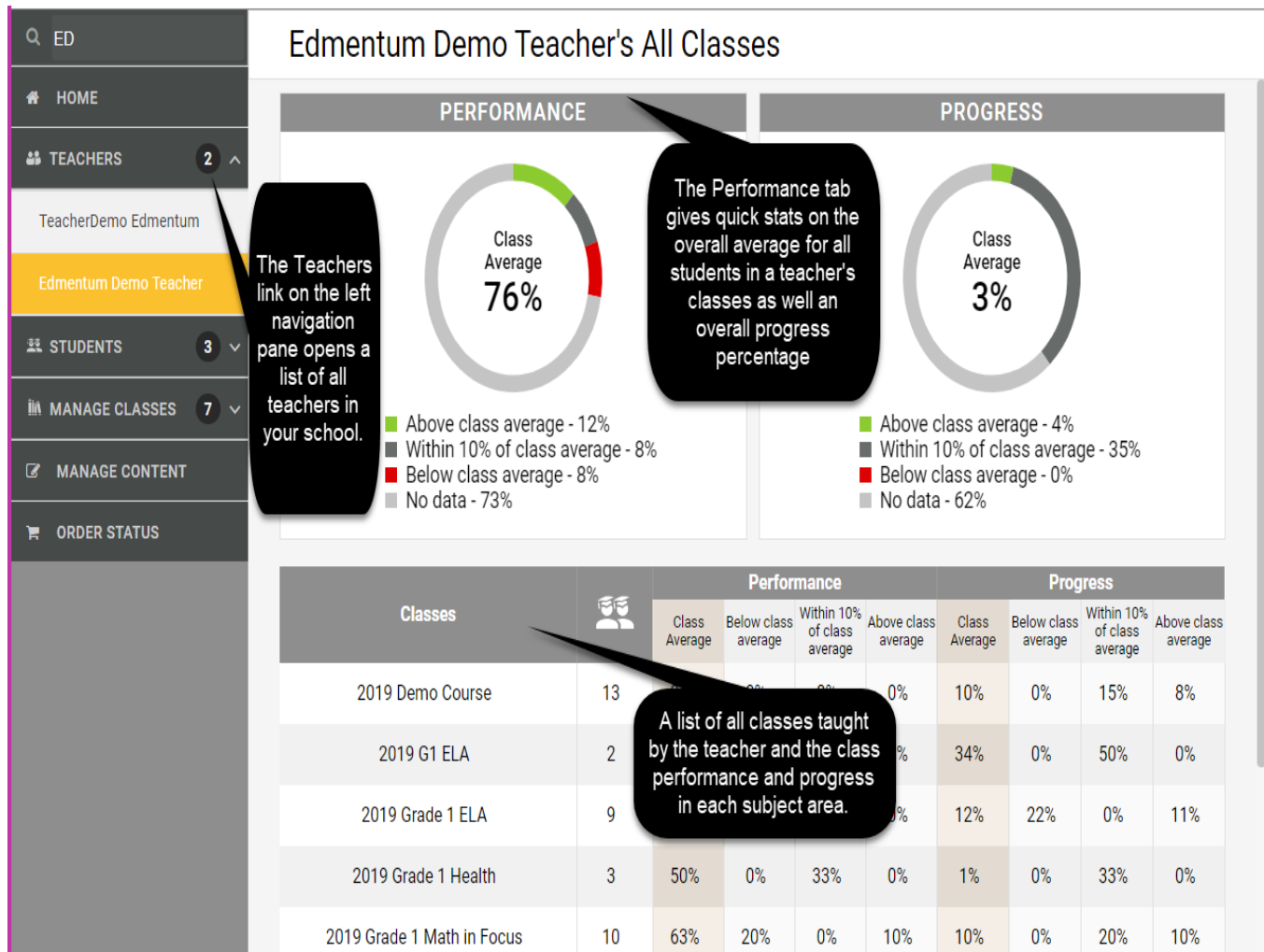
STUDENT	DATE	CATEGORY	NOTES	ENTERED BY
Student	Date	Call / Message	Notes	Entered By
Lorena Anstett	Mon, May 11th 2020	✉	Sent email to parent regarding mis	Sales Teacher
Lorena Anstett	Fri, Apr 12th 2019	☎	Talked about science	Sales Admin
Calandra Karnes	Fri, Aug 17th 2018	☎	Discussed math progress	Sales Teacher
Jeannine Barrow	Tue, Aug 14th 2018	✉	Reviewed proper nouns	Sales Teacher
Calandra Karnes	Thu, Aug 9th 2018	☎	talked about progress	Sales Teacher
Lorena Anstett	Tue, Aug 7th 2018	✉	Called to see if student was ready to begin!	Sales Teacher

The logbook tab gives insight into communication between teachers and students/families (messages through CTN and logged phone calls)

The second tab on the “All My Teachers” page is the Logbook tab. The log book is searchable and can also be filtered by date and time, type of interaction, subject, recipient and teacher.

Teacher Page

The Teacher page gives insight into each individual teacher and how well students in their classes are performing.



Student Page

The student page gives insight into the performance of individual students enrolled in your school.

ED

OVERVIEW

PERFORMANCE

PROGRESS

ATTENDANCE

HOME

TEACHERS 2

STUDENTS 3

EdCounselor State DemoStudent

Student Demo Edmentum

Edmentum Student Sample Courses

MANAGE CLASSES 7

MANAGE CONTENT

ORDER STATUS

Student Demo Edmentum

Overall Performance

+6%

compared to class average

Overall Progress

+1%

compared to class average

Classes		Performance		Progress			
		Overall Score	Compared to Class Average	Progress	Compared to Class Average	Incomplete Lessons	Days Remaining
2019 Grade 1 ELA	9	N/A	N/A	2%	-2%	181	352
2019 Grade 1 Health	2	N/A	N/A	0%	0%	142	352
2019 Grade 1 Math in Focus		50%	-13%	4%	1%	156	352
2019 Grade 1 Physical Education		N/A	N/A	0%	0%	164	352
2019 Grade 1 Science		N/A	N/A	1%	1%	168	352
2019 Grade 1 Social Studies		N/A	N/A	1%	1%	160	352
2019 Grade 2 Art & Picture Study		N/A	N/A	0%	0%	163	352
2019 Grade 2 ELA		N/A	N/A	1%	1%	159	352
2019 Grade 2 Math in Focus	8	N/A	N/A	1%	1%	162	352

The Students link on the left navigation pane opens a list of all students in your school.

The student Overview page gives insight into a student's overall performance and progress across all subject areas, compared to the class average.

List of all classes in which an individual student is enrolled as well as detailed statistics pertaining to performance and progress per subject area. Instances where a student is ahead of the class average appear in green font. Instances where a student is below the class average are in red.

Manage Classes

The Manage Classes page is a unique page to Administrators. This page is where Administrators assign teachers to courses, assign students to courses if needed, as well as set course start and end dates.

After selecting a course, that class page opens and administrators can take actions such as adding a course end date (important for pacing), adding teachers to the course, and if default class set-up was not the selected option for the school, this is where administrators can assign students to classes. To assign teachers or students to courses, administrators click on the name of the individual within the Teacher or Student list. Administrators can also search by name by using the search field. The selected individual will then be highlighted. Then, click “Save” and that teacher or student is assigned to the class.

Bulk Manage Classes

Administrators can also manage class settings by using the “Bulk Manage Classes” option. This feature allows administrators to update the settings for multiple classes at once, particularly a teacher has the same group of students for more than one class.

CTN - Sales Demo Account

Bulk Manage Classes

1 **SELECT CLASSES**

2019 Grade 2 Math in Focus (PA)
2019 Grade 2 Math in Focus (WI)
2019 Grade 2 Physical Education
2019 Grade 2 Science
2019 Grade 2 Science (FL) 1
2019 Grade 2 Science (MI)
2019 Grade 2 Science (OH)
2019 Grade 2 Science (PA)
2019 Grade 2 Science (WI)
2019 Grade 2 Social Studies
2019 Grade 2 Social Studies (MI)
2019 Grade 2 Social Studies (OH)
2019 Grade 2 Social Studies (PA) 1
2019 Grade 2 Social Studies (WI)
Battle Ground 2019 Grade 2 ELA
Battle Ground 2019 Grade 2 Math
Battle Ground 2019 Grade 2 Science
Battle Ground 2019 Grade 2 Social Studies
Demo 2019 Grade 2 ELA
Demo 2019 Grade 2 Math in Focus
Demo 2019 Grade 2 Science
Demo 2019 Grade 2 Social Studies

Filter Classes: grade 2

highlight the classes

2 **TEACHERS**

Teachers in All Selected Course(s)
TeacherDemo Edmentum
Available Teachers for All Selected Course(s)
Edmentum Demo Teacher

Filter Teachers: edme

select the teacher(s)

3 **STUDENTS**

Students in All Selected Course(s)
Lorena Anstett
StudentDemo DCPS
Student Demo Edmentum
Mark Radcliffe
Available Students for All Selected Course(s)

Filter Students: Students

students currently assigned to courses

unassigned teachers that are available for selection would appear here

Save Changes to Class Structure

2019 Grade 1 Math in Focus

Schedule

enter the number of days before the start date and after the end date you want teachers to access the course

Planned Date Range for Selected Course(s): Start Date to End Date

4 select a start and end date for the course

Teacher Schedule

Teacher Early Access Period: 5

Teacher Grading Grace Period:

Running Reports

Back

Reports

Click on the links below to download the relevant report. By default each report will provide data for all 2019 courses since 07/01/2019.

START

07/01/2019

END

05/18/2020

Enter a start and end date for your report

This button runs the report. The report will download as a CSV file

Attendance

Shows the number of online lessons taken, parent attendance inputted and time between earliest and latest online activity for each student by day.

CSV

Performance and Progress Summary

Snapshot of each student's current overall performance score and progress by course.

CSV

Scores Export

Scores on every assessment in a course by student. Please select the course here. 2019 Grade 1 ELA

CSV

Detailed Activity

Shows all online activities with timestamps, including logging in and out, clicking on supplemental resources links and submitting assessments.

CSV

Target Percent Complete

Snapshot of each student's current percent complete and target percent complete for all courses they are enrolled in.

CSV

The Reports Icon brings Administrators to the Reports Page which allows the running of the following reports: **Attendance Report**, **Performance and Progress Summary**, **Scores Export** (per subject area), **Detailed Activity**, **Class Set Up**, **Teacher Grading Report**, and **Target Percent Complete Report**. At the start of the school year, the Class Set Up Report is vital to making sure all classes have assigned teachers, students, and start/end dates.

*See appendix for sample reports.

How to Get Support

Technical support questions related to functionality of the platform and login assistance can be answered by clicking the 'Help' icon within the Calvert Learning platform.




Select one of the methods to reach a member of the Support team.




Support


We're here to help! Here are three great ways to reach us.




Support Resources
Visit our self-service website for access to helpful resources



Submit a Ticket
To get assistance or provide feedback



Call Us
1-800-447-5286



Email Us
support@edmentum.com

Appendix

This section provides details on the institutional level settings available to Administrators which can be found in the Settings of the Administrator account.

Settings Page in CTN

← Back

All Classes

Settings

Courses Displayed

Show courses and data for 2019-20 year(s)

Collaboration

Display collaboration for all users

ON

Schedule & Pacing

Students cannot access a lesson until the previous lesson is complete

OFF

Students and Learning Guides can hide courses from Daily Schedule

ON

Learning Guides can set pacing day

ON

Course Completion

Teachers will manually set course completion at the student level

ON

Set course as read-only once it is marked complete

OFF

Password Protect Milestones

Password Protect Unit Quizzes

OFF

Password Protect Use for Mastery

OFF

Download Passwords

Regenerate Passwords

Collaboration

- Allows communication among students and teacher or settings can be adjusted to allow “one-way” communication between student and teacher. Parents/guardians are copied on one-way communication messages.

Schedule & Pacing

- Students cannot access a lesson until the previous lesson is complete if the setting is On. This setting requires students to complete lesson parts in sequential order per course. This setting will apply school-wide for all classes (cannot be selected for specific classes and not others). The default setting is On.
- Students and at-home Learning Guides can hide courses from Daily Schedule. This setting impacts which courses are visible on the Daily Schedule. There is no impact to the enrollment status of the courses.
- Learning Guides can set pacing day allows families to skip lessons. By default, teachers can skip lessons; therefore, administrators can choose to turn this functionality to the Off position.

Course Completion

- Teachers will manually set course completion at the student level allows teachers to mark an individual student's course as complete even if all the assignments have not been submitted. This functionality can be particularly useful for students who transfer into the school mid-year and later.
- Set course as read-only once it is marked complete prevents students from completing lessons or submitting work in an individual course once the teacher has marked it 'Complete.'

Password Protect Milestones

- Password Protect Unit Quizzes enables Administrators to download a set of passwords that will unlock Unit Quizzes. When this feature is in the On position, students cannot access unit quizzes until the password is entered.
- Password Protect Use for Mastery enables Administrators to download a set of passwords that will unlock Use For Mastery assessments. When this feature is in the On position, students cannot access unit quizzes until the password is entered.

Collaboration

Common Scenarios

To build a sense of community within each class, schools turn on collaboration for all users so that students can communicate with one another through class message boards (turning this feature On does so for all classes in the school).

Project: Time to Wake Up!

Teaching Notes

ON



COLLABORATION

How can you link together events to make a machine? Share your ideas with your group. In this project, you will make a Rube Goldberg machine that will make enough noise to wake you up in the morning. Let's make some noise!

Search by name

2019 Grade 3 Science

2F 2019 Grade 3 Math in Focus

2S 2019 Grade 3 Science

2F 2019 Grade 4 Math in Focus

2S 2019 Grade 4 Science

2F 2019 Grade 5 Math in Focus

2S 2019 Grade 5 Science

2S 2019 Grade 5 Social Studies

May 15th 19, 1:34:09 pm

Dudley Littlewood

Here is what I submitted as my final project. Please take a look and tell me what you think!

Deleted by Sales Teacher

May 16th 19, 6:49:10 am

Dudley Littlewood

https://www.youtube.com/watch?time_continue=3&v=batJsIDEP5M

May 16th 19, 6:49:20 am

Sales Teacher

Teacher Comments

Hi Grade 3 Science class. Did you see the full moon last night? It was beautiful! Be sure to check out tonight's lunar phase as long as it's not rainy or cloudy in your area.

Mar 27th 20, 7:42:20 am

Lorena Anstett

I saw the full moon. It was awes...

student comments

May 6th 20, 9:50:49 am

Type a message or drag and drop a file here...

Schools that wish to have all communication take place in one platform choose to use the collaboration feature with “one-way” communication set.

CALVERT
LEARNING

Chats

Support

Calvert Teaching Navigator Sales Demo for Schools
Lorena Anstett | Logout

Search by name

Edmentum Demo Teacher

2S 2019 Grade 3 Science

ST Sales Teacher

2E 2019 Grade 1 ELA

2C 2019 Demo Course

ET Edmentum Demo Teacher

2S 2018 Grade 3 Science

2S 2018 Grade 3 Art & Picture Study

2E 2018 Grade 3 ELA

Dec 13th 19, 4:01:30 pm

Lorena Anstett

Hi Ms. Kelly! I'm glad we have a texting tool to work with right here in CTN.

Dec 13th 19, 4:02:15 pm

Lorena Anstett

Students can share messages and files with their teacher

Type a message or drag and drop a file here...

Schedule & Pacing

Forced Progression – student view

Daily Schedule

CTN - Sales Demo Account

DAILY SCHEDULE

DASHBOARD

CLASSES **28**

The following is your suggested daily schedule. Although each subject should be studied in its designated order without omissions, it is important to adapt a schedule and pace to meet your individual needs.

	Day 36	Day 37	Day 38	Day 39	Day 40
2019 G1 ELA	Skipped Reading A Fine, Fine School - Part 2	Skipped Reading A Fine, Fine School - Part 3	Skipped Finding the Central Message of A Fine, Fine School - Part 1	Skipped Finding the Central Message of A Fine, Fine School - Part 2	Skipped Finding the Central Message of A Fine, Fine School - Part 3
2019 Grade 1 ELA	Skipped Reading A Fine, Fine School - Part 2	Skipped Reading A Fine, Fine School - Part 3	Skipped Finding the Central Message of A Fine, Fine School - Part 1	Skipped Finding the Central Message of A Fine, Fine School - Part 2	Skipped Finding the Central Message of A Fine, Fine School - Part 3
2019 Grade 1 Math in Focus	Project: Biography of a Number	Ways to Make a Number - Part 1	Ways to Make a Number - Part 2	Ways to Make a Number - Part 3	Ways to Make a Number - Part 4

all prior lessons are unlocked

Locked lessons are marked with a padlock

Left navigation and Course View

CTN - Sales Demo Account

DAILY SCHEDULE

DASHBOARD

< 2019 GRADE 1 MATH IN FOCUS

Unit Quiz: Numbers Everywhere

Unit 2 - Let's Add and Subtract

Project: Biography of a Number

Ways to Make a Number - Part 1

Ways to Make a Number - Part 2

Ways to Make a Number - Part 3

Ways to Make a Number - Part 4

Ways to Make a Number - Part 5

Ways to Make a Number - Part 6

Ways to Make a Number - Part 7

Addition Basics - Part 1

Addition Basics - Part 2

2019 Grade 1 Math in Focus

Total Days of Instructions: 163

Assessment Overview

ASSESSMENTS	Complete
Rate Your Excitement/Enthusiasm/Progress/Readiness/Understanding	(1/93)
Total Non-scored Assessments:	(1/93)
Use for Mastery *	(1/22)
Unit Quiz *	(0/5)
Quick Check *	(0/34)
Projects *	(1/9)
Total Scored Assessments:	(2/70)

Indicator

Course Structure

EXPAND UNITS

Getting Started	Days in Unit: 2
Unit 1 - Numbers, Numbers Everywhere	Days in Unit: 33
Unit 2 - Let's Add and Subtract	Days in Unit: 51
Unit 3 - Measure It Up and Record It!	Days in Unit: 33
Unit 4 - Shapes Around Us	Days in Unit: 23

Lesson links are inactive

Functionality for Learning Guides (parents/guardians/tutors)

Hide Courses from Daily Schedule view – Learning Guide

Lorena

Back

Settings Save

All Classes

Courses Displayed
 Show courses and data for **2019-20** year(s)

Individual Courses Displayed on Daily Schedule
 Please select a student: **Anstett, Lorena**

☐ 2019 Demo Course
☒ 2019 G1 ELA
☒ 2019 Grade 1 ELA
☐ 2019 Grade 1 ELA (MI)
☐ 2019 Grade 1 ELA (OH)
☐ 2019 Grade 1 ELA (PA)

☒ 2019 Grade 1 Science
☐ 2019 Grade 1 Science (FL) 1
☐ 2019 Grade 1 Science (MI)
☐ 2019 Grade 1 Science (OH)
☐ 2019 Grade 1 Science (PA)
☐ 2019 Grade 1 Science (WI)

☐ 2019 Grade 1 ELA (WI)
☒ 2019 Grade 1 Math in Focus
☐ 2019 Grade 1 Math in Focus (MI)
☐ 2019 Grade 1 Math in Focus (OH)
☐ 2019 Grade 1 Math in Focus (PA)
☐ 2019 Grade 1 Math in Focus (WI)

☒ 2019 Grade 1 Social Studies
☐ 2019 Grade 1 Social Studies (MI)
☐ 2019 Grade 1 Social Studies (OH)
☐ 2019 Grade 1 Social Studies (PA) 1
☐ 2019 Grade 1 Social Studies (WI)
☒ 2019 Grade 2 ELA

User can check or uncheck courses to display

Set Pacing Day view – Learning Guide

Lorena

PERFORMANCE
 PROGRESS
 ATTENDANCE

Average progress across all classes : 4%

Class	Progress	Current Lesson	Incomplete Lesson	Days Remaining	
2019 G1 ELA	<div><div></div></div> 34%	The Winners' Choice - Part 1	122	108	
2019 Grade 1 ELA	<div><div></div></div> 34%	The Winners' Choice - Part 1			
2019 Grade 1 Math in Focus	<div><div></div></div> 22%	Project: Biography of a Number	127	46	
2019 Grade 1 Science	<div><div></div></div> 1%	Welcome to Calvert	169	46	

Skip lesson icon

Lorena

PERFORMANCE

PROGRESS

ATTENDANCE

Average progress across all classes : 4%

Class	Progress	Current Lesson	Incomplete Lesson	Days Remaining	
2019 G1 ELA	<div><div></div></div> 34%	The Winners' Choice - Part 1	122	108	
2019 Grade 1 ELA	<div><div></div></div> 34%	The Winners' Choice - Part 1	122	46	

SKIP LESSONS

☐ Comparing Going to School and Far from Home - Part 2

☐ Show: My Favorite Sweets!

☐ Unit Quiz: My Favorite Sweets!

☒ Reading The Winners' Choice - Part 1

☐ Reading The Winners' Choice - Part 2

☐ Reading The Winners' Choice - Part 3

☐ Reading The Winners' Choice - Part 4

☐ Finding the Central Message of The Winners' Choice - Part 1

Skipped

Skipped

Submitted

All incomplete lessons prior to the new pacing day appear as 'Skipped.'

The user selects the new pacing day

Save

Cancel

Course Completion

Mark Course Complete – Teacher view

OVERVIEW

PERFORMANCE

PROGRESS

ATTENDANCE

Lorena Anstett

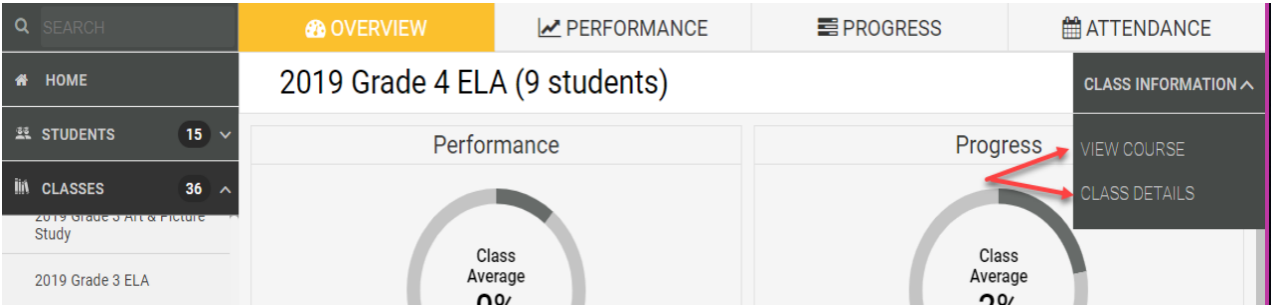
Skip Lessons

Average progress across all classes : 3%

2019 Grade 3 Social Studies	<div><div></div></div> 0%	Courses manually marked complete are highlighted in green	157	46		<div>option to undo action</div>
2019 Grade 4 ELA	<div><div>Marked Complete</div></div>	Porpoises? - Pt 2	163	46		<div>undo</div>
2019 Grade 4 Math in Focus	<div><div></div></div> 1%	Welcome to Calvert	171	46		<div>Check box to mark course complete</div>
2019 Grade 4 Science	<div><div></div></div> 0%		182			<input type="checkbox"/>

Teacher access to class information

Teachers can see information about their classes or view lessons within a course by selecting a class from the left navigation and clicking on the ‘Class Information’ drop down.



View Course

Displays the list of lessons in the course.

Assessment Overview

ASSESSMENTS	Complete
Rate Your Excitement/Enthusiasm/Progress/Readiness/Understanding	108
Total Non-scored Assessments:	108
Use for Mastery *	27
Unit Quiz *	4
Quick Check *	27
Projects *	2
Total Scored Assessments:	60

Indicator of * = Scored Assessment

PROJECT

"I can't wait to get started on this cool project!"

LEARN

"I'm learning so many new ideas by thinking things through on my own!"

USE

"I've mastered the lesson's big ideas enough to use them to solve new problems!"

SHOW

"I'm sharing my project and showing the real-world value of what I learned!"

Course Structure

EXPAND UNITS

Getting Started		Days in Unit: 2
Unit 1 - TV's Newest Reporter!		Days in Unit: 46
Lesson Parts	Assessment Type	PLUS Element
Project: TV's Newest Reporter!	Rate Your Excitement	
What's Wrong with the Porpoises? - Part 1	Rate Your Understanding	
What's Wrong with the Porpoises? - Part 2	Rate Your Understanding	
What's Wrong with the Porpoises? - Part 3	Quick Check	
What's Wrong with the Porpoises? - Part 4	Rate Your Understanding	
What's Wrong with the Porpoises? - Part 5	Rate Your Understanding	
What's Wrong with the Porpoises? - Part 6	Use For Mastery	
Understanding the Structure of Porpoises in Peril - Part 1	Rate Your Understanding	
Understanding the Structure of Porpoises in Peril - Part 2	Quick Check	

Class details

Displays the class settings including the start and end date for the course and list of enrolled students.

Class Details

Class Name
 2019 Grade 4 ELA
Suggested course length: 168 days

Course
 Grade 4
 Language Arts
 2019 Grade 4 ELA

Schedule
 Planned Date Range: 02/06/2019 to End Date
Forced Progression is off.

Parents
 Parent Demo Edmentum
 Edmentum Parent Sample Courses

Students
 Student Demo Edmentum
 Edmentum Student Sample Courses

Sample Reports

Below are samples of the different reports available through CTN. Once a report is run, administrators and teachers can filter and sort the information as needed.

Attendance Report

Attendance
 Shows the number of online lessons taken, parent attendance inputted and time between earliest and latest online activity for each student by day.

CSV

A	B	C	D	E	F	G	H	I	J	K
LastName	FirstName	LoginName	GradeLevel	IsActive	Date	LessonCount	Hours Input	Earliest Online Activity	Latest Online Activity	Hours Earliest to Latest Activity
Anstett	Lorena	lanstett	null	TRUE	5/15/2020	0		5:18 AM	9:24 PM	16:05
Anstett	Lorena	lanstett	null	TRUE	5/14/2020	0		3:51 AM	6:22 PM	14:31
Anstett	Lorena	lanstett	null	TRUE	5/13/2020	0		2:56 AM	5:53 PM	14:57
Anstett	Lorena	lanstett	null	TRUE	5/12/2020	0		8:44 AM	3:53 PM	7:09
Anstett	Lorena	lanstett	null	TRUE	5/11/2020	0		12:04 PM	2:45 PM	2:41
Anstett	Lorena	lanstett	null	TRUE	5/10/2020	1		12:01 AM	3:35 AM	3:34
Anstett	Lorena	lanstett	null	TRUE	5/9/2020	0		12:46 AM	1:34 AM	0:47
Anstett	Lorena	lanstett	null	TRUE	5/8/2020	0		10:02 AM	3:18 PM	5:15
Anstett	Lorena	lanstett	null	TRUE	5/7/2020	0		12:41 PM	5:33 PM	4:51
Anstett	Lorena	lanstett	null	TRUE	5/6/2020	1		9:01 AM	4:36 PM	7:34
Anstett	Lorena	lanstett	null	TRUE	5/5/2020	0		3:08 AM	11:59 PM	20:51

Performance and Progress Summary Report

Performance and Progress Summary

Snapshot of each student's current overall performance score and progress by course.

CSV 

B	C	D	E	F	G	H	I	J	K	L	M	N	O
First Name	Login Name	Grade Level	Is Active?	Class Name	YTD Score	YTD Avg Use for Mastery	YTD Avg Unit	YTD Avg Quick Check	YTD Avg P	Current Pacing Days	Total Pacing Days	Pacing Progress	2020-01-01
Lorena	lanstett	null	TRUE	2019 Grade 2 ELA	0			0		2	161	1%	0
Lorena	lanstett	null	TRUE	2019 Grade 2 Math	0			0		1	164	1%	0
Lorena	lanstett	null	TRUE	2019 Grade 4 ELA	0			0		5	168	3%	0
Lorena	lanstett	null	TRUE	2019 Grade 1 ELA	86	100		50		63	185	34%	33
Lorena	lanstett	null	TRUE	2019 Grade K Science	100			100		1	179	1%	100
Student D	Student D	null	TRUE	2019 Grade 1 ELA	100			100		1	185	1%	100
Mark	MRadcliff	null	TRUE	2019 Grade 2 Art &	100			100		1	163	1%	100
Student D	Student D	null	TRUE	2019 Grade 3 Math in Focus						1	168	1%	67
Demo Stu	DemoStu	null	TRUE	2019 Grade 5 Art &	50			50		1	163	1%	50
Lorena	lanstett	null	TRUE	2019 Grade 1 Math	40	40				36	163	22%	100
Student D	Student D	K	TRUE	2019 Grade 4 Math in Focus						2	172	1%	100
Student D	Student D	K	TRUE	2019 Grade K ELA	100			100		2	177	1%	100
DemoStu	DemoStu	null	TRUE	2019 Grade 2 Math in Focus						1	164	1%	100
DemoStu	DemoStu	null	TRUE	2019 Grade 5 Math in Focus						2	169	1%	100

This report lists each student, the courses in which he or she is enrolled, the overall score, the average scores for each assessment type, current pacing day, total number of pacing days, and course completion percentage.

Scores Export Report

Scores Export

Scores on every assessment in a course by student. Please select the course here.

2019 Grade 1 ELA 

CSV 

Once the subject area is selected, this report gives details on every score for every student in the given course.

	A	B	C	D	E	F	G	H	L	N
1	Last Name	First Name	Class Name	Course Name	Grade Level	Overall Score	Weighted	Lesson 2 Checkpoint	First Review Lesson Practice Test	Test Lesson 20 Test
2	DemoStudent	K5	Grade 5 Geography	Grade 5 Geography	G5	100	FALSE			
3	Denbow	Yolonda	Grade 5 Geography	Grade 5 Geography	G5	96	TRUE	20%	13%	96%
4	Goldstein	Carmelia	Grade 5 Geography	Grade 5 Geography	G5	49	TRUE	20%		92%
5	Graff	Alice	Grade 5 Geography	Grade 5 Geography	G5	25	FALSE	20%		

This report functions similarly to a gradebook.

Detailed Activity Report


Detailed Activity

Shows all online activities with timestamps, including logging in and out, clicking on supplemental resources links and submitting assessments.


CSV 

A	B	C	D	E	F	G	H	I	J	K
LastName	FirstName	LoginName	GradeLevel	IsActive	CourseTitle	LessonTitle	CompletionTime	Score	PossibleScore	ActivityType
Anstett	Lorena	lanstett	null	TRUE			5/18/2020 3:53			LoggedIn
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 21:24			Launched
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:25			LoggedOut
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:15			Launched
Anstett	Lorena	lanstett	null	TRUE	2019 Grade 3 Science	What Are Forces? Part 2	5/15/2020 12:15			
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:12			Launched
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:11			Launched
Anstett	Lorena	lanstett	null	TRUE	2019 Grade 3 Science	Project: Time to Wake Up!	5/15/2020 12:11			
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:10			LoggedIn
Anstett	Lorena	lanstett	null	TRUE	2019 Grade 1 Social Studies	Barter and Money - Part 4	5/15/2020 10:26			
Anstett	Lorena	lanstett	null	TRUE	2019 Grade 1 Social Studies	Barter and Money - Part 1	5/15/2020 10:26			
Anstett	Lorena	lanstett	null	TRUE			5/15/2020 10:26			Launched

Class Set Up Report (Administrators Only)

 **Class Set Up**

Shows all classes that have been created along with teachers and students assigned to them.


CSV 

A	B	C	D	E	F	G	H	I	J
Class Name	Course	Number of Teachers	Teacher Name	Start Date	End Date	Teacher Early Start Date	Teacher Extended End Date	Number of Students	Student Names
2019 Demo Course	2019 Demo Course	3	Edmentum Demo	11/5/2018				13	Lorena Anstett, DemoStudent B
2019 G1 ELA	2019 Grade 1 ELA	2	Edmentum Demo	2/5/2019	8/31/2020		9/7/2020	2	Lorena Anstett, Dudley Littlewood
2019 GK ELA	2019 Grade K ELA	1	Sales Teacher	2/5/2019				1	Dudley Littlewood
2019 GK Social Studies	2019 Grade K Social Studies	1	Sales Teacher	2/5/2019				1	Dudley Littlewood
2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	6/5/2019				2	Lorena Anstett, Dudley Littlewood
2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	5/17/2019				2	Lorena Anstett, Dudley Littlewood
2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	6/5/2019				2	Lorena Anstett, Dudley Littlewood
2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	5/9/2019				2	Lorena Anstett, Dudley Littlewood
2019 Middle School	2019 Middle School	1	Calvert Teacher	8/16/2019				5	AlpineStudent Demo, Gorman Demo
2019 Middle School	2019 Middle School	1	Calvert Teacher	8/16/2019				5	AlpineStudent Demo, Gorman Demo
Demo 2019 Grade Summer	2019 Grade Summer	1	Sales Teacher	3/12/2020				10	StudentDemo DCPS, Student Demo

This report is important to run at the start of the school year to make sure all courses have teachers assigned to them.

Teacher Grading Report

*Content only schools

 **Teacher Grading**

Summary of teacher grading for online ATS tests.

CSV 

A	B	C	D	E	F	G
LastName	FirstName	LoginName	Number of Ungraded Tests	Number of Graded Tests	Date of Oldest Ungraded Test	Days Since Oldest Ungraded Test
Teacher	Edmentum Demo	Teacher	11	0	9/5/2019	243
Teacher	Calvert	CTeacher3	8	0	9/5/2019	243
Teacher	Sales	salesteacherctn	16	0	9/5/2019	243

For schools using their own teachers, administrators can run reports to see which teachers have ungraded tests and how long the tests have been outstanding.

Target Percent Complete Report

Target Percent Complete

Snapshot of each student's current percent complete and target percent complete for all courses they are enrolled in.

CSV 

A	B	C	D	E	F	G	H	I	J	K	L
Last Name	First Name	Login Name	Grade Level	Course Title	Incomplete Lesson P	Days Remaining	Current Pacing	Actual Percent	Target Percent	Pacing Matrix	Pacing Status
Anstett	Lorena	lanstett		2019 Demo C	139	56	38	6.71	90.73	0.07	Concerned
Anstett	Lorena	lanstett		2019 Grade 6	170	118	63	8.11	79.44	0.1	Concerned
Anstett	Lorena	lanstett		2019 Grade 7	170	56	63	8.11	89.04	0.09	Concerned
Anstett	Lorena	lanstett		2019 Grade 8	173	56	1	6.99	85.71	0.08	Concerned
Anstett	Lorena	lanstett		2019 Grade 9	170	56	6	8.11	86.37	0.09	Concerned
Anstett	Lorena	lanstett		2019 Grade 10	173	56	1	6.99	85.71	0.08	Concerned
Anstett	Lorena	lanstett		2019 Grade 11	170	56	6	8.11	86.63	0.09	Concerned
Anstett	Lorena	lanstett		2019 Grade 12	160	56	36	1.84	88.01	0.02	Concerned
Anstett	Lorena	lanstett		2019 Grade 13	160	56	1	1.84	85.71	0.02	Concerned

Administrators and teachers can use this report to track student pacing within a given course. The 'Pacing Status' is determined by the value of the 'Pacing Matrix.'

- * Ahead – Pacing Matrix greater than or equal to 1.0
- * On Track – Pacing Matrix greater than or equal to 0.8 but less than 1.0
- * Behind – Pacing Matrix greater than or equal to 0.6 but less than 0.8
- * Concerned – Pacing Matrix less than 0.6