Calvert Teaching Navigator

User Guide for Administrators

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Calvert Teaching Navigator

Contents

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
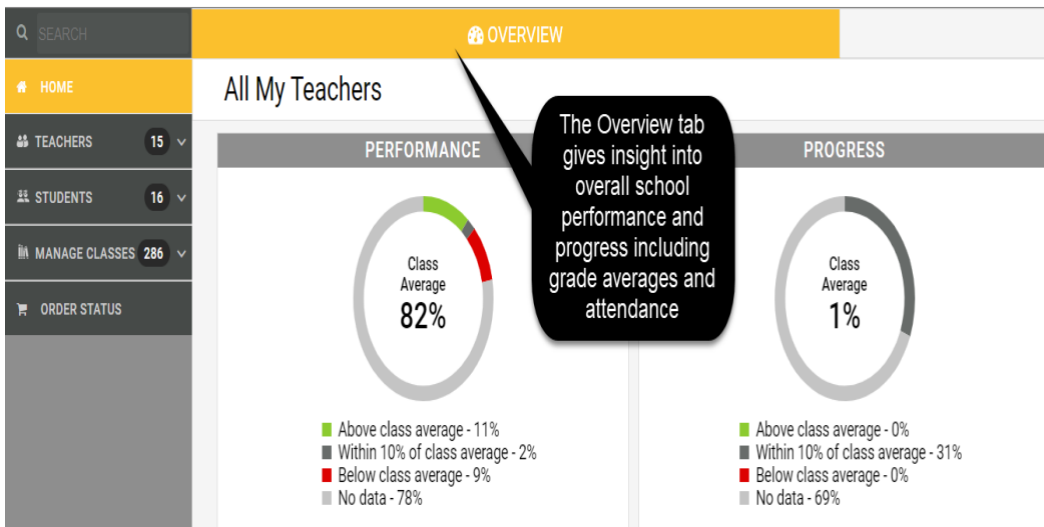
Calvert Teaching Navigator
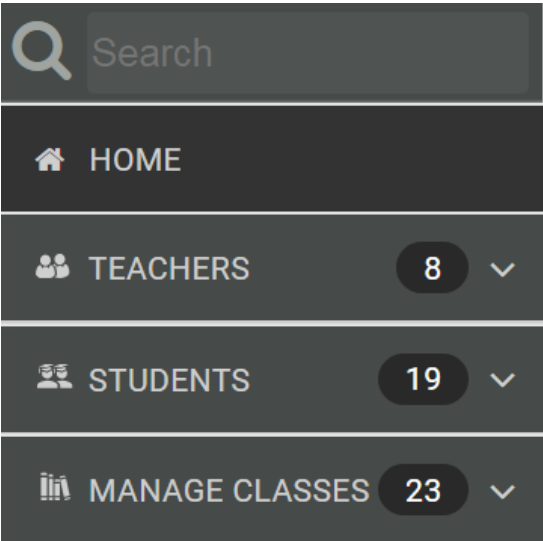
The left navigation menu shows the different page views for the Administrator. Administrators have access to three tabs. The "Teachers" tab (page displayed upon logging in), the "Students" tab, and the "Manage Classes" tab.
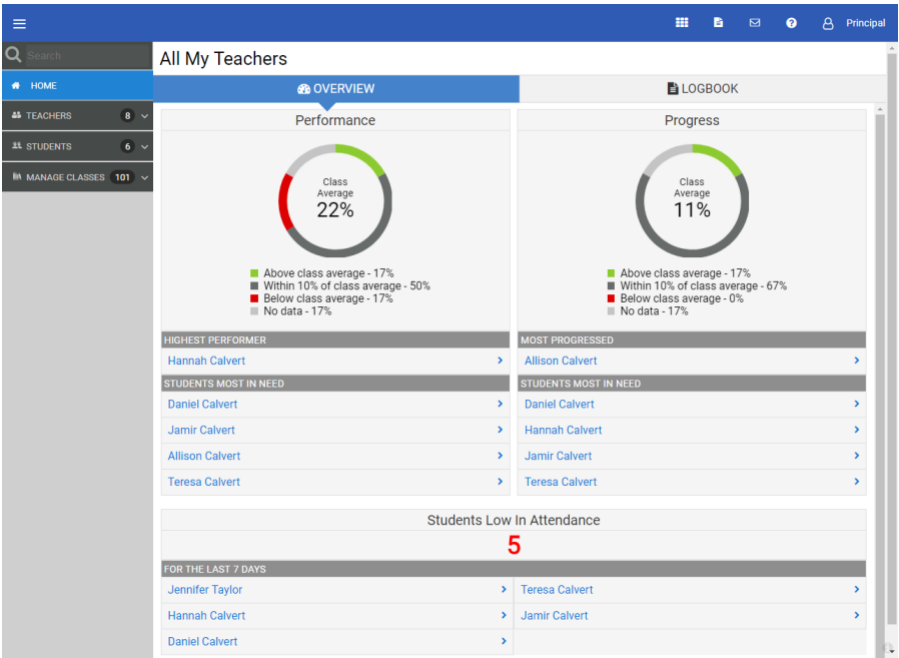
The main screen displays the selected page and also gives access to the Logbook.

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 glipse 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.
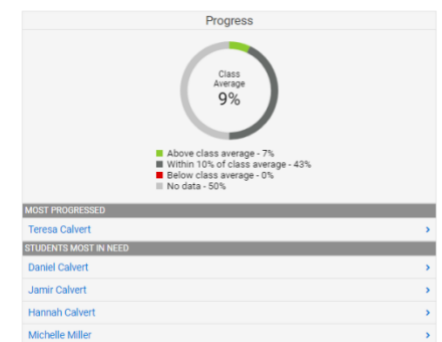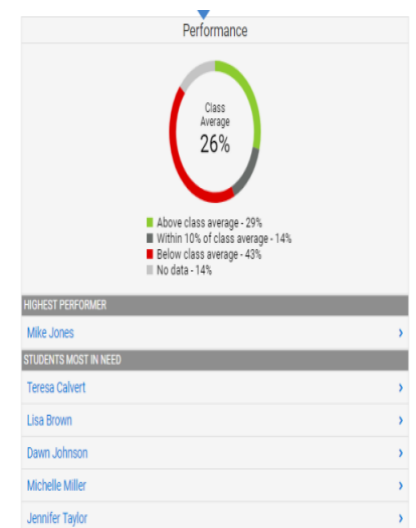
OVERVIEW	LOGBOOK

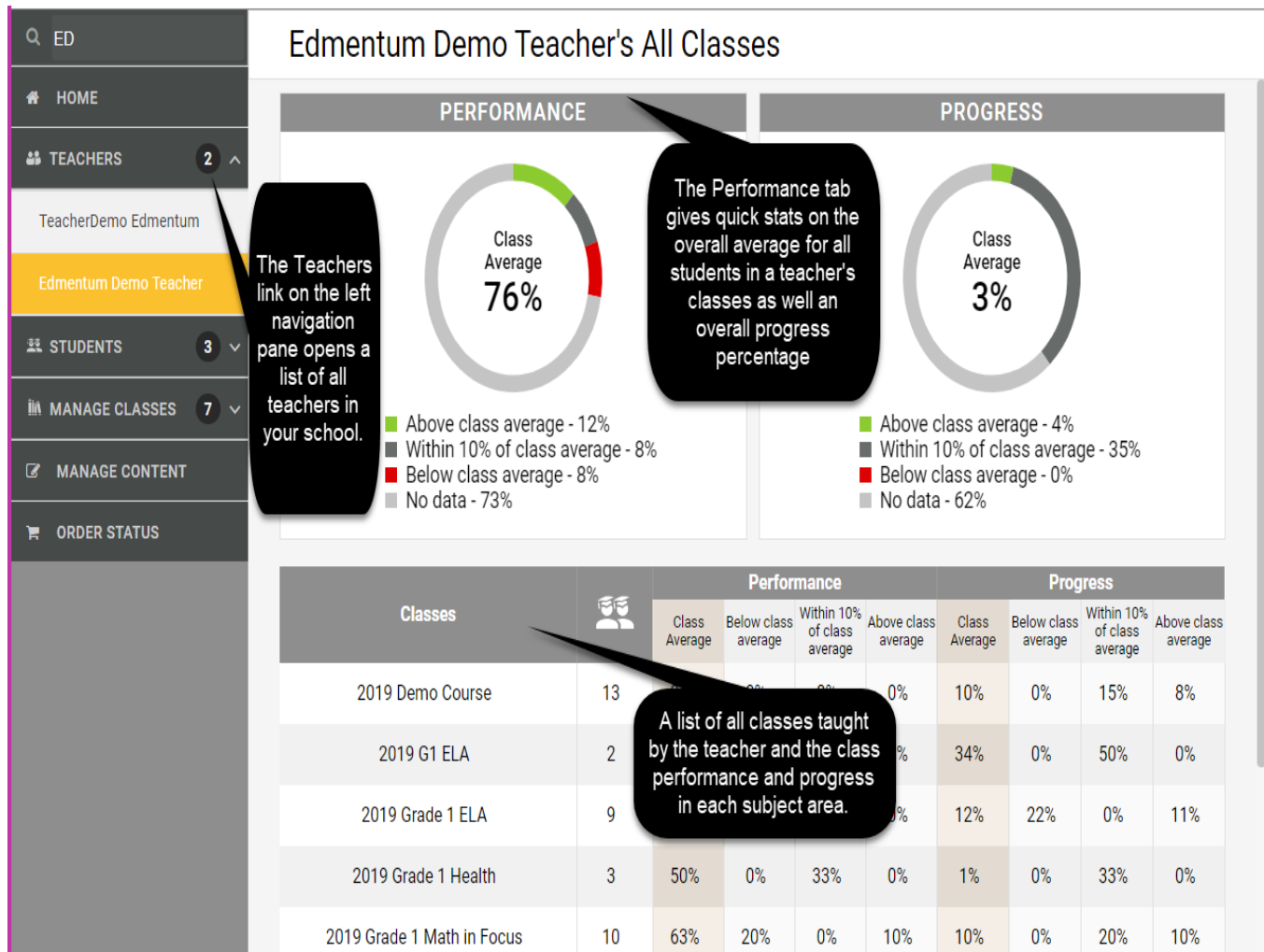**All My Teachers**   VIEW COURSES

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.

Calvert Teaching Navigator

Edmentum Demo Teacher's All Classes

	ED
🏠	HOME
👥	TEACHERS **2** ⌃
	TeacherDemo Edmentum
	Edmentum Demo Teacher
👥	STUDENTS **3** ⌄
📖	MANAGE CLASSES **7** ⌄
✎	MANAGE CONTENT
🛒	ORDER STATUS

PERFORMANCE

Class Average
76%

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

The Performance tab gives quick stats on the overall average for all students in a teacher's classes as well an overall progress percentage

- Above class average - 12%
- Within 10% of class average - 8%
- Below class average - 8%
- No data - 73%

PROGRESS

Class Average
3%

- Above class average - 4%
- Within 10% of class average - 35%
- Below class average - 0%
- No data - 62%

Classes	👥	Performance				Progress			
		Class Average	Below class average	Within 10% of class average	Above class average	Class Average	Below class average	Within 10% of class average	Above class average
2019 Demo Course	13				0%	10%	0%	15%	8%
2019 G1 ELA	2					34%	0%	50%	0%
2019 Grade 1 ELA	9					12%	22%	0%	11%
2019 Grade 1 Health	3	50%	0%	33%	0%	1%	0%	33%	0%
2019 Grade 1 Math in Focus	10	63%	20%	0%	10%	10%	0%	20%	10%

A list of all classes taught by the teacher and the class performance and progress in each subject area.

Student Page

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

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.

Running Reports

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.

← Back

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

Support Resources
Visit our self-service website for access to heplful 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

Collaboration

- o 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

- o 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.
- o 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.
- o 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

- o 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.
- o 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

- o 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.
- o 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).

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

Schedule & Pacing

Forced Progression – student view

Daily Schedule

Left navigation and Course View

Functionality for Learning Guides (parents/guardians/tutors)

Hide Courses from Daily Schedule view – Learning Guide

Set Pacing Day view – Learning Guide

Course Completion

Mark Course Complete – Teacher view

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.
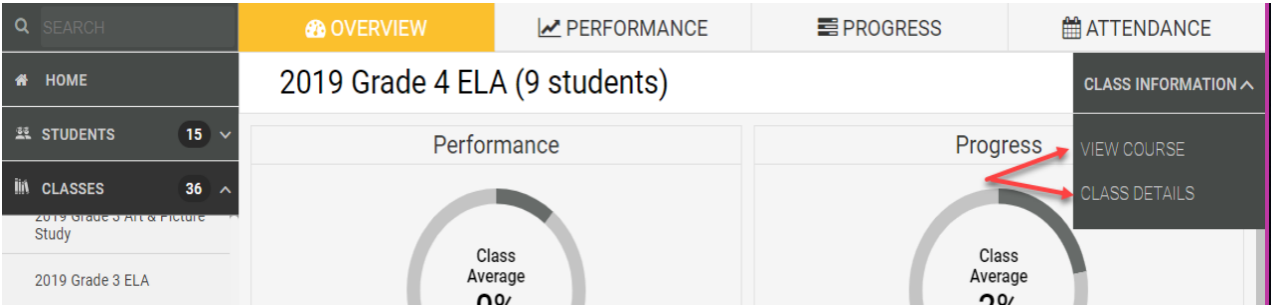
View Course

Displays the list of lessons in the course.

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	edme
Parent Demo Edmentum	
Edmentum Parent Sample Courses	

Students	edment
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	LoginNam	GradeLeve	IsActive	Date	LessonCou	Hours Inp	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 Lev	Is Active?	Class Name	YTD Score	YTD Avg Use for Mastery	YTD Avg Unit	YTD Avg Quick Che	YTD Avg P	Current Pacing D	Total Pacing	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 Scier	100			100		1	179	1%	100
	StudentD	StudentD	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
	StudentD	StudentD	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	StudentD	K	TRUE	2019 Grade 4 Math in Focus						2	172	1%	100
	Student D	StudentD	K	TRUE	2019 Grade K ELA	100			100		2	177	1%	100
	DemoStuc	DemoStuc	null	TRUE	2019 Grade 2 Math in Focus						1	164	1%	100
	DemoStuc	DemoStuc	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 in 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	LastName	FirstName	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	LoginNam	GradeLeve	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			
0	Anstett	Lorena	lanstett	null	TRUE			5/15/2020 12:10			LoggedIn
1	Anstett	Lorena	lanstett	null	TRUE	2019 Grade 1 Social Studies	Barter and Money - Part 4	5/15/2020 10:26			
2	Anstett	Lorena	lanstett	null	TRUE	2019 Grade 1 Social Studies	Barter and Money - Part 1	5/15/2020 10:26			
3	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 Teache	Teacher Nam	Start Dat	End Dat	Teacher Early Start Dat	Teacher Extended End Dat	Number of Stude	Student Names
	2019 Demo Cours	2019 Demo Cours	3	Edmentum Dei	11/5/2018				13	Lorena Anstett,DemoStudent E
	2019 G1 ELA	2019 Grade 1 ELA	2	Edmentum Dei	2/5/2019	8/31/2020		9/7/2020	2	Lorena Anstett,Dudley Littlewo
	2019 GK ELA	2019 Grade K ELA	1	Sales Teacher	2/5/2019				1	Dudley Littlewood
	2019 GK Social St	2019 Grade K Soc	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 Littlewo
	2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	5/17/2019				2	Lorena Anstett,Dudley Littlewo
	2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	6/5/2019				2	Lorena Anstett,Dudley Littlewo
	2019 Grade K ELA	2019 Grade K ELA	1	Sales Teacher	5/9/2019				2	Lorena Anstett,Dudley Littlewo
	2019 Middle Scho	2019 Middle Scho	1	Calvert Teache	8/16/2019				5	AlpineStudent Demo,Gorman I
	2019 Middle Scho	2019 Middle Scho	1	Calvert Teache	8/16/2019				5	AlpineStudent Demo,Gorman I
	Demo 2019 Grade	Summer 2019 Gra	1	Sales Teacher	3/12/2020				10	StudentDemo DCPS,Student De

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 Ungrade	Days Since Oldest Ungraded Test
	Teacher	Edmentum De	edTeacher	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 Nam	Login Nan	Grade Lev	Course Title	Incomplete Lesson P	Days Remaining	Current Pacing	Actual Percent	Target Percent	Pacing Matrix	Pacing Status
	Anstett	Lorena	lanstett		2019 Demo (	139	56	38	6.71	90.73	0.07	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	170	118	63	8.11	79.44	0.1	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	170	56	63	8.11	89.04	0.09	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	173	56	1	6.99	85.71	0.08	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	170	56	6	8.11	86.37	0.09	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	173	56	1	6.99	85.71	0.08	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	170	56	6	8.11	86.63	0.09	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	160	56	36	1.84	88.01	0.02	Concerned
	Anstett	Lorena	lanstett		2019 Grade :	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