

Calvert K-5 Settings Quick Start Guide

There are some basic settings that Administrators need to set for their school prior to students getting started. Below is a list of those settings as a quick description of each.

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Settings Save

All Classes

Courses Displayed

Show courses and data for year(s)

Collaboration

Display collaboration for all users OFF **Collaboration can be set for all students to communicate with one another or for just student (and parent)/teacher**

Schedule & Pacing

Students cannot access a lesson until the previous lesson is complete ON **Forces students to do lesson parts in sequential order per course**

Students and Learning Guides can hide courses from Daily Schedule OFF **Allows families to hide lessons from the Suggested Daily Schedule**

Learning Guides can set pacing day OFF **Allows families to skip lessons**

Course Completion

Teachers will manually set course completion at the student level OFF **Courses are not complete until the assigned teacher manually checks that each course is complete per student**

Set course as read-only once it is marked complete OFF **Courses are still open to students even after completion so that they can see grades and teacher feedback, but nothing can be submitted or retaken**

Password Protect Milestones

Password Protect Unit Quizzes OFF **Requires a password to be entered in order to view assessments**

Password Protect Use for Mastery OFF

Regenerate Passwords

Save Settings before downloading passwords



Additional Support:

Common Use-case Scenarios

- Schools that wish to have all communication take place in one platform choose to use the collaboration feature with “one-way” communication set (see screenshots in the Appendix on how to switch communication to one-way)
- 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)
- Most schools turn on the feature that forces students to complete lessons in order to prevent students from skipping ahead to a unit quiz without completing the lessons prior. Schools that keep this feature turned off tend to give their families a little more freedom in lesson completion. These schools might also allow their families to hide courses or skip lessons.

Please take advantage of the recorded training session that further explains these settings here:

<https://supportresources.s3.amazonaws.com/Videos/SuccessZone+Videos/Managing+School+Settings.mp4>

Appendix

Turning Collaboration on for student to teacher only communication:

Step One: Turn on the feature in the Settings page in CTN.

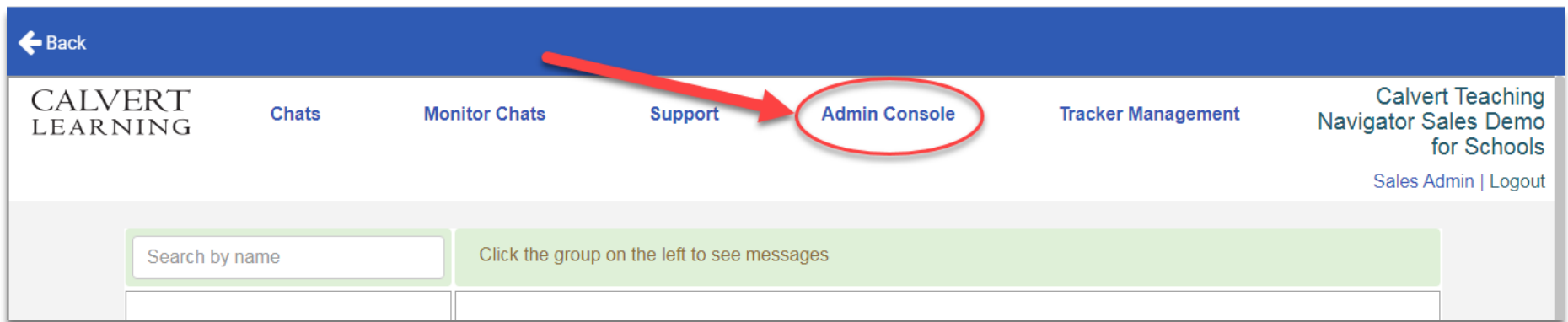
The screenshot shows the 'All My Teachers' overview page. The top right navigation bar contains a settings gear icon circled in red. The main content area displays performance and progress charts, and a list of students low in attendance.

The screenshot shows the 'Settings' page. The 'Collaboration' section has a toggle switch labeled 'ON' with a red arrow pointing to it. The 'Save' button in the top right is circled in red.

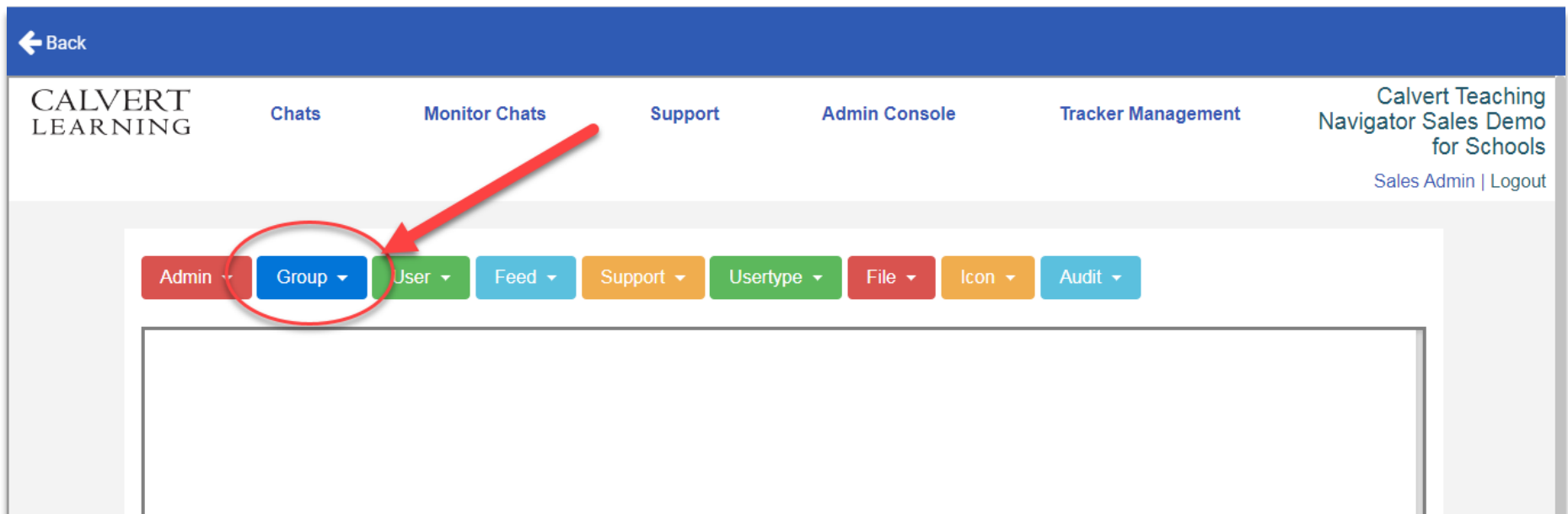
Step Two: Open the collaboration application.

The screenshot shows the 'All My Teachers' overview page. A red arrow points to the collaboration application icon (three people) in the top right navigation bar.

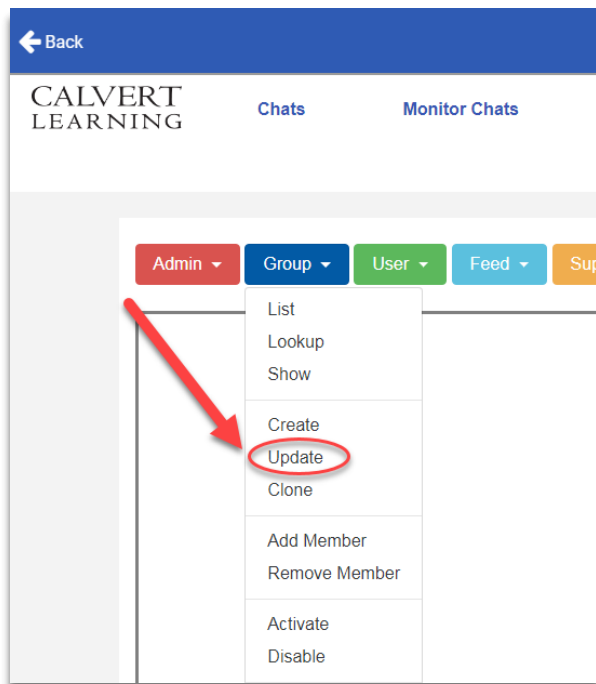
Step Three: Open the Admin Console.



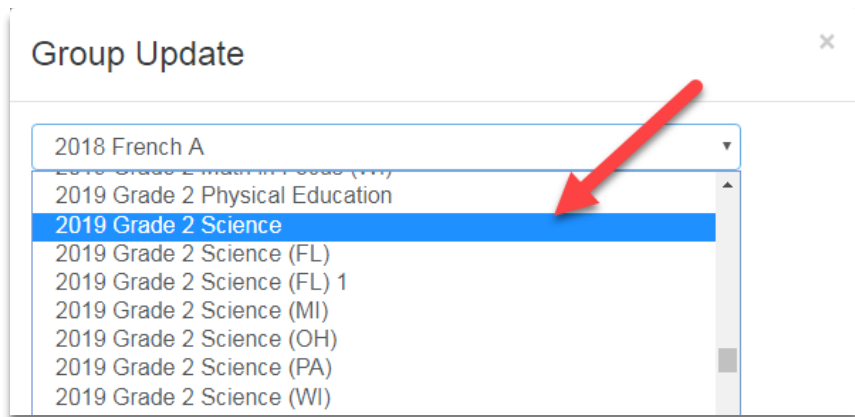
Step Four: Go to Group.



Step Five: Select Update.



Step Six: Select an individual course (you'll need to do this for every course).



Group Update

2018 French A

2019 Grade 2 Science

2019 Grade 2 Science (FL)

2019 Grade 2 Science (FL) 1

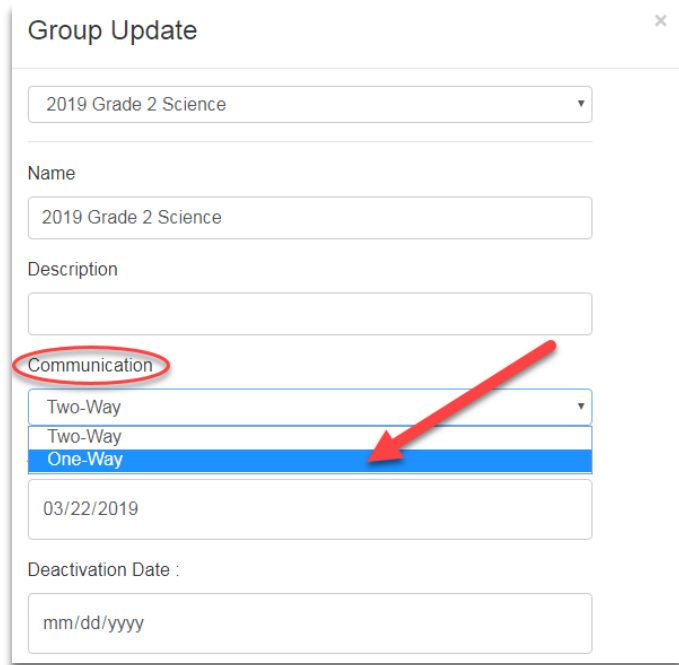
2019 Grade 2 Science (MI)

2019 Grade 2 Science (OH)

2019 Grade 2 Science (PA)

2019 Grade 2 Science (WI)

Step Seven: Change communication from two-way to one-way.



Group Update

2019 Grade 2 Science

Name

2019 Grade 2 Science

Description

Communication

Two-Way

Two-Way

One-Way

03/22/2019

Deactivation Date :

mm/dd/yyyy