

Mid-Year Dashboard Management



Overview:

- Review students who have not logged into enrollments this school year.
- Mid-Year best practices for Dashboard Alerts.
- Grade Ungraded Assignments.

Days since last action:

1. Click on Dashboard.
2. View “Days Since Last Action” Column.
 - a. Looking for students who have not logged into a specific enrollment this school year.
3. Click on the student’s ID number then click on Courses.
4. Based on the start date and the progression in the course, either “Disable” the course and leave it active.
5. IF the student is no longer at your school, update the student’s school location.
6. If the student is no longer active in the district, disable the course and archive the student.

Notes:

- Ensure you have the proper permissions to complete tasks at hand.
- Adjust Settings to ensure you can see all columns necessary to complete tasks.
- Be aware of roles and permissions for each role.

Students who have transferred or withdrawn:

1. While working in the Dashboard, you notice a student who has transferred schools or has withdrawn from the district.
2. Transferred Students:
 - a. Click on their ID#, then Courses.
 - b. They will now be the Golden Child in the top right hand corner.
 - c. Click on the Golden Child dropdown arrow, then click on Update Student.
 - d. Scroll to the bottom giving access to their correct school and removing access from your school.
3. Withdrawn Students:
 - a. Hover over “Students”..
 - b. Scroll down, click on “Manage Students”.
 - c. Check the boxes of the students who are no longer active in the district school system.
 - d. Archive those student, disabling any active enrollments.

Schedule Your MOY PD Session:

Training is essential for a new and existing implementation using Edgenuity. Look at your district calendar early and schedule PD as far in advance as possible to ensure you get your requested date.



Orange Alerts:

1. Click on Dashboard.
2. Orange Alerts - Assessments that need to be unlocked.
 - a. Click on Alert then Review.
3. Before unlocking assessment, ANALYZE the Test Review.
 - a. If student was successful - Unlock Assessment.
 - b. If student did not pass review, ask student for their notes, and reset the review to ensure student is "Yet Ready" for actual Assessment.

Red Alerts:

1. Click on Dashboard.
2. Red Alerts - Assessments that has met their maximum number of attempts.
 - a. Click on Alert then Review.
3. Before adding a retake ask yourself:
 - a. Does the student have notes?
 - b. Is the student ESE?
 - i. Did I meet the requirements of the IEP?
 - c. Is the student ESOL?
 - i. Did the student need first language support during the assessment?
 - d. How many times has the student taken the assessment?
4. Choose whether to give the student an additional attempt with support OR to Pass with score, making the student accountable for their choices.

Yellow Alerts:

1. Click on Dashboard.
2. Yellow Alerts - Assignments that need to be manually graded.
 - a. Courses can NOT be marked complete with ALL assignments graded.
3. Click on Yellow Alert, then click Review.
4. Click on the row with the assignment that shows Action is Required.
5. Scroll to the bottom of the student's Grade Report.
6. Review the time spent on the assignment.
7. Click on Attempt.
8. Review student submission using the Scoring Guide provided.
 - a. Check for Academic Integrity.
 - i. If Academic Integrity was found, grade assignment accordingly and reset assignment.
 - ii. Have a Student / Teacher conference providing support.
9. Submit grade based on the sample answer, suggested score, or the rubric provided.
 - a. Provide feedback for students in the comment box.

*** NOTE: All assignments need to be graded in a timely manner. These should not be left until the course is complete. ***