



Welcome, Administrators! This checklist will guide you through essential set up tasks to ensure your district and schools are ready to use EdgeEX.

EdgeEX is a new course series in Imagine Edgenuity. Many management tasks will remain the same, such as staff and student management. However, managing courses and taking action related to enrollments have a unique EdgeEX experience for educators. EdgeEX gives students an enhanced experience and learning tools for support.

Program goals for EdgeEX:

- ☐ Log into ***Imagine Edgenuity*** using your educator credentials to access EdgeEX. **Contact your administrator or Imagine Learning Customer Success Manager if you need assistance.*

SET UP TASKS

District Setting

It is important to confirm district and school settings are selected to ensure proper set up for EdgeEX.

- ☐ Primary grade metric for school(s)
 - The primary grade metric is the first grade metric shown to students, educators, and parents / guardians and is used to monitor progress in EdgeEX student enrollments.
 - NOTE: Actual grade in EdgeEX courses is calculated differently than in Imagine Edgenuity courses. Check out the [Calculating Actual Grade Help Center article](#) for details.*
- ☐ District calendar for the school year
 - The district calendar governs the system's way of identifying required workdays and non-workdays for the school year. EdgeEX courses require start and target dates and workdays factor into pacing and actual grade.
- ☐ EdgeEX permissions for educator types
 - Default permissions for EdgeEX are based on user type. Administrators have control over most EdgeEX management permissions while teacher permissions focus on managing and monitoring students.

Account Management

Educators and students use Imagine Edgenuity accounts to access and manage EdgeEX.

- ☐ Educators have accounts and permissions for EdgeEX
 - Add any new educators the same way you would for Imagine Edgenuity.
 - If needed, permissions can be updated for an individual educator.
- ☐ Students have accounts and options as needed
 - Add any new students the same way you would for Imagine Edgenuity.
 - The same student options will apply to EdgeEX and Imagine Edgenuity courses.

TIP: Accommodations / modifications options for EdgeEX courses are set on the student profile.



SET UP TASKS (CONTINUED)

EdgeEX Course Management

EdgeEX course management is the responsibility of a district and/or school administrator or other permissioned user. EdgeEX courses are not automatically provisioned like heritage Imagine Edgenuity courses, therefore, administrators are required to take action to make EdgeEX courses accessible for the district and schools.

☐ Preview available EdgeEX courses in the **Imagine Edgenuity Catalog**

- View all courses available in the Imagine Edgenuity Catalog; only licensed courses can be added to district.

☐ Add EdgeEX courses from the Imagine Edgenuity Catalog to **My District Catalog**

- District administrators by default have permission to add courses to the district catalog.

☐ Add EdgeEX courses from My District Catalog to **My School Catalog**

- Add your district EdgeEX courses to the school(s) you select.

NOTE: School(s) must have licensing for EdgeEX to appear in the list of available school choices.

Administrators and permissioned users can manage content and course options at the district and/or school levels for EdgeEX courses from the **Course Hub** view. EdgeEX courses include some new course options.

EdgeEX Course Sections

Sections are unique to EdgeEX courses and an essential vehicle for student enrollment, management, and monitoring. Administrators or permissioned users must create sections in order for students to be enrolled in EdgeEX.

☐ Create EdgeEX sections

- Locate the course from My School Catalog you want to create a section for and click **Create Section**.
- Enter the required fields; at least one primary teacher must be assigned to a section.

TIP: Establish a consistent and identifiable naming convention for sections to make them easy to locate.

☐ View and manage EdgeEX sections

- Administrators and assigned teachers can view and manage section(s) of a course from the **Section Hub**.
- Access a section hub from Manage Courses or through the My School Catalog > Sections page.

EdgeEX Student Enrollment

An administrator or assigned teacher can enroll students in EdgeEX courses by enrolling them in a course section.

☐ Enroll student(s) in EdgeEX course section

- Enroll students in a section the same way you would enroll them in a heritage Imagine Edgenuity course.
- To quickly locate EdgeEX sections, apply the series filter: EdgeEX and confirm the teacher assigned.

☐ View students enrolled in course section

- EdgeEX enrollments are visible from the Section Hub > **Enrollment** tab.
- To quickly locate EdgeEX sections, apply the series filter: EdgeEX and confirm the teacher assigned.
- Administrators and assigned teachers can manage and monitor individual student enrollments as needed.

TIP: Click on a student's name from the Enrollments view to access the individual student Enrollment Hub.



PROGRESS MONITORING & DATA

Administrators and assigned teachers monitor EdgeEX course section data from a few new places in addition to some of the same ones as heritage Imagine Edgenuity courses.

EdgeEX Educator Launchpad

The **Educator Launchpad** displays on the home page and takes the place of the Dashboard for EdgeEX courses. Administrators see alerts for school sections and assigned teachers see and manage alerts for their sections.

- ☐ Ensure educators are taking action on Educator Launchpad alerts for students who need attention right away in order to allow them to continue to work in their EdgeEX course

	Assessments to Unlock		Out of Retakes		Work to Grade
Unlock assessments for one student or multiple students all at the same time who are blocked by teacher review on an assessment		Provide assessment retake for one or multiple students at the same time who failed all initial assessment attempts. <i>*Retakes only available up to the max allowed for the assessment type (EdgeEX course option)</i>		Grade submitted work for one or multiple students on the same assignment and provide a score, add written or verbal comment, or allow a retake	
 Want to learn more? Check out the Help Center EdgeEX - Using the Educator Launchpad					

EdgeEX Reports

EdgeEX course data generates in some of the existing Imagine Edgenuity reports and new EdgeEX specific reports.

- ☐ Establish a reporting routine to monitor sections and students

Course Hub - Sections Data	Sections - Enrollments Data	Student Enrollment Gradebook
Group-based EdgeEX report for all sections of a course	Group-based EdgeEX report for all enrollments in a section	Individual student's EdgeEX course data
Accessible to administrators	Accessible to administrators and assigned teachers	Accessible to administrators and assigned teachers
Key data metrics: number of enrollments per section; view and edit actions for sections	Key data metrics: target and actual progress, pacing, grade, and active time per student in section	Key data metrics: target and actual progress, grade, activity level data and actions

Next steps:

Visit the [EdgeEX section of the Imagine Edgenuity Help Center](#) for more information, guidance, and resources.