



Getting Started with Imagine Purpose 6-12 Checklist



Welcome, Educators! This checklist will guide you through essential set up tasks to ensure you and your students are ready to use Imagine Purpose 6-12 this school year and beyond.

- ☐ First, log into [Imagine Edgenuity](#) using your educator credentials to make sure your login credentials work and you can access the Imagine Edgenuity platform. **Contact your administrator if you need assistance.*
- ☐ Visit the Help Center to access the [Imagine Purpose Quick Start Guide](#) for more information on:
 - Instructional routines for Imagine Purpose
 - Intervention on Purpose Content Suite
 - Experts Guide
 - CASEL alignment documents
 - Getting Started
 - and More!

SET UP TASKS

Student Management

- ☐ Ensure students have Edgenuity accounts.
- ☐ Manage students to update existing student accounts and/or update student options as needed.
- ☐ Create a class(es) and add students to the class(es). *Note: User Groups are an alternative.*
TIP: Classes make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused.



Need Help Center? Check out [Student Accounts](#)

Course Management

- ☐ Locate courses available for your school from **Manage Courses** page.
- ☐ Select course(s) you will facilitate and choose **View Course Structure** to explore content.
 - Access Course Documents
 - Preview course videos and activities
 - View Discussion Questions *TIP: Download Discussion questions prior to lesson..*
- ☐ Manage course content and/or course options as needed. *Note: Customizing content and editing course options are permission-based. Important: Course-level changes impact any student enrollments in the course.*



Need Help Center? Check out [Managing Courses](#)

Enroll Students in Courses

- ☐ Ensure students are enrolled in course(s).
 - If you are responsible for enrolling students in courses yourself, use Enroll in Courses feature on **Manage Students** page.
 - If your district / school is creating course enrollments, use **Manage Enrollments** page to search for your students and check enrollments. *TIP: Apply your class filter to Manage Enrollments to narrow data view.*
- ☐ Manage individual course enrollments to meet specific student needs and accommodations.



Need Help Center? Check out [Enrolling Students in Courses & Managing Enrollments](#)



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PROGRESS MONITORING & DATA

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

Dashboard

- ☐ View **Dashboard** daily and throughout the day to identify students who have submitted written work requiring feedback and grading to ensure time sensitive content is immediately addressed.
 - From yellow alert, review and grade student work.



Need Help Center? Check out [Yellow Alerts](#)

Data & Reports

Group-based reports help educators monitor and manage multiple students at one time and provide data to identify individual students for further analysis.

- ☐ Generate **Manage Enrollments** report at least weekly to analyze data for a class, course, and/or student(s).
TIP: Manage Enrollments can also be used to update start and target dates and disable/complete enrollments.
- ☐ View **Attendance Log** at least weekly to review student login information.
- ☐ Utilize individual student reports to closely monitor engagement, progress, and achievement and inform instructional decisions.
 - Access **Student Session Log** daily or weekly to monitor time on task
 - View **Student Progress Report** at least weekly to review course grades and progress
 - Generate **Student Course Report** (from Student Gradebook) to view and analyze detailed course data

TIP: Individual student reports are accessible by the student and can be used to self-monitor.



Need Help Center? Check out [Reports](#)

BEST PRACTICES

- ☐ Establish implementation model, usage goals, and classroom routines.
- ☐ Set and communicate expectations for lessons completed, written responses, and discussions.
- ☐
 - Conference with students to develop and support personal goals and action plans to achieve these goals.
 - What type of conferencing schedule will you put in place?
 - How will you provide support for students inside and outside of the classroom?
- ☐ Celebrate student success! Consider using Imagine Edgenuity's [student achievement certificates](#) to recognize students.