



ROADS Teacher Training Manual

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Education Web

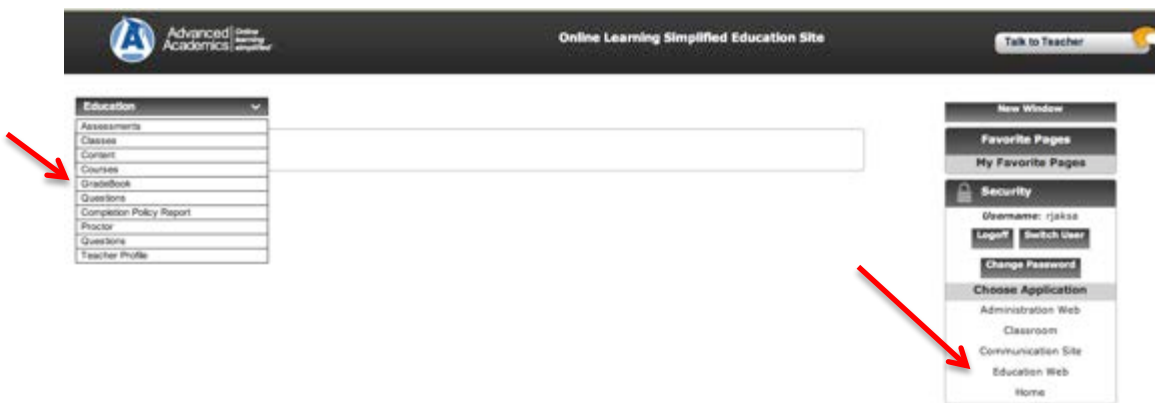
Gradebook

The Gradebook is used to grade, reset, omit, and manage course assignments. There are three different Gradebook views:

- *Classic Gradebook*
- *Search by User*
- *Advanced Search*

Accessing the Gradebook:

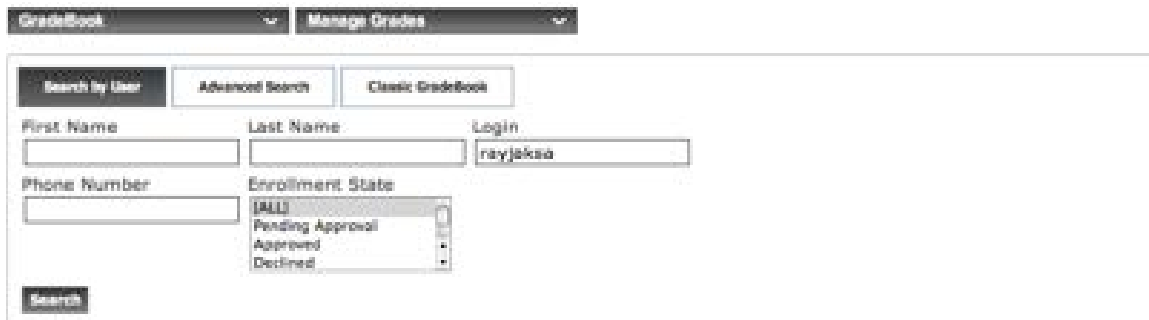
1. **From the Home Page click on Education Web.**
2. **Hover over the Education drop down box and select Gradebook.**



Classic Gradebook – allows the user to see an overall snapshot of all students assignments in one specific course.

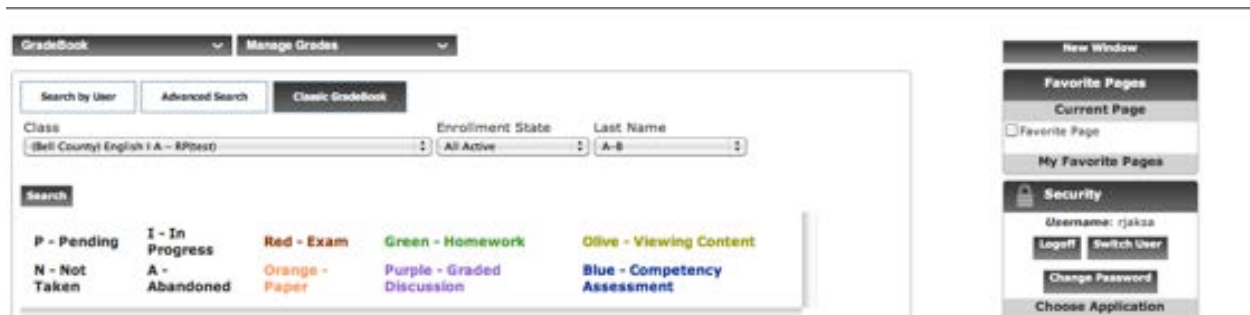
Search by User – allows the user to manage multiple assignments for one specific student in one course.

Advanced Search – allows the user to manage several students in one specific course.



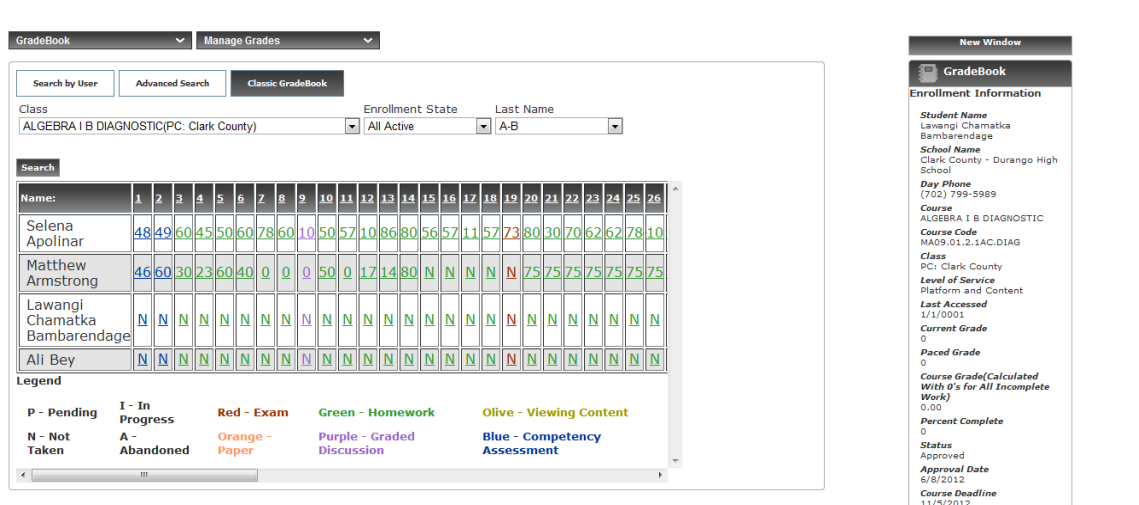
Classic Gradebook – allows the user to see an overall snapshot of all students assignments in one specific course.

1. Click on Classic Gradebook tab.



2. Select the Class to be viewed from the drop-down menu.
3. Select the Enrollment State from the drop-down menu.
4. Select the range of names from the Last Name drop-down menu.
5. Select the Search button to return results.

Once the results are returned, the page will show the various assignments for each student in the groups selected.




Each course assignment is listed in the Classic Gradebook with the status of the assignment.

If the assignment has been graded, the grade will be posted. If the status of the assignment is selected, the user will be taken to the *Edit Enrollment page*.

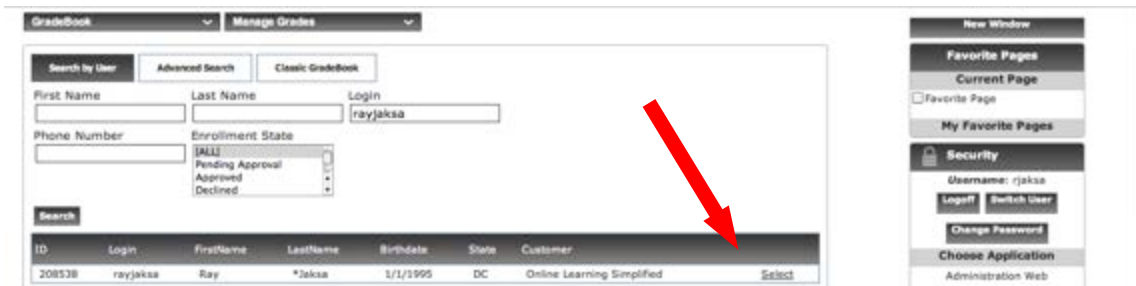
Frequently Used Terms

- **Pending** – assignments that have not yet been graded.
- **Abandoned** - assignments that the student has started but not returned to complete.
- **In Progress** - assignments in which the student is currently working towards completion.
- **Not Taken** - assignments that the student has not yet submitted or viewed.

Search by User – allows the user to manage multiple assignments for one specific student in one course.



1. Type the student's first name in the First Name field.
2. Type the student's last name in the Last Name field.
3. Select an Enrollment State.
4. Select the Search button.



ID	Login	FirstName	LastName	Birthdate	State	Customer	
208538	rayjaksa	Ray	*Jaksa	1/1/1995	DC	Online Learning Simplified	Select

5. Once the search has finished, click Select on the student you wish to view.

6. Select the specific courses for which you want to view.

The screenshot shows the GradeBook interface with search filters for First Name, Last Name, and Login. Below the filters is a table of students. The 'Selected Student' section shows the name 'Ray *Jaksa' and 'Reward Points: 94'. The 'Enrollments' table lists courses like 'ALGEBRA I A (AAI)' and 'ALGEBRA I A (Diagnostic)'. A red arrow points to the 'Preview Class in New Classroom' link in the enrollments table.

7. Click on the TAB you wish to use.

The screenshot shows the 'Available Assessments' section with tabs for Pending (0), Abandoned (0), In Progress (0), Graded (2), and Not Taken (82). A red arrow points to the 'Graded (2)' tab. Below the tabs is a table of assessments with columns for Student, Customer, Class, Assessment, Retake, New Attempt, Last Attempt Start, Last Attempt End, Grade, and Current State. A 'Chameleon' skin selector is visible on the right.

Tabs Definitions:

- **Pending** – The “Pending” tab show assignment that are waiting to be graded.
- **Abandoned** - The “Abandoned” tab shows assignments that the student has started but not returned to complete after more than a week.
- **In Progress** - The “In Progress” tab shows assignments in which the student is currently active. This means that the student is currently working to complete the requirements of the assignment.
- **Graded** - The “Graded” tab shows assignments that the student has submitted that have already been graded.
- **Not Taken** - The “Not Taken” tab shows assignments that the student has not yet accessed and are waiting to be completed.

Functions of Each Tabs:

- **Edit Multiple** - The “Edit Multiple” button allows you to reset several assignments, generate new attempts, allow re-entries, etc.; all at one time.
- **Grade Multiple Pending** - The “Grade Multiple Pending” button allows you to grade several assignments in one session.
- **Grade All Pending** - The “Grade All Pending” button allows the teacher to grade all pending assignments for the selected student.
- **Extra Credit** - The “Give Extra Credit” button allows the teacher to award extra credit points to the selected student.
- **Omit Selected** - The “Omit Selected” button will allow the teacher to remove the selected assignment from the student’s available assignments.

When editing an assignment, the user has the ability to do the following per each assignment they choose to edit.

The screenshot displays the 'Edit Enrollment Assessment' page in the GradeBook system. At the top, there are navigation tabs: 'GradeBook', 'Manage Grades', and 'Grade Information'. Below these is the 'Edit Enrollment Assessment' title and a set of tabs: 'Information', 'Attempts', 'Extra Credit', 'State Log', and 'Extensions'. A red box highlights the 'Information' tab, and a red arrow points to it from the right. The main content area shows the following information:

Student Name	Jaida Toussaint
Assessment Name	Unit 2 Assignment: The Divided Nation
Grade	0.0
Enrollment Approval Date	7/17/2012
Due Date	
Completion Date	

Below this information are several options for re-entries and attempts:

- Allow one re-entry
- Allow unlimited re-entries
- Do not allow re-entry
- Allow the following number of re-entries:

Additional options include:

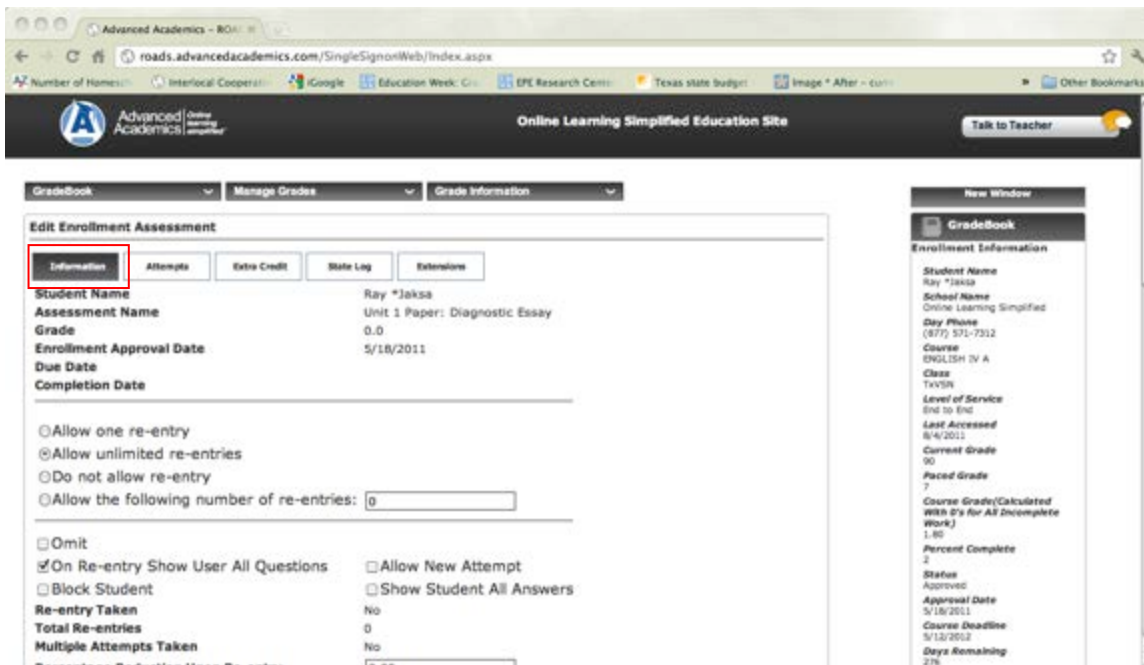
- Omit
- On Re-entry Show User All Questions
- Block Student
- Allow New Attempt
- Show Student All Answers

Summary statistics:

Re-entry Taken	Yes
Total Re-entries	10
Multiple Attempts Taken	No
Percentage Reduction Upon Re-entry	<input type="text" value="0.00"/>

At the bottom, there are three buttons: 'Back', 'Save', and 'Save and Exit'.

- **Information:** while editing, the “Information” tab gives demographics about the assignment. Here, the user can grant re-entry into assignments. The instructor can also view a student progress on assignments.



Back - The “Back” button returns the user to the page displaying the assessment list.

Save - The “Save” button saves the grade and any comments made by the instructor and places the assignment under the “Graded” tab. Clicking this button returns the user to the Edit Enrollment Assessment page.

Save and Exit - The “Save and Exit” button saves the grade and any comments made by the instructor and places the assignment under the “Graded” tab. Clicking this button returns the user to the list of assignments on the GradeBook page

Add - The “Add” button adds any comments made by the instructor to the bottom of the Edit Enrollment Assessment page.

Allow One Re-entry - The “Allow one re-entry” button allows the student to enter the assignment one time. This should be selected when resetting exams or quizzes.

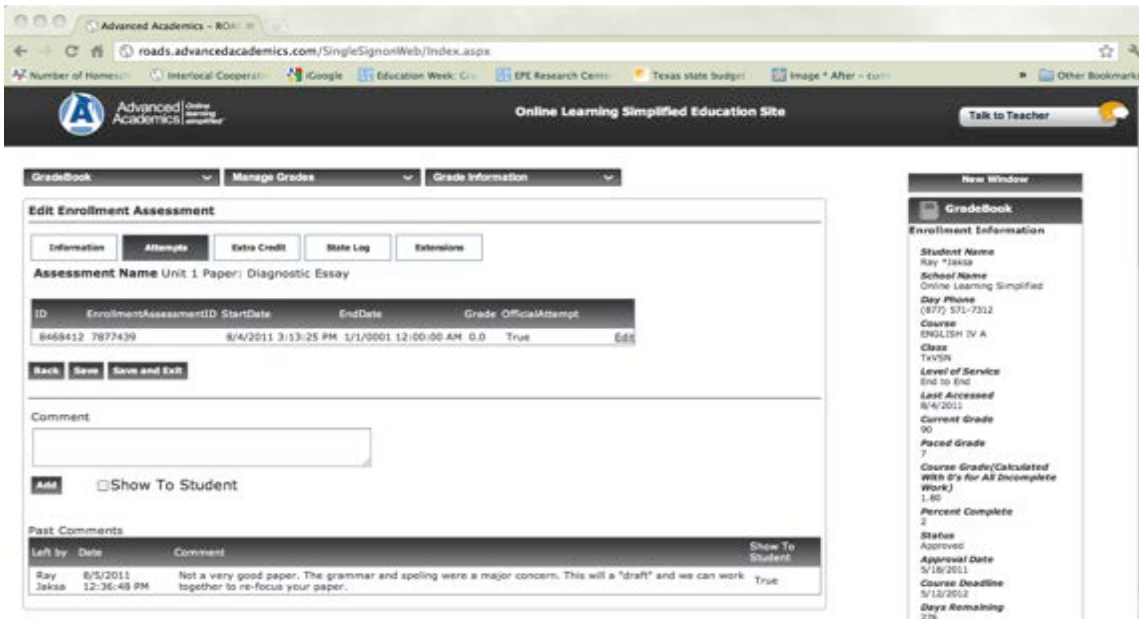
Allow Unlimited Re-Entries - The “Allow unlimited re-entries” button allows the student to enter and reenter the assignment an unlimited number of times. This should be selected when resetting homework assignments

Re-entry – allows the student to enter an abandoned or completed assessment

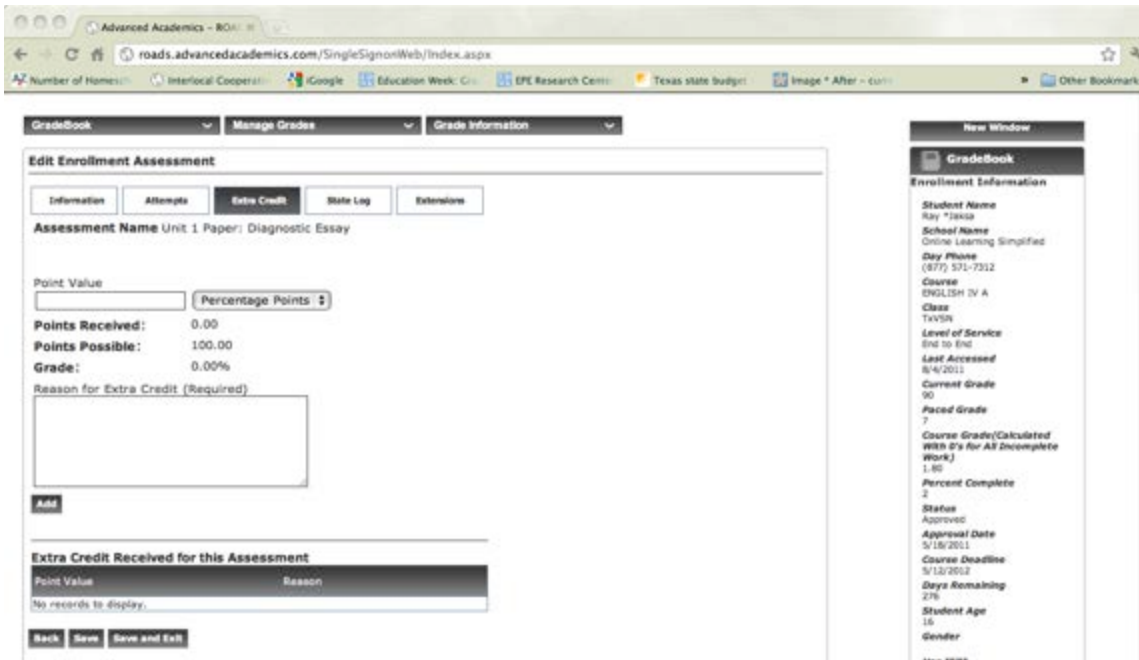
Omit – removes the assignment

New Attempt – allows the student a fresh start with brand new everything

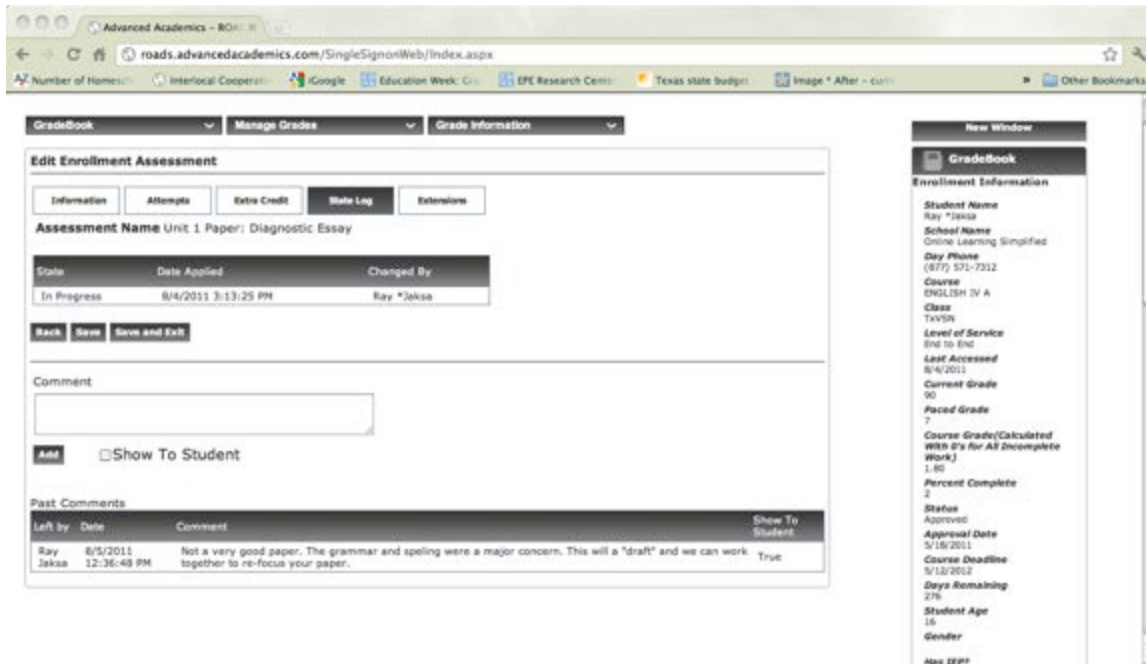
- **Attempts:** while editing, the “Attempts” tab, can view the student’s official assignment attempt. Users can also see how many attempts and general information about the attempts..



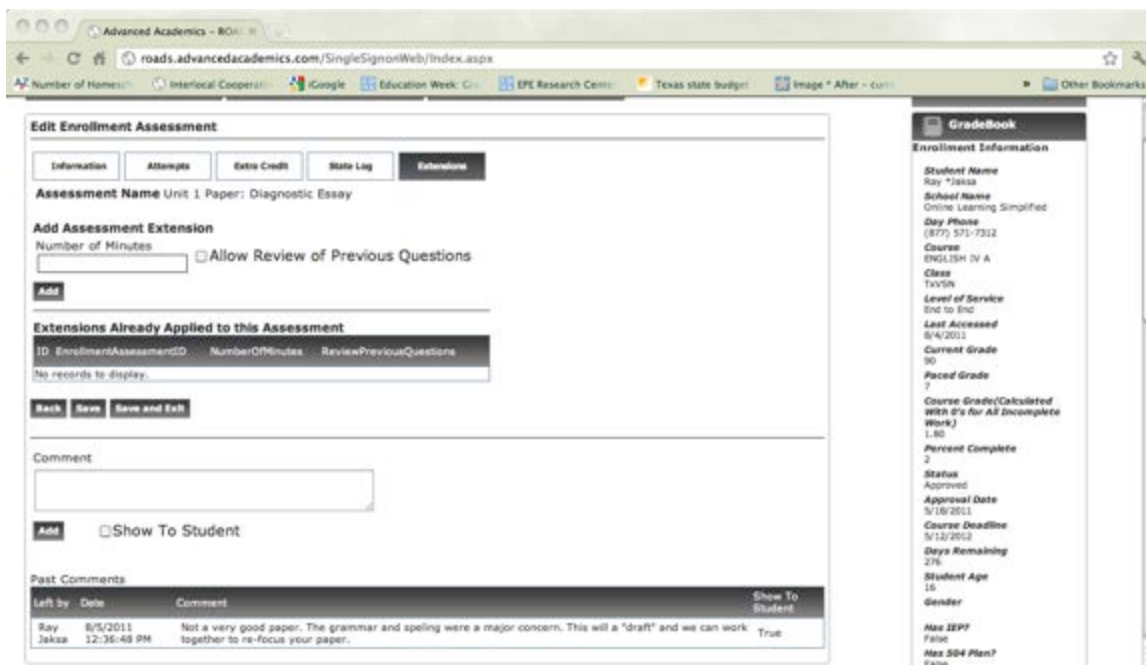
- **Extra Credit:** while editing, the “Extra Credit” tab, allows an instructor the ability to grant additional points for assignments.



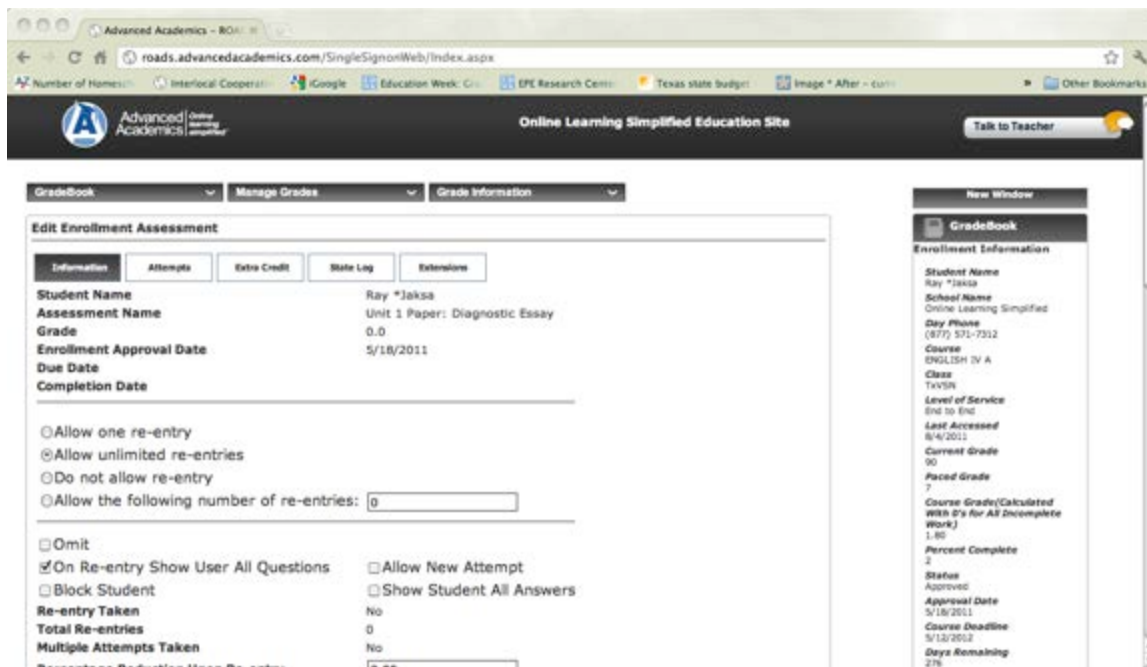
- **State Log:** while editing, the “State Log” tab allows the instructor to view the status (in progress, graded, abandoned) of a student’s assignment. This provides a log of any edits that have happened to the assignment.



- **Extensions:** while editing, the “Extensions” buttons allows for additional time to be given for the completion of an assignment.



Editing Assignments: Common Terminology



The screenshot displays the Advanced Academics Gradebook interface. The main window is titled 'Edit Enrollment Assessment' and contains several tabs: 'Information', 'Attempts', 'Extra Credit', 'State Log', and 'Extensions'. The 'Information' tab is active, showing details for a student named Ray *Jaksa. The assessment is 'Unit 1 Paper: Diagnostic Essay' with a grade of 0.0 and an enrollment approval date of 5/18/2011. Below this, there are several options for re-entry: 'Allow one re-entry', 'Allow unlimited re-entries', 'Do not allow re-entry', and 'Allow the following number of re-entries' (set to 0). There are also checkboxes for 'Omit', 'On Re-entry Show User All Questions' (checked), 'Block Student', 'Allow New Attempt', and 'Show Student All Answers'. A table at the bottom shows 'Re-entry Taken' (No), 'Total Re-entries' (0), and 'Multiple Attempts Taken' (No). On the right side, a 'New Window' sidebar displays 'Enrollment Information' for the same student, including school name, course (ENGLISH IV A), and current grade (00).

Do Not Allow Re-Entry - The “Do not allow re-entry” button prevents the student from reentering the assignment.

Allow the following number of Re-entries - The “Allow the following number of re-entries” button allows the instructor to input a specific number of times a student is allowed to re-enter an assignment.

Omit - The “Omit” button omits the selected assignment from the student’s list of assignments on the Gradebook page. Omitted assignments are not averaged into the grade or the percent of the course that has been completed.

On Re-entry Show User All Questions - The “On Re-entry Show User All Questions” button shows the user all of the questions in the assignment upon reentry.

Block Student - The “Block Student” button prevents the student from re-entering the assignment.

Allow New Attempt - The “Allow New Attempt” button creates a blank assessment with none of the answers provided by the student on a previous attempt.

Show Student All Answers - The “Show Student All Answers” button provides the student with all of their previous answers for the assignment upon reentry.

Percentage Reduction upon Re-entry – The “Percentage Reduction upon Re-entry” allows a student to re-enter an exam while the points received will be reduced by the percentage they specified by the teacher. This is a way for teachers to give partial credit for re-works.

Comment - Comments can be left by the instructor to explain changes made to the assignment.

Show to Student - Selecting this box shows comments to the student.

Note: The “Back,” “Save,” “Save and Exit,” and “Add” buttons have the same function on every Edit Enrollment Assessment tab.

When clicking on any hyperlink to any assignment, you will be directed to the Edit Enrollment Assessment page.

The screenshot displays the 'Edit Enrollment Assessment' interface. At the top, there are navigation tabs: 'GradeBook', 'Manage Grades', and 'Grade Information'. The main content area is titled 'Edit Enrollment Assessment' and contains several tabs: 'Information', 'Attempts', 'Extra Credit', 'State Log', and 'Extensions'. The 'Information' tab is selected, showing the following details:

- Student Name: Ray *Jaksa
- Assessment Name: Unit 1 Paper: Diagnostic Essay
- Grade: 0.0
- Enrollment Approval Date: 5/18/2011
- Due Date: [blank]
- Completion Date: [blank]

Below the details, there are several options for re-entry:

- Allow one re-entry
- Allow unlimited re-entries
- Do not allow re-entry
- Allow the following number of re-entries:

Additional options include:

- Omit
- On Re-entry Show User All Questions
- Block Student
- Allow New Attempt
- Show Student All Answers

Summary statistics at the bottom of the main form:

- Re-entry Taken: No
- Total Re-entries: 0
- Multiple Attempts Taken: No

The right sidebar, titled 'Enrollment Information', provides further details:

- Student Name: Ray *Jaksa
- School Name: Onice Learning Simplified
- Day Phone: (877) 571-7312
- Course: ENGLISH IV A
- Class: TV45N
- Level of Service: End to End
- Last Accessed: 6/4/2011
- Current Grade: 90
- Paced Grade: 7
- Course Grade (Calculated WRA 0's for All Incomplete Work): 1.80
- Percent Complete: 2
- Status: Approved
- Approval Date: 5/18/2011
- Course Deadline: 5/12/2012
- Days Remaining: 276

Advanced Search – permits the user to grade/view multiple students’ assignments per multiple classes.

1. Select the classes to be reviewed, using multiple-select to search for assignments waiting to be graded in more than one class.
2. If desired, use the **Customer** field to choose a specific group of students from a particular client.
3. The **Student Blocked** field will allow the user to search for only students who are blocked or only for unblocked students. To search both blocked and unblocked students, just select [ALL].
4. The **Assessments Taken Between** fields allows the user to filter assignments by the date they were submitted and by the grade earned on the assignment. 60% is the default grade in the grade sort field. Be sure to change this value if you need to.
5. When you have selected all of your criteria, click Search to return results. ***On the results page, only assignments (up to 500 results) waiting to be graded will be listed.***
 - a. Select the “Official Attempt” button to grade one assignment at a time.
 - b. Select the “Edit” button to reset the assignment. Select multiple assignments to grade several assignments at one time, using the multiple-select options.
 - c. Select the “Grade Multiple Pending” button to grade several assignments in one sitting.
 - d. ***Select the “Grade All Pending” button to grade all assignments waiting to be graded.***

Note: Several buttons from the Search by User page also appear on the Advanced Search page.

**** Grading an Official Attempt: users can grade one, multiple, or all pending assignments. This can be done in all gradebooks (classic, single user search, and advanced search)**

Selecting “Official Attempt” will allow the user to enter and view the assignment. Unselecting the “Official Attempt” box will move the assignment from the “Pending” tab to the “Not Taken” tab.

1. **Back** - The “Back” button returns the user to the list of assignments.
2. **Save** - The “Save” button saves the comments and grade inserted into the boxes but does not move the assignment to the “Graded” tab. The assignment will remain pending to be graded.
3. **Save and Exit** - The “Save and Exit” button saves the comments and grade inserted into the boxes and returns the user to the list of assignments. The assignment will not move to the “Graded” tab but will remain pending to be graded.
4. **Record and Exit** - The “Record and Exit” button records the grade and any comments for the assignment. Once this button is selected, the assignment will move to the “Graded” tab.
5. **Create Attempt Report** - The “Create Assessment Attempt Report” button displays the same information found on the assignment in a text format. For a multiple-choice problem, the question is automatically graded. Comments can be added by the instructor in one of the three boxes under the question.
6. **Include Date of the Assessment and Re-Attempts Log** - Selecting “Include Date of the Assessment and Re-Attempts Log” will include the date the assessments and re-attempts was utilized on the *Create Assessment Attempt Report*.

Edit Assessment Attempt		GradeBook
Assessment Name Unit 2 Assignment: Structure of Life #1		Enrollment Information Student Name Taron Ortiz School Name Regional Enrich Learning Center Day Phone (856) 883-9246 Course MS LIFE SCIEN Course Code SC07.01.2.1LC Class AAI Level of Service End to End Last Accessed 8/7/2012 Current Grade 52 Paced Grade 36 Course Grade With 0's for A Work) 32.76 Percent Comp 63 Status Approved Approval Date 7/9/2012 Course Deadli 8/10/2012 Days Remain 3 Student Age 17
Enrollment Information First Name Taron Last Name Ortiz Username tortiz Class Name AAI		
Start Date	7/10/2012 9:52:11 AM	
End Date	7/11/2012 10:15:06 AM	
Enrollment Approval Date	7/9/2012	
Due Date		
Grade	75.0%	
<input checked="" type="checkbox"/> Official Attempt		
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Record and Exit"/>		
<input type="checkbox"/> Include Date of the Assessment and Re-Attempts Log		
<input type="button" value="Create Assessment Attempt Report"/> <input type="button" value="Preview Class"/>		
Re-entering for this Attempt		
Started	Ended	
7/11/2012 9:33:47 AM	7/11/2012 9:33:47 AM	
7/11/2012 9:58:01 AM	7/11/2012 10:15:06 AM	

Reporting

Advanced Academics provides several key reporting options available to maintain current knowledge of student progress and assessments. These include:

- Attendance Report – This report will provide detailed information about time spent by each student in each of the student’s enrollments
- Communication Report – This report will display all teacher and student communications.
- Configured Report – This highly configurable report will provide a wide variety of search options and selections of data to be retrieved. The report can be configured to return individual student information or information about each of a student’s enrollments
- Inactivity Report – This report will identify students who have not logged in or accessed one of their enrollments in a particular period of time
- Student Progress Report – This report will display detailed information about a student and each enrollment for the student. It includes information such as individual assignment grades and a day-by-day breakdown of time spent in each enrollment

Each report, though a bit different is somewhat similar in its setup. On the following pages, you will see two of the most commonly used reports.

How to Create a Configured Report – Customized Report

This is an excellent tool to use on a daily, weekly, or monthly basis. It gives you a snapshot of student status with many parameters to select from. Keep in mind, there is a 24 hour delay with reporting. Foreign Language courses are reported separately from this report and will show as zeroes.

1. From the Home Page, click on Administration.

The screenshot shows the Advanced Academics Home Page. At the top right, there is a "Talk to Teacher" button. The main header area contains the Advanced Academics logo and the text "Advanced Academics Home Page". Below the header, a navigation bar shows "HOME" and "Logged on as: emerils Sign Out". The main content area is divided into several sections: "Welcome!" with a "Welcome to Advanced Academics" message; "Student Progress Report" with an "Export All Enrollments" button and "No records to display."; "Recent Features" with two news items: "Advanced Academics is now on Facebook!" and "Report: Half of High School Classes Could Be Online by 2019"; "Help" with links to "Navigation Demo", "Grade Viewer Demo", "Communication Demo", "Instant Help Demo", and "Student Drop Box Demo"; "System Announcements"; "Switch Applications" with a "Choose Application" dropdown menu where "Administration Web" is highlighted by a red arrow; "Quick Links" with a "Maintenance Notice" section.

2. Hover over the Administration drop down box and click on Reports

The screenshot shows the 'Online Learning Simplified Administration Site' interface. At the top right, there is a 'Talk to Teacher' button. The main header area includes the 'Advanced Academics' logo and the site title. On the left, the 'Administration' dropdown menu is expanded, showing 'Reports' and 'Enrollments' options. A red arrow points to the 'Reports' option. On the right, there is a sidebar with several sections: 'New Window', 'Favorite Pages' (with a sub-section 'My Favorite Pages'), 'Security' (showing 'Username: emerils' and a 'Logoff' button), 'Choose Application' (with links for 'Administration Web', 'Classroom', 'Communication Site', 'Education Web', and 'Home'), 'Communication Site' (with a message 'You have no messages in your inbox' and buttons for 'Go To Communicator' and 'Tech Support'), and 'Help' (with links for 'Navigation Demo', 'Grade Viewer Demo', 'Communication Demo', and 'Instant Help Demo'). The browser's address bar at the bottom shows the URL: <http://education.advancedacademics.com/AdministrationWeb/report/reportprocesshome.aspx?uq=0e9b479e-4bfa-49c4>.

3. Click on Configure Reports -

This highly configurable report will provide a wide variety of search options and selection of data to be retrieved. The report can be configured to return individual student information or information about each of a student's enrollments.

Click on Configure Report - Run Now

The screenshot displays the 'Online Learning Simplified Administration Site' interface. At the top left is the 'Advanced Academics' logo. A 'Click to Login' button is in the top right. Below the logo is a 'Reports' dropdown menu. The main content area is titled 'Please select a Report.' and contains two report options: 'Configure Report' and 'Student Progress Report'. The 'Configure Report' option is highlighted with a red arrow and includes a 'Run Now' button. The 'Student Progress Report' also has a 'Run Now' button. The right sidebar contains several utility sections: 'New Window', 'Favorite Pages' (with 'Current Page' and 'Favorite Page' options), 'My Favorite Pages', 'Security' (showing 'Username: emerils Is Switched?: True' and 'Logoff' button), 'Unswitch User', 'Choose Application' (with links for Administration Web, Classroom, Communication Site, Education Web, and Home), 'Communication Site' (with 'You have no messages in your inbox' and 'Go To Communicator' and 'Tech Support' buttons), and 'Help'.

4. Select the Enrollment State Name you are creating the report for. If you want to select all enrollments states, don't select anything in the Enrollment State Name box.

If you are looking for statistics about a specific course, click on that course under Course Name. Scroll Down and Click Next.

The screenshot shows a web-based interface for configuring an enrollment report. The main section is titled "Enrollment Information" and contains several dropdown menus and input fields. A red arrow points to the "Enrollment State Name" dropdown menu, which is currently set to "None". Another red arrow points to the "Course Name" dropdown menu, which is currently set to "OLS Template Test BJT 042610". At the bottom left of the form, a red arrow points to the "Next" button. The interface also includes a sidebar on the right with a "Help" section and a "Talk to Teacher" button. The bottom of the screen shows a taskbar with the "Internet" browser icon and a 75% zoom level.

Last Login	End Date	Last Access Date	End Date

Comments
Customer Name
Online Learning Simplified

Enrollment Information

Contract Name
Advanced Academics Generic Contract
Jerry Brown ISD
OLS Math Intervention
OLS Template Test BJT 042610

Enrollment State Name
Pending Approval
Approved
Dropped

Course Name
SST 801 (Bethel) American History I-A
SST 801 (Bethel) American History I-B
Art 101 (Bethel) Art Survey 1
Art 101 (Bethel) Art Survey 2

Affiliations
Advanced Academics
Martyr Test

Teacher
Angelo Castillo
chapdemo1 chapdemo1
chapdemo2 chapdemo2
chapdemo3 chapdemo3

Contract Type Name: [ALL]
Current Grade: <=
Region: None

School Name:
Counselor:
Status: [ALL]

Grade Classification: -Select-
K
1
2

Approved: [ALL] Date Approved: End Date:
Finished: [ALL] Date Finished: End Date:
Dropped: [ALL] Date Dropped: End Date:

Day Phone: Evening Phone: Miscellaneous: Level of Service: [ALL]

Next

5. Check the boxes that you wish to have shown on your report. You may select as many or few as you like. Click Run Report.

The screenshot shows a web-based report configuration interface. At the top right, there is a "Talk to Teacher" button. Below it, there are two "Check All" and "Uncheck All" buttons. The interface is divided into several sections, each with a title and a list of checkboxes:

- School Information:** Includes checkboxes for Contract Name, Customer Name, Region, Contract Type Name, and Service Level Name. It also has "Check All" and "Uncheck All" buttons.
- Enrollment Information:** Includes checkboxes for Last Access Date, Course Name, Withdrawn, Course Term, Class, Hold, Trial Period, Current Enrollment State, Days Inactive, Approved, Miscellaneous, Amount, Dropped, Reinstated, Days Withdrawn, and Finished. It also has "Check All" and "Uncheck All" buttons.
- Enrollment Progress Information:** Includes checkboxes for Percent Completed, Letter Grade, Last Progress Evaluation, Overall Course Grade, Enrollment Time, Intervention Tier, Current Grade, Total Minutes In Class, Final Exam, Term End Date, and Days Remaining In Term. It also has "Check All" and "Uncheck All" buttons.
- Enrollment Dates:** Includes checkboxes for Date Approved, Date Finished, Date Withdrawn, Date Dropped, Date Reinstated, and Hold Date. It also has "Check All" and "Uncheck All" buttons.

Below these sections, there are two more checkboxes:

- Check here to see assessments for each student
- Check here to page report

At the bottom left, there is a "Run Report" button, which is highlighted with a red arrow pointing to it from the right.

The bottom of the screen shows a taskbar with "Done" on the left, "Internet" in the center, and a search icon and "75%" on the right.

7. Scroll down and click on the box labeled Export to Excel. Save, don't open the document. Click Save and remember where it is saved

The screenshot shows the 'Online Learning Simplified Administration Site' interface. At the top, there is a navigation bar with 'Talk to Teacher' and the site name. Below this, there are dropdown menus for 'Reports' and 'Configure Report'. A search parameter section includes checkboxes for 'Ignore Formatting' and 'Ignore Paging', and buttons for 'Export to Excel' (highlighted with a red arrow) and 'Export to Word'. The main content is a table with columns: Last Name, First Name, Course Name, Percent Completed, Current Grade, Term End Date, Enrollment Time, Days Remaining In, and Date Approved. The table lists several students and their course progress. At the bottom of the table, there is a pagination control showing 'Page size: 10' and '5063 items in 507 pages'. On the right side, there is a sidebar with sections for 'New Window', 'Favorite Pages', 'Security' (with a 'Logoff' button), 'Choose Application' (with links for Administration Web, Classroom, Communication Site, Education Web, and Home), 'Communication Site' (with a 'Go To Communicator' button and 'Tech Support' link), and 'Help' (with links for Navigation Demo, Grade Viewer Demo, Communication Demo, Instant Help Demo, and Student Drop Box Demo).

Last Name	First Name	Course Name	Percent Completed	Current Grade	Term End Date	Enrollment Time	Days Remaining In	Date Approved
*Michael	John	Algebra Readiness - Basic	0.00	0.00	5/4/2008 1:10:00 PM		0	1/4/2008 1:10:00 PM
(Don't Use) Pattison	(Don't Use) Jennie	Life Science A	3.00	90.00	2/10/2008 12:07:58 PM	0 hrs 30 minutes	0	10/12/2007 12:07:58 PM
(Don't Use) Pattison	(Don't Use) Jennie	Life Science B	0.00	0.00	2/10/2008 1:52:14 PM		0	10/12/2007 1:52:14 PM
*	ookay	AP Calculus BC - Semester 1	0.00	0.00	5/4/2008 1:10:11 PM		0	1/4/2008 1:10:11 PM
***	maria	Over Pass Math - CA	0.00	0.00	5/4/2008 1:10:08 PM		0	1/4/2008 1:10:08 PM
***	maria	COMPUTER LITERACY B [ROAD Trip]	0.00	0.00	4/15/2010 11:17:52 AM		0	1/15/2010 11:17:52 AM
***Farwell	Robert	Algebra I A (w/Diagnostic) - RP	0.00	0.00	7/10/2008 6:08:08 PM	0 hrs 0 minutes	0	3/12/2008 6:08:08 PM
***Farwell	Robert	Algebra I A (w/Diagnostic)	67.00	28.00	8/15/2009 6:08:08 PM	0 hrs 54 minutes	0	3/12/2008 6:08:08 PM
***Farwell	Robert	Geometry A - RP	0.00	0.00	7/13/2008 6:08:09 PM		0	3/12/2008 6:08:09 PM
***Farwell	Robert	Algebra II A (RP)	5.00	15.00	7/13/2008 6:08:09 PM	1 hrs 57 minutes	0	3/12/2008 6:08:09 PM

To locate the configured report, go to where the report is saved and open. From here you can format to meet your needs. Below is only an example of the more than 60 parameter choices available.

Last Name	Last Access Date	Course Name	Percent Completed	Course Grade	Current Grade	Enrollment Time	Days Remaining In Term	Date Approved
Jones	10/19/2010	PERSONAL HEALTH AND SAFETY	42.00	40.32	96.00	18 hrs 9 minutes	69	8/31/2010
Jones	10/14/2010	Consumer Mathematics A (Math of Finance)	100.00	93.00	93.00	23 hrs 40 minutes	69	8/31/2010
Jones	10/20/2010	BIOLOGY A	0.00	0.00	0.00	1 hrs 0 minutes	90	9/20/2010
Jones	10/20/2010	AAI Spanish II A	48.00	45.60	95.00	27 hrs 9 minutes	90	9/20/2010
Jones	10/20/2010	BIOLOGY A	15.00	12.30	82.00	18 hrs 45 minutes	91	9/22/2010
Jones	10/19/2010	MS PRE-ALGEBRA A	52.00	42.64	82.00	13 hrs 26 minutes	91	9/22/2010
Jones	10/20/2010	ENGLISH II B	12.00	10.32	86.00	10 hrs 20 minutes	100	10/1/2010
Jones	10/18/2010	AMERICAN HISTORY B	0.00	0.00	0.00	0 hrs 12 minutes	100	10/1/2010
Jones	10/19/2010	MS Language Arts 6 A	19.00	16.34	86.00	8 hrs 40 minutes	104	10/4/2010
Jones	10/20/2010	MS FUNDAMENTALS OF MATH 6 A	18.00	16.20	90.00	9 hrs 53 minutes	104	10/4/2010

How to Create an Individual Student Progress Report

The SPR shows detailed student progress in all courses for the selected student, regardless of status. It includes information such as individual assignment grades and a day-by-day breakdown of time spent in each enrollment.

This is a good tool when meeting individually with students/parents. Due to the amount of information in an SPR, it is recommended that the report be processed for one student at a time. Should you choose to run SPRs for an entire class, the report will pull a maximum of 50 student records for the report.

1. From the Home Page, click on Administration.

The screenshot displays the Advanced Academics Home Page. At the top right, there is a 'Talk to Teacher' button. The main header area contains the Advanced Academics logo and the text 'Advanced Academics Home Page'. Below this, a navigation bar indicates 'HOME' and 'Logged on as: emerils Sign Out'. The page is divided into several sections: a 'Welcome!' section with the text 'Welcome to Advanced Academics'; a 'Student Progress Report' section with an 'Export All Enrollments' button and the message 'No records to display.'; and a 'Recent Features' section. A red arrow points to the 'Administration Web' option in the 'Switch Applications' menu. The footer shows a Windows taskbar with the Internet Explorer browser.

2. Hover over the Administration drop down box and click on Reports

Advanced Academics

Talk to Teacher

Online Learning Simplified Administration Site

Administration

- Reports
- Enrollments

New Window

Favorite Pages

My Favorite Pages

Security

Username: emerils

Logoff

Choose Application

- Administration Web
- Classroom
- Communication Site
- Education Web
- Home

Communication Site

You have no messages in your inbox

Go To Communicator

Tech Support

Help

- Navigation Demo
- Grade Viewer Demo
- Communication Demo
- Instant Help Demo

http://education.advancedacademics.com/AdministrationWeb/report/reportprocesshome.aspx?uq=0e9b479e-4bfa-49c4-... Internet 100%

3. Click on Student Progress Reports

The screenshot displays the 'Online Learning Simplified Administration Site' interface. At the top right, there is a 'Click to Login' button. The main header area includes the 'Advanced Academics' logo on the left and the site title on the right. Below the header, a 'Reports' dropdown menu is visible. The central content area is titled 'Please select a Report.' and contains two report options: 'Configure Report' and 'Student Progress Report'. The 'Student Progress Report' option is highlighted with a red arrow. To the right of the main content is a sidebar with several utility sections: 'New Window', 'Favorite Pages', 'Current Page', 'My Favorite Pages', 'Security' (showing user 'emerils Is Switched?: True' with 'Logoff' and 'Unswitch User' buttons), 'Choose Application' (listing 'Administration Web', 'Classroom', 'Communication Site', 'Education Web', and 'Home'), 'Communication Site' (with 'You have no messages in your inbox' and 'Go To Communicator' and 'Tech Support' buttons), and 'Help'.

Click to Login

Advanced Academics

Online Learning Simplified Administration Site

Reports

Please select a Report.

Configure Report
[Run Now](#)
This highly configurable report will provide a wide variety of search options and selection of data to be retrieved. The report can be configured to return individual student information or information about each of a student's enrollments.

Student Progress Report ←
[Run Now](#)
This report will display detailed information about a student and each enrollment for the student. It includes information such as individual assignment grades and a day-by-day breakdown of time spent in each enrollment.

New Window

Favorite Pages

Current Page

Favorite Page

My Favorite Pages

Security

Username: emerils Is
Switched?: True

Logoff

Unswitch User

Choose Application

Administration Web
Classroom
Communication Site
Education Web
Home

Communication Site

You have no messages in your inbox

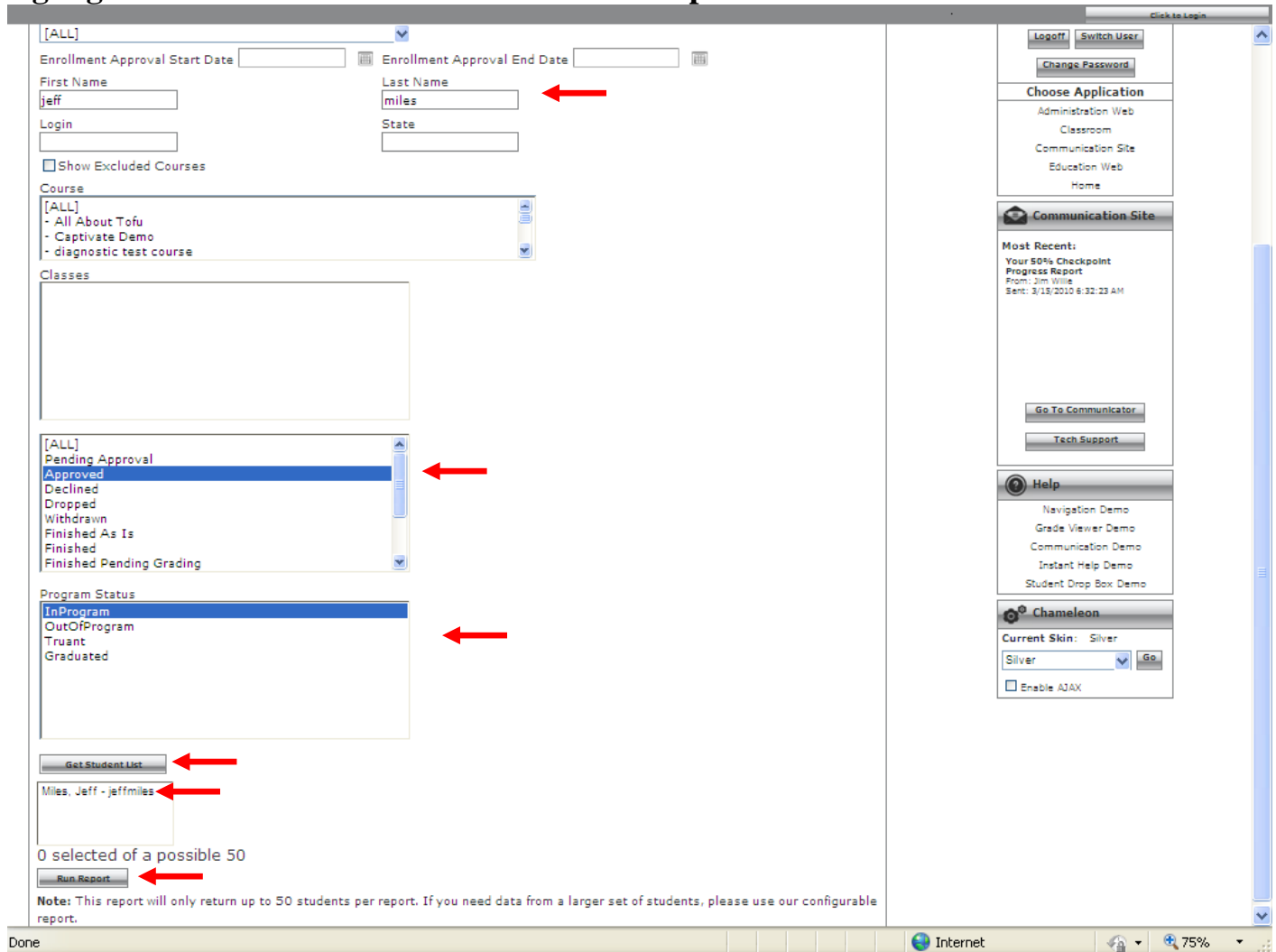
Go To Communicator

Tech Support

Help

Internet 100%

4. Enter either the student name or the Login (same as user name)
5. Select options such as enrollment state, course and program status.
6. Click on Get Student List. When the student name appears on the student list, highlight the student name and click on Run Report



Example of a Student Progress Report

Student Progress Report

Advanced Academics

Advanced Academics

8/14/2009

8:03 PM

Last Name: _____

First Name: _____

Last Login: 8/14/2009 7:53:52 PM

Day Phone: _____

Home Phone: _____

Cell Phone: _____

Student ID: _____

Email: _____

Introduction to Online Learning

Course Term: 10/15/2008

- 05/03/2009

Date Enrolled: 10/15/2008 11:31:36 AM

Status: Dropped

Date Finished: _____

Course Time: 2 hrs 34 minutes

Grade: 91.00

% Complete: 56.00

Points Possible: 27.00

Points Received: 13.76

Assessments

Assessment Name

Introduction to Online Learning

Assessment Name	State	Grade	Points Possible	Points Received	End Date
Platform Navigation Quiz	Graded	93.00	3.00	2.78	10/23/2008
ClassMail Quiz	Graded	100.00	3.00	3.00	10/23/2008
Phone Quiz	Graded	100.00	3.00	3.00	10/23/2008
Chat Quiz	Graded	70.00	3.00	2.10	10/24/2008
Discussion Threads Quiz	Graded	94.00	3.00	2.81	11/10/2008
Technical FAQs Quiz	Not Taken	.00	3.00	.00	
Policies Quiz	Not Taken	.00	3.00	.00	
Final Quiz	Not Taken	.00	6.00	.00	

Time Breakdown

- Introduction to Online Learning

Date Accessed

Time Spent

Date Accessed	Time Spent
10/15/2008	0 hrs 31 minutes
10/23/2008	0 hrs 38 minutes
10/24/2008	0 hrs 7 minutes
10/28/2008	0 hrs 0 minutes
10/29/2008	0 hrs 2 minutes
11/10/2008	0 hrs 19 minutes
12/08/2008	0 hrs 4 minutes
02/09/2009	0 hrs 53 minutes

Advanced Academics, Inc Assignment Reset Policy

Homework Assignments

A student may have one opportunity to correct missed questions for 75% credit on a homework assignment in which he/she has scored 69 or below if the following conditions are met:

- Student must consult with teacher
- The homework assignment must not have been set for retake at any other time in the past.

Rationale for Resets on Tests

A test is a measurement of how well the student has mastered the content in any given unit. Students are expected to be well prepared before attempting a test. While there is an occasional need for students to have a test reset, this should be the exception rather than the rule.

In an effort to accommodate students with IEP's, we allow IEP students a single opportunity to correct their errors on tests with no penalty or to make one new attempt at a test in its entirety per district policy. It is hoped that the student will achieve a satisfactory grade on the first attempt. It is the responsibility of the district to contact the teacher for the appropriate IEP accommodation at each occurrence.

It is our goal to maintain academic integrity while complying with the needs of all students.

Unit Tests

A student may retake missed questions for 50% credit on a unit test in which he/she has scored 69 or below if the following conditions are met:

- Student must consult with teacher.
- Student must have a grade of 70 or above on all homework assignments for that section or unit.
- The test must not have been set for retake at any other time in the past.
- Only if needed to raise the score to passing after all of the course is completed.

Essays and Unit Tests

An essay or essay unit test may be reset for full or partial credit at the teacher's discretion upon student-teacher consultation and in accordance with the plagiarism policy if applicable.

Midterm and Final Exams

Midterms and Final Exams will only be reset if requested by the school district.

Frequently Used Terms

Pending – These are assessments that the student has submitted for grading but are pending grading by the instructor. Once manually graded by the teacher, these assessments are moved into Graded status.

Abandoned – An abandoned assessment is one that a student can only access once and that has been inactive for more than a given period of time. Tests and exams are abandoned after 24 hours; writing assignments are abandoned after 7 days. The teacher must reset abandoned assessments in order for a student to gain access to the assessment again. Remediation may be needed and is provided by the AAI teacher. If remediation is provided by the district’s teacher, that teacher will need to contact AAI to have test reset.

In Progress – These are assessments that the student has accessed but has not submitted for grading.

Graded – These are assessments that have been submitted and graded.

Not Taken – These are assessments that the student has not taken.

Current Grade – Consider this the “running total” grade. This grade only calculates points for work that has been completed.

Assessments

Throughout the course, students will be tested on course material with homework assignments, writing assignments, tests and a final exam. These are collectively known as assessments. All assessments are counted towards the grade and should always be completed and submitted for grading.

Once finished working with an assessment, a student can select one of the following options:

1. **Back to Assessment** – This allows the student to reenter the assessment to review it prior to submitting it for a grade.
2. **Submit For Grade** – Clicking this will submit the assessment for a grade. Once this is selected, the assessment is locked and the student cannot access it again unless it is reset.
3. **Save For Later** – For homework assessments only, the students have the option of saving the homework assessment without turning it in. This is helpful when the student does not have time to complete an entire assessment. Students will not receive credit for assessments that are started but not turned in.

Term Ended

When a course has reached the course term end date set by a school district, the system will automatically update the enrollment status to “Term Ended” if the course has not already been updated to “Finished” by a teacher. Please note that the “Term Ended” status is not a status that is available for selection by a district administrator, it is for internal use to AAI only.

To the school district, a “Term Ended” signals administrators to review the enrollment in this status to determine if the student needs an extension, to AAI teachers it signals that the course term has ended and the course status needs to be updated to finished.

Finished

This will be the status most commonly used to complete a course. This action is completed anytime a student is 100% complete with the course or the course term has expired and an extension will not be granted. An extension can be granted after the fact if the district later decides to reinstate the student.

Finished As Is

This status is used when a school district wants the student status completed, but does not want the grade to reflect zeroes for assignments not yet submitted. This is usually done for Individual Education Plan’s (IEP’s) or for other special circumstances, but really can apply to any situation.

Note: If a student is marked “Finished As is” the student will not show as 100% complete on student reports.

Road Trips

We can break down our courses into 25%, 50% or 75% sections, or partial courses, to accommodate students who may not need to complete an entire semester length course. You determine the modules your students need and the cost is simply pro-rated.

Frequently Asked Questions - Administrators

How do we know the actual enrolled student is doing the work?

The problem of cheating is evident in every field of study. Our system allows for a number of security features. Writing assignments, essays, and short answer assessments are run through our system to check and track a student's unique writing style and writing patterns. We are able to run internet based data searches, on multiple levels, in multiple fields to check for plagiarism and copy and paste editing.

What are some system features that assist in regulating student accountability?

There is also a clock-out lag feature that will log off a student if they are idle for an amount of time determined by the school district, typically 15 minutes. Thus, students are unable to login, go to a course page, and leave their desktop thinking their seat time is accumulating because they simply become idle and booted from the system.

Are textbooks included?

All AAI course material, except AP and CP courses, is online and does not require a textbook. Our AP and College Prep (CP) courses have an adjunct textbook required.

With AP courses, who pays for the text and how do we go about getting the text?

The texts for AP and CP courses can be purchased online through Amazon or any online distributor. It is the responsibility of the district or student to order and purchase the text book.

Does AAI offer AP testing?

No. It is the responsibility of the school district to arrange for the testing for the AP Credits.

Are there any other text based curriculum resources students utilize while receiving their education? Students are also given course reading lists, downloadable curriculum resources, and 24/7 access to their online curriculum via our proprietary platform and learning management system.

How are tests and assessments regulated?

Once students begin a test or assessment they are unable open another browser webpage, thus limiting their search options and logging them out of the test. They have to be reinstated and allowed to retake the test/assessment at this point. This feature is a great way to prohibit the use of Wikipedia, Goggle, or any other search engine to complete assignments or tests and forces the student to rely on notes and retention of knowledge.

What are some different programs and how are they implemented?

Repatriation Program – this directly targets those students that may have left a district or are part of a transient population. Newsletters, direct mailers, emails, phone calls, and parent-student orientation meetings allow districts to conduct a grassroots outreach to parents and students.

Credit recovery Program – With open enrollment, we are able to continually meet district needs for those students that are credit shy or deficient.

Summer School Program – Open enrollment throughout the year allows you to begin and end your summer school based on your calendar and staffing needs. Students can take a full spectrum of courses and make up lost time in any subject they need.

How do Sessions A & B relate to my curriculum planning and how long does each last?

Our default course term length is 120 calendar days. This includes weekends and holidays, as we operate in a 24/7 live learning environment. Most courses have an A & B session, pertaining to the particular semester you are interested in. Session A relates to first, or Fall semester, and session B relates to second, or Spring semester.

How do teachers interact with students online?

Students have a number of resources at their finger tips if they need help or simply have questions. At any time they can access their teacher via our live chat and virtual whiteboard from 8 am to 10 pm CST. They also have unlimited tech and/or customer support 24/7, as well as, a toll free help line and ability to call teachers to get assistance via telephone.

Is the curriculum synchronous or asynchronous?

Our curriculum is asynchronous. This allows for any number of students to work and learn at their own, individualized pace. Every student may be at different points in a particular course and this allows each student to develop study and work habits that best fit their learning style. We are currently expanding our synchronous curriculum options to allow students to interact and educate fellow students, but this is still in the pilot stages.

How are grades reported?

Grading is done by a highly qualified, certified state teacher. Once students complete their course, a final grade is reported back to the district.

How are grades assessed throughout the course?

Students must complete course curriculum in an ordered manner. They are not able to see a new course section until the previous one is completed. Students must also complete homework assessments, tests, essays, short answer and multiple choice questions in order to be successful.

What is the return time for graded material?

Multiple choice based assessments are graded immediately, while short answer and essay assessments take between 24-48 hours to be returned to the student.

What is the grading policy regarding allowing students to "correct" answers on an assessment to obtain a better grade?

Please refer to CL ROADS Retake and Correction Policy, with the Curriculum Based Assessment on the My Pearson Training site.

Who do I call for technical problems/questions?

You can always call your Client Services Representative, Tonya Samuels at 814.282.6739. Tonya is on the road visiting and training clients frequently. Therefore, following the suggestions below may expedite your response time.

- For Enrollment and most ROADS related questions – Call Customer Support at 866-235-3276
- To Add Administrative Users, Proctors, etc – Call Tonya Samuels at 814.282.6739
- If you are unable to access ROADS and/or are getting an error message, first try to contact Tonya and if she is not available, call Customer Support. If you are able to, get a screen shot of the error or at least be able to tell us the code number of the error and email this to Tonya. If not, please be as specific about the circumstances so we can resolve it expeditiously.
- If you need training with any aspect of AAI services, contact Tonya by phone or email
- If you would like assistance with presenting AAI to parents/students, contact Tonya