Ignitia® v2.28 Parent User Guide

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Helpful resources

Technical Support
Phone - Toll Free: 800-735-4193
Days/Time - Monday - Friday 7am - 5 pm (CT)
Go to:  http://www.aopschools.com/ignitia_support
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Welcome to the Ignitia® Parent Portal. This read-only version of Ignitia (see example A below) lets you, as the parent (or guardian), see your students' progress in courses and assignments, view the school calendar so that you are aware of scheduled school and non-school days, and run student progress reports.

An Ignitia Administrator, or a designated teacher, at your student's school set up access for you. You should have received an email (see example B) with a link to access the Parent login page.
To set your password:

1. Open the email message and click the link.
2. Enter your chosen password twice.
3. Click Set Password.

The Ignitia Login page appears. Your login options differ based on whether or not the school has enabled Single Sign-On (SSO) functionality with Ignitia.

- If the school uses SSO, click the Sign In As Parent link. Then, enter your username and password and click the Ready, Set, Learn button.
- If the school does not use SSO, the Login page may look like this example below. You enter your username and password, and then click the Ready, Set, Learn button.

**About and Terms of Use links**

On the Ignitia Login page, in addition to the Login box, two links appear for all schools and these links are also present on every page in the Admin, Teacher, Student, and Parent modes of the application.
Log in and out

To log in:

1. Enter your school's URL in a supported browser.
2. On the Login page:
   a. Enter your user name (this is your email address) and password into the boxes
   b. Click Ready, Set, Learn.

   Or
   If the school uses Single Sign-On (SSO) with Ignitia, you need to click the Sign In as Parent link first, and then enter your user name and password, and click Ready, Set, Learn.
3. If your login was successful, read and accept the End User License Agreement (EULA). You only need to do this the first time you log in.
4. When the Confirm Students page appears, click Yes to verify the students listed. You only need to do this the first time you log in or if you add another student.

You should now see the Home page. See "What You See On Your Home Page" on page 5.

To log out:

- Click the Logout link located in the upper right of every page in the application.
What You See On Your Home Page

After you log in, the first page that appears is the Home page. The Home page (and every page in the application) display:

- Your user name (optional), school name, and the Logout link (example A) located in the top right.
- Main navigation bar (example B) which contains navigation tabs or tools so that you can easily navigate to the named features and functionality.
- The Ignitia copyright information, server name hosting your Ignitia school, the Ignitia version number, and the Help link located at the bottom of every page (example C). The Help link opens a page containing the Parent Quick Start Guide. The About and Terms of Use links were explained with the Login page.

On the Home page, you may see a welcome message and message of the day in the blue message area. You will see an Activity Stream tab and Calendar tab.

Message area

Think of this blue message area as your school's announcements bulletin board. The Welcome message and message of the day display in all Ignitia modes for Admins, Teachers, Students, and Parents.

Your school's Ignitia Administrator controls what displays in this area. If your students' school has a special announcement, teacher conference coming up soon, or perhaps just want to provide an encouraging message to all students, it will appear in the message area.

- To close the message area, click the Close X in the upper right corner.
Activity Stream tab

The Activity Stream tab contains the names of the students associated to your parent or guardian profile, the current courses for each student, their current overall progress in each course, including the percent complete, and their current cumulative score in each course.

- To view details about student courses, click the student's name (example A). See "View students' progress in courses" on page 9.
- To view details about student assignments, click the course title (example B). See "View students' progress in course assignments" on page 10.

Calendar tab

The Calendar tab displays the current month (by default) and it is where days are designated as school days and no school days for the entire school. Changing a school day to a "no school" day or a "no school" day to a school day affects the working days for school terms and assignments' pacing.
Features and tools on the school calendar include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Feature/tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>No School indicator</td>
<td>Shows days marked as &quot;No School&quot; days. By default, weekdays (Monday through Friday) are considered school days and weekend days (Saturday and Sunday) are automatically designated as &quot;No School&quot; days.</td>
</tr>
<tr>
<td>B</td>
<td>Yellow-colored day</td>
<td>Indicates the current day.</td>
</tr>
<tr>
<td>C</td>
<td>Forward and Back arrows</td>
<td>Click <strong>Forward</strong> to go to the next month; click <strong>Back</strong> to go back to the previous month.</td>
</tr>
<tr>
<td>D</td>
<td>today button</td>
<td>Click to return to the current month and day.</td>
</tr>
</tbody>
</table>

Your school's Ignitia Administrator can set days as "No School" days.
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View Students' Progress In Courses and Assignments

You can view your assigned students' progress in courses and in individual assignments within those courses. Two tools on the main nav bar provide the access:

- Click **View Student Courses** to see your students' progress in courses. See "View students' progress in courses" below.
- Click **View Student Assignments** to see your students' progress in individual assignments within courses. See "View students' progress in course assignments" on the next page.

**View students' progress in courses**

You use the **View Student Courses** tab to see a detailed view of all courses and progress in a course for the selected student.

- On the main nav bar, click **View Student Courses** to open the **View Student Courses** tab.

Course information shown includes the course title, teacher's name, progress percent, and course score.

On the **View Student Courses** tab, you can:

- If you have more than one student assigned to you, click the **Students** drop-down list (example A) to select a different student. The tab refreshes to show the course information for the selected student.
- Use the **Courses** and **Teacher** filters (example B) to filter the list and change the information displayed in it.
  - Type a course or subject in the **Course** field to filter the list by course or subject.
  - Type a teacher's first or last name in the **Teacher** to filter the list to only show courses for a specific teacher.
- Click the **Print Student Courses** tool (example C) to run a detailed student course report for the selected student. See "Run Student Progress Reports" on page 13.
- Click the **Reset** tool (example D) to remove any filters and reset the information.
- Click the paging controls (example E) to see all courses for the selected student.
View students' progress in course assignments

You use the View Student Course Assignments tab to see detailed information about assignments and progress in those assignments for a selected course and student.

- On the main nav bar, click View Student Course Assignments to open the View Student Course Assignments tab.

At the top of the page, you see the teacher's name, the date the student started the course, and the scheduled end date for the course. Assignment information shown includes the title and type (test, lesson, quiz) of assignment, progress percent, assignment due and completion dates, assignment score, and status.

On the View Student Course Assignments tab, you can:

- Click the Students and Courses drop-down lists (example A) to select a student and, then select a course. The view refreshes to show the selected student and course.

- Click the Print Student Course Assignments tool (example B) to run a detailed student assignment report for the selected student and course. See "Run Student Progress Reports" on page 13.

- Click the Reset tool (example C) to remove any filters and reset the information.

- Click the paging controls (example D) to page through the all the assignments for the selected course.
View students’ progress in course assignments

### Civil War

**Teacher:** Rita Jones

#### Course Information
- **Course Start Date:** 07/17/2015
- **Course End Date:** 08/31/2015
- **Current Progress:** 3.6%
- **Current Score:** 99

<table>
<thead>
<tr>
<th>Unit</th>
<th>Title Description</th>
<th>Type</th>
<th>Progress</th>
<th>Due Date</th>
<th>Completion Date</th>
<th>Score</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Development of Two Cultures-Part 1</td>
<td>LESSON</td>
<td>100%</td>
<td>07/17/2015</td>
<td>07/17/2015</td>
<td>01</td>
<td>Graded</td>
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<tr>
<td>1</td>
<td>Development of Two Cultures-Part 2</td>
<td>LESSON</td>
<td>100%</td>
<td>07/17/2015</td>
<td>07/17/2015</td>
<td>88.9</td>
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<tr>
<td>1</td>
<td>Life of a Slave</td>
<td>LESSON</td>
<td>100%</td>
<td>07/17/2015</td>
<td>07/17/2015</td>
<td>100</td>
<td>Graded</td>
</tr>
<tr>
<td>1</td>
<td>Project: The Art of Compromise</td>
<td>PROJECT</td>
<td>0%</td>
<td>07/20/2015</td>
<td></td>
<td>0</td>
<td>Assigned</td>
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<tr>
<td>1</td>
<td>Quiz 1: Two Cultures In Conflict</td>
<td>QUIZ</td>
<td>0%</td>
<td>07/20/2015</td>
<td></td>
<td>0</td>
<td>Assigned</td>
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<tr>
<td>1</td>
<td>Political Compromises</td>
<td>LESSON</td>
<td>0%</td>
<td>07/20/2015</td>
<td></td>
<td>0</td>
<td>Not started</td>
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<tr>
<td>1</td>
<td>Kansas-Nebraska Act</td>
<td>LESSON</td>
<td>0%</td>
<td>07/21/2015</td>
<td></td>
<td>0</td>
<td>Not started</td>
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<tr>
<td>1</td>
<td>The Kansas Issue</td>
<td>LESSON</td>
<td>0%</td>
<td>07/21/2015</td>
<td></td>
<td>0</td>
<td>Not started</td>
</tr>
</tbody>
</table>
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Run Student Progress Reports

You can run a progress report containing information about a selected student's courses and assignments. The report generates as a PDF file that you can save and print. To generate the PDF, you must have Adobe Reader installed.

1. On the main nav bar, click View Student Courses or View Student Assignments.
2. If you have more than one student, from the Students list, select the student for the report.
3. If running a student assignment report, from the Courses list, select the course.
4. Click Print Student Courses or Print Student Course Assignments.
5. When the message appears, you can save the PDF file or open it.
   - If you selected to save the PDF, by default, the report downloads with the name StudentCourseProgress_[currentdate].pdf. You can open the report.
   - If you selected to open the PDF, the report appears in a new browser window. Click the Print tool to print the report.

The following shows an example of the student course progress report.

The following shows an example of the student assignment progress report.
# Student Course Detailed Progress Report

**Carson Institute for Christian Education**

**Student Name:** Cooper, Brad [b_cooper, BaytorHall | Lab005, elminster]

**Course:** Algebra I (2016)

**Teacher:** Smith, Avery

**Term:** 07/25/2016 - 08/31/2016

**Current Progress:** 0.60%

**Date Retrieved:** 07/29/2016

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Completed Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LESSON</td>
<td>2. Variables and Expressions</td>
<td>07/28/2016</td>
<td>07/28/2016</td>
<td>71.40</td>
</tr>
<tr>
<td>1</td>
<td>LESSON</td>
<td>3. Exponents and Order of Operations</td>
<td>07/28/2016</td>
<td>0.0*</td>
<td></td>
</tr>
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</table>

**Unit Score Summary for Unit - 1**

<table>
<thead>
<tr>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>71.40</td>
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</tbody>
</table>

**Course Score**

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>71.40</td>
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