










The Dashboard provides at-a-glance information about which students need your attention. The data can also be exported at regular intervals for longitudinal tracking of key metrics, such as progress and grades.

1. Access the **Dashboard** on the Reports tab.
2. Note that students who need your attention appear at the top of the list. Students who need attention will appear with one of three alert icons next to their names.

-  Student has submitted work to be graded by a teacher.
-  Student needs Teacher Review before starting an assessment.
-  Student is out of retakes.

**NOTE: Students with orange or red alerts cannot work in their courses until you take action. Prioritize these alerts first.**


| DASHBOARD                                                                           |      |              |            |                                |       |            |             |             |            |                        |                   |          |         |  |
|-------------------------------------------------------------------------------------|------|--------------|------------|--------------------------------|-------|------------|-------------|-------------|------------|------------------------|-------------------|----------|---------|--|
| FILTERS                                                                             |      |              |            | COURSE                         |       | GROUP      |             | STUDENT     |            |                        | OPTIONS           |          | DISPLAY |  |
| [School: Training School ] [Student Status: Enabled x ] [Course Status: Active x ]  |      |              |            |                                |       |            |             |             |            |                        |                   |          |         |  |
| Alert                                                                               | ID   | Last Name    | First Name | Course                         | Grade | Start Date | Target Date | First Grade | Last Grade | Days Since Last Action | Target Completion | Progress |         |  |
|  | 2031 | Overachiever | Oley       | Algebra I - MA2003             | 94.6% | 3/31/2014  | 12/8/2014   | 3/31/2014   | 4/8/2014   | 12                     | 8.3%              | 4.1%     |         |  |
|  | 2021 | Bulle        | John       | MS Civics, Government, and ... | 53.7% | 2/11/2014  | 6/26/2014   | 2/11/2014   | 4/1/2014   | 19                     | 51.1%             | 0.7%     |         |  |
|  | 2024 | Reader       | BeaLo      | Language Arts 8 - ELA3008      | 69.6% | 2/11/2014  | 4/9/2014    | 2/11/2014   | 4/9/2014   | 11                     | 100%              | 17.8%    |         |  |
|  | 2029 | Struggler    | Sarah      | Survey of U.S. History - SS... | 87.5% | 2/17/2014  | 4/9/2014    | 2/17/2014   | 4/9/2014   | 11                     | 100%              | 3%       |         |  |
|  | 2030 | Artz         | Langrid    | Language Arts 11 - ELA3011 ... | 87.2% | 3/16/2014  | 6/27/2014   | 2/14/2014   | 4/9/2014   | 11                     | 35%               | 69.1%    |         |  |
|  | 2027 | Atrisk       | Amanda     | Language Arts 10 - ELA2065     | 65.5% | 2/14/2014  | 2/17/2014   | 2/14/2014   | 4/9/2014   | 12                     | 100%              | 5.1%     |         |  |
|                                                                                     | 2021 | Bulle        | John       | Mathematics 8 - MA3108         | 90.8% | 2/19/2014  | 10/20/2014  | 2/17/2014   | 3/23/2014  | 28                     | 25.1%             | 0.8%     |         |  |
|                                                                                     | 2022 | Edge         | Col        | ACT Mathematics I              | 83.7% | 2/11/2014  | 2/11/2015   | 2/11/2014   | 4/7/2014   | 13                     | 18.9%             | 11.2%    |         |  |
|                                                                                     | 2028 | Engagement   | Nona       | Algebra II - MA3111 A CR       | 83.7% | 2/15/2014  | 6/26/2014   | 2/15/2014   | 4/9/2014   | 12                     | 49.6%             | 2.9%     |         |  |
|                                                                                     | 2026 | Gogetter     | George     | Biology - SC3209               | 87.3% | 2/13/2014  | 10/14/2014  | 2/14/2014   | 3/30/2014  | 21                     | 27.6%             | 7.5%     |         |  |
|                                                                                     | 2025 | Toolittle    | Tommy      | Environmental Science - SC2028 | 70.9% | 2/12/2014  | 6/18/2014   | 2/15/2014   | 4/2/2014   | 18                     | 54%               | 1.5%     |         |  |
|                                                                                     | 2023 | Zee          | Art        | 3D Art II - Animation - EL5718 | 0%    | 2/11/2014  | 6/17/2014   | 2/12/2014   | 4/8/2014   | 13                     | 54.8%             | 8.5%     |         |  |

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[Export to Excel](#)

### Alert: Works Needs Grading

In the previous section, you learned how to access submitted student work from a student's Scores and Activity Review report. However, if a student has submitted work that needs to be graded, a Dashboard icon will alert you.

1. Click Amanda Atrisk's yellow Work Needs Grading icon: 
2. Click the yellow **Review** button.



3. You are now looking at the student's Score Overview. Any activities that need to be graded by a teacher appear at the top of the list, with a Yes indicator in the Action Required column.
4. The first activity on the list is a final draft of an essay that needs to be graded.

**NOTE:** The activity is not counted toward the student's grade until you award a score. Notice that the Counted column currently says "Pending." This means the score is pending your review.

5. Click anywhere in the activity row to view the activity in the gradebook.
6. Click the **View** link next to the attempt at the bottom of the screen.

**Student's Score Overview**

This page is used to view overall grade data for a student's course. Use the course drop-down list to select the student's course. Pick what types of assignments that you would like to view from the Activity Type drop-down list. If you toggle the view the student submitted an activity, you can enter that data in the line fields. You can leave the line fields blank to pull all assignments, regardless of what time they were taken.

Course: Language into 12 - DL-2005  
Activity Types: All    Begin Time:    End Time:    **VIEW**

| Location                                   | Activity             | Counted | Score | Attempts | Student Date          | Action Required |
|--------------------------------------------|----------------------|---------|-------|----------|-----------------------|-----------------|
| Writing Descriptive Essay: Favorite Urban  | Writing Activity     | Pending |       | 1        | 4/30/2014 8:37:34 AM  | Yes             |
| Writing Descriptive Essay: Favorite Urban  | Writing Lecture      | No      | 100   | 1        | 4/30/2014 8:34:03 AM  | No              |
| Writing Descriptive Essay: Favorite Urban  | Writing Activity     | No      | 100   | 1        | 4/30/2014 8:36:02 AM  | No              |
| Writing Descriptive Essay: Favorite Urban  | The Writing Activity | No      | 100   | 1        | 3/30/2014 10:22:35 AM | No              |
| Topic Test                                 | Topic Test           | Yes     | 75    | 1        | 3/18/2014 4:28:30 PM  | No              |
| Topic Test                                 | Topic Test Review    | Yes     | 00    | 1        | 3/18/2014 4:30:41 PM  | No              |
| Start Story "The Fall" by Anton P. Chekhov | Quiz                 | Yes     | 00    | 1        | 3/18/2014 4:30:41 PM  | No              |


The attempt below has a pending score and requires review.

**Graded Attempts:**

| Attempt     | Score | Start of Attempt     | Time Spent | <b>VIEW</b> |
|-------------|-------|----------------------|------------|-------------|
| + Attempt 1 |       | 4/30/2014 8:34:51 AM | 00:02:42   | <b>VIEW</b> |

### Alert: Teacher Review

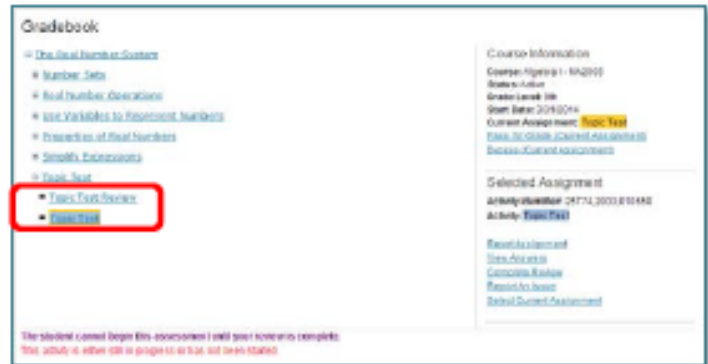
If a student requires a Teacher Review, it means he has reached a quiz, test, or exam and needs you to review his work before he can begin the assessment.

1. Click Oley Overachiever's orange Review Required icon: 
2. Click the yellow **Review** button.

**NOTE:** The blue **Complete** button will allow you to unlock the assessment without actually reviewing the student's work. Use this option if you have already seen the student's work.



- You are now looking at the student's gradebook.
- The highlighted activity, a Topic Test, is the assessment the student is waiting to begin.
- To determine whether the student is ready to begin the Topic Test, select the previous activity (Topic Test Review) from the course structure.



**NOTE:** In order to determine whether the student is ready to take the Topic Test, you may also wish to review her scores on the Lesson Quizzes.

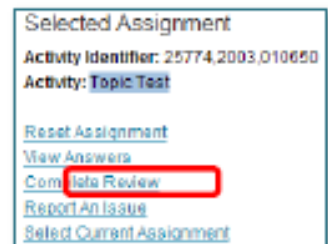
- The student's graded attempt at the Topic Test Review appears at the bottom of the screen. Click the **View** link to see the student's work.

| Graded Attempts: |       |                     |            |                      |
|------------------|-------|---------------------|------------|----------------------|
| Attempt          | Score | Start of Attempt    | Time Spent |                      |
| + Attempt 1      | 100%  | 4/8/2014 2:07:45 PM | 00:13:18   | <a href="#">View</a> |

- Close the window.
- Click **Topic Test** to go back to the student's current activity.



**Do not complete the review. If you do, other teachers in the training will not be able to follow the process. However, if you were to complete the review, you would do so by clicking **Complete Review**. Make sure you can find this link. You can click it if you like—but then click **Cancel**.**




**NOTE:** Teacher Review allows you to review the work students have completed before allowing them to progress to an assessment. Make sure students have been successful in assignments, and grade any subjective responses; this will allow you to determine whether students need additional reteaching before they can be successful on the assessment. Teacher Review also allows you to gate students through the course. You can, for example, turn on Teacher Review for topic or unit tests to ensure that all students in a group take those assessments on the same day. This can be an ideal way to use the feature in a blended learning environment when you want students to stay together as a cohort.

### Alert: No Remaining Retakes

If a student has no remaining retakes, he has failed an assessment and needs you to review his work. You can choose to award additional retakes, have the student repeat some or all of the lesson activities before awarding an additional retake, or choose to let the failing grade stand.

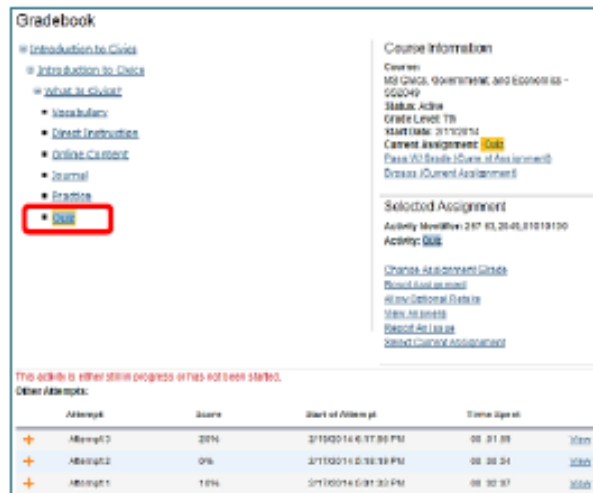
**NOTE:** The No Remaining Retakes icon will actually appear on the Dashboard as soon as a student begins his last attempt. This gives you an early warning to reduce the amount of time a student is waiting for your review. If the student earns a passing score on the final attempt, however, the icon will disappear.

1. Click John Bulle's red **No Remaining Retakes** icon: 
2. Click the yellow **Review** button.

**NOTE:** The blue buttons will allow you to add retakes, award an assessment grade, bypass the assessment, or send the student an email—without reviewing the student's work.



3. You are now looking at the student's gradebook.
4. The highlighted Quiz is the assessment for which the student has no more retakes.
5. The student's first two graded attempts at the Quiz appear at the bottom of the screen. Click the **View** link to see the student's work.



**Gradebook**

**Course Information**  
Course: HS Civics, Government, and Economics - 05049  
Status: Active  
Grade Level: 10  
Start Date: 2/1/2014  
Current Assignment: **Quiz**  
Pass (3) / Study (5) / Done (4) / Incomplete (0)  
Display Current Assignment

**Selected Assignment**  
Activity Identifier: 287-83,284,310,319,320  
Activity: **Quiz**

**Change Student's Grade**  
Reset Assessment  
Reset Additional Data  
View Student  
Reset Activity  
Reset Course Assignment

This activity is either still in progress or has not been started.

**Other Attempts:**

| Attempt   | Score | Start of Attempt    | Time Spent |                      |
|-----------|-------|---------------------|------------|----------------------|
| Attempt 2 | 20%   | 2/1/2014 6:17:30 PM | 00:31:38   | <a href="#">View</a> |
| Attempt 1 | 0%    | 2/1/2014 6:16:30 PM | 00:30:24   | <a href="#">View</a> |
| Attempt 1 | 10%   | 2/1/2014 6:01:30 PM | 00:30:37   | <a href="#">View</a> |

### Focus on Data

Notice the time spent on each attempt.

- ✓ Would you choose to award additional retakes, or would you speak to this student first?
- ✓ What would you say/ask?
- ✓ What other student work would you look at to make your decision?
- ✓ Would you require student to complete any additional work before awarding a retake?

The actions you could take if you were this student's teacher appear on the right of the screen:

- **Pass w/Grade:** If you choose this option, you can assign an activity grade, and the student will move on in the course. Select this option if you do not wish to allow additional retakes.
- **Bypass:** If you choose this option, the quiz will not be counted toward the student's grade, and she will move on in the course. Select this option if you believe something is wrong with the quiz and you don't want to count it.

**NOTE:** If you want all students to take a certain test on the same day, you can bypass the test for early finishers and let them continue on in the course. Then remove the bypass to bring students back to the test.

- **Change Assignment Grade:** You can manually assign the student a passing score if you believe an activity has been scored incorrectly. Be sure to enter a reason for the change in case the student's course work is audited later.
- **Reset Assignment:** If you select this option, the student's previous work will be erased and the student will need to complete the activity again.

**NOTE:** If you reset an assignment, let the student know why. Otherwise, he may simply believe something is wrong with his course. For example, you may wish to reset the instruction to require students to view it again and to take better eNotes before allowing another retake.

- **Allow Optional Retake:** Choose this option to let the student attempt the Lesson Quiz again.
- **View Answers:** This link takes the same action as selecting the **View** link next to the most recent attempt.
- **Report an Issue:** Use this link to report an issue with the highlighted activity to Edgenuity. If you believe a question or task is unclear, there is an error in the scoring, or instruction needs improvement, reporting the issue through the gradebook will automatically send the activity ID along with your comments. This will allow Edgenuity to address issues promptly.
- **Select Current Assignment:** This link is not currently shown as active because you are already viewing the student's current assignment. However, if you view a different activity in the student's course structure, you can use the Select Current Assignment link to return to the assignment the student is currently working on.

|                                                      |
|------------------------------------------------------|
| <b>Course Information</b>                            |
| Course: MS Civics, Government and Economics - SS2040 |
| Status: Active                                       |
| Grade Level: 7th                                     |
| Start Date: 2/11/2014                                |
| Current Assignment: <b>Quiz</b>                      |
| <a href="#">Pass w/Grade (Current Assignment)</a>    |
| <a href="#">Bypass (Current Assignment)</a>          |
| <b>Selected Assignment</b>                           |
| Activity Identifier: 25763.2349.01010130             |
| Activity: <b>Quiz</b>                                |
| <a href="#">Change Assignment Grade</a>              |
| <a href="#">Reset Assignment</a>                     |
| <a href="#">Allow Optional Retake</a>                |
| <a href="#">View Answers</a>                         |
| <a href="#">Report An Issue</a>                      |
| <a href="#">Select Current Assignment</a>            |



**NOTE:** Establish rules in your classroom about what students must do to earn additional retakes. For example, many teachers establish a rule that students who do not take notes cannot have additional retakes. Instead, they must go back through the lesson and take good notes. It is often not practical to review students' eNotes before determining whether to award them additional retakes. Instead, many teachers rely on students to ask for retakes only if they have taken good notes. Then teachers spot check the eNotes afterward and take away the privilege of retakes if students abuse the policy.