



Ignitia®

v2.28

Parent User Guide

Released 08/2016



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Ignitia®

Alpha Omega Publications

804 N. 2nd Ave. E.

Rock Rapids, IA 51246

Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193

Days/Time - Monday - Friday 7am - 5 pm (CT)

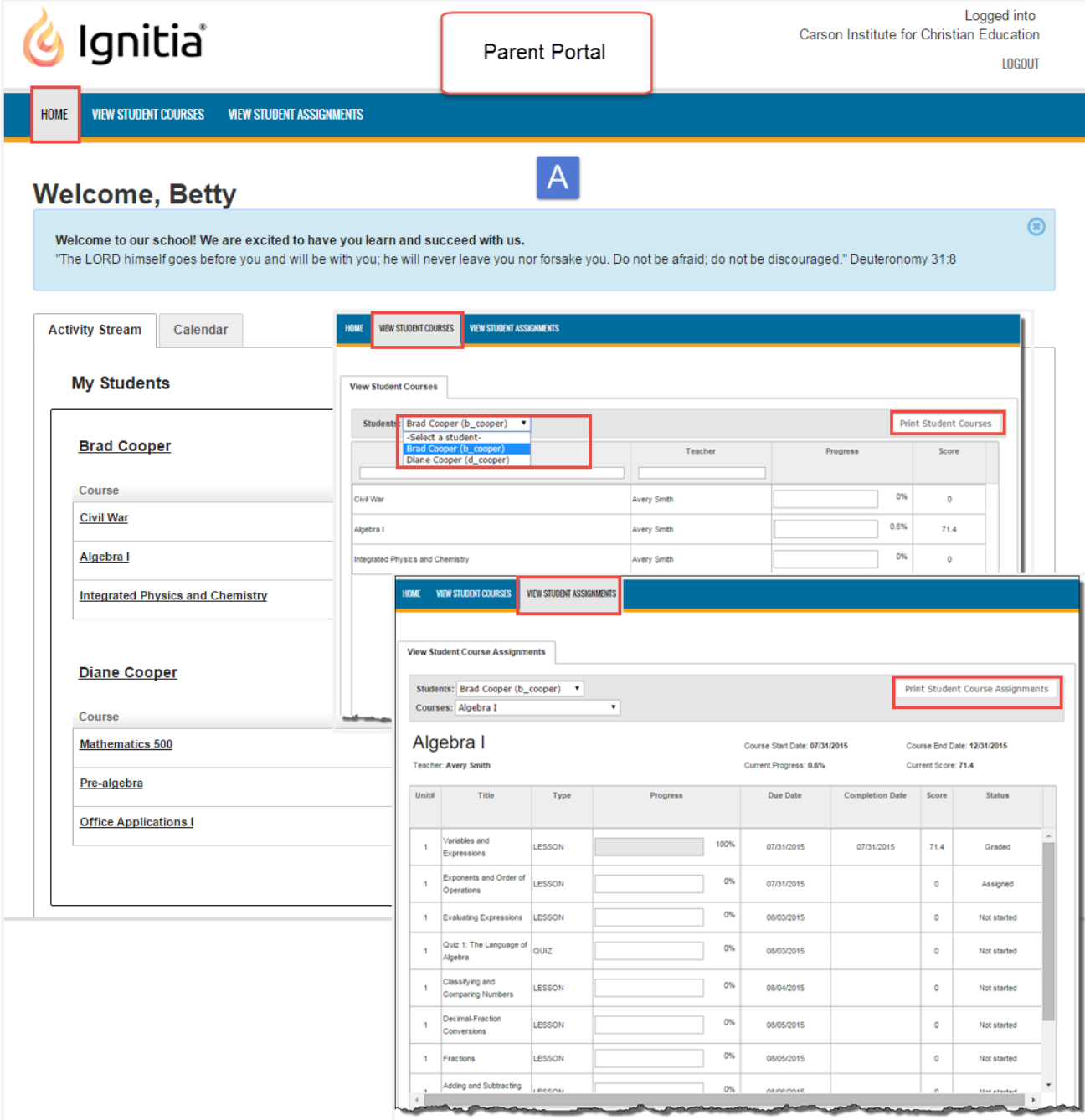
Go to: http://www.aopschools.com/ignitia_support

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Get Started With Ignitia®

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.



The screenshot displays the Ignitia Parent Portal interface. At the top, the Ignitia logo is on the left, and the user is logged in as "Carson Institute for Christian Education" with a "LOGOUT" link. A "Parent Portal" label is centered in a red box. Below the navigation bar, a "Welcome, Betty" message is shown. The main content area is divided into two sections: "View Student Courses" and "View Student Course Assignments".

View Student Courses: This section shows a list of courses for the selected student, Brad Cooper. The courses listed are Civil War, Algebra I, and Integrated Physics and Chemistry. The progress and scores for each course are displayed in a table.

Course	Teacher	Progress	Score
Civil War	Avery Smith	0%	0
Algebra I	Avery Smith	0.6%	71.4
Integrated Physics and Chemistry	Avery Smith	0%	0

View Student Course Assignments: This section shows a detailed view of the assignments for the selected course, Algebra I. The assignments are listed in a table with columns for Unit#, Title, Type, Progress, Due Date, Completion Date, Score, and Status.

Unit#	Title	Type	Progress	Due Date	Completion Date	Score	Status
1	Variables and Expressions	LESSON	100%	07/31/2015	07/31/2015	71.4	Graded
1	Exponents and Order of Operations	LESSON	0%	07/31/2015		0	Assigned
1	Evaluating Expressions	LESSON	0%	08/03/2015		0	Not started
1	Quiz 1: The Language of Algebra	QUIZ	0%	08/03/2015		0	Not started
1	Classifying and Comparing Numbers	LESSON	0%	08/04/2015		0	Not started
1	Decimal-Fraction Conversions	LESSON	0%	08/05/2015		0	Not started
1	Fractions	LESSON	0%	08/05/2015		0	Not started
1	Adding and Subtracting	LESSON	0%	08/05/2015		0	Not started

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.

Dear Betty Cooper,

B

Welcome to the Ignitia Parent Portal. Your involvement in your students online education is vital to their success; we want to make it easy for you to stay up to date on their assignments, progress, and grades. To get started, follow these steps:

1. Follow [this link](#) to the Ignitia site.
2. Create your password. It must be at least 6 characters long.
3. Log in with your username (your email address) and your new password.
4. The first time you log in, you will be asked to accept the License Agreement. If you would like to refer back to it, this agreement is always available from the login screen.
5. Verify the names of your students.
6. That's it! You are set up and ready to go.

Thank you for using the Ignitia Parent Portal.

Sincerely,
Carson Institute for Christian Education Administrator

To set your password:

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

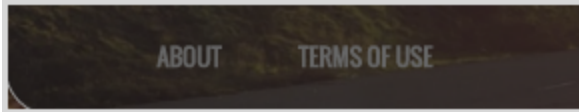
The Ignitia Login page appears. Your login options differ based on whether or not the school has enabled Single Sign-On (SSO) functionality with Ignitia.

- 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.



Link	Description
About	This link opens the About page where you find the active Ignitia server and version number. The About page also contains information about Ignitia and provides links to helpful resources.
Terms of Use	This link opens the Ignitia End User License Agreement (EULA) which explains the terms and conditions for using Ignitia. You must click Accept for the EULA the first time you open Ignitia.

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.

Confirm Students

Please confirm these are your students

First	Last	Username	Student Id	Campus Id
John	Wrigley	johnwrigley	87904	nwest12
Jacob	Wrigley	jacobwrigley		
Jonas	Wrigley	jonas.wrigley		
Jim	Wrigley	jimwrigley	87903	nwest12

You should now see the Home page. See ["What You See On Your Home Page"](#) on page 5.

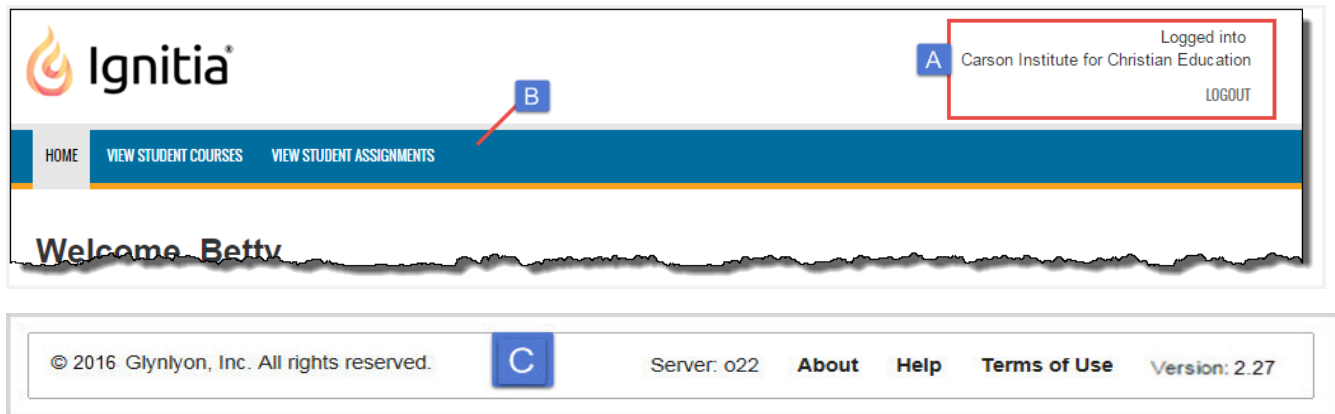
To log out:

- 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.



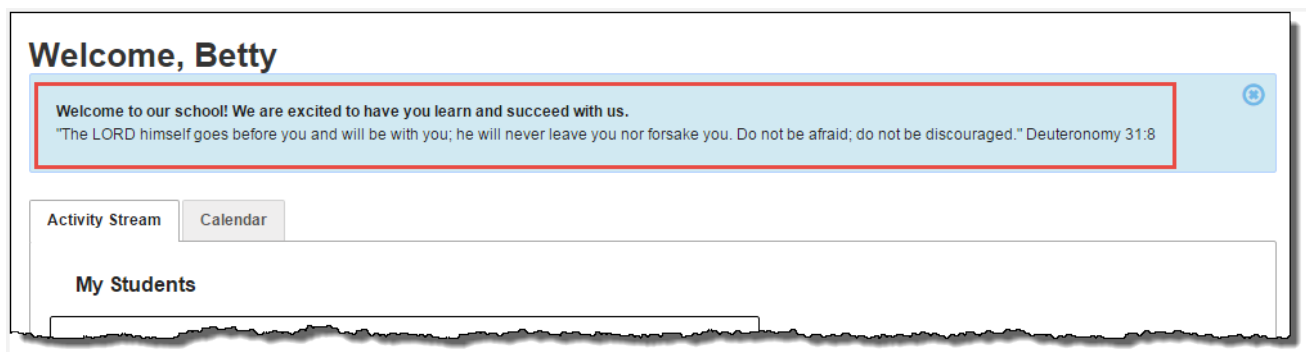
On the Home page, you may see a welcome message and message of the day in the blue message area. You will see an **Activity Stream** tab and **Calendar** tab.

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](#).

Activity Stream

Calendar

My Students

Diane Cooper

A

d_cooper, scottsdale, ig_0013
 (Active)

Course B	Progress	Score
Civil War	<input type="text"/>	0% 0.00
Algebra I	<input type="text"/>	0% 0.00

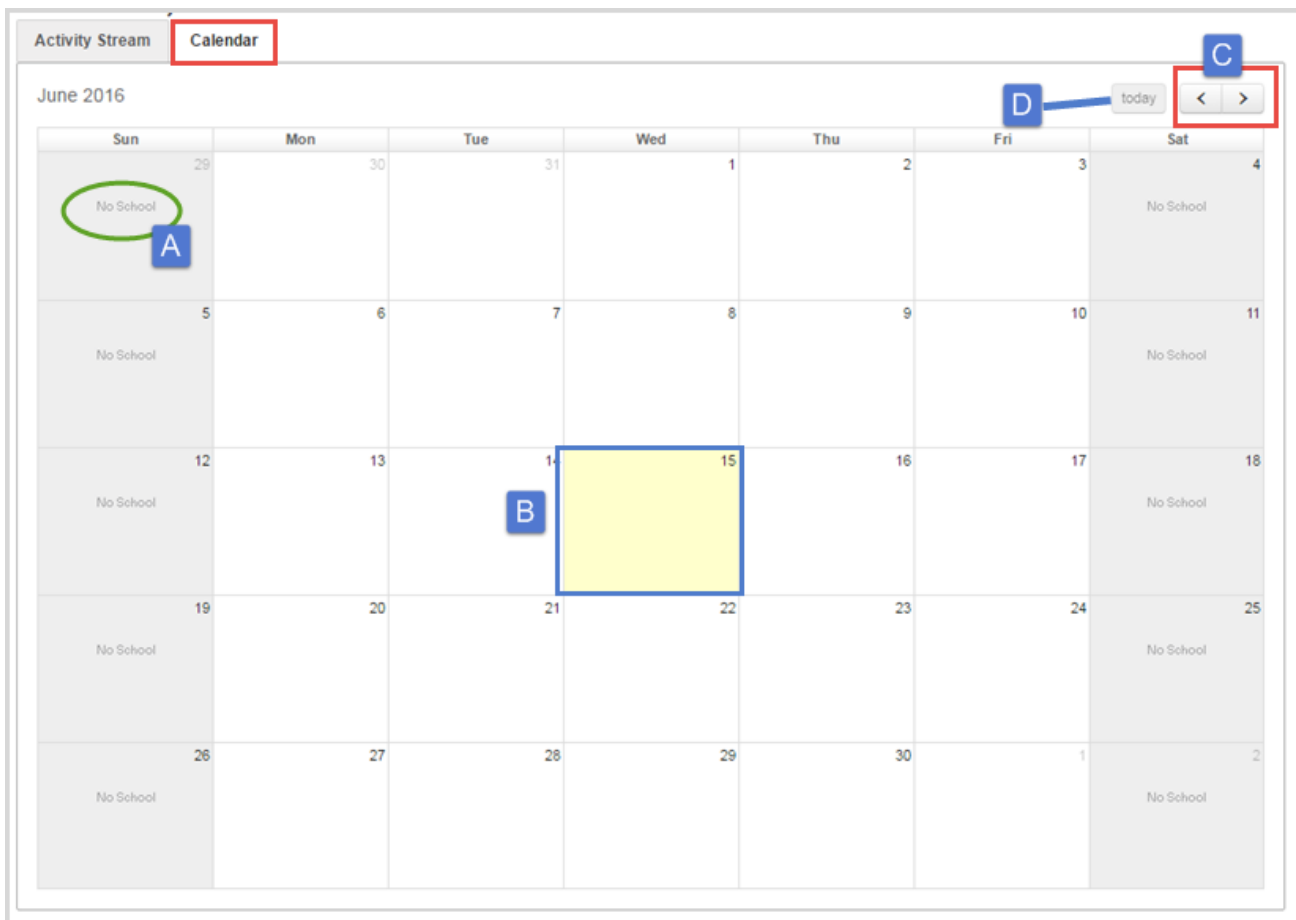
Brad Cooper

b_cooper, scottsdale, ig_0014
 (Active)

Course	Progress	Score
Algebra I	<input type="text"/>	0% 0.00
Integrated Physics and Chemistry	<input type="text"/>	0% 83.30
Civil War	<input type="text"/>	3% 90.00

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:

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

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 Student Courses

Students: Brad Cooper (b_cooper) ▾
A
C
Print Student Courses

Course	Teacher	Progress	Score
Algebra I	Rita Jones	<div style="width: 0%; height: 15px; background: linear-gradient(to right, #ccc, #ccc);"></div>	0%
Integrated Physics and Chemistry	Rita Jones	<div style="width: 0.6%; height: 15px; background: linear-gradient(to right, #ccc, #ccc);"></div>	83.3
Civil War	Rita Jones	<div style="width: 3.6%; height: 15px; background: linear-gradient(to right, #ccc, #ccc);"></div>	90

↻
D
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E
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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 Student Course Assignments

Students: Brad Cooper (b_cooper) ▼
A

Print Student Course Assignments
B

Courses: Civil War ▼

Civil War

Teacher: Rita Jones

Course Start Date: 07/17/2015

Current Progress: 3.6%

Course End Date: 08/31/2016

Current Score: 90

Unit#	Title	Type	Progress	Due Date	Completion Date	Score	Status
1	Development of Two Cultures--Part 1	LESSON	<div style="width: 100%; height: 15px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	81	Graded
1	Development of Two Cultures--Part 2	LESSON	<div style="width: 100%; height: 15px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	88.9	Graded
1	Life of a Slave	LESSON	<div style="width: 100%; height: 15px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	100	Graded
1	Project: The Art of Compromise	PROJECT	<div style="width: 0%; height: 15px; background-color: #ccc;"></div> 0%	07/20/2015		0	Assigned
1	Quiz 1: Two Cultures in Conflict	QUIZ	<div style="width: 0%; height: 15px; background-color: #ccc;"></div> 0%	07/20/2015		0	Assigned
1	Political Compromises	LESSON	<div style="width: 0%; height: 15px; background-color: #ccc;"></div> 0%	07/20/2015		0	Not started
1	Kansas-Nebraska Act	LESSON	<div style="width: 0%; height: 15px; background-color: #ccc;"></div> 0%	07/21/2015		0	Not started
1	The Kansas Issue	LESSON	<div style="width: 0%; height: 15px; background-color: #ccc;"></div> 0%	07/21/2015		0	Not started

C

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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.

Course Name	Teacher Name	Course Completed %	Score
Algebra I (2016)	Smith, Avery	0.60%	71.40
Civil War (2016)	Smith, Avery	0.00%	0.00
Integrated Physics and Chemistry (2016)	Smith, Avery	0.00%	0.00

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, BaylorHall | LabD005, elminster]

Date Retrieved: 07/29/2016

Course: Algebra I (2016)

Teacher: Smith, Avery

Term: 07/26/2016 - 08/31/2016

Current Progress 0.60%

Unit	Type	Assignment	Due Date	Completed Date	Score
1	LESSON	2. Variables and Expressions	07/26/2016	07/26/2016	71.40
1	LESSON	3. Exponents and Order of Operations	07/26/2016		0.0*
Unit Score Summary for Unit - 1					71.40
Course Score					71.40

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