Ignitia

Data Best Practices for Educators

![Ignitia logo]

Best Practices for Educators

Metrics to Monitor

The time students spend actively working in Ignitia, progress through the program, and scores on completed activities contribute to and predict student success. Depending on your experience level with Ignitia, you can monitor available data at a basic, intermediate, or advanced level.

BASIC: HOME PAGE AND DASHBOARD

All Ignitia Teachers/Super-Teachers should monitor their **Home Page** daily to clear alerts, answer messages, and review student data.

- **New Messages:** contains messages received from students, teachers, administrators, and the support system
- **Actions:** the Actions box on your homepage contains help requests, assignments blocked requests, test/quiz unlock requests, assignment questions needing manual grading, and blank essay notifications
- **Assignment Alerts:** contains completed assignments, overdue assignments, assignments reassigned, and assignments blocked for not achieving the pass threshold

The dashboard should be used to review student data. This should be monitored daily to determine whether students are on pace and mastering content.

- **Main View:**
  - See where all students are in assignment completion and current score
  - Quickly identify students who have overdue assignments or are scoring low so that discussions and possible intervention can begin
  - Export data to .csv or .pdf formats to analyze and share with others
- **Student Details View:**
  - See a specific student's current score, score to date, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course
  - Export data to a .csv format for analysis or to a .pdf format to share with others
  - Quickly navigate to the student's enrollment in the Gradebook to view and manage individual assignments

The Course Percentage Complete report provides an overview of a student's progress and score for their course(s).

- **Progress:** the percentage of the course(s) completed so far
- **Score:** the score your student has received in their course(s)

INTERMEDIATE: STUDENT LESSON PLAN REPORT

In addition to managing the items above, intermediate users can also monitor the Student Lesson Plan Report or the Gradebook to see activity-level details about a specific student.

Student Lesson Plan

- **Teacher:** the teacher assigned to the student for the specified course
- **Course:** course name
- **Unit:** identifies the unit number of the assignment
- **Assignment:** identifies the assignment number and title
- **Status:** the status of the assignment (assigned, skipped, not started, complete, or graded)
- **Due Date:** the due date assigned to an activity
- **Completed On:** the date the assignment was completed

Gradebook

- **Student name, username, and user status link:** shows the student's name, username, and the current user status
- **Course toolbar:** New Message, Add Enrollment, Reports, and Go To
- **Course title:** shows the course title
- **Enrollment status:** shows the current status of the enrollment
- **Start date:** date the course is scheduled to start
- **End date:** date the course is scheduled to end
- **Progress complete %:** indicates the student's progress for the course
- **Score:** the current composite score, also called the current score — based on graded assignments to date
- **Score to date:** takes into account overdue assignments not attempted by students which are given a grade of zero (0) — this is the true "paced" score.
- **Relative score:** the student's final score based on if the student dropped out of the course and did not complete the remaining assignments
- **Overdue:** indicates the number of overdue items
- **Actions list:** allows you to edit or reschedule the course enrollment

ADVANCED: DETAILED STUDENT GRADING REPORT

In addition to the basic and intermediate items above, advanced users can use the Detailed Student Grading report to monitor student grades at the assignment, unit, and course levels along with time on tasks.

- **Unit:** identifies the unit number of the assignment
- **Assignment:** identifies the assignment number and title
- **Assignment Opened:** identifies when the assignment was first opened
- **Turned In:** date and time the assignment was turned in
- **Time Spent:** the quantity of time that the student spent on this assignment
- **Score:** the score that the student received for this assignment

Implementation Fidelity Recommendations

To use Ignitia with fidelity, Imagine Learning recommends:

- **Active Time:** 3 to 4 hours per week
  - Each uncustomized, year-long course is expected to take approximately:
    - 80 hours of active time to complete credit recovery courses
    - 100 hours of active time to complete initial credit courses
    - 120 hours of active time to complete honors courses
- **Seat/Session Time:** 4.5 to 5.5 hours per week
  - Each uncustomized, year-long course is expected to take approximately:
    - 120 hours of seat/session time to complete credit recovery courses
    - 150 hours of seat/session time to complete initial credit courses
    - 180 hours of seat/session time to complete honors courses
- **Progress/Pacing:** students are making enough progress to be on or ahead of pace
- **Conferencing:** at least once per week

Reporting Routine

The following is a reporting routine recommended for educators who monitor student progress and use data to inform instruction and one-on-one conferences.

BASIC: ARE YOUR STUDENTS MAKING PROGRESS AND MASTERING CONTENT?

Progress: are your students on track, ahead, or behind?

Teachers should estimate the expected percentage of the course that should be completed (e.g., at mid-year, students should have completed about 50% of their course) and measure the student's progress against that information. Use the **Course Percentage Complete** report to determine your students' progress in a course.

If the data shows...	...then you should...	...you can also follow up by...
Progress on or ahead of target percentage	Celebrate student success	- Comparing the expected percentage complete to determine where students are in relation to where they are expected to be
Progress behind target percentage	Encourage completion of assignments, assess factors that may be preventing progress, develop an improvement plan	- Helping set daily/weekly student goals and providing incentives and consequences for progress - Redirecting off-task students to the task at hand

Mastering Content: are your students mastering content?

Use the **Course Percentage Complete** report to determine your students' score for a course.

If the data shows...	...then you should...	...you can also follow up by...
Grade greater than 90%	Celebrate student success	• Determining whether the student needs more challenge
Grade between 70% and 90%	Encourage students to take notes	• Intervening before giving retakes • Reminding students to view their quiz attempt answers • Checking to see how much time students are spending on quizzes; if the time spent is low, model good test-taking habits • Requiring students to take notes and not allowing retakes if students have not taken notes for a lesson • Turning on monitored assessments
Grade less than 70%	Provide one-on-one remediation	

INTERMEDIATE: ARE YOUR STUDENTS ENGAGED?

Due and Completed Dates: is the student completing course activities on time?

Use the **Student Lesson Plan** report to observe all student assignments for courses. The report identifies the assignment name and number, status of the assignment, due date, and the completed date (if appropriate).

If the data shows...	...then you should...	...you can also follow up by...
Completed date on or before due date	Celebrate student success	• Checking the first attempt date to ensure the student is not spending too many days on one activity
Completed date 1 day after due date	Encourage students to complete assignments on time	• Ensuring the district calendar is set to properly reflect days when students are expected to be working • Helping set daily/weekly student goals and providing incentives and consequences for progress • Encouraging students to track their progress and provide them with their Student Lesson Plan so they have a copy of the due dates
Completed date more than 1 day after due date	Assess factors that may be preventing progress, develop an improvement plan	

Active Time: are students spending enough time in the program?

Use the **Student Daily Activity** breakdown to monitor the student activity within a course. The report shows a detailed log of the time students worked on assignments in each course (time on task) by day within the selected time period. You see the total time spent in all selected courses.

If the data shows...	...then you should...	...you can also follow up by...
CR: more than 3:00:00 **IC: more than 3:30:00**	Celebrate student success	• Checking students' progress and overall grade to ensure they are getting the most out of the program
CR: 2:00:00 to 3:00:00 **IC: 2:30:00 to 3:30:00**	Encourage the student to spend more time working in Ignitia	• Reviewing the class schedule to determine whether students have enough seat time • Determining whether a technology issue is preventing use • Clearly explaining and modeling expected behaviors for using courseware • Establishing expected and manageable goals with students for time on task, monitoring data, and revisiting goals regularly during conferencing
CR: less than 2:00:00 **IC: less than 2:30:00**	Assess factors that may be hindering progress, remind student of usage expectations	

ADVANCED: WHICH LESSONS SHOULD YOU TARGET FOR SMALL-GROUP RETEACHING?

Use the **Detailed Student Grading** report weekly to create groups of students for reteaching by lesson. The report shows student grades at assignment, unit, and course level along with time on task.

1. Pull the Detailed Student Grading report for each course
2. Filter the report by assignment, or sort by any other columns displayed
3. Drill into the lessons to view students who are struggling
4. Use the list of struggling students to create small groups for targeted weekly intervention. Provide remediation, challenge, and support based on the percentage of students who are struggling by lesson or average lesson time

Notes:

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