



Summer School Set-up and Success Checklist

Imagine Edgenuity Educators

Welcome Educators!

Summer school sessions can come up quickly after the traditional school year ends. It is important for dedicated educators to feel and be ready to use Edgenuity in summer school. This getting started checklist will help prepare you for the first day of summer school and beyond.

- ☐ First, log into Edgenuity using your educator credentials to make sure your login credentials work and you can access the Edgenuity platform. **Contact your administrator if you need assistance*

Student Management

- ☐ Ensure students have Edgenuity accounts.
 - *If your district / school is responsible for adding students, search for accounts from Manage Students page.*
 - *If you are responsible for adding student accounts individually, you can use the Add Student feature on the Manage Students page to create accounts.*
- ☐ Manage students to update existing student accounts and/or update student options as needed.
- ☐ Create a Class(es) and add students to the class(es). *Note: User Groups are an alternative.*

TIP: Classes make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused.

Course Management

- ☐ Access summer school courses for your school from the Manage Courses page.
- ☐ Locate and explore the Course Structure for courses you are facilitating in summer school.
- ☐ Determine whether students will use Guided Notes for your course(s) if available.

TIP: Download teacher and student versions of guided notes from course structure lesson.

Enrolling Student in Courses

- ☐ Ensure students are enrolled in summer school course(s).
 - *If your district / school is creating course enrollments, use the Manage Enrollments page to search for your students and check enrollments.*
 - *If you are responsible for enrolling students in courses yourself, use the Enroll in Courses feature on the Manage Students page*

TIP: Apply your class filter to the Manage Enrollments page to narrow the data view.



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Monitoring Progress

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

Edgenuity group-based reports are used to view and analyze data for courses, classes, or groups.

- ☐ View Dashboard daily to monitor progress and take needed action for courses.
 - *Remember to take action immediately on orange (unlock assessment) and red (add retake) alerts since they block students from progressing in the course.*
 - *From yellow alert, grade student work on at least a weekly basis if applicable.*

- ☐ Generate Manage Enrollments report at least weekly to analyze student data by enrollment.

TIP: Manage Enrollments page is used to set/update start and target dates and disable/complete enrollments.

- ☐ View the Attendance Log at least weekly to review student login information.
Edgenuity student reports provide a detailed data view for an individual student.
- ☐ Access the Student Session Log daily or weekly to monitor time on task.
- ☐ View the Student Progress Report at least weekly to review course progress and achievement.
- ☐ Generate the Student Course Report to view and analyze course details.

TIP: Individual student reports are accessible by the student and can be used to self-monitor.

Conferencing & Best Practices

- ☐ Create and introduce students to a conferencing schedule.
- ☐ Consider implementing student goal setting and self-monitoring protocols. If desired, use [Edgenuity Student Goal Sheet](#) for tracking and recognition.
Develop a plan for assisting struggling students and [strategies for success](#).
 - *Will you work with struggling students one on one?*
 - *Will you utilize small group forums for students struggling with common topics?*
 - *Will students work offline on supplemental assignments to support concept mastery?*
- ☐ Celebrate student success and complete summer school course enrollments once finished.
 - *Consider using one of the [Edgenuity Student Certificate templates](#) to recognize students.*

Planning Notes: