

# Christian Academy of America



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## Parent/Teacher Quick-Start Guide

### Assignment Grading

85-95% of your student's work is graded automatically by the Ignitia program. Some assignments, such as essays and short answers, must be graded by you as the parent/teacher.

### Assignment Alerts

Select the *Assignment Alerts* tab to see a list of assignments that need teacher grading, overdue assignments, assignments that need to be reassigned, and assignments that are blocked for not achieving a passing score. At the top of this page, there is a drop-down menu that allows you to see your student's progress over the previous seven days. Click on a specific assignment title (underlined) to go directly to that assignment.

### Assignment Alerts in Gradebook

Select *Gradebook > Action Required* to see all student help requests and a list of assignments that need teacher grading. The **Type** column indicates what type of attention each assignment needs (e.g. grading, reassigning, etc.). Click on an assignment title (bold print) to go to that assignment and complete the necessary action.

### Gradebook

Gradebook shows your student's progress. Select the *Gradebook* tab, enter your student's name in the **Student** bar, and click **Search**.

- Click on the + next to each course to see the lessons in that course.
- Click on the + next to each lesson to see the progress in that specific lesson.

### Online Orientation Video

Watch the [Online Orientation Video](#). This will give you an overview of teacher responsibilities on Ignitia, including how to log in, how to successfully navigate the site, how to check your student's progress, and more.

### Feedback

Click on the *Feedback* link at the bottom of any page to complete Ignitia's feedback form. The publisher appreciates feedback and will respond within 48-72 hours.