



Ignitia®

v2.47

Student User Guide

Released 12/2018

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Ignitia®

Alpha Omega Publications

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Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193 (Option 1)

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

Go to: <https://www.aop.com/schools/support/ignitia>

Contents

What's new in this release of Ignitia® v2.47	3
Welcome to Ignitia®	7
About this guide	7
Let's get started	7
Logging in	8
Logging out	8
Learn about the top toolbar and buttons	9
View and open your current assignments	11
Request to unblock assignments	13
View your courses and current progress on a Learner Dashboard	15
See details about your current progress in assigned courses	15
Message your teachers for help with courses	18
What you can see and do for units in your assigned courses	19
What you can see and do for assignments in your assigned courses	21
What happens when a course term ends?	24
Open and work on your lessons	27
Lesson details, instructional content, and available tools	27
Work on lessons	28
Message teachers for help with assignment questions	29
Hear pronunciation of vocabulary words	30
View transcripts of multimedia in lessons	31
Use vocabulary and spelling activities	31
How to use the Vocab Arcade activities	32
View reference information about assignments	33
Select a voice to speak the assignment text	33
Translate assignment text into a different language	34
Write and read notes for assignments	36
Print assignments and notes	38
Answer assignment questions and then view your results	41
Answer questions and turn in assignment for grading	41
Review results of answered questions	43
Work on foreign language courses	45
Question types	46
Matching questions	46
Multiple Choice	46
Multiple Select	47



Fill in the Blank / Unordered	47
Text Multiple Choice	47
True and False	47
Graphic Multiple Choice	48
Layered Text Boxes	48
Drag And Drop	48
Open and work on projects and essays	49
Open and work on projects or essays	49
Upload files for essays and projects	50
Use Writer tools to check your work	51
Writer Spelling errors options and Grammar suggestions	52
Grammar suggestions	53
What the Overall Score elements mean	56
Prepare for and take quizzes and tests	59
Review your work before beginning quizzes or tests	59
Open quizzes or tests and answer the questions	61
Request unlock of quizzes or tests	62
Review results of quizzes and tests	63
Communicate with your teachers using Ignitia internal messaging	65
Messaging system features and tools	65
Read messages	66
Filter your messages list	67
Write messages to your teachers	67
Reply to messages	68
View your sent messages	69
Archive messages	70
View archived messages	71
Forward messages	71
Access helpful resources	73
Index	77

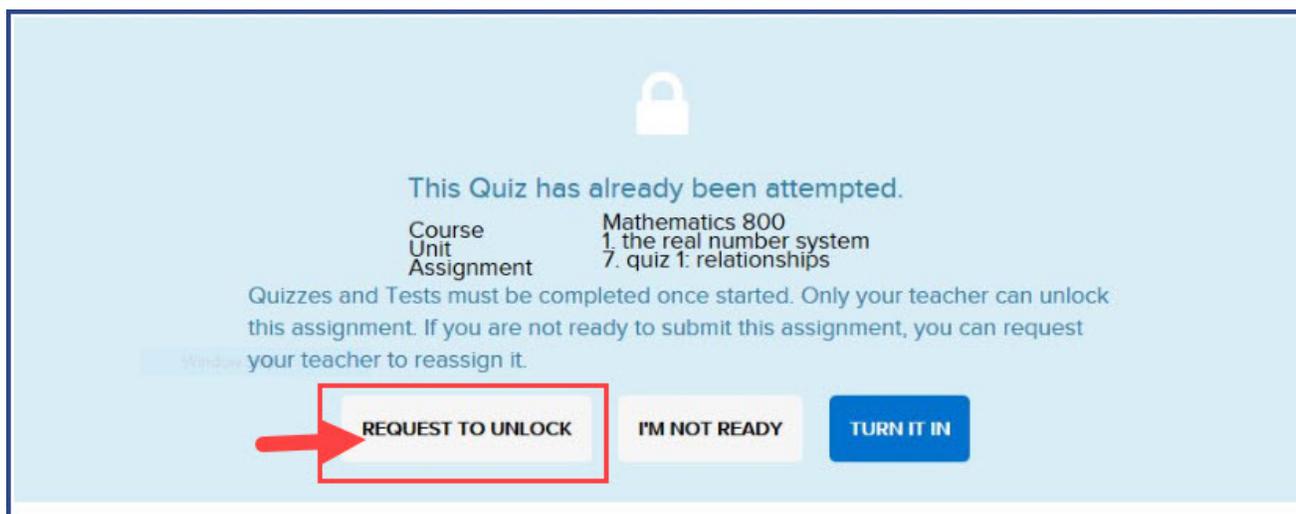


What's new in this release of Ignitia® v2.47

Ignitia v2.47 contains several improvements for Students:

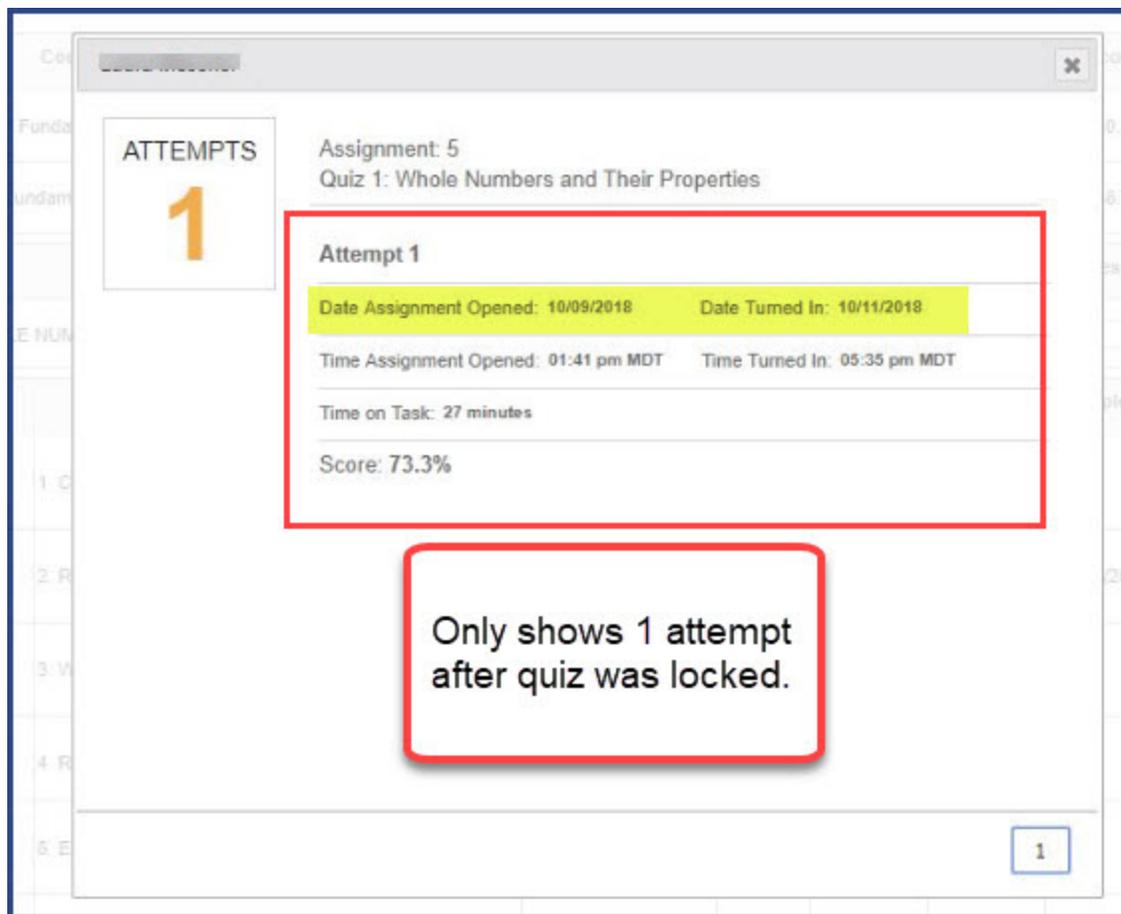
When taking a quiz or test, in some situations, the student is allowed to continue the same attempt if accidentally logged off.

Typically, if a student accidentally logs out of the application while taking a quiz or test, the quiz or test gets locked by the system and the student must request an unlock by the teacher. For example, a student accidentally closes the browser while answering questions for a quiz. In this situation, the student has one attempt to take a quiz or test. The quiz gets locked when the student attempts to take it again and must request an unlock by the teacher.



Now, the quiz still gets locked, but once the teacher has unlocked it, the student gets to continue the same, one attempt. This is to ensure that existing work is not lost and that the reporting is accurate. In other words, before this improvement, reports would show the student needed 2 attempts to complete the quiz or test that was locked and now it shows one attempt when the quiz or test is accidentally closed. In the example below, this is what the teacher sees in the Gradebook. Notice that even though the **Date Assignment Opened** and **Date Turned In** are two different dates, the student only used one attempt. The date differences happened because of an accidental logoff and an unlock was required. Student activity reports also show one attempt.





ATTEMPTS
1

Assignment: 5
 Quiz 1: Whole Numbers and Their Properties

Attempt 1

Date Assignment Opened: 10/09/2018 Date Turned In: 10/11/2018

Time Assignment Opened: 01:41 pm MDT Time Turned In: 05:35 pm MDT

Time on Task: 27 minutes

Score: 73.3%

Only shows 1 attempt after quiz was locked.

1



Note: If the student completes a quiz or test and does not pass the set threshold, if the attempts is set to 1, then student may not take the quiz or test again unless the teacher reassigns it.

Submitted Date on the Learner Dashboard has been corrected to show the most recent date the student submitted an assignment.

In some situations, the **Submitted Date** on a student's Learner Dashboard may have shown the most recent date the student *opened* an assignment for the course. This may have happened if the student opened an assignment, did not turn it in, and closed the assignment. Later, the student opened the assignment again, completed the assignment and turned it in. This release corrects the **Submitted Date** to show the latest or most recent date the student *submitted* (turned in) the assignment for the course. This **Submitted Date** field is representing the current status of the assignment.

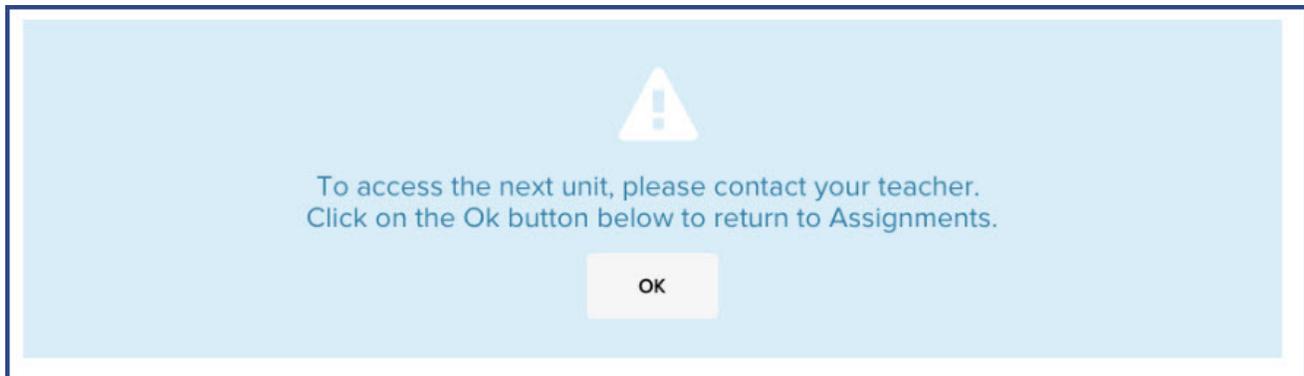


UNITS		English I : 1. THE STRUCTURE OF LANGUAGE				
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
11/15/2018	L	2. Parts of Speech and Noun Types	11/15/2018	11/15/2018	93.3%	Graded
11/15/2018	L	3. Plural Nouns (1)	11/15/2018	11/15/2018	87.5%	Graded
11/15/2018	L	4. Plural Nouns (2)	11/15/2018	11/15/2018	80%	Graded
11/16/2018	L	5. Plural Nouns (3)	11/15/2018	11/15/2018	75%	Graded
11/20/2018	Q	10. Quiz 1: Nouns and Adjectives	11/15/2018	11/15/2018	4%	Graded

This date now reflects the actual date the student submitted (turned in) the assignment.

Improvement to the message alerting students at schools using E-Cash when e-cash is running low

Some schools purchase curriculum using the pre-pay per unit rather than buying licenses. This is known as E-Cash. Students would see a message alerting them that e-cash is running low. Now, the message is more friendly in that students are notified to contact their teacher when accessing the next unit. The school Admin also sees a notification when e-cash is running low and hopefully the students never see this message below.



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Welcome to Ignitia®

Ignitia is a web-based learning environment featuring media-rich, online curriculum for grades 3 through 12. This premiere online learning experience allows students to easily access their assignments, monitor their progress and assessment results, receive assistance when necessary and actively communicate with their teachers.

Ignitia courses have a course structure:

- At the top level are **Courses** (subjects), such as Algebra I.
- Next are **Units**. A course can have multiple units. Units typically have titles that indicate the scope (concepts and topics) of the schoolwork covered in the unit.
- And, then come **Assignments**. Units contain assignments. Assignments are types of schoolwork, such as Lessons, Projects, Quizzes, and Tests. The sequence of the assignments in a unit is designed so that you learn the material in order to meet your learning goals.

With 3-D animation, video clips, and other exciting multimedia, Ignitia is the perfect Christian school curriculum for today's students.

About this guide

This guide is for Ignitia students and it explains:

- How to log in and out of Ignitia.
- About the top toolbar and buttons you need to get to your assignments and courses.
- What you see when you open a Lesson and how to use the student tools.
- How to use the Writer tool for completing Projects and Essays.
- How to answer questions and view your results.
- How to prepare for Quizzes and Tests and view your assessment results.
- How to view details about your current progress in your courses, such as the number of assignments remaining and how many assignments you need to complete a day to stay on track.
- How to use the internal messaging system to communicate with your teachers.
- Resources available to students.

Let's get started

Your school should have provided you with a URL which allows you access to Ignitia. When you enter the URL in a supported browser, a Login page appears, possibly looking like the example below.



Note: The Login page shown here is an example Ignitia school. Your school may have a customized Login page.





Logging in

How you log in depends on whether or not your school has enabled Single Sign-On (SSO) functionality with Ignitia. Simply put, SSO is a process where a user enters one name and password (credentials) to access multiple applications, such as how you can use your Google credentials to log in to other web applications.

- For schools *without* enabled SSO functionality, **Example A Login box** appears. This means you should have received a username and password from your school.
- For schools *with* enabled SSO functionality, the **Example B Login box** appears. You will use your username and password for your school's Identity Provider (IDP), such as Google or Microsoft® AZURE™, to log in.

To log in:

- If your school has not enabled Single Sign-On (SSO), enter the Username and Password your school provided you, and then click the **READY, SET, LEARN!** button. You are immediately logged in to Ignitia.
- If your school has enabled SSO, click the **Sign In With [AZURE][Google][Other IDP]** button, then enter your credentials for your school's site. You are immediately logged in to Ignitia.



Note: If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see a message letting you know that your account may be disabled, or that we couldn't find you in the system. If you see a message and cannot log in, contact your school's administrator. For some types of login issues, your school's Admin may receive a System Support message in their Ignitia Inbox notifying of user login issues.

Logging out

We recommend that all users log out of the application before closing the browser tab so that all connections are satisfactorily closed and logout times can accurately be recorded. This is important because several student activity reports use students' login and logout times for attendance reporting.

- Click the **Sign Out** button located in the upper right of the application.



Note: For schools using SSO, when you click the **Sign Out** button, you are only logged off of Ignitia. You are still logged into your organizational account.

Learn about the top toolbar and buttons

After you log in, and you have watched or skipped the video introduction, you see the **Learn > Assignments** page. This page is also known as your "Home page". Let's take a quick look at the toolbars and features on this page. The **Learn > Assignments** page contents are explained later in the guide.

At the top of the application is an **identification bar (id bar)** and a **toolbar** (example A).



This id bar and toolbar are visible from every page in Ignitia. You see:

- Your school name in the upper left. Some schools may have customized colors.
- Your name in the upper right.
 - If you see a drop-down arrow next to your name, this means you have the "Change Password*" permission. You can click the drop-down arrow to enter and confirm a new Ignitia password



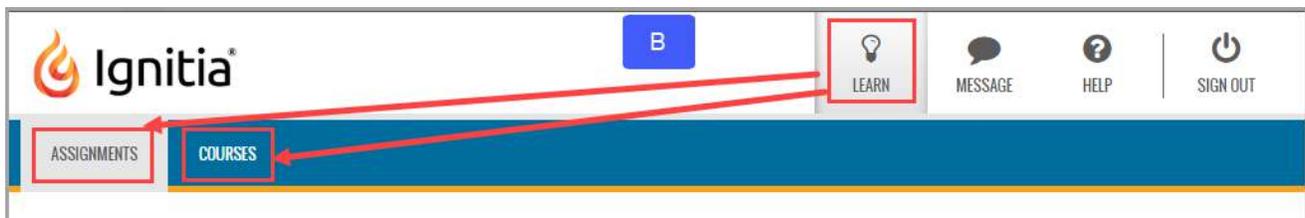
Note: If your school has Single Sign-On (SSO) functionality, the **Change Password** feature is hidden because with Single Sign-On, you use your school credentials to log in and do not have to set a password in Ignitia.



Buttons on the toolbar let you access other features.

Item	Button	Description
1	Learn 	Click it to go back to your Assignments page. See "View and open your current assignments" on page 11. Or, click the Courses tab to see detailed information about your courses, units and assignments. See "View your courses and current progress on a Learner Dashboard" on page 15.
2	Message 	Click it to go to your messaging Inbox so that you can send messages to and read messages from your teachers. A red circle beside the Message button tells you the number of unread messages in your Inbox . See "Communicate with your teachers using Ignitia internal messaging" on page 65.
3	Help 	Click it to access helpful information, including the Ignitia Technical Support details and App Info details you may need to provide to Tech Support. You see an FAQ page that can answer some question for you about using Ignitia. Two other helpful tools are the What's New page and the Resources page. Click those tabs to see what is available to provide support and guidance. See "Access helpful resources" on page 73.
4	Sign Out 	Click it to log off Ignitia. This is important so that your time in Ignitia is accurately recorded for your school.

When you click **Learn** on the top toolbar, a **main navigation bar** (navbar) appears with two important tabs (example B below):



- **Assignments** tab – Click this tab to see and open the next few assignments you have assigned for each course. See ["View and open your current assignments" on page 11.](#)
- **Courses** tab – Click this tab to see your courses on a "Learner Dashboard" which shows your progress in each course and lets you "drill into" the units and assignments for each course. This is also how you open completed assignments so that you can review your work before starting quizzes and tests. See ["View your courses and current progress on a Learner Dashboard" on page 15.](#)

View and open your current assignments

Your **Learn > Assignments** page is the default page that you see after logging in and closing the video. It shows you all of your Ignitia courses (subjects) and the assignments you have in "Assigned" status for the first unit in each course. As you successfully work on and submit an "Assigned" assignment in a course, the next "Assigned" assignment for the unit appears in this list. To learn more about courses and units, see ["View your courses and current progress on a Learner Dashboard" on page 15.](#)



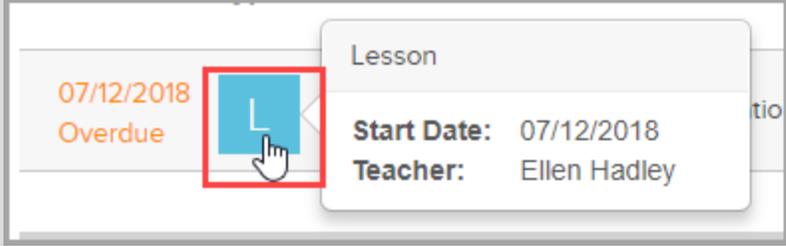
Tip: Project assignments in a unit are automatically set to "Assigned" so that you can work on the projects at any time. To learn more, see ["Open and work on projects and essays" on page 49.](#)

The screenshot shows the 'Learn > Assignments' page. A blue box labeled 'A' highlights the course name 'Algebra I Fundamentals'. A blue box labeled 'B' highlights the 'Due' date '07/12/2018 Overdue'. A blue box labeled 'C' highlights the 'Type' 'L'. A blue box labeled 'D' highlights the 'Title' 'Exponents and Order of Operations'. A blue box labeled 'E' highlights the 'Score' '--'. A blue box labeled 'F' highlights the 'Status' 'Assigned'. A blue box labeled 'G' highlights the right arrow icon. A blue box labeled 'H' highlights the 'Assignment Blocked' tooltip for the 'Quiz 1: Life Science' assignment.

Due	Type	Title	Score	Status	
07/12/2018 Overdue	L	Exponents and Order of Operations	--	Assigned	→
Biology					
Due	Type	Title	Score	Status	
07/17/2018	P	Project: Characteristics of Life	--	Assigned	→
07/17/2018	Q	Quiz 1: Life Science	Assignment Blocked		→
07/24/2018	P	Project: Classifying Fruit	--	Assigned	→
English II					
Due	Type	Title	Score	Status	
07/12/2018 Overdue	L	"Through the Tunnel": Setting, Point of View, Conflict	40%	Assigned	→
07/17/2018	P	Project: Compare and Contrast Literary Analysis -- "Sixteen" and "Through the Tunnel"	--	Assigned	→

Assignments page details and tools, identified above, let you quickly know if an assignment is overdue, blocked by your teacher, and provides a way to open the assignment to work on it.



Item	Info/Feature	Description
A	Course name	The gray bar shows the course name.
B	Due	Due date for the assignments. If the assignment is past the due date, you see an Overdue notification in a different color.
C	Assignment symbol 	Assignment type symbol. See " Assignment type symbols " below. <ul style="list-style-type: none"> • Hover over the symbol to see the Start Date and Teacher of Record. 
D	Assignment title	Title of the assignment.
E	Score	Assignment score if you have attempted the assignment at least once already. If you haven't attempted the assignment, no score appears.
F	Status	Status of the assignment. Typically, it will show a Status of Assigned .
G	Go To  arrow	Click the arrow (or anywhere in the assignment bar) to open an assignment and start working on it.
H	Assignment Blocked  symbol	Indicates the assignment cannot be started until you message your teacher to unblock it. See " Request to unblock assignments " on the facing page.

Assignment type symbols

Ignitia uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

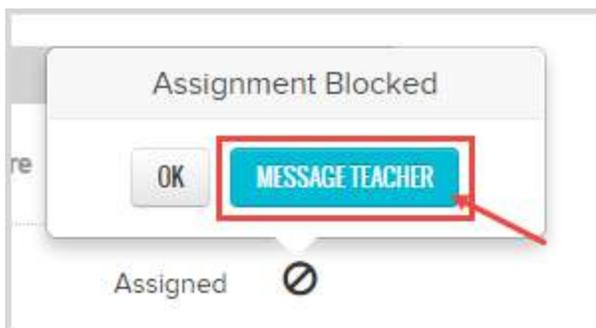
Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
	Alternate test (Pre-test)		Quiz		Alternate quiz
	Lesson		Reference, such as a Course Overview, Glossary and Credits. Typically, Reference assignments are Assigned by default, but do not have a Due Date.		Alternate semester test
	Project		Test (or Unit Test)		Alternate final test
	Final exam (test)		Semester exam (test)		Review

Request to unblock assignments

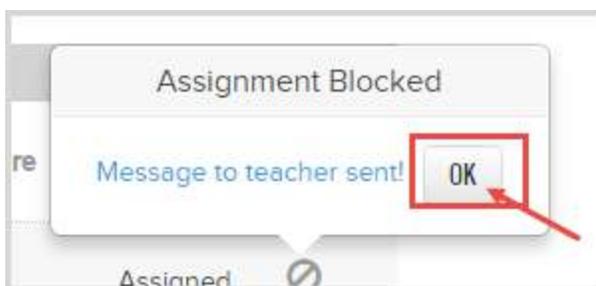
Your school may have set options to block students' progress in lessons, quizzes, or tests. Or, your teacher may have set an assignment into a Blocked state because he/she wants to be notified when you start the assignment. When you are viewing your current assignments, you may see an **Assignment Blocked** symbol which indicates you cannot proceed until the teacher has unblocked the assignment.

Essentials of Business				
Due	Type	Title	Score	Status
06/18/2018	L	Your Role in Business	--	Assigned 

1. To request that your teacher unblock the assignment, click the **Assignment Blocked** symbol.
2. Click the **Message Teacher** button.



3. On the confirmation message, click **OK**.



The **Blocked Assignment** symbol appears disabled to indicate you have already sent the Unblock request. Your teacher receives an **Unblock Assignment** request notification and when the assignment is unblocked, you see the **Forward** arrow which indicates you are able to start the assignment.

Essentials of Business				
Due	Type	Title	Score	Status
06/18/2018	L	Your Role in Business	--	Assigned 

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View your courses and current progress on a Learner Dashboard

When you click the **Learn > Courses** tab, you see a list of your assigned courses (**Courses** page) and other important information about how you are doing in the course, such as your current progress and whether or not you are on track, behind, or ahead in the course pacing. This type of "Learner Dashboard" keeps you informed of how you are doing in a course.

Then, from your **Courses** page, for a selected course, you can "drill into" a **Units** page which shows the course's units and, then "drill into" a selected unit's **Assignments** page. It is from this **Assignments** page that you can open assignments you need to work on and where you open completed assignments so that you can study for upcoming quizzes and tests. See ["Review your work before beginning quizzes or tests" on page 59](#).



Tip: Depending on how your school permissions to review graded quizzes and tests and see correct and incorrect answers is set up, completed questions may be "color-coded" so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct. See ["Review results of quizzes and tests" on page 63](#).

See details about your current progress in assigned courses

On your **Courses** page, you see a list showing each course (subject) you are enrolled in and a "Learner Dashboard" containing details of your current progress in each course, such as your current score, number of assignments remaining for the course, and how your pacing (completing of assignments by the Due date) is going.



Tip: Seeing your course progress can help you to keep on track to complete the course or if you feel you might not complete the course on time, you can ask for help from your teacher.



Courses page				
Title	Current Score	Score to Date	Progress	Pacing
Algebra I Fundamentals	98.9%	98.9%	1%	1 Ahead
Start Date: 07/13/2018	Teacher: Ellen Hadley	✉	Assignments / day: 2	
Last Completion: 07/13/2018	Assignments Remaining: 97 / 98		Days Remaining: 51	
Biology	93.8%	93.8%	1%	On Track
Start Date: 07/12/2018	Teacher: Ellen Hadley	✉	Assignments / day: 3	
Last Completion: 07/12/2018	Assignments Remaining: 160 / 162		Days Remaining: 69	
English II	75.0%	38.3%	1%	4 Behind
Start Date: 07/12/2018	Teacher: Ellen Hadley	✉	Assignments / day: 3	
Last Completion: 07/12/2018	Assignments Remaining: 152 / 153		Days Remaining: 69	

This table explains the important items identified in the above sample "Learner Dashboard".

Item	Feature	Description
A	Title	Course title. May include the course year, state identifier, and course code.
B	Current Score	<p>Your current score in the course based on assignments you have turned in and have been graded.</p> <div style="border: 1px solid #0070C0; padding: 5px;"> <p> Note: For example, on the current date, you have completed two lessons in the first unit. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: $80 + 90 = 170$. Now, divide 170 by 2 (lessons) so $170/2 = 85\%$.</p> </div>
C	Score to Date	Your score to date in the course based on completed assignments (those that have been graded and turned in and are awaiting teacher action) and overdue assignments which are counted as zero percent (0%).

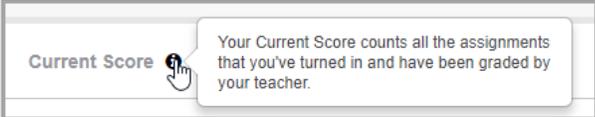


Item	Feature	Description
		 <p>Note: For example, on the current date, you should have completed four lessons in the first unit. You have completed two lessons and two lessons are overdue. Your grades on the two completed lessons are 80% and 90%. So, your score to date would calculate to: $80 + 90 = 170$. Now, divide 170 by 4 (lessons) so $170/4 = 42.5\%$.</p>
D	Progress	<p>Your progress in the course indicated by a progress bar and percent complete.</p>  <p>Note: For a standard enrollment, course progress is calculated based on the number of graded assignments divided by the total number of assignments in the course. Skipped assignments and units do not count in the total. For example, you have two graded assignments and the total number of assignments in the course is 50. Your course progress is: $2/50 = .04\%$. For a CRx enrollment, overall progress is an average of the individual unit progress.</p>
E	Pacing	<p>Indicates whether you are ahead, on track, or behind in the course. If ahead and behind, the number of assignments appears in a colored indicator.</p> <p>Green with number  Ahead - Indicates the number of assignments you are ahead of the pacing.</p> <p>Red with number  Behind - Indicates the number of assignments you are behind in pacing.</p> <p>Gray with checkmark  On Track - Indicates you are on track.</p>
F	Start Date	Date you started working on the course.
G	Last Completion	Date you last completed an assignment in the course.
H	Teacher	Shows the name of the primary teacher for the course.
I	Message tool	Let's you easily write a message to your teacher for the course. Maybe you need help. See "Message your teachers for help with courses" on the next page.
J	Assignments Remaining	The first number is the assignments remaining in the course and the second number is the total number of assignments in the course.

Item	Feature	Description
K	Assignments / day	Number of assignments you must work daily to complete the course by the term end date assigned by your teacher or Admin.
L	Days Remaining	Number of working schooldays left in the course until the term end date. This number counts down to 0 which indicates that the course term end date has passed. To learn what happens next, see "What happens when a course term ends?" on page 24.

Helpful course tools

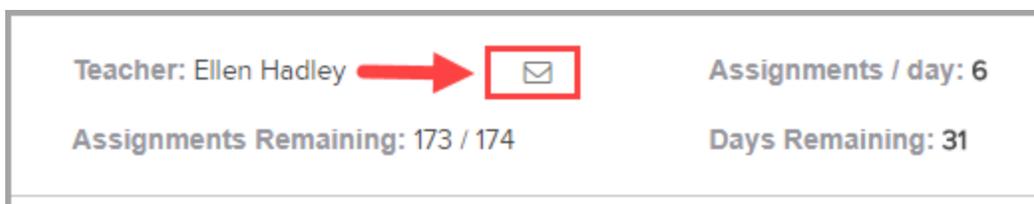
Several helpful tools are available on your **Courses** page.

Tool	Description
Info ⓘ tool	<p>Hover over the tool to see the explanation of how the Current Score and Score to Date are calculated.</p> 
Forward > arrow	<p>Click the arrow to access the units in the course. To learn more, see "What you can see and do for units in your assigned courses" on the facing page.</p>

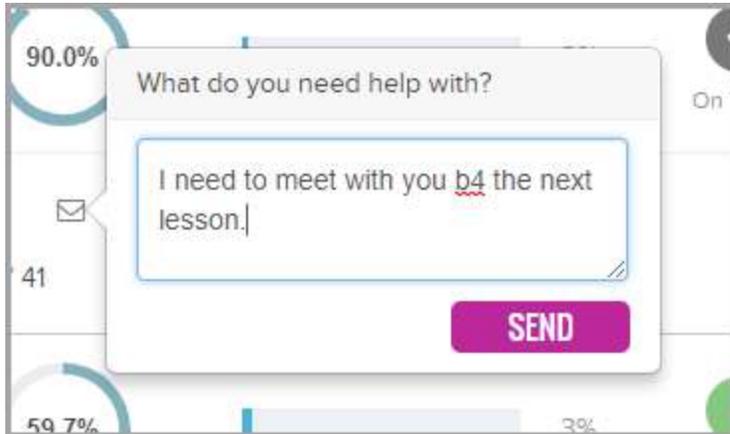
Message your teachers for help with courses

If you need help with a course, maybe you are behind with your assignments, or you noticed that an assignment in the course needs final teacher grading, you can easily send your teacher a message.

- On the toolbar, click **Courses**.
All of your assigned courses appear on the page.
- For a course, click the **Message**  tool located next to the Teacher's name.



- In the **What do you need help with** text box, type your message. As you start typing, the **Send** button becomes active.



- When finished with your message, click **Send**.

A **Message Sent** indicator appears at the bottom of the message, and then the message box disappears.

- If your school allows student messaging, other than asking for help with assignments or messaging with courses, click the **Message** button on the top toolbar to see the sent message in the **Sent** box. See "[Communicate with your teachers using Ignitia internal messaging](#)" on page 65.



- When the teacher responds to message, you see a red indicator on the **Message** button. Click the **Message** button to see your teacher's response.

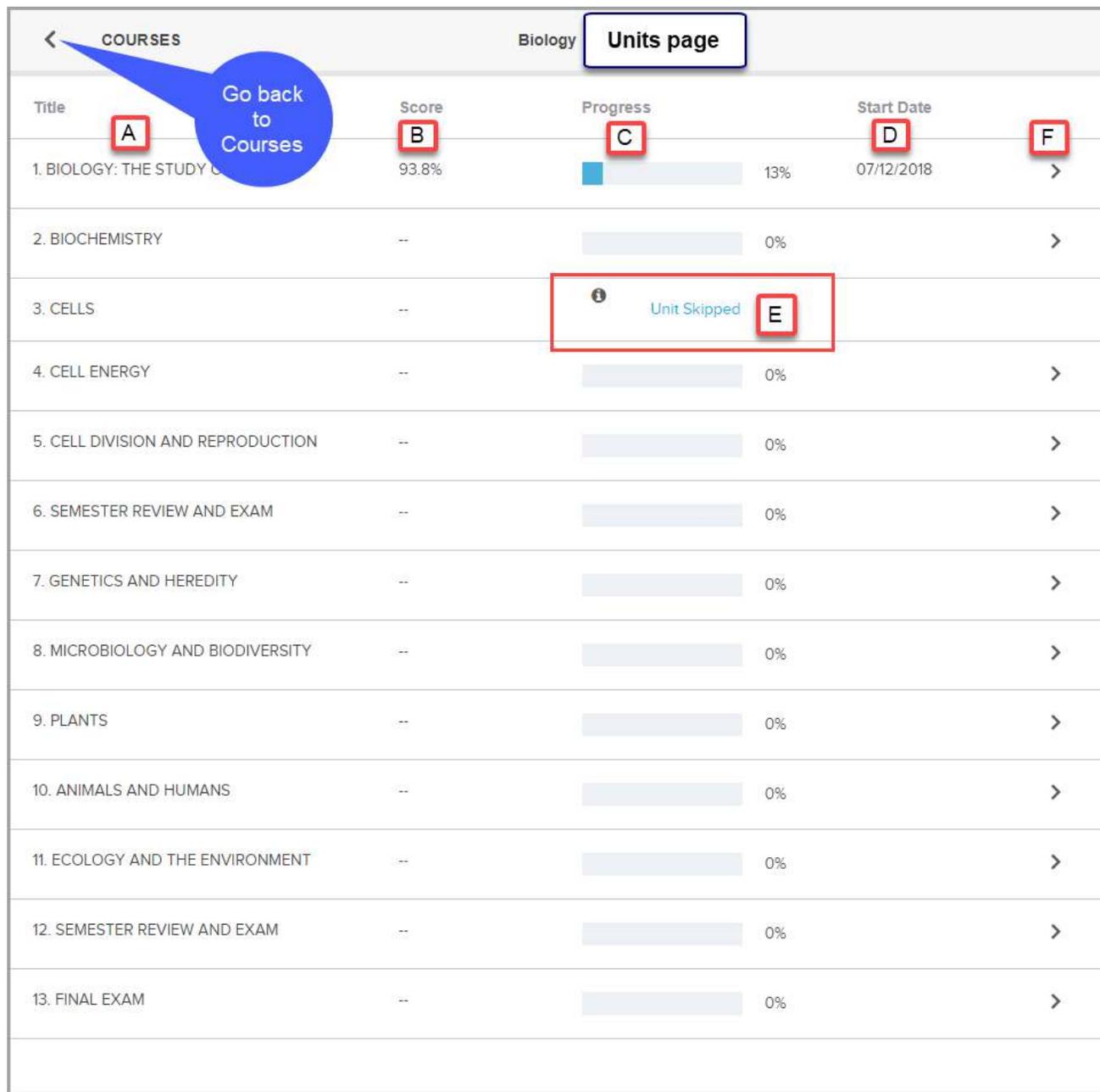


What you can see and do for units in your assigned courses

Your **Courses >Units** page lists each unit in the course you selected on the **Courses** page. You see important details about each unit, including your unit score, progress, start date, and more.



Tip: To go back to your **Courses** page, select the left-facing arrow at top of the page.



COURSES		Biology	Units page		
Title	Score	Progress	Start Date		
1. BIOLOGY: THE STUDY OF LIFE	93.8%	13%	07/12/2018	>	F
2. BIOCHEMISTRY	--	0%		>	
3. CELLS	--	Unit Skipped			E
4. CELL ENERGY	--	0%		>	
5. CELL DIVISION AND REPRODUCTION	--	0%		>	
6. SEMESTER REVIEW AND EXAM	--	0%		>	
7. GENETICS AND HEREDITY	--	0%		>	
8. MICROBIOLOGY AND BIODIVERSITY	--	0%		>	
9. PLANTS	--	0%		>	
10. ANIMALS AND HUMANS	--	0%		>	
11. ECOLOGY AND THE ENVIRONMENT	--	0%		>	
12. SEMESTER REVIEW AND EXAM	--	0%		>	
13. FINAL EXAM	--	0%		>	

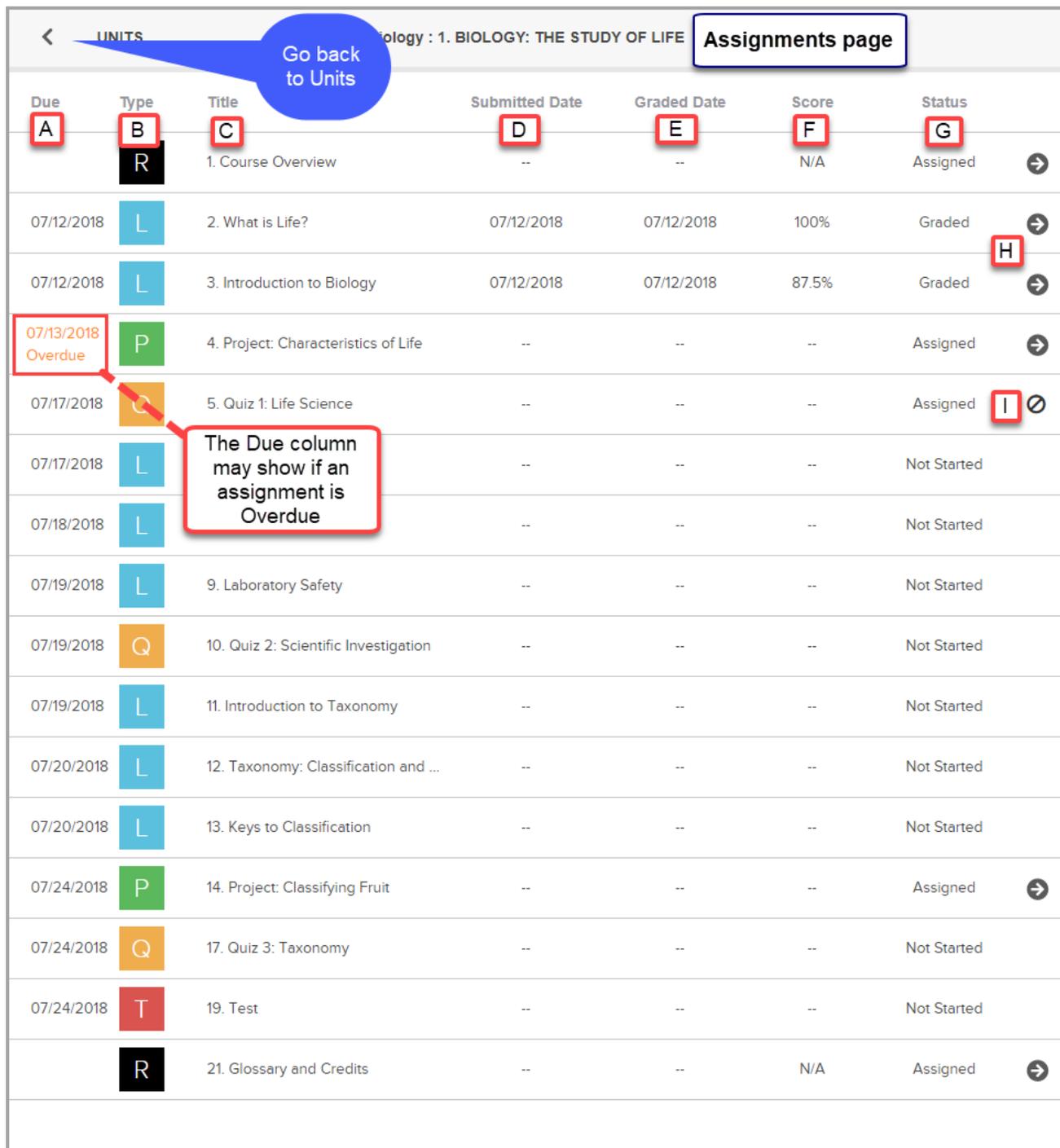
Units features, identified above, include:

Item	Feature	Description
A	Title	Unit title.
B	Score	Your current score in the unit.

Item	Feature	Description
		 <p>Note: For example, on the current date, you have completed two lessons. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: $80 + 90 = 170$. Now, divide 170 by 2 (lessons) so $170/2 = 85\%$.</p>
C	Progress	<p>Your progress in the unit indicated by a progress bar and percent complete.</p>  <p>Note: For a standard enrollment, unit progress is based on the number of graded assignments in the unit divided by the total number of assignments in the unit. For example, the unit has 10 assignments. You have completed two (2). Your progress is $2/10 = 20\%$. For a CRx enrollment, unit progress is based on if you exceed the Pass Threshold for the unit Pre-test. If you do, then unit progress would be 100%. If you do not exceed the Pass Threshold, then unit progress works like a standard enrollment based on the number of graded assignments.</p>
D	Start Date	The date you started working on assignments in the unit.
E	Unit Skipped indicator	<p>Indicates the unit has been skipped, typically by your teacher. You do not have to do any work on the assignments in the unit. Hover over the Info  tool to see details about the unit being skipped.</p> <div data-bbox="626 1157 1084 1388" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>This Unit has been Skipped.</p> <p>No action is required. If you have any questions, please contact your teacher.</p> </div>
F	Forward  arrow	Click the arrow to see the assignments in the unit (or click anywhere in the unit row).

What you can see and do for assignments in your assigned courses

Your **Courses > Assignments** page contains a list of the assignments in the unit you selected on the **Units** page. There is a lot of important information on this page about each assignment.

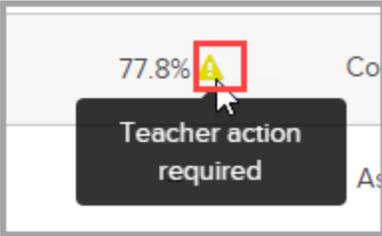


Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded
07/13/2018 Overdue	P	4. Project: Characteristics of Life	--	--	--	Assigned
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned
07/17/2018	L		--	--	--	Not Started
07/18/2018	L		--	--	--	Not Started
07/19/2018	L	9. Laboratory Safety	--	--	--	Not Started
07/19/2018	Q	10. Quiz 2: Scientific Investigation	--	--	--	Not Started
07/19/2018	L	11. Introduction to Taxonomy	--	--	--	Not Started
07/20/2018	L	12. Taxonomy: Classification and ...	--	--	--	Not Started
07/20/2018	L	13. Keys to Classification	--	--	--	Not Started
07/24/2018	P	14. Project: Classifying Fruit	--	--	--	Assigned
07/24/2018	Q	17. Quiz 3: Taxonomy	--	--	--	Not Started
07/24/2018	T	19. Test	--	--	--	Not Started
	R	21. Glossary and Credits	--	--	N/A	Assigned

Assignments features, identified above, include:

Item	Feature	Description
A	Due	Due date for the assignment. This column may also show an "Overdue" indicator if the assignment is past due.
B	Assignment symbol	Assignment type symbol. See " Assignment type symbols " on page 12.

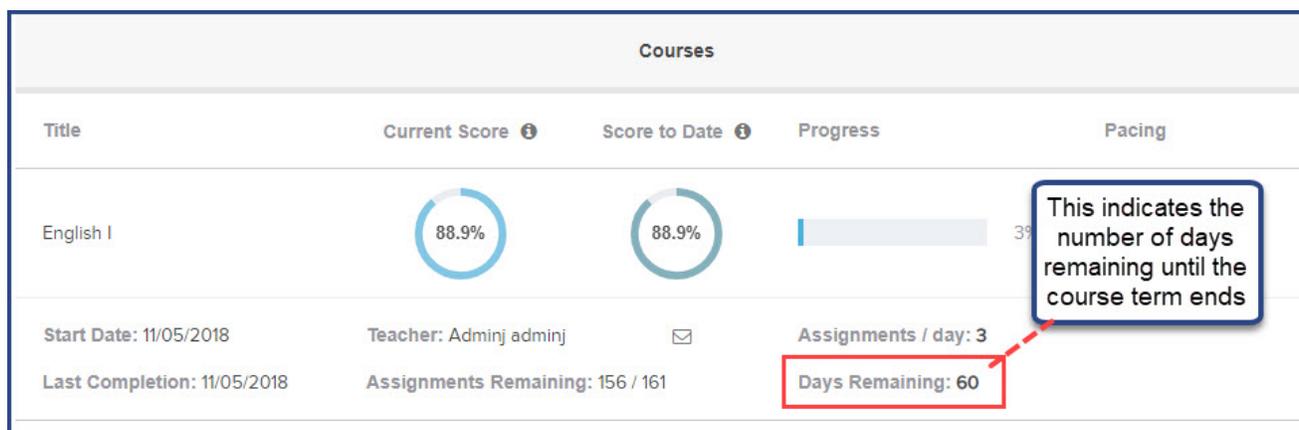


Item	Feature	Description
		<ul style="list-style-type: none"> Hover over the symbol to see the type of assignment as well as the Start Date and Teacher of Record. If you haven't started the assignment, you do not see a date. 
C	Title	Assignment title.
D	Submitted Date	Date you submitted the assignment for grading. If you haven't worked an assignment, this column shows a
E	Graded Date	Date the assignment was graded either by the system or by your teacher if Teacher action was required.
F	Score	<p>Your current score for the assignment. This score may be the score before your teacher completed grading. If you see the warning symbol indicator next to the score as shown below, that means your score may change once the teacher has completed grading the assignment.</p>  <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p> Tip: Go back to the Courses page, and for the course, click the Message  tool next to the teacher's name to send a message that you are waiting for a grade! See "Message your teachers for help with courses" on page 18.</p> </div>
G	Status	<p>Status of the assignment. Assignment status can be:</p> <ul style="list-style-type: none"> Assigned - You must do this assignment. Not Started - Assignment is not Assigned to you just yet. Completed - Assignment is done by you but needs Teacher action. Graded - Assignment is done and graded.
H	Go To  arrow	Click the arrow to open an assignment and start work. Or, for a completed assignment:

Item	Feature	Description
		<ul style="list-style-type: none"> For a completed lesson or project, you can review it before taking a quiz or test. See "Review your work before beginning quizzes or tests" on page 59. For a completed quiz or test, you may be able to view your results. See "Review results of quizzes and tests" on page 63. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  <p>Tip: You can only open your current assignments and already completed assignments. You see all assignment titles. You just cannot open all of them.</p> </div>
I	Assignment Blocked 	If the assignment is blocked by your teacher, you must request that your teacher unblock the assignment so that you can continue work. See "Request to unblock assignments" on page 13.

What happens when a course term ends?

Each of your assigned courses has a *term end date*. You do not see this term end date, but you do see the **Days Remaining** number for the course on your Learner Dashboard. This **Days Remaining** number indicates the number of schooldays remaining to work assignments in the course based on the term end date.

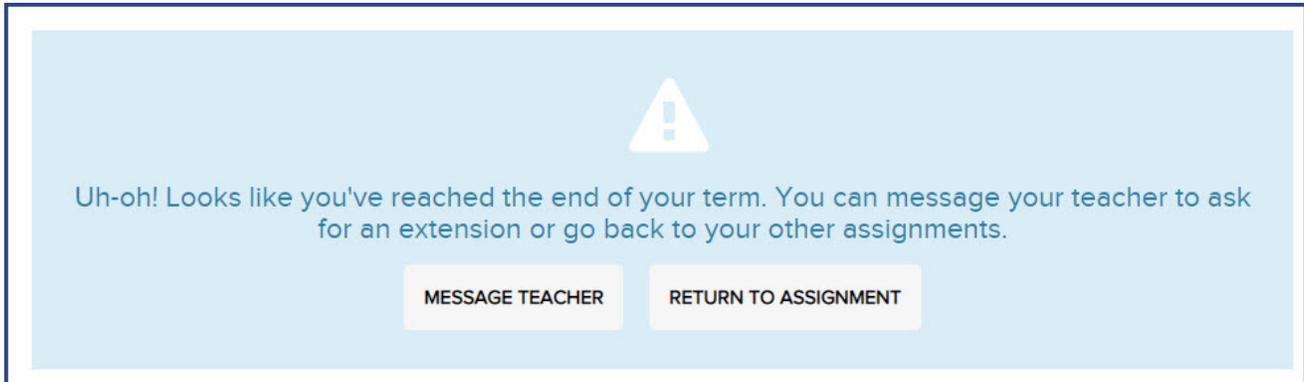


Tip: The **Days Remaining** number does not include days that your school has decided are non-working schooldays, such as most Saturdays and Sundays.

When the **Days Remaining** number shows 0, this means that the course term end date has passed. When you were enrolled in the courses, your teacher or Admin had the option to allow you to continue working on assignments past the term end date or to block you from working on assignments past the term end date.

- If your Admin or teacher did not block your progress, you can continue working. When you open the next assignment, you are able to start working on it and submit it for grading.
- If your progress was blocked, when you tried to open the next assignment in the course, you see this alert.





- To continue working, you can click the **Message Teacher** button which alerts your teacher about the term end and your progress is blocked. When the next alert appears, click **OK** to continue.

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Open and work on your lessons

As mentioned earlier in this guide, you have two ways to open an assignment once you click the **Learn** button:

- On the **Assignments** page, click the **Go To**  arrow or click anywhere in the assignment bar.
- Click **Courses**, and then click the right-arrows to drill into a course, unit, and then the assignment.

Once the assignment is opened, depending on the type of assignment, more information may display on the main nav bar, to the right of the **Courses** tab. In this section, we'll be looking at a lesson.



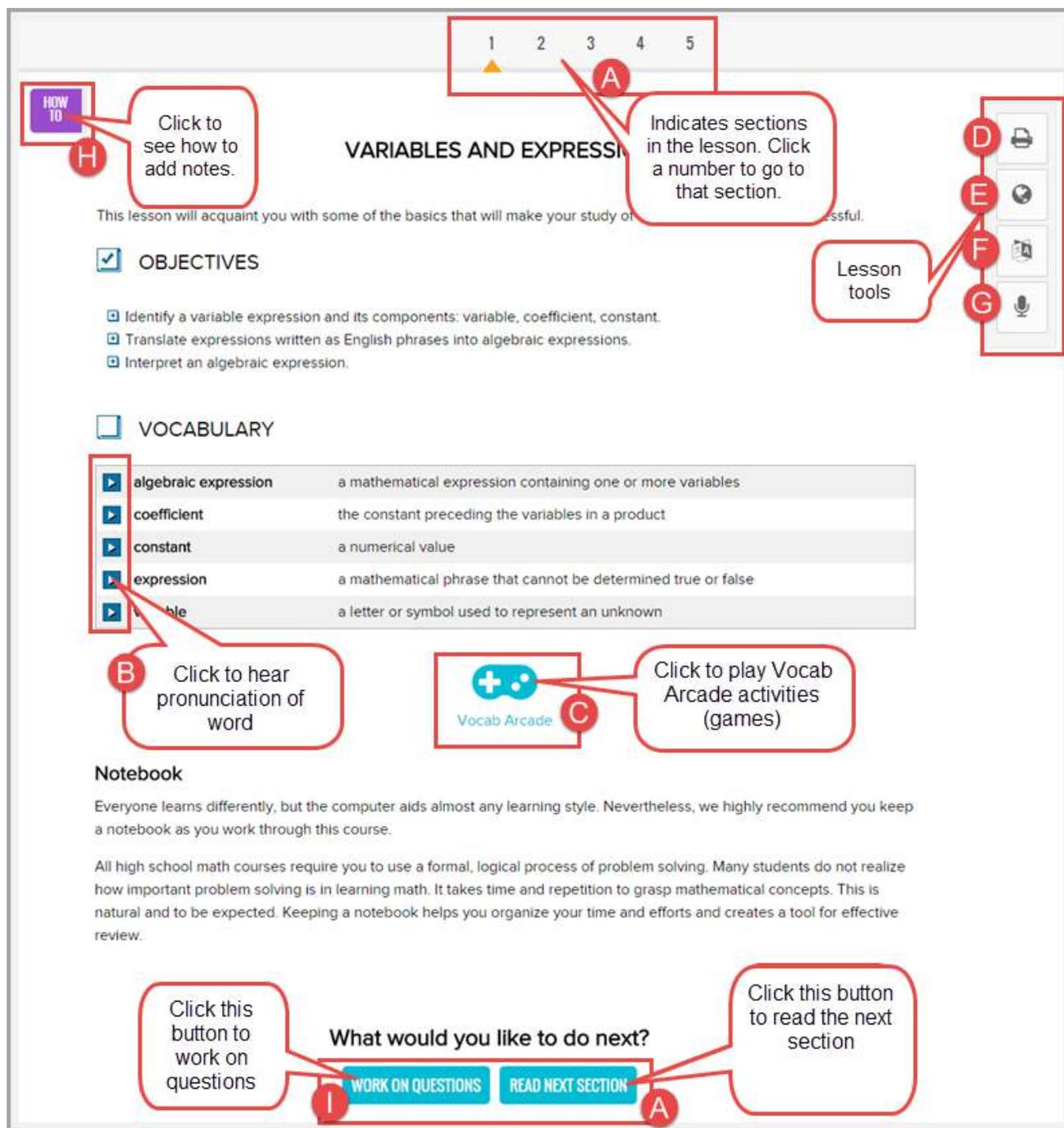
Lesson details, instructional content, and available tools

For a lesson, you see:

- The **Assignment title** as well as your **Attempt count** (#1). The Attempt count lets you know which attempt you are currently on for the number of attempts allowed for the lesson.
- An **Info**  symbol (#2) that displays details about the lesson when you hover the pointer over it.
- A **Section** number indicator/button (#3). Most lessons will have more than one sections of instructional content.
- A **Question** number indicator/button (#4). This shows you the number of questions in the lesson.

The lesson's instructional content appears in the center section of the page as shown in the example below.





The screenshot shows a lesson page for "VARIABLES AND EXPRESSIONS". At the top, there is a progress indicator with five numbered steps (1-5) and a yellow triangle under step 1. A callout 'A' points to this indicator, stating: "Indicates sections in the lesson. Click a number to go to that section." On the right side, there is a vertical toolbar with icons for printing, a globe, a document, and a microphone. A callout 'D' points to the print icon, 'E' to the globe, 'F' to the document, and 'G' to the microphone. A callout 'Lesson tools' points to the entire toolbar. On the left, there is a "HOW TO" button with a callout 'H' that says: "Click to see how to add notes." Below the title, there is a paragraph of introductory text. Underneath, there are sections for "OBJECTIVES" and "VOCABULARY". The "VOCABULARY" section contains a table with definitions for algebraic expression, coefficient, constant, expression, and variable. A callout 'B' points to a speaker icon next to the word "expression" in the table, saying: "Click to hear pronunciation of word". Below the table is a "Vocab Arcade" button with a game controller icon and a callout 'C' that says: "Click to play Vocab Arcade activities (games)". At the bottom, there is a "Notebook" section with text about learning styles and problem solving. Below that is a "What would you like to do next?" section with two buttons: "WORK ON QUESTIONS" (callout 'I') and "READ NEXT SECTION" (callout 'A'). Callout 'I' says: "Click this button to work on questions" and callout 'A' says: "Click this button to read the next section".

Because you may have several attempts allowed for a lesson (see #1 for **number of available attempts** in the first graphic of this section), use these helpful steps to assist you in completing your work.

Work on lessons

Items identified on the example above are explained in the following steps.

To work on a lesson:



1. Read all sections of the lesson, view the videos, slide shows, and listen to the audio clips.
2. To move to the next section, click the **Read Next Section** button (item A) or click the section numbers at the top of the page.
3. Read and listen to the pronunciation of any vocabulary words (item B). See ["Hear pronunciation of vocabulary words" on the next page](#).
4. Use the **Vocab Arcade** (item C) activities to practice spelling the vocabulary and test your memory on the definitions. See ["Use vocabulary and spelling activities" on page 31](#).
5. Use the lesson tools:
 - To print this assignment, with or without your notes and the teacher's notes, click the **Print** tool (item D). See ["Print assignments and notes" on page 38](#).
 - To see more information about assignment text, highlight the text, and then click the **Reference** tool (item E). See ["View reference information about assignments" on page 33](#).
 - To translate assignment text to another language and hear an audio version of the translated text, highlight the text you want to translate, then click the **Translate** tool (item F) and select a language. See ["Translate assignment text into a different language" on page 34](#).
 - To hear an audio version of assignment text, highlight the text you want to hear, then click the **Speak as** tool (item G). See ["Select a voice to speak the assignment text" on page 33](#).
6. Use the **Notes** feature (item H) to write a note to yourself or to the teacher about the lesson. Or, there might be a note from the teacher to read. See ["Write and read notes for assignments" on page 36](#).
7. When ready to answer the lesson's questions, click the **Work on Questions** button (item I) and answer each question. See ["Answer assignment questions and then view your results" on page 41](#).



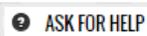
Tip: Questions are set up so that you know the section to help you find the answer.

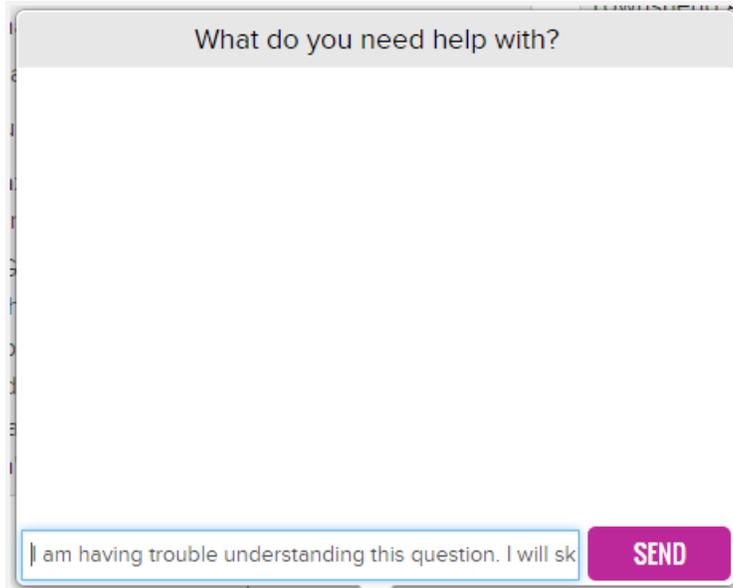
- a. Click **Next Question** or the question number at the top to move to the next question.
- b. If you need assistance with a question, click the **Ask For Help** button to send a message to your teacher. See ["Message teachers for help with assignment questions" below](#).
- c. Click the section button at top of screen to return to the lesson.
- d. Click the **Turn It In** button when finished with all questions in all sections, or to leave the lesson without completing it, on the main nav bar, click **Assignments** or **Courses**.

Message teachers for help with assignment questions

While you are working on an assignment's questions, you can click the **Ask For Help**  tool to send a message to the teacher assigned to the course. The teacher receives the message and can respond to it. When your teacher responds, you are notified of the new message.

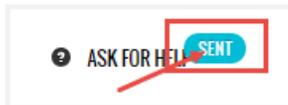
To send a an assignment question help message and read your teacher's response:

1. Open an assignment, and then click the **Work on Questions** button.
2. Click the **Ask For Help**  tool.
3. In the **What do you need help with** page, in the **Write message** text box, type your message. As you start typing, the **Send** button becomes active.



- When finished with your message, click **Send**.

A **Sent** indicator next to the **Ask for Help** tool lets you know that the message has been sent to the assigned teacher as shown in this example.



- To close the help requested page, click the **Ask For Help** tool again.

The sent message appears in the **Sent** box of your messages. See ["Communicate with your teachers using Ignitia internal messaging" on page 65](#).

When the teacher responds, you are notified of a new message. The **Message**  button on the top nav bar has a red indicator. Or, if you open the assignment, the **Ask For Help**  tool has a red **New** indicator.

- To view the message, click the **Message** button, and then click the message to read your teacher's response.

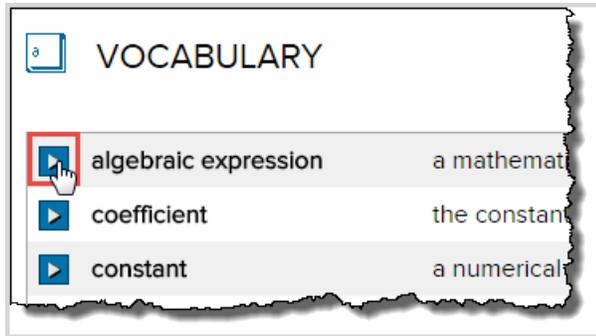
Or

If you are working on the questions for the assignment, click the **New** indicator. The message opens so that you can read your teacher's response. Click the **Ask For Help** button again to close the message.

Hear pronunciation of vocabulary words

You can hear the pronunciation of vocabulary words. The computer or device you are using needs to have audio capability, such as speakers.

- Click the **Play** tool located to the left of the vocabulary word.

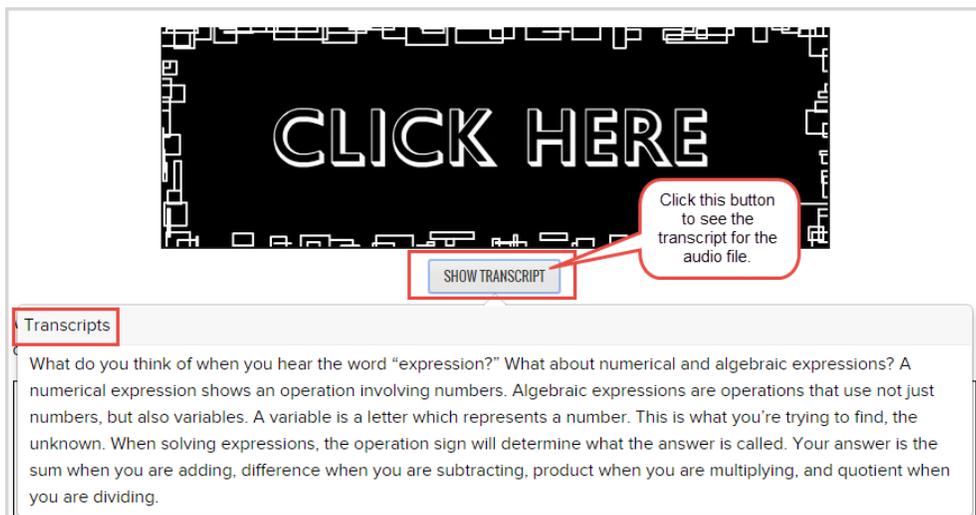


View transcripts of multimedia in lessons

For some lessons, you have the option to read the text being spoken in much of the multimedia in the lesson.

1. Click the **Show Transcript** button located below the audio or video file.

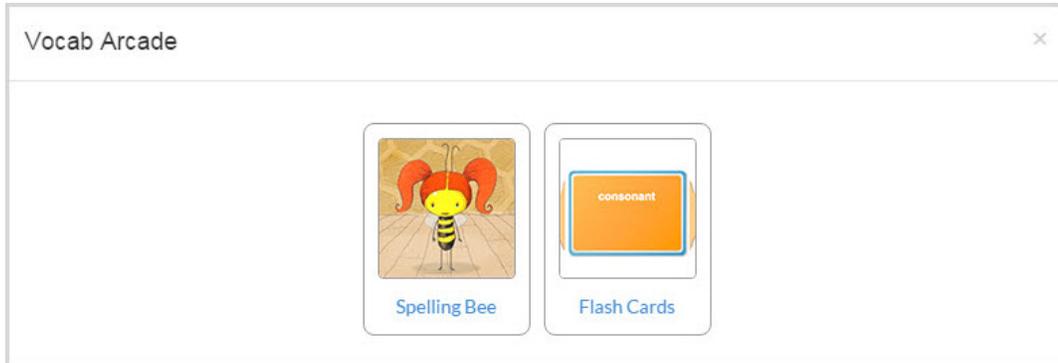
The Transcript window opens showing the text of the multimedia file.



2. To close the Transcript window, click the **Show Transcript** button again.

Use vocabulary and spelling activities

1. Click the **Vocab Arcade**  button located below the Vocabulary list to use the vocabulary and spelling activities, such as the **Spelling Bee** and **Flash Cards** games. For more information, see ["How to use the Vocab Arcade activities" on the next page.](#)
2. In the window that appears, select the activity.



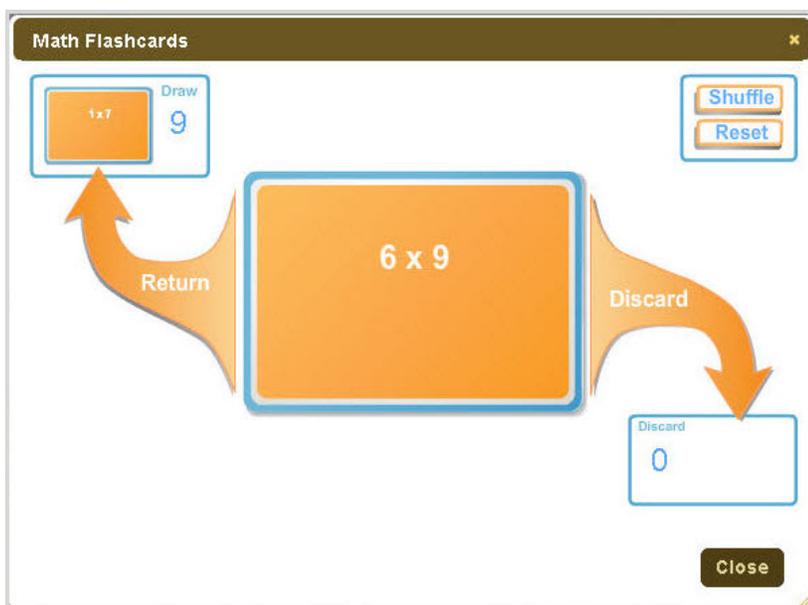
3. Click the **Close [X]** button when you are done and ready to return to your lesson.

How to use the Vocab Arcade activities

Use the Vocab Arcade activities to help you practice and learn.

Test your memory using the Flash Cards game

Use the Flash Cards game to test your memory. All flash card games work the same way no matter the type of lesson, such as a math lesson or spelling lesson.

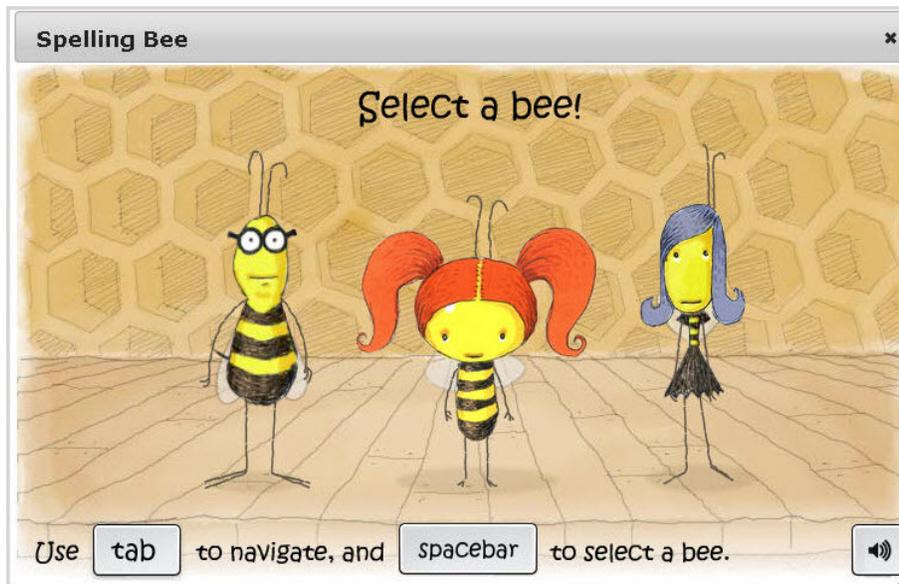


1. Click the **Draw** pile in the top left corner, then click the card when you are ready to check your answer.
2. Click **Discard**, if you are done with the card or **Return** to put it back in the Draw pile.
3. If the Flash Card game has a **Print** link, click the **Print Flash Cards** link to open a printable version of the Flash Cards in your browser. Then, click the Click Here to Print Flash Cards link to open the printer window for your browser. Print as you normally would from your printer.
4. Click the Close **X** when you are finished practicing.

Both of the Geography games and the Times Tables, along with the Vocab Arcade - Flash Cards inside your lessons work this way. For the World Capitals flash cards, you are asked to pick the area of the world.

Practice your vocabulary words using the Spelling Bee game

The Spelling Bee game is available in many lessons. You open it from the Vocab Arcade button.



To play the Spelling Bee:

1. Click **Vocab Arcade**, and then click the **Spelling Bee** icon.
Your lesson becomes inactive so that you cannot see the vocabulary words.
2. Click anywhere on the screen to begin, and then choose a bee.
3. Listen to the pronunciation, and then type the word.
4. Click **Enter** when you are done typing.
5. Once you have correctly spelled all of the words (or are done playing), click the Close **X** at the top of the window. Your lesson becomes active again and you can see the vocabulary words.

View reference information about assignments

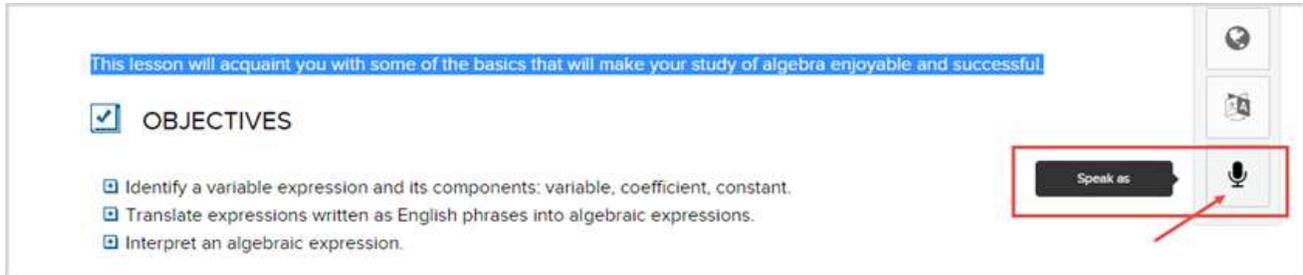
For some assignments, you may be able to see additional reference information.

1. Highlight the text, and then click the **Reference**  tool.
2. If reference information is available it appears in a separate, small window.
3. To close the Reference window, click the **Reference** tool again.

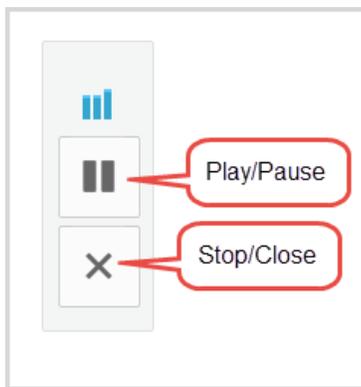
Select a voice to speak the assignment text

If desired, and your computer has audio features, such as speakers, you can highlight assignment text and select a voice to speak the selected assignment text.

1. Highlight the text you want to hear, and then click the **Speak as** tool.



2. From the list of voices, select one.
3. Use the **Play/Pause** tool to play or pause the audio.
4. When finished, click the **Stop/Close** tool.



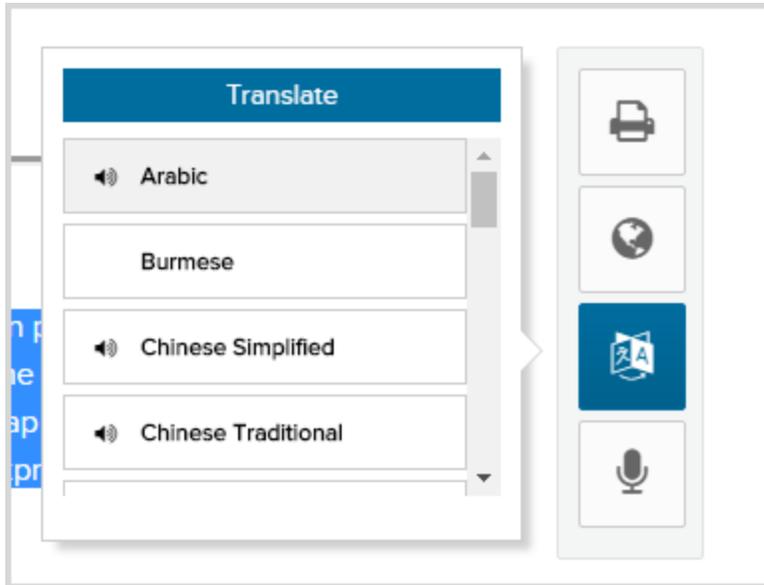
Translate assignment text into a different language

You can translate assignment text into a different language, and for supported languages, hear the translated text being spoken in the selected language. Over 20 languages are available for the text translation. In the language selection list, a speaker with sound waves  symbol next to a language indicates that you can also hear the translated text being spoken in the selected language. Your computer must be audio-capable with speakers or headphones so that you can hear the translated text being spoken. For example, you can select the text of the lesson and view and hear the translation in Spanish.

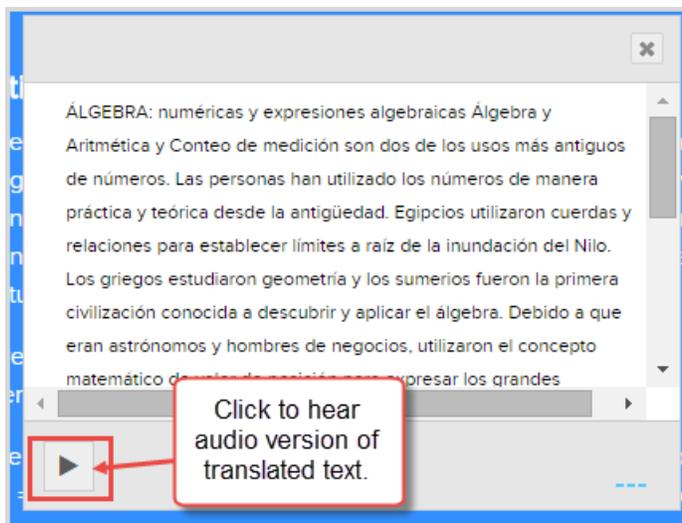


Note: Translated text is limited to 1000 characters at a time. If you highlight more than 1000 characters, a message appears stating that your request has been restricted to the first 1000 characters. For some languages to translate correctly, your computer's browser must have the fonts installed to support the translated text. For example, for Burmese, depending on your browser, you may need to download and install the Zawgyi-One Burmese Unicode font. The speaker with sound waves  symbol may appear a bit different depending on the installed fonts and browser.

1. Highlight the text, up to 1,000 characters, that you want to translate.
2. Click the **Translate**  tool to open the language list. Scroll the list to select a language.



The translated text appears in a separate page.

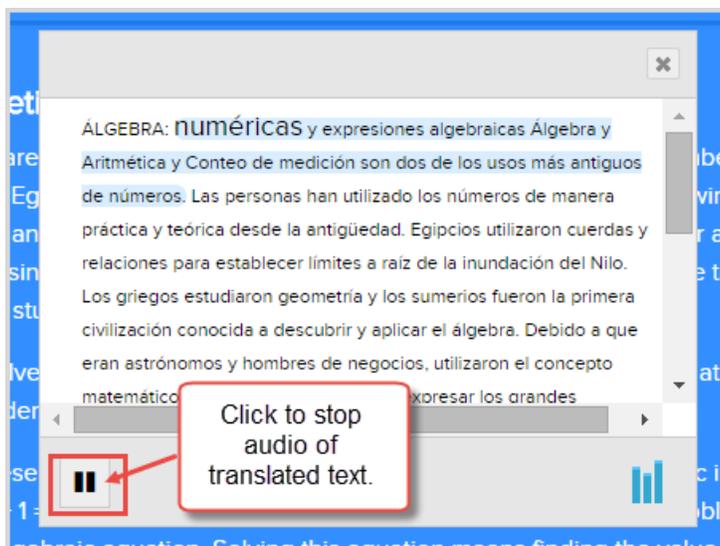


3. If necessary, use the window scroll bars to see the text.
4. To listen to an audio version of the translated text being spoken, click the **Play** tool located at the bottom left of the translated text window.



Note: For several languages, the audio translation feature does not apply. Those languages that have audio translation are identified with a speaker with sound waves  symbol.

This example shows the Spanish translation of the selected text as the audio plays. The words are highlighted and the current word being spoken is in bold text.

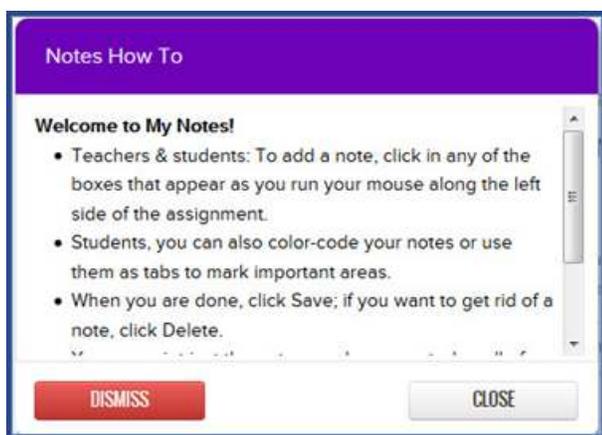


5. To stop the audio player, click the **Stop** tool.
6. You can continue selecting languages from the list and listening to the audio versions of the translated text.
7. To close the translation window, click the Close [X].
8. To exit the translation tool, click the **Translate**  tool again.

Write and read notes for assignments

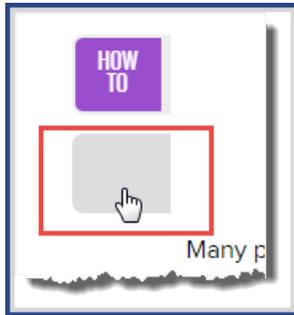
If you have permission, you can enter notes while you are working on lessons and projects. The Notes area is to the left of the lesson content. You can create multiple notes for each assignment. You are able to enter up to 1000 characters for each note. A good idea is to save a blank note as a tab to remind you of an important part of the lesson you need to study. Your teachers may leave notes for you to read for the assignment as well.

- Click the **How To** button to see an explanation of how to enter and save notes in your lesson.



To add a note to an assignment:

1. Under the **How To** button, move the cursor down until you see a blank gray box as shown here.

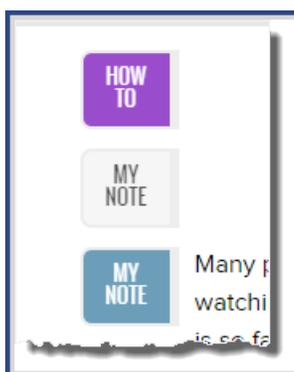


2. Click the gray box to enter your note.



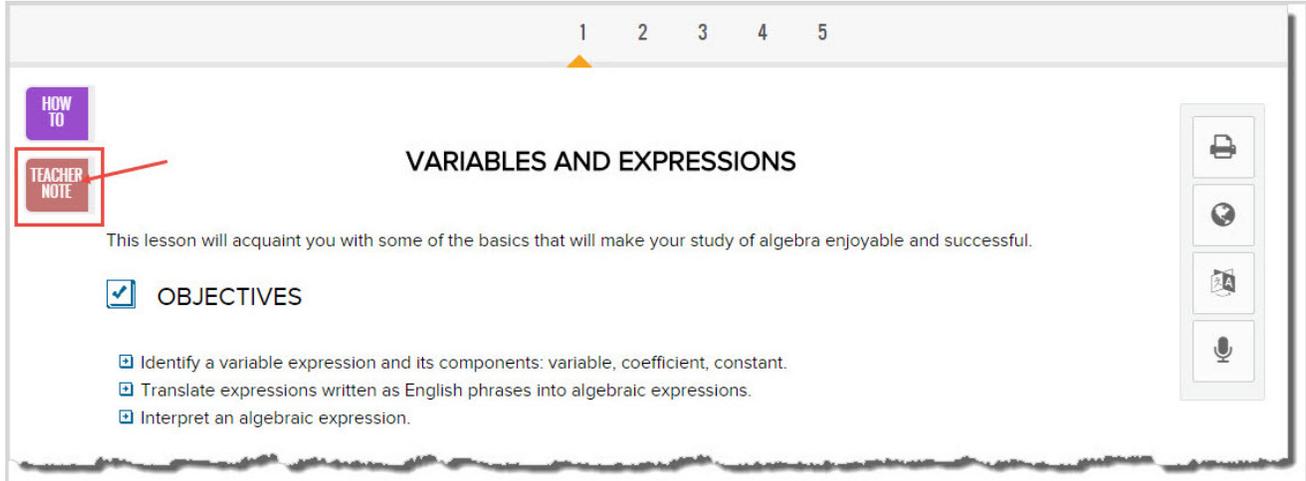
You can choose to color-code your notes.

3. Click **Save** to save your note. Each note you enter appears as a note button below the **How To** button as shown in this example.



To read a teacher's note:

1. If you see a **Teacher Note** button below the **How To** button, click it to read the note from the teacher.



1 2 3 4 5

HOW TO

TEACHER NOTE

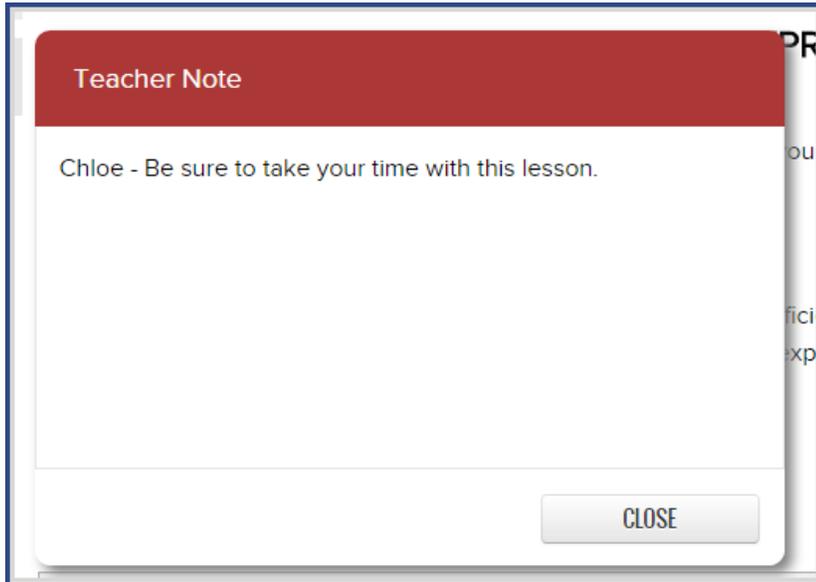
VARIABLES AND EXPRESSIONS

This lesson will acquaint you with some of the basics that will make your study of algebra enjoyable and successful.

OBJECTIVES

- Identify a variable expression and its components: variable, coefficient, constant.
- Translate expressions written as English phrases into algebraic expressions.
- Interpret an algebraic expression.

The note from your teacher appears in separate window.



Teacher Note

Chloe - Be sure to take your time with this lesson.

CLOSE

- When finished, click the **Close** button to return to your assignment.

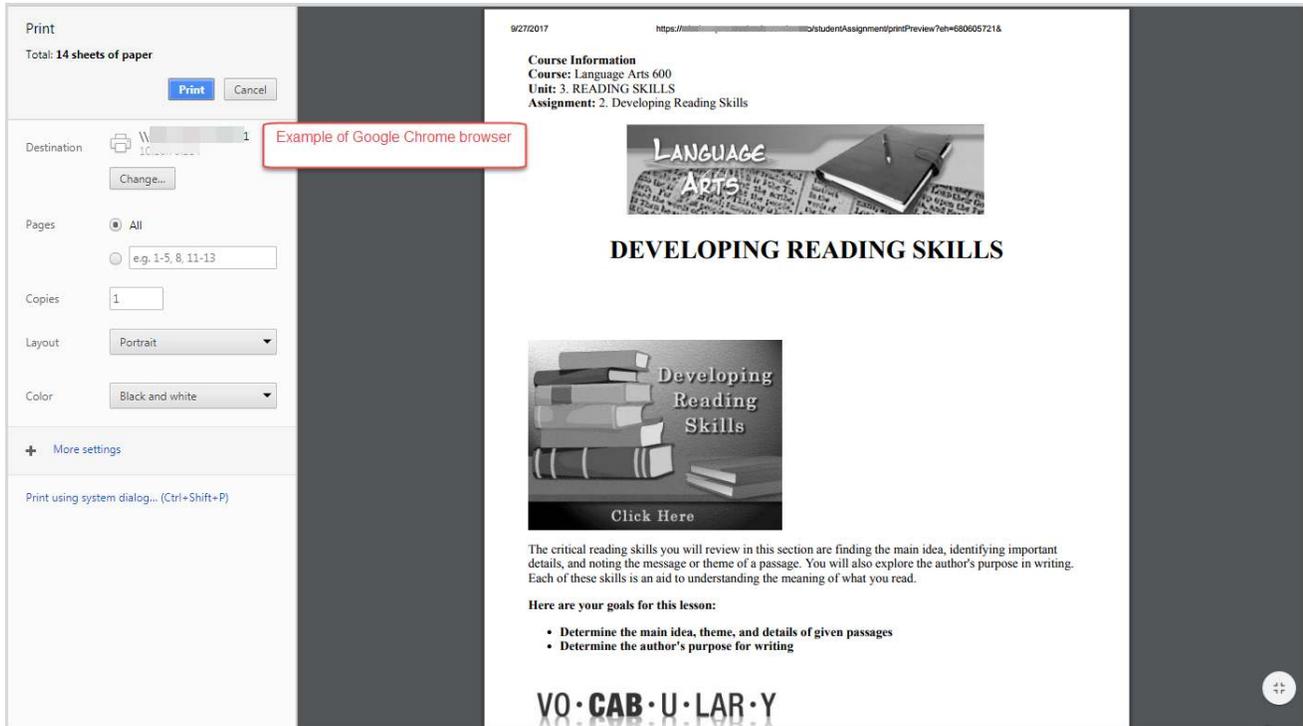
Print assignments and notes

You can print assignment text and any notes written by you and the teacher for the assignment. To print, you need to make sure the computer or device you are using has been set up for a printer and where the printer is located. In some situations, the computer or device may be able to save a print job as a PDF. These steps explain how to print using a printer.

- Click the **Print**  tool on the toolbar located to the right of the lesson content.
- Select **Assignment - Print This Assignment**.

The assignment content opens in a separate browser window.

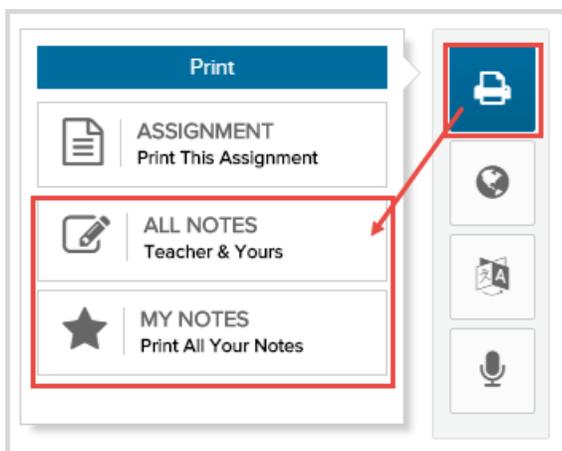
- Right-click and select **Print**, or press **Ctrl + p** to open the browser's **Print** function and preview what the assignment will look like when printed. See the example below for printing using Google Chrome browser.



4. Click **Print**.

You can print all notes, including your teacher's and just your notes.

1. Click the **Print**  tool on the toolbar located to the right of the lesson content.
2. Select to print **All Notes** or just your notes (**My Notes**).



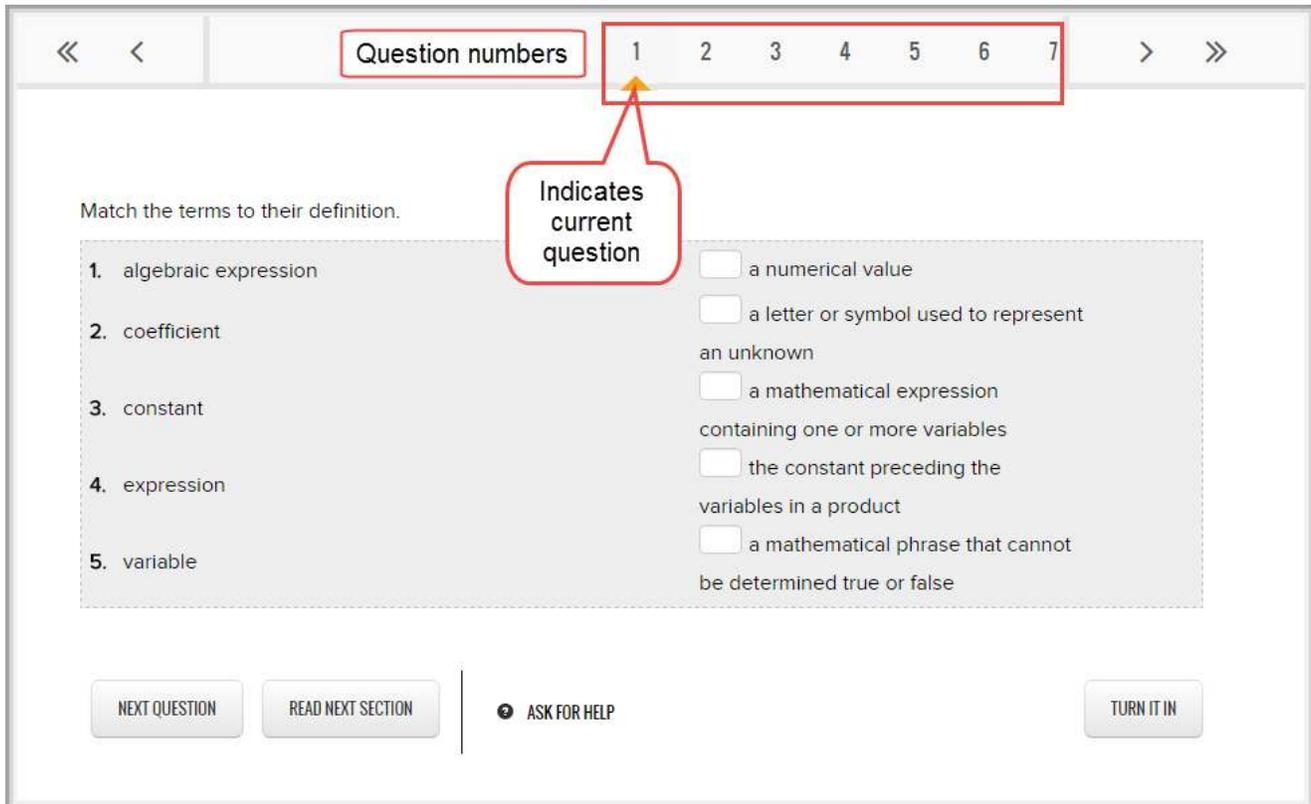
The note content opens in a separate browser window.

3. Right-click and select **Print**, or press **Ctrl + p** to open the browser's **Print** function and preview what the notes will look like when printed. Click **Print**.

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Answer assignment questions and then view your results

When you click the **Work On Questions** button in an assignment, you see a page similar to the one below. Question numbers are displayed below the main nav bar. An arrow indicates which question is currently displayed.



Ignitia uses a variety of question types in your assignments. Many question types are set up to be automatically graded by the system, but some require your teacher to grade them. For more information about the question types and how to complete them, see ["Question types" on page 46](#).



Note: Some lessons may have questions that require an essay as the answer. For more information about completing work on essays, see ["Open and work on projects and essays" on page 49](#).

You can return to the lesson content at any time by clicking the **Section** indicator/button on the main nav bar.



Answer questions and turn in assignment for grading

The process to answer questions and turn in the assignment for grading is fairly easy. You can answer the questions in numerical order or you can choose to answer any question. For foreign language courses, such as French, see ["Work on foreign language courses" on page 45](#), to learn how to enter foreign characters in your answer.



1. Enter your answer, and then click the **Next Question** button. This action saves your answer and advances to the next question. When that next question is associated with a new section, the Section indicator on the main nav bar changes so that you know the section that contains the answer.



Additionally, a **Read Next Section** button appears beside the **Next Question** button.



2. Click **Read Next Section** to read the next section so that you can answer questions associated with that section. Or, click **Next Question** to proceed to the next question.
3. If you have difficulty answering a question, click the **Ask For Help**  button below each question. Send your teacher a message about the issue you are having. Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!
4. When you answer the last question, the **Submit Answer** button appears.

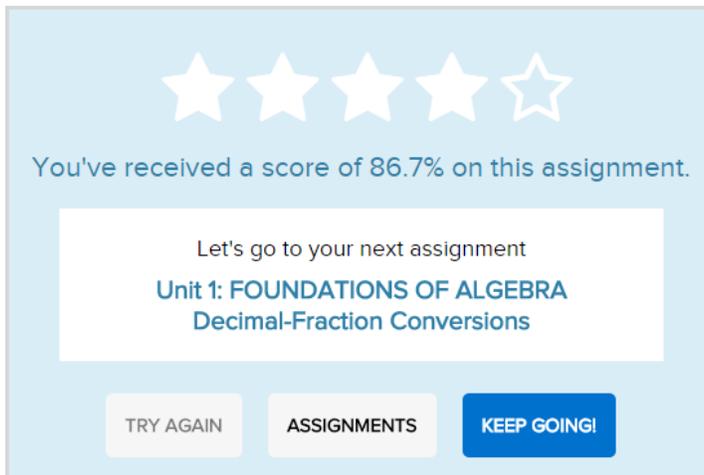


5. When you click it, you are asked if you want to turn in the assignment for grading.
 - Click **Yes, Please** to submit it.
 - Click **No, Thank You** to review your answers before submitting the lesson.



You can also click the **Turn It In** button at any time you are ready to submit the lesson for grading.

Unless the assignment contains a question requiring teacher grading, your score is displayed when you submit the lesson.

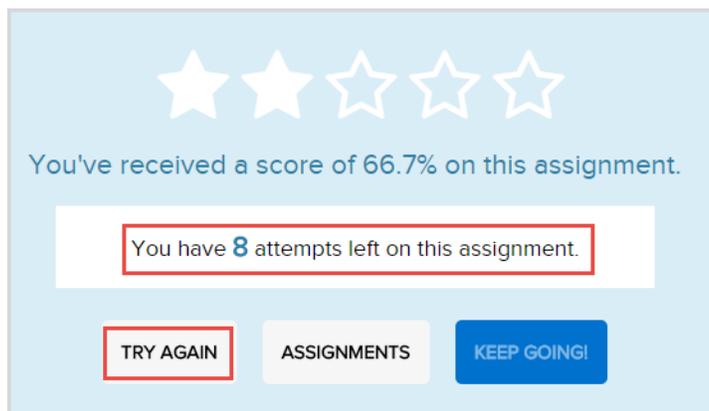


Five stars are shown at the top, with the fifth star being hollow. Below them, the text reads: "You've received a score of 86.7% on this assignment." In the center, a white box contains the text: "Let's go to your next assignment" followed by "Unit 1: FOUNDATIONS OF ALGEBRA" and "Decimal-Fraction Conversions". At the bottom, there are three buttons: "TRY AGAIN" (disabled), "ASSIGNMENTS" (disabled), and "KEEP GOING!" (active).

6. If your grade was a passing grade based on the threshold set, click **Keep Going** to go to the next assignment in the unit, or click **Assignments** to return to your **Assignments** page to work on another assignment.



Tip: If you did not achieve a passing grade on the assignment, you might have the option to attempt the questions again. If additional attempts are indicated, and the **Try Again** button is active (available), click it to return to the assignment.



Five stars are shown at the top, with the last three stars being hollow. Below them, the text reads: "You've received a score of 66.7% on this assignment." In the center, a white box contains the text: "You have 8 attempts left on this assignment." At the bottom, there are three buttons: "TRY AGAIN" (active), "ASSIGNMENTS" (disabled), and "KEEP GOING!" (disabled).

Review results of answered questions

Depending on how your school permission to see correct and incorrect answers is set up, you may be able to review the results of answered questions.

1. Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
2. For the course, click the **Next** arrow to proceed to the **Units** page.
3. For the unit, click the **Next** arrow to proceed to the **Assignments** page.
4. For the graded assignment, click the **Go To** arrow.

UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE					
Due	Type	Title	Submitted Date	Graded Date	Score	Status	
	R	1. Course Overview	--	--	N/A	Assigned	→
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded	→
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded	→
07/17/2018	P	4. Project: Characteristics of Life	--	--	--	Assigned	→
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned	⊘

5. On the main nav bar, click the **Question** button.

Below the main nav bar, completed questions are color-coded so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



- **Green** check mark indicates the answer to this question is correct.
- **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

Questions that required teacher grading will not show any results until the teacher has manually graded it.

If your school has set up the permission, you may also see the answer key for completed assignments.

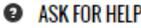
6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to Hide Answers.

Which of the following expressions represents "the difference of 8 and n"?

n - 8
 8 - n
 -8n




7. Continue selecting questions to view the answers.
8. To hide the answer key, click the **Hide Answers** button.

Work on foreign language courses

Foreign language courses use characters you don't see on your keyboard. The table below shows you how to get the characters you need to complete your foreign language assignments.



Tip: Print this page and keep it by your keyboard until you learn the codes.

- To use the characters, press the left **ALT** key and hold it down while you type the keys on the **Number Pad** of your keyboard to get the character in the left-hand column. You see the character when you release the **ALT** key.
- Using a laptop - Hold down the **Fn** and **ALT** keys and type the numbers.



Tip: Some characters have more than one number code. You can use either number.

Character	ALT Key + Number
á	160 or 0225
é	130 or 0233
í	161 or 0237
ó	162 or 0243
ú	163 or 0250
Á	0193
É	0201
Í	0205
¿	168 or 0191

Character	ALT Key + Number
Ñ	165 or 0209
ñ	164 or 0241
Ü	154 or 0220
ü	129 or 0525
Ú	0218
Ó	0211
ì	173 or 0161
$\frac{1}{4}$	172
$\frac{1}{2}$	171
°	167

Question types

Ignitia uses a variety of question types in your lessons, quizzes, and tests. Many question types are set up to be automatically graded by the system, but some, such as essay types, require your teacher to grade them. This section explains the question types that can be automatically graded by the system.

Matching questions

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the other column.

Match the terms to their definition.

1. algebraic expression	<input type="checkbox"/> a numerical value
2. coefficient	<input type="checkbox"/> a letter or symbol used to represent an unknown
3. constant	<input type="checkbox"/> a mathematical expression containing one or more variables
4. expression	<input type="checkbox"/> the constant preceding the variables in a product
5. variable	<input type="checkbox"/> a mathematical phrase that cannot be determined true or false

Multiple Choice

Multiple choice questions can have one or more choices per question. Click the radio button next to your answer choice. Make sure you have read the question or instructions carefully.

Multiple Select

Which of the following expressions represents "twelve diminished by six times a number"?

- 12 - 6n
- 6n - 12
- 12n - 6

Multiple Select

Multiple select questions offer a number of choices per question. Click the check box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

Which are reasons why slavery was not as important in the North as in the South?

- the availability of immigrant labor
- lower profits
- less interest in money
- less interest in chivalry

Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

The North was a(n) society and the South was a(n) society

Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Click the arrow beside the blue box and select the answer you believe is correct. Make sure it displays in the answer field.

True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. Select the radio button next to your choice.

Quotation marks are used to set apart the exact words of someone speaking.

- True
- False

Graphic Multiple Choice

Graphic Multiple Choice questions work like Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you display when you submit the assignment is the one that is graded.

Layered Text Boxes

Layered Text questions are much like Fill-in-the-Blank questions. Simply enter your answer in the green text box and tab to the next green text box. You most often see them in math problems, where tabbing to the next text box you should fill in, is helpful.

Drag And Drop

This type of question is used to label graphics or set up math equations. You click the item in the list below the graphic to select it, then holding your mouse button down, drag the item to the location where it is to be placed, and release your mouse button. To move an item already in place to another spot, just click and drag it from one location to the other. If you want to clear an item you have already placed, drag it to the **Start Over** trash can. You can also click the trash can to clear all of the items you already placed. To clear only one item, drag the new item over the one you want to replace.

Open and work on projects and essays

For projects and essays, you are expected to develop a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons. Projects typically have longer due dates than lessons, so you can save any work and go back later to finish your effort and then turn it in for grading.

Any time you do a project or essay, unless your teacher has instructed you to use a specific application, the assignment can be created using other external applications, such as Microsoft® Office applications, Notepad, Wordpad, and other spreadsheets, videos, and audio files. Once you create your file, you can upload the file to Ignitia. See ["Upload files for essays and projects" on the next page](#).

If the essay or paragraph requires 125 words or more, and the Writer tools are available to you, you can use these Writer tools to check your work. See ["Use Writer tools to check your work" on page 51](#).



Note: Writer tools will not work for files you have uploaded. If you want to use Writer to check your work on an essay or paragraph, copy the text from the external application, and then paste the text into the text box.

Open and work on projects or essays

You open a project assignment the same way that you open a lesson assignment. For an essay, typically, an essay may be found in a lesson assignment as a requirement to answer a question.

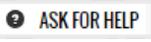
1. To open a project assignment, on the **Learn > Assignments** page, click the Project assignment bar or click the **Go To**  arrow. A project is easy to identify because it has the  symbol and may include the word "Project" in the assignment title.



Or, if the essay is in a Lesson, open the Lesson.

2. For a project (or essay), read the assignment directions, guidelines, and requirements. You can use the student tools to:
 - Hear assignment text read out loud. See ["Select a voice to speak the assignment text" on page 33](#).
 - View and hear translation of assignment text in a different language. See ["Translate assignment text into a different language" on page 34](#).
 - If available, view reference information for the assignment. See ["View reference information about assignments" on page 33](#).
 - Write a note to the teacher or read the teacher's note (if there is one) for the assignment. See ["Write and read notes for assignments" on page 36](#).
 - Print the assignment text and any notes. See ["Print assignments and notes" on page 38](#).



3. When you are ready to work on the project or essay, click the **Work On Questions** button.
4. You can enter the project or essay answer text into the provided text box, or you can upload a file that contains your project work or essay answer. See "[Upload files for essays and projects](#)" below.
5. If available, use the **Writer** tools to check your spelling, grammar, and scoring elements in your work. See "[Use Writer tools to check your work](#)" on the facing page.
6. For a project, to have your teacher review a draft of your work, click the **Submit Answer** button. If a message appears asking if you want to turn the assignment in, click **No**. The draft work is saved. You can message your teacher to review your work. Just click the **Ask For Help**  button and send him/her a message. See "[Message teachers for help with assignment questions](#)" on page 29.
7. When you feel the project or essay is complete and ready for grading by your teacher, click the **Turn It In** button.

Upload files for essays and projects

You may have completed your work on the project or essay using an external application. Or, you have an attachment for the project or essay that you want to include as part of your answer. The accepted file size to upload is limited to 10 MB and allowed file types are:

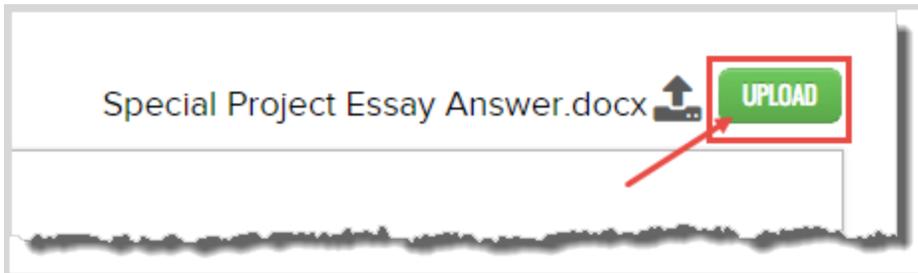
File type	External application
.csv	Text-based application, such as Wordpad or Notepad or Microsoft Excel lets you save files as .csv types
.doc or .docx	Microsoft Word
.pdf	Adobe Reader
.xls or .xlsx	Microsoft Excel
.txt	Text-based application, such as Wordpad or Notepad
.rtf	Microsoft Word
.ppt or .pptx	Microsoft PowerPoint
.odf, odt,, .ods, or .odp	Open Office
.mdb	Microsoft Access
.accdb	Microsoft Access
.pub	Microsoft Publisher
.jpg or .jpeg	Image applications

You can upload the file so that your teacher can download it to grade your work. If you have uploaded the file in error, you can delete it before submitting the assignment for grading.

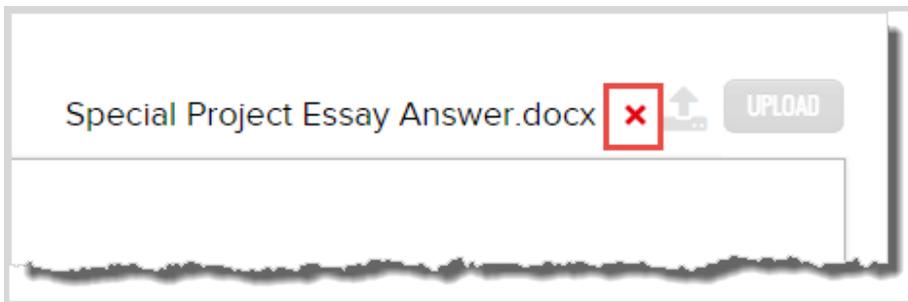
1. To upload a file while working on the project or essay, click the **Choose a file** button.



2. Click the **Upload** button to upload the file.



A confirmation message briefly appears stating that the upload was complete. A Delete red X now appears next to the file name.



3. To remove the uploaded file, click the red X.

Use Writer tools to check your work

You can use the Writer tools to check your project or essay text.



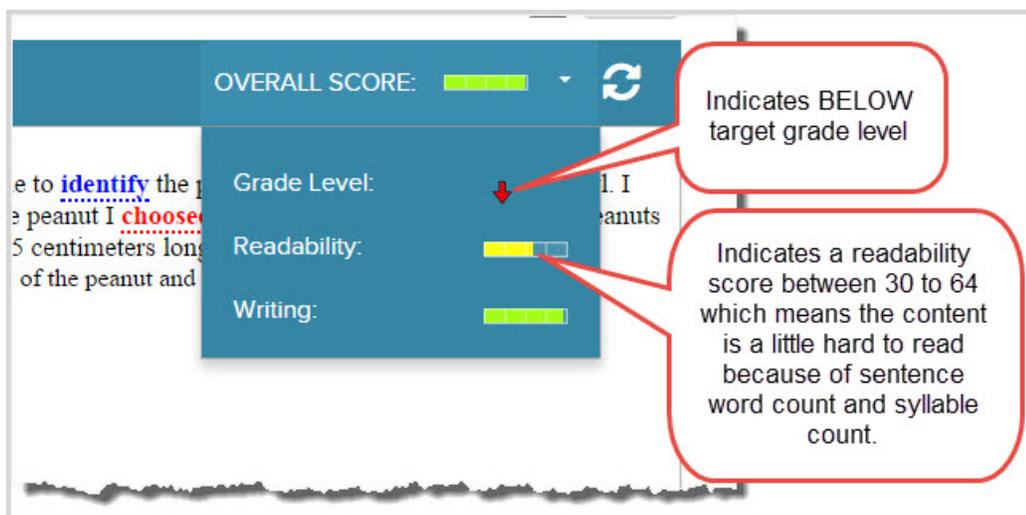
Note: Writer tools will not work for files you have uploaded. If you want to use Writer to check your work on an essay or paragraph, copy the text from the external application, and then paste the text into the text box.

1. Type your project or essay in the text area, just below the **Writer** toolbar. Or, if you have an external file that contains the essay or project text, open the file, copy the text to the clipboard, and paste it (using CTRL + v) into the text area.
2. Click the **Refresh**  tool to save your work and display the **Word Count** and the **Overall Score** indicator (if the assignment has the word count and/or target grade level defined).



Refreshing your work does NOT submit the assignment for grading, but it does display spelling errors (in red text) and grammar suggestions (in blue text). Refreshing also saves your work.

- If spelling and grammar suggestions appear, to see the available options, right-click the red or blue text. See "[Writer Spelling errors options and Grammar suggestions](#)" below.
- To see the additional Overall Score indicators for Grade Level, Readability, Topic Agreement, and Writing (if available for the assignment), click the small arrow to the right of **Overall Score** indicator bar as shown in this example. Only the available indicators appear. See "[What the Overall Score elements mean](#)" on page 56.



Note: Writer Scoring elements are disabled for assignments that do not have a target word count and/or target grade level defined in the assignment. If the Writer tool looks like the example below, this means only the spelling and grammar tools will work.



You can see if you are writing to the expected grade level and if the essay is readable. You can also see if what has been written is in agreement with the topic assigned and if the overall writing structure is appropriate to your grade level.

- If desired, edit your work and click the **Refresh**  tool again as often as needed.

Each time you click the **Refresh**  tool, you can see if there has been any improvement in your scores based on your edits. You can do this as many times as necessary.



Tip: To get feedback from the teacher while the assignment is in progress, you can click the **Submit Answer** button (but not turn the assignment in just yet), and then click the **Ask For Help** button to ask the teacher to review what you have written before submitting it for a final score.

- When the assignment is finished and ready to be graded by your teacher, click the **Turn It In** button.

Writer Spelling errors options and Grammar suggestions

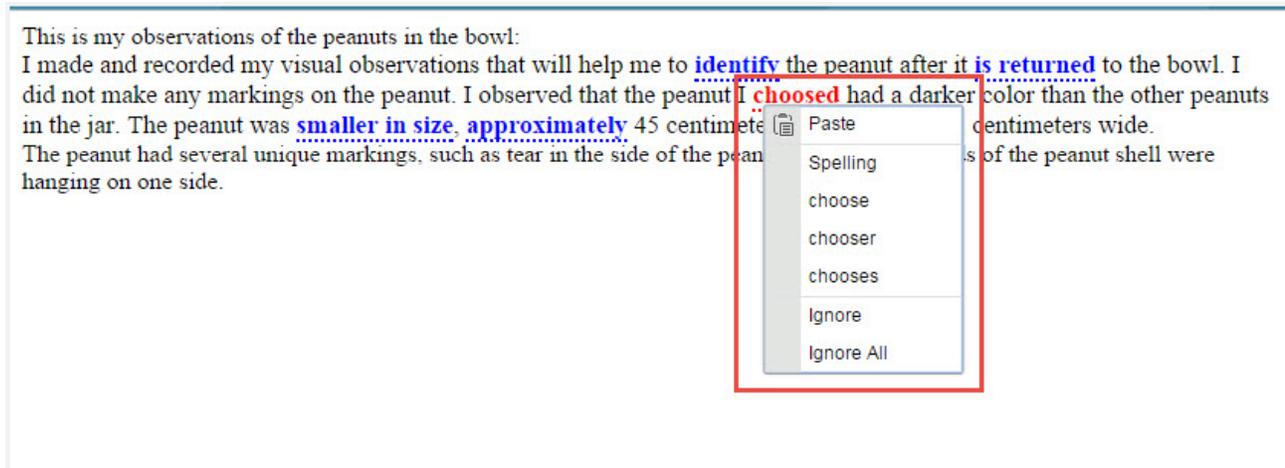
You are presented with several options for both spelling errors and grammar suggestions. It is suggested that you should address all of the spelling errors and grammar suggestions before turning the assignment in.



Spelling errors options

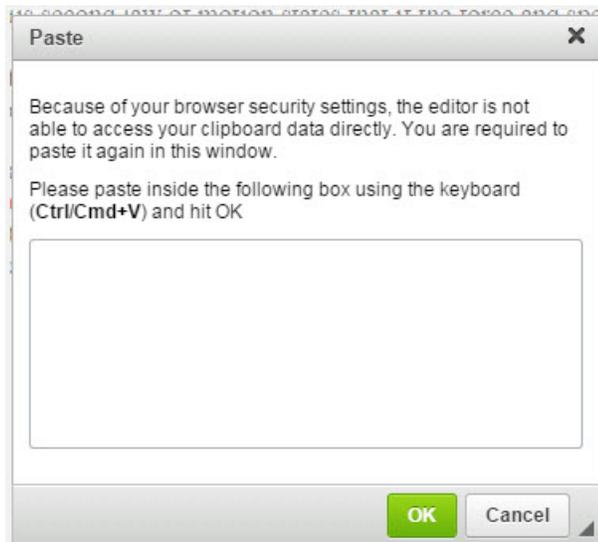
Spelling errors appear in-line as red text.

1. Right-click the red text to see a list of suggested alternatives, such as suggested spellings of the word, and the option to ignore the suggestion as shown in this example.



Spelling options are:

- **Paste** - Pastes text you enter or have copied to your clipboard in the text box to replace the word.



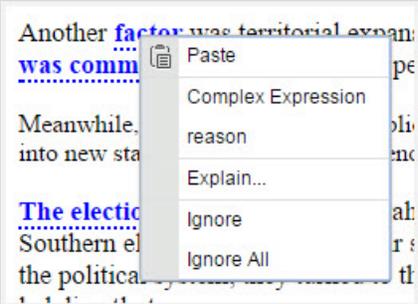
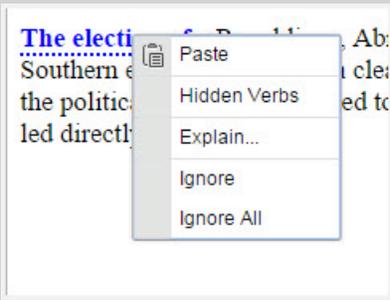
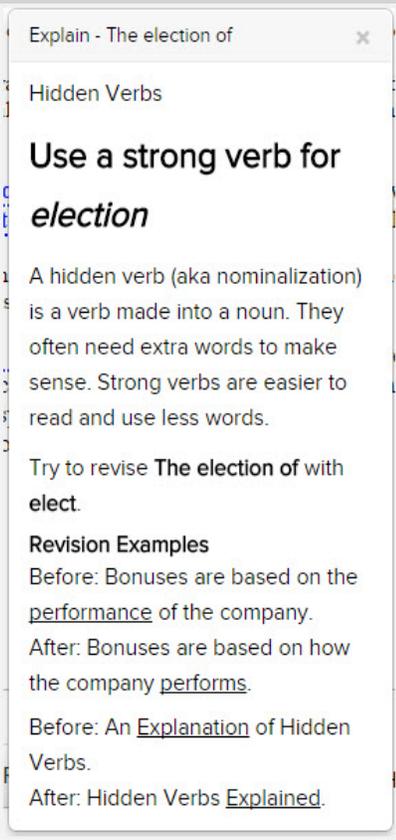
- **Spelling** - provides suggested words to replace the misspelled word. Select the word from the suggested list.
- **Ignore** and **Ignore All** - Keeps the word as spelled, removes the red in-line from the text, and does not check the word again when the **Refresh**  tool, is clicked *unless* another misspelled word is found.

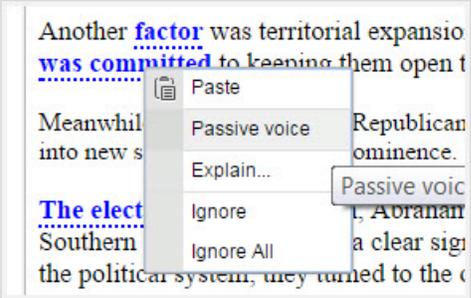
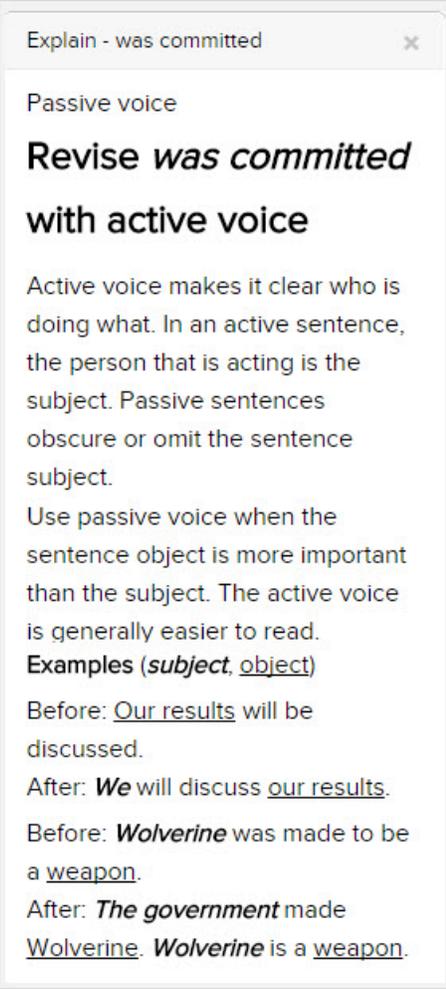
2. To close the list, select an option from the list.

Grammar suggestions

Several grammar suggestions are available based on rules of complexity, hidden verbs, and passive voice. Grammar suggestions appears in-line as blue text.

1. Right-click a blue grammar suggestion to display the grammar rule.
2. Select the **Explain** option for the rule to see an explanation of the rule and an example of a correction appears as shown in the following table.

Rule	What the student sees...	Explanation and example
<p>Complex expression</p>		
<p>Hidden verbs</p>		

Rule	What the student sees...	Explanation and example
Passive voice		

The **Paste**, **Ignore**, and **Ignore All** options work the same way as the Spelling options as described in "Spelling errors options" on page 53.

- To close the list, select an option from the list.

What the Overall Score elements mean

Several scoring elements are used in calculating the Overall Score: **Grade Level**, **Readability**, **Topic Agreement**, and **Writing**. These scoring elements are represented as graphical, colored indicators to the student (and teacher).



Element	Description
Grade Level	<p>The Actual grade level is calculated by measuring average sentence length (number of words in the sentence) and average number of syllables per word to produce a score that roughly equates to a US grade level. The Target Grade Level is defined in the assignment, but is not visible to you.</p> <p>The color and position of the Grade Level arrow indicates the difference of the Actual Grade Level to the Target Grade Level:</p> <ul style="list-style-type: none"> • Super green arrow [↑] pointing upwards means the Actual Grade Level is at least Two grade levels above the Target Grade Level. • Green arrow [↑] pointing upwards means the Actual Grade Level is above the Target Grade Level. • Yellow arrow [↑] pointing upwards means the Actual Grade Level is at the Target Grade Level. • Red arrow [↓] pointing downwards means the Actual Grade Level is below the Target Grade Level.
Readability	<p>Calculated by measuring how easy a text is to read using factors such as sentence length and number of syllables per word and assigning numbers to the factors. The weighted ratios of these numbers are combined and then reduced to a single number in a 0.0 - 100.0 scale, with 100.0 being the highest possible readability score.</p> <p>Colors in a progress bar meter are used to indicate the readability of the assignment based on the Readability score:</p> <ul style="list-style-type: none"> • Green indicates the score is between 65 to 100. This means the content is very easy to read and understand, average sentence < 15 words long, and the average word is two syllables or less. • Yellow indicates the score is between 30 to 64. This means the content is a little hard to read and understand, average sentence = 25 words long, and the average word is two syllables or more. • Red indicates the score is below 30. This means the content is very hard to read and understand, average sentence is > 30 words long, and the average word has more than two syllables.
Topic Agreement	<p>Checks your writing assignment against the Topic Word List to compare words, word stems, and word synonyms used in the essay. As each word, stem, and synonym is found, it is "checked off" the Topic Word list as found. If 3 of 4 words are found in the Topic Word List, the Topic Agreement score would be 75%. You may not see a topic word list. Not all assignments have them.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the score is between 75 and 100. • Yellow indicates the score is between 50 to 74.

Element	Description
	<ul style="list-style-type: none"> • Orange indicates the score is between 25 to 49. • Red indicates the score is between 0 to 24.
Writing	<p>Calculated using the Readability metric and the Actual Grade Level metric.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the score is between 75 and 100. • Yellow indicates the score is between 50 to 74. • Orange indicates the score is between 25 to 49. • Red indicates the score is between 0 to 24.
Overall Score	<p>Computed as the average of the Writing Score plus a Spelling score that is not visible to you. If you correct all perceived spelling errors (those indicated by the red text), typically the Spelling score would be 100. If you do not correct perceived spelling errors, the Spelling score drops in value from 100.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the Overall score is 75 to 100. • Yellow indicates the Overall score is 50 to 74. • Orange indicates the Overall score is 25 to 49. • Red indicates the Overall score is 0 to 24.

Prepare for and take quizzes and tests

Ignitia lets you review your work in completed lessons and projects so that you can prepare for and then take quizzes and tests. Quizzes and tests must be completed once started. You are notified of this requirement when you select the quiz or test in your current Assignments list.



Note: If you stop interacting with the quiz or test, an inactivity timer appears after 25 minutes and if you do not respond, the quiz or test gets locked by the system. However, if you stop interacting with a quiz or test **and open another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes. When you attempt the quiz or test again, after either situation occurred, you can request an unlock by your teacher. Quizzes and tests are not like lessons and projects where you can save your work and come back later. Typically, quizzes and tests have one attempt to complete the questions. If not completed and turned in, a system lock occurs. Once your teacher unlocks the quiz or test, you continue with the same attempt.

Quizzes and tests must be completed once started.

Attempt: 1 of 1

NOT AT THE MOMENT

I'M READY

- If you are ready and have the time to take the quiz or test, click **I'm Ready**.
- Otherwise, if you do not have the time or are not ready, click **Not At The Moment**.

Review your work before beginning quizzes or tests

When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. You can go back to your completed lessons to review and study.

1. Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
2. On the **Courses** page, click the subject to go to the units.
3. Click the unit to go to the assignments.
4. Click a completed assignment. You know a completed assignment because it shows a **Graded Date**, a **Score** and **Graded** status.



UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE					
Due	Type	Title	Submitted Date	Graded Date	Score	Status	
	R	1. Course Overview	--	--	N/A	Assigned	→
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded	→
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded	→
07/17/2018	P	4. Project: Characteristics of Life	--	--	--	Assigned	→
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned	⊘

5. You see the lesson material. To review the questions, on the functional toolbar, click the **Question** button.

Below the main nav bar, completed questions are color-coded so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



- **Green** check mark indicates the answer to this question is correct.
- **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

If your school has set up the permission, you may also see the answer key for completed assignments.

6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.

Which of the following expressions represents "the difference of 8 and n"?

n - 8
 8 - n
 -8n

ASK FOR HELP HIDE ANSWERS

7. Continue selecting questions to view the answers.
 8. To hide the answer key, click the **Hide Answers** button.
 9. To also help you study, you can print the lesson material and make a study guide. See ["Print assignments and notes" on page 38](#).
 10. To review another completed lesson in the course, on the toolbar, click the **Courses** button, and then click the **Back** arrow (located at the top) to see all the assignments. Click the completed assignment, and then click the **Question** button.
- Or, if you are ready, take the quiz or test. See ["Open quizzes or tests and answer the questions" below](#).

Open quizzes or tests and answer the questions

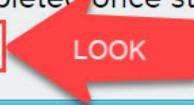
When you open a quiz or test, it may have an introduction page that explains something about the quiz or test.

1. Click **Learn**, and on your **Assignments** page, click the **Go To**  arrow for the quiz or test.

06/18/2018  4. Quiz 1: Mapping the Earth -- -- -- Assigned 

A message appears stating that quizzes and tests must be completed once started. **IMPORTANT:** Be sure to take notice of the number of attempts you have for the quiz or test.

Quizzes and tests must be completed once started.

Attempt: 1 of 1 



Note: If you have already attempted the quiz or test, maybe you accidentally logged off during taking it or did not finish it, you are informed that the quiz or test is locked. See ["Request unlock of quizzes or tests"](#) below.

2. If you feel you are ready to complete the quiz or test in one sitting, click the **I'm Ready** button to open the quiz or test. Or, if you feel that you need to study for the quiz or test, click the **Not At The Moment** button.

3. Once opened, click the **Work On Questions** button.

You answer quiz or test questions just like you did with lesson questions. For more information, see ["Answer assignment questions and then view your results"](#) on page 41.

4. To move to the next question, click the **Question number** at the top, or click the **Next Question** button.

5. When you are finished, click the **Turn It In** button so that the quiz or test can be graded.

6. You have several options for what to do next:

- To keep working on other assignments, go to your **Assignments** page.
- If your school allows you to view your quiz or test results, click the **Learn** > **Courses** tab and drill into the unit and assignment. See ["Review results of quizzes and tests"](#) on the facing page.
- If you are done with your work, click **Sign Out**.

Request unlock of quizzes or tests

If a quiz or test has already been attempted by you or requires that the teacher unlock it before you start, you may see a notification like the one below.



This Quiz has already been attempted.

Course	Biology
Unit	1. biology: the study of life
Assignment	5. quiz 1: life science

Quizzes and Tests must be completed once started. Only your teacher can unlock this assignment. If you are not ready to submit this assignment, you can request your teacher to reassign it.

REQUEST TO UNLOCK

I'M NOT READY

TURN IT IN

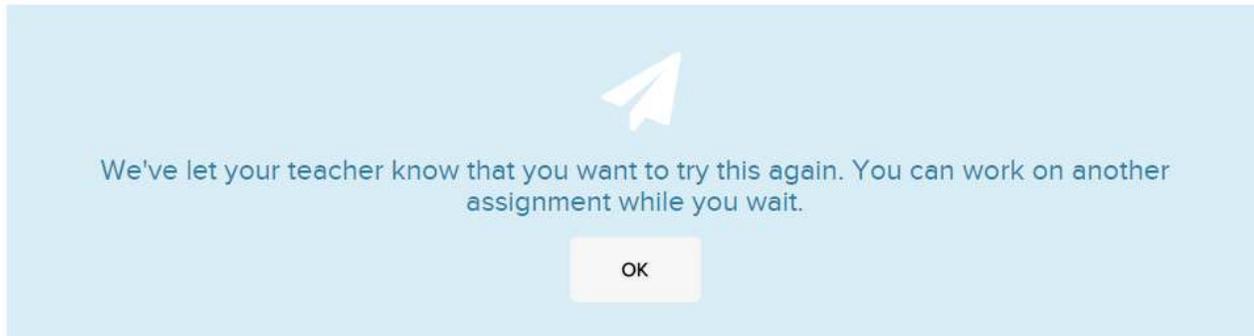
1. To request that the teacher unlock the quiz, and you are ready to take the quiz or test once unlocked, click the **Request to Unlock** button. If you are NOT ready to take the quiz or test and do not need it unlocked at this time, click **I'm Not Ready**.



Note: If you click the **"Turn It In"** button, any questions you answered are graded and that is your grade for the quiz or test. If you haven't answered any questions, you get a 0% grade. If you did not meet the pass threshold and you have additional attempts, you can take the quiz or test again.



- If you requested the unlock, you then get this confirmation message. Click **OK** to close the message and return to your **Assignments** page.



- When the teacher has unlocked the quiz or test, you can successfully open it. See "[Open quizzes or tests and answer the questions](#)" on page 61.

Review results of quizzes and tests

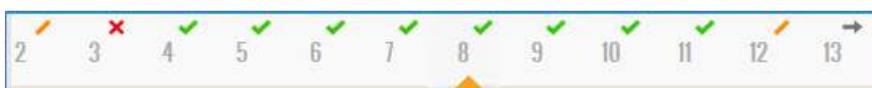
Depending on how your school permission to review graded quizzes and tests is set up, you may be able to review the results of quizzes and tests.

- Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
- For the course, click the **Next** arrow to proceed to the **Units** page.
- For the unit, click the **Next** arrow to proceed to the **Assignments** page.
- For the graded quiz or test, click the **Go To** arrow.

UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE				
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned 
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded 
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded 
07/20/2018 Overdue	P	4. Project: Characteristics of Life	--	--	--	Assigned 
07/20/2018	Q	5. Quiz 1: Life Science	07/23/2018	07/23/2018	62%	Graded 

- On the main nav bar, click the **Question** button.

Below the main nav bar, completed questions are color-coded so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



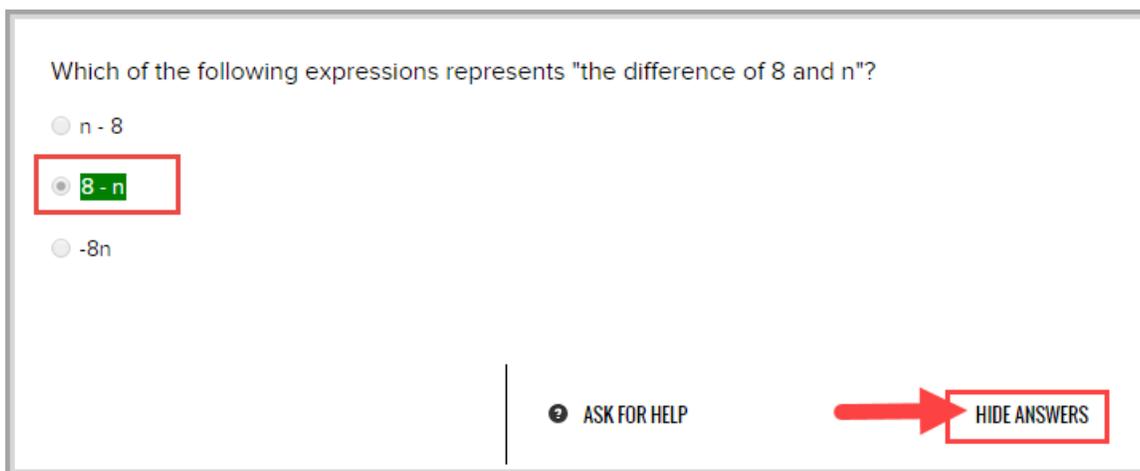
- **Green** check mark indicates the answer to this question is correct.
- **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

If your school has set up the permission, you may also see the answer key for completed quiz and test questions.

6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.



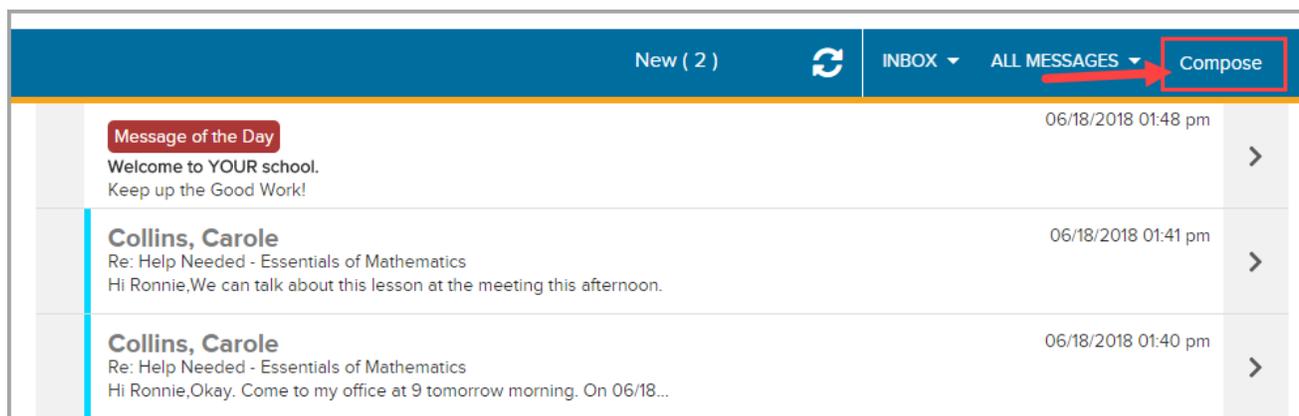
7. Continue selecting questions to view the answers.
8. To hide the answer key, click the **Hide Answers** button.

Communicate with your teachers using Ignitia internal messaging

Ignitia has an internal messaging system so that you can communicate with your teachers:

- To ask for help while you are working on questions for an assignment. See "[Message teachers for help with assignment questions](#)" on page 29.
- To ask for help while you are viewing your **Courses** page, maybe you need assistance from your teacher to help you stay on track with your assignments. See "[Message your teachers for help with courses](#)" on page 18.
- If you also have permission to send person-to-person messages to your teachers, you can write a message to your teacher to set up a time to review your work or maybe to schedule a conference. See "[Write messages to your teachers](#)" on page 67.

You see a **Message**  tool on the toolbar at the top of each page so that you can see the messages from your school admins and your teachers. If you also have permission to *send* messages to your teachers, other than asking for help, when you click the **Message** tool, you see the **Compose** tool on the **Messages** toolbar.

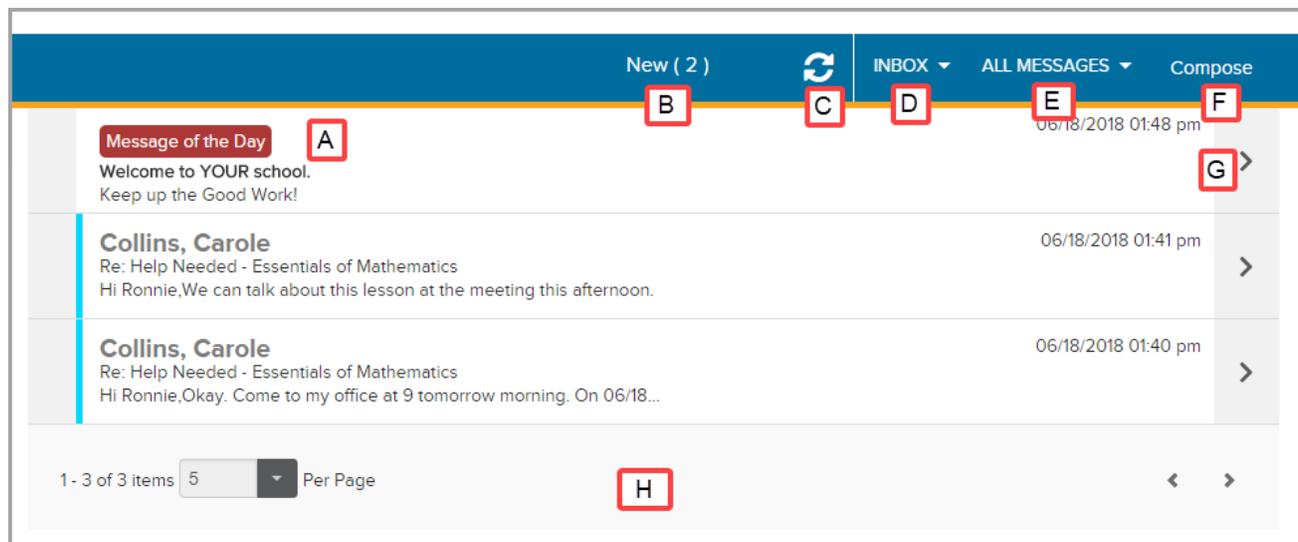


Messages display with the most recent received items at the top.

Messaging system features and tools

The Messaging system has features and tools to help you view and manage your messages.





The screenshot shows an email inbox interface. At the top, there is a blue header bar with the text "New (2)" (labeled B), a refresh icon (labeled C), "INBOX" (labeled D), "ALL MESSAGES" (labeled E), and "Compose" (labeled F). Below the header, the first message is a "Message of the Day" (labeled A) with the text "Welcome to YOUR school. Keep up the Good Work!". The second and third messages are from "Collins, Carole" (labeled G) with subject lines "Re: Help Needed - Essentials of Mathematics". At the bottom, there is a pagination control showing "1 - 3 of 3 items" (labeled H), a dropdown menu set to "5", and "Per Page".

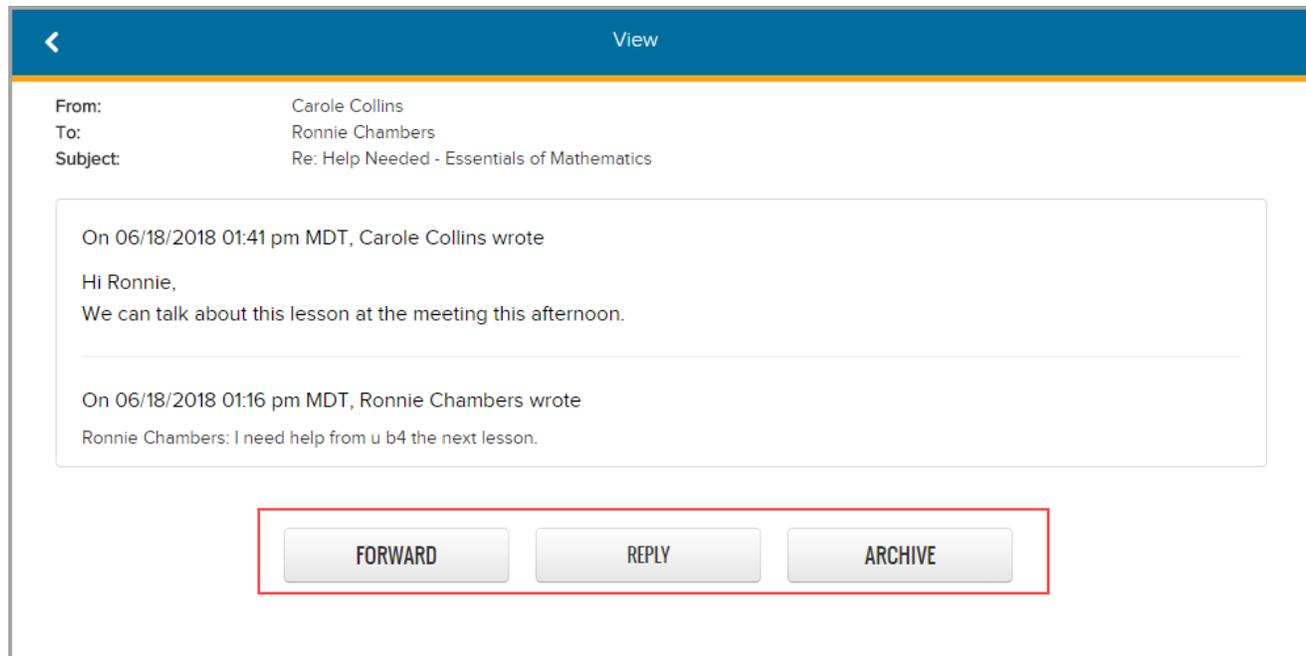
Item	Feature/tool	Description
A	School Message of the day and Welcome message	This is a message posted by your Ignitia administrator at your school.
B	New (0)	Displays the number of Unread (new) messages in your Inbox.
C	Refresh tool	Click the tool to check for new messages.
D	Message box list	Displays the name of message box you are viewing. Click the arrow to change to a different message box (Inbox, Archived, Sent). See " View archived messages " on page 71, and " View your sent messages " on page 69.
E	Message list filter	Displays the contents of the selected message box. Click the arrow to select a different group of messages (All Messages, Unread Messages, Read Messages). See " Filter your messages list " on the facing page.
F	Compose tool	Click it to write a new message to one or more of your assigned teachers. See " Write messages to your teachers " on the facing page.
G	Right arrow	Click the arrow (or the message itself) to move to the next page to read the message and take action on it. See " Read messages " below.
H	Item number and Paging indicators	As the list grows, use the item number and paging controls located at the bottom of the page to view all items. <ul style="list-style-type: none"> From the list, select the number of items you want displayed on the page. Use the paging controls to move forward or backward through the pages or enter the page number.

Read messages

1. On the top toolbar, click the **Message** tool.
2. From the list, click a message to read it.
3. Several buttons appear so that you can take action.



Filter your messages list

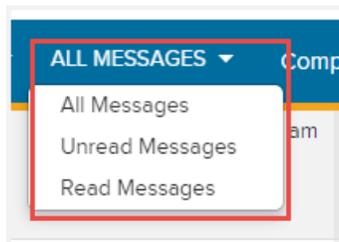


- Click **Forward** to send the entire message to other teachers. See ["Forward messages" on page 71](#).
- Click **Reply** to write and send a reply to the message. See ["Reply to messages" on the next page](#).
- Click **Archive** to remove the message from the **Inbox** list and file it away to the **Archived** list. See ["Archive messages" on page 70](#).

Filter your messages list

You can filter your Inbox to only see unread or read messages. By default, you see All Messages; this means both read and unread in the order of the date and time received.

- To see only unread messages, from the **All Messages** drop down, select **Unread Messages**.
- To see only read messages, from the **All Messages** drop down, select **Read Messages**.



Write messages to your teachers

As stated previously, if you have permission to send messages to your teachers, you will see the **Compose** tool on the **Messages** toolbar.

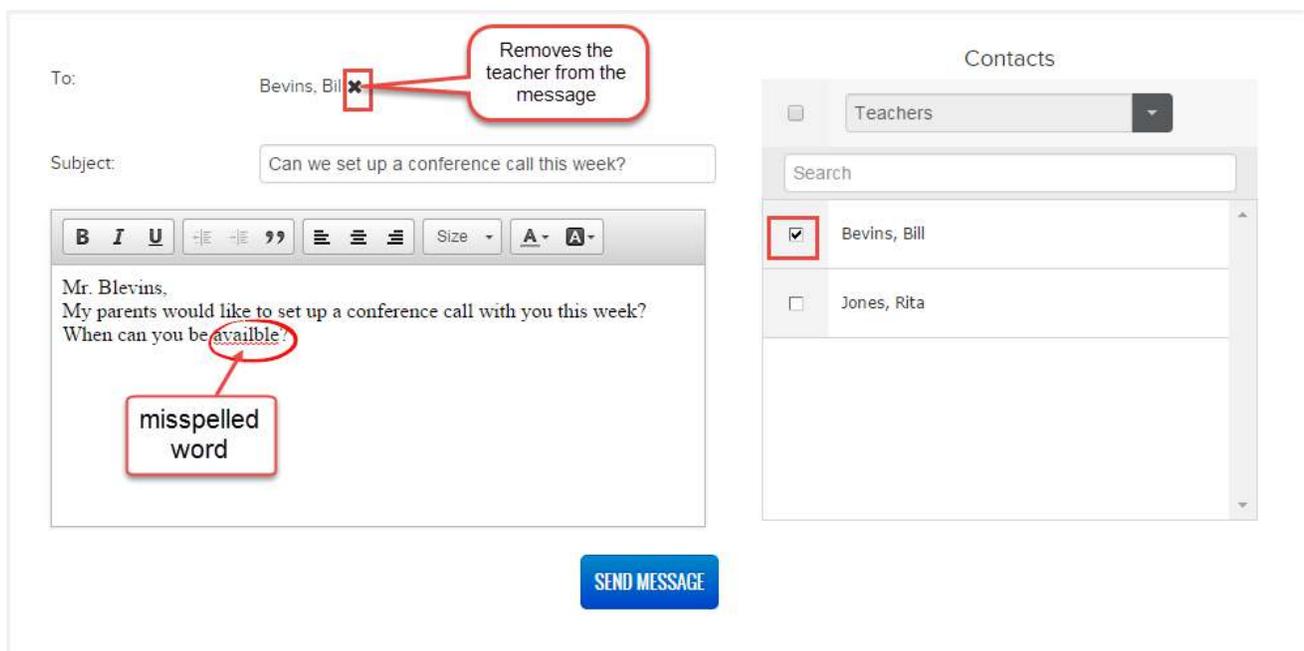


Tip: You can also message your teachers to ask for help from your Courses page and also while working on your assignments.

1. On the **Messages** toolbar, click **Compose**.



2. To select the teacher or teachers to receive the message, from the **Contacts Teachers** list, select the check box next to name of the teacher or to select all your teachers, select the check box next to the **Teachers** list.
3. The selected teacher(s) appear in the **To** area. To remove a teacher from the To area, click the **X** next to their name.
4. Enter the topic of the message in the **Subject** box.
5. Tab to the body of the message and enter your text.
6. You can use any of the formatting tools in the body of your message. Hold your mouse over an icon in the formatting bar to see a description of what that feature does. Any spelling mistakes are underlined in red for you as shown in this example. You can fix misspelled words.



7. When you are finished composing your message, click **Send Message**.

The message now appears in your **Sent** messages list. See ["View your sent messages" on the facing page](#).

Reply to messages

When you receive a message from one of your teachers, you can reply to it (if you have the permission to send messages).

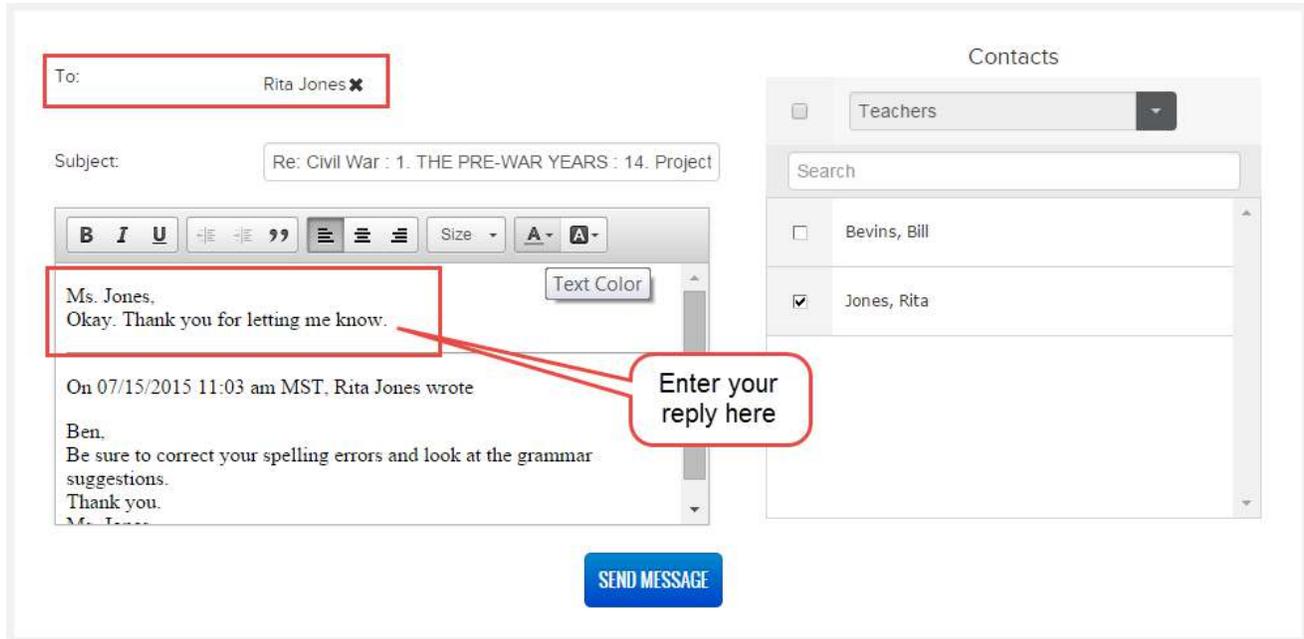
1. Open a message to read it.
2. Click the **Reply** button.



View your sent messages

The teacher who sent you the message appears in the **To** area. You can remove that teacher by clicking the **X** next to their name, and select another teacher.

3. In the reply area above the original message, enter your reply. Use the formatting tools to bold, underline, change the text color, etc. for your message.



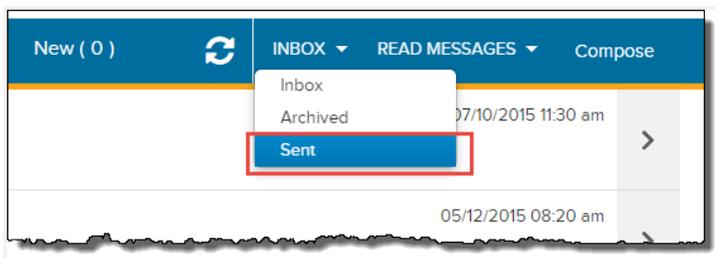
4. When finished, click **Send Message**.

The message now appears in your Sent messages list. See ["View your sent messages" below](#).

View your sent messages

Your **Sent** messages list contains all the messages you sent to your teachers, including those messages sent while working on an assignment and asking for help (see ["Message teachers for help with assignment questions" on page 29](#)) and while viewing your Courses page and messaging for help (see ["Message your teachers for help with courses" on page 18](#)).

1. From the **Inbox** drop down, select **Sent**.



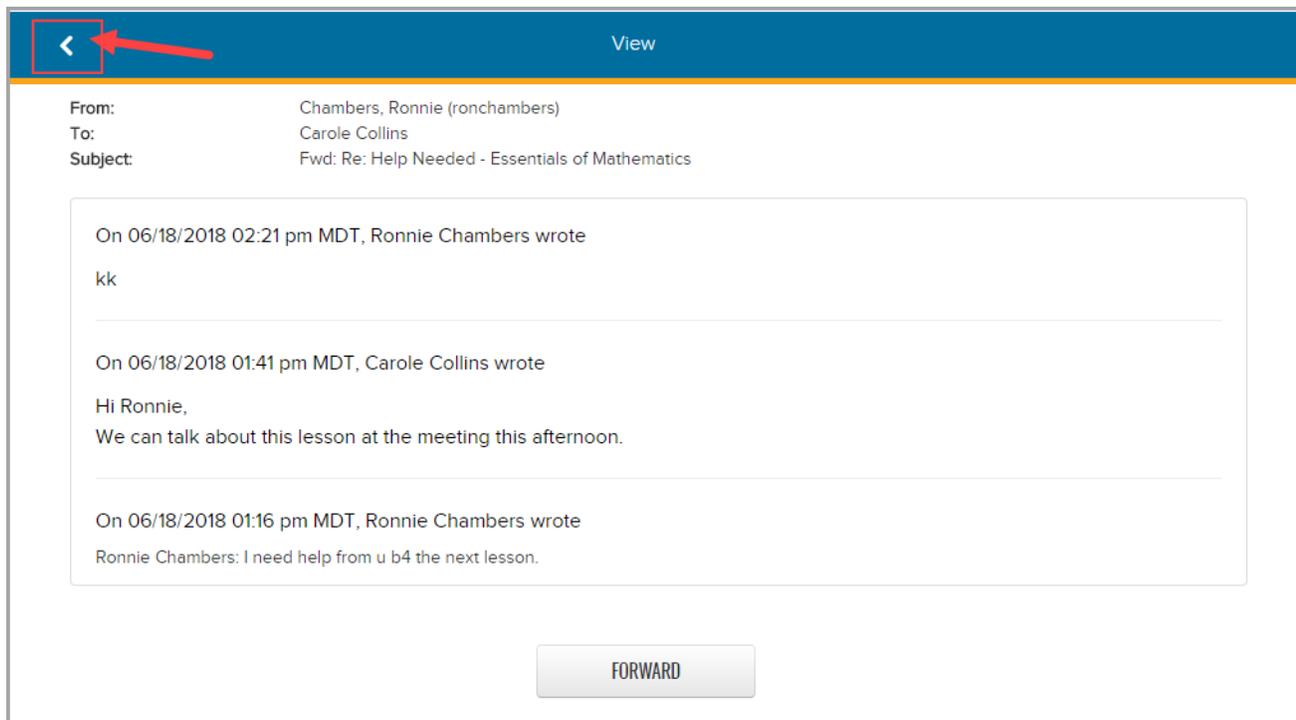
Your **Sent** messages list contains all sent messages in order of the date and time sent, with the most recent ones at the top.

2. To read a sent message, click it.



Tip: While viewing a sent message, you can forward it to another teacher. See "[Forward messages](#)" on the facing page.

3. To close the message and return to your Messages page, click the left-facing arrow on the **View** toolbar.



The screenshot shows the 'View' page for a message. At the top, there is a blue toolbar with a left-facing arrow icon highlighted by a red arrow. Below the toolbar, the message details are displayed:

From: Chambers, Ronnie (ronchambers)
To: Carole Collins
Subject: Fwd: Re: Help Needed - Essentials of Mathematics

The message body contains three paragraphs of text, each starting with a timestamp and the sender's name:

On 06/18/2018 02:21 pm MDT, Ronnie Chambers wrote
kk

On 06/18/2018 01:41 pm MDT, Carole Collins wrote
Hi Ronnie,
We can talk about this lesson at the meeting this afternoon.

On 06/18/2018 01:16 pm MDT, Ronnie Chambers wrote
Ronnie Chambers: I need help from u b4 the next lesson.

At the bottom of the message body, there is a button labeled "FORWARD".

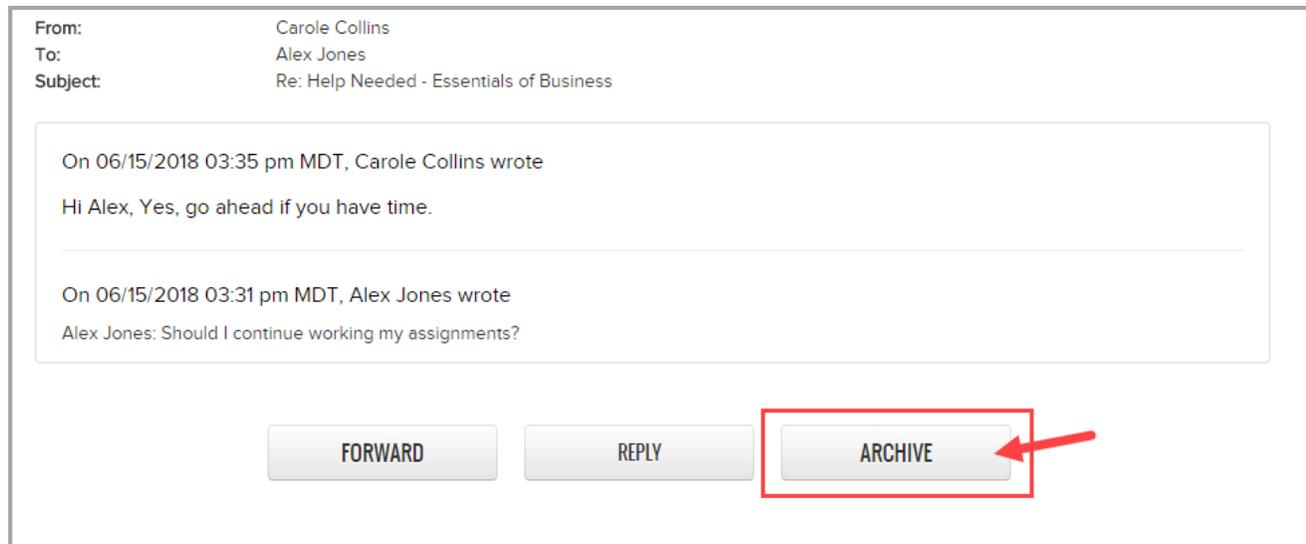
Archive messages

Because you cannot delete your Ignitia messages, you can file away (archive) messages to a different list so that your Inbox list is easier to view.

1. From your **Inbox** list, select a message you want to remove from the list and file it away to the Archived list.
2. On the **View** page for the message, click the **Archive** button.



View archived messages

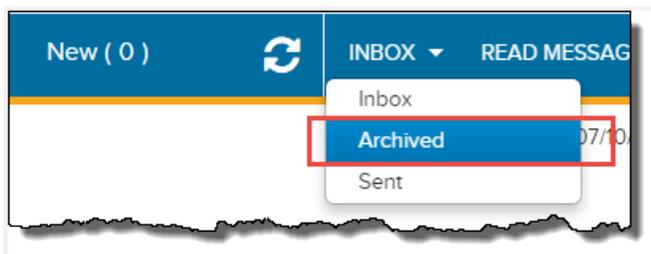


The message is removed from the **Inbox** messages list and now appears in the **Archived** messages list. See "[View archived messages](#)" below.

View archived messages

You can view a list of messages that you archived.

1. To see your archived messages, from the **Inbox** drop down, select **Archived**.

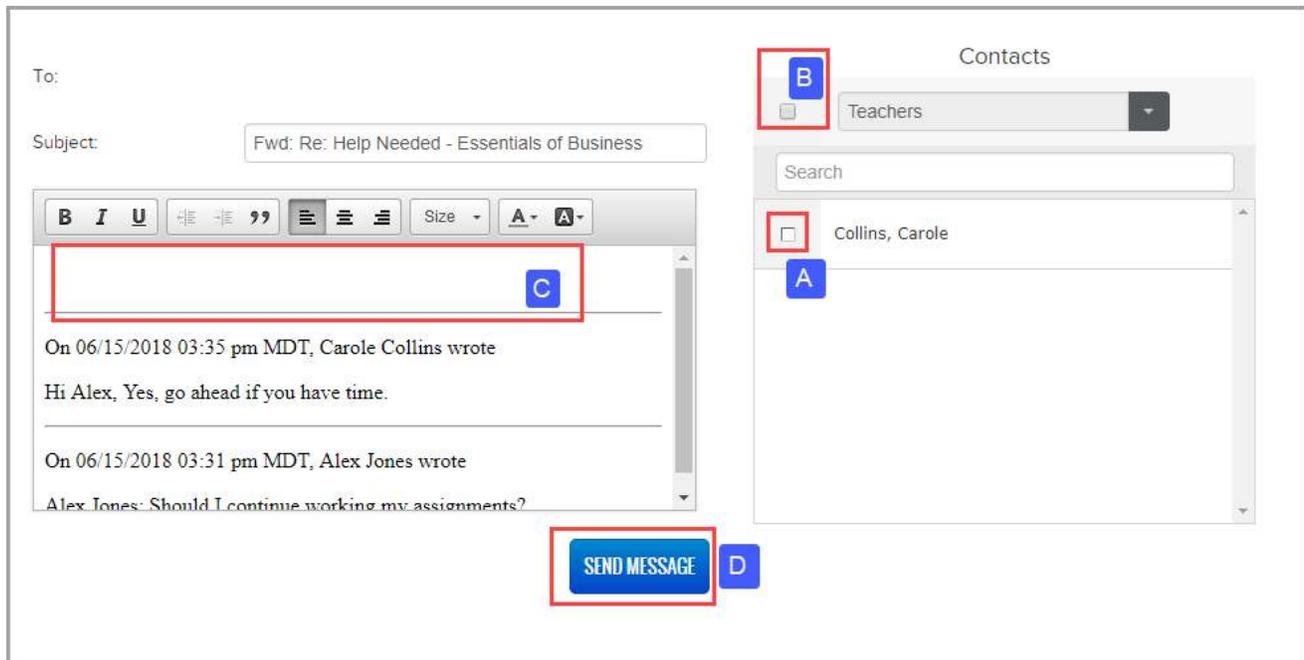


2. To go back to your Inbox, from the **Archived** drop down, select **Inbox**.

Forward messages

You can forward received and sent messages to other teachers. While you are reading a message, if the **Forward** button appears, you can forward that message to another teacher.

1. From either the **Inbox** list or **Sent** list, click a message to read it.
2. Click the **Forward** button.
3. From the **Contacts Teachers** list, select one or more teachers by clicking the check box next to their name (A), or to select all teachers for the message, click the check box (B) next to the **Teachers** list.
4. To let the teacher(s) know why you are forwarding the message to them, enter an explanation (C).
5. Click **Send Message** (D).



The message now appears in your **Sent** messages box. See ["View your sent messages"](#) on page 69.

Access helpful resources

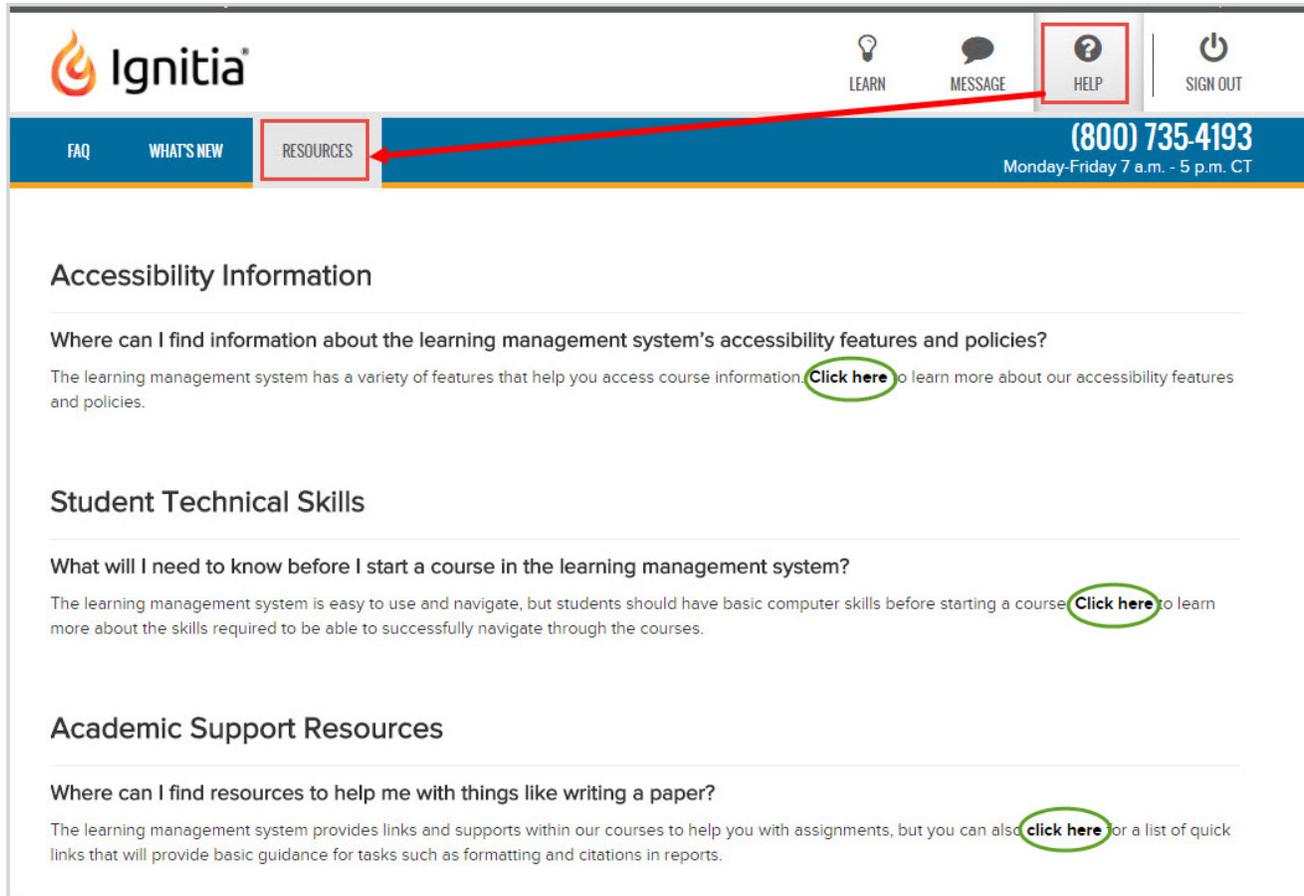
Other resources and Help are available to you.

- On the top toolbar, click the **Help** button.



- You see the Ignitia Technical Support phone number and availability details (item A above).
- By default, the **FAQ** tab (item B above) is active. The **FAQ** page displays helpful information about how to use Ignitia, contains answers to some of your questions, and displays details about the version of the Ignitia application (App Info) you are using.
- To see a list of new features and improvements, click the **What's New** tab (item C above). The **What's New** page updates when new features are released.
- To access additional resources, click the **Resources** tab (item D above). The **Resources** page contains links to documents that help to explain Ignitia accessibility options, provide guidance about the skills needed to successfully use online learning, and provide access to academic support resources to help with lessons.





Ignitia

LEARN MESSAGE HELP SIGN OUT

FAQ WHAT'S NEW RESOURCES (800) 735-4193
Monday-Friday 7 a.m. - 5 p.m. CT

Accessibility Information

Where can I find information about the learning management system's accessibility features and policies?

The learning management system has a variety of features that help you access course information. [Click here](#) to learn more about our accessibility features and policies.

Student Technical Skills

What will I need to know before I start a course in the learning management system?

The learning management system is easy to use and navigate, but students should have basic computer skills before starting a course. [Click here](#) to learn more about the skills required to be able to successfully navigate through the courses.

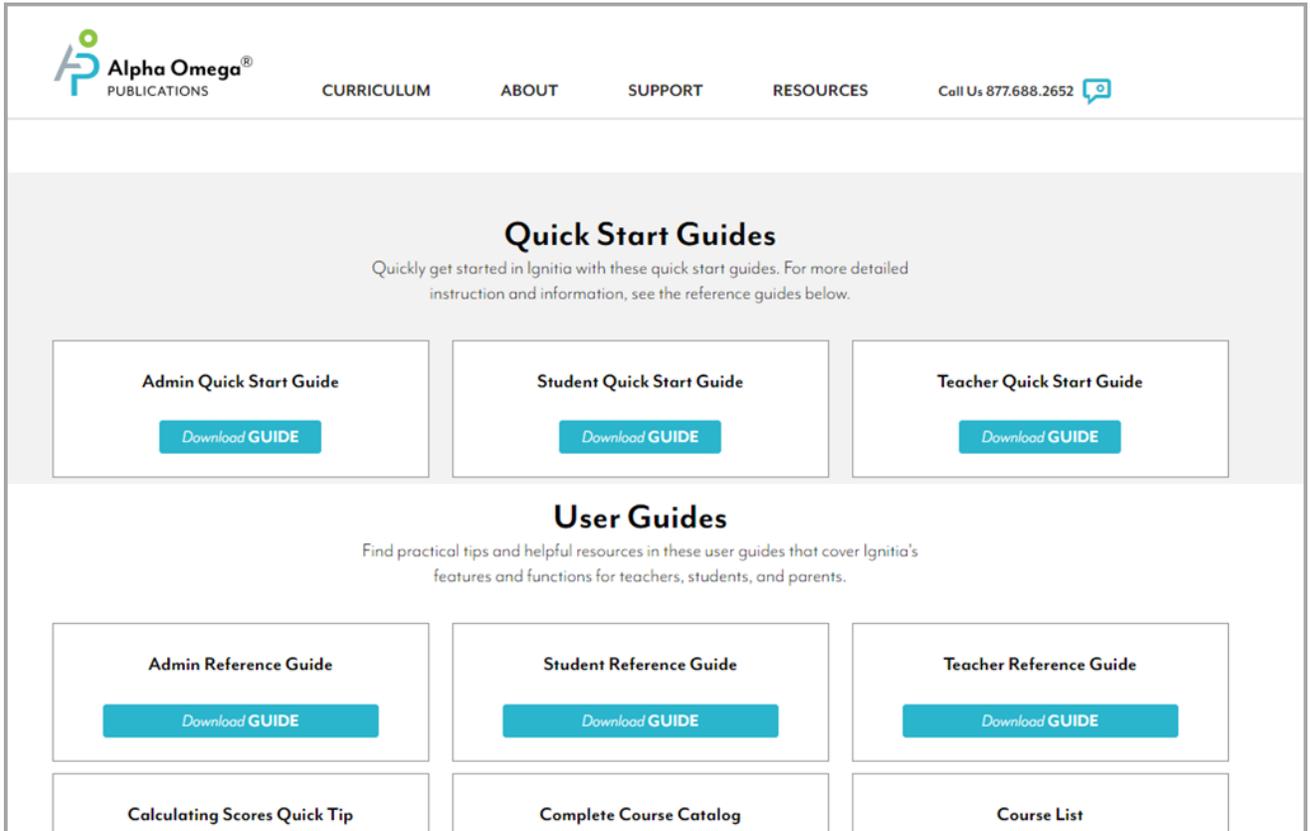
Academic Support Resources

Where can I find resources to help me with things like writing a paper?

The learning management system provides links and supports within our courses to help you with assignments, but you can also [click here](#) for a list of quick links that will provide basic guidance for tasks such as formatting and citations in reports.

- To access a copy of the *Student User Guide* or the *Student Quick Start Guide*:
 - Go directly to the Ignitia web site **Schools Support** page at: <https://www.aop.com/schools/support/ignitia-resources>. Helpful Quick Start Guides and detailed, reference User Guides are available in PDF format. Course resources lists, video tutorials, and course supply lists are also available. Scroll the page to see all the available

resources.



The screenshot shows the Ignitia website's resources page. At the top left is the Alpha Omega Publications logo. The navigation menu includes CURRICULUM, ABOUT, SUPPORT, and RESOURCES. A contact number 'Call Us 877.688.2652' and a chat icon are on the right. The main heading is 'Quick Start Guides' with a subtext: 'Quickly get started in Ignitia with these quick start guides. For more detailed instruction and information, see the reference guides below.' Below this are three boxes: 'Admin Quick Start Guide', 'Student Quick Start Guide', and 'Teacher Quick Start Guide', each with a 'Download GUIDE' button. The next section is 'User Guides' with subtext: 'Find practical tips and helpful resources in these user guides that cover Ignitia's features and functions for teachers, students, and parents.' This section contains three boxes: 'Admin Reference Guide', 'Student Reference Guide', and 'Teacher Reference Guide', each with a 'Download GUIDE' button. At the bottom are three boxes: 'Calculating Scores Quick Tip', 'Complete Course Catalog', and 'Course List'.

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Index

A

access user guides	74
adding	
notes to assignments	36
answer key	
viewing	44
answering	
questions	41
for quizzes and tests	61
App Info details	73
archiving	
messages	70
Ask For Help button	29, 42, 50
Assignment Blocked indicator	24
assignment help-needed messages	29
assignment text	
listening to	33
assignment type symbols	12
assignments	
completed	
reviewing	59, 64
due date	22
graded date	23
listening to	33
notes	
writing and reading	36
opening	11
reading reference information	33
score	23
status	23
submitted date	23
text	
printing	38
viewing and hearing translation of	34
viewing	11
Assignments /day, course	18
Assignments page	11
Assignments Remaining, course	17
assignments, blocked	24
Attempt count	27

C

Change Password permission	9
Choose a file button	50
completed work	
reviewing	59
completing	
essays	49
projects	49

courses

asking for help	18
assignments remaining count	17
assignments to work each day to stay on track ..	18
current score	16
days remaining	18
foreign language	
keyboard characters	45
last completion date	17
message tool	17
pacing	17
progress	17
score to date	16
start date	17
viewing details of	15

Courses

Message button	18
Courses page	15
Current Score, course	16

D

Days Remaining, course	18
Due, assignment	22

E

essays	
completing	49
uploading files	50
using Writer tools	51

F

FAQ page	73
files	
uploading	50
Flash Cards	31-32
foreign language courses	
keyboard characters	45
forwarding	
messages	71

G

Grade Level, Writer	57
Graded Date, assignment	23

H

Help	73
App Info details	73
FAQ page	73
Resources page	73
Technical Support contact information	73
What's New page	73
help request	18



Hide Answers button	45, 61, 64	notes	
How To button, notes	36	adding	36
K		reading	37
keyboard characters		writing and reading	36
foreign language courses	45	O	
L		opening	
Last Completion, course	17	assignments	11
Learner Dashboard	15	projects	49
lessons		Other resources	73
notes		Overall Score, Writer	58
printing	39	P	
writing and reading	36	Pacing, course	17
questions		passwords	
asking for help	29	changing	9
reviewing results	44, 60, 63	printing	
text		lesson notes	39
viewing and hearing translation of	34	text	
transcripts		in assignments	38
viewing	31	Progress, course	17
vocabulary words		Progress, units	21
hearing pronunciation of	30	projects	
listening to		completing	49
audio of assignment text	33	opening	49
logging in	8	uploading files	50
logging out	10	using Writer tools	51
M		Q	
Message Teacher button	13	question types	46
Message tool, course	17	questions	
messages		answering	41
archived		results	
viewing	71	reviewing	44, 60, 63
archiving	70	viewing and hearing translated text	34
forwarding	71	viewing answers	44
read		Quick Start Guides, accessing	74
viewing	67	quizzes	
replying to	68	questions	
sending	67	answering	61
sent viewing	69	requesting unlock by teacher	62
unread		results	
viewing	67	reviewing	64
viewing	65	reviewing completed work	59
Messages toolbar	65	studying for	59
multimedia		R	
transcripts		Read Next Section button	42
viewing	31	Readability, Writer	57
N		reading	
Next Question button	42, 62	reference information	33



teacher notes	37	text-to-speech	
Reference tool	33	voices	33
Refresh tool, Writer	51	text-to-speech translation	34
replying		Topic Agreement metric, Writer	57
to messages	68	transcripts	31
requesting		translating	
assignment help from teachers	29	text	
help from teachers	18	in assignments	34
test or quiz unlock by teacher	62	Turn It In button	29, 42, 50, 62
Resources page	73	U	
reviewing		Unit Skipped indicator	21
answers		units	
quizzes	64	progress	21
tests	64	score	20
completed work	59	skipped indicator	21
results		start date	21
questions	44, 60, 63	viewing details of	19, 21
S		Units page	19, 21
Score to Date, course	16	Unlock Test request	62
Score, assignment	23	uploading	
Score, unit	20	files	50
sending		User Guides, accessing	74
messages	67	V	
Show Answers button	44, 60, 64	viewing	
Show Transcript button	31	answers	44
signing out	10	archived messages	71
Single Sign-On (SSO) schools		assignments	11
differences	9	courses details	15
logging in	8	messages	65
Spelling Bee	31, 33	read messages	67
Start Date, course	17	sent messages	69
Start Date, unit	21	transcripts of multimedia	31
Status, assignment	23	units details	19, 21
Submit Answer button	42, 50	unread messages	67
Submitted Date, assignment	23	Vocab Arcade	31
symbols		vocabulary activities	31
assignment type	12	vocabulary words	
T		hearing pronunciation of	30
Technical Support contact information	73	W	
tests		What's New page	73
answer key		Work On Questions button	29, 41, 50, 62
reviewing	64	Writer	51
questions		grammar suggestions	53
answering	61	projects and essays	
reviewing answers	64	checking work	51
requesting unlock by teacher	62	Refresh tool	51
reviewing completed work	59	scoring elements	56
studying for	59	Grade Level	57

Overall Score	58
Readability	57
Topic Agreement	57
Writing	58
spelling errors options	53
Writing (scoring), Writer	58

