



Student User Guide



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Note: For technical support, please contact Technical Support at 1-877-251-6662 or go to www.aopschools.com/ignitia/support.

Welcome to Ignitia!



Let's get started!

Enter the **Login ID** and **Password** your school provided you to go directly to your **Home** page.

Click the **READY, SET, LEARN** button.

Those other two buttons:

- **About** - The **About** page is where you find the active Ignitia **Version** number.
- **Terms of Use** - Click to see a copy of the "Ignitia End User License Agreement".

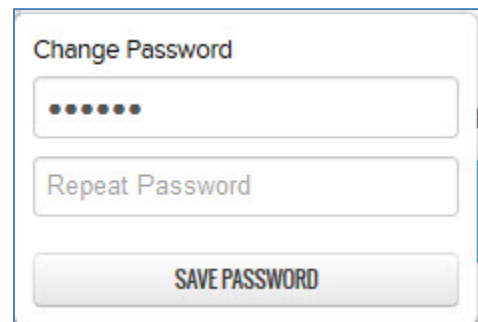
Let's start by taking a look at what you see on the top of your screen.

Top Banner

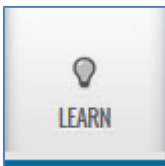
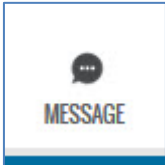
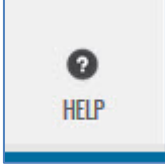



Identification Bar

1. The name of your school is top left, “Chi Rho Academy” in the example above.
2. Top right you see your name, “Jennifer Carson” in our example above. Click your name to change your password. A small window opens where you enter your new password twice, then click the **Save Password** button, if you have this permission.



Button Bar

3.  Click the **Learn** button to go to the **Assignments** page.
4.  Click the **Message** button to open your **Inbox** to send or read a message.
5.  Click the **Help** button if you have questions about using Ignitia.
6.  Click the **Sign Out** button when you are ready to log off Ignitia.

Navigation Bar

7. **Assignments** tab – shows you the next few assignments you have in each subject. See *Assignments* section starting on page 5 for more information.
8. **Courses** tab – shows you a list of your courses, your score and progress in each subject. See the *Courses* section starting on page 6 for more information.

No matter where you are in Ignitia, you see these eight items on the top of your screen.

Assignments

You see the **Assignments** page when you click the **Learn** button. Usually you see this page when you login. It shows all of your Ignitia subjects. Below each subject name you see the next few assignments due in that subject. This includes:

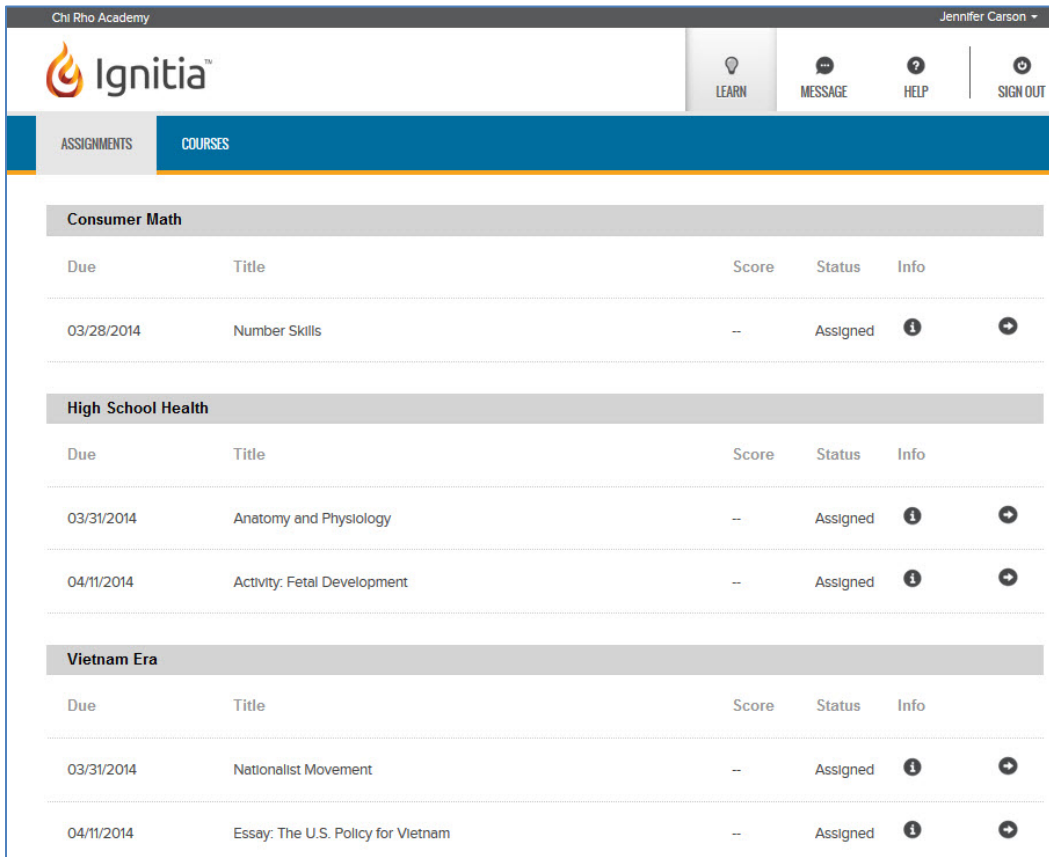
- **Due** date for the assignments
- **Title** of the assignment
- **Score**, if you have attempted the assignment at least once already
- **Status** of the assignment
 - Assigned – You need to do this assignment.
 - Graded – This assignment is completely done and graded.
 - Complete – You finished the assignment, but your teacher has to grade one or more questions in it.



- **Info** icon - When you hover your mouse over this icon, you see:
 - **Type** of assignment (lesson, quiz, test, project)
 - **Start Date** (you see a dash if assignment not started yet)
 - The name of the **Teacher** assigned to this subject



- Click anywhere in this row to go directly to this assignment.



The screenshot shows the Ignitia interface for a student named Jennifer Carson at Chi Rho Academy. The 'ASSIGNMENTS' tab is selected. The page displays three subject categories, each with a table of assignments:



Consumer Math				
Due	Title	Score	Status	Info
03/28/2014	Number Skills	--	Assigned	

High School Health				
Due	Title	Score	Status	Info
03/31/2014	Anatomy and Physiology	--	Assigned	
04/11/2014	Activity: Fetal Development	--	Assigned	


Vietnam Era				
Due	Title	Score	Status	Info
03/31/2014	Nationalist Movement	--	Assigned	
04/11/2014	Essay: The U.S. Policy for Vietnam	--	Assigned	

Courses

On the **Courses** page you see a list showing each course you are enrolled in. You see:

- **Course Title**
- **Score** - your current score in the course
- **Progress** in the course including a progress bar and your percent complete
-  shows the date you started this course and the name of the teacher assigned to it
-  click anywhere in this row to see the units in the course.

Chi Rho Academy
Jennifer Carson ▾



LEARN







MESSAGE


HELP

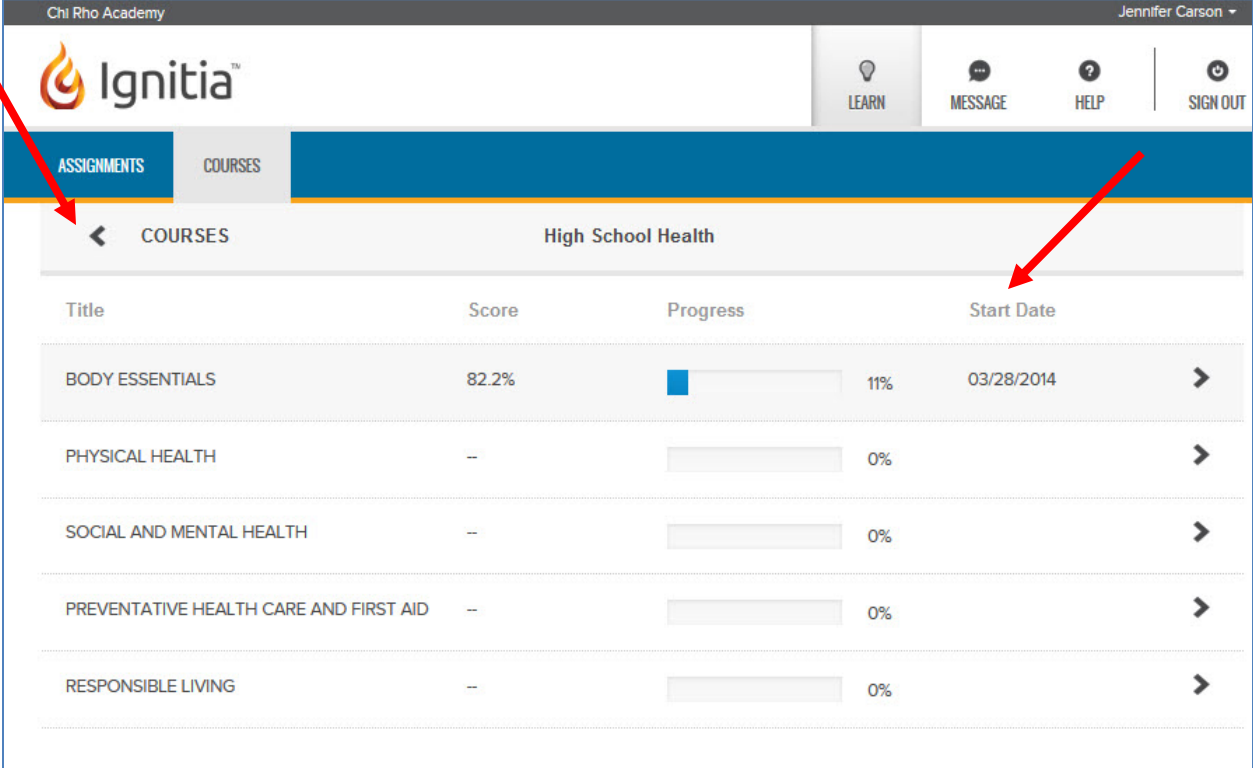
SIGN OUT

ASSIGNMENTS

COURSES

Courses					
Title	Score	Progress	%	Info	
Consumer Math	93.9%	<div style="width: 93.9%; height: 10px; background-color: #ccc;"></div>	1%		
High School Health	82.2%	<div style="width: 82.2%; height: 10px; background-color: #ccc;"></div>	2%		
Vietnam Era	91.7%	<div style="width: 91.7%; height: 10px; background-color: #ccc;"></div>	5%		

- If you are viewing the units, click  to see the assignments in the unit. If you are on the **Units** page you also see the date you started working in this unit. You can also see the arrow on the left side of the page on the same row as the course name. Click it or the COURSES heading beside it to return to the list of courses as shown on the previous page.

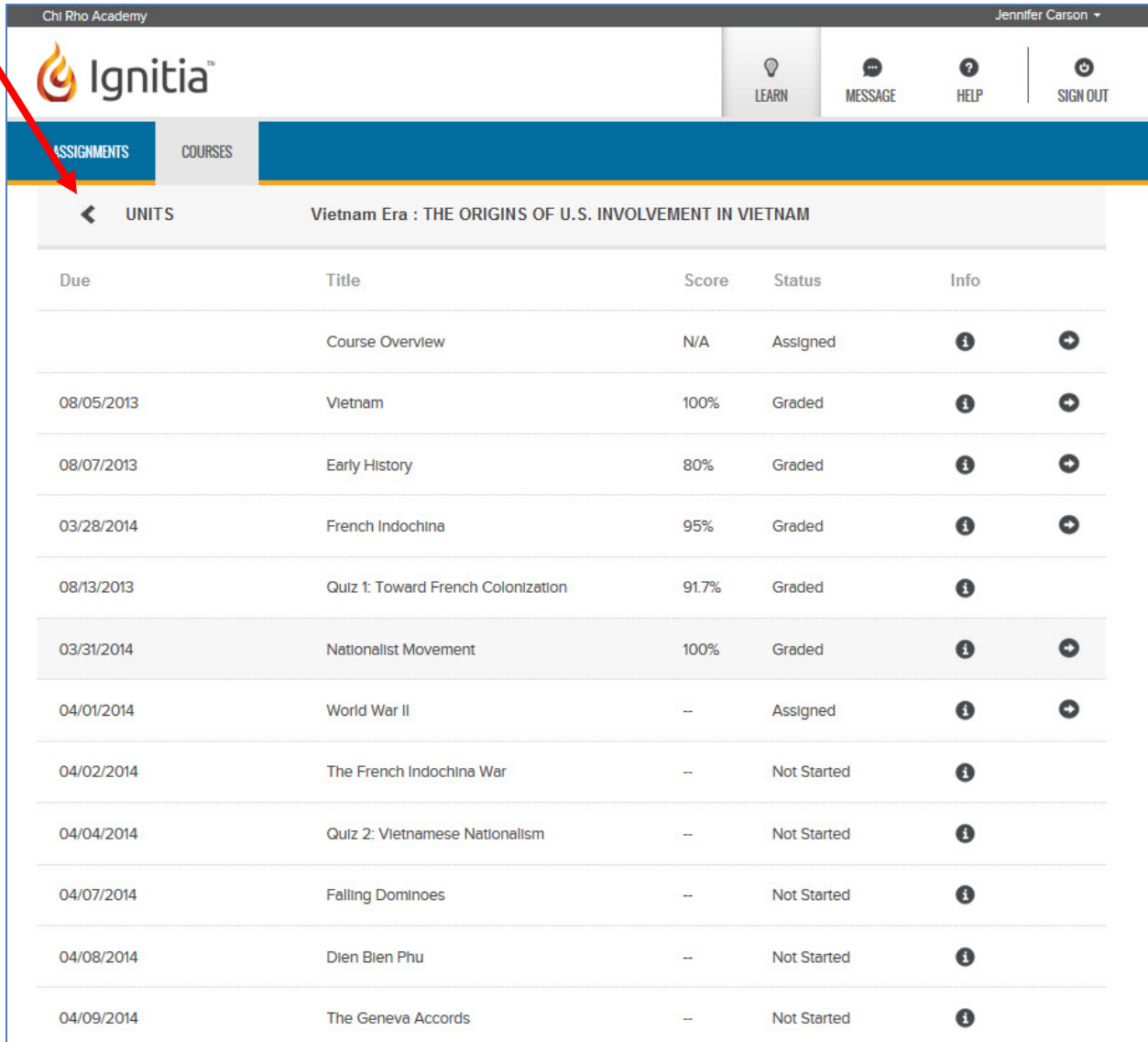


The screenshot shows the Ignitia interface for a user named Jennifer Carson at Chi Rho Academy. The main navigation bar includes 'LEARN', 'MESSAGE', 'HELP', and 'SIGN OUT'. Below this, there are tabs for 'ASSIGNMENTS' and 'COURSES'. The 'COURSES' tab is active, displaying a list of courses under the heading 'High School Health'. The list has columns for Title, Score, Progress, and Start Date. The first row, 'BODY ESSENTIALS', shows a score of 82.2%, 11% progress, and a start date of 03/28/2014. A red arrow points to the 'ASSIGNMENTS' tab, and another red arrow points to the right arrow icon in the first row of the course list.

Title	Score	Progress	Start Date
BODY ESSENTIALS	82.2%	11%	03/28/2014
PHYSICAL HEALTH	--	0%	
SOCIAL AND MENTAL HEALTH	--	0%	
PREVENTATIVE HEALTH CARE AND FIRST AID	--	0%	
RESPONSIBLE LIVING	--	0%	

- If you are viewing the assignments, you see a bit more information about each assignment:
 - **Due Date**
 - **Score**
 - **Status**
 - **Info icon** (Assignment Type, Start Date, Teacher)

Click the arrow to the left of the course and unit title to return to the **Units** list as shown on the previous page.






















Chi Rho Academy Jennifer Carson ▾

Ignitia™ LEARN MESSAGE HELP SIGN OUT

ASSIGNMENTS COURSES

← UNITS **Vietnam Era : THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM**

Due	Title	Score	Status	Info
	Course Overview	N/A	Assigned	 
08/05/2013	Vietnam	100%	Graded	 
08/07/2013	Early History	80%	Graded	 
03/28/2014	French Indochina	95%	Graded	 
08/13/2013	Quiz 1: Toward French Colonization	91.7%	Graded	
03/31/2014	Nationalist Movement	100%	Graded	 
04/01/2014	World War II	--	Assigned	 
04/02/2014	The French Indochina War	--	Not Started	
04/04/2014	Quiz 2: Vietnamese Nationalism	--	Not Started	
04/07/2014	Falling Dominoes	--	Not Started	
04/08/2014	Dien Bien Phu	--	Not Started	
04/09/2014	The Geneva Accords	--	Not Started	

Clicking  opens the assignment. You can only open your current assignments and already completed assignments.

You can also click any course, unit, or assignment title to move to the next level, for example, if I click the course title for English I, it takes me to the unit list for that course. If I click on the Unit title for Reading and Writing, it takes me to the list of assignments in that unit.

Lessons

Once you open a lesson, some information about that assignment displays on the navigation bar, to the right of the **Courses** tab. You see the **Course**, **Unit**, and **Assignment** titles, as well as **Attempt** counter (below the **Assignment** title), and the **Section** or **Question** number. There is a small icon (). If you hold your mouse over it, you see the course, unit, and assignment titles for this assignment. Next, you see the **Section** number, if you are in the content of a lesson. You see the **Question** number if you are working the problems, or taking a quiz or test.



The lesson content appears in the center section of the screen.

Notes

The **Notes** area is to the left of the lesson content. Click the **How to** icon

() at the top of this column in section 1 of each lesson you see a small window like this

It explains how to enter and save notes in your lesson.

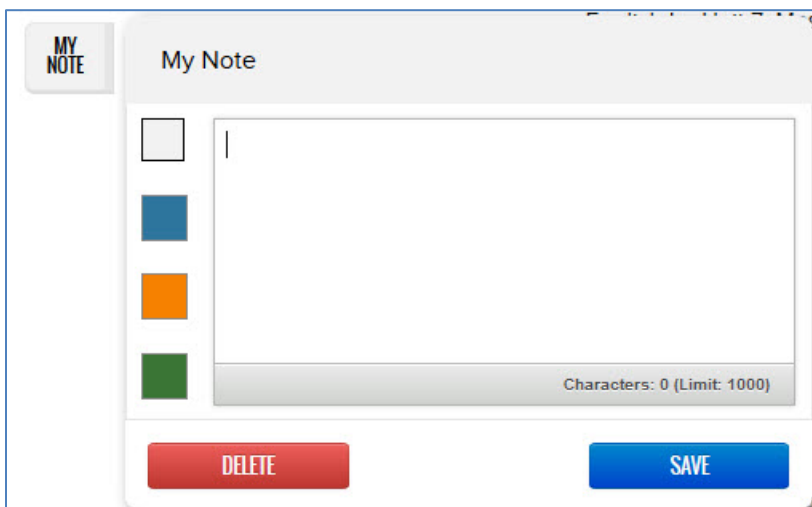
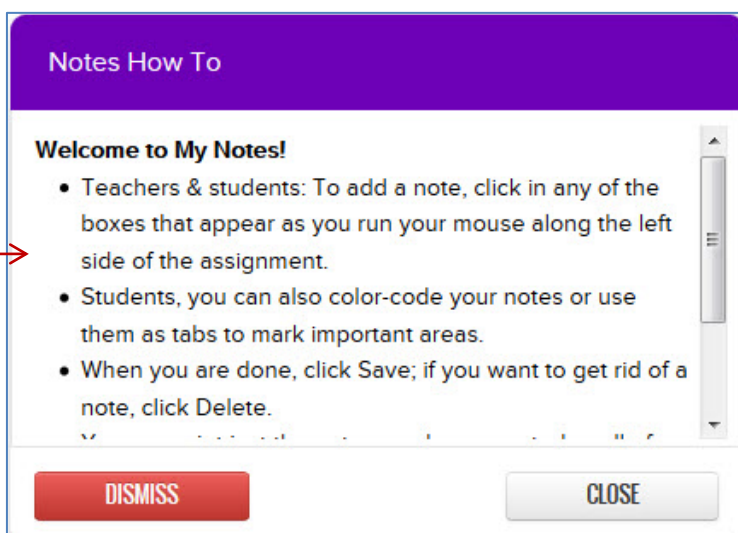
If you run your mouse down the column below the **How To** icon you see a blank gray icon display. Click it to enter your own note. You see a **Note** card open. You can choose to color-code your notes, just remember if you see a red note; it is one your teacher entered. Be sure to read it.

Once you enter your note, be sure to click the **Save** button.

You can create multiple notes for each assignment. You are able to enter up to 1000 characters for each note. Save a blank note as a tab to remind you of an important part of the lesson you need to study.

If you have already put notes in an assignment, you'll find them in the first two note spots.

Need to print your notes? Click the **Print** button in the toolbar (See the next page.)



Here's an example of a lesson with notes on the next page. You can click any of your Note icons to read or edit it. You can only read a red teacher note.

abc

VOCABULARY

TEACHER NOTE	<ul style="list-style-type: none"> ◀ algebraic expression a mathematical expression containing one or more variables ◀ coefficient the constant preceding the variables in a product
MY NOTE	<ul style="list-style-type: none"> ◀ constant a numerical value ◀ expression a mathematical phrase that cannot be determined true or false ◀ variable a letter or symbol used to represent an unknown

- Vocabulary
- Flash Cards
- Spelling Bee

MY NOTE

Notebook





Everyone learns differently, but the computer aids almost any learning style. Nevertheless, we highly recommend you keep a notebook as you work through this course.

All high school math courses require you to use a formal, logical process of problem solving. Many students do not realize how important problem solving is in learning math. It takes time and repetition to grasp mathematical concepts. This is natural and to be expected. Keeping a notebook helps you organize your time and efforts and creates a tool for effective review.

MY NOTE

Algebra and Arithmetic

Counting and measuring are two of the oldest uses for numbers. People have used numbers in practical and theoretical ways since ancient times. Egyptians used ropes and ratios to establish boundaries following the flooding of the Nile. The

To the right-hand side of the screen are several icons:



Click this icon to **Print**. You have the option to print your lesson, your own notes, or all notes, including notes from your teacher.



Click this icon to see **Reference** information about the selected word or phrase



Click this icon to see a translation of selected text. A list of available languages appears. Click the **Translate** icon again to close the window with the translated text.



Click this icon to hear the selected text spoken. A list of available voices is displayed. Click the **Speak as** icon again to close the window.

If you forget what any of these icons allow you to do, simply hold your mouse over the icon for a few seconds for a reminder.



Once you reach the bottom of your lesson you see a question and one or two buttons. If the section has questions, you see both the **Read Next Section** and the **Work On Questions** buttons. If there are no questions associated with the section you see only the **Read Next Section** button. If there is only one section, you just see the Work on Questions button.

What would you like to do next?

WORK ON QUESTIONS

READ NEXT SECTION

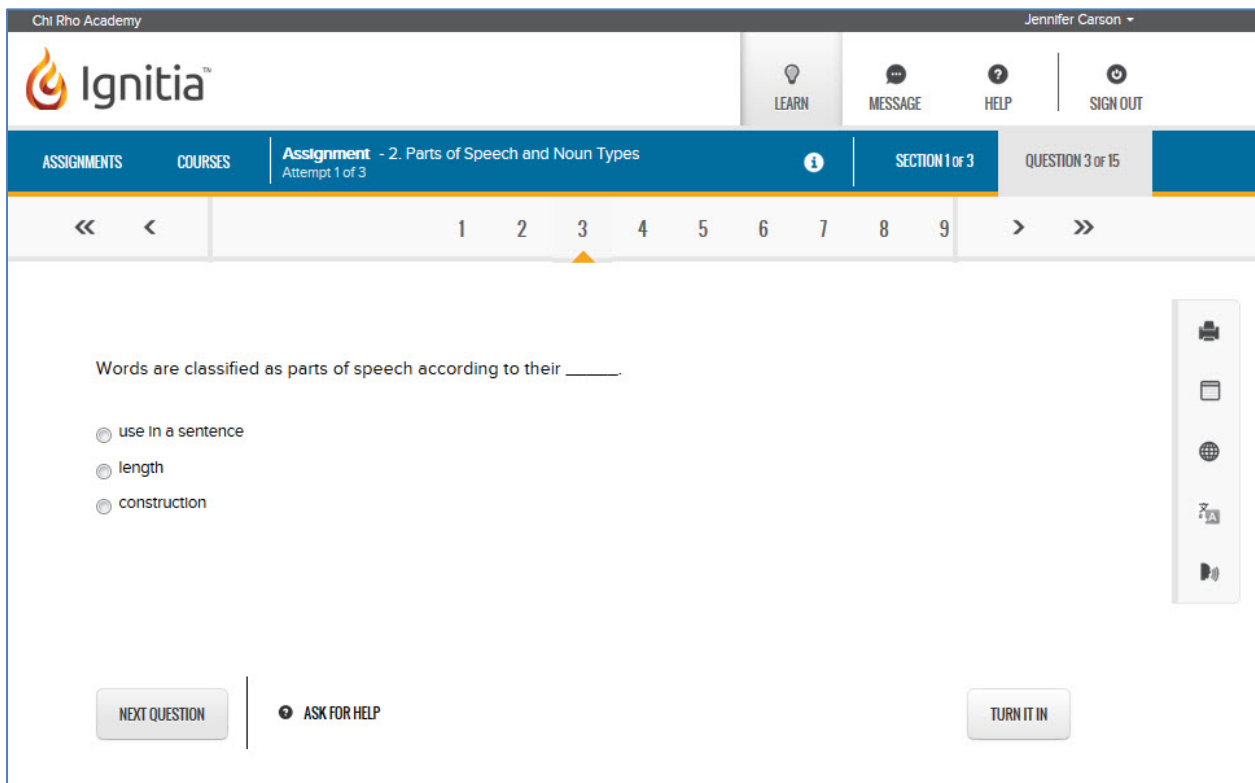
If you have already read the lesson and want to go directly to the questions, you can also click

QUESTION 1 of 20

on the top bar to the right of the section numbers. The number of questions displayed varies based on the number of questions in each lesson, but each lesson, project, quiz, or test has at least one problem (or question) you must answer to complete the assignment.

Problem Section

When you click the **Questions** button, you see a screen similar to the one below.



The screenshot shows the Ignitia interface for a user named Jennifer Carson. The top navigation bar includes the Ignitia logo, a 'LEARN' button, a 'MESSAGE' button, a 'HELP' button, and a 'SIGN OUT' button. Below this is a blue navigation bar with 'ASSIGNMENTS' and 'COURSES' tabs. The current assignment is 'Assignment - 2. Parts of Speech and Noun Types' with 'Attempt 1 of 3'. The navigation bar also shows 'SECTION 1 of 3' and 'QUESTION 3 of 15'. A progress bar below the navigation bar shows numbers 1 through 9, with a yellow triangle under the number 3. The main content area contains a question: 'Words are classified as parts of speech according to their ____.' with three radio button options: 'use in a sentence', 'length', and 'construction'. On the right side of the question area, there is a vertical toolbar with icons for printing, saving, help, and other functions. At the bottom of the question area, there are three buttons: 'NEXT QUESTION', 'ASK FOR HELP', and 'TURN IT IN'.

Question numbers are below the navigation bar. An arrow indicates which question is currently displayed. You can return to the lesson content at any time by clicking the **Section** button above the question numbers. Click the **NEXT QUESTION** button to submit your answer and advance to the next question. When that next question is associated with a new section, you see a confirmation box. Click **Yes, Please** to continue working. To stay in the current section, click **No, Thank You**. When you click **Yes, Please**, the next section of the lesson content is displayed. When you are ready to answer the problems

QUESTION 6 of 18

associated with this section, click the button. (Remember, the numbers vary depending on how many questions are associated with each section.)

If you have difficulty answering a problem, click



below each question. Click the button and leave your teacher a note about the problem. A message is sent to your teacher's inbox letting them know you need some help.

Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!

When you answer the last question you asked if you are ready 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 click the **Turn It In** button

TURN IT IN

() anytime you are ready to submit the lesson for grading. Your score is displayed when you submit the lesson, unless there is a teacher-graded question in the assignment. Click **OK** to return to your **Assignments** page.

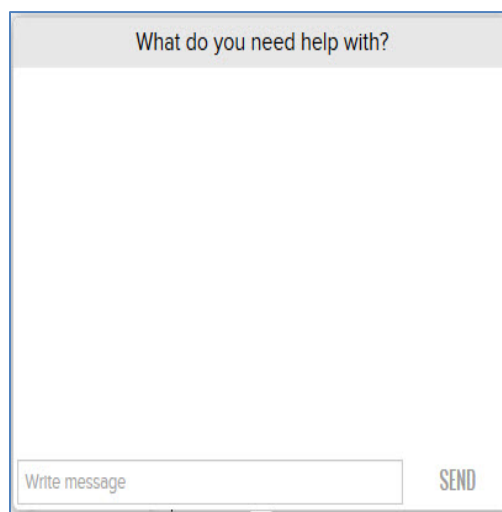
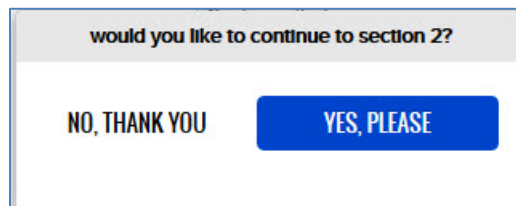
Depending on how your school is set up, your completed questions may be color-coded, so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.

For example:



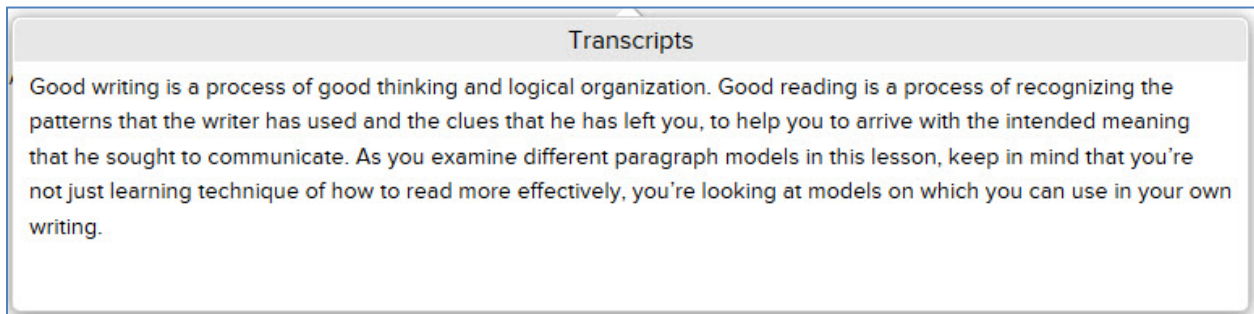
- **Green checkmark** means the answer to this question is correct.
- **Red X** tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold line** tells you the answer was partially correct.
- **Gray arrow** means the question was skipped. You do not need to answer it.

A couple of other things you might want to know:



You can read the text being spoken in much of the multimedia in your lessons. Just click [Show Transcript](#). The button is usually just below the audio or video file. See the example to the right.

When you click that button, you see a box open, with the text of the multimedia file. It looks something like below.



Question Types

Ignitia uses a variety of question types in your lessons, quizzes, and tests. Many of them are graded automatically, but some require your teacher to grade them. Let's take a look at some examples, starting with the ones graded automatically by the application.

Matching

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.

Multiple Choice

Multiple choice questions offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

Multiple Select

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

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.

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. You just need to click the bubble next to your choice.

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 menu/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 **trash can**. You can also click the **trash can** to clear all of the items you already placed.

Teacher Graded Questions

The following question types are not scored by the computer application, they must be scored manually, by your teacher.

Note: Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

Paragraph Box

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!


Essays / Projects

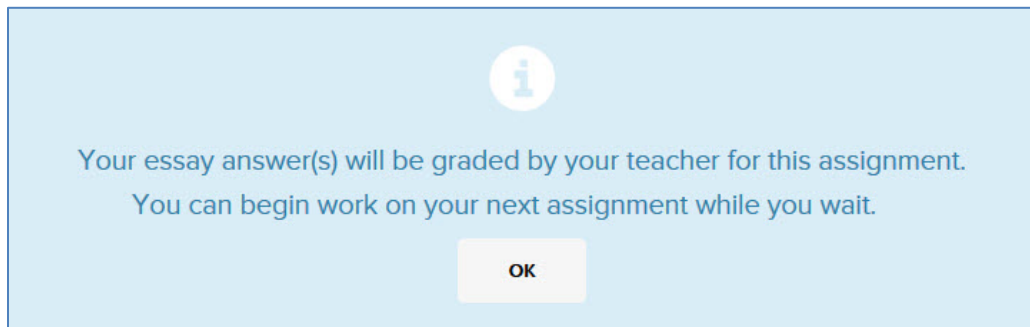
You are expected to develop a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons.

Warning: Be sure you click **Save** after you finish entering your answer.

Anytime you do a project, unless your teacher has instructed you to use a specific application, it can be created using many different applications. Some examples include; all of the Microsoft Office applications, Notepad, Wordpad, other spreadsheets, videos, and audio files.

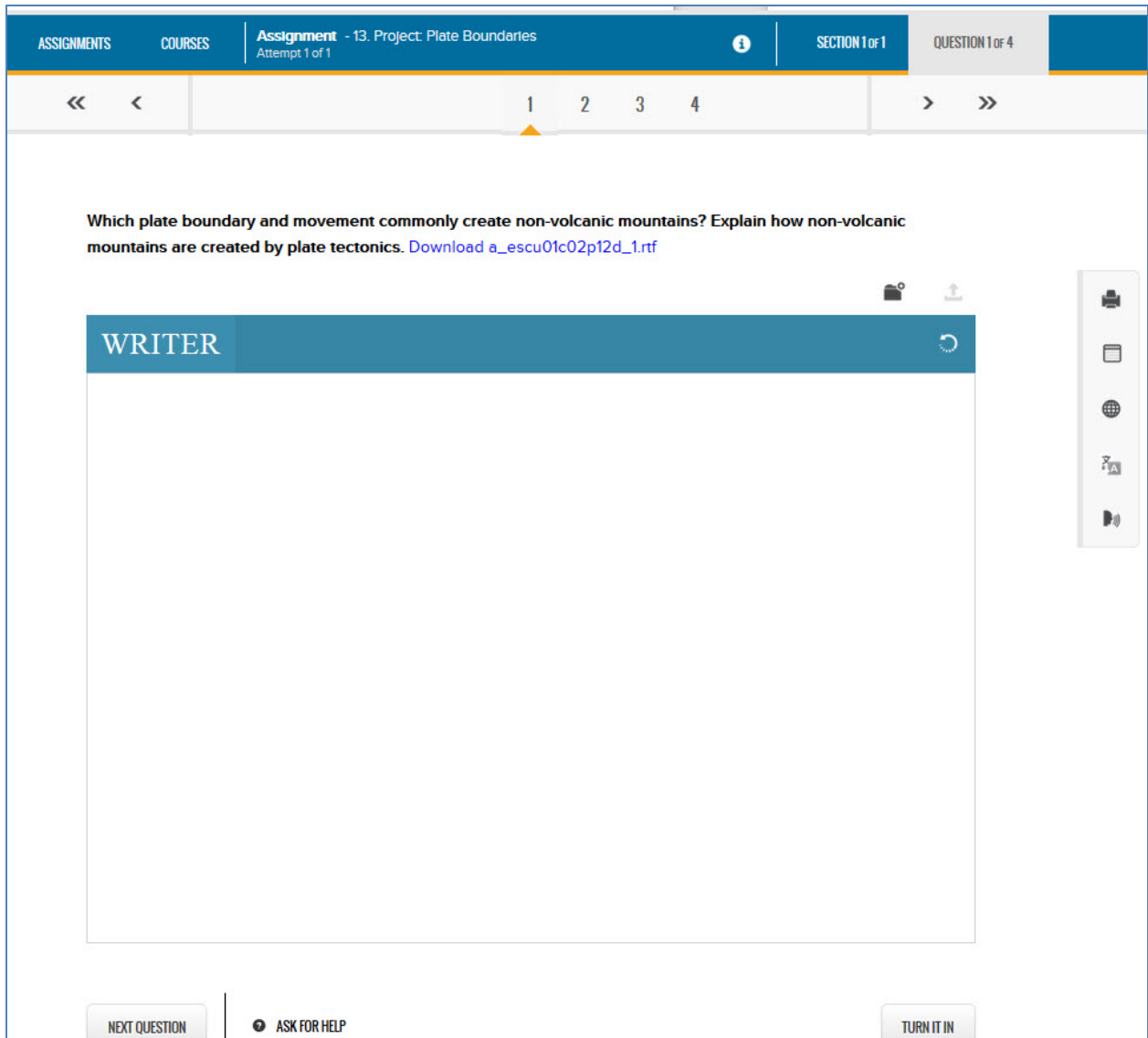
Once you create your file, click the **Choose a file** () button to add your file to Ignitia.

Whatever you use, don't forget to **Upload** () your project when you are finished! When you submit a lesson with teacher-graded questions, instead of seeing a grade for your assignment, you see a message similar to this:




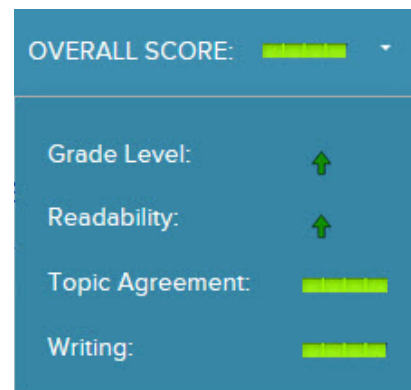
If the essay or paragraph requires 125 words or more, the **Writer** coaching bar on top of the answer entry box has a bit more information.

Writer



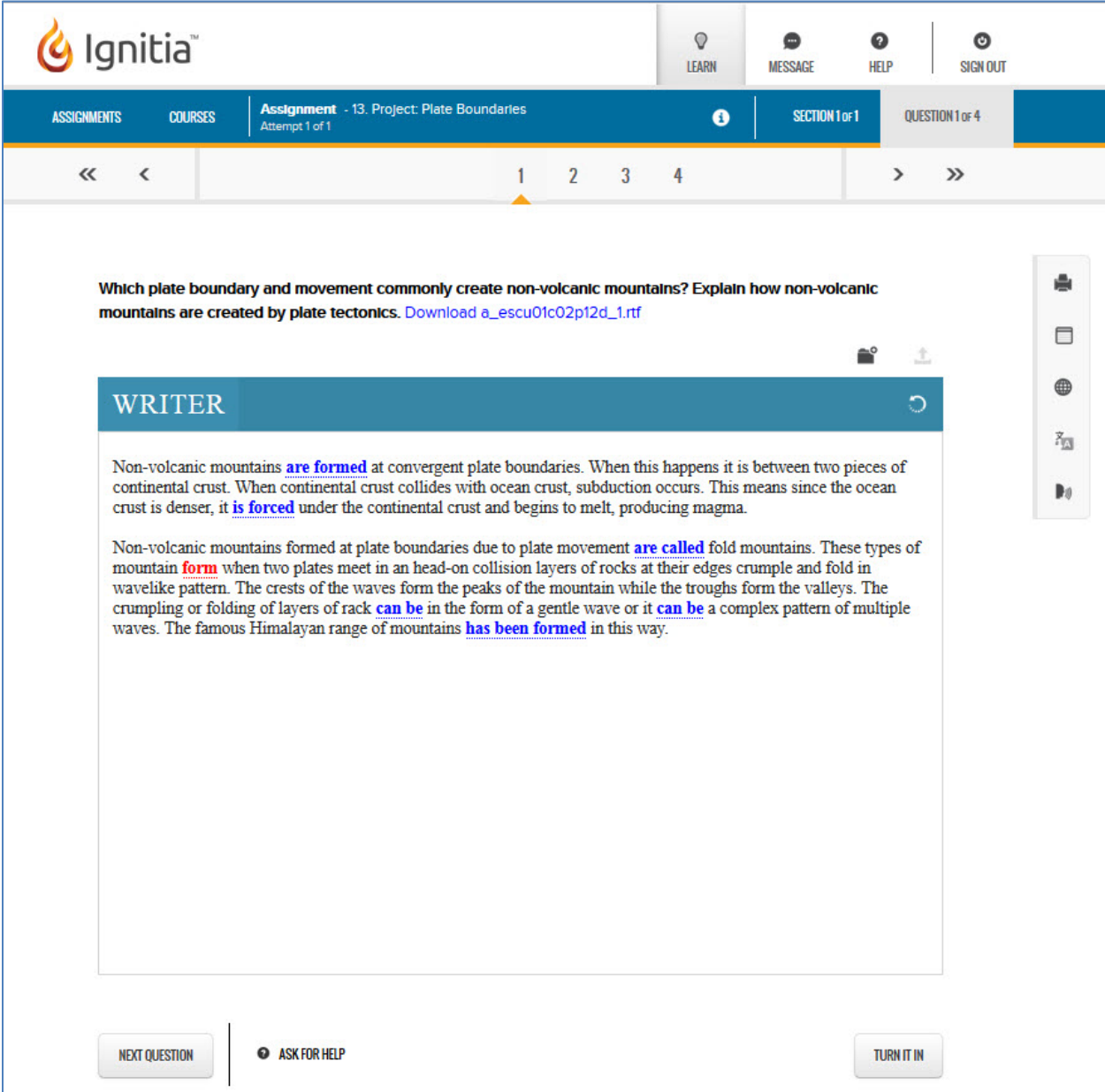
Type your answer to the question in the area, just below the blue **Writer** bar. Click the

Refresh icon () to retain your work and display the word count and the **Overall Score** indicator. This does NOT submit your assignment for grading by your teacher, but it does show you spelling errors (**red text**) and grammar suggestions (**blue text**). Right-click over this red or blue text to see suggested spelling or select the **Explain...** option to see why **Writer** thinks you should rewrite that portion of your work.



The blue **Writer** bar at the top of your essay shows the current word count of what you have written and an indicator of your **Overall Score**. Click the small arrow to the right of this indicator bar and see if you are writing to your grade level and if the essay is readable. You can also see if what you have written is in agreement with the topic assigned and if your overall writing structure is appropriate to your grade level. You can edit your work and click the **Save** icon again as often as you need. Each time you click the **Save** icon you can see if there is improvement in your scores. You can do this as many times as necessary. You can also use the **Ask For Help** button on the question to ask your teacher to review what you have written before you submit it for a final score. Click the **Turn It In** button when you are ready to have your teacher grade your work.

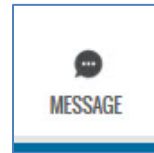
Here's an example of what it looks like once you have clicked the **Save** icon at least once.



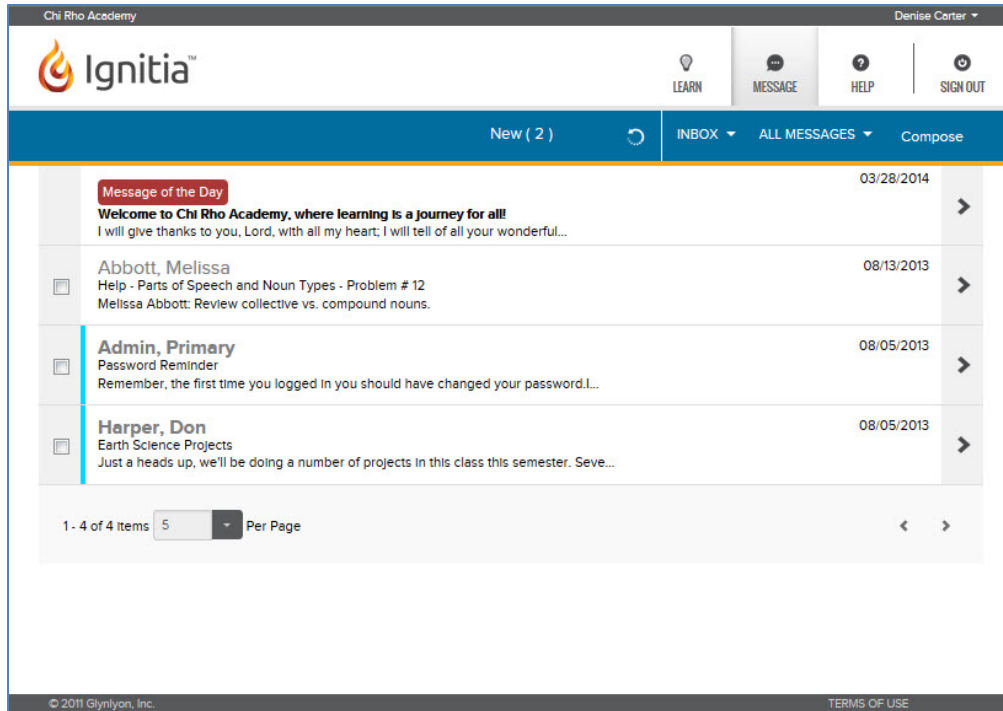
The screenshot shows the Ignitia interface. At the top, there is a navigation bar with the Ignitia logo, a 'LEARN' button, a 'MESSAGE' button, a 'HELP' button, and a 'SIGN OUT' button. Below this is a blue header with 'ASSIGNMENTS' and 'COURSES' tabs, and a main title 'Assignment - 13. Project: Plate Boundaries' with 'Attempt 1 of 1' below it. To the right of the title are 'SECTION 1 of 1' and 'QUESTION 1 of 4'. A navigation bar below the header shows page numbers 1, 2, 3, and 4, with '1' selected. The main content area displays a question: 'Which plate boundary and movement commonly create non-volcanic mountains? Explain how non-volcanic mountains are created by plate tectonics. Download a_escu01c02p12d_1.rtf'. Below the question is a blue 'WRITER' bar with a refresh icon. The text in the writer bar reads: 'Non-volcanic mountains **are formed** at convergent plate boundaries. When this happens it is between two pieces of continental crust. When continental crust collides with ocean crust, subduction occurs. This means since the ocean crust is denser, it **is forced** under the continental crust and begins to melt, producing magma. Non-volcanic mountains formed at plate boundaries due to plate movement **are called** fold mountains. These types of mountain **form** when two plates meet in an head-on collision layers of rocks at their edges crumple and fold in wavelike pattern. The crests of the waves form the peaks of the mountain while the troughs form the valleys. The crumpling or folding of layers of rock **can be** in the form of a gentle wave or it **can be** a complex pattern of multiple waves. The famous Himalayan range of mountains **has been formed** in this way.' At the bottom of the interface are three buttons: 'NEXT QUESTION', 'ASK FOR HELP', and 'TURN IT IN'.

Messages


Your administrator may have set up a messaging system for use within Ignitia. If you see a **Messages** icon on the **Button** bar at the top of the screen. Your administrator has chosen to use messaging within the application.

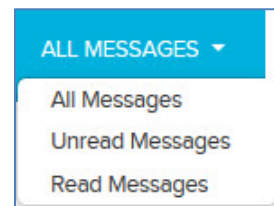
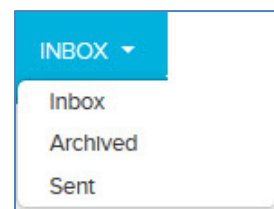


When you click the **Messages** icon, your **Inbox** automatically displays. Let's take a look at it.



On the blue navigation bar you see:

- The number of unread messages (**New**) in your Inbox.
- The icon to check for new messages ()
- The message box you are currently viewing and the drop-down arrow to change to a different box (Inbox, Archived, Sent).
- Messages filter with the drop-down arrow to select a different group of messages (All Messages, Unread Messages, Read Messages)
- **Compose** button opens a new message for you to send.

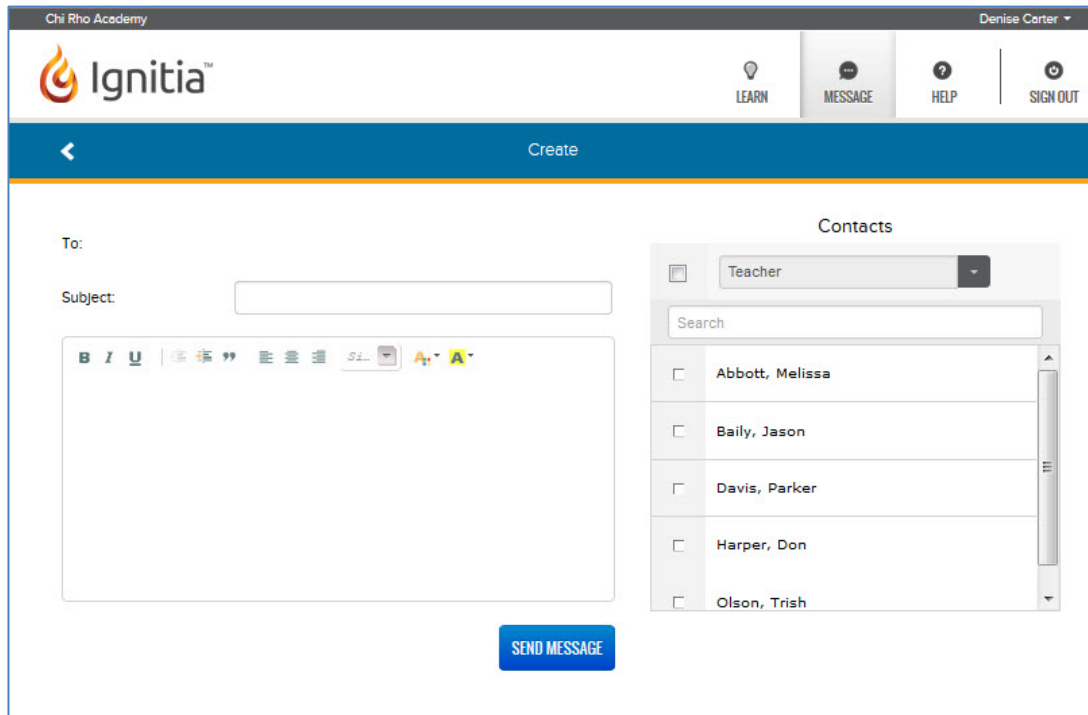


Just below the navigation bar you see the **Welcome Message** and the **Message of the Day**. This is a message posted by the administrator of Ignitia at your school.

Below that are your messages, most recent at the top. Click anywhere on the line to open a message.

If you select a message by clicking the box to the left of it, several options appear in the navigation bar, **Mark As Read**, **Mark As Unread**, **Archive**. You can click any of these to perform the action on the selected message.

Sending a Message

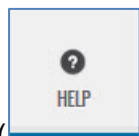


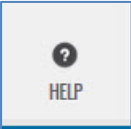
The navigation bar lets you know you are creating a new message (**Create**).

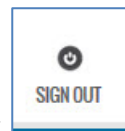
1. You need to select the people who should receive this message. You can only send to one of your teachers. Click the box beside the name of the teacher.
2. Enter the topic of the message in the **Subject** box.
3. Tab to the body of the message and enter your text.


You can use any of the formatting tools in the body of your message. Hover your mouse over an icon in the formatting bar to see a description of what that feature does.

Help



Click the **Help** icon () whenever you need assistance. You find everything from the telephone number and hours for Tech Support to the answers to frequently asked questions, to a video on our latest updates. Click any of the tabs or links on the **Help** page.



Don't forget to **Sign Out** when you are done! Click  in the top right corner of any page.