









Dear Family,

I would like to give you some tips on functions for the student portal that often go unnoticed. A section in the student portal that is often overlooked is the “Courses” tab. This tab reveals a lot of information that is useful, not only for students, but also for parents. Below are a few features in the “Courses” tab your family may find helpful:

- The first page under the “Courses” tab shows the student’s overall grades and progress as you can see in the picture below. This information is current and is usually 100% accurate, since most assignments are graded automatically. With this information, you will never need to wait until the end of the quarter to know how well your student is doing!

Title	Score	Progress		Info	
Bible 300	90.2%		69%		
Elementary Spanish	82.9%		50%		

- By clicking any of the courses from this view, you can see the total progress and grades for all units within that course (a sample unit is displayed below). This is great for viewing your student’s progress from one unit to the next or noticing low grades before they impact the overall score.

← COURSES		Bible 300			
Title	Score	Progress		Start Date	
1. YOU CAN USE THE BIBLE	90.2%		69%	10/25/2014	

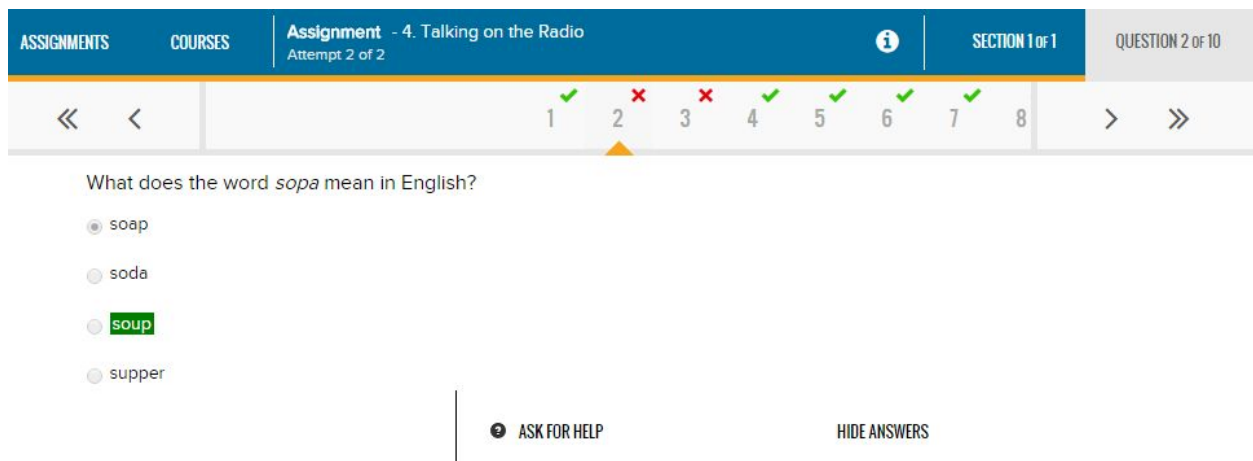
- You can click on any unit to see it in more depth (as pictured). You can open multiple units to compare recent quiz grades to those of previous units.

UNITS		Bible 300 : 1. YOU CAN USE THE BIBLE			
Due	Type	Title	Score	Status	
	R	1. Course Overview	N/A	Assigned	→
10/24/2014	L	2. Why Study the Books of the Bible?	98.8%	Graded	→
11/10/2014	L	3. Old Testament	78.3%	Graded	→

- Looking at the most recent unit in this view is a great way to see if your student is on track. As demonstrated in the image, you can see this by looking at the “Due” column on the left side. If your student is behind, the “Due” column will say “Overdue” and have the due date in orange. Counting the overdue assignments will give you an idea of how many assignments need to be made up, so you and the student can make a plan to catch up.

08/03/2015	L	10. Your Body Exercises and Rests	100%	Graded	→
08/27/2015 Overdue	P	11. Experiment: Taking Your Pulse	--	Assigned	→
09/23/2015 Overdue	Q	13. Quiz 3	--	Not Started	
10/21/2015 Overdue	L	14. Your Body is Different from an Animal	--	Not Started	

- Clicking on any assignments marked “Graded” (under the “Status” column on the right side) will allow you to look at specific questions within the assignment. We recommend students do this after every assignment, to see which questions they answered incorrectly and, by seeing the correct answers, reinforce concepts that they missed. Once you have clicked on the graded assignment, you may review the questions by clicking on the question section (located in the top right) and looking at the symbols next to the question numbers. As you can see in the image, an “x” means the question was answered incorrectly, a slash means the answer was partially incorrect, and a check mark means that the question was answered correctly. When any of these questions is open, you can click “show/hide answers” (at the bottom, as shown in the image) to view the correct answer. Students can use this information to study material that was missed in order to improve on future quizzes and tests.



Please note that on quizzes seeing the correct answers is only available after the final attempt. If a student’s score is lower than the assigned threshold, he or she will be able to take the quiz a second time, but the student will not be able to see which questions he or she got wrong or the correct answers, until the final attempt is submitted.

Before you begin using the student portal to understand your student’s progress and grades in more depth, please keep the following in mind:

- Only one person may be logged in at a time. If you wish to log in to the student portal, make sure the student is not in the middle of working on a quiz or test, as it will kick the student out. A great workaround is for parents to use the portal in the evenings and on weekends to avoid logging in at the same time.
- The student may have changed his or her original password, so you will need to confirm the password with the student. Students are encouraged to change their passwords periodically for security purposes, so make sure you are in communication about this.

- If a student forgets his or her password, or if you need to access the student's account but are unable to do so, we are able to reset student passwords. Feel free to reach out to us at 509-319-2288 (toll free: 866-488-4818) to update the password.

Some of the ideas discussed in this email, as well as information on navigation, technical errors and other tips can be found in the student orientation course. If you do not have this course assigned and would like it, please send an email to [admissions@enlightiumacademy.com](mailto:admissions@enlightiumacademy.com).



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In the past couple of years, Andrey has worked with students and parents to provide a better understanding of the Ignitia system, as well as the progress of students in the curriculum. He enjoys finding newer and better ways to help students succeed by keeping parents informed. He is also happily married and raising his first daughter.