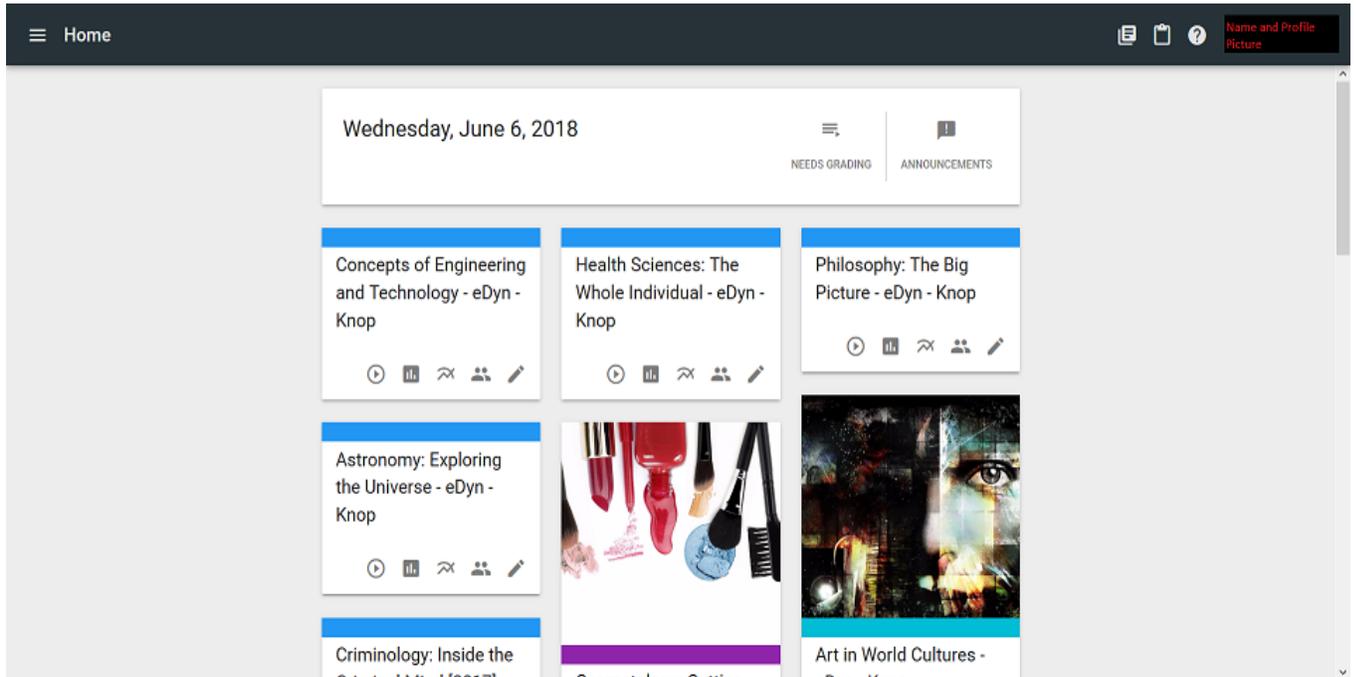


eDynamics Teacher Guide

This guide will give you instructions or direct you to where to find the instructions to complete the teacher tasks you will be responsible for in Edynamics

Upon Signing in you will land on the homepage where all your current courses are listed.



- “Needs Grading”** shows all activities students have submitted across all courses. This can be filtered by course by clicking on the filter course icon 
- “Announcements”** part of the “Communication” tab lets you send messages to students and set class wide announcements.
- “Activities”** marked by the play icon on a course card shows you a student view of the course.
- “Gradebook”** marked by the bar graph icon on a course card takes you the gradebook for that course where you can enter in or change scores for submitted assignments.
- “Reports”** marked by the line graph icon on a course card leads to an area to pull and print various reports.

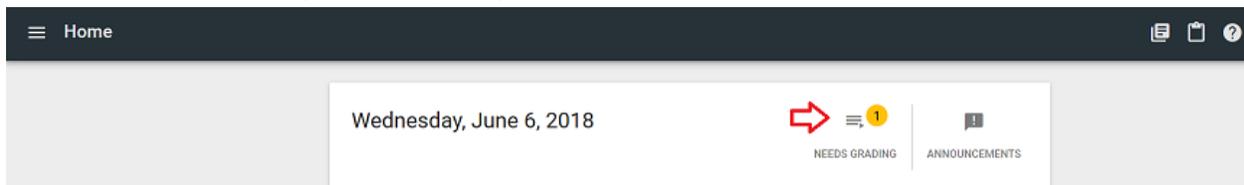
- “People”** marked by the two-person icon on a course card leads you to all students within that course. The “people” option in the menu sidebar will allow access to all students assigned to you without having to go through the course card.
- “Editor”** marked by the pencil icon on a course card allows you to view the syllabus of a course, edit the syllabus, and change the start and end dates of a course.

A “menu” marked by the three lined icon will open a sidebar where you can view many of these same features. From here you will also have access to the Calendar and Clipboard options.

- The “Calendar” tracks and displays all assignments and their due dates. You can choose to view a specific day, week, month, or the entire duration of the course. Please note: Specific dates cannot be assigned for specific assignments and blackout days cannot be assigned individually per student or course. The system automatically assigns work based on the start and end dates of the course.
- The “Clipboard” feature allows you to award badges to students.

Grading Work

Grading work in eDynamics is easy. When you log in you will see the “Needs Grading” icon marked with a number value indicating how many assignments across all courses need your attention.



- Click on “Needs Grading”.
- Click on an assignment you wish to grade.
- Review the assignment and enter a grade in the form of a percentage or points possible. (Some lessons will show the suggested answer for the questions. Essay or short answer assignments will not show an answer as student responses may vary.)
- Click “Submit Score”.

Viewing Test/Quiz Answers

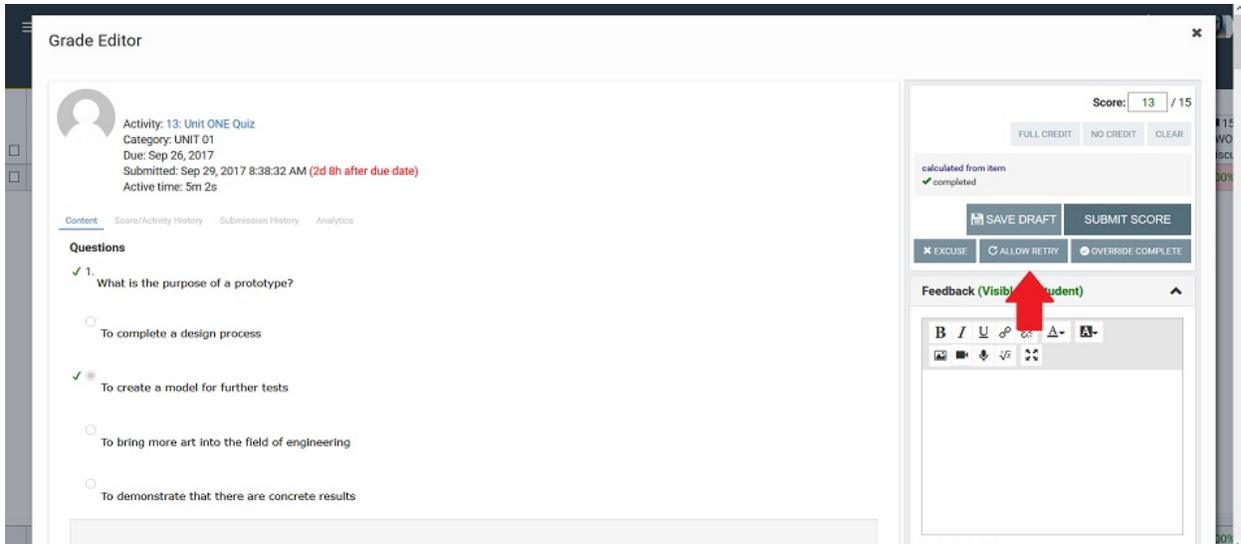
To view the answers the student submitted for a quiz and to see the correct answers:

- Click on the “gradebook” icon in the course your student is in
- Find the quiz or test
- Click on the score in the box under the assignment name

Reset a Quiz/Test/Assignment

You can reset work to allow the student another chance to complete the work. Please note: The system will record the score for each attempt the student makes and maintains a record of who reset it. The score from the most recent attempt is what is recorded in the gradebook.

- Click on the “gradebook” icon in the course your student is in
- Find the quiz or test
- Click on the score in the box under the assignment name
- To the left of the assignment click “Allow Retry” (see below)

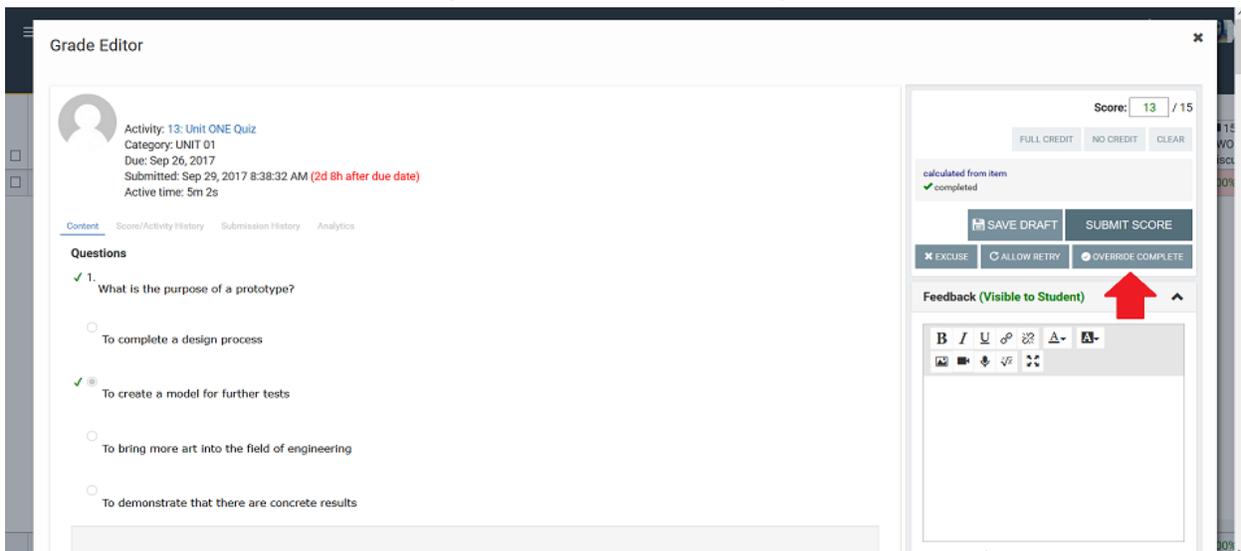


The screenshot shows the 'Grade Editor' interface for a quiz. On the left, the quiz details are displayed: 'Activity: 13: Unit ONE Quiz', 'Category: UNIT 01', 'Due: Sep 26, 2017', 'Submitted: Sep 29, 2017 8:38:32 AM (2d 8h after due date)', and 'Active time: 5m 2s'. Below this, the 'Questions' section shows a single question: '1. What is the purpose of a prototype?' with four radio button options. The second option, 'To create a model for further tests', is selected. On the right side of the interface, there is a score box showing 'Score: 13 / 15'. Below the score box are buttons for 'FULL CREDIT', 'NO CREDIT', and 'CLEAR'. Further down, there are buttons for 'SAVE DRAFT', 'SUBMIT SCORE', 'EXCUSE', 'ALLOW RETRY', and 'OVERRIDE COMPLETE'. A red arrow points to the 'ALLOW RETRY' button.

Permit Progress

To accept a score and allow progress

- Click on the “gradebook” icon in the course your student is in
- Find the assignment
- Click on the score in the box under the assignment name
- To the left of the assignment click “Override Complete” (see below)

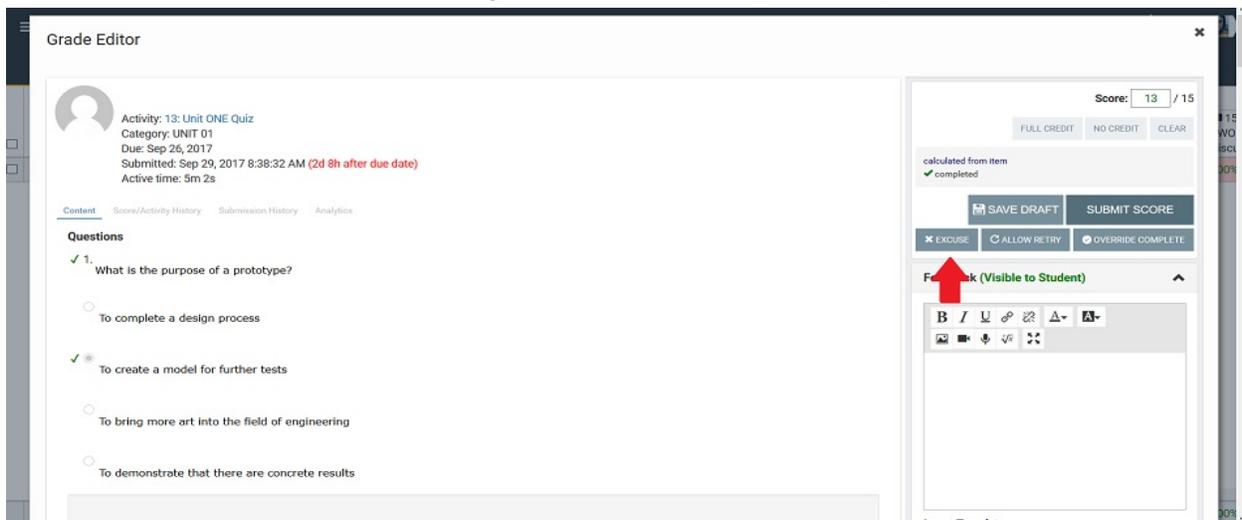


This screenshot is identical to the one above, showing the 'Grade Editor' interface for the same quiz. The 'ALLOW RETRY' button is no longer highlighted. Instead, a red arrow points to the 'OVERRIDE COMPLETE' button in the bottom right corner of the interface.

Excuse an Assignment

You can excuse an assignment and the score for this assignment will not be calculated in the final grade for the course. The system will keep record of all excused assignments. Please note: some states do not allow assignments to be excused. Please be aware of your states homeschooling requirements before excusing any work.

- Click on the “gradebook” icon in the course your student is in
- Find the assignment
- Click on the score in the box under the assignment name
- To the left of the assignment click “Excuse” (see below)



View Assignment Performance Details

You can view the details of when each assignment was completed, was due, and the grade on each by:

- Click on the “People” icon in either your course cards or your “Menu” bar in the upper left-hand corner. (Tip: It’s easier to view all your students by using the “People” icon under the “Menu” whereas the course cards will only show you those students who are enrolled in that course).
- Click on the name of the student
- You will see all the details for the course under “Grades” (see below)

View Student Activity

You can view the details of when each assignment was completed, was due, and the grade on each by:

- Click on the “People” icon in either your course cards or your “Menu” bar in the upper left-hand corner.
- Click on the name of the student
- You will see all the details for the course under “Activity (see below)

GRADES	FOR ME	WHAT IF	ACTIVITY	ANALYTICS	BADGES	SETTINGS	STREAM	TO-DO LIST
UNIT 1								
Activity			Location		Score	Status	Submitted date	Target due date
10-B: Unit ONE Text Questions Dropbox			UNIT ONE: The World of Health Sciences		100%	✓	Sep 21, 2017	Sep 21, 2017
11-B: Unit ONE Lab Questions Dropbox			UNIT ONE: The World of Health Sciences		100%	✓	🔴 Sep 27, 2017	Sep 26, 2017
14: Unit ONE Quiz			UNIT ONE: The World of Health Sciences		100%	✓	Oct 2, 2017	Oct 2, 2017
15: Unit ONE Discussion Questions 1			UNIT ONE: The World of Health Sciences		100%	✓	Oct 2, 2017	Oct 3, 2017
16: Unit ONE Discussion Questions 2			UNIT ONE: The World of Health Sciences		100%	✓	Oct 2, 2017	Oct 5, 2017

Calendar

The Calendar displays due date notifications. Select a date or view for a list of activities.

Calendar
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Date	Activity
Thu Jun 21, 2018	12: Unit THREE Quiz Demo - Social Problems I: A World in Crisis: UNIT THREE: Poverty
Thu Jul 5, 2018	12: Unit THREE Quiz Demo - Gothic Literature: Monster Stories: UNIT THREE: FRANKENSTEIN: With Great Power Comes Great Responsibility
Wed Jul 11, 2018	13: Unit THREE Discussion Questions 1 Demo - Social Problems I: A World in Crisis: UNIT THREE: Poverty
Fri Jul 13, 2018	12: Unit THREE Quiz Demo - Forensic Science I: Secrets of the Dead: UNIT THREE: Physical Evidence
Tue Jul 24, 2018	13: Unit THREE Discussion Questions 1 Demo - Gothic Literature: Monster Stories: UNIT THREE: FRANKENSTEIN: With Great Power Comes Great Responsibility
Mon Jul 30, 2018	14: Unit THREE Discussion Questions 2 Demo - Social Problems I: A World in Crisis: UNIT THREE: Poverty
Wed Aug 1, 2018	13: Unit THREE Discussion Questions 1 Demo - Forensic Science I: Secrets of the Dead: UNIT THREE: Physical Evidence
Fri Aug 10, 2018	14: Unit THREE Discussion Questions 2 Demo - Gothic Literature: Monster Stories: UNIT THREE: FRANKENSTEIN: With Great Power Comes Great Responsibility
Tue Aug 21, 2018	14: Unit THREE Discussion Questions 2 Demo - Forensic Science I: Secrets of the Dead: UNIT THREE: Physical Evidence
Mon Dec 24, 2018	7-B: Unit FOUR Lesson Review Questions Dropbox Demo - Gothic Literature: Monster Stories: UNIT FOUR: Jekyll & Hyde: To Thine Ownself Be True

Courses

- Demo - Forensic Science I: Secrets of th...
- Demo - Gothic Literature: Monster Stories
- Demo - Social Problems I: A World in Cri...

Show inactive Learners in Gradebook

- Login to Accelerate as teacher
- Click the name of the course you want to see
- Click the 3 bars in upper left corner (Blue Bar), select “Gradebook”
- Click the gear after the name of the course (Blue Bar)
- Scroll down to “Other View Options” and select “Show Inactive Enrollments”
- Click Save