



BLENDED LEARNING

Site Coordinator Reference Handbook

Los Angeles Unified School District
2018- 2019

IMPORTANT

To access Edgenuity (Blended Learning Model) all LAUSD students and staff must use their SSO at:

<https://lausd.learn.edgenuity.com>

For news and updates about Edgenuity in LAUSD please visit:

<http://bit.ly/onlinecourseoverview>

IMPORTANT

Sign-in Procedures

To access Edgenuity (Blended Learning Model) all LAUSD students and staff must use their SSO at: <https://lausd.learn.edgenuity.com>

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Program Goals

Edgenuity's research-based instructional model meets the rigorous demands of the California State Standards. Edgenuity courses offer an interactive and personal learning environment with the right level of support for each student.

- ★ Increase graduation rate
- ★ Increase A-G course completion
- ★ Increase scheduling options for students who transfer or have scheduling conflicts
- ★ Increase classroom instruction through blended learning

Schools are advised that it is important to evaluate the needs of each student prior to enrolling a student in a blended or virtual course. A student's progress should be closely monitored to evaluate if this is the best avenue for the student to experience the content.

Available Courses

For the most up to date course offering information please visit: <http://bit.ly/lausdonlinecourses>. With the exception of HEALTH, each course is A-G approved regardless if it is offered for original credit (EDG) or credit recovery (EDGP). Please note that NCAA will not honor Blended Learning courses. NCAA students should NOT be enrolled in any Blended Learning courses.

IMPORTANT NOTES:

- Schools using or planning to offer Edgenuity courses need to ensure to add the courses they plan to offer to their school course list in UCOP (aka: Doorways). Please refer to Reference Guide 5833.3 or consult with your local district's counseling coordinator if you have any questions.
- Questions about the appropriate credential should be directed to the LD's Counseling Coordinator NOT the LD's Instructional Technology Specialist.
- Science courses are not approved for the 2018-19 school year

NCAA Eligibility

The NCAA (National Collegiate Athletic Association) has strict guidelines and non-traditional courses must be approved. Only virtual, non-prescriptive Edgenuity courses are approved at this time. LAUSD Edgenuity blended courses are NOT currently NCAA eligible.

Blended Learning Implementation

In the Blended Learning Model (both EDG and EDGP) students are scheduled in classes with subject certified and highly qualified teachers that are provided by the school site. The Blended Learning teacher facilitates instruction, utilizes reporting tools to identify areas of student weakness, and develops instructional interventions including small group and individual direct instruction. This teacher oversees student progress in class, grade teacher scored activities, issue a final grade, and be the teacher of record. It is the responsibility of the teacher to intervene when a student is struggling with the digital content and alert the counselor in a timely manner if this setting is not conducive to meeting the student's needs.

Course Settings

In order to maintain fidelity to the content and structure that was approved by UCOP, course settings are set by default and must remain as indicated unless there is legal documentation such as an IEP indicating otherwise. Only the site coordinator has access to make changes to course settings. Changes are applied on an individual student basis.

IMPORTANT NOTE:

Adjustments for World Languages Courses need to be done on PowerSpeak.

Course Modification to Grant Partial Credit

Modification of courses is ONLY permitted when a student has arrived to the school with official partial credit (**ie-foster youth or students returning from camp**). The school's Site Coordinator is the only one who has access to modify the course. A course may not be customized when a student transfers from one school to another (ie-comprehensive school to option school) or the teacher feels the content is too difficult for students.

Student Account Creation

Student accounts are automatically created through a nightly import process from MISIS. When students are created through this nightly import their accounts are set up in the 'Archived' list inside Edgenuity. To start a student in an Edgenuity course one must first search for the student in the Archived list and then enable his or her account.

- NEW Students cannot be manually added into the system. Once a student receives an LAUSD ID number and email address, the student will be reflected in the schools active enrollment after the nightly import takes place (this process takes about 48 hours).
- If the student's account is not created within 48 hours, please contact Edgenuity Support at 877-202-0338 ext. 1080.
- Students will need their LAUSD SSO to login to Edgenuity and they will need to actively make use of their @myemail.lausd.net email accounts. Instructions on how a student can activate their

LAUSD email address and/or reset their SSO password can be found at:
<http://bit.ly/studentemailinstructions>. Use Firefox when using MyDATA/GetData.

IMPORTANT NOTE:

It is highly recommended that each school has at least one person with Email Sub-Administrator access so that someone at your school site can assist students with activating their @mymail.lausd.net. To request such access please visit: <https://ezaccess.lausd.net>

Student Work and Assessments

Minimum Student Work Expectations

Student will review and sign [Student Success Agreement](#).

Students are expected to keep pace with assigned due dates (Assignment Calendar). Each school site should establish a system to monitor student progress and intervene as needed.

As a best practice, teachers should set up an automatic weekly progress email report for parents. Students and parents also have an option to be set up with a Family Portal account (up to 7 accounts) to monitor progress and session logs.

Reporting students grades:

For progress reports: teachers should be using the "ACTUAL" grade from Edgenuity.

- Actual Grade: takes progress into account, penalizing students who are not on pace.
-If the actual grade is N/A you will need to set the starting and target date in the Edgenuity Dashboard. For more information on setting starting and target dates - refer to page 47 in your Guide to Program Success manual.

<http://media.edgenuity.com/manuals/eCo/newUI/guides/GPS%20Session%20Guide.pdf>

For Final grades: Teacher should use: OVERALL grade to report a final grade when the student has gone through 100% of the content (online, in classroom or combination of both). If the semester ends and student is still working on a course, teacher should report an "INCOMPLETE" as the final grade and the student will need to resume working on the course second semester until they have gone through 100% of course content.

In the student's Progress Report there are three grade indicators:

- **OVERALL GRADE:** Use this grade to report final grade at the end of the course. The grade the student has earned thus far in the course, based on all activities and assessments he or she has completed:
- RELATIVE GRADE: Represents the grade with 0% for all unfinished activities.
- ACTUAL GRADE: Use this grade to monitor progress throughout the course. Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed. This will not populate unless a start date and target date have been set.

ADDITIONAL ACTIVITIES

As a reminder, in the Blended Learning implementation, the appropriately credentialed LAUSD teacher assigned to support a student in an Edgenuity course carries the responsibility of providing intervention and support as needed. As such, a Blended Learning teacher may add evidence from student work and/or assessments to inform student grades.

Teachers that would like to include additional activities in a student's Edgenuity grade need to follow the steps illustrated below to ensure there is justification on how a student's grade is calculated.


DISCLAIMER: By default additional activities are to a weight of 0%. Teachers DO NOT have permission to edit grade weights. To ensure additional activities are calculated into the student's grade - teachers will need to connect with their site coordinator to adjust the grade weights for additional activities. This adjustment will take place in edit options per student and course. If you need an adjustment school wide, please contact your Instructional Technology Specialist.

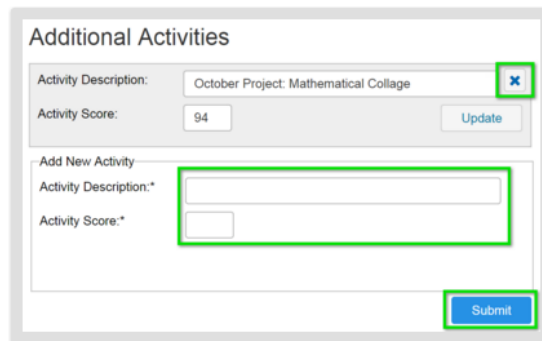
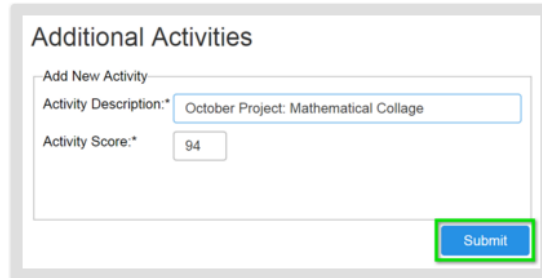
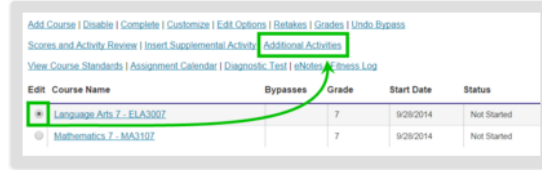
Grade Weights	
Quiz	30
Test	30
Exam	20
Assignment	20
Additional	0
<hr/>	
Total	100
<input type="checkbox"/> Use Defaults	

In the “description” section, teachers should indicate how the additional activity connects to a standard the course content covers.

Entering Additional Activities

Additional activities can be added to individual student courses. While the weight can be applied globally to the entire course, the specific activities will need to be added individually.

- Navigate to your [student's course list](#).
- Select the **radio button** next to the desired course.
- Click the **Additional Activities** link at the top.
- Enter a brief description in the text box. You may want to include the date as part of the description so you can easily identify the activity.
- Enter the score for the activity. This is the score that will be averaged with all other additional activities you enter.
- When ready, click the **Submit** button to save your changes.
- After clicking the **Submit** button, you'll have the opportunity to add other new activities, or you can click the blue  to remove any activities as needed.

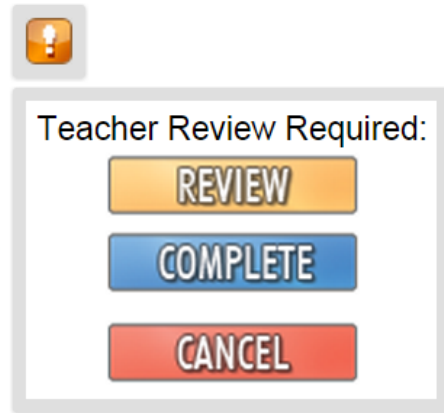


The full guide can be found at inside the Edgenuity Help Desk website [here](#)

Assessments and Proctoring

- Students may work on activities from any computer or tablet with internet access.
- Quizzes are not locked, and can be done in school or at home.
- To ensure academic integrity, unit tests and cumulative exams **must be proctored at the school site**.
- Alerts Guide: [here](#)

- Orange exclamation point: indicates that your student is waiting for a teacher review. The review must be completed before your student is able to take the assessment.
 - **Review:** takes you to the assessment in the student's Gradebook that must be unlocked by you
 - **Complete:** allows you to complete the review directly from the Dashboard, and unlock the assessment for the student. Use this option if you are walking around and working with your student along the way.
 - **Cancel:** allows you to exit without taking any action



Activity Resets

- Students may be given additional opportunities to retake computer-scored activities after completed notes are shown (or at the Teacher's discretion).
- Teachers may choose to allow additional attempts on computer-scored assessments. However, no more than three attempts are allowed per assessment. If student is requiring multiple resets teacher needs to identify point of struggle for the student and intervene as needed.

Student Orientation

Best practices indicate that students have greater success when there is dedicated time for a student orientation (even if it's within the classroom).

At orientation, teachers should:

1. Make sure students have activated their LAUSD SSO (@mymail.lausd.net) and understand they need to check their accounts on a regular basis.
2. Introduce themselves to students.
3. Explain policies and procedures.
 - a. Student Work/Due dates (via Assignment Calendar)
 - b. Student expected time to work in the course per week.
 - c. Tutoring/Assessment
4. Complete the success agreement (see next page)
5. Show the orientation video whole group pausing periodically to check for understanding and to answer questions.
6. Teacher may want to model whole-group the steps to note-take while watching a video. It is highly recommended that students have a paper and pencil notebook as well as utilize Edgenuity's e-notes. See guides below.
 - a. [ELA](#)
 - b. [Math](#)
7. Discuss best-practices for taking an online course.
8. Help students sign in using their LAUSD SSO at lausd.learn.edgenuity.com.

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9. Optional: Enter a parent e-mail so they receive weekly student progress reports. (See Parent Resources [here](#))
10. Help students configure their profile with primary language assistance if appropriate.
11. Assist students with how they access their Organizer for student resources and reports.

SAMPLE Student Success Agreement

Student: _____

Read each statement and sign as acknowledgement of your responsibilities.

I agree to the following:

- I will attend the student orientation on _____ (date).
- I will abide by the student code of conduct, acceptable use policy and academic honesty policy.
- If I fail to abide by the school and district policies, I may be removed from the course.
- I will login and complete work for _____ hours/week **for each course** in which I am enrolled.
- I will complete all assignments in accordance with scheduled due dates (via Assignment Calendar).
- I understand that the course must be completed no later than _____ (date).
- I will take all unit tests and final exams at school, proctored by the credentialed teacher.
- If I am unable to stay on schedule for more than three days, I will contact my counselor or appropriate school personnel to discuss the situation.
- I will access my grades in each course periodically using the Progress Report and Scores and Feedback report found in the Organizer inside Edgenuity.
- I agree to attend student-teacher conferences to address issues such as overdue assignments, low test scores, or similar academic concerns.
- In order to earn credit for the course, I must complete all assignments and demonstrate at least 60% proficiency by the course end date.
- If I fail to attain minimum academic standards, I may not be eligible to participate in future courses.
- I will return all materials and equipment that belong to the school when my course is complete.
- It is my responsibility to maintain academic honesty and integrity throughout the course. If I do not, I understand that my teacher may take appropriate action.

Student Signature

Date

Parent/Guardian Orientation

Schools are strongly encouraged to schedule a parent/guardian orientation to show parents how to read and make use of the progress reports. In addition, an orientation would also create an ideal situation for highlighting the benefits of the Family Portal.

Family Portal:

Update student account and parent contact information. It is important to ensure you are communicating the activation code to the parent, the activation code is NOT included in an automatic email to parents.

Parent Contact Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Notes:	<input type="text"/>		
Email:	<input type="text"/>		
Email Progress:	<input type="checkbox"/>	Family Portal:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
Frequency:	<input type="text" value="Daily"/>	Activation Code:	<input type="text" value="7089"/>
		<input type="button" value="Save Parent"/> <input type="button" value="Remove Parent"/>	
<input type="button" value="Add Another Parent"/>			



See Parent Resources [here](#)

Communication

Regular communication to discuss student performance creates an effective student support system. In addition to the automated weekly student progress email from Edgenuity, Teachers should communicate:

- At the beginning of a course to introduce themselves, share office hours, and important info.
- When students are not making progress.
- If a student does not access the course in over 3 consecutive days.
- When a student does not have required materials for a course.
- When there is an opportunity to participate in small group instruction sessions.
- When student performance is excellent and deserves recognition.
- During the weekly meeting with each student to review course progress.
- With periodic announcements to the entire class.
- When the Grade falls below 60%.
- Final Due Date reminder for the Final Exam and all remaining work.
- By sending a congratulatory email upon course completion.

SAMPLE Parent Agreement

Read each statement and sign as acknowledgement of your parent/guardian responsibilities.

I agree to:

- Communicate the importance of education to my child.
- Monitor my student's progress by utilizing the weekly reports emailed by Edgenuity.
- Ensure my student attends all state, district and course assessments for their course and grade.
- Participate in email and phone communications with teachers and school staff.
- Notify the school of changes of address, telephone number, and email address.
- Notify the school the first day I encounter technical problems. (computer, internet or any other issue)
- Inform the school immediately if I decide that my student will no longer participate in the program.

As the parent or guardian of _____, I have read the Parent Agreement. I hereby accept all responsibilities of this document.

Parent Name (Please Print): _____

Parent email address: _____

Parent Signature: _____ Date: _____

Academic Integrity

Teaching with a digital curriculum presents new classroom management challenges. The advent of digital curriculum has enabled new models of classroom instruction that offer a higher degree of individualization to better meet the needs of each student. However, with this integration of technology students may have access to information that provides an inappropriate advantage when completing coursework.

Concerns about academic integrity — such as ensuring that the work a student submits is his or her own and that the Final grade awarded to a student is based on that student's completion of the required course material — are not new, nor are such concerns unique to online learning.

The following best practices will help to discourage academic dishonesty:

- Proctored assessments will re-lock automatically 15 minutes immediately after a teacher unlocks a Test of Exam (or completes 'Teacher Review'). This is so that the student cannot go home and finish the assessment unsupervised.
- Set and communicate clear academic expectations
- Prevent unauthorized access to staff accounts
- Use recommended course settings
- Proctor and protect assessments
- Investigate suspected dishonesty
- Adjust classroom layout to enable teacher view of student screens
- Require offline student work portfolios

Test Integrity - Teacher Roles and Responsibilities

Teachers have a significant role in preserving test integrity. Teachers can follow some of the following classroom and student management procedures to prevent cheating:

- If a student fails to obtain mastery on a quiz they will not get a retake until they turn in their completed notes for those lessons. Teachers will check the notes for accuracy. This is how a student earns a retake – by demonstrating they have studied the lessons and taken notes. If they fail again the teacher will move them on using the 'Pass W/ Grade (Current Assignment)'. The student will have to make up the points with other assessments.
- When a student is ready for a unit test the teacher will first check to make sure all previous assignments have been completed or submitted for grading.
- Teachers will have the students move to a computer location where they can carefully watch the student behavior and computer screen during the assessment.
- Protect the integrity of all Unit Tests and Cumulative Exams. When a student is ready to take a Unit Test and/or Cumulative Exam wait for the student to be present inside the classroom at the computer in which they will take the assessment. Once the teacher 'Completes Review' the assessment will be unlocked and the student will have just 15 minutes to click "Begin" before they are locked out again (this is to prevent the student from doing the assessment at home).

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- Teachers will make sure that during the assessments students do not use cell phones, chat online or in person with other students, visit non-Edgenuity websites, or view any unauthorized notes.
- If a student fails an Unit Test and/or Cumulative Exam and uses up their two retake attempts the student will not be given a third and final attempt until after the teacher completes the following:
 - o Checks the Student Session Time (Reports>Attendance Log). Look to see if the student is spending time testing and not studying. Review previous weeks.
 - o Look at the courses' gradebook to see how long the student took for the assessment.
 - o If the student has rather high scores on the quizzes but fails the Unit Test and/or Cumulative Exam with a very low score there is a real possibility that the student has been cheating on unsupervised assessments. Tell the student that their Unit Test and/or Cumulative Exam scores are inconsistent with their quizzes and therefore you will reset some of their quizzes and make them take them with you in a proctored setting. If they fail to pass these quizzes you can reset all of the quizzes in the Unit and make them do all of the Unit the work again.

Monitoring Student Progress

In addition to utilizing the Grade Book to monitor student work, the following reports should be used by to track progress. *Many reports require Target Date to be set in the courses Edit Options or Manage Enrollments.

Manage Enrollments

- The Manage Enrollments page provides a view of enrollments for courses in your school. You can use the Manage Enrollments page to find enrollments that meet certain criteria, mark those enrollments complete or disabled, and change start and target dates for those enrollments. For more information on this feature [click here](#).

Single-Student Reports

- Progress Report
 - o For a single student, the course progress report shows percentage completion, activity scores, activity count (total and completed), and the weighting and overall scores by activity type. This report provides a snapshot of the student's progress and achievement in a single course.

Progress reports can be accessed or printed any time for students and teachers. These reports can be emailed directly to parents or guardians, or they can be set up with access to the Family Portal to view them at any time. As students submit assignments, they receive immediate feedback and the progress report is updated in the live system. Since data is recorded and updated in real time, students can monitor their progress and will know exactly where they stand in relation to completing the course on time.

Progress Reports make it easy to identify whether students are on track to complete courses within the allotted timeframe and determine the grade they have earned for

submitted work (overall grade), the grade if they were to leave the class without doing any more work and receive zeros for the incomplete work (relative grade), or the grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed (actual grade).

- Session Log
 - Teachers and administrators can review the amount of time a student has logged in the system, including the amount of time the student had the system open but was idle. On the student level, this report also allows teachers to monitor student attendance in the courses. Using date ranges, teachers have a weekly overview of total work in addition to a breakdown of individual session work. The attendance log not only tracks student time on task, but it will also allow teachers to view a student's idle time, which could indicate review time or time spent using the student organizer tools.
 - Idle time should not exceed approximately 15% of total time.
 - If parents and guardians are granted access to the Family Portal, they will have unlimited access to the student's attendance log. The attendance data for teachers and families is available at any time.
- Score Overview
 - The Score Overview report allows teachers to monitor student work on a per-course basis. This report not only shows the lesson and activities completed within a course, but it also allows teachers to view the grades, attempts, and times associated with those activities. With sorting and exporting features, teachers can easily assess student progress throughout the duration of the course.
 - From this report, educators can also see whether any activities require grading. They can launch an activity from here, review student work, and leave feedback for students.
- Assignment Calendar
 - Both students and teachers have access to the auto-generated Assignment Calendar for courses. Based on the timeline of the individual student's course provided by the teacher, in conjunction with the district calendar that excludes any non-school days, the Assignment Calendar is a daily list of activities that students should complete in order to meet the target completion date for the course. This report sets expectations for students and will help them manage their coursework towards a successful completion.
 - Educators can also use this report to look back at the assignments students completed each week, which appear in green, and the total percentage of the course completed as of the completion of each activity. .

Group Reports

- Group Progress Report
 - Teachers and administrators are able to view student progress reports individually, and administrators may review a whole-group progress report. The progress overview demonstrates the currently available information about a group of students. The administrator at the school level will be able to view the reports for students enrolled at the site; district administrators will be able to view information for all students in all schools in the district as they navigate from school to school.
- Dashboard

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- o The Dashboard feature is a user-friendly way of managing large groups of students from one centralized location. Teachers and Administrators can easily identify and intervene with students who are falling behind or who need additional support. Students who are prevented from progressing in the courses are also easily managed through the alert system, providing teachers with real-time data so they can effectively manage their students. With the wide range of filters available for courses and students, teachers can narrow the list of students that appear in the Dashboard.
- Attendance Log
 - o The Attendance Log provides an overview of student attendance, either for the school or for specific groups of students. Teachers can monitor the Attendance Log to view the total time a student spends daily, the number of assessments completed daily, or to monitor the weekly total time for each student.
- Lesson Mastery
 - o This report will provide an at-a-glance view of how students are performing in all the lessons in a course, in order to identify and group students for re-teaching. For each lesson, educators can view how many students are struggling with the lesson, how many are active in the lesson, and a number of other statistics. The report can be filtered by standard, and it can be sorted by lesson difficulty or any other of the columns displayed. Educators can drill into any lesson to view which students are struggling and/or active, with visibility into the assessment questions and individual student responses for targeted, real-time intervention

Course Completion and Grades

When a student completes a course, teachers must perform the following tasks to ensure student is properly captured as a course completion.

1. Identify the OVERALL grade
2. Mark the course 'Complete' inside Edgenuity.
3. Submit final grades in MISIS

End-of Year Policies

At the end of the school year and before the start of the next academic year all active courses will be archived by teachers or local school Online Learning Site Coordinators. In addition, it's important to archive students leaving the district such as seniors who graduated. This will ensure the disaggregation of data into discrete academic school year and make sure the most recent courses are used.

Support

Technical Support

Each school needs to allocate the resources to ensure that the equipment students will be using abides by the required updates.

- Earbuds/Headphones for all students are REQUIRED since the content contains a lot of videos that students must listen to.

Schools that experience problems with bandwidth, connectivity, streaming, etc, need to make sure they are submitting a trouble ticket with ITD’s help desk: <http://achieve.lausd.net/Page/286> or call (213) 241-5200. This data will be important in order to be able to justify the need to allocate additional resources to the school’s infrastructure. Please keep your Instructional Technology Specialist in the loop of any concerns so they can advocate for your needs.

Edgenuity Technical Support:

- Hours of Operation: Monday through Friday: 5:30 am to 7:30 pm / Saturday and Sunday: 6 am to 3 pm (Pacific)
- Call: (877) 202-0338
- E-mail: customersupport@edgenuity.com

Instructional and Implementation Support

LD Central	Ana Maria Madero – amm4041@lausd.net
LD East	David Billett – dbillett@lausd.net
LD Northeast	Jerry Song – jerry.song@lausd.net
LD Northwest	Elijah Whang – exw2588@lausd.net
LD South	David Samuel Barrett – dbarrett@lausd.net
LD West	Kevin Clanin – kjc3313@lausd.net

Frequently Asked Questions (FAQ):

1. Schools using Edgenuity and UC Doorways: What action is needed from the school site to show that they are using Edgenuity? Is the district submitting for all schools or do they have to submit to UC Doorways individually?
Schools must submit courses they plan on using throughout the year.

2. Mastery Thresholds?:
The course default is set to 60%

3. Can a school register a student for a prescriptive course if they arrive mid-semester from another school or a student coming out of detention w/ partial credit on a course? Although technically students are not "recovering credit", this would allow a student to demonstrate proficiency and skip content rather than making them start a semester from the beginning again.
Okay to use if student is coming in late in the semester or from a camp in which partial credit was issued.

4. MISIS:
 1. For schools that are running Edgenuity after school/weekends will they be able to add a FINAL Grade into transcript the same way that you would when a student completes a course in adult school or community college?
YES, consult with LD Counseling Coordinator for guidance.
 2. What are the MISIS Course numbers:
Visit <http://bit.ly/lausdonlinecourses> for available course lists.

5. Are ELD/LTEL courses available?:
No, there are not any ELD/LTEL courses available through Edgenuity. See course list for more information. <https://achieve.lausd.net/Page/10966>