



Ignitia®

v2.27

Student Quick Start Guide

Released 07/2016



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Ignitia®

Alpha Omega Publications

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Helpful resources

Technical Support

Phone - Toll Free: 800-735-4193

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

Go to: http://www.aopschools.com/ignitia_support

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Introduction

Welcome to the Ignitia *Student Quick Start Guide*! This guide is meant to help you quickly get started with your schoolwork. Other resources are available to you:

- To view the **FAQ** page which provides helpful information, click the **Help** tool. The FAQ page also has the Ignitia Technical Support phone number and availability details.
- To see a list of new features and improvements, click the **Help** tool, and then on the main nav bar, click **What's New**.
- For more detailed information and instruction, to access a copy of the *Student User Guide*, go directly to the Ignitia web site support resources page at: http://www.aopschools.com/ignitia_support. Guides are located under the **Resources** tab of the page.

View assignment and course information

After you log in, Ignitia opens to the **Learn > Assignments** page.

This page displays the Due date, assignment type symbol, title, score (if completed) and status of all courses and assignments that have been assigned to you.

- To view course information, on the main nav bar, click **Courses**.

The **Courses** page displays the course title, current score, and your progress in the course.

- Hover the cursor over the **Info** () tool to see the teacher's name and course start date.
- Click any course Title to display the units in that course. You see the score, progress, and start date for the unit.
- Click any Unit to see a list of all assignments in the unit. You see the due date, assignment type symbol, title, score, and status.
- Click the left-facing arrow on the Courses/Units row (located below the main nav bar) to go back to the unit or course view.

Work on assignments

You are ready to start work on assignments that have a start date closest to the current date. You can work on lessons and projects as your schedule permits; however, quizzes and tests *must be completed* once started. You can only open already completed assignments or those in "Assigned" status.

1. On the **Assignments** page, click the first assignment you want to work on. If the assignment is blocked as indicated by the **Blocked** () symbol, the teacher is messaged to unblock the assignment.
2. If the assignment is a lesson or project, it opens to the first section. If the assignment is a quiz or test, when the reminder message appears, select an option. If you chose to start the quiz or test, it opens to the first question.

Several options may be available (active) for assignments:

- Under the **How To** button to the left, if you see a red **Teacher Note** button, click it to read the teacher's notes.
- To add notes to the assignment, under the **How To** button, move your cursor down until a gray button appears. Click the gray button to add your first note. In the **Add Note** page, enter your notes and click **Save**.
- To print this assignment, with or without your notes and the teacher's notes, click the **Print** () tool
- To see more information about assignment text, highlight the text, and then click the **Reference** () tool.

- To view a translation of assignment text, highlight the text, click the **Translate** () tool, and then select one of the available languages. The translated text appears in a separate page.

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.

- To hear the translated text spoken in the language, click the audio **Start** tool. To stop the audio, click the **Pause** tool. To view and hear another language, select it from the language list.

Note Somali, Burmese, and Haitian Creole languages do not support audio translation of the text. You can only view the translated text. Languages that support audio translation have the **speaker with sound waves** () symbol next to the name.

- To hear an audio version of assignment text, highlight the text, click the **Speak as** () tool, and then select a person's voice. Use the audio **Start** and **Pause** tools.
- If the assignment is a lesson, do the following steps. If the assignment is a project, skip to step 4. If the assignment is a quiz or test, skip to step 5.
 - Read all sections of the lesson, view the videos, slide shows, listen to the audio clips.
 - Click the **Read Next Section** button to move to the next section.
 - Do the practice exercises, including vocabulary practice.
 - Click **Work on Questions** and answer each question at the bottom of the lesson.
 - Click **Next Question** or the question number at the top to move to the next question.
 - If you need assistance with a question, click the **Ask For Help** () tool to write and send a message to your teacher. See ["Write and send messages while working on assignment questions" on page 6.](#)
 - Click the section button at top of screen to return to the lesson.
 - Click the **Turn It In** button when finished with all questions in all sections, or on the main nav bar, click **Assignments** or **Courses** to leave the lesson without completing it.
 - If the assignment is a project, do the following steps:
 - If the project has multiple sections, be sure to read all sections and follow the directions.
 - Click the **Read Next Section** button to move to the next section.
 - Click **Work on Questions** and enter the project's details in the text box. Typically, you need to compose an essay or submit evidence of an outside project. You can work on the project in another file, such as Word doc and upload the file.
 - To have Writer examine your entered text, click the **Writer** () tool. If words are highlighted, right-click to see the suggestions.

Note Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

- If you need assistance with a question, click **Ask For Help** () tool to write and send a message to your teacher. See ["Write and send messages while working on assignment questions" on page 6.](#)

- f. Click the **Submit Answer** button when finished with all questions in all sections, and then click **Yes, Please** to turn in the assignment.
 - g. If the assignment is not complete, do not turn it in. On the main nav bar, click **Assignments** or **Courses** to leave the project without completing it.
5. If the assignment is a quiz or test, do the following steps:
- a. Click **Work on Questions** and answer each question.
 - b. Click **Next Question** or the question number at the top to move to the next question. You can move back and forth through questions.
 - c. If you need assistance with a question, click **Ask For Help** () tool to write and send a message to your teacher. See ["Write and send messages while working on assignment questions" on the next page.](#)
 - d. If the question requires an essay-type answer, you can upload a file containing the answer.
 - e. To have Writer examine your entered text, click the **Writer** () tool. If words are highlighted, right-click to see the suggestions.

Note Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

- f. Click the **Submit Answer** button when finished with all questions in all sections, and then click **Yes, Please** to turn in the assignment. If you have uncompleted questions, be sure to go back and answer the questions, and then click **Turn It In**.

Receive and send messages

If the school's Ignitia administrator has allowed internal messaging and you have the "Allow Message Send" student permission, you can receive messages from and send messages to your assigned teachers. If you have new unread

messages, an indicator appears next to the **Message** () tool. You can send a message to a teacher using the **Message** tool and also while you are working on an assignment. The teacher receives a Help Requested message in their Inbox for messages sent while working on assignments. The teacher can immediately respond if they are logged in.

Read messages

1. On the toolbar, click the **Message** () tool.

All messages in your **Inbox** are displayed. Unread messages are in bold text and read messages are in normal text.

2. Click the message to read it.

The message automatically scrolls so that you can see the message contents.

Depending on the type of message, you can forward, reply, or archive the message.

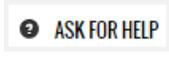
3. To go back to the Messages view, on the main nav bar, click the **left arrow**.
4. To return to your assignments, on the toolbar, click the **Learn** tool.

Write and send messages using the Message tool



1. On the toolbar, click the **Message** () tool.
2. On the main nav bar, click **Compose**.
3. Under **Contacts**, to send the message to one teacher, select the check box beside the teacher's name, or to send the message to all your teachers, select the check box next to the **Teachers** list. Or, if your teacher list is long, start entering the name of the teacher in the **Search** box. The list is filtered to show only the teachers that match the characters you entered.
4. In the **Subject** field, enter a brief sentence about the subject of the message contents. For example, you need to be absent for two weeks so your assigned schoolwork dates may need to change. You could enter "Two weeks absence".
5. In the large empty text box below the formatting toolbar, type the text of the message.
6. When finished, click **Send Message**.
7. To return to your assignments, on the toolbar, click the **Learn** tool.

Write and send messages while working on assignment questions

1. Follow the steps to work on assignments. See "[Work on assignments](#)" on page 3.
2. When working on a question, if you require assistance from the teacher, click the **Ask For Help** () tool.
3. In the **What do you need help with?** page, in the **Write message** area, type the contents of the message. Click **Send**.
4. If the teacher is online and immediately responds to your help request, you will see an indicator appear next to the **Message** tool. If the teacher does not immediately respond, to move to the next question, click **Next Question**.
5. When the teacher responds to your help request, click the **Message** tool.
6. The message should show Help Reply as the subject. Click the message to open it, and then click the [Assignment](#) link.
7. The assignment opens to the question you requested help with. You see the teacher's response. You can continue writing and responding to help requests.

Sign out of Ignitia

When you are finished using Ignitia, be sure to sign out. If you are inactive for a period of time, you are automatically signed out by the system.

- On the toolbar, click **Sign Out**.