

GradPoint in Teaching and Learning

Development Document: Instructor Guide

Training Session Title: What is CVHS and GradPoint and What is it For? ** (Begin with CVHS GradPoint Power Point Presentation)

Training Sequence: (Reference: Start here with [slide #45-48](#), (Use [Instructors Guide](#) and [Training Syllabus](#)))

0. Basic GradPoint Program Overview
 - Objective: Teachers will be able to provide an overview of the key components in GradPoint.
1. Getting Started as a Teacher – Teacher Walk Through
 - Objective: Teachers will be able to access GradPoint and access support information.
2. Teacher Dashboard and Communication
 - Objective: Teachers will be able to navigate and manage their teacher dashboard and be able to send and receive email from GradPoint. They will also know where to set up an account in the settings.
3. Monitoring Student Progress
 - Objective: Teachers will be able to change settings and understand the function of the settings found on GradPoint’s Critical Student Panel and Grade Book.
4. Navigating GradPoint as a Student
 - Objective: Teachers will experience how students’ navigate the basic features of GradPoint.
5. Instructor and Student Guides, Course Materials and Support Information.
 - Objective: Teachers will be able to access the Instructors’ Guide, the Students’ Guide, Course Material and Support Information.

Basic GradPoint Program Overview- We will cover an overview of the key components in GradPoint:

- **Gain Attention:** Repeat the power point (9) slide stating, “By 2019, experts predict that nationally half of all high school credit will be earned virtually.” (Clayton Christensen) and then I will say, “If you want to be on the front edge of this shift in education, your training in GradPoint will give you the expertise you need.” “What can GradPoint do?” and:
 - Who wants to make their job easier, and to help you perform even better?

- Who wants to spend more time on what is really important and help engage students more in helping them reach graduation?
- **Direction:** Objective of the training stated: *Teachers will be able to explain the overview of the key components in GradPoint.*
- **Recall:** We will ask the teachers what they understand about GradPoint and what they know currently. The ensuing discussion should lead to the introduction of CVHS and GradPoint. Some of the guidance will be a review for many of the teachers and some will be issues that hadn't been considered previously by class members.
- **Content:** We will be presenting the following concepts with an opportunity to review afterwards. The objective of this training is to introduce GradPoint.
 - What is GradPoint—A comprehensive digital learning curriculum for Grades 6-12. GradPoint includes an extensive catalog of online courses and the learning management platform (BrainHoney) for their delivery.
 - Course Pathways —Defined based on how students and teacher's experience a course. Course pathway names are shown in parentheses at the end of every course title.
 - ❖ The Course Pathways are:
 - Prescriptive: These courses are designed to focus on specific skill or content gaps. Each course module includes an objectives-based pretest to determine students' prior knowledge. If a student scores 80 percent or higher on a particular lesson objective on a pretest, GradPoint will automatically excuse the student from the corresponding lesson.
 - A.P./Honors/Virtual: These courses are designed to include assignments and assessments that emphasize teacher feedback. Students have the flexibility to determine how they will navigate through these courses.
 - Sequential: Designed courses for first-time instruction, or for meeting completion-time requirements for students. Students must complete all lessons in chronological order. They must also demonstrate mastery before moving on to the next lesson. Sequential

courses include the same content as Prescriptive courses, but without the pretests.

- Elective: Diverse collection of courses ranging from modern language to physical education to career and college exploration topics.
 - Flex: Designed to support blended learning with supplemental instruction. Students have the flexibility to determine how they will navigate through a Flex course. Alternatively, teachers can direct students toward specific lessons and modules. Flex courses include the same content as Prescriptive and Sequential courses.
- Course Materials: Important to determine whether any materials will be required for students or instructors to participate. Prescriptive, Sequential, and Flex courses *do not require any additional* course materials. Certain Virtual, Honors, AP, and Elective courses *require course materials*. (See Material Guide)
 - Assessments: It is important for teachers to understand the expectations for grading and subject matter knowledge for each course pathway. Prescriptive, Sequential, and Flex courses *do not require* any grading to be performed by the teacher. All assessments are automatically graded by GradPoint. Our highly qualified teachers lead and monitor these courses. Virtual, Honors, Elective and AP courses include assignments that *require grading* to be performed by the teacher. Subject matter knowledge is required to facilitate these courses. **Note:** answer keys are provided.
 - Answer Keys: Prescriptive, Sequential, and Flex courses *do not include answer keys* since teacher grading is not required. Virtual, Honors, and AP courses are provided on a *third party website*. (See Instructors Materials Guide) Answer keys for Elective courses are provided *within each course of the Syllabus under Teachers Guide*.
 - NCAA Eligibility: Explore the NCAA Eligibility Center High School Portal. (See Instructors Materials Guide)

- Training and Technical Support: GradPoint has training through their website of My Training Connection. It includes on-demand tutorials and quick tips videos, a Guides and Resources section, and a calendar for scheduling live training webinars. GradPoint Administrators and Teachers can contact Technical Support by email, phone, or chat. They may also search the knowledgebase of common questions and answers through the Pearson School website. (See Instructors Materials Guide)
- **Evaluation:** Teachers will be evaluated throughout the process to check for understanding with guided practice questions. Matching Exercise—Course pathway with the correct description, Identify Exercise (All that apply)--which of the following course pathways include assignments that require teacher grading, and which include some courses with material requirements.
- **Closure:** Talk with your colleagues who are not in this class about CVHS and GradPoint—would you be able to help them know of CVHS and the opportunity for their students' who are struggling to make up credit to graduate.

Getting started as a Teacher- We will cover an overview of the teachers accessing GradPoint and accessing support information—Teacher Walk Through.

- **Gain Attention:** We will begin this section by taking a moment to find out what you know about online learning and teaching using GradPoint? If a student doesn't pass a posttest on his or her second attempt, before the student can continue working what does the teacher need to do?
- **Direction:** Objective of the training stated: Teachers will be able to access GradPoint and access support information.
- **Recall:** We will ask the teachers what they understand about online learning and GradPoint. What do they know currently? The ensuing discussion should lead to the introduction of CVHS and GradPoint. Some of the guidance will be a review for many of the teachers and some will be issues that hadn't been considered previously by class members.
- **Content:** Teachers will be able to access GradPoint and receive support information. We will be presenting an overview walk through demonstration of the following concepts with an opportunity to review afterwards.
 - Teacher Dashboard

- Communications
- Courses
- **Evaluation:** Teachers will be provided with a walk through demonstration of accessing GradPoint. Teachers will be evaluated throughout the demonstration to check for understanding by answering these checkpoint questions: What section of the teacher dashboard notifies teachers of student assignments ready for grading? (To do/Inbox) If the Summary section of the teacher dashboard displays yellow for Performance, what does this mean? (Most students are at risk of not passing their assigned courses). To send mail to a student from your teacher login, the student must have a (n) _____ included in his or her profile. (External email address) True or False: Teacher users are not able to view lessons or tests without logging in as a student user. (False) If a student doesn't pass a posttest on his or her second attempt, before allowing the student to continue working, what is the teacher's next step? (All of the above--view the student's test to determine the best course of action for the student, verify the student is taking adequate notes, confirm the student is not rushing through the assessment)
- **Closure:** You are on the journey of being on the front edge of this shift in education; your training in GradPoint will give you the expertise you need.

Teacher Dashboard and Communication- We will cover an overview of the teacher navigating and managing their dashboard and be able to send and receive email from GradPoint. They will also know where to set up an account in the settings.

- **Gain Attention:** We will begin this section by taking a moment to find out from everyone here today what really would best meet your needs about GradPoint? Take a piece of paper and answer this question for us. What question do you have today about GradPoint or CVHS?
- **Direction:** Teachers will be able to navigate and manage their teacher dashboard and be able to send and receive email from GradPoint. They will also know where to set up an account in the settings.
- **Recall:** We will ask the teachers what they understand about GradPoint and what they know currently. The ensuing discussion should lead to the introduction of CVHS and GradPoint. Some of the guidance will be a review for many of the teachers and some will be issues that hadn't been considered previously by class members.
- **Content:** We will be teaching the teachers about various aspects of GradPoint navigation. They will be able to navigate and manage their teacher dashboard and be able to send and receive email from GradPoint. They will also know where to set up an account in the settings. We will be teaching the following tasks:

- Teacher dashboard- divided into four sections called “panels.” They are:
 - Student Submitted Work
 - ❖ This panel is on the left side of the dashboard and serves as your to-do list. It displays all activities that require teacher grading or input. Three activity types may appear in this list. Assessment activities are identified by a question mark icon. A lesson activity is represented by a piece of paper icon. Finally, discussion activities, represented by two chat bubbles, may also appear in the list if they are included in the course grade.
 - Accessing and Grading Activities—to access an activity that requires grading, click the activity name. The student’s work in this activity will appear to the right. The activity will include student responses to a variety of open-ended questions. Several options are available when grading student responses.
 - To score an item, enter the number of points earned in the box beneath the question. Once you have graded all items, click **Submit Score**. To allow the student to retry the activity, click **Allow Retry**. You also have the option of providing feedback to the student or entering a note to yourself.
 - To continue grading the activity at another time, click **Continue Later**. You may also skip to the next activity by clicking the **Skip** button.
 - Summary and Courses
 - ❖ To the right of the submitted student work is the Summary panel. The Summary panel provides information on the overall status of your students’ work in their assigned courses. Total Students represents the number of students per course assignment. Responsiveness reflects the timeliness of your response to manually scored activities.

Performance and Pace refer to overall student performance and the pace at which your students are progressing through the courses. Performance is based on your students' overall percentages in their assigned courses. The Pace indicator is based on the due dates entered into the course scheduling calendar by School Administrator and Teacher Author users.

- ❖ Below the Summary panel is a list of the courses you have access to as a teacher. Below each course you will find three links: View, Gradebook, and Objectives.
- Critical Students
 - ❖ The Critical Student panel is on the right side of the teacher dashboard. This section provides a list of all students who either have low performance or are behind schedule in their course assignments.
 - Students in this list may have critical alerts in their courses, as indicated by the red circle. To view a student's work in detail, click the student's name.
 - ✓ Color Indicators: The color indicators that appear in the Summary and Critical Student panels.
 - **Responsiveness:** Most tasks are not being processed in a timely manner
 - Performance:** Most students are in danger of failing the course
 - Pace:** Most students are not on schedule
 - **Responsiveness:** Some tasks are not being processed in a timely manner
 - Performance:** Some students are in danger of failing the course
 - Pace:** Some students are not on schedule
 - **Responsiveness:** Tasks are being processed in a timely manner
 - Performance:** Most students are passing the course
 - Pace:** Most students are on schedule

- Communication Tools—Sending Mail—Two communication tools are available for teachers:
 - Send Mail
 - ❖ Select **Communicate** from the menu bar at the top to the page. Select **Send Mail**. Next, select a course. On the next screen, click the **To** button. Select the desired recipients from the list, and click **OK**.

Note: You may only send mail to users who have an external email address in their GradPoint profile. Now enter a subject and compose the message. Finally click **Send**.
 - Send an Announcement
 - ❖ Select **Communicate** from the menu bar at the top of the page. Select **Announcements**. On the next screen, click **New** announcement. Select a course from the drop-down menu that appears, and click **OK**. The Recipients field defaults to “Everybody in this class.” Other options include administrators, Teacher- Authors, Teachers, and Students. You may also modify the start and end date of your announcement. Next, enter a subject and compose the announcement. Finally, click **Post**.
- **Evaluation** The objective of this lesson is highly procedural, so the teachers will practice as instruction is delivered. This should allow for the 3 levels of Application Feedback. The teachers will have the opportunity to offer feedback and ask questions throughout. We will be sure to address those questions the teachers mentioned earlier. A lot of the answers are already woven into the topics.
- **Closure:** You are helping students stay in school with an alternative way to complete coursework for graduation. When you personalize student learning, students and parents become more involved and form stronger bonds with our school and you. This helps students build college-and career-ready skills, and also belief in themselves and their teachers.

Monitoring Student Progress- We will cover an overview of the teachers being able to change settings and understand the function of the settings found on GradPoint’s Critical Student Panel and Grade Book.

- **Gain Attention:** We know that monitoring overall student learning progress is most important. GradPoint helps teachers and

administrators stay student-centered at all times with a dashboard that monitors students' performance and pace as they progress through a course. How do you support a student who is on the Critical Student Panel?

- **Direction:** Teachers will be able to change settings and understand the function of the settings found on GradPoint's Critical Student Panel and Grade Book.
- **Recall:** The teachers will be asked what they know about helping students progress in GradPoint using the settings features. We will pace this section according to their familiarity of these features.
- **Content:** We will cover:
 - The Critical Student panel: is located on the right side of the teacher dashboard, its purpose is to alert instructors to students in need of intervention. The students listed in the panel either have low performance or are behind schedule in their course assignments. You'll see three icons to the left of each student name.
 - The *Send Mail* icon allows you to send an email to the student. The message will be sent to the email address in the student's GradPoint profile.
 - *The Performance* column displays alerts associated with student progress.
 - *The Pace* column is based on assignment due dates and alerts you when assignments are past due.

Color Indicators: The color indicators that appear in the Performance and Pace columns are shown here.

- **The red indicator is a critical alert. The student is not passing the course or is not on track to complete the course on time. Instructor intervention is needed.**
- **The yellow indicator means the student is at risk of either not passing the course or not completing the course on time:** Some tasks are not being processed in a timely manner
- The green indicator represents satisfactory performance or pace.

When the *Critical Student* panel displays a red performance indicator for a student working in a Prescriptive or Sequential course, this could mean the student has made two unsuccessful attempts on a posttest. With this course, the student is no longer able to work in the course until the Instructor clears the critical alert. Students who are

struggling in Virtual, Honors, AP, elective, or flex courses will also generate a red performance indicator in the Critical Student panel; however, they are not restricted from continuing to work in their courses.

Before clearing the critical alert it is important to view the details of the student's posttest. This will ensure you are making the best decision when clearing the alert.

To view posttest details, click the student's name in the *Critical Student* panel. The details screen for this student will open. Scroll down to locate the posttest with the alert. Click the posttest score. The posttest details screen will open. Scroll down to view the student's responses and the correct answer. Scroll to the bottom of this screen to view the student's performance by objective. Roll over each green and red bar to see the student's score by objective. When you're done, click **Next**.

When you have examined the details of the student's posttest score, you are ready to clear the alert. Choose one of the following options for addressing the alert.

Direct the student to redo the lessons associated with the non-mastered posttest objectives. When the student has completed these lessons, return to this screen and click **Allow Retry**. If you'd like the student to retake the posttest without redoing any lessons, click **Allow Retry** now.

To move the student to the next module, you have two options: Click **Excuse**, and then click **Submit Score**. Choosing this option will eliminate the posttest score from being included in the course grade. Or, change the posttest score to 80 percent, and then click **Submit Score**. The score will be included in the course grade.

- The Gradebook: This is the central location for you to monitor your students' performance and progress in their assigned courses. To access the Gradebook for a course, click the Gradebook link from the Courses pane. The course Gradebook will open.

The students enrolled in the course are listed on the left side of the screen. You will see each student's current overall course score and grade as well as performance and pace indicators. To sort any of these columns, click the column header.

The right side of the Gradebook shows student scores by activity. By default, all assignments are shown. To view only the scores for a specific module, click the desired module tab.

In the activity columns, a **green score** signifies passing. A **red score** indicates not passing. An **X** represents an excused lesson or test activity. Finally a **blue arrow** means the student was allowed to retry a test.

To access critical performance alerts from the **Gradebook**, click the **red posttest score**. This will open the student's posttest details screen. To clear the alert, follow the steps outlined previously in this document.

- **Evaluation:** The objective of this lesson is also highly procedural, so the teachers will practice as instruction is delivered. This should allow for the 3 levels of Application Feedback. The teachers will have the opportunity to offer feedback and ask questions throughout. We will also be evaluating throughout and troubleshoot as issues arise.
- **Closure:** The teachers will have the opportunity to view the GradPoint Task List (How do you...slide #47) after this section and I will be available to answer questions via email.

Navigating as a Student- We will cover an overview of the teachers' experience of how students' navigate the basic features of GradPoint.

- **Gain Attention:** Ask the class, "How do you keep a student from losing their work?"
- **Direction:** Objective of the training stated: Teachers will experience how students' navigate the basic features of GradPoint. Help teachers answer questions for students or show students some of the important features to help them be successful in GradPoint
- **Recall:** We will ask the teachers what they understand about Student Navigation of GradPoint. What do they know currently? How can they help their student be successful in GradPoint? The pace of this topic can be altered depending on the knowledge-base of the teachers.
- **Content:** Once a student has logged in to GradPoint, their dashboard will display. We will be presenting the following concepts with an opportunity to review afterwards. The students' dashboard is divided into three panels. *My Courses* panel lists the courses the teacher has assigned the student. The *Due Soon* panel displays any activities with upcoming or overdue dates. The third panel called *Announcements*, list any announcements from the teacher, guidance counselor, or principal.
 - ❖ **My Courses:** Students spend most of their time working in their assigned courses. The student gets started by clicking **View** below a course name. The courses are made up of two

activity types; lessons and tests. To begin working on a test, select the test on the left side of the screen, and click the **Start** button in the lower-right corner. In the confirmation window, click **Yes**. Once the student has answered all of the test questions, click **Submit** and GradPoint will score their work. If the student has not finished the test before the end of class, answer the question they are working on and click Save. This will prevent the student from losing their work. Remind the students to do this and **Don't forget**. Otherwise, they will need to start all over again when they return. All lessons follow the same pattern. They start by introducing the lesson topic. Next, they will work through the instructional part of the lesson and practice what they've learned. Highly recommend to students to take notes along the way. They will really help later. Finally, the student will review the lesson content and then take the lesson quiz. When they finish the quiz they will see their score. If the student does not finish the quiz before the end of class, GradPoint will save your place. The student can also go back to review a lesson at any time, even after passing it. Let the student know this is a good idea to get ready for the module posttest. ***(The quiz contains 10 questions. The student will have one attempt to answer each question. They can review any part of the lesson before taking the quiz. If the student exits the quiz without completing all 10 questions, their score will not be saved. When the student returns to the quiz, they will have to start from the beginning. They must score 80% or higher to complete the lesson.)*** Now that the student knows how to launch lessons and tests, there are a few more things students may run into while working in their courses. They may have to upload an assignment they complete offline, go to a website to do some research, or participate in a class discussion topic. However, most of the information the student will need to be successful is included within the course. For example, some of the courses include information on pacing which will help the student finish the course on time. Remind the students, that you are available to answer any questions they may have as they work in GradPoint.

Student Checking Grades—When students want to check out the scores on their submitted work, they just click

Grades below a course name. This takes the student to their grades detail page for the course. Here they can see all of their scores on all of their tests and activities. They can even click a test or lesson name to view more details.

Activity Link—When the student clicks the activity link they will see the course activities they worked on each day as well as how long they spent on each activity.

❖ **Due Soon Panel**—When the teacher assigns due dates to their course activities, the work due this week will be listed here. Remind students to check this panel each time they log in to GradPoint. This will help them stay on track to finish their assignments on time.

❖ **Announcement Panel**—When the teacher sends an announcement to the class it will appear here. They may also see an announcement from a counselor or principal.

Remind students if they need to review this information again or if it did not make any sense to watch and review the **Student Navigation** link tutorial sent to them in their welcome email. Also, to contact their teacher about any questions they may have.

- **Evaluation:** Practice time: Click **View** below the students' Biology class. On the next screen, select the first pretest on the left. Then click **Start** in the lower-right corner of the screen. In the confirmation window, click **Yes**. Awesome!

Scenario: Let's say the bell is ringing and the student is not finished with this activity. Click the button that will save the students' work so that they can start right where they left off. Otherwise, the student will have to start from the beginning. Nice job if you clicked the **SAVE** button.

Question: What button allows the student to turn in work and have it graded? If you said the **SUBMIT** button you are right!

Practice: Click the **Grades** link below the students' Biology course. What does the student need to do for the student to see the details and their scores of a lesson? If you said clicking the lesson name will show the students score. Nice Job!

- **Closure:** Explain to the teachers while they are helping students earn credit they need to graduate, they are also helping their students' gain the 21st century skills they need to be ready for college or their first career.

GradPoint Teacher and Materials Guide- We will cover an overview of the teachers being able to access the Instructors' Guide, the Students' Guide, Course Material and Support Information.

- **Gain Attention:** What if you need a refresher course on features in GradPoint to help your students succeed and to manage your courses? Where do you find answer keys?
- **Direction:** The purpose of GradPoint Resources, Locating the resources, and an overview of the resources available.
- **Recall:** I will ask the teachers what they know about the Resource Tab on their Home Page of their dashboard.
- **Content:** GradPoint Resources is an area that includes tools and materials to support teachers and their students in GradPoint courses. It is important to familiarize yourself with the resources to help ensure the success of using GradPoint. To access the resources, click the **Resources** link at the top of your Home screen. On the next screen you will see the links to access each resource. Click a few resource links to learn more about that resource.
- **Evaluation:** Practice 3-2-1 check for understanding. 3 things you found out, 2 interesting things and 1 question you still have.
- **Closure:** The teachers will have the opportunity to review the GradPoint materials that are posted on my website to follow up with their learning and revisit the topics studied. We will also be available via email/phone to help troubleshoot. Each school will have a scheduled one-on-one training.

*****Resume the power point presentation after Lunch to (slide #50 Best Practices)**