



**KINGDOM CITIZEN HOMESCHOOL
IGNITIA STUDENT'S GUIDE**



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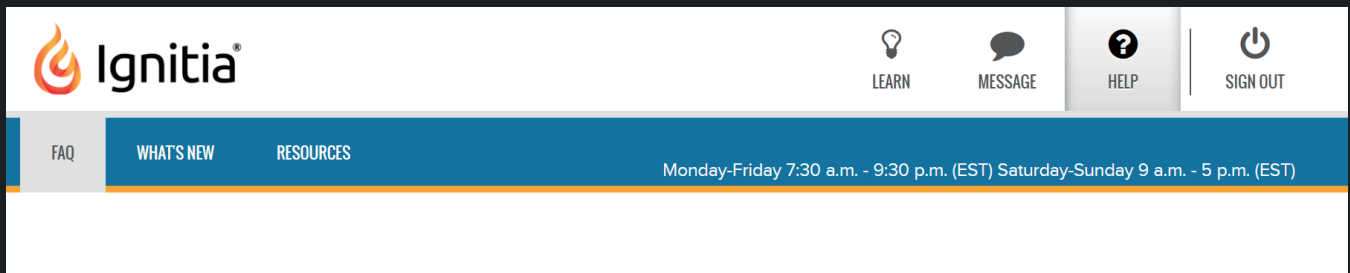


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INTRODUCTION

This guide is meant to help you quickly get started with your schoolwork. Other resources are available to help you:

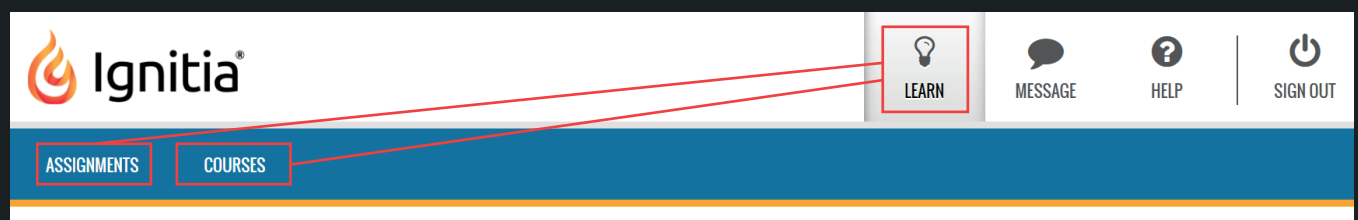
- When logged in, on the top toolbar, click the Help button:



- You see the Ignitia Technical Support phone number and availability details (item A above).
- By default, the FAQ tab (item B above) is active. The FAQ page displays helpful information about how to use Ignitia, contains answers to some of your questions, and displays details about the version of the Ignitia application (App Info) you are using.
- To see a list of new features and improvements, click the What's New tab (item C above). The What's New page updates when new features are released.
- To access additional resources, click the Resources tab (item D above). The Resources page contains links to documents that help to explain Ignitia accessibility options, provide guidance about the skills needed to successfully use online learning, and provide access to academic support resources to help with lessons.

ABOUT THE LEARN TABS

The two tabs you will use the most in the application are the Learn tabs: Assignments and Courses.



ASSIGNMENTS TAB - VIEW AND OPEN YOUR CURRENT ASSIGNMENTS

After you log in and have watched or dismissed the video, Ignitia opens to the Learn > Assignments page. This page displays the Due date, assignment type symbol, title, score (if you attempted the assignment but have not completed it) and status of your current assignments for each course you are enrolled in. When you are ready to work on an assignment, see "Work on your assignments" on the facing page.


COURSES TAB - VIEW YOUR COURSES AND PROGRESS ON A "LEARNER DASHBOARD" AND DRILL INTO YOUR ASSIGNMENTS

When you click the Learn > Courses tab, you see the Courses page containing a list of courses you are enrolled in and other important information about how you are doing in each course, such as your current progress and whether or not you are on track, behind, or ahead in the course pacing. This type of "Learner Dashboard" keeps you informed of how you are doing in a course and gives you control of your coursework.

Then, from your Courses page, for a selected course, you can "drill into" a Units page which shows the course's units and, then "drill into" a selected unit's Assignments page. It is from this Assignments page that you can open assignments you need to work on and also where you open completed assignments so that you can study for upcoming quizzes and tests.

1. To view course information, on the main navigation bar, click Learn, and then click the Courses tab. The Courses page displays your progress in each course, such as your current score, number of assignments remaining for the course, and how your pacing (completing of assignments by the Due date) is going. This is your "Learner Dashboard" so you can immediately see how you are doing in a course and what you need to do to stay on track.




Tip: A Message  tool next to the teacher's name lets you easily write a message to the teacher for the course. Maybe you need some help with the course or have a question for the teacher. See "[Message your teachers for help with courses](#)" on page 12.

2. Click any course Title to display the units in that course. You see the score, progress for the unit, and start date for the unit.
3. Click any Unit to see a list of all assignments in the unit. You see the due date, assignment type symbol, title, submitted date, graded date, score, and status.
4. To open an assignment in "Assigned" status, or to open a completed (graded) assignment, click the Go-to arrow. Or, to go back to the Units page, click the left-facing arrow on the Assignment title row.

WORK ON YOUR 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. See "Take quizzes and tests" on page 11.


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. 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: Languages that support audio translation have the **speaker with sound waves**  symbol next to the name. Several languages do not support audio translation of the text. You can only view the translated text.

- 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.
3. If the assignment is a lesson, do the following steps. If the assignment is a project, skip to step 4.
 - a. Read all sections of the lesson, view the videos, slide shows, listen to the audio clips.
 - b. Click the Read Next Section button to move to the next section.
 - c. Do the practice exercises, including vocabulary practice.
 - d. Click Work on Questions and answer each question at the bottom of the lesson.
 - e. Click Next Question or the question number at the top to move to the next question.
 - f. If you need assistance with a question, click the Ask For Help tool to write and send a message to your teacher. See "Message your teachers while working on assignment questions" on page 13.
 - g. Click the section button at top of screen to return to the lesson.
 - h. Click the Turn It In button when finished with all questions in all sections, or on the main navigation bar, click Assignments or Courses to leave the lesson without completing it.
 4. If the assignment is a project, do the following steps:
 - a. If the project has multiple sections, be sure to read all sections and follow the directions.
 - b. Click the Read Next Section button to move to the next section.
 - c. 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.
 - d. 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 "Message your teachers while working on assignment questions" on page 13.

- 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 navigation bar, click Assignments or Courses to leave the project without completing it.

REVIEW YOUR WORK BEFORE BEGINNING QUIZZES AND TESTS

When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. Lessons you completed prior to the quiz or test will have the instructional content that makes up the quiz or test. You can go back to these completed lessons which appear before the quiz or test to review and study.

1. Click the Learn button on the main navigation bar, and then click the Courses tab.
2. On the Courses page, click the subject to go to the units.
3. Click the unit to go to the assignments.
4. Click a completed assignment which comes before the quiz or test. You know a completed assignment because it shows a Graded Date, a Score and Graded status.
5. You see the lesson material. To review the questions, on the functional toolbar, click the Question button.

Below the main navigation bar, completed questions are color-coded so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



- **Green** check mark indicates the answer to this question is correct.
- **Red X** tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

If your school has set up the permission, you may also see the answer key for completed assignments

6. To see the answer key, click the Show Answers button.
7. Continue selecting questions to view the answers.
8. To hide the answer key, click the Hide Answers button.



Tip: To also help you study, you can print the lesson material and make a study guide.

9. To review another completed lesson in the course, on the toolbar, click the Courses button, and then click the Back arrow (located at the top) to see all the assignments. Click the completed assignment, and then click the Question button.

TAKE QUIZZES AND TESTS

When your next assignment is a quiz or test, and you feel you are prepared and ready to take the assessment, do the following steps.



Tip: If the quiz or test has already been attempted or requires that the teacher unlock it before you start, a notification message appears. If you are ready to take the quiz or test once unlocked, click the **Request to Unlock** button to send a notification to your teacher. If you are NOT ready to take the quiz or test and do not need it unlocked at this time, click **I'm Not Ready**.

1. On the Assignments page, click the quiz or test you want to take.
2. Click Work on Questions and answer each question.
3. Click Next Question or the question number at the top to move to the next question. You can move back and forth through the questions.
4. If you need assistance with a question, click Ask For Help tool to write and send a message to your teacher. See "Message your teachers while working on assignment questions" on the facing page.
5. If the question requires an essay-type answer, you can upload a file containing the answer.
6. To have Writer examine your entered text, click the Writer tool. If words are highlighted, right-click to see the suggestions.
7. 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.

MESSAGE YOUR TEACHERS FOR HELP WITH COURSES AND ASSIGNMENTS

You can send messages to and receive messages from your teachers assigned to courses you are enrolled in. You can send a request for help message when viewing your courses and also while you are working on an assignment. The teacher can immediately respond if they are logged in. If you have new unread messages from your teachers, an indicator appears next to the Message tool.

MESSAGE YOUR TEACHERS FOR HELP WITH COURSES

If you need help or want to ask your teacher a question about an assigned course, you can easily send your teacher a message.

1. On the toolbar, click Courses. All of your assigned courses appear on the page.
2. For a course, click the Message tool located next to the Teacher's name.
3. In the What do you need help with text box, type your message. As you start typing, the Send button becomes active.
4. When finished with your message, click Send.
5. A Message Sent indicator appears at the bottom of the message, and then the message box disappears.

MESSAGE YOUR TEACHERS WHILE WORKING ON ASSIGNMENT QUESTIONS

1. Follow the steps to work on assignments. See "Work on your assignments" on page 9.
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 NextQuestion.
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.

READ MESSAGES FROM YOUR TEACHERS

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 navigation bar, click the left arrow.
4. To return to your assignments, on the toolbar, click the Learn tool.

LOG OUT

When you are finished with your lessons, you need to log out of Ignitia so that your activity time is accurately recorded and other students cannot access your schoolwork if using the same computer. However, if you have been idle (not working on your lessons) for a period of time, you are automatically signed out by the system. • On the toolbar, click the Sign Out button.





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