




### MUST KNOW:

#### CREATING A CLASS

1. Select **My Students** on navigation bar.
2. Select **New → Class**.
3. Class pop up box appears → **Type your class name**.
4. Other options are optional.
5. **Click Save.**  
(Your new class will save under My Classes.)

#### ADDING AN EXISTING STUDENT TO YOUR CLASS

1. Go to **My Students** Tab.
2. On Left click on **My School** and **Students**.
3. Click **Narrow by Attributes**, bottom left side
4. Select appropriate grade
5. Click Green arrow 
6. Box/s next to students you want in your class
7. Click **Actions, Add to Class**, Click on **class name** and **Add**.

**Note:** You may have the need to remove a student from your class list. To do this, find the student name, click on the box next to the student's name. Select **Action**, then select remove from class. This removes the student from your class and returns the profile to the school database. It does not delete the student profile.

**IMPORTANT:** What do I do if I cannot find a student's name in the school database? You may need to contact your school administrator so that the student profile can be entered. Where applicable, you may create a new student profile using the student naming conventions that already exists in your school/district.

### GOOD TO KNOW:



### MUST KNOW:

#### USING THE ASSIGNMENT ARCHIVE

Which assignments may I use from the Assignment Archive?

- Assignments that you created.
  - Assignments that others created and placed in the School or District
  - Customized Assignments
1. Select **Courses and Assignments**
  2. Click **Assignment Archive**
  3. Click the down arrow next to **Availability**. Select **My Assignment, My school, My District** option (Filter by **Subject, Level**) click- **Search** (on the bottom left)
  4. Click the box in front of the assignment. (You may assign more than one assignment at a given time).
  5. Click **Assign to Students** Tab
  6. Select the box next to class name to assign to all students or click "next" to class name to expand class. ✓ in the box next to selected students.
  7. **Finish**
  8. **Close**  
\*You may use Compass Messenger to provide students with information on the expectations.



### SHOULD KNOW:

#### UNASSIGNING AN ASSIGNMENT

1. Select **Courses and Assignments**.
2. Click **Assignment Status**.
3. View **Status of Student**: **Select Assignment or Student**
4. Select **Class, Grade**, or enter student name and click on **Search** (on the bottom).
5. Select the button in front of the student name (or assignment if you searched by assignment).
6. Click **View Status** (on top).
7. Check the box (es) in front of the assignments that you wish to unassign from this given student.
8. Click **Unassign** and Click **OK** to confirm that you want to unassign.

\*You are also able to check the status of an assignment via Assignment Status.



### SHOULD KNOW:

#### USE CLASS PROGRESS FOR AT-A-GLANCE DATA REVIEW:

View individual student progress and class progress on given assignments.

1. Click **Courses & Assignments**.
2. Click **Class Progress**.
3. Click the **class name** for the students you would like to view (on left).
4. Click the **name of the student**.
5. The assignment given to the student will be listed in the center pane.
6. Click the **Details** link to view the student's scores on completed work.



### GOOD TO KNOW:

#### DASHBOARD: Student Status information will be updated daily

##### Left Panel: Student Status: (Average score for)

1. Click on **All Activities Assigned by Me** (or a co-teacher) Completed yesterday, last 7 days, last 30 dates, and year to date.
2. The icons on the left represent 3 status levels:  
**Red Icon: 0-59%,**  
**Yellow Icon: 60-69%,**  
**Green Icon: 70-100%**
3. Locate the student on the list, click on the student name. The pop up window will display the student's last 10 activities, **ASSIGNED**, with lowest score grouped by assignment.

##### Right Panel: At A Glance:

1. Select **Assignments** tab and see the pie chart results.
2. Select **Assessments** tab and see the pie chart results. (If you have not assigned assessment, there will be no data available.) **Select the Standard set, state, and assessment assignment.**

3. Click on a section of the pie chart to drill down further to a student fly out list and results.



### SHOULD KNOW:

#### STUDENT COMPLETION REPORT:

The teacher is able to track the completion % and average score for student assignments. Each student data file can be expanded for more details.

1. Click **My Students – My Classes**  
Place a ✓ in box in front of class.
2. Click **My Students – My Classes**  
Place a ✓ in box in front of class.
3. Click **Run Report- Progress Report – Student Progress**
  - a. **Details:** Enter a Report Name and select criteria. Save, Save again.
  - b. **Curricula:** Uncheck all subjects and only select the subject(s) you want to report on. Leave all grade levels checked (uncheck External)
  - c. **Assignments:** Select the created dates, check My District, Search, click the box next to all the the assignments you want on this report. **Click on + Add Selected Items**
  - d. **Students:** Click on My Classes, select the box next to the class(es) you want to report on. **Click on + Add Selected Items**
  - e. **Schedule and Send:**
  - f. Select Status:ON  
Enter the required **Start** and **Stop** dates.
  - g. Select the number of times you want the report to run during the time frame scheduled.
  - h. Select **PDF and/or CSV**
  - i. **Save Template** – Saves these options in your templates folder.
  - j. Click **Run Now**



## SHOULD KNOW:

### Student Progress Report

1. Click **My Students – My Classes**  
Place a √ in box in front of class.
2. Click **Run Report- Progress Report – Student Progress**
  - a. **Details:** Enter a Report Name and select criteria
  - b. **Curricula:** Uncheck all subjects and only select the subject(s) you want to report on. Leave all grade levels checked . (uncheck External)
  - c. **Assignments:** All work should be selected.
  - d. **Students** (summary of your students) **if not, Select Class – Add+ Selected Items**
  - e. **Schedule & Send**  
**Status: On**  
**Run Report :** select appropriate day/month.  
**STOP: select** appropriate date.  
**Attached** √ **PDF** and/or **CSV.**  
Save AS  
Save  
Run Now  
Close



### Assignment on the Fly

1. Login on as a teacher.
2. Click **Content, Curriculum Index**
  - a. Click Subject and Grade Level
  - b. Click on Title
  - c. Click Sub Title
  - d. Most activities have an activity code ex. 8117
  - e. Post activity code for students
  - f. Students can type code by clicking magnifying glass (lower right corner)
  - g. The activity will launch

**\*\*students can check results in their Profile.**  
**Teachers will see results on Progress Reports**

### Compass Learning Basics



## GOOD TO KNOW:

### SUPPORT

#### HELP INDEX:

1. Login as a teacher.
2. In the upper right corner, click “**Help**”
3. Select the **High School Solution** for **Teachers**

**RESOURCES:** Several support resources are available online.

3. Login to the teacher site
4. Click **Content**
5. Click **Resources**  
If you select **Curriculum** you can access the Math Toolkit under the Math tab.
6. Each HS subject has a folder that may contain the Scope and Sequence, supporting teacher documents, and student documents and tools.



Contact your site coordinator for assistance,