

A+[®] Dashboard Quick Reference Guide

For the A+nyWhere Learning System[®]

Version 3.5 Webstart-based A+ Client Application

Introduction

The A+ Dashboard is found on the *Welcome* screen for the A+LS™ V3.5 management system when using the Webstart-based A+ Client Application. It includes gadgets that can enhance various management tasks.

The gadgets summarize student activities for the teacher:

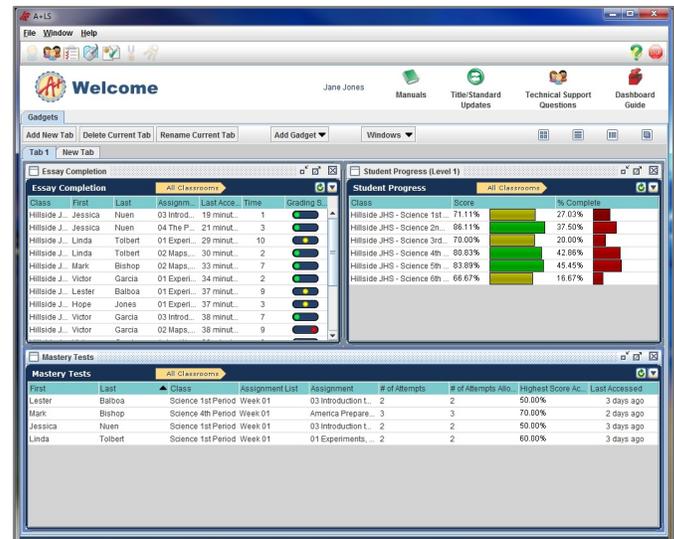
Essay Completion Gadget – See at a glance when essays are ready to grade. Double click on an essay to open the *Grade the Essay* dialog box, where you can view and grade an essay.

Student Progress Gadget – Get an overall picture of classwide progress and easily drill down to see specific student progress. Activity progress bars enable you to easily monitor assignment list progress, identify mastered activities, and quickly identify students lagging behind their classmates.

Mastery Tests – Mastery tests can be configured to allow a limited number of retries, but knowing when a student has used all of their allotted attempts can be challenging. The *Mastery Tests* gadget, by default, displays all students who have used up all of their attempts. Double clicking on a student's information will open the *Mastery Test Settings* dialog box for that assignment.

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We will continue implementing new A+ Dashboard features as time permits. Potential gadgets include alerts, a message center, and more.

In addition to gadgets, in the upper right of the window, the A+ Dashboard offers links to product related resources:

Manuals – View the web page that lists all of the A+LS V3.5 documentation, including *Curriculum Planning Manuals* for each title, install guides, and program instructions for students, teachers, and administrators (Adobe[®] Acrobat[®] Reader required).

Titles/Standard Updates – Keeping your A+LS titles and standards updated is a critical task. Use this link to open an excerpt from the *Handbook for Administrators* covering the Online Updater and updating titles and standards (Adobe Acrobat Reader required). We recommend only updating standards between semesters.

Technical Support Questions – Your browser opens to the *Customer Support* page. It offers access to the *Online Support Center*, where you can look up answers to common problems, and contact information.

Dashboard Guide – The document you are currently reading. Introduces the features and shows you how to use the various gadgets and how to customize the tabs and windows (Adobe Acrobat Reader required).

Aspire.
Act.
Achieve.

The familiar A+LS menu and toolbar are still available at the top of the *Welcome* window, offering links to various management screens and functions. The A+ Dashboard simply replaced the prior, static *Welcome* page.



Essay Completion Gadget

The Essay Completion gadget summarizes essay activity for all of your classes. Its primary purpose is to show all of the essays students have accessed and to alert you to those waiting to be graded.

This gadget displays only one level. Double clicking on an essay row will bring up the *Grade Essay* dialog to allow you to view, comment, and grade the essay. The *Options* button on the gadget allows you to filter out essays with a minute or less of time spent (typically those that the students have seen, but have yet to work on). An essay will only appear in the list if the last edit of the essay hasn't been graded. Clicking on the column headers allows you to change the sort order.

Level 1 – Active Essays

Below, the beige arrow indicates you are reviewing essays from *All Classrooms*, the only level of data. As a result, double clicking on a row will open the *Grade the Essay* window, rather than drilling down. Note that when you exit the *Grade Essay* dialog, click *OK* if you want to grade the essay, click *Cancel* if you want to leave the essay ungraded (for example if you left a comment in the essay and don't plan to grade it until after the student revises it).

Class	First	Last	Assignm...	Last Acce...	Time	Grading S...
Hillside J...	Jessica	Nuen	03 Introd...	19 minut...	1	Green
Hillside J...	Jessica	Nuen	04 The P...	21 minut...	3	Green
Hillside J...	Linda	Tolbert	01 Experi...	29 minut...	10	Yellow
Hillside J...	Linda	Tolbert	02 Maps...	30 minut...	2	Green
Hillside J...	Mark	Bishop	02 Maps...	33 minut...	7	Green
Hillside J...	Victor	Garcia	01 Experi...	34 minut...	2	Green
Hillside J...	Lester	Balboa	01 Experi...	37 minut...	9	Yellow
Hillside J...	Hope	Jones	01 Experi...	37 minut...	3	Yellow
Hillside J...	Victor	Garcia	03 Introd...	38 minut...	7	Green
Hillside J...	Victor	Garcia	02 Maps...	38 minut...	9	Red

Class – Name of the school and class.

First – First name of the student.

Last – Last name of the student.

Assignment – Name of the assigned activity that contains the essay.

Last Access – Number of minutes, hours, or days since the last activity on the essay.

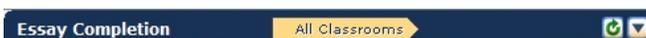
Time – Number of minutes the student has spent on the essay since the teacher last viewed it (not the total time on task).

Grading Status – This column has 3 states showing the status of the essay:

-  Student has viewed the essay – may be ready for grading. No teacher activity exists, represented by the green light in the first position.
-  Teacher has viewed the essay – waiting for a student to modify. Teacher viewed the essay, possibly made comments but didn't give the essay a score yet, represented by the yellow light in the second position.
-  Student has modified essay – waiting for the teacher to grade. Student did essay work, teacher made comments, and student modified again, represented by the red light in the third position.

Refresh and Options

In the upper-right corner of the Essay Completion gadget are two buttons (see figure below).



Refresh – Click on this button to update *Time* and *Grading Status* with the latest data, as well as display any newly completed essays.



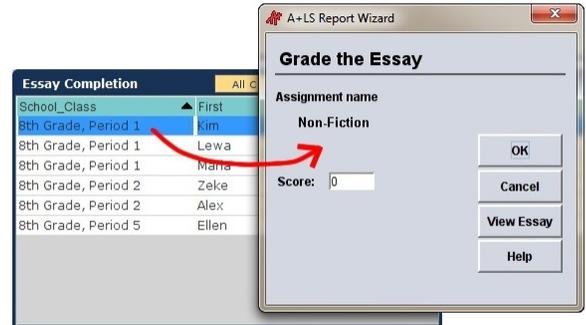
Options – Click on this button to select which data will be displayed in *Scores* and is used for the averages on all levels. Options include (you may select only one):

Show All Access Times – Shows all essays with activity, even those where the activity lasted less than a minute.

Show Access Times Greater Than 1 Minute – Only display essays that have been opened for at least a minute.

Common Task – Reviewing and Grading an Essay

1. Using the Essay Completion gadget, double click anywhere on the row listing the student essay to be reviewed, commented on, and/or graded.
2. The *Grade the Essay* dialog box opens (see figure at right).
3. Click on the **View Essay** button.
 - The essay screen should appear with the student’s answer in the text box (usually found at the bottom of the screen).
4. If an essay answer is too small to read, **highlight the text** and use the *Text Attribute Toolbar* to resize the font.
5. Review the student’s answer, and if appropriate, add comments to the essay and/or decide the grade to award.
6. If there are multiple pages, use the **Next** and **Previous** buttons to review them.
7. Close the *ALS Lesson* essay window by clicking on the **Stop** sign.
 - If the *Stop* sign is hidden under the *Text Attribute Toolbar*, place your cursor on the word “Text” on the title bar, hold down the left mouse button, and drag it out of the way.
8. Select **Yes** to save any comments you added to the essay (**No** quits the essay without saving).
9. If you wish to grade the essay at this time, type the score into the *Score* text box (a percentage, 100 = 100%).
10. Click on the **OK** button, then **OK** again to confirm.



Student Progress Gadget

The initial Student Progress gadget view summarizes the scores and overall completion rate for each of your classes. Clicking anywhere on a row enables you to drill down to see class, then student overviews, and finally progress on individual activities. Clicking on the column headers allows you to change the sort order.

This gadget, by default, shows average score and percent complete columns at four aggregate levels. The gadget pulls data only from classes you are assigned to. It also pulls only active data, meaning any records that are in the trash or removed will not show up. The *Options* button on this gadget allows you to select the data for the *Score* column and how it is calculated. Please note that the *Score* bar chart colors do not reflect system settings and are simply a generic representation of student progress (the *Score* bar colors change at 50% and 80%).

Level 1 – Assigned Classes Summary

Displays all the active classes you are assigned to. Classes will be displayed whether or not you have students in the class. Note in the figure below, the single beige arrow shows you are at *All Classrooms*, the top level.

Class – The school and the names of the classes to which you are assigned.

Score – The average of the student (level 2) *Score* column. If the *Score* column in level 2 is 0, it doesn’t get counted in the average. This means only student activity is averaged, not untouched lessons.

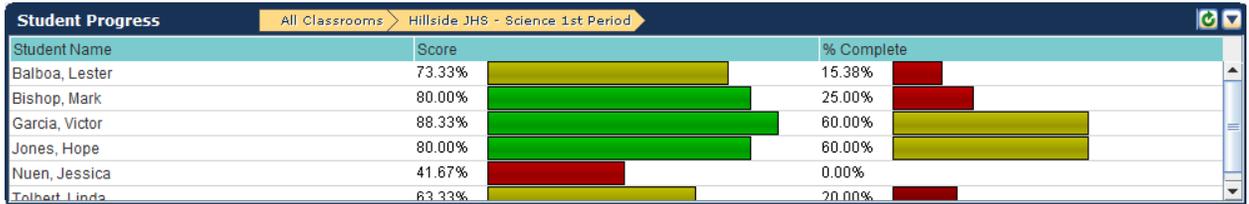
% Complete – The percentage of assignments that are completed in the class.

Class	Score	% Complete
Hillside JHS - Science 1st ...	71.11%	27.03%
Hillside JHS - Science 2n...	86.11%	37.50%
Hillside JHS - Science 3rd...	70.00%	20.00%
Hillside JHS - Science 4th ...	80.83%	42.86%
Hillside JHS - Science 5th ...	83.89%	45.45%
Hillside JHS - Science 6th ...	66.67%	16.67%

Please note the remaining figures will show the Student Progress gadget using the full width of a tabbed window, enabling you to see how the beige arrows reflect the level you are viewing.

Level 2 – Class Summary

This level displays all active students in the selected class. Students will be displayed even if they have no assignment lists. Note in the figure below, the second beige arrow displays which classroom you are viewing.



Student Name	Score	% Complete
Balboa, Lester	73.33%	15.38%
Bishop, Mark	80.00%	25.00%
Garcia, Victor	88.33%	60.00%
Jones, Hope	80.00%	60.00%
Nuen, Jessica	41.67%	0.00%
Tolbert, Linda	63.33%	20.00%

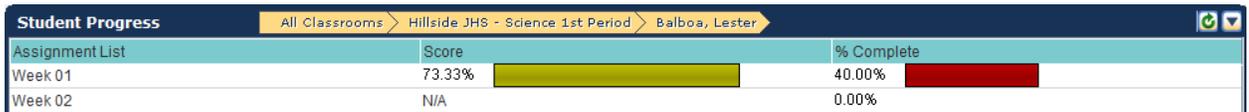
Student Name – The “Last Name, First Name” of the student.

Score – The average of the assignment list (level 3) *Score* column. If the *Score* column in level 3 is 0, it doesn't get counted in the average. This means only student activity is averaged, not untouched lessons.

% Complete – The percentage of assignments that are completed for the student in this class.

Level 3 – Student Assignment Lists

Displays all the active assignment lists for the selected student. Assignment lists will be displayed even if they have no assignments. Below, the third beige arrow reports the student's name and indicates the third level of data.



Assignment List	Score	% Complete
Week 01	73.33%	40.00%
Week 02	N/A	0.00%

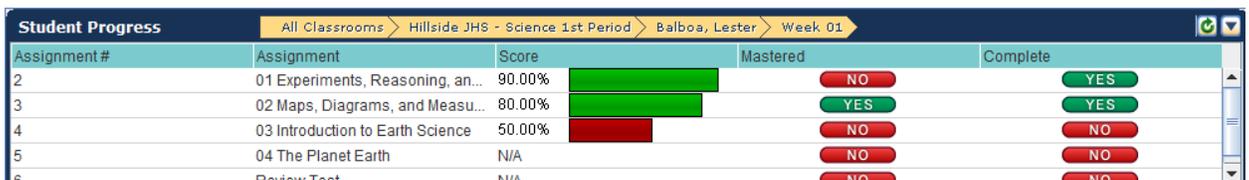
Assignment List – The name of the assignment list.

Score – The average of the assignment (level 4) *Score* column. If the *Score* column in level 4 is 0, it doesn't get counted in the average. This means only student activity is averaged, not untouched lessons.

% Complete – The percentage of assignments that are completed in the assignment list.

Level 4 – Student Activities

Displays all of the active assignments in the selected assignment list. Assignments will be displayed regardless of usage. Below, the fourth beige arrow reveals the name of the assignment list and indicates you are looking at the fourth and final level of data.



Assignment #	Assignment	Score	Mastered	Complete
2	01 Experiments, Reasoning, an...	80.00%	NO	YES
3	02 Maps, Diagrams, and Measu...	80.00%	YES	YES
4	03 Introduction to Earth Science	50.00%	NO	NO
5	04 The Planet Earth	N/A	NO	NO
6	Review Test	N/A	NO	NO

Assignment # – Clicking on this column header restores the assignments to their original assigned order. Please note this number is based on an assigned database value and does not normally start with 1.

Assignment – The names of the individual assignments.

Score – The average score of selected activity records. By default, *Score* shows the Mastery Test score. You can change it to show Practice, Essay, etc. using the *Option* button (see the next section, *Refresh and Options*). If no score is currently available (typically because the student hasn't done the activity), *N/A* will appear.

Mastered – Displays the green *YES* graphic if the assignment is marked as mastered, otherwise will display the red *NO* graphic.

Complete – Displays the green *YES* graphic if the assignment is marked as complete, otherwise will display the red *NO* graphic.

Refresh and Options

In the upper-right corner of the Student Progress gadget are two buttons (see figure below).



Refresh – Click on this button to update scores and averages with the latest data, as well as display any newly worked on activities.



Options – Click on this button to select which data will be displayed in *Scores* and will be used for the values on all levels. Options include (you may select one or more):

- Mastery Test (default)
- Practice
- Essay
- Review Test
- Pretest

You can fine tune the results by selecting one of the following *Calc Methods*:

- Use First
- Use Last
- Use Average (default)
- Use Highest

Common Task – Drilling Up

The beige arrows at the top of the Student Progress gadget aren't just indicators (see figure below), they are navigation buttons too!



Assigned Classes Summary (level 1) – When you have drilled down to view student performance, then want to return to the overview, click on the *All Classrooms* button.

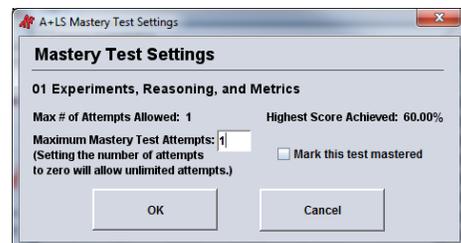
Class Summary (level 2) – To view all the students in the currently selected class, click on the second arrow (*8th Grade, Period 4* in the figure above).

Student Assignment Lists (level 3) – From the lowest level, you can click on the student's name to see a list of all his/her assignment lists (*Garcia, Victor* in the figure above).

Note that the lowest level arrow (*Fractions* in the figure above) is inactive because it represents the lowest level you can drill down.

Mastery Tests Gadget

Mastery tests can be configured to allow a limited number of retries. For example, you may choose to limit your class to just two attempts. Then the challenge is knowing when a student has used all of his/her allotted attempts and may need the limit raised or an intervention planned. The Mastery Tests gadget, by default, displays all students who have used up all of their attempts. Double clicking on a student's entry will open the test settings for that assignment (see figure at right), where you can increase the limit or mark the test mastered.



First	Last	▲ Class	Assignment List	Assignment	# of Attempts	# of Attempts Allo...	Highest Score Ac...	Last Accessed
Lester	Balboa	Science 1st Period	Week 01	03 Introduction t...	2	2	50.00%	3 days ago
Mark	Bishop	Science 4th Period	Week 01	America Prepare...	3	3	70.00%	2 days ago
Jessica	Nuen	Science 1st Period	Week 01	03 Introduction t...	2	2	50.00%	1 days ago
Linda	Tolbert	Science 1st Period	Week 01	01 Experiments, ...	2	2	80.00%	3 days ago

Alternately, if you don't limit the test attempts (the A+LS system default), set the gadget to *Show all Mastery Test results*. In addition to being able to generally review student results, you could sort the data to see which students are struggling to succeed (click on the *Highest Score Achieved* column heading to put the lowest scores at the top).

Refresh and Options

In the upper-right corner of the Mastery Tests gadget are two buttons (see figure below).



Mastery Tests All Classrooms

 Refresh – Click on this button to update the list with the latest data, including the results of any newly completed Mastery tests.

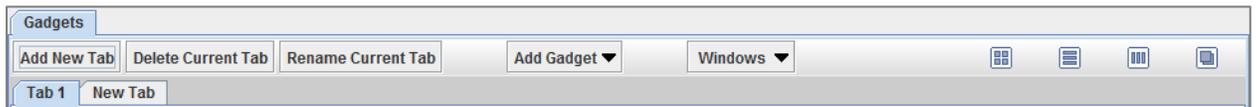
 Options – There are two options for the Mastery Tests gadget:

- Show All Mastery Tests – Displays the results from all Mastery tests in all classes. If you don't limit your students' Mastery test attempts, this would be your recommended setting. You might also want to click on the *Last Accessed* column to sort the most recent results to the top.
- Show Only Tests for Which Students Have No More Attempts Available – Lists only students who may require your intervention because they have taken a Mastery test the maximum number of times allowed (the default setting).

Customizing Tabs and Windows

On the initial *Welcome* screen, the A+ Dashboard by default shows three gadgets in the lone “Tab 1”. This means some columns are rather narrow and you may not be able to read the information as easily as you might like. But the *Gadgets* commands allow you to create new tabs and assign gadgets to them, expanding the gadget to fill the tab's full window, if you wish. The various windows-related buttons allow you to arrange the gadgets (each in their own window) in the currently select tab.

Tabs



Working from left to right (as shown in the figure above), the *Gadgets* tab buttons are:

- Add New Tab – Create a new, empty tab (appears where the “New Tab” appears in the figure above). You'll be prompted to name the new tab before it appears.
- Delete Current Tab – Delete the currently selected tab. The currently selected tab will have a colored background (*Tab 1's* light blue in the figure above); while non active tabs will have a lighter background (*New Tab's* white in the figure above).
- Rename Current Tab – Rename the currently selected tab. A dialog box opens, where you input the tab's new name.
- Add Gadget – Selecting this button reveals a list of all currently available gadgets. Selecting a gadget adds it to the current tab. You'll use the windows-related buttons below to arrange the newly inserted gadgets.

Windows

Continuing after Add Gadget, from left to right in the previous figure, the windows-related buttons are:

- Windows – If you add two or more gadgets to a tab, it is possible for one to be covered by the others. For example, if the top gadget is set to full size, filling the tab and preventing you from accessing the lower gadget(s). To access an obscured gadget, you can either select it in the *Windows* drop box or rearrange the tab using the buttons explained below.
-  (Tiled Layout) – With multiple gadgets in a tab, this will arrange them in rows and columns. Note that this is the default layout for “Tab 1”.
-  (Horizontal Layout) – Arranges the gadgets in a tab into horizontal layers.
-  (Vertical Layout) – Arranges the gadgets in a tab into a series of columns.
-  (Cascaded Layout) – Stacks the gadgets upon one another in a tab, while still revealing the top and left portions of each.

Hint: If, while experimenting with the window layout buttons, you want to return to the layout found initially in *Tab 1*, click on the *Tiled Layout* button.

Every gadget also has window related buttons on its title bar, as shown on the far right of the following figure.



-  (Minimize Gadget) – When you minimize a gadget’s window, it will appear in the bottom left of the current tab. It may be hidden behind other gadgets. To reveal a hidden gadget, select one of the window layout buttons to rearrange the gadgets in the window or minimize the other gadgets in the tab to reveal all minimized gadget(s).
-  (Maximize Gadget) – Enlarges the gadget so that it fills the selected tab.
-  (Close Gadget) – Closes the gadget in the selected tab. It can be readded using the Add Gadget button.

Additional Resources

Along the top right of the screen (see the figure at right) are links to program and curriculum resources, as well as customer support information. All are described at the bottom of page 1.



Customer Support

- Extended hours:
8 A.M. to midnight, Eastern Time, 7 days a week
- Our knowledge base is available at:
support.onlineschoolsolutions.com
OR
Click on **Technical Support Questions**, on the top right of the A+ Dashboard.
Then please select **AEC (A+)** in right panel.
- Phone support:
855-K12-TIPS (855-512-8477)

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