

# Lesson Progress

In the RightPath™ Student Success System, there are three different ways to view and grade assignments. These three ways are through the Student Work, Gradebook, and Lesson Progress features in the system.

## Lesson Progress Overview

The **Lesson Progress** page can be found under the **Students** tab.

1. Type the student's name and then choose the class to be viewed.
2. This will populate a color-coded list of assignments the student has had assigned for this class.
3. The Key above the list will show the meaning of the colors.
4. To view the student's work, click on the **'View Work'** icon. This will bring up a report of the student's answers. If the assignment has been auto-graded, the correct answers and whether or not the student answered correctly or incorrectly will be displayed. If the question is an essay, the student's answer will also be displayed for review and grading.
5. Click the name of the assignment to expand it to see details like grade, feedback, results etc. This is where the student's grade is entered. Note: Anything may be typed into the grade box; however, grades entered out of 100 points will be automatically averaged in the **Gradebook**.
6. **Actions Button:** This new feature allows the user to lock, release grades, reassign, or unassign one or multiple lessons by checking the check box next to the lesson name and choosing the action you'd like to occur.
7. When finished editing, click **'Update'**. This will save and send the feedback and/or grade.

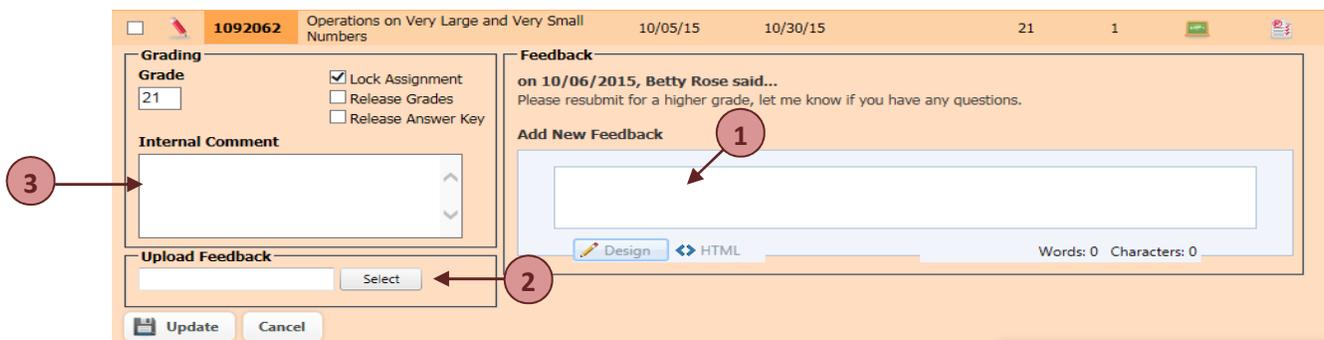
The screenshot shows the Lesson Progress interface. At the top, there are fields for 'Student' (13, Student) and 'Class' (Math Demo), both with callout 1. To the right is a 'Date Range Filter' with a calendar and 'Quarter' options (All, 1st, 2nd, 4th), with callout 3. Below these are 'Include' checkboxes for Viewed, Not Viewed, Graded, Not Released, Sent Back, and Ungraded. A legend below the table shows color-coded boxes for Viewed, Not Viewed, Graded, Grade Not Released, Sent Back, and Ungraded. The main table has columns: Lesson Name, Start Date, Due Date, Complete Date, Grade, Attempts, View Lesson, and View Work. Three rows are visible, each with a callout 2 pointing to the 'View Work' icon. The first row is green (Graded), the second is orange (Grade Not Released), and the third is orange (Grade Not Released). The third row is expanded, showing a 'Grading' section with a 'Grade' box (21) and checkboxes for Lock Assignment, Release Grades, and Release Answer Key. There is also an 'Internal Comment' box with callout 5. To the right is a 'Feedback' section with a text area containing a message from Betty Rose and an 'Add New Feedback' text area with callout 4. At the bottom are 'Update' and 'Cancel' buttons with callout 7.

Lesson Name	Start Date	Due Date	Complete Date	Grade	Attempts	View Lesson	View Work
1095281 Evaluate Expressions with Rational Numbers	10/13/15	10/20/15		85	1		
1092063 Calculating Percents	10/05/15	10/30/15		N/A	1		
1092062 Operations on Very Large and Very Small Numbers	10/05/15	10/30/15		21	1		

## Giving Feedback

Each time a student's work is graded, feedback may be sent when releasing the grade to let the student know how he or she did and to leave any specific comments. The teacher also has the ability to leave Internal comments that only graders can see. View the different components of Feedback and Comments below.

1. Expand the lesson by clicking on the title. Once the lesson is reviewed and grade determined, find the **Feedback** section in the expanded lesson. This is where you can write feedback to the student. Simply write your message to the student in the box and click the Update button to send it. This will send the student an email to his account with the message you typed.
2. **Uploading a feedback document:** to upload a document, find the upload feedback section, browse your computer for the file you'd like to upload and attach it. Click update once you're finished to send the document to the student email within their account.
3. Adding an **Internal Comment:** this feature is designed so that you can leave yourself or other teachers that may be grading work a mess without the student seeing it. In order to do this, type your message in the Internal Comment box and click update. This message will remain here for yourself and others to view.



## Sending Work Back

When a student does poorly on an assignment, there is an option to send the assignment back to the student to try the lesson again. The user should:

1. Check the boxes next to the lessons you'd like to reassign.
2. Go to the actions button and choose Reassign. Then you will receive a pop up.
3. You can choose to let the student see what he or she got wrong, see his or re responses, or give the student a blank assignment. Choose appropriately and then click Reassign.

# Gradebook

The Gradebook feature in RightPath™ is another way users can view and grade student and classroom work. This userguide will explain the components of gradebook and guide the user through the steps on how to view and grade student work.

## Gradebook Overview

1. Curriculum Integration: The Gradebook integrates directly with the curriculum for a class. If the selected class has an attached curriculum, all lessons in that curriculum will be shown in the Gradebook in the order that they appear in the curriculum. Lessons assigned that fall outside of the curriculum are also shown at the end. Curriculum lessons are colored blue, and non-curriculum lessons are colored gray.
2. Lesson Progress Integration: Clicking a student's name will navigate directly to that student's Lesson Progress page with the class and date range already selected, based on the class and date selected from the Gradebook.
3. Color Coded Grades: Lessons are color coded so that teachers are able to see, at a glance, which lessons have been graded, ungraded, assigned, and unassigned.
  - a. Letter Grade/Multi Grade Support:
  - b. Grades with multiple numeric grades are automatically averaged and receive an 'Avg' label. The class average is shown for each lesson in the Average Grade column.
  - c. Single letter grades are marked with an alpha symbol and the letter grade is shown.
4. Multiple letter grades are marked with an alpha symbol and the word 'Multi' is shown.
5. Export to Excel: The Gradebook can be exported to an Excel® spreadsheet that will contain the gradebook as it was seen in the RightPath™ including all labels and color-coding.
6. Freeze student Column: is a feature that keeps the student column visible as you scroll through the lessons assigned to each student.
7. Grade Edit: when you click on a lesson to view or grade you will see the grade edit pop up, this will be explained in detail in the next section; Gradebook: viewing, grading, sending work back.

The screenshot shows the Gradebook interface with several callouts:

- 1**: Points to the Date Range Filter and Quarter selection options.
- 2**: Points to the student list table.
- 3**: Points to the Grade Edit pop-up window.
- 4**: Points to a specific grade (92) in the table.
- 5**: Points to the Export to Excel button.
- 6**: Points to the Freeze student column checkbox.
- 7**: Points to the Grade Edit pop-up window.

Student	Highlight Student	Average Grade	Geography Map Skills	Geography Impacts	Ge We Re
11, Student	Highlight	64			
12, Student	Highlight	20			
13, Student	Highlight	45	92		

**Grade Edit**  
Student: Student 13

ID	Lesson Name	Start Date	Due Date	Complete Date	Grade	Attempts	View Lesson	View Work
1106454	Geography: Map Skills	11/02/15	11/09/15		92	1		

## Gradebook: Grading, Feedback, Reassigning

When you're ready to view or grade a lesson, find the correct row of the student you'd like to view and the column that the lesson is in and click. This will pop up the **Grade Edit** function.

Student	Highlight Student	Average Grade	Geography Map Skills
11, Student	Highlight	64	
12, Student	Highlight	20	
13, Student	Highlight	45	92

1. To view the lesson, click the chalkboard icon.
2. To view the student's work, click the **View Work** icon. This will allow you to see the student's answers to each question.
3. **Grade:** to enter a grade for the lesson, click in the grade box and type the grade. Note: this box will only be available if the student has submitted the assignment, if not you'll receive a message that requires you to enable grading.
4. When you grade you can choose to release the grade, lock the assignment from student's view, or release the answer key by checking the checkbox next to the appropriate action and clicking the update button.
5. Once the lesson is reviewed and grade determined, find the **Feedback** section. This is where you can write feedback to the student. Simply write your message to the student in the box and click the Update button to send it. This will send the student an email to his account with the message you typed.
6. Adding an **Internal Comment**: this feature is designed so that you can leave yourself or other teachers that may be grading work a mess without the student seeing it. In order to do this, type your message in the Internal Comment box and click update. This message will remain here for yourself and others to view.
7. **Uploading a feedback document**: to upload a document, find the upload feedback section, browse your computer for the file you'd like to upload and attach it. Click update once you're finished to send the document to the student email within their account.
8. **Actions Button**: This new feature allows the user to lock, release grades, reassign, or unassign one or multiple lessons by checking the check box next to the lesson name(s) and choosing the action you'd like to occur.

**Grade Edit**

**Student: Student 13**

**Include**

Viewed     Not Viewed     Graded

Not Released     Sent Back     Ungraded

Viewed    Not Viewed    Graded    Grade Not Released    Sent Back    Ungraded

Lesson Name	Start Date	Due Date	Complete Date	Grade	Attempts	View Lesson	View Work
Evaluate Expressions with Rational Numbers	10/13/15	10/20/15		85	1		

**Grading**

Grade: 85

Lock Assignment

Release Grades

Release Answer Key

**Internal Comment**

**Upload Feedback**

Select

**Feedback**

on 10/22/2015, Kim Thomas said...  
Great effort!

**Add New Feedback**

Update    Cancel

# View Student Work

One of the options within the RightPath™ system for grading is through the **View Student Work** feature. You can access this feature through the **Lesson Progress** page or through **Gradebook**. Choose the lesson you'd like to grade and click the **View Work** icon that looks like a graded paper. This will open the student work for that assignment.

1. You can choose the components of the lesson you'd like to view. Select
  - a. **View Ungraded Content** to see any extended response questions that have not yet been graded. This will hide all autograded questions and learning components, as well as questions you've already graded.
  - b. **View Gradable Content** will show you all question types and allow you to edit even the autograded questions. Check the **Hide Autograded Questions** checkbox if you wish to hide autograded questions.
  - c. **View All Content** will display all learning components and questions.
2. The **Preview** button will allow you to access the answer key and print handout for the lesson.
3. **Attempts:** This dropdown shows you how many times the student has taken the assignment. You can view the student work from each of the attempts by using this drop down.
4. **Grading:**
  - a. Autograded questions will be graded as the student answers the questions. These questions are either correct or incorrect and usually worth 1 point so partial credit cannot be given.
  - b. Extended Response: when grading an essay, the teacher can choose correct, incorrect, or partial credit if the question is worth more than one point. The teacher can enter the partial credit grade in the partial credit checkbox.
  - c. Click the **Update Grade** button once you've finished grading the assignment. This will save all of your changes and update the final grade.