

# Scholaric Jump Start

## Student Dashboard

After signing up, you are taken to the dashboard. Here, you will see a summary for each student you create, along with their primary goal, or tracking statistic.

Scholaric automatically created one student and a goal for you. Your first task is to change that student's name.

---

### Setting up Students

- Click or tap on *new\_student\_1*, type in a new name, and hit return to save the name.
- Create additional students as needed - Click the *Add a Student* button below the last student. Rename these students.
- If you create too many students - delete a student by using the triangle menu next to the student's name.

TIP: Editable names are highlighted when the mouse hovers over them.

## Planning

Next, we need to set up the planning grid. Click on the *lesson planning* link for one of your students. This takes you to that student's planning grid. For now, it is empty.

TIP: Clickable links turn red when the mouse hovers over them.

Since you haven't created any courses, the *Add Course* dialog opens automatically.

---

## Adding Courses

- Type the course name in the first box, and a subject name in the second box.
- Select additional students, if the course should appear on multiple students' planning grids.
- Click the *Add* button.
- Repeat to create additional courses.

TIP: Course names should be specific, while subject names should be generic.

---

## Creating A Lesson

- Click in a cell in the planning grid.
- Enter the lesson description.
- Optionally enter a time for the lesson, in minutes.
- Optionally share the lesson with other students by clicking on the *Sharing* tab and selecting additional students.
- Click the *Create* button.

TIP: To enter a multi-line description, click the down arrow while the description field is selected.

---

## Setting up Vacations and Holidays

- To set a day as vacation or holiday, use the drop-down menu (triangle) next to that date.
- Optionally rename the vacation or holiday.
- Optionally create events in the same way.

TIP: Dates of vacations and holidays are skipped when creating repeating lessons, while dates of events are not.

TIP: Set up your calendar **BEFORE** creating repeating lessons.

---

## Creating a Repeating Lesson

- Click in a cell in the planning grid.
- Enter a lesson description.
- On the *Repetition* tab, select the *Repeat* checkbox.
- Select the days of the week to create the lesson.
- Select the number of lessons or the date range for creation.
- Optionally enter time and share the lesson.
- Click the *Create* button.

TIP: Using the course menu, set the default schedule of a course to that single lessons and repeating lessons share the same schedule.

---

## Creating a Lesson Sequence

- Click in a cell in the planning grid.
- Enter a lesson description with a numeric range in curly braces. For example, Lesson {1-100}.
- Click the *Create* button.

TIP: Lessons with a description containing a range inside a curly braces are automatically marked as repeating.

***For advanced info, visit:***

***<http://blog.scholaric.com/advanced-lesson-sequences>***

***<http://blog.scholaric.com/splitting-and-grouping-lesson-sequences>***

***<http://blog.scholaric.com/generate-multiple-lessons-per-day>***

***<http://blog.scholaric.com/enumerated-sequences>***

## Checklists

Scholaric provides printable checklists for each student. You can also allow students to log in and view their checklists by creating a student account.

---

### Viewing and Printing Checklists

- Click on the *print lessons* link in the dashboard, or the printouts link at the top of a student page.
- Select a format of *daily*, *weekly by subject*, or *weekly by day*. The selection will be saved by Scholaric.
- Use your browser's print function (CTRL-P on Windows, or Command-P on Mac) to print the lessons.

***For advanced info, visit:***

***<http://blog.scholaric.com/student-logon-accounts>***

## Grading and Updating Lessons

You can use scholaric to calculate your grades, and track time. All of these are optional.

---

### Completing a Lesson

- Click on a lesson in the planning grid to edit the lesson.
- Optionally enter missing time.
- Optionally enter a grade percentage, like 85.2. You can also enter a fraction, like 14/17, or an fraction with the number incorrect, like -3/21.
- Mark the lesson as complete.
- Click the *Update* button.

TIP: Complete lessons appear black in the grid, while incomplete lessons are blue.

TIP: Use the day menu to mark an entire day of lessons as complete without entering scores.

**For advanced info, visit:**

<http://blog.scholaric.com/scholaric-grade-entry>

---

### Moving Lessons

- On a desktop, drag the lesson to another cell in the grid.
- In the *lesson dialog*, click the date in the title, select a new one, and save.
- To move a series of incomplete lessons, use the cell menu, and select *bump schedule later*, *bump schedule earlier from end of period*, or *bump schedule earlier from this date*.

TIP: To change a lesson to a different week, use the lesson dialog title.

**For advanced info, visit:**

<http://blog.scholaric.com/bumping-algorithm-details>

<http://blog.scholaric.com/bump-earlier>

# Tracking

---

## Setting up Goals

- Click on *goal tracking* on the dashboard, or *goals* on a student page.
- Optionally click the goal name, type in a new name and hit return.
- Optionally click on the tracking metric, like *tracking hours*, and select a new metric - hours, lessons or days (attendance).
- For attendance tracking, optionally change the threshold for a day of attendance by clicking on the threshold, typing a new value and hitting return.
- Optionally change the target for the metric by clicking on the target, entering a new value and hitting return.
- If the goal only applies to one student, click *switch to only <name>*.
- Optionally filter the metric tracking by clicking on *tracking all subjects*. Enter one or more subjects or courses and hit the *Add* button to add to the filter. By default, the goal is unfiltered.
- Optionally create additional goals by clicking on *Add Goal*. Select one to appear on the dashboard by clicking on the star of that goal.

TIP: To allow any activity to accumulate attendance, set a threshold of 1 lesson.

---

## Setting up Grading Periods

- Click on *grading periods* on the dashboard, or *periods* on a student page.
- Optionally change the period start date by clicking on the date and selecting a new date.
- Optionally change the period stop date in the same way.
- Optionally create additional periods, and modify their dates. This can be done to track quarters.

TIP: To get back to the dashboard from a student page, click on the name Scholaric in the top-left corner.

TIP: If grading by quarter, create full year period also, and keep it as the current period.