



Edcite Basics Guide August 2018

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Quick Start Guide

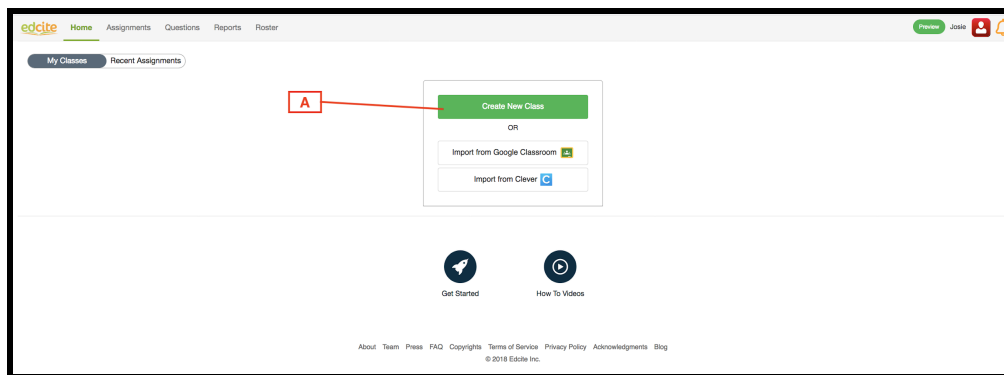
Rosters - Create A New Class

There are three ways to create a class on Edcite:

1. Google Classroom
2. Clever
3. Edcite Class

1 & 2 - Import Classes from Google Classroom or Clever

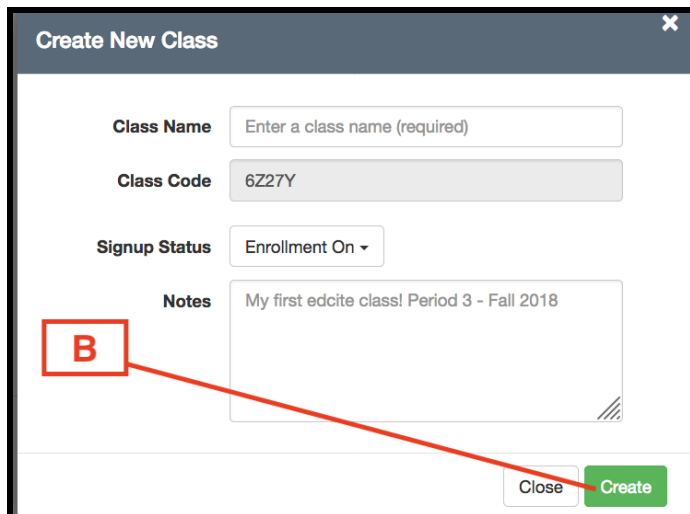
Click on the import button found on your Home Page. You will be navigated to either Google Classroom or Clever where you will follow their prompts to import your classes.



3 - Create a Class on Edcite

A. Home Page - Click the Create New Class button.

B. Class Information - Add the class name and any notes and click the Create button.

A screenshot of the 'Create New Class' form. The form has a title bar with a close button. It contains several input fields: 'Class Name' with a placeholder 'Enter a class name (required)', 'Class Code' with the value '6Z27Y', 'Signup Status' with a dropdown menu showing 'Enrollment On', and 'Notes' with a text area containing 'My first edcite class! Period 3 - Fall 2018'. At the bottom right of the form, there are two buttons: 'Close' and 'Create'. The 'Create' button is highlighted with a red box and labeled 'B'.



For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link for the Google document with this solution:

<https://docs.google.com/document/d/1JSm72hwXZldrukvnJTDjx7HRvTsjoDi6LYazr81Xt0/edit?usp=sharing>

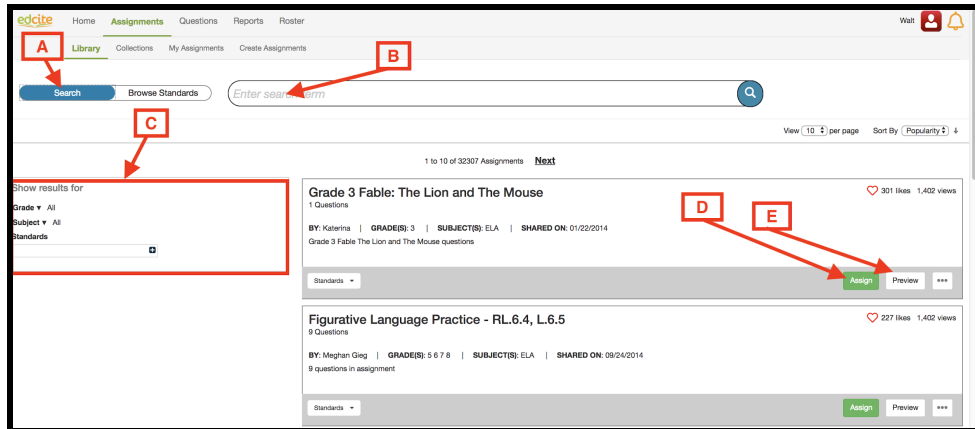
ENG07-001

Updated 3 Aug 2018

Assignment Library - Search

Our Assignment Library is a rich resource filled with teacher-created assignments. There are two ways to search for an assignment in our Library; by Term or by Standard. This document will walk you through Searching by Term.

Find an Assignment



- A. Select the Search button.
- B. Enter your search term in the space provided and click the Magnifying Glass button.
- C. Filter your search by Grade, Subject, or Standard by using the filters on the left side of the page.

Search through the list of assignments until you find one that is appropriate for your students.

For each assignment, you may want to:

- D. Assign the Assignment to Students.
- E. Preview the Assignment.

Send an Assignment

For instructions on sending an assignment to students, refer to the Send an Assignment section in this Guide.

For more help on this or any other topics, please contact hello@edcite.com.

Click the following link to access the Google Document for this solution:

<https://docs.google.com/document/d/1HzHQxeuuA1svtbUcq4KvQsPc8pTLQGv4sVxOULpnzow/edit?usp=sharing>

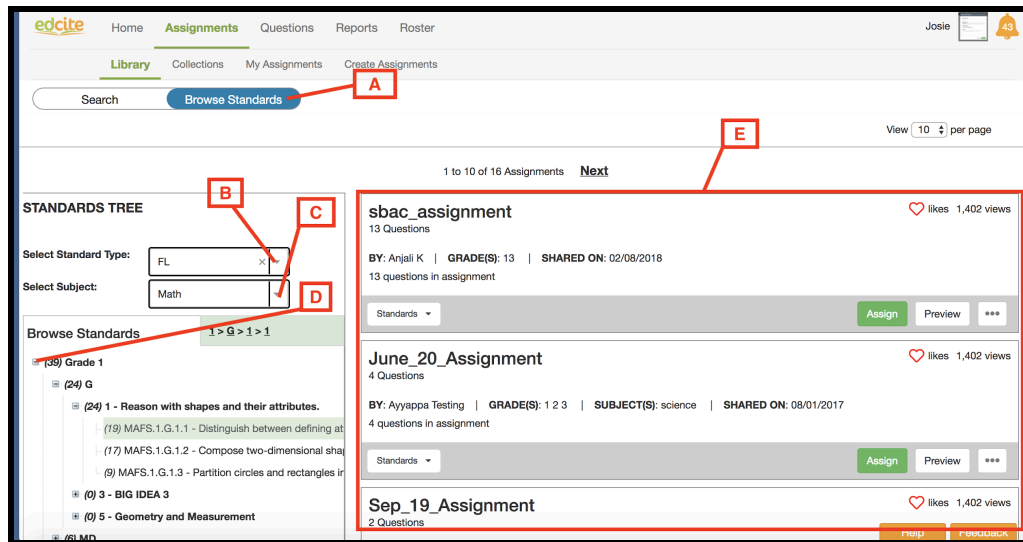
ENG 01-001

Updated 24 Jul 2018

Assignment Library - Browse by Standard

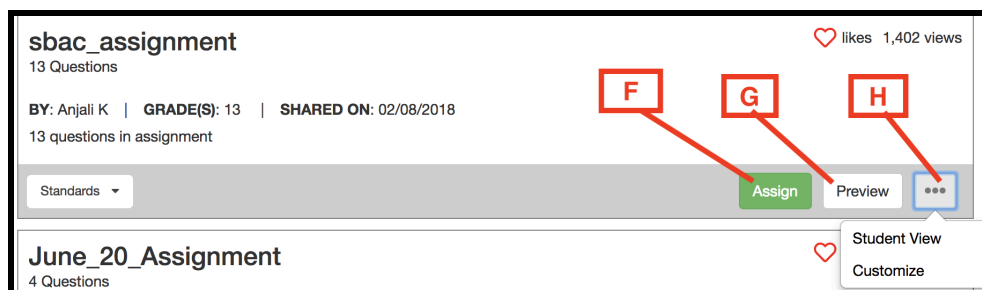
Our Assignment Library is a rich resource filled with teacher-created assignments. There are two ways to search for an assignment in our Library; by Term or by Standard. This document will walk you through Searching by Standard.

Find an Assignment



- A. Select the Browse Standards button.
- B. Click the drop down menu and choose your state or CCSS (Common Core Standards).
- C. Click the drop down menu and select the subject.
- D. Click the plus signs until you see the specific standard you are looking for.
- E. Click on that standard and the assignments tagged to that standard will populate on the right hand side of the page.

Search through the list of assignments until you find one that is appropriate for your students. For each assignment, you may want to:



- F. Assign the Assignment to Students.
- G. Preview the Assignment.
- H. More options such as customize the assignment or accessing the student view.



Send an Assignment

For instructions on sending an assignment to students, refer to the Send an Assignment section in this Guide.

For more help on this or any other topics, please contact hello@edcite.com.

Click the following link to access the Google Document for this solution:

<https://docs.google.com/document/d/1F1MsvCkT1RaxGxBHrQLBDinzzFxmCFWard2IDmAn1gk/edit?usp=sharing>

ENG 01-002

Updated 25 Jul 2018

Assignments - Send to Students

There are several pages from where you can send an assignment to your students:

- **Library**
- **Collections**
- **My Assignments**

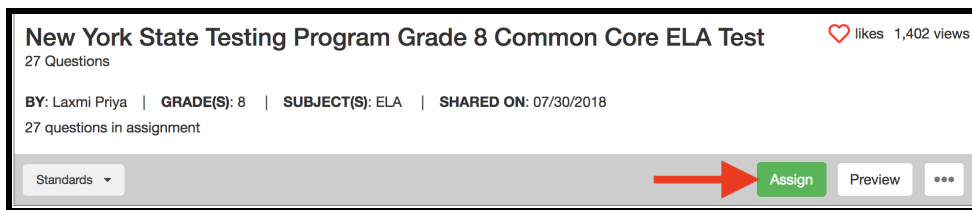
The following are step by step directions for sending assignments to students from each of these pages.

Sending from Library

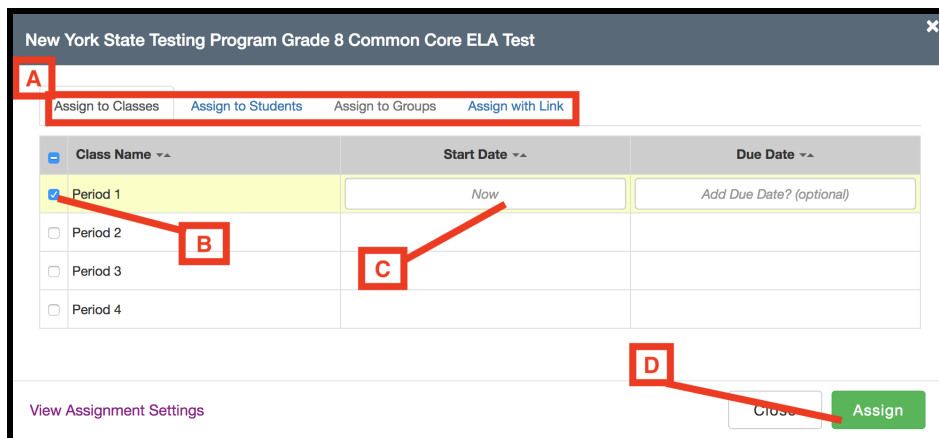
The Library is a collection of teacher-created assignments that have been shared by teachers with Edcite. You can send these assignments directly to your students, save them in your account, or modify them to align to individual student needs. To see how to search the Library for an assignment, click [here](#).

Follow these instructions to send assignments from the Library to your students.

1. **Assign** - Once you have found an assignment that you want to send to your students, click the Assign button.



2. **Schedule** - The Assignment Scheduler will open.



- A. Choose from the following options:

- **Assign to Classes** - check the box beside the class or classes you want to send the assignment to.
- **Assign to Students** - check the box beside the student or students you want to send this to.
- **Assign to Groups** - check the box beside the group or groups you want to send the assignment to.
- **Assign with Link** - post the link in Google Classroom or write it on the board for your students to copy.

- B. Check the box beside the class/student/group you are sending the assignment to.

- C. Enter a start and end time if desired.
- D. Click the Assign button.

3. A Confirmation Box shows that you have successfully sent the assignment. This will have three options:
 - Close - returns to the Assignment Library where you can find another assignment to send to your students.
 - Manage Assignment - you can add another class/student/group to the current assignment.
 - View Live Progress - you can watch your students move through the assignment in Real Time.

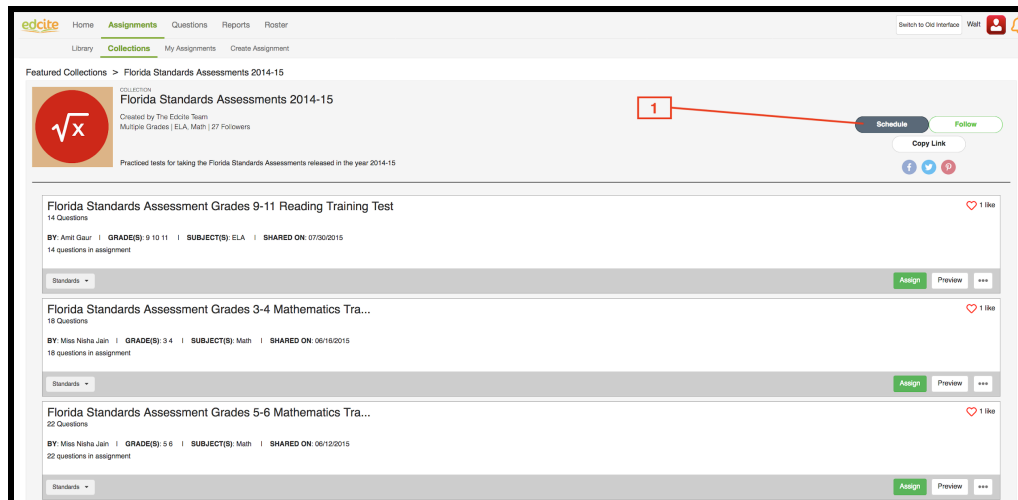
Sending from a Collection

Once you find a Collection you would like to send to your students, you can either send each individual assignment to your students or you can schedule the entire collection to be sent to your students.

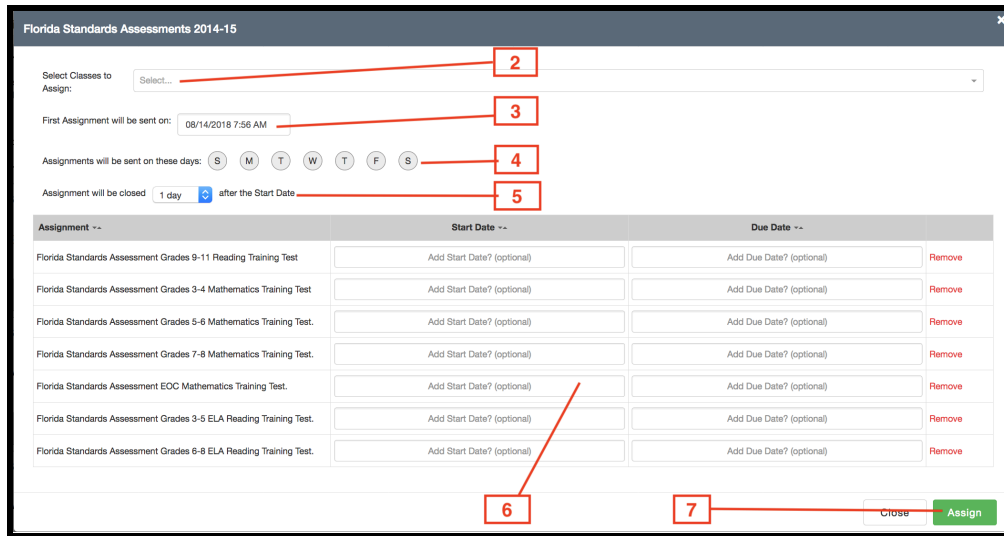
To send an individual assignment to your students, click the Assign button and follow the instructions from the Library.

To send a collection of assignments to your students, follow these instructions.

1. Schedule - Click the Schedule button.

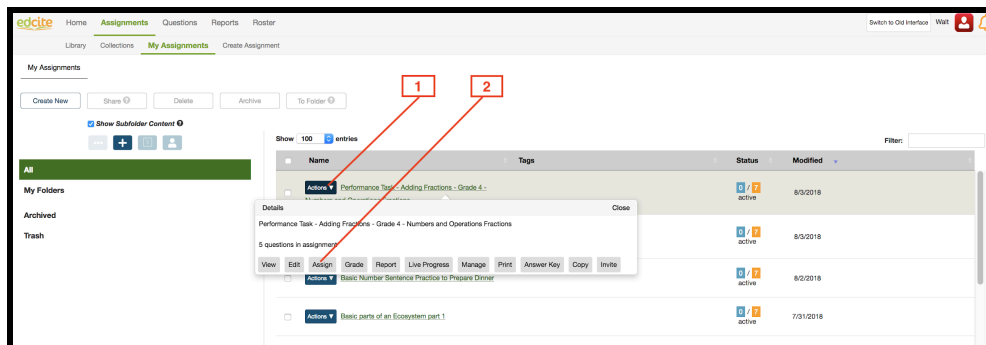


2. Classes - The Assignment Scheduler will open. Use the pull-down menu to select your classes.
3. Start Date - Select a date and time to send the first assignment.
4. Recurring Days - Click on the days of the week to send the assignment.
5. Close Dates - Choose the number of days after the Start Date to close the assignment.
6. Individual Assignments - If desired, select specific start and end dates and times. You can remove an assignment by clicking the Remove button.
7. Assign - Click the Assign button to send all of the assignments in this Collection.

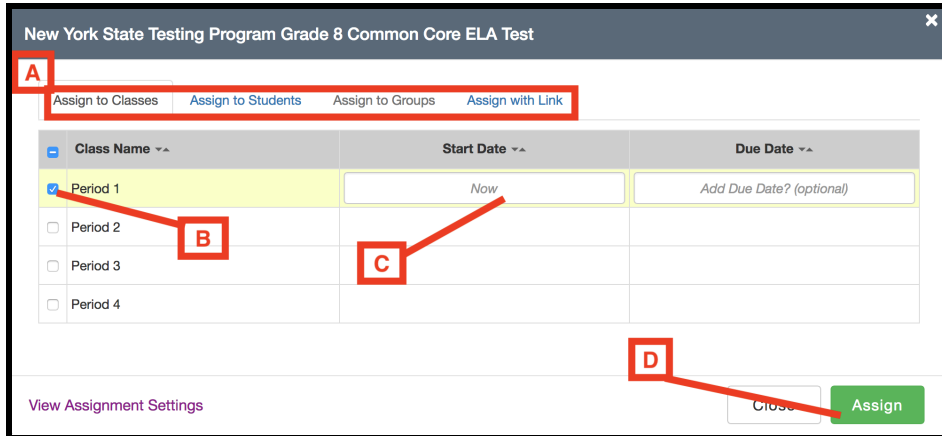


The My Assignments page contains assignments saved from the Library, assignments saved from Collections, assignments you created, or assignments shared with you by another educator.

1. Action - Click the Actions button beside the assignment you would like to send to your students.
2. Assign - Click the Assign button.



Edcite Basics Guide 9



New York State Testing Program Grade 8 Common Core ELA Test

Assign to Classes Assign to Students Assign to Groups Assign with Link

Class Name	Start Date	Due Date
<input checked="" type="checkbox"/> Period 1	Now	Add Due Date? (optional)
<input type="checkbox"/> Period 2		
<input type="checkbox"/> Period 3		
<input type="checkbox"/> Period 4		

View Assignment Settings

Close Assign

A. Choose from the following options:

- Assign to Classes - check the box beside the class or classes you want to send the assignment to.
- Assign to Students - check the box beside the student or students you want to send this to.
- Assign to Groups - check the box beside the group or groups you want to send the assignment to.
- Assign with Link - post the link in Google Classroom or write it on the board for your students to copy.

B. Check the box beside the class/student/group you are sending the assignment to.

C. Enter a start and end time if desired.

D. Click the Assign button.

3. A Confirmation Box shows that you have successfully sent the assignment. This will have three options:

- Close - returns to the Assignment Library where you can find another assignment to send to your students.
- Manage Assignment - you can add another class/student/group to the current assignment.
- View Live Progress - you can watch your students move through the assignment in Real Time.

For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link to the Google document with this solution:

https://docs.google.com/document/d/1xk3QtYerMFeb0M_pxwCkWTkTY353ZelZgGndxheVZXk/edit?usp=sharing

ENG03-001

Updated 14 Aug 2018

Reports - Live Progress

Reports - Live Progress

Description	<p>Teachers observe students' live progress as they move through an Edcite assignment. Teachers can intervene in the moment if a student is on the wrong track rather than waiting until the assignment is submitted.</p>
Example	<p>The screenshot displays the Edcite Teacher Reports Hub for the assignment 'Cactus Jam - Grade 3'. The interface includes a top navigation bar with 'Home', 'Assignments', 'Questions', 'Reports', and 'Roster'. Below this is a filter bar with 'Date' (Jul 2018, Aug 2018), 'Assignment' (Cactus Jam - Grade 3), and 'Class' (Classroom). The main section is titled 'Assignment Dashboard: Cactus Jam - Grade 3' and shows a grid of class performance cards for Period 1 through Period 4, each with a 60% average and 7 students. A pie chart on the right shows progress: 25.0% Unopened, 42.9% In Progress, and 32.1% Submitted. Below the dashboard is a 'Results' table showing student progress across 7 questions. The table has columns for 'Student Names', 'Average', and 7 question columns. Students listed include Albert Albert, Daisy Duck, Donald Duck, Goofy, Mickey Mouse, Minnie Mouse, and Pluto. The 'Results' table shows progress indicators (green for correct, red for incorrect, grey for teacher-graded). Below the results is an 'Assignment Questions' table with columns for '#', 'Question Name', 'Type(s)', 'Points', 'Creator', and 'Preview'. Questions 1 through 7 are listed with their respective types and points. A 'View Entire Assignment' link is at the bottom right.</p>
Accessing a Report	<p>A. <u>Select Assignment</u> - click the drop-down menu to select an assignment. B. <u>Select a Class</u> - click the drop-down menu to select a class.</p>
Analyze Data	<p>C. <u>Classes</u> - choose to look at data from one class at a time or all of your students at once. D. <u>Progress</u> - illustrates the amount of students who have submitted, opened, and unopened. E. <u>Question Average</u> - illustrates average scores by question. F. <u>Results</u> - shows live progress. Teachers can see which question students are currently working on in the assignment. It also shows which questions were answered correctly, incorrectly, or are teacher-graded. G. <u>Preview</u> - opens a preview to a specific question. H. <u>View Entire Assignment</u> - opens the assignment in the Student View.</p>



For more help on this or any other topic, please contact hello@edcite.com.

Click the following link to access the Google Document for this Help topic.

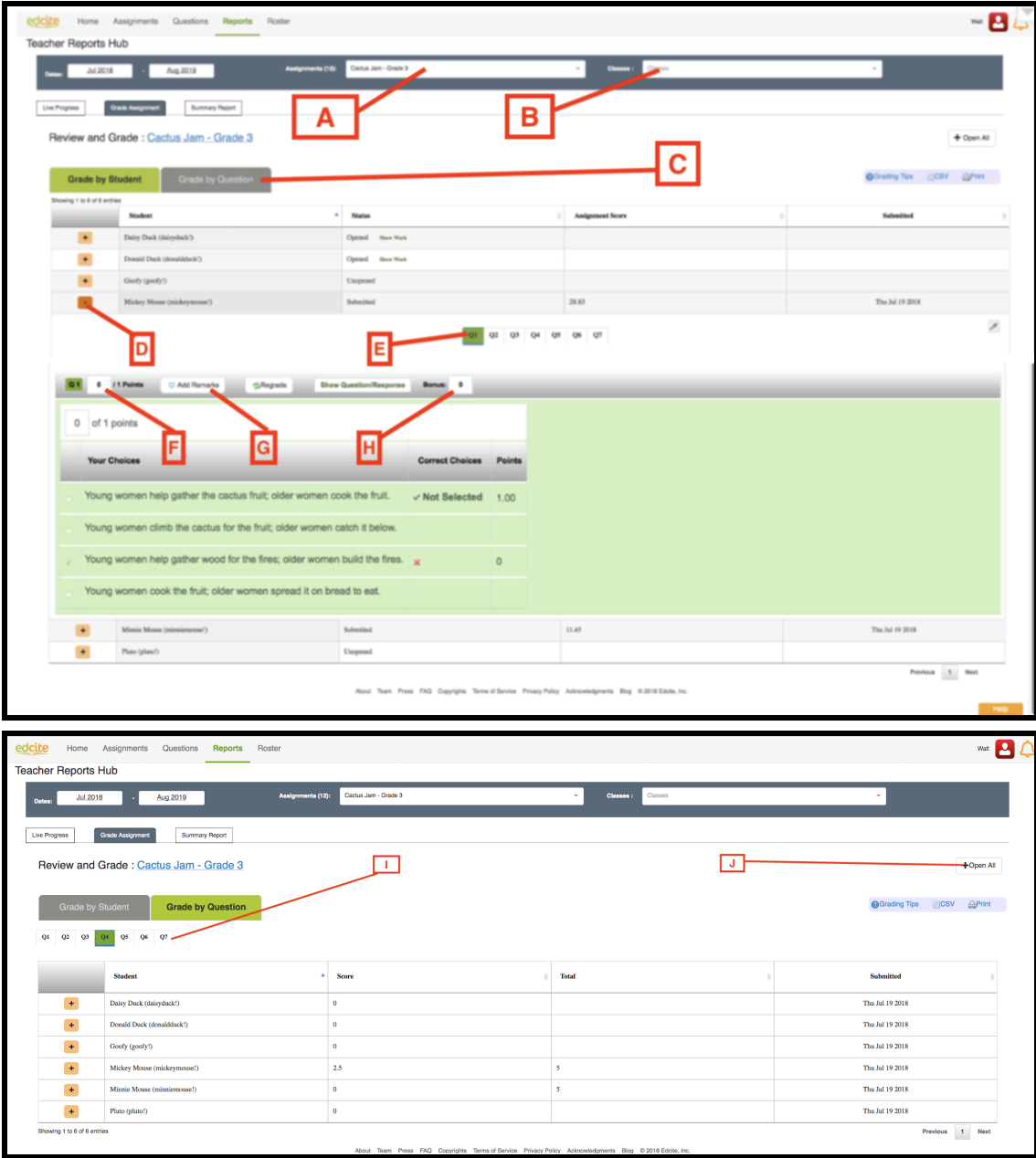
<https://docs.google.com/document/d/177CcSr7b9SJcMSnHYF0tQMhBzrgn3-FAKWhYDAqW-Cs/edit?usp=sharing>

ENG05-002

Updated 31 Jul 2018

Reports - Grade

Grade Report

Description	<p>Teachers grade student work, add bonus points, and add remarks. Grading with a rubric is also available. Auto-graded questions will be automatically graded but those points can be altered on this page.</p>
Example	 <p>The example shows two screenshots of the edcite Teacher Reports Hub. The first screenshot displays the 'Review and Grade' interface for the assignment 'Cactus Jam - Grade 3'. It shows a table of assignments with columns for Student, Status, Assignment Name, and Submitted. A specific assignment, 'Mickey Mouse (mickymouse)', is selected, showing a score of 28.83. Below this, a question is displayed with multiple-choice options. The second screenshot shows the same interface but with a different assignment, 'Minnie Mouse (minniemouse)', selected, showing a score of 13.45. Both screenshots include callouts A through J pointing to various UI elements.</p>
Accessing a Report	<p>A. <u>Select Assignment</u> - click the drop-down menu to select an assignment. B. <u>Select a Class</u> - click the drop-down menu to select a class.</p>



	C. <u>Grade by Student vs. Grade by Question</u> - click the tab to either grade by student or by question.
Analyze Data	<p>Grade by Student</p> <p>D. <u>Select a Student</u> - click the plus sign next to the student you wish to grade.</p> <p>E. <u>Select the Question</u> - click the question number you would like to grade. Questions numbers underlined in yellow represent teacher-graded questions.</p> <p>F. <u>Grade</u> - add the grade in points your student received.</p> <p>G. <u>Remarks</u> - add a remark for your students. Students can access these remarks from their Edcite accounts.</p> <p>H. <u>Bonus Points</u> - add bonus points if desired.</p> <p>Grade by Question</p> <p>I. Select a Question - click on the question number you would like to grade.</p> <p>J. Open All - select the open all button to open all student responses for that specific question.</p>

For more help on this or any other topic, please contact hello@edcite.com.

Click the following link to access the Google Document for this Help topic.

<https://docs.google.com/document/d/1HSwYOWCC5SvO0EIVPgq0xeILBR9izlGnO3Pg3OL3LZM/edit?usp=sharing>

ENG05-003

Updated 31 Jul 2018

Reports - Summary

Summary Report

Description	Summarizes all of the data from one assignment. This report can be viewed by question or by standard. Totals can be viewed by percentages or points.
Example	<p>The screenshot shows the Edcite Summary Report interface. Callouts A and B point to the assignment and class selection dropdowns. Callout C points to the 'Question Details' tab, which displays a bar chart of average scores and a line graph of average time taken per question. Callout D points to the 'Submission Status' tab. Callout E points to the 'Questions' tab, and callout F points to the 'Percent' vs 'Points' toggle. Callout G points to the 'Student Data' table, which lists individual student performance. Callout H points to the 'Aggregate Data' table, which shows summary statistics like min, max, and standard deviation. Callout I points to the 'Export to CSV' button.</p>
Accessing a Report	<p>A. <u>Select Assignment</u> - click the drop-down menu to select an assignment.</p> <p>B. <u>Select a Class</u> - click the drop-down menu to select a class.</p>
Analyze Data	<p>C. <u>Question Details</u> - illustrates the average score per question and average time taken.</p> <p>D. <u>Submission Data</u> - illustrates how many students have submitted, opened and unopened.</p> <p>E. <u>Question vs. Standard</u> - choose to view the data by question or by standard.</p> <p>F. <u>Percent vs. Points</u> - choose to view the data by percentage or by points.</p> <p>G. <u>Student Data</u> - table containing all student performance data for the assignment.</p> <p>H. <u>Aggregate Data</u> - illustrates the min, max, and average scores.</p> <p>I. <u>Export Data</u> - export the data to a csv or your clipboard.</p>



For more help on this or any other topic, please contact hello@edcite.com.

Click the following link to access the Google Document for this Help topic.

https://docs.google.com/document/d/1Mnv3leRMLubApgWW9BkW21mLStD_DnjRMfwoQsX7gNk/edit?usp=sharing

ENG05-001

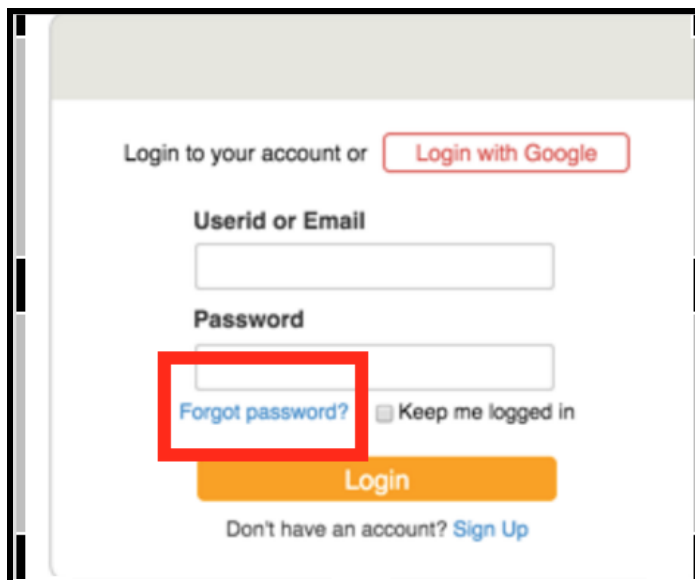
Updated 31 Jul 2018

Login

Forgot Your Password

Follow these step by step instructions in you Forgot Your Password.

1. Go to www.edcite.com and log into your account by clicking Teacher Log In.
2. A pop-up box will open. Click the Forgot Password link.



3. Enter your userid or your email address and click the Submit button.
4. Check your email for a password recovery email from Edcite. Please click on the link in the email to begin your password reset.

If you still need additional help, please contact hello@edcite.com.

Click the following link to access the Google Document with step by step instructions:

https://docs.google.com/document/d/1BOrSbYoKtTZupo8JeVJd5xB_pxVCyw4pkrVz2eM3ZdY/edit

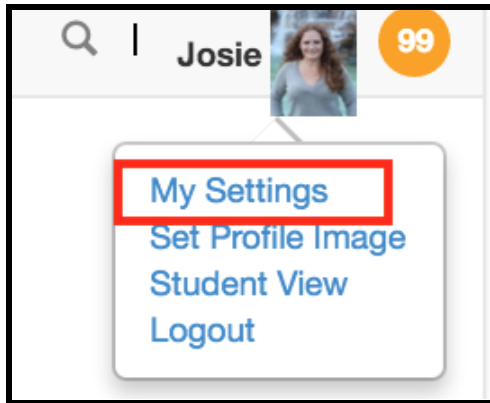
ENG12-02

Updated 25 Jul 2017

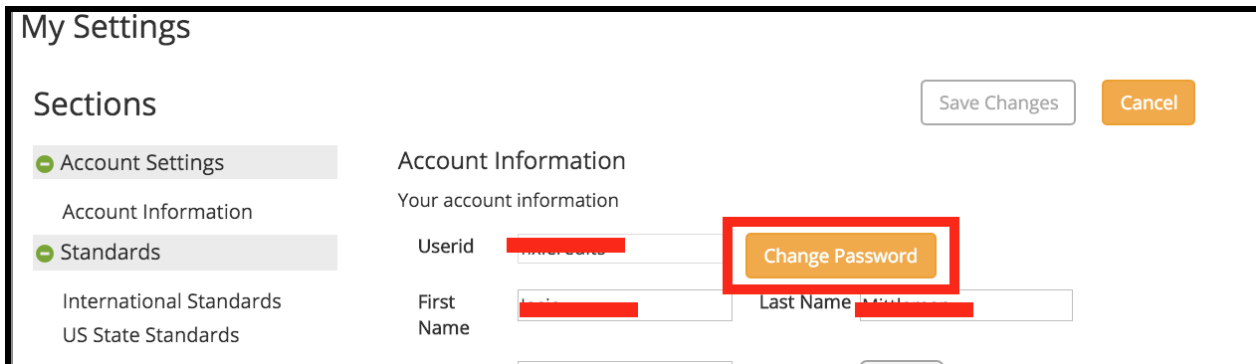
Change Your Password

Follow these step by step instructions to change the password to your account.

1. Click on your profile image and then click My Settings.



2. Click the Change Password button.

A screenshot of the 'My Settings' page. The page has a title 'My Settings' at the top left. Below it, there are two columns. The left column is titled 'Sections' and contains two expandable sections: 'Account Settings' (expanded) and 'Standards'. Under 'Account Settings', there are links for 'Account Information' and 'International Standards'. Under 'Standards', there are links for 'International Standards' and 'US State Standards'. The right column is titled 'Account Information' and contains the text 'Your account information'. Below this, there are three input fields: 'Userid', 'First Name', and 'Last Name'. The 'Userid' field is highlighted with a red box, and a 'Change Password' button is overlaid on it. At the top right of the 'Account Information' section, there are two buttons: 'Save Changes' and 'Cancel'.

3. Enter your old password in the space provided.
4. Enter your new password in the space provided. Click Change Password and select Save Changes. Your password has now been changed.

For more help on this or any other topics, please contact hello@edcite.com.

Click the following link to access the Google Document for this solution:

https://docs.google.com/document/d/1Klp3UmT3BW2V5sBL0q_NDvWrbxyCHzvKCfrV1L0J-7s/edit

ENG 12-08

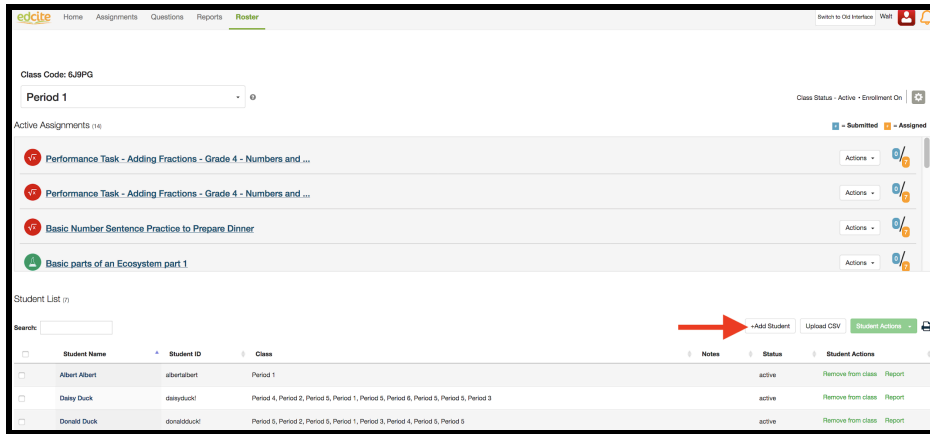
Updated 25 Jul 2017

Rosters

Rosters - Add a New Student

All New Student Accounts are created within a specific class. Follow these instructions to create a new Student Account.

1. Click on Rosters in your top navigation bar and then click on the class you would like to add the new student to.
2. The Class Page will open. Click the Add Student button.



3. A pop-up box will open asking you for student information. Enter all of the student information and select the Create button. Your Student Account will be created and added to the class.

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The following is the link to the Google document with this solution:

<https://docs.google.com/document/d/1JSm72hwXZldrukvnJTDjx7HRvTsioeDi6LYazr81Xt0/edit?usp=sharing>

ENG07-002

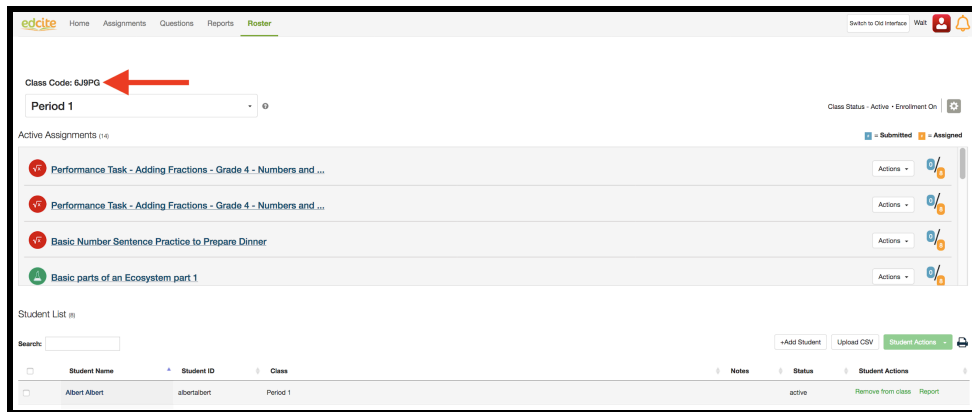
Updated 13 Aug 2018



Rosters - Class Code

Class Codes are used by students to join a class. The Class Code can be found on the Class Page.

To get to the Class Page, click Rosters in your top navigation bar and select the class. You will find the Class Code on the top left of your page.



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<https://docs.google.com/document/d/1JSm72hwXZldrukvnJTDjx7HRvTsjoedDi6LYazr81Xt0/edit?usp=sharing>

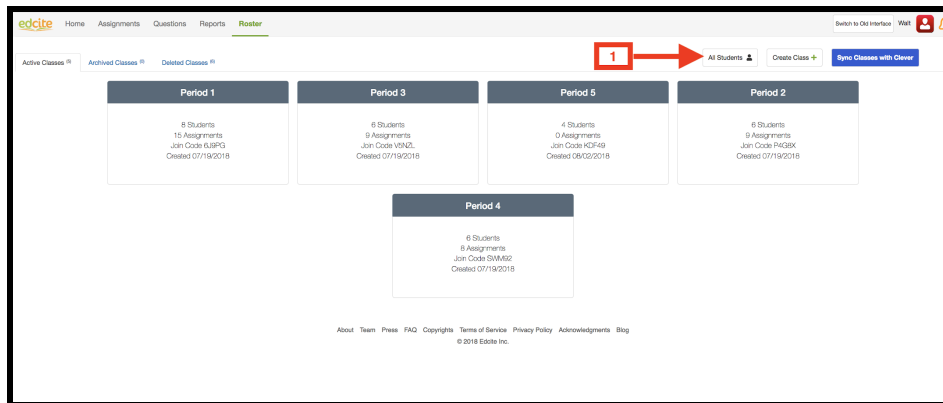
ENG07-003

Updated 13 Aug 2018

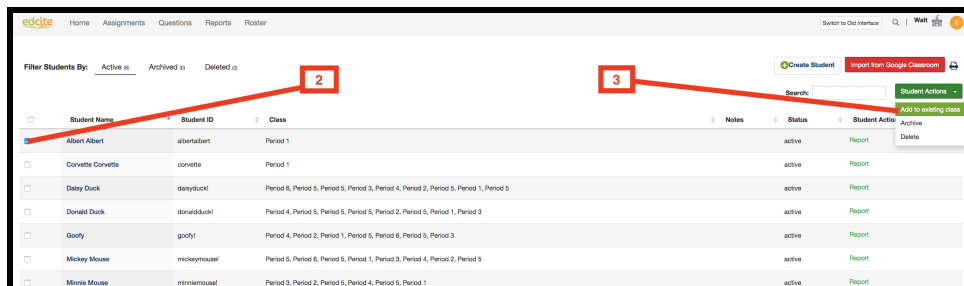
Rosters - Add a Student to a Class

There are occasions throughout the year when a teacher may want to add a student who is in their Rosters into another class. To do that, follow these instructions.

1. Click on Rosters in the top navigation bar and select the All Students button.



2. Check the box beside the student you want to add to the class.
3. Click the Students Actions pull-down menu and then select Add to Existing Class.



4. A pop-up box will open. Use the Class pull-down menu to select a class and then click the Add to Class button. A confirmation message will appear in the top right corner of your screen.

For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link to the Google document with this solution:

<https://docs.google.com/document/d/1JSm72hwXZldrukvnJTDjx7HRvTsjoeDi6LYazr81Xt0/edit?usp=sharing>

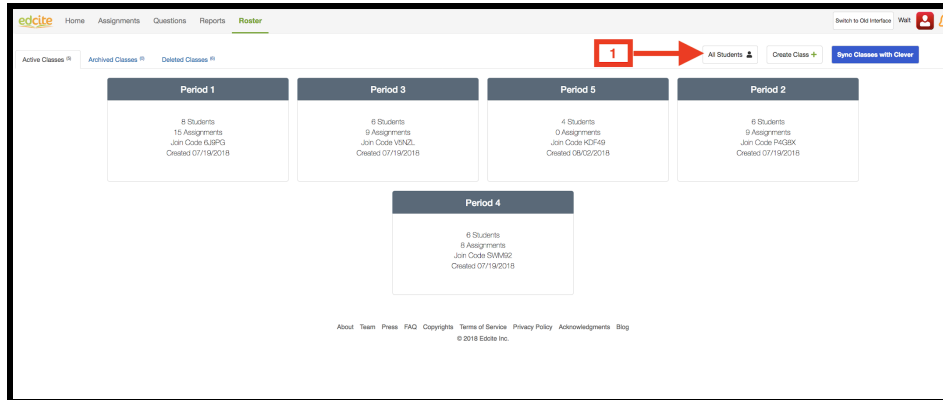
ENG07-004

Updated 13 Aug 2018

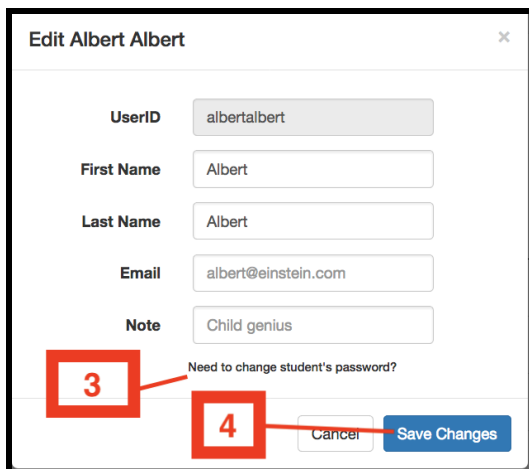
Rosters - Reset Student Passwords

For either access or security purposes, sometimes students need their passwords reset from the Teacher Account. To do that, follow these instructions.

1. Click on Rosters in the top navigation bar and select the All Students button.



2. Click on the name of the student.
3. A pop-up box will open. Click on Need to Change Student's Password?.
4. Add the new password in the space provided and click the Save Changes button.



For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link fo the Google document with this solution:
<https://docs.google.com/document/d/1JSm72hwXZldrukvnJTDjx7HRvTsjoedDi6LYazr81Xt0/edit?usp=sharing>

ENG07-005
 Updated 13 Aug 2018

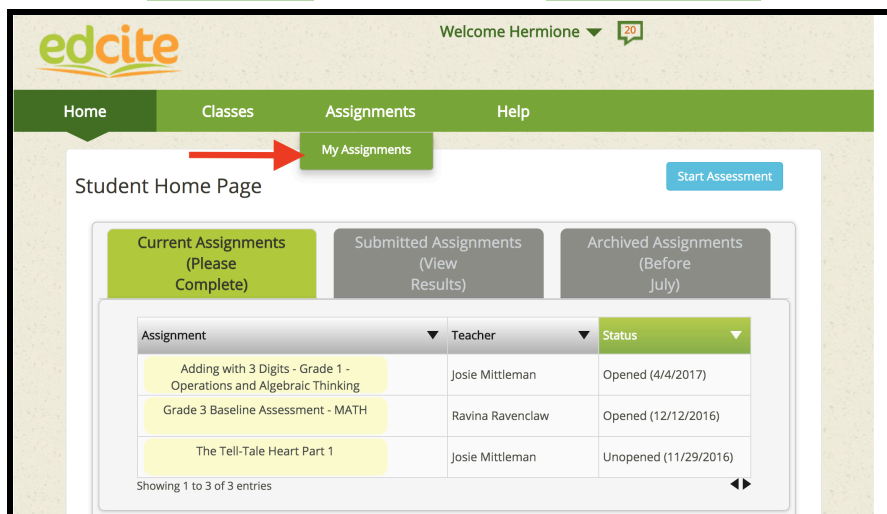
Assignments

Assignments - Student Retakes

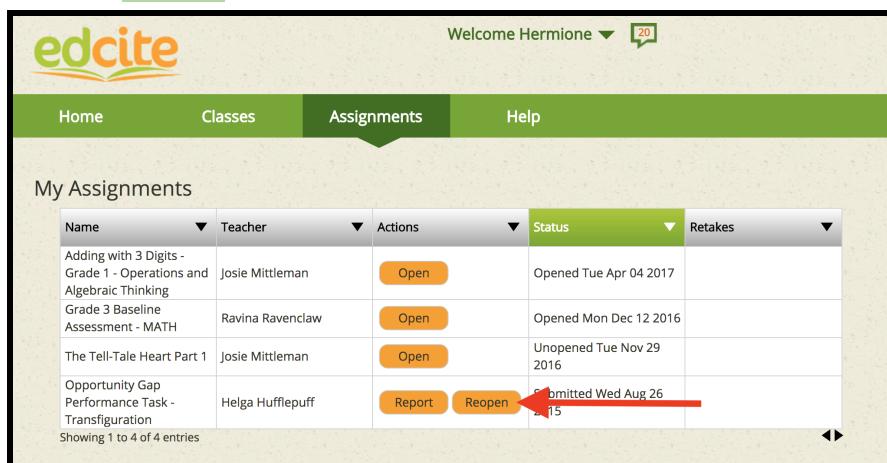
Students are able to retake any assignment on Edcite unless their teacher has disabled retakes in the Settings menu of their Assignment Editor.

Students should follow these steps to retake an assignment:

1. Log into your Edcite account.
2. Go to your **Assignments** menu and select **My Assignments**.



3. Find the **Assignment** you want to retake.
4. Click the **Reopen** button.



5. A pop-up box will open confirming that you want to retake the assignment. Click the **Retake** button.



6. Click **Start Assignment** and start retaking the assignment.

For more help on this or any other topics, please contact hello@edcite.com.

ENG06-01

Updated 26 Jul 2017

Assignments - Create New

New assignments can be created from questions that are found on your My Questions page, questions from another assignment, newly created original questions, or questions from our Question Library. Follow these steps to create a new assignment.

1. From your top navigation bar, click Assignments and then select Create Assignment.
2. Name your assignment in the space provided.
3. Add any notes you would like students to read before they start working on this assignment.
4. Click the (+) button to add questions to your assignment.
5. Assign the assignment to your students or Share the assignment into the Edcite Library.



NOTE: Edcite will automatically save any changes you make in an assignment every few seconds.

For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link to the Google document with this solution:

https://docs.google.com/document/d/1xk3QtYerMFeb0M_pxwCkWTkTY353ZelZgGndxheVZXk/edit?usp=sharing

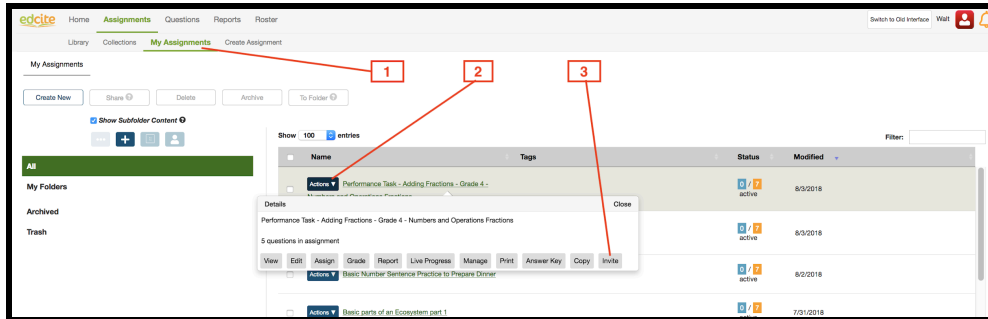
ENG02-013

Updated 13 Aug 2018

Assignments - Share with a Colleague

Once an assignment is created, many of our users like to share them with their colleagues. Follow these instructions to share an assignment with another educator on your team.

1. In your top navigation bar, select Assignments and then click on My Assignments.
2. Find the Assignment you want to share and click the Action button.
3. Click the Invite button.



4. Enter your colleagues contact information in the space provided and click the Send Invite button.

For more help with this or any other topic on Edcite, please email hello@edcite.com.

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ENG02-014

Updated 13 Aug 2018

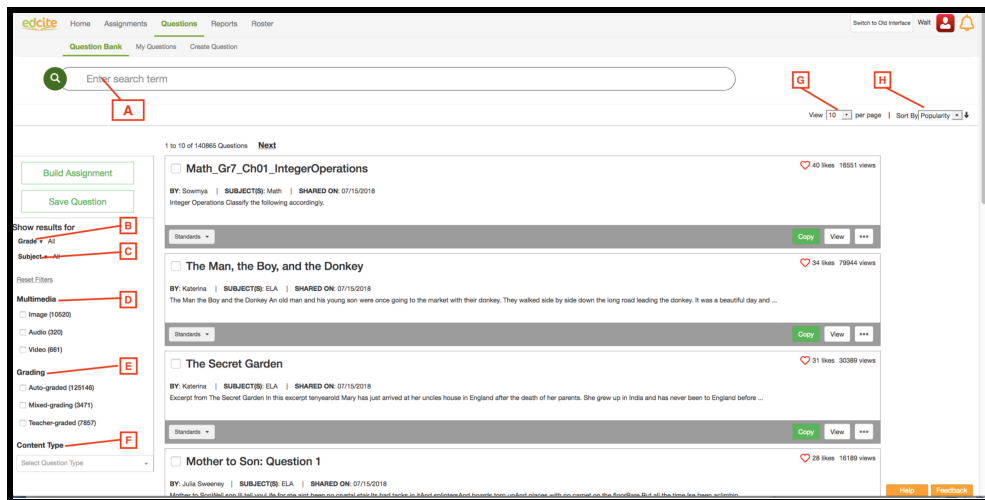
Question Bank

Question Bank - Search

The Question Bank contains over 14,000 teacher-created questions covering grades K-12 and a wide array of subjects and topics. When creating a new assignment, many teachers look to the Question Bank for questions to incorporate into the assignment.

The Question Bank allows users to search for questions using the following criteria:

- A. Search Term - enter a search term in the space provided.
- B. Grade - filter by grades K-12.
- C. Subject - filter by subject.
- D. Multimedia - choose questions that incorporate either a video, image, or audio clip.
- E. Grading - filter by type of grading.
- F. Question Type - filter by question type.
- G. View - select the amount of questions you would like to view per page
- H. Sort by - sort your results by popularity, newest, or oldest



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https://docs.google.com/document/d/1xk3QtYerMFeb0M_pxwCkWTkTY353ZelZgGndxheVZXk/edit?usp=sharing

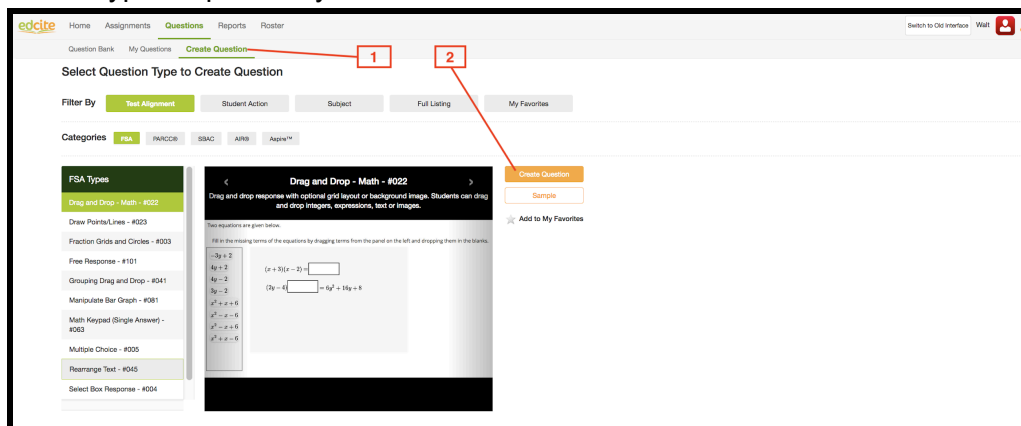
ENG01-003

Updated 13 Aug 2018

Question Bank - Create

Follow these instructions to create a new question.

1. From your top navigation bar, select Questions and then click Create Question.
2. Click on the type of question you would like to create and then select the Create Question button.



The following chart includes several question types and their corresponding step by step instructions:

Question Name	Instructions
Question Type - Multiple Choice	https://desk.zoho.com/portal/edcite/kb/articles/question-type-multiple-choice
Question Type - Fill in the Blank	https://desk.zoho.com/portal/edcite/kb/articles/question-type-fill-in-the-blank
Question Type - Table Checkbox Answer	https://desk.zoho.com/portal/edcite/kb/articles/question-type-table-checkbox-answer
Question Type - Select Bar Graph	https://desk.zoho.com/portal/edcite/kb/articles/question-type-select-bar-graph
Question Type - Select Text from Excerpt	https://desk.zoho.com/portal/edcite/kb/articles/question-type-select-text-from-excerpt
Question Type - Select Text from Stimulus	https://desk.zoho.com/portal/edcite/kb/articles/question-type-select-text-from-stimulus
Question Type - Dot Plot Answer	https://desk.zoho.com/portal/edcite/kb/articles/question-type-dot-plot-answer
Question Type - Drag and Drop Math	https://desk.zoho.com/portal/edcite/kb/articles/question-type-drag-and-drop-math
Question Type - Drag and Drop Text	https://desk.zoho.com/portal/edcite/kb/articles/question-type-drag-and-drop-text
Question Type - Drawing Answer	https://desk.zoho.com/portal/edcite/kb/articles/question-type-drawing-answer

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ENG02-016

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