

Alerts and Other Hot Spots

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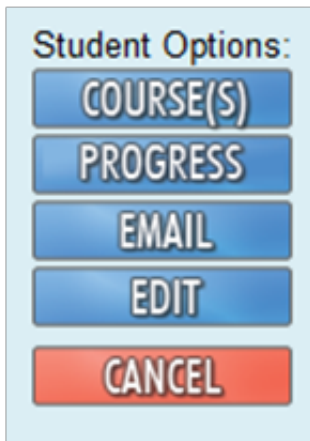
Introduction

Hot Spots are interactive points in the Dashboard which allow users to manage student accounts or courses directly from the Dashboard. Alerts are a particular type of Hot Spot which appear in specific situations to inform educators of students who are in need of attention. This document provides information on the different Hot Spots and Alerts found in the Dashboard and is written with the assumption that the user understands how to access the Web Administrator and the Dashboard. For information on performing these functions, please refer to the corresponding documents. Some functions described below are only available to users with the appropriate permissions. If an option does not appear for a user, it is most likely because the account does not have sufficient permissions.

ID

Clicking on a student's ID Hot Spot provides the following options:

- Course(s) – Opens the student's course list
- Progress – Opens the student's progress report
- E-mail – Initiates an e-mail addressed to the student
- Edit – Allows user to view and edit the student's account information



Course

Clicking on a course name provides the following options:

- Customize – Initiates the course customization process for the specific student and course
- Edit Options – Opens the Edit Options page for the student's course
- Complete – Allows user to mark the student's course as "complete"
- Disable – Allows user to disable the student's course

Please Choose:

CUSTOMIZE

EDIT OPTIONS

COMPLETE

DISABLE

CANCEL

Start Date and Target Date

Clicking on either the Start Date or Target Date Hot Spot allows the user to change the corresponding date.

Please enter new Target Date(MM/DD/YYYY):

08/12/2013

SUBMIT

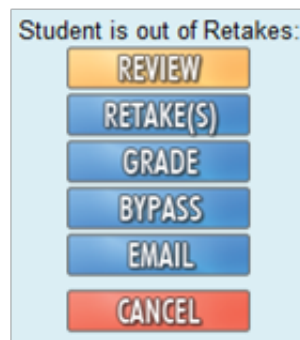
CANCEL

Alerts

Alerts are displayed in the Alerts column and are generated when specific situations occur. The following is a list of possible alerts with their explanations, as well as a list of possible options that are available when clicking on that alert icon.



- Indicates that the student is out of retake attempts on an assessment
 - Review – Opens the student's Gradebook
 - Retake(s) – Allows user to grant additional retake attempts for the assessment
 - Grade– Allows user to supply a grade for the assessment which will let the student continue in the course
 - Bypass – Allows user to bypass the activity for a student
 - E-mail – Initiates an e-mail addressed to the student



- Indicates that a student is waiting for a teacher review to be completed before he/she is able to take an assessment
 - Review – Opens the student's Gradebook
 - Complete – Allows user to complete the review, and unlock the assessment for the student



- Indicates that the student has submitted an activity that needs to be graded
 - Review – Opens the student's Gradebook
 - View Projects – Opens the projects page where educators can review and grade project submissions

