EDGENUITY

Standards Customization Process

STEPS **The following are the steps to follow to assign courses and customize standards in Edgenuity for students assigned to ECAP.**

Manage Student

1. Click the **STUDENT tab**, and then **MANAGE STUDENT** in the drop down menu.

2. Select the student by clicking on their name.

* Please note, you can filter by last name by clicking on the alphabet letter of the student's last name.

Courses for student

After selecting the student, a new screen will come up.

3. Select the **ADD COURSE tab**.

4. When searching for available courses, select the correct subject. When selecting ECAP courses, make sure the title begins with ECAP and it corresponds with the correct semester.

5. Once you find the correct course, click the box to the left of the course, and click **ADD SELECTED COURSES.**

6. A new screen will come up, click **SUBMIT.**

7. When prompted, click **BACK TO COURSES.**

Customize Course

After selecting the course, it is time to customize the standards.

8. Click the **CIRCLE BUTTON** that corresponds to the correct course.

9. Click the blue **CUSTOMIZE tab** at the top of the page.

10. All course content has been loaded on the left side. Click the **WHITE BOXES WITH THE ARROWS** on the left side of the screen to view the details of the course content to customize standards.

11. Click the **GREEN BOXES WITH THE CHECK MARK** on the left hand side of the screen to customize the standards. This will allow you to assign and/or unassigns standards.

12. Click **PUBLISH COURSE** at the bottom right of the page.

13. A screen will come up asking if you want to publish changes to course, click the **PUBLISH** tab.

14. At the next screen, click on the **CHECK COURSE OPTIONS tab.**

* Do not change any information on this screen, as the information is set and consistent across the board.

15. Scroll to the bottom of the page, click **SUBMIT**.

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