INFO SESSION

Optimize EdReady for a New Semester

Thanks for joining us! We will begin promptly at 2:00 p.m. ET.

- Use the “Questions” area to submit questions as they arise.
- This webinar will be archived at NROC.org, and you will receive a follow-up email with a link to the recording and slides.
- Do you need help with GoToWebinar? Email memberservices@NROC.org.
NROC partners with educators to create open and low-cost courses and tools that are designed to recognize every student’s unique learning needs and preferences.

These resources can be adapted and scaled to meet programmatic goals in a variety of instructional settings.
# WHAT WE OFFER

## NROC COURSES

<table>
<thead>
<tr>
<th>NROC MATH</th>
<th>NROC ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Algebra 1</td>
<td>• Developmental Math</td>
</tr>
<tr>
<td>• Developmental</td>
<td>• Developmental</td>
</tr>
<tr>
<td>Math</td>
<td>English</td>
</tr>
</tbody>
</table>

## WEB-BASED TOOLS

<table>
<thead>
<tr>
<th>EdReady</th>
<th>Hippo Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>a readiness system (to personalize a learner’s study path)</td>
<td>a curated repository of learning objects</td>
</tr>
</tbody>
</table>

NROC courses can be installed in a Learning Management System (LMS) ...

... or can be accessed through our web-based tools
Agenda:

- Why Make Changes?
- Refreshing Scopes
- Refreshing Goals
  - Naming Conventions
  - Data Management
- Updating Admin Accounts
- Site Cleanup
  - Archiving goals
Why Make Changes?
Why Make Changes?

Refreshing your site as semesters change is a great way to ensure longevity of your data and ease of use for your teachers. We will cover:

**Scopes**
- These will be updated less frequently, but there are cases where changes need to be made

**Goals**
- This is where the bulk of your work will come from. Refreshing goals ensure that data is current and teachers can view their current students separately

**Admin Users**
- Admin users need new goals assigned to them every semester so they can isolate their current students and their needs.
Refreshing Scopes
Refreshing Scopes

Refreshing your scopes may not be necessary, but below are some of the reasons you may need to do this:

**Target Score**
- Changing your target score can only be done on a scope that has no student activity or a newly created scope

**Scope of Expectations**
- Just as a target score can’t be changed, any changes you wish to make to your scope of expectations needs to be made on a new scope
### Refreshing Scopes

#### Edit EdReady Version: INTERNAL: Demo Environment

- [Scopes](#)
- [Goals](#)
- [Study Path Options](#)
- [Admin Users](#)
- [Students](#)
- [Settings](#)

#### Scope of Expectations List

The study paths listed in the table are those you have access to based on your goal permissions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Target Score</th>
<th>Last Updated</th>
<th>Active</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>College English Readiness Demo1</td>
<td>90</td>
<td>06/29/2018 17:46</td>
<td>Yes</td>
<td>Clone, Delete, Archive</td>
</tr>
<tr>
<td>College Math Readiness - demo</td>
<td>90</td>
<td>05/05/2015 21:16</td>
<td>Yes</td>
<td>Clone, Delete, Archive</td>
</tr>
</tbody>
</table>
## College English Readiness Demo1 Cloned

### General Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>College English Readiness Demo1 Cloned</th>
</tr>
</thead>
</table>

### Scope Of Expectations

**Target Score:**

| 90 |

**Maximum study paths:**

| 1 |

**Enable advanced customization**

When this option is selected, you will be able to customize the scope of expectations to individual learning objectives. Use with caution.

**Active**

**Exclude from reports**

**Enable resource grouping**

**Tags**

| |

**Save**
Refreshing Goals
Refreshing Goals

Some of the reasons to create new goals every semester are:

**Reporting**
- Allows for granular reporting in the future and linear reporting on the same scope.
- Allows separation of past/ current students for instructors.

**Site Management**
- As time goes on, making sure you create new goals ensures that reading the reports will be easy for any new user.
  - Naming conventions for scopes and goals is a great way to keep things organized in your EdReady site.
  - We have created a document to help you get started on implementing an EdReady naming convention system [HERE](#)
### Goal List

<table>
<thead>
<tr>
<th>Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>All</td>
<td>All</td>
<td>Filter</td>
<td>All</td>
<td>Filter</td>
<td>Details</td>
</tr>
<tr>
<td>Developmental English - Amy Smith - Spring 2019 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Admin 8 NROC</td>
<td>Private</td>
<td>demo_class2</td>
<td>Details</td>
</tr>
<tr>
<td>Developmental English - Bob Jones - Fall 2018 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_35</td>
<td>Details</td>
</tr>
<tr>
<td>Developmental English - Bob Jones - Spring 2019 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Admin 8 NROC</td>
<td>Private</td>
<td>demo_class1</td>
<td>Details</td>
</tr>
</tbody>
</table>
Refreshing Goals

Name *
Developmental English - Amy Smith - Spring 2019 - MWF Copy

Instructions
Updating Admins
New Teachers

- New users can’t create their own teacher/admin accounts
- Ensures new users get access to data

Permissions

- With changing roles within your institution, it may be necessary to reevaluate what each user has the ability to do within EdReady

Goal Assignments

- Renewing goals each semester will also require you to add those goals to the teacher/admin accounts
- You can also remove goals from past semesters to ensure your instructors can focus on current students
# Updating Admins

## Administrative Users List

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Account Created</th>
<th>Role</th>
<th>Goal Count</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter</td>
<td>Administrator</td>
<td>Filter</td>
<td>Filter</td>
<td>Filter</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adam</td>
<td><a href="mailto:demo.admin@edready.org">demo.admin@edready.org</a></td>
<td>06/06/2016 19:35</td>
<td>Site Version Admin</td>
<td>All</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td><a href="mailto:jgn@edready.org">jgn@edready.org</a></td>
<td>09/28/2017 12:56</td>
<td>Site Version Admin</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

- **Create New Admin User**
- **Edit**
- **Archive**
# Updating Admins

## Adam Administrator

### Permissions

* Any changes to permissions will be applied the next time this user logs in.

#### Reporting Permissions

- **Reports Access**
  - Study Path Reports
  - Overview
  - Student Data
    - Summary
    - Student Details
  - Unit Details
  - Topic Detail
- **Summary Reports**
- **Student Data**
- **Admin Data**
  - Session Details
- **Advanced Reporting Access**

#### Site Management

- **Manage Scopes**
- **Manage Goals**
- **Manage Study Path Option**
- **Manage Users**
  - Access Administrator Session Report
- **Manage Students**
  - Access Student Session Report
- **Settings Tab**
  - Manage General Info
  - Manage Custom Fields
  - Manage SSO
  - Manage Homepage
  - Manage Notices
Updating Admins

Adam Administrator

The goal was successfully added.

- Access to ALL goals/students in version.
  - The assigned permissions will be applied ONLY TO ASSIGNED goals/students in version.

Selected goals

<table>
<thead>
<tr>
<th>Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Math Readiness - Fall 2019 - Mr. Clark</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_38</td>
</tr>
</tbody>
</table>
### Updating Admins

#### Selected goals

<table>
<thead>
<tr>
<th>Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter</td>
<td>All</td>
<td>All</td>
<td>Filter</td>
<td>All</td>
<td>Filter</td>
<td>Remove</td>
</tr>
<tr>
<td>College Math Readiness - Fall 2019 - Mr. Clark</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_38</td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 1, 10 results | Page: 1

#### Available goals

<table>
<thead>
<tr>
<th>Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Math Readiness -</td>
<td>All</td>
<td>All</td>
<td>Filter</td>
<td>All</td>
<td>Filter</td>
<td>Add</td>
</tr>
<tr>
<td>College Math Readiness - Spring 2019 - Mr. Clark</td>
<td>Yes</td>
<td>No</td>
<td>NROC staff</td>
<td>Private</td>
<td>demo_1</td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 1, 10 results | Page: 1
Site Cleanup
Site Cleanup

Archiving

- Clicking the archive button will allow you to remove goals, data, and users from your view. NOTE: This will not delete the users or data

Messaging

- Changing the messaging from semester to semester may create more clarity for your users

Archiving vs. Excluding from Reports

- Archiving excludes from reports and also takes it away from your view. You can always find the archived scopes, goals, and users in the archived folder.
- Making a scope, goal, or user inactive disables the ability for them to be accessed but still seem by the admin.
### Goal List

<table>
<thead>
<tr>
<th>Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>All</td>
<td>All</td>
<td>Filter</td>
<td>All</td>
<td>Filter</td>
<td></td>
</tr>
<tr>
<td>Developmental English - Amy Smith - Spring 2019 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Admin 8 NROC</td>
<td>Private</td>
<td>demo_class2</td>
<td></td>
</tr>
<tr>
<td>Developmental English - Amy Smith - Spring 2019 - MWF Copy</td>
<td>Yes</td>
<td>No</td>
<td>Admin 8 NROC</td>
<td>Private</td>
<td>demo_40</td>
<td>Archive</td>
</tr>
<tr>
<td>Developmental English - Bob Jones - Fall 2018 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_35</td>
<td></td>
</tr>
<tr>
<td>Developmental English - Bob Jones - Spring 2019 - MWF</td>
<td>Yes</td>
<td>No</td>
<td>Admin 8 NROC</td>
<td>Private</td>
<td>demo_class1</td>
<td></td>
</tr>
</tbody>
</table>
# Site Cleanup

## Study Path Options

### Goal List

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Math Readiness Fall 2019</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_38</td>
</tr>
<tr>
<td>College Math Readiness Spring 2019</td>
<td>Yes</td>
<td>No</td>
<td>NROC staff</td>
<td>Private</td>
<td>demo_1</td>
</tr>
</tbody>
</table>

- **View**
- **Study Paths**
### Site Cleanup

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Active</th>
<th>Draft</th>
<th>Owner</th>
<th>Access Type</th>
<th>Goal Key</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>college math readiness -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Math Readiness - Fall 2019 - Mr. Clark</td>
<td>Yes</td>
<td>No</td>
<td>Ben Jacobs</td>
<td>Private</td>
<td>demo_38</td>
<td>View</td>
</tr>
<tr>
<td>College Math Readiness - Spring 2019 - Mr. Clark</td>
<td>Yes</td>
<td>No</td>
<td>NROC staff</td>
<td>Private</td>
<td>demo_1</td>
<td>View</td>
</tr>
</tbody>
</table>

**Study Paths (Scopes related to a goal): College Math Readiness - Fall 2019 - Mr. Clark**

<table>
<thead>
<tr>
<th>Scope Name</th>
<th>Discipline</th>
<th>Target Score</th>
<th>Last Updated</th>
<th>Active</th>
<th>Tags</th>
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</thead>
<tbody>
<tr>
<td>Filter</td>
<td>Filter</td>
<td>Filter</td>
<td>Filter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 101</td>
<td>Math</td>
<td>90</td>
<td>08/13/2019 09:48</td>
<td>No</td>
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</tr>
<tr>
<td>Math Fundamentals - Spring 2018</td>
<td>Math</td>
<td>90</td>
<td>08/13/2019 09:09</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
# Site Cleanup

## Message List

<table>
<thead>
<tr>
<th>Section</th>
<th>Category</th>
<th>Active</th>
<th>Message</th>
<th>Message Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congratulations</td>
<td></td>
<td>Yes</td>
<td>&lt;span style=&quot;font-weight:&quot;&gt;...</td>
<td>Customized</td>
<td>Edit</td>
</tr>
<tr>
<td>Post-diagnostic</td>
<td>End Of Unit</td>
<td>Yes</td>
<td></td>
<td>Default</td>
<td>Edit</td>
</tr>
<tr>
<td>Post-diagnostic</td>
<td>End Of Topic</td>
<td>Yes</td>
<td></td>
<td>Default</td>
<td>Edit</td>
</tr>
<tr>
<td>Study Path Intro</td>
<td>Complete</td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
<td>Default</td>
<td>Edit</td>
</tr>
<tr>
<td>Study Path Intro</td>
<td>Single Unit</td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
<td>Default</td>
<td>Edit</td>
</tr>
<tr>
<td>Target Options Intro</td>
<td></td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
<td>Default</td>
<td>Edit</td>
</tr>
<tr>
<td>Test Intro</td>
<td>Unit Test</td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
<td>Default</td>
<td>Edit</td>
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<tr>
<td>Test Intro</td>
<td>Topic Test</td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
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</tr>
<tr>
<td>Test Intro</td>
<td>Initial Diagnostic</td>
<td>Yes</td>
<td>&lt;p style=&quot;color:&quot;&gt;...</td>
<td>Default</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add a new message
QUESTIONS?
NROC MEMBERSHIP ACTIVITIES / BENEFITS

Robust implementation and technical support

Dedicated implementation specialist

Daily Office Hours

Regular Info Sessions

Comprehensive Help Center and technical ticket support
Office Hours

Drop-in Office Hours sessions offered every week day, available for all instructors and staff at member institutions.

- **MONDAY:** 9am PT / 12pm ET
- **TUESDAY:** 1pm PT / 4pm ET
- **WEDNESDAY:** 1pm PT / 4pm ET
- **THURSDAY:** 1pm PT / 4pm ET
- **FRIDAY:** 9am PT / 12pm ET

Details at: [https://www.nroc.org/support-hub#Support-Options](https://www.nroc.org/support-hub#Support-Options)
Or bookmark this link (only active during office hours): [https://global.gotomeeting.com/join/533082813](https://global.gotomeeting.com/join/533082813)
BACK-TO-SCHOOL  Info Session Series

**Completed:**
- Make the Most of Your Membership
- EdReady 101
- Optimize EdReady for a New Semester

**Upcoming:**
- Leverage EdReady Reports to Support Your Students | Thursday, 8/12 at 2 PM ET
- EdReady Advanced and New Functionality | Friday, 8/13 at 2 PM ET

Register and find session recordings at NROC.org
THANK YOU FOR ATTENDING!

Ben Jacobs
bjacobs@nroc.org

Continue the conversation on social media using #NROCPd.

Access the archived webinar at NROC.org.