

# Christian Academy of America

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## Parent/Teacher Quick Start Guide

### Assignments

80-90% of the student's work is graded by the Ignitia program. Some assignments, such as essays and short answers, must be graded by the parent/teacher. Grading Assistance is given to the parent/teacher by Ignitia.

### Assignment Alerts

Click this tab to see a list of assignments needing teacher grading, completed assignments, overdue assignments, assignments that need to be reassigned, and assignments blocked for not achieving a passing score.

- At the top of this page, there is a drop down menu that allows you to see your **student's progress** for the previous 7 days.
- Click an underlined **Title** to go directly to a specific assignment.

### Assignments also in Gradebook

Click **Gradebook > Action Required** to see the list of assignments needing teacher grading and all student help requests.

- In the **Type** column, you will be made aware of what needs to be done to that assignment.
- Click the assignment title, which should be in bold, to be taken to that assignment and complete the necessary action (i.e. Grading, reassigning, etc.)

### Gradebook

Gradebook will show your student's progress.

Click **Gradebook**, enter your student's name in the Student bar, then click **Search**.

- Click the + next to each course to see the lessons in that course.
- Click the + next to each lesson to see the progress in that lesson.

### Parent Training Video

Watch the Parent Training video.

This video will show you the basics of the teacher responsibilities. [Click here to be redirected to the video.](#)



### Feedback

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