

Arkansas Civics Exam

How to mark a student as Not Applicable



Important:

Please read before marking students as “Not Applicable”.

The Registrar is the only user that has the ability to mark a student as “Not Applicable”. This is not the same process a teacher uses in Moodle to “Manually” mark a student as “Complete”.

Differences:

“Not Applicable” is when a student has an IEP that excludes them from taking the exam.

“Manually” marking a student as “Complete” is when a student has taken a paper copy of the exam outside of Moodle.

Submitting your students:

You will submit the “NA” students on the same roster as all other students. The Registrar will then log into the portal and mark the student as “NA”.

Triand:

Results will be uploaded into Triand with all other students and will list “NA” as the value for “Met Civics Requirement”. When you look at the Met Civics Requirement in Triand, you will see the following values:

Y – Represents Yes for Met Requirement

N - Represents No for Met Requirement

NA - Represents Not Applicable for Met Requirement

If you have any questions or need assistance managing your students for the civics exam, please contact:

Email: systemsupport@teamdigital.org

Phone: 870-730-2924



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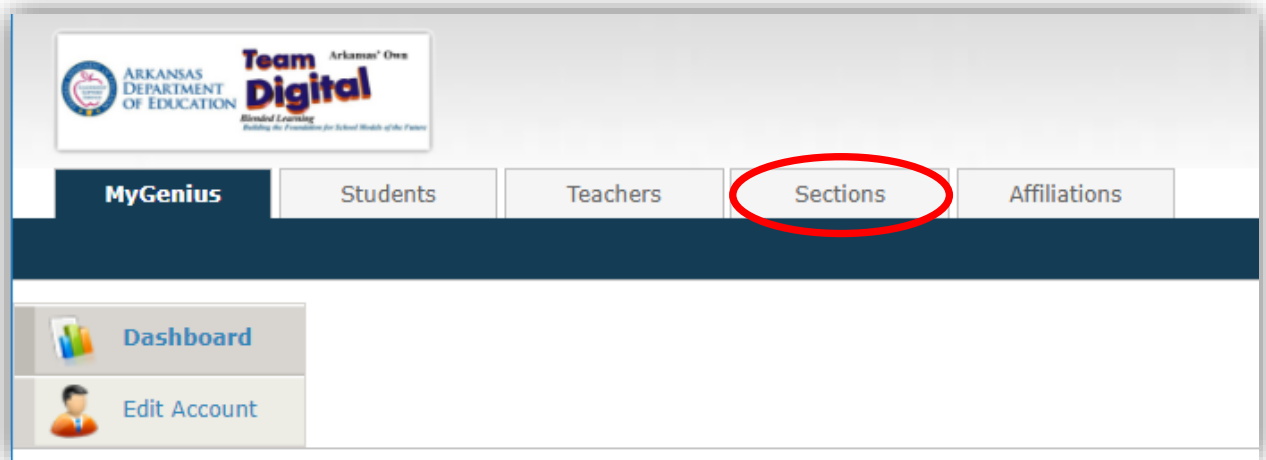
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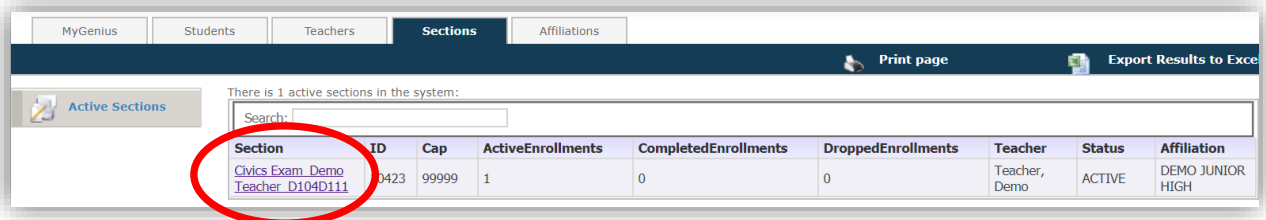


How to mark a student as Not Applicable for the Civics Exam:

➔ Once you log into the portal, you will see your dashboard. Click the “Sections” tab to locate the section and teacher where the student was submitted.



➔ Once you click on the “Sections” tab, you will see all active sections for the civics exam assigned to your building. **Note:** As a ‘Registrar’ you will see all sections for your building. Just choose the section of the exam you want to access. The student will be located in the section where they were submitted on the roster.



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- ➔ By clicking the section name on the previous screen, you will be able to view basic information about the section and the students enrolled into the section.
- ➔ Click on the “Current Enrollments” link on the left side of your screen to mark the student as “NA”.

The screenshot shows the MyGenius interface for 'Civics Exam_Demo Teacher_D104D111'. The 'Enrollments' link is circled in red. The 'Basic Information' section is expanded, showing details like Section ID, Name, Teacher, Cap, Credits, Status, LMS, and LMS ID. Below this, the 'Enrollments' section shows a table with one enrollment:

Student	Affiliation	Completed	completedon	Dropped	ID
NA, Demo	DEMO JUNIOR HIGH	No	No	No	400190

- ➔ Locate the student and select the student by clicking the square beside the name of the student.

The screenshot shows the MyGenius interface with the 'Current Enrollments' link selected. A red arrow points to the 'Select' checkbox for the student 'NA, Demo'. Below the table, the 'Not Applicable' button is circled in red.

Select	Student	StateID	Affiliation	Completed	CompletedOn	Dropped
<input checked="" type="checkbox"/>	NA, Demo	D111004001	DEMO JUNIOR HIGH	No	No	No

- ➔ Click the button “Not Applicable” to set the status to “NA”. This will identify the student as “Not Applicable” for the Civics Exam. (Per IEP)

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