NAVVY

EDUCATOR HOW-TO GUIDE

Arizona 2024

Contents

Log in to Navvy

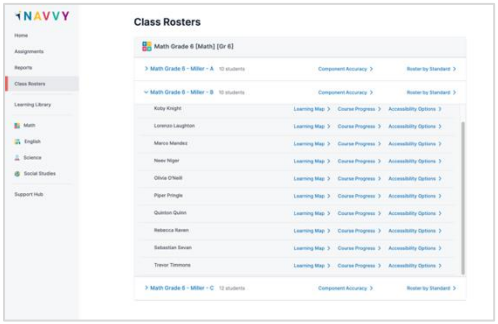
- URL: https://navvyeducation.com/
- Username: arizona@navvy.com
- Password: N@vvy4AZ

Demo Login as a Teacher

1. On the left navigation pane, click ***Schools***.
2. Click *Navvy Central Middle School* > ***Classes***.
3. Scroll to *Math Grade 6 - Miller - B* and click ***Demo Login***.
4. You are now logged in to Navvy as Monique Miller, a 6th grade math teacher.

View Class Rosters

1. On the left navigation pane, click ***Class Rosters***.
2. Expand a class section to view each student's name and access their individual Learning Map, Course Progress report, or set Accessibility Options.



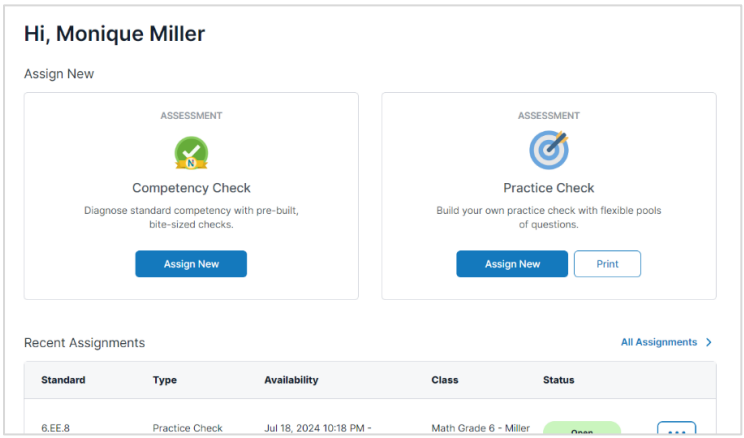
Browse Standards

1. Click ***Math*** from the left navigation.
2. Click ***Math Grade 6***.
3. Select ***View Component & DOK Blueprint***.
4. Click ***Expand All***.

Assessment blueprint shows the min-max range of questions that will be given for each standard by component and DOK levels.

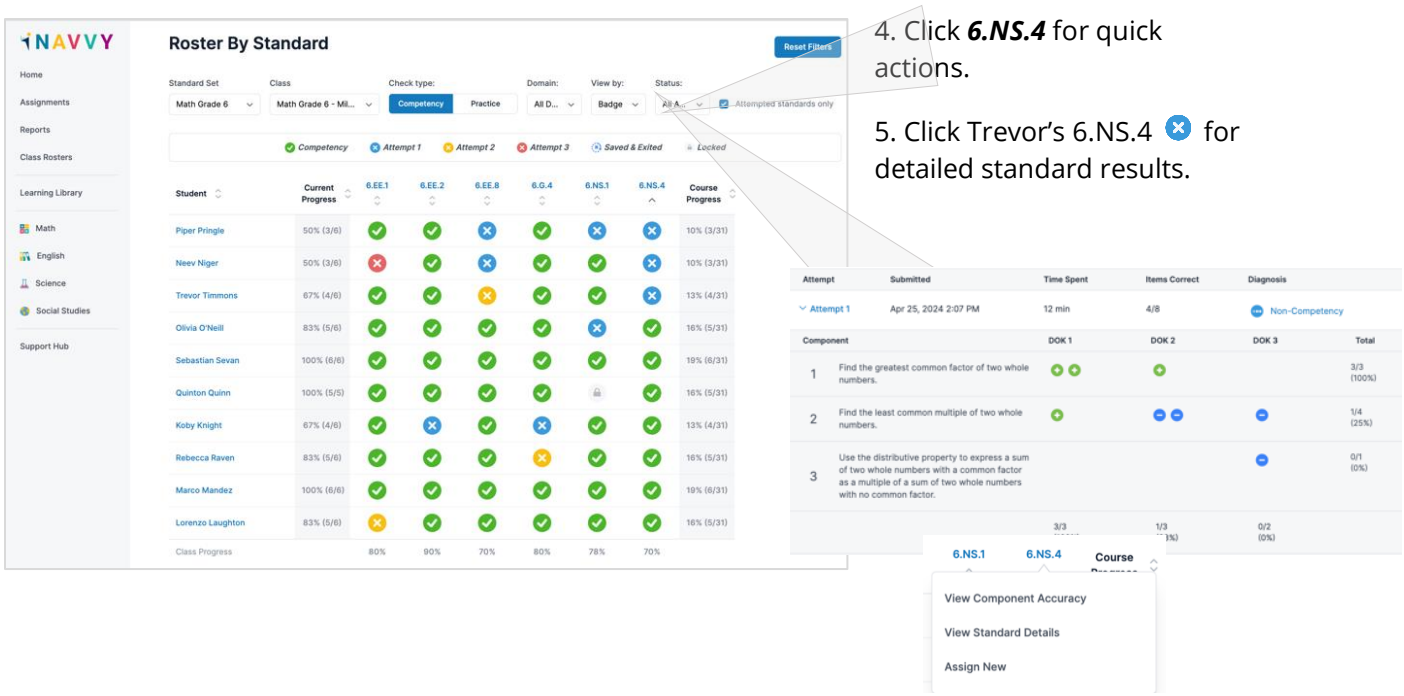
Assign a Competency Check

1. Click **Home** then click *Competency Check* > ***Assign New***.
2. Select a Standard Set, Domain, and a Standard.
3. Select one or more classes and one or more students to assign the Competency Check to.
4. Under *Availability*, set the time you'd like the check to become available to students. Note that Competency Checks must be administered during school hours.
5. Click ***Assign***.



Roster by Standard Report

1. On the left navigation pane, click ***Class Rosters***.
2. Click *Math Grade 6 - Miller - B* > ***Roster by Standard***.



4. Click ***6.NS.4*** for quick actions.

5. Click Trevor's 6.NS.4 for detailed standard results.

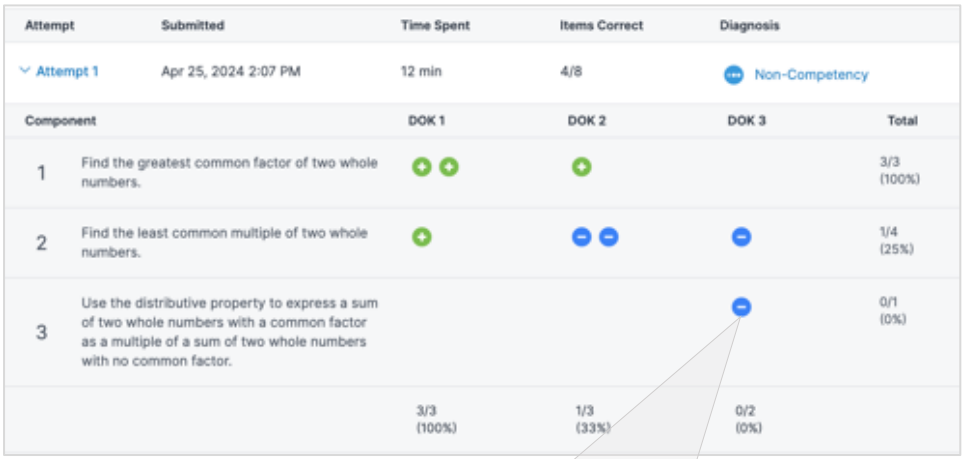
Roster by Standard Report Features

1. Uncheck ***"Attempted standards only"*** to see all standards for a course.

2. Click a column heading (e.g., 6.NS.4) to open the Quick Actions menu. From the Quick Actions menu, educators can assign a Competency Check, view the standard's details, and view the Component Accuracy Report.
3. Click the up or down arrow below each column heading (e.g., 6.NS.4) to sort by student performance on that standard.

Individual Student Results

1. From the *Roster by Standard* Report, ***click a student's X or √ icon.***
2. Go to *Results -> Competency Checks* and click **Attempt 1** to see specific details about student performance on that Competency Check.
3. Here, each icon represents a question on their assessment. Student performance is reported in relation to the components of the standard as well as the cognitive complexity levels (Depth of Knowledge).

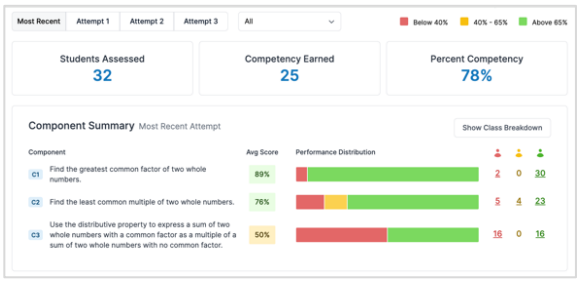


DOK by Component Legend
correct response
incorrect response

Component Accuracy Report

The Component Accuracy report mirrors the Roster by Standard report but provides student-by-student progress on a single standard, broken down by Component.

1. Click ***Reports.***
2. Click ***Component Accuracy***.
3. Select a *Competency Check* and *Class(es)* using the filters at the top of the report.

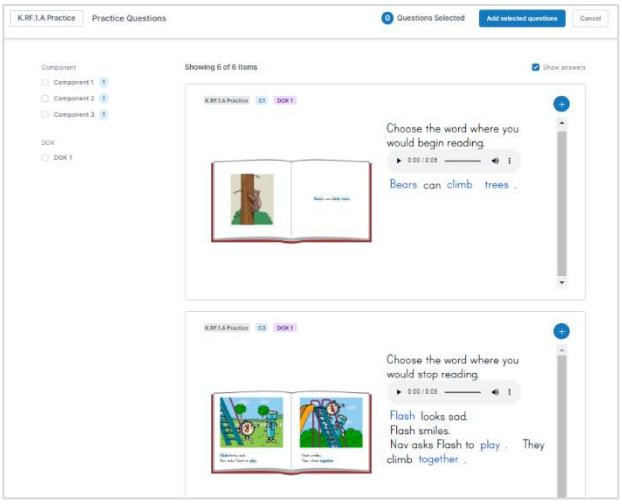


Assign a Practice Check

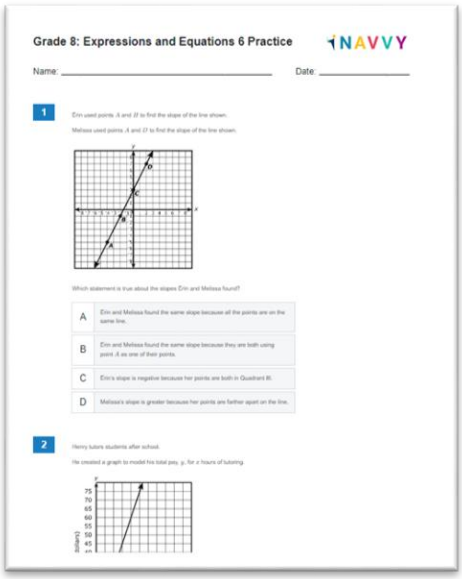
1. From the homepage, click *Practice Check* > ***Assign New***.
2. Select ***Online Practice*** or ***Print Practice***.

Click the + to add a question to your custom Practice Check

3. Select a Subject, Grade, Domain, and a Standard.
4. Select one or more classes and one or more students to assign the Practice Check to. (not applicable if *Print Practice* is selected)
5. Select ***Navvy Blueprint*** or ***Build your own***.
    - If you select *Navvy Blueprint*, Navvy will assign a pre-created Practice Check with the right mix of questions per Component and Depth of Knowledge (DOK) level to fully assess the depth and breadth of the standard.
    - If you select *Build your own*, you can preview and handpick items to target specific Components and DOK levels of the standard. Build your own Practice Checks can include as many items as you would like.

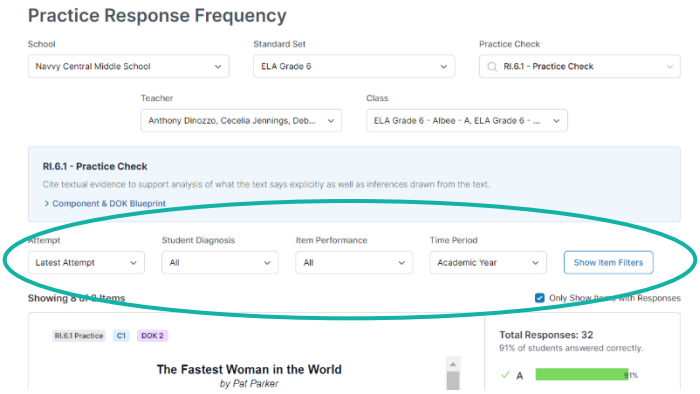


6. Under *Student Options*, make selections for *Retakes* and *Student Review.* (not applicable if *Print Practice* is selected)
    - If *Retakes* are "on", students can take the Practice Check as many times as they would like without the teacher re-assigning the check.
7. Under *Availability*, set the time you'd like the check to become available to students. (not applicable if *Print Practice* is selected)
8. Click ***Assign***. (not applicable if *Print Practice* is selected)



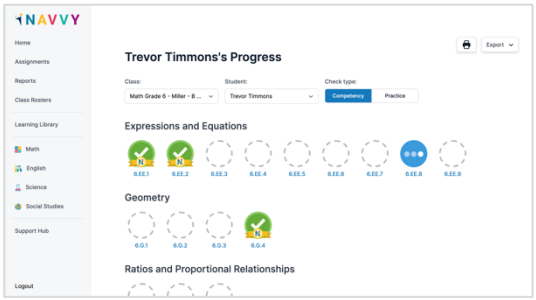
Practice Response Frequency Report

1. Click ***Reports*.**
2. Click ***Practice Response Frequency***.
3. Select the desired standard in the *Practice Check* box in the top right.
4. Use the report filters to refine the data selected for analysis.
5. Analyze the distribution of student responses for each question. Patterns in incorrect responses may indicate common misconceptions among students.



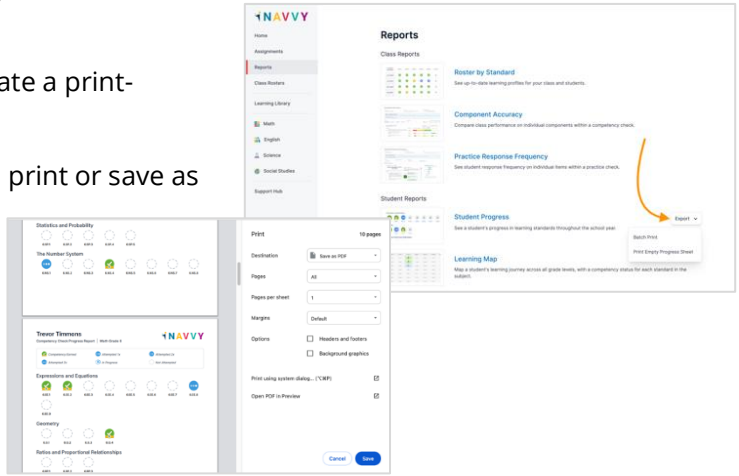
Student Progress Report

1. On the left navigation pane, click ***Class Rosters***.
2. Expand *Math Grade 6 - Miller - A.*
3. Click *Alexa Allende* > ***View Progress*** to view an individual student's performance across the course.



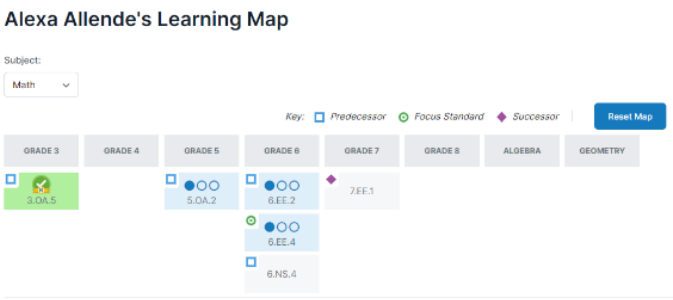
Print Student Progress

1. Click ***Reports*** from the left navigation.
2. Click *Student Progress* > *Export* > **Batch Print.**
3. Select the check type and students you want to include in the printed reports.
4. Click ***Print*** and the report will generate a print-friendly page for each student.
5. Use your browser's print controls to print or save as PDF.



Learning Map

1. On the left navigation pane, click ***Class Rosters***.
2. Expand *Math Grade 6 - Miller - A*
3. Click *Alexa Allende* > ***Learning Map.***
4. Select *6.EE.4* > ***Map***.



Submit a Help Ticket

1. On the left navigation pane, select ***Support Hub***.
2. Click the ***Help*** icon.
3. Submit your contact information and details of your issue and click ***Submit***.