



Navvy Educator How-To Guide

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Log In to Navvy

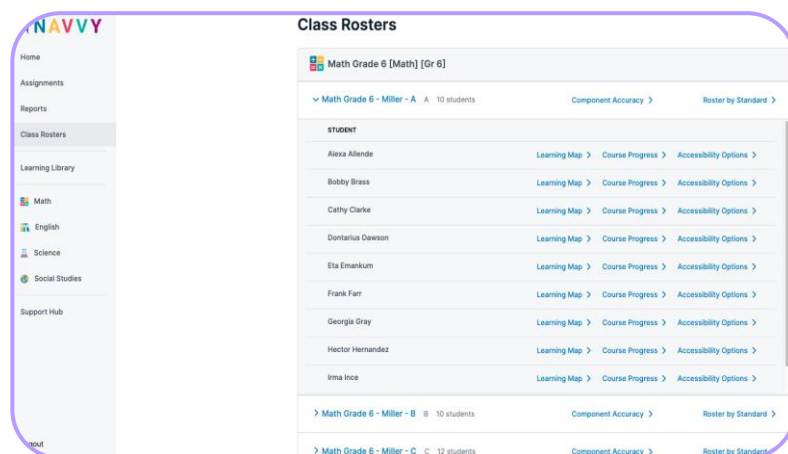
- URL: <https://navvyeducation.com/>
- Username: arizona@navvy.com
Password: azNavy+

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.

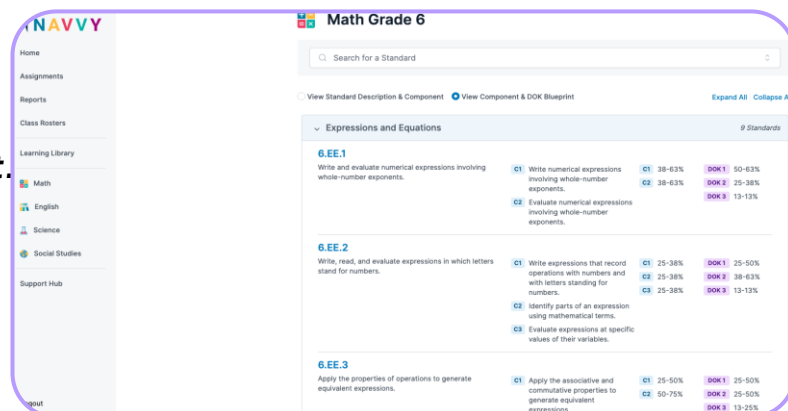
View Class Rosters

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**.



Assign a Competency Check

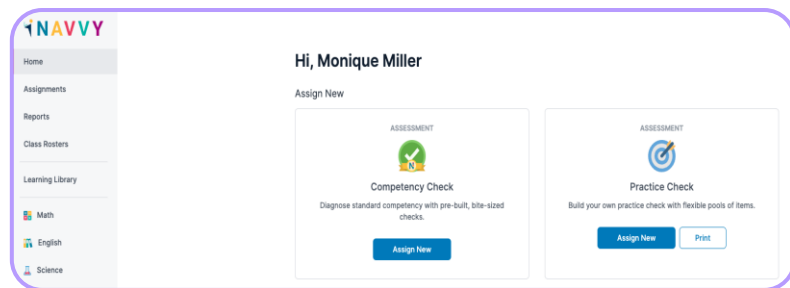
5. Click **Home** then click **Competency Check > Assign New**.

1. Select a Standard Set, Domain, and Standard.

2. Select one or more classes and one or more students to assign the Competency Check to.

3. 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.

4. 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**

Roster By Standard

Standard Set: Math Grade 6 | Class: Math Grade 6 – Miller – B | Check type: Competency | Practice | All E... | View by: Badge | Status: All A... | Attempted (6/6) (100%)

Student	Current Progress	6.EE.1	6.EE.2	6.EE.8	6.OA.4	6.NS.1	6.NS.4	Course Progress
Piper Peagle	50% (3/6)	✓	✓	✗	✓	✗	✗	30% (2/7)
Isaac Nigro	50% (3/6)	✗	✓	✗	✓	✓	✗	30% (2/7)
Trevor Timmons	67% (4/6)	✓	✓	✗	✓	✓	✗	33% (4/12)
CHLOE O'NEAL	83% (5/6)	✓	✓	✓	✓	✗	✓	90% (6/7)
Sebastian Sevan	100% (6/6)	✓	✓	✓	✓	✓	✓	90% (6/7)
Quinton Quinn	100% (6/6)	✓	✓	✓	✓	✓	✓	90% (6/7)
Katey Knight	67% (4/6)	✓	✗	✓	✗	✓	✗	33% (4/12)
Rebecca Rosen	83% (5/6)	✓	✓	✓	✗	✓	✓	90% (6/7)
Maria Marshall	100% (6/6)	✓	✓	✓	✓	✓	✓	90% (6/7)
Lillian Laughlin	83% (5/6)	✗	✓	✓	✓	✓	✓	90% (6/7)
Class Progress		60%	90%	75%	80%	75%	70%	

6.NS.4 Detail:

Attempt	Submitted	Time Spent	Items Correct	Diagnosis
Attempt 1	Apr 25, 2024 2:07 PM	12 min	4/8	Non-Competency

Component	DOK 1	DOK 2	DOK 3	Total
1 Find the greatest common factor of two whole numbers.	✓	✓		3/3 (100%)
2 Find the least common multiple of two whole numbers.	✓	✗	✗	1/4 (25%)
3 Use the distributive property to express a sum of two whole numbers with a common factor as a multiple of a sum of two whole numbers with no common factor.			✗	0/1 (0%)

6.NS.1 6.NS.4 Course

View Component Accuracy
View Standard Details
Assign New

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 Checks.
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).

Attempt	Submitted	Time Spent	Items Correct	Diagnosis	
▼ Attempt 1	Apr 25, 2024 2:07 PM	12 min	4/8	Non-Competency	
Component		DOK 1	DOK 2	DOK 3	Total
1	Find the greatest common factor of two whole numbers.				3/3 (100%)
2	Find the least common multiple of two whole numbers.				1/4 (25%)
3	Use the distributive property to express a sum of two whole numbers with a common factor as a multiple of a sum of two whole numbers with no common factor.				0/1 (0%)
		3/3 (100%)	1/3 (33%)	0/2 (0%)	

DOK by Component Legend

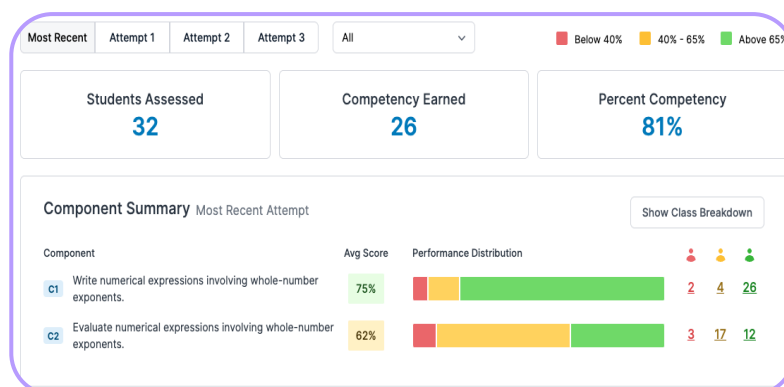
correct response

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**.
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 **Navy Blueprint** or **Build Your own**.

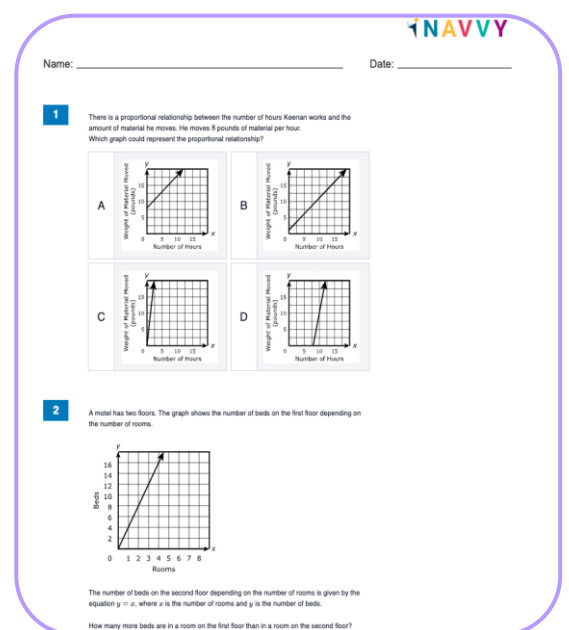
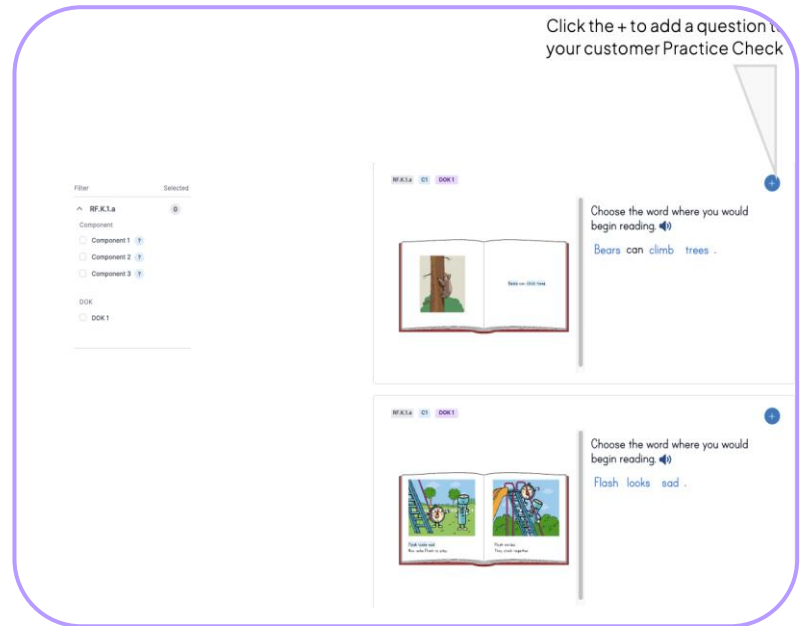
- If you select *Navy Blueprint*, Navy will assign a pre-created Practice Check with the right mix of questions per Component and Depth of Knowledge (DOK) level to fully assess the depth and breadth of the standard.
- If you select *Build your own*, you can preview and handpick items to target specific 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* > **Course 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**

The screenshot shows the 'Alexa Allende's Learning Map' interface. At the top, there are dropdown menus for 'Class' (Math Grade 6 - Miller - A), 'Student' (Alexa Allende), and 'Subject' (Math). Below these is a 'Key' section with icons for 'Predecessor' (blue square), 'Focus Standard' (green circle), and 'Successor' (purple diamond). A 'Reset Map' button is in the top right. The main area is a grid of standards. The 'GRADE 6' column is highlighted. In the 'GRADE 6' column, the '6.EE.2' standard is highlighted with a green circle (Focus Standard). Below it, '6.EE.4' is highlighted with a green circle (Focus Standard). Below that, '6.NS.4' is highlighted with a green circle (Focus Standard). Other standards in the grid include 3.OA.5, 5.OA.2, and 7.EE.1.

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**.

The screenshot shows the 'NAVVY Support Hub' interface. On the left is a navigation pane with links: Home, Assignments, Reports, Class Rosters, Learning Library, Math, English, Science, Social Studies, and Support Hub. The 'Support Hub' link is selected. The main area has a header 'Support Hub' with the subtitle 'Access resources and support for using Navvy at your school.' Below the header are four icons: 'Getting Started', 'Using Navvy', 'Real-World Application', and 'Help'. The 'Help' icon is selected. Below the icons is a form titled 'Have a question? Our team is here to help.' The form includes a text area for 'Speak with Navvy Community Support' and a note about response time. Below this is a form with fields for 'Name' (Monique Miller), 'Email' (sonja.tosh+monique@pearson.com), 'Phone', 'Subject Line', and 'Description'. A 'Submit' button is at the bottom right of the form.