

Imagine Edgenuity®

Actionable Data

Practices

for Administrators



Actionable Data Practices for Administrators

Imagine Edgenuity offers administrators a powerful set of tools to monitor student engagement, progress, and achievement across classrooms and schools. This guide supports data-informed leadership by highlighting the most impactful metrics and providing a practical framework for interpreting trends. With consistent use, administrators can identify areas of strength, uncover opportunities for support, and drive continuous improvement in online learning outcomes.

Metrics to Monitor

Imagine Edgenuity provides a range of data points to evaluate student engagement, pacing, and academic performance. Depending on the level of insight needed, educators and administrators can view data from a high-level overview (such as district-wide trends), a mid-level perspective (specific schools or classes), or a detailed view (individual students and their activity).

Focus on the following metrics to assess how effectively students are using the platform and progressing through their courses:

- **Engagement:** Active time and session time
- **Progress:** Percentage of course completion and pacing relative to target dates
- **Achievement:** Overall grades, quiz scores, and performance trends from progress and pacing reports

Note: All reports are accessible via the Imagine Edgenuity Admin Dashboard under the Reporting tab. Ensure educators and site coordinators have the correct permission to view and act on these reports.

Quick Reference

Metric	Report	Educator Review Frequency	Administrator Review Frequency	Primary Use
District Trends	District Usage Report	-	Monthly/Quarterly	Monitor district-wide engagement, progress, and completion; identify non-starts and inactivity; export data for analysis
Engagement	Attendance Log	Weekly	Biweekly	Monitor active time, session frequency, and idle time
Progress	Group Progress	Weekly	Weekly/Monthly	Track pacing and progress across student groups to identify at-risk students
Progress	On Track/Off Track	-	Monthly	Identify students off-pace or at-risk across cohorts for intervention planning

Progress	Course Report	As Needed	-	Review individual student performance for goal setting and communication
Achievement	Report Builder - Enrollments	-	Monthly	Evaluate grades, completions, and academic performance
Achievement	Manage Enrollments	Weekly	-	Track student grades, pacing, and enrollment status to identify achievement trends and support academic interventions

Implementation Fidelity Recommendations

To ensure consistent and effective use of Imagine Edgenuity, the following implementation guidelines are recommended for both students and staff:

STUDENT EXPECTATIONS

- **Active Time:** Students should spend **3 to 4 hours per week per course** actively working in the platform.
 - Estimated total active time for a full, unmodified year-long course:
 - **Credit Recovery:** ~80 hours
 - **Initial Credit:** ~100 hours
 - **Honors:** ~120 hours
- **Seat/Session Time:** Students should have **4.5 to 5.5 hours per week per course** scheduled for working in Imagine Edgenuity.
 - Estimated total seat time:
 - **Credit Recovery:** ~120 hours
 - **Initial Credit:** ~150 hours
 - **Honors:** ~180 hours
- **Pacing:** Students should remain on pace or ahead of pace, based on the course's Target Date.
- **Engagement:** Students are expected to log in regularly, complete assignments on time, and use embedded supports such as Guided Notes, eNotes, and video instruction.

STAFF EXPECTATIONS

- **Target Dates:** Ensure all courses have realistic Target Dates aligned with the school calendar and student schedules.
- **Progress Monitoring:** Teachers and site coordinators should review student data weekly using the Dashboard and Manage Enrollments reports.
- **Conferencing:** Conduct weekly check-ins with students to review progress, set goals, and address challenges.
- **Instructional Support:** Use reports, such as the Group Progress Report, to identify trends and plan interventions.
- **Modeling & Expectations:** Clearly communicate and model expected behaviors for using Imagine Edgenuity, including note-taking, time management, and academic integrity.

District-Wide Insights: How is our district performing across engagement, progress, and achievement?

Administrators can leverage the [District Usage Report](#) to gain a comprehensive overview of engagement, progress, and achievement across all schools in the district. This report can support data-driven leadership at the district level by highlighting key metrics and trends, enabling targeted support and strategic planning.

DISTRICT USAGE REPORT METRICS

The District Usage Report provides actionable data, including:

- **Recent Activity:** Tracks student and educator activity over the past 7 days
- **Average Active Time:** Measures how much time students are actively engaged in coursework
- **Completed Enrollments:** Shows the number of courses completed within the district
- **Monthly/Weekly Trends:** Visualizes changes in engagement and achievement over time
- **Non-Starts & Inactivity:** Identifies students who have not started courses or show signs of disengagement
- **Exportable Data:** Allows for deeper analysis and custom reporting

Review Frequency	<ul style="list-style-type: none"> • Administrators should review the District Usage Report monthly or quarterly to monitor district-wide implementation fidelity and identify areas needing support
Coaching Guidance	<ul style="list-style-type: none"> • Use district-level trends to inform professional development and resource allocation • Share successful strategies from high-performing schools to support underperforming sites • Collaborate with school leaders to address patterns of disengagement or underachievement • Set district-wide goals for active time, completion rates, and engagement benchmarks
Administrator Action Thresholds	<ul style="list-style-type: none"> • Active time or completion rates that are significantly below district averages may signal a need for targeted support or a program review • High rates of non-starts or inactivity should prompt outreach to site coordinators and instructional teams

WHAT DO I DO IF THE DATA SHOWS...

...multiple schools or grade levels have significantly lower engagement or active time than the district average?

If you notice lower engagement or active time in certain schools or grade levels, use the District Usage Report to identify where the gaps are. Then, work with school leaders to share effective practices and develop focused action plans to help boost engagement, such as adjusting schedules or providing targeted support.

...high rates of non-starts or inactivity persist across the district?

When persistent non-starts or inactivity appear in the data, pinpoint which students or sites are most affected. Reach out to coordinators to address barriers and implement solutions, such as orientation sessions or additional support. Continue monitoring the data to ensure these interventions lead to improved engagement.

Engagement: Are students engaged and making consistent progress?

Administrators can use the [Attendance Log](#) to monitor how students spend their time in the platform and identify patterns that may signal disengagement or inconsistent use. This report provides detailed insights into session frequency, active time, and idle time—key indicators of student engagement and instructional fidelity. It is especially useful for evaluating program implementation, supporting site-level coaching, and ensuring that students receive adequate time and support to meet learning goals.

ATTENDANCE LOG METRICS

- **Total Active Time:** Indicates how much time students are productively engaged in coursework
- **Idle Time:** Helps identify students who are logged in but not actively working
- **Session Frequency:** Reveals how often students are logging in and whether they are meeting expected usage patterns

Review Frequency	<ul style="list-style-type: none"> • Educators should review this weekly to monitor student login patterns and active time • Administrators may review biweekly for broader trends
Coaching Guidance	<ul style="list-style-type: none"> • Encourage educators to look for students with long session times but low active engagement • Use this data to initiate student check-ins or adjust classroom routines • Reinforce expectations for active participation and clarify what counts as productive time
Administrator Action Thresholds	<ul style="list-style-type: none"> • Active time below 30 minutes per session or idle time exceeding 50% may indicate disengagement

WHAT DO I DO IF THE DATA SHOWS...

Students are logging in but not actively working:

Use the Attendance Log to compare session time and active time. If students have long sessions but low active time, collaborate with site staff to reinforce expectations for active engagement and consider adjusting classroom management strategies.

Some classrooms show consistently lower engagement than others:

Review session frequency and active time across classrooms. If certain groups show lower engagement, investigate scheduling, staffing, or instructional practices. Share successful strategies from high-engagement classrooms and develop action plans to align expectations and support.

Progress: Where are specific students struggling across courses or grade levels?

Administrators can strengthen their oversight by regularly reviewing the [Group Progress Report](#) and the [On Track/Off Track Report](#), which highlight trends across student groups, courses, and instructional areas. These reports provide valuable insights for identifying patterns that may signal a need for instructional support, professional development, or adjustments to program implementation. The On Track/Off Track Report is especially recommended for administrators to monitor pacing and progress, while educators should use the Course Report for similar data on individual student performance.

GROUP PROGRESS REPORT METRICS

- **Progress %:** Indicates how much of the course has been completed
- **Pacing:** Compares actual progress to expected progress based on the Target Date
- **Overall Grade:** Reflects student performance on completed work

Review Frequency	<ul style="list-style-type: none"> • Educators and administrators should review the Group Progress Report weekly to monitor pacing and grade trends across student groups
Coaching Guidance	<ul style="list-style-type: none"> • Encourage grouping students by progress status for differentiated support • Recommend using the data during weekly student goal-setting conferences
Administrator Action Thresholds	<ul style="list-style-type: none"> • Progress below 60% by mid-semester

ON TRACK / OFF TRACK REPORT METRICS

- **Total Enrollments:** Total number of enrollments
- **Non-Starts:** Number of enrollments in which an activity has not been launched for the course
- **Graphic Results:** Displays four quadrants in a Pacing vs. Overall Grade grid
- **Table Results:** Displays information from the Pacing vs. Overall Grade grid in table format, with details about each enrollment

This report provides a clear view of which students are on pace to complete their courses on time, and which are at risk of falling behind. It helps administrators:

- Quickly identify students who are off track based on pacing and progress thresholds
- Prioritize support and intervention efforts across classrooms or student cohorts

Review Frequency	<ul style="list-style-type: none"> • Administrators should review the On Track/Off Track Report monthly to identify students at risk of not completing courses on time
Coaching Guidance	<ul style="list-style-type: none"> • Guide educators to use these reports to identify students falling behind pace or earning low grades • Recommend using the data during weekly student goal-setting conferences
Administrator Action Thresholds	<ul style="list-style-type: none"> • More than 25% of students off track in a course may require instructional review

WHAT DO I DO IF THE DATA SHOWS...

Multiple students are behind pace or earning low grades in the same course or grade level:

Use the Group Progress Report to determine if the trend is isolated or widespread. Review pacing expectations, instructional time, and support structures. Follow up with instructional leads to ensure timely feedback and use of scaffolding tools. Encourage educators to group students by progress status and adjust support accordingly.

Students are progressing but earning low grades:

If students are on pace but have low grades (below 70%), investigate instructional supports. Use the Manage Enrollments Report to confirm that there is adequate time in the course. Low grades with low active time may indicate rushing through content. Guide coaching conversations about note-taking, enabling Teacher Review, or providing additional scaffolding.

A high percentage of students are flagged as off track in the same course or grade level:

Use the On Track/Off Track Report to identify courses or grade levels with consistent underperformance. If the same course appears repeatedly, consider curriculum review, instructional coaching, or additional scaffolding. Share findings with department chairs or instructional leads for targeted support and professional development.

Students are flagged as off track despite consistent engagement:

If students are logging time and engaging but still off track, this may indicate issues with comprehension or pacing. Use this insight to guide conversations about differentiation strategies, embedded supports (e.g., Guided Notes, eNotes, video instruction), and pacing adjustments.

Achievement: Where are students struggling to master content or complete courses?

Administrators can assess how effectively students are using the platform and progressing through their courses by analyzing performance metrics in the [Report Builder – Enrollments](#) report. The report provides visibility into overall grades, quiz scores, and progress and pacing trends—key data points for evaluating program effectiveness, identifying students who may need academic support, and informing instructional decisions. While the **Report Builder – Enrollments** report is recommended for administrators, it is not available to educators; instead, educators should reference the Manage Enrollments Report for similar insights into student achievement and course completion.

REPORT BUILDER – ENROLLMENTS

- **Enrollment Status:** Tracks whether students are active, inactive, or complete in their courses
- **Start and Target Dates:** Helps monitor pacing and whether students are on track to complete courses on time
- **Progress Percentage:** Shows how far along students are in their coursework
- **Grade to Date:** Reflects current academic performance based on completed work
- **Last Activity Date:** Identifies students who may be disengaged or inactive
- **Course Completion Rate:** Useful for evaluating program effectiveness and student outcomes
- **Number of Enrollments per Student:** Can help identify over-enrollment or workload concerns

Review Frequency	<ul style="list-style-type: none"> • Monthly, for educators to assess grade trends and completion rates • Administrators may use it for broader program evaluation
Coaching Guidance	<ul style="list-style-type: none"> • Encourage educators to use grade-to-date and pacing data to identify students needing enrichment or remediation • Suggest celebrating student success based on completion and performance data • Use last activity dates to flag disengaged students for follow-up
Administrator Action Thresholds	<ul style="list-style-type: none"> • Grade-to-date below 70% or completion rates under 50% in a cohort may signal a need for academic intervention or program evaluation

WHAT DO I DO IF THE DATA SHOWS...

...students are spending time in the platform but still not progressing or completing courses?

If the data in the **Report Builder – Enrollments** or **Manage Enrollments Report** shows students are active but not making progress or completing courses, review their grades, pacing, and time spent to identify possible barriers. Consider whether instructional supports, scaffolding, or course setup need adjustment, and follow up with educators to ensure students are using available resources and receiving timely feedback.

...certain classrooms or grade levels consistently have low grades or poor completion rates?

When you notice patterns of low achievement or completion in specific classrooms or grade levels, use the **Report Builder – Enrollments** to pinpoint where these issues are most prevalent. Share findings with instructional leads and collaborate on targeted support plans, such as curriculum review, coaching, or schedule adjustments, to help improve outcomes for those groups.

Data Integrity Tips

To ensure accurate insights:

- Verify that Target Dates are realistic and aligned with school calendars
- Confirm that student enrollments are current and reflect actual course participation
- Ensure educators are trained to interpret and act on report data effectively

Other Resources

Find more resources and help on reports in the Help Center <https://help.imagineedgenuity.com/hc/en-us/categories/360003074053-Data-and-Reporting>



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