DiGIMS Online User's Guide

www.DiGIMSonline.com

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DiGIMS Online Overview

Setup ⇨ Import your Language Book Index* (or customize) *optional* ⇨ Enter your classes and students ⇨ Customize your grading scale

Writing Assignment ⇨

Collect It
Have your students turn the writing assignment in to you as they always do.

⇨

Add It
In DiGIMS Online, name the assignment and select the skills you wish to grade.

⇨

Grade It
Grade the skills you selected by clicking on a level. Grade conventions individually or holistically. Add comments if desired.

Reports ⇨ ***DiGIMS Online will provide you . . .***

- Individualized **Self-Edit**, referencing specific pages of the student's language book for assistance with the revision process
- Automatically Scored **Rubric**, including grade letter, percentage & point total
- Cumulative Student **Growth Report** (great for parents & IEP development)
- **Class Totals & Alerts**, informing you which skills need to be re-taught
- **Grade Book** view of entire class

Exercises for Review and Remediation ⇨

View Suggestions
Based on your assessment of the student's writing assignment, DiGIMS Online suggests which exercises in the language book the student should complete, providing thorough individualized instruction.

⇨

Assign It
Select a date for the exercise to be completed by the student.

⇨

Manage Individualized Instruction
DiGIMS Online provides an individualized assignment slip for every student in your class, as well as a report informing you of how many copies you need for each class (if using worksheets rather than book exercises).

* Worksheet numbers and web sites may be used to replace Language Book Index.

Note: Many screens and reports in **DiGIMS Online** appear as pop ups. In order to use **DiGIMS Online** effectively, you will need to turn off any pop up blockers on your computer.

Set up Teacher Profile

1. On the **DiGIMS Online** dashboard, click on **My Account**.
2. Enter information in the categories listed and click **Save**.
3. Select **Cancel** to exit.

Change Password

1. On the **DiGIMS Online** dashboard, click on **My Account**.
2. Click on **Change Password**.
3. Enter a **New Password** and **Repeat Password**.
4. Click **Change Password**.
5. Log in using new password.

Add/Edit your Language Book Index (*optional*)

- **What does it mean to Add My Language Book Index?**
  - This means that an index of page/exercise numbers from your language book is added to DiGIMS Online.
  - (If you do not use a language book, an index can also be created from worksheet numbers and/or websites.)
- **Why is my Language Book Index added?**
  - Page numbers and exercise numbers from your language book are automatically added to student reports, providing each student with completely individualized instruction.
- **How is my Language Book Index used?**
  - Individualized Self-Edit reports inform your student how you assessed her writing assignment and specifically references page numbers in her language book to assist with the revision process.
  - Based on your assessment, **DiGIMS Online** suggests exercises in the student's language book that heshe should complete for individualized review and/or remediation.

- **How do I add My Language Book Index?**
  - Import the index from our bank.
  - Customize your own index.
  - Import a customized index from a colleague.

To Import a Language Book Index from our bank

1. On the **DiGIMS Online** dashboard under **Initial Setup**, select **Add/Edit Your Language Book Index**.
2. Select **Is My Language Book Index Available to Import**?
3. Locate your language book in our bank and double click to open it. (When opened, the index will appear in code.) Save the index.
4. Return to the **Add/Edit Your Language Book Index** screen.
5. Select **Import an Index**
6. Browse to find the saved index.
7. Click **Import**.

To Export a Language Book Index so that a colleague may import it

1. On the **DiGIMS Online** dashboard under **Initial Setup**, select **Add/Edit Your Language Book Index**.
2. Click on the **Index for the Language Book** you wish to export.
3. Click **Export Index**.
4. Save the index.

To create a Custom Index

1. On the **DiGIMS Online** dashboard under **Initial Setup**, select **Add/Edit Your Language Book Index**.
2. Click **Create Custom Index**.
3. Enter the name of the **Custom Index** and click **Insert**.

    - The name of your **Custom Index** can be a general name that indicates that many resources (textbooks, websites, worksheets, class notes, etc.) will be included in the collection. For example, the **Custom Index** name could be *English 9 Resources* or *English 9 Inclusion Resources*.

4. Beside the name of your **Custom Index**, select **Location of Skill Explanation & Exercises**.

    - **DiGIMS Online** will use the **Where Students Can Find Explanation of Skill** column to gather reference information that will appear on each

student's individualized **Self Edit** report so that he/she may work independently to find help on the writing skills needing revision. You may add any textbook page number, website address, name of worksheet, date of class notes, etc. to this column.

- **DiGIMS Online** will use the **Location of Additional Exercises** column to suggest individual writing exercises for students. You may add exercises from textbooks, websites, worksheets, etc. Multiple exercises may be entered. Exercises will be automatically assigned to students based on their individual writing needs.

5. To add an **Explanation** location and/or **Exercise** location, click on **Click Here to Add Index Data**.
6. Type in the **Explanation Location**. (Examples include: p.58, Worksheet 28, Notes on transition words, www.transitionwords.com)
7. Type in one **Exercise Location** and click the green arrow. The **Exercise Location** will appear on the pop up screen. Repeat this process with as many exercises as you would like to add. (Examples include: p.194exB, Transitions Worksheet)
8. Click **Save**.
9. To edit an **Explanation** location and/or **Exercise** location, click the name of the **Explanation** location or **Exercise** location you wish to edit. Make your changes in the pop up screen and select **Save**.
10. To delete an **Explanation** location, click the name of the **Explanation** location. In the pop up screen remove the **Explanation** location by placing the cursor at the end of your typed location name (or highlighting the entire location) and hitting backspace on your keyboard. Click **Save**.
11. To delete an **Exercise** location, click the **Exercise** location. In the pop up screen click on the **Exercise** location (in blue) that you wish to delete. Click **Save**.

Enter Classes and Students

1. On the **DiGIMS Online** dashboard under **Initial Setup**, click **Add/Edit Classes and Students**.
2. Click the **Add Class** button.
3. In the pop-up box, type the name of your class, the period, and the grade. (Period and grade entries are optional.) Select **Insert**. Entered classes will automatically be saved.
4. After classes have been set up, select **Add/Edit Students**.
5. Select the class.
6. Type the student's name. Tab to **Language Book** and select the **Language Book Index** you wish for the student to use for assistance in **Self-Editing** and **Suggested Writing Exercises**. If no **Language Book Index** has been entered in the **Initial Setup**, the field will remain blank.
7. Select **Add Student** or tab to the **Add Student** button and press **Enter** on your keyboard. All entered student information will be automatically saved.

Customize Grading Scale

1. On the **DiGIMS Online** dashboard under **Initial Setup**, select **Customize Grading Scale**.
2. Enter the lowest percentage for an "A" on your grading scale and press **Enter** on your keyboard. The highest percentage for a "B" will automatically calculate. Continue entering the lowest percentage for the other letter grades.
3. Click **Save**.

Add a Writing Assignment

1. On the **DiGIMS Online** dashboard under **Writing Assignments Administration**, select **Add/Edit Writing Assignments**.
2. Click the **Add New Assignment** button.
3. In the pop-up box, type the name of the writing assignment, draft #, due date, and points possible. Select **Insert**. For multiple drafts of the same writing assignments, enter each draft as a separate assignment.
4. Select a writing assignment. Select **Skills to be Graded** for the writing assignment. Click the box next to the skills you wish to grade with the selected writing assignment and **Save**. (Warning: At least one skill must be selected for each of the following areas: Focus, Development, Organization, and Style.)
    a. To add a custom skill, click the **Add a Custom Skill** button. Select the **Assessment Subject** and **Assessment Category**. Type a custom skill and click **Insert**. (Remember to select your custom skill and save it.)
5. Select **Students to Complete Assignment.**
6. Select the correct assignment from the **Assignment** pulldown.
7. In order to select specific students within a class, click the + beside the class to expand the class and show all students' names. To select all students in a class, click on the box next to the name of the class. To select or deselect specific students in the class, click on the boxes next to their names.
8. Select **Save**.

Grade Writing Assignments

1. On the **DiGIMS Online** dashboard under **Writing Assignments Administration**, select **Grade Writing Assignments**.
2. Select the **Assignment**, **Class**, and **Student** you wish to assess.
3. Grade the **Writing Process** by selecting an assessment level for each skill. Add any comments desired. **Save** your entered assessments. (To add/delete the skills listed, go to the **DiGIMS Online** dashboard, **Add/Edit Writing Assignment**, **Skills to be Graded**.)

4. To grade spelling, punctuation, and grammar holistically, click on the **Grade Conventions Holistically** button. (To grade holistically, all Writing Process skills must be graded and save – see step 4.) On the pop up screen, follow the directions to show the rubric. Click on the **Grade Writing Conventions Holistically** box that is above the **Writing Conventions** column of the rubric. Click on the desired assessment level in that column.
5. To grade spelling, punctuation, and grammar individually, click on the **Grade Conventions Individually** button.

    a. At the top of the screen, choose one of the following grading styles: **by Frequency of Errors, by Page Number, by Paragraph Number,** or **by Line Number**. Warning: changing the grading style after grading has begun will delete the previously entered assessments.

    b. The grading style you choose will determine how students are able to identify where errors occur in their papers. This information will be included on the individualized **Self-Edit Reports**. You may choose to be as general or as specific as you like for each student. For example, if you choose by **Line Number**, you will enter the number of the line in the student's paper where the error is found. If you choose by **Paragraph Number**, you will enter the number of the paragraph were the error is found. If you choose by **Page Number**, you will enter the number of the page were the error is found. If you choose by **Frequency of Errors**, you will merely click each time you see the error in the student's paper. (In this case, the **Self-Edit Report** will inform the student the number of times that a certain type of error exists in their assignment.)

    c. The number of errors entered in the **Writing Conventions** category will be used to calculate the **Rubric** and **Final Grade Calculations**. This data will also allow **DiGIMS Online** to suggest that a student complete specific writing exercises from your **Resource Collection** for remedial practice on a deficient skill. The suggestions that **DiGIMS Online** provides are individualized for each student in your class.

    d. You are not required to assess every error in a writing assignment. You have the freedom to enter as many or as few errors as you wish – or none at all.

        - On the **Writing Conventions** assessment screen, only the skills you have selected for this assignment will appear.

    e. For **Line**, **Paragraph**, and **Page** grading styles, enter the appropriate number from the student's paper where the error is found next to the appropriate skill and click the green arrow. If you wish to delete the number you have added, click on the number in blue to the right of the green arrow. For example, if you choose **Paragraph** as the grading style, and the student has an apostrophe

(contraction) error in the second paragraph of his writing, enter "2" next to Apostrophe (contraction) and click the green arrow.

f. For the **Frequency of Errors** grading style, merely click the blue "up" arrow next to the appropriate skill each time the error occurs in the student's paper. The "down" arrow will delete an occurrence. The number of occurrences can also be typed in the counter box by hand.

g. To enter a comment, click the red apple next to the skill. In the pop up screen, type the comment. The apple will change to green when a comment has been added. Any comments entered will appear on the student's **Self-Edit Report**. You may also enter a comment for a skill without adding it as an error. For example, if the student has improved in a skill and now has no errors, you could add a comment such as "Great Improvement!" without having **DiGIMS Online** calculate it as an error toward the **Rubric** and **Final Grade Calculations**.

h. **WARNING!** You must click **Save Entered Assessments** before exiting the **Writing Conventions** screen in order to save assessments. Exiting this screen before saving will result in a loss of information.

i. To exit the **Writing Conventions** screen, click the X in the red box in the top right hand corner of your screen.

6. To use the plagiarism checker, click the **Plagiarism Check** button on the **Grade Writing Assignment** screen. In the pop up screen, type the suspicious sentence or phrase in quotation marks and select **Check**. Any matches for plagiarized material will show on a pop up screen. (Be sure that any pop up blockers have been turned off.) If the Plagiarism Check finds no matches, a pop up screen will not appear.

Self-Edit Reports

1. On the **DiGIMS Online** dashboard under **View Writing Assignment Reports**, select **Individualized Self-Edit**.
2. Select the **Assignment**, **Class**, and **Student**. Select **Show Report**. This report may take a second to generate.
3. The information you have provided on the **Writing Process** and **Writing Conventions** assessment screens will appear on the **Self-Edit Report**. If you have entered a **Language Book Index** in the **Initial Set up** and assigned a **Language Book Index** to the student, the **Self-Edit Report** will inform the student where he look in his Language Book for assistance with the revision process. For example, if you assessed the student's "conclusion" as below average, the **Individualized Self-Edit** report will tell the student which page in his Language Book to find ideas for improving his conclusion.

- This suggestion will only appear for the **Writing Process skills** that were assessed as **Developing**, **Improvement Needed**, and **Incomplete;** and **Individual Writing Convention** errors that have been entered.

4. To print the **Self-Edit Report**, click on the printer icon on the gray toolbar.
5. To save the **Self-Edit Report** in another format, which can be attached to an email, click on the **Export** icon on the gray toolbar (the icon on the far left).
6. To print multiple **Self-Edit Reports** at one time, select **All Students** from the student pulldown.

Scored Rubrics and Final Grade Calculations

1. On the **DiGIMS Online** dashboard under **View Writing Assignment Reports**, select **Automatically Scored Rubric**.
2. Select the **Assignment**, **Class**, and **Student**. Click **Show Rubric**.

    - To customize the rubric, select **Use Customized Rubric** and click **Edit Rubric**. In the **Rubric Editor**, click on the desired rubric cell and type the new criteria. **Save Rubric**. **Exit Editor**. (Once a customized rubric is created, you still have the option to use the **Default Rubric**.)

3. Based on the information you have provided on the **Writing Process** and **Writing Conventions** assessment screens, **DiGIMS Online** has created a scored **Rubric** for the student. The student's **Rubric** levels are shaded in gray.

    - For AP classes, the **DiGIMS Online Rubric** converts to the 9-point AP scale as: Excellent (8-9), Satisfactory (6-7), Developing (4-5), Improvement Needed (2-3), Incomplete (0-1).

4. If you wish to assess a student holistically on **Writing Conventions**, check the box on the right. Go to the **Writing Conventions** column in the **Rubric** and click on the level that best represents the student's level of **Writing Conventions** use. If you unclick **Assess Writing Conventions Holistically**, the student will be scored based on how many errors were entered in the **Writing Conventions Assessment** screen.

    - **Warning!** If no errors were entered on the **Individual Writing Conventions Assessment** screen and **Assess Writing Conventions Holistically** is not checked, **DiGIMS Online** will assume the student scored perfectly on **Writing Conventions** and place that student at the ***Excellent*** level.

5. To see the **Final Grade Calculations**, scroll the bottom of the rubric. Based on the placement of the gray areas in the **Rubric** and your customized grading scale, the final percentage, letter grade, and point value have been calculated.

6. To make comments on the **Rubric**, scroll to the bottom of the **Rubric**, type your comments and click **Save**.
7. To print the **Rubric,** go **File, Print** in the toolbar.
8. To print multiple **Rubrics** at one time, hold the shift key down as you select students.

Student Growth Report

1. On the **DiGIMS Online** dashboard under **View Writing Assignment Reports**, select **Student Growth Report**.
2. Select the class, the student, and the date range for the report. Click **Show Report**.

    - As multiple assignments are added to the report, the columns will shrink to fit the page. If all assignments do not appear on one page, try changing the page setup to landscape or printing multiple reports using shorter date ranges.

3. To print the **Writing Assignment Growth Report,** go **File, Print** in the toolbar.
4. To save the **Writing Assignment Growth Report** in another format, which can be attached to an email,
5. To print multiple **Writing Assignment Growth Reports** at one time, select **All Students** from the **Student** pulldown.

Class Totals & Alerts Report

1. On the **DiGIMS Online** dashboard under **View Writing Assignment Reports**, select **Class Totals & Alerts**.
2. Select the assignment and the class. Click **Show Report**.
3. Under **Writing Process**, **DiGIMS Online** shows what percentage of your class was assessed at each level in each assessment area. If 75% or more of your class was assessed at ***Developing*** or below, the percentage is indicated in red. This alerts you to which assessment areas need to be re-taught to the entire class.
4. Under **Writing Conventions**, **DiGIMS Online** shows you what percentage of your class committed this error at least once. If 75% or more of your class has committed this error at least once, the percentage is indicated in red. This alerts you to which assessment areas need to be re-taught to your entire class.

    - If **Writing Conventions** were assessed holistically on the **Rubric** and not entered on the **Writing Conventions Assessment** screen, no data will appear on the **Class Totals & Alerts** page.

5. To print the **Class Totals & Alerts Report**, click on the printer icon in the gray toolbar.
6. To save the **Class Totals & Alerts Report** in another format, which can be attached to an email, click on the **Export** icon at the top of the screen (the icon on the far left).

Writing Assignment Grade Book

1. On the **DiGIMS Online** dashboard under **View Writing Assignment Reports**, select **Grade Book**.
2. Select the class and choose a date range.
3. Choose the view you wish to appear and click **Show Report**. The assignments that were due during the selected date range will appear.
4. To print the **Grade Book**, click File, Print at the top of the screen.

Assign Suggested Writing Exercises from Your Language Book

1. On the **DiGIMS Online** dashboard under **Exercises Administration**, select **Assign Suggested Exercises from Your Language Book Index**.

    - If exercises have been imported (or customized) in the **Language Book Index** and a **Language Book Index** has been assigned to this student, **DiGIMS Online** will suggest writing exercises for this student. **DiGIMS Online** suggests assignments for remedial practice based on your assessment of the student's writing assignments.
    - If **Writing Conventions** were assessed holistically, **DiGIMS Online** will not be able to make suggestions for writing exercises that address conventions. However, you can still manually assign exercises.

2. **DiGIMS Online** will shade exercises in yellow. This shading indicates which exercises the student will benefit from completing. This information is based on poor assessment scores in specific assessment areas.
3. To choose which exercise you would like the student to complete on an assigned day, select the **Assignment** and **Class**. Choose a date for your class to complete the exercises. Click "**Click to Add**" in the appropriate cell to assign that exercise to the student.

    - Once you have entered a score for an exercise through the **Enter Exercise Scores** page, the score will replace the date in the cell. (Note: All entered scores must be based on a 10-point scale. See **Scoring Conversion Grid**.)
    - To clear an assignment, click on the assigned cell's date.

4. Select **Save**. The assigned date will now appear in the yellow shaded box.

    - Once a score has been entered through **Enter Exercise Scores**, the score will also appear above the exercise on the **Assign Suggested Exercises** screen.
    - Note: All entered scores must be based on a 10-point scale. See **Scoring Conversion Grid**.

Individualized Exercise Assignment Slips

1. On the **DiGIMS Online** dashboard under **View Differentiated Instruction Management Reports**, select **Individual Exercise Assignments**.
2. Select a class. Choose a **Date Assigned** (the date you have assigned exercises to be completed.) Click **Show Report**.
3. A list of which exercise each student is to complete on this day appears. This report can be posted in your room or cut into strips and given to each student.
4. To print the **Exercise Assignment Slips**, click on the printer icon in the gray toolbar.
5. To save the **Exercise Assignment Slips** in another format, which can be attached to an email, click on the **Export** icon in the gray toolbar (the icon on the far left).

Exercise Copies Needed Report

1. On the **DiGIMS Online** dashboard under **View Differentiated Instruction Management Reports**, select **Exercise Copies Needed Report**.
2. Select the class and the date range. Click **Show Report**.
3. A list of the number of exercises you will need to copy for that date range will appear. This is especially helpful when your exercises are on worksheets rather than in a textbook, and each student in your class has been assigned a different exercise to meet his/her writing needs.
4. To print the **Copies Needed Report**, click on the printer icon in the gray toolbar.
5. To save the **Copies Needed Report** in another format, which can be attached to an email, click on the **Export** icon in the gray toolbar (the icon on the far left).

Scoring Conversion Grid for Individualized Exercise Assignments

1. On the **DiGIMS Online** tool bar, select **User's Guides** and **Scoring Conversion Grid**.
2. Once you have graded the writing exercises, convert the grade to this ten-point scale. Since students within one class are completing a variety of writing exercises, each based on individual need, it is best to convert all assignments to a 10-point scale to enter them into the **Exercise Grade Book**. This allows each writing exercise to be weighted equally and reduces an excessive number of columns in the **Exercise Grade Book**.
3. To use the **Scoring Conversion Grid**, on the top of the grid, find the total number of questions that were on the writing exercise. On the far left of the grid, find the total number of questions the student answered correctly on the writing exercise. This intersection will give you the student's score out of 10 points.
4. To print the **Scoring Conversion Grid**, go to File, Print.

Enter Exercise Scores

1. On the **DiGIMS Online** dashboard under **Exercises Administration**, select **Enter Exercise Scores**..
2. Choose the class and the date the exercise was assigned in the **Assign Suggested Exercises**.
3. Enter the student's score on the writing exercise assigned to this date. You must use the score that is based on the 10-point **Scoring Conversion Grid**.
    - To enter scores quickly, use the Tab key after entering each score.

Exercise Grade Book

1. On the **DiGIMS Online** dashboard under **View Exercise Reports**, select **Grade Book**.
2. Select the class and choose a date range.
3. The point value that each student in the class has received on exercises that were due during the selected date range will appear. This score is based on the 10-point scale. (See Review & Practice: Scoring Conversion Grid.) The student's average for this date range will appear in the far right column. The class averages for this date range will appear in the bottom row.
4. To print the **Exercise Grade Book**, click on the printer icon at the top of the screen.
5. To save the **Exercise Grade Book** in another format, which can be attached to an email, click on the **Export** icon at the top of the screen (the icon on the far left).

Exercises by Student, Assignment or Date

1. You may easily view all the exercises you have assigned throughout the year. The exercises can be sorted by student, assignment or date.
2. On the **DiGIMS Online** dashboard under **View Exercise Reports**, select **Exercises by Student**, **Exercises by Assignment** or **Exercises by Date**.