

Quick Start – What do I do first?

Setup

- *The first time you use DiGIMS Online:*
 1. Set up your Classes and Enter your Students.
 2. Customize your Grading Scale.
 3. Set up your Resources Collections – lists of reference sources & writing exercises for your students. (Optional.)

Differentiated Instruction: Level One

- *Throughout the school year, assign and grade writing assignments:*
 1. Add a Writing Assignment.
 - a. Select the skills to be graded from the default list – or customize your own.
 - b. Choose the students who are to complete this assignment.
 2. After you have collected your students' writing assignments, quickly and easily grade the assignments. As a result, receive numerous valuable reports.
 3. Print a Self-Edit Report for each student – a report that gives individualized suggestions for improvement and places to find help.
 4. Print a Scored Rubric with a Final Grade calculated for each student.
 5. View Class Assessment Totals & Alerts to see which writing skills need to be re-taught to your entire class.
 6. View Student Writing Assignment Growth Reports to track individualized student growth during the school year.
 7. View the Writing Assignment Grade Book to see the writing assignment scores for all students in your class and to view class averages.

Differentiated Instruction: Level Two

- *Throughout the school year, incorporate remedial writing exercises based on individual student need:*
 1. Assign individualized Writing Exercises that DiGIMS Online has suggested from your Resource Collections.
 2. Print Writing Exercise Copies Needed Reports to prepare for individualized instruction in your class. The report informs you of the number of copies needed of each exercise.
 3. Print Writing Exercise Assignment Slips in order to give students their individualized Writing Exercise assignments.
 4. After grading the Writing Exercises, convert all exercise scores to the 10-point scale using the Scoring Conversion Grid.
 5. Enter Writing Exercise scores.
 6. View the Writing Exercise Grade Book to see the exercise scores for all students in your class, track individual student growth and view class averages.

You complete the screens.
DiGIMS Online provides valuable reports.

Overview of DiGIMS Online Screens	
Grade Writing Assignments	After students hand their writing assignments in to you, this screen will allow you to grade the writing skills of your choice quickly and easily.
Assign Suggested Writing Exercises	Enter a date for individualized Writing Exercises to be completed. (DiGIMS Online suggests Writing Exercises based on individual student need and your Resource Collections.)
Enter Writing Exercise Scores	Use this screen to enter the score each student received on his individualized Writing Exercise.

Overview of DiGIMS Online Reports	
Self-Editing Report	Shows your student how you graded his writing assignment, what to revise, and where to locate help.
Rubric	Shows your student how you graded her writing skills. Automatically calculates a total score, percentage and letter grade.
Writing Assignments Growth Report	Tracks student growth on writing assignments throughout the year.
Class Assessment Totals & Alerts	Shows how your entire class has been assessed on numerous writing skills. Alerts you to which specific skills need to be re-taught to the entire class.
Writing Assignment Grade Book	Gives a grade book view of your class by showing how each student has scored on writing assignments throughout the year. Provides a class average for each writing assignment and a class average for the year.
Writing Exercise Grade Book	Gives a grade book view of your class by showing how each student has scored on Writing Exercises throughout the year. Gives a class average for each Writing Exercise and a class average for the year.
Writing Exercise Assignment Slips	Lists the individual Writing Exercise assigned to each student on a given day. Post this report in the classroom or cut into slips and give to each student.
Writing Exercise Copies Needed	Gives the number of copies needed of each Writing Exercise for the date the exercises are assigned.
Scoring Conversion Grid	Shows how to convert all Writing Exercise scores to a 10-point scale, allowing all individualized exercises to be given the same weight for each student.