Getting Started with Imagine Purpose Checklist

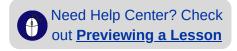**Welcome Educators!**

This getting started checklist will help prepare you for the first day of school and beyond.

☐ First, navigate to the **Imagine Learning portal**, enter your educator credentials, and click **Log in**. Once on the product selection screen, click the **Purpose tile**.
Contact your administrator if you need assistance.

GOALS AND USES

☐ Identify district, school, and /or classroom goals

☐ Determine the ways you plan to use Imagine Purpose
   ☐ Grade-level Pathways
   ☐ Teacher-Assigned Content
   ☐ Teacher-led Lessons

TIP: *Share Imagine Purpose goals and planned uses with stakeholders.*

EXPLORE CONTENT

Using Assignment Builder through the Lesson Explorer, educators can preview available content, create teacher-assigned content, and / or facilitate synchronous, teacher-led lessons. A complete list of lessons can also be accessed through the **Imagine Purpose Overview**.

☐ Go to **Assignment Builder**
☐ In the Content Explorer apply subject and grade filters then click **Select**
☐ Apply additional filters as needed
☐ Search for lessons by title or topic
☐ Choose lesson and preview lesson and resources

Need Help Center? Check out **Previewing a Lesson**

IMAGINE PURPOSE LESSON RESOURCES

Offline resources to support character education instruction include:

☐ Impact Workbooks (K-5): Build on the concepts and skills learned in each lesson
☐ Storytime Activities (K-2): Short stories to illustrate lesson with discussion starters and support tips. Space is provided for students to draw and/or color a picture about the story.
☐ Journal Activities (3-5): Story prompts for students to write their own endings to the stories and articulate what they learned in the lessons.
☐ Posters: Engage with Spark characters and integrate character education into daily routines, beyond instruction time.

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imagine purpose™

SET-UP TASKS

Student Management

☐ Ensure students have accounts.
- If your district/school automatically pulls students from your Student Information System (SIS), check that your students are correct.
- If you are responsible for creating student accounts individually, select the **Users & Classes/Groups** button from the product portal (this action is done before selecting the Purpose tile). Once on the Users & Classes/Group page, click the **Add** button to create a student.

☐ Manage students to update existing student accounts and/or update student settings as needed.
- Select **Users & Classes/Groups** button from the product portal > Students tab and action.

Classroom Management

☐ Ensure classes have been created
- If your district/school automatically pulls students from your Student Information System (SIS), check that your classes/groups are correct.
- If you are responsible for creating classes/groups select the **Users & Classes/Groups** button from the product portal (this action is done before selecting the Purpose tile). Once on the Users & Classes/Group page, click the **Add** button to create a class/group.

☐ Manage classes/groups to update existing classes and/or update settings as needed.
- Select **Users & Classes/Groups** button from the product portal > Classes/Groups tab and action.

> Need Help Center? Check out **Setup and Account Management**

PROGRESS MONITORING AND GRADING

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and group-based and individual reports to use.

Engagement
Are my students active in their learning?

Progress
Are my students on track and on pace?

Achievement
Are my students demonstrating mastery?

Need Additional Help Center? Check out: **Reports**

REPORTS

Class Summary Report

☐ View **Class Summary** daily to monitor progress and take needed action
- *Engagement – Active time, last active*
- *Progress – Lessons completed*
- *Achievement – Lessons passed / not passed, Lessons to reteach*

Need Help Center? Check out: **Viewing the Class Summary Report**

REPORTS (continued)

Student Progress Report

☐ Access an individual student progress report by clicking on a student's name in the Class Summary Report

☐ View the **Student Progress Report** weekly to view complete, current, and upcoming lessons; review detailed lesson activity attempts; filter data; and take action on lessons if needed.
- *Engagement - Active time*
- *Progress - Lessons completed (overall), Learning path progress % & count (weekly)*
- *Achievement - Lessons passed / not passed, Scores*

[Viewing a Student's Progress Report](#)

Class Usage Report

☐ View the **Class Usage Report** weekly to filter by desired date range and view ILP status, lessons passed / not passed, and active time . Exported as a CSV to filter.
- *Engagement – Active time*
- *Progress – Lessons completed*
- *Achievement – Lessons passed / not passed*

[Viewing the Usage Report for a Class](#)

Student Usage Report

☐ Access an individual student usage report by clicking on a student's name in the Class Usage Report

☐ View the **Student Usage Report** weekly to view data based on filtered date range.
- *Engagement – Total Active time and active time per lesson activity detail*
- *Progress – Total Activities Completed and title of lesson activities completed detail*
- *Achievement – Lesson activity scores*

[Viewing the Usage Report for a Student](#)

BEST PRACTICES AND CLASSROOM ROUTINES

☐ Determine Imagine Purpose implementation model and structure.

☐ Set and communicate expectations for independent computer time and whole group / small group discussion

☐ Grade and provide timely feedback on student's written work.

☐ Recognize / acknowledge when students model newly aquired SEL skills.

[Using Purpose Workbooks](#)

☐ Develop an action plan for assisting students:
- Will you work with students one-on-one?
- Will you utilize small groups for students working on common lessons? Utilize the Journal (grades 3-5) and Storytime Activities (grades K-2) for additional support.
- Will students work online on supplemental assignments to support content understanding?

☐ Celebrate student success
- Consider using the **Imagine MyPath Certificate** template to recognize students.