

ORIGO Access Frequently Asked Questions

This FAQ has been created to answer the commonly asked questions received from our customers.



General Questions

1. Can districts have more than one site admin?

Yes, site admins could include principals, instructional coaches etc.

2. Are there training materials available for users?

There are user manuals that are provided during the onboarding process to help assist with onboarding and navigation. There are also a series of videos to help you get accustomed to using the ORIGO Access features. [The OneDrive Folder: Video Training Series](#) contains an overview of content and videos that you can watch and practice at your own pace.

3. Who do I contact for problems with our school setup in ORIGO Access?

Contact our Customer Success Team at info@origomath.com or at 888-674-4601.

4. Can teachers have more than one class?

Yes, teachers can be assigned to multiple classes.

5. Can students be a part of more than one class?

A student may only be assigned to one class. The student should be in their primary class with the secondary teacher having access to that class (if applicable).

6. How do I send feedback?

A feedback form can be filled out and submitted. After logging in, click the arrow next to your name to view the Feedback option. After clicking the Feedback option, a pop-up window will open into a form that you can fill out and submit. The form will be routed to the appropriate team that will respond to via email.

7. Can teachers be rostered in more than one school see all their math classes?

ORIGO Access allows teachers to see their math classes for one school.

8. Why can't I delete my classroom in ORIGO Access?

If there is an active assignment in the class, the classroom cannot be deleted until the assignment is completed.

9. When will all Slate channels be available inside of Access?

We have added many Slate channels like Fundamentals, Step It Up, etc. in Access. We will provide notifications making our customers aware as we add new channels.



Google Questions

10. Can I log in with Google?

Yes. Google offers single sign-on (SSO). Once the teacher's Google email has been added to the platform, they can use Google for SSO. Students can also log in using Google SSO. The teacher and student emails must be added to ORIGO Access prior to using Google.

11. How do I log into ORIGO Access using my Google email?

All accounts must be created in ORIGO Access prior to using Google. Once your account has been created, you can go to www.origoaccess.com and click on the Sign in with Google button. After clicking the button, you will be asked to enter in your Google email and password. After applying the password click Next where you are logged directly into the account created for you.

12. How does Google Classroom and ORIGO Access work?

Teachers will need to sign into ORIGO Access to create the assignment. The assignment creates a link once the assignment has been created. The link can be used to create an assignment directly in Google Classroom. Students may access the assignment from Google Classroom by selecting the link where students will be authenticated back into ORIGO Access to complete the assignment.

13. Do students turn in assignments and receive grades inside Google Classroom?

No. All grades are recorded in ORIGO Access after the student completes the assignment.

Rostering

14. I tried to add my teacher and the system says their email already exist. Why did the message appear?

If the teacher attempted to sign into ORIGO Access prior to having their account created, the teacher's account is created and assigned the student role in the default ORIGO organization. You will need to contact Customer Success at info@origomath.com with the teacher's email to have the teacher's account corrected.

15. Why can't I update my data used for rostering?

If the district is using a third-party vendor for rostering like ClassLink or Clever, the data is not available to edit.

16. Can passwords be added to the CSV teacher and student templates?

Yes. The CSV templates for teachers and students have a column to add passwords.

17. How can I see what the current passwords are for my students?

If rostering via CSV upload, an attachment is emailed to the district or school administrator with the passwords.

18. How can I reassign the passwords for students?

Each student's password would have to be reset individually at this time. If they log in via Google, they will not need to use their ORIGO password.

19. Is there any way to add students to a class while in the Manage Class section?

Students or teachers can't be added to a class via the Manage Class section. Students and teachers can be removed from the class under Manage Class. Adding students and teachers to a class is done under the Manager Users section.

20. Can I roster using Clever?

Yes, you can roster using Clever. Please contact your Resource Advisor to discuss how your district can roster with Clever.

21. Can I roster using ClassLink?

Yes, you can roster using ClassLink. Please contact your Resource Advisor to discuss how your district can roster with ClassLink.



Navigation

22. Is there a search feature under Manage users to find a particular class, teacher, or student?

There are three features available:

1. Filter list by All users. Click the drop-down arrow to narrow the filter to teacher, student, or administrators.
2. Filter list by All classes clicking the drop-down arrow to narrow the filter to a particular class
3. Sort by name and date created.

23. Can a class roster be viewed?

Yes, each class has a Class Roster button that can be clicked to view the student roster.

24. Is there a short cut to click the edit button when editing a teacher or student instead of scrolling all the way back up to the top of the page to click the edit button?

Although there is no short cut, the header has become stationary making it easier to edit a user.

25. My account is not working today, and the students can't get the student journal pages to open.

Please make sure www.origoaccess.com has been whitelisted for both teachers and students as well as ensuring your browser is up to date and your history has been deleted.

Stepping Stones Questions

26. How do I create an assignment?

To make an assignment, do the following:

1. Select your classroom in the My Classes section of your teacher home page.
2. Select the resource you wish to assign from the carousel at the top of the page.
3. Click on Assign Selected Content, a pop-up window will allow you to complete the details of the assignment.
Creating a consistent naming convention will make it easy to track assignments. Additional instructions are optional.
4. A start/stop time for the assignment is required. You have an option to select all students or choose a few students.
5. Click Send to make the assignments

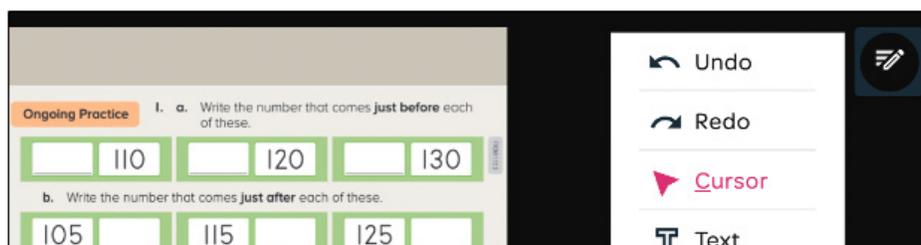
27. What is the functionality of the e-Student journals?

The functionalities are

- Teachers can assign the journals out to students.
- Students will have access to their own personal journal.
- Students can annotate on the journal and turn it back in for teacher review.

28. How do I see student annotations in the e-journal?

In the student journal viewer, click the pencil icon on the top right side of the screen.



29. What is the functionality of the Interactive Student Journal (ISJ)?

The functionality of the ISJ is the following:

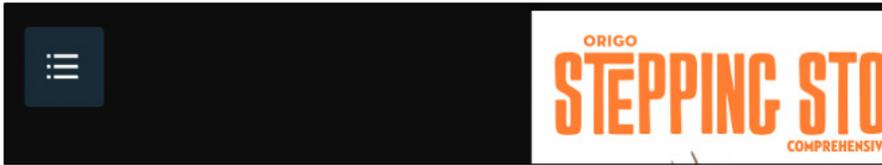
- Students can use digital tools to complete assignments.
- Students can check their answers and change a response.
- ISJ are auto graded for the teachers.
- There is a record of the student assignments.

30. Can I make notes/give feedback to the student on a student’s completed e-journal page or the ISJ page?

This functionality is currently not available.

31. Can I assign a specific e-journal page that will take the student directly to that page?

Not currently. Students will need to access the Table of Contents in the student journal view to select a page.



32. Can students change their work after the due date on an assignment?

No.

33. Can I re-assign a page to a student?

Yes. If it is re-assigned before the due date.

34. Can I make an assignment due the same day I assign it?

No.

35. Other than journals and assessments, what else is assignable?

Yes. Fundamentals, Flare, Big Books Tools, and CueThink.

36. Can I see student work in other resources such as Flare Tools, Big Book Tools, Fundamental Games?

No, not currently. Students could take a screen shot.

37. Why can't I see the turned in assignments in the grade book?

Assignments do not show in the gradebook unless

1. All students assigned have completed their work.

OR

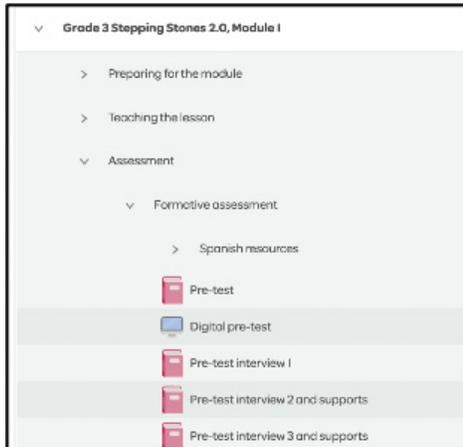
2. The assignment due date has passed.



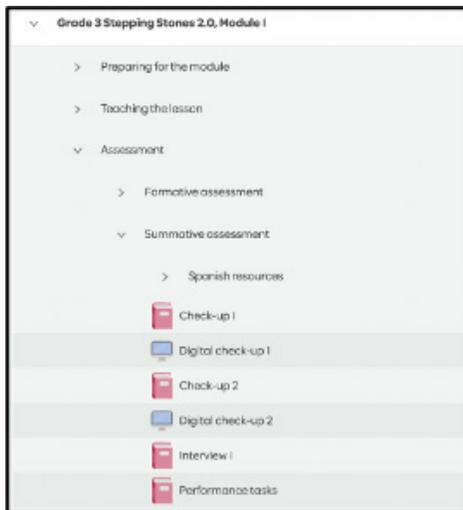
Digital Student Assessments & Grading and Reporting

38. Where do I find the digital assessments and preview the questions?

The **Formative assessment** can be found by doing the following: Teacher dashboard>My Resources panel>ORIGO Stepping Stones 2.0 icon>Select current Module folder>Assessment folder>Formative assessment>Digital pre-test>Preview will open in a new tab.



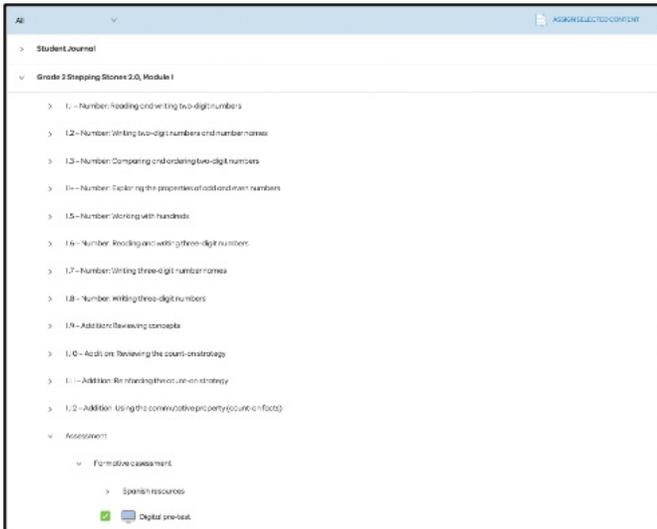
The **Summative assessment** can be found by doing the following: Teacher dashboard>My Resources panel>ORIGO Stepping Stones 2.0 icon>Select current module folder>Assessment folder>Summative assessment>Digital checkup 1 or Digital checkup 2> Preview will open in a new tab.



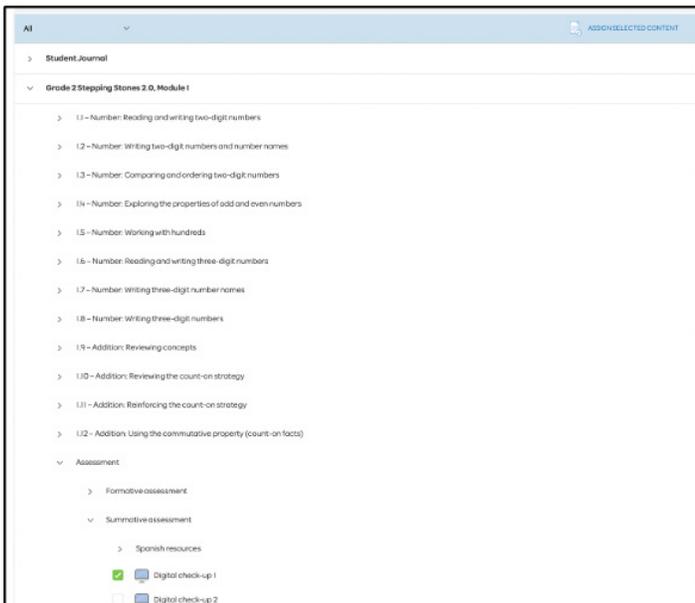
39. How do I assign the digital assessments?

Both Formative and Summative assessments can be assigned by doing the following: Teacher dashboard>My Classes panel>ORIGO Stepping Stones 2.0 icon>Select current Module folder>Assessment folder>Formative assessment>Click the checkbox and assign selected content (top right in the blue bar)>Create assignment pop-up window: Fill out title, instructions, dates and select students>Select send blue button on bottom right

Formative Assessment



Summative Assessment



40. Can I assign specific questions and leave out others on the digital assessments?

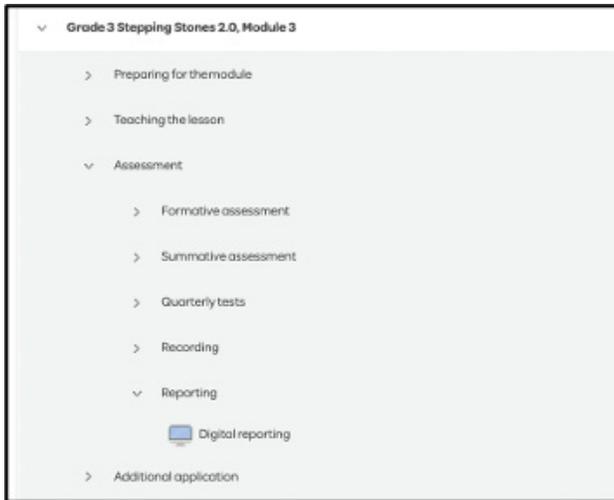
No, not currently.

41. Can I add my own questions to the assessments?

No, not currently.

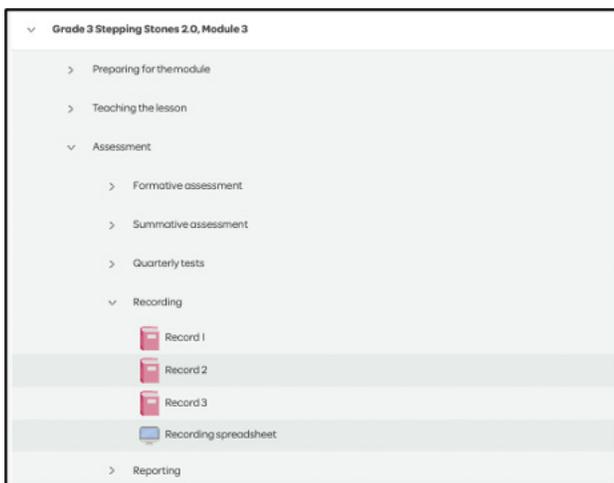
42. Where do I find the reporting (results) of the digital assessments?

Teacher dashboard>My Resources panel>ORIGO Stepping Stones 2.0 icon>Select current module folder>Assessment folder>Reporting>Digital reporting>Results will open in a new tab.



43. Where can I find the recording tools?

Teacher dashboard>My Resources panel>ORIGO Stepping Stones 2.0 icon>Select current module folder>Assessment folder>Recording>Select computer or book icons



44. Can I change the grading tool to something other than percentage grades?

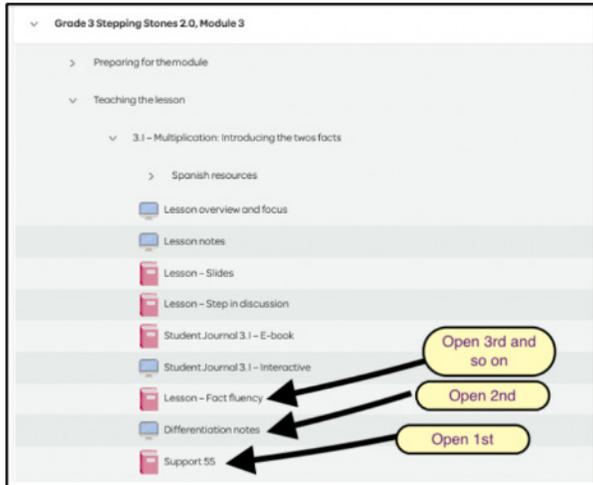
No, not currently



Teaching a Lesson

45. What is the best way to manage lesson resources for teaching?

Open link/resources from the bottom-up, tabs will open in the sequence of the lesson notes



46. Are the lesson notes in Access the same as the notes in the print teacher guide?

The content is consistent between online and print. However, the format will vary slightly between digital teacher notes and print teacher guide

47. Where can I find examples of a teacher teaching the lesson?

Stepping Stones 2.0 has 72 Steps in Action lesson videos inside of ORIGO Access. Look for the Steps in Action button on the Lesson Notes page (Please note they are not in every lesson)



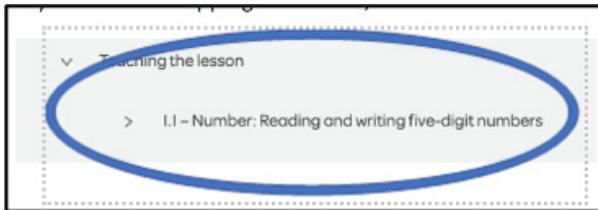
48. How much time should an average lesson take? How much time should each lesson component take?

An ideal math block is 75–90 minutes. A Stepping Stones 2.0 math block should include Step 1, Step 2, Step 3, Step 4, Differentiation, and Maintaining Concepts and Skills. Find suggested times in the Lesson overview and focus folder



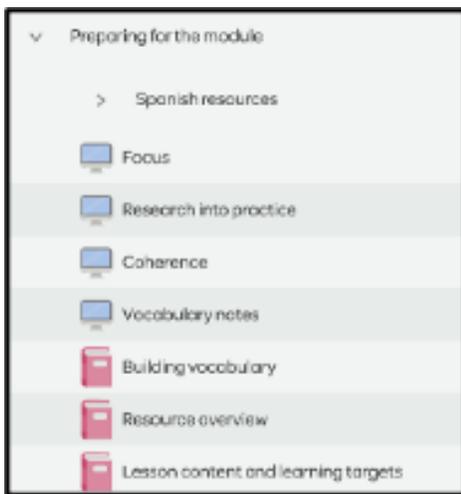
49. Where do I find the title of the lesson?

My resources>Stepping Stones 2.0 Module folder>Teaching the lesson>Module (#), Lesson (#) – Title



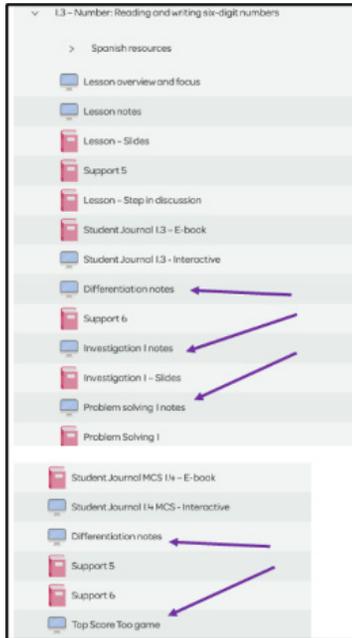
50. Where do I find learning target for each lesson?

My resources>Stepping Stones 2.0> Preparing for the module>Select Lesson Content and learning targets



51. Where can I find resources for small groups, centers, and stations?

My resources>Stepping Stones 2.0, Module folder>Teaching the lesson>Module (#), Lesson (#) – (Title) *** Note: Available options will be somewhat different in each lesson



52. What tools are available for me to understand the progression of lessons?

My resources>Stepping Stones 2.0>Preparing for the module>Select Lesson Content and learning targets>Scroll to Topic progression

Topic progression		
Prior learning	In this lesson	Future learning
<p>In Lesson 3.1.1, students represent three-digit numbers as numerals and in words.</p> <p>Developmental Activity (DA)</p> <p>3 1.1</p>	<p>Students explore the relative position of three-digit numbers on a number line (intervals of 1, 10, and 100).</p> <p>Developmental Activity (DA)</p> <p>3 1.2</p>	<p>In Lesson 3.1.3, students represent four-digit numbers with base-10 blocks and numeral expanders (without internal zeros and teen numbers).</p> <p>Developmental Activity (DA)</p> <p>3 1.3</p>

