



***Big Ideas Math***  
**District Admin Portal Walkthrough Guide**

**[www.bigideasmath.com](http://www.bigideasmath.com)**

## District Admin Portal Information

The District Admin “Overview” page includes information such as the “District Admin Access Code” which is used for registering additional administrators. It also shows the number of registered teachers and students, the number of assignments issued and completed, the number of average logins by users, and the “Teacher Access Code” which is used for registering additional teachers (self-registration district only). This page also includes information on licenses purchased by the district, their expiration dates, and the products or books that the district purchased.

ADMIN USER ▾

Overview Schools Classes Teachers Students Licenses Usage Assignments

Reports

## BIG IDEAS MATH DISTRICT

**Address:**  
Big Ideas Math District  
1762 Norcross Rd.  
Erie PA 16510

**District Contact :**  
**District Email:**  
**District Standards:** Common Core State Standards (CC) [\(Edit\)](#)

**Admin:** Big Ideas Math Admin [\(Edit\)](#)  
**Email:** Admin@demo.com

**District Admin Access Codes:**  
XXXX-XXXX-XXXX [Active \(Change\)](#)

**Teachers** [\(Explain\)](#)  
75 / 177

**Students** [\(Explain\)](#)  
1504 / 7278

**Usage:** [\(See Full Report\)](#)  
**Assignments given:** 11086  
**Assignments completed:** 4541  
**Average Daily Logins:** 207  
**Average Weekly Logins:** 1468  
**Average Monthly Logins:** 6610

**Teacher Access Codes:**  
XXXX-XXXX-XXXX [Active \(Change\)](#)

**Generate Access Codes:**  
[\(Create New Code\)](#) [\(Enter Code Manually\)](#)

**Licenses:** [\(See Detail\)](#)

Available Seats	Total Seats	
1418	5000	

Seats	Purchased	Duration
5000	07/30/2015	07/29/2015 to 07/30/2023
10	04/09/2017	04/04/2017 to 04/29/2017
1	01/04/2016	01/04/2016 to 01/05/2016
0	10/27/2017	11/29/2015 to 02/02/2018

**Products:**

**Bridge to Success HS 2019**

Algebra 1: BTS 2019

Algebra 2: BTS 2019

Geometry: BTS 2019

**Modeling Real Life**

Grade 1: MRL

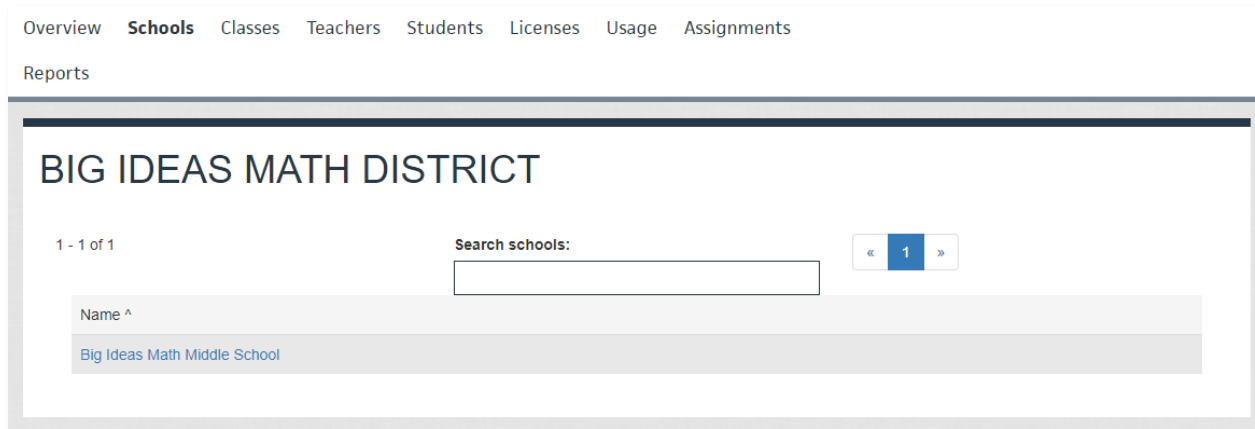
Grade 2: MRL

Grade 3: MRL

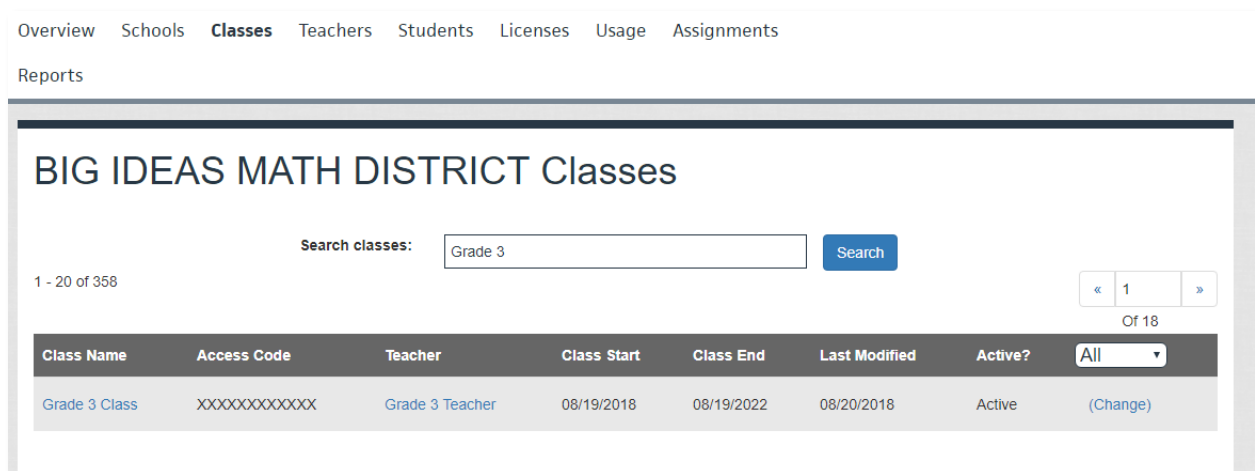
Grade 4: MRL

Grade 5: MRL

The “Schools” page displays all schools in the district. Clicking on a school will take the administrator to that individual school’s page where they can see the number of users connected to the school, the books associated with each teacher’s classes, and statistics on licenses, logins, and assignments.



The “Classes” page gives the administrator the ability to search for specific classes by class name. Clicking on a class within the search results will provide the administrator with more information on that class, such as the roster list, start and end dates, the assigned book(s), the class access code (self-registration districts only), and login and usage statistics. Clicking the teacher’s name will take the administrator to that teacher’s profile.



The “Teachers” page allows the administrator to search for a teacher by name or email address. Class and usage information is also available in the teacher profile.

Overview Schools Classes Teachers Students Licenses Usage Assignments

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## BIG IDEAS MATH DISTRICT Teachers

Search teachers:  [Add Teacher](#)

1 - 20 of 185 « 1 »  
Of 10

All	First Name	Last Name	Email Address	Reg Type	Last Login	Active?	All
<input type="checkbox"/>	Demo	Account	BILDemo@demo.com	SELFREG	09/25/2018	Active	(Change)

The “Students” page gives the administrator the ability to search for students by name or username. Clicking on a student’s name will take the administrator to the profile of that student, providing them with information on the classes the student is in and their usage information. The student profile will also allow the administrator to view a student’s temporary password, if one is requested (self-registration districts only).

Overview Schools Classes Teachers **Students** Licenses Usage Assignments

Reports

## BIG IDEAS MATH DISTRICT Students

Search students:  [Add Student](#)

1 - 6 of 6 « 1 »

All	First Name	Last Name	Username	Student Id	Reg Type	Last Modified	Active?	All
<input type="checkbox"/>	Demo	Student	dstudent000	DemoStudent	SELFREG	2016-10-19	Active	(Change)

While viewing a teacher or a student as an Admin, you can impersonate that user, without having to login with their username and password. This can be done by viewing their profile and clicking the “Impersonate This User” button.

Overview Schools Classes Teachers Students Licenses Usage Assignments

Reports

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[Back to Teachers](#) Impersonate This User

# Demo Account

Info Usage by Class

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**Email:** BILDemo@demo.com

**Password:** \*\*\*\*\* (Reset) **Schools:** Unlisted School None None NA 00000

**Status:** Active (Change) **Classes:** Choose.. ▾

Class	Access Code	Active
<a href="#">Grade 6 Class</a>	XXXX-XXXX-XXXX	Active

**Last Modified:** 2018-09-25 10:58:22.0  
**Last Login:** 2018-09-25 12:36:07.0

**Usage** (See itemized class report)

**Assignments given:** -  
**Assignments completed:** -  
**Average Daily Logins:** -  
**Average Weekly Logins:** -  
**Average Monthly Logins:** -

The “Licenses” page shows a history of the district’s purchased licenses, their duration, and how many are being used. The “Products” table displays the number of licenses that are assigned to each book or product that the district has purchased. Since Big Ideas Learning uses soft licensing, the number of licenses assigned to each book does not have to match the number of licenses that were purchased for that particular book.

Overview Schools Classes Teachers Students **Licenses** Usage Assignments

Reports

## BIG IDEAS MATH DISTRICT

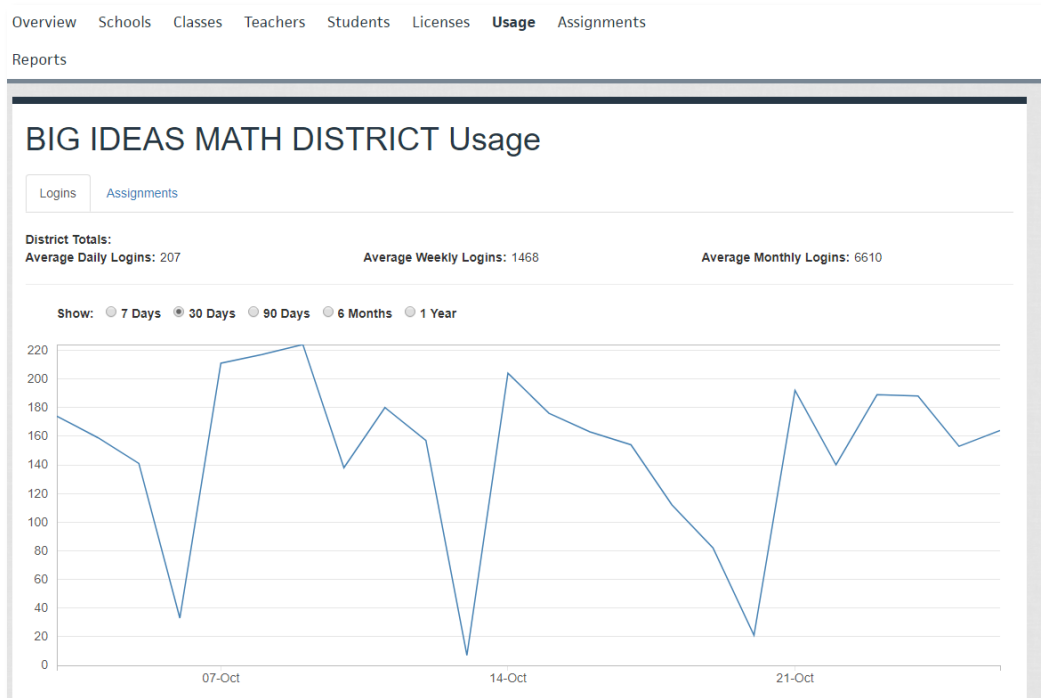
Available Seats	Total Seats
1418	5000

License History Show:

Seats	Purchased	Duration
5000	07/30/2015	07/29/2015 to 07/30/2023
10	04/09/2017	04/04/2017 to 04/29/2017
1	01/04/2016	01/04/2016 to 01/05/2016
0	10/27/2017	11/29/2015 to 02/02/2018

Product	Seats
Algebra 1: BTS 2019	0
Algebra 2: BTS 2019	0
Geometry: BTS 2019	0
Grade 1: MRL CC	11
Grade 2: MRL CC	11
Grade 3: MRL CC	69
Grade 4: MRL CC	48
Grade 5: MRL CC	62

The “Usage” page displays data on user login averages and on assignments given and completed.

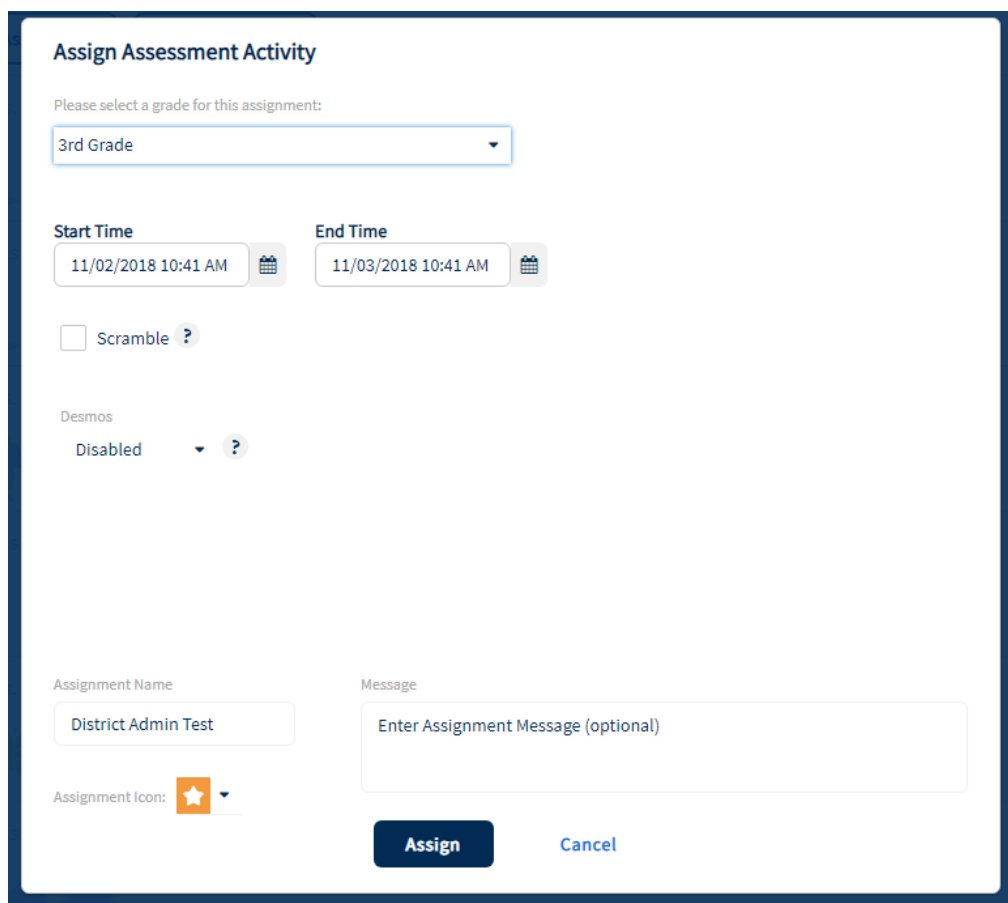


## District Admin Assessments

District Admins can create a common assessment for students in a specific grade in their district. Assessment item banks include items that only the District Admin has access to. Pre-made assessments are available or the admin can choose items from other courses and chapters to customize their assessment. The option to create your own question is also available.

For more information on how to create assessments, please download the [Big Ideas Math Technology Walkthrough Guide](#). The process for creating assessments as a District Admin is the same as it is for a teacher.

Once a District Admin is ready to assign their assessment, a modal will appear that allows the admin to choose a grade level. All students in the district that are assigned to a class with that grade level will receive the assessment.



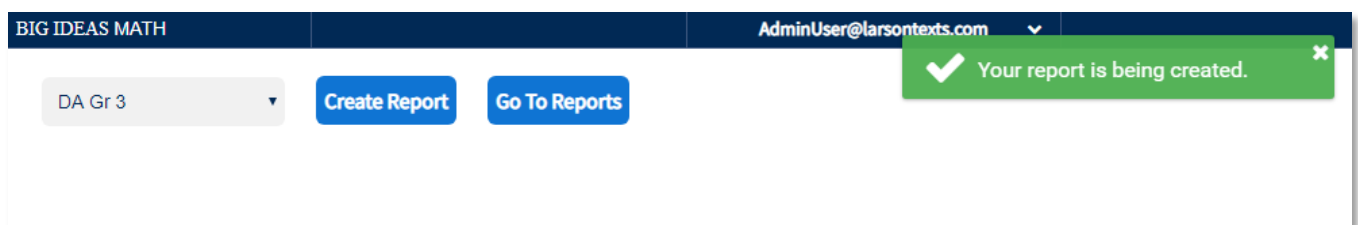
The screenshot shows a modal window titled "Assign Assessment Activity". It contains the following fields and options:

- Grade Selection:** A dropdown menu labeled "Please select a grade for this assignment:" with "3rd Grade" selected.
- Start Time:** A date and time picker showing "11/02/2018 10:41 AM".
- End Time:** A date and time picker showing "11/03/2018 10:41 AM".
- Scramble:** A checkbox labeled "Scramble" with a question mark icon, currently unchecked.
- Desmos:** A dropdown menu labeled "Desmos" with "Disabled" selected and a question mark icon.
- Assignment Name:** A text input field containing "District Admin Test".
- Message:** A text area labeled "Message" with the placeholder text "Enter Assignment Message (optional)".
- Assignment Icon:** A dropdown menu labeled "Assignment Icon:" with a star icon selected.
- Buttons:** Two buttons at the bottom: "Assign" (dark blue) and "Cancel" (light blue).

Once a District Admin test has started, teachers with students in that grade level will need to unlock the assessment for those students. Teachers can do this by going to their Assignments page, clicking the District Assignments tab, and choosing an available assessment.

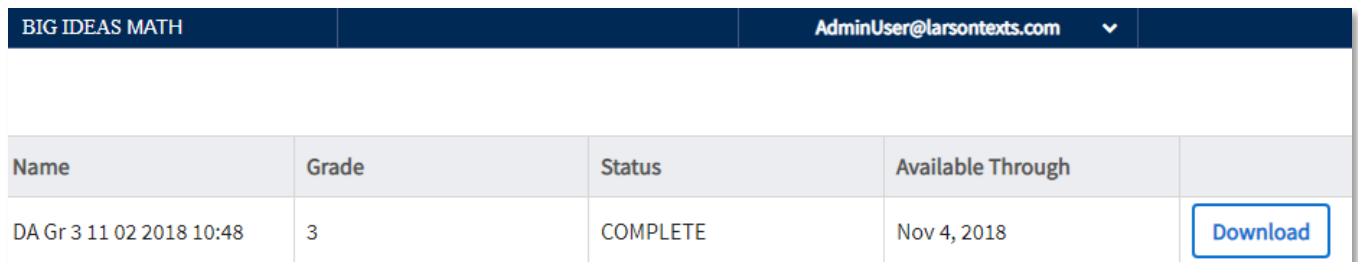
## District Admin Reports

To download reports, click the Reports tab at the top of the District Admin portal. Choose your assessment and click “Create Report.”



The screenshot shows the top navigation bar with 'BIG IDEAS MATH' on the left and 'AdminUser@larsontexts.com' on the right. Below the navigation bar, there is a dropdown menu currently showing 'DA Gr 3'. To the right of the dropdown are two blue buttons: 'Create Report' and 'Go To Reports'. A green notification banner with a white checkmark and the text 'Your report is being created.' is positioned in the top right corner of the interface.

Click “Go To Reports” to download the report.



Name	Grade	Status	Available Through	
DA Gr 3 11 02 2018 10:48	3	COMPLETE	Nov 4, 2018	<a href="#">Download</a>

The screenshot shows a table with five columns: Name, Grade, Status, Available Through, and an empty column. The table contains one row of data. The 'Name' column contains 'DA Gr 3 11 02 2018 10:48', the 'Grade' column contains '3', the 'Status' column contains 'COMPLETE', and the 'Available Through' column contains 'Nov 4, 2018'. A blue 'Download' button is located in the empty column of the data row.