

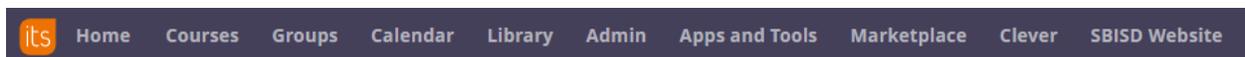
This document will teach you how to:

1. Log on your itsLearning profile
2. Check work you have submitted
3. Check work you still need to complete
4. Find out how many times you have visited a specific course
5. Find out how many minutes you have been logged on a specific course

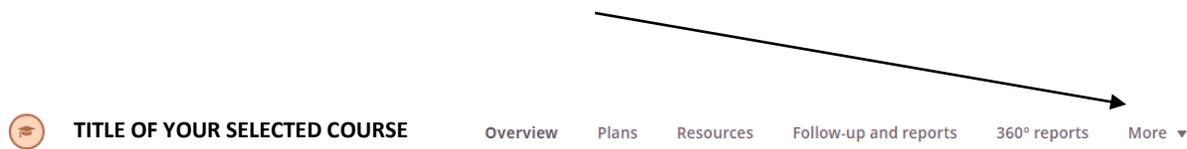
1. <https://sbisd.itslearning.com/>
2. Log in with your SBISD credentials



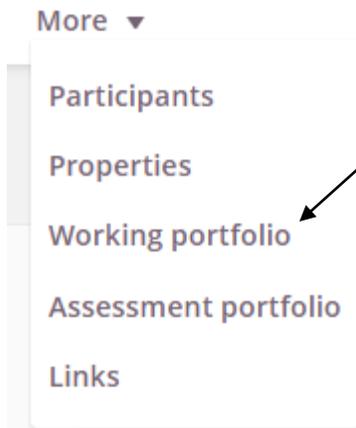
3. Select “courses” from the top menu bar and choose the course in which you want to visit.



4. At the top, you will see the course title and teacher.
5. Select “More” dropdown menu



6. Select “Working portfolio”



7. Within “Working Portfolio” you will see a list of work under “elements”

a. This is work that has been assigned for completion

Working portfolio

Elements Tasks Log Standards

Previewing as: Pupil, but with your own data.

Status Open

+ Add element Transfer to portfolio Show Activities

Title	Status	Assessment	Standard
Chapter 18 Assessment			
Civil War Quiz (Week 3)			
Section 18.1 Terms			
Texas and the Civil War			
Texas Civil War Battle Chart- EDITABLE			
Week 4 Check in			

Vertical text on the left: Title of the assignment

Arrows point from the 'Status' and 'Assessment' headers to their respective columns in the table.

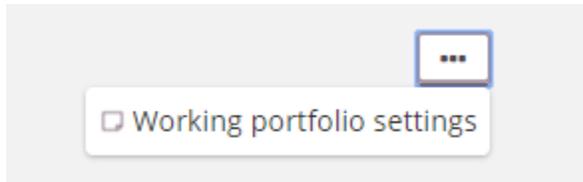
Different Statuses

- Not Taken- incomplete and needs to be completed
- Not Corrected- Submitted, but not graded or needs student correction
- Completed- task is done and submitted
- Satisfactory/ unsatisfactory/ needs correction- teacher has reviewed your work and it may need corrections
- Needs assessment- work has been submitted but still needs to be reviewed by the teacher.

The status of your assignment

Score on assessment

8. To change the settings on what you see for the task list, click the “ ... “ and click “working portfolio settings”



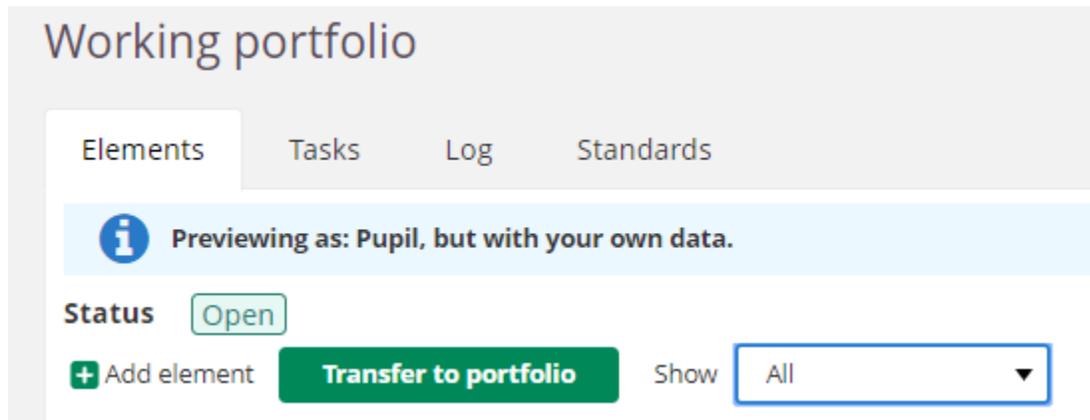
9. You do not have to change these settings, but you can choose the “strike through” option to show work that has been completed for each course.

Edit working portfolio

Number of days a completed task should be listed as active

Strikethrough when task is marked as completed

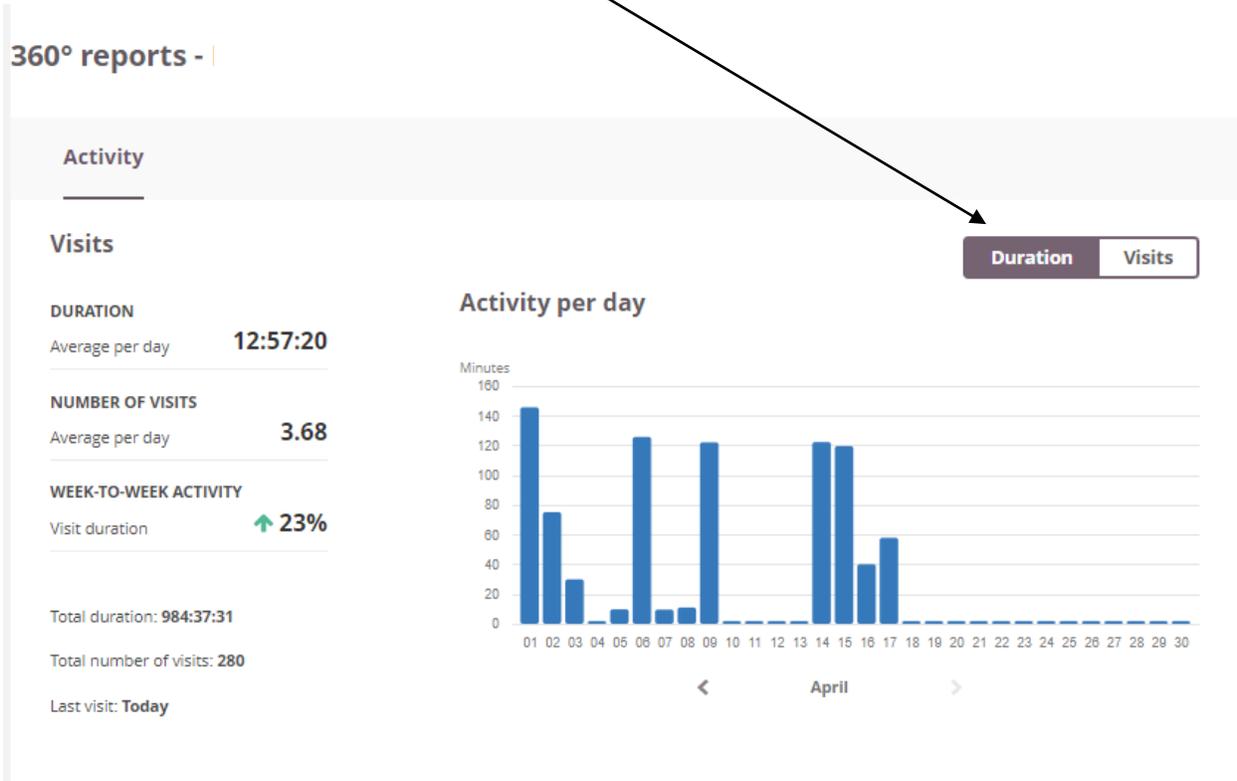
10. On the main “working portfolio” page, on the “show” function, you can choose:
- a. All- all work you have been given in the class
 - b. Activities- all work that needs to be completed and turned in
 - c. Starred-something your teacher deems important
 - d. Your personal work- all work you have personally created



11. Another option to see itsLearning activity is to click “360 Reports” on the main task bar



12. The “duration” page will show you each day of the month and how many MINUTES you have spent within the SELECTED COURSE.
- a. You must check this on EACH course to see the activity within that course



13. You can change the page to “visits” and it will show you many TIMES you have visited that SPECIFIC COURSE within the month.

360° reports -

Activity

Visits

DURATION

Average per day **12:57:20**

NUMBER OF VISITS

Average per day **3.68**

WEEK-TO-WEEK ACTIVITY

Visit duration **↑ 23%**

Total duration: **984:37:31**

Total number of visits: **280**

Last visit: **Today**

Duration **Visits**

Activity per day

