Courses Guide

for Students and Their Parents or Guardians

Contents

Welcome

Welcome! Along with the course Syllabus and Student Orientation at the beginning of your course, this guide provides information you'll need for learning online.

Most importantly in any online course, understand your responsibilities, as outlined in the Student Orientation tutorial:

- Stay on pace with your assigned courses.
- Complete and understand assignments to the best of your abilities.
- Communicate with your teacher.

System Requirements

If you run into any technical problems with Courseware, make sure that your device is set up to run this course. Two important points:

- Browser pop-up blockers must be disabled or properly configured to run Courseware successfully. Click here to learn how to turn off pop-up blockers for your course activities.
- Review the System Requirements to ensure that your workstation meets the minimum requirements.

Prerequisite Skills and Expectations

To be successful in an online course, you should be able to:

- Successfully set up your device, based on the System Requirements above.
- Carry out basic operations with word processing software, such as Microsoft Word or Google Docs.
- Perform online research using search engines and library databases. Except when instructed otherwise, you are expected to complete your work on your own. Copying work from others, plagiarizing content without proper citation, and other forms of cheating will not be tolerated.
- Communicate effectively and promptly with your teachers - using the Message Center, checking for Alerts from your teacher, and using any other communication mode your teacher has recommended.
- Understanding how to download and upload attachments to emails, messages, and assignments.
- Participate in discussion boards.
- Show respect for students and staff through courteous communications and interactions. That includes respect for the privacy of others and proper "netiquette" (respectful online communications). Please refer to your school district's policy concerning proper online activity.

Your Course Experience

If you have this Guide, you've probably already started with your course. If not, follow the instructions to log into your school's learning system or go to login.edmentum.com.

If you ever forget your password, use the link on the log-in screen to reset it.

Your Homepage

When you sign into your account, all your courses will appear on your homepage. It will look similar to the image below. Take a closer look to learn about important parts of your homepage.

1. You can filter the cards on your screen by type and status, and sort them by when you accessed the course last, the course end date, or the assignment name.

2. If your school uses other Edmentum programs like Exact Path, Flex Assignments, or Assessments, you'll see cards for those on your homepage too.

3. Each card has important information, including the course name, the course end date (if there is one), your grade(s), and your progress in the course.

4. Messages from your teacher, alerts, and other notifications go to the Messages area.

Your Course Activities

Once you've selected a card, you'll be taken to the Course Path page, which shows all of the activities for the course. Your class might have different settings enabled that change how this page looks and when different activities become available to you. For more information, please see the section on Moving Through a Course.

Here's an example of what a Course Path page might look like:

1. Depending on how your teacher is measuring your progress, you may see up to three grades in this section: On-Target Grade, Current Grade, and Course Grade. (More on each of those in the Understand Grades and Pacing Section.)

2. The pacing bar shows how you're progressing in the course based on the number of activities you've completed. The goal line (black mark) shows your completion goal for today.

3. You can filter activities to help plan your work:

   - Weekly Target = the material you should complete by the end of the current week
   - Past Target = activities that are past their target date and are affecting your On-Target Grade
   - Not Started = activities you haven't begun yet
   - In Progress = work that you have started but haven't completed
   - Not Mastered = modules where you've taken the mastery test but haven't mastered it yet
   - Complete = all completed activities and mastery tests that you've mastered

4. Target dates help you plan and keep you on pace with your course. Your teacher may or may not show these.

5. You can select any activity or module to start or continue working on it.

6. Your score for each activity is shown along the right side. If you've mastered a module, you'll see that noted.

For a tour of how to access your course activities, watch this short video: Getting Oriented (2 minutes)

Open a Module

Once you've selected an activity or module, you'll see a launch screen. Select **Play** on the activity you want to begin.
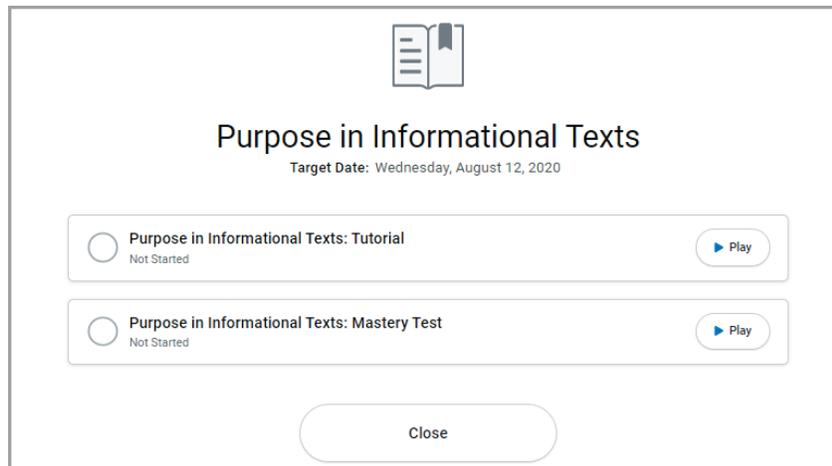
Tutorials and Mastery Tests

This is an example of a tutorial screen. Each tutorial has a toolbar on the left side. From there, you can access the table of contents for the lesson, access guided notes, find activity resources, and other tools like the highlighter and dictionary. When you're ready to exit, click the button at the top right corner to save your progress and exit.
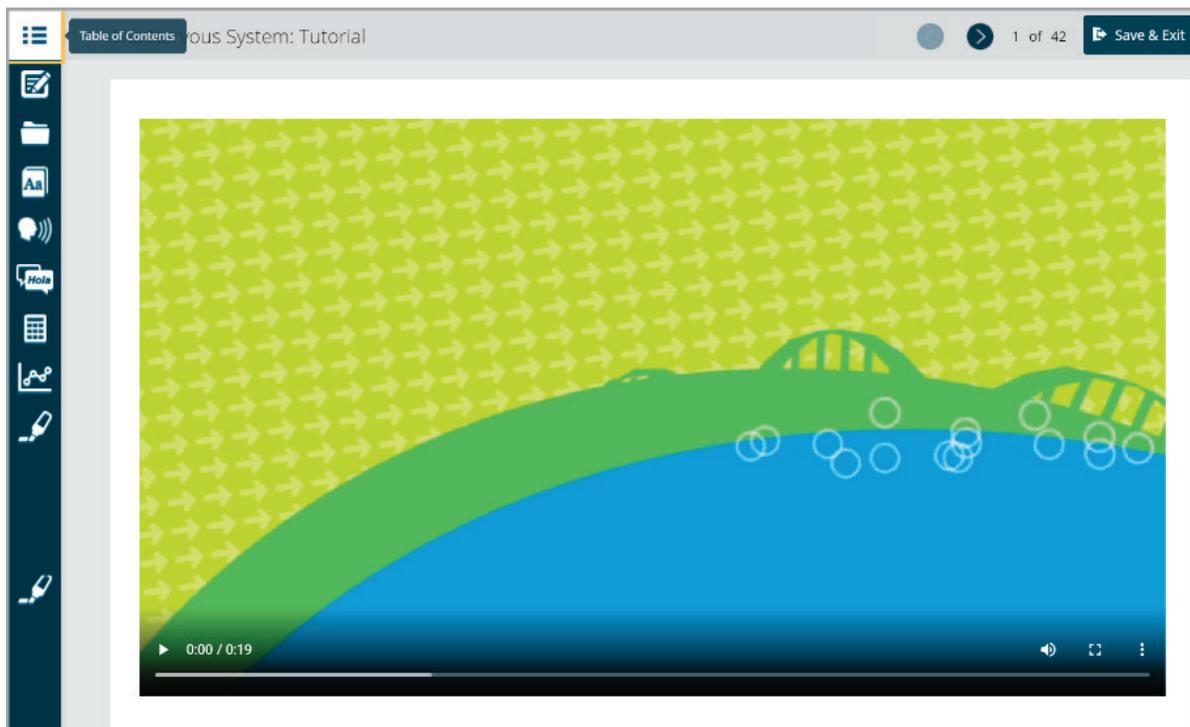
After you've completed a tutorial, you will see a short mastery test. This checks to see whether you've understood the tutorial's key concepts. The questions are like the knowledge check questions you worked on in the tutorial, but there are no feedback hints.

For a tour of what tutorials and mastery tests can look and feel like, and what the toolbar contains, watch this video: The Learning Experience (2 minutes)

Text To Speech, Select to Speak, and Translation

In your tutorials and tests, you will have access to three tools: Text to Speech, Select to Speak, and Translation.

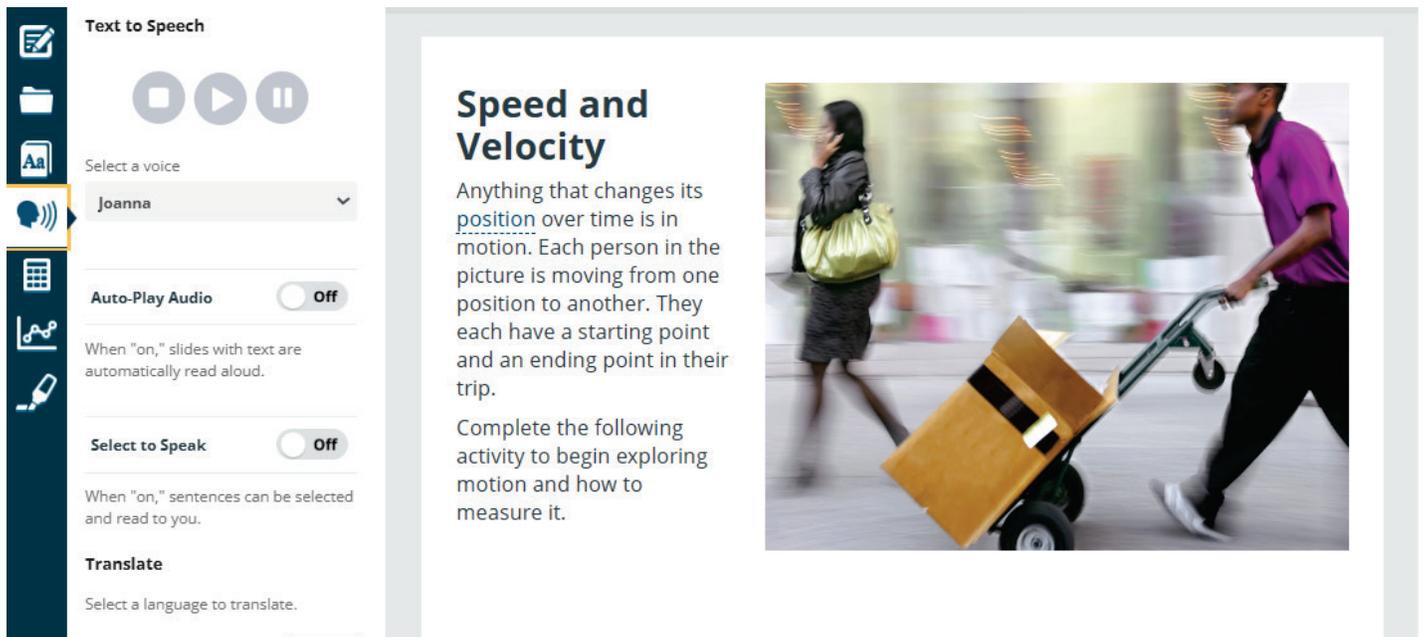To access them, select the Reading Tools icon ![icon] from the left-hand toolbar.

Text to Speech

To have the whole slide read aloud in English, press the **play** button. The voice-over will begin, highlighting each word as it is said. It can be paused or stopped, and if there is more than one voice available, you can choose a different one from the drop-down menu.

If **Auto-Play Audio** is turned on, then the voice-over will automatically start with each new slide.

Select to Speak

To have any sentence read aloud, turn on **Select to Speak**. Click the sentence you want to hear read aloud. It will not continue reading past the sentence you have selected. This is useful if you want to hear part of a slide rather than the whole thing. *Note: Select to Speak and Auto-Play Audio cannot be used at the same time; turning on one will automatically turn off the other.*

Translation

To **translate the on-screen text to a different language**, simply select the language you want and press go. **If text to speech is enabled for that language**, the controls will appear and the voice-over will be in the translated language instead of English.

Reading Tools

Text to Speech

Select a voice

Lupe

Auto-Play Audio   Off

When "on," slides with text are automatically read aloud.

Select to Speak   Off

When "on," sentences can be selected and read to you.

Translate
Translated to Spanish (US)

Reset Translation

Velocidad y velocidad

Cualquier cosa que chBits de ángeles posición con el tiempo está en movimiento. Cada persona de la imagen se mueve de una posición a otra. Cada uno tiene un punto de partida y un finalUn punto en su viaje.

Complete la siguiente actividad para comenzar a explorar el movimiento y cómo medirlo.

If text to speech is not available for that language, the page will still translate, but audio controls will be disabled.

Reading Tools

Text to Speech

Unavailable for selected language

Translate
Translated to Vietnamese

Reset Translation

Tốc độ và vận tốc

Bất cứ điều gì mà chAnges của nó Chức vụ theo thời gian đang chuyển động. Mỗi người trong bức tranh đang di chuyển từ vị trí này sang vị trí khác. Mỗi người đều có một điểm khởi đầu và một ending điểm trong chuyến đi của họ.

Hoàn thành hoạt động sau để bắt đầu khám phá chuyển động và cách đo lường nó.

Translations will stay turned on for each slide until Reset Translation is selected.

The same tools are available for assessments. They can be accessed by selecting the Tools button in the upper right-hand corner of the screen.

Previous 1 Next   Dietary Guidelines and Nutritional Facts: Mastery Test   Submit Test   Tools   Info

Text to Speech   Joanna   Auto-play: Off   Select to Speak: Off   Translate English   Go   Text-to-Speech and Translation   CLOSE

Notes
- These tools are not available for all courses.
- You are expected to provide answers in English even if the page is translated.
- Videos, images, PDF resources (Guided Notes, Syllabi, etc.), buttons, the login screen, home page,

and course path page will not be translated.

- Apex integrated courses will have a combination of the tools above and the tools native to the Apex content.
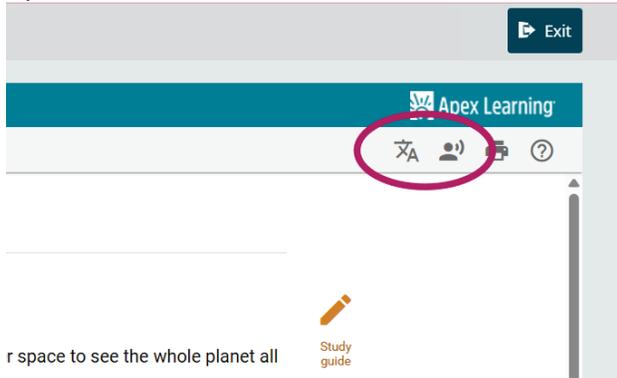
Discussions

In some of your classes, you will have active discussions. It is essential for you to think about the question your teacher asks and provide a well-thought-out response. Discussions involve everyone in your class, creating a learning environment where you all collaborate. You can read what your classmates write and respond to their comments. This is what a discussion screen looks like:
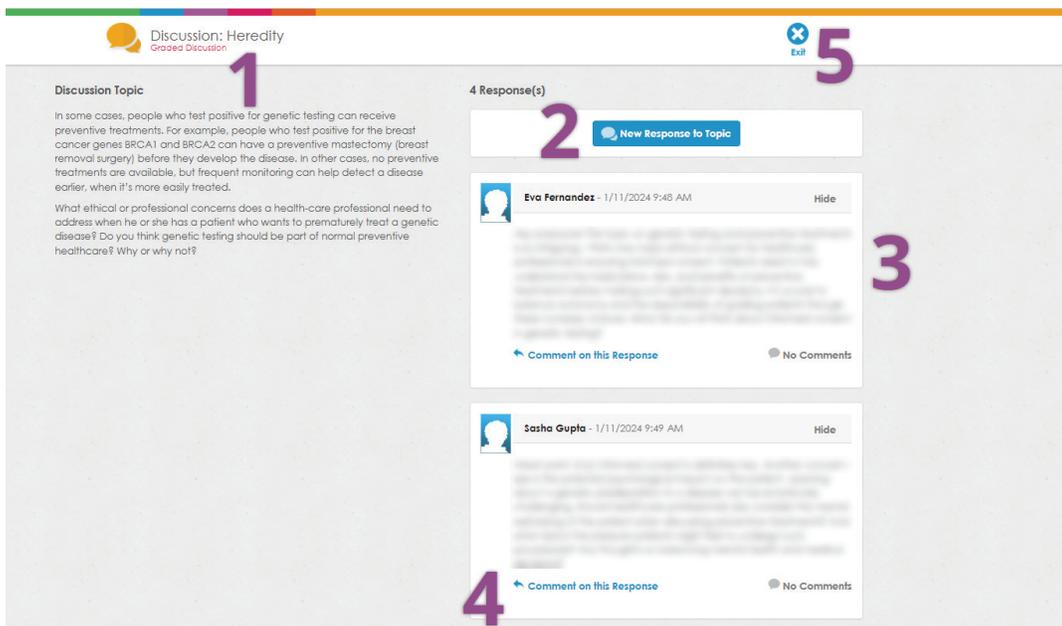
1. This is the topic. Read it carefully and think about what your response might be.

2. Select the **New Response to Topic** button to enter your response. Consider using a word processing program to plan your writing first. You can then copy and paste your response into the box. Once you're done, select the **Submit Response** button.

3. If available, you can see responses that have already been submitted by your classmates.

4. Select the **Comment on this Response** button to provide your insights to a classmate about *their* response.

5. Close the discussion by selecting the **Exit** button.

Your teacher will get a notification once you have submitted a response to the discussion. They will review your response and provide you with a score for the activity.

Note that your teacher always has access to the discussion activity and can check on the comments that are being submitted. Remember:

- adhere to your school's guidelines about appropriate language,
- be respectful,
- and stay on topic.

Once your teacher has scored your discussion, you can open it again to see your score and re-read any responses.

Dropboxes

Some of your courses will contain dropbox activities. A dropbox requires you to upload a file for your teacher to grade. If your course contains this type of activity, you will see an icon that looks like this:
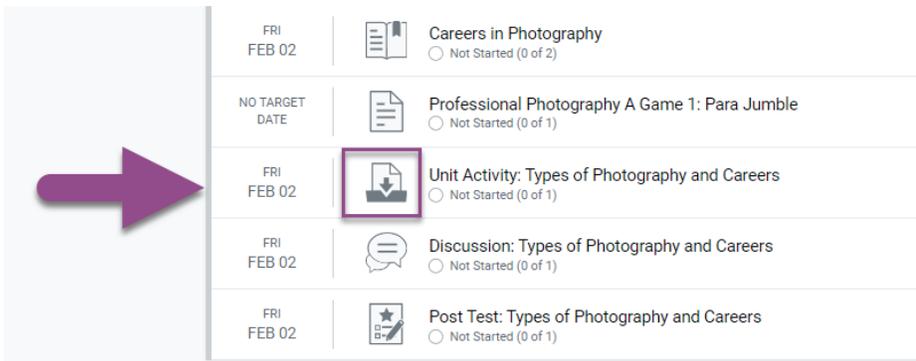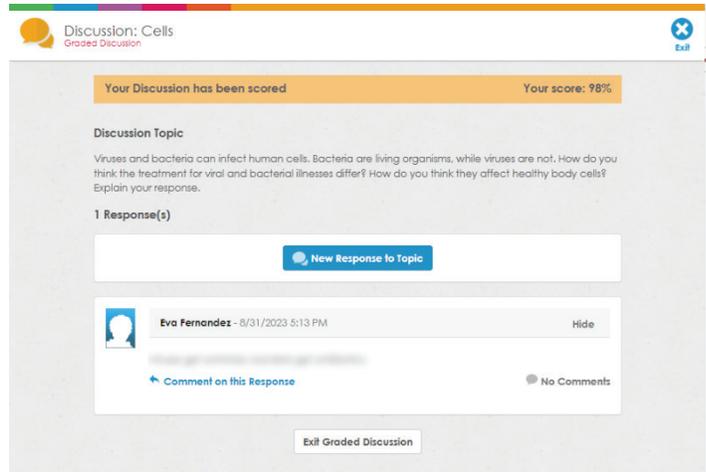
Open the activity to see any extra information and to submit your work.

You may find instructions for completing the activity within the dropbox. In other instances, the instructions may have been provided in the previous activity. In this example, there is a file containing instructions called *Types of Photography and Careers_UA.doc*x

If a file is provided:

1. Select the **Download to my computer** button. The file will now be on your computer, ready for you to open. It may be in your downloads folder or wherever else you chose to save it.

Review the instructions contained in the file. For example, you might be asked to:
   a) type directly into the file,
   b) save your version of the file on your device,
   c) then reupload your version of the file the dropbox.

If instructions were provided in the previous activity, make sure your completed work is saved somewhere that you can easily access.

2. When you are ready to submit your work, select the **Upload New File** button to share your work with your teacher.

3. Select the file from your device then choose **Submit Select File(s)** to add it to the dropbox.
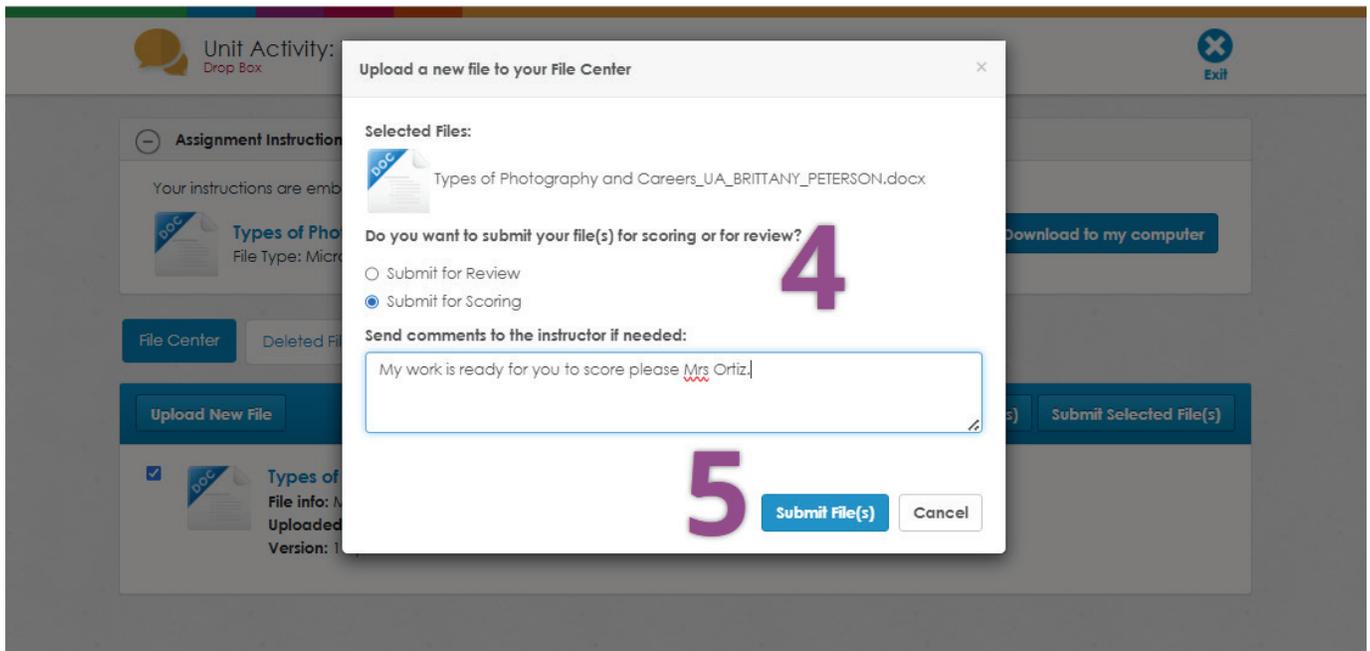
4. Choose if you want to submit your work for **reviewing** (your teacher will take a look and provide you feedback), or for **scoring** (your teacher will review your work and grade it). You can add a comment for your teacher too.

5. Select **Submit File(s)** to submit your work to the dropbox.

6. A message will appear to say that you have sent your activity to the instructor and will now be scored.

Understand Grades and Pacing

There are a few different grades you might see depending on what your teacher is using to measure your progress.

On-Target Grade	Current Grade	Course Grade
•What is my grade for all the work I'm expected to have completed by today? •0's for any activity not completed and past the target date	•What is my grade based on the work I've completed so far? •Includes only work you've finished so far	•What would my grade be for the entire course if I were to stop working now? •0's for anything you haven't done yet

If you have a **low on-target** grade but a **high current grade**, it means you are likely understanding the material, but you might need a little help with your time management to make sure you're completing activities on time. You can improve your on-target grade by finishing activities that are past their target date.

Activities that are past their target date are indicated in the course activities list by a red date and a calendar icon with an exclamation point.

If your teacher has enabled it, you might also see some pacing indicators on your homepage and the course path page. You'll see how many activities you've completed for the course so far, and whether you're on track to complete all of the course activities by the end date.

Ahead of Pace: Keep doing what you're doing, and you should have no problem finishing the course on time. You've completed at least one assignment ahead of the target pace.

On Pace: You're doing just fine. Keep it up, and you'll finish the course on time. You're right on track.

Slightly Off Pace: You have a little catching up to do, you're one or two activities behind. If you pick up the pace a bit, you should finish the course on time.

Off Pace: Right now, you're not on track to finish the course on time because you're three or more activities behind. Maybe you just need to spend more time working on the course to catch up, or maybe you need to ask your teacher for help.

Remember, these color codes **only tell you *how much*** of the coursework you've finished, and whether you've completed the right number of activities to be on pace. They **don't tell you *how well*** you're doing. You could be ahead of pace, but not scoring well on lessons and tests. Or you could be doing well but falling behind schedule.

Moving Through a Course

Depending on how your teacher has set up your course, you'll have a different experience as you work through your assignments. Here are some things you *might* see:

Complete Modules in Order

- Only the beginning content is available at first
- New content unlocks after you complete module
- Locked content appears grayed out with a message saying what you need to complete first
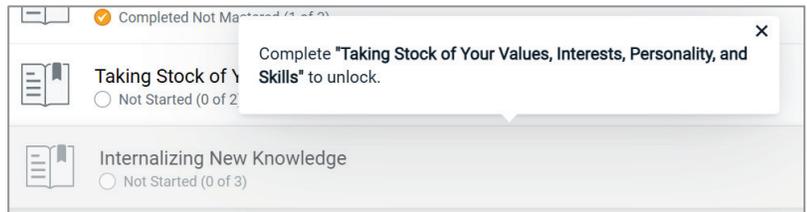

Required Mastery

- You must master all modules (earn the yellow star) to unlock the unit posttest
- When hovering over a locked posttest, you'll see a message about needing to achieve mastery first
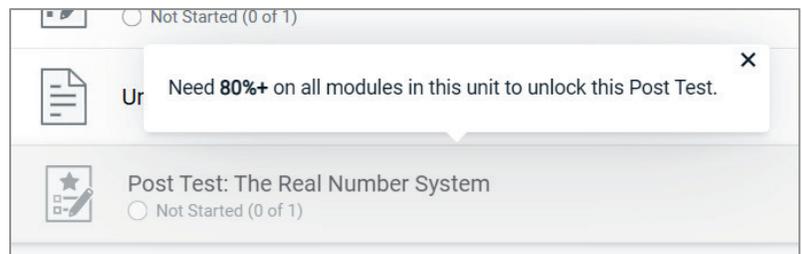
Locked Mastery Tests

- If you encounter a locked mastery test, it could be because your teacher wants you to take the tutorial first before attempting it.
- Or it could be that you haven't gotten a passing score on the mastery test yet and need to go through the tutorial again before you can try the mastery test again.
- If you've used up all of your retakes, you will need to talk with your teacher before you can move on.
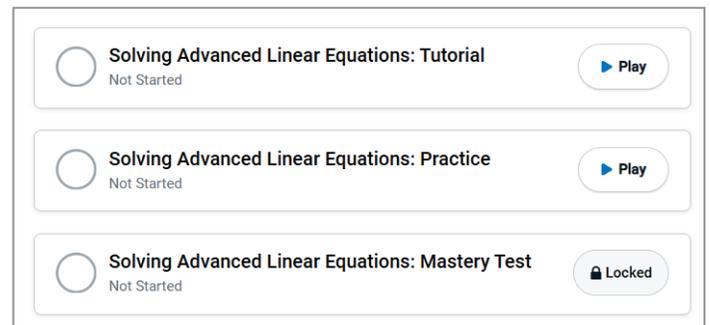
If you're ever stuck or unsure why you can't access something, check if:

- You need to complete an earlier activity first
- You need to achieve mastery on previous modules
- Your teacher may have activities locked for other reasons. If you get to a locked activity and you can't get past it, talk to your teacher.
- You need to ask your teacher for help (look for a red circle with an exclamation point)

Course Credit and Grading

Courses consist of a blend of self-paced and guided instruction that includes lessons, mastery tests, lesson activities, course activities, and unit activities. Your instructors will share the grading policy for their individual classes and will provide information about how to earn course credit.

Student Data Privacy

This course is designed to protect students' privacy and to comply with the Family Educational Rights and Privacy Act (FERPA). To learn more, please review the course's Online Customer Privacy Policy and FERPA Assurances.

Your teacher or school can inform you about their procedures for reporting grades and student information. Those procedures should also comply with the Family Educational Rights and Privacy Act.

For EdOptions Academy Students

EdOptions Academy students should refer to the complete EdOptions Academy Student Policy Guide for additional policy details, especially with regard to the Right to Privacy Policy and the Student Code of Conduct.

Accessibility

This course offers a wide variety of accommodations to serve the needs of learners with disabilities, as explained in this document: Edmentum's Commitment to Accessibility.