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. Your homepage will look similar to the image below. Take a closer look to learn about important parts of your homepage.
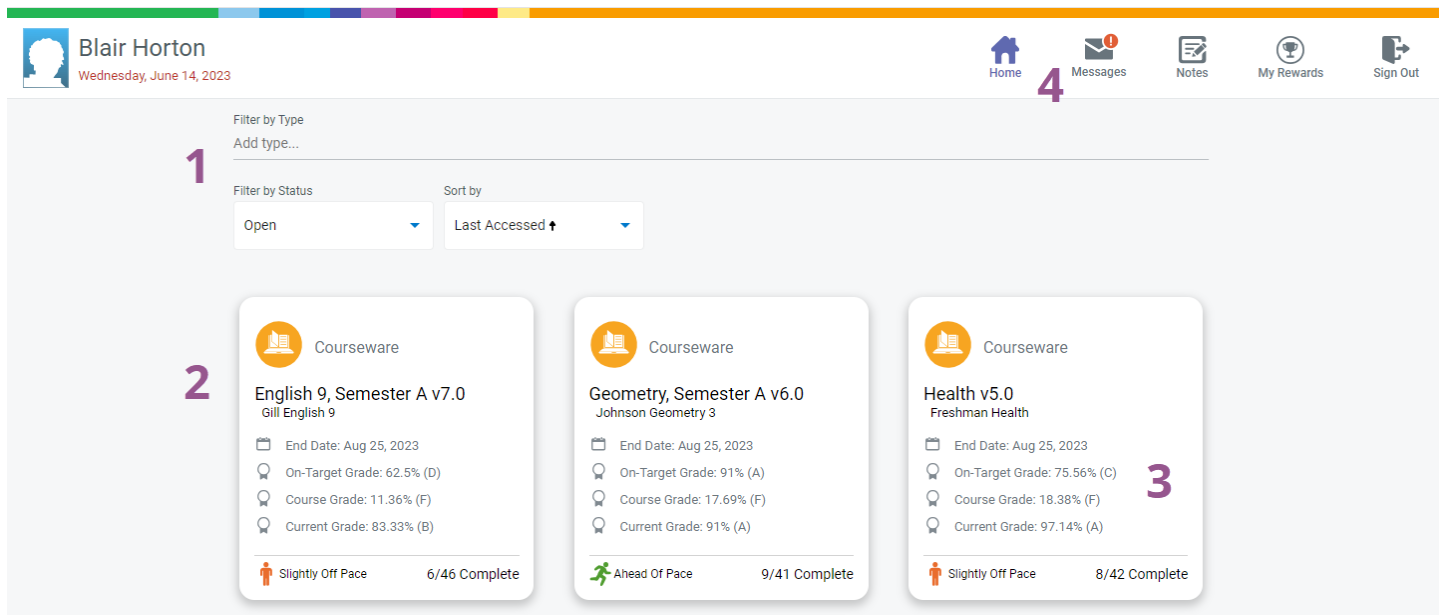
1. You can filter the cards on your screen by type and status, and sort them by when you accessed the course last, the course end date, or the assignment name.

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

Ortero Biology
End Date: Aug 25, 2023 (52 Days Remaining) View Section Details

View Progress Report

1 **2**

| 71% (C) On-Target Grade | 91.67% (A) Current Grade | 5.74% (F) Course Grade | 4/33 (12% Complete) | 2 Activities Slightly Off Pace | 00:37:03 Total Time On Task |

PLATO Course Biology, Semester A v6.0 **3**

| ALL | WEEKLY TARGET | PAST TARGET | NOT STARTED | IN PROGRESS | NOT MASTERED | COMPLETED |

Unit 1: Cells In Progress Hide

| WED MAY 31 | Pretest: Cells — Completed (1 of 1) | 25% Time On Task: 00:02:19 |
THU JUN 01	Discussion: Cells — Completed (1 of 1)	95% Time On Task: 00:00:58
MON JUN 05	Introduction to Biology — Completed (1 of 2)	**6** Mastered! 100% Time On Task: 00:05:18
WED JUN 07	Introduction to Biochemistry — Completed (1 of 2)	Mastered! 80% Time On Task: 00:03:44
4 FRI JUN 09	Course Activity: Using a Microscope — Not Started (0 of 1)	--
MON JUN 12	Cells: The Basic Units of Life — Not Started (0 of 2) **5**	--

Once you've selected a card, you'll be taken to the Course Path page, which shows all of the activities for the course. Here's an example:

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 below.)

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.
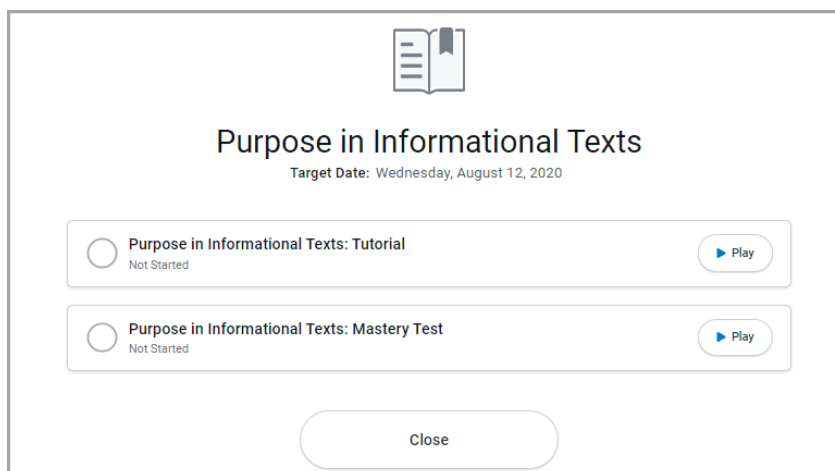
Tutorials and Mastery Tests
This is an example of a tutorial screen. Each tutorial has a toolbar on the left side. From there, you can access the table of contents for the lesson, access guided notes, find activity resources, and other tools like the highlighter and dictionary. When you're ready to exit, click the button at the top right corner to save your progress and exit.
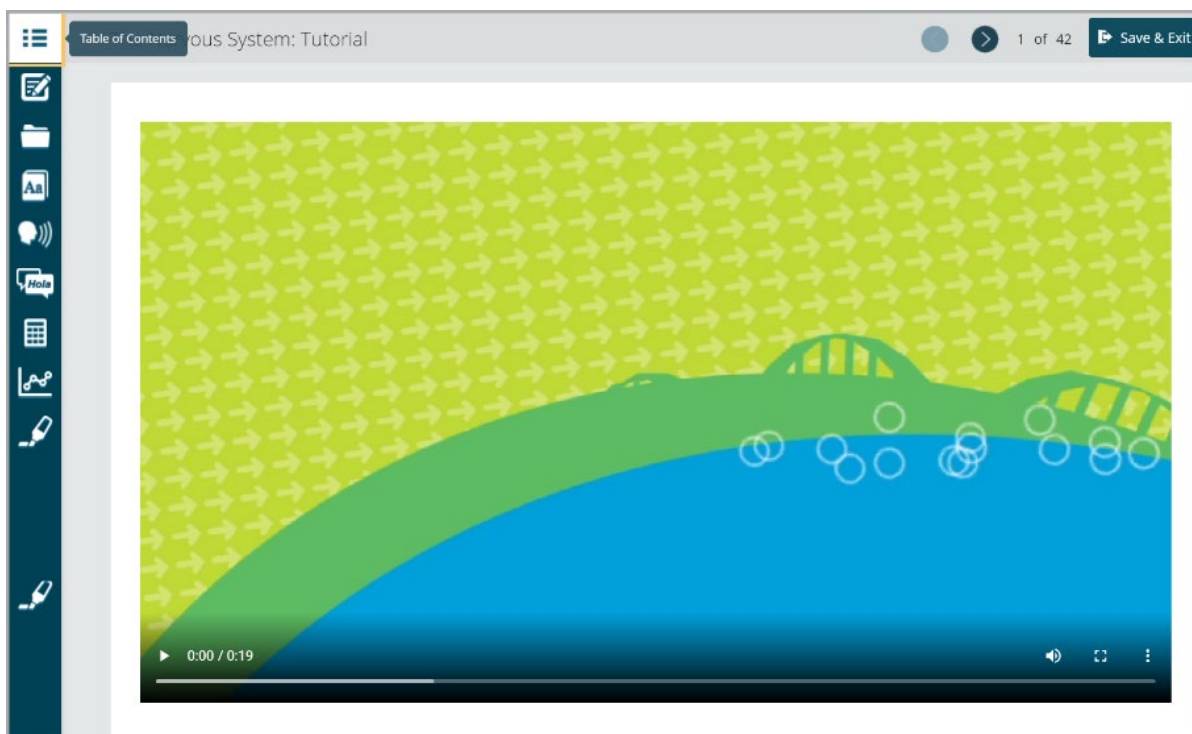

After you've completed a tutorial, you will see a short mastery test. This checks to see whether you've understood the tutorial's key concepts. The questions are like the knowledge check questions you worked on in the tutorial, but there are no feedback hints.

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)

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:
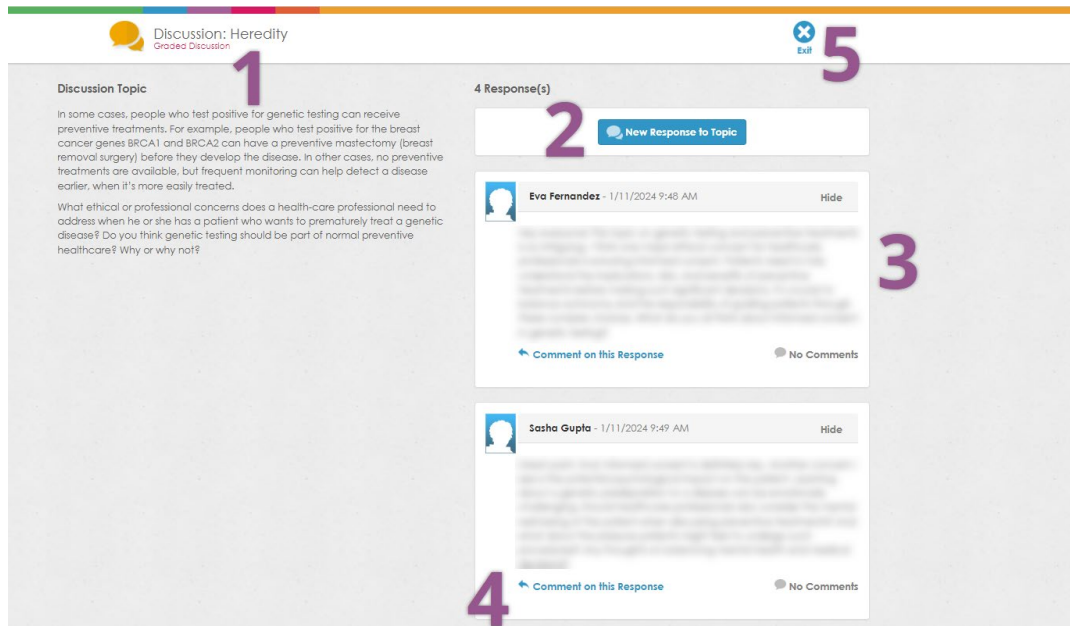

1. This is the topic. Read it carefully and think about what your response might be.

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.
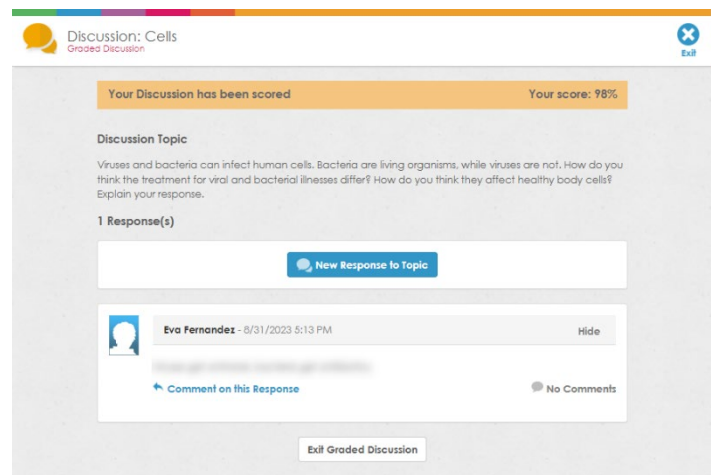
Dropboxes

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
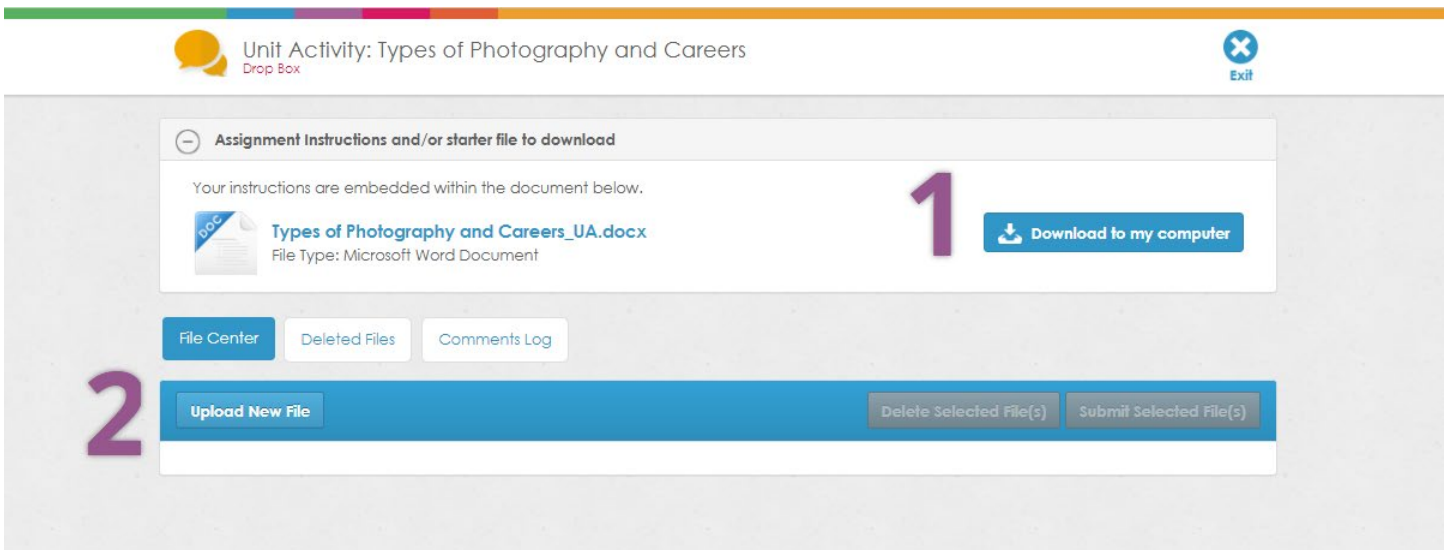

If a file is provided:

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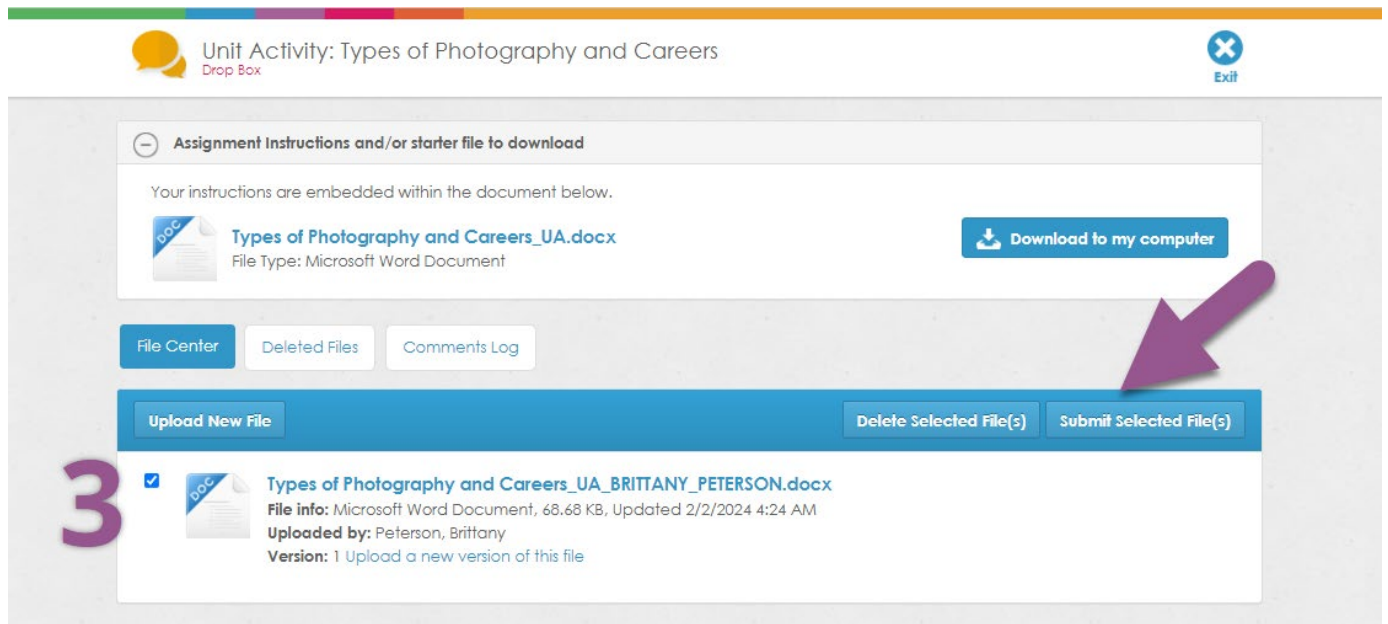
3. Select the file from your device then choose **Submit Select File(s)** to add it to the dropbox.
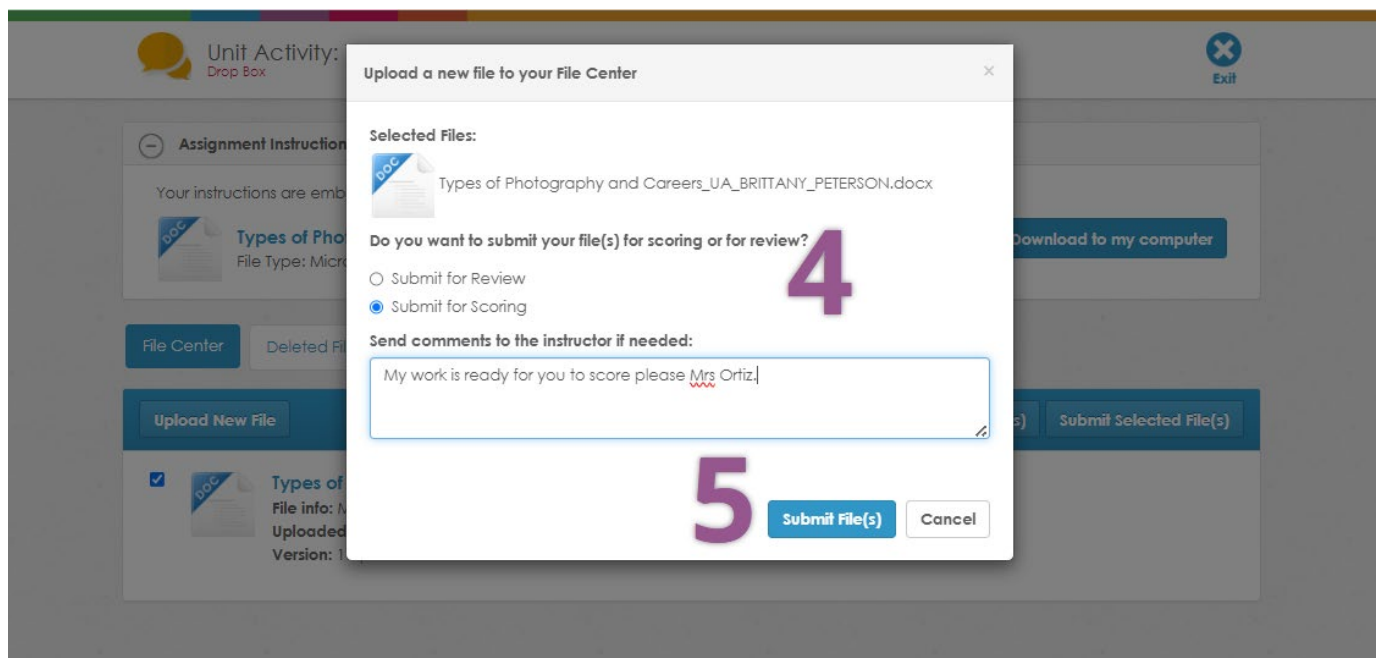
4. Choose if you want to submit your work for **reviewing** (your teacher will take a look and provide you feedback), or for **scoring** (your teacher will review your work and grade it). You can add a comment for your teacher too.

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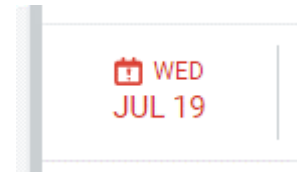
If your teacher has enabled it, you might also see some pacing indicators on your homepage and the course path page. You'll see how many activities you've completed for the course so far, and whether you're on track to complete all of the course activities by the end date.

Ahead of Pace: Keep doing what you're doing, and you should have no problem finishing the course on time.

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

Slightly Off Pace: You have a little catching up to do. 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. 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.

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.