



# **STUDENT MANUAL**

## **For Edgenuity**



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\*sections are noted on the top right hand of the page

# CONTACT US!

**BERKS ONLINE LEARNING**

## **OFFICE HOURS**

**Monday – Friday 8 am – 4 pm**

**PHONE: 610-898-8950**

**EMAIL: [bolinfo@berksiu.org](mailto:bolinfo@berksiu.org)**

**<http://berksonlinelearning.org/>**

## **Attendance Policy**

Berks Online Learning is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children.

Berks Online Learning (BOL) monitors student attendance pursuant the Department of Education attendance policy and rules. Attendance is monitored on a daily basis Sunday to Saturday of any given week. Compliance with state attendance statutes and regulations is a parental responsibility. BOL is obligated to keep an accurate record of daily attendance. A Berks Online Learning student is considered truant and the district is notified if he or she accumulates **three cumulative unlawful absences**.

### ***Instructional Time***

Pennsylvania requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction between July 1 and June 30 of consecutive years. Instructional time can occur at any time during the day and on any day of the week.

### ***Process for Attendance Monitoring***

1. Students are required to attend a minimum of 180 school days. A maximum of **10 (ten)** excused absences are allowed. A lawful absence is broadly defined by the State. Excused absences from BOL include the following: illness; medical appointment; court appearance; funeral of relative; approved educational trip – limit 2 per year, not to exceed 5 school days; family emergency, and religious holidays.
2. BOL offers students the flexibility to attend school on any 5 days of a 7 day week. For example a student could “attend school” Monday, Tuesday, Thursday, Friday and Saturday, therefore; skipping Wednesday. Students must work in each class they are in enrolled for at least one hour per day. **For example a if a student is enrolled in 5 classes then that should student must work 25 hours per week to be considered in “attendance” .**
3. A student will be considered truant after three unexcused absences. A student who does not login to the content provider and submit assignments for 3 consecutive days defines an unexcused absence; Berks Online Learning (BOL) is mandated to report students as truant to the student’s home school district. The school district may issue a truancy notice in accordance with their attendance policy located in the home-school’s hand-book.

Upon a written request from a parent or guardian (student emails or phone calls will not be accepted), Berks Online Learning and the school district may excuse a student’s absence from school for the following reasons:

## 1. Student illness

- Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness.
- The parent/guardian should email the doctors' notes to Berks Online Learning. [bolinfo@berksiu.org](mailto:bolinfo@berksiu.org)
- Doctor's notes are valid for 10 days.

## 2. Medical appointment

## 3. Quarantine

## 4. Court appearance

## 5. Death in the family

- Note to BOL is required within 1 week of absence

## 6. Religious holidays (24 hr. advance notice is requested)

## 7. Educational tour/trip, such as junior/senior college tours (72 hr. advance notice is requested. A limit of 2 per year not to exceed 5 school days.)

***Note: Excused absence requests will not be approved during the state testing window (PSSA/Keystone). Please check your child's local school district hand-book for these specific dates. Berks Online Learning will strictly adhere to these dates.***

## Excuse Notes for Absence

1. In order for an absence to be registered as excused, a parent or guardian must submit a written explanation to Berks Online Learning via email. (<mailto:bolinfo@berksiu.org>) Emails and phone calls from students **will not be** accepted.
2. Excuse notes must include the student's name, the date of the absence, and the reason for the absence. The parent or guardian has 3 calendar days from the date of absence to submit the excuse note to Berks Online Learning, except in case of a death in the family, where the notes must be received within 7 days of the student's absence.

## ***Unexcused Absences***

1. If Berks Online Learning does not receive an excuse within three days of absence, the absence will be recorded as an unexcused absence and the school district will be notified.

## ***No Internet Access or Power Outage or School-Issued Computer Technical Issues***

1. Students who are unable to log into classes or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. There will be a 2 day grace period if documentation is provided by parent/guardian.

2. If the student does not have a back-up plan and cannot go to the library, the parent/guardian must notify Berks Online Learning via email. (<mailto:bolinfo@berksiu.org>)

3. **Computers issued by Berks Online Learning:** Students who are unable to login to their online classes due to computer technical issues and who do not contact Berks Online Learning for Technical Support within 24 hours will be considered unexcused. It is the parent/guardian's responsibility to notify and request computer support from Berks Online Learning. Every effort will be made to provide students with a loaner laptop within a reasonable amount of time. *This does not apply to equipment NOT issued by Berks Online Learning, such as personal or home computers.*

4. **Personal or home computers:** Parents/guardians are responsible for ensuring that non-Berks Online Learning computers are maintained and available for use by students. In the case of a malfunctioning computer, the parent/guardian is responsible for notifying Berks Online Learning via email ([bolinfo@berksiu.org](mailto:bolinfo@berksiu.org)) or a phone call (610-898-8950). A grace period of 2 days will be granted. After 2 days the student must use alternate means, such as the local library to continue school work. Any absence without a note from parent/guardian will be considered unexcused.

5. **School District issued computers:** If the student's computer was issued by the school district, the student must contact their school counselor or the school representative to make arrangements for laptop repair. The student/parent is responsible for notifying Berks Online Learning via email ([bolinfo@berksiu.org](mailto:bolinfo@berksiu.org)) or a phone call (610-898-8950). Berks Online Learning will work with the local school district to provide a loaner computer to the student while repairs are being made.

#### ***Weather Related:***

Weather related issues such as snow storms, hurricanes or any other severe weather that impedes students access to the internet will be considered excused if parent/guardian provides Berks Online Learning with a note and documentation via email within 1 week of the event. A phone call by parent/guardian will be accepted. A grace period of 2 days will be granted. After 2 days the student must use alternate means, such as the local library to continue schoolwork.

#### ***Testing Attendance Policy***

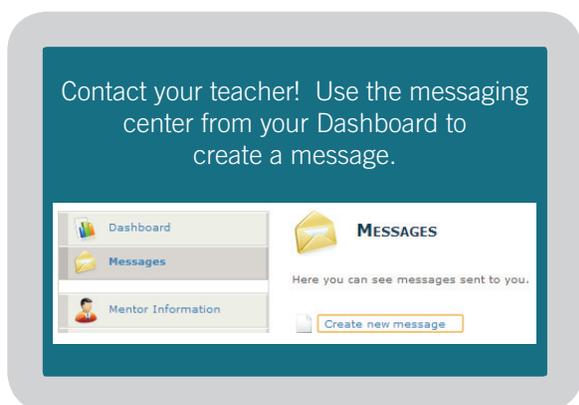
Depending on grade level, BOL students are required to participate in district mandated testing. (Example: PSSA – Keystones – etc.) Families are required to contact and respond to local school districts notification of testing windows. It is the family's obligation to locate and adhere to the dates of the testing windows, in the local school district handbook.

***Please note that Berks Online Learning (BOL) reserves the right to modify this attendance policy pursuant to changes in the home school district's attendance policies, changes made by the Pennsylvania Department of Education and changes in policies and procedures by BOL or the Berks County Intermediate Unit.***

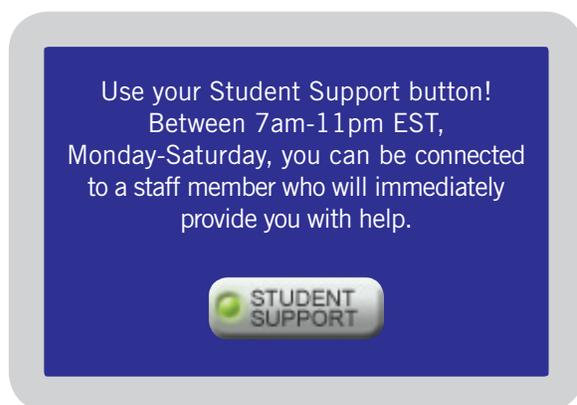
# Help!

Everyone needs a little help every now and then. Use this guide to know where to go when you need help.

If you need help with your grades, class requirements, or feedback on your progress...



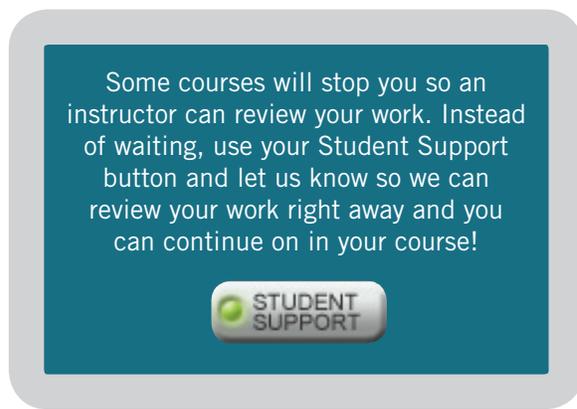
If you need help with concepts in the subject you are studying ...



If you are having technical difficulties ...

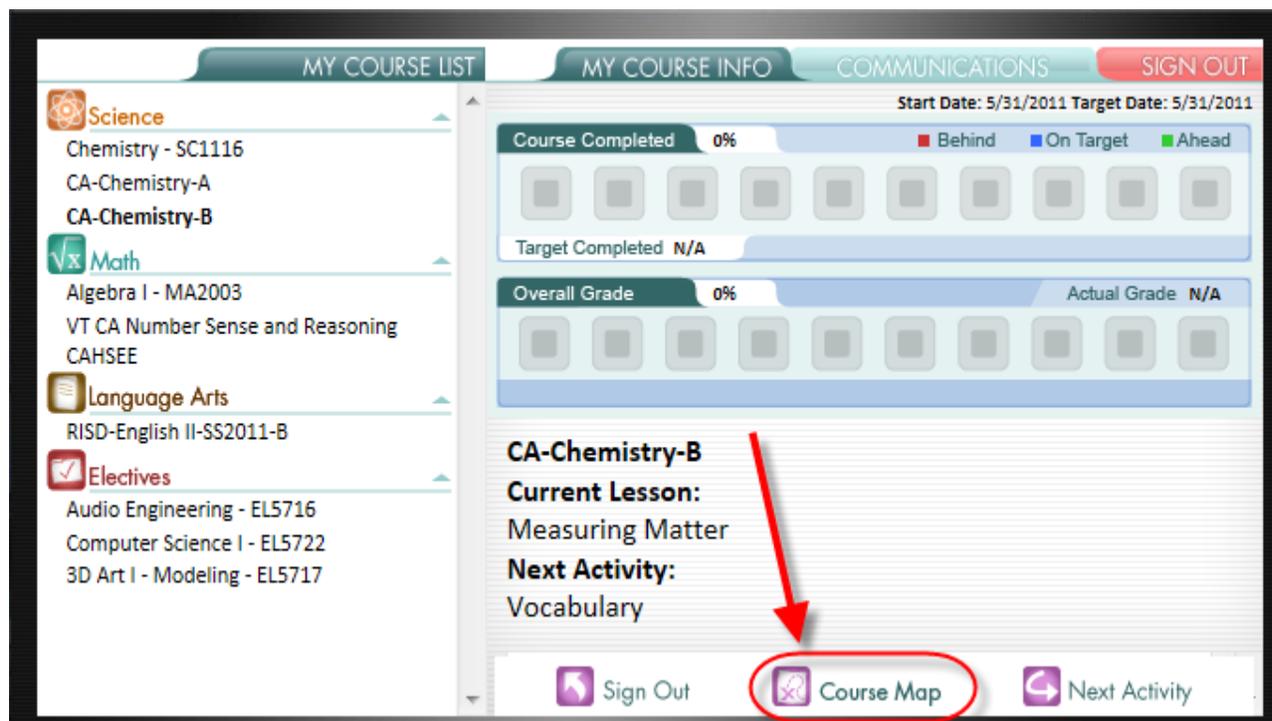


If you are awaiting a 'Teacher Review'...

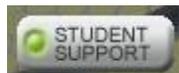


## Need Help? How and When to Use Student Support

Once you are logged into your course you will find yourself in the “Lobby.” You can start completing activities and you may find that you have a few questions. Click on the course name under course list and it will populate some information on the right hand side of the webpage. If you click on “Course Map” at the bottom of the screen it will take you into the overall view of your course.



After you have gone into the course map, you will see a list of assignments that you need to complete. Since you are in a summer course, you will start with a Pre-test which gives you a chance to test out of the content within that lesson. If you pass with a 80% or higher, you will move forward without having to complete all assignments in that lesson. If you don't pass, you will have to complete those activities and ask for an additional attempt on your quiz. To ask for this additional attempt, click on the “Student Support” icon located at the top of the screen when you are in the course map or in an assignment. The student support button looks like this:



Feel free to use the Student Support button when you have any questions or concerns.

Live Chat Support Hours

**'Live Chat' Student Support hours:**  
 Monday – Saturday, 7am – 11pm (Eastern Time)  
 Sunday, *no Live Chat support available*

What are the reasons you might need to use Student Support?

### ***Need Help Understanding the Course Material***

If you find you are struggling with certain aspects of the course material, you can utilize Student Support and gain immediate help and guidance from a Virtual Instructor, Concept Coach, or Success Coach. (For more details, please review the “Live Chat Student Guide” located in your Virtual Classroom under *Organizer > Resources > Files and Manuals.*)

### ***Awaiting Teacher Review***

At several points in the course, you will be stopped and asked to wait for an instructor to review your work before moving on to a test or quiz. If you see this message and wish to move on quickly, contact an instructor or academic coach via the Support button and let them know you are waiting.

### ***Out of Retakes***

Each student is permitted (by default) **one** retake for tests and quizzes. If you need more than one retake, you will have to ask an instructor or coach’s permission via ‘Live Chat’ or email. Since turnaround time on an email can be up to 24 hours, the Student Support button (if used during the appropriate hours; see above) is the best way to ensure a quick response.

### ***Have an Ungraded Assignment***

At times, a Concept Coach may need to closely review your work on an assignment if they believe you are struggling with a particular lesson. Be sure to contact us immediately if you have an item that needs to be graded.

The purpose of the ‘Live Chat’ Student Support feature is to ensure you get immediate assistance. While your online course may be self-paced, we understand that there are deadlines to adhere to, so please remember that our academic staff is here to help you make the most of your time learning online.

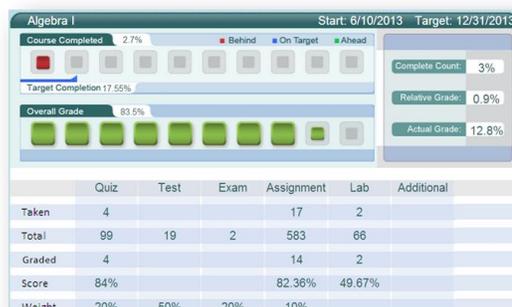
If you have any questions about how to work through your courses you can use the “Student Support” button to chat with any of our support staff. We have academic staff in our offices from 7:00 AM to 11:00 PM Eastern Time, Monday – Saturday. If you have any additional questions please feel free to email [virtualschool@education2020.com](mailto:virtualschool@education2020.com).



# Understanding Progress Reports

## Understanding the Progress Report

Students also see this same progress report each time they log into the Virtual Classroom to perform work in their courses. Edgenuity is dedicated to ensuring that students, as well as the parents, guardians, and educators who support them, always know how they are performing in their course work.



**NAME OF COURSE:** At the top of the report you will see the name of the course.

**COURSE COMPLETED:** There are three elements in the Course Completed section that advise you on the progress your child is making in that specific course:

1. **Course Completed percentage:** Indicates the percent of the course completed, calculated by the number of assignments completed vs. the total number of assignments in the course weighted by the average time it takes a student to complete the types of assignments.
2. **Color coded completion squares:** Indicate what the colors in the square blocks just below the Course Completed percentage represent:

**Red:** Your child is falling behind in the course

**Blue:** Your child is on track with the course

**Green:** Your child is ahead of schedule in the course

3. **Target Completion:** Indicates how far along in the course the student should be.

**OVERALL GRADE:** The grade your child has earned thus far in the course, based on all activities and assessments he or she has completed:

1. **Overall Grade percentage:** Percentage grade based on a 0%–100% scale.
2. **Color coded grade squares:** Quick-reference colors to indicate what your child's grade is in the course(s):

**Red:** Indicates a grade between 0%–59%

**Orange:** Indicates a grade between 60%–69%

**Yellow:** Indicates a grade between 70%–79%

**Olive:** Indicates a grade between 80%–89%

**Green:** Indicates a grade between 90%–100%

**COMPLETE COUNT:** Indicates the percent of the course completed, calculated by the number of assignments completed vs. the total number of assignments in the course (this number may be slightly different than the Course Completed percentage).

**RELATIVE GRADE:** Represents the grade that your child would receive if he or she stopped working in that course today and received 0% for all unfinished activities.

**ACTUAL GRADE:** Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed. This will not populate unless a start date and target date have been set.

**TARGET COMPLETION:** This is the percentage of the course the student should have completed based on the start and target dates set by the teacher.

**TAKEN:** This shows the number of activities, by category, completed by the student.

**TOTAL:** This shows the number of activities, by category, assigned in the course. Please note that this figure may not be accurate if pre-testing is enabled for the course as the pre-test results will determine the number of activities presented to the student.

**GRADED:** This shows the number of activities, by category, that count toward the student's grade. By default, activities such as Vocabulary and Lectures do not factor into the grade; this is why the Graded number is lower than the Taken number.

**SCORE:** This shows the average grades for each type of activity that the student has completed.

**WEIGHT:** This shows how the grade values of the different activity categories combine to form the overall grade.

**Red:** Indicates a grade between 0%–59%

**Orange:** Indicates a grade between 60%–69%

**Yellow:** Indicates a grade between 70%–79%

**Olive:** Indicates a grade between 80%–89%

**Green:** Indicates a grade between 90%–100%

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**SCORE:** This shows the average grades for each type of activity that the student has completed.

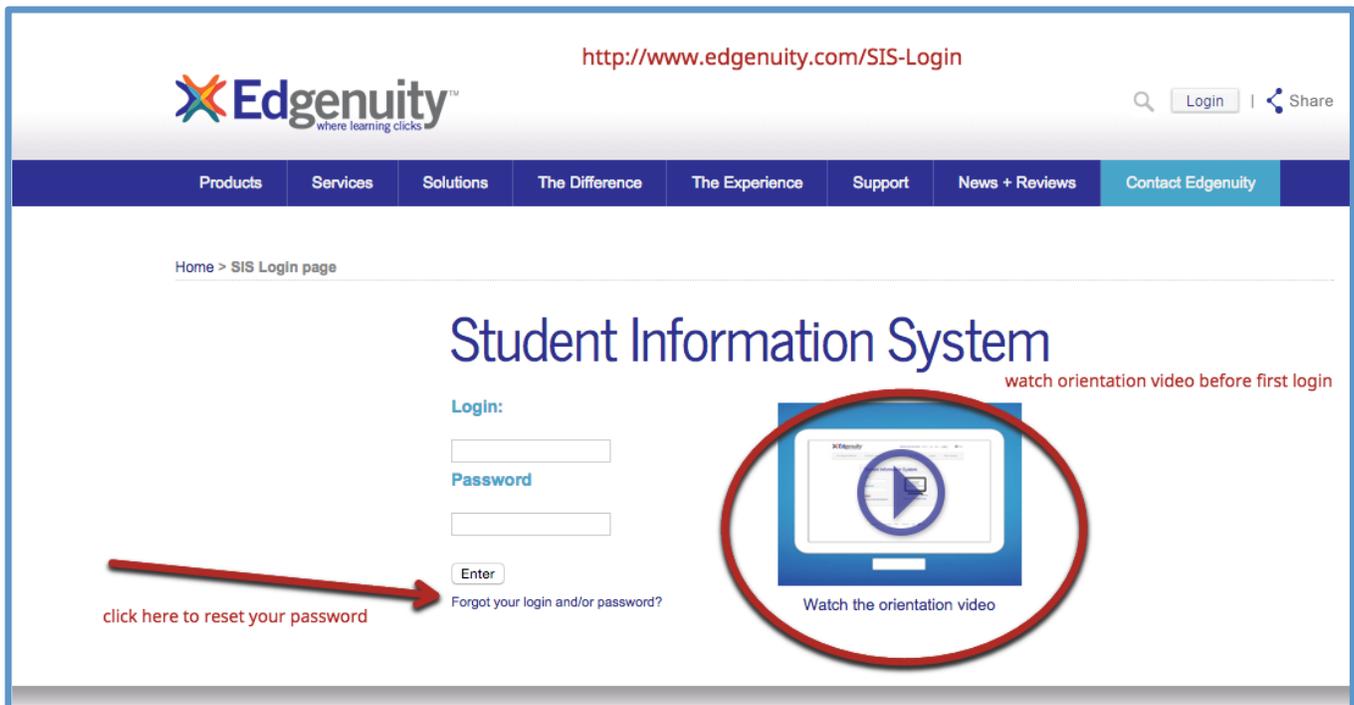
**WEIGHT:** This shows how the grade values of the different activity categories combine to form the overall grade.

# Getting Started-Edgenuity Student Login

<http://www.edgenuity.com/SIS-Login/>

Login: \_\_\_\_\_

Password: \_\_\_\_\_



## NOTES:

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**Student Information System**



**Student's  
Quick Start Guide**

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# Purpose of this Guide

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Welcome to Edgenuity's Quickstart Guide to the Student Information System (SIS). The SIS is referred to as the Edgenuity SIS and houses all of the online tools you will need to monitor, track, and update your progress in the virtual classroom.

## Getting Started Technical Requirements

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To ensure that you can login and begin working in your course, first verify that your computer meets the technical requirements of the program.

### TECHNICAL REQUIREMENTS

#### Operating System

- Microsoft® Windows 7®
- Microsoft Windows Vista®
- Microsoft Windows XP® (Home /Pro)
- Mac OS® X 10.4.8+

#### Processor

- PC minimum 1.5 GHz or Power Mac® G4 1.5 GHz
- Intel® Core TM Duo 1.83 GHz

#### Memory

- ≥ 512 MB RAM

#### Hard Disk Space

- 100 MB

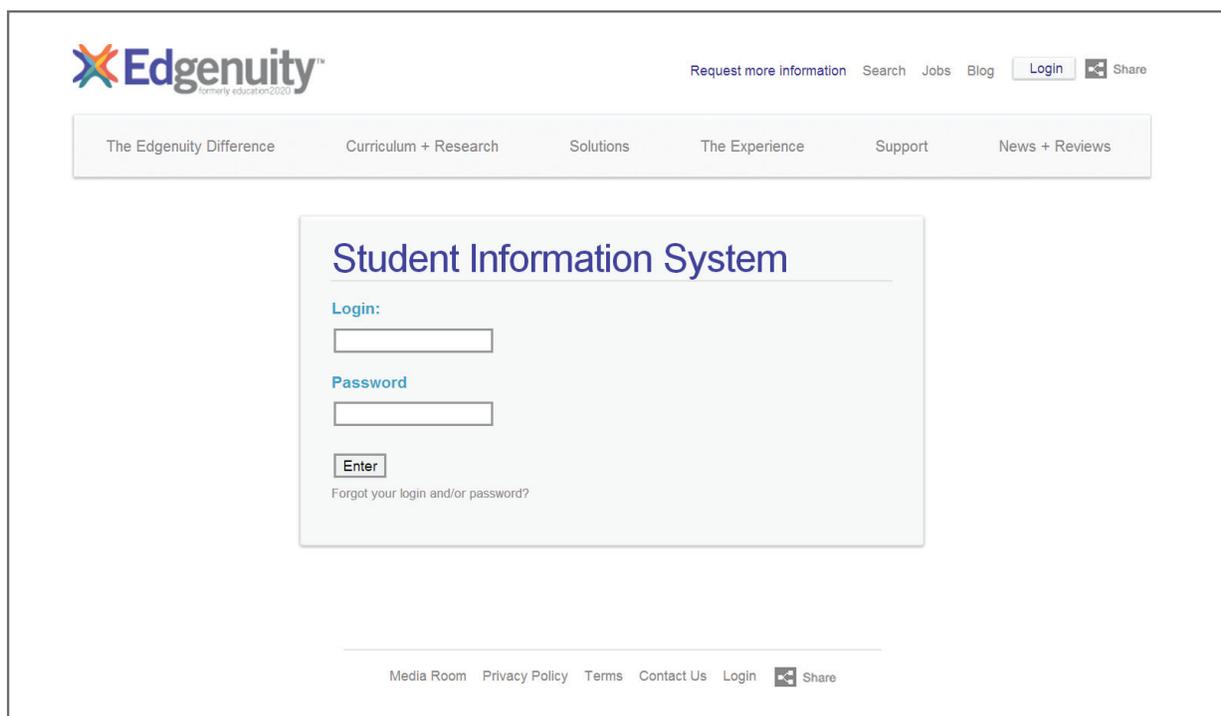
#### Plug-Ins

- Adobe® Flash® Player 9
- Adobe Acrobat®
- Adobe Reader® 7
- Adobe Shockwave® Player 10
- Apple® QuickTime® Player 7
- Java Version 1.6

# Logging In

Begin by logging into the new system. Once you are on the login page, use your username and password to gain access to your online courses. Please visit the URL below:

Login Page: <http://www.edgenuity.com/SIS-Login>



The screenshot shows the Edgenuity website's login page for the Student Information System. At the top left is the Edgenuity logo with the tagline "formerly education2020". To the right of the logo are links for "Request more information", "Search", "Jobs", "Blog", "Login", and a "Share" button. Below this is a horizontal navigation bar with links for "The Edgenuity Difference", "Curriculum + Research", "Solutions", "The Experience", "Support", and "News + Reviews". The main content area features a "Student Information System" login form with fields for "Login:" and "Password:", an "Enter" button, and a link for "Forgot your login and/or password?". At the bottom of the page, there is a footer with links for "Media Room", "Privacy Policy", "Terms", "Contact Us", "Login", and a "Share" button.

# My Dashboard Tools and Features

Your main page in the Edgenuity SIS is known as the Dashboard. The Dashboard provides access to your courses, your progress and grade reports, and your messaging center. Think of the Dashboard as the central hub that contains all of your student information while you are enrolled in the program. Let's review some of the key tools and features you will be using in the SIS.

The *Main Dashboard* features the following tools on the front page of the SIS as soon as you login:

- Academic Snapshot
- Upcoming Events
- Activity
- Messages
- Course Requirements
- Admission Status

The screenshot displays the Edgenuity SIS Dashboard for a student named Helen Test. The interface includes a navigation menu on the left and several main content areas:

- Academic Snapshot:** A table showing the student's progress in three courses.
 

Course	Grade	Assignments	Pacing
MS Civics, Government, and Economics A - 552049A	0%	3 of 263	Behind
MS World Cultures and Geography A - 552041A	0%	0 of 308	Behind
Flash Game Development - EL5759	0%	7 of 62	Behind
- Upcoming Events:** A calendar icon with the number 1, indicating one upcoming event: "Aug 31, 2012 - Parent/Teacher Conferences".
- Activity:** A table showing the latest activities for this student.
 

Course	Time	Minutes
MS Civics Government and Economics - 552049	8/12/2012 5:09:41 PM	0
MS Civics Government and Economics - 552049	8/12/2012 5:07:31 PM	0
MS Civics Government and Economics - 552049	8/12/2012 5:04:48 PM	0
MS Civics Government and Economics - 552049	7/11/2012 9:18:04 AM	0
MS Civics Government and Economics - 552049	7/11/2012 9:17:20 AM	0
- Messages:** A notification that the student has 1 new message(s).
- Course Requests:** A notification that there are no courses requested by this student.
- Admission Status:** A notification that the student is currently ACTIVE and their enrollment status is -1.

At the bottom of the dashboard, it says "Genius SIS (c) - All rights reserved" and "Genius SIS".

## Section 5

### Academic Snapshot

This student is currently enrolled in 3 courses:

Course	Grade	Assignments	Pacing
<a href="#">MS Civics, Government, and Economics A - SS2049A</a>	0%	3 of 263	Behind
<a href="#">MS World Cultures and Geography A - SS2041A</a>	0%	0 of 308	Behind
<a href="#">Flash Game Development - EL5759</a>	0%	7 of 62	Behind

The Academic Snapshot area lists the courses in which you are enrolled. Grade and progress information are included. Clicking on any one of the course names will log you into the Edgenuity Virtual Classroom, where you will complete your course assignments.

### School Calendar

Here you can add relevant events for the coming days and months.

All new events  Delete this event

August 2012

Upcoming Events

Aug 31, 2012 - Parent/Teacher Conference

[See more events...](#)

The upcoming events area allows your teachers to set reminders of important events or deadlines for assignments. You may also use the calendar to set your own reminders.

### Activity

These are the latest activities for this student:

Course	Time	Minutes
MS Civics Government and Economics - SS2049	8/12/2012 5:09:41 PM	0
MS Civics Government and Economics - SS2049	8/12/2012 5:07:31 PM	0
MS Civics Government and Economics - SS2049	8/12/2012 5:04:48 PM	0
MS Civics Government and Economics - SS2049	7/11/2012 9:18:04 AM	0
MS Civics Government and Economics - SS2049	7/11/2012 9:17:20 AM	0

When you work in your courses, the time you spend is logged. The Activity area shows the course names, the dates, and the number of minutes spent in each course while completing assignments.

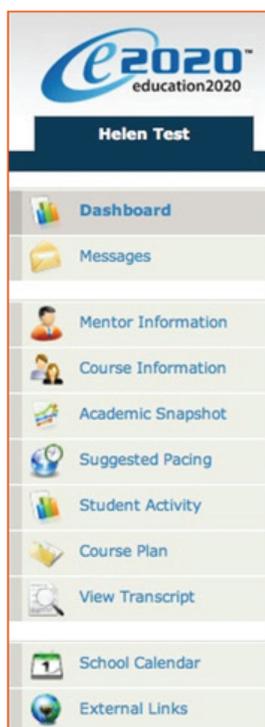
### Messages

You have **1** new message(s).

[See your messages...](#)

Your Messages center is an inbox for important communications from your teachers. Be sure to check this inbox often.

The Sidebar contains the following tools:



**Dashboard:** Main page in the SIS; provides a quick snapshot of your progress and grades

**Messages:** View e-mail messages from your teachers and reply and create new messages

**Mentor Information:** View your assigned Mentor's information

**Course Information:** View your courses, course description, credit amount, and teacher contact information

**Academic Snapshot:** Provides an overall progress bar for all courses and specific progress bars for each class you are enrolled in

**Suggested Pacing:** A progress bar and weekly assignment goals to keep you on track with your targeted completion date

**Student Activity:** A tally of the total number of assignments you have completed each day in your courses

**Course Plan:** A plan that puts you on track for graduation

**View Transcript:** A record of your current grades and credit(s) earned in your classes

**School Calendar:** A calendar of current appointments or conferences

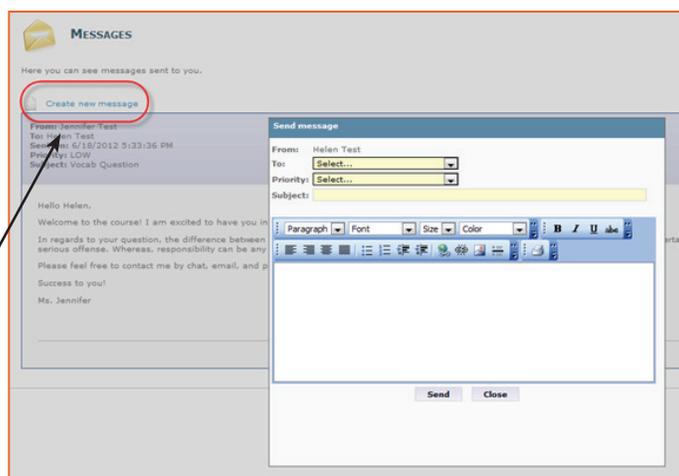
**External Links:** Links to popular and helpful resources when navigating your online classroom

## Communicating With Your Teachers

Communicating with your teachers is one of the most important contributions to your success in the online classroom. Be sure to reach out to your instructors at any time if you need help. Within the Dashboard, you have the ability to email your instructors. To send a message, click on the Messages link from the left-hand menu:

Once inside the Message Page, you will see a log of your recent messages. You can reply to or delete your messages. You also have the ability to send email messages using a template.

Click on "Create New Message" to begin a message



We are excited to have you as part of the Edgenuity family. We hope you will find the Edgenuity Student Information System a valuable tool for monitoring and maintaining your progress in the online classroom. Do not hesitate to reach out to your instructor or coach/mentors should you need help navigating your courses.



# Edgenuity Student Guide

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## Introduction

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We are so pleased that you are joining us on our adventure into online learning! Edgenuity has created an inviting, interactive learning environment to help guide you toward academic success and recover credits to help you graduate more quickly.

With lessons designed to provide you with instructional content and show you how that content correlates to your real world, we hope that you will not only thrive with Edgenuity, but flourish.

The Virtual Classroom is the portal to your lessons; it is also where you can find your Progress Report, Assignment Calendar and other features designed to keep you informed and in control of your own education.

This document is intended to help you become comfortable navigating the Virtual Classroom and guide you through everything you need to know to be happy and successful with your Edgenuity program, in your own time and at your own pace. Good luck!

## Grade Weights

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In an effort to provide you with all the information you'll need to be successful in your courses, it's important to know how your coursework is going to be graded. Your teacher will be able to provide you with the grade weight percentages. The following information will let you know how much each type of activity counts towards your final grade:

- |                       |                                 |
|-----------------------|---------------------------------|
| • Assignments: _____% | • Tests: _____%                 |
| • Essays: _____%      | • Exams: _____%                 |
| • Labs: _____%        | • Projects: _____%              |
| • Quizzes: _____%     | • Additional Activities: _____% |

Please note that not all courses use all grade categories.

## Finding Help

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As you proceed through your course, you can email and/or chat with your teacher through the Edgenuity communication tools.

These tools are found in two places:

- The Communications Tab in your Virtual Classroom Lobby
- In the Communications section of your Organizer

## Student Lobby

Once logged in, you will see the Student Lobby. The Lobby is your homepage where you can begin working on your courses, initiate or respond to communication with your teacher, view your Progress Reports and access other helpful information.

The Lobby can be broken down into several main sections:

1. **My Course List:** Identifies the courses in which you are working
2. **My Course Info Tab:**
  - a. Shows the Progress Report for the selected course
  - b. Identifies the Current Lesson and the Next Activity
  - c. Allows navigation to the Course Map and Next Activity
  - d. Provides two Sign Out options
3. **Communications Tab:**
  - a. Create a new email or read email from your teacher
  - b. Initiate a chat with your teacher
  - c. Read announcements from your teacher
4. **The Organizer:** Where you can view items such as:
  - a. Progress Reports
  - b. Assignment Calendar
  - c. Orientation Video
  - d. eNotes
  - e. Chat Manager and Email



## The Course Map

You can navigate through your courses using the Course Map. The Course Map will show you all Units/Topics/Lessons/Activities found in your course. Click the **My Course Info** tab to see the Course Map button. Click the **Course Map** button.

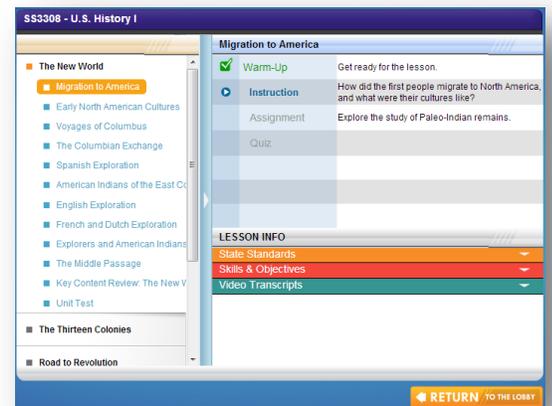
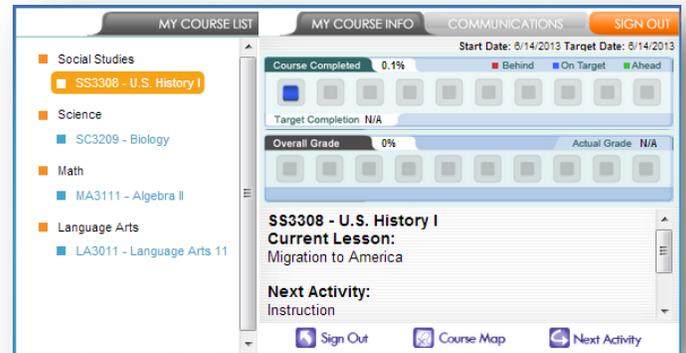
While you may view the structure of your courses in the Course Map, you are not able to participate in any of the activities beyond the lesson in which you are currently working (unless your teacher has enabled that option for your course). By default, you must finish activities in the sequence they are listed. You can always go back to previous lessons and review information before a quiz, test or cumulative exam, but you cannot move forward without first successfully completing each activity in order.

The course navigation section is found on the left side of the Course Map. The activities contained within a lesson are found on the right side of the Course Map. To view the activities in any lesson, select it from the navigation pane on the left.

Notice that activities you have completed appear in **green** and contain a checkmark to the left of the activity name.

The activity that you should currently be working on appears in **blue**.

Future activities, which you may not access until you have successfully finished previous activities, are in **gray**.



## Edgenuity Lessons

Regardless of the type of course you are taking, you will encounter a variety of activities designed to teach you the content and make learning fun. The following section previews what those activities look like.

### Instruction

Lessons begin with a warm-up and direct instruction. In most cases, instruction will include video that features an experienced, expert teacher—as well as some activities to complete to help you get ready for the lesson and to check for understanding along the way.

#### Warm-Up

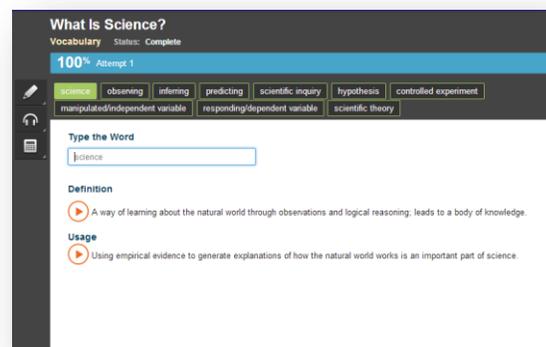
Many lessons begin with an activity called Warm-Up. This activity sets the stage for the lesson. Depending on the lesson, you might be reviewing skills from a previous grade, learning about the background of a text you are going to read, reflecting on an interesting question, and/or making some predictions. You will also likely learn some important vocabulary words for the lesson.



## Vocabulary

Some lessons have a vocabulary activity instead of the warm-up.

- The number of vocabulary words will vary in length depending on the lesson.
- Type the vocabulary word into the **Type the Word** field.
- Once the word is typed correctly, in the Definition section, click the **Play** button to hear the definition read aloud.
- If a Usage and Example section also appears, you can click the **Play** button to hear the vocabulary word used in a sentence.
- Click the **Next Word** button to continue to the next word.
- Click the **Submit** button to submit the activity, once you have completed all the words.

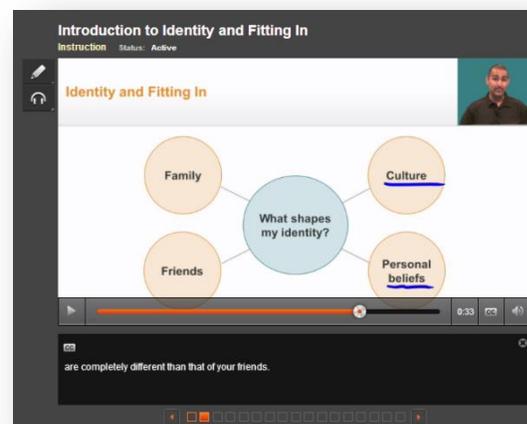


## Instruction/Lecture

Instruction and lecture components are designed to engage and inform you on the topic at hand. Master teachers explore and explain the topic while a slideshow runs concurrently in the same window to give you a visual representation of what the teacher is discussing.

Move back and forth through the frames by clicking on the **Next** or **Back** arrows at the bottom of the frame. The number of small squares at the bottom indicates how many frames are in the activity.

You may pause, rewind and stop playback in order to take eNotes or review at your own pace. For activities that incorporate audio instructions, you are able to replay the audio portion as needed. When viewing a video for the second time, you may also fast-forward so that you can review only the information you wish to view again.



Most videos also offer a closed captioning option, which can be toggled on or off with the **CC** button.



If you need to exit the Virtual Classroom (because the bell rings or for some other reason) and you have not finished watching the entire video, be sure to click the home button in the upper left corner of the screen. If you close out of the browser window before clicking the home button, your place in the video may not be saved and the next time you log into that course you may have to watch the video again from the beginning.

## Summary

Some lessons will include a Summary at the end of the Instruction. The Summary will:

- Review important concepts from the lesson
- Revisit and answer the lesson question
- Encourage you to think further about a topic

This is a good chance to ensure that you have captured all the important information in your eNotes.

## Assignments

After the instruction, you will complete one or more assignments to reinforce what you have learned. These assignments could ask you to engage in any of the following activities:

- Read a piece of text and answer questions about what you read
- Write a short response or extended essay
- Complete a project or performance task
- Use virtual tools to complete a virtual lab or explore a concept in depth
- Visit one or more third-party web site to find information or learn more about a topic
- Answer questions or solve problems to practice new skills

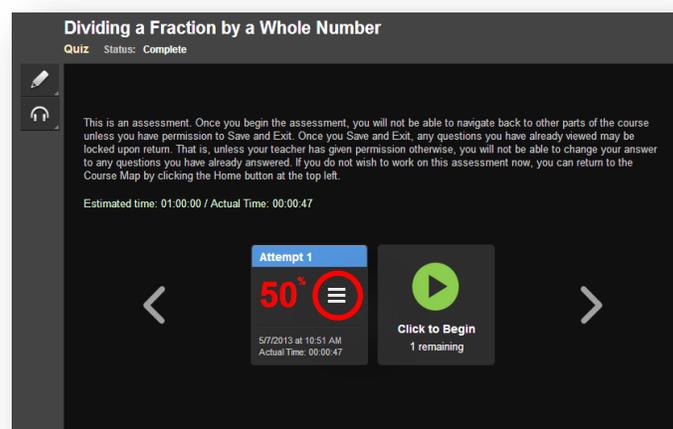
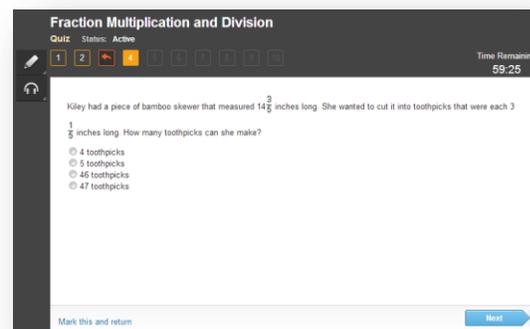
Note: For more information on essay assignments, please see the eWriting Student Manual, available in the Organizer → Reports → Orientation and How-To.

## Assessment

### Quizzes

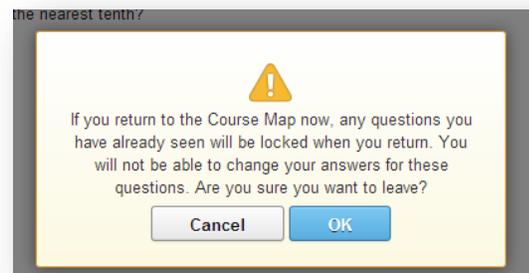
At the end of most lessons, you will take a 10-question quiz. You will usually have two chances to pass the quiz, but check with your teacher to see whether he or she has changed the settings to give you more or fewer attempts. You may also be allowed to use your eNotes on your quizzes and tests, so take GREAT eNotes as you progress through your course!

- Select your answer by clicking the **radio button** to the left of your response.
- Move to the next question by clicking either of the following:
  - The **Next** button
  - The question number in the quiz question navigation
- If you want to skip a question and come back to it later, click the **Mark this and return** link. To return to a marked question, click the back-arrow that replaces the question number in the quiz question navigation.
- The timer in the upper-right hand portion of the screen will let you know how much time you have left to complete the assessment.
- When finished, click the green **Submit/Complete** button or the **Exit & Submit** button.
- Use the feedback on the assessment review screen to determine your next task:
  - Passed (score appears in green): Move on to the next lesson.
  - Did Not Pass (score appears in red): Expand the list icon to view which objectives you need to study more.
- If you need to begin a retake, click the green “play” icon. If you have no retakes remaining, see your teacher to request additional retakes.



## Tests and Exams

- Tests and exams may allow you to save your work and return to complete the assessment at a later date. (This permission must be enabled by a teacher.)
- If you run out of time before you finish your test or cumulative exam, click the **home button** or **Save and Exit** (if your teacher has enabled this feature). If you click home and do not have permission to save and exit, you will receive a message telling you so.
- If you save and exit, any assessment questions you have already seen—whether you have answered them or not—may be locked when you log back in to finish the assessment. This is controlled by the options your teacher has set on your course, so please read the alert messages carefully.



## Powerspeak World Language Courses

The Powerspeak World Language courses offered by Edgenuity use a different interface than other courses. You are able to create an avatar to use, which can be customized with gear and accessories that are bought with avatar money. Avatar money can be earned in some course activities, or awarded by your teacher.

Powerspeak courses have clear, easy-to-understand directions about how to complete the activities and use the interface built right into the course. Each course also includes an orientation in the first lesson, so you will understand how to use the Powerspeak features.

If you are enrolled in a Powerspeak course, always click the Exit button to return to Edgenuity. Clicking this button will pass your progress data back to the Edgenuity system so your progress and grades will be up to date.

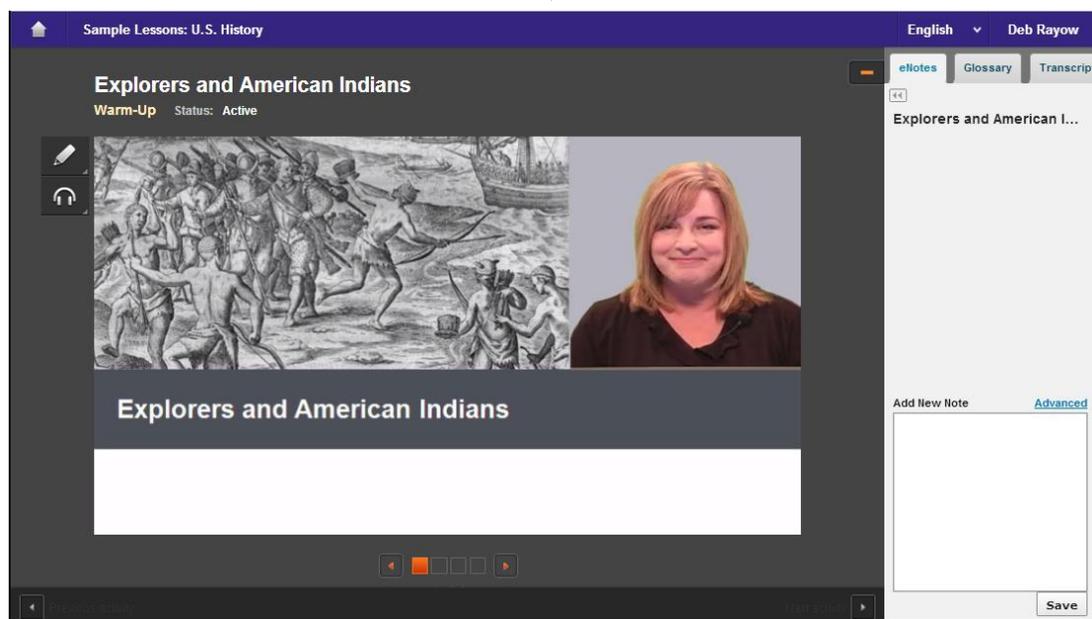
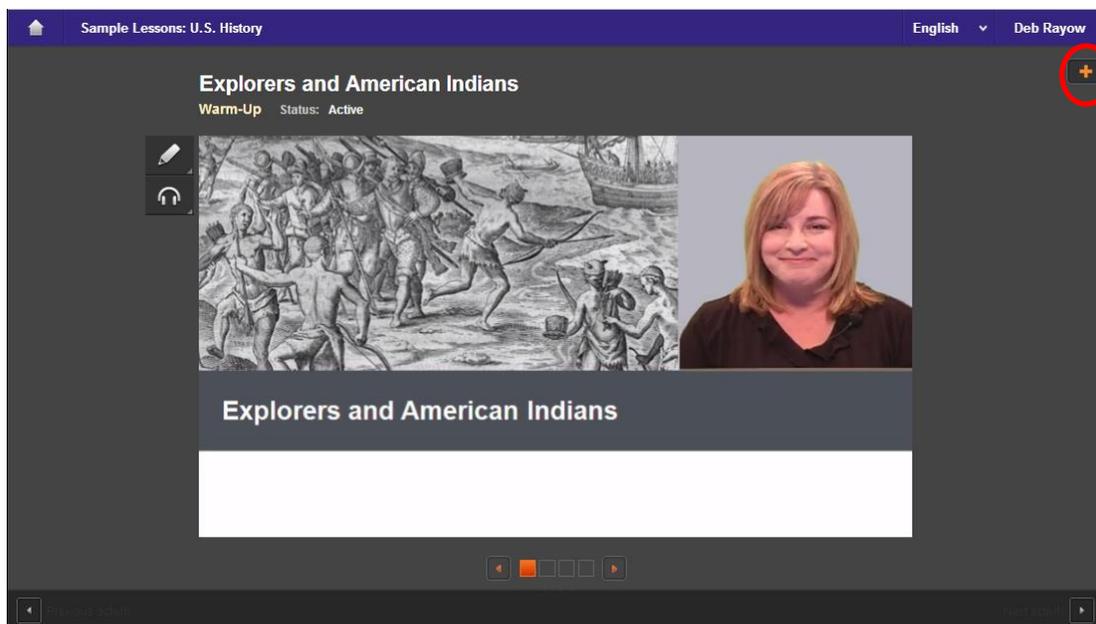


## Student Learning Tools

Edgenuity's student online environment includes a number of tools to support learning. Students can take notes, look up words, access video captions and transcripts, highlight text, annotate text, access a standard calculator and graphing calculator (in math courses), and access an interactive periodic table (in chemistry courses). Educators can also enable language translation and text-to-speech read-aloud functionality for students if desired.

## The Lesson Support Pane

The Lesson Support Pane is located on the right side of the content player. Students can expand and collapse the lesson support pane by clicking the plus/minus icon at the top of the pane.



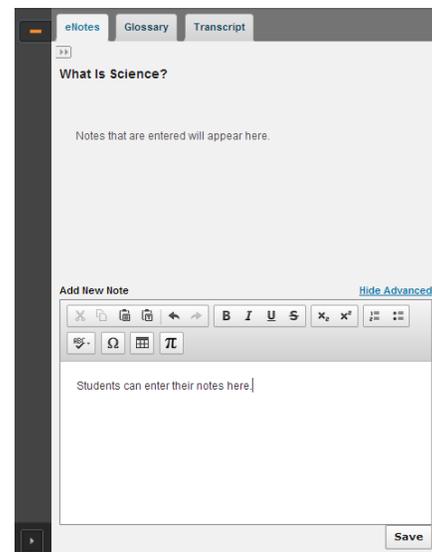
Note: On a smaller screen or tablet, the lesson support pane tabs are located at the top of the content player.

## eNotes

Edgenuity students can access an online digital notebook, or eNotes. The eNotes are located on the first tab of the lesson support pane. Students can enter a new note in the text-entry field at the bottom of the pane. To add the note to their digital notebook, students simply click **Save**. To edit a note that was previously entered, students can click anywhere in the note; this will move the note to the text-entry field so it can be modified and saved.

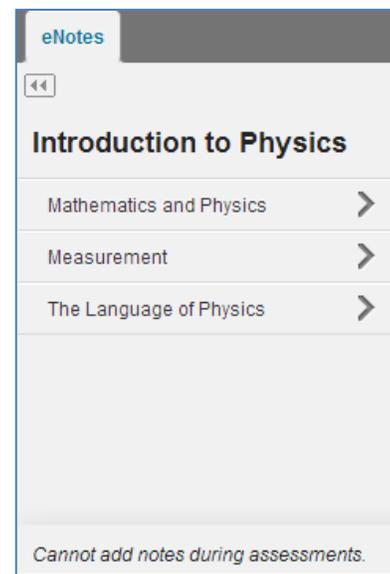
The **Advanced** option provides a full menu of text formatting tools, including:

- Copy/paste
- Undo/Redo
- Bold, italics, underline, strikethrough
- Subscript/superscript
- Bullets and numbered lists
- Spell check as you type (SCAYT)
- Special characters (foreign language characters, Greek letters, other symbols)
- Tables
- Equation editor



To exit Advanced mode (and return to standard note-taking mode), students can click the **Hide Advanced** link or the double-arrow icon just under the eNotes tab.

If students have permission to use eNotes during assessments, eNotes will appear in read-only mode. That is, students will be able to view previously entered notes, but they will not be able to enter new notes. In tests or exams, students can navigate from lesson to lesson in their eNotes to view their notes on all tested content.

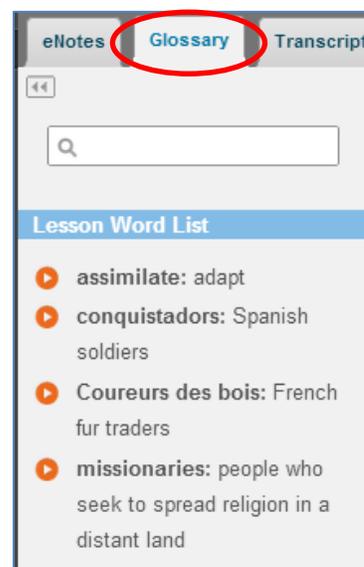


## Glossary

The second tab of the lesson support pane contains the lesson glossary. Students can view the lesson vocabulary here. They can use the “play” button next to each word to hear the vocabulary spoken aloud. Students can also translate the words and definitions into any of Edgenuity’s 17 supported languages, as long as they have translation enabled in their profiles.

The word look-up search bar allows students to look up any word. The word and associated definitions will be displayed in the glossary pane.

Students can access the glossary at any time during instruction or assignments. During assessment, however, the glossary is disabled.

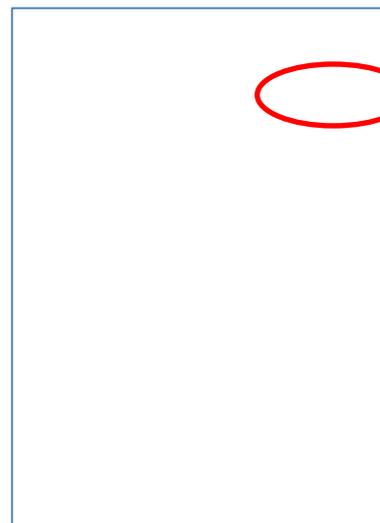


## Transcript

The third tab contains the activity transcript. Students with translation enabled can translate the entire transcript if they wish. This can be a helpful support for English language learners.

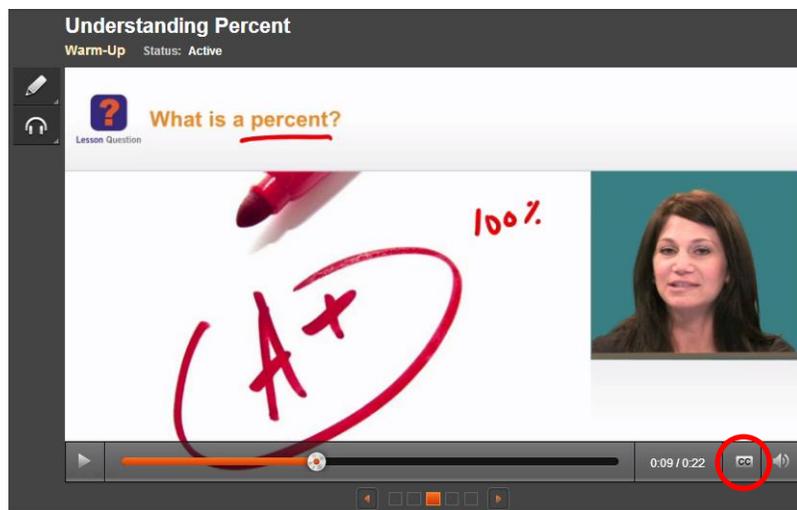
To translate the activity transcript, students should click the **Transcript** tab of the lesson support pane and then select a preferred language from the translation menu in the header.

Students can access the transcript at any time during instruction or assignments. During assessment, however, the transcript is disabled.



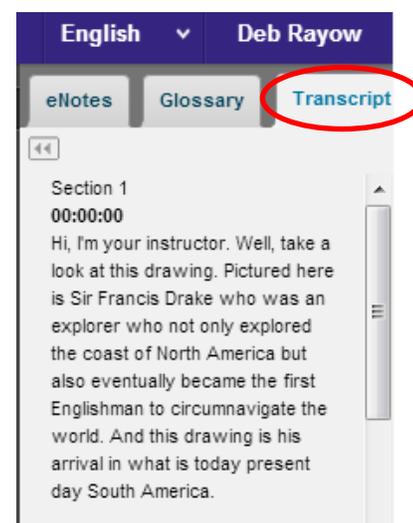
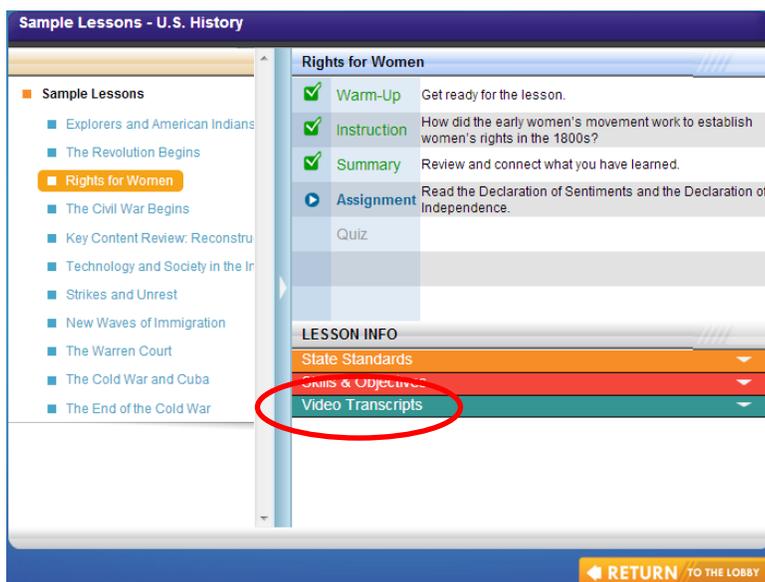
## Video Captions

Students can turn on captions by hovering over a video and clicking the **CC** icon. On a tablet, tap the video to access these controls.



## Video Transcripts

The transcript for an active activity in the content player can be found on the third tab of the lesson support pane. Entire lesson transcripts can be found on the Course Map page.



## General Tools and References

Additional tools will appear in the Toolbar to the left of an activity. The options that appear vary depending on how the student's account is configured and what type of course he or she is accessing. The primary options that appear are Highlight Text (for all students), Read Aloud (if enabled). Additional tools and references—such as the calculator and periodic table shown to the right—are course-specific.

When students are viewing a third-party website within the Edgenuity platform, the tools will also appear, displayed horizontally at the top of the browser window. Students can use their tools to highlight text within the website and have text read aloud.



### Highlight Text

The Highlight Text tool allows students to highlight sections of text content in their courses. To highlight text, students must first select the text by clicking and dragging over it with their mouse, then click the **Highlight Text** button, and then click on the color they want to highlight the text with. Students can choose from among four different colors.



Students can remove all highlights in an activity by clicking on the  button, and then clicking OK on the confirmation window that appears.

Please note that the Highlight Text tool will function in most activities including assessments, Online Content or eResources, and third-party websites, but does not function in videos.

### Read Aloud

The Read Aloud feature lets students hear on-screen text read to them. The feature can be used either by selecting specific text and then clicking the **Play** button to read the selected text. Students can also just click the **Play** button without selecting text, which will begin reading at the top of the page. Either method allows students to pause the audio, stop the reading all together, or adjust the speed at which the text is read aloud. Sentences are highlighted in yellow and the specific word being read is highlighted in blue while text is being read so students can easily follow along.



Sue and Tracy are identical twins. Sue is on the basketball team. Explain what may cause

The read-aloud function supports seven languages (English, Spanish, French, Italian, German, Portuguese, and Arabic). Students can translate text first and then use the Read Aloud feature to read the text in the specified language.

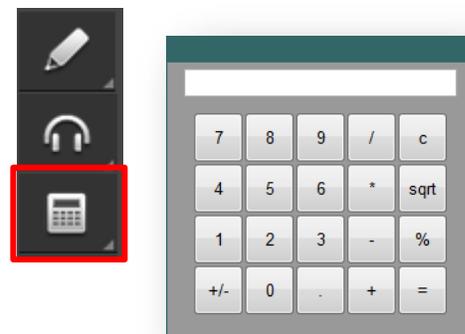
## Course-Specific Tools and References

Additional tools and references appear in specific courses. Icons to launch these tools will appear at the bottom of the Toolbar, below the Highlight Text and Read Aloud tools.

### Standard Calculator

Students have access to the Standard Calculator when working in math courses and some science courses. Clicking on the **Standard Calculator** button will open it in a new window. The Standard Calculator can be used for basic mathematic calculations.

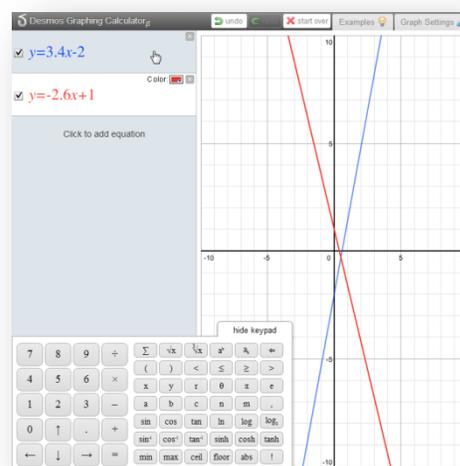
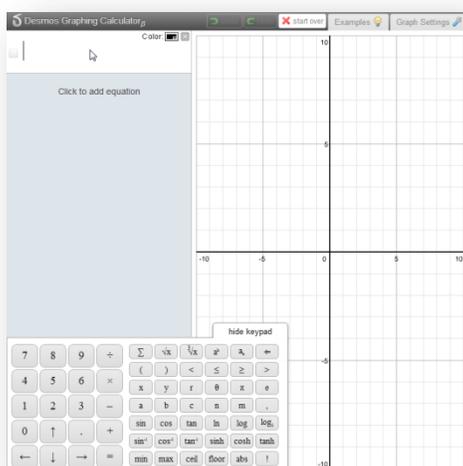
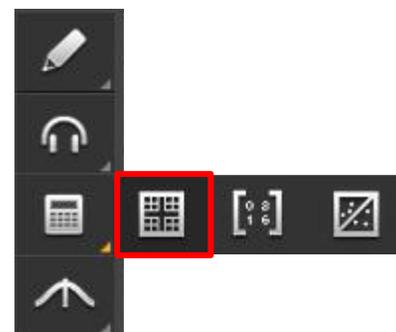
Note: The standard calculator will not appear in math courses for students in grades 6 and 7.



### Graphing Calculator

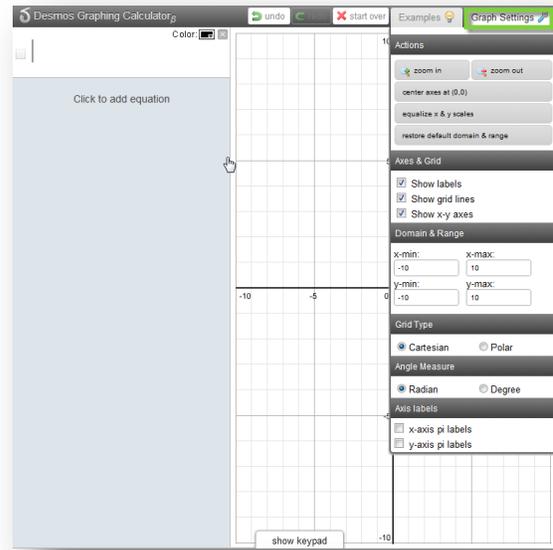
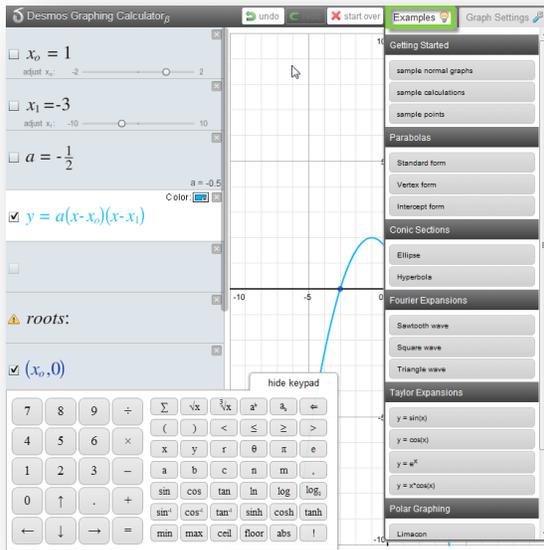
Some math courses grant access to the Graphing Calculator, which allows students to enter equations and have them displayed on a graph. To access the Graphing Calculator, students can hover over the Standard Calculator icon to bring up a fly-out menu of additional calculators. Clicking on the **Graphing Calculator** button will open a new window where students can access the tool.

To add an equation, students simply click into the blank space on the left side of the screen. A keypad will appear at the bottom, which is used to enter the equation text. Students can specify which color to draw the line for that equation and add multiple equations to graph multiple lines. Students are also able to remove or repeat actions with the **Undo** and **Redo** buttons.



## Section 6

Students can also view examples of different equations by clicking on the **Examples** button. They can also alter the graph settings by clicking on the **Graph Settings** button.



## Other Specialized Calculators

Some advanced mathematics courses include a Matrix Calculator, Regression Calculator, and/or Statistics Calculator. These calculators are accessible via calculator fly-out menu, with the buttons shown below. Students will be taught how to use these calculators via instructional videos where the tools are first introduced.



Matrix Calculator



Regression Calculator



Statistics Calculator

The composite image displays three calculator interfaces. The top-left is the Matrix Calculator, showing 'Change A' and 'Change B' matrices, and variables 'c = 1' and 'd = 1'. The top-right is the Statistics Calculator, showing a histogram of data with a box plot and summary statistics: Min: 0, Max: 17, Median: 6, Mode: undefined, Mean: 7.071,  $\sigma$ : 5.203,  $n$ : 14. The bottom interface is the Regression Calculator, showing a scatter plot with a linear regression line and the equation  $y = (Undefined)x + (Undefined)$ . It also includes a 'Window' section with  $-6 \leq x \leq 6$  and  $-6 \leq y \leq 6$ .

## References

Some courses include reference materials that are available to students throughout the course. These references will appear at the bottom of the Toolbar. Available references include

- Periodic Table (available in Chemistry and Physical Science)
- Psychology Timeline (available in Psychology)
- Normal Distribution (available in Algebra II)
- Geometry Theorems and Postulates (coming soon, in Geometry)
- Math Formula Sheets (coming soon, in middle school mathematics courses and Physics)

## Periodic Table

Students who are enrolled in a Chemistry or Physical Science course can click the **Periodic Table** button to open an interactive periodic table tool.

The Periodic Table has three options for color coding including Element Class, State of Matter (which features an adjustable temperature gauge to view matter conversion points), and Orbitals (SPDF). Students can also click on an element to view more details about it.



**Periodic Table of Elements**

Click an element's box for more info.

Element Class   State of Matter   Orbitals (SPDF)

1 H Hydrogen 1.00																	2 He Helium 4.00
3 Li Lithium 6.94	4 Be Beryllium 9.01											5 B Boron 10.81	6 C Carbon 12.01	7 N Nitrogen 14.01	8 O Oxygen 16.00	9 F Fluorine 19.00	10 Ne Neon 20.18
11 Na Sodium 22.99	12 Mg Magnesium 24.31											13 Al Aluminum 28.98	14 Si Silicon 28.09	15 P Phosphorus 30.97	16 S Sulfur 32.06	17 Cl Chlorine 35.45	18 Ar Argon 39.95
19 K Potassium 39.10	20 Ca Calcium 40.08	21 Sc Scandium 44.96	22 Ti Titanium 47.87	23 V Vanadium 50.94	24 Cr Chromium 52.00	25 Mn Manganese 54.94	26 Fe Iron 55.85	27 Co Cobalt 58.93	28 Ni Nickel 58.69	29 Cu Copper 63.55	30 Zn Zinc 65.39	31 Ga Gallium 69.72	32 Ge Germanium 72.61	33 As Arsenic 74.92	34 Se Selenium 78.96	35 Br Bromine 79.90	36 Kr Krypton 83.80
37 Rb Rubidium 85.47	38 Sr Strontium 87.62	39 Y Yttrium 88.91	40 Zr Zirconium 91.22	41 Nb Niobium 92.91	42 Mo Molybdenum 95.94	43 Tc Technetium 98.91	44 Ru Ruthenium 101.07	45 Rh Rhodium 101.07	46 Pd Palladium 106.42	47 Ag Silver 107.87	48 Cd Cadmium 112.41	49 In Indium 114.82	50 Sn Tin 118.71	51 Sb Antimony 121.76	52 Te Tellurium 127.60	53 I Iodine 126.90	54 Xe Xenon 131.29
55 Cs Cesium 132.91	56 Ba Barium 137.33	57-71 La-Lu Lanthanum-Lutetium	72 Hf Hafnium 178.49	73 Ta Tantalum 180.95	74 W Tungsten 183.84	75 Re Rhenium 186.21	76 Os Osmium 190.23	77 Ir Iridium 192.22	78 Pt Platinum 195.08	79 Au Gold 196.97	80 Hg Mercury 200.59	81 Tl Thallium 204.38	82 Pb Lead 207.20	83 Bi Bismuth 208.98	84 Po Polonium 209	85 At Astatine 209	86 Rn Radon 222.02
87 Fr Francium 223.00	88 Ra Radium 226.00	89-103 Ac-Lr Actinium-Lutetium	104 Rf Rutherfordium 261.00	105 Db Dubnium 262.00	106 Sg Seaborgium 266.00	107 Bh Bohrium 264.00	108 Hs Hassium 277.00	109 Mt Meitnerium 268.00	110 Ds Darmstadtium 281.00	111 Rg Roentgenium 272.00	112 Cn Copernicium 285.00	113 Uut Ununtrium 284.00	114 Uuq Ununquadium 289.00	115 Uup Ununpentium 288.00	116 Uuh Ununhexium 291.00	117 Uus Ununseptium 291.00	118 Uuo Ununoctium 294.00
57 La Lanthanum 138.91	58 Ce Cerium 140.11	59 Pr Praseodymium 140.91	60 Nd Neodymium 144.24	61 Pm Promethium 145.00	62 Sm Samarium 150.36	63 Eu Europium 151.96	64 Gd Gadolinium 157.25	65 Tb Terbium 158.93	66 Dy Dysprosium 162.50	67 Ho Holmium 164.93	68 Er Erbium 167.26	69 Tm Thulium 168.93	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.97			
89 Ac Actinium 227.00	90 Th Thorium 232.04	91 Pa Protactinium 231.04	92 U Uranium 238.03	93 Np Neptunium 237.00	94 Pu Plutonium 244.00	95 Am Americium 243.00	96 Cm Curium 247.00	97 Bk Berkelium 247.00	98 Cf Californium 251.00	99 Es Einsteinium 252.00	100 Fm Fermium 257.00	101 Md Mendelevium 258.00	102 No Nobelium 259.00	103 Lr Lawrencium 262.00			

Atomic Number  
**26**

**Fe**  
Iron

Average Atomic Mass  
**55.85**



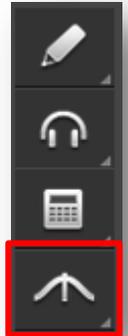
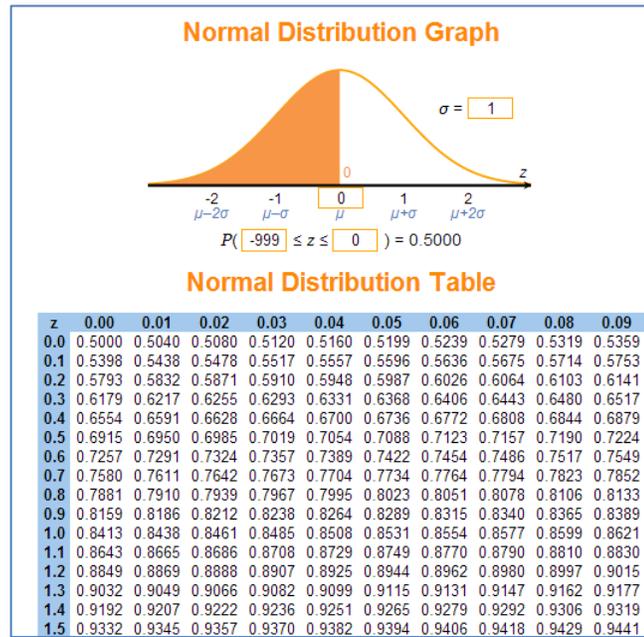
**Class of Element:** Transition Metal  
**Typical Color:** Silvery  
**Density:** 7.86 g/cm<sup>3</sup> (at room temperature)  
**Oxidation Number:** numbers  
**Melting Point:** 1538°C  
**Boiling Point:** 2750°C  
**e-configuration:** [Ar]3d<sup>6</sup>4s<sup>2</sup>  
**Atomic Radius:** 1.26  
**Electronegativity:** 1.83  
**Common Isotopes:** Fe-52, Fe-54, Fe-55, Fe-56, Fe-57  
**Source(s):** iron ores  
**Typical Use(s):** steel, hemoglobin (carries oxygen in blood)

**Psychology Timeline**

Students enrolled in Psychology can click the **Timeline** button to access a chronological reference of theorists in the field of Psychology.

**Normal Distribution**

Students enrolled in advanced mathematics courses can click the **Normal Distribution** button to access an interactive graph and table.



## The CloseReader™

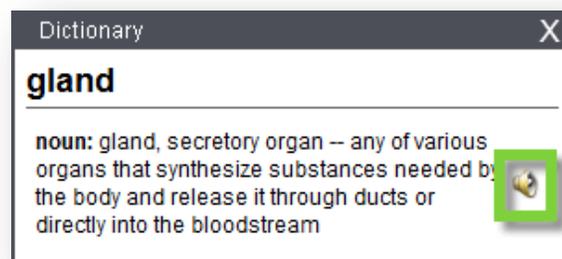
Edgenuity reading assignments are housed in the CloseReader, a digital reading environment designed to support the close and active reading of text. The CloseReader contains a number of tools, the majority of which are displayed horizontally at the top of the browser window.



### Look Up a Word

If a student is uncertain of what a particular word means, he/she can highlight the word by clicking and dragging across it with his/her mouse, and then click the **Look Up a Word** button (🔍).

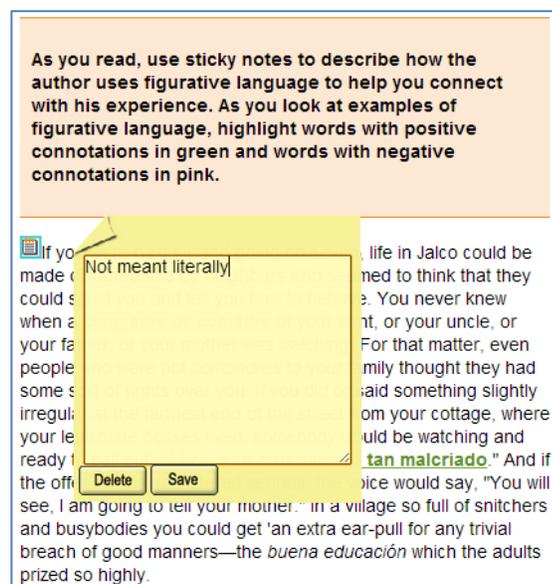
The definition(s) will appear in a pop-up window. Students can have the definition read aloud by clicking the **speaker** button that appears next to the definition. Students can then close the panel by clicking on the X in the upper-right corner of the panel.



### Digital Sticky Notes

Students can annotate the text with digital sticky notes by clicking on the **Take a Note** button (📝), and then clicking in the text where they want the note to appear. A sticky note window will appear wherein students can enter their note, and then click the **Save** button. A small note icon will appear where the student clicked. Students can view these notes again by hovering over the small note icon.

To edit a note, students can click the small note icon that appears in the text. Students can make changes to the notes and keep the changes by clicking the **Save** button or delete the note by clicking the **Delete** button.

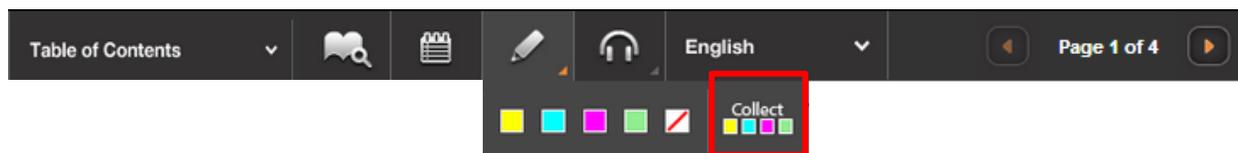


## Additional CloseReader Tools

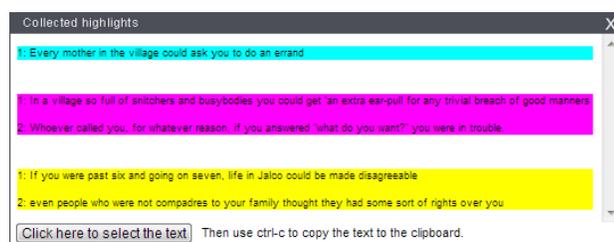
Students also have access to the **Highlight Text**, **Read Aloud**, and **Translate** tools from within the CloseReader. These tools function the same way as they do within Instruction, with some additional Highlight Text functionality, described below.

### Collect Highlights

After students highlight the text in the CloseReader, they can click the **Collect** button to open a new panel which will display all the text they have highlighted in that activity.



Students can then click the button labeled **Click here to select the text**, and then press CTRL-C (on the keyboard) to copy the text. Then students can then paste the text into their eNotes or (somewhere else) by clicking where they want to put the copied text, and pressing CTRL-V (on the keyboard).



## The Organizer

The Organizer is a comprehensive tool found inside the Virtual Classroom that allows you to access a wide variety of information, including Progress Reports, the Assignment Calendar, email and chat, and more.



The rest of this Student Guide will highlight some of the more commonly used features of the Organizer.

Open the Organizer by clicking the **Organizer** button from the Lobby of the Virtual Classroom

The Organizer is divided into several sections:

1. Reports
2. Communications
3. Resources

The homepage of the Organizer lists any announcements from your teacher. You can navigate to any part of the Organizer by clicking the buttons at the bottom of the screen.



To exit the Organizer and return to the Lobby, click the Power button.

## Reports

When you click on the Reports button you have access to many different types of reports. To view any of these reports in detail simply click on the corresponding button.



### Scores and Feedback

This report lets you see all your activities in one place and easily find the activities for which teachers have left feedback. The pencil icon will indicate which activities have feedback from teachers; clicking the activity will provide a view of graded work and teacher comments. To return to the activities list, use your browser's Back button



## Progress Report

The Progress Report shows you your progress and achievement for each course in which you are currently working.



## Prescriptive Testing

When prescriptive testing is enabled, this report shows how your course has been customized based on your performance. Items in blue are not mastered—these lessons will be part of your course. Items in green represent lessons that you already know—these lessons will not be part of your course.



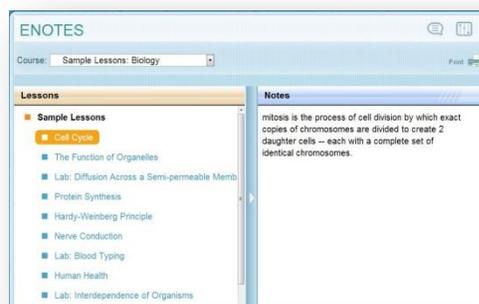
## Assignment Calendar

This report shows you which assignments you've completed (in green text), which assignments you should have completed (in gray text), which assignments you should be working on today (in blue text) and future assignments (in gray text). It also shows the percent complete for the course after each assignment is completed.



## eNotes

From here, you can view all of the eNotes you have taken for each course. You can also print your eNotes from this area.



## Resources

Inside the Organizer you can access a system-check device that reviews the software that is loaded on your computer and assesses whether or not you have the necessary software and the necessary version of that software to properly run the Edgenuity Virtual Classroom.

### Check Plugins

Once you click the Check Plug-ins button, the system-check is initiated and you will receive a report that details the status of your computer.

If the Status comes back with a red X instead of OK, you can click **directly on the link to the authoring company's website** and download the necessary software.



The screenshot shows the 'RESOURCES' window with four icons: 'Check Plugins', 'Orientation and How-To', 'Fitness Log', and 'Calculator'. Below the window are two 'Plugin Status' reports. The first report shows all plugins as OK, while the second report shows 'Adobe Acrobat Reader' with a red X in the status column.

Plugin	Your Version	Required Version	Status
<a href="#">Adobe Flash Player</a>	9	9	OK
<a href="#">Adobe Acrobat Reader</a>	7	6	OK
<a href="#">Quicktime Player</a>	7.41	7	OK
<a href="#">Shockwave Player</a>	11	10	OK
<a href="#">Java</a>	1.6	1.5	OK

Plugin	Your Version	Required Version	Status
<a href="#">Adobe Flash Player</a>	10	9	OK
<a href="#">Adobe Acrobat Reader</a>	5	6	X
<a href="#">Quicktime Player</a>	7.41	7	OK
<a href="#">Shockwave Player</a>	11	10	OK
<a href="#">Java</a>	1.6	1.5	OK

## Section 6

### Orientation and How-To

From here, you can view the eight-minute Student Orientation at any time. You can also access a number of PDF manuals, including:

- Edgenuity Student Manual (this document)
- Student Tools in Edgenuity
- eWriting Student Guide
- Troubleshooting Tips for Accessing Edgenuity at Home

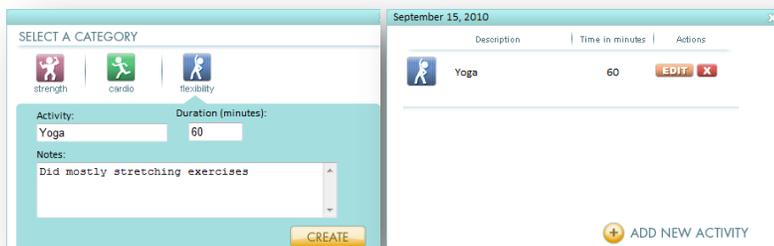


### Fitness Log

The Fitness Log is designed to work hand-in-hand with Edgenuity Physical Education courses. Even if you are not taking one of those courses, we wanted to make sure that you are able to track your exercise regimen, if you so choose.

To add exercise to the Fitness Log:

1. Click on the **Fitness Log** button; you will see a monthly calendar.
2. Click on a **date**.
3. Click on the **type of activity** you performed.
4. **Type a name** for the activity.
5. **Type in the duration**.
6. **Type in any relevant notes**.
7. Click the **Create** button.
8. Click on **any entry you've already added** to edit it, delete it or add another activity.





# eWriting Student Guide

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## Introduction

Some Edgenuity courses require students to write essays, which utilize the eWriting platform for prewriting, drafting, revising, and grading. In some cases, these steps are interspersed with instructional videos to guide students through the process and provide information about the particular essay assignment. Once students are in the revising stage of the process they are typically able to continue with their course, and return to the revising activity later, because the revising stage can potentially be very time consuming. This document serves as a guide for students who need information on the eWriting process and is written with the assumption that the student understands how to access the Virtual Classroom. For information on accessing the Virtual Classroom, please refer to the corresponding document.

## eWriting Overview

Students complete extended essays in the eWriting environment, which is designed to scaffold students through the writing process from pre-writing to the final draft. Below is a list of the resources available in eWriting.

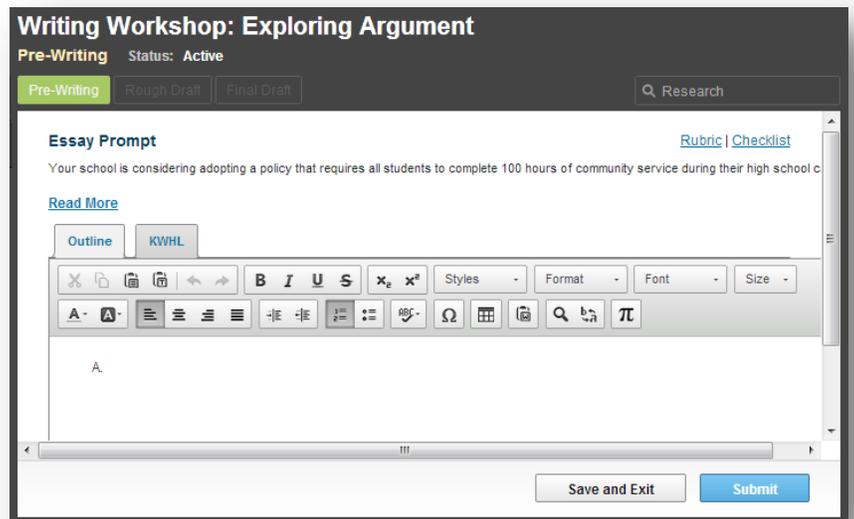
**Prompt** – Provides access to essay guidelines and instructions. Click **Read More** to expand the prompt. Click **Read Less** to collapse the prompt.

**Writing Process Tabs** – Allows students to access Pre-Writing, Rough Draft, and Final Draft. During any step of the writing process, students can access any earlier step. For example, the Pre-Writing tab is always available while students are working on their Rough Draft.

**Rubric** – Provides access to the essay rubric, so students can see how their work will be graded.

**Checklist** – Offers students a list of things to consider while writing their essay.

**Research** – Provides a basic search function for students to gather information about their topic.

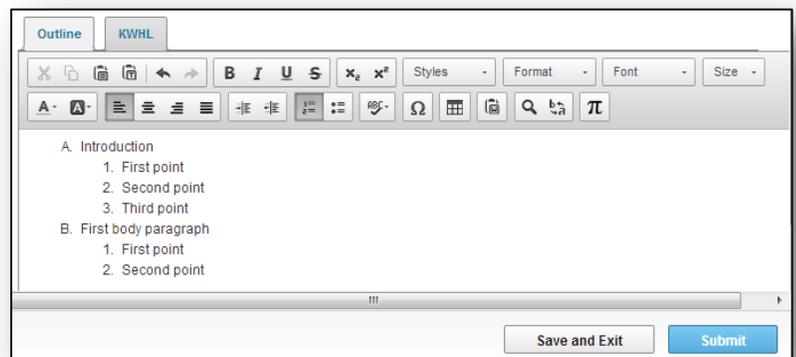


## Prewriting

The Prewriting activity allows students to map out ideas for their essay in either an outline format or a KWHL chart format, depending on which best suits their needs.

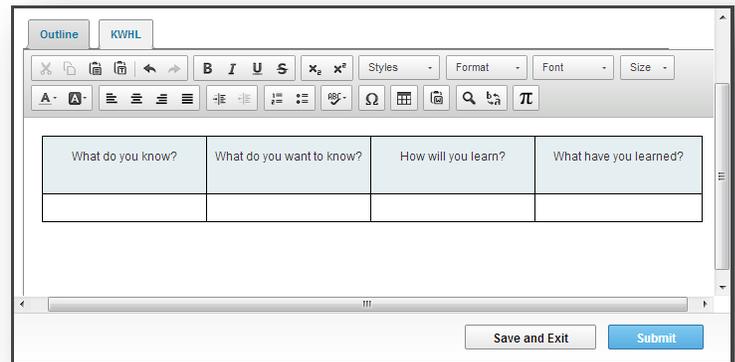
### Outline

The Outline option allows students to create a structure for their essay before they begin writing. This can be useful to determine the progression of their ideas. Students are provided with a basic set of formatting tools, such as bold, italicize, underline, strikethrough, undo and redo, and spellcheck, as well as the indent/level tools, which are used to shift between levels in their outline.



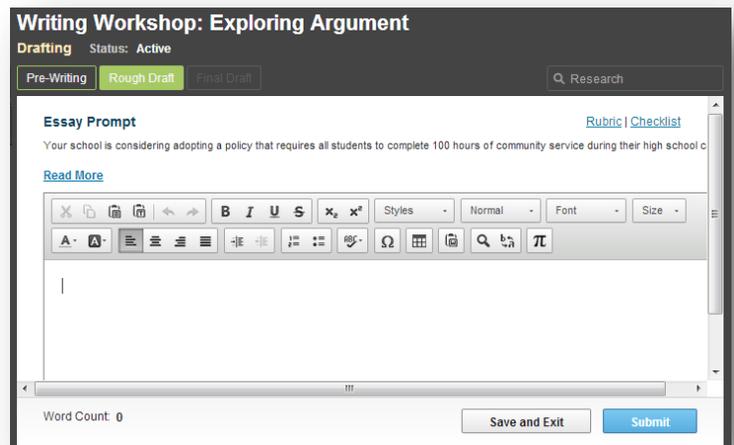
## KWHL Chart

The KWHL Chart allows students to organize their ideas into different categories; what they **Know**, what they **Want** to know, **How** they will research, and what they **Learned**. Students begin with a single row in the chart, but can add more rows by hitting the Tab key while their cursor is in the last cell or by right-clicking the table and using the menu that appears.



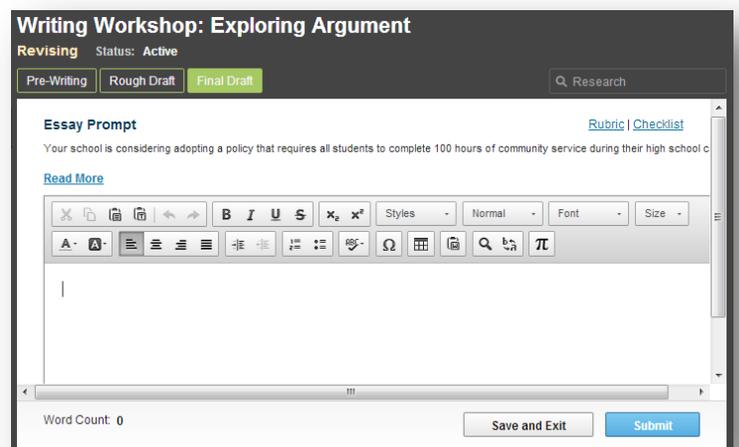
## Rough Draft

The Rough Draft step allows students to write an initial draft of their essay based on their ideas from the Pre-Writing step. Students are still able to use their prompt, rubric, checklist, and research tools and are also given a broader range of text formatting tools. Students can save their work without submitting it by clicking the **Save and Exit** button. Once students are satisfied with their Rough Draft, they can submit their work by clicking the **Submit** button. This will allow students to move on to the Final Draft.



## Final Draft

The Final Draft (or Revision) step in the eWriting process is where students finalize their essays by expanding on their Pre-Writing and Rough Draft work. Just as with the Rough Draft, students are given a broad set of text formatting tools, and can save their work without submitting it by clicking the **Save and Exit** button. In some cases, students are able to continue with the course without submitting their work, and can return to it later once they have completed their essay and are ready to submit it for a grade by clicking the **Submit** button. Students are then given a confirmation to ensure that they are actually ready to submit their work.



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