THE EVERYTHING GUIDE

LW ONLINE SCHOOL

SPRING 2022

Please note that this document includes general expectations that are subject to change as needed.

In this guide:

General Expectations

1. **Student Schedules:**
   a. Students have one required live synchronous class per week: Foundations.
      i. There are some exceptions, such as students who receive ML or IEP services with required synchronous time.
   b. For the rest of the week, work is completely asynchronous.
   c. Students work through asynchronous learning modules and assignments hosted on a website called Apex.
   d. This means students are in charge of creating their own schedules and independently logging in to do work most of the time (except for any required synchronous time).
   e. It is expected students will work about the same amount as in-person students, or approximately 27.5-30 hours per week (6 hours/day). However, they can choose what days and what times of day to work.
   f. Teachers will be hosting open office hours and *optional* synchronous sessions for extra help.
   g. Students should reach out to teachers if they need assistance or have questions.

2. **Teacher Schedules:**
   a. E-mails will be addressed within 1-2 school days.
   b. Teachers work 8am-4pm, Monday to Friday with a lunch break. E-mails sent outside of those hours will be addressed within the following 1-2 school days.
   c. Teachers will host optional office hours and synchronous study sessions throughout the week that students may choose to attend.
   d. Additional appointments may be set up as needed.

3. **Progress Reports / Written Student Learning Plans (WSLPs)**
   a. Students in the Online School will all have a WSLP, or Written Student Learning Plan. This is in accordance with state guidelines about Alternative Learning Experiences (ALEs), of which online schools are one part.
   b. Students and families will receive a monthly progress report stating whether or not their students are making satisfactory progress towards their academic goals. Criteria for "satisfactory progress" include staying up-to-date on assignments and passing their classes.

4. **Grade-Viewing for Parents**
   a. Skyward grades will not be updated regularly. Instead, teachers will be grading work on Apex.
   b. Families will receive a weekly e-mail from Apex containing information on students' current grades, missing assignments, etc. If you do **not** receive this e-mail, please e-mail your student's counselor (see pg. 11) to get added to "coach access" to get these e-mails.

c. In the Apex weekly e-mail, parents will see two grades: "Quality of work" and "Grade-to-date." The "Quality of work" measures only the assignments that have been turned in. The "Grade-to-date" adds in assignments that are past their due dates as zeroes. Therefore, if the two scores are different, you know that there are missing assignments.

d. Skyward will be updated every quarter with current grades to go on the student's transcript.

e. This is because students can work at their own pace, so all students won't always be in the same spot at the same time.

5. **Late Work:**

a. Last semester there was no late work penalty. This semester, students are expected to keep up with a minimum pace. Work (practice, quizzes, writing, etc.) **must be turned in for a unit no later than one week after the final unit test or project due date**, except in special circumstances.

6. **Quiz Re-takes:**

a. Students will be able to re-take all quizzes once on their own if they get below a passing grade. After two tries, they will have to ask teachers to unlock a retake. Teachers will require students to show them written study guides before unlocking the quiz a third time.

7. **Test Re-takes:**

a. Students will be able to re-take tests with teacher permission. They will be required to show their study guides beforehand.

8. **Missing Work Grades:**

a. In accordance with the direction of all schools in the district, students missing or failing an assignment will be assigned a 50% for that assignment. This is fairer for students as it means their grade average is not so affected by outliers.

9. **Plagiarism:**

a. Plagiarized assignments will not receive credit. Students may be allowed re-do the work after a conversation with the teacher.

Foundations Class

- Either Middle School Foundations or High School Foundations is a required elective class for all Online School students. Students receive one-half credit for the year.

- Foundations is the only course everyone takes with **required attendance.** It will always be held on Mondays and last about 50 minutes. If there is no school on Monday, it will be re-scheduled to the first day of that school week.

- In this class, we give important school announcements, work on schedules, the High School and Beyond plan, study skills, social-emotional wellness, and addressing any other student needs that come up.

- Foundations will be typically be graded on completion and participation.

Apex Classes:

- Apex classes are all connected to LWSD Teachers and being taught asynchronously.
- Students will be in a Microsoft Team for each Apex class, but the majority of the work will be hosted on Apex.
- The Team will be used for announcements, information hosting, and optional class meetings.

How to Organize Before Starting:

- Students will be downloading most of their work. If they don't organize their files, they will probably lose things.
- We recommend making a OneDrive folder for each of their classes, and moving downloaded files there.
- Here's how to do that:

1. From Windows File Explorer, click "OneDrive." Then, right click to make new folders for each course, as below:
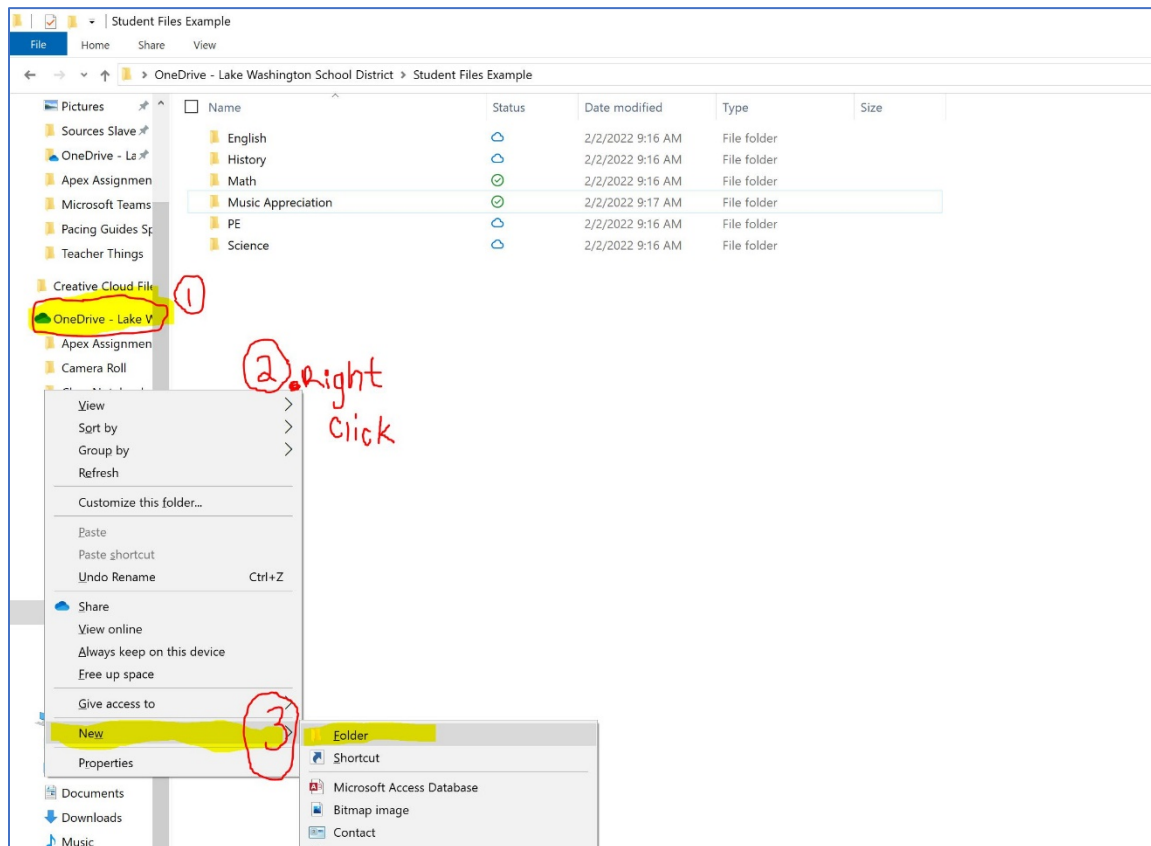
2. Pin these class folders to the "quick access" menu by dragging them to the left toolbar as below:
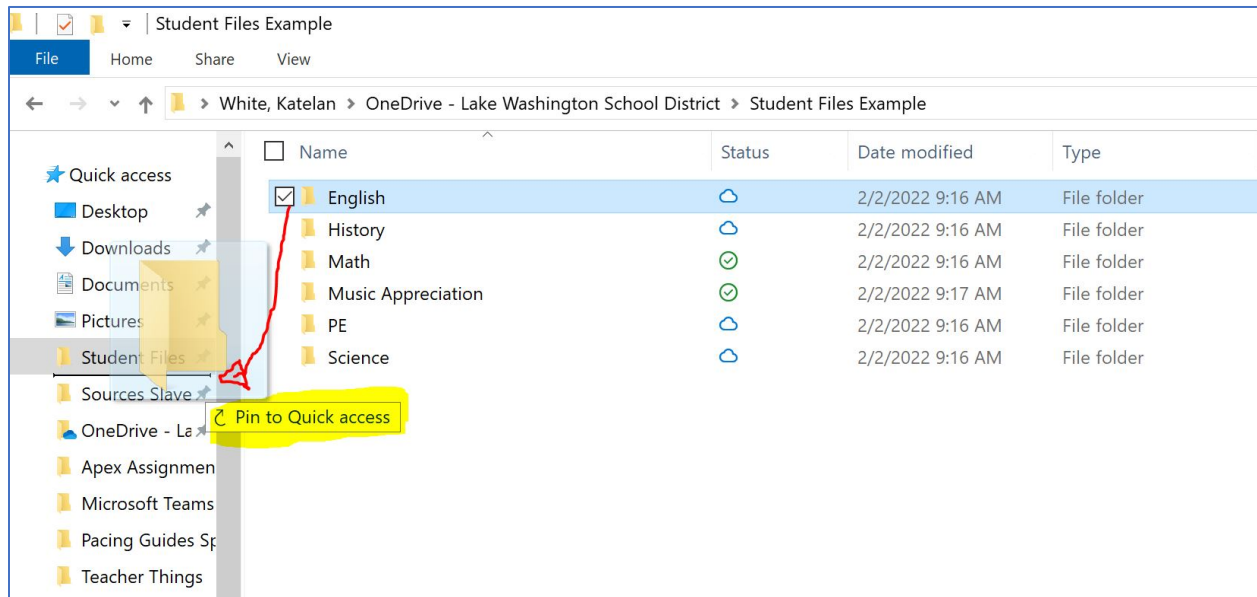
3. When student has an Apex assignment open, they can download it using these buttons at the top-right:
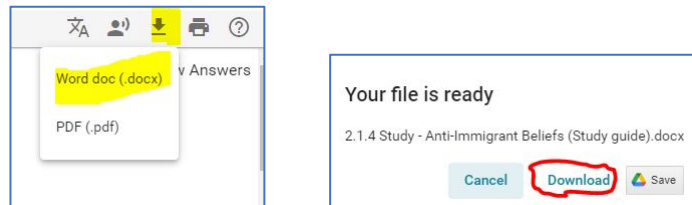
4. Unfortunately, Apex automatically downloads to the "Downloads" folder of your computer. However, since you've pinned the class folders, it's easy to drag your files into the proper class. Now you're ready to easily navigate your coursework.
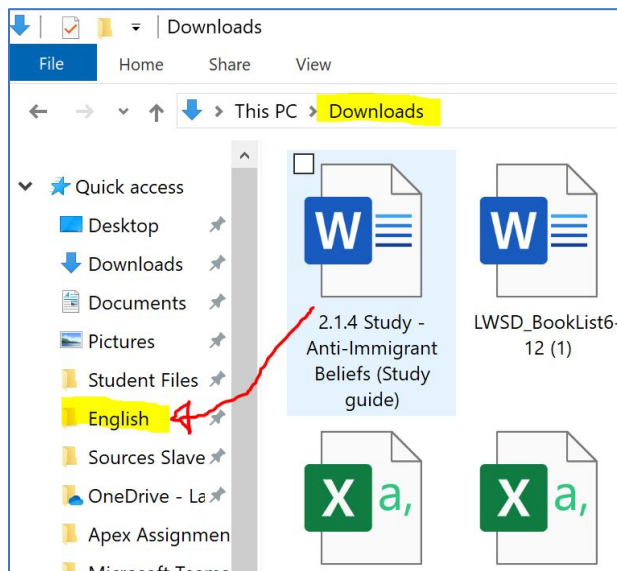
How to log in:

- Students can log in through the LWSD Website, "6-12 Online Curriculum" Page with their student logins.

How to view classes:

- When students log in, they should be able to see everything they're enrolled in immediately on a dashboard. It will look something like this:


- On the right-hand side of this page, students can see announcements from their teachers, view the Apex messaging center where they'll talk to their teachers, and view a calendar of due dates for all classes.
- Students will be able to click on "Grade to Date" to see a list of all assignments for a given class and what they have completed so far. The "Progress Bar" shows how much of a course has been completed.

How to do Apex work:

When students click on a class, they will see something like this:
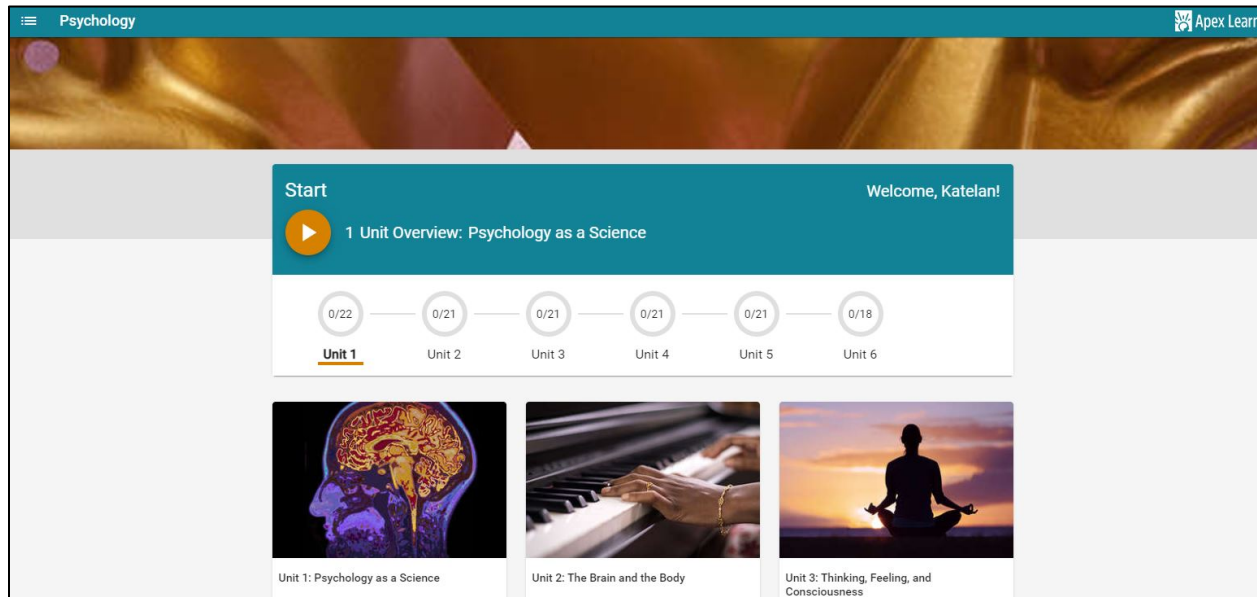
If they click the three lines in the top-left, they can easily navigate between the course; however, Apex will not let them skip ahead.
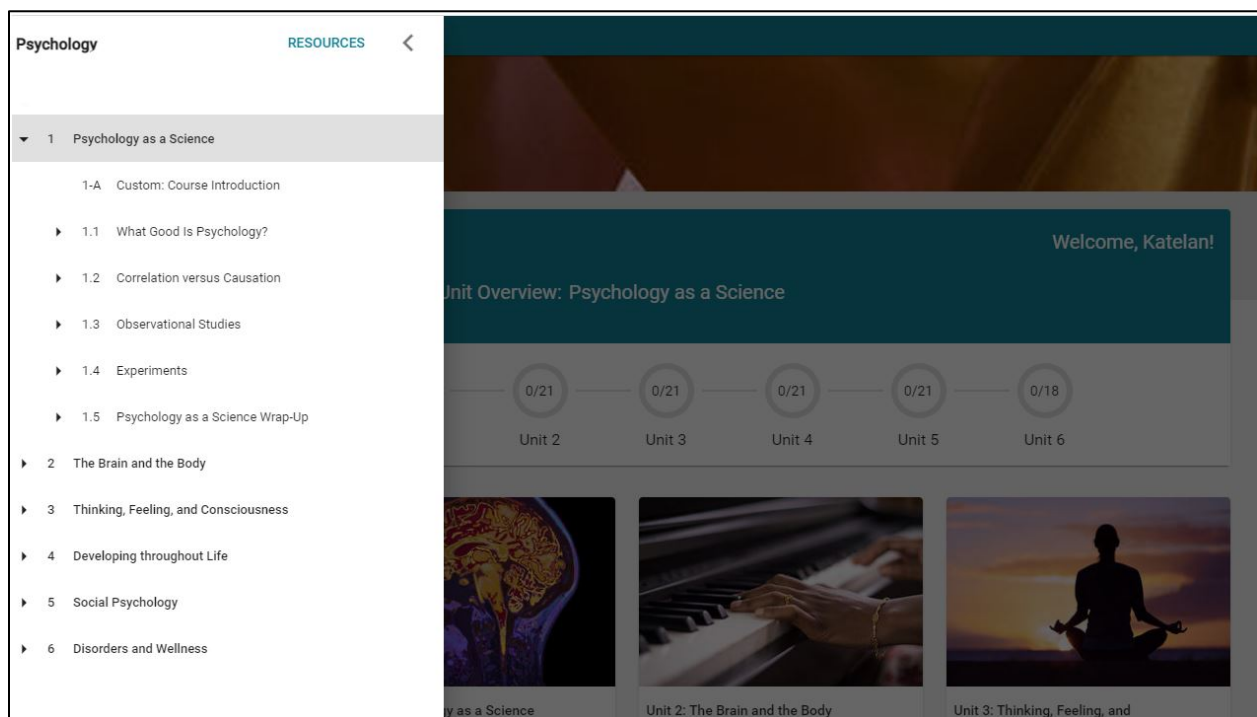
As students click through different lessons, their screen will show each activity individually. They are all numbered. For example, in Apex "1.1.1" means Unit 1, Lesson 1, Activity 1. These numbers are how students will know exactly which study or assignment to complete.
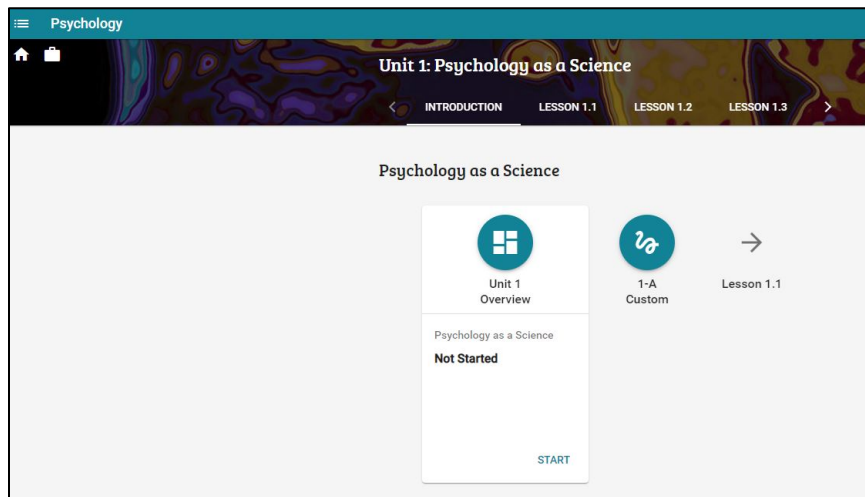
Once students are inside a lesson, there are many tools available for them. In the top-right are buttons that can translate, read aloud, or print the documents. At the start of each section, an orange button that says "Study Guide," "Reading Materials," "Lab," or something similar will let students click and download that assignment. Once they've downloaded the assignment, they can click through the lesson with the "next" and "previous" buttons on the bottom of the screen.
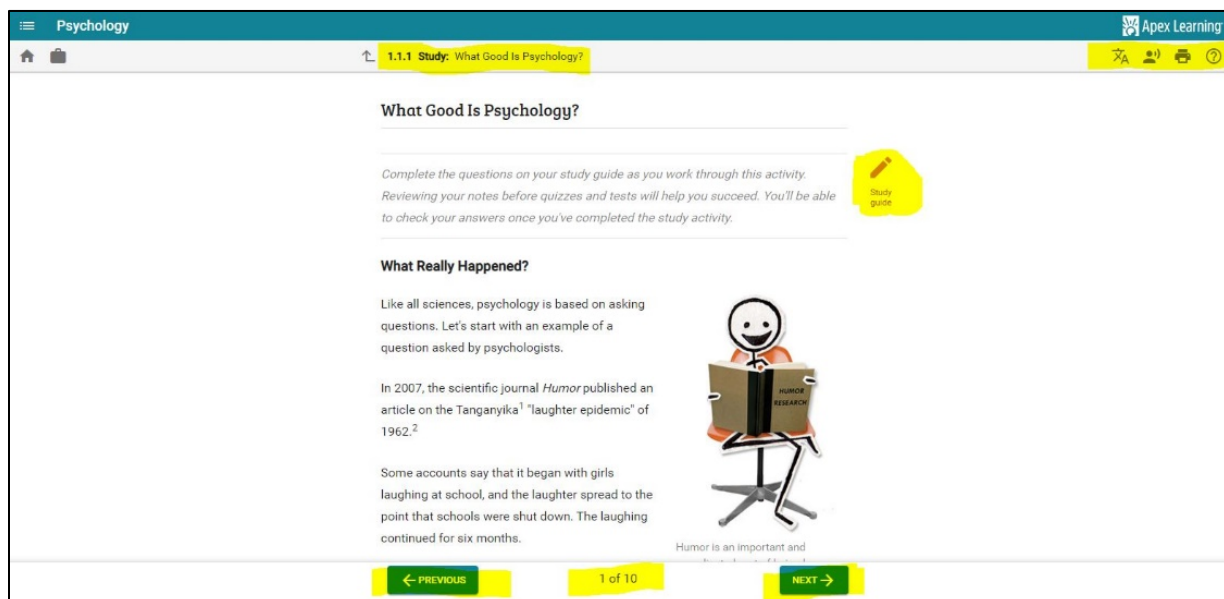
Once the student has opened a document, they can download it at the top-right. They should download anything they want to type in as a word document. They can also print documents, handwrite, and turn in photos or scanned copies for credit.
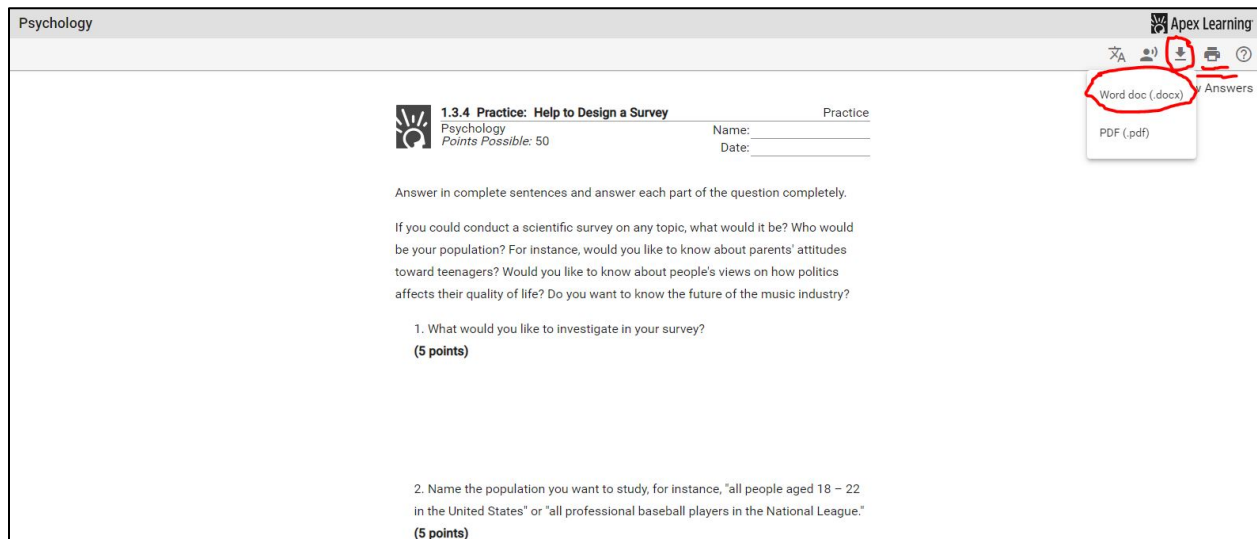
When students arrive at a unit test, they will need to message their course instructor to unlock it. The instructor will double-check that they've completed and passed all work in the unit prior to unlocking the test.

If students are still stuck, the following videos may be helpful:

- Working with Courses:
  - o http://www.brainshark.com/apexlearning/gt_student_courses
- Checking Your Progress:
  - o http://www.brainshark.com/apexlearning/gt_student_check-progress

If you're ever not sure how to complete an assignment, or if you have any questions, you can contact your teachers at the Apex message center (directions on next page.)

How to turn in work and message teachers:

- All Apex work will be submitted through the Apex messaging center. Students can find that on the right side of their dashboard:
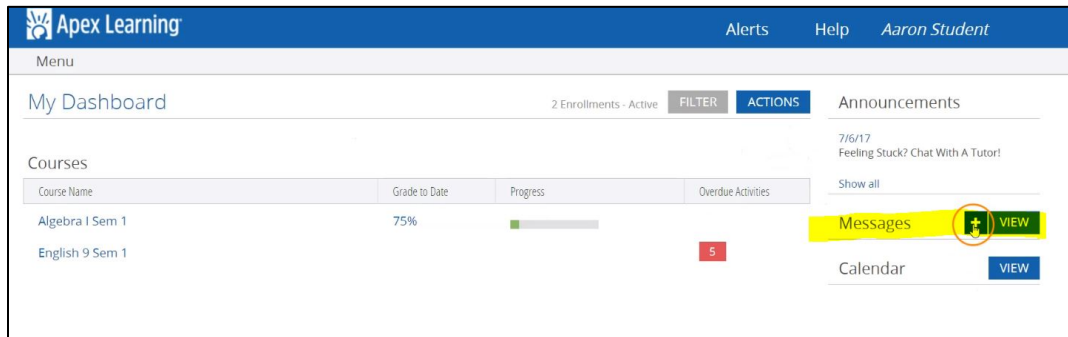
- Once they're in the messaging center, students can send a message to any teacher. They can also submit assignments. They **must check** the "Submit Homework" button to do that. Once they've checked "**Submit Homework,**" they will get a drop-down menu to select exactly which work it is. They attach the file with the completed work. Please note that Apex only allows one attachment per message.

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What to do when you need help:

1. If you need help with a class, you should message that class's teacher through Apex messaging center.

2. If you have a general school question, it can also be taken to your Foundations teacher. They are:
   a. 6th grade: Sarah Blake: sblake@lwsd.org
   b. 7th grade: Rozalyn Strong: rstrong@lwsd.org
   c. 8th and 9th grade: Karen Knerr: kknerr@lwsd.org
   d. 10th Grade: Zoe Pilgrim-Placey: zpilgrimplacey@lwsd.org
   e. 11th and 12th grade: Katie White: kawhite@lwsd.org

3. Other questions or concerns including class schedules, graduation, 504 support, or anything else can be directed to your counselors. They are:
   a. Last name A-KO and Running Start: Taylor Reuhl, treuhl@lwsd.org
   b. Last name KP-Z: Candy Apple, capple@lwsd.org

4. If you have an IEP, questions about that or about your support classes should be directed to Mrs. Pilgrim-Placey at zpilgrimplacey@lwsd.org

5. If you have Multilingual (ML, previously EL) services, questions should be directed to Audrey Jones at ajones@lwsd.org

6. Tech support related to school laptops or Microsoft accounts should go to LWSD Help Desk at:
   a. ftaccess@lwsd.org
   b. 425-936-1322

7. Tech support related to Apex accounts should go to Apex Tech Support at:
   a. support@apexlearning.com
   b. 1-855-550-2547

APPENDIX

1. Accessing Independent Reading Books:

KING COUNTY LIBRARY STUDENT ACCOUNT ACCESS:

1. Go to www.kcls.org/students and choose your grade level.

2. Scroll to select "E-Books and Resources".

3. Username & PIN Number Information:

   Login: 414+StudentID Number

   Example: 414123598

   PIN: Last four digits of student ID

   Example: 3598

4. For questions or issues, e-mail schoolcards@kcls.org

SORA: E-BOOKS

Click Here for Lake Washington School District Login: https://soraapp.com/welcome/login/320219

Login Instructions

1. Use the link provided by your librarian, look for Sora in the Office 365 Waffle, **or use this link** on any computer or device. (If you are using an Android or Apple mobile device you can also install the Sora app from your device's app store. Check with an adult first!)
2. Click **Sign in using LWSD 414**
3. **Login with office 365**
4. Log in using your LWSD credentials

Getting Started

Click the **Explore** tab to search for and borrow a book. Your book will open so you can start reading right away.

- You can keep a book for 14 days. You can check out up to 3 books at a time. You can place holds on books that are checked out.
- Close the book and go to your Shelf to see all your books. From there, you can:
  - Tap Open Book to read.
  - Tap Options to renew or return the book, get to your notes and highlights, and more.