

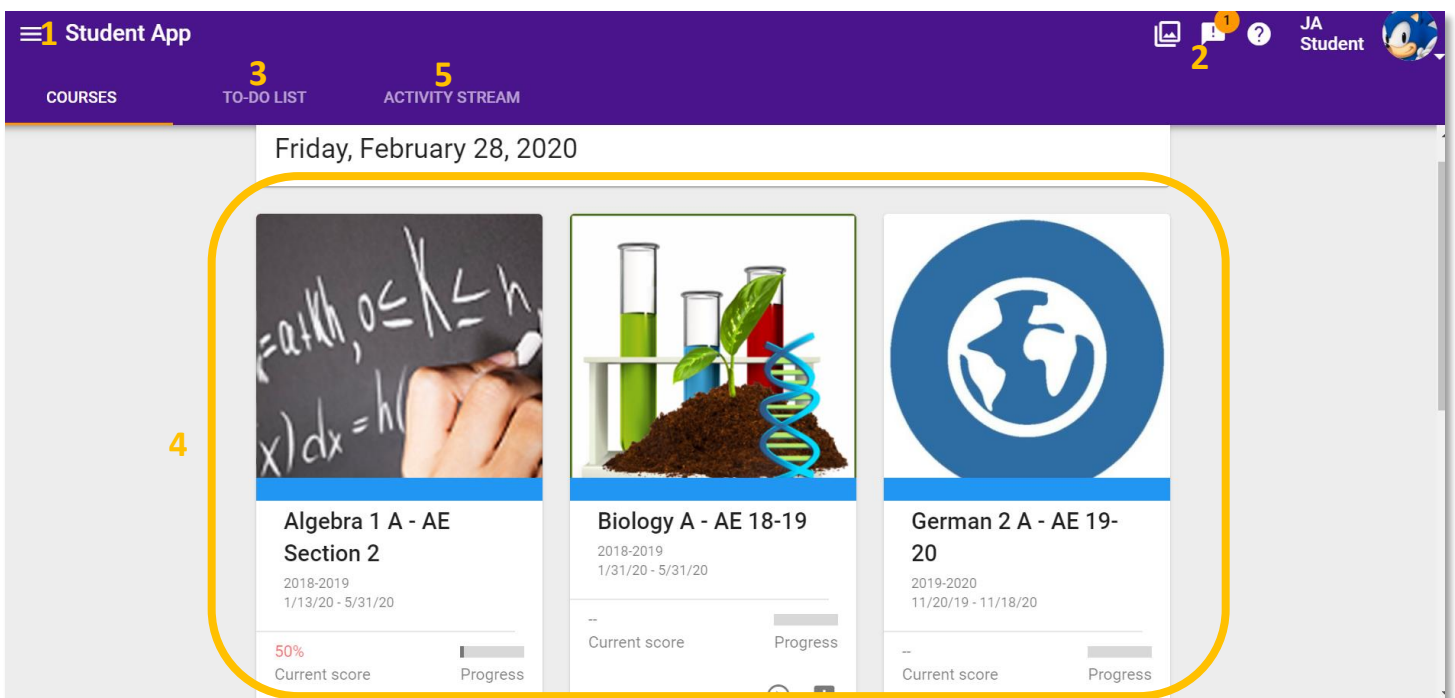


Welcome to your new online class! We're glad you're here, and we want to make sure you have all the skills and support you need to do your best. This quick start guide will give you some information to get you started.

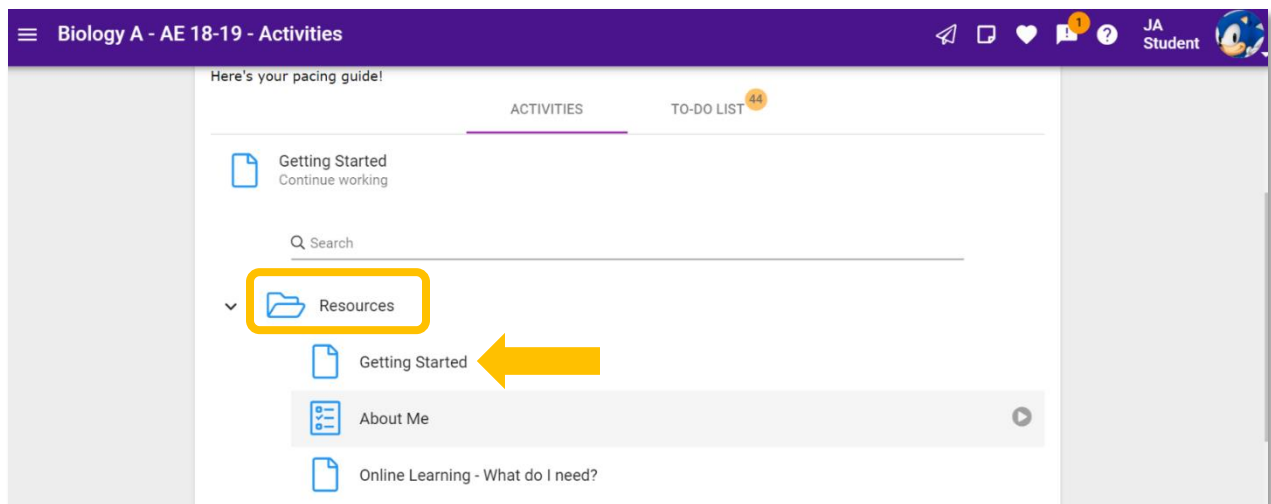
Make sure you're browsing the internet with Chrome or Firefox  

Once you've logged in, you will see your student home page, which is a quick overview of the most important information about your courses. It's divided into several parts:

1. Main Menu
2. Announcements
3. To-Do
4. Course Cards
5. Activity Stream



**Click on your course card to get started.** Each of your courses will have a “Resources” module at the beginning. Be sure to go through each page and watch the how-to videos to learn how to use the system. You can refer to this module at any time if you forget how to do something.



# Assessment Categories

Below are the different types of assessments you will come across in your courses.

**Discussions**– Require students to construct a written response to course topics. Other students and/or the teacher will provide response feedback.

**Quizzes** – Designed to give students feedback on their understanding of lesson content.

**Projects** – Are designed as authentic assessments. Projects often require the student to create something on or off the computer and hand it in as an attachment.

**Exams** – Each module contains an exam that covers material for the previous lessons. Be sure you are comfortable with all the material in the module before beginning your attempt.

**Semester Exam**– Each course has a semester exam that covers material from the entire course.

**Participation** – Students will be given points for interacting and communicating with the teacher throughout the course. Completion of the course survey is also included in this category.

## Submitting Projects

**Assignment File Names:** Files you submit should have a filename that indicates which assignment it is, followed by your first initial and last name. You may wish to use L to indicate which Lesson it is, or simply shorten the actual title of the assignment.

Many of your assignments are in Portable Document Format, or PDF. You can think of PDFs like digital worksheets that you fill out using your computer. But unlike online quizzes or cloud-based documents, PDFs don't automatically save your changes. It's up to you to save the PDF worksheet to your computer first, then open it in an app like Adobe Reader for editing. Follow the assignment directions, fill in your answers, then save your work again. Now you can submit your finished assignment to your teacher.



Working with PDFs varies depending on your computer. There are videos for each operating system in the “Resource” module under “Getting Started.” Be sure to select the one you are using.

# Due Dates & Grades

The **Course Calendar** will list which lessons and assignments you need to complete to stay on pace. Calendar dates may include weekends, remember this is a pacing guide not “DUE DATES.” You may submit the assignments ANY TIME before the end of the course. Staying “On Pace” allows you to learn at a steady pace and not feel overwhelmed. Assignments will appear in RED in the grade book when you are behind the suggested pace. However, all assignments can be handed until the last day of the course.

Your **Current Grade** in the course will reflect the work that has been submitted and exclude the work that has not been submitted. All work that is not submitted by the last day of the course will be given a score of zero. The Buzz grade book has a tool called the “what-if” calculator that students/observers can use to calculate their grade under different scenarios.

Assignments will be graded and returned to you within three school days. **Grades are clickable within the Gradebook to review instructional feedback and comments.**

## Getting Help

It is your responsibility to contact your teacher if you have any questions or need extra support. Please do not wait until the last minute or assignment Due Date before asking – please contact them early. Your teachers will provide you with their e-mail, phone, and/or IM. Communication will be returned within one school day.

Your advisor is the person who signed you up for this course and your district contact. This person is a great resource for questions that apply to your school or setting. Your advisor will be one who encourages you to keep pace and complete assignments on time.

If technical difficulties arise please contact your advisor first and then reach out to the helpdesk via the email/phone number provided to you.

## Participation

You must participate and communicate to be successful in an online course. The last two items in every course are a survey and participation assignment. You should NOT complete these items unless you are satisfied with your grade and are ready to receive a final grade.

## Journal Entries

If your course requires Journal Entries, here is some helpful information:

1. Within each Module you will find approximately 4-5 Journal Entries.  
Here is an example of where to find one within your lesson:

**Plotting Points** ∨ 1 of 5 >

- 1. Plotting Points
- 2. Introduction
- 3. Lesson Tutorial 1
- 4. Assess Yourself
- 5. Plotting Points Journal**

Students will:

1. Label the parts of the Cartesian plane.
2. Plot points on a Cartesian plane.

**Key Words:**

- axis
- y-variable

- Once you open that Journal the prompt is given for you. You will then go back to the original Journal Entry submission page at the beginning of the module to write your entry. More entries will be found in the module as you continue with your lessons.


Plotting Points Journal
< 5 of 5

It's time to reflect on this lesson's topic.

Journal activities allow you to practice your new skills. Using the prompt shown below, create an entry in this module's journal.

---


JOURNAL

---

Describe how you would plot the point  $(-4, 3)$ .




- At the beginning of each Module you will see the Journal Entry submission page. This is where you will type in all the journal entries for that Module. When prompted in your lesson, return to this page and click new post. Here is an example of the screens:

- Resources
  - Getting Started
  - About Me
  - Online Learning - What do I need?
- Module 1 - Personal Finance
  - Module Study Guide
  - Module 1 Journal
  - Module 1 Pretest

JA Student

Use this journal to complete journal activities within this module.



**JA Student**

NEW POST

**Lesson 1 journal**

Post date Mar 3, 2020, 4:18:17 PM

I think the ....

[ADD COMMENT](#)

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Mar 2020 1

Mar 3, 2020 1