

**Charleroi Online Learning Academy
COLA
HS/MS (7-12) Student Handbook
2026-2027**



100 Fecsen Drive
Charleroi, PA 15022

School Website: www.charleroisd.org

724-483-3509

Fax 724-483-3776

Table of Contents

2	Philosophy	Instruction/Lecture	Reports
	Advantages	Summary	Scores/Feedback
	Extracurricular Activities	13	Assignments
	Enrollment	Assessments/Quizzes	18
3	Student Expectations	Tests/Exams	Progress Report
	Weekly Check-In	14	Prescriptive Test
	Progress Monitoring	eNotes	Assignment Calendar
4	Minimum Login	Glossary	eNotes
	Internet Safety	Transcript	Understanding Your
		Video Captions	Progress Report
5	AI Guidelines	15	Quick Reference
	Academic Integrity	General Tools	
6	CASD Graduation Requirements	Highlight Text	
	Technology Acceptable Use	Read Aloud	
7	Attendance Policy	Course Specific Tools	
8	Bullying/Cyberbullying	Standard Calculator	
9	Cyberharassment	16	Graphing Calculator
	<i>Edgenuity</i> Student Guide	Periodic Table	
11	Student Lobby	Psych Timeline	
2	The Course Map	Normal Distribution	
12	Edgenuity Lessons	CloseReader	
	Warm-up	17	Look Up Word
	Vocabulary	Digital Sticky Notes	
		The Organizer	

Philosophy

The Charleroi Area School District is proud to offer our students the opportunity to attend a full-time cyber school, the Charleroi Online Learning Academy (COLA). Acceptance to and enrollment in the program is based on an agreement between the school district and the student's family. Our program gives students the opportunity to complete school work at their own pace, while allowing students to participate in extracurricular activities that are sponsored by the district. Additionally, each student who completes all program requirements will be awarded a Charleroi Area High School diploma and will be eligible to participate in the Charleroi Area High School Commencement Ceremonies.

Advantages

- Charleroi Area High School Diploma
- Highly Qualified CASD Teachers
- Progress Monitoring
- Flexibility in Program Designs
- Participation in district-sponsored, extracurricular activities
- School issued technology and technology support

Extracurricular Participation

Students enrolled in the Charleroi Online Learning Academy program will have an opportunity to participate in Charleroi Area extra-curricular programs consistent with students who are attending school in person in the Charleroi Area School District. COLA students who participate in district-sponsored (i.e. school-sponsored dances, including Prom) extracurricular activities are subject to academic and attendance monitoring per district, WPIAL, and PIAA policies and procedures. COLA students will be held to the same level of review based on the district's Code of Student Conduct as are all Charleroi Area students. Participation and/or attendance at district-sponsored activities may be revoked if students do not adhere to the aforementioned policies and procedures.

Enrollment Process

Any student or parent who is interested in the Charleroi Online Learning Academy should first speak with the student's school counselor to discuss options and a schedule for online learning.

The counselor will schedule the student and the student will be enrolled in classes. The parent and student will receive an email with important information, including login information and passwords.

In order to maintain continuity of education, **we ask that you wait until the end of the nine week grading period to change from in person to online.** If there is an extenuating circumstance, please contact your school counselor.

Student/Parent Expectations after Enrollment

The Charleroi Area School District Attendance Policy requires that COLA students work a minimum of 10 hours per week, complete a weekly check-in (see below) and stay on track in their classes. If your student misses the required hours, please send an excuse to excuses@charleroisd.org. Medical excuses are excused absences and must be written by a medical professional. Notes from parents cannot be accepted as medical excuses.

E-mail via the charleroisd.org account is the main form of communication used between the OEA and the parents and students. It is used to send out important information regarding student progress and all updates related to the Charleroi Online Learning Academy. ALL parents and students must have an email account and check it regularly.

Students and teachers will communicate through their charleroisd.org email accounts. A list of the email addresses is attached to the end of this handbook.

Parent involvement is the key for student success in any school learning environment. The Charleroi Online Learning Academy will provide you with access to your child's grades to monitor their progress. We ask that you utilize this resource on a weekly basis to provide informed support for your child. As a parent you can ask your child to log in and show you what they are working for each week. If the assignment is submitted, it will show you what was submitted and when. Trust your children when they say "I finished my work for the week" but verify that they actually completed and submitted their work.

The Charleroi Area School District understands that online education is challenging and rigorous. We want our students to succeed in any classroom setting and strive to provide additional support for our students. If the student is experiencing difficulty with or questions about the coursework, he/she should contact his/her teacher to set up time to meet with them virtually. Beyond academics, both Mrs. Nelson and Mrs. Klinger are here to provide support for students who need help submitting assignments or have general questions about navigating the Edgenuity website.

As a Charleroi Area School District student, your child is expected to adhere to the guidelines, policies and procedures in the CASD Middle/High School Student Handbook.

Weekly Check-In Requirements

All COLA students in grades 7-12 are required to participate in a brief weekly Google meet with each teacher. During this check-in:

- Student camera must be turned on for the duration of the meet
- Check-in must be 10-15 minutes in length
- Attendance will be taken

Progress Monitoring and Minimum Login Time

The Charleroi COLA Staff will review student login time on at least a weekly basis. Interventions will be offered at the discretion of staff based on login and performance data. However, students who continue to demonstrate a lack of commitment to their cyber studies may be referred to the local Magistrate in consideration of truancy charges and/or withdrawn from the COLA program. **The student must work for a minimum of two hours a day or 10 hours a week and demonstrate adequate progress (passing grades).** If a student is 18 or older and misses 10 consecutive days he/she will be removed from the Charleroi Area School District enrollment. (*see Attendance expectations at end of handbook*)

Self-reflection is an integral component of the monitoring process. Students will be challenged to consider the following:

1. Pacing: Are you behind, at pace or ahead? Adjust your online time accordingly.
2. Attendance: You need to work consistently - that means EVERY DAY.
3. Performance: Are you passing or performing at the level needed/expected.

Internet Safety

The Charleroi Area School District will make every effort to maintain a safe learning environment for all students. All equipment is provided with a basic internet filter and other programs to monitor student activity. It is the role of the parent/guardian to monitor his/her child as online studies are being completed at home. A record of sites visited and email account data will be archived and the Charleroi Area School District staff reserves the right to view live and archived records. Please review the Charleroi Area Acceptable Use of Technology and Bullying/Cyberbullying policies at the end of this handbook.

Artificial Intelligence (AI) Use Guidelines

Artificial Intelligence (AI) tools are becoming a common part of school, work, and everyday life. The Charleroi Area School District encourages students to learn how to use AI responsibly, ethically, and safely while continuing to develop their own knowledge, skills, and creativity.

General Expectations

- AI is a tool to support learning, not replace learning.
- Students are responsible for all work submitted in their name.
- Students must follow teacher directions regarding when AI may or may not be used.
- Students should ask their teacher if they are unsure whether AI use is permitted.

Appropriate Uses of AI

Students may use AI when permitted by their teacher to:

- Brainstorm ideas.
- Clarify assignment directions.
- Create study guides, flashcards, or practice questions.
- Receive feedback on drafts.

- Organize information and research.
- Improve grammar, spelling, and writing clarity.

Prohibited Uses of AI

Students may not:

- Submit AI-generated work as their own.
- Use AI to complete assignments when prohibited by the teacher.
- Use AI during quizzes, tests, or assessments unless specifically authorized.
- Create, alter, or share images, audio, or videos of others without permission.
- Use AI to harass, bully, impersonate, embarrass, or threaten others.
- Enter personal or confidential student or staff information into AI tools.

Academic Integrity

Student work must reflect the student's own understanding and effort.

When required by the teacher, students must disclose or cite their use of AI. Failure to follow teacher expectations regarding AI use may be considered an academic integrity violation.

A simple rule applies:

If you cannot explain the work, you should not submit it.

Out of concern for privacy and safety students should **never** enter:

1. Names of students or staff
2. Student ID numbers
3. Grades or academic records
4. Personal contact information
5. Health or confidential information

Only district-approved AI tools may be used on school devices or accounts.

If a teacher believes AI has been used improperly:

1. The teacher will discuss the concern with the student.
2. The student will have an opportunity to explain their work and process.
3. Misunderstandings may result in reteaching, revision, or clarification.
4. Intentional misuse may be addressed through the district's academic integrity procedures.

Families are encouraged to:

- Discuss responsible AI use with their children.
- Encourage honesty and original thinking.
- Help students understand that AI should support learning, not replace it.
- Contact school staff with questions regarding AI expectations.

Charleroi Area School District Graduation Requirements

The minimum requirements for graduation from Charleroi Area High School are outlined in this section. Graduation is based on the subjects completed in grades nine through twelve. Students must successfully earn a total of 25 required credits during grades 9- 12. Students will be assisted in the development of a program of study in keeping with their interests and abilities, but they will be expected to assume responsibility for meeting the minimum requirements.

Also, in addition to minimum credits required, students must have successfully completed their Graduation Project. The Charleroi Area School District's graduation project requires each student to successfully complete the following:

- Complete a resume
- Write a cover letter showing interest for a job
- Obtain three references
- All students will take part in Senior Interviews. Students will receive a copy of the interview questions.
- Students must bring their resumes and letters of interest to their interview.

Your school counselor will contact you concerning these requirements.

No student will be permitted to participate in graduation ceremonies if they have not met all academic requirements as prescribed by the Charleroi Area School District

Technology Acceptable Use Agreement **Acceptable Use Policy and Attendance Expectations**

All students must comply with the following expectations:

1. I will use the Internet and computer technology only in ways that are in support of the educational program in which I am enrolled.
2. I will not use the Internet and computer technology for profit purposes, non-school related activities, lobbying, advertising, transmitting or receiving offensive material, hate mail, discriminating/slandorous remarks, or to obtain or send any obscene or pornographic material, or for any illegal activity of any nature, including, but not limited to violation of copyright and/or trademark laws.
3. I will not seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
4. I understand that use of school district software technology or the use of the Internet for fraudulent or illegal copying, communication, or taking or modification of software material in violation of the law is strictly prohibited by the district and will be referred to the appropriate legal authorities.
5. I will not download or use unauthorized games, programs, files or other electronic

media.

6. I understand that the illegal use of copyrighted software or trademark information is prohibited.
7. I will not use the network to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. The user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
9. I agree to report any inappropriate or derogatory use of the Internet to an administrator or to a faculty member.
10. I understand and agree that the use of the Internet is a privilege and not a right.
11. I understand and agree that costs, liability or damages caused by my negligent or improper use of the networks is my responsibility and my parents'/guardians' responsibilities.

Any computer expectation not followed may result in a one (1) to ten (10) day suspension and/or expulsion and loss of computer privileges in the district

Attendance Policy

There is a strong link between academic success and regular school attendance. As a result, our district developed a policy that promotes school attendance. Please use the information that follows as a guide to understanding our attendance expectations.

Excused Absences Include:

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips
- Educational tours and trips
- Impassable roads

Excuse turn-in procedure

COLA students are to turn in their excuse via email at excuses@charleroisd.org. Students have three (3) days upon return to provide a written excuse from a parent/guardian or doctor for an absence. After three (3) days, the absence will be considered illegal. Students who have unexcused or illegal absences may be given disciplinary consequences up to and including out of school suspension, as well as a summary citation through the magistrates office.

Unexcused Absences

After 2

Parent contact via telephone or letter

After 3

Send letter home to parents Schedule a meeting with parents with assistant principal

and/or if under 18 years of age, schedule a meeting with the TIPP liaison through Blueprints

After 6

Truancy charges filed with the magistrate

After 8 or more

Additional truancy charges will be filed

Attendance at school-sponsored events can be revoked. (sports, dances, prom, clubs, field trips)

After 10

If student is under the age of 18, a truancy elimination plan will be put into effect by TIPP program through Blueprints which includes a meeting with TIPP, CYS, and Assistant Principal

Cumulative Absences (Unexcused & Excused)

After 9

First notice for **excessive** absences will be sent home to parents

After 15

Second notice for **excessive** absences will be sent home to parents

Only a doctor's excuse will be accepted after the 15th absence

After 18

Schedule a meeting with the parents

After 20

Student attendance at school-sponsored events revoked

Reminder: Students must complete a minimum of 10 hours per week in order to maintain attendance. The student must also be on track in his/her classes.

Bullying/Cyberbullying

The Charleroi Area School District is committed to providing a safe, positive learning environment for the district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional *electronic*, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes ***cyberbullying***.

"Cyber Harassment" Law

Act 26 of 2015 was signed by Governor Wolf on July 10th, 2015. This Act will take effect 60 days from the signing. The most relevant information is outlined below. • Offenses of "cyber harassment" include:

- making seriously disparaging statement(s) about a child's physical characteristics
 - sexuality
 - sexual activity
 - mental or physical health
 - threats to inflict harm
- Harassment can be made electronically directly to the child or through a social media avenue.
- The law makes this crime a third-degree misdemeanor, punishable by a \$2500 fine and/or one year in prison.

Edgenuity **Student Guide**



To access your classes, you will go to:

Edgenuity for Students (<https://auth.edgenuity.Login/Login/Student>)

You will enter your username and password (your lunch number). If you forget this information, you can reach out to any of your teachers and they can provide you with it.

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 Section 6 Edgenuity Student Guide | Page 5 of 25

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.

1. Click the My Course Info tab to see the Course Map button.
2. 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 a 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; and/or answer questions or solve problems to practice new skills.

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 or 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.

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.

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. 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 mathematical 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. 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.

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.

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.

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 on 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.

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, and more.

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.

Understanding Progress Reports

Students 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:
 - a. *Red*: Your child is falling behind in the course
 - b. *Blue*: Your child is on track with the course
 - c. *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):
 - a. *Red*: Indicates a grade between 0%–59%
 - b. *Orange*: Indicates a grade between 60%–69%
 - c. *Yellow*: Indicates a grade between 70%–79%
 - d. *Olive*: Indicates a grade between 80%–89%
 - e. *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.