

Summit Virtual Academy Online Learning Guide

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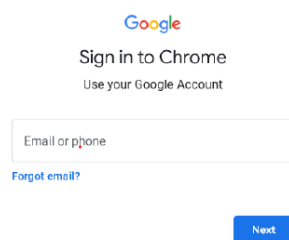
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1) Your New NTPS Laptop Device

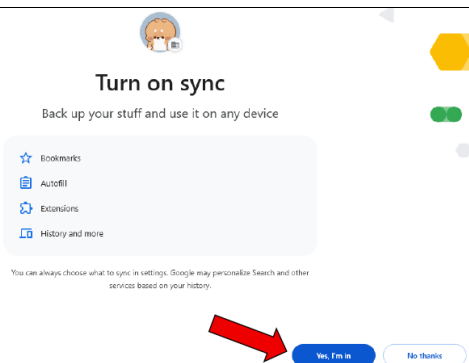
Synching Google Chrome

NOTE: Your laptop is brand new and probably needs to be charged.

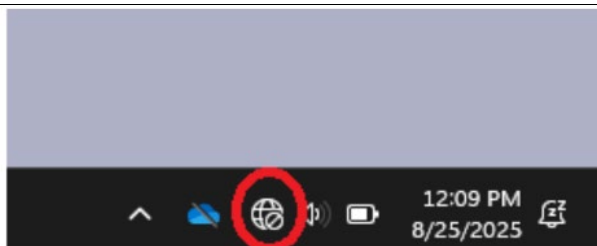
Sign into the device using your username (Usually its first five of last and first three of first name) and your student # for password.

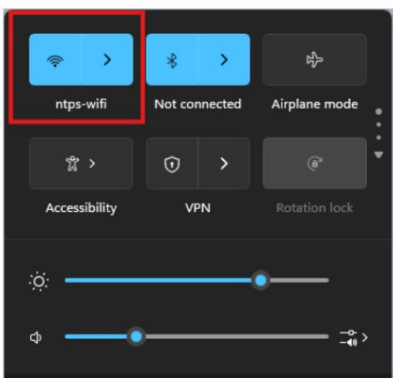
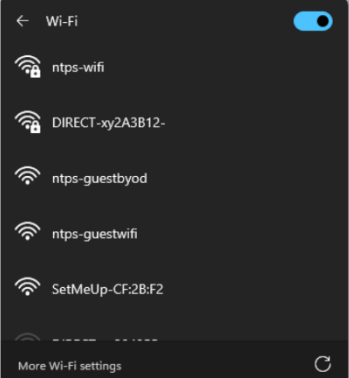
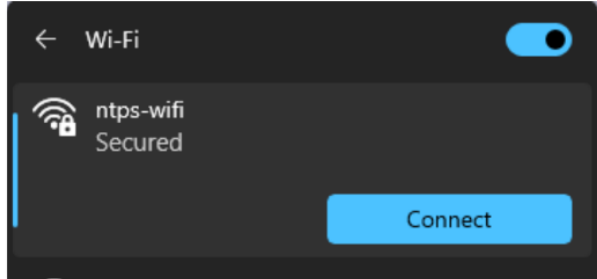
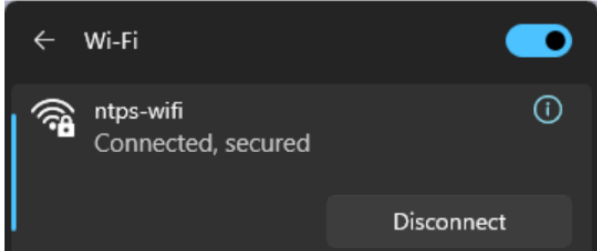


Open CHROME. Sign in again using your full stu email username @stu.ntps.org. Click YES, I'm In! To synch your bookmarks.

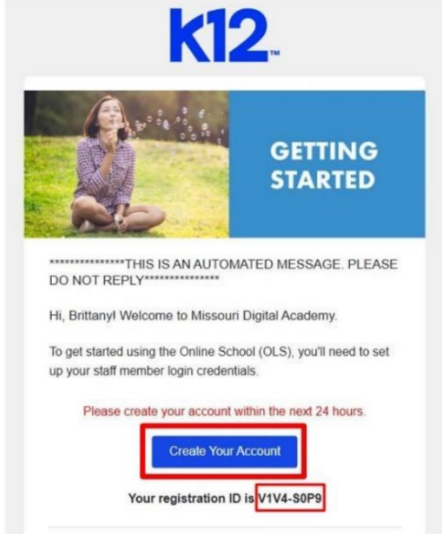


Connecting to your home wireless
After logging into your device, select the globe icon in the bottom right taskbar.



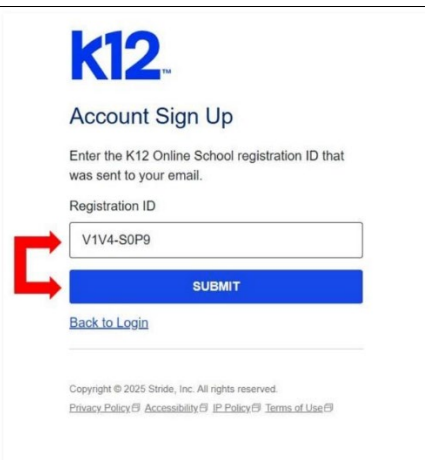
Select the list of available Wi-Fi networks. Find your home Wi-Fi connection on the available list	 
Click “Connect” after selecting your Wi-Fi	
Enter your Wi-Fi password. It will say “Connected” when you have connected. NOTE: To run the online school, it is recommended to have a minimum internet speed of 512 kbps.	

2) Create The Learning Coach Account

In the Welcome email, click on Create Your Account to begin. If you do not receive the Welcome email within 24–48 hours of your registration approval, please contact K12 Customer Care at 866-512-2273 for assistance.	
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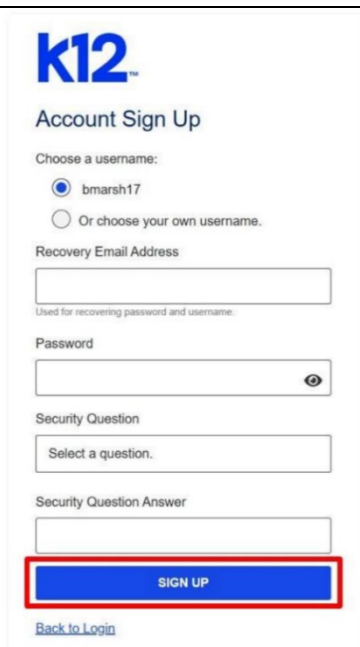
The Account Sign Up page will display.
Enter the Registration ID as listed in the email. Click the Submit button.

Please note: Best practice is to copy and paste the Registration ID from the email to minimize errors. If manually entering the ID, be sure to enter all capital letters followed by a number.



The screenshot shows the K12 Account Sign Up page. At the top is the K12 logo. Below it is the heading "Account Sign Up". A message says "Enter the K12 Online School registration ID that was sent to your email." There is a label "Registration ID" above a text input field containing "V1V4-S0P9". A red arrow points to this field. Below the input field is a blue "SUBMIT" button. A link "Back to Login" is below the button. At the bottom, there is a copyright notice: "Copyright © 2025 Stride, Inc. All rights reserved." and links for "Privacy Policy", "Accessibility", "IP Policy", and "Terms of Use".

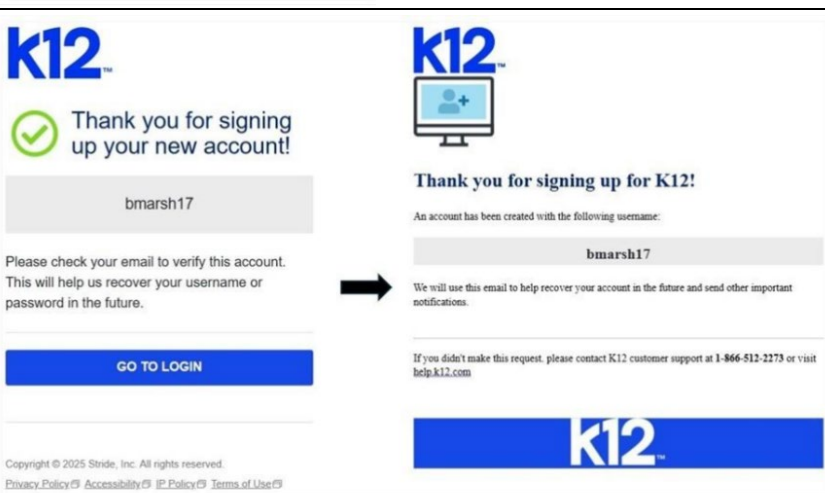
Fill out all the required fields and click Sign Up.



The screenshot shows the K12 Account Sign Up page. At the top is the K12 logo. Below it is the heading "Account Sign Up". A message says "Choose a username:". There are two radio buttons: one selected for "bmarsh17" and one for "Or choose your own username.". Below this is a "Recovery Email Address" label above a text input field. A small note says "Used for recovering password and username." Below that is a "Password" label above a text input field with an eye icon. Then is a "Security Question" label above a dropdown menu showing "Select a question.". Below that is a "Security Question Answer" label above a text input field. At the bottom is a blue "SIGN UP" button highlighted with a red rectangle. A link "Back to Login" is below the button.

A confirmation page will appear, indicating that your Learning Coach account has been successfully created.

You will also receive a confirmation email from K12-confirmation@k12.com verifying that your account setup is complete.



The screenshot shows two pages side-by-side. The left page is a confirmation page with the K12 logo, a green checkmark icon, and the text "Thank you for signing up your new account!". Below this is a grey box containing the username "bmarsh17". A message says "Please check your email to verify this account. This will help us recover your username or password in the future." Below this is a blue "GO TO LOGIN" button. The right page is an email verification page with the K12 logo, a computer icon with a plus sign, and the text "Thank you for signing up for K12!". A message says "An account has been created with the following username:" followed by a grey box containing "bmarsh17". Below this is a message: "We will use this email to help recover your account in the future and send other important notifications." At the bottom, there is a message: "If you didn't make this request, please contact K12 customer support at 1-866-512-2273 or visit help.k12.com". A large black arrow points from the left page to the right page. Both pages have a copyright notice at the bottom: "Copyright © 2025 Stride, Inc. All rights reserved." and links for "Privacy Policy", "Accessibility", "IP Policy", and "Terms of Use".

3) Create The Student Account

From the Confirmation page, click Sign Up Student Accounts then click Select Student

k12™

Thank you for signing up your new account!

bmarsh17

Please check your email to verify this account. This will help us recover your username or password in the future.

SIGN UP STUDENT ACCOUNTS

[Back to Login](#)

k12™

Student Account Sign Up

Select your student:

☒ Martin Smith

☐ Emily Smith

SELECT STUDENT

[Back to Login](#)

Fill out all the required fields and click SAVE.

k12™ Logout

My Account

Student Number

5795486

School Email

bradleyg0091@k12schooldemo2.org

Username

[Suggest Username](#)

Password

Security Question

Select Question

Security Question Answer

SAVE

A confirmation page will appear, indicating that the student account has been successfully created. You will also receive a confirmation email from k12-confirmation@k12.com verifying that your account setup is complete.

Please note: Repeat steps 1-3 for additional students if applicable.

k12™

Thank you for signing up your new account!

aingram12

Please check your email to verify this account. This will help us recover your username or password in the future.

SIGN UP STUDENT ACCOUNTS

[Back to Login](#)

4) Logging into your ONLINE SCHOOL account

Once you are fully enrolled at SVA, students can log into K12 by typing in <https://home.k12.com/> into your Internet Search Bar.

Please note: We recommend using Chrome as your web browser.



<https://home.k12.com>

Type the username and password that you created in the previous step.

This is the same for the learning coach account.

Steps to Logging In

- 1 Retrieve your Username and Password from your Learning Coach.
- 2 Go to the K12 Login Page.
- 3 Enter your credentials and select 'Log In'.



Login

Username

Password

LOG IN

[Need help logging in?](#)

Don't have a K12 account? [Sign Up](#)

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[Privacy Policy](#) [Accessibility](#) [Terms of Use](#)

COMPANY CONFIDENTIAL

5) Adjusting the Time Zone for both accounts:

At <https://learn1.k12.com/> go to the K12 Canvas School, select Account



Welcome to K12 School (OLS)! We're excited to have you with us! While your school is still assigning your courses, now is a great time to explore and get comfortable. Check out these [Getting Started resources](#) to help you feel confident and ready when your courses go live!

Dashboard



Coming Up

[View Calendar](#)

Nothing for the next week

[View Grades](#)

Click "Profile"

The screenshot shows the K12 dashboard interface. On the left is a blue sidebar with various navigation icons. The 'Profile' icon, which includes a person silhouette, is highlighted with an orange circle. To the right of the sidebar, a dropdown menu is open, listing options: Notifications, Profile (highlighted with an orange circle), Files, Settings, Shared Content, Learning Coach Attendance, QR for Mobile Login, Global Announcements, and a toggle for 'Use High Contrast UI'. The main content area on the right contains a welcome message, a 'Coming Up' section, and a 'View Grades' button. At the bottom, there are links for Privacy Policy, Cookie Notice, Acceptable Use Policy, Facebook, and X.com.

Click "Settings"

This screenshot displays the 'User Profile' settings page. The left sidebar remains the same, but the 'Settings' icon is now highlighted with an orange circle. The main content area is titled 'User Profile' and includes sections for 'Contact' (with a note about adding services), 'Biography' (with a note about adding a biography), and 'Links' (with a note about adding links). The 'Profile' menu item in the sidebar is also visible.

Click "Edit Settings"

The screenshot shows the 'Settings' page. The left sidebar has the 'Settings' icon highlighted with an orange circle. The main content area is titled 'Settings' and includes sections for 'Full Name', 'Display Name', 'Sortable Name', 'Language', 'Time Zone', 'Maintenance windows', 'Ways to Log In' (with a table of Organization and Login details), and 'Web Services'. On the right side, there is a 'Ways to Contact' section with 'Email Addresses' and 'Other Contacts' lists, and a button labeled 'Edit Settings' highlighted with an orange circle. Below it is a 'Download Submissions' button.

Select Pacific time Zone.

The screenshot shows the K12 user settings page. On the left is a navigation menu with options like Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Resources, Help, and Feedback. The main content area is titled 'Settings' and includes sections for 'Notifications', 'Profile', 'Files', 'Shared Content', 'Learning Coach Attendance', 'QR for Mobile Login', and 'Global Announcements'. The 'Time Zone' dropdown menu is open, showing 'System Default (English (Unit))' and 'Eastern Time (US & Canada)'. The 'Update Settings' button is highlighted. Below the settings are 'Ways to Log In' and 'Ways to Contact' sections.

Click “Update Settings”

NOTE: Base Camp should be a live class you see at 9:00 am. If that class is at NOON, you have not updated your time zone settings.

This screenshot is identical to the one above, showing the K12 settings page with the 'Update Settings' button circled in orange to indicate the next step in the process.

6) Basic Navigation in K12 for both accounts:

Live Classes – Using your Launchpad

- 1) On Today's Focus, click on Class Connect
- 2) Students will not be able to join a session more than 15 minutes before the session's scheduled start time

The screenshot shows the 'Today's Focus' dashboard. It has a filter dropdown set to 'All Courses'. There are three tabs: 'Lessons(2)', 'Class Connects(6)', and 'Assignments(2)'. The 'Class Connects' tab is active, showing a list of live classes. Each class entry includes the course name, a 'Class Connect' button, and the start time. The classes listed are: 'SP 1 INS - SMITH Smith Reading Class -RES' (Starts: 10:00 AM), 'FINE ART Class connect' (Starts: 12:00 PM), '225CHIN2 WLGE2 ELM CHINESE II test error 2 edit' (Starts: 12:57 PM), and 'MTH12BADE2 ALGEBRA 1 - SMITH' (Starts: 1:30 PM). The 'Algebra Class Connect' button is highlighted with a blue plus icon.

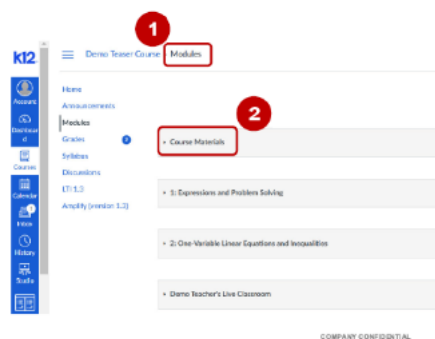
Exploring Modules in Canvas – Learning outside of live classes

- 1) On the left bar, select the Courses icon
- 2) Then, find the word Modules in the menu
- 3) These are your important online lessons. Modules + Class = school

Exploring Modules

- 1 Select "Modules" in Course Navigation.
- 2 View structured course content.
- 3 Complete activities in sequential order as required by your instructor.

K12



Finding and Submitting Assignments

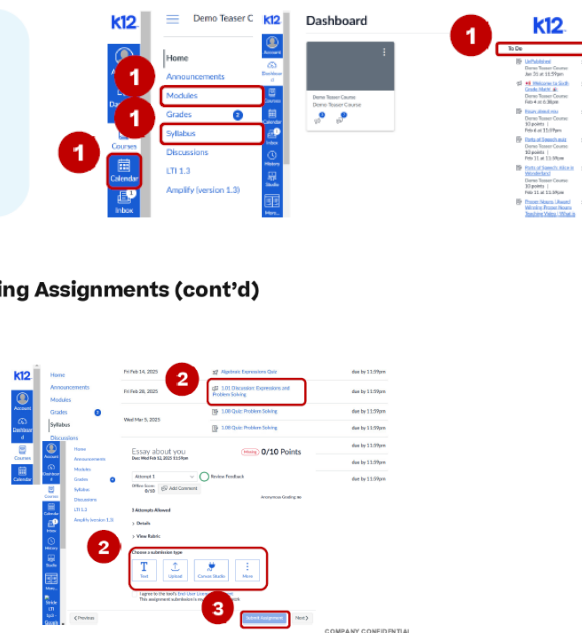
- 1) Find your assignments in the Modules, Launchpad, Syllabus, Calendar or "To Do" areas.
- 2) Select an assignment to view assignment details submission options.
- 3) Select "submit assignment" to upload your work.

- 1 Assignments are found in Modules, Syllabus, Calendar, or To Do List.

Finding and Submitting Assignments (cont'd)

- 2 Select an assignment to view details and submission options.
- 3 Select 'Submit Assignment' to upload your work.

K12

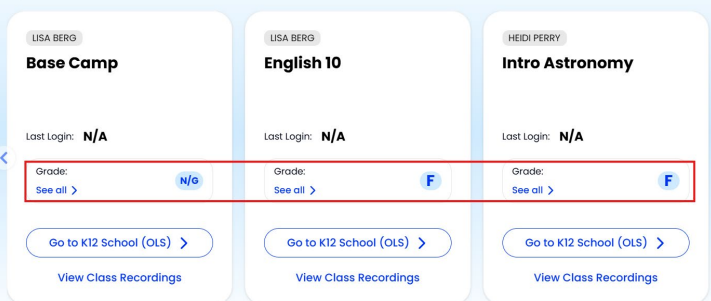


Checking Grades at a Glance

- 1) On your Launchpad, scroll to the bottom of the page to view Courses
- 2) A snapshot of your current grade will be available for each class

Courses

Explore Your 3 Courses



Checking Assignment Grades

- 3) On the left bar, select the Courses icon
- 4) Then, find the word Grades in the menu
- 5) You will also be able to see teacher feedback to improve your grades

Checking Grades

- 1 Select 'Grades' in Course Navigation.
- 2 View scores, feedback, and rubrics for assignments.
- 3 Use 'What-If' grades to calculate potential scores.

Name	Score	Feedback	What-If
ENG06AD Language Arts 6 - TOWERS	100%		
MTH06ADE4 Math 6 - WHEATON	100%		
MTH07ADE4 Math 7 - BERGSTROM	100%		

7) Learning Coach Guide: Reviewing your student(s) grades

Reviewing Grades

NOTE: If you have multiple students enrolled at SVA, use your Dashboard to switch between students and view each one's information.

After selecting your student, open the Courses view to choose a class to review.

Once inside the course, click the three lines in the top-left corner to open the menu. From there, select Grades.

When viewing grades, you will see:

- Student's total grade
- All assignments for that course
- Due dates
- The assignment status (Completed or Missing)
- Assignment scores

Grades for Demo Student Summit

Course

ENG06AD Language Arts 6

Arrange By

Due Date

Apply

Print Grades

Total: 0% (F)

Show All Details

Course assignments are not weighted.

☒ Calculate based only on graded assignments

Assignments

Learning Mastery

Name	Due	Submitted	Status	Score
All About Me Slideshow Assignments	Sep 12 by 11:59pm		missing	×
Check Your Reading: The Stone Assignments	Sep 19 by 11:59pm		missing	0%
1.04 Quiz: The Magic Prison Assignments	Oct 3 by 11:59pm		missing	0 / 5
Comprehension Check: Kaddo's Wall Assignment	Oct 9 by 11:59pm			

8) Learning Coach Guide: Reviewing your student(s) schedule

Coming Soon - Our K12 partners are updating the system!

Learning Coach Guide: Email

Select your Inbox icon on the left navigation pane.

Account

Dashboard

Courses

Calendar

Inbox

History

English 5/6

ENG06AD Language Arts 6 - TO...

2026-SVA_NTH 25-26/YR

Observing: Demo Student Summit

Welcome!

Middle School Math Foundations

Ms. Wheaton

MTH06ADE4 Math 6 - Wheaton

MTH06ADE4 Math 6 - Whea...

2026-SVA_NTH 25-26/YR

Observing: Demo Student Summit

Once you're in your Inbox, you'll see your messages. These include any messages sent to your student as well as messages sent directly to you.

Account

Dashboard

Courses

Calendar

Inbox

All Courses

Inbox

Search...

Oct 6, 2025

1

Nikki Wheaton, Cassidy Erickson, Peyton ...

No Class today; work on the introductory...

Hi Team, There is no class today. Howe...

Oct 2, 2025

1

Jennifer Cariasini, Daphne Nagel, Ianna ...

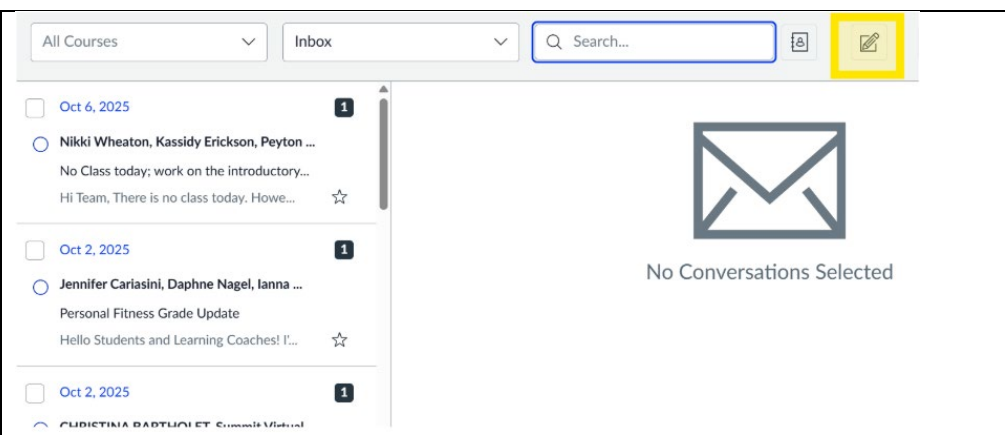
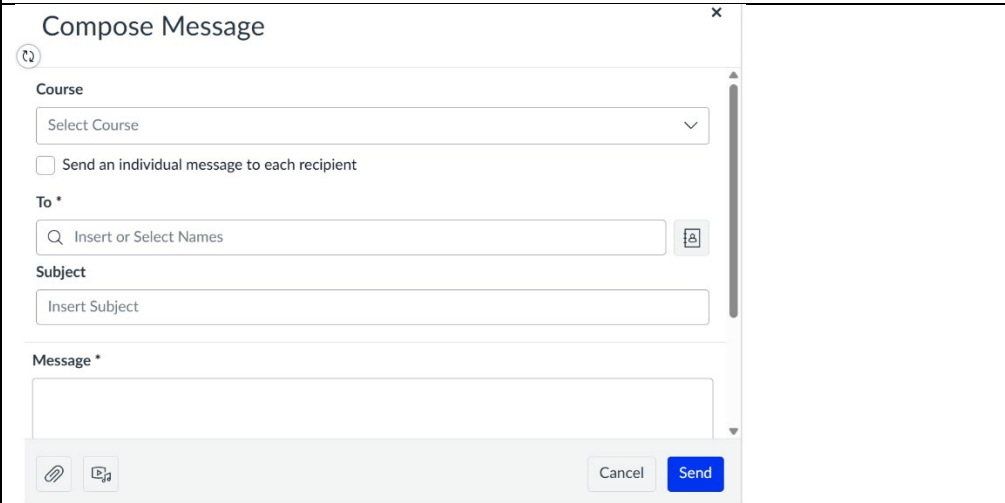
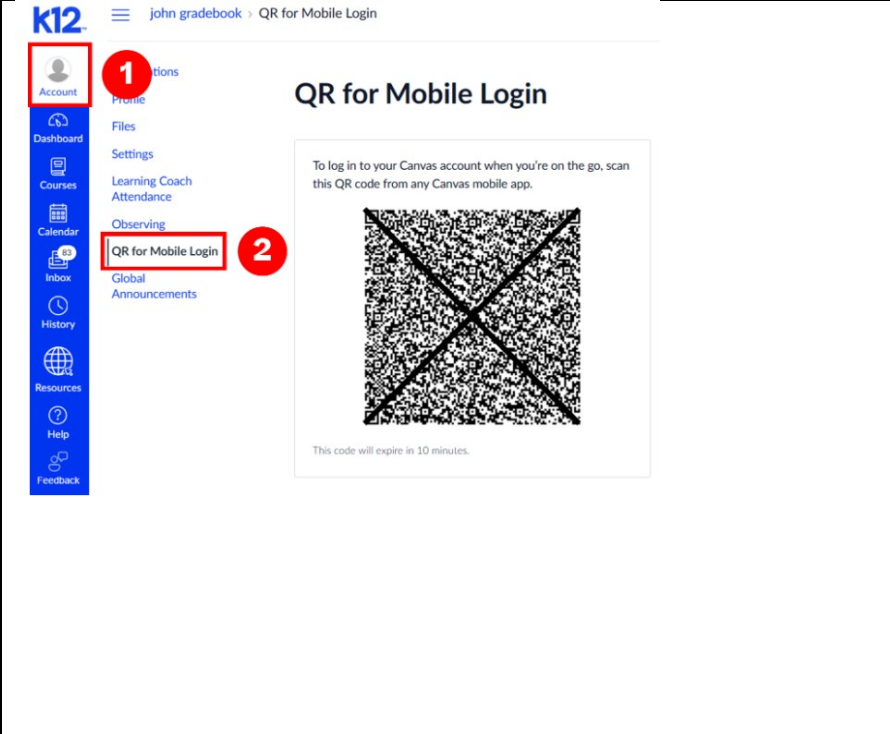
Personal Fitness Grade Update

Hello Students and Learning Coaches! I...

Oct 2, 2025

No Conversations Selected

For Video Tutorials, visit <https://summit.https.org/for-families/reference-guide>

To contact one of your student's teachers, click the Compose Message icon.	
When composing a message, select the class you're reaching out about and send it directly to the teacher.	
8) Downloading the K12 Canvas App to check your grades	
On your school laptop or another device, visit https://learn0.k12.com/ and log into your student or learning coach account. Click Proceed to see your QR code. IMPORTANT NOTE: The Canvas by Instructure mobile app functionality is limited to viewing grades. We strongly recommend using a laptop or desktop for the best experience.	

On your phone, open the Canvas by Instructure app and tap the QR Login button.

Point your phone's camera at the QR code on your computer screen. You will be logged in to the Canvas app automatically!



To add multiple accounts (for example, to switch between different schools or users) in the Canvas app, follow these instructions:

1. Open the Canvas by Instructure app.
2. Tap the Menu icon on the dashboard.
3. Tap Change User.
4. On the login screen, you'll see a list of previous logins. Tap QR Login to add another account.
5. Repeat the steps shown above to login via QR code.
6. After logging in, both accounts will be listed on the login page. You can tap any account to switch between them.