Student Orientation Toolkit

Contents

Welcome

Welcome to Edmentum! This Student Orientation Toolkit will guide you to the resources and information that you'll need to begin learning with Edmentum.

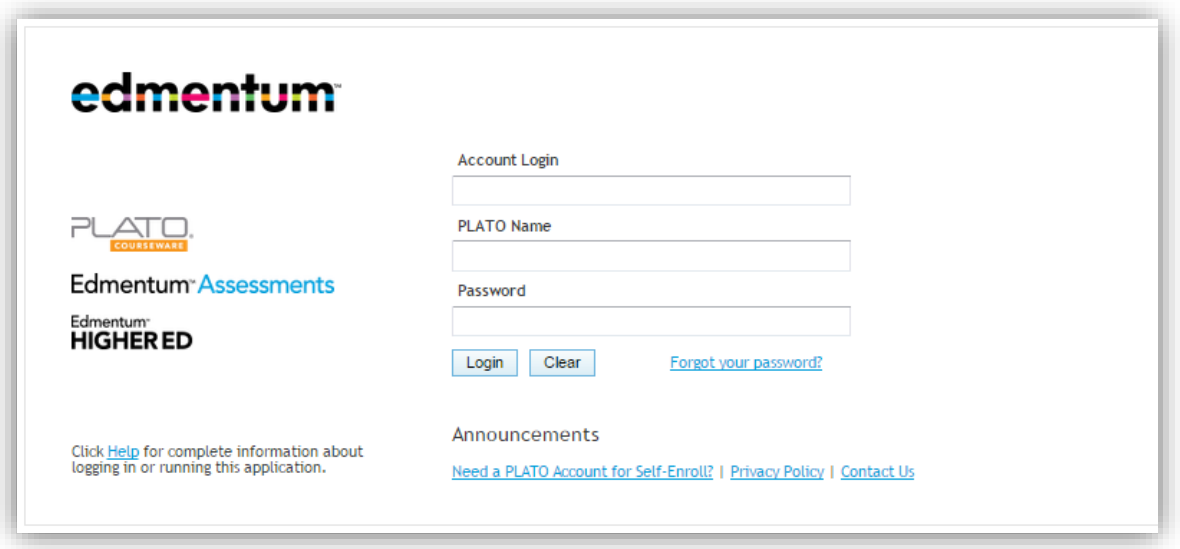
This toolkit will help you access and use the features of this program. You'll see how to log in and learn how to complete different online assignments, including unit activities, assessments, and discussions with other students.

You'll also have access to the Student Orientation Video Tutorial. This short video will show you all the features that are available in your program.

Your responsibilities

- Stay on track with your assigned courses.
- Complete assignments on time and to the best of your abilities.
- Contact your teacher whenever you have a question or a problem.

How to Log In



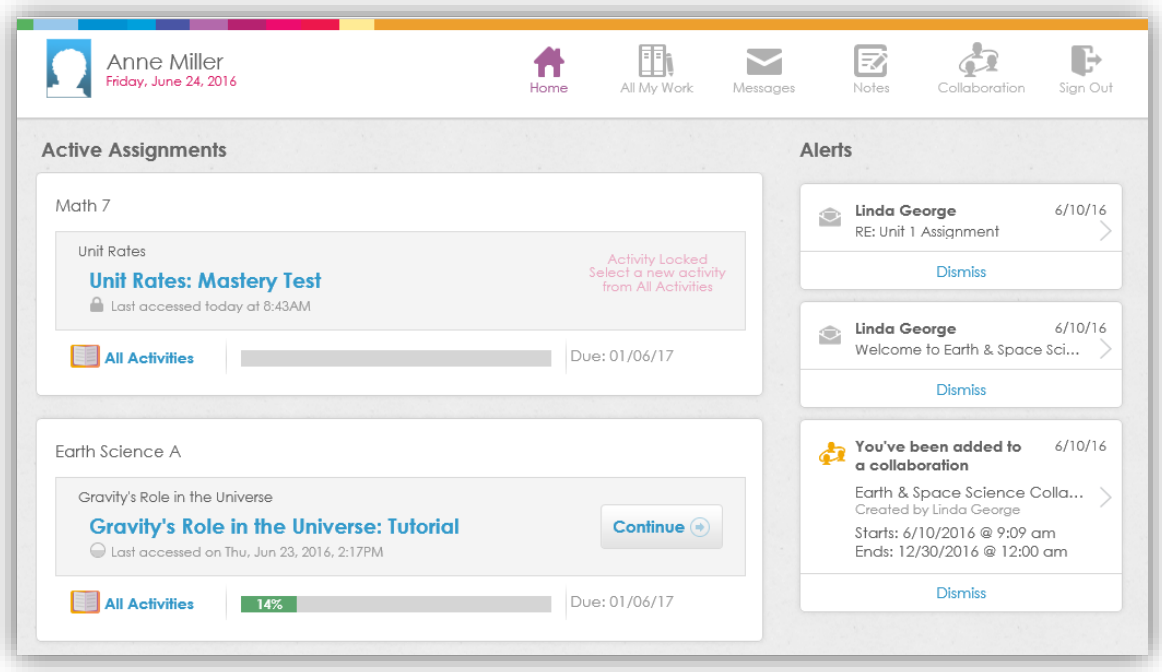
You should receive your log-in information before starting your courses. Please contact your instructor if you have not received it.

Visit the Edmentum site to open the program log-in screen. If you ever forget your password, use the link on the log-in screen to reset it.

Video Tour

The Student Orientation Tutorial demonstrates the features of this program. After viewing the tutorial, read through the rest of this document for help in getting started on your assignments.

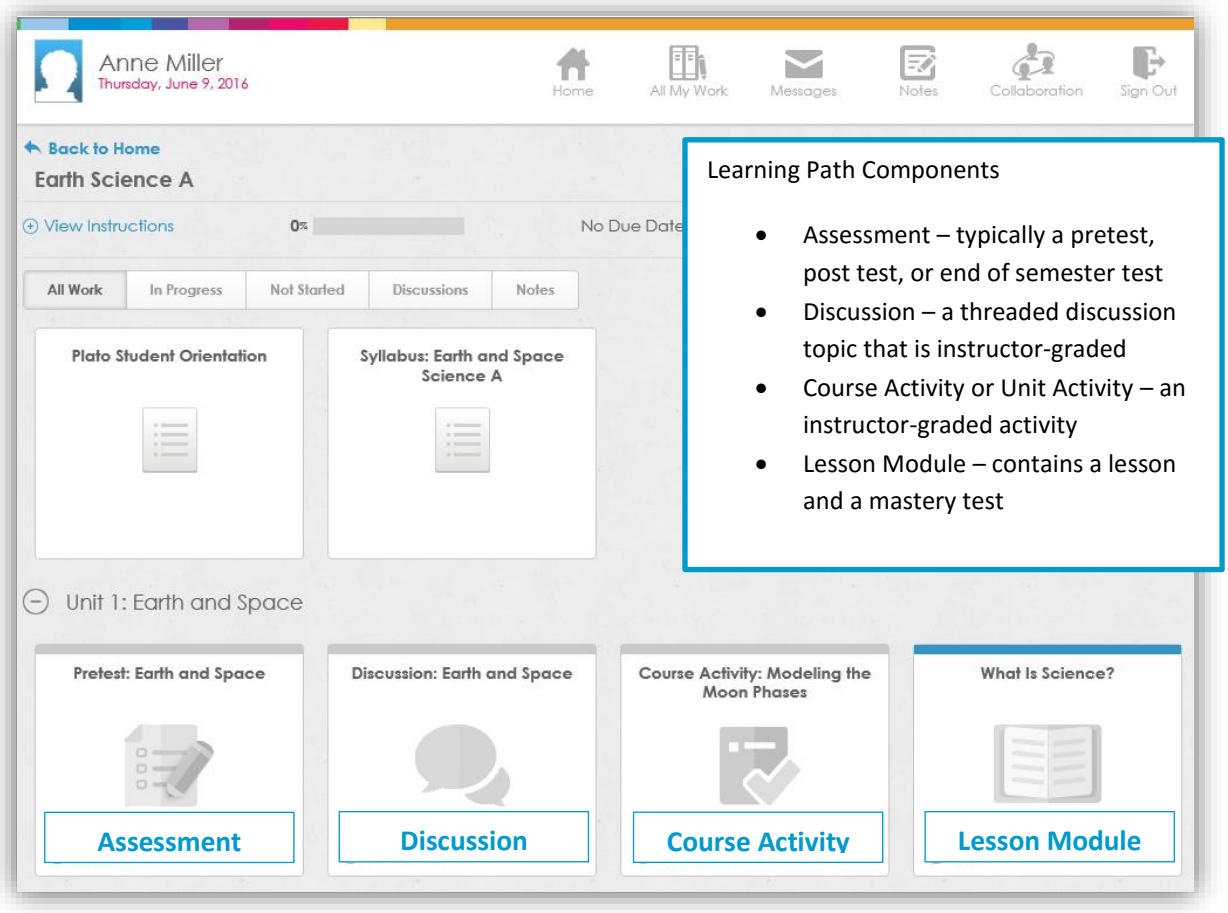
Home Dashboard



Assignments and Course Activities

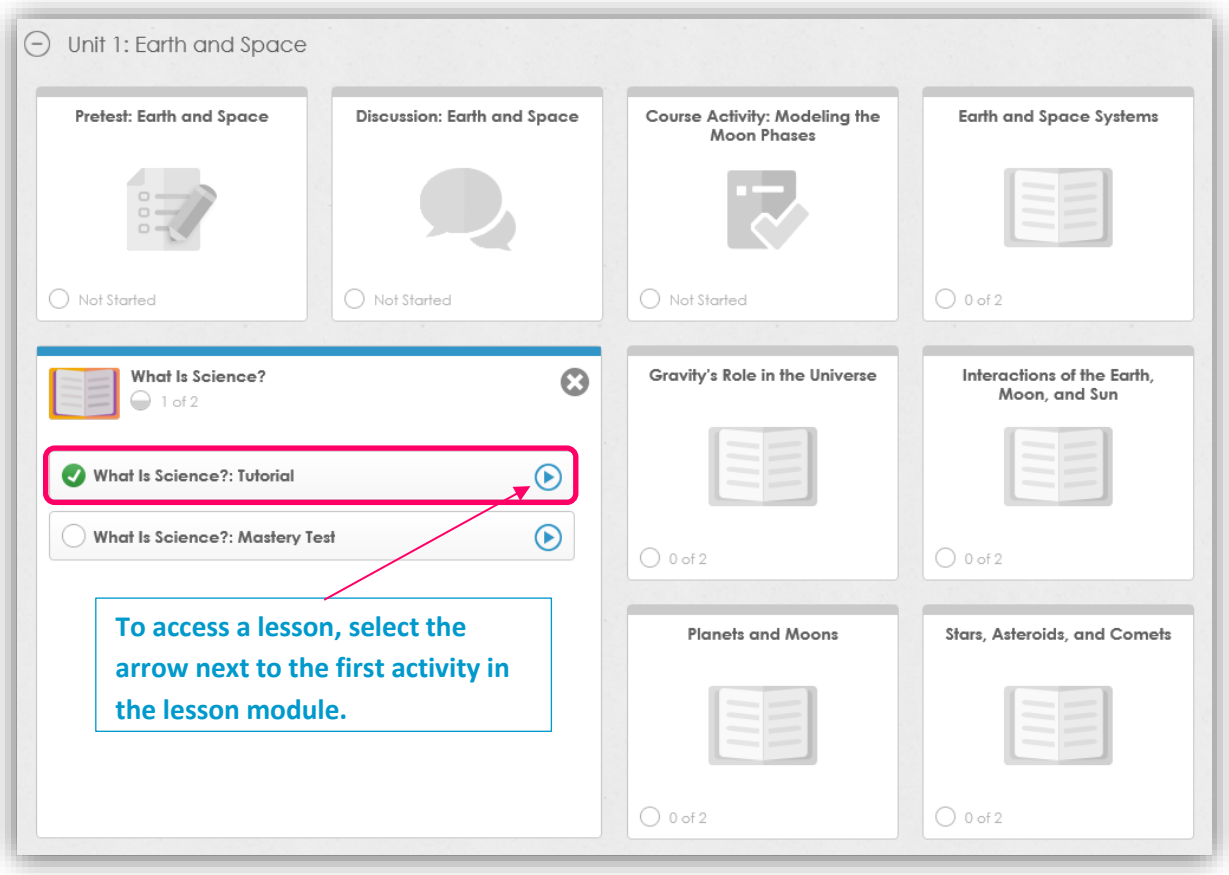
Learning Path

A learning path is the set of learning activities and assessments that you'll work through to complete a course. Learning paths are organized into units that contain discussions, lesson modules, course activities, unit activities, and assessments. Each lesson module contains a lesson (sometimes called a tutorial) and a mastery test.

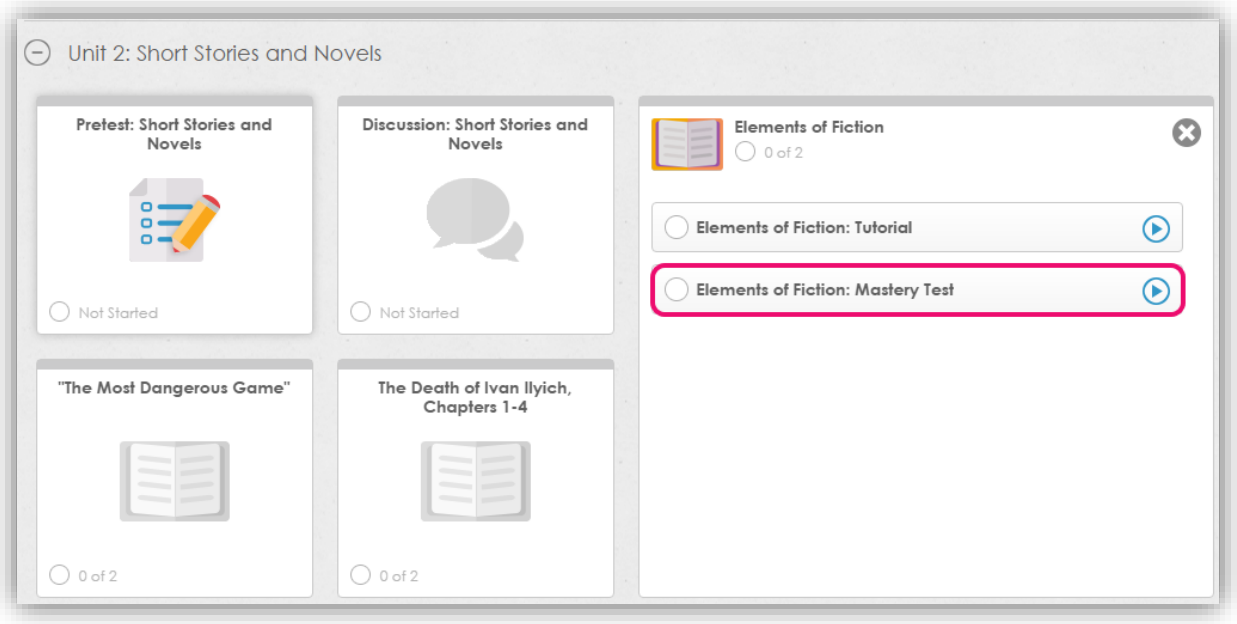


Lessons

Lessons are interactive activities where you will learn and practice new concepts and skills. They include engaging activities, such as videos, animations, interactive timelines, and hot-spot graphics. Tutorials also have practice interactions such as drag-and-drops, ordered problem solvers, multiple-choice questions, and fill-in-the blank questions that help you check your progress on mastering new concepts. Some tutorials include Web links to informational sites, games, and digital media, which are designed to broaden your access to information about the topic.



Mastery Tests



A mastery test is a brief assessment in each lesson module. After completing a lesson, you'll take this test so that you and your instructor can see whether you have mastered the lesson's objectives. Each test will explain the requirements for mastery before you begin answering questions. The results are reported as either mastered or not mastered. Mastery means that you scored 80% or higher on a test. A gold star will appear in front of each test after mastery is achieved.

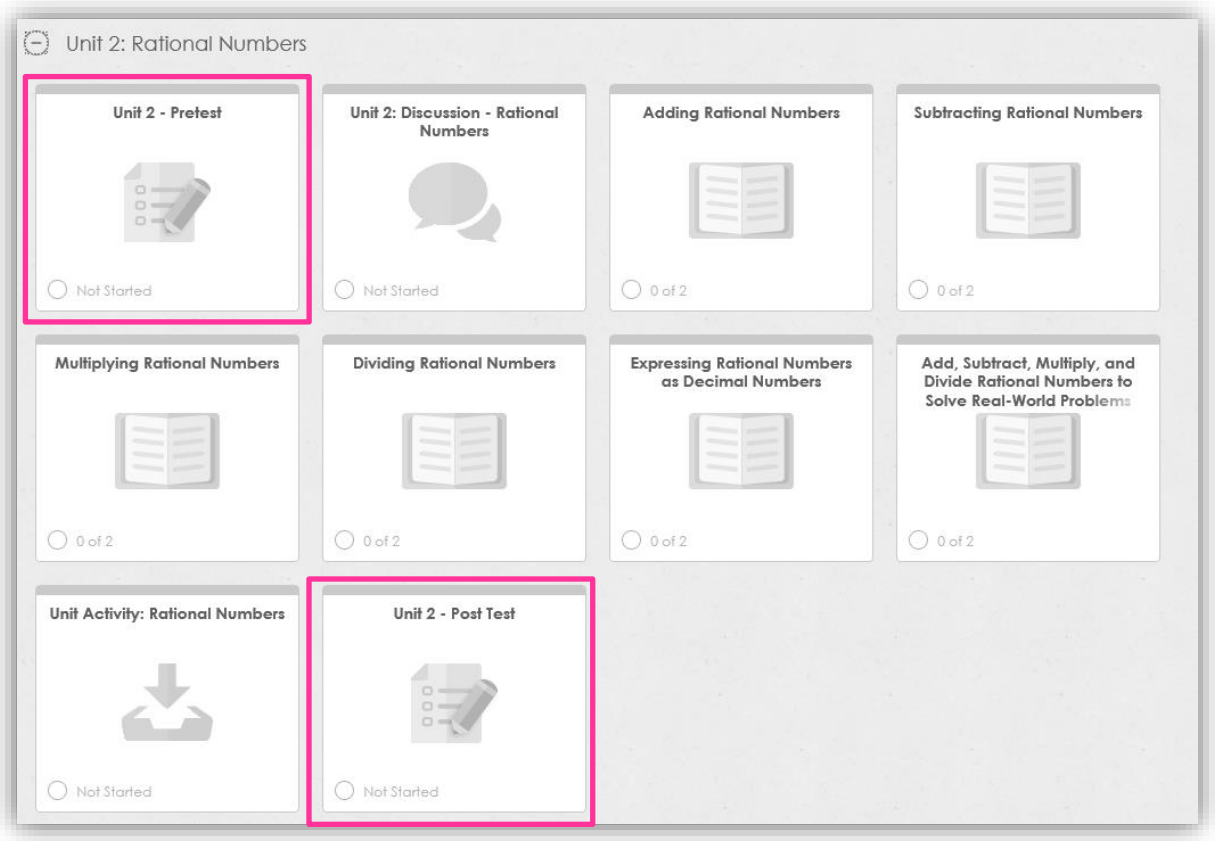
Mastered

Not Mastered

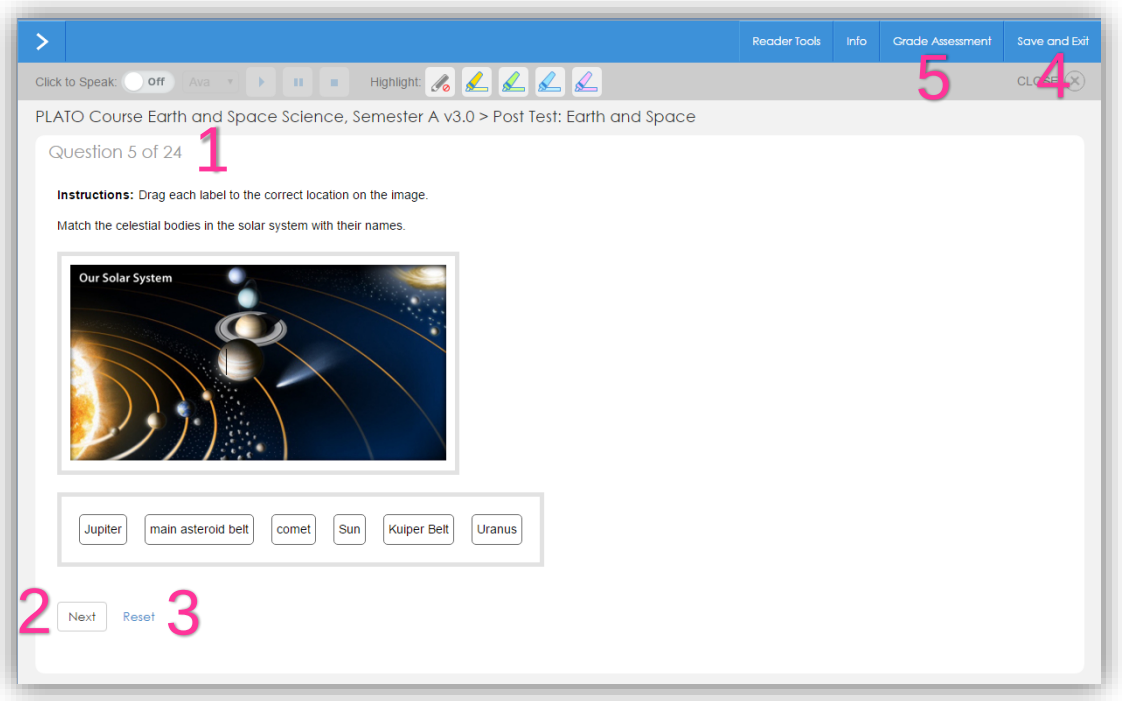
If you do not master a test on your first attempt, you can complete the tutorial again to unlock the test. Or you can contact your instructor to unlock the test for another attempt.

Assessments

Assessments are the pretests, post tests, and end of semester tests in your course.



After you launch an assessment, you'll see the following information:



1. **Total Number of Questions**—The total number of questions will be listed at the top of the screen, along with the question you're currently viewing.

2. **Next**—Click Next to go to the next question in the assessment.

3. **Reset**—Click Reset to deselect a previously selected option.

4. **Save and Exit**—You can save your test and continue at a later time. To save, click Exit Assessment when prompted. A list of the number of questions you have answered, the total number of questions, and the time you spent on the test will display. Or click Cancel to continue with the assessment.

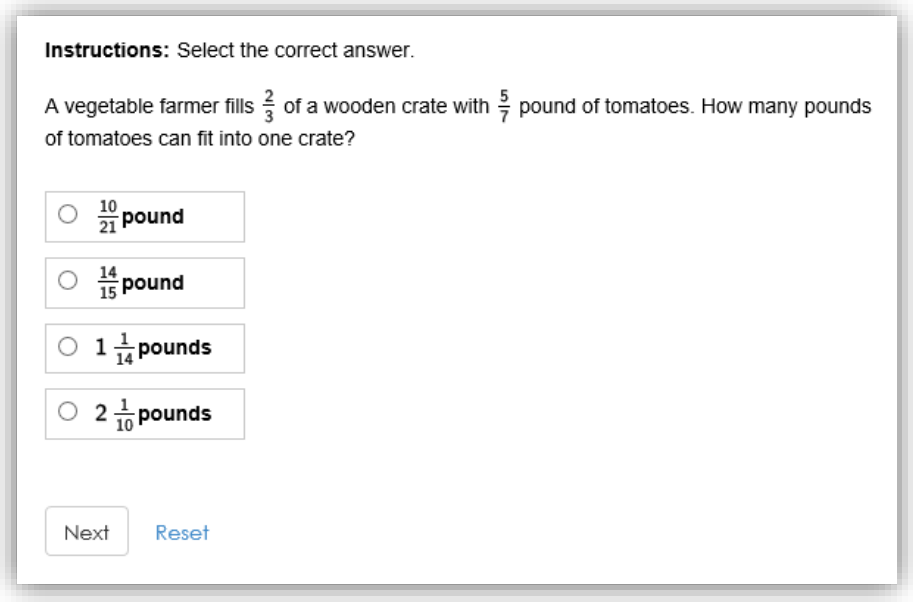
5. **Grade Assessment**—Click Grade Assessment to grade your test. When prompted, click OK to confirm the completion of the assessment. Or click Cancel to go back to the assessment.

Assessment Item Types

Every pretest, post test, and end of semester test contains a unique set of questions. The following types of assessment questions appear in these tests:

Multiple Choice

A multiple-choice question has only one correct answer. Select the correct answer, and choose Next to submit your response.

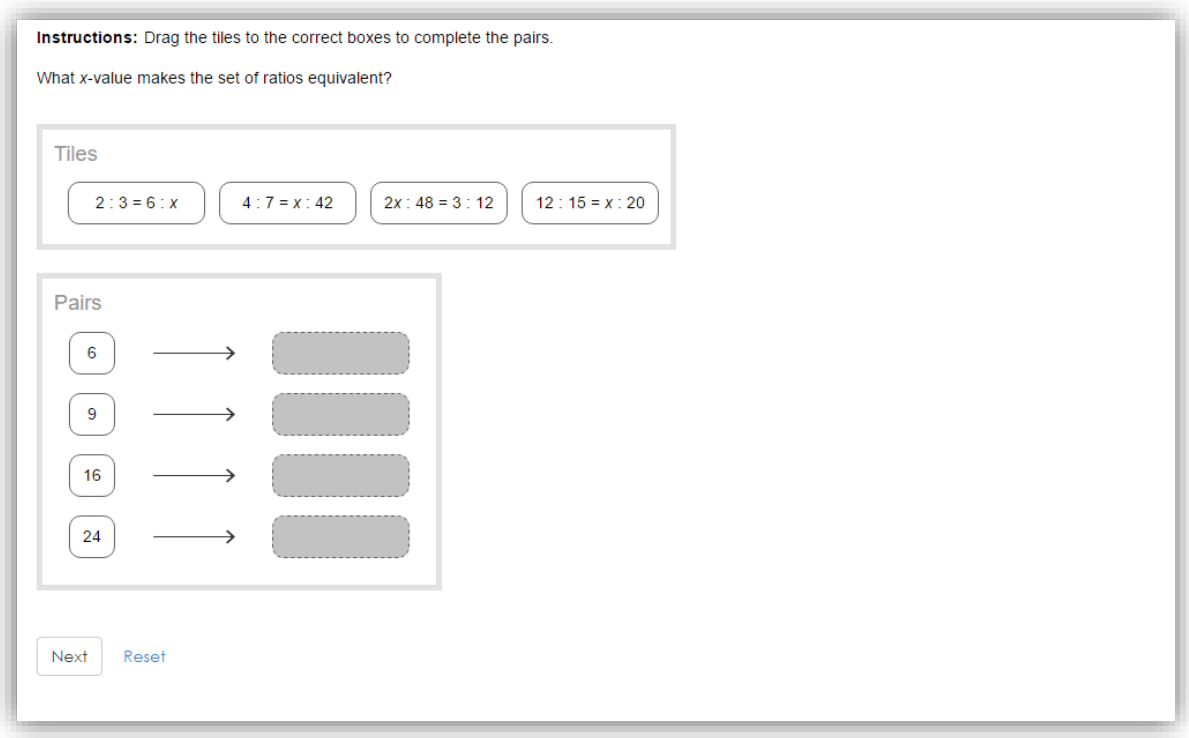


Multiple Response

A multiple-response question has more than one correct answer. Select all of the correct answers, and choose Next to submit your response.

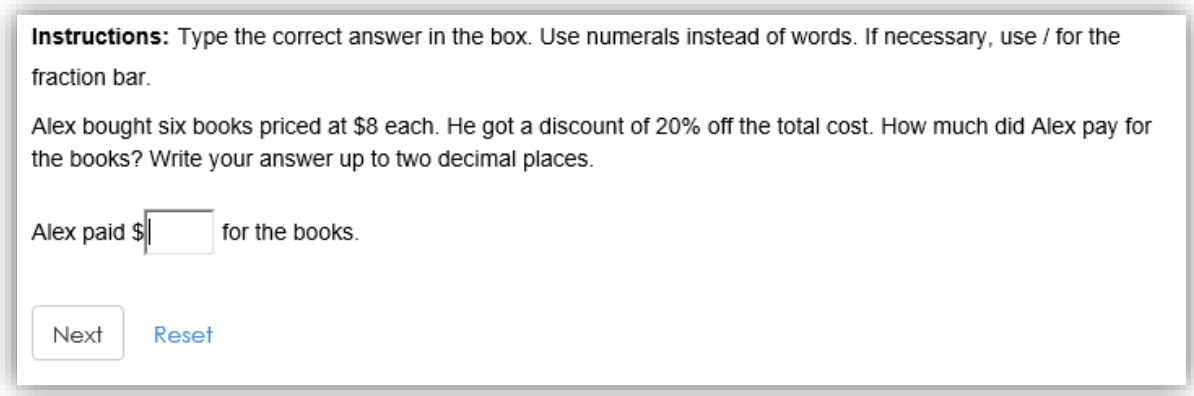
Matched Pairs

For a matched pairs question, drag the tiles to the matching location in the pairs box. Choose Next to submit your answer.



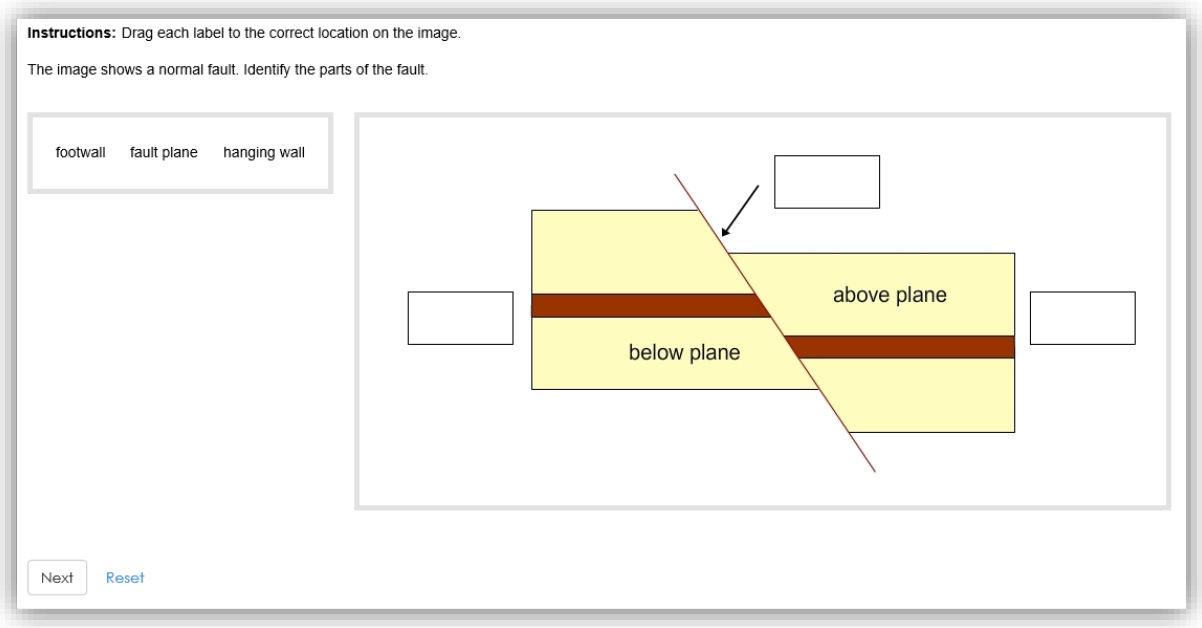
Fill in the Blank

To complete a fill-in-the-blank question, type your answer in the box. Choose Next to submit your answer.



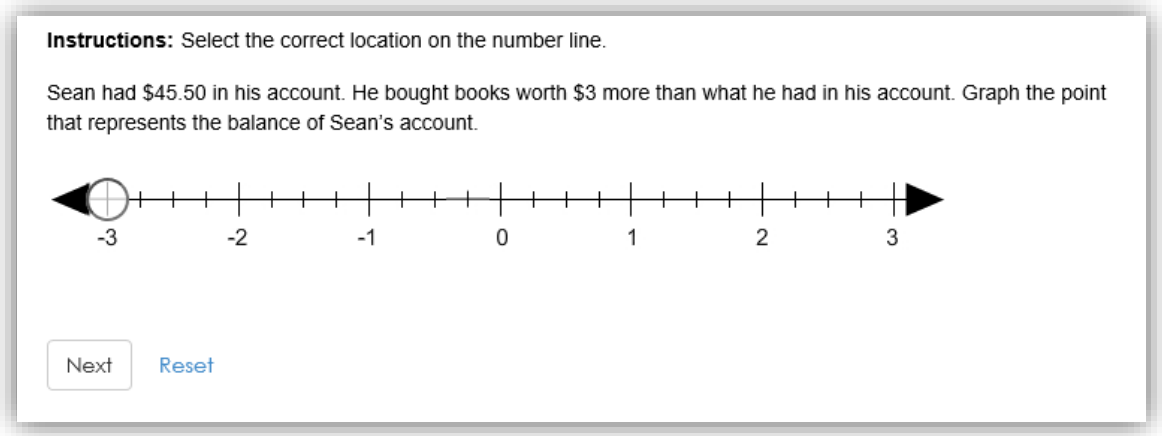
Graphic Gap Match

To complete a graphic gap match question, drag each answer choice to the correct location on the image. Then choose Next to submit your answer.



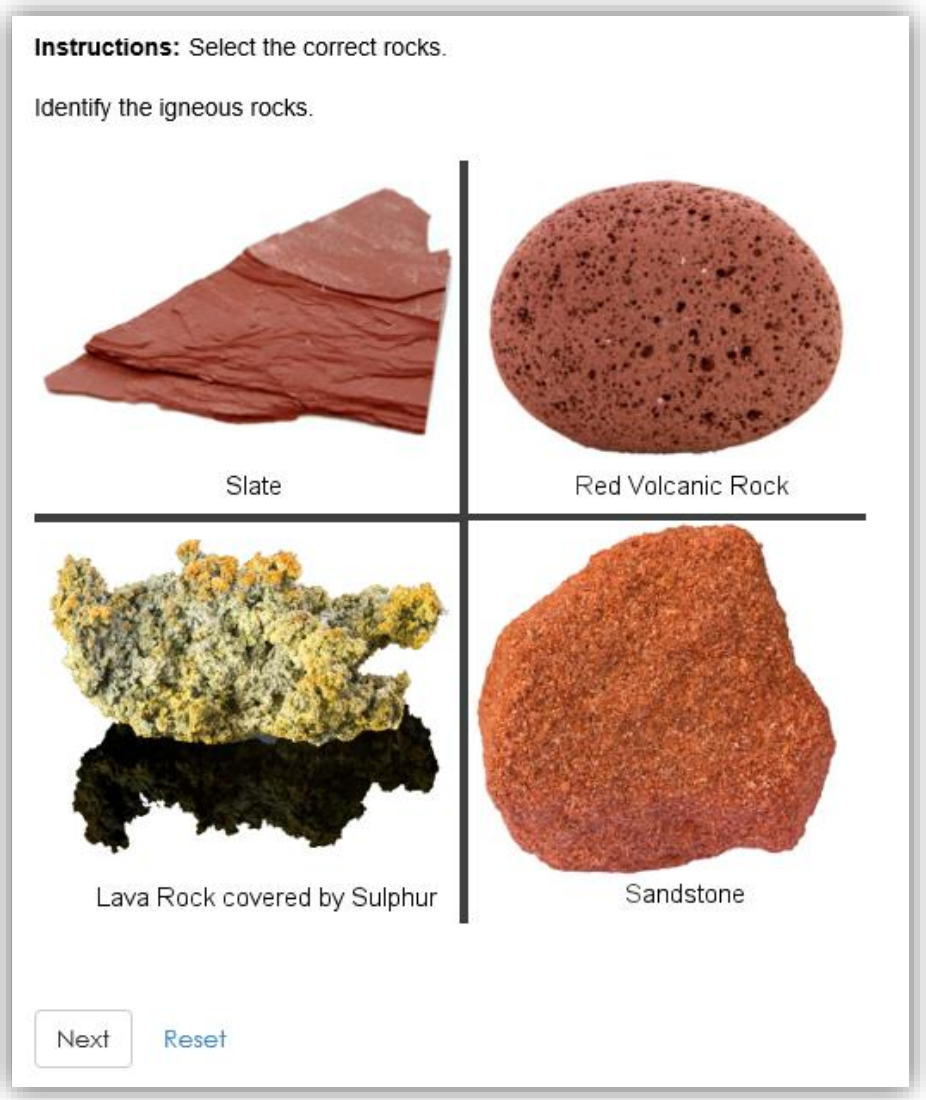
Number Line

To answer a number line question, select the point or points on the number line that solve the problem. Choose Next to submit your answer.



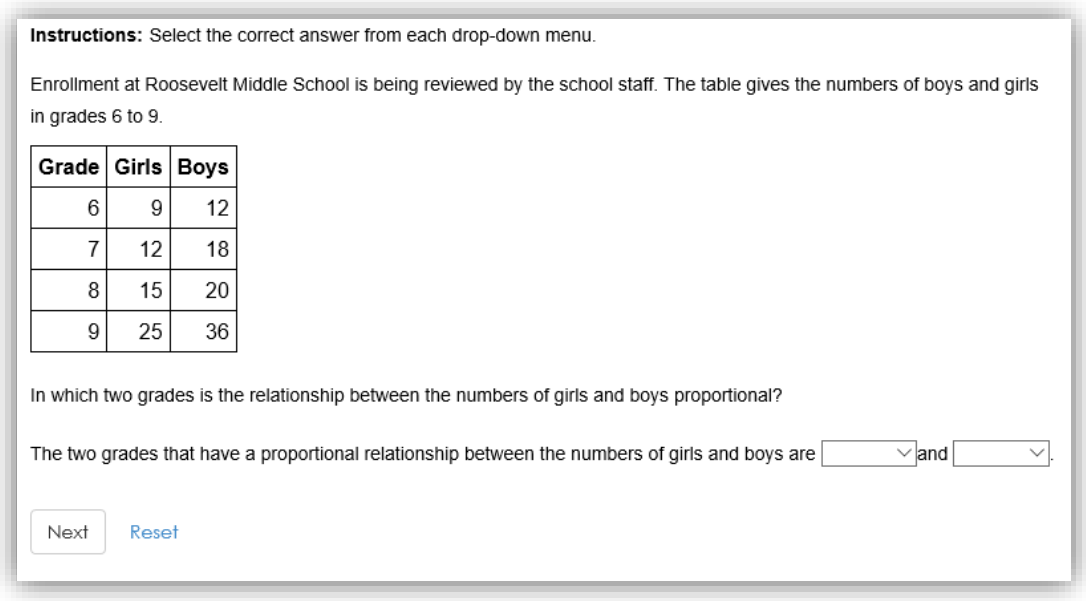
Hot Spot

For a hot spot question, select the correct location on the graphic to answer the question. Choose Next to submit your answer.



Cloze

For a cloze question, select the correct answer from each drop-down menu. Choose Next to submit your answer.



Instructions: Select the correct answer from each drop-down menu.

Enrollment at Roosevelt Middle School is being reviewed by the school staff. The table gives the numbers of boys and girls in grades 6 to 9.

Grade	Girls	Boys
6	9	12
7	12	18
8	15	20
9	25	36

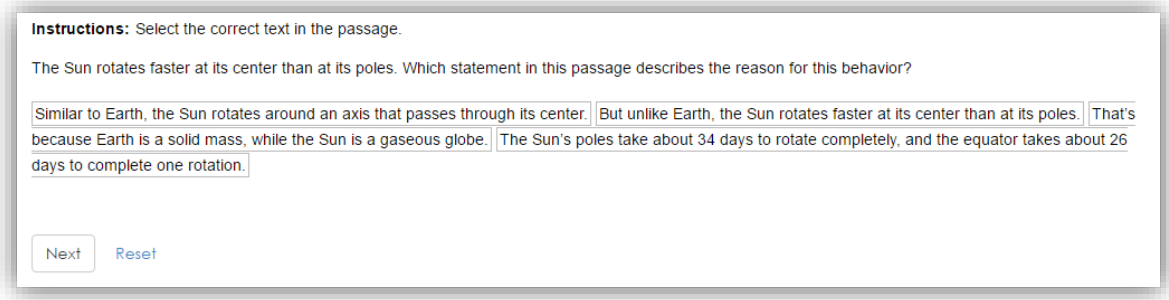
In which two grades is the relationship between the numbers of girls and boys proportional?

The two grades that have a proportional relationship between the numbers of girls and boys are [ ] and [ ].

Next Reset

Hot Text

To complete a hot text question, select the text that correctly answers the question. In some cases, more than one sentence or word is correct. After you've selected all of the correct text, choose Next to submit your answer.



Instructions: Select the correct text in the passage.

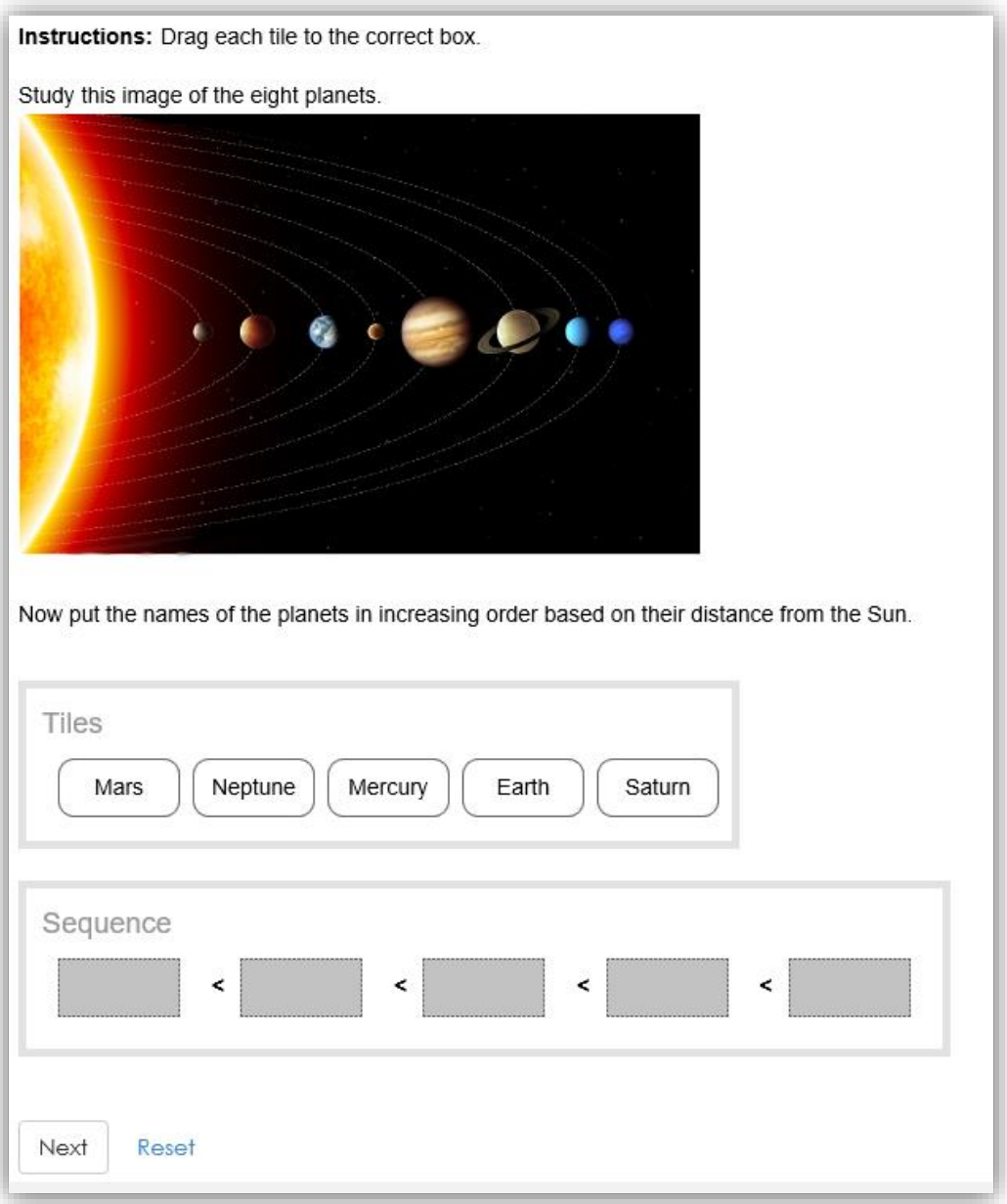
The Sun rotates faster at its center than at its poles. Which statement in this passage describes the reason for this behavior?

Similar to Earth, the Sun rotates around an axis that passes through its center. But unlike Earth, the Sun rotates faster at its center than at its poles. That's because Earth is a solid mass, while the Sun is a gaseous globe. The Sun's poles take about 34 days to rotate completely, and the equator takes about 26 days to complete one rotation.

Next Reset

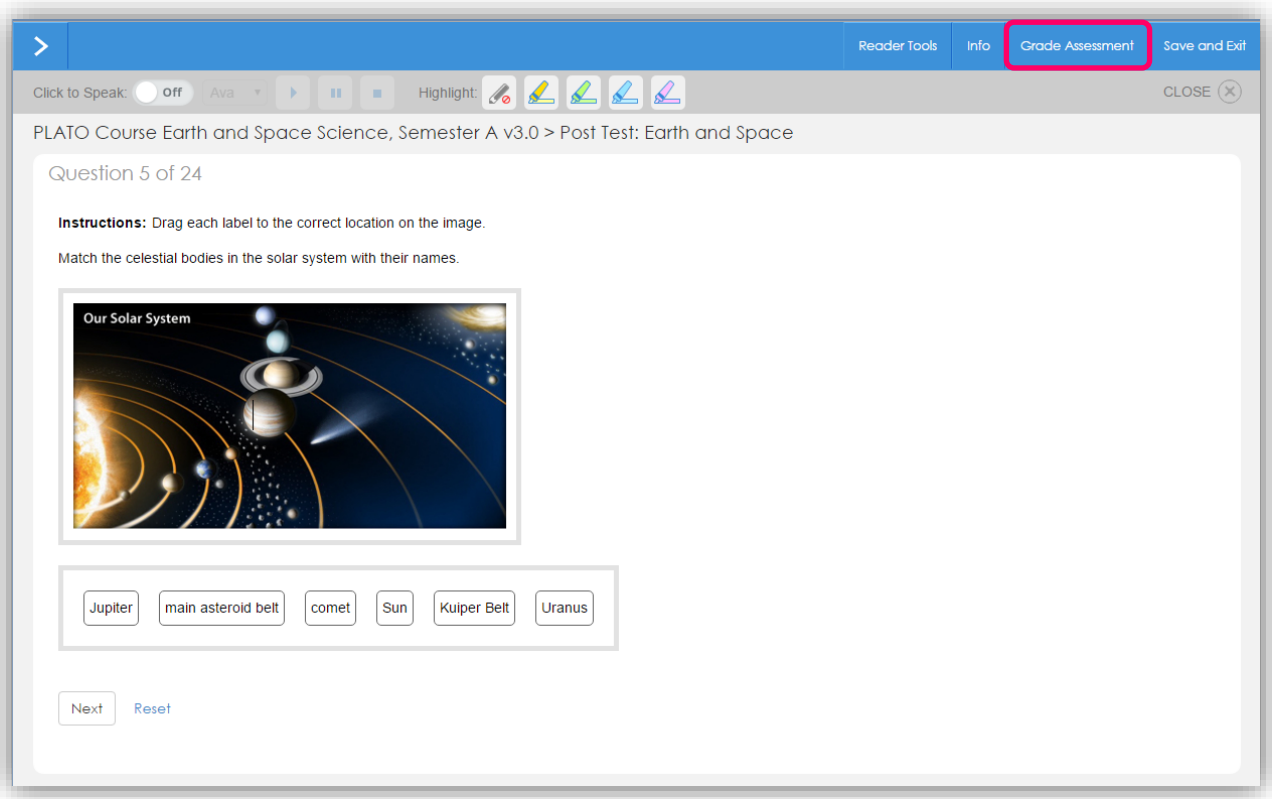
Sequencing

For a sequencing question, drag the answer choices to the boxes to place them in the correct order. Then choose Next to submit your answer.



Completing Your Assessment

After you've answered all of the questions on your assessment, complete it by selecting Grade Assessment or by choosing Next on the final question.



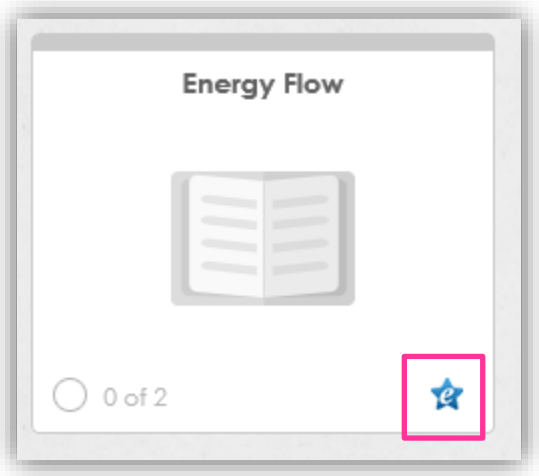
Reviewing Your Score

To review your score, select All Activities for your course from the Home Dashboard and select the Assessment again. You'll see your overall score as well as how you scored on questions related to each lesson module.

Exemptions

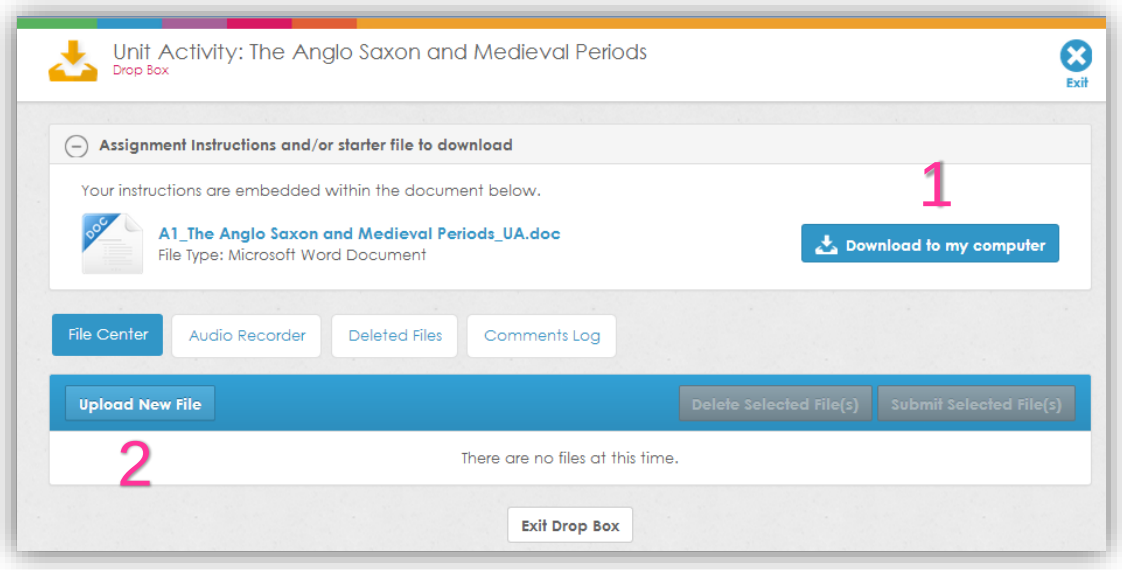
Your instructor can choose to exempt, or excuse, you from a unit in a course. You may also be exempted from a unit or lesson module after completing a unit pretest. The pretest questions cover the objectives in each lesson module of a unit. Your exemption status is based on which questions you answer correctly.

This example shows what an exempted lesson module looks like. Even if you are exempted from taking a unit or module, you can still access it at any time.

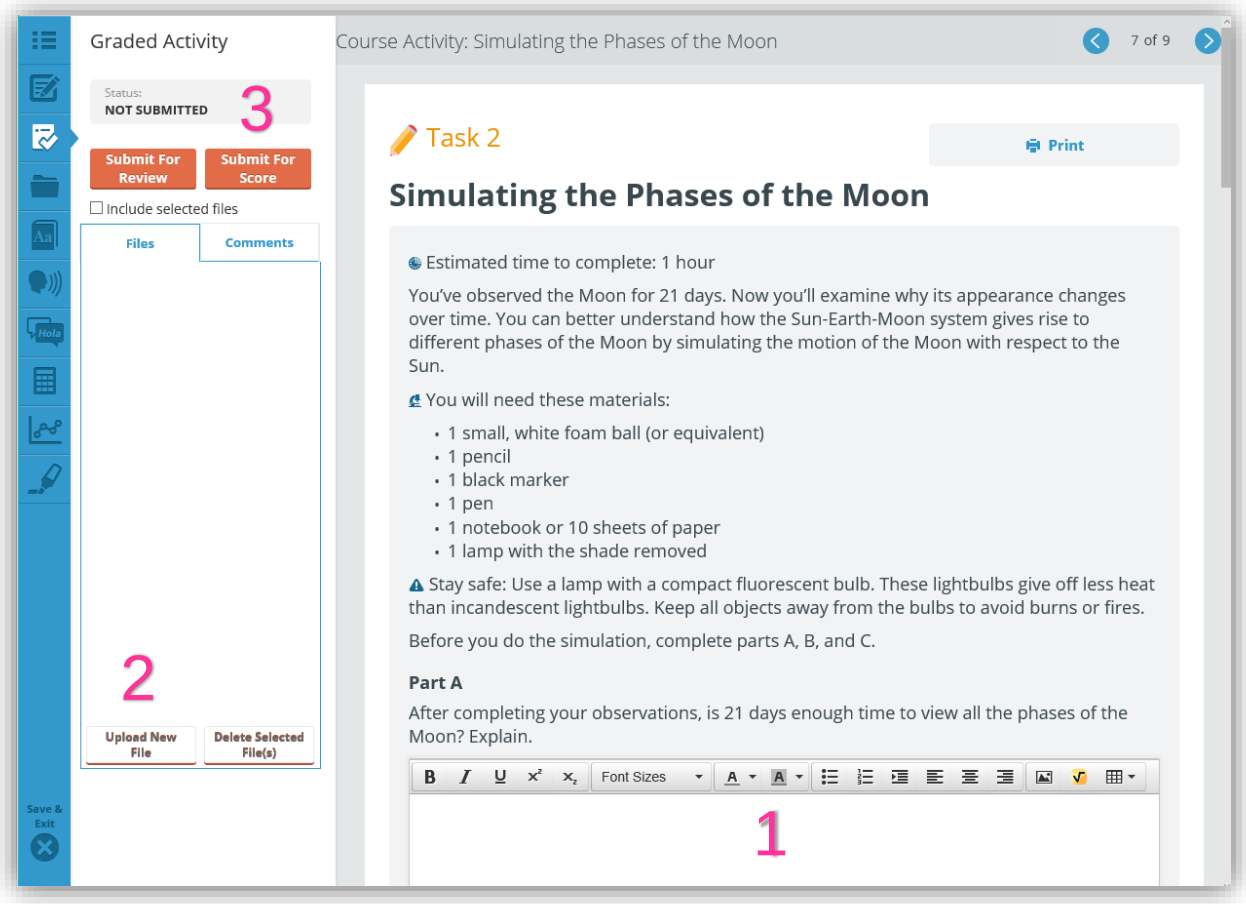


Graded Activities—Unit Activities and Course Activities

For some unit and course activities, you'll submit your completed work using a Digital Drop Box. It allows you to upload digital files for review and grading by your instructor. To access an activity in the Digital Drop Box, open the document [1] and save it to your computer. After you have completed the activity, upload your file [2] to submit it for review or grading.



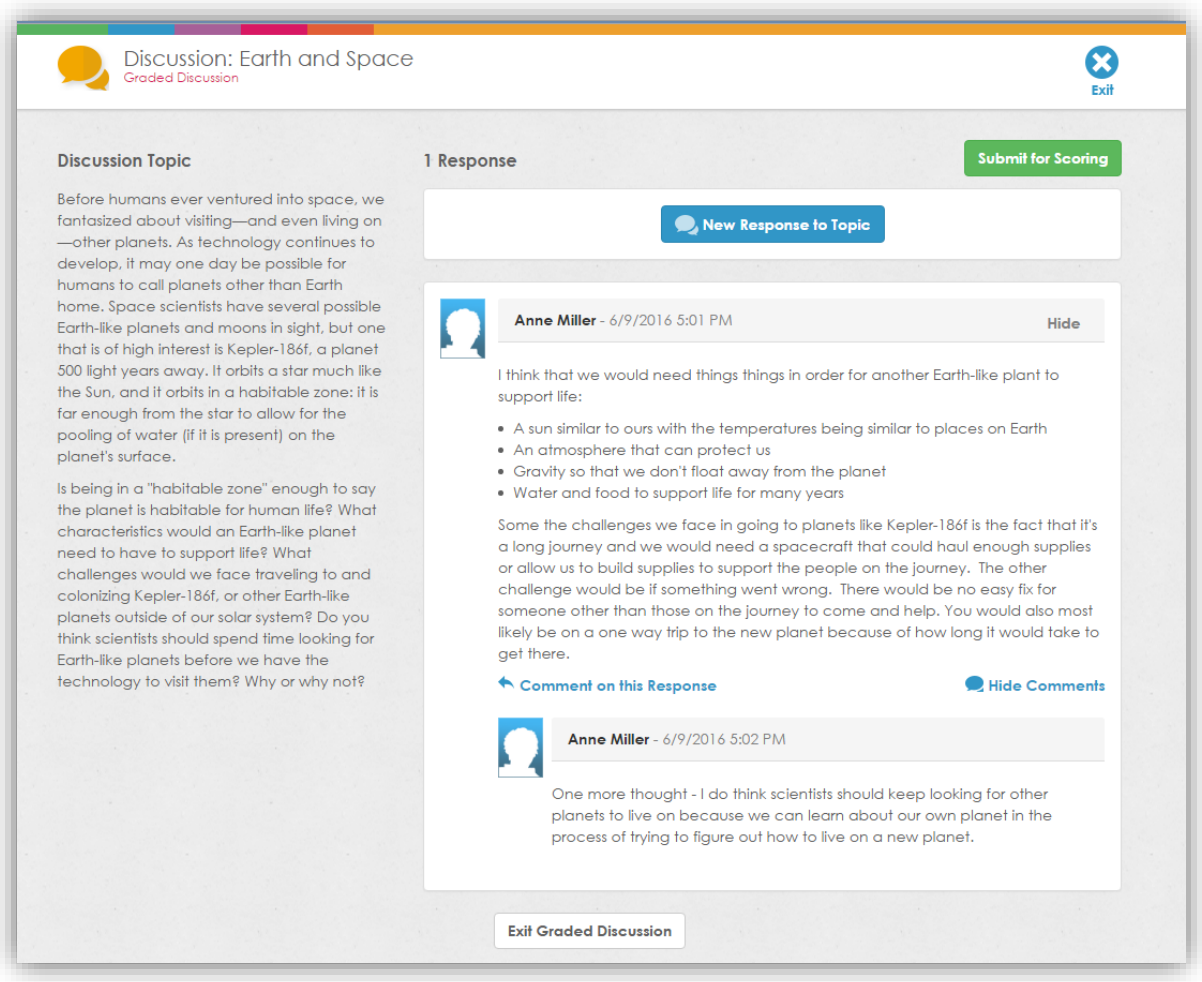
Sometimes the course activity or unit activity will allow you to submit your work directly within the activity. In the example below, you would type an answer in the text box [1] and submit any additional files you create for the activity through the tool bar on the left [2]. After the activity is completed, select Submit for Review or Submit for Score [3] to send your work to your teacher for review or grading.



Discussions

Discussions are activities that ask complex, open-ended questions. They encourage you to reflect on concepts, articulate your thoughts, and respond to the views of others. You'll need to think critically to answer these questions.

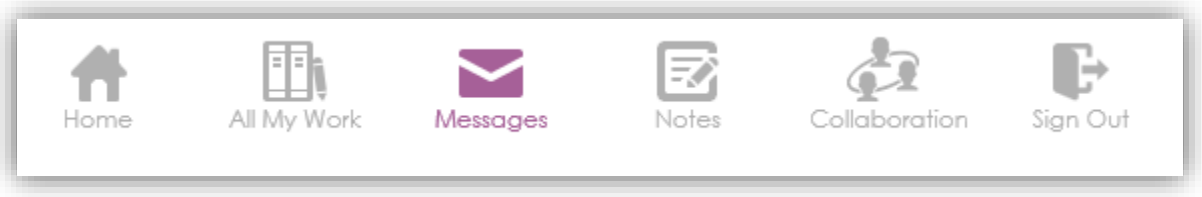
Discussions within your course are graded. Your instructor will base your grade on the replies you submit to a discussion topic. Discussions are located on your All Activities page. Click a discussion to read, reply, and submit your response.



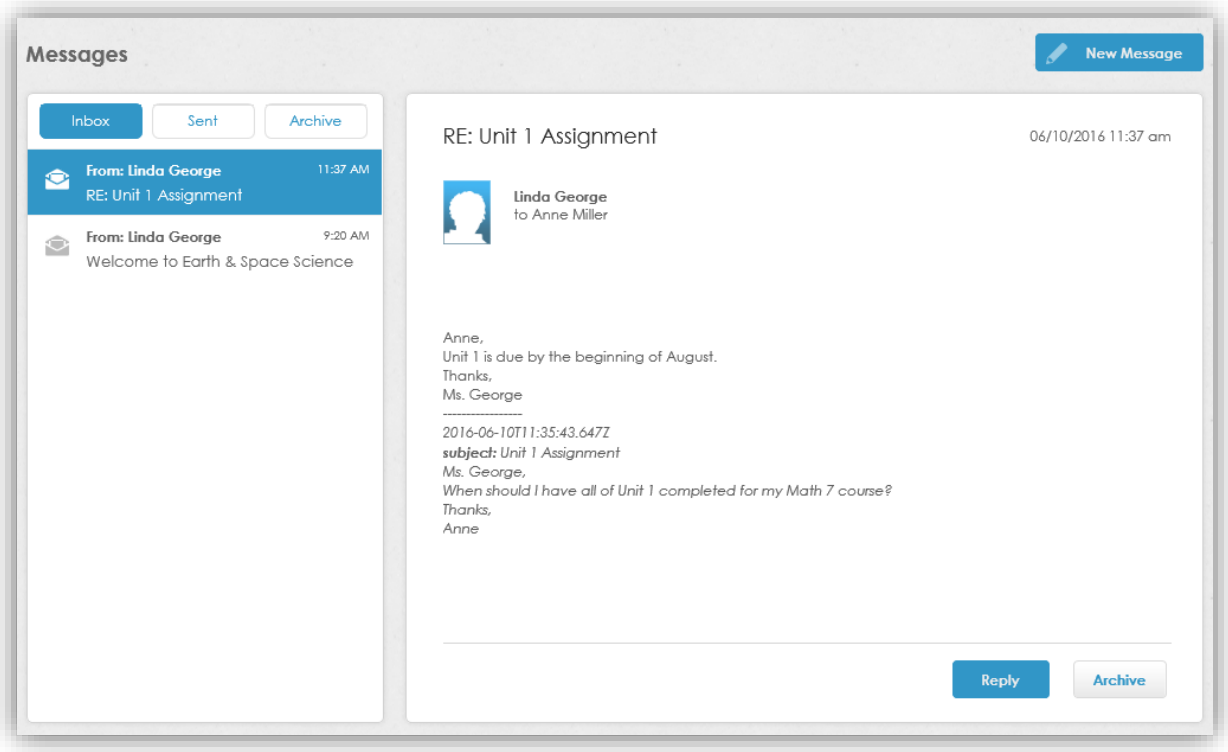
Communication Tools

Messages

Click Messages on the Home Dashboard to view your online messages.

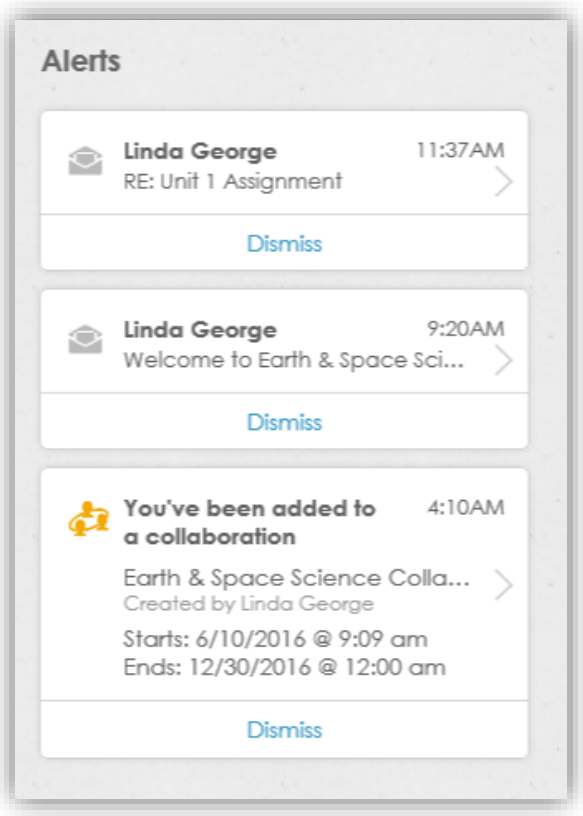


The Messages page holds all the online communication between you and your instructor. This page also displays notifications from your instructor.



Alerts

Check the Home Dashboard for alerts about your assignments or notices from your instructors and program administrators. You can also view the status of your assignments on the Home Dashboard.

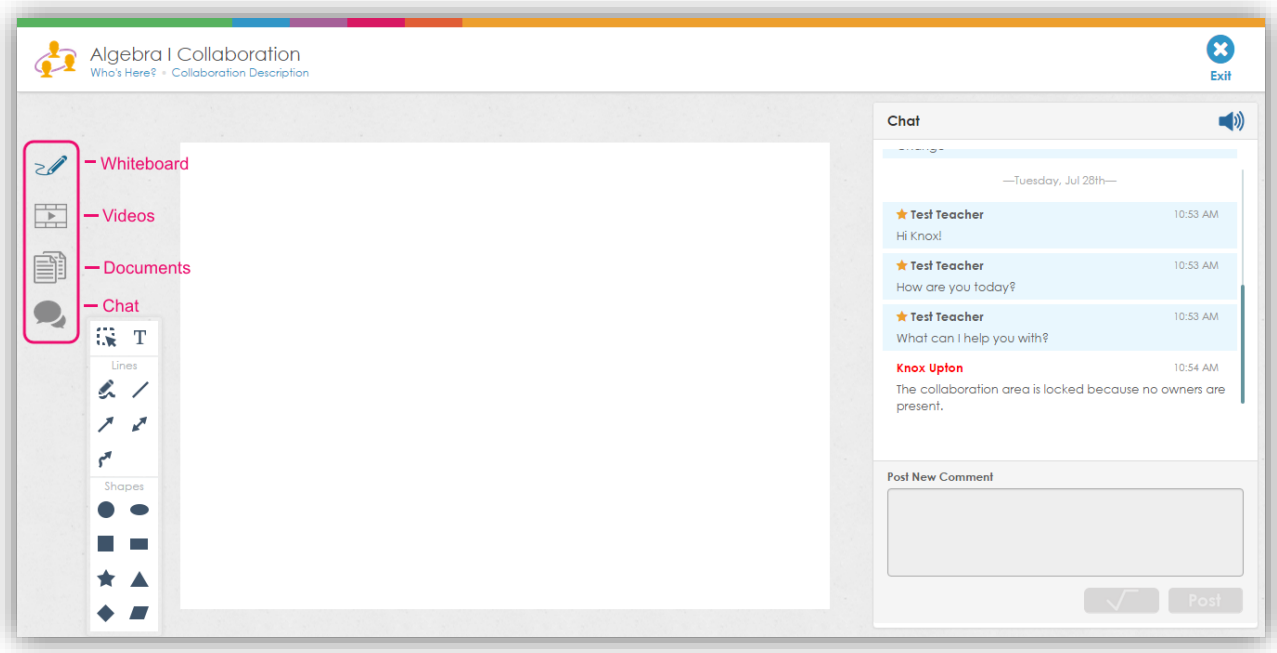


Collaborations

You can interact with your teachers and classmates through the chat and whiteboard features of the Collaboration tool. Use these forums to get help with your homework or ask questions in real time. You can also access live or expired sessions at any time to download documents or watch digital media.

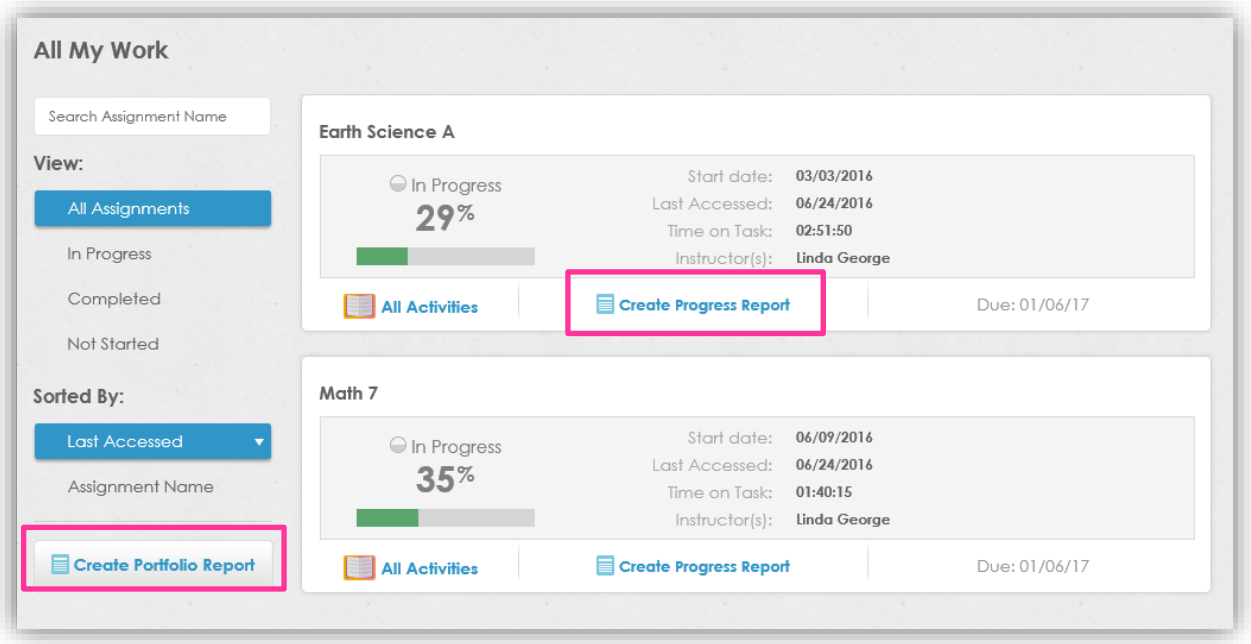
You'll receive a notification on your Alerts page when you have been added to a collaboration. You can access the collaboration through the alert or through the collaboration icon at the top of your screen.

To get started, click Launch. You can begin interacting with your instructor when he or she is present. Use the menu on the left to switch between the whiteboard, videos, documents, and chat features.

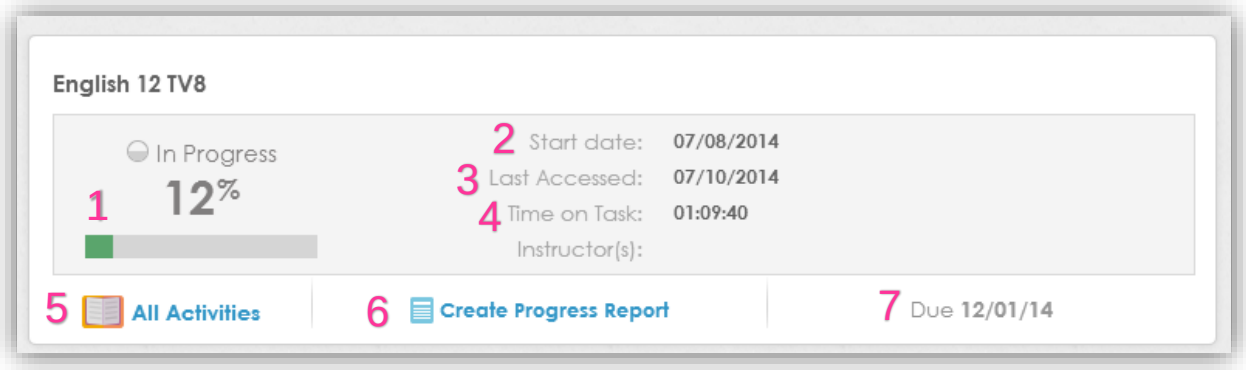


Monitoring Your Progress

Keep track of your progress in a course by checking the graphic view on the All My Work page or by looking at two reports—the Learner Progress Report and the Portfolio Report. You can access both reports from the All My Work page.



The view on the All My Work page summarizes your overall percentage complete on an assignment and gives you a graphic view of your progress.



1. **Progress Bar**—a visual representation of the percentage of the course completed. In this example, the student has completed 12% of all activities within the course.

2. **Start Date**—the first date you launched the assignment

3. **Last Accessed**—the last time you launched an activity

4. **Time on Task**—the total time you have spent on this course or assignment. In this example, the student has spent 1 hour, 9 minutes, and 40 seconds in this course.

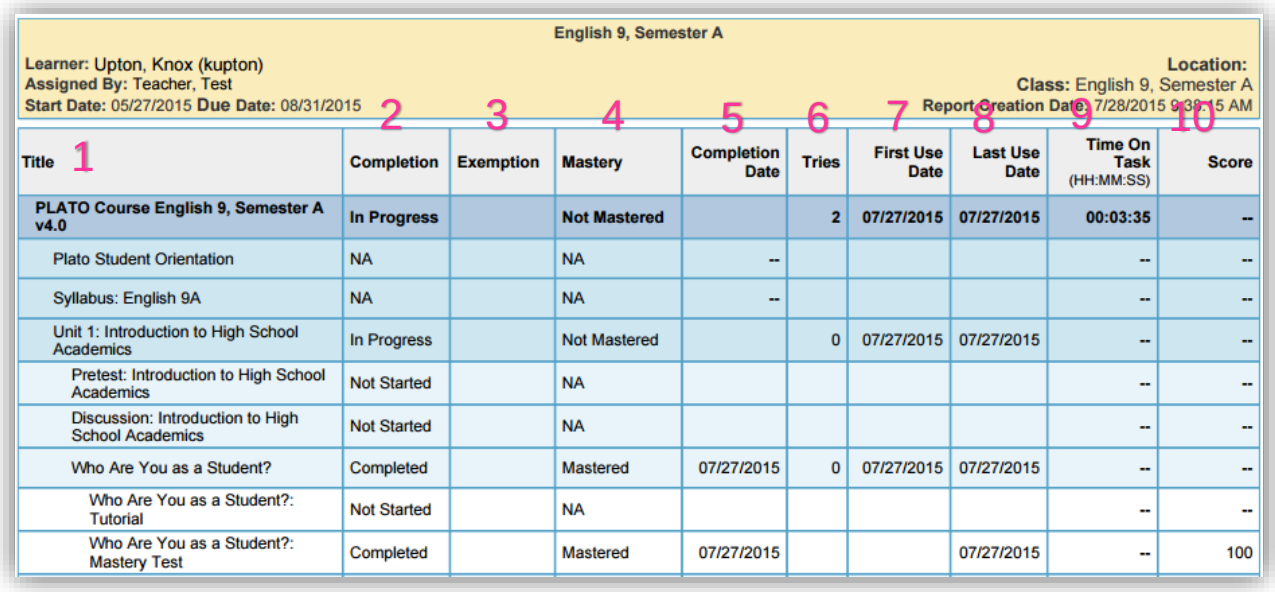
5. **All Activities**—a link to view all activities within the course

6. **Create Progress Report**—a link to open your Learner Progress report

7. **Due**—the due date for the course or assignment as entered by your instructor

Learner Progress Report

The Learner Progress report allows you to monitor your progress on an assignment. When you click Create Progress Report, the screen will display the Learner Progress Report for the selected assignment.



English 9, Semester A

Learner: Upton, Knox (kupton)
Assigned By: Teacher, Test
Start Date: 05/27/2015 **Due Date:** 08/31/2015

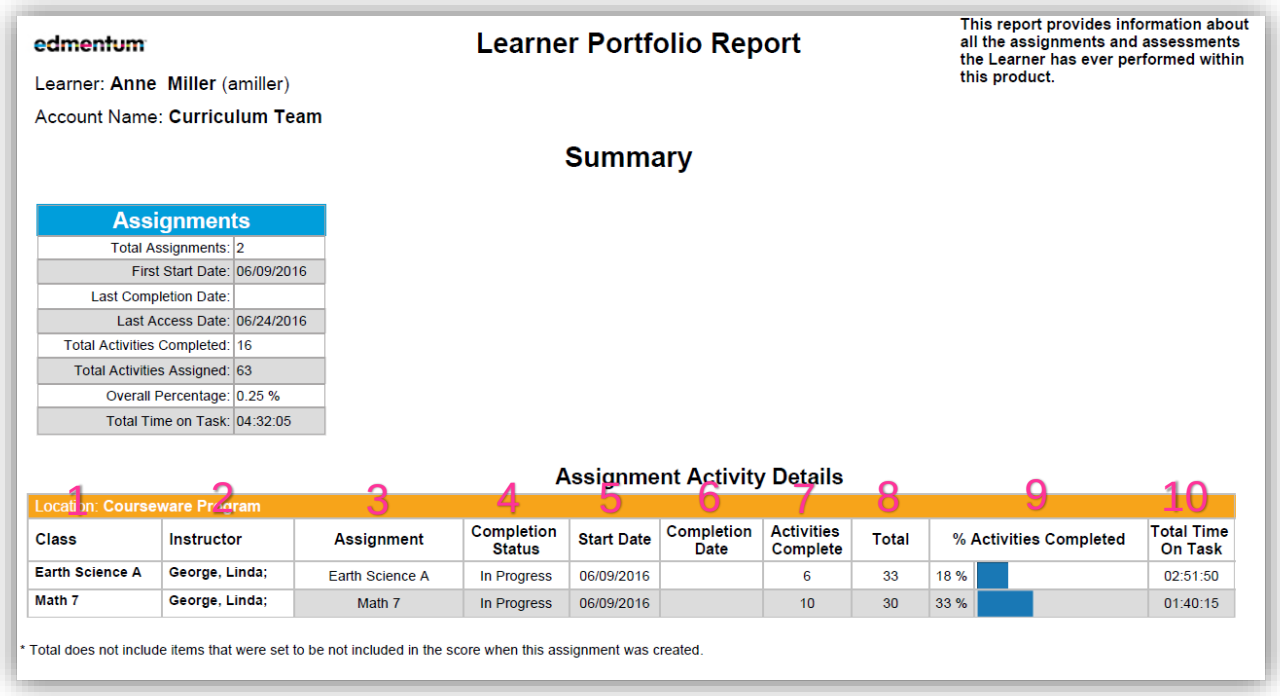
Location:
Class: English 9, Semester A
Report Creation Date: 7/28/2015 9:38:15 AM

Title 1	Completion 2	Exemption 3	Mastery 4	Completion Date 5	Tries 6	First Use Date 7	Last Use Date 8	Time On Task (HH:MM:SS) 9	Score 10
PLATO Course English 9, Semester A v4.0	**In Progress**		**Not Mastered**		**2**	**07/27/2015**	**07/27/2015**	**00:03:35**	**--**
Plato Student Orientation	NA		NA	--				--	--
Syllabus: English 9A	NA		NA	--				--	--
Unit 1: Introduction to High School Academics	In Progress		Not Mastered		0	07/27/2015	07/27/2015	--	--
Pretest: Introduction to High School Academics	Not Started		NA					--	--
Discussion: Introduction to High School Academics	Not Started		NA					--	--
Who Are You as a Student?	Completed		Mastered	07/27/2015	0	07/27/2015	07/27/2015	--	--
Who Are You as a Student?: Tutorial	Not Started		NA					--	--
Who Are You as a Student?: Mastery Test	Completed		Mastered	07/27/2015			07/27/2015	--	100

1. **Title**—displays the assignment name followed by the unit, modules, and activities within the modules. You can navigate through the assignment by clicking the + and – icons to expand and contract sections of the report.
2. **Completion**—indicates the progress made on the assignment: not started, in progress, or completed
3. **Exemption**—indicates whether you are exempted from taking that assignment
4. **Mastery**—indicates whether you have mastered a module's objectives
5. **Completion Date**—the date that mastery of a module is completed
6. **# of Tries**—displays the number of attempts made to achieve mastery
7. **First Use Date**—the date that you first launched the activity
8. **Last Use Date**—the last date that you launched the activity
9. **Time on Task**—displays the time in hours and minutes that you have spent on an activity
10. **Score**—displays a score in terms of percentage where applicable

Portfolio Report

This report is a comprehensive view of your work in all courses and assessments.



edmentum

Learner Portfolio Report

This report provides information about all the assignments and assessments the Learner has ever performed within this product.

Learner: **Anne Miller** (amiller)

Account Name: **Curriculum Team**

Summary

Assignments	
Total Assignments:	2
First Start Date:	06/09/2016
Last Completion Date:	
Last Access Date:	06/24/2016
Total Activities Completed:	16
Total Activities Assigned:	63
Overall Percentage:	0.25 %
Total Time on Task:	04:32:05

Assignment Activity Details

1 2 3 4 5 6 7 8 9 10

Location: **Courseware Program**

Class	Instructor	Assignment	Completion Status	Start Date	Completion Date	Activities Complete	Total	% Activities Completed	Total Time On Task
Earth Science A	George, Linda;	Earth Science A	In Progress	06/09/2016		6	33	18 %	02:51:50
Math 7	George, Linda;	Math 7	In Progress	06/09/2016		10	30	33 %	01:40:15

* Total does not include items that were set to be not included in the score when this assignment was created.

1. **Class**—displays the class name for each assignment
2. **Instructor**—the name of the instructor(s) for the specific class
3. **Assignment**—displays the assignment name
4. **Completion Status**—provides the status of the assignment
5. **Start Date**—the date on which the assignment was assigned to you
6. **Completion Date**—the expected completion date set by the instructor
7. **Activities Complete**—displays the number of activities you have completed
8. **Total**—displays the total number of activities in the assignment
9. **% Activities Completed**—a visual representation of the percentage of activities completed
10. **Total Tme on Task**—the total amount of time you have spent on the assignment

Student Support

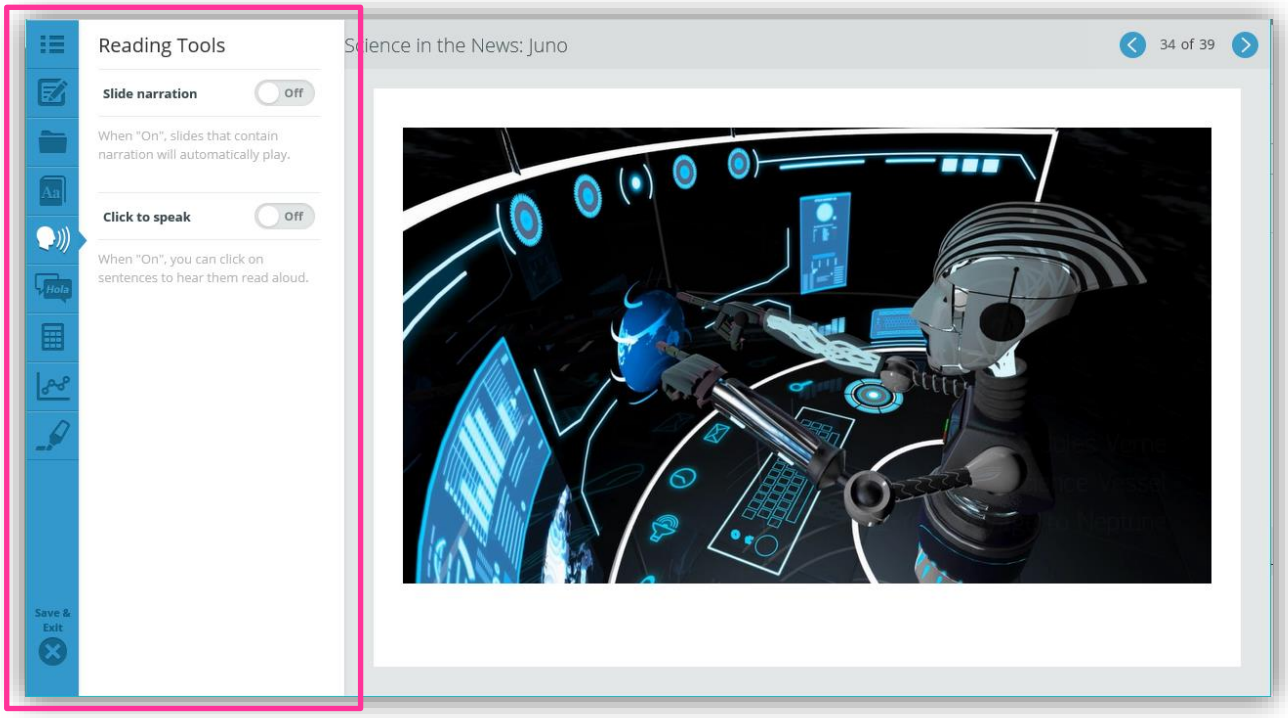
As you progress through your course, you will have support the entire way. Tutorials include tools to help you during each lesson. Some of these tools are subject-specific. The following tools are widely available:

- Tutorial Contents
- Notebook
- Resources
- Reader Support: Dictionary, Reading Tools, Translation
- Standard Calculator or Scientific Calculator
- Math Tools: Graphing Tool, Histogram, Scatter Plot, Stem and Leaf
- Highlighting

Reader Support

Reader Support tools are available on the left side of the screen and include the Dictionary, Reading Tools, and the Translation tool.

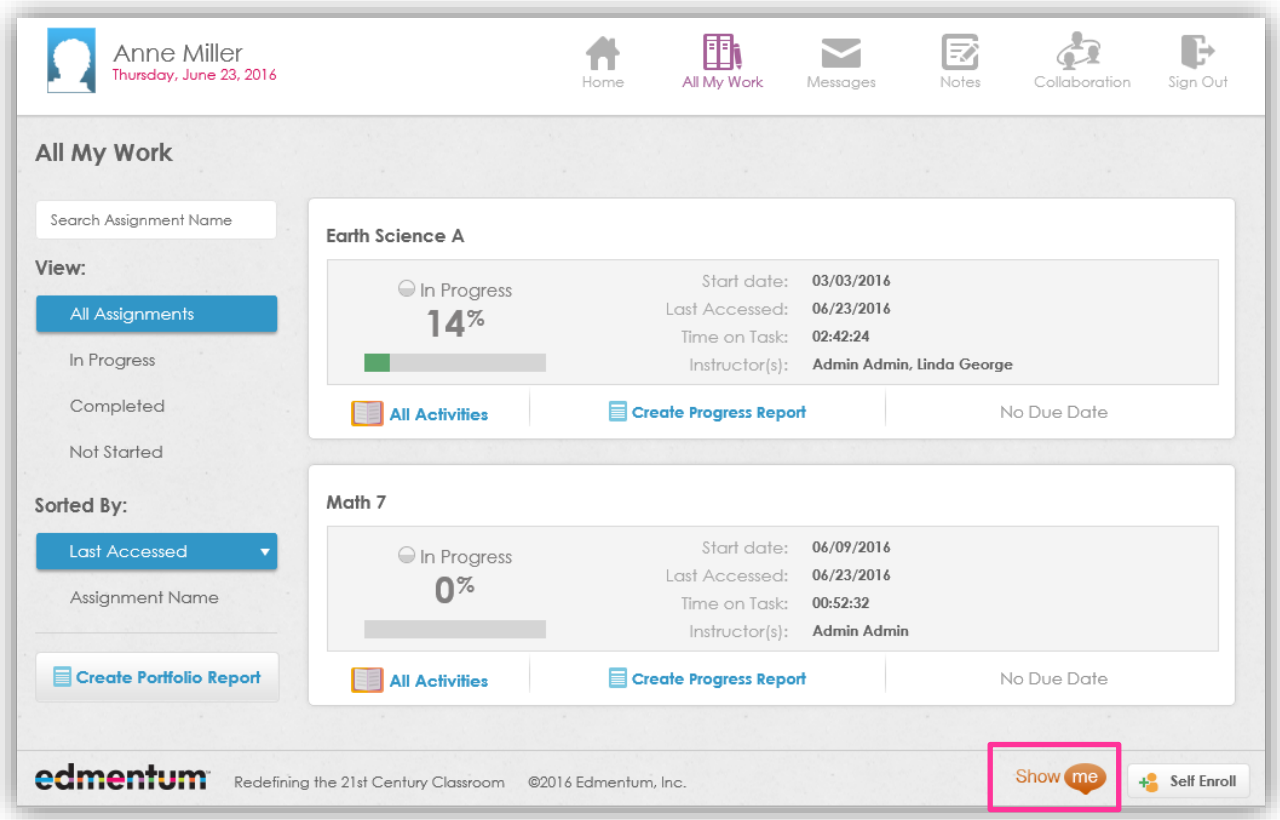
The Reading Tools give you the option to control slide narration by turning it on or off for each lesson. Or you can use the click to speak feature to hear sentences read aloud. The Translation tool allows you to translate text into these languages: Spanish, French, German, Chinese Simplified, Chinese Traditional, Japanese, Portuguese, Russian, Vietnamese, Haitian Creole, Hindi, Korean, Arabic, Hmong Daw, Polish, and Urdu.



Help

When problems or questions arise, you should *always* contact your instructor for guidance.

Your second option is to access the 24/7 self-service support link. At the bottom of every screen, you'll see a Show Me button. Click the button to access the Support Site, where you'll find resources to help you with the program.



Technical Readiness

Ensure that your workstation is configured to run courseware:

- Browser pop-up blockers must be disabled or properly configured to run courseware successfully. Click here to learn how to turn off pop-up blockers for Edmentum activities.
- Review Edmentum System Requirements to ensure that your workstation is optimized.

Accessibility Assurances

Edmentum's commitment to our mission statement—inspired solutions for teachers and learners—has led us to build a wide variety of accommodations into all of our products to serve the needs of learners with disabilities. This Accessibility Compliance document explains how this program is designed to meet those needs.

Accessibility Tips

- Please use the Firefox browser for optimum accessibility performance for screen readers (e.g., JAWS).
- To better understand how to use Mouse Keys and the numeric keypad to navigate through the program, please access this Microsoft site for specific instructions.
- On the discussions page in the program, you can access the Discussion Toolbar by using ALT-F10.

Student Policies

Course Credit and Grading*

Semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes lessons, mastery tests, lesson activities, course activities, and unit activities that require completion for course credit. Each course has a required final exam (end of semester test), which will likely be proctored.

To earn one-half credit for a course, you must meet two basic requirements:

- Earn a 60 percent or higher average for the overall class.
- Earn 60 percent or higher on the end of semester test, or final exam.
  If you fail the final exam on the first attempt, you can retake it only once, provided that you still have time left in the class. If you have reached the course end date, an extension will need to be purchased to retake the final exam. After taking the final exam, you will not be able to go back into the course to resubmit any assignments. Taking the final exam signifies completion of the course.

**Instructors will provide you with written information if these requirements differ for a specific course. In addition, teachers will set and share a written grading policy for their classes.*

Student Expectations and Conduct

To be successful in your course, you should work consistently and follow the Course Pacing Guide provided in your syllabus. You may complete more work than the pacing suggests, and you are encouraged to do so.

Except when instructed otherwise, you are expected to complete your work on your own. Copying work from others, plagiarizing content without proper citation, and other forms of cheating will not be tolerated.

You are expected to have regular and timely communication with your teachers. You should respond within 24 hours to any emails from your teacher.

Finally, you are expected to show respect for students and staff through courteous communications and interactions. That includes proper "netiquette" and respect for the privacy of others.

EdOptions Academy Student Policies

EdOptions Academy students should refer to the complete EdOptions Academy Student Policy Guide for additional policy details, especially with regard to the Right to Privacy Policy and the Student Code of Conduct.

Prerequisites

We want you to be set up for success as you begin your Edmentum course! After you've read through this entire document, please make sure you are able to do the following:

- successfully set up your workstation
- complete basic operations with word processing software, such as Microsoft Word or Google Docs
- understand how to download and upload attachments in emails
- perform online research using search engines and library databases
- communicate effectively with your teachers through email
- participate in discussion boards
- access Edmentum Support should any technical issues arise
- understand netiquette when working with others in an online environment

Please contact your teacher, review the Student Orientation video, or access the Edmentum Support Center if you need help with any of the prerequisites listed.