



Edgenuity Student Guide

Table of Contents

Introduction	3
Grade Weights.....	3
Finding Help	3
Virtual Classroom Login.....	4
Student Lobby	4
The Course Map.....	5
Edgenuity Lessons	5
Instruction.....	5
Warm-Up.....	5
Vocabulary	6
Instruction/Lecture	6
Summary.....	6
Assignments	7
Assessment	7
Quizzes	7
Tests and Exams	8
Powerspeak World Language Courses	8
Student Learning Tools.....	9
The Lesson Support Pane	9
eNotes.....	10
Glossary	11
Transcript.....	11
Video Captions	12
Video Transcripts	12
General Tools and References.....	13
Highlight Text.....	13
Read Aloud	13

Course-Specific Tools and References..... 14

- Standard Calculator 14
- Graphing Calculator..... 14
- Other Specialized Calculators 15
- References 16
 - Periodic Table..... 16
 - Psychology Timeline..... 17
 - Normal Distribution..... 17

The CloseReader™..... 18

- Look Up a Word 18
- Digital Sticky Notes..... 18
- Additional CloseReader Tools 19

The Organizer 20

- Reports 20
 - Scores and Feedback 20
 - Progress Report..... 21
 - Prescriptive Testing..... 21
 - Assignment Calendar..... 21
 - eNotes..... 21
- Communication 22
 - Chat Manager..... 22
 - Chat Log..... 22
 - Email 23
 - Collaboration Corner..... 24
- Resources..... 24
 - Check Plugins..... 24
 - Orientation and How-To 25
 - Fitness Log 25

Introduction

We are so pleased that you are joining us on our adventure into online learning! Edgenuity has created an inviting, interactive learning environment to help guide you toward academic success and recover credits to help you graduate more quickly.

With lessons designed to provide you with instructional content and show you how that content correlates to your real world, we hope that you will not only thrive with Edgenuity, but flourish.

The Virtual Classroom is the portal to your lessons; it is also where you can find your Progress Report, Assignment Calendar and other features designed to keep you informed and in control of your own education.

This document is intended to help you become comfortable navigating the Virtual Classroom and guide you through everything you need to know to be happy and successful with your Edgenuity program, in your own time and at your own pace. Good luck!

Grade Weights

In an effort to provide you with all the information you'll need to be successful in your courses, it's important to know how your coursework is going to be graded. Your teacher will be able to provide you with the grade weight percentages. The following information will let you know how much each type of activity counts towards your final grade:

- | | |
|-----------------------|---------------------------------|
| • Assignments: _____% | • Tests: _____% |
| • Essays: _____% | • Exams: _____% |
| • Labs: _____% | • Projects: _____% |
| • Quizzes: _____% | • Additional Activities: _____% |

Please note that not all courses use all grade categories.

Finding Help

As you proceed through your course, you can email and/or chat with your teacher through the Edgenuity communication tools.

These tools are found in two places:

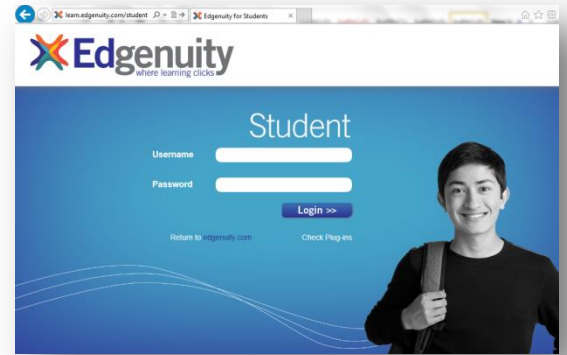
- The Communications Tab in your Virtual Classroom Lobby
- In the Communications section of your Organizer

Virtual Classroom Login

1. Go to <http://learn.edgenuity.com/student> to access the student login window.
2. Type in your **Username** and **Password**.
3. Click the **Login** button.

My Username: _____

My Password: _____



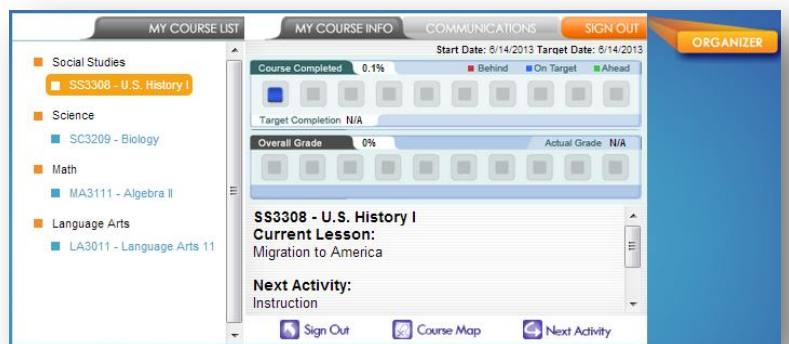
To ensure your computer has all the necessary software to successfully run Edgenuity, please click **Check Plug-ins**. You may need to install or update certain plug-ins to ensure Edgenuity runs correctly.

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



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. Click the **My Course Info** tab to see the Course Map button. Click the **Course Map** button.

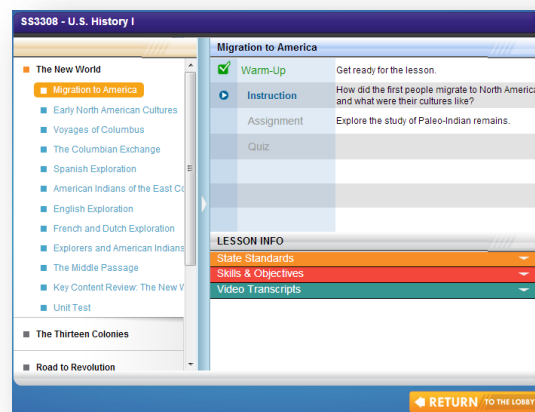
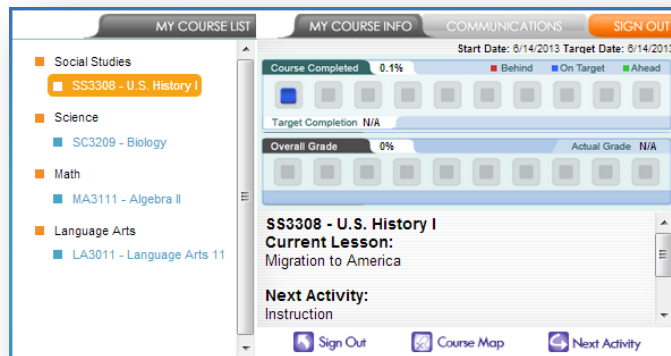
While you may view the structure of your courses in the Course Map, you are not able to participate in any of the activities beyond the lesson in which you are currently working (unless your teacher has enabled that option for your course). By default, you must finish activities in the sequence they 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

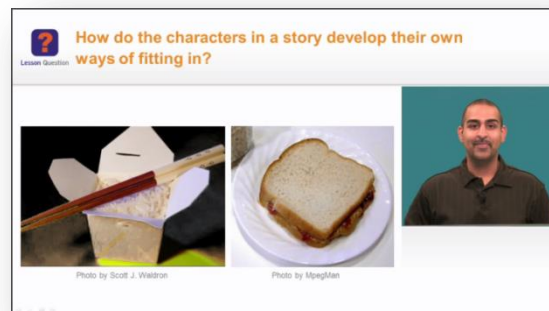
Regardless of the type of course you are taking, you will encounter a variety of activities designed to teach you the content and make learning fun. The following section previews what those activities look like.

Instruction

Lessons begin with a warm-up and direct instruction. In most cases, instruction will include 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

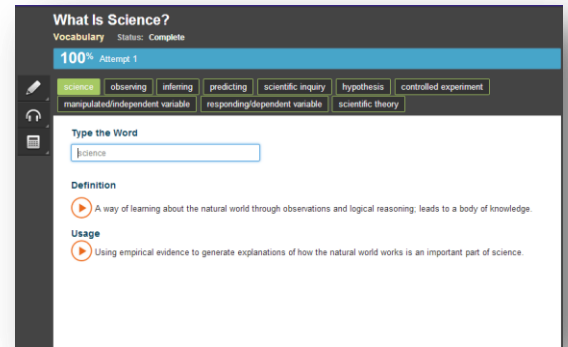
Many lessons begin with an activity called Warm-Up. This activity sets the stage for the lesson. Depending on the lesson, you might be reviewing skills from a previous grade, learning about the background of a text you are going to read, reflecting on an interesting question, and/or making some predictions. 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.

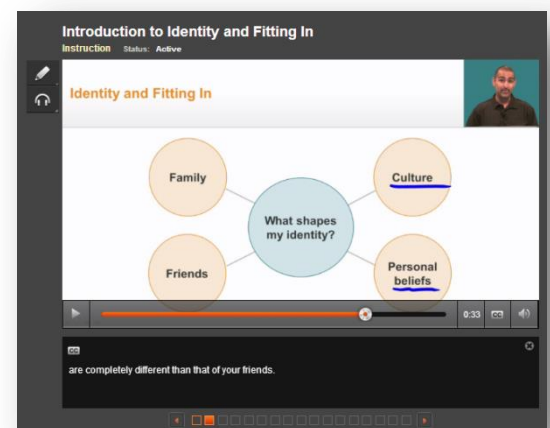


Instruction/Lecture

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
- Answer questions or solve problems to practice new skills

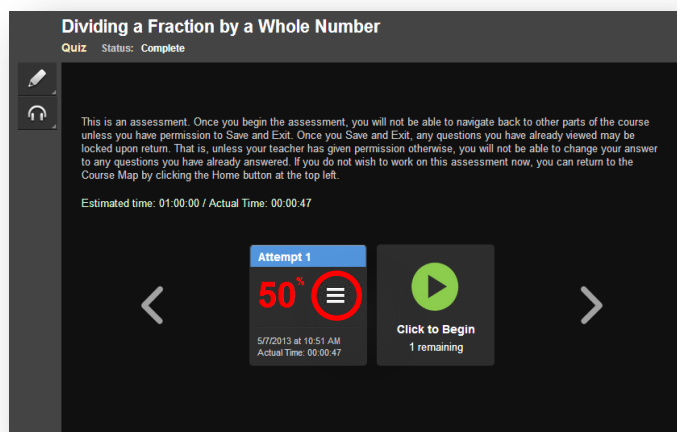
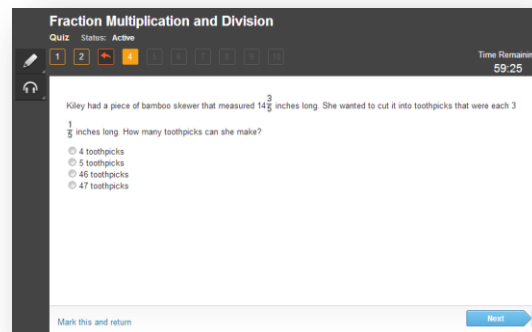
Note: For more information on essay assignments, please see the eWriting Student Manual, available in the Organizer → Reports → Orientation and How-To.

Assessment

Quizzes

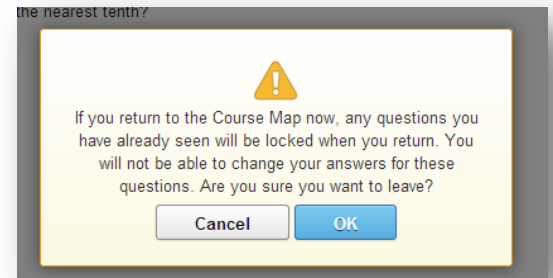
At the end of most lessons, you will take a 10-question quiz. You will usually have two chances to pass the quiz, but check with your teacher to see whether he or she has changed the settings to give you more or fewer attempts. You may also be allowed to use your eNotes on your quizzes and tests, so 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
 - 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.



Powerspeak World Language Courses

The Powerspeak World Language courses offered by Edgenuity use a different interface than other courses. You are able to create an avatar to use, which can be customized with gear and accessories that are bought with avatar money. Avatar money can be earned in some course activities, or awarded by your teacher.

Powerspeak courses have clear, easy-to-understand directions about how to complete the activities and use the interface built right into the course. Each course also includes an orientation in the first lesson, so you will understand how to use the Powerspeak features.

If you are enrolled in a Powerspeak course, always click the Exit button to return to Edgenuity. Clicking this button will pass your progress data back to the Edgenuity system so your progress and grades will be up to date.



Student Learning Tools

Edgenuity's student online environment includes a number of tools to support learning. Students can take notes, look up words, access video captions and transcripts, highlight text, annotate text, access a standard calculator and graphing calculator (in math courses), and access an interactive periodic table (in chemistry courses). Educators can also enable language translation and text-to-speech read-aloud functionality for students if desired.

The Lesson Support Pane

The Lesson Support Pane is located on the right side of the content player. Students can expand and collapse the lesson support pane by clicking the plus/minus icon at the top of the pane.



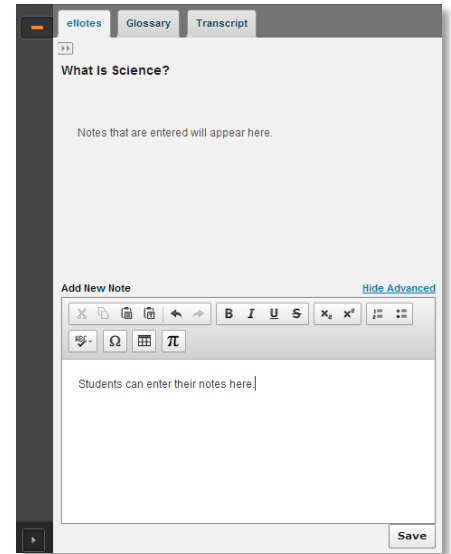
Note: On a smaller screen or tablet, the lesson support pane tabs are located at the top of the content player.

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.

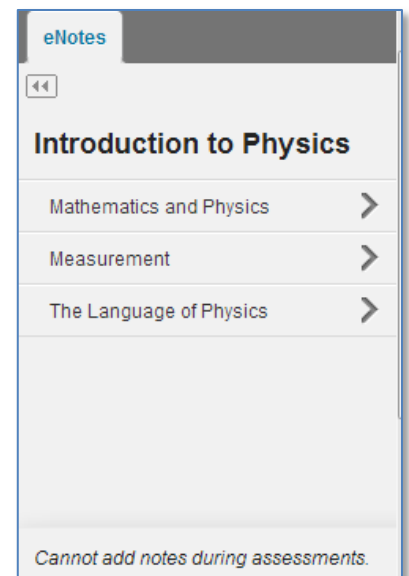
The **Advanced** option provides a full menu of text formatting tools, including:

- 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.

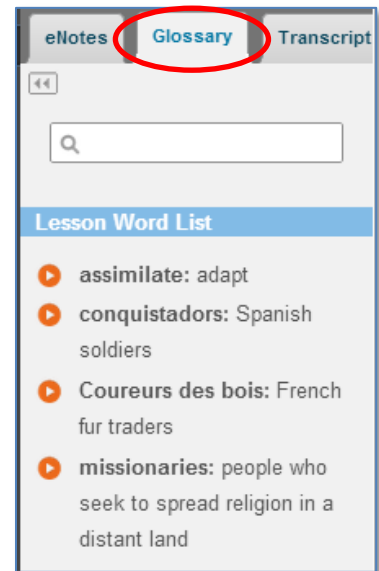


Glossary

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.

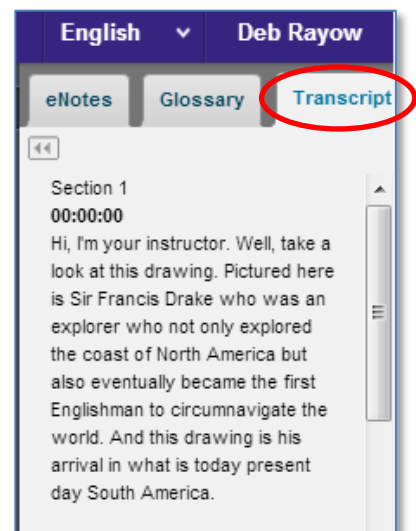


Transcript

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.

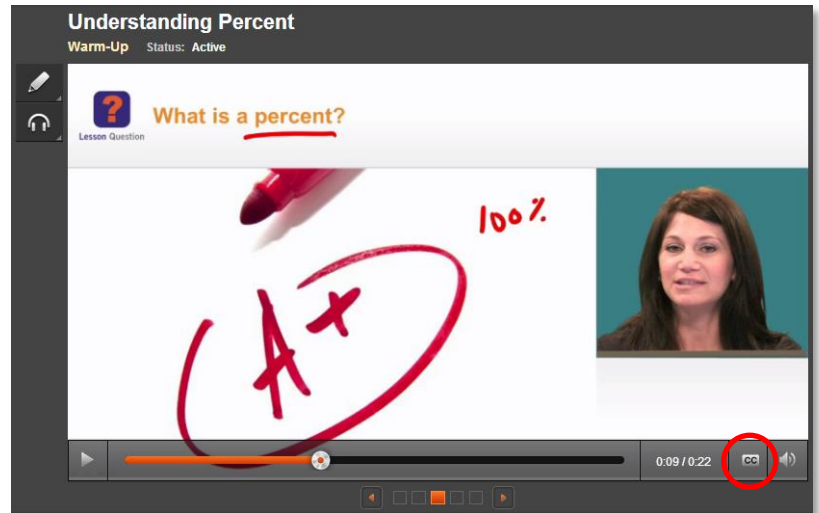
To translate the activity transcript, students should click the **Transcript** tab of the lesson support pane and then select a preferred language from the translation menu in the header.

Students can access the transcript at any time during instruction or assignments. During assessment, however, the transcript is disabled.



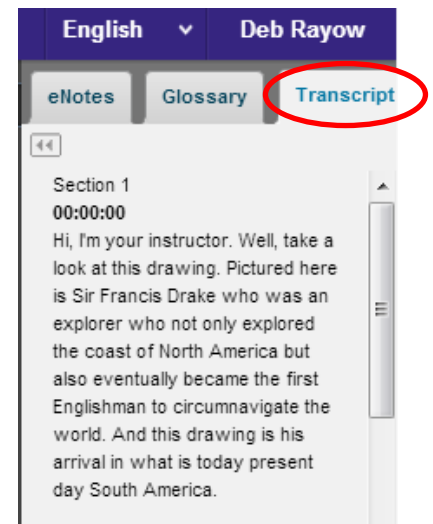
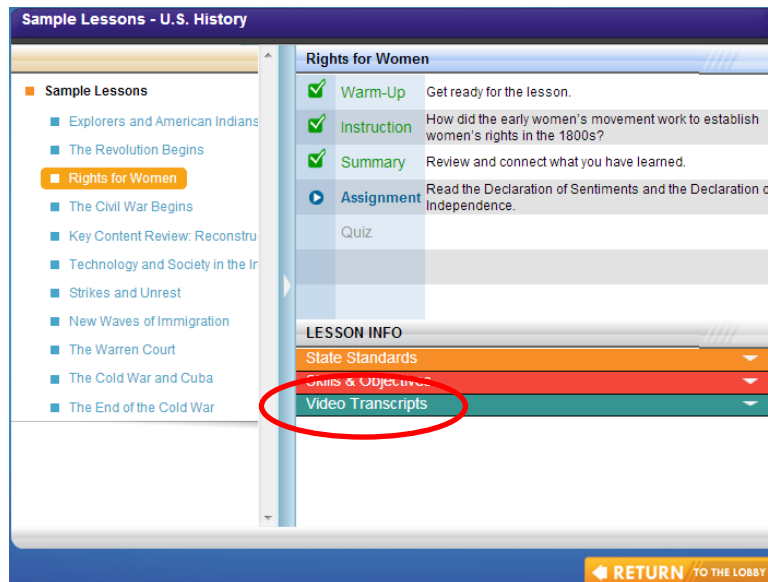
Video Captions

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.



Video Transcripts

The transcript for an active activity in the content player can be found on the third tab of the lesson support pane. Entire lesson transcripts can be found on the Course Map page.



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.

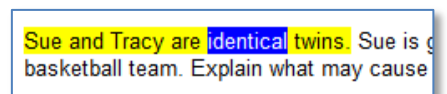
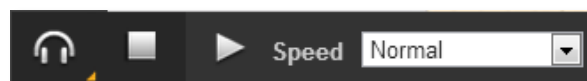


Students can remove all highlights in an activity by clicking on the  button, and then clicking OK on the confirmation window that appears.

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.

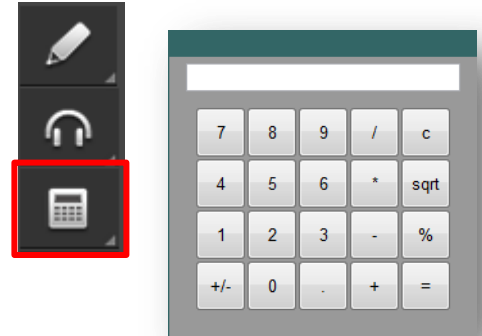
Course-Specific Tools and References

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 mathematic calculations.

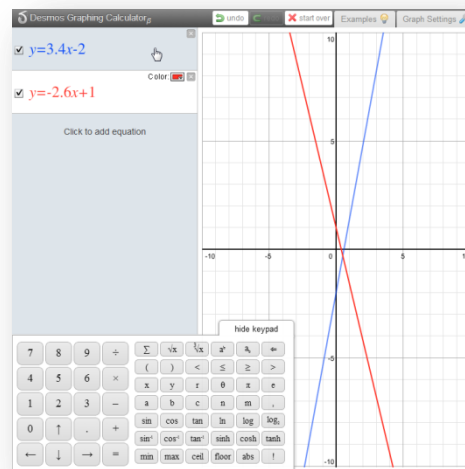
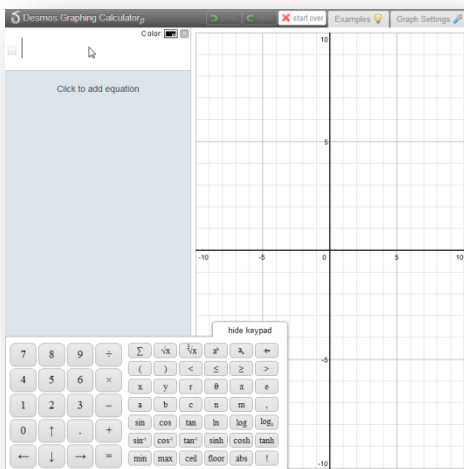
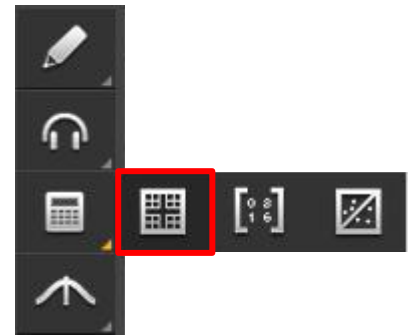
Note: The standard calculator will not appear in math courses for students in grades 6 and 7.



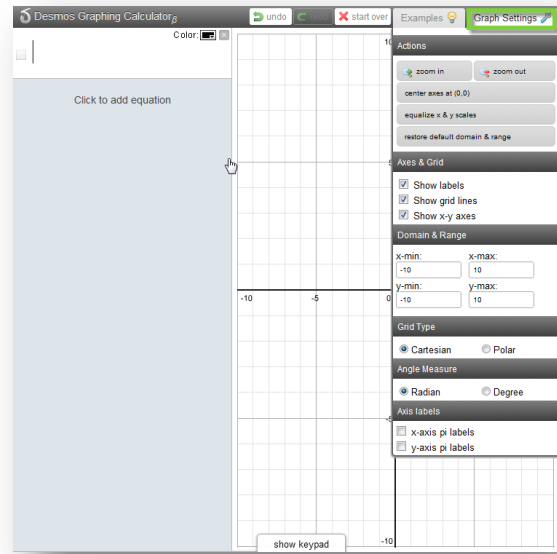
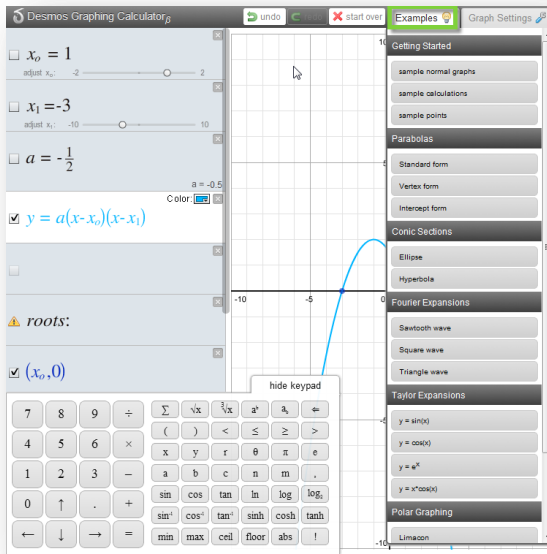
Graphing Calculator

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.



Other Specialized Calculators

Some advanced mathematics courses include a Matrix Calculator, Regression Calculator, and/or Statistics Calculator. These calculators are accessible via calculator fly-out menu, with the buttons shown below. Students will be taught how to use these calculators via instructional videos where the tools are first introduced.



This composite image displays three specialized calculator interfaces:

- Matrix Calculator:** Shows two matrices, A and B, both containing zeros. It includes 'Change A' and 'Change B' dropdowns, and variables $c = 1$ and $d = 1$.
- Statistics Calculator:** Displays a histogram of data. Below the histogram, a box contains statistical summary values:

Min : 0	Mean : 7.071
Max : 17	s : 5.399
Median : 6	σ : 5.203
Mode : undefined	n : 14
- Regression Calculator:** Shows a coordinate plane with a 'Linear Regression' dropdown set to '(Undefined)'. Below it, a 'Window' section shows $-6 \leq x \leq 6$ and $-6 \leq y \leq 6$. A 'Resize window to fit data.' button is also present.

References

Some courses include reference materials that are available to students throughout the course. These references will appear at the bottom of the Toolbar. Available references include

- Periodic Table (available in Chemistry and Physical Science)
- Psychology Timeline (available in Psychology)
- Normal Distribution (available in Algebra II)
- Geometry Theorems and Postulates (coming soon, in Geometry)
- Math Formula Sheets (coming soon, in middle school mathematics courses and Physics)

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.



Periodic Table of Elements

Click an element's box for more info.

Element Class State of Matter Orbitals (SPDF)

1 H Hydrogen 1.00																	2 He Helium 4.00
3 Li Lithium 6.94	4 Be Beryllium 9.01											5 B Boron 10.81	6 C Carbon 12.01	7 N Nitrogen 14.01	8 O Oxygen 16.00	9 F Fluorine 19.00	10 Ne Neon 20.18
11 Na Sodium 22.99	12 Mg Magnesium 24.31											13 Al Aluminum 26.98	14 Si Silicon 28.09	15 P Phosphorus 30.97	16 S Sulfur 32.06	17 Cl Chlorine 35.45	18 Ar Argon 39.95
19 K Potassium 39.10	20 Ca Calcium 40.08	21 Sc Scandium 44.96	22 Ti Titanium 47.87	23 V Vanadium 50.94	24 Cr Chromium 52.00	25 Mn Manganese 54.94	26 Fe Iron 55.85	27 Co Cobalt 58.93	28 Ni Nickel 58.69	29 Cu Copper 63.55	30 Zn Zinc 65.39	31 Ga Gallium 69.72	32 Ge Germanium 72.61	33 As Arsenic 74.92	34 Se Selenium 78.96	35 Br Bromine 79.90	36 Kr Krypton 83.80
37 Rb Rubidium 85.47	38 Sr Strontium 87.62	39 Y Yttrium 88.91	40 Zr Zirconium 91.22	41 Nb Niobium 92.91	42 Mo Molybdenum 95.94	43 Tc Technetium 98.91	44 Ru Ruthenium 101.07	45 Rh Rhodium 101.07	46 Pd Palladium 106.42	47 Ag Silver 107.87	48 Cd Cadmium 112.41	49 In Indium 114.82	50 Sn Tin 118.71	51 Sb Antimony 121.76	52 Te Tellurium 127.60	53 I Iodine 126.90	54 Xe Xenon 131.29
55 Cs Cesium 132.91	56 Ba Barium 137.33	57-71 La-Lu Lanthanum-Lutetium	72 Hf Hafnium 178.49	73 Ta Tantalum 180.95	74 W Tungsten 183.84	75 Re Rhenium 186.21	76 Os Osmium 190.23	77 Ir Iridium 192.22	78 Pt Platinum 195.08	79 Au Gold 196.97	80 Hg Mercury 200.59	81 Tl Thallium 204.38	82 Pb Lead 207.20	83 Bi Bismuth 208.98	84 Po Polonium 209	85 At Astatine 209	86 Rn Radon 222.02
87 Fr Francium 223.00	88 Ra Radium 226.00	89-103 Ac-Lr Actinium-Lutetium	104 Rf Rutherfordium 261.00	105 Db Dubnium 262.00	106 Sg Seaborgium 266.00	107 Bh Bohrium 264.00	108 Hs Hassium 277.00	109 Mt Meitnerium 268.00	110 Ds Darmstadtium 281.00	111 Rg Roentgenium 272.00	112 Cn Copernicium 285.00	113 Uut Ununtrium 284.00	114 Uuq Ununquadium 289.00	115 Uup Ununpentium 288.00	116 Uuh Ununhexium 291.00	117 Uus Ununseptium 289.00	118 Uuo Ununoctium 294.00
57 La Lanthanum 138.91	58 Ce Cerium 140.11	59 Pr Praseodymium 140.91	60 Nd Neodymium 144.24	61 Pm Promethium 145.00	62 Sm Samarium 150.36	63 Eu Europium 151.96	64 Gd Gadolinium 157.25	65 Tb Terbium 158.93	66 Dy Dysprosium 162.50	67 Ho Holmium 164.93	68 Er Erbium 167.26	69 Tm Thulium 168.93	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.97			
89 Ac Actinium 227.00	90 Th Thorium 232.04	91 Pa Protactinium 231.04	92 U Uranium 238.03	93 Np Neptunium 237.00	94 Pu Plutonium 244.00	95 Am Americium 243.00	96 Cm Curium 247.00	97 Bk Berkelium 247.00	98 Cf Californium 251.00	99 Es Einsteinium 252.00	100 Fm Fermium 257.00	101 Md Mendelevium 258.00	102 No Nobelium 259.00	103 Lr Lawrencium 262.00			

Atomic Number
26

Fe
Iron

Average Atomic Mass
55.85

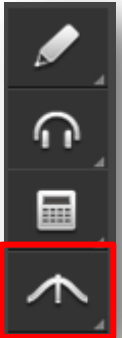
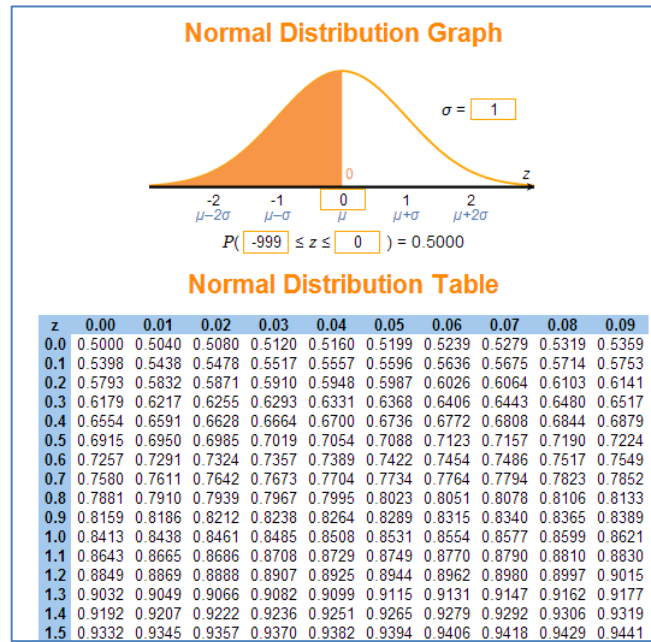
Class of Element: Transition Metal
Typical Color: Silvery
Density: 7.86 g/cm³ (at room temperature)
Oxidation Number: numbers
Melting Point: 1538°C
Boiling Point: 2750°C
e-configuration: [Ar]3d64s2
Atomic Radius: 1.26
Electronegativity: 1.83
Common Isotopes: Fe-52, Fe-54, Fe-55, Fe-56, Fe-57
Source(s): iron ores
Typical Use(s): steel, hemoglobin (carries oxygen in blood)

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.



The CloseReader™

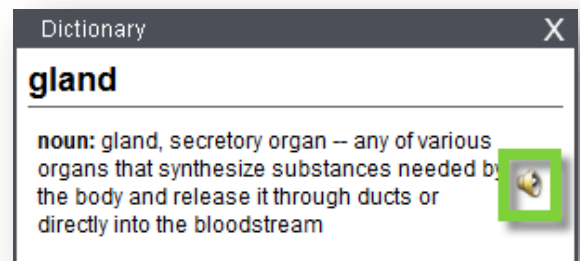
Edgenuity reading assignments are housed in the CloseReader, a digital reading environment designed to support the close and active reading of text. The CloseReader contains a number of tools, the majority of which are displayed horizontally at the top of the browser window.



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 (🔍).

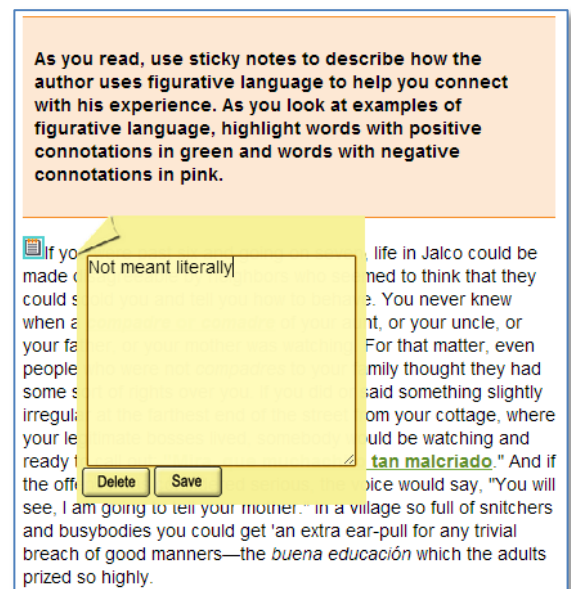
The definition(s) will appear in a pop-up window. Students can have the definition read aloud by clicking the **speaker** button that appears next to the definition. Students can then close the panel by clicking on the X in the upper-right corner of the panel.



Digital Sticky Notes

Students can annotate the text with digital sticky notes by clicking on the **Take a Note** button (📝), and then clicking in 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.

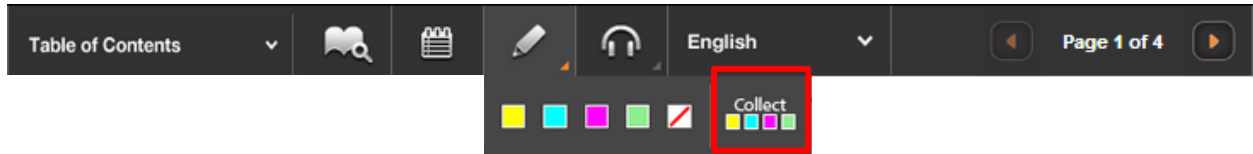


Additional CloseReader Tools

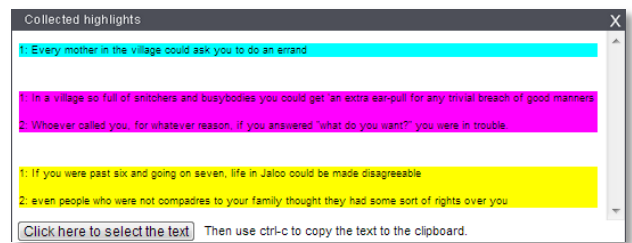
Students also have access to the **Highlight Text**, **Read Aloud**, and **Translate** tools from within the CloseReader. These tools function the same way as they do within Instruction, with some additional Highlight Text functionality, described below.

Collect Highlights

After students highlight the text in the CloseReader, they can click the **Collect** button to open a new panel which will display all the text they have highlighted in that activity.



Students can then click the button labeled **Click here to select the text**, and then press CTRL-C (on the keyboard) to copy the text. Then students can then paste the text into their eNotes or (somewhere else) by clicking where they want to put the copied text, and pressing CTRL-V (on the keyboard).



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, email and chat, and more.



The rest of this Student Guide will highlight some of the more commonly used features of the Organizer.

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.

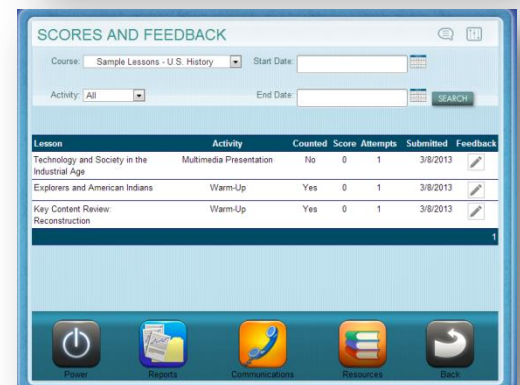
Reports

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



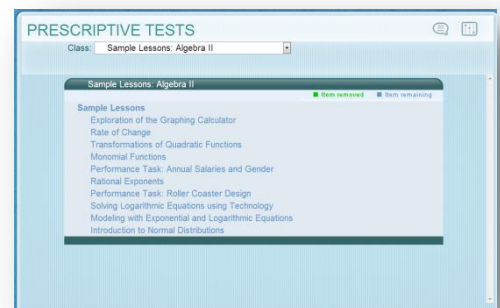
Progress Report

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.



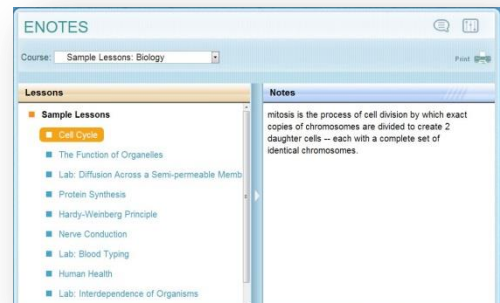
Assignment Calendar

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.



Communication

The Communications button gives you access to several options for communicating with your teacher. Communication within Edgenuity is designed to be between you and your teacher (with the exception of the Collaboration Corner, which may also include interacting with other students).

Chat Manager

In order to initiate or respond to a chat with your teacher, you must first log into the Chat Manager. Click the **Chat Manager** button to log in and open the chat window. Once open, click the **Select User drop-down arrow** and select your **teacher's name**, then click the **Request Chat** button.

The chat window will open and then you can freely chat with your teacher. Keep in mind that all chat conversations are saved permanently and cannot be deleted.

If your teacher is unable to respond to your chat request, you will receive a message saying that the request was not accepted.

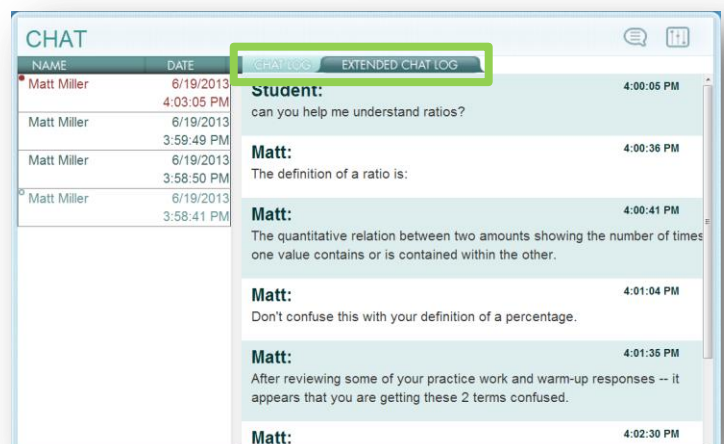
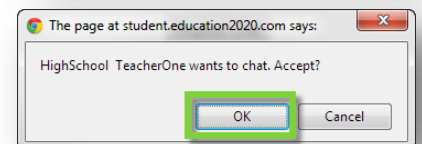
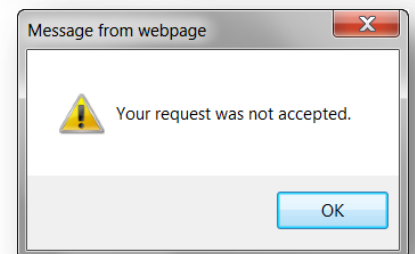
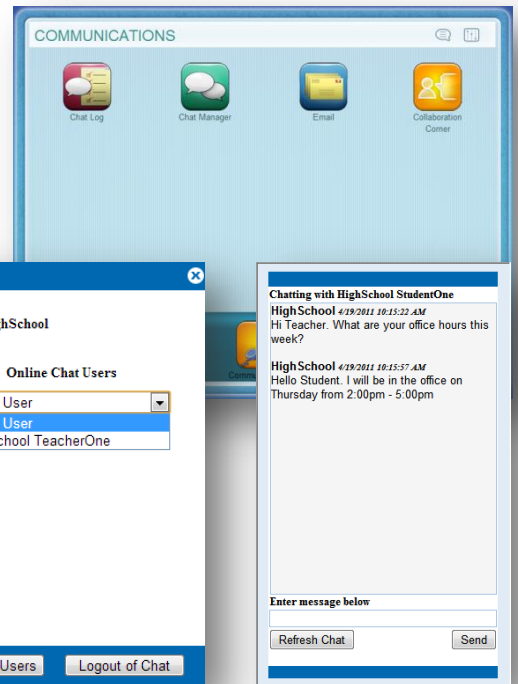
In the event that this occurs, you may want to instead send your teacher an email.

If your teacher is the one to initiate a chat, you will receive a notification asking you to accept the chat request. Click the **OK** button to respond to the chat. All unaccepted chat requests from your teacher are recorded and permanently logged.

Chat Log

Click on the **Chat Log** button to view a record of every chat you've had in the Edgenuity system. A list of the chat records will appear on the left side of the screen. Click on **any of them** and the chat transcript will appear in the center-right portion of the screen.

Click on the **Extended Chat Log** tab to view a transcript of all chats, plus a listing of all chats in which no messages were sent (unaccepted chat requests).

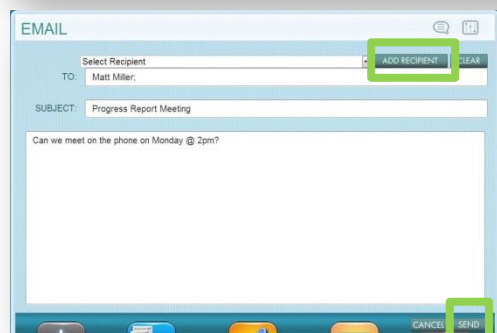
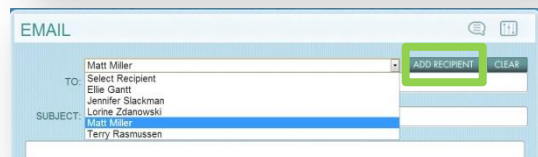


Email

Click on the **Email** button to view or initiate email with your teacher. A list of all of your correspondence will be on the left side of the screen. Click on **an email** to read it in the center-right portion of your screen.

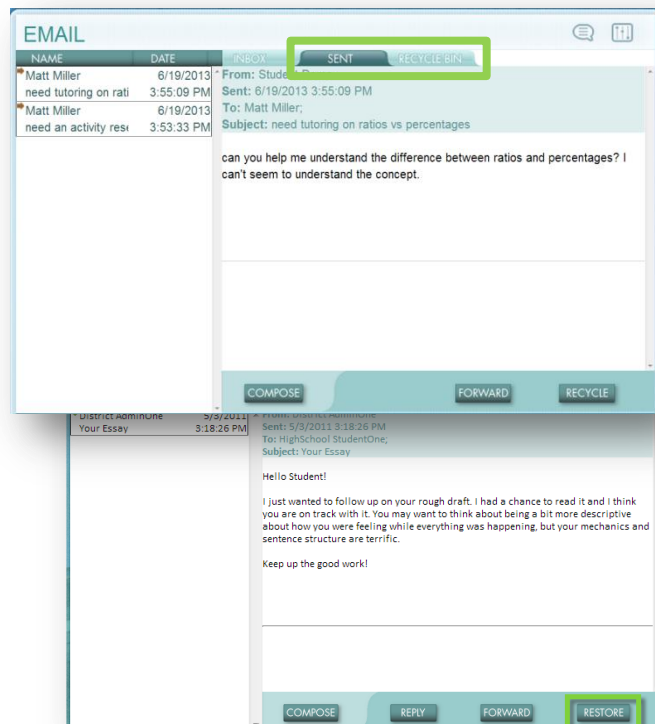
To compose an email:

1. Click on the **Compose** button.
2. Click on the **Select Recipient drop-down arrow** and select from the available list of teachers.
3. Click **Add Recipient**
 - a. Repeat this same process if you want to send your email to more than one person.
4. Type in a **Subject** and type the **body of your email**.
5. Click **Send**.



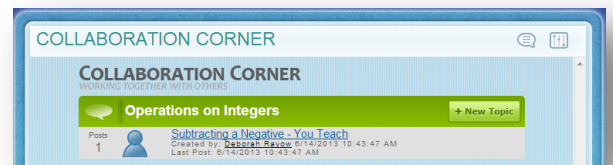
You may also view all of your sent email and recycled email by clicking on **either tab**. Email sent to the Recycle Bin is never actually deleted; it is simply moved to that folder to help you keep your inbox organized.

If you ever wish to move an email from your Recycle Bin back to your Inbox, click the **Restore** button while viewing that specific email.



Collaboration Corner

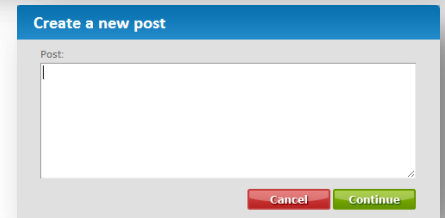
The Collaboration Corner allows you to participate in threaded discussion forums which have been set up by your teacher. Each Collaboration is generated by your teacher, and is only available to students and/or other teachers that have been assigned to it. To start a new topic, click the **+ New Topic** button.



To read a post, simply click on the **topic**.

To reply to a post, click on either of the **Reply** buttons that appear when viewing a post, and then enter your text and click **Continue**.

Please note that text posted in the Collaboration Corner is permanent. You will not be able to delete posts that you have made, or go back and edit them. Use caution when posting in the Collaboration Corner.



Resources

Inside the Organizer you can access a system-check device that reviews the software that is loaded on your computer and assesses whether or not you have the necessary software and the necessary version of that software to properly run the Edgenuity Virtual Classroom.

Check Plugins

Once you click the Check Plug-ins button, the system-check is initiated and you will receive a report that details the status of your computer.

If the Status comes back with a red X instead of OK, you can click **directly on the link to the authoring company's website** and download the necessary software.



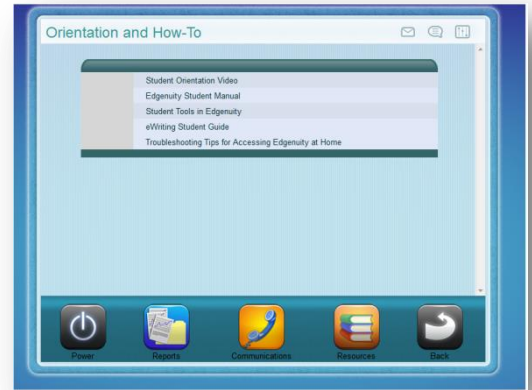
Plugin	Your Version	Required Version	Status
Adobe Flash Player	9	9	OK
Adobe Acrobat Reader	7	6	OK
Quicktime Player	7.41	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.5	OK

Plugin	Your Version	Required Version	Status
Adobe Flash Player	10	9	OK
Adobe Acrobat Reader	5	6	X
Quicktime Player	7.41	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.5	OK

Orientation and How-To

From here, you can view the eight-minute Student Orientation at any time. You can also access a number of PDF manuals, including:

- Edgenuity Student Manual (this document)
- Student Tools in Edgenuity
- eWriting Student Guide
- Troubleshooting Tips for Accessing Edgenuity at Home



Fitness Log

The Fitness Log is designed to work hand-in-hand with Edgenuity Physical Education courses. Even if you are not taking one of those courses, we wanted to make sure that you are able to track your exercise regimen, if you so choose.

To add exercise to the Fitness Log:

1. Click on the **Fitness Log** button; you will see a monthly calendar.
2. Click on a **date**.
3. Click on the **type of activity** you performed.
4. **Type a name** for the activity.
5. **Type in the duration**.
6. **Type in any relevant notes**.
7. Click the **Create** button.
8. Click on **any entry you've already added** to edit it, delete it or add another activity.

