

Orientation: The Basics

Who to Contact:

- Edmentum Tech Support: 1-866-890-8153, option 9 or support.academy@edmentum.com
- Coaches/Mentors/Guidance Counselors
 - Through your school in your home state
 - Questions about scheduling (ie: knows what courses/grades you need for graduation)
- Edmentum Content Teacher
 - Can live anywhere in the world!
 - Works with you and your coach/mentor/guidance counselor to set and reach your academic goals.

What You Can Expect from your Teachers:

- Will answer courseware instant messages and text messages quickly!
- Will grade your work as **fast as possible** (expect a 48-72 hour window unless it's the weekend).
- Will **always** provide feedback to help improve your skills.

Monthly Contact: You are **expected & responsible** for staying in contact with all your teachers every month.

- Provide your teacher with the best phone number to reach you and communicate regularly.
- Contact must discuss your academic progress.
 - Through text message, Courseware message, Zoom meeting, or phone call!
 - Emails DO NOT count!
- Add a calendar reminder for the first of the month to your phone.

Logging in:

- Genius Users: Use this site: <https://edm.geniussis.com/>
- Enter in your login details



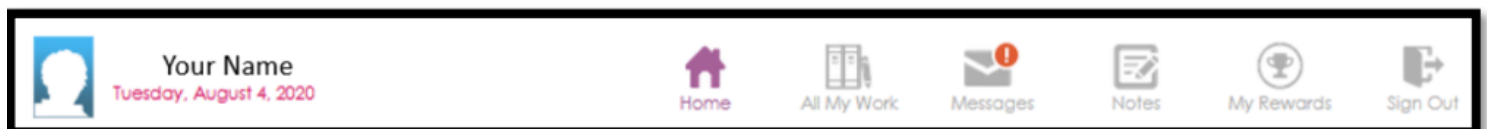
System Messages → On left-hand side of toolbar once logged in

- Click & read daily **before** launching course

Critical Information for Getting Started:

- Course not opening? Turn off pop-up blockers.
- **There is no late work**, the due dates on the left-hand side are suggested.
- Preview Discussions and Unit Activities, but save them until the end of each unit.
- Complete each unit in its entirety before moving on to the next unit.
- Work for a minimum of 1 hour every school day in every class.

Your Dashboard:



- **Home:**
 - Click “All Activities” to launch a specific course
 - Alerts: On right → messages from teachers & graded assignments
- **All My Work:**
 - Course due dates & progress reports
- **Messages:** Read all messages

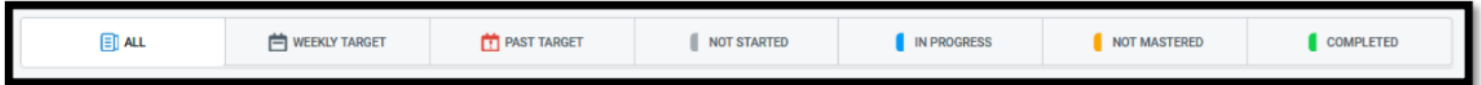
Orientation: About Your Course

The Pacing Bar:



- Keep your pacing human green to stay on or ahead of pace.
- **Current Grade** = an average of work that has been submitted. It is not your final grade.
- **Course Grade** = includes all assignments and will continue to go up as you submit assignments.
- **On Target Grade** = includes work that has been completed adjusted for incomplete activities past their target due date.
- **When your end date approaches, be aware of your Course Grade—it is the one that matters!**

Course Details:



Pre-Tests:

- You may have ungraded Pre-Tests.
- If you score well then you may be exempted from some lessons.
- All exempted material is still covered on tests.



Mastery & Post Tests:

- Keep a notebook taking good notes or use the provided Guided Notes—everything is “open book.”
- **You can retake Mastery Tests. Click through the Tutorial again to unlock.**
- All tests have a time limit. Finish them in one sitting. Also avoid changing tabs while a test is open to avoid getting locked out.
- You can retake each Post Test once. Study and review your incorrect answers, then ask your teacher to reset it.

Unit Activities and Discussions:

- **Save the Discussions for the end of each unit!**
- These written assignments matter. They count for almost half of your grade!
- Review scoring details & rubrics before, during and after discussions and activities.
- **Work in Google Docs & Slides to ensure work is saved, then copy/paste it into the course.**
- One-word or one-sentence answers will not suffice! If you are unsure about length requirements, reach out to your course instructor.

The Final Exam aka EOS Test:

- Take the final exam last, but do not wait until the last day.
- You may use your Guided Notes/notes while you take the exam.
- Do not toggle between screens or you will have to start over.

End Dates and Passing the Course:

- The “end date” your school chose, is your course deadline.
- Complete all coursework by **midnight**.

Resources:

- Most teachers have a website that houses a lot of helpful information!
- **Bookmark it** and reference it often.
- In addition, here is another site filled with resources: [Additional Resources](#)

Plagiarism/Copying:

- Each school has their own Plagiarism Policy, please refer to your Student Handbook.
- Plagiarized assignments will not be awarded credit until original work is resubmitted.
- Your guardians and coach will be notified.

Saving Your Work:

- Create desktop or Google Drive folders for your classes to save work in.
- Every year we have students lose their work! Save in another location before uploading into the course.
- **Save files as a PDF**, so formatting issues don’t occur.

Course Resources:

- The toolbar on the left-hand side of the Tutorial screen has built-in resources for students!

- Table of Contents
- **Guided Notes** (worksheets that help you)
- Dictionary
- Text to Talk (slide narration)
- English → Spanish
- Highlighter Tool



Live Help & Live Lessons:

- **Live Help in every subject is available daily** for students (links will be on your Genius homepage).
 - Monday-Thursday 8am-5pm CST & Friday 8am-3pm CST
- Live Lessons are taught weekly (your teacher will share this information with you). We call these SOS.
- Online classroom etiquette expected.

Submitting/Uploading Work in a Unit Activity:

- Select “Files”
- Select “Upload New File” and find the correct document (hopefully saved as a PDF!)
- Check the box that says “Include Selected Files”
- Select the orange box that says “Submit for Score”

How to See Teacher Feedback on Unit Activities:

- Click on the blue “Play” button.
- Click on the “Comments” column and then on the blue “Scored” button.

- Review any teacher feedback in the pop-up window.

Submitting Work for a Discussion (after completing Tutorials):

- Select the blue box that says “New Response to Topic.”
- Copy and paste your response into the box using keyboard commands (ctrl + c to copy, ctrl + v to paste) • Select the blue “Submit Response” button to post your response to the Discussion board. • **Select the green “Submit for Scoring” button to send in your Discussion for grading.**

How to See Teacher Feedback on Discussions:

- Click on the blue “Play” button.
- Scroll to find the original post.
- Click on the comments button to reach the teacher's feedback.
- To re-do a Discussion, reply to your original post, and then send your teacher a Courseware message to let them know you’ve done so.

How to Review Post Tests:

- Click on the paper icon with the magnifying glass to open up the test.
- Review incorrect answers.

