

Southeast Academy Student Quick Start Guide

This guide is meant to help you quickly establish the settings needed to start working in the Ignitia system. We hope that your experience will be challenging, enjoyable, and rewarding. Welcome to Southeast Academy!

Getting Started:

Open your web browser (Mozilla Firefox). Type the web address that links you to Southeast Academy Online. The address takes this form: <http://sea.ignitiaschools.com>.

Login: Type in the case sensitive user name and password you were provided.

Home Page:

Please watch the introductory video the first time you log in. You may uncheck the box that says always show after sign in if you do not want the video to appear each time you log in. After watching the video, please click on FAQ and read each one carefully. This will familiarize you with using the program to access assignments and to check messages. Please check your messages each day. If you have asked for help, the teacher's reply will appear here as well as in the lesson in which you requested help. Teachers will also send other important messages to you here.

Courses:

- Click Courses.
- The Courses page allows you to see the titles of each course assigned to you.
- Click the arrow to the right of the course title to expand and see the units.
- Click the arrow to the right of a unit title to expand the list and see the assignment titles. When you expand the unit to see all of the assignment titles, you also see the assignment type, the date you started the course, the status of the assignment, the percentage of progress through the unit and course, and your current score for the assignment, unit, and complete course.
- Double click to see assignments in any course.
 - Completed/graded assignments may also be viewed.
- All past due assignments must be completed before current school work can be opened.

Assignments:

- Read the lesson, view the video, slide shows, and listen to the audio clips.
- Check the Teacher Notes.
- Complete any practice exercises, including vocabulary practice.
- When you reach the end of the lesson, choose either work on questions or read next section.
- Answer each question.
- Click "Next Question" to go to the next question.
- Continue until all sections of the lesson have been completed.
- Once all questions are completed, click on "Turn It In."

Returned Work: You may find yourself automatically returned to a lesson if you have not reached the 80% pass threshold. Your teacher may reassign a lesson to you and provide help or extra resources for you to view before moving forward. Check for Teacher's Notes or a Help message before completing the assignment again.

Getting Help: If you are having trouble with a question or concept, you can leave a message for your teacher. Click "Ask for Help," which is located near the bottom of the screen in the Questions section.

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Type a message to your teacher explaining the trouble you are having and then click Send. The Help Request is then sent to your teacher. You may continue working in another subject until you receive a response from your teacher.

NOTE: The Help feature is not available for students enrolled in the Distinctive Service option. If additional academic help is needed, the parent will need to arrange for Tutoring Support Services.

Quizzes and Tests: Most units have between two and five quizzes and a final unit test. In a quiz or test, you can scroll through all of the questions and answer them in order. You can change your answers as many times as needed. When you are ready to submit your quiz or test for grading, click the "Turn It In" button. Once you leave the quiz or test you cannot go back into it except to review, unless your teacher reassigns it to you. All unanswered questions are given a "0" grade. You should be ready to complete a test when you enter it. You may not leave a test once you have entered it or leave it idle. The website will exit you from the test and grade it as is from that point. If a student sits idle in a lesson for more than 30 minutes, the system will log them out. This can be avoided by submitting an answer to a question at least every 10 minutes even if you have to resubmit an answer that was previously submitted. The final test will be blocked and must be unblocked by Southeast Academy staff or teachers by sending a message to the teacher of the course within the online message system.

Note: Clicking the BACK button while in a test can cause the system to exit the student out of the test. If the student needs to go back to a previous question, please click on the number of the question.

Grading: Your teacher grades all paragraph answers and projects. Southeast Academy may also change the grades on any computer graded problems or paragraphs and projects as needed.

Note: Students should allow at least 24 hours for a test to be opened. You can request the test to be unblocked when you are ready to begin the last quiz of the unit.

Grades are not final until Southeast Academy has evaluated all completed work.

The grades for each completed lesson are displayed on the unit detail screen. The unit overview screen displays the average for each unit. The main subject screen shows the cumulative grade for each course.

If a student is found to be cheating or shortcutting, the student will be required to be on "Elite Service," with full Teacher Support. Tuition costs will go up for the remainder of the academic year. **No Exceptions!** Any student placed on Academic Probation during the year will automatically be placed on Elite Service in order to more closely monitor student progress and encourage academic balance.

Messages:

- To send a new message:
 - Click "New Message."
 - Select the recipient of the message.
 - Enter "Subject."
 - Type Message Text.
 - Click "Send."
- New Messages appear in the Inbox and may be viewed by clicking on the message.