



## **Online Curriculum Instructions**

### **Student Instructions for using Southeast Academy's online curriculum:**

You may want to open this page on your phone so you do not have to toggle back and forth on the computer to read this while in the curriculum. You can also print these instructions (pages 1-9).

- This page will cover the student login to website.
- Using Learn/Assignments tab to do the lessons for subjects.
- Using Questions in a lesson.
- Turn it in button for questions.
- Using Courses to see scores.

Lessons (L) and their questions in each subject are the main daily activity for students with occasional Quizzes (Q) and a Test (T) at the end of the Unit. Normally there are 10 Units in each subject for an entire year. For your free access, we have assigned the first Unit of the year in each subject. It is a beneficial goal to finish the Unit for each of the four subjects, so both you and the student have experience with an entire Unit, including the Unit Test. However, it can take 2-3 weeks of typical school work to do that. If that time commitment is not doable, it is good to at least aim for a week's usage, so the student (and you) get past the first day or two of getting oriented.

You may want to explain to your student that doing this online school for a week will be helpful since there has been a long break, plus will show everyone if online schooling is an option. Remember the first day or two go a little slower while both you and your student are seeing how it works! Once you are past the first two days, you should be able to see how independent the student will be for the long haul, and how much parent involvement is needed.

Normally after the first 2-3 days, the parent will mainly need to do the following:

- get the student up and at the computer each day
- check on the student periodically
- be close enough in case the student has a question
- check to see if the day's work was completed
- check any work the system cannot autoscore (this is less than 10% of questions)
- praise for progress and any scores

Although that seems simple enough, the parent will need to be very involved the first day to make sure the student understands Lesson (L) and question features in each subject. After the first day or two, the student should understand enough to work more independently. The parent should still monitor the student more closely during the first week to make sure all features are understood. For example, the student may not get experience with a Quiz (Q) right away, so the parent will need to be available the first quiz or two. Once most procedures and features have been experienced by the student, the parent will mainly focus on encouragement, checking that each subject is On Track, and occasional scoring the system cannot automatically score. The system normally scores 90% of answers.



With the uncertainties of this upcoming school year, Southeast Academy's free online curriculum access offers an excellent opportunity to evaluate how both you and your student might do with online school at home! It will give you a good evaluation of our accredited Parent-teacher Led Programs for 2020-21, but remember there are additional benefits beyond just the curriculum if you enroll! Taking the time to use our free access right now will also help you know which feature options might work best for you in 2020-21! Our other programs free up more parent time. Our Distinctive Program includes scoring those things the system cannot autoscore for only a slightly higher tuition. Our Elite Program includes the scoring AND human academic help within the curriculum system when needed. If after your free access, you enroll with SEA, you will already have most of the student and parent orientation conquered!

# GETTING STARTED

1. **Website:** On a laptop or pc, open a browser and go to this url: [provisionalsea.ignitiaschools.com/owsoo/login/auth](http://provisionalsea.ignitiaschools.com/owsoo/login/auth)



2. **Sound:** It is important to make sure the computer has sound for videos and text-to-speech options! This should be tested by the parent the first time you use the curriculum. There is an overview video immediately after the student logs in the first time where sound can be tested. Speakers are okay, but some students might do better with headphones, especially if noise is a factor for either the student or parent. Headphones are much safer if they have a volume control on the headphone cable.

3. **Login:** Enter the student's login and click Ready Set Learn. Do not use the Parent or Teacher login for the student!



4. **First time login:** Read and check the “I Agree” or “I Disagree” option of the End User License Agreement, then click LET’S GET STARTED. Both the student and parent should watch the Overview Video.



# STUDENT USAGE

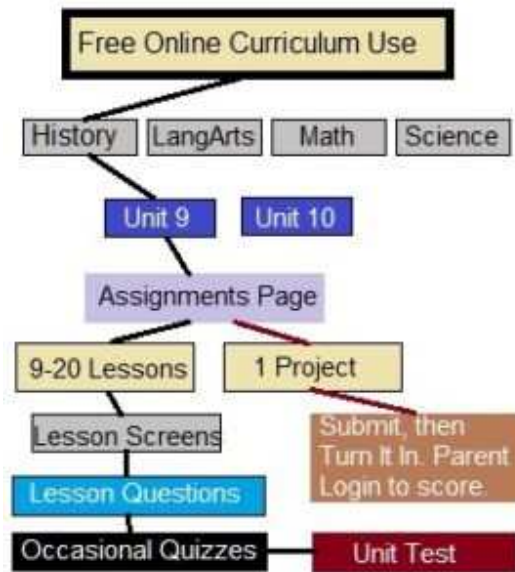
A great motivator of our online curriculum over campus-based learning: The more diligent the student works, the sooner the student is done for the day! The daily time requirements will vary for each student and somewhat for each day depending on student motivation. With five or six subjects, students often need 4-5 hours of daily academic/class time. Your free access to four subjects will take less time than five subjects. Some students will work ahead each day to free up a day in the week or to shorten the academic year.

Breaks will affect the time required. A parent/teacher should watch out for distractive environments. The student work location should be near the parent or where the parent passes by frequently.

**Structure Overview:** 4 Subjects are assigned with the free access. Each subject normally has 10 units in a year, but your free access will be assigned the first unit. The Assignments Page gives access to all subjects' Lessons (L), Projects (P), Quizzes (Q), and Tests (T). Multiple Lessons are completed for each unit with questions at the end of each. Every few lessons, there will be a quiz. After 9-20 Lessons (depending on grade level), there will be a Unit Test.

If Projects (P) are available in a subject unit, we suggest 1 should be attempted before the Unit Test, so you have an idea of how projects work. For our enrolled students, a minimum of one project per subject unit is required (if available). Some subject units won't have any projects. Some will offer some project choices. The project and some lesson answers may need human review or scoring using the parent login.

There are 9-20 Lessons in each unit of a subject depending on grade level and subject. Free online curriculum users are assigned Unit 1 of a year in each of 4 core Subjects. Normally 10 Units are completed in each Subject for an entire year. Lessons (L) and their questions are the main daily activity for students with occasional Quizzes (Q) and a Test (T) at the end of the Unit. As you get going, both you and your student will quickly understand our structure.



**1. Click LEARN. Click on the ASSIGNMENTS tab.** The Assignments page is the student’s daily lesson plan. The Due Date will show if the task is overdue. You will see each subject has lessons, projects, and occasionally quizzes. Projects (P) that are shown do not need to be done immediately (see #6 Projects below). Click anywhere on the Lesson (L) or Project (P) or Quiz (Q) or Test (T) line to open.



**2. LESSONS.** The student will read the material in the lesson, study any vocabulary words, view the videos, listen to audios, and play available games. Students may need help the first time or two with each feature new to the student. For example in Language Arts, there may be a Vocab Arcade where younger students may need help the first couple times. Remember the parent assistance will be reduced after the first week or so.

Lessons have more than one screen or section. Lower grades may have as few as one section/screen for a lesson. There will be a button at the bottom of the first section/screen that will say “Read Next Section”. Sections/screens of a lesson can also be accessed by clicking the Section button at the top on the Navigation bar. If there are no more lesson sections, the button at the bottom of the lesson will take the student to questions.



**3.QUESTIONS.** If there are no more lesson sections, the button at the bottom of the lesson will say Work On Questions.



What would you like to do next?

WORK ON QUESTIONS

**4.**Once the student enters an answer, click the “Next Question” button until reaching the last question. The student may click back and forth between the Lesson/Sections and the Questions as needed.



**5.**Once all questions have been completed, click “Submit Answer” if asked THEN “Turn It In” to submit the questions. The Lesson (L) or Project (P) or Quiz (Q) on the Assignments page (student’s daily lesson plan) will disappear as each item is Turned In during the day. New tasks will appear for the next day (or to work ahead). The Assignments page gives both parent and student a quick way to see progress for the day!



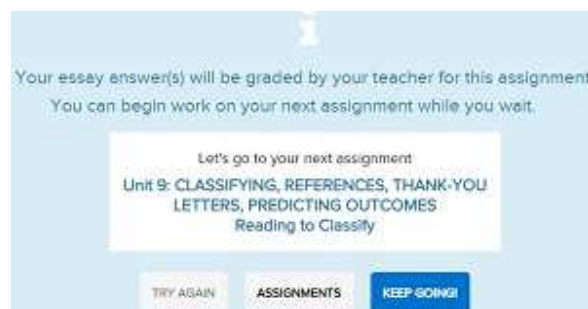
**6.PROJECTS.** We normally only require enrolled students to complete one Project (P) if available in the subject unit. Projects are available as early as the first Lesson, but just need to be submitted and turned in before the last lesson of the Unit. We suggest you at least review the projects available and try one for each subject unit where they are offered. For example, a 3rd grade Unit may have 9 Lessons, so the Project should be completed (click the Submit Answer AND Turn It In) before the

9th lesson. Projects with a writing assignment will have a “Work On Questions” button to get to the Writer screen where the student can enter their project words. Afterward, the student clicks “Submit Answer” then “Turn It In”. Projects will need a parent login to score the Project.

**7. QUIZZES.** After every few lessons in a subject, there will be a quiz. There can be 4 or more quizzes in a Unit. The Quiz (Q) will show up on the Assignments Page. The student can click the “**Show Answers**” button so the correct answer will be seen if they answer incorrectly.

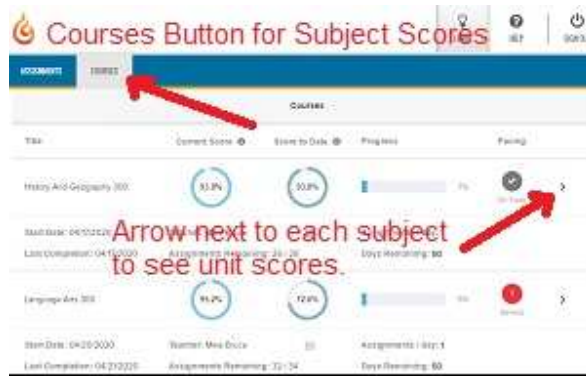
**8. UNIT TEST.** After all lessons, questions, and quizzes for the subject unit are completed, there is a Unit Test. Before the unit test, students can use the Courses tab, then click the subject name under the Title column, then click the Unit, then click on a completed Quiz to review. Repeat (Courses/Subject Title/Unit/next Quiz) to review all quizzes, then take Unit Test. The student can click the “**Show Answers**” button so the correct answer will be seen if they answer incorrectly.

**9. DAILY SCORES.** There are several ways to view scores. Immediately after clicking the Turn It In button, the student may see a screen with the score if no manual/subjective scoring is required. The Assignments page also shows daily scores. The Courses page also has a way to view daily work. The scores for Lessons, Projects, and Unit Quizzes may not be finalized if any manual/subjective grading is required. These may be phrase, sentence, or essay answers the system cannot autoscore. The student should be taught to remind the parent if an essay answer needs graded. The student will see a message (below) saying “Essay answer will be graded by your teacher”. The parent uses a separate login to the site to review occasional answers that cannot be autoscored. With our Distinctive and Elite programs, a SEA teacher will automatically score those manual scored answers.



**10. GPA.** The main method to view scores and progress is the Courses tab (student login). In Courses, you can see Scores To Date or grade average for all assigned subjects. You can see the Pacing for each subject to see if the student is Ahead, On Track, or Behind on work for that subject. You can click on one of the subjects

under the Title column to see individual subject unit scores. You will have the last 2 units assigned for each subject. You can click the right arrow next to any unit to see individual lesson and quiz scores in that unit.



To go backward on these sub-pages: Click the left arrow directly under Assignments until you see all Subjects again.



11. Once the lesson has been successfully completed, click on the Assignments tab to return to the student’s daily work page.

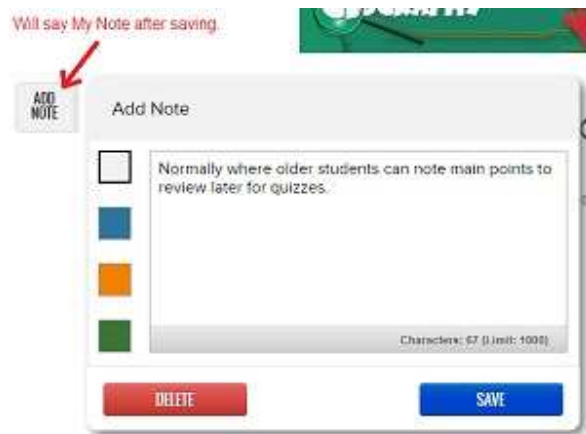


**Special Features:**

Text to Speech: On the right hand side, you will see a vertical bar that moves with you through the lesson. The last icon is a microphone. This will allow parts of the text to be read to you. To use this feature, highlight the text you would like read aloud. Then, click the microphone icon and choose the character you would like to hear read the selected text.

Notes: Students can create notes in their lessons! To create a note, simply point anywhere along the left hand side of the lesson until you see a grey square, then click it. Type the note information in the Add Note window, then click “Save.” A “My Note” button will now show on that lesson section.





## PARENT USAGE

Please click or tap the link below to go to the Instructions page and choose the Parent Instructions link. Copy and paste the address below into your browser's address/URL box if the link is not active in your PDF viewer. The Parent Instructions page will overview the usage of the parent-teacher login. If you have any questions or would like any further information, please contact us at [service@southeastacademyonline.com](mailto:service@southeastacademyonline.com)

## [PARENT INSTRUCTIONS PAGE](https://southeastacademyonline.com/instructions)

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