Parent Instructions
Parent Instructions for using Southeast Academy's online curriculum:

Your free access to Southeast Academy's online curriculum is very similar to the curriculum procedures of our 3rd-5th grade Basic Online program. With our 3rd-8th grade Premier and Elite programs, the tasks and features on this page are mainly handled for you by Southeast Academy. Grades 6th-8th only have Premier and Elite programs available, but this free trial still allows both you and your student to experience the curriculum content and student structure.

Parent Login: The main purpose of the Parent/Scoring Login to the curriculum system is to score answers the system cannot automatically score, such as phrase, sentence, and essay answers. Projects also need a scored from the Parent Login. Note: Most student work is automatically scored.

Student Login: Features such as monitoring scores, checking for overdue work, GPA, and other progress tools are available with the Student Login. It is beneficial to view those together with your student, so praise and encouragement can take place!

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 (5 sheets).

- This page will cover parent/teacher logins to the website.
- First time use.
- Handling New Messages box on Home screen.
- Checking the Action box to see if anything needs scored/reviewed.
- Tips for success.

GETTING STARTED

1.Website: On a laptop or pc, open a browser and go to this url: provisionalsea.ignitiaschools.com/owsoo/login/auth The parent login should be done on a pc, laptop, or tablet. Sound is not required for the parent login usage.
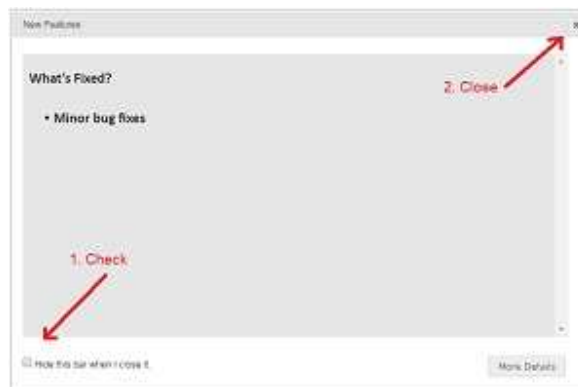
2. Login: Enter the parent's login and click Ready Set Learn. Do not let the student know the parent login!
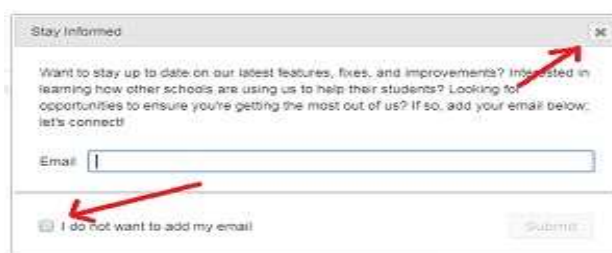
3.First time login: There are three screens/windows that will show the first time you login. A. Read and click the "Yes" or "No" button on the User Agreement.

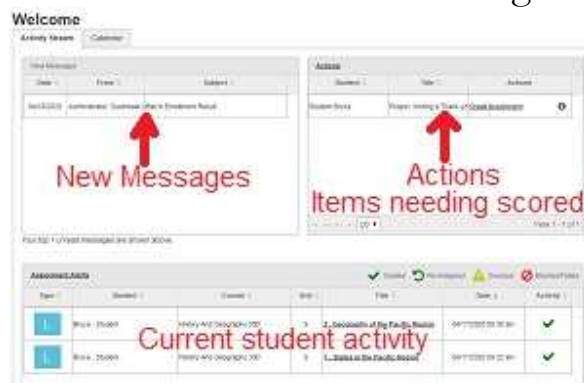B.Check the Hide box on the New Features window, then click the X to close the New Features window.

C.Check the "**Do not want to add email**" box, then click the X to close the Stay Informed window.
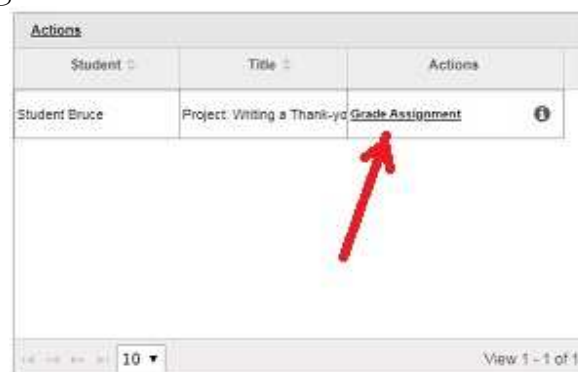
4.Parent Home: The Home screen has three sections/boxes. Parents will just use items available from the **Actions box**, because other features of this login are also available from the Student Login (except reassigning a failed item).

A.The **Assignment Alerts** section shows **current student activity** and will let you know if your student has failed an assignment or is overdue. You can click once on an item in this section, then click Re-Assigned to allow the student to repeat that item again. If an item is overdue, you know to motivate your student to complete that item.

B.The **New Messages** box on the top left of Home is rarely used. You can click anywhere on a message in this box to read it, then it will disappear from this box. Normally all parents will see a curriculum has been assigned message.
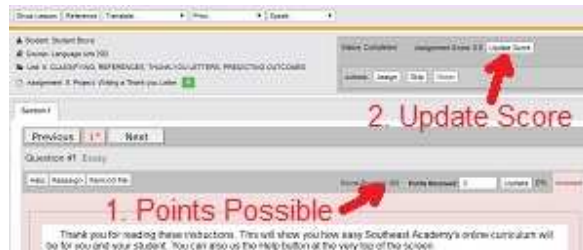

C.The **Actions** box will let you know if anything needs reviewed and the ability to give the item a score. Items require an 80 points or higher to pass. Items in the Actions box should be dealt with as soon as possible after the student does the work. It greatly helps to train your student to let you know when they have an "Essay" item, so you do not need to login as a parent as often. "Essay" items are phrases, sentences, or writing assignments the system cannot autoscore. Click the underlined "Grade Assignment" to see the item.
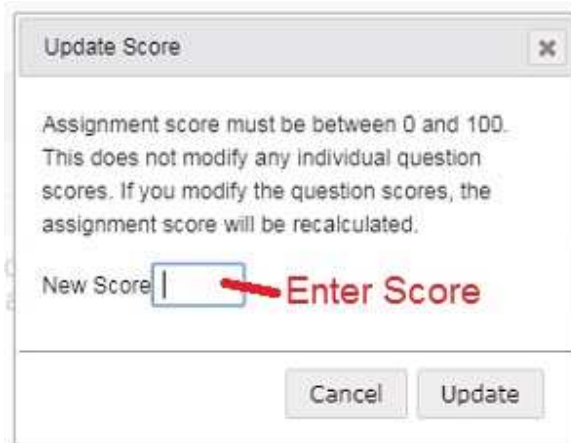

If more than one answer on the screen requires attention, a * (plus) beside the number shows which need attention. For screens with multiple answers requiring a score, you will see the points possible for the question in the grey box. Enter the
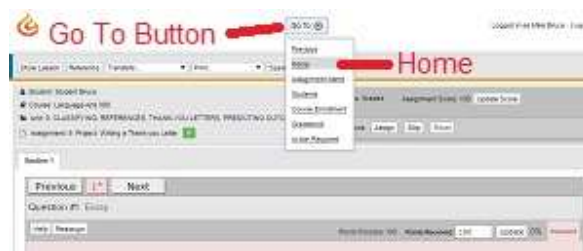
points that you wish to give the student in the points received box and click on the update button to the right of the box. If the screen is just a single essay answer, it will normally be a 100 point question. You can see the points possible on the screen. Click the Update Score button and enter the points that are appropriate. A minimum of 80 is required for a page/screen to pass.

Example of an action that only has one time to score.

From an Actions item after scoring, you can click the Go To button at the top-center, then click Home to return to your main Home screen.

IMPORTANT: If enrolled at Southeast Academy, both the Premier and Elite programs include subjective scoring! Southeast Academy teachers score the phrase, sentence, and essay answers, so it greatly frees up the parent to be able to focus on encouragement! With the Elite program, teacher concept help is available within the system, so the parent can just focus on noticing scores and assignment completion. The Elite program is great for work from home parents! The Premier program is great for freeing up parent time, but still requires the parent to offer academic help

to their child when needed. The Parent Led programs for 3rd-5th grades are great for a parent that wants to be more involved and to save money. All programs are accredited!

5. **Tips For Success!**

- Talk with your child about expectations. For example: Why you are doing this online program. About how much time it will take each day. It is helpful to point out the harder the student works the faster they are done each day. Maybe an incentive at the end of each day's work. However, retain some incentives for when they might be needed later, such as improving scores. When students know they are through with school when work is completed, some students are tempted to hurry too much and cause scores to be lower.

- Make sure the student knows to let you know if anything needs graded by you. This will help reduce the times you need to login as a parent/teacher.

- Have the student complete work where you are nearby or walk by frequently, but where distractions are limited.

- Review scores, check for overdue work, and look at other progress features via the Student Login with the student sitting next to you! Praise! Encourage where needed. Then Praise!

Student Instructions Page

southeastacademyonline.com/instructions