

Secondary Parent/Student Handbook
Grades 7-12

HVA Cyber-Education Handbook.

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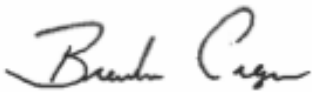
Dear Students, Parents, and Guardians.

Welcome to the Hempfield full time cyber option. Enrolling in HVA allows students the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis on 21st century skills.

This handbook has been developed to provide you with an overview of the HVA program, support system, and important policies and procedures. HVA students remain enrolled in the Hempfield School District and will have access to all school resources. This handbook will provide you with clear guidelines on both your responsibilities and the school district options. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success, and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact your teachers or myself to discuss any concerns that you may have.

Congratulations on joining Hempfield Virtual Academy. We wish you a successful school year.



Brendan Cregan

Hempfield Virtual Academy Coordinator

Hempfield School District

Hempfield School District
2022-23
School Counselor Assignments

**HIGH SCHOOL:****Grade 9**

Mrs. Lindsey Bauer

Mr. Greg Dietz

Assignment:**A-L****M-Z****Office #:**

898-5545

898-5545

Grades 10

Mrs. Logan Albuagh

Mr. Rob Bentley

A-Ln**Lo-Z**

898-5545

898-5545

Grade 11

R. Kandace DaCosta

Mrs. Kimberly Romero

A – K**L - Z**

898-5545

898-5545

Grade 12

Mr. Justin Snook

Mrs. Stefanie Scarborough

A-Lar**Las-Z**

898-5545

898-5545

MIDDLE SCHOOLS :**Centerville Middle School**

Mr. Nate Milton

Mrs. Kasey Tobias

Grade 7**Grade 8**

898-5578

898-5578

Landisville Middle School

Mr. Steve Sharpe

Mrs. Lynette Huber

Grade 7**Grade 8**

898-5631

898-5631

Mr. Steve Sharpe, *Supervisor of Counseling Services*

898-5631



HAVEN Cyber-Education Course Facilitators

English/Language Arts 7-12, Medical Terminology

Mrs. Svetlana Sagalov-Feldman s_sagalov-feldman@hempfieldsd.org

Mathematics (9-12)

Mr. Mike Mylin mike_mylin@hempfieldsd.org

Mathematics (7&8)

Mr. Mark Harman mark_harman@hempfieldsd.org

Science (7,8, 9, Biology)

Mr. Kerry Bolton kerry_bolton@hempfieldsd.org

Chemistry

Mr. Joseph Nichisti joseph_nichisti@hempfieldsd.org

Social Studies (7-12)

Mr. Bob Shipp bob_shipp@hempfieldsd.org

Physical Education (HS)

Mrs. Sarah Jones sarah_jones@hempfieldsd.org

Health (7&8)

Mrs. Laura Hite laura_hite@hempfieldsd.org

MS Phys Ed 7&8

Mr. Dan Relin dan_relin@hempfieldsd.org

HS Health

Mr. Paul Taylor paul_taylor@hempfieldsd.org

Personal Financial Literacy

Mr. Danny Walck danny_walck@hempfieldsd.org

Career Planning

Mr. Marc Shoenfelt marc_shoenfelt@hempfieldsd.org

Hempfield Tech Support: Victoria Yazor -- 717-898-5596 (For iPad related issues)

Edgenuity Course Support: 877-202-0338

Monday-Friday 7:30am – 9:30pm

Saturday-Sunday 9:00am-5:00pm

** Contact your teacher for specific course related issues**

Instructional Staff are available Monday-Friday from 7:30am – 3:00pm. They can be reached by email (listed above) or schoology.

Any messages received after 3:00 pm will not receive a response until the next school day.

Mission Statement

The Hempfield School District will increase and extend learner options for achieving common goals by collaborating to develop and implement a regional, comprehensive, student-centered learning solution, which effectively utilizes the latest technologies and research-based instructional strategies.

Student Readiness

Students choosing to participate in online courses should first examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

- a. **Self-Motivation** - Students who can direct their own learning environment, fulfill course requirements, and achieve individual academic success.
- b. **Independent Learner** - The online environment enables students to learn at their own pace -- traditional, extended, or accelerated -- relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
- c. **Computer Literate** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of email, the Internet, and basic keyboarding skills, and Microsoft Office suite.
- d. **Time Management** - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.
- e. **Effective Written Communication Skills** - Students must use electronic email to communicate with their peers as well as the instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- f. **Personal Commitment** - Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Attendance Policy

ATTENDANCE: State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school.

Full time cyber-education students are expected to complete **1 hour each day in each assigned course five days a week (that school is in session- Mon-Fri), for attendance purposes.** (keep in mind more work may need to be completed in order to meet the dead-lines for course completion) Failure to login and communicate with the Advisor will result in an unexcused absence.

Attendance will be monitored every Monday for the previous week. Students who are behind 10% or more in any course will have their login information reviewed. Any day with less than 1 hour of work will result in an unexcused absence. Attendance letters will be sent home weekly after 3 days absent. (Student are expected to work 1 hour each day in each assigned course). **Students who fall 25% behind or more in any course will be required to attend Landisville Education Center in-person until student is on pace.**

Excused Absences

The Hempfield School District recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absences and should fall into one of the categories below:

- **Absence due to illness, health condition, family emergency.** The parent or legal guardian is expected to notify the assigned Advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **Parental request for temporary absence.** Upon parental request, the Advisor and appropriate school district personnel may temporarily excuse a student for agreed-upon reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.

Excessive Absences

A student under the age of 18 may be subject to prosecution and fines for non-compliance with state compulsory attendance laws. After a student has been absent from school for 10 unexcused days, the parent or guardian will receive a letter confirming the days of absence and re-stating the policy of attendance.

After a student has been absent from school for a total of 10 days (excused and/or unexcused), a second letter will be sent to the parent requiring a doctor's excuse for all future absences. **All absences after this communication for which doctor's excuses are not submitted will be classified as illegal or unexcused (depending on the age of the student).**

Any student over the age of 18, with more than 10 consecutive days of absence, will be dropped from the rolls. Any student over the age of 18 with more than 45 unexcused days absent will also be dropped from the rolls. Any student who compiles 10 unexcused absences for the school year will lose all School Privileges for violating the Hempfield School District's Attendance Policy (Policy #204). School Privileges include but are not limited to the following: parking, school dances (including prom), extracurricular participation, etc.

School Calendar

Students enrolled in online learning are expected to follow the school district calendar. The school calendar is available online at www.hempfieldsd.org

School Day

HVA students have the entire 24 hour day (12:00am – 11:59 pm) each day school is in session (Monday-Friday following the Hempfield School District Calendar) to complete asynchronous assignments in each assigned course.

Instructional Staff is available Monday-Friday from 7:30am – 3:00pm. They can be reached by email, Schoology, or by calling the assigned phone number. Please be sure to leave a phone message with a return number to call in response. Any messages received after 3:00 pm may not receive a response until the next school day.

Students who fall 25% or more behind in any course are required to attend Landisville Education Center in-person until Student is on Pace!

Hempfield Related Information

It is each student's responsibility to remain current on happenings in the Hempfield School District that interest them including but not limited to school dances, prom commencement, course selection in addition to deadlines that coincide with activities. Hempfield School District provides a variety of venues to acquire information such as Schoology, Twitter, Facebook, and Phone Apps.

Student Responsibilities

Students pursuing a cyber-education have expectations and policies that must be followed:

- Follow the school calendar.
- **CHECK SCHOOLOGY DAILY!**
- Check the school websites and social media outlets regularly for activity information at HHS/LMS/CMS
- Agree to and follow all policies outlined in handbook.
- Log in and complete the daily lessons. **(1 hour per day/per course minimum)**
- Contact online teacher a minimum of 1 time per week.
- Notify Advisor of any planned excused absences.

Parent Responsibilities

Parents/Guardians of Online Learning students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Directly supervise child's education at home.
- Provide a physical environment conducive to child's educational needs.
- Get the information needed to log in to monitor student's progress.
- Notify Advisor of any planned excused absences.
- Work with student and his/her advisor to ensure successful completion of the curriculum within the allowable timeframe.
- Notify the school immediately of any change in student's contact information or academic status.
- Provide student with transportation as needed to participate in standardized testing or other school activities.

Homelessness

The Hempfield School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students.

DEFINITION OF HOMELESS STUDENTS

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Unaccompanied youth, defined as any child not in the physical custody of a parent/guardian.

RIGHTS OF STUDENTS AND FAMILIES UNDER THE MCKINNEY VENTO ACT

- Immediate school enrollment.
- Enroll in the local school where they are living, or remain in their original school.
- Receive transportation to their original school, if requested.
- Receive free breakfast and lunch.

For questions, contact the Hempfield School District Homeless Liaison, Amy Gates at amy_gates@hempfieldsd.org or 717-459-9006.

Academic Support and Placement

- Online course content and assignments are aligned with Pennsylvania’s content standards or other nationally accepted content standards.
- Each lesson contains multiple methods for students to learn the material and accommodates various learning styles. Each online course also has an online textbook that was written specifically to accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student’s understanding of the lesson objectives.
- Students enrolling as a full-time cyber student will work with the Cyber-Education Coordinator, Guidance Counselor, and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.
- Each student will have an online teacher that will monitor the student’s progress and, if necessary, create interventions to help the student master the lesson objectives.
- ***Students must maintain passing grades and appropriate attendance to remain in the full-time Cyber education program. Students who do not complete attendance requirements, missing assignments, or have failing grades in online courses will be subject to the required Tier intervention program:***

Tier 1: Parent/Student contact via phone and/or email – Reinstate program expectations – answer concerns/questions regarding success in the cyber-education program

Tier 2: In-house meeting with Cyber-Ed coordinator and school counselor to determine needed interventions for success –Schedule attendance at LEC – Review additional online available resources – Complete a support contract – Review Tier 3 expectations.

Tier 3: Full time attendance at Landisville Education Center for the remainder of the current semester – Develop a transition plan to return to Tier 1 or 2 programming or regular education at sending school.

- Attend academic support sessions at Landisville Education Center during the school day until those issues are eliminated. Students who continue to prove unsuccessful in online learning will be required to reenroll in regular education courses in the Hempfield School District.
- Academic Help is available Monday-Friday at the Landisville Education Center. Contact your course instructor to arrange a date/time for academic support.
- ***Students are required to attend all state and school mandated assessments. Students will be contacted regarding dates and times of required assessments.***
- Students and parents have continual access to student grades online through the Imagine Learning student information system at Hempfield.

Imagine Learning (Edgenuity) Course Information

- Students have **2 opportunities** to pass each lesson quiz. After two attempts the quiz will be locked and you must contact the individual course teacher for remediation and additional quiz opportunities
- Students are required to complete minimum of 1 hour of online coursework each day for each course for attendance monitoring (*keep in mind more work may need to be completed in order to meet the deadlines for course completion*)
- *Be sure to email teachers if you have any questions or need additional information regarding course completion.*
 - MP1 – 10/31/22
 - MP2 – 1/11/23
 - MP3 – 3/22/23
 - MP4 – 5/24/23 (Seniors: 5/22/23)
- Contact your individual teachers to determine course requirements for each marking period.

Withdraw, Dropping a Course

Withdraw

Students enrolling in full-time cyber education are required to complete the entire semester from the date of enrollment. No students will be returned to their sending school prior to the end of a marking period.

Dropping a course

Students have a 7-day window to drop an online elective course without incurring a penalty. The 10 Day window starts from the day the students start date and includes weekends. No courses may be dropped after the 10 Day window has expired.

Technology

Technical Support

- Technical Support will be provided to full time cyber students for district provided device, and software provided under the full-time cyber program. Technical Support will not be provided on local area networks in the home.
- The full-time cyber program will provide full time student with an iPad and the appropriate needed to support the student's curriculum. This equipment remains the property of the Hempfield School District and must be returned upon termination of the student's online learning.
- The school reserves the right to deny a student's access to equipment to prevent further unauthorized activity. Students denied such access must return all equipment.
- Full time cyber students will report all issues that they are having with the iPad to the Hempfield School District help desk. Reported issues must include the student's name, courses that are affected, and any other details that will assist the helpdesk in resolving the problem

- All issues reported during the school day will be responded to by school personnel within 24 hours or the next school day.
 - Students and Parents/Guardians can contact the **help desk by calling 898-5596**.
 - Issues regarding individual courses should be directed to the course instructor.

Special Education Services

Hempfield School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the Hempfield School District for further assistance. The school district will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the students' Advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans

Title IX

Our school district does not discriminate on the basis of sex. Further, Title IX requires the school district not to discriminate. Our non-discrimination policy is available in the Board Policy Manual. Title IX training materials used to train our district's Title IX personnel and our Title IX Coordinator contact information is available on this page. Reports can be made to our Coordinator at any time, including during non-business hours.

Dr. Tab Musser, Title IX Coordinator
 tab_musser@hempfieldsd.org 717-898-5564

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Report cards and progress reports will be available through the PowerSchool information system and distributed by Hempfield School District upon the completion timeline for each marking period.

Testing Policies

Mandated Testing

Students are required to participate in all school and state mandated assessments (PSSA & Keystone Exams). Students will be notified by the HVA Coordinator of the date and time that they are to arrive at the local school to take specified assessments.

SAT

Students wishing to take SAT exams must register at www.collegeboard.com

Graduation Requirements

Students will work with their guidance counselor to ensure proper placement and credit fulfillment in order to meet graduation requirements. Students in grades 9 through 12 will be classified by grade based on the number of credits they have earned toward graduation. Contact your School Counselor for information .

To be eligible for graduation from the Hempfield School District, a student must:

- Pass the required courses of instruction (below)
- Demonstrate mastery of the PA Academic Standards for Literature, Biology and Algebra via attaining proficiency or better on the Keystone exams in those core areas.
- Complete all required career awareness activities (Contact your Guidance counselor for more information)

Academic Integrity/Plagiarism

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, Advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

- **Plagiarism is defined** as copying/stealing and passing off as one's own, the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:
 - Turning in assignments, papers, or lab work retrieved from an Internet source as one's own
 - Using another student's work in whole or part and handing it in as one's own
 - Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
 - Copying pages or portions of documents directly from websites such as Brainly, quizlet, etc.
 - Using another person's actual spoken or written word, idea, opinion, or theory without citing the source
 - Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source without citing the source
 - Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. HVA will follow the policy on plagiarism as outlined below:
 - A student who turns in work (such as a research paper, essay, science lab, PowerPoint presentation, etc.) considered plagiarized (that they intentionally represent as their own) will receive an incomplete for the project.
 - The student must meet with the teacher to discuss the incident to earn an opportunity to redo and re-submit the project.

- The teacher will notify the parent/guardian about the incident and explain the steps to be followed to rectify the situation.
- The student will receive 50% of the points on the resubmitted work that would otherwise have been earned on the project had plagiarism not occurred.
- The only way the student will receive a “0” is if they refuse to resubmit work that they have done.
- **upon a second offense the following will Occur:**
 - Student will receive a “0” on the assignment in question and the student will be required to complete their coursework In-Person at Landisville Education Center for the remainder of the semester. – eliminating the opportunity to work from home.
 - Students will be removed from the HVA program at the end of the completed semester and returned to in-person learning.

Grades and Edgenuity for High School Online Courses

Welcome to the start of a new School Year! It is great to start another year of growth and learning together. The purpose of this document is to explain grades in Edgenuity and what you can expect to see in PowerSchool throughout the term.

Edgenuity Grades

In Edgenuity, there are three grades to help you understand and monitor your progress throughout the course.

Actual Grade: This grade represents the grade you currently have earned with respect to the expected pace and activities that should be completed by today. If you are behind the target progress, your “Actual Grade” will be lowered accordingly. To raise this grade, the student should work to catch up to the target progress.

Overall Grade: This grade represents the student mastery of content that has been completed so far. Incomplete activities are NOT factored into this grade.

Relative Grade: This grade represents the final grade for the course if no more work is completed. All incomplete activities are factored into the grade as zeros.

PowerSchool Grade

Students are expected to monitor their grades in Edgenuity.

Quarter 1 (or 3): On the final day of the first marking period of the semester (quarter 1 or 3), the average of the Actual Grade (factors in mastery and pace) and the Overall Grade (represents mastery without pace) will be entered into the PowerSchool gradebook.

Quarter 2 (or 4)¹: On the final day of the second marking period of the semester (quarter 2 or 4), the Relative Grade will be entered into the PowerSchool gradebook.

Final Grade²: If the Relative Grade at the end of the course is higher than the first marking period grade, the final grade for the course will be the Relative Grade. Otherwise, the two marking period grades will be averaged for the final grade.

Grades and Edgenuity for Middle School Online Courses

Welcome to the new School Year! It is great to start another year of growth and learning together. The purpose of this document is to explain grades in Edgenuity and what you can expect to see in PowerSchool throughout the term.

Edgenuity Grades

In Edgenuity, there are three grades to help you understand and monitor your progress throughout the course.

Actual Grade: This grade represents the grade you currently have earned with respect to the expected pace and activities that should be completed by today. If you are behind the target progress, your “Actual Grade” will be lowered accordingly. To raise this grade, the student should work to catch up to the target progress.

Overall Grade: This grade represents the student mastery of content that has been completed so far. Incomplete activities are NOT factored into this grade.

Relative Grade: This grade represents the final grade for the course if no more work is completed. All incomplete activities are factored into the grade as zeros.

PowerSchool Grade

Students are expected to monitor their grades in Edgenuity. The course being divided into 2 semester length courses the following will apply:

Quarter 1, 2, & 3: On the final day of the marking period of the semester, the Actual Grade (factors in mastery and pace) will be entered into the PowerSchool gradebook.

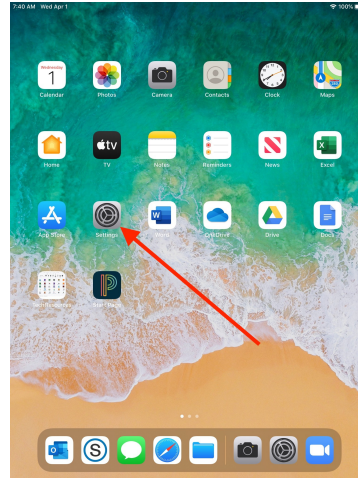
Quarter 4: On the final day of the marking period of the year, the Relative Grade will be entered into the PowerSchool gradebook.

Final Grade: The four marking period grades will be averaged for the final grade. If your Relative grade is greater than this average you will receive your relative grade as your final grade.

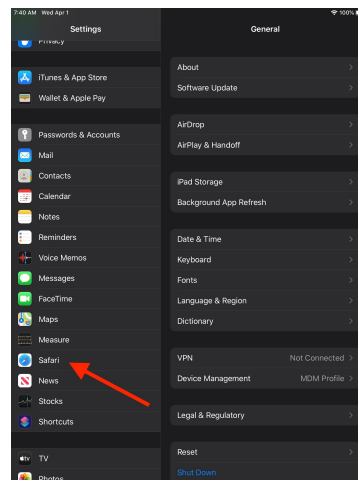
Turn Off Pop Up Blocker

Before beginning coursework on Edgenuity you must first turn off “pop up blockers” on your iPad.

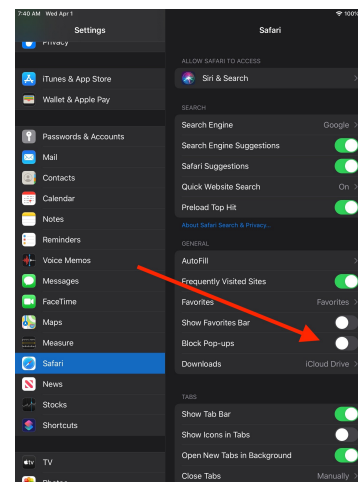
1. Click on the “**Settings**” icon on your iPad.



2. Click on “**Safari**” web browser within **Settings**.

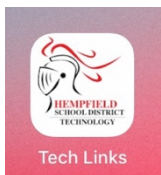


3. From the right hand menu, turn the “**Block Pop-Ups**” button off.



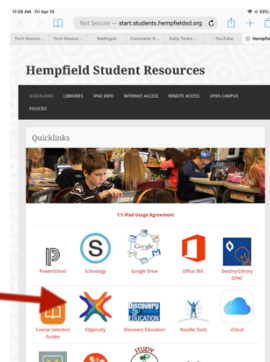
Edgenuity Course Login

- Go to: <http://hempsfield.learn.edgenuity.com> or use the



Student Links icon found on your iPad.

Select the Edgenuity icon.



- Type in your HEMPFIELD username & password. **NOT** your email address



- Upon Login you will watch a short (6 minute) Orientation Video explaining how to navigate your courses in the Edgenuity system. You can view the video as many times as necessary.
- Edgenuity is a web-based program that can be accessed with any device with internet capabilities
 - iPad or Tablet
 - Computer
 - Phone

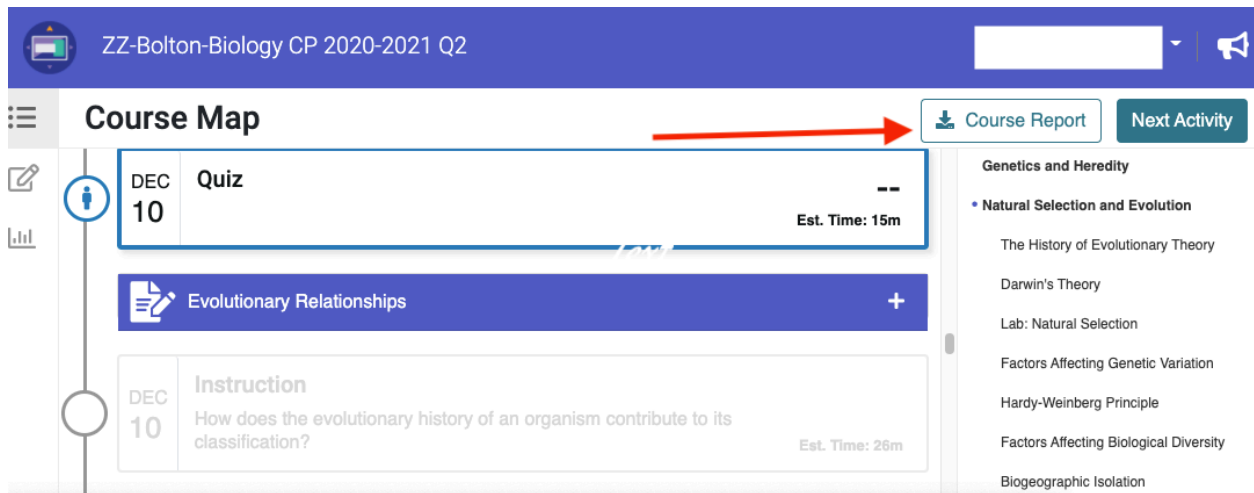
IMPORTANT: When using any of these devices to access Edgenuity be sure to Turn Off “Pop Up Blockers” - Failure to do so will limit your ability to view instructional videos/ diagrams/ and photo organizers.

Time Management

The most important element to success in online learning is time management. Using the Edgenuity Course Report in each course will make sure you are on pace in each course daily

Accessing the “Course Report”

1. Log into Edgenuity and go to the course you are working on. *(you will need to go to each individual course to access the course report)*
2. Click on the tab “ Course Report”



The course report will show you the following:

1. The Due Date for assignments
2. The Estimated Time it should take to complete each activity
3. The ‘Total Time” it took YOU to complete the activity
4. The score received on the assignment

Grade: 10 Start Date: 08/25/2020 Target Date: 01/19/2021
 Actual Grade: 85.4% | Overall Grade: 87.4% | Relative Grade: 61.5% Student Progress: 74% | Target Progress: 76%

Activity	Due	First Attempt	Submitted	Attempts	Est Time	Total Time	Category	Score
Unit: Unit 1: Health and Wellness Basics								
Topic: Personal Health and Wellness								
Lesson: A Healthy Lifestyle								
Vocabulary	08/26/2020	08/31/2020	08/31/2020	1	5m	4m 43s		
Direct Instruction	08/26/2020	08/31/2020	08/31/2020	1	25m	22m 44s		
Online Content	08/27/2020	08/31/2020	08/31/2020	1	15m	2m 21s	Assignment	100%
Interactive	08/27/2020	09/1/2020	09/1/2020	1	15m	5m 9s		
Practice	08/27/2020	09/1/2020	09/1/2020	1	15m	8m 19s	Assignment	100%
Quiz	08/28/2020	09/1/2020	09/1/2020	1	15m	1m 59s	Quiz	80%
Lesson: Topic Test								
Topic Review Activity	08/28/2020	09/1/2020	09/1/2020	1	15m	9m 40s	Assignment	100%
Topic Test	08/31/2020	09/1/2020	09/1/2020	1	40m	6m 43s	Test	92.9%
Topic: Personal Health Skills								
Lesson: Decision Making								
Vocabulary	08/31/2020	09/1/2020	09/1/2020	1	5m	2m 1s		
Direct Instruction	08/31/2020	09/1/2020	09/1/2020	1	24m	22m 17s		
Online Content	09/1/2020	09/1/2020	09/1/2020	1	15m	4m 49s	Assignment	100%

Guided Notes

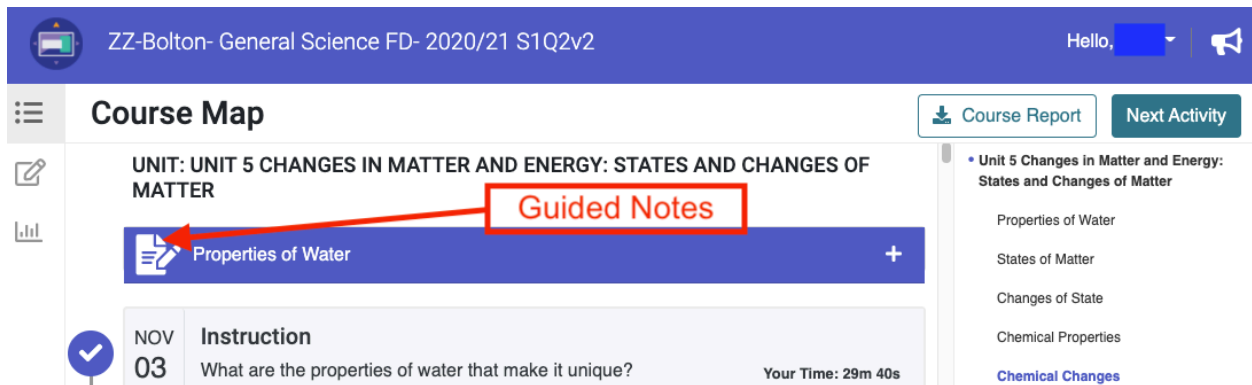
Guided Notes are available for most courses in Edgenuity (Not all). Guided notes can be valuable in helping students take notes in coursework. These documents can be used when taking tests/quizzes

Students can access guided notes through each of their courses in Edgenuity

1. After login click on the course you are working on
2. Click on the Icon in “blue” above the instruction for the lesson)



If this icon does not exist then there is no guided note for this lesson



ZZ-Bolton- General Science FD- 2020/21 S1Q2v2 Hello, [user]

Course Map

UNIT: UNIT 5 CHANGES IN MATTER AND ENERGY: STATES AND CHANGES OF MATTER

Properties of Water

Guided Notes

Unit 5 Changes in Matter and Energy: States and Changes of Matter

- Properties of Water
- States of Matter
- Changes of State
- Chemical Properties
- Chemical Changes

NOV 03 **Instruction** What are the properties of water that make it unique? Your Time: 29m 40s

Accessing the “Student HELP Center”

The HELP Center is a valuable resource to find tips/ short cuts/ and information you may need to utilize the online learning system in Edgenuity

1. After you login to the system click the dropdown arrow next to your name

The screenshot shows the Edgenuity dashboard with three progress cards. A red arrow points to the 'Hello' dropdown menu in the top right corner. The text 'Click the dropdown arrow next to your name' is written in red above the arrow.

Subject	Course	Completion Status	Actual Grade	Next Activity
MATH	zz - ██████ - LEC- Foundations of Algebra 1B CP-S2 2020	You are: 47% complete and AHEAD	80.3%	Next Activity
ELECTIVES	ZZ-██████-High School Health Concepts 2019/20 Sem 2	You are: 31% complete and ON TARGET	78.4%	Next Activity
LANGUAGE ARTS	ZZZ - ██████ - English 10 - S2 19 - 20	You are: 29% complete and ON TARGET	76.2%	Next Activity

2. Click on the “Help Center”

The screenshot shows the Edgenuity dashboard with the 'Hello' dropdown menu open. A red arrow points to the 'Help Center' option. The text 'Click on the Help Center' is written in red above the arrow. The text 'Text' is written in red next to the 'Help Center' option.

Subject	Course	Completion Status	Actual Grade	Next Activity
MATH	zz ██████ -EC- Foundations of Algebra 1B CP-S2 2020	You are: 47% complete and AHEAD	80.3%	Next Activity
ELECTIVES	██████ High School Health Concepts 2019/20 Sem 2	You are: 31% complete and ON TARGET	78.4%	Next Activity
LANGUAGE ARTS	ZZZ - ██████ - English 10 - S2 19 - 20	You are: 29% complete and ON TARGET	76.2%	Next Activity

- Profile
- Help Center
- Logout

This will give you access to search information, “how to” videos as well as written instructions to different information you may need



Student Help Resources

Videos

[Student Orientation Video- Course Map \(4:52\)](#)

[Student Orientation Video- Overall Grade \(2:21\)](#)

[Student Orientation Video- Actual Grade \(2:30\)](#)


[Student Orientation Video- Relative Grade \(2:25\)](#)


[Note Taking and Academic Success \(3:57\)](#)


[Taking Notes from a](#)

Downloads

 [Edgenuity Student Guide](#)

 [Troubleshooting Tips for Accessing Edgenuity at Home](#)

 [Powerspeak Getting Started Video Transcript](#)

 [Where to find student reports](#)

Frequently Asked Questions (FAQs)

How do I launch my course?

Each course assigned to you has a related card on your homepage. Click anywhere on the card to open up your course. Or, you can simply click the Next Activity button to jump right into working on your course.

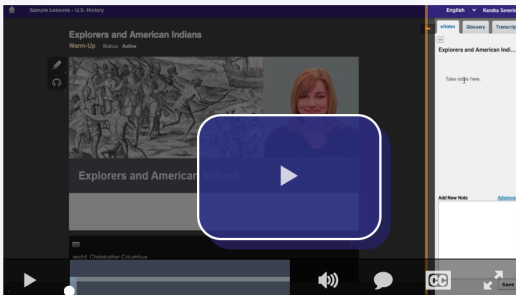
How do I translate the lesson into another language?

2 Once you start the lesson, in the upper-right corner you should see "English." Click the arrow next to it and select the language of your choice. If you don't see it listed, select "more" to see additional options.

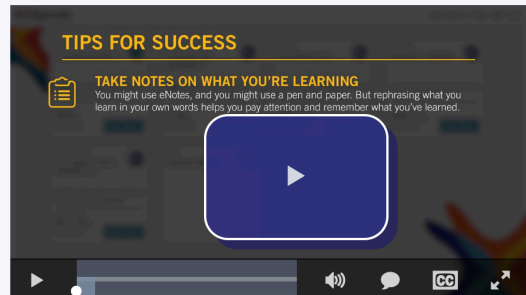
Where can I find the Attendance Log?

Videos

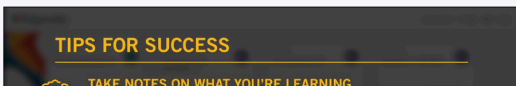
Student Orientation Video- Course Map



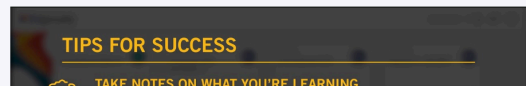
Student Orientation Video- Overall Grade



Student Orientation Video- Actual Grade

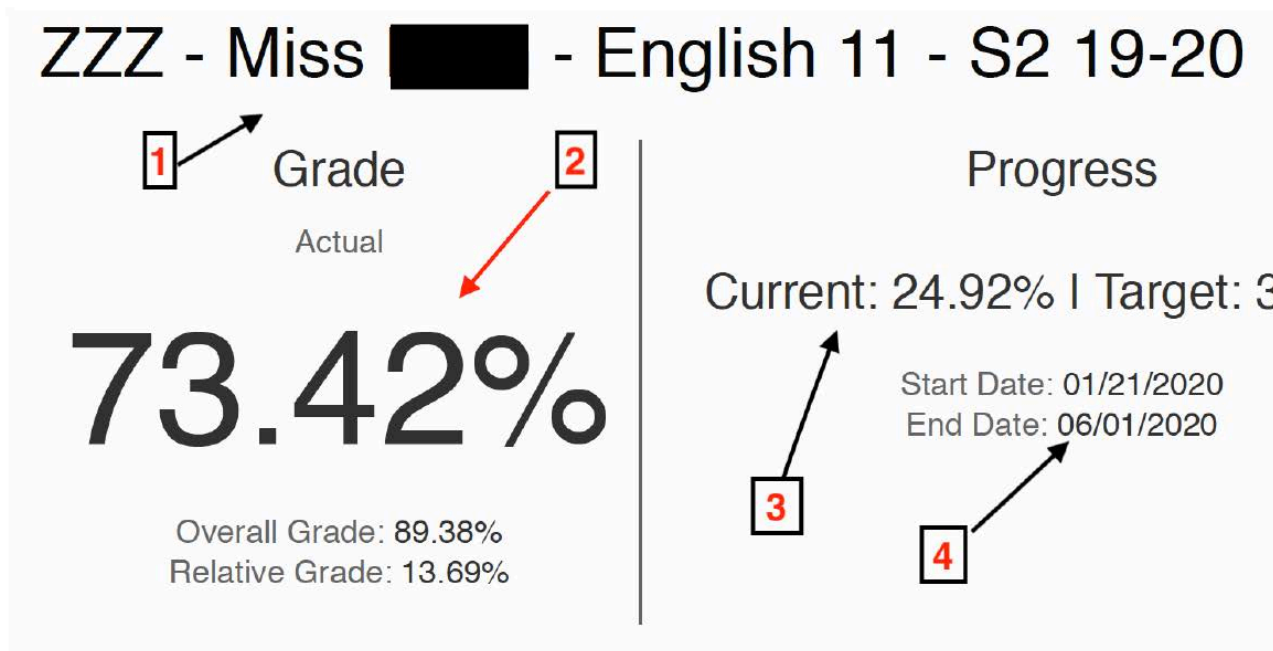


Student Orientation Video- Relative Grade



Student Progress (Parent View)

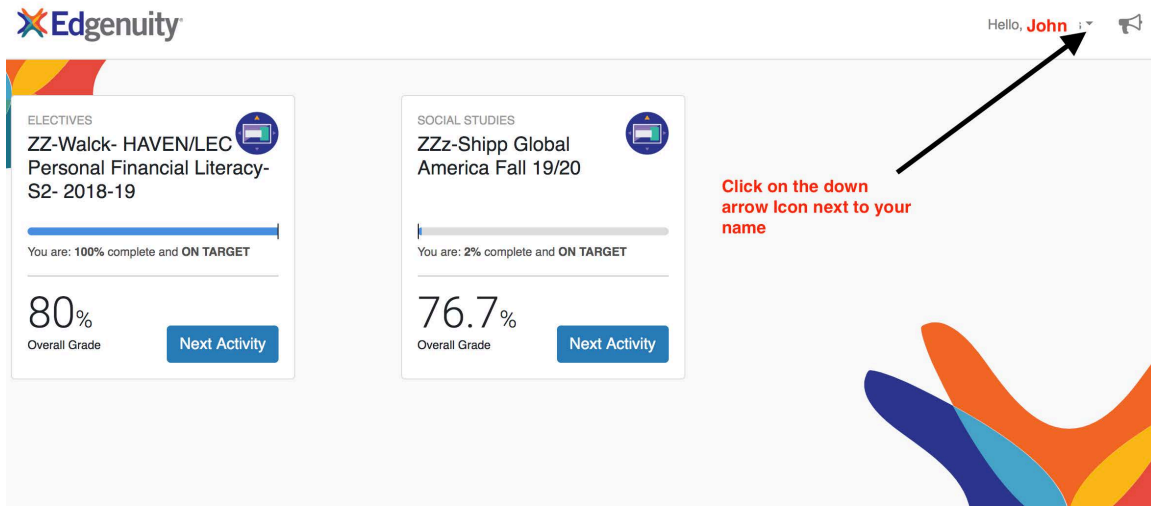
Parents who share their email address will receive a weekly progress report emailed directly from the Edgenuity system once each week (Usually on Monday morning). This progress report will share the same information that students receive regarding their grade and progress in each course.



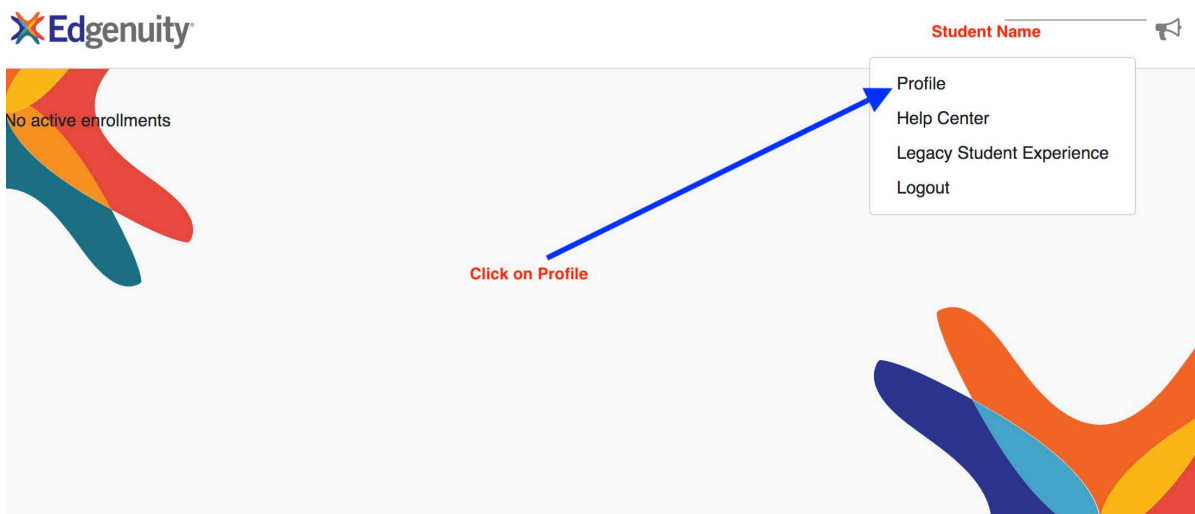
1. **Course Title/Teacher**
2. Student **Actual Grade**
 - This is your current grade for the course if the course were to end at that moment-penalizing for falling behind in course.
3. This shows the **% of the course currently completed**
 - 50% of each course should be completed by the end of marking period 1/3 of each semester
 - For grades 7&8 : student courses are year long therefore 25% MP1, 50% MP2, 75% MP3, 100% Mp4
4. Shows the **start and end date** of the course.

How Students can view attendance "Time" in Edgenuity

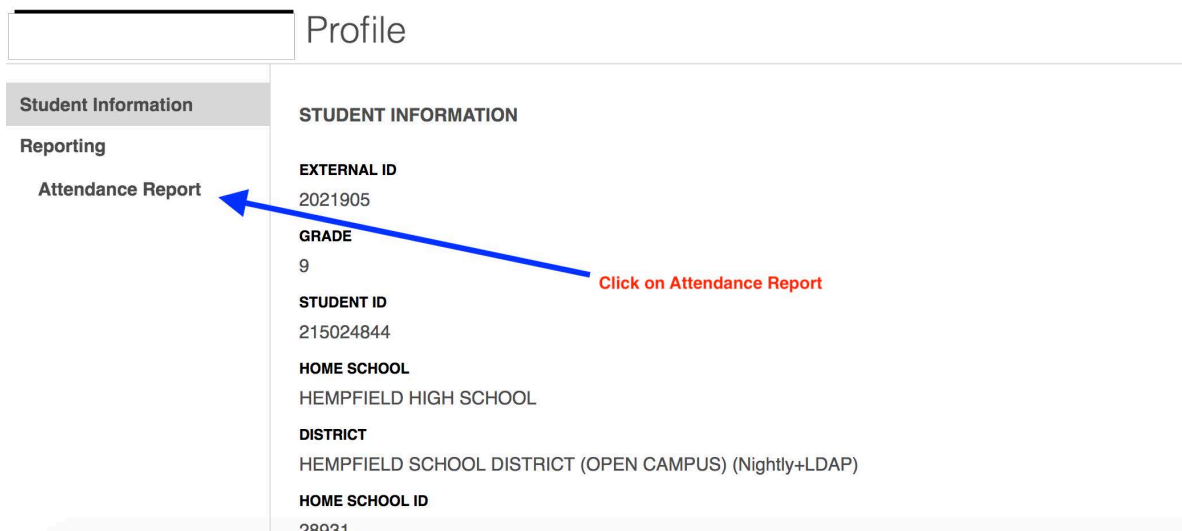
1. Login to your edgenuity account and "click "on the icon next to your name



2. Click on "Profile" in drop down from Student Name



3. Click on Attendance Report



Once in the attendance log you can select the week to view.

- You can then view the amount of time for each day
- This will show you time logged in as well as “Idle Time” which is time computer was dormant. (This time does not count towards the total /attendance requirement)

Profile

Student Information	ATTENDANCE REPORT		
Reporting	From: <input type="text" value="08/11/2019"/>	To: <input type="text" value="08/20/2019"/>	View Attendance Repo
Attendance Report			
	SESSION	TIME (HH:MM:SS)	ACTIVITIES COMPLETED
	WEEK 1: 8/18/2019-8/24/2019	00:02:28	0
	Monday 8/19/2019	00:02:28	0
	2:01 PM-2:04 PM	00:02:28	
	Idle Time	00:02:28	

Day worked → (points to Monday 8/19/2019)

Idle Time → (points to Idle Time row)

← (points to 00:02:28 in 2:01 PM-2:04 PM row) *Subtract Idle time from this total daily time to get actual time*

Elective Course Login

IF YOU SELECTED ELECTIVES NOT TAUGHT BY HEMPFIELD TEACHERS
you will receive an email from noreply@edgenuity.com to your **school district email account** with login credentials.

(Please check your junk/Spam box in your school email if you did not receive it)

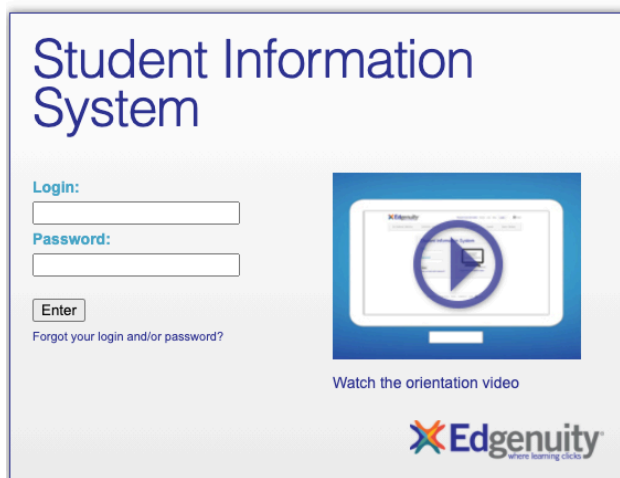
- Schoology Message Mr. Cregan if you do not receive your login information.
- You must use the following link with the credentials sent in the email:
<https://sislogin.edgenuity.com/>

TO GET STARTED YOU WILL NEED TO:

1. Watch the SIS Orientation Video here: [SIS Orientation Video](#)
2. Log into your courses: <https://sislogin.edgenuity.com/>
3. Bookmark the login page
4. Check the messaging center on your dashboard to read a welcome message from your virtual teacher
5. Click on one of your courses to begin working!

Login to your courses : <https://sislogin.edgenuity.com/> using the username and password you will receive in the email from noreply@edgenuity.com to your **school district email account** with login credentials.

(Please check your junk/Spam box in your school email if you did not receive it)



DASHBOARD

- Dashboard
- Messages **7**
- Mentor Information
- Course Information
- Academic Snapshot
- Student Activity
- Edit Account
- Add Guardian
- School Calendar
- External Links

Here you can see an overview of the current student status and academic progress.

Academic Snapshot

This student is currently enrolled in 2 courses:

Course	Grade	Percentage Complete	Pacing
Advertising and Sales Promotion	76.83%	16.24%	Behind
Sports and Entertainment Marketing	52.50%	14.5%	Behind

It is important that you check the “messages” tab regularly to get important information from the course instructor

Technology Troubleshooting

- If your video does not load correctly, try clearing the browser cache. Close the browser and then re-launch it before reattempting the video.
- Be sure your web browser "Pop-Up Blockers" are turned OFF

For Edgenuity/Course related Issues call:

Edgenuity Technical Support

877-202-0338

Mon-Fri: 7:30am-9:30pm

Sat -Sun: 9:00am-5:00pm

For Ipad related issues call:

Hempfield Help Desk:

717-898-5596

Mon-Fri; 7:30am-4:00pm