
NOTES

Outreach 2011-2012 Session I
September 12, 2011 - January 19, 2012



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*ALL coursework, including the final exam,
MUST be finished by January 19, 2012.
There will be no refunds for unfinished coursework.*

*48 hour allowance is required for transcripts to be sent
to your home school.*

Get Started NOW:

*It is important to download the NovaNET IMMEDIATELY after you register
in order to best serve you in the event of technical difficulties.*

1. **Download** NovaNET using the internet instructions provided.
*If you are having difficulty, consult our website or call
technical support IMMEDIATELY - 419.720.4513.*
2. **Signon** using the following information:
Group: tpo
Name: lastnamefirstname
(ex: John Smith would type smithjohn)
3. **Complete the NovaKEYS** activity located in your **2011-2012 Outreach** folder BEFORE you begin your coursework.

SESSION I ENDS JANUARY 19

**All coursework, including the final exam, MUST be
completed by THURSDAY, JANUARY 19.**

There will be NO REFUNDS for incomplete coursework.

*If you do not finish your coursework by the deadline, the
only way to earn credit is to register and pay for the course
again. Students in this situation will be able to start course-
work at the point of their last completed module.*

Thank you for signing up with The Phoenix Academy for Outreach Session I. We hope you enjoy the freedom of our flexible curriculum and wish you success in your credit recovery efforts.

Please READ and SAVE your installation instructions and this handbook!

For a successful experience with our program, we recommend the following:

- Please allow 48 hours for transcripts to be processed.
- **DO NOT wait until the last minute to install the NovaNET or begin your work.** If you are having trouble or experiencing frustration with ANYTHING in your coursework, call a site to get assistance.
- **Bulletins are important.** Read them and print them out, if necessary.
- **TAKE NOTES!** While it may seem time-consuming, it will save time in the long run - and you will receive better scores on your tests.
- **Please make use of the resources we have at our locations.** Teachers are available at all the Phoenix locations. Students frequently get more work done at a quicker pace if they work at a site. (Note - not all subject teachers are at every location every day. If you need help in a particular subject area, call the site to make sure you will be able to get the instructor you need.)
- **Every course requires a final exam**, unless otherwise noted (see Special Course Instructions insert). Exams **must** be taken at a Phoenix Academy location. Bring a photo ID to the exam. You may also use any notes you have from the course.
- **Accommodations can NOT be made for students in Special Education with IEP's or students with 504 Plans.**
- **THE DEADLINE TO COMPLETE ALL SESSION I COURSEWORK IS THURSDAY, JANUARY 19.** *There are no refunds for unfinished coursework.* If you are struggling, ask for help BEFORE the deadline.

ALL coursework and the final exam must be completed by Thursday, January 19. There are no refunds for unfinished coursework.

LOCATIONS:

1505 Jefferson Ave.
(at 16th St.)
419.720.4591 or 419.720.4582

3055 W. Alexis Rd.
(just east of Tremainsville in the old FoodTown shopping center.)
419.720.6366

1100 N. McCord Rd.
(just south of Dorr in McCord Landings shopping center)
419.861.0149

1020 Varland Ave.
(in the East Toledo Family Center)
419.720.6377

HOURS OF OPERATION:

Monday - Thursday from 9 a.m. - 5 p.m.
Fridays 9 a.m. - 3 p.m.

SESSION I ENDS

THURSDAY, JANUARY 19, 2012

All coursework, including the final exam, MUST be completed by THURSDAY, JANUARY 19.

There will be NO REFUNDS for incomplete coursework.

If you do not finish your coursework by the deadline, the only way to earn credit is to register and pay for the course again. Students in this situation will be able to start coursework at the point of their last completed module.

Allow 48 hours for transcripts to be sent to your home school.

Online courses do not qualify for NCAA eligibility.

Instructor Contact Information

Please take advantage of communicating with your instructors **during the school day** by using Phoenix **location** phone numbers. If you still have questions, concerns, or problems with your class, please leave a message with your instructor below*.

LOCATION HOURS:

Open 9 a.m. - 5 p.m. Monday - Thursday

Open 9 a.m - 3 p.m. Friday

Jefferson	Alexis	McCord	Varland
419.720.4591	419.720.6366	419.861.0149	419.720.6377
419.720.4582			

*AFTER HOURS:

Instructor Voicemail and Office Phone Numbers

High School Math Voicemail	High School Social Studies Voicemail	High School Science Voicemail	High School English Voicemail
419.720.4515	419.720.4596	419.720.4514	419.720.4516
Ms. Jones-Gast Mr. Knecht Mr. Stender	Mr. Phillips Mr. Zeller	Ms. Bigioni Mr. Washington	Mrs. Offenburg Mrs. Spears Mrs. Woitnya

Health - 419-720-4596 Ms. Kusz

Tech Support 419-720.4513 Mr. Kennedy

**Please do not leave a message about flags - by the time we get your message, your flag will have already been cleared.*

ALL coursework and the final exam must be completed by Thursday, January 19.
There are no refunds for unfinished coursework.

About the NovaNET Curriculum and the Management of Courses

Most classes in NovaNET include modules which are made up of pretests, lessons, and posttests. Your pretest scores determine the number and type of lessons you are assigned. When all lessons are completed, a posttest is assigned. **Posttests will almost always give you a RED FLAG and instruct you to wait until a teacher can review your score before you are permitted to move on to the next module.**

When you receive a RED FLAG:

- **If you get a flag while our locations are open**, call any location and ask to have your flag cleared.
- **If our locations are closed, be patient.** Instructors will be online every morning, afternoon and evening clearing flags.
- **Please do not leave a message about clearing a flag** - by the time we get the message, the flag will have already been cleared.
- **If you received a 70% or higher** on the posttest, a teacher will clear your flag so you can move on to the next module. (70% and above is always passing on a posttest.)
- **If you received below a 70%**, a teacher will reassign the test. After 2 or more failed attempts at a posttest, your teacher may reassign some lessons for you to review. If you are having trouble on a particular test, we encourage you to come to a location where you can review your test with an instructor.

Once all modules are complete, you must come in to a site with your photo ID to take your final exam. Come in for your exam as soon as possible; the locations are busy at the end of the term and you may have to wait for a computer. Upon completion of your coursework and the final exam, grades will be sent to your home school.

Lastly, some modules and lessons are more problematic than others. If you are frustrated with a particular lesson, do not hesitate to call an instructor. **Please note particular issues on the Special Course Instructions insert.**

SPECIAL COURSE INSTRUCTIONS

HEALTH

No final exam. Call 419.720.4596 when finished.

ENGLISH

TAKE NOTES IN ALL CLASSES! For Wordstudy, Reading Comprehension, and Advanced Word Roots lessons, call to be passed through after 2 hours. (Still take notes, as you will need them for the posttest.) 419.720.4516

MATH

CONSUMER/APPLIED MATH

No final exam. Call instructor when finished. 419.720.4515

SCIENCE

ENVIRONMENTAL SCIENCE

Semester 1, modules 1-6 only. Semester 2, modules 6-11 only.
Call 419.720.4514 when all modules are finished.

ANATOMY AND PHYSIOLOGY ONLY

Semester 1, modules 1-5 only. Semester 2, modules 3-7 only.
Call 419.720.4514 when all modules are finished. Call if you are having trouble with Module 1 - "Human Bones."

Please make sure you pick up a course information sheet from a science teacher.

It is very important to take good notes during the lessons. 50% of your final grade will be based on some lesson grades and the other 50% will be based on the exam. While only some of the lessons will count toward your final grade, ALL the lessons will be covered on the exam. (See course information sheet). If you score less than 70% on any lesson that counts toward your grade, then the lesson will be reassigned.

Contact a science instructor when you are ready to take the exam. You can only take the exam two times and you will not be able to review the exam after you have taken it.

Technical Support

For technical assistance, refer to our website at:
<http://www.phoenixtoledo.org>
or you may call Mr. Kennedy at 419.720.4513

Accessing the Function Key Bar

1. Open NovaNET
2. Right click the NovaNET icon at the top right corner of your page.
3. Click Help
4. Click Function Key Bar

Special Key functions you will need to use with NovaNET:

Note: Two keys joined by a plus sign (+) mean that you should hold down the first key while pressing the second key. For example, SHIFT+2 means that you should hold down the SHIFT key while you press the F2 key.

Next = Enter or Return

Erase = Delete or Backspace

Copy = F11 (if you have a Mac or MS-DOS machine, press F1)

Answer = F2 or CTRL + a

Term = Shift + F2 or CTRL + t

Access = Shift + F3 or Shift + q

Micro = F4 or CTRL + m

Font = Shift + F4 or CTRL + f

Edit = F5 or CTRL + e

Help = F6

Lab = F7 or CTRL + l

Back = F8 or CTRL + b

Data = F9 or CTRL + d

Stop = F10 or CTRL + s

Pi Symbol = F4 then p

Sub (subscript) = Page down, then the number

Super (superscript) = Page UP, then the number

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