Outreach Fall Session 1 Handbook
September 5 – December 14, 2017
www.phoenixtoledo.org
Monday – Friday, 9:00 am – 3:00 pm*

PHOENIX ACADEMY
Excellence in education

All coursework, including passing the final exam, must be finished by Thursday, December 14	Accommodations *cannot* be made for students with IEPs or 504 plans.

THERE ARE NO REFUNDS FOR UNFINISHED COURSEWORK.

Login

1. Go to http://learn.edgenuity.com/student to access the student login window.

2. Type in your Username and Password.

3. Click the Login button.

My Username: _____@tpo.org
My Password: _____

Student Lobby

Once logged in, you will see the Student Lobby. The Lobby is your homepage where you can begin working on your courses, initiate or respond to communication with your teacher, view your Progress Reports, and access other helpful information.

Doing Your Work

Your courses are broken into chapters, similar to a textbook. Your current chapter will appear in bright bold text. Chapters are broken into lessons; the chapter test will follow the last lesson. You must pass each chapter to go on to the next chapter. Passing means earning at least 70%. If you do not pass your test, an instructor will either reassign the test or reassign lessons, depending on your score and how many times you have attempted the test.

Instruction

Lessons begin with a warm-up and direct instruction. In most cases, instruction will include video that features an experienced, expert teacher—as well as some activities to help you get ready for the lesson and to check for understanding along the way.
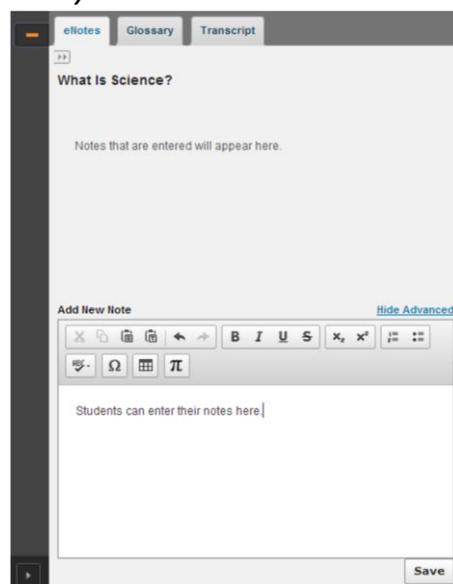
Some lessons will include a **Summary** at the end of the Instruction. The Summary will review important concepts, answer the lesson question, and encourage you to think about a topic.

The summary screen is a good chance to ensure you have captured all the important information in your eNotes, *which can be accessed by clicking the "+" sign on the right corner of your lesson screens.*
Click "advanced" to expand the window. You MAY use notes on your quizzes, tests, and final exam — USE THE eNOTES to keep track of the information learned in your lessons.

It is crucial that you TAKE NOTES.

You may use your notes when taking your tests as well as the final exam. Edgenuity students can access an online digital notebook called eNotes. The eNotes are located on the first tab of the lesson support pane. Students can enter a new note in the text-entry field at the bottom of the pane. You can cut (ctrl c) and paste (ctrl v) from your screen or type directly into your notes. To add the note to the digital notebook, simply click "save." **USE YOUR NOTES ON ALL TESTS, INCLUDING THE EXAM.**
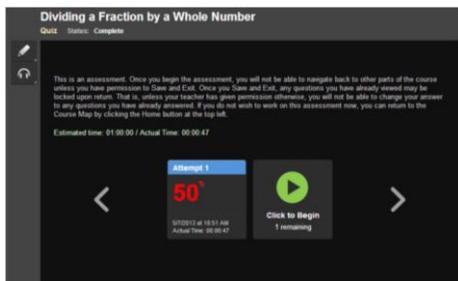

Assignments

After the instruction, you will complete one or more assignments to reinforce what you have learned. These assignments could ask you to engage in activities such as writing a short or extended response, completing questions to solve a problem, or reading a text.

Reports

To keep track of what needs to be done each day, use the assignment calendar located inside your Organizer. You can also use the progress report to see how you are doing in class.

When finished, click the green Submit/Complete button OR the Exit & Submit button.

Use the feedback on the assessment review screen to determine your next task:
- Passed (score appears in green): Move on to the next lesson.
- Did Not Pass (score appears in red): Expand the list icon to view which objectives you need to study more.

If you need to begin a retake, click the green "play" icon. If you have no retakes remaining, contact your teacher to request additional retakes.

When you have completed all of your chapters,
you must <u>come in</u> to one of our sites to take your FINAL EXAM.

<u>YOU MUST HAVE YOUR PHOTO ID.</u>

i | **If you're leaving your school early to take your exam at Phoenix, you must also have a note on school letterhead from your principal, assistant principal, or counselor showing you have permission to leave early to come to Phoenix.** | *i*

Completing Your Course

Your course is finished when you have completed all of your chapters as well as passed your final exam.

You must pass the Exam/Review Test with a score of 70% or better to receive a grade for the course.

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

Teacher Intervention

Don't wait to ask for help! If you are having trouble with a particular lesson or test, we encourage you to come to a location where you can review your work with an instructor. (Not all subject teachers are at every location every day. If you need help with a particular subject, call a site to be sure you will be able to get the instructor you need). We also provide help over the phone during school hours.

If you get an alert while we are open, call any location and ask to have the alert cleared. If our locations are closed, be patient**. Instructors are online every morning, afternoon, and evening clearing alerts.
You do not need to leave a voicemail about an alert because by the time we get the message, the alert will already have been addressed.

Your coursework is available to you all the time, however, instructors are not on stand-by 24/7. Do not expect to have an alert cleared at 2:00 am.

<u>The best time to call</u> is during the school day at the times and numbers listed below:

1505 Jefferson Ave.	3055 W. Alexis Rd.
Jefferson & 16th	east of Tremainsville at the old Foodtown Shopping Center
419-720-4591; 419-720-4582	419-720-6366
Monday – Thursday	Monday – Thursday
Open 9:00 – 11:45 am & 12:15 – 3:00 pm	Open 9:00 – 11:45 am & 12:15 – 3:00 pm
Open Thursdays until 5 pm starting November 16	Open Mondays until 5 pm starting November 20

Ms. Jones-Gast, Credit Recovery Coordinator: 419-720-4518 (lisa.jones-gast@phoenixtoledo.org)
Mr. Kennedy, Technical Support: 419-720-4513 (robert.kennedy@phoenixtoledo.org)

After school hours, please leave a detailed message with your instructor.

English, 419-720-4540	Science, 419-720-4514
Ms. Caldwell soyini.caldwell@pollyfox.org *Ms. Thacker* jennifer.thacker@phoenixtoledo.org	*Dr. Bigioni* kim.bigioni@phoenixtoledo.org
	Social Studies, 419-720-4516
	Mr. Phillips james.phillips@phoenixtoledo.org
Mathematics, 419-720-4515	**Health, 419-720-4605**
Mrs. Biggs christy.biggs@phoenixtoledo.org *Ms. Johnson* ami.johnson@phoenixtoledo.org	*Mrs. Shankland* diane.shankland@phoenixtoledo.org

Technical Considerations for Edgenuity Courseware

1. Make sure there is no one else in the house consuming bandwidth. Entertainment options like X-Box Live, Netflix, and music/video streaming will interfere with your connection.
2. Make sure your pop-up blocker is set to allow all Edgenuity pop-ups. Most lessons and tests appear in pop-up boxes.
• In the upper right corner of your internet window, select Tools.
• From this menu, select Internet Options (usually at the bottom).

Thank you for making Phoenix Academy part of your education.
We look forward to working with you!

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