

Course Information Sheet

Directions: Complete this information page while working through the checklist on the reverse side of the sheet.

Student Name: _____ Date: _____

Classroom Facilitator Name(s)	Contact Information

Virtual course(s) I am approved to take this summer:

Course Name	Virtual Instructor Name	Virtual Instructor Phone Number

Student Contact Information

PLEASE PRINT CLEARLY

Student Name: _____

Student Cell Phone Number: _____

Student Home Phone Number: _____

Student Email Address: _____

Student Mailing Address: _____

Zip Code: _____

Parent/Emergency Contact Information

Parent Name(s): _____

Mother/Guardian Phone Number(s): _____

Mother/Guardian Email Address: _____

Father/Guardian Phone Number(s): _____

Father/Guardian Email Address: _____

Student Checklist

Directions: Complete this checklist to prepare before starting your virtual class.

Check Box:

1	Complete Personal Information	Fill in the Name, Date, Classroom Facilitators Name, and Student/Parent Contact Information section on the reverse side of this sheet.	<input type="checkbox"/>
2	Watch Orientation Video	Go to http://www.edgenuity.com/SIS-Login/ and click "Watch the Orientation Video."	<input type="checkbox"/>
3	Login to Edgenuity	Go to http://www.edgenuity.com/SIS-Login/ and login using your credentials provided. If you do not have your username and password, let your Classroom Facilitator know.	<input type="checkbox"/>
4	Locate Enrolled/Approved Courses	Locate the "Academic Snapshot." Write the name of your assigned course in the "Course Name" section on the reverse side of this sheet. Also list additional courses that say "Approved" on your dashboard. <i>If you DO NOT have a course in snapshot box, let your Classroom Facilitator know.</i>	<input type="checkbox"/>
5	Locate Teacher Name and Contact Information	Click "Course Information." Locate and write your teachers name and contact information under "Virtual Instructors Name" and "Virtual Instructors Phone Number" on the reverse side of this form.	<input type="checkbox"/>
6	Send a Message to Your Teacher	Click "Messages." Send your virtual instructor a message and let him/her know you will be starting your course. To send a message: Click "Compose," in the message center and type in the teacher's last name. Click on the correct name. Type a message in the body. Include the name of your Classroom Facilitator and whether or not you have a GPA concern as indicated on your Entrance/Exit Ticket. Don't forget to click send! If you are having trouble with this, ask your Classroom Facilitator for help.	<input type="checkbox"/>
7	Enter the LMS to Find Your Courses	Click on the name of your course in the Academic Snapshot.	<input type="checkbox"/>
8	Locate and Read Announcements	Click on each announcement and read them.	<input type="checkbox"/>
9	Login to the Virtual Campus	Locate the Virtual Campus announcement you just read. Click on the link in the announcement section to login to the Virtual Campus. If you have trouble with this step, ask your Classroom Facilitator for help.	<input type="checkbox"/>
10	Begin Course	Click on the name of your course again. Take your Prescriptive Test (test may take 1-2 hours). Try your ABSOLUTE BEST on this test! If you do not have a prescriptive test, move to number 11.	<input type="checkbox"/>
11	Locate Assignment Calendar	Locate your Assignment Calendar. This will give you a better idea of what units/topics you will cover. To find the calendar, click ORGANIZER, REPORTS, and then ASSIGNMENT CALENDAR. If you are registered for a foreign language or Carone Fitness course, your calendar may be in a different location. If you cannot find your calendar, ask your classroom facilitator for help or message your virtual instructor.	<input type="checkbox"/>
12	Locate Scores and Feedback	Locate the section in the LMS where you can view your graded assignments and read feedback from your Virtual Instructors. To find your scores, click ORGANIZER, REPORTS, and then SCORES AND FEEDBACK.	<input type="checkbox"/>
13	Locate Progress Report	Locate the Progress Report that will tell you your current average and grade breakdown. To find your scores, click ORGANIZER, REPORTS, and then PROGRESS REPORT.	<input type="checkbox"/>
14	Continue Working	Click on the name of your course again. Click COURSE MAP or NEXT ACTIVITY to start your next activity.	<input type="checkbox"/>

Review the information below that will be important as you progress through your course:

CONTACT YOUR INSTRUCTOR: As you are working through the course, contact your Virtual Instructor directly if you have an OVERALL GRADE of 59% or below or have reached 80% complete. You may also contact your instructor for any additional help this summer.

CUMULATIVE EXAM (Final Exam): Before you take your cumulative exam, send a message to your Virtual Instructor AND let your Classroom Teacher know that you are almost finished with your course.

YOUR NEXT COURSE: If your next section/course isn't ready when you finish your first one, login to the virtual campus and let any virtual instructor know you are ready for your next course. The virtual instructor will be able to enroll you in your next course. You will need to start this check list again at Number 6 when your next course is assigned.