

HOME PAGE AND FEATURES:

To Do List:

- o Important items to complete or review each day

My Courses:

- o Your current classes and teacher information

Lessons:

- o Which lessons are due today

Announcements:

- o School-specific news and national information

WebMail:

- o An internal, safe electronic mail system to communicate with teachers, students, and staff.



Planner:

- o Your lesson schedule

Virtual Library:

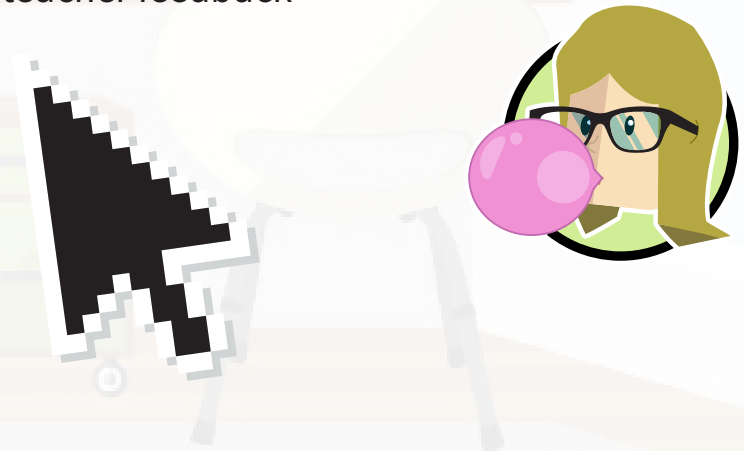
- o Digital resources including School Handbooks, and tutorials

Message Boards:

- o Forum for students and teachers to discuss class and school events

Grade Book:

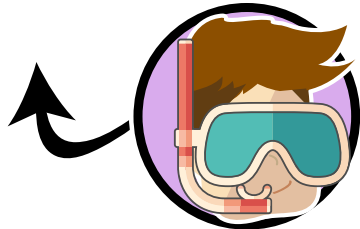
- o Up-to-date grades with details about assessments, points earned, and teacher feedback



ROLES AND RESPONSIBILITIES

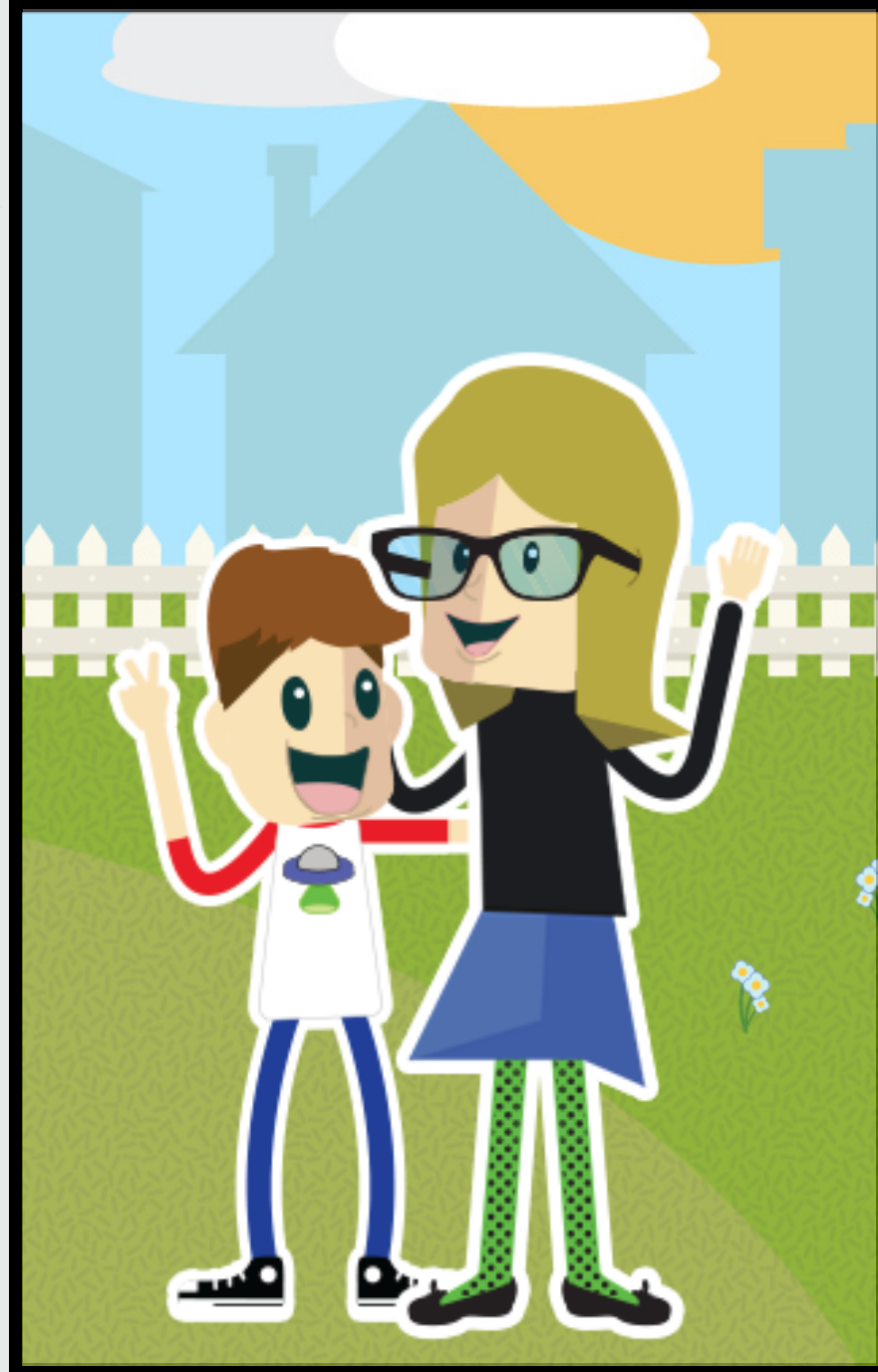
Student Roles:

- o Do your best.
- o Work hard.
- o Be honest.
- o Avoid distractions while working online.
- o Use your support (Learning Coach, teachers, and counselors) whenever you need them.



Responsibilities:

- o Review your school's graduation requirements in the State-Specific School Handbook.
- o Read the Honor Code in the School Handbook – General Portion and complete the pledge.



DAILY TASKS AND ROUTINES

Check the To Do List at the beginning of each school day.

o Check your WebMail daily.

- In addition to regular messages, you also get a WebMail message when a teacher leaves you feedback in an assessment you took.

o Check section-based Message Boards every day to stay current on teacher or classmate updates.

o Stay informed by reading Announcements daily on your home page.

o Contact your teachers whenever you have questions or concerns.

o Complete all of the daily lessons — activities and assessments — linked on your home page.

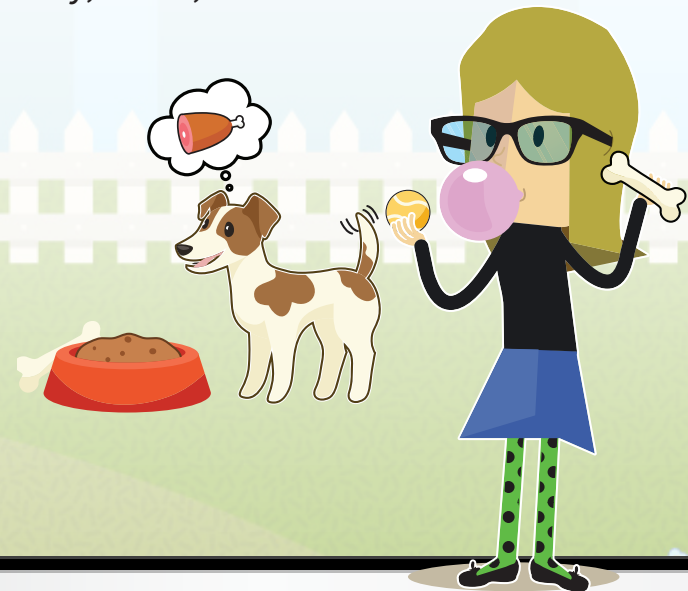


- You are done when you mark all of the day's lessons as Complete (pending approval by your Learning Coach).

o Look for modifications made by your teacher. They will be listed on your home page. Review your teacher's notes if you see the Lesson Modification (eraser) icon below your lessons.

o Attend your LiveLesson sessions! Ask questions, speak up, and participate. Your teacher will share LiveLesson schedules and put reminders on your home page.

o View your Planner for upcoming assessments and scheduled events in the day, week, or month view.



CA STUDENT RESOURCES AND TOOLS:

CONNEXUS HELP:

- o Use Connexus Help's keyword Search.
- o The Connexus Help front page has contact information for Tech Support.

VIRTUAL LIBRARY:

- o Handbooks, clubs & activities information, and course resources reside in the digital library.
- o Search by keywords to find information quickly.

COMMUNICATION:

- o Talk to your Learning Coach when there's an issue. Your Learning Coach is there to help you.
- o Your teachers are a great resource for getting questions answered, in and out of class.

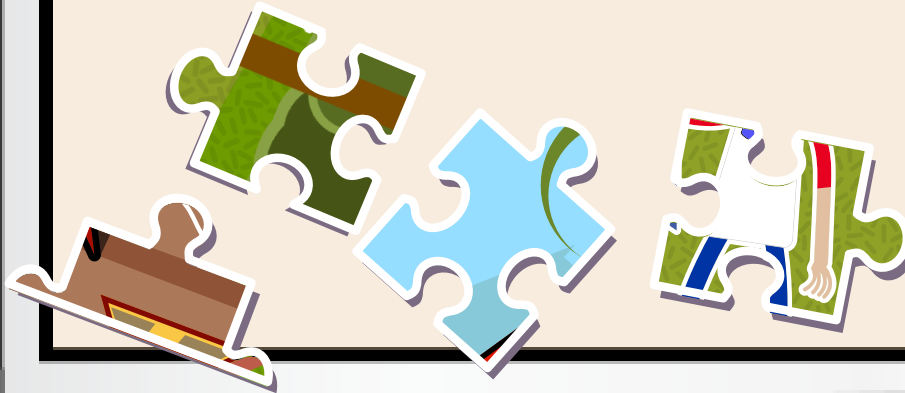
- o Your counselor's job is to make sure you stay on track. Let your counselor know if you've got any worries.
- o You aren't the only student at Connections Academy. Your classmates are a great resource.

LIVELESSON:

- o Use your LiveLesson time wisely. Ask questions, speak up, and participate.
- o Your teacher will let you know when your next LiveLesson session is.

MESSAGE BOARDS:

- o Check the Message Boards for information on clubs that are available for the year. Sign-ups usually start in October.
- o Find out which activities are being organized in your area.



NOTES

