

Checking Grades as the Learning Coach:

Step 1: Click the Icon with the 2 people under my students (see arrow)

The screenshot shows the Ohio Virtual Academy dashboard. The 'My Students' section is highlighted, and an orange arrow points to the icon representing two people, which is used to view student details. The dashboard includes sections for 'Today's Class Conn...', 'My Sessions', 'My Plan', 'My Students', 'K-Mail', 'Quick Links', and 'School News'.

Course	Grade	Overd...	Visited
ENG020_PublicSpeak_St	GNR	0	Yesterday
ENG403A_BritWldLit_Ch	-	0	Yesterday
Hst213A_Geo_Mill	-	0	Yesterday
Mohre ORN010_OnlineL	GNR	0	Aug 21, ...
MTH307A_PracticalMth_	GNR	0	Today
ORN400_AdFindPath4_5	GNR	0	Never
OTH090AVT_LifeSkills_I	-	0	Yesterday

Step 2: Click Yes

The screenshot shows the same Ohio Virtual Academy dashboard as above, but with a confirmation dialog box overlaid. The dialog box asks: "This suspends your current session and logs you in as the selected user. Continue?" with "Yes" and "No" buttons. The background is dimmed.

Step 3: You are taken to your student's account. Choose a course from the My Courses section, this will take you to the chosen course home page.

The screenshot shows the K12 My Home dashboard. At the top, there is a navigation bar with 'k12 My Home' and a dropdown menu 'Select a course...'. Below this is a blue header with the K12 logo and 'Send Feedback' with a grid icon and a question mark. The main content area is divided into three columns. The left column contains 'Class Connect' with 'My Sessions' (10:00 - 11:00, 10:15-11:00 ENG020: Session 1) and 'My Plan' (Tuesday, August 25, 2015). The middle column is titled 'My Courses' and lists several courses: ENG020_PublicSpeak_Sec1_Sem1_15-16 (22 Unread Discussion Posts, 1 Dropbox Folders with Unread Feedback), ENG403A_BritWldLit_Ches, Hst213A_Geo_Mill (219 Unread Discussion Posts), Mohre ORN010_OnlineLearn_Sec1_Sem1_15-16 (98 Unread Discussion Posts), MTH307A_PracticalMth_Spea (2 Dropbox Folders with Unread Feedback), and ORN400_AdFindPath4_Sec10_FNL_15-16-Potential June Graduates. The right column contains 'K-Mail' (no unread messages) and 'Quick Links' (OLS, My Info, Attendance, K12 College and Career Source, Study Island, Scantron). An orange arrow points from the 'Class Connect' section to the 'My Courses' section.

Step 4: Once on Course Home Page click on Grades

The screenshot shows the course home page for 'ENG020_PublicSpeak_Sec1_Sem1_15-16'. The top navigation bar includes 'k12 My Home' and a dropdown menu 'ENG020_PublicSpeak_Se...'. Below this is a purple header with the course title and a navigation menu with 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Tools'. The main content area is divided into three columns. The left column contains 'Updates' (22 Unread Discussion Posts, 1 Dropbox Folders with Unread Feedback) and 'Class Plan' (Tuesday, August 25, 2015). The middle column is titled 'News' and contains a message: 'Welcome to the Course', 'Aug 16, 2015 11:53 AM', 'ClassConnect orientation session is on Tuesday, August 18, 2015 from 12:30 to 1:15. The session will be recorded, and the recording will be available shortly after the live session has ended. If you are unable to attend the live session, please watch the recording.' The right column is titled 'Class Content' and contains 'Bookmarks' and 'Recently Visited' sections. An orange arrow points from the 'Grades' tab in the navigation menu to the 'News' section.

Step 5: You will see all the grades of complete assignments.

The screenshot shows the 'Grades' page for the course 'ENG020_PublicSpeak_Sec1_Sem1_15-16'. The page has a navigation bar with 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Tools'. Below the navigation bar, there is a 'Grades' section with a 'Print' button. The main content is a table of 'Grade Items'.

Grade Item	Points	Grade
Unit 1		
1.01 Journal: Course Introduction		A
1.02 Journal: Public Speaking in Daily Life		-
1.05 Discussion: The Function of Feedback		-
1.07 Quiz: The Speaker-Listener Connection		-
1.08 Journal: Managing Nervousness		-
Unit 2		
2.02 Journal: Public Speaking, Not Public Writing		-
2.05 Discussion: Narratives in Ads and Charitable Appeals		-
2.06 Quiz: Managing Nerves		-
Unit 3		
3.05 Discussion: Setting Aside Barriers to Listening		-
3.07 Quiz: Managing Nerves - Helpful Distractions		-
3.07 Journal: Managing Nerves - Helpful Distractions		-
Unit 4		

Checking Progress from LC account:

Step 1: From the Course Home Page click on Progress.

The screenshot shows the 'Progress' page for the course 'ENG020_PublicSpeak_Sec1_Sem1_15-16'. The page has a navigation bar with 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Tools'. Below the navigation bar, there is a 'Progress' section with three main panels: 'Updates', 'Class News', and 'Class Content'. The 'Class News' panel is highlighted with an orange arrow.

Updates

- 22 Unread Discussion Posts
- 1 Dropbox Folders with Unread Feedback

Class News

Welcome to the Course

Posted Aug 16, 2015 11:53 AM

Our ClassConnect orientation session is on Tuesday, August 18th from 12:30 to 1:15. The session will be recorded, and the recording will be available shortly after the live session has ended. If you are unable to attend the live session, please watch the recording.

Show All News Items

Class Plan

Tuesday, August 25, 2015

Upcoming events

- AUG 25 11:59 PM 1.02: Public Speaking in Daily Life - Due
- AUG 26 11:59 PM 1.03: The Elements of Public Speaking - Due
- AUG 27 11:59 PM 1.04: Effective Listening - Due

Class Content

- Bookmarks
- Recently Visited
- Course Materials
- 1: The What and Why of Public Speaking
- 2: Powerful Stories: Using Narrative in Public Speaking
- 3: What Do You Think? Connect to Listeners' Lives
- 4: Three Ways to Deliver a Speech

Step 2: You can now click on any of the items listed on the Left Hand side of the page to learn more about your students' progress. Each time you click an item a new window will appear with that information.

The screenshot displays the Blackboard LMS interface for the course 'ENG020_PublicSpeak_Sec1_Sem1_15-16'. The top navigation bar includes 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Tools'. The 'Progress Summary' page is active, showing a sidebar with a navigation menu. The 'Summary' item is highlighted in blue, and an orange arrow points to it. The main content area displays the following information:

- Grades:** Grades Received: 1
- Objectives:** Learning Objectives Passed: 0% (0/0)
- In Progress:** 0
- Passed:** 0
- Needs Remediation:** 0

Entering Attendance:

Log into your Learning Coach Account and click on Attendance (see orange arrow)

The screenshot shows the K12 Demo VA Learning Coach dashboard. The top navigation bar includes 'My Home', 'K12 Demo VA', and 'OHV LearningCoach NewOnlineHS'. The main content area is divided into several sections: 'Today's Class Connect', 'My Plan' (showing 'Monday, August 24, 2015'), 'My Students' (listing 'OHVStudent NewOnlineHS' and 'OHVStudentTwo NewOnlineHS'), 'K-Mail' (with 5 messages), 'Quick Links' (with 75 links), and 'School News'. An orange arrow points to the 'Attendance' link in the 'Quick Links' section.

Once the attendance window is opened please record attendance per subject. Attendance is entered in minutes. Students should be attending school at least 6 hours a day per State requirements. Please be sure to record all online and offline work. You must click save to “save” the attendance hours.

The screenshot shows the 'OHVStudentTwo's Attendance' window for Wednesday, July 1, 2015. It includes a table for recording attendance by course. The table has columns for 'Courses', 'Enter Time', and 'Totals-To-Date'. Below the table, there are 'Print Attendance', 'Save', and 'Restore' buttons. An orange arrow points to the 'Save' button.

Courses	Enter Time	Totals-To-Date
ENG010: Journalism*		0
ENG203B: Literary Analysis and Composition II*		0
HST303B: U.S. History*		0
MTH303B: Algebra II*		0
SCB03B: Chemistry*		0
SCB03BX: Chemistry*		0
SCB04BX: Honors Chemistry*		0
WLG200: Spanish II*		0

Totals: Total Days in School: 0 day(s) Time: 0 0

How to check Last Log in:

Step 1: Click the name of the course (from the home page), choose it from the Course Picker (if you are in a different course)

The screenshot shows the K12 Demo VA home page. The top navigation bar includes 'School Home', 'Tools', 'Send Feedback', and a help icon. The main content area is divided into several sections: 'Today's Class Connect', 'My Courses', 'K-Mail', 'My Plan', 'Upcoming events', 'Quick Links', and 'School News'. The 'My Courses' section lists several courses with their respective unread discussion post counts. A green arrow points to the course 'ENG203B_LAC 2_Sec55_Sem2_14-15'.

Course Name	Unread Discussion Posts
ENG010_Journal_Sec55_Sem2_14-15	1
ENG203B_LAC 2_Sec55_Sem2_14-15	1
HST303B_US Hist_Sec55_Sem2_14-15	1
MTH303B_Alg 2_Sec55_Sem2_14-15	1
SCI303B_Chemistry_Sec55_Sem2_14-15	4

Step 2: View from the Course Picker:

The screenshot shows the course picker menu for 'ENG203B_LAC 2_Sec55_Sem2_14-15'. The menu lists several course options with arrows pointing to the right. Below the menu, the page displays the 'Class Home' for the selected course, including 'Grades', 'Final Adjustments', and 'Grade Items'. A green arrow points to the course name in the menu.

Grade Item	Points	Grade	Feedback
GM 2.05 Quiz: Who or Whom?	9 / 10	A	
GM 6.06 Quiz: Quotation Marks with Titles	0 / 10	F	
GM 3.08 Quiz: Participle Gerund or Verb?	- / 10	-	

Step 3: Click Progress

The screenshot shows the 'Progress Summary' page for a student named 'NewOnlineHS, OHVStudentTwo'. The navigation bar at the top includes 'Class Home', 'Plan', 'Content', 'Progress', and 'Send Feedback'. A green arrow points to the 'Progress' tab. The page displays a sidebar with a menu containing 'Summary', 'Grades', 'Dropbox', 'Quizzes', 'Checklist', 'Surveys', and 'Login History'. The main content area shows 'Grades Received: 3', 'Dropbox Submissions: 14 % (3/21)', 'Late Submissions: 0', and 'Awaiting Grade: 2'.


Dropbox Submissions	Late Submissions	Awaiting Grade	Percentage
14 % (3/21)	0	2	93 %

Step 4: Click Login History




The screenshot shows the same 'Progress Summary' page, but with a green arrow pointing to the 'Login History' menu item in the sidebar. The navigation bar now includes 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Tools'. The main content area remains the same, showing 'Grades Received: 3', 'Dropbox Submissions: 14 % (3/21)', 'Late Submissions: 0', and 'Awaiting Grade: 2'.

Dropbox Submissions	Late Submissions	Awaiting Grade	Percentage
14 % (3/21)	0	2	93 %

Step 5: Login History View

 **NewOnlineHS,
OHVASTudentTwo**

Login History Progress

# Logins (Last 30 Days)	Last Accessed Course	Last Accessed System
28	8/25/2015	8/25/2015

ENG203B_LAC 2_Sec55_Sem2_14-15
Semester 2 2014

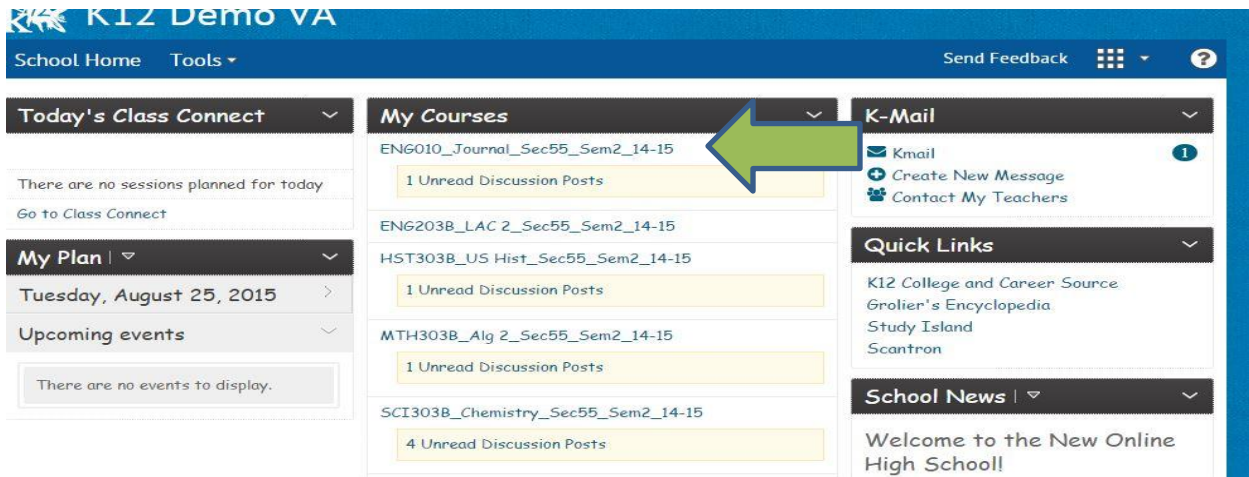
- Summary
- Grades
- Dropbox
- Quizzes
- Checklist
- Surveys
- Login History**

Logins: **28**

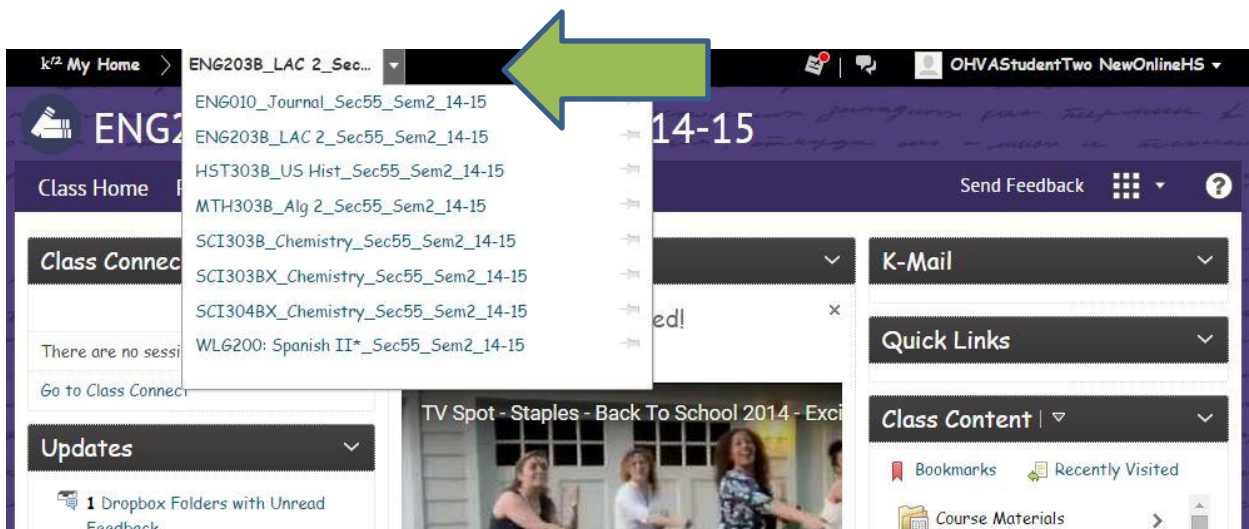
Aug 25, 2015	Days to Next Login: 0
▼ 1 Sessions	
9:48 AM	IP: 98.30.172.31
Aug 24, 2015	Days to Next Login: 0
▶ 2 Sessions	
Aug 21, 2015	Days to Next Login: 2
▶ 1 Sessions	

How to check missing work:

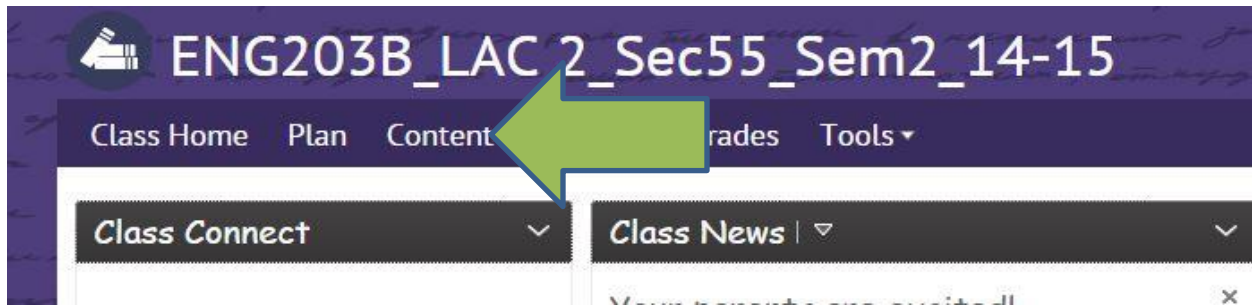
Step 1: Click the name of the course (from the home page)



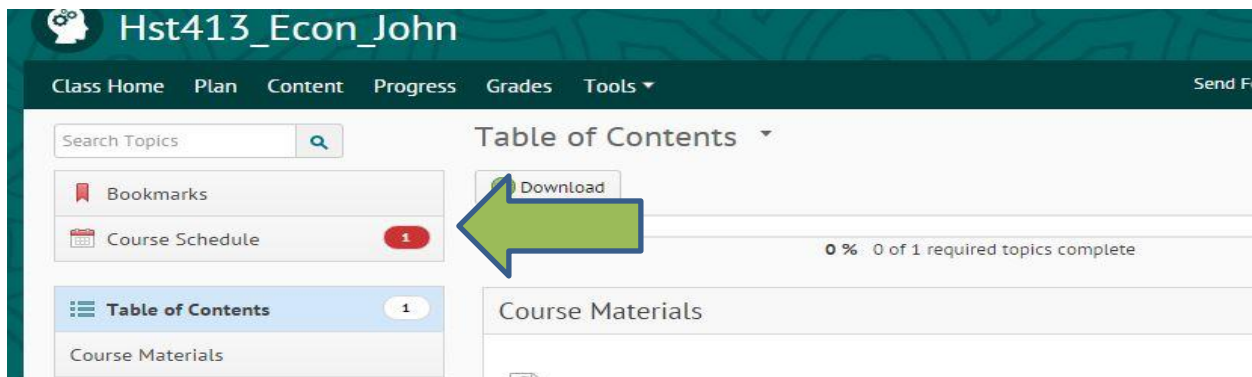
Step 2: Choose it from the Course Picker (if you are in a different course)



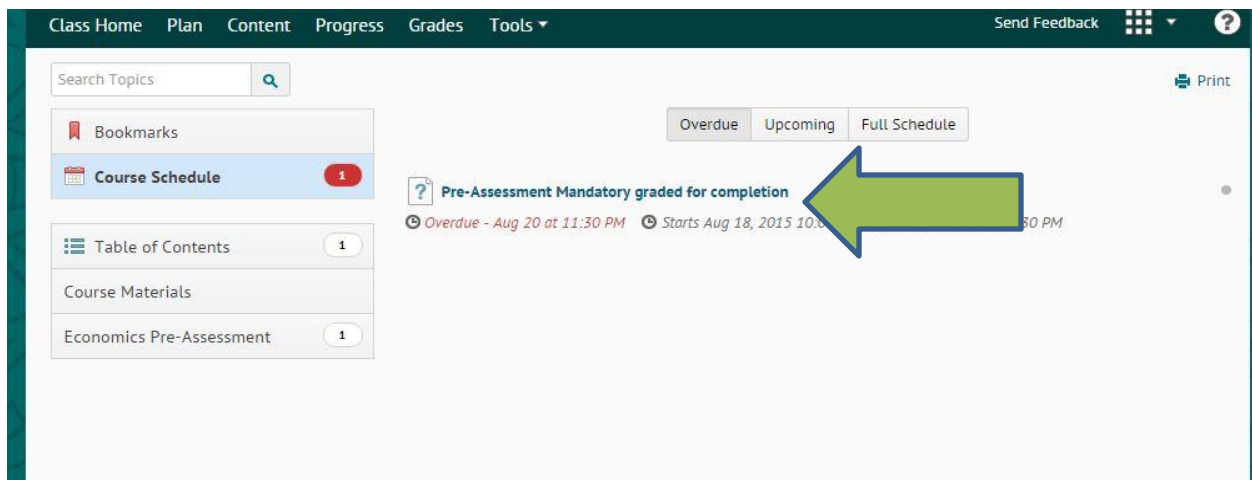
Step 3: Click Content –



Step 4: Click Content – Number of Overdue items is listed in a red circle next to Course Schedule

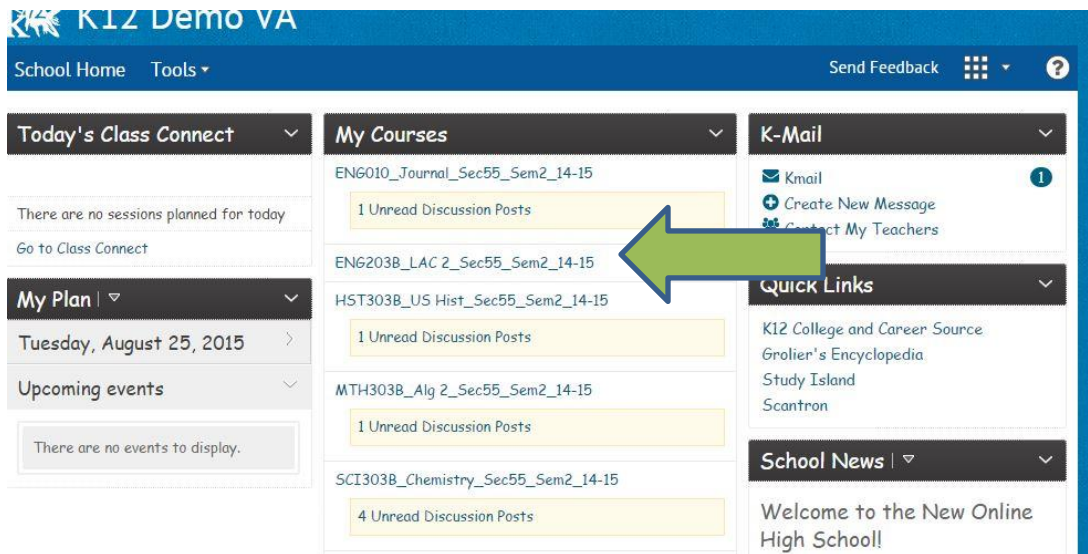


Step 5: Click the number of overdue items shown in the red circle – the overdue tab of the Course Schedule tab opens listing the items



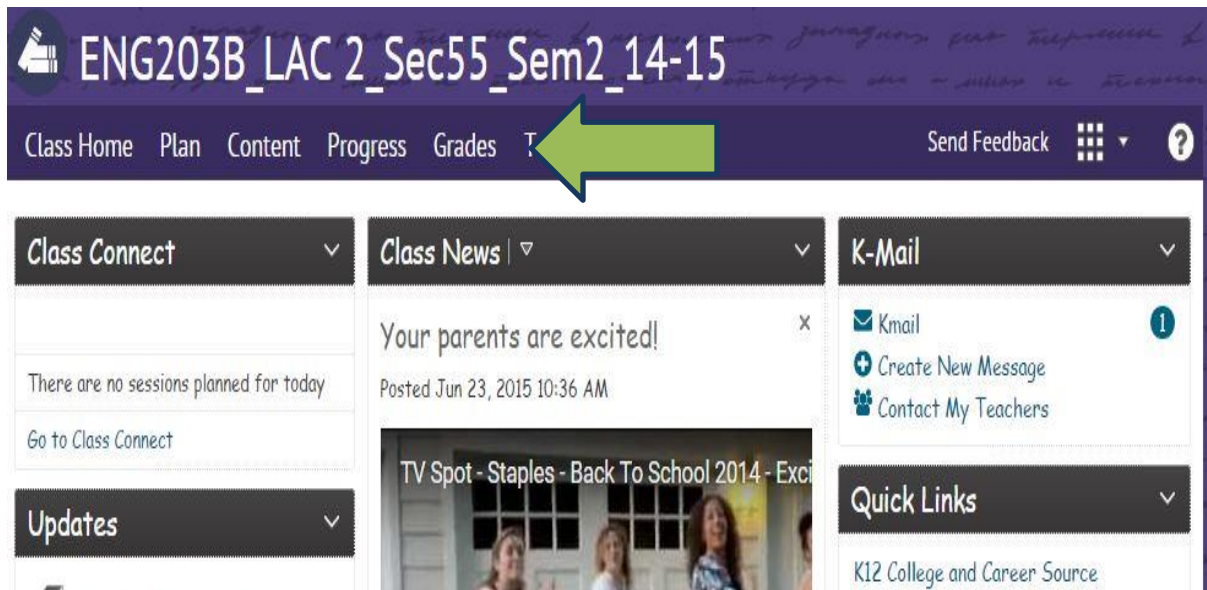
How to check your Grades/Progress

Step 1: Click the name of the course (from the home page), choose it from the Course Picker (if you are in a different course)



The screenshot shows the K12 Demo VA home page. The top navigation bar includes 'School Home', 'Tools', 'Send Feedback', and a help icon. The main content area is divided into three columns. The left column contains 'Today's Class Connect', 'My Plan' (showing 'Tuesday, August 25, 2015'), and 'Upcoming events'. The middle column, titled 'My Courses', lists several courses with 'Unread Discussion Posts' counts: ENG010_Journal_Sec55_Sem2_14-15 (1), ENG203B_LAC 2_Sec55_Sem2_14-15 (1), HST303B_US Hist_Sec55_Sem2_14-15 (1), MTH303B_Alg 2_Sec55_Sem2_14-15 (1), and SCI303B_Chemistry_Sec55_Sem2_14-15 (4). A green arrow points to the 'ENG203B_LAC 2_Sec55_Sem2_14-15' course. The right column contains 'K-Mail' (with 1 unread message), 'Quick Links' (including 'K12 College and Career Source', 'Grolier's Encyclopedia', 'Study Island', and 'Scantron'), and 'School News' (with a 'Welcome to the New Online High School!' message).

Step 2: Click Grades or Progress:



The screenshot shows the course page for 'ENG203B_LAC 2_Sec55_Sem2_14-15'. The top navigation bar includes 'Class Home', 'Plan', 'Content', 'Progress', 'Grades', and 'Send Feedback'. A green arrow points to the 'Grades' tab. The main content area is divided into three columns. The left column contains 'Class Connect' and 'Updates'. The middle column, titled 'Class News', shows a post titled 'Your parents are excited!' posted on Jun 23, 2015 10:36 AM, with a video thumbnail for 'TV Spot - Staples - Back To School 2014 - Exc'. The right column contains 'K-Mail' (with 1 unread message) and 'Quick Links' (including 'K12 College and Career Source').

Step 3: View from Progress Tab

~Pick from the side, Dropbox, quizzes, checklists, surveys... ext.

Class Home Plan Content Progress Grades Tools Send Feedback Print Help

NewOnlineHS, OHVStudentTwo

ENG203B_LAC 2_Sec55_Sem2_14-15
Semester 2 2014

Summary
Grades
Dropbox
Quizzes
Checklist
Surveys
Login History

Progress Summary

Last 7 Days Last 30 Days All Time

Grades

Grades Received: 3

Dropbox Submissions 14 % (3/21) Late Submissions 0 Awaiting Grade 2 93 %

Graded Submissions: 1

Awaiting Grade: 2

Quizzes

Step 4: View from Grades Tab

ENG203B_LAC 2_Sec55_Sem2_14-15

Class Home Plan Content Progress Grades Tools Send Feedback Print

Grades

Final Adjusted Grade

Points - / -

Grade -

Grade Items

Grade Item	Points	Grade	Feedback
Quiz			
GM 2.05 Quiz: Who or Whom?	9 / 10	A	
GM 6.06 Quiz: Quotation Marks with Titles	0 / 10	F	
Optional Quiz			
GM 3.08 Quiz: Participle Gerund or Verb?	- / 10	-	
GM 4.03 Quiz: Unclear Modifiers	- / 10	-	
GM 5.03 Quiz: Using Other and Else	- / 10	-	
GM 7.04 Quiz: Semicolons with Internal Commas and Items in a Series	- / 10	-	
Graded Assignment			