Introduction to K12's Online High School

Introduction to the Online High School

K12 is America's largest provider of online education for grades K-12. The K12 curriculum is managed and maintained through the Online School (OLS). Throughout the OLS, students can access their lessons, track their progress, record their attendance, and even schedule vacation days.

Logging In

1. **Go to** www.k12.com
   Note: Please log in to the OLS from your usual high school website. This will help you to stay current on local school announcements and data.

2. **Click OLS Login** in the upper right hand corner of K12's Home page.
   The OLS login page will open in a new window. If the OLS Login screen does not appear, check you pop-up preferences in your web browser, and if necessary, set it to allow pop-ups from K12.
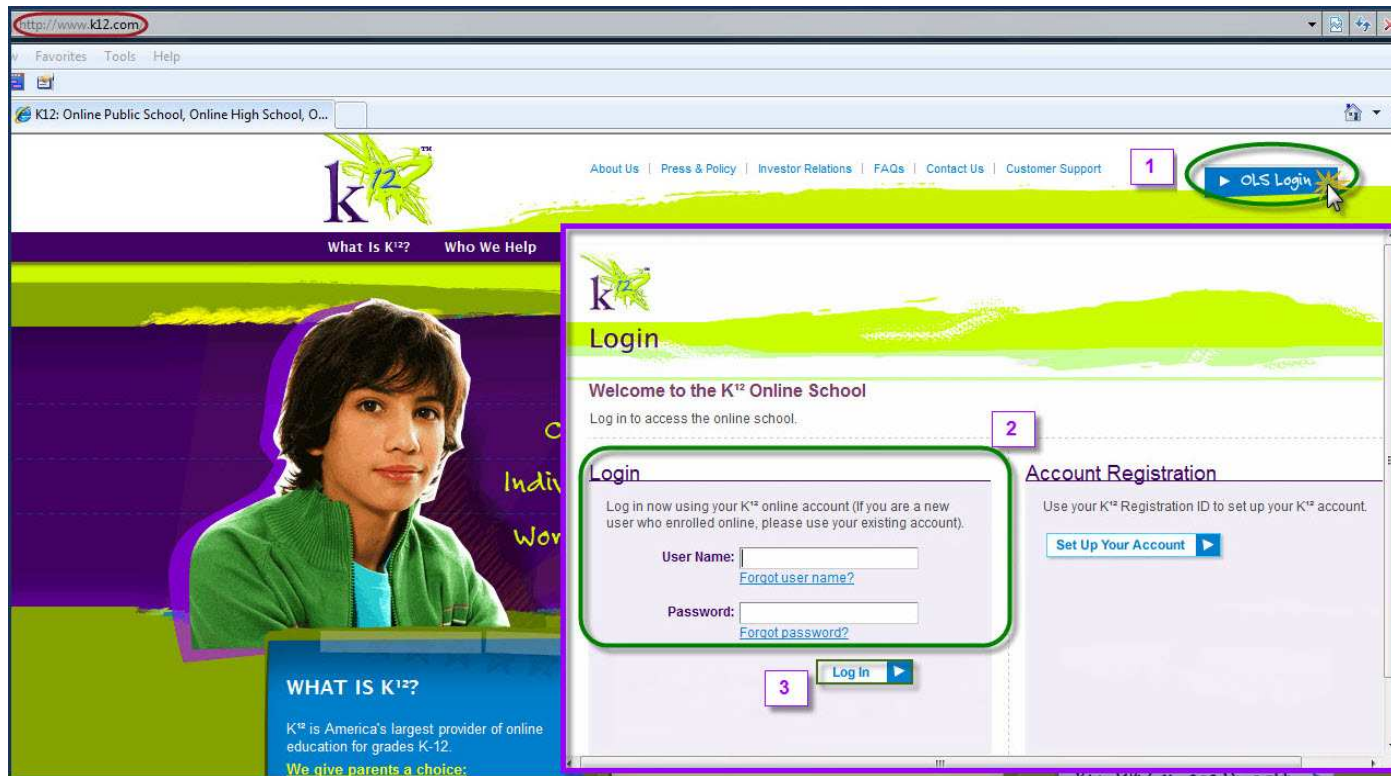
3. **Type** your **User Name** and **Password**
   Note: If you have not registered to use the OLS, select Set Up Your Account under the Account Registration section.

4. **Click the Log In button.**
   You will be taken to the **Student Dashboard**.

The Student Dashboard

The Student Dashboard allows high school students to navigate and access all that K12's online high school has to offer. This includes your K-Mail, your To-Do List for each day, and quick links to your high school courses. The Student Dashboard also provides links to the K12 community forums, such as the Big Think and the Family Directory. The Student Dashboard is broken up into two areas: **Your Path**, which contains links to all student courses, and the two left-hand **menus**. The **Links** on the left allow students to quickly navigate to K-Mail, Class Connect sessions, and their Accounts. The **Resources** menu's offerings will differ depending on which K12 virtual school the student attends, but will universally contain quick access to the Learning Management System (LMS) and each high school course.

Clicking **Student Home** in the links to the left will take you back to the main Student Dashboard page.

K-Mail

K-Mail is a private messaging service allowing students, parents, and learning coaches to keep in close contact with teachers and K12 administrators. For a detailed walkthrough of K-Mail, see the **K-Mail** section later in this guide.

Class Connect

To access a schedule of current and upcoming live Class Connect sessions, click the **Class Connect** link to the left. This will open a pop-up window displaying a calendar of Class Connect sessions. Class Connect sessions are interactive collaboration sessions that your student's teachers will hold for their classes.

My Account

Students can access and edit their personal or contact information using the **My Account** link.

To Edit Basic Account Information

1. Click the **My Account** link.

My Courses	Days Since Last Login	To Do	Course Average
ENG103A: Literary Analysis and Composition I	1	0	Not Available
HST203A: Modern World Studies	1	0	87.50
Introduction to High School Online Learning	Not Available	Not Available	Not Available
MTH113A: Pre-Algebra	3	0	66.67
ORN010: Online Learning	Not	Not	Not Available

Your account information displays in a pop-up window.

Your account information includes your username and password, a security question and answer to protect your password, and your email and phone numbers.

3. **Edit** any of the fields.

Note:

- *All of the fields that have an * to the left are required fields.*
- *Select Reset to clear any updates you have made to your account information.*
- *You must contact your teacher or school office to update your address.*

4. Click **Save** once you have completed making updates to your account information. Your account information will be updated.

☆**Tip: Suggest a Username**

If you are having a hard time creating a username that hasn't already been used, K12 can help! Use the Suggest a Username tool. A computer-generated username will appear for you in the Username field.

Your Path

The center of the Student Dashboard is **Your Path**, an area containing links to each high school course, as well as information on each, such a student's attendance record in each course, the number of graded items To Do for each course, and the student's current grade in the course.

your path begins here

My Courses	Days Since Last Login	To Do	Course Average
ENG103A: Literary Analysis and Composition I	10	3	92.0
HST203A: Modern World Studies	2	0	96.0
MTH113A: Pre-Algebra	2	2	100.00
ORN010: Online Learning	1	1	85.0
OTH010: Skills for Health	3	3	90.0
SCI113A: Earth Science	3	4	93.0
TCH010: Computer Literacy I	8	0	97.5
WLG100A: Spanish I	2	2	76.0

information is updated every twenty-four hours at three AM ET

Note: *All course information is updated once every 24 hours, so recent activity will not appear on Your Path right away.*

Course Home
Each course listed in Your Path has a **Course Home** page. Clicking on the link to any course will take you to Course Home.

The Course Home page displays important information about the course, such as its start date and teacher, and pertinent information for the student, such as attendance, course grade and progress, and login activity in the course.

Assignments Tabs

There are four Assignments tabs at the bottom of the page: **To Do, Overdue, Submitted,** and **Graded.** Clicking through each tab will open its contents. The **To Do** tab shows any assignments that are currently due, or due coming up. The **Overdue** tab shows any assignments that are past their due date. **Submitted** will display recently-submitted assignments that have not yet been graded by the teacher, while **Graded** shows any recent assignments that have been graded by the teacher, and the grade received for the assignment.

Access Course

Clicking Access Course will open the Learning Management System (LMS). The Learning Management System is where all coursework is reviewed, completed, and submitted. For more information on the LMS, see the section **Learning Management System** later in this guide.

K-Mail

K-Mail can be accessed from any page in the Student Dashboard by clicking the **K-Mail** link to the left.

1. Click **K-Mail.**
2. The **Inbox** will automatically open in a pop-up window.

Messages in the K-Mail Inbox are displayed in descending chronological order. The Inbox is sectioned to show the sender, the message's subject, whether it has any attachments, and the date received.   From the Inbox, you can search, archive, or sort messages.

Search

Enter any search terms in the **Look For:** field above the messages to find a specific message within the Inbox. Search terms could include the sender's name, the subject, or content from within the message. To further narrow the search, you can select from a list of tags in **Tagged As**.

Archiving

Archiving is a way of cleaning up your K-Mail inbox. Because K-Mail messages are student records, they can't be deleted; however, if there are certain messages you don't need to see every day, you can send them to the **Archive**.

1. Click the check box on the left-hand side of the message. You can select one message, or more than one message.
2. Click **Move To Archive** at the bottom of the Inbox. The message will no longer show up in the Inbox.

You can access these archived messages at any time by clicking on the **Archive** link in the left-hand menu.

Sort

The K-Mail Inbox can be sorted to control how many messages appear on the page. Enter the desired number into **Number of items on page** at the bottom of the inbox, then click **Update**. The page will refresh, displaying the desired number of messages.

The K-Mail Menu

On the left-hand side of the K-Mail Inbox is a menu of links, including **Inbox, Outbox, Archive, Drafts,** and **Tags.** Clicking **Inbox** from any other page in K-Mail will return you to the Inbox.

Outbox

The **Outbox** contains all messages sent from your K-Mail account. These messages are displayed the same way as in the Inbox, and can be sorted or archived in the same way.

Archive

The Archive contains all archived messages. On this screen, you can remove messages from the Archive if you need them back in your inbox. To do so, click the check box on the desired message, then click **Remove From Archive.**
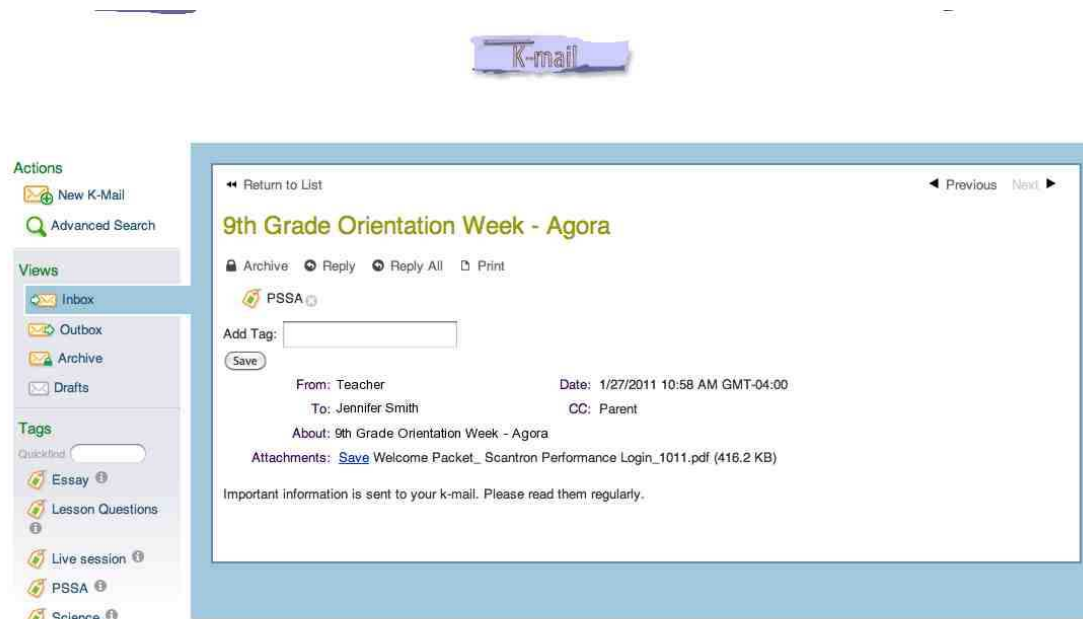
Drafts

Drafts contains messages that are unfinished, or waiting to be sent. When you create a K-Mail message, you can save it as a Draft if you're called away before finishing or sending it. The Drafts area only keeps messages until they're sent, at which point they go to the recipient, and a copy placed in the **Outbox**.

If you decide you don't need a drafted message, you can delete it directly from the Drafts section.

Tags

Tagging is an organizational tool you can use to find messages quickly. When a K-Mail message is received, you can tag it with a word or phrase; this tag "sticks" to the message no matter where it is in the Inbox or Archive. You can then recall the item by searching for that tag either in the **Quickfind** field in the Tags menu, or in the **Tagged As** dropdown menu in the Search bar at the top of the Inbox.

While you're viewing a K-Mail message, you can tag it by entering your tag in the **Add Tag** field, then clicking Save. You can tag a single message with multiple tags, or tag several messages with the same tag.

> *Note:* *Tags are created by the K-Mail user, not by K12. The left-hand Tags menu will be blank until a tag is created for the first time.*

Creating K-Mail

To send a K-mail message to a teacher or K12 administrator, click **New K-mail**. A pop-up will open where you can create your message.

On this screen, you can also attach files to your message. If you get called away from your computer, click **Save as Draft**, and the message will be saved to the **Drafts** folder, where it can be accessed later to finish and send.
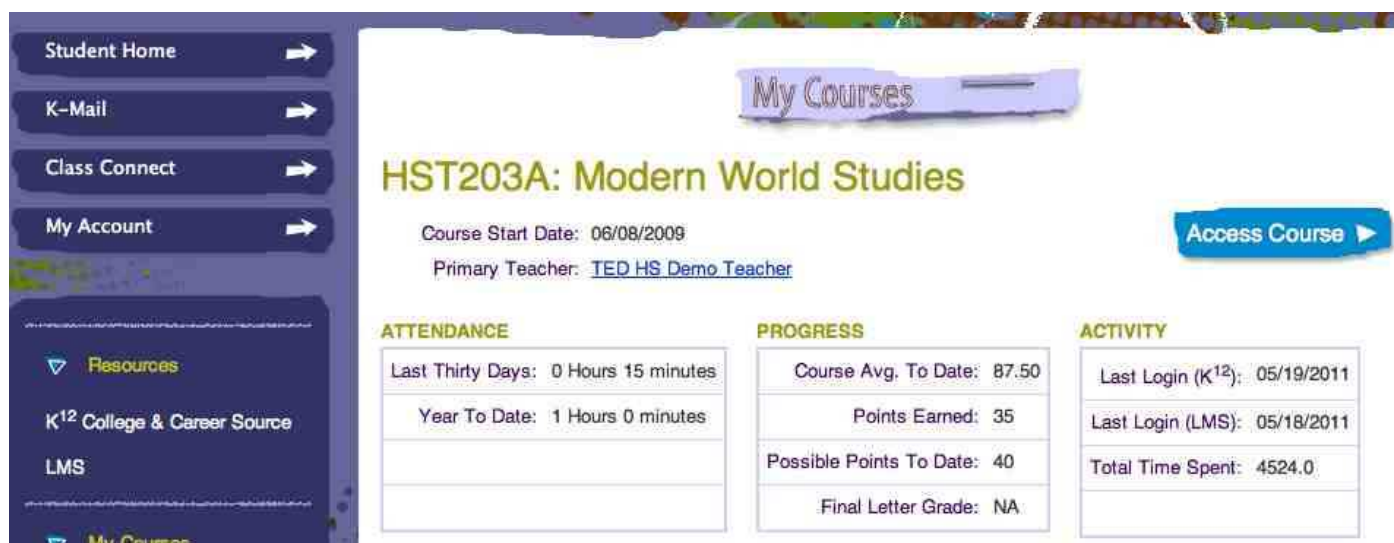
Note: *Learning Coaches are CCd on all K-mails between students and teachers/administrators.*

The Learning Management System

While course information, K-Mail, and Account information is all accessed from the Student Dashboard, Online High School work takes place in the Learning Management System, or LMS. The LMS is where students access lessons, assignments, assessments, course resources, and live Class Connect sessions.

Accessing the LMS

You can access the LMS two ways:

1. Click **Access Course** from the course home page within the Student Dashboard.
OR
   Click **LMS** from the left-hand Resources menu in the Student Dashboard.
2. Clicking either option will open the LMS Home page in a pop-up window.

LMS Home

The LMS Home page displays five important areas: **Announcements, What's New, Course Checklist,** and two menus, the left-hand **Course Home** menu and the **Tools** menu along the top of the page.

Announcements

The **Announcements** area displays recent news and updates from teachers or K12 administrators. The information in this section is important and should be checked every day. Individual announcements can be opened by clicking on the announcement subject line; the announcement itself will expand, and can be collapsed again.

What's New

The **What's New** section will display recent activity from courses, like student responses in the discussion forums, or assignments that have been graded by the teacher.

Course Checklist

The Course Checklist will open a new window with a list of all course activities and due dates, allowing students to keep careful track of what will be due in the near future.

Instructor: Teacher1 VHS-Demo , TED HS Demo Teacher , Teacher Demo111

Tools: Gradebook | Doc. Sharing | Dropbox | Journal | Tech Support | Help

Course Home
Syllabus
Calendar
Teacher Contact Information
Course Help
Academic Integrity
Grading Information
Course Feedback
Human Odyssey, Volume 3

Unit 1

Course Checklist

<< back

Course Checklist

Keep track of your activities and due dates with the Course Checklist.

Collapse All   Sort By: **Unit** | Due Date

Course Home		Go
☐ Calendar		Go
☐ Teacher Contact Information		Go
☐ Course Help		Go
☐ Academic Integrity		Go
☐ Grading Information		Go
☐ Course Feedback		Go
☐ Human Odyssey, Volume 3		Go
Unit 1 : Setting the Stage- Before 1850		Go
☐ Raise Your Hand!		Go
☐ 1.00 Unit 1 Resources		Go
☐ 1.01 Semester Introduction		Go
☐ 1.02 Early Seeds of Democracy		Go
☐ 1.03 Judeo-Christian Influences		Go
☐ 1.04 Expanding Rights in England		Go
☐ 1.05 Democratic Ideals Emerge	4/18/2011 11:59 PM	Go
☐ 1.05 Quiz	4/18/2011 11:59 PM	Go
☐ Discuss: Introduction	4/26/2011 11:59 PM	Go
☐ 1.06 Democratic Ideals Flourish		Go
☐ 1.07 Documents of Liberty		Go

Course Home menu

The **Course Home menu** contains links to all the course management items students will need to stay on top of their courses. These links include the course Syllabus, course Calendar, Teacher Contact information, Course Help, an outline of K12's Academic Integrity policies, Grading Information for the course, Course Feedback, and the course's textbook.

Unit menu

Beneath the course management links is the current **Unit menu**, containing links to the coursework and resources required for the course.

Clicking on the Unit label will expand and collapse this menu.
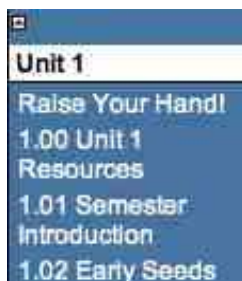
Tools menu

The Tools menu bar along the top right edge of the LMS contains links to LMS management tools.
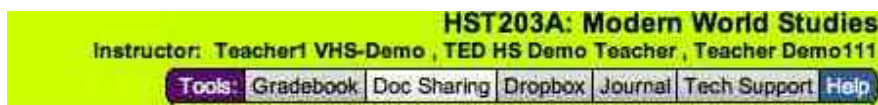
These tools include the **Gradebook, Doc Sharing, Dropbox, Journal, Tech Support,** and **Help.**

Gradebook

The Gradebook is where students can check their scores on items graded and returned by their teachers.

Gradebook
_____

[View Gradebook] [User Activity]

My Gradebook: High School Demo Student 2010

Grade To Date: **35/40 (87.50%)**   View Gradebook By: Unit | Item

Assignment	Grade	Earned to Date	Possible for Course
Unit 1: Setting the Stage- Before 1850 - 1.Extra Credit ✚	*	*	10 pts. Extra Credit
Unit 1: Setting the Stage- Before 1850 - Field Trip #2 ✚	*	*	25 pts. Extra Credit
Unit 1: Setting the Stage- Before 1850 - 1.05 Democratic Ideals Emerge	35/40	35 pts.	40 pts.
Unit 1: Setting the Stage- Before 1850 - 1.05 Quiz	*	*	15 pts.
Unit 1: Setting the Stage- Before 1850 - Discuss: Introduction ⊘	*	Not Included in Grade	Not Included in Grade
Unit 1: Setting the Stage- Before 1850 - 1.11 Unit Test: Part 1	*	*	100 pts.
Unit 1: Setting the Stage- Before 1850 - 1.11 Unit Test: Part 2	*	*	*
Total		**35 pts.** (of 40 Completed)	155 pts. + 35 pts. Extra Credit
Grade To Date:		35/40 (87.50%)	

Gradebook Key

*   Items not yet graded

--   Exams not yet entered

✚   Extra Credit

⊘   Excluded from Course Grade

    Bold values indicate all items have not been graded.

    To access grade details and comments click on the * or on the grade.

    The grade to date shown above includes only the items that have been graded thus far—it does not take into account ungraded items.

The **Gradebook** can be sorted by unit or by item. Each assignment is displayed by Grade, the points on the assignment earned to date, and the total points possible for the course on each assignment. The top of the Gradebook shows the **Grade to Date**, which is the student's current grade average in the course. The Gradebook key denotes symbols used for items not yet graded, exams not yet taken by the student, Extra Credit, or items excluded from the course grade.

To access a breakdown of the student's grade on a particular assignment, students can click on a showing grade or on the asterisk if the item is not yet graded.

Doc Sharing

Doc Sharing is an area where teachers will post extra materials pertaining to the topics studied in the course. These could be articles, essay questions, assignment instructions, or other various materials. Teachers will update students when they've posted something to be viewed, and Doc Sharing items will always show up in **What's New** on the LMS Home page.

Dropbox

The Dropbox is where students will hand in assignments to be graded by teachers.

ENG103A: Literary Analysis and Composition I
Instructor: Teacher1 VHS-Demo , TED HS Demo Teacher , Teacher Demo111

Tools: Gradebook | Doc Sharing | Dropbox | Journal | Help

Course Home
Syllabus
Calendar
Teacher Contact Information
Course Help
Academic Integrity
Grading Information
ClassConnect
Course Feedback

Module 1
Raise Your Hand
Unit Resources
Day 1
Day 2
Day 3
Day 4

Dropbox

Submit Assignment

Inbox			
Basket		Date / Time *	Numeric Grade: Letter Grade:

The Inbox is empty.

Outbox			
Basket		Date / Time *	Numeric Grade: Letter Grade:

The Outbox is empty.

* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)

Assignments submitted to the teacher appear in the **Outbox**, while assignments that have been graded and returned by the teacher appear in the **Inbox.**

To submit an assignment, click on **Submit Assignment**. A new window will open with a file upload tool.

Click **Add/Remove** next to **Attachments** to attach the appropriate file. A dialog box will open allowing the student to choose the desired file from their computer's hard drive. Students can select which unit or lesson the assignment pertains to in the **Basket** dropdown menu. Students can then click **Submit Assignment** to send the assignment to the teacher.

Journal

The Journal is a tool students can use to take extra notes on projects or assignments. Teachers can access these notes and assess student participation.

Tech Support

For help with any part of the OLS or LMS, you can click Tech Support. A pop-up window will open containing Help Desk information.

Contact Help Desk

Materials status?
Visit http://myinfo.k12.com to view shipment status.

Session timeout?
There is a 90-minute session timeout that will automatically log you out if you are idle for 90 minutes in the Learning Management System. If this occurs, login again. Please note any unsaved data will be lost, so be sure to save your work often, particularly in assessments.

Questions about course content?
Please contact your teacher for any specific course content questions.

Additional questions?
K12 Customer Support is available 24 hours a day, 7 days a week.

K12 Customer Support: 1-866-512-2273

Help

The Help tool provides detailed instructions on each feature of the LMS.

Location: Course Tools > Dropbox

Dropbox

Dropbox is the location in your course where you submit and retrieve assignments and graded activities. Think of the Dropbox as a virtual Outbox and Inbox for your course assignments: You drop-off assignments ready to be turned in to your professor in your **Outbox**, and you pick-up graded assignments from your professor in your **Inbox**.

You can view individual items in both your Inbox and Outbox, as well as attachments. You can also sort your Dropbox assignments.

Facts to know

- Assignments submitted through Dropbox are reviewed for plagiarism by Turnitin.
- You can attach files to assignments you submit. If you attach a file type that is not supported by the system, zip the file and then attach the .zip file so other students can access it.
- Assignments you submit to your instructor appear in your Outbox, and assignments your instructor returns to you appear in your Inbox.
- Sometimes your Dropbox/Inbox is linked directly to the Gradebook. This means you can open a graded item from either the Dropbox or from the Gradebook and see your grade.
- Only assignments for which your instructor has set up Dropbox baskets display in the Dropbox submission area. If you need to submit an assignment for which there is no Dropbox basket, contact your instructor for instructions.

▣ Submit an assignment
▣ View your Inbox
▣ View your Outbox
▣ Open attachments
▣ Sort Dropbox assignments

See Also:

About Turnitin

Clicking **Help** opens a window providing help on the topic of the current page visited. To open help for a specific feature, like the Dropbox, first click the **Dropbox**, then click **Help**. The Help content in the pop-up window will be specific to the Dropbox.

Completing Coursework

Students can access all High School coursework through the Unit menu to the left of the LMS screen.

Clicking on any title in the Unit will take the student to that coursework.

Lesson 2: Early Seeds of Democracy

Many modern ideas have their roots in the distant past. In the Western world, consisting of Europe and the Americas, we have learned much from the ancient Greeks and Romans. Our ideas about freedom and the value of the individual, as well as our form of government and system of laws, have been deeply influenced by these two great civilizations. Democratic governments in our modern world are the flowering of seeds planted in ancient times.

GOALS FOR THIS LESSON

- Describe how democracy originated in ancient Greece.
- Understand how the Greek ideals of democracy influenced later Western thought and government.
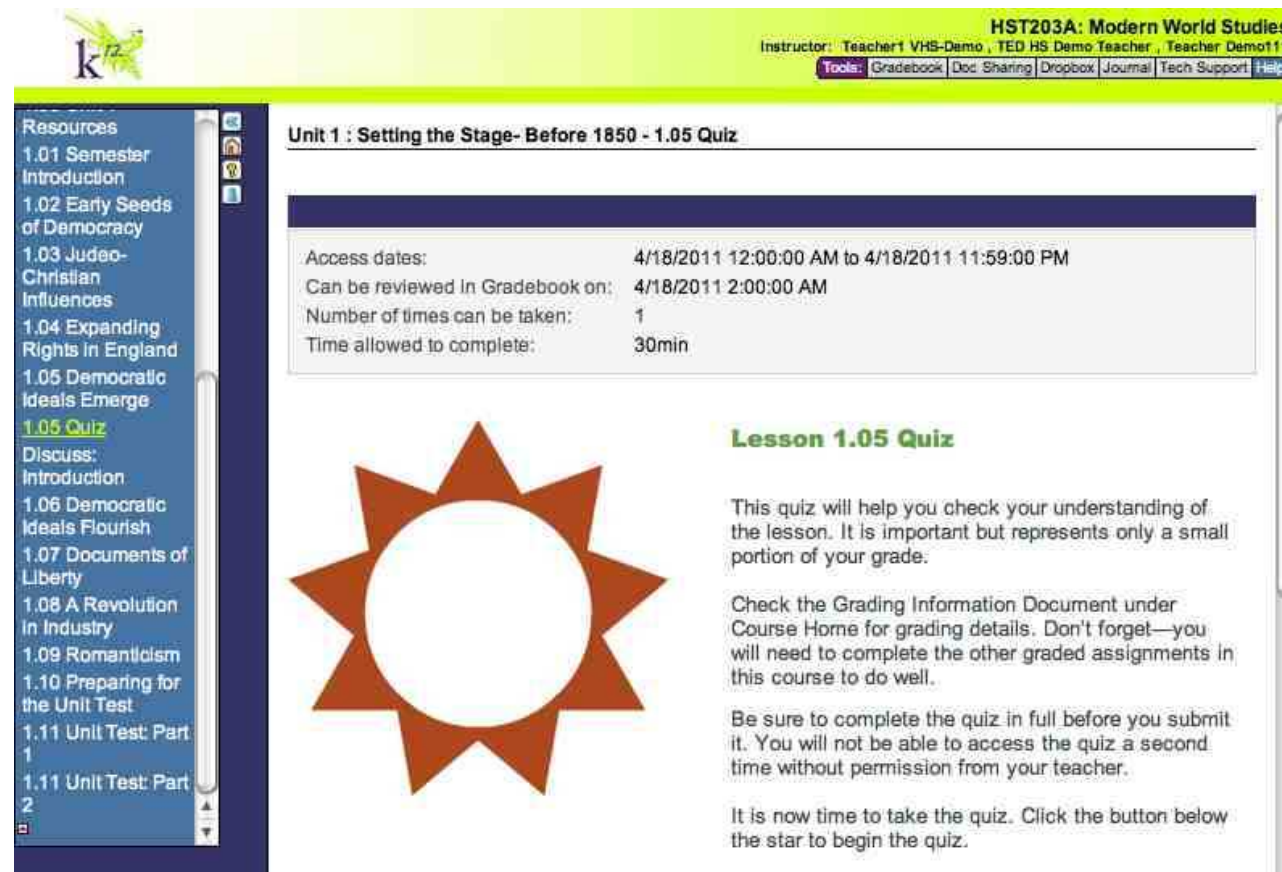- Understand how the Roman Republic later influenced representative government.

Students can navigate through the lesson by clicking the arrows at the bottom right of the page, or by entering a specific page number in the **Go to page** field. The **Lesson Resources** link at the bottom of the page links to additional materials useful to the student's understanding of the coursework.

Assessments

Assessments are a key part of K12's mastery-based curriculum. Most lessons have assessments, which may be online, offline, or a combination of both. While many assignments are graded by the teacher, most quizzes and tests on the Online High School are computer-scored. Students get only once chance to take these assessments and should complete the relevant coursework fully before attempting a quiz or test.

Students can click the links in the **Unit menu** to take the appropriate quiz or test. An assessment page will appear with information about the assessment, such as the dates the assessment can be accessed to be completed, when the assessment will be available for review in the **Gradebook**, the number of chances the student has to take the test, and the time limit allowed to complete it.

Logging Out of the Online High School

The LMS opens in a separate window from the Student Dashboard. To leave the LMS, students can either exit the window, or use the LMS Logout button.

The LMS Logout button is denoted by the key icon next to the Course Home menu on the left. Clicking the LMS Logout button will close the window and return the student to the Student Dashboard.

Once the Student is returned to the Student Dashboard, it is important to log out of that as well.

The Student Dashboard Logout can be found at the top right corner of the OLS screen. Clicking **Logout** will end the student's session on the Online High School.