

WAVA High School Quick Start Guide for Students



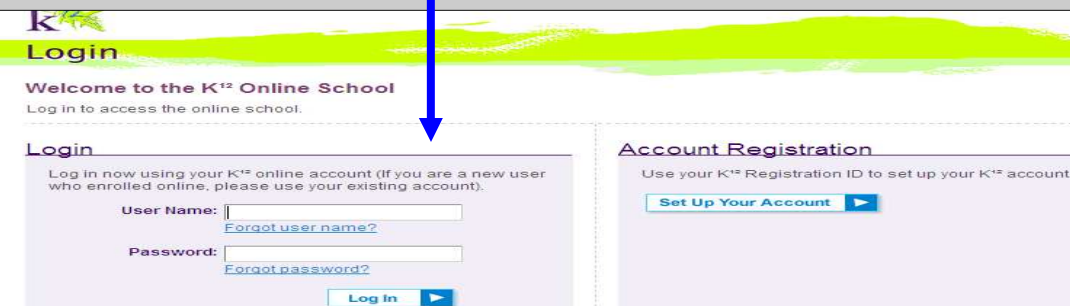
Welcome to WAVA! This Quick Start Guide does not show all of the details of our campus, but it should be enough to get you going during the first two weeks of school. Once you complete your [ORN010 Online Learning Class](#) and attend all of your course orientations, navigating around our virtual school campus will get much easier. If you miss a course orientation, you will have a chance to watch the recording. Read the guide below to see where you will access recording links for your course orientations and regular course sessions.

Step 1: Go to <http://www.k12.com/wava/>

Step 2: Click on OLS Login



Step 3: After clicking on the “OLS Login” you will see the page below. Enter your username and password. If you have not set up your account, contact your Academic Advisor if you need help.



Step 4: Your purple MyInfo or school homepage will appear next as shown below.

Step 5: Read your Kmail every time you log into school. Please check it at least 2X daily as this is our school's primary form of communication with you.

Step 6 (part 1): There are TWO ways to get inside your classrooms.

View the yellow star on this page to see the first way to access classes. The second way to access your courses is on page 2 of this document.

How to Access the Classroom #1: Click on the blue shortcuts in the center of the screen. A new page will open that gives you info. about your progress. On that page, you will need to click on the blue “Access Course”

Course	Course Average
ENG103A: Literary Analysis and C...	34.75
MTH113A: Pre-Algebra	60.00
ORN010: Online Learning 10-11	Not Available
ORN100: Finding Your Path I	Not Available
OTH020A: Physical Education	69.84
SCI102A: Physical Science	55.36
TCH010: Computer Literacy I	17.40
WAH100: Washington State History	25.70

- The student and parent must have separate accounts.
- The student must not work in the parent account.
- WAVA High School will only track online attendance from the student account.
- Your name will appear on the top of your page. If you are a student and you see the parent or learning coach name on the top of the screen, then you are not in the student account.
- Contact your Academic Advisor if you do not see your name here when you log in.

View of Student Homepage Continued

Step 6: Part 2 (This is the 2nd way to enter the classrooms.)

Click on the LMS link.

LMS refers to the *Learning Management System* and this is where your classes "live." **This is the preferred way for students to enter their classrooms.**

If you try to enter your courses from the LMS tab on your Homepage rather than the short cuts (see step 6 part 1), the screen below will appear.

The screenshot shows a student homepage with a navigation sidebar on the left and a main content area. The sidebar includes links for 'Student Home', 'K-Mail (26)', 'Class Connect', 'My Account', 'thebigthink12', 'Resources', 'Family Connection', 'K¹² College & Career Source', 'LMS' (circled in red), and 'My Courses'. The main content area features a 'your path begins here' graphic and a table of courses.

My Courses	Days Since Last Login	To Do	Course Average
ENG103A: Literary Analysis and Composition I	1	4	Your course average % is always listed on your student homepage in this column.
MTH113A: Pre-Algebra	6	3	
ORN010: Online Learning 10-11	Not Available	Not Available	
ORN100: Finding Your Path I	83	0	
OTH020A: Physical Education	16	0	
SCI102A: Physical Science	4	1	
TCH010: Computer Literacy I	16	0	
WAH100: Washington State History	6	0	

Information is updated every twenty-four hours at three AM ET.

Entrance Page to the Learning Management System (LMS)

Click any class title to enter it

The screenshot shows the LMS entrance page. At the top, it says 'My Courses' and 'September 4, 2010'. Below that, it says 'Welcome High School Demo Student 2010' and 'My Calendar | Help | Signoff'. The main content area is titled 'Course List' and shows a list of courses under the heading 'DEMO 2010-2011 TERM'. A blue arrow points to the course list.

Course List

DEMO 2010-2011 TERM

DEMO DEMOVA

[ENG103A_LAC1_DEMO_Sec2_Sem1_10-11](#) [ENG103A: Literary Analysis and Composition I](#)

[HST203A_MWS_DEMO_Sec2_Sem1_10-11](#) [HST203A: Modern World Studies](#)

[MTH113A_PreAlg_DEMO_Sec2_Sem1_10-11](#) [MTH113A: Pre-Algebra](#)

[ORN010_OnLrn10-11_Sec1_Sem1_10-11](#) [ORN010: Online Learning 10-11](#)

[OTH010_Hlth_DEMO_Sec2_Sem1_10-11](#) [OTH010: Skills for Health](#)

[SCI113A_ErthSci_DEMO_Sec2_Sem1_10-11](#) [SCI113A: Earth Science](#)

[TCH010_Complit1_DEMO_Sec2_Sem1_10-11](#) [TCH010: Computer Literacy I](#)

[WLG100A_Span1_Sec1_Sem1_10-11](#) [WLG100A: Spanish I](#)

After clicking on the blue class title in the above screen shot, you will enter the classroom (screen shot below.) Always read Announcements first upon entering a classroom. More info. on announcements is on page 3 of this guide.

The screenshot shows a classroom page for 'ENG302A: American Literature Sec 3: Tim Langley'. On the left, there is a 'Course Home' sidebar with links for Syllabus, Calendar, Teacher Contact Information, Course Help, Academic Integrity, Grading Information, ClassConnect, Course Feedback, and Units 1 through 8. A red arrow points to the 'Announcements' section in the sidebar. A large yellow starburst callout is overlaid on the page.

Announcements

Expand All

Announcement	Date/Time *
English	9/8/2010 12:00 AM
Welcome from	9/3/2010 12:00 AM
September Assign	9/3/2010 12:00 AM

Read the important course information provided inside the blue left hand navigation bar. Simply click on any title to open the information. Inside the Syllabus tab, for example, you will find a summary of the course expectations and learning objectives. Click "Teacher Contact Info" for your teacher's phone #.

Entrance Page to the LMS or Learning Management System

Your online attendance hours will only be tracked after you enter the LMS classroom and begin working on your lessons. We only “see” your online attendance hours when you are inside a classroom. The minimum attendance requirement for full time students is 10 hours online per week (total for all classes combined) and 15 hours offline. Part time students must work 2 hours online per course, per week.



My Courses
September 4, 2010

My Links

- My Account
- My Info
- Feedback
- College and Career Planning

Need Help?

- Click for Help

Course List

DEMO 2010-2011 TERM

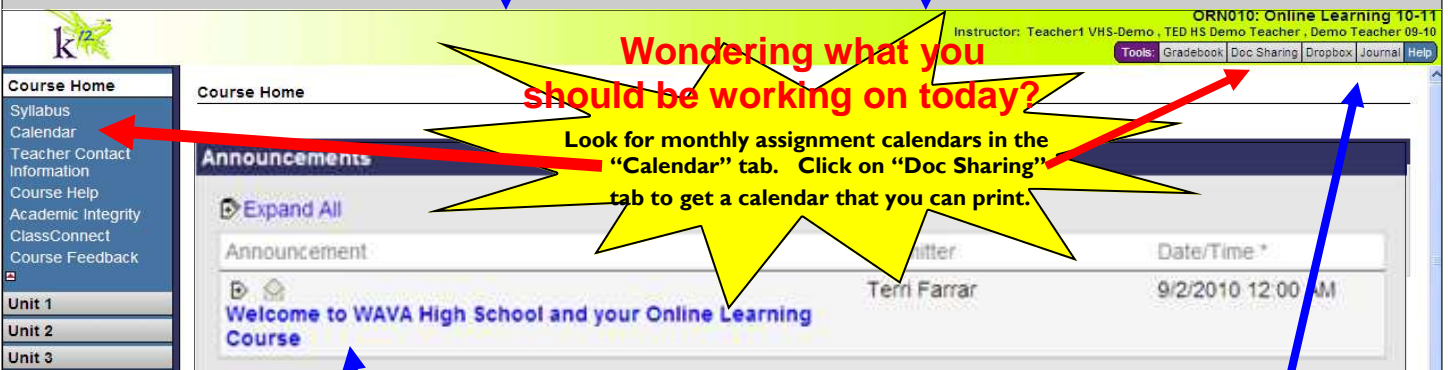
DEMO
DEMOVA

- ENG103A_LAC1_DEMO_Sec2_Sem1_10-11 ENG103: Literary Analysis and Composition
- HST203A_MWS_DEMO_Sec2_Sem1_10-11 HST203A: Modern World Studies
- MTH113A_PreAlg_DEMO_Sec2_Sem1_10-11 MTH113A: Pre-Algebra
- ORNO10_OnLrn10-11_Sec1_Sem1_10-11 **ORNO10: Online Learning 10-11**
- OTH010_Hlth_DEMO_Sec2_Sem1_10-11 OTH010: Skills for Health
- SCI113A_ErthSci_DEMO_Sec2_Sem1_10-11 SCI113A: Earth Science
- TCH010_Complit1_DEMO_Sec2_Sem1_10-11 TCH010: Computer Literacy I
- WLG100A_Span1_Sec1_Sem1_10-11 WLG100A: Spanish I

FINISH ORN010 Online Learning Class BEFORE working in any other classroom.

After clicking on a blue classroom link above, the live classroom will open as shown in the screen below.

Inside View of Classroom



ORNO10: Online Learning 10-11
Instructor: Teacher1 VHS-Demo, TED HS Demo Teacher, Demo Teacher 09-10

Tools: Gradebook Doc Sharing Dropbox Journal Help

Wondering what you should be working on today?

Look for monthly assignment calendars in the “Calendar” tab. Click on “Doc Sharing” tab to get a calendar that you can print.

Announcements

Expand All

Announcement	Author	Date/Time *
Welcome to WAVA High School and your Online Learning Course	Terri Farrar	9/2/2010 12:00 AM

Organizational Tips

- Print the monthly assignment calendars
- Print Course Checklist to give semester view
- Organize these items in a binder with dividers for each course

Announcements

The announcement area is similar to a whiteboard/ chalkboard in a traditional classroom. Teachers post important messages to students here. Click on the blue subject line to open up entire announcement

- Closed envelope= unopened/ new announcement
- Open envelope = already viewed announcement

Enlarged View of Tabs Above

Tools: Gradebook Doc Sharing Dropbox Journal Help

Gradebook: lists assignments titles, points earned and total possible points for the assignments. The activity tab in the gradebook shows your online hours.

Doc Sharing: includes important and printable documents related to the class. Teachers will often notify students of new documents in this tab through an “Announcement” in the Announcement section.

The Dropbox: students place teacher graded assignments in this tab. **Directions for how to use this important class tool will be sent in Kmail.**

Course Checklist This is a COMPREHENSIVE list of everything that the student is expected to do in the course within a semester, even the assignments (reading/practice exercises, etc.) that are not graded. The student needs to manually check the box next to the assignment when he or she completes it. Find the course checklist by scrolling to the **VERY BOTTOM RIGHT CORNER** of the Course Homepage. Click the blue words to open it.

Course Checklist

Inside View of a Classroom

Notice the blue navigation bar on the left hand menu. Click on any item in the blue navigation bar and it will open up the item in the center of the screen. Students access their lessons by first clicking on the **Unit number** in the navigation bar. This action will open up all of the lessons titles and resources for that particular unit under the Unit number. In the screen shot below, Unit 1 was selected and then “**1.00 Unit 1 Resources**” under the Unit tab.

Inside View of a Classroom

In the screen shot below, the “**1.01 The Basics**” lesson was selected under **Unit 1** in the blue navigation bar. Again, any lesson selected from the navigation bar will appear in the center of the screen.

How do students “go to class” in the virtual school? Throughout the week, you will work independently on lessons your teacher has assigned to the class. Those specific assignments are listed on monthly assignment calendars and you can find those calendars inside the “Doc Sharing” tab in the upper right corner of each classroom. However, you, your classmates, and your teacher will also meet in live sessions once or twice a week per course. WAVA HS calls these live lessons “Class Connects” because all students and the teacher come together to connect about the independent course work they have been studying all week. Class Connects can include a combination of direct instruction, test preparation, discussions, review games, lab demonstrations, historical simulations, peer essay revision and much more. You have a personalized schedule of these Class Connect sessions, including the days, times, and links within the “Class Connect” tab on your student home page. See the yellow box below for the inside view of the Class Connect tab. That tab includes a “Daily View” and a “Weekly View.” To enter your live session, click on the blue class title on the designated date and time.

Inside View of Class Connect Tab

Time	Participant	Session Name
11:30 AM - 1:00 PM	Student name	Class Connect ENG 202

Click on the session name to enter your Class Connect live session at the designated time.

RECORDINGS OF CLASS CONNECTS

What happens if I cannot go to the live session? WAVA HS strongly encourages live attendance at Class Connects. However, if you are unable to attend a live session you should view the recording of it. Simply find the correct date of the session you missed within the Class Connect tab on your student home page. Click on the session name just as you would if you were going to the live class.

Click on the calendar or arrow key to move to the date you want.

However, since the session has already occurred, the recording link can be found directly under it. Simply click on the blue link to view the session..

Session Name: Class connect ENG 102

January 11, 2011, [Tue] 2:02 PM (1:31:31) [43]

What should I do first?

Go to your student home page and click on the orientation course titled

[ORN010: Online Learning 10-11](#)

After selecting the course title, a new page will open. Click on

[Access Course](#)

Selecting the “Access Course” tab will take you inside to see the lessons. Read the course announcements and then complete all lessons in Units 1-6. This whole orientation course will take approximately 1-2 hours to complete and it will show you how to “go to school” at WAVA HS. This is a required course for new students.