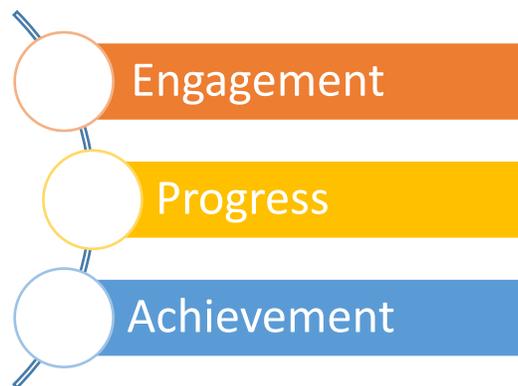


Dear Virtual Learning:

Welcome to learning online. Online learning is a teacher-led instructional model in which content and instruction are delivered completely online. Check to make sure your Power School schedule accurately reflects your enrollment. Inform your teacher or your counselor immediately if you have a concern. This document is designed to provide you written guidance and instruction to get started successfully with your online class. Students can only access RRCA WIFI while physically at school. Students must have high-speed internet connection at home to complete their studies. Progress will be reported just like the rest of your classes at mid-quarter, quarter, and semester. Students are held to the same time line requirements as your traditional classes. You are required to complete this class prior to the end of the semester.

21st Century Skills require students to communicate and manage electronic communications as part of the distance learning communication experience. Students must make sure they are following these directions and doing their part in understanding the full extent of their responsibilities that are tied to taking and completing non-traditional courses. Online learners have that ability to use resources available in the virtual platform, as well as have face-to-face time with their teacher(s) at school. Be a willing advocate for yourself by making sure you are open to communicating your needs, concerns and questions to your RRCA or RRPS Edgenuity Teacher.



Steps to login and work on your class(s):

(1) Open up either Internet Explorer or a Chrome window. Enter in www.edgenuity.com in the upper right corner click on the “login” box. You will then see Educator or Student. Select Student.



(2) To ensure your computer has all the necessary software to successfully run Edgenuity, please click Check Plug-ins (*do this form an Internet Explorer or Edge browser window*). You may need to install or update certain plug-ins to ensure Edgenuity runs correctly.

(3) Now bookmark this URL address for easy access from this point forward.

<http://learn.edgenuity.com/student>

(4) Type in your Username and Password which will be provided to you either in person or by email from your main teacher.

(5) Click the **Login** button.

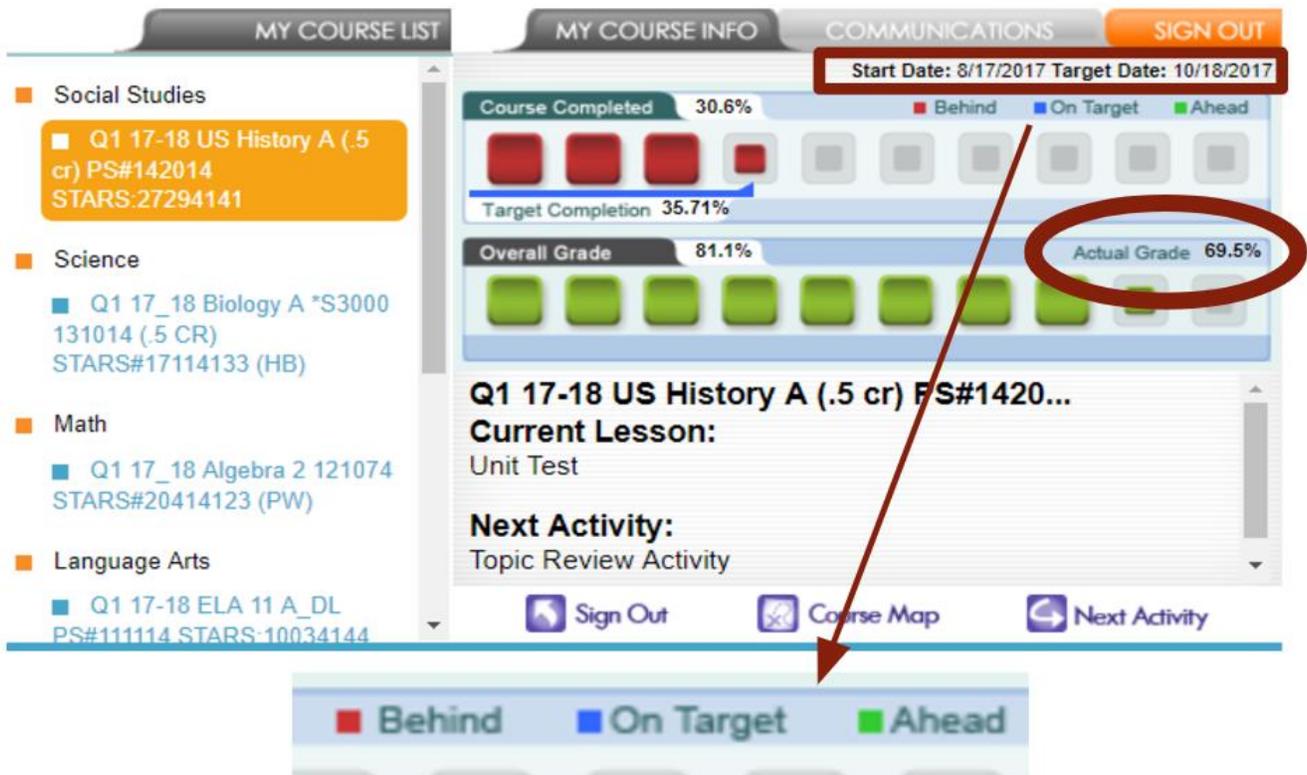
(6) You may be asked to watch an 8 minute orientation video which will help you understand how to use the program and be successful.

Required Plug-ins

Name	Version	Required	Success
Java	1.8.0.51	1.8	Installed
Adobe Flash Player ⓘ	18.0.0.232	16	Installed
Adobe Acrobat Reader	15.8.0.0	11	Installed
Adobe Shockwave Player	12.1.1.151	12	Installed

[Return to Log In](#)

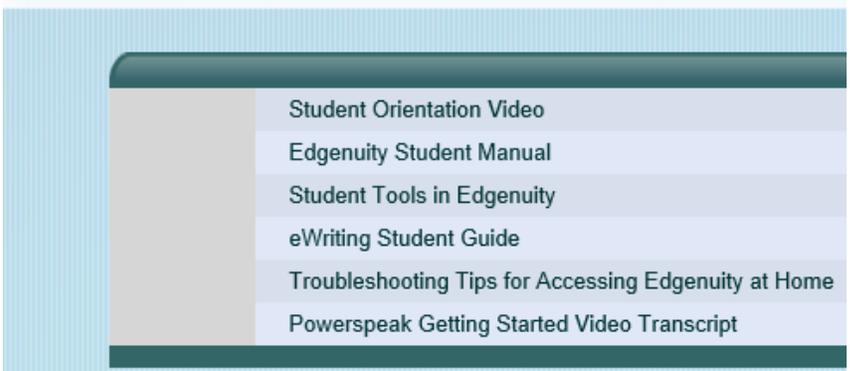
(7) The Lobby can be broken down into several main sections:



1. My Course List: Identifies the courses you are taking
2. My Course Info Tab:
 - a. Shows the Progress Report for the selected course
 - b. Identifies the Current Lesson and the Next Activity
 - c. Allows navigation to the Course Map and Next Activity
 - d. Provides two Sign Out options (1. left of course map 2. upper right corner)
3. Communications Tab:
 - a. Create a new email or read email from your teacher
 - b. Read announcements from your school
4. The Organizer: Where you can view items such as:
 - a. Progress Reports
 - b. Assignment Calendar
 - c. Orientation Video
 - d. eNotes
 - e. Email
 - f. Other helpful Resources such as what you see in this image... → → →



Orientation and How-To



(8) Now start working and make progress daily!

Frequently Asked Questions...

Q. How can I stay on track?

A. To help you stay on track follow your Assignment Calendar. Every student has an assignment calendar in Edgenuity, which should be completed daily. Daily work will help increase the odds of success. Use your tools to help you schedule your daily work and stay in the green or blue in all your classes assigned to you. The Calendar follows RRPS Calendar with M-F school days, Holidays and other non-school days are reflected in the Calendar.

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Q. How will grades be reported?

A. Student grades in Edgenuity are reported quarterly and at the end of semester in Power Teacher. The RRPS protocol is to report the **Actual Grade** from the student's progress report found in Edgenuity.

	Quiz	Test	Exam	Essay	Assignment	Additional
Taken	8	1			44	1
Total	34	6	1	2	187	1
Graded	8	1			12	1
Score	80%	68%			84.62%	90%
Weight	20%	20%	20%	15%	10%	15%

Actual Grade (not overall Grade) is used for final reporting with Q1, Q2, S1, Q3, Q4 and S2 grades.

Ex: for Q1 the Actual Grade of 73% (round up 72.5) would be used rather than the Overall Grade of 79.3%.

Actual Grade factors in work that the student is behind in given specific start and target dates.

If students are on track the Actual Grade = Overall Grade

Q. How do I understand the color codes on my Progress Report in Edgenuity?

A. The Progress Report shows the number of quizzes assigned, taken, number of tests and exams as well as the Actual Grade, Relative Grade, Overall Grade.

Red=Behind Blue=On Track Green=Ahead

Q. How can I get an email of my progress?

A. Students who have email addresses will be sent automated weekly progress reports on Monday mornings. Email addresses of parents are requested to ensure they receive this information as well. Look for green and blue colors – red is not good as it is a warning that you are behind need to devote extra time and energy to get caught up. Inform your teacher(s) of any email changes.

Q: How many hours a week should a student working with Edgenuity spend on their school work?

A: Every one learns at a little different rate and we all have areas we need to put forth more effort and time. It is essential to understand the key is to manage your productive time in Edgenuity so you stay on target as indicated by the blue or green colors. Students who are ahead can afford fewer hours, but steady progress is more effective for student learning. Students who are behind in their studies will need to put in more hours.

Q. Can I work at my own pace?

A. Every student must work to stay in the "blue" (on track); or in the "green" (ahead) throughout the course. Courses must be finished by the end of the semester; however, the last week of finals is for cumulative exams. Regular coursework must be completed by prior to finals week. Any student can work ahead to finish courses early. RRPS students taking Edgenuity must follow the district calendar for course completion. Failure to complete a course within the semester will result in no credit awarded unless credit recovery is achieved.

Q. What is considered Mastery? How many attempts is normal for assessments?

A. Edgenuity is a mastery program and courses are set up with 70% mastery and 2 attempts on the assessments. That means that you will learn from the 1st attempt of mistakes by reviewing the quiz and lesson to make corrections. Assessment questions will change on the 2nd attempt. The highest score is what is placed in the grade-book.

Q. What is a retake? How about a reset?

A. Your teacher(s) can give you a retake on a particular assignment when justified to assist in comprehension. Email your teacher if a retake is needed providing you earned 70% or higher on all assignments leading up to the quiz and you have notes (enotes or physical) notes to show your work. A reset forces a student to redo a particular assignment within the lesson.

Q. Can students take cumulative exam/final from home?

A. No. All cumulative exams/final exams must be taken while you are physically at school with a proctor who is a RRPS teacher, counselor or Administrator. Your main content teacher will approve and release finals. Remember, everything is tracked and time-stamped so teachers managing Edgenuity classrooms can see exactly when you logged in and what you did and for the exact length of time.

Q. If I e-mail my teacher within the Edgenuity system how soon can I expect a response?

A. Monday-Friday within 24 hours; Saturday-Sunday by the end of the following Monday.

Q. I want to know more about the Edgenuity system and the design behind the program?

A. Go to www.edgenuity.com and surf around. There are some great videos in student-experiences and some of the students are former students of Rio Rancho Cyber Academy. Go to <http://www.edgenuity.com/the-difference/> to get information on the instructional model.

Q. What do I need to do to make sure my computer will work properly with Edgenuity?

A. Solve technical concerns by making sure your computer has plug-ins and high-speed internet. Nothing else in the background of your computer should be running, such as music or other web-sites (Facebook, YouTube videos, or games). If slowness is observed check your home for other devices connected to the internet such as DVR, TV, other laptops, phones, etc. Make sure you put Edgenuity as a safe site so that your computer settings, firewall or anti-virus protection programs will not prevent the website from loading to the fullest capabilities. Internet Explorer or Chrome are the two browsers of choice and if you observe issues with something not working just right with one browser then try the other.

Thank you in advance for your hard work and quality effort to make the most of this alternative and optimum learning platform. Your 100% completion of your coursework within the time frame designated by your start and target date is expected of you. Stay up with your Assignment Calendar, work daily and weekly, consistently in the program and make progress that keeps you in the green and blue. Contact your teacher(s) sooner than later with concerns.