Online Teacher Guide

Contents

1. Welcome

EdOptions Academy provides every student with a highly qualified online teacher. As an online teacher, you have a vital role in motivating and encouraging students toward success. EdOptions Academy's student population is varied in many ways, but the common denominator among students is the need for an alternative approach to their education. EdOptions Academy online teachers cultivate a positive and challenging academic experience to fit students' unique educational needs.

To help you make a positive impact on the students you work with, it's important that you are familiar and comfortable with the EdOptions Academy Online Teacher Guide. This guide presents your role and the necessary guidelines to support you in carrying out each of your responsibilities. If you have any questions or concerns, please contact your Academic Department Chair or the Director of the Academy.

Welcome to EdOptions Academy, and thank you for all of your dedication and hard work in support of our students.

2. EdOptions Academy Overview

a. Mission

EdOptions Academy is committed to providing a comprehensive and rigorous online learning experience that prepares today's student for future success.

b. Vision and Beliefs

EdOptions Academy's vision is to continually grow and challenge the way students approach education by providing a rigorous curriculum that meets the personal needs of students globally, redefining the role of the teacher to learning facilitator, and allowing for further individualized instruction through use of the best technology available.

EdOptions Academy holds these beliefs:

- Learners of all ages should be afforded the opportunity to earn a high school diploma.
- A collaborative working environment among administrators, faculty, and students allows learners to maximize their individual content mastery.

- A values-driven institution provides everyone with the opportunity to learn regardless of age, ability, location, gender, and background.
- Students in nontraditional environments are best served by matching rigorous curriculum with highly qualified educators.
- Educational technology can remove barriers that students face in many brick-and-mortar schools.
- A learning environment should be positive and flexible.
- Students and staff should behave ethically.
- A safe learning environment enhances student achievement.

c. School Holidays

EdOptions Academy observes all federal holidays. All EdOptions Academy offices will be closed on these days:
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day through New Year's Day

On all other days, the EdOptions Academy offices will be open from 8 a.m. – 5 p.m. CST.

d. Accreditations

EdOptions Academy is accredited by these organizations:

- AdvancED
- The Northwest Accreditation Commission (NWAC)
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)
- North Central Association Commission on Accreditation and School Improvement (NCA CASI)

Based on these accreditations, other regionally accredited schools (both secondary and undergraduate) must accept credits from EdOptions Academy.

3. Online Teacher Support

a. Director

The Director of the Academy is responsible for all operational activities of the Academy. Working with the Program Manager, Guidance, and the Department Chairs, the Director oversees all day-to-day operations and strategic planning for a school. The Director also serves as the primary point of contact between the Academy and Site Coordinator for all academic matters.

b. Program Manager

The EdOptions Academy Program Manager works with the Site Coordinator to meet the placement needs of students. The Program Manager serves as the primary point of contact between the Academy and the Affiliates for all nonacademic matters.

c. Registration

Academy Customer Support is the primary point of contact for all student enrollment matters. The Enrollment Team is responsible for registering students into the Academy, enrolling students into classes, dropping students from classes, and withdrawing students from school as necessary.

If you should have any questions or concerns about an enrollment or a gradebook, please contact Academy Customer Support at 866-890-8153, support.academy@edmentum.com, or academyenorollment@edmentum.com. If a student should contact you with questions about adding or dropping a class, please direct the student to the Academy Enrollment Team.

d. Guidance

The Counselor has responsibilities concerning all students at all affiliates, including the following:

- Concerns about a student's welfare (writing something disturbing in a lesson, for example).
- Reviewing Individualized Education Plans (IEPs) and 504 plans, and then notifying teachers of students' IEP and 504 accommodations.
- Students identified as English Language Learners (ELL) may also be given a plan for their successful completion of EdOptions Academy courses; the counselor is responsible for informing the teacher of ELL students' modifications.
- Working with private independent students to review transcripts and prescribe a course of study.

e. Academic Department Chairs

The Academic Department Chair's role is to support you as the teacher. The Academic Department Chair will assist with student issues and answer content and system-based questions. The Academic Department Chair will also ensure that online teachers are equipped with the information and resources needed to provide quality instruction to their students. Any disciplinary issues should be reported to the department chairs or the Director.

f. Administration

EdOptions Academy Administration is responsible for the overall running and success of the academy. Any disciplinary issues should be reported immediately to the Administration.

g. Site Coordinator

For the online teacher, there is no more important help on site than the Site Coordinator, who is in charge of the computer lab. The Site Coordinator acts as the classroom monitor for affiliate students. Site Coordinators are expected to regularly respond to your emails and monitor student progress and attendance. The Site Coordinator will turn on exams only when students are ready to take an exam.

h. Proctors

Affiliate students working from home and independent students are required to select a Proctor. The Proctor completes and submits the proctor form to the Academy Customer Support's office prior to students taking exams. The Proctor's contact information can be found on the student information page. The proctor information can also be obtained from the Academy Customer Support.

4. EdOptions Academy Classes Overview

a. EdOptions Academy Systems

EdOptions Academy classes are located in the Plato Learning Environment, or PLE. PLE is a Web-based course delivery system. Student information and grade books are located in the EdOptions Academy Student Information System, or SIS.

b. Course Length

Students are given 18 weeks to complete a one-half credit course. This time is condensed to 8 weeks during the summer. Any special arrangements regarding a shortened or lengthened timeframe will be a collaborative decision between the student's school and EdOptions Academy Administration. End dates for each of a student's classes may be found in the Student Information System (SIS).

To receive credit for a course, the student must be in the course for a minimum of 2 weeks. If a student needs more time to complete a class, an extension can be arranged through the Academy Enrollment Team. A fee of $50 per class will be charged for a four-week extension.

c. Course Content

All classes are worth one-half credit. Classes consist of lessons, activities, and accompanying assessments, which students must complete. In addition, each class has a required final exam. The final exam must be proctored by the Site Coordinator or other assigned proctor.

Additional assignments can be included in the course with approval from the department chair. All additional assignments must be related to the instructional objectives and be relevant to state standards.

Glaring gaps in instructional materials should be sent to your department chair, who will submit a request to the Instructional Design team to review the course and consider revising it.

d. Accucess Assessments

Accucess is an adaptive diagnostic assessment tool that determines learner proficiency and achievement in key subject areas including Language Arts, Reading Skills, Comprehension, and Math. Learners are assigned a Plato curriculum score based on the results of the assessment. They are then given a Plato grade-level equivalent and assigned a customized learning path from Plato curriculum to remediate objectives needed to get on the targeted grade level determined by the educator. The Plato grade level equivalent is based on national standards.

Accucess assessments can also be used as a stand-alone assessment to determine where a learner currently stands and allow for placement by the educator into appropriate instruction.

Each assessment adapts to the learner's level as the learner answers questions. It starts with a question at the beginning grade level specified by the educator. It then asks additional questions to determine understanding of each concept for the subject and adjusts higher or lower as necessary.

e. Student Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and Academy staff. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a live lesson or webinar, an instant message, or a text message.

f. Earning Credit

To receive credit in a course, students must meet two requirements:

- Earn 60 percent or higher on the end-of-semester test, or the final exam. If the student fails the final exam on the first attempt, the student can retake the exam once, provided the student still has time left in the class. If the student has reached the course end date, the site or student will need to purchase an extension in order to retake the final exam. After the student has taken the final exam, he or she will not be able to go back into the class to resubmit any course assignments. Taking the final exam signifies completion of the course. If the student wishes to improve his or her grade before the final exam, it

is allowed provided the student still has time left in the course.

- Earn a 60 percent or higher average for the overall class.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

5. Online Teacher Role and Responsibilities

a. Teacher Required Hours

Teachers are expected to go online every weekday to grade all work submitted, as well as answer any emails they receive. Student emails and assignment submission should be responded to within 24 hours, Monday through Friday. Teachers are expected to check in at least once on the weekend to respond to any urgent issues related to their class.

Full-time EdOptions Academy teachers are expected to be available Monday through Friday from 8 a.m. to 5 p.m. and should check in at least once on weekends.

b. Managing Student Records

Online teachers use the EdOptions Academy SIS (Genius) to monitor student progress. With this secured Web-based system, teachers can manage student grades, assignments, tests, and contacts from any computer. Both students and parents will have access to students' grades via a personal login. When a student completes a semester class, a final grade report must be issued in the SIS. All contact with the student, parent, or site coordinator needs to be logged in the Communications section of the SIS.

c. Communication

Welcoming Students

- Send the templated Welcome Letter to the student and copy the parent and Site Coordinator (within 24 hours of receiving the student).
- Send a personalized Welcome Letter to provide your contact information and schedule a Welcome Call.

- Send the Getting Started recording to the student and copy the parent and Site Coordinator; include the passcode, which will indicate whether the student watched the recording (within 24 hours of receiving the student).
- Place a Welcome Call to the student and parent if the Site has agreed to provide complete student contact information (within 14 days of enrollment).

During 14-day Grace Period

- Send a Weekly Update Email to each class that notes your availability for the week and any important information that needs to be shared.
- Send a Weekly Individual Email to each student that focuses on progress review and support.
- Call any student who has not submitted work during first 2 weeks of enrollment.
- Respond to email and grade assessments within 24 hours.

From Grace Period to Completion

- Send a Weekly Update Email to each class that notes your availability for the week and any important information that needs to be shared.
- Send a Weekly Individual Email to each student that focuses on progress review and support, copying the parent and Site Coordinator.
- Call any student who has not submitted work over a 1-week period unless prior arrangement has been made with the site affiliate.
- Respond to emails and assessments within 24 hours.
- Have a minimum of one synchronous contact per month with the student (phone call, text, IM, Web conference).

The following communications should be recorded in the SIS:

- emails regarding student progress and pace (successfully working, warning emails, etc.); include the guardian and the affiliate
- special arrangements made with a student concerning completion of work (i.e. adjusted time frames); include the guardian and the affiliate
- a copy of the welcome email that was sent
- any synchronous communication with the student or parent
- when test clearance is given for independent students

d. New Student Instructional Procedures

Within 24 hours of receiving the automated new student enrollment notification, the student should receive an initial welcome email via the PLE email system.

Then the instructor will send a teacher-created welcome email that should include the following:

- Introduce yourself.
- Provide your EdOptions Academy email address and explain how to contact you in the PLE email system (do not provide your personal email address).
- Provide your phone number and BbIM address.
- Communicate any special information for the class, including terms or terminology that the student should watch out for, as well as expectations you have for the student.
- Note any resources you have posted or made available for the class.
- Remind the student to take handwritten notes as they work through the lessons because they will be able to use them on mastery and unit tests.
- Schedule a Welcome Call to take place within 14 days of enrollment.

e. Daily Instructional Procedures

All EdOptions Academy classes are online in PLE and can be directly accessed via the SIS.

As the teacher, please remember these procedures:

- The student's work must be completed in order.
- Encourage students to keep a notebook and take notes as they take each lesson. These notes will help them with their work, as well as with mastery and unit tests.
- Teachers are required to grade all work and respond to student emails within 24 hours, as well as check in with the class at least once on the weekends.
- For students having difficulty, online teachers should provide remediation, alternative resources, and tutoring to help students master the material.

f. Managing Assessments

Every student must take the unit tests and end-of-semester exam for every standard semester class. Upon grading the work that precedes the end-of-semester exam, the online teacher should send an email to the student with this information:

- Outstanding work; list any assignments that the student must complete before taking the test.
- Review points; list key concepts that students should review in preparation for the test
- Needed material; remind students to prepare their handwritten notes for exams and to bring handheld calculators for math or science tests.
- Remind students that they may not use a calculator application found on other handheld devices such as cell phones, smart phones, or any other computing device.
- Assessment details: students have 2 hours for the unit tests and end-of-semester exam.
- The end-of-semester exam must be taken in the presence of a Site Coordinator or Proctor in one sitting.

Online teachers should never turn on end-of-semester exams. That is not the responsibility of the online teacher.

g. Retakes and Resubmissions

To receive credit for a course, students must meet two requirements:

- Earn 60 percent or higher on the end-of-semester test, or the final exam. If the student fails the final exam on the first attempt, the student can retake the exam once, provided the student still has time left in the class. If the student has reached the course end date, the site or student will need to purchase an extension in order to retake the final exam. After the student has taken the final exam, he or she will not be able to go back into the class to resubmit any course assignments. Taking the final exam signifies completion of the course. If the student wishes to improve his or her grade before the final exam, it is allowed provided the student still has time left in the course.
- Earn a 60 percent or higher average for the overall class.

Unit tests and end-of-semester exams can be retaken only once. All drop box assignments can be resubmitted more than once to allow students to demonstrate mastery of the material.

Taking an end-of-semester exam initiates the completion of a class. Before the student takes the exam, the online teacher should
- ensure that required classwork has been graded and that the grades appear in the gradebook.
- communicate with the student, parent, and site coordinator any missing assignments that the student needs to complete.

- communicate to the student, parent, and site coordinator that the student has the opportunity to resubmit any low-scoring drop box assignments or retake any low-scoring unit tests to bring up his or her course grade.

The online teacher may adjust the final course grade per the established policy if the student has a failing exam average but an overall passing average. Per the policy, the student should actually fail the course. Teachers should always adjust the grade to a 50% and provide this comment: "Student failed the course due to failing exam average."

Discuss any other issues with the department chair. Use the grading scale below to determine the correct grade to be issued.

Grading Scale

|	
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

6. Navigating the EdOptions Academy Student Information System (SIS) Genius

The EdOptions Academy SIS is where you can view classes assigned to you, view student information such as grades, and input the students' grades, if necessary. All grades are automatically transferred into the SIS from PLE and the Gradebook Application. The SIS is used to log all communication regarding the student.

a. How to Log In

Go to the URL http://academy.platoweb.com and log in to access the SIS home page.

Note: If you have trouble logging into the system, contact EdOptions Academy as soon as possible at support.academy@edementum.com. An administrator will correct the problem.
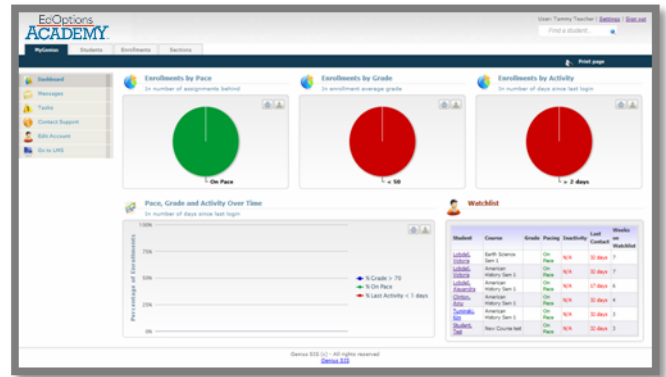
b. MyGenius Tab

When you log in to the SIS, you'll land on the dashboard of the MyGenius tab. The graphs on this page show how your students are doing overall in your classes. Most important is the student watch list, which allows you to keep track of those students who need your attention the most.

Tabs across the top of the screen give you access to features such as student information and your gradebooks. Using the menu items on the left, you can send messages, send tasks, contact support, and edit information.

Dashboard

This page shows the school portal dashboard. It contains several widgets, such as enrollments by pace, grade, and activity. These widgets show graphic representations of enrollments and allow the teacher to simultaneously monitor students' progress.

Contact Support

If you have technical questions, click Contact Support on your MyGenius tab to contact support. You can explain your questions and send an email to a predefined email address. For all other questions, contact your Academic Department Chair.

Go to LMS

This page will take you directly to PLE without the need for an additional login.

c. Students Tab

The Students tab mainly displays details related to students. The landing page has a menu on the left with these features: Find Student, Active Students, Bulk Actions, and Advanced Filter Options. The landing page by default displays a list of active students.

Individual Student Home Page

The student's home page contains demographic information about the student, active classes, communications, and activity.

Main Information Menu Items

- Dashboard: Shows the student's overall performance.
- External Files: Student information such as an IEP or 504 can be viewed.
- View Calendar: Shows the student calendar, including all events applicable to that student.
- Guardian Accounts: Parent or guardian information is listed, so that you can keep in touch via email or phone.

Historic Data

This page displays information regarding student activity in a given time period. The time period may range from one day to a year.

Student Log

This page shows the list of relevant events that affect the student profile, such as when the student's account was created and when the student was enrolled or dropped.

View Transcript

This page shows the student's official transcript. The transcript includes basic student information such as the student's name, ID, and address, as well as a list of all courses the student has completed. For each completed course, the transcript shows the completion date, term, course name, final grade, and credits.

This transcript display the cumulative credits, the weighted GPA (which adds additional points to AP and Honors courses, based on the course name), and unweighted GPA.
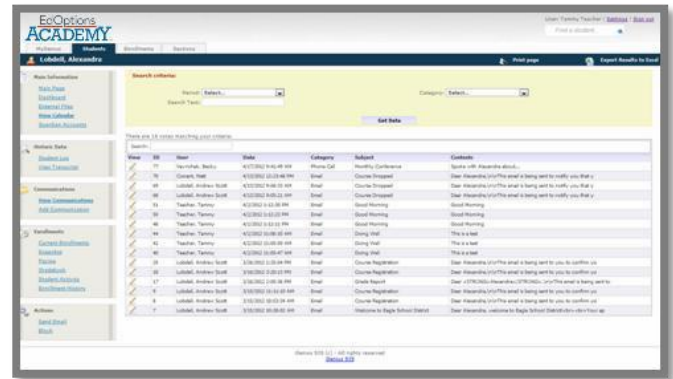
View/Add Communications

You can view all outgoing communications with the student, or you can add a communication you had with the student. Sending an email through the SIS will automatically add that communication to the log.

Follow these steps to add a communication:

1. Select Add Communications.
2. Select the correct category from the drop box.
3. Type in the description.

4. Type or paste in contents of the communication.
5. Click Save.

Follow these steps to view communications:

1. From the student home page, select View Communications.
2. The student's communication log will appear.
3. Select the View button to see details of any particular entry.

Current Enrollments

All classes that the selected student is enrolled in are listed on this page. That includes start and end dates, the average grade, number of assignments completed, and the teacher.

Snapshot

Here, you can see the status and progress made by a student in any of the classes he or she is enrolled in.
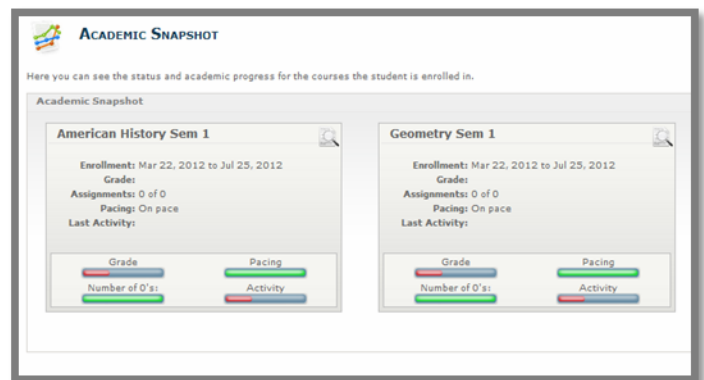
Pacing

The SIS sets the pace for the student to complete coursework on time. This view shows the teacher and the student how many assignments need to be done on a weekly basis to keep up the appropriate pace.

Brown Gradebook

The gradebook is where you view the grades the student earns that are transferred from PLE. You can also enter or edit grades in the gradebook.

Grade Management

All student grades are automatically transferred from PLE to the SIS every day. However, certain items may need to be entered manually on a regular basis.

Follow these steps to view a student's grades:

1. Select the Students tab from the home page to access the class gradebook page.
2. Select a student.
3. Select Student Gradebook from the menu items.

Follow these steps to issue a report card for a class a student has completed:

1. Click Students.
2. Click the student's name.
3. From the enrollment menu, select Current Enrollments.
4. Select the class to be finalized by clicking the select box next to the class.
5. Click Complete Selected.
6. The student's class is closed and a grade is issued.

Note: The SIS will automatically average student grades according to EdOptions Academy grade weighting.

Student Activity

You can see how often students are working on their courses and generate a report based on a list of predefined time periods ranging from one day to two months or based on a customized timeframe. The student activity report shows the number of minutes the student spent on each course, along with the percentage of student time dedicated to each course.

Enrollment History

This page displays the enrollment for each student.

Send Email

All email that parents and site coordinators see must originate from this page. This email is automatically logged in student communication.

d. Enrollments Tab

On this tab, you can see student progress and choose students you want to send mass emails to.

Basic Search

Under search criteria, leave all the drop boxes at select and click Get Data. The page will show a progress report list of all your students.

Advanced Filter

This page has more advanced parameters that can be used to narrow down the results obtained from doing a Basic Search.

Emails

From this page, you can send mass email to all of your students by choosing an existing template or your own message. You can add attachments and copy other stakeholders as well.

To send an email to more than one student, you must do a search on the Basic Search page, and then follow these steps:

1. Click Emails.
2. Choose a template or leave it at Select to write your own message.
3. If you are writing a message yourself, type in a subject.
4. To attach a document, click Browse and add the document from your computer.
5. Click the corresponding box for stakeholders you want to copy.
6. If you did not choose a template, type in the email message.
7. Click Send.

Auto-Emails

You can set up automated emails that will go out to your students during a periodic timeframe you can choose.

Follow these steps to create an auto-email:

1. Click Add New Auto-Email.
2. Choose a template or leave it at Select to write your own message.
3. Click the stakeholder box you want to copy.
4. If you did not choose a template, type in an email message.
5. Select the timeframe.
6. Type in the title of the email.
7. Click Save.

You can check auto-emails by clicking Auto-Emails and selecting the auto-email you want to review. You can also edit and save the message.

e. Sections Tab

On this tab, you can view all sections and classes you are teaching. Click on a class to see information about the class you're teaching.

Find Section

You can find particular sections available on the SIS by typing a few letters of the section's name. A list of all sections where the name contains the typed letters will be displayed. Users can then select a section from the list and click Go to access that section.

Active Sections

This page displays a list of all active sections available on the SIS. Clicking a section will take you to that section's main page.

Filter Sections

On this page, you can filter sections according to certain search criteria. Multiple filters can be combined, and a list of all sections matching the search criteria will be displayed.

All Sections

This page provides a list of inactive and active sections. After you've selected a section, you'll have access to the following information.

Main Information

- Main Page: You can view basic information for the selected section, as well as a current list of enrolled students.
- Dashboard: The Dashboard provides visuals of pace, grade, and activity for the selected section.
- Enrollment History: Using the search criteria, you

can view students who are active or who are inactive in this class during a specific time period.
- Current Enrollments: You can view all current enrollments. It is important that you are able to view information, but teachers should not do anything on this page.

A teacher can use this page to finalize a student grade. For directions, refer to the Issuing a Final Grade section.

Historic Data

Enrollment history: This page will show all enrollments in a section, regardless of status, including the enrolment dates, final grade, and status. Teachers can filter the list of enrollments by selecting a period (such as enrollments taken in the last 6 months) or a status (such as enrollments that were dropped).

Enrollments

- Current enrollments: This page will show details about the section's current enrollments, including the student name, start and end dates, the section, the average grade, and the number of assignments completed.
- Student activity: On this page, users can see how often students are working on their sections. Users can generate a report based on a list of predefined time periods ranging from one day to two months or based on a customized timeframe. The student activity report shows the number of minutes the student spent on the section. Only students enrolled in the selected section will be displayed.

7. PLE: Navigating the Plato Learning Environment

Several features and functions are available to all teachers in PLE, but you will use only the following features.

a. How to access PLE

Clicking Go to LMS automatically takes you to your PLE home page. This link is located on the left side of the screen when you are on your SIS home page (MyGenius Tab). You will not need a separate login for PLE.

b. My Classes

To access your classes in PLE, select the Classes mini-app. The Classes landing page displays the classes you teach. Click a class name to see a list of students and assignment data for that class.

c. Grading

In PLE, all the assignments-related features are grouped under the Assignments mini-app. This mini-app allows you to manage assignments for a class and see how students are progressing through their assignments.

When you land on the Assignments page, you will see a list of assignments organized by class. The only items that need to be manually graded are digital drop box assignments and threaded discussions. You can access assignments that need to be graded by clicking the notification link on the PLE home page or following the steps listed below.

The remaining activities are auto-graded and only need to be reviewed and monitored by the assigned teacher. These activities include posttests and end-of-semester tests.

Note: Not all EdOptions Academy classes will include drop box activities and threaded discussions as assignments.

Digital Drop Box

A digital drop box activity allows students to upload digital files to be reviewed and graded by their teacher. You can access and manage a digital drop box activity by going to the Assignments mini-app and selecting Manage Activities.

In the Activity Navigator on the Manage Activities page, click the digital drop box activity that you want to access. A digital drop box activity is identified by the icon that appears next to the activity name. The right pane then shows the summary details of the activity for each learner. The icon in the Status column indicates that the learner has submitted the activity for review or final scoring.

To go to the Digital Drop Box activity landing page, click the row entry corresponding to a learner who has submitted the activity either for review or for final scoring. The landing page displays a message about the status of the activity based on whether the learner has submitted the activity for review or for final scoring.

The File Center section displays the files submitted by the student. You can view these files under the File Details column. To download a file submitted by the student, click the file name. The flag icon under the Action Required column indicates that you need to perform an action on the corresponding file.

To view the comment log history, click the View Comments button. After you have reviewed an activity, click the Send Review Notification button to send a review notification with comments, if any, to the student. Or you can add comments to a file and click the Upload a Commented Version of this File link corresponding to each submitted file entry under the File Details column. Performing either of these steps will inform the student that you have reviewed the activity.

To evaluate a digital drop box activity, go to the File Center section and click the Score or Reject Activity button. Alternatively, you can find new items that need to be scored in the Notifications section of the PLE landing page. On the Score/Reject pop-up that appears, you can either score the activity or reject it.

To score the activity, enter a score in the text box next to the Score Activity option. To reject the activity, select the Reject Activity option. You can also enter any comments that you'd like to send to the student. Finally, click the Record and Send Student Notification button.

Threaded Discussions

A threaded discussion is an activity that enables a teacher to ask complex, open-ended questions and enables students to respond to the questions with their own thinking. In addition, both the teacher and the student can respond to the thoughts of others. You can access and manage a threaded discussion activity by accessing the Manage Activities page from the Assignments mini-app.

In the Activity Navigator on the Manage Activities page, click the threaded discussion activity that you want to access. A threaded discussion activity is identified by an icon that appears next to the name of the activity. After clicking the activity, the right pane shows the summary details of the activity for each learner. The icon in the Status column indicates that the student has submitted the activity for scoring.

To go to the Threaded Discussion activity landing page, click the Launch Activity button. Or you can click the row entry corresponding to a specific learner. On the Threaded Discussion landing page, you can view the original discussion topic. To post a comment to the original topic, click the Respond to Original topic button.

The bottom section of the landing page displays the students' responses to the discussion topic. There, you can monitor the discussion.

d. PLE Communication

In PLE all communication features are available within the Communication mini-app. Clicking the Communication button lands you on the Communication page, which provides easy access to the message board, email, and the discussion board.

Message Board

You can send class updates and other messages to students via the message board. You can also view all messages you have sent and received. Teachers and students will receive these messages only in their PLE inboxes, not in the SIS. You can view your received and sent messages on the Communications page.

Notifications

If a learner has submitted an activity for scoring, the landing page displays the corresponding message. To score the student, click the Score Student button. On the Grade Learner pop-up that appears, enter the score and then click the Score button.

Discussion Board

The discussion features allows you to initiate non-graded discussions for the class. This discussion is different from a threaded discussion.

You can start a new non-graded discussion by clicking Create New Discussion. The Discussions page will allow you to view and delete previously created discussions, as well as read student responses.

8. Brown Gradebook

The gradebook lists all sections of your courses. Grades automatically import from PLE. Any grades that appear in this gradebook, including edited grades, should also appear in Genius.

a. Editing Scores

Occasionally, you will need to edit scores in the gradebook. You can edit scores, by clicking the score associated with the student and the corresponding category (e.g., choose Modules if you need to edit a Mastery Test score). Modify the score next to the item in that category and click Save.

b. Editing Weighting

Occasionally, you will need to adjust the weighting in the gradebook for elective courses.

Follow these steps to edit the weighting:

1. Click Categories and Weights.
2. Select the template or edit the percentages in the table. Click Save and Apply.
3. Choose Edit Activities. Ensure that activities in the weighted categories you assigned in the previous step are checked.
4. Click Save.

Example: If you added a category in your weighting for drop box activities, make sure all drop box activities are checked and included in the calculation.