

Quick Reference Guide

Start Here

Before any content lessons will appear, you must do the following in Start Here:

1. Open the Assignment Checklist, **Print it**, and mark it reviewed. Due to the nature of Adaptive Release (explained later) you will not see all of the required course work at once. The Assignment Checklist will help you keep track of what is finished and what still must be completed before you receive credit for the course. Items are not complete until they have passing scores (typically 70% or higher).
2. Complete the Information Form.
3. Score 100% on the Policies and Procedures Quiz. You may use My Grades to view your previous attempts and review the questions you missed.
4. Send a message in the journal. **THIS IS IMPERATIVE AND MAY NOT BE SKIPPED.** Your content lessons are not released until you create a message in the journal. Please view the Messaging Etiquette Short before creating your journal. Inappropriate messages will not be tolerated. Also, there are questions about messaging etiquette on the Policies and Procedures Quiz.

*For more detailed instructions about working through this course, click through the item called Detailed Information about How the Course Works. It will open in a separate tab. You can close it or click back on the course tab to leave that lesson. There are tabs at the top of the lesson that let you navigate to the topic you need.

Plagiarism

Definition – to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.

It doesn't matter if you are copying off your friend or the internet. Plagiarism is a crime.

All assignments are checked for plagiarism.

There is a *10 Types of Plagiarism* video in the Welcome Lesson if you need more information.

Consequences:

1st offense — You receive a 0% for the submission, your school is informed, and you are required to complete an alternate assignment given by the eSchool teacher.

2nd offense — You are disabled from the course and must complete the Plagiarism Course.

3rd offense — You are removed from course and not allowed to receive a credit in that course.

Adaptive Release

This is a method of releasing quizzes or other content items based on scores of a previous item. Different items are released based on what you complete or what you score on pretests. The content is not visible to you until it is released.

Course Flow

PreTest – This is a test over the content of the section that allows you to skip some work if a score of 70% is achieved. *Only 1 submission is allowed for pretests.* If you score a 70% on the pretest, then you may skip the lessons and quizzes in that section, but you may still have assignments that cannot be skipped. This pretest will not hurt your grade if you do not pass because the score will be replaced with the Section Test grade.

Lessons – Content is delivered in these. You have unlimited attempts for viewing lessons, but you typically need to score 100% on the embedded questions before more content is released.

Quizzes – They assess content. You are allowed 3 attempts and must make a minimum of 70%. Resets will sometimes be granted if needed.

Section Tests – There is a test at the end of each unit that draws from questions in the quizzes. The minimum required score is 70%. Tests are set on adaptive release which would require a 70% on all quizzes in the section. Tests are hidden until those scores are achieved.

Assignments – Assignments require reading and writing skills. A minimum of 70% is required on these. Assignments are hidden until requirements are met on other items.

Remember: Assignments must be completed regardless of pretest scores.

Final Exam – The Final Exam questions are taken from the assessments throughout the entire course. It is not released until all other content has been completed with the required scores. You can take the Final Exam twice before you will have to repeat the course.

Grades

You may check your grades at any time using the link “My Grades” on the left menu.

Course Average – The course average consists of an average of your work (tests/pretests, lessons, quizzes, assignments).

Final Exam – This end of course test must be passed with a 60% or higher regardless of your course average

Final Grade –The course average makes up 75% of your final grade, and your Final Exam score makes up 25%.