Elementary Parent Support Guide

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Overview

Welcome to FLVS Elementary! We're excited you're here and want to help you enjoy a successful start. This guide gives general information that applies to all the Elementary courses. Click on the links below to access topics and information.

Getting Started Module

Each course has its own Getting Started module found on the main Lessons page. The module explains how to navigate through the lessons and how to use the various tools. It describes the parts of a lesson, the different types of assessments, and the ways to submit assignments. In addition, the Getting Started module showcases the types of icons, interactive practices, and resources (like video and audio) used throughout the course. It also provides tips for successful online learning and an explanation of Academic Integrity.

Navigation

The primary areas of the course are:

- **Lessons**: Access the course lessons. This content is often referred to as the course textbook.
- **Course Information**: This area provides information on getting started in the course, teacher contact information, pacing guides, curriculum standards, and materials.
- **Assessments**: Submit assignments and take tests or exams.
- **Gradebook**: Check the status of assignments and monitor grades.
- **Logoff**: Select this button to exit the system properly. It will help to prevent account misuse.

Lesson Navigation

Course lessons are the "textbook" for the course. Students should read each lesson carefully and complete the tasks in the lesson.

When you are in a lesson, use the buttons at the top of the page to move around within the lesson.

- **My Progress**: Select this to see the page you are on or to move to a specific page in the lesson.
- **Back Arrow**: Select this to move to the previous lesson page.
- **Home**: Select this to return to the Home page.
- **Forward Arrow**: Select this to move to the next lesson page.

Lesson Icons

When you are in a lesson, the following icons are available at the top of the page.
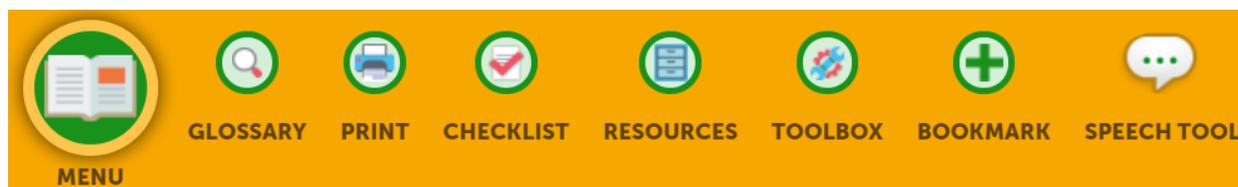
- **Menu**: Select this to go to the Table of Contents page for the course.
- **Glossary**: Select this to access a searchable and printable dictionary of terms used in the course.
- **Print**: Select this to print any page in the lesson.

- **Checklist**: Select this to access the module checklist, which can be printed, to keep track of the lessons in the module.
- **Resources**: Select this to access resources like videos and printable worksheets.
- **Toolbox**: Select this for tools such as a text highlighter, calculator, and stopwatch.
- **Bookmark**: Select this to bookmark any page in any lesson for quick reference.
- **Speech Tool**: Select this to have the text on the page read aloud.

Types of Assessments

There are two types of assessments:

- Assignments are teacher-graded assessments (like worksheets, writing assignments, projects, etc.) that may be submitted through a text box or as an attachment.
- Exams are multiple choice, true/false, matching, short answer, fill-in-the-blank, or essay questions. Some exams are automatically graded whereas short answer and essay items require the teacher to grade.

Submitting an Assignment

Here are the directions for submitting assessments:

1. Read the lesson, and complete the lesson tasks.

2. For assignments (worksheets, writing assignments, projects, etc.), complete the assignment and save it to your computer.

3. Select the assessment you wish to submit from the Table of Contents page.

    A. For Assignments:

    Add any required text and/or attach the required file.

    Note: If submitting an attachment, it cannot contain a period in the file name. Please use an underscore (_). For example, an attachment for assignment 3.2 should be titled 3_2.doc not 3.2.doc. If a period is used in the file name, the attachment will be lost in the system.

Correct file name	Incorrect file name
3_2.doc	3.2.doc

    B. For Exams:

    First, answer the questions. Once all questions are answered, be sure to submit your exam for grading.

Progress Monitoring and Grades

In order to have a successful student experience, we recommend parents/guardians monitor student progress closely. Here are some tips for monitoring pace and grades:

- Find the Pace Charts provided in each course. They detail the lessons and assignments students should complete weekly. These can be printed.
- Select the Checklist icon within the lesson to see a list of lessons and assignments. If printed, you can checkmark when a lesson is complete and keep track of the points earned on assignments.
- Access the gradebook to check grades daily.
- Check email often for teacher grading feedback. Many assignments can be re-submitted based on teacher feedback to strengthen the student's mastery and to improve their score.

Interactive Notebooks and Desktop Folders

Students should keep a notebook or folder for each online course in which they are enrolled. Students should keep their work, notes, practices, and pace charts in a notebook. This notebook will serve as a

valuable resource for Discussion-Based Assessments and when completing assignments. Students should also have a folder on their desktop to store any digital copies of assignments.

Sample Student Schedule

Guiding a student through online learning in K through 5 can be challenging. Below is a sample weekly student schedule that can be used as a guide to help maintain an appropriate pace when taking the core subjects along with an elective. The pace charts and checklists within the course can help you create your own student's weekly schedule if this sample doesn't work for you.

Week #1 Sample Student Schedule

Course	Assignment (read each lesson and complete the corresponding assignment)
Language Arts	Lessons 1.01 and 1.02
Math	Lessons 1.01, 1.02, 1.03, 1.04, and 1.05
Science	Lessons 1.01 and 1.02
Social Studies	Lessons 1.01 and 1.02
Technology	Lessons 1.01 Part A and 1.01 Part B

Here is a sample of how this can be broken down by week:

Monday	Tuesday	Wednesday	Thursday	Friday
Language Arts 1.01		Language Arts 1.02		
Math 1.01	Math 1.02	Math 1.03	Math 1.04	Math 1.05
Science 1.01			Science 1.02	
	Social Studies 1.01			Social Studies 1.02
	Technology 1.01 Part A		Technology 1.01 Part B	

Week #2 Sample Student Schedule

Course	Assignment (read each lesson and complete the corresponding assignment)
Language Arts	Lessons 1.03, 1.04, 1.05, 1.06
Math	Lessons 1.06, 1.07, 1.08, and 1.09
Science	Lessons 1.03 and 1.04
Social Studies	Lessons 1.03 and 1.04
Technology	Lessons 1.01 Part C, 1.01 Part D, and 1.02 Part A

Here is a sample of how this can be broken down by week:

Monday	Tuesday	Wednesday	Thursday	Friday
Language Arts 1.03	Language Arts 1.04	Language Arts 1.05	Language Arts 1.06	
	Math 1.06	Math 1.07	Math 1.08	Math 1.09
Science 1.03			Science 1.04	
	Social Studies 1.03			Social Studies 1.04
Technology 1.01 Part C		Technology 1.01 Part D		Technology 1.02 Part A

Materials

Materials will vary by course, and you will need to supply them.. The list below contains supplies for all grade levels and subjects. For a more specific subject-area materials list, please go to the Materials List in the Course Information section. Here are basic materials needed for most courses:

- Printer
- Disk space on your computer as well as external device to back up your files (flash drive, external hard drive, CD–Rom, etc.)
- Cell phone to take photos of student work or a scanner to scan student work
- Interactive Notebook (three-ring binder)
- Pencils
- Erasers
- Scissors
- Crayons and colored pencils
- Glue
- Tape
- Ruler
- Printer paper
- Multi-colored paper

Academic Integrity

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with academic integrity submit their own original work without the help of others. This ensures actual student mastery of concepts. Teachers work alongside parents and guardians to support students so they can submit their own original work during the learning process.

Accessibility

Check the Course Information section of the course for details regarding accessibility.

Technical Requirements

Some courses may have different or additional requirements to the one listed. For specific System Requirements for your course, go to the Material List page within the course.

For additional details, please visit https://www.flvsglobal.net/technical-requirements/

Supported Operating Systems

- Windows 7
- Windows 8.1
- Windows 10
- Mac OS X 10.8 (Mountain Lion)
- Mac OS X 10.9 (Mavericks)
- Mac OS X 10.10 (Yosemite)
- Mac OS X 10.11 (El Capitan)
- macOS Sierra (10.12)
- macOS High Sierra (10.13)
- macOS Mojave (10.14)
- macOS Catalina (10.15)

Supported Browsers
You may use recent versions of the following browsers on a technology capable device that supports Java, Flash, and improvements to HTML including HTML5.

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Supported Browser Plugins and Settings
The following plugins and settings may be required to use our courses.

- JavaScript enabled
- Cookies enabled
- Flash enabled
- Java installed

Frequently Asked Questions

Q: What support is available to help my child read the lesson content?

A: In the lesson, select the Speech Tool at the top of the page to hear the lesson content read aloud. When the Speech Tool is selected, the Play, Pause, and Stop buttons appear. You can select Play to have every word on the page read aloud, or you can highlight words or paragraphs and select Play to hear those items. The Speech Tool automatically highlights the text being read.
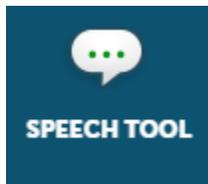
Q: How do I submit a project or worksheet that my child completes?

A: There are several ways to submit these types of assignments. You can scan a worksheet, save it to your computer, and then attach the worksheet to the assignment. You can take a picture of the project, save it to your computer, and then attach the image to the assignment.

Q: How can I reduce the amount of printing to save paper and ink?

A: Check if your printer can be set to print front and back to save paper. Also, using the Quick Print or Economical Print option will use less ink. Printing in grayscale will reduce the amount of color ink required.

Q: Why are some words in the lesson in a different color and/or underlined?

A: Words in a different color and/or underlined can be selected to see the word's definition and sometimes hear the word pronounced.

Q: How can I keep track of where I leave off in a lesson?

A: Select the Bookmark tool at the top of the page before you log off. When you go back into the lesson, you can select Go To Bookmark to be taken to the page where you left off.