American School
Edmentum Guide and Policy Overview

This multi-page document contains important American School policies and other information about your course enrollment. Please be sure to read the entire document carefully before beginning your coursework.

Technology Recommendations/Requirements

Internet Browsers:

American School recommends that you use **Firefox** or **Chrome** to access Edmentum on your computer. Both of these browsers are free to download and use. Please make sure you regularly check for and apply any browser updates to ensure proper functionality.

Pop-up Blocking:

Edmentum courses utilize pop-up windows for various platform functions. In order for your courses to function properly, you must disable any pop-up blocker(s) or allow pop-ups from Edmentum.

You can find instructions for how to do this with your browser using the following links:
- To allow pop-ups/redirects in Chrome:
  https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en
- To allow pop-ups/redirects in Firefox:
  https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings

Word Processing Documents & Other Productivity Software:

Some courses may require the use of a word processing program, a spreadsheet program, a presentation/slideshow program, and/or a PDF reader. Some assignments may specifically require you to download and work with Microsoft Word, Microsoft Excel, or Microsoft PowerPoint files.

If you do not already own and cannot purchase the Microsoft Office suite or the individual Word/Excel/PowerPoint programs, there are several free alternatives that will allow you to open and work with Microsoft Office files:

- LibreOffice is a free, open-source office suite that can be downloaded here:
  https://www.libreoffice.org/

- If you have a Google account, you can use Google Drive's Docs, Sheets, and Slides apps.

- If you are using a Mac device (MacBook Air/Pro, iMac, etc.), Apple's own iWork suite of programs (Pages, Numbers and Keynote) are all free to download and use from the Mac App Store.

While both Chrome and Firefox (and most other browsers) have built-in PDF readers that can open a PDF file in a separate browser tab, if you need to download and save a PDF to work with any fillable portions, you will need a program such as Adobe Acrobat Reader, which is free to use and can be downloaded here: https://www.adobe.com/acrobat/pdf-reader.html.

If you need further assistance with any of these recommendations and requirements, please contact

americanschoolonline@americanschool.org.

Etiquette and Privacy

You are expected to communicate in a polite and respectful manner in all interactions with your teachers and fellow students. Posting or emailing inappropriate, offensive or harassing messages will result in disciplinary action, including but not limited to suspension or permanent removal from the course. Likewise, please do not repeatedly send your teacher messages asking the same question or asking for exceptions to American School policies outlined in this document.

We value your privacy and safety. Access to your online courses is secure when you sign on through the American School Online Student Center. While we use your full name to identify you in your courses, we encourage you to avoid sharing any other identifying information (e.g., home address, personal photographs, ID numbers, etc.) when communicating with other students.

Response Times

The American School's regular business hours are Monday through Friday, 8:30 a.m. to 3:30 p.m. (Central Time). Any special holidays will be posted as an announcement (found in the Messages area of your Edmentum account), as well as on our blog and our Facebook page.

Although you may work in your course at any time, your teacher will review your messages and work only during business hours.

All emails (or messages sent within the Edmentum platform) and submissions are handled by your teacher in the order in which they are received.

Your teacher will reply to your emails within one (1) business day and grade your submitted work within three (3) business days. Depending on submission volume, your teacher may handle things faster than this, but please keep the policy timeline in mind when planning your study schedule. See the Course Grades section of this document for more information about options to work ahead while waiting for submissions to be handled.

In fairness to all American School students, requests/demands to have work or emails expedited and handled out of order are not appropriate and will be referred to the principal.

Course Grades

For reference, the American School grading scale is:

     93 to 100 - A
     85 to 92 - B
     76 to 84 - C
     65 to 75 - D
     Below 65 – not passing

All scored activities contribute to your course grade. However, lesson items, such as Mastery Tests, contribute less than unit summary activities such as Post Tests or Course/Unit Activities.

When working in your courses, you may work ahead while waiting for your teacher to handle any manually-graded assignments; however, we strongly recommend that you work through each course unit in order.

You must complete all items in the course, including those that do not count toward your course grade, unless you receive instructions to the contrary from your teacher or an American School administrator.

Your teacher(s) cannot change these settings/policies; plan your studies accordingly.

If your course lessons contains Tutorials and Mastery Tests:
- American School students are **required** to complete **all** Tutorials in a course. While Tutorials do not receive scores that count toward the course grade and course settings allow students to move past without starting or finishing them, students will be instructed to go back and complete any they do not finish or skip over, and the course will not be completed if any Tutorial items remain unfinished.

- Mastery Tests are automatically scored by the Edmentum platform. To achieve Mastered status, you need to receive a score of 80% or higher on the Mastery Test.

- If you receive less than 80%, the Mastery Test will automatically lock and you must go through the Tutorial again to unlock a new attempt.

- Mastery Tests MUST be completed once they are started - students cannot exit them and come back to finish them at a later time. **Students must ensure they are ready to complete all questions when they begin a Mastery Test**. Exiting a Mastery Test before completion will cause the Mastery Test to lock

- **After three (3) attempts, the Mastery Test will remain locked even if you go through the Tutorial again. If you have not achieved 80% or higher by your third attempt, your final Mastery Test score will revert to the highest score of all three attempts.**

- **Additional attempts on a Mastery Test will not be allowed after the third and final attempt.**

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Do not message your teacher to request any further attempts.

● For review purposes, you are able to go through the Tutorials as many times as you wish.

If your course contains Post Tests or Unit Exams:
● Post Tests/Unit Exams are automatically scored by the Edmentum platform, but your teacher will review your attempts.

● If you do not achieve 65% or higher on your first attempt, you will be allowed up to two additional attempts to earn a passing score. Your teacher has to manually reset the exam to allow a new attempt, so make sure you review your prior attempt before contacting your teacher to reset the exam.

● If you have remaining attempts available, a new attempt will not be allowed the same day as your prior attempt.

● Once you have earned a passing score (65% or higher) on a Post Test/Unit Exam, you will not be allowed additional attempts.

● **If you have not achieved 65% or higher on your third attempt, your final Post Test/Unit Exam score will revert to the highest score of all three attempts.**

● **Additional attempts on a Post Test/Unit Exam will not be allowed after you earn a passing score or complete your third and final attempt, whichever occurs first. Do not message your teacher to request any further attempts.**

If your course contains Course/Unit Activities:
● Course/Unit Activities are manually graded by your teacher.

● If you do not achieve 65% or higher on your first attempt, you will be allowed up to two additional attempts to earn a passing score.

● You may not submit an assignment more than once per day. Your instructor will not grade multiple attempts on the same assignment in one day.

● Once you have earned a passing score (65% or higher) on a Course/Unit Activity, you will not be allowed additional attempts.

● **Additional attempts on a Course/Unit Activity will not be allowed after you earn passing score, or complete your third and final attempt, whichever occurs first. Do not message your teacher to request any further attempts.**
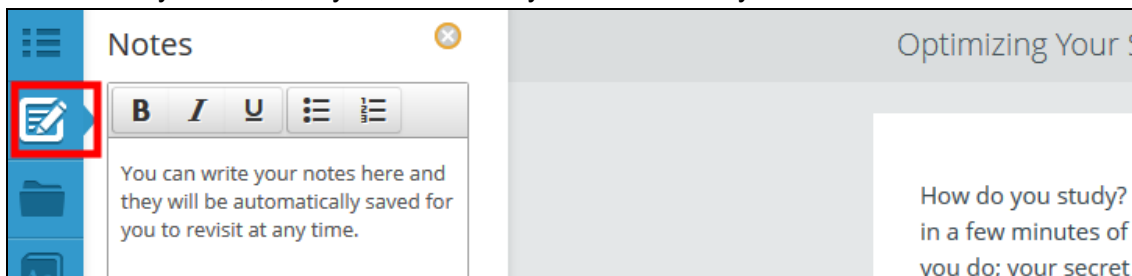
Learning Tools

You have access to a number of learning tools in your courses.

<u>Notes:</u>

- When working on a Tutorial or Activity, select the **Notes** icon on the left sidebar to expand a panel with a text box where you can take notes as you progress. Everything you type is automatically saved, and you can revisit your notes at any time.


- Your teacher cannot see these notes. Your teacher may sometimes require you to take notes and submit them for review. If you take notes with this feature that you want to share with your teacher, you can print a copy of your notes.

- You can access saved notes for all your courses from the course dashboard or your main account dashboard.
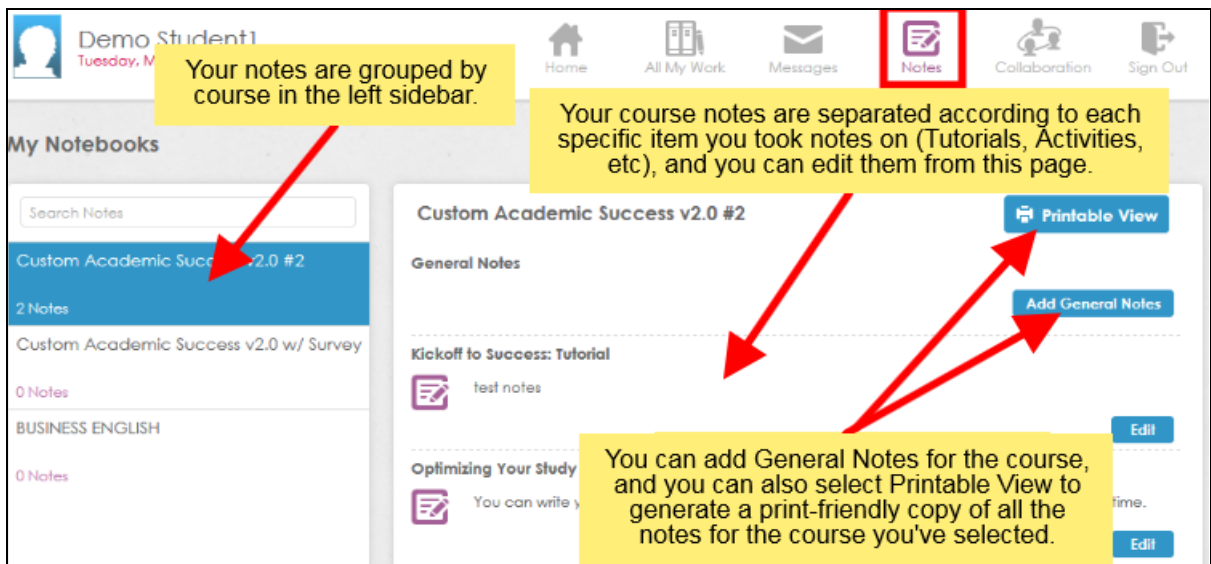
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Highlights:

● In Tutorials and Activities, select the **Highlighter** icon to expand a panel that allows you to highlight text using several different colors.
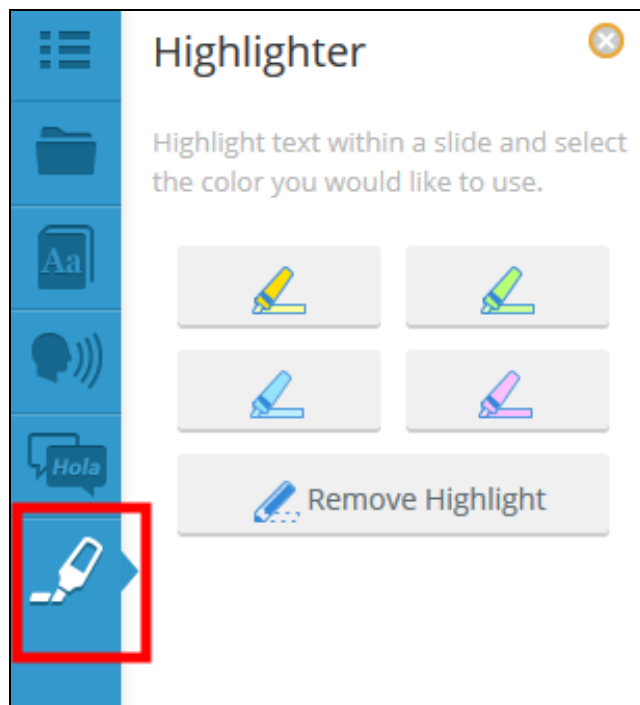
● Use your mouse/trackpad to select the text you wish to highlight, then select a Highlighter color from the panel. If you wish to change the Highlighter color or remove the Highlight, select the relevant text and click **Remove Highlight**.

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<u>Resources:</u>

- In some Tutorial and Activities, additional resources can be found in the Resources panel, which you can expand by clicking the file folder icon:
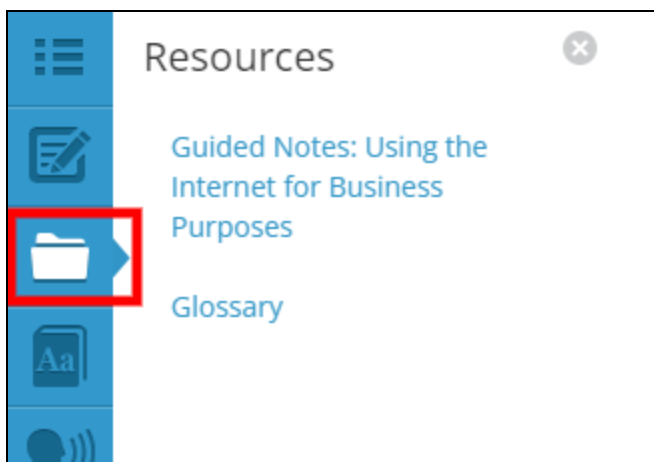
- Resources may include:
  - Guided Notes, which are fillable note templates that can help students better understand key concepts and improve their note-taking skills. These will be in PDF format, and in order to fill them in, students will need to download and save the PDF to their computer.
  - Extra Practice Worksheets
  - Excerpts or full-text of reading materials referenced in the Tutorial/Activity
  - Videos with helpful explanations
  - Glossary of relevant key terms

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Activity Completion

There are several types of items you may work with in your courses (each of these types may not be available in every course):
- Tutorials
- Course/Unit Activities
- Discussions
- Mastery Tests
- Post Tests/Unit Exams

Understanding how to submit each of these items properly will ensure that you do not lose any of your work. Instructions for submitting these items are detailed below.

Tutorials:

- When working through a Tutorial, you can save your progress and come back to the Tutorial later. If you need to stop working in the middle of a Tutorial, you must click **Save & Exit** at the top of the page.
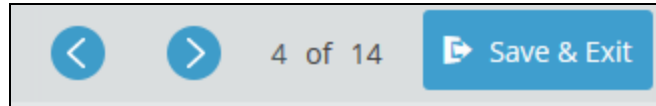
- If you do not click **Save & Exit** before logging out of your account or closing your browser, your progress will not be saved. The next time you access the Tutorial, you will have to start at the beginning.

- Some portions of a Tutorial may ask you to answer questions in text input boxes. After *each* text input box, you must click the **Submit** button in order to save the text you've entered.

Characters used: 0 / 15000

Submit

Part B
Compare yourself to that person. Do you imagine becoming like that person, or do you see yourself heading down some other path?

B I U x² x₂ | Font Sizes ▼ | A ▼ A ▼ ☰ ☰ ☰ ☰ ☰ ☰ 🖼 √ ⊞ ▼

Characters used: 0 / 15000

Submit

- You must click the Submit button for each text box before you will be able to move onto the next page of the Tutorial. **You will not be able to complete the full Tutorial if you do not submit answers to all provided questions.**

- Once you reach the end of the Tutorial, select the **Save & Exit** button to save and submit your completed Tutorial:

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Make sure you click the Save & Exit button to properly save and submit your completed Tutorial.

Congratulations!

You have completed the tutorial

Kickoff to Success.
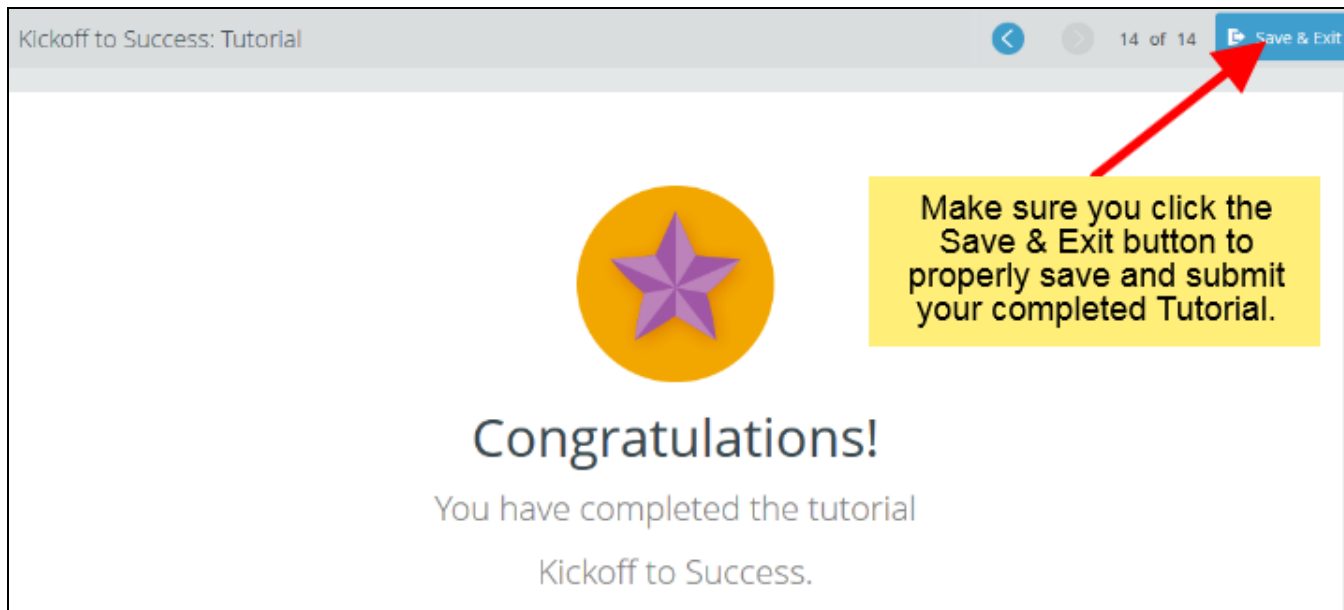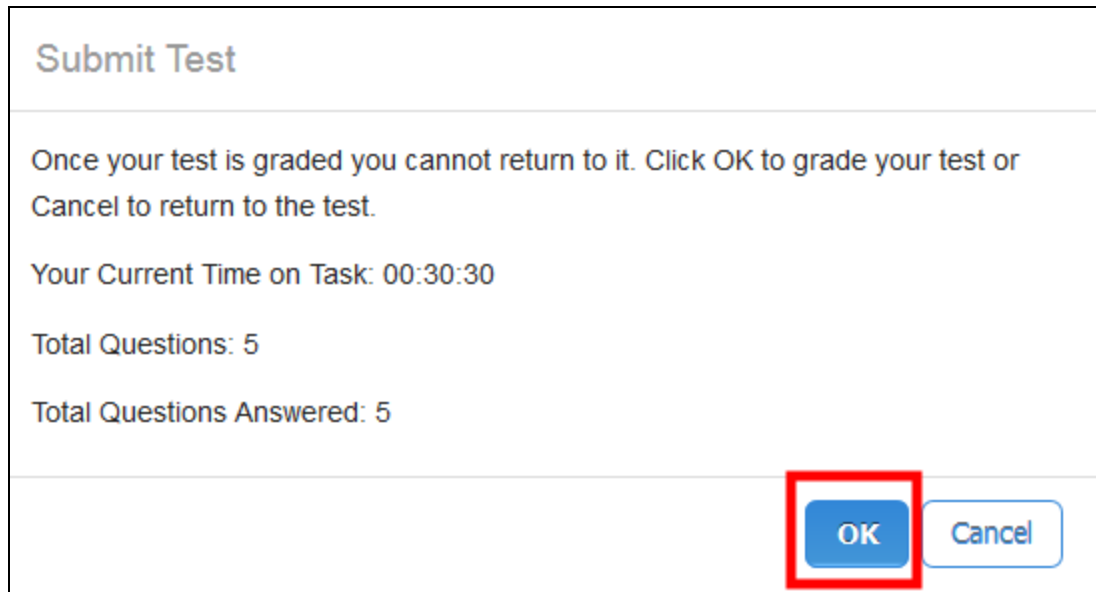
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Mastery Tests:

- Mastery Tests are brief assessments that ensure you have mastered the objectives of the Tutorial lesson. **Once you start a Mastery Test, you must complete it in one sitting; unlike Tutorials or Course/Unit Activities, Mastery Tests do not allow you to save your progress and return later**. Any progress will be lost if you close your browser or are logged out of your session before you complete the Mastery Test.

- While working through a Mastery Test, you can review previous answers and check that you have answered all questions:
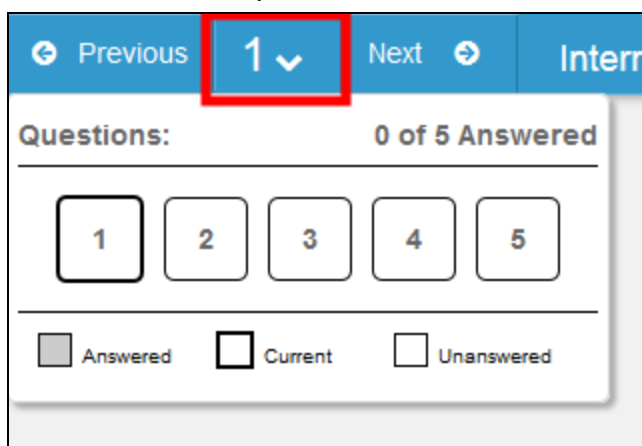
- On the left side at the top of the page, you will see Previous, Next, and the question number you are currently viewing. If you click the question number button, you will see a dropdown list of all available questions. Questions are marked as answered or unanswered. Use this feature to

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ensure that you have answered all questions before you submit your Mastery Test.

- When you have answered all questions and you are ready to submit the Mastery Test, a pop-up will ask you to confirm. If this does not show automatically, click **Submit Test** in the top, right corner of the page, which should prompt the confirmation pop-up.


- Select **OK** to submit your Mastery Test.

Course/Unit Activities:
- Course/Unit Activities allow you to save your progress if you need to stop working and come back to the activity later. As with Tutorials, you must select **Save & Exit** at the top of the page to ensure your progress is properly saved.

- Once you reach the end of the activity, you will be instructed to finalize your assignment and submit it for grading. To do this, select the **Graded Activity** icon from the left menu sidebar:
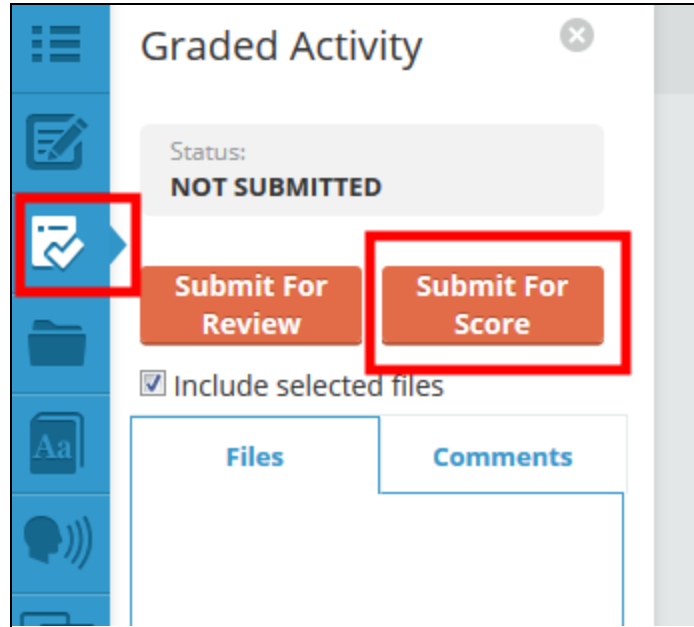
- The Graded Activity panel will expand, where you can then select **Submit For Score**. <u>Do not select the **Submit For Review** button unless you have been specifically instructed to do so by your teacher</u>.

- There may be some Activities that include specific instructions regarding a file you are expected to upload in connection to the Activity you've worked on. Please note, you have the ability to upload a file to be submitted along with the activity. To do so, use the following instructions:
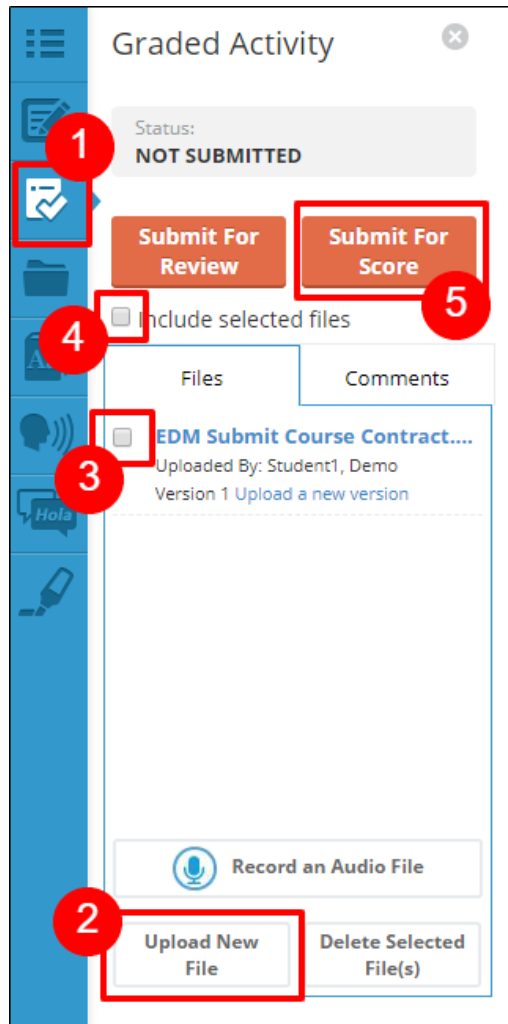
- Select the Graded Activity icon in your Unit/Course Activity menu (#1 in image above)
- Select **Upload New File**, which will allow you to select the necessary file(s) from your computer (#2 in image above)
- Click the checkbox for the relevant file(s) you have uploaded (#3 in image above)
- Click the checkbox to include the selected file(s) (#4 in image above)
- Select **Submit For Score** (#5 in image above)

- Once you click **Submit For Score**, you will see a confirmation pop-up that will allow you to enter any additional comments you wish to send to your teacher.

- If you realize after submission that you made a mistake with your work or forgot to include a relevant file, the Graded Activity panel provides the option for you to undo your submission:

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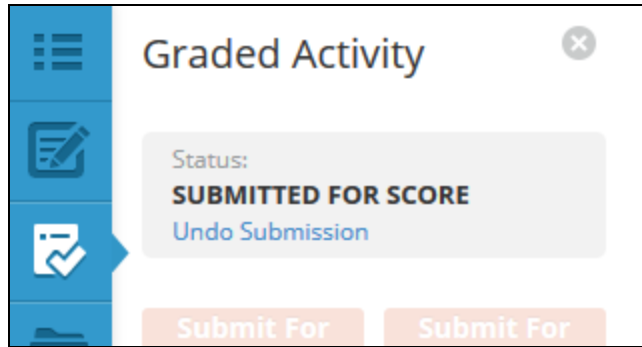
If you click **Undo Submission**, a confirmation pop-up will appear with an optional text box you can use to send a note to your teacher. (You may wish to provide a short explanation of why you needed to undo your initial submission in the event that you are not able to fix any mistakes and resubmit immediately.) Once undone, you can make any changes necessary to the Activity itself and/or with any uploaded file(s), and resubmit when finished.

● Be sure to select the **Save & Exit** button at the top of the page once you have submitted your Graded Activity.

● Once you have submitted a Graded Activity, it is important that you do not re-enter the activity. **If you re-enter that assignment before it has been graded by your teacher, this will alter the timestamp for your submission.**

  For example: if you submit a Course Activity/Unit Activity/Discussion assignment on Thursday, 09-02-2021, and then, before it is graded by your teacher, re-enter that assignment on Friday 09-03-2021, the timestamp for that submission will change to Friday, 09-03-2021, which pushes it further down in your teacher's queue of work to be handled. **Even if you do not make any changes, simply opening the assignment will alter your submission timestamp**.

  When your work is graded, you will receive an Alert in your Messages Inbox to let you know it has been handled. For more about Alerts, see the [Feedback](#) section of this document.
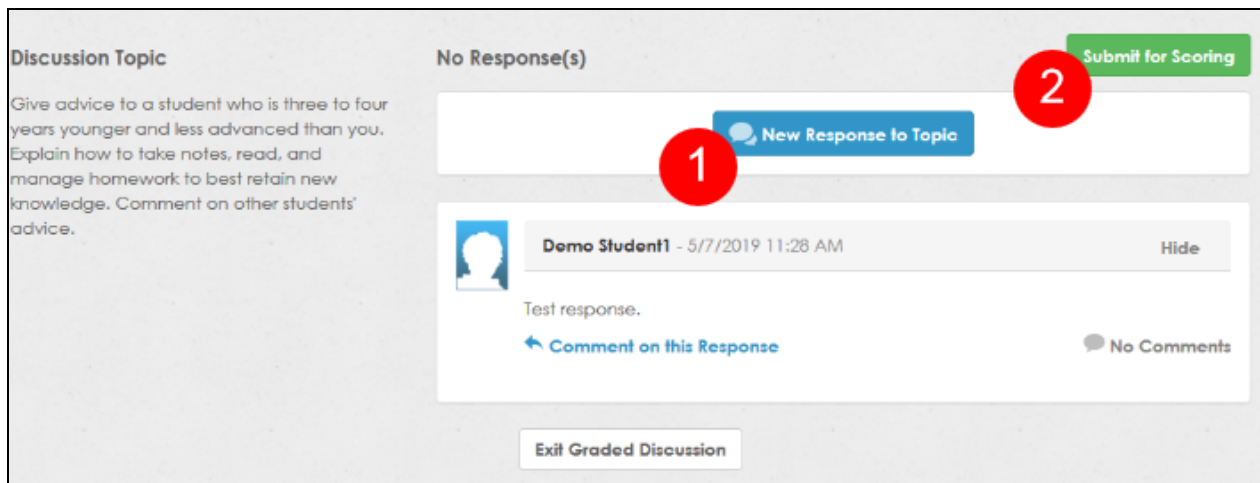
● If a submission does go beyond three (3) business days without being handled by your teacher, please contact americanschoolonline@americanschool.org so that we can address the matter.
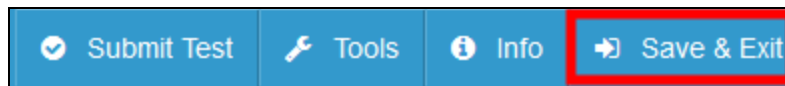
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Graded Discussions:

- When you enter a Graded Discussion, the discussion prompt will appear on the left. Replies to the prompt will appear on the right.

- While you have the ability to post comments on responses other students have made to the original discussion topic, **you must post a New Response of your own to the presented topic to receive credit**. To do this, click **New Response to Topic** (#1 in image above).

- When you have posted your response, you must click **Submit for Scoring** (#2 in image above) in order for your post to be properly submitted for grading by your teacher.

- You are welcome to write courteous, constructive comments on other students' responses, but these comments will not be graded.

Post Tests/Unit Exams:

- Post Tests/Unit Exams operate similarly to Mastery Tests. You can select the question number button at the top of the page on the left side, review your previous answers, and ensure that you have answered all available questions.

- Post Tests/Unit Exams **do** allow you to save your progress and return later to pick up where you left off. If you need to stop working while taking a Post Test/Unit Exam, click **Save & Exit**:
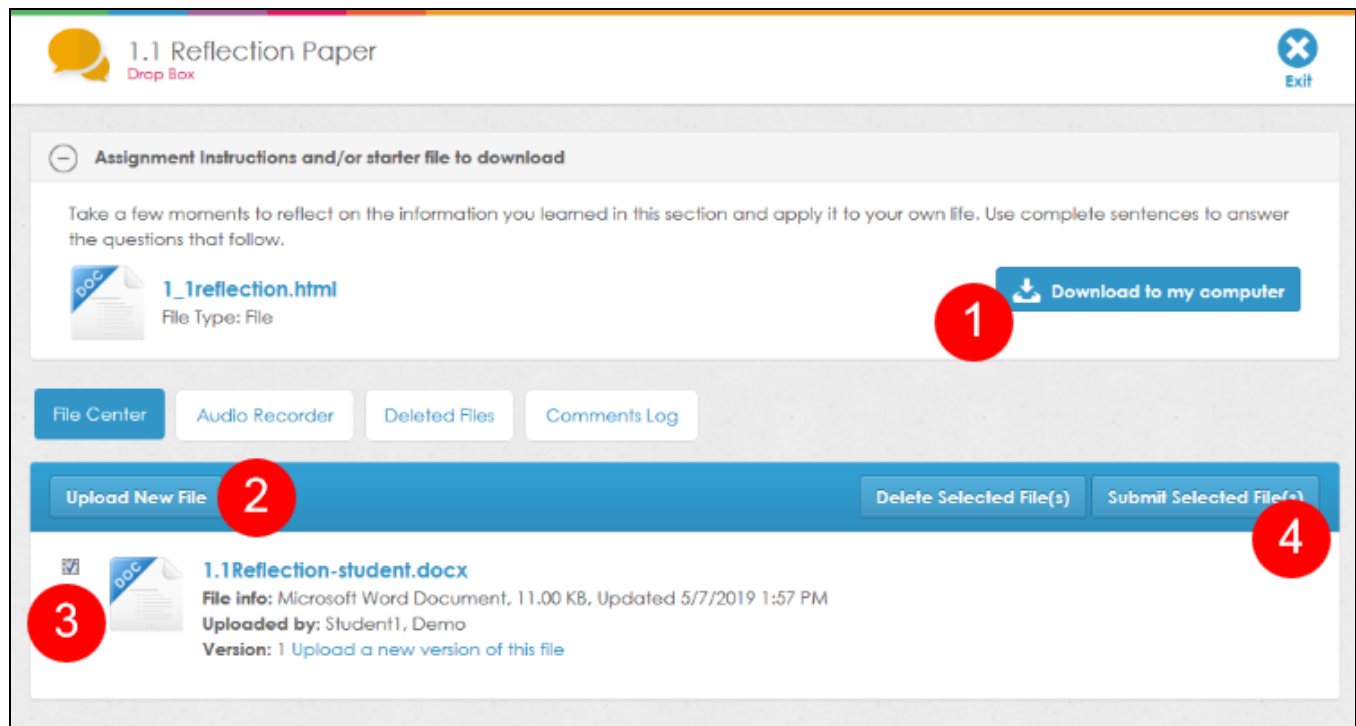

- When you are finished with the Post Test/Unit Exam, make sure that you click **Submit Test**.

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Drop Box Assignments:

- Some assignments may utilize a Digital Drop Box:

- Assignment instructions will be provided at the top - these may include a starter file that you should download (#1 in image above).

- When you have completed the assignment, you should upload your file(s) into the File Center. Click **Upload New File** (#2 in image above) and follow the prompts to select the relevant file(s) from your computer. Once uploaded, they will appear in the File Center with a checkbox beside each file (#3 in image above).

- **You must select the checkbox(es) for the file(s) you intend to submit**. After you select the checkbox(es), the **Submit Selected Files** button will become available for you to click and submit your files (#4 in image above).

- Once you click **Submit Selected File**, a confirmation pop-up will appear:

- Make sure you click on the **Submit for Scoring** option. Do not select the **Submit for Review** option unless you have been specifically instructed to do so by your teacher. If you wish, you may include comments for your teacher in the provided text entry box. Then select **Submit File(s)**.

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Feedback

Your teacher will leave feedback on your graded assignments.You can access your feedback from the Alerts in your Messages Inbox or on the individual assignment.

Alerts

In your **Messages** Inbox, you will receive **Alerts** whenever an item has been handled by your teacher.

Alerts show in your Inbox with a bell icon. Selecting an alert will show the details on the right side of the page about the assignment and the score you received. Clicking on the 'View Grade' button will open the assignment where you can view your teacher's feedback.

Graded Assignments

On your Edmentum Home page, find your course and click the course tile to load the course Learning Path page with all your course activities. Find the assignment in question and click to enter the assignment.

For **Drop Box Assignments**:
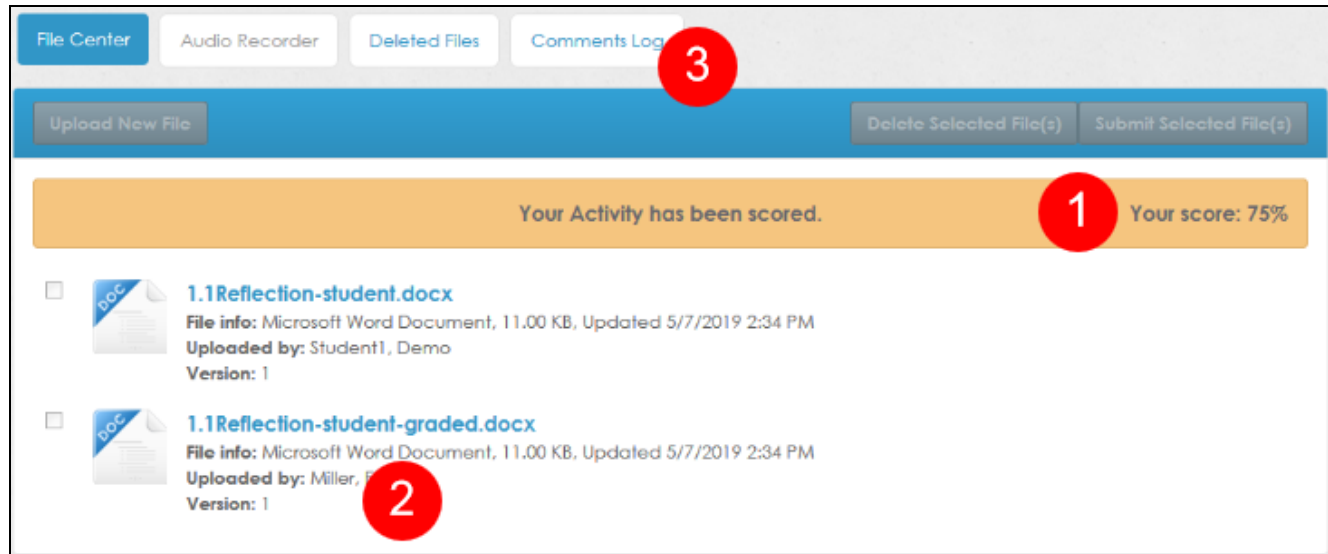
Upon entering your graded Drop Box Assignment, you can see your score in the File Center area (#1 in image above). If your teacher has uploaded a feedback file for you, it will be listed in the File Center; click the filename to download it and review (#2 in image above).

In some cases, instead of a separate feedback file, your teacher may simply leave feedback for you using the Comments Log. Click the **Comments Log** button (#3 in image above) to check for any such feedback.

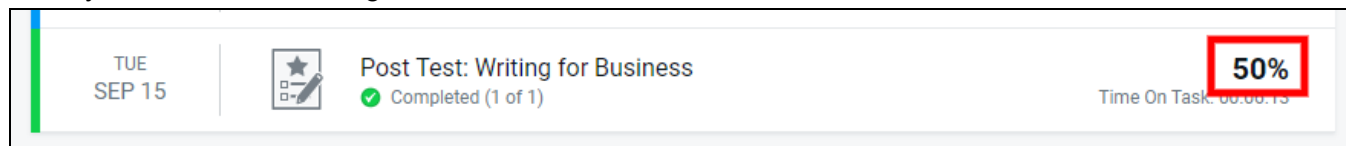back to top

For **Course/Unit Activities**:
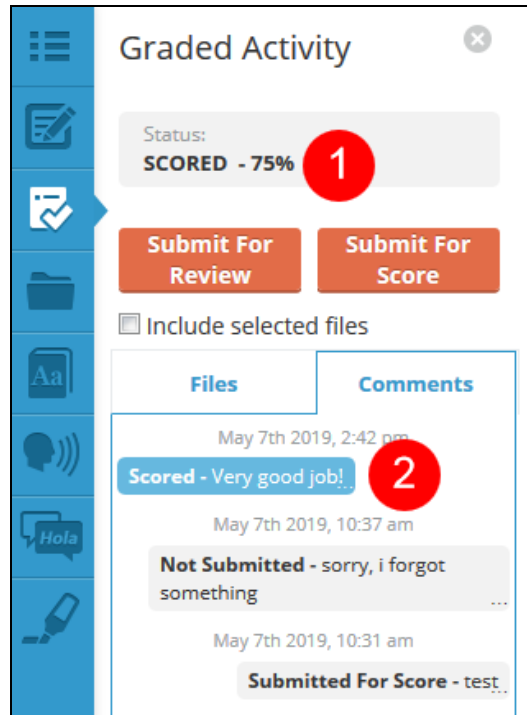
When you open your graded Course/Unit Activity, the Graded Activity panel should already be expanded. Your score will show at the top (#1 in image above). Your teacher's feedback will show below (#2 in image above), highlighted in blue.

For **Post Tests/Unit Exams**:

On your Edmentum Home page, find your course and select **All Activities** to load the course Learning Path page with all your course activities. Find the Post Test/Unit Exam in question and you will see the score you received on the right side of the screen.

Click to view more details about your most recent attempt:

Post Test: Writing for Business

Target Date: Tuesday, September 15, 2020   **Total Time On Task:** 00:06:20

Post Test: Writing for Business
Completed on: Friday, Aug 16, 2019, 01:14PM

1 50% (10/20)

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Module	Score
What Is Business Writing?	20% (1/5)
Audience and Purpose in Business Writing	80% (4/5)
Researching for Business Writing	40% (2/5)
Writing a Business Message	60% (3/5)

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On the Post Test details page, you can see how many questions you answered correctly (#1 in image above), along with a breakdown of how well you did on each topic area covered on the Post Test (#2 in image above).

To review your entire Post Test, select the blue paper and magnifying glass icon (#3 in image above) to review your submitted test answers. You can go through each question and see which ones you answered correctly or incorrectly. Please note that incorrect items will not show the correct answer..

If you wish to focus on the questions you answered incorrectly, click the current question number to view the dropdown menu showing all questions.

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Questions you have answered correctly will be highlighted in green; those you have answered incorrectly will be highlighted in red. Any unanswered questions will have a white background.

Any teacher feedback for your Post Tests/Unit Exams will be sent to you via the **Messages** feature.

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For **Graded Discussions**:

When you enter your graded Discussion, you will see your score at the top.

Your teacher will leave a comment on your response, which you can view by selecting **Show/Hide Comments**. Your teacher's comments will appear directly below your original response.

Your teacher may also send you additional feedback on your Graded Discussion via the **Messages** feature.

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Communication

Identifying Your Teacher(s):

To find the teacher(s) assigned to any course, go to that course in your Edmentum account and click the View Section Details link at the top of the screen to launch the Course Details pop-up. All teachers will be listed there.
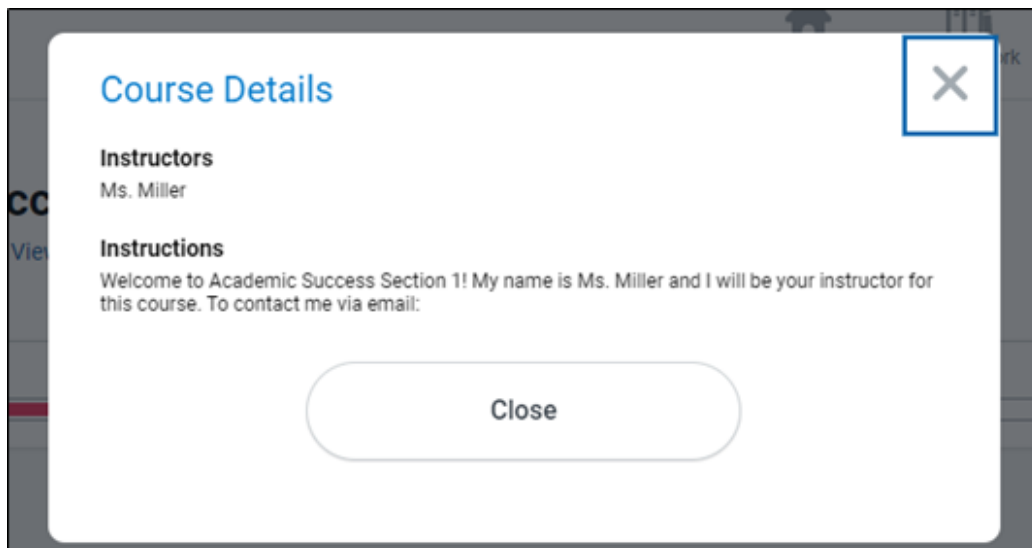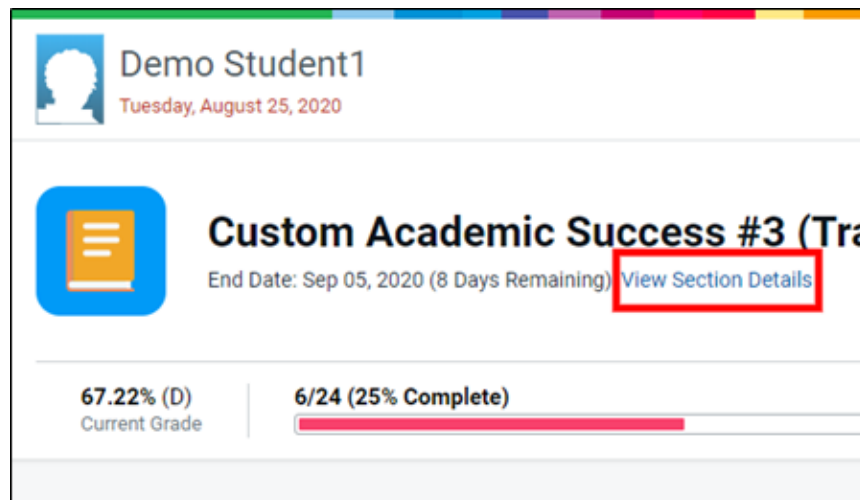
Normally, only one teacher will be assigned to a course, but occasionally another teacher may be added if the primary instructor is out of the office.

Contacting Your Teacher(s):

You may contact your teacher by sending a message through the **Messages** feature. From the main account navigation menu at the top of your screen, select the **Messages** button.

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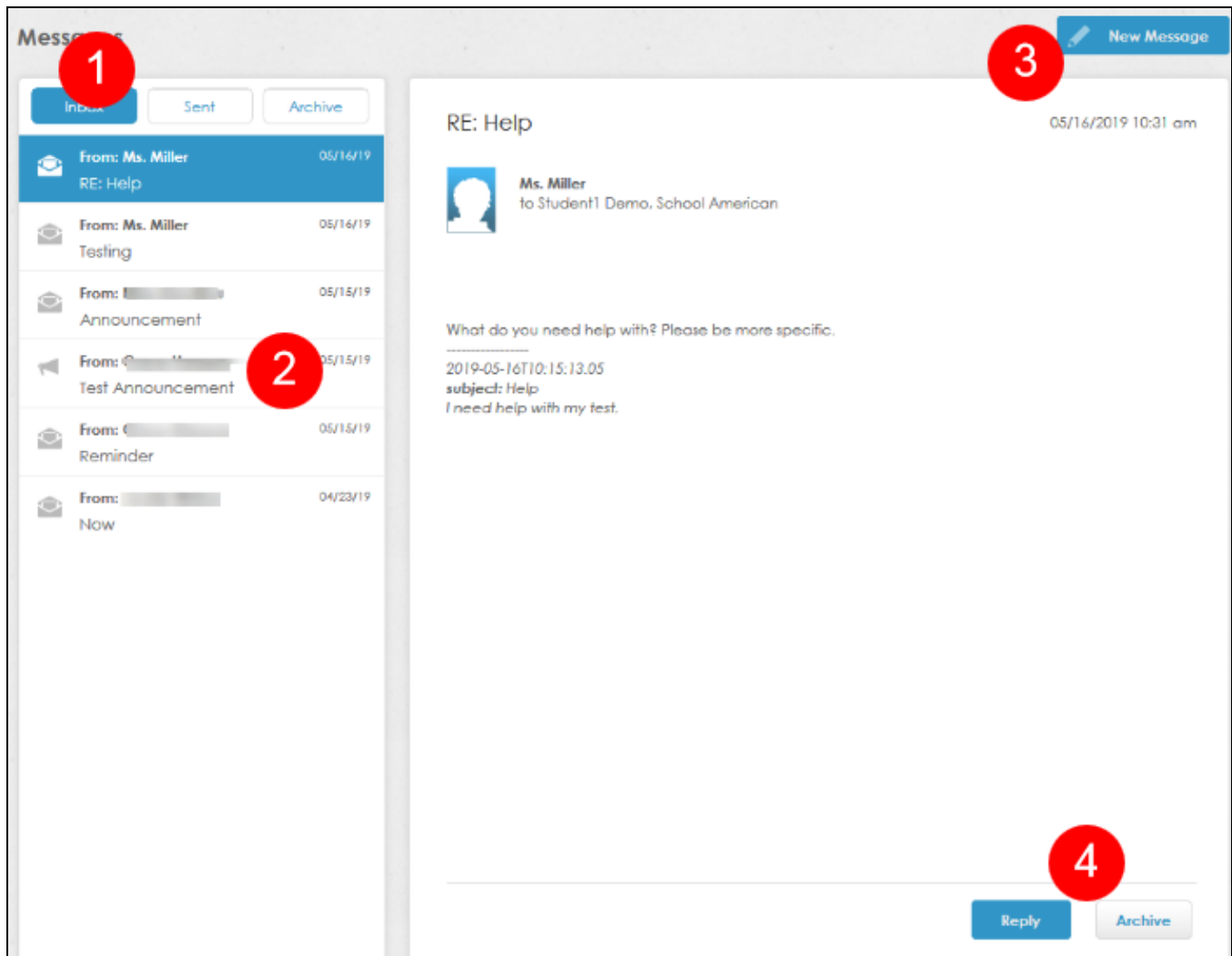
Your Inbox will show you any messages sent to you by your teacher(s), with the most recent at the top. You can navigate between your **Inbox**, your **Sent** messages, and messages you have moved to the **Archive** using the three buttons at the top left side of the Messages area (#1 in image above).

If your teacher(s) or an administrator have posted any **Announcements**, you will also see those in your Inbox. Announcements will be indicated by a megaphone icon (#2 in image above).

To compose a message to your teacher(s), select the **New Message** button (#3 in image above), and a Create New Message box will appear. When you click on the **To:** field, you can select the teacher you wish to contact from a dropdown menu. Then you can enter a message Subject and compose your

message in the main text entry field.

If you need to respond to your teacher's message, use the **Reply** feature (#4 in image above) rather than starting a new message thread. After reading a message, you may **Archive** it to keep your Inbox less cluttered.

Keep in mind the Response Times addressed earlier in this document.

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## Course Completion and Pacing

You must successfully complete all required activities within your enrollment period and achieve an overall course grade of 65% or higher to receive credit for this course. Any grades below 65% are failing. If your course grade is below 65%, your only option to receive credit for the course will be to re-enroll at full cost and start over.

Course End Date:

PLEASE NOTE: Access to your course will **end** on the date specified in your welcome email; your last day of course access is the previous day. For example, if your enrollment period ends on April 15, the last day you may submit work is April 14. We strongly discourage waiting until the last minute to submit work. American School is not responsible for any technical issues due to differences in time zones and/or Edmentum system maintenance.

Your course end date is visible throughout your Edmentum account.

On your Home dashboard, any course you are enrolled in will show an End Date on the course tile (red box in the image below):
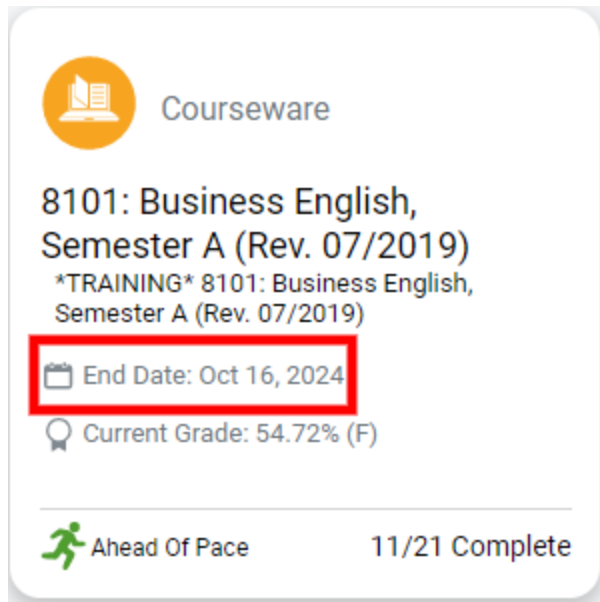
On your specific course's Learning Path page, you can see your course end date underneath the course title:
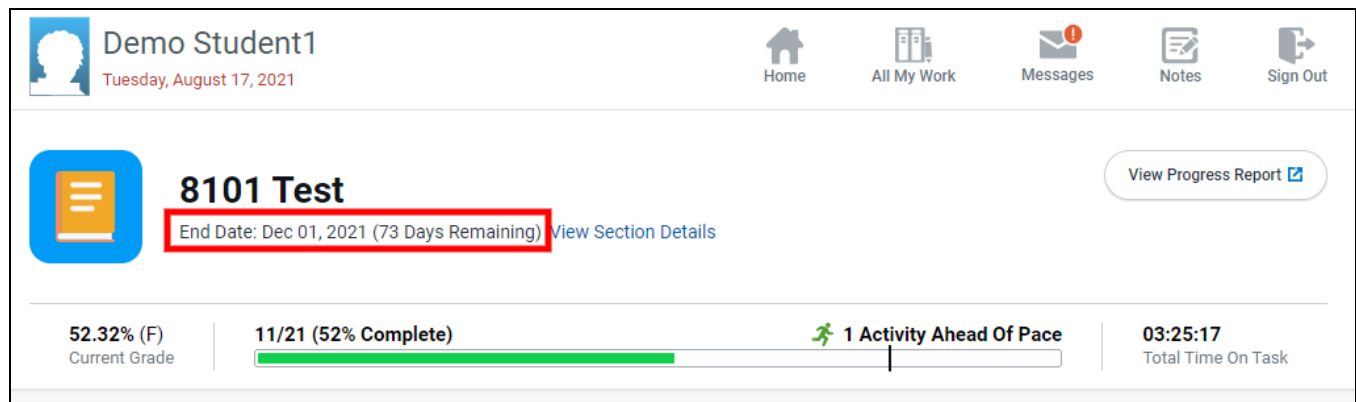
Pacing Status:

Each course will display a Pacing Status bar visible on your Home page, the All My Work page, and your specific course's Learning Path page (as depicted in the images above) that show an overview of your current progress in the course.

Based on the start and end date of your enrollment and the amount of work you have completed thus far, Edmentum's system determines your current Pacing Status using one of the following categories:

- **Ahead of Pace** (dark green)
- **On Pace** (light green)
- **Slightly Off Pace** (orange)
- **Off Pace** (red)

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This means that Edmentum's system has determined that if you continue to work at the same rate as you have been, you are either Ahead of, On, Slightly Off, or Off Pace to finish all remaining work by your course end date. If your rate of work changes, your Pacing Status may adjust accordingly.

Target Dates:

When you are on a specific course's Learning Path page, you will notice Target Dates on the left side of each item when you expand each unit:

These Target Dates are automatically generated to provide a recommended schedule by averaging days between your course start date and end date.

While dates will show in red if they have not been completed by the suggested Target Date, **American School does not penalize students if any items are overdue or completed after the Target Date, as long as all required work is finished by the course end date**.

Non-American School Deadlines:

While we realize that a student's local high school or another external factor may impose an earlier deadline for course completion than American School does, we cannot change our policies or procedures to give preferential treatment under any circumstances.

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If and when a student needs to finish a course before the American School deadline, it is that student's responsibility to plan and pace themselves according to that earlier deadline.

Remember to consider potential [Response Times](#) when scheduling your work.

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Final Exam

If you are taking this course for credit at your local school, your school may require you to take a final exam when you finish your coursework. If this is the case, your course welcome email will state that you are required to take a final, and you should make arrangements to take this exam at your local school after completing your required coursework. Your school will decide whether you will take the online version of the final that exists inside your course, or a paper version that they can request from us.

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Honor System

Although you may study with others, any work that you submit for grading must be your own. You may not represent someone else's work as your own. Students who do so should expect disciplinary action. Repeated violations may result in invalidation of grades and/or dismissal from the American School. You must agree to follow guidelines for academic integrity detailed in the American School Student Handbook (which can be found on our [website](#) under the Students menu dropdown).

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Course Access

If you are unable to access your coursework, or if you have other questions about your Edmentum user account, please contact the Online Learning Coordinator via email at americanschoolonline@americanschool.org or by phone at 708-418-2181. Be sure to include your name, student number, and course title(s) in your email.

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