GradeResults

ProvenContent • OnlineInstructors • Live 24/7

The mission of Grade Results is to improve student learning outcomes by providing high-quality, empowering, and enriching online learning experiences that are responsive to each student's individual needs.

Student Guide

2014-2015 School Year

www.graderesults.com

Support Available 24/7

Student Username: _____

Student Password: _____

Welcome to Grade Results!

Grade Results is an online provider of courses with instructional support by a live instructor. Support is available 7 days a week, 24 hours a day. The courses assigned and system setup functions are based upon your school's specifications and your plan of study. Please review this guide to understand how to use Grade Results.

Thank you and best of luck working on the course(s) activities and the successful completion of your course(s).

Technical Requirements

Hardware

Memory/ Disk Space: The application is viewed in a web browser, so no additional RAM or disk space is required, beyond that required by the browser.

Software

Operating Systems:
- **Windows 7/8, VISTA, Windows XP**
- **Apple:** Macintosh OS X

Browsers
- **Windows:** IE 8 or above, Mozilla/Firefox 10 or higher
  Windows XP does not support IE beyond version 8, so XP users should use Chrome or Firefox.
- **Apple:** Safari 1.x or higher, Firefox
- **Google Chrome**

Mobile Devices
- Content has been tested with iPads, iPhones, and smart phones/tablets running Android 4 or better.
- Viewing content on most smart phones and tablets is supported. No" App" is required.
- Content can be viewed with most mobile-device web browsers.
- Android 4 or higher operating system.

Programs or Apps Required for the Whiteboard Interface
(Please download the appropriate file or App according to the type of device.)

- **Desktop:**   WIZIQ   http://www.wiziq.com/desktop/
              _OR_
              Adobe Flash plug in installed in the browser (Free download at www.adobe.com)

- **iPad and tablet:** WIZIQ   http://www.wiziq.com/mobile/

- **iPhone:**   Puffin web browser - Available on iTunes. Puffin App
              (Puffin web browser is needed for the whiteboard.) www.puffinbrowser.com

Student Agreement

The agreement includes guidelines for Internet Safety, Acceptable use of Grade Results and Technology, Academic Integrity, Network Etiquette, and How to Report Offenses.
(This file is downloaded from the student homepage.)

Internet Safety for Grade Results Students

We want you to get the most from your learning experience and to enjoy the online learning environment. To do this, you also need to be aware of what is expected of you so that you can get the most from this experience. Internet access is required for students taking courses with Grade Results, and access must be used in a responsible, safe, ethical, and legal manner. While Grade Results understands that some internet sites contain illegal, defamatory, inaccurate, or offensive information, it is the responsibility of the user to use critical thinking skills to determine the validity, accuracy, and suitableness of the content for educational purposes.

Acceptable Use Policy for Grade Results

The completion of this lesson and the online agreement indicates that you have read the rules carefully and understand their significance.

The purpose of this Acceptable Use Policy is to set forth policies and guidelines for access to Grade Results Inc.'s online learning system. The online learning system (OLS) is defined as any electronic device or network accessible technology used to communicate or convey audio, text, or visual messages. In addition, this policy includes guidelines for acceptable and safe use of computer hardware, computer software and related access to the Grade Results site and to the Internet. Grade Results Inc. uses the Internet as a teaching and learning tool. We see the Internet and technology as a valuable resource, but acknowledge they must be used responsibly. Since any information on the network can be viewed by others at all times, general school rules for behavior and communications apply.

Student Internet Safety and Acceptable Use of Technology

Grade Results Inc. has developed the following guidelines for student Internet safety and acceptable use of technology:
- Posting anonymous messages is not permitted unless authorized by the teacher of the online course.
- Impersonating another person is also strictly prohibited.
- Inappropriate behavior including insults or attacks of any kind against another person, use of obscene, degrading, or profane language, harassment (continually posting unwelcome messages to another person), or posting material that is obscene or defamatory or which is intended to annoy, harass, bully, or intimidate another person will not be tolerated. All sessions are monitored and recorded for the safety of the students and instructors, any threats, or inappropriate behaviors will be reported to the instructor/facilitator and the school.
- Use only your own user name and password, but do not share these with anyone.
- Do not interfere with other users' ability to access Grade Results or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not upload or post any software that is not specifically required and approved for your assignments.
- E-mail transmitted via Grade Results instructional computing resources is not private and may be monitored.
- Any intimidating or upsetting material should be reported to a teacher or submitted to the Grade Results Inc. staff immediately.
- Academic integrity and netiquette policies should be followed at all times.

Academic Integrity

Academic Integrity at Grade Results means that students submit only their own original thoughts and work on all assignments at all times. The most common types of academic dishonesty include cheating, copying part or all of an assignment from another source (both from other students & from other sources), and failing to appropriately cite sources used during research.

When students fail to have academic integrity in all their submissions, they are plagiarizing their work. The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as one's own original work. Specific examples of plagiarism that will not be tolerated are:

- Cheating in its various forms, whether copying another student's work, allowing your own work to be copied, using unauthorized aids on an assignment, essay, quiz, or test, having someone else complete an assignment, essay, quiz, or test for you, or submitting as your own another person's work.
- Plagiarizing (e.g., presenting as your own the words or ideas of another person), including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on similar order of sentences while altering a few words or word order.
- Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission.
- Plagiarism will be reported to your school. School administration will decide what action should be taken.

Network Etiquette

Grade Results expects parents and students to follow the rules of network etiquette, or "netiquette." The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards.
- Avoid sarcasm, jargon, and slang. Use of profanity is unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Don't shout! Writing in all caps is considered SHOUTING. A word or two here and there to emphasize a point may occasionally be acceptable, but avoid sending messages in all capital letters.
- Proper grammar and usage should be used in all academic assignments.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.

Reporting Offenses

In order to protect yourself there are several steps you should take if someone offends you online or if content used is inappropriate.
- Do not respond to the person.
- Save the offensive post by taking a screen shot or copying it.
- Report it to school authorities and Grade Results staff if it involves anything found on the Grade Results website, forums, or lessons.
- You can make a report by sending an email to reportingissues@graderesults.com

GradeResults
Live Instructors - Real Results

Login Instructions

Go to Grade Results website: **www.graderesults.com**

Login Steps

1. **Enter your Username**
2. **Enter your Password**
3. **Click "Login"**

Product Videos

- Student Overview K-12
- Student Overview College
- Intro to Writing Lab
- Whiteboard Overview
- Sample Live Sessions

IMPORTANT - - Remember your user name and password are CASE SENSTIVE.

Homepage Overview

After you login, all courses your child is enrolled in are displayed under **My Progress**.

This provides a snapshot of your child's academic progress by course.

The course completion mastery % is displayed. The percentage is determined by your child's school. In this example; 70% or above is considered a passing score.

The following percentages are provided for each course:
- Percent Completed
- Percent Scored

The *Student Agreement* document (Includes guidelines for Internet Safety, Acceptable use of Grade Results and Technology, Academic Integrity, Network Etiquette, and How to Report Offenses

Dashboard Shows Percent Completed and Score for Courses

Toolbar provides navigation to:
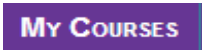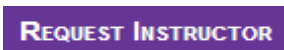
- Home
- My Courses
- My Activities
- Request Instructor
- My Messages and Announcements

Menu bar includes these selections:

- My ILP
- Avatar
- My Profile
- My Usage
- Pacing Guides
- My Messages
- Change Password
- Logout

Homepage
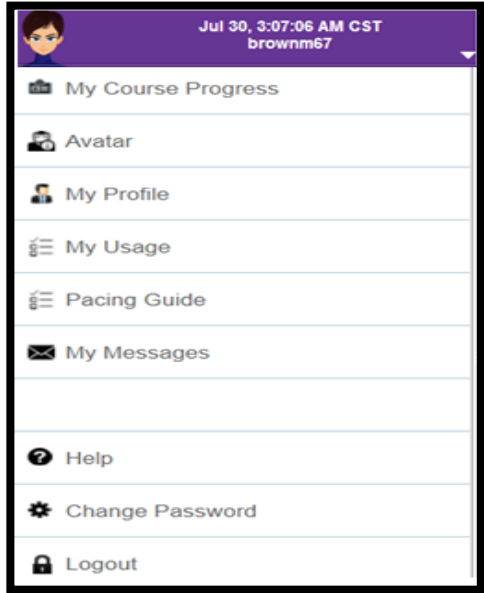
Description/Function of the Icons and Hyperlinks on the Toolbar

Title	Icon /Hyperlink	Description / Function
Home		This tab will take go back to the homepage.
My Courses	MY COURSES	This tab will go to the courses.
My Activities	MY ACTIVITIES	This tab will go to My Test Scores, My Submissions or My Forum. (These are optional components depending on school implementation and courses.
Request Instructor	REQUEST INSTRUCTOR	This tab will go to the whiteboard where a live instructor will provide instructional support.
My Messages		This tab will go to My Messages. Messages will be sent from Grade Results instructors or classroom teachers. Messages can also be sent to Grade Results.
Announcements	i	This tab will go to My Announcement. Occasionally your school or Grade Results will send special announcements or important information.
Calendar		This tab will go to the Calendar. **This is an optional feature.** If the school has implemented this feature, the calendar will include course actives to provide assistance for the successful completion of the course lessons and other assignments.

Homepage

Description of the Selections on the Menu Bar

(This is a drop down selection menu found on the right side of the homepage)

Menu Selection	Title	Activity
Jul 30, 3:07:06 AM CST brownm67 My Course Progress Avatar My Profile My Usage Pacing Guide My Messages Help Change Password Logout	**My Course Progress**	Displays course completion by lesson and scores
	Avatar	A personalized Avatar can be created. The avatar will deliver messages about lesson resets and performance information
	My Profile	Displays course information and system setup functions.
	My Usage	Displays the amount of time spent working in courses.
	Pacing Guide	Displays course pacing guides.
	My Messages	This will provide the capability to receive and send messages.
	Help	This section provides an overview of the system and helpful information.
	Change Password	The password can be changed.
	Logout	This will log user out of the system.

My Courses

Courses include content and materials that have been aligned to the state standards specified by your State Department of Education. Course activities are listed in sequential order. They are displayed in a course tree, on the drop down menu.

Click on the "**My Course"** hyperlink on the toolbar.

- Courses are listed in alphabetical order by subject.
- Click the "**Start button"** to begin a course.
- After a course has been started, click the **"Continue button"**
- **The course tree lists all course lessons with a status symbol and the score**

Courses include the Following Activities:

- **Introduction**

- **Course Pretest**

- **Lessons:**
  - → Introduction
  - → Objective of Lesson
  - → Vocabulary Words Introduced in the Lesson
  - → Lesson Pretest (2 MCQ's questions)
  - → Lesson Content; videos, interactives
  - → Summary
  - → Lesson Posttest or Unit Test (5 MCQ's and 2 OEQ's - constructed response)
  - → Projects(Optional activity)
  - → Forum (Optional activity)

- **Course Posttest**

My Courses - Course Navigation

Course completion % and score % bar is at the top of the page.

This is the same information found on the homepage dashboard.

- The score is calculated based upon district/school defined grade weightages for the average lesson score, average project score, and the posttest score.

- As the course is successfully completed, both the completion and score % will increase.
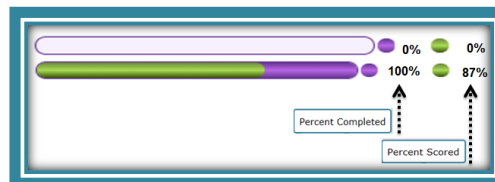
Instructional Tools:

- **Calculator** link that will go to three calculators: Normal, Scientific and Graphing

- **Add Notes to the Lesson**

- **Print Lesson Notes**

- **Read to and text highlighter**
  - Reading Speed can be adjusted to slow, moderate or fast

  - Languages include English, Spanish or French
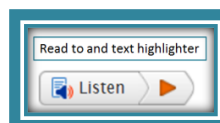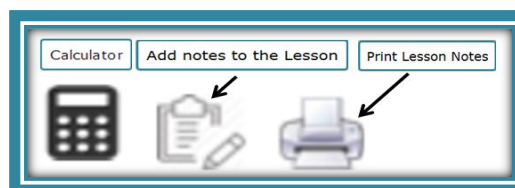
Lesson Navigation:

- Go to previous lesson page
- Go to the next lesson page
- Close
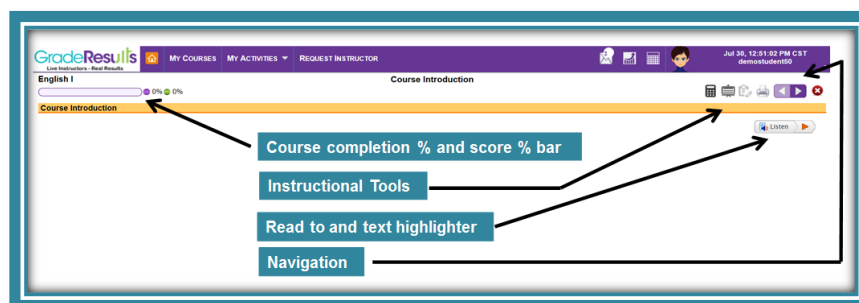
Lesson Notes

- Information can be entered in the lesson notes pop-up widow, and can then be printed.
- Information can be typed or copied and pasted in the Lesson Notes window.

My Courses - Course Navigation

The Steps to Use the Lesson Notes

1. Click the Lesson Notes Activity Button
2. Enter the information in the pop-up window.

3. Click: "Save"
4. Click: Print."
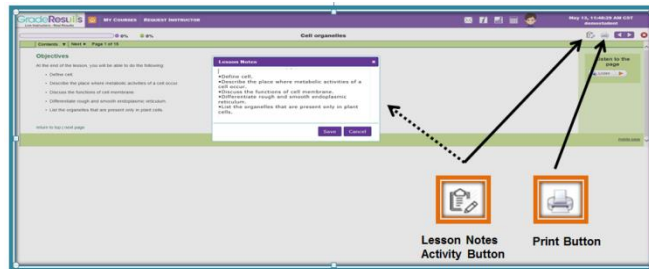
Incorporation of **Read To and Text Highlighter** (bimodal presentation)

- The text is read so students will hear the lesson content.
  (This is great for auditory learners, and learners who struggle with reading.)

- The words (and or sentences) are highlighted at the same time, such as when using text-to speech software with integrated highlighting.
  (This is great for visual learners who struggle with reading.)

The vascular bundles contain xylem and phloem. The xylem conducts water and the phloem conducts food. The vascular bundles are arranged in the form of a broken ring.

- Text can be read in English, Spanish or French.
- When the language is changed, the text also changes to the selected language.
- Reading speed can be selected for slow, moderate or fast reader.

How to use the Read To and Text Highlighter

- To start the Read To and Text Highlighter, click the "Listen button."
- To pause, stop or close, click the appropriate button.
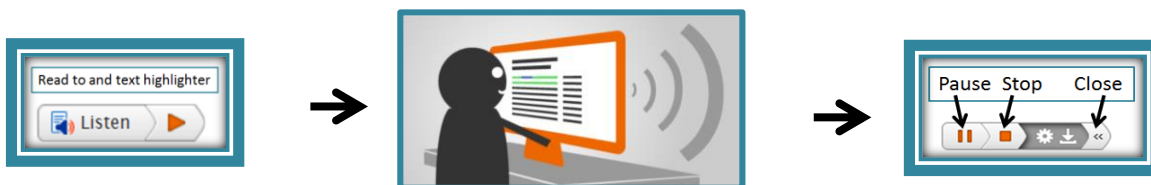
- Reading speed can be adjusted to slow, moderate or fast
- Languages include English, Spanish or French (Text is also changed to selected language)
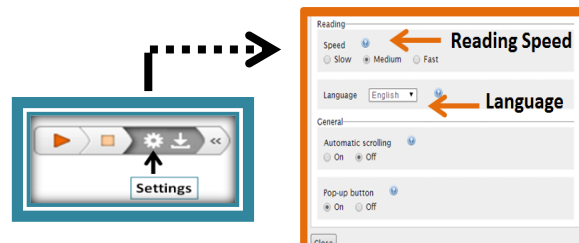
The Steps:
1. Click: "Listen" and the selection box will appear.
2. Click the "wheel" for the pop up Settings window.
3. Scroll down to the Reading section
4. Select desired option.

My Courses - Course Pretest

- Before the pretest begins, an overview is provided. All standards, with the number of test items per standard, are displayed
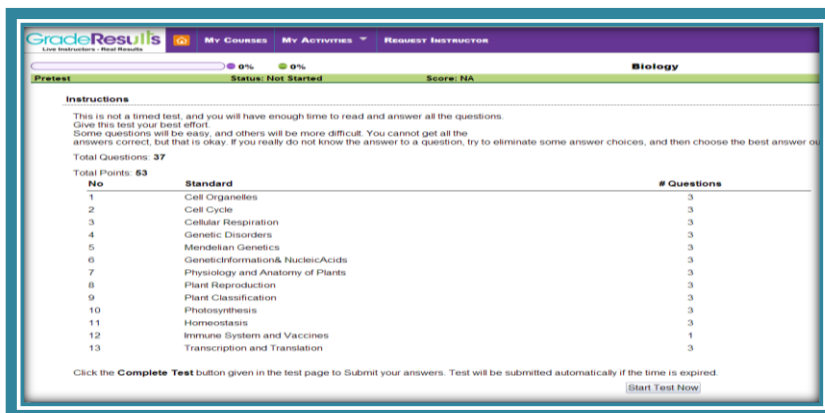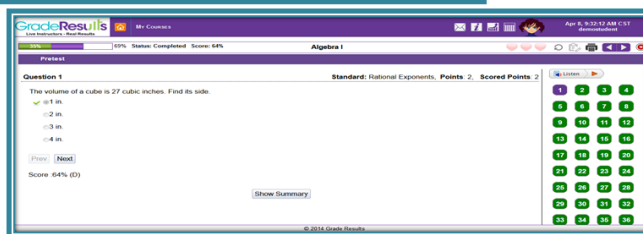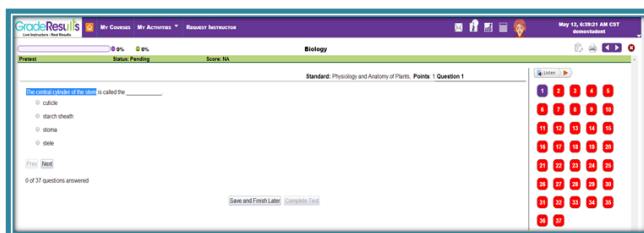
- **The item numbers are color coded and represents:**

→ **Green** - The test item has been answered.

→ **Purple** - The current test item.
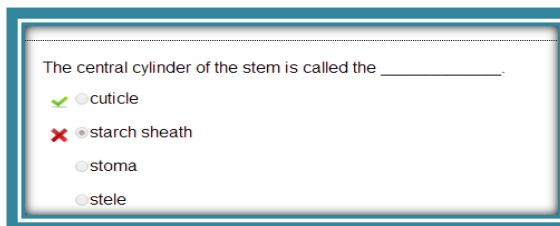
→ **Red** - The test item has not been answered.

- **After the test has been completed, the test can be reviewed.**

The responses with the correct and incorrect answers are identified.

(This is an optional feature and setup according to the school specifications.)

→ **Green** ✓ represents the correct answer.
→ **Red x** represents the incorrect answer.

The central cylinder of the stem is called the _____.

✓ ○ cuticle

✗ ● starch sheath

○ stoma

○ stele

My Courses - Course Lessons

Lesson Icons and Completion Status

The lesson activity icons are directly below the lesson name.

The icons provide information regarding which activity is being worked on for each lesson:

- Lesson Pretest (Includes 2 questions. The lesson pretest score does not count in the course grade.)
- Lesson (Includes the content
- Lesson Posttest
- Project (Optional activity)
- Forum (Optional activity)

Lesson Name

Lesson Activities
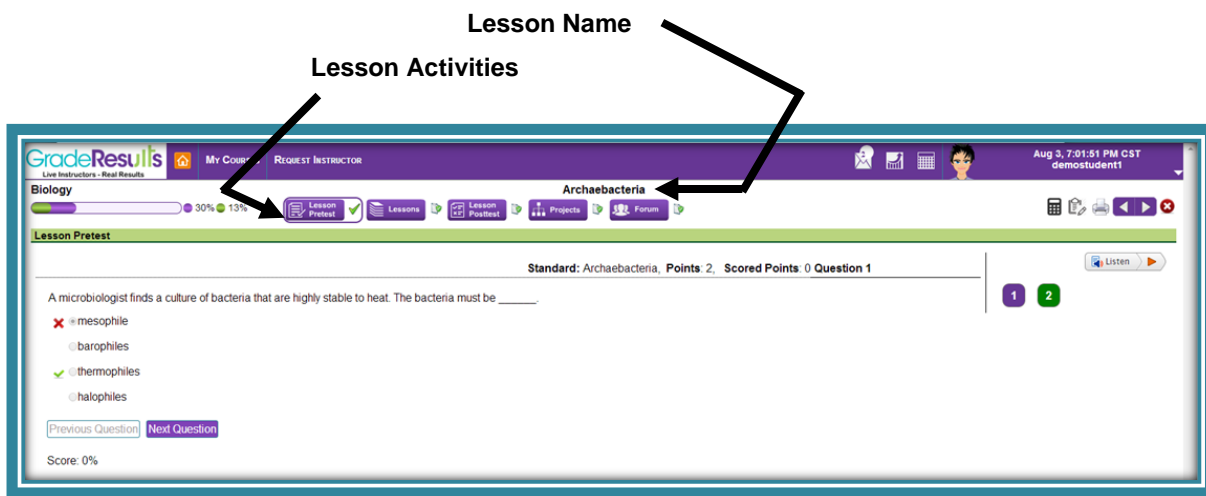
• A box around the activity means this is the activity being worked on.	
• A green checkmark means the activity was successfully completed.	✓
• A yellow triangle means this is the activity being worked on.	⚠
• A red X means the activity was not completed successfully.	✗

This is an example when all activities are completed successfully.

The lesson pretest score is not included in the course grade.

Course Projects and Forum are optional course activities.

This are included based upon the school specifications and they may not be included in the course lessons.

My Courses - Course Lessons

Grade Results' courseware includes a series of slides which are easily navigated by using the navigation arrows.
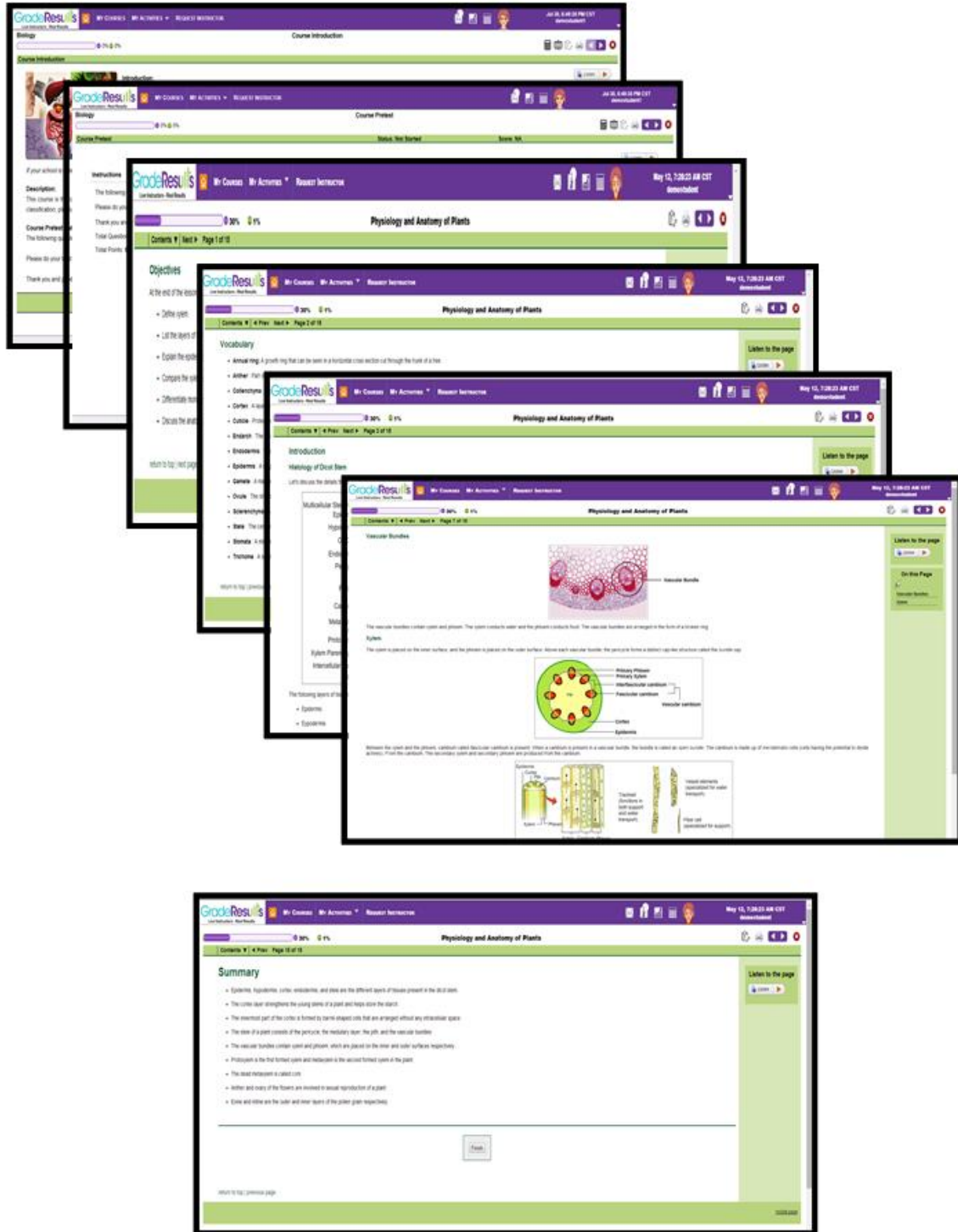
My Courses - Course Lessons

When a previous lesson needs to be reviewed again:

- Click on the back navigation arrow.


- Click on the lesson name in the course tree.
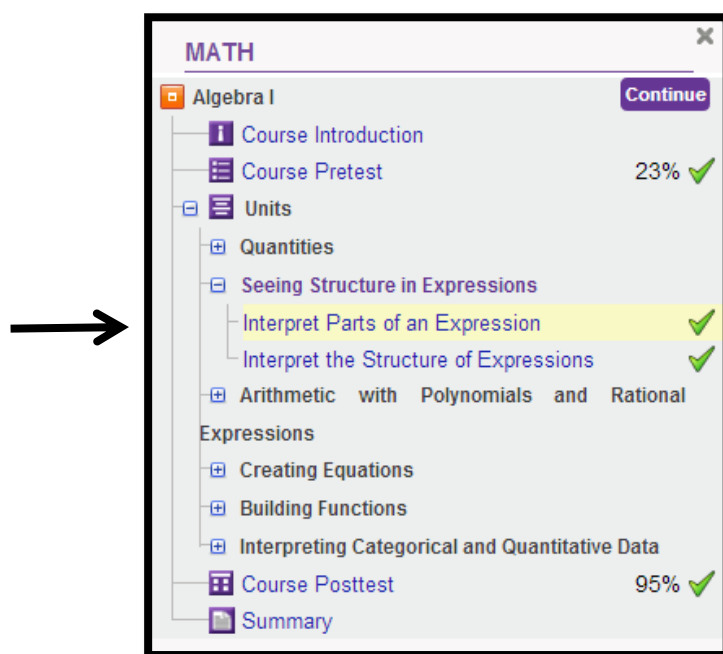
My Courses - Lesson Posttest

All course lessons include a lesson posttest at the end of each lesson. If the questions are not answered correctly, the questions can be reset to provide additional opportunities to successfully achieve mastery.

- The lesson posttest includes seven (7) questions, consisting of five (5) multiple choice questions and two (2) open-end/ constructed response questions.

- The mastery percent score is defined by the school. The student must achieve that mastery percent score on the multiple choice questions before accessing the open-ended questions.

Multiple Choice Questions (5 questions)

- Full credit/points will be calculated immediately for the multiple choice questions that are answered correctly.

- If all five (5) multiple choice questions are not answered correctly, the system will reset the questions and the personalized Avatar will pop-up with a message regarding the test reset.
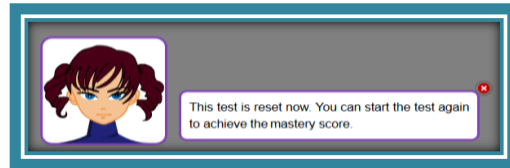
Resets are represented with numbered circles that go from 5 down to 1.

In this example five (5) resets are allowed.
The number of resets, allowed per lesson, is based upon the school specifications.

- After a reset has been used, one numbered circle will be removed.

- If more than 5 resets are setup per lesson the **Reset(s)** will show the number of resets remaining with total number of resets allowed.

- In this example: 1 reset was used, so there are 14 resets remaining out of the 15.

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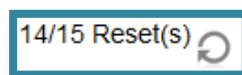
My Courses - Lesson Posttest

Open-End / Constructed Response Questions (2 questions)

These questions will be available after the multiple choice questions have been answered successfully and meet the specified mastery percent.

- Open-ended questions are graded by live instructors. Questions will be graded, and the score will be posted within 24 to 48 hours. This may result in a slight delay in the setting of the Posttest for a student if the school has selected the automated posttest setup option.

- The incorporation of open-ended questions at the end of lessons is a user-defined feature. If a school decides to not include OEQ's, then only MCQ's will be used.
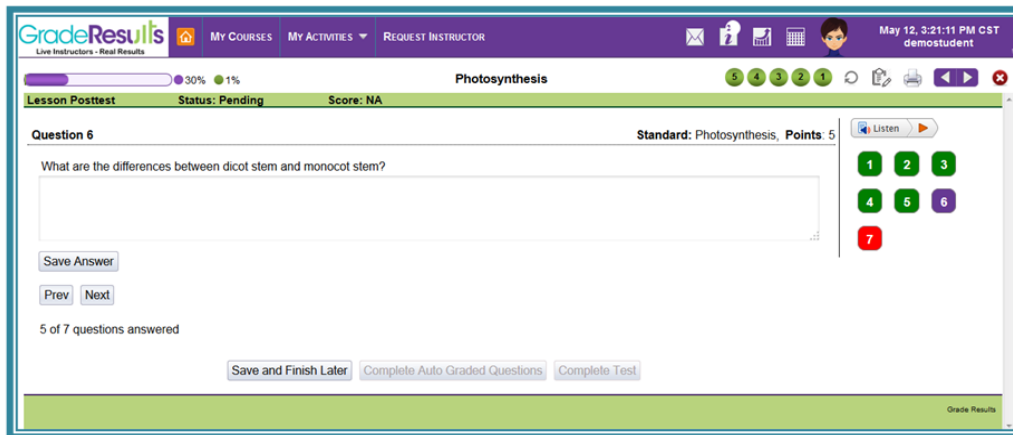
My Courses - Course Projects

Projects are included in the course. Projects could be individual or group project, depending on the school specifications

The guidelines and instructions should be carefully reviewed, the project completed and named according to the specifications.

- The file can be saved on your computer (if allowed by the school) or in Dropbox. www.dropbox.com
- Projects are reviewed and graded by instructors.
- The project will be returned with comments and the score will be posted within 24 hours.

The steps to submit a project:

1. Click: "Submit Project" at the top of the project page. This will go to the project submission page.
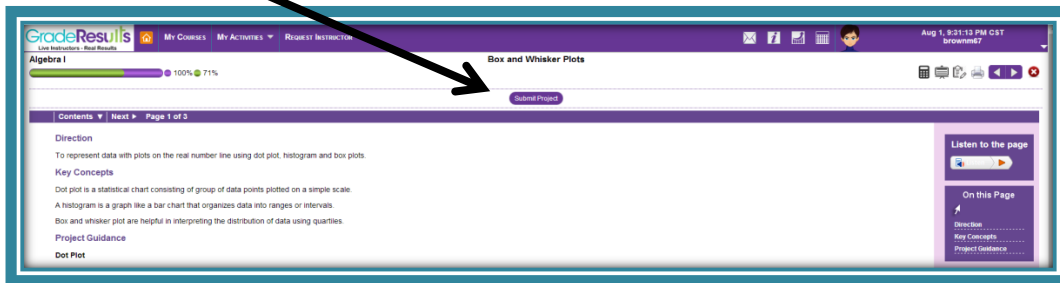
2. Click: Browse and the file will be uploaded.

   The following files can be uploaded:
   doc, docx, odt, txt, rtf, mpga, mp2, mp4, wav ,avi, ppt, pwz, pot, ppa, pps, ppz, pdf, wcm, wdb, wks, wps, pptx, xls and xlsx
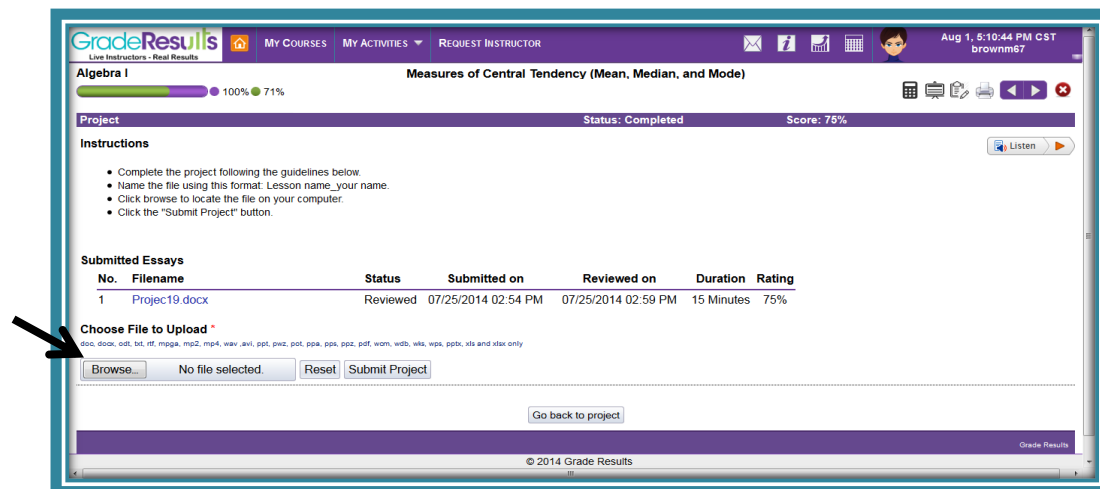
My Course Progress

Detailed course progress information can be viewed and printed by selecting My Course Progress on the menu bar on the top right side of the homepage.
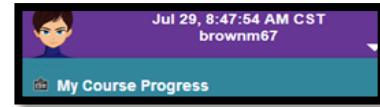
All activities by course are displayed on the screen. Additional information can be viewed by clicking the appropriate link.

- The first level shows course completion - Click the **"Details"** hyperlink under the course name to view the completion status by unit/lesson.

- The second level shows unit/lesson completion - Click on the unit/lesson name hyperlink.

- The third level shows all lesson activities and scores for lesson pretest, lesson posttest, project and forum.

    It is important to note that the course grade does not include the lesson pretest scores.

Calendar

The Calendar feature is optional and will be available, if the school has implemented this feature.

The calendar incorporates a course pacing guide, which lists the dates course activities should be completed. If activities are not completed by the due date, a message will be sent to the student.

Course activities are presented by a month, week or day view.

The Steps to View Activities in the Calendar:

1. To view the calendar, click: **"More"** on the homepage under the calendar component or click the calendar icon on the toolbar.
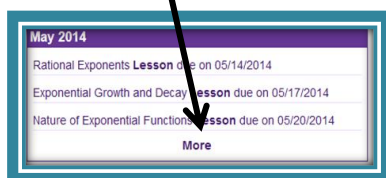
2. To view by course activity, click the desired option

3. To view by day or week, click the desired option.

Request Instructor

A live instructor is available to provide instructional support 24 hours a day, 7 days a week.

The instructor can be accessed by clicking: "Request Instructor" on the toolbar.

These are the selection options:

- **Request Instructor**

  Select the course and click the: "Request Instructor" button.
  This will go to a whiteboard where the instructor will provide instructional support in a chat environment.

  See the next page for explanation of the whiteboard controls and tools.
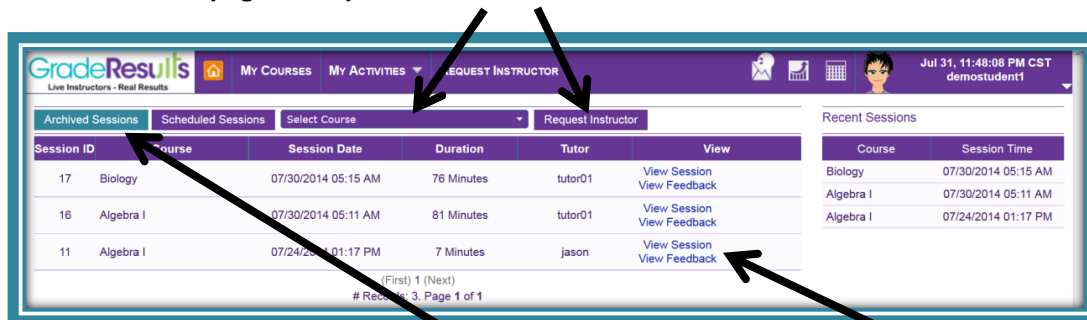
- **Archived Sessions**

  Previous sessions can be viewed. Click the: "Archived Sessions" button" then click the "View Session" by the course and data.
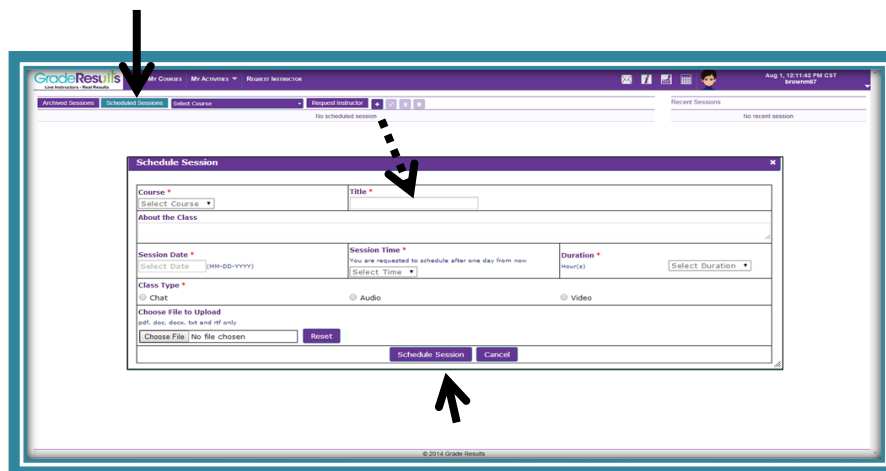 - The system will retrieve the session.
  - After the system retrieves the session, click on "**Play**" to begin the playback of the session in slightly faster time than in real-time.

- **Schedule a Session**

  Click the: "Schedule Session button."
  Click the plus sign "+". A pop window will appear.
  Complete all information and click the: "Schedule Session" button.

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Overview of the Whiteboard

- A whiteboard overview video can be found on the bottom-left side of Grade Results' homepage.

- After you are connected to the whiteboard, the following screen will be displayed.

- Key functions are identified below.

Whiteboard Controls

Controls for Video/ Audio Streaming and Small Groups


Whiteboard Toolbar

My Messages

Grade Results' instructors will send messages to you and you can also send messages to course instructors. This works like email, however messages are only sent to and from instructors using Grade Results.

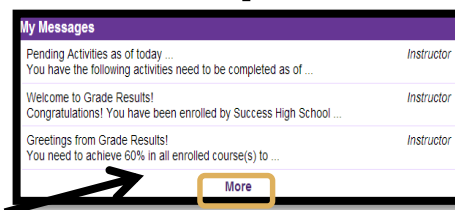If you have new messages a number will appear in the envelope on the top toolbar.

Click on the envelop icon.

A short summary of the messages will be displayed.
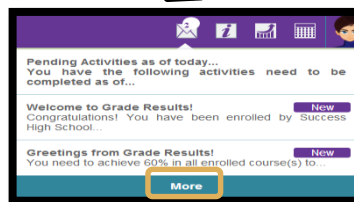
OR

Messages can be viewed from the My Message widget on your homepage.

To go to the My Message page click: on the "**More"** hyperlink.

Questions can be submitted to instructors. The messaging only works from your homepage and is sent to the subject area instructors.

- The purpose of the messaging is to allow you to ask questions, receive answers, and get comments back from instructors on the course performance.

- Messages about progress on lessons are also sent to you.

My Messages - Continued

This functions like an email to enable communication between the student and Grade Results.

There are three areas to My Messages:

- **Compose** - Messages are created and sent to Grade Results instructors.
- **Inbox** - New messages can be viewed here.
- **Sent** - Messages previously sent are stored here.
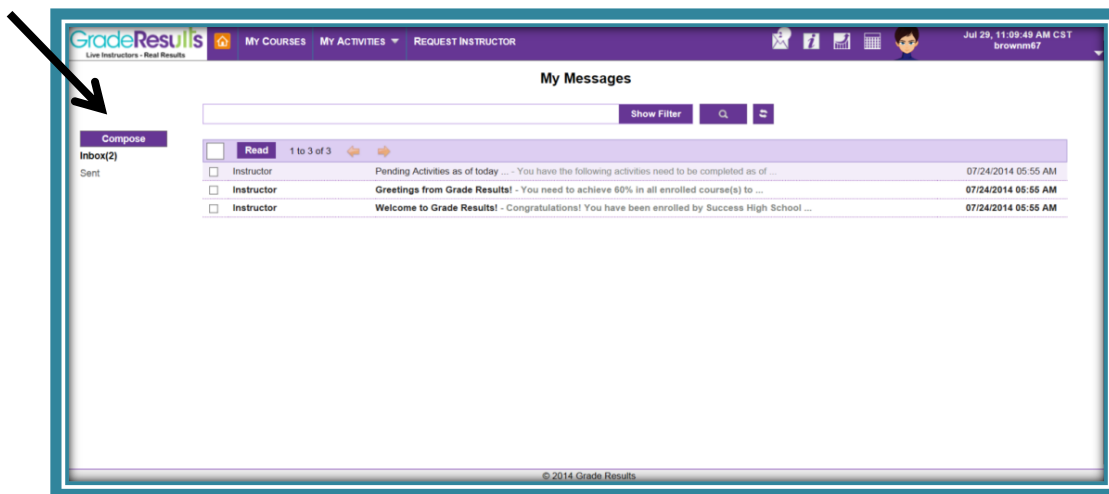
Compose a Message - A message is submitted to Grade Results' instructors.
The types of messages could pertain to: quick help for instructional support, reset lesson, schedule a session or other questions.