

Navigating the OLS

Session for Learning Coaches



Welcome,



Home



Plan ▼



Progress ▼



Courses ▼

Agenda

- Logging Attendance and Attendance FAQs
- Viewing Class Connects
- Advance Prep
- Viewing Progress
- Accessing Lessons Not Mastered
- Viewing Missed Questions
- Locating a Student ID
- Kmail Expectations
- Student Account
- Video Help

When you log in to the OLS...

Check this daily



You have no new
K-Mail messages



You have 7
announcements

9/8 Parent Network -
Monday, September
8 and Tuesday,
September 9

[Read More](#)

9/2 Michigan Virtual

TODAY'S TO DO LIST

Monday, September 8, 2014



Attendance

Enter Attendance



Class Connect

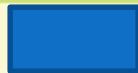
See Upcoming Class Connect Sessions (3 today)



Advance Prep

Check Upcoming Advance Prep

MY STUDENTS



School: MVCA

[Daily Plan](#) | [Weekly Plan](#) | [Progress](#) | [Courses ▼](#) | [Lessons ▼](#)



School: MVCA

[Daily Plan](#) | [Weekly Plan](#) | [Progress](#) | [Courses ▼](#) | [Lessons ▼](#)

Attendance

Attendance Expectations and Procedures

MVCA students are held to the same attendance expectations as any other public school student. Students are to be engaged in the curriculum and logging a total of 1108 school hours per school year. This breaks down to 180 scheduled school days consisting of 6.5 hours per day. Learning coaches are to log their student's attendance in the OLS for each course. This is done by tracking the actual number of minutes spent **engaged** in each course each day. Learning coaches can edit attendance entered until midnight on the day attendance was entered. Any previous attendance entered cannot be edited.

Check missing days here. It will let you go back and log in time. : Missing Days: 0

TODAY'S TO DO LIST Monday, September 8, 2014

- Attendance**
Enter Attendance
- Class Connect**
See Upcoming Class Connect Sessions (3 today)
- Advance Prep**
Check Upcoming Advance Prep

MY STUDENTS

School: MVCA
Daily Plan | Weekly Plan | Progress | Courses | Lessons

School: MVCA
Daily Plan | Weekly Plan | Progress | Courses | Lessons

Tuesday, September 9, 2014

You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before today cannot be edited. Click the Auto-Enter drop-down to automatically enter zeroes for all of today's attendance. Click Save before printing attendance.

Auto-Enter ▼

Courses	Enter Time	Totals-To-Date
Math Plus Red		5 hrs 30 min
Language Arts Red Vocabulary		2 hrs 25 min
Language Skills 4: Composition		1 hr 20 min
Language Skills 4: GUM		1 hr 20 min
Literature 4		5 hrs
Spelling 4		1 hr 40 min
Science 4		2 hrs
History 4		3 hrs
Social Studies - Grade 4		45 min
Art 4		2 hrs 10 min

Totals: Total Days in School: 5 day(s) Time: 0 37 hrs 40 min

Attendance FAQs

Q: Where do I need to log my child's attendance and how often?

A: Student attendance hours are logged in the attendance screen on the parent's OLS and must be entered daily.

Q: What are supplemental hours?

A: Provided that the child first completes the K12 coursework, attendance time may be logged if the child engaged in activities related to the course objectives. These supplemental hours should meet course objectives.

Q: What should I do if I forgot to log my child's supplemental hours?

A: You can go back to add hours after initially entering attendance. If you have already entered hours for the specified day and clicked the "submit" button, your teacher must add the hours for you. Contact your teacher for assistance in entering your supplemental hours.

Attendance

Check missing days here. It will let you go back and log in time.

Tuesday, September 9, 2014



: Missing Days: 0

You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before today cannot be edited. Click the Auto-Enter drop-down to automatically enter zeroes for all of today's attendance. Click Save before printing attendance.

Auto-Enter ▼

Courses	Enter Time	Totals-To-Date
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Spelling 4		1 hr 40 min
Science 4		2 hrs
History 4		3 hrs
Social Studies - Grade 4		45 min
Art 4		2 hrs 10 min

Totals: Total Days in School: 5 day(s)

Time: 0

37 hrs 40 min

Q: Do I log attendance for the actual time the lesson took or just the default time that comes up on the OLS?

A: You must log the actual amount of time it took for the student to complete the lesson(s) each day. If you consistently observe your student completing lessons before he or she accumulates the required amount of time, you may benefit from setting a time limit to each subject, rather than just expecting one lesson per day.

For example, if the default amount of time for math is 60 minutes each day, but your child is regularly finishing in 30 minutes, have your child do 2 lessons each day.

Ideas for Attendance

- Science movie- log time under Science
- Baking- log time under Math (measuring)
- Playing outside- log time under PE
- Make grocery list handwriting/spelling
- If you do any homeschool co-op class they too may be counted towards attendance.
- Student uses map to help travel- log under Social Studies
- Baseball practice- log under PE
- Any community ed. programs/classes can be logged as well- under the appropriate subject manor.

Activity	Counts for Attendance
Watching an educational show on television	YES for content area
Walking the dog (or any physical activity)	YES for PE
Reading a good book (or even a bad one)	YES for Literature/English
Writing a letter, a story, a poem	YES for Language Skills/English
Discussing nutrition while shopping for groceries, meal planning or cooking	YES for Health
Measuring while cooking	YES for Math
Playing an educational online game or on phone	YES for Technology or content area
Weekly musical instrument lesson	YES for Language
Attending Class Connect Sessions	Yes for content area
Working in Raz Kids	Yes for Reading/Literature
Typing/Keyboarding games/lesson online	Yes under technology

Marking Vacation Days

1. Log onto the Online School
2. Select the Daily Plan tab. (green tab on the left side).
3. Click "Schedule Setup" on the right side under Quick Links.
4. Click on the date(s).
5. Click "Save".
6. Complete *Family Vacation Event Contract* and send via K-Mail to Mrs. Hargens.

Days Off Plan

The school calendar is already set up for you. You may use it as is or make changes. To add a vacation day, select the date on the calendar. Select a highlighted day on the calendar to remove it from your "Days Off" schedule.

Day Off

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Days Off

02/02/04 to 02/06/04

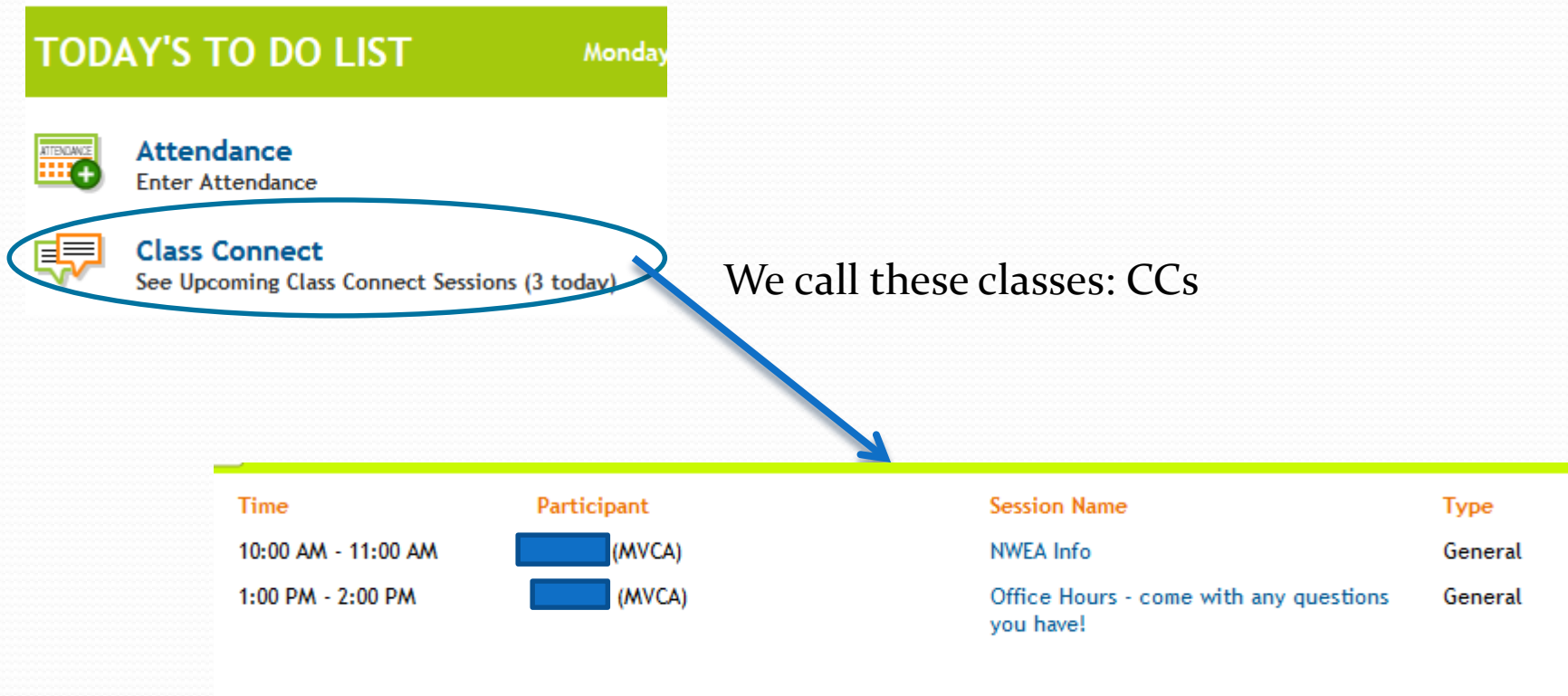
Total days off: 5

Clear All Use School Calendar


Save Restore


Class Connects

- From the home page, under “Today’s To Do List,” you can see the upcoming Class Connect sessions.





TODAY'S TO DO LIST Monday

 **Attendance**
Enter Attendance

 **Class Connect**
See Upcoming Class Connect Sessions (3 today)

We call these classes: CCs

Time	Participant	Session Name	Type
10:00 AM - 11:00 AM	 (MVCA)	NWEA Info	General
1:00 PM - 2:00 PM	 (MVCA)	Office Hours - come with any questions you have!	General

Advance Prep

TODAY'S TO DO LIST

Tuesday, Septe



Attendance
Enter Attendance



Class Connect
See Upcoming Class Connect Sessions (2 today)



Advance Prep
Check Upcoming Advance Prep

All My Students' Advance Prep ▾

View: Day ▾

****You can view all of your students, or just choose one to view. You can view a day or week at a time.



This Advance Prep section is a must for staying organized – see what is coming up and what you need to do to get ready for it!

Math Plus Red

LESSON INTRODUCTION: Using Boundary Numbers for Rounding

1 day needed to prep

Unit 1: Whole Number Sense
Lesson 7: Using Boundary Numbers for Rounding

Print the Number Line, Place-Value Chart Through Hundred Millions, and Blank Number Lines.

Lesson date: 09/10/14

Language Skills 4: Composition
Unit 2: Writing Guided Journal Entries
Lesson 1: What is a Journal?

UNIT INTRODUCTION: Writing Guided Journal Entries

2 days needed to prep

You may download the Student Guide and Learning Coach Guide for the entire unit from the Materials tab in the first lesson. Lesson-level guides are available in each lesson.

Lesson date: 09/15/14

Daily Plan

Today's Date: Tuesday, September 9, 2014
 Homeroom Teacher: Homeroom Teacher

Daily Plan | **Weekly Plan**

Click to select a date. ← Tuesday, 09/09/2014 → [Print Daily Plan](#)

Class Connect Sessions
 10:00 AM - 11:00 AM General: [NWEA Info](#)

Knowledge Test
 There are no Knowledge Test scheduled for this day

Courses

	Math Plus Red Unit 1: Lesson 6: Compare and Order Greater Numbers (B)		Lesson Checkpoint Not Taken	<input type="radio"/>
	Language Arts Red Vocabulary Unit 1: Lesson 6: Practice Word Set 1 (B)		Show You Know Not Taken	<input type="radio"/>
	Language Skills 4: GUM Unit 1: Lesson 4: Working with Subjects and Predicates		No Assessment	<input type="radio"/>
	Literature 4 Unit 1: Lesson 6: The Bear Boy		No Assessment	<input type="radio"/>
	Spelling 4 Unit 2: Lesson 1: Lesson 1		No Assessment	<input type="radio"/>
	Science 4 Unit 1: Lesson 3: Food Webs: Energy Flow in an Ecosystem		Lesson Assessment Not Taken	<input type="radio"/>
	Study Island Please remember to log on to Study Island today.			

Quick Links

- [Materials I'll Need](#)
- [Get Ready with Advance Prep](#)
- [Schedule Setup](#)
- [Contact My Teachers](#)
- [Quick Tour: Plan](#)

Advance Prep for Today

Math Plus Red
 Unit 1: Lesson 7 Using Boundary Numbers for Rounding
 Activity: LESSON INTRODUCTION: Using Boundary Numbers for Rounding [Advance Prep Details](#)

Science 4
 Unit 1: Lesson 3 Food Webs: Energy Flow in an Ecosystem
 Activity: (Optional) BEYOND THE LESSON: Make an Ecosystem! [Advance Prep Details](#)

Art 4
 Unit 1: Lesson 4 The Artist's Sketchbook
 Activity: Time to Sketch [Advance Prep Details](#)



There's that advanced prep again!

Materials I'll Need

If it's blue, you can click on it for the materials!

View: Day ▾

◀ Tuesday, 09/09/14 ▶



Materials	Student	Learning Coach
Math Plus Red 1: Whole Number Sense Lesson 6: Compare and Order Greater Numbers (B) Planned date: 09/09/14	REQUIRED Math+ Red Lesson Guide - Compare and Order Greater Numbers (B), pp. 17-18	
Language Arts Red Vocabulary 1: Words to Learn 1 Lesson 6: Practice Word Set 1 (B) Planned date: 09/09/14	REQUIRED index cards Word Review	REQUIRED Learning Coach Guide
Language Skills 4: GUM 1: Review and Sentences Lesson 4: Working with Subjects and Predicates Planned date: 09/09/14	REQUIRED Try It! Exercises in English, Level D - Pages 9-10 Get Ready	REQUIRED Learning Coach Guide
Literature 4 1: Lessons Learned Lesson 6: The Bear Boy Planned date: 09/09/14	REQUIRED pencils, colored, 16 or more A Change for the Better Classics for Young Readers, Volume 4A - pages 12-16 map, U.S. Student Guide	REQUIRED The Bear Boy Learning Coach Guide

Learning Coach Guide

Lesson 6: Practice Word Set 1 (B)

Lesson Objectives

- Identify the meaning of grade-level words.
- Use context clues to determine the meaning of unknown words.
- Use grade-appropriate vocabulary words.

PREPARE

Approximate lesson time is 15 minutes.

Materials

For the Student

 [Word Review](#)

index cards

Keywords and Pronunciation

context clue : a word or phrase in a text that helps you figure out the meaning of an unknown word

Progress



Daily Plan

Weekly Plan

Progress

Courses ▾

Lessons ▾

School: MVCA

Core lessons only are included

KEY: COMPLETED NOT MASTERED SKIPPED NOT COMPLETED

Math

Math Plus Red

Projected End Date: 06/18/15

3% 97% 100% Total Lessons

[View Progress Details ▶](#)

Language Arts

Literature 4

Projected End Date: 06/24/15

3% 97% 100% Total Lessons

[View Progress Details ▶](#)

Language Skills 4: Composition

Projected End Date: 06/29/15

4% 96% 100% Total Lessons

[View Progress Details ▶](#)

Language Skills 4: GUM

Projected End Date: 06/16/15

4% 96% 100% Total Lessons

[View Progress Details ▶](#)

Spelling 4

Projected End Date: 06/18/15

3% 97% 100% Total Lessons

[View Progress Details ▶](#)

Language Arts Red | Vocabulary

Projected End Date: 06/18/15

3% 97% 100% Total Lessons

[View Progress Details ▶](#)

Change progress view options:

View optional lessons in progress calculations

Calculate projected end dates

Show hidden courses

Show number of lessons

Show alerts

For all courses

For core courses only

Update

Make sure to check this box! If the projected end date is beyond June 14, then you need to adjust the number of lessons your student will do each week, or he/she won't finish on time!

Behind in courses already?

That's ok!

- **But we need to fix it right away!**
- **You can check your File Share for a Ketchup document with suggestions of help.**
- From that same screen, go to “Schedule Setup”

Quick Links

- ★ [Materials I'll Need](#)
- ★ [Get Ready with Advance Prep](#)
- ★ [Contact My Teachers](#)
- ★ [Schedule Setup](#)
- ★ [Quick Tour: Progress](#)

Scheduled Courses	Est. Time Per Lesson	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
Math Plus Red	60 min		1	1	1	1	1		5
Language Arts Red Vocabulary	15 min		1	1	1	1	1		5
Language Skills 4: Composition	40 min		1		1				2
Language Skills 4: GUM	20 min			1	1		1		3
Literature 4	60 min		1	1	1	1	1		5
Spelling 4	20 min		1	1	1	1	1		5
Science 4	60 min			1		1			2
History 4	60 min		1		1		1		3
Social Studies - Grade 4	45 min				1				1
Art 4	45 min		1		1				2

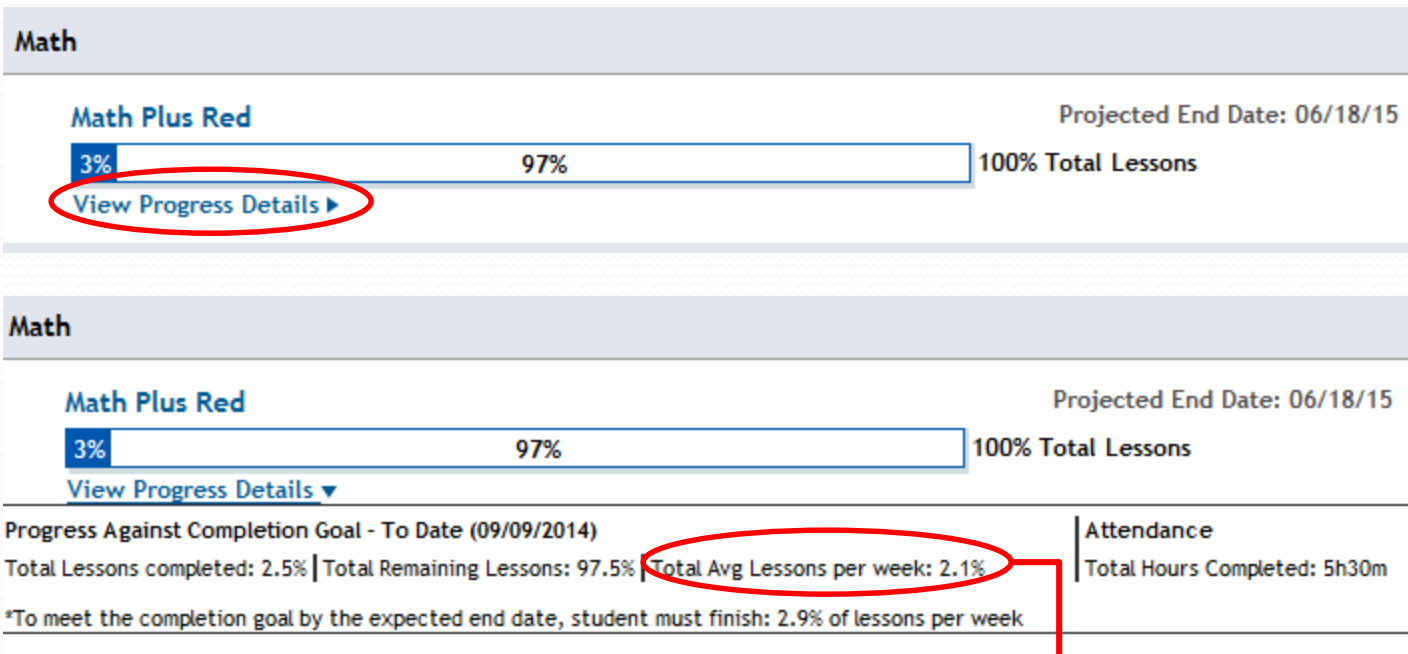
[Save](#) [Restore](#)

It's going to be done on time

You can adjust this at any time. I may also adjust it for you if I notice your student is falling behind.

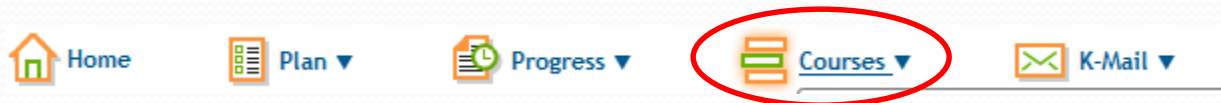
Another Progress View....

- From the progress screen, you can view more progress details.



Needs to be 2-3%/week

You can also view materials and Advance Prep under “Courses”



Unit 1: Whole Number Sense [Current Lesson](#)

Click here to navigate to current lesson

Lesson List	Materials	Advance Prep	Objectives
1: Place Value Through 1,000,000			Lesson Checkpoint: Mastered
2: Numbers Through 1,000,000			Lesson Checkpoint: Mastered Lesson Checkpoint: Mastered
3: Expanded Form Through 1,000,000			Lesson Checkpoint: Mastered
4: (Optional) Your Choice			No Assessment
5: Compare and Order Greater Numbers (A)			No Assessment

Every lesson has a PDF of the worksheets needed online.





Accessing Not Mastered Lessons

School: MVCA

Daily Plan | Weekly Plan | **Progress** | Courses ▼ | Lessons ▼

Click on course you want to view

Language Arts

Literature 4	Projected End Date: --
4%  96%	100% Total Lessons
View Progress Details ▶	
Language Skills 4: Composition	Projected End Date: --
6%  94%	100% Total Lessons
View Progress Details ▶	
Language Skills 4: GUM	Projected End Date: --
6%  94%	100% Total Lessons
View Progress Details ▶	
Spelling 4	Projected End Date: --
4%  96%	100% Total Lessons
View Progress Details ▶	

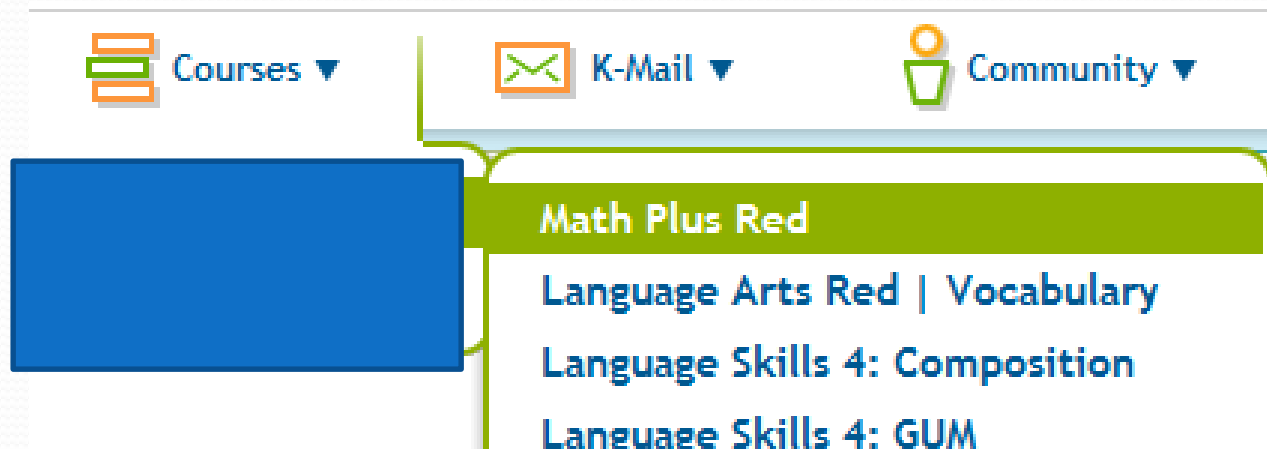


Completed: 5 Not Mastered: 0 Not Completed: 80 Skipped: 0						
1: Lesson 5	Working with Direct Objects	09/10/14	Objectives	No assessment	N/A	N/A
1: Lesson 4	Working with Subjects and Predicates	09/09/14	Objectives	No assessment	N/A	N/A
1: Lesson 3	Reviewing Sentences	09/05/14	Objectives	No assessment	N/A	N/A
1: Lesson 2	Four Kinds of Sentences	09/03/14	Objectives	No assessment	N/A	N/A
1: Lesson 1	Sentences Review	09/02/14	Objectives	No assessment	N/A	N/A







Any lessons that aren't mastered yet, but have been attempted, will be listed here. You will want to try them again either now or at a later date.

Viewing Missed Questions

- If your student does not master an assessment, it is very important to first review what they missed. Do not let your student take the assessment again without reviewing their incorrect answers!
- To view these incorrect answers, go to the course.



- Click on any of the checkpoints, whether or not they mastered it.

3: Expanded Form Through 1,000,000			Lesson Checkpoint: Mastered	
4: (Optional) Your Choice			No Assessment	
5: Compare and Order Greater Numbers (A)			No Assessment	

Retest Information

If you retake this assessment, only your new score — and not your previous scores — will count. Also note that the retest may have different questions from the original assessment.

- Questions: 5
- Estimated Time: 10 min

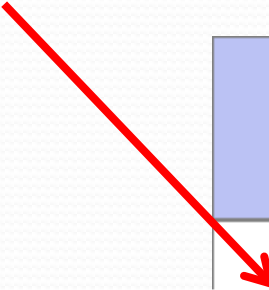
[Review Assessment](#)


[Retake Assessment](#)

- If your student is taking less than the estimated time, then have them slow down.
- Review the assessment – it will show you the answer your child chose, as well as the correct answers. Work with your student to figure out why they chose what they chose. Work with them to understand why the correct answer is correct.
- Finally, retake the assessment. Contact your teacher if you need another attempt added.

Locating a Student ID

- You can locate a Student ID from the **Learning Coach** account.
- To do this, go to **My Account** → **Orders and Shipments**. This will bring you to the “My Info” section of K12.
- Click on your student’s name



Name	School	Grade	School Start Date	School End Date	Material Expected Ship Date	Attendance in Last 30 Days*	Days Since Last Login*	Registration Status
Tanya	MVCA	4	09/02/2014	06/11/2015	Expect to Receive in 7-10 Days 	N/A	0	Registering

Michigan Virtual Charter Academy - 4th Grade

Student Account

Courses and Classrooms

Orders

Hardware

School

Click on school

Student Account

Courses and Classrooms

Orders

Hardware

School

Michigan Virtual Charter Academy

Address: 678 Front Ave., NW
Suite 190
Grand Rapids, Michigan 49504

Phone: (877) 794-9422

FAX: (877) 843-5871

Community Website:

School Start Date: 09/02/2014

School End Date: 06/11/2015

Tanya

Student ID: 1234567

Family ID:

Enrollment Approved: 12/04/2013

Enrollment Status: Active

Registration Status: Registering

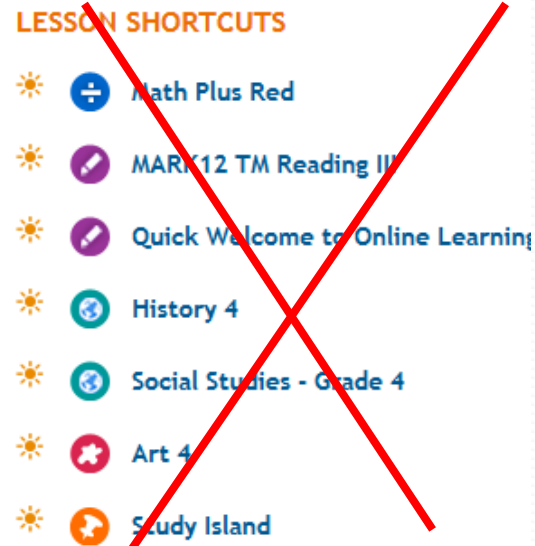
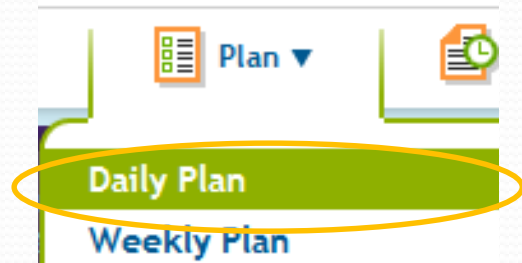


Kmail Expectations

- Kmail is the key to a successful school year. Please check your Kmail (students and Learning Coaches) multiple times each day. Teachers always aim to return Kmails within 24 hours, and we expect students and LCs to do the same. Even if it's a Kmail that doesn't seem to need a reply, it is great if you can acknowledge that you received the Kmail from us, so we know you are aware of what we communicated to you!
- The beginning of the year is much more hectic than the rest of the year. During these first few weeks while everyone gets settled in, please allow more than 24 hours for your teachers to respond to Kmails and phone calls. It's not that we don't want to help you, but keeping up on communications is difficult at the beginning of the school year, when so many issues arise. Thank you so much for understanding!

Student Account

- When logging into the student account, it is best to view all lessons from the Daily Plan. This is preferred over the “Lesson Shortcuts.”



- If it's optional and you choose not to do it, don't skip but **click lesson completed with o in time!** Go on to the next lesson!

 Math Plus Red Unit 1: Lesson 4: (Optional) Your Choice	 No Assessment	<input type="radio"/>
 MARK12 TM Reading III Unit 1: Lesson 1: /ā/ and Prefix re-	 No Assessment	<input type="radio"/>

You do not have to do the Your Choice lessons in Math or Reading!
Mark them complete with 0 minutes and move to the next lesson.

Course: Math Plus Blue ▾

Course Progress

▾ Unit List

- 1: Shapes and Sorting
- 2: Shapes and Patterns
- 3: Numbers Through 5 and Plane...
- 4: Numbers Through 10
- 5: Calendar and Time
- 6: Data and Graphs
- 7: Numbers Through 20
- 8: Introduction to Addition
- 9: Problem Solving with Additi...
- 10: Introduction to Subtractio...
- 11: Problem Solving with Subtr...
- 12: Subtraction as Comparison
- >> 13: Comparison Subtractions: St...**
- 14: Add or Subtract:

Unit 13: Comparison Subtraction: Story Problems Current Lesson | Change Unit Status
























Lesson List

Materials

Advance Prep

Objectives

Standards

Lesson List	Materials	Advance Prep	Objectives	Standards	
 1: What's the Difference?					No Assessment ✔
>>  2: Add and Subtract Story Problems					Lesson Checkpoint: Not Taken ✔
 3: Compare Quantities to 10					No Assessment ○
 4: Compare: More or Fewer?					No Assessment ○
 5: Compare in Everyday Situations					No Assessment ○
 6: Practice+ Day					No Assessment ○
 7: Estimate and Check Subtraction					Lesson Checkpoint: Not Taken ○
 8: Unit Review					No Assessment ○
 9: (Optional) Your Choice					No Assessment ○
 10: Unit Checkpoint					Unit Checkpoint: Not Taken ○

Video help

How to log attendance:

- <https://www.help.k12.com/s/article/Attendance>

Manager your account:

- <https://www.help.k12.com/s/article/Updating-and-Managing-Your-Account>

Overview of OLS

- <https://www.help.k12.com/s/article/Online-School-Tour-for-Learning-Coaches-Grades-K-5>

To find more help articles and videos:

- <https://www.help.k12.com/s/topic/oTOUoooooooojwdOAA/Support%20Topics#>