

ORIENTATION TO OKALOOSA ONLINE

You should have received your username and password when you finished registering for your course. If you do not have them, email the program coordinator at welshj1@mail.okaloosa.k12.fl.us.

As soon as you receive this email, log into your course at <http://vsa.flvs.net>. Use the username and password that were assigned to you. DO NOT change your password. We have found in the past that this will create problems with logging in.

You have a 28-day grace period to give the course a try. If you find that you do not want to continue with the course, please let your guidance counselor or your online instructor know BEFORE the 28th day has passed! If you are a home-schooled student, please have your parent contact your teacher if you want to withdraw during the grace period. There will be no penalty to your GPA by withdrawing during this time. If you wait until after the 28-day grace period, all remaining work will be assigned a zero.

To get started in your course, do the following:

1. Click on the course you want to enter.

When you first log into the course, you are taken to the **Announcements** page where the Instructor can list important information and reminders to the class. The actual content of the course is accessed by clicking on the '**Lessons or Home**' button.

2. Become familiar with your course content area. Learn about the different navigation bars and icons.

Student Navigation Bar

The navigation bar is organized with buttons with similar functions being grouped together. The four main areas are: Course Content, Student Work, Student Communication, and Student Information. Many of the buttons have sublinks that are displayed once the main button is selected.

The Course Content holds the lessons of the course (**Home or Lessons**) along with important information the student needs to get started in the course (**Course Information**).

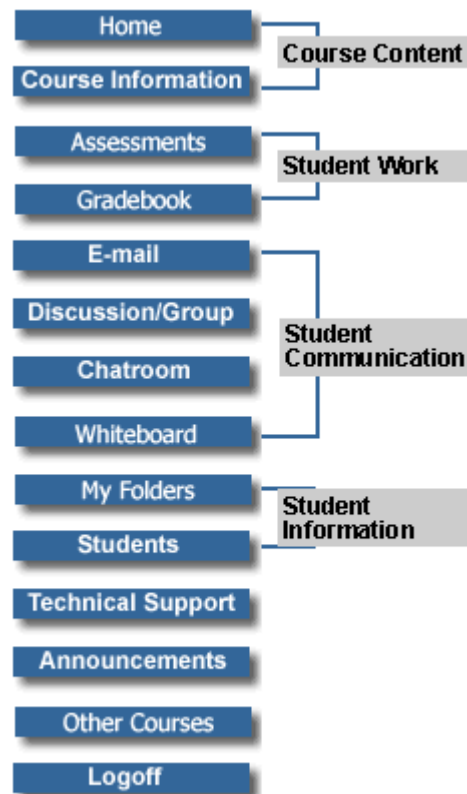
Students can easily submit their assessments (**Assessments**) and check their grades (**Gradebook**) in the system.

Email is a built-in feature in Educator. It allows students to contact the Instructor on a regular basis. To support different learning styles and approaches, threaded **Discussion** is also available. In real time students can communicate with the Instructor and each other using the **Chatroom** (if enabled) and/or the **Whiteboard**. There is also an instant messenger available called '**Who's Online?**'. Note that all uses of these tools are for course related business only. All email accounts are monitored by instructors and other Virtual School staff.

Students can save documents in the **My Folders** area.

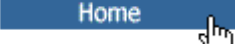
Students submit requests for assistance for Educator problems using the **Technical Support** area. For course content problems, please contact help@flvs.net.


If a user is enrolled in more than one course, they can quickly change courses using the **Other Courses**



button. As with any protected site, it is very important that ALL users click the **Logoff** button to exit the system. This will enable the system to track your usage and also help prevent someone from getting into your account.

3. Learn how to submit an assignment.

Assessments are used to develop and/or evaluate your understanding of a concept. The concepts will be presented in the lessons of the course. To access the lessons and specific directions for each assessment, click on the  button and use the jump menus to navigate to the lesson. AFTER you have read the lesson and followed the specific directions for

what you will submit, click on the  button to locate the correct title of the Assessment you wish to submit.

There are three types of Assessments: **Assignments**, **Worksheets**, and **Exams**.

- **Assignments** are completed offline and submitted through a text box or as an attachment. Assignments are graded by your Instructor.
- **Worksheets** are multiple choice, true/false, matching, or short answer questions that are automatically graded by the system when you click Submit.
- **Exams** are similar to worksheets in that they are multiple choice, true/false, matching, or short answer questions that are automatically graded by the system when you click Submit. Exams may also have fill-in-the-blank questions and may also require a proctor password for access.

Overview of Completing an Assessment

- Read the lesson
- Develop/create your Assignment or prepare for the Worksheet/Exam

- Access the specific Assignment to submit your work or access the Worksheet/Exam and complete the questions. Be sure to select the correct title of the Assessment you want to complete.
- Submit your work to the Instructor

Specific Instructions for Submitting an Assessment

1. Read the Lesson

Click on the Home button and then use the jump menus to access the lesson.

The screenshot shows a course page for 'Geometry'. On the left is a vertical navigation menu with buttons for Home, Course Information, Assessments, Gradebook, E-mail, Discussion/Group, Chatroom, My Folders, Students, Who's Online?, Technical Support, Announcements, Tutoring Center, Other Courses, and Logoff. The main content area has a blue header with 'Geometry' and a banner for 'Block by Block' with five numbered images. Below the banner, there is a text instruction: 'To access the module lessons, use the jump menus below. Begin each module by printing the Assignment Sheet. Be sure to work in order through the course.' There are six dropdown menus for Module 1 through Module 6. The Module 5 dropdown is open, showing a list of lessons: 5.06 An Area and Perimeter Application, Module 5 - Select Your Lesson, Block by Block Assignment Sheet, Module 5 Pretest, 5.01 Polygons, 5.02 Parallelograms, 5.03 Proving Quadrilaterals are Parallelograms, 5.04 Rectangles, 5.05 The Golden Ratio (extra credit), 5.06 An Area and Perimeter Application, and 5.07 Rhombi and Squares.

2. Develop/Create your Assignment

Assignments may ask you to write an essay, develop a presentation, or create a diagram. For a Worksheet or Exam, you should review the lesson and prepare to take a quiz like assessment or Exam.

3. Access the Assessment

Click on the Assessments button and locate the specific Assessment you need to Submit. You will be submitting either an Assignment, an

The screenshot shows the 'Assessments' page. At the top, there is a link for '> Course View Properties' and a note: 'Use this feature to help you keep track of what you have to do.' Below this is a table with two columns: 'Item' and 'Due'. The table lists several items, including exams, a diagnostic test, a worksheet, and assignments. The 'Due' column shows 'No Due' for most items and 'N/A' for the assignments.

Item	Due
Exam: 1.00 Pretest Module 1	No Due
Exam: 1.00 Pretest Module 1	No Due
Exam: 1.05 Geometry Diagnostic Test	No Due
Worksheet: 1.09 Pesky Points	Access
Exam: 1.10 Mathematical Language	No Due
Assignment: 1.20 Observation Report or 1.23 Design Your Dream Building	N/A
Assignment: 1.20 Observation Report or 1.23 Design Your Dream Building	N/A

Exam, or a
Worksheet.

4. Submit your Assessment

A. After you open an **Assignment**, fill in the proper information. Add your text and/or attach your file. Be sure to check the box if you want to Submit your work to the Instructor. If you do not check the box, your work will be saved, but not submitted for grading. If you save your work for later, return to the Assessments area and open the same Assignment title to continue. IF you are **submitting an attachment**, it can not 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 you use a period in the file name, your attachment

Title	5.06 Perimeter/Area
Details	You may submit this assignment using one of two different methods: <ol style="list-style-type: none">1. Attach your document using the browse button.2. Copy and paste your text into the box below.
Submissions Allowed	Unlimited
Submission Number	0
Optional File Upload	<input type="text"/> <input type="button" value="Browse"/> Attach your file
Type or copy and paste your work into the window below.	
Your text goes here	
Submit to your Instructor	
<input checked="" type="checkbox"/> Spell Check	
<input type="checkbox"/> Submit for Grading <input type="button" value="Reset"/> <input type="button" value="Submit"/>	

will be lost in the system.

B. If the Assessment is a **Worksheet**, there will be a number of questions for you to answer. After answering all of the questions, select to either turn the Worksheet into your Instructor for grading or save it to finish later. If you save for later, you can find it in the list of Assessments when you are ready to continue.

- I am finished. Grade my entire worksheet.
- Save my current work. Do not grade.

You must press the **SUBMIT** button below!

Submit

Clear Form

C. If the Assessment is an **Exam**, you will also be presented with a number of questions to answer. Most Exams will allow only one submission so make sure you are prepared to take the Exam before you access it. At the bottom of the Exam, you **MUST** click on the check box before you

YOU MUST CHECK THE BOX BELOW PRIOR TO SUBMITTING YOUR EXAM!

Check this box to indicate you are ready to submit your exam

Submit Exam

click the Submit button. Your work will not be submitted to the Instructor OR be saved if you forget to check the button. Your Submission will be counted as one attempt at the Exam.

3. Ask Questions!!!!

If you cannot log on, submit an assignment or have any question at all, **ASK**. Your instructor should be able to help you. If he/she doesn't know the answer, he/she will find out. Don't wait. Remember, you are on pace and if you stray from that pace, your grades and learning curve suffer.