Managing the OLS and Kmail– A Guide

The OLS

Daily Plan | **Weekly Plan**

🖩 Click to select a date. ◀ **Friday, 06/07/2013** ▶ 🖨 Print Daily Plan

Class Connect Sessions

| 9:00 AM - 9:30 AM | **Homeroom:** 6th Grade Unit Presentations |
| 11:00 AM - 12:00 PM | **General:** Office Hours/Project Presen... |

Class Connect Classes for the day can be accessed here. After the session is over, you can click here to view a recording.

Knowledge Test

There are no Knowledge Test scheduled for this day

Courses

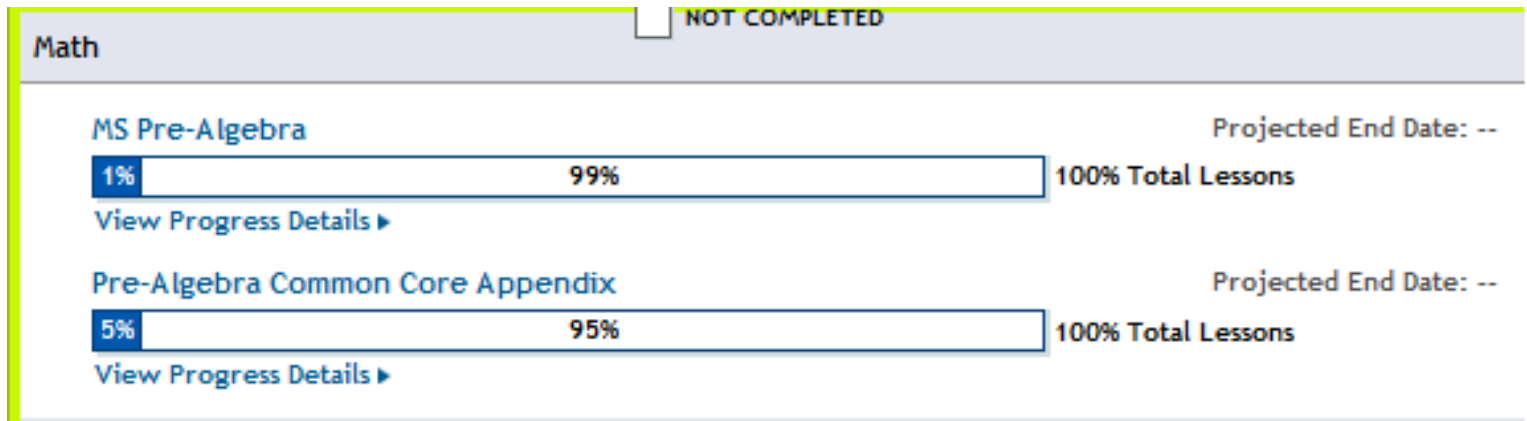| 🖨 | Fundamentals of Geometry and Algebra IN
Unit 8: Lesson 1: Semester Review | | | | | Assessment | O |
	Intermediate Language Skills A GUM	Unit 6: Lesson 5: Unit Assessment			🖵	Unit Assessment Not Taken	O
	Intermediate Language Skills A Vocabulary	Unit 3: Lesson 1: More or Less 5A			🖵	Lesson Assessment Not Taken	O
	Study Island Please remember to log on to Study Island today.						

Pacing Guides

Hoosier Academy Virtual School Grade 7 – World History B Mrs. Ellison			Monthly Expectations			
August 2013						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	**2**	**3**	**1**	**2**	**3**	**4**
5	**6**	**7** IN	**8**	**9**	**10**	**11**
12	**13**	**14**	**15**	**16**	**17**	**18**
19 Unit 1 Lesson 1, Day 1 Beginning	**20** Unit 1 Lesson 1, Day 2 Beginning (take assessment)	**21** Unit 2 Lesson 1, Day 1 Europe Reborn: Rediscovering Greece and Rome	**22** Unit 2 Lesson 1, Day 2 Europe Reborn: Rediscovering Greece and Rome	**23** Unit 2 Lesson 1, Day 3 Europe Reborn: Rediscovering…. (take assessment)	**24** Please have all attendance and progress logged by 5:00 pm.	**25**
26 Unit 2 Lesson 2, Day 1 Cities Spur Change	**27** Unit 2 Lesson 2, Day 2 Cities Spur Change	**28** Unit 2 Lesson 2, Day 3 Cities Spur Change (take assessment)	**29** Unit 2 Lesson 3, Day 1 Genius in Florence	**30** Unit 2 Lesson 3, Day 2 Genius in Florence	**31** Please have all attendance and progress logged by 5:00 pm.	**1**

▸ Pacing guides offers suggestions for what to work on for the day. The pacing guides are best to help keep you on track in your classes.

1.Print out each month's pacing guides.

2.Keep them in a file folder or notebook that will always be near your computer.

3.Follow them as closely as possible.

4.If you fall behind during any week, use the weekend to catch up in that subject. Promise yourself that you will be "caught up" by Monday morning.

5.If something serious happens that causes you to fall behind more than four or five days, create a PLAN to catch up before the month ends.

6.If you are seriously behind, contact your homeroom teacher and ask for help in figuring out HOW you fell behind and HOW you can catch up.

Monitoring Progress

		NOT COMPLETED
Math		

MS Pre-Algebra   Projected End Date: --

| 1% | 99% | 100% Total Lessons |

View Progress Details ▶

Pre-Algebra Common Core Appendix   Projected End Date: --

| 5% | 95% | 100% Total Lessons |

View Progress Details ▶

▸ Monitor your progress by using the "progress tab" in your account. Remember, you should make at least 3% progress each week.

Attendance

It is VERY important that you mark attendance every day. For days you are not working, please mark zeroes. You never want your total missing days to exceed 5 days, as that may result in disciplinary action.

Missing Days: 12 View ▼

◄   Friday, June 7, 2013   ▶ 🔲

You can edit attendance for this student, search for missing attendance days or navigate to a different date.

Auto-Enter ▼

Courses	Enter Time	Totals-To-Date
Introduction To Online Learning (6–8)		51 hrs 20 min
Fundamentals of Geometry and Algebra IN		168 hrs 11 min
Intermediate Language Skills A		176 hrs 15 min
Intermediate Literature A		212 hrs 1 min
Earth Science**		178 hrs 53 min
Intermediate World History A**		264 hrs 6 min
Physical Education		67 hrs 45 min
Strategies For Success: Grade 6		11 hrs 45 min
Study Island		20 hrs 20 min

Totals: Total Days in School: **174 day(s)**   Time: **0**   **1150 hrs 36 min**

🖶 Print Attendance

[Save]   [Restore]   [Close]

Daily Plan

This chart shows a recommended weekly schedule based on a 180-day teaching year. If this meets your needs, select "Save". To change the number of lessons scheduled for a course on a given day, click on the schedule block and edit the number. Scheduled courses display in Planning and Progress. To show or hide a course in Planning and Progress, select "Show/Hide Courses".

Scheduled Courses	Est. Time Per Lesson	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total	Projected End Date
MS Pre-Algebra	60 min		1	1	1	1	1		5	--
Pre-Algebra Common Core Appendix	60 min		1	1	1	1	1		5	--
(3-8) Individualized Learning Plan - Get Started with Scantron	60 min		1	1					2	--
Intermediate Language Skills B: Composition	60 min		1	1	1	1	1		5	--
Intermediate Language Skills B: GUM	25 min		1	1	1	1	1		5	--
Intermediate Language Skills B: Vocabulary	15 min		1	1	1	1	1		5	--
Intermediate Literature B	60 min		1	1	1	1	1		5	--
Life Science	60 min		1		1		1		3	

Save   Restore

- You can click the "plan" tab in the scheduling manager to adjust which classes you spend time on each day. This feature is very useful for families who wish to block schedule.

K-mail

Click "New K-mail to write a k-mail

Actions
- New K-Mail
- New K-Mail Merge
- New Note/Log
- Advanced Search

Look for: [_____] Tagged as: [_____ ▼] [Find] [Show All]

Select: Page None

	STI	✉	From	Regarding	Subject	📎	Date
☐		✅	Teran Armstrong		2013 14 calendar	📎	5/2/2013 8:27 PM GMT-04:00

[Move To Archive]

(1 Communication)

Number of items per page: [10] [Update]

Views
- Inbox
- Outbox
- Archive
- Drafts

▸ You can access k-mail through the OLS. It is imperative that you check your k-mail every day, as it is our primary method of contact. You can also send k-mails to teachers to ask questions and get help!

New K-Mail

If you send a message to a student, their learning coaches will be automatically CCd and the message is automatically set to be about that student.
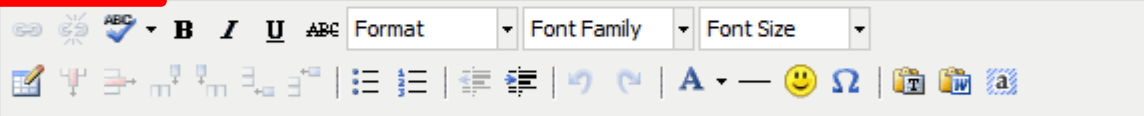
* To: Click to Search
Show CC and BCC

About: Click to Search

Add Tag: [ ] [Tag]

Template: Select One ▼ View User Guide

* Subject [ ]

Attachment + Attach files

* Content:

▶ Select the person you wish to k-mail, by clicking in the "to" box.

▶ You can attach files, such as essays you wish to submit, but clicking the "attach files" button.