

BUHSD Learning Center Edgenuity Enrollment Instructions

Welcome to BUHSD LC Online! Here are some important instructions to get you started with your online Edgenuity courses. Edgenuity is the online learning platform we use for your classes. Please be sure to read this **entire** message, and do not hesitate to email us if you have any questions.

ACCESSING EDGENUITY (STUDENTS)

The easiest way to access your class is to go to the District's website: www.buhsd.org. Click on BUHSD Learning Center at the top of the main page. Go to Programs and click on LC Online. Scroll down and click on Edgenuity Student Login. You can also access your class(es) through <http://learn.edgenuity.com/student>. If you are a continuing Edgenuity student, your login information is the same as it was before. If you are new to Edgenuity, your **District Email** (ID@buhsd.org) **is your Username** (unless notified otherwise), and your **Password** is the first three letters of your first name, the first three letters of your last name, and the first three digits of your school ID number.

For example, the username for Marissa Lees, ID 23564 would be 23564@buhsd.org, and the password would be marlee235.

If you are new to Edgenuity, after your initial login, you will be required to view short orientation videos. These will demonstrate how to navigate and access various parts of Edgenuity. You must view these before you can access your class(es).

CLASSES

Before you start your class(es), make sure you have been enrolled in the correct class(es). All full-time online students should be enrolled in classes equal to **4.0 credits**. Keep in mind that some Edgenuity classes are worth a half (.50) credit; therefore, you will have more than 4 classes if you are taking any half-credit electives. If you feel there has been an error with the class(es) you've been assigned, please email Mrs. Lees at mlees@buhsd.org as soon as possible.

Please note that if you are enrolled in a **Spanish** class, there is a speaking, writing, and reading component; therefore, **headphones with a microphone** are required.

Also, note that if you are taking ISP (Integrated Science Principles), you will be assigned ISP IA and ISP IB at the same time in Edgenuity. Both are half-credit courses, so *together* they equal the required freshman science full credit. ISP IA consists of standards from Physical Science, and ISP IB consists of standards from Earth and Space Science. Because they are each composed of different science standards, one does not need to be taken before or after the other; they can be taken simultaneously.

ATTENDANCE

All full-time online students must log a minimum of **5 hours** in their Edgenuity classes each school day. In other words, in a full school week, a full-time online student should work at least **25 hours** in their Edgenuity classes. Not only is this minimum time requirement tied to student attendance, it directly correlates to student achievement. Students can find the time they have logged by going into their Edgenuity Profile (upper right corner in Edgenuity) and then clicking on Attendance Report (left side of the screen).

ACCESSING THE FAMILY PORTAL IN EDGENUITY (PARENTS/GUARDIANS)

Edgenuity offers a Family Portal where parents/guardians can check on their child's progress in their Edgenuity classes. First, parents/guardians, you must activate your Family Portal.

Note: You will need a unique **Activation Code** to activate your Family Portal. To obtain your personal Activation Code, please send an email to all three of us: mlees@buhisd.org (Mrs. Lees), ctellez@buhisd.org (Ms. Tellez), and ksanders@buhisd.org (Dr. Sanders). You will just need to provide your student's full name and ID number on the email. One of us will reply to your email with your Activation Code.

The easiest way to access the Edgenuity Family Portal is to go to the District's website: www.buhisd.org. Click on BUHSD Learning Center at the top of the main page. Go to Programs and click on LC Online. Scroll down and click on Edgenuity Parent Login. You can also directly access the Family Portal at <https://auth.edgenuity.com/Login/Login/Family>. Next, you will click on Activate Account (small link on the bottom right). Then, type in your email address that you provided on your student's online application and your Activation Code. You will then be asked to create a password and security question. Finally, you can log in and see how your child is progressing in his/her classes, current grades, and time logged in Edgenuity. You will also receive weekly progress reports straight to your email once you've activated your Family Portal. Feel free to watch the helpful tutorial video under LCOonline Resource Videos by going to our website at <https://blc.buhisd.org/>.

Note: You will NOT be able to see your child's grades on Parent Vue, as Edgenuity does not communicate with Parent Vue. You will have to use the Family Portal to see grades and attendance for your student.

QUIZZES AND TESTS

In your Edgenuity classes, you will encounter quizzes for each lesson. If you fail a quiz or a test, you may re-take it one time. However, cumulative exams (mid-terms and finals) can only be taken once; there are NO re-takes on exams. Any time you are stopped in your course, you must email the teacher who facilitates the course, letting him/her know that you are stopped and need help. See the **Teacher Facilitation Chart** at the end of this document. Note that teachers are given a 24-hour window to respond to requests.

GRADES

Edgenuity shows **three** types of grades, and it is important that you understand what each one means. First, the **Overall Grade** is the grade you have earned on the portions of the course that you have completed. In other words, this shows the quality of work you are doing and if you are understanding the course's content. Second, the **Actual Grade** is the student's overall grade adjusted if a student is behind target. The Actual Grade incorporates a penalty for a student being behind their target. It makes use of a ratio that represents the student's actual progress divided by his/her target progress. If you are on-track or ahead of schedule with your course, the Actual Grade will be the same as the Overall Grade. Only if you begin falling behind in completing your coursework will the Actual Grade be lower than the Overall Grade. Third, the **Relative Grade** is the grade earned including a 0% for ALL components remaining incomplete in the entire course. In other words, Edgenuity assigns a zero for EVERYTHING in the course, and as you complete work, those zeros transform into the grade you've earned. As you complete work in the course, your Relative Grade will increase. The Relative Grade will be the posted grade on your high school transcript.

Note: You will NOT be able to see your grades on Student Vue, as Edgenuity does not communicate with Student Vue. You will need to check your Edgenuity Progress Report for your grades. Feel free to watch the helpful tutorial on Edgenuity Progress Reports video under LCOonline Resource Videos.

Important: Plagiarism is presenting other's words/ideas as your own without giving credit to the original author. It is also copying directly from another person/source and presenting the work as your own. Plagiarism is NOT allowed. All work must be your own. Do NOT copy work from another person or the Internet. If you use words from another person, you must put quotation marks around the exact words quoted and give credit to

the author. If you paraphrase information from a person/source, you must give credit to the author. Teachers use Turnitin.com to check for plagiarism. This website will check your work against everything on the Internet as well as all work that has ever been submitted to Turnitin.com. Plagiarism is a violation of the district's code of conduct, and any work that shows up plagiarized will result in a zero for the assignment, a referral will be written, and the violation may be entered on the student's school discipline profile.

RECEIVING HELP

Academic Issues/Questions

Whenever you have questions about your specific classes, please reach out to the teacher who is responsible for facilitating your class. Please refer to the **Teacher Facilitation Chart** at the end of this document to determine which teacher is responsible for facilitating which class.

Note that teachers will monitor classes during weekends, most school breaks/holidays, and evenings; however, during Winter Break, there are 5 days (Dec. 23 - 25, Dec. 31, and Jan. 1) that teachers are not expected to work. This only pertains to students taking credit deficiency, credit recovery, acceleration, and repeat classes, as they are the only students allowed to work on classes over Winter Break.

One useful tool that you should take advantage of is the **Course Map**. I have set your courses with a specific Target End Date. All work, including your final/cumulative test(s)/exam(s) must be completed by your Target End Date. Edgenuity automatically calculates what you need to complete each day to stay on target in the Course Map for each class so that you will complete the class by your Target End Date. You have 24/7 access to your coursework, so feel free to work ahead of the Course Map schedule.

Tip: Edgenuity follows our District Calendar and does NOT assign new work on weekends and school breaks/holidays; however, because you can still work in your classes during these days, you can get caught up or get ahead more easily by choosing to work during these days!

Technology Issues/Questions

If you have any technical problems with your computer, please contact the District's IT Department by emailing your corresponding home campus Network Technician below, or you can click on the **BUHSD IT Support** icon on your District-assigned laptop.

- **BUHS**
 - Mr. Mitchelson
 - mark.mitchelson@buhdsd.org
 - Mr. Bowles
 - shaun.bowles@buhdsd.org
- **EFHS**
 - Mr. Lillis
 - michael.lillis@buhdsd.org
 - Mr. Rodriguez
 - michael.rodriguez@buhdsd.org
- **YHS**
 - Mr. Filep
 - matthew.filep@buhdsd.org
- **BUHSD LC**
 - Mr. Lillis
 - michael.lillis@buhdsd.org
 - Mr. Mitchelson
 - mark.mitchelson@buhdsd.org

If your class needs any special software programs downloaded, you will need to contact a Network Technician (listed above) to download it for free to your laptop.

CONTACT INFO.

If you need general assistance, you may contact the BUHSD LC staff listed below.

- Mrs. Tellez, Administrative Assistant – ctellez@buhسد.org
- Mrs. Lees, School Counselor – mlees@buhسد.org
- Dr. Sanders, Principal – ksanders@buhسد.org

We look forward to working with you as you progress through your class(es). We ask that you continue checking your District student email, the BUHS Learning Center website (<https://blc.buhسد.org/>), and Edgenuity Announcements for the most up-to-date information.

FACILITATING TEACHER EMAILS: Email the corresponding facilitating teacher when you are stopped in your class, need assistance, or need to inquire about a retake.

Ms. Dalrymple – lisa.dalrymple@buhسد.org

Mr. Johnson – matt.johnson@buhسد.org

Ms. Fox – sfox@buhسد.org

Mr. Hand – jacob.hand@buhسد.org

Mr. Jensen – michael.jensen2@buhسد.org

Mr. Newsom – timothy.newsom@buhسد.org

SUPPORTING TEACHERS: The following teachers are also available to provide extra help/remediation/tutoring for students. Email them for when you need help/tutoring in your class(es).

Ms. Doscocil (All Science) – dayna.doscocil@buhسد.org

Ms. Fox (All English) – sfox@buhسد.org

Ms. Gerlach (All Math) – laura.gerlach@buhسد.org

Ms. Juarez (All Social Studies) – kristen.juarez@buhسد.org

Scroll down to see Teacher Facilitation Chart!



TEACHER FACILITATION CHART

2020-2021

Note: *Indicates a half (0.50) credit course

CORE CLASSES	ELECTIVES
<u>ENGLISH</u> (All-Ms. Dalrymple)	<u>PHYSICAL EDUCATION</u> (All-Mr. Newsom)
English I (A/B)	Foundations of Personal Wellness (A/B)
English I Honors (A/B)	Lifetime Fitness (full-year/semester*)
English II (A/B)	
English II Honors	<u>ENGLISH ELECTIVES</u> (All-Ms. Dalrymple)
English III (A/B)	Expository Reading and Writing (A/B)
English III Honors	Intro to Communication and Speech (A/B)
English IV (A/B)	Literacy & Comprehension I (A/B)
English IV Honors	Literacy & Comprehension II (A/B)
<u>MATHEMATICS</u> (All-Mr. Hand)	<u>MATH ELECTIVES</u> (All-Mr. Hand)
Algebra I (A/B)	Pre-Algebra
Algebra I Honors (A/B)	Financial Math
Geometry (A/B)	
Geometry Honors	<u>WORLD LANGUAGE ELECTIVES</u> (All-Mr. Jensen)
Algebra II (A/B)	Spanish I (A/B)
Algebra II Honors	Spanish II (A/B)
College Prep Algebra	Spanish III (A/B)
Concepts in Probabilities & Statistics (A/B)	
Statistics (A/B)	<u>SOCIAL STUDIES ELECTIVE</u>
Mathematical Models w/Applications	Human Geography (Ms. Dalrymple)
Pre-Calculus (A/B)	
Pre-Calculus Honors	<u>GENERAL ELECTIVES</u>
Trigonometry	Art History I (A/B) (Ms. Fox)
	Contemporary Health* (Ms. Dalrymple)
<u>SCIENCE</u> (All-Mr. Newsom)	Health* (Mr. Newsom)
Earth and Space Science (A/B)	Healthy Living (full-year/semester*) (Mr. Newsom)
Physical Science (A/B)	Introduction to Art (A/B) (Ms. Fox)
Biology (A/B)	Introduction to Computer Science (Mr. Johnson)
Biology Honors	Online Learning & Digital Citizenship* (Mr. Johnson)
ISP I (A & B =1.0 credit)	Psychology (A/B) (Mr. Newsom)
Chemistry (A/B)	Sociology* (Mr. Newsom)
Chemistry Honors	Strategies for Academic Success* (Mr. Newsom)
Physics (A/B)	
Physics Honors	<u>CAREER & TECHNICAL EDUCATION (CTE) ELECTIVES</u>
Environmental Science (A/B)	Agribusiness Systems* (Mr. Johnson)
	Business Computer Information Systems (Mr. Johnson)
<u>SOCIAL STUDIES</u> (All-Ms. Dalrymple)	Business Law* (Mr. Johnson)
Modern World History (A/B)	Career Exploration (A/B) (Ms. Fox)
World History/Geography (A/B)	Career Management* (Ms. Fox)
World History Honors	Career Planning & Development* (Ms. Fox)
U.S. History (A/B)	Careers in Allied Health* (Mr. Johnson)
U.S. History Honors	Engineering and Design* (Mr. Johnson)
U.S. Government*	Engineering and Product Development* (Mr. Johnson)
U.S. Government Honors*	Fire and Emergency Services* (Mr. Johnson)
Economics*	Food Products & Processing Systems* (Mr. Johnson)
Economics Honors*	Food Safety and Sanitation* (Mr. Johnson)

CAREER & TECHNICAL EDUCATION (CTE) ELECTIVES CONTINUED

Fundamentals of Programming and Software Development* (Mr. Johnson)

Health Science Concepts (A/B) (Mr. Johnson)

Introduction to Agriculture, Food, and Natural Resources* (Mr. Johnson)

Introduction to Business (A/B) (Mr. Johnson)

Introduction to Careers in Architecture and Construction* (Mr. Johnson)

Introduction to Careers in Arts, A/V Technology, and Communications* (Mr. Johnson)

Introduction to Careers in Education and Training* (Ms. Dalrymple)

Introduction to Careers in Finance* (Mr. Johnson)

Introduction to Careers in Government and Public Administration* (Mr. Johnson)

Introduction to Human Growth and Development* (Ms. Dalrymple)

Introduction to Careers in the Health Sciences* (Ms. Dalrymple)

Introduction to Careers in Transportation, Distribution, and Logistics* (Mr. Johnson)

Introduction to Coding* (Mr. Johnson)

Introduction to Consumer Services* (Mr. Johnson)

Introduction to Health Science (A/B) (Mr. Johnson)

Introduction to Human Services* (Ms. Dalrymple)

Introduction to Information Technology (A/B) (Mr. Johnson)

Introduction to Information Technology Support and Services* (Mr. Johnson)

Introduction to Law, Public Safety, Corrections, and Security* (Mr. Johnson)

Introduction to Network Systems* (Mr. Johnson)

Introduction to STEM* (Mr. Johnson)

Law Enforcement Field Services* (Mr. Johnson)

Medical Terminology* (Ms. Dalrymple)

Marketing and Sales for Tourism and Hospitality* (Ms. Fox)

Network System Design* (Mr. Johnson)

New Applications: Web Development in the 21st Century* (Mr. Johnson)

Nursing Assistant (A/B) (Ms. Dalrymple)

Personal Finance* (Mr. Johnson)

Pharmacy Technician (A/B) (Mr. Johnson)

Power, Structural, and Technical Systems* (Mr. Johnson)

Small Business Entrepreneurship A* (Mr. Johnson)

Software Development Tools* (Mr. Johnson)

Sustainable Service Management for Hospitality and Tourism* (Ms. Fox)

Technology and Business (Mr. Johnson)

Transportation and Tours for the Traveler* (Ms. Fox)

Note: *Indicates a half (0.50) credit course