



Online Adult Education Program Walk-thru Presentation (Program Guide)

STEP

1

Getting Started!

Check your personal email for a “Welcome” email from the school to retrieve your school email and password.

Pro Tip! Make sure you save this email to help you get back to the student website!

Notice: This “Welcome” email may look different as the program changes over time.

Welcome to the Online Adult Education Program!

Please **save this email**, it contains information to access your program.

Read the directions first!

Step 1: Go to the "[Student Website](#)" (the "Click Here" link below will bring you to there).

Step 2: Click on the "[Process & Timelines](#)" page to learn how this program works.

Step 3: Click on "[Program Steps](#)" and follow the steps (directions) to get started!

Remember! You have 30 days to start and complete the Orientation Classroom that has your Assessment Test in it. If you go over 30 days to complete your Assessment Test, a late fee will be added to your account.

[Read the guidelines on the student website!](#)

Your School Email: first.lastname@educatorsinc.org

Your Email Password: W6dqCnCV7AjB2gR&

Student Website -> [Click Here!](#)

Notice: You must be logged into your school email to join and participate in anything.

You will use your school email the entire duration of this program.

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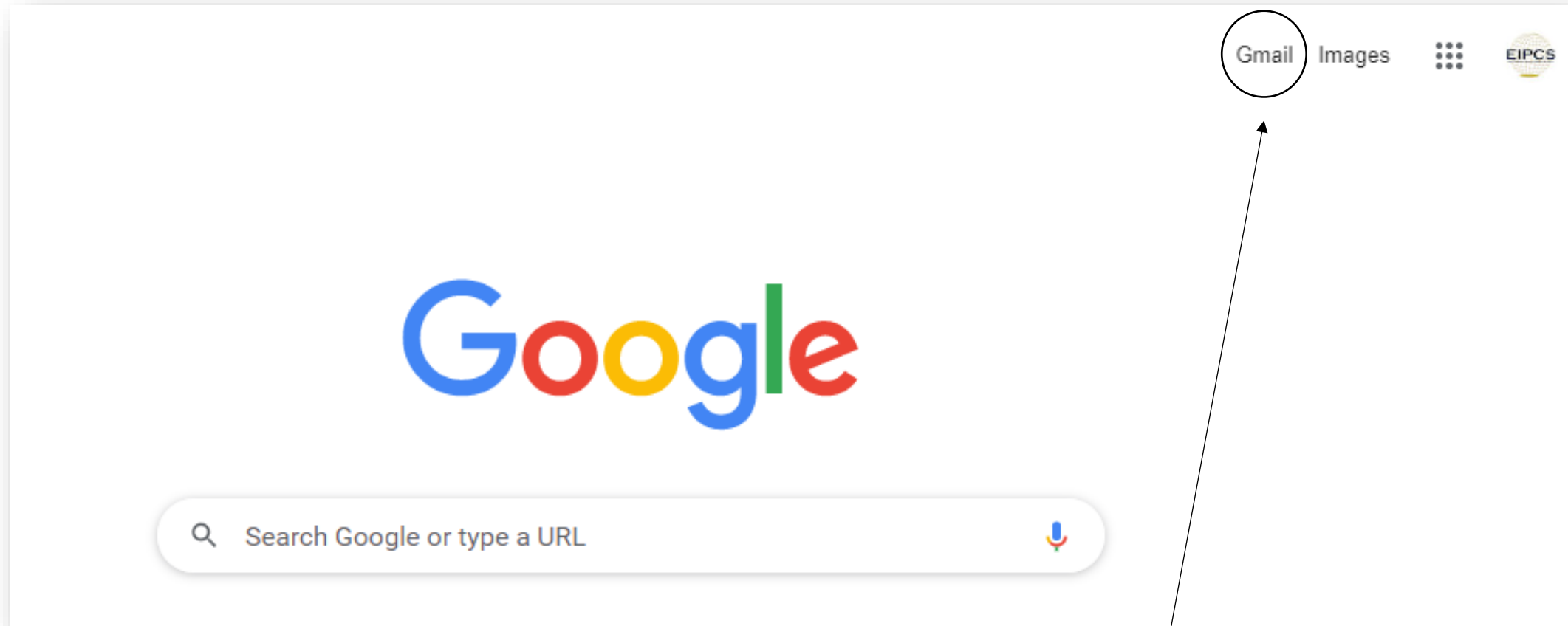
EIPCS Teacher,

Christy King

STEP

2

Go to Google Gmail

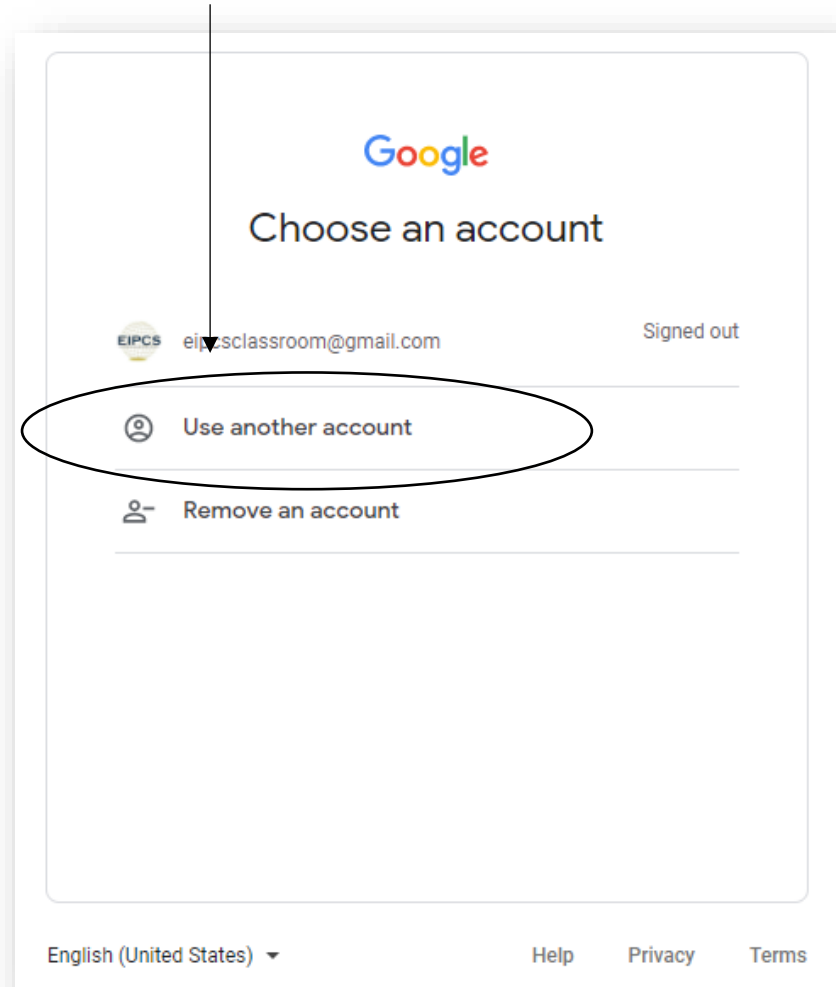


Go to Google on your internet browser and click “Gmail” to login to your school email. You can also type www.gmail.com to login.

STEP 3

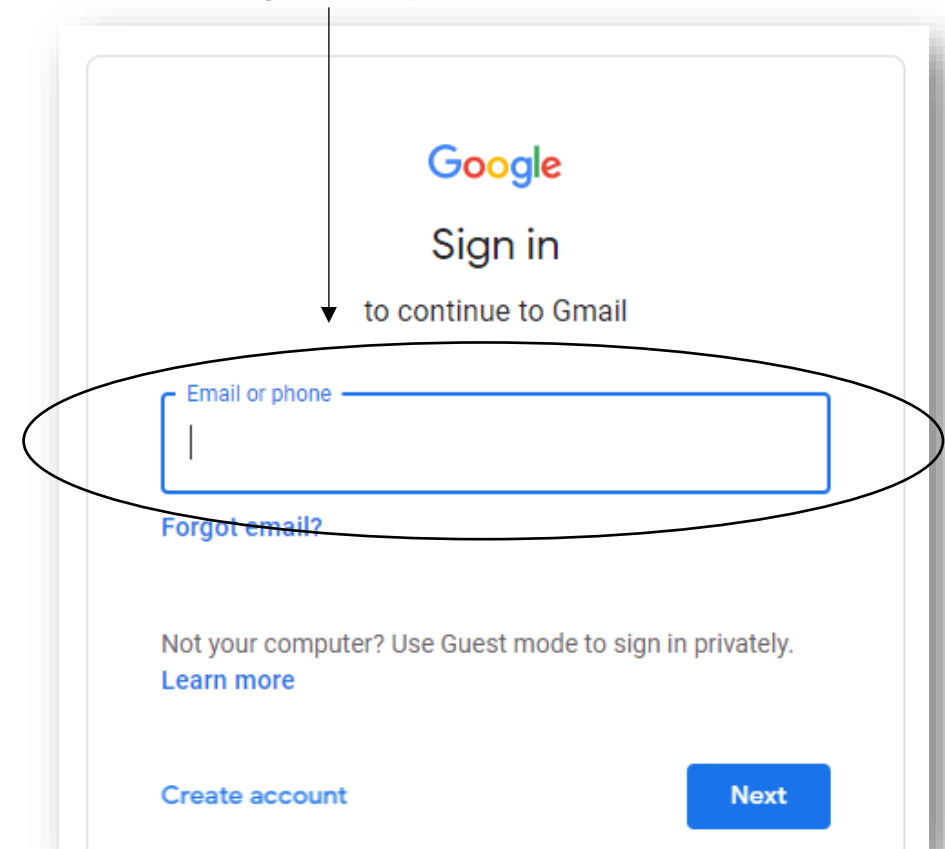
Add A New Email Account

Click "Use another account"



The screenshot shows the Google account selection interface. At the top, the Google logo is followed by the text "Choose an account". Below this, there is a section for the current account, showing a profile picture, the email address "eiv@sclassroom@gmail.com", and the status "Signed out". Below the current account section, there are two options: "Use another account" and "Remove an account". The "Use another account" option is circled in black, and an arrow points from the text "Click 'Use another account'" to it. At the bottom of the screen, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

Add your school email address that was sent to your personal email.



The screenshot shows the Google sign-in interface. At the top, the Google logo is followed by the text "Sign in". Below this, there is a text input field labeled "Email or phone" with a blue border. The input field is circled in black, and an arrow points from the text "Add your school email address that was sent to your personal email." to it. Below the input field, there is a link for "Forgot email?". At the bottom of the screen, there is a link for "Create account" and a blue button labeled "Next".

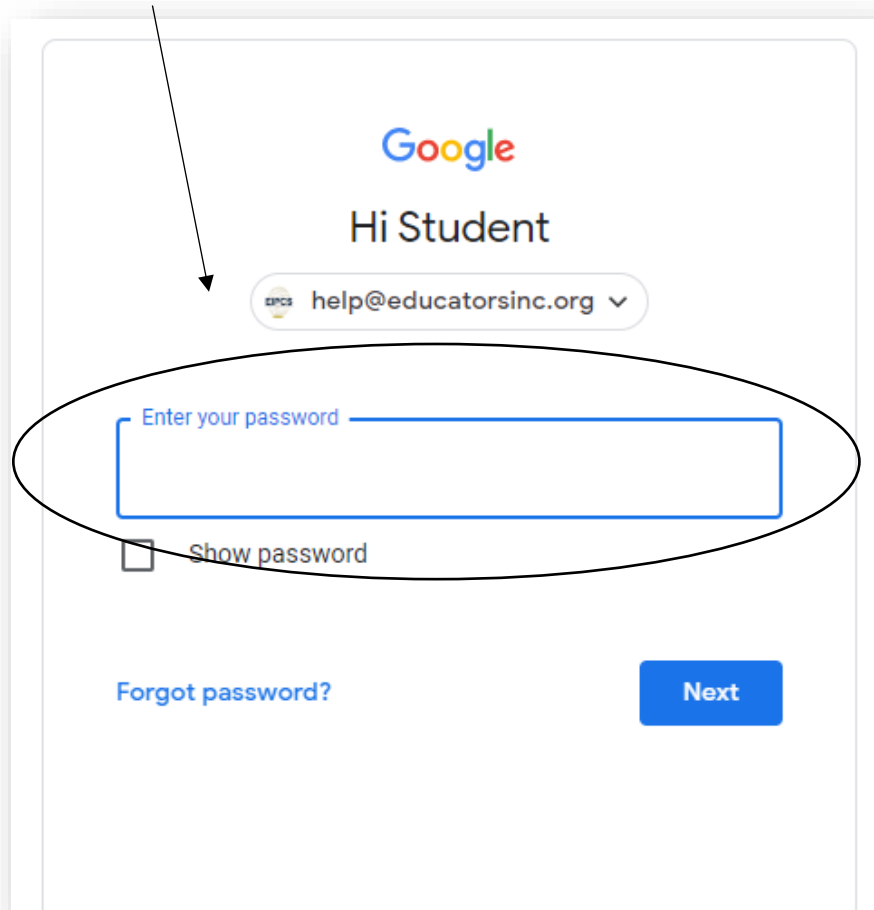
Pro Tip! Your school email is your first name "dot" last name @educatorsinc.org

STEP

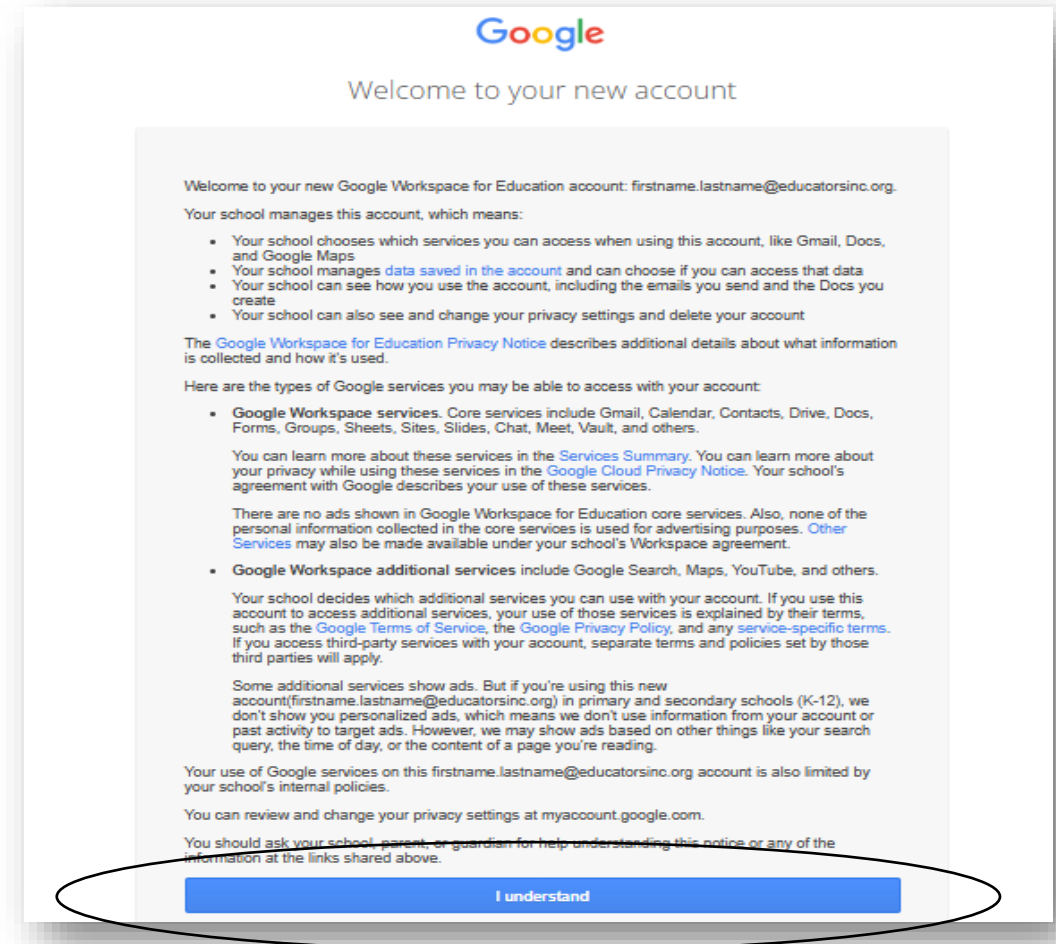
4

Login to Your School Email

1. "Copy and paste" the password that was sent to your personal email and add it here.



The image shows the Google login page for a student account. At the top, the Google logo is displayed, followed by the text "Hi Student". Below this, the email address "help@educatorsinc.org" is shown in a dropdown menu. A password input field is highlighted with a blue border and a black oval. Below the input field is a checkbox labeled "Show password". At the bottom left, there is a link "Forgot password?", and at the bottom right, there is a blue "Next" button.



The image shows the Google Workspace for Education welcome page. At the top, the Google logo is displayed, followed by the text "Welcome to your new account". Below this, the email address "firstname.lastname@educatorsinc.org" is shown. The page contains several sections of text, including a list of services and a "Show password" checkbox. At the bottom, there is a blue button labeled "I understand".

2. Accept the terms and conditions by clicking the "I understand".

STEP 5

Create A Password

Your school email will always be your
firstname.lastname@educatorsinc.org

Example: **Mary.Smith@educatorsinc.org**

Once you use your one-time
“default password”, you must
create your own password!

DONE!

Your Email is set up.

Google

Change password for
firstname.lastname@educatorsinc.org

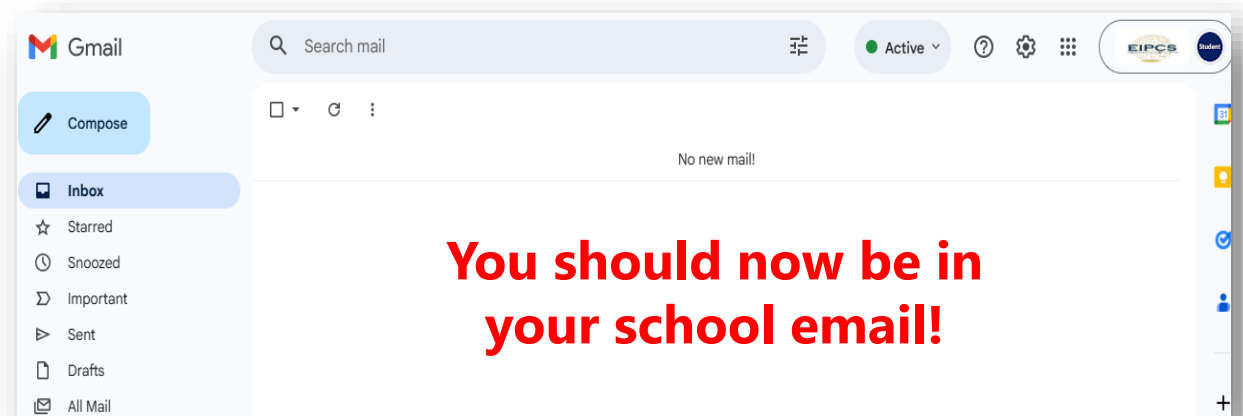
[Learn more about choosing a smart password](#)

Create a new, strong password that you
don't use for other websites.

Create password

Confirm password

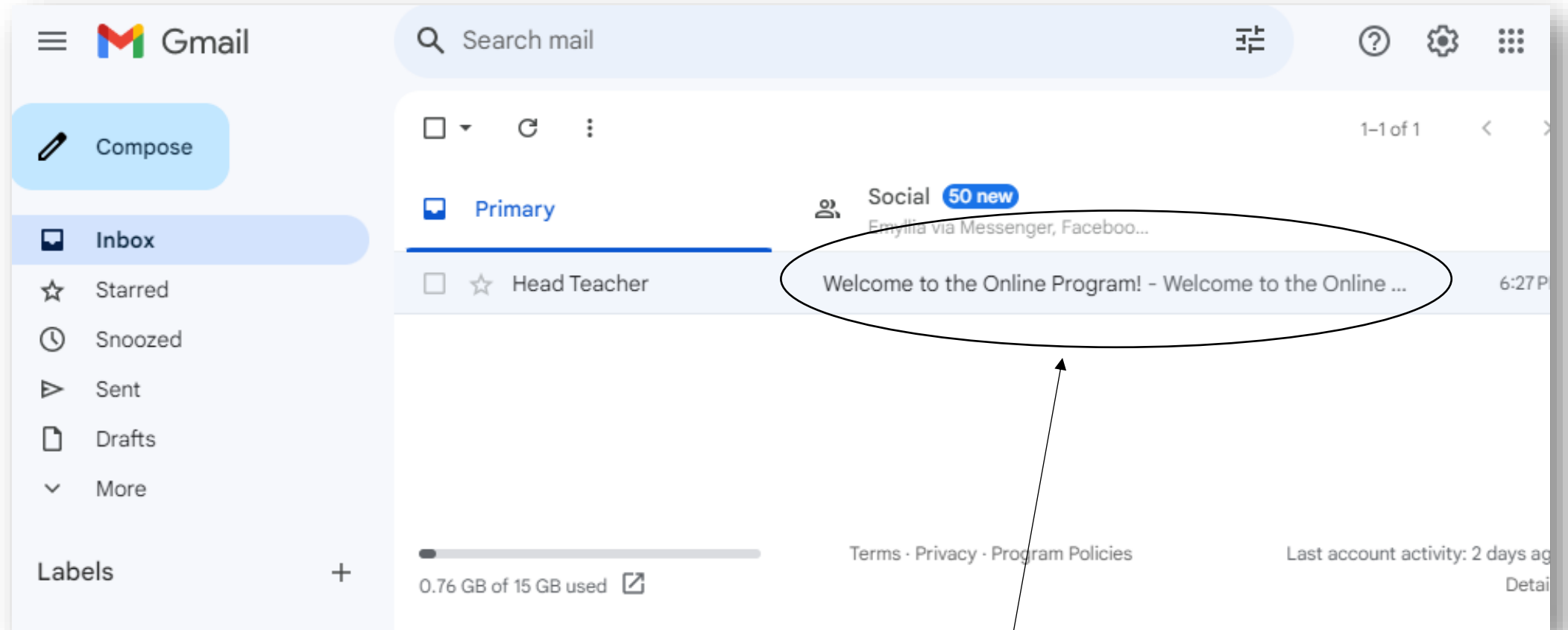
Change password



STEP

6

Return to Your Personal Email



To continue to the next step, go back to your personal email and find your “Welcome” email that was sent from the school.

STEP

7

Accessing the Student Website

Open your "Welcome" email and click on the "Click Here!" link to go to the student website.



www.eipcsonlineschool.org

Warning! You must be logged into your school email to join or participate in any of your classes.

Welcome to the Online Adult Education Program!

Please **save this email**, it contains information to access your program.

Read the directions first!

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Step 2: Click on the "[Process & Timelines](#)" page to learn how this program works.

Step 3: Click on "[Program Steps](#)" and follow the steps (directions) to get started!

Remember! You have 30 days to start and complete the Orientation Classroom that has your Assessment Test in it. If you go over 30 days to complete your Assessment Test, a late fee will be added to your account.

[Read the guidelines on the student website!](#)

Your School Email: first.lastname@educatorsinc.org

Your Email Password: W6dqCnCV7AjB2gR&

Student Website -> **[Click Here!](#)**

Notice: You must be logged into your school email to join and participate in anything.

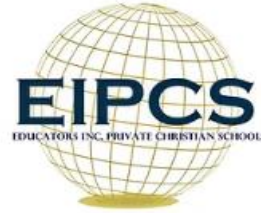
You will use your school email the entire duration of this program.

About the Student Website



www.eipcsonlineschool.org

The student website is where you will find your classes, the program's guidelines, and everything else you need to complete your program.



This website is updated WEEKLY, check it often!

Notice: To make a payment for additional classes or retake classes, find the "Make a Payment" button on the "Resources" page.

[WELCOME](#)

[PROCESS & TIMELINES](#)

[PROGRAM STEPS](#)

[RESOURCES](#)

[SCHOOL CALENDAR](#)

Welcome Students!

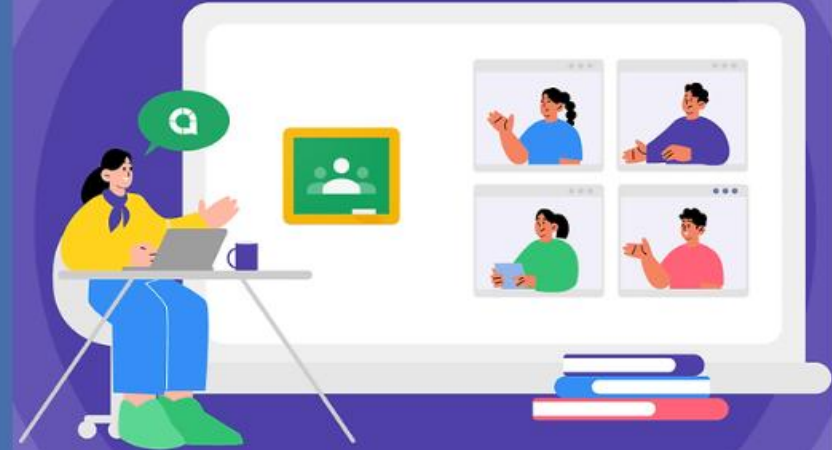
This is the learning pathway to earn your high school diploma!

COME AND FOLLOW US ON:



READ OUR LATEST BLOG ENTRY ABOUT ONLINE EDUCATION

[Read Blog](#)



Program

Getting Started

Click the "Program Steps" button on the menu bar to get started and complete step 1. Step 1 is login to your school email and create a password.

Assessment Test

After you login to your student email, you will continue to Step 2 by completing the Assessment Test. The Assessment Test password is in your "Welcome Email".

Complete Classes

Once you finish your Assessment Test, you will start your classes in Step 3. You must finish all six classes to graduate from the program (unless told otherwise).



Checklist

Quick Review

- Create Password
- Complete your Assessment Test
- Complete your Classes
- Submit a "Request to Graduate" form

Need Help?

- [Click Here](#) for a complete walk-thru guide of the entire program. It will show you how to set-up your school email, complete assignments, and more!
- Email your teacher for help. You can email your teacher anytime, 24/7. Your teacher's email is located on almost every page on this website. To email your teacher, [Click Here!](#)
- You can also call your teacher directly for help Monday through Friday between



Events

Now Available

Consulting Services

Not sure what your next step should be after earning your diploma? EIPCS offers consulting services that can help you prepare for college, a trade school, enlisting in the military, or for joining the workforce.

We help with:

- Picking the right place
- Enrollment
- State requirements
- State tests
- Resume & job help

Starting the Program!

PROCESS & TIMELINES

Explains each step of the program in detail. It also shows the timelines on when your classwork and tests will be graded.

PROGRAM STEPS

Has each step you need to complete in order.

RESOURCES

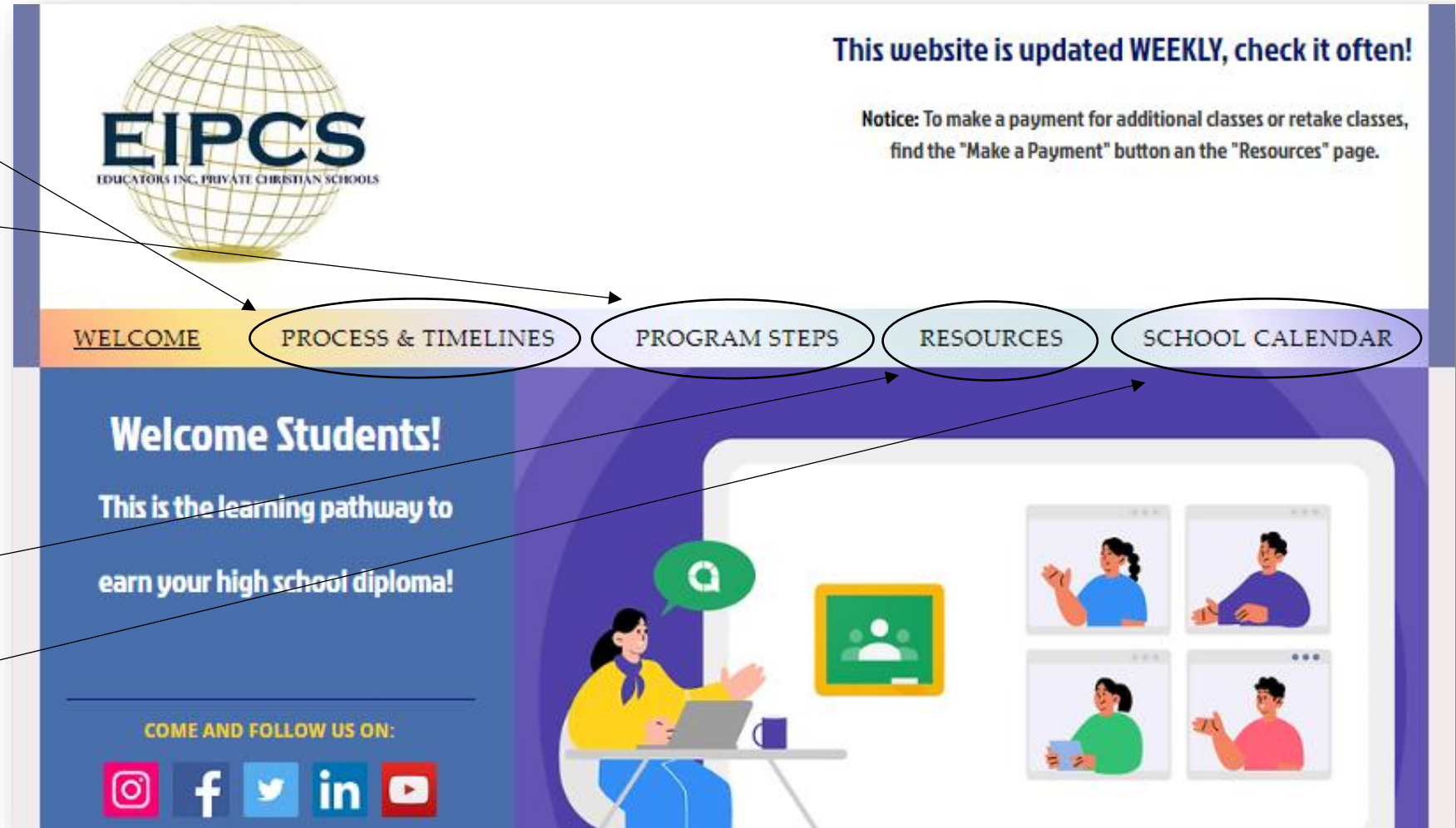
This is updated frequently, it has:

- Teacher's Email
- Payment Portal
- Graduation Ceremony Form
- And More...

SCHOOL CALENDAR

Shows school holidays, events, and when days the school is closed.

Pro Tip! Explore the website so you know where to find everything.



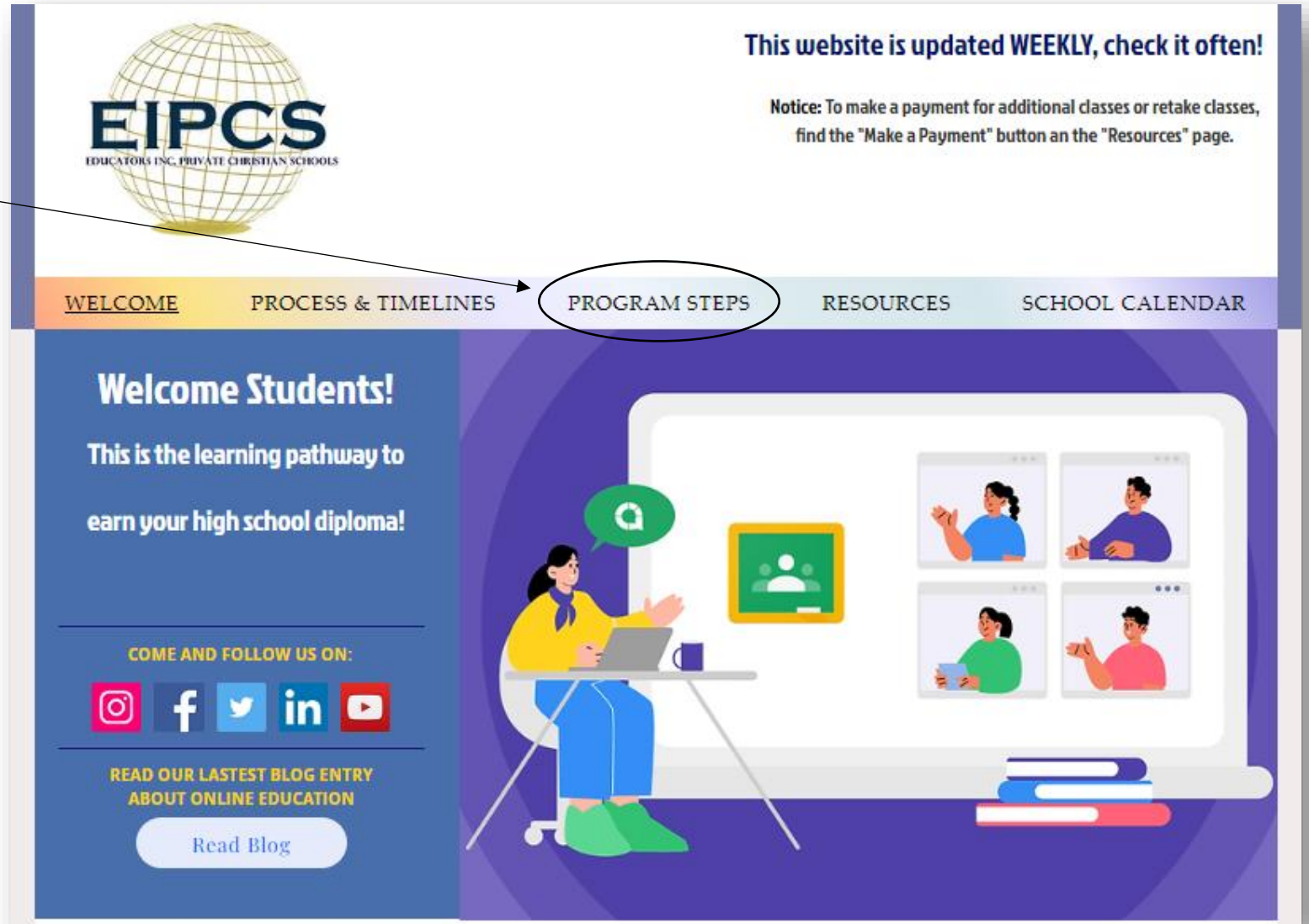
STEP

1

Go to Program Steps

To get started, click on
“PROGRAM STEPS”.

Pro Tip! The
“WELCOME” page has
your teacher’s contact
information (email,
phone number
extension, and call
hours).



STEP 2

Review Program Steps

Follow the program steps in order, to complete your program. Since you have already completed Step 1 (signing into your school email), you can continue straight to Step 2.

Click on the "ORIENTATION" picture to join the classroom and get started!

Follow the steps below to complete the program!

Complete the Steps Below in Order:

Step 1

Login to Your School Email. To get started, you must login to your school email and create a password. Just like you were going to login to your personal Gmail, go to Google's Gmail area and login to your school email (YourFirst.LastName@educatorsinc.org). You can also click the "Login to School Email" button to be redirected to Google to get started. Remember, your school email and password is located in your "Welcome" email sent from the school. Once you login, you will be asked to create a new password. Once you create a new password, return back here to complete Step 2, the Orientation Classroom.

Need help logging into your school email? [Click Here for Program Guide!](#)

Login to School Email



Step 2

Complete the Orientation Classroom. After you sign-in to your school email, you can start the Orientation Classroom. You will start by reading and reviewing the program guide. Then, you will continue by completing the program quiz (scoring at least 14 correct out of 20) and the final test quiz (scoring at least 8 correct out of 10). To finish this class, you will take your Assessment Test. There is not a failing or passing grade for the Assessment Test, this test is only an assessment to see where you are educationally before taking your classes.

ORIENTATION

0001

Class code: fbq2tlr



Click the class boxes to join them!

Joining Classes

Notice: The class numbers and codes will change over time.

ORIENTATION

0001

Class code: fbq2tlr

Step 1



ENGLISH WRITING

1017

Class code: 27fy6oy6

SCIENCE

1007

Class code: 27fy6oy6

MATHEMATICS

1003

Class code: xzxx64j

ENGLISH READING

1016

Class code: 4dx74ic

SOCIAL STUDIES

1014

Class code: fclidc2

ELECTIVES

1025

Class code: zbg5g22k

2

3

4

5

6

7

STEP

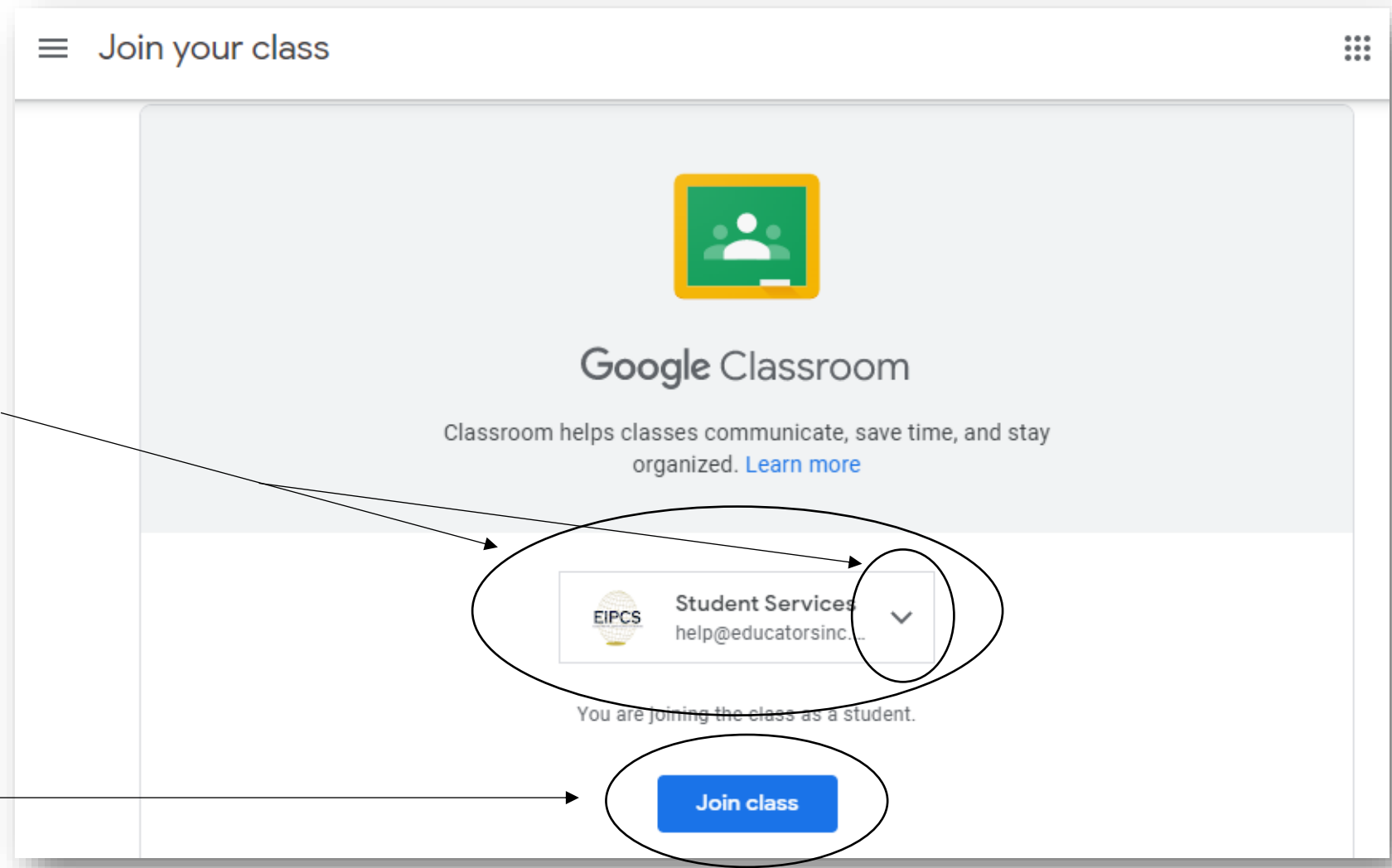
1

Join the Orientation Classroom

After clicking on the class picture, a window will pop-up.

1. Before you click “Join class”, make sure you are using your school email to join. If you need to change the email account, click the arrow tab on the side.

2. After choosing the correct account, click the “Join class” button.



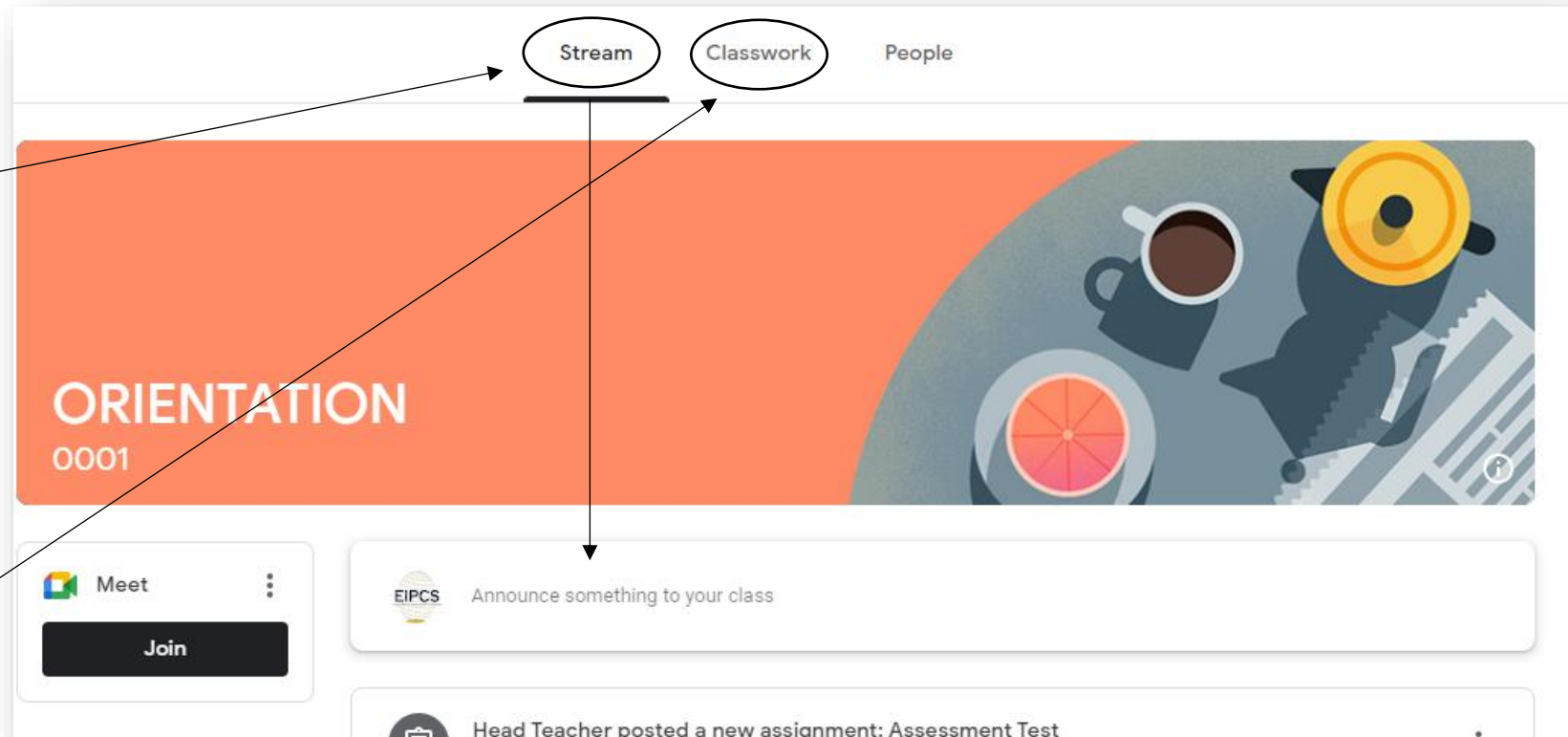
3. You will repeat this process for joining all your classes.

STEP 2

Orientation Classroom Features

Your teacher will post class announcements on the “Stream” (front) area in the classroom.

To find your assignments and assessment test, click on “Classwork” at the top of the classroom.



Notice: The Orientation Classroom is REQUIRED!

You MUST complete this class BEFORE you can continue to your other classes.

STEP

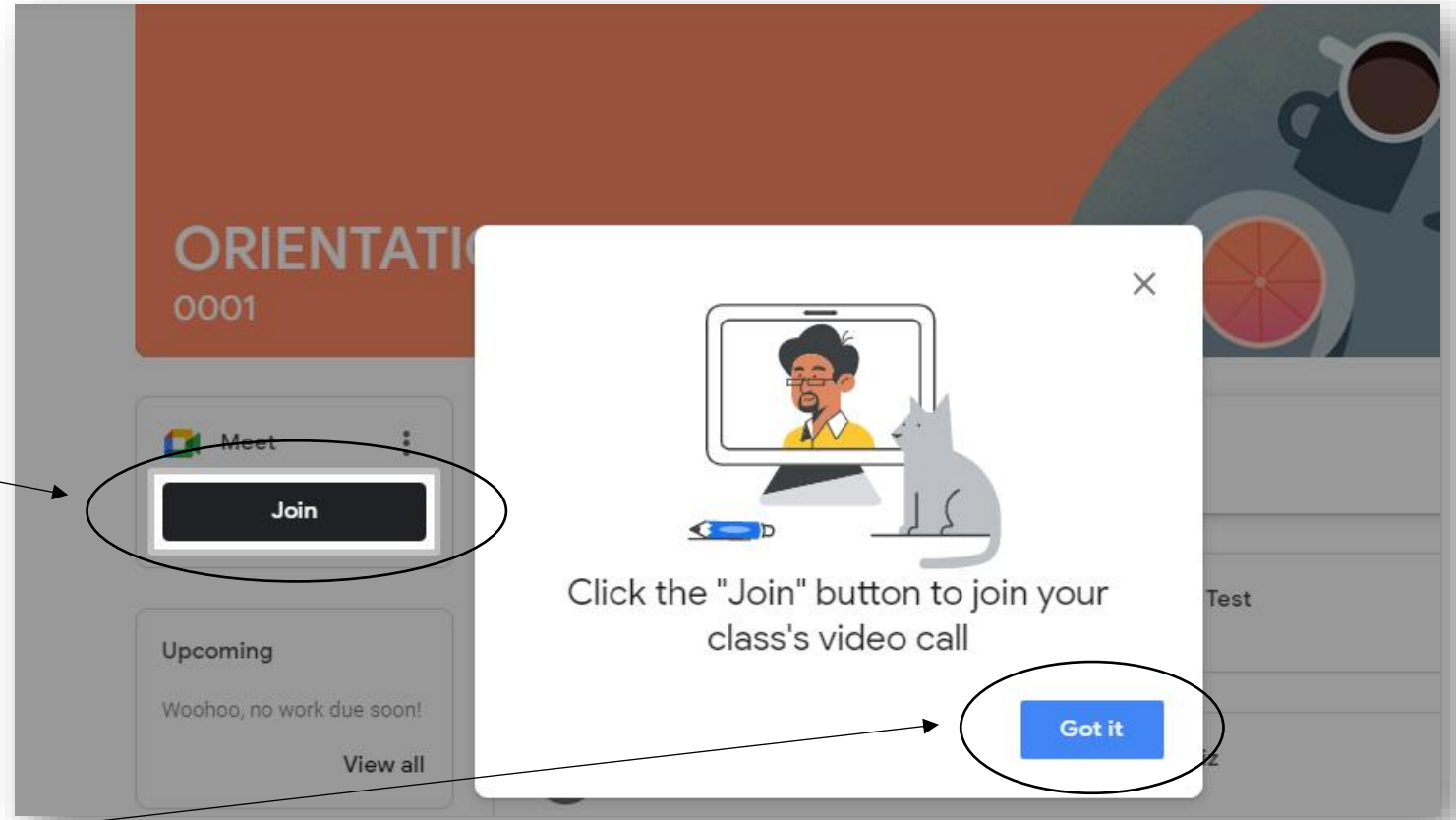
3

Live Orientations Location

Live orientation is optional.

To attend a live orientation, click the “Join” button on the front page of the classroom (under “Stream”) when it’s time to join.

In the beginning, a window may pop-up explaining how you can join. For now, click the “Got it” button until you are ready to join a real live orientation.



Notice: The dates & times, itineraries, and procedures for live orientations will be posted in the front (stream) of the classroom. Live orientations vary month-by-month.

STEP

4

Orientation Classroom Assignments

1. After clicking on “Classwork” at the top, continue to “Step 1 – Learn the Program” module.

2. Click the “START HERE” folder to get started.

The screenshot shows a Canvas LMS interface with three tabs at the top: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected and circled. Below the tabs, the page lists assignments. The first assignment is 'Step 2 - Complete Assessment Test'. The second assignment is 'Step 1 - Learn the Program', which has a folder icon and the text 'START HERE!' circled. The third assignment is 'Final Test Quiz'. Arrows point from the instructions to the 'Classwork' tab and the 'START HERE!' folder.

Assignment	Due Date
Step 2 - Complete Assessment Test	
Assessment Test	No due date
Step 1 - Learn the Program	
START HERE!	Edited Aug 13
Program Quiz 2	No due date
Final Test Quiz	No due date

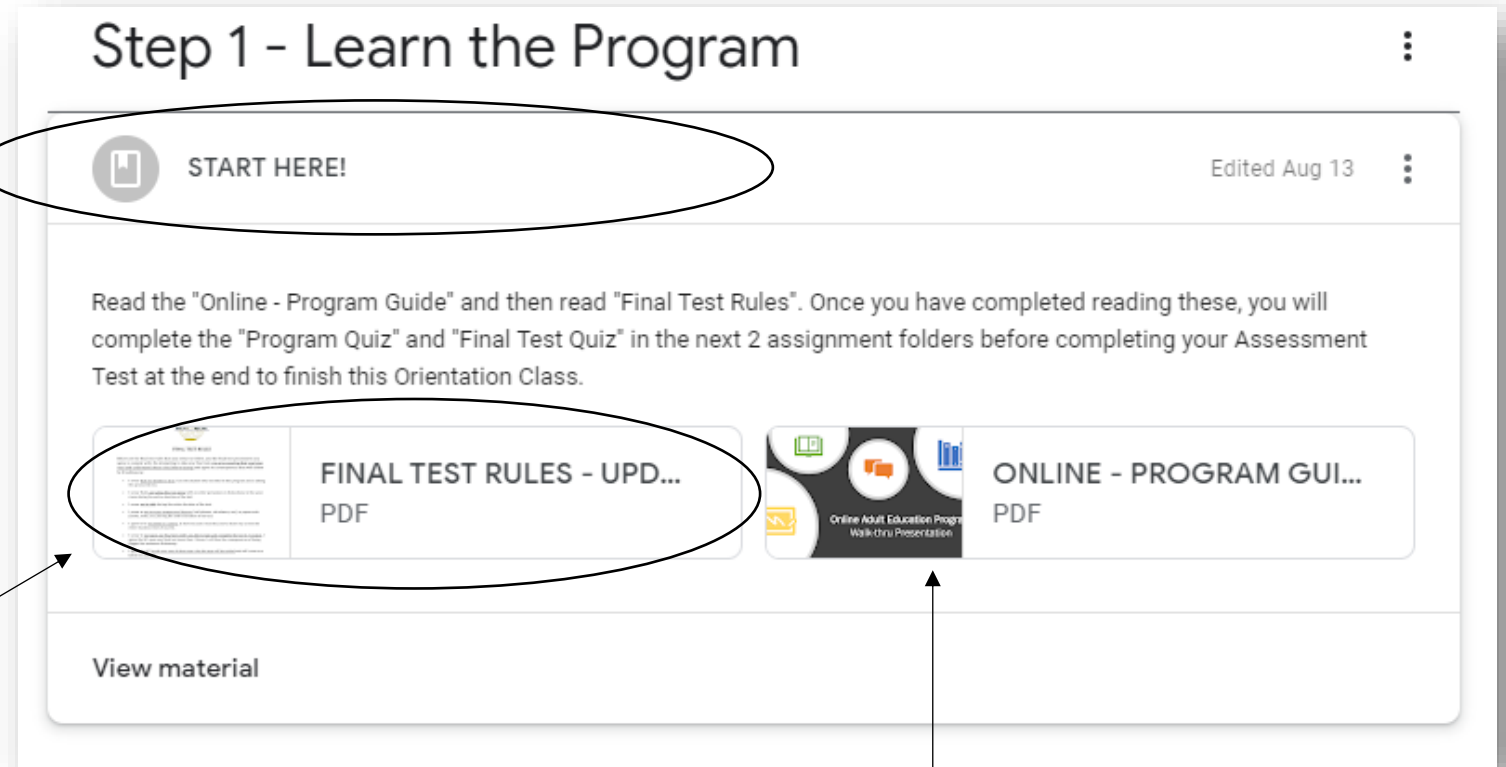
STEP

5

Learn Program & Final Testing Rules

1. Click on the folder to partially open it and see what's in it. Click on the attachment to open it.

2. Click the attachment to open and read the FINAL TEST RULES. You MUST know this information to continue to complete your program.



The "Online – Program Guide" is the SAME presentation you are looking at right now!

This guide is updated as the program changes.

STEP

6

Find Program Quiz

1. Then, continue to the next folder to complete the "Program Quiz".

2. Click the folder the expand it, then click the "Program Quiz" to open and start the quiz.

The screenshot shows a course interface. At the top, it says "Step 1 - Learn the Program". Below this, there is a list of items. The first item is "START HERE!" with a book icon, edited on Aug 13. The second item is "Program Quiz" with a folder icon and a speech bubble icon containing the number 2. This item is circled in black. Below it is another "Program Quiz" item, also with a folder icon and a speech bubble icon containing the number 2. This item is also circled in black. Below the second "Program Quiz" item, there is a list of instructions: "How to 'Turn In' your final tests" and "How to contact help or a teacher". Below this list, there is a paragraph of text: "You must score at least a 14 out of 20 question correct on this quiz to continue to your assessment test. If you get more than 6 incorrect, you must retake the quiz again until you pass, thus proving that you understand how to complete this program." Below the paragraph, there is a button labeled "Program Quiz" with a Google Forms icon. This button is circled in black. Below the button, there is a section for "2 class comments" and a "View instructions" link.

Step 1 - Learn the Program

START HERE! Edited Aug 13

Program Quiz 2 No due date

Program Quiz 2 No due date

- How to "Turn In" your final tests
- How to contact help or a teacher

You must score at least a 14 out of 20 question correct on this quiz to continue to your assessment test. If you get more than 6 incorrect, you must retake the quiz again until you pass, thus proving that you understand how to complete this program.

Program Quiz Google Forms

2 class comments

View instructions

STEP

7

Once you complete the quiz, check your score.

You **MUST** score 14/20 (70%) questions correct to continue.

Anything less than 14/20, you must retake this program quiz again (click "Submit another response") until you pass it.

Pass Program Quiz

Program Quiz

You **MUST** pass this quiz with a minimum of 14 out of 20 questions correct (70%) before you can continue to your Assessment Test. If you failed this quiz (got more than 14 questions incorrect), retake this quiz again until you pass it.

Students who fail this quiz and try to continue in the program without passing this quiz, will have their account suspended!

Response submitted and assignment marked as done.

[View score](#)

[Submit another response](#)

[Open assignment](#)

Program Quiz

Orientation 0001

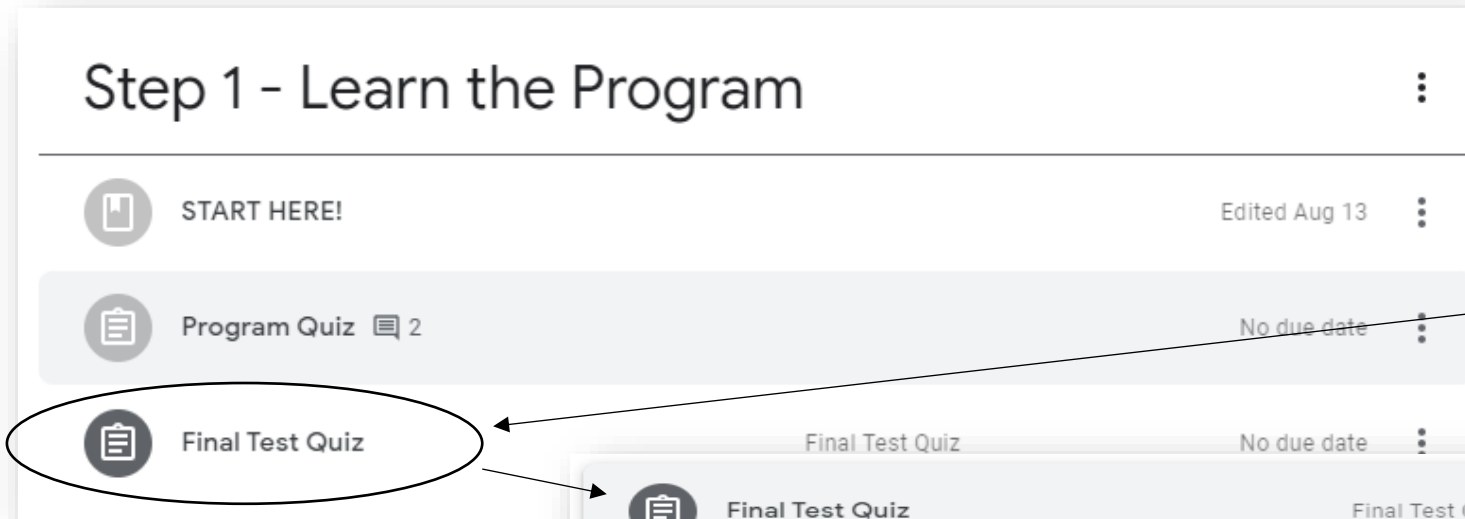
Total points 3/20



STEP

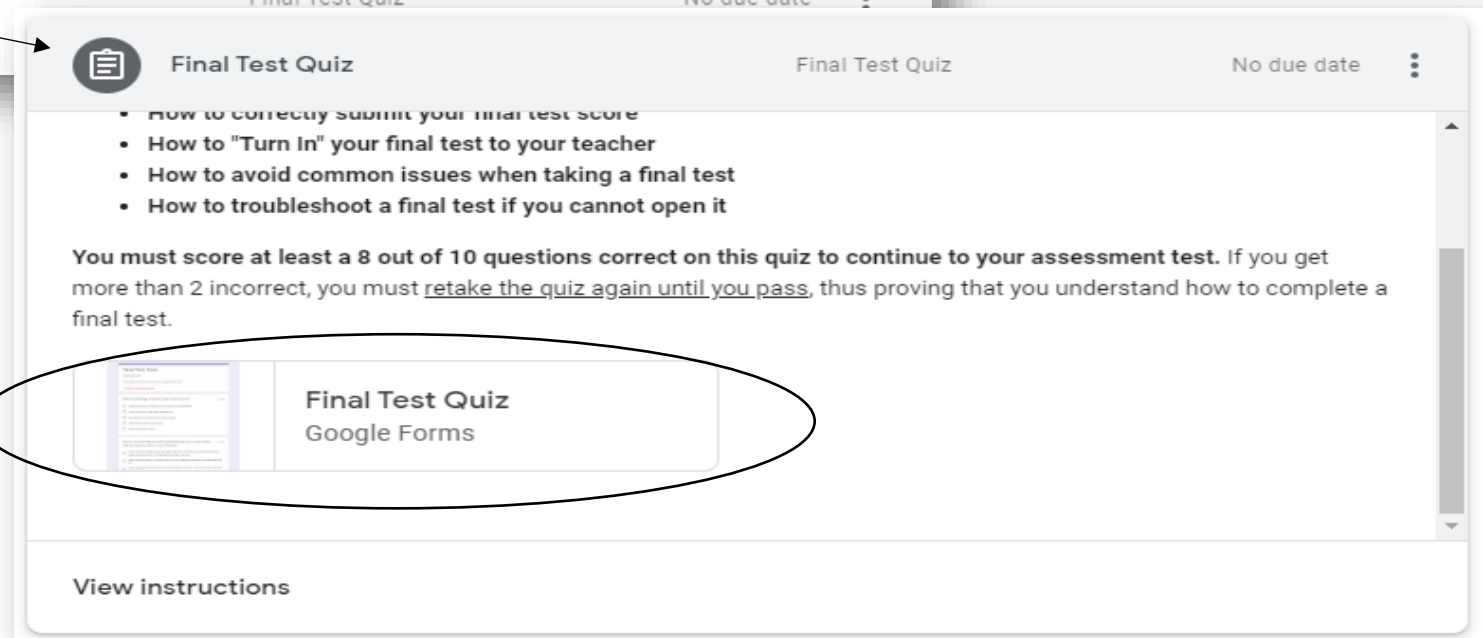
8

Find Final Test Quiz



1. Then, continue to the next folder to complete the "Final Test Quiz".

2. Click the folder the expand it, then click the "Final Test Quiz" to open and start the quiz.



STEP

9

Pass Final Test Quiz

Once you complete the quiz, check your score.

You **MUST** score 8/10 (80%) questions correct to continue.

Anything less than 8/10, you must retake this quiz again (click "[Submit another response](#)") until you pass it.

The screenshot displays the 'Final Test Quiz' interface. At the top, the title 'Final Test Quiz' is followed by instructions: 'You MUST pass this quiz with a minimum of 8 out of 10 questions correct (80%) before you can continue to your Assessment Test. If you failed this quiz (got more than 2 questions incorrect), retake this quiz again until you pass it.' Below this, a warning states: 'Students who fail this quiz and try to continue in the program without passing this quiz, will have their account suspended! Response submitted and assignment marked as done.' The interface includes three main buttons: 'View score' (circled in red), 'Submit another response' (a blue link), and 'Open assignment'. At the bottom, the quiz title is repeated, and the score 'Total points 1/10' is shown in a red box, also circled in red. Arrows from the text on the left point to these specific elements: 'View score' for checking the score, 'Submit another response' for retaking the quiz, and the '1/10' score for understanding the current status.

Final Test Quiz

You MUST pass this quiz with a minimum of 8 out of 10 questions correct (80%) before you can continue to your Assessment Test. If you failed this quiz (got more than 2 questions incorrect), retake this quiz again until you pass it.

Students who fail this quiz and try to continue in the program without passing this quiz, will have their account suspended!
Response submitted and assignment marked as done.

[View score](#)

[Submit another response](#)

[Open assignment](#)

Final Test Quiz

Orientation 0001

Total points **1/10**

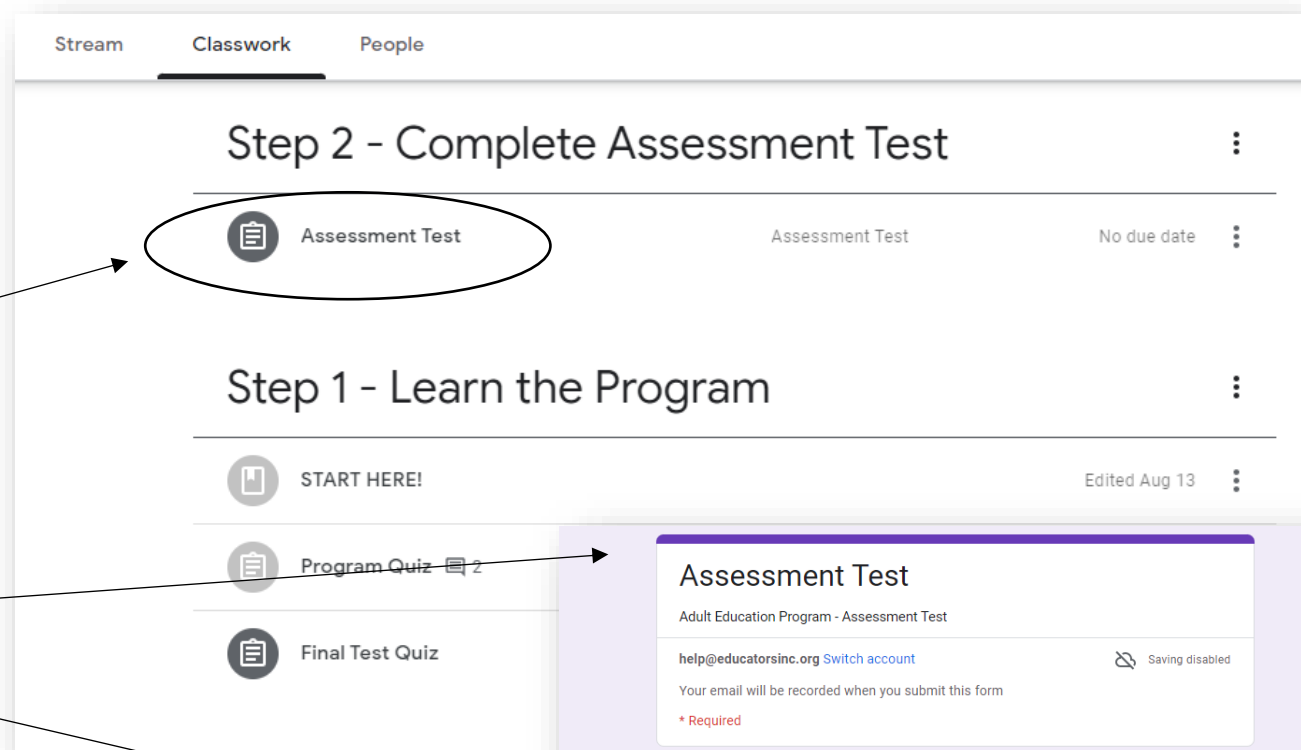
STEP 10

Complete the Assessment Test

1. Once you pass the "Program Quiz" and "Final Test Quiz", you can take your assessment test.

2. You will repeat the same steps as before. Open the folder, click on the test and complete the assessment test.

Notice! Once you passed the "Program & Final Test Quiz" and completed the "Assessment Test", you are done with the Orientation Classroom. You can go back to the student website to join and start your classes!



Return to the Student Website



www.eipcsonlineschool.org

Click on "Program Steps" to continue to Step 3 – "Add Your Classes".



EIPCS
EDUCATORS INC. PRIVATE CHRISTIAN SCHOOLS

This website is updated **WEEKLY**, check it often!

Notice: To make a payment for additional classes or retake classes, find the "Make a Payment" button on the "Resources" page.

[WELCOME](#) [PROCESS & TIMELINES](#) **[PROGRAM STEPS](#)** [RESOURCES](#) [SCHOOL CALENDAR](#)

Welcome Students!
This is the learning pathway to earn your high school diploma!

COME AND FOLLOW US ON:

[Instagram](#) [Facebook](#) [Twitter](#) [LinkedIn](#) [YouTube](#)

READ OUR LATEST BLOG ENTRY ABOUT ONLINE EDUCATION

[Read Blog](#)

Program

Getting Started
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Assessment Test
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Complete Classes
Once you finish your Assessment Test, you will start your classes in Step 3. You must finish all six classes to graduate from the program (unless told otherwise).

Checklist

Quick Review

- Create Password
- Complete your Assessment Test
- Complete your Classes
- Submit a "Request to Graduate" form

Need Help?

- [Click Here](#) for a complete walk-thru guide of the entire program. It will show you how to set-up your school email, complete assignments, and more!
- Email your teacher for help. You can email your teacher anytime, 24/7. Your teacher's email is located on almost every page on this website. To email your teacher, [Click Here!](#)
- You can also call your teacher directly for help Monday through Friday between

Events

Now Available

Consulting Services

Not sure what your next step should be after earning your diploma?
EIPCS offers consulting services that can help you prepare for college, a trade school, enlisting in the military, or for joining the workforce.

We help with:

- Picking the right place
- Enrollment
- State requirements
- State tests
- Resume & job help

Add Your Classes

You should now be on the student website on the “PROGRAM STEPS” page to complete Step 3.

Before you add your classes, make sure you are logged into your student email.

Step 3 Complete all your classes. Click on the class name to add and start your classes. Remember, you must be logged into your school email to add or join your classes. Make sure you read the class syllabus so you know how that class works. You can access all your classes from your desktop computer ([Click Here](#) to see how) or from your phone by downloading "Google Classroom" from the Play Store. This is an accelerated program that covers specific topics that you need to know to meet the state standard in earning a high school diploma. For this reason, these classes are condensed with micro lectures and assignments to cover a wide range of material. You have a full year (365 days) to complete all your classes. NOTICE: Exactly 2 weeks before you reach your program deadline date (1 year from the date you received your school email), you will be emailed a warning with the option to pay for a 6-month program extension for \$100. You will only receive an email by Student Services warning you ONE TIME! If you do not pay for a program extension, your account will be suspended for 2 weeks, then terminated without recovery afterwards if you did not pay to extend your program.

ENGLISH WRITING 1017 Class code: 27fy6oy6 Read Class Syllabus - 1017	ENGLISH READING 1016 Class code: 4dx74ic Read Class Syllabus - 1016	SCIENCE 1007 Class code: vmjhj6g Read Class Syllabus - 1007
SOCIAL STUDIES 1014 Class code: fclidc2 Read Class Syllabus - 1014	MATHEMATICS 1003 Class code: xzrk64j Read Class Syllabus - 1003	ELECTIVES 1025 Class code: zbg5g22k Read Class Syllabus - 1025

Pro Tip! Make sure you read the class syllabus for each class, so you know how that class works and how you will be graded.

Then, simply click on each class picture until you join them all.

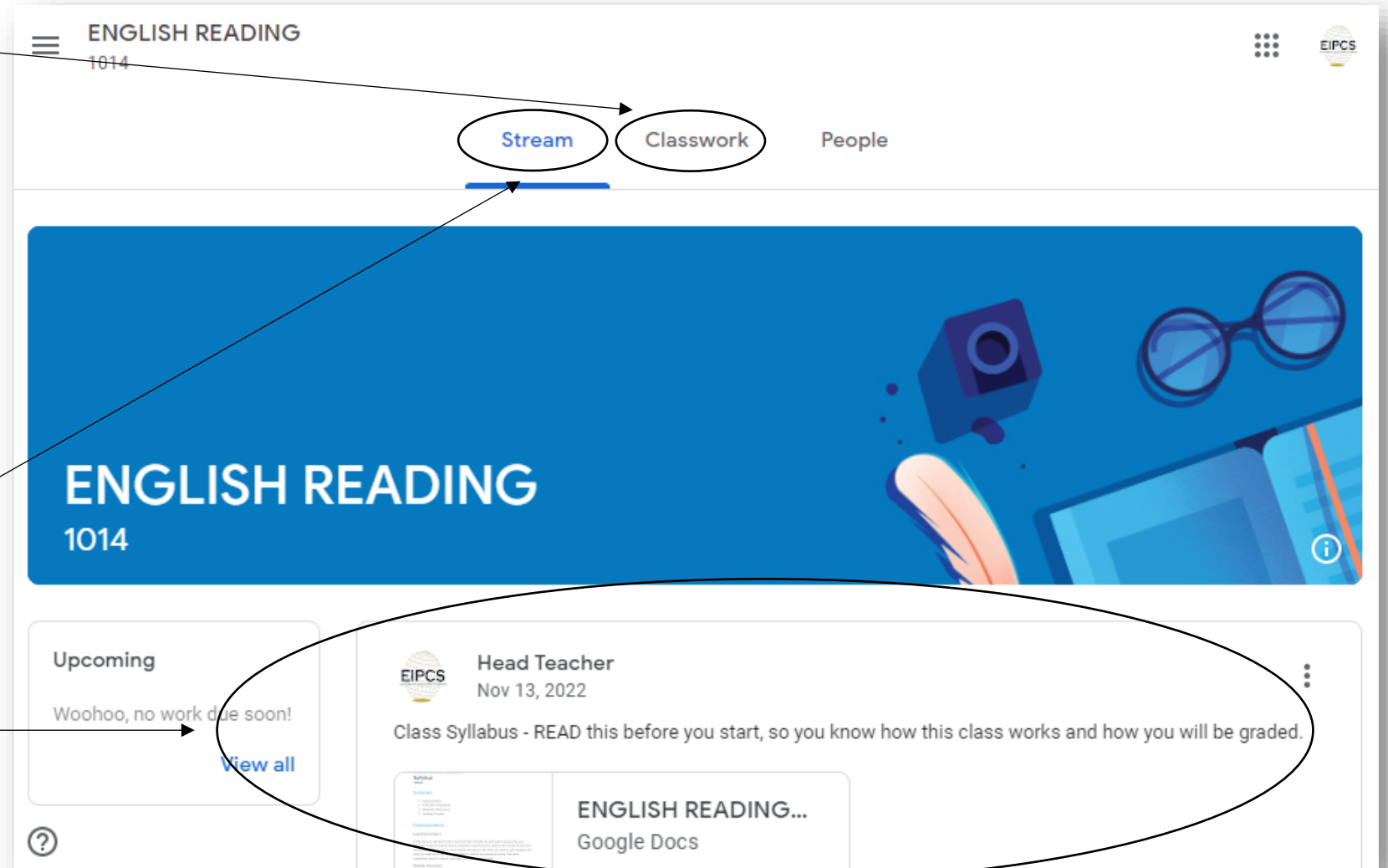
STEP

1

Classroom Features

To find your assignments, click on “Classwork” at the top of the classroom.

You will find each class syllabus on the front page of the classroom (under “Stream”).

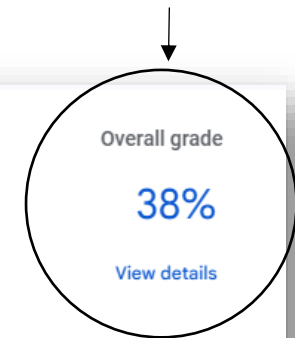


STEP 2

Finding Your Scores



You can see your overall grade in the corner.



To check your assignment scores and to see which assignments you need to complete, click the “Classwork” tab first, then “View your work” second.

A screenshot of the 'View your work' page. At the top, there is the EIPCS logo and the text 'Student Services'. Below this is a 'Task filter' dropdown menu set to 'All'. The main content is a table of assignments. An arrow points from the text 'To check your assignment scores and to see which assignments you need to complete, click the “Classwork” tab first, then “View your work” second.' to this table.

Worksheet - Critical Reading No due date • Module Classwork	1/10 Not turned in
Final Test No due date • Final Test	66/100
Pre-Final Test No due date • Module Classwork	Assigned
Worksheet - Sources No due date • Module Classwork	Assigned

STEP

3

Complete the Module Classwork

Once you click on "Classwork" scroll all the way down to find your coursework starting with Module 1. Make sure you complete the module classwork in order.

Module 1			
	Worksheet - Transition Words	Module Classwork	No due date
	Lecture - Transition Words		Posted Nov 12, 2022
	Worksheet - Critical Reading	Module Classwork	No due date
	Lecture - Critical Reading		Edited Nov 30, 2022

The first thing you will complete is a lecture. Click on it to expand the window or click on "View material" to open the folder all the way.

Lecture - Critical Reading Edited Nov 30, 2022

Read and watch the material to complete this lecture about critical reading.

Critical Reading Google Docs

Critical Reading | Assign... YouTube video 1 minute

[View material](#)

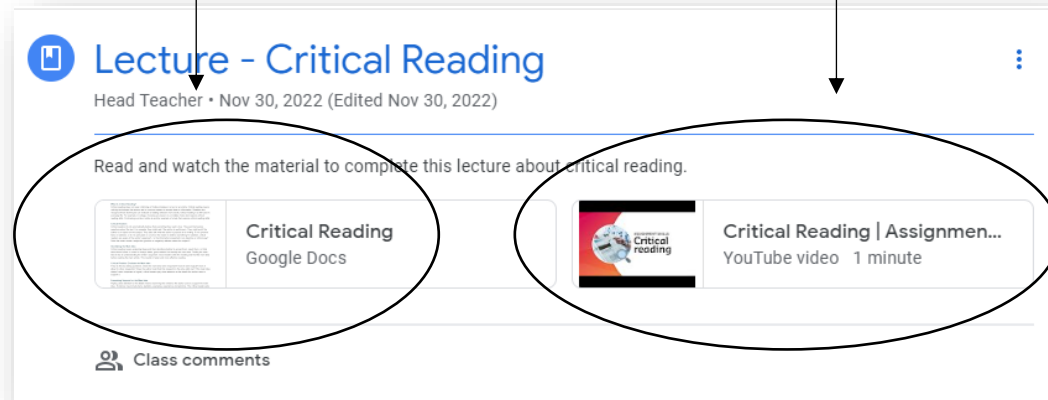
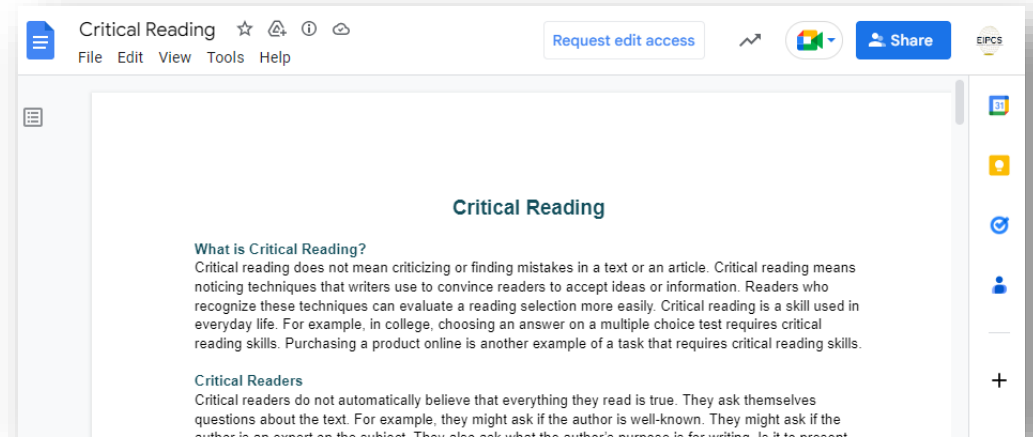
STEP

4

Completing a Lecture

Click on the material attached to open the lecture reading or to watch the lecture video.

A separate window will open for the lecture reading. A small window will pop up to play the lecture video.



STEP

5 Completing a Worksheet, Quiz, & Pre-Final

1. All 3 of these assignments work the same way. Click on the assignment, it will open in a separate window.

Worksheet - Critical Reading

English Reading 1014

Total points 1/10

The respondent's email (help@educatorsinc.org) was recorded on submission of this form.

Worksheet - Critical Reading

Posted Nov 30, 2022 (Edited Dec 2, 2022)

Complete the worksheet and submit for grading.

Worksheet - Critical Rea...
Google Forms

View assignment

The rhino in Africa is threatened with extinction; _____, many species of gorilla are also endangered. (pick 2) * 1 point

☐ instead

☐ similarly

☐ so

☐ otherwise

☐ particularly

Submit

Page 1 of 1

Clear form

After submitting, you can see your score in the corner before you close the window.

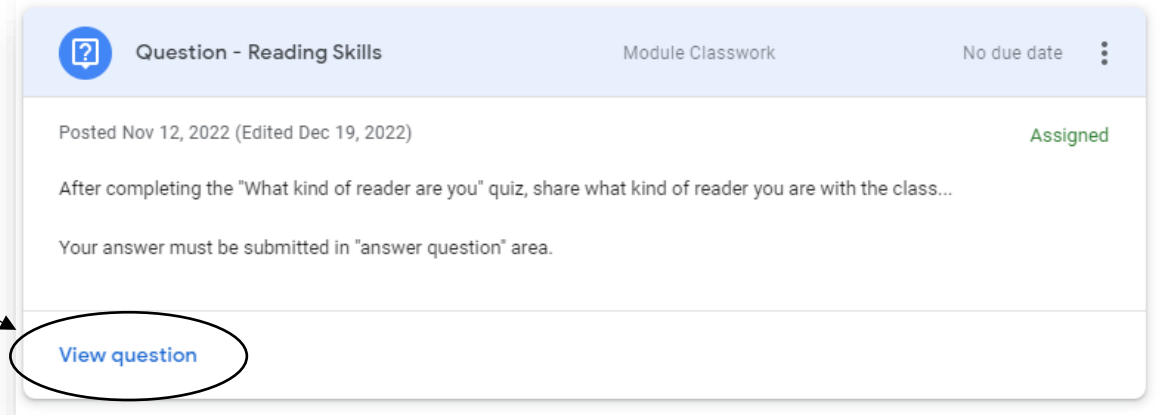
2. Complete the questions, then click the "Submit" button at the bottom to finish.

Clicking "Submit" automatically submits your assignment inside the folder.

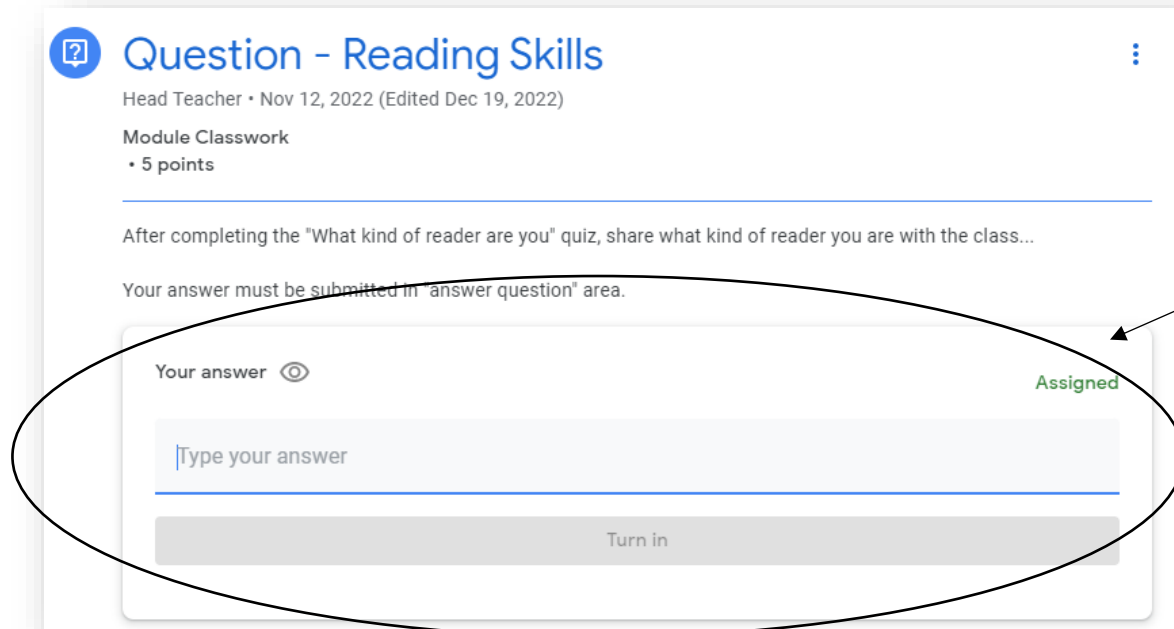
STEP 6

Completing a Question or Discussion

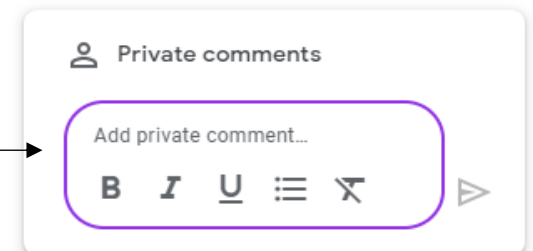
1. For questions and discussions, you will need to click on the “View Question” button to add and submit your answer in the correct place.



2. Once you fully open the assignment folder, answer the question and click the “Turn in” button to submit it. This button will become active once you start writing.

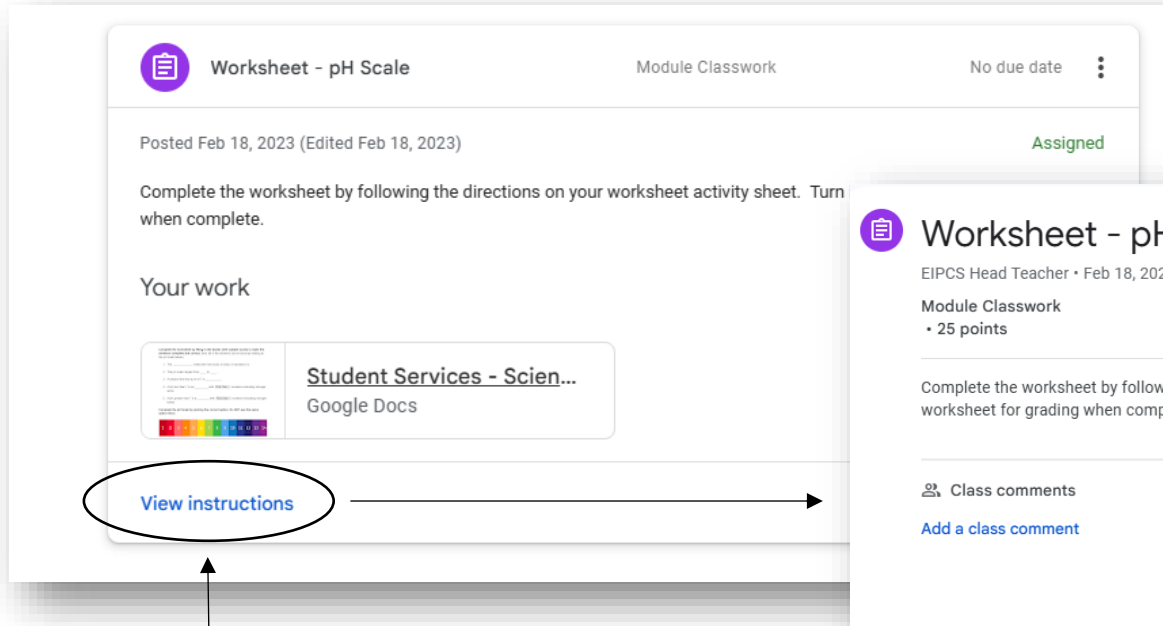


Pro Tip! You can update your answer by adding your response to the private comment section.



STEP 7

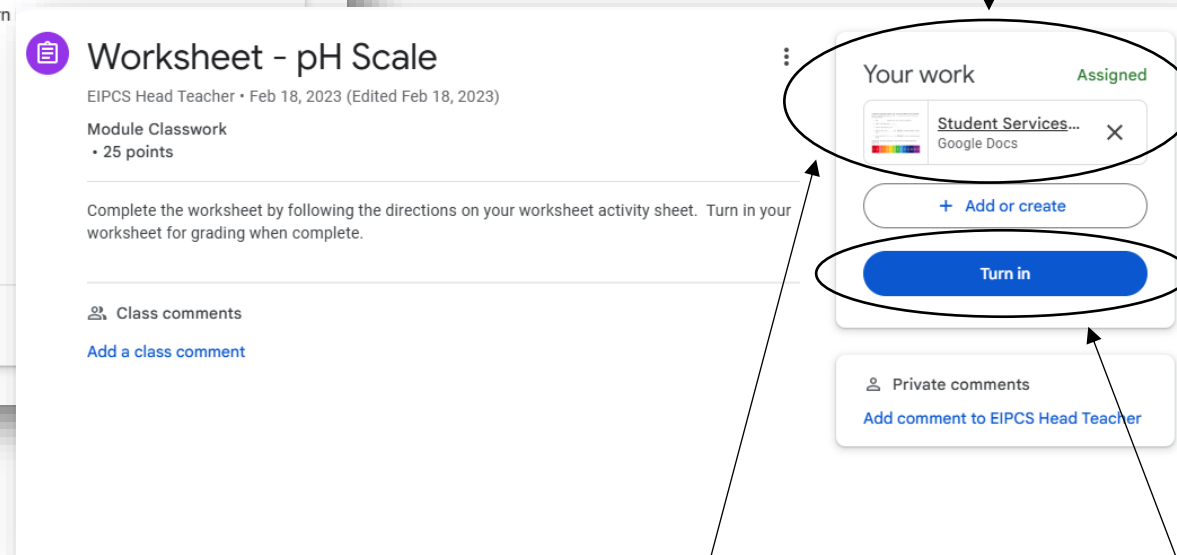
Completing an Active Worksheet



For active worksheets, a document is already provided and ready to complete.

1. To see it, click on "view instructions" to open the folder all the way.

You can see your worksheet already attached inside the folder.



2. To open the worksheet, click on it and it will open in a separate window.

3. To submit it, click on the "Turn in" button inside the completely open folder.

STEP

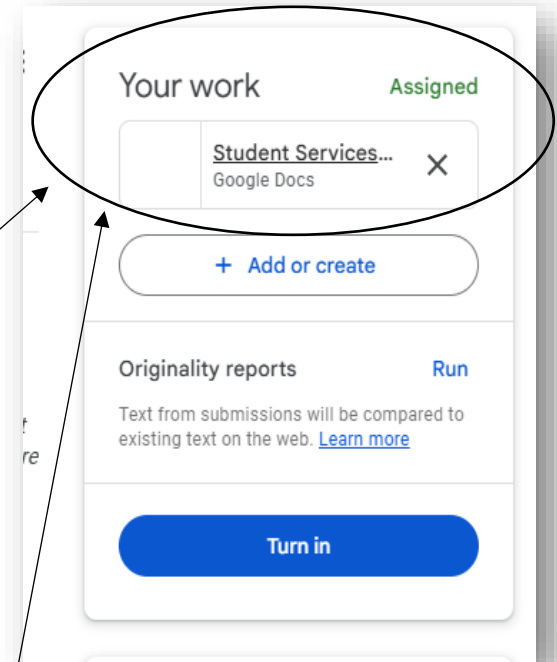
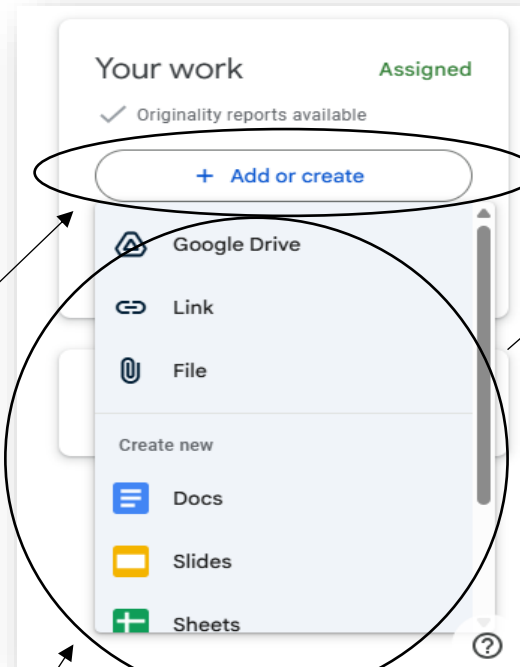
8

Creating or Attaching a Document

For writing assignments, you will need to create your own document to complete your assignment.

1. To create a document, make sure the assignment folder is completely open, then, click on "Add or create".

2. You will see a drop-down menu, pick the document you want to create. This is also how you will attach documents, files, and links.



The document will open in a separate window and will automatically attach itself inside the folder.

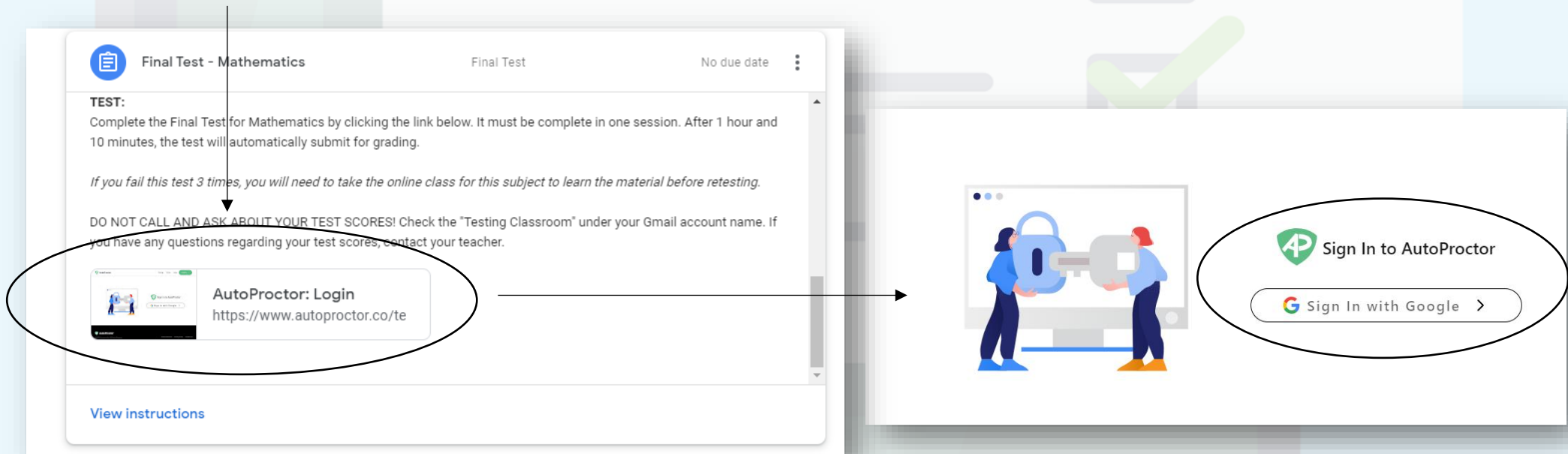


Completing a Final Test

Final Test WARNING!

You can only open your Final Test ONCE!

Once you open a final test and submit a picture of your ID, it will count as your test attempt! Only open a final test when you are ready to complete it all at once.



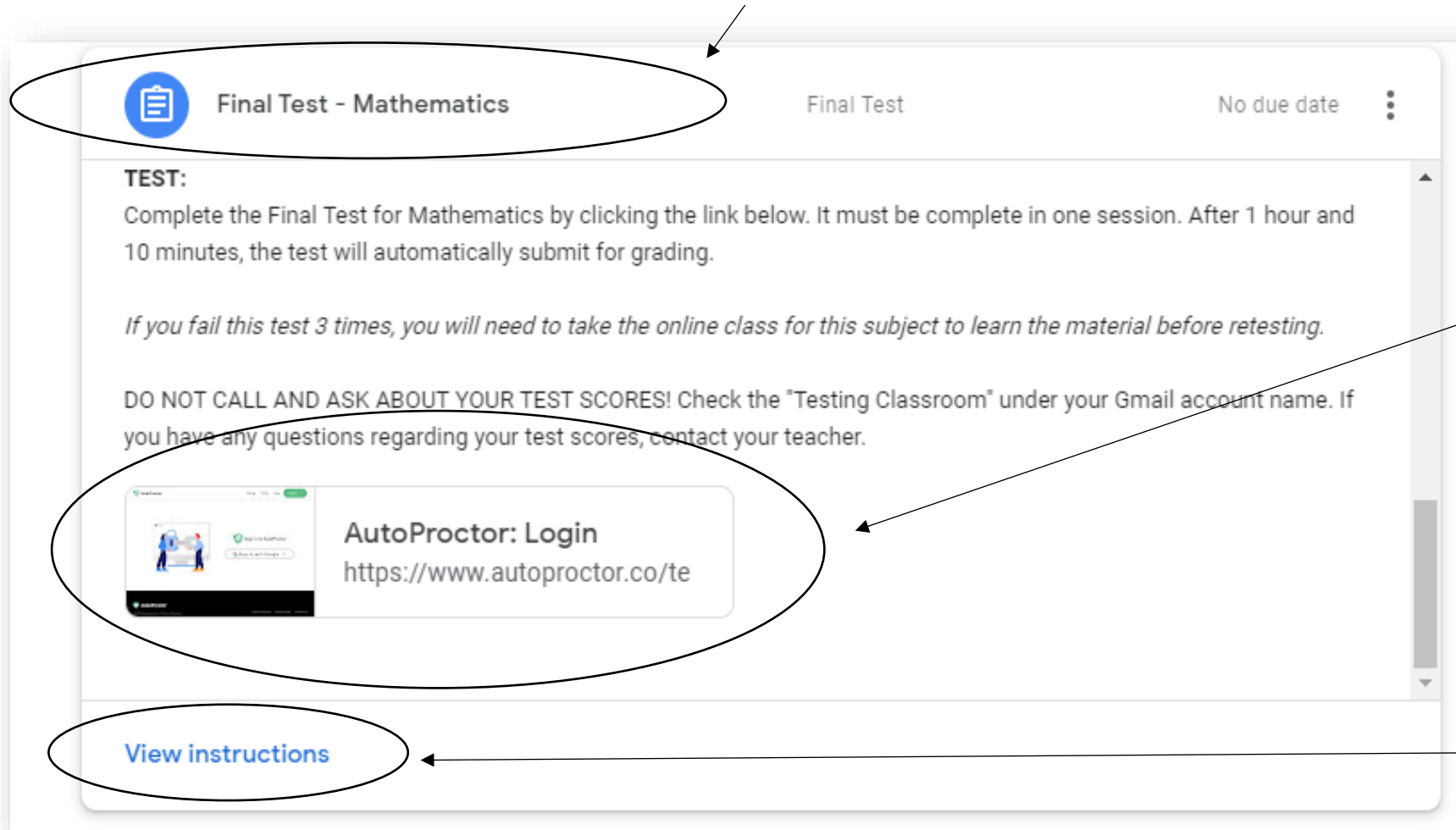
See the next slides to see how to correctly start and complete a final test...

STEP

1

Find & Open AutoProctor Link

1. Click on the name of the test to expand the folder.



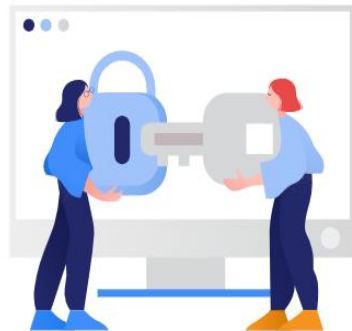
2. Scroll down until you see the "AutoProctor: Login" link attached, and then click on it.

Pro Tip! To open ANY folder up all the way in Google Classroom, click "View instructions".

STEP 2

Sign In to AutoProctor

1. It will open in a separate browser window and ask you to sign in to AutoProctor using your Gmail (school email) account. Click “Sign in with Google” to continue.



 Sign In to AutoProctor

 Sign In with Google >

2. A window may pop-up. Pick your school email “Gmail” account or add your account to continue.

 Sign in with Google

Choose an account
to continue to autoproctor.co

 Student Services
help@educatorsinc.org

 Use another account

To continue, Google will share your name, email address, language preference, and profile picture with autoproctor.co. Before using this app, you can review [autoproctor.co's privacy policy](#) and [terms of service](#).

STEP 3

Type Your Name As It's Spelt on Your ID

Once you successfully picked your account, an ID Card notice will show.

1. Type your first and last name as shown on your ID to submit.

Profile

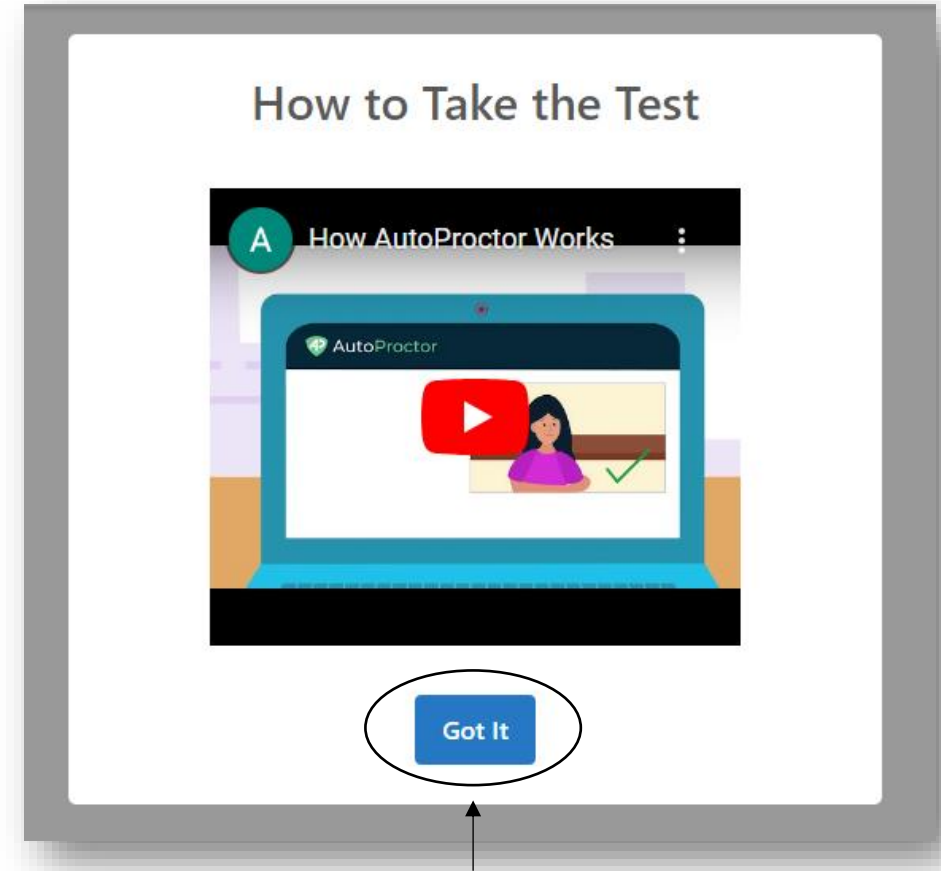
Important: Enter Name as on ID Card
Please enter your name exactly as it appears on your ID card. You will be asked to upload your ID card later. You will not be able to return to this screen once you proceed.

Your Email
help@educatorsinc.org
You cannot update your email

First Name* (as on your ID card) Last Name (as on your ID card)

Student Services

Submit



A video of "How to Take the Test" will show.

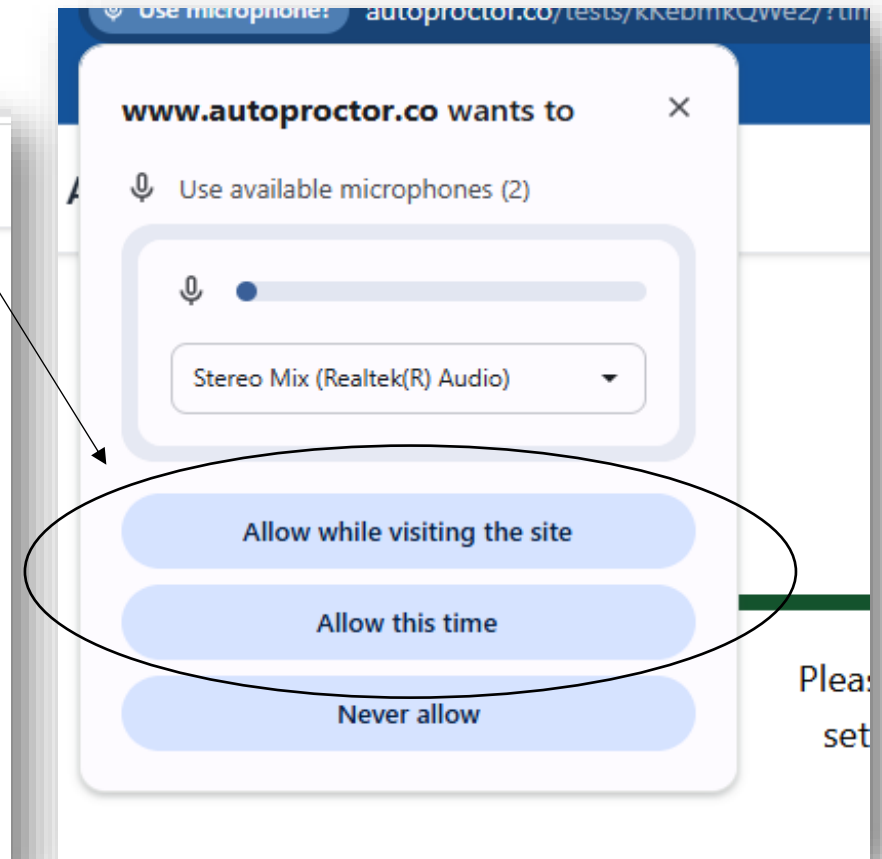
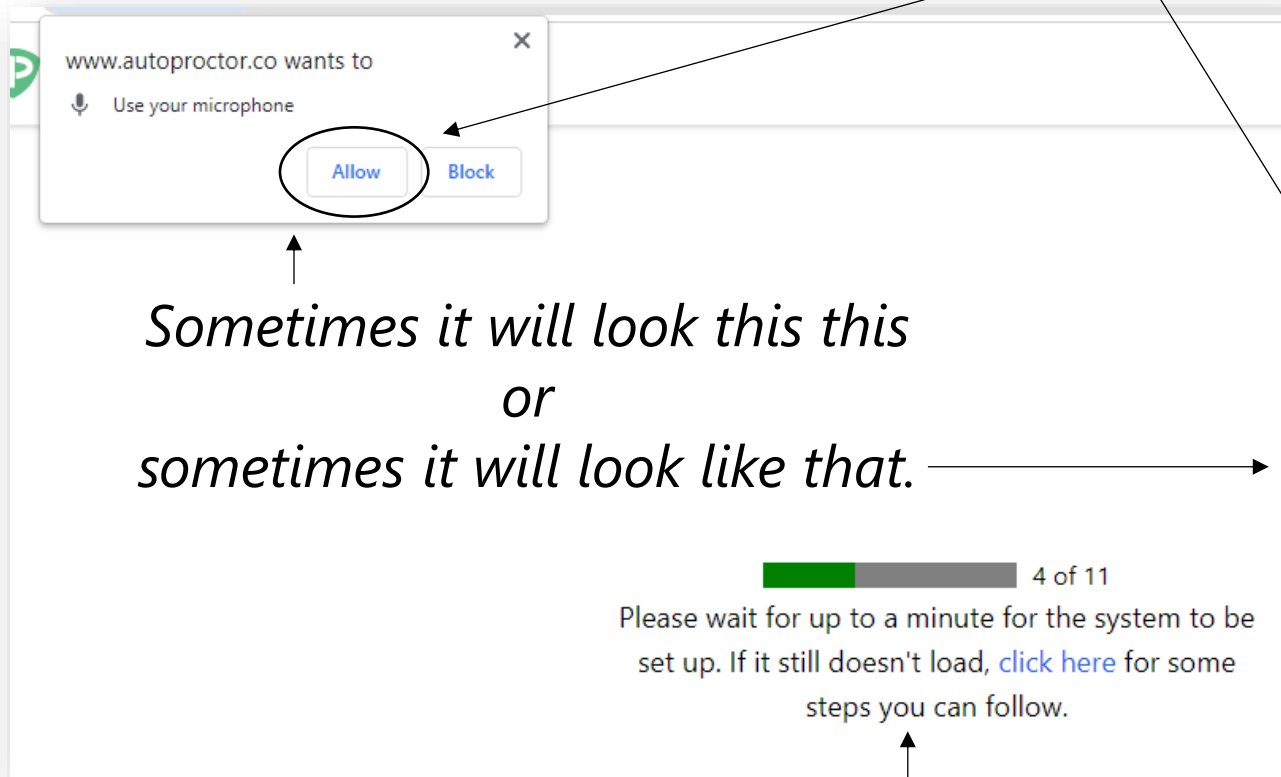
2. Click "Got it" once you're done watching the video.

STEP

4

Give Permission to Your Mic

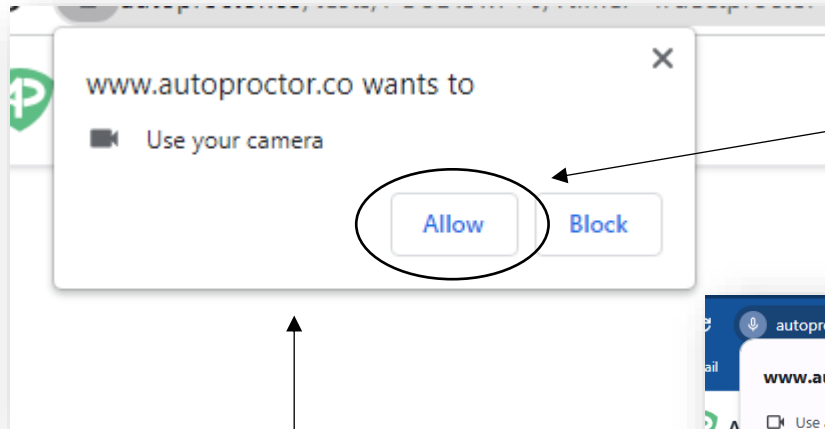
A little window asking permission to use your microphone will pop-up, click "Allow".



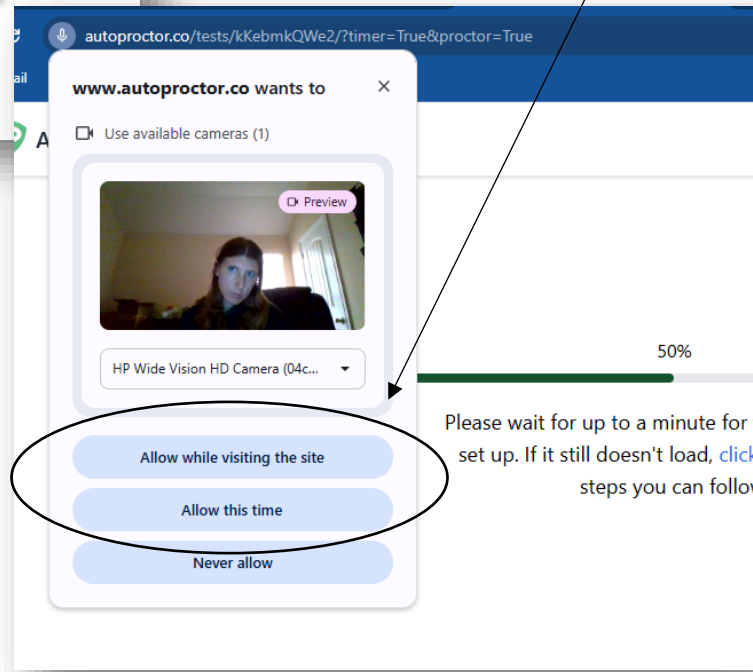
Notice: You will see this message several times while connecting to your test.

STEP 5

Give Permission to Your Camera



*Sometimes it will
look this this
or
sometimes it will
look like that.*



Another little window will pop-up asking permission to use your camera, click "Allow".

Warning!

If you "Block" access to your mic or camera, you will need to reload the page and try again.

STEP

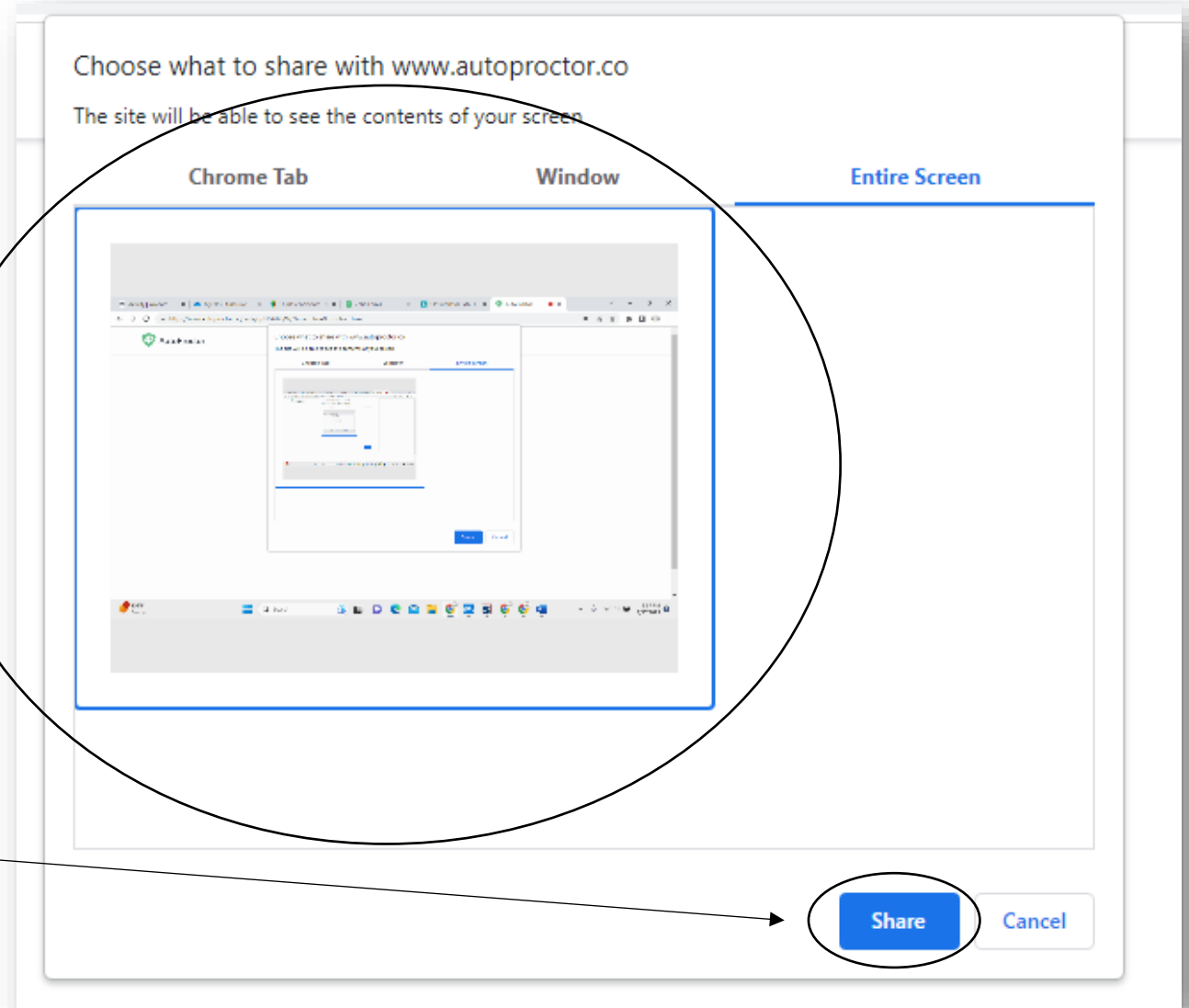
6

Share Your Entire Screen

Next, you will see a window pop-up asking you to share your screen.

1. Click the actual picture under “Entire Screen” (the outline should light up).

2. Once you click the actual picture, then click the “Share” button to continue.



STEP 7

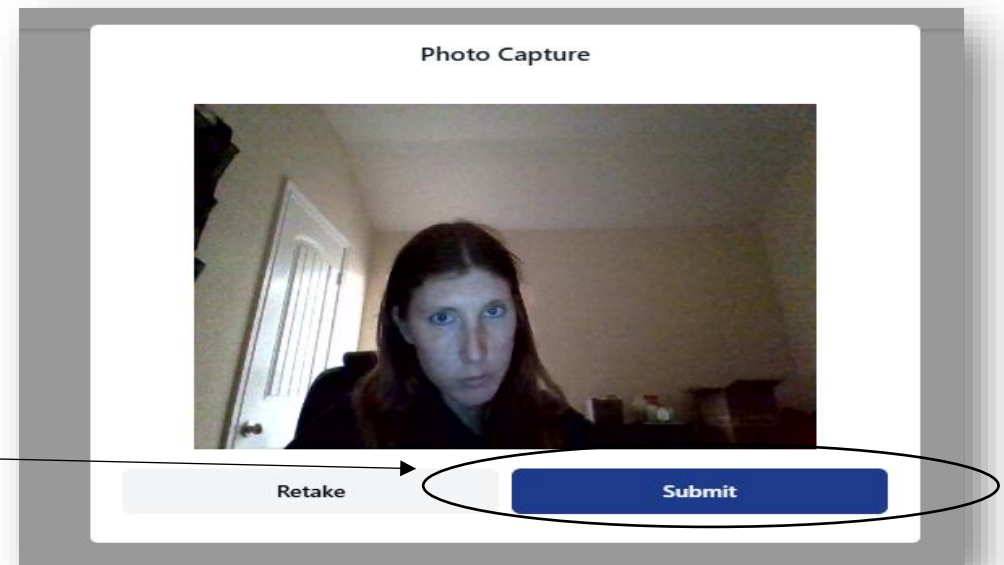
Take A Picture of Yourself

You will see a window pop-up asking you to take a picture.

1. Take a picture of your face.



2. Then, click the "submit" button to continue.

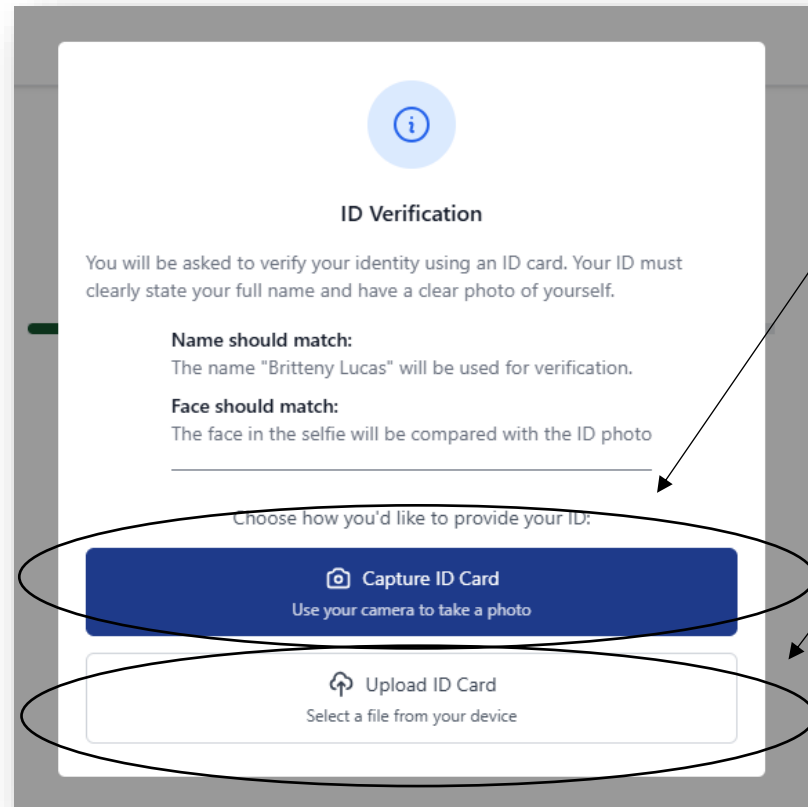


STEP

8

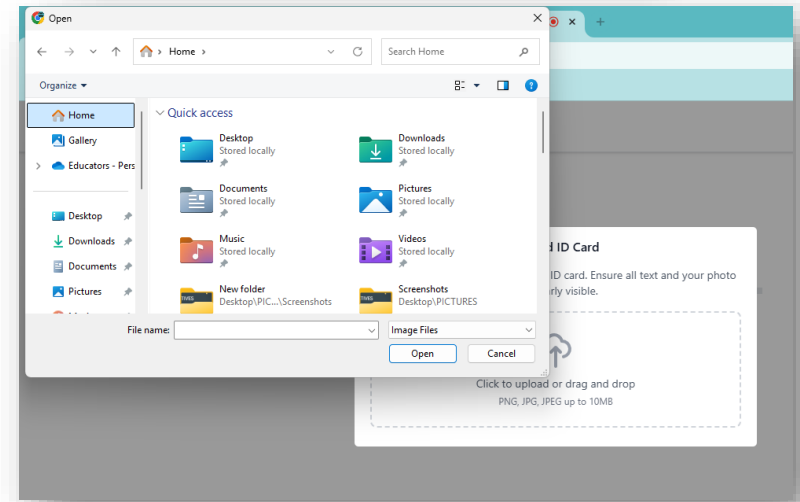
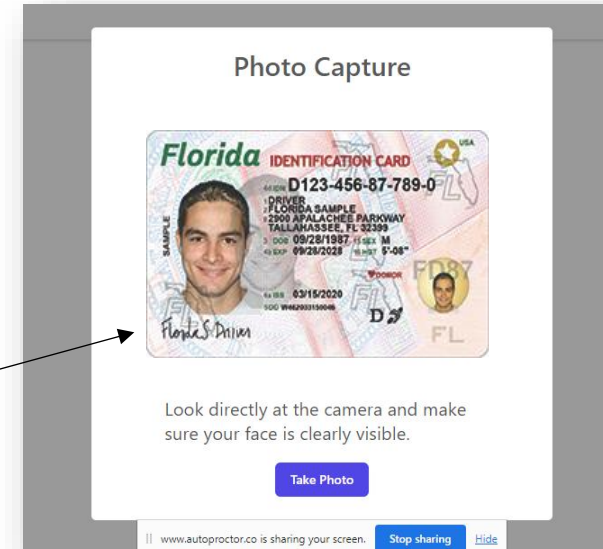
Submit a Picture of Your ID

WARNING! THIS IS THE POINT OF NO RETURN!
Once you submit your ID, this will count as your test attempt! You will not be able to open this test again!



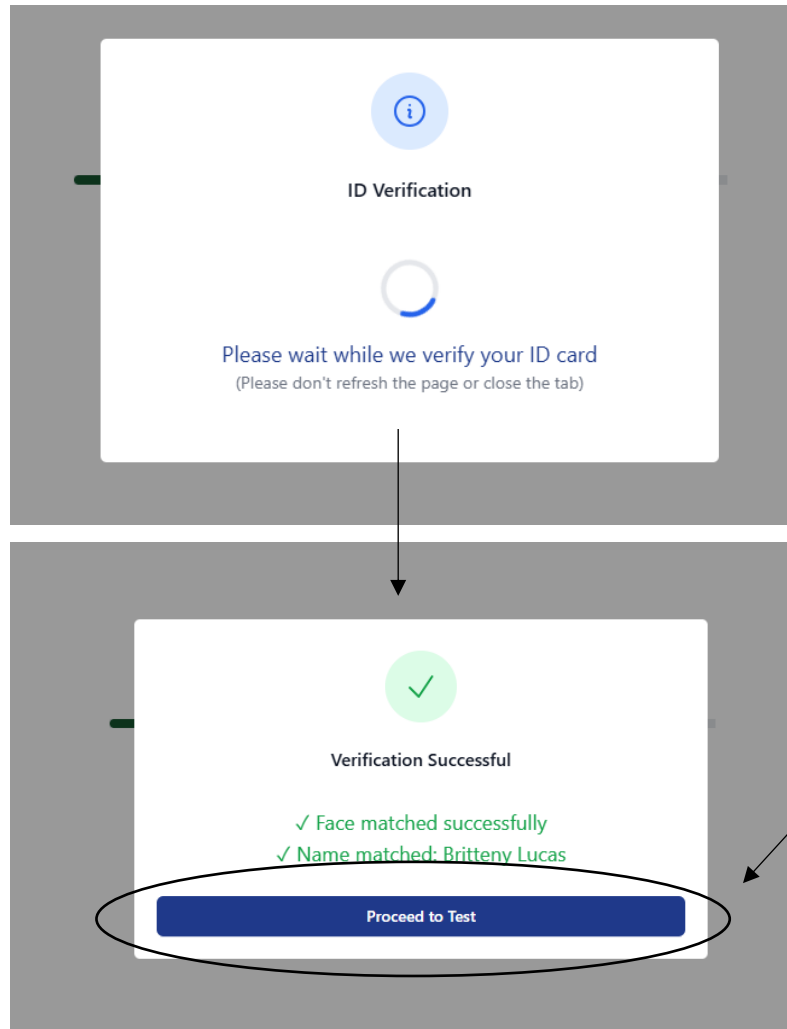
The ID Verification screen features a blue information icon at the top. Below it, the title "ID Verification" is centered. A paragraph states: "You will be asked to verify your identity using an ID card. Your ID must clearly state your full name and have a clear photo of yourself." Two sections follow: "Name should match:" with the text "The name 'Brittney Lucas' will be used for verification," and "Face should match:" with the text "The face in the selfie will be compared with the ID photo". At the bottom, a prompt "Choose how you'd like to provide your ID:" is followed by two options: "Capture ID Card" (with a camera icon and the text "Use your camera to take a photo") and "Upload ID Card" (with an upload icon and the text "Select a file from your device"). Both options are circled in black.

**Take a picture of
your ID
or
Upload a picture
of your ID.**



STEP 9

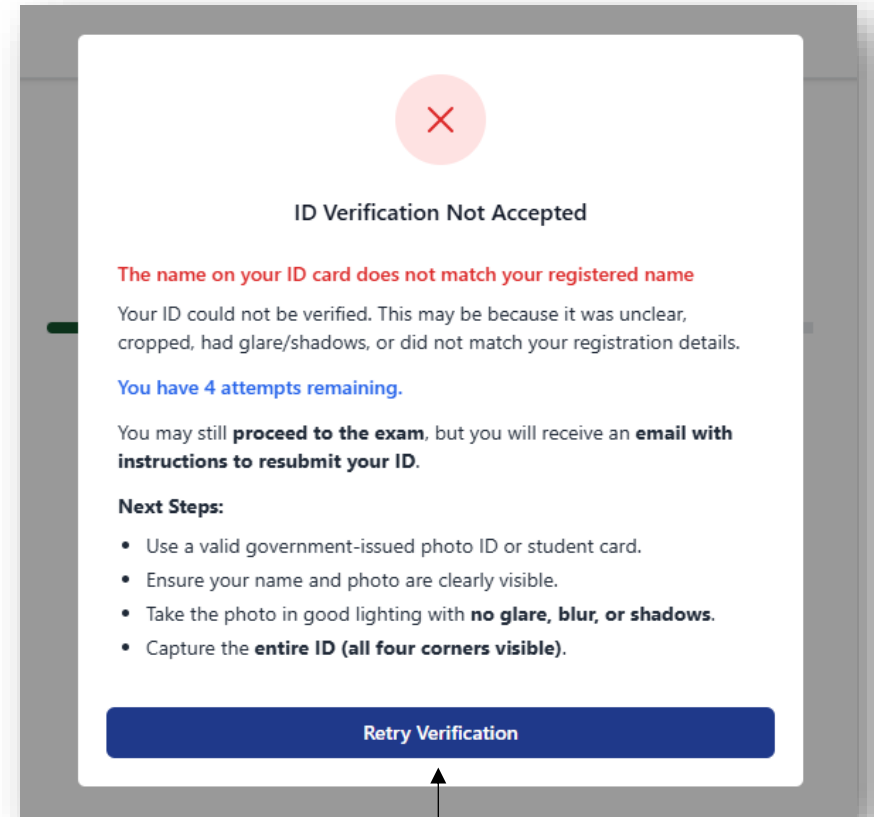
Verifying Your ID



Next, it will verify your ID.

Make sure your ID picture CLEAR & easily seen!

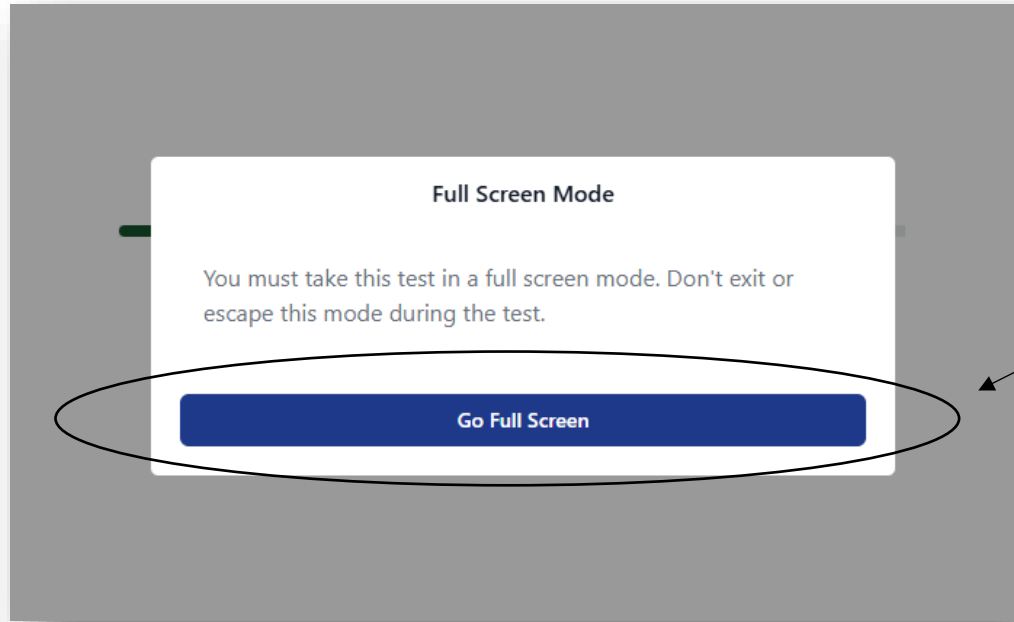
If it's accepted, you will proceed to the test.



If it's not accepted, you will need to retry again.
(redo the last 2 steps – 7 & 8)

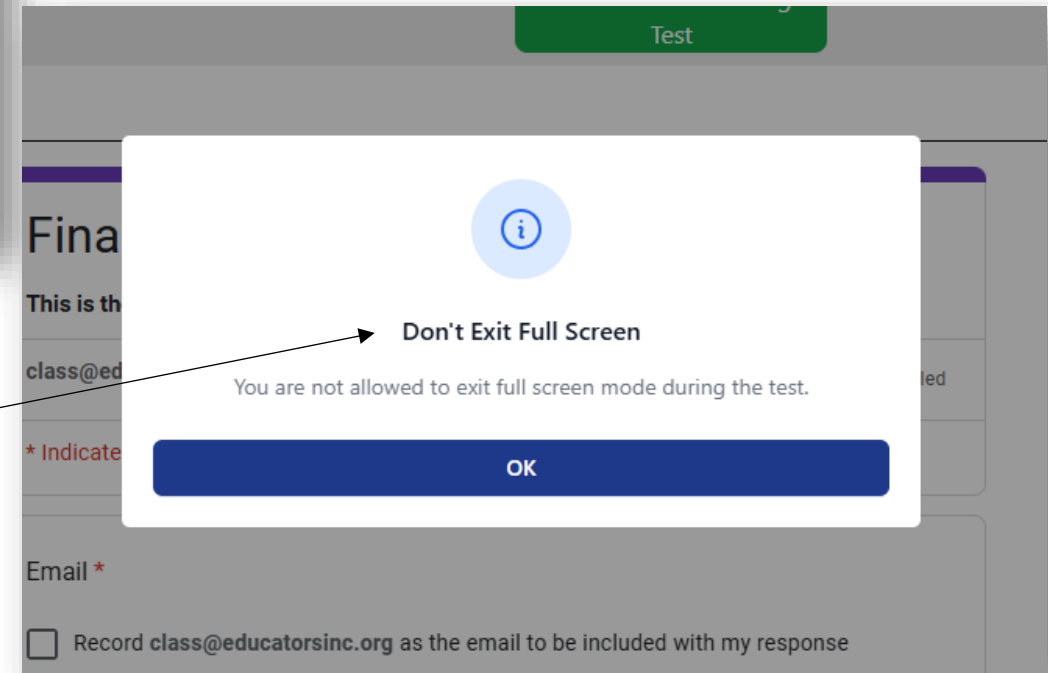
STEP 10

Go to Full Screen Mode



You will see a box saying, "Full Screen Mode", click on "Go Full Screen".

Don't Exit Full Screen or else you will not be able to take the test.
Full Screen Mode is NOT optional!

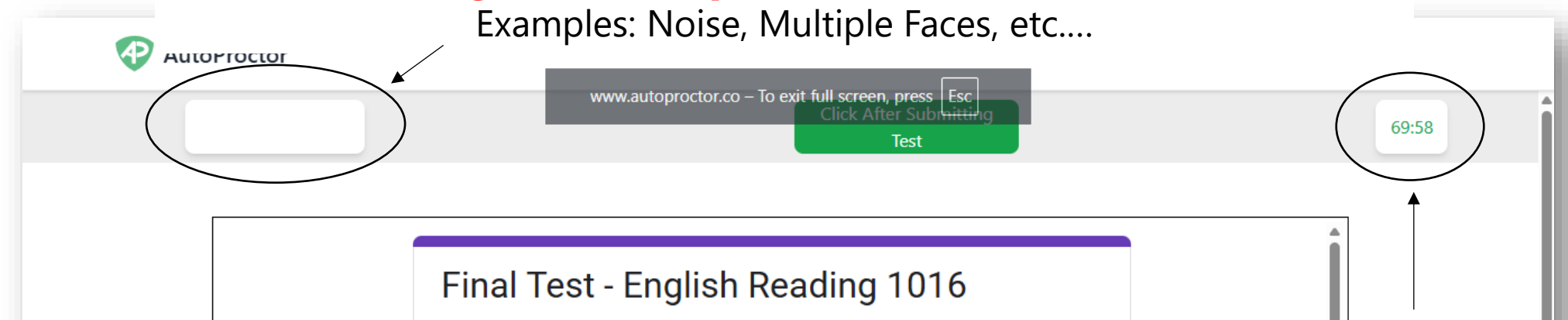


STEP 11

Take Your Final Test

A warning for discrepancies will be shown here!

Examples: Noise, Multiple Faces, etc....



**TEST TIMER
WARNING!**

The test will start by asking for your email and full name.

You will see the test questions below to start taking your test.

Final Test - English Reading 1016

This is the official final test for this subject.

class@educatorsinc.org [Switch account](#) Saving disabled

* Indicates required question

Email *

☐ Record class@educatorsinc.org as the email to be included with my response

Full Name: *

Your answer

The Language Arts, Reading Final Exam contains 50 multiple choice questions based on 7 excerpts from fiction (novels and short stories), poems, drama, and

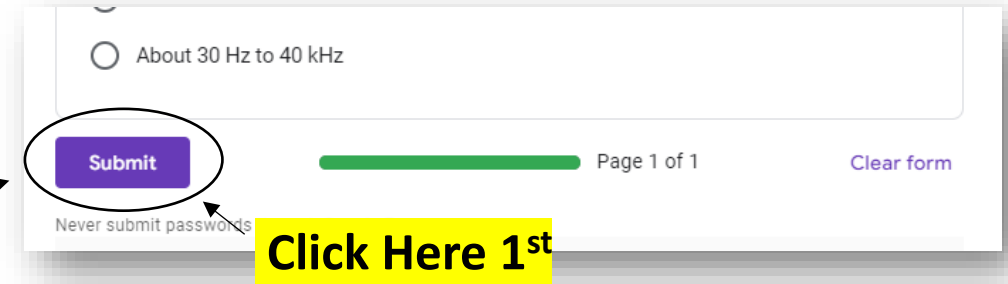
You must properly submit your final test BEFORE the clock runs out.

If you don't, the test will auto-submit WITHOUT saving your answers!

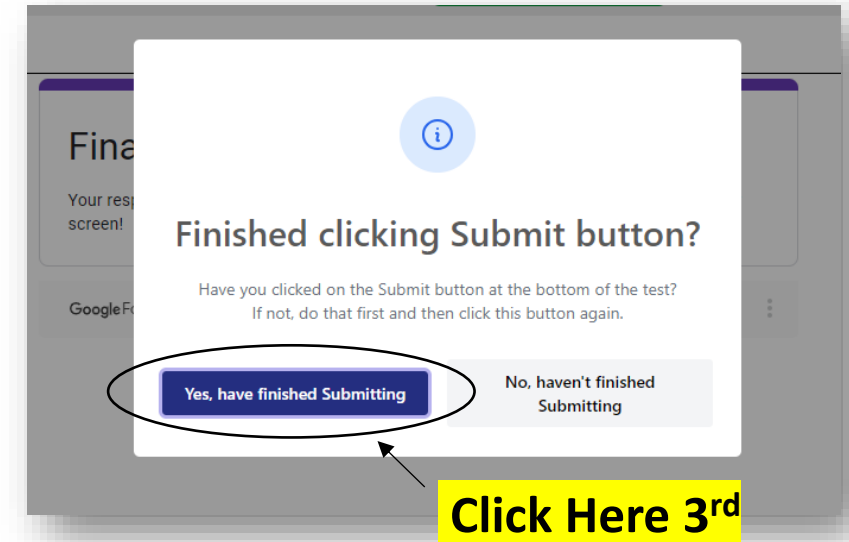
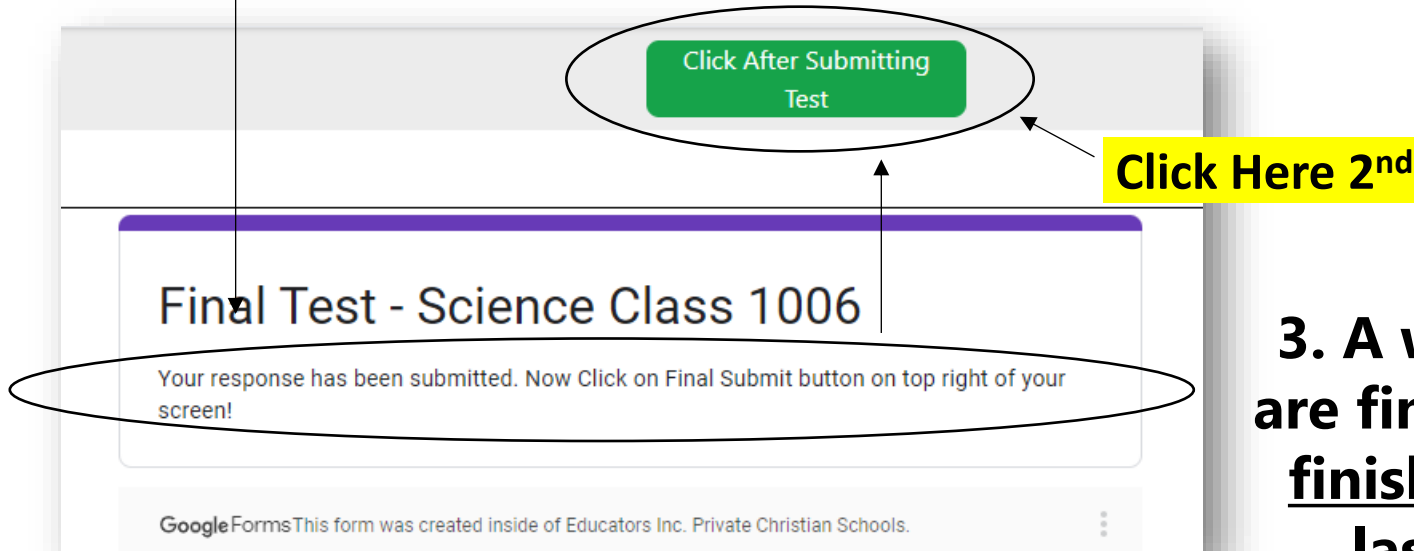
STEP 12

Properly Submit Your Final Test

1. When you have completed answering all the test questions, click the purple "Submit" button at the button FIRST!



2. After you see this message, then click the green "Click After Submitting Test" button SECOND.

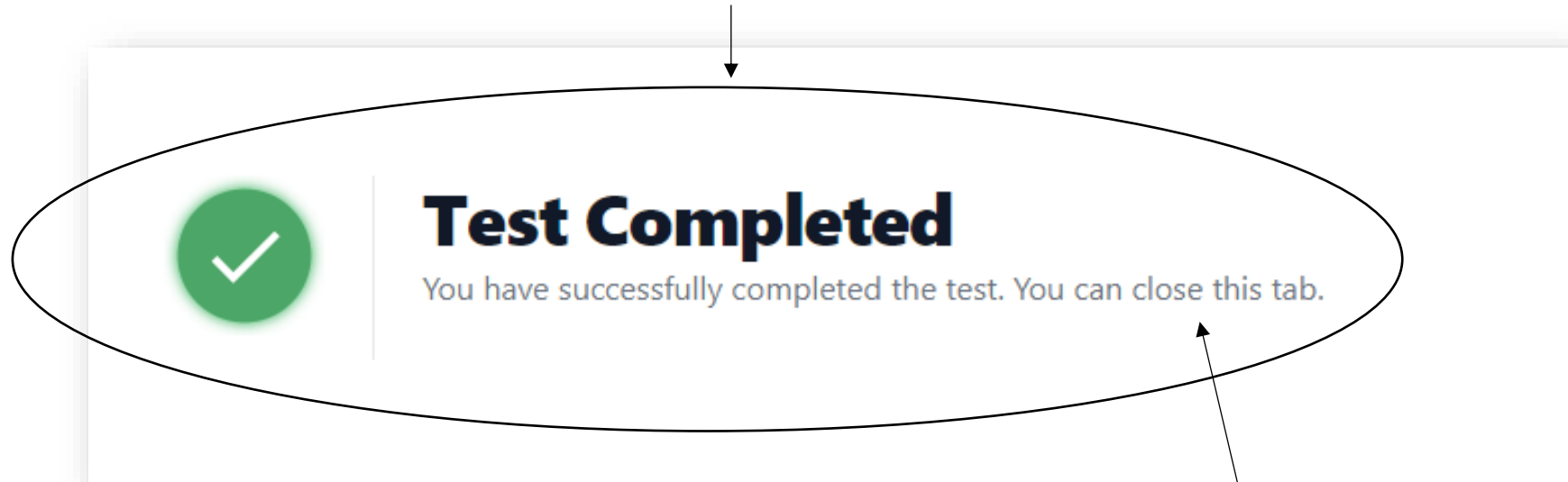


3. A window will pop-up asking if you are finished submitting, click "Yes, have finished submitting" to complete the last step in submitting your test.

STEP
13

Final Test Successfully Completed

DO NOT close your testing window until you see this.
Only when you see the "Test Completed" message, will you know that you have successfully completed and submitted your final test.



**IMPORTANT
NOTICE**

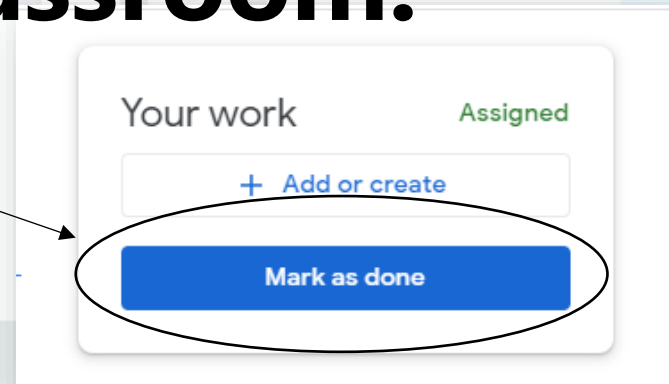
See next slide!

You DID NOT submit your final test to the teacher yet inside the classroom!

You can now safely close your testing window.

Final Tests MUST be Manually Submitted!

You MUST manually submit your Final Test to the teacher by clicking the *Mark as done* button inside the Final Test folder in the classroom.

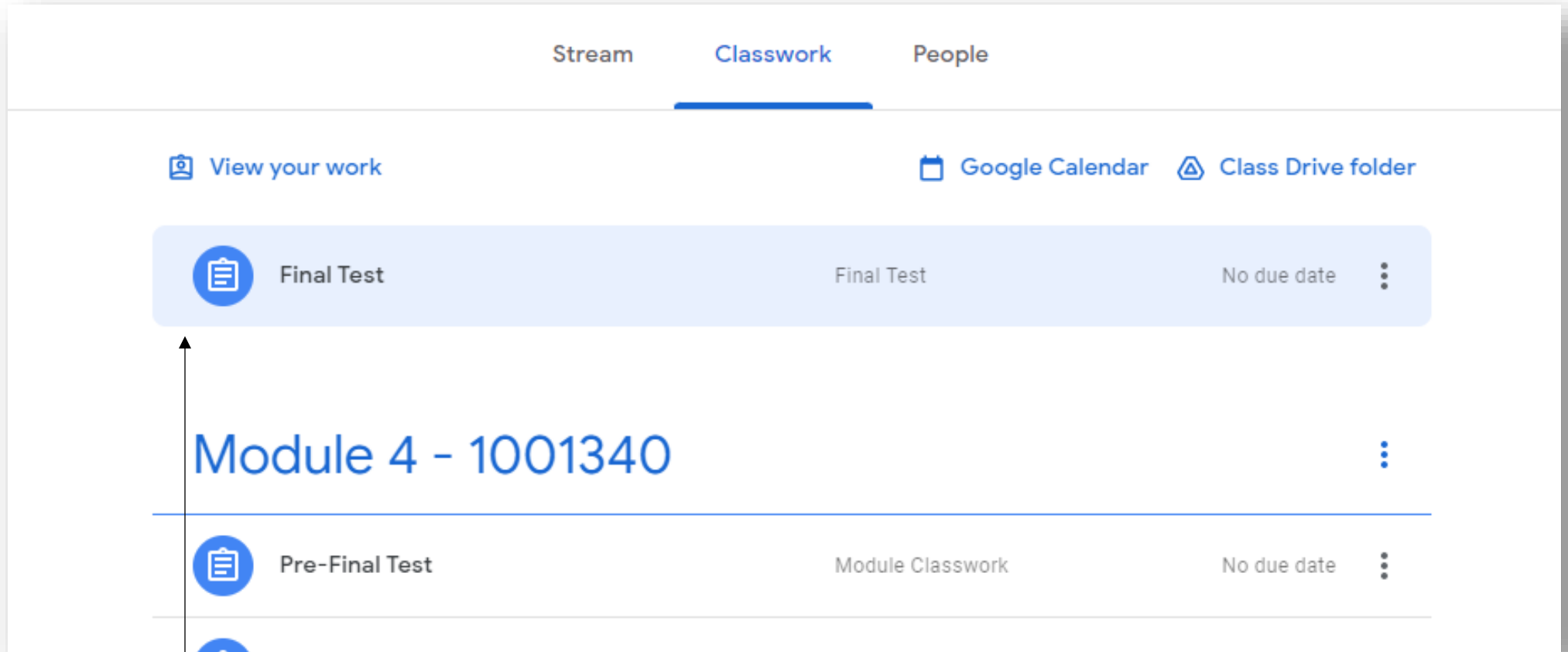


See the next 3 slides to see how to do this...

STEP

1

Submitting a Final Test to Your Teacher



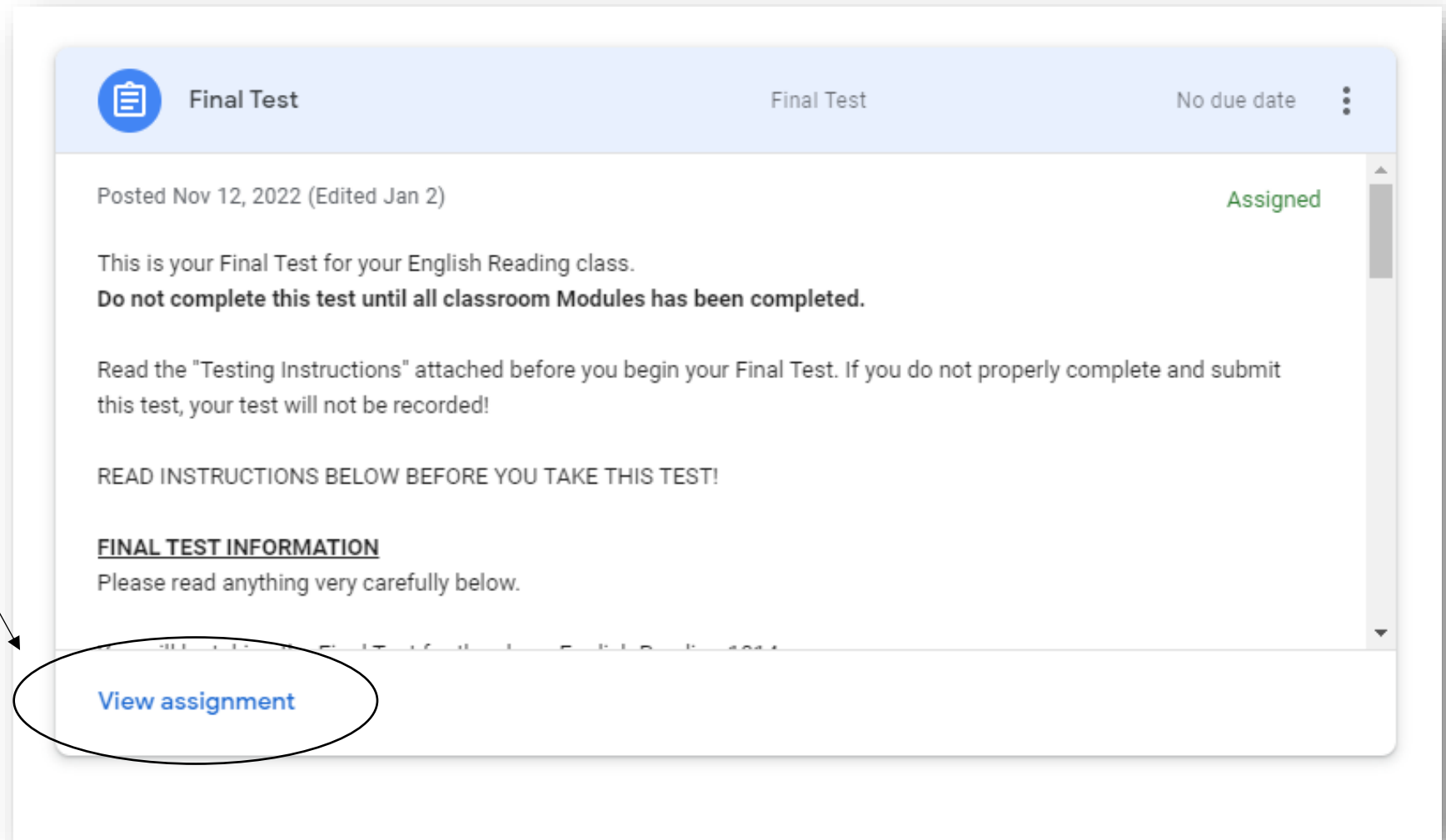
After you completed the Final Test, return to the classroom, and find the Final Test folder to open it.

STEP

2

Find & Open the Final Test Folder

Click the “View assignment” button to open the Final Test folder.

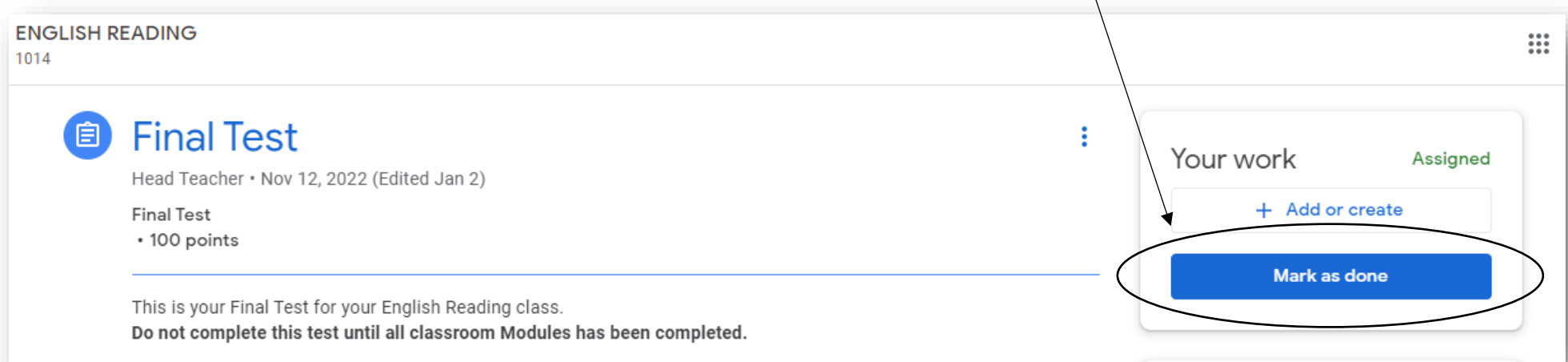


The screenshot shows a digital assignment interface. At the top, a light blue header bar contains a clipboard icon, the title 'Final Test', the same title repeated, and 'No due date' with a three-dot menu. Below the header, the main content area has a light gray background. It starts with 'Posted Nov 12, 2022 (Edited Jan 2)' on the left and 'Assigned' in green on the right. The text body reads: 'This is your Final Test for your English Reading class. Do not complete this test until all classroom Modules has been completed.' followed by 'Read the "Testing Instructions" attached before you begin your Final Test. If you do not properly complete and submit this test, your test will not be recorded!' and 'READ INSTRUCTIONS BELOW BEFORE YOU TAKE THIS TEST!'. A section titled 'FINAL TEST INFORMATION' follows, with the text 'Please read anything very carefully below.' Below this, a white bar at the bottom of the content area contains the blue text 'View assignment', which is circled in black. An arrow points from the bold instruction text on the left to this button.

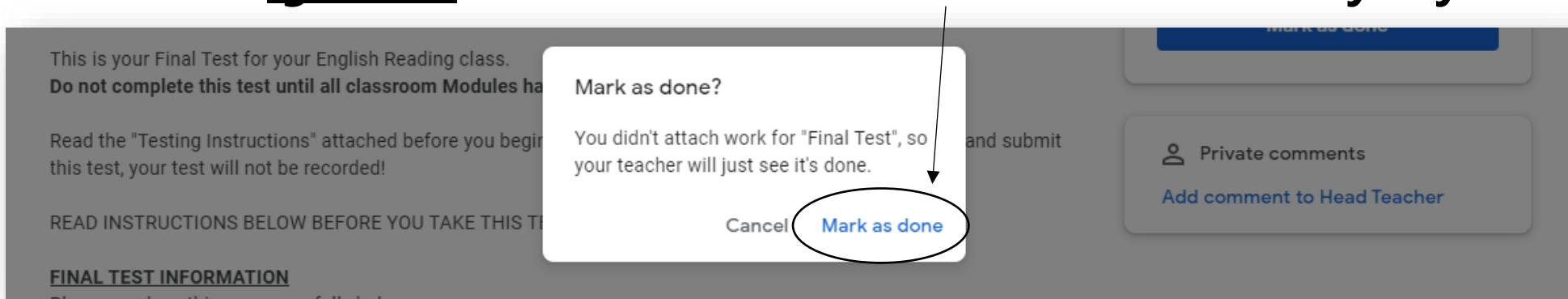
STEP 3

Submit the Final Test to the Teacher

1. Click the “Mark as done” button.



2. A window will pop-up saying, “you didn’t attach work”, ignore it and click the “Mark as done” button anyways.



STEP

4

Final Test Successfully Submitted

Once you have turned in (submitted) your Final Test, you will see it as submitted here and can continue to your next class or assignment.

Notice: You can also "Unsubmit" an assignment by clicking here.

The screenshot shows a user interface for a 'Final Test'. On the left, the title 'Final Test' is in blue, followed by 'Head Teacher • Nov 12, 2022 (Edited Jan 2)'. Below this, it says 'Final Test • 100 points'. A horizontal line separates the header from the main content. The main content starts with 'This is your Final Test for your English Reading class. Do not complete this test until all classroom Modules has been completed.' followed by a paragraph about reading 'Testing Instructions'. Below that is the instruction 'READ INSTRUCTIONS BELOW BEFORE YOU TAKE THIS TEST!'. At the bottom, there is a section titled 'FINAL TEST INFORMATION' with the text 'Please read anything very carefully below.'.

On the right side of the screenshot, there is a panel with two sections. The top section is titled 'Your work' and 'Turned in'. It contains the text 'No work attached' and a blue 'Unsubmit' button. An arrow from the 'Notice' text above points to this 'Unsubmit' button. The bottom section is titled 'Private comments' and contains a blue link 'Add comment to Head Teacher'.

Complete All the Classes

Step 3

Complete all your classes. Click on the class name to add and start your classes. Remember, you must be logged into your school email to add or join your classes. Make sure you read the class syllabus so you know how that class works. You can access your classes from your desktop computer ([Click Here](#) to see how) or from your phone by downloading "Google Classroom" from the Play Store. This is an accelerated program that covers specific topics you need to know to meet the state standard in earning a high school diploma. For this reason, these classes are condensed with micro lectures and assignments to cover a wide range of material. You have a full year (365 days) to complete all your classes. If you go over a year, a late fee will be added to your account.

ENGLISH WRITING

1015

Class Code: aeajuzq

[Read Class Syllabus - 1015](#)

ENGLISH READING

1014

Class code: 2giro7v

[Read Class Syllabus - 1014](#)

SCIENCE

1005

Class code: l2swapk

[Read Class Syllabus - 1005](#)

SOCIAL STUDIES

1012

Class code: 63qwnfr

[Read Class Syllabus - 1012](#)

MATHEMATICS

1001

Class code: 2ayb5k5

[Read Class Syllabus - 1001](#)

ELECTIVES

1023

Class code: hefywct

[Read Class Syllabus - 1023](#)

You will finish all your assigned classes by using what you learned in this program guide.

When you are finished with all your classes, you will have successfully completed Step 3 and can continue to the next step on the student website on the "PROGRAM STEPS" page.

STEP

1

Are You Ready to Graduate?

Step 4

Submit a "Request to Graduate" Form. Only complete this step if you have successfully completed all your classes and are ready to graduate. Once you submit this form, your teacher will review all your classes and scores to see if you're eligible for graduating. If you are, you will be emailed an Exit Letter. This Exit Letter will tell you what will happen next (as far as exiting the program), it will give you an opportunity to pay your balance with the school (if you have one), and it will give you an opportunity to expedite your documents (for an extra fee).

Failed a class? Contact your teacher at class@educatorsinc.org and let your teacher know which class or classes you failed and need to retake. Your teacher will email you the class code(s). Notice: You are only allowed to retake up to 2 classes for free. You need to pay a \$50 classroom fee per each additional class past your 2 free retake classes.

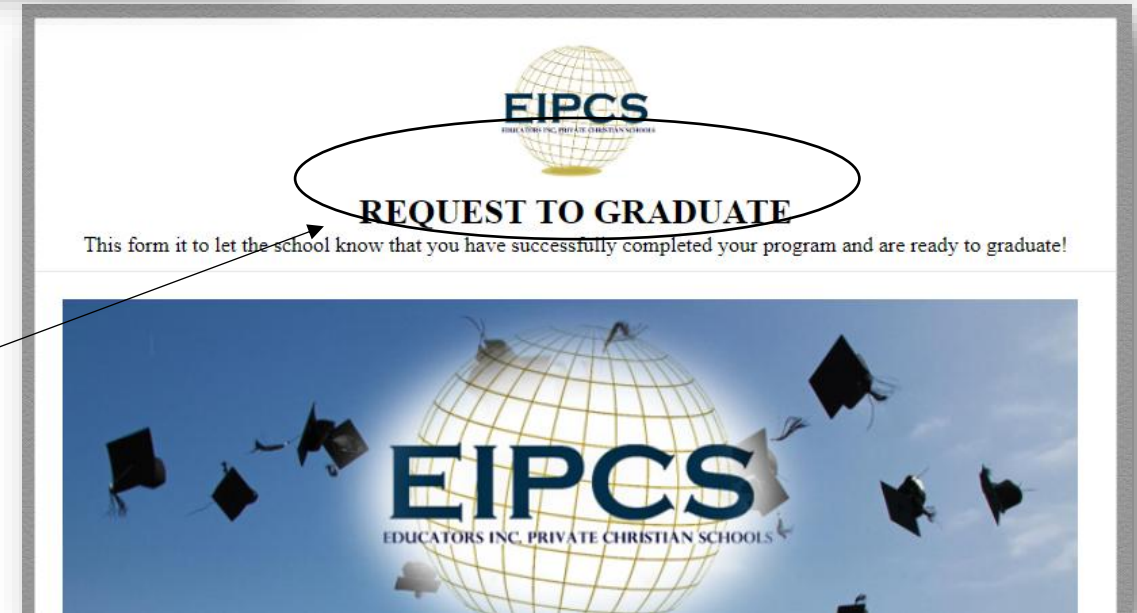
Request to Graduate



1. If you have completed all your classes with an overall score of 70% or higher, you can click the "Request to Graduate" form.

If you failed any class, DO NOT complete the "Request to Graduate" form! Contact your teacher by clicking the email link provided.

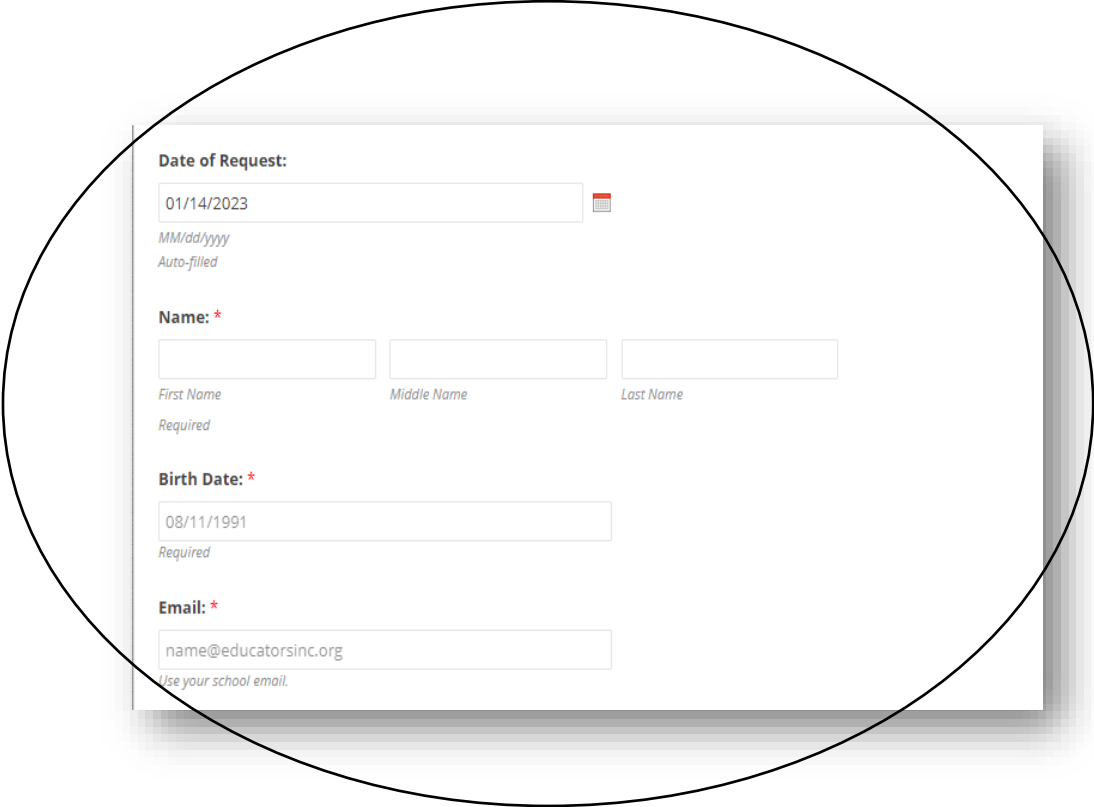
2. The form's picture and information may change over time, so make sure it says "REQUEST TO GRADUATE" at the top to continue.



STEP 2

Submit the Request to Graduate Form

1. Complete the form by adding your personal information.



Date of Request:
01/14/2023
MM/dd/yyyy
Auto-filled

Name: *

First Name Middle Name Last Name
Required

Birth Date: *
08/11/1991
Required

Email: *
name@educatorsinc.org
Use your school email.

CORE SUBJECTS COMPLETED:
Need 1 of EACH Core Subject *

- | | |
|---|---|
| ☐ MATHEMATICS 1001 | ☐ MATHEMATICS 1002 |
| ☐ SCIENCE 1005 | ☐ SCIENCE 1006 |
| ☐ SOCIAL STUDIES 1012 | ☐ SOCIAL STUDIES 1013 |
| ☐ ENGLISH WRITING 1015 | ☐ ENGLISH WRITING 1016 |
| ☐ ENGLISH READING 1014 | ☐ ENGLISH READING 1015 |
| ☐ ELECTIVES 1023 | ☐ ELECTIVES 1024 |

Check all the core subject classes you were assigned and finished successfully.

Submit

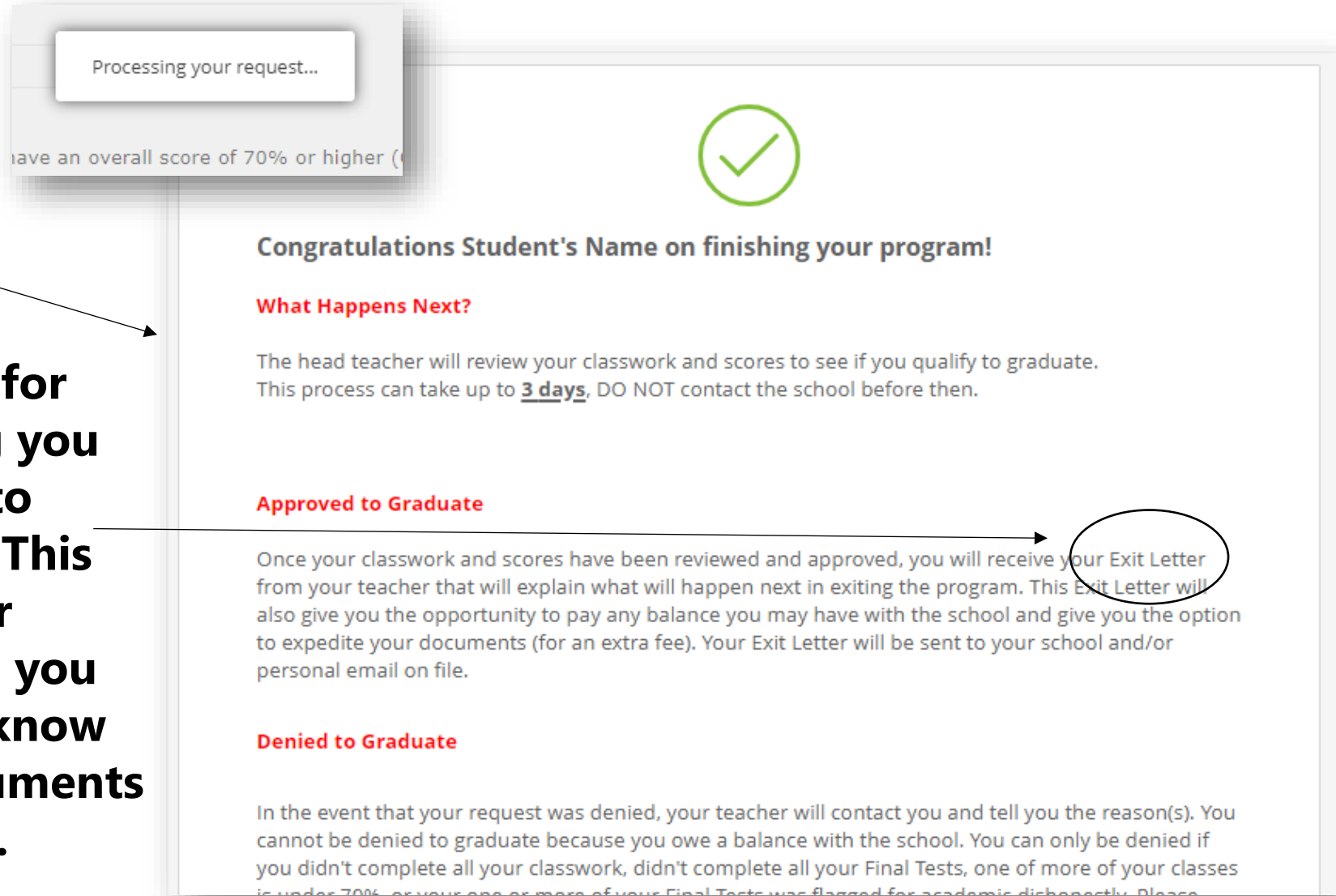
2. Confirm you have completed all the required core classes by checking each box, then click the "Submit" button at the bottom to continue.

STEP

3

Program Completion

Once you submit the form, you will see this little window before seeing this form.



Processing your request...

have an overall score of 70% or higher (



Congratulations Student's Name on finishing your program!

What Happens Next?

The head teacher will review your classwork and scores to see if you qualify to graduate. This process can take up to 3 days, DO NOT contact the school before then.

Approved to Graduate

Once your classwork and scores have been reviewed and approved, you will receive your Exit Letter from your teacher that will explain what will happen next in exiting the program. This Exit Letter will also give you the opportunity to pay any balance you may have with the school and give you the option to expedite your documents (for an extra fee). Your Exit Letter will be sent to your school and/or personal email on file.

Denied to Graduate

In the event that your request was denied, your teacher will contact you and tell you the reason(s). You cannot be denied to graduate because you owe a balance with the school. You can only be denied if you didn't complete all your classwork, didn't complete all your Final Tests, one of more of your classes is under 70%, or your one or more of your Final Tests was flagged for academic dishonesty. Please

Your next step is to wait for your "Exit Letter" letting you know that your request to graduate was approved. This letter will be sent to your school email and will tell you everything you need to know for processing your documents and exiting the program.

STEP

4

Optional Last Step

Although this step is optional, we highly recommend that you complete Step 5, our “Satisfaction Survey”.

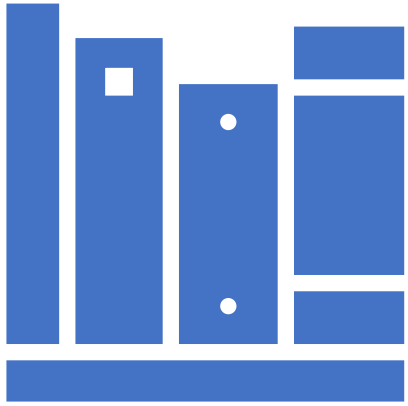
Let us know if you liked the program and tell us what you think we could do to improve the program to help future students.

Step 5

Complete our Satisfaction Survey. Please take a few minutes to fill out our satisfaction survey and let us know how your experience was with us. Click on the "Satisfaction Survey" button below and fill out the form. The form will ask you general questions such as... Did you like the program? What can we improve? Please let us know in this survey how we can improve our services. Your feedback helps to shape our school so that future students can benefit from our changes.

Satisfaction Survey





Walk-thru Presentation End

Adult Education Program to Earn Your High School Diploma