



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

DIRECTORY

Online Program Guide

<u>DESCRIPTION</u>	<u>SLIDE</u>	<u>DESCRIPTION</u>	<u>SLIDE</u>
Walk-Thru Presentation Beginning	1	• Accessing the Student Website (Step 7)	11
Directory	2-4	• About the Student Website	12
Getting Started!		• Starting the Program	13
Setting Up Your School Email	5-9	• Go to Program Steps (Step 1)	14
• Your “Welcome” Email (Step 1)	5	• Review Program Steps (Step 2)	15
• Go to Google Gmail (Step 2)	6	Joining Classes	16-26
• Add a New Email Account (Step 3)	7	• About Class Numbers & Codes	16
• Login to Your School Email (Step 4)	8	• Join the Orientation Classroom (Step 1)	17
• Create a Password (Step 5)	9	• Orientation Classroom Features (Step 2)	18
Accessing the Student Website	10-15	• Live Orientations Location (Step 3)	19
• Return to Your Personal Email (Step 6)	10	• Orientation Classroom Assignments (Step 4)	20

DIRECTORY

Online Program Guide

<u>DESCRIPTION</u>	<u>SLIDE</u>	<u>DESCRIPTION</u>	<u>SLIDE</u>
• Learn Program & Final Testing Rules (Step 5)	21	• Completing a Lecture (Step 4)	32
• Find Program Quiz (Step 6)	22	• Completing a Worksheet, Quiz, & Pre-Final (Step 5)..	33
• Pass Program Quiz (Step 7)	23	• Completing a Question or Discussion (Step 6)	34
• Find Final Test Quiz (Step 8)	24	• Completing an Active Worksheet (Step 7)	35
• Pass Final Test Quiz (Step 9)	25	• Creating or Attaching a Document (Step 8)	36
• Complete the Assessment Test (Step 10)	26	Completing a Final Test	37-51
Joining Your Core Classes	27–36	• Final Test Warning	38
• Add Your Classes	28	• Find & Open AutoProctor Link (Step 1)	39
• Classroom Features (Step 1)	29	• Sign In to AutoProctor (Step 2)	40
• Finding Your Scores (Step 2)	30	• Type Your Name as It’s Spelt on Your ID (Step 3)	41
• Complete the Module Classwork (Step 3)	31	• Give Permission to Your Mic (Step 4)	42

DIRECTORY

Online Program Guide

<u>DESCRIPTION</u>	<u>SLIDE</u>	<u>DESCRIPTION</u>	<u>SLIDE</u>
• Give Permission to Your Camera (Step 5)	43	• Submitting a Final Test to Your Teacher (Step 1)	53
• Share Your Entire Screen (Step 6)	44	• Find & Open Final Test Folder (Step 2)	54
• Take a Picture of Yourself (Step 7)	45	• Submit the Final Test to the Teacher (Step 3)	55
• Submit a Picture of Your ID (Step 8)	46	• Final Test Successfully Submitted (Step 4)	56
• Verifying Your ID (Step 9)	47	After Completing All Classes	57-62
• Go to Full Screen Mode (Step 10)	48	• Complete All Classes	57
• Take Your Final Test (Step 11)	49	• Are Your Ready to Graduate? (Step 1)	58
• Properly Submit Your Final Test (Step 12)	50	• Submit the Request to Graduate (Step 2)	59
• Final Test Successfully Submitted (Step 13)	51	• Program Completion (Step 3)	60
Submitting A Final Test to Your Teacher	52-56	• Optional Last Step (Step 4)	61
• Final Tests MUST Be Manually Submitted	52	Walk-in Presentation End	62

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.

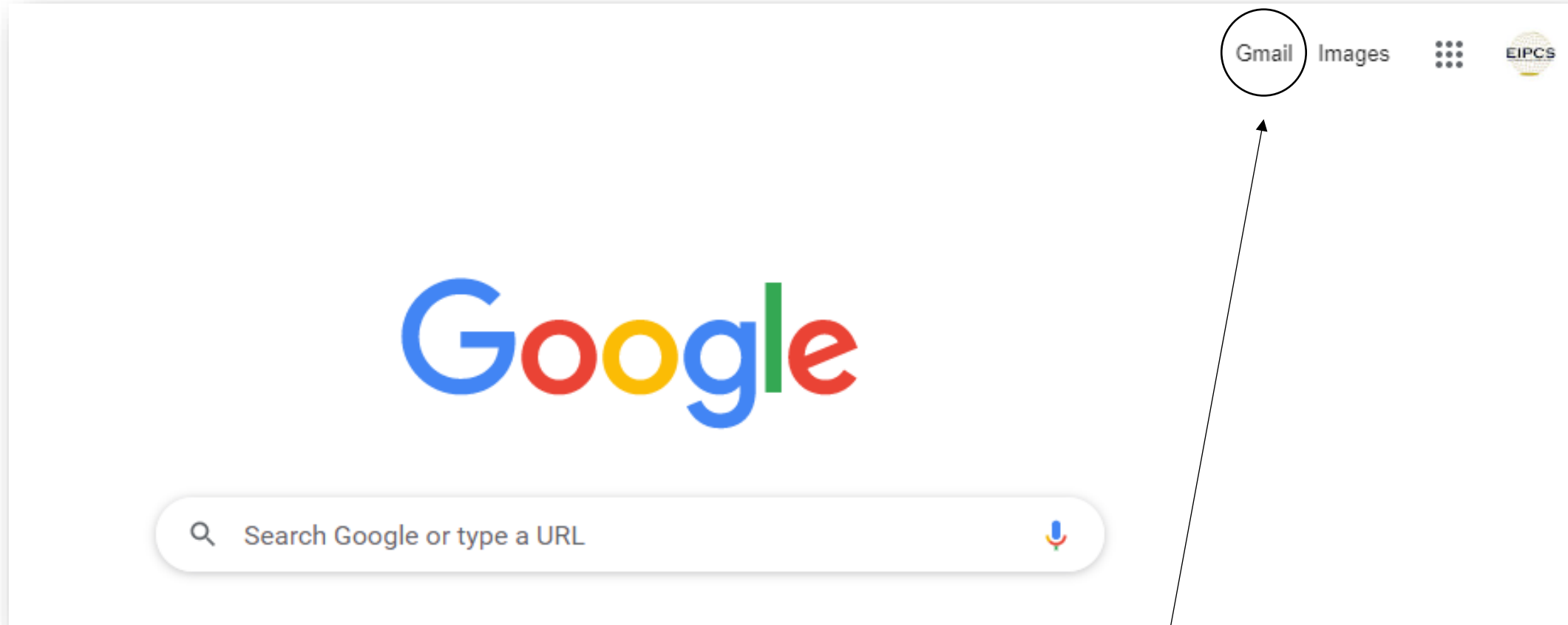
You will use your school email the entire duration of this program.

--

EIPCS Teacher,

Christy King

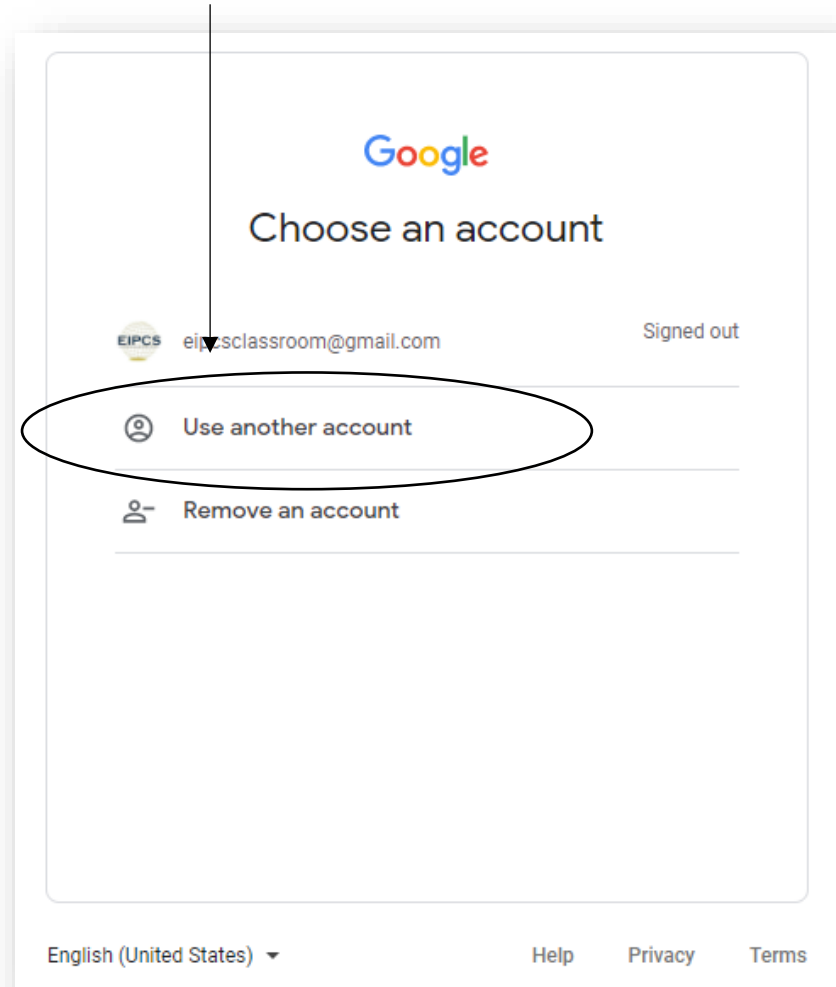
Go to Google Gmail



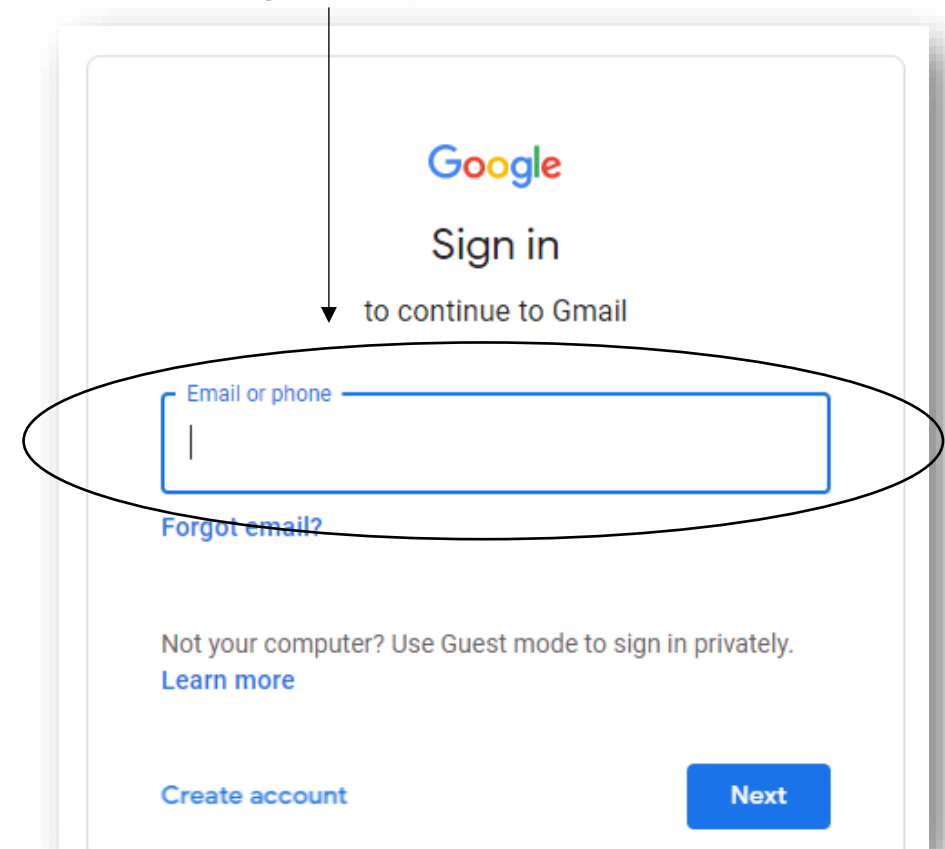
Go to Google on your internet browser and click “Gmail” to login to your school email. You can also type www.gmail.com to login.

Add A New Email Account

Click "Use another account"



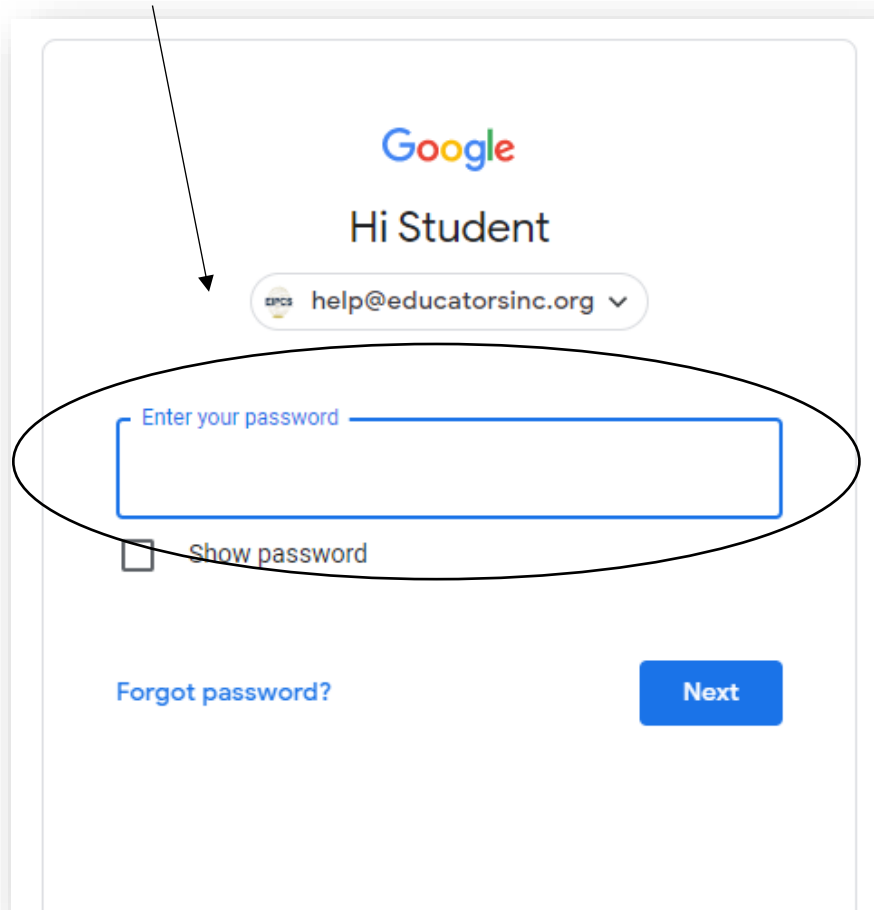
Add your school email address that was sent to your personal email.



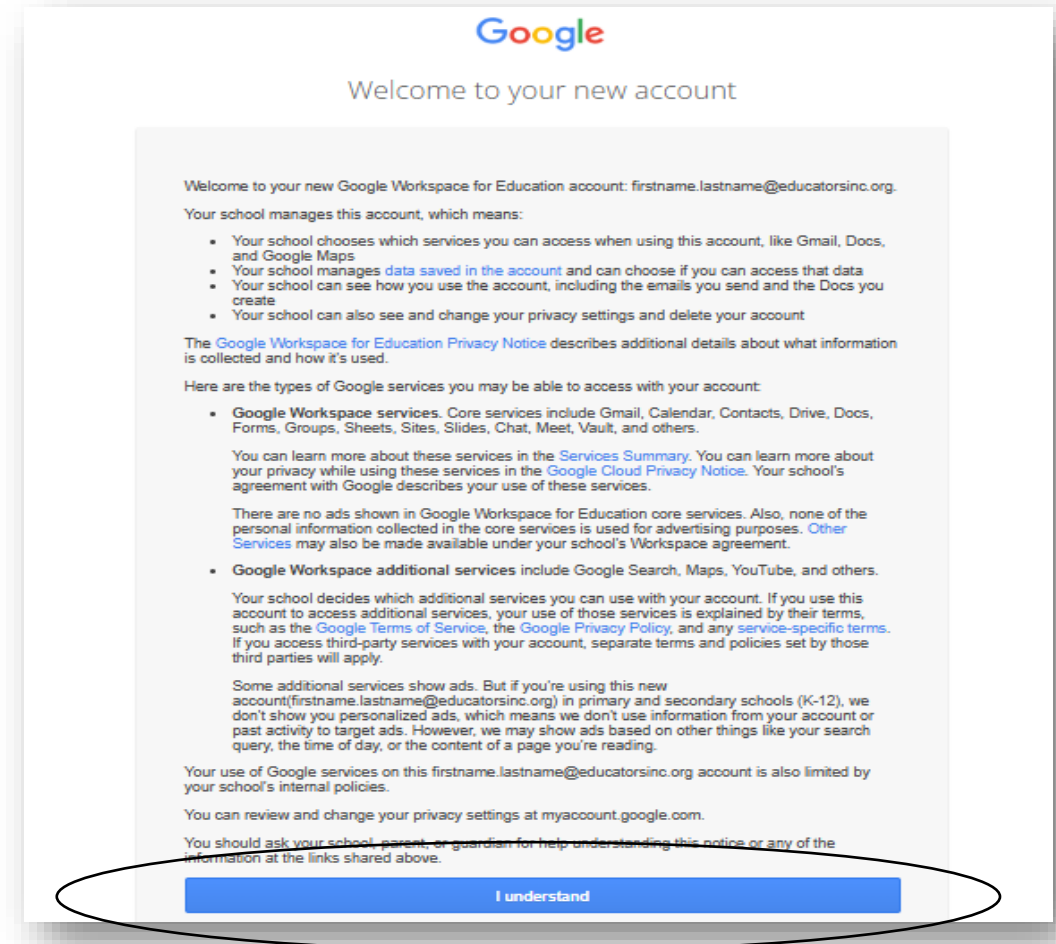
Pro Tip! Your school email is your first name "dot" last name @educatorsinc.org

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 interface for a student account. At the top, the Google logo is displayed, followed by the text "Hi Student". Below this, there is a dropdown menu showing the email address "help@educatorsinc.org". A black oval highlights the password input field, which contains the placeholder text "Enter your password". To the left of the password field is a checkbox labeled "Show password". At the bottom left, there is a link that says "Forgot password?". At the bottom right, there is a blue button labeled "Next". An arrow from the text "1. 'Copy and paste' the password that was sent to your personal email and add it here." points to the password input field.



The image shows the Google Workspace for Education welcome screen. At the top, the Google logo is displayed, followed by the text "Welcome to your new account". Below this, there is a section titled "Welcome to your new Google Workspace for Education account: firstname.lastname@educatorsinc.org." and a list of bullet points explaining the account's features and privacy settings. At the bottom, there is a blue button labeled "I understand". A black oval highlights the "I understand" button. An arrow from the text "2. Accept the terms and conditions by clicking the 'I understand'." points to the "I understand" button.

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

STEP 5

Create A Password

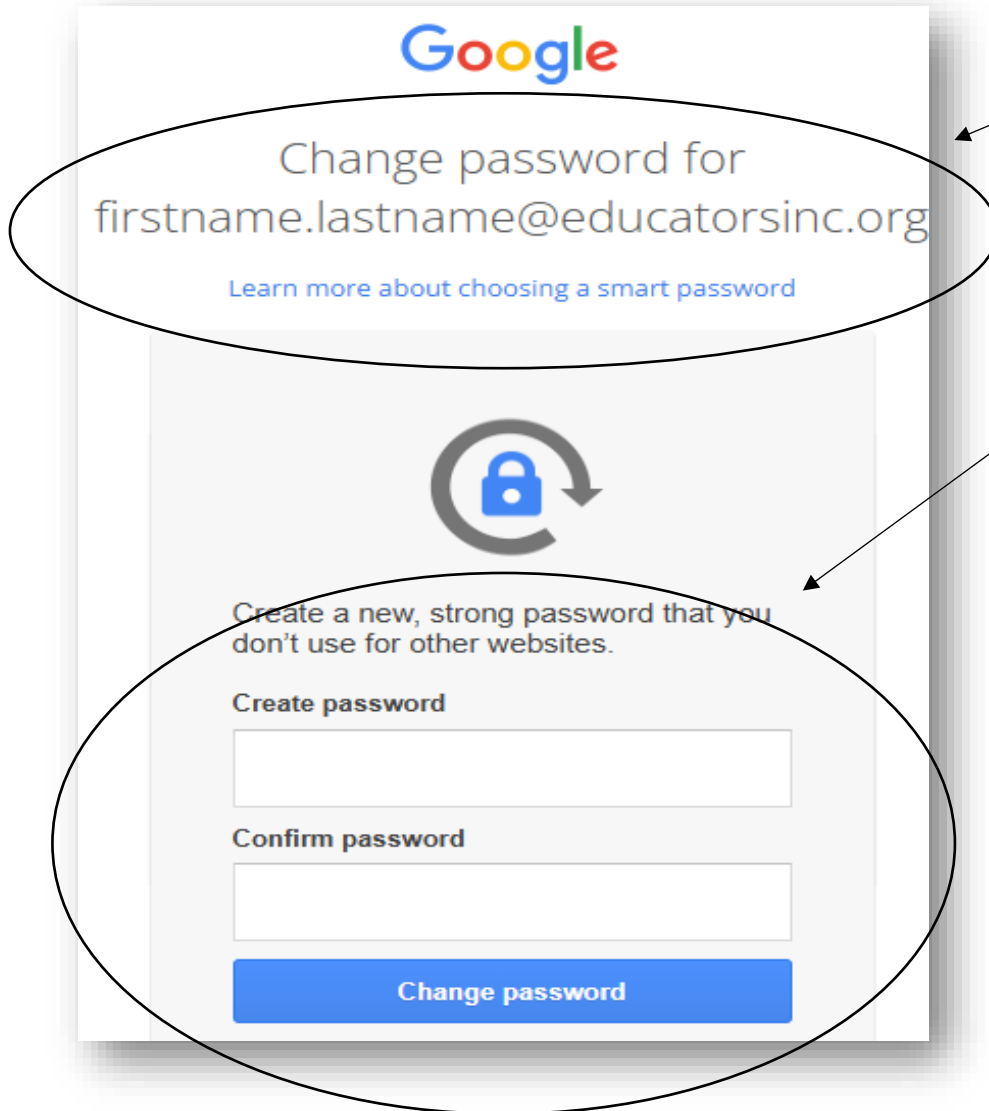
Your school email will always be your
firstname.lastname@educatorsinc.org

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

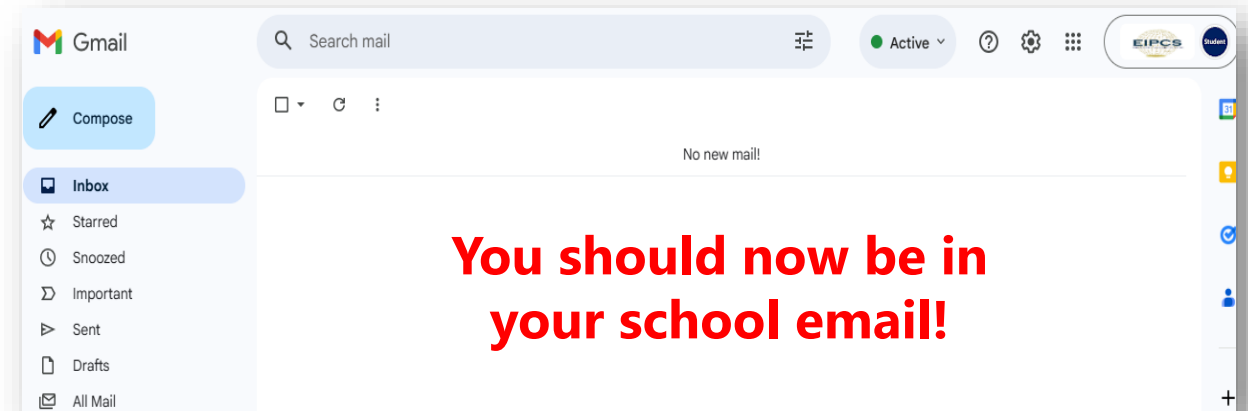
Once you use your one-time
“default password”, you must
create your own password!

DONE!

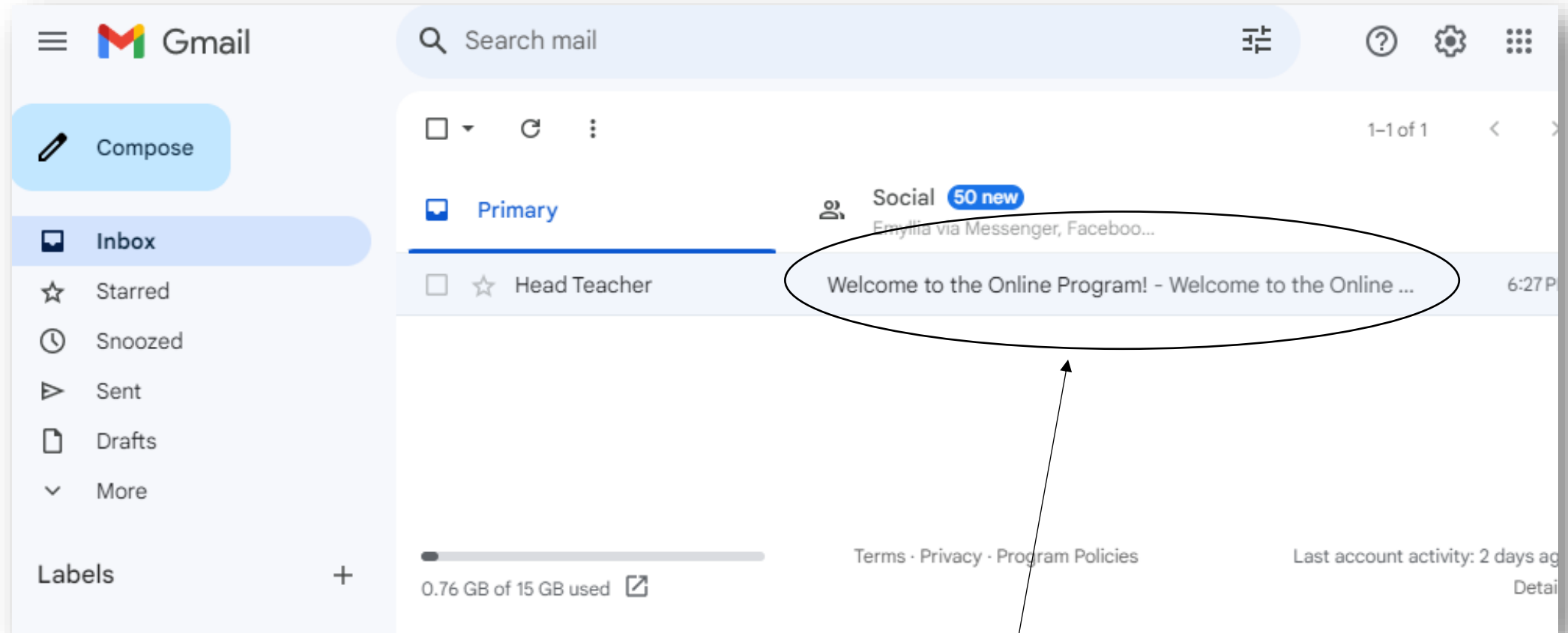
Your Email is set up.



The screenshot shows the Google password change page for the email `firstname.lastname@educatorsinc.org`. The page title is "Change password for firstname.lastname@educatorsinc.org" with a link to "Learn more about choosing a smart password". Below this is a circular icon with a padlock and a refresh arrow. The main instruction is "Create a new, strong password that you don't use for other websites." There are two input fields: "Create password" and "Confirm password". At the bottom is a blue button labeled "Change password". Two black ovals are drawn on the image: one around the top section (title and link) and another around the bottom section (password fields and button). Arrows point from the text on the right to these ovals.



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.

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!

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.

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

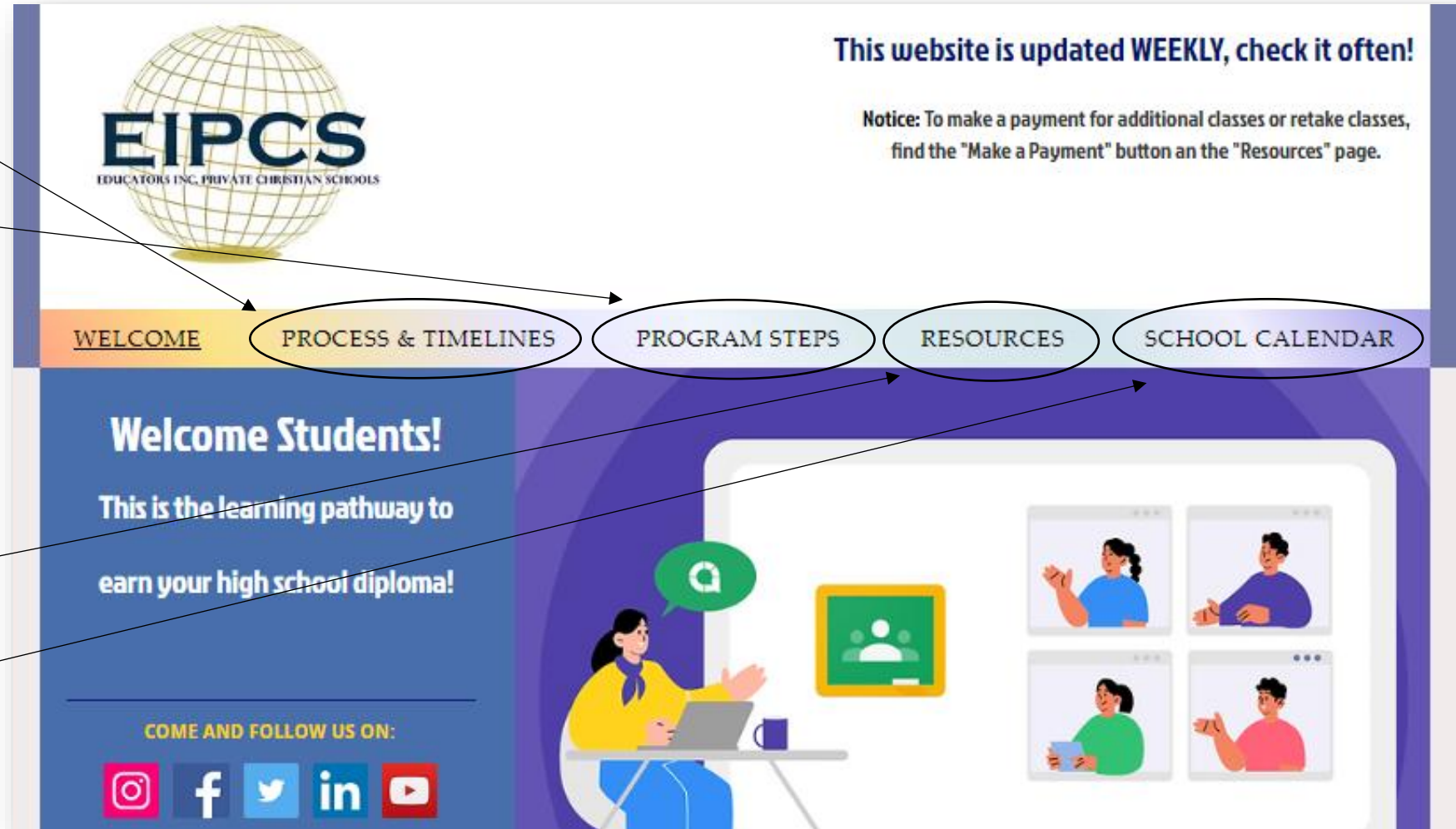
This is updated frequently, it has:

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

SCHOOL CALENDAR

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

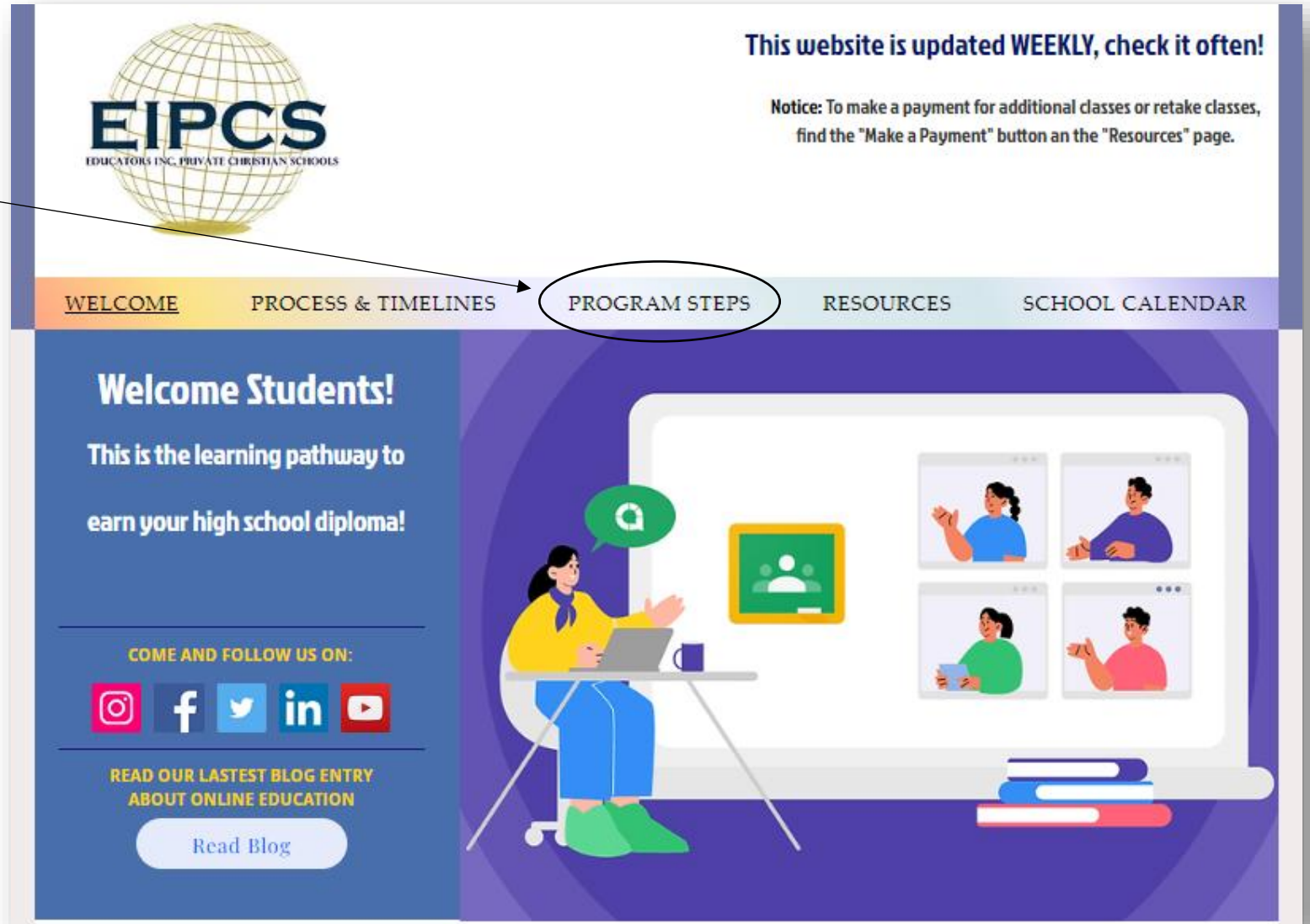
Pro Tip! Explore the website so you know where to find everything.



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!



ORIENTATION
0001
Class code: fbq2tlr

Step 1

Joining Classes

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

ENGLISH WRITING
1017
Class code: 27fy6oy6

SCIENCE
1007
Class code: 27fy6oy6

MATHEMATICS
1003
Class code: xzxx64j

2

3

4

ENGLISH READING
1016
Class code: 4dx74ic

SOCIAL STUDIES
1014
Class code: fclidc2

ELECTIVES
1025
Class code: zbg5g22k

5

6

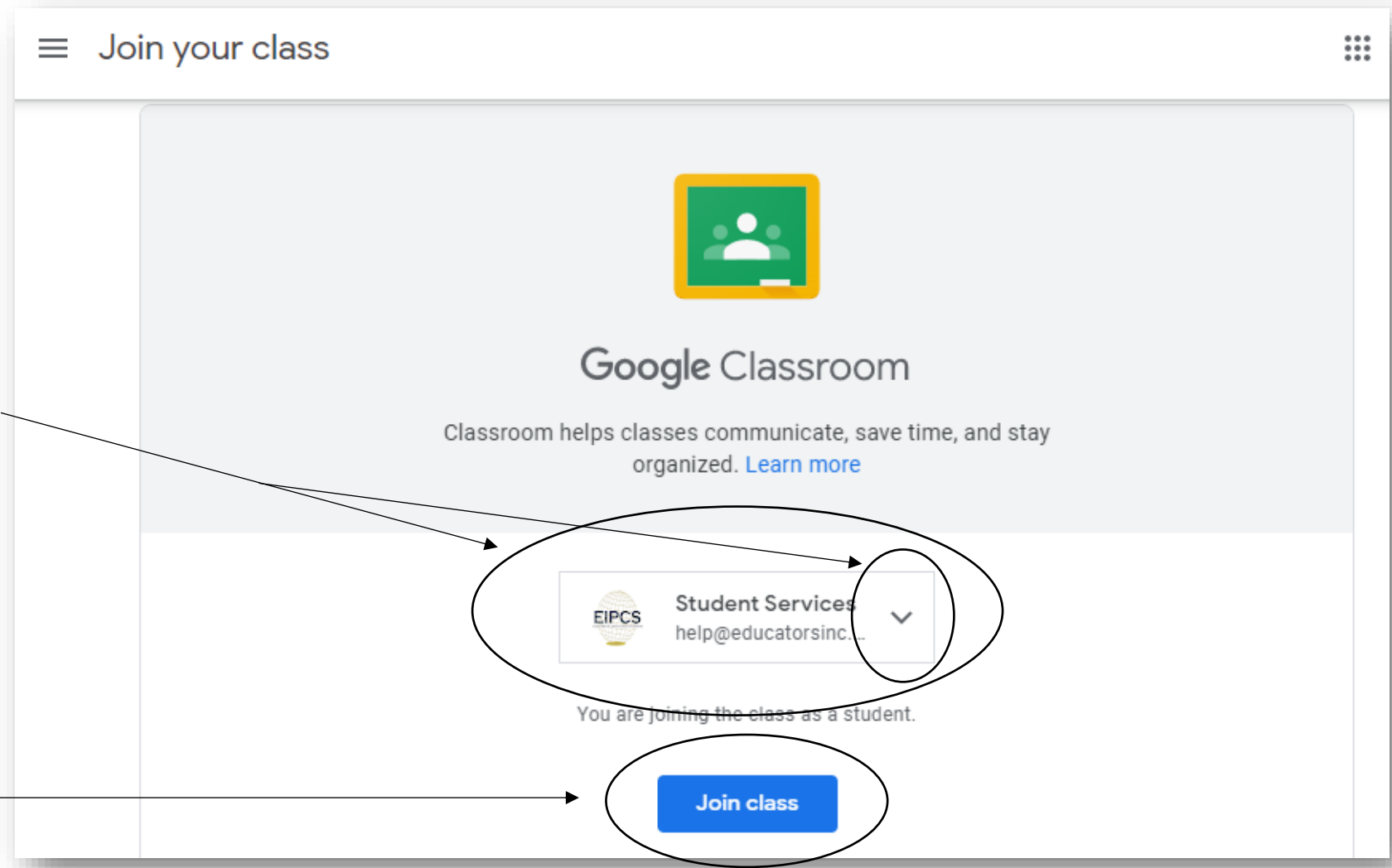
7

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.

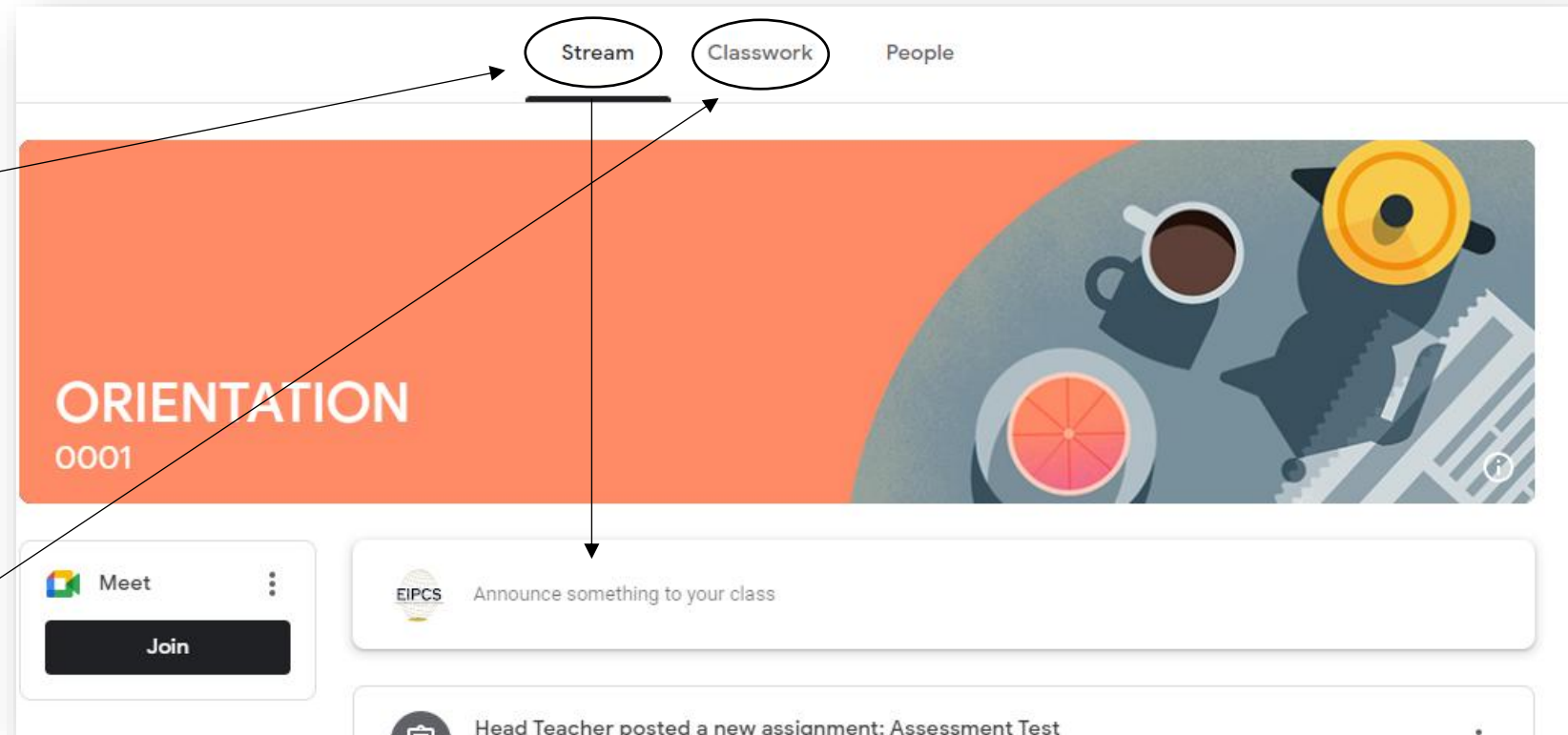


3. You will repeat this process for joining all your classes.

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

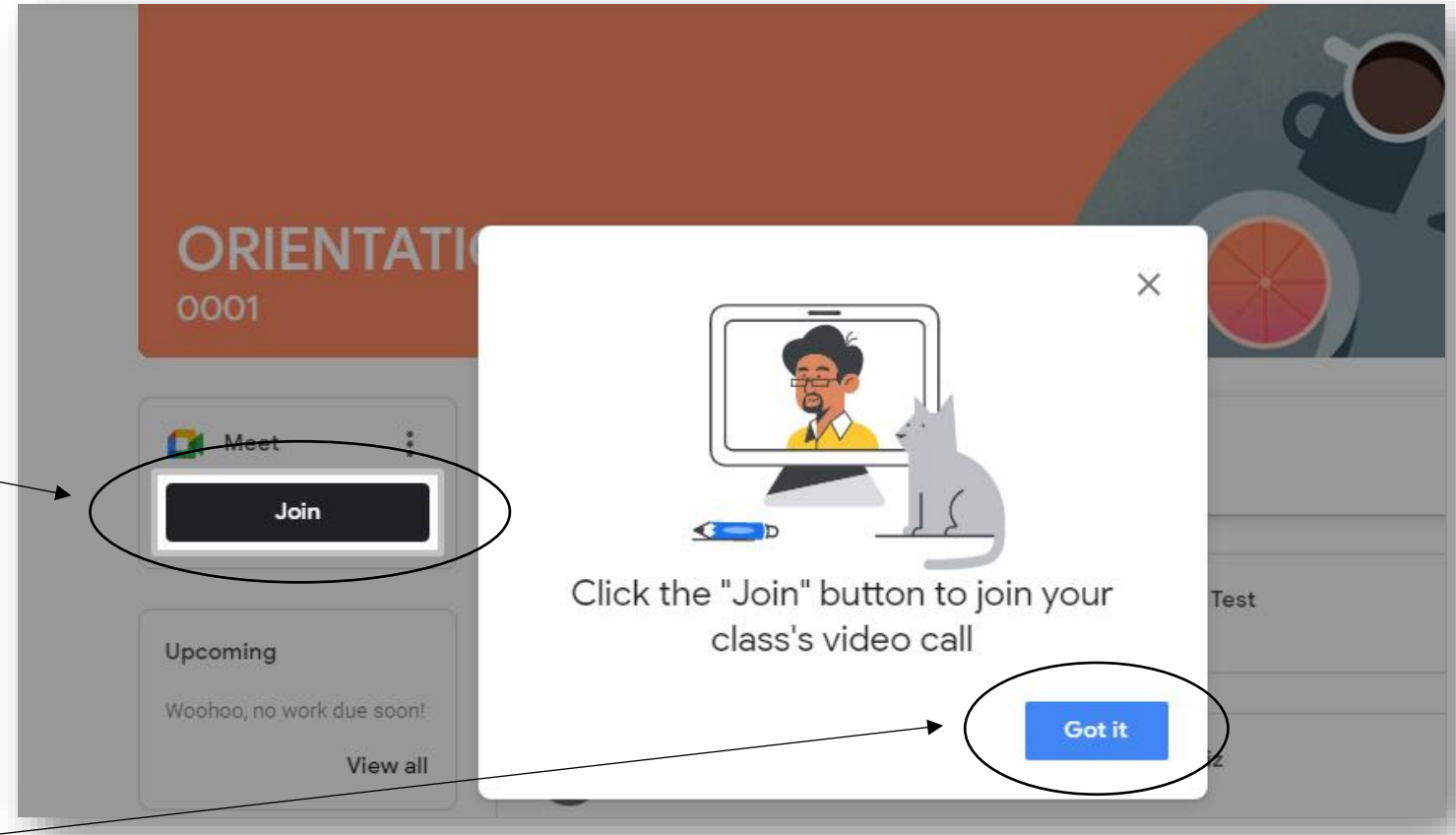
3

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.

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 the 'Classwork' tab selected in the top navigation bar. Below the navigation bar, the page title is 'Step 2 - Complete Assessment Test'. The main content area lists several assignments:

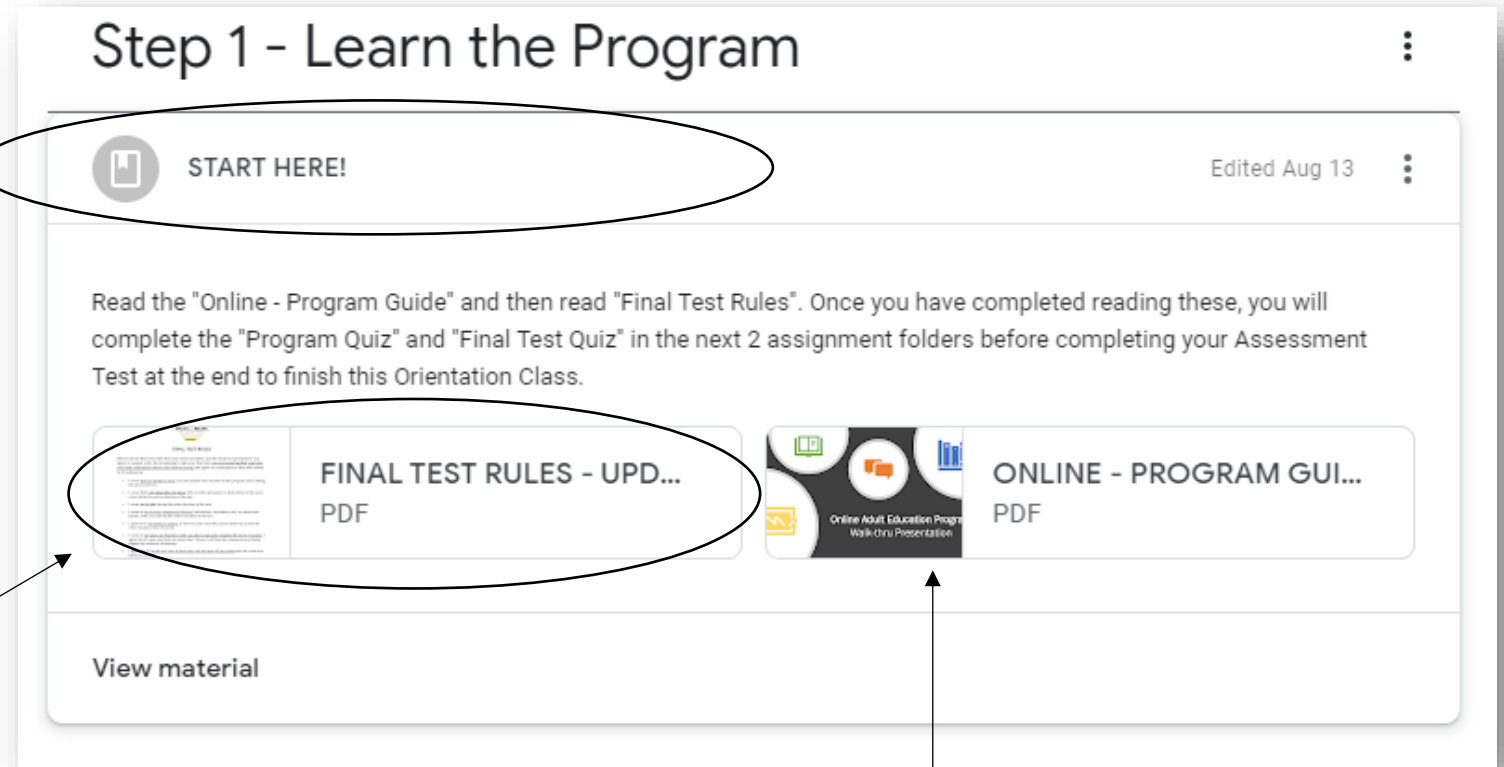
- Assessment Test**: No due date
- Step 1 - Learn the Program**: Edited Aug 13
- Program Quiz**: No due date
- Final Test Quiz**: No due date

The 'START HERE!' folder is highlighted with a red circle and an arrow pointing to it from the instruction text.

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.

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 box containing a thumbnail image of a quiz and the text "Program Quiz Google Forms". This box is circled in black. Below the box, it says "2 class comments". At the bottom, there is a button that says "View instructions".

Pass Program Quiz

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.

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](#)

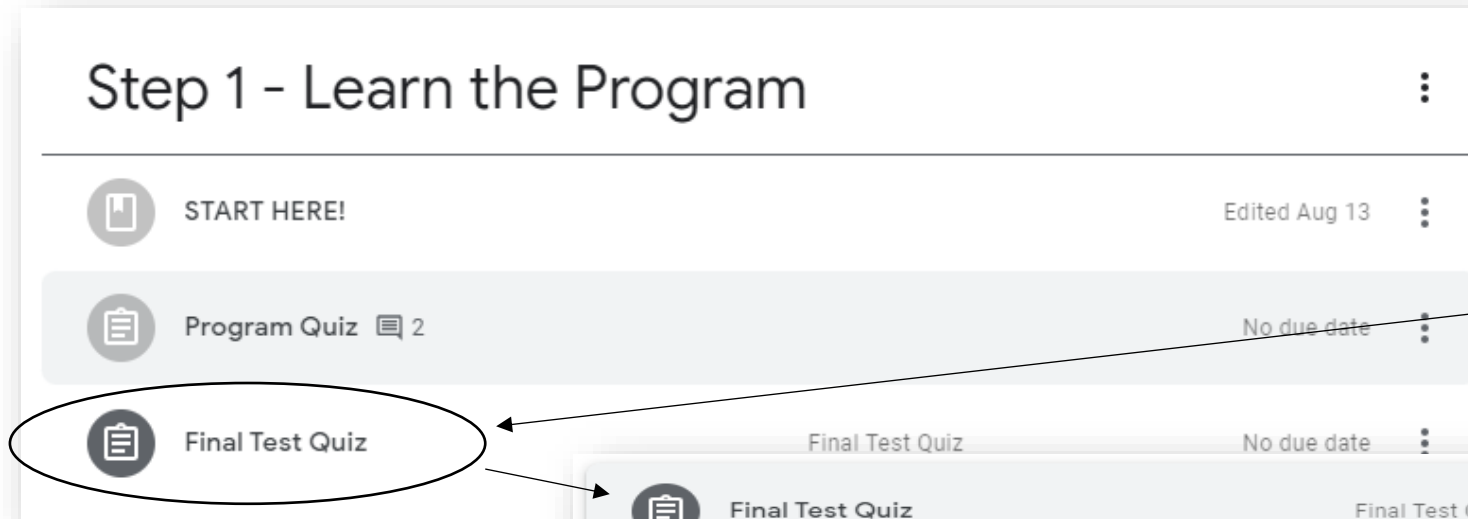
[Open assignment](#)

Program Quiz

Orientation 0001

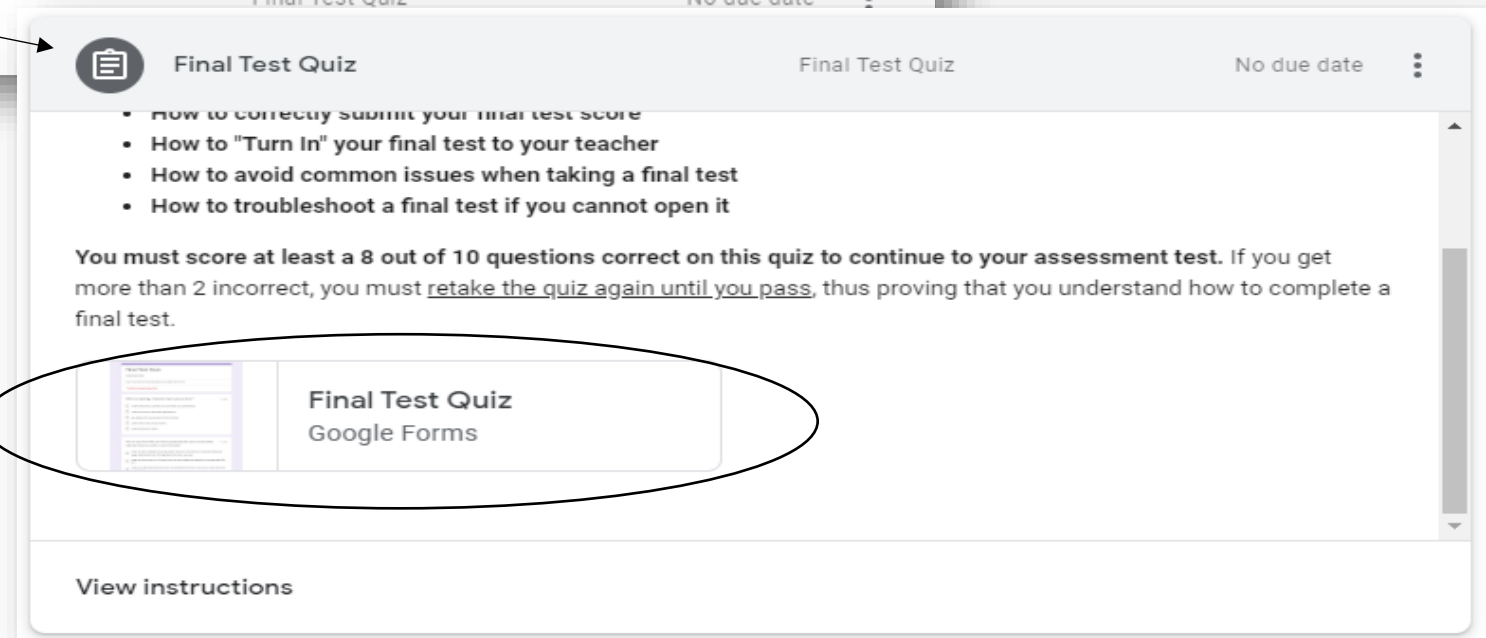
Total points **3/20** ?

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.



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.

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

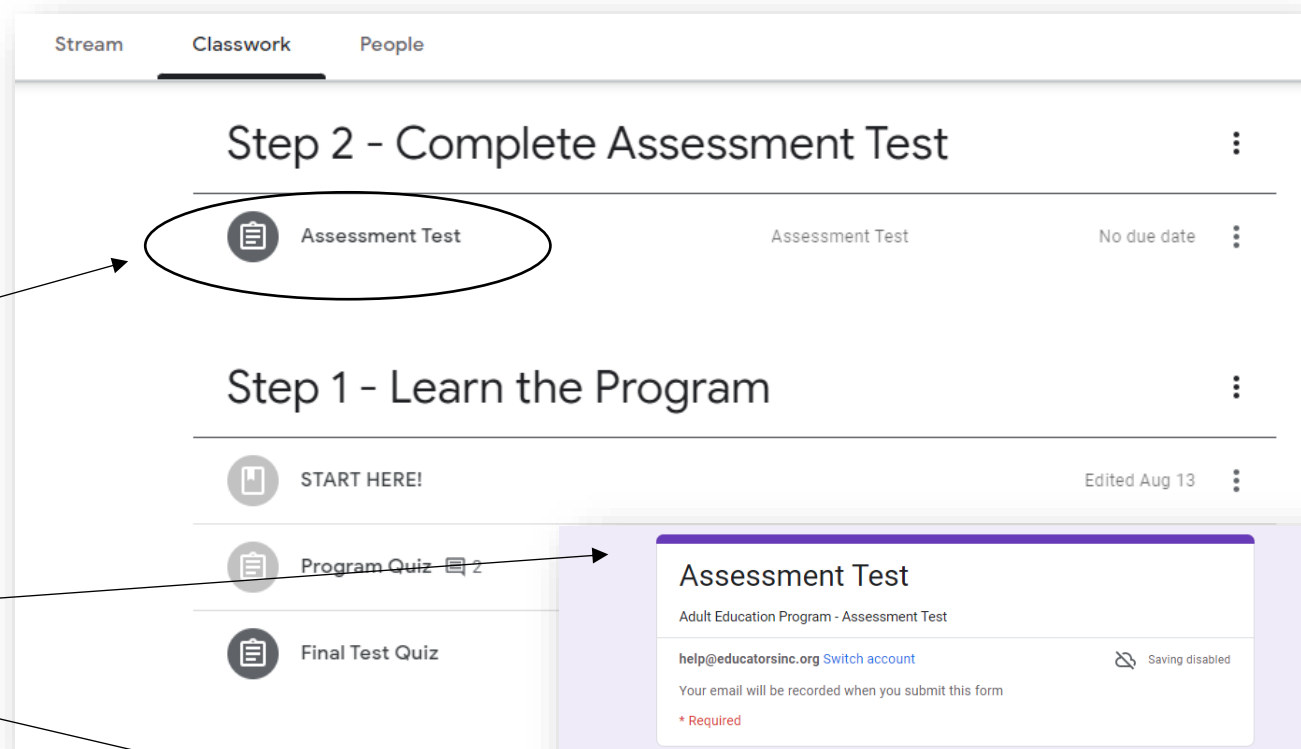
Total points **1/10**

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".



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

Slide 27

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

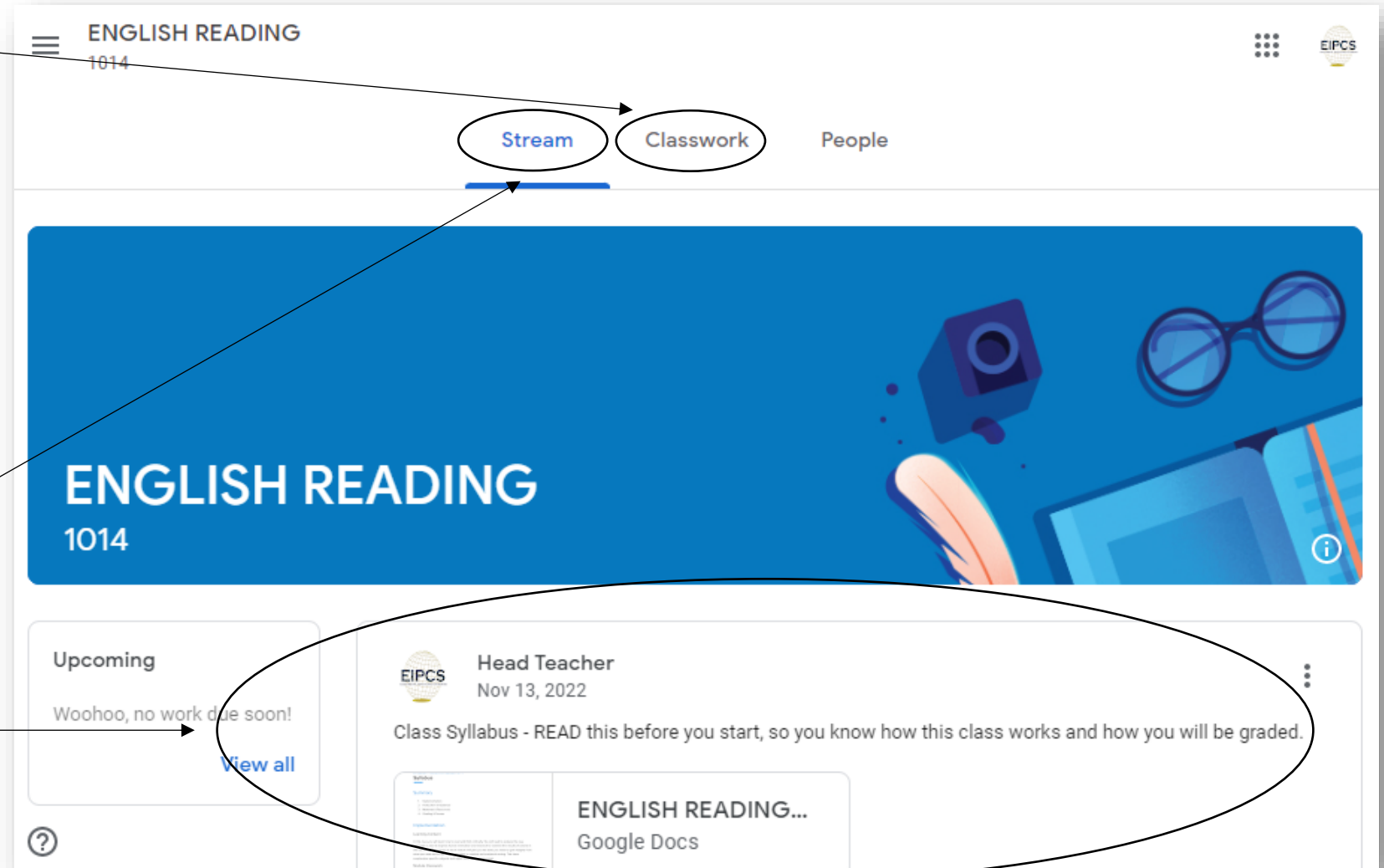
Pro Tip! Make sure you read the class syllabus for each class, so you know how that class works and how you will be graded.

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

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”).

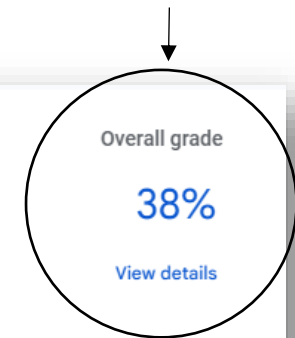


STEP 2

Finding Your Scores



You can see your overall grade in the corner.



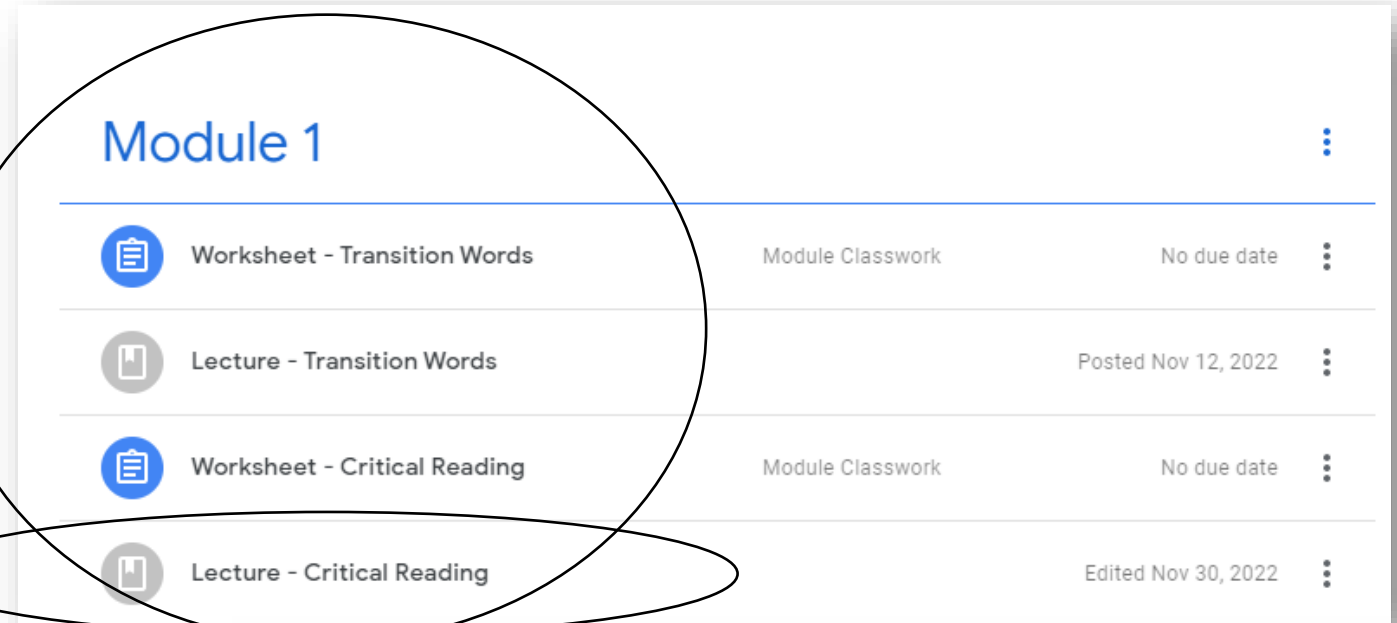
To check your assignment scores and to see which assignments you need to complete, click the “Classwork” tab first, then “View your work” second.

A screenshot of the 'Student Services' page. At the top left is the EIPCS logo. To its right is the heading 'Student Services'. Below the heading is a 'Task filter' dropdown menu set to 'All'. The main content is a table of assignments. The table has two columns: the assignment name and its status. The assignments listed are 'Worksheet - Critical Reading', 'Final Test', 'Pre-Final Test', and 'Worksheet - Sources'. The statuses are '1/10 Not turned in', '66/100', 'Assigned', and 'Assigned' respectively. 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 the 'Final Test' row in the table.

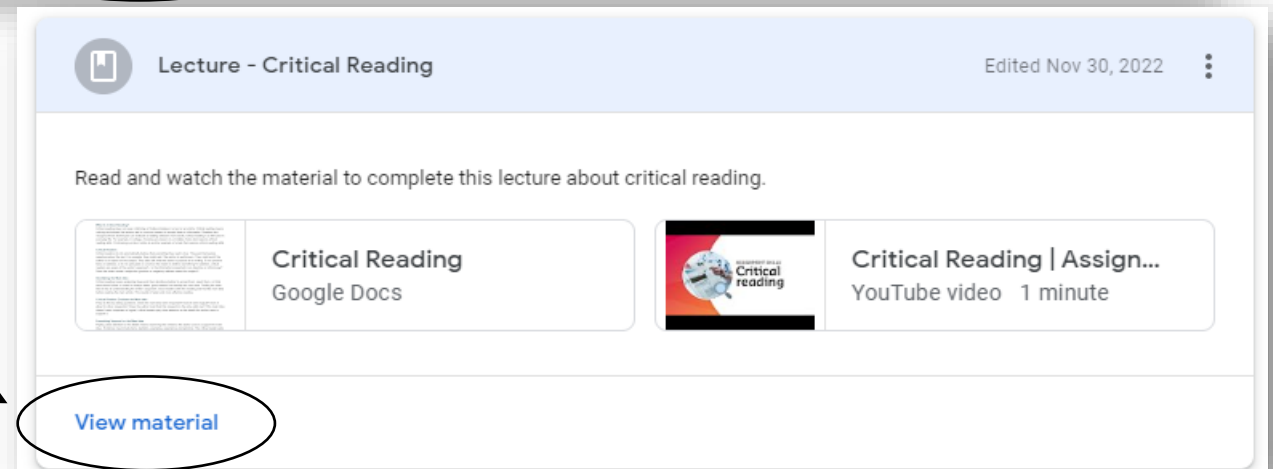
Task filter	
All	
Worksheet - Critical Reading No due date • Module Classwork	1/10 Not turned in
Final Test No due date • Final Test	66/100
Pre-Final Test No due date • Module Classwork	Assigned
Worksheet - Sources No due date • Module Classwork	Assigned

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.



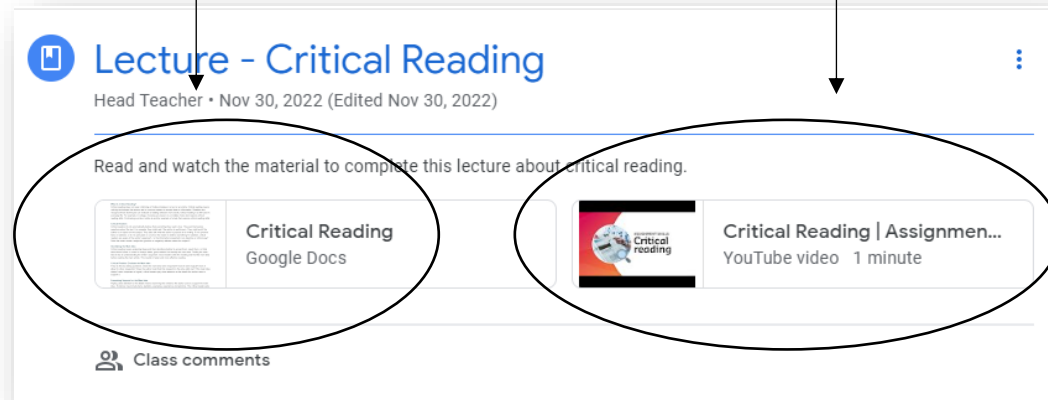
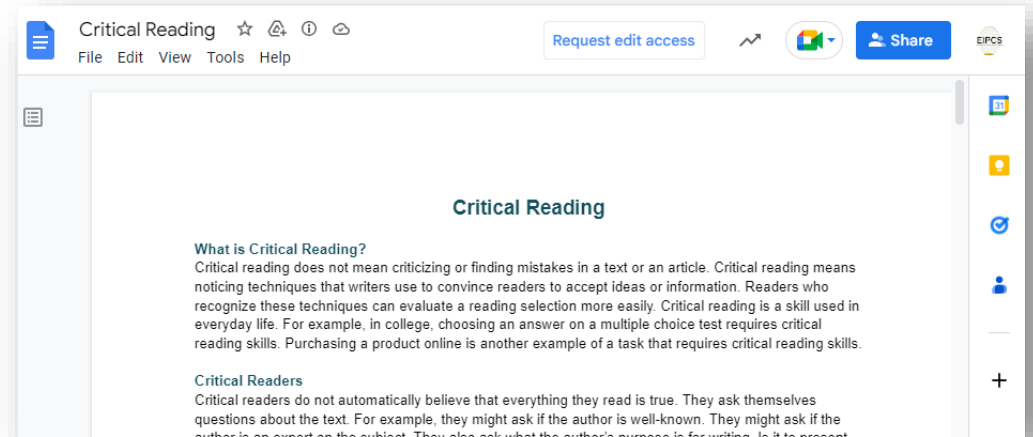
The first thing you will complete is a lecture. Click on it to expand the window or click on "View material" to open the folder all the way.



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.



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.

The image shows a sequence of three screenshots from a Google Forms interface. The first screenshot on the left shows a folder titled 'Worksheet - Critical Reading' with a 'View assignment' link. An arrow points from this link to the second screenshot in the middle. The second screenshot shows the worksheet content: 'The rhino in Africa is threatened with extinction; _____, many species of gorilla are also endangered. (pick 2)'. Below the question are five radio button options: 'instead', 'similarly', 'so', 'otherwise', and 'particularly'. At the bottom of this form is a purple 'Submit' button, which is circled with an arrow pointing to it. The third screenshot on the right shows the submission confirmation screen. It displays the title 'Worksheet - Critical Reading', the course 'English Reading 1014', and the total points '1/10' in a purple box. A note at the bottom states: 'The respondent's email (help@educatorsinc.org) was recorded on submission of this form.' An arrow points from the 'Submit' button in the second screenshot to the 'Total points 1/10' box in the third screenshot.

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

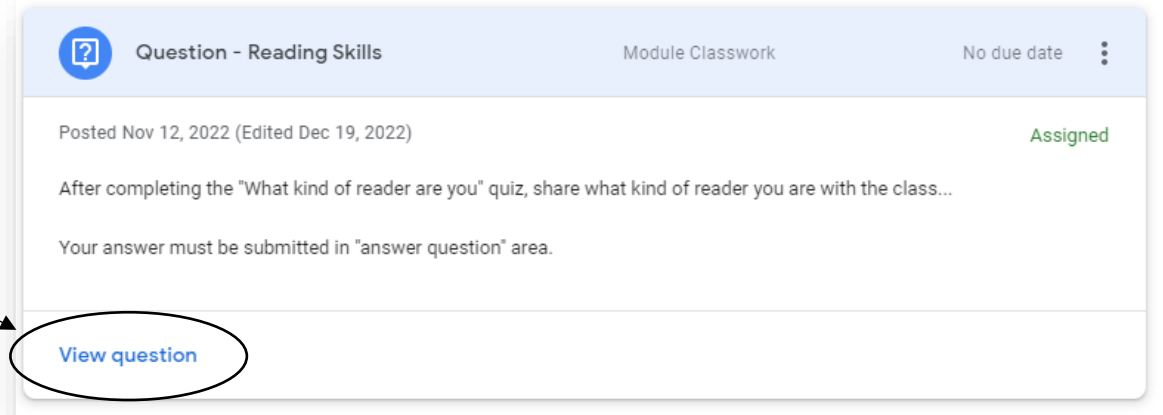
2. Complete the questions, then click the "Submit" button at the bottom to finish.

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

STEP 6

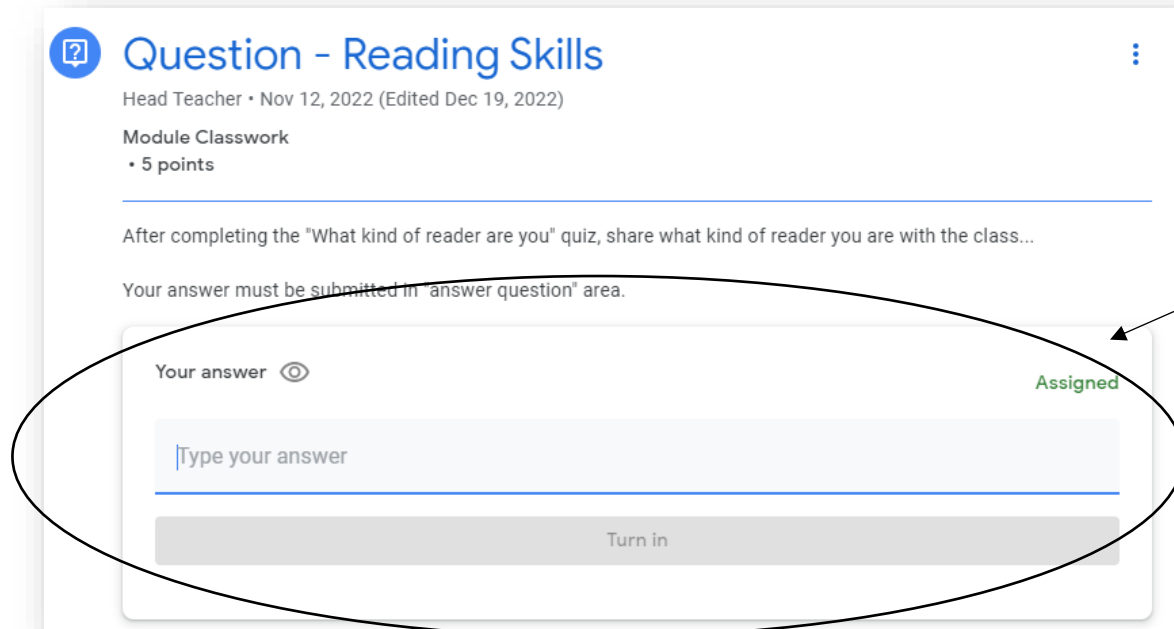
Completing a Question or Discussion

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.



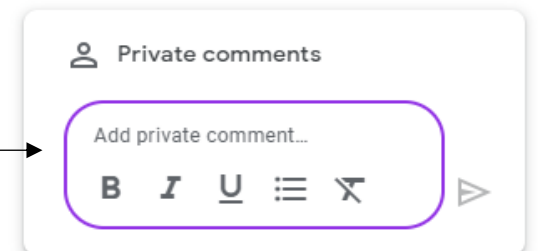
This screenshot shows the top portion of a question interface. At the top, it says 'Question - Reading Skills' with a question mark icon, 'Module Classwork', and 'No due date'. Below this, it indicates 'Posted Nov 12, 2022 (Edited Dec 19, 2022)' and 'Assigned'. The main text of the question is: 'After completing the "What kind of reader are you" quiz, share what kind of reader you are with the class...' and 'Your answer must be submitted in "answer question" area.' At the bottom, a blue button labeled 'View question' is circled with a black oval, and an arrow points from the first instruction to it.

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.



This screenshot shows the full question interface. It includes the title 'Question - Reading Skills', the user 'Head Teacher', the date 'Nov 12, 2022 (Edited Dec 19, 2022)', and 'Module Classwork • 5 points'. The question text is the same as in the previous screenshot. Below the question, there is a section for 'Your answer' with a text input field containing the placeholder 'Type your answer'. To the right of the input field, the word 'Assigned' is visible. At the bottom, a grey button labeled 'Turn in' is circled with a black oval, and an arrow points from the second instruction to it.

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

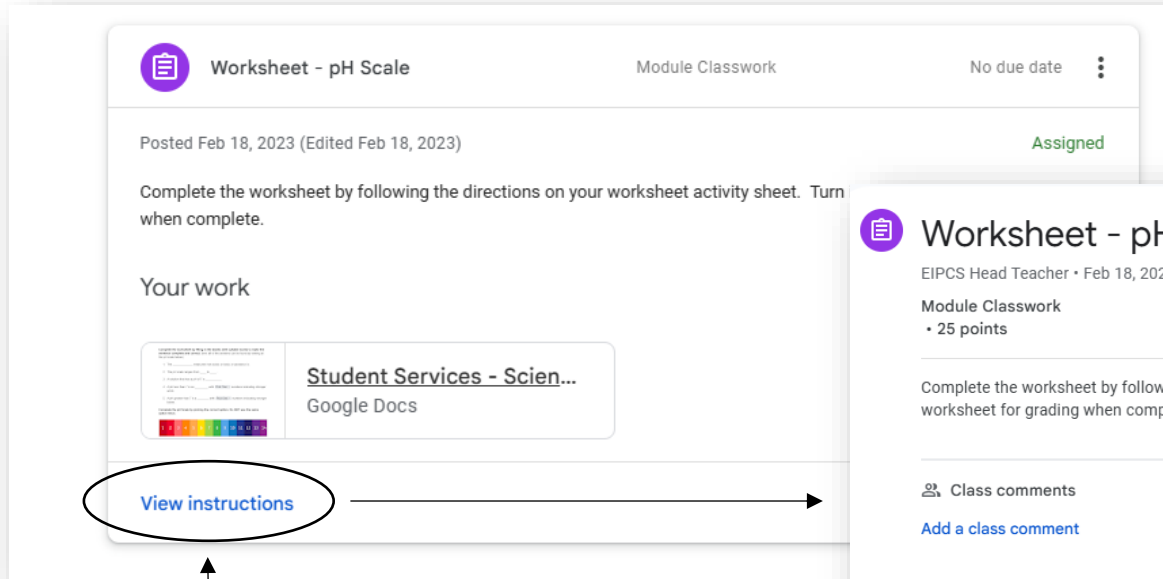


This screenshot shows the 'Private comments' section. It has a header with a person icon and the text 'Private comments'. Below this is a text input field with the placeholder 'Add private comment...'. Underneath the input field are several formatting icons: bold (B), italic (I), underline (U), list (≡), and a crossed-out icon. A right-pointing arrow is at the end of the input field. An arrow points from the 'Pro Tip!' text to this section.

STEP 7

Slide 35

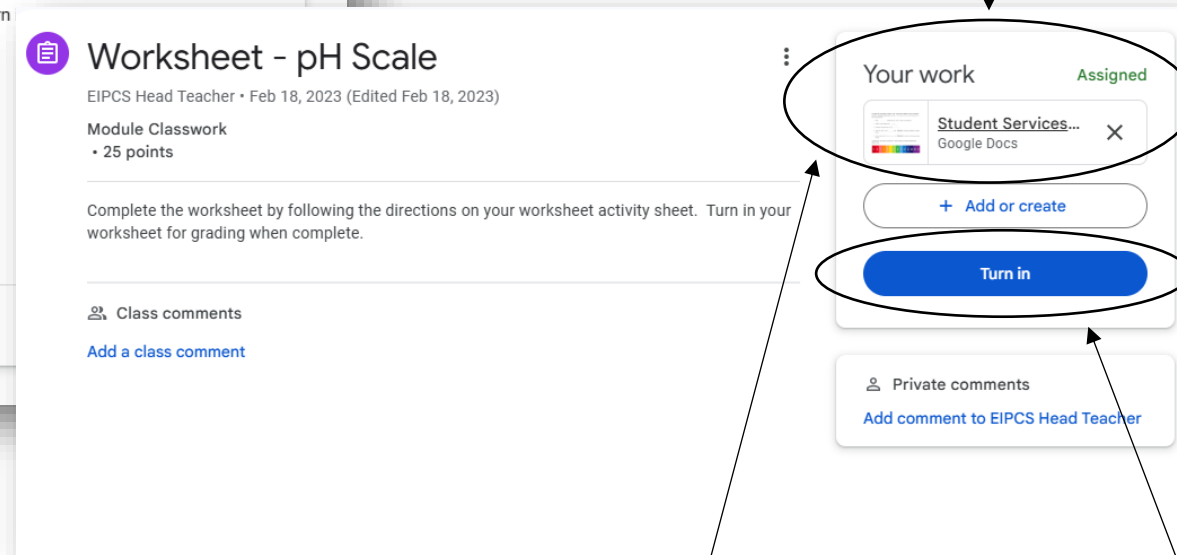
Completing an Active Worksheet



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.

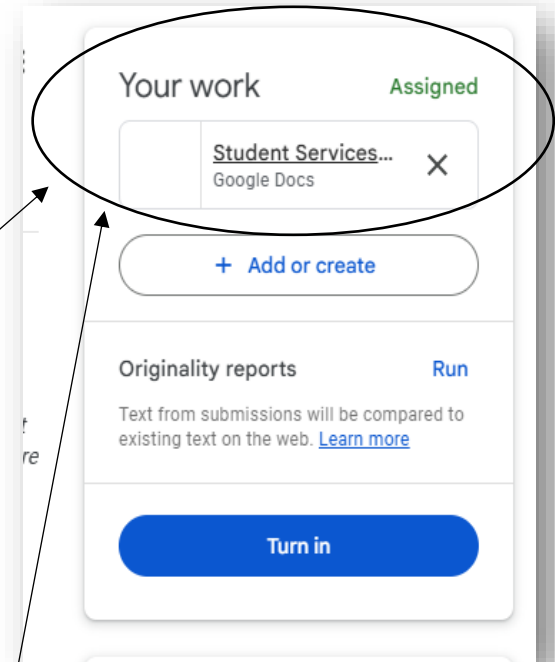
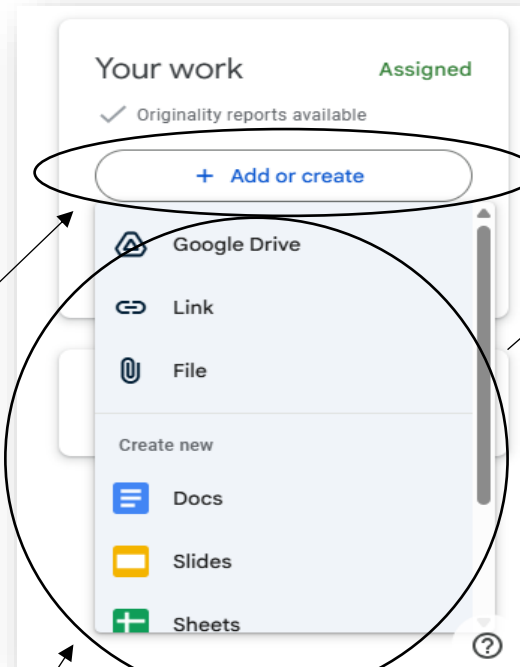
3. To submit it, click on the "Turn in" button inside the completely open folder.

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.

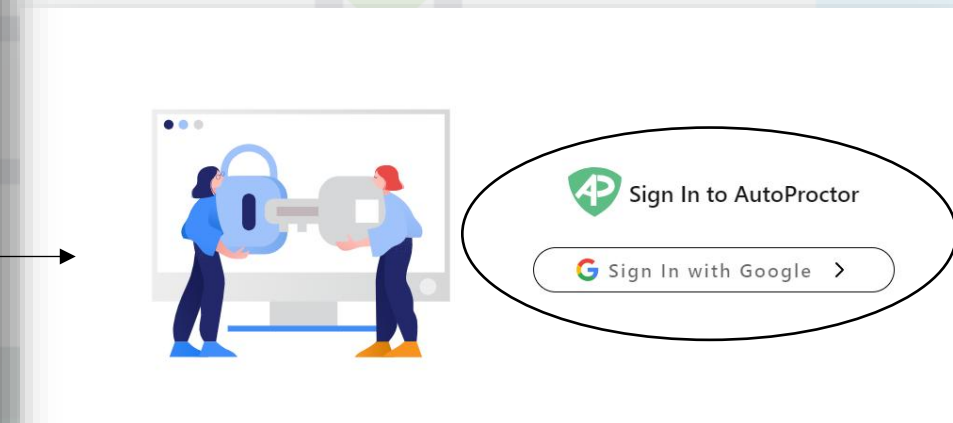
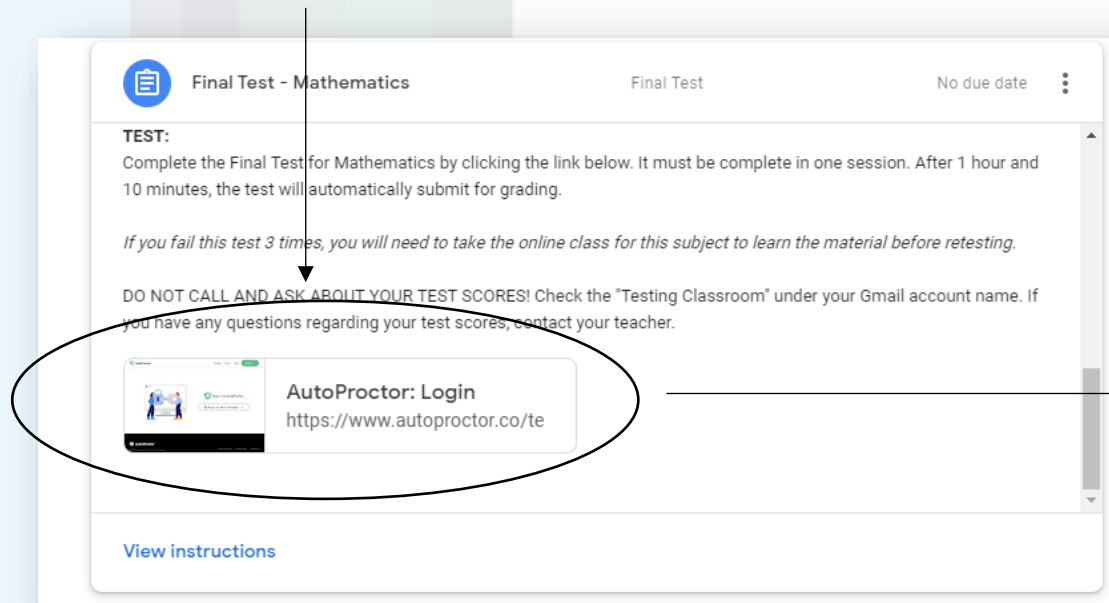


Completing a Final Test

Final Test WARNING!

You can only open your Final Test ONCE!

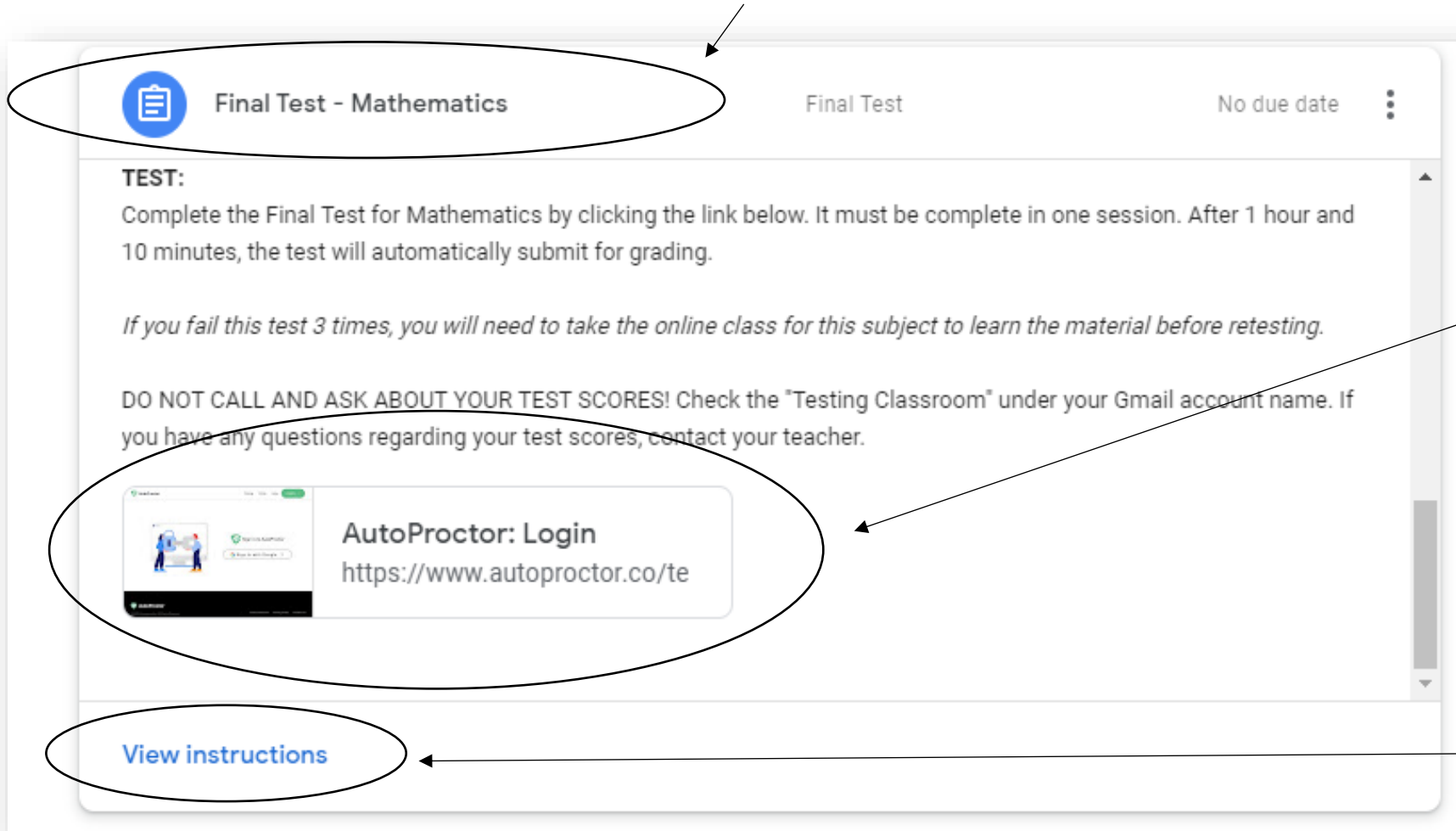
Once you open a final test and submit a picture of your ID, it will count as your test attempt! Only open a final test when you are ready to complete it all at once.



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

Find & Open AutoProctor Link

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



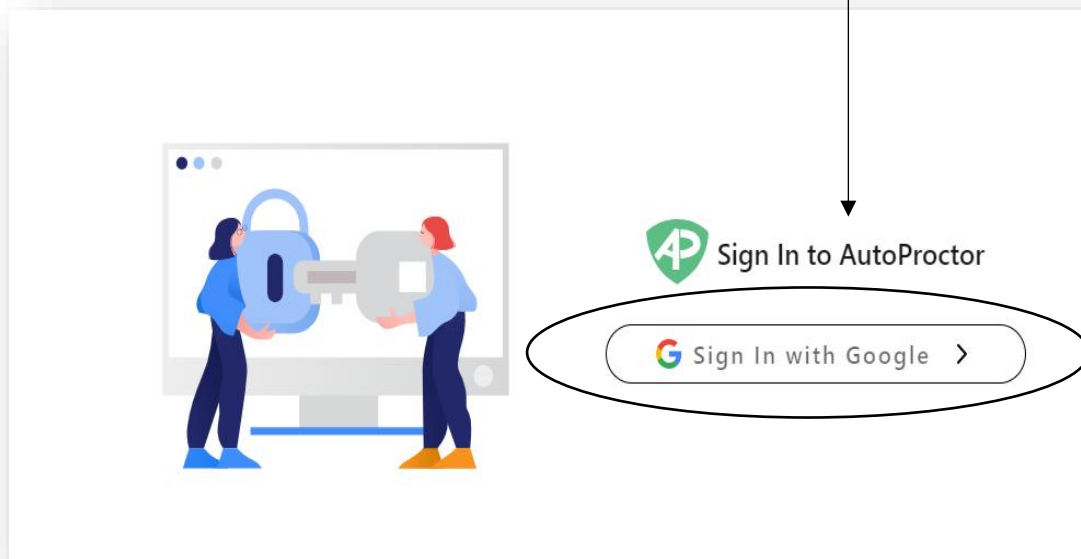
2. Scroll down until you see the "AutoProctor: Login" link attached, and then click on it.

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

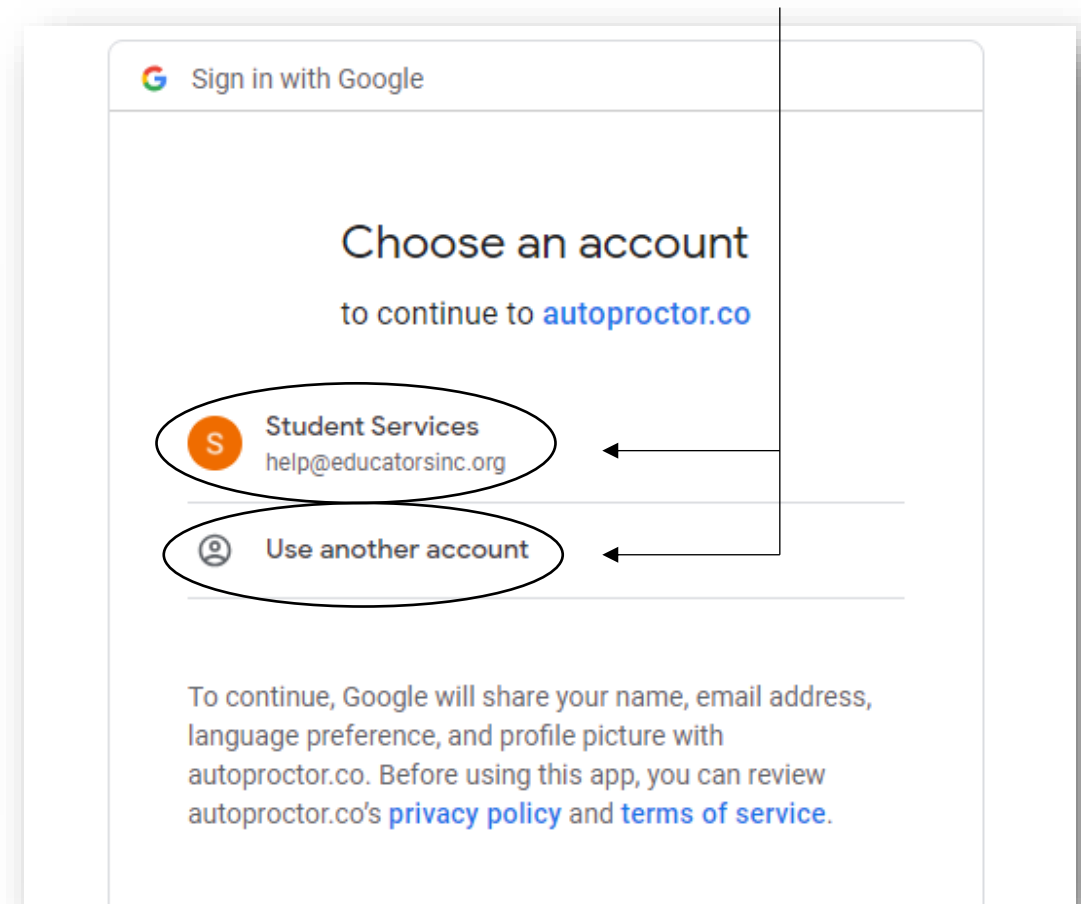
STEP 2

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.



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

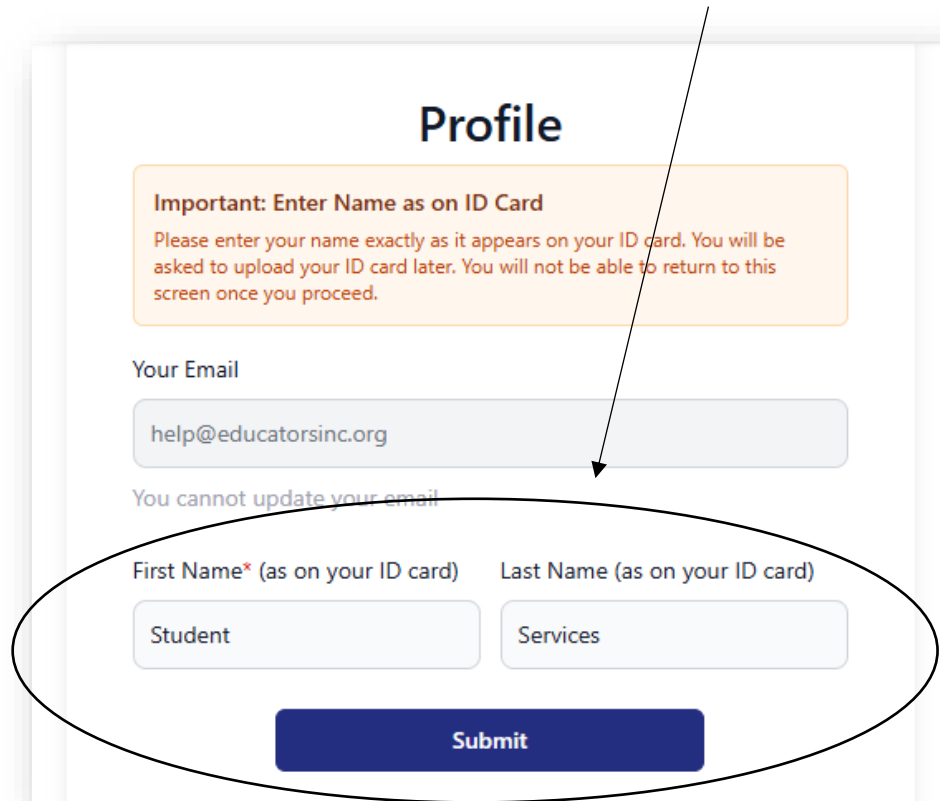


STEP 3

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.



The screenshot shows a 'Profile' form. At the top, there is a warning box: '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.' Below this is a 'Your Email' field with the text 'help@educatorsinc.org' and a message 'You cannot update your email'. The 'First Name* (as on your ID card)' and 'Last Name (as on your ID card)' fields are circled in black. The first name field contains 'Student' and the last name field contains 'Services'. A blue 'Submit' button is at the bottom. An arrow points from the instruction text above to the first name field.

Profile

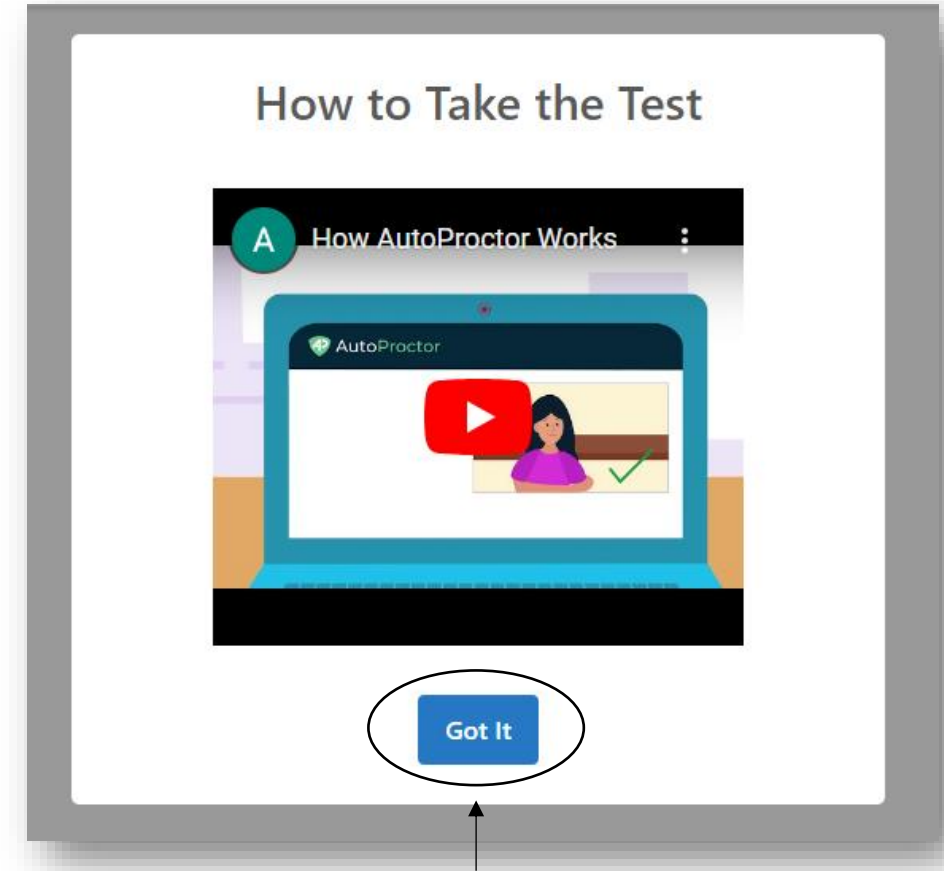
Important: Enter Name as on ID Card
Please enter your name exactly as it appears on your ID card. You will be asked to upload your ID card later. You will not be able to return to this screen once you proceed.

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

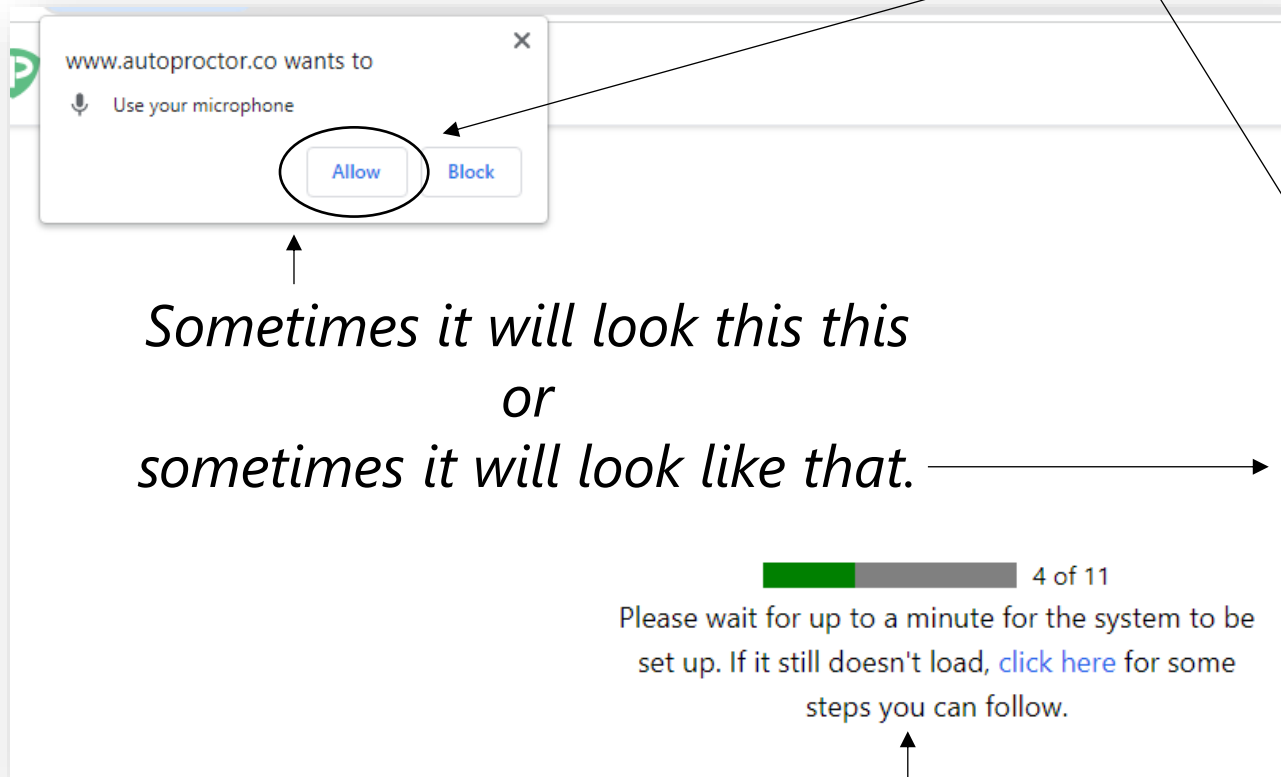


A video of "How to Take the Test" will show.

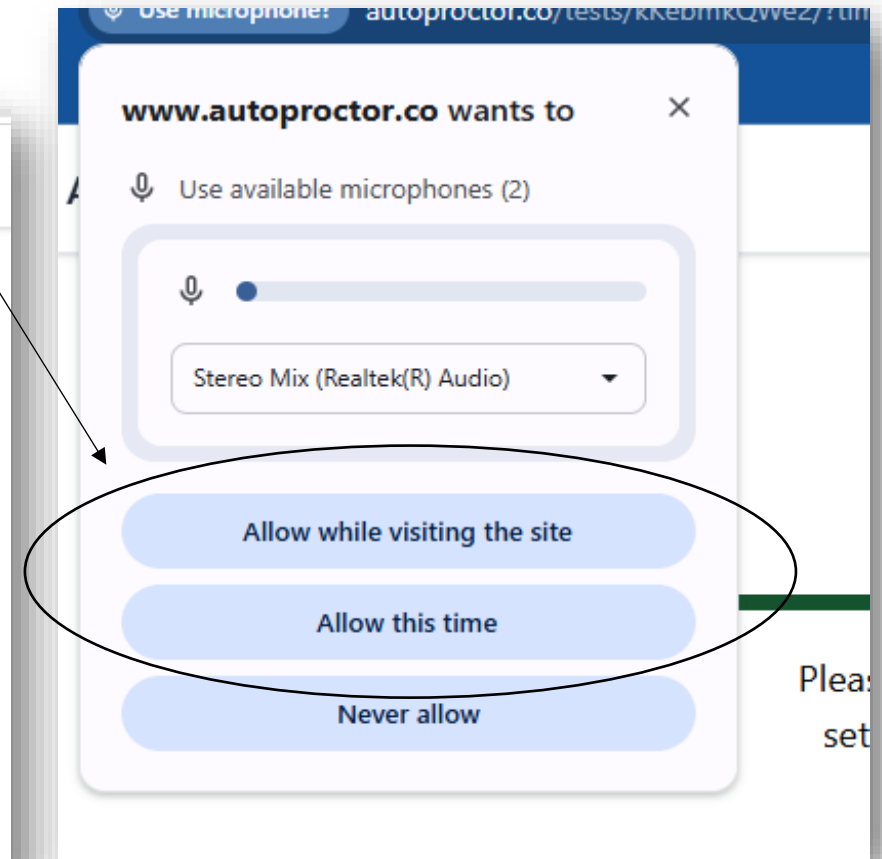
2. Click "Got it" once you're done watching the video.

Give Permission to Your Mic

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



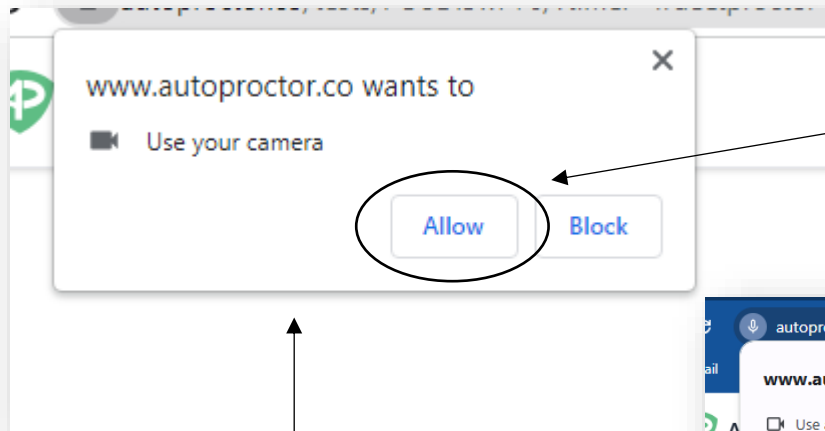
*Sometimes it will look this this
or
sometimes it will look like that.*



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

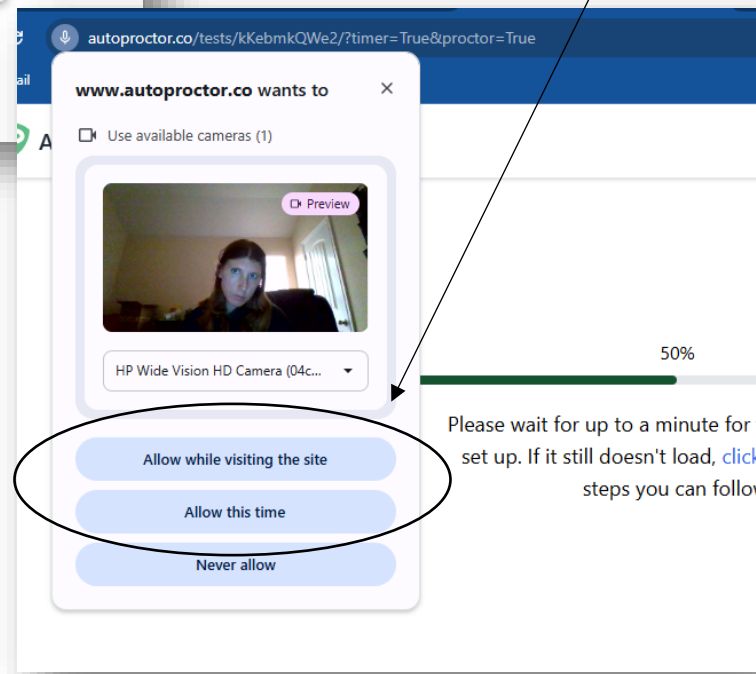
STEP 5

Give Permission to Your Camera



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

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



Warning!

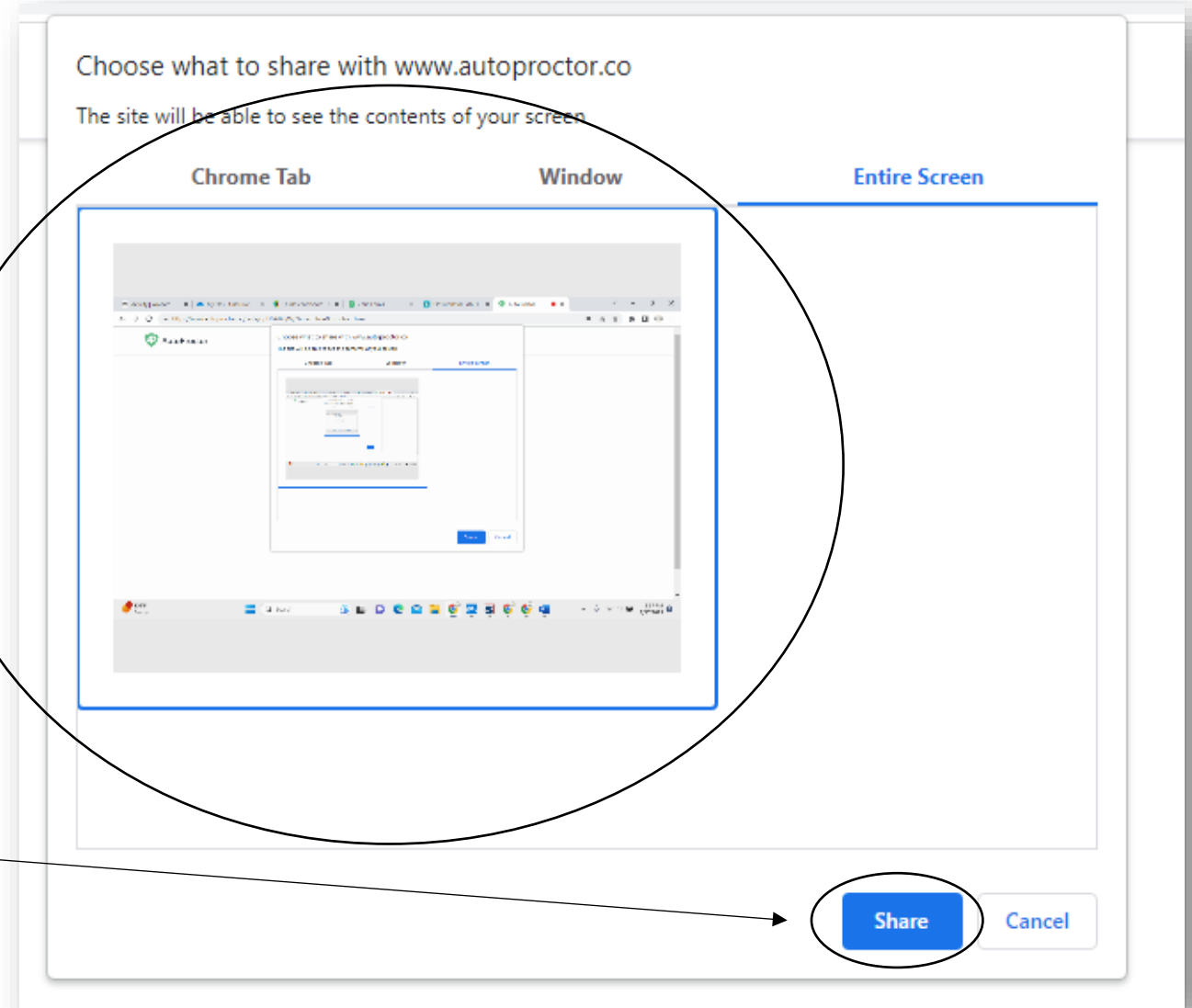
If you "Block" access to your mic or camera, you will need to reload the page and try again.

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.

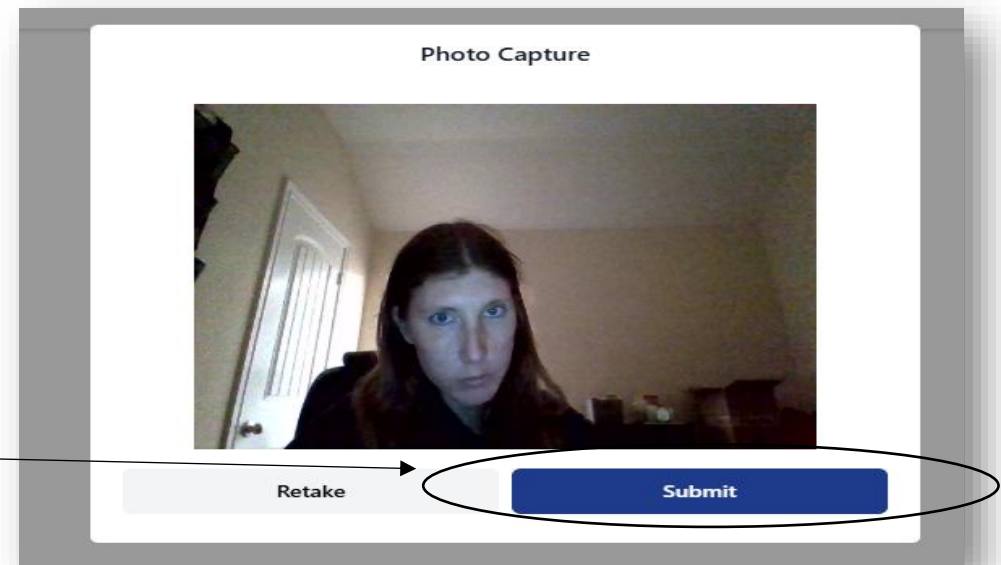


Take A Picture of Yourself



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

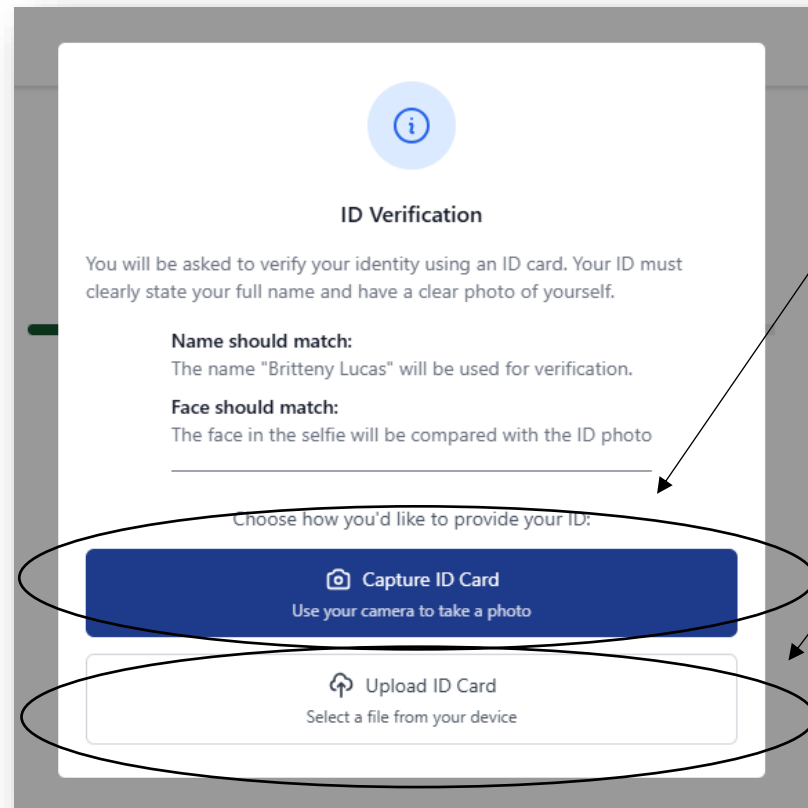
1. Take a picture of your face.



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

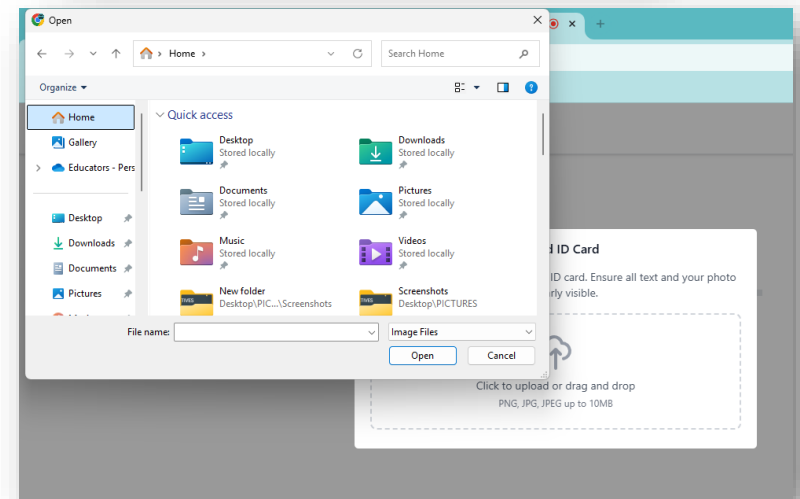
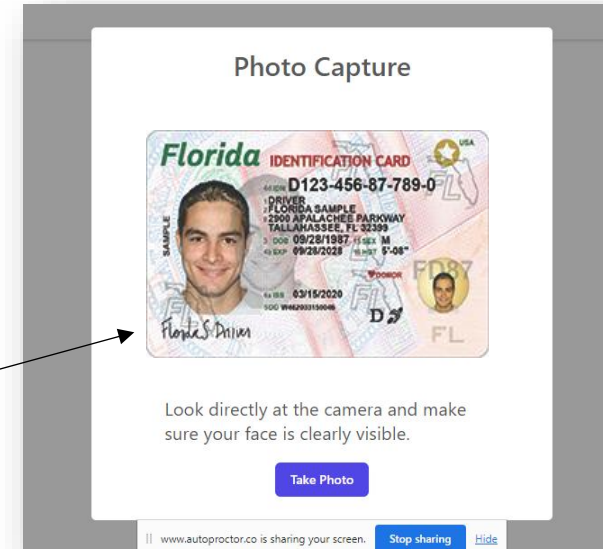
Submit a Picture of Your ID

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!



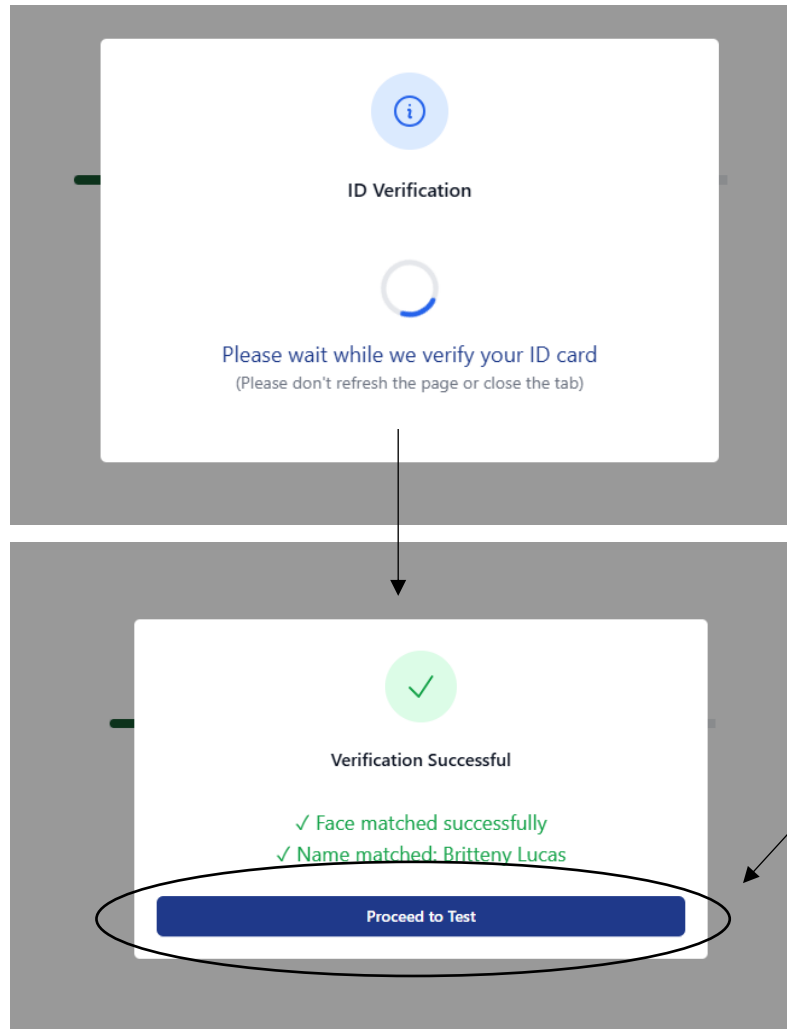
The ID Verification screen features a blue information icon at the top. Below it, the title "ID Verification" is centered. A paragraph states: "You will be asked to verify your identity using an ID card. Your ID must clearly state your full name and have a clear photo of yourself." Two sections follow: "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

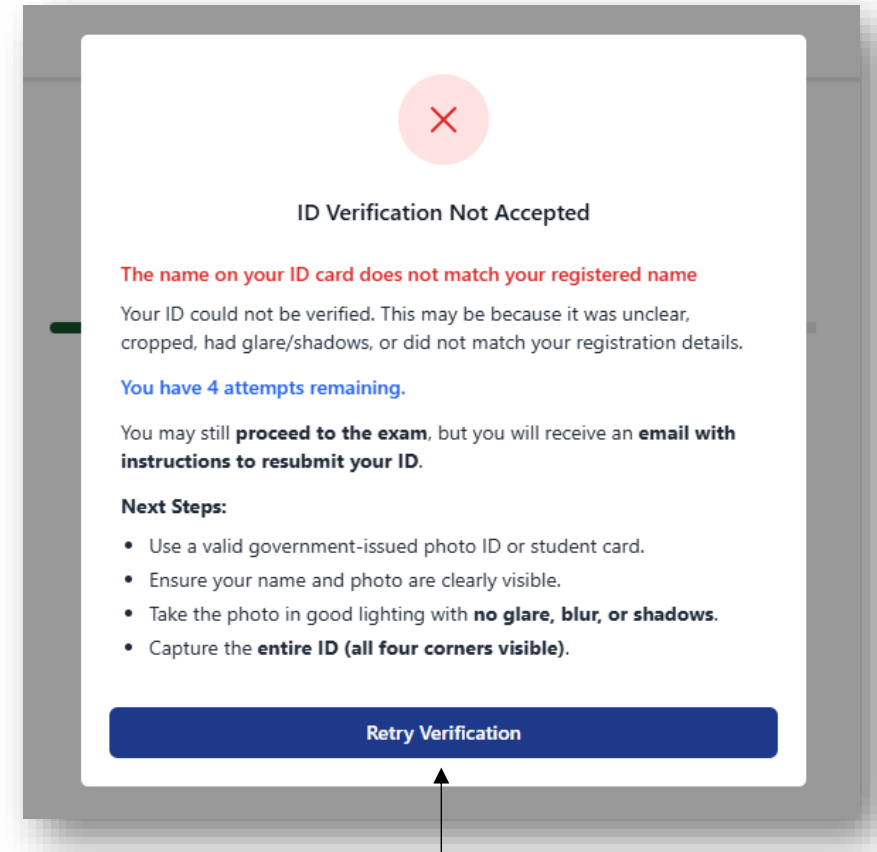
Verifying Your ID



Next, it will verify your ID.

Make sure your ID picture CLEAR & easily seen!

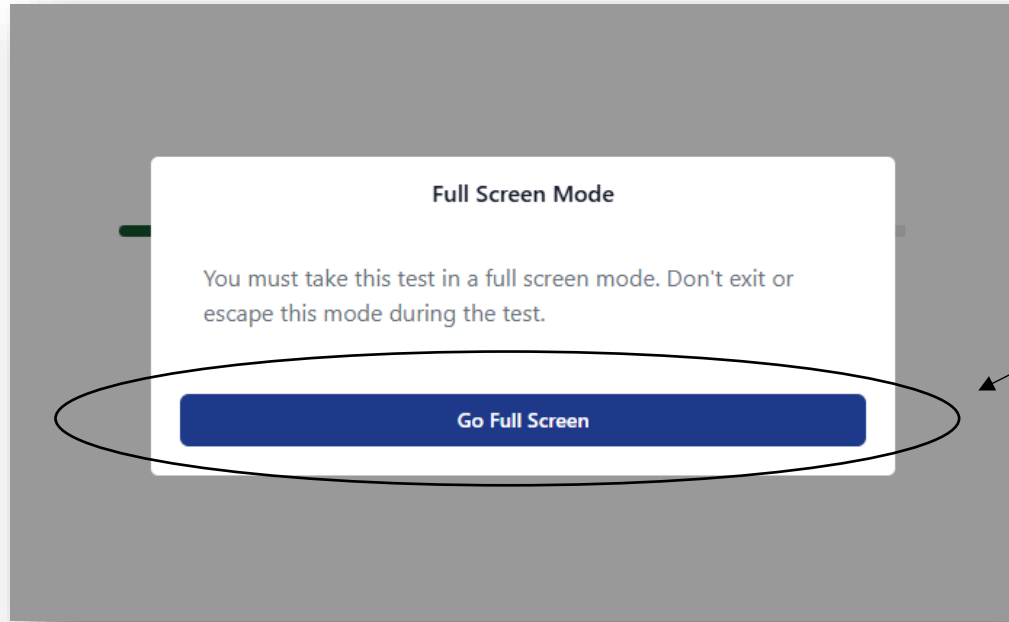
If it's accepted, you will proceed to the test.



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

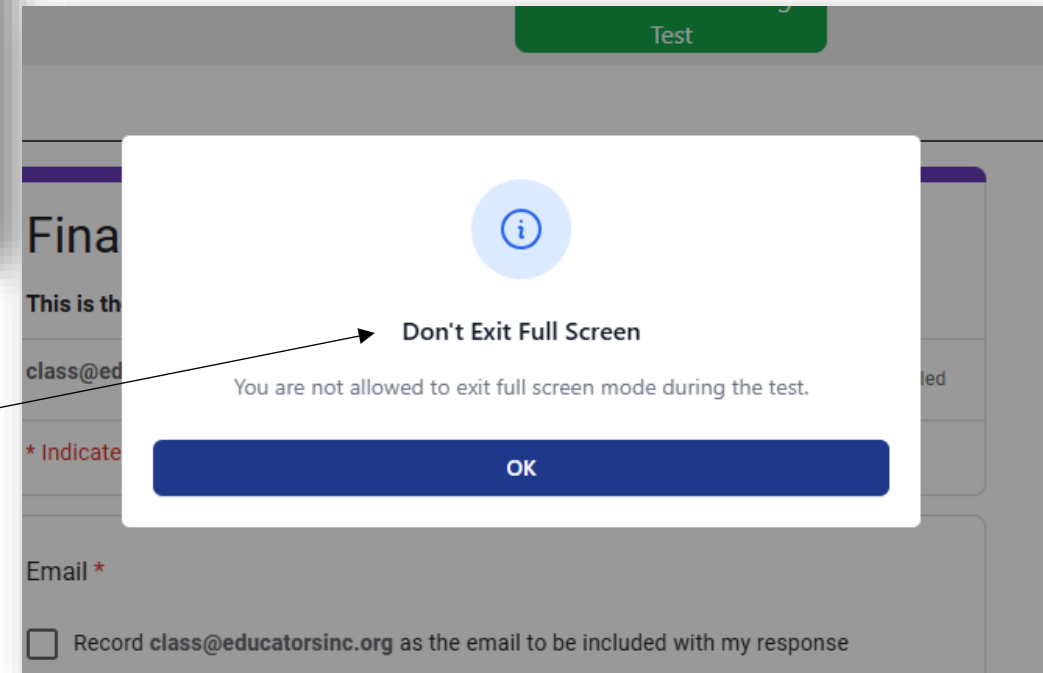
STEP
10

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....

The screenshot shows the Autoproctor interface for the 'Final Test - English Reading 1016'. The header includes the Autoproctor logo, a URL bar with 'www.autoproctor.co - To exit full screen, press Esc', and a timer showing '69:58'. The main content area displays the test title, a confirmation message, and input fields for email and full name. A yellow warning box is overlaid on the right side of the screen.

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.

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

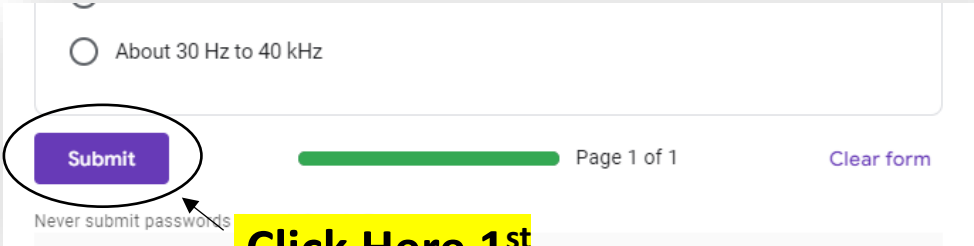
If you don't, the test will auto-submit WITHOUT saving your answers!

STEP 12

Slide 50

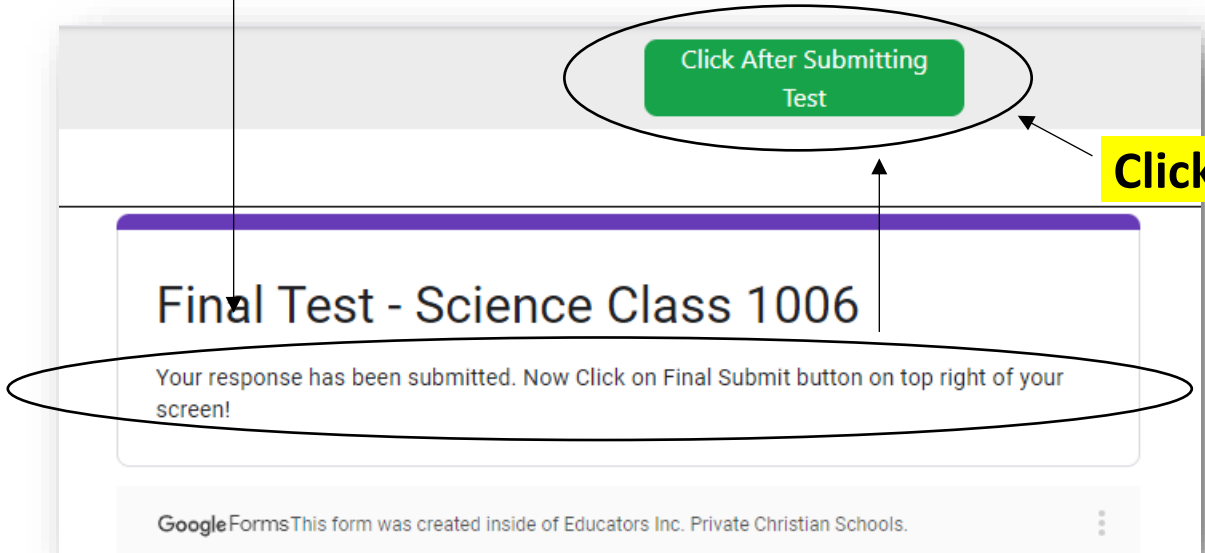
Properly Submit Your Final Test

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

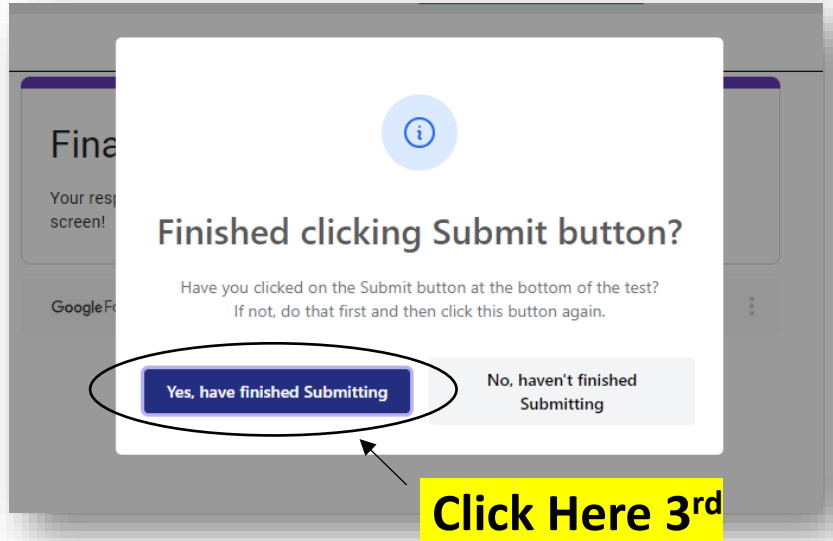


A screenshot of a test submission interface. At the bottom, there is a purple button labeled "Submit". To its right is a green progress bar and the text "Page 1 of 1". Further right is a link that says "Clear form". A yellow callout box with the text "Click Here 1st" has an arrow pointing to the "Submit" button.

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



A screenshot of a test submission confirmation screen. The title is "Final Test - Science Class 1006". Below the title, it says "Your response has been submitted. Now Click on Final Submit button on top right of your screen!". At the bottom, there is a green button labeled "Click After Submitting Test". A yellow callout box with the text "Click Here 2nd" has an arrow pointing to this button. Another yellow callout box with the text "Click Here 3rd" has an arrow pointing to the "Click After Submitting Test" button.

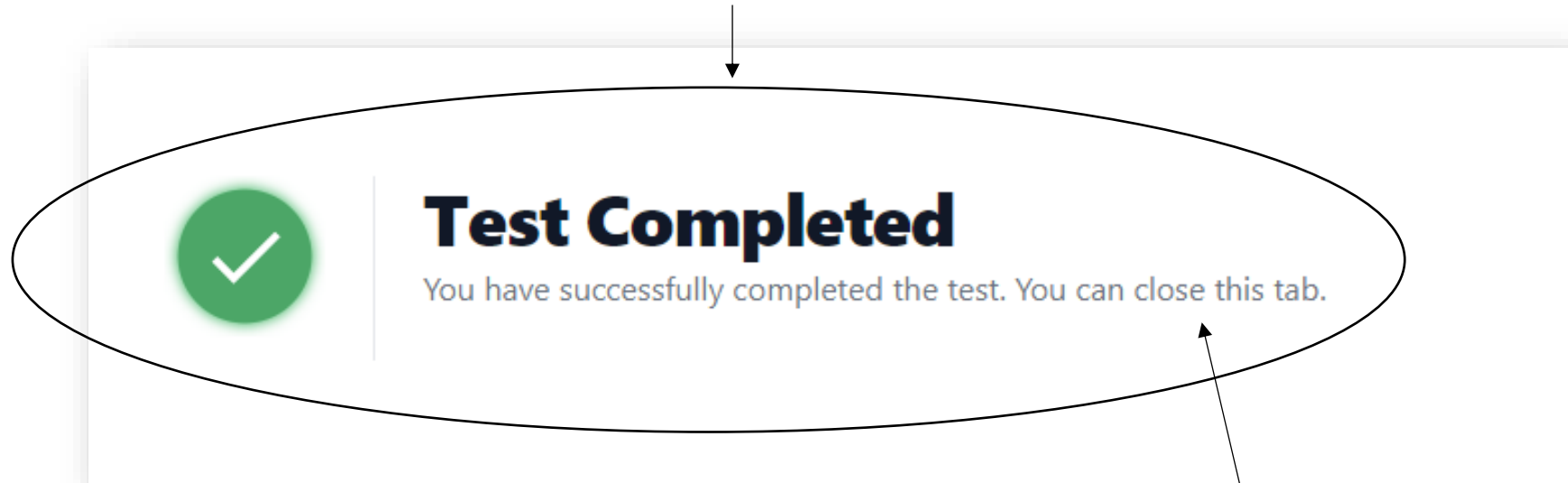


A screenshot of a pop-up window titled "Finished clicking Submit button?". It asks "Have you clicked on the Submit button at the bottom of the test? If not, do that first and then click this button again." There are two buttons: "Yes, have finished Submitting" (circled in black) and "No, haven't finished Submitting". A yellow callout box with the text "Click Here 3rd" has an arrow pointing to the "Yes, have finished Submitting" button.

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.

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**

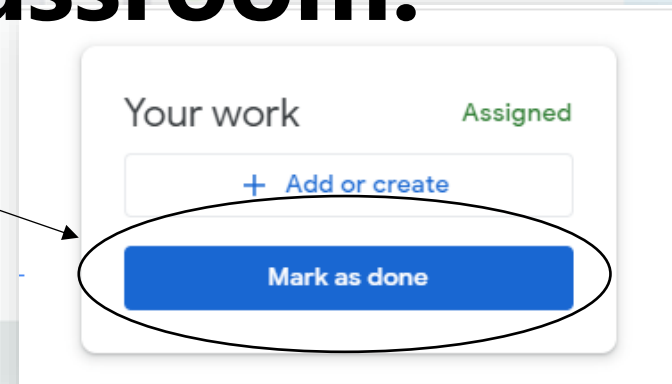
See next slide!

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

You can now safely close your testing window.

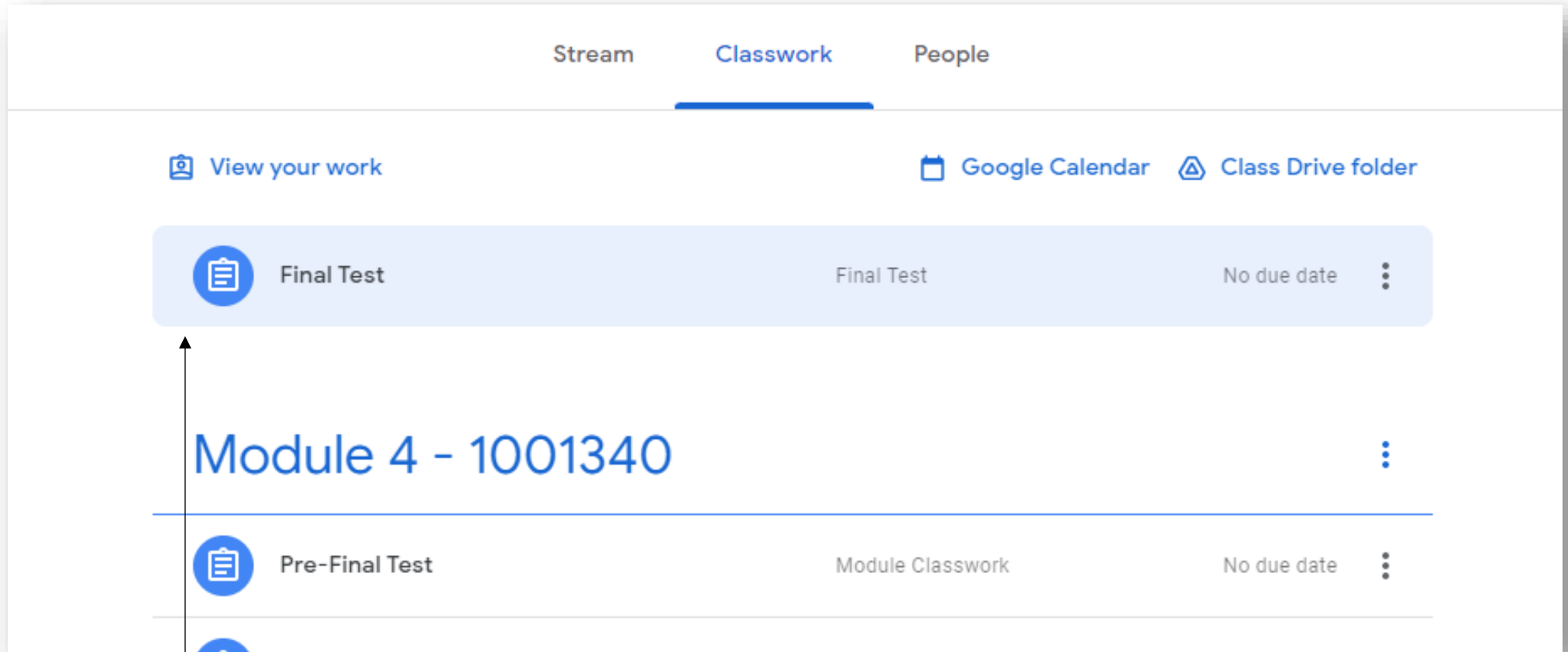
Final Tests MUST be Manually Submitted!

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...

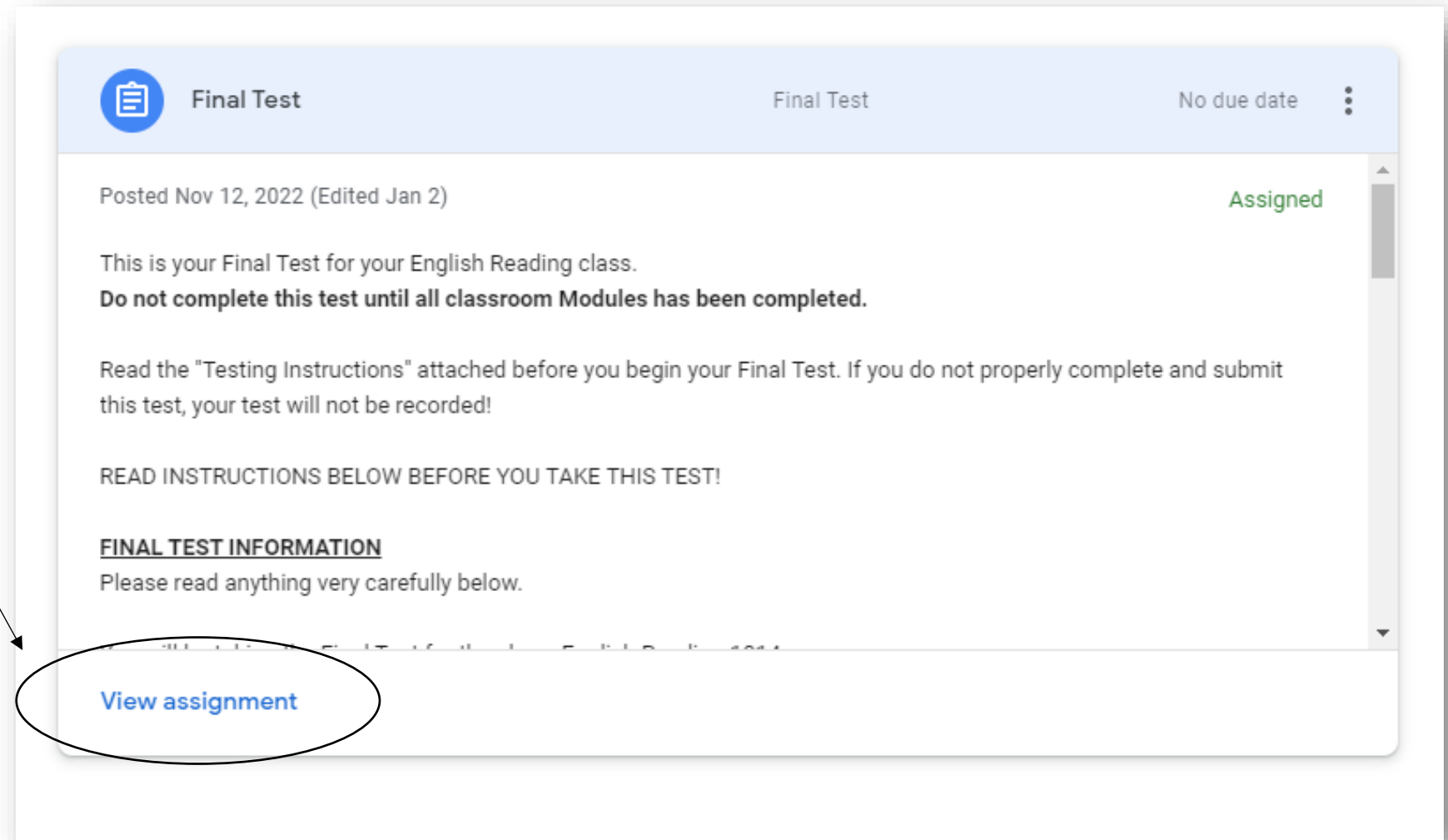
Submitting a Final Test to Your Teacher



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

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 menu icon. 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 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' with a subtext 'Please read anything very carefully below.' is visible. At the bottom, a white bar contains a blue 'View assignment' button, which is circled in black. An arrow points from the bold instruction text on the left to this button.

Final Test

Final Test

No due date

Posted Nov 12, 2022 (Edited Jan 2)

Assigned

This is your Final Test for your English Reading class.
Do not complete this test until all classroom Modules has been completed.

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!

READ INSTRUCTIONS BELOW BEFORE YOU TAKE THIS TEST!

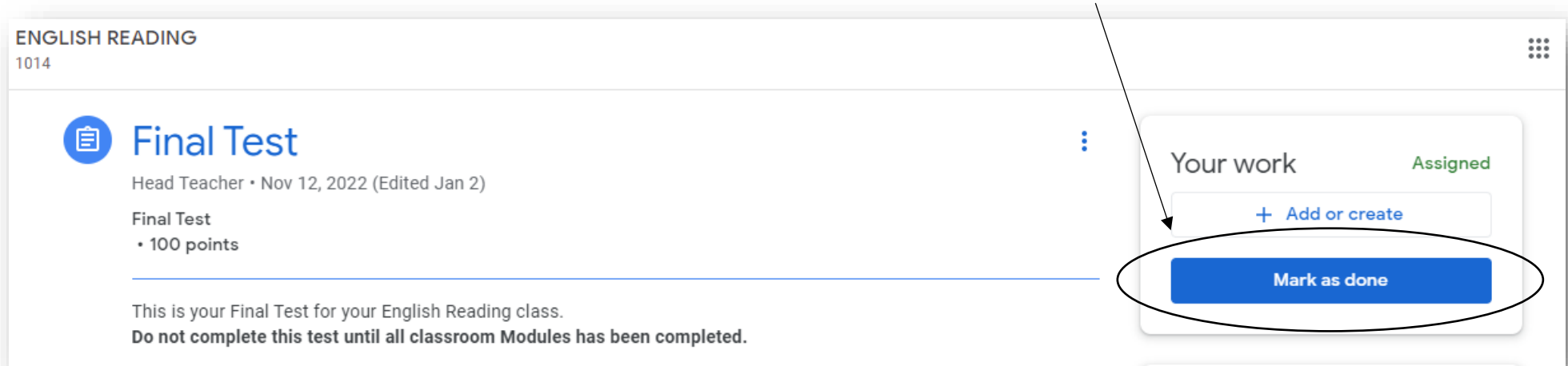
FINAL TEST INFORMATION
Please read anything very carefully below.

[View assignment](#)

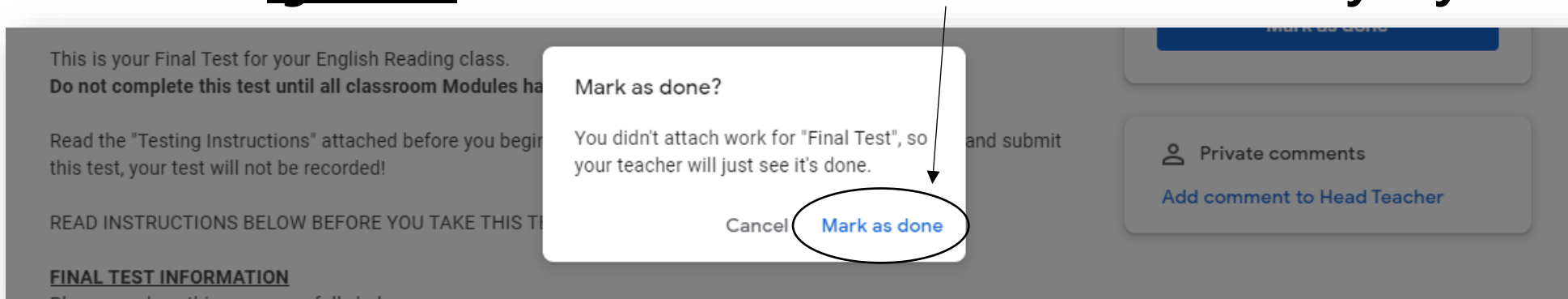
STEP 3

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.



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.

Final Test

Head Teacher • Nov 12, 2022 (Edited Jan 2)

Final Test
• 100 points

This is your Final Test for your English Reading class.
Do not complete this test until all classroom Modules has been completed.

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!

READ INSTRUCTIONS BELOW BEFORE YOU TAKE THIS TEST!

FINAL TEST INFORMATION
Please read anything very carefully below.

Your work Turned in

No work attached

[Unsubmit](#)

Private comments
[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 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: xzxk64j

Read Class Syllabus - 1003

ELECTIVES

1025

Class code: zbg5g22k

Read Class Syllabus - 1025

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

After you complete and pass all your classes, Step 3 on the "PROGRAM STEPS" page (on the student website) is officially done. You will then continue to Step 4.

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).

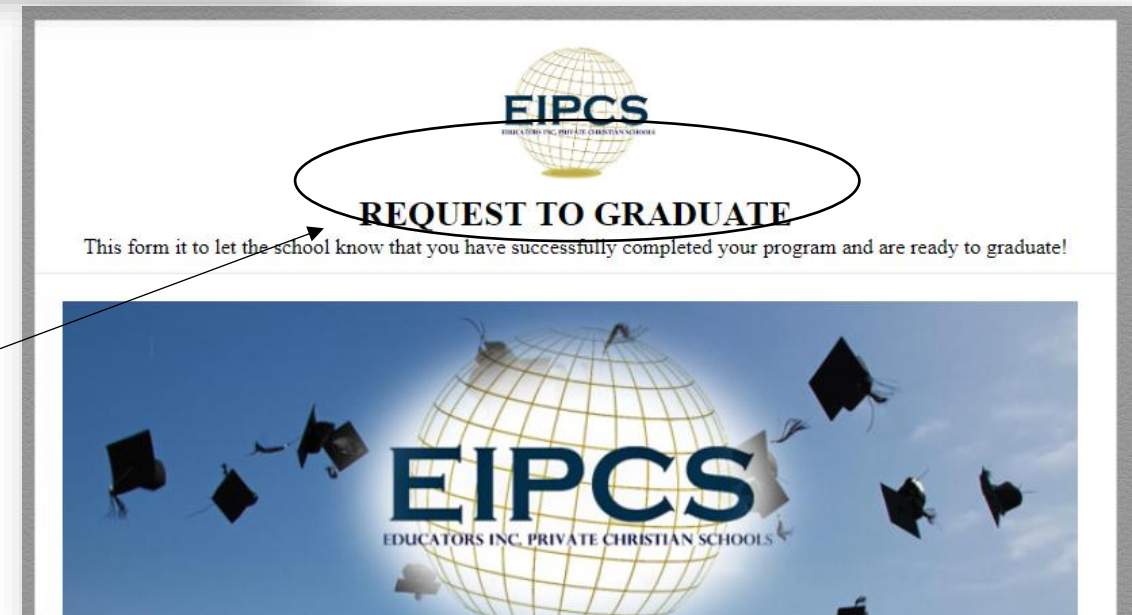
Failed a class? Contact your teacher at class@educatorsinc.org and let your teacher know which class or classes you failed and need to retake. Your teacher will email you the class code(s). Notice: You are only allowed to retake up to 2 classes for free. You need to pay a \$50 classroom fee per each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

Slide 59

Submit the Request to Graduate Form

1. Complete the form by adding your personal information.

Student Information

Name: *
First Name Middle Name Last Name
Required

Birth Date: *
08/11/1991
Required

Email: *
example@gmail.com
Use your personal email.

STEP 1 - ASSESSMENT TEST

You must complete the assessment test (score does not influence this step).

ASSESSMENT TEST COMPLETED: *
-Select-
Did you complete your assessment test?

2. Answer: Yes or No
Did you complete the assessment test?

STEP 2 - PROGRAM CLASSES

All 6 core subject classes must be completed to qualify to graduate.

By checking the classes below, you have an overall score of 70% or higher (classwork + final test = Overall Score) in all 6 core subject classes that are required to complete the program (unless you were told differently for your program requirements by the school registrar through a transcript evaluation).

CORE SUBJECTS REQUIRED

- Mathematics
- Social Studies
- English Reading
- English Writing
- Science
- Electives

If you finished your classes, but 1 or more of your classes were under a 70% (classwork + final test = overall score), **DO NOT fill out this form**. Instead, [contact your teacher](#) for any classes you may need to finish or retake to meet the program's requirements to become eligible to graduate.

CORE SUBJECTS COMPLETED
You need to pass 1 class in EACH subject - unless you were told differently by the school registrar (a transcript evaluation). *

☐ MATHEMATICS 1001	☐ MATHEMATICS 1002	☐ MATHEMATICS 1003
☐ SCIENCE 1005	☐ SCIENCE 1006	☐ SCIENCE 1007
☐ SOCIAL STUDIES 1012	☐ SOCIAL STUDIES 1013	☐ SOCIAL STUDIES 1014
☐ ENGLISH WRITING 1015	☐ ENGLISH WRITING 1016	☐ ENGLISH WRITING 1017
☐ ENGLISH READING 1014	☐ ENGLISH READING 1015	☐ ENGLISH READING 1016
☐ ELECTIVES 1023	☐ ELECTIVES 1024	☐ ELECTIVES 1025

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

Submit

3. Check each box to all the classes you completed AND passed. Then, click the "Submit" button at the bottom to continue.

Program Completion

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

The screenshot shows a web form titled "Program Completion". At the top, a grey box says "Processing your request...". Below this is a green checkmark icon. The main text reads: "Congratulations Student's Name on potentially completing your program!". A red heading "What Happens Next?" is followed by a paragraph: "The school registrar and teacher will review your coursework and scores to see if you qualify to graduate. Please understand that this evaluation process can take up to 3 business days to complete. DO NOT contact the school before then!". Another red heading "If Your Request is Approved:" is followed by a paragraph: "Once your coursework and scores have been reviewed and approved, you will receive an Exit Letter from your teacher that will explain what will happen next in exiting your from 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. Please read the entire Exit Letter!". A third red heading "If Your Request is Denied:" is followed by a paragraph: "In the event that your request was denied, you will receive a Denied Letter from your teacher that will explain the reason(s) why, and what you still need to complete. You cannot be denied to graduate because you owe a balance with the school. You can only be denied if you did not complete all of the program requirements. Please wait for your letter and review all the details enclosed when you receive it. In the meantime, you can review your classes and scores to make sure you have met the requirements to graduate.".

Processing your request...

✓

Congratulations Student's Name on potentially completing your program!

What Happens Next?

The school registrar and teacher will review your coursework and scores to see if you qualify to graduate. Please understand that this evaluation process can take up to 3 business days to complete. DO NOT contact the school before then!

If Your Request is Approved:

Once your coursework and scores have been reviewed and approved, you will receive an Exit Letter from your teacher that will explain what will happen next in exiting your from 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. Please read the entire Exit Letter!

If Your Request is Denied:

In the event that your request was denied, you will receive a Denied Letter from your teacher that will explain the reason(s) why, and what you still need to complete. You cannot be denied to graduate because you owe a balance with the school. You can only be denied if you did not complete all of the program requirements. Please wait for your letter and review all the details enclosed when you receive it. In the meantime, you can review your classes and scores to make sure you have met the requirements to graduate.

Next, you will wait for your "Exit Letter" or "Denied Letter".

This letter will be sent to your personal and school email from your teacher. It will tell you everything you need to know moving forward, so make sure to **READ IT!**

4

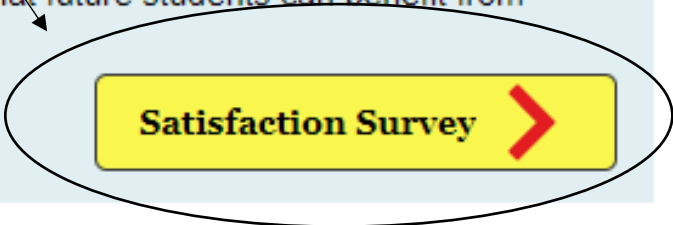
Optional Last Step

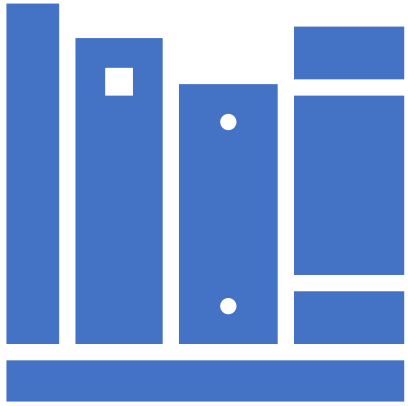
Although this step is optional, we highly recommend that you complete Step 5, our “Satisfaction Survey”.

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