Helpful Hints to Get Started

Logging In:

Go to https://learn.k12.com and then enter your username (I suggested that you use the first part of your school district email all in lowercase letters) and the password (I suggested that you use your school district one with an added exclamation point at the end, so 123456Ne! as an example). If you didn't use my suggestions, no worries, just enter the ones you made.

Starting Class:

Click on the class card, the rectangle in the dashboard with the class name on it, probably at the bottom of the page after you login. Look at the Home Page of your class to see if your instructor has any important information for you here. If your instructor is an Online School instructor, they will have optional tutoring sessions, called Live Sessions, usually once a week. Again, these are optional, not required. The best way to connect with your teachers if they are from the Online company is via their email address. You can email Ms. Eberhard or Mr. Cochran too or you can stop by our rooms: Ms. Eberhard is in room 206.5 and Mr. Cochran's office is right across from the library main entrance, room 166.

After you look over the Home Page, go to the "Modules" tab to get started. I strongly recommend that you create a folder in your Google Drive for each class. Then make sure you save all of the work for each class in its folder. This way you won't lose assignments and if you need to resubmit them they will be there for you. You may even want to create a Unit 1, Unit 2, etc. folder inside the class folder so it is even easier to find assignments as you progress through the class. Make sure you name each assignment with the assignment number: like 1.04 Algebra 1 or 2.07 English 9, etc.

Study or Reading Guides:

These are a great resource, as they have key concepts, vocabulary, and other great information. However, they are worth ZERO points, so don't complete them as they can take hours to finish. They do often have vital information for your laboratories in the science classes. So again, look them over, but don't complete them.

Grades:

Click on the "Grades" tab to see what assignments earn points and determine your overall class grade. This is also where you will see what has been graded, your score, and any comments your instructor left you regarding your submitted assignments. When you first click on the Grades tab you will always see the grade listed in the top right that is ONLY based on what you have turned in so far. To see your final transcript grade, click on the box in the top right that has the checkmark and make the checkmark disappear. Now you will see your final transcript grade in the top right corner and also at the very bottom of the page. This is your final grade if you do not turn in any more assignments or redo any assignments.

Textbooks/Reading Materials:

If you have a textbook or an assigned novel/play and it is not within the lessons themselves, they are located in the very first section of the Modules tab. If you need something and can't find it, email your instructor. If you need a physical book or textbook email Ms. Eberhard with what you need and the name of the course. K12 often changes their reading material requirements and it is not possible to

know what every course requires at all times for all courses. **It is your responsibility to let Ms. Eberhard know that you need an item with enough time for her to obtain it (typically 2-4 weeks).**

Opening Documents from the Class:

NEVER type directly into the document you just downloaded; it will NOT save your work.

Click on the blue link in the online course to open the document. Notice that what you just downloaded is a Word document—your Chromebook does not have Word. There will be a W in a blue box in the top left corner. I tell students that "W" means "won't save". If you type into this document, it will look like it is saving, but when you try to upload it, the document will be blank and ALL that you typed will disappear and you will NOT be able to get it again. So, click on "File" then "Save (or Open) as a google Doc". After it opens in Google Docs rename it whatever you want so you remember what it is, like "1.03 English 9" as an example. Now you can type into the document and it will save your work to your Google Drive.

Turning in Assignments:

When it is time to upload assignments, know that if you try to attach/download a Google Doc you will get a message that says the file is empty or it will be grayed out and won't let you attach it. Don't panic. What you need to do is: (1) open the Google Doc, (make sure you have named it so you can find it) and (2) go to "File", down to "Download", and select "as a PDF" file. Make sure you know where the PDF is saved to (usually your general Google Drive or Recents) then you can submit the newly created PDF file. If you need to make changes to an assignment, make them in the original Google Doc and then download it again after your changes as a new PDF and submit the new PDF.

Reach out to Ms. Eberhard in room 206.5 at the high school, by calling her at 541-416-4235, or via email at natalie.eberhard@crookcountyschools.org if you need help in your courses or have trouble contacting your online instructor.

Do NOT hesitate to ask for help. We don't know you need help if we don't hear from you!

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