

PARENT/LEARNING COACH RESOURCE

Frequently Asked Questions

1 When and how do I record attendance?

Attendance must be taken on regular school days daily, Monday through Friday. From your Learning Coach Home Page, under the To Do List, click on the record attendance link. This will bring up a table (See figure A) with student name(s), dates and corresponding blank spaces where you enter "P" for present or "N" for not present. To record attendance for multiple students in your household, use the Mark Everyone field at the top of the table. Select the Save and Finish button to complete the task. [Tutorial video available here.](#)

2 What are pending lessons and how do I mark them complete?

Once the student marks a lesson as complete, a pending lesson will appear on the Learning Coach Home Page under Alerts for you to review and confirm as complete. This important step allows you to review and confirm the lessons which your student(s) have already completed for the day and submitted to their teacher(s) for grading. There are three ways you can complete this task: access a complete list of pending lessons from the Alerts section of the home page, one at a time from your Student's Planner, or one at a time from the Lesson Viewer using the check mark icon. (See figure B.) [Tutorial video available here.](#)

3 Why does the Online Classroom prevent my student from taking assessments?

Students must complete lessons in order. If your student tries to complete a lesson out of order a message will remind them that they need to complete previous assessments before accessing the current assessment. Use the Course Outline to determine which lesson should be completed next. Before taking an assessment, students need to complete all required elements for the lesson electronically, such as practice pages, quick checks, portfolio items, and prior assessments. Once these are submitted, the final step is for the Learning Coach to mark the lesson as complete as described above. [Tutorial video available here.](#)

4 My student has more than 15 overdue lessons. What should we do?

First, contact your student's subject-specific teacher(s) to make a plan for catching up. Make sure your student completes the oldest or most overdue lessons first. A complete listing of overdue lessons may be viewed on the Learning Coach Home Page under Alerts. Another way to do this is by expanding the Course Outline (See figure C). This is found by opening a lesson, then clicking on the Course Outline icon found in the left navigation panel of the lesson window. Tutorial videos available [here](#) and [here](#).

5 What is a portfolio assessment? How do I upload a file through the Drop Box?

Portfolio assessments are project-type assignments. Your student will need to complete and save the assignment on the computer using a unique file name that includes his or her name to ensure the teacher gives credit for the assignment to the correct student. The teacher may ask the class to use a naming convention, such as "Smith_Joe_Poem_English_Unit1_Lesson1." Next, go to the Assessment tab of the lesson, select the Drop Box link, and select Browse. After finding and selecting the assessment -file, select Open, and Finish. [Tutorial video available here.](#)

6 Are there differences between the Student Planner and the Learning Coach Planner?

Yes, the Student Planner contains a complete schedule of lessons planned for a semester, along with any appointments added such as LiveLesson® session days and times (which are typically added to the Student Planner by the student or Learning Coach). The Learning Coach Planner contains important school events and appointments, not student lessons. There are three types of Planners available within the Online Classroom to help keep you organized: the Household Planner, Personal Planner and Student Planner. [Tutorial video available here.](#)

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PLEASE REMEMBER TO VISIT LEARNING COACH CENTRAL!

- Learning Coach Central is a hub of resources and quick links in the Online Classroom that is specifically designed to support Learning Coaches. You can access this valuable resource by selecting the Learning Coach Central link found on the left side of your Learning Coach Home Page.
- New Learning Coaches should visit the Getting Started section which provides a comprehensive collection of information to help you begin your virtual school experience.
- All Learning Coaches, both new and returning, can benefit from a visit to the Helpful Links and Resources section, which provides Learning Coaches with supplemental tools to support student success.
- [Visit Learning Coach Central.](#)

FIGURE A

Attendance table with student name(s), dates and corresponding blank spaces where you enter the codes "P" for present or "N" for not present. Attendance must be taken on regular school days daily, Monday through Friday. Teachers determine final attendance based on several parameters, including the Education Management System's attendance log and the amount of work completed each day by the student.

Attendance ?

Location: Demo Family

Date Range: Today and Last Days *Enter a maximum of 30 days.*
 From to *Date range must not exceed 30 days. End date can not*

Code Key:

P - Present

N - Not Present

	OCT 2022																	
Day:	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
Date:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
Mark Everyone																		
Amanda Demo		P	P	N	P	P			N	P	P	P	P			P	P	P
Chelsea Demo				P					N	P	P	P	P					
Claire Demo									N		P	P	P					

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Frequently Asked Questions

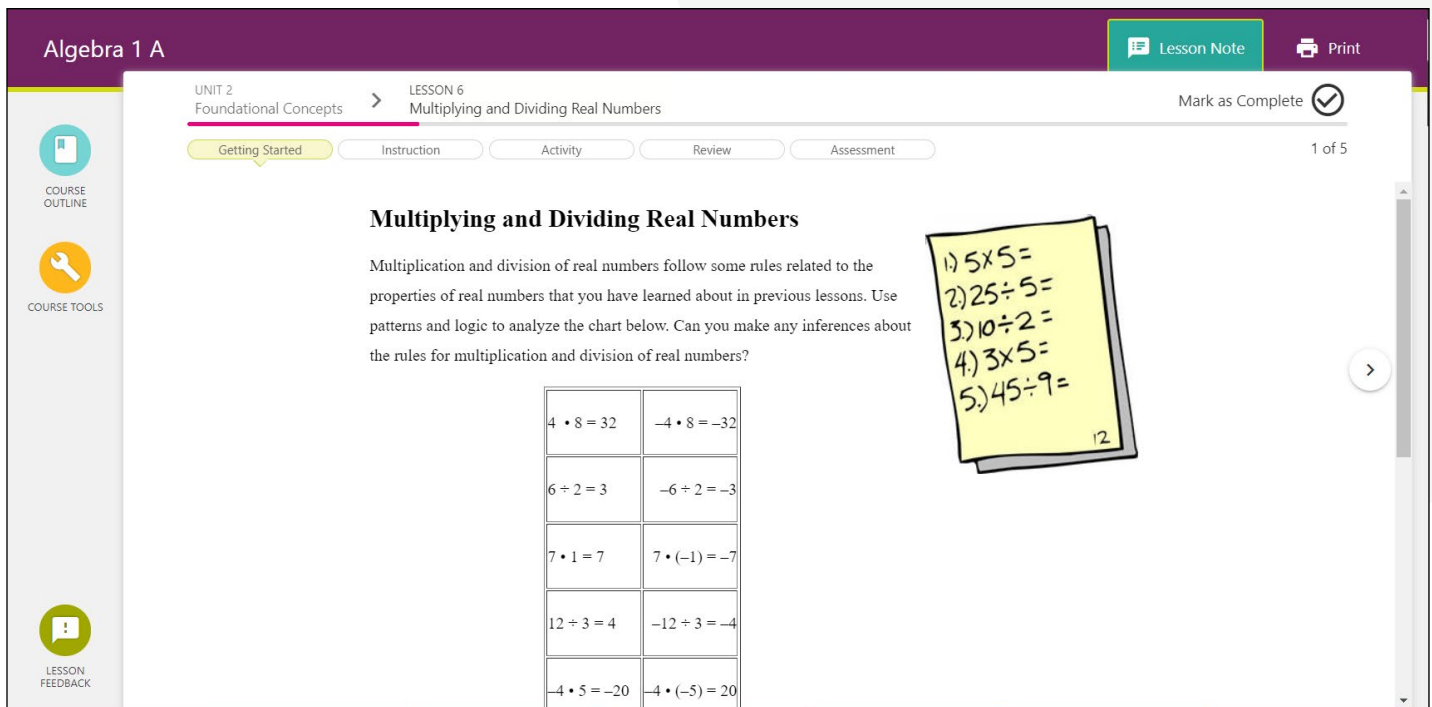
FIGURE B

Learning Coach lesson view showing pending lessons waiting to be marked complete.

48 total lessons				
Set Status	Course - Lesson	Unsubmitted Assessments	Scheduled	Marked Pending
✓ Completed	Educational Technology and Online Learning 1 - Subtraction to 10			11/15/2022
✓ Completed	Language Arts 1 A - Max and Ruby: A Big Fish for Max: Lesson 1			11/15/2022
✓	Language Arts 1 A - Max and Ruby: A Big Fish for Max: Lesson 2			11/15/2022
	Language Arts 1 A - Max and Ruby: A Big Fish for Max: Lesson 4		11/1/2022	
✓	Language Arts 1 A - Max and Ruby: A Big Fish for Max: Lesson 5			11/15/2022
	Language Arts 1 A - The Farmer in the Hat: Lesson 1	1	11/7/2022	
	Language Arts 1 A - The Farmer in the Hat: Lesson 2	1	11/8/2022	
	Language Arts 1 A - The Farmer in the Hat: Lesson 3		11/11/2022	
	Language Arts 1 A - The Farmer in the Hat: Lesson 4		11/11/2022	
	Language Arts 1 A - The Farmer in the Hat: Lesson 5	2	11/14/2022	
	Math 1 A - Patterns in Tables	1	10/21/2022	
	Math 1 A - Unit Review	1	10/21/2022	
	Math 1 A - Unit Test	1	10/24/2022	
	Physical Education 1 - Exercise		10/21/2022	

PARENT/LEARNING COACH RESOURCE

Frequently Asked Questions

FIGURE C


Algebra 1 A

UNIT 2 Foundational Concepts > LESSON 6 Multiplying and Dividing Real Numbers

Getting Started | Instruction | Activity | Review | Assessment

Mark as Complete 1 of 5

Multiplying and Dividing Real Numbers

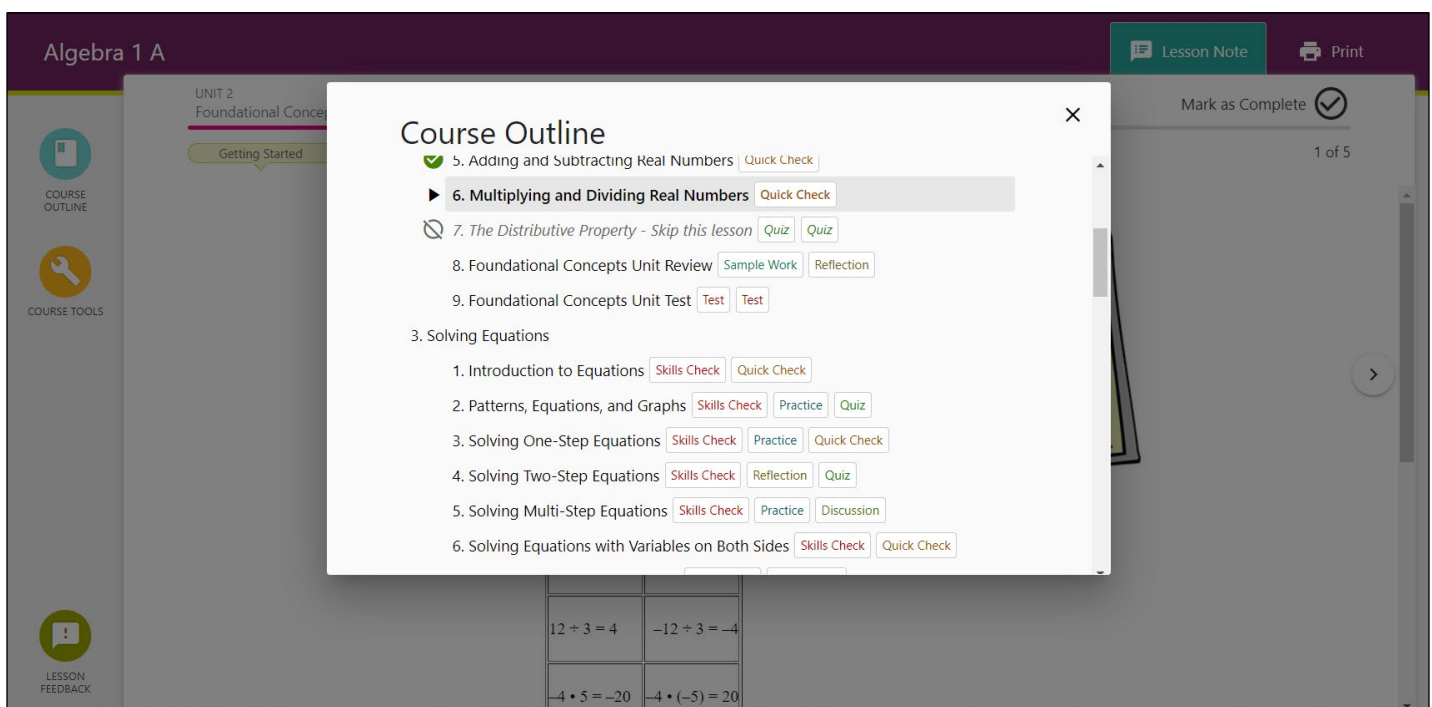
Multiplication and division of real numbers follow some rules related to the properties of real numbers that you have learned about in previous lessons. Use patterns and logic to analyze the chart below. Can you make any inferences about the rules for multiplication and division of real numbers?

$4 \cdot 8 = 32$	$-4 \cdot 8 = -32$
$6 + 2 = 3$	$-6 + 2 = -3$
$7 \cdot 1 = 7$	$7 \cdot (-1) = -7$
$12 \div 3 = 4$	$-12 \div 3 = -4$
$-4 \cdot 5 = -20$	$-4 \cdot (-5) = 20$

Handwritten notes on a sticky note:

- $5 \times 5 =$
- $25 \div 5 =$
- $10 \div 2 =$
- $3 \times 5 =$
- $45 \div 9 =$

12

FIGURE D


Algebra 1 A

UNIT 2 Foundational Concepts > LESSON 6 Multiplying and Dividing Real Numbers

Getting Started | Instruction | Activity | Review | Assessment

Mark as Complete 1 of 5

Course Outline

- 5. Adding and Subtracting Real Numbers [Quick Check](#)
- ▶ **6. Multiplying and Dividing Real Numbers** [Quick Check](#)
- 7. The Distributive Property - Skip this lesson [Quiz](#) [Quiz](#)
- 8. Foundational Concepts Unit Review [Sample Work](#) [Reflection](#)
- 9. Foundational Concepts Unit Test [Test](#) [Test](#)

3. Solving Equations

- 1. Introduction to Equations [Skills Check](#) [Quick Check](#)
- 2. Patterns, Equations, and Graphs [Skills Check](#) [Practice](#) [Quiz](#)
- 3. Solving One-Step Equations [Skills Check](#) [Practice](#) [Quick Check](#)
- 4. Solving Two-Step Equations [Skills Check](#) [Reflection](#) [Quiz](#)
- 5. Solving Multi-Step Equations [Skills Check](#) [Practice](#) [Discussion](#)
- 6. Solving Equations with Variables on Both Sides [Skills Check](#) [Quick Check](#)

$12 \div 3 = 4$	$-12 \div 3 = -4$
$-4 \cdot 5 = -20$	$-4 \cdot (-5) = 20$