

e2020 Student QuickStart Guide

Welcome to e2020!

Your success with your e2020 courses is very important to everyone: you, your parents, your teachers and e2020. In hopes of helping you achieve that success, we've created this QuickStart Guide that is designed to provide you with Tips & Tricks on how to get started and flourish with your course work.

Included in this Guide

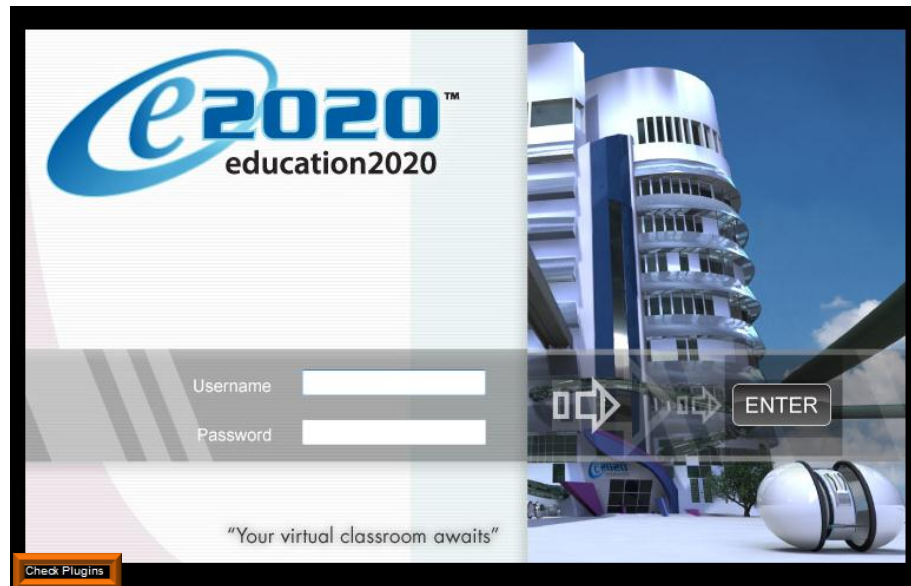
- Tips to help you succeed
- Getting started
- Working in the Virtual Classroom
- Understanding your Progress Report
- Effectively using your Assignment Calendar
- Getting help
- Frequently Asked Questions

Tips to Help You Succeed with e2020

- **Focus on 3 Things: Space, Time, Productivity**
 - **Space:** Make sure you have a quiet area in which to work, where you can concentrate and focus, without too many distractions.
 - **Time:** Schedule enough time to complete your daily assignments at a pace that is most effective for you. Make sure to include time to review course work and eNotes before taking assessments. Your grades will be higher if you take the time to review.
 - **Productivity:** Stay on task as you work through your courses. Do your best to not get distracted or daydream, as you will miss important course information which may lead to lower assessment grades. Staying focused and productive will also help ensure that you complete your course on time.
- **Set High Expectations for Yourself**
 - Use the Assignment Calendar to track what course work you should be completing each day. Setting and achieving daily goals will help you stay motivated and determined to succeed.
- **Ask Yourself These Questions Everyday**
 - What did I learn today?
 - What did I accomplish today?
 - What did I find challenging today?
 - How did I overcome those challenges?

Getting Started

To ensure that you can log in to the Virtual Classroom, first verify that your computer has all of the necessary software. You can do this by going to the login page of the Virtual Classroom: <http://student.education2020.com> and clicking on the **Check Plug-ins** link.



Once you click the Check Plug-ins link, the system-check is initiated and you will receive a report that details the status of your computer.

If the Plug-in Status comes back with a red **X** instead of OK, you can click **directly on the link** to the authoring company's website and download the necessary software.

Plugin	Your Version	Required Version	Status
Adobe Flash Player	9	9	OK
Adobe Acrobat Reader	7	6	OK
Quicktime Player	7.41	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.5	OK

Plugin	Your Version	Required Version	Status
Adobe Flash Player	10	9	OK
Adobe Acrobat Reader	5	6	X
Quicktime Player	7.41	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.5	OK

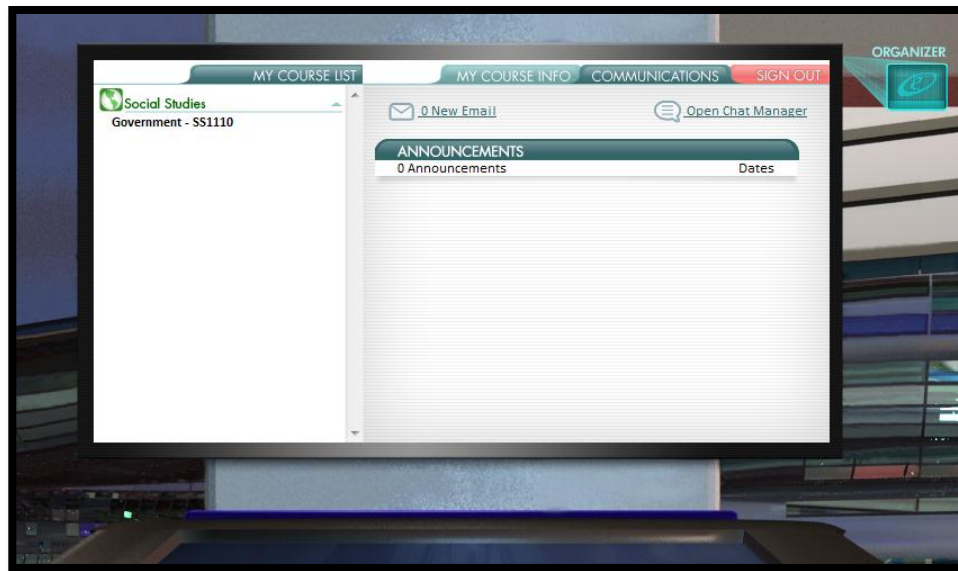
Now that your computer has all of the required software, you may log into the Virtual Classroom using your user name and password.

User Name:

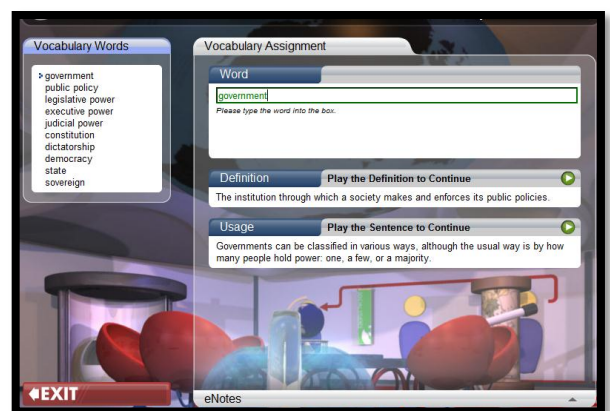
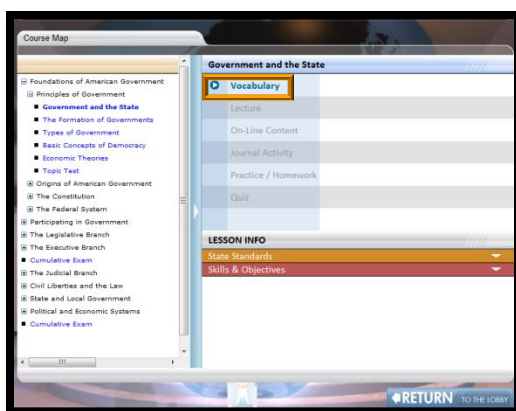
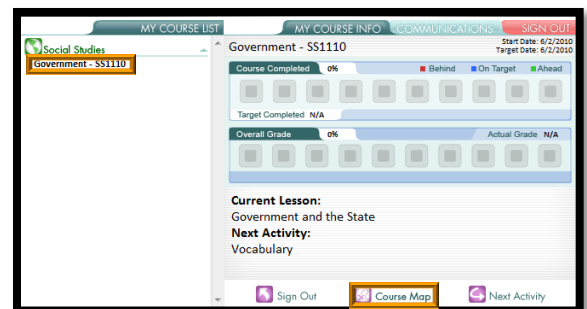
Password:

Working in the Virtual Classroom

Once logged in, you are now in the Lobby of the Virtual Classroom and can begin working on your courses.

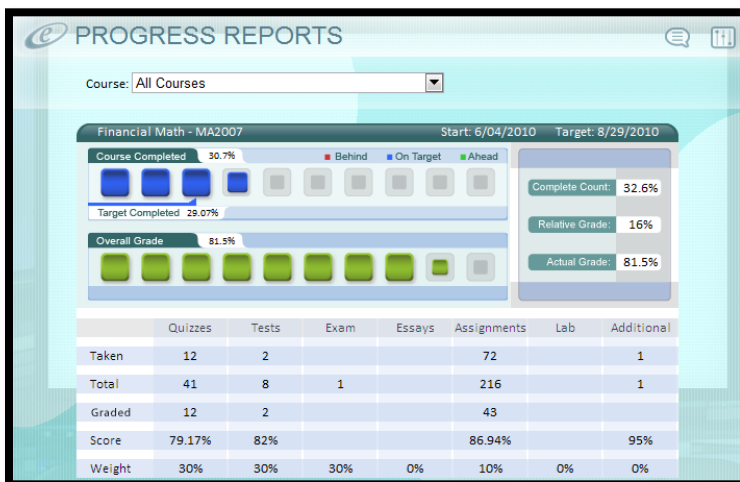


1. Click on the **name of your course**.
2. Click on the **Course Map** button.
 - a. You are now viewing your course structure.
3. Click on the **name of the activity** to begin.



Your Progress Report

Knowing how you are performing can help keep you on-track for the successful completion of your courses. We want to make sure that you not only have access to that information, but know how to interpret it.



START DATE: The date you should have started your course.

TARGET DATE: The date you should finish your course.

COURSE COMPLETED: There are 3 elements in the Course Completed section that advise you on your progress in that specific course:

- **Course Completed percentage:** Indicates how complete you are with your course, working towards the ultimate goal of 100% completion.
- **Color coded completion squares:** Indicate if you are falling behind, on-schedule or ahead of schedule for course completion.
- **Target Completed:** Indicates how far along in the course you should be.

OVERALL GRADE: The grade you have acquired thus far in the course, based on all activities and assessments you've completed:

- **Overall Grade percentage:** Percentage grade based on a 0%-100% scale.
- **Color coded grade squares:** Indicate, with quick-reference colors, what your grade is in your course:
 - **Red:** Indicates a grade between 0%-59%
 - **Orange:** Indicates a grade between 60%-69%
 - **Yellow:** Indicates a grade between 70%-79%
 - **Olive:** Indicates a grade between 80%-89%
 - **Green:** Indicates a grade between 90%-100%

COMPLETE COUNT: Shows how far along you are, based on activity count.

RELATIVE GRADE: Represents the grade you would receive if you stopped working in that course today and received 0% for all unfinished activities.

ACTUAL GRADE: Factors in your overall grade, in relationship to the Start and Target dates. If you fall behind in your course, your Actual Grade will be lower than your Overall Grade.

TAKEN: The number of activities, based on type, you've completed in your course so far.

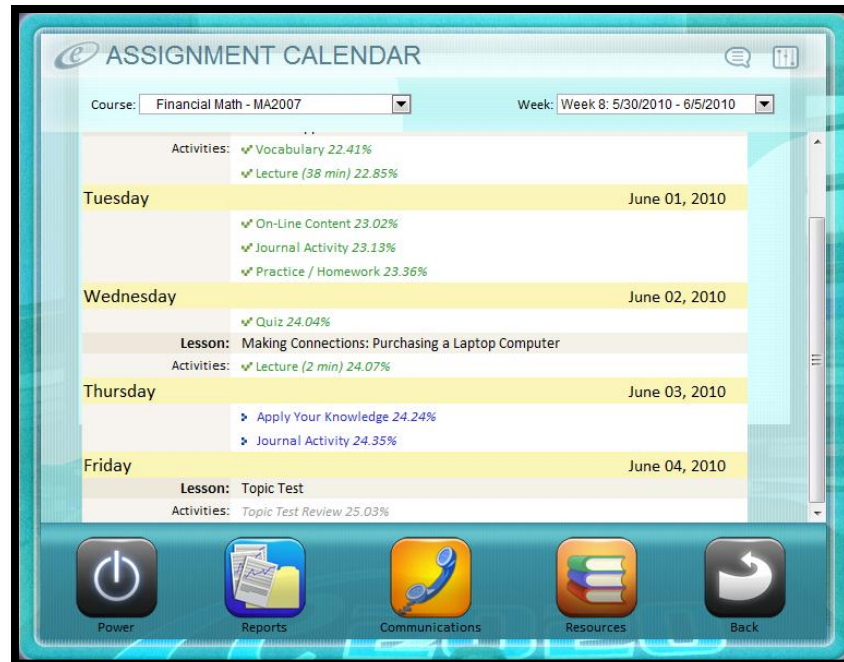
TOTAL: The total number of activities, based on type, in the course.

SCORE: The average grade, per activity type, that you've scored so far.

WEIGHT: The percentage weight each type of activity represents in your final grade.

Your Assignment Calendar

The Assignment Calendar allows you to easily track and monitor your progress through your e2020 course on a daily basis. The Assignment Calendar looks at the Start and Target dates for your course and details for you exactly which assignments you need to complete each day in order to finish your course on time.



As you view your Assignment Calendar, you will see the assignments on which you should work every day.

The assignments are color-coded to help you easily see where your progress should be in your course:

- **Green Text:** Assignments you have successfully completed.
- **Blue Text:** Assignments upon which you should be working today.
- **Gray Text:** Assignments you either should have completed, are future assignments or are assignments that have been bypassed by your teacher.

The Assignment Calendar also shows the percent complete of your course after you finish each assignment.

Please note that the daily assignments shown in the Assignment Calendar will not change based on whether you are ahead or behind in the course. Items in **blue** are always what you should be working on today, unless you are ahead of schedule for completing your course.

The example above shows a student who is exactly on schedule for course completion.

Getting Help

As you work through your e2020 courses, we want you to know that we are here to support you. There are quite a few ways that you can get help if you have any questions.

Virtual Classroom Help

Use the email and chat tools inside of the Virtual Classroom to correspond with your teacher.

In the Organizer, click on the **Resources** button, and then on the **Orientation Videos** button to view instructional videos.

In the Organizer, click on the **Resources** button, and then click on the **Files and Manuals** button to view and/or download documents which may answer your questions.

Your teachers are very excited and ready to help you achieve success. If you have any questions as you work through your courses, please talk to your teacher. If it is an issue they cannot resolve, they can contact e2020 for additional help.

Frequently Asked Questions

To help you be as successful as possible in your e2020 courses, we've compiled some FAQs for you to review. These should help answer some questions you may have as you progress through your course.

How long should I anticipate each type of activity should take to complete?

A: You can refer to the list below as an estimated, average amount of time to complete each activity. It may take you more/less time to complete each activity. Assessment times listed below note the default amount time you are given. Your school may have adjusted those times to provide you with either more or less time to complete the assessments.

Vocabulary: 5 minutes	Journal: 5 minutes	Quiz: 1 hour (10 questions)
Lecture: 20 minutes	Practice/Homework: 15 minutes	Topic Test: 2 hours (25 questions)
Online Content: 10 minutes	Essay: 3-6 hours (there are several activities in an Essay lesson you'll need to complete)	Cumulative Exam: 3 hours (50 questions)

Can I fast forward and rewind as I'm watching a lecture video?

A: You can rewind as much as you'd like while watching a lecture video. This is a great way to review information in the video and add that information into your eNotes.

You cannot fast forward while watching a lecture video the first time. Once you've watched it once, if you go back to review it you may then fast forward.

Why is my lecture video freezing?

A: Make sure you do not have too many Internet browser windows open at the same time. If closing several windows doesn't fix it, you may not have the proper plug-ins loaded on your computer. Click the [Check Plug-ins](#) link on the login page of the Virtual Classroom to verify you have the necessary software to properly run e2020.

Do I have to take notes?

A: A key to success with your courses is taking great notes. Taking notes helps you remember content so that you can be more successful on your assessments. While it may not be required that you take notes, it is strongly suggested that you utilize the eNotes in the Virtual Classroom. **You might be allowed to use eNotes on your assessments, so the better notes you take, the better your grade will be.** Check with your teacher to find out if you can use your eNotes during assessments.

Frequently Asked Questions

Q: Why doesn't the Assignment Calendar adjust based on my actual progress?

A: The Assignment Calendar does not automatically adjust based on your progress through your course. It takes the amount of time you have to complete the course, the number of activities in the course, and then assigns a specific number of activities per day to ensure you complete your course on time. The Assignment Calendar is simply a guide to help you track what you should be working on, on a daily basis.

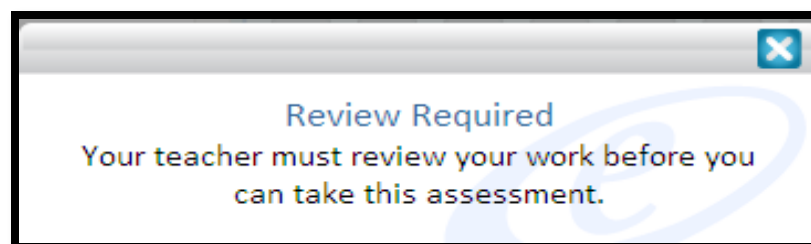
Q: Can I use the Communication Tools (email, chat) with other students in my class?

A: The email and chat features are to be used between you and your teacher so that you can get help when you need it. It is not for communication between students unless your teacher has enabled that option.

Q: I keep getting a Review Required box when I try to take an assessment. It's telling me my teacher needs to review my work. What does that mean and what do I have to do?

A: One of the options your school may have selected is the requirement for your teacher to review your work before you are able to take assessments. Your teacher will review all of your course work to make sure you are well prepared and ready to be successful.

If you arrive at an assessment and receive this notice, let your teacher know immediately so that they can review your work and intervene as necessary to help ensure your success. Once you see this notification, you will NOT be able to take your assessment, or move forward in your course, until your teacher clears you to do so.



Good luck with your e2020 courses and have a great year!