



Aventa Learning Student Toolkit

Your Step-By-Step Guide for Success



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Welcome!

Welcome to Aventa Learning – and welcome to online learning. Once you begin, you'll find that online learning is easy, fun and feels familiar. In fact, it's a lot like learning in the regular classroom.

We've created this Student Toolkit to give you the tools for success in your online class. To quickly access the sections – or “tools” – of this toolkit, you can click on links in the Table of Contents. If there are any terms you don't know, visit Tool #15: The Glossary. In addition to reading this toolkit, it's very important that you complete the “START HERE! Orientation,” which will appear when you first log in to your online class.

You definitely won't be alone as you navigate your online learning journey. For in-person support, look for your Mentors who can answer questions right at your school location. You can also rely on your Instructor who will be at your virtual side to provide guidance and help steer you to success.

Let's get started!

Tool #1: Accessing Your “Homeroom”

Just like at a regular school, we kick off your Aventa day with an online “homeroom.”

You can access your homeroom by visiting:

<http://aventalearning.com/login>

This link will take you to your login page, which will look just like the page to the right.

Now enter the username and password we sent you in an email. Enter these in the box under “Blackboard Log In.” If you did not receive a username and password, let your Mentor know right away.

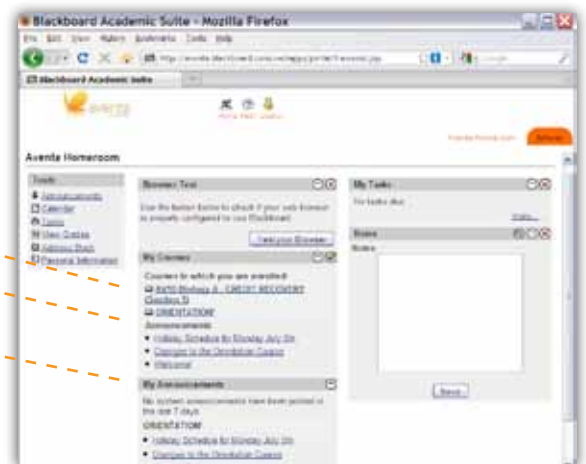
TIP: Your username and password are case sensitive. Make sure you type in them in exactly as they appear.

After entering your username and password, “homeroom” begins.

The most important things on the homeroom screen are:

- **Your Class(es)**
- **The Orientation Course**
- **Your Announcements**

And now it’s time for orientation...



Tool #2: START HERE! Orientation Course

TIP: Before you can start your online class, you must take the START HERE! Orientation Course.

This toolkit and your START HERE! Orientation Course are designed to work together. Be sure to thoroughly review both to get a full understanding of how to successfully take an Aventa class.

Your START HERE! Orientation Course will look like the page to the right. Be sure to click on each orange button and read all of the information of each section before starting your class.



Tool #3: Announcements

Reading your announcements is an important way to start the Aventa day.

Be sure you read all announcements **each time** you log into your class, as they will have important information you'll need to know.

TIP: Be sure to click "View All" when you first log into your class to ensure that the Announcements appear.



Tool #4: Dynamic Course Scheduler

Every Aventa course has a Dynamic Course Scheduler. This scheduler will give you a personalized weekly calendar that will keep you on track.

To access the Dynamic Course Scheduler in most classes, click on the following:

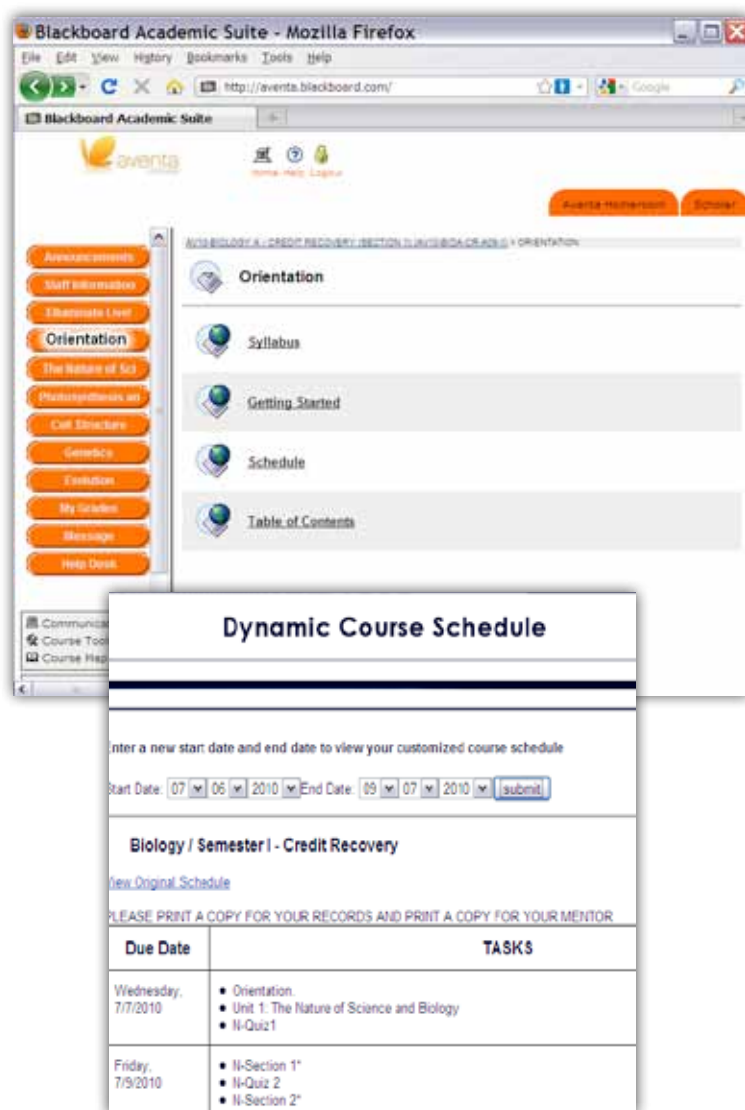
- 1) Orientation
- 2) Schedule

TIP: Make sure you frequently check in with your Dynamic Course Scheduler.

To set your scheduler, ask your Mentor what your start date and end dates are. Then enter both of those dates and press “submit.”

It’s important that you follow the schedule and complete assignments in the correct order. Also, don’t forget to check off the assignments as you complete them.

TIP: Print out two schedules – one for yourself and one for your Mentor.



Dynamic Course Schedule

Enter a new start date and end date to view your customized course schedule

Start Date: 07/06/2010 End Date: 09/07/2010

Biology / Semester I - Credit Recovery

[View Original Schedule](#)

PLEASE PRINT A COPY FOR YOUR RECORDS AND PRINT A COPY FOR YOUR MENTOR

Due Date	TASKS
Wednesday, 7/7/2010	<ul style="list-style-type: none">• Orientation• Unit 1: The Nature of Science and Biology• II-Quiz 1
Friday, 7/9/2010	<ul style="list-style-type: none">• II-Section 1*• II-Quiz 2• II-Section 2*

Tool #5: Instructor Communication

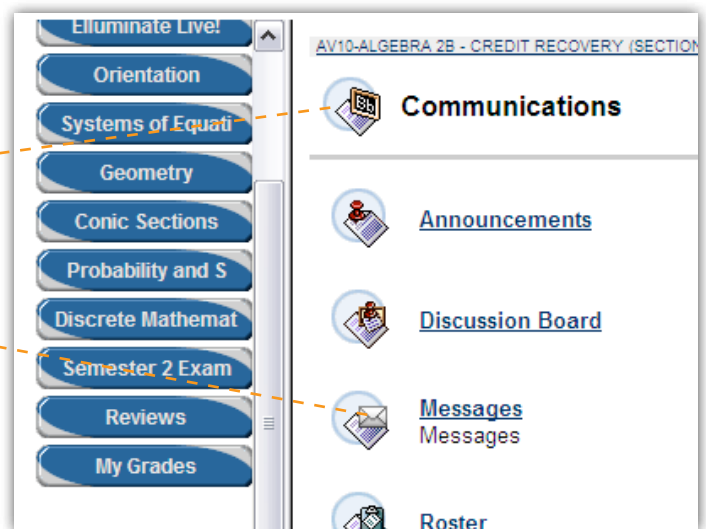
We encourage you to stay in frequent contact with your Instructor. Staying in touch is easy. You can chat with him or her through **Blackboard Message** or through **email**.

Remember. Email and Blackboard Messaging are not the same thing.

Here's how to access the Blackboard Message Center:

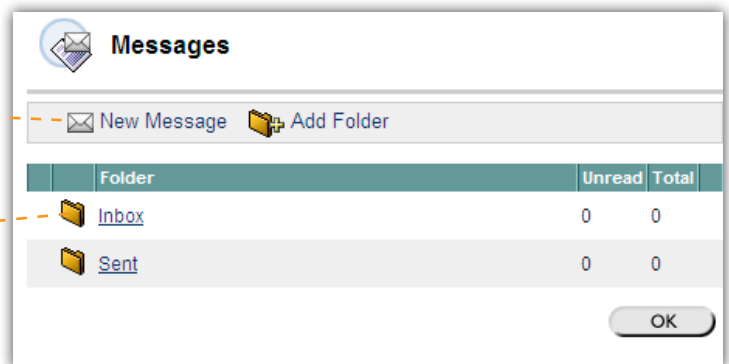
- 1) Click "Communication"
- 2) Then Click "Messages"

TIP: When you start your course, send a message to your new Instructor, even if it's just to say "hi"!



To write a message to your Instructor, click "New Message."

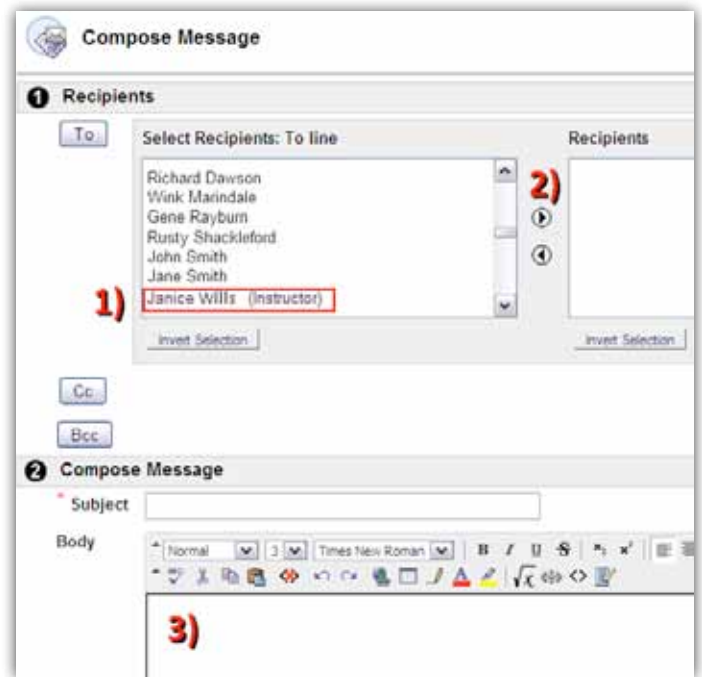
Any new messages from your Instructor will appear in your Inbox. Click "Inbox" to read your messages.



After you click “New Message” you will see the screen on the right.

Here’s how to send your Instructor an email:

- 1) Click on your Instructor’s name in the Select Recipients box. Your Instructor’s name will have “(Instructor)” after it.
- 2) Click the right facing arrow to add your Instructor to the Recipients box.
- 3) Write your message and click “Submit.”



You can also use your own email to communicate with your Instructor. To find out your Instructor’s email, click the “Staff Information” or “Faculty” button on the left hand side of your class “homeroom.”

Remember:

- 1) You **cannot** submit any assignment through email. All course work must be sent through the Blackboard Message Center.
- 2) To keep an open line of communication, make sure you write completely and with full punctuation. Try to avoid “text speak” (LOL, IDK, BRB, etc.), as it can be confusing.
- 3) Allow at least two school days for a reply from your Instructor.



TIP: Be sure to check your Blackboard messages and email at least once a day!

Tool #6: Lessons & Assignments


Aventa lessons and assignments are broken down into “bite size” chunks to make learning easier.


Each Aventa class has chapters – referred to as “units,” and each unit has lessons – referred to as “sections.” Within these sections are pages.


The screen on the right shows what a class page looks like. You can access the units of the class by clicking on the blue buttons going down the left side.


TIP: If you are taking a credit recovery class, be sure to read Tool #11: Credit Recovery Courses, before you start. All credit recovery classes have a “CR” before the class title.

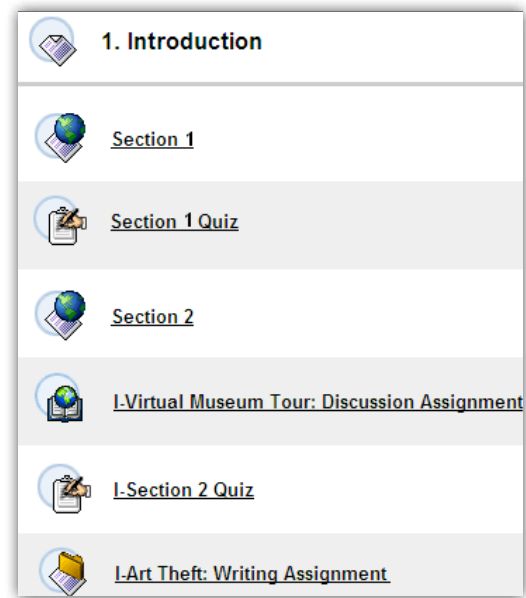
When you click on a learning unit, you will be presented with the icons on the right. The following sections will deal with each icon type.

 Click on this icon to access the content or learning material of the class.

 Click on this icon to access your class quizzes or exams.

 Click on this icon to access the classroom discussion board.

 Click on this icon to access your class assignments.



TIP: Keep checking your Dynamic Course Scheduler to find out what you should be working on.



Most units will be broken down into sections.

Each section will have pages of information. Be sure to read each page.

Click "Next" when you are done reading a page.

The screenshot shows a digital learning page. At the top, there is a navigation bar with the text "Sections: Section 1: Introduction | Section 2 | Section 3 | Section 4". Below this, the page title is "Drawing, Page 1". The main heading is "2-D: Introduction". The text below the heading asks, "Can you imagine life without paper? It is one of the most widely used materials today, and is a primary medium of communication. Attempt to list as many items as you can that are made of paper." Below the text is a large image of a stack of paper. At the bottom of the page, there is a navigation bar with page numbers 1 through 15, and a "Next" button. A copyright notice at the very bottom reads "© 2007 Aventa Learning. All rights reserved." Dashed orange lines connect the text on the left to the corresponding elements in the screenshot: "Most units will be broken down into sections." points to the "Section 2" link; "Each section will have pages of information. Be sure to read each page." points to the "2-D: Introduction" heading; and "Click 'Next' when you are done reading a page." points to the "Next" button.

Tool #7: Quizzes & Tests



When you have completed a section or a unit, you'll usually have to take a quiz or exam.

Aventa quizzes and exams will include true/false, matching, multiple choice, short answer, and essay sections.

For some class exams, you may need a special password from your Mentor.

The screenshot shows a quiz interface with the following details:

- Name:** I-Section 2 Quiz
- Instructions:** For the objective questions, read each question, think carefully and Remember, there are no "trick" questions. For the subjective questions, read each question carefully and construct a complete, well-written response. Your answer should be clear and concise. If you need any other resource, refer to the appropriate resource. After you have finished answering the questions, review your answers. If you are satisfied with your answers, click on the SUBMIT button.
- Multiple Attempts:** Not allowed. This Test can only be taken once.
- Force Completion:** This Test must be completed now.
- Question Completion Status:** A dropdown menu showing the status of the current question.
- Question 1:** What is the name of Micky Mouse's dog? (1 points) [Save]
- Options:** Jupiter, Saturn

TIP: Don't forget to click "Save" after every answer.

TIP: When you are done with your quiz or exam, be sure to click "Submit."

TIP: Never press the "back" or "delete" button while taking a quiz or exam. (Otherwise your exam will "lock up" and your grade will be delayed.)

TIP: Never have another Aventa course open while taking a quiz or exam. (Otherwise your exam will "lock up" and your grade will be delayed.)

Tool #8: Assignments



Assignments are the “workhorse” of any class and offer the best way to really learn and master the lesson material.

Instructors are here to help you as you complete your assignments. Use the box shown on the right to write comments or questions to your Instructor.

You’ll usually need to create a separate document on your computer for your assignment. Once you have finished the document for your assignment, click the gray box next to “Attach Local Files” and locate the document on your computer.

After you successfully attach and send your document, you will receive a message that says, “This Assignment has been uploaded.”

Be sure to talk to your Mentor if you have any difficulty creating or uploading your assignments.

TIP: When you create a document for an assignment, be sure to save it in an .rtf format.

A screenshot of a web interface for uploading an assignment. The title is "Upload Assignment: I-Art Theft: Writing Assignment". It has two main sections: "1 Assignment Information" and "2 Assignment Materials". Under "Assignment Information", there is a "Name" field with the value "I-Art Theft: Writing Assignment" and an "Instructions" field with the value "Submit your assignment here.". Under "Assignment Materials", there is a large "Comments" text area. Below the comments area is a section for "Attach local file" with a "Browse..." button. Below that is a section for "Currently Attached Files" with a link to "Add Another File". At the bottom, there is a "Submit" section with instructions: "Click Save to stop working and continue working later. Click Submit to finish. Click Cancel to quit without saving changes." and three buttons: "Cancel", "Save", and "Submit". A dashed orange line points from the text in the previous block to the "Attach local file" section.

Tool #9: Discussion Boards



When this icon appears, it's time for a class discussion! This is your opportunity to share comments and hear comments from your classmates.

Here's how to use the Discussion Board.

First, read the prompt for the discussion assignment. When you are ready to post a response, click the link after the icon, then click on the "+Thread" button.

Write your post, then click "Submit" and then everyone can see what your comments are.

To respond to another student's post, click on the name of that student's thread. In this example, it is called "museum."

First read what the other student wrote. Then click "Reply," write your reply, and click "Submit."

The screenshot shows a discussion board titled "Course Discussions: I-Virtual Museum Tour: Discussion". Below the title is an "Assignment" section with buttons for "Thread", "Remove", "Collect", "Mark Read", and "Mark Unread". A table lists several threads with columns for "Date", "Thread", "Author", "Status", and "Unread Posts". One thread titled "Virtual Museum Tour" by Amber is selected. A pop-up window shows the details of a post by Rick Astley, including the subject "Museum", the posted date (Saturday, June 5, 2010 2:21:52 PM EDT), and the last modified date (Saturday, June 5, 2010 2:21:52 PM EDT). The post content reads: "The museum that i chose is the Art Institute of Chicago. The web address is; museum because i have always been interested in going to chicago and i hea Contains over 300,000 works of art, some include works of art by Monet, and open everyday of the week. On the weekend they close earlier then the week dollars and for teens it is fourteen dollars. kids get in free. They have many sp include Summer sounds, after dark. And there are a few concerts; Midsumme Chicago is a great family museum, has beautiful peices of art, they even have great way to spend the day with friends and family." The pop-up window also includes buttons for "Reply", "Quote", "Modify", "Set Flag", and "Remove".

Date	Thread	Author	Status	Unread Posts
6/5/10 2:21 PM	Museum	Brad	Published	0
5/31/10 2:53 PM	museum	Dan	Published	0
4/21/10 4:30 PM	Museum :)	Crystal	Published	0
4/13/10 11:40 AM	Virtual Museum Tour	Amber	Published	0
3/31/10 7:23 PM	tour	Dave	Published	0
3/8/10 12:53 AM	Museum :)	Aaron	Published	0
3/4/10 8:49 PM	museum tour	Nathan	Published	0

Subject: Museum
Author: Rick Astley
Posted date: Saturday, June 5, 2010 2:21:52 PM EDT
Last modified date: Saturday, June 5, 2010 2:21:52 PM EDT
Total views: 8 **Your views:** 7

The museum that i chose is the Art Institute of Chicago. The web address is; museum because i have always been interested in going to chicago and i hea Contains over 300,000 works of art, some include works of art by Monet, and open everyday of the week. On the weekend they close earlier then the week dollars and for teens it is fourteen dollars. kids get in free. They have many sp include Summer sounds, after dark. And there are a few concerts; Midsumme Chicago is a great family museum, has beautiful peices of art, they even have great way to spend the day with friends and family.

Tool #10: Grades

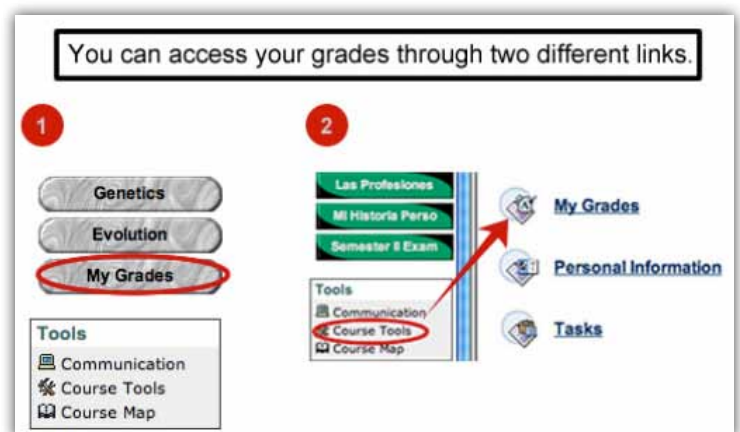
Knowing how you're doing makes a big difference. That's why Aventa makes it easy to see your grades.

Here's how to access your grades.

From your homeroom screen, click on "My Grades." Two different options – "Running Total" and "Grade to Date" will appear.

The **"Running Total"** tells you the grade you would receive if your class ended today. Any incomplete assignments will count as a zero in this total.

The **"Grade to Date"** tells you the total grade on all assignments you've turned in. This total will not mark incomplete assignments as a zero.



When you click on the grade total options, the following icons may appear.



This icon indicates an assignment is "in progress." If this icon is not letting you finish an assignment, let your Instructor or Mentor know **RIGHT AWAY!**



If you see this icon, it means your assignment has been received, but has not been graded yet.



This icon means that your Instructor has exempted you from an assignment. When you see this icon, you do **NOT** have to do the assignment.

	Jun 22, 2010 12:13 PM	8	10
	Jun 22, 2010 12:14 PM		10
	Jun 22, 2010 12:15 PM	6	8
	Jul 2, 2010 3:07 PM		60
	Jul 2, 2010 1:57 PM	9	10
	Jun 18, 2010 3:09 PM	6	10
			10

Tool #11: Credit Recovery Classes

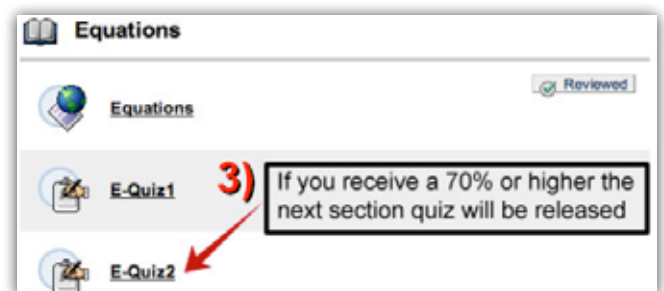
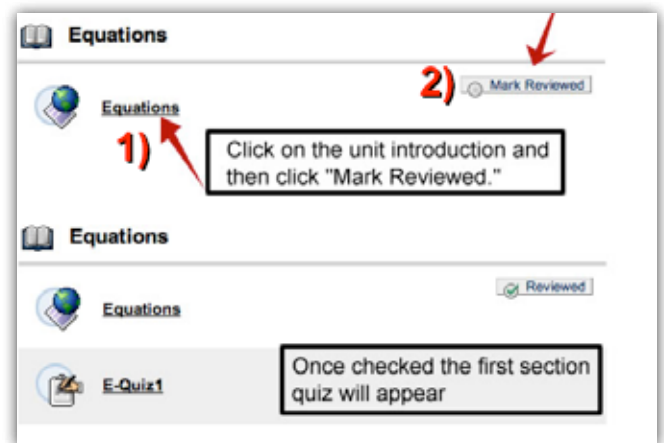
Credit recovery classes are here to help you catch up and make up for lost ground.

When you take a credit recovery class, it's important for us to determine what you know, and what you still need to learn. Our classes are based on an "adaptive release" model that goes step by step to find out what you already know. We'll also give you extra chances when you take most quizzes to keep you on the path to success.

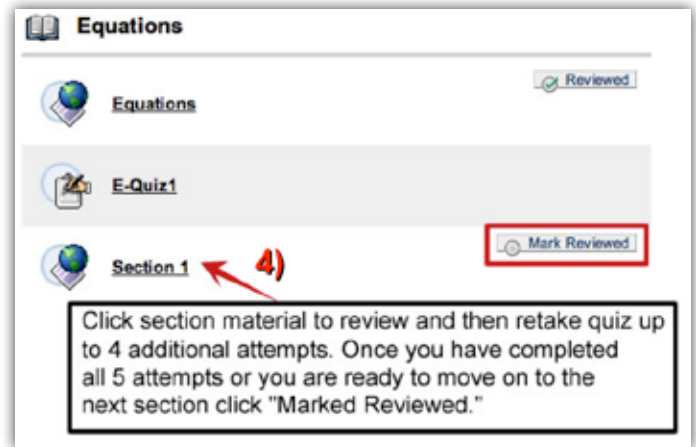
*English Credit Recovery classes may look different from other CR class. Specifically, they may not have the "Mark as Reviewed" button.

Here's a closer look at our step-by-step "adaptive release" model:

- 1) When you first enter a unit, you will see a link to the unit's introduction. Click on the introduction, read it, and then review it.
- 2) Once this is completed, click back on the unit name and check "Mark Reviewed." This will open your first section quiz.
- 3) If you achieve 70% or better on a section quiz, the next section quiz will be released immediately.



4) If you earn less than 70%, the readings and other material in the section will open. You should read, take notes, and complete all activities in this section.



5) Once you have studied and are more comfortable with this section, you should retake the section quiz.

You will be allowed to take the section quiz up to five times (including the first time you took it).

To retake a quiz - click the quiz and then the link "take the assessment again."

Assessment previously taken: E-Quiz1

5) Assessment already completed. Click OK to review results of last attempt.
or [take the assessment again](#) 1 attempts of 5 have already been taken.

Wednesday, February 11, 2009 6:23:30 PM PST

OK

If you wish to review material not released before taking a quiz or exam, you can access this information by clicking "Orientation" and then "Table of Contents."

The table of contents should look like the screen on the right.

Locate Table of Contents by clicking Orientation and then Table of Contents. Select Section you wish to review



TIP: You can take a credit recovery quiz up to five times, but the LAST quiz will count as your score (even if you had a higher score on a previous quiz).

TIP: Never press the "back" or "delete" button while taking a quiz or exam. (Otherwise your exam will "lock up" and your grade will be delayed.)

TIP: Never have another Aventa course open while taking a quiz or exam. (Otherwise your exam will "lock up" and your grade will be delayed.)

Assessment previously taken: E-Quiz1

Assessment already completed. Click OK to review results of last attempt.
or [take the assessment again](#) 1 attempts of 5 have already been taken.

Wednesday, February 11, 2009 6:23:30 PM PST

OK

Tool #12: Elluminate Live!

Elluminate Live! offers a great way to keep the lines of communication open with your Instructors. **Elluminate Live!** is a combination of voice chat, text chat, and virtual white board. We strongly urge you take advantage of these weekly “office hour” sessions to ask your Instructor questions or to get extra help and support.

Follow these easy steps to join your course’s **Elluminate Live!** sessions.

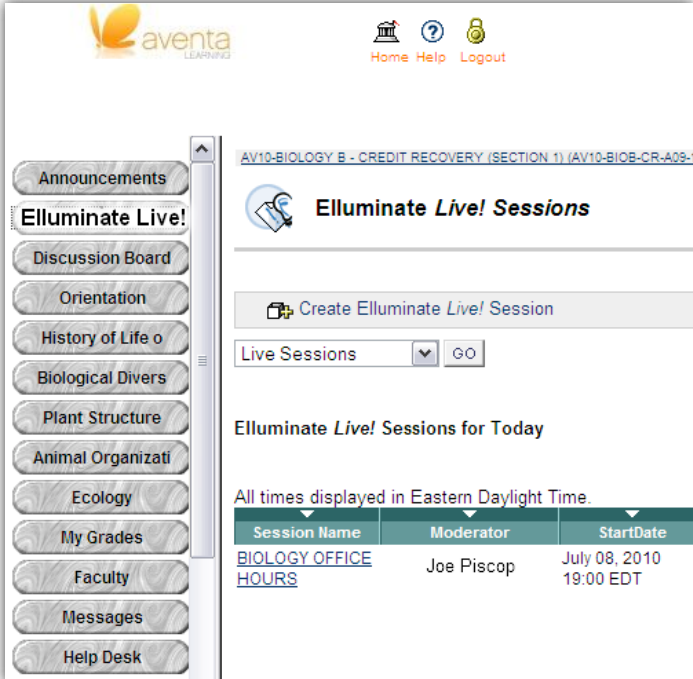
Find out when your Instructor holds office hours by clicking on their **Staff** or **Faculty** button.

About 15 minutes **before** your Instructor’s office hours you may log into Elluminate.

To log in, click the **Elluminate Live!** button on your homeroom screen at the correct time.

If your Instructor is holding office hours, you will see a link under “**Elluminate Live! Sessions for Today.**” Click the link to launch the **Elluminate Live!** window.

TIP: Make sure your computer can run Elluminate before your first session. Check to see if your computer is listed at www.illuminate.com/Support.



The screenshot shows the Elluminate Live! interface. On the left is a sidebar with buttons for: Announcements, Elluminate Live!, Discussion Board, Orientation, History of Life o, Biological Divers, Plant Structure, Animal Organizati, Ecology, My Grades, Faculty, Messages, and Help Desk. The main content area displays the course title "AV10-BIOLOGY B - CREDIT RECOVERY (SECTION 1) (AV10-BIOB-CR-A09-)", a "Create Elluminate Live! Session" button, a "Live Sessions" dropdown menu, and a table titled "Elluminate Live! Sessions for Today". The table notes that all times are displayed in Eastern Daylight Time and lists one session: "BIOLOGY OFFICE HOURS" moderated by "Joe Piscop" on "July 08, 2010 19:00 EDT".

Session Name	Moderator	StartDate
BIOLOGY OFFICE HOURS	Joe Piscop	July 08, 2010 19:00 EDT

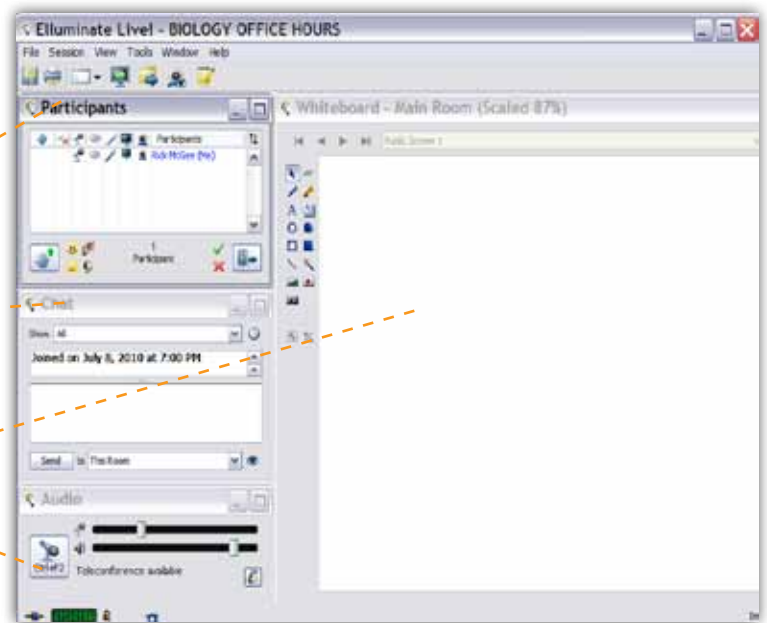
Here's a closer look at the *Elluminate Live!* pages and boxes:

Participants: This box will list your classmates and Instructor.

Chat: This box starts the conversation with your Instructor and classmates.

Whiteboard: This box is where your Instructor will post information being discussed about your class.

Audio: If your computer has a microphone and speakers or a headset, this feature allows you to speak directly to your Instructor and classmates.



Tool #13: Getting Help

Help is close by. Your first step is to ask your on-site Mentor. If you can't locate your Mentor or if you still need help, be sure to call or email our Student Support Help Desk.

Student Support Help Desk

The Student Support Helpdesk is available from 8am (East Coast time) to 9pm, Monday through Friday. Feel free to call or email for any issue.

Help Desk Phone Number:

1-800-594-5965

Help Desk Email:

helpdesk@aventalearning.com

Illuminate Support

If you're having difficulty with an Illuminate session, be sure to contact the Illuminator support line.

Illuminate Live! Help Line:

1-866-388-8674, then press Option 2

Tool #14: Glossary

Mentor:

The Aventa “coach” at your school, your Mentor is the connection between your online instructor and your school community. Your Mentor is here to help you successfully navigate your online classes and stay on track. Your Mentor is the first person to go to when you have questions.

Blackboard:

This is the online program you will use to complete all of your assignments, quizzes, and all other class materials. You can log into the Blackboard program at www.aventalearning.com/login

Illuminate Live!:

This weekly online classroom keeps you in close contact with your online Instructors and other classmates.



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