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Welcome to the Virtual Classroom!

Overview
We are so pleased that you are joining us on our adventure into online learning.

e2020© has created an inviting, interactive learning environment to help guide you toward academic success and recover credits to help you graduate more quickly.

With lessons designed to provide you with instructional content and show you how that content correlates to your real world, we hope that you will not only thrive with e2020, but flourish.

The Virtual Classroom is the portal to your lessons; it is also where you can find your Progress Report, Assignment Calendar and other features designed to keep you informed and in control of your own education.

This document is intended to help you become comfortable navigating the Virtual Classroom and guide you through everything you need to know to be happy and successful with your e2020 program, in your own time and at your own pace. Good luck!

Grade Weights
In an effort to provide you with all the information you’ll need to be successful in your courses, we wanted to make sure you understood how your coursework is going to be graded. Your teacher will be able to provide you with the grade weight percentages. The following information will let you know how much each type of activity counts towards your final grade:

- Activities (Vocabulary, Lectures, Online Content, Journals and Practice/Homework, Test/Exam Reviews): _____%
- Essays: _____%
- Labs: _____%
- Quizzes: _____%
- Tests: _____%
- Cumulative Exam: _____%

Finding Help
As you proceed through your course, if you need any kind of help you may email and chat with your teacher through the Virtual Classroom communication tools.

- These tools are found in 2 places:
  - The Communications Tab in your Virtual Classroom Lobby
  - In the Communications section of your Organizer
Virtual Classroom Login

1. Go to http://student.education2020.com to access the Virtual Classroom login window
2. Type in your Username and Password
3. Click the dark grey ENTER button

My User Name: __________________________

My Password: __________________________

To ensure your computer has all the necessary software to successfully run the e2020 Virtual Classroom, please see the Check Plug-ins section of this manual and follow the instructions for checking your plug-ins.
Virtual Classroom Lobby

Once logged in, you will see the Virtual Classroom Lobby. The Lobby is your homepage where you can begin working on your courses, initiate or respond to communication with your teacher, view your Progress Reports and access other helpful information.

The Lobby can be broken down into several main sections:

1. **My Course List**: Identifies the courses in which you are working

2. **My Course Info Tab**:
   a. Shows the Progress Report for the selected course
   b. Identifies the Current Lesson and the Next Activity
   c. Allows navigation to the Course Map and Next Activity
   d. Provides two Sign Out options

3. **Communications Tab**:
   a. Create a new email or read email from your teacher
   b. Initiate a chat with your teacher
   c. Read announcements from your teacher

4. **The Organizer**: Where you can view items such as:
   a. Progress Reports
   b. Assignment Calendar
   c. Orientation Videos
   d. eNotes
   e. Chat Manager and Email
   f. Glossary
The Course Map

You can navigate through your courses using the Course Map. The Course Map will show you all Units/Topics/Lessons/Activities found in your course. Click on the My Course Info tab to see the Course Map button. Click on the Course Map button.

While you may view the structure of your courses in the Course Map, you are not able to participate in any of the activities beyond the lesson in which you are currently working. You must finish activities in the sequence they are listed. You can always go back to previous lessons and review information before a quiz, test or cumulative exam, but you cannot move forward without first successfully completing each activity in order.

The course navigation section is found on the left side of the Course Map. The activities contained within a lesson are found on the right side of the Course Map.

Notice that activities you have completed are green and contain a checkmark to the left of the activity name.

The activity that you should currently be working on is in blue.

Future activities, which you may not access until you have successfully finished previous activities, are in gray.
Activities in the Virtual Classroom

Regardless of the type of course you are taking, you will encounter a variety of activities designed to teach you the content and make learning fun. The following section previews what those activities look like.

Vocabulary

Vocabulary is a great first step as you begin to build the foundation for your lesson.

- The number of vocabulary words will vary in length depending on the lesson.
- **Type the vocabulary word** into the Word text field.
- The vocabulary word must be typed correctly.
  - The word turns green if typed correctly.
  - The word turns red if typed incorrectly.
- Once the word is typed correctly, in the Definition section, click the **Play** button to hear the definition read aloud.
- If a Usage section also appears, click the **Play** button to hear the vocabulary word used in a sentence.
- If an Example section appears, view the vocabulary word explained as a graphical representation.
- Click into the **eNotes** section to type notes to yourself for future review.
- Click the **Continue to Next Word** button.
  OR
- When finished with all of the vocabulary words, the red exit button will turn green.
- Click the green **Exit** button to submit the activity.
Lecture Videos

Lectures are designed to engage and inform you on the topic at hand. Master teachers explore and explain the topic while a slideshow runs concurrently in the same window to give you a visual representation of what the teacher is discussing.

You may pause, rewind and stop playback in order to take eNotes or review at your own pace.

When viewing a video lecture for the second time, you may also fast-forward so that you can review only that information which is critical to success on your assessments.

- The Lecture Video will automatically begin playing when you begin this activity.
- If you need to exit the Virtual Classroom (because the bell rings or for some other reason) and you have not finished watching the entire video, make sure to click the red Exit button. If you close out of the browser window before clicking the red Exit button, your place in the video will not be saved and the next time you log into that course you’ll have to watch the video again from the beginning.
- When you finish watching the video in its entirety, click the green Exit button in the bottom left portion of your screen.
Online Content

Online Content activities are designed to reinforce the content of the lesson by utilizing both exceptional resources found on the Web and interactive activities created by e2020. You will click on the Online Content links (the links may also be called “eResources” or other text) to access relevant web pages and, in some instances, also answer questions that align to information on those web pages.

- Click the **Online Content links** in the Links section to open the website(s).
- Read the information on the website(s) and/or work through the learning activity.
- Click into the **Assignment text fields and answer the related questions.**
- Click the green **Submit/Complete** button when finished answering the questions.
Journal Activities

Journal activities bring home the real-world relevance of what you are learning in the Virtual Classroom. You will be given a writing prompt that relates to the topic at hand; this prompt will ask you to take the content you are learning and apply it to a situation that may happen in your day to day life.

- Read the question.
- Click into the Response text field and answer the Journal question.
- Click the green Submit/Complete button when finished answering the question.
Lab Lecture (Math and Science Only)

Lab Lectures are the pre-cursor activity to our hands-on Lab Activities, known as Gizmos. The Lab Lecture is designed to guide you through the Gizmo so that when you begin it as your next activity in the Virtual Classroom you are well prepared and ready for success.

In the Lab Lecture a master teacher will discuss the topic covered in the Gizmo, walk you through how to use the Gizmo and give you any necessary instruction to ensure you are comfortable as you begin the Gizmo and the corresponding Lab Assessment.

- The Lecture Video will automatically begin playing when you begin this activity.
- You may pause, rewind and stop playback in order to take eNotes or review at your own pace.
- If you need to exit the Virtual Classroom (because the bell rings or for some other reason) and you have not finished watching the entire video, make sure to click the red Exit button. If you close out of the browser window before clicking the red Exit button, your place in the video will not be saved and the next time you log into that course you'll have to watch the video again from the beginning.
- When you finish watching the video in its entirety, click the green Exit button in the bottom left portion of your screen.

![Lab Lecture Video Screenshot]
Lab Activity and Assessment (Math and Science Only)

Lab Assessments work hand-in-hand with the Lab Activities, also known as Gizmos. You will work on the Lab Activity to become more familiar with the content taught throughout the lesson in a hands-on way. Once you have completed the Lab Activity, you will then use that information to take a Lab Assessment. The information in the Lab Assessment correlates directly to the information covered in the Lab Activity.

There are 3-5 questions per Lab Assessment and you, by default, are given 60 minutes to complete the assessment.

- When you first begin the activity, you will see the Lab Assessment, a Task Bubble which explains what you are to do next, and a link to the Lab Activity (Gizmo).
- Click on the View Lab link to launch it.
- Once the Lab Activity opens, you may begin working on it, or, if you would like written directions on how to complete the Lab Activity you may click on the Exploration Guide button.
- To print the Exploration Guide, click the Print Page button.
- Once you complete the Gizmo, you'll take the Lab Assessment.
- Select your answer by clicking the **radio button** to the left of your response.
- Move to the next question by clicking:
  o The **Next Question** button.
  o The **Next and Prev** arrows in the Progress section.
  o The **question bubbles** in the Progress section.
- Click the **red flag** if you want to skip a question and come back to it later.
- The timer in the upper-right hand portion of the screen will let you know how much time you have left to complete the assessment.
Practice/Homework, Test and Cumulative Exam Reviews

Before taking an assessment you have the opportunity to review lesson content. These practice activities are designed to assess your knowledge on the lesson/topic and enable you to understand what you do know, and what you need to review before attempting an assessment. You will have review activities that appear before Quizzes, Topic Tests and Cumulative Exams.

Practice/Homework and Review activities are comprised of questions that range from multiple-choice and true/false to short answer essays. While you are working on the assignment, if you have difficulty with a particular question you may have access to a Show Me button which, when clicked, will open a separate browser window and show a master teacher explaining how to solve the problem. These Show Me resources are a terrific way for you to discover why you got a question wrong, so that you may be better prepared for your assessment.

- Answer the questions in the activity by either clicking **into the appropriate radio button** or **typing in your short answer**.
- If available, click the **Show Me** button if you want to see a master teacher explain how to solve that problem/question.
- When you finish answering all of the questions, click the **Check Answers** button to see which questions you answered correctly.
- Click the green **Exit** button when finished.
Use Variables to Represent Numbers

Evaluate the expression described below if the number is -2.

The quotient of three less than twice a number and the number squared.

\[ \frac{2x - 5}{-2^2} \]

\[ \frac{-7}{4} \]
Quizzes/Tests/Cumulative Exams

At the end of most lessons in e2020 courses, you will take a quiz. Additionally, throughout your courses you will take Topic Tests and Cumulative Exams. You will have 2 opportunities, by default, to pass the assessment; check with your teacher to verify how many opportunities you have to pass your assessment. You may also be allowed to use your eNotes on your quizzes and tests, so take GREAT eNotes as you progress through your course!

Assessments are designed in this manner:

- Quiz: 10 questions 60 minutes to complete
- Topic Test: 25 questions 120 minutes to complete
- Cumulative Exam: 50 questions 180 minutes to complete

- Select your answer by clicking the radio button to the left of your response.
- Move to the next question by clicking:
  - The Next Question button.
  - The Next and Prev arrows in the Progress section.
  - The question bubbles in the Progress section.
- Click the red flag if you want to skip a question and come back to it later.
- The timer in the upper-right hand portion of the screen will let you know how much time you have left to complete the assessment.
- If you run out of time before you finish your topic test or cumulative exam, click the Exit and Save button (if your teacher has enabled this feature).
- When finished, click the green Submit/Complete button or the Exit & Submit button.
• Use the feedback on the assessment review screen to determine your next task:
  o Passed: Move on to the next lesson.
  o Did Not Pass: Click the **Show Me** button to view videos which help explain each objective covered in the assessment.
  o Did Not Pass: Review before retaking the assessment.
  o Did Not Pass: Retake the assessment.
The Organizer

The Organizer is a comprehensive tool found inside the Virtual Classroom which allows you to access a wide variety of information including Progress Reports, the Assignment Calendar, a glossary, email and chat, etc...

The rest of this Student Guide will highlight some of the more commonly used features of the Organizer.

The Organizer is divided up into several sections:

1. Reports
2. Communications
3. Resources

The homepage of the Organizer lists any announcements from your teacher. You can navigate to any part of the Organizer by clicking the buttons at the bottom of the screen.
Reports
When you click on the Reports button you have access to many different types of reports. To view any of these reports in detail simply click on the corresponding button.

Journal Review: Allows you to review all of your Journal entries for any course in which you are currently assigned. The Journal Review also shows if your teacher has graded the assignment and if your teacher made any comments regarding your answer.
**Your Scores:** Allows you to view your scores on all activities and assessments for any course in which you are currently assigned.

![Image of Your Scores interface]

**Progress Report:** Allows you to view a detailed Progress Report for each course in which you are currently working.

![Image of Progress Report interface]
Online Content Review: Allows you to see all Online Content questions and the answers you provided for each course in which you are currently working.

Assignment Calendar: Shows you which assignments you’ve completed (in green text), which assignments you should have completed (in gray text), which assignments you should be working on today (in blue text) and future assignments (in gray text). It also shows the percent complete for the course after each assignment is completed.
eNotes: Shows you all of the eNotes you have taken for each course, and allows you to modify, save and print them.
Communication

The Communications button gives you access to several options for communicating with your teacher. Communication within e2020 is designed to be between you and your teacher with the exception of the Collaboration Corner, which may also include interacting with other students.

Chat Manager: In order to initiate or respond to a chat with your teacher, you must first log into the Chat Manager. Click the Chat Manager button to log in and open the chat window. Once open, click the Select User drop-down arrow and select your teacher’s name, then click the Request Chat button.
The chat window will open and then you can freely chat with your teacher. Keep in mind that all chat conversations are saved permanently and cannot be deleted.

If your teacher is unable to respond to your chat request, you will receive the following message window:

In the event that this occurs, you may want to instead send your teacher an email.
If your teacher is the one to initiate a chat, you will receive a notification like the one below. Click the OK button to respond to the chat. All unaccepted chat requests from your teacher are recorded and permanently logged.

Chat Log: Click on the Chat Log button to view a record of every chat you’ve had in the e2020 system. A list of the chat records will appear on the left side of the screen. Click on any of them and the chat transcript will appear in the center-right portion of the screen.
Click on the **Extended Chat Log** tab to view a transcript of all chats, plus a listing of all chats in which no messages were sent (unaccepted chat requests).

![Extended Chat Log](image)

No messages were sent during this conversation.

**Email:** Click on the **Email** button to view or initiate email with your teacher. A list of all of your correspondence will be on the left side of the screen. Click on an email to read it in the center-right portion of your screen.

![Email](image)

**District AdminOne**

*5/3/2011 3:18:26 PM*

From: District AdminOne

Subject: Your Essay

Hello Student!

I just wanted to follow up on your rough draft. I had a chance to read it and I think you are on track with it. You may want to think about being a bit more descriptive about how you were feeling while everything was happening, but your mechanics and sentence structure are terrific.

Keep up the good work!
To compose an email:

1. Click on the **Compose** button.

2. Click on the **Select Recipient drop-down arrow** and select from the available list of teachers.

3. Click **Add Recipient**
   a. Repeat this same process if you want to send your email to more than one person.
4. Type in a **Subject** and type the **body of your email**.
5. Click **Send**.

You may also view all of your sent email and recycled email by clicking on **either tab**. Email sent to the Recycle Bin is never actually deleted; it is simply moved to that folder to help you keep your inbox organized.
If you ever wish to move an email from your Recycle Bin back to your Inbox, click the Restore button while viewing that specific email.

Collaboration Corner: The Collaboration Corner allows you to participate in threaded discussion forums which have been set up by your teacher. Each Collaboration is generated by your teacher, and is only available to students and/or other teachers that have been assigned to it. To start a new topic, click the + New Topic button.
Reading Posts:
To read a post, simply click on the topic.

![Image of Collaboration Corner interface]

Reply to a Post:
Click on either of the Reply buttons that appear when viewing a post, and then enter your text and click the Continue button.

![Image of Create a new post interface]

**NOTE:** All text posted in the Collaboration Corner is permanent. You will not be able to delete posts that you have made, or go back and edit them. Use caution when posting in the Collaboration Corner.
Resources

Check Plug-ins

Inside the Organizer you can access a system-check device that reviews the software that is loaded on your computer and assesses whether or not you have the necessary software and the necessary version of that software to properly run the e2020 Virtual Classroom.

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

If the 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.
Files and Manuals

In an effort to ensure that you always have access to any help you need, e2020 has placed helpful documents in the Files and Manuals section of the Organizer. This way, if you have a question regarding “how-to” while working in the Virtual Classroom, your answer may only be a click away.

When you click on any of the links, a separate window will open that contains the information in a .pdf format.
Glossary

To best prepare you for assessments, the Virtual Classroom contains a glossary so that you may look up and review any vocabulary words you’ve encountered in any course.

You will not only see the word, but have the option to listen to its definition being read aloud, and/or listen to the word used in a sentence, and see a graphical representation of the word if appropriate.
Student Orientation Videos

Student Orientation Videos are designed to walk you through how to use the Virtual Classroom. The video titled: *Introduction to the Virtual Classroom* is a comprehensive overview of the entire Virtual Classroom and includes how to complete activities and lists resources you may find in the Organizer. The rest of the videos are topic specific and are designed to help you when you need only a very specific piece of information.

To Access Student Orientation Videos:

1. From the Lobby of the Virtual Classroom, click the Organizer button in the upper right portion of your screen.

2. Click on the Resources button.

3. Click on the Orientation Videos button.
4. A separate browser window will open which contains all of the Student Orientation Videos.

5. Click on the name of any video which you would like to view.

6. The video will launch.

7. Click the Back button to return to the list of videos.
Fitness Log

The Fitness Log is designed to work hand-in-hand with e2020 Physical Education courses. Even if you are not taking one of those courses, we wanted to make sure that you are able to track your exercise regimen, if you so choose.

To add exercise to the Fitness Log:

1. Click on the **Fitness Log button**; you will see a monthly calendar.
2. Click on a **date**.
3. Click on the **type of activity** you performed.
4. **Type a name** for the activity.
5. **Type in the duration.**
6. **Type in any relevant notes.**
7. Click the **Create** button.
8. Click on **any entry you’ve already added** to edit it, delete it or add another activity.