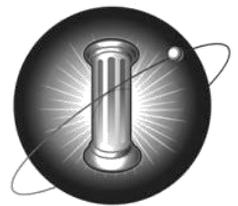


GETTING STARTED GUIDE

SY 2015/2016



Pillar Academy
ONLINE

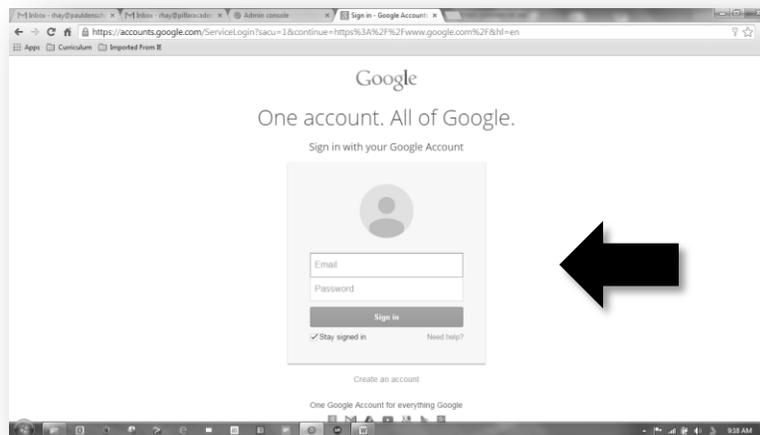
Each student is provided a Pillar Academy Online Gmail account after their enrollment has been approved. Your school Gmail account is to be used for school-related activities only. Students are required to communicate with all staff members, teachers and administrators via their school account.

Let's set-up your Gmail account:

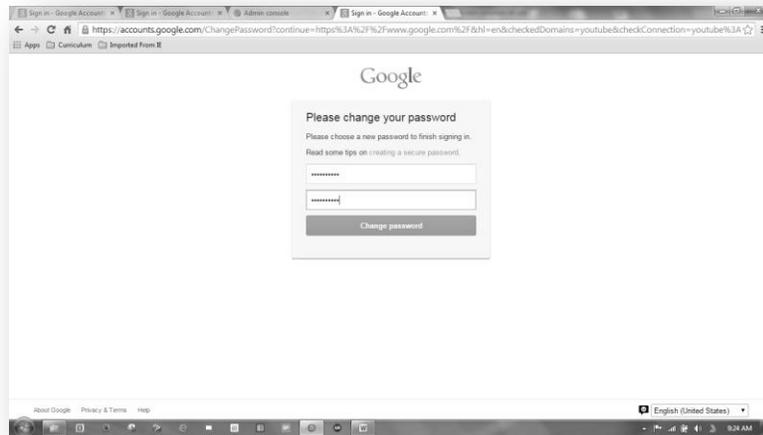
- Download the Chrome browser to your computer: open any browser and go to the following website to download: <https://www.google.com/chrome/browser/>
- After you have downloaded the Chrome browser, select the blue "Sign-In" button to activate your account.



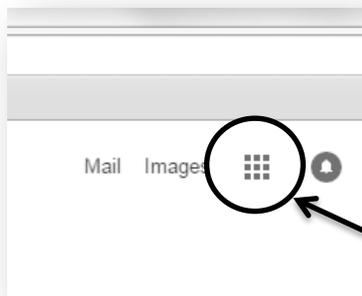
- Next, enter your email address (example: ssmith1234@pillaracademyonline.com) and your temporary password.



- You should be prompted to change your email account password.

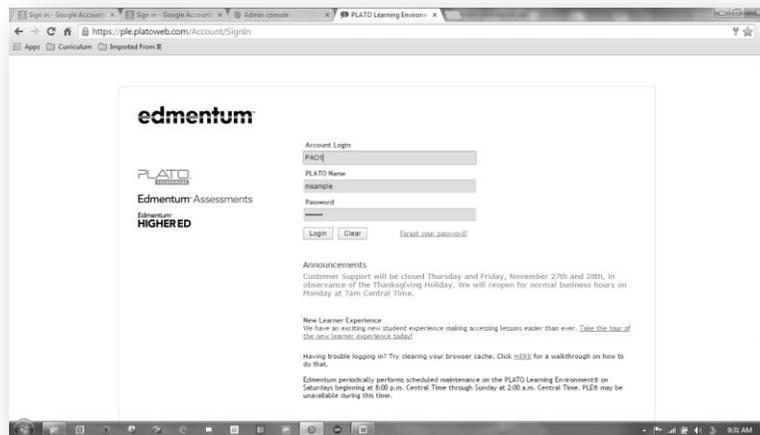


- Next, select the icon that looks like phone touchpad. Then, select "Drive". Follow any instruction that appear. Google Drive is where you can save your assignments and share documents.

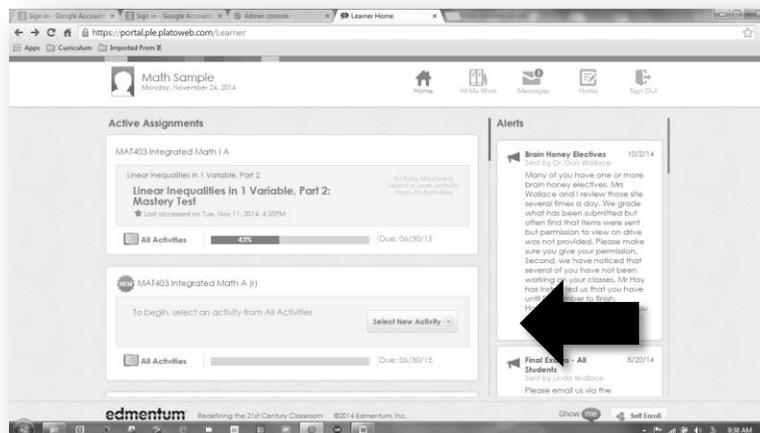


Next, let's access your PLATO Courseware account:

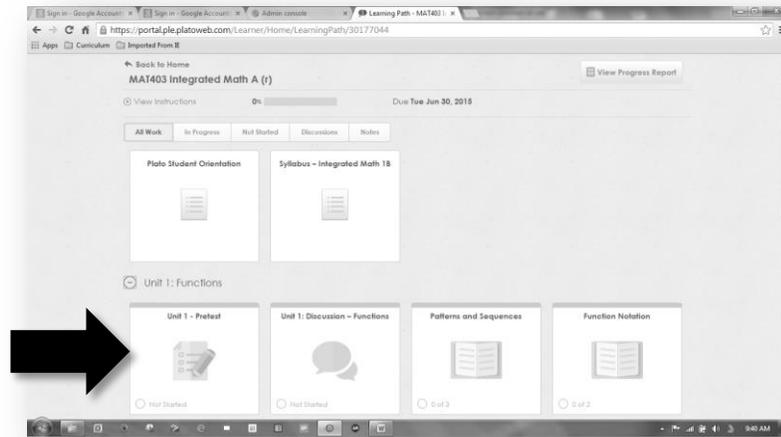
- Go to the following website to log-in to your PLATO account: <https://ple.platoweb.com/Account/SignIn>
- Your PLATO Account Logon is: **PAO1** ("P" as in Pillar, "A" as in Academy, "O" as in Online, and the number 1)
- Your PLATO name is your Universal User (Logon) Name included with this guide (cover page).
- Your PLATO password is your Universal User Password included with this guide (cover page).



- After you have logged-in, you will be able to access your courses and lessons. Below is a list of your teachers, their email contact information and PLATO support contact information:
 - Mrs. Cynthia Beverforden (Mathematics & AIMS Prep) cbverforden@pillaracademyonline.com
 - Mr. Paul Nugent (English, Social Studies & AIMS Prep) pnugent@pillaracademyonline.com
 - Mr. Mark Berry (Science) mberry@pillaracademyonline.com
 - Mr. Daniel Guzman (Spanish) dguzman@pillaracademyonline.com
 - Dr. Don Wallace (Support) dwallace@pillaracademyonline.com
 - Linda Wallace (Support) lwallace@pillaracademyonline.com



- Next, select any course assigned, review the course syllabus, and select “New Activity”. You will see your assignments and you may begin your course work. After you have completed and/or submitted an assignment, your next assignment may be locked. We lock these assignments until your previous work has been evaluated and your instructor approves your next assignment. Please allow up to 24 hours before emailing your teacher or Dr. Wallace requesting that a lesson/test be unlocked.

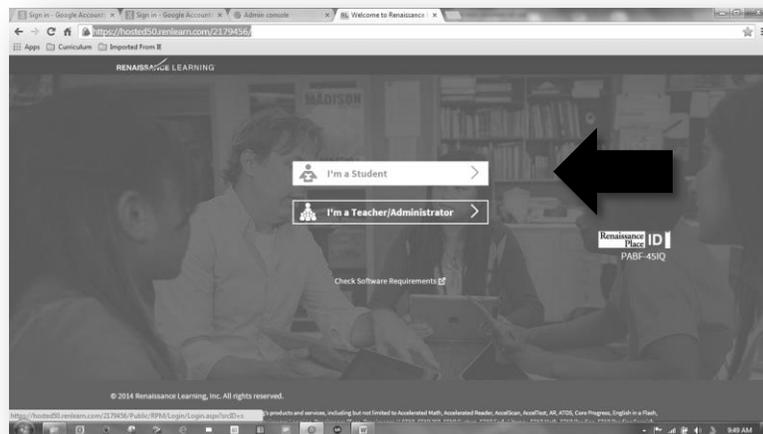


3

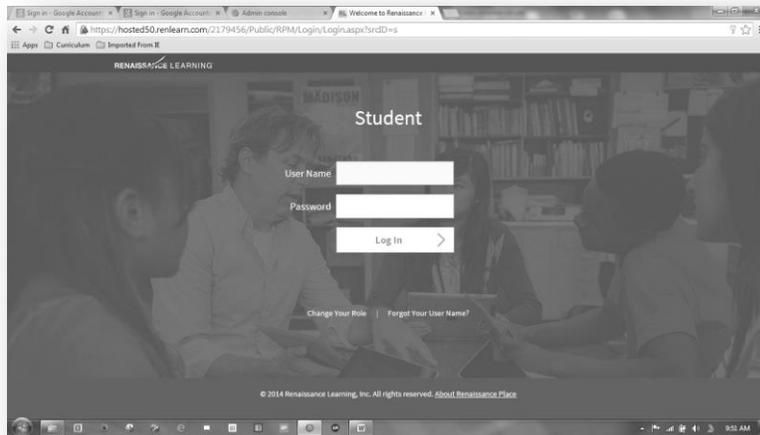
Taking the STAR Math Benchmark Assessment

Academic accountability is an important part of charter contract with the Arizona State Board for Charter Schools. We must provide valid and reliable data demonstrating that our students are growing academically year-after-year. Therefore, all students are required to take the STAR Math Benchmark assessment four (4) times annually. It is important that you try your best each time you take the assessment. We use the results of this assessment to track you progress in mathematics; place you in the correct mathematics course; and determine if a math tutoring program is in your best academic interests.

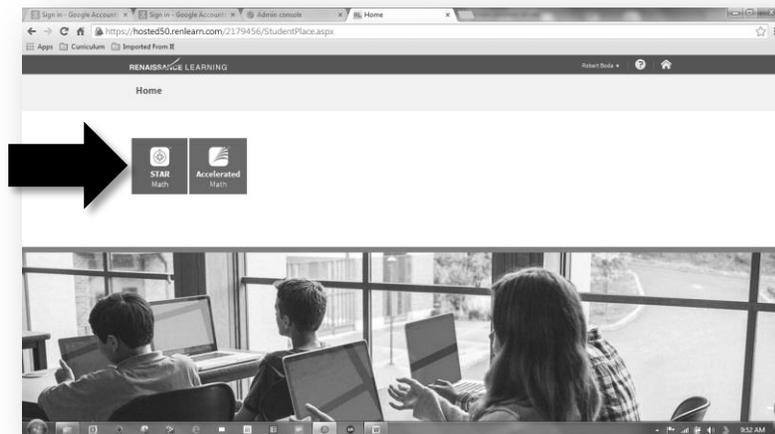
- We use this assessment to create a customized math tutorial program designed to quickly increase you math skills and better prepare you for the AzMERIT End-of-Course (EOC) assessments. Go to the following website: <https://hosted50.renlearn.com/2179456/> and select “I am a Student” to log-in:



- Enter you Universal user name and password.



- Select the blue box labeled "STAR Math" to begin the diagnostic assessment.



- Exit the program when you have finished the assessment.

3

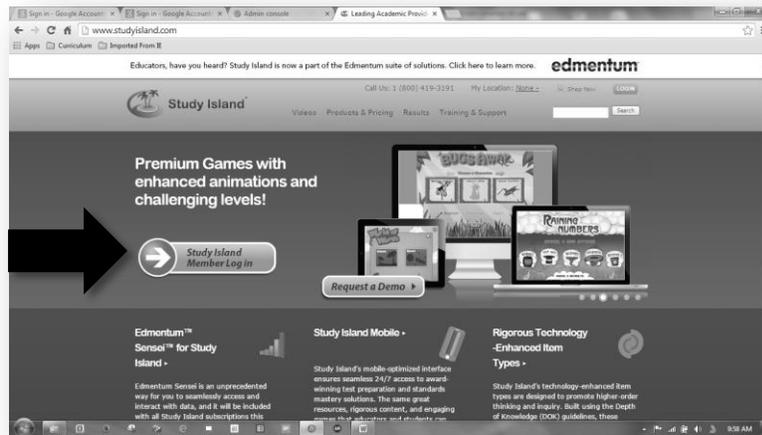
Your Study Island Account (AzMERIT EOC Prep)

Students enrolled in the following courses are required to take an AzMERIT End-of-Course assessment by the State of Arizona: English I, English II, English III, Algebra I, Algebra II, & Geometry. If you are enrolled in one or more of these AzMERIT-tested courses, you will be automatically enrolled in a companion course to assist you in the preparation of taking the EOC assessment. If you are not enrolled in an AzMERIT-tested course, your Study Island user information should still be active but you may not see any classes assigned to you.

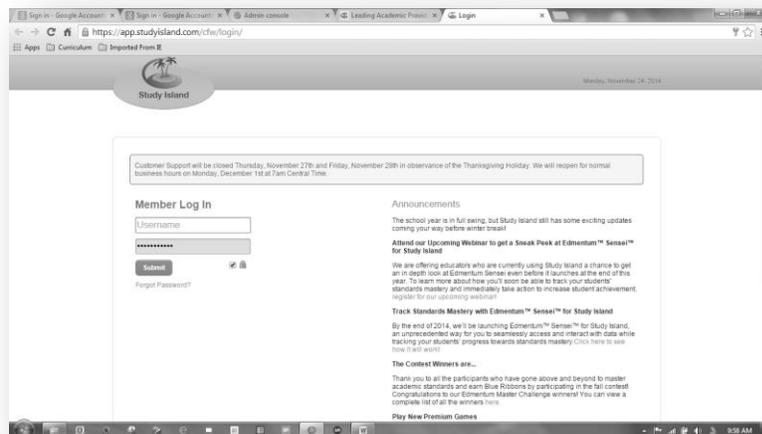
Students enrolled English I, II & III will use Study Island in conjunction with their PLATO English course. Upon successful completion of the Study Island program, the student will receive a 0.5 elective credit for the year.

Students enrolled in Algebra I, II & Geometry will use Study Island and Accelerated Math in conjunction with their PLATO Mathematics course. Upon successful completion of the Study Island and Accelerated Math programs, the student will receive a 1.0 elective credit for the year.

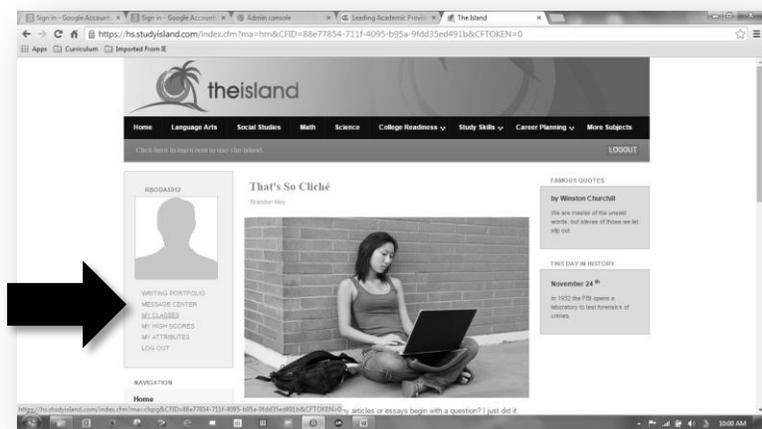
- Study Island is used as a preparation program to help you get ready for your AzMERIT EOC assessment. Go to the following website to launch the program: <http://www.studyisland.com/>
- Select the “Study Island Member Log-In” button.



- Enter your Universal user name and password to begin.



- On the right-hand menu bar, select “My Classes” to begin.



- You should see a list of your AzMERIT EOC-related courses in the drop-down box and available assignments. Your teacher will provide more direction on using Study Island.

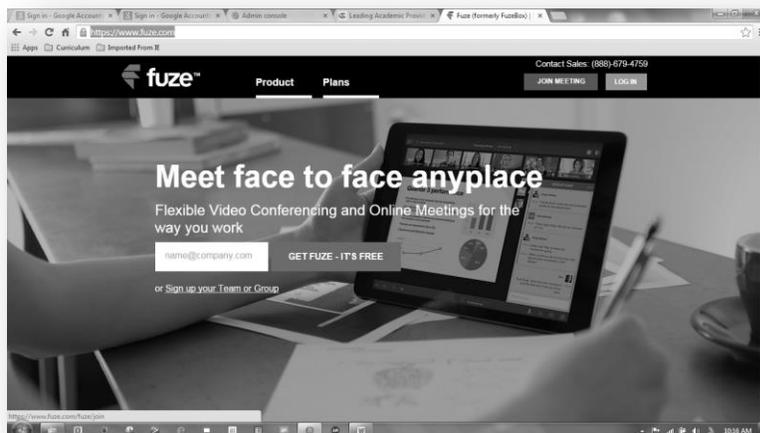


4

FUZE Live Video Tutoring

Most of your teachers provide live daily tutoring using Fuze Meeting. Your teacher will provide you with a meeting code inviting you to join the tutoring session. Your teachers will provide you with a link to each recorded lesson should you want preview it before starting your work. We recommend emailing your teachers when you need assistance. If they suggest a 1:1 video tutoring session, you will want to use Fuze Meeting.

- To begin, go to the following website <https://www.fuze.com/> and select the “Join Meeting” button. (Your teacher should give you a meeting code for class). Enter the meeting code and follow the on-screen instructions.



Weekly Time-Logs are an import document. You will need to enter any time you spend on your courses with the exception of your PLATO courses. Time spent working within PLATO is automatically tracked. However, you will need to log any time you spend on Study Island, Accelerated Math, reading, studying, or writing a paper.

A copy of the Weekly Time-Log should be available on your Google Drive. You can print a copy or complete the form online.

We recommend bookmarking the school's website and using our quick-links to access the various websites used for your courses. Go to <http://www.pillaracademyonline.com/> and select the "Student Dashboard" link from the menu bar.



Scroll down and you should links to many of the websites used for your courses.

