

Membership and Enrollment

How to create your primary account and student accounts How to enroll students in courses

<u>Start Here</u>

Scholars Online is a community of teachers and students. To provide a secure environment, we require that all users of our school site have login accounts as members. This includes advisors, teachers, parents, students, and alumni. In addition, each student must have at least one adult member (usually a parent) to sponsor the membership. This adult member will be responsible for fees, and will also be the primary contact if teachers need to consult someone about a minor student's performance.



Steps to enrolling a student in Scholars Online courses:

- ✓ Read about <u>Parent</u>, <u>Student</u>, or <u>Alumni</u> Activities and Responsibilities and the site <u>Terms of Use</u>.
- ✓ Create an adult membership by filling out a <u>Scholars Online Membership Request</u>.
- ✓ Click on the LOGIN link at the foot of any page to log into your new account using the username and password that you entered for the account. Logging in takes you immediately to your personal Account Management Center.
- ✓ Create one or more student memberships using the New Student Account button. After you successfully create the account, it will be listed below yours under "Manage Existing Account information".
- ✓ Click on the "Enroll" link for yourself or a student to enroll the student in Scholars Online courses. You will receive confirmation of your enrollment request by email.
- ✓ Click on the "Update" link to change a member's profile information.

Creating your primary account

1. Open a new Adult <u>Scholars Online</u> <u>Membership Request</u> by clicking on the "Becoming a Member" option under the ENROLLMENT Tab at the top of the display. On a table, use the Menu icon to expand the menu, click on ENROLLMENT, then select "Becoming a Member" from the dropdown menu.



AΩ SCHOLARS ONLINE

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New Adult Membership Account

Use this form to create an independent or sponsoring adult new membership account. Once you have created your adult account, you can use its forms to create accounts for the students you will sponsor. All minor students (anyone under 18 years of age) must be sponsored by an adult.

If you have a non-US phone number, enter 111-1111 in the Home Phone field and add your phone number to comments in the general circumstances field below.

Creating your primary account

2. Review the New Membership Request page. Read about your responsibilities and privileges to use this site when you become a member. You should see a URL that exhibits a lock icon in your browser URL window. All communication between the Scholars Online server and your browser is now encrypted for your security. Then scroll to the bottom of the page to fill out the New Adult Request form (further instructions on next slide).

www.scholarsonline.org

	Middle Initial	
Street Address, including A	Apartment Number	Home Phone 123-456-7890
City		Date of Birth (before 01/31/2007 for Adu membership)
		01/31/2007
State or ProvinceCountry USA	ZIP or Postal Code	Gender: (Male 🛟
Email Address (must be un Requested username (lowercase)	ique for each member) Password	Re-enter Password for validation
Educational Affiliation:	Highest Grade Level Achieved:	Year you graduated or will graduate:
		Use default value " N/A " if year is not listed.
Please let us know any ger also be able to enter inform the "Email Us" optior	neral circumstances we need to consider ation for a specific student when you cr at the bottom of this page to contact us	r in teaching you or your students online. You eate student records. If you prefer a phone call s and suggest an appropriate time to call you.

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Creating your primary account

3. Fill in the information we will use to identify and contact you.

Your first and last names: Your middle initial is optional. If you use two first names, put them both in the first name section.

Your title: This is how you want us to address you in formal correspondence.

Your address: Please enter your complete mailing address. We will send transcripts and if you request them, paper statements of your account status to this address. Teachers may send progress reports or other academic information here.
Your phone number: Please enter a phone number where teachers and administrators may reach you if a situation is urgent.
Your gender: We want to refer to you properly in chat and email!
Your date of birth: We need to have a statement that you are of legal age to negotiate a contract.

Title: Mr. 😳	First Name	Last Name
	Benjamin	Franklin
	Middle Initial F	
Street Address, including A	partment Number	Home Phone
322 Market Street		555-555-1212
City		Date of Birth
Philadelphia		05 / 05 / 1950
State or ProvinceCountry	ZIP or Postal Code	
PA USA	13139	Gender: Male

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Creating your primary account

4. Fill in the information you will use to log into Scholars Online resources.

Email Address (must be unique for each member) bfranklin@franklincourt.org				
Requested username	Password	Re-enter Password for validation		
(lowercase)	•••••	•••••		
benfranklinsr				

Your email address: You must enter a unique email address for each member. We accept information sent from an email address as "electronically signed" by the Scholars Online member who owns the account email address. Do not allow other Scholars Online members to use this address to contact us.

Your username: This can be any combination of letters and numbers, lowercase, up to 25 characters long. It may be publicly displayed in chat sessions and bulletin board threads.

Your password: This can be any combination of letters and numbers, up to 25 characters long. It display as a set of asterisks as you type it in. You will need to enter it a second time to verify that you typed it in correctly. We can reset your password but we cannot retrieve it.



Creating your primary account

5. Select your membership type and tell us something about your background.



Educational affiliation: Please let us know if you are homeschooled, or attending public or private schools at any level, including college.

For students, the next two entries are critical. Teachers use these values to assess performance.

Highest Grade Level Achieved (to date): Enter your current grade level when you become a member. This value will not change.

Enter the year you plan to graduate: We use this information to calculate current grade levels and to give you the best advice for planning your curriculum.

Creating your primary account

6. Complete the special circumstances and the anti-robot keyword, then submit your application.

Special circumstances: Use this space to tell us any other information you think would be useful in helping support your online education, including additional contact information if the existing membership request form fields don't accept your information. The field can be expanded if necessary. Please let us know any general circumstances we need to consider in teaching you or your students online. You will also be able to enter information for a specific student when you create student records. If you prefer a phone call, use the "Email Us" option at the bottom of this page to contact us and suggest an appropriate time to call you.

We must travel frequently in support of American independence efforts and need a mobile educational option for our family. Internet activity on trans-Atlantic vessels may be intermittent, but we should have email when we reach Paris. Our son Will is dyslexic and has trouble reading formula.

When you are finished entering data and the security term, use the **Continue** button to submit your request.

Help us prevent fraudulent entries from automated hacker programs. Please enter the following term or phrase

SO2017

into the text box:

Continue

Creating your primary account

- 7. If you make an error in formatting or leave out a required field, the form will prompt you to enter the data correctly.
- 8. If there is an issue with your chose username or email, you will receive a report and a request to return to the form to make a different entry.





If you need to return to make corrections before your request has been entered in the database, you will need to retype the password and its confirmation.

AID SCHOLARS ONLINE

You are not logged in

Your data will display on the screen once it has been successfully entered in the database. If you have made an error or need to revise the information later, you may log in and do so for any information except your password and username.

ACCOUNT CREATION / UPDATE CONFIRMATION

Congratulations! The account was successfully created. Please review the information below. This is the information as it appears in the Scholars Online database.

You should write down your username and password and keep it in a safe place. This password is stored in our database in encrypted form, and we cannot recover it. If you forget your password, email us and we will issue a temporary password to your account email. Remember that it is a violation of our account policy for students to have access to their parents' Scholars Online password or email.

First Name and MI	Last Name			
Benjamin	Franklin			
F				
Apartment Number	Home Phone			
	555-555-1212			
	Date of Birth			
	1950-05-05			
ZIP	Gender			
13132	М			
org				
You may not change your passw	vord from here!			
benfranklinsr				
Membership Type: Educational affiliation: HomeschoolYear you plan to graduate Adult Grade Level: None from high school: N/A				
We must travel frequently in support of American independence efforts and need a mobile educational option for our family. Internet activity on trans-Atlantic vessels may be intermittent, but we should have email when we reach Paris. Our son Will is dyslexic and has trouble reading formula.				
	First Name and MI Benjamin F Apartment Number ZIP 13132 org You may not change your passw Educational affiliation: Homesc Grade Level: None y in support of American indeper r family. Internet activity on trans- id have email when we reach Par			

You may now use the LOGIN Drop-down menu Parent Account Option or the LOGIN link below to log into your new account.



Logging into Scholars Online

10. Once you have created your account, you need to log in. Use the footer LOGIN link to open the Login page. Enter your username and password, and either use Carriage Return or click on the Login button to log into the Scholars Online Membership site.

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SCHOLARS ONLINE MEMBER LOGIN

Adult and Alumni members may log in here to retrieve account information, correct member profiles, create new memberships for dependents, and enroll themselves or their dependents in courses.

Students should use the Moodle Login link at the left to log in to the Moodle and manage their personal information and email addresses from there. Login is also required for students making recommendations in the Bookstore.

Username	
Password	
Login	

Your Account Management Center

11. Each member, adult or student, has an account management center available at login. For adults and sponsors, the center lists all associated accounts, and provides buttons that allow you to enroll in classes or update contact information for yourself or sponsored minors.

Student accounts will show only student transcript, schedule, and textbook information.

SCHOLARS ONLINE ACCOUNT FOR BENJAMIN FRANKLIN

Please let us know how you found Scholars Online by filling out a short (2 question) survey. Your input will help us save advertising dollars, which we can then use for scholarships.

Referral Survey

Manage Account Information for Members

To drop or change enrolled courses, notify the Accounts Administrator.

When you select the Update Account button, the user's information will appear at the bottom of the page. Scroll down to make necessary changes or review information you have entered about this student.

Member: Benjamin Franklin

Enrollment History and Current Enrollment Status

This member has not enrolled in any courses.

Enroll Benjamin in Courses

Update Benjamin Account

Not yet a member for enrollment year 2023



Creating a student account

- 13.Most fields on the student membership request are similar to fields on the Adult Membership Request form. There are some differences, however:
- **Passwords**: You may not enter passwords for student accounts at this time. Passwords will be sent to students when their membership fee has been paid.
- **Sponsor information**: You must enter your own username and password again to electronically "sign" for the student account.in the fields below the Membership Tye: Student block. In doing so, you accept financial responsibility for membership, registration, and tuition fees associated with the account, and indicate that you will supervise the user.



Enrolling students in courses

ACCOUNT CREATION / UPDATE CONFIRMATION

Congratulations! The account was successfully created. Please review the information below. This is the information as it appears in the Scholars Online database.

As the sponsor for this account, you will manage the contact and enrollment data for this student. Student passwords to the Moodle will be sent when student membership has been paid.

Title: Mr. First Name and MI Last Name Franklin Roger F Street Address, including Apartment Number Home Phone 322 Market Street 555-555-1212 City Date of Birth Philadelphia 2010-12-01 ZIP State Country Gender 13132 PA USA М Email Address rogerfranklin3@gmail.com Requested username: You may not change your password from here! rfranklin3 Membership Type: Educational affiliation: HomeschoolYear you plan to graduate Student Grade Level: 7 from high school: 2029 Additional information:



14. Once your student account is created, you will see a confirmation page. You can either use the button at the bottom of the confirmation window, or return to the Account Management Center to enroll the student in courses. Click on the "Enroll <studentname> in Course" button to bring up the available courses for the current school year.



Return to Memberlist without Enrolling

Enrolling students in courses

17.You will now see only the courses you have checked, listed with the title, section number, instructor, and tuition. You should, if possible, enter a description of the student's background preparation for the course. When you have finished, click on "Enroll <STUDENT> with these courses" to complete enrollment. If you want to know more about the course, click on the course name.

Term	Course • Section	Instructor	Tuition
Fall/Spring 2023	World Literature • Section: 1	A. Dascalu Nelson	\$600.00
Please enter stude	ent's background for this course, especially prerequisites or indicates teacher's permis	if the course description sion is required.	describes
Fall/Spring 2023	Geometry • Section: 1	A. Mabbott	\$500.00
Please enter stude	ent's background for this course, especially prerequisites or indicates teacher's permis	if the course description sion is required.	describes
	Enroll Roger Franklin with these co	burses	
	Cancel - Return to Enrollment Op	tions	
	Use your browser back button to return to th page with courses still selected. You may char selection in either case.	e enrollment nge your	

Cancel and Go to Account Home

CONFIRMATION OF ENROLLMENT REQUEST FOR ROGER F FRANKLIN

Your request for enrollment has been entered in our database, and an email confirming your request has been sent to the email address in our records. We will forward the information you have provided to the respective teachers so that they can confirm your enrollment request.

Roger F Franklin • Parent Memberid: 9159602 Sponsor: Benjamin Franklin Account: benfranklinsr

Invoice for Summer 2023 and Fall 2023— 2024 courses

	Fee	s			
Charges for Membership fee for e year is due Registration fee for 2 due	enroll 023 is	Amount Due	\$ 25.00 \$ 30.00		
	Tuiti	on			
World Literature • Section 1 • A Dascalu Nelson • \$ 600.00	Enroll Reque	ment status: sted		Paid: \$ 0.00	\$ 600.00
Geometry • Section 1 • A Mabbott • \$ 500.00	Enroll Reque	ment status: sted		Paid: \$ 0.00	\$ 500.00
Total tuition and fees for Roger F Franklin: [Total is for this student only and does not in a minor.]	clude s	ponsor members	hip fees, if s	tudent is	\$ 1,155.00

You may return to your Account Management Page to continue entering student information and enrollments, or to examine the new charges on your invoice.

Return to Account Management Page

Enrolling students in courses

18.Enrolling the student enters your selections in the course enrollment database. You will now see an invoice of the courses you selected, and the student's enrollment status (" Requested") for each course that you just added to the student's curriculum.

Dear Benjamin Franklin:

We have received a new or updated
Membership fee for 2023 is due:enrollment for your student, Roger F Franklin
\$25.00Registration fee for 2023 is due:\$30.00

Course: World Literature Section: 1 - A Dascalu Nelson Enrollment status: Requested Tuition charged: \$ 600.00 Amount paid or credited for this class: \$ 0.00 Amount due for this class: 600.00 Background information you gave:

Course: Geometry Section: 1 - A Mabbott Enrollment status: Requested Tuition charged: \$ 500.00 Amount paid or credited for this class: \$ 0.00 Amount due for this class: 500.00 Background information you gave:

Total tuition, membership, and registration due for Roger F Franklin: \$1,155.00

- 19. After your request entered, you will need to pay for membership, registration, and tuition. You will receive an invoice by mail for each student after each enrollment.
- Annual membership fees for each member, including the sponsoring Adult account, at \$25.00 per year per member. Membership fees cover access to the public Moodle bulletin boards and any school-wide chats, as well as Adult account access, and an orientation to the Moodle site.
- Annual registration fees at \$30.00 per year per enrollee, for each member enrolling in courses. Registration fees covers the costs of Moodle course access and transcript retention. One registration fee covers all courses for an entire calendar year, including both summer and academic year terms, and orientation to the course modules available on the Moodle.
- Tuition fees for each course, as set by the course instructor.

20.Teachers will review the requested enrollments, and in most cases, confirm them within several days. If there are questions about the student's preparation for a course, the teacher will contact you at the email address that you supplied for the primary Adult account. When you return to the Account Management Center, you will now see the courses you selected listed below the student name, along with the enrollment status. When the teacher accepts the student to the course, the "Requested" value will turn too "Enrolled".

Enrolling students in courses

Member: Roger Franklin

Enrollment History and Current Enrollment Status

- 2023/2024 Geometry
- 2023/2024 World Literature

Requested Requested

Enroll Roger in Courses

ONLINE INVOICE

21.Your enrollment and invoice data is always available from your Account Management Center. Use the "Invoice Review" button to access your invoice statement for the *current* enrollment year. Use the "Summary Invoice" statement to review our records for payments in previous years.

Invoice and Payment Options

Invoice for 2024-2025

Invoice for 2023-2024

Invoice for Prior Years

A Brief Note on Payment

- Your current invoice is always available from your Account Management Center. It shows your charges by student and course, and any payments you've made.
- From the Invoice page, you can make payments online through PayPal using your own credit card, even if you don't have a PayPal account. You can also pay by check or by Zelle.
- For details on how to read your invoice and make payments, see the <u>step-by-step invoice</u> <u>and payment instructions</u> below your name on your Invoice statement at your Account Management Center.

2023 INVOICE FOR BENJAMIN FRANKLIN

[Click here for step-by-step instructions on how to read this invoice and make payments]

Account Payment Status					
Member: Benjamin Franklin (Adult) Membership dues (Adult Fee: \$25.00) [\$ 0.00 paid for new m due when enrollment opens]	nember;	Members	hip Due: \$ 25.00		
This member is not currently enrolled in any courses for the	2023 sumr	ner or aca	demic year.		
Membership, Registration, and Tuition	Benjami Franklin	n I:	Total: \$ 25.00		
Member: Roger Franklin (Student) Membership dues (Student Fee: \$25.00) [\$ 0.00 paid for new due when enrollment opens]	member;	Membersl	nip Due: \$ 25.00		
Registration fee \$30.00 due		Registrati	on Due: \$ 30.00		
Year, Class, Section and Status	Tuition	Credits	Amount		
			Due		
2023 World Literature • Section 1 • Requested	\$ 600.00	\$ 0.00	\$ 600.00		
2023 Geometry • Section 1 • Requested	\$ 500.00	\$ 0.00	\$ 500.00		
Membership, Registration, and Tuition	Roger Fr	anklin:	Total: \$ 1,155.00		
Payment History: Date Payment Received	Туре		Amount		
No payments received for benfranklinsr enrollment year 2023.	the current				
Current Year Special Credits: Reason	Recipien	ıt	Amount		
No special credits for the current enrollment year.					
Total Charges:			\$ 1,180.00		
Total Credits Applied:			\$ 0.00		
Total Payments To Date:			\$ 0.00		
Outstanding Amount Due:			\$ 1,180.00		

Other Information on your AMC Page

You many have noticed that you have other buttons on this page.

You can list the current transcript for each student. The school will be happy to send a formal transcript on school letterhead at no charge.

You can also look at his or her schedule relative to other courses so that you can easily discover conflicts or determine remaining options..

You can also get a consolidated list of all the texts required for all your students.



Required texts for Students

Individual Student Schedule Page

Academic Year Schedule 2023/2024

Courses marked with an asterisk (*) start or end on the quarter hour. Sections are given in parentheses.

Start Time Eastern	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM	Latin1_23 (1)	Latin1_23 (2)	Latin1_23 (1)	Latin1_23 (2)	
9:30 AM	Latin1_23 (1)	Latin1_23 (2)	Latin1_23 (1)	Latin1_23 (2)	
10:00 AM	Latin1_23 (1)	Latin1_23 (2)	Latin1_23 (1)	Latin1_23 (2)	
10:30 AM	Latin2_23 (1)	Latin2_23 (2)	Latin2_23 (1)	Latin2_23 (2)	
11:00 AM	Chemistry_23 (1) Geometry_23 (1) Latin2_23 (1) Latin4_23 (1)	Biology_23 (1) Latin2_23 (2) MedievalLatin_23 (1)	Chemistry_23 (1) EngLit_23 (1) Geometry_23 (1) Latin2_23 (1) WorldLit_23 (1)	Biology_23 (1) Latin2_23 (2) Latin4_23 (1)	Geometry_23 (1) NatSci1_23 (1)
11:30 AM	Chemistry_23 (1) Geometry_23 (1) Latin2_23 (1) Latin4_23 (1)	Biology_23 (1) Latin2_23 (2) MedievalLatin_23 (1) Plickens_23 (1)	Chemistry_23 (1) EngLit_23 (1) Geometry_23 (1) Latin2_23 (1) WorldLit_23 (1)	Biology_23 (1) Fairy Iales_23 (1) Latin2_23 (2) Latin4_23 (1)	Geometry_23 (1) NatSci1_23 (1)
12:00 PM	Chemistry_23 (1) Latin4_23 (1) PreCalcTrig_23 (1)	Biology_23 (1) MedievalLatin_23 (1) Plickens_23 (1)	Chemistry_23 (1) EngLit_23 (1) PreCalcTrig_23 (1) WorldLit_23 (1)	Biology_23 (1) FairyTales_23 (1) Latin4_23 (1)	NatSci1_23 (1) PreCalcTrig_23 (1) Reasoning_23 (1)
12:30 PM	PreCalcTrig_23 (1)	Plickens_23 (1)	PreCalcTrig_23 (1) WorldLit_23 (1)	FairyTales_23 (1)	PreCalcTrig_23 (1) Reasoning_23 (1)
1:00 PM	Algebra2_23 (1) WLit2Dante_23 (1)	Astronomy_23 (1) SeniorEng_23 (1) Plickens_23 (1)	Algebra2_23 (1) AmLit_23 (1)	FairyTales_23 (1) NatSci2_23 (1) SeniorEng_23 (1)	Algebra2_23 (1)

Courses students are enrolled in show up in bold. This makes it easy to see when you have double-booked your student, and what other options are available.

Required Textbooks for all of your Students

Textbooks are listed by student and course. Recommended and optional texts are tagged. Clicking on the display link will switch from the list to a graphic display showing the covers. Click on the text link will take you to the Amazon store where you can purchase the text (unless it is unavailable there).

When you buy your textbooks through the Scholars Online Amazon Associates store, all profits are donated to the scholarship fund. This is a great way to benefit the school and students in need. STUDENT TEXTBOOK REQUIREMENTS FOR 2023 SUMMER AND FALL COURSES

As an Amazon Associate, Scholars Online earns income from qualifying purchases, which is deposited to our Scholarship fund. We encourage to buy your Scholars Online texts (and other Amazon purchases) through our bookstore links to help fund scholarships for needy students.

Switch Display Modes

- Show Textbook Covers and Prices (takes time to load)
- List titles and full descriptions with links to Amazon (Faster)
- List titles and authors only

Switch Display Type

2023 Courses and Textbooks for Roger Franklin

 Geometry
 Instructor: Art Mabbott

 RequiredDiscovering Geometry
 Michael Serra

 Notes:
 ISBN 13: 978-1-4652-5505-1

 World Literature
 Instructor: Alexandra Dascalu Nelson

 RequiredWorld Literature
 Susan Wittig Albert, Richard Cohen, Rose Sallberg Kam, David Adams Leeming, Thomas Monsell, Carroll Moulton, Susanna Nied, Eileen Hillary Oshinsky

 Notes:
 Notes:

Be sure to obtained the revised edition as specified by the ISBN. Copies are available used at ridiculously low prices: do read the descriptions of their condition to avoid getting something that is just falling apart.

Changes to Enrollment

If you need to drop or withdraw a student from a requested course, or one in which he is already enrolled, please email the accounts administrator by clicking on the link below your enrollment information.

You cannot drop classes directly from your Account Management center.

The Accounts Administrator will complete the change, credit your account, and notify the instructor.

Manage Account Information for Members

To drop or change enrolled courses, notify the Accounts Administrator.

When you select the Update Account button, the user's information will appear at the bottom of the page. Scroll down to make necessary changes or review information you have entered about this student.



Questions? Concerns? Changes

There are many ways to contact Scholars Online administration and teachers.

1. Use the "Support" link in the "About Us" dropdown menu find out how to contact us for specific inquires about academic policies, billing, account access, curriculum planning, or technical problems with Moodle access. With this information you can email administration, accounting, technical, and academic support; mail paperwork to administration, or phone technical and academic support.



- 2. Use the teacher's name in any course description or the teachers biography page to contact a teacher with questions about course content.
- 3. Use the FOOTER links on any page to email the administration office or the Webmistress with issues.

HOME1 MOODLE1 LOGIN1 LOGOUT1 MAILING LIST1 EMAIL US1 WEBMISTRESS