SCHOLARS ONLINE

Parent Accounts

How to use the Scholars Online website and your Parent Account to monitor your student's work.

Click on the page, use N or → to advance to the next slide.
Use P or ← to return to a previous slide.
Type a number to advance to that specific slide.

SCHOLARS ONLINE

This guide has three parts:

1. [Slide 3] An overview of the information available from your parent account (Account Management Center).
2. [Slide 14] An overview of other resources at the Scholars Online website, including the Bookstore and SO Policies.
3. [Slide 23] A brief introduction to the Moodle resources available to parents.

This is by no means a complete guide to everything at the SO site. Other guides are available to help you actually create memberships, enroll students, and make payments, and for you and your students to use the Moodle:

- Enrollment Guide
- Payment Guide
- Student Moodle Guide

We encourage you to also check the FAQs page for questions other parents have asked, and to let us know if you can't find information you need to help you make decisions about enrolling at Scholars Onine.

SCHOLARS ONLINE

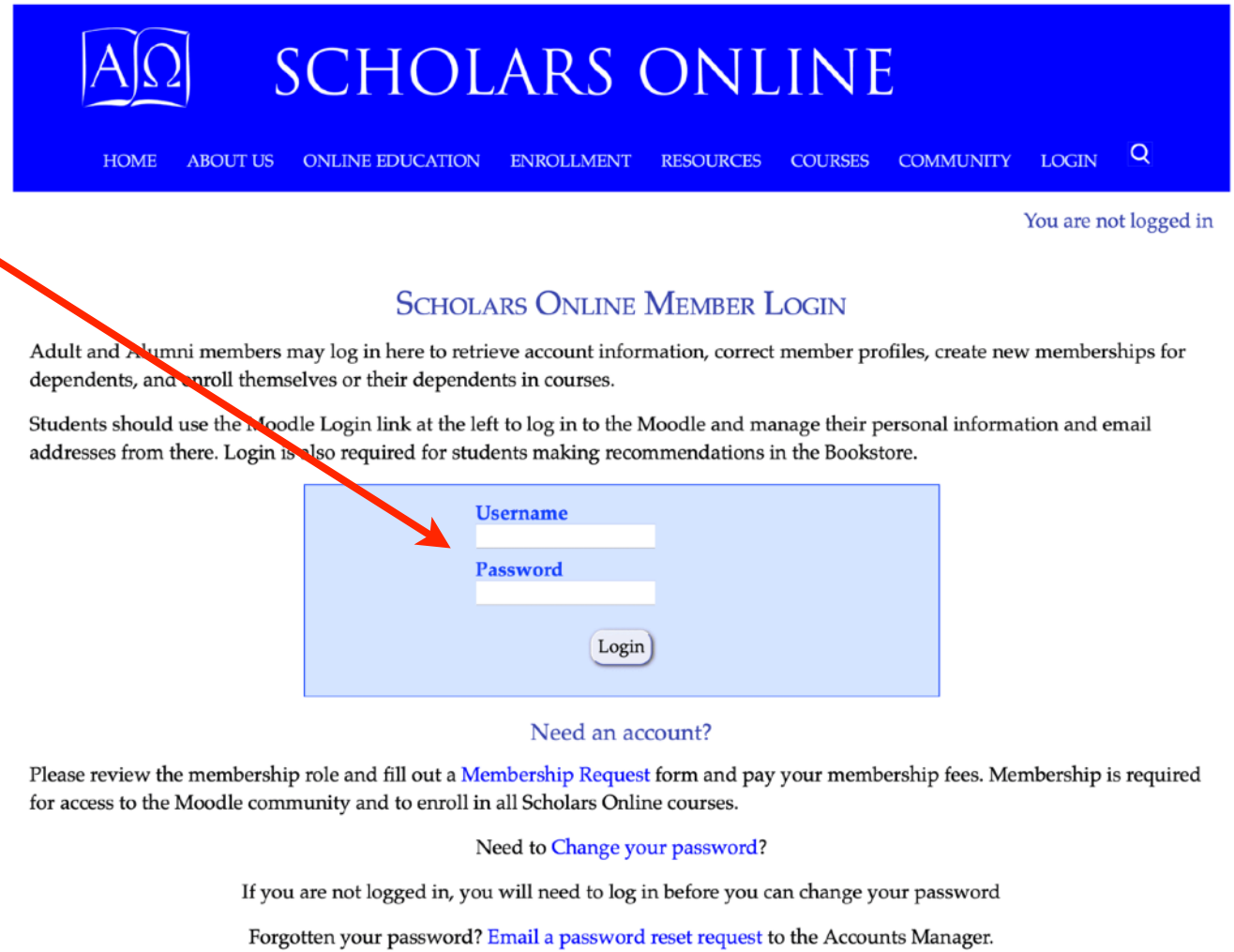
When you join Scholars Online, you create a parent or adult sponsor account, and student accounts. You can enroll your sponsored students and yourself in any course. Once you pay your membership fee for the year, you also gain access to the Moodle, where many teachers keep their materials for students, including assignments, quizzes, and grades, and where the administration supports orientation courses and some discussion courses. You log into each of these by clicking on the appropriate Login option from the SO Home Page.

I. 1: Logging in

SCHOLARS ONLINE

To log into your parent account, enter the username and password you selected. These passwords are encrypted before entry into our database, so we cannot recover them for you. Our policies require that you keep this password secure from your students, so that any communications we send or receive from you are properly identified

NOTE: You can change your existing password if you know it, or ask for a temporary password from the Moodle Login page.



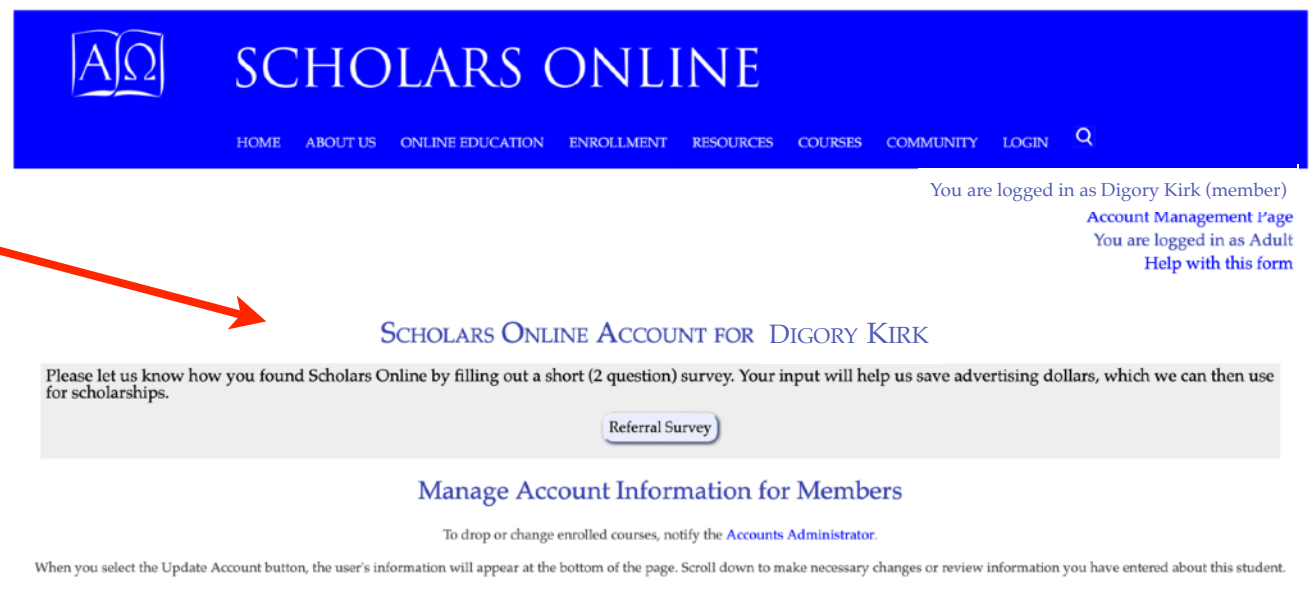
I.2: Logging into a Parent Account

SCHOLARS ONLINE

When you first log into your Parent account, you have the opportunity to tell us how you heard about us by completing the referral survey. This helps us plan our advertising budget. Once you complete the referal, this link turns into a thank you message.

You can enroll in courses for your self.

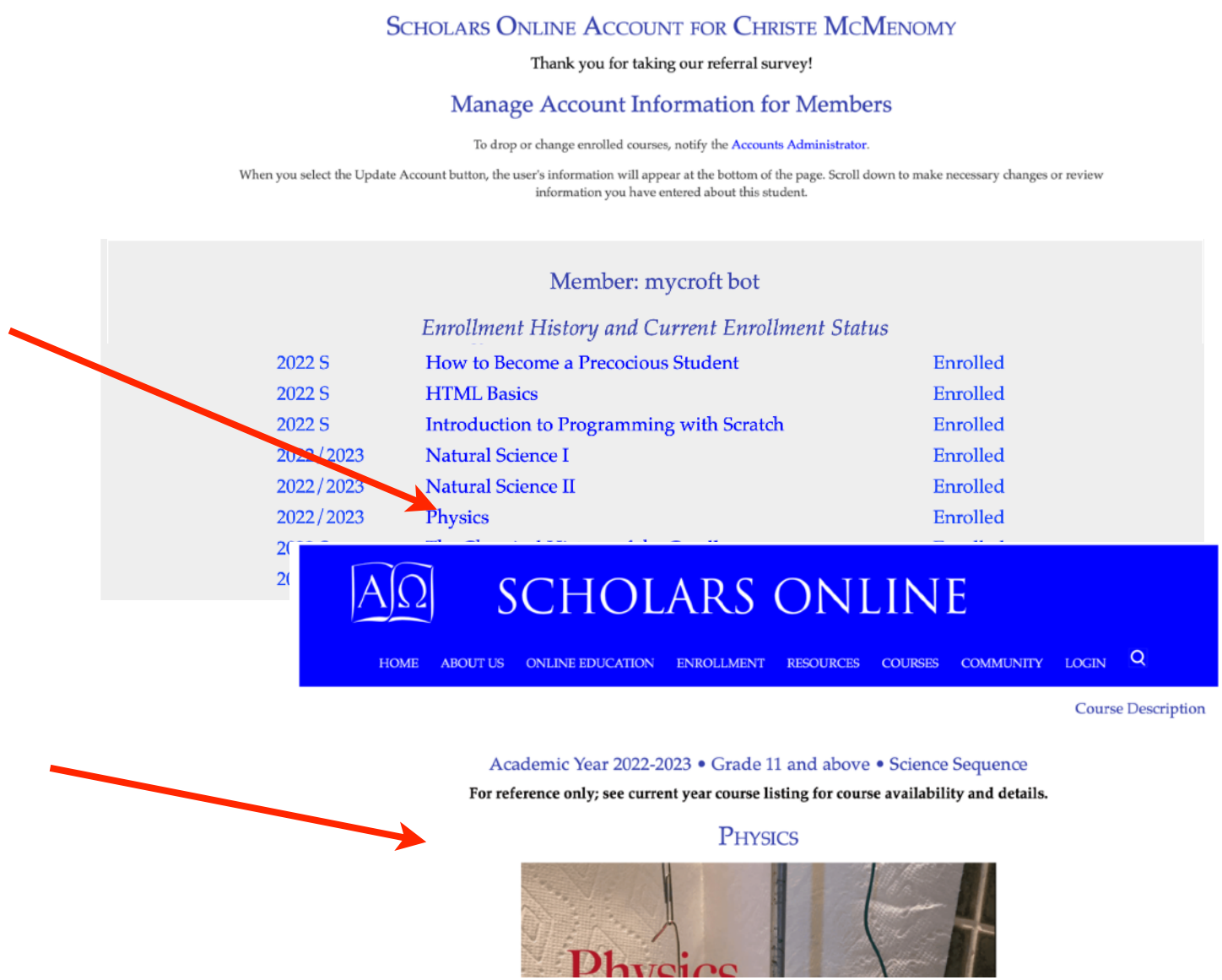
Note: Modifying your own information, entering student information, and enrolling students in courses is covered in the Membership and Enrollment Guide.



I. 3: The Account Management Center (Parent Home Page)

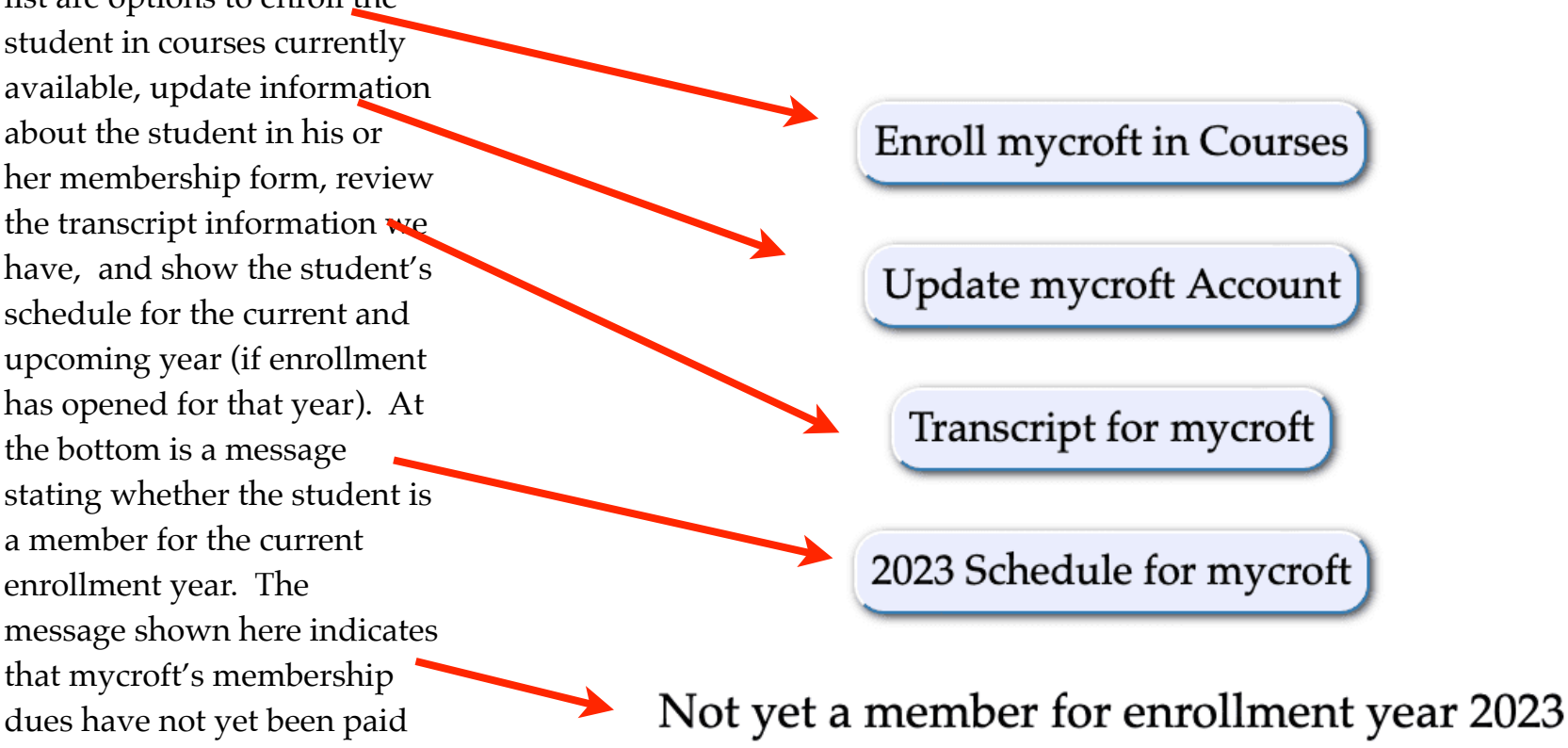
Once you've enrolled your student in courses, those courses will list in your account. You can review the information about any course by clicking on the little arrow next to the course name. This will open a new tab or window with the course description, including the teacher's name.

You can click on the teacher's name in the course description to email the teacher. This allows you to contact your student's past teachers for information about the course if you have questions at a later time.



I. 4: Student Course List

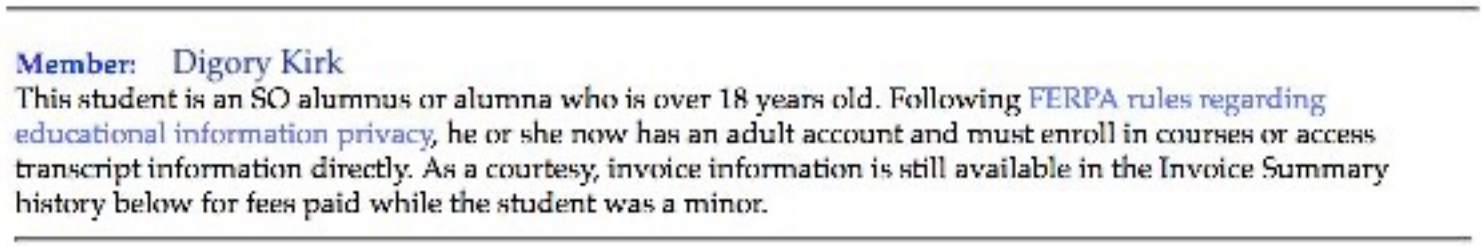
Below the student's course list are options to enroll the student in courses currently available, update information about the student in his or her membership form, review the transcript information we have, and show the student's schedule for the current and upcoming year (if enrollment has opened for that year). At the bottom is a message stating whether the student is a member for the current enrollment year. The message shown here indicates that mycroft's membership dues have not yet been paid for the current academic year.



I. 5: Student Information Options

If you have an older student who has reached the age of 18, you may see a notice like this in your parent account. Privacy rulings by the Federal government require us to protect the information of students over 18 from everyone -- including the student's own parents -- unless we have written consent. This student will be able to login as an adult using the parent login to see his or her own academic records.

All payment information for this student will still show on your invoice records, however.



Clicking on the Show Transcript button displays the student's complete transcript for all courses taken at Scholars Online. Not all teachers post midyear grades, but if you need grades to meet your local state or school district homeschooling requirements, let the teacher know, and he or she will post the grades.

Final grades are posted by July 1 following the academic year.

You should review the transcript information periodically to make sure that it is complete and correct. Notify the reporting teacher if you have questions about the grade they have reported, and the administrator if you have issues with the reported grade.

If you need formal transcripts for jobs, driver's licenses, special interest camp, scholarship applications, public or private school transfers, or college applications, simple email us at accounts@scholarsonline.org with the addresses and deadlines when the transcripts are due. There are no fees for a "reasonable" number transcripts -- these are covered by your registration fee. We will try to mail transcripts within 48 hours of your request, but the US Post Office can take up to two weeks for delivery, so please let us know at least three weeks in advance of any due dates.

We can also send you an official transcript PDF with a signed cover letter if the institution will accept this form.

Class	Status	Midyear Grades			Final Grades		
		Letter Grade	Numerical Grade	Comment	Letter Grade	Numerical Grade	Comment
Algebra 1	Enrolled	*0*	-	*No comment submitted*	0	-	*No comment submitted*
AP Physics 1 and AP Physics 2 Combination	Enrolled	0	-	*No comment submitted*	0	-	*No comment submitted*
Astronomy	Enrolled	C	69.00	mycroft struggled with basic terminology, and missed many quizzes.	B	82.00	mycroft studied much harder this term, did well on quizzes and wrote two superb essays for his final. He completed 14 of the assigned labs. Lab credit granted.
Greek II	Enrolled	*0*		*No comment submitted*	0		*No comment submitted*

Clicking on the student's schedule button opens a new display similar to the Academic Schedule display. Courses your student enrolled in are shown in bold; other courses offered are shown dimmed out. Clicking the arrow next to the course will take you to the course description.

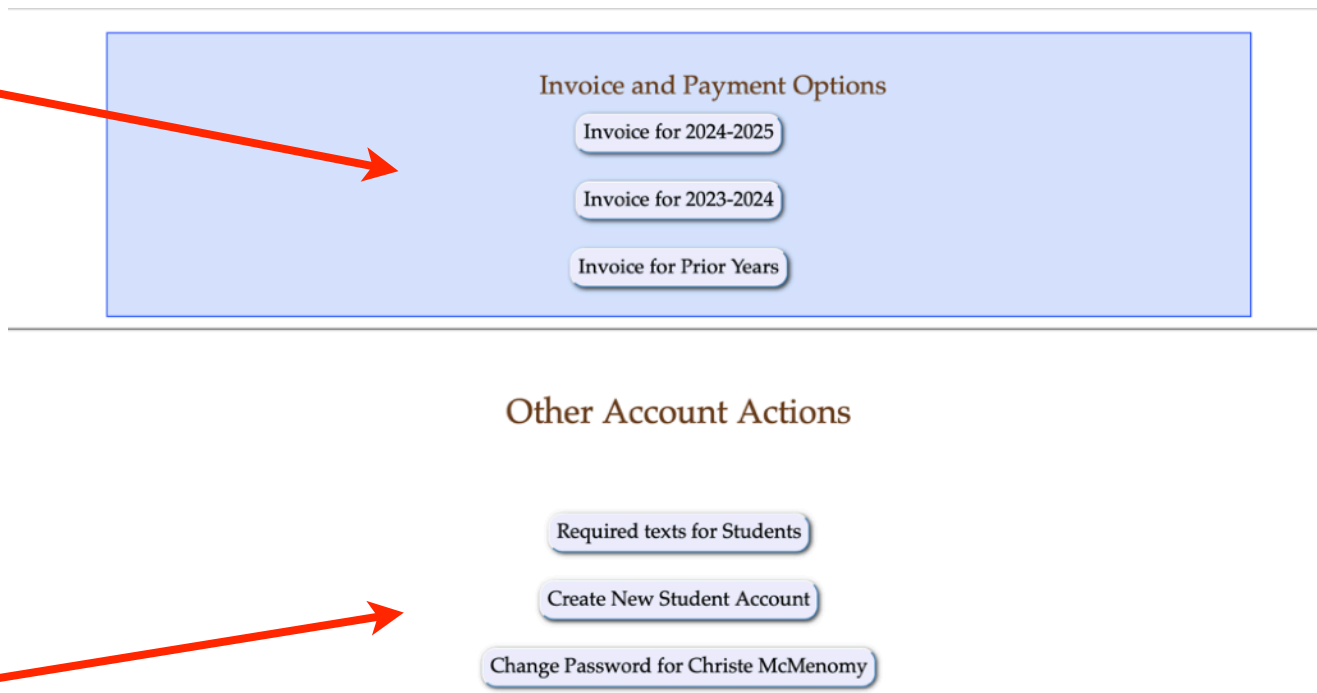
This display can help you determine quickly whether you have any course conflicts, or whether a course you are considering will fit into the student's current schedule.

Note: All times on this page are given as Eastern Time Zone.

Start Time Eastern	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	
9:30 AM	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	
10:00 AM	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	*Latin1_23 (1)*	*Latin1_23 (2)* **Physics_23 (1)**	
10:30 AM	*Latin2_23 (1)*	*Latin2_23 (2)* *MedievalLatin_23 (1)*	*Latin2_23 (1)*	*Latin2_23 (2)*	
11:00 AM	*Geometry_23 (1)* *Latin2_23 (1)* *Latin4_23 (1)*	**Biology_23 (1)** *Latin2_23 (2)* *MedievalLatin_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)* *USGovt_23 (1)*
11:30 AM	*Geometry_23 (1)* *Latin2_23 (1)* *Latin4_23 (1)*	**Biology_23 (1)** *Latin2_23 (2)* *MedievalLatin_23 (1)* *Plickens_23 (1)*	*EngLit_23 (1)* *Geometry_23 (1)* *Latin2_23 (1)* *WorldLit_23 (1)*	**Biology_23 (1)** *FairyTales_23 (1)* *Latin2_23 (2)* *Latin4_23 (1)*	*Geometry_23 (1)* *NatSci1_23 (1)* *USGovt_23 (1)*
12:00 PM	*Latin4_23 (1)* *PreCalcTrig_23 (1)*	**Biology_23 (1)** *Plickens_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)*	*Aratus_23 (1)* *PreCalcTrig_23 (1)* *WorldLit_23 (1)*	*FairyTales_23 (1)*	*PreCalcTrig_23 (1)* **Reasoning_23 (1)**

Below the listings of courses for yourself and each of your students is a bright blue block with buttons you can use to review your invoice and make payments for the current year (if you have arranged for incremental payments with the accounts administrator, or are taking a tutorial and paying by the hour), and for the next enrollment year. If enrollment hasn't opened yet, this button may be available. Instructions on how to pay for courses are covered in the Payment Options Guide.

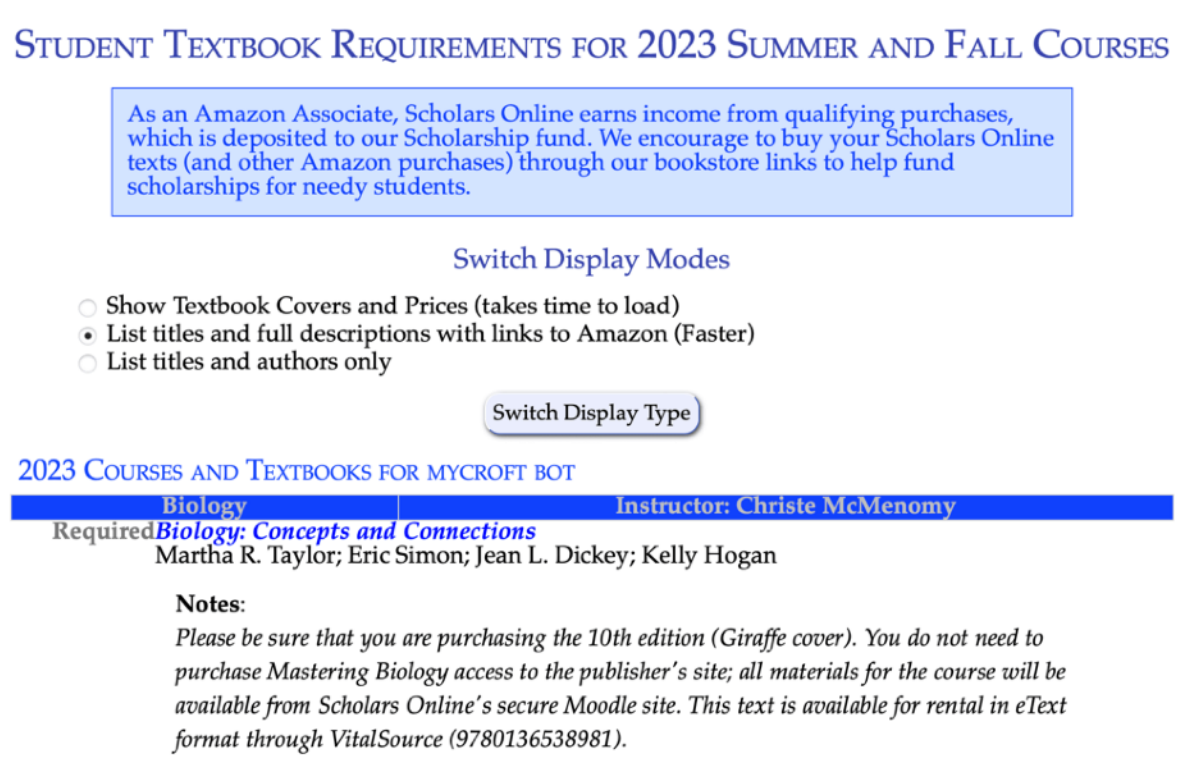
You can use the List Books Required button to jump to the bookstore with a customized list of all the books required for each of your students. You can add more students, or change your password here as well.



I.9: Invoice and Bookstore Options

Clicking on the Required Texts button in your account page takes you to a modified version of the bookstore page, filtered for the books required for your student's courses for the current enrollment year. You can list the books several different ways. In the Textbook Covers and Full descriptions lists, book covers and titles will take you to the Amazon store and allow you to buy new or used copies of the text. Checking the cover picture is a good idea since it can help you identify specific editions of the text if the teacher requires a particular edition. The notes may also indicate whether the text is available online or in the public domain.

Of course, you can also list books by course through the SO Bookstore.



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 MYCROFT BOT

Biology	Instructor: Christe McMenomy

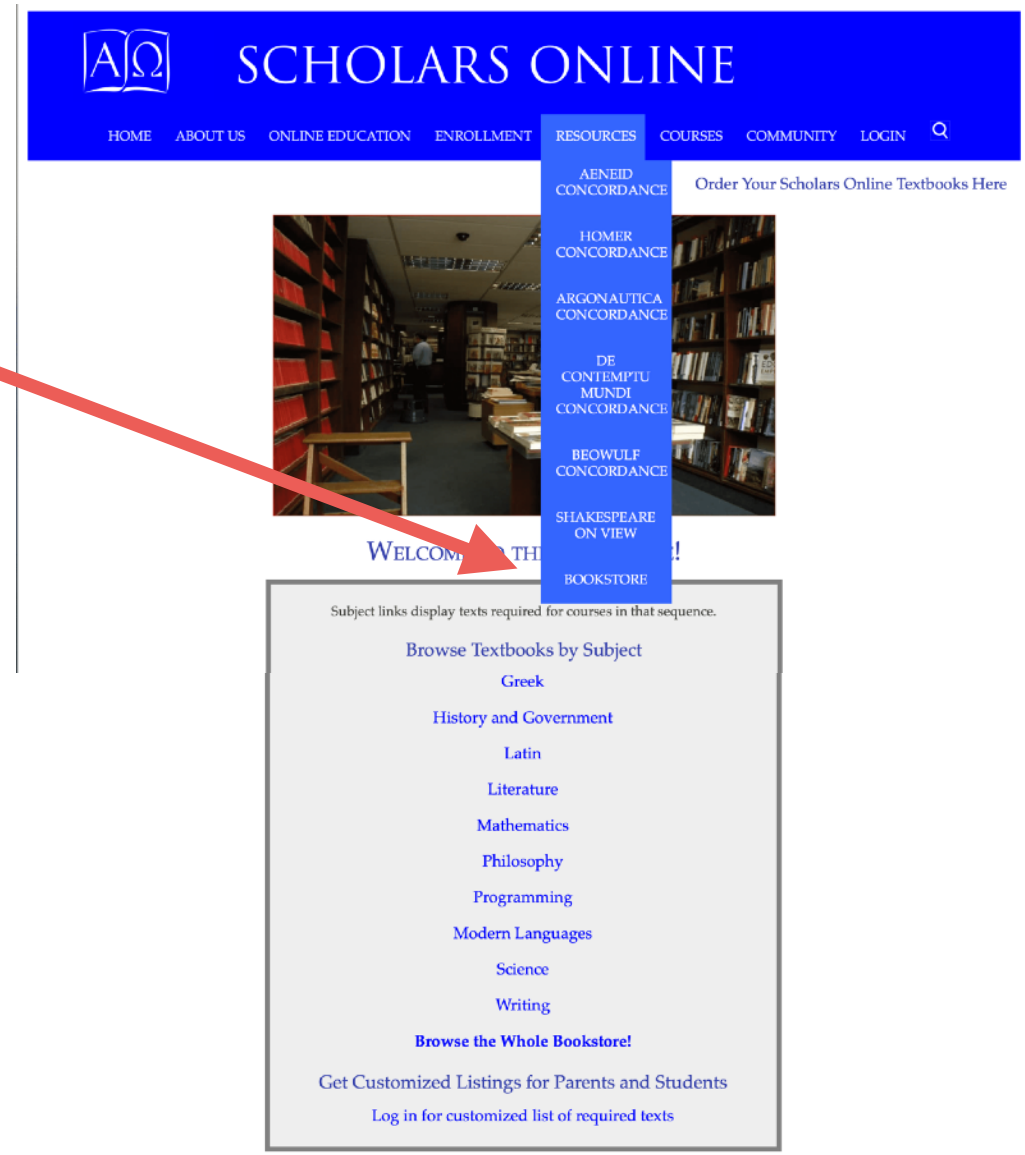
Required *Biology: Concepts and Connections*
Martha R. Taylor; Eric Simon; Jean L. Dickey; Kelly Hogan

Notes:
Please be sure that you are purchasing the 10th edition (Giraffe cover). You do not need to purchase Mastering Biology access to the publisher's site; all materials for the course will be available from Scholars Online's secure Moodle site. This text is available for rental in eText format through VitalSource (9780136538981).

I.10: Customized Text lists

You can also get to the Bookstore from the Resource tab on the SO menu bar. You can browse by sequence area, or use the Login button to get to your customized book list.

Buying books through the Scholars Online portal raises money for the scholarship fund, so we encourage you to make your textbook purchase through our bookstore. If you designate Scholars Online as your charity, you can donate to the SO Scholarship Fund with every Amazon purchase you make!



I.11: The Main Bookstore

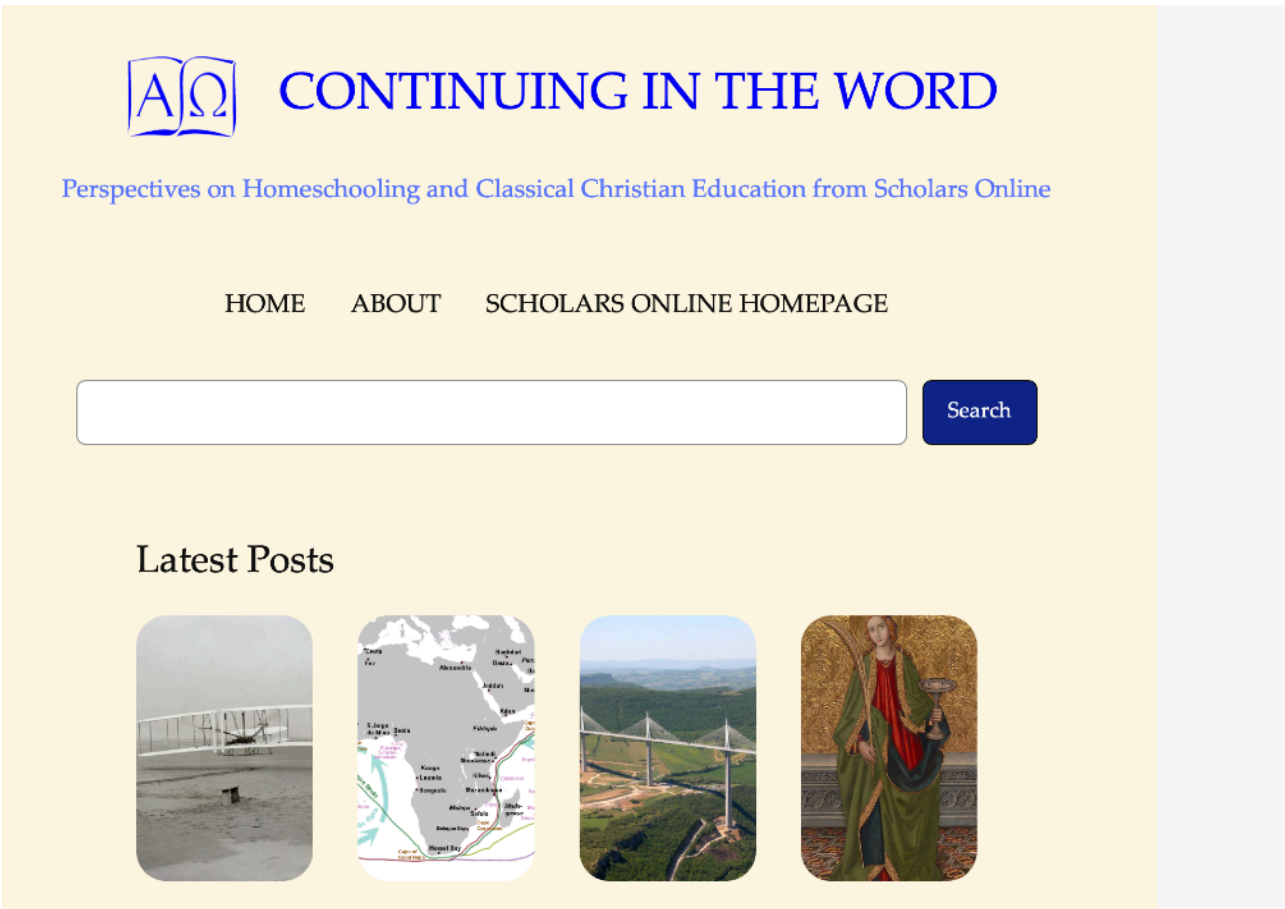
Part II: Other Scholars Online Website Resources

- Site Contents Map
- Support contacts
- Policies
- About Us — Mission and Beliefs

SCHOLARS ONLINE

The Scholars Online Website has a lot of information. Most of these are available directly from the dropdown menu,. Some parts, like the policy information, are essential for you to review.

The Scholars Online Blog contains articles by the teachers and administrators, discussing their approach to education and character formation. While we don't publish a lot, these entries are definitely a way for for prospective and continuing parents to discover how we approach teaching your children. You can also respond to the articles – even ones from several years ago, and let us know what you think about the topic. We'd love to hear from you!



SCHOLARS ONLINE

The Support page includes contact information: email addresses for administration and accounting issues, a phone number for technical support, and contact information for Mrs. LaJuana Decker, our academic advisor, who can help you determine which courses are right for your student...or whether none of our courses match your goals.

SCHOLARS ONLINE

HOME ABOUT US ONLINE EDUCATION ENROLLMENT RESOURCES COURSES COMMUNITY LOGIN

Scholars Online Contacts and Support

Scholars Online Support Team

Contact information

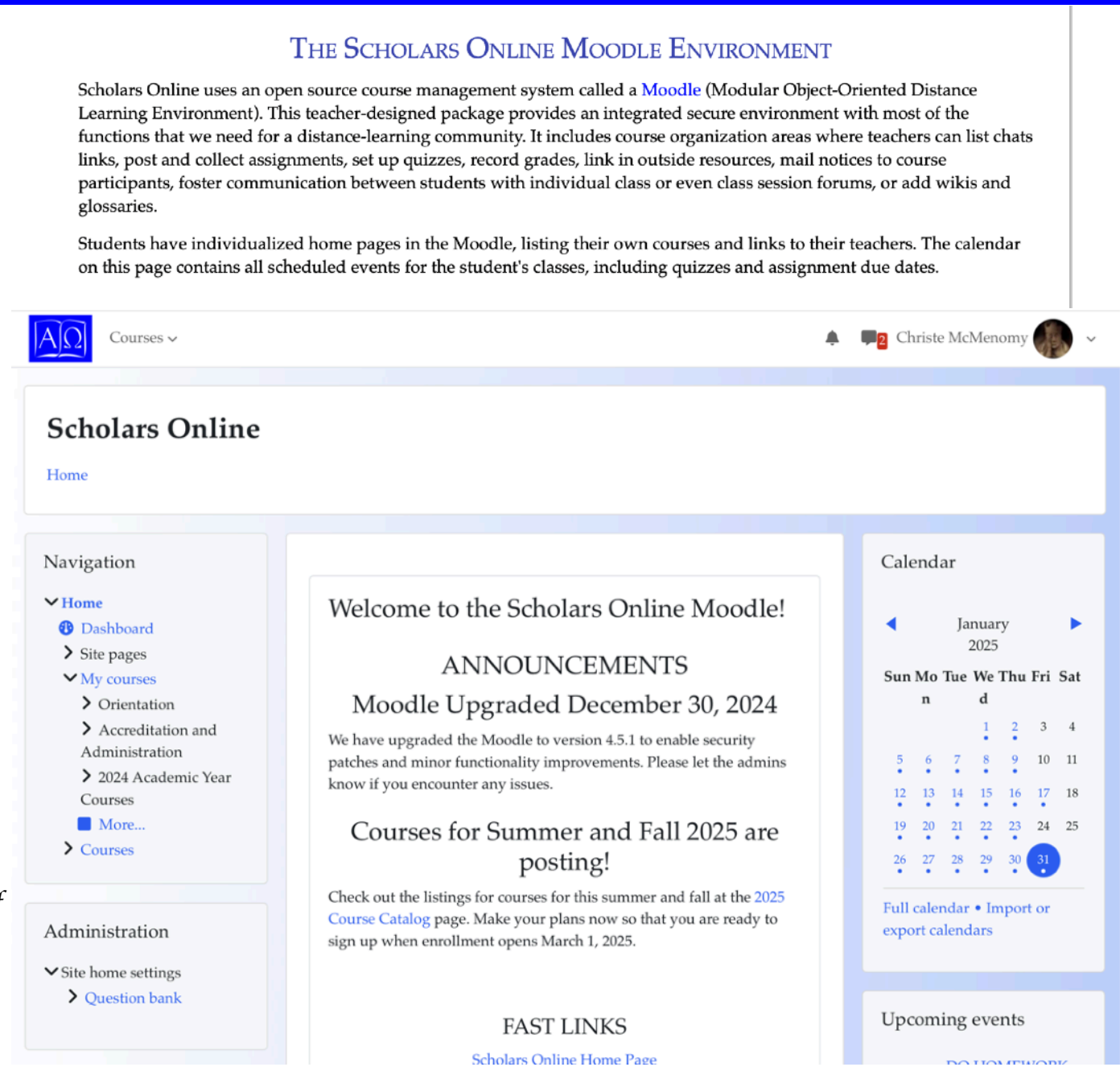
For Questions on:	Contact	Email, Phone, Address
Administrative policies **Records and Transcripts**	Administration	admin@scholarsonline.org
Membership **Registration** **Enrollment changes** **Account access** **Payments**	Accounts Management	accounts@scholarsonline.org Telephone: (425) 644-8365 Messages only! If you prefer to leave a message by phone, you may do so, and we will return your call as soon as possible. Scholars Online P. O. Box 6039 Bellevue, WA 98008
AP Coordinator	Christe Ann McMenomy	accounts@scholarsonline.org Telephone (425) 644-2878 [5pm-8pm Pacific Time; be sure to leave a voice message if calling outside these times and your call will be returned]. While we no longer offer certified AP courses, we do support students wishing to take the AP examinations with testing information and practical advice.
Curriculum Planning **Academic Requirements** **Enrollment Options**	Academic Support Lucie Seitz	lmseitz7@gmail.com Telephone (972) 696-9161 [Leave a voice message and your call will be returned.]
Client-side access **Browser settings**	Technical Support	techsupport@scholarsonline.org Telephone (425) 753-3156 [Leave voice message if no answer]
Bounced email?	Alternate email address	scholarsonline@mindspring.com Please use this email address **only** to report problems reaching us through the scholarsonline.org domain addresses.

Supporting Us

Mrs. Lucie Seitz

Academic Support

Lucie Seitz is a veteran of Scholars Online courses and a former teacher at Scholars Online, and she is very familiar with our teaching philosophy, curriculum, and methods. She has also taught Latin in the classroom. She will work with you to determine which of our courses best suit your student's learning style, abilities, and background, or whether you may need to look elsewhere for appropriate instruction. Use the number above to arrange a time to for her to return your call or email her with your questions.



The Moodle, Live Chats, and Chat Logs links under the **Online Education** tab show you what the Moodle is, and gives our reasons for using a non-audio chat for most of our core courses. There are example chats you can share with your friends if you want to show them what the chat experience is like. These are actual chat sessions, but the names of the students have been changed.

There's a lot more information on the Moodle in the Student Moodle Guide!

We ask you to respect the privacy of your fellow students and make copies of the chat files only for personal review.

Part II.4: Moodle, Live Chat, Logs

The Policy Page includes links to our school policies. Most of these have been drawn up based on those of other respected organizations. They rarely change, but if they do, we will notify you and publish information in the Blog and News links explaining the changes.

- Terms of Use

Here we require that you respect all Scholars Online members, recognizing their ownership of any materials they publish, treating them civil, and protecting their privacy. Some of these are simply good manners, others are our legal responsibility as a non-profit organization.

- Privacy

This policy explains Scholars Online's legal responsibilities to protect your information. We maintain an industry standard SSL connection for all pages that contain student data. Some student information is also covered by COPPA, and educational records are covered by FERPA rules.

- Cheating and Plagiarism

Our cheating and plagiarism policy was drafted after reviewing the policies of a number of private schools, colleges, and universities, and discusses some of the difficulties of appropriate use of easily available information when composing homework and taking exams. We'd tried to be as explicit as possible about what constitutes plagiarism (publishing work others have done without proper citation, or claiming it as your own) and cheating (violating the conditions under which an exam is to be administered, lying about any aspect of ones own work, using tools the teacher has restricted for a particular assignment or examination). Scholars Online has unfortunately had to expel students who, after warnings and counseling on what constitutes cheating, continued to turn in work others had done as their own.

- The Moodle Policy

This outlines the use of the Moodle, and is basically the same policy of respect required for using the rest of the website.

Email Policy

We require that parents and students have separate emails, and that parent mailboxes be password protected so that students cannot intercept mail sent to their parents. (Yes, this has unfortunately happened). If for any reason you need to change your email address, please update the email entry in your member record.

Phone Policy

We will never call you by telephone unless you have requested the call and arranged for the time.

If you receive an unsolicited call that claims to be from Scholars Online, feel free to hang up, or to request a callback number. Then report the callback number to us and we'll file a fraud report.

SCHOLARS ONLINE

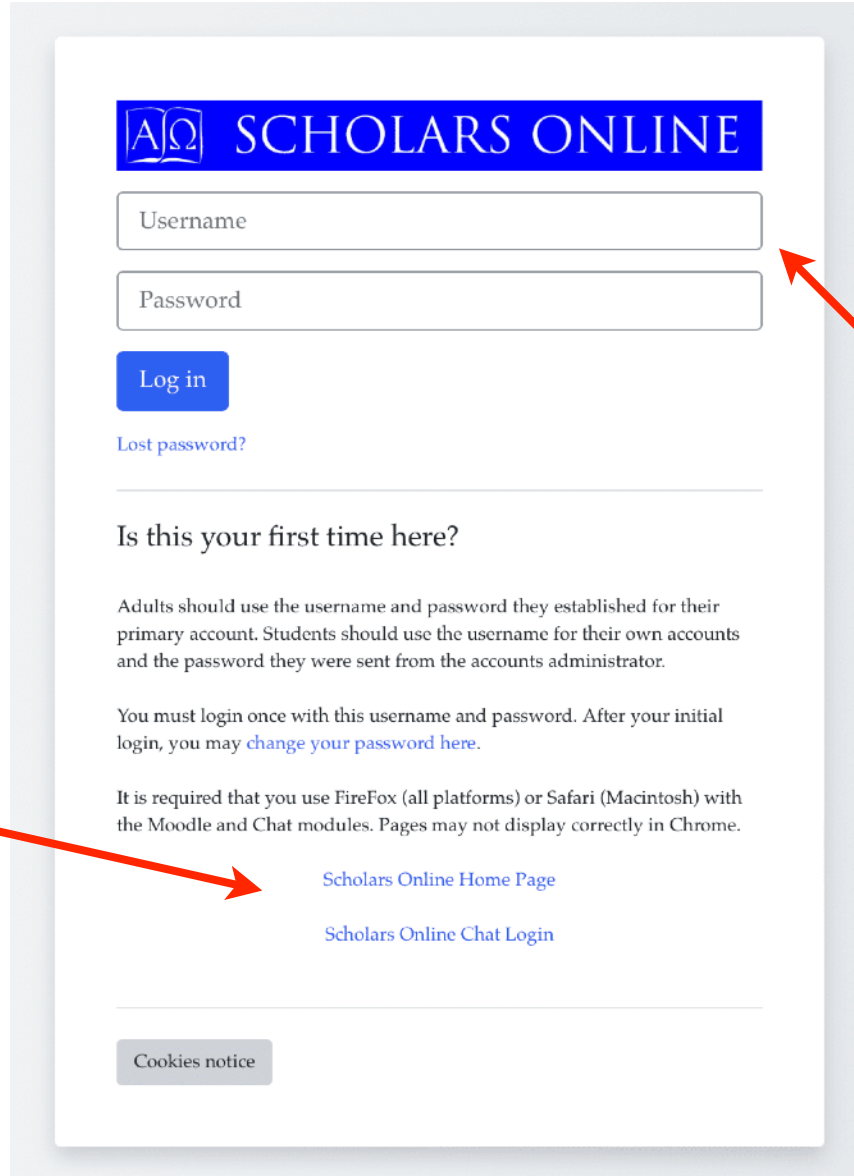
Scholars Online Members use this page to log into chat sessions, including The Commons and Orientation (once the member has registered for that course).

Enter your username, password, and chat nickname to get a list of chats available for today, or to select logs from previous chats.

Use the link on this page to change your default password. If you forget your password, use the password reset request to have Scholars Online issue you a new temporary password.

SCHOLARS ONLINE

Scholars Online Members use this page to log into the Moodle.



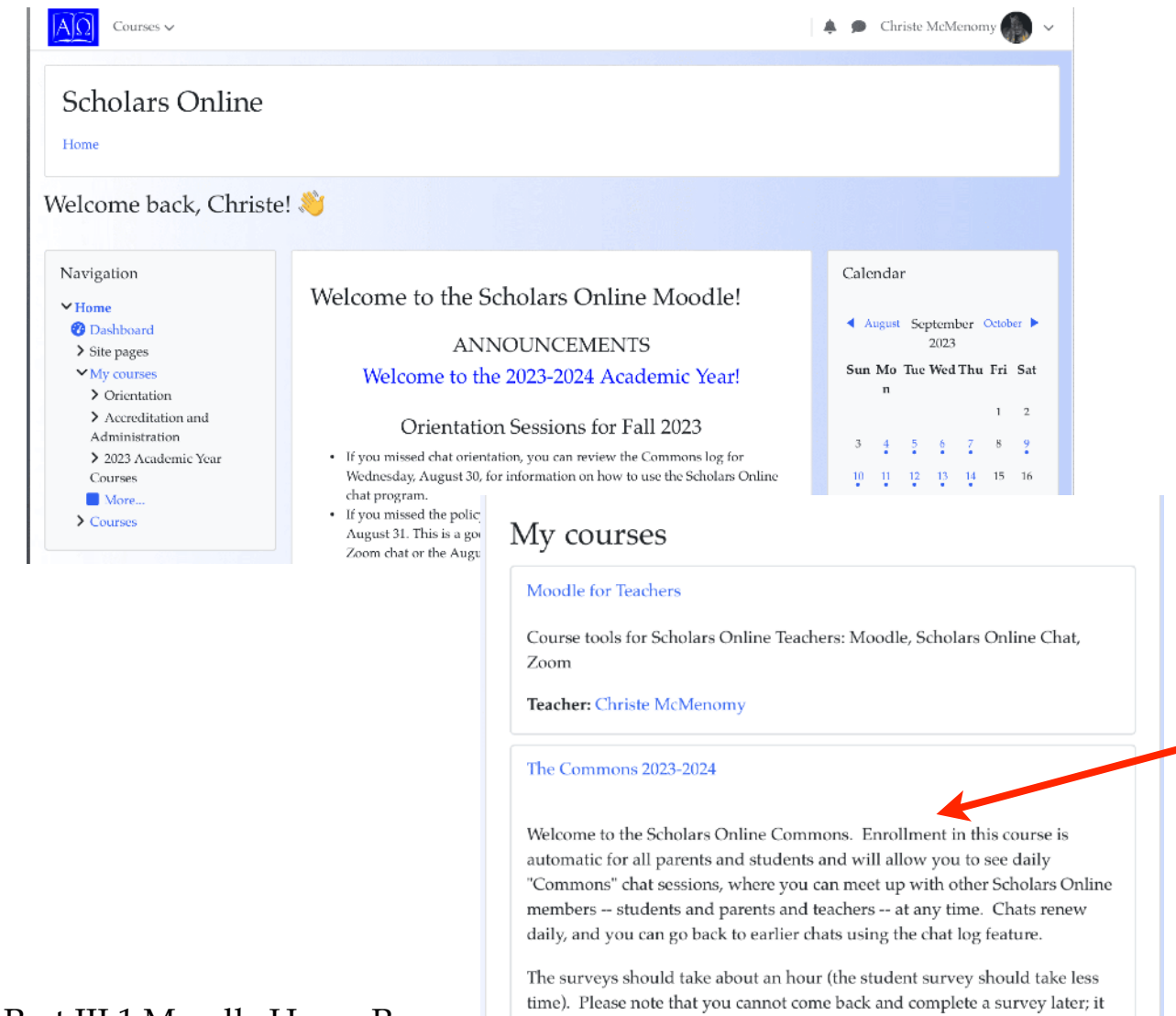
From here, you can also get to the Scholars Online Home Page and Chat Login page.

Enter your username, password to log into the Moodle and access course materials if you are enrolled in a course (including the Commons), or to use the Mentor block to monitor your students' work.

Part III: Moodle Resources for Parents

The Mentor Block

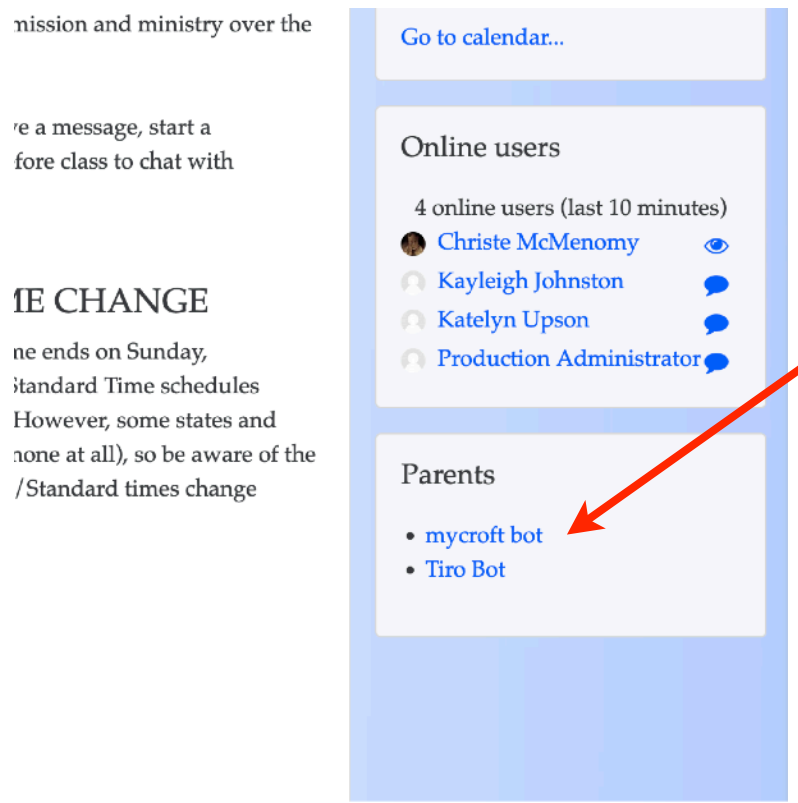
SCHOLARS ONLINE



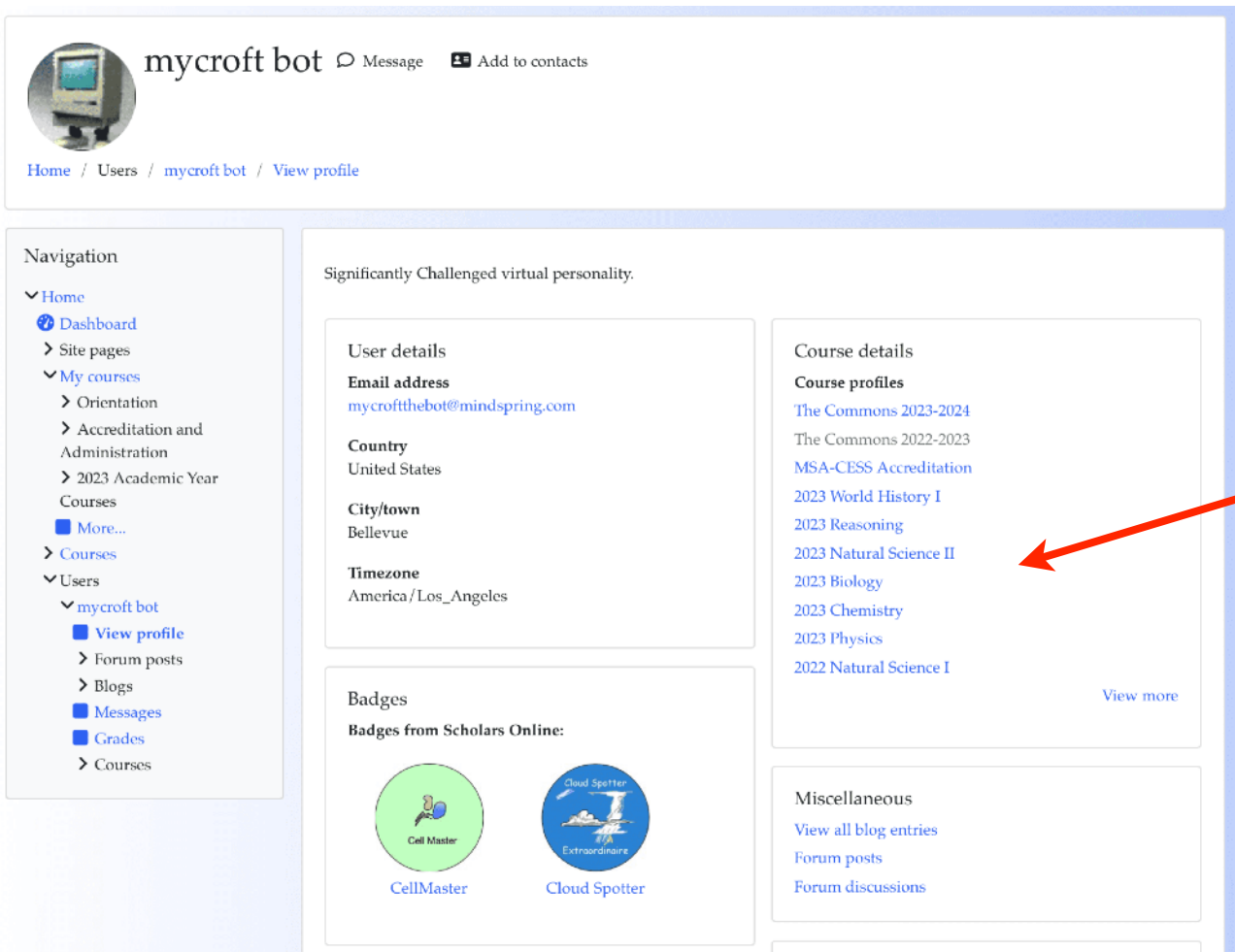
Once on on your home page, you'll find a navigation bar on the left and calendar and upcoming events blocks on the right.

The central section has current announcements and a gateway to The Commons, a course in which all members — students, teachers, and parents — are automatically enrolled. Daily chat sessions offer you the chance to meet other members.

Part III.1 Moodle Home Page



Scroll down do your Parent Block and click on the name of one of your students.

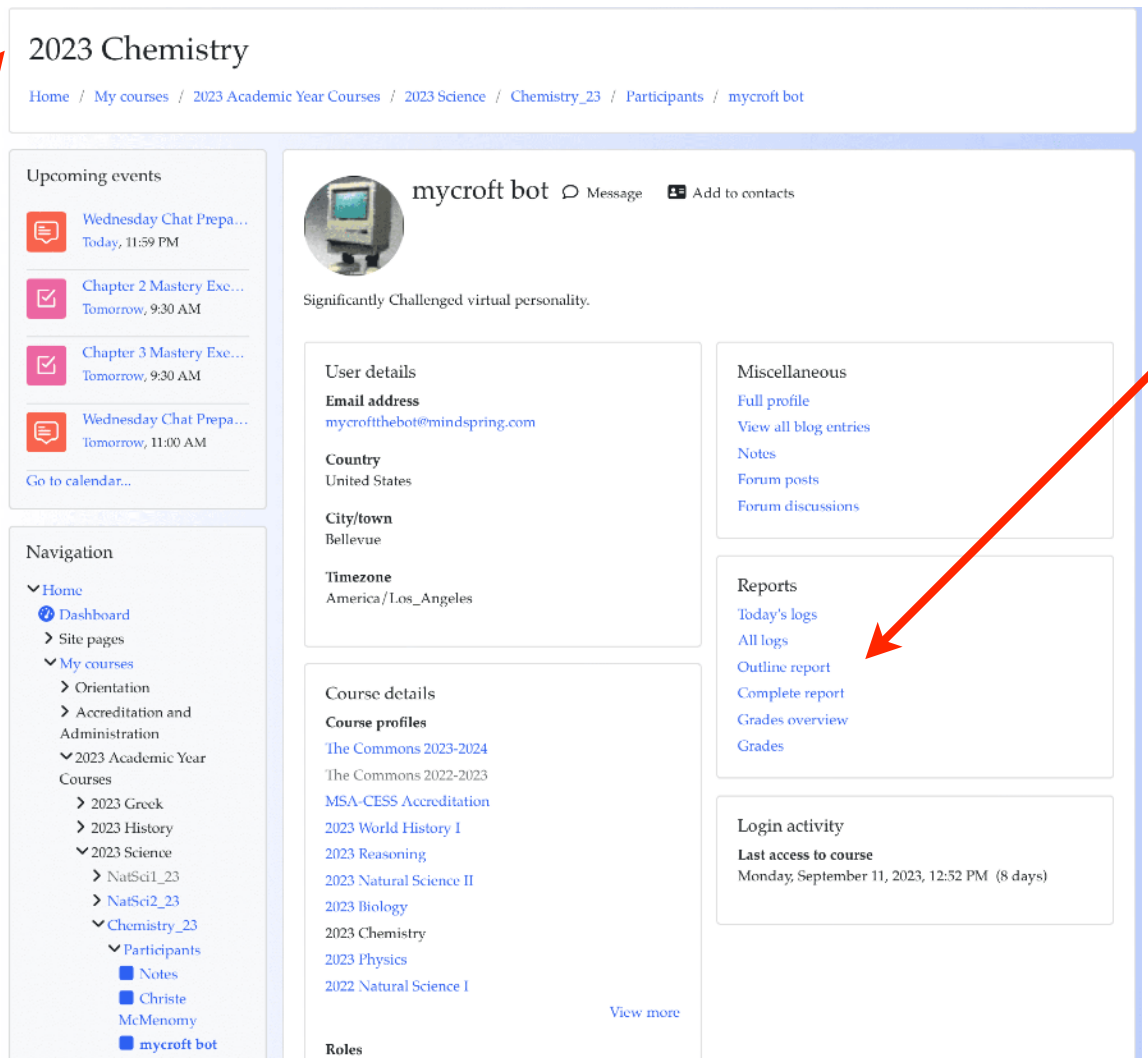


You should see your student's profile. Select a course to review by clicking on it.

We will look at mycroft's Chemistry course.

Note that some information on the student's profile, and some links from it may be restricted. For example, you may not directly view the course pages themselves, because these include information from other students. These restrictions are in compliance with the Federal Government FERPA rules ensuring student privacy.

The page will refresh and show that Chemistry has been selected.

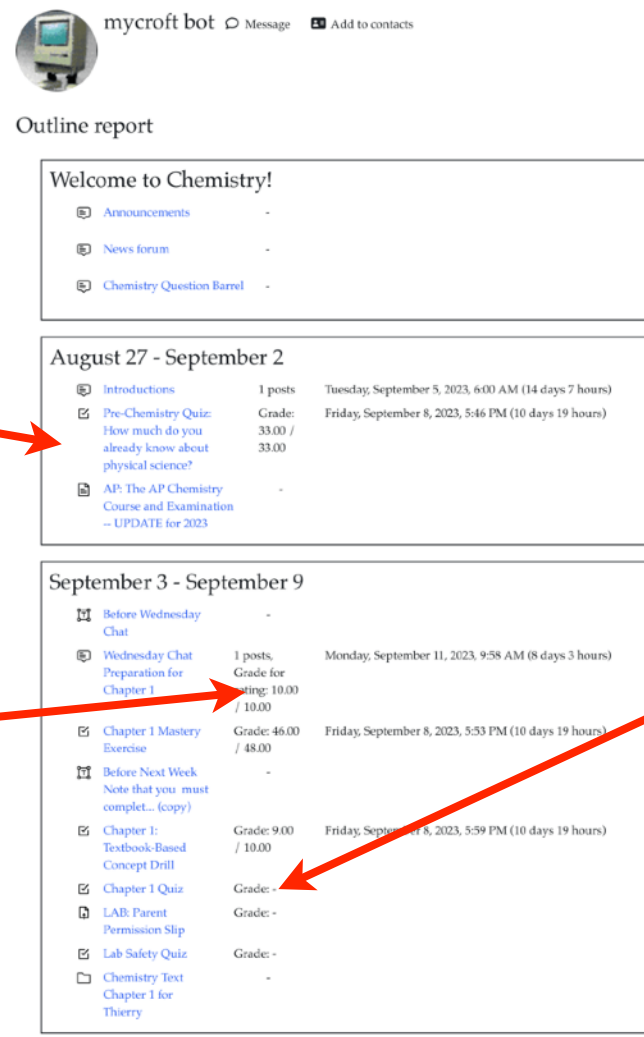


There will also be a new list of Reports to check. These are now course-specific.

Today's logs and *All logs* are Moodle log reports (not Chat logs). They will show when your student logged into the Moodle and which pages he or she visited.

The *Outline Report* lists assignments for this student for each session of the course.

Grades awarded will also be shown for completed work that is automatically graded by the Moodle software.



mycroft bot Message Add to contacts

Outline report

Welcome to Chemistry!

Announcements	-	
News forum	-	
Chemistry Question Barrel	-	

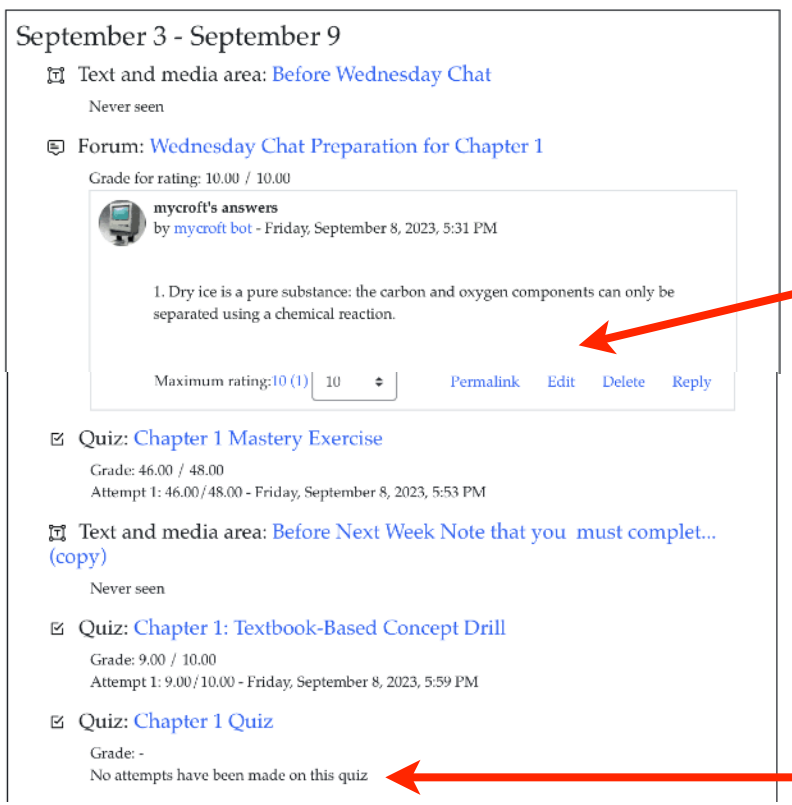
August 27 - September 2

Introductions	1 posts	Tuesday, September 5, 2023, 6:00 AM (14 days 7 hours)
Pre-Chemistry Quiz: How much do you already know about physical science?	Grade: 33.00 / 33.00	Friday, September 8, 2023, 5:46 PM (10 days 19 hours)
AP: The AP Chemistry Course and Examination -- UPDATE for 2023	-	

September 3 - September 9

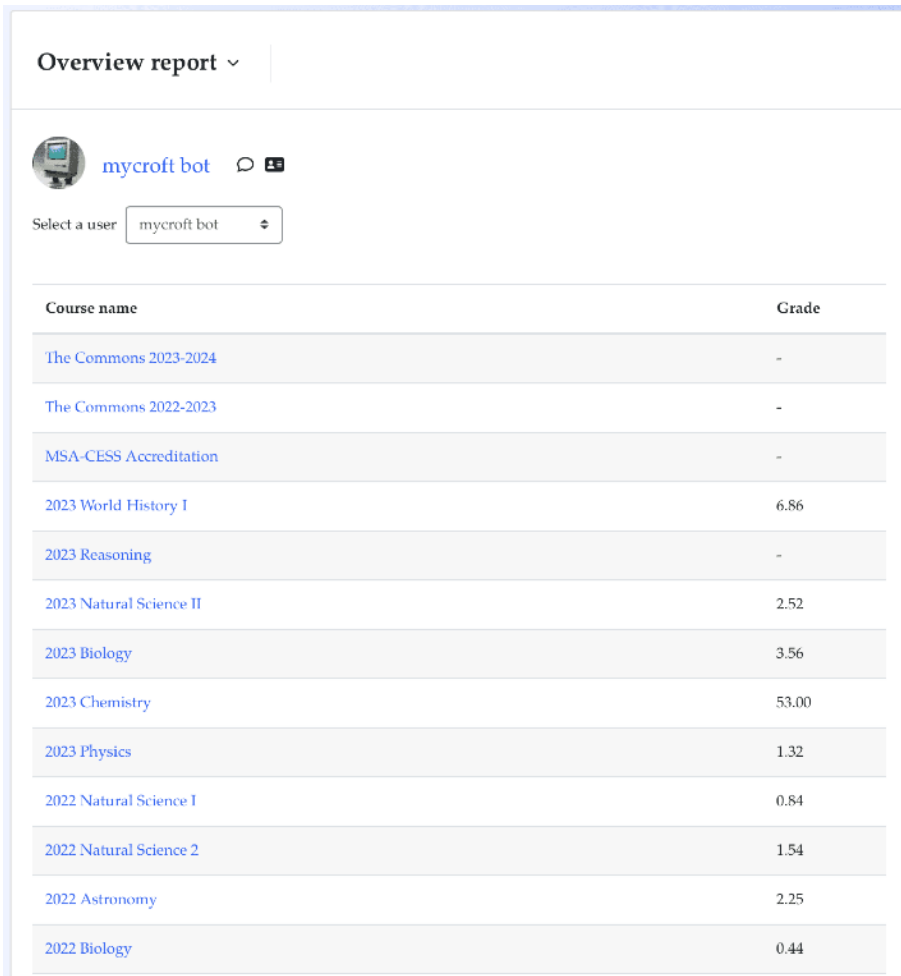
Before Wednesday Chat	-	
Wednesday Chat Preparation for Chapter 1	1 posts, Grade for ...tting: 10.00 / 10.00	Monday, September 11, 2023, 9:58 AM (8 days 3 hours)
Chapter 1 Mastery Exercise	Grade: 46.00 / 48.00	Friday, September 8, 2023, 5:53 PM (10 days 19 hours)
Before Next Week Note that you must complet... (copy)	-	
Chapter 1: Textbook-Based Concept Drill	Grade: 9.00 / 10.00	Friday, Sept...r 8, 2023, 5:59 PM (10 days 19 hours)
Chapter 1 Quiz	Grade: -	
LAB: Parent Permission Slip	Grade: -	
Lab Safety Quiz	Grade: -	
Chemistry Text Chapter 1 for Thierry	-	

Depending on the way the teacher scores work, a missing grade may indicate missing work, or that the teacher has not yet graded an assignment.



Selecting the *Complete Report* will show the actual assignment completion, along with teacher feedback and scores. It does not allow you to read entries by other students, only your own.

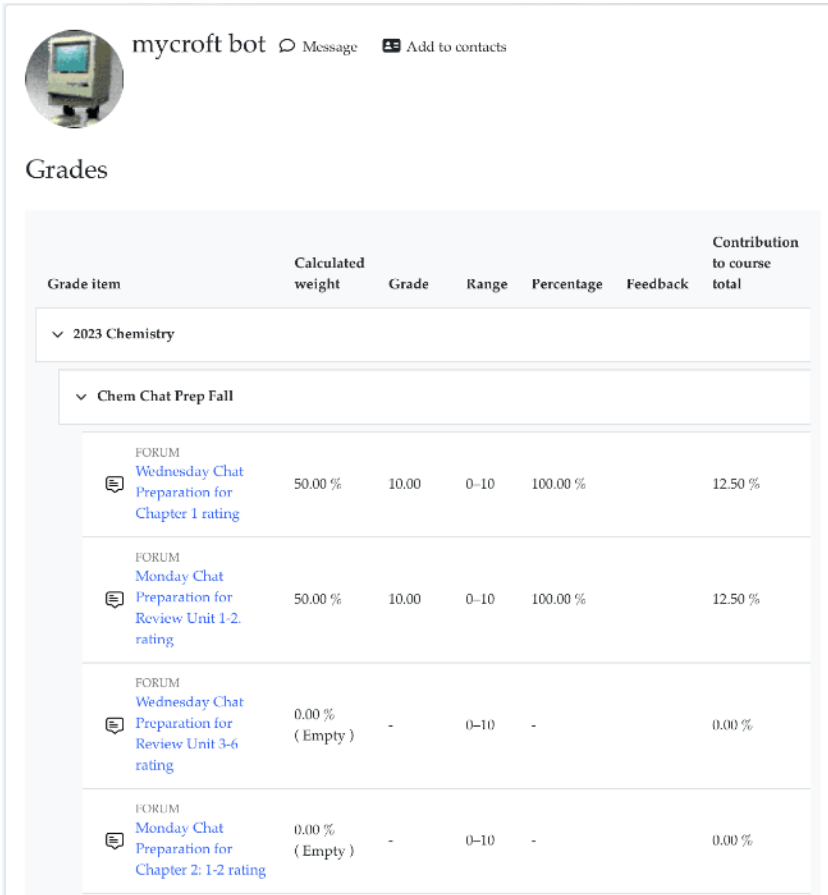
It will also show missing work for assignments that have not yet been attempted.



The *Grades Overview* report shows the current grade for all of the student's courses.

Depending on how the teacher is tracking course assignments, this may show the percentage of the work that has been completed OR it may show the student's total score only for work completed to date.

Part III.7 Grades Overview



Selecting *Grades* lists all assignments for the course (as shown in the student's Grades block.) The grade range and percentage will help you determine whether your student's score number score is good, since assignments may vary in total points awarded.

If you have questions about scores, talk to your student's teacher. Be especially cautious about assuming the automatically generated summaries are accurate indicators of overall performance. In many courses, Moodle grades form only part of the total evaluation of a student's work. In particular, most teachers give feedback directly in chat for specific assignments, and chat participation may be a critical component of the overall assessment. The Moodle captures only scores and feedback for work completed through its assignment, lesson, quiz, and forum features, not any work done in chat.