



Scottsdale *Online* Learning



# SOL STUDENT HANDBOOK 9-12

# Table of Contents

Welcome..... 2

Course Offerings 9-12..... 3

Contract (English)..... 4

Student Contract (Español). .... **Error! Bookmark not defined.**

SUSD Student Acknowledgement ..... 5

Getting Started..... 7

How to View BUZZ Homepage ..... 8

How to Communicate with Your Teacher ..... 9

How to Access Student Gapps Email..... 10

How to Create a Parent/Guardian Account in Genius ..... 11

    STEP ONE-Adding Account..... 11

    STEP TWO-View Gradebook..... 11

How to Add Offline Minutes in Genius ..... 12

    ENTERING MINUTES..... 12

    BEFORE FINALS..... 12

Final Exam Procedures..... 13



## Scottsdale *Online* Learning

7501 East Oak Street | Scottsdale, AZ 85257 | Phone: 480-484-6866 | Web: [Scottsdale Online Learning](https://www.scottsdaleonlinelearning.com)

Welcome to Scottsdale Online Learning for the 2020/21 school year! We are committed to helping you navigate the process of being successful with your academic goals and planning for your future. **Please see the information below for how to access the documents you need online:**

- Please review this together as *a team (parent and student)* to help you understand the information and expectations for Scottsdale Online Learning. This has all the important information including the school calendar, finals dates, and other necessary information to get started.
- **The Attendance Commitment form - *You will find the attendance Student Contract Form within the handbook that MUST be signed and returned to the SOL office before your courses are activated in Genius/Buzz.***
- You will also find **a copy of your schedule** - Your courses have been pre-selected by grade level and transcript by our Counselor with the exceptions of **electives**, foreign languages, and AP or Honors selections. You can go to the SOL website to choose Elective options if you see “elective transfer” listed on your schedule. If you would like additional information or assistance on how to do this, please email our Registrar at [jramsden@susd.org](mailto:jramsden@susd.org) **after reviewing your enclosed schedule.**

If you need to schedule an appointment with our Counselor, Mr. Gary Griggs, regarding your individual student's needs, please email our counselor at [ggriggs@susd.org](mailto:ggriggs@susd.org)

Please take a moment to explore our website at [Scottsdale Online Learning](https://www.scottsdaleonlinelearning.com) for additional information and guidance regarding frequently asked questions, staff directory, how to navigate your course and more!

We look forward to working with you and have a successful school year!

Your SOL online team

# 2021/22 HIGH SCHOOL 9-12 eLEARNING COURSES

ENGLISH	CODES	WORLD LANGUAGES	CODES
AP English III Language and Composition*	3316/3317	French I*	6110/6111
AP English IV Literature and Composition*	3412/3413	French II*	6120/6121
English I*	3110/3111	Latin I*	6210/6211
Honors English I*	3112/3113	Latin II*	6220/6221
English II*	3210/3211	Honors Latin III*	6230H/6231H
Honors English II*	3212/3213	Spanish I*	6010/6011
English III*	3310/3311	Spanish II*	6020/6021
English IV*	3410/3411	Honors Spanish III*	6030H/6031H
		Honors Spanish IV*	6042H/6043H
MATH	CODES	FINE ARTS	CODES
AP Calculus AB*	4552/4553	Music Appreciation	6763
AP Calculus BC*	4554/4555	Art History 1a & 1b	6798/6799
AP Computer Science A*	4606/4607	ELECTIVES	CODES
AP Statistics*	4660/4661	African American History	8834
Algebra I*	4410/4411	Agriscience (Intro. to)	5760
Algebra II*	4420/4421	American Sign Language 1a** & 1b**	8836/8837
Honors Algebra II*	4422/4423	American Sign Language 2a** & 2b**	8840/8841
Algebra III with Trigonometry*	4430/4431	Anthropology 1a & 1b	9202/9203
Financial Math-Personal & Family	4576/4577	Archaeology	8988
Foundations of Math	4574/4575	Astronomy 1a & 1b	5734/5735
Geometry*	4510/4511	Careers in Criminal Justice	7834
Honors Geometry/Trigonometry*	4524/4525	Childcare 1a & Childcare 1b	7838/7839
Integrated Algebra II* (Blended only)	1534B/1535B	Coding 1a & 1b	8822/8823
Integrated Math	4570/4571	Criminology I	2640
Trigonometry /Pre-Calculus*	4530/4531	Critical Thinking	2118
Honors Trigonometry /Pre-Calculus *	4532/4533	Digital Photography I & II	6950/6951
		Education and Career Action Plan (ECAP)	3068
SCIENCE	CODES	Excel (Office Series)	8824
AP Biology*	5422/5423	Fashion Design	6956
AP Environmental Science*	5710/5711	Forensic Science I** & II**	8989/8993
Biology*	5410/5411	Interior Design	6957
Honors Biology*	5412/5413	International Business	8992
Chemistry*	5510/5511	Legal Studies (Intro. to)	9211
Honors Chemistry*	5512/5513	Manufacturing (Intro. to)	8770
Earth Space Science*	5340/5341	Medical Terminology	9168
Honors Earth & Space Science*	5342/5343	Military Careers 1a	8828
Oceanographic & Marine Science	5730/5731	Mythology & Folklore	9213
Physics*	5610/5611	Nutrition & Wellness	8830
		Personal/Family Finance	9214
SOCIAL STUDIES	CODES	Principles of Public Service	8772
AP Macroeconomics*	2500	Public Speaking 1a & 1b	8832/8833
AP Psychology*	2622/2623	Reading for College Success	6962
AP United States History*	2420/2421	Restaurant Management	8831
AP United States Government*	2521	Social Media (Intro. to)	9128
American/AZ Government*	2511	Sports and Event Marketing	8638
American/AZ History*	2410/2411	The Lord of the Rings/Literature to Films	8838
Economics/Free Enterprise*	2510	Thinking and Learning Strategies	6960
Sociology (Intro. to)**	2624	Veterinary Science	8991
Psychology**	2628	Women's Studies Through Film	8835
World History/Geography*	2318/2319		
PHYSICAL EDUCATION	CODES		
Physical Education	7450/7451		

\*NCAA Legal Disclaimer: The list of NCAA courses, and courses contained within, are maintained as a guide for prospective student-athletes seeking NCAA initial-eligibility. The list of approved courses does not, nor is intended to, signify accreditation, certification, approval or endorsement of any high school or specific courses by the NCAA or NCAA eligibility Center and is subject to change at any time and without notice. Core course information included on this Web site is provided for guidance purposes only and should not be solely relied on as an indication of NCAA initial-eligibility. Certification of a prospective student-athlete is case-specific, and the Eligibility Center has the authority to determine in its sole discretion whether the prospective student-athlete has met all criteria. \*\*NCAA elective: Electives used for eligibility have to be taken both terms for a full 1.0 credit.



## Scottsdale *Online* Learning

7501 East Oak Street | Scottsdale, AZ 85257 | Phone: 480-484-6866 | Web: [Scottsdale Online Learning](http://Scottsdale Online Learning)

Dear Parent and Student,

The data shows that more than 90% of those who pass their Scottsdale Online Learning classes are students who met or exceeded the minimum time requirements.

It is with the intent to first, allow the student to have the best chance in passing classes and second, to satisfy the education laws of Arizona, that we are requiring you to agree the stipulations outlined below.

### Student Contract

- I, \_\_\_\_\_, agree to work a minimum of 800 minutes per week  
(Student Name)  
(offline and online activity) in each of my 9-week courses or 400 minutes per week for my each of my 18-week courses. A portion of minutes may be offline, and I will log those into Genius on a daily basis.  
**WARNING-Academic assignments must be submitted regularly.**
- I, \_\_\_\_\_, agree to enroll in \_\_\_\_\_  
(Student Name) (# of courses)  
courses for the entire school year.
- In accordance with the Department of Education, SOL requires that each pupil complete a minimum of 6800 minutes per course.
- To take a SOL final you must have a 60% in the class and to receive a passing grade you must at least get a 60% on the final
- I understand all parts of the SUSD Student Code of Conduct and know it applies in full for SOL students.
- I **MUST** participate in state mandated testing in accordance with ASRS 15-808-B or I may be removed from Scottsdale Online Learning.
- I may be removed from SOL if sufficient academic achievement (passing a majority of courses and no more than 9 days of inactivity) is not attained in accordance with ASRS 15-808-G.

**I understand that Scottsdale Online Learning is a choice and if there is a failure to uphold the above contract, may be unenrolled from the Scottsdale Unified School District.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## SUSD Student Acknowledgement

Every student will be required to read each page of this module before moving onto the first lesson of course. Students are responsible for contacting their teacher. After viewing all the pages, please complete the “Student Acknowledgement” assessment.



### Discussion Based Assessments/Oral Components

DBAs/Oral Components are a REQUIRED part of most online courses. Your teacher will post information on making appointments for your phone calls. DBAs/Oral Components should be completed as you reach them. Waiting until the last minute to complete your DBAs/Oral Components may jeopardize your completion of the course due to scheduling difficulties at the close of a term. Check with your teacher on how to schedule a DBA/Oral Component.



### Attendance

Just like a regular class at a traditional high school, regular and consistent attendance to your online course is required and expected. Attendance in an online course includes:

- Logging into Genius/Buzz
- Submitting assignments regularly and consistently on time.
- Submitting a log of offline minutes as required for SOL students only.
- Checking email and the messages on your Genius homepage daily.
- If technical circumstances prevent a student from entering the course site for a period of time, it is the student's responsibility to contact the instructor in a timely manner.
- Students are expected to work five to ten hours per week and can be withdrawn for failing to meet attendance guidelines (approximately the same amount of time they would spend in a classroom course).
- Students are responsible for keeping their parents up to date on their online progress.



### Due Dates/Late Work

ALL assessments/assignments in your course have a posted due date. To view a list of all due dates for your course, view “Grades” page in Buzz. Late work policy does not apply during summer school sessions. “Students taking an online course are expected to submit coursework by the due date posted. Students are granted a seven day (7) ‘grace period’ after the posted due date to submit assignments without penalty, but once the grace period has passed, the late assignment(s) will be issued a score of zero (0).”

- Setting yourself up for success means submitting quality work within a reasonable timeline.
- Students who know that they are leaving town or have a long-term commitment or challenge that will have an impact on their submitting work in a timely manner should communicate with their teacher beforehand to make appropriate alternative arrangements.



## Final Exams

Any form of academic dishonesty during a final exam may result in a failing grade for the final and, therefore, a failing grade for the course.

- Once a final exam is attempted, no other assessments/assignment may be submitted for credit. Any uncompleted assessments/assignment will be marked with a zero (0).
- Students must pass the final exam with a score of at least 60% in order to earn credit for the course.
- A re-take of a final will be allowed only if the first attempt is less than 60% and prior to the end of term.
- Students are not allowed to use cell phones and outside websites on their final exam.
- The final exam is taken in person in a proctored setting; students must present a photo ID to sit for a final exam.
- If a student has another browser window/tab opened when taking a final, their score will automatically result in a zero (0).
- Students can use a hand-written 3X5 note card (front and back) during finals.



## Academic Integrity

Academic integrity is a core value and one of the most important areas of focus any learning organization. Students who uphold the values of academic integrity will learn more and represent themselves as productive, honest, ethical citizens.

- Your work on each assignment must be completely your own.
- You will not allow others to copy your work or copy from the Internet.
- You will not misuse content from the Internet.
- During finals you will not use an online translation service (i.e. Google Translate) for translation.
- Use of electronic translators is considered cheating.
- Please be aware that all SUSD instructors utilize a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the SUSD administration and may be removed from the course with a failing grade.



## Technology Use

When you enroll in the Scottsdale Unified School District (SUSD), the Uniform Code of Student Conduct becomes an agreement between you and SUSD whereas the parent(s)/guardian(s) and students agree to abide by the conditions and guidelines established herein. Refer to the SUSD District Code of Conduct Link for terms and conditions.

### WHAT IS GENIUS?

Genius is the initial login to the Student Information System. You must ALWAYS login to Genius to access your course.

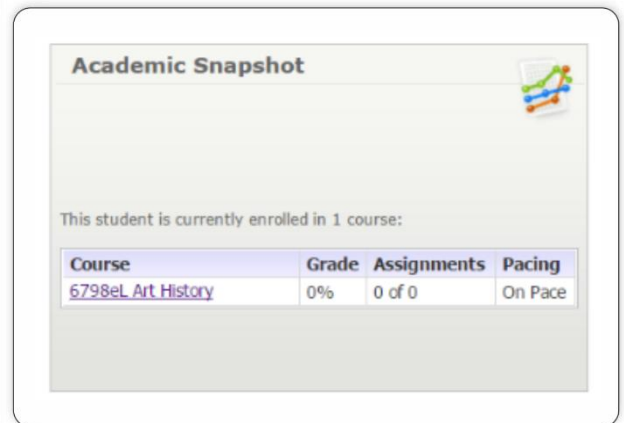
- ▶ Open a web browser
- ▶ Type > [signon.susd.org](http://signon.susd.org)
- ▶ Login with student ID and 8 digit birthdate as the password (mmddyyyy), unless it was changed.
- ▶ Open the Buzz/SOL tile which can be found in Student Apps

Under Academic Snapshot (fig. 2)

- ▶ Click > Course(s) (takes you to Buzz, where your actual course(s) are located.)

You can also:

- ▶ Add Guardian Account (see how to add an account)
- ▶ Add additional student email and cell phone

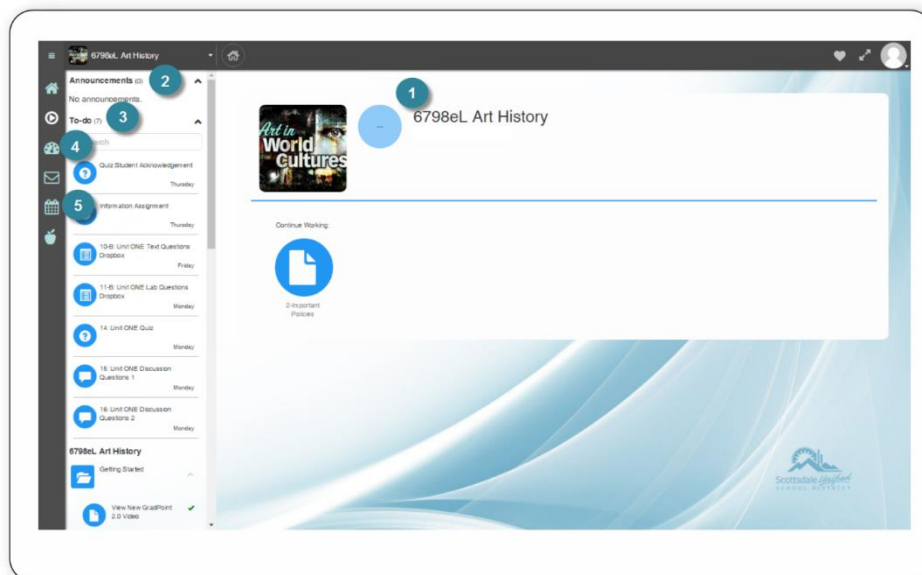


(fig.1)

### WHAT IS BUZZ?

BUZZ is the online learning platform.

1. Click > Course(s) to navigate course content and complete assignments and assessments (fig.2)
2. View > Announcements
3. View > To Do
4. View > Performance (Grades)
5. View > Calendar Due Dates



(fig.2)

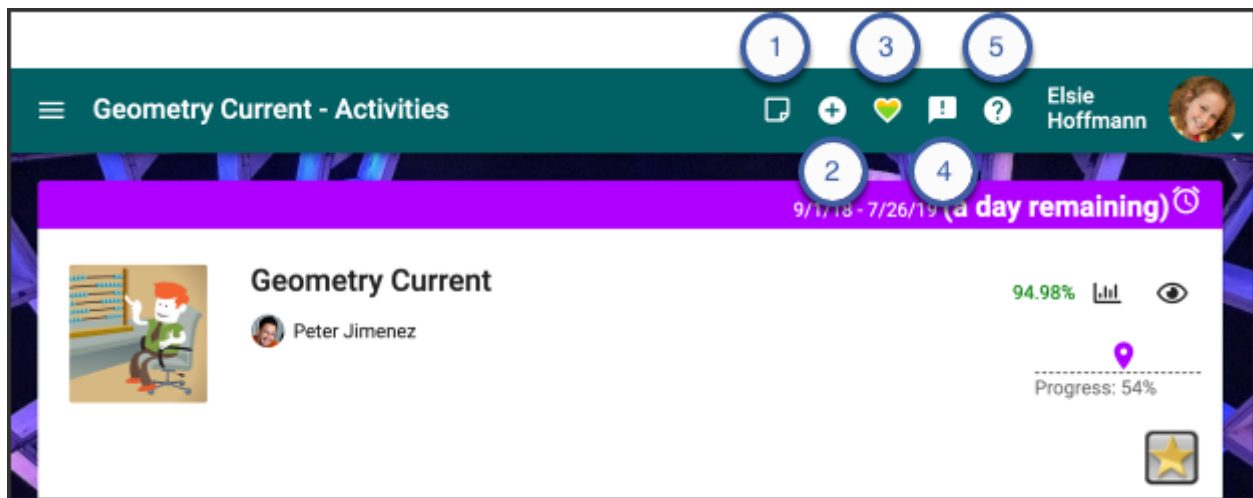


## How to View BUZZ Homepage

### HOMEPAGE

The **Course Home** toolbar lets you:

1. Create and review User Notes.
2. Create self-assigned tasks (if enabled by the teacher).
3. Review the student's Self-Assessment for the course.
4. Review course announcements.
5. Get help using Buzz.



The Course Home **header** includes:

1. At-a-glance progress check, a quick link to the **Grades** tool, and the ability to hide progress data quickly for privacy.
2. **Agenda** information front-and-center with easy navigation to other days.
3. **Current projects** overview, including progress data.
4. Access to the Activities, To-do list, and Course links tabs.

On the **Activities** tab, students can:

1. See an overview of the course.
2. Open activities and folders, complete activities, and return to the **Course Home**.
3. **Search** for activities and folders by title.

When students open an activity, they can:

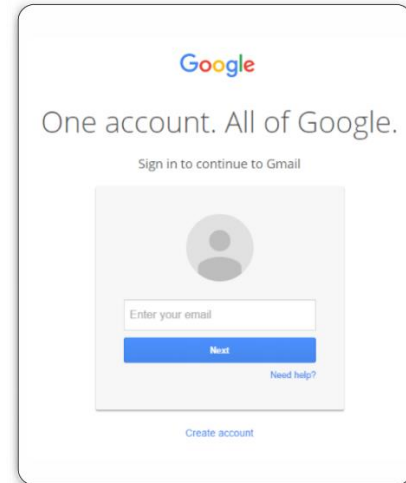
1. See which folder(s) the activity is in, and navigate to those folders; use the arrows to the left to navigate to the previous and next activity.
2. **Jump to** any of the cards included in the activity.
3. Complete and submit the activity using the new workspace with autosave and **View grade details**.
4. Navigate to the previous or next activity in the course.
5. **Close** the activity to return to the **Activity player**.

## How to Communicate with Your Teacher

### TEXT OR CALL

Teachers will respond to voicemails and emails within one business day.

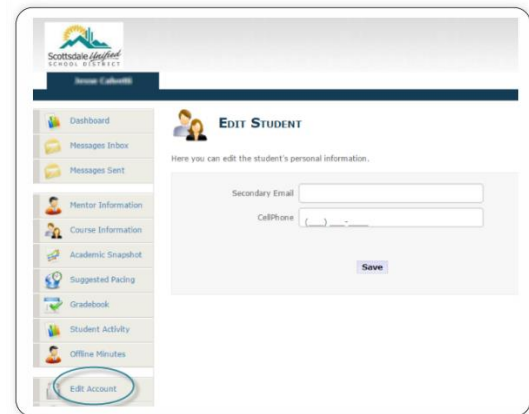
- ▶ You may reach your teacher by text message, keep message brief (yes/no general questions)
- ▶ If a student expects a response longer than a sentence, they should send an email
- ▶ When texting or calling, include your name and course



(fig. 1)

### EMAIL

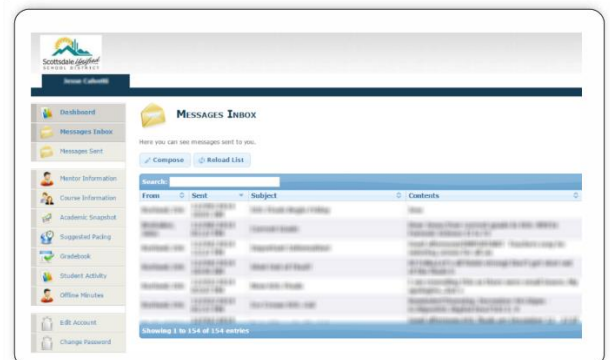
- ▶ Your susdgapps email is automatically added in Genius (fig. 1)
- ▶ Students can add another email and/or cell phone in Genius. (It will not replace your susdgapps email.) (fig. 2)
  - From the Genius Dashboard
  - Click > Edit account
  - Add secondary email/cellphone
  - Click > Save



(fig. 2)

### CHECK FOR MESSAGES IN GENIUS

- ▶ It is your responsibility to check for messages in Genius every time you login.
  - From the Genius Dashboard
  - Click > Message Inbox (fig. 3)
  - Click > Message to read
  - Click > Compose to send



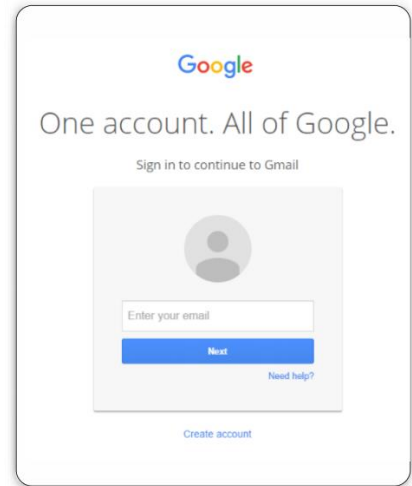
(fig. 3)

## How to Access Student Gapps Email

### STEP ONE

SUSD Gmail for students.


- ▶ Open a web browser and type > <http://googleapps.susd.org> (fig. 1)
- ▶ **Username** = first initial, last name, last 2 digits of student ID (ex: jsmith37@susdgapps.org)
- ▶ **Password** = use your ACTIVE DIRECTORY/Single Sign On password
- ▶ Click > Sign In
- ▶ First time users will be prompted to change your password from the temporary default to a unique password; accept access.



(fig. 1)

If you are having trouble with your password, please call 480-484-HELP.

### STEP TWO

- ▶ Once logged in, Click > Mail to access your SUSD Gmail  
*Note: SUSD Gmail is an internal email system. You will only be able to correspond with your instructor(s).*
- ▶ Click > Apps icon  (located on the upper right of your browser) to access your mail, groups, drive, etc.

## How to Create a Parent/Guardian Account in Genius

### STEP 1 – Login to Single Signon as your Student

A separate Parent/Guardian login account is required for each student:

- ▶ Open a web browser
- ▶ Type > [signon.susd.org](http://signon.susd.org)
- ▶ Login with student ID and 8-digit birthdate as the password (mmddyyyy), unless it was changed.
- ▶ Click > Add Guardian (fig. 1)
- ▶ Fill in all information, Click > Save and Logout.
- ▶ Proceed to Step 2.

**ADD GUARDIAN ACCOUNT**

Here you can add your guardian to your account.

Last Name\*

First Name\*

Email Address\*

Phone

Login\*

New Password\*

Confirm Password\*

☐ Your answer to the secret question will be used to verify your identity in case you forget your password or need to speak to us.

Secret Question\*

Secret Answer\*

(fig. 1)

### STEP 2 – Login to Genius as your Parent/Guardian Account

- ▶ Login to Genius > [susd.geniussis.com](http://susd.geniussis.com)
- ▶ Click Gradebook (fig. 2)
- ▶ Select Course to view gradebook (fig. 3) for individual course.
- ▶ Please allow time for Genius to sync with Buzz.



(fig. 2)

**GRADEBOOK**

Here you can see information about your grades and assignments.

Select	ID	Course	Start	End	Grade	Assignments	Weeks	Teacher
<input type="radio"/>	2414	2510eL Economics	01/05/2015	05/22/2015	93.31	30 of 50	20	Antrim, Jennifer
<input type="radio"/>	2484	4571eL Integrated Math	03/16/2015	05/22/2015		0 of 70	20	Willis, Kayrene
<input checked="" type="radio"/>	2381	5341eL Earth & Space Science	01/05/2015	05/22/2015	89.71	26 of 44	20	Muellner, Don

Select a course to view unit grades

**5341eL Earth & Space Science**

**Teacher Information**

Picture:

Name: Muellner, Don  
Email: [dmuellner@susd.org](mailto:dmuellner@susd.org)  
Phone: (602) 818-4694  
Hours:  
Notes: 198

[Email teacher](#)

Assignment	Possible Points	Earned Points	Grade	Completed
Quiz Student Acknowledgement	100	100	100	Jan 07, 2015
05.00B Materials List for Laboratory Activities	100	100	100	Jan 11, 2015
05.02LABa Rock Correlation	100	96.67	96.67	Jan 14, 2015
05.02LABb A Simulation of Radioactive Decay	100	100	100	Jan 14, 2015
05.03LAB Evolutionary History of the Primates	100	100	100	Feb 08, 2015
06.01LAB Mapping the Seafloor	100	100	100	Feb 18, 2015
06.02LAB World Ocean Currents	100	100	100	Feb 26, 2015
07.01LAB Star Spectra	100			
07.02LAB Properties of Stars	100			

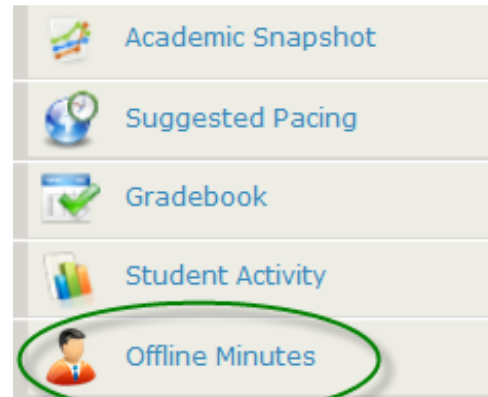
(fig. 3)

## How to Add Offline Minutes in Genius

### ENTERING MINUTES

Scottsdale Online requires that each student complete a minimum of 6800 combined minutes of offline + online work per class. These minutes must be added weekly to have a running total by the end of the class. This is in accordance with the guidelines from the Arizona Department of Education to recognize a student in good standing.

- ▶ On the Genius Dashboard
- ▶ Click > Offline Minutes (*fig. 1*)
- ▶ Make sure that your combined total minutes are accurate.



(fig. 1)

### BEFORE FINALS

When the above step is completed and you have met the minimum attendance requirement, please raise your hand so that the proctor may enter your password for your final.

- ▶ The drop down menu allows for you to rectify offline minutes that may have been overlooked during the block. (*fig. 2*)

A screenshot of the 'BEFORE FINALS' screen. At the top, there is a yellow box labeled 'Search criteria:' containing a date input field with '6/12/2014'. Below this is a table with two columns: 'Section' and 'Offline Minutes'. The table lists two sections: 'SOL(OL8)-2511v American/AZ Government' and 'SOL(OL8)-3411v English IV'. A green arrow points to a dropdown menu for the 'Offline Minutes' column, which is currently open and shows options: '0 hours', '0 hours' (highlighted), 'Less than 2 hours', '2-3 hours', '3-4 hours', '4-5 hours', '5-6 hours', and '6+ hours'. Below the table is a 'Save' button. At the bottom, there is another table with columns 'Date', 'Online Minutes', and 'of'. It shows a list of dates from 06/12/2014 to 06/05/2014 with corresponding online and offline minutes.

Section	Offline Minutes
SOL(OL8)-2511v American/AZ Government	0 hours
SOL(OL8)-3411v English IV	0 hours

Save

Date	Online Minutes	of
06/12/2014	0	0
06/11/2014	0	0
06/10/2014	105	0
06/09/2014	0	0
06/08/2014	0	0
06/07/2014	0	0
06/06/2014	0	0
06/05/2014	118	420

(fig. 2)

## Final Exam Procedures High School Student Only

### PROCEDURES

1. **Students must show student ID when taking finals.**
2. Please do not bring/use cell phone when taking finals. (Student is responsible for lost or stolen cell phone.)
3. No headphones.
4. **The final is the last assignment. All lessons not completed before then shall be scored as zero**
5. **FINAL EXAM - In order to earn credit for the course, you must have an overall class grade of 60% or higher and pass the FINAL EXAM with a score of 60% or better.** If a student does not pass the final exam (received 59% or lower) on the first attempt, a re-take may be allowed prior to the end of the term. Re-takes are not allowed for grade improvement, those who received 60% or higher are not eligible for final exam retakes.
6. Blank scratch paper may be used and must be submitted upon departure.
7. **If a student uses a cell phone or has another browser window/tab opened when taking a final, their score will automatically result in a zero (0).**

### ELECTIVES

- One hand-written notecard (3X5 size) with notes on the front and back

### ENGLISH

- One hand-written notecard (3X5 size) with notes on the front and back
- English Dictionary and Thesaurus

### MATH

- One hand-written notecard (3X5 size) with notes on the front and back
- A calculator (student may use a TI-84 graphing calculator or lower)
- The AIMS reference sheet – *provided by the proctor*
- Math Formula Sheet and Pre-Calculus Formula Sheet – *provided by the proctor*

#### AP COMPUTER SCIENCE (A) ONLY

- One page of hand-written notes (8.5 by 11), both sides
- A graphing calculator
- BlueJ IDE to write their code

### PHYSICAL EDUCATION

- One hand-written notecard (3X5 size) with notes on the front and back
- A calculator\*

### SCIENCE

- One hand-written notecard (3X5 size) with notes on the front and back

#### PHYSICS ONLY

- A calculator\*
- A protractor – *provided by the proctor*
- A ruler – *provided by the proctor*

#### CHEMISTRY ONLY

- A calculator\*
- A Periodic Table with List of Polyatomic Ions – *provided by the proctor*

### SOCIAL STUDIES

- One hand-written notecard (3X5 size) with notes on the front and back

### WORLD LANGUAGE

- One hand-written notecard (3X5 size) with notes on the front and back

#### SPANISH AND FRENCH

- “Accent Mark” – *provided by the proctor*

#### LATIN ONLY

- Latin/English Dictionary

