Forest Trail Academy

Student Orientation Guide

We are pleased you have decided to utilize our "state of the art" learning center as your home for online education. We are proud that you have taken the crucial steps to ensure a bright and successful future. Your journey has just begun and we are thankful that you are letting us take this journey with you.

WELCOME TO FOREST TRAIL ACADEMY!

FOREST TRAIL ACADEMY - LOGIN
http://foresttrail.ilearn-ed.com/login.aspx

The following materials will guide you through the Forest Trail Academy learning management system (LMS) and outline the most important/most used links and features.   We recommend reading the material while simultaneously navigating through the LMS.

EXPLORING THE MY DASHBOARD HOMEPAGE

When you sign in to the Forest Trail Academy LMS, you will arrive at the Dashboard homepage. From here you can access your courses, grades, attendance, messages and more!

Teacher Office Hours

You can view upcoming office hours by clicking the blue Month link and then selecting a date on the calendar.

You can view the calendar by month, week or day. **Teachers will post their office hours here, so be sure to check your calendar often.**

MY DASHBOARD > ANNOUNCEMENTS

Each time you log in, be sure to check the announcements. New announcements are posted regularly and you won't want to miss out on important school information!

To read an announcement, click the Subject. You can also view/read past announcements by clicking the "View All" link in the upper righthand corner.

Announcements   View All

Finally, an easy way to find scholarships.	27 Apr 2016
The Common College Application for Undergraduate Admissions (11th & 12th graders)	12 Oct 2012
Consequences for Plagiarism: DO NOT PLAGIARIZE!!!	4 Apr 2012
Summer Updates from U-M Admissions	16 Jun 2016
May/June Talk of the Trail	7 Jun 2016

View past announcement by clicking the View All icon.
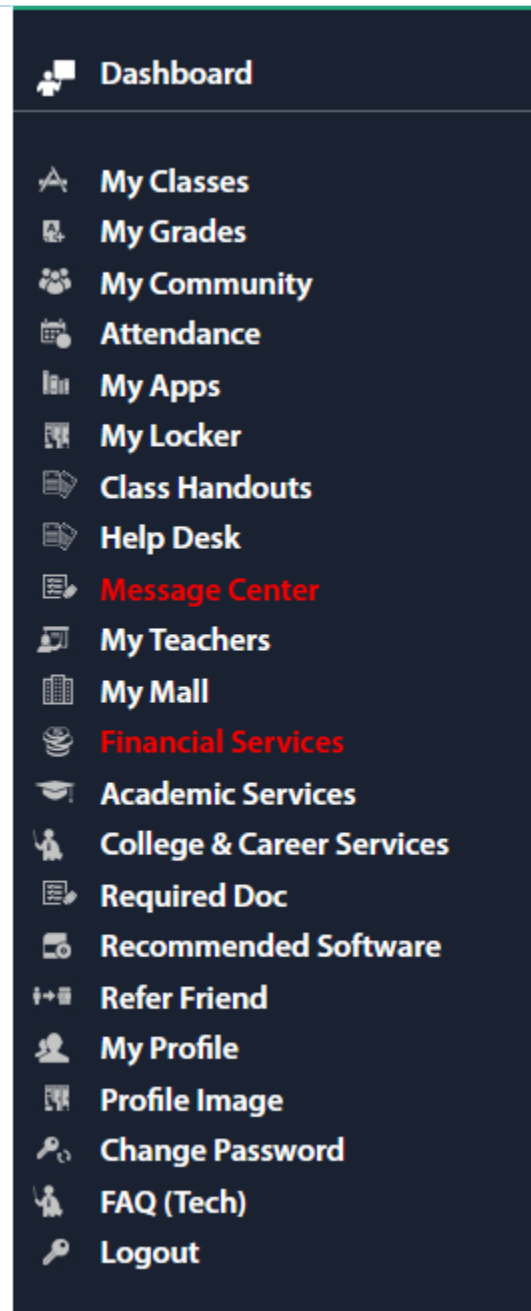
Click any title to open and view the content of the announcement.

NAVIGATION PANEL

The left-hand Navigation Panel contains numerous links/icons for convenient access to different areas of the LMS.

Navigation Panel	Description
Dashboard	The **My Classes** link opens a list of the courses you are currently enrolled in. This is where you will view course content and assessments. Read more about navigating through your courses in "Going to Class".
My Classes	
My Grades	**My Grades** shows you a listing of all current grades. Please note, these are not <u>final</u> grades, but a snapshot of how you are progressing through the class for the work completed thus far.
My Community	
Attendance	Click the **My Community** link to visit the Forest Trail Academy Community.
My Apps	
My Locker	Clicking **Attendance** gives you an up to the minute record of each time you login and for how long.
Class Handouts	
Help Desk	Use the **My Apps** link to access links to various applications such as Google Locker and Brainpop.
Message Center	
My Teachers	Didn't quite finish an assignment or essay? Use **My Locker** to upload/save your documents. You can then retrieve your documents at a later time to finish and/or upload and submit.
My Mall	
Financial Services	
Academic Services	If you encounter a technical issue, use **Help Desk** to submit a ticket to technical support.
College & Career Services	
Required Doc	The **Message Center** is an internal message system where you can communicate with your teachers and student services. Please allow 24 - 48 hours for a response – most likely, you will get a response within hours.
Recommended Software	
Refer Friend	
My Profile	
Profile Image	The **My Teachers** link lists all of your current teachers by subject/course.
Change Password	
FAQ (Tech)	
Logout	

View payment history, current balance, balance due and even make payments online using the **Financial Services** link.

If this link is flashing red, there may have been an issue processing a

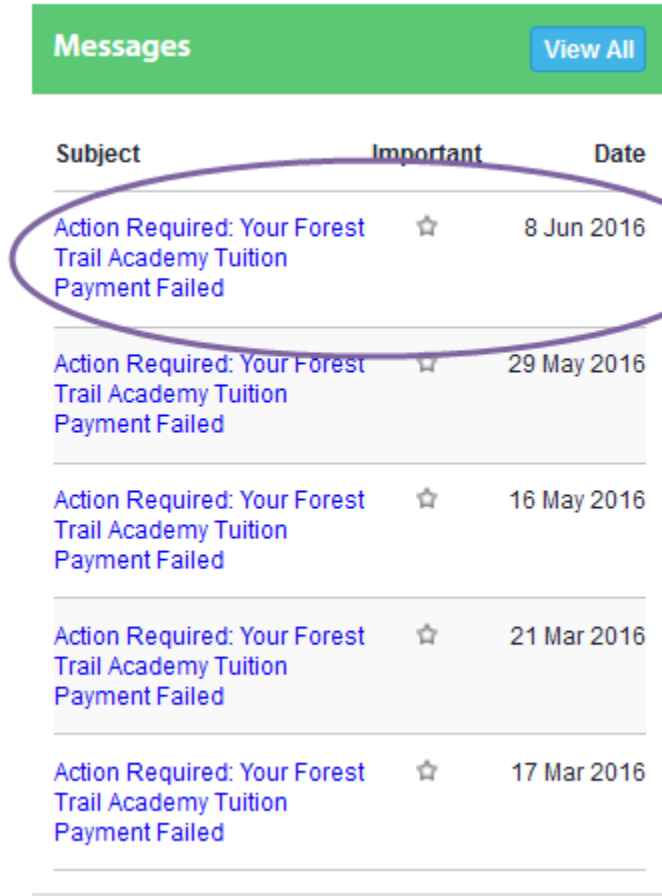| |
|---|
| payment. Please click the link to view the current status of your account and make any necessary payments/updates. |
| Click **Academic Services** to view course options by grade level. |
| The **College & Career Services** link provides links to various college service websites. |
| In addition to using the links in the Required Documents region of the dashboard, you can click **Required Documents** to view/edit previously uploaded documents and/or to submit required documents.

If this link is flashing red, you may be missing a required document. Please click the link to view the current status of your account and make any necessary updates. |
| For links to recommended software, please click the **Recommended Software** link. |
| Do you love Forest Trail Academy? Tell your friends by clicking the **Refer Friend** link! Did you know you get rewarded when someone you refer enrolls at FTA? Read more about the referral program [here](). |
| You can update your profile and contact information at any time using the **My Profile** link. Please make sure this is accurate information – this is how we keep in touch with you. |
| To submit an image for your profile, use the **Profile Image** link. All images must be approved by administration. Inappropriate and obscene images will not be accepted. |
| Change your password using the **Change Password** link. |
| Read through **FAQ (Tech)** for answers to frequently asked technical questions. |
| Finished working? Click **Logout** to sign out of the system. |

MESSAGES

The Messages region lists all new, unread messages. To read a message, click on the subject. This will open the message in a new window.

Remember, the Messages region only lists new, unread messages. Once you have read a message from the Messages region, it will no longer appear here. However, you can still access all messages via the "Message Center" link in the Navigation Panel or by clicking the View All icon in the upper right corner.

You can learn more about sending and receiving messages in the video tutorials.

REQUIRED DOCUMENTS

It is important to give immediate attention to the Required Documents region. The Required Documents region lists all documents needed to complete your file. A "yes" in the Completed column next to any document name indicates the document has been received and is on file. However, all documents with a "no" in the Completed column have not been received and need to be submitted as soon as possible. Documents may be submitted via fax, e-mail, mail or online.

Submitting Required Documents via Fax
Documents may be faxed to 866.230.0259 (561.790.1300 for international fax)

Submitting Required Documents via E-Mail
Documents may be e-mailed to service@foresttrailacademy.com.

Submitting Required Documents via Mail
Documents may be mailed to:
Forest Trail Academy
3111 Fortune Way, Suite B-16
Wellington, FL 33414

Submitting Required Documents Online
To submit a document online, click the "Required Documents" link in the Navigation Panel.

This opens a new window where you can update each document. To upload a document, click the "update" link to the right of the document name.

Student Req Docs					
Name:	**Status**	**Comments**		**Completed**	**Action**
Credentials				No	Update
Application (Download)				No	Update
Handbook (Download)				No	Update
Authorization (Download)				No	Update
Birth Certificate				No	Update
Student Photo				No	Update
Parent ID				No	Update
Transcript(Download)				No	Update

You can learn more about submitting documents online in the video tutorials.

GOING TO CLASS

To access your courses, click the "My Classes" link in the Navigation Panel. Here, you can view all of the courses you are currently enrolled in.

You can navigate through each course using the lefthand navigation. Clicking a chapter title in the lefthand navigation will open a drop down of pages within the chapter. Clicking on a page title will open the page in the window on the right.

Viewing & Completing Assessments

Course assessments appear as links in the lefthand menu. Clicking the assessment title will open the assessment directions in the window on the right.
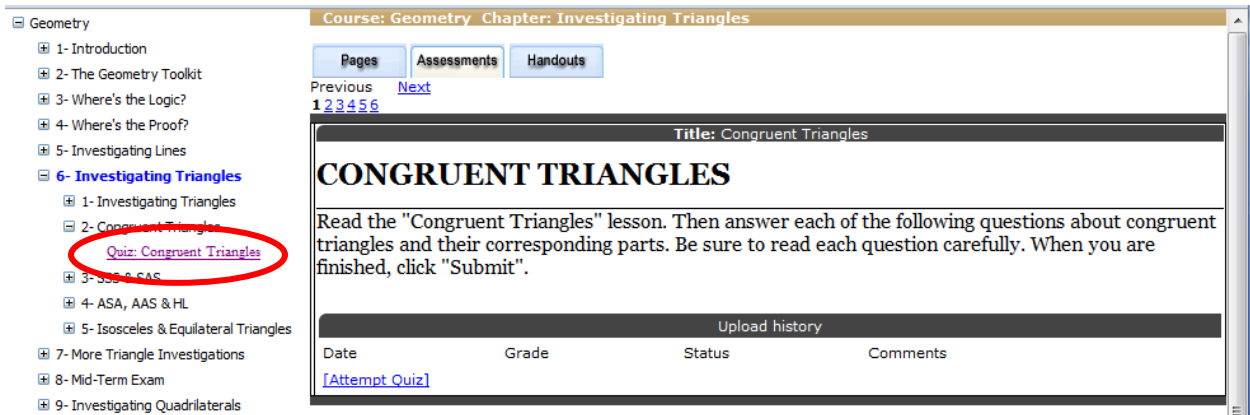
You can also navigate through all assessments in a chapter via the Assessments tab along the top of the page.
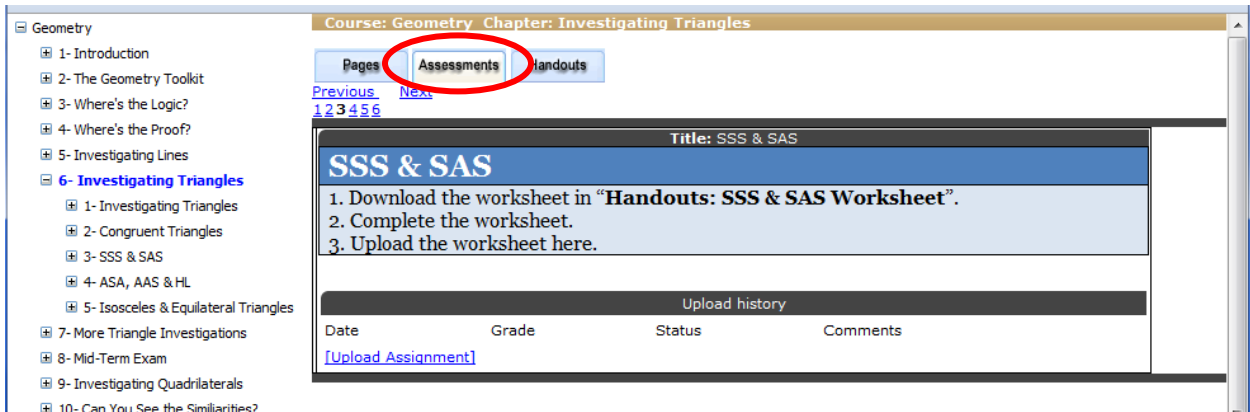
There are five types of assessments:

Quizzes	Quizzes are multiple-choice, computer-scored assessments. You will receive your grade at the end of the quiz after you click "Grade Test".
Worksheets	Worksheets are completed online by typing responses to questions in the corresponding text box. Once you answer a question, you cannot change your answer so be sure you have fully answered a question before you save and go to the next question. Your teacher will grade worksheets within 72 hours of submission.
Essays / Assignments	Essays/Assignments may be fill-in-the blank, projects, open-ended questions, research papers, etc. To complete an essay/assignment, you may be required to download a given handout. Your teacher will grade essays/assignments within 72 hours of submission.
Surveys	Surveys are a combination of multiple-choice and fill-in-the blank or short answer questions. Surveys are both

> computer and teacher scored. You will receive the results of the computer scored portion of your survey immediately upon submission. Your teacher will grade the teacher scored portion within 72 hours of submission.

> **Assessments must be submitted in chronological order by chapter.** When you begin a course, only the assessments in the first chapter will be available for submission. Once all assessments in the first chapter have been submitted, assessments in the second chapter will become available. When these are submitted, the following chapter's assessments will open up. And so on.

Essays/Assignments may by completed offline using software on your computer (i.e. Microsoft Word) or online using Google Docs. To create a document using Google Docs, select the "My Locker" icon from the My Dashboard Panel.

The following file extensions are compatible with the system: .rtf, .txt, .doc, .docx, .ppt, .pptx, .xls, .pdf, .zip, .rar, .jpg, .jpeg, .bmp, .gif, .png, .wma, .mp3, .mp4, .avi, .wmv, .flv, .swf.

IMPORTANT: If you use a Mac, you will need to be sure you save your documents using one of the supported file types. *Please do not "hide" Mac files in a zip document.* Most of our teachers do not use Mac and, while they can open the zip file, they will not be able to open/view the Mac files. It is best to save your documents as .rtf or .pdf.

Please be sure to watch the video tutorials for more on completing and submitting the different types of assessments.

Handouts
Many courses include additional readings, worksheets, scoring rubrics, etc. as handouts to be downloaded. You can access handouts using the lefthand navigation or the Handouts tab along the top of the page.

The link to download a handout appears at the bottom of the page. Click the link to open/save the handout. You may also open the document online using Google Docs.