

A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric layers of different shades of blue. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles.

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!

Dashboard

- My Classes
- My Grades
- My Community
- Attendance
- My Apps
- My Locker
- Class Handouts
- Help Desk
- Message Center
- My Teachers
- My Mall
- Financial Services
- Academic Services
- College & Career Services
- Required Doc
- Recommended Software
- Refer Friend
- My Profile
- Profile Image
- Change Password
- FAQ (Tech)
- Logout

My Grades

Course	Completed	Current Grade
Geometry-B	3/8	B 83.33 %
Orientation	0/4	F 0 %
English I	24/72	B 79.83 %
Science 7B	1/23	B 85 %
Test course	0/53	F 0 %

Messages [View All](#)

Subject	Important	Date
Happy Birthday, Dr Chung!	☆	23 Apr 2021
Clubs for All!	☆	15 Apr 2021
National Honor Society	☆	14 Apr 2021
New Assignment dfsgdf (Test course) submitted by student nine	☆	14 Apr 2021
Your Assessment Vocabulary #2 Worksheet (English I) has been graded	☆	13 Apr 2021

Teacher Office Hours (Today) [Month](#)

Today no appointments

Help Desk Tickets [Open New Ticket](#) [View All](#)

Subject	From	Date
Your Assessment Verbs Practice (English I) has been received	student nine	11 Sep 2017
Testing : (Email Notifications receiving or not ?)	student nine	23 Oct 2019
test	student nine	5 Aug 2019
New Ticket	student nine	13 Mar 2019

Announcements [View All](#)

Subject	Date
Discover Rider's commitment to your future	27 Apr 2021
St. John's new Scholarship Estimator	27 Apr 2021
Virtual Happenings at SUNY	27 Apr 2021
The Lasell April Counselor Connection	21 Apr 2021
Chat with SUNY Korea Admissions on Kakao Channel!	21 Apr 2021

Alerts [Hold Date](#)

Please check the Student Services tab of your Message Center for a course selection message. [5/20/2019](#)

Teacher Office Hours

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

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

The screenshot shows a calendar application window titled "Forest Trail Academy". The calendar is set to "Jun, 2013" and is viewed in "Month" mode. The calendar grid shows days from 26 to 29. Office hours are listed for Ms. Palm and Hillesheim on several days:

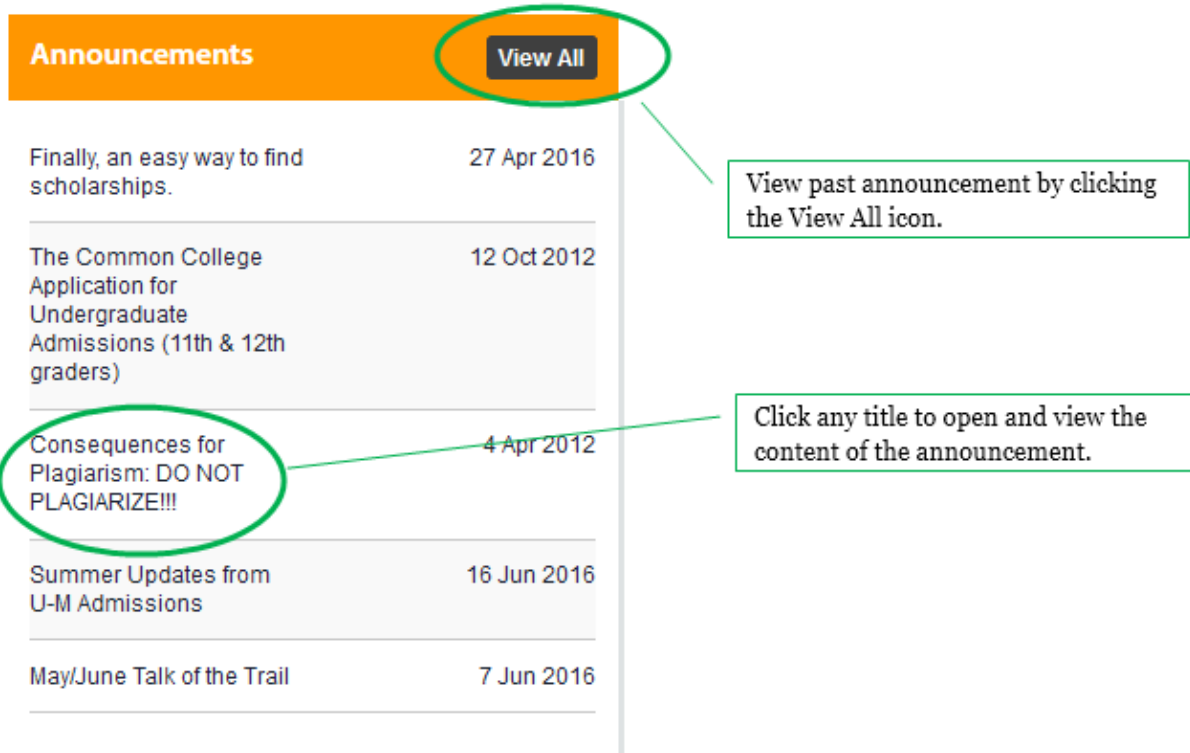
- Monday, June 27: Hillesheim Office hours -
- Tuesday, June 28: Ms. Palm's Office Hours
- Thursday, June 30: Ms. Palm's Office Hours, Hillesheim Office hours -
- Monday, July 3: Ms. Palm's Office Hours, Hillesheim Office hours -
- Thursday, July 6: Hillesheim Office hours -, Ms. Palm's Office Hours
- Monday, July 10: Ms. Palm's Office Hours, Hillesheim Office hours -
- Thursday, July 13: Ms. Palm's Office Hours
- Monday, July 17: Ms. Palm's Office Hours, Hillesheim Office hours -
- Thursday, July 20: Hillesheim Office hours -, Ms. Palm's Office Hours
- Monday, July 24: Ms. Palm's Office Hours, Hillesheim Office hours -

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	
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

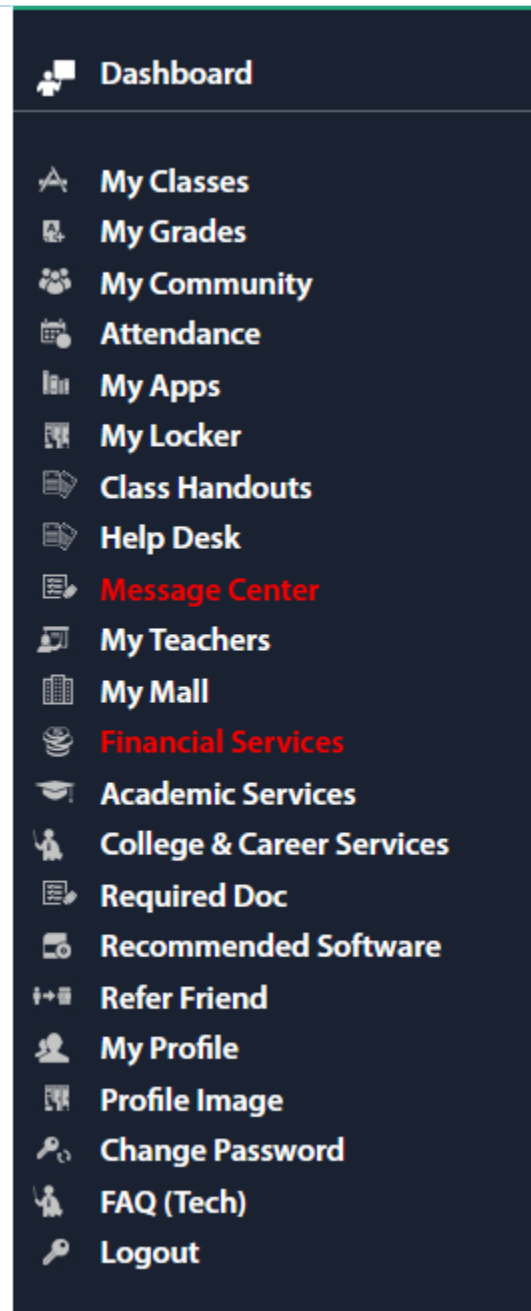
View All

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.



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 Grades shows you a listing of all current grades. Please note, these are not final grades, but a snapshot of how you are progressing through the class for the work completed thus far.

Click the **My Community** link to visit the Forest Trail Academy Community.

Clicking **Attendance** gives you an up to the minute record of each time you login and for how long.

Use the **My Apps** link to access links to various applications such as Google Locker and Brainpop.

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.

If you encounter a technical issue, use **Help Desk** to submit a ticket to technical support.

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.

The **My Teachers** link lists all of your current teachers by subject/course.

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.

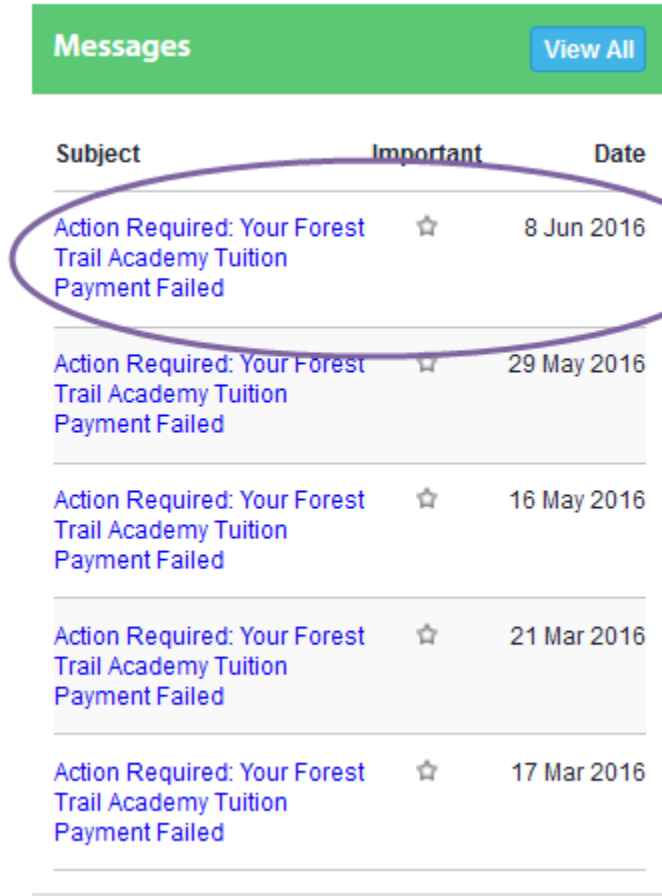
Change your password using the **Change Password** link.

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.



The screenshot shows a 'Messages' section with a green header and a 'View All' button. Below is a table with columns for Subject, Important, and Date. The first message is circled in purple.

Subject	Important	Date
Action Required: Your Forest Trail Academy Tuition Payment Failed	☆	8 Jun 2016
Action Required: Your Forest Trail Academy Tuition Payment Failed	☆	29 May 2016
Action Required: Your Forest Trail Academy Tuition Payment Failed	☆	16 May 2016
Action Required: Your Forest Trail Academy Tuition Payment Failed	☆	21 Mar 2016
Action Required: Your Forest Trail Academy Tuition Payment Failed	☆	17 Mar 2016

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.

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.

The screenshot shows a course navigation interface. On the left is a lefthand navigation menu with a tree structure. The main content area on the right displays a lesson page titled "CONGRUENT TRIANGLE".

Callout 1 (Red box): To open/view a course, click on the course title. This opens a list of all chapters within the course. (Points to the "Geometry" link in the left menu.)

Callout 2 (Green box): To open a chapter, click the chapter title. This opens a list of all pages within the chapter. (Points to the "6- Investigating Triangles" link in the left menu.)

Callout 3 (Purple box): You can continue navigating through the course using the lefthand menu or by using the previous, next and page number buttons located at the top and bottom of each page. (Points to the "Previous", "Next", and "1 2 3 4 5" buttons at the top of the lesson page.)

Callout 4 (Yellow box): To view a page, click on the page title. The contents of the page appear on the right. (Points to the "2- Congruent Triangles" link in the left menu.)

Lesson Content (Visible in the screenshot):

Course: Geometry Chapter: Investigating Triangles

Pages Assessments Handouts

Previous Next
1 2 3 4 5

Title: Congruent Triangles

CONGRUENT TRIANGLE

Lesson Objectives:

- Define congruent triangles.
- Use properties of triangle congruence.

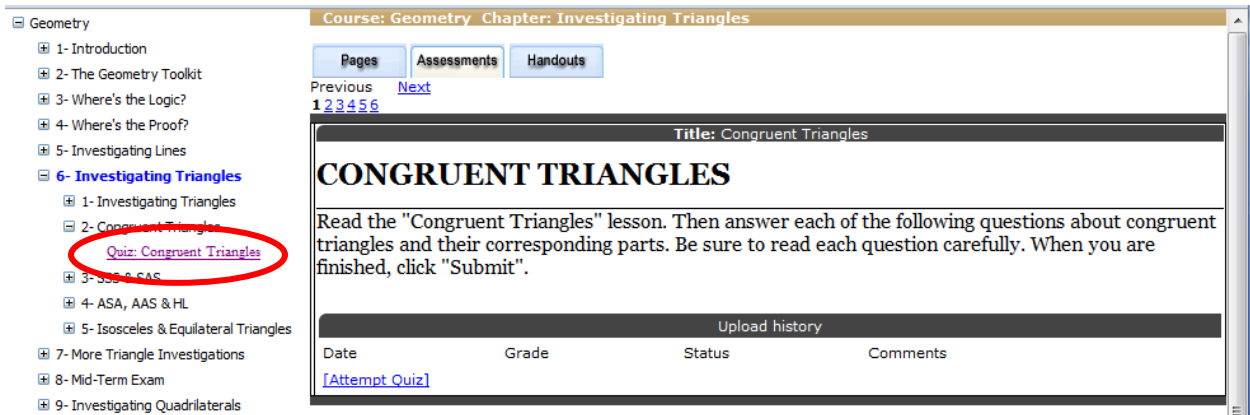
Two geometric figures are **congruent** if their corresponding sides and angles are congruent. We use the symbol \cong to denote congruency between figures.

CONGRUENT TRIANGLES	Two triangles are <i>congruent</i> if and only if the corresponding sides and angles are congruent.
$\triangle ABC \cong \triangle DEF$ $\angle B \cong \angle E$ $\overline{AB} \cong \overline{ED}$ $\angle A \cong \angle D$ $\overline{AC} \cong \overline{DF}$ $\angle C \cong \angle F$ $\overline{BC} \cong \overline{EF}$	

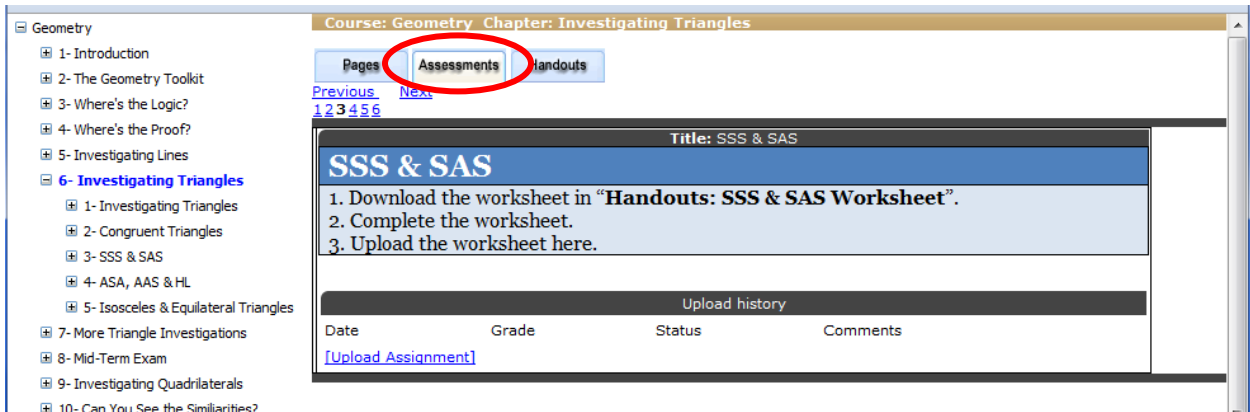
When referring to corresponding congruent parts of triangles it is called **Corresponding Parts of Congruent**

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 be 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 screenshot displays a course management system interface. At the top, the course is identified as "Course: Geometry Chapter: Investigating Lines". Below this, there are three navigation tabs: "Pages", "Assessments", and "Handouts". The "Handouts" tab is highlighted with a red circle. To the left, a sidebar menu shows a list of course sections, with "5- Investigating Lines" expanded to show sub-sections like "1- The Coordinate Plane", "2- Equations of Lines", "3- Slopes of Parallel & Perpendicular Lines", "4- Parallel Lines & Transversals", and "5- Proving Lines Parallel". Under "5- Proving Lines Parallel", a link for "Handout: Proving Lines Parallel Worksheet" is highlighted with a red circle. The main content area shows the details for this handout, including the title "Title: Proving Lines Parallel Worksheet" and a blue header "PROVING LINES PARALLEL WORKSHEET". Below the header, there are three numbered instructions: "1. Click the blue link at the bottom of the page to download the worksheet.", "2. Complete the worksheet.", and "3. Upload the worksheet to 'Assignment: Proving Lines Parallel'". At the bottom of the handout details, the file name "File Name: Proving Lines Parallel Assignment.doc" is displayed.

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.

The screenshot shows a course page for "Geometry Chapter: Investigating Lines". The page has a navigation menu on the left with sections 1 through 9. Section 5, "Investigating Lines", is expanded to show sub-sections 1 through 5. The main content area has tabs for "Pages", "Assessments", and "Handouts". Below the tabs are "Previous" and "Next" links, and a page indicator "1 2 3". The main content area displays the title "Title: Proving Lines Parallel Worksheet" and a "Details:" section with a blue header "PROVING LINES PARALLEL WORKSHEET". The details section contains three instructions: "1. Click the blue link at the bottom of the page to download the worksheet.", "2. Complete the worksheet.", and "3. Upload the worksheet to 'Assignment: Proving Lines Parallel'". Below the details section is a "File Name:" field with the link "Proving Lines Parallel Assignment.doc" circled in red. At the bottom of the page are "Previous" and "Next" links, and a page indicator "1 2 3".

Course: Geometry Chapter: Investigating Lines

Pages Assessments Handouts

Previous Next
1 2 3

Title: Proving Lines Parallel Worksheet

Details:

PROVING LINES PARALLEL WORKSHEET

1. Click the blue link at the bottom of the page to download the worksheet.
2. Complete the worksheet.
3. Upload the worksheet to "Assignment: Proving Lines Parallel".

File Name: [Proving Lines Parallel Assignment.doc](#)

Previous Next
1 2 3