

This guide provides an orientation for Learning Coaches (LCs) to the Online Middle and High School (OMHS).

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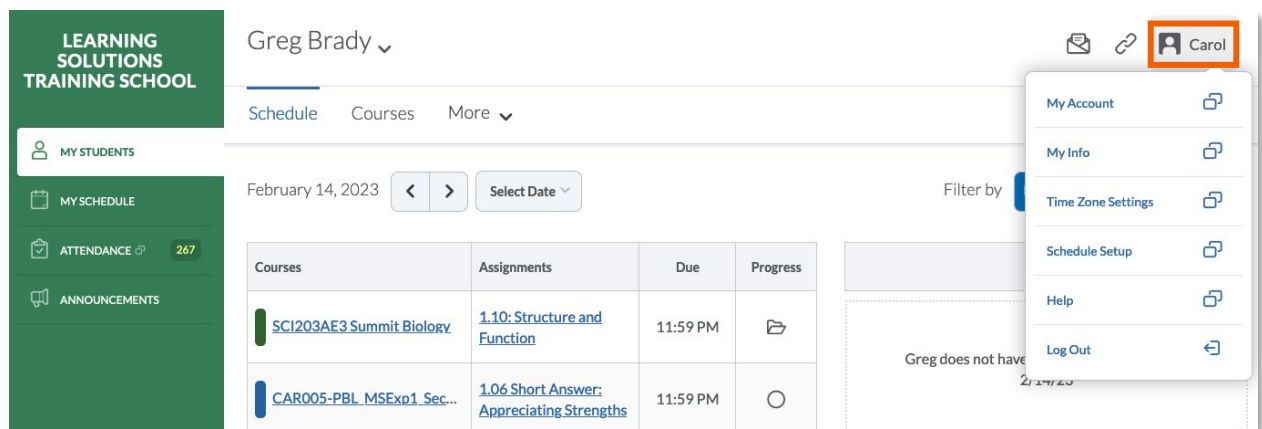
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Learning Coach OMHS Overview

Bookmark the following website: <https://login-learn.k12.com/#login>.

Settings

There are multiple settings which need to be personalized in the Learning Coach (LC) account. Select your name in the top right-hand corner of the landing page to personalize your platform as well as your student's platform.



My Account

Select **My Account** from the LC drop-down menu to update your security question/answer, email address, and phone numbers.

Updates to addresses will need to be submitted through your school.

My Info

My Info shows your student's information. Select your student's name to review your Student's Account, Courses and Classrooms, Orders, Hardware, and School.



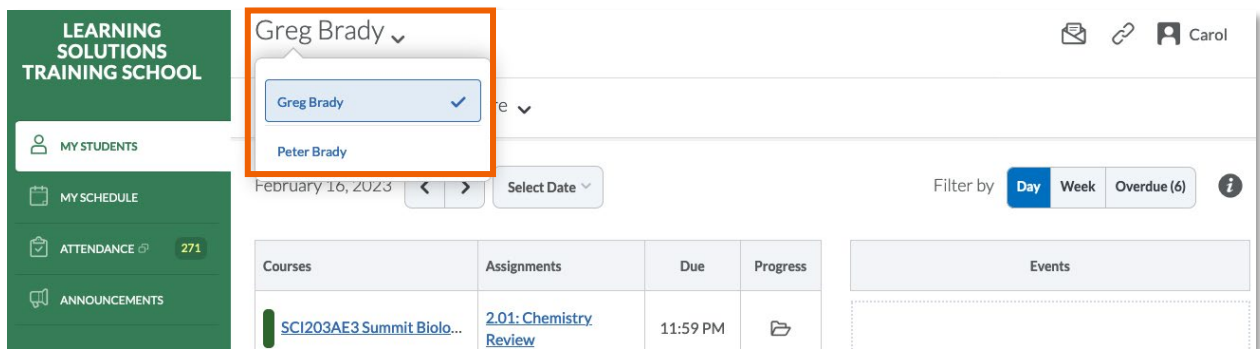
Select [here](#) to view the video short **OMHS Parent Resource Guide: How to Login to the Online School.**

Time Zone Settings

Time Zone Settings should be setup right away. The Time Zone feature in the OMHS is designed to minimize Class Connect scheduling errors as well as assignment due dates. Time will automatically adjust for Day Light Saving Time.

Viewing Multiple Students' Information

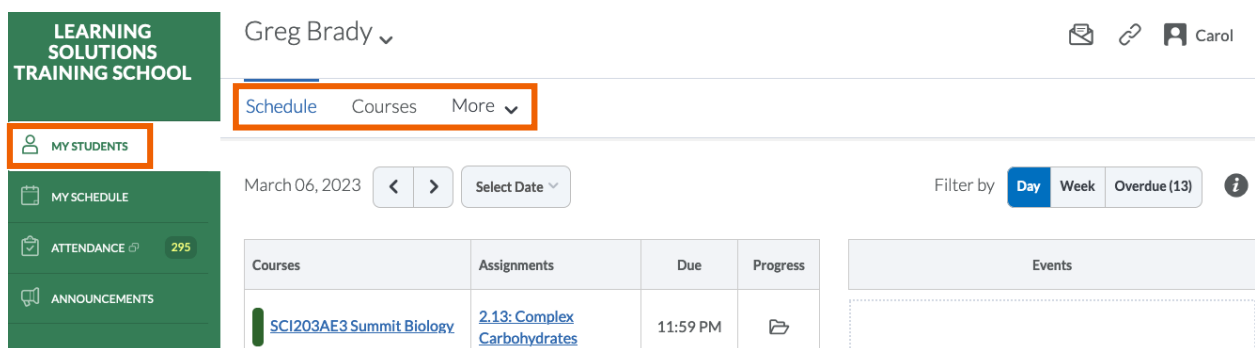
If you have multiple students in the program, you can toggle between students by selecting their students name at the top of the page.



The screenshot shows the OMHS interface for a user named Carol. At the top, there is a dropdown menu for student selection, currently set to "Greg Brady". A red box highlights this dropdown menu, which lists "Greg Brady" (selected) and "Peter Brady". Below the dropdown, the date is set to "February 16, 2023". The main content area displays a table with columns for Courses, Assignments, Due, Progress, and Events. The first row shows a course "SCI203AE3 Summit Biolo..." with an assignment "2.01: Chemistry Review" due at "11:59 PM".

My Students

The **My Students** tab gives you the option to view your students Schedule, Courses, and More.



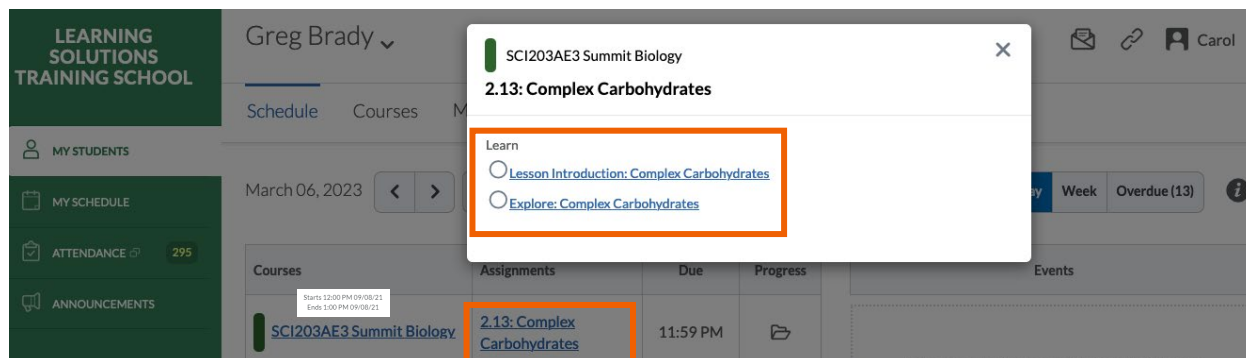
The screenshot shows the OMHS interface with the "My Students" tab selected. At the top, there is a dropdown menu for student selection, currently set to "Greg Brady". A red box highlights the "Schedule" tab in the navigation bar, which also includes "Courses" and "More". Below the navigation bar, the date is set to "March 06, 2023". The main content area displays a table with columns for Courses, Assignments, Due, Progress, and Events. The first row shows a course "SCI203AE3 Summit Biology" with an assignment "2.13: Complex Carbohydrates" due at "11:59 PM".

Schedule

The **Schedule** shows you what Assignments your student needs to complete for the day.





Progress

OMHS student Progress for the listed activities can be seen by selecting the Assignment. A pop up shows the progress and contains a link to the Assignment/s.



Lesson Progress

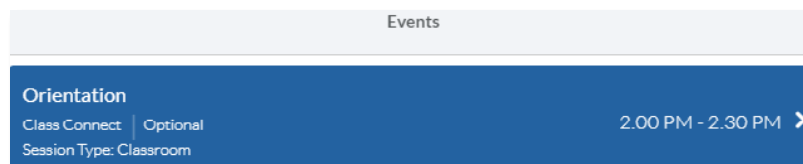
You can view how your student is progressing through the day's lessons. The progress column shows the status of each lesson.

Progress Icon	Description
	The student earned less than 80% on the assignment. Students can take the assignment up to three times. The last grade they earn is what is documented.
	The student completed the lesson and earned above an 80% on the assignment (if one was given).
	This lesson was skipped by the Teacher or Learning Coach. Students do not have access to skipped lessons.
	The student still needs to complete this lesson.

Events

The **Events** area lets you know what Class Connects or Office Hours are scheduled for the day. Class Connect sessions and Office hours provide teachers the ability to meet with their students virtually. Sometimes, these sessions are recorded by the teacher and later posted to the student's Daily Plan or Weekly Plan according to the day it was recorded.

Note: This area will only show events that are hosted in the Newrow platform. Some schools may choose to use a different platform that cannot be embedded in the Events area.



Select [here](#) to run a **Newrow Quick Tech Check** to make sure you are able to have the best experience in your session.

Select [here](#) to view the video short **OMHS Resource Guide: Class Connect for Learning Coaches**.

Assignments

The **Assignments** column is where you can see what lessons the student needs to complete for the day. If the teacher has placed a due date on the lesson or assignment you can see it here.

Courses

The **Courses** tab gives you a quick overview of how your student is doing. You can see your student’s Course Grade, Progress, Overdue assignments (if the teacher uses due dates) and the last time they visited the OMHS using their student account.

The screenshot shows the 'Courses' tab selected in a user interface. The user is logged in as Greg Brady. The interface includes a sidebar with navigation options like 'MY STUDENTS', 'MY SCHEDULE', 'ATTENDANCE', and 'ANNOUNCEMENTS'. The main content area displays a table of courses with the following data:

Courses	Grade	Progress	Overdue	Last Visited	Primary Teacher
MUS08 Spotlight On Music MUS08_SpotlightMusic_Sec1_Sem2_22-23	N/A	N/A	3	N/A	Janae Trainer
Castner_Homeroom_SY20-21 Castner_Homeroom_SY20-21	N/A	N/A	1	N/A	N/A
CAR005-PBL Middle School Career Explorations 1 CAR005-PBL_MSExp1_Sec1_Sem2_22-23	50.0% (F)	3.2%	2	N/A	Donna Castner

By selecting a course name, you can impersonate the student in their account. This gives you access to test scores, progress, and the student’s courses. A notification will show up letting you know you are going to view the course as a student. Any work done while in the session will be recorded on behalf of the student. However, if you want to review content the progress is not tracked. Students should NOT login or work under the LC account.

You can also contact teachers by selecting any of the hyperlinks in the Primary Teacher column.

Grade

The Grade column shows you the student's current grade in the course. Select the grade percentage to see progress reports and feedback.

Progress

The Progress column is where the student's progress can be quickly evaluated. By selecting a Progress percentage hyperlink, you can get a view into how your student is doing.

Greg Brady ▾ ✉ 🔗 👤 Carol

Schedule **Courses** More ▾

MY STUDENTS

Primary Homeroom Teacher: [Donna Castner](#) Last Login: February 15, 2023 ⓘ

Courses	Grade	Progress	Overdue	Last Visited	Primary Teacher
MUS08 Spotlight On Music MUS08_SpotlightMusic_Sec1_Sem2_22-23	N/A	N/A	3	N/A	Janae Trainer
Castner Homeroom SY20-21 Castner_Homeroom_SY20-21	N/A	N/A	1	N/A	N/A
CAR005-PBL Middle School Career Explorations 1 CAR005-PBL_MSExp1_Sec1_Sem2_22-23	50.0% (F)	3.2%	2	N/A	Donna Castner

In the example Below, you can see the Progress Summary. There are many Progress Reports for you to explore on the menu on the left-hand side of the Progress page.

🏠 🌐 CAR005-PBL_MSExp1_Sec1_Sem2_22-23 📄 🗨️ 🔔 🇺🇸 Carol Brady

Anonymous User 🖨️ 🆘 Help

Progress Summary

Grades

Current Grade	Maximum Final	Minimum Final	
F	A	F	F

Grades Received: 1 ▶

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0 ▶

Passed: 0 ▶

Needs Remediation: 0 ▶

- Grades
- Objectives
- Content (Required and Optional Topics)
- Discussions
- Assignments
- Quizzes
- Checklist
- Surveys
- Course Access
- Login History
- System Access History

Overdue

You can see overdue assignments from the Courses page. If a teacher adds a due date to a lesson or assignment and it is missed by the student, it will show up in the Overdue column. A list of overdue work that the teacher has assigned can be seen by selecting the Overdue tab.

Once a student submits anything, even a blank assignment, the assignment will not show in the overdue list. The Grades view in each course is best way to track assignment completion.

Last Visited

This will show the last day the student logged in through their student account.

More

The More tab allows you to view the student's account, share and store documents and visit the Big Universe Library.

Attendance

Students should enter their classes by signing in through their own account using their own usernames and passwords.

OMHS attendance is counted by the computer and by marking an assignment complete.

You do not need to enter anything in the attendance area of the LC Platform.

Announcements

Announcements are posted in your LC OLS account. Several types of Announcements can be posted to the OLS. You should keep up with school news and updates by reading the announcements often. The Announcements posted here could concern anything from updated school calendars, teacher reminders or possible outages. Schools might also have another way to share important information outside of this feature.

Contacting Teachers

Contact teachers by following the directions below:

- Select **My Students** > **Courses** from the OMHS landing page.
- Select a teacher under the **Primary Teacher** column.

OR

- Select the **Messages** icon on the OMHS landing page.

Students are issued a school email address that is only used for school communications. No outside communications may be received or sent from this email address. LCs are copied on ALL school email that is sent between the school and the student, ensuring you are always informed of communications that the student is receiving. LCs use a personal email address (the email designated during the enrollment process).

Student email may be accessed outside of the OLS and on mobile devices.

Daily Routine for Learning Coaches

This suggested routine for a LC may work well for some, while others will have other preferences. It may take time to work out the perfect routine. Keep refining until the best routine for both you and student is found.

1. Log into the Learning Coach account through the OMHS.
 - a) Bookmark the website so you have it for daily logins: <https://login-learn.k12.com/#login>
 - b) Use your LC Username and Password to login.
 - c) A school day is 4 - 6 hours.
 - d) Check email.
2. Have the student log into his/her account.
 - a) Be sure to use the student username and password for student login.
3. Have the student select My Schedule from their OMHS landing page.
4. Select the first assignment for the day.
5. Depending upon your student and their grade level you may need to give them some help, especially in the beginning.
6. Have your student work through all of their lessons and assessments for the day.
7. At the end of the day check-in with your student to see how school went and then log into your LC account to check that all lessons for the day are marked completed and check your students' grades.

Student OMHS Overview

The [Online Middle and High School \(OMHS\)](#) is the starting point for courses in grades 6-12. We recommend reviewing it with your student.