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**MVCA Life Line Resource Guide**





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## http://www.k12.com/sites/default/files/school_logos/logo-mvca-page.png

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**MVCA Life Line Resource Guide**

***Please Right Click and Select Open Hyperlink To Link To Websites***

**MVCA** **Address**

**Michigan Virtual Charter Academy
678 Front Avenue, Suite #190
Grand Rapids, MI 49504
Phone: (877)794-9427 (Enrollment)**

**Phone: (616) 309-1600 (Main Number)**

**MVCA** **Mission**

The mission of the Michigan Virtual Charter Academy is to provide an innovative, intensive academic preparation that inspires and educates students to achieve the highest levels of academic knowledge and skills. Michigan Virtual Charter Academy embraces a collaborative partnership between teachers and parents in order to empower students to reach extraordinary heights. Extraordinary results require extraordinary efforts! Through commitment, hard work, consistency, and responsibility, every student will meet the challenge of mastering high expectations*.*

**MVCA** **Vision**

**Vision:** The vision of Michigan Virtual Charter Academy is to lift students up in a safe, student-centered environment to become confident leaders of the digital age.

**MVCA Academic** **Calendar**

<http://mvca.k12.com/calendar/academic-calendar>

**MVCA** **Who We Are**

<http://mvca.k12.com/who-we-are>

Michigan Virtual Charter Academy (MVCA) uses the [K¹² online curriculum](http://mvca.k12.com/curriculum) to offer Michigan students in grades K-12 an exceptional learning experience.

**● Our highly qualified, Michigan-certified teachers** are available online, by phone and, at the high school level, in-person at the learning center.

**● An exceptional, individualized K¹² curriculum** covers both core subject areas and electives. Based on decades of education research, this curriculum packages high-quality lessons with mastery-based assessments that ensure students achieve success at each and every level.

**● The MVCA online planning and assessment tools**, resources, and hands-on materials ranging from textbooks to microscopes, rocks and dirt, to beautifully illustrated classic children's stories.

**● Our supportive school community** organizes fun and informative monthly activities where MVCA parents, students, and staff share their successes, helpful hints, and more.

**Enrollment and Attendance FAQ’s**

<http://mvca.k12.com/faqs/enrollment-attendance>

### Who can attend MVCA?

Michigan Virtual Charter Academy serves full-time students in grades K–12 who reside within the state of Michigan and meet all eligibility requirements.

### How do I enroll my child in Michigan Virtual Charter Academy?

To find out how to enroll in MVCA, [visit our How to Enroll page](http://mvca.k12.com/how-enroll).

### How many of my children can I enroll in Michigan Virtual Charter Academy?

Because Michigan Virtual Charter Academy provides all the lesson plans and materials needed for kindergarten through grade 12th, many parents find it easy to enroll multiple children in the program. We currently have families with as many as five children enrolled in our virtual schools being guided by one learning coach or mentor in conjunction with the support of highly qualified, state-certified teachers.

### Can I take a vacation during the school year?

The school calendar includes school "holidays" or vacation time. You will not have access to your assigned teacher(s) during this time, but you can continue to do school work. Whenever possible, family vacations should align with school vacation days. Parents are encouraged to contact their teacher(s) if they plan a vacation that does not coordinate with the school calendar.

**Computer Eligibility**

<http://help.k12.com/support-topics/high-school/getting-started/how-do-i-know-if-im-eligible-computer>

MVCA Families typically are issued one computer for every two students enrolled.

If this is a problem please contact an MVCA staff member

A loaner computer and subsidized Internet access may be provided.

K12 ships “loaner” computers to students who qualify per their school’s eligibility requirements. Note that not all K12 schools provide computers to their students.

Computer eligibility is discussed during the enrollment process. If you are in the process enrolling, please contact your enrollment consultant.

If you are recently enrolled and qualify for a computer, you can expect to receive a computer within one week of receiving your course materials. **Please know that computer orders are not visible in My Info until the day of shipment.**Once the computer ships, you can view tracking information by clicking My Info then selecting the Hardware tab in the Learning Coach account. An adult over the age of 18 will need to be available to sign for the computer delivery.

If you did not receive a computer two weeks prior to school's official start date, please contact K12 Customer Support for additional assistance at 1-866-512-2273.

**Computer/Materials** **Return**

<http://help.k12.com/support-topics/computers/return-k%C2%B9%C2%B2-computer-equipment>

●[K12 Printer Returns](http://help.k12.com/support-topics/computers/return-k%C2%B9%C2%B2-computer-equipment/k12-printer-returns)

Do I need to return the K12 printer?

●[K12 Computer Returns](http://help.k12.com/support-topics/materials/returning-materials/k12-computer-returns)

How do I return my computer?

●[K12 Computer Property Sticker](http://help.k12.com/support-topics/computer-equipment/return-k%C2%B9%C2%B2-computer-equipment/k12-computer-property-sticker)

What is the K12 property sticker?

●[UPS Return Shipping Labels](http://help.k12.com/support-topics/materials/returning-materials/ups-return-shipping-labels)

How do I get a return shipping label?

●[Battery Replacement (Laptop) Do I return the defective battery?](http://help.k12.com/support-topics/computer-equipment/return-k%C2%B9%C2%B2-computer-equipment/battery-replacement-laptop-do-i-retu)

What do I do with a defective battery?

●[Computer Equipment Returns FAQs](http://help.k12.com/support-topics/computer-equipment/return-k%C2%B9%C2%B2-computer-equipment/computer-equipment-return-faqs)

How do I contact K12 Computer Returns?

**MVCA Re-****registration**

<http://www.k12.com/reregistration>

**Note:** The re-registration process must be completed by a Learning Coach; students cannot re-register themselves

**Benefits of Re-registration**:

 ●The longer students stay with us, the better they perform academically.

●Head into summer knowing your child's education is ready for school in the fall.

●Get the latest news about upcoming events and activities.

**MVCA** **Customer Support**

1866-512-2273 Customer Support

**How It Works: K-8**

<http://mvca.k12.com/how-it-works/k-8>

Michigan Virtual Charter Academy is a [tuition-free online public school](http://www.k12.com/schools-programs/online-public-schools) program that uses the K12 curriculum, which is accessed via an online school as well as through more traditional methods. Materials are delivered right to the family's doorstep including books, CDs, and even microscopes and cell samples for science projects. We also partner parents and students with highly qualified, Michigan-certified teachers to guide and track their progress and achievement through the curriculum. There are frequent face-to-face meetings and events as well. Student-to-student interaction is emphasized to provide MVCA students with a variety of opportunities for social activities and engagement.

**How It** **Works: High School**

<http://mvca.k12.com/how-it-works/high-school>

Imagine a public high school program that lets students set their sights on a range of post–school goals, and provides students the freedom to explore their interests. The MVCA K12 curriculum is designed to help students maximize their ability to succeed. MVCA accesses the extensive K12 high school curriculum portfolio of core and elective courses, including Math, English/Language Arts, Science, History/Social Sciences, and more.

**What Should I Do Before The** **First Day Of School?**

<http://www.k12start.com/faqs/>

**●Log in to the Online School (OLS) from** [K12.com](http://www.k12.com/) (as a Learning Coach). The OLS login button is located in the upper right hand corner of the website.

**●Create an account for each of your students.** Students in grades four or higher should always complete work and assessments from their Student Account.

**●Check your K-Mail** Communication from your teacher and school will be sent to your K-Mail account in the OLS.

**Learn All About** **Virtual Schooling**

**Tutorial Videos for a strong start**

<http://help.k12.com/support/video-resources>

∙[Learning Coach Account Set up](http://help.k12.com/support-topics/ols-online-school/independent-study/k-8/getting-started/ols-account-learning-coach-ac)

∙[Student Account Set Up](http://help.k12.com/support-topics/ols-online-school/independent-study/k-8/getting-started/ols-account-student-account-s)

∙[Change Novel Selection](http://help.k12.com/support-topics/resources/new-k%C2%B9%C2%B2/using-ols/ols-navigation-change-novel-selection)

∙[Class Connect](http://help.k12.com/support-topics/ols-online-school/international-academy/k-8/class-connect/ols-navigation-class-connec)

∙[Class Connect Troubleshooting](http://help.k12.com/support-topics/ols-online-school/virtual-academyvirtual-school-program/k-8/class-connect/class-conne)

∙[Completing Lessons](http://help.k12.com/support-topics/resources/new-k%C2%B9%C2%B2/using-ols/ols-navigation-completing-lessons)

∙[How to Record Attendance](http://help.k12.com/support-topics/ols-online-school/international-academy/high-school/ols-login-and-attendance/ols-navi)

∙[Schedule Set Ups FAQs](http://help.k12.com/support-topics/resources/new-k%C2%B9%C2%B2/using-ols/ols-progress-schedule-set-faqs)

**New Families Checklist**

∙ Is the internet working?

∙ Is the computer set up and working?

∙ Have LC/Student accounts been created?

∙ Have they logged into the OLS?

∙ Is the microphone working?

∙ Has a quiet student study space been created?

∙ Have materials been received?

**Returning Families Checklist**

∙Is the internet working?

∙Is the computer working?

∙Is the microphone working?

∙Have materials been received?

∙Is the quiet study space ready for school?

**Learning Coach Student School** **Compact**

The Learning Coach student compact serves as an agreement between MVCA, Learning Coaches, and students. The compact facilitates student progress by addressing responsibilities in the areas of achievement, attendance, communication, academics, and testing.

**Individualized Learning** **Plan (ILP Messaging)**

An Individualized Learning Plan (ILP) is designed to organize and identify each student’s unique goals and academic needs. For High School students, college and career readiness are included in the development of the ILP. Teachers work with Learning Coaches to create a comprehensive ILP. An ILP Conference will be held with the Learning Coach and Student within a few weeks of the development of the plan. Advanced Learning High School Students will have a graduation plan completed within the first 9 weeks of school

## **Using the K-8 Online School (OLS)**

OLS videos are brief 2-6 minute instructional segments showing you how to fully utilize and navigate the online school.

●[Setting Up and Managing Your Accounts](https://fw.unitymg.com/rdr/C%3A7433): How to set up and manage your student accounts

●[Your OLS Home Page](http://help.k12.com/support-videos/your-ols-home-page): Explore the features of your Learning Coach Home Page.

●[Navigating the OLS](http://help.k12.com/support-videos/navigating-ols): Review the menus and functions of the OLS

●[Accessing Your Student's Daily and Weekly Lessons](http://help.k12.com/support-videos/accessing-your-student%E2%80%99s-daily-and-weekly-lessons): Discover how to review your student's Daily and Weekly plans.

●[Adjusting Your Schedule](http://help.k12.com/support-videos/adjusting-your-schedule): Learn how to use Schedule Setup to manage your student's plans.

●[Entering Attendance](http://help.k12.com/support-videos/entering-attendance): How to enter attendance for your students.

●[Using Class Connect](http://k12.http.internapcdn.net/k12_vitalstream_com/SCHOOL_SERVICES/LAUNCH_CLASS_CONNECT_SESSIONS/ClassConnect_LC_Instructions-2/Instructions2.html): Learn the basics of finding, attending, and viewing recordings of Class Connect (Elluminate) sessions offered by teachers and staff.

●[K-8 Lessons](http://k12.http.internapcdn.net/k12_vitalstream_com/SYSTEMS/OLS_HELP/COACH/CURRENT_RELEASE/coach_07.mov): Prepare for and manage your student's lessons. [K-8 Progress](http://k12.http.internapcdn.net/k12_vitalstream_com/SYSTEMS/OLS_HELP/COACH/CURRENT_RELEASE/coach_09.mov): How to track your student's progress.

●[K-Mail for Everyone](http://k12.http.internapcdn.net/k12_vitalstream_com/SYSTEMS/OLS_HELP/STUDENT/CURRENT_RELEASE/student_06.mov): Learn the features and tools of kmail.

**Curriculum K-8**

[**K–8 Courses Overview**](http://www.k12.com/courses/k-8-courses)

Course descriptions give specific information about K-8 grade-level course work.

<http://mvca.k12.com/curriculum/k-8>

**K-8 Curriculum** **Data Points for FAST:**

● OLS progress expectations are 2%-3% lesson completion increase (in general) each week. Students will spend a minimum of **6.5 hours per day** on coursework.

● Interim Assessments every 6-8 weeks to monitor student knowledge.

● Moby Max engagement 20 minutes per day 5 days per week for state testing intervention [STI] students.

<http://www.mobymax.com/>

Username: student number

Password: mvca

●K-1 Diebels

●K-3 Reading Eggs

●3-8 NWEA Skills Navigator is replacing Study Island

●National Math Lab is for students grades 3 through 8 who scored in the 30th to 70th percentile. National Math Lab meets 4 times a week.

**Using the Online** **High School**

High School videos are short 2-5 minute instructional segments providing high school students and Learning Coaches helpful tips and information.

●The K12 Online High School Overview! Learn about the exciting features of the new platform.

●[Planning Your](http://fw.unitymg.com/rdr/C%3A12462) [Day](http://fw.unitymg.com/rdr/C%3A12462) Learn how to plan your day.

●[Taking Your Classes](https://fw.unitymg.com/rdr/C%3A12458) Access your high school lessons and complete activities.

●[Checking Your](https://fw.unitymg.com/rdr/C%3A12457) [Grades](https://fw.unitymg.com/rdr/C%3A12457) Know how well you are doing in your online high school courses!

●[Checking Student Progress](https://fw.unitymg.com/rdr/C%3A12459) Learn how the Learning Coach can track student performance.

●[Viewing Your Student’s Course](https://fw.unitymg.com/rdr/C%3A12463) Learn how the Learning Coach can view student courses.

**Curriculum High School**

<https://learning.k12.com/d2l/home/11669>

**Link To High School Online** **Platform BBC Session**

<https://sas.elluminate.com/site/external/launch/meeting.jnlp?sid=559&password=M.FADE1EF088CBD7CDF6B31603216DDE>

**Schedule For New High School Platform BBC Sessions**

<http://www.k12start.com/for-parents/new-parent-resources/#family-strategies-for-virtual-education>

**Blackboard Collaborate** **Launcher**

This link gives you information about how to launch blackboard collaborate

<http://library.blackboard.com/ref/9a27bb08-b742-4a75-8ac8-4d22e7db93ab/index.htm>

**Instructional** **Time**

**9th – 12th Grade: 1098 Hours**

●You can expect that your student will spend a minimum of **6.5 hours per day** on coursework.

●Students must complete USA Test Prep every 6-8 weeks.

●Live academic and support sessions, called class connects, are held daily.

**ECollege Supports**

●[Gimp Digital Photography Software](http://help.k12.com/support-topics/high-school/ecollege-courses/gimp-digital-photography-software)

This article discusses digital photography software.

●[How to Download Exam Guard](http://help.k12.com/support-topics/high-school/ecollege-courses/how-download-exam-guard)

All About Exam Guard.

●[eCollege Tech Requirements and Access Errors](http://help.k12.com/support-topics/high-school/ecollege-courses/ecollege-tech-requirements-and-access-errors)

eCollege (Pearson) Browser and system requirements.

[●How to Scan a Document](http://help.k12.com/support-topics/high-school/ecollege-courses/how-scan-document)

Learn how to scan a document.

●[Foreign Language Packs for OpenOffice](http://help.k12.com/support-topics/k-8/powerspeak-courses/foreign-language-packs-openoffice)

The language packs allow students to be able write using foreign language.

●[View Grades and Progress on the eCollege LMS](http://help.k12.com/support-topics/high-school/ecollege-courses/view-grades-and-progress-ecollege-lms)

Learning Coaches can view student course progress on the eCollege platform.

●[OpenOffice (Open Office) - How to Use OpenOffice](http://help.k12.com/support-topics/high-school/ecollege-courses/openoffice-open-office-how-use-openoffice)

Learn how to use Apache OpenOffice®

●[How to Download Inkscape for the Digital Arts course](http://help.k12.com/support-topics/high-school/ecollege-courses/how-download-inkscape-digital-arts-course)

Learn how to download Digital Arts courses

●[Turn It In General Information](http://help.k12.com/support-topics/high-school/ecollege-courses/turn-it-general-information)

 Learn about “Turn It In” the an academic plagiarism detector

●[Viewing Chinese Characters on a Mac](http://help.k12.com/support-topics/high-school/ecollege-courses/viewing-chinese-characters-mac)

Learn how to view Chinese characters on a Mac computer

EXAM GUARD

●[Exam Guard (Exam Guard) - General Information](http://help.k12.com/support-topics/ols-online-school/international-academy/high-school/lessons-and-assessments/examgua-1)

Learn general information about Exam Guard

●[ExamGuard (Exam Guard) - How to Troubleshoot](http://help.k12.com/support-topics/high-school/ecollege-courses/examguard-exam-guard-how-troubleshoot)

Learn how to troubleshoot in exam guard

●[ExamGuard (Exam Guard) - Reset Internet Explorer](http://help.k12.com/support-topics/high-school/ecollege-courses/examguard-exam-guard-reset-internet-explorer)

Learn how to reset internet explorer in Exam Guard

**MVCA Student** **Assessments**

●Interim Assessments evaluate student learning and skills at the completion of each semester. Students in grades 3-8 and high school are given interim assessments.

### ●USA Test Prep empowers teachers to tailor a Learning Pathway to the needs of students, integrating diagnostic assessments, individualized learning, and classroom support. Students 8-12 please speak to your homeroom teacher for more information.

● NWEA assessments are: Measures of Academic Progress® (MAP®) – These computerized **tests** are adaptive and offered in Reading, Language Usage, and Mathematics. When taking a MAP® test, the difficulty of each question is based on how well a student answers all the previous questions. Students K-12 please speak to your homeroom teacher for more details.

●Michigan Student Test of Educational Progress (MSTEP) is a summative assessment that measures student growth. English Language Arts and Mathematics are assessed in grades 3-8, science in grades 4 and 7, and social studies in grades 5 and 8. MSTEP also includes the Michigan Merit Examination in 11th grade, which consists of a college entrance exam; the Work Keys work skills assessment, and M-STEP summative assessments in English language arts, mathematics, science, and social studies

●The Preliminary SAT/National Merit Scholarship Qualifying Test (**PSAT**/**NMSQT**) is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation (NMSC) in the United States. High School Students please speak to your academic counselor for more information.

●The SAT and SAT Subject Tests are designed to assess students’ academic readiness for college. These exams provide a path to opportunities, financial support, and scholarships. The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st century. High School Students please speak to your academic counselor for more information.

● World-class Instructional Design and Assessment (WIDA)

WIDA advances academic language development and academic achievement for linguistically diverse students through high quality standards, assessments, research, and professional development for educators.

**Who IS** **FAST**

The mission of MVCA Family Academic Support team is to graduate exceptional students by offering encouragement, providing accountability, and promoting engagement to foster family success in a supportive community.

**Staff Directory**

Please refer to staff directory

**Parent** **Network**

The Parent Network provides face to face and online opportunities for Learning Coaches and Parents through a variety of topics and activities. Learn more at [www.mvcak12start.com](http://www.mvcak12start.com)

**MVCA FAST** **Website**

www.mvcafast.weebly.com

**K12 on** **Pinterest**

 <http://www.pinterest.com/k12inc/>

**MVCA MS on** **Facebook**

**MVCA MS on Facebook**

<https://www.facebook.com/mvcamiddleschool>