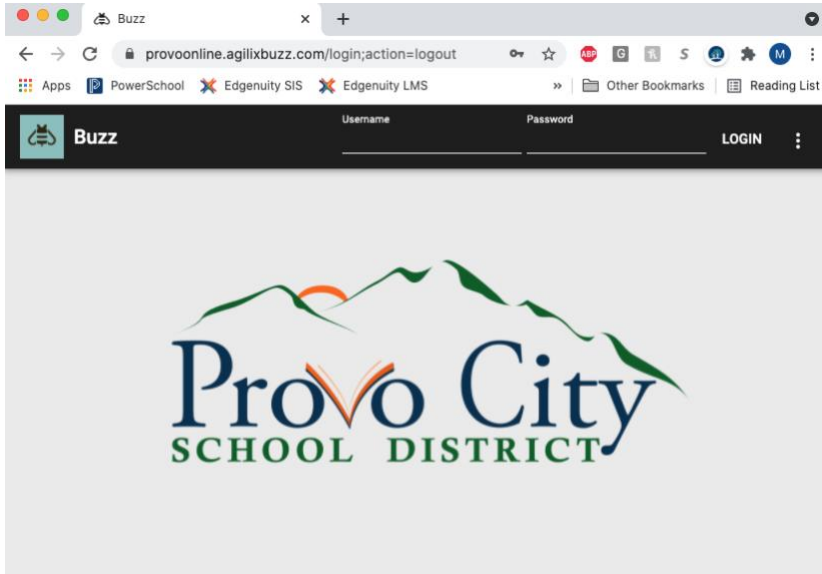**Provo Online Student Orientation**

To login to your Provo Online course(s), go to provoonline.agilixbuzz.com. It looks like this:


Enter your username and password. Your username is the beginning of your email before the @stu.provo.edu. If your name was Bruce Banner and your ID number was 12345, your username would be BB012345. Don't forget the 0 in front of your student number.

Your password is your birth date (mm/dd/yy) with no leading zeros. That means if your birth date is March 2, 2005, your password would be 3/2/05. If it was November 12, 2005, your password would be 11/12/05. Remember the year is just two digits!

Once you've logged in, you'll see your main dashboard. This screen lists your courses and your current progress in each course. Before you begin working on a course, please take time to read the syllabus so you become familiar with the course requirements and the different weights of the graded activities.

To get started on a course, simply click on the course name and read the material on the screen. Click the Next button in the bottom right to move on to the next screen. If you'd like the material read to you, click on the ear icon in the upper right corner of your course screen.
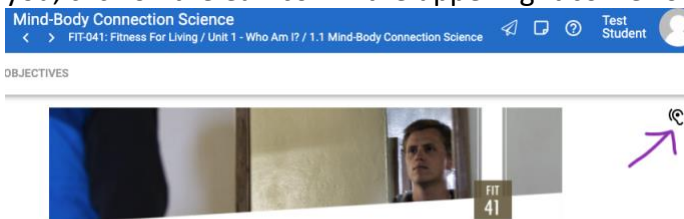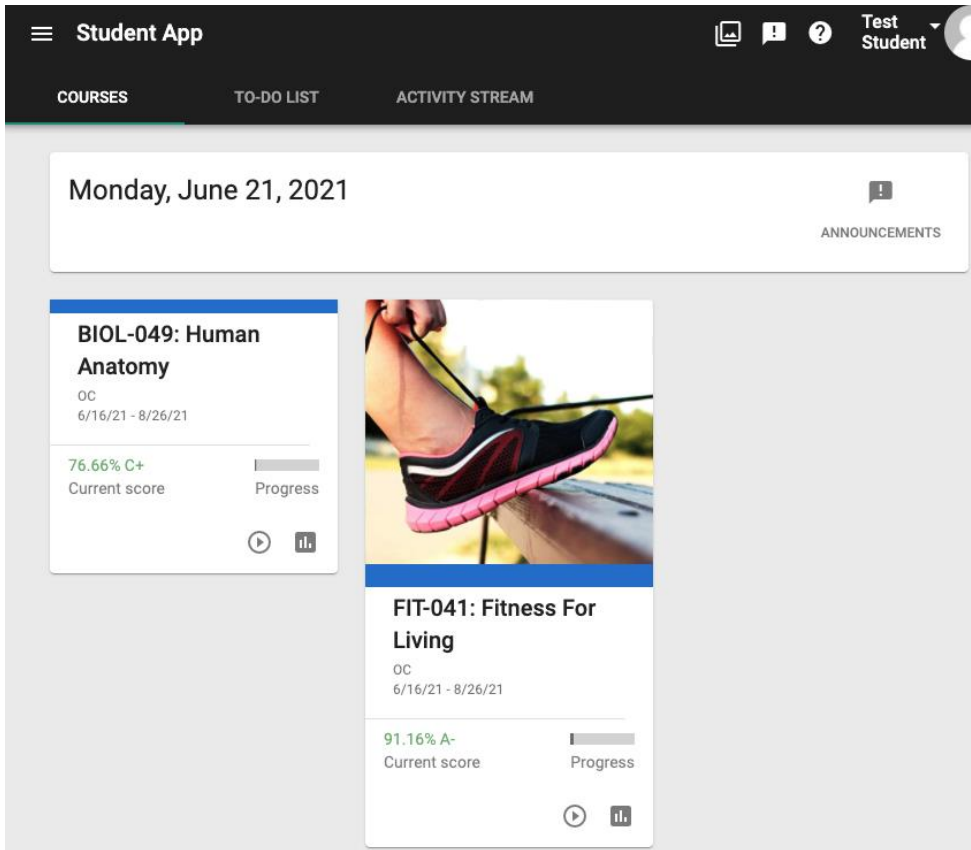
Your current score is based only on assignments you've submitted. It's the quality of work you've done. It does not include incomplete assignments that you should have finished up to this point. The Progress bar shows how much of the course you've completed.

Once you click into a course, you can again see your current quality of work grade and your progress. You can also click on the bar graph icon to see your grades.
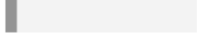

The Grades pages is really important. It shows you all the activities in the course, their target due dates, and what score you got on each one. (Target dates are suggested due dates for students to turn in their work in order to finish the course on time. Points are not deducted for "late" work as long as it's all in by the end of the course). This pages also shows you which activities count toward your grade and which are for practice.

Score: 91.16% A-

**Schedule:** Jun 16, 2021 - Aug 26, 2021 (2 months remaining)

12.5% of gradable activities completed (2 of 16)

5.92% of all activities completed (8 of 135)

The screenshot above shows that this student has completed 2/16 gradable activities, which is 12.5% of the overall course. All 16 activities need to be completed to pass the course. Please note that not all activities are weighted the same. Some count for a larger percentage of the grade than others. See the course syllabus for the breakdown of assignment weights. The bottom number (8/135) shows how much of the course this student has done, including all the instruction pages and practice (self-check) assignments. The self-check assignments are important because they help you learn the material, but they don't all have to be completed to pass the course.

From the Grades screen, click on the tab at the top called WHAT IF. This screen lets you see what grade you're currently earning and what grade you might earn overall based on projected scores on other assignments. Just enter a projected score in the far right of each activity and then click Recalculate at the top to see your predicted score. This screen is also helpful for students who want to know what score they need to earn on a final exam in order to receive a certain grade at the end of the course.

Back inside the course there are a couple icons in the top right (near your name) that are very helpful. First, a paper airplane icon (circled in purple below) allows you to email your teacher with any questions you may have. Just click the icon and type in your message. Second, the conversation bubble with the ! in it (circled in yellow) lets you know if you have any announcements to read. Please be sure you're keeping up with the announcements because they contain important information like how to turn in an assignment or how to sign up for a final exam proctoring session.
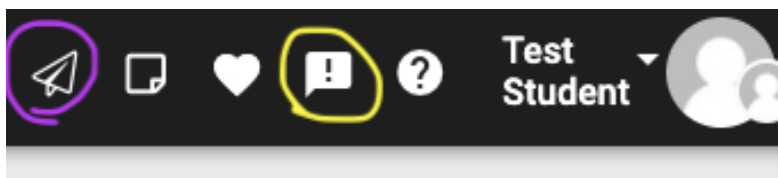
Another important tool is the calendar. To access your course calendar, click on the menu (three horizontal lines) in the top left of your course and then click on the calendar icon. The calendar:
1) Gives you a visual of what you need to accomplish in each course on a given day. The calendar will show today and what you should complete in each course. You can click to a future or past date to see what you should accomplish on those days. This is helpful because it breaks down your coursework into manageable daily and weekly chunks.

2) Blocks out days you won't be working on your courses. eSchool staff will make sure holidays and school breaks are on the calendar, so nothing shows as due on those dates. If you want to block out additional days when you know you'll be busy (e.g. when you have a tournament, performance, or competition), you can manually adjust your calendar. Click on the icon of a calendar with an x on it: [icon]. Then click on Add under My blackout dates. You can then enter dates on which you won't be doing schoolwork, so the calendar shifts your assignments around those dates.

Here are a few more things to keep in mind:

-All final exams must be proctored. GAP class teachers and/or testing center teachers at your high school will set times for you to test. Except for math, all final exams are closed book and closed notes. Students may use one notecard of notes on their math final exam.

-Communication from teachers and eSchool staff will come to your student email account. Please be sure to check that account regularly.

-You have 60 calendar days from the day you are enrolled to finish your course (including taking your final). If you do not finish in 60 days, you can pay for one extension for $15 for up to 60 additional days or until the last day of school, whichever comes first.

-Regardless of when you start/finish a course, grades will be posted in PowerSchool 7-10 days after each term ends.

-You will receive P-scores for your activity in online classes each Friday. A P-0 score means you did not login and did not do any work during a given week. P-1 scores mean you did minimal work, P-2 scores mean you did the expected amount of work, and P-3 scores mean that you exceeded expectations. If you receive a P-0 for two consecutive weeks, meaning you did not login and did not do any work, you will be dropped from your online class(es). This is mandatory and is consistent with the state's 10-day drop rule for attendance. Once you are dropped, you cannot be reinstated into the course until the following semester.