CYBER HIGH

STUDENT QUICK START GUIDE

I. Logging into Cyber High

    1. Once your teachers provide you with your login credentials, <u>log in</u> to Cyber High at **world.cyberhigh.org**.


II. Tutorial Video Access

Cyber High offers text-based help and video tutorials. <u>To access text-based help</u>, click the Help icon [?] in the Menu Toolbar at the top of the Cyber High window.

After clicking the icon, a window will display page specific text help. One may also access the tutorial's Main Menu to search for specific topics.

III. Navigating the Homepage

The Home Page consists of three main parts: the **Menu Toolbar**, **Quick Access Modules**, and most importantly, the **My Courses Module.** Periodically, an Important News Message or Teacher Messages will appear at the top of the screen to announce something significant such as downtime due to maintenance, a new course release or a note curated by a Cyber High contact Teacher.
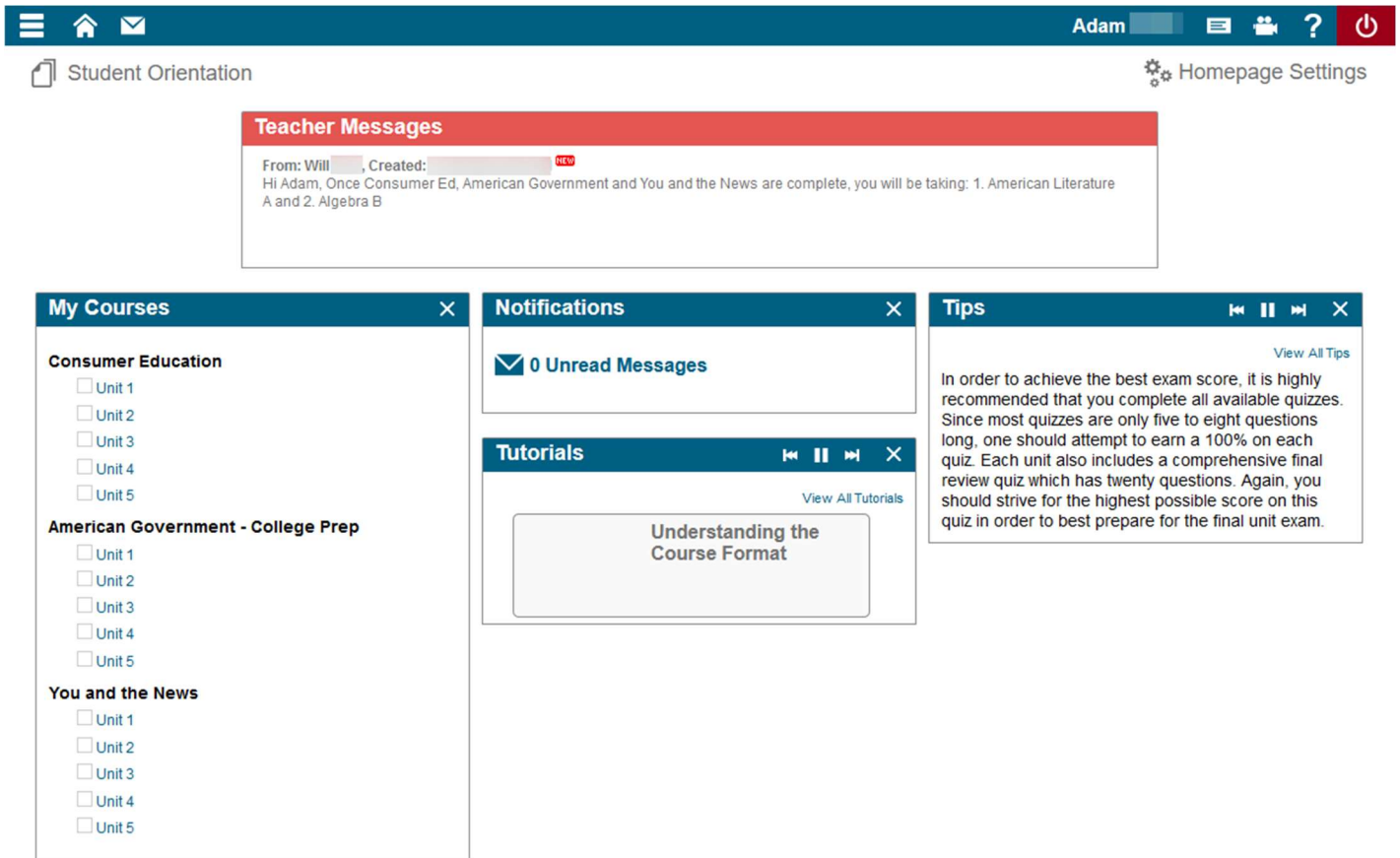
The Toolbar on the homepage is an icon-laden feature that will help you get to key components:

Main Menu *Click to reveal sub-categories for Main, Courses, and Reports.*

Video Tutorials *Displays when a video tutorial is available for the screen you are currently viewing.*

Home *Return to the Cyber High Homepage from within the application.*

Help *Click to reveal a search menu or frequently asked questions for the screen you are currently viewing.*

Messages *View the status of Unit Exams, Projects, and Writing Assignments. The red pip indicates you have unread messages.*

Logout *Click to logout of your Cyber High session*

IV. <u>Opening a Course</u>

Once your teacher has approved you for a course or courses, there are two places you can access the course.

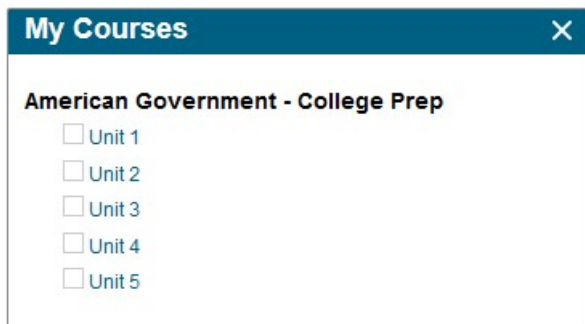1. Click on the Menu icon > Courses > select the course category > select the course name > select the unit number.

2. From the "My Courses" module on your homepage as shown below, click a unit number. Please note, the "My Courses" module will not be visible if you do not have an approved course.

V. <u>Understanding the Course Format</u>

A course is made up of five Units. When you access a Unit within a course, you are presented with the Unit Landing Page and each Landing Page contains its own Unit Progress Bar, Table of Contents, and Unit Links.

A. ***Unit Progress*** displays the percent of the Unit you have completed.

B.

C. **Due Date** is the date on which a percentage of the Unit should be complete. This is typically used as a visual indicator of where you should be; however, Cyber High does not impose systematic consequences if you do not meet them.

D. **Supplemental Materials** reveals if supplemental reading material is required for the course.

E. **Student Orientation** is a tutorial video designed to introduce you to the basics of Cyber High.

F. **Table of Contents** displays links where you select a page, Activity, Instructional Video, Project or Quiz to open that item.

G. **Section Titles** in the *Table of Contents* are shown in larger font with a small black triangle on the left. Click the triangle to collapse and expand section content.

H. **Green Checkmarks** show on the *Table of Contents* next to the page title after a page has been visited and when an Activity, Writing Assignment, Project, or Quiz has been passed or marked as Proficient.

I. **Course Content** is shown after selecting a link from the *Table of Contents*. Each content page includes a *Course Page Toolbar* containing useful links.

J. **Course Page Toolbar** is shown at the top of each page within a course. From the toolbar, you can go directly to a specific page with the "*Navigate To…*" dropdown shown below.
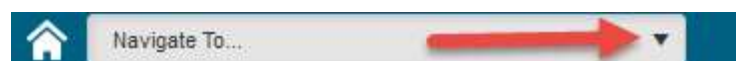
The icons that may be found on any given *Course Page Toolbar* are:

Course Notes *allows you to create a note for each page in a Unit. You can then view all notes digitally from **Menu > Main > Course Notes**. These notes are only accessible within your Cyber High account.*

Knowledge Base *allows you to access course pages and videos in a searchable list format. When accessed, it opens in a new tab.*

Calculator *is an in-app basic calculator that opens in a new window.*

Text Editor *is an in-app notepad. When the icon is clicked, you can see a list of links to the Writing Assignment Activities and a link to submit it for grading.*

Headphones *where applied, allow you to listen to audio of the on-screen content.*

Academic Plus *where applied, allows you to view an on-screen scaffolding feature that contains prerequisite or foundational material to better understand a concept.*

You will notice that each Unit within a Course is structured similarly:

- 15-30 Activity pages depending upon subject matter.

- One or more writing assignments; Language Arts courses average more per Unit than other courses.

- One Extra-Credit Writing Assignment where you can earn 4% toward their Unit Exam score, so long as the total score does not exceed 100%. If your school restricts *Unit Progression*, this assignment MUST be submitted. If a teacher enables *Enforce Pacing*, this assignment must be graded as proficient. This assignment MUST also be graded BEFORE you are approved to take the Unit Exam, otherwise you will not get the 4% credit.

- One or more optional Projects depending upon settings allowed by your administration.

- Short section quizzes which include 5-8 questions.

- One Unit Final Quiz which includes 20 questions. When trying to determine if you are prepared to take the Unit Exam, plan to use the Unit's Final Quiz score to indicate you readiness.

- One Unit Exam which includes 50 questions. The Unit Exam will only appear for you when approved by your teacher.

- Alternative assignments that further augment learning, such as Instructional Videos, Reading Logs, Reading Fluency Checks, an in-app Highlight tool, and an in-app Note Taking tool.

VI. Starting a Course

1. You must take each Unit in order.

2. If your course requires extra or supplemental materials, check the Unit Links section on the Landing Page, then ask your teacher how to acquire it.

3. A typical course unit has 5-7 sections. Each section includes a reading section, followed by an activity page, possible project, then a quiz. At the end of each section, clicking the Next button at the bottom of your screen will return you to the Unit's Landing Page.

4. Click the first link from the Table of Contents list and begin reading. Click the Back and Next links to navigate between pages.

5. **Activity pages** - Help you to apply knowledge and practice concepts learned. These may include multiple choice, short answer questions, essays, and reading journal activities.

6. **Projects -** Your teacher may optionally allow you to do projects. These may include creating a presentation, sketches, or story.

7. **Quizzes** - There are 5-8 section quizzes and 1 Final Quiz which is 20 questions long. Please note that although your course grade is based primarily on your Unit Exam results, the quizzes help you to determine what score you can expect to achieve. It is in your best interest to earn the highest possible quiz scores in order to earn the highest Unit Exam score.

VII. Assignment Grading

Writing Assignments and Projects are the only items in Cyber High that provide you with feedback from your teacher. Once you submit your assignment and it has been reviewed by your teacher, you may receive the following on the activity page or the project page.

1. *Pending Student Review (PSR)* means your teacher is requiring changes and the assignment is returned to you for edits. You must click the "Submit for Grading" button or link on the Project or Writing Assignment Activity in order to resubmit the assignment. If you prematurely submitted an assignment or project and would like to request your teacher return it back to you, this may be how your teacher decides to return the assignment back to you.

2. *Proficient (P)* means your assignment was relevant to the description, or the rubric (if one was provided within the assignment). In this case, no further action is needed.

3. *Not Proficient (NP)* means your assignment was not relevant to the description, or rubric (if one was provided with the assignment). You will have an opportunity to submit the Project or Writing Assignment again, by revising the assignment, then clicking on the Submit for Grading button.

4. *Not Applied (NA)* means your Extra-Credit Writing Assignment was graded proficient after you started the Exam. Remember, your teacher MUST grade the Extra-Credit Writing Assignment BEFORE APPROVING THE EXAM in order for you to be eligible for the credit.

VIII. Taking the Unit Exam

1. Your teacher determines your preparedness for your Unit Exam. Prior to taking your Unit Exam, please review your Unit's content and notes. Depending on instruction by your teacher, you may want to consider retaking quizzes as a refresher.

2. Once your teacher approves your Unit Exam, you may access the approved Unit Exam by going to **Menu > Main > Exams**. Here you will see a Unit Exam graphic similar to the one below for the course.
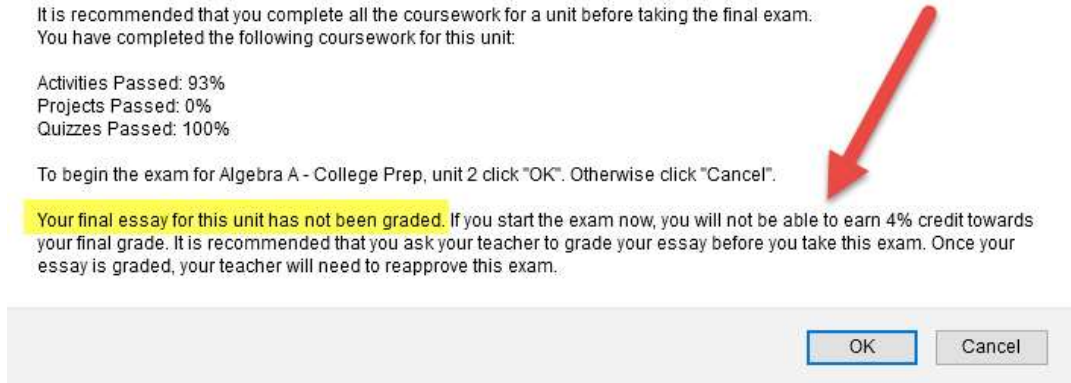
3. Click anywhere within the rectangular box to start your Unit Exam. Note: if you do not start the Unit Exam within a set amount of time, your teacher may need to approve you for your Unit Exam again. Once you begin an exam, you cannot perform any other function in Cyber High.

4. It is recommended that you complete all coursework for a unit before taking the Unit Exam. If you have not completed all of the coursework, a pop-up window will display. Since your teacher has already approved you for the Unit Exam, you may click OK; however, if the pop up warns that your Extra Credit Assignment has not been graded, as shown below, notify your teacher and request that your assignment be graded before proceeding. This will ensure you obtain the 4% extra credit.

5. Each Unit Exam is 50 questions long with each correct answer worth 2% points. All 50 questions must be answered before the Unit exam will be scored. It is recommended that you read each question carefully along with each possible answer before you select your answer.

6. Your teacher may determine how much time you have to complete your Unit Exam. Most students can complete their Unit Exam in one session.

7. If your Unit Exam is interrupted because your computer froze or your internet connection was disrupted, Cyber High saves each answer once you click *Back* or *Next* when going to another question. Once your technical issue has been resolved, log in to Cyber High again and click the Resume Exam button.

8. If you choose to quit the exam you will be required to enter your password and provide a reason for the quit. If you quit or the exam expires after 16 consecutive days of inactivity, the exam will not be scored. Both you and the teacher will receive notification, in the Messages section, of the exam quit, the quit reason and/or if it has expired. A quit or expiration will count as a failed attempt.

9. **Important**: If you have logged out of your Unit Exam for more than 15 minutes, the next time you click the Resume Exam button, a prompt for teacher authorization will appear. Your teacher will be required to enter their username and password in order for you to proceed. This ensures that your Unit Exam is being proctored (Due to school closures/COVID, your school may have allowed Cyber High to temporarily bypass this teacher authorization prompt.)

10. Once you click the "Finish" button on your Unit Exam, your Unit Exam score will display immediately on the screen. Your exam scores can also be viewed on either the Student Grade Report or the Student Progress Report. These can be found under Menu > Reports.

IX. Completing a Course

A course grade is calculated based on the results of the five Unit Exams and any extra credit writing assignment that was completed. Section activities and quizzes do not count toward one's grade. However, they are extremely important as they help you to prepare for your Unit Exam. When you complete all five Unit Exams, the course will no longer be accessible. It is very important to read and understand the *Course Completion Criteria* and to note the one scenario where you will be unable to retake one of the Unit Exams.

> **Course Completion Criteria**
> A course is passed when all five Unit Exams are completed, at least four of the five Unit Exams are passed with a passing score or higher, and the average of the highest score for all five Units is passing or higher. For example, assuming the passing score is 70%* and the student receives the following scores: Unit 1: 50%, Unit 1 Retake: 80%, Unit 2: 80%, Unit 3: 80%, Unit 4: 80%, Unit 5: 60%. The course grade is calculated as follows: (80 + 80 + 80 + 80 + 60) ÷ 5 = 76. The course is passed with an average score of 76% because one failed Unit is permitted; therefore, the course is closed and no other coursework can be taken. As a result, the Unit 5 Exam cannot be retaken.
>
> *Your ACTUAL minimum Passing Score can be found in red
> on the Unit Exam graphic right before you begin the Unit Exam.*

X. <u>Tips for Success</u>

1. Complete all of the activities and quizzes in each Unit.

2. Most section quizzes are 5-8 questions. Therefore, it is recommended that you earn 100% on these quizzes since the answers can be readily found in the preceding section.

3. The Final Quiz is 20 questions. On this quiz, "it is better to aim for the moon and hit the starts, then aim for an eagle and hit a rock." Your success on this quiz will indicate to your teacher that you may be ready to take the Unit Exam.

4. After taking a quiz, a list of any missed concepts may be available. We recommend reviewing these concepts as well as the previous section to help you retain your knowledge of the material.

5. We recommend that you consider the first attempt of each Unit Exam as if it is your only attempt. This will help you to avoid earning a lower than desired score. Remember, a lower than desired <u>passing</u> score cannot be retaken