

BVA QUICK REFERENCE GUIDE

2016-2017

Logging On

1. Open Firefox (the preferred web browser for your courses).
2. Type into the address bar:
http://bva.genlussels.com
3. Enter your username and password:

Check Messages

1. On the homepage, click here to check messages.
 2. Make sure your "inbox" folder is selected.
 3. From here you can
 - A. **Reply** to a message
- OR
- B. **Compose** a new message



Screen Shots

PC/Windows:

1. Position the windows you want to include.
2. Press the **PrtScr** button on your keyboard.

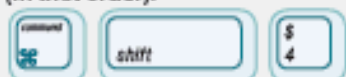


This will copy an image of your screen to your computer's Clipboard.

3. Open Word and **Paste** (Ctrl+V) the screenshot inside the document.

Macintosh:

1. Press and hold the **Command + Shift + 4** keys (in that order).



2. Use your mouse (now cross-hairs) to **click and drag** a box over the space you would like to capture.
3. A file called "Screen Shot" will be saved to your desktop.

Need Help?

Contact us!

Student Support: **(484) 237-5350**
info@bvapa.org

Tech Support: **(484) 237-5450**
HelpDesk@bvapa.org

Course Content: **Ask Your Teacher**
(Check Genius for each teacher's contact information.)

For questions about scheduling, special needs, or adding and dropping classes, reach out to your School District.

Stay on Track

Participation is measured by logging in to school, being active in assignments, and completing your work at the highest level of quality you can produce. You must seek help when you need it, establish your own daily schedule, and meet deadlines.

Progress can be checked in Genius SIS by each student, their parent(s), and a district contact person. The reports available in Genius show the number of assignments that have been completed, the grade average on graded assignments and activity minutes spent in each course.

PILLARS of
SUCCESS
at
BVA

MAINTAIN PACE

1 hour per day if in a full year course, and 2 hours per day if on a block schedule

COMMUNICATE

Check messages daily!
Attend Virtual Offices
Contact your Teaching Assistant

Maintain a passing grade in all subjects

MAINTAIN GRADES

Follow your district's procedures

HONOR RULES

Daily To-Do List

- 1) Best time to work is Monday through Friday, 9:00 a.m. – 3:00 p.m. (similar to a normal school day)
- 2) Log into Genius at <http://bva.genlussels.com>
 - a. Check your progress in each class
 - b. Check messages from teachers, teaching support assistants (TAs), and any one else who may have messaged you, and respond if applicable
 - c. Check calendar for important dates and deadlines
 - d. Access your Odysseyware, Edgenuity, and/or BVA courses
- 3) Check messages in Odysseyware (if applicable)
- 4) Based on any due dates, make a goal sheet as to what your assignments you should complete
 - a. A general rule of thumb is to complete 1-2 assignments in Odysseyware courses and/or 2-3 assignments in Edgenuity courses (not all Edgenuity assignments receive a grade)
 - b. On average, it takes about an hour to complete the above
 - c. Check with your teaching support assistant (TA) regarding other course platforms
- 5) If you have accomplished the above, **celebrate your success!**