



Recommended Browsers (in the following order)

- Firefox (PC or Mac): <http://www.mozilla.org/>
- Google Chrome (PC or Mac): <http://www.google.com/chrome>
- Safari (pre-installed on Macs)
- Internet Explorer is included on Windows-based PCs. We strongly recommend that you download and install Firefox and/or Google Chrome to access and work with online classes.

Recommended Productivity Software

- Microsoft Office 2007 or newer (Word, PowerPoint, and Excel)
 - Our teachers use and produce most class files using Microsoft Office.
 - If you have an older version of the Microsoft products, you can go to <http://office.microsoft.com/> and enter "viewers" in the search bar. Look for the File converters and viewers link and locate the converter for your product. The most common can be found by [following this link](#).
 - If you have Microsoft Works, please review the Microsoft information about how to open/save Works documents for Word use (<http://support.microsoft.com/kb/315757>).
 - If you would like to use a free, safe, and compatible program that will allow you to open, use, and save your class files in the format provided by your teacher, you can download OpenOffice at <http://www.openoffice.org/>.
 - Be sure to save your OpenOffice files in the format your teacher provided.
 - You can also use <http://docs.google.com/> to create, edit, upload, and download files compatible with Microsoft Office.
- Adobe Reader <http://get.adobe.com/reader/>
- Adobe Flash Player <http://get2.adobe.com/flashplayer/>
- Video player software
 - Windows Media Player (PC or Mac <http://windows.microsoft.com/en-US/windows/products/windows-media-player>)
 - Quicktime (PC or Mac <http://www.apple.com/quicktime/>)

Helpdesk

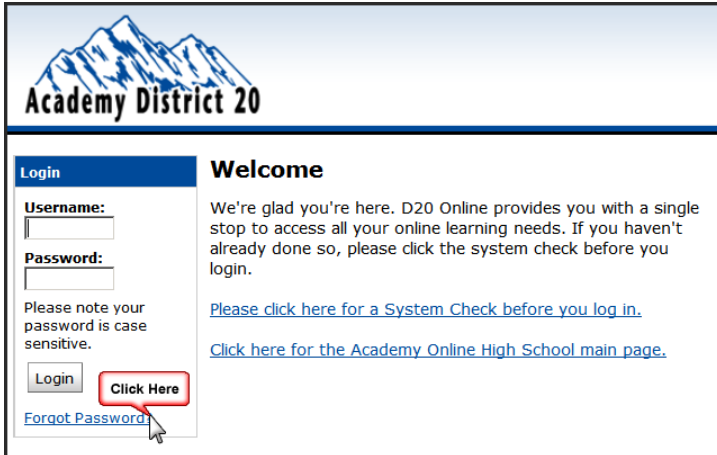
- For content/class related questions, contact the teacher
- For technical help and non-class related issues help@asd20.org or 719.234.1777

To Access Academy Online Information for Your Student

1. Go to <http://www.asd20.org/online>. This will resolve to the main login page at <https://d20online.desire2learn.com/>.

If you have never logged on to the online (Brightspace/Desire2Learn) system, follow steps 2 – 5 below.

2. **PARENTS/GUARDIANS ONLY:** If you have never logged on to the online system, first click the **Forgot Password** link to set up your Infinite Campus Parent Portal username and password to work in the online system.



Academy District 20

Login

Welcome

Username:
Password:

Please note your password is case sensitive.

Login Click Here

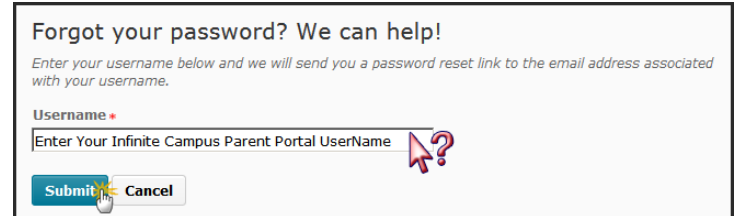
[Forgot Password](#)

We're glad you're here. D20 Online provides you with a single stop to access all your online learning needs. If you haven't already done so, please click the system check before you login.

[Please click here for a System Check before you log in.](#)

[Click here for the Academy Online High School main page.](#)

3. Type your Infinite Campus Parent Portal username in the **Username** field and click **Submit**.



Forgot your password? We can help!

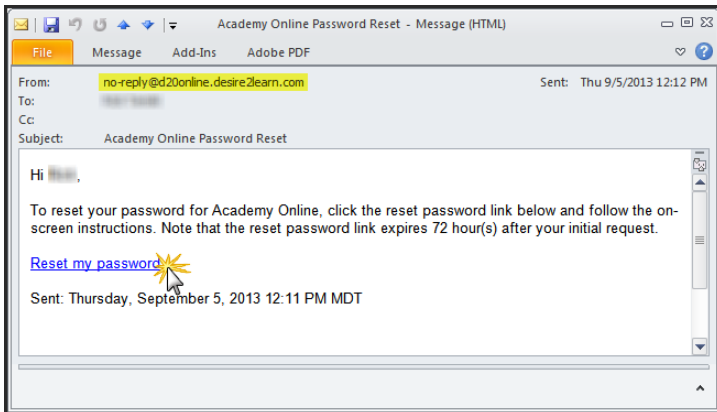
Enter your username below and we will send you a password reset link to the email address associated with your username.

Username *

Enter Your Infinite Campus Parent Portal UserName

Submit Cancel

4. The system displays a confirmation page indicating it has sent a password reset link to your email. This is the email you provided and is used for Infinite Campus communications. Follow the **Reset my password** link in the email.



Academy Online Password Reset - Message (HTML)

From: no-reply@d20online.desire2learn.com
To: [Redacted]
Cc: [Redacted]
Subject: Academy Online Password Reset

Sent: Thu 9/5/2013 12:12 PM

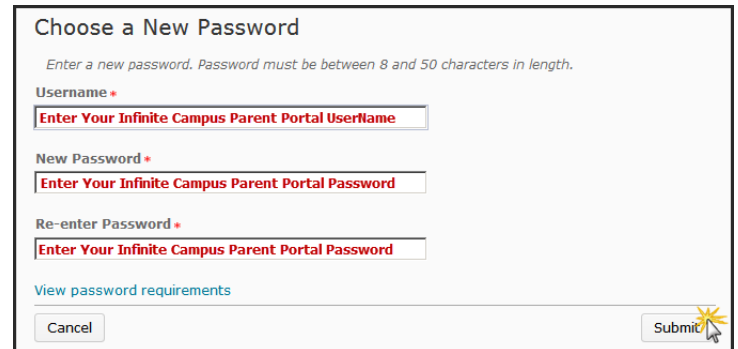
Hi [Redacted],

To reset your password for Academy Online, click the reset password link below and follow the on-screen instructions. Note that the reset password link expires 72 hour(s) after your initial request.

[Reset my password](#)

Sent: Thursday, September 5, 2013 12:11 PM MDT

5. In the **Username** and **Password** fields, type your Infinite Campus Parent Portal information and click **Submit**.



Choose a New Password

Enter a new password. Password must be between 8 and 50 characters in length.

Username *

Enter Your Infinite Campus Parent Portal Username

New Password *

Enter Your Infinite Campus Parent Portal Password

Re-enter Password *

Enter Your Infinite Campus Parent Portal Password

[View password requirements](#)

Cancel Submit

6. You will now be able to login to the online system and will then be directed the My Home page. (See next page for an explanation of the items on the My Home Page.)

Academy Online

My Home Page

The screenshot shows the 'My Home' page of the Academy Online system. At the top, there is a navigation bar with 'My Home' and a dropdown menu 'Select a course...' (callout 4). To the right of the navigation bar are icons for mail, calendar, and chat, and a user profile icon with the name 'Infinite Campus' (callout 3). Below the navigation bar is a red banner for 'Student Orientation Tutorial' (callout 7). Underneath this banner is a yellow banner for 'Academy Online Meet The Teacher Night 8/20/14 5:30 PM' (callout 2). Below the yellow banner is a white box with text about the Student Orientation tutorial. Further down is an orange banner for 'Auditors' (callout 5). Below the orange banner is a white box with the text 'This widget provides access to audit users.' and a link 'Audit Users' (callout 1). Below the 'Auditors' box is a red banner for 'STOP! New Student Orientation' (callout 5). Underneath this banner is a white box with the text 'ATTENTION NEW AOHS STUDENTS' and a paragraph of instructions. Below the 'STOP!' banner is a dark grey banner for 'News' (callout 6). Underneath this banner is a white box with the text 'Supported Work Sessions' and a blue banner with the text 'Need a quiet place to work? Looking for one-to-one teacher help?' (callout 6). To the right of the 'Auditors' box is a blue banner for 'My Courses' (callout 4). Below the 'My Courses' banner is a list of courses: 'AOHS Semester 2014-2015', 'Business', 'Personal Finance', 'Language Arts', 'College Prep Comp', 'World Lit&Comp', 'Mathematics', and 'Algebra 1'.

1. **Audit Users** –Clicking on this link will open the Audit Users screen allowing parent/guardian auditors to view their student-user course progress using various tools.
2. **Important School Events** –Events that warrant parent/guardian and student attention will be posted here and cannot be dismissed like the News items.
3. **User Information** –The username listed here indicates who is currently logged into the system. Academy Online students have different logins from their parent/guardians and must use that login. Parents/Guardians should use their parent account (the login credentials match those of the Infinite Campus username and password.)

If parents/guardians change their Infinite Campus password, they must use the Forgot Password link on the online school web page at www.asd20.org/online.

4. **My Courses/Select a course** –Parent/guardian auditors may search for the classes their student is enrolled in using either of these locations. Auditors only have access to view content in the classes. To view student progress use the Audit Users link (#1).
5. **Notices** –Important notices appear above the news items.
6. **News** –School announcements appear here.
7. **System Notifications & Communications** –Recent events and postings can be viewed here for all classes.

Academy Online

Progress Summary Page (after clicking Audit User and selecting a student name)

The screenshot shows the Progress Summary page for a student. The left sidebar contains a 'Reports' menu with 12 items, each circled with a red number. The 'Summary' item (3) is selected, and its details are shown in the main display frame on the right. The display frame shows the student's name (1), course name (2), and the current grade (4). It also displays learning objectives passed (5) and class average (6), along with progress information for 'In Progress' (7), 'Passed' (8), and 'Failed' (9) items. The 'Dropbox' (10), 'Quizzes' (11), and 'Login History' (12) items are also visible in the sidebar.

1. **Student Name** –This displays the name of the student being audited.
2. **Course Name** –This displays the name of the course being viewed. Other courses appear below the indented items below this.
3. **Summary and Display Frame** –The item in bold is the currently active item and related information is shown on the display frame to the right.
4. **Grades** –This displays the current calculated grade for the class. Summary information and teacher feedback for graded items appear in the Display Frame on the right as well.
5. **Objectives** –In classes where this is used, progress information toward meeting defined educational or course objectives is displayed.
6. **Content** –Displays the student’s progress, last time visited, number and duration of time spent. This is summarized and can be viewed by individual topics/content items by clicking on the information on the Display Frame.
7. **Discussions** –This displays the number of discussion items the student has read, authored, and replied to.
8. **Dropbox** –This displays the items the student has submitted to the dropbox and includes number of files, the files submitted with dates and times of submission, and teacher comments where added.
9. **Quizzes** –This displays quiz (and tests using the quiz tool) information including items completed, those remaining to be graded, and attempt information.
10. **Checklist** –This displays checklist progress information for the class.
11. **Surveys** –This displays survey information for the class. Currently this is not in use.
12. **Login History** –This displays login date and time information, including last system and last course access.