



Recommended Browsers (in the following order)

- Firefox (PC or Mac)
 - <http://www.mozilla.org/>
 - September 2013 UPDATE: Do not use Firefox 23.0.1
- Google Chrome (PC or Mac)
 - <http://www.google.com/chrome>
- Safari (pre-installed on Macs)
- Internet Explorer is included on Windows-based PC's. It is strongly recommended 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/>)

Website: <http://www.asd20.org/online> (resolves to <https://d20online.desire2learn.com/>)

Username: (This is your Infinite Campus username/ID) –These are separate for students and parents/guardians.

Password: (This is your Infinite Campus password)

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/>.

2. **PARENTS/GUARDIANS ONLY:** If you have never logged on to the online (Desire2Learn) system, first click the **Forgot Password** link to set up your Infinite Campus Parent Portal username and password to work in the online system.

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

4. The system will display 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.

5. In the **Username** and **Password** fields, enter your Infinite Campus Parent Portal information and click **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 Academy Online My Home Page interface. 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 a user profile (callout 3). Below the navigation bar is a red banner with the text 'Student Orientation Tutorial' (callout 7). Underneath this banner is a white box with text and a yellow banner with the text 'Academy Online Meet The Teacher Night 8/28/12 5:30 PM' (callout 2). Below the yellow banner is another white box with text. Further down is an orange banner with the text 'Auditors' and a dropdown arrow. 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). At the bottom of the page, there are three main sections: 'Calendar' (callout 6) showing a calendar for August 2012, 'News' (callout 5) with a headline 'Academy Online High School Weekly Update' and a sub-headline 'Read the Academy Online Announcements for the week of August 27, 2012 for important information about your online school.', and 'My Courses' (callout 4) with a dropdown menu showing 'AOHS Semester 1 2012-2013' and a list of courses: 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 (see #5).
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. **News** –School announcements appear here. They are updated weekly and are also posted under the Announcements link at www.asd20.org/aohs.
6. **Calendar** –Clicking on this item opens the calendars for the user, displaying upcoming items and allowing you to add your own items. You can import and export items to and from other Calendar programs.
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. On the left, a 'Reports' sidebar lists 12 categories, with 'Summary' selected. The main content area displays the 'Progress Summary' for the selected student, including a 'Grades' section showing 4 grades received and an 'Objectives' section showing 0% progress. Summary boxes for 'In Progress', 'Passed', and 'Failed' items are also present.

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.