Quick Start Guide for High School Students

Start Here:
Quick answers to help you get started on your Griggs International Academy (GIA) courses!

It's mandatory to schedule and attend a student orientation. Sign up today using this QR code:
Navigating Griggs Online

When you first log in, it's natural to feel a little overwhelmed. Take a few minutes to click through the pages and buttons to familiarize yourself with what is available to you. Your "first" day might just consist of reading this guide, watching the Getting Started video, and learning to navigate the website.

As you begin your course work, you can easily refer back to this guide if needed. Attending a New High School Student Orientation will also help you become familiar with Griggs Online.

Make note of the arrows on the next two pages. They will point out important icons or buttons that you'll need to begin using Griggs Online.
How to Start a Course

From the main page, scroll down to the section that says "My Course" and click on the course you want to begin. Notice that you can "pin" your 1st semester courses so that they appear first by hovering over the class, clicking the button with 3 dots and then clicking "Pin."
Step-by-Step Guide to Starting a Class

Step 1. Read the class announcements so you don’t miss any important information.

Step 2. Save the "Let's Get Acquainted" file for later use.

Step 3. Read your teacher’s bio and note the ways to contact them.

Step 4. Click "Content" to begin your coursework.
Once you have completed all tasks in the module (the Online Service Agreement Quiz & Let’s Get Acquainted dropbox), the next module will appear. In order for the next module to open, you must complete everything in the previous module, such as quizzes, assignments, lessons and/or more.
As you work through your class, you will be participating in lessons and class discussions while completing assignments/tests, projects (uploaded in a dropbox), and exams.
We recommend planning to complete your course work within 9 months (18 weeks for each semester.) To help stay on track, we have created Pacing Charts for each course to help you create personalized due dates, track grades, and monitor progress. Find your course pacing chart within the Introduction module of your course's Content tab. Please note that all courses must be completed within 12 months of enrollment.

Follow the instructions you find on the page to complete your personalized pacing chart! Here's a sample to help you envision what yours might look like:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due</th>
<th>Done</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz – Module 1 Assignment</td>
<td>Aug 18</td>
<td>✓</td>
<td>B</td>
</tr>
<tr>
<td>Quiz – Module 2 Assignment</td>
<td>Aug 25</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>DB* – **DBA1</td>
<td>Sept 1</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>Quiz – Module 3 Assignment</td>
<td>Sept 3</td>
<td>✓</td>
<td>B+</td>
</tr>
<tr>
<td>Quiz – Module 4 Assignment</td>
<td>Sept 10</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>Quiz – Module 5 Assignment</td>
<td>Sept 17</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>DB* – Module 6 Project</td>
<td>Sept 24</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Quiz – Module 7 Assignment</td>
<td>Oct 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz – Midterm 1 Exam</td>
<td>Oct 8</td>
<td></td>
<td></td>
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<tr>
<td>Quiz – Module 8 Assignment</td>
<td>Oct 15</td>
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<tr>
<td>Quiz – Module 9 Assignment</td>
<td>Oct 22</td>
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<tr>
<td>DB* – **DBA2</td>
<td>Nov 1</td>
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<tr>
<td>Quiz – Module 10 Assignment</td>
<td>Nov 7</td>
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<tr>
<td>Quiz – Module 11 Assignment</td>
<td>Nov 14</td>
<td></td>
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<tr>
<td>DB* – Module 12 Project</td>
<td>Nov 21</td>
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<td></td>
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<tr>
<td>Quiz – Module 13 Assignment</td>
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<tr>
<td>Quiz – Module 14 Assignment</td>
<td>Dec 8</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Quiz – Semester 1 Exam</td>
<td>Dec 16</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Communicating with Your Teacher

Your parents/guardians or facilitator are great resources when you need help understanding an assignment. Your teacher is also available to help answer questions, grade your assignments, and provide feedback on the assignments you turn in.

Find your teacher's contact info by clicking on your course and reading their bio that is on the left sidebar on the course homepage. This is also where you'll go to sign up to complete DBAs (Discussion Based Assessments) for some classes using the Calendly link.

Please allow 48 hours for your teacher to grade your assignments and at least 24 hours for them to respond to emails or texts.
Feedback

After you turn in each assignment, test, or quiz, your teacher will review your work, grade it, and provide direct feedback for you to use to do even better on the next assignment. Follow these steps to view your feedback:

Go to the desired course homepage, and click on “Quizzes” or “Dropbox” under the “Assessments” tab.

Click “On Attempt” to view your grade and feedback.

Once the teacher has graded your assignment (within 48 hours of submission), you’ll be able to see your letter grade.

View the “Attempt Feedback” along with individual question feedback (for some courses.)
FAQ

Where do I find my GIA email?
Click on the mail envelope button at the top of any page and click "email." You can read, compose, and forward messages here.

Where can I find quick answers to my questions?
On your homepage, click on the Griggs Assistant. A new window will appear with several resources and answers at your finger tips.

How do I go about ordering my books?
Visit our website to view your student's booklist to know exactly what you will need to purchase and what will be included as a digital file in the course. Hover over the enrollment tab and click "Order Your Books." Books can be purchased through our bookstore or a third-party vendor (check the ISBN number to be sure you're getting the correct edition of the book!)

What if I forgot my password?
Use the "Forgot your password?" button on the log in screen. A reset password will be sent to the primary email you provided.

Can I use notes during a test?
Always refer to the instructions before an assignment or test to know what you can and cannot do. It will always tell you what is and is not allowed.

How do I get access to my eBooks?
eBooks that you purchased during the enrollment process can be requested using the "Request" button on the top bar of your course homepage. Select "eTextbook" and complete the form. You can also request final projects, exams, and even transcripts after you've completed a course!
Griggs staff and faculty love interacting with students during live Zoom meetings. More information can be found at griggs.edu/student-services/Griggs-Life

**TALK-O TUESDAY**

Grades 9-11 can zoom with classmates and the class mentor on Tuesday at 11:30 a.m. EST. Seniors meet at 2:00 p.m. EST. Every week is different as you'll play games, work on fun projects, or learn about a new hobby.

**WORKSHOPS WITH PRINCIPAL FORSEY**

High school students can join Ms. "4C" once a month to learn valuable life skills. While the topics change from time to time, this workshop is for anyone interested in exploring and growing as a leader, writer, etc.

**HIGH SCHOOL CHAPEL**

Once a month, high school students gather for a live Zoom meeting with a guest speaker. Students participate in various aspects of the service by reading a scripture verse, praying, and sharing their musical giftedness through song.

**TANGLE WITH MS. D**

For 45 minutes, take a creative break with Ms. D! She will help you increase your visual vocabulary and learn the basic repeated lines to make amazing designs.
The Stanford Achievement Test, 10th Edition helps to monitor your progress through the years.

Students required to take this test include:
- New full-time student (4 or more courses) enrolling in any grade
- Returning full-time student (4 or more courses) enrolling in grades 9 or 11

You should complete this test as soon as you receive instructions from our Stanford 10 department (giak8academics@gmail.com) after enrollment!

Here are some common questions about the Stanford 10 Achievement Test:

*How long will it take?*
The Stanford Achievement Test 10th Edition consists of 7 subtests (or subjects.) Each of the subtests takes 30-45 minutes to complete. You do not need to take all the tests in one day! In fact, we recommend spreading out the test over 2-3 days to prevent burnout.

*What will I be tested over?*
The subjects assessed include Reading Skills/Comprehension, Vocabulary, Mathematics, Language, Spelling, Social Studies, and Science. You do not have to complete the Word Study Skills or Listening portion of the Stanford 10.

*Do I need to study ahead of time?*
First off, remember that you cannot fail this test. Achievement tests are not “pass/fail” tests. Stanford Practice Tests are available on the log-in screen (before you log in) to help you know what to expect on test day and increase your confidence in taking the test but no, you do not need to study for this test.

Check your inbox for a message from giak8academics@gmail.com for more information!
Be sure to sign up for the next New Student High School orientation! Visit griggs.edu and hover over the Academic tab. Click the Orientation Dates link and sign up for the date and time that works for you. Attendance is required.

Questions?
Email griggsk12services@andrews.edu


We look forward to starting this school year with you!