Quick Start Guide for Elementary Families

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

It's mandatory for parents/guardians to schedule and attend orientation. Sign up today using this QR code:
Navigating Griggs Online

When you and your student 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 and your family. As a parent/guardian, your "first" day might just consist of reading this guide, reading the course instructions, and learning to navigate the website. Schedule to begin reading through the curriculum guides at least 2 weeks before your student plans to begin their school year.

As you begin teaching your child, you can easily refer back to this guide, as needed. Attending an orientation will also help you become familiar with Griggs Online and your responsibilities in overseeing coursework pacing, grading and course completion.

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.
Viewing Your Student's Courses on Griggs Online

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" semester 1 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 Course Instructions

Step 2: Read about Fantastic Friday and take note of other resources mentioned below

Step 3: Continue to scroll through the course homepage for other information (eTextbooks, links, etc.)

Step 4: View Mrs. Baldwin’s Welcome Letter & download the Yearly Submission Sheet for your student’s grade

Step 5: Click “Content” to view the Instructional Guide
You can also click on the individual content displayed under the Introduction tab.

Step 5: Click "Get Started" to launch the course content.

Click here to navigate back to the Content Page.

Click on the "waffle" icon to open the course overview for easy navigation to another unit or lesson.

Step 7: View the Instructional Guides and Begin Planning for the Semester.

It's a great idea to print out or download a digital file of the instructional guides. Being able to make notes while you read (using pen and paper or with a digital reader such as Adobe Acrobat) can help you prepare for what you'll need to teach your students each week.
We recommend planning for your student to complete the course work within 9 months (18 weeks for each semester.) To help stay on track, we have created Yearly Submission Sheets to help plan for the year, create personalized due dates, and track student grades and progress. Please note that all courses must be completed within 12 months of enrollment.

Find your student's grade level sheet within Mrs. Baldwin's Welcome Letter on any course homepage (below her picture and contact information.)

### Grade 1 Submissions for the year

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<thead>
<tr>
<th>Subject</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
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<td>Creation Book, Mind Map,</td>
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<td>Handwriting, Book Reports</td>
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<td>&quot;My Animal Report&quot; Final</td>
<td>Special&quot; Prompt &amp; Final</td>
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<td>Chapters 7-10</td>
<td>Chapters 11-14</td>
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Submitting Assignments

Mrs. Wendy Baldwin is your coach and teammate as you educate your students at home! She will help with any questions you have. Her email is griggsk-8@andrews.edu.

Some specific assignments and tests are required to submit to Griggs for grading. All submissions must be done through the online dropbox in the course homepage. We do not accept assignments via mail or email.

Submissions are graded in the order they are received in the queue. If you have any questions regarding submissions, email Mrs. Baldwin.
Steps for Submissions

1. Scan the tests/assignments into a single PDF & save to your desktop.
2. Go to the desired course homepage.
3. Click on the "Assessments" button.
4. Click “Dropbox” to view feedback.
5. Click on the correct grading period link.
6. Click "Add a File" and then click "Upload."
7. Select the file you’ve saved to your desktop and click "Upload" again.
8. Click "Add" and finally click "Submit."

IMPORTANT NOTE:
All the required documents, the Assessment Checksheet and associated work, should be uploaded as a single file (a setting on your scanner) not as individual pages.
Failing to do this will result in having to resubmit the period's submission.
Feedback

After you turn in a submission, our graders will review your student’s work, grade it, and provide feedback. Follow these steps to view your feedback:

Go to the desired course homepage, and click on the “Assessments” tab.

Click on the “Dropbox” button.

Under the “Evaluation” column, click “Read” to view feedback.

The overall feedback is displayed on this first page.

Click "View Inline Feedback" to see the marked up submission.
FAQ

Where do I find my child's Griggs 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.

Where do I find the Attendance Report Form?

The attendance record request form can be found on our website (griggs.edu/student-services/forms) or by clicking on the Griggs Assistant.

After completing the form, please email it to giak6submit@gmail.com.

What if I forgot the password?

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

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!)

How do I get access to eBooks?

eTextbooks that you purchased during the enrollment process can be requested using the "Ask For..." button on the top bar of a course homepage. Select "eTextbook" and complete the form. Digital copies of textbooks that are included in the course can be found on the course homepage.
Sample Attendance Report Form

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Total number of days 31

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<th>DATES IN SESSION</th>
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Note: This sheet is mandatory and must be submitted before grade reports can be released.

You may use this sheet or go to [www.griggs.edu/student-services/forms](http://www.griggs.edu/student-services/forms) to print more copies.

Email this form to giak6submit@gmail.com
Where can I find...

Subscriptions to IXL, RAZ-Kids Reading, Typing Agent, and Vocabulary A-Z:

Use the "Ask for..." button on any course homepage, and then click "Subscription Requests." Complete the form to have account information sent to your student's GIA email.

Passwords for Learn 360, BrainPop, Britannica School, and more:

On the course homepage, click the "Assistant" button on any course homepage to view the "eLibrary" log in information.

Links to Fantastic Friday and other K-8 Zoom Meetings:

Select your Mentor Group course and find the link included on that course's homepage.
Griggs staff and faculty love interacting with students during live Zoom meetings. More information can be found at griggs.edu/student-services/Griggs-Life

MONDAY MORNING DEVOTIONAL

Monday Morning Devotional takes place every Monday morning at 11:30 AM EST! This is a brief meeting to start our week with Jesus and each other. Join for a devotional thought and prayer.

FANTASTIC FRIDAY

Don’t miss out on our Friday meetings, which also occur at 11:30 AM EST! We embark on many fun learning opportunities, such as crafts, stories, virtual field trips, STEM projects, holiday celebrations, and more.

K-8 CHAPEL

Once a month, K-8 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.

DOODLE WITH MS. D

If drawing is something your student loves, they will want to attend every Doodle with Ms. D event! Monthly, students explore their artistic side and learn how to be creative and have fun!
Stanford 10

The Stanford Achievement Test, 10th Edition helps to monitor your student’s progress through the years.

Students required to take this test include:
- New full-time student (4 or more courses) enrolling in grades 4 or 5
- Returning full-time student (4 or more courses) enrolling in grade 5

Your student 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 8 subtests (or subjects.) Each of the subtests takes 30-45 minutes to complete. The student does 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. The student does 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 the student 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 the student know what to expect on test day and increase their confidence in taking the test but no, they do not need to study for this test.

Check your inbox for a message from giak8academics@gmail.com for more information!
Parents and Guardians, please be sure to sign up for the next grades K-8 Parent 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 griggsk-8@andrews.edu


We look forward to starting this school year with you!