

Special Instructions

➤ Registering for a Class

You can register for a class by going to the *Register* page and submitting your information. Payment instructions will be provided after you process your registration information. Upon receipt of payment, your student will be given login and password information.

➤ Logging in and Entering the Students Page

Once your student has login information, he/she may enter the appropriate class selected from the *Students* page. From that page, the student should select the appropriate class.

➤ Getting Acquainted with the [Class] Page

The main content of each [Class] page is the listing of Lessons. Simply click on each lesson name to download a copy of the lesson. We will discuss all of the specifics of the lessons when we take a look at the function of the buttons at the top of the page, but let's first look at one part of the lessons in particular. Your student will be submitting work to me. He/she will know to do this anytime an assignment is labeled as "Homework." (*If you have chosen the "Curriculum Only" package, you will submit your work to your home teacher.*)

Submission Instructions: Complete the writing assignment using a word processing program such as Microsoft Word (if you are using a Mac, save your work as a text file). When your piece is complete, email it as an attachment to Mrs. Pierce at mrspierce@write4homeschool.com. For the title of your email, use your name and the assignment; for example: *John Smith, Persuasive Writing*.

➤ Understanding the Buttons at the Top of the [Class] Page

- Instructions – This button will allow you to view a copy of the instructions you are reading right now.
- Workbook – Some of the lessons include "Practice Exercises." These exercises reinforce concepts your student has learned in the lesson. When a lesson has an "Activity" which instructs the student to complete exercises in the Workbook, click on the "Workbook" button. Then find the exercise with the corresponding lesson number.
- Key – Each Workbook exercise references the Key where the answers may be found. The "Key" button works just as the "Workbook" button – follow it and then find the file with the corresponding lesson number.
- Templates – In any *Write4Homeschool* class, students learn techniques for effective writing. Oftentimes, using a specific template for a particular genre of writing can be of great help in properly organizing and thoroughly developing the topic. Although these templates are used in specific lessons, they are general in nature, and we want to encourage our young writers to continue to use them in their writing.
- Checklists – Revising and proofreading are two of the most important steps in the writing process. Often during these processes, it is easy to miss errors or missing details. We make our checklists available for specific genres of writing to make it easier for students as they edit their papers.
- Rubrics – A rubric is a tool used to score a piece of work. It lists the criteria that must be met to earn each level of scoring. We have provided copies of these rubrics for your student for two reasons: First, your student needs to know what he/she will be held accountable for in

his/her writing. Secondly, rubrics are very helpful in self-assessment; before submitting a final draft, a writer can hold the writing against the rubric standard to see if it measures up.

- Editing Code – When a student submits a paper to a *Write4Homeschool* teacher, the teacher will read the paper, offer feedback, and assign a grade. Part of writing a good paper is ensuring it is grammatically correct. Students will learn about many of these grammatical elements in *English I* and will be held accountable for these elements in their writing. Rather than simply supplying all of the answers, we have found it much more helpful and educational to guide students to find their own errors. Therefore, text lines with errors will be marked with a code. The Editing Code will inform the student about the type of error that has been made in the given line. The student must then find the error on his or her own.
 - Forum – We are very excited about what the Forum provides for our homeschooled students! Although we know a classroom setting is not a necessity, interaction with peers is incredibly beneficial when it comes to discussing writing and literature. Many of the lessons include questions that should be answered on the Forum. Students post their comments and answers here and also respond to others' comments. There are specific instructions on the Forum posted under "Notes from Mrs. Pierce" which explain how to post messages. **Note: You will have to Register on the Forum by setting up a separate account. (If you selected the "Curriculum Only" package, the Forum is not included.)**
 - Bulletin Board – The final step of the writing process—publishing—can better come to fruition through the Bulletin Board where students may have their masterpieces displayed to share with others.
- **Preparing for Class**
- On the **Available Classes** page, you can view a "Course Description" which details materials needed for the specific course.
 - Before beginning any class, you should purchase a 2" three-ring binder and 6 dividers. The dividers should be labeled as follows: **Reading, Grammar, Writing, Research, Poetry, and Vocabulary.**
- **Tracking Your Grade**
- You are responsible for keeping track of your own grades!
 - To track your own grade, download the **Grade Tracker** specific to your class found in **Templates.**