

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.



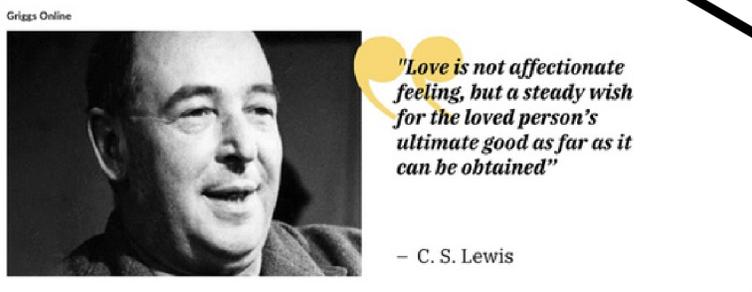
Home Button (This will always return you to the homepage.)

Course List

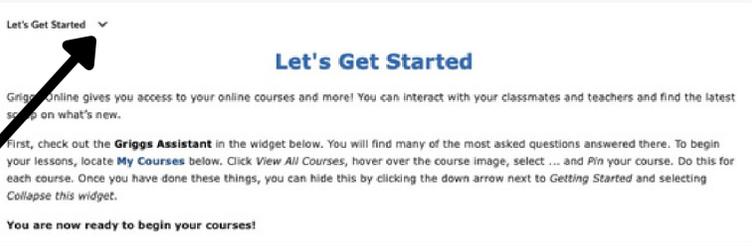
Griggs Email Inbox



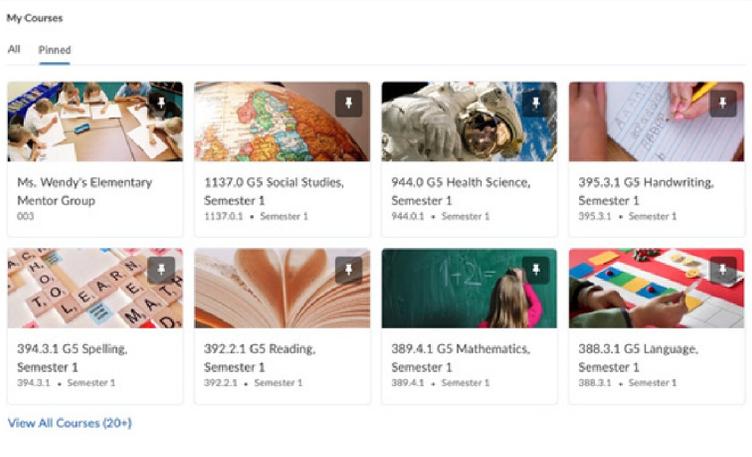
Alerts for GIA News & Events



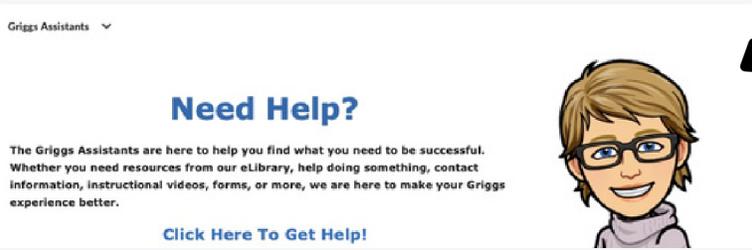
Click here to collapse or minimize any widget



Your Students' Courses (Click here to open each course. Alert GIA staff if you do not see a course your student should be enrolled in.)



Griggs Assistant



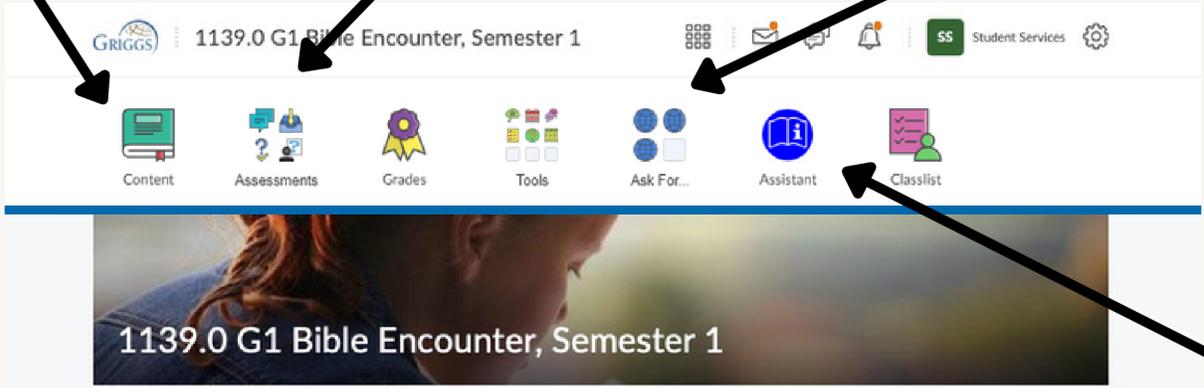
GIA News and Announcements



Course Content (Click here to view the teaching guides with lesson plans!)

Assessments (Click for Dropboxes to upload completed work.)

Ask For... (Click for eBooks and subscriptions.)



Griggs Assistant

Mrs. Baldwin's Contact Info

Updates
There are no current updates for 1139.0 G1 Bible Encounter, Semester 1

Your Teacher: Wendy Baldwin, K-5
Your Teacher
Please contact Wendy Baldwin with any questions about the K-5 courses.



Call: 269-471-6549

Email

Griggs Office Hours
M-Th: 9-5 ET
Fri: 9-12 ET

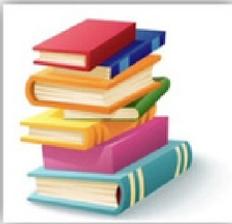
Yearly Submission Sheets
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5

Welcome Letter and Yearly Submission Sheets

Letter from Wendy Baldwin, K-8...
Hello. My name is Mrs. Baldwin and I

News
Course Instructions & Guide
Welcome to GIA Elementary Curriculum! We are so excited to have you here.
To access the Instructional Guide, please click on "Content" on the navigation bar below the course title. You will find a downloadable PDF with the first Grading Period resources and instructions. The Instructional Guide will provide instructions for when and how to upload work, along with a checklist of everything that is required for this grading period. After you upload your student's Grading Period work to the dropdown (Assessments >> Dropbox), the second Grading Period resources are conditionally set to be available.
Having our courses set up in this format will help keep you on a completion schedule, and will allow us to provide timely feedback on your student's progress.
If you have any questions, please contact the K-8 Director at griggsk8@andrews.edu.
Since this is a PDF file, you will need to have Adobe Reader loaded on your computer. For a free download go to <https://get.adobe.com/reader/otherversions/> and download the version for your computer.
Show All News Items

Fantastic Friday Link & Other Important Info

Fantastic Friday
Fantastic Friday
Join Mrs. Baldwin for fun and learning every Friday at 11:30 AM EST! This is a special time for students in grades K-5 to connect with classmates and Mrs. Baldwin!
Activities will vary from week to week, but include stories, virtual field trips, crafts, thematic study, spiritual lessons, and occasional parties!
Fantastic Friday activities last about 30 minutes! To join the zoom meeting, click on the Fantastic Friday link found on most course home pages and on Mrs. Baldwin's Elementary Mentor Group page. Be sure to check out the activity feed on my mentor page to keep up with activities and be

Wendy Baldwin is inviting you to a scheduled Zoom meeting.
Join from PC, Mac, Linux, iOS or Android:



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

The screenshot shows a course homepage for '1139.0 G1 Bible Encounter, Semester 1'. At the top, there is a navigation bar with icons for Content, Assessments, Grades, Tools, Ask For..., Assistant, and Classlist. Below this is a banner with the course title. The main content area is divided into several sections: 'Your Teacher' (Wendy Baldwin, K-5), 'Course Instructions & Guide', 'Fantastic Friday', and 'Letter from Wendy Baldwin, K-8...'. The 'Your Teacher' section includes a photo of Wendy Baldwin, her contact information (Call: 269-471-6549, Email), and 'Griggs Office Hours' (M-Th: 9-5 ET, Fri: 9-12 ET). The 'Course Instructions & Guide' section contains a welcome message and instructions on how to access the instructional guide. The 'Fantastic Friday' section features a stack of books and text about weekly activities. The 'Letter from Wendy Baldwin, K-8...' section shows a handwritten 'Hello' and the start of a letter.

Step 1:
Read the Course
Instructions

Step 5: Click "Content"
to view the Instructional
Guide

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

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

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

GRIGGS | 1139.0 G1 Bible Encounter, Semester 1

Content Assessments Grades Tools Ask For... Assistant Classlist Checklist

Intro/Instructions **Get Started**

Intro/Instructions Completed 0/1

Launch Unit

G1 Bible Encounter Introduction

Grading Period 1 Completed 0/2

You can also click on the individual content displayed under the Introduction tab

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

Back to Content

G1 Bible Encounter Introduction

1 of 4 Automatic Zoom

G1 BIBLE ENCOUNTER

Prepared by: Lauren Via
Edited by Gillian Kuhn

AUTHOR BIO: Hi, I'm Lauren! I live in Oklahoma with my husband and six-month old son. We

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

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



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.

Staying On Track: Using the Yearly Submission Sheet

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

***Shaded areas indicate no period 5 and 6 for that course.**

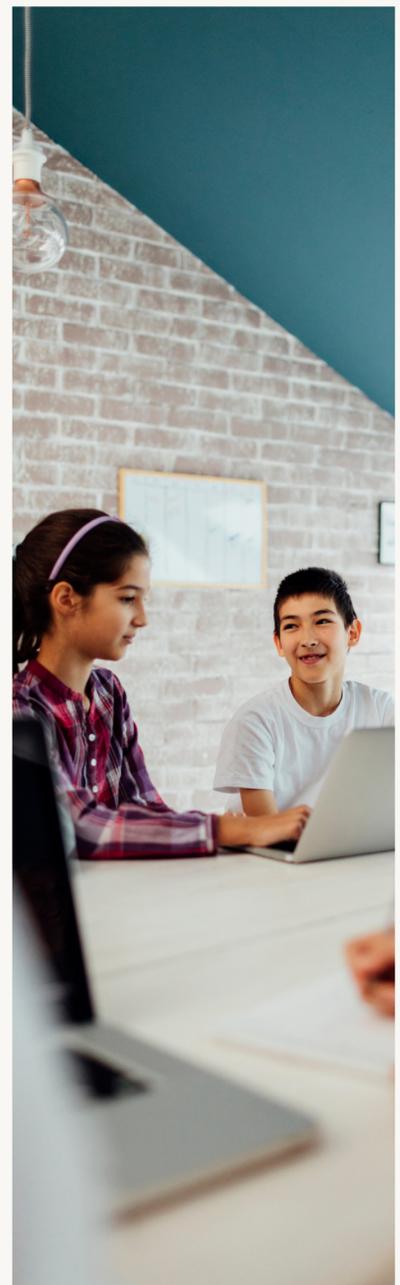
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Bible (1139.0)	Creation Book, Mind Map, Checklist	Memory Wall Pic, Acrostic Poem, Checklist	Service Project, Builder Letter, Checklist	Obedience Craft Picture, Letter of Encouragement to Saul, Checklist		
Science (586.0)	Chapter 3 Test, Assessment Sheet	Chapter 6 Test, Assessment Sheet	Chapter 8 Test, Assessment Sheet	Chapter 10 Test, Assessment Sheet		
Reading (1153.0)	Criterion Exercises: Level 2, Units 1-8, Checklist	Criterion Exercises: Level 3, Units 1-3 Level 4, Units 1-2, Checklist	Criterion Exercises: Level 4, Unit 3; Level 5, Units 1&2, Checklist	Criterion Exercises: Level 5, Units 3-5, Checklist		
Writing (1154.0)	Handwriting, Animal Report, "My Animal Report" Final Draft, Checklist	Handwriting, "God made Me Special" Prompt & Final Draft, Checklist	Handwriting, Personal Narrative Final Draft, Friendly Letter Editing Checklist, Checklist	Handwriting, Book Reports 1 & 2, Checklist		
Math (1169.0)	Chapters 1 and 2 Test	Chapters 3-6	Chapters 7-10	Chapters 11-14		
Social Studies (317)	Unit 1 Test	Unit 2 test	Unit 3 test	Unit 4 test	Unit 5 test	Unit 6 test
Art (1075.0)	Project Log, Required Project	Project Log, Required Project	Project Log, Required Project	Project Log, Required Project		
Music (1076.0)	Grade Recording Sheet, 1 st Quarter Test	Grade Recording Sheet, 2 nd Quarter Test	Grade Recording Sheet, 3 rd Quarter Test	Grade Recording Sheet, 4 th Quarter Test		
PE (1077.0)	Activity Log, Skills Checklist	Activity Log, Skills Checklist	Activity Log, Skills Checklist	Activity Log, Skills Checklist		

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

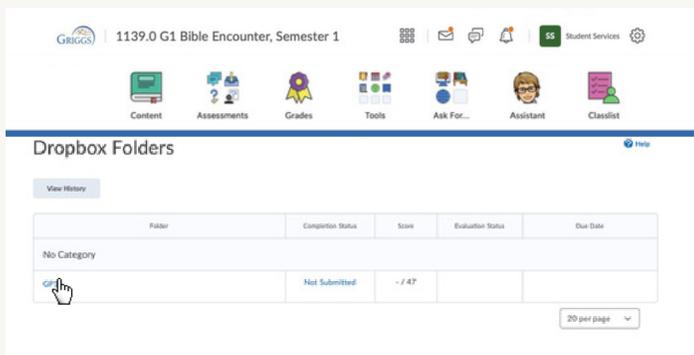
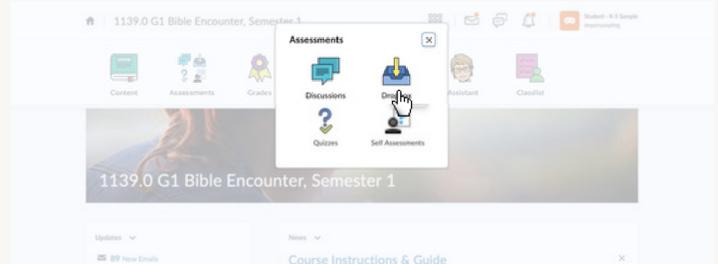


1. Scan the tests/assignments into a single PDF & save to your desktop.

2. Go to the desired course homepage.

3. Click on the "Assessments" button.

4. Click "Dropbox" to view feedback.

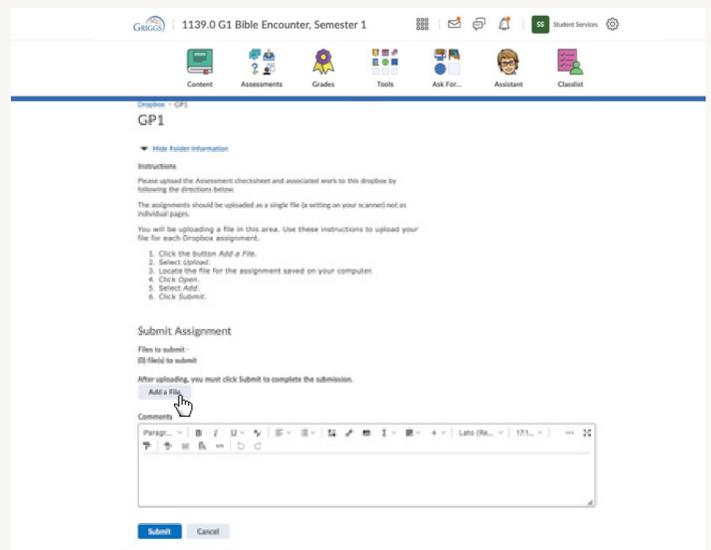


5. Click on the correct grading period link.

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:

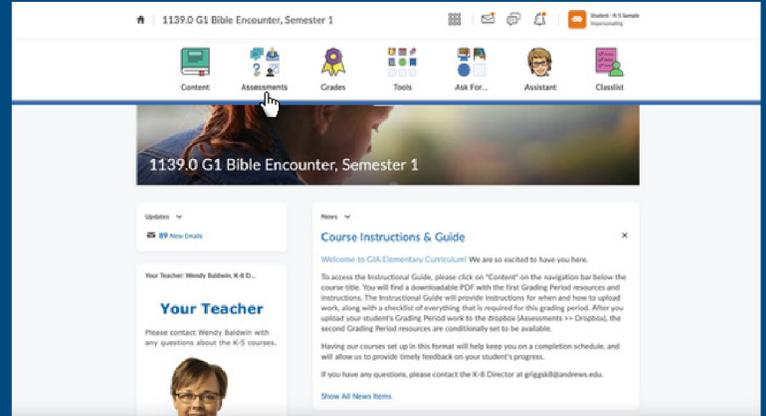
All the required documents, the Assessment Checksheet and associated work, should be uploaded as a single file (a setting on your scanner) not as individual pages.

Failing to do this will result in having to resubmit the period's submission.

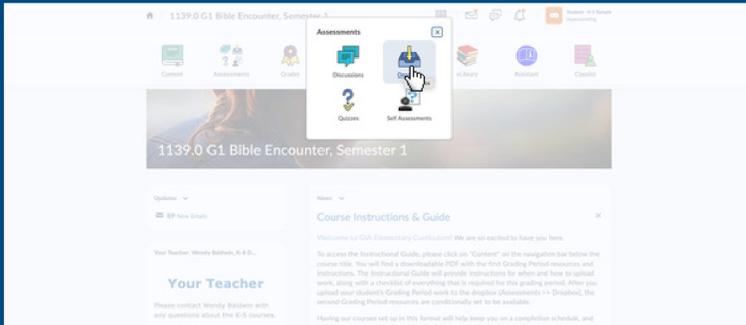
Feedback

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:

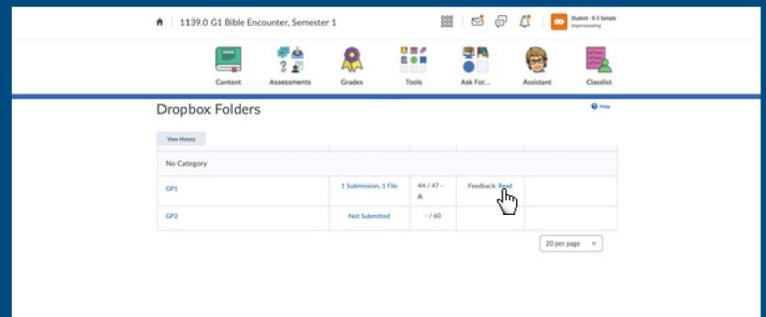
Go to the desired course homepage, and click on the "Assessments" tab.



Click on the "Dropbox" button.

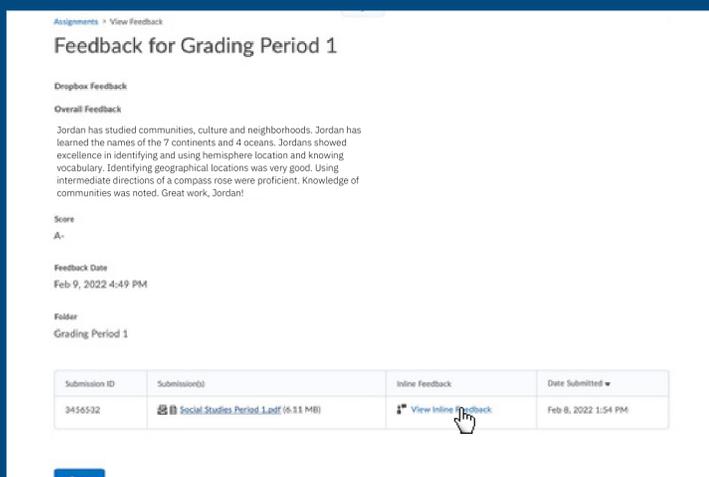


Under the "Evaluation" column, click "Read" to view feedback.



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 gjak6submit@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

Griggs International Academy			
Attendance Report			
Student <u>Cosette Fauchelevant</u>		Grade <u>2nd</u> Period <u>1</u>	
Student Number <u>182930</u>		Parent Signature <u>Jean Fauchelevant</u>	
Total number of days <u>31</u>			
DATES IN SESSION	HOURS IN SESSION	DATES IN SESSION	HOURS IN SESSION
8/17/22	4	9/15/22	7
8/18/22	5.5	9/16/22	4
8/19/22	5	9/26/22	5.5
8/22/22	4.5	9/27/22	6
8/23/22	Vacation	9/28/22	4.5
8/24/22	4	10/3/22	4
8/25/22	4.5	10/4/22	4
8/26/22	5	10/5/22	5
8/30/22	4	10/7/22	6
8/31/22	5.5	10/10/22	5.5
9/2/22	5	10/11/22	6.5
9/5/22	4.5	10/12/22	Absent
9/6/22	4	10/13/22	4.5
9/8/22	4	10/14/22	7
9/9/22	6	10/15/22	4
9/12/22	5	10/17/22	6
9/13/22	4.5		

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 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:

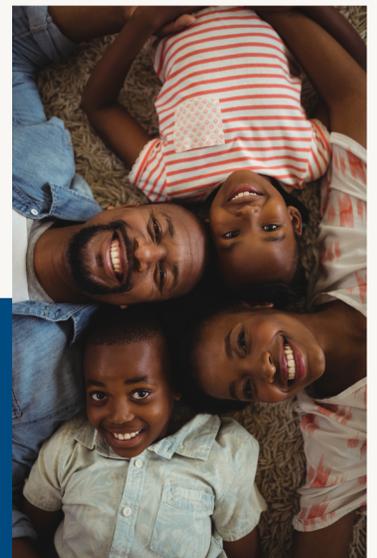
Use the "Ask for..." button on any course homepage, and then click "Subscription Requests." Complete the form to have account information sent to your student's GIA email.

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 LIFE EVENTS

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

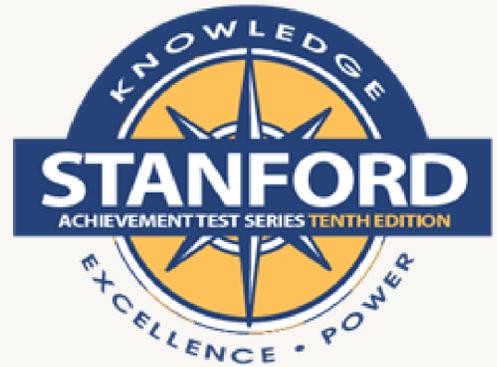
Once a month, K-8 students gather for a live Zoom meeting with a guest speaker. Students participate in various aspects of the service by reading a scripture verse, praying, and sharing their musical giftedness through song.

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

Inspire. Transform. Serve.



We look forward to starting this school year with you!