



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.



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 Courses
(Click here to
open each
course to begin.
Alert GIA staff if
you do not see a
course you
should be
enrolled in.)

Griggs Assistant

GIA News and
Announcements

The screenshot shows the Griggs Online homepage. At the top is a navigation bar with a home icon, the GIA logo, a 'Class Progress' section showing 'Friday, July 8, 2022', and a user profile for 'Student - JH Sample' with an 'Impersonating' label. Below the navigation bar are several widgets. The first widget, 'Griggs Online', features a quote by C.S. Lewis: "Love is not affectionate feeling, but a steady wish for the loved person's ultimate good as far as it can be obtained". The second widget, 'Let's Get Started', has a dropdown arrow and text explaining how to get started with the platform. The third widget, 'My Courses', shows a list of courses including '1073.2 Bible I Encounter, Semester 1' and '1014.0 Physics, Semester 1'. The fourth widget, 'Griggs Assistants', has a dropdown arrow and a 'Need Help?' section with a cartoon character. The fifth widget, 'News', shows a post from the 'Student Task Force' dated Nov 1, 2021. Arrows from external text boxes point to specific elements: the home button, the course list icon, the email icon, the news icon, the 'Let's Get Started' widget, the 'My Courses' widget, the 'Griggs Assistants' widget, and the 'News' widget.

Griggs Online

Class Progress Friday, July 8, 2022

Student - JH Sample
Impersonating

"Love is not affectionate feeling, but a steady wish for the loved person's ultimate good as far as it can be obtained"

— C. S. Lewis

Let's Get Started

Griggs Online gives you access to your online courses and more! You can interact with your classmates and teachers and find the latest stuff on what's new.

First, check out the **Griggs Assistant** in the widget below. You will find many of the most asked questions answered there. To begin your lessons, locate **My Courses** below. Click **View All Courses**, hover over the course image, select ... and **Pin** your course. Do this for each course. Once you have done these things, you can hide this by clicking the down arrow next to **Getting Started** and selecting **Collapse this widget**.

You are now ready to begin your courses!

My Courses

All Pinned

1073.2 Bible I Encounter, Semester 1
1073.2.1 • Semester 1

Sample Course
SAMP

1014.0 Physics, Semester 1
1014.0.1 • Semester 1

View All Courses (3)

Griggs Assistants

Need Help?

The Griggs Assistants are here to help you find what you need to be successful. Whether you need resources from our eLibrary, help doing something, contact information, instructional videos, forms, or more, we are here to make your Griggs experience better.

Click Here To Get Help!

News

Student Task Force

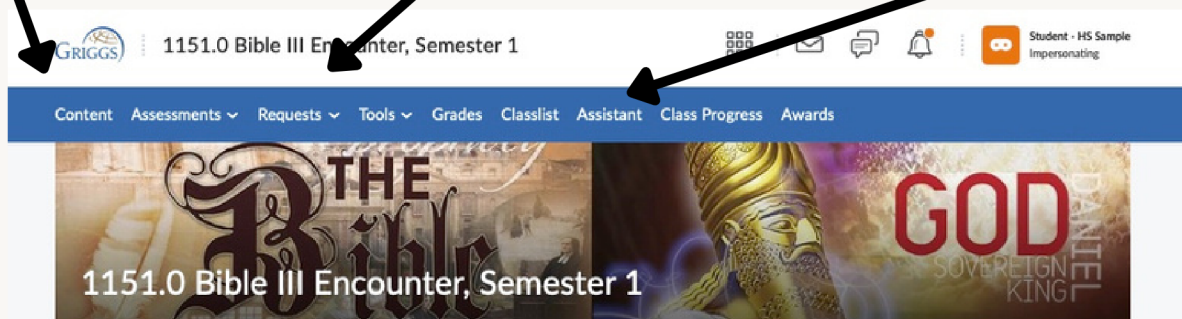
Ben Kreiter posted on Nov 1, 2021 3:49 PM

Did you know we have a Student Task Force? 🙌 These students have been volunteering time to do special projects for Griggs International Academy. 📖 Check out the October edition of the Griggs Gazette to learn more!

Course Content (Click here to begin working on assignments!)

Requests (Click for eBooks, final exams, transcripts, etc.)

Griggs Assistant



Teacher Bio

Updates

230 New Emails

Your Teacher: Ben Kreiter

Your Teacher

Ben Kreiter taught Bible in a traditional school for 8 years before coming to Griggs and holds a degree in Religious Education. He currently does Course Design and Griggs Online Support. He loves Jesus and wants his students to know how much Jesus loves them. He loves sports, photography, writing, and most of all spending time with his wife Victoria, daughter Lily, and son Henry. He is looking forward to studying the Bible alongside you!



Text: 407-434-1675

DBA Schedule

Zoom

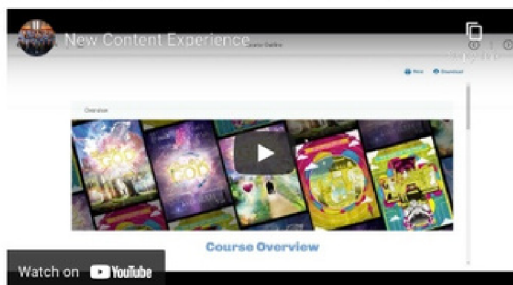
Teacher's Contact Info

Activity Feed

Latest Posts

BK Ben Kreiter • Message • May 16, 2022 1:40 PM

Hey everyone, this course will look a bit different soon (probably tomorrow or Wednesday). To help you out with the change I made a little video walking you through the changes. It will take a bit of adjustment but I think overall will be a helpful experience. Eventually all of your courses will look this way, but for now myself and two other teachers are trialing it out. Would love to get your feedback (positive or negative) so that we can make adjustments and work with our learning platform to try and make sure this is a successful change for you.



<https://youtu.be/9rcIVScZmg>

Write a comment...

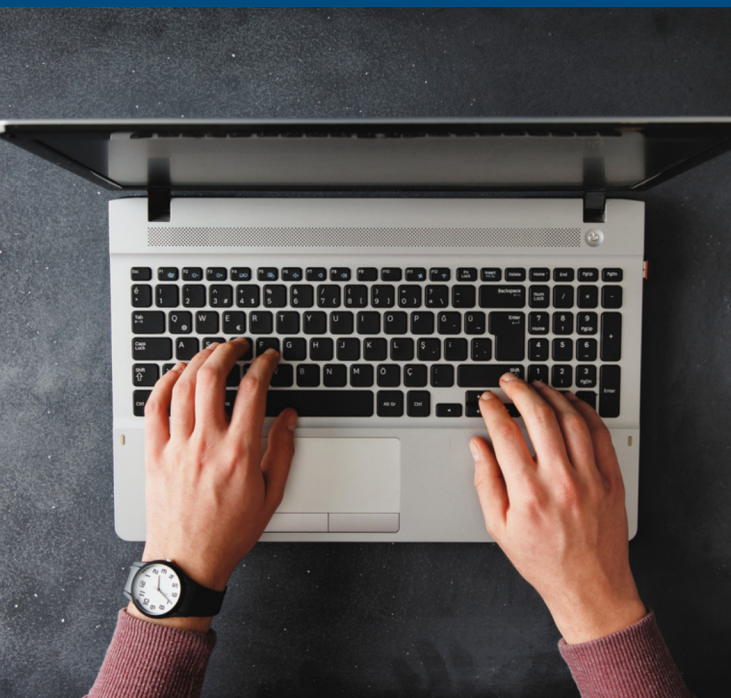
Important Class-Specific Announcements and Pacing Charts!

Let's Get Acquainted



Let's Get Acquainted

As your teacher, I am looking forward to getting to know you! Taking courses online does not have to feel like you are working in isolation. Communication between us is



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 4. Click "Content" to begin your coursework

The screenshot shows the Griggs 1151.0 Bible III Encounter, Semester 1 course page. The navigation bar at the top includes 'Content', 'Assessments', 'Requests', 'Tools', 'Grades', 'Classlist', 'Assistant', 'Class Progress', and 'Awards'. The 'Content' tab is highlighted. Below the navigation bar is a banner image with the text 'THE BIBLE' and 'GOD DANIEL SOVEREIGN KING'. The main content area is divided into two columns. The left column features a section titled 'Your Teacher' with a photo of Ben Kreiter and a bio. The right column features a section titled 'Let's Get Acquainted' with a photo of a group of students and a video player. The video player shows a 'New Content Experience' and a 'Course Overview' video. The video player includes a 'Watch on YouTube' button and a link to the video: <https://youtu.be/9rcIVScZmg>. The 'Let's Get Acquainted' section includes a photo of a group of students and a video player. The video player shows a 'New Content Experience' and a 'Course Overview' video. The video player includes a 'Watch on YouTube' button and a link to the video: <https://youtu.be/9rcIVScZmg>.

1151.0 Bible III Encounter, Semester 1

Content Assessments Requests Tools Grades Classlist Assistant Class Progress Awards

THE BIBLE

1151.0 Bible III Encounter, Semester 1

GOD DANIEL SOVEREIGN KING

Updates

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New Content Experience

Course Overview

Watch on YouTube

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Write a comment...

Let's Get Acquainted

Let's Get Acquainted

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

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

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



Let's Get Acquainted

Get Started

Introduction

Completed 1/4

The Bible: Trustworthy and Enduring

Completed 0/2

God: Sovereign King

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

[Back to Content](#)

The Bible: Trustworthy and Enduring

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 6: Use these arrows to move forward to the next lesson, assignment, etc.

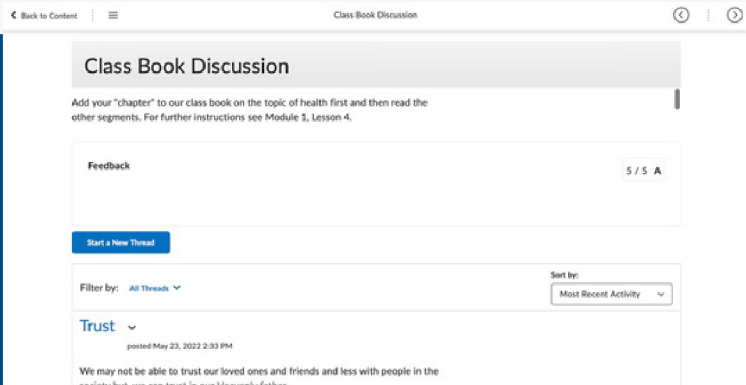


Once you have completed all tasks in the module (the Online Service Agreement Quiz & Let's Get Acquainted dropbox), the next module will appear. In order for the next module to open, you must complete everything in the previous module, such as quizzes, assignments, lessons and/or more.

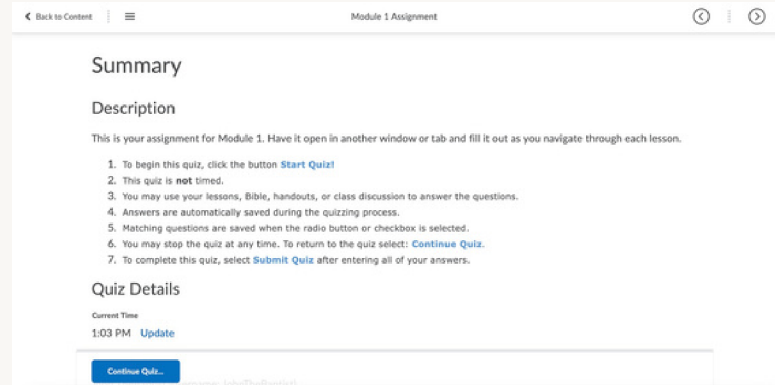
Content

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.

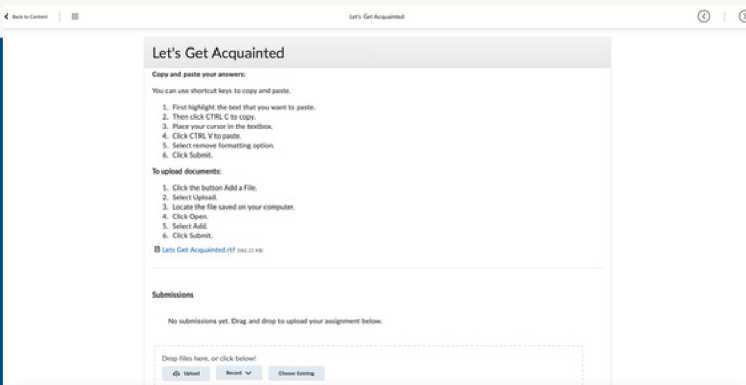
Class Discussion



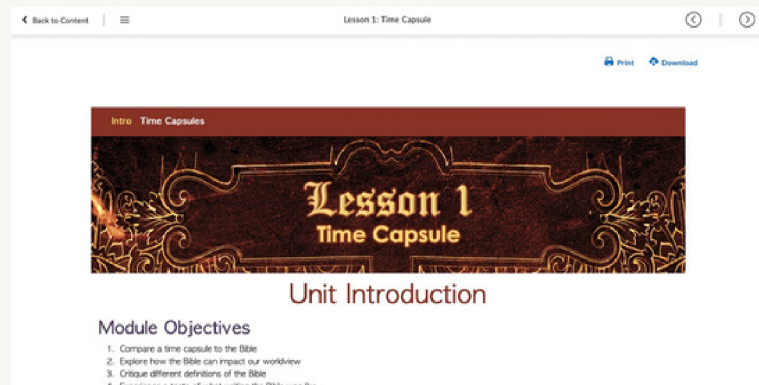
Assignment or Test



Dropbox



Lesson



Staying On Track: Using the Course Pacing Charts

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:

Semester 1

Assignments	Due	Done	Grade
Quiz – Module 1 Assignment	Aug 18	✓	B
Quiz – Module 2 Assignment	Aug 25	✓	A
DB* – **DBA1	Sept 1	✓	A
Quiz – Module 3 Assignment	Sept 3	✓	B+
Quiz – Module 4 Assignment	Sept 10	✓	A
Quiz – Module 5 Assignment	Sept 17	✓	A
DB* – Module 6 Project	Sept 24	✓	
Quiz – Module 7 Assignment	Oct 1		
Quiz – Midterm 1 Exam	Oct 8		
Quiz – Module 8 Assignment	Oct 15		
Quiz – Module 9 Assignment	Oct 22		
DB* – **DBA2	Nov 1		
Quiz – Module 10 Assignment	Nov 7		
Quiz – Module 11 Assignment	Nov 14		
DB* – Module 12 Project	Nov 21		
Quiz – Module 13 Assignment	Dec 1		
Quiz – Module 14 Assignment	Dec 8		
Quiz – Semester 1 Exam	Dec 15		

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.

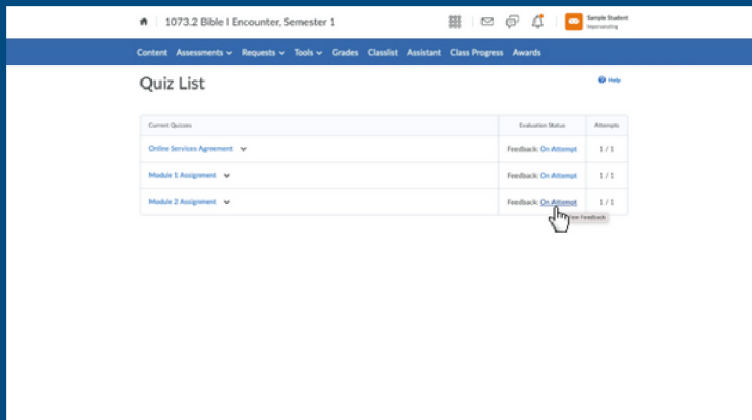
Please allow 48 hours for your teacher to grade your assignments and at least 24 hours for them to respond to emails or texts.



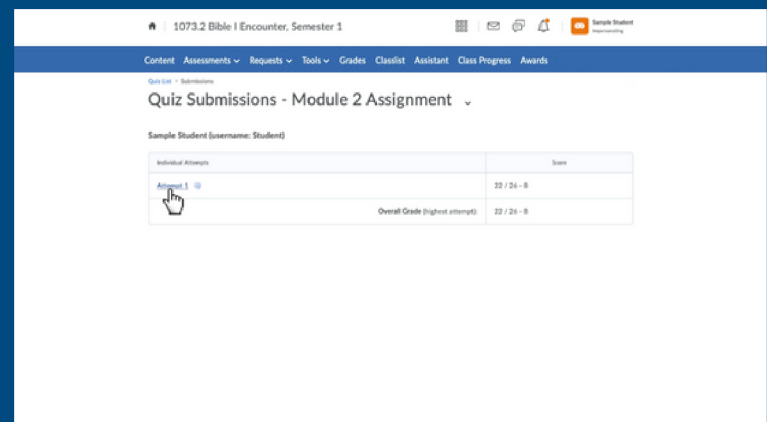
Feedback

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 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

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

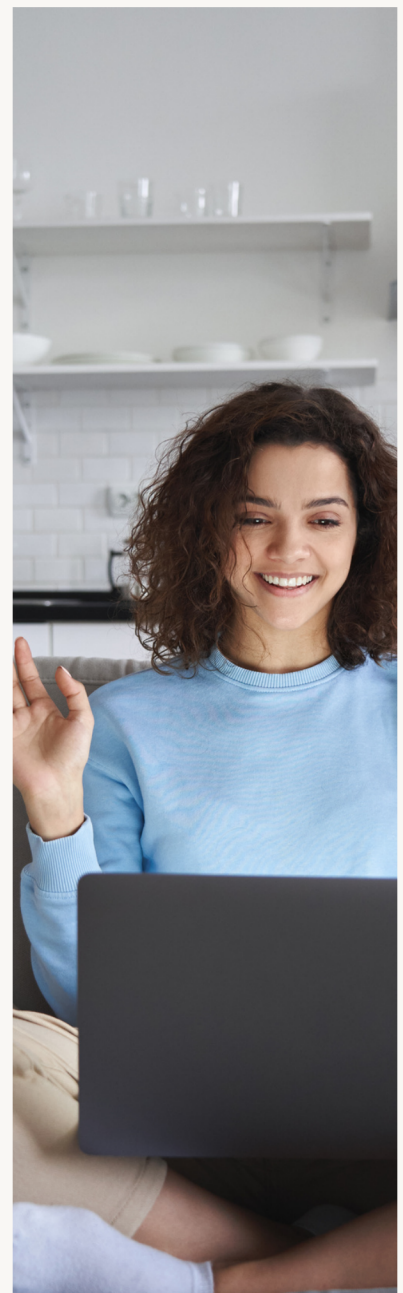
High school students can join Ms. "4C" once a month to learn valuable life skills. While the topics change from time to time, this workshop is for anyone interested in exploring and growing as a leader, writer, etc.

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.



Stanford 10



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

Inspire. Transform. Serve.



We look forward
to starting this
school year
with you!