



Quick Start Guide for Junior High Students



Start Here:

Quick answers to help you get started on your 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 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. 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 an orientation with your parent or guardian 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.



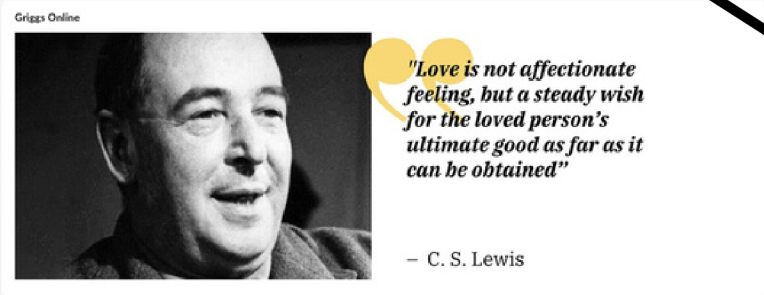
Home Button (This will always return you to the homepage.)

Course List

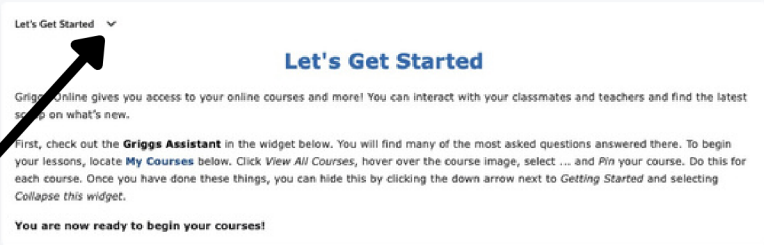
Griggs Email Inbox



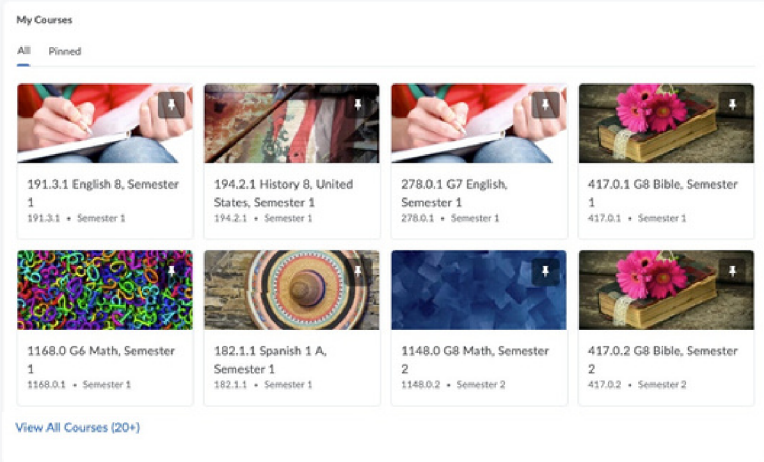
Alerts for GIA News & Events



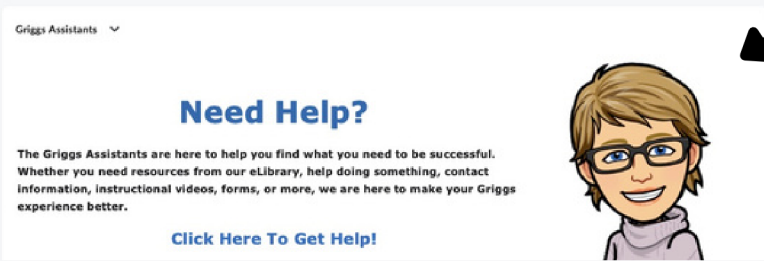
Click here to collapse or minimize any widget



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



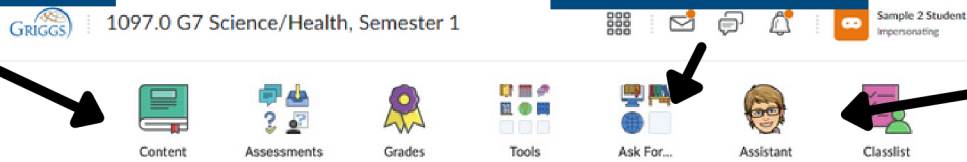
GIA News and Announcements



Course Content (click here to begin working on assignments)

Ask For... (click for ebooks, final exams, and subscriptions)

Griggs Assistant



1097.0 G7 Science/Health, Semester 1

Updates

82 New Emails

Your Teacher: Wendy Baldwin, 6-8

Your Teacher

Please contact Wendy Baldwin with any questions.



Call: 269-471-6549

Email

Griggs Office Hours

M-Th: 9-5 ET

Fri: 9-12 ET

Teacher's Contact Info

Letter from Wendy Baldwin, K-8 ...

Hello

Hello. My name is Mrs. Baldwin and I am delighted to be the K-8 Director for Distance Learning at GIA! Most recently I have served as an elementary school principal, and prior to that I was a classroom teacher. I have always enjoyed teaching and learning! I am married with two children and love to spend time with my family. My hobbies include spending time in nature, reading, walking my dog, camping, and fishing.

I'm in the office almost every business day from about 9-5 (Fridays until noon) and my computer is always on. I'll be watching for your messages, whether a question about school or just a friendly hello. The best way to contact me is

Letter from Ms. Baldwin

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 important as you navigate your way through this course, so please take a few minutes to fill out the attached document below. You will find the Dropbox for sharing your answers in the *Introduction* found in *Content*. Open the Dropbox *Let's Get Acquainted*, click **Upload** and submit this file. You are welcome to submit the same file for each course rather than making a new one each time.

Select this link to download the Let's Get Acquainted questions.

After you have uploaded the file to the Dropbox, feel free to hide this widget, by selecting the arrow to the right of the title of this widget and then clicking "Collapse This Widget". You can do this for any widget on the site.

Getting Started - GIA

Getting Started



1. First, locate the course's **teacher widget** in the left column and note how to contact your teacher.
2. Next, look at the **Table of Contents** just below your teacher's information to plan your schedule of completion.
3. Now click **Content** in the course navigation bar. There you will find all components that you will need to complete this course and to earn your final grade. You will be working **sequentially** through the course which is already in order of work. *Most of your assignments found in the Dropbox and Quizzes are released upon the completion of the previous assignment.*

Important Class-Specific Announcements

News

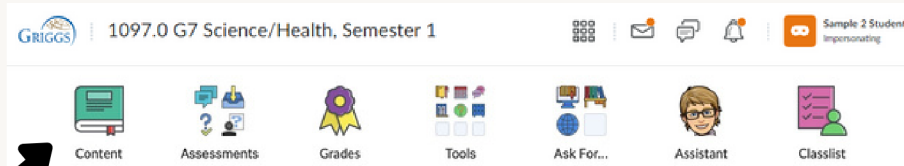


How to Start a Course

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:
Save the "Let's Get Acquainted" file for later use


Step 4: Click "Content" to begin your coursework

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I'm in the office almost every business day from about 9-5 (Fridays until noon) and my computer is always on. I'll be watching for your messages, whether a question about school or just a friendly hello. The best way to contact me is through my email address: WBaldwin@gia.org

Step 2: 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

GRIGGS | 1097.0 G7 Science/Health, Semester 1

Content Assessments Grades Tools Ask For... Assistant Classlist

Introduction [Get Started](#)

Introduction Completed 0/5

[Launch Unit](#)

- Online Services Agreement
- Let's Get Acquainted
- Introduction to Semester 1
- G7 Science Materials List by Chapter
- Pacing Chart

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

Back to Content Module 1

Module 1

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.

important

PARENTS

ntary Director at griggsk-8@andrews.edu for the test passwords.



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

The screenshot shows the 'Class Book Discussion' page. At the top, there's a header 'Class Book Discussion' with a sub-instruction: 'Add your "chapter" to our class book on the topic of health first and then read the other segments. For further instructions see Module 1, Lesson 4.' Below this is a 'Feedback' section with a '5 / 5' rating and a 'Start a New Thread' button. A filter dropdown is set to 'All Threads' and a sort dropdown is set to 'Most Recent Activity'. A post titled 'Trust' is visible, dated 'posted May 23, 2022 2:33 PM', with the text: 'We may not be able to trust our loved ones and friends and less with people in the world. But we can trust in our Heavenly Father.'

Assignment or Test

The screenshot shows the 'Module 1 Assignment' page. It has a 'Summary' section followed by a 'Description' section. The description states: 'This is your assignment for Module 1. Have it open in another window or tab and fill it out as you navigate through each lesson.' It lists seven steps for taking the quiz, including clicking 'Start Quiz', using lessons/Bible/handouts, automatic saving, matching questions, stopping at any time, and clicking 'Submit Quiz'. Below the description is a 'Quiz Details' section showing 'Current Time' as '1:03 PM' and an 'Update' button. A 'Continue Quiz...' button is at the bottom.

Dropbox

The screenshot shows the 'Let's Get Acquainted' page with a Dropbox section. It includes instructions on how to copy and paste answers and how to upload documents. Below the instructions, there's a 'Submissions' section that says 'No submissions yet. Drag and drop to upload your assignment below.' At the bottom, there's a dashed box for dropping files, with buttons for 'Upload', 'Recent', and 'Choose Setting'.

Lesson

The screenshot shows the 'Module 1 Day 1' lesson page. It features a header 'Grade 7 Health/Science' and a title 'Module 1 Day 1'. A welcome message says: 'Welcome to By Design Science, Grade 7! Take a few minutes to look over your new textbook and student science journals and familiarize yourself with their format.' Below this is a 'Supplies' list: 'ByDesign Textbook', 'Student Science Journal (green)', and 'Optional' items including 'toothpick', 'yogurt', 'water, distilled', 'dish, small', 'medicine dropper', 'crystal violet stain', 'microscope slide', 'cover slip', and 'microscope'.

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
1.	Quizzes – Module 2 Unit 1 T1 Ch 1 Test	Aug 18	✓	B
2.	Quizzes – Module 4 Unit 1 T1 Ch 2 Test	Sept 1	✓	A
3.	Quizzes – Module 5 Unit 1 T1 Ch 3 Test	Sept 10	✓	A
4.	Quizzes – Module 8 Unit 2 T2 Ch 4 Test	Sept 17	✓	B+
5.	Quizzes – Module 9 Unit 2 T2 Ch 5 Test	Sept 24	✓	A
6.	Quizzes – Module 11 Unit 2 T2 Ch 6 Test	Oct 8	✓	A
7.	Quizzes – Module 12 Unit 2 T2 Ch 7 Test	Oct 22		
8.	Quizzes – Module 14 Unit 3 T3 Ch 8 Test	Nov 7		
9.	Quizzes – Module 16 Unit 3 T3 Ch 9 Test	Nov 21		
10.	Quizzes – Module 17 Unit 3 T3 Ch 10 Test	Dec 8		
11.	Quizzes – Module 18 Unit 3 T3 Ch 11 Test	Dec 22		

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 their contact info by clicking on your course and reading the teacher bio that is on the left sidebar on the course homepage.

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



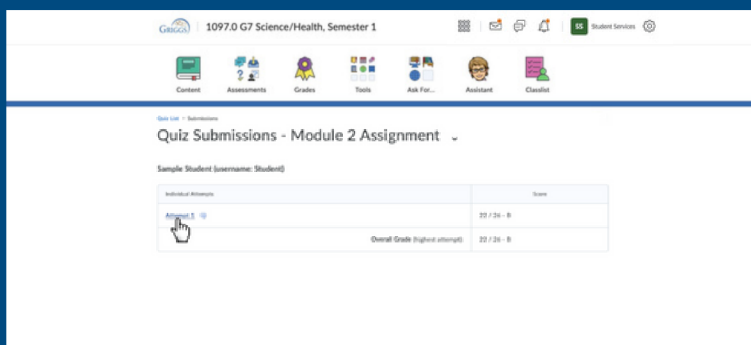
Feedback

After you turn in an 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 the "Assessments" tab.



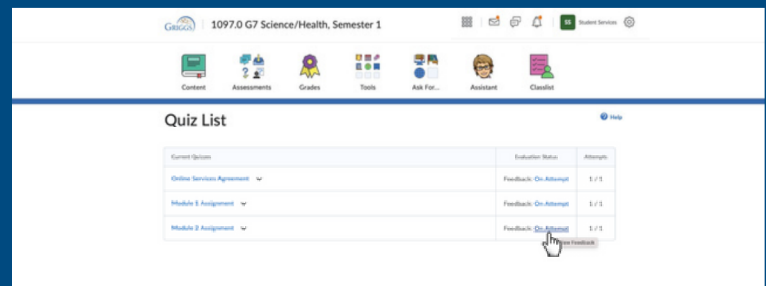
Click "On Attempt" to view your grade and feedback.



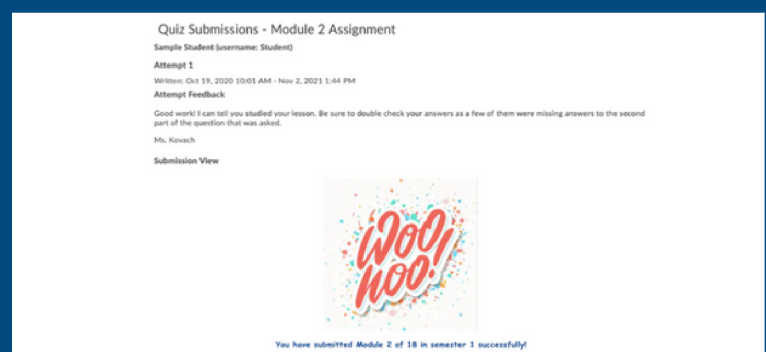
View the "Attempt Feedback" along with individual question feedback (for some courses.)



Click on the "Quizzes" or "Dropbox" button.



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



Sample 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 your parents complete the form, it should be emailed to giak6submit@gmail.com.

Griggs International Academy Attendance Report			
Student <u>Harry Maylie</u>		Grade <u>6th</u> Period <u>1</u>	
Student Number <u>182932</u>		Parent Signature <u>Angelica Maylie</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

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?

eTextbooks that you purchased during the enrollment process can be requested using the "Ask For..." button on the top bar of your course homepage. Select "eTextbook" and complete the form. Note that you can also request final exams and subscriptions (such as IXL, Typing Pals, and more!)



Where can I find...

Subscriptions to IXL and Typing Agent:

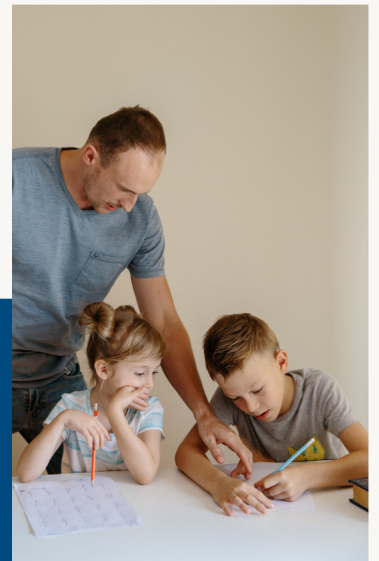
Use the "Ask for..." button on any course homepage, and then click "Subscription Requests." Complete the form to have account information sent to your student's GIA email.

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

Click the "Assistant" button on any course homepage to view the "eLibrary" log in information.

Links to K-8 and Junior High Zooms:

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

TALK-O TUESDAY

Zoom with your classmates and Mrs. Baldwin on Tuesday at 11:30 am EST. Join for socialization, prayer time, and a special feature! We also discuss resources if you are having any difficulty with the learning platform.

MONDAY MORNING DEVOTIONAL

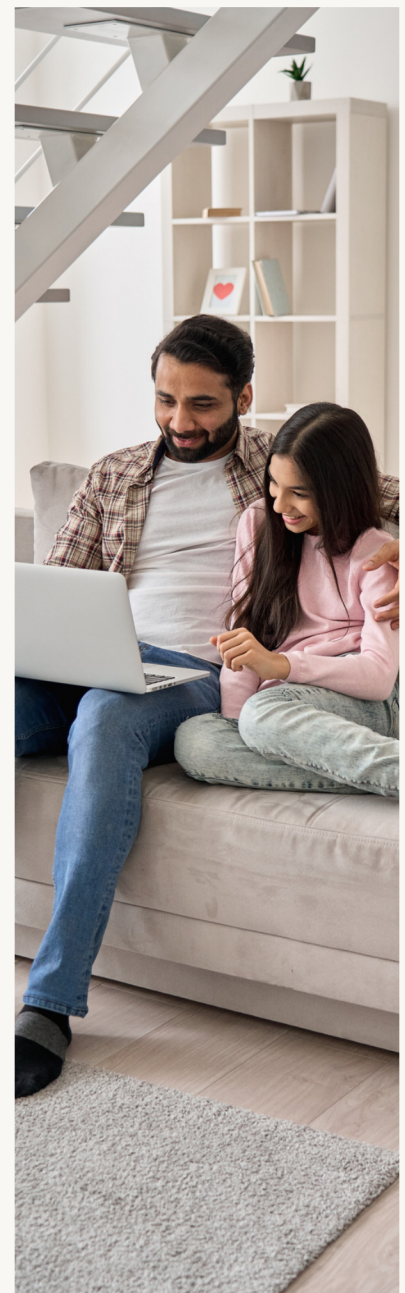
Monday Morning Devotional takes place every Monday morning at 11:30 AM EST! This is a brief meeting to start our week with Jesus and each other. Join for a devotional thought and prayer.

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 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 grade 7

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 8 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!

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 griggsk12services@andrews.edu

Inspire. Transform. Serve.



We look forward
to starting this
school year
with you!