

IA Hints & Tips

General



Set a daily, hourly “school” schedule:

- Students need to spend 1 to 1-1/2 hours, per day, per course “in school”. Extra time may be needed for special projects.
- If your student has 5 classes, he/she will need to spend 5-6+ hours each school day working in classes, and submitting assignments.
- If your student is behind in any course, extra time, including weekends and holidays may be needed in order to get back on track.
- Set up a daily schedule that is reasonable and allows for frequent breaks and refreshing pauses.

Make a plan for course completion:

- Print the checklist for each course.
- Using a calendar, calculate the number of assignments that need to be completed per day, per week in order to complete the course by the end of the semester.
- A good rule of thumb – one assignment each day in each course. (However, if your student is behind, more than 1 assignment per day may be needed in order to catch up)

Student

- Follow the course checklist – do NOT skip around choosing only those assignments which may appear to be the easiest.
- If you have sent a question to a teacher, be patient for your teacher’s response, and above all, KEEP WORKING! Move on to another assignment in that class, and/or work on assignments in other classes.
- Carefully read all directions in an assignment, and then follow all directions.

Parent

- Although not required, we encourage parents to complete the Parent Orientation assignment. This will help you to become familiar with our web site and greatly aid you in tracking your student’s progress.
- Require your student “show” you assignments sent to teachers. Each assignment completed and sent to teachers should be printed and presented to you by your student. This will confirm to you that your student has completed assignments, and eliminates those circumstances when students tell parents they have completed the work, and yet teachers have not received the work.
- When sending an e-mail through FirstClass to a teacher with a question or concern, please include in the **Subject Line** - “Parent Request” – these messages are given priority by teachers and responses are given as soon as possible.
- At a minimum, on a weekly basis, schedule a time to review your student’s progress. Grades are posted each Tuesday afternoon – each Wednesday would be an opportune time for you to visit Internet Academy.

Using the information provided with the enclosed Parent Welcome letter:

- Review the Grade Book for each of your student’s courses.
- Log into your FirstClass e-mail account to read messages sent to you by your student’s teachers.
- And, through your FirstClass account, please feel free to write to teachers regarding questions or concerns you may have.