



**CALVERT™**  
**HOMESCHOOL**

Calvert Homeschool™  
Teacher Quick Start Guide

## Teacher Quick Start Guide

Welcome to Calvert Homeschool™. Use this *Quick Start Guide* to help you quickly set up your school. For more detailed information about all the features and functionality of Calvert Teacher, see the *Teacher User Guide* or online Help. To open the guide or Help, on the **Home > Dashboard** page, in the **Help** box, click the **Documentation** link.


### New Teacher Set Up Checklist

This New Teacher Set Up Checklist provides the steps to guide you in setting up your students and school. These steps assume that you have already activated your curriculum.




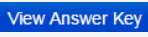
Step	Action	Do this...	Complete
1	Log in to the Teacher application.	<ul style="list-style-type: none"><li>Log in to Calvert Teacher using the username and password you set up or received in the email.</li></ul>	<input type="checkbox"/>
2	Add student(s) to your school.	<ol style="list-style-type: none"><li>On the <b>Dashboard</b>, click the <b>add your students</b> link, or click the <b>Setup</b> button, and then on the toolbar below, click the <b>Student Setup</b> sub-tab.</li><li>In the <b>Create Student</b> fields, enter the <b>First Name</b>, <b>Last Name</b>, a unique <b>Username</b> (cannot be used by another student), and enter a <b>Password</b> twice. Password must be 6-12 characters long, include a minimum of one uppercase letter, one lowercase letter, and one number. For example: Driv3r.</li><li>Click the <b>Create Student</b> button.</li><li>Follow the steps again for each of your students.</li></ol>	<input type="checkbox"/>
3	(Optional) Set up school years.	<ol style="list-style-type: none"><li>Click the <b>Setup</b> button, and then on the toolbar below, click the <b>School Year</b> tool.</li><li>Under <b>Create School Year</b>, enter a name, select the first day and last day, and then click the <b>Create School Year</b> button.</li></ol>	<input type="checkbox"/>
4	Take a quick look at the school calendar so that you know how school days and non-school days provide the pacing schedule for assigned courses.	<ul style="list-style-type: none"><li>Click the <b>Lesson Plan</b> button, and then on the toolbar below, click the <b>Calendar</b> tool. Or, on the <b>Home &gt; Dashboard</b> page, in the <b>Lesson Plan</b> box, click the <b>Calendar</b> link.</li></ul>	<input type="checkbox"/>

**Note:**By default, Saturday and Sunday, are automatically recognized as "non-school" days. This means no schoolwork will be scheduled on those days UNLESS you change the status of the day to a "working" school day. To learn more, see the topic "Change the status of school days and non-school days for course scheduling" in the *Teacher User Guide* or online help.



Step	Action	Do this...	Complete
5	Assign and schedule courses for your student(s).	<ol style="list-style-type: none"><li>1. Click the <b>Setup</b> button, click the <b>Curriculum Setup</b> tool, then click the <b>Subscriptions</b> tool.</li><li>2. If you have a Family subscription, because you can have up to three students using it, click the <b>Select Students</b> button to show your students. Click the name of student(s) and then click Save. Or, for any other type of subscription, click the <b>Select Student</b> button.</li><li>3. For the first student, select the grade level. Selecting the grade level may change the name of the subjects offered.</li></ol> <div data-bbox="678 642 1328 877"> <b>Tip:</b> To learn how to assign different grade levels of courses to a student, see the topic "Assign courses and set the daily work schedule for your students" in the <i>Teacher User Guide</i> or online Help.</div> <ol style="list-style-type: none"><li>4. To select the subject(s) for the student, click the check box inside each subject in the grade level you want to assign. The selected subjects (courses) appear in a list under the student's name.</li><li>5. In the <b>When will the student be working on these courses</b> section, do the following steps:<ol style="list-style-type: none"><li>a. To set the time frame for the courses, if you have a school year set up, and you want to use a school year, select it. Or, to schedule custom Start and End dates for the courses in the list, click to the right of <b>From</b> to display a calendar and use the Month arrow or right arrow to select a start date. Days not available as the start date appear as inactive on the calendar as outlined in red. Click in the field to the right of <b>To</b> and select an end date from the calendar.</li><li>b. To schedule the working school days for the course(s), typically, Monday through Friday are selected. To keep these days as the school days that work will be scheduled for the course(s), do nothing. To choose different school days, clear the check box for the day(s) that you do not want schoolwork to be scheduled.</li></ol></li><li>6. Click the <b>Assign Now</b> button.</li><li>7. Follow steps 3- 6 again for each of your students.</li></ol>	<input type="checkbox"/>



Step	Action	Do this...	Complete
6	Take a look at the default School settings to see if these settings work for your student(s). If not, you can customize the settings at the School, Student, or Subject level.	<p>There are three levels of settings: School, Student, and Subject (course). The School settings are the highest or broadest level which means the default options automatically flow down to the related settings at the individual Student and Subject levels. This "inheritance" between the levels means that if you just want to configure the related settings once, you only have to do them at the School level. You can keep the default options at the School level, or change (customize) them to fit your needs.</p> <ol style="list-style-type: none"><li>To access school settings, do one of the following:<ul style="list-style-type: none"><li>On the main nav bar, click the <b>Setup</b> button.</li><li>On the <b>Home &gt; Dashboard</b> page, in the <b>Administration</b> widget, click the <b>School Setup</b> link.</li></ul>The <b>Assignment – School</b> page appears.</li><li>Take a look at the Assignment settings. To look at the other school settings, click the <b>Grade, Quiz/Test</b>, and <b>Notifications</b> sub-tabs. The Notifications settings provide external email alerts in several categories.</li><li>Make changes as needed and Save.</li></ol> <p>To learn more, see the <i>Teacher User Guide</i> or online Help.</p>	<input type="checkbox"/>
7	Become familiar with the Lesson Plan and your student(s) assigned work.	<ol style="list-style-type: none"><li>Do one of the following to open a student assignment:<ul style="list-style-type: none"><li>On the main nav bar, click <b>Lesson Plan</b>, and then on the toolbar, click the <b>Assigned Work</b> tab.</li><li>On the <b>Home &gt; Dashboard</b> page, in the <b>Lesson Plan</b> widget, for the student, click the <b>Assigned Work</b> link.</li></ul></li><li>If you have more than one student, select the name, and then click the <b>expand</b>  tool next to a subject name. This action changes the tool to the <b>collapse</b>  tool and displays the units.</li><li>Click the <b>expand</b>  tool again next to the unit name to display the assignment view.</li><li>Click the blue <b>View Answer Key</b>  button to open the assignment.</li></ol> <p>To learn more, see the <i>Teacher User Guide</i> or online Help.</p>	<input type="checkbox"/>