

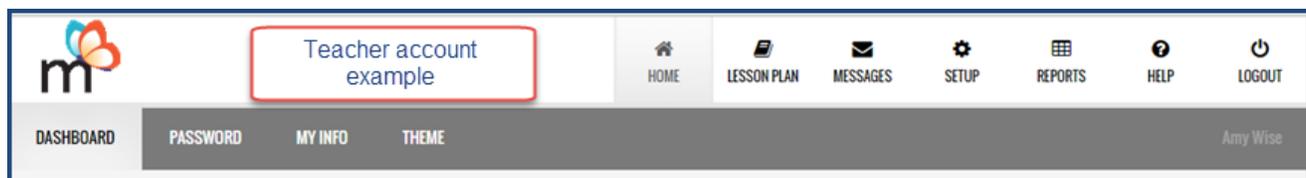


Monarch™ Frequently Asked Questions (FAQs)

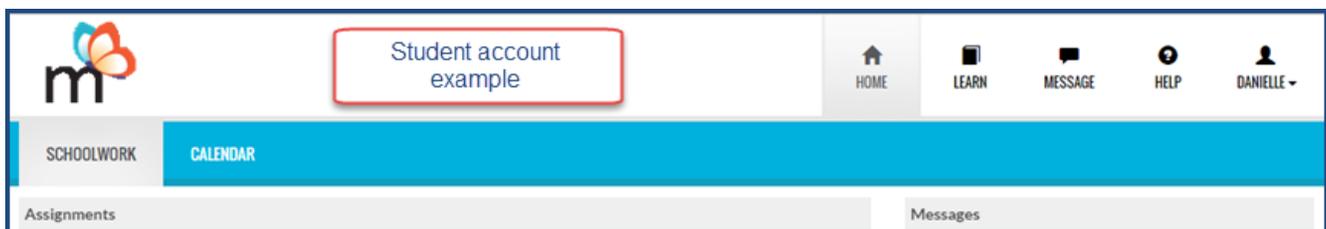
The following consists of the most frequently asked questions from parents/guardians (Teachers) about how to effectively use Monarch for their homeschooling experience.

Q: Is my teacher account the same as the student account?

A: No! Do *NOT* share your Teacher account information with your student because the Teacher account contains answer keys to assigned lessons! As a Teacher, you have a different Monarch application to log in to because you have special administration permissions which allow you to set up your students, manage your homeschool settings, assign and unassign courses, reschedule courses, create custom projects for students, see answers to questions, grade students' work, override the system grade, and more.



Once you have set up your student(s) in your Teacher application, they can log in to their student accounts using the Usernames and Passwords you created and begin their schoolwork. The application your students' see is specifically designed for student schoolwork and only shows the schoolwork (and calendar) for the specific student.



Q: I changed my school year. Now, how do I reschedule the calendar?

A: To easily reschedule student schoolwork so that it fits with your school year, you, as the Teacher, have three options to choose from on your **Home > Dashboard** page. Option One: Use the **Reschedule Courses** link in the **Administration** box. Option Two: Use the **Reschedule Work** link in the **Lesson Plan** box for a student. Option Three: Click **Calendar** in the **Lesson Plan** box, and then click the **Reschedule All Courses** button. The following steps explain how to use the **Reschedule Courses** link in the **Administration** box.

1. On your **Home > Dashboard** page, in the **Administration** box, click the **Reschedule Courses** link.
2. Select the first student you want to reschedule schoolwork for.
3. All of the selected student's courses appear under the **Reschedule Courses for <Student name>** area, so for each course, select new start (From) and end dates (To) based on your new school year and/or select the working school days for the course. Selecting working school days lets you create a blocked schedule of days for a specific course. For example, you want the student to do their Bible school work on Monday and Wednesday. To do this, ensure that Mon and Wed are selected.
4. Click **Save Changes** for each course you want to reschedule. Monarch automatically adjusts the course schoolwork

on the school calendar and on the student's calendar.

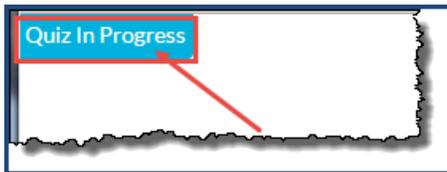
5. Follow steps 2 - 4 again for each student to reschedule their courses and calendar.

Q: Why are the answers already filled in when the student is working?

A: If answers appear on the assignment, this can be caused by two actions. One: The assignment may have already been completed. Two: The student may be logged in to Monarch using the Teacher's username and password. Check the upper-right corner of the application to see whose profile is being used.

Q: No matter what assignment my student clicks, they are taken to the same quiz or test. Why?

A: If this is occurring, the student is in "Quiz Mode" for Monarch. An indicator in the upper left of the page appears to show that a quiz (or test) is in progress as shown in this example.



This mode goes into effect once a student enters a quiz or test because quizzes and tests must be completed before accessing another assignment. You, as the Teacher, can turn off Quiz Mode for your school. If the student started answering questions for the quiz or test, you can clear any work the student may have done.

1. On the main nav bar, click the **Setup** button or on the **Home > Dashboard** page, in the **Administration** box, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.
3. Under **Quiz Options**, select the **Open Book** option and to turn off "Quiz Mode" for tests, for **Test Options**, select the **Open Book** option. Click **Save**. This option lets students exit and re-enter quizzes and tests as many times as they want to until the quiz or test is marked complete and does not block access to other available assignments.

To clear any work on the quiz or test, do the following:

1. On the main nav bar, click **Lesson Plan**.
2. Select the student, and then in the subject tree, click the **expand (+)** tool next to the subject name, and then click the **expand (+)** tool again for the unit containing the quiz or test.
3. Select the quiz or test in the subject tree, and then click the **Clear Work** button. If the student has entered the quiz or test, but not answered any questions (problems), the **Clear Work** button is not visible.
4. Click **OK** to confirm that you want all the work to be removed from the quiz or test. Finally, at the **Assignment Cleared** message, click **Close**.

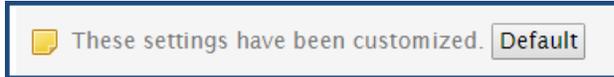
The student can now access any available assignment.

Q: I changed my grade scale and weights settings, but it didn't work.

A: The level that you changed the settings at matters. There are three levels for settings: School, Student, and Subject. School settings are the highest level, but if you customized related settings at the Student or Subject (course) level, those customizations are not affected by changes to School settings. If customization of related settings at the Student and Subject level does not occur, then the School settings are enforced.

To check if customizations of grade scale and weights settings occurred at the Student level:

1. Log in as the Teacher.
2. On the **Home > Dashboard** page, in the **Lesson Plan** box, for the student, click **Settings**.
3. Click the **Grade** sub-tab. If related settings have been customized at the Student level, you will see this notification:



4. To clear customizations and have the student use the School grade scale and weights settings, click the **Default** button.

To check if customizations of grade scale and weights settings occurred at the Subject (course) level:

1. On the **Home > Dashboard** page, in the **Administration** box, click **Curriculum Setup**.
2. For a course, click the **Settings** link.
3. Click the **Grade** sub-tab.
4. If settings have been customized for a course, you will see the "These settings have been customized" notification. To clear the customizations and have the course use the school settings, click the **Default** button.

Q: When I skip a project, why is it still counted as a zero?

A: In prior versions of Monarch, you had to manually unassign the project itself if you skipped a problem in a project. Now, when you skip a problem in a project, Monarch automatically unassigns the project for you.

Q: I purchased Monarch, but no curriculum (courses) are showing as available.

A: You must activate the purchased curriculum for it to be available to assign to your student(s). After the purchase of Monarch, you are sent an activation e-mail to the email address on record. The email, titled, "Welcome to Monarch" contains the access code of the product(s) you purchased along with an [Activate Your Curriculum](#) link to www.activatemonarch.com so that you can easily activate your purchased curriculum. Click that link (do not copy and paste it) and enter your Teacher username and password. In some cases, your teacher username may already appear. Just enter your password.

Welcome to Monarch, Tina!

Thanks for choosing Monarch. Please use the code(s) below to activate your curriculum.

ACCESS CODE(S)

Monarch - Individual Monthly Subscription
F40BF6901F32E271E51808637B501D33CF3CD1EC

[Activate Your Curriculum](#)



Once your courses are activated, you can access your account anytime by logging in at monarch.aop.com.

Tip: Bookmark this website in your browser for quick access as you homeschool.

Happy Homeschooling!

Alpha Omega Publications Customer Service

You are notified if activation is successful. After successful activation, log in to Monarch at monarch.aop.com as the Teacher and you should see an **Assign Your Subscription** link on your **Home > Dashboard** page for assigning subscriptions (courses) to students. If you haven't already done so, be sure to set up your students.

Q: Why can't I log in?

A: Typically, either your username or password was entered incorrectly. Remember - Monarch usernames and passwords are case-sensitive. This means you must type your username and password exactly as set up and you cannot substitute lowercase letters, such as "c", for uppercase letters, such as "C". As a Teacher, you can click the **Forgot Password** option on the Monarch Login page and enter your username and email address to request a password reset email which includes a link and instructions to reset your password. Or, you can contact Monarch technical support. If a student cannot log in, see [Q: Only one of my students can log in and the "Forgot Password" option only sends the teachers information. What should I do?](#)

Q: How can I add vacation/sick days to the calendar?

A: To add vacation/sick days to the calendar, you can easily change working school days to "non-school" days for all your students and you can add vacation/sick days as "non-school" days for a single student. First, let's open the school Calendar.

1. Log in as the Teacher.
2. On your **Home > Dashboard** page, in the **Lesson Plan** box, click the **Calendar** link.
3. To add vacation/sick days for all students, on the first day of the vacation or sick day, click the **day/date** link. For example, click Tuesday Sep 8th.
4. In the dialog box that appears, just click the **Non-School Day** button. Monarch refreshes and any assignments for that day are automatically rescheduled to the next working school days for all courses for all students.
5. Continue selecting day/dates for each vacation/sick day.

To schedule a vacation/sick day for a single student:

1. Click the **student's name** link on the day that you want to schedule as a vacation/sick day.
2. In the dialog box that appears, just click the **Non-School Day** button. Monarch refreshes and any assignments for that student are automatically rescheduled for the next working school days assigned to the student's courses.

Q: When I'm trying to set up my student, why does it keep saying "username already in use"?

A: Because Monarch is a web application, every user is required to have a unique username for logging in. Passwords can be the same, but usernames must be unique.

Q: Why can't my student open his lesson from the calendar? A message appears saying that he must complete the previous assignment.

A: This indicates that an assignment prior to the one being selected still needs to be completed. Monarch requires students to complete lessons/projects/quizzes/tests in sequential order, including any reassigned assignments and questions. On the student's Calendar, assignments that are available for work are shown in bold text and colors. Assignments that are not yet available for work are shown in dimmed text and colors as shown in this example.



Q: Only one of my students can log in and the "Forgot Password" option only sends the teachers information. What should I do?

A: If your student cannot log in, they may not be typing their username and password correctly. You can reset their username and/or password for them.

1. Log in as the Teacher.
2. On your **Home > Dashboard** page, in the **Lesson Plan** box, click the **Settings** link for the student.
3. If you want to change their username, in the **Username** box, type a unique username.
4. In the **Password** field, enter a new password that contains at least six (6) characters which must include one uppercase letter (ex: D), one lowercase letter (ex:d), one digit (ex: 2), and no spaces. The plain text you are entering does not appear; just a series of dots appears for security purposes.
5. Click **Save Changes**.

6. Give your student their new username and password. Once the student is able to log in to Monarch, he/she can change their password.

Q: My student needs remedial work in Language Arts at Grade 3, but also needs to be in Science at Grade 7. How do I assign different grade levels of subjects for one student?

A: Depending on the type of Monarch subscription(s) purchased, you may have access to all subjects in all grade levels. This means you can have a one or more students (up to three for a Family Subscription) working in multiple subjects at multiple grade levels.

To assign different grade levels of subjects to a single student:

1. Log in as the Teacher.



Tip: If you haven't already set up the student, do it now.

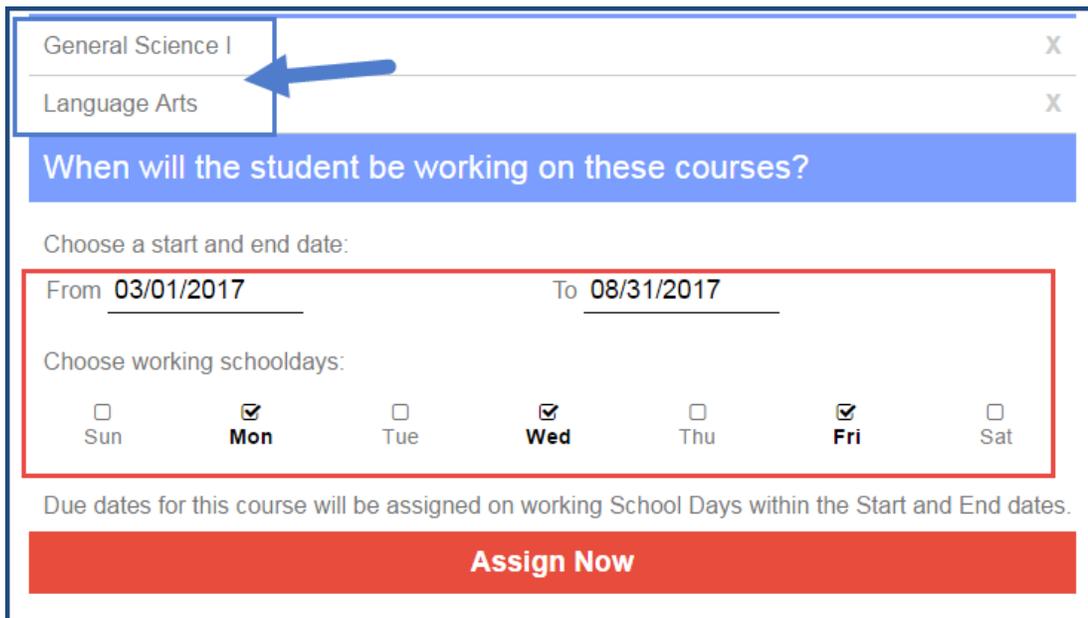
2. On the top nav bar, click **Setup**, click **Curriculum Setup**, and then click the **Active Subscriptions** sub-tab.

3. For the student, click the **Assign Courses** button.
4. Select the grade level for the subject. For example, you want to assign a Grade 3 subject. Select the 3rd grade level. Then, select one or more subjects. In the example below, it shows Language Arts Grade 3 selected.

5. Now, before you select the time frame and working school days for the first course, you can select another grade level and subject. To do this, click another grade level, and select a subject. In the example below, 7th grade General Science I is selected for the same student.



6. Both courses appear in the list to the right under the student's name. Now, you can select the start and end dates for both courses and choose the working school days. In the example below, the start date and end date are entered and the working schooldays for BOTH courses are Monday, Wednesday, and Friday. (By default, Mon, Tue, Wed, Thu, and Fri are selected, but we cleared Tue and Thu.)



7. Click the red **Assign Now** button.

Q: I need to remove one of my students from our subscription and add another student. How do I do that?

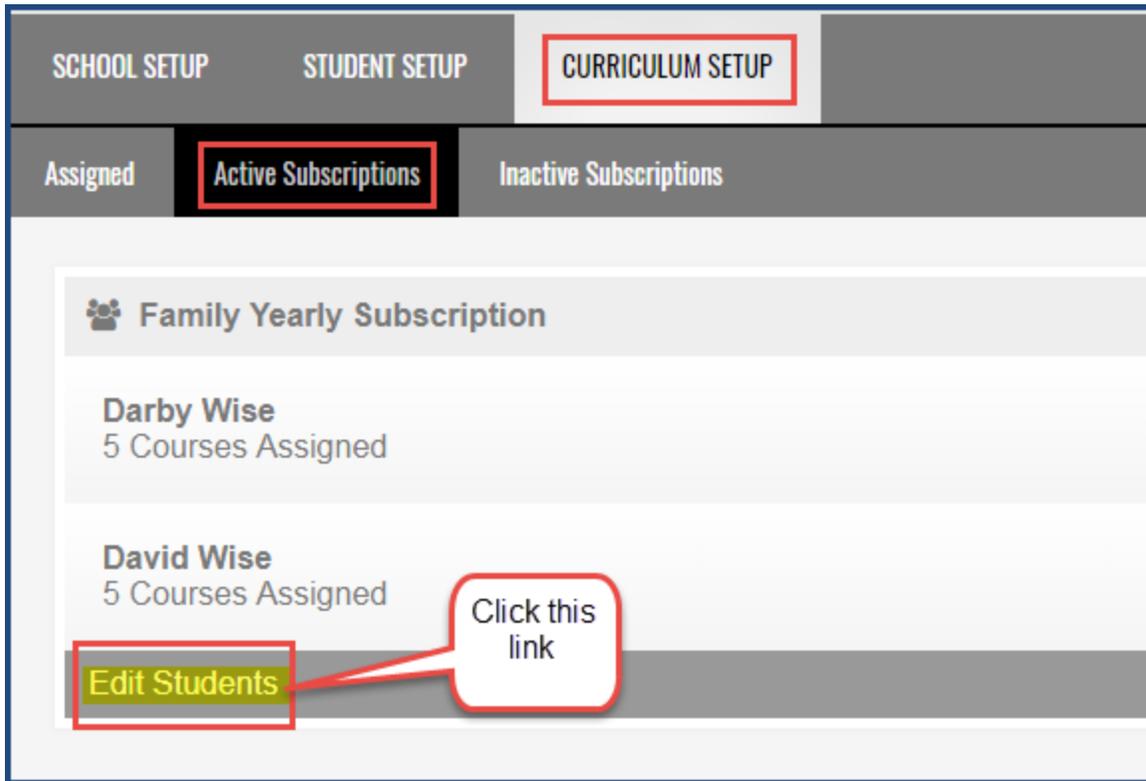
A: Depending on the type of Monarch subscription(s) purchased, you may need to add students to or remove students from a subscription. Before you can add a student to a subscription, the student must exist in Monarch.

To add a new student to Monarch:

1. Click **Setup**, and then on the toolbar, click the **Student Setup** tool.
2. To add a student, in the **Create Student** fields, enter a First Name and Last Name, provide a unique Username, enter a Password and verify it, and then click the **Create Student** button.
3. Click **Home** to return to the **Dashboard**.
4. Next, to add a student to or remove a student from your subscription, in the **Administration** function box, click the

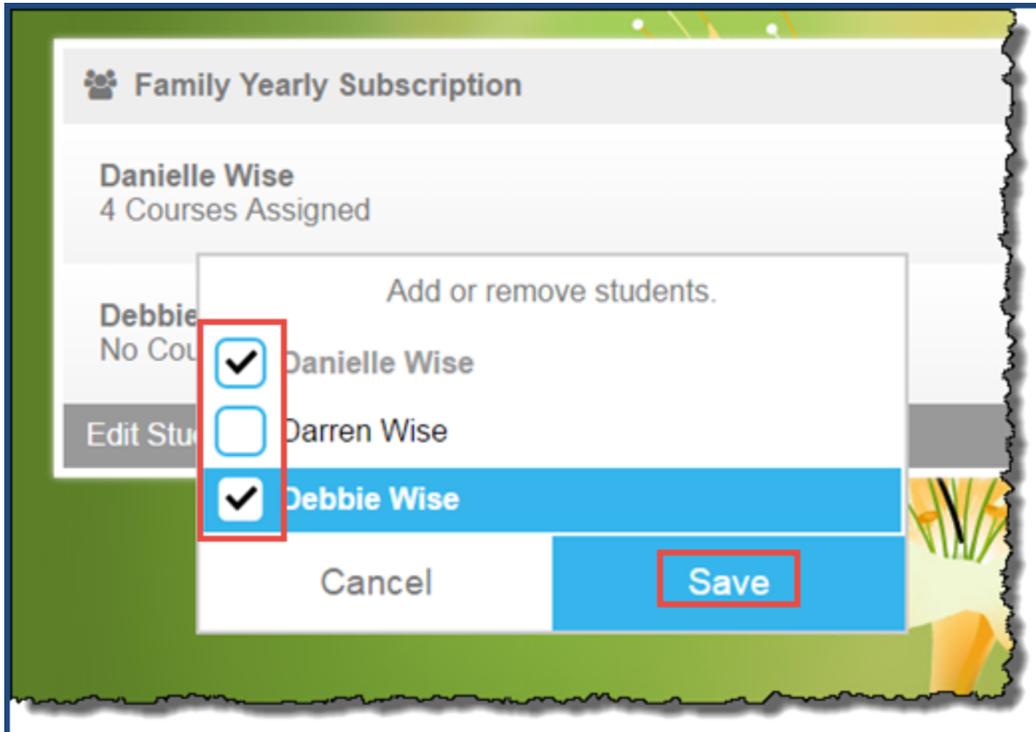
Subscriptions link. The Active Subscriptions page appears showing your purchased subscriptions.

- For a **Family Subscription** type, to add or remove students, click the **Edit Students** tool.



Or, for an **Individual Subscription**, click the **Select Student** button.

- To add a student to the subscription, select the check box next to their name. Or to remove a student, clear the check box.



7. Click **Save**.
8. If you need to assign courses to a student, click the **Assign Courses** button for the student.

Q. What is the process for taking Monarch placement tests?

A. Once you have successfully requested access to the free Monarch placement tests on AOP.com, another page appears providing information about you (as the Teacher) and your child(ren) (as the Students) and also contains instructions on how your child takes the tests within a grade level and how you, as the Teacher, can view their effort so that you know where to place them in the Monarch curriculum.



Important: Make note of the both the Teacher and Child information provided to you because you will need it when logging into Monarch. Your child will need their username and password that you created for them because the Monarch Student account is different than the Monarch Teacher account. The Monarch Teacher account has all the answers to assigned tests and curriculum and all the school administration features.

The placement testing process begins testing your child two grade levels BELOW the grade level you selected. For example, you selected grade 7. Testing would then start at the grade 5 level, two levels below grade 7. Keep this mind because when you log into your Monarch Teacher account, all grade levels of the placement test are visible. Using the example, you would select placement test level 5 to view your child's progress.



Note: Some placement tests at certain grade levels may have subjective questions that cannot be automatically graded by the system. This means you, as the Teacher, must grade the question so that the test grade is recorded.

Have your child continue taking placement tests within a grade level until a score between 50% and 70% is achieved on three consecutive tests. The grade level where this occurs is the most appropriate grade level for placement of your child in the Monarch curriculum.

Student testing steps:



1. Have your child go to the Monarch website at <https://monarch.aop.com>.
2. Enter their student username and password. This action logs them into their Monarch Student account.
3. If you are a first-time Monarch user, read the **End User License Agreement**, and then click **I Agree**. (You must click I Agree to proceed). Otherwise, proceed to step 4.
4. On the **Home > Schoolwork** page, under **Assignments**, click the first quiz (placement test) to begin.
5. Click the **Work On Questions** button, and click **OK**.
6. Read and answer the question, and then click the **Submit Answer** button.
7. When the question number turns a blue color, click the **Next Question** button. You can go back and change an answer before you mark the test as complete. But, be sure to click the **Submit Answer** button after you answered the question. Any questions you do not answer are graded as zero.
8. When all the questions have been answered and you are satisfied with your answers, click the **Mark Lesson as Complete** button to submit it for grading. A message window appears asking you if you are sure you want to complete the lesson. Click **Mark Lesson as Complete** if you are done with the placement test.
9. Click **Return to Assignments** and continue taking tests (quizzes).

Teacher reviewing steps:

1. Go to <https://monarch.aop.com> and enter your teacher username and password. This action logs you into your Monarch Teacher account.
2. If you are a first-time Monarch user, read the **End User License Agreement**, and then click **I Agree**. (You must click I Agree to proceed). Otherwise, proceed to step 3.
3. On your **Home > Dashboard** page, in the **Lesson Plan** box, under your child's name, click the **Assigned Work** link. Or, you can click the **Grading Tasks** tab to see if any questions need grading by you.
4. On the **Assigned Work** page, click the **expand**  tool next to the Placement Test subject name, and then click the expand tool again next to the Placement Test Level that your child started at. This action displays the assigned tests (quizzes) for that grade level.
5. Click the completed test to see the results.