



Freedom Learning

School Leader Handbook

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Welcome

Welcome to the Freedom Learning community! Freedom partners have access to more than 400 credit-based, high-quality online courses offered on campus or from home, and supported by caring and engaging teachers.

You work hard to facilitate a challenging, supportive learning environment for your students—and Freedom Learning courses expand the curriculum and number of expert educators your students can access! This handbook will guide you as you facilitate these courses, but if you need additional support, please don't hesitate to reach out. You can access support via:

- Email: hello@freedomlearning.org
- Web: freedomlearning.org/
- Phone: **720.441.0221**

Enrollment Qualifications

Before enrolling students in Freedom Learning classes, please note these important requirements.

- Students must be residents of Colorado and not older than 21.
- Parents must approve student participation and confirm residency.
- Students are required to submit a new application each year they wish to participate in the program.
- A Freedom Learning staff member may contact families to support the process.
- Students must participate in their Freedom Learning courses on October 1, 2024 (Count Day).
- If a student is enrolled in another state-funded, part-time program, that student may not enroll in Freedom Learning. This is a rare occurrence, but if you have any students in this situation, please notify Freedom Learning staff.
- The best partnerships arise when your school designates 1) a primary point of contact to oversee the Freedom Learning program and 2) a staff member to monitor progress to ensure student success.

Enrollment Process

To make it easier for families, you may provide Freedom Learning staff with a list of students who wish to enroll rather than having each family start the enrollment process individually. We will then reach out to help those families complete the web-based authorization.

A birth certificate, or other documentation of guardianship, may be requested when the last names of the student and the parent/guardian who signed the residency document do not match.

After we have approved a student's participation, we'll send a welcome email and login credentials.

Course Selection

1. Students may enroll in as many courses as they wish.
2. Students must enroll in **at least one course** in the Fall semester. (All students are automatically enrolled in an Orientation and Study Skills to ensure they have the skills required to be successful. Orientation and Study Skills do not contribute to the **one-course** requirement.
 - a. For purposes of the enrollment requirement, a “course” is defined as a .5 credit class, such as French 1A or the Fall Semester of Spanish 6.
 - b. Spring enrollment is encouraged for students who meet the Fall enrollment requirement.
 - c. Our *Driver’s Ed* and *i-Ready* courses cannot be taken as stand-alone courses. For example, if a student is enrolled in Driver’s Ed or i-Ready, the student must also take another course (in addition to Orientation and Study Skills).
3. The last day to add Fall semester courses is **Thursday, September 26, 2024**. Course offerings may be changed pursuant to Freedom Learning’s Add/Drop policies.
4. Course prerequisites are found in the [Course Catalog](#). Freedom Learning will rely on your staff (advisors, counselors, etc) to assess if a student is capable of succeeding in a course.

Participation and Attendance

1. Classes start on **Tuesday, August 13, 2024**. Students can start courses late, but not after **Thursday, September 26, 2024**.
2. Fall classes end on **Thursday, December 19, 2024**.
3. Students **must** participate in at least one of their online courses (including Orientation and Study Skills) **between September 1–30**
4. Students must **again** participate in at least one of their online courses (including Orientation and Study Skills) again on **Tuesday, October 1, 2024** or they may be withdrawn from their courses.
5. If a student absolutely cannot participate in class on Tuesday, October 1, but *has participated in class between September 1-30*, that student may be granted an extension for 4 days. However, this extension is firm and final: students must participate in at least one of their online courses by Monday, October 7, 2024; if they do not, the student will be dropped from their course(s).
6. Participation is defined as a student logging into classes, reviewing content, and submitting work. Off-line orientation activities or in-person instruction do count as participation.
7. **Students who do not meet these mandatory participation requirements will be dropped from all courses for the school year. Readmission in the same school year is not permissible.**
8. If the student has not finished Fall course(s) by Thursday, December 19, 2024, the course(s) will be extended through Thursday, May 15, 2025.

9. Course extension requests may be submitted but no course will end after Friday, June 20, 2025.

Appendix

Technology Requirements & Recommendations

You care about your students' experience with Freedom Learning, and we care about YOU! In order to effectively partner with Freedom Learning and ensure student access to course content, the following technology requirements must be in place.

1. Students must have access to a Chromebook, Mac, or Windows computer to receive full functionality of the program. Chrome is recommended for Freedom Learning classes due to the way that it processes videos. Firefox is a solid alternative if Chrome is unavailable to your school.
2. Students will be provided with a Freedom Learning Google email account to access their courses and communicate with their teachers.
3. If you use Chromebooks on your campus, you may need to modify your security protocols to ensure students can access their laptops and course materials via their Freedom Learning email address.
4. If your school locks down third-party content from the internet. It may be necessary to implement an SSL solution to allow Freedom Learning course content to display properly. We recommend that you disable any popup blockers and add any external websites listed in a course description to your school's Allow List. Examples include:
 - a. <https://ssi.agilixbuzz.com/home>
 - b. [https://freedom.astravo.org/.](https://freedom.astravo.org/)
 - c. [Drive.google.com](https://drive.google.com)
 - d. [Gmail.com](https://gmail.com)
 - e. [Docs.google.com](https://docs.google.com)
 - f. [Zoom.us](https://zoom.us)
 - g. login.i-ready.com
5. It is important to test this functionality on the devices that your students will use to access their Freedom Learning courses on campus.
6. Some classes have specific technology requirements, all of which can be found in the course catalog. (An example of a course with specific technology requirements is below.)

Coding 1a: Introduction

Examines the technology used in day-to-day life and explores how the internet functions. Introduces how to create and build a website using HTML and CSS. Provides an introduction to programming languages like JavaScript and Python. Available for grades 7 through 8.

Prerequisite: Exploring Information Technology

Required Materials: Video/Audio recording device (eg. phone), Software Requiring a Login: Obvibase, Scratch, Lucidchart, OnlineGDB, Playcode.io

Logging In

Woohoo! Day one! Today, your students can check their new Google email for login credentials. The next step is to visit my.freedomlearning.org and log in through the "Sign in With Google" button. This allows them to use their Google school email address and password to log in.

Log-in instructions are here if students need more specifics: [Walk To Class](#)

Three courses link students to content that's hosted on another platform. Students in these courses won't need additional credentials but do need to access those courses from the my.freedomlearning.org page.

- SAT/ACT Prep
- Driver's Ed
- i-Ready

Navigating the Student Dashboard

Once the student has logged in to the Freedom Learning portal, they will see the student dashboard. The dashboard contains a series of boxes in the middle of the screen and an information panel on the left side. Here's a summary of what students can access!

- Academic Snapshot: this box contains a list of the active courses that the student is currently enrolled in. Click on a class, and a separate window will open where the student will access the class and their assignments.
- Completed Courses: this box contains a list of completed courses and their final grade for the course.
- Upcoming Events: this box contains a link to a calendar that the student can use to create notifications for themselves. It is not an academic calendar with preloaded information about the school year.
- Messages: this box contains messages from the instructors and faculty. This directly interfaces with the Gmail account.
- Activity: this box contains a record of how much time is spent in a particular course. All time is measured in minutes.
- Contact School: this will send an email to our help box at hello@freedomlearning.org
- Mentor Information: this link shows the contact information for the student's mentor (if one has been assigned).
- Course Information: this shows the contact information for the teacher of the course.

- Suggested Pacing: this gives a breakdown of where the progression of the student should be in order to complete a course by a specific date.
- Gradebook: this gives a breakdown of all graded assignments and upcoming assignments and when they were completed.
- Student Activity: this provides a detailed report of how long the student has been in each class.

Grading

Grades are percentage-based, and will continually update on the student portal as the student progresses and turns in assignments. Important: the current grade is only reflective of the assignments that have been turned in.

Your students have the flexibility and freedom to pace themselves as they'd like, which means the target due date for assignments is suggested, rather than required. Students are neither rewarded nor penalized for submitting an assignment on time or late.

All questions about assignments or grades should be directed to the course's instructor. Teacher contact information is located on the first page of each course card. Students can connect with their online teacher via email, phone, chat, and video.

Grade Breakdown

100-89.5 = A

79.5-89.4 = B

69.5-79.4 = C

59.5-69.4 = D

0-59.4 = F

Note: Because of how grades are calculated in each system if a discrepancy should ever develop between the Learning Management System and the Student Information System, the records contained in the Student Information System will prevail.

Reporting

Those with Coach credentials (often a staff member or coordinator at your school) receive access to the Academic Dashboard Report. This report will include all students associated with the Coach's account and will show:

- Private School Name
- Student ID
- First Name
- Last Name
- All courses in which your students are enrolled
- Pacing
- Percentage Grade
- Number of Assignments
- Date of Last Activity

The Academic Dashboard Report includes all courses for the current school year, including those that a student has completed.

It's your school's decision how if at all, to share this information with their students and families. You may wish to use the data from this report to import grades into your report cards.

Student grades are finalized approximately one week after the close of the semester. We're happy to provide these, and other reports, with you electronically upon request.

Support

If students cannot remember their password, they should click "I forgot my password" on my.freedomlearning.org. Reset instructions will be sent to their Freedom email.

If a student continues to have trouble, or if you need anything at all, please contact us. We're here for you!

- Support by Email: hello@freedomlearning.org
- Support by Phone: **720.441.0221**