

Returning Student Orientation, Middle School: How to be a Great Online Student

Things to Do

Know the School Schedule

Enlightium offers an official school calendar for you to use to check in on important dates such as the end of the semester and the school year. You can access the school calendar using one or both of the following options:

- [Printable calendar](#): download this for your computer. If you have a printer, print it out for your workstation or fridge.
- [Google calendar](#): if you or your parent/guardian have a Gmail account, this will sync with your online calendar. Add both calendars:
 - Main Calendar - this shows general school information
 - Middle School Student Google Calendar - this shows details specific for grades 6-8

Work at Your Own Pace

At Enlightium Academy, you can work at your own pace. But what exactly does "Work at your own pace" mean?

What working at your own pace does not mean:

- That you complete school work whenever you feel like it. If you do this, you will fall behind.
- That you work every day, but just finish one or two assignments. If you do this, you will fall behind.
- That you work just a few days a week but finish a LOT of assignments. If you do this, you will likely fall behind (unless you and your parent/guardian decided to do this).



Elwood the Lion, an Enlightium student

What working at your own pace does mean:

- **That you can finish your school work each week AND live your life.** Many Enlightium students travel during the school year, are professional athletes and entertainers, or work ahead and finish high school in less than four years.
- If you are an early bird, you can wake up early, finish your school work by noon, and enjoy the rest of your day! If you are a night owl, you can complete your assignments at night. If you want to mix it up, you can do work throughout the day with breaks.
- If you want to or need to travel, you and your family can plan ahead so that you do some schoolwork on nights and weekends before and after your trip so you can enjoy traveling without having to worry about school.
- If needed, you can use nights, weekends, and holidays to stay on track.



Toby the Beaver, Elwood the Lion, Professor Albert the Owl, and Eleanor the Eagle

Important details:

- You are expected to turn in the week's work by Sunday night to stay on track.
- If you fall behind, it will show in the weekly progress report sent to your parent's email, but you will have until your course's end date to catch up and get all your work turned in.
- You are not required to put in a specific number of hours each day or week. Once you are done for the day, you're done! If you do not spend very many hours per day on coursework in Ignitia, Enlightium may require you to demonstrate mastery of the course content. You could be asked to take proctored tests, use monitoring software, or complete additional assignments.
- If you want to work ahead to finish the semester or school year early, go for it!

Submit an Absence Form

If you will not be doing schoolwork for 3+ school days due to traveling, illness, etc., you don't need to message your teachers or counselor about the absence. Instead, your

family can submit an Absence Form to let the Enlightium team know. If this happens, ask your parent or guardian to search “Absence Form” in [Enlightium’s Knowledge Base](#).

Note that submitting an Absence Form does not mean that you can skip that week’s work. You still need to complete all schoolwork by the end of the course.

Know the Grading Scale

As a middle school student, it is useful for you to familiarize yourself with [Enlightium’s grading scale](#). You do not need to memorize it, but feel free to review it during the school year if needed.

If you are interested in raising your GPA, you can take [Honors courses](#). These courses take a deeper dive into most English, history, math, and science courses. If you are interested in Honors courses, [reach out to your counselor](#) who can review your previous grades before considering assigning them.

Consider Using Naviance

Naviance helps you prepare for college and your career. You don’t need to know right now which college/career you’ll be headed towards, but it will help you build towards that decision.

Naviance is optional and available upon request to non-highschool students; just send an email to your counselor. *Please note that Naviance is not available to students enrolled in the parent-led Bronze Program.*

Use MLA Format

When writing essays, use MLA format. You can find resources on the MLA format in [Enlightium’s Knowledge Base](#) by searching “MLA”.

Be Respectful

When speaking to Enlightium staff and faculty:

- **Show kindness and respect**, not demanding a particular solution as the team may have an even better solution available.
- **Be patient**, knowing that your counselor and the support team may need 1-2 school days to respond to an email.
- **Know everyone's roles at Enlightium**. Counselors create a course schedule, keep you on track for graduation, and are available if you are in a crisis. The Accounting Department is available for your family for financial questions. Teachers help with curriculum and grading. Make sure you direct your questions or concerns to the right department.
- **Only reach out to one Enlightium team member at a time**. If you call or email the same question or concern to multiple people, you'll find that it takes longer for the team to assist. This is because they then have to coordinate internally before responding to your request.
- **If you call but no one answers**, leave a detailed voice message and wait for a return call.
- **Keep the potential time difference in mind**. Enlightium's main office is on the west side of the United States, so many team members will not be available until 8 am Pacific Time.

You can find the best contact information for each department on [Enlightium's Knowledge Base](#). Simply search "Counselor" or "Support".



**Professor Albert the Owl, an
Enlightium Teacher**



**Toby the Beaver, an Enlightium Staff
Member**