



CALVERT™
ONLINE

PARENT QUICK START GUIDE

Welcome to Calvert Online.

Use this Quick Start Guide to help you quickly
set up your school.

CONTENTS

New Parent Set Up Checklist	3
Add student(s) to your school.....	3
Set up the School Year dates	3
Set up the curriculum	4
Assign Placement Tests (optional)	4
Find and Assign Core Courses	4
Select Electives	5
Assign Electives.....	5
Managing the Course	6
Reschedule Work	6
Manage School Days on Calendar	6
Assign/Unassign Assignments or Units.....	7
Grading Tasks	7
Frequently Asked Questions	8
Is Calvert Accredited?	8
What support does Calvert offer for parents?.....	8
Does the billing stop when my school year is over?.....	8
Why do my students and I keep getting logged out while working throughout the day?	8

New Parent Set Up Checklist

This New Parent Set Up Checklist provides the steps to guide you in setting up your students and homeschool. These steps assume that you have already created a parent account.

☐ Log in to the Parent application.

☐ Add student(s) to your homeschool.

NOTE: If you already set up your student(s) when you created your parent account, you can mark this step complete.

1. From the dashboard, click **Create Student**.
2. Complete all the fields under **Create Student**.
The username must be unique (cannot be used by another student). Passwords must be at least 8 characters long.
3. Click the **Create Student** button.
4. Repeat steps two and three to add additional students.



Create Student

First Name

Last Name

Username

Password

Verify Password

Create Student

☐ Set up the School Year dates.

1. From **Setup**, click **School Setup**.
2. Click the **School Year** tab.
3. You may have set up a **School Year** when creating your account. This can be edited or deleted at any time. You can also create another **School Year** if desired.

School Years
A School Year is an easy way to assign and track student work.

2023-2024
Jul 10th, 2023 to May 31st, 2024
[Delete](#) [Edit](#)

2022-2023 School Year
Jan 19th, 2023 to Feb 27th, 2023
[Delete](#) [Edit](#)

Create School Year


School Year Name

Examples "2012-2013", "August 20 - May 7", "Tina's Third Grade", "Summer School"

First Day

Last Day

Create School Year

 CALVERT™
ONLINE

| Teacher Quick Start Guide

3

SET UP YOUR STUDENT(S) CURRICULUM.

☐ Assign Placement Tests (optional).

1. From **Setup**, click **Curriculum Setup**.
2. Select the **Manage Billing** link.
3. Next to the student's name, click **Assign Placement Test**.



Penelope Claire	Assign Placement Test
-----------------	-----------------------

4. Select the grade level(s) for each subject's placement tests.
5. Click **Assign**.

☐ Find and Assign Core Courses if desired.

1. From the **Profile** icon, select **Manage Billing**.
2. Next to the student's name, click **Assign Courses**.
3. Peruse through each grade level and click the check box for any course you wish to assign the student.



3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<div>World Civilizations</div> <div>Language Arts</div> <div>Mathematics</div> <div>Science</div>									

Nilara Singh

Science ☐

Mathematics ☐

Language Arts ☐

World Civilizations ☐

When will the student be working on these courses?

Select a school year:

2021 2022

Or Choose a start and end date:

From To

Choose working schooldays:

☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Due dates for this course will be assigned on working School Days within the Start and End dates.

Assign Now



TIPS:

- You can switch grade levels on a course using these steps or if you want to add a course.
- Courses can be added and set to start at a later date.
- All courses are assigned via the Manage Billing page. You do not need to pay during the Free Trial period to assign courses.



4. Select a school year.
5. The start and end dates will prepopulate.
6. Adjust the working schooldays, if needed, by checking or unchecking the days.
7. Click **Assign Now**.

☐ Select Electives

1. From the Dashboard, click **Course Catalog**.
2. Scroll to the Elective section.
3. Filter by the desired settings.
4. Select a tile to learn more about the elective.
5. Select the student to be assigned.
6. Click **Get Started**.

The screenshot shows the 'Course Search' interface. On the left, there are filters: a search bar with the placeholder 'What do you want to learn?', a 'Grade Level' section with buttons for grades 3 through 12, and a 'Course Type' section with a checkbox for 'Elective'. On the right, a list of elective courses is displayed, each with a lightbulb icon and the word 'ELECTIVE' in blue. The courses listed are 'Robotify' (3rd - 8th Grade), 'Banking Services Careers' (9th - 12th Grade), and 'Agribusiness Systems' (9th - 12th Grade). The top right corner indicates 'Showing 1-10 of 136'.

☐ Assign Electives

1. From the **Profile** icon, select **Manage Billing**.
2. Next to the student's name for the elective, click **Assign**.

The screenshot shows a student profile for 'Nitara Singh'. At the top right is a link for 'Assign Placement Test'. Below the name is a card for the 'Health Quest' elective, which includes a lightbulb icon and the word 'Elective'. To the right of the card, it says 'Paid through 05/25/2024'. Below this, there are three buttons: 'Assign', 'Renew', and 'Billing Frequency'.

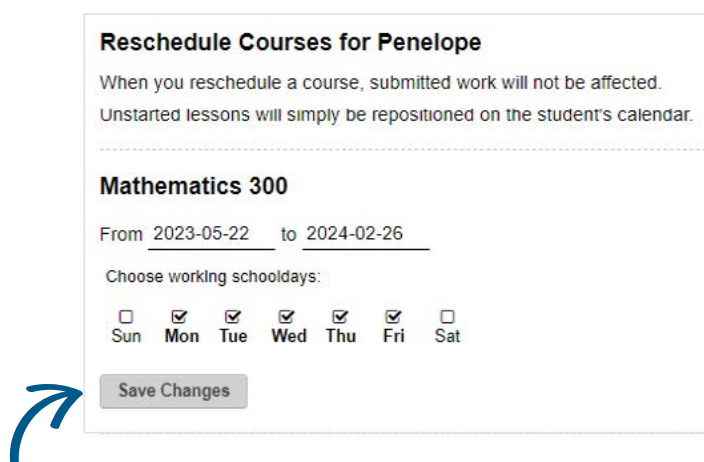
3. Check the box for the elective you wish to assign the student.
4. Select a school year.
5. The start and end dates will prepopulate.
6. Adjust the working schooldays, if needed, by checking or unchecking the days.
7. Click **Assign Now**.

The screenshot shows the assignment form for the 'Health Quest' elective. On the left, there is a checklist with a checkbox next to the course name. On the right, there is a form with the following fields: 'When will the student be working on these courses?' (a blue box), 'Select a school year' (a dropdown menu showing '2023-2024'), 'Or Choose a start and end date' (two date pickers), 'Choose working schooldays' (a row of checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat), and 'Assign Now' (a button). A blue arrow points to the 'Assign Now' button.

MANAGING THE COURSE

☐ Reschedule Work

1. From the Dashboard, click **Reschedule Work** under the student needing work rescheduled.
2. Adjust the start and end dates or the days of the week for each subject needing to be changed.



Reschedule Courses for Penelope

When you reschedule a course, submitted work will not be affected.
Unstarted lessons will simply be repositioned on the student's calendar.

Mathematics 300

From 2023-05-22 to 2024-02-26

Choose working schooldays:

☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Save Changes

3. Click **Save Changes** for each subject adjusted.

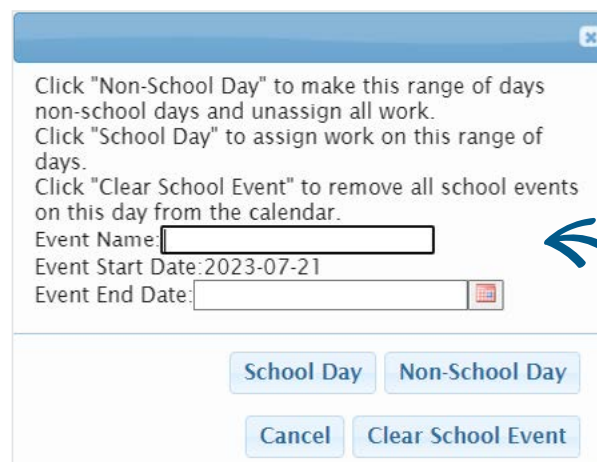
☐ Manage School Days on Calendar

1. From the Dashboard, click **Calendar**.

2. Find the day/date to edit.

Friday
Jul 21st

3. Add the event name.
4. Select the date or date range.
5. Select the desired action of **School Day**, **Non-School Day**, or **Clear School Event**.
The calendar will adjust automatically.



Click "Non-School Day" to make this range of days non-school days and unassign all work.
Click "School Day" to assign work on this range of days.
Click "Clear School Event" to remove all school events on this day from the calendar.

Event Name:

Event Start Date: 2023-07-21

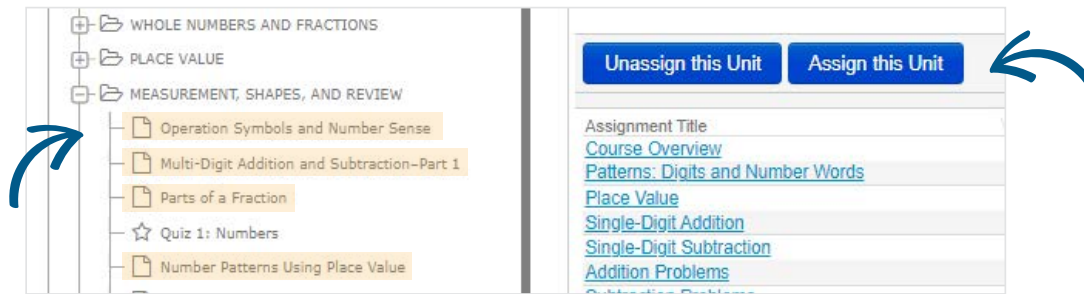
Event End Date:

School Day **Non-School Day**

Cancel **Clear School Event**

☐ Assign/Unassign Assignments or Units

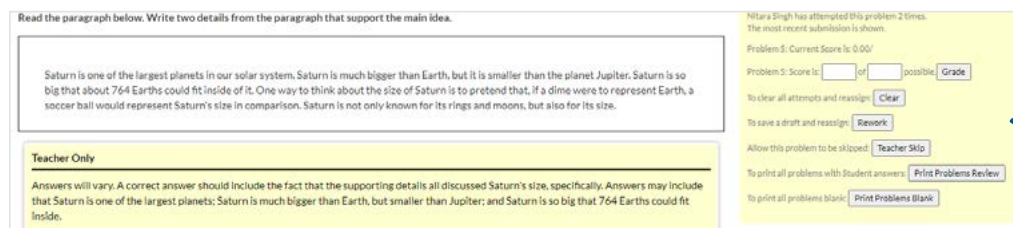
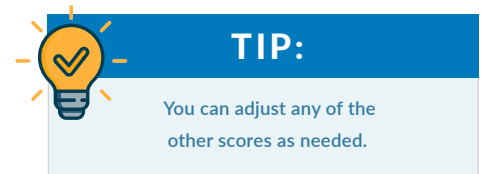
1. From the Dashboard, click **Assigned Work** under the student's name you wish to assign.
2. Select a unit or lesson to assign or unassign. Lessons are highlighted in yellow and housed under the unit.



3. Select the desired action of **Unassign this Unit** or **Assign this Unit** for units. For lessons, **Unassign Lesson** or **Assign**.

☐ Grading Tasks

1. From the Dashboard, click **Grading Tasks** under the student needing work graded.
2. The items needing grading will appear as hyperlinks under **Grading Tasks**.
3. Select a hyperlink.
4. The question appears at the top. Scroll to the bottom to see the student's response, suggested answers, and where to enter the score.



5. Either enter a score (Grade) or clear all attempts and reassign (Clear), save a draft and reassign (Rework), or allow the problem to be skipped (Choose Clear, then Teacher Skip).
6. If additional items in the lesson need graded, click **Next**.

Frequently Asked Questions

1. Is Calvert Accredited?

No. Calvert is a curriculum option and only schools and administrations can be accredited. We do not oversee the student's progress nor do the grading. Parents oversee their own child(ren). If you are looking for an accredited institution, refer to Calvert Academy for K – 12th Grade.

2. What support does Calvert offer for parents?

Resources are available in our resource center. They can be accessed [here](#).

In addition, customer service is available Mon-Friday 7 a.m. - 5 p.m. CT at 877.760.0289.

3. Does the billing stop when my school year is over?

Billing does not stop automatically on the monthly plan when the school year is over. You will need to go in and unsubscribe to the manage billing once completed OR you can choose to assign a new school year and courses once completed.

4. Why do my students and I keep getting logged out while working throughout the day?

If you or your student step away from the computer or do not engage with the program for more than 30 minutes, the program will disconnect.

- a. Your browser cache may have saved the page you left the screen open to, but once you try to navigate to a new screen or submit an answer you will be prompted to log back in.
- b. If students leave the screen open on an item within an assignment for more than 30 minutes, they may lose their work. We encourage students to finish all assignments in one sitting or to submit items before moving on to the next task or walking away from their computer. For items/projects where a student may be required to write a longer essay or project report, we recommend that students work through that development process in another writing tool, such as Microsoft Word or Google Docs. Then when the essay is completed, students can copy and paste their essay into the item within Calvert and submit for grading.