



# AGORA

## Cyber Charter School

## New and Returning Family Checklist

The following checklist was created to help families prepare for the first day of school and orientation. Review and complete each step prior to the student's first day of school.

### 1. Set up the Internet Prior to the First Day of School

The parent or legal guardian is responsible for providing the student with a reliable and consistent internet connection. We recommend families purchase a high-speed connection (cable, DSL, FIOS, etc...) to maximize the experience of the curriculum and online classes.



### 2. Track Shipments

The learning coach can track the status of all materials and equipment. Click [here](#) for instructions. Please note the school computer cannot be delivered without a signature. It is important an adult is home to sign for the equipment delivery.



### 3. Set up the Equipment

Agora students are provided with a laptop, printer and headset. It is important the equipment is setup and tested prior to the student's first day of school. Follow the set up guide included with the school loaned laptop and printer. If you need assistance contact Agora Customer Service and Technical Support at **(855)412-3712**.



### 4. Set up the Online School Account (New Families)

Returning families who had an active K12 Online School account before last year will receive a reminder of their username and instructions to retrieve their password.

New families will need to create an Online School (OLS) for the learning coach and student. In order to create your account you will need a Registration ID, which is a series of letters and numbers. The Registration ID is sent to the learning coach email address prior to the first day of school. Once you have the registration ID visit [www.agoraeagles.org](http://www.agoraeagles.org), select "Online School Login" and select "Set Up Your Account". You can also set it up at [www.k12.com](http://www.k12.com) and select "OLS login".

Have a registration ID?

Use your PEAK Registration ID to set up your PEAK account.

[Set Up Your Account](#)

Click [here](#) for instructions to set up the learning coach account. Once the learning coach account is created you will be prompted to set up the student's account. If you need assistance contact Agora Customer Service and Technical Support at **(855)412-3712**.

## 5. Log into the Online School

For the 2016-17 school year all students will log into the online school through PEAK. The PEAK dashboard provides students with easy visibility of their progress and/or accessibility to online courses. To log into the online school go to [www.agoraeagles.org](http://www.agoraeagles.org). Select the "[Online School Login](#)" button, enter your Username and Password and select "Log In".

## 6. Set the Correct Time Zone

The Time Zone Settings feature in the Online School is designed to minimize Class Connect scheduling errors. This feature allows each student, teacher and Learning Coach to individually set their time zones. Upon first login, the Learning Coach will see a pop-up asking to select their time zone. Click [here](#) for instructions to set the time zone. Please note, the correct time zone is (UTC-05:00) Eastern Time (US & Canada).

## 7. Check Email Regularly

Regular communication is vital to student success. All students are assigned an internal school email. The email should be used to communicate with teachers and other school staff. Students should check their email at least twice per day and respond within 24 hours. The learning coach will receive a copy of all school communication sent to student, which is especially helpful for learning coaches with younger students who need assistance with email communication. Click [here](#) for directions to access the student's school email.



The learning coach will receive information during orientation on how to access their school email and send messages through the online school. In the meantime the learning coach should continue to check the email they provided during the application process for important school communications.



## 8. Join the Class Connect Configuration Room

Click [here](#) to join Class Connect Configuration Room. Follow the prompts to download and run the application. This important step will ensure your laptop is configured properly and has the appropriate software to join the Blackboard Collaborate online classroom. Once you have successfully accessed the configuration room and completed the steps listed on the whiteboard, you can log out and rest assure you are that much closer to a successful first day of school! Contact Agora Customer Service and Technical Support at (855)412-3712 if you require support.

## 9. Set up the Student's School Work Space

Once your materials are delivered you should unpack, organize and put them in your child's school work space. It's recommended to keep all of your boxes so you can return materials at the end of the school year if requested. Click [here](#) to view a video with fun and creative ways to set up your child's school work space! You will be asked to enter your name and email before viewing the video.

