

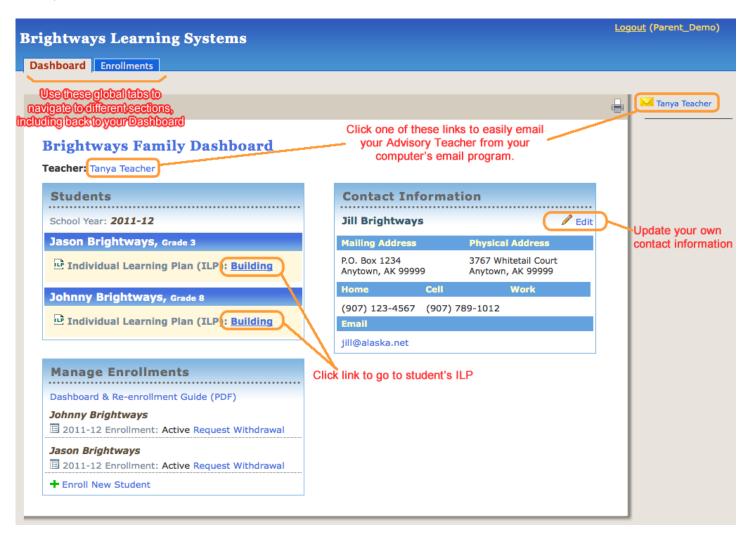
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BrightWays is an online system that supports home-based education support programs. It offers easy-to-use tools that help customize student learning plans and connect teaching parents with the program's advisory teachers and related staff with real-time information 24/7. This guide will lead you through some of the key areas of your BrightWays system, to help you keep your contact information up to date, develop Individual Learning Plans (ILP) for each of your students, and input Progress Reports (PR) at the end of each school term.

Your program's web address is unique and will be provided to you by the program coordinator or other staff.

Family Dashboard

When you log in to BrightWays, you will land on your Family Dashboard. From here, you can email your Advisory Teacher, edit your own contact information, and jump to a student's ILP (or PR, when the time comes).





Individual Learning Plan (ILP)

You will build an ILP for each of your students course by course. When you are satisfied with the selections for a course, Submit it to your teacher for their review. Once a course is approved, its status is marked as "Active". If modifications need to be made to an approved course, contact your Advisory Teacher, who will be able to help you make the changes, as needed. It is important to have the ILP accurate and complete, as the courses listed and approved on it drive the options on your student' Progress Reports.

Step 1: Add A Course

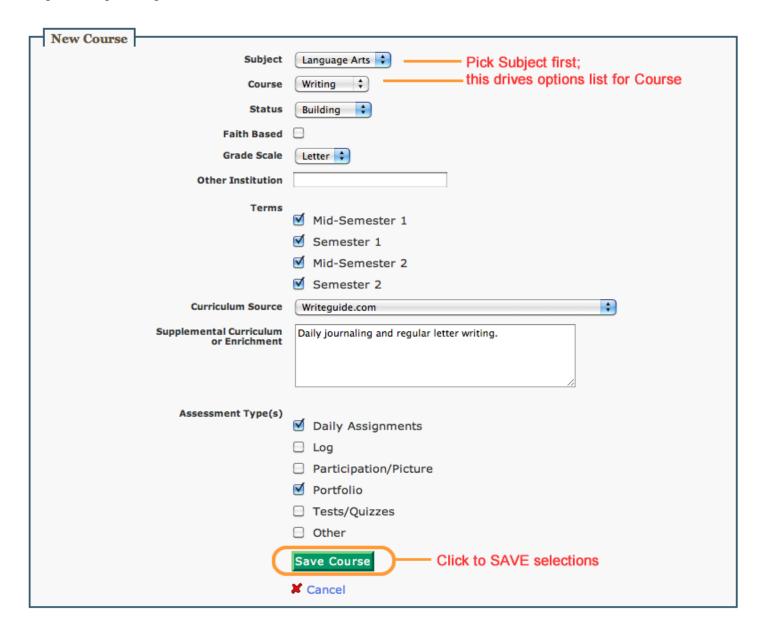
Click one of the +Add Course links.





Choose from the options provided to indicate the course features. These options are customized to your program's specifications.

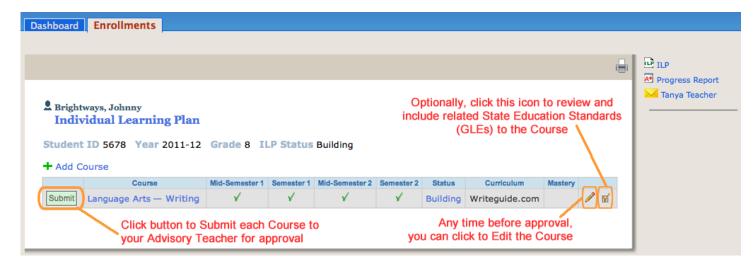
Move down the list of options to make sure you choose each of the applicable options. Your Advisory Teacher can provide specific guidance, as needed.





Step 2: Submit A Course for Review

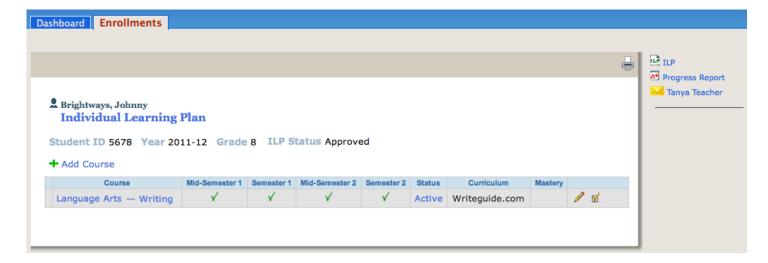
Click Submit button for each Course you have completed and is ready for your Advisory Teacher to review. You will see a pop-up prompt asking, "Change status to Submitted?" Click OK to complete the submission.



The Course's Status will change from "Building" to "Submitted".

Step 3: Advisory Teacher Approves Course/ILP

When you Advisory Teacher has approved a Course, then the Status will have changed to "Active". When all Courses have been approved, then the ILP Status (which displays above the Courses table) will change from "Building" to "Approved".





Progress Report (PR)

When it is time to submit your student's grades (and Work Samples, if applicable), click the Enrollments tab. For each student, click the PR icon to go to their Progress Reports page.



Step 1: Add Grades

All approved Courses on the ILP will automatically display on the Progress Reports, as applicable. Click to select the correct school term for which to enter the student's grades.

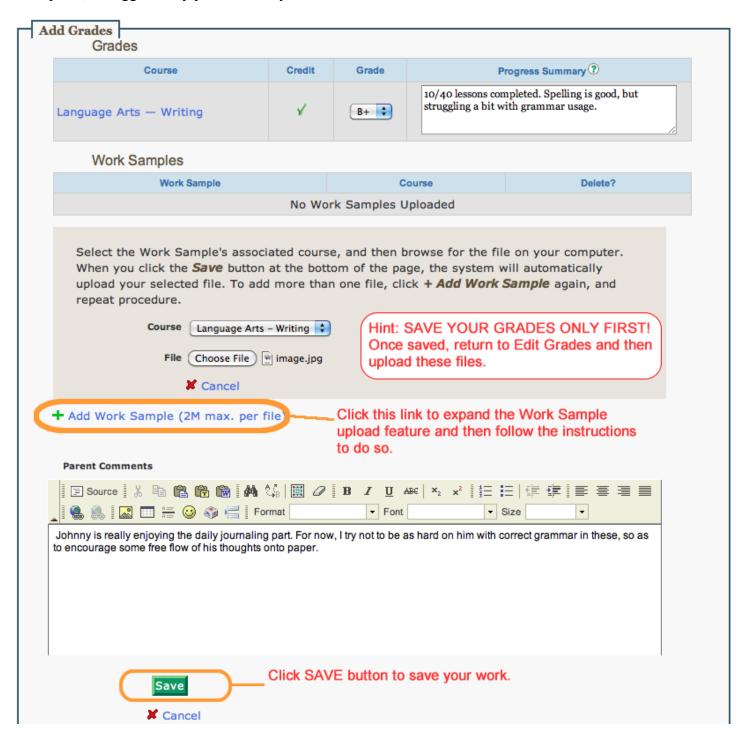


Course Grades

Course	Mid-Semester 1			Semester 1			Mid-Semester 2			Semester 2		
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample
Language Arts — Writing	NC	✓		NC	✓		NC	✓		NC	✓	



Select the assigned course grade from the pull-down menu for each course. Also, include a Progress Summary description, as suggested by your Advisory Teacher.



Add a Work Sample (the system accepts any type of file format; file size must not exceed 2 MB) for each Course, as suggested by your Advisory Teacher. You may also wish to include Parent Comments in the text box, if you wish.

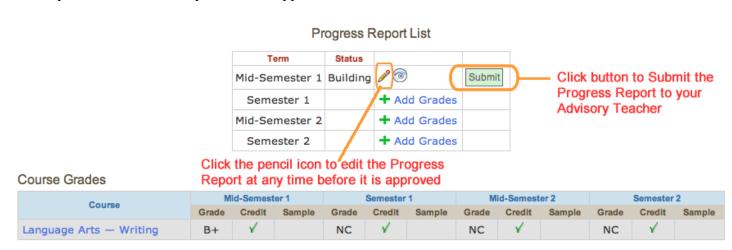


WARNING: If your Internet connection is unstable or slow, your work may be lost if the connection drops while you are in the process of completing a Progress Report. This can especially happen when trying to upload large Work Sample files.

Therefore, we suggest that you FIRST SAVE GRADES ONLY to ensure that input, including Progress Summaries, are saved right away. Return to Edit Grades to upload any Work Sample files.

Step 2: Submit Grades

Click the Submit button, as you did for Courses on the ILP. The Status will change from "Building" to "Submitted on [the date]". Edit the PR at any time, such as to upload Work Samples, before Submitting to your Advisory Teacher or until they have been approved.



Step 3: Advisory Teacher Approves Grades

When the student's PR has been approved, the Status will change from "Submitted" to "Approved". The Course Grades table will also indicate if Work Samples have been reviewed and approved. If any further edits need to be done, contact your Advisory Teacher about what changes may be needed.

Progress Report List

Term	Status	
Mid-Semester 1	Approved	
Semester 1		+ Add Grades
Mid-Semester 2		+ Add Grades
Semester 2		+ Add Grades

Course Grades

Course	Mid-Semester 1			Semester 1			Mid-Semester 2			Semester 2		
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample
Language Arts — Writing	B+	✓	✓	NC	✓		NC	✓		NC	✓	