Membership and Enrollment

How to create your primary account and student accounts
How to enroll students in courses

Start Here
Scholars Online is a community of teachers and students. To provide a secure environment, we require that all users of our school site become members. This includes advisors, teachers, parents, students, and alumni. In addition, each student must have at least one adult member (usually a parent) to sponsor the membership. This adult member will be responsible for fees, and will also be the primary contact if teachers need to consult someone about a minor student’s performance.
Steps to enrolling a student in Scholars Online courses:

✓ Read about Parent, Student, or Alumni Activities and Responsibilities and the site Terms of Use.

✓ Create an adult membership by filling out a Scholars Online Membership Request.

✓ Click on the LOGIN link at the foot of any page to log into your new account using the username and password that you entered for the account. Logging in takes you immediately to your personal Account Management Center.

✓ Create one or more student memberships using the New Student Account button. After you successfully create the account, it will be listed below yours under “Manage Existing Account information”.

✓ Click on the “Enroll” link for yourself or a student to enroll the student in Scholars Online courses. You will receive confirmation of your enrollment request by email.

✓ Click on the “Update” link to change a member’s profile information.
Creating your primary account

1. Open a new Adult Scholars Online Membership Request by clicking on the “Becoming a Member” option under the ENROLLMENT Tab at the top of the display. On a table, use the Menu icon to expand the menu, click on ENROLLMENT, then select “Becoming a Member” from the drop-down menu.
Creating your primary account

2. Review the New Membership Request page. Read about your responsibilities and privileges to use this site when you become a member. You should see a URL that exhibits a lock icon and a security notice at the bottom of the page. All communication between the Scholars Online server and your browser is now encrypted for your security.
Creating your primary account

3. Fill in the information we will use to identify and contact you.

**Your first and last names:** Your middle initial is optional. If you use two first names, put them both in the first name section.

**Your title:** This is how you want us to address you in formal correspondence.

**Your address:** Please enter your complete mailing address. We will send our newsletter, the membership contract, and statements of your account status to this address. Teachers will send progress reports or other academic information here.

**Your phone number:** Please enter a phone number where teachers and administrators may reach you if a situation is urgent.

**Your gender:** We want to refer to you properly in chat and email!

**Your date of birth:** We need to have a statement that you are of legal age to negotiate a contract.
Creating your primary account

4. Fill in the information you will use to log into Scholars Online resources.

**Email Address (must be unique for each member)**

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bfrankline@frankincourt.org">bfrankline@frankincourt.org</a></td>
</tr>
</tbody>
</table>

**Requested username (lowercase)**

<table>
<thead>
<tr>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>benfranklin</td>
</tr>
</tbody>
</table>

**Password**

<table>
<thead>
<tr>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>*********</td>
</tr>
</tbody>
</table>

**Re-enter Password for validation**

<table>
<thead>
<tr>
<th>Re-enter Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>*********</td>
</tr>
</tbody>
</table>

**Your email address**: You must enter a unique email address for each member. We accept information sent from an email address as “electronically signed” by the Scholars Online member who owns the account email address. Do not allow other Scholars Online members to use this address to contact us.

**Your username**: This can be any combination of letters and numbers, lowercase, up to 25 characters long. It may be publicly displayed in chat sessions and bulletin board threads.

**Your password**: This can be any combination of letters and numbers, up to 25 characters long. It display as a set of asterisks as you type it in. You will need to enter it a second time to verify that you typed it in correctly. We can reset your password but we cannot retrieve it.
Creating your primary account

5. Select your membership type and tell us something about your background.

Select your membership type. This defaults to “Adult” for the primary account, and to Student for student accounts. If you were an ISLAS student and are creating your first Scholars Online membership, select Alum.

Educational affiliation: Please let us know if you are homeschooled, or attending public or private schools at any level, including college.

For students, the next two entries are critical. Teachers use these values to assess performance.

Entering Grade level: Enter your current grade level when you become a member. This value will not change.

Enter the year you plan to graduate: we use this information to calculate current grade levels and to give you the best advice for planning your curriculum.
Creating your primary account

6. Complete the special circumstances and the anti-robot keyword, then submit your application.

**Special circumstances:** Use this space to tell us any other information you think would be useful in helping support your online education, including additional contact information if the existing membership request form fields don’t accept your information.

When you are finished entering data and the security term, use the **Continue** button to submit your request.
Creating your primary account

7. If you make an error in formatting or leave out a required field, the program will print an error message report. Use the back button to return to the Request form page and correct the information. Depending on your browser settings, you may need to re-enter data.

If you need to return to make corrections before your request has been entered in the database, you will need to retype the password and its confirmation.
Your data will display on the screen once it has been successfully entered in the database.

<table>
<thead>
<tr>
<th>First Name and MI</th>
<th>Last Name</th>
<th>Title: Dr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin</td>
<td>Franklin</td>
<td></td>
</tr>
</tbody>
</table>

Street Address, including Apartment Number

| 322 Market Street |                |                |

City

Philadelphia

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Country</td>
<td>ZIP</td>
</tr>
<tr>
<td>PA</td>
<td>US</td>
<td>19139</td>
</tr>
</tbody>
</table>

Home Phone

555-555-1212

Date of Birth

1950-05-05

Gender

M

Email Address

bfrankline@frankincourt.org

Requested username: benfranlinsr

You may not change your password from here!

Membership Type: Adult

Educational affiliation: Homeschool

Year you plan to graduate

from high school: N/A

Additional information:

We must travel frequently in support of American independence efforts and need a mobile educational option for our family. Internet connectivity on trans-Atlantic vessels may be intermittent, but we should have email when we reach the Azores and full DSL when we are established in Paris. Our son Will is dyslexic and has trouble reading formula.
Logging into Scholars Online

Once you have created your account, you need to log in. Use the footer LOGIN link to open the Login page. Enter your username and password, and either use Carriage Return or click on the Login button to log into the Scholars Online Membership site.
Your Account Management Center

11. Each Adult member has an account management center available at login. The center lists all associated accounts, and provides buttons that allow you to enroll in classes or update contact information.
Creating a student account

12. To create a student account for which you will be responsible, use your mouse to click on the New Student Account button below the invoice block.
Creating a student account

13. Most fields on the student membership request are similar to fields on the Adult Membership Request form. There are some differences, however:

- **Passwords**: You may not enter passwords for student accounts at this time. Passwords will be sent to students when their membership fee has been paid.

- **Sponsor information**: You must enter your own username and password again to electronically “sign” for the student account in the fields below the Membership Type: Student block. In doing so, you accept financial responsibility for membership, registration, and tuition fees associated with the account, and indicate that you will supervise the user.
Enrolling students in courses

14. Once your student account is created, you can either use the button at the bottom of the confirmation window, or return to the Account Management Center to enroll the student in courses. Click on the “Enroll <studentanem> in Course” button to bring up the available courses for the current school year.
Enrolling students in courses

15. Browse the course listing for Summer and the Academic year. Check boxes for courses you wish this student to take. If you need more information about the course content, instructor, meeting times, or required text, click on the arrow symbol => to the left of the course name.

16. When you have selected all the courses for which you wish to enroll at this time, scroll to the bottom of the page and click on the “Continue with Enrollment Request” button.
17. You will now see only the courses you have checked, listed with the title, section number, instructor, and tuition. You should, if possible, enter a description of the student’s background preparation for the course. When you have finished, click on “Enroll <STUDENT> with these courses” to complete enrollment. If you want to know more about the course, click on the arrow => symbol.
Enrolling the student enters your selections in the course enrollment database. You will now see an invoice of the courses you selected, and the student’s enrollment status (“Requested”) for each course that you just added to the student’s curriculum.

<table>
<thead>
<tr>
<th>Course</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership fee for enroll year is due</td>
<td>$25.00</td>
</tr>
<tr>
<td>Registration fee for year is due</td>
<td>$30.00</td>
</tr>
<tr>
<td>Formal Logic • Section 1 • K Oles • $400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Algebra 1 • Section 1 • J Dean • $400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>The Thought Plickens: Learning to Think Critically • Section 1 • A Dascalu • $500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total tuition and fees for Roger Franklin:</strong></td>
<td><strong>$1355.00</strong></td>
</tr>
</tbody>
</table>
18. After your request entered, you will need to pay for membership, registration, and tuition. You will receive an invoice by mail for each student after each enrollment.

- Annual membership fees for each member, including the sponsoring Adult account, at $25.00 per year per member. Membership fees cover access to the public Moodle bulletin boards and any school-wide chats, as well as Adult account access, and an orientation to the Moodle site.

- Annual registration fees at $30.00 per year per enrollee, for each member enrolling in courses. Registration fees cover the costs of Moodle course access and transcript retention. One registration fee covers all courses for an entire calendar year, including both summer and academic year terms, and orientation to the course modules available on the Moodle.

- Tuition fees for each course, as set by the course instructor.

- Credit for any processed payments and the amount of remaining tuition for this course

- The total amount of unpaid tuition and fees for this student (not including parent membership fees).
19. Teachers will review the requested enrollments, and in most cases, confirm them within several days. If there are questions about the student’s preparation for a course, the teacher will contact you at the email address that you supplied for the primary Adult account. When you return to the Account Management Center, you will now see the courses you selected listed below the student name, along with the enrollment status. When the teacher accepts the student to the course, the “Requested” value will turn too “Enrolled”.
20. Your enrollment and invoice data is always available from your Account Management Center. Use the “Invoice Review” button to access your invoice statement for the current enrollment year. Use the “Summary Invoice” statement to review our records for payments in previous years.
A Brief Note on Payment

- Your current invoice is always available from your Account Management Center. It shows your charges by student and course, and any payments you’ve made.

- From the Invoice page, you can make payments online through PayPal using your own credit card, even if you don’t have a PayPal account. You can also pay by check.

- For details on how to read your invoice and make payments, see the step-by-step invoice and payment instructions below your name on your Invoice statement at your Account Management Center.
Other Information on your AMC Page

You may have noticed that you have other buttons on this page.

You can list the current transcript for each student. The school will be happy to send a formal transcript on school letterhead at no charge.

You can also look at his or her schedule relative to other courses so that you can easily discover conflicts or determine remaining options.

You can also get a consolidated list of all the texts required for all your students.
Courses students are enrolled in show up in bold.
Required Textbooks for all of your Students

Textbooks are listed by student and course. Recommended and optional texts are tagged. Clicking on the display link will switch from the list to a graphic display showing the covers. Click on the text link will take you to the Amazon store where you can purchase the text (unless it is unavailable there).

When you buy your textbooks through the Scholars Online Amazon Associates store, all profits are donated to the scholarship fund. This is a great way to benefit the school and students in need.

2017 COURSES AND TEXTBOOKS FOR ROGER FRANKLIN

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra 1</td>
<td>James Caleb Dean</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Discovering Algebra: An Investigative Approach</td>
<td>Jerald Murdock, Ellen Kamischke, and Eric Kamischke</td>
</tr>
<tr>
<td>TI-Nspire Calculator</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>There are several models of the TI-nspire; the standard model is fine for this class. This handheld device should last through college.</td>
<td></td>
</tr>
<tr>
<td>Formal Logic</td>
<td>Karl Oles</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>An Introduction to Formal Logic</td>
<td>Peter Smith</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Make sure you get an edition dated April 2009 or later. There were significant corrections from the original edition.</td>
<td></td>
</tr>
<tr>
<td>The Thought Pickers: Learning to Think Critically</td>
<td>Alexandra E. Rascau</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>The Jungle Books</td>
<td>Rudyard Kipling Publisher: Oxford World Classics</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>The Princess and Curdie</td>
<td>George MacDonald Publisher: Create Space Publishing</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>If possible there will be an online or PDF version available as well and posted to the website. If you are having trouble finding the edition, please contact me.</td>
<td></td>
</tr>
<tr>
<td>Swallows and Amazons</td>
<td>Arthur Ransome Publisher: David R. Godine Publishing</td>
</tr>
</tbody>
</table>
Changes to Enrollment

If you need to drop or withdraw a student from a requested course, or one in which he is already enrolled, please email the accounts administrator by clicking on the link below your enrollment information.

You cannot drop classes directly from your Account Management center.

The Accounts Administrator will complete the change, credit your account, and notify the instructor.
Questions? Concerns? Changes?

There are many ways to contact Scholars Online administration and teachers.

1. Use the “Support” link in the “About Us” dropdown menu find out how to contact us for specific inquiries about academic policies, billing, account access, curriculum planning, or technical problems with Moodle access. With this information you can email administration, accounting, technical, and academic support; mail paperwork to administration, or phone technical and academic support.

2. Use the teacher’s name in any course description or the teachers biography page to contact a teacher with questions about course content.

3. Use the FOOTER links on any page to email the administration office or the Webmistress with issues.