



## How to Report Explorations in the Dashboard | 2018-19

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### If you are using Explorations as your core or only curriculum:

1. Attending Explorations classes, possessing your grade-level books, and using the Home Lesson Plans (HLP) covers the following subjects:

- Language Arts – Reading Comprehension
- Language Arts – Writing/Composition
- Language Arts – Grammar
- Language Arts – Vocabulary\*
- Science
- Social Studies
- Bible
- Art (Reporting optional)

In order to use Explorations for your student's core academic curriculum in the above subjects, you must complete 2-3 HLP assignments for each subject, per book. See "How to Use Home Lesson Plans" document for more details.

2. Since all of the required subjects for your student are pre-populated into the Dashboard, you only need to enter the curriculum for each subject at the beginning of the year. If you wish to report Art, you must add this class to the Dashboard, since you are not required to report on it. Please use the designated Grade appropriate class title.
3. **Entering Curriculum on the CLASSES TAB:** For the Explorations subjects, you will type "Explorations" as the curriculum name. If in addition to the HLP, you pull from other resources to teach these subjects at home, you can list those resources in the monthly Notes Boxes. You do not need to list them in the curriculum field. For non-Explorations subjects, enter the name of the curriculum you are using at home.
4. **Monthly Reporting on the GRADES TAB:** Each month, you must enter the following information for all subjects before submitting your report:
  - **Monthly Grade** (determined by you, the parent). You can use the work from the HLP for calculating the grade for Explorations subjects. K-3<sup>rd</sup> may use the E,S,N grading Scale (Excellent, Satisfactory, Needs Improvement).
  - **Chapters and/or pages:** To simplify this process, for subjects covered in the HLP, enter "HLP" into the Chapters Box. Then, in the Pages Box, note the HLP Assignment numbers you completed with your child during the reporting period. For instance, the Chapters Box could read "HLP" and the Pages Box could read "#22, 24, 29, 30."
  - **Benchmarks:** Check all benchmarks covered for that month in HLP lessons you completed with your child (not from what was covered in the classroom). Benchmarks don't have to be mastered. Once you check a benchmark, you do not have to re-check it regardless of how many times you covered it. *If a subject does not have a pre-set list of benchmarks, you must type skills/concepts taught in the "Skills" box each month.*
  - **Submit:** After completing the above information and attendance, you must submit your report from the REPORT SUMMARY TAB.



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\*Special instructions on how to report Spelling/Vocabulary for Explorations students using as core:

- Since the Explorations HLP covers Vocabulary, you will enter the following in the Dashboard for Spelling/Vocabulary:
    - In the Curriculum field – Enter 2 items:
      1. Explorations (for Vocab)
      2. Spelling curriculum (for Spelling)
    - Chapters /pages – Note the HLP and Assignment number for Vocab and the chapters, pages, or lesson #s for Spelling. You can divide the entries between the chapters and pages boxes, or list them all together. Since you can type words into these boxes, you can get as detailed as you like.
    - Benchmarks – Check benchmarks for both Vocab and Spelling.
5. **Semester Grades:** A final 1<sup>st</sup> semester grade will be due January 7 for all subjects. Semester grades are an average of the August–December monthly grades. They are to be entered into the column labeled “1<sup>st</sup>” under the Grades Tab. Repeat the process for 2<sup>nd</sup> semester grades, which are an average of the January-May/June grades, and are to be entered into the “2<sup>nd</sup>” column. Final 2<sup>nd</sup> semester grades are due June 7. These grades must also be submitted from the REPORT SUMMARY TAB.

### If you are using Explorations as enrichment or to supplement home curriculum:

1. If your student is attending Explorations, but you are teaching all of the required subjects at home using a major curriculum that does **not include the HLP**, you will report your classes as such:
  - **Under the CLASSES TAB:** The Curriculum name will be reported as whatever your home curriculum is for every subject
  - **Under the GRADES TAB:** You will **report monthly/semester grades** (see step 5 above for details on semester grades), **chapters and pages** (from your home curriculum), and **check benchmarks**. *If a subject does not have a pre-set list of benchmarks, you must type skills/concepts taught in the “Skills” box each month.*
  - All monthly and semester grade reports and attendance must be submitted from the REPORT SUMMARY TAB.
2. If your student is attending Explorations and you are using a curriculum at home and wish to supplement with some items from the HLP, you will follow step 1 above with one exception: For the subjects which you use the HLP for, you will type your home curriculum and list “Explorations” after it, in the curriculum field under the CLASSES TAB. Then, make a note of the HLP Assignment number under the PAGES TAB.

**If you have any questions regarding monthly reporting on Dashboard**, please contact Robin Smith at [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org) or by calling the Circle Office at 407-740-8877.