# Education City Parent Guide

Welcome to Global Student Network and Education City. As a parent, you can login to your account and access the teacher materials for each course your student is assigned. GSN provides this login to you so you can access the Teacher Notes and Answer Keys. With this login, you will not be able to assign work to your student. This capability cannot be provided to parents in regulation with federal privacy laws. Misuse (see misuse on page 4) of the system will result in the immediate termination of all accounts. The below instructions will help you to navigate the system and find the materials you need.

Dashboard Overview:
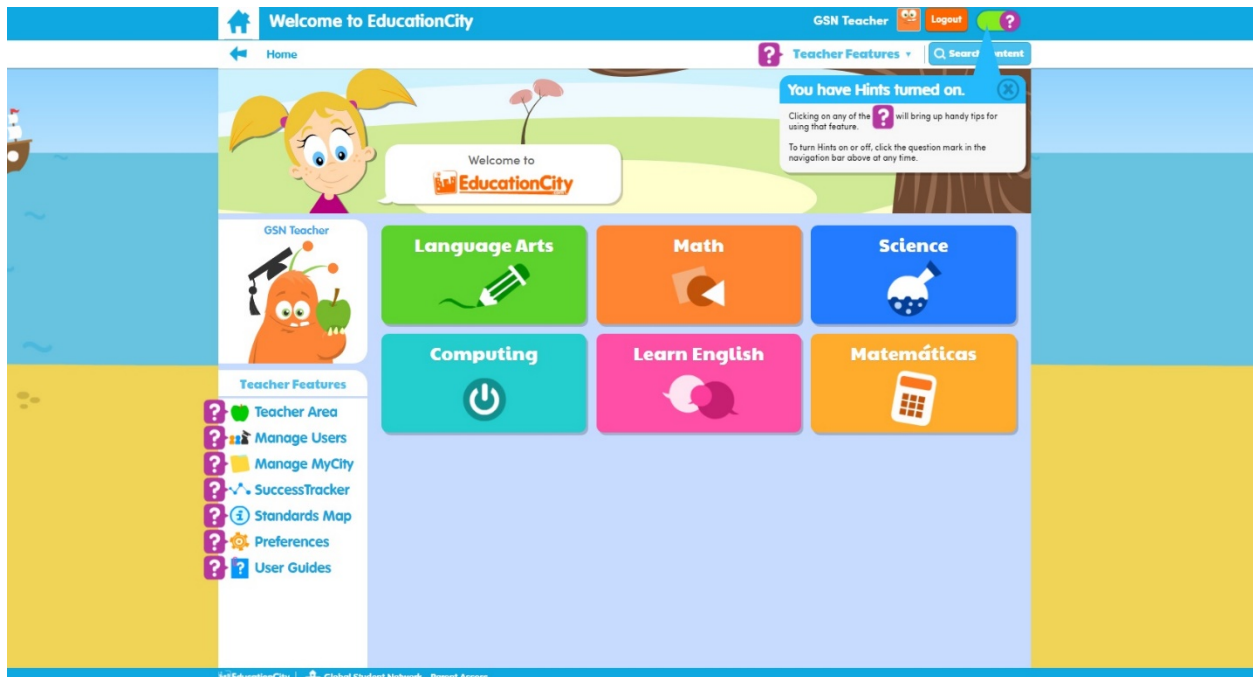
Accessing Teacher Content:

Please note: All parents in our program use these courses. It is very important you do not add or change these premade courses for teachers in any way. Doing so will result in immediate termination of your account.

1. Click on "Manage MyCity" on the left under Teacher Features
2. Click on the course you would like to access teacher material for
3. Click the content with the corresponding name to the student lesson. The various types of content are explained below.

Content Types:

For student content types please see the student guide

Activity Sheet Answers are available for Administrator and Teacher users to accompany Activity Sheets.

Lesson Ideas offer ideas for relating classroom teaching to the Activities and their learning objectives.

Teacher Notes give a summary of an Activity. They include content such as the Learning Objective and how the Activity is laid out.

Activity Sheet Answer Keys
1. Click on the Activity Sheet Answer Key that corresponds to the students Activity Sheet
2. Compare the answers on the Activity Sheet Answer Key to student answers
3. Assign grade (As the homeschooling parent you can determine how many points each question is worth and assign the grade.)
4. Enter grade in grade sheet (provide)

Please note: Activity Sheet Scores cannot be entered in to the system. GSN has provided a gradebook for you.

Lesson Ideas
1. These are not required. They provide additional activity ideas to reinforce the concepts learned in the lessons.
2. Click the Lesson Idea icon that corresponds to the student lesson you would like additional ideas for.

Teacher Notes
1. Click the Teacher Note that corresponds to the student lesson you would like to review.

2. These provide details for each activity and the learning outcomes for the activities

Order of Lessons:

The lessons in Education City are already arranged in the order the student should complete them. As the homeschooling parent/teacher, you can have the student complete the lessons in a different order of your choosing.

1. Lessons with the same name should be done together
2. The Learn Screen (if there is one) should always be done first
3. The Activity should be completed before the Activity Sheet

Gradebook:

GSN provides a gradebook for you for each course. You do not have to use this gradebook. There may be multiple lessons with the same name. They are not duplicate lessons and should be completed.

1. Open the Gradebook provided in the email from GSN
2. Each lesson name is listed (some lesson names may have changed as content is updated). Lessons are listed in alphabetical order. The student should follow the order the lessons are in when they open their class. You can have them do the lesson in any order you choose. (At the end of most student courses you will see "ThinkIts". These are optional. They are additional learning opportunities designed to encourage critical thinking.)
3. Enter the due dates for each lesson. You will find the lesson order by logging in as the student and clicking on the class. You can order the lessons in any order you think is best.
4. When the lesson is complete assign a grade by entering it in the grade column for that lesson. Grades should be entered as a percentage (i.e. 90%).
5. Their overall grade for the class will be automatically calculated and is listed at the top of the gradebook.
6. You can use any grading scale you like to determine a letter grade (you do not need to assign a letter grade). There are several available on the internet.
7. You can add additional lessons at the end of the gradebook. You can also remove lessons in the gradebook if you do not want them to be part of the student grade. If you delete material from the gradebook, GSN cannot recover the deleted data.

Lesson Changes

Please note: The publisher will periodically update the courses without any notification. When this happens, older lessons will appear in gray and will not be able to be accessed and new lessons will appear at the end of or within the course.
- If a lesson appears in gray and your student cannot access it please notify help@globalstudentnetwork.com and it will be removed in 24-48 hours. Please specify, student name, course name and lesson name.

- If a new lesson is added you can add it to the gradebook. The score given will then be part of the student's grade.

Misuse of Account Privileges

Global Student Network provides a teacher account to all parents as a courtesy. Misuse of this account will result in immediate termination of all accounts. No refund will be provided.

Grounds for account termination:
- Change course by adding, deleting, or moving material
- Add user
- Create new course(s)