

## **Instructions for submitting a proposal on The Learning Connection Admin site**

1. First you must log into highpointhomeeducators.com with your family log in information.
2. Go to (your website admin address)
  - a. User Name:
  - b. Password:
3. On the top navigational bar, put your mouse over the **Tools** link. Then click on **Class Registration**.

4. Click on “**Add A New Class**”

(**Note:** If you are teaching the same class next year, you can copy this year’s class for next year. Follow these instructions: Once you click on “Class Registration”, click on your class title. This will bring up the description that you typed in last year. Scroll down to the bottom of the page and click on “Save and Duplicate”. This will save it and duplicate the page. It will go back to the top of the page, looking like nothing happened. Go through the page and make any changes necessary for this coming year and then click on “save” at the bottom.)

**DO NOT DO ANYTHING TO THE SECTIONS BELOW. THESE ARE ADJUSTED/ENTERED BY THE ADMINS ONLY!!**

- a. Class Column
- b. Class Row
- c. Start Time
- d. End Time
- e. Minimum Date
- f. Sign up Start Date
- g. Registration Deadline

5. **Grade:** To choose more than one grade, hold down the shift button while you click on the grades for your class.

- a. Kindergarten (K)
- b. Lower Elementary (1st-2nd)
- c. Upper Elementary (3<sup>rd</sup>-5th)
- d. Middle School (6th-8th)
- e. High School (9th-12th)

6. **Age Restriction:** Only Kindergarten enters this section.
7. **Instructors:** If you do not find your name listed as an instructor, please click on add instructor and fill out the information. Make sure to upload a head shot of yourself.
8. **Curriculum Used:** You can list the curriculum you are using here (teacher-created, Apologia, Saxon, Teaching Textbooks, etc.).
9. **Textbook needed:** List any textbook the student will need here.
10. **ISBN:** List ISBN numbers for any required books the students needs to purchase. Separate multiple ISBN numbers with a comma.
11. **Supply List and Course Syllabus.** Type up your course syllabus and supply list in a program such as Microsoft Word, Open Office, etc. Save your document, and upload to the site via the Upload button.
12. **“Date/Term Description”** – Please put Full Year (only if your class is a core class approved to be a year long course)
13. **Class Description.** Please include the following with the description of the class:
  - a. Whether homework, tests, and quizzes will be assigned in your class. PLEASE make the expectations for these clear! For example, if you’re going to be assigning homework every week, make sure to state that, along with whether or not you’ll be grading the assignments. If you’ll be administering tests in your class, state that fact. Most importantly, follow through with what you say you’re going to do!

- b. Any other pertinent information that the students need to know about your class.

14. **Finances for class.** Here is the description for each financial section:

- a. **Class Fee:** These are standard, and set by HPHE for each grade level. (\$50 for any classes K-5; 6-8 \$60; 9-12 hour-long classes \$65; 90 min classes \$90)
- b. **Materials Fee:** Try not to make these astronomical, as it could possibly effect enrollment in your class. This fee should cover the needed supplies per student for the semester, but shouldn't be so high that parents need to take out a second mortgage to pay for them. If you plan to charge a material fee of more than \$20, please clear that with Lia Farnham ([liaelizf@aol.com](mailto:liaelizf@aol.com)) before entering your class information.

15. **Send a Reminder:** You can send a reminder to your students set to a number of days of your choosing before the first day of classes.

16. **Reminder Message:** Place your reminder message here. Maybe they need to bring books/supplies to the first day of class. Or you might just want to put a welcome to class message here.

17. **Notes to admin.** Please let us know anything we would need to know as far as your class goes. For example:

- a. Any special classroom needs, set up or space requests?
- b. Table workspace needed?
- c. Storage Space needed?
- d. Note other equipment needed and approximately how many weeks they will be needed.

**IF YOU HAVE ANY QUESTIONS, PLEASE E-MAIL STEPHENY SEABOLT AT [seabolt4@gmail.com](mailto:seabolt4@gmail.com), OR CALL HER AT 336-214-6229**