



BrightWays Learning Systems Parent Guide

Welcome!

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).

Brightways Learning Systems Logout (Parent_Demo)

Dashboard | Enrollments

Use these global tabs to navigate to different sections, including back to your Dashboard

Brightways Family Dashboard

Teacher: **Tanya Teacher** ✉ Tanya Teacher

Click one of these links to easily email your Advisory Teacher from your computer's email program.

Students

School Year: **2011-12**

Jason Brightways, Grade 3
Individual Learning Plan (ILP): Building
Johnny Brightways, Grade 8
Individual Learning Plan (ILP): Building

Contact Information

Jill Brightways ✎ Edit

Mailing Address	Physical Address	
P.O. Box 1234 Anytown, AK 99999	3767 Whitetail Court Anytown, AK 99999	
Home	Cell	Work
(907) 123-4567	(907) 789-1012	
Email		
jill@alaska.net		

Update your own contact information

Manage Enrollments

Dashboard & Re-enrollment Guide (PDF)

Johnny Brightways
2011-12 Enrollment: Active [Request Withdrawal](#)

Jason Brightways
2011-12 Enrollment: Active [Request Withdrawal](#)

[+ Enroll New Student](#)

Click link to go to student's ILP



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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’s Progress Reports.

Step 1: Add A Course

Click one of the +Add Course links.

Dashboard | Enrollments

Get a printer-friendly version of any page by clicking this icon where displayed

Other navigation options are listed on the right side of every page

Brightways, Johnny
Individual Learning Plan

Student ID 5678 Year 2011-12 Grade 8 ILP Status Building

+ Add Course

Begin building Johnny's ILP

+ Add Course

Click either link to Add a Course to the ILP

ILP
Progress Report
Tanya Teacher



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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.

New Course

Subject — Pick Subject first;
Course — this drives options list for Course

Status

Faith Based

Grade Scale

Other Institution

Terms

- Mid-Semester 1
- Semester 1
- Mid-Semester 2
- Semester 2

Curriculum Source

Supplemental Curriculum or Enrichment

Assessment Type(s)

- Daily Assignments
- Log
- Participation/Picture
- Portfolio
- Tests/Quizzes
- Other

— Click to SAVE selections



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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.

Brightways, Johnny
Individual Learning Plan

Student ID 5678 Year 2011-12 Grade 8 ILP Status Building

+ Add Course

	Course	Mid-Semester 1	Semester 1	Mid-Semester 2	Semester 2	Status	Curriculum	Mastery
Submit	Language Arts — Writing	✓	✓	✓	✓	Building	Writeguide.com	 

Click button to Submit each Course to your Advisory Teacher for approval

Optionally, click this icon to review and include related State Education Standards (GLEs) to the Course

Any time before approval, you can click to Edit the Course

ILP Progress Report Tanya Teacher

The Course’s Status will change from “Building” to “Submitted”.

Step 3: Advisory Teacher Approves Course/ILP

When your 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”.

Brightways, Johnny
Individual Learning Plan

Student ID 5678 Year 2011-12 Grade 8 ILP Status Approved

+ Add Course

	Course	Mid-Semester 1	Semester 1	Mid-Semester 2	Semester 2	Status	Curriculum	Mastery
	Language Arts — Writing	✓	✓	✓	✓	Active	Writeguide.com	 

ILP Progress Report Tanya Teacher



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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.

Dashboard **Enrollments** ***Click this tab***

2011-12 Active

Click this icon to go to the student's Progress Report page

Name	Grade	Status	Entry	Exit	Year	ILP	PR
Brightways, Jason	3	Active	01/11/12	06/30/12	2011-12		
Brightways, Johnny	8	Active	10/11/11	06/30/12	2011-12		

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.

Progress Report List

Term	Status
Mid-Semester 1	
Semester 1	
Mid-Semester 2	
Semester 2	

Click to +Add Grades for the correct school term

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	✓	



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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 Grades

Grades

Course	Credit	Grade	Progress Summary ?
Language Arts — Writing	✓	B+ ▾	10/40 lessons completed. Spelling is good, but struggling a bit with grammar usage.

Work Samples

Work Sample	Course	Delete?
No Work Samples Uploaded		

Select the Work Sample's associated course, and then browse for the file on your computer. When you click the **Save** button at the bottom of the page, the system will automatically upload your selected file. To add more than one file, click **+ Add Work Sample** again, and repeat procedure.

Course: Language Arts - Writing ▾

File: Choose File image.jpg

✗ Cancel

Hint: SAVE YOUR GRADES ONLY FIRST! Once saved, return to Edit Grades and then upload these files.

+ Add Work Sample (2M max. per file) — Click this link to expand the Work Sample upload feature and then follow the instructions to do so.

Parent Comments

Johnny is really enjoying the daily journaling part. For now, I try not to be as hard on him with correct grammar in these, so as to encourage some free flow of his thoughts onto paper.

Save — Click SAVE button to save your work.

✗ Cancel

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.



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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.

Progress Report List

Term	Status		
Mid-Semester 1	Building	 	<input type="button" value="Submit"/>
Semester 1		+ Add Grades	
Mid-Semester 2		+ Add Grades	
Semester 2		+ Add Grades	

Click button to Submit the Progress Report to your Advisory Teacher

Click the pencil icon to edit the Progress Report at any time before it is approved


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	✓	

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	✓	