



LOGGING IN:

In your primary internet browser, click this [link](#) or enter the following: <https://tinyurl.com/29u2bvae>.

At the login screen, you will be asked to sign in with Google. Since ROAR is an internal app run by the school, only SCA-approved accounts can be used to access ROAR.

Student Access: Log in with your student account: (normally) first initial + last name + @sca-edu.org (Example: jdoe@sca-edu.org).

- Password: first initial + last initial + 00 + 4-digit student number (eg. jd001234)

Parent Access: You will be given a unique username that is linked to your student. Do not sign in with a personal Google account; you will not see any information after logging in. At your first facilitator meeting, provide your facilitator with a recovery email address or cell phone number in the event you forget your login password.

All parent usernames have the same format: appuser + 4-digit student number + @sca-edu.org (Example: [appuser1234@sca-edu.org](#)). For families with multiple students, use the youngest student's number.

- First Password: au + 00 + 4-digit student number (eg. au001234)



DASHBOARD:

The ROAR Dashboard is a great place to see your student's attendance data at a glance. You can see the latest Master Agreement and Work Record and whether there are any outstanding attendance dates that need to be submitted by students and verified by parents.



MASTER AGREEMENT:

The Master Agreement is a contract between the student, parent, and facilitator that outlines the roles and responsibilities for each member of the learning team. This agreement includes the classes the student will attempt to complete that semester. The Master Agreement must be signed at the beginning of each semester. Under the Master Agreement section in ROAR, click on the "draft" of the most recent agreement (this will show up once your facilitator signs the agreement first). At the top of the MA, you will find a button to sign the agreement. Both the student and the primary parent need to sign this to make it official. You can find a copy of the agreement in the Master Agreement section or in the dashboard. *Note: Students 18 and over do not need parent signatures.*



YOUR ATTENDANCE / DAILY WORK:

Students: Every day, students need to submit their attendance. This includes marking down any subjects that you worked on that day. You do not need to be specific about what you did, but anything related to that subject counts. For example, if you attended Math class, check Math. If you read your English novel, check English. Your facilitator will explain this in more detail for you at your first meeting. Once you finish marking your subjects, click “Submit for Approval.”

Parents: Once your student submits their attendance for a date, you will verify the subjects engaged and review any work completed. In ROAR, you will mark “sign as complete.” If you prefer, you can enter the student's attendance directly. *Note: Students 18 and over do not need parent signatures.*



WORK LOGS:

Students need to complete a log for any class that requires a record of hours completed over the course of the semester. ROAR makes this easy.

- In the Work Logs section, click **+Add** (or the **+** button for mobile devices)
- Select the date of the activity (needs to be a school day, not a weekend or holiday; for activities completed on non-school days, you may add these hours to a regular school day)
- Select the course from the dropdown menu that matches your activity (e.g. P.E., Voice, Culinary Arts, etc.)
- Name the activity (e.g. Ran a 5K, Voice lesson, Practiced knife skills, etc.)
- Add the time spent, using the format hh:mm (e.g. 1 hour 30 minutes would be 01:30)
- You may add a comment for your own record keeping (not required)
- Click “Save” in the upper right corner

Both parents and students can add logs.



WORK RECORDS:

At least once a month, the learning team will meet to complete a record of the student's progress across the last 20 school days (or less). Your facilitator will create this work record in ROAR and update student progress and future work.

Students: email your facilitator with photos and documents of work samples from the learning period, one sample per class you take. Update all logs and attendance in advance of your meeting in ROAR.

Parents and Students: after reviewing your past and future work progress, your facilitator will sign the current work record. In ROAR, you will go to the Work Records section. The most recent record will show “Active: Needs Signature.” Click on the  icon to view the record. You will scroll down to the section called “Work Record Signatures.” You will see bold red letters, **needs to sign**. Click on this, and hit the sync button to send it to your facilitator. *Note: Students 18 and over do not need parent signatures.*