



**Parent and Student Handbook
2025-2026**

A Note to Parents and Students

We are glad that you have chosen Memoria Academy as part of your child's education. The information in this handbook is designed to help you be successful while taking our classes. Please contact our office (office@memoriaacademy.com) if you have any questions.

Overview

Classical Education

Classical education is the pursuit of wisdom and virtue by instruction in the liberal arts and the best that has been thought and said. Classical languages, particularly Latin, are core to the classical pursuit as not only a way to learn the history and culture of ancient Greece and Rome, but as a way to master language itself. Logic and rhetoric build on grammar to master all the arts of language. The humanities help the student understand what it means to be a human person and part of society, liberating them from the errors and narrowness of our own age. Mathematics and the sciences root the student in the natural world, the home that God has given us, while giving them mastery of quantitative thought.

Our Mission and Method

Our mission is the cultivation of wisdom and virtue. In partnership with parents, we seek to educate students to the highest standards of the classical tradition, so that they may grow in wisdom and virtue. Methodologically, we follow the trivium. This method emphasizes memorization and accumulation of facts in the grammar stage, or elementary grades; evaluation, analysis, and integration of information in the Logic stage, or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage, or upper grades. We stress mastery learning through age-appropriate materials and methods.

Who We Are

We are a classical, Christian, online school for students in grades 3-12, specifically designed for a wide variety of students who might not otherwise have access to classical education. Students hail from all 50 states and over 11 countries, and along with our teachers constitute a community characterized by the highest expectations in scholarship and Christian character.

In the online classroom, informed by traditional pedagogy, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental, and students learn the important skill of submitting quality work completed in a timely manner. Homework is lighter in some courses and heavier in others and is for the purpose of mastering what has been taught and, in the older grades, preparing for a lesson. Students are evaluated through assignments of various sorts as well as participation. Parents are also expected to check on their students periodically, alongside the teacher, to make sure that the student is maintaining good progress (see page 12, *Parent Responsibility*).

Accreditation

We are fully accredited by the Classical Latin School Association. The Classical Latin School Association (CLSA) accredits schools nationwide and is an association of elementary and secondary schools working to promote the transmission of the classical culture of Western civilization to the next generation. CLSA accreditation is a way for schools to internally document their viability as academically successful schools by holding themselves externally accountable, and to verify to their respective communities that they are offering a superior education. We are also an approved online provider of College Board AP classes, and our high school level classes are NCAA approved.

Memoria Academy Administrative Staff

Name	Position	Email	Telephone
Marcie Davis	Head of School	office@memoriaacademy.com	502-855-4838
Jessica Abood	Admin Assistant		
Chris Jones	Faculty/Tech Support		

Memoria Academy Contact Information

10901 Shelbyville Road
Louisville, KY 40243
(877) 745-8866

General Registration and Information

memoriaacademy.com

Student Portal (Existing students, not for registration)

mpoa.memoriapress.com

Textbook Website

memoriapress.com

Summary

The Head of School is responsible for the operation of the online school, and provides leadership in planning, implementing, supervising, and evaluating the effectiveness of instructional programs and curriculum and is aided by the administrative support staff. The Head of School also assigns Department Heads that help direct curriculum and evaluate online instructors. The staff has established clear lines of communication with families and the school as a whole, as outlined in this handbook. The Head of School is also responsible for training, supervising, and evaluating school personnel. Our administrative staff exists to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision. Nearly all of your inquiries should be directed to the office at office@memoriaacademy.com.

Memoria Academy Parent Agreement

General Overview

We believe that parents should take the primary role in the education of their students. Registration with our Academy does not mitigate this responsibility but enhances it through a partnership with our teachers. Our faculty members teach and grade assignments, answer questions, and communicate with students and parents via email and forums. Parents are not responsible for teaching or grading assignments, but are committing to:

#1 Obtain the Syllabus for Each Class

Each class for which your student is registered has a syllabus, and this is typically posted near the top of the course page prior to the open house week (1-2 weeks prior to the beginning of school; teachers email out the time/day). The syllabus contains the teacher email address and some instructions for contacting the teacher, course policies, grade components, and other important course information.

#2 A Weekly Check-Up for Each Student Registered

This consists of two basic things you should do with your student each week:

(1) Log in with the student every week. This is intentional and for the purpose of checking progress and grades. You must have both your student's username and password. We do not use a separate parent portal. We suggest using an automatic reminder service (e.g., Google Calendar or iCalendar) to ensure this is done weekly.

(2) Spot-check the student's work every week. Spot-checking is done by taking a quick look at the homework, exercises, or student guide the student is filling out that week (if applicable). Parents should also check to see that quizzes, tests, or assignments that need to be submitted are completed by the given deadlines.

#3 Monitor Quizzes, Tests, and Test Key Access

Parents must keep answer keys, student guides, and textbooks away from students when quizzes and exams are being taken. Quizzes and tests should be proctored by the parent or at least taken in an open area to prevent cheating. In some cases, a teacher may require parent affirmation that an assessment was proctored and no outside helps were used.

#4 Communicate Clearly and Kindly with All Faculty and Administration

A successful experience with Memoria Academy depends in large part on open communication between students, families, teachers, and administration.

- € **All communication should be kind, courteous, and civil, and assume the best about the person.** Questions and concerns are always welcome, but with distance comes the challenge of text communication and misunderstanding. MA administration and teachers do their best to communicate in a kind and generous way, with respect, and we expect the same from students and parents.
- € **Parents are to ensure that there is a current parent email address and telephone number on file with us in the student profile.** Parents and students are responsible for keeping this information updated, and it can be updated through the student's profile.
- € **All student communication is required to go through the Ask Your Teacher Forum, unless there is a personal issue or parent question.** All teachers have a personal email address for these concerns, and it is normally located on the course syllabus or at the top of the class page in Moodle. The teacher's personal email is for personal health issues.
- € **Parents must copy the administration (office@memoriaacademy.com) on all private emails sent to teachers.** This is to keep everyone in the communication loop. Teachers are also required to do this.
- € **If parents have a problem, they should privately email the teacher first and copy the Academy administration (office@memoriaacademy.com).** In the rare case where a parent and teacher cannot come to an agreement, they can take the issue to the administration. It is always best for things to be resolved at the lowest level possible. Patience and working in good faith usually result in a satisfactory resolution to any problem that may arise.
- € **Parents should always contact the central office via email or telephone for technical issues.** If it is an emergency, call (502) 855-4838. For example, if a student is having trouble logging in to the live class and may miss the class. Someone should be available to help.

Student Code of Conduct

All students are expected to uphold the Student Code of Conduct.

- We cheerfully and promptly obey the authority under which we are placed.
- We can appeal respectfully and courteously. We do not argue or negotiate.
- We strive to love and honor one another.
- We give encouragement and show compassion to one another.
- We do not point out the shortcomings of others in order to build ourselves up.
- We tell the truth before God and men.
- We do not disrespect the teacher and our fellow students by typing distracting comments and irrelevant questions during class time.
- We do not spread rumors or gossip.
- We will not make excuses for our wrong actions but will admit them.
- We will avoid cliques, clubs, or jokes that exclude other students during class time.
- When others are sorry, we forgive them.
- When others are sad or experiencing hardship, we comfort them.
- We prioritize a quiet and focused environment during class, free from distractions and other responsibilities, to take full advantage of our class time.
- When we have in-class assignments to complete, drill questions to answer, or team exercises to complete, we do it without complaining.
- We treat one another with respect, patience, kindness, and self-control.

School Procedures and Policies

Communication

A successful experience with Memoria Academy depends in large part on open communication between students, families, teachers, and administration. The same is true of the teacher. In view of this we ask that the following guidelines be followed:

- [All student communication is required to go through the Ask Your Teacher Forum, unless there is a personal issue or parent question.](#) All teachers have a personal email address for these concerns, and it is normally located on the course syllabus or on the course page in Moodle. The teacher's personal email is for sensitive personal issues.
- [Students must copy parents on all private emails sent to teachers and the administration.](#) Students should use the teacher's personal email sparingly, as described above.
- [Parents should always contact the office via email or telephone for technical issues. If it is an emergency, call \(877\) 745-8866](#) (for example, if a student is having trouble logging in to the live class and may miss the class). Someone should be available to help each weekday from 8 AM-5 PM ET.
- [Parents must copy the administration \(\[office@memoriaacademy.com\]\(mailto:office@memoriaacademy.com\)\) on all private emails sent to teachers.](#) This is to keep the administration informed of circumstances, as well as positive and negative feedback. Teachers are also required to do this when responding.
- [Parents are to ensure that there is a current parent email address and telephone number on file with us in the student profile.](#) Parents and students are responsible for keeping this information updated with us, and it can be updated through the student's profile.
- [If parents have a problem, they should privately email the teacher first and copy the administration \(\[office@memoriaacademy.com\]\(mailto:office@memoriaacademy.com\)\).](#) In the rare case where a parent and teacher cannot come to an agreement, they can take the issue to the administration. It is always best for things to be resolved at the lowest level possible. Patience and working in good faith usually result in a satisfactory resolution to any problem that may arise.

Student Profile

Students and parents must ensure that the student profile is current. The student profile is where current contact information is located. Each student account must have: (1) a current and accurate student email address, (2) a current and accurate parent email address and telephone number, and (3) the correct time zone designated for the student profile. All due dates are EST, but this will help you to see the due date in your local time. To edit your student profile, navigate to the Memoria Academy website and log in. Then, click your name in the upper right-hand corner of the screen, and then click "Edit Profile" from the menu on the left. On the next screen you will see the different profile fields.

Attendance and Tardy Policy

Frequent tardiness and absence disrupt class and negatively impact student progress. We understand that homeschool families are busy and that they homeschool for specific reasons, flexibility being one of them. Maintaining a balance between our attendance policy and flexibility for extenuating circumstances is key to being a successful student with us. Sometimes students may be absent due to an illness or because an opportunity has arisen (e.g., a homeschool field trip, travel, etc.). This is normally acceptable, and we work with families in these situations.

Students are expected to attend the time and day for which they are registered. If students are going to miss a class, they should make every effort to let the teacher know ahead of time. There may be a time that a student needs to attend a different time because of a conflict, in which case the student should contact the administration at office@memoriaacademy.com to verify this is okay and receive instructions.

For each class, teachers set a reasonable number of allowed absences under which the student's grade will not be affected. Please note that we do not distinguish between excused or unexcused absences. Students are required to watch recordings for each missed class, informing the instructor when they have done so, and including a question, reflection, or insight from the class. After exceeding the allowed number of absences, the student's participation grade will be affected, and by a greater amount if they do not follow up after viewing the recording. Participation is a key component of the grade in each class as students benefit the most by engaging in live class sessions. This policy is meant to encourage them to do so.

Please Note: There are some circumstances when parents and students will request to watch the recorded classes regularly instead of attending the live class. Obviously, this is not ideal, and in these cases, **requests must be approved by the administration.** We will work with the family to suggest alternatives and approval will only be granted in rare situations.

Late Work and Exceptions

All online assessments have specific closing dates. Only in extenuating circumstances or because of unique homeschool opportunities are extensions given (e.g., family sickness, hardship, overseas trips or service opportunities, etc.). If something like this arises, parents/students must make sure the teacher is aware of the situation. If there is a situation that arises and the teacher isn't notified until weeks or months afterward, then no extensions should be given but at the teacher's discretion. All requests for an extension should be sent to the teacher of the course for approval. Please copy office@memoriaacademy.com. Acceptance of late work is *always* and *entirely* subject to teacher approval and may be subject to a 10% late penalty per day. After two days these assignments are not typically allowed to be submitted barring extenuating circumstances.

Academic Information

Academic Integrity: Plagiarism and Cheating

MA expects academic integrity from all students. Academic dishonesty, including but not limited to, cheating, AI-assisted work, plagiarism, or assisting another student to do any of these things, is subject to disciplinary action or expulsion. Teachers suspecting academic dishonesty will contact parents to glean more information and enlist their help when needed. Please respond graciously, not defensively, and support the teachers' efforts to fully understand the circumstances. Whether suspicions are validated or dispelled, view these situations as opportunities for student growth and recognize that our teachers have the students' best interests in mind.

Preparation

Students are expected to have completed whatever work is required prior to their class time, and to follow the weekly and daily instructions as closely as possible.

Quizzes, Assignments, & Exams

Students take a variety of quizzes, some of which are automatically graded, and others manually graded. Exams, unit tests, tests, etc. are normally marked as 'Highest Grade' and students are allowed one attempt. Other assignments allow two attempts but are marked as 'Average Grade'. See the specific quiz for this information. Do not take a quiz or test until you are ready to take the entire quiz in one sitting (unless otherwise stated by the teacher). If you have a technical problem, use the Ask Your Teacher Forum and let the administration know. Please be specific about the problem without revealing quiz/test questions or answers.

Parent Responsibilities: Quizzes, Assignments, & Exams

If purchased, parents MUST keep answer keys, student guides, and textbooks AWAY from students when quizzes and exams are being taken. Quizzes, exams, and tests should be proctored by the parent. In some cases, a teacher may require a parent affirmation that this was done. Parents should also log in once per week *with their student* to monitor the prior week's work and do a spot check to make sure assignments are being completed.

Participation

Students are required to participate in class and grades for this are usually entered quarterly by the instructor. In case of absences, parents may work with teachers on fulfilling the requirements, but teachers will determine their absence policy and deduct participation points for students exceeding absence limits ([see Attendance and Tardy Policy, p. 9](#)). Be prepared to participate in class!

Writing Assignments, Projects, and Formatting

All written assignments are to be submitted in PDF format. Unless specified by the instructor, all written assignments should meet these specifications:

- Include on the document: Class title, school year, teacher, and student name.
- Be typed in 12-point Times New Roman font.
- Be double spaced and free of punctuation and grammatical mistakes.

Grading Scale

Letter	Percent Grade	GPA (4.0 scale)
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	66-65	1.0
F	64 and below	0.0

Progress Reports and Grade Reports

The parent of any student whose grade is below an 83% on the 1st of each month will typically receive a notification via email. Parents should log in with their student to view the *Grades* area of the class. Grade reports will be issued at the end of each year but can be issued at semester if required by an outside organization. An announcement will be sent once the Grade Reports have been issued. This report can be accessed from the class page in Moodle by clicking *Grades* on the left side of the screen and selecting *Official Grade Report* from the drop-down menu. The report can then be printed and downloaded. Transcripts are sent out upon request by emailing office@memoriaacademy.com.

Live Online Classroom Information

The Live Online Classroom

Our classes are all real-time, audio/video, and recorded for playback. Students see and hear the teacher and can respond to the teacher through chat box typing or via a microphone. The 'chat box' is the default method of communication in the classroom, but we like to utilize student microphones as much as possible. We expect all students to participate and require the highest standards of conduct (see Student Code of Conduct above).

Classroom Discipline

Our teachers are to keep their classrooms as free from distraction as possible. Unacceptable student behavior includes:

- Chatting incessantly, off-topic, or repeatedly making irrelevant comments
- Logging in with a name other than their own
- Harassing the teacher or other students
- Swearing, cursing, or using demeaning language

Students will be given a warning, but if repeated offenses occur, the student will be removed from the classroom and not be allowed back in for that session. The teacher will contact the parent and administration. *A student who intentionally swears, curses, or otherwise endangers the welfare of the class in the live online classrooms via the microphone or chat pod, or on our Moodle forums, will be removed from the live class immediately and may be subject to expulsion.* Some general procedures we use in the classroom:

- **Level 1:** If there is a problem in class, we will stop and verbally redirect. Then the lesson will be continued.
- **Level 2:** If a student is a continued distraction, due to excessive off-topic chatting, asking irrelevant or disruptive questions, misusing microphone privileges, etc., the student will be removed from the online classroom and blocked from entry for the rest of the session. The parent will be notified via email and the administration will be copied as well. The parent is expected to follow up with the student and let the teacher and the administration know the outcome.

If the behavior issue goes beyond this or is repeated after the initial removal from a classroom, then the administration will contact the parents to discuss and consider whether or not MA is a good fit for the student. Removal is a last resort.

Technical Difficulties

Generally speaking, technological problems are minimal in our live online classrooms. If you have an emergency and cannot get into your online classroom, please call (502) 855-4838 and ask for our Tech Support staff member. We use Adobe Connect Pro, a leader in web-conferencing software for

education. However, technical problems may occasionally arise. The most common problem is:

Problem: *Occasional trouble hearing the teacher or the audio is skipping.*

Reasons: *Latency/slow Internet connection, browser issues, or other applications open.*

If audio problems occur while you are in a live class:

- **First and foremost: *remain calm and do not panic.*** Then check your speaker volume.
- **Check your internet connection and that your microphone is working.**
To test your connection: use admin.adobeconnect.com/common/help/en/support/meeting_test.htm or speedtest.net.
Sometimes microphones have their own volume settings and controls, so make sure to check these as well along with your router. Unplugging and plugging devices back in fixes many issues.
- **Look in the chat box to see if other students are having problems as well.** If only two or three students are having issues, it is usually on the student's end. If the entire class is having problems, it is usually the teacher's internet connection and/or a browser issue.
- **Make sure you don't have other applications running simultaneously.** Having Facebook, Google Chat, and other applications open can cause problems.
- **Try logging out of the class or browser (or try a different browser)** (i.e., Edge, Chrome, Firefox). Then come back in. It is a good idea to have multiple browsers available, and Chrome generally works best with Adobe. In general, avoid using Safari.
- **Restart your computer.** Then come back to the live classroom.
- **Wireless vs. Ethernet Cable.** *Proximity* to your internet source is vital when streaming voice and image data. An ethernet cable is better if your wireless connection is lacking.

If you have a problem in a live class and are unable to resolve it with the above steps, let us know via email (office@memoriaacademy.com) and provide the following information: (1) what problem you had and (2) confirm you tried all of the things above to resolve it and (3) that you were *not* able to resolve it. Please include your student's full name, class and section, teacher name, and telephone number in the email. We can then make an arrangement to contact you and help you troubleshoot. Our phone number is 502-855-4838 if you need to contact us by telephone. In the rare case we are unable to diagnose and solve the problem, we will have you contact Adobe Connect Support at (800) 422-3623.

Terms, Conditions, and Policies

Who Can Register?

Only students in grades 3-12 may register for our regular online classes. Adults or teachers-in-training may take classes marked as for adults, but no adults are allowed in our student classes during the regular school year.

Registration & Payment

Payment for your courses is required to register and reserve your spot in the course. At checkout you will have the option to pay in full with a credit card or set up a payment plan from an authorized checking account. For payment plans, 25% of the total balance is due at checkout, with the remaining balance split evenly over the subsequent months based on the payment plan available at the time of registration. Missed or returned payments may result in removal from courses. You are not eligible for any discount that might be available if you are splitting your registration into payments. Summer and winter term courses are not eligible to be paid with a payment plan. Payment plans are also subject to the Drop Policy below.

Drop Policy, Transfers, and Refunds

Because of busy schedules and potential conflicts with the class times, some people may find that they have to drop a class. All drop requests must be received via a refund or exchange request on your student account at www.memoriaacademy.com/my-account.

Drop Policy: Once registration opens for the school year, if it is necessary to drop a course there is a \$50 drop fee per Summer course, \$75 per Semester course (excluding Essay Intensive which is assessed at \$100), and a \$100 drop fee for every year-long course. Adult intensive courses incur a \$50 drop fee. The drop fee will always be assessed per course and covers administrative costs. You will receive a full refund minus the drop fee if withdrawing before the final drop date.

A student is allowed to attend two weeks of class, and if he or she needs to drop the course only the drop fee will be assessed. **After 5 PM on the second Friday of the term in which a course begins, no refunds will be issued.** If a student registers mid-year or some other time during the school year, the student/family still has two weeks within which the course may be dropped with a refund, minus the drop fee.

You may still request to withdraw from a course after the refund deadline. Though you will not receive a refund, your student may move to auditing status. Your student may still access course materials (except assessments) but will receive a "W" on the official grade report. Attempting to withdraw after November 1st for full-year and fall courses or after April 1st for spring courses will trigger a "W while passing" or "W while failing" based on your student's current progress in the course.

Transfers: A course transfer should be requested in the student account at www.memoriaacademy.com/my-account. Upon requesting a transfer, the administration will either approve or cancel the request. You will be notified by email. Any difference in price will

be either refunded via store credit or paid once the exchange is approved. Requests to transfer from one course to another must be submitted within the drop/refund period.

*These policies apply to Diploma Program students. No partial refunds or credits will be issued for drops beyond the refund deadlines

Class Times & Cancellations

Class times for most classes will be published during the spring, and many classes will have multiple times, so as to provide you with the greatest degree of flexibility in your schedule. Memoria Academy reserves the right to cancel courses with fewer than 6 students. If this happens, you will receive a full refund for the course or a credit for another course, whichever you prefer.

Occasionally a situation arises when a teacher must provide a recorded lecture or an alternate section or course meeting time in lieu of the regularly scheduled live class. This does not happen very often since we have a list of qualified substitutes, and normally we have advanced warning about these kinds of situations. Some examples are an unavoidable physician appointment, sickness, or death in the family. Providing a qualified substitute teacher is the first course of action, but occasionally we've had to utilize a pre-recorded lecture or a change in section and/or meeting time if a substitute was unable to fill in.

Class Size

We strive to keep our class sizes small and believe that an overcrowded classroom is detrimental to learning. Most of our classes are capped at 15-16 students.

Switching Class Sections

As a general rule, we try to publish most of the available sections for each class early. However, we will sometimes announce a second or third section of a class after the initial section is published. We ask that those who sign up for a particular day and time stay with the day and time initially chosen. If you find that there is some sort of unavoidable conflict (e.g. your co-op day was switched) then simply request a transfer in the "My Account" section of our site, and we will try to accommodate your request.

Parental Responsibility

We believe that the parent should take the primary role in the education of their students. Registration with Memoria Academy does not mitigate this responsibility but enhances it through a partnership with our teachers. Memoria Academy teachers are assigned to teach and grade student assignments (unless assignments are automatically graded), as well as to communicate with students and parents via the Forums to carefully lead students to a mastery of the subject matter. Parents are not responsible for teaching the content or grading assignments, but they are still responsible for checking up on their students. Two easy ways to do so are:

(1) Log in with the student's information and check progress and grades.

(2) Spot check the student's work every week. Spot-checking can be done by taking a quick look at the homework, exercises, or student guide the student is filling out that week (if applicable). Parents should also check to see that quizzes, tests, or assignments that need to be submitted are completed by the given deadlines. In some cases, when there are written assignments required, parents may want

to help proofread work before it is submitted. At times, a teacher will require a parent to confirm that quizzes and/or exams were taken without cheating. If this is the case, then the teacher will let you and your students know ahead of time.

Please make sure that you have both a parent email address and telephone number on file with us. These information fields are located in the student profile both at memoriaacademy.com and mpoa.memoriapress.com.

Parents must also read and be familiar with the Parent and Student Handbook and abide by the MA Parent Agreement (p. 5 of the Parent and Student Handbook).

Cheating and Plagiarism

Memoria Academy's policy on cheating and plagiarism is spelled out on page 10 of this handbook. It states: *"MA expects academic integrity from all students. Academic dishonesty, including but not limited to, cheating, AI-assisted work, plagiarism, or assisting another student to do any of these things, is subject to disciplinary action or expulsion."*

Generally, the first confirmed offense receives a 0% on the assignment or quiz in question. Additional confirmed offenses may be met with expulsion from all classes in the Academy for the remainder of the year.

No refunds will be given for students who are expelled from Memoria Academy due to cheating or plagiarism.

Contact Information:

At all times it is the responsibility of the student and parent to keep all contact information located in the student's profile updated. Much of our communication takes place through email so having up-to-date information is crucial. This information includes a valid student email, parent email, and a telephone number. This information can be updated by logging in as your student at memoriaacademy.com and clicking "Account Details" from the "My Account" menu. From there you can edit the student profile. If for some reason you think you are not receiving our communication, please let us know.

Documentation and Transcripts

The Academy provides grade reports at the end of each school year and transcripts upon request. A 24/7 grade book is available to students and parents on each class page. Grade reports for each course, a summary of the grades from all courses taken, and unofficial transcripts are available on each student's portal. To request a student's official transcript be sent to another institution, please complete [this form](#). Official transcripts require a \$25 fee; it must be paid before the transcript can be sent.

Privacy & Copyright

We respectfully ask that parents and students refrain from sharing or distributing any of the resources we provide through Memoria Academy to any external website, through email, or any other medium. These resources include any materials distributed by the teacher as well as the class session itself. Students may not distribute the Adobe Connect link to their classroom, share the live class/class

recordings, or otherwise make the class session accessible to students who are not registered for the class. All information is privileged.

Appendix A - Technical Requirements (Adobe Connect 11)

Adobe Connect App

You must have the Adobe Connect App. Windows users can get it [here](#), and Apple users [here](#). Run a test on your machine [here](#) and you can test your speed and whether or not you have the Adobe Connect App.

Internet

Bandwidth: 1 Mbps minimum; 3 Mbps recommended. For each additional student taking a class simultaneously, add 1Mbps. Example: For 4 students taking classes simultaneously on the same connection, 4Mbps is recommended. Contact ISP to verify bandwidth. **Connection:** Cable or DSL wired connection recommended for teachers and students, but wireless is usually fine. Proximity to internet sources is vital for a quality online classroom experience. The main technical problem students have is related to internet quality.

Windows

- Intel Core i3 or faster processor (or equivalent)
- Windows 11, Windows 10
- 2 GB of free RAM (4 GB recommended)
- Google Chrome, Mozilla Firefox, and Microsoft Edge

Mac OS

- Intel Core i3 or faster processor (or equivalent)
- Mac OS X 10.15, 11.0 and 12.0
- 2 GB of free RAM (4 GB recommended)
- Google Chrome, Mozilla Firefox, and Microsoft Edge. Safari is NOT recommended.

Linux

- Ubuntu 18.04; Red Hat Enterprise Linux 7
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Google Chrome

Mobile

- Apple iOS: iOS 8.1.2 and higher with [Adobe Connect new app](#)
- Google Android 4.4 or later with [Adobe Connect new app](#)

Appendix B - How To Access Your Class Page and Log in

How To Log In to Your Class Pages

We have a system that contains all the information for each class. When you register for a class, you are given access to a web page for each class. Students will need to log in to their account to access each course they are enrolled in. Each class page includes the syllabus, the access link to the virtual classroom, weekly/daily outline, and any quizzes and tests that are part of the class. Each class has a special forum on which students can post questions, called the Ask Your Teacher Forum. Students and parents are also subscribed to an Announcements Forum through which class announcements and updates are sent.

The steps to logging in are:

- (1) Go to memoriaacademy.com
- (2) Click the link on the top right that says [LOGIN](#) then enter your username and password. If you don't know or have lost your username and password, click "Lost your password?", go through the process to reset your password, and check your email. If you use Gmail, make sure to check the "Promotions" and "Social" tabs or your Junk/Spam folder. If you still cannot log in then email office@memoriaacademy.com.

Once you are logged in on the Student Portal, you can see your courses by clicking the *My Courses* box on the left. Simply click on whichever class page you want to access, and you will be taken to the class page. You will want to familiarize yourself with the information on each class page (syllabus, course outline, etc.)

Course outlines are located on the class page as well as the course syllabus. This information is usually imported mid to late June, so if you are logging in early and see only a blank class page, that is normal. An announcement will be sent out in late summer with information on books, syllabi, etc.