

QUICK LINKS

Access your course through My Course Portal (MCP), your Sevenstar student dashboard. When you open a course, it will launch in Buzz, Sevenstar's online learning platform.

Course Portal	mycourseportal.net
Instructor	Message through MCP
Help Desk	Get Help button in MCP

DUE DATES

- Target due dates will help you finish your course on time.
- If an assignment is not submitted by the target due date, an automatic zero will appear approximately 24 hours later. Don't panic! Just submit the work and the zero disappears once it's graded.
- A two-week grace period exists but try to only use it for emergencies. Assignments submitted after the grace period receive a late penalty.
- On Saturdays, Sundays, or the following major holidays, no work is due and instructors are not required to respond to email, grade assignments, or conduct office hours:

Memorial Day	Independence Day
Labor Day	Thanksgiving Break
Christmas Break	Easter Break

See sevenstaracademy.org/resources/academic-calendar/ for more information.

Incomplete Assignments Before Exam

Assignments not submitted before the semester exam begins will receive a permanent grade of 0%.

FIRST THINGS FIRST: YOUR WELCOME CALL

Schedule your welcome call as soon as possible (you'll find the link to do so in your instructor's welcome message in MCP). This is your chance to meet your instructor, ask questions, and know exactly what to expect. While you're on that call, you'll also schedule your first Discussion-Based Assessment (DBA).

ABOUT DBAS

Discussion-Based Assessments are simple conversations with your instructor and they're an important part of your learning. They give you the chance to demonstrate what you've learned, ask questions, and build a real relationship with your instructor.

- DBAs are held via Microsoft Teams. Have your camera on and be dressed appropriately.
- Be respectful of the time your instructor has reserved just for you.
- If an emergency comes up, contact your instructor as soon as possible to reschedule.

Each time you complete a DBA, schedule the next one before you leave that meeting. This keeps you connected to your instructor and moving through your course at a steady pace.

STAY CONNECTED

Check MCP regularly for messages from your instructor, graded assignments, and course updates. Your instructor communicates through MCP, not email. If you're not checking MCP, you're missing important information.

A NOTE TO GET YOU STARTED

Online learning rewards students who take ownership of their time. The flexibility is real and so is the responsibility. You have access to excellent courses, Christian instructors who are genuinely invested in your growth, and a learning community that spans the globe. The students who thrive here are the ones who treat it like school—because it is.

We're excited you're here. Welcome, and have a fantastic course experience!

TIPS FOR SUCCESS

1. Build a schedule and use it.

Set specific days and times each week.

2. Complete all lessons—not just the graded ones. As you work through your course, make sure you're completing every lesson. Each one is designed to help you learn and prepare for future assessments. Look for the green checkmarks that show lessons and assignments are done.

3. Create a distraction-free study space.

Quiet, well-lit, consistent. Phone on Do Not Disturb. Close unrelated tabs. Let your family know your schedule to minimize interruptions.

4. Take breaks intentionally.

Try the Pomodoro method: 25 minutes focused, 5-minute break, repeat. Step away from screens. The flexibility in your schedule is what makes online school sustainable so be sure to take advantage of it.

5. Ask for help early. Message your instructor through MCP if you're confused or behind. Don't wait. For tech issues, click on the "Get Help" button on your MCP dashboard right away so a tech problem doesn't become an academic one.

6. Stick to the pacing guide. Stay on track by following the suggested target due dates. This pacing guide is designed to help you complete your course by your current chosen end date.

From a Sevenstar Academy graduate:

"I just got into the habit of checking the calendar and the duties for each day and week. I'd look ahead at the week's tasks and plan accordingly." — Daniel S.

ASSESSMENT TIPS

Online assessments look a little different than classroom tests:

- Read unit objectives before each lesson or assignment.
- For multiple-choice: focus on facts, terms, and key concepts from each lesson.
- For essays: identify the big themes per unit and prepare 2–3 talking points.
- Review a little at the end of each lesson rather than cramming the night before.
- Unsure what to expect on an assessment? Ask your instructor in advance—that's what they're there for.

ACADEMIC INTEGRITY & AI

Your instructors need to know what you know and what you can do. Submit work that reflects your own understanding and your own words.

Using AI tools (ChatGPT, etc.)

Always ask your instructor if it's permissible for that assignment—every time. If granted permission, be transparent: include a note on the assignment explaining which tool you used, how you used it, and paste the prompt you entered.

Integrity is about more than following rules. Colossians 3:23 reminds us: "Whatever you do, work at it with all your heart, as working for the Lord."

NEED MORE TIME?

If you need additional time to complete your course, you can request an extension at any time up to the maximum enrollment period. Student Services can help you determine your options.