



Landmark High School
Home of the Dragons
612 South Main Spanish Fork, Utah 84660
801-798-4030 Fax: 801-798-4044
Wisdom To Choose Your Destiny

THE CREDIT RECOVERY LAB IS OPEN Beginning Sept 5, 2017

Credit Recovery

Monday, Tuesday, Wednesday, Thursday

***School Days Only**

3:00pm-6:00pm.

- 1) You Must see your school counselor for a referral**
Check into the lab within 30 days or referral will be removed.
- 2) Come to Landmark Finance office and pay your fee**
\$30 per .25 credits. Max .50 credit at one time.
- 3) Check into room 147 and get your courses assigned**
to YOU. main floor, west hallway
- 4) Complete the lessons in the A+ program**
DO NOT do the essays in the lessons
- 5) Come back to the Credit Recovery Lab to take the**
Final Test and write the 2 Final Essays.
- 6) For issues, please COME INTO THE LAB during open**
hours or submit a help request** on the Landmark
Website under the Counseling Center

****landmark.nebo.edu**

****Teachers and techs are not available outside of lab hours**

Credit Recovery Key Information

You must complete your courses within 90 days or a late fee will be assessed.

- Website accessible school/home is anywhere.nebo.edu.
 - Click on “Browser Playback” or “Client Webstart” button (*Firefox and Safari are the best browser to use with the program.*)
 - Login with Nebo student number
 - Password is last name with no capitals

- **Challenging a Course**
 - You may only challenge a course that you have previously failed.
 - Arrive no later than 5:15pm during Lab hours and check in.
 - Pay fee for course (Mandatory before testing)
 - Pass Challenge Test with 70% or higher (ONLY ONE ATTEMPT) and 2 essays.
 - Check in with the lab for next step

- **Course Work Instructions - after log-in**
 - Select the course you want to work in and open the first lesson.
 - Take the Pre-Test. If you score 70% or higher, move onto the next lesson. If you score less than 70%, you must spend at least 7 minutes in the Study section and then pass the Practice Test with 70% or higher. Repeat the Study section until you pass the Practice Test, then pass the Lesson Mastery Test with at least 70%. You only have 2 attempts at the Lesson Mastery Test before it will lock you out and need to contact the lab during hours or submit a request online to unlock the test for you. Once you have passed the Lesson Mastery Test, move onto the next lesson.
 - DO NOT DO ESSAYS if there are any at the end of the lesson. You will only need to complete essays as part of the FINAL ASSESSMENT.
 - Once all lessons are completed and all Lesson Mastery Tests are completed, you are ready for the Final Assessment and 2 Essays. These must be proctored during Lab time at school. You have to pass the Unit Test with a 70% or higher before you are allowed to write the final essays.
 - Check in with the lab for next step

- **Please understand that our teachers and techs are not available when the lab is not open. It is highly recommended that you work in the lab during lab hours so you can get immediate help with your courses.**