

2011-2012 Semester 2 Guidelines for Online Students

eLearning Program Expectations

By registering in an eLearning course, each student agrees to abide by the following guidelines. All students or prospective students must *read the following carefully*, so they know exactly what is expected of them, and what they can expect from the program.

1. eLearning students are **responsible** for obtaining the basic software and stable Internet connections (high speed is essential) required for successful completion of the online course, when you are working at home.

The needed software and computer access will be provided at your home CDSBEO High School, for day students enrolled in the program.

- Students can download **Adobe Reader**, free of charge, if they don't already have it on their home computer. [Click Here](#) and follow instructions on the website for downloading and installing the program. Students **will need** this program to open many of the textbook and information files provided in Online Courses.

Students **must** submit files in one of the following approved file formats:

- **WORD** (version 2007 or lower) – file extension is **.docx** or **.doc**
- **EXCEL** (version 2007 or lower) – file extension is **.xlsx** or **.xls**
- **Rich Text Format** (*File, Save As*, change file format at the bottom of the dialogue box to **Rich Text Format**. An extension of **.rtf** will *automatically* be put on your file).
- **Any OpenOffice file format** (OpenOffice is a free download from www.openoffice.org)

Note: file extensions such as **.wps**, **.wks** or **.wpd** are not acceptable formats. If their word processor applies one of those extensions to the filename, then students **MUST** save their files as a **Rich Text Format (.rtf)** files, as described above, or use **OpenOffice** programs.

2. Attendance:

- Students are expected to submit tasks as listed on the **Course Checklist**, **and meet each Unit/Activity deadline.**

- Students are considered to be **present** for the entire week of eLearning, *if they have logged in regularly to the course site and/or completed required work, over the week.*
 - Students who are **consistently absent**, based on the above criterion, may be withdrawn from the program.
 - **PARENTS** of students under 18 years of age: If you are interested in keeping up to date with your student's progress, please make sure you provide a personal email address on the course registration form. You will then receive a special email at the start of the course, giving you access instructions to your student's course site, and instructions for keeping up-to-date on your student's participation in the eLearning course(s) in which he or she is enrolled. You will also be able to correspond, via email, with the instructor easily through this course site, should you have any concerns.
3. **Midterm Week:** A Midterm Week is designated for each semester in the eLearning Program. Interim grades will be prepared and sent to students at the end of the midterm week.
- **Midterm Week ~ 2011-2012 Semester 2 Session:**
April 16th –April 22nd, 2012
4. **Final Course Completion Date:** A student is to complete the eLearning course by the **Final Course Completion Date** for the current term. All **Summative Assignments, Unit Tests, Culminating Activities/Exams and Independent Study** work must be submitted by the completion date for the current term.
- **Final Course Completion Date:** 2011-2012 Semester 2 Session:
June 25th, 2012
5. A student can expect feedback from the course instructor, concerning a submission, *within a week of receipt of the assignment* under normal circumstances. The course instructor will notify a student within that time if there will be a delay. It is important to build on learning throughout a course, using the comments and suggestions provided by the instructor. Students should send in an activity's assignments as soon as the work is completed.
6. Each assignment **must** have the following information at the top of the page (*not just in the filename!*):

- Student Name
- Course Code
- Unit/Activity Number
- Specific question/assignment/activity number as described in the course material.

7. Students *must complete every **SUMMATIVE** Activity and **CULMINATING** Activity* indicated on the course checklist sent out at the start of the course by the instructor, before a credit will be granted. Each activity is designed to address at least one major expectation of the course, as per the *Ministry of Education* document. These major expectations must be met before a credit can be granted.

FORMATIVE Activities *should* be completed. These activities are designed to build the skills required for successful completion of the Summative Activities. Students who do not complete the Formative Activities **MAY** be denied the opportunity to improve a poor Summative activity performance.

8. A student should expect to spend a **minimum** of 8 hours *per week* on an eLearning course. *Students must ensure that they have this much time to devote to eLearning studies* before enrolling in an eLearning course.

It is suggested that each student **set a schedule of days and hours each week**, when he/she will work on the online course. *If a student leaves the work until he/she 'feels' like it, the work will not get finished!*

9. eLearning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline if necessary for at least one day. Because this program is **Internet based**, it is possible that the website may be inaccessible for technical reasons from time to time. *This way, students will always have work to do, regardless of whether the website is available or not.*

10. *If students experience any technical problems* while working on an Online Course (for example, the website or course email is not functioning normally) contact the **Helpdesk** at *Desire2Learn*.

Phone: 1-877-325-7778

Email: helpdesk@desire2learn.com

11. If students experience problems with the **content** of a course, they should email the course instructor and, state the **course name**, the **unit**, the **activity** and the **section (content or assignment)** in which the problem occurs.

Copy the question or statement that is giving the difficulty, or describe the link that is not working. It is much easier for the course instructor to help if he/she is given this kind of direction. If a link is not working, be sure to clearly identify where the link occurs, and what error you receive when attempting to open it.

12. **Reporting Periods:**

- A **Midterm** Report will be distributed by your home school guidance counselor shortly after the end of the Midterm Week (**April 16th–April 22nd, 2012**). If you are not currently attending a school, the midterm report card will be mailed directly to you.
- The **DATE OF RECORD** is **April 30th, 2012**. Any student who is on the class list of an eLearning course on that date *will have a mark entered on his/her permanent record* even if you withdraw after that date.
- A **Final** Report will be mailed to each Online Student's home a few weeks after the end of term date (**June 25th, 2012**). A copy of this Final Report will also be sent to the student's Home School, for inclusion in the permanent record.