

**www.careerlearn.com**

**STUDENT HANDBOOK**



**Student Name:** \_\_\_\_\_

**User Id:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**For Assistance Call:**

**1-888-972-6237**

## **INTRODUCTION**

Welcome to the Online High School! The Online High School is an exciting way for students to access the awesome power of the Internet and to enjoy access to online instruction twenty-four hours a day, seven days a week. The strength of the Online High School lies in its ability to meet a variety of educational needs.

This student handbook is designed to introduce the policies and procedures of the Online High School and to familiarize students with the procedures for accessing courses through the Online High School.

## **FREQUENTLY ASKED QUESTIONS**

The Online High School offers unique educational opportunities for different types of students. Answered below are the questions most frequently asked by all students:

### **What are online courses?**

The Online High School brings you multimedia and interactive classes via e-mail and the Internet. Students need only a modem, Internet access, and a password to dial into the Internet or assignments, lecture notes, class discussions, and exams.

### **How does a student enroll in the Online High School?**

A student may visit his/her home school guidance counselor to register for the Online High School. The counselor will then assess the student's needs and suitability for taking courses online. If appropriate, the counselor will complete the registration process.

### **What types of students are successful in online programs?**

Online learning is best for students who are highly motivated, organized, self-starters. Students need to have the discipline to keep up with assignments as well as the ability to effectively manage their time to successfully complete all work.

### **How does an online course differ from a traditional course?**

Online courses are no different than instructor-led courses in content; the only difference is the method of delivery. Course lengths are identical; full year one credit courses take a full year to complete and half-credit courses take a half year to complete.

### **What types of courses are offered through the Online High School?**

A full range of traditional courses, as well as Advanced Placement courses, are offered online. Please see your home school guidance counselor for a full course list.

### **Are credits issued through the Online High School?**

Course credit is issued through the home school. Certificates of completion are issued to all students who successfully meet course requirements and a recommendation for credit is made to the home school. Final credit determination is made by the home school and all online courses appear on the home school transcript as standard courses.

### **How do students receive grades?**

Grade reports are issued to the home school and will appear on the home school report card with anecdotal comments. Interim reports are used to document student progress and are sent out after the first five weeks of each marking period. A virtual grade book can be accessed at any time and is strictly confidential.

### **Can lessons be repeated during the course?**

Yes. Any part of the course may be repeated as many times as necessary.

### **What if a student has questions?**

Students may email their instructor via the message system if help is needed with a lesson. The instructor will respond.

### **Is technical support available?**

Technical support is available in two ways:

- By e-mail: [Webmaster@wsboces.org](mailto:Webmaster@wsboces.org)
- By telephone: 1-888-972-6237

### **What are the technical requirements for participation in the Online High School?**

In addition to the following technical requirements, the Online High School also provides an automatic browser check at <http://careerlearn.org/test.asp>. If you are missing a plug-in, you will have an opportunity for an immediate free download.

### **Computer System Requirements:**

Minimum:

133MHz Intel Pentium processor or equivalent  
32MB of RAM  
56kpbs modem  
sound card and speakers  
cookies enabled  
color monitor

Monitor resolution 800 x 600  
Windows 98 (or later)  
Internet connection  
Netscape Navigator 4.7+  
Microsoft Internet Explorer 4+

## **STUDENT SERVICES**

### **Attendance**

In order to be successful in an online course, students need to be in continuous communication. Course requirements are outlined and the instructor reviews the expectations for work submission per week. If a student does not maintain contact and/or fails to submit required assignments, the following procedures will be followed:

- If a student does not log onto the system for 24 hours, an e-mail will be sent to the student
- If a student does not log onto the system for 48 hours, an e-mail will be sent to the student
- If a student does not log onto the system for 72 hours, an e-mail will be sent to the student, and the school counselor
- If a student does not submit the required assignments by the due date, an e-mail will be sent to the student, the parent, and the school counselor and will be penalized

### **Guidance Services**

The Online High School will provide the following student services:

- An instructor available for consultation via e-mail and message board
- A guidance counselor available to work in conjunction with the school counselor
- An in-person contact available by request

## LOG-IN

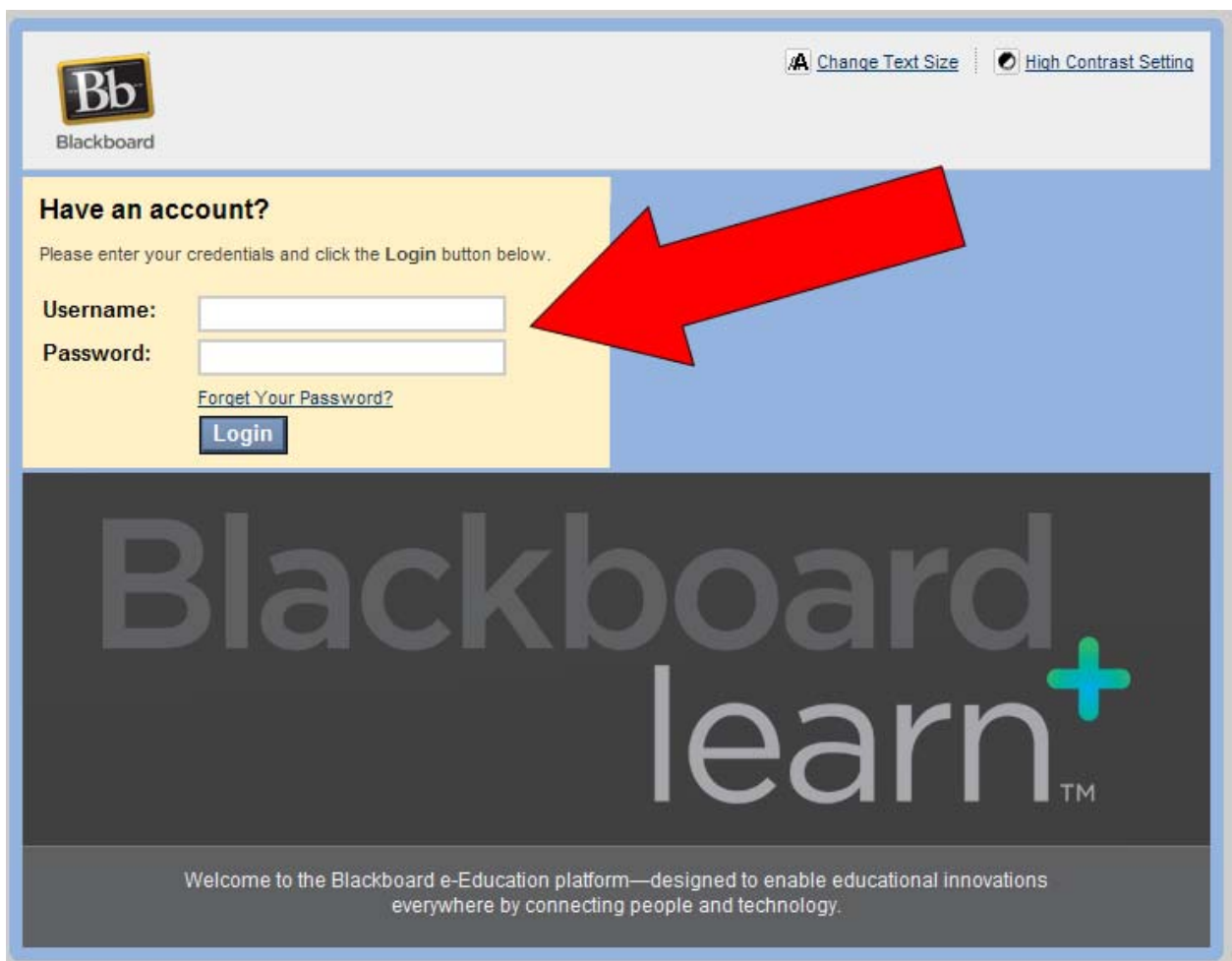
Once the student is registered for a course they will be issued a user-ID and a password. This password will be activated by the first day of class, and they will have access to their class at that time. It is important to remember to use lowercase letters when typing in the login and password. This information should be kept private and note that all web activity is being monitored.

## STEP #1

Open your browser and enter the following URL <http://www.careerlearn.com>.

## STEP #2

Enter your login and password exactly as it was given. This will bring you to the Homeroom page.



The screenshot shows the Blackboard login interface. At the top left is the Blackboard logo. In the top right, there are links for 'Change Text Size' and 'High Contrast Setting'. The main content area is divided into a yellow box on the left and a blue box on the right. The yellow box contains the text 'Have an account?' followed by the instruction 'Please enter your credentials and click the Login button below.' Below this are two input fields: 'Username:' and 'Password:'. A link for 'Forget Your Password?' is positioned below the password field. A blue 'Login' button is located at the bottom of the yellow box. A large red arrow points from the right side of the page towards the 'Login' button. The bottom of the page features a dark grey banner with the 'Blackboard learn+' logo and a trademark symbol. Below the banner, a welcome message reads: 'Welcome to the Blackboard e-Education platform—designed to enable educational innovations everywhere by connecting people and technology.'

## Step #3

This is your Homeroom or “Homepage”. On the right find your course under the “MY COURSES” title. Click on your course link.

The screenshot shows a web browser window titled "Blackboard Learn - Windows Internet Explorer provided by Western Suffolk BOCES". The address bar displays "http://careerlearn.com/webapps/portal/frameset.jsp". The page content is organized into a "HOMEROOM" dashboard with several modules:

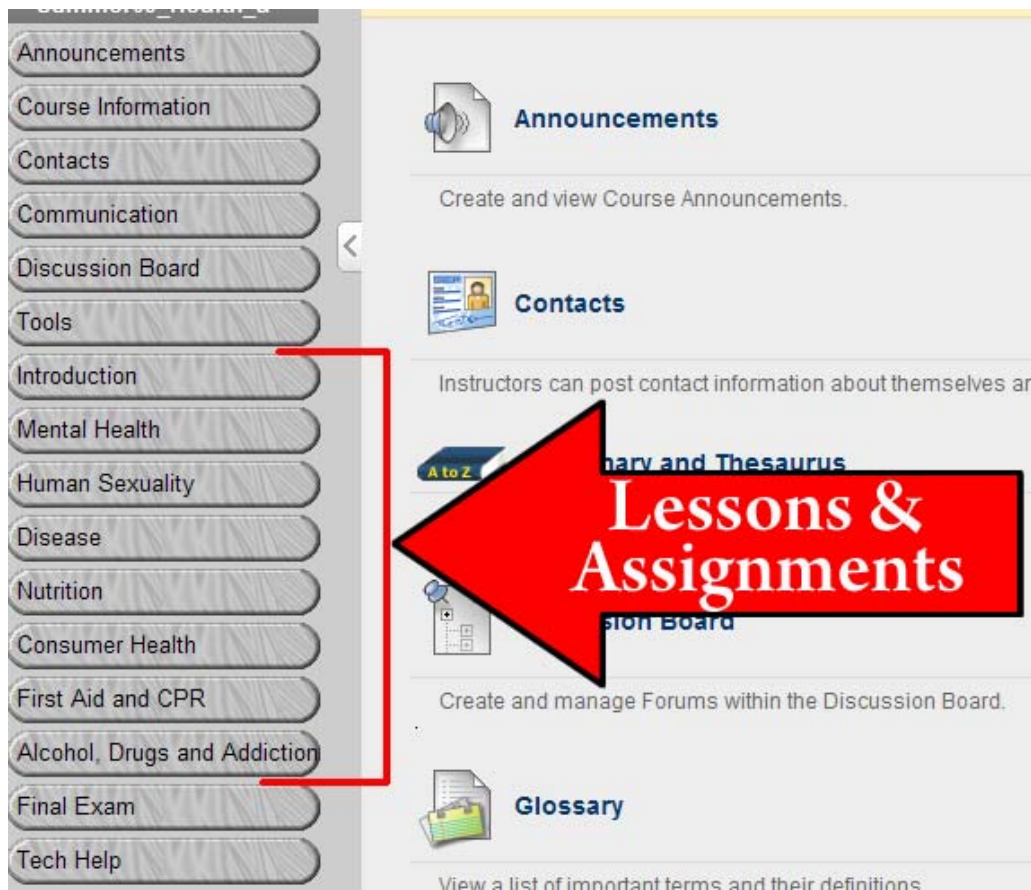
- Tools:** Includes links for Announcements, Calendar, Tasks, and View Grades.
- My Announcements:** Shows "No Institution Announcements the last 7 days" and "No course announcements the last 7 days".
- My Calendar:** Shows "No calendar events have been posted for the next 7 days".
- My Courses:** Under the heading "Courses in which you are enrolled:", it lists "Health a" with a link.
- My Organizations:** States "You are not currently participating in any organizations".
- My Tasks:** States "No tasks due".
- Dictionary:** Features the "American Heritage Dictionary" with a search input field and a "Go" button.

A large red arrow with the text "Your Course" points to the "Health a" link in the "My Courses" module.

## Step #4

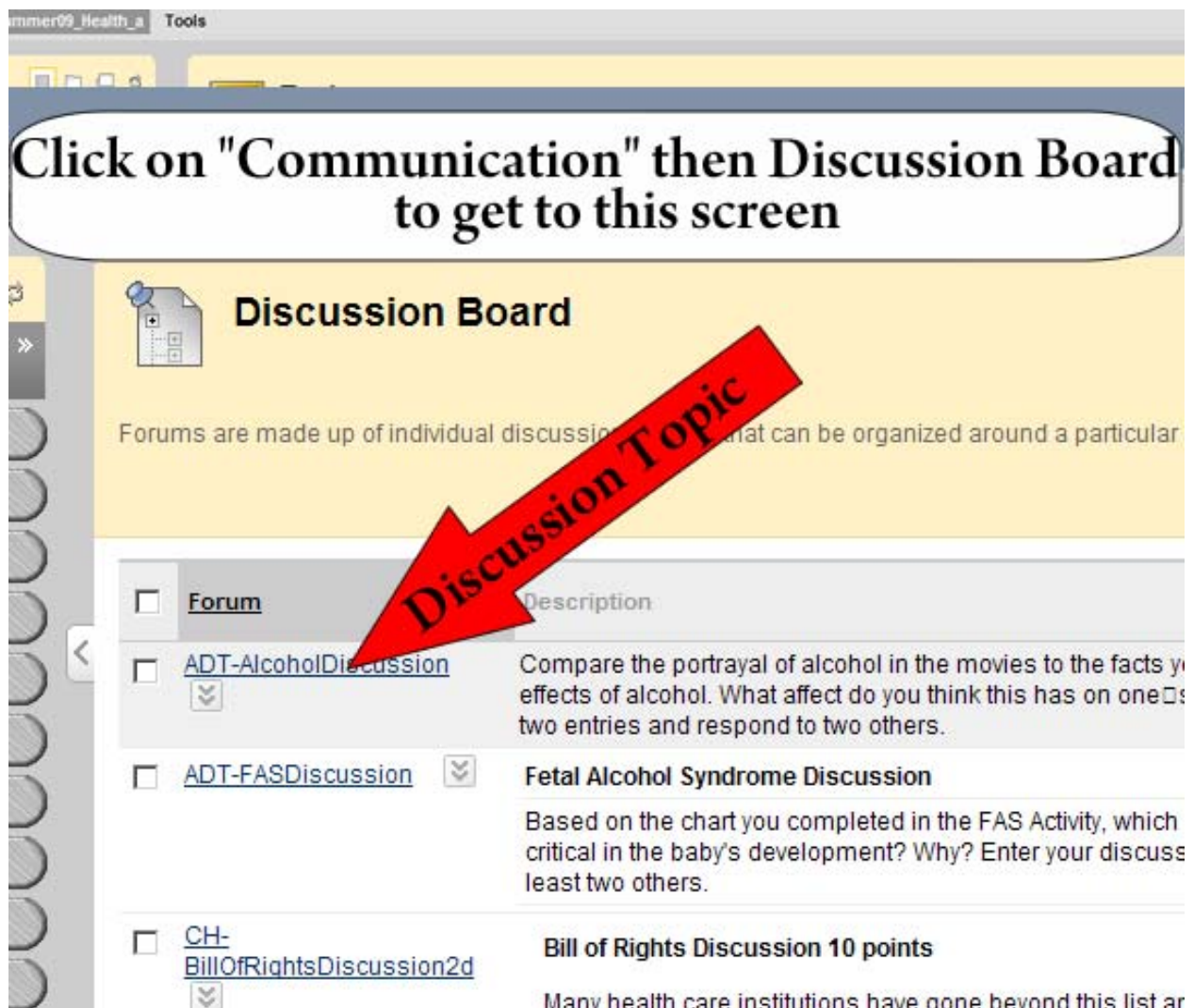
You will notice on the left hand side of your Course page there is a series of buttons. Please feel free to navigate these areas so you become familiar with the page.

- **Announcements** - This area is used for any announcements that the instructor wants students to be aware of. You will also find links to check your browser for free plug-ins, links to the Bookstore, and to Technical Support.
- **Course Information** - This section contains the student handbook and the course outline.
- **Contact - Staff Information** - Current instructor
- **Course Materials or Course Documents** - All lessons are accessed in this area.
- **Assignments** - This section contains assignments that coincide with current lessons. This area also contains quizzes and exams. Some courses assignments will be in course lesson area.
- **Communication or Tools** - This section contains the email, collaboration (chat) and discussion boards and My Grades.



## DISCUSSION BOARD ( if required in class)

1. Go to your class and click the “Communication” button. Then click on “Discussion Boards”
2. Click the title of the message to read a question. This will reveal all of the messages that have been posted. To read an individual message, click on the title of the message of your choice. The message will open to be viewed.
3. To reply to a message, simply click on the “Reply” button, type your message and click “Submit”. Your response is now added to the board.
4. You may post your own message by clicking on the “Create Thread” button. Type your subject, and in the message area, type your question. Then press “Submit.”



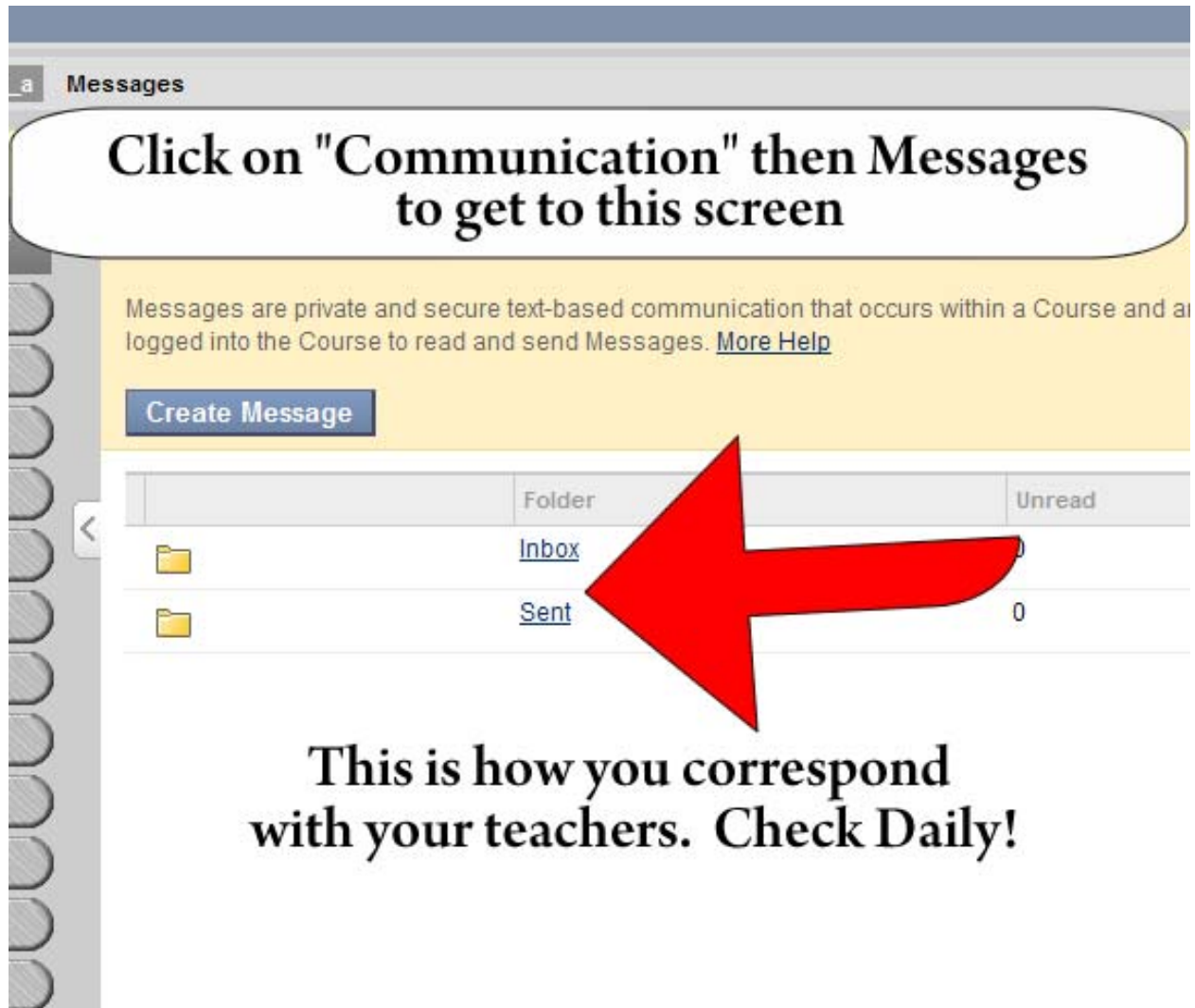
The screenshot shows a web interface for a discussion board. At the top, a yellow banner contains the text: "Click on 'Communication' then Discussion Board to get to this screen". Below this, the page title is "Discussion Board" with a document icon. A red arrow with the text "Discussion Topic" points to the first forum entry in a table. The table has columns for "Forum" and "Description".

<input type="checkbox"/> Forum	Description
<input type="checkbox"/> <a href="#">ADT-AlcoholDiscussion</a>	Compare the portrayal of alcohol in the movies to the facts you know about the effects of alcohol. What affect do you think this has on one's health? Post two entries and respond to two others.
<input type="checkbox"/> <a href="#">ADT-FASDiscussion</a>	<b>Fetal Alcohol Syndrome Discussion</b> Based on the chart you completed in the FAS Activity, which organ is most critical in the baby's development? Why? Enter your discussion and respond to at least two others.
<input type="checkbox"/> <a href="#">CH-BillOfRightsDiscussion2d</a>	<b>Bill of Rights Discussion 10 points</b> Many health care institutions have gone beyond this list and



## MESSAGE SYSTEM

The messaging system is nothing more than an internal email system. That is why you do not need an outside email address. All messages are kept private and personal between you and your teacher. To use the system click on “COMMUNICATION” then “MESSAGES” as seen in the pictures below.

Now you can use the message system just like any other email system. You can compose a message by clicking on the “NEW MESSAGE” button. To see if you have any messages click on the “INBOX” and if you want to see any messages you have sent click on the “SENT” folder.



The screenshot shows a web interface for a messaging system. At the top, a blue header bar contains the word "Messages". Below this is a large white rounded rectangle with the text: "Click on 'Communication' then Messages to get to this screen". Underneath is a yellow banner with the text: "Messages are private and secure text-based communication that occurs within a Course and a logged into the Course to read and send Messages. [More Help](#)". A blue button labeled "Create Message" is positioned below the banner. The main content area features a table with columns for "Folder" and "Unread". The "Folder" column lists "Inbox" and "Sent", each with a yellow folder icon to its left. The "Unread" column shows the number "0" for both folders. A large red arrow points from the right side of the table towards the "Inbox" and "Sent" folders. Below the table, the text reads: "This is how you correspond with your teachers. Check Daily!".

	Folder	Unread
	<a href="#">Inbox</a>	0
	<a href="#">Sent</a>	0

***\*Remember that all messages can be seen by the system administrator so no foul or threatening messages will be tolerated.***

## ASSIGNMENTS

Each course will have an “ASSIGNMENT DUE” section located in the announcements. If you can’t find the assignments then contact your teacher via the Message Area or contact the Support Desk at 1-888-972-6237.

### Submission of Assignments

**To submit an assignment to your teacher is done one of three ways:**

1. Faxed us at 631-623-4950
2. Attached to a message
3. Uploaded in the Assignment section

Please contact your teacher to see the way they prefer to receive their assignments. If you do not understand how to submit, please contact the Support Desk at 1-888-972-6237 Ext 651 or send a message to your teacher.

### Tech Help

Please contact the Support Desk at **1-888-972-6237** if you have any issues related to the course delivery system.

