

# CV-TEC

## ONLINE HIGH SCHOOL

CV-TEC ~ O.H.S.

“[www.cves.org/cvtec](http://www.cves.org/cvtec)”

# STUDENT/MENTOR HANDBOOK

2011 - 2012



CV-TEC ~ OHS

[www.cves.org/cvtec](http://www.cves.org/cvtec)

(518) 536-7343

Director: Dr. Barry Mack

Principal: James R. McCartney III



# CV-TEC's Online High School

## NYS Approved Course Offerings

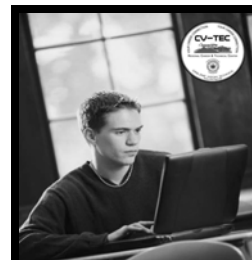
“[www.cves.org/cvtec](http://www.cves.org/cvtec)”

(518) 536-7343

### O.H.S. Overview

CV-TEC is proud to offer high school students from its 17 component school districts the opportunity to take NYS-approved, online courses through COSER # 411. Designed as a means of easing scheduling and staffing challenges faced by school guidance counselors and administrators, the CV-TEC ~ O.H.S. provides a full range of high quality, interactive course options!

Features of CV-TEC's Online High School for the 2011-2012 academic year include:



### Online High School Features

- Courses approved and assigned by District Principals or Guidance Counselors
- Courses aligned with **NYS Learning Standards**
- Taught by **NYS-Certified Instructors**
- Weekly **OHS Progress Reports** sent to home district guidance counselors for those students who are not making adequate progress
- Affordable tuition rates: only \$395 per student password, per semester (1 PIN for elective courses; 2 PINs for Regents, full year, and AP courses). Full year tuition is billed at \$790 per student
- Reimbursable** expenses; districts may claim **State aid (Co-ser # 411; Activity Code: 5877)**
- Prompt, local **technical support** offered by CV-TEC
- May be **augmented, supported, or taught** by **district-appointed personnel**
- A-synchronous**; contact via e-mail with course instructors
- 24/7 Access** to program of study
- Web-based software application utilized: “**Blackboard**”
- Designed to **assist or augment**—not compete with—districts' course offerings and schedules
- Districts assign a **faculty mentor** to assist student through the online learning process. Mentors have ongoing access to a student's progress
- OHS offerings will also be available during the summer months for **summer school** instruction
- Convenient enrollment schedule (by semester): **September-December; January-June\*** (and Summer)  
(\*with home district permission, students may enroll after initial starting dates)
- Advanced Placement (“AP”)** course options available
- GED Prep Online**
- Credit Recovery** Courses

### Online Course Eligibility

Students enrolling in CV-TEC Online High School courses must check first with their District Principal or School Counselor to verify eligibility and to earn credit for an online course. Most often, students who benefit from CV-TEC's OHS program are those who tend to be self-directed and who:

- Would benefit from **additional study** or a different **study-medium**
- Receive **home tutoring**
- Have been **suspended**



Version 2.8  
8/22/11

- Are enrolled in an **Alternative Education Program**
- Face severe **scheduling conflicts** in their home school districts
- May have a **disability** more easily **accommodated** by an online program
- Require a **summer school program** in a hard-to-staff subject
- Do not have access to a variety of **Advanced Placement** (“A.P.”) courses
- Wish to **accelerate their program of study**
- Need to make up **missed credits or need to repeat a course of study**
- Wish to **accelerate their program of study** and graduate either on time or early
- Need **Credit Recovery** options not available through their home district

### **O.H.S. Credit Determination**

Although all course completers will receive a *Certificate of Completion* once all online course requirements have been fulfilled, the final **determination of credit resides solely with students’ home school districts**. In other words, credit for online courses is approved and awarded by home districts *only*.

Faculty mentors and home school districts will receive regular CV-TEC ~ OHS student report cards with anecdotal comments. Interim reports document student progress and are sent out at the mid-point of each marking period and in the event that a student’s participation rate has become irregular. Partnering districts can access the students’ grades at any time through a confidential, virtual grade book process. While enrolled in a CV-TEC ~ O.H.S. course, students may repeat any part of that course as many times as necessary.

In order to ensure that a student’s progress is his or her own, it is recommended that students and parents/guardians sign an “**Affidavit of Instructional Assurance**” (see sample provided by CV-TEC ~ O.H.S.). All major online tests or examinations must be monitored in person by the home school district to ensure the integrity of the instructional/assessment process.

### **Study Options Available to Districts & Students**

At the time of registration, the home school district will identify and arrange students’ method of study. Presently CV-TEC ~ O.H.S. recommends three different study options. These include:

1. **Instructor-Led, Online Study** (student studies “a-synchronously” under the direction of a NYS-certified online instructor, communicating via e-mail), and under the direct oversight of a home school faculty mentor;
2. **Instructor-Led Supported Study** (in conjunction with an a-synchronous, Instructor-Led Study program, student receives additional support through “synchronous” online assistance provided by an aide, a proctor, or a teaching assistant appointed by the home school district. Assistance may be offered within a district computer lab, an approved district computer lab site, in the student’s home, or, by arrangement, at CV-TEC\*);
3. **Enhanced Primary Instruction** (in order to enhance a student’s primary instruction within the District, a student may be concurrently enrolled in a corresponding online course through CV-TEC ~ O.H.S.).
4. **Credit Recovery Option** (student receives “condensed” online learning through the OHS Credit Recovery option).

## Assessment

In order to ensure the instructional integrity of its online programs, all major assessments will be administered *synchronously* (i.e., at a classroom or computer lab terminal, proctored by a home school district).

## **Student Requirements**

In order to participate in a CV-TEC ~ O.H.S. course, students must:

- Possess a basic knowledge of computers;
- Obtain a CV-TEC ~ O.H.S. password from his or her district guidance counselor/administrator;
- Have access to the internet (e.g., district; home; library);
- Obtain, as required, a course textbook (e.g., Spanish and “AP” courses) from CV-TEC ~ O.H.S.

## **Student Enrollment & Billing Process**

### Districts Receive NYS BOCES Aid for Participation in the OHS Process

During the regular academic year, school districts may enroll students in CV-TEC’s Online High School program through respective Principals or School Counselors. Districts will be billed at a rate of \$395.00 per online course per semester (i.e., September-December; January-June). Regents, AP and full-year elective courses are calculated on the basis of 2 semesters or \$790.

For billing purposes, districts are eligible to receive **NYS BOCES Aid** through Co-Ser # 411 (Activity Code: 5877), a cross-contract with Western Suffolk BOCES.

### Student Enrollment Process

Districts are asked to follow these steps when enrolling students in CV-TEC’s OHS program:

#### **1. Pre-enrollment Phase:**

- 1.1. School Counselors and Principals should familiarize themselves with the online course options provided by CV-TEC (Visit: <http://www.onlinehs.org/courses.cfm>);
- 1.2. School Counselors, Principals, Parents, and Prospective Mentors are encouraged to try free OHS courses at [www.careerlearn.com](http://www.careerlearn.com);
- 1.3. School Counselors and Parents should thoroughly review the OHS course requirements with prospective students, emphasizing the need for regular attention to the online study program;
- 1.4. School Counselors and Parents should ensure that the prospective student has appropriate access to a computer in order to participate fully in the OHS process;
- 1.5. Principals and School Counselors must identify a district faculty mentor who will be responsible for monitoring a student’s progress, grades, and participation in the online process, as well as reporting grades to a student’s Principal or School Counselor;
- 1.6. School Counselors or Principals should preview the online learning software (Visit the “Blackboard” portal system at <http://www.careerlearn.com>) with prospective online students in order to familiarize them with the online learning process.

#### **2. Enrollment Phase:**

- 2.1. Contact the OHS Principal, Jim McCartney, at (518) 536-7344 or at “[jmccartney@cves.org](mailto:jmccartney@cves.org)” at least three weeks prior to the start of the next academic semester (August for September Semester or December for January Semester). Although in some instances, students may be

enrolled after the regular enrollment period, it is important that district personnel endeavor to meet the guidelines cited above;

2.2. Provide the following information:

2.2.1. Name of District

2.2.2. District Contact Person (e.g., Referring Guidance Counselor or Principal)

2.2.3. Phone Number and E-mail Address of District Contact Person and Mentor

2.2.4. Name of Student

2.2.5. Name of District Mentor Assigned to Online Student (e.g., Teacher, Guidance Counselor, Principal)

2.2.6. Desired Course

2.3. Within two business days, CV-TEC's OHS Principal will contact District Personnel with confidential "passwords" and "usernames" assigned to the Student *and* to the District Mentor. Course access can occur immediately upon receiving these PINS.

2.4. Student's "Homerooms" and course content can be accessed through the following web address: <http://www.careerlearn.com>.

3. **Online High School Participation Phase:**

3.1. Upon receipt of their PINs, students may begin working on courses immediately. *Students and Mentors communicate directly with assigned NYS certified teachers by receiving personalized e-mail through the Blackboard system;*

3.2. Mentor and/or Guidance Personnel inform Home School District personnel (e.g., primary teacher, guidance office, principal, parents) of students' progress as appropriate;

3.3. Students should maintain a responsible pace while completing their online course of study;

3.4. *Mentor will have immediate and ongoing access to grade and progress reports from NYS Certified OHS Instructors through the Blackboard system;*

3.5. Interruptions in students' progress are reported promptly to the OHS Principal and to the District Mentor by the online instructional system. District Contact Personnel and/or Mentors should expect a contact by the OHS Principal should any lapse in student progress occur;

3.6. Questions regarding student progress, course content, course access, technical difficulties, etc. should be forwarded to the CV-TEC OHS Principal immediately;

3.7. Should a student Mentor become unavailable at any time, the District is asked to identify a new Mentor in order to ensure continuity of online instruction.

# Online High School Student Orientation

## LOG-IN

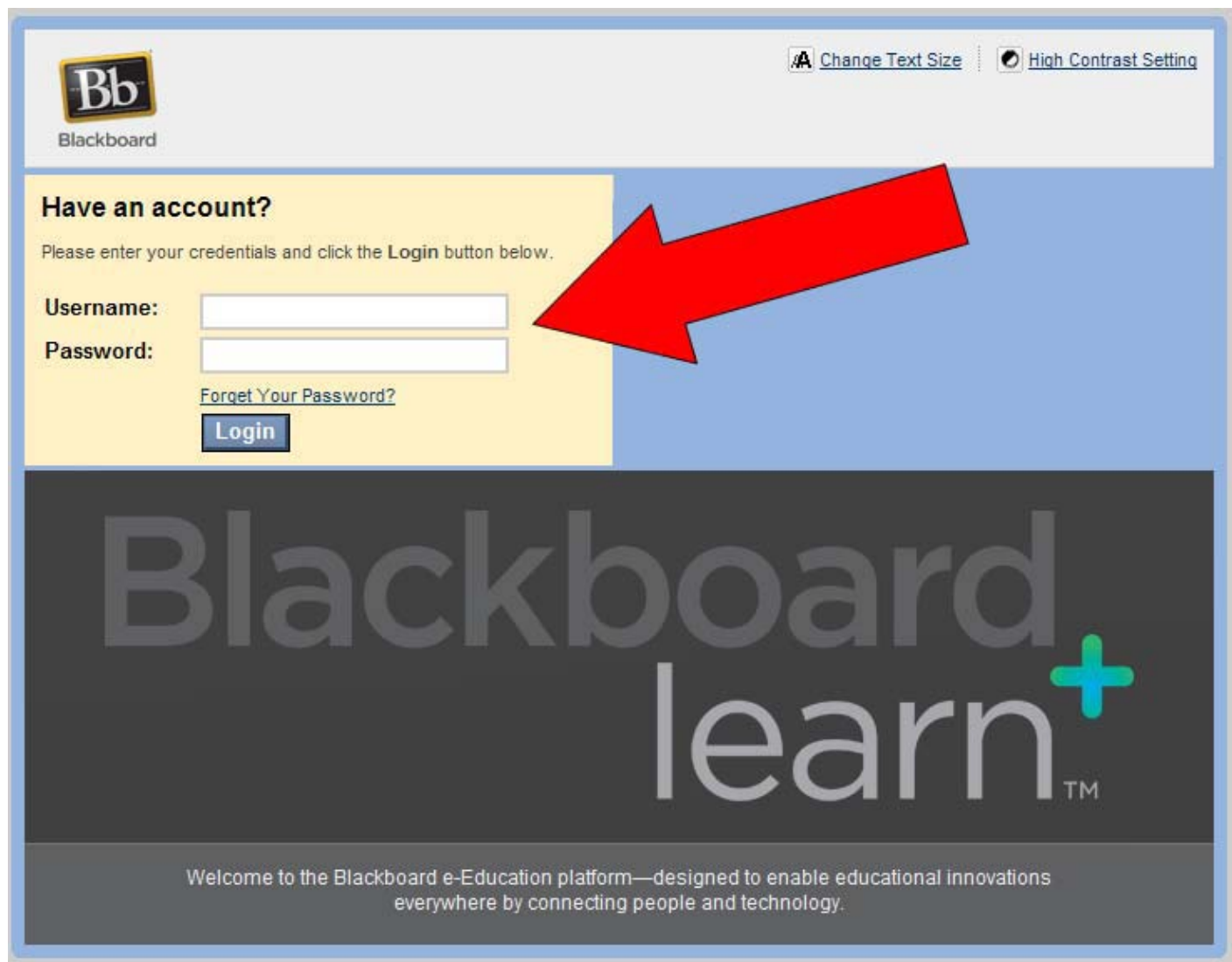
Once the student is registered for a course they will be issued a user-ID and a password. This password will be activated by the first day of class, and they will have access to their class at that time. It is important to remember to use lowercase letters when typing in the login and password. This 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 Learn 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 a yellow box titled 'Have an account?' with the instruction 'Please enter your credentials and click the Login button below.' Below this are two input fields: 'Username:' and 'Password:'. A red arrow points to the 'Username:' field. Below the password field is a link for 'Forget Your Password?' and a 'Login' button. At the bottom of the page, there is a large 'Blackboard learn+' logo and a footer message: '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 Windows Internet Explorer browser window displaying the Blackboard Learn Homeroom. The browser's address bar shows the URL <http://careerlearn.com/webapps/portal/frameset.jsp>. The page title is "HOMEROOM".

The main content area is titled "HOMEROOM" and includes a "Notifications Dashboard" and an "Add Module" button. The dashboard is organized into several sections:

- Tools:** Includes links for Announcements, Calendar, Tasks, and View Grades.
- Links:** No items available.
- Sponsorship:** No items available.
- 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".
- Dictionary:** American Heritage Dictionary search box.
- My Courses:** Titled "Courses in which you are enrolled:", it lists a course link: [Health\\_a-Summer09\\_Health\\_a](#).
- My Organizations:** Shows "You are not currently participating in any organizations".
- My Tasks:** Shows "No tasks due".

A large red arrow with the text "Your Course" points directly to the course link in the "My Courses" section.

The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of "100%".

## Step #4

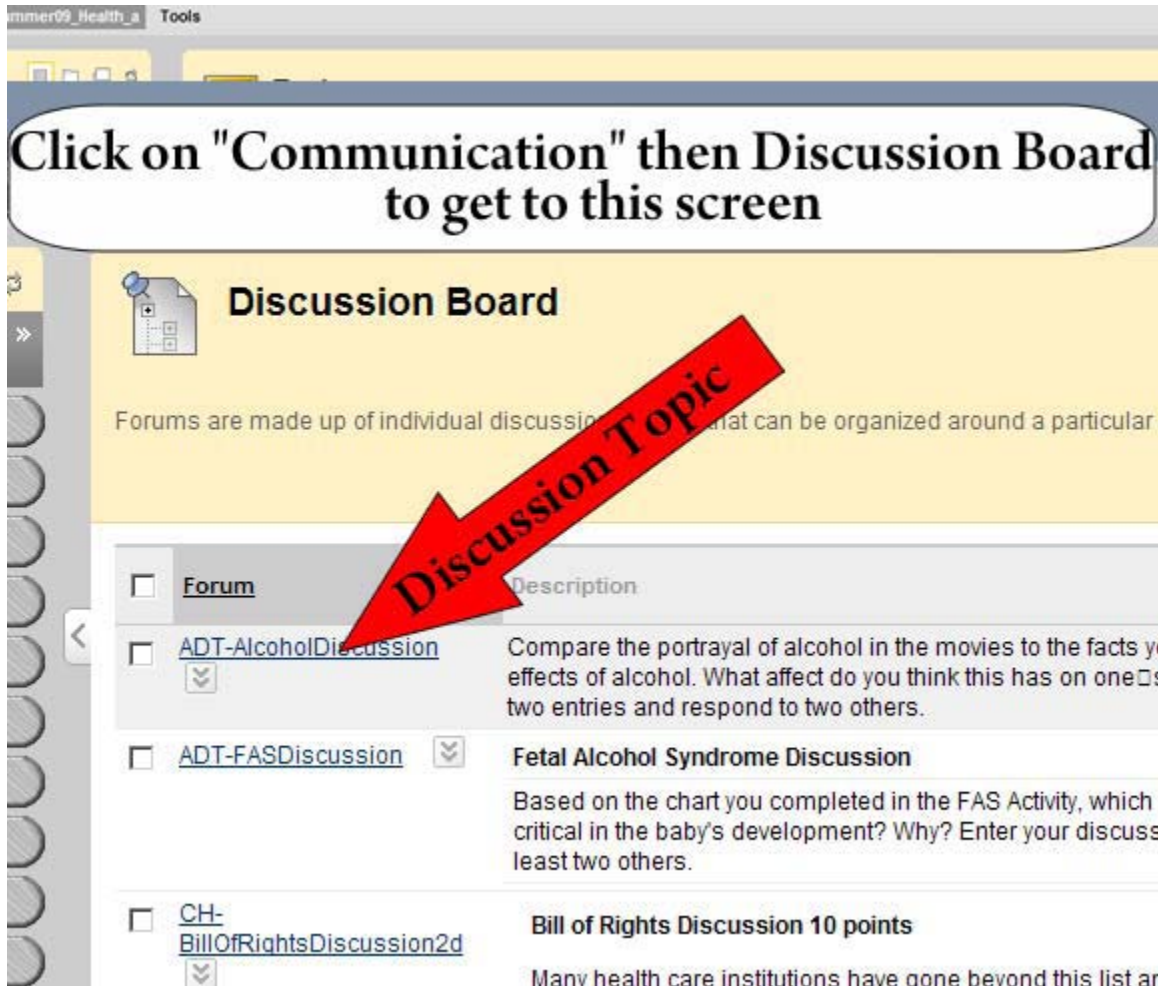
You will notice on the left hand side of your Course page there is a series of buttons. Please feel free to navigate these areas so you become familiar with the page.

- **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.

The image shows a screenshot of a course management system interface. On the left side, there is a vertical sidebar with a list of buttons: Announcements, Course Information, Contacts, Communication, Discussion Board, Tools, Introduction, Mental Health, Human Sexuality, Disease, Nutrition, Consumer Health, First Aid and CPR, Alcohol, Drugs and Addiction, Final Exam, and Tech Help. A red line connects the 'Tools' button to a large red arrow pointing to the right. The arrow contains the text 'Lessons & Assignments'. The main content area on the right shows sections for 'Announcements', 'Contacts', 'Dictionary and Thesaurus', 'Discussion Board', and 'Glossary'.

## 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.”



Click on "Communication" then Discussion Board to get to this screen

**Discussion Board**

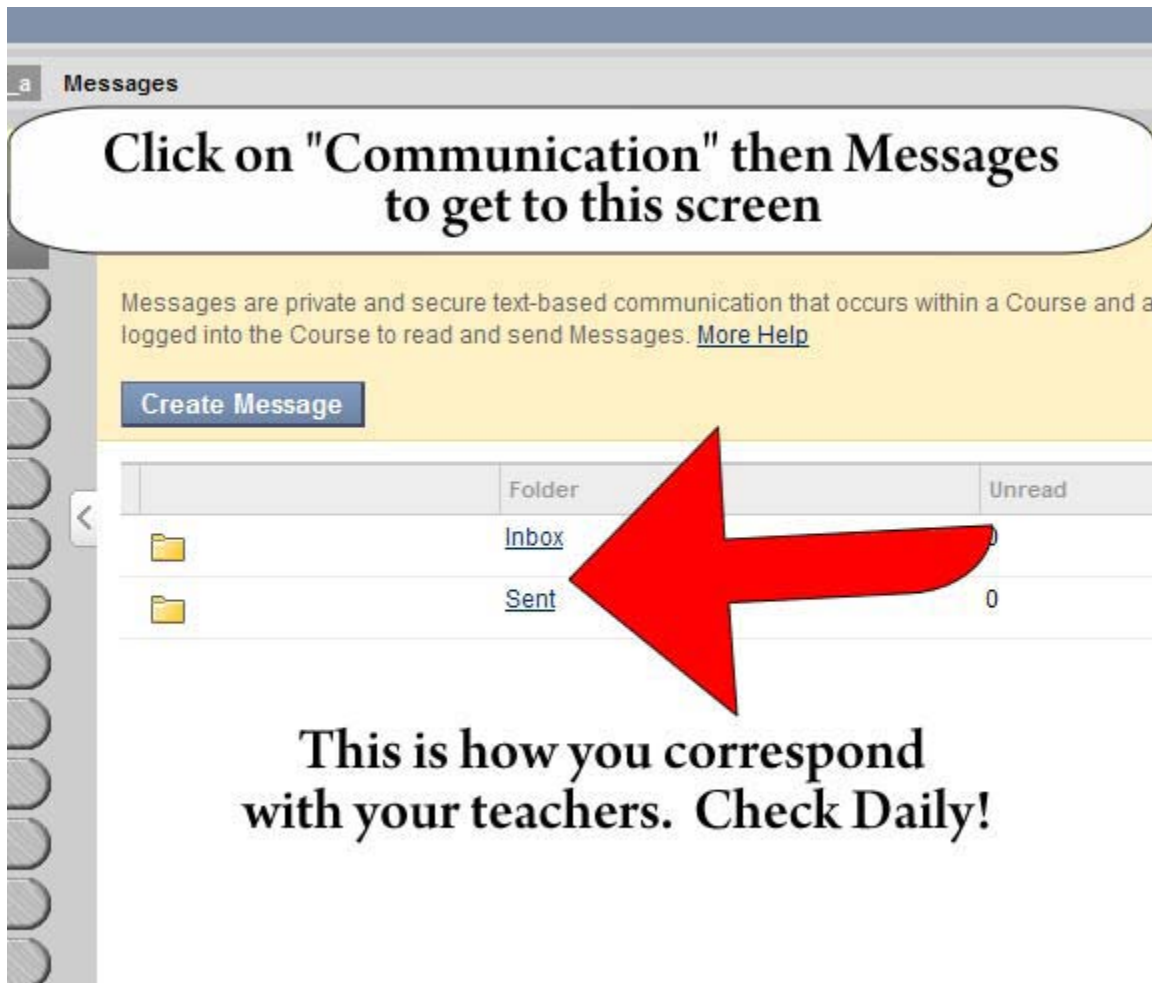
Forums are made up of individual discussions that can be organized around a particular

<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 factor do you think 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, there is a tab labeled "Messages". Below the tab, a large white box contains the text: "Click on 'Communication' then Messages to get to this screen". Underneath this box, there 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](#)". Below the banner is a blue button labeled "Create Message". The main content area features a table with columns for "Folder" and "Unread". The "Folder" column lists "Inbox" and "Sent". The "Unread" column shows "0" for the "Sent" folder. A large red arrow points from the "Sent" folder towards the "Inbox" folder. Below the table, the text reads: "This is how you correspond with your teachers. Check Daily!".

Folder	Unread
<a href="#">Inbox</a>	
<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.

The image shows a screenshot of a course management system interface. On the left is a vertical sidebar menu with buttons for: Announcements, Course Information, Contacts, Communication, Discussion Board, Tools, Introduction, Mental Health, Human Sexuality, Disease, Nutrition, Consumer Health, First Aid and CPR, Alcohol, Drugs and Addiction, Final Exam, and Tech Help. The main content area on the right displays several sections: 'Announcements' (with a speaker icon and text 'Create and view Course Announcements.'), 'Contacts' (with a person icon and text 'Instructors can post contact information about themselves and...'), 'Dictionary and Thesaurus' (with a book icon and text 'Look up definition of selected text'), and 'Discussion Board' (with a document icon and text '...e Discussion Board.'). A red callout box with the text 'Need Help!' and a red arrow pointing to the 'Tech Help' button is overlaid on the bottom right of the screenshot.

## **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 three ways:

- By mail/e-mail to the Regional Principal: [jmccartney@cves.org](mailto:jmccartney@cves.org); (518) 536-7344
- 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:

- A local administrator who will be available for a variety of enrollment and consultative 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

# CV-TEC's Online High School

## NYS-Approved Course Offerings

“[www.cves.org/cvtec](http://www.cves.org/cvtec)”

(518) 536-7344 or 536-7343

### 2011-2012 NYS-Approved Course List

#### AP Courses

(Material List Should be Reviewed)

(All AP Courses are College Board Approved)

AP American History - 2 Semesters  
AP Art History - 2 Semesters  
AP Biology-2 Semesters- No Labs  
AP Calculus AB-2 Semester  
AP Chemistry - 2 Semesters  
AP Computer Science A-2 Semesters  
AP Eng. Lang. and Composition-2 Semesters  
AP Eng. Lit. and Composition-2 Semesters  
AP Environmental Science - 1 Semester  
AP European History - 2 Semesters  
AP French Language - 2 Semesters  
AP Global History - 2 Semesters  
AP Macroeconomics-1 Semester  
AP Microeconomics-1 Semester  
AP Physics B - 2 Semesters  
AP Psychology - 1 Semester  
AP Spanish Language - 2 Semesters  
AP Statistics - 2 Semesters  
AP US Government - 1 Semester

#### Career Planning

Career Planning (Elective) - 1 Semester

#### Credit Recovery

Algebra 1 -CR  
Algebra 2 - CR  
American Sign Language - CR  
Biology - CR  
Earth Science - CR  
English 9 CR  
English 10 CR  
English 11 CR  
English 12 CR  
Global 1 (9) - CR  
Global 2 (10) - CR  
Health - CR  
Macroeconomics – CR  
Participation in Government- CR  
US History - CR  
Spanish 1 - CR

#### Electives

Art Appreciation - 1 Semester  
Music Appreciation - 1 Semester

#### English

Creative Writing - 1 or 2 Semesters  
Elective - Grammar and Composition - 1 or 2 Semester  
English 9 - 2 Sem  
English 10 - 2 Sem  
English 11 - 2 Sem  
English 12 - 2 Sem  
Journalism - 1 Semester

#### Foreign Languages

American Sign Language - 2 Semesters  
French 1 - 2 Semesters  
French 2 - 2 Semesters  
German 1 - 2 Semesters  
German 2 - 2 Semesters  
Spanish 1 - 2 Semesters  
Spanish 2 - 2 Semesters

#### Mathematics

Algebra 1 - 2 Semesters  
Algebra 2 - 2 Semesters  
Consumer Math - 2 Semesters  
Geometry 1 - 2 Semesters  
Integrated Math - 2 Semesters  
Personal Finance - 1 Semester  
Pre-Algebra 1 - 2 Semesters  
Pre-Calculus 1 - 2 Semesters  
Trigonometry - 1 Semester

#### Physical Education

Sports On-Line Sportsfolio- 1 or 2 Semesters

#### Science

Note: Labs have to be provided by Home Districts

Astronomy - 1 Sem  
Chemistry 1 - 2 Sem - NO LABS  
Earth Science - 2 Sem - NO LABS  
Environmental Science - 2 Semesters  
Forensic Science - 1 Semester  
Health Science 1 - 1 Sem  
Living Environment - Biology 1 - 2 Sem (No Labs)  
Physics 1 - 2 Sem - NO LABS

#### Social Studies

Elective - Civics - 1 Sem  
Elective - Introduction to Psychology - 1 Sem  
Global History 1 - 2 Sem  
Global History 2 - 2 Sem  
Government & Genocide - 1 Semester  
Economics - 1 Semester  
Participation in Government - 1 Semester  
Sociology - 2 Semesters  
US History - American History - 2 Sem

#### Study Review

GED Prep Online  
SAT Prep: 1 Semester

#### Summer School (Varied Courses, Please Call)

#### Technology

Web Design 1- 1 Semester

**Note:** Please check our website for the most up to date list of courses: <http://www.onlinehs.org/courses.cfm>