

CV-TEC

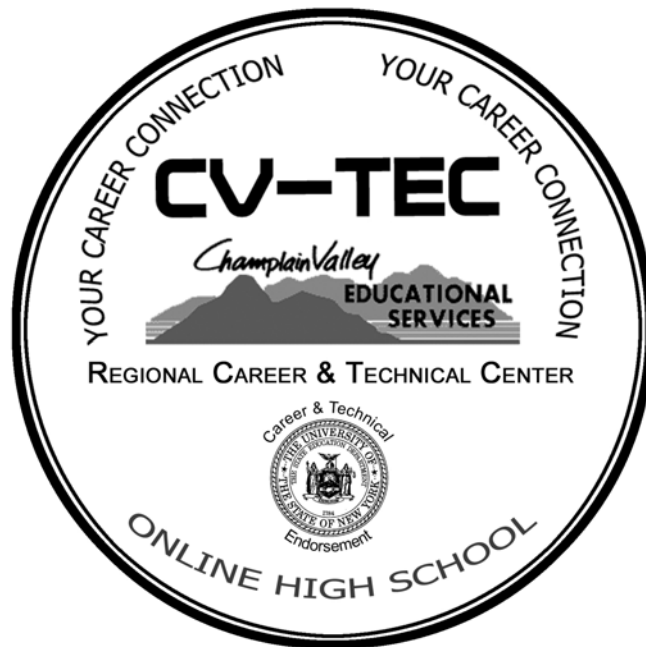
ONLINE HIGH SCHOOL

CV-TEC ~ O.H.S.

“www.cves.org/cvtec”

MENTOR/STUDENT HANDBOOK

2009 - 2010



CV-TEC ~ OHS

www.cves.org/cvtec

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CV-TEC's Online High School

NYS Approved Course Offerings

“www.cves.org/cvtec”

(518) 561-0100 x243

O.H.S. Overview

CV-TEC is proud to offer high school students 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 program 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 (\$790 per year)
- ✓ **Reimbursable** expenses; districts may claim **State aid (Co-ser # A411; 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**
- ✓ 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.

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 (Spanish and “AP” courses only) from CV-TEC ~ O.H.S.

Technical Support

Students may post questions on their online homeroom message board. The online instructor will respond. Students can also email their instructors or participate in live chat sessions.

Technical support for CV-TEC ~ O.H.S. courses is also available to districts by contacting one of the following Help Centers:

Local (CEWW): E-mail, jmccartney@cves.org or by calling (518) 561-0100 x243.
 Regional: E-mail, Webmaster@wsboces.org or by calling 1-888-972-6237.

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 at the mid-point of each marking period. Interim reports are sent to student homes as well as to the home schools. 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 via the message system their instructor if you need help with a lesson. The instructor will respond.

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 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 home school counselor or mentor.
- If a student does not submit the required assignments by the due date, an e-mail will be sent to the student and mentor.

Parental Involvement

- Parents can use student's ID and password to monitor progress at any time.

Log-In

Once a student is registered for a course he or she will be issued a **user-ID** and a **password**.

Once a student account is activated, they will have access to their course material through these PINs. It is important to remember to use lowercase letters when typing in the login and password. This information should be kept private. Students and mentors should note that all web activity is monitored for security and quality assurance purposes.

The log-in procedures for Mentors and for students include:

- **Step #1: Open your browser and enter the following URL <http://www.careerlearn.com>.**
- **Step #2: Click on the "Login" button on the upper left corner.**



Blackboard Learning and Community Portal System™ (Release 6)

Welcome!

Welcome to the Blackboard e-Education platform-- designed to transform the Internet into a powerful environment for the educational experience.

To log in, please click on the Login icon on the left.



Login

Course Catalog

- **Step #3: Enter your login and password exactly as it was given. This will bring you to your Homeroom page.**



Welcome to *Blackboard Learning System™* (Release 6).

Please enter your User Name and Password to access your e-Learning system.

Step 3

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:

Username goes here.

PASSWORD:

Password goes here.

[Forgot your password?](#)

Login

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Accessibility information can be found at <http://access.blackboard.com>.

- **Step #4: This is your Homeroom or “Homepage” on the right find your course under the “MY COURES” title. Click on your course link.**

- **Step #5:** 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.
 - **Staff Information** - Current instructor and e-mail address.
 - **Course Documents or Course Materials** - All lessons are accessed in this area.
 - **Assignments** - This section contains assignments that coincide with current lessons. This area also contains quizzes and exams.
 - **Communication** - This section contains the email, collaboration (chat) and discussion boards.
 - **External links** – Web links may be placed here by the instructor to be viewed as part of the course.
 - **Tools** - This area contains a “View Grades” section, an Electronic Blackboard, where you can post notes for your own use, and various other links you may find of interest.

Additional Homeroom Page Features

1. Discussion Board (if required in class)

- a. The **Discussion Board** is where you can post a question or comment to your instructor. Your instructor will review all questions and post answers on a daily basis. You and your fellow students also have the ability to respond to any questions that have been posted. To enter the discussion board:
 - b. Go to your class and click the “Communication” button. Then click on “Discussion Boards”
 - c. 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.
 - d. 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.
 - e. You may post your own message by clicking on the “Add New Thread” button. Type your subject, and in the message area, type your question. Then press “Submit.”

The screenshot shows a navigation bar at the top with tabs: HOMEROOM, Courses, Community, Services, Web Resources, The Web, System Admin, Home, Help, and Logout. Below the navigation bar is a breadcrumb trail: COURSES > ART APPRECIATION- ONLINE HIGH SCHOOL > COMMUNICATIONS > DISCUSSION BOARDS. On the left is a vertical menu with buttons for: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, External Links, and Tools. Below this menu is a box containing icons and text for: Course Map, Control Panel, and Quick Enroll. The main content area features an 'Add Forum' button, a dropdown menu with '1' selected, and a forum titled 'Introduction'. The forum text says 'Please enter your question'. To the right of the forum are 'Modify' and 'Remove' buttons, and below that is '[No Messages]'. An 'OK' button is located at the bottom right of the forum area.

2. Message System

- a. 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.

The screenshot shows a navigation bar at the top with tabs: COURSES > HEALTH 1B CVTEC FALL > COMMUNICATIONS. On the left is a vertical menu with buttons for: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Course Materials, and Tools. The main content area displays a list of communication options, each with an icon and a link: Announcements (person icon), Collaboration (computer icon), Discussion Board (document icon), Group Pages (group icon), and Messages (envelope icon).

- b. Now you can use the message system just like any other email system. You can compose a message by clicking on the “**Messages**” 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.

[COURSES](#) > [HEALTH 1B CVTEC FALL](#) > [COMMUNICATIONS](#)

Messages

[New Message](#)

Folder

- [Inbox](#)
- [Sent](#)

*Reminder: The OHS Learning Environment is intended for learning purposes only. The systems administrator has 24/7 access to all information and comments presented online.