

Hamilton-Wentworth Catholic District School Board



Summer Guidelines for Online Students E-Learning Program Expectations



E-Learning is a great option for students who are independent learners! The benefit of this instructional model is that it is FLEXIBLE... you are able to log on and complete work at any time of the day that is convenient for YOU! This can work well for students who may have jobs or are taking a short trip in the summer. However, e-Learning is not always the best solution for everyone. If you are a student who likes face-to-face interaction and support from a teacher, you would benefit from the in-class experience.

By registering in an e-Learning 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. Computer Accessibility and Software

E-Learning students are responsible for obtaining the basic software and stable Internet connections (high speed is essential) required for successful completion of the online course.

Students can download Adobe Reader, free of charge, if they do not already have it on their home computer.

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

- WORD – file extension is .docx or .doc
- EXCEL – 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).

Note: file extensions such as .wps, .wks or .wpd are **not** acceptable formats. If a 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.

2. Attendance

- Students are expected to submit tasks as listed on the Course Checklist/Calendar, and meet each Unit/Activity deadline.
- Students are expected to login **regularly** to the course site and complete daily tasks.
- Students, who are consistently absent based on the above criterion, may be withdrawn from the program.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 child's progress, please make sure you provide a personal email address on the course registration form. You will then receive an email at the start of the course, giving you access instructions to your child's course site, and instructions for keeping up-to-date on your child's participation in the e-Learning 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. Reporting Periods and Key Dates

Date of Record: The date of record is Friday July 21, 2017. Any senior student (Gr. 11 or 12) who is on the class list of an e-Learning course after this date will have a mark entered on his/her permanent record even if you withdraw after this date.

Final Course Completion Date: A student is to complete the e-Learning 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. Please note that all course work must be completed by **Thursday July 27, 2017 by 12 noon.**

If you have an exam, it will be written on **Wednesday July 26th, 2017 (12:00pm to 3:00 pm).** All exams **MUST** be completed in person at **Bishop Ryan Catholic Secondary School (1824 Rymal Rd E, Hannon, Ontario).**

Final Report Cards: Students will be able to view exams and pick up final report cards on **Friday July 28th, 2017 at Bishop Ryan Catholic Secondary School.** A final report card will be issued in the fall. A copy of the final report card will also be sent to the student's Home School, for inclusion in the Ontario Student Record.

4. Communication with Online Teacher(s)

A student can expect feedback from the course instructor, concerning a submission, within a few days 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 submit an activity's assignments as soon as the work is completed.

Each assignment should 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.

Students are to complete every assignment assigned by their teacher. The summative and culminating activities constitute the mark while the formative assignments are designed to build the skills required for successful completion of the summative activities. Please refer to your checklist to determine which assignments are summative and which assignments are formative.

It is important to ensure that you are respectful to your teacher as well as the other students in your course. Please ensure that your communication with your peers and your teacher has the appropriate tone. Should you disrespect your peers and/or your teacher, you risk an automatic removal from your online course.

5. Suggestions for Success

The average number of hours a student spends on an e-Learning course is **27 hours per week**. Students are encouraged to consider this before enrolling in an e-Learning course.

Students must keep up to date with assignments. If a student leaves the work until the last minute, it is challenging to get caught up.

E-Learning 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. It is possible that the website may be inaccessible for technical reasons from time to time.

6. Trouble Shooting

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: 1-800-222-0209

Email: <https://supporton.desire2learn.com/>

If students experience problems with the content of a course, they should email the course teacher and, state the course name, the unit, the activity and the section (content or assignment) in which the problem is occurring. Copy the question or statement that is giving the difficulty, or describe the link that is not working. It is much easier for the teacher 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.