



Welcome to the Edmonds eLearning Program

Student Guide

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School District Username _____

Apex Username _____ Apex Password _____

Five Steps to Success Online

Make Time for Your Class(es):



If you wait until you “have time” for the class - you never will!

Make time every day to work on your class.

The # 1 reason students don't complete an online class

No time!

Five Hours per Class:



That's on the average how much time you should spend working on your class per week.

If you are taking two classes you need to spend at least 10 hours per week on your classes.

Remember your online class is available 24/7!

Find a Good Place to Work:



This is different than hanging out at Facebook or watching YouTube videos. This is school – its not as much fun – but it needs to be done!

Find a place free of distractions to work on your class and stay focused on the class- avoid the many distractions the Web has to offer.

Check Your Email – Regularly:



You may prefer Text over Email – but email is the way we are going to communicate with you.

You need to check your email on a regular (daily) basis to stay informed with what's happening in your online class.

Ask for Help:



We have no way of knowing you don't understand something or are having difficulties a class unless you tell us.

When you run into a problem or are stuck in a class – ask for help!

Email your teacher or attend a lab (drop-in or virtual)

BTW:

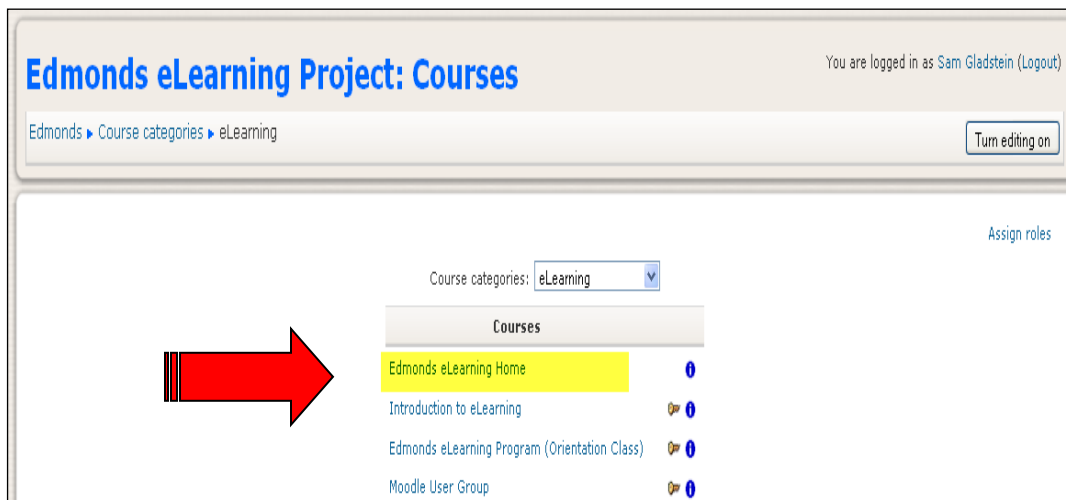
Within twenty school days of starting the program you must:

1. Attend at least one drop-in lab session for at least one hour

Login to the Edmonds eLearning Site:

Go to: <http://www.edmonds.wednet.edu/moodle>

Click on the category “eLearning” and then the class “Edmonds eLearning Home”



Edmonds eLearning Project: Courses

You are logged in as Sam Gladstein (Logout)

Edmonds ▸ Course categories ▸ eLearning

Turn editing on

Assign roles

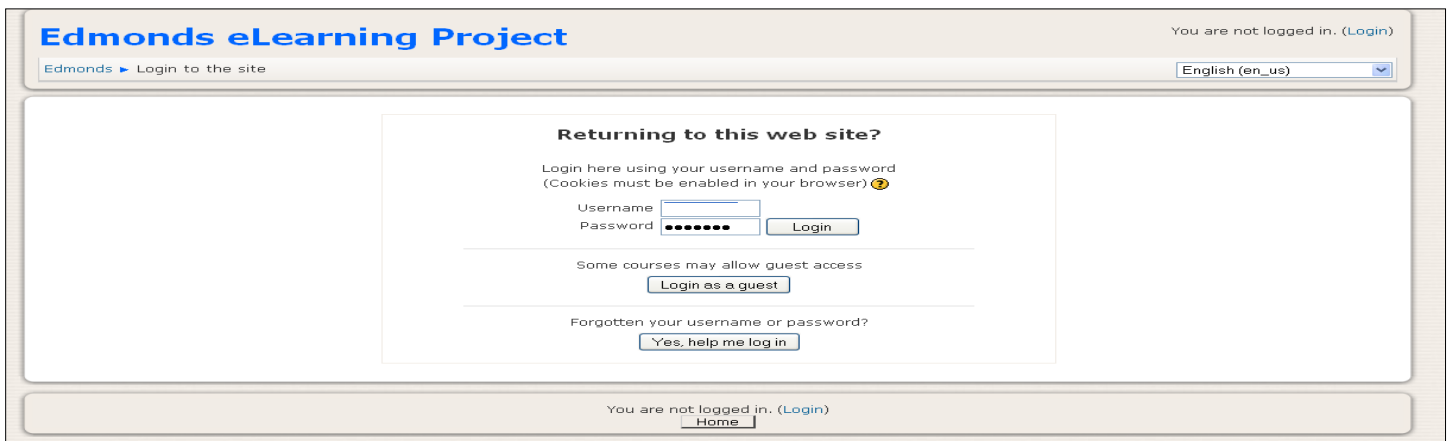
Course categories: eLearning

Courses

- Edmonds eLearning Home
- Introduction to eLearning
- Edmonds eLearning Program (Orientation Class)
- Moodle User Group

This is the “Virtual School” site for the Edmonds eLearning program. In addition to program news and updates there is a student lounge, and class resources and more. Always start here when you “go to class”.

You will be prompted to login with your username and password. This is the same username and password you use to log into any school district computer or your Digital Locker (Accountability) account. For most classes you will also need an enrollment key. The enrollment key for this class is **7298**. You will only need to enter this key once to be enrolled in the class.



Edmonds eLearning Project

You are not logged in. (Login)

Edmonds ▸ Login to the site

English (en_us)

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser)

Username

Password

Login

Some courses may allow guest access

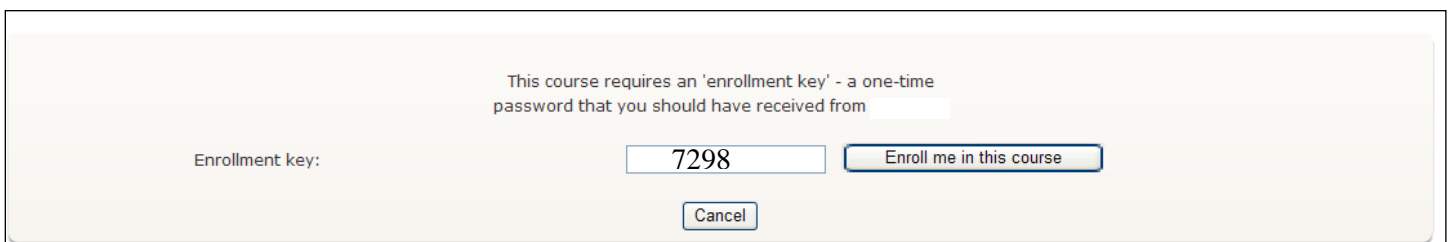
Login as a guest

Forgotten your username or password?

Yes, help me log in

You are not logged in. (Login)

Home



This course requires an 'enrollment key' - a one-time password that you should have received from

Enrollment key: 7298

Enroll me in this course



Cancel


If you need help logging in contact Sam Gladstein at GladsteinS@edmonds.wednet.edu


Getting Started: Edmonds eLearning Home

The Edmonds eLearning Moodle site at www.edmonds.wednet.edu/moodle is the online equivalent of your school for the eLearning program. You are expected to login to this site on a **daily** basis, as the starting point for access to your online classes.

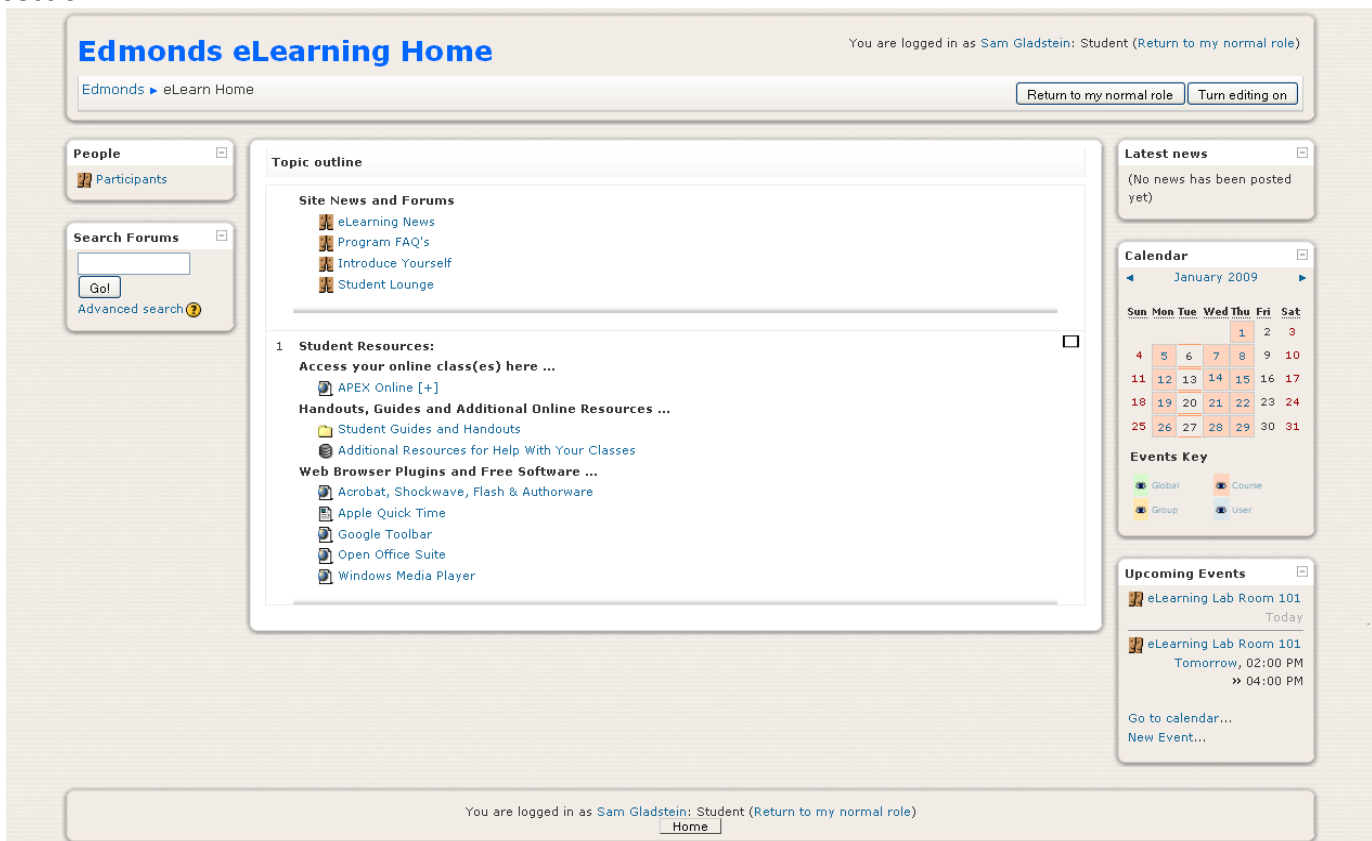
At the Edmonds eLearning Program site you will find “school” wide announcements as well as news and announcements specific to the classes in which you are enrolled. You will also find links to plug-ins and applications you might need, such as the most current version of Adobe Reader, Open Office (a free word processing, presentation and spreadsheet program) and more, as you access the online content.

Please make sure you introduce yourself to the others in the “school” by posting a short bio in the  Introduce Yourself Forum. Additionally, look at the  Program FAQ's Forum for helpful tips or to ask questions of your instructors or classmates.

Program Handouts can be found under the  Student Guides and Handouts link


Updates and resources to help you with your classes can be found at  Additional Resources for Help with Your Classes (We will be adding Modules for each subject area this year with additional helpful resources for the learner)

Browser Plugins and other software can all be found under the **Web Browser Plugins and Free Software ...** section



Edmonds eLearning Home You are logged in as Sam Gladstein: Student (Return to my normal role)

Edmonds ▶ eLearn Home [Return to my normal role](#) [Turn editing on](#)





People
 Participants

Search Forums


[Go!](#) [Advanced search](#)

Topic outline



Site News and Forums

-  eLearning News
-  Program FAQ's
-  Introduce Yourself
-  Student Lounge






1 **Student Resources:** [Access your online class\(es\) here ...](#)

-  APEX Online [+]

Handouts, Guides and Additional Online Resources ...

-  Student Guides and Handouts
-  Additional Resources for Help With Your Classes

Web Browser Plugins and Free Software ...





-  Acrobat, Shockwave, Flash & Authorware
-  Apple Quick Time
-  Google Toolbar
-  Open Office Suite
-  Windows Media Player

Latest news
(No news has been posted yet)



Calendar
January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events Key

-  Global
-  Course
-  Group
-  User

Upcoming Events

-  eLearning Lab Room 101
Today
-  eLearning Lab Room 101
Tomorrow, 02:00 PM
» 04:00 PM

[Go to calendar...](#)
[New Event...](#)

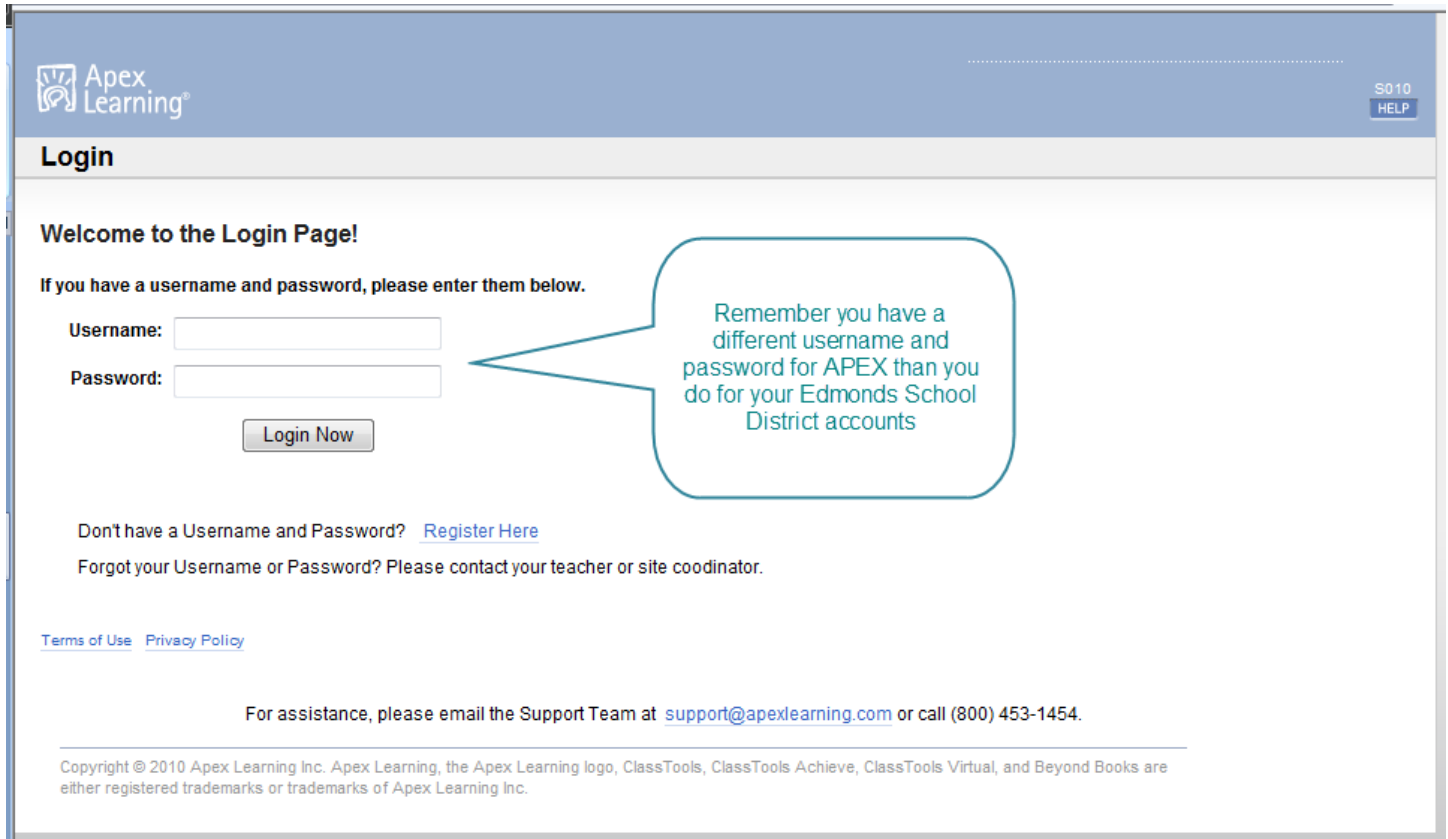
You are logged in as Sam Gladstein: Student (Return to my normal role) [Home](#)

How do I log in?

From the Edmonds eLearning Moodle Class select the link marked “Access your online classes here



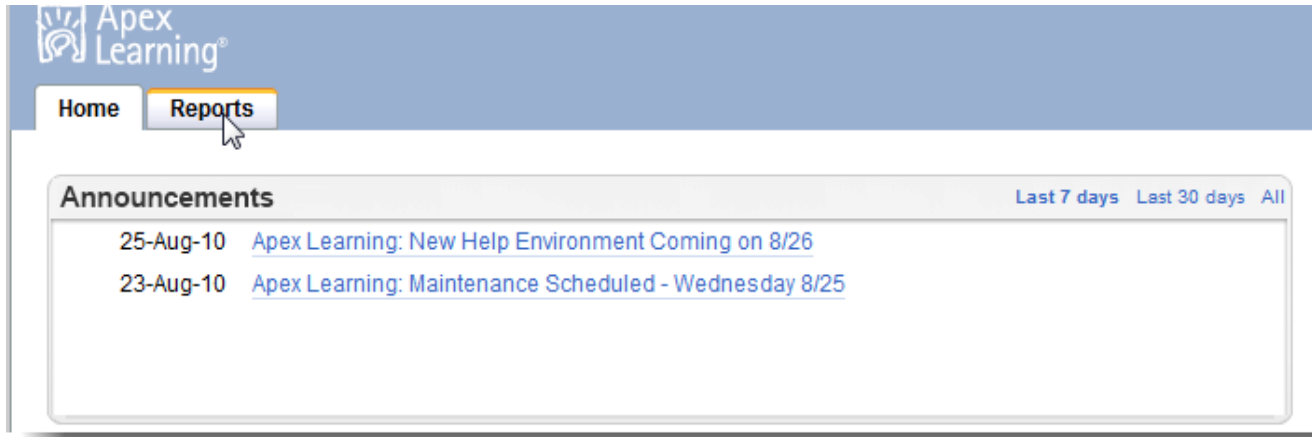
[Your Apex classes will open in a new window]

A screenshot of the Apex Learning login page. The page has a blue header with the Apex Learning logo and 'S010 HELP' in the top right. The main content area is white with a 'Login' heading. Below the heading is a 'Welcome to the Login Page!' message and a prompt: 'If you have a username and password, please enter them below.' There are two input fields for 'Username:' and 'Password:', followed by a 'Login Now' button. A callout box points to the password field with the text: 'Remember you have a different username and password for APEX than you do for your Edmonds School District accounts'. Below the login fields are links for 'Register Here' and a note to contact a teacher or coordinator if credentials are forgotten. At the bottom, there are links for 'Terms of Use' and 'Privacy Policy', and contact information for the support team: 'support@apexlearning.com' or call (800) 453-1454. A copyright notice for 2010 Apex Learning Inc. is at the very bottom.

A new change in the policy at APEX no longer allows a student to recover their username or password via email. You must contact your instructor or the Program Coordinator to have your password reset.

If you have any problems with your log in contact us immediately (email your instructor).
Or come to one of the drop-in labs scheduled Monday – Thursday between 3:00 - 6:00 PM
Or call the APEX Help Desk at (800) 453-1454.

Student Progress:



The screenshot shows the Apex Learning interface. At the top left is the Apex Learning logo. Below it are two navigation buttons: "Home" and "Reports", with a mouse cursor pointing to "Reports". Below the navigation is an "Announcements" section with a filter for "Last 7 days", "Last 30 days", and "All". Two announcements are listed: "25-Aug-10 Apex Learning: New Help Environment Coming on 8/26" and "23-Aug-10 Apex Learning: Maintenance Scheduled - Wednesday 8/25".

Student Progress

Check your quality of work, see if you're on schedule, get midterm and final deadlines and grades, and access your Activity Score Report.

To check on your status in the program, Green, Yellow or Red and to see your Grade to Date as well as due dates for assignments access the Reports Link.

Your goal is stay on Green Status:

Green

On target to pass class as scheduled

Yellow

Falling behind (pace)

Red

In danger of NOT passing and being suspended or dropped from the program

1. All Red status students and/or students who have not logged in for 5 days will be contacted by either email or telephone.
2. Students who are Red Status for four consecutive weeks and/or have not logged in for 20 days will be suspended from the program / classes (Accounts inactivated) and Parents /Guardians will be contacted. The Student's parents/guardians will be notified of the student's status and will need to arrange a conference with teachers to have student's accounts reactivated.
3. If parent fails to respond to request for conference within one week the student will be removed from the eLearning program and a BECCA petition may also be filed for nonattendance.
(<http://www.edmonds.wednet.edu/1963101190615677/site/default.asp>)
4. If a student is Red Status in one or more classes but NOT all classes, the student will be suspended from the classes in which he/she is Red status but not from the eLearning program.

Writing Skills and Strategies

UNIT 1 > LESSON 5 > ACTIVITY 1 : Introduction to Writing Diagnostic

- 1: Introduction to Writing
 - 1.1: Course Orientation
 - 1.2: The Writing Process
 - 1.5: Diagnostic**
 - 1.5.1: Diag: Introduction to Writing Diagnostic**
 - Appendix A: Student Resources
 - Appendix B: Additional Activities

Introduction to Writing

You need to start each unit by taking the diagnostic exam (which is actually located at the end of the unit).
Click here to start the diagnostic exam.

Discover if you know what objectives from the diagnostic exam you need to focus on. It is a multiple-choice, multiple-select, and short-answer test. It will help you discover if you know what objectives from the diagnostic exam you need to focus on. It is a multiple-choice, multiple-select, and short-answer test. It will help you discover if you know what objectives from the diagnostic exam you need to focus on.

When you've completed the diagnostic exam, it will tell you how you did and what you got right and what you got wrong. You will also get a personal study plan to help you learn the things you got wrong.

1. Click the "Next Page" arrow to go to the next page and start the diagnostic.
2. Choose an answer and click "Next" to go to the next question.
3. Read the question carefully and choose the best answer.
4. Read the feedback and click "Next" to go to the next question.
5. When you're done, click "Finish" to go to the "Study Plan" to start reviewing activities.
6. Once your study plan has been generated, you can start reviewing activities any time.



Click here to go to the next page and start the diagnostic exam.

Really Important
As soon as you complete a Diagnostic Exam, email your teacher. We need to enter your scores and unlock the Unit in order for you to complete your work.

[Help](#) | [Terms of Use](#) | [Privacy Policy](#)

PRINT

[PREVIEW](#)[RESET](#)[REPORTS](#)

You've completed the Diagnostic. Now, review how you did on each major topic in the Diagnostic. To see how you answered each question, click View Answers. A green check means you answered correctly, while a red x means your answer was incorrect. And to get a personalized Study Plan of recommended activities, click View Study Plan.

Summary for Sam Gladstein

Nonfiction: Lives in Historical Settings and Contexts Scores (Nonfiction: Lives in Historical Settings and Contexts)		
Overall	91%	Associated Questions
Types of Nonfiction	40%	1, 2, 3, 4, 5
Personal Essays and Letters	100%	6, 7, 8
Biographies and Interviews	100%	9, 10, 11, 12, 13, 14, 15, 16, 17, 28, 29, 30
Skills Workshops	100%	18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 31, 32

[View Answers](#)[View Study Plan](#)

You must copy the results of the Diagnostic Exam (see example above) and paste it into an email that you send you your teacher. This is the only way we have to excuse you from the activities you have tested out of.

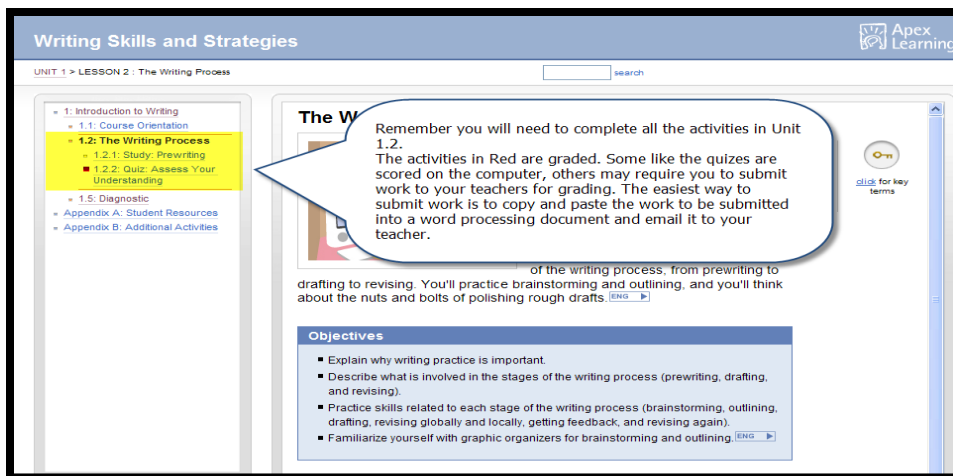
Students who hope to qualify for a NCAA scholarship may NOT test out of any sections of an online class (NCAA ruling).

Remember you can be excused from any activities in which you have scored 70% (grade of C) or better.

Your online teacher needs the copy of your Diagnostic Exam in order to enter your grades in the grade book and actually excuse you from the activities. *Please make sure you have included in all emails, the class in which you are enrolled and the unit section and activity number for which you are emailing your*

What your diagnostic means – if you don't pass a section (score 70% or better) you have to do all the lessons (activities) for that section. For example, if you need to complete Section 1.3.1 then you have to do all the Activities in 1.3's. This especially includes the lessons with a red box that indicates a quiz or graded assignment.

Students who test out of a significant number of sections in any unit may be required to complete a proctored Teacher Scored Test (TST) for that unit. Proctored tests are given during drop in lab hours (Monday – Thursday 3:00 – 6:00 PM)



What your diagnostic means

If you don't pass a section (score 70% or better) you have to do all the lessons for that section. For example, if you did not pass out of 1.3 then you have to do all the 1.3 assignments. **The lessons with Red Squares next to them are graded assignments and are either computer scored such as quizzes and tests, or are written assignments to be submitted to the instructor.** The lessons without Red Squares contain information and study guides that will be assessed by the graded assignments. All study guides and notes from the lessons can be used on the final. Once all the assignments for the sections you did not pass out of are completed you can take the final test for the unit.

■ 1.3.3: Quiz: Comprehending the Studies

Submitting written work to your instructors

All written work, such as practices and journals must be submitted to your instructor in order to be graded. They can be submitted in three ways:

1. All written work, with the exception of Math and Science assignments, must be submitted via a Moodle section for the class. In each subject area class in Moodle there are Assignment Drop Boxes you will use to submit your written work. Please follow the guidelines found on the Moodle site for submitting your work.
2. Math or Science work can be scanned and submitted via Moodle or faxed to 425 431 7964
3. Submitted in person at a scheduled lab or by dropping it off at the ESC IMD department.

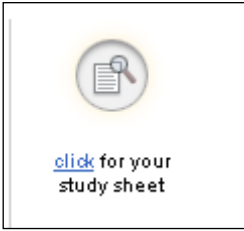
Now you are ready to move onto the next unit and take the diagnostic for that.

Required Email Header / Subject:

In the subject line of all emails always include the Class and Activity #

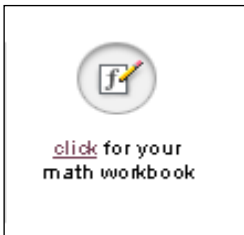
For an English Grade 9 Semester 1 class in which you are submitting work or have a question on Unit 1, Section 1.3, Activity 1.3.4 the Subject line needs to include: English 9 Sem. 1 # 1.3.4.

Study Guides



Most lessons without a graded assignment will have a Study Guide you can print out. All the questions on the quizzes, tests, practices, and finals are on information covered by the Study Guides. While not required, the Study Guides can be used as open notes for all assignments, including the final exam. Students have found great success on their final exams by utilizing their Study Guides as notes.

Math Practice Assignments



In your Math classes there will be a number of assignments that require you to submit for grading your math workbooks (Look for the Red Square by the assignment).

Print the math books and fill in the correct answers. You can submit the work for grading by, scanning the work and emailing to your instructor as an attachment, bringing the work to any drop in lab to submit or bring the work to the IMD department at the ESC and we will send it to your instructor.

To earn semester credit (.5) students must:

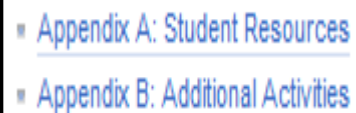
1. Complete all online units with 60% or better
2. Complete all required written assignments from each unit
3. Complete proctored final exam with 60% or better

All APEX courses (Except PE) have a project that equals 10% of the total course points or one complete grade level for the class. These projects are included as a link in your APEX course. These projects are non-computer scored projects that require the student to use a variety of resources to research and complete a specific project or activity.

Examples may include writing a research paper, designing a presentation, answering a series of written prompts, etc.

This additional project is located under the

Appendix B: Additional Activities link in your APEX course menu.



▪ [Appendix A: Student Resources](#)
▪ [Appendix B: Additional Activities](#)

Student Progress

The Student Progress report provides a student with grading and timeliness information for each of the courses in which the student is enrolled. The following image is an example of the Student Progress report for students. **This is the same report that family members receive in their weekly progress emails that are sent from APEX on Sunday's**

Student Progress
CTA Guest Student
Data is current as of June 26, 2009 11:32 AM PDT [Legend](#) [Deadlines](#) [Grading Scales](#) [Print](#)

This page shows your progress and the quality of your work. Be sure to read the information at the bottom of the page.

Course Name	Quality of Work	Extra Credit	Midterm Grade	Final Grade	Activity Scores and Due Dates	On-Schedule Indicator	Overdue Activities	Grade to Date	Extension Expires	Status
Geometry Sem 2	0.0%	0	--	--	View	green	1	0.0%	None Granted	Active
Algebra I	15.6%	0	--	a	View	completed	None	13.0%	None Granted	Complete

[Close Window](#)

Who Can Access This Report?

- Apex Learning students and families

Steps

1. Log in to Apex Learning.
2. In the Tools menu, click the Reports link.
3. Under the Student heading, click the Student Progress button. The Student Progress report opens in a new window.

Grade Calculations for Students:

1. **Quality of Work – Gives a good indication of the quality of work the student has submitted – but does not include any missing or overdue work.**
 - a. Quality of Work is a student's average score for all completed and scored activities. Quality of Work does not include extra credit or account for due dates and is calculated as follows:
 - b. Points earned on completed activities / Points possible for completed activities
 - c. Example: A student completes seven activities and earns 325 points out of 400 total points possible. The student's Quality of Work percentage is 81%.
2. **Grade to Date – This is the score Edmonds uses to determine a student's final grade**
 - a. Grade to Date is a student's average score for all completed and scored activities due through the day the report is accessed, including extra credit. Grade to Date is calculated as:
 - b. Points earned on activities due through the report date/ Points possible on activities due through the report date
 - c. Due dates are set by the course teacher. Completing activities by their due dates is the best way to improve Grade to Date.
 - d. Example: A student earns 360 points out of 425 total possible points for activities due through the report date. The student's Grade to Date is 84.7%.

3. Extra Credit

- a. This column shows the total number of points a student has earned on extra-credit activities. Extra-credit activities are created, assigned, and graded at the teacher's discretion.

4. Activity Scores and Due Dates

- a. This column contains a link to the student's Course Activity Scores report. This report lists all activities, scores earned, and due dates for a selected course.

5. On-Schedule Indicator (Green Yellow Red Status)

The On-Schedule color indicates the number of activities due through the current date that have been submitted and scored as a percentage of the number of activities currently due.

This indicator applies only to courses in which due dates are used. The Indicator does not reflect the quality of a student's work.

It is possible for a student to be Green status with a Grade to Date of less than 60% or passing.

- Green means a student has completed 80% or more of the work currently due.
- Yellow means a student has completed between 60% and 79% of the work currently due.
- Red means a student has completed 59% or less of the work currently due.

6. Overdue Activities

This column shows the number of activities due through the day the report is accessed that a student has not completed or that have been submitted but not yet scored by the teacher. This number applies only to courses in which due dates are used. The number of overdue activities is a link to the student's Overdue or Not Yet Scored Activities report.

7. Edmonds eLearning Grade Scale

Grading Scale

Grade Scale	Course Grade to Date
A	100 – 90
B	89 - 80
C	79 - 70
D	69- 60
NC	59 - 0

8. Earning Credit:

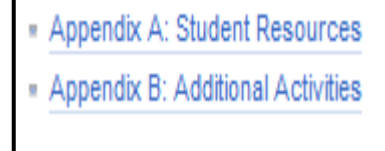
1. To earn semester credit (.5) students must
 - a. Complete all units with 60% or better (remember the final project is worth 10% of your final grade)
 - b. Complete all written assignments from each unit
 - c. Complete final exam with 60% or better

All APEX courses (Except PE) have a project that equals 10% of the total course points or one complete grade level for the class. These projects are included as a link in your APEX course. These projects are non-computer scored projects that require the student to use a variety of resources to research and complete a specific project or activity.

Examples may include writing a research paper, designing a presentation, answering a series of written prompts, etc.

This additional project is located under the

Appendix B: Additional Activities link in your APEX course menu.



Drop-in and Virtual Labs

The labs are to help you become a successful student in the online program. A drop-in lab is a face-to-face lab with one of the eLearning team members (not necessarily your specific course instructor). At drop-in labs you can take finals, submit written work, and get help with your coursework.

Drop-in Labs:

Location:

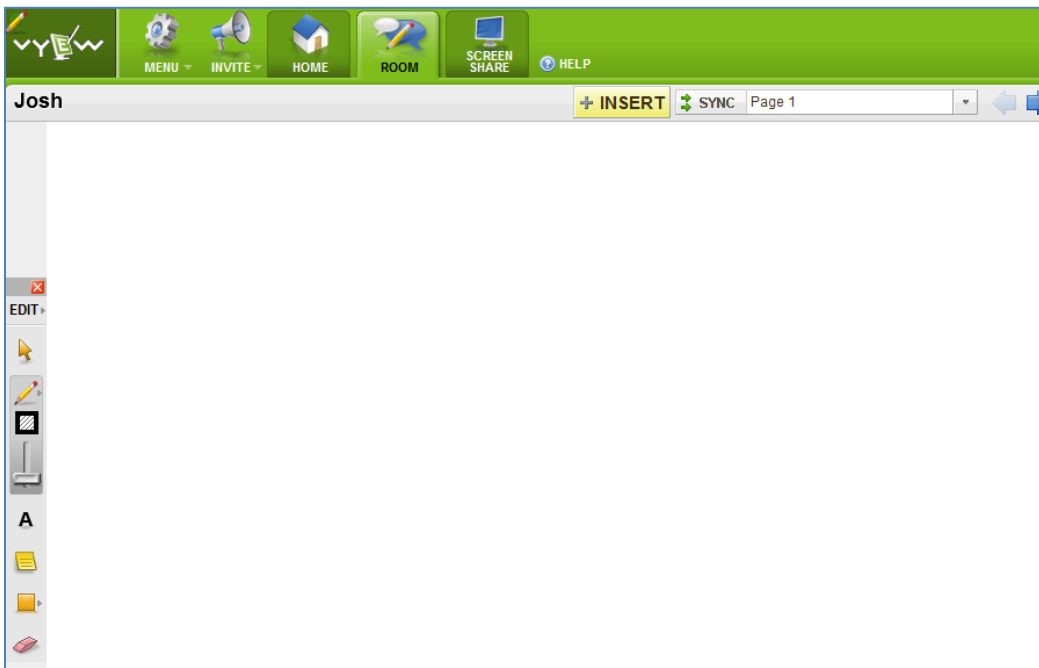
20420 68 Ave W Lynnwood 98036

Day	Staff	Times
Monday	Katie	(3:00 – 6:00 PM)
Tuesday	Dawn	(3:00 – 6:00 PM)
Wednesday	Chuck	(3:00 – 6:00 PM)
Thursday	Josh	(3:00 – 6:00 PM) Science and Math)

Always check the Moodle site for new site announcements before attending a lab. Sometime labs dates or times change due to a variety of factors.

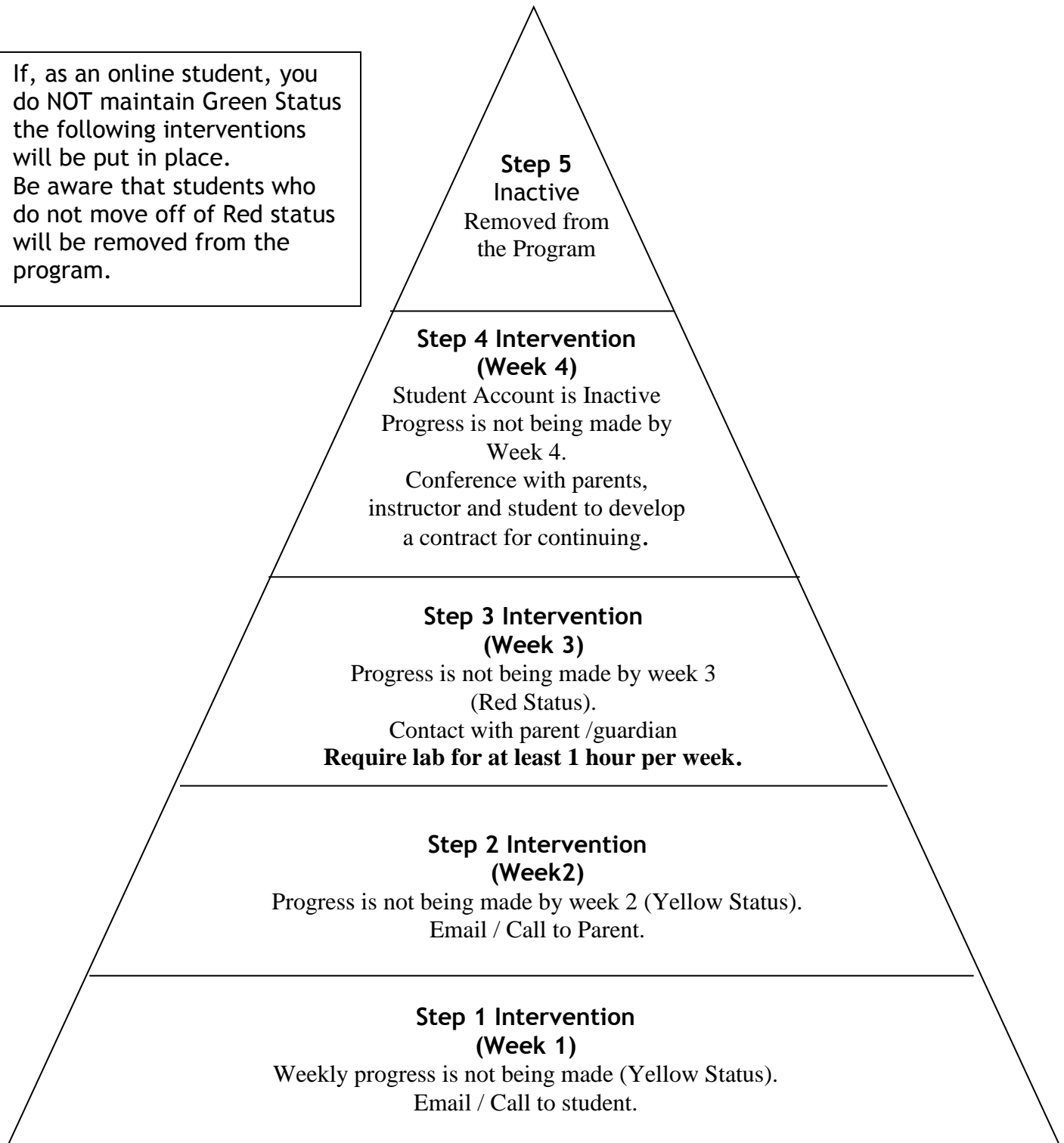
Virtual Labs

A virtual lab is one held online by the course instructors in order to give help to students in their specific courses. For example, at virtual labs scheduled by your math teacher you can get help for your math class. Virtual Labs are a chance for you to meet online one-to-one with your instructor. All you need to do is email your instructor to schedule a time to meet online. You access the Virtual Lab via the eLearning Moodle site.



ELEARNING PYRAMID OF INTERVENTIONS:

If, as an online student, you do NOT maintain Green Status the following interventions will be put in place. Be aware that students who do not move off of Red status will be removed from the program.



Student's Expectations and Requirements:

As a student in the Edmonds School Districts eLearning program I agree to the following expectations and requirements:

1. I understand that I must complete at least FIVE hours of coursework per week for each online class I am enrolled in. If you are taking the online class at Quarter or Accelerated Pacing you must complete at least TEN hours of coursework per week.
2. Full Time eLearning Students MUST attend at least one lab session per week (for at least one hour per session)
3. I agree to do my own work and not copy or plagiarize other's work. If I am in doubt about copyright I will check with my instructor prior to submitting my work.
4. It is my responsibility to check in with my instructor. I understand that I must check in with my instructor at least once a week. These check in's may take the form of a phone call, email, text message or a face-to-face meeting.
5. I will check my email *daily* and realize that this is the method used by the eLearning program to communicate with students and their families
6. I am responsible to complete my online work at the minimum pace established by my instructor. The rate I complete work will be determined by my mastery of the content, the number of online classes I need to complete and the expected timeframe of my enrollment. My instructor will establish the expected pace of work for a course with me. Students can access and print the Pacing Chart for the online classes from the Reports Tab in Apex
7. If I do not maintain an adequate pace for my work or do not check in with my instructor at least weekly I understand that I will be required to attend a face-to-face or virtual lab currently scheduled for afternoons at the Edmonds School District Service Center. My instructor will assign me lab hours until such time as I have "caught-up" with my online work and am progressing at the expected pace. If I do not attend the weekly labs if required or fail to complete work at an adequate pace I may be dropped from the online program. (See Intervention Pyramid)
8. I agree to abide by the rules and regulations of the Acceptable Use Policy for network users I signed to have access to the Edmonds School District computer network.
9. If I do not abide by these expectations and regulations I understand I may be removed from the eLearning program.

ELEARNING INTERVENTIONS:

1. All Red status students and/or students who have not logged in for 5 days will be contacted by either email or telephone. If during the Twenty Day Trial period their account will be inactivated.
2. Students who are on Red Status for 4 consecutive weeks and/or have not logged in for 20 days will be suspended from the program / classes (Accounts inactivated) and Parents /Guardians will be contacted.
3. The Student's parents/guardians will be notified via email or phone call of the student's status and will need to arrange a conference with teachers to have student's accounts reactivated.
4. If parent fails to respond to request for conference within one week the student will be removed from the eLearning program. In addition, a BECCA petition for nonattendance will be filed.
5. If a student is Red Status in one or more classes but NOT all classes, the student will be suspended from the classes in which he/she is Red status but not from the eLearning program.

New for 2011 – 12 School Year

Student Resources:

Print from “Appendix A Student Resources” in your online class
A.1 Syllabus for each class in which you are enrolled

Print from the “Reports Tab”

“The Student Progress Report”

Click on the Name of the Course

Print Online Pacing Chart for each class in which you are enrolled

Classroom	Course
OLR811 Physical Educati...	Physical Education Core

Unit	Lesson	Activity	Due Date	Date Recorded	Last Message	Score	%	Possibl
1. P.E. Design...	1. Online P.E.	1.1.2 - Practice: Commit...	06 Jul 2010	16 Feb 2010		24	80%	3
1. P.E. Design...	1. Online P.E.	1.1.4 - Quiz: Online P.E.	15 Feb 2010	16 Feb 2010		8	80%	1
1. P.E. Design...	2. Fitness Logs	1.2.1 - Log: Fitness Log #...	26 Feb 2010	22 Feb 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.2 - Log: Fitness Log #...	26 Feb 2010	22 Feb 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.3 - Log: Fitness Log #...	26 Feb 2010	28 Feb 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.4 - Log: Fitness Log #...	26 Feb 2010	28 Feb 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.5 - Log: Fitness Log #...	26 Mar 2010	08 Mar 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.6 - Log: Fitness Log #...	26 Mar 2010	08 Mar 2010		50	100%	5
1. P.E. Design...	2. Fitness Logs	1.2.7 - Log: Fitness Log #...	26 Mar 2010	15 Mar 2010		50	100%	5
1. P.E. Design...	3. Warm It Up...	1.3.3 - Practice: Design Y...	08 Jul 2010	16 Feb 2010		30	100%	3
1. P.E. Design...	3. Warm It Up...	1.3.4 - Quiz: Warm It Up ...	08 Jul 2010	16 Feb 2010		10	100%	1
1. P.E. Design...	4. Setting Fitn...	1.4.3 - Practice: Setting a...	09 Jul 2010	16 Feb 2010		21	70%	3

Attendance Policy

All students MUST log in weekly and complete at least five hours of course work (ten hours if accelerated pacing) per class per week.

If a student does not log in for 20 days they may be removed from program and referred to Attendance Office for BECCA filing

If student who has not logged in for twenty days remains in program they will be required to complete and submit daily work journals that detail course work completed until back on Green Status.

New Student Trial Period

All new students have twenty day trial enrollment period.

If a student is RED status during this period a parent conference is required or the student may be removed from program.

If student does not log in for five days their account will be deactivated and parent conference required

All students must attend at least one lab (either virtual or face-to-face)

Diagnostics

If planning for an NCAA scholarship you MAY NOT test out of any sections of a class (per NCAA guidelines)

Minimum passing score on Diagnostic Exams = 70%

Student may be required to complete a proctored Teacher Scored Test (TST) if they Text out of significant portions of a Unit in APEX

Synchronous Instructional Time

All eLearning students are required to attend weekly instructional sessions. These sessions can be met by attending a drop-in or virtual lab.