Summer School E-Learning
Program Expectations and Guidelines

E-Learning is a great opportunity for students who are independent and self-motivated learners. E-Learning allows high school students the option of taking their course online. Taking an online course allows for flexibility in your timetable, allows access to courses that are not offered currently and give students an opportunity to earn credits while building valuable independent learning skills that will be beneficial in any post-secondary pathway.

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 to 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 internet is essential) required for successful completion of the online course.

Students can download Office 365 (which includes; Word, Excel, Outlook Mail, PowerPoint, OneNote, OneDrive etc.) free of charge from www.office.com, using their BHNCDSB (Board) user name and password (same as what they use to login into their BHNCDSB email).

2. Attendance

- Students will submit tasks and assignments as listed on the Course Checklist/Calendar and meet each Unit/Activity deadline.
- Students are expected to login regularly to the course and complete daily tasks.
- **Student MUST login in a minimum of once weekly to remain in the course.**
- PARENTS of students under 18 years of age: the student MUST provide e-mail/phone contact information for a parent/guardian at the time of registration. Parents will receive an e-mail near the start of course providing information on their child's course.

3. Reporting Periods and Key Dates

Date of Record (Drop Date): Tuesday, July 9, 2019 - Any senior student (Gr. 11 and 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: July 26, 2019 - All students are to complete the e-Learning course by the Final Course Completion Date. All Assignments, Unit Tests, Culminating Activities/Exams and Independent Study work must be submitted by the completion date.

Final Exam Date: Friday, July 26, 2019 - If you have an exam, it will be written on this date**.** All exams **must** be completed in person at **St. Mary Catholic Learning Centre**, 455 Colborne Street, Brantford, ON.

Final Report Cards: Tuesday, August 20, 2019 - Final Report Cards will be mailed out to each student by this date**.** A copy of the final report card will also be sent to the student's Home School, for inclusion in their Ontario Student Record.

4. Communication with Online Teacher(s)

A Student can expect feedback from the course instructor, concerning a submission, **within 72 hours of receipt** of the assignment under normal circumstances.

5. Grade 8 – Face-to-face Orientation

Each grade 8 student who wishes to enroll in an online E-Learning summer school course **MUST** attend a face-to-face orientation session to ensure the student is prepared and capable of completing the online course successfully.

Grade 8 orientation sessions will take place at **St. Mary Catholic Learning Centre**, 455 Colborne Street, Brantford, for 60 minutes (usually after school hours). The orientation dates can be found here: http://www.bhncdsb.ca/page/summer-school-elearning-co-op

You can contact the Continuing Education Secretary to book an orientation appointment, via email: taquigley@bhncdsb.ca.

6. Board E-mail Information

Each E-Learning student will be **required** to access and use their BHNCDSB e-mail throughout the course to properly communicate with teachers and administration.

7. Plagiarism Policy and Information CHECK POLICY

All assignments are submitted through **Turn It In** allowing teachers to see the percentage of the paper that is plagiarized. If a student has been caught plagiarizing:

- **1st Offence** – Discussion between eLearning teacher and student to clarify specifics of the plagiarized document(s). Parent informed by eLearning teacher. The student will be required to revised assignment and resubmit demonstrating new learning in consultation with the eLearning teacher.
- **2nd Offence** – Verbal warning from teacher. Parent and summer school principal contacted. Student will be required to revise the assignment and demonstrate new learning independently.
- **3rd Offence** – Teacher to inform student, parent and summer school principal. Student will be given a zero grade on the assignment and any subsequent assignment deemed to be plagiarized.

8. Suggestions for Success

The average number of hours a student spends on an e-Learning course is **30 Hours per week (6 hours per day / per credit).** 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 any work to the last minute it can become a challenge to get caught up before the course is over.

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 D2L may be inaccessible for technical reasons from time to time.

9. 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 or St. Mary Catholic Learning Centre.

Desire 2 Learn	St. Mary Catholic Learning Centre
Phone: 1-800-222-0209 Website: https://supporton.desire2learn.com/	Phone: 519-753-0552 Continuing Education Secretary: 519-756-6505 Ext 407 E-mail: taquigley@bhncdsb.ca Continuing Education Principal: 519-756-6505 Ext 402 E-mail: tslaght@bhncdsb.ca

If students experience problems with the content of the course, they should **email** the course teacher **using their BHNCDSB email** and provide the following details:

1) Student first name and last name
2) The course name and section
3) The Unit and activity you are having problems with
4) Copy the question or statement that is giving you difficulty or describe the link that is not working.

It is much easier for the teacher to help you if he/she is given this information upfront. If a link is not working, be sure to clearly identify where the issue occurs, and what error you receive when attempting to open the document.