



2016-2017 Online Parent Guide

Parents/Guardians,

Thank you for partnering with A2 Virtual+ through your child's online class. Online learning is robust and challenging for all stakeholders, parents, students, and instructors. It is our hope that the following pages will give you, as the family contact, a better understanding of how online courses work. Online courses are available any time, any pace, any place. This gives much freedom to the student. However, there is an equal amount of responsibility for the learning that occurs. Even though the learning is at any pace there are two exceptions. One exception is for student athletes. While A2 Virtual+ does not penalize the student for not being on pace, the Michigan High School Athletic Association does have a requirement for students to be passing classes. The grade that our online teachers report on PowerSchool is the grade the student would receive in relation to the pacing chart. Therefore, if a student is not on pace, the grade may show up as failing. We recommend that student athletes keep pace with the course to avoid being suspended from play. Another exception is the AP courses which do have deadlines that students need to adhere to or the course material is closed. This also can result in a failing grade.

Online courses are independent courses that require students to learn on their own. Each course has an instructor assigned who will grade the independent work and who is available to answer questions. However, the instructor is not a tutor and will not be providing individual lessons to a student on a regular basis. The instructor will be providing lesson hints, supporting lessons and links for difficult concepts and can answer the occasional question when a student is stumped. Online courses rely on students being able to learn on their own and to have or develop research skills for being able to solve some of the more complex ideas independently. In addition to the teacher initiated instruction that is embedded in the course and through the Learning Management System (LMS) Moodle, students and teachers are required to communicate weekly.

Please review the following help manual and keep it close as a reference if questions arise. If after reading the help manual you still have questions, please email me at leamanc@aaps.k12.mi.us. Also, remember that we operate a weekly drop-in center that students can use for help or testing and parents/guardians can use to get questions answered.

Best Regards,

Cindy Leaman
Principal



Online Parent Guide

Moodle:

Moodle is the Learning Management System that houses the Weekly Communication as well as the AAPS online courses. All online students must use the Moodle. Below are directions regarding how to access the Moodle: (Note the change to <https://> add the “s” this year.)

<https://moodle2.wash.k12.mi.us/aaps>

For students who are a first-time Moodle user, they will immediately be taken to *User Profile* where they should fill in the required fields of profile (marked with a red *) and then click *Update*.

Login: Student shared server user name and password are used to log in to Moodle.

The username with no spaces is: **graduationyearlastnamefirstname***middleinitial*

Password is student ID number.

For example:

Timothy S Anderson is graduating in the year 2016:

His username would be **2016anderson***timothys* and his student number is the password

If the username does not work with the middle initial, please try the username without the middle initial.

If neither works, write to see building liaison at orientation or write to lauera@aaps.k12.mi.us

A2Virtual+ > A2V – S1 2016 - Orientation and Weekly Progress

A2Virtual+ > A2V – T1 2016 - Orientation and Weekly Progress

A2Virtual+ > A2V – S2 2017 - Orientation and Weekly Progress

A2Virtual+ > A2V – T2 2016 - Orientation and Weekly Progress

A2Virtual+ > A2V – T3 2017 - Orientation and Weekly Progress

**** Every Wednesday access AAPS Moodle For Weekly Check-in ****
(including over break)

Highly Recommended:

It is our recommendation that parents/guardians and students sign up for Remind. This can be done by text or email or both. Once a person has signed up for Remind any new information as well as course reminders will be sent weekly. We will also send Remind should the Drop-in Center be closed or if there is any other important and timely information to be relayed to our students. We promise not to fill up your email or text box.

A2V Course Reminders:

Text Number: 81010



Text message:

@a2vsem1	or	@a2vtri1	or	Substitute
Semester 1	or	Trimester 1	or	The actual trimester or semester number

Email:

Semester 1	a2vsem1@mail.remind.com
Trimester 1	a2vtri1@mail.remind.com

A2V Contacts - Who to contact with questions about online course:

(Instructor listed in PowerSchool for class)

SCHOOL BUILDING	ADDITIONAL COURSE	LIAISON/MENTOR	EMAIL
Community	Personal Fitness	Dianne Dudley	dudleyd@aaps.k12.mi.us
Huron and Scarlett	English, Sociology, Psychology	Jennifer Iverson	Iverson@aaps.k12.mi.us
Pioneer	Math	Chris Bannick	bannickc@aaps.k12.mi.us
Skyline	Strategies for Success	Simon Ntezinde	ntezinde@aaps.k12.mi.us
Forsythe, Slauson	Health	Jodi Kinnard	kinnard@aaps.k12.mi.us
AA Open, Tappan, Co-Community	Social Studies	Marcia Schaffer	schaffe1@aaps.k12.mi.us
AAPS Math – Grade 5 Acceleration	Grade 5 Math Acceleration	Claudia Parfitt	parfitt@aaps.k12.mi.us
Clague	Algebra 1 and Science	Sarah Nelson	nelsons@aaps.k12.mi.us
Online Coordinator, Enrollment, Technical Help		Anthony Lauer	lauera@aaps.k12.mi.us
Principal		Cindy Leaman	leamanc@aaps.k12.mi.us
A2V Office Phone	734-997-1208		

Requirements for Online:

- **Face-face student orientation:** Sept. 15, 2016, others to be scheduled, check a2virtual.org
- **Minimum TWO (2) Proctored tests per course, per term**
- ***MANDATORY WEEKLY CHECK-IN EVERY WEDNESDAY (including over break)***

Weekly Check-in – REQUIRED AND MANDATORY

- Must check-in on Wednesday each week including over break
- A2V staff will be required to follow up with each student who misses Wednesday deadline
- ***Students who miss 5 or more check-in dates will have overall grade lowered by 1/3***

Proctoring:

- Check the class and the A2Virtual+ webpage for dates and times of proctoring and for more details.
- Students are always welcome to attend the Drop-in Center at Community HS Media Center, Tuesdays, 4-8 pm

Drop/Add Withdraw:

- **Semesters:** Drop/Add until September 16, 2016 (sem 1) and February 3, 2017 (sem 2). Withdrawal is only for medical reasons that require multiple class withdrawal. Must be documented by physician letter indicating: reason for treatment, dates of treatment, reasoning for requesting online class be withdrawn.
- **Trimesters:** Drop/Add window September 16, 2016 (tri 1), December 9, 2016 (tri 2), and March 17, 2017 (tri 3). Withdrawal is only for medical reasons that require multiple class withdrawal. Must be documented by physician letter indicating: reason for treatment, dates of treatment, reasoning for requesting online class be withdrawn.

Course Failure and Medical Withdrawal:

Students who fail a course or withdraw for a medical reason will be required to take a one-year hiatus. Students may take online courses again in the future; however, a meeting will be required with the A2V principal for approval. Students who initiated a medical withdrawal will need a letter from the attending physician stating that the student is ready to return to online learning.

Extension Policy:

Extensions are only considered for students who have completed **45-59%** of their course. Extensions are only granted for students who have **worked consistently** in their course. All requests should be made through the assigned AAPS building liaison/mentor. Extension requests for Michigan Virtual classes are at the discretion of the Michigan Virtual Instructor. Requests must be submitted 10 school days before the end of the term to be considered.

End of Course (**Notice difference in schedule**):

A2 Virtual+ classes are offered on a state calendar basis. Please pay attention to the end date of course which is given at the beginning of each term. The course beginning and end dates can also be found in the A2 Virtual+ calendar.

Seniors:

Seniors can have their final exams proctored early. Seniors will have until June 9th to finish their courses; however, seniors must be passing by May 26th. Passing is having a 60% or better in the course.

Tuesday Evening Drop-In Center at Community HS Media Center, 4-8 pm:

The drop-in center is open every day school is in session. If school is closed there will be no drop-in center. If the location has changed it will be posted on our webpage. Always check A2Virtual.org. If the drop-in center is closed a notice will be on the webpage.

Student Expectations:

- Complete the Weekly Moodle Entry
- Complete Two Proctored Tests
- Communicate with their Instructor and Mentor
- Do your own work
- Always save a copy of all submitted work
- Always cite and sources and do not plagiarize
- Work for at least 1 hour a day per course
- Make a schedule of when online work is to be done
- Follow the Pacing Chart

Parent Expectations:

- Have child give you user name and password to the course
- Check student progress regularly
- Read the emails from instructors, especially those addressing progress
- Help your child develop and then stick to a regular schedule
- Help child meet deadlines
- Help ensure that the student is doing his/her own work. Parents should not be the teacher of the course but rather at at-home monitor and cheerleader.
- Help child to remember to login for weekly check-in

Instructor Expectations:

- Answer emails within 24 hours Monday-Friday, excluding holidays
- Grade and return work within a week
- Keep up regular communication with parents/guardians and students

Turning in Assignments:

Students should always upload assignments according to the class, read directions carefully. Most of our assignments will be uploaded through Moodle. If a student is sharing something in Google, the best way is to copy the link and paste it into the text box in Moodle. Do not send assignments through email or hand deliver. Students who are having difficulty with uploading assignments should see the Building Liaison, contact the instructor, or come to a Tuesday night drop-in center.

Computer Tracking and Reports:

A2V has varied but specific information on each student and each course. We track students closely. Don't assume that because your child is in front of the computer s/he is working on his/her class. Remember that the computer doesn't lie. If the report says that the student didn't submit work or hasn't been online, it is correct. The computer program doesn't fail for one student. If there is an error, it is for all students in that course.

Grading/Grades:

Grading vocabulary for [EDGENUITY](#):

- **Complete:** indicates how many activities have been completed, all components are of equal value
- **Relative Grade:** This is the grade the student will receive if s/he stops working in the course
- **Overall Grade:** This is what the student average is on work turned in
- **Actual Grade:** This is grade that the student would receive to date based on pacing chart

Grading vocabulary [MICHIGAN VIRTUAL](#):

- **Points earned and Total Course Points:** Where the student stands if s/he stops working in the course
- **Work Attempted:** What grade the student has on work submitted and graded by instructor
- **Progress Check:** Every four weeks a student is given a grade based on where the student should be in relation to the work that should have been accomplished by the pacing chart. This gives an indication as to whether the student is on track to complete course

Grading vocabulary [ALEKS](#):

- **Midterm:** A Progress Knowledge Check that is taken to demonstrate mastery of at least 50% of the topics in the course. Topics in the course include pre-requisite knowledge. *The Aleks Midterm must be proctored.*
- **Final:** A comprehensive Knowledge Check that allows students to demonstrate final mastery of topics in the course. Topics in the course include pre-requisite knowledge. *The Aleks Final must be proctored.*
- **Converting Mastery percentage to determine grade:** Because of the mastery nature of the Aleks courses, and the inclusion of prerequisite topics, a conversion of the mastery percent is required to determine the grade for the Aleks Midterm and the Aleks final. See conversion charts in Moodle classroom.
- **Final Topic Mastery:** The percent of topics that are proven to be mastered or learned at the end of the course through Knowledge Checks and/or practice problems. This can be worked on after the Aleks Final has been taken.
- **Common Assessment:** There is a district required Common Assessment that must be taken at the end of every full year course at the Middle School level, and every Semester course at the High School level (with the exception of Math elective courses). *The Common Assessment must be proctored.*

Note: There are two assessments that must be proctored at the end of most courses, the Aleks (online) Final and the Common Assessment. Most students schedule *two separate* times to complete these tests.

Grading for all [AAPS MOODLE COURSES](#):

- Current grading will be reflected in PowerSchool. Any “0” or dash indicates the student has not turned in the work.