



Online Parent Guide

Accelerated Math

2016-2017

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. Math acceleration is offered by application at the end of grade 4 for the following year and for students in grades 6-8. It is not available to high school students. 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.

Online courses are independent courses that require students to learn on their own. Your child will have 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 to use as a reference as 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 on Tuesdays evenings at Community High School that students can use for help or testing and parents/guardians can use to get questions answered. Morning proctoring sessions are held at Balas from 7:15 am – 9:00 am on Thursdays for students in grade 5 or my appointment for other students. Always check the A2 Virtual+ Calendar for confirmation of day, location, and time as it may change.

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:

<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 - S2 2016 - Orientation and Weekly Progress

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

A2Virtual+ > A2V - T3 2016 - Orientation and Weekly Progress

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

Highly Recommended:

It is our recommendation that parents/guardians and students sign up for Remind. You can sign up for 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	@a2vsem2
Semester 1	or	Semester 2

Email:

Semester 1	a2vsem1@mail.remind.com
Semester 2	a2vsem2@mail.remind.com

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

(Instructor listed in PowerSchool for class)

Assignment	Staff	EMAIL
AAPS Math Grade 5	Claudia Parfitt	parfitt@aaps.k12.mi.us
AAPS Math MS 7, Algebra	Sarah Nelson	nelsons@aaps.k12.mi.us
AAPS Math MS 6, Geometry, Algebra 11, Pre Calc.	Chris Bannick	bannick@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
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Requirements for Online:

- Face-face student orientation
- Minimum TWO (2) Proctored tests per course, per term
- **MANDATORY WEEKLY CHECK-IN EVERY WEDNESDAY**

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, 6-8 pm, pilot during first quarter of extended hours 4-8 pm.

End of Course, School Year, for online students is June 9. Note that this is different than the regular end of the school year.

Tuesday Evening Drop-In Center at Community HS Media Center, 6-8 pm (pilot of 4-8 pm first quarter, check calendar):

The drop-in center is open every Tuesday school is in session. If school is closed there will be no drop-in center. Always check A2Virtual.org. If the drop-in center is closed a notice will be on the webpage.

Thursday Morning Proctoring Sessions are for 5th grade students or by appointment only.

Student Expectations:

- Complete the Weekly Moodle Entry
- Complete the required Proctored Tests
- Communicate with Instructor
- Do your own work
- Always save a copy of all submitted work
- Submit all work electronically
- 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 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 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.

Enrollment

For EACH and EVERY course (A or B) parent must complete online enrollment, print, sign, get principal signature and return to A2V Office BEFORE- a student will be activated in the next course
When student is at or above 90% mastery and has completed all projects and discussions. Moving to the next course is not automatic and takes about 72 business hours.

Course Sequencing

Math 6 = Math 6 A and Math 6 B

Math 7 = Math 7 A and Math 7 B

Algebra 1 = (Pre-Algebra and Algebra 1A) and Algebra 1B (etc.)

Student has to have enough time to complete both Pre-Algebra and Algebra 1A

Most Important Websites:

Accessing Moodle Classroom

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

Accessing Aleks (info in Moodle Classroom)

<https://www.aleks.com/>

Student behavior while working online in the school

Students should always carry a book or extra work in case computers are not available or there is a network problem. Student's need to always exhibit the exemplary behavior of an accelerated student ... do not disturb others.. Netiquette... online safety...work on own...

Discussions and Projects (Math 6 and Math 7)

- Found in Moodle Classroom
- Should not be completed until all topics for appropriate unit have been mastered
- Must be completed before taking final exams

504-IEP Students

We follow any 504 or IEP. Please refer to the [parent document](#) under the parent tab on our webpage.

Students Accelerating in Online Math Guidelines

Acceleration is defined as any student taking math at least one year above his/her grade level or any student wishing to complete more than one year of math in a single school year. Math acceleration is offered by application at the end of grade 4 for the following year and for students in grades 6-8. It is not available to high school students.

Students **must** complete all of the below, and in the order presented, before advancing to the next course:

- ALEKS topic mastery of 100% at completion of course material
- All projects and forums must be satisfactorily completed per instructor (location: Moodle Classroom)
- Proctored ALEKS final with a score greater or equal to 94%
- Final Topic Mastery of 100%, after the completion of ALEKS final
- Proctored District End-of-Course Written Assessment with a score greater or equal to 90%

A student who receives less than 94% on the ALEKS Final:

- Student will go back and review all topics for the year that ALEKS indicates were not mastered
- Once Topic mastery is 100%, student retakes ALEKS Final (proctored)
- Student who tests at 94% or higher on second ALEKS Final is allowed to take District End-of-Course Written Assessment
- If student receives less than 94% on second ALEKS Final, a conference between parent, student, online math teacher, and A2V Principal will need to be scheduled to discuss next steps

A student who receives less than 90% on District End-of-Course Written Assessment:

- Student will be moved into the supplementary course which covers entire year
- Student will print review checklist, located in Moodle, and indicate that s/he worked through a minimum of two problems for each topic on the checklist
- Once checklist has been completed, it must be signed by both parent and student then returned to online math teacher of record
- Student will show s/he mastered all topics in pie of supplemental course
- Student will take ALEKS Supplemental Final
- If student earns a score of 90% or greater, s/he will move into next course
- If student receives less than 90% on second ALEKS Supplemental Final, a conference between parent, student, online math teacher, and A2V Principal needs to be scheduled to discuss next steps

Any time there is a gap in time between steps it is expected that the student will go into current course and review topics.

It is always at the discretion of A2Virtual+ as to whether a student has sufficient time to advance to the next course and still be able to complete the full term. Decision is based on previous progress during the year. Students who do not advance to the next level will be placed in a math enrichment module.