BARTLETT CITY SCHOOLS

What is Virtual Education?

Online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Sometimes called an asynchronous environment, it is offered via the Internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace, meeting deadlines with instruction and support from Bartlett City Schools certified teachers. With trained and certified teachers, students get one-on-one attention and communication on an ongoing basis throughout their courses. Students get upfront attention from their online instructor from the Bartlett City School District.

Asynchronous vs Synchronous

Learning will be both asynchronous (in-person and virtual students learning at all different times) as well as synchronous (all students in-person and virtually learning at the same time during school hours).

Online Learning Platforms

- Curve - Learning Management System (LMS)
- Edgenuity - Content
- Seesaw - Communication and Digital Locker of Artifacts
- Clever- Single Sign On Bookmarks
- Office365 - Store and Share Files
- Zoom - Live video meetings platform

Virtual Classroom Rules and Expectations

Basic Rules
- Be on time
- Be respectful
- Do your work
- Be engaged

The Do's
- Be Creative
- Provide positive, constructive feedback
- Use legitimate web tools to broaden learning and info sharing
- Provide knowledge and applicable learning in relation to the material

The Do Not's
- Plagiarize
- Provide negative feedback on other's work
- Engage in activities outside of task
- Arrive late

Teacher Responsibilities
- Set clear expectations
- Provide grading rubric
- Answer questions in a timely manner
- Allow flexibility in forms of assessment
- Be available for office hours

Student Responsibilities
- Log in daily
- Ask questions
- Participate in discussions
- Use your own words
- Be an active member of the virtual community

Parent Engagement

BCS strongly supports the role of the parent in their child's educational process. In any online setting, the commitment of the parents to the educational process directly enhances the student's learning success. Parents are a critical part of the support of their child as an online learner. Parent participation in the learning process should include:

- It is recommended that families opting into BCS Virtual be prepared to support the student's participation and learning each day.
- Maintain regular communication with the teacher(s).
- Ensure your child is spending adequate time on the courses and is progressing each day through the prescribed instructional activities.
- Advocate for your child by encouraging him/her to ask questions of the teacher and seeking additional help.
- Follow the procedures required for state and course assessments.

Keys To Success In Online Courses

- Students who are able to demonstrate the following discipline may be more successful at online coursework:
- Schedule time each day to work on the course.
- Read all information and be responsible for understanding the information.
- Communicate regularly with the online teacher.
- Notify all teachers when planning to be out of town for any period of days.

Student Readiness

Students choosing to participate in courses through virtual learning need to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

- Self-motivation - Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.
- Independent learner - The online environment enables students to learn at their own pace: traditional, extended, or accelerated -- relieving the stress of feeling rushed or pressure and providing enjoyment in the learning process.
- Computer literate - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of email, the Internet, and basic keyboarding and word processing skills.
- Time management - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.

Student Readiness (cont.)

- Effective written communication skills - Students must use email and Curve (learning management system) to communicate with their peers as well as the instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- Personal commitment - Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Zoom Video Conferencing Etiquette

- Teachers will use their BCS email account to host the video call. This allows a K-12 Educator an account that follows FERPA and privacy laws.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- The BCS Dress Code Policy #6040 must be followed while on Zoom meetings by both students and teachers.
- Limit distractions around you while on the Zoom Meeting.

Student Tips for Virtual Learning

- Do your pre-work- have students complete a very small assignment prior to meeting in order to prepare students for learning. They should be ready to discuss it.
- Students turn camera off while doing independent work and back on when done with that part of the lesson.
- Students stay on mute until the teacher asks them to talk.
- Mistakes are OK!!! If wifi goes down, someone drops off, etc. it is OK!
- Set a personal timer for yourself to give break to stretch, walk away for a minute, just a break from the screen during a long lesson.