



## Local Education Guide “Must Do” List



### Before Enrollment:

- ☑ Assist in selecting potential online students.
- ☑ Encourage students to look at course descriptions and syllabi before deciding which course(s) to take on our website at <http://www.wisconsinvirtualschool.org>.
- ☑ Encourage the student to sign a school district online learning contract describing their responsibilities as online learners. WVS has a sample for you.

### Enrollment process:

- ☑ Contact WVS at 715-453-2141 or at [wvs@wisconsinvirtualschool.org](mailto:wvs@wisconsinvirtualschool.org) for your username and password to register students at WVS.
- ☑ Register students online at <http://wvs.office.aventalearning.com>.
- ☑ Students will need an email account to register, receive their welcome email, and participate in the course.
- ☑ The LEG or mentor registers and approves the student enrollment in their course. WVS then receives the approved enrollment.
- ☑ The student receives a welcome email with their username, password, course information, and LEG/mentor information.
- ☑ The LEG/mentor receives notification of the student information, student username and password, course information, and teacher contact information.
- ☑ The WVS teacher receives notification of the student's enrollment and the LEG/mentor contact information.

### Getting the student started:

- ☑ Send an introductory e-mail to the WVS teacher. Let the WVS teacher know of any issues or accommodations that need to be made for the student. Utilize the WVS “LEG to WVS” teacher sample letter.
- ☑ Ensure the student's computer meets the minimum requirements. Work with school IT staff to make sure “pop up blockers are OFF,” and the technical requirements are met on the computer the student is using to work on their course. Verify with the student that course content can be accessed.
- ☑ Have an orientation for students - help them send and read e-mail.
- ☑ Make sure the student completes the course orientation provided. Accompany student during the course orientation if possible.
- ☑ Print out the course syllabus, outline, and grading policies if provided.
- ☑ **It is critical that the student access the course several times in the first 14 days to determine if it is appropriate in meeting his/her needs, because the district has 14 days from the time of registration confirmation to drop the course at no charge.** After that time, the district will be billed a cancellation fee of \$100 between day 15 and day 28. The district will be billed the full tuition amount after 28 days of course access.

- ☑ **If you need to cancel a student's course**, send an e-mail requesting that the student be dropped to: [wvs@wisconsinvirtualschool.org](mailto:wvs@wisconsinvirtualschool.org).
- ☑ Help students create a schedule for assignments, quizzes, and tests or contact the WVS teacher for assistance with this. Each course has a scheduling tool to assist the student in pacing their online course work.
- ☑ Students are given ONE attempt to complete quizzes and tests. If a student is locked out of an assessment, the LEG will need to contact the instructor to explain the situation and ask for it to be reset.

### **Monitoring student progress:**

- ☑ LEGs will receive a weekly progress report by email that gives a snapshot of all their WVS students.
- ☑ You can use the Aventa Front Office to observe student progress and view their grade books. You can also view student demographics, student user activity, as well as, register students for courses. Access the WVS Front Office at: <http://wvs.office.aventalearning.com>.
- ☑ Have student check announcements, teacher e-mails, calendar, and grade book each time they log in.
- ☑ Have the student give you a printed copy of the grade book once a week.
- ☑ Keep a file on each student.
- ☑ Notify the WVS teacher about any problems or content errors in the course.
- ☑ Provide guidance dept. and/or administration with updates as requested.
- ☑ Facilitate the student's learning process through face to face, e-mail, or phone.
- ☑ Assist students with submitting assignments, if needed.
- ☑ Be aware if local policy requires proctoring of quizzes and exams. Contact the instructor if that is necessary.
- ☑ For technical problems, call the Blackboard toll free help desk from 8:00 AM to 8:00 PM (1-800-594-5965). The student or LEG can also click on "help" to register and use the online help system.
- ☑ Don't be afraid to ask for help! [wvs@wisconsinvirtualschool.org](mailto:wvs@wisconsinvirtualschool.org) or 715-453-2141