



## Local Education Guide “To 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.
- ☑ If the LEG or mentor is the “approving person” for the district, you can approve the student in the registration process to expedite the entire process. WVS encourages districts to give the LEG approving rights.
- ☑ If the LEG cannot approve the enrollment, an email is sent to the approving person, alerting them to login in using their username and password to approve the student’s registration.
- ☑ 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 name and email address.
- ☑ 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 has computer access. Work with 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.

- ☑ Help determine if the student should continue within the **first 14 days**; send email to WVS if student needs to drop a course.
- ☑ 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.

### **Monitoring student progress:**

- ☑ LEG will receive a weekly progress report by email that gives a snapshot of all their WVS students.
- ☑ You will use your username and password to observe student progress and view their grade books. Using the WVS Front Office 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.
- ☑ Record errors and problems with the course, if possible.
- ☑ Notify the WVS teacher about any problems.
- ☑ Provide guidance and/or administration with updates as requested.
- ☑ Facilitate the student's learning process through face to face, e-mail, or phone.
- ☑ Assist students with assignments, if needed.
- ☑ Be aware if local policy requires proctoring of quizzes and exams. Contact the instructor if that is necessary.
- ☑ Keep the WVS phone number handy!!! 715-453-2141(ext. 236)
- ☑ For technical problems, call the Blackboard toll free help desk from 8:00 AM to 8:00 PM (1-800-594-5965) or access the support suite system for online support within the course. The student or LEG can 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