



## STUDENT TIPS FOR SUCCESSFUL COMPLETION OF ONLINE COURSES

### GETTING STARTED

- Watch your email account for your “welcome” email with your login information and pace chart. PRINT THIS OUT! Your username and password are CASE SENSITIVE. Your teacher will also send you a welcome email - send them a reply introducing yourself!
- Sign all your emails or messages to the instructor with your full name and put the course name in the subject line.
- You can log in to your course at either of these websites:  
<http://wvsonline.blackboard.com>  
<http://www.wisconsinvirtualschool.org/login>
- Report any technical issues to your LEG (local mentor) FIRST, as schools may have to resolve firewall/filter issues. You can call the **Help Desk at 800-594-5965** between 8 am and 8 pm.
- Check with your LEG - did they order the required textbook? (AP courses only)
- Complete the Orientation Course listed under “My Courses” before beginning your course. You can also refer back to this information any time.
- Go through the introductory sections of your course- often called Getting Started, Introduction, or Syllabus.
- Use the Dynamic Scheduler tool (found in the syllabus/getting started area of the course) to adjust your pace chart if you start later than expected or get behind. PRINT it out.

### WORKING ON YOUR COURSE

- Check your email daily, or the messaging area of the course if your teacher asks you to use that method of communicating with them.
- Check the course announcements daily.
- Keep a notebook for each course. You may want to record where you left off each session (unit/lesson/topic/page).
- Complete all practice activities, taking advantage of all interactive (audio, video clips) content.
- Go through the course IN ORDER, completing all assignments in a unit before taking quizzes or exams.
- Submit all written assignments after saving in RTF format. Do NOT submit work via email.
- Oral assignments - check with your instructor or the Getting Started section for instructions.
- Taking Quizzes/Exams:
  - You may need to get a password from your LEG before accessing the exam. Some schools require you take exams in the presence of a staff person (proctor).

-Most exams are timed - limited to one hour - so don't start an exam unless you have enough time to finish it in one session.

-While taking an exam, DO NOT hit "refresh" or the "back" buttons, DO NOT leave the page, or minimize the page. If you do, you will be locked out of the quiz/exam and will not be able to retake it without the teacher's permission.

-Be sure to hit the "SAVE" button after every answer. Hit "Submit" when you are finished.

- Check your gradebook regularly for teacher comments and suggestions and to see your progress.
- Attend "Elluminate" (real-time online sessions) to get extra help and touch base with your instructor and other students in the class.
- When you are done with your session, be sure to LOG OFF before closing the browser window.

## **OTHER TIPS**

A successful online student:

- completes the Orientation before starting their coursework
- communicates with their instructor at least once a week by email, messaging or Elluminate
- reads all course announcements
- follows their Course Schedule, working on the course at a steady pace
- takes notes and asks questions as needed
- follows local policy for Appropriate Internet Use

Avoid Academic Dishonesty:

- Plagiarism
- Submitting work through another person's log in
- Cheating (using unauthorized material, study aids or assistance, such as online translators)
- Performing work or taking a test for another or having them take a test for you
- Computer crimes/bullying
- Inappropriate use of email, discussions, messaging, etc.

\*\*If you can't do it in your face-to-face school, you can't do it in an online course!

**WE HOPE YOU ENJOY YOUR ONLINE COURSE!**

**Wisconsin Virtual School, Wisconsin's Web Academy**

**<http://www.wisconsinvirtualschool.org>**

**715-453-2141 ext. 236**

**7:30 a.m. to 4:00 p.m. Mon.-Fri.**