

The ideas shared below provide a starting place to better prepare and support your online learners.

Successful Implementation Tips

- Determine rules of classroom conduct and attendance policy.
- Determine local school grading policy. At end of course, IVS releases a Completion Certificate in the information/registration system for download that provides a final percentage for the course and displays the IVS grading scale. The school determines the final grade to be placed on the student's transcript.
- Designate a space for your students to log into their course(s) every school day.
 - Arrange access to a computer/laptop/netbook with high speed Internet
 - Arrange access to headsets/ear buds for audio needs
 - Arrange access to an internal or external microphone
 - For local non-attendance days, will students be expected/able to work from home?
 - Will labs or library be open for extra work time?
- Prepare computers based on *IVS System Requirements* document.
- Determine how a student will print and then scan worksheets to be uploaded into the appropriate course dropbox.
- Determine if students will be allowed to utilize personal smartphones to complete assignments.
- Determine if you would like students and parents/guardians to review school permission forms and/or sign an *Online Learner Agreement* form.
- Determine if you would like students to complete an *Online Learner Readiness Rubric*. If used, review the results with students to help identify specific areas where students may need additional support to better ensure success.

Managing the Enrollment Process

To ensure that accurate student and parent/guardian contact information is provided, IVS recommends that **students create their own IVS accounts**, in which at least one guardian account will also be created.

You may want to send home the form *Information Needed to Create a Student and Guardian Account* a day or two in advance so that students can obtain the required information, and then create the account together in class. Students can also use the worksheet to create the account with a parent/guardian at home.

Once a student account is made:

- Students can **request to take a course or courses**, and the Registrar will approve the course request (being sure to check for the correct course and start date before approving it).

- Registrars can also **directly enroll** a student into the appropriate course. This is especially helpful if the term start date has passed because students can no longer request a course, but Registrars may still enroll a student three (3) days past a term start date.
- If your students are part of a full class implementation, such as Spanish or French, **IVS will enroll students** based on list from Registrar including student name, course name, and start date to ensure that students are in the same section with the same instructor based on IVS teaching assignments.

Note: There is a 12-24 window between the time a student is enrolled and the time they can access the course, if enrolling on or after a scheduled course start date.

Before the IVS Course Starts

- Review with students the main components at the top of the Dashboard in the Student Information System (<https://sis.ilvirtual.org>) including the Google Calendar, System Check, and IVS Helpdesk links.
- Have students complete the **IVS Getting Started Orientation**.
Recommendation: You may want to do this as a class, stressing the importance of *Time Management, Communication, Academic Integrity* and how to *Navigate IVS Courses*.
- In conjunction with the *Computer Skills* section of the *Orientation*, conduct a local technology orientation with your students to verify they can:
 - Log into your local school network/server
 - Download and save course materials and assignments to school network or thumb drive or other designated location
Recommendation: Have students create a dedicated folder for IVS and keep a copy of all assignment until the suggested final grade is provided by the IVS Instructor at the end term.
 - Access the email address provided in the student account/application and attach a file to an email
 - Create a new word processing document and open an existing document
 - Save and/or print a word processing document or PDF

First Day of IVS Class - Students

- Click the “Launch Course” button on the Dashboard.
Note: Be sure to allow pop-ups in the web browser so that the course can open in a new tab. You may need to manually allow pop-ups for this site for students to access the course.
- In the course, complete the **Welcome and Important Course Information Unit**. You may consider doing this together if all students in room are in the same class.
- Review the Pacing Chart, detailing due dates for assignments.
- Complete the **Initial Communication Assignment**.
- Begin working on units and lessons.

Recommendations for Success during the Course

Mentors or Coaches

- Take attendance.
- Plan your ongoing communication strategy with students, parents, and IVS instructors.
- Know your IVS instructors' names and their contact information. If you have questions or concerns, communicate with the IVS Instructor. You are a team supporting your student.
- At least once a week, have each student log into his/her course and show you his/her progress according to the course Pace Chart, Class Progress, and the Gradebook.
 - Help students know where they should be in the course according to the Pace Chart.
 - View Class Progress to see assignment score and any feedback or comments left by the IVS instructor.
 - Help your student set goals to keep current, including planning for homework time and access outside the class.
- Consider steps for adjustments, i.e. communicate with parents, require students to work during additional times until back on pace.
- Allow phones or provide a phone to contact the IVS Teacher if needed. IVS teachers are adjuncts and may not always be available at the time the student is in your classroom. But if they are, phone and text may be the fastest way to communicate.
- Watch the student's screens. If you see a student on the same lesson day after day, that's a good time to check in and ask if they are talking to the teacher. Maintain policy that the mentor and/or coach must be able to see the student's screen when he/she is taking a test.
- Post common how-to directions related to using IVS in the room where students will be working on courses.

Students

- If students have any questions about the course content, encourage them to contact the IVS Instructor. Instructors want to hear from students and have provided information on how to contact, best times to contact, and preferred contact methods on the course homepage.
- If students have technical issues, remind them to submit a help desk ticket if you are unable to help them resolve the issue.
- Stress the need to log in and work every day!
- Remind students to check email and News on the course homepage every day.

Parents and Guardians

- Encourage and remind parents/guardians to ask their students to log into the course weekly with them so they can view the course Pace Chart, Class Progress, and the Gradebook. Parents and guardians have their own credentials to view the same information that a Mentor and Coach can see in the IVS Student Information System.