



Grades 6-12
Family Information Guide

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CANTON LOCAL *Online* VIRTUAL ACADEMY

OVERVIEW

Online Learning Defined

The Canton Local Virtual Academy (online learning) is offered as an alternative when school buildings are open for face-to-face instruction.

“Online learning –

Education in which instruction and content are delivered primarily over the Internet. (Watson & Kalmon, 2005) The term does not include printed-based correspondence education, broadcast television or radio, videocassettes, and stand-alone educational software programs that do not have a significant Internet-based instructional component. (U.S. Department of Education Office of Planning, Evaluation, and Policy Development Policy and Program Studies Service, 2010) Used interchangeably with Virtual learning, Cyber learning, e-learning.”

“Online learning program –

An online learning program is an organized offering of courses delivered primarily over the Internet.”

International Association for K-12 Online Learning

-As referenced in Ohio Revised Code 3314.23

Roles & Responsibilities

Curricular Resources	Grades 6-12 materials provided by Edgenuity Courseware. <ul style="list-style-type: none">• Grades 6-8 Course Offerings• High School Course Offerings
Instructional Delivery	“The computer is the teacher.” Lesson creation and delivery is provided by Edgenuity.
Teacher Support Role	<ul style="list-style-type: none">• Guides, monitors, and supports student learning.• Reviews learner progress and performance data.• Stays current with communications and grading.• Aligns subject/course to traditional classroom sequence.• Provides periodic progress updates to students, families, and Virtual Academy coordinator.• In addition to primary teacher support, the district gifted coordinator and a building intervention specialist will provide support for the following:<ul style="list-style-type: none">• Reviews WEPs and accelerates learning as needed.• Reviews IEPs and makes accommodations as needed.

Roles & Responsibilities

Student Role	<ul style="list-style-type: none">• Logs into Edgenuity daily.• Completes all assignments daily.• Completes assessments with integrity.• Checks messages daily and responds to communication from Canton Local support staff.• Seeks support from Canton Local support staff.
Family Role	<ul style="list-style-type: none">• Sets high expectations.• Provides space for learning.• Makes sure your student has scheduled enough time to complete assignments.• Encourages your students and ask for their feedback on how things are going.• Logs into Edgenuity via your parent credentials to review progress.• Seeks support from Canton Local support staff.• Responds to communication from Canton Local support staff.

Enrollment & Withdrawal

Initial Withdrawal Deadline: Friday, September 4.

- This firm deadline is for families and students who are concerned about their level of success in a fully online learning environment and wish to return to face-to-face learning.

Future requests for withdrawal from the Canton Local Virtual Academy will be accepted the week prior to the beginning of the second, third, and fourth grading periods with face-to-face classes beginning the first day of the new grading period.

Future requests for enrollment in the Canton Local Virtual Academy will be accepted the week prior to the beginning of the second, third, and fourth grading periods with online coursework beginning the first day of the new grading period.

If a school or the district is ordered to begin Remote Learning:

1. All face-to-face students will begin Remote Learning.
2. Canton Local Virtual Academy students will have the option to:
 - a. Remain in the Canton Local Virtual Academy or
 - b. Join their grade levels in Remote Learning.

If students select option (b), it is expected that students will complete the current nine weeks in the virtual academy and then join the remote learning class at the beginning of the new grading period.

Additional Support & Opportunities

Students have access to:

- School counselors
- CommQuest Services
- Family Support Specialist Services
- Nutrition Services
- Co-curriculars
- Extracurriculars

Attendance & Participation

Virtual Academy students will follow student days as noted on the the 2020-2021 Canton Local District Calendar and attendance policies as noted in the Canton Local District Handbook. Both the calendar and handbook can be found on the district website.

Tracking Attendance

- Weekly attendance is Monday through Sunday and is adjusted according to No Student Days and breaks as listed on the District Calendar. Weekly attendance is recorded on Mondays (or the first day of the school week) for the previous week's attendance.
- Attendance may include, but is not limited to, student attendance in virtual online lessons.
- Attendance may also include, but is not limited to, student participation in:
 - Daily logins to learning management systems;
 - Weekly interactions with teachers to acknowledge attendance;
 - Assignment completion; and
 - Assessment completion.

Tracking Absences

- Excused absences: Any circumstances for which an excuse is received shall be recorded according to the policies set forth in the 2020-2021 Canton Local District Handbook.
- No evidence: If there is no evidence the students participated or engaged in any way in remote learning, then the student shall be marked with an absence for the hours assigned to that activity.
- Consideration may be made for unique circumstances that are communicated to building principals in a timely manner.

Grading

Virtual Academy students will follow grading policies as noted in the Canton Local District Handbook.

Daily grades are located in Edgenuity. Nine weeks, semester, and final grades are located in both Edgenuity and the Home Access Center.

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State Testing

Students are required to take state tests at a school building site. Canton Local support staff will contact Virtual Academy students as a testing window approaches.

Special Education

Specially designed instruction based on the IEP will be addressed with the team including the parents to support delivery of necessary services. Specific limited accommodations can be offered through the Virtual Academy based on student need. A Canton Local intervention specialist will remain the case manager for monitoring curriculum progression. Related services such as PT, OT, and speech will be supported on an individual basis dependent on team decision either through an online platform or scheduled appointments.

Career Technical Education (CTE)

Students who are enrolled in a junior/senior career tech program that runs 2-3 periods are required to take the CTE courses in person. Decisions made to support the health and safety of our students and staff will be based on specific needs of each career tech pathway and learning space. We will invest in PPE and supplies to support increased cleaning and sanitation of technology, tools, and equipment. We will also adjust our daily routines to protect social distancing for students, as much as possible. Industry standards outlined in the Responsible RestartOhio documents for workplace environments will be considered, given that our career tech labs are designed and expected to mirror the workplace environment.

Although students are required to take their career tech courses in person, they are permitted to take their other core classes online. The family will be responsible for any transportation that is needed outside the normal bus transportation schedule.

GRADE WEIGHTS

To be successful in your online courses, it's important to know how your work will be graded. Your overall grade is determined by calculating the weighted averages of your activities. Your teacher will be able to provide you with the grade weight percentages that have been assigned to your course, and you can keep track of those activity weights here.

Activities	Weight
Assignments	%
Essays	%
Labs	%
Projects	%
Additional Activities	%

Assessments	Weight
Quizzes	%
Tests	%
Exams	%

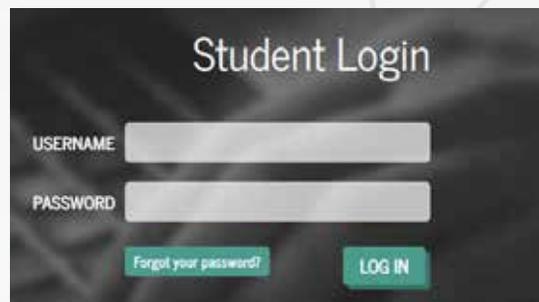
Courses may not include every activity listed here, so be sure to check with your teacher about which of these activities will be in your course.

Accessing Courses

1. Log in to <https://learn.edgenuity.com> and click the **Students** button. Or follow your teacher's login instructions if they are different.



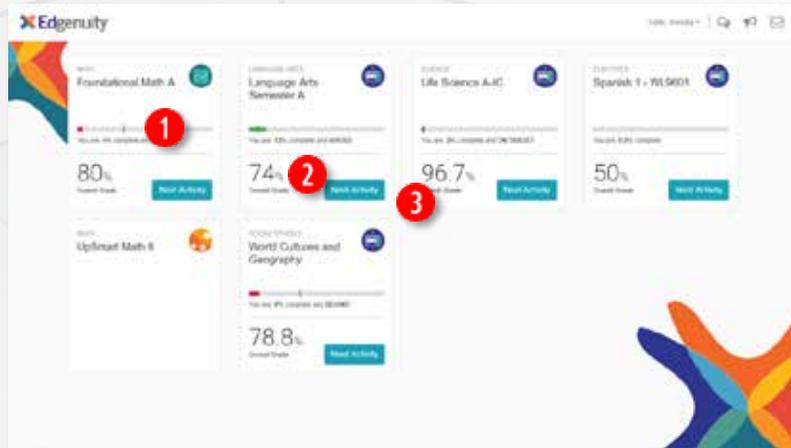
2. On the login screen:
 - Enter your Canton Local **username** and **password**.
 - Click the **Log In** button.



ORIENTATION VIDEO

Your Home Page

1. Here you see a list of all courses assigned to you, along with your current progress and course grade.
2. Click on the **title** of the course to explore the course map.
3. Or, click any blue **Next Activity** to begin working immediately in the course.



- 1 A progress bar shows your current progress. It also displays target progress if a start and target date have been assigned to the course by your teacher. This progress bar is blue if you are on track, green if you are ahead, and red when you start to fall behind.
- 2 The course tiles will also show you the current grade in each of your courses.
- 3 The icons at the top of each tile indicate the type of Edgenuity program you are assigned:



Courseware



MyPath



UpSmart

Your Course Map

1. From the **Home Page**, click the **title** of the course that you would like to work on.
2. Here you see the course map displaying all activities assigned to you. The map auto loads to the next activity in the course, and you can use the course outline located to the right to see what has been assigned.
3. **Due dates** appear next to each activity if your teacher has set a target date. This helps you stay on track by completing your daily assignments.



Your Course Map

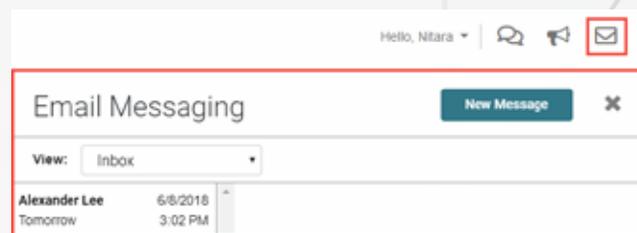
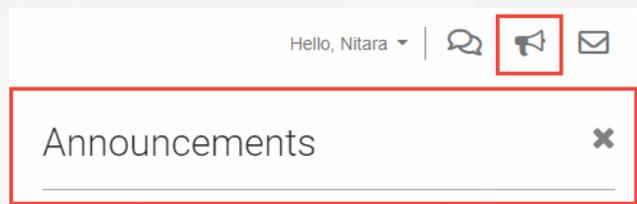
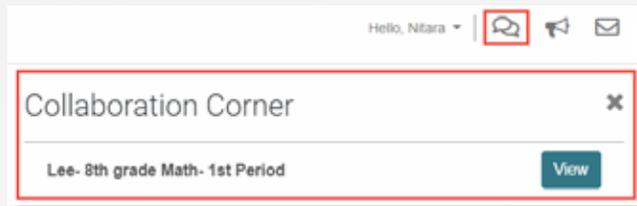
4. Above the course outline is a downloadable **Course Report** that you can use as an assignment calendar and to track your progress and activity scores.
5. Click a **lesson title** in the blue bar to view the lesson objectives, standards, and transcripts.
6. When you complete your assigned coursework for the day, click the **Courseware** icon at the top left to navigate to another course or return to the **Home Page**.

By default, you are required to complete activities in the order in which they are assigned—unless your teacher has enabled Free Movement, you need to complete each activity in its entirety before moving on to the next activity.

Communication Tools

Often times a district, school, and teacher want to reach out with important information. Edgenuity also wants you to be able to reach out to your teacher and collaborate with others in your class. Let's take a look at the three different ways this can be done.

1. **Collaboration Corner**: a discussion thread set up by an educator to allow you to interact in group discussions with other classmates.
2. **Announcements**: find information from your district or school.
3. **Email**: communicate directly with your teacher.



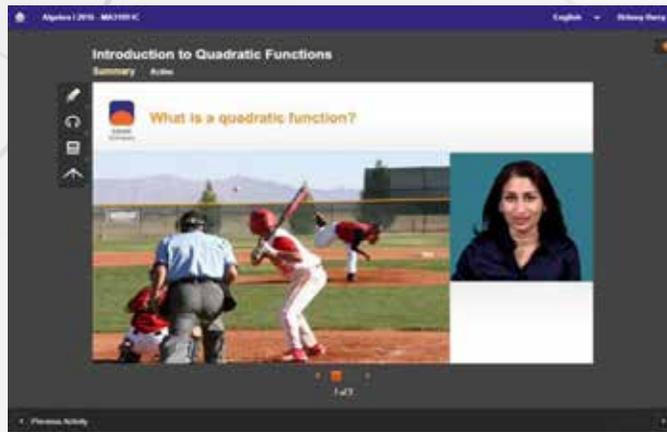
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Courseware Learning Tools

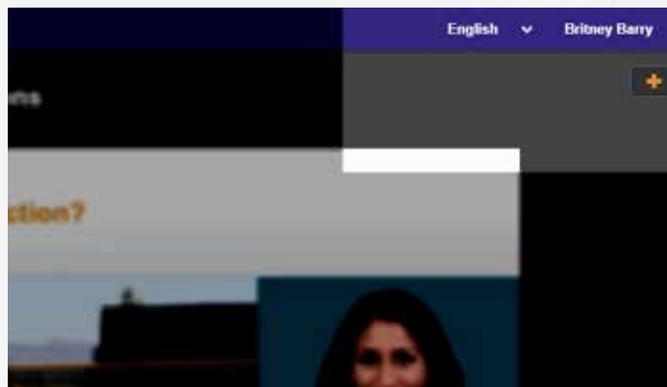
Your online courses include a number of tools available to support your learning. You can take digital notes (eNotes), use the online glossary to view new vocabulary, and even read transcripts of the video instruction to ensure you don't miss key information.

Many courses also have subject-specific tools available like calculators, formula sheets, and the periodic table. And if your teacher enables additional tools for you, you could have access to translate the text you see on screen into one of over 60 languages, or even have text read aloud to you. Let's take a look at some examples.

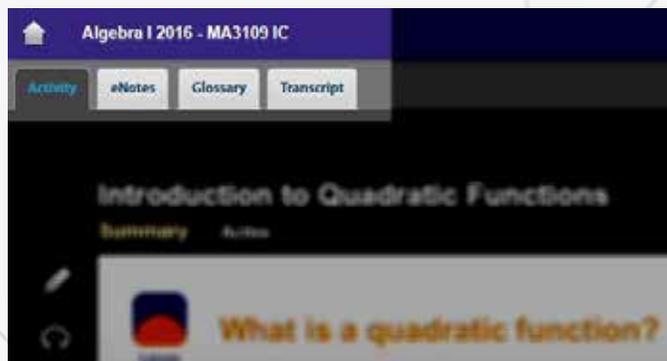
1. Every lesson in your course gives you access to electronic notes (eNotes), an online glossary, video instruction transcripts, and a highlighter tool.



2. Open these tools by clicking the **orange plus sign** at the top right corner, found under your name.



3. Edgenuity automatically detects your screen size and adjusts to give you the best learning experience. On smaller screens, tablets, or mobile devices, you might find tabs across the top instead of the plus sign.



4. Click on any tab to see the related information:

- **eNotes:** take notes as you are learning; your teacher may allow you to access these notes during your assessments

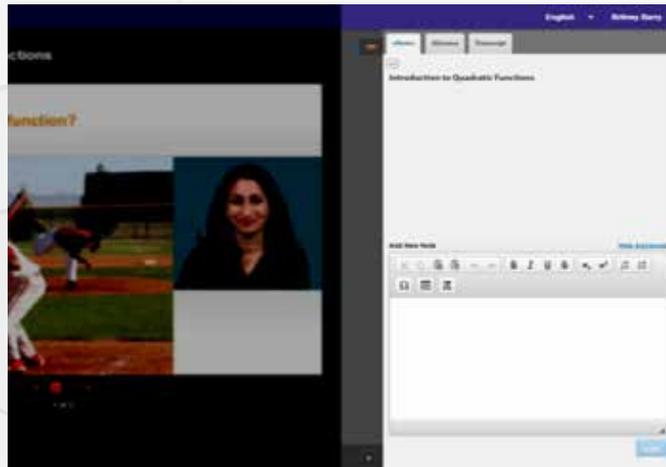


Click these arrows under the eNotes tab to open and close the advanced view you see here. You'll have access to additional formatting, an equation editor, as well as tables.

- **Glossary:** access key vocabulary terms for your lesson and also look up unfamiliar words
- **Transcript:** read the text of the video instruction



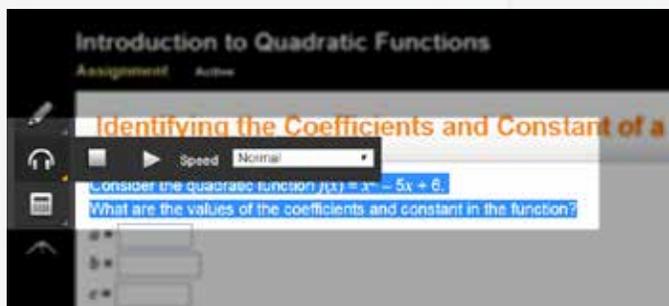
Highlighter: highlight text on the screen in various colors; these highlights do not disappear unless you choose to clear them; they will show up the next time you log into your course.



Learning Tools Enabled by Your Teacher as needed



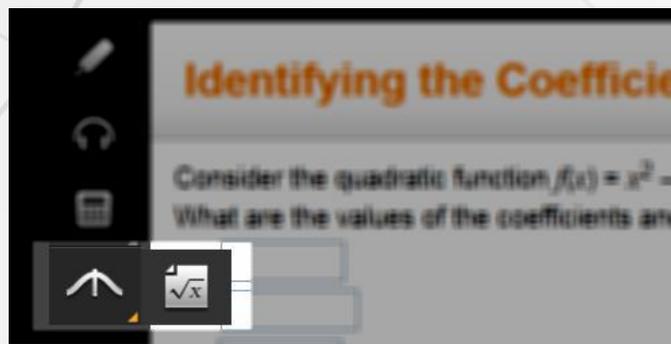
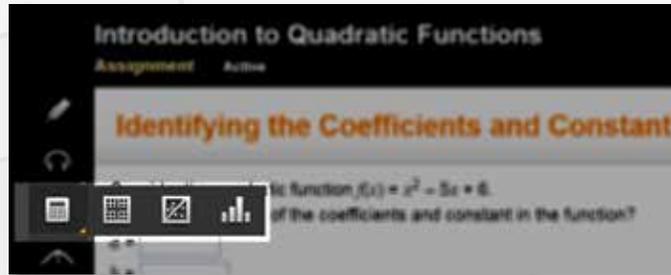
Read-Aloud: highlight the text on screen and have it read aloud in English; or any of the first 5 languages that appear in the translation tool (see below). After highlighting text, hover over the read-aloud icon, then click play.



SUBJECT SPECIFIC TOOLS

1. Math Courses

- **Calculators:** there are a number of calculators available as needed, including standard, graphing, regression, and statistics calculators; not all math courses have calculators available.
- **Resources:** you may need access to helpful formula sheets or additional resources which are found at the bottom of the toolbar.



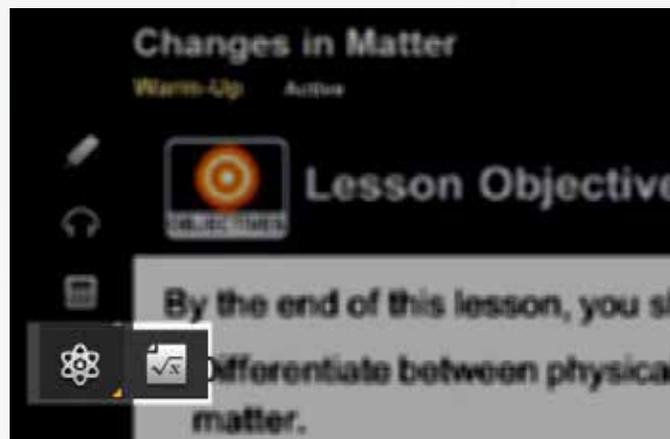
2. English Language Arts Courses

- **Grammar Handbook:** this is your comprehensive guide to all things grammar-related located at the bottom of the toolbar.



3. Science Courses

- **Calculators:** similar to Mathematics courses, you have access to calculators when they are required to complete your coursework.
- **Periodic Table:** this tool may appear for some, but not all, science courses.



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Accessing Books for Reading

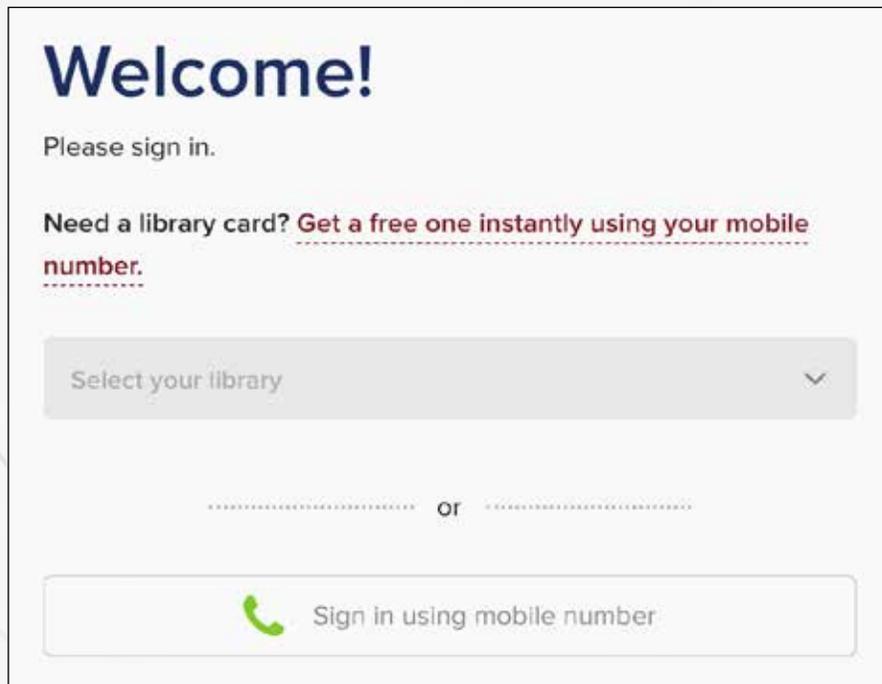
For access to books in grades K-12 (including novel requirements in grades 4 and beyond), sign up for free accounts with either or both of the resources below. All other reading materials are included either in the student workbook (grades K-5) or within the courses.

<https://z-lib.org/>



The screenshot shows the Z-Library website interface. At the top, there are three main navigation options: **Books** (with a checkmark and 'b-ok.cc'), **Articles** (with a checkmark and 'booksc.org'), and **Sign In/Up** (with a checkmark and 'singlelogin.org'). Below these options, a horizontal dashed line separates the navigation from a paragraph of text: "Here you can always find the relevant information on the available domains for your region. We strongly recommend creating an account in our library so the system can automatically match the available domain for you."

<https://ohdbks.overdrive.com/>



The screenshot shows the OverDrive website login page. It features a large "Welcome!" heading, followed by the text "Please sign in." Below this, there is a promotional message: "Need a library card? **Get a free one instantly using your mobile number.**" Underneath the message is a dropdown menu labeled "Select your library" with a downward arrow. Below the dropdown menu, there is a horizontal dashed line with the word "or" in the center. At the bottom, there is a button with a green telephone handset icon and the text "Sign in using mobile number".

STUDENT REPORTS

Student progress reports are mailed weekly. In addition, you have access to several reports that are helpful for staying on track to complete your coursework, view your progress, and monitor your own grades.

1. **Course Report:** provides detailed information about all activities assigned to you within a selected course. Access the Course Report by clicking the button on the top right within the **Course Map**.

The Course Report also serves as an assignment calendar. Print this report and check off each of your assignments as you work through the course!



Carla Smith
Progress Report: AZ Common Core Mathematics 8 A
Grade: 8
Created On: 07/25/2018, 07:02 PM
Start Date: 07/25/2018 End Date: 10/09/2018

Activity	Due	First Attempt	Submitted	Attempts	Total Time	Category	Score
Unit: Understanding Ratios and Rates							
Lesson: Describing Part-to-Part Relationships							
Warm-Up	7/25/2018	7/25/2018	7/25/2018	1	0:41:39s		
Instruction	7/25/2018	7/25/2018	7/25/2018	1	23m:27s		
Summary	7/25/2018	7/25/2018	7/25/2018	1	1m:27s		
Assignment	7/25/2018	7/25/2018	7/25/2018	1	2m:46s	Assignment	93.8%
Quiz	7/25/2018	7/25/2018	7/25/2018	1	2m:5s	Quiz	100%
Lesson: Using Ratio Notation							
Warm-Up	7/25/2018	7/25/2018	7/25/2018	1	1:14:51s		
Instruction	7/25/2018						
Summary	7/25/2018						
Assignment	7/25/2018					Assignment	0%
Quiz	7/25/2018					Quiz	0%
Lesson: Equivalent Ratios							
Warm-Up	7/25/2018						
Instruction	7/25/2018						
Summary	7/25/2018						
Assignment	7/25/2018					Assignment	0%

2. **Attendance Log:** keep track of your daily activities through the attendance log, found on the Profile menu after clicking on your name in the top right corner.

Edgenuity
Raquel Daniels's Profile

Student Information
Reporting
Attendance Report

ATTENDANCE REPORT
From: 8/14/2018 To: 8/15/2018 View Attendance Report

SESSION	TIME (HH:MM:SS)	ACTIVITY COMPLETED
WEEK 1: 8/13/2018-8/15/2018		
Monday 8/13/2018		
9:25 AM-9:48 AM	00:27:48	1
U.S. History 01	00:27:40	1
Thursday 8/16/2018		
4:55 PM-4:58 PM	00:03:23	1
Algebra 1 01	00:03:20	1
6:23 PM-6:23 PM	00:00:16	1
Algebra 1 01	00:00:11	1
Friday 8/10/2018		
2:32 PM-3:17 PM	00:44:11	1
U.S. History 01	00:44:11	1
6:47 PM-6:47 PM	00:00:00	0
WEEK 2: 8/13/2018-8/19/2018		
Monday 8/13/2018		
9:58 AM-10:29 AM	00:31:37	1
English Language Arts 10 01	00:31:37	1
11:47 AM-11:47 AM	00:00:00	0

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3. **Progress Overview:** easily monitor your progress and grades within each course by visiting the Progress Overview report. This report is especially helpful to see how your course grade is calculated, how much work you've completed, and also how far along you are when your teacher assigns a target date for you.
4. **Fitness Log:** when enrolled in a fitness course, track your fitness activities- strength, cardio, and flexibility- into a log.



This icon will only appear for fitness-related courses.

GETTING HELP

Save your time with teachers for content-course questions.

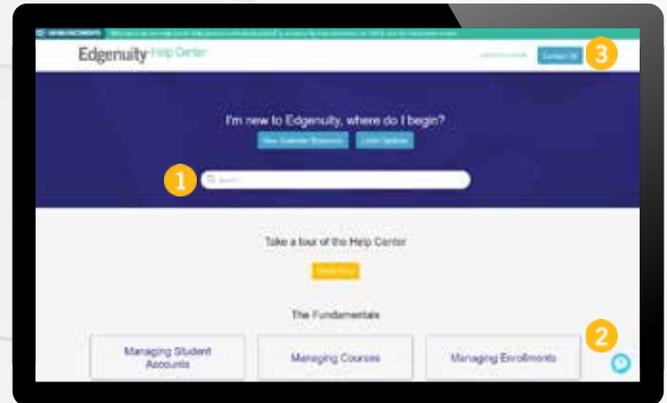
Edgenuity

The Edgenuity Help Center is a great resource for finding answers to common questions. Access it by going to help.edgenuitycourseware.com/hc, and type your query into the search bar to find helpful articles (labeled 1 in the screenshot).

For additional help, click the ? button on the bottom right corner of the page (labeled 2 in the screenshot) and our Edgenuity Virtual Assistant will chat with you to provide the help you need. Should a Support Team member be needed, you can also chat with them through this feature. They are available seven days a week to answer your questions.

Clicking that button opens up a menu that gives you the opportunity to request a callback, chat with someone, or leave a message. Select the option that is best for you to receive the help you need.

Support Team hours can be found by clicking the Contact Us button in the top right corner (labeled 3 in the screenshot).



Computer Issues

- Utilize the CLSD Tech Help Desk - [Click for instructions](#)
- Edgenuity Platform Issues - [Click for Edgenuity Ticket Form](#)

Username & Password Issues

- Grades 6-8
 - Contact Dale.Rush@cantonlocal.org
- Grades 9-12
 - Contact Trent.McIlvain@cantonlocal.org

Teacher Support

- Support teacher names and office hours will be emailed to students and posted to the district website during the first week of classes.