

CENTRAL ELEMENTARY - ONLINE LEARNING HANDBOOK

EDMENTUM EdOptions

Edmentum EdOptions is the online learning program that will deliver your coursework. Each class will be entirely provided online. Virtual instruction will be led by licensed teachers, with live lessons in each course offered Monday-Thursday. Although the lessons are live, they will remain accessible for asynchronous learning if needed. Each lesson will last approximately 45-60 minutes.

Each student may have two parental accounts, which provide parents/guardians with login access to student course information. Parents will have access to direct teacher email links, viewing progress reports (grading and pacing), and the ability to view all communication between the student and the teacher.

Parents/guardians will also have access to [Edmentum Sensei](#), which is a tool to connect parents/guardians directly to their child's online learning experience.

PROFILE OF A SUCCESSFUL ONLINE LEARNER

The most important question to answer is whether or not the student is well suited to be in an online learning environment. Parents and students should be aware that the demands of online courses are equal to or can exceed those of traditional 'face to face' courses. Online instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week on each course. This is similar to the amount of time a student would spend in a course in-person. Instructors with online teaching experience agree that students who are successful at online learning have the following critical characteristics:

Good Time Management: Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?

Effective Communication: Can the student ask for help, make contact with other students and/or instructors online and describe any problem he/she is having with the learning materials using email?

Independent Study Habits: Can the student study and complete assignments without direct supervision and maintain the self-discipline necessary to stick to a schedule?

Self-Motivation: Does the student have a strong desire to learn skills, acquire knowledge and fulfill assignments in online courses because of their educational goals?

Academic Readiness: Does the student have the basic reading, writing, math, and computer literacy skills to succeed in an online course?

Technologically Prepared: Does the student know how to navigate a Chromebook and open, create and/or save a document, use various technology tools and identify file formats (e.g., doc, xls, pdf, jpg)?

The Stanford Research Institute examined the accessibility of online learning for students, especially those who were at risk of failure. Their report cautions that students who have failed face-to-face classes may have challenges that will affect their success in an online course as well. Many students do not realize that they will have to be even more accountable for their time, performance and productivity in an online class.

EDMENTUM LOGIN INFORMATION

SITE: <https://auth.edmentum.com/elf/login>
ACCOUNT: NCSD3.5
USERNAME: firstname.lastname
PASSWORD: password

*Bookmark the login page so you can easily access it on your computer.

*Students that want to **change their password** should contact Mrs. Gindt or Dr. Asmus to have their password updated.



CONTACT INFORMATION -- ONLINE LEARNING COORDINATORS

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GETTING STARTED

After logging into your Edmentum account, follow these steps:

1. Click on the [ALL ACTIVITIES](#) tab for one of your classes.
2. Next click on Student Orientation and watch the instructional video.
3. Click on the Syllabus link and watch the instruction video.
4. Lastly, click on the Video Transcripts link (if available).
5. Begin your coursework by clicking on the Unit 1 section.
6. Contact your administrator if you have any questions.

Tutorial Zoom Session Date/Time: Will be established the week school begins along with access to zoom sessions to address questions on starting your online learning journey.

CHROMEBOOK HANDOUT

Online learners that do not have a Chromebook may pick up their district-provided Chromebook at Central Elementary's front entrance on the first day of school.

OFFICE HOURS/SUPPORT

Academic or general Edmentum support is available by contacting the coordinators. Contact may be made through email, phone call, online Google Meet, or a scheduled in-person meeting. Online office hours and opportunities to connect with peers will occur Tuesday and Thursday each week from 2PM to 3PM. Private sessions are also available by contacting the program coordinator.

COURSE ENROLLMENT INFORMATION

Students choosing the online learning platform will be required to commit to an entire semester of online learning. There will be a 10-school day add/drop period at the beginning of each semester for students to make their final decision on in-person or online learning. After day ten of the semester, students may not transition between learning modalities until the end of the semester, unless extenuating circumstances approved by the building administrative team exist.

Each student in grades K-4th grade will be enrolled in the following Edmentum EdOptions courses:

- Math
- Science
- Social Studies
- Language Arts
- Physical Education
- Health
- Art

Students will also be provided access to weekly music lessons, which are led by the Central Elementary Music Teacher, Mrs. Kristi Kenealy.

PROGRESS CHECKS and DUE DATES

Edmentum EdOptions teachers will connect with students and parents/guardians at the start of each semester to determine the best way to continue communication. Options include phone, email, text, WhatsApp, etc.

Edmentum EdOptions teachers are expected to return communication within 24 hours, Monday-Friday. Grading and feedback should occur within 48 hours (Monday-Friday) of work submission. Teachers are expected to conduct bi-weekly meetings with students and parents/guardians.

All student work is expected to be completed by the assigned date.

GRADING

Edmentum EdOptions teachers will grade all assignments and provide direct feedback to the student. Weekly progress updates will also be provided to the Nevada CSD.

EXPECTATIONS OF A STUDENT

- Complete assignments on time
- Seek help when you don't understand a topic
- Seek help if you are having technical difficulties

EXPECTATIONS OF THE ONLINE LEARNING COORDINATORS

- Provide scheduled online office hours
- Provide an ongoing help forum
- Respond to student/parent/guardian questions and concerns promptly

POWERSCHOOL and EDMENTUM

Powerschool and Edmentum are two separate systems and are not connected online. Progress for online classes can be viewed in Edmentum or through the progress checks sent to parents/guardians by the Central Elementary staff.

HOW DO I SUBMIT MY WORK?

All work is submitted through the Edmentum EdOptions site and will be reviewed by instructors. If you have difficulty uploading any material please contact your instructor or the Nevada CSD Online Learning Program Coordinator.

TIPS FOR INCREASING SUCCESS ONLINE

Make a schedule. Read your syllabus, and set aside time each day to work on your online course(s).
Set daily goals.

Minimize your interruptions and distractions.

Avoid procrastination.

Ask for help.

WHAT HAPPENS IF I AM ILL OR HAVE OTHER CIRCUMSTANCES THAT DON'T ALLOW ME TO WORK ONLINE?

Please contact the Nevada CSD Online Learning Program Coordinator.

Central Elementary Online Learning Frequently Asked Questions

1: What is the process for a student to receive Online Learning services at Central Elementary?

- **Answer:** Parents/guardians interested in having their child receive online learning at Central Elementary, should contact the NCSD Online Learning Coordinator, Dr. Kody Asmus, and set up a time to discuss in more detail the district's online learning platform. Following that initial meeting, a determination can then be made, with parent/guardian approval, for the student to receive online learning at Central Elementary. Parents/guardians will also have the opportunity to select "Online Learning" as their learning modality of choice during school registration.

2: Will student services (TAG, 504, IEP, etc.) continue to be offered to students receiving online learning services?

- **Answer:** Yes - students receiving online learning will continue to work with district student service faculty/staff to continue to provide student services with fidelity.

3: Does a student receiving online learning services have to take all online courses?

- **Answer:** Yes - students who select online learning as their modality of choice must take all of their classes online. However, suppose there is not a comparable virtual offering to an in-person offering. In that case, students may take that course in-person, at Central Elementary. Families will be responsible for transportation to and from the building.

4: May students switch back and forth between in-person learning and online learning?

- **Answer:** There will be a 10-school day add/drop period at the beginning of each semester. After day ten of the semester, students may not transition between learning modalities until the end of the semester, unless extenuating circumstances approved by the building administrative team exist.

5: Will students receiving online learning services be required to take FAST Assessments and the Iowa Statewide Assessment of Student Progress (ISASP)?

- **Answer:** Yes - students in grades K-8 will be required to take the FAST Assessments during all three assessment periods (fall, winter, and spring). Students in grades 3-11 will also be required to take the Iowa Statewide Assessment of Student Progress (ISASP). Building administrators will contact parents/guardians to set up testing arrangements for students receiving online learning services.