

NEVADA MIDDLE SCHOOL - ONLINE LEARNING HANDBOOK

EDMENTUM

Edmentum is the online learning program that will deliver your coursework. Each class will be entirely provided online. Students will not receive direct instruction from a live instructor and all content will be provided asynchronously to be completed independently by the student. Academic and technical support will be provided to each student as needed.

Parents/guardians will 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** must complete the [NMS Edmentum Password Form](#) and will receive notification from Mrs. Gindt or Dr. Asmus when their password has been 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 Nevada Middle School'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 5th/6th will be enrolled in a minimum of **six Edmentum courses per semester** and students in grades 7th/8th will be enrolled in a minimum of **seven Edmentum courses per semester**. Courses for each grade-level will consist of:

- 5th Grade
 - Year-long Courses: Math, Science, Social Studies, Language Arts, and Fitness Basics
 - Semester Courses: Health and Exploring Music
- 6th Grade
 - Year-long Courses: Math, Science, Social Studies, Language Arts, and Fitness Basics
 - Semester Courses: Health and 2D Studio Art

- 7th Grade
 - Year-long Courses: Math, Science, Social Studies, Language Arts, and Fitness Basics
 - Semester Courses: Health, Career Explorations 1, Family & Consumer Science, and one elective of choice
- 8th Grade
 - Year-long Courses: Math, Science, Social Studies, Language Arts, and Fitness Basics
 - Semester Courses: Health, Career Explorations 2, Exploring Information Technology, and one elective of choice

First semester schedules will be entered into Edmentum and viewable for students and parents/guardians on the first day of school.

Second semester schedules will be entered into Edmentum and viewable for students and parents/guardians on the first day of the second semester.

Students may select additional electives from the options listed in the link below. Email your program coordinator with your class selection.

Nevada Middle School Edmentum Course Offerings -- [LINK](#)

PROGRESS CHECKS and DUE DATES

Progress checks will be conducted three times per term. Parents/guardians will receive an update on their child's progress during each progress check. Exact dates will be communicated at the start of each semester.

Each course offers automatic course pacing and is visible on the course homepage. This allows the student and administrators to quickly see if students are ahead of pace, on pace, slightly off pace, or way behind pace through color-coded pacing bars and other visuals. You will see a color coded bar with green indicating on pace and red indicating that the class is off pace. The pacing bar is set to match the term dates for the Nevada Middle School. Semester start/end dates and progress checks will be communicated each year.

If a student is behind pace or failing any course at the mid-term or end-of-term grade check, the student will have until the following Friday to be "on-pace" and passing (60% or above) each course. If the student does not reach "on-pace" and passing (60% or above) in all courses by the Friday of the following week, the student will be required to return to in-person learning the following Monday.

EDMENTUM/ONLINE CHEATING POLICY

1. First Instance of Cheating

- The instructor/grader gives a 1% in the grade book for the assignment that contains confirmed cheating.
 - 1% represents cheating as opposed to using 0% which may represent that the student did 0% of the work correctly.
- The instructor/grader informs the student and parent that the student has received zero credit and is allowed to resubmit the assignment without cheating for full credit.
- The instructor/grader informs the student and parent that a 2nd confirmed cheating will result in an administrative consequence and the student can only receive 100% credit if the assignment is completed under direct supervision of a school staff member. A 3rd confirmed cheating will result in no opportunity for the student to resubmit the assignment and a 1% in the gradebook.

2. Second Instance of Cheating

- Instructor/grader informs administration of the second instance of cheating.
- The administrator meets with the student and confirms cheating.
- The administrator notifies the parent of the second instance of cheating, assigns an administrative consequence, and schedules a time for the student to complete the assignment under direct supervision of a staff member to receive 100% credit.
- Administrator notifies student & parent that a third confirmed instance of cheating will result in no opportunity to resubmit the assignment and 1% will be entered in the gradebook for the assignment.

3. Third and Future Instance(s) of Cheating

- Instructor/grader informs administration of the third instance of cheating.
- The administrator meets with the student and confirms cheating.
- The administration notifies the student and parent that the student will not be given an opportunity to resubmit the assignment and a 1% will be entered in the gradebook for the assignment. Additional consequences may be given by administration.
- Administrator notifies student and parent that future instances of cheating and multiple assignments with 1% can result in the student failing the course and being required to return to in-person learning.

Visit this link for helpful tips: [AVOIDING PLAGIARISM IN CLASSWORK](#)

GRADING

Grades are updated in real-time through Edmentum. Assignments that are submitted for grading will be manually graded by the coordinator and entered into the Edmentum site. Grades are final at the end of each semester. The grading scale is as follows:

Passing (P): 60-100%

Failing (F): 0-59%

EXPECTATIONS OF A STUDENT

- Complete your tutorials, assignments, quizzes, and tests on time every week
- 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.

HOW DO I LEARN THE MATERIALS?

Learning the material in this course involves first reading or listening to the tutorial and then completing the assignments (homework, discussion forum, quiz) for this lesson.

IS THERE A TEST OR ACTIVITY YOU ARE NOT ABLE TO UNLOCK?

Mastery tests can be taken after completing the tutorial in full. If you need to retake a mastery test, complete the tutorial again and the mastery test will be unlocked to retake. If a test is not unlocking, please contact your coordinator and let them know you need assistance to retake the quiz.

If you are locked out, you may work ahead and let your coordinator know you need assistance. Email your coordinator at any time and they will assist you as soon as possible.

HOW DO I SUBMIT MY WORK?

All work is submitted through the Edmentum site. If you have difficulty uploading any material please contact your instructor.

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 your online learning coordinators.

NMS Online Learning Frequently Asked Questions

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

- **Answer:** Parents/guardians interested in having their child receive online learning at NMS, 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 Nevada Middle School. 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 Nevada Middle School. Families will be responsible for transportation to and from the building.

4: May students receiving online learning services participate in extracurricular activities?

- **Answer:** Yes - all students may participate in extracurricular activities as offered by the district/school. The [Nevada Middle School Academic Eligibility](#) policy and the [Nevada High School Academic Eligibility](#) policy will apply to students.

5: 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.

6: 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.