2020/2021 Clark Shawnee Virtual Learning Academy

SMS & SHS

Welcome to the Clark Shawnee Virtual Leaning Academy for middle and high school students! Our mission is to ensure that all students can grow, learn, and fulfill their potential during this academic year. We have established a layered approach to support our virtual students in order to make this happen. Please take time to read through this entire document and keep it in a place where you can use it for reference should you need direction or have questions.

Michelle Heims- 7-12 Campus Principal leading CSL Virtual Learning Academy

Michelle.heims@cscocal.org

David Steen- Edmentum Point Person for SMS and SHS

David.steen@cslocal.org

Teacher Content Help Team

These are content area teachers who are can be reached by email when students have specific questions about their work. They will have a class period built into their workday to reply to emails or call students directly. Students should email the teacher first and then wait for a reply. For questions later in a school day student will not be receiving a reply until the following day.

Course	Grades 7-9	Grades 10-12
ELA	Mrs. Delk	Ms. Nelson
Emails	Erin.delk@cslocal.org	Elizabeth.nelson@cslocal.org
History	Mrs. Lloyd (Grades 7 & 9)	Mr. Meeks (Grades 8,10,11)
Emails	Annette.lloyd@cslocal.org	Richard.meeks@cslocal.org
Math	Mrs. Matthies/Mr. Limes	Mrs. Matthies/Mr. Limes
Emails	Rosie.Matthies@cslocal.org	George.limes@cslocal.org
Science	Mrs. Allen	Mrs. Meeks
Emails	Elizabeth.allen@cslocal.org	Kristin.meeks@cslocal.org
Special Ed	Mrs. Szekacs	Mrs. Koukis
Emails	Beth.szekacs@cslocal.org	Natalie.koukis@cslocal.org
Spanish	Mrs. Caraway	Mrs. Caraway
Email	Stephanie.caraway@cslocal.org	Stephanie.caraway@cslocal.org

Virtual Mentor Team

This is a team of Shawnee teachers and staff members who have been assigned to each virtual student. Their role is to communicate each week to their student via e-mail or phone contact when needed. They will be monitoring their assigned students' weekly goal progress in each class, emailing both student and parent a weekly progress report for all classes, and taking attendance based upon the previous week's completed work.

How to get started on Edmentum

School begins for Clark Shawnee Virtual Learning Academy students on

Tuesday, September 8. Please follow the following instructions to get started:

GETTING STARTED:

1.   Go to PLE.PLATOWEB.COM

2.   Sign in if you have already taken Edmentum courses.

3. For **NEW USERS**:

Account: CSL1
Username: First letter of your first name, then last name (no spaces)
Example: John Smith would be jsmith

Password for High School Students: shs (lowercase) (Some 9th Graders may be sms)

Password for Middle School Students: sms (lowercase)

Note: If you are signing on for the first time you will be prompted to go to your school email to complete VALIDATION. Simply click on CONFIRM EMAIL.

YOU ARE NOW READY TO ROLL:

1.   Once back into Edmentum, you will click on NEW ACTIVITY where you will see your ACTION ASSINGMENTS.
2. For each course, the student will need to do the following:
    - ✓ Click SELECT NEW ACTIVITY
    - ✓ Complete PLATO STUDENT ORIENTATION
    - ✓ Complete COURSE SYLLABUS
3.   It is now time to get to work. You will take a pre-test at the beginning of each unit for each course.
4. You will need to look at the Clark Shawnee Virtual Learning PACING GUIDE and follow the prescribed dates for the percentage of your overall work to be completed. **YOU CAN WORK AHEAD, BUT YOU SHOULD NOT FALL BEHIND!** You can track your progress through Edmentum and will be given a weekly update by your MENTOR. This update will go out to parent emails as well.
5. You need to not only watch over your percentage completed, but you also need to watch over your grades on each assignment.
6. MAKE SURE you go through the entire lesson before you take the mastery test (lesson test). If you fail the mastery test you will to go back through the lesson before it allows you to retake a mastery test.
7. If you need help in a course, we encourage you to reach out to the teachers on the TEACHER CONTENT TEAM.

8. Attendance will be taken on a weekly basis based on work completion. Please see the ATTENDANCE portion of the PACING GUIDE for a detailed explanation.

REMEMBER: You can access your email at email.clarkshawnee.org. If you should forget your email password, please call 937-325-9296 or email ann.wagner@cslocal.org.

Clark Shawnee Virtual Learning PACING GUIDE

The below PACING GUIDE is to be used for the percentage of work that you should have complete from Thursday to Thursday of each week. Please note that there will be no exceptions for in person school delays or snow days. Virtual students are to follow this guide unless they choose to work ahead.

Week	Day	% of Course Must Be Completed	Date Due- Must Be Completed	Student Attendance will be taken on the following dates for the work completed
1	Thurs	10%	9/17	9/23
2	Thurs	20%	9/24	9/30
3	Thurs	30%	10/1	10/7
4	Thurs	40%	10/8	10/14
5	Thurs	50%	10/15	10/21
6	Thurs	60%	10/22	10/28
7	Thurs	65%	10/29	11/4
8	Thurs	70%	11/5	11/11
9	Thurs	75%	11/12	11/18
10	Thurs	80%	11/19	11/24
11	Wed	85%	11/25	12/2
12	Thurs	90%	12/3	12/9
13	Thurs	95%	12/10	12/16
14	Thurs	100%	12/17	12/18

Clark Shawnee Virtual Learning Academy ATTENDANCE

Attendance will be taken each week based upon the percentage of work completed from the previous week. For a student to be counted as having attended all five days of a week they must have completed the designated percentage of work from the week before. On Wednesday of each week students must have completed at least the percentage of work required from the Thursday before. For each course that does not meet this threshold the

student will be assigned one missing day in their overall attendance. It is important that they sign on and stay up in completing their work.

Shawnee Virtual Learning Academy- MENTORS

Virtual Mentor Team

This is a team of Shawnee teachers and staff members who have been assigned to each virtual student. Their role is to communicate each week to their student via email or phone contact when needed. They will be monitoring their assigned students' weekly goal progress in each class, emailing both student and parent a weekly progress report for all classes, and taking attendance based upon the previous week's completed work.

Mentors will:

- ✓ Be assigned a caseload of virtual students to connect to on a weekly basis
- ✓ Receive a class of just their students in Edmentum to monitor
- ✓ Record attendance for caseload students on Wednesday
- ✓ Log into Edmentum using the following process:

GETTING STARTED AND LOGGING INTO EDMENTUM:

4. Go to PLE.PLATOWEB.COM
5. Login:
   Account: CSL1
   Username: First letter of your first name, then last name (no spaces)
   Example: John Smith would be jsmith

   Password for High School Students: shs (lowercase)

   Password for Middle School Students: sms (lowercase)

Note: If you are signing on for the first time you will be prompted to go to your school email to complete VALIDATION. Simply click on CONFIRM EMAIL.

6. Go to COURSEWARE
7. Go to MENU
8. Go to MY CLASSROOM - Here you will see your class as each individual student

FOR WEEKLY PROGRESS REPORTS

9. Go to MENU
10. Go to MY STUDENTS - where you will choose a student
11. Go to REPORTS
12. Go to COURSE PROGRESS REPORT

TO EMAIL STUDENT AND PARENTS ON WEEKLY BASIS:

13. Once in COURSE PROGRESS REPORT select PDF - This will automatically download
14. Go to your email and enter student and parent email. Select ATTACHMENT and go to DOWNLOADS. The top document should be the most recent PDF. Attach that document. Please include a personal note to the student and use their progress report for celebrations and/ or reminders about meeting deadlines.

Clark Shawnee Virtual Learning Academy ATTENDANCE

Attendance will be taken each week based upon the percentage of work completed from the previous week. For a student to be counted as having attended all five days of a week they must have completed the designated percentage of work from the week before. On Wednesday of each week students must have completed at least the percentage of work required from the Thursday before. For each course that does not meet this threshold the student will be assigned one missing day in their overall attendance. It is important that they sign on and stay up in completing their work.

Every Wednesday Mentors will:

- ✓ Look over each student's percentage completed for each course.
- ✓ Refer to the attendance chart below and record the number of classes (up to 5- Max) where student does not meet the % complete for the previous week on the SHARED EXCEL VIRUTAL ATTENDANCE DOCUMENT

Week	Day	% of Course Must Be Completed	Date Due- Must Be Completed	Student Attendance will be taken on the following dates for the work completed
1	Thurs	10%	9/17	9/23
2	Thurs	20%	9/24	9/30
3	Thurs	30%	10/1	10/7
4	Thurs	40%	10/8	10/14
5	Thurs	50%	10/15	10/21
6	Thurs	60%	10/22	10/28
7	Thurs	65%	10/29	11/4
8	Thurs	70%	11/5	11/11
9	Thurs	75%	11/12	11/18
10	Thurs	80%	11/19	11/24

11	Wed	85%	11/25	12/2
12	Thurs	90%	12/3	12/9
13	Thurs	95%	12/10	12/16
14	Thurs	100%	12/17	12/18

Shawnee Virtual Learning Academy- TEACHER CONTENT

Teacher Content Team Will:

- ✓ Check over email daily for any virtual student content questions
- ✓ Respond to virtual student in a timely fashion during scheduled period either same day or the next
- ✓ Reach out by phone to the student if they have more in-depth questions
- ✓ Follow up with students when appropriate or necessary to check in on their progress

Setting UP Your Gmail Account

This year all Shawnee students in grades K-12 will need to set up their Google account to access Gmail. **This is the first thing that must be done by all students regardless if they are in the HYBRID OR VIRTUAL LEARNING ACADEMY**. Please take time to follow these step by step instructions to set up a student Gmail account:

1. Go to www.gmail.com

2. Log in using the following:
    USERNAME: last 2 digits of graduation year.firstinitiallastname@students.cslocal.org
        Example for John Smith: 25.jsmith@students.cslocal.org

    After entering your USERNAME, you will be likely taken to the Clark-Shawnee splash /Office 365 page to enter your password. **THIS IS NORMAL** as it allows authentication of your Google account while maintaining your Office 365 account where your e-mail is currently stored.

    PASSWORD (*if you are an 8-12th grader*): **Your current e-mail password**

    PASSWORD (*if you are an incoming 7th grader or new to the district*): **Student01**

    Note: If you should forget your e-mail password you can call 937-328-5378 for reset help.

3. Once you have completed the above steps your google account is ready to ROCK AND ROLL. You can access your school e-mail by logging onto email.clarkshawnee.org.