

General Overview of Online Instruction

Online courses at Glenpool Middle/High School offer a challenging and unique learning opportunity. You should be aware of the requirements and general guidelines for taking an online course(s) **before** you enroll.

Expectations

What should you consider before enrolling in an online course(s)? The list below details some expectations for online course work. The student should:

- Be an independent worker
- Have good organizational skills
- Be self-disciplined
- Have good time management skills
- Understand that online courses require as much- or more- time to complete as traditional classes
- Understand that online courses often require the student to use several different technologies
- Expect collaboration with the coordinator through email or texting
- Understand that most assignments are written
- Understand that online courses generally require a great deal of reading, as well as listening to sometimes lengthy lectures

Computer Skills

The list below outlines the basic computer skills necessary to successfully participate in an online course:

- Use an internet browser such as Google Chrome, Internet Explorer, Firefox, etc.
- Navigate a website
- Download and install browser plug-ins
- Modify browser settings related to security, pop-ups and firewall settings
- Create, modify and save electronic documents
- Manage electronic files
- Browse for an electronic file
- Upload and/or download an electronic file
- Send an email
- Attach a file to an email
- Open and read an email
- Open an attachment to an email

The coordinator of online courses is not responsible for each learner's basic computer literacy skills. By enrolling in online courses, learners acknowledge having the minimum computer skills listed above. Glenpool Schools does not provide computers/laptops/tablets/etc. for student use at home.

It is the students' responsibility to have the necessary equipment available for use at home or to be able to access other public computer labs (public library).

Online course work requires you to structure and manage your own schedule, communicate with the coordinator using computer based technology and learn the material through reading and writing. You also need to be very disciplined with time management and self-motivated to successfully complete course work. Online courses require a substantial time commitment. While the number of hours needed to complete online course work varies, you should expect to spend at least 25 hours per week completing assignments.

The following questions are designed to help you determine if you are prepared to enroll in and successfully complete online courses. Read each statement and honestly answer "yes" or "no" based on your previous educational experiences, your lifestyle and your personal characteristics.

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|---|-----|----|
| 1. I am a self-motivated and disciplined learner. | Yes | No |
| 2. I prefer to learn independently and rarely need an instructor's guidance or assurances. | Yes | No |
| 3. I stay on task without direct supervision. | Yes | No |
| 4. I am able to assess my own progress without immediate instructor feedback. | Yes | No |
| 5. I consider myself to be a good reader. | Yes | No |
| 6. I usually understand text without help. | Yes | No |
| 7. I can easily and thoroughly follow written instructions. | Yes | No |
| 8. I realize the requirements for an online course are the same or possibly greater than the requirements for a traditional course. | Yes | No |
| 9. I can prioritize my own workload with other demands on my time. | Yes | No |
| 10. I can devote a considerable amount of time to assignments for an online course. | Yes | No |
| 11. I am confident in my ability to successfully complete an online course. | Yes | No |
| 12. I understand that I must meet the deadlines set by the coordinator; failure to do so can result in receiving a failing grade for the online course. | Yes | No |

A majority of "Yes" responses indicates that you should have the skills and attributes necessary to succeed in an online course. If you answered "No" to 4 or more of the statements, an online course may not be the best educational option for your learning style. This evaluation is intended for informational purposes only. This is not a true indicator or guarantee of the success or failure of any potential student.

Checklist for Starting an Online Course

- Verify that your computer meets or exceeds the technical specs for taking an online course
- Understand the expectations and requirements of online courses
- Discuss course options with your school counselor
- Contact the Coordinator in order to have an online account created

Technical Issues

Please remember that technical issues are not an excuse for not logging on each day. If you are having technical issues at home, it is your responsibility to get those resolved. You may use computers at the public library and you may set up a time to use the Coordinator's lab contingent upon space availability.

Communication

Communication with the Coordinator is a huge component of online learning. You will be expected to

communicate regularly with the Coordinator via Edgenuity email, school email, and/or text messaging. This is in addition to regular face-to-face contact with the Coordinator.