

Getting-Started Checklist for NCVPS Students in Blackboard

[Please note: NCVPS hosts courses in both Blackboard and Moodle. Check here to see if your class is in Blackboard or Moodle: <http://goo.gl/9vQ2Z> If you are registered for a Blackboard course, use this checklist. If you're registered for a Moodle course, use the getting-started checklist for Moodle users here: <http://goo.gl/lG2Ti>.]

This checklist has four parts, and it's important that students read all of the following parts:

To Do Before the First Day of Class

To Do On the First Day of Class

Additional Information

Reminders and Calendar

Students are responsible for all this information. If you have a question, contact your eLearning Advisor (ELA) at your high school.

To Do Before the First Day of Class

_____ 1. Become familiar with the [NCVPS Student - Parent Handbook](#) at the following web site:
<http://goo.gl/x0GCu>

_____ 2. Check the NCVPS calendar for important dates at <http://www.ncvps.org/index.php/courses/calendars/>

_____ 3. Understand your workload!

Summer School: 3-5 HOURS OF WORK EACH DAY (depending on the course), MONDAY THROUGH FRIDAY. You must have daily access to the Internet for the duration of summer school. There are no exceptions made for students who attend camps or go on vacations where they do not have access to the Internet.

Fall and spring block courses: 90 MINUTES OF WORK EACH DAY (depending on the course), MONDAY THROUGH FRIDAY.

Yearlong courses: 50-60 MINUTES OF WORK EACH DAY (depending on the course), MONDAY THROUGH FRIDAY.

_____ 4. Check with your elearning advisor (ELA) for any school guidelines that you must follow while taking your NCVPS course.

_____ 5. Confirm with your advisor/guidance counselor that you are enrolled in the course and not waitlisted. If you are waitlisted, you may get into the course if new sections are opened OR if other students enrolled in the course withdraw from the course. No students will move off the

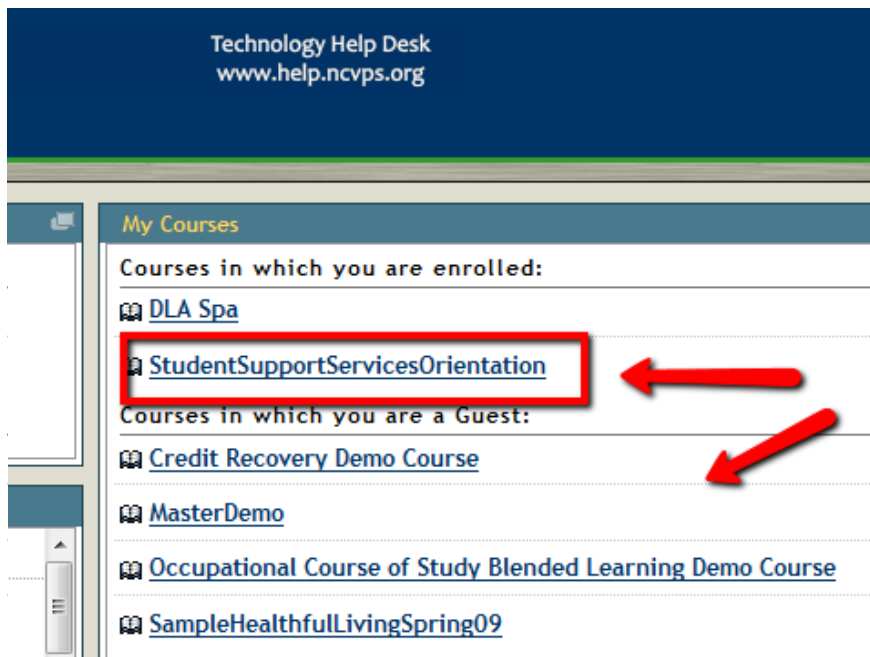
waitlist after the 5th day of a course.

NOTE: Students enrolled in German courses through Oklahoma State University (OSU) will receive their usernames and passwords in an email from OSU. They will use the student email address in the registration system. Be sure your ELA has your correct email address in the registration system.

____ 6. Complete the Student Online Orientation. Follow this link to the orientation: <http://ncvps.blackboard.com/webapps/login/> BUT DO NOT LOG IN. Your username and password will not work until the first day of class. To enter the Student Services Orientation and to view Demo courses, click the “Preview” button on this page: <http://ncvps.blackboard.com/webapps/login/>



Click on the Student Support Services Orientation. (See below.)



You can also check out our demonstration course. Just click on “MasterDemo.”

REMEMBER: Having access to the orientation does not mean that you are enrolled in a course. The orientation is not your course. Check with your elearning advisor to see if you are properly enrolled.

_____ 7. Make sure you have the textbook and materials for your course. Ask your ELA what textbooks and materials you need. Not all courses need a text or materials. Do this before class begins. Here is a link to view textbooks and materials:

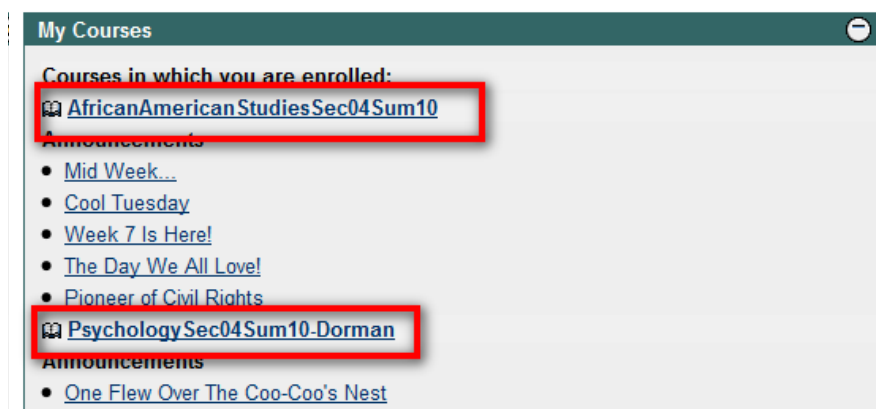
<https://docs.google.com/Doc?docid=0ASUfjGU4wbEIZHJrcXJrbl8zOXMzY3htYmNo&hl=en>

_____ 8. **SUMMER SCHOOL STUDENTS and OFF CAMPUS STUDENTS:** BE SURE to have your ELA's contact information BEFORE you leave for summer or before you start your course off-campus during the school year. Only your ELA can drop you from your course. You may need your ELA for other reasons during the summer as well. Your summer ELA may be different than your ELA during the school year. If you were not given this contact information, contact your principal immediately.

To Do On the First Day of Class

_____ 1. Log in to your course. Begin by logging into to Blackboard here: <http://ncvps.blackboard.com/webapps/login/>

Then look under "My Courses" on the right of the screen and click on the course in which you are enrolled. You will see all of the courses in which you are enrolled under "My Courses."



NOTE: If you know that you are enrolled in a course, you may try logging in before the first day of class. NCVPS often opens courses early for students to check out the course, BUT you will not be able to work on any assignments until the first day of the course. Waitlisted students will not have this access.

If you enroll after classes begin, it may take 24 to 48 hours before you get access to your course.

_____ 2. Read the first announcement posted by the teacher. Follow any instructions given.

_____ 3. Go through all the buttons on the left navigation bar of the course to familiarize yourself with the course.

_____ 4. Communicate with your teacher via messaging, phone, or email. It's a best practice to

build a strong communication relationship with both your teacher and ELA.

Messaging: In your Blackboard course, look on the left side of your course, click on either “Tools” or “Messages.” Then click “Create Message.” Click the “To” button and choose your instructor’s name. Click the right arrow to “Recipients” to make sure your message goes to your teacher.

Phone: Look for a “My Teacher” button on the left column to find your teacher’s contact information. You will find a phone number and contact hours.

Email: You can also use your personal email to contact your teacher. You will find your teacher’s contact information by clicking the “My Teacher” tab in your course.

Please Note: Credit recovery students are to use the messaging and phone options only when contacting their instructors.

_____ 5. Begin working on your first unit! You must begin working right away.

Credit Recovery Students - Getting Started

To begin, locate the Assignments tab to the left of the screen. You will see an introduction on ***Getting Modules to Open Up!*** Once you have read this, look below and you will see one the Getting Started module. This is a link and once you click the underlined text it will take you to a new page.

Read the Introduction and then begin working on **GS 1: Welcome to Online Learning**. This is the only item you will see at this time. Once you work through and complete this section, you will return to the previous page where you will then see the second topic, **GS 2: Student Support**.

You will repeat this process until you have reached **GS 11: Mobile Learning**.

_____ 6. Be familiar with the [NCVPS Help Center](#).

Additional Information

_____ 1. The 10th day of the course is the last day that you can drop a course. You must be dropped by your ELA. A teacher cannot drop you from the course. **Any student in a traditional course still on the roster after the 10th day will receive a grade for the course. After the 10th day, credit recovery students will receive a pass/fail grade.**

_____ 2. If you do not log in and submit your first assignment by the 7th day of a course, you will be administratively dropped from the course by NCVPS!

_____ 3. If you are in an EOC or CTE course, check with your ELA to see when you will take your EOC or CTE test. Those tests will be administered by your local school and count 25% of your final grade. **NOTE:** If you are enrolled in a CTE course, your ELA must enroll you in the Elements program in order for you to be tested. Please check with your ELA to make sure you are enrolled in the Elements program.

_____ 4. Holidays: Check the NCVPS calendars to confirm which days are holidays.
<http://www.ncvps.org/index.php/courses/calendars/>

_____ 5. Progress reports and report cards: Check the NCVPS calendar to determine when marking period grades will be posted. Grades will also be sent to your high school. <http://www.ncvps.org/index.php/courses/calendars/>

REMINDERS & CALENDAR

_____ 1. If you have difficulty contacting your teacher, please see your e-learning advisor.

_____ 2. If you are having a problem, seek help immediately. For instance, if your password stops working, [contact the tech help desk](#) immediately. If you are having difficulty submitting an assignment, let your teacher know immediately.

_____ 3. You will not have access to the course after the last day of class.

NOTE: EOC Courses may open for review. You will be notified by your teacher if the course will be available.

_____ 4. If you are a graduating senior, your ELA may contact your teacher early for your final grade. NCVPS can only accommodate this request for graduating seniors and the request must be made by the ELA.

_____ 5. IF YOU ARE STRUGGLING IN CLASS, SEEK HELP IMMEDIATELY!

Here are some suggestions:

- [Visit the Help Center](#) to see who can help you with particular problems!
- Contact your teacher during his or her office hours for live help.
- Establish a recurring time to meet with your teacher (by Wimba, Pronto, or phone).
- Peer tutoring is available for certain courses. Go to this link to learn more: <http://bit.ly/fn8tMJ>
- If you have an IEP, meet with your EC specialist.
- See our list of assistive technologies. Go to this link to learn more: <http://bit.ly/ggvVeL>
- Attend your school's review sessions (if available).
- Attend your school's tutoring session (if available).
- If you are taking the course off campus, see if the school also has a computer lab option available for you. You may find some assistance there, especially if you are having computer issues. Also remember that local public libraries and universities may have public access computers.

