

New Student Orientation

Welcome!

# Thank you for choosing Hillsborough Virtual K-12!

Let's be sure you know all about virtual learning before you get started.





### Virtual Instruction Programs Staff

### **Staff Type**

Hillsborough Virtual K-12 Teachers

Hillsborough Virtual K-12 ESE/ESOL/Gifted Teachers

Hillsborough Virtual K-12 Student Services

Hillsborough Virtual K-12+ Credit Recovery Teachers

Hillsborough Virtual K-12+ Part-Time Adjuncts

Virtual Instruction Programs Office Staff

<u>Virtual Instruction Programs Administration</u>

### Virtual Learning is NOT eLearning – Key Differences

E – Learning	Hillsborough Virtual K-12
Offered last school year by the neighborhood school in response to the COVID pandemic	An established public school offering virtual education since 2010
Course content was delivered through Zoom and Canvas by the teacher.	Course content is delivered through online virtual curriculum platform. Students work at home with the support of a learning coach, usually a parent.
Students logged into Zoom to attend courses during school hours.	Students are offered one live lesson per week for each course and can work in their courses 24/7.
Teachers issued quarterly report card grades.	Students follow weekly pace charts to complete their course by the end of the semester. Students who complete will receive a semester report card grade.
Students attend classes throughout the school day in order to interact with the teacher.	Students can attend live lessons but must complete one- on-one DBA's (Discussion Based Assessments) with the teacher to proceed in the course. The teacher may schedule help sessions, small groups, or other assessments.

# HVK12 vs. E-learning Some Similarities

HVK12 is a public Hillsborough County school.

- Teachers at HVK12 are HCPS teachers. Most of our teachers came from Hillsborough neighborhood schools!
- Our curriculum and courses are based on the Florida State Standards/B.E.S.T Standards.
- Our students must take all required assessments (ex. FSA/SAT/PSAT/EOC/AP). Students must take these face-to-face at a designated testing location.

# Key points to remember about HVK12

- Students must maintain at least 6 courses each semester
- Access to content 24/7/365
- Required DBA's
- Coursework accessed through VSA
- One weekly live lesson offered for each course
- Homeroom and school-wide announcements through Canvas
- Learning coach monitors student weekly progress
- Weekly pace chart
- Follow district calendar courses must be completed by the end of each semester

### School Choice

Dear Hillsborough Virtual K-12 Family,

Congratulations on your student's acceptance into a Hillsborough County Public Schools' Choice Program!

Hillsborough Virtual K-12 students, families, and teachers before you have collaborated to establish HVK12 as an exceptional place of learning that celebrates innovative lessons, academic success, and diversity. We are proud of our accomplishments and are excited by your family's contribution to our continued success. The privilege of being a part of the great program to which you have been accepted comes with certain responsibilities. In accepting this Choice School placement, you have agreed to be mindful of the following:

#### Students will:

- Be aware of and follow all school rules, routines, and procedures
- Complete all classwork and homework assignments
- Actively contribute to a positive, safe, and cooperative school environment

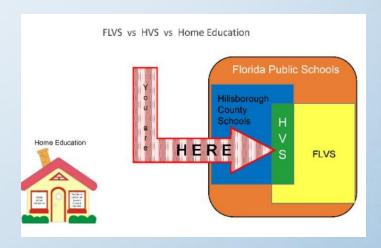
#### Parents/Guardians/Learning Coaches will:

- Be aware of and follow all school rules, routines, and procedures
- Monitor the timely completion of homework assignments
- Communicate with school personnel in a civil manner
- Provide accurate and up-to-date contact information
- Actively contribute to a positive, safe, and cooperative school environment

All of the above must be honored this school year to ensure that your student's Choice placement is maintained throughout the school year.

Working together means we will ALL have a fun, safe, and successful school year!

One of the first things to understand is how to correctly describe HVK12 full time. By looking at the image to the right, you can see that HVK12 is in the area where FLVS and Hillsborough Public Schools overlap. HVK12 is the school district's virtual instructional program and a franchise of Florida Virtual School (FLVS). HVK12 is a public school and its students must comply with the district's policies and procedures. While full time virtual students complete all coursework at home, they are not Home Education students. As shown in the image, Home Education is not part of the public school system. Also, as a franchise of FLVS, you will create an FLVS account and use the FLVS platform, but... You will be a Hillsborough Virtual K-12 Full Time student.



# Supply List

Student Supply List: <a href="https://bit.ly/3wUqFBE">https://bit.ly/3wUqFBE</a>





# Report Cards

- Students do not receive quarterly report cards
- Final grades are issued at the end of each semester
- Reports are accessed here: <a href="https://reportcards.sdhc.k12.fl.us/">https://reportcards.sdhc.k12.fl.us/</a>
- ❖ Parents have 24/7 access to their student's progress through their parent account



	Elementary	Middle	High
1 <sup>st</sup> Quarter	N/A	N/A	N/A
2 <sup>nd</sup> Quarter	January 30, 2023	January 26, 2023	January 27, 2023
3 <sup>rd</sup> Quarter	N/A	N/A	N/A
4 <sup>th</sup> Quarter	June 6, 2023	June 7, 2023	June 7, 2023

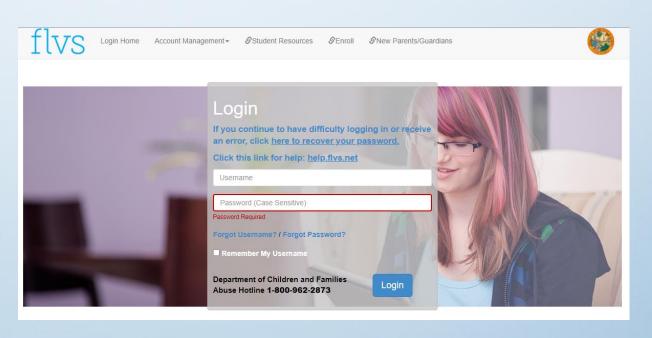
### VSA for Coursework

❖ VSA Log In: <a href="https://bit.ly/2WBr0Kr">https://bit.ly/2WBr0Kr</a>

Forgot Username: <a href="https://login.flvs.net/Recover/Username">https://login.flvs.net/Recover/Username</a>

Forgot Password: <a href="https://login.flvs.net/Recover/Password">https://login.flvs.net/Recover/Password</a>





### VSA for Parent Account

VSA Parent Log In: <a href="https://bit.ly/3f2wlng">https://bit.ly/3f2wlng</a>



Monitor your child's progress					
Please enter the username and password of a child you wish to monitor					
Student's Username					
Student's Password					
Submit					
Page generated in 0.92 seconds					

# Learning Coach Responsibilities

- ❖ View the Learning Coach Responsibilities: <a href="https://bit.ly/3w40Clo">https://bit.ly/3w40Clo</a>
- Help student to develop a schedule for each week. We recommend that your student uses a written schedule of assignments and crosses off each assignment as it is completed.
- Set up a parent account in VSA.
- Monitor VSA regularly for student grades and completion of coursework.
- Complete the monthly call requirement with the teacher and student.
- Provide a specific location for student work that is free of distractions and allows for monitoring of the student's on-line activities.
- Do not complete work for the student.
- Provide assistance to the student in trouble-shooting computer problems or answering course related questions.



# Technology Requirements

All students must have regular access to a computer, internet service, email, and a telephone. Courses make use of a wide variety of features and technologies, such as Java, Flash, HTML5 and CSS2/3. Due to the wide array of technologies used, there are some limitations to browsers and devices that are supported by FLVS. In general, however, lightweight devices such as Google Chromebooks or tablets that have very limited technology support for Java or Flash will not be compatible with the majority of courses. Please ensure you have a Windows or Mac based computer available to complete coursework in the event that your selected mobile device does not meet the needs of the course.

# Technology Requirements Cont'd.

#### **Supported Operating Systems**

Windows 7

Windows 8.1

Windows 10

Mac OS X 10.8 (Mountain Lion)

Mac OS X 10.9 (Mavericks)

Mac OS X 10.10 (Yosemite)

Mac OS X 10.11 (El Capitan)

macOS Sierra (10.12)

macOS High Sierra (10.13)

macOS Mojave (10.14)

macOS Catalina (10.15)

What Browser are you using?

Click <u>HERE</u> to find out if your browser is up to date

#### **Supported Browsers**

You may use recent versions of the following browsers on a technology capable device that supports Java, Flash, and improvements to HTML including HTML5.

Microsoft Edge Mozilla Firefox Google Chrome Apple Safari

### **Supported Browser Plugins and Settings**

The following plugins and settings may be required to use our courses.

JavaScript enabled Cookies enabled Flash enabled Java installed

# Technology Requirements Cont'd.



Most Commonly Used Browser

Although many current browsers are supported, the most commonly used browser is <u>Google Chrome</u>

Please download <u>Chrome</u> now, if you don't have it. If you get unexpected errors, it is probably because you are using an old or unsupported browser.

As with any online learning management system, if you experience difficulty with any of the supported browsers, it is recommended that you:

- 1. first, see if there are any updates available,
- 2. then try using an alternate browser to see if this resolves the problem.
- 3. If problems persist, please contact the help desk, by clicking on "Help" in the top right-hand corner of the Canvas page while working in this Orientation course. If you experience technical difficulties when you are working in your HVK12 course, you will need to contact tech support at FLVS at 407-513-3587.

### Quick Start Videos

Quick Start Video – Begin Here



Quick Start Video - Where to Find Stuff



Quick Start Video - Course Basics



Quick Start Video – Academic Integrity



# Student Pacing Charts







# Semester Completion

- Students must have all coursework completed by the end of each semester.
- Any incomplete assignments will be given a zero and a final grade issued – which may result in a course failure.
- ❖ All DBA's must be completed with a passing score (60% or higher) for students to earn credit for the course.
- Students can not have access to exams until DBA's are completed with a passing score.
- Secondary students must earn a D or better to receive credit for the course.



### All About Assignments

Virtual courses are broken into **modules**, and each module contains lessons. The **lesson** is where you learn the content. Think of the lessons as your "textbook". After reading the lesson or a set of lessons, you will complete an **assessment**. Think of assessments as your "workbook". The assessments are what your teachers will grade. Once an assessment is graded, you can see your teacher's feedback and your grade in your **gradebook**. At the beginning of the semester, each teacher will provide a pace chart. The pace chart will show which assessments are due each week.

In this example of a pace chart, you can see that Lessons 6.01, 6.02 and 6.03 are due during the week of August 15 - August 21.

Week #	Assignments	Due week of	
0	Orientation Week – Practice navigating through the course, print out your pace chart, complete your welcome call	Aug. 10 – Aug. 14	
1	Lessons 6.01, 6.02, 6.03	Aug. 15 – Aug. 21	
2	Lessons 6.04, 6.05, 6.06	Aug. 22 – Aug. 28	
3	Lessons 6.07, 6.08, 6.09	Aug. 29 - Sept. 4	

# Steps to Complete an Assignment

In the example to the left, Module 1 has eleven items to be reviewed. Seven of those are lessons with new content (1.02 - 1.08). Students should work through **EVERY** item in a module in the order listed.

After reading each lesson, go to Assessments to complete the corresponding activity and submit it for a grade.

Filter: Show Segment: All Segments 

Assessment Status # Submitted

Exam: 01.01 Module 1 Pretest Segment 1 N/A 0 / 1

Exam: 01.02 Foundations Integers Segment 1 N/A 0 / 1

Exam: 01.03 Positive and Negative Exponents Segment 1 N/A 0 / 1

Module 01: Integers, Rational Numbers, and Expressions

- 01.00 Course Information

01.01 Module 1 Pretest 01.02 Foundations - Integers

01.05 Laws of Exponents

01.07 Scientific Notation
01.08 Math Virtually Everywhere

01.09 Module 1 Practice Test

01.10 Discussion Based Assessment

01.11 Module 1 Test

01.03 Positive and Negative Exponents

Once the assessment has been graded, you can see your final grade and review teacher feedback through your gradebook by clicking on the name of the assessment.



### Communication



There are multiple ways to communicate with your teachers and ways in which information will be shared with you. There are messages, announcements, emails, phone calls, texts, online classroom activities and Discussion Based Assessments.

#### **Phone Calls**

- Use proper phone etiquette
- Turn down background noise or move to a quiet location
- Speak clearly
- Identify yourself
- If you are making a call, and there is no answer, leave a message that includes your first and last name, the reason for your call (including the course name), and your phone number.
- Set up your voicemail so that you can receive messages
- Check your voicemail frequently
- Return missed call from teachers within 24 hours

#### **Text Messaging**

- Respond to texts from your teachers within 24 hours
- Identify yourself (first and last name and course)
- Use appropriate language

#### **Online Classroom Activities**

- Weekly live lessons
- Individual tutorial sessions

#### **Discussion Based Assessments (DBAs)**

- A conversation with your teacher to demonstrate what you have learned
- Every course has at least one DBA
- DBAs are required components of a course incomplete DBAs result in no grade/failure for a course

### Communication cont'd



### Student/Parent Monthly Contact Requirement

- The parent/guardian will be contacted at least monthly if the student is behind pace, fails to submit weekly work, or has a low grade. The teacher must document 2-way monthly communication with families when the student is not meeting pace expectations or has a low grade. Two-way communication requires a reply from the parent to the teacher.
- Parent/guardians of students in good academic standing may choose to receive AND respond to the monthly contact via text when the student is meeting expectations.

### Communication cont'd.

### Virtual School Administrator (VSA)



Each time you log in to your account, you will be taken to VSA first. You can think of this as the "front office" of your school. This is the place where you can update your personal information such as address, email, or phone number and where you can see the history of any courses you have requested or completed. On the VSA dashboard, you will see a snapshot of your current courses as in the example below.

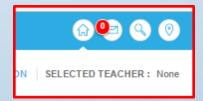
Current Courses

MJ Comprehensive Science 3
Support 1

MJ Language Arts 3
Support 1

MJ Language

While in VSA, it is important that you review any new **messages**. You will see the number of unread messages that you have at the top of your dashboard next to the envelope icon.



### Communication cont'd.

### Educator (where you find your course content)



When you click on "course" in VSA, you will be passed through to Educator where you will find your actual courses. You can think of this as the hallways and classrooms of your school. You can move from one class to another within Educator. When you enter a new class, you will first land on the teacher's **announcement page**. You should take a moment each day to review the announcement page for any new information.

Within Educator, there is an **email** system. You need to check your email daily for important information from your teachers.



# Getting help with your course

If you need help at any time, please let us know!

### Contact your teacher for help with:

- Understanding a lesson
- Where to find a resource related to your course
- How to save, upload, name a document
- District information
- Questions about HVK12 events

### Contact the FLVS Help Desk for help with:

- A forgotten password or username
- Technical help if something in your course is not working properly, such as being unable to view a video or a broken link



# Online Safety & Digital Citizenship

### Learning How To Be a Good Online Citizen and Stay Safe

Along with working in the FLVS platform, your online coursework may require you visit outside websites. But how do you know which websites are safe? What should you do if someone contacts you online? Knowing how use the Internet effectively is called **Digital Literacy**. Making good choices and using technology responsibly is called **Digital Citizenship**.

The State of Florida Attorney General's office provides the following resources on CyberSafety at Safeflorida.net. Please take a moment to review each resource by clicking the images below.







### Skills for Virtual School



### Success Skill #1

#### SET UP YOUR WORK AREA

For this step, take some time to set up your study space. Your work area should be quiet, comfortable, and distraction-free.

#### Some ideas to consider:

- Where will you be working (home, library, etc.)
  - If at home, what area of the house (kitchen table, bedroom, etc.)
- Do you have a window nearby or a nice lamp?
- Is your computer a desktop that stays in one place, or will you use a laptop that can be moved around when you need to find a quiet space?
- Is your space cozy with your favorite things close by or neat and tidy so there are few distractions?
- What other materials will you have nearby: printer, binders, paper, pens/pencils, highlighters, clock/timer, stress ball, fidget toy?

### Skills for Virtual School

### Success Skill #2

### **WORK DAILY**

You must work in EVERY course EVERY week.
You should never allow more than 7 days to pass without working in a course.

### Examples of work schedules:

Sample Schedule Work in every course each day					
	Mon	Tue	Wed	Thur	Fri
8:00 - 9:00	English	English	Social Studies	Social Studies	English
9:00 - 10:00	Math	Math	Elective 1	Elective 1	Math
10:00 - 11:00	Science	Science	Elective 2	Elective 2	Science
11:00 - 12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00 - 1:00	Social Studies	Social Studies	English	English	Social Studies
1:00 - 2:00	Elective 1	Elective 1	Math	Math	Elective 1
2:00 - 3:00	Elective 2	Elective 2	Science	Science	Elective 2

This type of schedule is good for those who like to change topics frequently or those who may need more frequent breaks between each subject.



Sample Schedule Fewer subjects per day						
	Mon	Tue	Wed	Thur	Fri	
8:00 - 9:00	- English	Science	English	Science		
9:00 - 10:00	English	Science	Eligiisii	Science	Review	
10:00 - 11:00	N 4 - 4 b	Social Studies	Math	Social Studies	grades in each course	
11:00 - 12:00	Math				or Use as	
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	extra time	
1:00 - 2:00	Elective 1	Elective 2	Elective 1	Elective 2	as needed	
2:00 - 3:00						

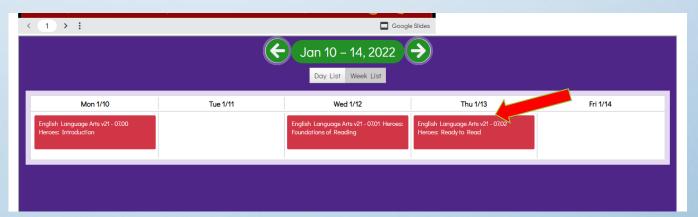
This type of schedule is good for those who like to complete a lesson from beginning to end before changing subjects or those who want fewer transitions in a day.

# Elementary - Planner



Elementary courses have a planner posted on each teachers' announcement page that will help guide students through their daily work and keep students on pace to complete successfully

Students can click on the planner to go directly to the lesson for that day



# Staying on Track



### **Pace Charts**

- One of the benefits of online learning is the ability to work any time and anywhere.
- One of the challenges is that it is easy to fall behind if you don't set aside time to work on your course every week.
- In order to assist you in planning your time wisely for your coursework, each teacher will provide a Pace Chart.
- Your Pace Chart lays out what work you should complete each week in each subject.
- Follow the Pace Chart and do not skip around in your course.

QUICK TIP: Print a copy of your Pace Charts and check off assignments as they are completed.

# Elementary (K-5) Expectations

- All students should be working DAILY in their courses!
- Students must stay on pace according to their weekly pace chart.
- Think . . . students in traditional brick/mortar school attend from 7:30am to 1:55pm plus homework. (6 hours and 25 minutes with 30 minutes for lunch)
- Although the time can be flexible throughout the day/week, our courses are designed for students to work the same amount of time as a traditional school.
- Often, when students struggle, they are not working daily, attending live lessons, and putting enough time into their schoolwork.
- The learning coach should establish a weekly/daily schedule with the student.

### Elementary – Additions to Coursework

- Students should READ for at least 30 minutes each day. Access to books is extremely important. Your ELA teacher can provide suggestions.
- Teachers will post additional learning resource links on their homepage.
- I- Ready Our students will take the I-Ready diagnostic tests three times a year. I-Ready provides lessons based on individual student needs. It is important that you do not help your child with the I-Ready diagnostic content. This will cause them to get inappropriate lessons and may leave gaps in their learning.
- We do not require I-Ready "minutes" but this is a great resource to use after completing regular coursework.

# Secondary (6-12) Live Lesson Schedule & Work Expectations



- Monday- Electives
- Tuesday- Math
- Wednesday- English
- Thursday- Science
- Friday- Social Studies
- Students are expected to work 6 hours per day or 1 hour each course daily.
- Parents and students should collaborate to craft a productive working schedule.

# Secondary (6-12) Honors/Advanced Credit Courses



- Students who do not complete and pass (score of 60% or higher) honors/advanced assessments (includes assignments & module exams) in the course will not be completed with honors/advanced credit for the course.
- Please notify teachers within the first 4 weeks if students wish to change their course from honors/advanced to regular.

### Skills for Virtual School



#### Success Skill #3

#### **SAVE YOUR WORK**

Technical glitches are bound to happen at times. Saving a copy of all of your work will prevent you having to redo an assignment that gets lost.

- File Naming
  - Use the Subject Name, Assignment Number, First name and Last initial in the file name
  - Example Math203JohnS.doc
- Organize your files
  - To keep your assignments organized, set up folders for each class on your computer or portable storage device (eg. USB drive).



### Skills for Virtual School



#### Success Skill #4

#### SET UP FOLDERS OR BINDERS

- Set up a folder or binder per class with dividers for modules.
- Place your pace charts and any other subject specific information in your binders
- Keep notes as you are working through the module lessons TAKE GOOD NOTES
- Many courses have guided notes. Check with your teachers to determine if this resource is available for your classes.
- Check with your teachers some teachers may allow you to refer to your notes during your DBA's.

### Skills for Virtual School

### Success Skill #5

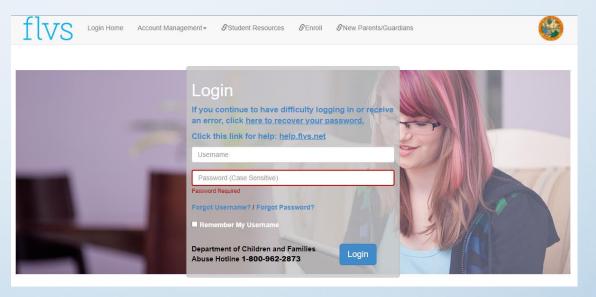


### **WORK HARD & REVIEW**

- At least once a week you should go back over the things you've learned in class.
- Thinking things over can help you:
  - understand the concepts
  - remember concepts and procedures when you need them the most
  - make connections between the new knowledge and information you already know
- Work your memory muscle!
  - Try to memorize vocabulary, math formulas, facts in different subjects
  - You will not be allowed to use notes on state assessments, so it is good to be able to recall information from memory without the use of your notes

# Accessing your courses

VSA Log In: <a href="https://bit.ly/2WBr0Kr">https://bit.ly/2WBr0Kr</a>

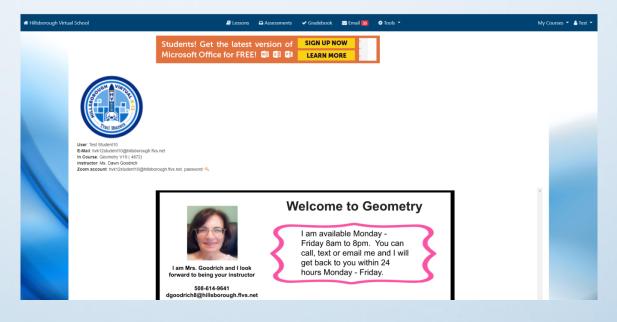


From VSA dashboard – click on COURSE to access the course content





## Announcement Page

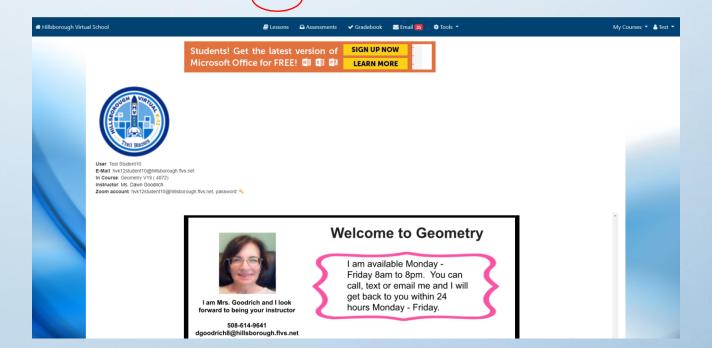


Trail Blazers

- ❖ The teacher's bulletin board
- Information can change daily!
- Here you will find:
  - ✓ Office Hours and Teacher Contact Information
  - ✓ Upcoming Events
  - ✓ Important Course Information

### Lessons

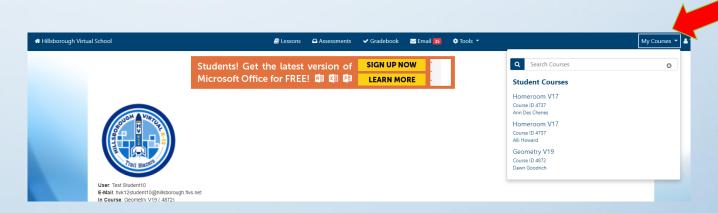
All work is found in the MODULES. Modules are like chapters in a book. You can access the modules under the LESSONS button.



# Switching between courses



Click My Courses to access drop-down list of all courses



### Gradebook

- Assessments are your assignments.
- All assignments are turned in through ASSESSMENTS OR GRADEBOOK.
- Resubmissions are only accessible through GRADEBOOK.



### Understanding your Gradebook

- Gradebook has the most accurate and current information about assignments and grades!!!
- Teacher's comments on your assessments.
- Where to re-submit work.
- Current grade is at the very bottom of the page.



Orde	Assessment Title	Student Score	Student Percentage	Pts. Possible	Pts. Earned	Date Submitted
1	1.1 Constructing Positive Self-esteem Project Segment: 1	Submitted / 100	0.00 %	100	0	07/29/2013 15:33:43
2	1.2 Building Strong Families Segment: 1	40 / 100	40.00 %	100	40	07/29/2013 15:37:10
3	1.3 Exploring Pathways to Parenting Skills Segment: 1	Submitted / 100	32.00 %	100	32	07/31/2013 14:14:38
4	1.4 Building Strong Communities Segment: 1	1 / 100	1.00 %	100	1	N/A
5	1.5 Constructing Your Health Decisions Segment: 1	0 / 100	0.00 %	100	0	N/A
6	2.1 Making Healthy Food Choices Segment: 1	ex / 100	0.00 %	100	0	07/31/2013 15:41:00
7	2.2 Nutrients Segment: 1	N/A / 100	0.00 %	100	0	N/A

## Understanding your Gradebook

- Color-coded
  - Red below 60%
  - Green 60% or higher
  - Gray exempted
  - White not submitted
  - Blue submitted not graded



32 🗸	04.09 Module Four Review and Discussion-Based Assessment Segment: 1	22 / 25	88.00 %	25	22	N/A
33	04.10 Module Four Assessment Segment: 1	30 / 60	50.00 %	60	30	12/14/21 2:41 PM
34	S1 Collaboration Assessment 1 Segment: 1	ex / 30	0.00 %	30	0	N/A
35	S1 Collaboration Assessment 2 Segment: 1	ex / 30	0.00 %	30	0	N/A
40	05.01 A New Country Segment: 2	N/A / 20	0.00 %	20	0	N/A
41	05.02 Introduction to the Constitution Segment: 2	/ 20	0.00 %	20	0	N/A
45 \rm 🗨	04.01 How Do Citizen Perspectives Differ? Segment: 2	Submitted / 100	0.00 %	100	0	01/04/22 3:50 PM

## Attendance Policy

- Hillsborough Virtual K-12 follows the district school calendar, which means HVK12 classes have start and stop deadlines, and pacing requirements to remain enrolled.
- Students will be provided a pace chart in each course. While students may choose to work ahead in their courses, to remain enrolled, they are expected to submit their weekly assignments by the date listed on the pace chart.
- In most courses, students should plan on working 4-5 hours per week in each course. Students enrolled in Honors and AP courses should plan on working 6-8 hours per week in each course.
- Daily and/or monitoring of student submissions, usage, and communications via discussion boards and email is required to maintain rigorous and relevant learning of the course content in an online setting.
- Students that accumulate excessive unexcused absences will be considered truant.
   According to Florida Statute 322.091, people who are ages 14-18 cannot get or keep a driver's license unless they are attending school.
- To have satisfactory attendance, work must be submitted weekly in each course, unless arrangements are made in advance with the Hillsborough Virtual K-12 teachers and/or staff.



### Clubs & Activities

- Students may participate in clubs and activities (including athletics) at their zoned area schools.
- HVS full time students who meet the qualifications may apply for membership in:
  - Mu Alpha Theta Math Honor Society
  - National Honors Society
  - National Juniors Honors Society
  - National Elementary Honors Society
  - FCCLA





## **CONGRATULATIONS!!**



Congratulations! You have successfully reviewed the new student & parent orientation!

Submit any required enrollment documents

You should have already completed the following:

Create a virtual school

If you have completed the steps above, you wil access to your courses next week.

Select courses that mirror your current schedule, beginning with your elective classes.

Welcome to the HVK12 Family!