

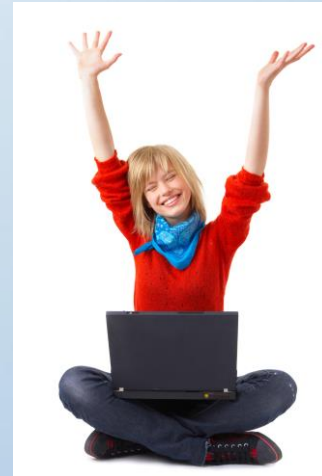


New Student Orientation 2021-22

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 Administrative Staff

Staff Name	Position
Matthew Hoff	Director / Virtual Instruction Programs
Denee Upshaw	Supervisor / HVK12 Full-Time
Sherri Hillgruber	Coordinator / Home Ed / ESE
Tiffany Francis	Coordinator / Part-Time
Carey Gerber	Coordinator / Credit Recovery
Lisa Brengel	Assistant Principal / KG – 5 th Grade
Ray Dudley	Assistant Principal / 6 th -12 th Grade

Virtual Instruction Programs Office Staff

Staff Name	Position
Dawnya Thomason	Executive Secretary
Aundrea Alexander	Secretary
Nanette Watson	Secretary
Karen Scaglione	Registrar / Full-Time
Elizabeth Mitchell	Data Processor / Full-Time
Thaina Sierra	Data Processor / Credit Recovery
Maureen Koa	Data Processor / Part-Time
Ann Petersen	Clerk IV – Home Education
Maira Figueroa	Home Education Liaison
Kathy Jurado	Testing Coordinator

Hillsborough Virtual K-12 School Counselors

Counselor Name	Grade Level/Alpha
Timothy Godshall	Elementary
Amanda Allen	Middle / Last Names A-K
Kristin Campbell	Middle / Last Names L-Z
Jacqueline Drain	High / Last Names A-F
Christy Carmichael	High / Last Names G-O
April Langston	High / Last Names P-Z

Hillsborough Virtual K-12 Student Services

Staff Name	Position
Dr. Sally Rushing	School Psychologist
Nicole O'Keefe	School Social Worker
Ashley Ledo	Speech
Colleen McKernan	Speech
Paige Shuster	Speech
Caitlyn Cook	ESE Specialist
Marta Nazario	ESOL
Ana Toledo	ESOL
Katie Johns	Media Specialist

Virtual Learning is NOT eLearning – Key Differences

E – Learning	Hillsborough Virtual K-12
<ul style="list-style-type: none">• Offered last school year by the neighborhood school in response to the COVID pandemic	<ul style="list-style-type: none">• An established public school offering virtual education since 2010
<ul style="list-style-type: none">• Course content was delivered through Zoom and Canvas by the teacher.	<ul style="list-style-type: none">• Course content is delivered through online virtual curriculum platform. Students work at home with the support of a learning coach, usually a parent.
<ul style="list-style-type: none">• Students logged into Zoom to attend courses during school hours.	<ul style="list-style-type: none">• Students are offered one live lesson per week for each course and can work in their courses 24/7.
<ul style="list-style-type: none">• Teachers issued quarterly report card grades.	<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Students attend classes throughout the school day in order to interact with the teacher.	<ul style="list-style-type: none">• 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

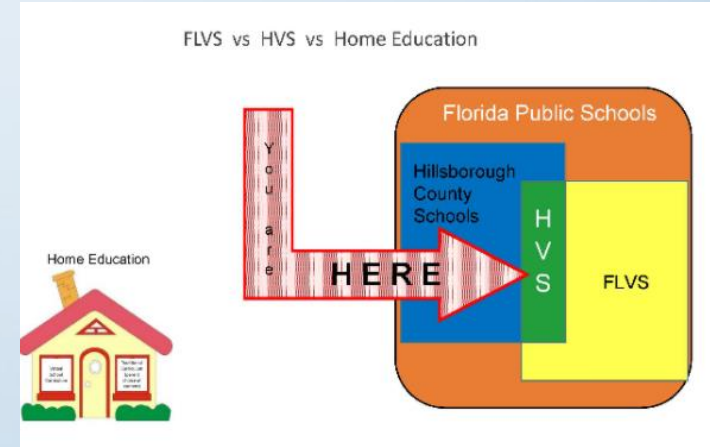
Parents/Guardians/Learning Coaches will:

- 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

❖ 2021-2022 Supply List: <https://bit.ly/3wUqFBE>



Report Cards



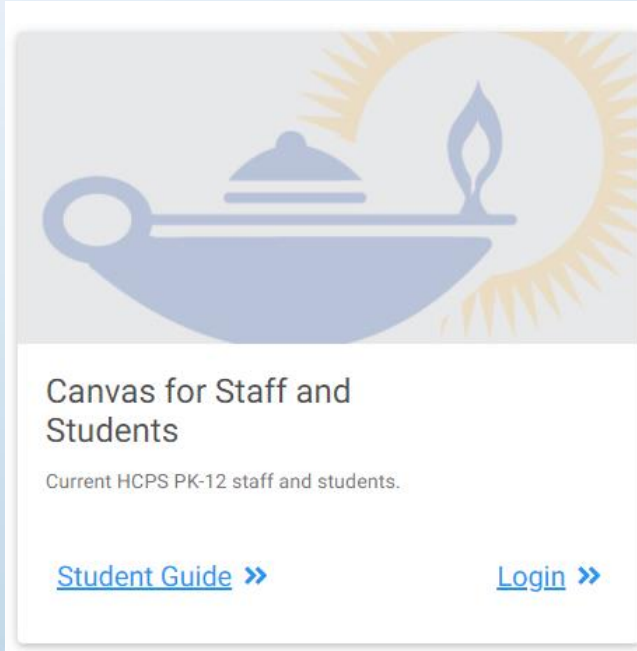
- ❖ Students do not receive quarterly report cards
- ❖ Final grades are issued at the end of each semester
- ❖ Reports are accessed here: <https://reportcards.sdhc.k12.fl.us/>
- ❖ Parents have 24/7 access to their student's progress through their parent account

	Elementary	Middle	High
1 st Quarter	N/A	N/A	N/A
2 nd Quarter	January 24, 2022	January 20, 2022	January 21, 2022
3 rd Quarter	N/A	N/A	N/A
4 th Quarter	June 3, 2022	June 9, 2022	June 9, 2022

CANVAS for Homerooms



- ❖ Canvas Log In: <https://bit.ly/2WBr0Kr>
- ❖ Student Username: 7-digit student number@hcps.net
- ❖ Student Password: Student Selected
- ❖ Password Reset: <https://students.sdhc.k12.fl.us/wps/portal/students>

A banner for the Canvas LMS. The top half features a stylized illustration of a blue oil lamp with a flame, set against a light yellow sun with rays. Below the illustration, the text 'Canvas for Staff and Students' is displayed in a dark grey font. Underneath that, in a smaller font, it says 'Current HCPS PK-12 staff and students.' At the bottom of the banner, there are two blue links: 'Student Guide >>' on the left and 'Login >>' on the right.

Canvas for Staff and Students

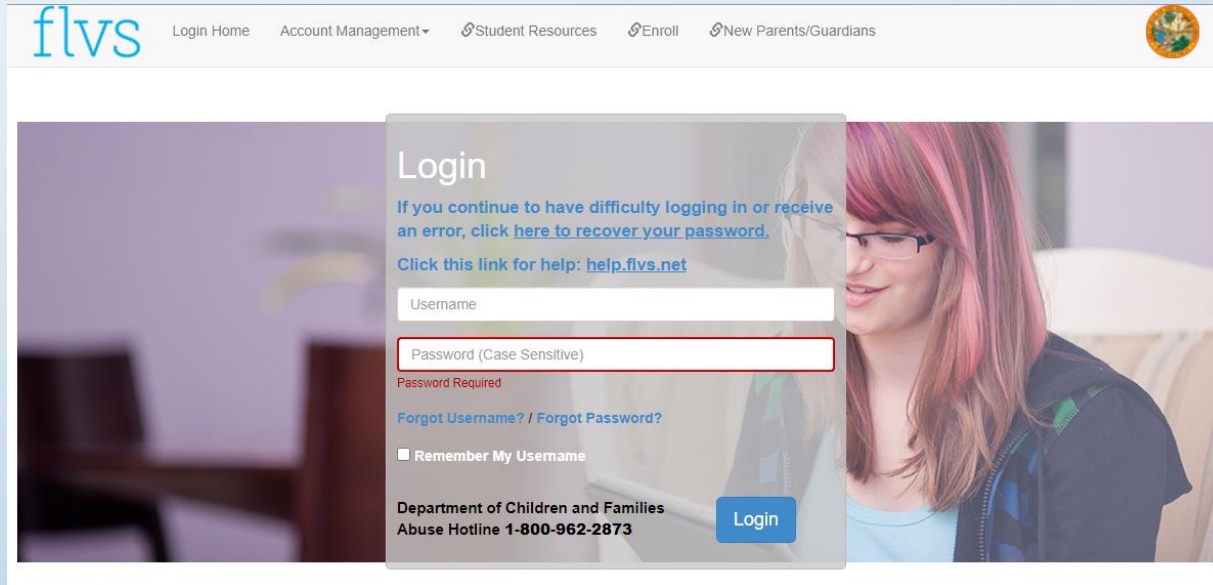
Current HCPS PK-12 staff and students.

[Student Guide >>](#) [Login >>](#)

VSA for Coursework



- ❖ VSA Log In: <https://bit.ly/2WBr0Kr>
- ❖ Forgot Username: <https://login.flvs.net/Recover/Username>
- ❖ Forgot Password: <https://login.flvs.net/Recover/Password>

A screenshot of the flvs login page. The page has a white header with the 'flvs' logo on the left and navigation links: 'Login Home', 'Account Management', 'Student Resources', 'Enroll', and 'New Parents/Guardians'. On the right side of the header is a small globe icon. The main content area features a login form overlaid on a background image of a young woman with glasses. The form is titled 'Login' and includes the following elements:

- A blue link: 'If you continue to have difficulty logging in or receive an error, click [here to recover your password](#).'
- Another blue link: 'Click this link for help: help.flvs.net'
- A text input field for 'Username'.
- A text input field for 'Password (Case Sensitive)' with a red border and a red error message 'Password Required' below it.
- Links for 'Forgot Username?' and 'Forgot Password?'.
- A checkbox labeled 'Remember My Username'.
- A blue 'Login' button.
- Contact information at the bottom: 'Department of Children and Families' and 'Abuse Hotline 1-800-962-2873'.

VSA for Parent Account



- ❖ VSA Parent Log In: <https://bit.ly/3f2wlng>

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: <https://bit.ly/3w40Clo>
- ❖ 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 [HERE](#) 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 [Google Chrome](#)

Please download [Chrome](#) 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 – Course Basics



Quick Start Video – Where to Find Stuff



Quick Start Video – Academic Integrity



Student Pacing Charts



HILLSBOROUGH VIRTUAL K-12

FULL-TIME PACING CHART
1ST SEMESTER 2021-22

WEEK TARGET

- 1 August 10-15 1%
- 2 August 16-22 6%
- 3 August 23-29 12%
- 4 August 30-Sep 5 18%
- 5 Sep 6-12 24%
- 6 Sep 13-19 30%
- 7 Sep 20-26 36%
- 8 Sep 27-Oct 3 42%
- 9 Oct 4-10 48%
- 10 Oct 11-17 54%
- 11 Oct 18-24 60%
- 12 Oct 25-31 66%
- 13 Nov 1-7 72%
- 14 Nov 8-14 78%
- 15 Nov 15-21 84%
- 16 Nov 29-Dec 5 90%
- 17 Dec 6-12 96%
- 18 Dec 13-17 100%

**ALL FIRST SEMESTER COURSES
NEED TO BE COMPLETED BY
DECEMBER 17TH**

HILLSBOROUGH VIRTUAL K-12

FULL-TIME PACING CHART
2ND SEMESTER 2021-22

WEEK TARGET

- 1 Jan 4-9 1%
- 2 Jan 10-16 6%
- 3 Jan 17-23 12%
- 4 Jan 24-30 18%
- 5 Jan 31-Feb 6 24%
- 6 Feb 7-13 30%
- 7 Feb 14-20 36%
- 8 Feb 21-27 42%
- 9 Feb 28-Mar 6 48%
- 10 Mar 7-13 54%
- 11 Mar 22-27 60%
- 12 Mar 28-Apr 3 66%
- 13 Apr 4-10 72%
- 14 Apr 11-17 78%
- 15 Apr 18-24 84%
- 16 Apr 25-May 1 90%
- 17 May 2-8 92%
- 18 May 9-15 94%
- 19 May 16-22 97%
- 20 May 23-27 100%

**ALL SECOND SEMESTER COURSES
NEED TO BE COMPLETED BY MAY 27**

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

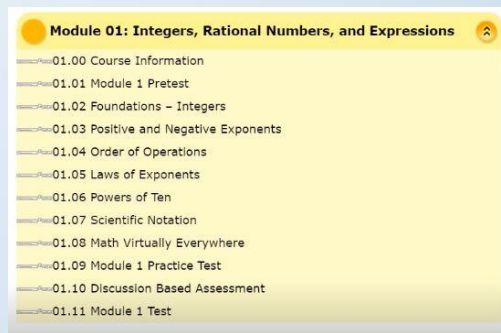
Virtual courses are broken into **modules**, and each module contains lessons. The **lesson** is where you learn the content. Think of the lessons as your "textbook". After reading the lesson or a set of lessons, you will complete an **assessment**. Think of assessments as your "workbook". The assessments 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

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.

3	01.02 Foundations Integers Segment: 1	6 / 20	30.00 %
4	01.03 Positive and Negative Exponents Segment: 1	N/A / 20	0.00 %
5	01.04 Integer Operations Segment: 1	12 / 20	60.00 %
6	01.05 Laws of Exponents Segment: 1	Submitted / 20 2 ungraded essays	0.00 %

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

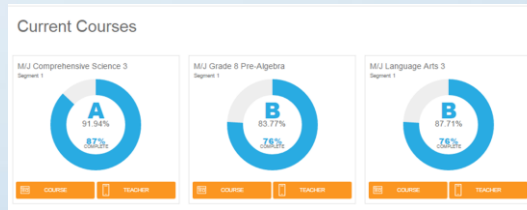
Student/Parent Monthly Contact Requirement

- 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.

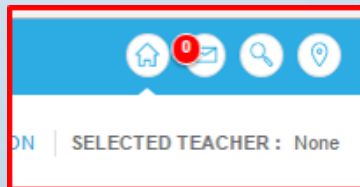
Communication cont'd.

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.



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 online 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	Review grades in each course or Use as extra time in courses as needed
9:00 - 10:00					
10:00 - 11:00	Math	Social Studies	Math	Social Studies	
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	
1:00 - 2:00	Elective 1	Elective 2	Elective 1	Elective 2	
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

The screenshot shows a Google Slides interface with a purple background. At the top, there is a navigation bar with a back arrow, a page number '1', a forward arrow, and a 'Google Slides' logo. Below this is a green bar with a left arrow, the text 'Jan 10 - 14, 2022', and a right arrow. Underneath are two tabs: 'Day List' (selected) and 'Week List'. The main content is a table with five columns representing days from Monday to Friday. The table has a white background with a purple border. The first column (Mon 1/10) contains a red box with the text 'English Language Arts v21 - 07.00' and 'Heroes: Introduction'. The second column (Tue 1/11) is empty. The third column (Wed 1/12) contains a red box with the text 'English Language Arts v21 - 07.01 Heroes: Foundations of Reading'. The fourth column (Thu 1/13) contains a red box with the text 'English Language Arts v21 - 07.02' and 'Heroes: Ready to Read'. A red arrow points to this Thursday box. The fifth column (Fri 1/14) is empty.

Mon 1/10	Tue 1/11	Wed 1/12	Thu 1/13	Fri 1/14
English Language Arts v21 - 07.00 Heroes: Introduction		English Language Arts v21 - 07.01 Heroes: Foundations of Reading	English Language Arts v21 - 07.02 Heroes: Ready to Read	

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) Live Lesson Schedule

- Monday – Social Studies
- Tuesday - Reading
- Wednesday – Math
- Thursday – Science
- Friday – Two Specials (PE, Art, Computers, or Spanish)

* DBA's, Small groups, and assessments are scheduled throughout the week with the teacher

Elementary (K-5) Work 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.

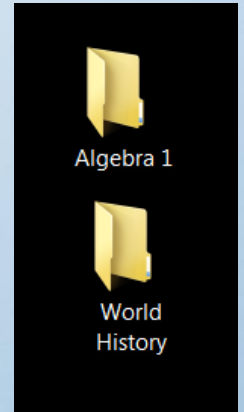
Skills for Virtual School

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

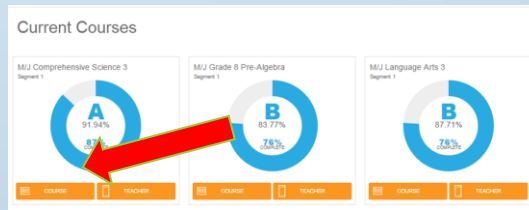
Accessing your courses



- ❖ VSA Log In: <https://bit.ly/2WBr0Kr>

The screenshot shows the login page for flvs. At the top, there is a navigation bar with the flvs logo and links for Login Home, Account Management, Student Resources, Enroll, and New Parents/Guardians. The main content area features a 'Login' form overlaid on a background image of a young girl with glasses. The form includes a 'Username' field, a 'Password (Case Sensitive)' field (highlighted with a red border), and a 'Login' button. Below the password field, there is a 'Forgot Username? / Forgot Password?' link and a 'Remember My Username' checkbox. At the bottom of the form, it says 'Department of Children and Families Abuse Hotline 1-800-962-2873'.

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



Announcement Page


The screenshot shows the Hillsborough Virtual School website. At the top, there is a navigation bar with links for Lessons, Assessments, Gradebook, Email (15), and Tools. Below this is a promotional banner for Microsoft Office for FREE, with buttons for SIGN UP NOW and LEARN MORE. The main content area features the Hillsborough Virtual School logo on the left. To the right of the logo, there is a user profile section with the following information: User: Test Student10, E-Mail: hvk12student10@hillsborough.fvs.net, In Course: Geometry V19 (4872), Instructor: Ms. Dawn Goodrich, and Zoom account: hvk12student10@hillsborough.fvs.net, password: [redacted]. Below this is a framed section titled "Welcome to Geometry". It includes a photo of Mrs. Goodrich, her name, and her contact information: 508-614-9641 and dgoodrich8@hillsborough.fvs.net. A pink speech bubble contains her availability: "I am available Monday - Friday 8am to 8pm. You can call, text or email me and I will get back to you within 24 hours Monday - Friday."

Hillsborough Virtual School


Lessons Assessments Gradebook Email 15 Tools

My Courses Test

Students! Get the latest version of Microsoft Office for FREE! [SIGN UP NOW](#) [LEARN MORE](#)



User: Test Student10
E-Mail: hvk12student10@hillsborough.fvs.net
In Course: Geometry V19 (4872)
Instructor: Ms. Dawn Goodrich
Zoom account: hvk12student10@hillsborough.fvs.net, password: [redacted]



Welcome to Geometry

I am available Monday - Friday 8am to 8pm. You can call, text or email me and I will get back to you within 24 hours Monday - Friday.

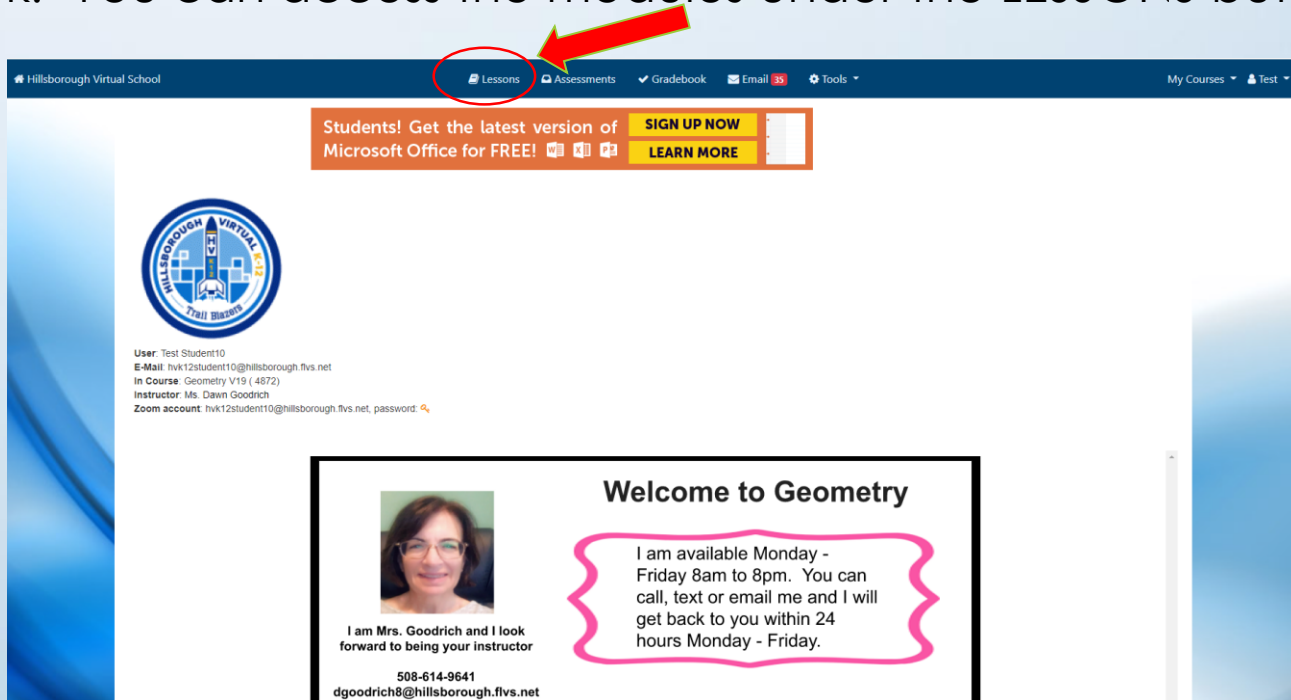
I am Mrs. Goodrich and I look forward to being your instructor

508-614-9641
dgoodrich8@hillsborough.fvs.net

- ❖ 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

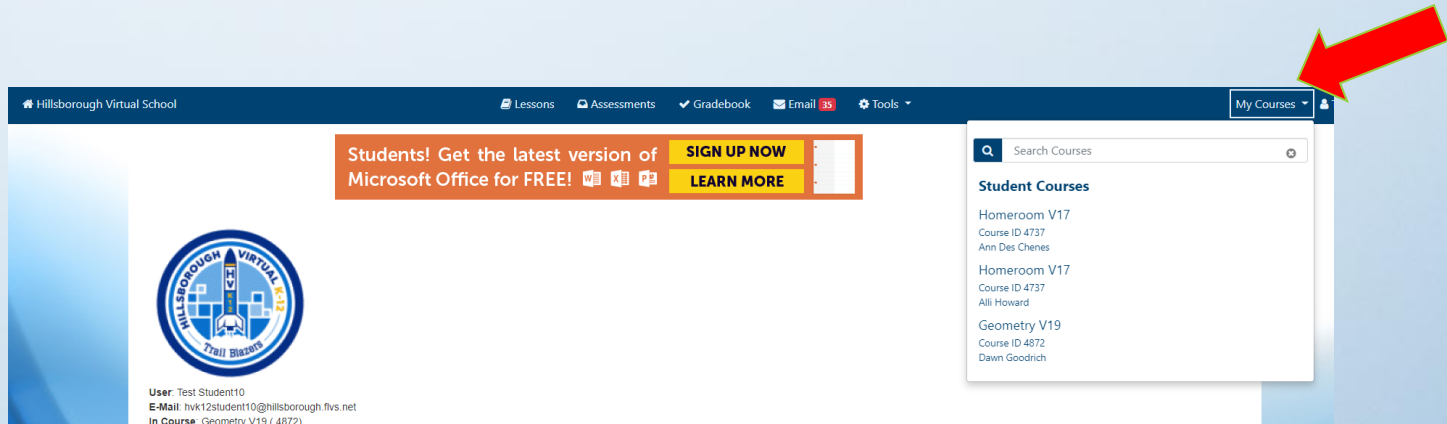
All work is found in the MODULES. Modules are like chapters in a book. You can access the modules under the LESSONS button.



The screenshot shows the Hillsborough Virtual School website interface. At the top, a dark blue navigation bar contains several menu items: 'Lessons', 'Assessments', 'Gradebook', 'Email 35', and 'Tools'. The 'Lessons' button is circled in red, and a red arrow points to it from the text above. Below the navigation bar is a promotional banner for Microsoft Office for FREE, with 'SIGN UP NOW' and 'LEARN MORE' buttons. The main content area features the Hillsborough Virtual School logo on the left, followed by user information: 'User: Test Student10', 'E-Mail: hvk12student10@hillsborough.flvs.net', 'In Course: Geometry V19 (4872)', 'Instructor: Ms. Dawn Goodrich', and 'Zoom account: hvk12student10@hillsborough.flvs.net, password:'. On the right, a 'Welcome to Geometry' section includes a photo of Mrs. Goodrich, her name, and her availability: 'I am available Monday - Friday 8am to 8pm. You can call, text or email me and I will get back to you within 24 hours Monday - Friday.' Below this is her contact information: '508-614-9641' and 'dgoodrich8@hillsborough.flvs.net'.

Switching between courses

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



The screenshot displays the user interface of the Hillsborough Virtual School Learning Management System (LMS). The top navigation bar is dark blue and contains several menu items: 'Lessons', 'Assessments', 'Gradebook', 'Email' (with a notification badge showing '35'), and 'Tools'. On the far right of this bar is a 'My Courses' dropdown menu, which is highlighted by a red arrow pointing from the right side of the screen. Below the navigation bar, there is a promotional banner for Microsoft Office for FREE, with 'SIGN UP NOW' and 'LEARN MORE' buttons. To the left of the banner is the Hillsborough Virtual School logo, which features a stylized building and the text 'HILLSBOROUGH VIRTUAL SCHOOL' and 'Trail Blazers'. Below the logo, the user's profile information is displayed: 'User: Test Student10', 'E-Mail: twk12student10@hillsborough.fivs.net', and 'In Course: Geometr V19 / 4872'. The 'My Courses' dropdown menu is open, showing a search bar labeled 'Search Courses' and a list of 'Student Courses'. The list includes three entries: 'Homeroom V17' (Course ID 4737, Ann Des Chenes), 'Homeroom V17' (Course ID 4737, Alli Howard), and 'Geometry V19' (Course ID 4872, Dawn Goodrich).

Gradebook

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



Hillsborough Virtual School

Lessons Assessments Gradebook Email Tools

My Courses Test

Students! Get the latest version of Microsoft Office for FREE! [SIGN UP NOW](#) [LEARN MORE](#)



User: Test Student10
E-Mail: hv12@student10@hillsborough.fvs.net
In Course: Geometry Y19 (4872)
Instructor: Ms. Dawn Goodrich
Zoom account: hv12@student10@hillsborough.fvs.net, password



Welcome to Geometry

I am available Monday - Friday 8am to 8pm. You can call, text or email me and I will get back to you within 24 hours Monday - Friday.

I am Mrs. Goodrich and I look forward to being your instructor

508-614-9641
dgoodrich8@hillsborough.fvs.net

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.

▲ Order	Assessment Title	Student Score	Student Percentage	Pts. Possible	Pts. Earned	Date Submitted
1	1.1 Constructing Positive Self-esteem Project <i>Segment: 1</i>	Submitted / 100	0.00 %	100	0	07/29/2013 15:33:43
2	1.2 Building Strong Families <i>Segment: 1</i>	40 / 100	40.00 %	100	40	07/29/2013 15:37:10
3	1.3 Exploring Pathways to Parenting Skills <i>Segment: 1</i>	Submitted / 100	32.00 %	100	32	07/31/2013 14:14:38
4	1.4 Building Strong Communities <i>Segment: 1</i>	1 / 100	1.00 %	100	1	N/A
5	1.5 Constructing Your Health Decisions <i>Segment: 1</i>	0 / 100	0.00 %	100	0	N/A
6	2.1 Making Healthy Food Choices <i>Segment: 1</i>	ex / 100	0.00 %	100	0	07/31/2013 15:41:00
7	2.2 Nutrients <i>Segment: 1</i>	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	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!
- You should have already completed the following:
 - Submit any required enrollment documents
 - Create a virtual school account
 - Select courses that mirror your current schedule, beginning with your elective classes.
- If you have completed the steps above, you will access to your courses next week.
- Welcome to the HVK12 Family!