

Indian Prairie V- Campus

pat_frangella@ipsd.org

Summer, 2008

Crouse Education Center
780 Shoreline Drive
Aurora, IL 60504
630-375-3080
FAX: 630-375-3007

Office Hours:

M - T - W -Th - 8:00 a.m. - 4:30 p.m.

Closed Fridays

Indian Prairie V-Campus Policies and Procedures

Indian Prairie V-Campus provides opportunities for students in Indian Prairie to meet their education needs through on-line work. Students may enroll in individual courses to eliminate deficiencies on high school transcripts, to earn additional credits toward graduation, or to gain enrichment.

Registration Process

1. Students must have their own internet service provider (ISP).
2. Students must obtain an application from their school counselor for each full credit course.
3. All information requested on the application must be completed.
4. Students' counselors must sign the application to verify approval of courses to be taken.
5. Each 1/2 credit course costs \$175 plus the cost of materials (if the course requires a textbook, CD, etc.). From **June 15 - August 15**, students who live in Indian Prairie may enroll in courses. We accept cash and checks.
6. Call the **Indian Prairie V-Campus** office at 630-375-3080 for cost of textbooks and other materials or for more information.
7. Students must enroll at the **Indian Prairie V-Campus** office **IN PERSON** in order for instructions and course requirements to be explained. This process takes approximately 30 minutes.
8. Students should bring their completed application to:

Indian Prairie V-Campus

Crouse Education Center,
780 Shoreline Dr.,
Aurora, IL 60504
Attn: Pat Frangella

Refunds

1. If a student discontinues a course there is a NO REFUND policy for this course.

Acceptable Use

1. All students are responsible for appropriate use of the V-Campus.
2. Communicate with the instructor appropriately. Use of any profanity or other inappropriate language will result in the student's removal from class.
3. Any transmission of inappropriate material.

Final Examination

1. When all the assigned coursework has been completed and the student's instructor has graded the work, the student should call the **Indian Prairie V-Campus Office at 630-375-3080** to schedule an appointment to take the final examination.
2. A passing score (at least 70%) on a supervised final examination will be required upon completion of all work assigned.
3. The final examination score will count one-fourth of the final grade. On-line and off-line assignments will count three-fourths. Students must receive a passing score (at least 70%) on the final examination in order to receive credit for the course.

Grades and Time Limits

1. The final examination must be completed at least one week before the course ends.
2. The maximum completion time for each 1/2 credit course is at the pace of the student but before August 15. **If the student's counselor requires an earlier completion date, it must be indicated on the enrollment application.**
3. Upon completion of a course, students will be notified of their grade. The **Indian Prairie V-Campus Office** will send a copy of the grade report to the school official indicated on the enrollment application.

Logging On to Indian Prairie V-Campus

Launch your internet browser and enter the URL:

<http://it.ipsd.org/e-courses.html>

Once at the *Indian Prairie V-Campus* Main Page, enter your username and password. These will be issued to you at registration.

Once you have entered this data, select the **Log On** button.

If your log-on is successful, you will be greeted by a **My Profile** page that recognizes you by your username. Important Note: Your **Password** should be changed the first time you log on. You should go to **My Settings** and click on **Password Change Utility**. From there, follow the easy on-line instructions.

While there are many features to *the software* that you are welcome to explore, your main focus will be the course(s) for which you registered.

From the left menu bar, click on the link labeled **My Courses**.

The next screen will include a listing of all courses in which you are enrolled.

Click on the course name to enter the course. Information about the course is located under the tabs located along the upper edge of the screen.



The **Syllabus** tab provides an overview of the course.
The **Announcements** tab highlights important information for your course.
The **Lessons** tab contains instructions for installing any software that might be needed and assignments to be completed.
The **Class** tab identifies the teacher for the class and the students currently enrolled.
The **In Touch** tab is where you will receive e-mail from your teacher and where you may send e-mail to your teacher or post messages for the entire class.
Under the **Tools** tab is a grade report for you to receive your grades on your assignments and a list of remaining requirements.

Explore each **Tab** to gain a better understanding of the course.

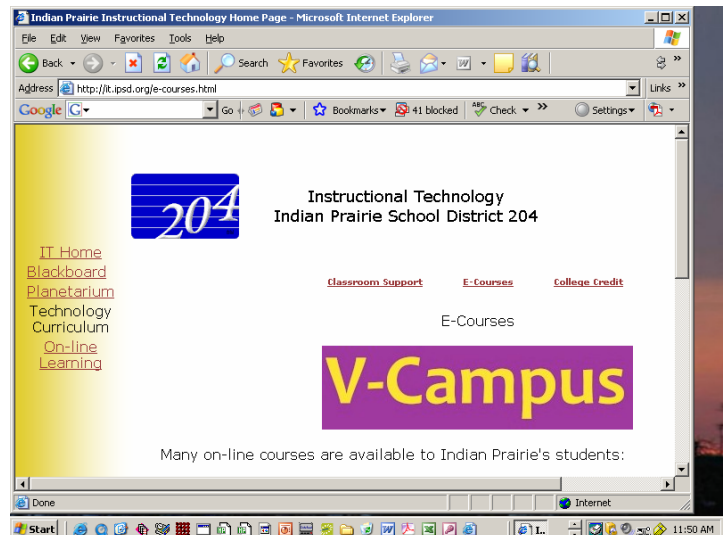
Courses

Each course = 1/2 credit
Last digit 1 = First Semester Course - 2 = Second Semester Course
Check our Web site for the most up-to-date list of courses available.

Mathematics:

42710211 - Algebra I
42710212 - Algebra I

Please check our web site for the most current information concerning registration, office hours and course offerings.



SUMMER 2008 -- ALGEBRA I

Launch your Internet browser and enter the URL: <http://it.ipisd.org/e-courses.html> and then connect to the Algebra course.

Once at the Main Page, enter your username and password. These will be issued to you at registration.

Once you have entered this data, select the **Log On** button.

If your log-on is successful, you will be greeted by the opening **Home Page** that recognizes you by your username. On the left is a link to a **Preferences** page. Important Note: Your **Password** should be changed the first time you log on. You should go to **Preferences** and click on **Change Password**. From there, follow the easy on-line instructions.

While there are many features to **JCPSeSchool** that you are welcome to explore, your main focus will be the course(s) for which you registered.

From the left menu bar, click on the link labeled **Courses**.

The next screen will include a listing of all courses in which you are enrolled.

Click on the course name to enter the course. Information about the course is located under the tabs located along the upper edge of the screen.

Syllabus	Announcements	Lessons	In Touch	Report
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The **Syllabus** tab offers overviews of Grades, Course Announcements, Live Office Hours, and other tools assigned by the teacher.

The **Announcements** tab contains a calendar for personal use.

The **Lessons** tab contains instructions on how to use this course as well as the course content.

The **In Touch** tab is where you will receive email from your instructor and where you may send email to your instructor. To send mail to your teacher, click **Send Course Mail**, click on **My Teacher**, and click on the **TO:** box, fill in a **Subject** heading, and then type your message in the **Message** box. Click on **Send** button to send the message.

The **Report** tab provides details of grades and student activity.

Explore each **Tab** to gain a better understanding of the course.

Final Examination

1. When all of the assigned coursework has been completed successfully (70 percent or higher average) and the student's instructor has graded the work, the student should submit the Course Evaluation Form followed by the procedures outlined in the Last Steps folder.
2. A passing score (at least 70 percent) on a supervised final examination monitored by an approved proctor will be required upon completion of all work assigned. A photo ID is required at sign-in.
3. The final examination score will count one-fourth of the final grade. On-line and off-line assignments will count three-fourths of the final grade. Students must receive a passing score (at least 70%) on the final examination in order to receive credit for the course.
4. Should the final examination score be less than 70%, one retake will be allowed after approved intervention.

Grades and Time Limits

1. The final examination must be completed at least one week before the grade for the course can be issued.
2. Upon completion of a course, students are notified of their grade by email.

Student Responsibilities

Each student is responsible for the security of their V-Campus account.

- ◆ Students should immediately change their password upon enrollment, and not share this password with anyone. If the student suspects that someone knows their password, they should change it immediately.
- ◆ Students should always log off when they have completed an online session. If they do not, others can use their logon to transmit inappropriate information (lessons, quizzes, e-mails, etc.).

Inappropriate Use of Student E-mail

Use of the *V-Campus* Student in Touch (e-mail) System is a **privilege** given to each student enrolled in a V-Campus course. The system is monitored for inappropriate language, attachments, or any behavior which does not conform to the Indian Prairie Student Handbook.

- ◆ An offending student will receive a warning for the first infraction.
- ◆ The second infraction will cause the student to be withdrawn from **JCPSeSchool**.

ALGEBRA I -- FINAL EXAMS

Final exams are very important in maintaining integrity of our courses and ensuring that nobody but students can complete the course work. To this end, V-Campus participants must observe the following policies:

1. A final exam can be given only upon the approval of the teacher of record. Approval must be in the form of an e-mail from the system. The teachers are required to follow proper procedures in clearing students for the final; the final exam process must standard procedures.
2. Final exams must be proctored by designated personnel.
3. If the student fails the final, the exam must be retaken completely. It is required that all courses have a review and a practice for the final exams to prevent failures. A minimum score of 70% is required to approve a student for the final; a score of 80% is recommended to ensure student success. The practice final will be the same in format as the actual final:
 - a. Number of questions,
 - b. Type of questions.
 - c. Level of difficulty,
 - d. Process of selection of questions.
 - e. Significant number of questions in a pool (at least twice the number as appear in a practice final) and
 - f. Auto-scoring of all questions.
4. If technical problems occur during the final preventing the final from being properly submitted, the proctor is instructed to:
 - a. Try to re-submit by hitting BACK and then SEND.
 - b. Try to SAVE the final.
 - c. Print the student's exam and send it in a sealed envelope for grading to the teacher of record,
5. No grade in the course may be substituted, for the final exam grade except for the cases when network/computer/technical problems or special student accommodations make saving the student's work impossible. In this case, at the discretion of the teacher of record, the practice final exam grade may replace that for the final exam. Every effort should be made to avoid retaking final exams interrupted by technical problems.
6. Students may retake a final after the completing any teacher-assigned interventions. If a student fails a final for the second time, the counselor must provide the teacher with written (including e-mail) authorization for a third attempt. The authorization must state that the student has received some form of remediation for the material.

Student Orientation to V-Campus

User name : _____

Password: _____

Course: _____

Presenter: _____ Date: _____

Explain for and/or show to the students:

- 1. the website to login (Add to Favorites from this page)
 - 2. their use name and password
 - 3. the layout of "Course Home Page"
 - 4. how to change password
 - 5. how to complete Unit 0 to open the course
 - 6. the padlocks
 - 7. the location of introductory information (drop box if needed)
 - 8. how to maneuver in V-School (tabs, lessons, icons, folders)
 - 9. how to take/save/submit a quiz
 - 10. how to view grades
 - 11. how to check for authentication (Name in upper right hand comer, NOT "Guest")
 - 12. how to read and send In Touch course mail (My Teacher, TO, Subject, message, send)
 - 13. course flow (lessons > quizzes > tests > practice final > final)
 - 14. Last Steps folder
 - 15. use of Practice Final
 - 16. how (and why) to log off
 - 17. how to avoid browser problems (if AOL, tell them to use I.E. Do not use browser buttons.)
 - 18. how to calculate final course average (final 25%, coursework 75%)
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- I have been shown the above information.
- I have had a *V-School* course before.
- I decline to be shown the above information.

Student/Parent Signature: _____ Date: _____

Comments:

Windows Users:

To download the file to your own computer, right-click the location link and select "Save Target As" or "Save Link As" from the pop-up menu.

To attempt to view the file from its current location, just left-click the location link.

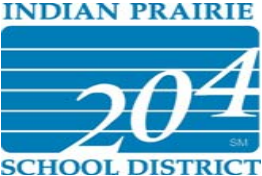
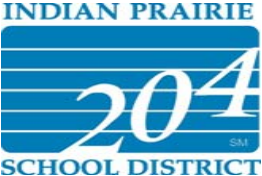
Mac Users:

To download the file to your own computer, click and hold the mouse button on the location link, then select "Copy Link to Disk" or "Save

Link As" from the pop-up menu. To attempt to view the file from its current location, simply click the location link.

INDIAN PRAIRIE *V-School* APPLICATION

780 Shoreline Drive • Aurora, IL 60504 • **630-375-3080** • Fax: 630-375-3007
 Hours: Monday through Thursday: 8 a.m. - 4:30 p.m.

LAST NAME:		FIRST NAME:		M.I.:		
DATE OF BIRTH:		STREET ADDRESS:				
CITY:			STATE:	ZIP CODE:	GRADE: (CIRCLE ONE) 9 10 11 12	
E-MAIL ADDRESS:			STUDENT ID NUMBER:		SEX: (CIRCLE ONE) MALE FEMALE	
TELEPHONE NUMBER			SCHOOL NAME:			
COURSE NUMBER		COURSE TITLE:		REQUIRED DATE OF COMPLETION:		
COUNSELOR AUTHORIZATION:				Important Information <ul style="list-style-type: none"> • The student must enroll at the IPSD, Crouse Education Center, 780 Shoreline Dr., Aurora, IL 60504 Office in person. • Tuition must be paid at the time of enrollment. No Refunds • There is an additional fee for courses that require textbooks or additional materials. 		
COUNSELOR'S NAME (PLEASE PRINT)						
COUNSELOR'S SIGNATURE			DATE			
STUDENT: I HAVE RECEIVED A COPY OF THE POLICIES AND PROCEDURES FOR IPSD eSCHOOL and agree to all of the requirements contained therein.						
STUDENT'S SIGNATURE			DATE			
PARENT/GUARDIAN: I AGREE TO ENROLL THE STUDENT NAMED ABOVE AS APART-TIME STUDENT IN ipsd Eschool. For parents/guardian of private, parochial, and homeschooled students only.						
PARENTS/GUARDIAN'S SIGNATURE			DATE			

OFFICE USE ONLY

TUTION:		FEES:		TOTAL:		DATE OF ENROLLMENT:			
CASH PAID:		CHECK PAID		RECEIPT NO:					