

## CIS E-Learning Guide for Students\*

**In preparation for the launch of e-learning on Sunday, Mar 22, please adhere to the following expectations during our online learning phase:**

- ✓ Ensure access to a device to work from home.
- ✓ Ensure access to the internet during regular school hours (8 a.m. – 3 p.m., Sunday-Thursday).
- ✓ Teachers will be available online from 8 a.m. – 3 p.m. Sunday-Thursday.
  - Teachers will respond to student/parent questions between 8 a.m. and 3 p.m. (within a maximum of 24 hours), on weekdays.
- ✓ **Attendance.** Teachers will monitor attendance through engagement with e-learning tasks and will contact students and parents daily with concerns. Administration will be notified if students are “absent” after 48 hours, in order to contact home.
  - Logging in alone does not count as being present/engaged. You need to be going through the materials and completing assigned tasks. Evidence of engagement may include answers to daily questions, forum discussion contributions, comments, Forms, electronically signing-in, etc.
  - Each daily class will have a scheduled assignment or process to ensure that you are engaged in your classes daily. It is your responsibility to complete the attendance requirement for each assigned course in your timetable.
- ✓ Access your class’ group on Class Dojo/Edmodo/Microsoft Teams to access plans and resources.
  - A weekly overview will be shared by 8 a.m. each Sunday for each class. Daily resources and expectations will be shared on an ongoing basis.
- ✓ Follow your timetable in accessing work and completing the work as assigned.
- ✓ If a teacher schedules a live videoconference during assigned class time, students are expected to join online. Students are to be seated at a table during the conference and not on beds or in bedrooms. Students should be dressed appropriately for the conference (no pajamas).
- ✓ Remember that all interactions on an e-learning platform should be exemplary and adhere to the school’s Discipline Policy and Student Handbook.
- ✓ **Assessment.** You will be assessed on an ongoing basis in both core and specialist classes/options.
  - Teachers will assess your work, and they will continue to enter grades in PowerSchool.
  - Your parents may be asked to supervise you as you complete and submit an assessment to ensure that expectations are followed. They will be contacted in advance of this.
- ✓ **Attitude is everything.** Numerous studies have already proven the power of positive thinking and just how effective our minds can be when it comes to altering our perception on things. As an e-Learner, the first and most important thing you can do is to shift your attitude towards study from thinking of it as a chore and turning it into something you enjoy.
  - **Check out these 7 dos and don’ts:** <https://elearningindustry.com/7-elearning-dos-and-donts>

\* While these expectations are meant for all CIS students generally, we understand that different grades will have varied e-learning needs and requirements and that expectations for students will differ.