

Getting Started Checklist for NCVPS Students

[Please note: NCVPS hosts courses in both Blackboard and Moodle. Follow this link to see if your class is in Blackboard or Moodle: <http://www.ncvps.org/index.php/student-bb-logon/>]

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, Mrs. Moore – pmoore1@wcpss.net or 919-557-2703.

To Do Before the First Day of Class

_____ 1. Become familiar with our [Frequently Asked Questions](#) here: <http://goo.gl/X8Amo>

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

_____ 3. Understand your workload!

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

_____ 4. Make sure that your computer meets our [tech requirements](#). You will not be successful in your online course with your computer meeting these technical requirements, using the right internet browsers, and having the proper plugins. There's not usually a cost with any of the basic internet plugin and updates (like Firefox, Adobe PDF, Java, etc.).

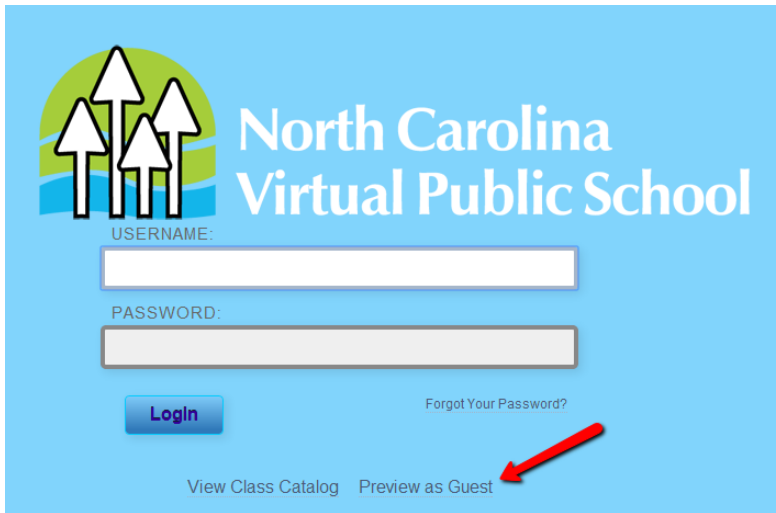
_____ 5. Complete the Student Online Orientation (see screen shot instructions on the next pages.) First determine if your course is in Blackboard or Moodle. If you have more than one course, you might have one in both Blackboard and Moodle. Check our main login page to see which platform your course is in here: <http://www.ncvps.org/index.php/student-bb-logon/>

_____ 6. Make sure you have the textbook and materials for your course. Students are responsible for any textbooks and materials needed. 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=0ASUfjGU4wbEIZHJrcXJrbI8zOXMzY3htYmNo&hl=en>

For the Blackboard 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 Blackboard Orientation, click the "Preview" button on this page: <http://ncvps.blackboard.com/webapps/login/>



Click on the NCVPS Blackboard Orientation. (See below.)

Classes: Quick View

Classes in which you are enrolled:

- DLA Spa
- NCVPSBlackboardOrientation**

Classes in which you are a guest:

- Credit Recovery Demo Course
- MasterDemo
- Occupational Course of Study Blended Learning Demo Course
- SampleHealthfulLivingSpring09

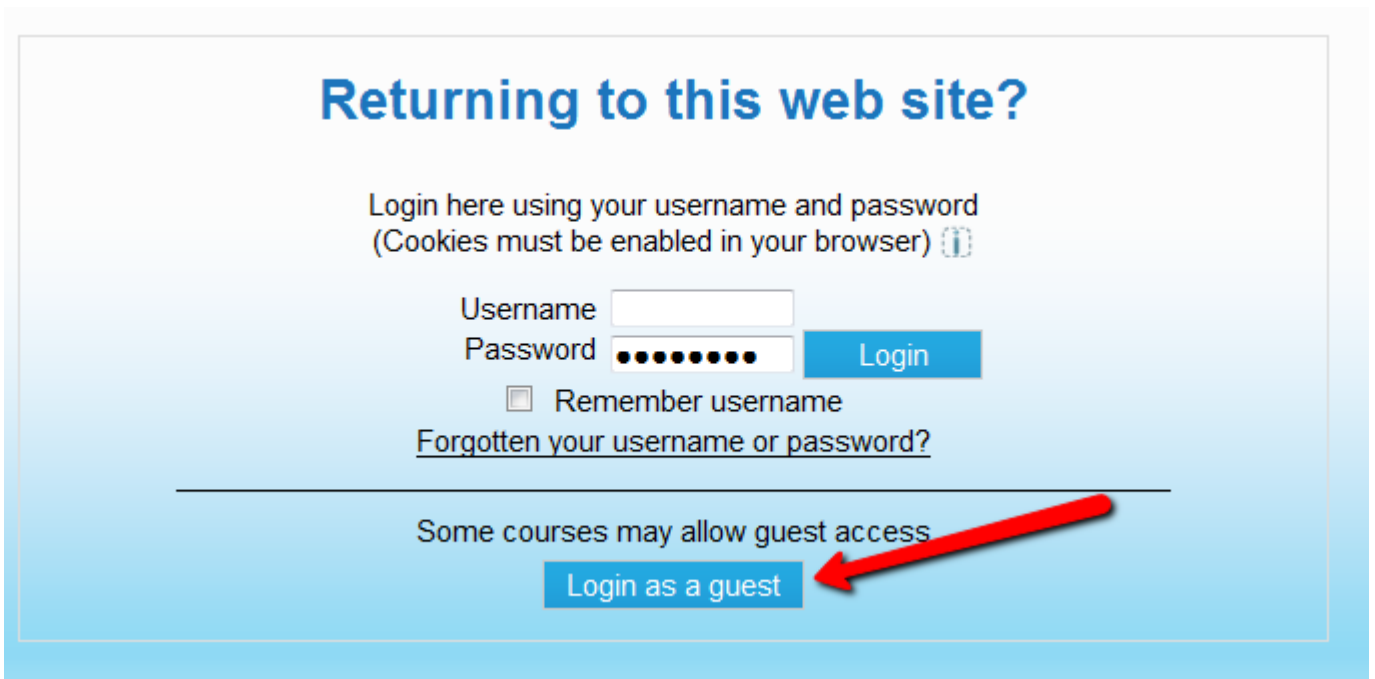
REMEMBER: Having access to the orientation does not mean that you are enrolled in a course. The orientation is not your course. Check with your elearning advisor to see if you are properly enrolled.

For the Moodle Orientation:

The Moodle Orientation is on the Moodle login page here: <http://moodle.ncvps.org/>



If you have been to the Moodle site before, you may see this screen:



Just click on "Login as a guest"

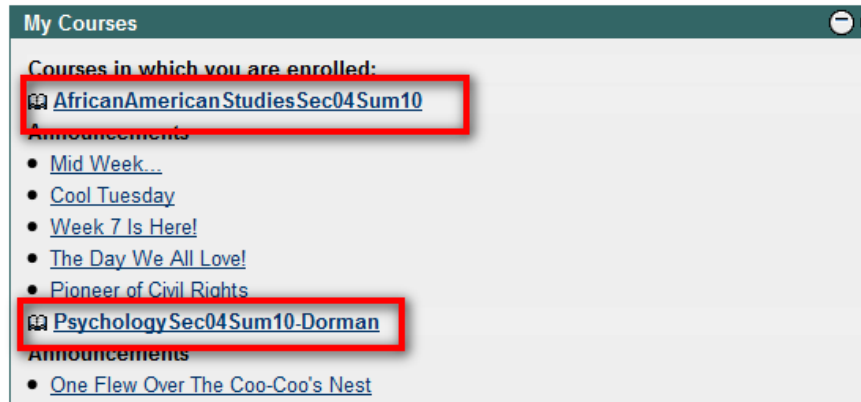
REMEMBER: Having access to the orientation does not mean that you are enrolled in a course. The orientation is not your course. Check with your elearning advisor to see if you are properly enrolled.

To Do On the First Day of Class

_____ 1. Log in to your course here: <http://www.ncvps.org/index.php/student-bb-logout/>

Blackboard Courses

Look the “My Courses” box on the right of the screen. You will see all of the Blackboard courses that you are enrolled in. Remember if you have more than once course, your other course may be in Moodle. Click on the course to enter it.



Moodle Courses

Look the “My Courses” box on the right of the screen. You will see all of the Moodle courses that you are enrolled in. Remember if you have more than once course, your other course may be in Blackboard. Click on the course to enter it.



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.

In your Moodle course, look for the large teacher box on the left side of your course for teacher contact information. You may also message your teacher within Moodle by clicking on the Participants link below the Your Teacher box. You will then see a link to your teacher. Click that link and send a message!

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. Update your email address in your course. Here's how to do that:

In Moodle:

- Navigate to Administration
- My Profile settings
- Edit Profile
- Verify or update e-mail
- Scroll to bottom and "Update Profile"

In Blackboard:

- Click on student's name in the upper right side of your BB course
- Click on setting
- Click on Personal Information
- Click on Edit Personal Information to update e-mail
- Scroll to bottom and Submit

_____ 6. 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 on 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**.

_____ 7. Be familiar with the [NCVPS Help](#). There are numerous resources to help you throughout the course.

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.

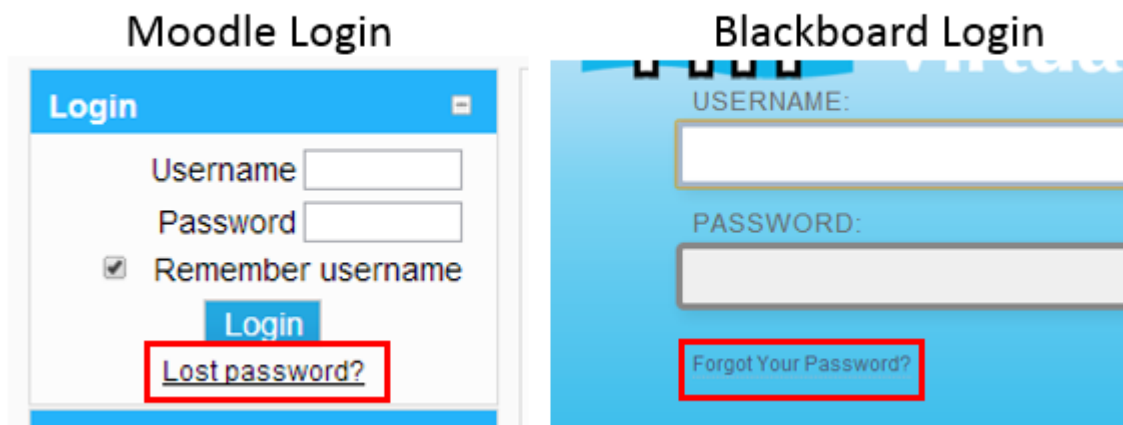
_____ 4. Holidays: Check the NCVPS calendars to confirm which days are holidays.
<http://www.ncvps.org/index.php/courses/calendars/>

_____ 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, can always use the password reset link on either the Moodle or Blackboard login page.

Password Reset Links



If your password still does not work, [contact the Virtual Support Center](#) immediately.

- _____ 3. If you are having difficulty submitting an assignment, let your teacher know immediately.
- _____ 4. 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.

_____ 5. 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.

_____ 6. IF YOU ARE STRUGGLING IN CLASS, SEEK HELP IMMEDIATELY!

Here are some suggestions:

- [Visit the Help page](#) 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 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.