

SUCCESSFUL Virtual Learners

Prepare for Success

- Computer with internet access
- Course materials- printer, paper, ear buds, binder, calculator, and any required books.
- Contact information for content teachers and SOARCE staff.
- Course start and end dates.

Beginning the Course

- Find an appropriate place to work.
- View all orientation material (videos and documents) for each virtual program.
- Understand how you will be graded.
- Sign in once the course becomes available and begin!

Throughout the Course

- Dedicate at least 1 HOUR, PER DAY, PER CLASS to complete work.
- Stay on schedule in all classes. Use the pacing guide to assist in staying on track.
- Monitor progress using the student homepage and/or student reports.
- If you fall behind or need help, contact your mentor teacher and/or content teachers.
- Take notes and use study sheets/guides. Setting up a notebook for each class could help.
- Always respond to emails from teachers, and maintain weekly communication with mentor, and regular communication with content teachers.

Completing the Course

- Return borrowed equipment (laptop) at the end of the school year.
- Check final grades after they are posted.

Additional Reminders

- Additional attempts on assignments/assessments (if allowed by the provider) will only be given on a case-by-case basis. Please communicate promptly with the course instructor.
- Always give your best effort.
- Graduating 12th graders may have an earlier end date for the winter/spring semester.
- Class notes are one of the biggest factors of success, and should be used throughout the course. Learn to take good notes! If you need help, contact your mentor.
- If you finish a class early, you are done until the next semester!
- Use resources available: class instructors, content teachers, mentor teachers, websites. In addition, every program provides access to many valuable online videos and documents right in your classes.

Grading Notes

- If any classes are left incomplete by the end of the semester, the student will receive a grade of "E".
- A two (2) week extension may be granted on a case-by-case basis for incomplete classes.