

Getting Started Checklist for NCVPS Students

The Checklist

(See The Checklist details starting on Page 2.)

To Do Before the First Day of Class

- [] Know who your e-learning advisor is at your school.
- [] Understand the workload in your NCVPS online course.
- [] Complete the online orientation before classes begin.
- [] Make sure you have the materials you need for your course.
- [] Download our printable guides.

To Do on the First Day of Class

- [] Log in to your NCVPS course.
- [] Watch Our "Logging In and Getting Started Video."
- [] Read the first announcement posted by the teacher.
- [] Go through all the buttons on the left navigation bar of the course to familiarize yourself with the course.
- [] Communicate with your teacher via messaging, phone, or email.
- [] Update your contact information in the course.
- [] Begin working on your first unit. Every course begins with the Getting Started Unit.
- [] Follow your course pacing guide! This is a key to success.

Additional Checks

- [] Be familiar with the NCVPS Help web page at ncvps.org/student-help.
- [] The 10th day of class is the last day your ELA can drop you from the course.
- [] ☐ Your school will administer all state tests (EOC, CTE, NCFE).
- [] You will not have access to the course after the last day of class.
- [] EOC, CTE, and NCFE Courses may remain open for review.
- [] Graduating seniors can get final grades early.

Checklist Details

To Do Before the First Day of Class

[] Know who your e-learning advisor (ELA) is. This is the person who registered you for your NCVPS course. Your ELA is likely a counselor or a lab facilitator if you are taking your NCVPS course from a school lab. Your ELA will give you your username and password for your NCVPS course. NCVPS does not send usernames and passwords to students. If you need to drop your course, your ELA must do that. NCVPS does not register or drop students.

SUMMER SCHOOL STUDENTS and OFF-CAMPUS STUDENTS: BE SURE to have your ELA's contact information BEFORE you leave for summer or before you start your course off-campus during the school year. Only your ELA can drop you from your course. You may need your ELA for other reasons during the summer, as well. Your summer ELA may be different than your ELA during the school year. If you were not given this contact information, contact your advisor or principal immediately.

[] Understand your workload!

Summer School: 3-5 hours of work each day (depending on the course), Monday through Friday. You must have daily access to the Internet for the duration of summer school. There are no exceptions made for students who attend camps or go on vacations where they do not have access to the Internet.

Fall and spring block courses: 90 minutes of work each day (depending on the course), Monday through Friday.

Yearlong courses: 50-60 minutes of work each day (depending on the course), Monday through Friday.

Yearlong AP Courses: 90 minutes of work each day (depending on the course), Monday through Friday.

Weekends: That's right! Just like in traditional school, you may have homework over the weekend. We don't have any due dates on weekends, but you may need to study for a test, read your novel, or work on a project.

[] Complete the Student Orientation in Canvas. Find the link at the top of our website at ncvps.org.



This will give you an idea of what NCVPS classes look like if you've not taken a class with us before.

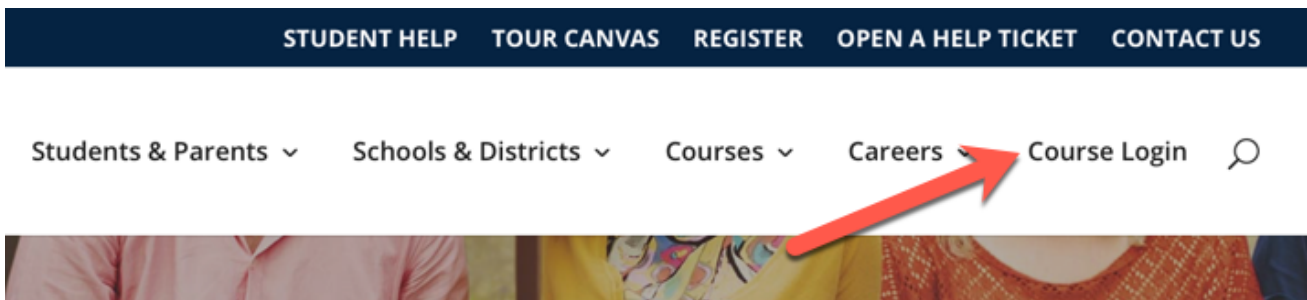
NOTE: Having access to the orientation does not mean that you are enrolled in a course. The orientation is not your course. Check with your e-learning advisor to see if you are properly enrolled.

[] Make sure you have the textbook and materials for your course. Ask your ELA what textbooks and materials you need. Only our Advanced Placement classes require a textbook, but other courses might require software or hardware like a microphone or headset.

[] Download our other printable guides: <https://ncvps.org/printable-ncvps-guides>. Be sure to get the NCVPS Student Start-Up Guide and the NCVPS Student Success Guide.

To Do On the First Day of Class

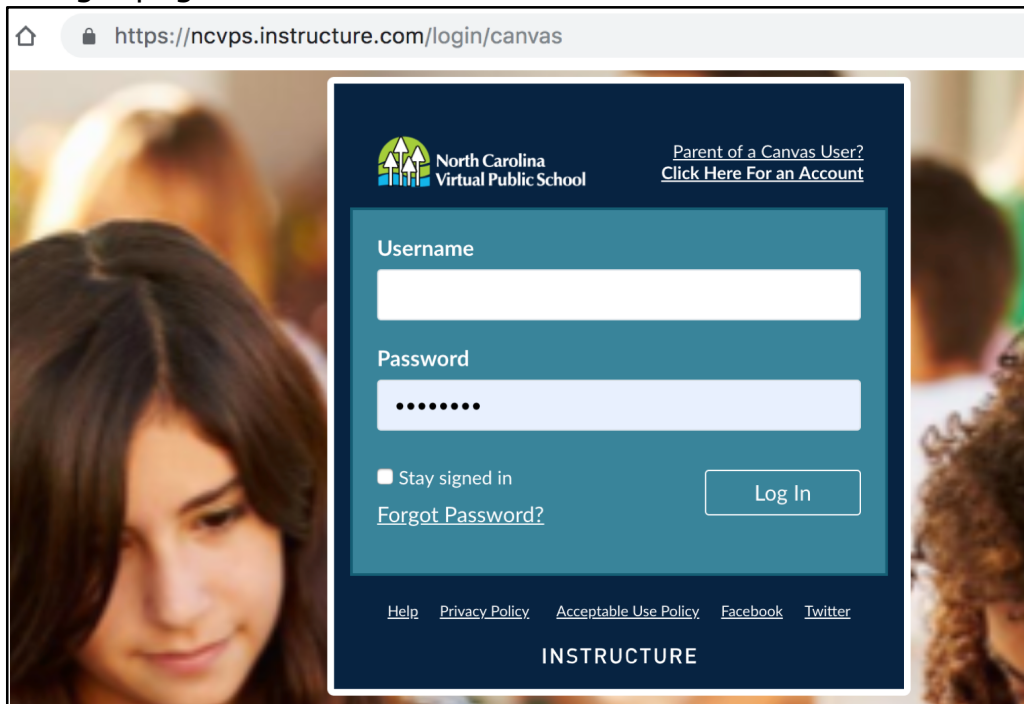
[] Log in to your NCVPS course. You can start from our home page at ncvps.org



[] Watch our "Logging in and Getting Started in Your NCVPS Course" video at ncvps.org/getting-started-video.


WARNING: Your school district may also be using Canvas, and that will be a different Canvas site than the NCVPS site. This is the web link for NCVPS Canvas courses: <https://ncvps.instructure.com/login/canvas/>

Our Canvas login page looks like this:




Canvas Courses

After you log in to Canvas, click on the "Courses" button to see what classes you are enrolled in.



Account
Admin
Dashboard
Courses
Calendar
Inbox 8

Peer Tutoring Center



THE SWING OF THINGS

Are you lost or don't know where to start? Visit ncvps.upswing.io and get help from a Peer Tutor.

Upswing is in full swing and the Peer Tutoring Center has tutors available to help you master the content. The Peer Tutoring button in your course also contains detailed information on how to access the full service.

To login to Upswing use the following information.

URL: ncvps.upswing.io

User ID: student ID #

Password: upswing

NOTE: If you enroll after classes begin, it may take 24 before you get access to your course.

[] Read the first announcement posted by the teacher. Follow any instructions given.


[] Go through all the buttons on the left navigation bar of the course to familiarize yourself with the course.

[] Communicate with your teacher via messaging, phone, or email. Build a strong communication relationship with both your teacher and your school's e-learning advisor.

Dashboard
Courses
Calendar
Inbox
Help

Grades
Modules
Announcements

Welcome to English 3!



Teacher: Russell Westwood

Email: russell.westwood@ncpublicschools.gov

Office Hours: Wednesdays at 7pm on Collaborate

Ultra or by appointment

Phone: 919-555-1765

Phone, Email, and Text Messaging: Look for your teacher's contact information on your "Home" button. You will find your teacher's phone number, email address, and office hours.

Course Messaging: In your Canvas course, you will see an "Inbox" icon on your left sidebar. Click on that Inbox icon.

Next click the "Compose new message" icon up top.

In the "To" box, click on the "People" icon and select teachers. Write your message and send!

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

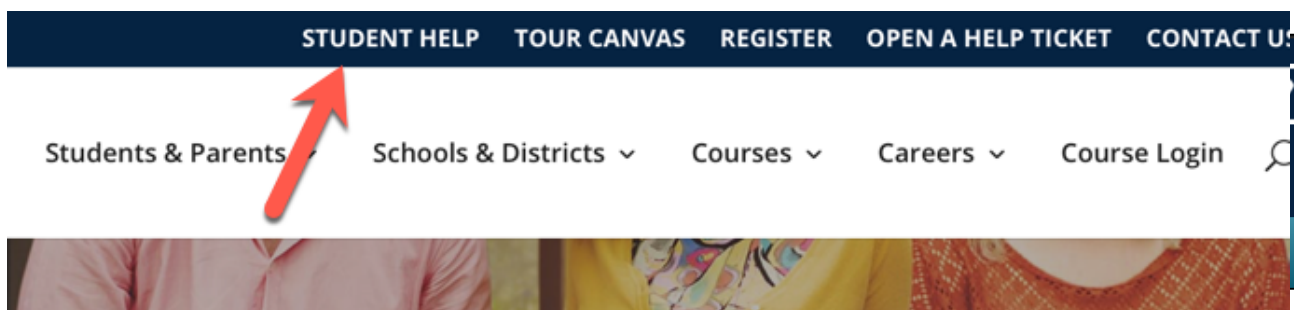
- Log in to Canvas
- Click on the round Account icon in the upper left
- Click "Settings"
- Click "Add Email Address" if your email is not listed
- Under "Other Contacts, click on "Add Contact Method" to leave other methods of contact

[] Begin working on your first unit! You must begin working right away.

[] Follow the pacing guide and due dates in your course. This is the key to your success. Depending on your circumstances, you may have a pacing guide developed specifically for you. Follow that pacing guide!

Additional Checks

[] Be familiar with the NCVPS Help web page at ncvps.org/student-help. You can find the link at the top of the NCVPS home page at ncvps.org.



There are numerous resources to help you throughout the course. Plus get answers to questions about grades, registration, dropping a course, tech issues, tutoring, etc.

[] 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.

[] If you are in an EOC, CTE, NCFE course, check with your ELA to see when you will take your EOC or CTE or NCFE test. Those state tests will be administered by your local school and count at least 20% of your final grade.

[] You will not have access to the course after the last day of class.

[] EOC, CTE, and NCFE Courses may open for review. You will be notified by your teacher if the course will be available.

[] 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.