

## NCVPS Facilitators Guide

### BEFORE CLASSES BEGIN

#### ☒ **KNOW IMPORTANT NCVPS DATES**

Visit [our calendar](#) under the "COURSES" tab to find our Start Date, Day 5 Student Status Reports, and Last Day to Drop/Add

#### ☒ **DOWNLOAD AN ENROLLMENT REPORT**

Download the report from our registration system for the following:

1. Access students' usernames and passwords.
2. Find teacher contact information. Create your own NCVPS teacher contact list to keep teachers updated on schools closings, student issues, etc.
3. Confirm that students are enrolled and not waitlisted.
4. Check that student email address are correct. Notify NCVPS teachers if they are not.
5. Update school contact information in registration system if not correct.
6. Add student IEP and 504 modifications.

#### ☒ **CHECK TECH REQUIREMENTS**

Make sure your computers meet [NCVPS tech requirements](#). Find that under the "COURSES" tab.

#### ☒ **GIVE STUDENTS LOGIN INSTRUCTIONS**

Students will not be able to log in to their courses until the first day of class.

All classes will be in the Canvas learning management system (LMS). Canvas is our online classroom, and it is where your learning will take place. Click the Canvas Login icon below to get started!

#### **NCEdCloud Access**

If you use NCEdCloud, you can access your courses from there.

Look for the NCVPS icon after you log in to NCEdCloud.



#### **Direct Access (for home schools, private schools, and public schools not using NCEdCloud)**

If you are not using NCEdCloud, you can log in with a username and password below. NCVPS does not send usernames and passwords to students. You will need to get your login details from your school. This is the option for home schoolers, private schools, and public schools not using NCEdCloud.

Some districts have their own Canvas login. Be sure students are logging in to NCVPS's Canvas website here: <https://ncvps.instructure.com/login/canvas/>

#### ☒ **GETTING STARTED FOR STUDENTS**

If you have students before the first day of NCVPS classes, have them visit our [Student Resource Center](#) link under the "Students" tab on our homepage.

#### ☒ **SEE FULL LAB FACILITATOR'S GUIDE**

For full details on lab facilitation tips and best practices, visit [our guide under the 'SCHOOLS AND DISTRICTS' tab](#).

### 1<sup>ST</sup> DAY OF CLASS

#### ☒ **ESTABLISH YOUR LAB GUIDELINES**

**☑GIVE STUDENTS NCVPS ENROLLMENT AND ACCESS GUIDE & STUDENT START-UP GUIDE**

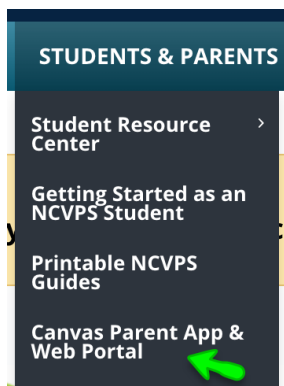
**☑ENSURE STUDENTS CAN LOG IN**

**☑HAVE STUDENTS READ THEIR TEACHERS' ANNOUNCEMENTS EVERY DAY**

**☑HAVE STUDENTS BEGIN THE GETTING STARTED UNIT IN THE COURSE**

**☑Pacing Guide and Due Dates**

Be sure students follow the pacing guide and due dates posted in each of their courses. This is the key to success. Depending on their circumstances, students may have a pacing guide developed specifically for them by their NCVPS teacher. They should follow that guide.



**☑DOWNLOAD THE CANVAS APP**

This app lets you monitor each student's progress in their courses. Students will generate a "pairing code" that you will use to connect with their course. You can find the app directions under the Students &

Parents link on our homepage.

**6<sup>th</sup> DAY OF CLASS**

**☑CHECK THE DAY-5 STUDENT STATUS REPORT**

This is an early warning report for students who have not logged in yet. Use as a guide to assist.

**10<sup>TH</sup> DAY OF CLASS & BEYOND**

**☑MAKE SURE FINAL DROPS ARE MADE**

**☑CHECK FOR BI-WEEKLY PROGRESS REPORTS**