

NCVPS Facilitator's Guide

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COURSE LOGIN

BEFORE CLASSES BEGIN

KNOW IMPORTANT NCVPS DATES

Visit our calendar under the "COURSE INFO" tab to find our Start Date, Day 3 & Day 7 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.

CHECK TECH REQUIREMENTS

Make sure your computers meet NCVPS tech requirements. Find that under the "COURSE INFO" tab.

GIVE STUDENTS THEIR LOGIN DETAILS

GETTING STARTED FOR STUDENTS

If you have students before the first day of NCVPS classes, have them visit our Student Resource Center link 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.

1ST DAY OF CLASS

ESTABLISH YOUR LAB GUIDELINES

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

ENSURE STUDENTS CAN LOG IN

There are login troubleshooting steps on the Student Start-Up Guide.

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/>

HAVE STUDENTS READ THEIR TEACHERS' ANNOUNCEMENTS EVERY DAY

HAVE STUDENTS BEGIN THE GETTING STARTED UNIT IN THE COURSE

4TH DAY OF CLASS

CHECK THE DAY-3 STUDENT STATUS REPORT

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

8TH DAY OF CLASS

CHECK THE DAY-7 STUDENT STATUS REPORT

10TH DAY OF CLASS & BEYOND

MAKE SURE FINAL DROPS ARE MADE

CHECK FOR BI-WEEKLY PROGRESS REPORTS