

NCVPS Facilitators Guide

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.

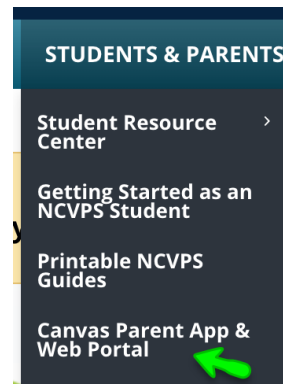
Some districts have their own Canvas login. Be sure students are logging in to NCVPS's Canvas website here: <https://ncvps.instructure.com/login/canvas/>

✓HAVE STUDENTS READ THEIR TEACHERS' ANNOUNCEMENTS EVERY DAY

✓HAVE STUDENTS BEGIN THE GETTING STARTED UNIT IN THE COURSE

✓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 our the

Students & Parents link on our homepage.

4TH and 8TH 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.

✓CHECK THE DAY-7 STUDENT STATUS REPORT

10TH DAY OF CLASS & BEYOND

✓MAKE SURE FINAL DROPS ARE MADE

✓CHECK FOR BI-WEEKLY PROGRESS REPORTS