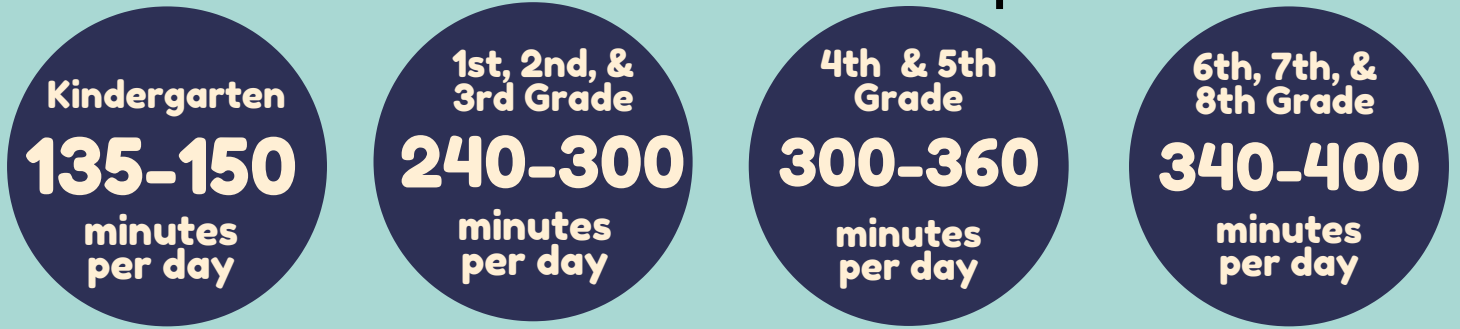




# ONLINE LEARNING HANDBOOK

FOR USE WITH CGOLA AND DISTANCE LEARNING

## Instructional Minute Requirements



### Minutes include :

- Attendance in online class meetings with a teacher
- Whole group and small group lessons
- Self-directed, independent work at home



### An Online Student :

Is an organized self-starter who actively participates. They communicate daily by using technology to learn, checking for assignments, asking questions, and interacting with their teacher & peers. They log in daily, and follow CGESD behavior expectations.



### Skills of an



### Online Learner

- uses Zoom for class meetings
- creates, saves, edits, and uploads documents
  - navigates the Internet
- uses search engines for research
- uses tools within the Google Suite

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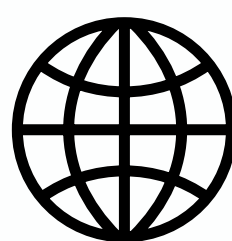
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LEARNERS, LEADERS, & INNOVATORS**

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## Tips for Learning in an Online Class

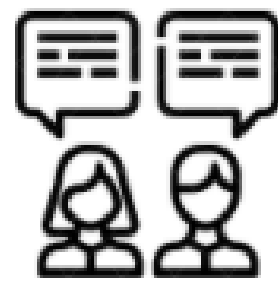
- Watch for communication from your teacher with class codes and access information.
- Access your online courses using your Clever Badge/Account or Google login.
- Establish a daily routine. Use your schedule from your teacher for learning.
- Be sure to be online, on time, and actively participate with your camera on for the entire live session with your teacher and/or service provider.
- Be familiar with your Google classroom, and stay updated on the expectations as well as any assignment/activity deadlines from your teacher.
- Tour the online class or class website to become familiar with where to find assignments and activities. Click on all of the links and read the content.
- Turn in all of your assignments on time.

### Attendance

- Log in and participate as required by the teacher.
- Students who don't log in and/or submit assignments as required will be marked absent and subject to the 10-day drop procedures (Students enrolled in CGOLA will lose their spot if dropped.).
- To comply with state and federal attendance requirements, attendance will be taken by elementary teachers twice daily, and during each live class by middle school teachers.

### Grades

- The minimum levels of participation only satisfy attendance requirements.
- Class grades will be determined based on the completeness and accuracy of all assignments in combination with teacher feedback and student conferencing.



**Breakfast and lunch will still be provided at a variety of locations. Please check our district website and Facebook page for more information.**



### Questions?

Visit our website

[WWW.CGESD.ORG](http://WWW.CGESD.ORG)

or email [outreach@cgesd.org](mailto:outreach@cgesd.org)

