Southern Wells Community Schools

eLearning Definitions & Frequently Asked Questions (FAQ)

This document is subject to change as we advance through the process – Created June 12th, 2018

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Definitions:

eLearning: instruction conducted via electronic media, typically on the internet or through a digital service or   device (Example: Chromebook or iPad

LMS: Learning Management System (LMS) is a computer program, which students and teachers log into. This serves as the primary place where eLearning occurs.

Office Hours: Designated times during the eLearning day when educators will be available to assist students with material/coursework along with corresponding assignments/tasks.

Formative Assessments: Designed to provide feedback to students. These assessments do not usually have a major impact on grades, so students are free to experiment without fear of affecting their grades. Formative assessments are aimed to help students improve performance.

Summative Assessments: Designed to show mastery of a subject. A type of assessment to be the major assignments where the majority of a student's grade is determined. Formative assessment should be targeted to help students push themselves to achieve their best performance on these assessments.

FAQs:

1. **What is eLearning?**
   a. eLearning is learning conducted via electronic media, typically on the Internet or through a digital device (Example: Chromebook & iPad).
2. **Why is Southern Wells providing eLearning days?**
   a. SWCS is providing eLearning days to provide students the opportunity to engage educationally outside of the traditional school day. The eLearning Initiative will amplify the success of the district's ongoing 1:1 Initiative by furthering our commitment to providing the best educational opportunities for all students at SWCS. The goal of the Initiative is to provide students with instruction that enhances the skills needed to succeed in a technological world. In addition, this Initiative will allow students to capitalize on instructional opportunities prior to standardize testing windows during inclement weather school closings.
3. **Did the school district research eLearning in other districts?**
   a. SWCS eLearning committee engaged in research and analysis on procedures and practices. The committee consists of educator, administrators, and parents. Southern Wells Administration surveyed families in grades K-12th on home internet access. Through this analysis of area school districts and the feedback from parents/students, SWCS has decided to implement eLearning Initiative for all students throughout the district.

4. **When will eLearning days occur?**
   a. The district may authorize eLearning days during inclement weather school closings, but district administrators will not announce more than two consecutive eLearning days at any point throughout the school year.
   b. October 22, 2018 will be an "in house" practice eLearning day. Students will arrive to school at normal time but we will treat the day like an eLearning day. Teachers and administration will be available to answer any questions or concerns as we practice with the student's on campus.
   c. November 6, 2018 will be an at-home practice eLearning day. Students will not come to school on this day. This will be our first practice eLearning day with students working from home/electronically on assignments provided for the practice eLearning day.
   d. In the event of inclement weather on these practice days, the next school day would be used.
5. **How will students and parents find out if an eLearning day has been authorized?**
   a. The school district will issue a school messaging notification through the automated call service to inform student and parents of an eLearning day. In addition, the notification will be posted on the school website, Facebook, local radio, and television broadcasts.
6. **Who decides if an eLearning day will occur?**
   a. District administrators will decide when/if eLearning days will occur.
7. **What is the relationship between eLearning days and inclement weather school closing days?**
   a. eLearning days and inclement weather school closing days are not the same. The District may decide to close school for inclement weather and not have an eLearning day.
8. **Will eLearning days impact any after-school events/activities?**
   a. After-school activities following eLearning days may or may not be impacted and will be determined on a student safety basis.
9. **Who will take part in eLearning days?**
   a. All parties involved in the instructional process of students will take part in eLearning days, students, teachers, administrators, parents, etc.
10. **Do students with identified special learning needs have an alternative means to access their education on eLearning days?**
    a. Yes, individual supports, services, and accommodations for students with an Individual Education Program (IEP), Individual Learning Plan (ILP), or a Section 504 Plan are reviewed, discussed, and agreed upon at the student's case conference committee meeting, a Section 504 meeting, or general education plan meeting.
11. **What material/coursework will be covered on eLearning days?**
    a. Educators will focus on continuing the instructional process during eLearning days. This may occur in the form of new material and/or standard mastery or review.
12. **How will attendance be taken?**
    a. Students are expected to complete assignments and have them returned to their teacher within 2 school days. If the work is not completed, the student will be marked absent for the eLearning day and will have an appropriate number of days to make up the work (as determined at the building level).
13. **When will material/coursework be due?**
    a. Material/coursework covered during an eLearning day along with corresponding assignments/tasks will be due as outlined by the educator with due dates no earlier than the two days after the eLearning day (i.e. eLearning day on Monday, soonest assignments/tasks would be due is Thursday).
14. **Will material/coursework completed during an eLearning day be scored/graded?**
    a. Yes, material/coursework along with corresponding assignments/tasks may be scored/graded to be included in a student's overall grade for the course.
15. **How will students be informed of material/coursework during an eLearning day?**
    a. Educators will post information for the eLearning day using the school district's LMS system, Google Classroom. All material/coursework along with corresponding assignments/tasks will be posted for students by 9:00 a.m. on eLearning days.

16. **How will students obtain assistance from educators on eLearning days?**
    a. Educators and students will be able to interact digitally using the school district's LMS Google Classroom. In addition, students can use school provided Gmail account for email communication, Google Hangouts and/or Google Meet. Educators will be available for office hour's assistance for students. Educator's office hours will be from 9:00 a.m. to 3:00 p.m. on eLearning days to assist students.

17. **What if a student is unable to connect to the internet?**
    a. There is free wireless internet at the SWCS campus, Wells County Public Library, and other area restaurants.
    b. With the material/coursework covered during an eLearning day along with corresponding assignments/tasks not due until at least two days after the eLearning day, students without Internet connection have the opportunity to complete work over a three-day period allowing for students to make arrangements to utilize free public wireless Internet within our community.

18. **How much time is the student expected to work online during the eLearning day?**
    a. No minimum or maximum amount of time is expected for students during an eLearning day. Student tasks for the day are determined by grade level, lesson plans, types of courses, and the amount of time needed to complete the learning experience. Educators strive to continue the instructional processes, albeit virtually, for students as experienced in a traditional school day taking into account passing periods, transition time, and direct instruction.

19. **How is eLearning monitored and verified?**
    a. Accountability for students and their mastery of instructional goals relies on assessment of work, as it always has been. As in the traditional classroom, teachers assess the student work and will know if students have met the instructional goals for the day. The most important attribute involving progression of learning is determined through formative and summative assessment. The actual amount of time online is less important than the work produced and/or created by the student to demonstrate learning and mastery of learning targets.