

## Welcome to Texas Virtual School (TVS)

I would like to **congratulate** you on being a member of the TVS online team of students for your school district. This makes you a premier student of Texas Virtual School. It is very important to us that you have a **successful "journey"** in your first online learning experience. As Coordinator for TVS, I am going to be checking with your Liaison from time-to-time to find out how well you are doing in your course.

### **Make sure if you experience difficulty that you do the following:**

- Contact your teacher
- Contact your school liaison
- Be very specific in describing your problem (Example: When I log into my course account, I get the following message....)

### **What does it take to be a successful online student?**

1. **Attend your course daily.** It is very easy to get behind in an online class. Make it a habit to enter daily, check the discussion board, assignment posting area, and your email. Most of your teachers will require you to attend your online class everyday during the school week. Your teachers will have the ability to check how often, how long, and which areas you visited when logged into your course.
2. **Keep in contact with your instructor.** Your teachers need to hear from you on a regular basis. Let them know what you are doing in the course. Keep them apprised of your progress and when you are ready to take tests. Let your teacher know when you are sending in assignments. You are going to find that you are in charge of your learning, not your teacher. In other words, your teachers will not be there to tell you when to "get out your pencil, what page of the book to open, etc."
3. **Participate in online discussions.** Be active and visible on the Discussion Board. Express your opinions and respond to other postings. Make sure you are always polite and respectful of others at all times. This is called "Netiquette." You and your parents signed a TVS Student Contract. It will be enforced,
4. **Ask for Help.** If you are having difficulty with the technology, ask for help. If you do not understand instructions, ask for help. Your teacher will not know if you are having difficulties unless you email them and ask them for help. After all this is why they are here...to help you. If you do not get a timely (24 hours) response to your inquiry from your online teacher, let your

- Liaison know that you are having a problem. Maybe your teacher is not getting your emails.
5. **Take your online course seriously.** Provide a time everyday to work on your online course assignments. Set up a calendar, put due dates on it, finish your assignments early not the night before they are due. **Remember you are only allowed to enter a quiz once...**so be prepared to take it when you access the quiz. If you open the quiz and not take it or finish it...your teacher will have to send you a written test to be taken in a proctored environment.
  6. **Do not procrastinate.** Putting off until tomorrow will not work in an online course. No one will be there to push you into getting your assignments completed by the due date.
  7. **Get to know your classmates.** Just because you are in an online classroom does not mean you cannot have a conversation with the other students in your class. This is one of the functions of the Discussion Board.
  8. **Learn to communicate through writing.** The online classroom relies heavily on the written word. Be sure to use spell check when getting assignments ready to send to your teacher.
  9. **Be able to commit four to ten hours a week.** Online courses are not easier than courses in the regular classroom. In fact, many say they are more rigorous.
  10. **Site references.** Because this is a written environment, your instructor will become very familiar with your writing style and will be able to tell if you are copying another's work very easily. It is okay to reference others, but you must give the work of another credit.

***I know you are going to do well.*** Don't worry about the entire course. Work on one unit/module at a time. Focus on small chunks and before you know it, you will have the entire course completed. Don't forget you are in great company. Many famous entertainers and accomplished athletes complete their high school studies taking online courses.

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