

MIAMI-DADE COUNTY PUBLIC SCHOOLS VIRTUAL LEARNING LABS



PROCEDURES MANUAL



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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INTRODUCTION

In an effort for the district to achieve compliance with the Class Size Reduction (CSR) mandate, and to meet the new graduation requirement for all students to take an online class, the district has partnered with Florida Virtual School (FLVS). This manual provides guidance for schools implementing FLVS during the school day.

Senior high schools with eight period schedules can use FLVS to help bring their school into compliance with these two requirements. Students can be enrolled in one FLVS class during the school day (periods 1-8) without any impact on the school's FTE. Students can be scheduled for a FLVS class any period of the day.

Other secondary schools (i.e., schools not implementing an 8-period schedule) can use FLVS online classes by adjusting their bell schedules to allow for six 60-minute periods. This will create one class period which is outside of the funded 300 minute per day FTE period (5 funded classes and 1 unfunded class). This scheduling will allow students to be scheduled for a FLVS class any period of the day. This is the same scenario as in the 8-period day described above.

Participating schools must establish a Virtual-Learning Lab (VLL). The VLL is the physical location containing computers and Internet access where students will access their FLVS courses during the assigned period. VLL may be established in existing labs or the library media center. VLL must also have a phone with long distance access for students to communicate with their FLVS teachers and a fax machine in order to transmit any faxed assignments. Each VLL needs to be supervised by a staff member referred as the VLL Facilitator. The primary duties of this staff member are outlined on page 6.

The information contained in this document is intended to assist schools in the set-up and management of a VLL. As this is still a relatively new initiative, it will likely be updated over the course of this school year. Additionally the appendices contain a number of documents schools can use to inform parents about VLLs and district policies relative to VLLs. Appendix A has FAQs. Appendix C includes templates for letters that can be placed on school letterhead for distribution to parents. These letters have been translated into Spanish and Haitian-Creole and include:

- a. Parent Notification letter advising parent that their child is taking a online class;
- b. Notice of Unsatisfactory Progress in Online Class; and
- c. Notice of progress report/report card distribution.

VIRTUAL LEARNING LAB REQUIREMENTS

1. No more than one student per computer.
2. Computers must have internet access.
3. If the software and plug-ins listed in the requirements sections below are not already on the computer, then they must be installed.
4. Long distance phone access is required so that students can speak to their teachers. The recommended ratio of students to phones is 10:1.
5. A fax machine must be available to the students in order for them to fax assignments to their teachers. Alternately a scanner can be made available for students to scan their work and send electronically.
6. Labs should be open before and after school as possible to give students the opportunity to work on their classes outside of the scheduled class period. Class assignments are not adjusted for time lost due to testing, field trips, student absences, etc so students can fall behind pace somewhat easily if their class period is subject to interruptions.

HARDWARE/SOFTWARE/COMMUNICATIONS REQUIREMENTS

Browser Plug-ins

- Sun Java 1.4.2 JRE or higher
- Sun Java 3D 1.3 or higher - Required in some courses
- Flash 9.0 or higher
- Shockwave (Operating System Dependant)
- Acrobat Reader 7.0.9 or higher

Software Requirements

- Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- Internet Explorer version 7.0 or higher, Safari or Firefox version 2.0 or higher

PC Requirements

- Pentium III (500 MHz minimum, higher recommended)
- Minimum of 10 gigabytes free HDD space
- 128k internet connection. A broadband connection is strongly recommended.
- Windows XP, or Vista
- 512 MB Ram
- 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- Display setting 1024x768 resolution
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- Audio: Sound card with speakers, microphone or headset

Apple Requirements

- Power Mac G3 (350 MHz)
- OSX
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- 256 MB Ram
- Minimum of 10 gigabytes free HDD space
- 12x CD ROM (CD/DVD Recommended)
- 128k internet connection. A broadband connection is strongly recommended.
- Display setting 1024x768 resolution
- Audio: Speakers and microphone or headset

Printer

- Printer/scanner or printer/fax is required.

Long Distance Phones

- A phone with long distance access is required. Cordless phones – at a ratio of 1 per 10 students are highly recommended.

SELECTION OF STUDENTS

Schools must screen students for participation in the virtual school program.

1. Students should be reading at or above grade level (FCAT Reading score of 3 or above).
2. Students should have a good attendance history.
3. Students should have access to a computer with Internet access after school hours. *(Schools may want to consider extending computer lab hours before and after school hours for students in virtual classes.)*
4. English Language Learners (ELLs), levels 1 and 2, should not be placed in online courses. Other ELL students (levels 3 and 4) may be able to participate depending on the course and on their English proficiency.
5. Florida Virtual does not provide support to students with IEPs. Schools should exercise caution when considering placing students with IEPs in online classes.

SUBJECT SELECTION

1. Subject selection forms must identify courses that will be offered online.
2. During subject selection, students should “opt in” indicating their willingness to take an online course from FLVS.

FLVS REGISTRATION

1. Schools must provide FLVS with course and enrollment figures according to FLVS deadlines in order to ensure that students can be placed in classes the first week of school.
2. Each student must register for an account in the FLVS system. Students that have taken an FLVS class before will still have an active account. All others will need to create a new account.
 - a. Students must have an email account to register for a class with FLVS. Schools may request student email accounts from ITS. Students without an email account cannot register with FLVS. If a system email account is not available to the student, they will need to set one up with any one of the free providers such as yahoo.
3. After registering for an account, students can select their FLVS class. (Students are not placed in classes until guidance counselors verify/approve their selections.)
4. FLVS staff will visit schools the first week of school to assist schools in registering students.

STAFF RESPONSIBILITIES

Facilitator Responsibilities First Day of Each Semester

1. Send home the Notification Letter (See Appendix C) advising parents that their child is taking an online class from FLVS.
 - a. Schools may optionally want to distribute FAQs (See Appendix A)

Daily

1. Take attendance each period.
2. Supervise students in the V-Learning Lab.
3. Monitor student progress and student “on task” behavior. (*Students that fall behind may be removed from the course by FLVS so facilitators must be vigilant to ensure that students stay on pace.*)
4. Follow-up, on a timely basis, with all requests from FLVS teachers to speak to students, confirm enrollment, etc.
5. Communicate problems to FLVS and to parents as needed.
6. Promptly report academic integrity issues to FLVS and to the school’s administration.

Weekly

1. Review weekly reports from FLVS to identify students with pacing/progress issues. (If you are not receiving these, please contact the VLL Program Administrator at the District Office.)

Seniors

- a. Monitor seniors closely to ensure that they will successfully complete courses in time for graduation.
 - a. Semester courses must be completed by **January 20, 2012**, in order to be included in the GPA calculation.
2. Use the pace charts for each course as checklists of the required work that the students should be focusing on and ultimately submitting each week. (Pace charts are available on FLVS teachers' announcement web pages. FLVS will also distribute pace charts during the first week of school while visiting.)
3. Advise students who are struggling and/or behind of ways to catch up, such as:
 - a. Complete one extra assignment per week
 - b. Participate in live sessions conducted by FLVS teachers
4. Offer assistance to struggling students by
 - a. Providing access to computers before and after school
 - b. Offering tutoring sessions as feasible
 - c. Encouraging students to contact their FLVS teachers and allowing them to do so during lab time
5. Communicate problems to FLVS and to parents as needed.

Monthly

1. Direct students to print progress reports to take home to their parents on the 15th of each month. If the 15th falls on a non-school day, the reports should be printed on the next school day. These reports are available from the student's Cumulative Academic Report. Instructions for printing progress reports can be found in Appendix B.
2. Collect reports, signed by parents, during the next class period.

Guidance Counselor Responsibilities

1. School guidance counselors must approve all course registrations in the FLVS system.
2. New for the 2011-12 school year, after logging into the VSA Guidance Dashboard, counselors see a new column titled "Registration Method." In this column there is a drop down menu that allows the user to select VLL, which will allow schools to differentiate the VLL students from those students taking an online course outside of the school day. This will allow for identification of the VLL students when reports are created.
3. Also new for 2011-12 school year, is the reservation system. Guidance Counselors have to reserve "seats" equivalent to the number of students per course taken with FLVS. Instructions on how to reserve seats and selecting the VLL option is included in Appendix D.

4. Counselors are also responsible for providing grades to the registrar for students that complete their courses after the semester ends.

Administrator Responsibilities

1. Ensure that staff is performing the duties outlined above and that parental notification has occurred.
2. Authorize staff to move students with performance or pacing/timeline issues to traditional classes if such placements are in the best interests of the students. (Please notify VLL Program Administrator at the District Office of planned changes so they can be conveyed to FLVS.)

ACADEMIC INTEGRITY (AI)

FLVS takes academic integrity issues seriously and utilize a variety of tools to ensure the integrity of students' work. Among these tools are:

- Turnitin.com – this internet tool compares student work against a variety of databases.
- Academic Integrity Database – FLVS maintains its own database of student integrity issues.
- Teacher expertise – checking for originality in student's work.
- Discussion Based Assessments(DBAs) – these are regular discussions between the teacher and student
- Proctored Exams – if academic integrity is an issue.
- Academic Integrity Hotline/Email – for anonymous phone calls or emails on Academic Integrity issues

Any school staff member who becomes aware of a potential AI issue should notify school administration, who should then report the issue to the FLVS District Relations Manager.

ASPEN and ISIS Course Setup Guidelines

Instructions for entering Florida Virtual School courses in ISIS are provided below. The information must be entered in the order listed.

1. Create a course sequence using the actual FLVS subject code. The subject code must be active on the curriculum bulletin file (CBI) or it will not be accepted.
2. Please be advised that when entering the course codes for FLVS courses, the letters FV must be added to the end of the number. These two letters would be in the **tenth** and **eleventh** positions of a course code. This is important so that on cursory examination of a student's schedule on the PF1 screen you will be able to identify courses provided by FLVS.
3. Complete the following steps on the Course Record screen (PF9):
 - a. Modify facility code to **20**

- b. If necessary, semesterize the course. All FLVS courses are awarded in half-credit increments
 - c. Press [Enter]
 4. Enter the following information for the FLVS instructor in ASPEN:
 - a. **Period** – Period the student participates in the FLVS course
 - b. **Teacher Employee Number** – The assigned 900000 series employer identifier number assigned by Personal Operations and Records. (This number will be provided by district staff in Instructional Technology when the school provides the name of the FLVS teacher.)
 - c. **Teacher Num** – FVS
 - d. **Teacher Name** – FL VIRTUAL SCHL
 - e. **Instructor Number (I#)** – 2 (This action will create a second line for adding the M-DCPS e-Learning facilitator information to the same course sequence section.)
 - f. Press [Enter]
 5. In ISIS on the second line provided, enter the following information for the e-Learning facilitator:
 - a. On PF9 enter Instructor Number (I#) – 2 (This action will create a second line for adding the M-DCPS e-Learning facilitator information to the same course sequence section.)
 - b. Press [Enter]
 - c. Employee Number
 - d. Teacher Number
 - e. Teacher Name
 - f. Press [Enter]
 6. Add the course on the student record/subjects screen (PF1).

INTERIM PROGRESS REPORTS, SEMESTER GRADES, COURSE EXAMS, AND REPORT CARDS

Interim Progress Reports

1. Schools may opt to send home the Interim Progress Letter (See Appendix C) with VLL students. (This is optional as schools are required to send home the monthly progress reports from FLVS.)

Semester Course Exams

1. All students must take and pass semester exams in order to successfully complete their online courses.
2. Since some students may be behind pace, FLVS will be flexible in scheduling semester exams. FLVS will forward exam schedules to schools. Schools with conflicts should advise FLVS immediately.

Semester Grades

1. Each semester, FLVS will provide the district with a data file with grades for students that have completed their courses within the semester. **School sites do not have to enter individual grades for students who complete their coursework on time.**
2. An error report will be provided to schools through the Control-D web viewer after the batch load date on any student for which ITS could not post the grades automatically (either because there was a date entry issue with the student ID or course). Schools should review the report and post these grades manually in ISIS.
3. The deadline for students to complete their online course is **January 20, 2012**. Students, who have not completed course work by this time, will not have a FLVS course grade reflected on their report cards.
4. Course grades for students who complete their coursework after **January 20, 2012** will have to be entered manually by school personnel. The academic grade information must be entered on the student record/subjects screen (PF1) in ISIS. Once grades are entered manually for these students, schools must request replacement report cards reflecting the FLVS course grade.
5. Schools should encourage their seniors to finish on time so that their grades will be part of the batch load, and not entered at a later date.
6. Report card comment #30 will be printed for courses with FV course code notifying parents that the course is being taken with FLVS and that the grade will be available at semester's end.

Report Cards

1. Comment number 30 will be printed on the report cards of students enrolled in Florida Virtual classes coded with FV. This is an automated process and requires no action on the part of the school or facilitator. The comment reads as follows:

Online course provided by Florida Virtual: Grade posted at semester end.

2. Schools may opt to give students conduct grades each quarter.

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Appendix A

Florida Virtual School (FLVS) Frequently Asked Questions (FAQs)

- 1) **What is Florida Virtual School? Is it accredited?**

FLVS is a public school providing middle and high school curriculum to Florida residents. All FLVS courses are fully on-line, and FLVS is accredited by the Southern Association of Colleges and Schools (SACS) and the Commission on International and Trans-Regional Accreditation (CITA). All courses meet the Sunshine Standards developed by the State of Florida.
- 2) **Are FLVS courses approved by NCAA?**

Yes, to see approved courses go to:
https://web1.ncaa.org/eligibilitycenter/general/index_general.html enter your school information.
- 3) **Do students get actual live teachers?**

All FLVS courses are taught by a State Certified Instructors certified in their fields. Teachers communicate with students on a regular basis by phone, email and online discussions.
- 4) **Are textbooks required?**

All course materials are provided online. Should a particular course need any special text or material, FLVS will provide it.
- 5) **Are Honors Courses available?**

Almost all FLVS courses may be taken for Regular or Honors credit. You will register for regular, and then inform your teacher once placed in the regular version of your desire to work for honors credit.
- 6) **How long do the courses last?**

Courses are 16-18 weeks per half credit. All courses provide the entire spectrum of components required by Florida.
- 7) **Can I accelerate and complete faster?**

Yes you can! Students will be given a Traditional Pace chart which shows students doing an average of 2-3 lessons a week for a rate of about 3-5 hours of study time a week. Students can elect to do extra assignments a week therefore completing the course in less time.
- 8) **Which course can I take that will start right away?**

All students will be placed as quickly as possible, in most cases within 1-2 weeks after completing registration and required approvals.
- 9) **When do courses begin?**

Courses begin at different times of the year. FLVS does not follow a traditional school calendar, therefore start time is flexible. As students are assigned to instructors, a welcome call must then be completed. Once the welcome call is complete, you may begin working in the course.
- 10) **How many courses am I allowed to take at once?**

Due to the amount of time each course takes to complete, we recommend: **Public / Private School Students:** Not more than 1-2 courses at a time.
- 11) **Do students automatically get an official transcript sent to them?**

Official final grade reports are sent out electronically to the school of record immediately upon completing a course or semester of a course. (*Exception: Advanced Placement credits are issued upon verification of AP exam participation at the end of each exam cycle in May.*)
What makes a transcript official is when it's sent sealed and/or directly to the school or entity. They have to be the ones to open it. As soon as our instructors complete the student and issue a final grade, a document is automatically sent to your official documents file to process. Students can print Unofficial Transcripts via their FLVS account.
- 12) **How do I request courses at FLVS?**
- 13) **First you will need to create an account at:**
<http://www.flvs.net/areas/signup/Pages/default.aspx>. Then you will login with your FLVS Student account username and password and click on "Request a Course".
- 14) **How do I check the status of my course request?**

Login to your account twice a week, using your username and password. Check your Student Dashboard to see if there is a green x next to your course.

15) Other important information about requesting courses:

Please make sure the email address you entered during the admissions process is always up to date, as FLVS will send important emails to this address. Due to spam filters, users with an AOL email address may experience issues receiving emails from FLVS.

Login FAQs

1) I forgot my username. How can I recover it?

Go to <https://vsa.flvs.net/RecoverInformation.aspx> and enter the information in the lower half of the form. Your information will be emailed to your email address.

(If you do not receive an email, please go to <http://help.flvs.net/>)

2) I forgot my password. How can I recover it?

Go to <https://vsa.flvs.net/RecoverInformation.aspx> and enter your username in the top part of the form. Your password will be emailed to your email address.

(If you do not receive an email, please <http://help.flvs.net/>)

3) What do I do if I can't login with my username and password?

Go to <http://help.flvs.net/> and submit a help ticket so that a technical representative can assist you.

4) How do I login to my account or my courses?

Students, parents/guardians, and counselors go to <http://www.flvs.net> to login. Enter the username and password that were emailed to you when you set up your FLVS account.

Signing up - FAQs

1) Where do I sign up for an FLVS Course?

2) Go to <http://www.flvs.net/areas/signup/Pages/SignUp-FloridaResidents.aspx>

3) What do I need to sign up?

Florida Resident students must be enrolled in a Florida public, affiliated private or charter school or registered with as a homeschooler.

4) What is a Parent/Guardian Account?

After a student creates an account, the parent/guardian will create their own account with a username and password used to login and monitor the student's account.

5) Can I use Netscape or AOL during the sign up process?

Please use Internet Explorer version 5.5 - 6.0 only when registering. Do NOT use Netscape browser or AOL browser.

FAQS about the District's Use of FLVS for Class Size Reduction

1) **Can the district require students to take online classes?** There are no laws that prohibit the district from requiring students to take online classes. Districts were encouraged by state statute to utilize virtual instruction to meet class size mandates.

2) **Were schools directed to use FLVS to meet class size reduction?** High schools with an eight period schedule were directed to utilize FLVS to help address class size issues. Other secondary schools were encouraged to change their bell schedules to allow for FLVS use without impacting funding.

3) **Were schools advised to move all sections of a certain course or courses online?** No, schools were advised to review the list of courses offered by FLVS and to determine how to effectively utilize FLVS courses in their master schedules.

4) **Were schools advised precisely as to how to select students for online classes?** No, schools were not directed to select specific students; instead, schools were given guidance regarding how to choose students for participation in the online classes. Some of the recommendations provided to

schools for choosing students included targeting students who had previous success in the subject area, good attendance, willingness to take an online class, and afterhours access to technology.

- 5) **Will FLVS courses which are on a student’s schedule in ISIS and which are “in progress” be reflected on student transcripts in the same manner as courses which students are taking locally in their schools?** Yes, they will be reflected in the same manner. You will not be able to distinguish FLVS online courses from courses taught locally. Transcripts don’t reflect progress of any class which is “in progress” whether it be an FLVS class or locally offered class. Grades only appear on transcripts after the courses are completed.
- 6) **When a student is moved out of a class taught locally and moved into a virtual lab to take an online class from FLVS, what happens to the grades he or she has earned in their local class? Also, must the student start at the beginning of the online course essentially redoing work that they have already completed?** Traditionally, when students move from one class to another, whether it is between face-to-face classes or online classes, the grades from the prior class are not carried forth from one class to another. Sometimes teachers in face-to-face classes that receive students once the marking period has begun will not require students to make up all the prior assignments. (This is not a uniform practice and varies from teacher to teacher.) FLVS requires that students start from the beginning of the course. They feel that this is in the best interest of students to ensure that they have mastered the content and will ultimately be successful in the course.
- 7) **How will students be able to complete annual classes which are 32 to 36 weeks long in the time remaining?** While the amount time lost due to the transition to the online classes is a legitimate concern, many students will be able to make up the time by adjusting their pace slightly. Additionally, FLVS classes do not have fixed start and end dates so students will not be required to complete their semester class to coincide with the end of the district’s semester. However, this could result in students not completing the second section (semester) of their class by the end of the school district’s school year. This is not a problem for FLVS but could be a problem for students without home access to technology and possibly graduating seniors. FLVS is working closely with the school district to try to help students catch up and to provide a safety net for graduating seniors.
- 8) **What grades or progress information will be reflected on Interim Progress Reports and Report Cards for students enrolled in online classes?** Students enrolled in FLVS classes will not have grades reflected on Interim Progress Reports or Report Cards unless they have completed their course and obtained a final grade which was entered into the Student Information System. However, parents can monitor their children’s progress through the Parent/Guardian Account that they can set up with FLVS.
- 9) **Do students have to provide grade report to their teachers when they complete classes?** FLVS will send a final grade report directly to the school. Please refer to the FLVS FAQs section above.
- 10) **What safety nets are available for students in online classes?** Most FLVS classes allow students to resubmit assignments to improve their grades. Additionally, teachers frequently host live sessions, in which students can participate, where teachers are online with audio support answering questioning and working out problems for students to see and hear. These sessions are recorded so that students who could not participate in the live session can view them at a later time. All schools participating in the online classes have facilitators to help monitor student progress. These facilitators are to communicate with the FLVS teachers to make sure that students keep up with their work.
- 11) **What will happen if students don’t pass their FLVS classes?** As with any required high school classes, credits attempted but not earned will have to be made up in order for a student to graduate. However, unlike traditionally taught classes, FLVS receives funding based on performance. They receive funding only for those students who successfully complete the classes. So FLVS teachers are going to work hard to help students be successful in their online classes.

12) Historically, FLVS teachers have been required to make parent contact at least once a month. Is that still the case with students participating in the Learning Lab Program in Miami-Dade? If so, how are they dealing with all the parents in our community who don't speak English?

Teachers for FLVS are keeping in close contact with students in the Learning Labs through direct contact and through the school facilitators assigned to the schools. These facilitators are monitoring student progress. As a result, FLVS has relaxed the requirement of monthly phone contact with parents, unless they can't make communication with the student or the facilitator at school. The language barrier is a challenge for them as well; however, parents can communicate with the school facilitators, some of whom speak Spanish, regarding student progress. Additionally, FLVS is encouraging parents to setup parent accounts to monitor their children's progress.

Appendix B
Printing Progress Reports
Printing Progress Reports from the FLVS Student Portal

1. Log into <https://vsa.flvs.net>
2. Ensure the student, whose progress report you want to view, is in context by identifying the student listed under Selected Student:
 - a. If the correct student is not listed, search for the student in the User Search or Teacher Dashboard and click on the student's name

USER SEARCH

First Name
test

Last Name
student

User Type
Students

[Search](#)

[More Search Options](#)

Welcome Bryan!

Selected Student:
test student

Selected Teacher:
Brian Greer

3. Navigate to Student Records → **Cumulative Academic Report**

| | |
|--------------------------|-----------------------------|
| Student Records | Student Profile |
| Request New Courses | Student Race and Ethnicity |
| Course Request Form | Parent/Guardian Profile |
| Edit Your Profile | Academic Profile |
| Official Documents | Cum. Academic Report |
| Messages | Admission Progress |
| Enrollment Status Legend | Account Detail |
| Official Doc Admin | Create New Enrollment |

4. Click on the **View Progress Reports** button, located towards the top of the page

test student [Send Message](#) [Log Contact](#) **[View Progress Reports](#)** [View Contact Log](#)

Primary Phone **(111) 111-1111** | District **Calhoun** | Parent/Guardian **Test Student**

- Click on the date of the progress report you want to view

Progress Report History

Mary

[Send Message](#)

[Log Contact](#)

[View Contact Log](#)

| | | |
|--|-----------------|-----------------|
| Primary Phone | District | Parent/Guardian |
| Email | Physical School | Primary Phone |
| Student ID xxxxxxxx | School Phone | Email |
| Gender Female | Graduation Date | Parent/Guardian |
| Date of Birth | Grade Level | Primary Phone |
| Virtual School Florida Virtual School | | Email |

[New Progress Report](#)

Course:

| Date | Course | Teacher | Percent Complete | Grade | PaceStatus |
|----------------------------|-----------------------------|-------------------------|----------------------------------|-----------------------|--|
| 10/15/2010 | M/J Comprehensive Science 2 | System | 25.80 | C | Please refer to the comment section for more details |
| 10/15/2010 | M/J Keyboarding | System | 12.76 | A | Please refer to the comment section for more details |
| 10/15/2010 | M/J Language Arts 2 | System | 10.41 | B | Please refer to the comment section for more details |
| 10/15/2010 | M/J Mathematics 2 | System | 6.12 | D | Please refer to the comment section for more details |
| 10/15/2010 | M/J World Geography | System | 27.27 | C | Please refer to the comment section for more details |

- To view a printer-friendly view, click on the Printer-Friendly View button at the bottom of the progress report

Last Updated By: System, System

- Click the Print button on your internet browser

Appendix C – Template Letters

Notification Letter

Dear Parent/Guardian,

This letter is to notify you that your child has been enrolled in an online course with Florida Virtual School (FLVS) and will take the course during the school day in our school's Virtual Learning Lab (VLL). Your child was selected for this program because staff believes that he/she will be successful in this environment. While the decision to use Florida Virtual (FLVS) classes district-wide originated with the class-size mandate, online learning was already commonplace in many students' educational experiences. The advantages of virtual education include self-paced learning and access to coursework which may not be available in school or accessible due to scheduling conflicts. Additionally, in many cases FLVS classes afford students the opportunity to resubmit assignments until they receive a favorable grade, an option not typically available in traditional classrooms.

FLVS courses are open 24/7 and beginning second semester, FLVS VLL teachers will typically be available from 7:20 a.m. until 8:00 p.m. every day. All FLVS teachers post their hours of availability on their announcement page, which is the first page a student accesses when they sign into their account. Students may communicate with their FLVS teachers by phone, email, or while online within their FLVS course. Since the courses are available 24/7, students may access their work from home, or the library after school and on weekends.

In order to provide more opportunities for students to get assistance from FLVS teachers in an interactive manner, FLVS has extended their live tutoring sessions through Elluminate and will offer sessions for many courses every hour of the day. These sessions are also recorded so that students can refer back to them at a later time.

Parents may register for a parent account with Florida Virtual School by going to the following website: <http://www.flvs.net/parents/Pages/ParentGuardianAccount.aspx>. The account will allow you to monitor your child's progress. If you do not have Internet access or chose not to create a parent account, FLVS issues progress reports on the 15th of each month and students will print those reports in school to bring home to you. All FLVS classes are delivered in a one semester (.5 credits) format and grades are not issued until classes are complete.

Though not for everyone, these online courses can help students move ahead with their graduation requirements, depending on how fast they complete their course. Students may also use these classes to recover credits.

Sincerely,

Principal

Estimados padres de familia/tutores:

Su hijo ha sido seleccionado para recibir un curso en línea con la Escuela Virtual de la Florida (Florida Virtual School o FLVS por sus siglas en inglés). Su hijo fue escogido para participar en este programa porque el personal de la escuela es de la opinión que él o ella será todo un éxito en este medio ambiente. Los estudiantes fueron escogidos para participar en cursos de la FLVS de acuerdo a los criterios que aparecen a continuación:

- Leen de acuerdo a su nivel de grado o superior (Calificación de 3 o superior en la FCAT en la Lectura)
- Fueron motivados al recibir con anterioridad una calificación de “A” o “B” en la asignatura
- Tienen buena asistencia.
- Tienen una computadora con acceso a la Internet después de horas de clases

Una de las mayores ventajas de tomar cursos en línea es la oportunidad que tienen los estudiantes de repetir las actividades hasta que reciben una calificación favorable. Ese no es el caso en una clase tradicional. Las pruebas o exámenes, son las únicas asignaciones que los estudiantes no pueden repetir múltiples veces en los cursos de la FLVS.

Los cursos de la FLVS están disponibles las 24 horas del día los siete días de la semana para que los estudiantes tengan acceso a su trabajo desde sus hogares y en los fines de semana. Los maestros de la FLVS están normalmente disponibles todos los días de 8:00 a.m. a 8:00 p.m. Sin embargo, todos los maestros anuncian sus horas específicas en las que estarán disponibles, en la página de anuncios, que es la primera página que los estudiantes encuentran cuando acceden sus cuentas en la computadora. Los estudiantes se pueden comunicar con sus maestros por teléfono, correo electrónico o cuando están trabajando en sus cursos en línea. Además, el distrito ha llegado a un acuerdo con la FLVS para que sus maestros proporcionen servicios de clases particulares durante el día para todos los cursos. Éstas serán sesiones en vivo o grabadas, pero que estarán disponibles durante todo el día.

Los cursos en línea se están haciendo más comunes en los distritos escolares, “colleges” y universidades en todo el país como un medio común de brindar la instrucción y se volverán más prevalentes y más rutinarios en un futuro cercano. Los cursos en línea, por el simple hecho de que brindan a los estudiantes la oportunidad de que avancen a su propio paso, permiten que los estudiantes aceleren su progreso para alcanzar los requisitos para la graduación. También proporcionan una alternativa de recuperación en las calificaciones para los estudiantes que no fueron exitosos en un marco de clases tradicionales. Los cursos en líneas no son apropiados para todos los estudiantes, pero en base a los cuatro criterios que se mencionan con anterioridad, estamos confiados de que este ambiente en línea será conveniente para satisfacer las necesidades de su hijo y que él o ella será exitoso.

Atentamente,

Director/Directora
Chè Paran/Gadyen,

Yo chwazi pitit ou a pou l pran yon kou sou Entènèt avèk “Florida Virtual School (FLVS)” (Lekòl sou Entènèt Florid). Yo chwazi pitit ou a pou pwogram sa a paske anplwaye lekòl la kwè l ap gen siksè nan anviwònman sa a. Yo chwazi elèv pou patisipasyon nan FLVS selon kritè k ap suiv yo:

6. Lekti nan nivo ane eskolè yo oubyen pi wo (Nòt 3 oubyen pi wo nan Lekti FCAT)
7. Motivasyon avèk yon nòt A oubyen B yo te pran anvan nan yon matyè
8. Bon istwa prezans lekòl
9. Aksè a yon òdinatè avèk Entènèt apre lekòl

Youn nan pi gwo avantaj kou sou Entènèt yo se posiblite elèv yo genyen pou fè aktivite yo plizyè fwa jiskaske yo resevwa yon bon nòt. Se pa konsa sa ye nan yon salklas tradisyonèl. Sèl travay yon elèv pa ka fè plizyè fwa nan kou FLVS yo se tès oubyen egzamen.

Kou FLVS yo ouvri 24 sou 24 chak jou pou elèv ka jwenn aksè a devwa yo lakay ak nan fen semèn yo. Pwofesè FLVS jeneralman disponib soti 8è dimaten rive 8è diswa chak jou. Sepandan tout pwofesè poste lè espesifik yo disponib nan paj anons yo, ki se premye paj elèv jwenn lè yo ale nan kont yo. Elèv ka kominike avèk pwofesè yo nan telefòn, lèt elektwonik, oubyen pandan yo nan kou sou Entènèt yo. Anplis, distri a fè aranjman avèk FLVS pou l fè pwofesè li yo ofri sesyon “tutoring” (leson patikilye) pandan tout jounen an pou tout kou yo. Sesyon sa yo va swa andirèk oubyen anrejistre, men y ap disponib pandan tout jounen an.

Kou sou Entènèt ap vin pi popilè nan distri lekòl, kolèj, ak inivèsite atravè peyi a kòm yon mwayen estanda pou bay enstriksyon, e y ap vin pi popilè e pi nòmal anvan lontan. Akoz kou sou Entènèt yo bay elèv opòtinite pou yo anvanse dapre pwòp vitès yo, yo pèmèt elèv atenn demand gradyasyon yo pi vit. Epitou yo ofri elèv ki pa t gen siksè nan kad yon salklas tradisyonèl yon altènatif pou ratrape nòt yo. Kou sou Entènèt pa fèt pou tout elèv men, lè nou baze sou kat kritè yo idantifye anwo yo, nou kwè anviwònman Entènèt sa a pral satisfè bezwen pitit ou a e li pral gen siksè.

Sensèman,

Direktè (tris)

Interim Progress Letter

Date

Dear Parent/Guardian,

Progress Reports/Report Cards were distributed today. As a member of our Virtual Learning Lab, your child is receiving instruction from Florida Virtual School (FLVS) in at least one course. Since this course is taught by FLVS, your student's Miami-Dade County Public Schools Progress Report/Report Card may not reflect a grade for this course.

FLVS issues progress reports on the 15th of each month and students print the reports in school to take home to parents. Please ask your child to show you his/her most recent FLVS progress report. In order to access the most current information on your child's progress in his/her FLVS course, please log in with your child and review the FLVS grade book.

Upon completion of the course, your child's final grade from FLVS will be posted to his/her record and a copy of the updated report card will be sent home.

If you have any questions about the Virtual Learning Lab, please contact me at **XXX-XXX-XXXX**.

Thank you.

Sincerely,

First Name, Last Name

Virtual Learning Lab Facilitator

Date

Estimados padres de familia/tutores:

Los reportes de progreso o los boletines de calificaciones se distribuirán hoy. Su hijo, como miembro de nuestro Laboratorio de Aprendizaje Virtual (Virtual Learning Lab), está recibiendo clases por lo menos en un curso de la Escuela Virtual de la Florida (Florida Virtual School o FLVS por sus siglas en inglés). Ya que la FLVS es la que imparte el curso, el reporte de progreso o el boletín de calificaciones del estudiante de las Escuelas Públicas del Condado Miami-Dade puede que no refleje la calificación de este curso en línea.

La FLVS publica en línea los reportes de progreso el día 15 de cada mes y los estudiantes imprimen estos reportes en la escuela para llevarlos a sus padres. Por favor, pídale a su hijo que le muestre su más reciente reporte de progreso de la FLVS. Para poder acceder la información más reciente del reporte de progreso de su hijo en el curso de la FLVS, por favor, entre en línea junto con su hijo y revise el libro de calificaciones de la FLVS.

Una vez que su hijo ha terminado el curso, la calificación final de la FLVS se añadirá al expediente de su hijo y una copia del boletín de calificaciones será enviada a la casa.

Si tuviese alguna pregunta acerca del Laboratorio de Aprendizaje Virtual, por favor, comuníquese conmigo al **XXX-XXX-XXXX**.

Muchas gracias.

Atentamente,

First Name, Last Name

Encargado de Virtual Learning Lab

(Date)

Chè Paran/Gadyen,

Yo te distribye Rapò sou Pwogrè/Kanè jodi a. Kòm yon manm Laboratwa Enstriksyon sou Entènèt nou an, pitit ou a ap resevwa enstriksyon nan “Florida Virtual School (FLVS)” (Lekòl sou Entènèt Florid) omwen nan yon kou. Piske se FLVS ki anseye kou sa a, Rapò sou Pwogrè/Kanè Lekòl Leta Miami-Dade elèv ou a kapab pa montre yon nòt pou kou sa a.

FLVS bay rapò sou pwogrè chak 15 nan mwa a e elèv enprime rapò yo lekòl pou pote l lakay bay paran yo. Silvouplè mande pitit ou a pou l montre w rapò pwogrè FLVS ki pi resan li a. Pou ou ka jwenn enfòmasyon ki pi resan sou pwogrè pitit ou a nan kou FLVS li a, silvouplè ale sou Entènèt avèk pitit ou a e revize liv nòt FLVS la.

Lè kou a fini, y ap poste nòt final FLVS pitit ou a nan dosye li e y ap voye yon kopi kanè ki ajou a lakay.

Si w gen nenpòt kesyon konsènan Laboratwa Enstriksyon sou Entènèt la, silvouplè kontakte m nan **XXX-XXX-XXXX**. Mèsi.

Sènsèman,

(First Name, Last Name)

Fasilitatè Laboratwa Enstriksyon sou Entènèt

Appendix D – Reservations and Selecting the VLL option

To begin please go to <https://vsa.flvs.net>

Login into your account, once in select VLL Reservations from the tool bar located at the left hand side. This is the first part:

Welcome Physical School Administrators and Counselors!

Here are a few links that will assist you as you work with student course requests for FLVS and its Franchises:

Course Availability: [click here](#)
Counselor Training Video: [click here](#)

Official Documents: All Official Documents will be sent to your VSA account. Please click on the Official Documents link on your Navigation Bar to view and process Official Documents. [12 minute presentation](#) about using the system to process documents.

Submit Help Ticket: To submit a help ticket, please visit our [help desk](#).

Still have questions? Contact your Florida Regional Liaison! [Click here to view map.](#)

Guidance and Parent/Guardian Enrollment Verification

| Name | Grade Level | Graduation Date | Virtual School | Course | Part | Preferred Date | Request Date | Guidance Enrollment Verification | Parent/Guardian Enrollment Verification | Verified By | Registration Method |
|------|-------------|-----------------|----------------|--------|------|----------------|--------------|----------------------------------|---|-------------|---------------------|
|------|-------------|-----------------|----------------|--------|------|----------------|--------------|----------------------------------|---|-------------|---------------------|

[Update Guidance Enrollment Verification](#)

Navigation Sidebar: Help, Advanced Search, Dashboard, Student Records, Edit Your Profile, Official Documents, Messages, Enrollment Status Legend, Reports, **VLL Reservations** (highlighted), Logout

Once in the VLL Reservations area you will see the VLL Reservation Management where you can request new courses. To begin click on the Request New Reservation button:

VLL Reservation Management

A Virtual Learning Lab (VLL) gives your students the opportunity to take high quality courses, designed to meet the Florida Next Generation Standards, facilitated by highly qualified Florida certified teachers at no cost to your or the student. You provide the VLL facilitator and the lab setting, and Florida Virtual School provides the curriculum and instructors. This request form should be submitted AT LEAST one week prior to your requested start date(s). An FLVS Representative will contact you to start the VLL process.

Current Reservation Requests

There are no current reservations requests for your school.

[Request New Reservation](#)



A new pop up window will appear for you to select subject, course, Preferred start date, and number of requested seats. Depending on the amount of courses you will have to repeat this step more than once. Click on Add request to save and continue to the next. Once all of the courses are reserved the enrollment department will approve this courses for you.

Reservation Request Editor

Subject:

Course:

Start Date:

Requested Seats:

[Add Request](#)

Second part:

All the students that will be part of the lab will need to enroll in the course(s) and select the preferred start date the same as the date you initially reserved.

School personnel or guidance counselor will log in and approve each course request individually by clicking on the **checkbox under the Guidance Enrollment Verification column and selecting VLL under the Registration Method**. The registration method has to be changed to VLL for these specific students so that the enrollment department places the student together with the same teacher.

- Students that register with FLVS will default as student self-registered,
- Step 1- the guidance counselor must click on the drop down under the **registration method** and **only** for the VLL students change the registration method to VLL,
- Step 2- under the Guidance enrollment verification column put a check mark for each student,
- Step 3- click on the update Guidance Enrollment Verification button to save the changes ☺

Guidance and Parent/Guardian Enrollment Verification

| Name | Grade Level | Graduation Date | Virtual School | Course | Part | Preferred Date | Request Date | Guidance Enrollment Verification | Parent/Guardian Enrollment Verification | Verified By | Registration Method | Drop Course Request |
|------|-------------|-----------------|------------------------|--------|------|----------------|--------------|----------------------------------|---|-------------|--|---------------------|
| | 9 | Summer 2014 | Florida Virtual School | | 1 | | | <input type="checkbox"/> | <input type="checkbox"/> | | Student Self-registered Student Self-registered VLL | |

Update Guidance Enrollment Verification

STEP 2

STEP 1

STEP 3