



OnlineHS Information

How to log-In- Go to <http://onlinehs.net/> Use your student number/ID to login, using the same number for both the login and the password. You may change your password anytime. If you forget your password, just contact your instructor and request a password reset.

Introduction- This short orientation is required and will be the first thing to complete. You will learn how to use the Blackboard system and how to be successful in OnlineHS classes. After logging in to your class, find the *Introduction* at the top of the *Class Menu*, which is located on the left side of the screen.

SOU/SLP- This is required. Students will complete this in the *Introduction* section.

Student Contact Form- This is required. You will complete this in the *Introduction* section. Please make sure to fill this out right away.

Communication is Important- Always include ***your full name*** and ***the course name*** in emails and text messages and please use proper grammar and spelling.

Announcements- Read all the posted *Announcements* at the beginning of the semester and check for new postings often.

Remember to check your email often. We send important information out to email addresses. Please let your teacher know if you need to change or update your email address.

Teacher Info- Find your teacher's contact information by clicking the *Teacher Info* link in your class menu.

Login and work daily- Please login and work in your class each school day. A good rule of thumb is to spend one hour in your online class each school day.

Response Time- Please give your teacher one school day to reply/respond to email or text messages and up to 3 school days to grade submitted work. It may take less time than that, and teachers will try to respond and grade your work as soon as possible. If you send an email but do not hear back in one school day (Not including weekends and holidays), please send another email or even a text message. (Find email and phone info in *Teacher Info*)

Success Plan- OnlineHS Instructors want students to have a positive learning experience and earn a great grade in class. Set goals and do your best to keep up with due dates. Consistency is the key to success and students should login and work in their class each school day.

Stay up to date- Please submit work on time. If something comes up and you fall behind, please communicate this with your teacher to come up with a plan to catch up. Please disregard the “time of day” on the due dates. Things are due by the end of the day on the posted date. (12 pm/midnight or even later)

Academic Honesty- Please do not copy/paste work or turn in any work other than your own. All students must do their own work, unless otherwise noted. ***The OnlineHS Plagiarism Policy*** is included in the *Student Contact Form* and in the *Help Desk* area of Blackboard

Help Desk- Go to this link in the main class menu for tech support and more. Find additional support materials located in your class menu link- *Course Info*.

OnlineHS Open 24/7- Work whenever you like but work when you can be most productive. Students who spend time working in their online class each day are successful.

Locked out of test or an assignment- You may be “timed out” of a test by taking too long to complete the entire exam, or a break internet service may lock you out of a test or exam before you have had a chance to complete and submit your work. With assignments, students sometimes submit an incorrect document or make a major mistake with an assignment, etc... Contact your instructor and explain what happened, list the assignment or test name/number and request that it be reset, cleared out or whatever will solve the problem. Sending a text message instead of an email could reduce the time it takes to get the test unlocked.

Grade to Date/Current Grade- This is the grade you are currently earning. We will stop using these and switch to overall/final grades in the last few weeks of the semester.

Overall//Final Grades- These are calculated by dividing the *total points you have earned* by the *total points possible* in the class, 60% earns credit (D grade) and grades will improve as additional points are earned. You can find grading scales in each class, usually in the *Course Info* menu link.

Class Gradebook and LMS Gradebook- Grades are *updated daily in each online class* and this is the most current and accurate grade. Teachers post updated grades each week in the *LMS Gradebook (District gradebook)*

Emergency Absences/Other- Students should notify their teachers of any extenuating circumstances, family emergencies, extended illnesses, etc... We can work out a plan for you to succeed.

Have fun! Have an enjoyable learning experience this semester in your OnlineHS class.
Please contact me with any questions.

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