

Madison City Schools Virtual Academy Learning Platform Orientation

General Information

Virtual students will receive notification through School Messenger when schedules are completed. Virtual students can look at their iNow schedules to identify the learning platform for each of their virtual courses. The following designations can be found next to the name of the course:

- **VMC** - Course will be taught by a Madison City Schools teacher through the Schoology learning platform.
- **VAC** - Course will be taught by an ACCESS teacher in the ACCESS learning platform.
- **VED** - Course will be taught by an Edgenuity teacher in the Edgenuity learning platform.

(Example: VMC English 9 - This is a virtual English 9 course taught by a Madison City Schools teacher through the Schoology learning platform).

High School Only: If a guardian contacted the virtual administrator to communicate a willingness for the student to come on campus for a requested Athletic Physical Education, Performing Arts, or Career Technical Education course, and it would fit into the student's schedule, it will be included in the schedule without any of the above designations.

- These classes will follow the traditional bell schedule.
- Virtual students attending one of these courses on campus must be on time to the face-to-face class each day.

Depending on how your student's courses are being offered, you will need some or all of the information below, including the virtual block schedule for virtual students.

Virtual classes taught by Madison City Schools teachers are synchronous and will follow the bell schedule below. Students must log into their classes each day, at the beginning of the block, and complete their assigned work. Those that fail to do so will be marked absent.

While virtual classes taught through the ACCESS and Edgenuity learning platforms are asynchronous, virtual students may still want to use the bell schedule to help them with time management in these platforms.

Academic Integrity

Students are expected to abide by all academic integrity guidelines as written in the [MCS Student Code of Conduct](#).

Middle School Virtual Block Schedule

	(non-rotating)		
A Block	8:25 am	-	9:15 am
B Block	9:45 am	-	10:35 am
C Block	11:05 am	-	11:55 pm
D Block	12:55 pm	-	1:45 pm
E Block	2:15 pm	-	3:05 pm

High School Virtual Block Schedule

First Block	8:15 am	-	9:30 am
Second Block	10:18 am	-	11:33 am
Third Block	12:17 pm	-	1:42 pm
Fourth Block	2:12 pm	-	3:27 pm

****On-campus classes follow the traditional bell schedule and students must be on time***

Madison City Schools Virtual Courses
Madison City Student & Parent Virtual Orientation
January 4th at 6:00 pm
Join Webex Meeting Link (ID: 1465825694/Password: phffdJWk)
(US) +1 408-418-9388 (toll) Access code: 146 582 569 4

Logging In

- Students will use their Madison City Schools' credentials to log into VMWare to access MCS Bookmarks.
 - Students will use the WebEx link that is provided by your teachers for their virtual class.
 - **Students must log into this WebEx at the beginning of each class (with camera on) for instruction and for attendance purposes.**
 - If a student does not have a camera on their computer, they may use their phone to log into WebEx.
 - The learning management system (LMS), [Schoolology](#), will be used by students and teachers.

Attendance

- **Students must log into their courses via WebEx (with camera on) at the beginning of each of their blocks (see schedule above).**
- Students are expected to turn their camera on when joining each class.
- If a student does not log in on time, the student will be marked tardy.
- If a student does not log in to class, the student will be marked absent.
- Teachers may also post an assignment or a question at the beginning or the end of course and use completion of the assignment or question to help them with the taking of attendance.
- Students will follow the Madison City Schools attendance policies.
 - Current procedures for excused and unexcused absences and tardies will be followed.

Expectations - What is expected of me?

- Teachers will have lesson plans ready for the week by 8:00 am on Monday morning.
- Each day, prior to the beginning of class, teachers should have their agenda for the day and any assignments for the day posted in their Schoolology classroom.
- It is an expectation that teachers will communicate clearly the expectations for assignments with students regularly over the course of the week.

- Students are expected to keep their cameras on in order to participate fully during the entire class block.
- Each week, students will participate in whole-group instruction.
- Small group instruction will be provided weekly as needed.

Grades

- Teachers will maintain grades in iNow and update them weekly.
- Progress Reports and Report Cards will be issued just as they are for school-based learning.
 - Progress Reports will be provided every three weeks.
 - Report cards will be distributed after every nine week period to follow the Madison City Schools School Year Calendar.

Support

- Teachers will discuss options and provide schedules for additional help, should the student need it.
- Students can email their teachers and expect a response within 24 hours.
- During the student's virtual block, the teacher will remain online via Webex to provide support while the student works on anything that is assigned.

What should I do as a parent?

- If students/parents have questions about their classroom content, they should contact their classroom teacher.
- All efforts will be made to respond within 24 hours.
- They can also contact the virtual administrator, Jackie Jennings, at virtual@madisoncity.k12.al.us

ACCESS Virtual Course
ACCESS Student & Parent Virtual Orientation
January 4th at 3:00 pm
[Join Webex meeting](#)
(ID: 1469474372/Password: mguxXngD)
(US) +1 408-418-9388 (toll)
Access code: 146 947 437 2

Logging In

- Students will go to [Access Virtual Learning](#) to log into your ACCESS course.
- Students will receive your username and password from the virtual administrator

Attendance

- Students should log into their course in ACCESS daily.
- Students should plan to work for at least one hour (daily) in each ACCESS course to be successful and complete the course by the end of the semester.
- The ACCESS teacher for the class will monitor student progress daily via discussions, reports, assignments, and assessments.
- The ACCESS teacher for the class will monitor attendance in the virtual platform via sign-ins and completion of assignments.
- If a student falls behind in participating in class by either not logging in or by not completing assignments by the teacher's due dates, the teacher or the virtual administrator will contact the guardian.
- If student progress does not improve and the student falls more than a week behind, the virtual administrator will contact the guardian and the student will be marked absent until he/she is able to come within one week of being current in the class. **Therefore, the student is marked absent from the date that he/she falls more than a week behind in class assignments until the date that he/she is able to come within one week of the current class pacing.**
- If the administration is unable to contact the guardian, the attendance officer will contact and make a home visit with the social worker.
- If a student continues to not meet the required criteria, it will be recommended that the student be reported for truancy per Madison City Schools policy.

Expectations - What is expected of me?

- The first time that a student logs into ACCESS, they will be required to watch an Orientation Video that will teach them how to use the ACCESS learning platform.
 - Students must complete a quiz on the Orientation Video and score 100 to gain access into the actual ACCESS course that they will be taking.
 - It is very important that students take their time when watching the Orientation Video because they will not know how to do things such as submit work, take quizzes, or participate in discussion if they do not.

- The Orientation Video is always available for students to go back to if they forget how to do something.
- After gaining access to the course content, students will see a “News Bulletin” section in the middle of the homepage that will have important information for the student, including where to find the syllabus and the pacing guide and the directions for the day’s or the week’s assignments.
 - Students should make sure to read the “News Bulletin” section daily.
- Students will communicate with their ACCESS teacher through an email within the ACCESS platform and should check it daily and respond to communication within 24 hours.
- Students must stay current on their assigned work, based on the pacing chart that is provided to the student on the first day of class.
 - This will require that they spend the same or a similar amount of time working on this class as they would attending a face to face class.
- ACCESS teachers will share a syllabus with students on the first day of class that will explain their rules for submission of work (including the possible submission of late work), rules for taking assessments, and consequences for breaking any of the rules set forth by the ACCESS teacher.

Grades

- ACCESS teachers are expected to grade student submissions within 48 hours of receipt.
- If a student does not submit an assignment by the due date given by the ACCESS teacher, the teacher will enter a pacing zero for any of the missed assignments.
- Once the work is submitted, the ACCESS teacher will replace the pacing zero with the grade that the student earns, minus any points that will be deducted because it is late (ACCESS teachers are asked to specify details on the submission of late work in their syllabi)

Support

- ACCESS teachers are expected to respond to student emails within 24 hours.

What should I do as a parent?

- Once students have completed their virtual orientation quiz with a successful score, parents should ask their child to log into the ACCESS class, so that they can help their student complete the Personal Information Sheet (one of the first assignments given by the ACCESS teacher).
- This information is used by the ACCESS teacher to contact parents if the student is struggling in class or if the student is not participating in class.
- Parents should ask their child to log into the ACCESS class and show them their grades.
- Although there is not a separate parent log-in for ACCESS classes, students always have access to their grades and can show their grades to their parents anytime a parent asks.

Edgenuity Course
Edgenuity Student & Parent Virtual Orientation
January 4th at 12:00 pm
[Webex Link to Join the Meeting](#)
(Meeting ID: 930 8274 9315/Passcode: 422563)

Logging In

- Students will receive their username and password through an automated message sent to their school email after their account is created by the virtual administrator. This email will include a link to the Edgenuity platform, an orientation video to the platform, a username, and a password for logging into Edgenuity.
 - When students log into an Edgenuity class, an Orientation Video will appear to walk them through how to navigate the class.

Attendance

- Students should log into their course in Edgenuity daily.
- Students should plan to work for at least one hour (daily) in each Edgenuity course to be successful and complete the course by the end of the semester.
- The Edgenuity teacher for the class will monitor student progress daily via discussions, reports, assignments, and assessments.
- The Edgenuity teacher for the class will monitor attendance in the virtual platform via sign-ins and completion of assignments.
- If a student falls behind in participating in class by either not logging in or by not completing assignments by the teacher's due date, the teacher or the virtual administrator will contact the guardian.
- If student progress does not improve and the student falls more than a week behind, the virtual administrator will contact the guardian and the student will be marked absent until he/she is able to come within one week of being current in the class. **Therefore, the student is marked absent from the date that he/she falls more than a week behind in class assignments until the date that he/she is able to come within one week of the current class pacing.**
- If the administration is unable to contact the guardian, the attendance officer will contact and make a home visit with the social worker.
- If a student continues to not meet the required criteria, it will be recommended that the student be reported for truancy per Madison City Schools policy.

Expectations - What is expected of me?

- Communication, time management, and self-motivation skills are essential in order for students to be successful.
- Students are provided a pacing guide / timeline with due dates for assignments and tests. Each day, they will be able to look to see what is due for that day.

Grades

- The Academic Snapshot on the Student Dashboard is where students can view their grades and monitor the percentage of the coursework completed as well as the pacing for the course.
- Edgenuity teachers will grade and provide feedback for instructor graded assignments within 72 hours (Monday - Friday).

Support

- Students who take a course in Edgenuity receive instruction by certified, highly qualified instructors, and additional support is provided by Edgenuity staff members.
- The instructor will read and respond to emails within 24 hours (Monday - Friday).
- Information about how to access that support is given in the orientation video.
- Students or instructors may request virtual meetings with each other and with parents.
- The instructor will communicate with the student and parent if an issue arises in student grades, participation, or discipline concerns.
- Your Madison City contact for questions about Edgenuity is virtual@madisoncity.k12.al.us. Core classes in Edgenuity also provide on-demand tutoring service.

What should I do as a parent?

- Parents should create a guardian account in Edgenuity.
 - They access the account set up from the Student Dashboard at the “Add Guardian” tab.
 - More information about this will be shared during the January 4 WebEx meeting.