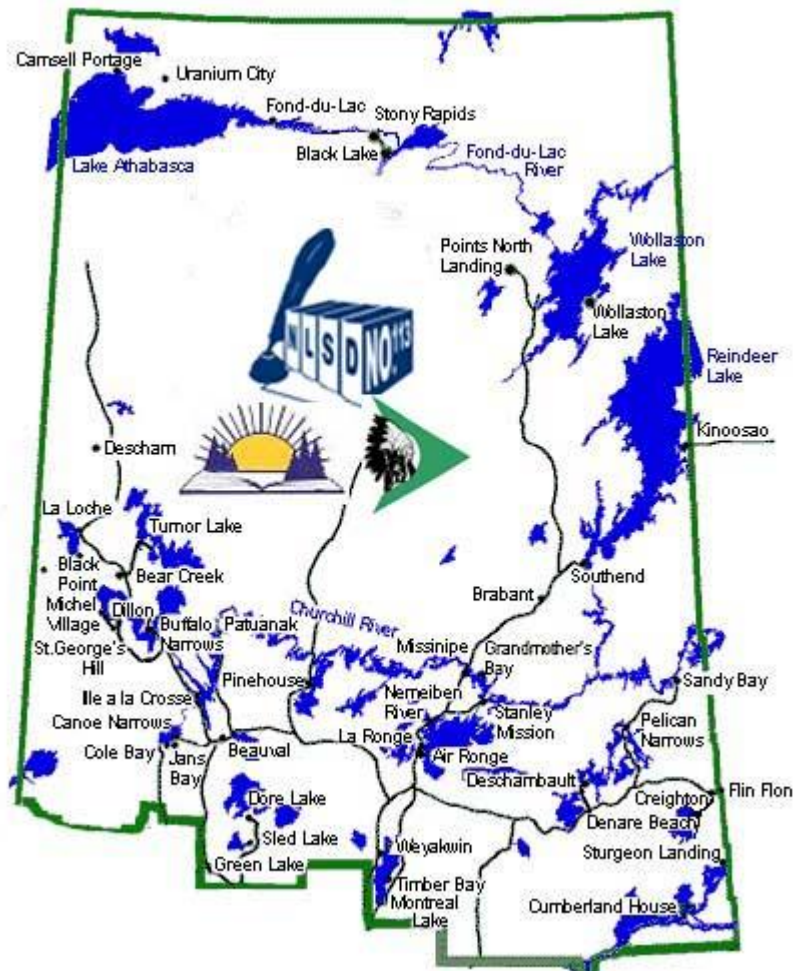


edcentre

.ca Online School



Website: edcentre.ca **email:** school@edcentre.ca

Telephone: 1-888-299-5680 La Ronge: 425-5680 Fax: 1-306-425-5682

Mail: edcentre.ca Bag 6500 La Ronge, Sask. S0J 1L0

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Vision

edcentre.ca online school will provide and facilitate access to flexible distance learning opportunities for Northern Saskatchewan residents.



Mission Statement:

edcentre.ca Online School will:

1. Assist individuals to reach their personal potential through flexible distance learning alternatives that respect personal lifestyle, language and culture.
2. Provide learning opportunities for completion of high school that would not otherwise exist for Northern Saskatchewan residents.



Partnership

edcentre.ca is a partnership between Northern Lights School Division and Northlands College. The partnership provides distance learning service to a wide range of learners within the Northern region. The Northern Industrial Career Centre also provides linkages to career paths in Northern Saskatchewan.

Welcome

Welcome to edcentre.ca Online School. The opportunity to complete high school online has the potential for many positive developments. Your familiarity with computers and the Internet will improve and the way that you communicate with others will also change as you learn how to use the tools for your classes. We hope you enjoy your experience as you participate fully in the online experience.

Communication is the key to succeeding in the online learning community. The most important thing you can do as you progress through the learning activities is to communicate with other students and your instructor. Learners are encouraged to use the toll free phone number (1888-299-5680) to contact the school regularly. All learners are encouraged to participate in live web conference sessions and to take advantage of live tutorial sessions.

edcentre.ca team:

Principal/Teacher (NLSD): Ted Green, M.Ed., B. Ed., B.A.
English Language Arts A10/B10, English Language Arts 20
CPT 10/20/30
Native Studies 10

Teacher/Developer (NLSD): Jason Murfin B. Ed.
Foundations Math 10, Workplace and Apprenticeship Math 10
Science 10
Native Studies 20

Teacher/Developer (Northlands College): Kelly Haydukewich B. Ed.
Physics 30
Math A30/B30

Teacher/Developer (NLSD): Kona Bryson M. Ed. B. Ed.
English Language Arts A30/B30
Native Studies 30
PAA 10/20/30

Teacher/Developer: Brent Endicott (NLSD/Northlands College) B. Ed.
Biology 20/30
Chemistry 20/30
Physics 20

Literacy/GED/Adult 10/12 Online Coordinator (Northlands College) Jason Kennedy

Online GED support (Northlands College) : Nadia Persaud

Literacy development (Northlands College): Rita Lowenberg

Office Support: Erin Roy

Tech Support: Roland Corrigan (NLSD) Daniel Fingarsen Northlands College

Application Process

Every applicant (including students referred through other schools) must complete the application process.

Steps

1. **FILL** out ALL the information on the application form (print it from the edcentre.ca website). You will need to have an email address.
2. **FAX** the form to 1-306-425-5682 and mail in a cheque or money order to cover your fees (the address is on the application form). If you live in the La Ronge area you can drop these off at our office.
3. **PHONE** us if you do not get a call from us within a couple of days of sending in your application. We need to discuss your learning needs, future goals and programming. The toll free number is 1-888-299-5680 (local calls in La Ronge 425-5680).
4. **CHECK YOUR EMAIL** for your username and password. It will be emailed to you after all your information is verified and your fees are received.
5. **CHECK YOUR MAIL** for a welcome letter from us.
6. **PHONE** us again if you do not get a call from your online instructor within a couple of days of receiving your email. They need to discuss the course with you as well as your personal schedule.

Support:

All school based students must have a support contact who agrees to assist with ensuring that deadlines are met. Also a parent or guardian must approve the student's enrolment in the online course by signing the application.

Withdrawals

Students often leave courses for a variety of reasons, i.e. Acceptance in conventional programs, family responsibilities, or unexpected circumstances. Students who choose to be inactive for more than 20 days will be withdrawn from courses until they contact the school to discuss their plans. Inactive students will automatically have their passwords changed and will need to contact instructors to re-establish active status. To avoid a withdrawal/failure entry on transcripts students must notify the instructor of their intention to withdraw. School based students will be closely monitored and must work on their online classes daily in order to complete the 100 hour course within the semester. (In order to maintain future options to return to the online school, students are required to contact the edcentre.ca office).

Fees

Basic Registration Fee: \$25.00

Course Deposit: \$30.00 per course (refunded after successful course completion)

Headsets: \$30.00 (required for live tutoring) You may also use or purchase your own set privately.

Textbooks / novels: \$10-50 (required for some courses) These may be rented through edcentre.ca or borrowed from your local school library.

Entrance Criteria:

Entrance is open to adults as well as school-age students. Applicants with less than grade nine will be required to complete a bridging math course prior to enrolment in grade ten math. New students with less than grade nine will also be expected to complete a set of transition writing activities and participate in live tutorial sessions for English Language Arts.

Applications for students currently enrolled in another school must be approved by the local school counsellor or administrator and a parent or guardian. It is expected that local school personnel will involve the parents. Learners **outside** the jurisdiction of NLS and Northlands College may be accepted when there is room in the course, and a tuition fee of \$500 will apply.

Intake schedule

Intake is flexible based on learning needs and goals of learners. Learners are encouraged to enrol in the spring to ensure placements for fall classes.

Learners are advised to explore the first few units of one course before attempting additional courses.

Due dates are set up in each course and are to be negotiated on an individual basis. Adult students are permitted to progress at their own rate; however the time to complete a course is limited to 197 school days after enrolment. School based students should complete the course within the semester they enrolled.

Internet Access

Hardware/software/telephone/Internet access requirements:

- Mac or PC Pentium III or better
- Dial-up Internet access or better
- A current Mozilla Fire Fox Browser
- Word processing software (Word, Open Office, or Google Docs)
- QuickTime, Adobe reader, Flash Player
- Headset with attached microphone or web cam with microphone
- Ear buds for handy use in schools, libraries or computer labs.

Computer Equipment:

In special situations it may be possible to borrow a computer through the school. Older refurbished computers are available to students who demonstrate commitment to achieving their personal goals (such as completing the first two units of their online course). These workstations are intended for school use only. Additional downloads on this equipment is not permitted and maintenance and care is the responsibility of the student. (Approximate charges for crashing a computer are \$75-100 depending on which business you take it to). Students must pay for any shipping charges to get the computer to your community. They can also be picked up at the online school.

Orientation

All learners will complete an orientation at the beginning of each course. The orientation will include a live web conference session with the teacher. Courses that require specific computer skills will include instruction within the course orientation. Learners who need additional assistance with basic computer operations and navigation may request additional tutorial time by calling toll free 1-888-299-5680 during office hours. (Past edcentre.ca learners may disregard the orientation).

Live web conference sessions

All courses include the use of scheduled live sessions. To access these sessions, learners will be provided with links through their main classroom area. Within these “live” online sessions, learners may participate in group discussions, share files, make presentations, interact with the instructor and other students or listen to special presentations offered by “guests” to the classroom area.

Live tutoring is available through individual web conference sessions with teachers.

Special online “assemblies” are scheduled each month for all enrolled students. During these times, regular classroom access may be closed and students should participate in the “live” meeting area. In most cases, sessions will be recorded to allow students who missed the assembly to access them at a later date.

Marks and transcripts

Quick feedback is provided for all graded assignments and activities. When an instructor completes grading an assignment or activity, it is immediately posted to the classroom area and the student may check for comments along with the grade.

Student progress is updated daily with each completed online assignment and activity. This progress can be viewed at any time by logging in and clicking on “GRADES.” Instructors will provide the student with mid-course progress reports and a final grade via e-mail. School counsellors / administrators will be provided with progress reports for school based students on a monthly basis (using Googledocs).

*For learners who are sponsored through an external agency, it is the student’s responsibility to provide progress and activity reports. As students have direct access and the ability to print their own progress and activity reports, it is not necessary for the school to print these and send them on behalf of the school. Students are expected to look after arrangements and special requirements of external funding agencies.

Final grades are submitted to Ministry of Learning student records. These grades appear on student transcripts which can be ordered from Saskatchewan Learning. Grade 12 students’ transcripts are mailed directly to the student at the end of January and June. edcentre.ca can provide an “unofficial” transcript on an individual request basis.

Course Offerings

A full range of grade 10- 12 courses are available. Adult learners may enroll in the Adult 10 or the Adult 12 program.

Bridging Math (refresher math)

Science 10

English Language Arts A10/ B10/20/ A30/ B30

Foundations Math 10, Workplace and Apprenticeship Math 10/20/A30/B30

Native Studies 10/20/30

Practical & Applied Arts 10/20/30

Communication Production Technology 10/20/30

Physics 30

Chemistry 20/30

Biology 20/30

Course Recognition

All high school courses are based on Saskatchewan Learning Curriculum guidelines and registered with Saskatchewan Learning. All enrolled students are entered into the Saskatchewan Learning database and final grades appear on student transcripts. Adult students are enrolled through Northlands College and tracked through the Northlands College student database in addition to the provincial student database. Adult students who successfully complete 6 core grade 10 credits will receive an adult grade ten certificate through Northlands College. Adult students may also earn grade 12 credits to complete a Saskatchewan grade 12 standing.

Grade Twelve Credit Requirements:

Grade 10	Grade 11	Grade 12
minimum 8 credits	minimum 16 credits	minimum 24 credits (5 of which must be at the 30 level)
<p>compulsory courses are:</p> <p>English Language Arts A 10 and English Language Arts B 10;</p> <p>Social Studies 10, History 10 or Native Studies 10;</p> <p>Science 10;</p> <p>Mathematics 10;</p> <p>3 electives at level 10 or higher.</p>	<p>compulsory courses are:</p> <p>English Language Arts 20;</p> <p>Mathematics 20;</p> <p>6 additional elective credits at level 20 or 30.</p>	<p>compulsory courses are:</p> <p>English Language Arts A 30 and English Language Arts B 30;</p> <p>Social Studies 30: Canadian Studies or History 30: Canadian Studies or Native Studies 30: Canadian Studies;</p> <p>a science 20 or 30;</p> <p>a social science 20 or 30;</p> <p>2 credits in arts education or practical and applied arts at level 10, 20, or 30;</p> <p>Wellness 10, Physical Education 20 or Physical Education 30.</p>

*Students should be careful when switching to different classes as they are usually counselled specifically for program completion. Changes can result in being one credit short for graduation or grade level completion.

Adult 12 Credit Requirement

Under the Adult 12 Program, an adult may attain a grade 12 standing by completion of 7 credits. A minimum of 5 credits must be at the 30 level. Prerequisite requirements are waived for adults. Credits may be attained by taking the course from a Saskatchewan secondary school, the Saskatchewan Government Correspondence School, or a Saskatchewan post-secondary institution approved to offer secondary level courses.

*Please note that learners enrolled in an Adult 12 Program delivered by a Saskatchewan post-secondary institution approved to offer secondary level courses must have a grade 10 standing. Adults also have the option of challenging a departmental examination.

Adult Grade 12
minimum 7 credits/5 credits at the 30 level
compulsory courses are:
English Language Arts A 30 and English Language Arts B 30;
One Canadian Studies History 30: Canadian Studies, or Native Studies 30: Canadian Studies, or Social Studies 30: Canadian Studies;
One mathematics at the 20 or 30 level;
One science at the 20 or 30 level;
Two electives at level 30 (one may be a Prior Learning Credit).

Adult 10 Credit Requirements: (Northlands College)

Adult Grade 10
Minimum 6 credits: English Language Arts A10, B10 Math 10 Science 10 Native Studies 10 1 elective: (PAA 10 or CPT 10)

Delivery Method

Edcentre.ca uses a combination of tools to ensure that learners have a positive learning experience.

Learners connect with the instructor and other students through a virtual classroom area. Learning activities, instructions, announcements, discussion areas, live chats, grades, and multimedia presentations are all found in the virtual classroom area.

Live (synchronous) “Adobe Connect” sessions are held on a regular basis with small groups and individuals. In group sessions learners may make presentations, hold debates, or write collaboratively. Instructors and students make arrangements with each other for one to one or small group tutoring sessions.

Sessions may be recorded and can be viewed and listened to later. Mini lessons are recorded with “Adobe Connect” and left online for students to review on their own schedules. Teachers are available to students by telephone or live web conference Monday to Friday from 9:00- 5:00. Successful learners contact their teachers and other students on regular basis to clarify instructions, discuss writing or solve problems together.

The benefits of a mixed approach to E-Learning include the following:

- learners have the ability to manage their own schedules
- increased success rate through a learner centred approach
- regular student to student and student to teacher interaction
- interactive audio and visual learning tools
- ability to establish an online learning community
- real-time feedback
- make friends with other students from other communities

Communication with teachers

Real ownership for learning belongs to the learner. Teachers at edcentre.ca may be thought of as “learning mediators”. Regular communication with other learners and the teacher enhances the process.

It is expected that learners will make contact with their online teacher a minimum of once a week. This may be in the form of a telephone call, an email message, instant message, fax, a live tutorial session or meeting in person. This regular communication is vital to maintaining an ongoing dialogue about your progress.

Site Visits

Site visits are a great opportunity to meet your teacher and other online learners in your area. Visits are often coordinated so that learners may gather in one location. In situations where this is not possible, the teacher may be able to make a home visit. If teachers are aware of how your workspace is organized, they are in a better position to make suggestions.

Sending assignments: Learner/teacher responsibilities

Communication for most assignments and activities takes place within the online classroom and the live discussion areas. Assignments for mathematics must be sent to the teacher by fax.

Learning assignments and activities are intended as opportunities for growth. In most cases the first submission will be considered a first draft. Learners will be invited to respond by revising and improving submissions.

Teachers will respond to submissions within a minimum of two days. Learners may call teachers to discuss and clarify feedback, or to arrange for a live tutorial session. Teachers will attempt to help all learners to achieve objectives within the course by ensuring that appropriate learning opportunities and tutorial assistance are available.

Online Communication

Dialogue and interaction are encouraged in the online environment.

Appropriate language is expected in the online class environment. Comments and dialogue should be positive and respectful of others.

In an effort to promote academic success, it is expected that all participants will use conventional writing standards for discussion areas and writing submissions. Chat and MSN abbreviations are not commonly found in published writing, and therefore should not be used in the formal classroom topic areas.

Expectations –Participation

Learners who do not maintain sufficient activity to complete will be asked to submit a schedule for completion. (A personal schedule for completion will be updated regularly) After enrolling in a course, learners must complete all activities within 197 school days or the equivalent of two semesters. If a period of inactivity is expected the learner must inform the instructor.

Live events

Get involved with live group events in your classes. This is one of the critical elements within your course that will allow you to share and interact with others. Working and sharing with other learners online can be a more interesting and effective way to learn.

Weekly journal entries:

All courses include a weekly opportunity for learners to reflect on their learning. This is an opportunity to review what you have been doing and to plan for success. In some cases it may be an opportunity to review how you organize your time and your habits to get the most from your online learning experience.

Assessment

How will you know you are learning?

Learning objectives are listed in each of the course descriptions. The learning objectives are a list of all of the things you should understand or be able to do as a result of course-related activities.

In addition to checking your grades on a regular basis, it is necessary to check the assignment/activity area for feedback from the instructor. This is where you find out if you have understood the activity or if you need to revisit some ideas. Your grades and instructor feedback are available to you at all times.

Your final grade should reflect how well you met the learning objectives for the course. If at anytime you are unsure call your instructor to discuss your overall progress.

Plan for Success

Distance learning can be a very rewarding experience if you are willing to plan for success. Without a plan and commitment you will not succeed. Here are some suggestions:

1. Schedule your time
2. Eliminate distractions
3. Contact your instructors regularly
4. Organize your work
5. Ask for help
6. Stick with your schedule
7. Never give up!

Awards

Northern Saskatchewan Student Achievement Awards: (Available to all learners based with Edcentre.ca Online School)

Two students will be nominated each year to receive an award based on the following achievement criteria:

- Effort to succeed
- Academic achievement
- Participation in the online learning community
- Awareness and pride in northern lifestyles and heritage
- Special talents and interests
- Leadership within the online learning community
- Personal organization and time management
- Progress toward personal future goals

Value of Awards: Grade 10- \$200, Grade eleven- \$300, Grade 12- \$500

edcentre.ca School Awards:

Learners will be recognized on a yearly basis in the following categories:

- | | |
|--|-------|
| Communication Award: | \$200 |
| Progress (Personal Achievement) Award: | \$200 |
| Academic Achievement Award: | \$200 |

Northlands College Awards: Learners enrolled through Northlands College will be eligible for Northlands College Student recognition awards.

Completion Incentives

For each completed course the student's name is entered into a prize draw at the end of each semester.

Prizes include personal DVD players, MP3 Players (limit of 2 large prizes per semester per student), t-shirts, bunny hugs, hats and memory sticks. With every course completion, students earn one more opportunity to win a prize.

Background: edcentre.ca Online School Initiative

Edcentre.ca formerly known as Masinahikana School is the legacy of the Headwaters Smart Communities Project, a multi-partner Northern Saskatchewan project initiated through Keewatin Career Development Corporation. Over a three year period from 2001 to 2003 a variety web based learning resources were developed. Professional development was carried out in every Northern Saskatchewan partner school to build capacity for supporting online learning opportunities. A needs survey was carried out during the final phase of the project. Based on survey results online courses were offered through Masinahikana School as well as Saskatchewan Learning's Central I-school.

The original "Masinahikana School" was established as a "trapline" school by Northern Lights School Division to meet the needs of learners who spend large amounts of time away from their home communities or live with their families in isolated areas. Over years distance learning solutions have been provided to students through print based correspondence along with scheduled visits through NLSD staff. The online distance learning component of Masinahikana School was a natural extension for **Northern Lights School Division** and it was agreed that the existing "trapline" school would expand to offer high school courses online for all Northern residents within the Headwaters Project Partnership.

With the end of Smart Communities Funding a partnership and steering committee was formed with a number of organizations who recognized a need for access to flexible distance learning opportunities for Northern Saskatchewan residents.

The project began as an attempt to address the needs of returning young adults in the Northern Saskatchewan region wishing to complete grade 10. The project continues to evolve and respond to needs demonstrated through surveys and community responses to advertising. Courses are now offered from grade 10 to grade 12.

Please contact the School if you have questions about any of the information provided in this handbook. We hope you have an enjoyable, productive online experience.