

# Online Learning Frequently Asked Questions (FAQ) – CCPS Fall/Spring

## ***When am I eligible to enroll in an online course?***

All students must complete the **Online Learning Interest Survey** before any online course can be added to their schedule. Ninth graders may enroll in an online semester course during the Spring of their Freshman year. You may enroll in an online course if you are in Grades 10-12, as space allows.

## ***How do I register for an online course?***

In the spring, students can request an online course when making out their schedules for the next school year in HAC. Students may also contact their guidance counselor if they want to take an online course. Interested students must complete the **Online Learning Interest Survey**. Requesting an online course or completing the *Online Learning Interest Survey* does not guarantee you a spot in a course. Courses run based on interested enrollment and spots are limited. Priority is given to upperclassmen.

## ***How will I know if I am enrolled in an online course?***

If you are officially enrolled in an online course, you will receive a confirmation email from the CCPS Online Course Coordinator, Sheila Gearhart. You will also see the online course added to your schedule in HAC (Home Access Center).

## ***When will my class meet and when do I work in an online course?***

You will be able to access the course 24/7. Your online course will be added to your schedule in HAC (Home Access Center). Seniors and others with principal permission may opt to take an online course outside of the school day. Health and Financial Literacy require face-to-face meetings. Online classes with a face to face component will be emailed a tentative schedule before the first class. If you have a conflict with a scheduled face to face meeting, the student should contact the teacher ahead of time to make alternative arrangements.

<b>Course</b>	<b>Required to Attend</b>
Health	First orientation meeting and at least 4 additional meetings
Financial Literacy	First orientation meeting and at least 2 additional meeting

## ***How is an online course different from one taught in a traditional classroom setting?***

Online courses follow a curriculum and learning outcomes closely aligned with CCPS traditional courses. The teacher communicates with the student through email and online. The courses are interactive and provide a wide variety of activities, assignments, and assessments.

## ***How do students and teachers interact?***

The online teacher interacts with students mostly through email, online discussions, the courses Learning Management System (LMS), and comments on assignments. Online teachers provide

feedback on returned work, ask questions over email, and participate in online discussion boards. Some courses may include communicating with your teacher through video conference software. Courses may have face to face meetings in person or by using a video conferencing platform.

***Do these online courses meet state and local standards?***

Yes. CCPS offers online courses that have been approved by the Maryland State Department of Education (MSDE). Some CCPS Online courses require face to face meetings to meet MSDE curriculum expectations. Each course and assessments have been reviewed by a panel of highly qualified teachers who examined it for alignment with local and state content & instructional design standards.

***Are all assignments online?***

Every course requires both online and offline work. For instance, students will utilize the course LMS online to watch multimedia presentations, do computer-graded online exercises, or participate in online discussions. Other times, they might go online to pick up an assignment, then study or work offline. Students might have readings, and then an essay to write, or do a set of math problems and then submit them to their online teacher for grading.

***Will I get a grade and course credit? How do I check grades for the report card?***

Yes. The same CCPS grading and credit policies apply to online courses as courses offered at school. Students can check their progress and grades online in HAC (Home Access Center). This grade may be different than the grade in the online course platform. The grade in HAC will be the grade used for report cards. A CCPS Online Mentor is a faculty or staff member in the student's home school. The Mentor will meet with students weekly, check their progress and grades online, and help keep in contact with the online teacher and parent.

***Who will be teaching the course?***

All online courses are taught by highly qualified CCPS teachers who have been trained to teach in an online environment.

***What if I need help with the course content?***

Your online teacher will tell you the best times and ways in which they can be reached. You will also be assigned a Mentor at your school who will help you develop a plan for time management pacing, and strategies for opening communication lines with your teacher, pacing, or helping you locate another student or tutor to work with.

***What is the cost of an online course?***

CCPS offers online courses taken as part of a student's typical 7 credit school day during the school year for free. Online courses offered in the summer or scheduled in addition to a regular school day (7.5 or 8 credits) will incur a course fee. The course costs are \$325 for a one-credit course or \$275 for a half-credit course. The cost of a course includes a non-refundable \$25 registration fee. Bills for online courses come out by early October and will include instructions to make a payment. Payments can be submitted to the school's finance secretary by cash or check. Credit card payments can be made using [MySchoolBucks](#). MySchoolBucks charges a program fee for the convenience of using a credit card. This fee is a percentage of the total cost of the course.