



# CHARTIERS VALLEY

CYBER ACADEMY

*Inspiring excellence.*

## Tips for Achieving Success

### Characteristics of a Successful Cyber Student

Successful cyber students come from many backgrounds and have varying interests; however, in order to succeed in a cyber environment, students should be:

- Self-motivated and able to work independently
- Capable of maintaining an organized work environment
- Committed to establishing goals and following a schedule to complete those goals
- Willing to utilize all resources available to them

### Understanding Student Responsibilities

It is important that students understand the responsibilities that come with being a cyber student. These responsibilities include:

- Establishing a distraction-free work environment and developing positive working habits
- Setting and independently adhering to a daily schedule that fits the students learning style
- Actively participating in research, online learning, and independent study
- Spending up to an hour per course per day working on assignments, course work and online activities
- Actively engaging in communications with the classroom teacher to discuss progress
- Alerting the teacher and CV Cyber Academy Principal if they will be absent (Students are required to provide an excuse as per the school district's attendance policy.)
- Utilizing office hours and/or teacher communication if they are in need of assistance with course work (NOTE: It is strongly recommended that students utilize office hours if their grade is below 70%.)
- Maintaining all textbooks, computer equipment, and course materials required to successfully complete course work
- Reviewing portfolio and assessment scores and comments via the learning management system
- Completing ALL work by the suggested due date
- Uploading all portfolio assignments, online tasks, projects, assessments and essays by the due date and maintaining an organized filing system to keep track of work stored in Google Drive
- Contacting technical support immediately upon experiencing any technical issue
  - Call 412-412-2394
  - Email [technology@cvsd.net](mailto:technology@cvsd.net)

### Establishing a Routine

Finding and establishing a consistent routine is one way to ensure success in the cyber program. Students should:

- Work up to one hour per course per day on your school work and studies
- Make school work a top priority over extra-curricular activities
- Find a positive learning environment conducive to learning, i.e. no TV, loud music, and other distractions
- Set a schedule and take breaks as needed.



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- An example schedule might be:
  - 7:45am - 8:00am - Gather your materials and prepare for learning
  - 8:00am - 9:00am - Review Math lesson and work on assignments
  - 9:00am - 9:15am - Take a 15 minute break to stretch, eat a snack, etc.
  - 9:15am - 10:15am - Review ELA lesson and work on assignments
  - 10:15am - 11:15am - Review Science lesson and work on Science assignments
  - 11:15am - 12:15pm - Lunch/Break
  - 12:15pm - 1:15pm - Review Social Studies lesson and work on assignments
  - 1:15pm - 2:15 pm - Review Elective lesson and work on assignments
  - 2:15pm - 2:30pm - Take a 15 minute break to stretch, eat a snack, etc.
  - 2:30pm - 3:30pm - Review Physical Education/Health lesson and work on assignments
- NOTE: Cyber Academy offers greater flexibility and students can set any schedule that works best for them but it is imperative that they set and follow a regular schedule. The CV Cyber Academy Principal is happy to help you develop a schedule that fits your needs.

### More Tips for Success in CV Cyber Academy

Independent learning and studying in an online environment can sometimes be challenging and overwhelming for students. Here are some tips and recommendations to help students improve their performance in the cyber program:

- Maintain a calendar of due dates and follow a weekly work schedule to stay on track.
- Submit work as soon as it is completed. Do not hold on to completed work with the intention of uploading it all at a later date.
- Create a filing system of folders for each class to save all work on your student computer or Google Drive. Label work clearly with the proper naming convention and never delete any files.
- When answering essay questions be careful to answer all portions of the question in complete sentences. Follow instructions and ensure that the essay is proper length using proper English (no texting lingo).
- When answering short answer questions, be sure to write neatly and clearly and use complete sentences.
- Take notes from textbook readings, website resources, videos, and other online links. Refer to these notes when completing assignments and essays and when studying for tests or quizzes.
- If receiving a low score on an assignment, reach out to the subject area teacher via email and request an Office Hours session to review the areas of difficulty before moving on to the next module.
- If struggling to complete work in a timely manner ask the teacher for assistance in developing a work schedule or setting up a help session with a subject area teacher.
- Understand what plagiarism is and how to avoid it by properly citing sources. Assignments are checked regularly for plagiarism and credit is not given for plagiarized work.
- Report technical issues to Technical Support immediately.