

Student Guide

How to navigate, communicate and succeed in Launch Virtual Courses.



Fueled By
LAUNCH

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Why Launch? Here's a list of reasons why!

Hundreds of students take Launch courses for a variety of reasons—see how Launch may be able to help you!



Introduction to Students

Hello, and welcome to Launch! We're excited you're taking an online class with us, and we're looking forward to working with you.

The goal of this guide is to help you learn how to navigate your Launch course and help you understand what it takes to be successful in your online learning experience. We share traits of successful online learners, offer suggestions for your first few days of class, share best practices on academic integrity and plagiarism and much more.

Most importantly, we want you to know this: the most successful Launch students watch for announcement videos, check their Canvas Inbox for messages, read their teachers feedback, stay on top of their due dates and reach out when they need help. We're always here when you need us!

Launch's virtual courses include dynamic content just like your seated classes, but everything is delivered virtually. All you need is a computer!

What is Online Learning?

Launch courses are built in a Learning Management System called Canvas. You can expect each course to have dynamic content that includes both individual and collaborative work. Students participate in discussion boards, create culminating projects, record themselves explaining concepts, take assessments and more, all from their devices.

Similarities to Learning in a School Building:

- Your Launch course still has a teacher who is always there to support you.
- You cover the same content you would learn in a seated class.
- You still complete similar assignments, but they are delivered in an online format.

Differences From the Traditional Classroom:

- You won't always see your teacher face-to-face in real time, although you have opportunities to conference with them.
- Your Launch course content is already created for you, so you can work at your own pace.
- If there is an assignment that doesn't make sense, you can get additional assistance from your Launch teacher.

Getting Started With Launch

Prior to **Day 1**

- Your building counselor or Launch liaison will provide you with an enrollment notification form. It includes your login information and course list.
- Practice logging in to Canvas, and look around!
- Make sure you have everything you need, including all technology requirements. If you're missing something, tell your building's counselor or Launch liaison.

Day 1 of a Course

- Learn how to check your Canvas inbox.
- Watch the introduction announcement for your course.
- Complete at least one assignment to ensure you know the process.
- Look at the tips on the Profile of a Successful Online Learner (p. 3), and work to adapt these habits!

Day-to-Day Routine

It is important to establish a routine:

- Start everyday by checking your Canvas inbox.
- Look at recent feedback given from your teacher.
- Check the calendar for due dates each day.
- Always check for any new announcements.
- Keep going—start working on the next assignments in the module list.

If you are taking an online course for the first time, it is not unusual for you to have questions at first! Do not be discouraged—instead, reach out to your counselor, Launch liaison or Launch teacher. We are all here to help! Once you learn how to navigate your course, you will find it much more enjoyable!

How do you make sure you are successful in Launch courses? Adapt these habits!

PROFILE OF A SUCCESSFUL ONLINE LEARNER

There are several characteristics and practices necessary for students to be successful online learners. Working on forming these habits will help you find success in your course.

TIME MANAGEMENT



You will need to be able to manage your time. Think through a study schedule. What time of day will you work on your online course? Where will you work on your course? Etc. It is important that you are consistently logging in and completing work!

SELF MOTIVATION



Without the presence of a face-to-face teacher, you will need to have a strong will to log in, complete assignments and communicate with your teachers.

SELF ADVOCACY



All Launch courses have a Launch instructor assigned. You are able to reach out for help by messaging your teacher or our support team (depending on the support needed). If you are unsure how to complete an assignment, you must advocate for help.

COMMUNICATION SKILLS



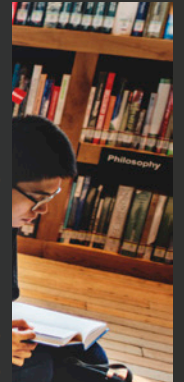
In an online setting, communication is key. You will need to have appropriate communication with both your teachers and your classmates.

TECHNOLOGY SKILLS



In order to be successful in an online setting, you need basic technology skills and a willingness to learn new ones.

STUDY HABITS



It will be important for you to form your own study habits and routines to stay up with your coursework.

Technical Skills Expected

HOW TECH-SAVVY DO YOU HAVE TO BE TO TAKE A LAUNCH CLASS? WE OUTLINE THE DETAILS!

YOUR LEARNING MANAGEMENT SYSTEM

Your Launch online courses are hosted on Canvas, a learning management system (LMS). You may have used a LMS for school before; it's like an online classroom where the teacher can post assignments and grades, and where students can submit their work. You will receive instructions that will help you log in to Canvas, and you will have resources available to help you use the program.

A few Launch courses may require additional resources—for example, your physical education course requires a fitness tracker. This will be available to pick up through your building's Launch Liaison. You also need a device with a camera—tell your liaison if you need help.

If a website or resource in your Launch course is blocked or unavailable, first reach out to your Launch liaison. Also, you can always message your teacher if you are having trouble online, or you can email Launch technical support at support@fueledbylaunch.com. Additionally, you have access to a resources course on Canvas with answers to many frequently asked questions. This resource course can be found on your Canvas dashboard.

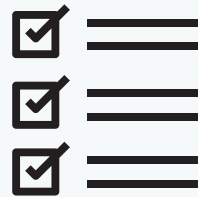


NAVIGATING CANVAS



Announcements

Teachers post a video announcement every week. Be sure to watch announcements for important course information and instruction.



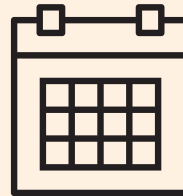
To Do

This is where you'll find a list of assignments and due dates. This list is found on the course homepage and will lead you to videos, discussion boards and other assignment items.



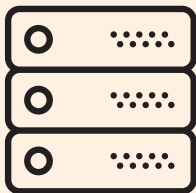
Recent Feedback

You can see your teacher's recent feedback, including rubrics and comments. We want you to respond to your teachers feedback to enhance your learning experience.



Calendar

This tab opens a calendar view that lists all of your due dates.



Modules

You will use the modules page to navigate between units and assignments. You will see a check-mark after you complete an assignment.



Grades

The grades tab allows you to see your current progress in your Launch class, and also to see your teacher's feedback comments.



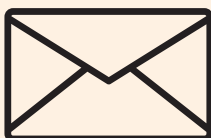
Instructor Information

You can see who your Launch teacher is at the bottom of the course homepage.



Syllabus

This links to the syllabus for your course. The syllabus outlines your course's major topics and concepts by unit..



Inbox

You will use your Canvas inbox for all communication with your Launch teacher, including asking your teacher questions.



Google Drive

You will use Google Drive to create many of your assignments, and then you will submit your Google files to Canvas.

Want to learn more? Interested in learning more about Canvas? Visit canvaslms.com and explore. You'll find a variety of helpful information, including guides.

Academic Integrity & Plagiarism

In your Launch courses, you will be creating a variety of projects: essays, videos, slide presentations and blogs, among others. You'll need to consider how you are going to use outside sources responsibly. In this section, you'll learn about plagiarism and copyright, two concepts that will help you correctly use other people's ideas in your own projects.

Plagiarism

When you use someone else's work and claim it as your own, you commit plagiarism. Plagiarism can get you into trouble at school, even if it is unintentional. To avoid plagiarism, all you have to do is cite your source (tell your reader where you got your information) and use quotation marks when you use information from your source, or summarize your source in your own words.

Launch has an official academic integrity/plagiarism policy. You can read through it below, but it is also included in the syllabus of every Launch course. Besides plagiarism, academic integrity also includes cheating and forging/falsifying documents (such as turning in somebody else's essay as your own).

In Launch courses, a plagiarism, cheating, or forging/falsifying of documents incident will have the following consequence:

- **1st offense:** Students will be allowed to redo the assignment for full credit with a formal warning.
- **2nd offense:** Students will be allowed to redo the assignment for half credit with a second formal warning.
- **3rd offense:** Student will receive a zero for the assignment and be referred to the online principal.

Remember, your teacher is here to help! You can always check with your teacher if you have any questions about using and citing sources.



It's okay to use outside information in your coursework, just make sure to properly cite your sources!

Copyright & Fair Use

You may not realize it, but your original creative work is protected by copyright. Unlike plagiarism, copyright infringement is against the law. If you take someone else's work and make an illegal copy, you could face a hefty fine and even jail time (in extreme circumstances). There's no need to worry, though, as long as you know a little bit about how you can use copyrighted material in your school projects.

Stories and information found in newspapers, books, videos, podcasts and other creative works in print, broadcast and online are almost always protected by copyright. So, how can we be sure we are not breaking the law with so many amazing resources at our fingertips?

The answer is "Fair Use." As long as you are using copyrighted material for a different purpose than the original and you are not profiting from it, you can use fair use as a defense. As a student, anything you use for school is covered, as long as it is for an educational purpose. (Of course, you still want to follow academic integrity policies by citing your sources and avoiding plagiarism). Keep in mind, though—while you can use a clip of your favorite song as background music for a video made for school, you may no longer be protected if you post the same video to try to go viral and make money on YouTube.

The four characteristics

of Fair Use:

1. Purpose—changing the purpose of the original work favors fair use.
2. Nature—Factual works favor fair use more than creative works.
3. Amount—Don't use the most important part of the work, or too much of it, if you want to claim fair use.
4. Marketability—as long as your work doesn't take potential profit away from the creator of the original work, you can claim fair use.

Be sure to consider all four characteristics together as you work on your projects. Although copyright law can be confusing, please keep in mind that your Launch teachers are here to help!

Note: Your classes contain copyrighted material. For many of these uses, Launch has received permission from the copyright holder to include their material in the course. At the bottom of each page in your Launch course, you'll see a copyright notice that includes any material published by someone else. If Launch has not received explicit permission from the copyright holder, then the use of the copyrighted material falls under fair use (as described above), or it is covered by the TEACH Act. The use of copyrighted materials is covered by the TEACH Act as long as not very much of the material is used and could be covered in a normal class period. Students should not be able to access the copyrighted materials outside of the learning management system or distribute them. Additionally, explaining Launch policies for including copyrighted material in our courses is a requirement of the TEACH Act.

Avoid copyright law infringement by practicing fair use.



WHY TAKE A LAUNCH CLASS?

MAKE LAUNCH WORK FOR YOU

Are you wondering if taking an online class is right for you? Below we outline the various ways Launch courses are helping students across the state of Missouri. Interested? Talk to your counselor!

Meeting Student Needs

- **Alternatives for scheduling conflicts.** If you have difficulties fitting all the classes you want in your schedule, you can use Launch to earn required credits virtually and still attend the seated classes you want to attend.
- **Access to hard-to-find courses and teachers.** Launch provides a variety of upper level math, science and foreign language courses in addition to multiple AP offerings that you might not otherwise have access to take due to teacher limitations.
- **Electives and accelerated options.** If you are ready for higher-level courses or are looking to take classes not offered in your district, Launch allows acceleration and additional electives.
- **Flexibility for homebound and at-risk students.** If you are in need of homebound solutions or are at risk, Launch can take your transfer grade in. This allows you to keep working while you are not able to physically attend seated courses.
- **Options for medically fragile students.** In the case that you need to be at home or on a reduced schedule, Launch can provide opportunities so you have flexibility in the time you have in a seated environment.
- **Credit Recovery program.** Launch has a full credit recovery suite based on Missouri Learning Standards. Our credit recovery courses align with the content you may have failed. We can also provide a credit recovery teacher who is happy to work with you.
- **Solutions for overcrowded classes.** Allowing you and your peers to take courses online during the regular year or summer school helps reduce overcrowded seated classes.
- **Access for homeschool and private school students.** Launch may be made available to students who are homeschooled or attend a private school.
- **Access for students on long-term suspension.** Students on long-term suspension can enroll in Launch to stay current in coursework.
- **Earn Dual Credit.** Select Launch classes, including AP classes and personal finance, are available for dual credit with Missouri State University. Visit fueledbylaunch.com/courses to see dual credit options.



We Are Here For You!

You will have questions as you start your virtual learning process, and we're here to help!

Teacher Support

Communication through

Inbox: Students will be able to message their teachers directly by using the Inbox feature in Canvas. This will be the most frequent contact a teacher uses to reach you, too. You will want to check your Canvas Inbox every day. Teachers will respond to you within 30 minutes if it's during their office hours or within 24 business hours outside of their office hours.

Communication through

Announcements: Each week teachers post a video announcement on the homepage of your course. This video will share important information regarding your work for the week. In addition, teachers will tell you when their office hours are for the week,

Communication through

Conferencing: Each week teachers host a 60-minute video conference. During this time you can chat with your teacher face-to-face using the conferencing feature in Canvas. This allows you to have immediate feedback from your teacher.



Communication through

Feedback: Your teachers will provide both grades and written feedback. On your homepage you will be able to check recent feedback. Teachers will help you deepen your thinking and further your learning in the course. You can also reply to their feedback with your own thoughts.

Communication through Parent/Guardian Contact:

Teachers will also be in communication with parents and guardians. They will make contact weekly with your parent or guardian if you are inactive or failing. Teachers also call or email parents when students are doing really well in the course.

Other Academic Support:

Counselor or liaison: Each school has a counselor or liaison who is available to support you. Counselors and liaisons have access to monitor your grades and progress. They can also help connect you with technical support or your teacher. They will also make sure the Launch office has documentation for any student with a 504 or IEP.





TECHNICAL SUPPORT

The Launch technical support team is available seven days a week. To get help with a Canvas-related issue or for general information regarding Launch, you can:

- 1. Send an email to support@fueledbylaunch.com.** Launch support staff answers emails between 7:30 a.m.-9:00 p.m. seven days a week. You can typically expect a response within half an hour.
- 2. Use your Canvas Inbox to send a message to HELP.** After you send a Canvas message, you will hear back from a Launch support staff member as soon as possible.
- 3. Call the Launch office at (417) 523-0417.** The Launch office is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

The Launch support staff is happy to help you access assignments and navigate Canvas. You will also find answers to frequently asked questions in your Online Resources course, which you can find on your Canvas dashboard.

Netiquette

Even though you can't see your classmates and teacher, you should act as though you are still in a classroom. For example, while you can't raise your hand when you have a question, you can message your teacher through the Canvas Inbox. Write your question as though you were speaking to your teacher face-to-face; your teacher will get back with you as soon as possible. Also, while you won't be talking to other students during class discussion, you will have discussion board assignments online. Please remember that there are real people on the other end of discussion board messages. You will be expected to respond to your classmates' messages, but please be respectful in your replies.

Contact us online!

✉ email
support@fueledbylaunch.com

🌐 website

🐦 twitter

1359 East Saint Louis Street
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"Having online classes allowed me to get additional credits under my belt and build flexibility into my day. Also, I was able to do the work on my own time."

—**Launch Student,**
Branson High School

fueledbylaunch.com

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