



The following document outlines the expectations and guidelines for students during remote eLearning days. Synchronous lessons involve students completing tasks in an interactive platform with the students' instructor. Asynchronous lessons allow students to move at their own pace and will complete tasks without their instructor virtually present. This document is subject to change due to the rapidly evolving situation.

## **eLearning Days- Student Guidelines**

Any instructional day where students learn from a remote location is an eLearning day. The following section outlines student responsibilities for an eLearning day.

- Student Account Access to Tech Campus accounts through PowerSchool are included in this Welcome Packet.
- Log into Tech Campus student accounts and access learning materials from the learning system, called Schoology. Information will be provided before the start of the school year.
- **During the week of August 17th, students will receive instructions from their program teacher sent to their Tech Campus e-mail (###@student.techcampus.org) for logging into their first day of class on August 24th.**
- Participate in synchronous lessons with the instructor on Monday, Tuesday, Thursday, and Friday. If a student cannot attend due to a schedule conflict with their home school, the student may view the recorded lesson on Schoology Conferences or attend a different scheduled session on the same day.
  - If a student needs to attend a different session, the instructor must be contacted twenty-four hours in advance.
  - Session 1 meets from 8:20 a.m. to 10:20 a.m. Session 2 meets from 10:25 a.m. to 12:25 p.m. and Session 3 meets from 1:00 p.m. to 3:00 p.m.
- Participate in asynchronous sessions on Wednesdays. Students should follow the instructor's guidelines for checking-in on Wednesdays.
- Instructors will post asynchronous lessons for students by 8:20 a.m. each Wednesday.
- Turn in assigned work by the due date.

## **Dual Credit Guidelines**

Tech Campus is working closely with the College of Lake County regarding dual credit. More information will be provided when it is available.

## **Office Hours**

Instructors will hold office hours for students Monday, Tuesday, and Thursday from 3:00 p.m. to 3:30 p.m. and on Wednesdays from 8:20 a.m. to 3:30 p.m. by appointment. If students need to contact their instructor, please follow their procedures or reach out through Schoology.

\*Cosmetology specific student guidelines will be created for their unique needs.