



Student Handbook

Welcome to *Revelation Online*. This handbook has been designed to help you make the best of your eLearning experience. Please get acquainted with all that *Revelation Online* has to offer and most importantly, as a student, familiarize yourself with the rules and regulations of the program.

Thank you for choosing *Revelation Online*. We hope your eLearning experience brings growth and accomplishments for you.

How to Contact Us

Tech support

St. Peter Center
7330-113 St
Edmonton, Alberta
T6G 1L6

Administration

St. Peter Center
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Edmonton, Alberta
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Phone 989-3000 Phone 989-3000
Fax 989-3049 Fax 989-3049
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Principal/Assistant Superintendent

Sue Chevalier – St. Peter Center

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Consultant

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Technical Assistant/Developer

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Registrar

Jan Doblanko – St. Peter Center

This handbook is focused on the *Revelation Online* Senior High community and is intended to provide basic information about online learning. It provides general guidelines concerning the knowledge, skills, and attitudes we hope to foster in the students who choose to learn through our program.

Mission, Vision and Values

Mission Statement

At *Revelation Online* we are committed to provide a complete, alternative, asynchronous, educational program for all our students, allowing flexibility of scheduling for students unable or not wishing to meet traditional school schedules and expectations.

Vision Statement

At Revelation Online we envision an online learning community where the best interests of its learners comes first, providing all members of our online community the care and resources necessary to become healthy, responsible, and contributing members.

We envision

- a community working together in a cooperative, coordinated and focused effort to support learning for all;
- a learning community in which everyone feels safe, valued, respected and confident about what they have to contribute;
- a community with a shared commitment to improvement and one that is responsive to the changing needs and interests of its members;
- an online community engaged in discovering and cultivating their individual talents while developing a positive attitude of self-worth;
- our members becoming lifelong learners, developing moral, ethical, and Christian values and understanding the rights, responsibilities and obligations of participation in the family, community, nation, and world.

Revelation Online Values

At Revelation Online, we believe:

- That each person is created in the image and likeness of God.
- In the goodness, dignity, and worth of each person.
- That all can learn and develop their gifts and that students learn best when
 - they are actively involved and apply knowledge to relevant situations and issues;
 - they are supported by the delivery of dynamic, engaging, and interdisciplinary curricula;
 - they are members of a community of learners interacting with their instructors as facilitators of learning and sharing the responsibility for their success with their family and peers;
 - encouraged to choose the path and pace by which they learn best;
 - provided with appropriate support services that link academic, personal, social, and career goals;
 - assessment not only measures student knowledge, skills and attitudes, but also guides student development, and allows for meaningful evaluation of the processes as well as the products of education.
- That Catholic education includes spiritual growth and fulfillment.
- That Catholic education is a shared responsibility in which parents have a primary role.
- That Christ is our model and our teacher.
- In building Christ-centred communities for service to one another.

- In celebrating and witnessing to our faith in truth and life; holiness and grace; justice, love and peace.
- That learning is a life-long journey.
- That all have rights, roles, and responsibilities for which they are accountable.
- In making the world a better place in which to live.

What are the Pros and Cons of eLearning?

Pros

Convenience is at the top of the list of reasons why students take eLearning courses. Although assignments usually have submission deadlines, eLearning courses are primarily independent of time and place. Students can access instruction at their convenience, no matter where they live or travel.

Online instruction knows no geographic boundaries. Online courses link students from all over the world. Students can share ideas in a culturally diverse setting with people from different social, economic, and experiential backgrounds. Since its inception in 1999, Revelation Online has linked together high school students across Canada and world wide including England, USA, Mexico, Chile, Argentina, Russia, Italy, France, Taiwan, and Germany.

Generally, students choose eLearning because it provides them one or more of the following advantages.

- Students can study anywhere they have access to a computer and Internet connection.
- Class work can be scheduled around work and family.
- Learners can test out or skim over materials already mastered and concentrate efforts in mastering areas containing new information and/or skills.
- eLearning can accommodate different learning styles and facilitate learning through a variety of activities.
- Self-paced learning modules allow students to work at their own pace.
- Students have the option to select learning materials that meet their level of knowledge and interest.

Online courses can provide individualized attention and a depth of interaction from instructors and students not achievable in a large classroom environment. eLearning courses encourage contemplative and reflective learning opportunities. With eLearning, students have time to reflect before responding. The asynchronous communications can eliminate the barriers that inhibit some individuals from expressing themselves in face-to-face settings. Setting aside quiet space and time without interruptions, students concentrate and think about the readings before participating in the discussions.

From the educational perspective, eLearning provides more uniform standards and consistent content delivery, fewer errors, safer environment, and students develop a better knowledge of the Internet and computer skills that will help them throughout their lives and careers.

The online format reduces preconceived notions based on students' age, gender, race, background, or level of experience. Through online discussion, students can receive and give valuable feedback to each other and learn from people with a broad array of backgrounds and experience with less judgment than might be found in a face-to-face situation.

- Flexibility to join discussions in the Discussion areas at any hour, or visit with classmates and instructors remotely in chat rooms.
- Instructors and students both report eLearning fosters more interaction among students and instructors than in large classrooms.
- Hands-on or lab work is simulated in a virtual classroom.
- Successfully completing online or eLearning courses builds self-knowledge and self-confidence.
- Encourages students to take responsibility for their learning.

Cons

- Learners with low motivation or weak study habits may fall behind.
- Without the routine structures of a traditional class, students may get lost or confused about course activities and deadlines.
- Students may feel isolated from the instructor and classmates.
- Instructor may not always be available when students are studying or need help.
- Slow Internet connections or older computers may make accessing course materials frustrating.
- Managing computer files and online learning software can sometimes seem complex for students with beginner-level computer skills.

The *Revelation* Advantage

Revelation Online offers all Diploma course strands and numerous complementary courses. Courses at *Revelation* are offered in a "virtual classroom" and are not independent study; they are very similar to any course taken in a traditional classroom. Students still have:

- Instructors available for questions
- Discussions with other students
- Projects
- Assignments
- Test materials, quizzes and exams
- Notes
- Due dates

A course from *Revelation* provides students with the same learning opportunities and expectations found in face to face classrooms except that the virtual classroom is on the internet, available 24 hours a day, and can be accessed from anywhere there is a computer and internet connection. This provides students with the flexibility necessary to manage a hectic schedule where they cannot fit all necessary courses into their timetable or just wish to take a course in an online format.

Students may meet their instructor in person at the beginning of the semester at our Open House and when they write mid-term and final exams. However, this does not mean

students are unable to contact their instructors for help. Several methods are used by instructors and students to keep in touch. Some of the more common methods include:

- learning logs or Journals that are completed and sent to the instructor weekly, until the course is completed,
- phone contact during the day and during office hours,
- using the Pager tool in D2L,
- via email ,
- using the discussion groups,
- face to face meetings with instructors, as necessary, at a location agreed upon by student and instructor.

Instructors at *Revelation Online* facilitate learning by setting deadlines, providing instruction and pathways to the course material. At *Revelation Online*, students work in a much more independent fashion and, in doing so, they greatly enhance their overall learning strategies and skills.

Keys to success

The advantage of taking courses online comes with the requirement that you assume a much greater responsibility for your learning.

In the classroom, your instructor can often see the blank look of confusion on your face indicating that you do not understand. Online instructors can't see you. That means that you must ask questions and maintain regular contact with your instructors. But if you are not reading the instructions on the Content pages you certainly won't know that you don't understand that is, until you come to a quiz or submit an assignment.

The key to success is to

- establish a regular schedule and allow time for reading the online lessons, studying, and completing assignments,
- logon daily,
- don't skip around – follow and READ the Content pages in order,
- answer the self check questions on the Content pages,
- ask questions if there is any doubt about what you are learning,
- check your course Calendars to keep informed about due dates, up coming tests, ect.,
- complete assignments and quizzes when directed to do so by the instructions in the Content pages – taking quizzes as soon as you have mastered the material increases your chances of success.

Staying Connected

There are many ways that staff communicates with families in Edmonton, throughout Alberta and around the world.

Website

The Edmonton Catholic School's website is an extensive site where you will find information regarding *Revelation Online*. Go to http://ecsd.net/online_courses/about.html

Phone

Phone inquiries are always welcomed at (780) 989-3000. Please keep in mind that some staff are employed on a part-time basis. **Instructor contact may require that you leave a message that will be returned as soon as possible.**

In person

Everyone is welcome to visit *Revelation Online* to meet with an instructor, support staff member, or one of the administrators. Please call ahead to make sure the person you wish to see is available on the day and time you plan to visit. Drop-in visitors are welcome, but we cannot guarantee that the person you wish to see will be available.

Within D2L - Email, Dropbox, Pager, Discussions and Surveys

Students have several modes of communicating with their instructor(s), and fellow students. These modes are secure and can be accessed only through the use of a password.

Please Note: Instructors do not always work from Sacred Heart. The usual way for students to contact their instructor is online, however all instructors have posted contact information in their course syllabus. They check their email on a regular basis. Students may make individual appointments to meet with instructors by communicating this need directly with the instructor concerned.

- **Email**, within the Learning Management System (D2L), allows students to contact instructors with questions, inform them of absences, as well as contact other students.
- The **Dropbox** within the Learning Management System gives the student a place to deposit completed work for marking and to access graded work from the instructor.
- **Pager** is an online messaging tool that can be used to send text messages directly to other users that are currently logged into the Learning Management System.
- **Discussions** is a communications tool in which users can post new messages and reply to messages that others have posted without having to be online at the same time. This tool is organized into forums and topics.
- **Surveys** are built-in tools that help to monitor current opinions and assess user satisfaction. Results are collected anonymously.

Testing Centre Location

Sacred Heart Centre
9624 – 108 Ave.

Hours of Operation

Monday – Thursday 8:30 a.m. – 3:30 p.m.

Friday 9:00 a.m. – 12:00 p.m.

*except during school holidays, spring break and winter break

To Access the Testing Service

- Students are informed by their instructor when to write an exam at the Testing Centre.
- Students should advise their instructor when they plan to write so the instructor can advise the Testing Centre.
- Special supplies such as graph paper, exam booklets, etc., are provided but students are expected to bring pens, pencils, paper, calculator, dictionary, etc., as required in their course.
- Photo ID is required at the Testing Centre.
- Students are to arrive at the beginning of the testing session so that disruptions are minimized.

Student Services

Located at Sacred Heart, advisors provide assistance to both current and prospective students. Advisors are available to help with

- career building,
- course planning and program advising,
- high school diploma requirements,
- post-secondary planning,
- learning strategies,
- personal concerns.

Technical Requirements for Online Learning

Revelation Online utilizes the D2L Learning Management System. If you do not meet the requirements below you are not eligible to receive technical support or a course refund. Our requirements are based on our experience with the D2L environment as well as the requirements laid out by Desire2Learn (D2L).

Internet Connection Speed

- High Speed (ADSL or Cable)

Hardware

- PC or Mac
- 256Mb of RAM
- Pentium III or PowerPC G3
- Sound
- 800x600 screen resolution

Operating System

- Windows (98, ME, 2000, XP or Vista) or
- Mac (OS9 or OSX)

Software

- Office Suite
- Firewall
- Virus Protection
- Spyware Removal Tool

Web Browser

- Internet Explorer
- Mozilla Firefox (preferred)

Required Configuration

- JavaScript must be turned on.
- Cookies must be enabled.
- Popups must be allowed.

Required Plugins

- Windows Media Player 10 or Windows Media Player 9
- Flash Player
- Adobe Reader
- Java Runtime Environment
- Macromedia Shockwave Player

Technical Help Desk

The Help Desk is staffed with knowledgeable employees who can assist you with finding solutions to common technical problems such as

- browser configurations,
- D2L accessibility issues,
- password issues,
- login problems,
- finding your course,
- sending email.

You can retrieve a forgotten password by accessing the *Revelation Online* website and clicking on Forgot Password or phone (780)974-4619.

Help Desk Hours

Phone support is available 8:30 a.m. – 4 p.m., Monday to Thursday and 9:00 a.m. to 12:00 p.m. on Friday, excluding holidays. You may also contact the Help Desk through email at revelationonline@ecsd.net.

REGISTRATION

You may register over the phone by calling 944-2000.

You will need all of the following documentation at the time of Registration:

1. Parent and student email addresses
2. Student birth date
3. List of courses required by the student
4. Visa or Master card number for payment of course fees
5. If transferring to *Revelation Online* from a school outside of the Edmonton Catholic School District, please be prepared to provide appropriate documentation indicating prior withdrawal from your previous school or course.

Registration Fees for Alberta Residents

Under 20 years of age as of September 1, 2008

- Non-refundable registration fee of \$25/course
- There is also a \$75/course textbook rental fee for those courses that require a textbook.
- Total \$100/course

Under 20 years of age as of September 1, 2008

(Concurrent Registration) Students that are registered with a partnership Edmonton Catholic High School, and have already paid their registration fees to that District High school, shall not be required to pay additional registration fees. Students **must** register through their local high school to qualify.

20 years of age or older as of September 1, 2008

- Non-refundable registration fee of \$400/course
- There is also a \$75/course refundable textbook caution fee for those courses that require a textbook.

International Students

- Non-refundable registration fee of \$725/course
- For those courses that require a textbook, International students are required to purchase the textbook. The full textbook purchase fee is refunded when the material is returned.
- In addition to the cost of postage, there is a \$25 shipping and handling fee if it is necessary for us to mail books.

Out-of-Province Students

- Non-refundable registration fee of \$525/course
- For those courses that require a textbook, Out-of-province students are required to purchase the textbook. The full textbook purchase fee is refunded when the material is returned.
- In addition to the cost of postage, there is a \$25 shipping and handling fee if it is necessary for us to mail books.

*All Registration Fees are subject to change without notice.

Please Note: Students are responsible for diploma exam rewrite fees. Payment of these fees must be arranged directly through Alberta Learning. For information, please visit <http://ednet.edc.gov.ab.ca/learning/studentervices/transcripts/Fees.asp>

Refunds and Withdrawals

Students must contact the Registration Office at 780-989-3000 if they wish to withdraw or transfer. A Withdrawal Form or Request for Transfer Form must be completed. If the student is under the age of 18, the form **must** be signed by a parent or guardian. Textbooks must be returned at time of withdrawal.

- Caution fees are fully refunded upon return of all textbooks in good condition.
- Refunds by cheque are issued and mailed out by the Finance Department within two weeks.
- Refunds by VISA and MasterCard will be credited to the appropriate account.

Transfers

Transfers are only permitted within the same term. All other transfer requests require re-registration and the payment of fees.

Registration Payment Options

1. Cash
2. VISA or MasterCard (Cardholders must have signing authority)
3. Personalized cheque or money order

**Please make cheques and money orders payable to: Edmonton Catholic Schools.
A service fee of \$30 is charged for all NSF cheques and declined credit cards.**

POLICIES

Attendance Policy

Online learning provides a unique opportunity for individualized and independent learning. Sometimes, this is interpreted to mean that attendance and completing schoolwork is discretionary. **This is an inaccurate perception.** Students at *Revelation Online* are expected to complete course materials and meet curriculum outcomes and goals. What follows provides information to students, parents, guardians, instructors, and administration about what we mean by attendance.

- Students must login to their course and complete their assignments according to the expectations set out or agreed upon by their instructor. The dates and benchmarks for due assignments are set out in the course calendar. Although the length may vary slightly for courses, work is expected to be completed in each course at a regular pace and interval.
- Every instructor will set the expectations for individual courses at the start of the course. Each student is required to read the course syllabus and course outline which will inform them of their instructor's expectations. Every instructor has a set of expectations that will guide a student through the duration of the course permitting the student to complete work consistently and regularly.
- Students are expected to communicate regularly with instructors and to work consistently through the course material. Students are not permitted to remain inactive throughout most of the course and attempt to hand in all the assignments near the end date of the course. This academic neglect and non-compliance is contrary to the best interest of students.

- Students who, because of their own specific circumstances, require a modified timeline or calendar must discuss this with the instructor of the course. Communication and negotiation of these changes must occur at the beginning of the course and not only after a student has been found to have neglected their course for a period of time. Instructors will handle emergencies and unforeseen difficulties on a per student basis, however, in general, without prior agreement at the beginning of the course, it is expected that the student will work according to the plan set out by the instructor of the course.
- Submission of course work is expected on or before the due date set out for each assignment by the instructor. Instructors have discretion about how this issue is handled in each class and for individual students. There may be differences in expectations and consequences for late work for each individual instructor. It is imperative that the student read these expectations and consequences concerning their course from the information provided by the instructor. Administration will regard chronically overdue assignment submissions as an attendance issue and will respond to requests by instructors to assist with non-attending or non-participating students.
- Students are expected to participate. Indicators of participation include responding to email in a timely fashion, completing assignments on time, contributing to online discussion, making presentations or reports and attending planned functions or events.

Student Progress

Both parents and students should check on progress regularly. Each course has a schedule with assignment due dates and a grade book where student marks are updated on a regular basis.

Parents of students under the age of eighteen may request to have their own login credentials. This will permit them to follow the student's progress more regularly. Parents should use the student grade book within the courses as an ongoing report card. Student assignments are submitted to the instructor. After marking, the student grade is posted to the online grade book.

Acceptable Use of Electronic Information Resources

We want to ensure responsible and appropriate use of Edmonton Catholic School's electronic information resources. This applies to anyone using District electronic information resources.

Prohibited activities include using electronic information resources or accounts unless they are authorized to do so; sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking another person; using other peoples' passwords or accounts; intentionally accessing, posting, sending or downloading inappropriate material; assuming the identity of another person to obtain information; and using electronic information resources for any illegal or unethical activity.

Computer Usage

- Students are responsible for good behaviour while they are logged into Desire2Learn just as they are in a classroom.
- Communications on ECSD networks are often public in nature. General school rules for behaviour and communications apply.
- Access to services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right.
- Students should never share their password with others, or allow others to use their account. Students are responsible for logging off the computers. Any damage done while still logged on is the responsibility of the student whose account is active.
- Student directories may be checked when suspected for inappropriate activities.

Sanctions for inappropriate use may include loss of access; disciplinary action to be determined at the school level, and/or involvement of law enforcement agencies.

Textbook Policy

- Books will be loaned out to students, based on their registration in a course. Each book is linked to the student, and is the sole responsibility of that student.
- Returned books will be credited back to the student ID's they were loaned out to so, it is extremely important that students keep track of their books.
- If students have overdue or lost books, they will not be able to have any more textbooks issued to them until the books are returned or paid for.

Student Code of Conduct

All students are expected to:

- treat classmates, instructors, support staff and guests with respect;
- demonstrate tolerance for others, regardless of race, gender, physical characteristics, ethnic group, national origin, religion, disability or learning differences;
- respect the rights, property, and good name of others;
- contribute to a positive school climate by the choice of language and tone of their comments online;
- use appropriate language;
- attend school regularly by meeting all course deadlines and expectations.

Learning Environment

All students will support a positive learning environment by refraining from disruptive behaviour, improper language, and copying others' academic work at anytime.

To be clear, cheating is not tolerated in any form. Cheating means the submission of work for marks by a student that is not their own. The normal minimum penalty for cheating is an automatic zero for that test or assignment and could result in a failing grade in the course..

Actions, which are considered cheating, include but are not limited to:

- Copying from another student's paper
- Using materials not provided or made available to all writing the test
- Collaborating with another student during a test without permission

- Plagiarism, which means representing work of others as one's own. This includes submitting, as one's own work, material, which was wholly or in part written by someone else or downloaded from the Internet
- Taking a test for another student or permitting another student to take a test for oneself
- communicating in any way with others during an examination
- Assisting others in any of the above

It is permissible, and indeed desirable, to discuss assignments and solution methods with classmates, and instructors. However, students should work through the solution themselves and write it in their own words.

Acknowledgement of Help Received

At *Revelation Online* we require that, you acknowledge the help received on any work you submit by including the names of those with whom you obtained help.

Responsibilities of Parents/Guardians

- Call or email the instructor if extended absences are requested in order to make a plan for the completion of all student work associated with each course.
- Notes by email for absences are to be given to the instructor(s) for the instructor(s)' record. It is the student's responsibility to make arrangements with any instructor for whom assignments or tests fall on the day of an absence. Instructors will use their own discretion to allow late assignments and make up exams on the basis of receiving the note.
- Parents are invited to phone the school if there are any questions or concerns regarding their child's attendance or participation in their courses.

Responsibilities of School Personnel

- Instructors will inform parents by phone or in writing when there is a participation concern. This will be done in a timely way so that students will not get too far behind.
- Administration will be involved in participation concerns when a referral from a instructor is made.
- The learning environment maintains an accurate record of attendance in the form of a log that can be viewed by parents, if requested, to confirm a student's participation in each course. These records show when and how long students were engaged in doing their work.
- A permanent record of each student's attendance or log ins will be maintained throughout the term of the course.

Student Evaluation

- The school is responsible for the establishment and operation of a fair and just system of evaluating student achievement in all courses.
- The school principal, in consultation with the instructors, is responsible for all aspects of evaluation that takes place in the school.
- Students have a right to a clear statement of course objectives and a right to know the basis of evaluation in each course.
- Students have the right to appeal the final standing obtained in a course. (See Appeal Procedures.)

Student Evaluation – General Procedures

- Course Objectives/Evaluation: A clear statement of course objectives, and an outline of the basis for evaluation of these objectives for each course is provided in the introduction section of each course.
- Most courses have a Midterm and Final Examinations.
- Exemptions from any exam may be granted ONLY when written information regarding family or medical emergencies is submitted to the appropriate party.
- Alberta Learning Diploma Examinations are mandatory in specified subjects.
- Exemptions from Diploma exams may be approved through Alberta Learning and require documentation and a letter from the school. The student or parent must contact an administrator to obtain the correct forms for submission to Alberta Learning.
- All other requests for exemptions or dealings with special circumstances must be directed to the Administrator in charge of exams, in writing from a parent, well in advance of the exam date.
- Students will not be allowed to write a final exam early under any circumstances.
- Students who write a Diploma exam for a second time, whether they are enrolled in that course or not, must complete and submit an application form and a fee of \$26.75 per exam to Alberta Education. Forms are available online at Alberta Education.
<http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>
- Cheating: Students should expect to receive a "zero" if they are found cheating on any assignment, quiz, project or final exam. The incident will be documented, administration and parents will be contacted. It is also likely that additional disciplinary measures will be imposed as deemed appropriate.

Appeal Procedures

- Students who dispute the final course grade should consult with the subject instructor.
- If the mark remains in dispute, appeal shall be made immediately in writing, to the instructor, then to the principal. The written appeal shall contain the reason or reasons for the request.

Valuable Information about Diploma Exams

General Diploma Examination Information can be found by following the following link.
<http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>