SETTING UP

Before you begin cyber school, you will need a working **high-speed** wired or wireless internet connection. You also need to set up your laptop computer, which is located in your Cyber School in a Box™ bundle. VLN provides each student with all of the equipment needed to successfully complete the program. This includes:

- Laptop computer with installed software
- Printer/scanner/copier
- Headphone/ear buds
- All required cabling
- Daily technical support

Computer Setup Basics

Student computers are pre-formatted with all of the necessary software and internet filters installed. Please refer to APPENDIX B of the Cyber School Student Handbook to view pictures of all of the equipment that should have been received. Please notify your district cyber contact or VLN Technical Support should you find any of the required equipment is missing.

Connecting Your Computer

It is recommended that students set up a workstation or a designated location for the printer and laptop computer. This environment should include a sturdy table or desk, comfortable chair, access to at least two outlets or power strip, sufficient lighting and limited distractions (not near a T.V.). **Place your laptop on hard surfaces only.** Placing your laptop on your bed or a soft surface will block its cooling fan and cause damage to your laptop.

1. Student laptops have already been formatted for student use. You may need to charge the battery at first before beginning. Open the laptop lid; plug in the Laptop AC adapter (power cord).
2. If your Cyber School in a Box™ bundle included ear buds: Locate the audio input on the side of the computer and plug in your ear buds. Your laptop has a built-in microphone.
3. Use the USB cable to plug in the printer. The printer drivers should automatically be installed.
4. Plug in the printer AC adaptor to gain power to the printer.
5. Student computers are equipped with a wireless internet card. This means the computer is capable of connecting to the internet without needing to use the CAT 5 internet cable.
   a. Click on the network connection indicator (it is a series of bars that indicate the strength of the wireless connection) and click on your network from the available list.
   b. If not currently connected to any wireless network, the bars will have what looks like a sunburst in them.
   c. Chose and connect to the appropriate wireless network.
6. Although laptops are portable, students should exercise caution when transporting the laptop from one location to another.
7. Students should upload their work regularly. As with any technology, it is important that your work is backed-up in an alternate location separate from the computer's hard drive.
8. Please contact the Help Desk for information about your printer at 412-381-0184 or 1-877-856-3111 or email the Help Desk – technicalsupport@vlnpartners.com.

NOTE: Please keep all of packing materials and boxes, because you will need to use the above to turn in your *Cyber School in a Box*^TM *bundle* at the end of the school year.

Your school district will provide the following:

- Textbooks for all the cyber classes
- Schedule of assigned classes

Books/Materials

Textbooks, workbooks, and other materials shall be distributed by the school district to all students in the cyber program. The student is liable for any damage or loss occurring to the materials during the period of use. In the beginning of the school year, students must gather their books from the district to use during the program. As a precautionary step, students should double check to ensure they've received the correct books with the correct ISBNs and immediately notify their district if they have they have any issues. It is the student's responsibility to ensure that the materials are returned to the school properly at the end of the year. Due dates for books, materials and equipment will be announced by the homeroom teacher as the end of the school year draws near.

School Calendar

The adopted school calendar shall be distributed to VLN staff at the beginning of the year by the school district personnel and posted to each district's portal site. Marking periods, vacations and in-service days should be clearly noted. Students enrolled in the cyber school will follow the school district calendar as closely as possible, attending synchronous and/or regular homeroom meetings when regular school is in session. An exception is "snow days."

When your school district does not have school, **your cyber school remains open**, and the MOD due dates remain unchanged. "Cyber Snow Days" are reserved for those occasions when a local or global event causes portions of a state or whole countries to lose access to the internet temporarily.

Finding Success in Cyber School

Your success will depend on your ability to make a plan work the plan, and ask your homeroom teacher for help when you need it.

Tips for success are as follows:

- Write assignments down on calendar.
- Check your email account twice daily to ensure you're receiving messages from your teachers.
- Submit work **on time** and always save a copy.
- Answer essay questions in at least a 5-7 sentence paragraph, unless otherwise directed, using proper English (no texting lingo).
- Include proper headings on each assignment.
- Finish all projects, quizzes and tests to the best of your ability.
- Take notes from textbook readings, websites, videos and other online links and use them to write your essays and study for tests.
- **Do not copy work word-for-word. This is called plagiarism. It is stealing someone's ideas without giving them credit.** View the [plagiarism policy and the avoiding plagiarism video in the Orientation Class in Extra Learning.](#) Set daily goals for work to be completed and do it.
- Save **all** work in a secure location on the computer. **Never** delete any file.

## Staying Organized/File Management

To be successful in a cyber-program, students need organizational skills. In cyber school, making folders and saving files is called file management. Orientation class and your homeroom teacher will discuss organization strategies for saving files on the computer.

First, you should establish good file management and organization on your computer

1. Double click on the *Student Files* folder located on your desktop.
2. Create new folders for each subject area.
    a. Right-click, point to *New*; click on *Folder.*
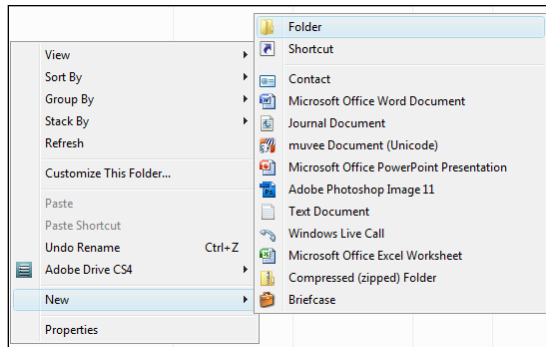
    b. Rename the folder, one for each subject area (math, science, social studies, etc.).
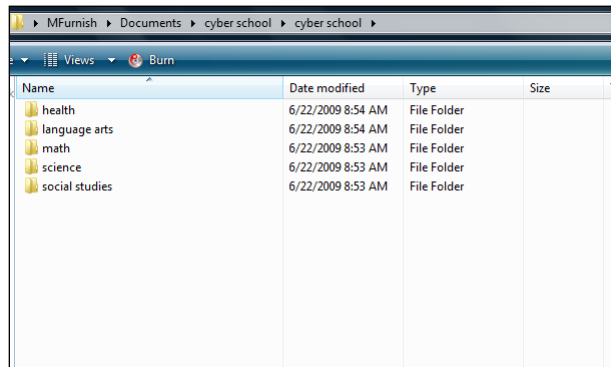
3. Inside each subject folder, create folders for Assignments, Vocabulary, Short Answers, Quizzes, Essays, etc.
    a. An example of a file path would be: My documents/math/math assignment.
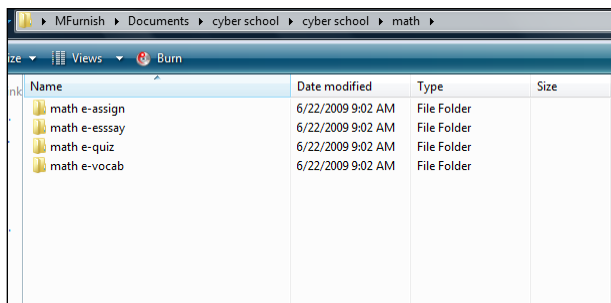
Creating a Flow

Finding a rhythm and flow to your work is important to your success. Things to think about:

- Plan to work for at least 5½–7 hours per day.
- Work at the same time each day and take breaks as needed.
  - An example schedule might be:
    - 7:30am –8:00am – Meet homeroom teacher and set daily goals
    - 8:00am –8:30am – Get organized for the day
    - 8:30am –9:30am – Work on math
    - 9:30am –10:30am – Work on science
    - 10:30am –11:30am – Work on English/reading
    - 11:30am –12:30pm – Lunch/break
    - 12:30pm –1:30pm – Work on social studies
    - 1:30pm –3:00pm – Work on elective course
  - NOTE: Find a schedule that works for you, but set a schedule! Some students prefer to make Monday math day and Tuesday science day, and so on.
- Find a positive learning environment conducive to learning, i.e., no TV, loud music, and other distractions.

Progress Form

Another way to stay organized is within Extra Learning, because located inside the Module List for each course or Task List for each MOD, there is a progress form. You should print and use this list to check off all activities when you finish them.

1. Click on the *Progress Form* link at the bottom of the Module or Task List.

2. The link will open a Word Document with a list of all of the activities for each specific MOD.

Progress Form

11th Grade Language Arts

Learner:_____   Date:_____

_____ **VLN-11-AC-LA - Course Welcome**

_____ **VLN-11-AC-LA - Course Introduction**

_____ **VLN-11-AC-LA - MOD#01 - Native American Myths and Slave Narratives**

  _____ E-Read - Native American Myths and Slave Narratives

  _____ E-Lecture - Early American Literature

  _____ E-Stream - An Oral Tradition: Iroquois Storytelling (05:19)

  _____ E-Learn360 - Language and Oral Tradition (01:48)

  _____ E-Brain - Native Americans - Culture

  _____ E-Brain - Slavery

  _____ E-Link - Trickster Archetype - Explanation

  _____ E-Link - Olaudah Equiano - Slave Narrative

  _____ E-Assignment - Native American Myths and Slave Narratives Questions

  _____ E-Short Answer Questions

  _____ E-Essay - The Interesting Life of Olaudah Equiano - Context

  _____ E-Quiz

_____ **VLN-11-AC-LA - MOD#02 - The Puritan Tradition**

  _____ E-Read - The Puritan Tradition