

IRSC Adult Education E-learning Student Guide

To comply with the E-Student Agreement, follow these steps!

To Begin:

- ☐ Pay Adult Education (AE) Term fee.
- ☐ Follow the steps on this [Live Virtual Lessons website](#) and **attend the next E-Learning Orientation.**
- ☐ Follow the steps on this [Rivermail Account website](#) to activate IRSC email.
- ☐ Review resources and click on teacher's name to locate their email on the [IRSC AE Career Pathways E-Learning website](#).

During Every Term:

- ☐ Within the first week of class, email your teacher and confirm the amount of time you must invest in the class each week (at least 10 hours per week).
- ☐ Write the hours you must work in class each week here: _____
- ☐ Make a plan as to when you will do class work each day, by placing an X in the cell next to the day and time you will work each week.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
12-1								
1-2								
2-3								
3-4								
4-5								
5-6								
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
Total								

- ☐ Add the total hours in the last column. The total should equal the amount of hours you wrote above.
- ☐ Place this schedule where you and your family members will see it every day.



- ☐ Follow the steps on this website to [login to the Angel Building](#).
- ☐ Select and enter your current Adult Ed classroom and read the directions on the Announcement page from your teacher.

Tips for Success:

- ☐ Write down the User IDs and passwords you need to enter your Rivermail and Angel, as well as, for all other buildings you teacher tells you to access for this class (use guide below)
- ☐ **Stay organized, be disciplined and engage** in your class work during the days and times you selected.
- ☐ Successfully submit assigned class work weekly so as not to fail the class or to be removed from it.
- ☐ Communicate with teacher on your progress e-mailing, instant messaging, or calling regularly.
- ☐ Tell your teacher when facing problems with class content or having computer concerns.
- ☐ Engage in *at least one phone conversation* with teacher per month.
If under 18, have parent along during these conversations.
- ☐ Complete classwork *yourself*, credit references, and do not plagiarize.

At the End of Every Term:

- ☐ Take a post-test before the end of the semester to track my progress.
- ☐ Re-register for the next term.
- ☐ Pay Adult Education Term fee for the next term.

<p>IRSC Student ID: _____</p> <p>Rivermail/Angel Password/PIN: _____</p> <p>(ESL students) English Discoveries Username: _____</p> <p style="padding-left: 40px;">Password: _____</p> <p>(ESL students) USA Learns Username: _____</p> <p style="padding-left: 40px;">Password: _____</p> <p>(ABE students) ITTS Username: _____</p> <p style="padding-left: 40px;">Password: _____</p> <p>(AHS & GED students) Educator Username: _____</p> <p style="padding-left: 40px;">Password: _____</p>	<p><i>Keep this in a SECURE place.</i></p>
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