

IRSC GED Prep & HS Online Student Guide



Check off each box as you follow these steps to comply with the Online Student Agreement!

1. **Pay** Adult Education (AE) Term fee (*unless* you are a permission student from another high school).

2. On: _____ at _____ login to Online Orientation: <http://tinyurl.com/this-classroom>



- Login NOW to make certain you can get into the live orientation later.
- Can't get in?
 - WATCH this YouTube video to learn how: <http://tinyurl.com/irsc-classroom>
 - READ the steps to learn how: www.LiveVirtualLessons.wordpress.com

DURING THE ORIENTATION we will review the rest of these steps together.
You may move onto the next steps now, but stop and wait for the Orientation if you get stuck.

3. **Activate** your IRSC Rivermail: <http://www.irsc.edu/students/rivermail/rivermail.aspx?id=3047>

4. **Review** resources created to support your success: <http://aecp.irsc.edu/online.html>



During Every Term:

Plan when you will do your class work by placing an X in the boxes below and total for each day.

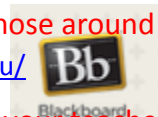
My IRSC Online Class Time Plan								
Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
12-1								
1-2								
2-3								
3-4								
4-5								
5-6								
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
Total								

Add the total hours. The total should equal **AT LEAST 10 hours per week.**

Cut along dotted lines and place this **Plan** where you and those around you will see it every day.



Login to the Blackboard (Bb) Building here: <https://blackboard.irsc.edu/>



Select and enter your current course and read the directions from your teacher.

Cut along dotted line & store in wallet.



Tips for Success:

Write down information on this card.

1. AFTER you login to Rivermail and Blackboard (Bb), write down your User IDs and passwords.

2. AFTER you attend the Online Orientation, contact your teacher. Write down the name of your teacher and class.

3. Your teacher may give you another User ID and password for lessons. Write them down!

4. When your facilitator or teacher gives you the next test date. Write it down!

Stay organized, be disciplined and engage in your class work during the days and times you selected.

Submit assigned class work **weekly** so as not to fail the class **or be removed from it.**

Communicate with your teacher on your progress regularly.

Tell your teacher when you have problems with lessons or technology.

Engage in *at least one phone conversation* with your teacher per month.

If you are under 18, welcome your parent along during these conversations.

Complete classwork *yourself*, credit references, and do not plagiarize.

Lost? Plenty of Online support for you!

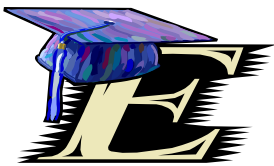
GED Prep students: Paul Sanchez, Technology Coordinator: psanchez@irsc.edu

HS students: Gale Patterson, customer service extraordinaire: mpatters@irsc.edu

ESL students: Jennifer Johnson, customer service extraordinaire: jjohnso@irsc.edu

e-Learning guests relations: Suzanne Ensmann: sensmann@irsc.edu or 772-462-7408

At the End of Every Term:



Take a post-test before the end of the semester to track your progress.

Re-register for the next term.

Pay Adult Education Term fee for the next term.

¹ Rivermail ID: _____
Get from facilitator during appointment

Password: _____
Default: Birthdate in this format: S#MMDDYYYY

¹ Bb PIN: _____ (IRSC Student ID)
Get from facilitator during appointment

Password: _____
Default: Birthdate in this format: MMY

² Teacher: _____ Class: _____

³ Lessons:

(ESL students) English Discoveries Username: _____
Password: _____ *Get from teacher AFTER Online Orientation*

(ESL students) USA Learns Username: _____
Password: _____ *Get from teacher AFTER Online Orientation*

(ABE Class students) ITTS Username: _____
Password: _____ *Get from teacher AFTER Online Orientation*

(AHS & GED Prep students) Educator Username: _____
Password: _____ *Get from teacher AFTER Online Orientation*

Do Not Lose!

**Keep
Secure!**

⁴ Next Test Date: _____