

What does an online course look like?

All NSVS courses are based on Public School Program (PSP) outcomes. Just like face-to-face courses, students need time to complete the work required in their course. An online course should be part of a student's schedule.

NSVS courses consist of a set of lessons, activities, and projects. Students should be online every day during their scheduled block to complete work and meet with their teacher and fellow students. They will have weekly e-chats online through e-chat (video conferencing platform) and opportunities to meet their online teacher. NSVS teachers will post office hours during the school day when students will be able to get help with their course.

What does the Contact Teacher Do?

Each student who is enrolled in an online course through the Nova Scotia Virtual School needs to have a contact teacher at their school who supervises them while they are completing online class work. The contact teacher receives and administers assessments and acts as a liaison between the online teacher and the student as needed. Throughout the semester, contact teachers will receive a monthly information and e-chat calendar. If any issues arise the contact teacher should immediately contact the NSVS teacher.

At the start of each semester, the contact teacher will receive, by email, regular updates about students registered in online courses. Each student gets an email with their username and password to access their online course (and an introductory letter with instructions for the student). The contact teacher will need to check with students to ensure that they open this email in advance of the course start date.

Where Can I Find Out What Students Need for Their Online Courses?

Information about textbooks and other materials that are required for NSVS courses can be found on our website under General Information - "NSVS Courses". Materials that are provided by NSVS are indicated with an asterisk*.

Materials not marked with an asterisk will need to be provided by the school or school board.

A grant is provided to School Boards to assist with these acquisitions, please contact your School Board Registrar if you need assistance.

For all NSVS Courses students will need:

- Computer with internet connection
- Headset microphone and webcam
- Quicktime, Inspiration, and a word processing program
- Some courses have additional software or hardware requirements

IPPs/Adaptations

If a student has been supported by an IPPs and/or adaptations in a related programming area and will need support for their online course it is important this be identified when registering. Students should be registered by June for first semester and by November 1 for second semester.

How is student achievement information communicated?

Mid-term and final grades and comments are sent directly to the InSchool Project Manager in your school board and are uploaded by them into Power School. These grades and comments will appear on the school report card when printed. However students can view their marks at any time within their NSVS course in the Moodle Gradebook.

Technical issues

- At your school - contact your technician
- Your students will have access to the NSVS help desk for access to courses or assistance with e-chat video conferencing sessions.



How to register a student in an NSVS Course

- ✓ Have students complete the quiz - Is Online For You? (<http://tiny.cc/nsvsquiz>)
- ✓ Check the student's schedule to make sure they have space for an online course. NSVS courses are intended to be 1 of 4 courses students are enrolled in during a semester. It is not feasible for a student to complete an online course if they do not have a block in their schedule. They will need this time to work on their online course.
- ✓ Assign a contact teacher for the student. The contact teacher receives and administers assessments and acts as a liaison between the online teacher and the student. The contact teacher supervises the student at their school site.
- ✓ Confirm the student's email account. This is important as course login information is communicated through their email account.
- ✓ Register early so that student and contact teacher receive all login information in advance of the course beginning. Registration is on a first come, first serve basis.
- ✓ To enrol a student in an NSVS online course. Contact your School Board Registrar. Maximum registration for each course is 25 students as per the Teacher's Provincial Agreement.
- ✓ Find out what course materials and technology will be needed for the student to take this course. Course materials are listed on under General Information at (<http://nsvs.ednet.ns.ca>) on guidance counsellor/contact teacher page. Each course has a separate materials list.
- ✓ Confirmation of accepted registration will be sent to the contact teacher by email.
- ✓ Ask the student to log into their student email account before the course starts to check for instructions for accessing their NSVS course.

Withdrawal Process

- ✓ If a student decides not to take the course please send an email to nsvs@gov.ns.ca with the student's name, school name and course. Please do this as soon as you know a student will not be taking a course so we can accommodate others who are waiting.

Information to register:

Provincial ID	Home address
Student name	Home phone number
Grade	Contact Teacher name
Student email	Contact Teacher email
School	Addition info: like IPPs
Course	or Adaptions needed.
Semester	

School Board Contacts for Registration

Annapolis Valley Regional School Board	Ryan Hainstock
Cape Breton-Victoria Regional School Board	Brad MacNeil
Chignecto-Central Regional School Board	Kris Jones
Conseil scolaire acadien provincial	Michel Gaudet
Halifax Regional School Board	Mario Eleftheros
South Shore Regional School Board	Jim Dexter
Strait Regional School Board	Janice Gough
Tri-County Regional School Board	Todd Wallace

Registration begins in April!

NOVA SCOTIA
Virtual School
École virtuelle de la Nouvelle-Écosse

Email nsvs@gov.ns.ca
Phone 902 424.0814
Fax 902 428.5828
Help Desk Email: nsvs@gov.ns.ca

Help Desk Phone: 902-424-2450
e-chat: <http://talk.ednet.ns.ca>
NSVS teachers - are all accessible during virtual office hours and by email.

