




MNOHS Handbook 2023-2024

INTRODUCTION	
Welcome (back) to MNOHS!	1
MNOHS Mission and Vision	1
About this Handbook	2
HOW MNOHS WORKS	
Self-advocacy and communication at MNOHS	5
Who to contact	7
Getting started: Your first quarter <i>and every quarter</i> at MNOHS	8
13 tips for succeeding at MNOHS	10
What to do every day at MNOHS	13
Blackboard course features	16
Staying connected and getting the attention you deserve	17
MNOHS calendar and pace charts	19
Resources provided by MNOHS, and supplies you must provide	20
Co-curricular activities	23
The role of parents/guardians	24
ACADEMICS	
Quarterly grading	26
Student recognition: Kudos, Student of the Quarter, and Honors Options	27
Graduation requirements	27
Students services: Special education, EL, 504 Plans, and other supports	29
Important policies	31
MNOHS TECHNOLOGY	
MNOHS systems overview	35
Tech issues?	37
APPENDICES	
Appendix 1: Frequently Asked Questions	39
Appendix 2: Logging Into Blackboard	40
Appendix 3: Reading the “My Progress” page	45
Appendix 4: Parent/guardian observer accounts	47
Appendix 5: Habits to save your time and work	50

Welcome (back) to MNOHS!

Whatever your reason for choosing MNOHS, our teachers and staff are excited about getting to know you! We each bring different expertise and skills, but we all have this in common: We're committed to helping you to create an academically and socially rich online high school experience.

Connect with us here:   

MNOHS Mission and Vision

The mission of Minnesota Online High School is to engage, inspire, and educate the whole student for an options-rich future through a challenging, flexible, teacher-developed curriculum; with the encouragement of responsive faculty and staff; within a creative, equitable and supportive learning community.

Vision: At Minnesota Online High School (MNOHS), all students define their unique identities and entry points into adult life; their reasons to persist and to stretch toward excellence; and their individual and collective purposes that make school, work and life meaningful. MNOHS supports students to engage with learning not only online but everywhere adults will support their achievements.

Are we living up to our mission and vision? Please share your ideas with MNOHS Executive Director Elissa Raffa: e.raffa@mail.mnohs.org

share your
talents with
MNOHS

Parents/guardians and supporting adults, join with other MNOHS families, alumni and friends in building our school's supportive statewide (and worldwide) community! Share your talents with MNOHS to help us sustain creative, connected online learning. Use this survey to volunteer your time. MNOHS is a 501 c(3) tax-exempt organization:

surveymonkey.com/s/share_your_talents_with_MNOHS

About this Handbook

This handbook is your guide to MNOHS. Inside you'll find important information about what you can expect from MNOHS, and what MNOHS will expect from you. The handbook also contains general instructions for finding your online courses, turning in assignments, and communicating with your teachers and other students—and it contains special sections for the adults who support your success.

For a productive and successful MNOHS learning experience, please take the time to **read this handbook carefully**. **Returning students**, read for parts you may have missed, or look for the sections marked **New!**

Sections of this handbook may apply to some students more than others, based on type of enrollment. Before reading more, please review which type of enrollment you have chosen:

- **Comprehensive students** are sometimes called “MNOHS-only.” You have chosen MNOHS as your “enrolling school” (district) and will earn your Minnesota high school diploma from MNOHS. You may be taking PSEO full-time, or you may even take a course or two at your local high school—but MNOHS is your high school and your district.
- You are a **Supplemental student** if you are enrolled at another Minnesota public high school while taking some (usually up to half) of your courses at MNOHS. The credits you earn at MNOHS apply toward the graduation requirements at your enrolling school.

Important!

- Minnesota does not fund most students to be more than full-time. For each supplemental online course you take, your district may require you to drop a course. A district can waive this limitation and allow you to take a supplemental course in addition to a full-time load. You need a signature from your counselor or principal for this.
- Under state law, supplemental students are automatically allowed to take 50% of their courses online. Sometimes a district will waive this limit and allow a supplemental student to take all their courses at MNOHS if there is a special need. For example, a student athlete with a busy practice season or a student who needs to schedule major surgery may need full-time supplemental enrollment. You need a signature from your counselor or principal for this type of exception as well.
- **Tuition students** pay for MNOHS courses and services because you attend a private school, are home schooled, live outside Minnesota, or want to take more than a full-

time course load without district support during the regular school year. Students from other districts can also pay tuition for MNOHS summer courses.

Supporting adult role

This handbook identifies different areas where parents/guardians and other supporting adults play a vital role in student success. You can easily identify these sections by the gray box like this one. Within these areas we offer some practical suggestions for partnering with the MNOHS faculty/staff and with your student to help foster academic, personal, and social success. Students are encouraged to read these sections too! If you are a student over 18, you may act as your own guardian at MNOHS.

Your school counselor coordinates support for all MNOHS students. If you have any questions about the contents of this Handbook, or about how MNOHS works, please contact your counselor. Don't be shy – they're here to help you get the most out of MNOHS!

- **Comprehensive** (MNOHS-only) students **with last names A-L**
Sarah Benson
s.benson@mail.mnohs.org phone: 1-800-764-8166 x105
- **Comprehensive** (MNOHS-only) students with **last names M-Z**
All Supplemental students (also enrolled at another school)
Katie Tauer
k.tauer@mail.mnohs.org phone: 1-800-764-8166 x110

To make sure you are ready to succeed at MNOHS, take note of these eight “big ideas.” At the end of your reading, summarize each big idea with a friend or family member:

- _____ 1. What you as a student are expected to do each school day
- _____ 2. The MNOHS calendar and “course weeks” pace chart
- _____ 3. What self-advocacy is and why it is important
- _____ 4. Important habits to save time and effort
- _____ 5. The MNOHS Add/Change and Drop Dates
- _____ 6. The MNOHS Attendance Policy and what “continuous progress” means
- _____ 7. The MNOHS Academic Honesty Policy
- _____ 8. Requirements for comprehensive (MNOHS-only) students

Handbook updates

From time to time, we will make corrections or updates to this handbook. When important changes are made, you will receive an email notification to check the Policies and Handbook section of the MNOHS web site – <https://mnohs.org/school-information/school-policies-and-handbooks/>.

For comprehensive (MNOHS-only and PSEO) students, changes to this handbook and any MNOHS policies will also be reviewed in your Ramp-Up advisory meeting.

Self-advocacy and communication at MNOHS

At MNOHS, students, parents/guardians, teachers, and staff are a team, all focused on student success. At MNOHS, **we encourage you, the student, to practice self-advocacy**—that is, to ask directly for what you need when you need it. You can expect timely responses (within 24 hours, excluding weekends) from teachers and staff.

Please don't hesitate to call, text, message or e-mail teachers and counselors to share your questions, concerns, accomplishments, or ideas about improving MNOHS.

- **Your teacher** can most quickly resolve your concern about a specific course—for example a broken link or assignment instructions that need clarification.
- **Your counselor** is the best person to contact for issues such as class schedules, progress toward graduation, and post-secondary planning.
- For more options, please see the **Who to Contact** page below.

Email and phone are our primary means of communication at MNOHS. **Every student is given and expected to use a MNOHS Office365 account, which gives access to email, instant messaging and Microsoft applications.**

Also, teachers use text messages to connect with individual students and to send class announcements.

To stay on top of important course announcements and teacher communications:

- Share your mobile number, if you have one, with your counselor and teachers
- Check your MNOHS email daily

Teams Chat is an internal instant messaging system accessible through your web-based Office365 account or as an app that you can download to your computer or your phone. When you are logged into Teams Chat you can see who else from MNOHS is logged in and available to start a private chat. Follow this link for instructions:

https://mnohs.org/images/students/MNOHS_Teams_Chat_Guidelines_for_Students.pdf

Email and phone contact information for teachers can be found under the Contact Your Teacher link in each individual course, and at <http://mnohs.org/school-information/faculty-and-staff>

Parent/guardian communication at MNOHS

To best support your student's success as an online learner:

- Make sure you have an email account **separate** from your student. Many free options exist, including Outlook and Gmail. Contact tech.support@mail.mnohs.org if you need help.
- **Check your own email daily** for all-school announcements and updates on individual student progress or attendance concerns.
- **Log in regularly** to your Blackboard observer account to check your students' progress in courses and let us know if you have questions. Look in the Student Activities course for a special link to Parent/Guardian Resources.

We welcome your contact with faculty and staff, and we encourage you to support your student in practicing **self-advocacy**. Often the easiest way to resolve a question or concern about a specific class is for the student to communicate directly with their teacher. As mentioned above, you can expect timely responses (within 24 hours, except weekends) from faculty and staff. Please follow up with your counselor, a success manager, or the executive director if you need more help.

Also, look for emails from MNOHS Family Coordinator Matt Hawk. Please don't hesitate to contact Matt with concerns or suggestions about improving the parent/guardian experience at MNOHS: 1-800-764-8166 x122 or m.hawk@mail.mnohs.org

Who to Contact starts on the next page.

Who to Contact

I have a question about my **schedule or graduation plan—or I need general support, including mental health:**

- Comprehensive (MNOHS-only) students with last names A-L:
 - Sarah Benson, School Counselor
s.benson@mail.mnohs.org phone: 1-800-764-8166 x105
 - Kim Breeden, Success Manager
k.breeden@mail.mnohs.org phone: 1-800-764-8166 x119
- Comprehensive (MNOHS-only) students with last names M-Z, and all supplemental students:
 - Katie Tauer
k.tauer@mail.mnohs.org phone: 1-800-764-8166 x110
 - Vanessa Petek, Success Manager
v.petek@mail.mnohs.org phone: 1-800-764-8166 x136

I need **social/emotional support** and/or help connecting with **resources in my community:**

- Contact Amanda Seelen, School Social Worker
- a.seelen@mail.mnohs.org phone: 1-800-764-8166 x136
- Student self-referral form: http://mnohs.org/index.php?option=com_rsform&formId=54
- [Suicide and Crisis Lifeline](#): Call or text 988. Available 24 hours per day in English and Spanish.

I have a question about an **assignment, a broken link, my online textbook, or class progress:**

- Contact your teacher immediately. Phone numbers, email and Collaborate office hours are found in each course and at <http://mnohs.org/school-information/faculty-and-staff>

I can't remember my **password**, or **access** my textbooks, Blackboard or other systems:

- Send an email to password@mnohs.org or Sarah Bayrd at s.bayrd@mail.mnohs.org
- Call Sarah Bayrd, Enrollment Manager phone: 1-800-764-8166 x137

I need **technical help:**

- Submit a tech ticket at <https://support.mnohs.org/>
- Mike Tempel or someone else from MNOHS Tech Support will contact you.

I am having trouble **getting online**: Contact your internet service provider. Also call your counselor to let them know your issues and to brainstorm about solutions.

I have a **friend or family member** who is interested in attending MNOHS:

- Call 1-800-764-8166 X101

- Email info@mnohs.org

Getting started: Your first quarter and the start of every quarter at MNOHS.

This handbook section describes what you need to do to get started at MNOHS—when you first enroll, and every quarter. In some cases, it may depend on the **type of enrollment** you have chosen—comprehensive, supplemental or tuition. You can review these on page 3.

In some cases, what you need to do to start the school year or the quarter will depend on whether you are a **new or returning student**. Here’s a quick summary, followed by detailed descriptions of how and why to do these things:

Who	What	When	Where
All <u>new</u> students	MNOHS Technology Orientation	One time: Before your first quarter at MNOHS	This will appear as one of your courses in Blackboard
All <u>new</u> students	Orientation Day activities for new students	Quarterly: These are the day before the first day of each quarter.	In Your Activities 2023-2024 (Workshops and Resources)course in Blackboard.
All students	Workshop Day	Quarterly: These are the first day of each quarter.	In Your Activities 2023-2024 (Workshops and Resources)course in Blackboard.
All students—optional but highly recommended!	Quarterly Kick-Off	Quarterly: On the first day of each quarter, at 11:00 a.m.	In the Academic Success Center (ASC) webinar room—look for the link in Blackboard > Your Activities 2023-2024 (Workshops and Resources)course.
All comprehensive (MNOHS-only and PSEO) students, new and returning	Star reading and math tests (25 minutes each)	In the fall (or when you first enroll), and maybe in the spring	You can take these at home and will receive email instructions.
Note: The Blackboard learning management system, also called Blackboard or Bb, is where you’ll come to school each day. It’s where you access all course activities and assignments.			

- **Technology Orientation:** *All new MNOHS students* are expected to complete the MNOHS Technology Orientation before the start of your first quarter at MNOHS. Technology Orientation is listed as a separate course in Blackboard.

It’s possible to complete the Technology Orientation in two hours, although it may take longer if you need to troubleshoot any technical issues. In Tech Orientation, you will:

- Set up Office365 (including your MNOHS email),
- practice using features of the Blackboard learning management system, and
- become familiar with other online tools crucial to your success at MNOHS.

When you complete Technology Orientation, it will be removed from your Blackboard Course list. If you have completed it but need instructions for Teams Chat, or for a new computer, see Blackboard > Your Activities 2023-2024 (Workshops and Resources)> Tech Support.

- **Orientation Day and Workshop Day:**

Students new to MNOHS are expected to participate in online **Orientation Day** activities on the day before the first day of the quarter. Orientation Day activities are found online in Your Activities 2023-2024 (Workshops and Resources) course in Blackboard. These activities are asynchronous, meaning you do them online, at your own pace, during Orientation Day.

All MNOHS students—new and returning—are expected to participate in the **Workshop Day**, which is the first day of each quarter. Workshop Day is found in Your Activities 2023-2024 (Workshops and Resources) course in Blackboard. Each quarter we introduce new topics, tools, techniques, and discussions to help you have fun and stay on track as MNOHS learners.

When you successfully complete an Academic Enrichment Workshop, you will earn a digital badge. Comprehensive (MNOHS-only and PSEO) students can collect four workshop badges plus one for Tech Orientation to earn 0.125 elective credit. Also, some courses require you to complete a workshop, so it always pays to work ahead.

- **Quarterly Kick-Off:** **All MNOHS students—new and returning**—are invited to the real-time (“live”) quarterly kick-off webinar, held in the Academic Success Center (ASC) webinar room, at 11:00 a.m. on the first day of every quarter. This is a great way to connect with our MNOHS community! The ASC room link can be found in Blackboard > Your Activities 2023-2024 (Workshops and Resources). (Note: We do not have a kick-off in Summer Session.)
- **Star Assessments:** **All comprehensive (MNOHS-only and PSEO) students** are required to take these standardized, web-based tests of reading and math. Most students will take the test in the fall (or at time of enrollment) and again in the spring. The test is taken from your home computer, but we ask that a parent/guardian be present during the test. Each subject takes about 25 minutes.

Why should you take these tests? Here are two good reasons:

1. Counselors and teachers use the test results to make sure MNOHS is meeting your needs. The test results give you and us information on your skills, progress, and what you need to learn next.

2. MNOHS uses the data to know how well we are serving students – which we are required to report to the State of Minnesota and to our charter school authorizer. **If you like having a choice about where to come to school, take the tests and do your best!**

Test taking tips

- Complete the tests on a day and time that is free of other stresses and commitments.
- Get a good night's rest and eat healthy, beginning the day before the test.
- The test is not timed; read the question carefully and take time to think it through before selecting an answer.
- Revisit the score from the last time you took the test. Do your best on the test to beat that score.

13 Tips for succeeding at MNOHS

MNOHS faculty and students report that **a consistent effort is the most important factor in a student's achievement**. Putting forth this effort is your best guarantee that you will enjoy your classes, stay on track for graduation, and be ready for your post-secondary plan! Here are some important tips that will help you to succeed at MNOHS:

1. **Make sure you have the technology you need**, including a laptop or desktop computer with Firefox installed and a high-speed Internet connection. Please note that Chromebooks, iPads or other tablets are not enough—and you definitely can't do MNOHS on a phone! If you need help getting the right device, contact MNOHS Tech Support, or your counselor or IEP manager.
2. **Complete the MNOHS Technology Orientation** as soon as you are given access.
3. **Make a schedule and stick to it.** Be sure to look in each of your courses in Blackboard for the weekly overview, a checklist of learning activities and assignments. Plan on at least 5-8 hours per course per week—an hour or so per day is best. Do the important things first, including the things that are harder for you.
4. **Submit assignments and look for feedback!** Progress in your courses depends on you submitting work, and in some cases responding to your teachers' feedback. As explained in the video linked to below, **this is how MNOHS counts attendance**. Make sure to learn your way around the **My Progress / My Grades** page in Blackboard, so you can easily find your teachers' responses to your work.
https://safeshare.tv/x/_yCwqX_8FWI

5. **Remind yourself that effort counts.** Make a consistent effort and watch yourself grow! Notice the difference that hard work (practice) makes in the lives of people you admire—family, friends, artists, and athletes.
6. **Ask family, friends and MNOHS adults for support.** Sometimes, when we struggle to remember that effort counts, we need other people to cheer us on. Consider telling someone you trust “I need help feeling better about the work I’m doing,” or “It’s helpful to be reminded that I really am making progress.” Your MNOHS counselor, and teachers are happy to support you in this as well.
7. **Reward yourself with small breaks throughout the day.** Online learning allows us to take breaks when we need it. However, it’s important to put serious distractions on the shelf and well out of reach until your schoolwork is complete. Family and friends can help you with this too.
8. **Pay attention to wellness.** Take care of yourself when working many hours on a computer. The best rewards you can give yourself are short breaks for exercise or connecting with someone you love, healthy snacks, and plenty of water!
9. **Ask for help or clarification when you need it.** You don’t have to do this alone. Email, text or call your teachers. You can also write notes to them on your assignments, such as: “I’m not sure I get #4”, or “Am I supposed to _____ here?”
10. **Report problems and move on while you are waiting for a resolution.** Links can and do break. If something isn’t working as we have described it, please check with your teacher or submit a tech ticket and then keep moving.
11. **Print out instructions and weekly overviews / checklists.** It’s nice to be paper-free, but a little bit of paper can help you to keep organized and make better use of your time online.
12. **Make connections at and through MNOHS.** MNOHS offers many casual and formal opportunities to connect with other students and to get involved in making MNOHS a great school. Some of these include the Student Leadership Council, the Gender and Sexuality Alliance (GSA), Peer Leaders Program, TAG Team, All Booked Up Book Club, the Student Leadership course and the Academic Support Center. You can find out more about these below. Also talk to your counselor and teachers about Project Based Learning (PBL) opportunities in the subjects that you love best.
13. **Celebrate your accomplishments.** The self-management skills you are developing as an online learner will serve you well throughout your life.

Quick tips and resources for parents/guardians to support success:

- Make sure your student has the **technology, space and time** they need to focus on MNOHS. Click for the MNOHS technology requirements: <https://mnohs.org/computer-requirements>
- Make sure you understand the MNOHS [attendance requirements](#). Also see this video: https://safeshare.tv/x/_yCwgX_8FWI
- Log in to your Blackboard observer account to check your student's progress in their courses. (Check out this video about monitoring progress in Blackboard: <https://safeshare.tv/x/ss5d662e2c91797>.) Help them to interpret their My Progress page and to find teachers' feedback. Look in Your Activities 2023-2024 (Workshops and Resources) course for a special link to Parent/Guardian Resources and see the MNOHS Technology section below.
- Ask your student to give you a tour of their courses and learning activities in Blackboard.
- Ask them regularly to discuss what they are learning at MNOHS.
- Encourage them to develop time management and self-management skills.
- Encourage them to write, text, message or call teachers, counselors, and advisors to get the information they need.
- Access MNOHS Tech Support when dealing with tech issues. Parents/guardians and students can consult the FAQs or tech Knowledge Base and submit tech tickets.
- Attend MNOHS parent/guardian events to learn more about your school.

What to do every day at MNOHS

Flexibility is one of the greatest benefits of attending MNOHS; you can create your own daily or weekly schedule based on your other commitments. However, flexibility can also present one of the biggest challenges for MNOHS students. You'll want to **do these things each day** to be successful.

1. **Organize your time:** You are expected to spend **5-8 hours per week per course** on your assignments. Yes, you can work on the weekend, or early in the morning or late at night—but is it a realistic plan? **What time have you set aside for MNOHS today?** Use a daily planner or scheduling tool, make a plan and stick to it!
2. **Submit assignments in Blackboard!** You are only counted as attending MNOHS if you submit work regularly to demonstrate that you are learning.
3. **Check your e-mail** daily at Office365, <https://mnohs.org/mail>
4. **Log in to Blackboard**, <https://mnohs.blackboard.com/webapps/login/>
 - **Log into each of your academic courses.** In each separate course, be sure to check:
 - Course announcements (the first page)
 - The weekly folder you are working on
 - My Progress link on the left side—where you can find feedback on assignments already submitted and graded, and your current course grade (percent)
 - Discussions, Journals, Blogs, or Wikis—depending on the course, there may be ongoing discussions
5. **Stay on Pace** – The MNOHS Pace Chart can help you stay on pace. It indicates when MNOHS course week begins and ends.
 - Each MNOHS course week includes 5 weekdays plus a weekend.
 - Each weekly folder has assignments for one week's worth of school work.
 - To stay on pace, complete and submit the assignments in each weekly folder during that week, **and look for feedback from your teacher.**
 - Pace charts are in the "Getting Started" folder of each course. They are also here: http://www.mnohs.org/images/Files/mnohs_semester_and_quarter_pace_charts.pdf
 - MNOHS course weeks all run Monday through Sunday. Some course weeks have a break in the middle, but the new week will almost always start on Monday. Exception: If Monday is a federal holiday celebrated by MNOHS, the course week starts on Tuesday.

A note about academic support

Online learning is not independent study. We are here to help you learn!

If you are confused or struggling for any reason in any course, here's what to do:

- **Consider that it may not be you!** Online teaching and learning involve a lot of writing, and we all make mistakes. Maybe your teacher can correct or clarify something that will save you time and trouble.
- Contact your teacher by email, phone, text or Teams Chat. Click on the Contact Your Teacher link in the course for contact information.
- Meet with your teacher in their online webinar room. Drop in during the posted office hours or schedule an alternate appointment time.
- Drop into the Academic Success Center (ASC) webinar at scheduled times when a MNOHS teacher is there to help you. The ASC room link is in Blackboard Your Activities 2023-2024 (Workshops and Resources). Click for the [ASC schedule](#).

If you are struggling in more than one course, or with organizing your time, ask your MNOHS counselor or success manager to help you make a plan.

Parents/Guardians Supporting Students

When teachers and parents/guardians work together to help students take responsibility for learning, students reap the rewards in learning growth, enjoyment, and progress toward graduation. Students also develop self-confidence and self-discipline that will help them long beyond high school. On page 8 of this handbook, we briefly suggested some ways to support your student's success at MNOHS. Here are some more detailed suggestions:

- Attend start-of-quarter **online parent/guardian meetings**. These are held in an online webinar room and are led by the MNOHS Family Coordinator. Watch your email for an invitation.
- Regularly check your own email. Weekly emails from our Success and Intervention Team will alert you to academic or attendance concerns. Individual teachers and counselors also use email as their primary communication tool.
- Watch for the MNOHS parent/guardian email **newsletter**. It is sent monthly and contains important resources and announcements.
- Log in to your Blackboard **observer account**, using the credentials we have sent you, to:

- Observe your student's progress in each course. This video will show you how: <https://safeshare.tv/x/ss5d662e2c91797>
- Visit the Parent/Guardian Resources folder in Your Activities 2023-2024 (Workshops and Resources) course. This folder includes ideas about how to help your student develop time management skills.
- Periodically review the **MNOHS calendar** and pace charts (links below) with your student and note days and times when other life-commitments might disrupt a regular schedule. Devise work-around plans that allow your student to still devote **at least five hours per week** to each MNOHS course they are enrolled in. Also note **non-instructional days** (teacher grading days and school breaks), which are great for taking care of personal business including medical appointments.
www.mnohs.org/calendar
www.mnohs.org/images/Files/mnohs_semester_and_quarter_pace_charts.pdf
- Set aside time, at first every day and then weekly, to:
 - Review computer organization skills. At a minimum, students should create one Desktop or Documents folder for each course they are taking. They should also keep backup copies of work submitted.
 - Review and discuss your student's attendance (work submitted), progress, and grades in each course.
 - Review what they are learning, what's going well, and what could go better.
- Encourage students to challenge themselves—for example, by choosing the honors option embedded in most MNOHS course. This will enrich their learning experience and enhance their post-secondary applications. Honors work at MNOHS is not always harder; it is sometimes deeper than the standard course can allow in eight or sixteen weeks. For more information see the Academics section of this handbook.

Blackboard course features

Each of your courses in Blackboard will contain these common features:

- **Announcements:** Course announcements are posted on the front page of each course. Be sure to keep an eye on them for important updates and class notices.
- **Assignments:** The assignment feature is most often used for longer writing assignments—or for attaching files made in applications such as Excel. Students can respond in the text box provided on the assignment form or by attaching completed essays, lab reports, etc. for submission.
- **My Progress:** The My Progress link is in the left menu of each course. Click on this link to open a chronological list of all graded learning activities in the course. Check this often to see your grades on completed course work and to read comments and suggestions from your teacher.
- **Journals** are for private student-to-teacher communication. Anything that you want to keep **confidential** should be posted in a Journal (if your teacher uses them) or emailed to your teacher only.
- **Discussions, Blogs, and Wikis:** Discussions, Blogs and Wikis are for group interactions. Most will be assigned as part of your course work, but some are for informal conversation.

In some MNOHS courses, student community is an important part of the learning process. Here are a few general tips for dealing with blog, discussion or wiki assignments:

- Make sure to follow your teacher's instructions on each assignment—especially on how to respond to other students. Your teacher will be looking for, and your classmates will appreciate, *substantive comments*—that is, comments that go beyond “Good job!” or “I agree” and add something new (and something *you*) to the conversation.
- Use the Quote button when replying to someone else's Discussion posting. This allows you to see the message you are responding to as you compose your reply. You can delete the quoted text before submitting, so that your message is uncluttered.
- Use the Comment button when replying to someone else's Blog posting.
- In Wikis, anyone can comment, and anyone can edit. This takes some practice, so follow your teacher's instructions and contact your teacher with questions.

Staying connected and getting the attention you deserve

At MNOHS, we don't run into each other in the halls, so we must all make an extra effort to stay connected. Here's how:

- **Email:** Email is the main form of communication at MNOHS and should be done through your Office365 @mail.mnohs.org account. All email from your teachers, MNOHS staff, and other students will go to this account. Remember to login to your MNOHS email every day to make sure you know what's happening. **Be sure to check your Junk and Clutter folders** for important messages and announcements that you may have overlooked!

Also, be sure to send an email if it's too late to contact your teacher by phone or Teams Chat, if you can't find them, or if your question is somewhat complicated.

- **Phone, text or IM:** Each teacher's telephone number is listed on the course syllabus and in each course. Leave a voice message or send a text as needed. No question about is too large or too small for the course teacher—so please don't be shy about calling! Also remember that you can instant message any teacher who appears as green in Teams Chat.

Teachers may also text or call you just to check in. These conversations are expected to be supportive and to help you build connections with your teachers.

- **Feedback from teachers:** MNOHS teachers typically grade and give feedback on your daily work within 2-3 regular school days (Monday – Friday). They may need more time to write a thoughtful response to longer or more complicated assignments, or if you have submitted a large amount of work in a short time—in some cases you may need to wait a few days for feedback.

Feedback is a conversation between you and your teacher. Even if you receive the full points on an assignment, it is important to read your teacher's feedback. It may help to clarify your ideas, provide detailed praise, or point to what's next. If you don't receive full points, your teacher's feedback is an opportunity to understand why before moving on. In some cases, you will be invited to revise and resubmit your work.

Feedback can be found in each Blackboard course under the My Progress main link. Some teachers also use the course Journals to give feedback because it's a convenient way to keep track of an ongoing conversation.

- **Office hours:** All MNOHS teachers are expected to post weekly online office hours when they can be found in their webinar room, in Teams Chat, and/or by phone—or to make an appointment if you need an alternate time. This is a valuable resource, even for very strong students! You don't need to learn a complex skill like balancing chemical equations by reading or watching videos on your own—**sometimes five minutes of back-and-forth real-time conversation with your teacher will save you an hour or more of work.**
- **Weekly class meetings:** Building on the success of online office hours, some MNOHS teachers hold weekly class meetings—a time to gather in a live (webinar) meeting to discuss the important ideas from the week that will help you to complete your assignments. Some class meetings are optional, and some are required (with a make-up option if your schedule doesn't allow you to attend).
- **Academic Success Center (ASC):** The Academic Success Center is an online webinar room where students can drop in during specific daytime hours, Monday through Friday, to get help from a MNOHS teacher. Students can also use the ASC to meet up with other MNOHS students—to work on school projects or just hang out.

A core group of teachers takes turns staffing the ASC. Teachers can give help with specific subjects or can troubleshoot problems with course navigation, assignment instructions, understanding feedback from teachers, tech issues, interpreting course grades, and more. ASC teachers can also connect with additional resources such as school counselors, success managers, the school social worker, or tech support.

Go to Your Activities 2023-2024 (Workshops and Resources)> ACADEMIC SUCCESS CENTER – “ASC your questions here!” (left menu) for the [ASC weekly schedule](#) and the online room link.

- **Ramp-Up to Readiness Advisory Courses** (for MNOHS-only and PSEO students): Comprehensive students are required to take the Ramp-Up to Readiness Advisory course each quarter, or an approved replacement. You'll progress through advisory with other students as you progress towards graduation. .

The course has a weekly online meeting which takes place in the advisor's webinar room. Most of the work from the course can be completed in these meetings, plus it's a great way to build strong relationships at MNOHS. You can read about the Ramp-Up curriculum under “Graduation Requirements” below.

MNOHS calendar and pace charts

The MNOHS School Calendar lists quarter beginning and ending dates, drop/add dates and school breaks and holidays. You can find the school calendar on our web page:
mnohs.org/calendar

At MNOHS, we have 4 eight-week quarters per year. Each course lasts eight-weeks, with a grade given at the end of the quarter. Depending on the course, you may continue this subject for multiple quarters or the full year.

Courses are designed on a weekly folder schedule. New folders almost always open on Mondays, or on Tuesday if Monday is a federal holiday celebrated by MNOHS. Course weeks are almost always five dayslong—however, the number can vary due to school holidays or breaks. The school week is designed so students always have the opportunity to complete and submit coursework on the weekend. (Your teachers may be online over the weekend, but they are not required to be.)

In every course, the teacher opens folders one week at a time, according to the Pace Chart. Inside that folder are all the assignments for that week. Follow the pace chart to be sure that you are completing your learning activities on time. Pace charts are in the “Getting Started” folder of each course or at the link below:
https://mnohs.org/images/Files/mnohs_semester_and_quarter_pace_charts.pdf

If you enroll in a new course at the quarter break you may be given the opportunity to complete the entire semester course at an accelerated pace (block schedule). This means that you will need to complete two folders per week.

When you start a new course, read the Syllabus, which will tell you about any assignments that are essential to passing the course.

When you start a new weekly folder, review the week’s work in case you have any questions. To make the best use of your time and of your teachers’ feedback, we recommend that you spread your coursework across two or more days each week, rather than doing it all at once.

Work on course activities in the order they are presented and do your best to keep a good pace. If you have questions on an assignment, contact your teacher by phone, email, text or Teams Chat—and then do your best to move on to another assignment or another course. You can also attend a teacher’s office hours or come to the Academic Success Center online webinar room with questions or to ask for help on assignments.

MNOHS asks teachers to respond to student work within 2-3 school days after you submit it (excluding weekends). During very busy times, or on longer assignments with complex

feedback, your teacher may need more time. Please contact your teacher if you need suggestions about how to move forward while you are waiting for their feedback. Also, feedback may take longer for work that is submitted “all-at-once” or seriously out of order.

Resources provided by MNOHS, and supplies you must provide

When you sign in to each MNOHS course in Blackboard, you'll learn about the resources that your teacher has chosen for that course. Some of MNOHS' more commonly used resources are described in this section of this Student Handbook. Most are provided by MNOHS. In some cases, you may need to use your own equipment or materials to successfully complete the learning activities (please see below). **In general, you should notify your teacher immediately if you are missing materials that are required for participation in one of your courses.**

Supplies MNOHS Provides:

- **MNOHS Media Center:** The MNOHS Media Center can be found in Blackboard > Your Activities 2023-2024 (Workshops and Resources) course. Here you'll find access to many valuable information resources including:
 - Electronic Library for Minnesota (ELM)
 - Opposing Viewpoints in Context database
- **Microsoft Office Suite:** When you log into Office365, your MNOHS email, you will also gain access to the Microsoft Office Suite of productivity tools including Word, Excel, PowerPoint, Publisher, etc.
- **Online textbooks**

Some of your MNOHS courses will require an online textbook. The textbooks come from different publishing companies, including Holt McDougal and Kendall Hunt. If a course that you are enrolled in has a text, you will receive a web address for your student account with that publisher. **You'll find this information in your course on the first day of classes. In many cases, your user ID and password will be the same as the one you use for Blackboard; exceptions will be explained in the course.** You'll be able to access your online text 24/7 on the Internet—except on rare occasions when the publishers are having server problems or scheduled maintenance.

In a course that uses an online text, some class assignments will be based on the text and some will not. **Read information carefully in Blackboard to find out what parts of the online textbook the teacher is requiring you to use and how.** Your teacher may give you some specific tips for getting the most out of your online text--what parts to focus on, what parts to skip, etc. Each book, course and teacher are different.

- **Voice Thread** is a web-based visual and oral communication tool. Students and teachers can make “threads”—similar to online narrated picture books or media albums—to explain their ideas and opinions. The MNOHS Technology Orientation for students will introduce you to this tool how to log in.
-

Supplies you must provide

In some cases, you'll need special equipment and/or materials in order to successfully complete your MNOHS learning activities. Please read on for information about how to find out what you need for each course and where to purchase it. If you can't provide the equipment/materials required for a course, please contact MNOHS Office Manager Adrianna Black Bull a.blackbull@mail.mnohs.org.

- **Computer & Internet Access**

All students must have access to a computer (not a Chromebook or mobile device) and high-speed Internet access. Specifications for your system can be found here: <http://www.mnohs.org/computer-requirements>.

If your computer needs repairs, contact your counselor and teachers immediately so that they will know that your access has become limited. Please note that technical difficulties **are not** an excusable absence. You are responsible for continuing to make progress in your courses while your computer is being repaired. Options may include using your public library's computer, a friend or family member's computer, or contacting MNOHS Tech Support to see if there is a loaner computer available. A limited number of loaner computers are available if your computer repairs will take longer than a few days, or for students who are unable to afford a computer.

- **Headset**

All students should have a **headset with microphone** to participate in activities using webinar and VoiceThread. This is particularly important for students enrolling in MNOHS **Spanish** or **Chinese** courses where **audio activities begin the first week of the course**. You can find a headset at large electronic stores or department stores, or you can shop online. A headset with a USB connection is best. They cost about \$20.

- **Library Card**

In several MNOHS courses you will do independent research. Of course, much of your research can be conducted online, but there is still no substitute for the vast resources that a library, and a knowledgeable and helpful librarian, can provide. All MNOHS

students are strongly encouraged to obtain a current library card at their city and/or county libraries. With most current Minnesota library cards, you can also conduct online searches for library resources through the ELM (Electronic Library for Minnesota) system, at <https://elibrarymn.org/>. More information about using ELM can be found in Your Activities 2023-2024 (Workshops and Resources) course in Blackboard under the Media Center main link.

- **Art Students - Access to A Digital Camera**

- A digital camera is required for the **Media Arts** course. The camera should have at least 5 megapixels and a 3X physical (not digital) zoom. If you are unable to afford a camera, please contact Office Manager Adrianna Black Bull at a.blackbull@mail.mnohs.org. MNOHS has a limited supply of loaner cameras we can send to students who qualify.
- For the **Video Production** course, you need either a DSLR Camera, a cell phone, a tablet, or an iPod with a 5mp or higher camera with video capabilities. You also need access to the IOS or Google apps store on that device.
- For the **Visual Arts** course, it is helpful to have access to a digital camera and/or scanner in order to submit artwork you create or that you are analyzing for course assignments. If you do not own this kind of electronic equipment, you can sometimes use it at libraries or copy centers for a minimal fee. Alternatively, you can meet with your teacher in their webinar room to show them your work.

- **Science, Language Arts, and Social Studies**

- Depending on the **science** course, students may need to gather equipment and supplies for safe, simple at-home labs. MNOHS can lend you specialized equipment, if needed, and will waive the deposit for students who qualify for educational benefits (free and reduced lunch). Information about what you need and how MNOHS can help is posted in each course. As part of the MNOHS registration process, parents/guardians or students over 18 sign a permission and release form. Please be sure that we have this document on file before participating in any science lab activities.
- In some **language arts and social studies** courses, you might be asked to read a novel or book, or to view a film or video that is not available online due to copyright and/or technology considerations. Your teacher will list these required course materials in the course syllabus and make periodic course announcements. You will have ample time to borrow the materials from your local library, or view them through an online video streaming source, or

purchase them. If you are unable to obtain the materials through any of these means, please let your teacher know immediately so MNOHS can arrange to get the required course materials to you.

- **Physical Education**

Students enrolling in an online physical education course will need to submit baseline information about their heart rate and blood pressure. As part of the MNOHS registration process, parents, guardians or students over 18 sign a permission and release form. Please be sure that we have this document on file before participating in a MNOHS Physical Education course.

Co-curricular activities

Students make MNOHS a great school! This section describes several opportunities for students to get involved at MNOHS and in their home communities, and in some cases to earn credit at the same time. Colleges and employers look positively upon community service and leadership experience, and your participation will help you to connect your learning process to the world around you. Be sure to take advantage of these student activities:

- **MNOHS Student Leadership Council:** Unlike many other schools, all students who desire to participate in Student Leadership Council are welcome. Students can earn elective credit through steady participation in MNOHS SLC. MNOHS SLC sponsors or co-sponsors a variety of synchronous and asynchronous activities to promote civic responsibility and community-building within the school and in the local communities where our students live. SLC members will have opportunities to share their ideas, insights, and concerns with MNOHS staff and administration. Past activities have included annual volunteer and food drives, an online talent show, and more. Please contact Amanda Seelen (a.seelen@mail.mnohs.org or 320-406-8155) if you are interested in getting involved!
- **MNOHS Peer Leaders Program:** MNOHS Peer Leaders work with students new to MNOHS to help them make a successful transition to online learning. If you are a returning student and are interested in helping new students get acclimated to MNOHS, please contact Amanda Seelen (a.seelen@mail.mnohs.org or 320-406-8155).
- **Student Leadership Course:** This semester-length course provides students with opportunities to develop leadership skills useful in all areas of school and life. Students explore the qualities of a leader and examine their own potential for leadership. The

first half of the course looks at leadership within education, a place where all students are experts. In the second half of the course, students examine more closely leadership skills and style while preparing an action plan for change in their community or school. Contact your MNOHS counselor if you are interested in the Student Leadership course.

- **TAG Team (Talented and Gifted):** The TAG Team was created to support students who have shown high achievement or high potential in intellectual, creative, artistic, or leadership activities. Students may also show high potential in specific academic fields. TAG meets monthly to discuss ideas and plan activities. The group also focuses on enrichment activities such as learning strategies for dealing with stress, putting together an e-portfolio, planning post-secondary education, and furthering research skills. Any student at MNOHS may participate in the TAG team (there are not any GPA or testing requirements to join). Contact Mrs. Breidenbach at l.breidenbach@mail.mnohs.org if you are interested in joining this group.
- **All Booked Up! Book Club:** Join other students and staff in discussion of short stories and books. Meetings occur monthly in an online Collaborate webinar room and asynchronously through VoiceThread. Contact Mrs. Breidenbach at l.breidenbach@mail.mnohs.org if you are interested in joining this group.
- **The MNOHS Gender & Sexuality Alliance (GSA)** is a student-led club that meets monthly to create a supportive school community. Students decide the group's needs and focus—ranging from confidential discussions to open forums with invited guest speakers. GSA meetings are held in a private online space. For more information, please contact MNOHS school counselor Sarah Benson: s.benson@mail.mnohs.org

The role of parents/guardians

A parent/guardian or other significant person in your life can help you to stay motivated by taking an active interest in your education. Depending on your age, we will ask for your parent/guardian's signature as well as your own for you to enroll.

If you are under 18, your parents or guardians will be able to monitor your progress in each of your courses within Blackboard. They cannot access your assignments, but they can see a record of your attendance, participation, and grades. In addition, your teachers will phone, text and email them to talk about your progress.

If you are over 18, or if you turn 18 during the academic year, we will assume that MNOHS has permission to contact your parent/guardian and give them access unless you state otherwise on the enrollment application form. If you are over 18 and receiving special education services,

we will need written permission from you to provide your parent/guardian with access to your school records—and we encourage you to give it!

Parent/Guardian Teacher Conferences at MNOHS

The fourth week in each quarter is identified for parent/guardian teacher conferences. During this time, parents/guardians are encouraged to set up a conference with their students' teachers via phone, email or an online meeting.

ACADEMICS

Quarterly grading

Important! All MNOHS courses, for all students, are graded at the end of each eight-week quarter according to the [school calendar](#).

Each eight-week part is worth 0.25 credit, and students have eight weeks (one quarter on the calendar) to complete it.

Many courses are more than one quarter in length. For example, you may take Algebra A Part 1, Algebra A Part 2, Algebra B Part 1 and Algebra B Part 2. Each receives an independent grade **The grade given at the end of each quarter is a final grade which is recorded on your transcript.**

A/B/C/P/NC grading scale

Most MNOHS students in most courses are graded on a scale of A+ to C-, P (Pass) or NC (No Credit). The letter grade corresponds to the percentage of all possible points that you have earned by the end of the quarter.

Students may request to be graded on a scale of A/B/C/D/F. This request must be emailed to the teacher and copied to the counselor by the last day of the quarter.

MNOHS does not have weighted grading. All courses receive a 1.0 value on a 4.0 grading system, except courses where a grade of P or NC is earned as these have no value. The highest GPA a student can earn is 4.0. Grade point average is used to determine rank in class. Please click to read about [the MNOHS grading scale](#). The explanation of grading is shown here:

100 and above = A+ (4.0)	87 – 89 = B+	77 – 79 = C+	60– 69 = P (no value)
94 – 99 = A (4.0)	84 – 86 = B (3.0)	74 – 76 = C (2.0)	< 60 = NC (no value)
90 – 93 = A-	80 – 83 = B-	70 – 73 = C-	

Ramp-Up Advisory grading

The Ramp-Up course is graded on a P/NC basis. P and NC are not calculated in a student's grade point average or class rank.

Student recognition: Kudos, Student of the Quarter, and Honors Options

MNOHS recognizes students for their effort, attitude and progress through weekly kudos emails and Student of the Quarter certificates.

MNOHS also recognizes academic excellence through our honors options: honors courses and honors diplomas.

- **Weekly Kudos:** When completing weekly progress reports, teachers note students with high quality academic work or notable improvement in their courses. In turn, MNOHS sends these students and their families kudos emails.
- **Student of the Quarter:** At the end of each quarter, teachers and staff nominate students of the quarter for any number of reasons such as, their creativity, excellent effort, determination, or simply their overall attitude toward school. Teachers provide rationale for each student they nominate. These students receive a certificate.
- Click to read about [MNOHS honors courses and honors diploma options](#) (PDF).

Graduation requirements—for comprehensive (MNOHS-only and PSEO) students

Minnesota Online High School requires 21.5 credits for graduation, in the same subject areas required by the State of Minnesota. MNOHS students planning to apply to a four-year college will need to plan carefully to complete a somewhat more rigorous program (with the same number of credits but fewer electives). Work closely with your counselor who can help you understand how your transfer credits from past schools are calculated into the MNOHS grade scale and how that can impact the future courses you may need. Work closely with your Ramp-Up advisor and your counselor to plan for post-secondary college and work opportunities. Please check the MNOHS website for complete details: <http://www.mnohs.org/graduation-requirements>

Currently, no state or national tests are required for graduation. The Minnesota Department of Education does require schools to administer MCA tests and to provide the opportunity for all 11th and 12th graders to take a college entrance examination such as ACT. MNOHS will pay for any student who has not already done so to take the ACT. Information about registering and preparing to take the ACT at a testing center near your home will be sent by e-mail and in the

parent/guardian newsletter. We strongly encourage students to register and take the test on the national test date in April, but summer dates are also available.

To see what a “typical” class schedule looks like, visit

http://www.mnohs.org/images/Files/mnohs_four_year_program.pdf

Making school meaningful

Please tell your counselor, Ramp-Up advisor, and course teachers about your interests, hobbies, and outside-of-school commitments. They can help you select courses or to design **project based learning opportunities** (supervised by a licensed MNOHS teacher) that allow you to **earn credit doing things you enjoy** while meeting the graduation requirements. If you are working or volunteering in your community, please be sure to ask about **Work Experience!**

Ramp-Up to Readiness Advisory Courses

To prepare students for success beyond high school, MNOHS has implemented Ramp-Up to Readiness, an advisory program originally created by middle and high school teachers in collaboration with the University of Minnesota. Ramp-Up focuses on 5 areas of college readiness: academic, admissions, careers, financial and personal/social. You will explore these topics in weekly grade level meetings.

Throughout the year, you will be working on your post-secondary plan which may include continuing education and/or focusing on a career. You will also learn many skills to help you become productive and successful members of society. All comprehensive (students enrolled only at MNOHS) will participate in Ramp Up all four years of high school.

Topics covered include:

- Career Exploration: Identify careers based on interests, skills and future goals.
- College Research: Discuss different types of education available after high school. Understand how to apply and pay for college.
- Goal Setting: Create both short- and long-term goals.
- Social Emotional Wellness: Learn how to take care of mental health and relate to others.
- Study Skills: Note taking, time management,
- Financial Literacy and Life Skills: Budgeting, paying for college, taxes and loans

Advisory courses are graded on a P/NC basis and earn 0.125 elective credit per 8-week session. MNOHS students are required to earn at least 025 credits in advisory or in the Student Leadership course to graduate. Students who have already met graduation requirements for

elective credits or who have a scheduling conflict which prevents attending synchronous advisory meetings may contact their counselor regarding another option.

Parents/guardians and course scheduling

If your student is choosing MNOHS as their district (comprehensive enrollment), please help to get them started on time by providing unofficial transcripts while we are waiting for their official records to arrive.

Also, ask your school counselor to consult with you and your student about selecting courses that support their current interests and possible post-secondary plans.

Other services: Special education, EL, 504 Plans, and other supports

Special Education

Special education teachers at MNOHS have developed several ways to effectively deliver support services in person, online and over the phone. Since they do not have daily face-to-face interaction with students, our special education team also values and relies on clear communication from parents/guardians. IEP (Individualized Education Plan) meetings are conducted in person, online or by phone. After the initial IEP meeting for new students, these meetings are scheduled annually.

MNOHS Special Education Advisory Council (SEAC)

In order to increase the involvement of parents of children with disabilities in district policy making and decision making, Minnesota Online High School has a special education advisory council (SEAC) which meets quarterly. If you are interested in the SEAC, please contact MNOHS Special Education Teacher Christie Allison at c.allison@mail.mnohs.org or 800-764-8166 x115.

English Language (EL) Services

MNOHS offers EL courses developed and taught by our EL teacher in addition to modified general education courses. The Access ELL assessment results, WIDA Online Screener, other standardized test scores and teacher insight are used to place EL students in appropriate courses and to support their success.

504 Plans

To qualify for a 504 plan, a student must have: (1) a physical or mental impairment (2) that substantially limits (3) a major life activity. ***All three criteria must be met.***

If you think you meet these criteria, or if you had a 504 Plan at a previous school, please tell your MNOHS counselor right away. We will honor any existing plan and modify it as needed to align with online teaching and learning.

Please see this 504 FAQs document which was written for MNOHS parents/guardians—but is a good summary for all: https://mnohs.org/images/students/504_FAQs.pdf

Academic support and wellness support

MNOHS has two full-time staff positions—one to provide academic support to comprehensive (MNOHS-only) students who are active in their courses but struggling and one to provide counseling support to comprehensive students who are dealing with anxiety and/or depression. Please contact your counselor if you are interested in either of these programs.

Student Support Groups

As we all know, life can be stressful and students experiencing stress can struggle physically, emotionally, socially and academically. The MNOHS school counselors and social worker offer support groups depending on student interest. The goals of the groups are:

- to provide MNOHS students with a supportive and confidential environment where they can talk about topics affecting their daily lives,
- to help students connect with other students who are dealing with similar issues, and
- to explore healthy ways to deal with stressful situations.

If you are interested in participating in a support group, please contact the school social worker Amanda Seelen at a.seelen@mail.mnohs.org.

Student Support Groups Opt-Out Form

The MNOHS student enrollment process includes an opt-out form for student support group participation. We will assume any student without a returned form is given permission to participate in a MNOHS support group. If you **do not** wish your student to participate in any groups, please contact the Enrollment Manager, Sarah Bayrd, about signing an opt-out form: s.bayrd@mail.mnohs.org

Important MNOHS policies

The MNOHS school board, faculty, and staff work together to support students in a safe, rewarding online school environment. MNOHS policies passed by school board the outline the rights of students or of parents/guardians and our expectations of students, their families and MNOHS staff. Policies that apply to students can be found on this MNOHS web page:

<http://www.mnohs.org/policies-and-handbooks>

The following are brief summaries of a few important MNOHS policies. Links to these policies are also available in every MNOHS course.

Continuous Progress and the MNOHS Attendance Policy

This video summarizes how we count attendance at MNOHS, and how to make it work for you:

https://safeshare.tv/x/_yCwgX_8FWI

At MNOHS, attendance is defined as continuous active engagement with the learning process and making continuous progress in each course in which you are enrolled. Teachers report attendance weekly. Students are considered absent if no point earning work has been submitted.

MNOHS is designed to be flexible and there are many ways students can make continuous progress in courses. Students have found these to be best practices: Login to Blackboard five days per week--or more!

- Make regular and continuous progress in each course. **Continuous progress** means that you are progressing in a course at a rate that keeps you on track for passing. You can show this by:
 - Spending an average of **60-90 well-focused minutes per day on each course**.

- **Consistently submitting course work** that shows effort, is of your own creation and earns points.
 - Engaging in other required learning activities such as class meetings.
 - Revising work as recommended or required by the teacher.
- Maintain regular and responsive communication with teachers and counselors. This includes:
 - Responding to e-mail and text messages and/or returning calls from MNOHS faculty and staff.
 - Updating MNOHS office staff when addresses and phone numbers change.
 - Having your parent/guardian report absences through the MNOHS Attendance Line (or you, if you are over 18) if you are unable to log in due to an illness or personal emergency.
 - In addition to contacting the Attendance Line, always check with your teachers. They can offer suggestions to help you keep up or catch up.

Contacting the Attendance Line

If your student is unable to login or submit assignments due to an illness or a personal emergency, please report this using the MNOHS Attendance Line:

attendance@mail.mnohs.org OR
1-800-764-8166 x201.

For students under 18, their parent or guardian must email or call the attendance line. Students aged 18 and over may email or call the attendance line themselves. (In both cases, a signed explanation from a practitioner, such as a doctor, may be required to verify an absence.)

In addition to contacting the attendance line, **encourage your student to check in with their teachers** about how to keep up or catch up.

Religious Holiday Observation: MNOHS understands that there may be conflicts between school days and religious holidays. If you have a conflict, we encourage you to reach out to your counselor and teachers ahead of time to come up with a plan which will help you to stay on track in your courses.

Attendance, kudos, and concerns: All MNOHS teachers report on the progress of each student in their courses each week.

When completing weekly progress reports, teachers indicate students with high quality academic work or notable improvement in their courses. MNOHS will send you and your parents/guardians **kudos emails** to congratulate you on a successful week in one or more courses.

If a teacher indicates that you are inactive or expresses academic or attendance concerns, MNOHS will email you and your parent/guardian. In addition, you may be contacted by a success manager who will work with you to create a plan to get you back on track.

If attendance continues to be a problem, our school is required by law to file truancy. When students are offline or unexcused for 15 consecutive instructional days or more, the law also requires MNOHS to end your enrollment. You are welcome to reenroll at the start of the next quarter if you think that MNOHS is the right place for you.

As an online community school, MNOHS strives to offer a high-quality education in a flexible environment. If you experience a challenge or life emergency that makes it difficult for you to meet our attendance requirements, please contact your counselor or success manager right away so you can work together to create an academic plan that will help you succeed. Any issues you share can be kept confidential.

Academic Honesty Policy

In an online program, as in a traditional classroom, each student is responsible for doing his or her own work. The [MNOHS Academic Honesty Policy](#) provides guidelines for being a responsible student while creating and completing course work. It also includes the consequences for those who do not comply with this policy.

Internet Acceptable Use and Safety Policy

To ensure a safe, welcoming online school environment, MNOHS outlines our expectations for respectful communication and appropriate use of technology in our [Internet Acceptable Use and Safety Policy](#). The primary purpose of the MNOHS online environment, including the Blackboard learning management system, is educational. Our systems may be used only for educational purposes.

Drop/Add Policy

A student has until the seventh instructional of each quarter to add a course to their schedule or to change a course in their schedule. This is the add/change deadline.

A student has until the seventeenth instructional day to drop a course and receive a 'W' on their transcript. This is the drop deadline. **Dropping courses after a quarter's drop/add date will likely result in a low grade on your transcript.**

The MNOHS Calendar lists the add/change and drop dates for each quarter. **To add, change or drop a course, you must contact your MNOHS counselor by email.**

MNOHS Systems Overview begins on the next page.

MNOHS systems overview

What does it mean to go to school online? Like all schools, MNOHS is made up of many parts—however, almost all of them are accessible through the Internet. MNOHS students use the Internet to show up for classes, share ideas and information with teachers and other students, access course materials, read, write, draw, research, ask and answer questions, make proposals, work on projects, complete quizzes and tests, tell jokes, take home report cards, discuss career and college options, and do many other activities that are part of the high school learning experience.

MNOHS uses several systems for students to go to school online. To access the systems you'll use every day, go to www.mnohs.org and click on the Login tab, shown here:



- Your **username** and **password** will be the same for many but not all systems. This information was sent to your MNOHS e-mail account when you confirmed your application. If you need help retrieving it, email password@mnohs.org or call Sarah Bayrd, Enrollment Manager, phone: 1-800-764-8166 x137.
- **Office365 gives you access to our school email, OneDrive (file storage) and Teams Chat (instant messaging).**

All e-mail from your teachers, counselor and other students will go to this account, and will come from a MNOHS email account. Be sure to log in any time you are working on MNOHS. Your MNOHS address begins with your username and ends with "@mail.mnohs.org". Example: the username "mnohs23lastname" would have the Office365 account of mnohs23lastname@mail.mnohs.org. Link: <http://mnohs.org/mail>



Your MNOHS email account is a web-based, hosted service provided by Microsoft Office365 for Education. MNOHS email uses a similar login page as MSN, Hotmail, Messenger, Xbox LIVE, and Live. When you login to MNOHS email you will see the MNOS logo. If you have a personal account with any of those services listed above, you will need to sign out of that account to be able to sign in to your MNOHS Office365 account.

- **Blackboard.** Blackboard is our Learning Management System (LMS) **where you access your classes, submit assignments and attend school.** In Blackboard, you'll also find the Technology Orientation (if you haven't already completed it) and Your Activities 2023-2024 (Workshops and Resources) course, which is our school "commons." Use your MNOHS username and password to login to Blackboard. You can find detailed instructions in Appendix 1 of this handbook. Our Blackboard link: <http://mnohs.blackboard.com/>
- **Connect:** (also called Adobe Connect) is our webinar system. You'll use this to meet online with your teachers, counselor and other students **in real time** ("live") or to watch recordings of meetings. Connect combines chat, voice, video (optional) and an interactive whiteboard so that users can all look at the same image, document, or website at the same time. MNOHS teachers use Connect for online office hours, tutoring sessions, class meetings and occasional required oral assignments. In each course, contact information includes a link to the teacher's online Connect webinar room. If you can't meet with your teacher during their office hours, please check with them about a different time to meet.

The Academic Success Center (ASC) Connect room is used schoolwide. It is our meeting room, auditorium, and study hall—and a place to hang out with other students. The ASC link is in Your Activities 2023-2024 (Workshops and Resources) in Blackboard and in many of your courses.

See Technology Orientation for more information on Connect and to practice using it.

- **Infinite Campus** is our student information system, or "school office," where you can access official documents including your class schedule, final grades, and your transcript. Link: <https://mncloud2.infinitecampus.org/campus/portal/mnohs.jsp>

Parents/Guardians receive an email with a username and password for observer accounts in Blackboard and Infinite Campus.

In Blackboard, this allows you to view your student's progress in their courses, to find teacher contact information, and to access to a special collection of Parent/Guardian Resources within Your Activities 2023-2024 (Workshops and Resources) course. In Infinite Campus, it allows you to see your student's schedule and final quarter grades.

- If you are a parent/guardian who has not received login information, please email password@mnohs.org or contact Sarah Bayrd at s.bayrd@mail.mnohs.org.

For more information, including steps for logging into and navigating within these accounts, please watch this video, <https://safeshare.tv/x/ss5d662e2c91797>, or see Appendix 2 in this handbook. **Please remember that only students should log into student accounts!**

Tech issues?

Technology glitches happen, but you cannot afford to allow them to interfere with learning for long. Technology problems are generally **not accepted** as excuses for turning in late or incomplete work, so have a backup plan and reach out for help right away!

Backup plan

- Develop safe habits for online learning. See [Appendix 3](#) of this handbook.
- If you have trouble connecting to the Internet, first contact your local internet service provider for help.
- If your computer fails, be sure that you know where you can go to login until you can get your own computer fixed. Often a public library will allow you to work for 2 hours at a time.
- If your computer needs serious repairs, contact your counselor. MNOHS has a limited supply of loaner computers that may be available to use for a month or two.
- Frequently make backup copies of your essays and other major assignments you complete. Save them to your Office365 One Drive so you can replace them if they are accidentally deleted and so you can work on them using another computer if necessary.
- Most importantly, let your teachers know that you are having problems. They may be able to suggest ways for you to keep up with the coursework.

If you can't log in, either for personal or technical reasons:

- Your parent/guardian (or you, if you are 18 or older) should contact the attendance line immediately.
- You should contact your teachers, counselor, and success manager so we know where you are.

If something is not working in one of your courses, please begin by contacting your teacher. It may be as simple as a broken link, and your teacher will thank you for pointing it out.

MNOHS Tech Support

If you run into a technical problem that your teacher can't solve or if you know that some required software on your computer is not working, please visit the **Tech Support** area of the MNOHS web site: <https://mnohs.org/tech-support/>.

- **Knowledge Base and FAQs** – First, check the Knowledge Base and FAQs to see if your problem is described and solutions given.
- **Tech Support Ticket** - You can also submit a Tech Support Ticket by logging in to the website with your MNOHS username and password. Please be sure to give as many details as possible. Explain what you did and what happened. If you can, attach a screenshot of any error message you may have gotten. This way, Tech Support can help you more quickly.

Appendix 1 begins on the next page.

Appendix 1: Frequently Asked Questions

About daily life at MNOHS

How do I get new assignments in my class?

On the first day of each MNOHS course week, your teacher will open a new folder in the course. In that folder, you will find the activities and assignments for that week. If you know you will be offline later in the quarter, contact your teacher to see if they can open up new assignments early for you.

How do I know when a MNOHS week begins and ends? MNOHS weeks run from Monday to Sunday, unless impacted by holidays. You will find the weekly folder dates on the *MNOHS Pace Chart*. Go to mnohs.org > School Info > School Calendar and click to download the school year pace chart. Or click on this link:

https://mnohs.org/images/Files/mnohs_semester_and_quarter_pace_charts.pdf

How many weeks are in one MNOHS quarter?

There are 8 weeks in a quarter. MNOHS weeks always begin on Monday (or on Tuesday if Monday is a federal holiday celebrated by MNOHS) but may not always be five days long due to school holidays and breaks. The MNOHS pace chart (see link above) will help you keep track of which week you are working on.

How do I check my grade?

Go to your course in Blackboard > My Progress (in left column menu). The top row shows your current percentage which is your running quarter grade. Your current percentage is based on all work that should be completed by that point in the quarter. Typically, this means all work up to, but not including, the current week (for example, if it is MNOHS week 4 your current grade is based on weeks 1-3). All your assignments for the quarter are listed below this in the order assigned. Each assignment title includes the week number; use this and the MNOHS pace chart to determine if the assignment should have already been completed.

What is a passing grade at MNOHS?

A passing grade is 60% or higher. You can check your current grade on your My Progress page in each course. Each week more points are added to your course (in the online grade book). As a result, your current grade changes from week to week.

What if I fall behind?

Contact your teacher to develop a plan to catch up. For example, your teacher may meet with you to talk through some assignments (oral submission) to save you time. It is important to complete your assignments in the order listed because they often build upon each other. Complete the Focus First assignments. Each week contains a list of these essential assignments. Earning a passing grade on all Focus First assignments will allow you to pass the course.

Check your course for your teacher's policy about late work; some teachers may deduct points for late assignments or not accept particular assignments after a given point in the quarter.

How do teachers take attendance?

Attendance is taken each week. To be counted as attending, you must make regular progress towards passing. This means you submit assignments, respond to teacher communication and meet other course requirements. Like other schools, consistent attendance is required to pass your classes, stay enrolled at MNOHS, and avoid truancy. Logging into a class without submitting an assignment does not count as attendance.

Is Ramp-Up Advisory a class?

Yes, Ramp-Up Advisory is a credit earning course. Advisory credit is required for Comprehensive (MNOHS-only and PSEO) students to graduate from MNOHS. Ramp-Up Advisory has weekly meetings where you interact with classmates and earn points for the assignments.

Is "Your Activities 2023-2024 (Workshops and Resources)" a class?

No, Your Activities 2023-2024 (Workshops and Resources) is not a grade earning class. It is like the commons in a brick-and-mortar school. It contains announcements, orientation and workshop activities, the Media Center, the Academic Success Center (ASC) and other resources.

About Support at MNOHS

Where can I find teacher contact information?

Go to your course in Blackboard > Contact Your Teacher (in left column menu). Teachers can be contacted by email, phone, or text.

What should I do if I need help?

For questions about a class, contact your teacher by email, phone or text. If you have a personal concern or general questions about MNOHS, contact your counselor.

How do I get technology support?

For questions about online textbooks or broken class links, contact your teacher. For other questions, submit a tech ticket using the Tech Support link in the left column of each course. You can also submit a tech ticket from the [MNOHS website](#).

What is the Academic Success Center (ASC)?

The ASC is an online meeting room where you can drop in for help from MNOHS teachers (even if you are not in their class). The schedule and link can be found in the student activities course. Students also use the ASC as a place to connect with other students - to work on projects or just to hang out.

Is counseling support available?

It is! As we all know, life can be stressful. Students experiencing stress can struggle physically, emotionally, socially, and academically.

Your [MNOHS counselor](#) is available to meet one-on-one with you to discuss personal issues. We also offer a Wellness Skills course; ask your counselor more about it.

Minnesota Online High School (MNOHS) has offered weekly support groups facilitated by licensed professionals in the areas of parent support (for students who are also parents), dealing with anxiety and depression, and grief and loss. These groups are available depending on student interest.

If you are interested in getting support from our social worker, please contact Amanda Seelen or use these self-referral forms:

- Student self-referral: http://mnohs.org/index.php?option=com_rsform&formId=54
- Parent/guardian self-referral:
http://mnohs.org/index.php?option=com_rsform&formId=55

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the [988 Suicide & Crisis Lifeline](#) chat to connect with a trained crisis specialist.

- There are three ways you can connect to the Lifeline: Calls, text, and online chats. Connect any time, 24 hours a day, seven days a week, every day of the year.
- Anyone experiencing mental health-related emergency (suicide, mental health, and/or substance use crisis) can call, chat, or text 988 for free and confidential support. People can also dial 988 if they are worried about a loved one who may need emergency emotional support.
- When you connect to the 988 Lifeline, a trained crisis specialist will answer, listen to you, and provide support and share resources if needed. Crisis Specialists are trained to focus on de-escalation, safety planning, and coping skills.
- The 988 Lifeline provides phone services in English and Spanish. Interpretation services are available for people who call 988. Currently, interpretation and translation service are not available for chat and text.

Appendix 2 starts on the next page.

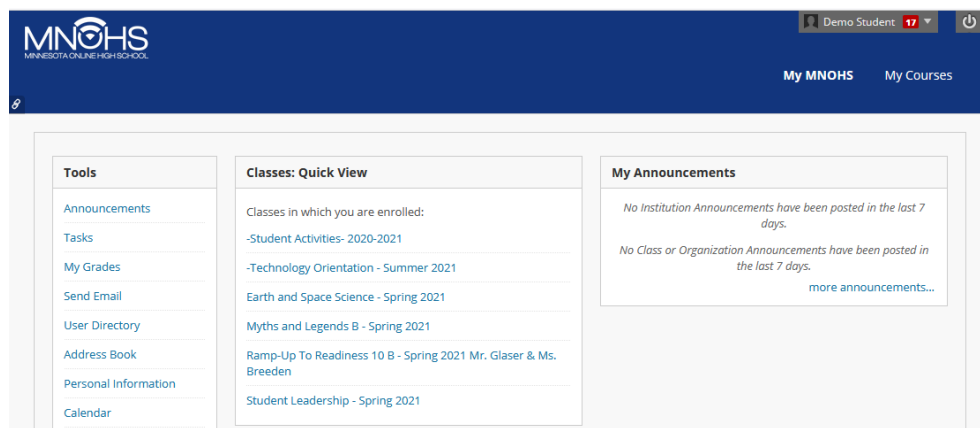
Appendix 2: Logging into Blackboard

All MNOHS courses are created using a similar format to make navigation easy.

Students attend classes by logging into Blackboard at <http://mnohs.blackboard.com/>

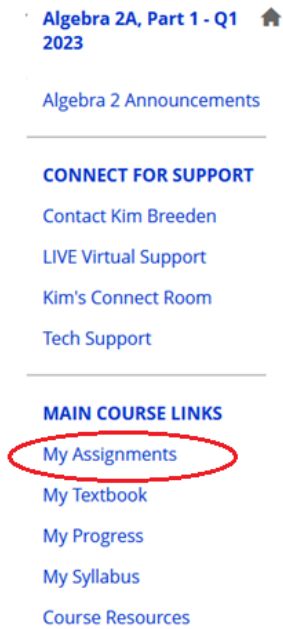
Your username and password were sent to you by email. If you've lost these, please contact password@mnohs.org or Sarah Bayrd at s.bayrd@mail.mnohs.org.

When you log into Blackboard, you will see links to each of your courses. This includes Your Activities 2023-2024 (Workshops and Resources), which contains school wide announcements. It also includes Technology Orientation if you have not yet completed it (see image below).

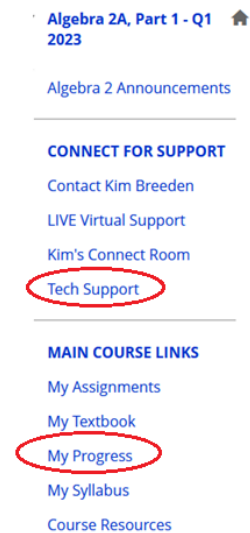


In each of your courses the announcements page displays important current information, as well as how to contact your teacher. Your teacher's email address, phone number, and Connect room link can also be found under the "Contact Your Teacher" link.

On the left column menu, you can access the course syllabus and course assignments. Click on the "My Assignments" link in the left menu (see image below). Many courses begin with a set of "Getting Started" assignments. These cover key topics like accessing textbook, course software, and class expectations. These should be done before any other assignments, regardless of when you enroll.



The left column menu contains 2 other important links: “My Progress,” and “Tech Support” (see image below). Students (and parents/guardians) can check for grades and feedback from teachers using the “My Progress” link. Students can submit questions regarding technology issues using the “tech support” link; this can also be accessed from <https://support.mnohs.org/>



You can navigate in Blackboard using the “cookie trail” near the top of the page below the solid blue border (see image below). It identifies the particular page you are viewing as well as exactly where it is located.

For example, in the screen shot below we are viewing “Week 3: Vocabulary.” You can click on any part of this cookie trail to jump back to that location. This is the preferred method of navigation; do not use your browser’s back button.



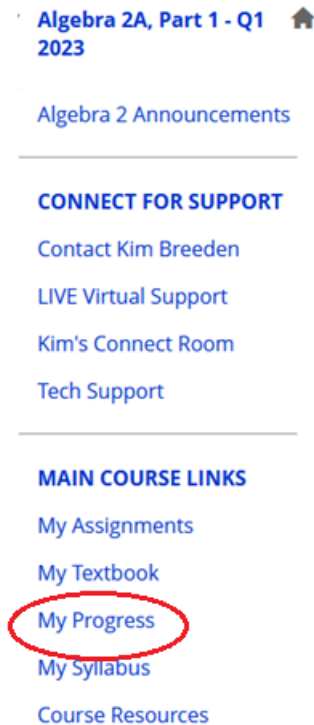
Parents/guardians are assigned an observer’s role in their student’s classes and therefore have fewer links available.

Appendix 3 begins on the next page.

Appendix 3: Reading the "My Progress" page

Log into Blackboard and select your course as usual.

1. Click on "My Progress" at the left.



2. **Important!** At the top right of the My Progress page, choose "Due Date (Latest First)" in the drop-down menu (see image below). This brings Current W1-8 to the top. This calculation shows total points earned divided by all the possible points that can be earned through the current week as a percentage. This is the basis of your quarter grades.

If you are on pace in the course, you should see this percentage for the current quarter hovering in the passing range of 60-100%. New assignments are included in the total points possible at the end of each MNOHS week.

My Grades

All Graded - Submitted			Order by: Due Date (Latest First) ▼
ITEM	LAST ACTIVITY	GRADE	
Current Weeks 1-8 Grading Criteria		80.00%	
Getting Started Discussion View Description	-	-/3	
Getting Started: Quick Question Assignment View Description	-	-/3	
Week 1: Course Introduction Video Assignment View Description	-	-/3	
Week 1: Wild Things in Winter Assignment View Description	-	-/3	

Assignments are listed below the Current calculations in chronological order. Assignments will have the weekly folder number as part of the name so you know when it was assigned and if you should have completed it. Even though “My Progress” lists all assignments from the quarter, only the assignments up to the current week as shown on the [pace chart](#) are calculated in your current percentage.

The grade column on the right shows your score out of the points possible for each assignment. Click on the Comments icon (speech bubble) to look for feedback from teachers. This is where you will find suggestions to revise your work to increase your understanding and your grade.

Appendix 4 begins on the next page.

Appendix 4: Parent/guardian observer accounts

MNOHS Systems

Links for all MNOHS systems can be found at <http://mnohs.org/login>

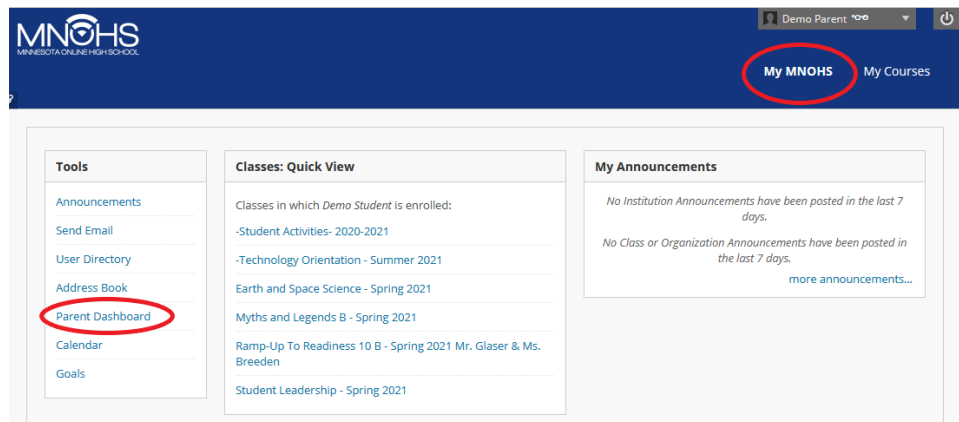
Blackboard

Blackboard is the MNOHS learning management system (LMS). It is where students attend classes, find their learning activities, interact with teachers and other students, and receive grades and feedback on their course work. It's also where you can check your student's course-by-course progress on a daily or weekly basis.

You will be sent your observer username and password in a separate mailing. If you need your username or password, please email password@mnohs.org or contact Sarah Bayrd at s.bayrd@mail.mnohs.org.

Blackboard is accessed at <http://mnohs.blackboard.com>. It's a good idea to bookmark this page as we encourage you to check your student's progress regularly.

When you sign in, you'll find yourself on the tab called My MNOHS. On this tab, you'll see links to announcements in each of your student's courses. You'll also see the Parent Dashboard link at the top left of the My MNOHS tab (under Tools)



If you are observing more than one MNOHS student, use the Parent Dashboard to select which student's progress you want to monitor. (Click on "Parent Dashboard". See screenshot above.)

Even if you are only monitoring one student, the Parent Dashboard will tell you at-a-glance the last date and time they logged into the MNOHS Blackboard system.

Parent Dashboard

Currently Observing: Student, Demo

The following is a list of all users that can be observed. Click **Observe** to begin observing a new user in the list. Click the Username to view details for a user without changing the user currently being observed.

STATUS	LAST NAME	FIRST NAME	USERNAME	NUMBER OF CLASSES	LAST SYSTEM ACCESS
Observing	Student	Demo	demo.student	6	Aug 17, 2021 2:48 PM

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

Next click on the My Courses tab. From this tab, you can enter each course in which your student is currently enrolled.

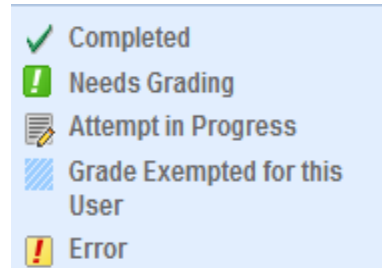
The screenshot shows the MNOHS Parent Dashboard. The top navigation bar has 'My MNOHS' and 'My Courses' (circled in red). The 'My Courses' section is titled 'Classes: Quick View' and lists the following courses:

- Student Activities- 2020-2021
- Technology Orientation - Summer 2021
- Earth and Space Science - Spring 2021
- Myths and Legends B - Spring 2021
- Ramp-Up To Readiness 10 B - Spring 2021 Mr. Glaser & Ms. Breeden
- Student Leadership - Spring 2021

In each course, you can view the:

- Announcements page, with current information about what's going on in each course and teacher contact information;
- Course Syllabus;
- My Progress page (opens as My Grades) which lists each graded learning activity and your student's status regarding it; and
- Information about accessing MNOHS Tech Support.

Please check My Progress regularly. You can see at a glance where your student stands on each assignment—including which assignments/assessments your student has submitted to the teacher for grading, and how many points were earned. The assignments/assessments for the entire semester are listed in order and labeled by week (Week 1, Week 2, etc.) so that you can more easily tell how your student is progressing. Use the MNOHS pace chart to see which week your student should be working on.



.Grades given at the quarter break are final grades that will appear on your student’s transcript. The school calendar and pace chart show quarter end dates.

My Grades

All	Graded	-	Submitted	Order by: Due Date (Latest First) ▼
ITEM	LAST ACTIVITY	GRADE		
Current Grade W 1-8 Grading Criteria		0.00%		
Current W 9 - 16 Grading Criteria		0.00%		
W09 Need for change Blog View Description	-	/5		
W09 Lessons learned from the dancing guy Journal View Description	-	/10		
W09 Connecting to community through service Assignment View Description	Aug 17, 2021 2:30 PM SUBMITTED	-	?	

At the top of the My Progress page , you will see Current W 1-8. This calculation show total points earned divided by all the possible points that can be earned through the current week as a percentage. These figures are the basis of the student’s quarter grades.

If your student is on pace in the course, you should see this percentage for the current quarter hovering in the passing range of 60-100%. New assignments are included in the total points possible at the end of each MNOHS week.

A video tutorial on checking your student’s progress can be found in the Parent/Guardian Resources folder in Blackboard > Your Activities 2023-2024 (Workshops and Resources) or accessed at <https://safeshare.tv/x/ss5d662e2c91797>.

Appendix 5: Habits to save your time and your work

Things happen in the digital world. A little time and effort invested NOW can save hardship, stress, and pain LATER.

People who make their living on the Web—for example, professional web designers, bloggers and others—have developed habits to protect themselves in case:

- Software and websites don't work correctly.
- A hard drive crashes and you lose EVERYTHING.
- The power goes out or your Internet connection drops at just the worst time.
- You click the wrong button by mistake.

Here are three habits that as an online student you should start to practice **today**.

- Habit 1: Work OFFLINE and SAVE
- Habit 2: Close out of Blackboard and log back in
- Habit 3: Trust but verify: Did it go through?

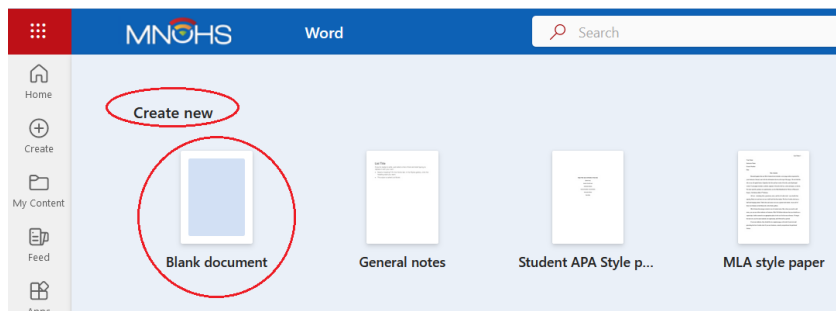
Habit 1: Work OFFLINE and SAVE

Problem: Even though Blackboard has that handy text box you can type right into, your work isn't saved unless you click submit. But what if you close the browser window before all the data has transferred—or your Internet connection drops at that very moment?

Result: You've lost all that work and you have to start over!

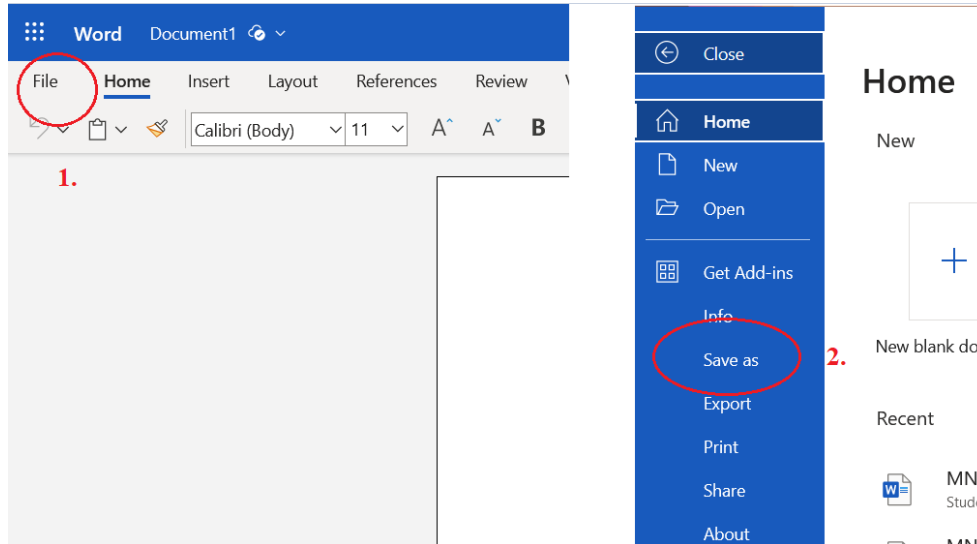
Solution & habit: Work OFFLINE and SAVE.

1. Log into your MNOHS email.
2. From Microsoft 365, open Word.
3. Create new>Blank document.



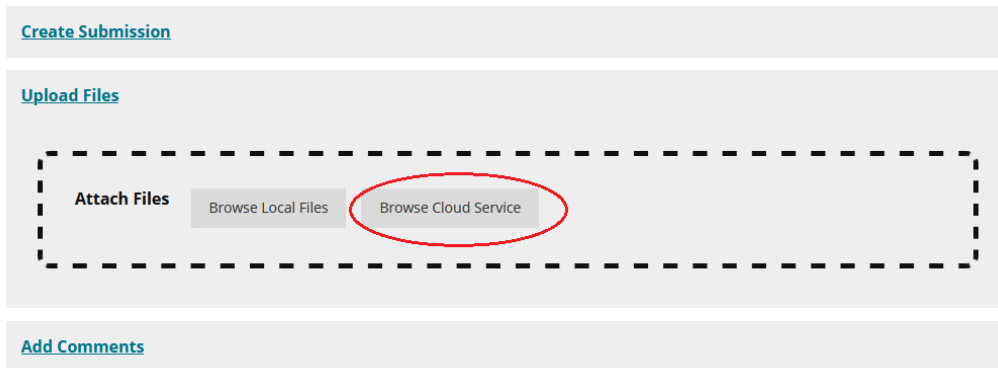
4. Save your file to your One Drive. File>Save As

We recommend creating a folder for each class or naming your file in an easy to understand format, such as US_History_week1_Journal

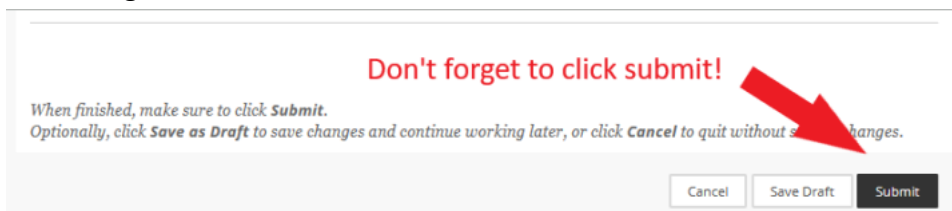


5. Type your response.
6. After you are done typing, return to your assignment in Blackboard.
7. Click Upload Files>Browse Cloud Service>One Drive. Select desired file.

SUBMISSION



8. Don't forget to click "Submit"!



Happy result: All your work is now saved, backed-up, and submitted! You can sleep easily!

Habit 2: Close out of Blackboard and log back in

Problem: If you walk away from Blackboard without logging out, the system will eventually log you out automatically. Unfortunately, there is no message telling you that you've been logged out, so you may follow all the steps in Habit 1, submit your work, and get an "access denied" message.

Result: If you've followed Habit 1, you have saved your work--but even so you've just wasted a few minutes that you can't afford to waste.

Solution & habit: Don't walk away from Blackboard--log out or at least close your browser window so the next time you sit down to work you will know if you need to log in.

Happy result: All of your time will be spent productively, and small frustrations will be avoided.

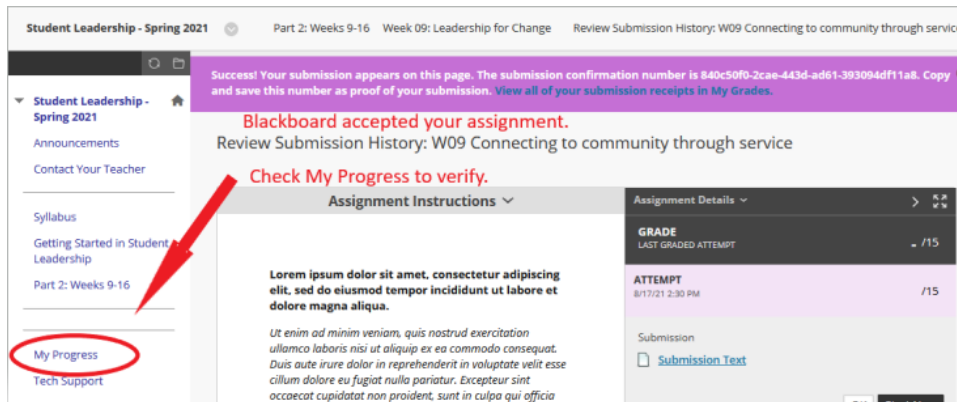
Habit 3: Trust But verify: Did it go through?

Problem: You click the "Submit" button and then you go off and work on something else.

Result: A week later you go back and check your grade. Wait! My assignment isn't there! Now what do I do?

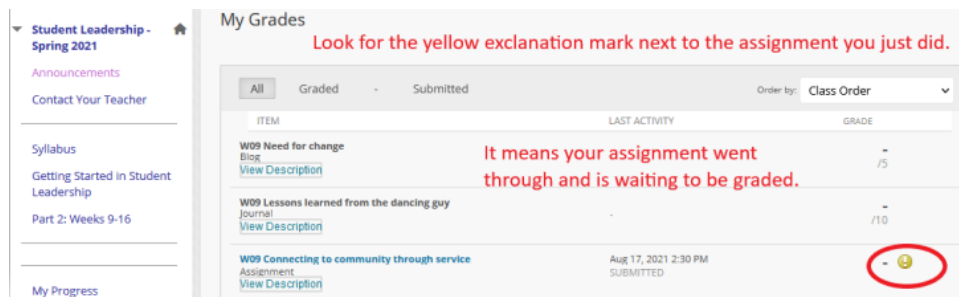
Solution & habit: Trust but verify: take five more seconds and check "My Progress."

1. After you click "Submit" on an assignment, wait for the Blackboard to display a confirmation message in a purple bar...



2. Click on the “My Progress” main link and scroll down and find the assignment you just submitted.

- Look for the yellow or green exclamation mark (see screenshot below). If it’s there – everything is fine. Your assignment is waiting to be graded.
- If you don’t see the exclamation mark for an assignment or test, you should re-submit.



3. If you’ve resubmitted the assignment or test and you still don’t get that exclamation point:

- Email your teacher with the assignment text you saved to your hard drive.
- Submit a tech ticket so we can investigate the problem.

Happy result: This simple check will save you potential headaches later! You wouldn’t send money to an online bank without checking! Do the same with your school – trust but verify.