

Introduction to Online Learning Course Outline

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Program/Course Rationale:

The aim of this course is to provide you with an introduction to the skills that you will need to be successful in online learning. You will earn **three** Alberta high school **credits** and should take about **75 hours to complete**. You will complete three Modules:

COM1255 – E-Learning & Learning Management Systems: Students explore the elements of e-learning within a learning management system. They explore the appropriate use of tools and skills required to successfully implement an e-learning plan.

COM1005 – Visual Composition: Students learn to employ fundamental elements and principles of design for various media.

COM1910 – Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

Communication:

Emails will be answered within 24 hours of receipt, Monday through Friday.

Note: All emails should be polite and begin with a salutation. This sets the tone for positive communication.

Assignment labelling and submission:

Students must submit their assignments/projects to the correct assignment folders, in Moodle. BE SURE to label your assignment correctly (as directed within the lesson).

Example:

Label your assignment as follows: OnlineU1L1Smith (for example, John Smith would label his assignment like this OnlineU1L1Smith).

Evaluation

Marks are updated regularly, and available for viewing in Power School (link is on your course home page). OFFICIAL marks are calculated in Power School.

Assignments – 5%

Open Book Quizzes – 25%

Journals – 10%

Unit 4 Project – 20%

Final Project – 40%

Assessment

Please allow a minimum of seven days for marking after you have submitted an assignment. If you see a mark of zero in Power School, check your feedback in Moodle.

Submit your work on or before the due dates posted in Moodle. Missed assignments that are not completed will count as "zero" in your overall mark. Once the assignment is submitted and marked, your mark will be updated. Late assignments will receive a mark ONLY – no feedback will accompany the mark given.

Academic Honesty

Plagiarism is defined as using another author's work without giving them credit in a bibliography or footnote or quoting a source without giving credit in a bibliography or footnote. Presenting someone's work (word for word), must be presented within quotations or it is plagiarism.

Assignments are to be completed on your own. Do not lend your answers for others to use and do not copy answers from other students to present as your own.

Rocky View Schools highlights the importance of not plagiarizing others' work including assignments, tests, quizzes and exams. **Plagiarism is a serious offense**; it will be brought to the attention of the Administration office at both your Home School and RVSO. Plagiarized work will result in a grade of "zero" for the assignment and may result in a grade of "zero" for the course, as well as academic suspension/expulsion.

Contact your teacher if you are not certain if something is plagiarism (or not).
Contact your teacher if you require assistance with an assignment.

Final Due Dates

ALL due dates are listed on **your course home** page, in Moodle, but the **final due date to submit course work will be 4pm on the last day of classes in the reporting period within which you are completing the course.**

Have a great term! I look forward to working with you! ☺