IDEAL NEW MEXICO
Online Learning For Grades PreK–12

E-LEARNING

IDEAL-NM Virtual School Student Handbook

2016-2017 Edition

New Mexico Public Education Department

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Welcome!

Dear Students,

IDEAL-NM welcomes you to the academic year 2016-2017. This year, like any other academic year, will be full of challenges, and IDEAL-NM is here to help you overcome these challenges and achieve your academic goals.

As New Mexico students, you can enroll in an IDEAL-NM course through your school. Your school then provides the space, technology and the necessary support you need throughout your classes. IDEAL-NM courses are accessible at any time during the day or night. You can always log in and access your work at any time. Your primary contact in your school will be a site coordinator appointed by your school. Your site coordinator is one of a few people you can look to for support as you progress in your IDEAL-NM course. You will be taught by a licensed New Mexico eTeacher, who will also provide tutoring, feedback on assignments and assist with basic technology questions you might have.

If you need support beyond your site coordinator and eTeacher, you can contact the IDEAL-NM student success coordinator at studentservices@idealnm.info.

Remember, try your best in courses, and if you need help, ask. We look forward to helping you succeed.

Sincerely,

The IDEAL-NM Team

Who are we?

IDEAL-NM partners with New Mexico schools to expand the educational options available to you as a New Mexico student and to prepare you with 21st century skills. IDEAL-NM offers a statewide virtual school in partnership with New Mexico schools.

Why do students choose IDEAL-NM?

Students take courses online through IDEAL-NM for a variety of reasons including:

- ➢ Credit recovery
- ➢ Credit acceleration
- ➢ Enrichment
- ➢ Advanced Placement
- ➢ Expansion of electives
- ➢ Fulfillment of the distance learning graduation requirement
- ➢ Flexibility in scheduling

How do we do this?

- ➢ Through the virtual school over 80 courses are available to you and are taught online by licensed New Mexico teachers.

- ➢ The courses are asynchronous (students and teachers access the course at varying times), interactive and engaging.

- ➢ All of IDEAL-NM's courses are approved by the New Mexico Public Education Department and are aligned with state content standards and benchmarks.

As a New Mexico student, you can enroll in an IDEAL-NM course through your school. Your school will provide the space, technology, and support necessary to complete your course and will award the course credit. IDEAL-NM will provide the online content, teacher and support services.

IDEAL-NM courses are designed for access from school or home. Students are supervised by a site coordinator or learning coach so that students can receive support directly from somebody at their local

site. School access also helps ensure equity of opportunity for New Mexico students as well as academic integrity.

Students with home computers and Internet connections can access IDEAL-NM coursework on a 24/7 basis. There is always coursework that can be done "offline" so students can complete their online work at school and offline work at home. Resources, materials, and assignments may be printed out and taken home, but all assignments must be submitted through the learning management system and cannot be e-mailed or faxed.

The best-prepared online students are comfortable with computers and navigating the Internet. This includes the ability to complete tasks such as creating, moving, and copying files; installing software; surfing the web with Internet Explorer or Firefox; sending and receiving email; and using various software programs. However, with appropriate assistance from on-site school personnel and the Student Success Orientation, students can learn to be successful in an IDEAL- NM online course.

Know how it works

IDEAL-NM provides online courses to supplement the curricula offered by local schools. Students accessing IDEAL-NM courses typically are scheduled into the regular school day of their local schools; e.g., students go to a computer lab or other school location with a computer during a set period during the day to work on the online course.

The course is taught by an eTeacher who interacts personally with students via the numerous learning management system tools including the messaging system, E-mail, web conferencing, online chat tools, or by phone. The eTeacher may reside anywhere in the state and in some cases out of state.

The courses are asynchronous—accessible at any time during the day or night and you are not required to log on at a specific time. You must, however, log in as many times per week as a regularly scheduled course at your high school would require you to attend. Most of the time, you and your eTeacher may not be online at the same time. Your eTeacher will respond to any questions you may have within 24 hours and will grade your assignments within 48 hours in the fall and spring semesters and within 24 hours in the summer semesters. The courses also allow self-pacing, so you can complete requirements as quickly as you would like. However, eTeachers may direct you to participate in group work with other students. Courses have a pacing guide to help you regulate your speed so you can reach your destination successfully. **Students are given 18 weeks to complete a .5 credit course**.

It costs money
IDEAL-NM charges enrollment fees which vary by course. Depending on your school's policy, your school may cover these fees or pass them on to you.

Communicate with your eTeacher

Your eTeacher is there to help you with basic technical support as well as mastering skills and content in your course. If you have any questions, message your teacher using the "Messages" button in the course. You can also call! All contact information is located in the course homepage. eTeachers have 24 hours to respond to your questions on Monday through Friday, excluding state and federal holidays.

Coordinate with your school

Make sure you know who your local site coordinator is and work closely with that person. This is the person who registers students, monitors progress, facilitates success, troubleshoots any issues that arise, and makes sure your final grade is recorded on your transcript. You may also have a learning coach who monitors your learning and assists with technical issues and course navigation.

Online courses count

They are as important as onsite courses and count towards GPA and graduation. They factor into weekly eligibility processes required for participation in extracurricular activities, such as sports.

Don't Skip the Student Success Orientation

Upon enrollment, your first task is to complete the ***Student Success Orientation with a score of 70%. You must complete the final quiz for the Student Success Orientation before you can be able to access your additional courses.*** . It will appear as a course on your course list when you log into Brightspace (the learning management system). Experience has shown that students who complete this orientation are more successful than those who do not.

Read the Course Syllabus

Course requirements, including grading and assessment procedures are available to students, parents, counselors, site coordinators/learning coaches and administrators in this very important document in each course. It is critically important that you read your course syllabus in its entirety as this is your contract with your eTeacher. Your eTeacher will identify the value of each assignment and determine student grades. Penalties and consequences for late submission of work are up to your eTeacher. Students, parents and school officials may request information relative to how a grade was determined and the eTeacher will provide that information.

Get started right away

Students who immediately engage with their courses and eTeachers are far more likely to succeed. Don't procrastinate! Ask questions! Be sure to complete the **Student Success Orientation.** Many questions about how to learn online will be answered there.

Grades count

Grades are reported in percentages so that schools can assign a letter grade as determined by district policy. For example, a 92% may be an A in some schools and a B in other schools.

Grades will be based on the eTeacher's assessment of student work and the degree to which the student has met course requirements. Course requirements may include:

- Student participation, effort and completion of assignments;
- Responsibility, as reflected in timely preparation of online coursework;
- Growth and achievement in meeting content standards;
- Skills/knowledge gained as evidenced by performance on assignments, exams and projects

Work every day

Online courses require more self-discipline than traditional courses because there is no teacher reminding you to pay attention. Successful students log into courses every day, follow instructions, and initiate communication with eTeachers. Remember that the technology records your daily "attendance" in the course—and what work you were doing. See appendix C for tips for successful eLearners.

Follow your school's Internet Use Agreement

This is the document you sign that says you will use the Internet wisely, and that you will stay away from inappropriate sites. Netiquette (online etiquette) should be applied at all times. The **Student Success Orientation** explains Netiquette more fully and offers a quiz to test your knowledge about appropriate online interaction.

Demonstrate proper conduct

Your district has a conduct and disciplinary code with associated rights and responsibilities. As with any classroom, eTeachers will attempt to address conduct and discipline problems directly with you prior to referring you to the next level. If your eTeacher is unable to resolve the problem or if the infraction requires administrative notification, your eTeacher will contact your school site coordinator/learning coach and the IDEAL-NM student success coordinator. The site coordinator will either address the problem directly or bring it to the attention of your school's administration. The site coordinator/learning coach will also have the responsibility of sharing with the eTeacher any action taken in the situation. Local discipline codes and policies/ procedures for student rights and responsibilities will be used in handling the situation. If you are experiencing a problem with your eTeacher, you should talk with your site coordinator who will address the issue with the IDEAL-NM Student Success Coordinator if necessary.

Improper conduct is defined as interfering with the teaching and learning occurring on the website by posting profane, threatening, abusive, or inappropriate language—including demeaning written or oral comments of an ethnic, sexist, or racist nature and unwanted sexual advances or intimidations—to an eTeacher, staff member, or student via verbal, email, threaded discussion, chat room or other communication.   Improper conduct also includes using the computer system to post inappropriate graphics or links to inappropriate web sites or "hacking" into another person's computer files for any reason.

Cyber Bullying will not be tolerated. Students who are suspected of cyber bullying will be immediately removed from an online course until the situation is investigated. Cyber bullying is defined as bullying that takes place using electronic devices and equipment, including cell phones, computers, and tablets.

Don't cheat

Academic dishonesty includes breaches of academic conduct, including cheating, plagiarism, and attempts by a student to show possession of knowledge and skills he/she does not possess. These breaches can include:
- The use of non-permissible materials in any form during a quiz or examination.
- Copying the answers of another student, whether on a test, quiz, or homework.
- Plagiarizing, or using someone else's work which is evaluated as the student's own work.

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• Impersonating another student on any assessment.
• Helping someone else commit these infractions.

What is Plagiarism?

Using something that someone else has written and claiming it as your own is plagiarism. In effect, you are stealing someone else's words if you copy and paste from the internet. Even paraphrasing, or using some of the words, can be considered plagiarism. If you are reading something that has the answer to a question, you still must answer with your own words. The real skill of learning is developed when you interpret and analyze what you have read and put it in your own words.

Avoiding Plagiarism

You can copy and paste information from the internet that you find. However, it must be put in "quotation marks" and you must cite the webpage where you found it (i.e. http://en.wikipedia.org/wiki/Plagiarism). Then, to make your answer valid, you should explain what it means to you and use examples where applicable.

Types of Plagiarism

Copying someone else's work, whether it be written words, music, images, video, or other media is a violation and may involve copyright laws.

Consequences for Cheating

If an eTeacher suspects a student of cheating, the eTeacher will contact the student's site coordinator and inform the Academic Services Coordinator of the circumstances. If cheating is confirmed, the student will receive a zero for that assignment. In addition, the student's school officials will be asked to advise online staff regarding further consequences in accordance with local school policy.

Withdrawal permission is required

Students may drop only at the request of the site coordinator. Students who withdraw from an online course will receive a percentage grade based on work completed to that point. The student's school will determine whether the student will receive a grade, an indication of withdrawal, or any other annotation on the student transcript.

Know the misconceptions about online learning

Appendix A is a must-read! You'll enjoy it!

IDEAL-NM follows the federal rules

Go to Appendix B for federal legislation concerning anti-discrimination/harassment, equity, FERPA (Federal Educational Rights and Privacy Act), Title VI/IX, and other civil rights legislation.

Contesting Grades

All questions about assessment and grades should be discussed between students and teachers as part of ongoing dialogue about progress in the course. This promotes student and instructor reflection and prompts course revisions to occur as needed.

In the event that a student should want to contest a final grade, the contest should be made within 30 days) and the following procedure should be followed.

- An email should be sent from student or parent to teacher with a copy to the site coordinator

and academic services coordinator/academic services director. The email should explain specific details regarding an inaccurate assessment of the student's learning or progress in the course.

- A response from the eTeacher will be sent to student, parent, site coordinator and academic services coordinator or academic services director. The response should address the concerns of the student/parent and give a decision/recommendation or plan of action concerning the final grade in the course.
- If parent and student are not satisfied after receiving the eTeacher's response, they should contact the academic services director. Further discussion and action will occur if necessary.

Appendix A: Misconceptions about Online Learning

While most students succeed in online courses, it is important to start your class with clear expectations about online courses. Here are some common myths and the truth behind each myth.

Myth#1: Online courses are easier than face-to-face classes.

Truth: Online courses follow state standards and benchmarks for student learning. There is no hiding in an online course. Every student has a front row seat. Every course has a pacing guide for assignment due dates and students are expected to work every day, Monday through Friday, for 45-60 minutes each day. Every course has work due each week and a final exam. Attempting the final exam is required in order to receiving a grade above 59%.

Myth #2: It's easy to cheat in an online course.

Truth: Teachers know each student's writing style and skills. Teachers E-mail, message, text, and call their students to check on their understanding of course material. Learning is often applied in projects requiring high levels of thinking skills. Teachers use technology to track plagiarism.

Myth #3: Online courses are self-paced (meaning you take time off whenever and take it easy).

Truth: Online courses are designed for 18 weeks. Most students are taking the course from a computer at school so they must work to finish the school in the semester they enrolled in it. Pace means progress, so to earn an extended completion date (more time to complete a course); students must have completed over 50% of the course and have extenuating circumstances.

Myth #4: Online courses are software programs you do on your own with no support.

Truth: Each student has a team of support behind them. Every student completes an IDEAL-NM Student Success Orientation to develop online learning skills. "Guest" courses can be accessed at: www.idealnewmexico.org. Each course has an eTeacher and small class sizes of thirty students or less per section. eTeachers provide their phone number and E-mail to each student. Classes open to an announcement page with important current information.

Students receive feedback on each assignment and are encouraged to communicate with their teachers daily. Chat and online webinars are possible for tutoring. Academic watch reports are sent to school site coordinators/learning coaches weekly. Student Success Coordinators at IDEAL-NM help parents, students, eTeachers and site coordinators communicate for student success.   An IDEAL-NM tech team answers tech questions for schools, site coordinators/learning coaches, eTeachers, students and parents. An IDEAL- NM Student handbook is provided to each student.

Myth #5: You are on your own with online courses and never get to interact with other students.

Truth: Courses include student-to-student discussions, group projects and web 2.0 tools such as wikis and blogs. Chat and online webinars are also possible for synchronous meetings. Courses may include group projects, evaluating each other's work through self and peer assessment, group simulations and other collaborative assignments.

Myth #6: Online courses only offer basic courses I could take at my school.

Truth: IDEAL-NM was created as a supplemental program to offer students courses not available for them through their school. IDEAL-NM offers a catalog of courses from core courses with general education, AP and honors sections, electives and hard to find courses that may not fit into your schedule. See the latest offerings in the course catalog: http://www.idealnewmexico.org.

Appendix B: Federal Disclaimers

Anti-Discrimination/Harassment: IDEAL-NM is committed to safeguarding the right of all participants to work and learn in an environment that is free of discrimination or harassment. Discrimination/harassment on the basis of race, color, ancestry, religion, national origin, age, sex, sexual orientation, or disability in any form will not be tolerated. All schools in the IDEAL-NM network should have an anti-discrimination policy and procedures for addressing discrimination/harassment complaints. Compliance with will be the responsibility of each participating school. Complaints should be filed with the complainant's school and the IDEAL-NM Executive Director, and should follow procedures of the policy for that school. Situations involving two or more schools will require the collaboration of administrators in each of those schools. IDEAL-NM can assist when appropriate.

Equity: IDEAL-NM is committed to an equal education for disadvantaged and underserved students, and will recommend policies and procedures to ensure that all students can take advantage of the opportunities created by the project. Schools should set a priority on recruiting disadvantaged and underserved students. Eteachers will make every effort to ensure that the content, approach, and goals of the online education courses meet students' needs.

FERPA: IDEAL-NM adheres to the requirements of the Federal Educational Rights and Privacy Act, and actively pursues policies and procedures that protect the privacy of student records.

Title VI/IX and Other Equity Legislation: All schools must be in compliance with all Federal Civil Rights legislation. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 insures that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally-assisted program. In addition, state civil rights legislation will apply to IDEAL-NM courses. Compliance with all civil rights legislation will be the responsibility of each school and complaints should be filed with the complainant's school and should follow the school's grievance procedure.

ACCESSIBILITY STATEMENT (VPAT):
- **D2L 508 Statement:** Learning Environment Section 508 Voluntary Product Accessibility Template (VPAT)
- Learning Environment Web Content Accessibility Guidelines (WCAG 2.0) Checklist
- ePortfolio Section 508 Voluntary Product Accessibility Template (VPAT)
- ePortfolio Web Content Accessibility Guidelines (WCAG 2.0) Checklist
- Learning Repository Section 508 Voluntary Product Accessibility Template (VPAT)
- Learning Repository Web Content Accessibility Guidelines (WCAG 2.0) Checklist
- **Adobe 508 Statement:** (VPAT): http://www.adobe.com/accessibility/products/acrobat.html

 ADA COMPLIANCE/INFORMATION:

If you have or believe you have a disability, you may wish to self-identify. You can do so by providing

documentation to your school. If you are not sure how to do this, contact your site coordinator or your building principal so they can help you. Appropriate accommodations can then be provided for you. If you have general questions about the Americans with Disabilities Act (ADA), go to this link and help

site: http://www.ada.gov/

Appendix C: Supported End-User Technologies

Users may check their system settings to view conformance with Brightspace technical requirements by using this link: http://www.usg.edu/usgweb/d2lchecker/

Windows Operating System

Browser	Status	Issues
Microsoft Edge (Latest)	Supported	

Internet Explorer 10 and 11	Maintenance	• Content viewer: PDFs do not display natively
		• HTML Editor Issues:
		  •
		  o 'Insert Stuff' & 'Insert Image' buttons disappear and windows cannot be closed after clicking on different courses
		  o Adding a quicklink places the link at the top of the text
		  o Table column/rows cannot be added or removed
		  o Font color/highlighted text cannot be added or edited
		• FAQ 1416 - Why do I get a blank screen why I click a Content link in D2L when using Internet Explorer

Internet Explorer 9 or older	Unsupported	
Firefox (Latest)	Supported	• FAQ 1408 - Why do I get a blank screen when I click a Content link in D2L when using Firefox 23 or higher?
Firefox ESR (View FAQ)	Supported	• FAQ 1408 - Why do I get a blank screen when I click a Content link in D2L when using Firefox 23 or higher?
Chrome (Latest)	Supported	• FAQ 1412 - Why do I get a blank screen when I click a Content link in D2L when using Google Chrome 29 or higher?

Mac OSX Operating System

Browser	Status	Issues

Safari (Latest)	Supported	• After logging in, users may be automatically re-directed to the login page
Safari 6, 7, or 8	Maintenance	
Safari 5.1 and older	Unsupported	
Firefox (Latest)	Supported	• FAQ 1408 - Why do I get a blank screen when I click a Content link in D2L when using Firefox 23 or higher?
Firefox ESR (View FAQ)	Supported	• FAQ 1408 - Why do I get a blank screen when I click a Content link in D2L when using Firefox 23 or higher?
Chrome (Latest)	Supported	• FAQ 1412 - Why do I get a blank screen when I click a Content link in D2L when using Google Chrome 29 or higher?

Tablet and Mobile Support

Device	Operating System	Browser Version	Status	Issues
Android	*Android 4*	*Android (Latest)*	Supported	
Apple	*iOS 6, 7, 8, and 9*	*Safari (Latest)*	Supported	• FAQ 1139 - Discussions iPad iTouch iPhone
Microsoft Surface	*Windows 8*	*Internet Explorer 11*	Supported	
BlackBerry (mobile only)	*BlackBerry 7, 10*	*BlackBerry (Latest)*	Supported	

- **Ensure that your browser has *JavaScript* and *Cookies* enabled.**
- **For desktop systems, you must have *Adobe Flash Player 10.1***

Appendix D: Graduated Driver License – Student Eligibility

Senate Bill 9, amends Sections 66-5-8 and 66-5-9 NMSA 1978 to provide that:

- The six-month minimum period for which an individual is required to hold an instruction permit before obtaining a provisional license is extended by 30 days for each traffic violation, committed during the time the individual was driving with the instruction permit, for which the individual was convicted or adjudicated delinquent.
- The 12-month minimum period for which an individual is required to hold a provisional license before obtaining a regular driver's license is also extended by 30 days for each traffic violation, committed during the time the individual was driving with the provisional license, for which the individual was convicted or adjudicated delinquent.

New Drivers – Under Age 18

If you are applying for your first New Mexico driver license and are under age 18, you must go through the New Mexico Graduated Licensing System to get your license.

Graduated Driver Licensing (GDL) – 3 Stages

Stage 1: Instructional Permit – To get an instructional permit, a teen must be at least 15 years old, and go into a MVD Field Office with the following documents:

- Proof of having completed or of being enrolled in a state-approved driver education program;
- Proof of identity, identification number and New Mexico residency, to include:
    - One (1) proof of identification number, and
    - One (1) proof of identity, and
    - Two (2) proofs of New Mexico residency.

At least one of the 'proof of identity' or 'proof of identification number' documents must also show the teen's date of birth.

At the MVD Field Office the teen and the parent/ guardian will complete and sign an instructional permit application. Then, the teen must:

- Pass a vision test
- Pass the MVD Knowledge Exam.
- Provide a referral card
- Pay an instructional permit application fee
- Once the teen gets the instructional permit, the teen must:
    - Hold the instructional permit for at least six months;
    - Complete and pass a state-approved driver education program which includes a 3-hour DWI component
    - Complete and pass a state-approved driver education program;
    - Drive with an adult 21 or older who has been licensed for a minimum of 3 years;

o   Complete 50 hours of supervised driving practice, including 10 hours at night;
o   Maintain a clean driving record for the 90 days preceding application for Stage 2; and
o   Not drink and drive. Even a .02 percent concentration of alcohol – barely one drink – could result in a 6-month license revocation for drivers under age 21.

Stage 2: Provisional License – To get a provisional license, a teen must be at least 15 ½ years old and have successfully completed Stage 1. At the MVD Field Office the teen and the parent/ guardian will complete and sign a provisional license application. In signing the provisional license application, the teen and the parent verify that the teen:

Has completed Stage 1 successfully;

- Has been driving only with an adult 21 years or older who has been licensed for at least 3 years;
- Has not been convicted of a traffic violation* in the 90 days preceding application for a provisional license; and
- Has not been drinking and driving.

Then, the teen must:

- Provide a TSB 'Certificate of Completion' that clearly shows the applicant achieved a passing score from a state-approved driver education program that includes a 3-hour DWI component
- Provide the GDL driving log (Graduated Driver's License log-any document that records the necessary information handwritten or typed) that shows the teen has completed the practice driving component of 50 hours behind the wheel training, 10 of which are at night. The driving log must be signed by the parent or guardian.
- Pass the MVD Road Skills Exam. **IDEAL-NM courses do not offer this exam. Students must take at MVD offices.**

Once the provisional license is issued, the following conditions apply:

- The teen driver must hold the provisional license for at least 12 months.
- Unless a licensed driver age 21 or older is in the vehicle, a provisional license-holder may not have more than one passenger in the vehicle under the age of 21 who is not an immediate family member.
- The teen driver may not operate a motor vehicle between the hours of midnight and 5 a.m. unless accompanied by a licensed driver age 21 or older. Exceptions are permitted for school, employment, family and medical need, or religious functions (licensees must carry a statement from the appropriate school, or religious official, employer, doctor, or parent/ guardian).

Stage 3: Full License –To get a full-unrestricted license, the teen and the parent/ guardian must complete and sign a driver license application. In signing the driver license application, the teen and the parent verify that the teen:

- Has completed Stage 2 successfully;
- Has not been convicted of a traffic violation* 90 days preceding application for a full license;
- Does not have any traffic violations* pending at the time of application for a driver license; and

- Has not been found guilty or have an offense pending involving the use of alcohol or drugs during the provisional period.

If the teen is 18 years or older, only the teen needs to sign the application.

*The traffic violations include:

- Failure to Obey Traffic Control Device or Signal
- Failure to Obey Traffic Control Signal
- Speeding
- Homicide by Vehicle
- Injury to Pregnant Woman by Vehicle
- DWI or Drugs
- Refusal to Submit to a Chemical Test
- Reckless or Careless Driving
- Careless Driving
- Racing on Highways
- Failure to Yield

Fees for an Instructional Permit, Provisional License and Driver License

- Instructional Permit - $10.00
- Provisional License - $18.00
- Full-unrestricted License – 4-year is $18.00; 8-year is $34.00

Appendix E: Frequently Asked Questions

Am I good fit for online learning?

We believe that all students are digital learners; however, basic computer skills, literacy skills and organizational skills play an important role in the successful completion of an online course. Online students must have self-motivation and apply time management skills. Because the material is completely online, reading and writing skills are also important. To find out more about the dispositions and skills for online learners visit the student resources on the student page of our website.

How do I access my course?

Brightspace (D2L) is the website and learning management system for all regular IDEAL-NM courses. Your login credentials and URLs to login in to your course are as follows:

Brightspace by D2L is the Learning Management System (LMS):
> **URL:** https://idealnm.brightspace.com
> **Username:** Nine-digit student ID number
> **Password:** (Chosen by site coordinator)

Should I change my password?

Yes. Upon enrolling in your course, you will be given a username (your 9 digit student ID if you are a public or charter school student or firstname.lastname if you are a private or home school student). You will also be given a temporary password (changeme). Be sure to change your password after you log in the first time. To do this, log into Brightspace and go to "Your Name"> "Account Settings"> "Change Password." Enter the old password and then the new password. Confirm the new password and save. Note: DO NOT SHARE YOUR PASSWORD WITH ANYONE. Doing so could result in academic penalties and disciplinary action.

Where do I start?

Complete the Student Success Orientation first. When you log in the first time, you should see the course you enrolled in as the Student Success Orientation. Be sure to complete the *Student Success Orientation* before you begin your actual course.

What if I have technical difficulties?

Your site coordinator or learning coach is your first point of contact for technical issues. Your eTeacher can also help. If all else fails, contact the student success coordinator or any other IDEAL-NM staff member. Contact information can be found on our website at: www.idealnewmexico.org. You may also send an e-mail to support@idealnm.info. Technical Considerations are outlined in Appendix C.

Do these courses cost money?

Yes. See the fee schedule below.

Course	School/District Fee	Home School Fee
General Education Courses	$200 per .5 credit semester-long course	$250 per .5 credit semester-long course
Advanced Placement Courses	$250 per .5 credit semester-long course	$300 per .5 credit semester-long course
Courses From a Third Party	Fees Range between $200-500 per .5 credit semester-long course	Fees Range between $200-500 per .5 credit semester-long course

Can a school pass the cost of an IDEAL-NM course on to the student/parents?: In some cases, yes. During the summer and regular school year, schools may pass the cost of the online course to the student/parent in the following cases:

> ➢ Students enrolled in credit recovery courses (except for indigent students).
> ➢ Students enrolled in enrichment courses (i.e. advanced placement, honors, dual credit) unless student is taking the enrichment course to fulfill the graduation requirement of taking an online, dual credit, advanced placement, or honors course.
> ➢ Students enrolled in courses taken above and beyond a regular student schedule (i.e. taking extra courses to graduate on time).
> ➢ Students enrolled in preferred electives not offered at the school.
> ➢ Students enrolled in courses due to scheduling conflicts outside of school (i.e. employment or extracurricular).

During the summer and regular school year, schools may not pass the cost of the online course to the student/parent in the following cases:

> ➢ Students enrolled in online courses because the school does not offer the course for whatever reason.

> ➢ Students who are indigent.

> ➢ Students enrolled in online courses that are core requirements for graduation that are part of the students' regular schedules.

Do the courses have textbooks?

In some cases, yes. With the exception of some Advanced Placement and English Language Arts courses, IDEAL-NM courses do not require textbooks. Read your course syllabus carefully to determine if there are required materials for your course.

Does IDEAL-NM offer credit recovery courses?

Any core IDEAL-NM course may be taken for credit recovery. School site coordinators should let the IDEAL-NM student success coordinator know if a student is trying to recover credit so that the eTeacher may be notified to provide more direct instruction.

Does IDEAL-NM offer online dual credit courses?

Not at this time.

Does IDEAL-NM offer Advanced Placement courses?

Yes. IDEAL-NM offers College Board approved Advanced Placement courses. Visit www.idealnewmexico.org to view a list of courses or to download a printable course catalog.

Who teaches the IDEAL-NM courses?

IDEAL-NM courses are taught by licensed New Mexico teachers with endorsements in the content areas they teach. While some of our teachers reside in other states, most live in New Mexico and are teaching full time in a local school.

What is the best way to contact my eTeacher?

The best way to communicate with your eTeacher is through the message system in your course. eTeachers are expected to respond to messages from students within 24 hours M-F. In addition, your eTeacher's contact information is located in your course. Click on the menu button titled "eTeacher" to access contact information. If you have difficulty getting a response from your eTeacher, you may contact the IDEAL-NM studentsuccess coordinator for assistance.

How are the courses structured?

 IDEAL-NM courses are asynchronous—students and teachers access the courses at different times. The courses are delivered via the learning management system (LMS) and are designed to be interactive and engaging.

How do students and teachers interact?

Through various communication tools within the learning management system (i.e., discussion board, messaging, and chat), students interact with each other and their teacher on an ongoing basis. Courses have web conferencing capability, which enables live interaction between teachers and students for individual and group instruction or for parent/student/teacher conferences.

How long are the courses?

Each course includes a pacing guide that can be adjusted for different time frames for completion to accommodate traditional and block schedules and to allow you to determine your pace. However, all courses must be completed within an 18-week time period.

I want to play sports in college. Have IDEAL-NM online courses been approved for NCAA eligibility?

After a review from NCAA, NCAA determined that IDEAL-NM courses are not eligible for NCAA approval. IDEAL-NM does not meet the Student-Teacher Interaction, according to their criteria.

While IDEAL-NM courses do not meet NCAA's criteria for student to teacher interaction, students interested in taking an IDEAL-NM course may still do so and be eligible to play college sports based on other courses taken through their local district. When considering which IDEAL-NM courses to take, talk to your counselor to be sure that the core courses for NCAA are addressed with courses you have taken at your local school site.

How is my progress monitored?

Your school site coordinator has access to the student information and learning management systems. Within these systems, they will use the tools that are available for tracking and monitoring your progress.

Can my parents monitor my progress?

Yes. When you are enrolled in an IDEAL-NM course, your parent will automatically receive log-in credentials in our student information system. In this system, your parent will be able to monitor your progress and check your grades. Your parent may also request that an account be sent up in the learning management system where you progress/grades may also be monitored.

What is academic watch?

On a weekly basis, eTeachers are required to notify site coordinators of students whose grades have dropped below a 60% through the Academic Watch system. eTeachers may also include students who have not logged in in three days or who are behind pace on the Academic Watch list.

How are my grades reported?

Your site coordinator or learning coach has access to your grades in the learning management and student information systems. They also have the ability to access and print out your transcripts. IDEAL-New Mexico provides a percentage grade and your school will translate the percentage grade into a letter grade and award credit on your transcript.

How do I drop a course?

Only your site coordinator may drop you from a course.

Can students with Individual Education Plan or 504 plans take IDEAL-NM courses?

Yes. IDEAL-NM eTeachers make the necessary accommodations in accordance with students' IEPs/504s and in collaboration with the onsite school staff. However, it is important to recognize that some accommodations may need to be provided at the school site through assistive technology or other support provided by the student's home school. Your Site Coordinator will need to provide an updated IEP/504 yearly.

What resources are available to me?

The first time you are enrolled in an IDEAL-NM course, you are automatically enrolled in the New Student Orientation. You will see the link in your list of courses. This is a very important resource for you. You must complete the orientation prior to starting your first course.

IDEAL-NM also has a student handbook.   Be sure to read this in its entirety, before you begin your course and keep it as a resource to refer to during the school year. The student handbook is available in your online course and on the resources page on the student section of our website www.idealnewmexico.org .

What support can I find online?

Math

- Math World http://www.math.com

- Khan Academy https://www.khanacademy.org

Writing

- Polish My Writing Checker http://www.polishmywriting.com

- Grammar and Writing Checker http://granmark.org

Plagiarism Checking Tools

- Small Tools http://smallseotools.com/plagiarism-checker

- Grammarly Spell Checker https://www.grammarly.com/plagiarism-checker

Students enrolled in a local school may also contact their local school office for additional support.