

# **ONLINE COURSE REQUIREMENTS**

## **PLEASE READ BEFORE APPLYING FOR AN ONLINE CLASS.**

**For students seeking to enroll in Online ICT: Students will need a PC running Microsoft Office 2010 or newer (Office 2013 recommended). Using a Mac/Apple is not recommended. Satisfies Graduation Requirements**

While the majority of the online courses will be completed via the internet through the use of Blackboard, **there are three mandatory meetings that you will be required to attend at Diamond Bar High School.** After you have successfully been enrolled in an online course, you will be notified as to which instructor you will have. Each instructor will have specific dates and times for their course meetings. The finalized dates and times for these meetings will be available on the summer school website by May 1<sup>st</sup>. An “Accepted List” will also be posted on the website by May 1<sup>st</sup>, which can be used to determine your instructor & meeting times. Lastly, instructors will send out email notifications to their enrolled students with more detailed information by May 1<sup>st</sup>.

### **1. Orientation Meeting (Week of May 13<sup>th</sup>)**

During the orientation meeting, students will receive their User Accounts and Passwords, which will allow them to access the class online. The instructors will distribute and review the course syllabus, course timeline, and expectations for course participation. They will also demonstrate how to navigate the Blackboard webpage, which students will use to complete the coursework.

**(Note: If you are enrolled in both HEALTH & ICT, you will need to attend BOTH meetings, which will be scheduled in back-to-back sessions to allow students to meet instructors for both courses.)**

### **2. Mid-Term Exam Meeting (Week of June 24<sup>th</sup>)**

During this meeting, students will complete their mid-term exam. This will also provide the students with the opportunity to review their progress in the course with the instructor.

There will be various exam times scheduled by the instructor (to be determined) on these days for you to attend.

### **3. Final Exam Meeting (Week of July 15<sup>th</sup>)**

During this meeting, students will complete their final exam, and make sure that all assignments have been submitted before the final grade is issued.

There will be various exam times scheduled by the instructor (to be determined) on these days for you to attend.

**Your attendance to ALL 3 meetings is mandatory, with no exceptions. If you cannot attend ANY of these meetings, **Do Not enroll in an online class.** Any student that does not meet their obligations to attend ALL of these meetings will be dropped from the course without a refund.**

Sincerely,  
Health and ICT Online Instructors

## Online Courses: Things to Consider Before Enrolling

After teaching an online class for over several years now, we have found that only about half of the students really like and enjoy the online learning experience. The other half of the students have shared that they would prefer to be in a regular class setting. Many students see this online class as simply convenient for scheduling and do not consider how successful they may or may not be. This class is NOT just an easy A.

**If you are thinking about enrolling in an online course, here are some questions to ask yourself before registering for this class:**

1. Do you enjoy studying and learning independently?
2. Are you self-motivated?
3. Can you read a textbook, view lectures, and complete assignments without a lot of teacher guidance?
4. Do you have the self-discipline to check into an online class daily?
5. Do you have **reliable** access to the internet on a daily basis?
6. Are you familiar with basic computer skills?
7. Can you navigate your way through websites?
8. Do you have an email account that can be used for communicating with the instructor?
9. Do you have **10 hours** of available time for this class each week?
10. Overall, are you a good student in most classes?

If you can answer "yes" to all or most of these questions, chances are you will be successful in this class. If you cannot answer "yes" to most of these, please think twice before enrolling in this class because an online course may not be best for you. This class moves forward quickly and you are responsible for keeping up and completing the assignments and exams.

Sincerely,  
Health & ICT Online Instructors