

Technical Requirements

In order to complete their online course with CBe-learn, students do need access to a computer with a full operating system, and a word processing program, such as Microsoft Word, as well as consistent access to the internet.

All CBE students have access to a free download of Microsoft Office 365. Go to: <https://www.cbe.ab.ca/news-centre/Documents/how-to-download-office-365-student-OSX.pdf> to access download instructions for an **Apple** computer **or** <https://www.cbe.ab.ca/news-centre/Documents/how-to-download-office-365-student-windows.pdf> to access download instructions for a **PC** computer

Textbooks

Our courses provide access to all curricular materials online (including textbooks). Should your student find that a hard copy of a textbook would provide further support to their learning needs, please contact our registration office (403-777-7971) to arrange to borrow a textbook. Textbooks are due at the end of each semester.

Essentials for Online Learning Success

This course has been designed for you to familiarize yourself with the tools you will need to use in our courses. There are seven lessons in the *Essentials* course. You will earn one high school CTS credit for successfully completing *Essentials for Online Learning Success* if you have not previously earned a credit in COM1255.

Private Discussions

In most CBe-learn courses, you will see an area in the discussion forum called “Private Discussions”. This is the area in which you have your primary communication with your teacher. Any messages you post here only you and the teacher can see. This is where you ask your teacher specific questions, ask for extra help, and let the teacher know how you are doing in the course. This should be checked daily for messages, and there is an option to subscribe to email updates.



The screenshot shows the CBe-learn interface for a course titled "Math 10-C - Fall 2014 (Dalke)". The navigation bar includes links for Course Name, Content, Checklist, Classlist, Discussions, Dropbox, Grades, Online Rooms, Quizzes, Surveys, Self Assessments, and Log Out. The main content area is titled "Private Discussions with your Instructor" and features a prominent blue button labeled "Private Discussions". Below this, a message states: "This is a private discussion forum that has been set up for you to communicate with your instructor about things that are personal to you and this course." At the bottom, there is a table with columns for Topic, Threads, Posts, and Last Post. The first row shows a topic with 5 threads and 7 posts, with a last post date of Oct 2, 2014 2:47. A note at the bottom left says "Your Name will be here".

Parent/Guardian Log-in for Brightspace by D2L

We encourage guardians to set up their access account that allows guardians to view their child’s progress as well as assessment information in Brightspace courses. *The log in portal is accessed through the main Brightspace by D2L log in page* (<https://d2l.cbe.ab.ca/>)

Deadlines & Due Dates:

CBe-learn’s courses are structured with deadlines and due dates.

Deadlines and due dates listed in the course are the final dates that assignments can be submitted. The assignment submission folder is usually closed at 11:59pm MT (Mountain Time). *It is vital you always refer to information from your teacher regarding expectations around due dates/late submissions.*

Work Plan or Learning Plan:

In some of your courses, teachers require you submit a work plan at the beginning of the course. Generally, you would work from the due dates in each course. If you need personalized assistance to develop a work plan, please see your Student Advisor.

Please note: Most teachers opt to use **checklists** with established due dates rather than work plans.

Brightspace by D2L now has an app called **Brightspace Pulse**.



“Brightspace Pulse is a mobile app that can help learners stay connected and on track with their courses in Brightspace Learning Environment. It provides one easy view of course calendars, readings, assignments, evaluations, grades, and announcements” (Brightspace Pulse Learner Guide).

Parents/Guardians are also able to access their student’s progress information through the app. Guardians log-in with their guardian access account.

Report Cards

Grades, feedback, and course progress are readily visible in each CBe-learn online course at any time through the D2L gradebook. Mid-term and Final Report Cards are released digitally through the MyCBE PowerSchool portal.

myBlueprint

myBlueprint is an online education, career, and life planner (7-12) that provides students with a self-directed resource that allows them to research and create a plan for education, career and life. This web based application works on every device and browser and is accessible to all CBE high school students and educators.

Access myBlueprint via: www.myblueprint.ca/cbe.

Remind

Remind is a one-way text messaging system. Sign-up is optional.

Sign-up to receive text messages on a variety of information items including CBe-learn registration reminders, CBe-learn events, and post-secondary information (open houses, scholarships, etc.).

To receive messages via text: text *@cbe-learn* to 587-333-7973 You may opt out at any time by replying: *unsubscribe @cbe-learn*

Tips to start you off

- Create a file folder on your computer's desktop for each course. Save your assignments here as you are working on them—and be sure your final copy is saved here *before* you upload it into the assignment submission folder. If an issue arises with Brightspace, then you have a back-up copy on your own computer.
- Print off your Checklist/Learning Plan (with due dates) for each course. Post this some place that keeps you accountable as a reminder.
- A “paper” calendar or whiteboard is a great tool for recording and tracking assignments and test due dates. Transfer your due dates to your personal calendar, on which you record all of your commitments (e.g. job shifts, family events, etc.) Look for time commitment bottlenecks. You can always work ahead in your courses and you should take advantage of this option to ensure that you are able to meet all of your obligations and still meet your due dates.
- Set goals and chart your progress. It can be self-motivating to meet short term goals of completing assignments in each course as well as your longer term goals
- Find both large and small ways to reward yourself throughout your studies.
- Vary the places where you do your coursework (home, library, coffee shop, etc.)
- Take notes while you are working through your course materials. Note taking facilitates retention of information.
- Advocate for yourself. Remember your teacher cannot read your facial expressions in an online course—let them know when you need a little extra help!
- Consider placing your cellphone in another room when you are completing online tests. Recent research has shown that student performance on tests improved when their phone was turned off in and in another room while they wrote the exam.

Suggested Resources

- Alberta Education | Online Learning Student and Family Guide
<https://open.alberta.ca/publications/9781460139431>
- The Calgary Public Library has excellent online resources. Access the following through this link: <https://qa.calgarylibrary.ca/read-learn-and-explore/digital-library/?query=>
Check out **brainfuse HelpNow** for:
 - Online live tutoring from 2:00pm to 11:00pm
 - Writing lab for feedback on your written work
 - Practice quizzes and instructional videos.Scroll to the bottom of the page to find **SOLARO**. You can access study guides similar to The Key study guides and curricular materials to help prepare for tests and exams. A direct link to SOLARO is: <https://app.solaro.com/library/cpl>.
- Career Exploration/Planning - Alberta Government Learning Information Service (<http://alis.alberta.ca>) (Great free information resources including career information & Interest Inventories, post-secondary information, apprenticeship, scholarships, etc.)
- Ms. Welch's Virtual Bulletin Board: <https://irenewelch.com>
- Chinook Learning Services math self-assessment tool:
<https://www.chinooklearningservices.com/HighSchool/StudentResources/Academic-Program-Planning/Math-Self-Assessments.html>



Things you need to know before you start your online course(s) 😊

□ **Essentials for online Learning Success:**

All students registering in CBe-learn courses will be enrolled in the 'Essentials for Online Learning Success' course. This short course is designed to prepare you for our online program. Upon successful completion, the student will be granted one credit for e-Learning and Learning Management Systems (COM1255) (for senior high only).

If the student has already successfully completed the course in a previous term, we recommend they use this opportunity to revisit the course and use as a refresher and resource as they embark on their online courses this year. Students are welcome to complete the course again in it's entirety. If the student has already earned a credit in COM1255 in a previous term, they will not receive an additional high school credit for redoing this course.

□ **Brightspace by D2L is the website you will use to work on your courses:** <https://d2l.cbe.ab.ca>

Recommended internet browsers for use with D2L Brightspace:
Google Chrome, Microsoft Edge, Apple Safari, Firefox

□ **Technical Support:** Having trouble logging in? Help is available through: <https://www.cbe.ab.ca/support/Pages/help.aspx>

□ **Registration:** CBe-learn only registers students into courses on a **semester by semester basis**. Please be sure to connect with your Student Advisor, or your school counsellor, before the end of each semester to enroll in the following semester courses. Registration details can be found on our website: <http://www.cbelearn.ca>.

□ **Time Requirements:** Successful students share they are spending a **minimum** of 1.5 to 2 hours per core course per day.

□ **Test Centre:** Students must attend in-person to write midterm and final exams at the Career and Technology Centre. Government issued photo ID (i.e. driver's licence, Alberta ID card, passport, PR card, etc.) **OR** a CBe-learn student ID card is required.

□ **14-Day Engagement Policy:** Demonstrate an active commitment to learning by logging into your course(s) regularly to complete assignments and activities. If you have not been active in your course(s) for 14 days, your teacher may be in direct contact to initiate an engagement strategy.