

Virtual/Online Course Request

You only need to fill this form out if this is the first time you are requesting to take an online class. If you've successfully completed an online class previously, the use the Re-Application/Short Form

Student Name _____ Grade 2022 - 23 _____

Student's **Personal** Email _____ Male Female

Birthdate _____ Year of Graduation _____

Student's Cell Phone _____

Parent/Guardian Name _____ Phone _____

Parent/Guardian's Email _____

General Guidelines:

- Virtual/Online classes may or may not involve stringent deadlines. It is up to you, as the student, to follow a schedule to ensure that your class is successfully completed before the end of the semester. **NOTE—the deadline for your class may be earlier than the end of the semester. Be sure to check that date!**
- Your teacher is the online teacher assigned to your virtual/online class. They will be the one that assigns your grade, therefore any questions concerning assignments, etc need to be directed to him or her.
- Per School Board Guidelines, the grade that is given for the course will be one that is documented on your transcript.
- You will be assigned a mentor that will available for proctoring tests, answering general questions, assisting with technical difficulties, etc. It is your responsibility to let him or her know that you need assistance and to make prior arrangements for taking tests.
- Some companies enable parents to create passwords to check on their student's progress. The mentor may also be able to check on the student's progress. If there are any questions on the parent/guardian side, please do not hesitate to call the mentor.

Student Signature _____

Parent/Guardian Signature _____

Date _____

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It is the policy of Byron Area Schools that no person shall, on the basis of age, race, color, limited English proficiency, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Title IX Coordinator, Byron Area Schools, 312 W. Maple, Byron, MI 48418.

Online Course Readiness Survey

Student Name _____ Date _____

1. My technology access is best described as:
 - a. I have a computer at home with Internet access and I have my own e-mail account.
 - b. I have regular access to a computer with Internet access and I have my own e-mail account.
 - c. I do not have a computer or an e-mail address.
2. What type of Internet access do you have?
 - a. Phone – hot spot
 - b. High Speed Cable
 - c. None
3. My experience with Blackboard:
 - a. Have accessed several times
 - b. Have accessed before but I don't use it
 - c. Have never used it
4. My technology skills are best described as:
 - a. I can use e-mail, web browsers, word-processing software, and can download files, and create attachments. I like trying to solve technology problems on my own and don't get frustrated easily.
 - b. I can use e-mail, web browsers and word processing software. I don't feel comfortable solving technology problems on my own.
 - c. I have used e-mail, web browsers and word-processing software, but I get frustrated when things don't work the way they should.
5. Face-to-face communication is:
 - a. Not essential to me. I understand that quality learning can take place without face-to-face interaction.
 - b. Important to me and I wonder about my ability to learn without being able to see the instructor or other students.
 - c. Essential and I can't learn unless I can interact in person with the instructor and other students.
6. When I need help in class:
 - a. I feel comfortable asking questions and asking for help when I need it.
 - b. I hesitate to ask questions of the instructor, but I will ask for help if I need it.
 - c. I don't like to ask questions or ask for help.
7. The amount of uninterrupted time I am able devote to an online class is:
 - a. 15 hours or more per week, anytime during the day or night
 - b. 10 – 15 hours per week, mainly at night
 - c. Less than 10 hours per week

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8. I would describe my personal style as:
 - a. Self-motivated, self-disciplined and organized.
 - b. Motivated, but I need help remembering assignments and due dates.
 - c. Pretty disorganized – I need someone to motivate me and help me stay on top of my coursework.
9. When it comes to procrastination:
 - a. I rarely procrastinate.
 - b. I sometimes procrastinate, but I always get my work in on time.
 - c. I always procrastinate – I like to work under pressure.
10. My reading and writing abilities are:
 - a. I enjoy reading and writing and have confidence in my abilities.
 - b. I read well but I'm not comfortable expressing myself in writing.
 - c. I don't like reading and look for classes without a lot of writing assignments.
11. My critical thinking skills are best described as:
 - a. I can analyze class materials and formulate opinions on what I've learned.
 - b. I can sometimes analyze class materials and form opinions, but it is a struggle for me.
 - c. Analyzing material is not something I do well.
12. Class discussions are:
 - a. Important to me and useful in helping me learn the information presented in class. I almost always participate in class discussions.
 - b. Somewhat important to my learning. I sometimes participate in class discussions.
 - c. Not very useful to me. I don't usually participate in class discussions.
13. When it comes to learning:
 - a. I welcome opportunities to learn new things and master new technologies.
 - b. I get nervous around technology, but I like to learn.
 - c. I get nervous around technology and would rather not use it.
14. I am considering taking an online course because:
 - a. I've taken an online course before and enjoyed the experience.
 - b. I'm curious about online classes and have room in my schedule.
 - c. I need the class for a graduation requirement or job situation, and I can't fit it in to my schedule.
15. I think an online class:
 - a. will be a breeze and easy to complete.
 - b. may be difficult but I am capable of handling it.
 - c. will be difficult for me and I will need a lot of help.
16. If I have problems with the course work or technology, I:
 - a. always have someone who is available to help me.
 - b. usually have someone available to help me.
 - c. sometimes have someone to help me.
 - d. never have someone to help me.

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