

EOP REGISTRATION PACKAGE

EOP is SD83's Distributed Learning School. We offer over 72 online courses to students across the District and Province. Before you begin your EOP course you will need to complete the following registration process.

Step 1 – Complete the **ONLINE REGISTRATION FORM** by going to eopmoodle.sd83.bc.ca

Notes:

- You will need your **PEN (Provincial Education Number)** to register. You should be able to find this number on an old report card or by visiting a school counselor.
- Once you complete the online registration form you should receive an email within 10 min confirming your course requests. If you cannot find this email in your inbox, please check your junk folder.
- Students not already registered with a school in SD83 will need to send a copy of their **BC Care Card** or **proof of BC residency** (ie. phone bill with name and address on it and Birth Certificate) to eop@sd83.bc.ca before their account can be verified.
- Once our staff has been able to verify your registration information you will receive another email with a username and password to log into our Moodle website and begin your course. You should receive this email within 1-2 working days.
- If you do not receive either of the emails mentioned above, please visit an EOP Learning Center for assistance or contact us by phone at the number shown in the footer below.

Step 2 – Complete the information requested in this **REGISTRATION PACKAGE**.

Notes:

- Once complete, you will be required to scan and upload this document (as a .pdf file) to a drop box in your Moodle Course.
- If you need help with this process, please watch the video tutorials on our website, visit an EOP Learning Center for assistance, or contact us by phone.

Our program is set up to offer direct support within each of our local high schools. Please be sure to get to know your local EOP teacher and don't hesitate to contact them about any questions you may have with respect to both the registration process and the EOP course(s) you are taking. You can also contact us by phone (250) 832-0662 or email eop@sd83.bc.ca.

Thank you for choosing EOP. We look forward to working with you in the coming school year.

EOP BLENDED PROGRAM REQUEST

Student Information:

First Name: _____ Last Name: _____

PEN: _____ Age: _____ Grade: _____

Grad Plan in Place at: _____
(name of school) (email address of school)

Student Email: _____ Student Phone: _____

Parent Email: _____ Parent Phone: _____

Current (Home) School Information:

School Name: _____

Courses Enrolled in at this School:

_____	_____
_____	_____
_____	_____
_____	_____

New School Information:

School Name: _____ EOP

Course(s) Requested:	Planned Start Date:	Planned Completion Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current School Acknowledgement: (Completed by school counsellor or administrator)

Name: _____ Title: _____

Signature: _____ Date: _____

EOP DISTRIBUTED LEARNING (DL) AGREEMENT

When taking a course through EOP, students and parents are asked to sign a DL AGREEMENT to ensure they understand what is entailed in taking a course online. Please initial that you have read and understood each of the items listed below:

Student Initial	Parent Initial		
		Activation	From the date of registration students have 3 weeks to become "Active" in their course. The activation point is typically after approximately 10% of the coursework is completed. This will be clearly indicated in the course you are taking. Students who do not reach the activation point within 3 weeks of registering may be suspended from our Moodle website and/or dropped from the course.
		Schedule for Completion	Students are required to complete a Schedule of Completion when they start a new course. The Schedule of Completion can be found at the beginning of each course and must be scanned and uploaded to the appropriate drop box within the course before the remainder of the course will be accessible. Parents are encouraged to actively monitor their child's progress throughout each course. (ie. post the Schedule of Completion on your fridge)
		Email	Students are required to have a valid email and check it on a daily basis while enrolled in their Moodle course. Students will receive feedback and other important information about their learning by email. Parents should also ensure that the email address provided through parent connect is current so important information is received.
		Course Completion	Students are required to complete all course assessment activities at an acceptable level before a course can be considered complete. Students may not choose to take a zero on an assessment activity instead of completing it. Students have up to 1 year to complete a course. However, if a student is graduating, all coursework must be completed by June 9, 2018 . Coursework completed after June 9, 2018 will not appear on a student's transcript until September 2018 as EOP is closed during the summer.
		Cheating	Trust is essential in a DL environment. Students found to be cheating may be withdrawn from their course and possibly EOP. If a student is suspected of cheating, parents will be contacted immediately. Please make sure you read the full Cheating Policy on the back of this agreement.
		Learning Support	To be successful in an online course, it is critical that students seek help immediately if they are struggling with any aspect of a course or how it is being delivered. Parents are encouraged to contact teachers if they see their child struggling. Please remember that your first line of support is the EOP teacher in your local high school.
		Technology Requirement	Students are required to upload all assignments to our Moodle website as a multipage .pdf file or an MS Office compatible file format. Please see your local EOP teacher if you need help with this. Assignments cannot be dropped off on a teacher's desk or emailed directly to a teacher, unless asked to do so.

Student Name: _____ Student Signature: _____ Date: _____

Parent Name: _____ Parent Signature: _____ Date: _____

EOP CHEATING POLICY

The following procedures will be followed in any case of suspected cheating on assignment or tests. Note: cheating includes plagiarism.

Step 1:

Teacher will contact student and share evidence of suspected cheating. School administrator is informed of the concern.

Step 2:

Teacher will ask student for an explanation and parents will be contacted.

Step 3:

If it's determined that cheating has occurred, then

- a) the student will receive a zero on the assignment or test AND
- b) the student must satisfactorily demonstrate the related outcomes have been met.

Step 4:

If a second incident of cheating occurs, the trust between teacher and student will have been broken, and the student may be withdrawn from the course and possibly EOP.

TIPS FOR SUCCESS

Getting Help – There are a few different methods of receiving support in an online course through EOP.

- **Visit an EOP Learning Center** – Each Secondary School in SD83 has an EOP teacher that typically works out of a learning center. The teachers in these learning centers can help you with whatever course you are taking. If they do not have the expertise to help you they will find you help by either contacting your EOP teacher or making arrangements for support from a teacher at your school.
- **Contact your EOP teacher** – If you are having difficulty with something don't wait! Contact your teacher through Moodle Messaging or by phone immediately.

Advocate for Yourself – If you have submitted an assignment and haven't heard back from your teacher within 2-3 working days, please contact them. It could be that they have just missed it coming in.

Follow the Course Structure – All of our courses have been created by professionals to help you be successful. Please do not try to find shortcuts. Complete all learning activities in the order they are presented. Do not attempt a unit test until all the work in the unit has been completed.

Find a Space to Work – Students who are successful in online courses make it part of their daily routine. For example, they arrange to work in a learning center during their study block and stick to that schedule. If you need help finding a space to work at school, please see the EOP teacher at your local high school.

Keep a Paper Copy – The original copy of all work uploaded to our Moodle website should be kept in a binder for safe keeping, starting with this document☺