



How TECCA Course Enrollment Works:

TEC's Online Learning Coordinator, Antoinette Leshore, will support your Enrollment Coordinator to successfully enroll your students into their [TECCA](#) online courses.

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- Your designated District Enrollment Coordinator will:
 - Work directly with your Guidance team to select the appropriate courses for students.
 - Complete the TECCA Course Enrollment Sheet provided by TEC, gathering and entering **ALL** of the required information. Enrollments without complete information will not be submitted.
 - Review and approve the TECCA Course Enrollment Sheet finalizing the district's request to enroll students in the courses indicated.
 - Submit the enrollment sheet to the TEC Online Learning Coordinator for processing via email.
- TEC's Online Learning Coordinator will:
 - Review the Course Enrollment Sheet for technical errors.
 - Contact your Enrollment Coordinator with any technical issues or incomplete enrollments.
 - Share the Course Change Request Form with the District Enrollment Coordinator.
 - Finalize the TECCA Course Enrollment Sheet.
 - Submit the Course Enrollment Sheet approved by your Enrollment Coordinator to Pearson to complete the student enrollment process.
- Once the Course Enrollment Sheet is submitted to Pearson:
 - Within 72 business hours, the student and the family will receive **two emails** containing their Connexus login credentials. One email will contain the username, and the second will contain the password.
 - The District Enrollment Coordinator and family can also be provided with login credentials so that they are able to monitor student progress.

- Upon request to TEC, other supporting school staff (for example Special Education staff) may be provided with login credentials to provide additional academic support.
 - A **Welcome Letter** will be sent within 2-3 business days after enrollment and the **teacher assignment** will be made within 1 business day following the Welcome Letter.
- **Second Semester - Spring Enrollment Timeline:**
 - Dec 14, 2020 to Jan 20, 2021: open enrollment for new & existing partners
 - Jan 27, 2021: Day 1 of Spring Semester for students
 - Feb 10, 2021: Course change deadline
- **School Calendar:**
All courses will follow the TECCA school calendar, however individual School districts are able to include black-out dates that align with their district schedule too:

2020-2021 School Calendar for Online Courses

- **January 27, 2021:** Second Semester Starts
- **February 15–19, 2021:** Presidents' Day Break—No Class
- **April 19-23, 2021:** Spring Break—No Class
- **May 31, 2021:** Memorial Day—No Class
- **June 16, 2021:** Last Day of School

Ongoing Course Communication and Support:

Once students receive their course credentials they will be able to log into the learning management system to begin their Course Orientation and then move on to their coursework.

- All online courses are supported by a “live” licensed, expert educator.
- Any questions that the student, family or district has can be directed to the course teacher by webmail, telephone during office hours.
- Students can move through their courses at their own pace but the Student Planner will provide the student with a guide to the pace required to complete the assigned coursework by the semester end date.
- Students enrolled in Spring courses need to be completed by the semester end date of June 16, 2021 at 5:00pm.

Grades:

- The Student Gradebook will keep the student informed of his/her progress. If the student falls behind in his/her coursework, an alert will be shared with the student, family and any district staff monitoring the student's progress.
- Progress reports for the district's students can be provided by the TEC Online Learning Coordinator weekly upon request.
- At the end of each semester the TEC Online Learning Coordinator will provide the final course grade for each student to the district.