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.

Antoinette Leshore, Online Learning Coordinator

The Education Cooperative (TEC)

Email: aleshore@tec-coop.org   Telephone:781-352-5719

- Your designated Enrollment Coordinator will:
    - Work directly with your 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.
    - Review and approve the TECCA Course Enrollment Sheet finalizing the district's request to enroll students in the courses indicated.
    - Submit the enrollment request to the TEC Online Learning Coordinator for processing.
- TEC's Online Learning Coordinator will:
    - Review the Course Enrollment Sheet for technical errors.
    - Contact your Enrollment Coordinator with any technical issues.
    - Finalize the TECCA Course Enrollment Sheet.
    - Submit the Course Enrollment Sheet approved by your Enrollment Coordinator to TECCA to complete the student enrollment process.
- Once the Course Enrollment Sheet is submitted to TECCA:
    - Within 48 hours, the student, the family will receive **two emails** containing the course login credentials. One email will contain the username, and the second will contain the password.
    - The Enrollment Coordinator and family contact are automatically provided with login credentials so 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.
- First Semester - Fall Enrollment Timeline:
    - Enrollment Coordinators can enroll students in courses **until September 16, 2020**.

- School Calendar
  All courses will follow the TECCA school calendar:

2020-2021 School Calendar for Online Courses

- September 1, 2020: First Day of School—Fall Pathway Begins
- September 4–7, 2020: Labor Day Break—No Class
- October 12, 2020: Columbus Day—No Class
- November 11, 2020: Veterans' Day—No Class
- November 26–27, 2020: Thanksgiving Break—No Class
- December 23, 2020–January 1, 2021: Winter Break—No Class
- January 18, 2021: Martin Luther King, Jr. Day—No Class
- January 25, 2021: First Semester Ends

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 or via your district's designated course contact.
- Only your Enrollment Coordinator can connect with the TEC Online Learning Coordinator for any additional assistance needed.
- Students can move through their courses at their own pace.
- Students enrolled in Fall courses need to complete their coursework by the semester end date of January 25, 2021 at 5:00pm.

Grades:

- Within the online course, the Student Planner will provide the student with a guide to the pace required to complete the assigned coursework by the semester end date.
- 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.
- At the end of each semester the TEC Online Learning Coordinator will provide the final course grade for each student to the district.