

# **SUPERVISOR ROLE FOR ONLINE STUDENTS**

**APPLICABLE FOR GRADE 5-12 STUDENT  
SUPERVISORS**



Any Time. Any Place.

## ROLE OF THE SUPERVISOR

If you have any questions related to finance, please direct them to Michelle Best at [michelle@nsaschool.ca](mailto:michelle@nsaschool.ca)

If you have any Moodle login questions, please contact Barb at [barb.johnson@nsaschool.ca](mailto:barb.johnson@nsaschool.ca)

If you have any other questions, please email Emily at the Office: [office@nsaschool.ca](mailto:office@nsaschool.ca)



**EVERYTHING YOU  
NEED TO KNOW TO  
GIVE YOUR ONLINE  
STUDENT THE BEST  
EXPERIENCE  
POSSIBLE**

# WHAT'S INCLUDED

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# **MOODLE**

**WHAT IS MOODLE AND WHAT DOES A  
SUPERVISOR NEED TO KNOW?**



**Moodle is the online learning management system that we use to house our NorthStar courses.**

### **Student and Moodle**

Every online and PBR student will be given a log in.

This login will be provided to you in a welcome email from Emily at [office@nsaschool.ca](mailto:office@nsaschool.ca).

Our Online students will see all of their courses listed under their Dashboard, and will have access to their course content, all assignments and tests, calendars, due dates and any important information regarding Moodle.

Our PBR students will see all of their courses listed under their Dashboard, and will have instructions on what to hand in from their resource they chose. They will see all the due dates and any important information regarding Moodle as well.



## Supervisor and Moodle

All ONLINE parents need a parent account, please ask Barb to set one up if you don't have one. You will receive your log in information in a welcome email from Barb at [barb.johnson@nsaschool.ca](mailto:barb.johnson@nsaschool.ca)

\*You can not see your student's Moodle classroom from this log in point. You must log into the student's Moodle to see grades and progress reports.

It is important to log into your supervisor account so you can access any passwords for tests and quizzes.

Moodle also has news on the landing page. Please look at least once a week.



**SCHEDULE**



## WHAT DOES AN ONLINE STUDENTS SCHEDULE LOOK LIKE?

- At the beginning of every week, look at the next lesson with your student in each subject
- Your student may decide to do a subject a day or do choose to do a little everyday
- The lesson is set out with a Day 1 – Day 4 format making it easy for the student to break up the lesson in the week
- At the end of Day 4, an assignment should be ready to submit.
- If you are a PBR supervisor you must make your own schedule based on the requirements listed in your PBR classroom

**If your student gets behind, remember to  
communicate with the teacher!**





**COMMUNICATION**

## COMMUNICATION IS KEY WITH YOUR STUDENT!

- Communicate with your student on a daily basis!
- Ask questions like: What subject are you working on?  
Do you have any assignments due today?
- If your student is struggling with a concept make sure you are aware and you ask the teacher for assistance!
- Touch base with your student every hour to make sure they are on task and getting work done.



- Keep weekly or bi-weekly communication open with your teacher
- Many ways to communicate: Email, phone, skype, and google hang out are awesome ways!
- Why should you communicate with the teacher?
  - VACATION
  - ILLNESS
  - DON'T UNDERSTAND A CONCEPT
  - ASSIGNMENT OR REPORT CARD DEADLINES!
- If you are unsure if an assignment went through the submission box in Moodle, contact your teacher ASAP

**COMMUNICATION  
IS CRUCIAL WITH  
THE TEACHER!**



**SUBMISSIONS**

## WHAT DOES A SUBMISSION BOX LOOK LIKE?

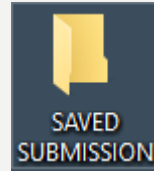
This is what a submission icon looks like in your students lesson. There should be at least one submission per lesson.



IF YOUR STUDENT SAYS MOODLE DOESN'T WORK AND MY SUBMISSION DIDN'T GO THROUGH:

- Contact Barb at the office first at [barb.johnson@nsaschool.ca](mailto:barb.johnson@nsaschool.ca)
- Or contact the teacher to ask for help
- Contact someone as soon as you have the issue

# WHERE SHOULD ASSIGNMENTS BE SAVED THAT HAVE BEEN SUBMITTED?



- In your Documents folder on your computer and on a USB or external hard drive
- Every subject should have its own folder
- No assignments should go missing if saved properly
- If a submission on Moodle doesn't work, then the student should have a copy of the document to try again
- If your student has issues with submissions, please supervise the saving of the assignment and the submission process
- Do not trust a screen shot or a picture of the document being submitted

**TESTS**





## TEST PASSWORDS AND SUPERVISION

- **Test passwords are found in Parent Lounge on the parent's Moodle page**
  - **Students should not have access to this account**
    - **All tests should be supervised**

**CHECKING  
GRADES AND  
WORK PROGRESS**



IN YOUR PARENT MOODLE ACCOUNT,  
YOU WILL ACCESS PARENT LOUNGE  
AND THE LEARNING COMMONS

YOU CAN NOT SEE YOUR STUDENT'S  
CLASSROOMS FROM YOUR PARENT  
MOODLE ACCOUNT

TO ACCESS GRADES AND PROGRESS,  
YOU MUST LOG IN AS THE STUDENT

YOUR STUDENT'S GMAIL IS ANOTHER GREAT LOCATION  
TO CHECK IN WITH TEACHERS OR TO SEE MARKED  
ASSIGNMENTS OR COMMUNICATION WITH THE TEACHER

**MONITORING  
YOUR ONLINE  
STUDENT**



**HOW OFTEN SHOULD I MONITOR MY  
ONLINE STUDENT?**

**AS MUCH AS POSSIBLE!**

**THE STUDENT SHOULD BE IN A LOCATION  
THAT YOU CAN ACCESS THEM AT ALL  
TIMES**

**HAVE YOUR STUDENT DO THEIR SCHOOL  
WORK WHEN YOU ARE AVAILABLE TO  
MONITOR THEM**

## WHERE ARE THERE OPPORTUNITIES FOR THE STUDENT TO CHAT ONLINE?

### MOODLE

- Moodle chat – Cannot be disabled
- Student Café – The Student may be suspended upon parent request

### GMAIL

- Email – Students get a school email. This is not monitored by NorthStar. If the email needs monitoring, we ask the supervisor do so.
- Google Hang Outs/Google chats – These are available through Gmail. There are settings in Gmail for the supervisor to disable the chats; however, our teachers use these as tools in communicating with their students.

We are happy to answer any questions you might have regarding this.

[Barb.Johnson@nsaschool.ca](mailto:Barb.Johnson@nsaschool.ca)



**ONLINE ACCESS**

Your student will come across links and YouTube videos in their courses.

We try very hard to secure these links so they don't have external videos or data attached. However we can't guarantee this all the time.

If you are concerned with your students access to online videos and links provided in the classroom please be prepared to supervise your student while they are accessing these links.

## **ACCOUNTABILITY SOFTWARE**

Please note that accountability software, like Covenant eyes and other software, is not compatible with Moodle. It will slow the system down and it also interferes with links embedded in Moodle.



## Important things to know

- **Microsoft Office 2013 or newer is mandatory for online and PBR**
- Each course has 18 lessons per semester or 36 lessons per year
- Lessons correlate to the week number. If NSA is in week 1, Lesson 1 is due
- Lessons are due at 3:30pm on Friday on the week they relate to
- Teachers try to answer emails within one school day
- Remember to talk to your teacher! You have a school Gmail to check daily!

**COMMUNICATION IS YOUR KEY TO  
SUCCESS**

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