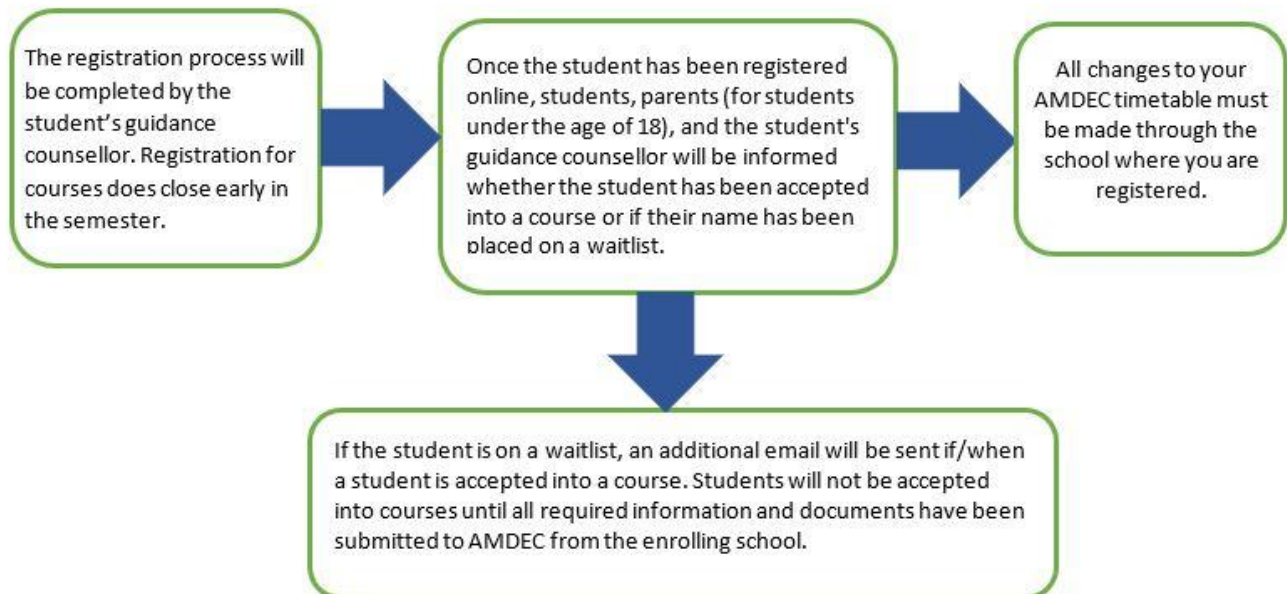


# Thinking about Becoming an Online Learner?

Material Requirements	How Much Time Will a Course Take?
<ul style="list-style-type: none"> <li>You must have regular access to a computer and the internet. A cell phone alone is not sufficient.</li> <li>You may also be responsible for purchasing or acquiring hardware, software, or supplies.</li> <li>More details about specific materials are listed with each course on the AMDEC website.</li> </ul>	<ul style="list-style-type: none"> <li>You must plan to spend at least as much time working on your eLearning course as you would expect to spend in a 'face-to-face' course.</li> <li>You need to spend time on your AMDEC course equivalent to the length of a class each day plus homework.</li> </ul>

## How to Register for an AMDEC Course



Questions regarding the registration process can be sent by email to [AMDEC.Office@ed.amdsb.ca](mailto:AMDEC.Office@ed.amdsb.ca)

## You're Accepted. What's Next?

Once the course starts (Semester 1 or Semester 2), you must:	
<b>Complete Orientation</b>	Watch and follow instructions in the Orientation video sent to you so you become familiar with accessing your course.
<b>Go to The Core</b>	The Core is the AMDSB website where your course is located. In your class space, you will find announcements from your teacher, access lessons, assignments, quizzes, submit your work, participate in discussions, and see teacher feedback.
<b>Participate Daily</b>	Attendance in all eLearning courses is recorded weekly by the teacher. To be marked as present, you must log in and actively participate in your course daily by working through the content and submitting assignments.
<b>Meet Deadlines</b>	You should complete and submit course work by the deadlines posted by your teacher. If help is needed, contact your teacher.

## This Isn't Working. What Now?

### Technology

If you are having difficulty logging into your AMDEC course or your AMDSB Gmail account, do the following:

- **If you are an AMDSB student:** Contact the TRA at your home school for assistance. Your guidance counsellor will be able to help you to find your TRA if you are not sure who they are. If you require further assistance, your school contact will connect with the AMDEC Office.
- **If you are from outside of the AMDSB:** Contact your Guidance Counsellor at your home school for help. If you require further assistance, your school contact will connect with the AMDEC Office at AMDEC.Office@ed.amdsb.ca or by phone at 519-482-5428 ext. 400.
- AMDEC has provided a **series of helpful videos and documents** to help you navigate your eLearning course and use the tools available in your course which are available through your course home page and on the AMDEC website.

### Academic

If you are struggling with your course content or assignments:

- Contact your teacher and ask for help by email or in a virtual meeting.
- Contact your AMDEC Student Success teacher and ask for help.
- Contact your home school Guidance counsellor and ask for help.

### Personal

If you are struggling with a personal issue or your mental health:

- Contact your teacher, home school Guidance counsellor, and/or AMDEC Guidance and Student Success teacher and ask for help. They can work together to make sure you have the support you need.

## Best Practices of AMDEC Students

1. **Managing time and Organization** - eLearning courses are more self directed. Students can progress through content independently. However, supports are available to assist students in developing these skills.
2. **Developing Computer Literacy** - Students in online courses will become comfortable using devices, including saving files, uploading documents, converting files formats, etc.. Instructions are provided on our AMDEC website to assist in developing these skills.
3. **Clear Communication** - Online instruction requires students to be able to identify challenges, and clearly communicate areas of need to their teacher and supports.

