Paul Mitchell The School Norman

DISTANCE EDUCATION POLICY

The interaction with the Learning Leader is validated by measurable participation through clock hours. Pivot Point, which is the program the school uses for the distance education portion of the course, can provide the school with a detailed report weekly as to the on-line assignments completed by the student and the exact time the student spent on that assignment. The programs can monitor if at any time there is inactivity during the time that the student is logged into the system, if so, it will log the student out and time will not be given. Each student has their own unique login.

All tests, practical and final assessments that will be used for calculating a student's GPA must be given while the student is physically on campus. Students are evaluated on academic performance for each of the Distance Education modules. These evaluations will be completed at the school facility.

The student participates in learning activities while physically at the school.

DISTANCE EDUCATION SOFTWARE AND GUIDELINES

The school uses the following programs to monitor and track Distance Learning: Zoom, Google Classroom and Pivot Point.

ZOOM

Zoom is used for online classes that may be held at various times during the day. To access these classes please set up a free zoom account. Zoom access codes are placed on Google Classroom.

JOIN AN EXISTING ZOOM ACCOUNT

If you are being invited to an existing account, you will receive an email from Zoom (no-reply@zoom.us). Once you receive this email, click "Activate Your Zoom Account."

CREATING YOUR OWN ZOOM ACCOUNT

To sign up for your own free account, visit **zoom.us/signup** and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click "Activate Account."

SIGNING-IN TO YOUR ZOOM ACCOUNT ON THE WEB

You may access your Zoom account on the web by searching **zoom.us/sign in**. Once you are logged in, use the panel on the left side to navigate the Zoom web portal and click "Profile". Please create your profile to show your First Name and Last Name.

SIGN INTO YOUR ZOOM ACCOUNT USING A ZOOM APP

You may download the Zoom App and enter your username and password for ease of accessing Zoom meetings on an iPad or phone.

GOOGLE CLASSROOM

Google classroom is an app to download or you may access from your google profile on a computer. Your designated Learning Leader will send you an email invite to join Google Classroom using your school email address. Your Google Classroom codes will also be provided to you from your designated Learning Leader. Enter the Google code to request class access. Please check with your education team if you have challenges with finding the code or gaining access. Google Classroom is where you will find theory and classroom assignments, upload any home play assignments and access the stream of events that may occur each day. Google Classroom has a chat stream monitored throughout the day by the education team.

PIVOT POINT

Pivot Point is your online theory. You will be sent the registration link in Core and then follow the prompts to create a user profile. Pivot Point monitors your online hours through video, reading, animations and online activity. Daily agendas are placed on Google Classroom and monitored by the Learning Leader.

DISTANCE LEARNING TRACKING

Your participation is measured through online tracking of Zoom, Google Classroom and Pivot Point. The school uses MyPortico, which your Learning Leader will provide to you with QR codes, to use to clock in and out. Our Financial Services Leader will add you to our MyPortico. You will download the MyPortico App and use your school email to register.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Students are required to be in contact with a Learning Leader daily.
- Student hours will be tracked during the LIVE Zoom meetings and students must be engaged with class and the Learning Leader at all times while logged on Zoom and clocking hours
- Students must use First and Last names on their profile so that roll may be taken and activity tracked
- Distance Education Zoom meetings may be scheduled by class and program during regularly scheduled hours.
- Learning Leaders are available to answer questions on Zoom meetings and Google Classroom.
- All assignments are due on the day they are given (turned in by 4:30 PM cst).
- If a student cannot maintain attendance of satisfactory progress in Distance Education, they should contact their Future Professional Advisor.
- Students must be logged into their own account to receive credit for the meeting. Students may not view the meeting together or host a group view party.
- Students must have cameras on at all times.
- If a student notices they have logged out of Zoom, they must rejoin as soon as possible.
- Students must ensure that their internet service is sufficient for these requirements.
- All Distance Education assessments must be completed on campus.
- A student must be in attendance a minimum of 50 minutes of instruction during a 60 minute period. If you are not actively engaged the system will automatically clock you out and discontinue tracking attendance for that session.
- Students only receive hours for the time that is logged and tracked in Pivot Point. The time is then verified and imported to our time clock tracking system the following business day.
- Students cannot clock on-campus hours at the same time as participating in asynchronous activities.