Kirkwood
High School Distance Learning
Program Handbook

Start Here. Go Anywhere!
Table of Contents

Introduction.................................................................................................4
Registration Procedures.............................................................................5
Getting Started in a Course.........................................................................9
The Role of Proctor/Coach.........................................................................10
Testing Procedures......................................................................................11
Completing Courses...................................................................................14
Appendix
  • Registration Form..................................................................................16
  • Welcome Brochure..................................................................................17
  • Test Report..............................................................................................18
  • Official Grade Report...............................................................................19
Introduction

Kirkwood High School Distance Learning (HSDL) began over 30 year ago and we’ve served over 200 students in the state of Iowa. Students take classes for a variety of reasons and we’re here to help. Students may take classes as a way to make up credit, advance their learning in a specific subject area, take classes that don’t fit in their school schedule, and to take courses not offered at school. Kirkwood HSDL requires schools to agree to transfer credit back to the school before a student may register for a course. Upon completion of a course, Kirkwood then issues a recommended final grade to the school.
# Registration Process

<table>
<thead>
<tr>
<th></th>
<th><strong>Correspondence Courses</strong></th>
<th><strong>Online Courses</strong></th>
</tr>
</thead>
</table>
| **In-State Tuition** | • $175/semester  
• $60 Book Deposit                                                       | • $175/semester  
• $60 Book Deposit, if required  
• $15 lab manual for some science courses |
| **Out-of-State Tuition** | • $225/semester  
• $60 Book Deposit                                                       | • $225/semester  
• $60 Book Deposit, if required  
• $15 lab manual for some science courses |
| **Length of Time**   | • 4 calendar months from registration date                                                  | • 4 calendar months from registration date                                           |
| **Key Features**     | • Textbook, workbook, and other relevant materials sent to proctor  
• Students complete workbook and text readings prior to testing  
• Exams are taken with a proctor  
• Students may contact the HSDL Office with questions | • Login, orientation, and other information is emailed to the student and their proctor  
• Students complete most coursework and quizzes online  
• Computer-Scored Tests (CSTs) are taken at any time.  
• Teacher-Scored Tests (TSTs) are taken in the presence of a proctor  
• Students may contact online course facilitators with questions |
| **Re-registration Fee** | • $175  
• Book Deposit (only if book was returned)                                                             | • $175 |
| **How to Register**  | • [www.kirkwood.edu/hsdl](http://www.kirkwood.edu/hsdl) & go to the Registration Form link | • [www.kirkwood.edu/hsdl](http://www.kirkwood.edu/hsdl) |
| **Courses Available** | • [www.kirkwood.edu/hsdl](http://www.kirkwood.edu/hsdl) & go to the Course Descriptions link | • [www.kirkwood.edu/hsdl](http://www.kirkwood.edu/hsdl) & go to the Course Descriptions link |
What is the right course for my student?

Things to Think About

• Is this course going to replace a course or will it supplement a course?
• What courses will meet the requirements at the student’s high school?
• What type of student is taking this course?
• Is the course for advancement or recovery?

Students Taking Courses for Advancement

• Typically students who are not able to fit a course in their schedule
• Will work independently to complete the course on time
• Need little direction in how to start the course and complete assignments
• Usually excel in online courses

Students Taking Courses for Credit Recovery

• Typically students who have not successfully completed courses at school
• Usually need some external motivation throughout the course
• May need someone to help make a calendar for completing the course on time
• Benefit greatly from proctors checking in early and often with their students
• Correspondence courses are generally a better fit for this type of student

Should my student enroll in the S-1 or S-2 portion of the course?

S-1

• Students needing the first semester of a course enroll in S-1
• It doesn’t matter if it’s January or September, S-1 courses are available all year

S-2

• Students needing the second semester of a course enroll in S-2
• It doesn’t matter if it’s September or January, S-2 courses are available all year

When can I enroll a student?

Flexible Enrollment

• Students may enroll in a course any time.
• Students have 4 calendar months to finish a course.
• Once the registration is processed, the 4 months begin.
I have the course my student needs. How can I register him/her?

Mail-In Registration Forms

• The registration form is available in a PDF on the HSDL website
• You may type directly on the form and print it off
• Schools must agree to accept the course and credit prior to registering a student

Registration Information Needed

• Email address for the student
• Email address for the proctor (or the person at the school to receive the final grade)
• Course to be taken
• Which semester of the course
• Whether or not a textbook is required
• Selecting the box if the district is paying for the course
• Signatures of school officials, students, and parents

How do I pay for the course?*

Districts

• Some districts request HSDL bill for courses

Parents

• Cash *
• Check/Money Order – made payable to Kirkwood Community College *
• Credit Card – Please call the HSDL Office at 319-784-1517 to make a credit card payment *

Payment must be made in full before a student can be registered for an HSDL Course.

Beginning in 2016, schools will be billed for courses during the academic year.

Is there financial assistance available?

• No
• Courses are available for high school credit only, so there is no financial assistance available.
My registration is completed and sent in. Now what?

Correspondence Courses

- Check with your proctor in the next week and see if your materials have arrived.
- You should receive a textbook, study guide, and welcome brochure.
- Proctors should keep tests, testing instructions, and pre-paid envelopes.

Online Courses

- Check your email over the next week and see if you have a “Welcome” email.
  - Sometimes this will go to your SPAM/Junk mail folder
  - There will be 3 documents attached
- Read through your orientation materials and email hsdl@kirkwood.edu to let the HSDL office know you’ve completed orientation.
- Begin working on your course.
- Check with your proctor in the next week and see if your welcome brochure has arrived.
- Proctors should keep pre-paid envelopes and testing instructions.
# Getting Started in a HSDL Course

<table>
<thead>
<tr>
<th>Correspondence</th>
<th>Online</th>
</tr>
</thead>
</table>
| **Welcome Material** | • Textbook, study guide, and any other material sent to proctor via USPS mail  
• Welcome Brochure mailed to school  
• Welcome email sent to student and proctor  
• Student completes orientation and is ready to start course  
• Welcome Brochure mailed to school |
| **Coursework** | • There is a study guide mailed out for every course.  
• Complete all activities listed in the study guide.  
• Read through the online unit.  
• Pass all quizzes with 60% or higher |
| **Tests** | • Each unit/chapter has 1 test.  
• Turn in homework before you take the test.  
• Do not use notes, book, or study guide while testing  
• Tests are emailed to proctor  
• Tests are taken in the presence of your proctor  
• Each unit has two tests  
• Computer-Scored Tests (CSTs) may be taken at any time/anywhere  
• Teacher Scored Tests (TSTs) must be unlocked by online facilitator & taken in the presence of a proctor  
• TSTs are emailed to proctors at the beginning of course |
| **Grades** | • Tests are mailed, emailed, or faxed to the HSDL office and scored within 24 – 48 hours of receipt  
• Scores are posted to [www.engrade.com](http://www.engrade.com) and students receive login information.  
• Tests are mailed, emailed or faxed to the HSDL Office  
• The HSDL Office forwards tests to online facilitators  
• Online facilitators score tests within 24-48 hours of receipt |
Role of Proctor/Coach

• Check in with students early and often
• Within the first week of enrollment, contact students and see if they’ve had a chance to start their class
• Be an advocate on behalf of your students
• Help students make contact with their online facilitators or the HSDL office with questions
• Give positive encouragement
• If students are taking online courses, watch your email for weekly updates
Testing Procedures

Correspondence

• Students contact proctor and arrange a time for testing.
• Proctors verify homework is complete.
• Student takes test in presence of proctor.
  o No electronic devices (cell phones, i-touch devices, wi-fi capable, wearable
technologies etc.) are allowed
  o No notes, textbook, or study guide are allowed
  o Calculators may be used for math courses
• Proctor signs front of test to indicate that it was proctored and all homework is complete.
• Proctor returns tests to HSDL office in pre-paid envelopes or:
  o Scans & emails tests to hSDL@kirkwood.edu
  o Faxes tests to 319-398-1049
  o Brings tests to the Kirkwood HSDL office on main campus
• Upon completion of course, textbook and homework are returned to Kirkwood HSDL
  o DO NOT use pre-paid envelopes to send textbooks/homework back
  o If in the Grantwood AEA service area, return items via the Grantwood Van
    addressed to Kirkwood HSDL, Resource Center
  o If outside the Grantwood AEA service area, mail books/media mail to:

    Kirkwood HSDL
    Kirkwood Community College
    6301 Kirkwood Blvd SW
    Cedar Rapids, IA 52404
Online

- Students contact proctor and arrange a time for testing
- Proctors print off TSTs that are emailed to them at the beginning of the course.
- Students login and show proctor they have completed their unit computer-scored test.
- Students write their FIRST AND LAST NAMES on their tests.
  - No electronic devices (cell phones, i-touch devices, wi-fi compatible, or wearable technologies etc.) are allowed
  - No notes, textbooks, or study guides are allowed
  - Calculators are encouraged for math and physics courses
- Students will write the answers to the questions with a blue or black ink pen or dark pencil.
- Proctor signs from of test to indicate that it was proctored.
- Proctor returns tests to HSDL office in pre-paid envelopes or:
  - Scans & emails tests to hSDL@kirkwood.edu
  - Faxes tests to 319-398-1049
  - Brings tests to the Kirkwood HSDL office on main campus

How many tests can be taken at once?

- 2 tests per course is the recommended maximum per day
- Students are expected to be prepared to take tests the first time; however one retake is allowed per unit/chapter
- Constructive feedback can be given if all the tests aren’t taken at once.
**Test feedback**

- Correspondence students receive feedback from the HSDL office
- Online students receive feedback from the online facilitators
- Correspondence and online students should receive an email update with their test score and current overall grade within 48 (working) hours of receipt in the HSDL office.
- At certain times of the year, comments may only be given if requested or if students need to retake a test

**Passing a Test**

- Students need to score at or above 60% to receive a passing test score
- In the event a student fails a test, one retake is allowed per unit/chapter
- Retakes will be mailed or emailed to the proctor.
Course Completion

Correspondence Courses

• Complete all tests with an average score of at least 60%
• Finish all written work and return it to the HSDL Office
• Return the textbook to the HSDL Office
• Official final grade reports will be emailed out when course is complete
• Textbook refunds are issued within 1-2 weeks of receipt of the book

Online Courses

• Complete all coursework with an average score of at least 60%
• Return the textbook to the HSDL Office (if applicable)
• Official final grade report will be emailed out when course is complete
• Textbook refunds are issued within 1-2 weeks of receipt of the book (if applicable)

Sample Official Grade Report

![Sample Official Grade Report Image]
Appendix
Registration Form

Welcome Brochure
Final Grade Report

Kirkwood HSDL

Recommends

Receive 1.5 credits for completion of
Choose an item.
Choose an item.
With a grade of Choose an item.

If there are any questions regarding this report, please contact the HSDL program at 319-784-1517 or 1-800-333-2055 ext. 1517 or hdslkirkwood.edu.

*1.5 Kirkwood Credits=1 semester credit