



High School Distance Learning

PROGRAM HANDBOOK

Kirkwood
COMMUNITY COLLEGE

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Introduction

Kirkwood High School Distance Learning (HSDL) has served more than 35 school districts throughout the state of Iowa in providing quality credits for high school students. Teachers who are Iowa State Certified in each content area facilitate the courses. Quality teachers along with a unique, flexible registration schedule offers students an excellent experience. 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.

Kirkwood High School Distance Learning
Kirkwood Community College
6301 Kirkwood Blvd SW
Cedar Rapids, IA 52404

Telephone: 319-784-1517
Fax: 319-398-1049
Email: hsdl@kirkwood.edu
Website: www.kirkwood.edu/hsdl



Registration Process

	CORRESPONDENCE COURSES	ONLINE COURSES
In-state tuition	<ul style="list-style-type: none"> • \$175/semester 	<ul style="list-style-type: none"> • \$175/semester
Out-of-state tuition	<ul style="list-style-type: none"> • \$225/semester 	<ul style="list-style-type: none"> • \$225/semester
Length of time	<ul style="list-style-type: none"> • 4 calendar months from registration date 	<ul style="list-style-type: none"> • 4 calendar months from registration date
Key features	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
How to register	<ul style="list-style-type: none"> • www.kirkwood.edu/hSDL and go to the register link 	<ul style="list-style-type: none"> • www.kirkwood.edu/hSDL and go to the register link
Courses available	<ul style="list-style-type: none"> • www.kirkwood.edu/hSDL and go to the classes link 	<ul style="list-style-type: none"> • www.kirkwood.edu/hSDL and go to the classes 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?

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
- Signatures of school officials, students, and parents

How do I pay for the course?

- School districts pay for the course.
- Use the following link: www.kirkwood.edu/HSDLregistration

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 email.
- Proctors should keep tests and testing instructions.

Online Courses

- Check your email over the next week and see if you have a “Welcome” email. If you do not receive the email within 48 hours, please contact the HSDL office.
Sometimes this will go to your SPAM/Junk mail folder
There will be three 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.

Getting Started in a HSDL Course

	CORRESPONDENCE	ONLINE
Welcome material	<ul style="list-style-type: none"> • Textbook, study guide, and any other material sent to proctor via USPS mail • Welcome email sent to school 	<ul style="list-style-type: none"> • Welcome email sent to student and proctor • Student completes orientation and is ready to start course
Coursework	<ul style="list-style-type: none"> • There is a study guide mailed out for every course • Complete all activities listed in the study guide 	<ul style="list-style-type: none"> • Read through the online unit • Pass all quizzes with 60% or higher
Tests	<ul style="list-style-type: none"> • Each unit/chapter has one 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 	<ul style="list-style-type: none"> • Each unit has two tests • Computer-Scored Tests (CSTs) may be taken at any time/anywhere • Teacher-Scored Tests (TSTs) are emailed to proctors • TSTs are taken in the presence of your proctor with paper and pencil
Grades	<ul style="list-style-type: none"> • Tests are mailed, emailed, or faxed to the HSDL office and scored within 24 – 48 hours of receipt • Tests are corrected and emailed back 	<ul style="list-style-type: none"> • 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.
 - No electronic devices (cell phones, i-touch devices, Wi-Fi capable, wearable technologies, etc.) are allowed
 - No notes, textbook, or study guide are allowed
 - 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.
 - Scans and emails tests to hsdl@kirkwood.edu
 - Faxes tests to 319-398-1049
 - Brings tests to the Kirkwood HSDL office on main campus
- Upon completion of course, textbook and homework are returned to Kirkwood HSDL.
 - If in the Grant Wood AEA service area, return items via the Grant Wood van addressed to Kirkwood HSDL, Resource Center.
 - If outside the Grant Wood AEA service area, mail books media mail to:
 - Kirkwood HSDL
 - Kirkwood Community College
 - 6301 Kirkwood Blvd SW
 - Cedar Rapids, IA 52404

Testing Procedures

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 front of test to indicate that it was proctored.
- Proctor returns tests to HSDL office:
 - Scans and 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?

- Two 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

- Tests for correspondence students are corrected and emailed back to the proctor within 48 (working) hours.
- Progress reports are sent upon request.
- Tests for online students are corrected and logged in Apex within 48 hours.
- Online proctors receive a progress report each week from Apex.

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.
- Recommended final grade will be emailed out when course is complete.

Online Courses

- Complete all coursework with an average score of at least 60%.
- Return the textbook to the HSDL Office (if applicable).
- Recommended final grade will be emailed out when course is complete.

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