



Site Coordinator Handbook

Get Connected Today!

A blue Ethernet cable is positioned horizontally across the page, with its RJ45 connector on the left side. The cable is thick and has a slight shadow beneath it, giving it a three-dimensional appearance.

2008 - 2009

Welcome to the Texas Virtual School Network!

Beginning January 2009, the Texas Virtual School Network (TxVSN) will offer online courses for students in grades 9-12. Region 10 Education Service Center, in collaboration with Harris County Department of Education, serves as TxVSN Central Operations and is coordinating the TxVSN course registration and student enrollment as well as ensuring the eligibility of course providers.

A TxVSN course will provide a quality online instruction opportunity for Texas students. Courses are led by online instructors with Texas certification in the course subject area and grade level. Each instructor has completed required TxVSN-approved professional development. The combination of subject area knowledge with training in the unique methods for delivering online instruction will create an interesting, challenging, and interactive learning experience

An integral part of the TxVSN enrollment process involves designated campus Site Coordinator(s) who use the TxVSN catalog, reserve course seats, finalize student registrations, and coordinate with the course provider. Site Coordinator(s) for a campus can be any staff member(s) registered with TxVSN and approved by the campus principal.

Research clearly shows that students with a ‘mentor’ serving as a campus contact and liaison between student and online teacher are more successful when taking online courses. This underscores the importance of the Site Coordinator’s role in supporting student success in online learning. Depending on the size of the district, campus or charter school, more than one Site Coordinator may be appropriate to best address the full range of Site Coordinator roles and responsibilities.

The staff at TxVSN appreciates your interest in and dedication to student success!



SITE COORDINATOR RESPONSIBILITIES

Designated TxVSN Site Coordinators serve as the key contact person between the student, the course instructor, and the Texas Virtual School Network. Site Coordinators play several critical roles in student success in online courses – the first of which is as the receiver districts’ campus contact person for the provider district. They are ultimately responsible for reserving courses that match student academic needs as well as documenting student progress. Second, it is important that the Site Coordinator serve as a ‘mentor’ to students taking online courses.

As a mentor, TxVSN recommends Site Coordinators be familiar with the state graduation plans and other academic requirements. Additionally, Site Coordinators should be readily accessible to students they are mentoring through the online course process. Site Coordinators should also have daily access to the Internet, email, phone, and a fax machine.

Depending on district or open enrollment charter school size, there may be one Site Coordinator or several. Districts or open enrollment charter schools may select the Site Coordinator configuration that best suits their needs and those of their students. TxVSN does require that students taking courses through the network have an assigned Site Coordinator.

Following is a list of Site Coordinator responsibilities to assist administration in selecting personnel best suited to fulfill these important roles.

Coordination and Administration:

- Assess the eligibility of students interested in taking online courses
- Ascertain completion of any course pre-requisites and apply this information when reserving course seats for students
- Ensure students follow the school’s and course provider’s “Acceptable Use” policy (in some cases a student and parent signature may be required)
- Ensure students have active email accounts
- Identify students’ special needs and communicate appropriate accommodations to the course provider
- Encourage the student and parent to complete the TxVSN “Online Learning Overview”
- Assist students, when necessary, with TxVSN student account registration
- Maintain a working knowledge of the TxVSN catalog as a way to ensure that the selection of a course best suits the individual needs of the student.



Coordination and Administration (continued)

- Approve/deny students for TxVSN courses
- Assist in securing support if technical issues are experienced on a school computer
- Respond to communication from online instructors (email, fax, voicemail)
- Forward final course grades to the correct campus registrar and counselor for entry on student academic achievement record (AAR), and ensure final course grades have been credited to student's AAR
- Maintain the highest level of confidentiality related to handling student documents or other confidential student information
- Disseminate updates about TxVSN to local school administration, students, and parents
- Utilize TxVSN Site Coordinator workspace to maintain a list of all students taking TxVSN courses

On-site Student Mentoring:

- Provide local academic and technical support to students enrolled in TxVSN courses
- Disseminate, collect and return course materials on-site as needed
- Monitor students' progress in a TxVSN course
- Serve as liaison to coordinate resolution of any issues that may arise between the student and online teacher
- Proctor, or arrange for a proctor, student final exams, when required
- Monitor student adherence to policies and procedures for both local and provider district
- Notify TxVSN Central Operations (txvsncentral@txvsn.org) if a student withdraws or is removed from a course
- Initiate disciplinary measures for violations of the "Acceptable Use" policy and/or campus code of conduct
- Review course provider acceptable use policy, assignment schedule, and other relevant data with student(s) and parent(s)



Site Coordinator Registration Process

To begin the Site Coordinator registration process, access the TxVSN website at www.txvsn.org.

From the main information bar across the top of the page, highlight the *Schools & Districts* heading, and from the drop down menu, select *Site Coordinators*.

Resources available under this topic include:

- Site Coordinator's Handbook
- Site Coordinator Registration/Login
- Upcoming Events
- Past Events and Presentations
- TxVSN flyers
- TxVSN example announcements

Upcoming Events

This is the fastest way to find out when and where TxVSN will be making a presentation and/or participating in a conference. Check this listing regularly for additions and updates.

Past Events & Presentations

If you have been unable to attend a conference or participate in a TETN session where TxVSN was a participant, you still have access to information provided at these past events. Presentations and handouts are available for download and printing from this section of the resources.

TxVSN flyers

Use these promotional flyers to help increase awareness with parents and students about the academic opportunities available to Texas students through quality online courses via TxVSN.

TxVSN example announcements

Example announcements have been prepared for use by schools as one means of increasing student awareness of the Texas Virtual School Network (TxVSN). Feel free to use these in their current form, or modify them to suit your campus' personality.

Proceed to the following page for instructions on the Site Coordinator registration process.



Site Coordinator Registration/Login

By selecting this topic, a Site Coordinator will begin the registration process.

- Print the main page of the Site Coordinator registration process. This might be helpful to some registrants as they proceed through the registration process.
- On the left hand side of the page, select **Register** if you wish to proceed through the Site Coordinator registration process. (If you have previously registered and are returning to the website, select **Login to MyTxVSN**).
- Follow the steps and provide requested information. For additional assistance, Site Coordinator registration training modules (video or screen shots) are located at the bottom of this page.
- As you complete the registration process, steps on the left hand side of the page will indicate completion with a large green checkmark.
- Upon completion of this step of the registration process you will receive a confirmation email indicating that TxVSN has received your information. Print this email for future reference.
- The registration process is not complete until the campus administrator approves your registration. It might be helpful to remind your campus administrator to be looking for an email from TxVSN that requires their approval of your registration as a Site Coordinator.
- After campus administrator approval has been submitted, you will receive an email requesting you to login using the username and password provided in the email. Print this email for future reference. During this first login, you will be requested to change your password.
- If you need assistance at any point in the registration process, please contact TxVSN Central Operations at 1-866-938-9876 (1-866-93TxVSN).

Site Coordinator Workspace

Approved Site Coordinators have access to view specific course details via the TxVSN Course Catalog, as well as utilizing the Site Coordinator workspace. In the Site Coordinator workspace, Site Coordinators can 'claim' their specific students so that only these students appear in their workspace. Student moving from one campus or district to another can be released by a campus/district and reclaimed by the next campus/district.

An email will be sent to the campus Site Coordinator when any student from your campus registers with TxVSN and inputs either course request(s) or 'wish list' information. This information can provide an excellent starting point to discuss future academic plans with students.

