CYBER TECH CAREER COLLEGE

Virtual Class
Policies and Procedures

What is Online Learning?
In the last 20 years, the Internet has grown from being nearly non-existent into the largest, most accessible database of information ever created. It has changed the way people communicate, shop, socialize, do business and think about knowledge and learning. Much more than just a new twist on distance learning, online schooling is changing the face of traditional classrooms and making education more accessible than ever before.

Online education is a form of education where students use their home computers through the internet. For many nontraditional students, among them all those who want to continue working full time or raising families, online graduations and courses have become popular in the past decade. Often online graduation and course programs, some of which are conducted using digital technologies, are provided via the online learning portal of the host university or college.

Computer-based training, Web-based training, Internet based training, online training, e-learning (electronic learning), m-learning (mobile learning), computer-aided distance education - online education goes by many names and comes in a variety of styles, but at its core:

"Online education is electronically supported learning that relies on the Internet for teacher/student interaction and the distribution of class materials."

From this simple definition comes an almost infinite number of ways to teach and learn outside of traditional classrooms and away from college campuses. With online education, students can turn anywhere with Internet access and electricity into a classroom. It can include audio, video, text, animations, virtual training environments and live chats with professors. It's a rich learning environment with much more flexibility than a traditional classroom.

When used to its full potential, online education has been shown to be more effective than pure face-to-face instruction. It can be engaging, fun and tailored to fit almost anyone's schedule.

Because Cyber Tech Career College uses the Virtual Framework in the delivery of its pedagogy to its students, all students must adhere to the policies and procedures set by the College. All students must agree to these terms at the creation of an account and during the course selection process. <u>Students must agree to the rules</u> regarding course withdrawal, code of conduct, academic integrity, grading, privacy, etc.

Any student taking virtual classes must adhere to the following rules and regulations of Cyber Tech Career College:

- o Students scheduled into a virtual classroom will be required to attend each class.

Student Progress:
Cyber Tech Career College set high expectations for the success of its students and are committed to meeting the needs of all students. To maintain instructional momentum, students are required to submit assignments in their course when assigned maintain regular contact with their instructors.

Failure to obey to the the College's policies and procedures or failure to adhere to the instructor's class management procedures may result in the administrative removal from the course with an F grade.

Each Cyber Tech Career College student must follow the Student Handbook rules which explain promotion, credits, graduation requirements etc. The Student Handbook can be found at www.cybertech242.com

PROS & CONS OF ON-LINE STUDY

Online education is becoming more and more popular amongst students around the world. Although many people consider an online degree to be a lesser form of education, they would be surprised to learn that a recent study undertaken by SRI International (on behalf of the U.S. Department of Education) concluded that "on average, students in online learning conditions performed better than those receiving face-to-face instruction." This study echoes the sentiments of many students, whether they study English, Economics or Engineering – it is time to start taking online education seriously.

So, what are the pros and cons of studying online?

Pro: Increased Flexibility
The biggest advantage to studying online is the increase in flexibility. You can study when you want to, how you want to, where you want to. This does not mean that the workload is less for a student studying online, only that they have more flexibility in when, how and where they study. This flexibility is why an online education is very popular with mature-age students who have other commitments, such as work or children.

Con: Reputation
Many firms and institutions are quick to dismiss an online education. If two candidates are interviewed who are exactly in the same in every respect, except one studied at a conventional university and the other studied online, in many cases the student who studied online will miss out.

A positive sign is that many traditional universities, such as the Melbourne Business School, have extended enrolment to online students. But until online education becomes more commonplace and accepted in society, reputation remains a definite disadvantage.

Pro: Ease of Access
All you need to study online is a computer with internet access. All of your study materials, lectures and assignments are sent to you via email or some kind of file transfer system. Even your correspondence with lecturers are wired, with email and video calls via Skype widely used.

Con: Lack of Social Interaction
One of the biggest disadvantages in studying online is the lack of social interaction. This is especially relevant for young undergraduates who should be making friends and having a great time. University is important for your career, but don't forget that you will meet friends at college that will last you a lifetime.

Pro: More Affordable
Studying online dodges many financial bullets that regular students have to bear the blunt of. Transports costs can add up to hundreds per week, the prices at the cafeteria can be, at times, ludicrous and textbooks can set you back thousands of dollars per semester. The student who studies online has to pay a set annual fee, and that's it.

Con: Fewer Courses
The internet is an emerging phenomenon; it is still in the infant stage of its development and so it should be of no surprise that there are some shortcomings to an online education. Courses that required hands-on experience, such as Neurology or Chemistry, are simply unsuited to online education.

There are both advantages and disadvantages to studying online. With this article in hand, you will be able to make an informed decision on whether to study via traditional means, or to study online.

Procedures for Regular Virtual Class Sessions

1. Choose a quiet space, free from distractions, to set you up for class. Turn off cell phones, TVs, etc.

2. Exit all other applications on your computer prior to entering the classroom

3. Come to class at least 10 minutes earlier for preparation

4. Dress appropriately. Remember this is still a classroom setting.

5. **Ensure your microphone is MUTED and your camera OFF**.

6. Use the chat responsibly. It is meant to facilitate conversation around the lesson topic, not for sideline discussion

7. Be respectful of others

Procedures for Examination

1. Choose a quiet space, free from distractions, to set you up for class. Turn off cell phones, TVs, etc.

2. Exit all other applications on your computer prior to entering the classroom

3. Come to class at least 10 minutes earlier for preparation

4. Dress appropriately. Remember this is still a classroom setting.

5. **Ensure your microphone is MUTED and your is camera ON**.

6. Be respectful of others

RULES for Examination

1. No other individual is permitted to go into the room while you are taking the administered test.

2. The lighting in the room should be sufficiently splendid to be considered "sunlight" quality. Overhead lighting is liked. In the event that overhead lighting isn't accessible, the wellspring of light should not be behind you.

3. You should find a spot at a perfect work area or table.

4. The room should be tranquil. Sounds for example from music or TV are not allowed.

5. Items should not be around your work area or utilized during your administered test, except if posted standards for the test explicitly license these materials:

   - Books
   - Paper
   - Pens
   - Other computers or displays
   - Reading material
   - Notepads
   - Telephones or Cell Phones

6. The PC you are utilizing to take the test should not have more than one presentation or screen. For instance, on the off chance that you typically utilize a PC with a screen associated, disengage your screen and utilize just the PC screen.

7. You should close any remaining projects or windows on your testing PC before you start the test.

8. You should not utilize the accompanying instruments unless specifically instructed to:

   - Microsoft Office Excel, Word, or PowerPoint
   - Correspondence projects, for example, Skype
   - Any site page other than the test window in your course or the virtual class page

9. You should not utilize earphones, ear buds, or some other kind of listening hardware.

10. You should not communicate with anyone else using any and all means.

11. You should not utilize a telephone in any capacity whatsoever.

12. You should not leave the room during the test in any capacity whatsoever, except if posted guidelines for the test explicitly license you to do as such.

About Online Learning

What is online learning?
Online learning is learning that takes place over the Internet. Online learning is just one type of "distance learning" - the umbrella term for any learning that takes place across distance and not in a traditional classroom.

Online learning doesn't mean easier learning! Online institutions should adhere to the same standards of excellence as brick-and-mortar institutions. As online learning technology has developed, virtual institutions have perfected digital processes to prevent cheating and/or plagiarism.

What does it take?
Thinking about taking online classes? Above all, preparation is vital if you plan to succeed. Online learning can sound great but do not an unreasonable vision or expectation. Truly, online courses require comparably a lot, if not more, time and energy as traditional brick and mortar classes. It likewise requires explicit PC abilities and mastering certain methodologies in order to succeed.

To gauge whether or not you are prepared, please compare the following to what you are able to deliver:

1. Determination

Determination is the greatest key to accomplishment when involved in web-based learning. Those who succeed are the individuals who will endure work day by day on each class, continue through difficulties and look for help when required. At the point when you run into issue, continue to attempt to request help.

- Set up a reasonable study plan for yourself and stick to it. Those who succeed are the individuals who sign in daily each day.

2. Successful Time-Management Skills

This adaptability is one of the incredible advantages of web-based learning. It can likewise be a disadvantage for someone who stalls and has trouble adhering to a normal study plan or schedule, or who can't finish tasks without every day updates from an educator.

Successful time management abilities don't simply occur. They must be learned. When you do, they will profit you for the duration of your life. Follow the tips beneath to build up yours:

- Familiarize yourself with the schedule for every one of your courses.
- Build up a drawn-out arrangement for finishing your significant tasks.
- Make a day-by-day schedule.
- Have a good time marking things off your list as you complete them.

3. Viable and Appropriate Communication Skills

Relational abilities are crucial in web-based learning since you should look for help when they need it. Educators will help those that need help. Follow these tips:

- Utilize the resources from the school to speak with your instructors. Numerous online schools give a few different ways to speak with educators and staff. These might incorporate email, conversation gatherings, visit room available time, mobile phones, and even content informing. Educators and staff need to assist you with prevailing in your classes and will respond to your inquiries. It might feel abnormal to chat with your instructors thusly, however don't stress. On the off chance that your educator has talk room or cell time available, don't be bashful about utilizing those instruments to speak with your instructor.

- Utilize suitable style and language for school. When speaking with instructors and other staff, you ought to write in full, linguistically and grammatically correct sentences and with an aware tone.

- Due to the distance, it's enticing for students to make statements of severity or dissatisfaction that they could never say to an instructor face to face. Online instructors are experts. Approach them with deference and politeness.

4. Essential Technical Skills

Online students need essential specialized abilities to succeed. These incorporate the capacity to make new archives, utilize a word handling program, explore the Internet, and download programming. Please continue to read this document for more on essential technical skills.

5. Writing Skills

For certain classes, your tasks will include composing short or long answers. You must be able to write in complete and grammatically correct sentences.

6. Inspiration and Independence

To be fruitful, an online student needs to have a success mindset. Have you thought about your very own reasoning behind going to class? Is it true that you are ready and determined to prevail in school, despite the problems you may face?

There are numerous beneficial motivations to take up courses in school. You may need a more prominent degree to secure your future. Or then again maybe it's your very own pride in your achievements. Or then again perhaps you are looking for a more extensive scope of chances accessible to you with advanced education such as a higher position or a higher pay.

7. A Good Study Environment

You will require a tranquil work environment without interruptions from things like TV, family, or friends.

Stay away from games. Consider uninstalling any PC games to stay away from enticement. Or on the other hand keep the games on an alternate PC or device in the house. Turn off your cellphones and tell loved ones the hours that you will be "at" school and are trying to limit distractions.

Be careful of unconsciously site surfing when you're supposed to be paying attention in your classes.

Think about ergonomics. Change the height of your seat, lower your arms and thighs ought to be level and corresponding to the floor. Your wrists ought not be twisted while composing. Set up great lighting and ensure you're happy and comfortable with your seating. If not, find a new area to work in. Make sure you are in a well-lit and not sitting to closely to the PC screen to prevent eye strain. Also, a good tip would be to turn on your blue light filter if your device has one.

Minimum technical and software requirements for Online Learning courses:

Computer and Internet Connection:

You will need regular access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience.

PC/Laptop

- Compatible Operating System: Windows 8 or 10
- Web Browser: Chrome or Microsoft Edge are best suited for the LMS
- Working Webcam and Microphone
- At least 4GB RAM and 500GB HDD or 128GB SSD

 Mac

0. Compatible Operating System: OS X
1. Web Browser: Chrome or Safari are best suited for the LMS
2. Working Webcam and Microphone
3. At least 4GB RAM and 500GB HDD or 128GB SSD
4.

Software:

- Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application.
- Most courses require word processing software such as Microsoft Office.
- In some instances, it may be necessary for some users to upgrade their Flash or Java versions.
- Adobe PDF

Other Devices:

Depending on the device being used, you may access and interact with most course elements, readings, multimedia, email and discussions. Laptop, tablet breeds are acceptable but smartphone are not optimal for your online learning experience and you are likely to face problems with them because they are not guaranteed to work in all areas. Please ensure you have a PC or Mac based computer available to complete your courses.

We recommend that students do not access the LMS using a mobile device, such as a smartphone, due to compatibility issues.

The #1 tip is to login EVERYDAY to the LMS to check if there is any new content posted. Even if you do not have class on a particular day, still log in to check whether or not any information or assignments were posted.

Contacting Instructors and Administration

The official form of communication between teachers, students and administration is through email.

Make it a priority to acquire the teacher's email, it is posted at the top of the course page once you log in to the LMS.

Please follow the steps below to whitelist cyber tech career college emails to ensure they do not get blocked or sent to spam by your email provider. *Please note these steps must be taken on Desktop/Laptop computer.*

Gmail

1. Click the settings button (in the top-right corner of the screen).
2. Select "See all settings" from the resulting drop-down menu.
3. Navigate to the tab labeled "Filtered and Blocked Addresses".
4. Select "Create a new filter".
5. In the "From" field type in:

"**@cybertech242.com,@cybertech242-online.com**".

6. Select "Create filter".
7. Check the box next to "Never send it to Spam".
8. Select the blue "Create filter" button.

Outlook or Hotmail

1. Select the Settings icon (gear icon)
2. Select "View all Outlook settings" from the resulting drop-down menu.
3. Select "Junk email" located on the left pane
4. Under **Safe Senders and domains** press the "+ Add" button
5. In the box that appears, type in:

"**cybertech242.com**"

6. Under **Safe Senders and domains** press the "+ Add" button
7. In the box that appears, type in:

"**cybertech242-online.com**"

8. Select the blue "Save" button.

Standard Content of Courses

Important documents such as the course syllabus is posted in all courses when you log in. If you encounter that one of your courses does not have a course syllabus, please contact support@cybertech242.com. Your instructors' email is also posted on the course page once you log in as well.

Technical Difficulties

Unfortunately, technical issues do arise for students and teachers alike. Expect the unexpected when it comes to online learning. Certain things are out of our control such as a power outage or internet issues. Thus, you must remain calm, courteous and patient when it comes to online learning.

Procedure when facing technical difficulties

When faced with technical difficulties, please contact your teacher or the support staff and let them know that you are experiencing issues. Make sure it is not from the teacher's side if you are experiencing problems hearing your teacher. Ask other students if they can hear or see the teacher to determine whether it's a problem with your device or the teacher's device.

If you miss an assignment or test due to a technical difficulty, please contact your teacher or the support staff to see if they can reschedule the given test. The support staff email is as follows: support@cybertech242.com.

If you miss a virtual class session, the classes are recorded for later viewing on the virtual class page and will automatically show up within a few hours of the ended session.

If the teacher is having a technical difficulty, class will be rescheduled at the earliest possible date that would not conflict with other classes.

Once again, the virtual class sessions are recorded for later viewing.

Please subscribe to the Cyber Tech Career College Youtube channel for support videos:
https://www.youtube.com/channel/UC7UZLegzmtCxI8783qKmQ4A

How to Login to Cyber Tech Career College Learning Management System
https://www.youtube.com/watch?v=koCgkYNpT3I

How to Access Your Virtual Class Sessions
https://www.youtube.com/watch?v=VZytg0S50b0

How to Access Virtual Class Recordings
https://www.youtube.com/watch?v=jIdWGdPQlUg

How to Submit Assignments
https://www.youtube.com/watch?v=EDjKiMBPIQs

For any technical difficulties that you encounter, please contact
support@cybertech242.com for assistance.