



**Newfoundland & Labrador  
English School District**

Centre for Distance Learning and Innovation

CDLI

CDLI School Administrator / m-Team Handbook

2018-2019

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## 1. FOR WHOM IS THIS HANDBOOK WRITTEN?

This handbook is primarily for new administrators at schools receiving services from CDLI and/or m-Team members, however, existing CDLI school administrators and/or m-Team members may also benefit from its use.

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## 2. I AM NEW TO CDLI. HOW DO I PROCEED?

If you are a new administrator/m-Team member or new to CDLI, there are a few initial steps you should take.

- A. Obtain a CDLI portal account.

Go to <https://www.cdli.ca> and click on “Sign Up”. Follow the steps on the screen. **Note: Be sure to input a valid and working email address as this is where your initial login information will be sent. Check your email to complete the account signup process.**

- B. Notify us via email or phone to let us know who you are and what your contact information is.

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## 3. HOW TO CONTACT US

You can contact the **CDLI Helpdesk** at 1-877-235-4123 or 1-877-CDLI-123.

Contact information is also available for each of our e-Teachers and staff on our website. Please go to <https://www.cdli.ca> and click on **CONTACT US** at the top of the screen. From there, click on “Staff Directory”.

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## 4. THE M-TEAM – WHAT IS IT AND WHAT ROLE DOES IT PLAY?

M-Team stands for Mediating Team or Mentoring Team. It is typically a 3-member team of individuals at a school that utilizes CDLI and who assist with some of the day-to-day details of the delivery of instruction to your students.

The three members of the team are as follows:

- A. Administrative M-Team Member - Typically, this is a member of the administration.
- Responsible for CDLI students in their school and the overall operation of CDLI within their building, i.e. scheduling, equipment, report cards, etc.
- B. Coach - Any member of the school staff, but is typically a teacher.
- Ensures that students are successfully completing day-to day activities and informs e-Teacher if a problem is found.
- C. Technical - A person able to do some troubleshooting, etc.
- Assists with the technical components of CDLI. May assist with computer setup, hardware troubleshooting, student accounts, videoconference configuration, etc.

Collectively, the m-Team should be aware of the following terms and conditions and should ensure that the associated tasks are carried out (see below).

### **M-Team Guiding Principles**

1. Provide adequate monitoring/supervision during both online and offline e-learning periods.
2. Provide adequate supervision for core lab activities in all science courses. Note that, for safety reasons, this is compulsory and must be in place before registering students in any online science course.
3. Schedule appropriate synchronous and asynchronous time for students to complete the course (i.e. 2 credit course - 10 periods per 14-day cycle, 1 credit course - 5 periods).
4. Use the assigned slot before alternate slots are considered.
5. Make every effort possible to align the school timetable with the CDLI timetable.
6. Some students, with special permission, may be able to access CDLI courses in a completely asynchronous mode. In these cases, students would not be obliged to follow the fixed CDLI timetable.
7. Make every effort to limit the number of e-learners per course to 6 or less with an absolute maximum of 8.
8. Attempt to limit the total number of e-learners online at the same time to a maximum of 8 due to limitations of available equipment, connectivity and supervision.
9. The maximum online workload is 4 courses per student, but in special circumstances this limit may be increased if it is deemed to be in the best interest of the student.
10. The school calendar must coincide with the 14 day CDLI yearly calendar. For example, day 2 for CDLI must be day 2 at your school.
11. Changes in registration status will only occur through consultation with and approval of the appropriate CDLI personnel.
12. Set up and maintain a school based m-Team to support e-learning.
13. If possible, identify and register a student E-Tutor as an important part of the m-Team.
14. Have the m-Team communicate with parents and prospective students about the CDLI e-learning model.
15. M-Teams should encourage students to take care of all CDLI equipment supplied to the school.
16. Ensure that CDLI has accurate m-Team information, including active e-mail addresses.
17. M-Teams should notify e-Teachers of any significant occurrences in their particular school (i.e. sickness, death, catastrophic events, family issues, student issues, etc) to ensure CDLI is sensitive to the needs of students and staff during difficult times.
18. M-Teams should make every effort to download and distribute student reports according to the scheduled CDLI reporting periods.
19. M-Teams must inform CDLI of students with existing IEP's, or of students who might require an IEP.
20. Schools are responsible for the provision of consumables/supplies to the level prescribed by the curriculum guide (i.e. science courses - lab supplies for science courses, art materials, etc).
21. CDLI students should be given individual accounts on specific CDLI computers.
22. Administrator passwords should not be shared with students, except possibly the CDLI e-tutor.
23. Student machines are to be left on overnight to ensure that scheduled Windows™ and virus updates occur. Students may be required to reboot machines in the morning to ensure reliable online connections.
24. CDLI students must have priority access to CDLI equipment at all times including after school use.
25. CDLI equipment should not be made available to the public.
26. Schools using the All in One Printer for Non-CDLI purposes will be responsible for supplying additional toner cartridges. (One toner per year will be supplied by CDLI.)
27. The first point of contact for reporting connectivity trouble is the CDLI Help Desk (1-877-235-4123). (Schools with Frame Relay or Fiber connections should not contact their Internet Service Provider directly).

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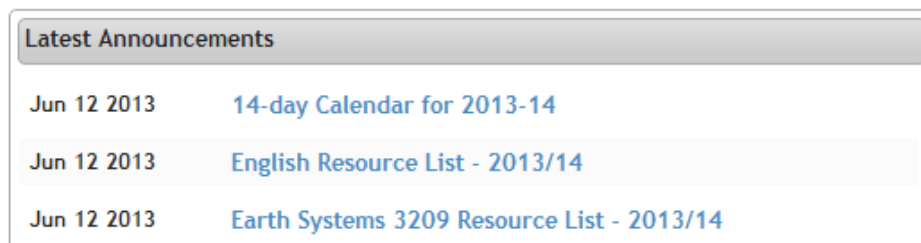
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## 5. COMMUNICATIONS – FLOW OF INFORMATION

Communication between CDLI and schools is normally done using email and tools found on our website. M-Teams may also use telephone and fax to communicate information. Below are shown two commonly used website tools that facilitate communication between schools and CDLI.

### A. News and Announcements

When you log in to your CDLI account you will see the **Latest Announcements** area. This is where news items are placed providing information to schools on various topics, etc. Be sure to check this area daily for updates. A small clip is below.



### B. School Status Report Tool



School Status tool is only available on school days

This tool indicates the status of your school on any given day. It is found on the main portal page after you log in. You would indicate whether or not the school is open, closed for weather, etc. This helps keep CDLI updated as to the status of your students/classes on any given day. Instructions on how to use this tool are located on our website when you log in.

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## 6. CDLI'S COMMUNICATION WITH PARENTS

Communication with parents is normally done through the schools, but is not limited to this. CDLI works to keep everyone informed of the progress of students throughout the year. To that end, CDLI uses the following mechanisms to communicate to parents.

### A. Parent Orientation Session

In the Fall of each year, CDLI hosts a parent orientation session to introduce CDLI, its services, operations and resources to parents. Parents have the opportunity to experience the equipment, methods and procedures by which their children learn. Dates and details of parent orientation sessions will be communicated to schools early in the fall.

## **B. Parent Teacher Interviews**

CDLI conducts parent teacher interviews after each reporting period. Parents are free to make appointments with e-Teachers to meet in a variety of ways such as phone, email, face to face, Blackboard Collaborate, video conference, etc. Parents and e-Teachers mutually agree on a time to meet and conduct the session.

## **C. Performance Alert Form**

CDLI uses a Performance Alert Form to communicate with schools and parents about the progress of a student. The form shows an update or snapshot of the progress of a student at any given date in time. The form is generated by the e-Teacher and sent to the school, which then passes it on to the parent. A sample is posted in the appendices at the end of this document.

## **D. Direct e-Teacher Contact with Parent**

From time to time, e-Teachers may make contact with parents/guardians to discuss student behaviour and/or performance/progress. Should a parent wish to contact an e-Teacher regarding their child, they may do so by calling to make an appointment. E-teacher contact information is on our website under "Contact Us".

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## **7. CDLI CALENDAR/TIMETABLES**

CDLI follows a 14-Day fixed calendar for the school year. The CDLI timetable consists of a 5-period day with both Island and Labrador time starts. Period start times are below. Copies of both the calendar and timetables may be obtained from our website and are located in the appendices of this document.

<b>Period</b>	<b>Island Time Table</b>	<b>Labrador Time Table</b>
1	8:50 - 9:50 am	8:30 - 9:30 am
2	9:50 - 10:50 am	9:30 - 10:30 am
Recess	10:50 - 11:05 am	10:30 - 10:50 am
3	11:05 am - 12:05 pm	10:50 - 11:50 am
Lunch	12:05 - 1:00 pm	11:50 am - 1:00 pm
4	1:00 - 2:00 pm	1:00 - 2:00 pm
5	2:00 - 3:00 pm	2:00 - 3:00 pm

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## 8. STUDENT PROGRESS – REPORTING

CDLI reports on student progress using PowerSchool. CDLI reports are sent home 4 times a year (see below). Exact reporting dates will be communicated to schools early each school year.

- Fall Report (November)
- Midyear Report (After Midyear exams)
- Spring (April)
- Final (June)

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### 8.1. STUDENT PROGRESS – HOW TO OBTAIN REPORT CARDS

Parents will already have or can sign up for a PowerSchool Parent account to check on their child's progress/grades. Report cards will be sent home with students at the end of each reporting term.

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### 8.2. STUDENT PROGRESS – VIEWING STUDENT GRADES

CDLI uses PowerSchool to report on student grades. Please use your PowerSchool access to view student grades/attendance.

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## 9. EXAM DROP BOX – SENDING AND RECEIVING STUDENT EXAMS

Throughout the year, CDLI sends exams to schools and receives scanned completed exams from schools using the *Exam Drop Box*. This tool is available to all m-Team members in a school.

### Using the Exam Dropbox

- Log in to your CDLI account
- Click on the *Exam Drop Box* link on the right side of the page
- You should see a listing of the exams by teacher/course available to your school for download. Instructions are contained within detailing how to download an exam. (See screen shot below.)
- To **upload** a student exam, click on the *Upload Student Exams* link when inside the exam Drop Box area.

The screenshot shows the 'CDLI Exam Drop Box' interface. At the top left is a box icon with a plus sign. To its right are navigation links: 'Drop Box | Upload Student Exams | Tutorial'. A red arrow points from a blue callout box 'Click Here to Upload an Exam' to the 'Upload Student Exams' link. Below the navigation is a blurred header. A 'NOTE: When downloading a file you MUST SAVE THE FILE. Do not choose OPEN.' is displayed. Below the note is the text 'Also All exams should be uploaded to the teacher using the Exam Drop Box.' The main content area shows a table with two rows. The first row is for 'Career Development 2201 | Katharine Bennett' and the second for 'Chemistry 3202 | Andre Hudson'. Both rows show 'No Exam Uploaded'. A red arrow points from a green cloud callout 'Look here for available exams.' to the first row. Another red arrow points from a white box callout 'Take Note!' to the 'NOTE' text.

Course/Teacher	Status
Career Development 2201   Katharine Bennett	No Exam Uploaded
Chemistry 3202   Andre Hudson	No Exam Uploaded



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## 10. STUDENT ACCOUNTS

You are able to view a list of students from your school currently registered for CDLI courses by clicking on the *View Student Accounts* link on the CDLI webpage once you log in.

### Current CDLI students from your school

Student Name	Login Name	Level	Last Login	Last Profile Update	CDLI Registration		Account Status	
					First Year	Last Year	Approved	Disabled
<a href="#">John Smith</a> <a href="#">john.smith@cdli.ca</a>	jsmith123	L3	Never	03/29/2011 11:07	2009	2010	YES	NO
<a href="#">Jane Doe</a> <a href="#">jane.doe@cdli.ca</a>	jd123	L3	Never	01/20/2011 12:49	2009	2010	YES	NO
<a href="#">Bob Brown</a> <a href="#">bob.brown@cdli.ca</a>	bbrown123	L2	Never	03/22/2011 12:14	2010	2010	YES	NO

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### 10.1. ADDING NEW STUDENT ACCOUNTS

Once the school year begins, school administrators are unable to add new student CDLI accounts. Users must create new accounts themselves. Students should navigate to the main CDLI homepage ([www.cdli.ca](http://www.cdli.ca)) and click on the “Sign Up” option.

**NOTE:** Students **MUST** have a valid email address in order to obtain an account.

The following information must be included in a student’s profile:

- a. MCP
- b. Gender
- c. Date of Birth
- d. Contact information (Phone, Address, Email) for both student and parent/guardian
- e. Relevant Delivery Model Information (IEP, Program Type, Accommodations, etc.)

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### 10.2. STUDENT PASSWORDS

You are not able to see student passwords. Passwords are only available to the account holder. If a student forgets or loses their account password, they must request a new account password using the password reset feature. To access this feature, navigate to the main CDLI webpage and click on “Login”. From there, select the **Forgot your password?** option.

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### 10.3. MANAGING STUDENT ACCOUNTS

To manage student accounts, you can use the “Account Manager” option after login to your account. Here you can “click and drag” student accounts to various columns - Active, Inactive, etc. To remove an account, please contact our help desk at 1-877-235-4123 (1-877-CDLI-123)

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## 11. REGISTERING STUDENTS FOR COURSES

CDLI conducts an extensive online student/course registration process each year consisting of the following steps:

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### 11.1. INITIAL COURSE REGISTRATION

#### A. Preregistration - April

During this process, schools identify courses and possible students for the upcoming school year. They would indicate possible course registrations using the online system.

#### B. Registration - Phase 1 - Early May

During this phase, slots and course offerings are sent to schools. Using the online system, schools select courses, slots and students for the upcoming school year.

#### C. Registration - Phase 2 - May/June

At this time, tweaks to course offerings, slots and/or student course loads are done in order to finalize registration for each year.

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### 11.2. REGISTRATION CHANGE REQUEST TOOL

If, after initial registration is closed, you need to make changes to your registrations and/or add/delete students/registrations, you will have to use the *Change Requests* online tool found upon login to CDLI. This tool allows you to make a registration request and monitor its progress until it is completed.

#### To Make a Registration Change Request

- Log in to your CDLI account
- Click on the *Change Requests* link on the right hand side of the page. You should see the following:

**Registration Change Requests**

School Year

Add Student(s)

Drop Student(s)

Transfer Student(s)

Use to check the status of your requests (see below)

#	Requested Action	Submitted	Status
190	Drop [redacted] from Advanced Mathematics 3207	2011/09/08 @ 18:41	Action Completed
452	Drop [redacted] from Chemistry 3202	2011/09/14 @ 15:31	Action Completed
453	Drop [redacted] from Advanced Mathematics 3207	2011/09/14 @ 15:32	Action Completed
881	Drop [redacted] from Physics 2204	2012/02/08 @ 16:39	Action Completed

## Adding a student to a course

Request Registration Changes > Click here to go back

### Add Student to Course

Select Student:  -OR- [\[ Add New \]](#) Click here to add a new student

Select Course:

Additional Notes Put notes in explaining details of request

## Dropping/Transferring a student Drop Student Request Form

Student Name	<input type="text" value="XXXXXXXXXX"/>
Current Enrollment	Physics 3204 (B)
Additional Notes	<div style="border: 1px solid blue; border-radius: 50%; padding: 10px; text-align: center;">Be sure to include notes explaining reasons for the drop</div>
<input type="button" value="Submit Request"/>	

Student	Course	Action
<input type="text" value="XXXXXXXXXX"/>	Physics 3204 (B)	<a href="#">[ Drop ]</a> <a href="#">[ Slot Change ]</a>
<input type="text" value="XXXXXXXXXX"/>	Physics 2204 (E)	<a href="#">[ Drop ]</a> <a href="#">[ Slot Change ]</a>

Click appropriate link here

## Slot Change Request Form

Student Name	Luke Foster-Critch
Current Enrollment	Physics 3204 (B)
New Slot	<input type="text" value="Slot B"/> <span>Click here to choose</span>
Additional Notes	<div style="border: 1px solid blue; border-radius: 50%; padding: 10px; text-align: center;">Include notes here to explain reasons for change.</div>
<input type="button" value="Submit Request"/>	

## 12. ENROLLING NEW STUDENTS INTO POWERSCHOOL CDLI COURSES

1. Search for and select the student enrolling into a CDLI course from the **Start Page**.

The screenshot shows the 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', and 'Parents'. A search bar is highlighted with a red box, and a yellow callout box labeled 'Search for the Student' points to it. Below the search bar is an alphabetical index (A-Z) and a row of numbers (1-13) and 'M F All'. A 'Current Student Selection (1)' section shows a table with a 'Student' column (highlighted with a red box) and a 'Grade Level' column showing '10'. A yellow callout box labeled 'Select the Student' points to the 'Student' column. Below this is a 'What's New' section with a link to read more about the latest feature release.

2. Select **Functions** under **Enrollment** and then select **Enroll Student in Remote/Summer School Class**

The screenshot shows the 'Functions' menu. On the left is a navigation sidebar with 'Administration' and 'Enrollment' sections. 'Functions' is highlighted under 'Enrollment' with a red box and a yellow callout box labeled 'Select Functions'. The main area shows a list of functions. 'Enroll Student in Remote/Summer School Class' is highlighted with a red box and a yellow callout box labeled 'Select Enroll Student in Remote/Summer School Class'. Other functions listed include 'Print Reports For This Student', 'Print Web Reports For This Student', 'Transfer Out Of School', 'Re-Enroll In School', 'Transfer To Another School', 'Create New School Enrollment', 'On-Screen Transaction Report', 'Recalculate Lunch Balance', and 'Enroll New Student Living in the Same Household'.

3. Select the following:

- Centre for Distance Learning and Innovation (CDLI) as the **School where class is held**
- Enter **HR (Homeroom)** as the course
- Select the correct section number **1A** from the drop down list
- Set the **Enrollment Date** to the first day of classes for students, **September 05, 2018**
- **Submit** to enroll the student in a course offered at CDLI

**Please Note:** HR is the only course in which you need to enroll your students.

The screenshot shows a web form for enrolling a student. The form includes the following fields and elements:

- Student:** A text input field.
- Show Summer Schools Only:** A checkbox.
- School Where Class is Held:** A dropdown menu with "Centre for Distance Learning and Innovation" selected. A yellow callout box labeled "Select CDLI as the school" points to this dropdown.
- Course:** A text input field with "HR" entered. A yellow callout box labeled "Enter HR(Homeroom)" points to this field.
- Section:** A table with columns: Section Number, Teacher, No. of Students, Max Enrollment, and Expression. The "Section Number" dropdown is set to "1A". A yellow callout box labeled "Choose Section 1A" points to this dropdown.
- Enrollment Date:** A date input field with "9/4/2018" entered. A yellow callout box labeled "Select 9/5/2018 as enrollment date" points to this field.
- Buttons:** A "Click submit" button and a "Submit" button. A yellow callout box labeled "Click submit" points to the "Click submit" button.

4. The student will be enrolled into the specific course and section at CDLI with the assigned CDLI teacher. The CDLI teacher will be able to access students once they are enrolled to submit attendance and marks using PowerTeacher and GradeBook. Attendance and marks for CDLI students will be reflected in PowerSchool at your school.
5. To verify student enrollment check the quick lookup screen to see that your student is enrolled in Homeroom. CDLI will enroll students into each additional course and your quick lookup screen will populate to reflect this.

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## **13. TOOLS OF CDLI**

CDLI uses three main tools to help deliver courses, communicate with schools and evaluate and track student progress/performance.

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### **13.1. CDLI PORTAL/WEBSITE**

When you log in to the CDLI website you will be directed to your CDLI portal page. Each CDLI user has a unique portal page depending on user type and/or login credentials. As an administrator/m-Team member, you can access various tools and resources once logged in to your account. Below is a short list of some of the tools you are able to access through the portal.

- News/Announcements
- School Status Report Tool
- Student Reports and Grades
- Registration Change Request Tool
- Exam and Report Card Drop Boxes

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### **13.2. BRIGHTSPACE – FORMERLY DESIRE TO LEARN (D2L)**

BrightSpace is a learning management system (LMS). BrightSpace is designed and used by teachers to organize, monitor and deliver all aspects of a course to a student. CDLI teachers deliver assignments, tests, homework, course content, class announcements, etc. to students using this tool. Students check this area each day to find work they have to do, etc. and submit such through this system. Students are also able to monitor their grades/progress and communicate with their teacher using email and/or discussions. BrightSpace is also the area from which students access their online classes or Blackboard Collaborate.

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### **13.3. BLACKBOARD COLLABORATE**

Blackboard Collaborate (BBC) is software that allows teachers and students to collaborate in real time. It is used during synchronous class time where the teacher meets with students to interact. It is the students' online classroom. This is where direct instruction/interaction takes place between the e-Teacher and students. CDLI teachers deliver the curriculum mainly through this method and monitor student interaction, participation and progress in real time. Teachers meet with students for 10 periods over a 14-day cycle, for a 2-credit course.

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## 14. EQUIPMENT SUPPLIED TO CDLI SCHOOLS.

CDLI provides the following equipment to schools in which it offers services.

- **Computer, keyboard and monitors (max of 8 per school). Refreshed every 4 yrs.**
- **All-in-one machine (scanner, printer, and fax). Refreshed every 3 – 5 yrs.**
- **Networking (replaced as needed)**
- **Course-related equipment as needed (Vernier sensors, pianos, guitars, nSpire)**
- **Headphones for student use.**
  - NOTE: Current practice is the provision of one set of headphones for each new CDLI student and replacement of damaged ones.
- **Polycom/Videoconference Suite**

**NOTE: If a piece of CDLI equipment fails, be sure to call the HELP DESK for assistance. DO NOT call your school district personnel and/or ship CDLI equipment to your school district for repair. Call the HELP DESK directly or submit a help ticket to initiate a repair/replacement request.**

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## 15. SCHOOL CLOSURES, WEATHER DELAYS, MISSED CLASSES

There are times throughout the year in which your school may be closed due to professional development, weather and/or some other reason that may cause your students to miss CDLI classes. Should this occur the following procedures are in place to ensure your students do not miss valuable instructional time:

### **A. School Status Reporting Tool**

Use this tool to report on school closures, weather delays, connectivity issues, etc. that may cause your students to miss classes.

### **B. Email**

You are free to email the particular e-Teacher in question when you know students will miss class(es).

### **C. Recorded classes**

E-Teachers often record classes and post them for students to view. If you have a student or students who miss a class, they are able to view the recording(s) to minimize any loss of instruction.

#### **D. Online Content/Tutorials**

CDLI offers web-based content and/or tutorials to students, face-to-face teachers and parents. To access our online content, log in to your CDLI account and click on “**Learning Content**”.

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### **16. MIDYEAR/ FINAL EXAMS/ REPORTING GRADES**

CDLI students, like face-to-face students, write midterm and final exams in various courses as per established guidelines/dates/times. Midyear and final exam schedules are created for CDLI courses in consultation with district personnel and are posted on our website. Schools with in-school face-to-face courses are free to schedule their exams at any time and are not bound by the CDLI schedule.

At the end of each year, CDLI sends a final report, by course by student, to schools with final grades. Schools are responsible for reporting final grades to the High School Certification Division of the Department of Education.

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### **17. GUIDANCE SERVICES**

CDLI offers the services of a full-time guidance counsellor to schools. Our guidance counsellor is available to assist students with course selection, career counselling and other services as needed. Our website has a Guidance section where students/parents/teachers can visit to get information on a broad range of topics including study tips, post- secondary institutions, student loans etc. Feel free to contact our guidance counsellor at any time should the need arise. Contact information is located on our website.

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### **18. TUTORING SERVICES**

CDLI offers FREE online tutoring services to students across the province. Tutors in a broad range of subjects are available throughout the year and, as of this past year, are available to grade 9 students in mathematics and science. For more information on tutoring and tutoring services available, visit the following website → <https://www.cdli.ca/tutoring> .

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### **19. TEXTBOOKS/CONSUMABLES**

CDLI does not supply textbooks and/or consumables such as paper to schools. Textbooks can be ordered from Learning Resources Distribution Center (LRDC) and CDLI students should be included in your normal school ordering process.



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## 20. LAB SUPPORT TEACHER

CDLI uses the services of a Lab Support Teacher to facilitate and conduct CDLI labs for schools. Contact information for our Lab support teacher is found on our website.

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## 21. FAQ's

Below are some FAQ's. For a complete list of FAQ's please visit our website at [www.cdli.ca](http://www.cdli.ca) and click on FAQ near the top of the page.

### **Q. My Scanner does not work, what now?**

A. Consult the scanning guide of the m-Team section of the CDLI website. If that does not work, then call the CDLI helpdesk.

### **Q. I am unable to retrieve a test from the exam drop box.**

A. Email or call the particular e-Teacher in question to make alternate arrangements. Submit a help ticket to the help desk to help avoid future occurrences.

### **Q. My student(s) have forgotten their password and cannot access their CDLI account.**

A. Have your student(s) request a new password by accessing the "Forgot your password" option when they click on the login option on the CDLI website. **Ensure your students have an active email account** as the password reset link will be sent to that email account.

### **Q. I have received a performance alert from an e-Teacher, what now?**

A. Send the academic alert home to the parent/guardian of the student in question. You can also call the e-Teacher or CDLI administration to discuss further.

### **Q. Blackboard Collaborate appears to be down or is not working. What should I do?**

A. Contact the particular e-Teacher in question via phone or email. Contact the Help Desk to make them aware of the problem. If trouble persists, have students complete previously assigned work and/or watch recorded classes.

### **Q. I have a new student who transferred into my school. What is the process now?**

A. Contact Mike Sceviour either by phone (709) 651 8123 or email ([mikesceviour@cdli.ca](mailto:mikesceviour@cdli.ca)) with the details. Complete an Add Request using the **Change Requests** tool.

**Q. I have a student wishing to drop a course. How do I do that?**

A. Complete a Drop Request using the **Change Requests** tool. Be sure to complete all details of the request.

**Q. It's report card time at my school. Where do I get report cards for CDLI students?**

Report cards are sent home with students at the end of each reporting period. They should be in PowerSchool at your school.

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## 22. GLOSSARY OF TERMS

**All-in-one machine** - A device consisting of a scanner, printer and fax in the one machine. CDLI uses these devices in schools for the scanning and exchange of materials between students and teachers.

**Asynchronous Periods** - Offline class periods where students may work independently on assigned materials, or may work in collaboration with the e-Teacher and other students to complete assigned work. These classes are student-directed and they work independently.

**CDLI Portal** - a web space developed to allow access to the information and tools required by students, administrators and parents to work with CDLI.

**DropBox** - a web-based area where materials can be exchanged. CDLI currently uses both an Exam and Report Card drop box.

**Blackboard Collaborate** - The online, synchronous web-based component where “face-to-face” interaction and instruction occurs. This is known as the students’ “online classroom”.

**IP Address** - a unique numerical number assigned to each computer in your school that helps identify them on a network.

**ISP** - Internet Service Provider

**LMS** - Learning Management System. The online area where course content, student assessment, assignments, etc. are housed. Accessed through the CDLI portal. Currently, CDLI uses Brightspace as its LMS.

**m-Team** - Mediating or Mentoring Team. This is a three to five member, school based team that supports the learning of students enrolled in CDLI courses. There is NO expectation that these m-Team members will teach students.

**Router/DSL/Fiber** - terms related to the internet connectivity in your school that allows access to CDLI.

**Synchronous Periods** - Online class periods where the students will work in an environment that simulates the face-to-face classroom. Teachers direct this time period and the students are actively engaged with the educator and their peers.

**23. APPENDICES**

**Appendix A – Performance Alert Form**

Print Form



the Centre for Distance Learning and Innovation



Date:				<b>Parent File</b>		E-Teacher	
School Name:		<b>Performance Alert</b>			Phone #		
School District		Student		Course		Email	

**Alert: Please Read Carefully**

1. The student is presently having difficulty in the course.  
 2. It is necessary that the probable reason(s) for this difficulty be understood and the recommendation(s) followed.  
 3. Please contact the e-teacher if you wish to discuss this issue further.

**PROBABLE REASON(S) FOR THIS DIFFICULTY**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Poor Aptitude in Subject         | <input type="checkbox"/> Poor Attendance                  | <input type="checkbox"/> Unsatisfactory Test Scores     |
| <input type="checkbox"/> Inadequate Foundation in Subject | <input type="checkbox"/> Frequent Lateness                | <input type="checkbox"/> Inadequate Work Effort         |
| <input type="checkbox"/> Lack of Effective Motivation     | <input type="checkbox"/> Inadequate Preparation for Class | <input type="checkbox"/> Lack of Attentiveness          |
| <input type="checkbox"/> Not Working to Potential         | <input type="checkbox"/> Questionable Approach to Studies | <input type="checkbox"/> Assignments Late or Incomplete |
| <input type="checkbox"/> Lack of Independent Work         | <input type="checkbox"/> Inadequate E-Live Interaction    | <input type="checkbox"/> Poor Use of Offline Time       |

**RECOMMENDATIONS**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Improved Overall Effort     | <input type="checkbox"/> Improved Use of Offline Time | <input type="checkbox"/> Request Extra Help    |
| <input type="checkbox"/> Parent - Teacher Conference | <input type="checkbox"/> Improved Use of Online Time  | <input type="checkbox"/> Tutoring              |
| <input type="checkbox"/> Please Contact E-Teacher    | <input type="checkbox"/> Improved Preparation         | <input type="checkbox"/> Improved Study Skills |

Comments:

E-Teacher Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_

*Please send this form to the parent/guardian of the above student. The school should keep a copy for their own records.  
 The e-teacher will contact the home to discuss the performance alert and to recommend a course of action.*

**CDLI Timetable (Island)      2011-2012 School Year**

**Appendix B – Blank Timetable (Island)**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
1 8:50 – 9:50	A1	F1	D2	B1	G1	E2	C1	A2	F2	D1	B2	G2	E1	C2
2 9:50 – 10:50	B1	G1	E2	C1	A2	F2	D1	B2	G2	E1	C2	A1	F1	D2
3 11:05 – 12:05	C1	A2	F2	D1	B2	G2	E1	C2	A1	F1	D2	B1	G1	E2
4 1 – 2	D1	B2	G2	E1	C2	A1	F1	D2	B1	G1	E2	C1	A2	F2
5 2 – 3	E1	C2	A1	F1	D2	B1	G1	E2	C1	A2	F2	D1	B2	G2

### Appendix C – Blank Timetable (Labrador)

#### CDLI Timetable (Labrador)

#### 2011-2012 School Year

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
1 8:30 – 9:30	A1	F1	D2	B1	G1	E2	C1	A2	F2	D1	B2	G2	E1	C2
2 9:30 – 10:30	B1	G1	E2	C1	A2	F2	D1	B2	G2	E1	C2	A1	F1	D2
3 10:50 – 11:50	C1	A2	F2	D1	B2	G2	E1	C2	A1	F1	D2	B1	G1	E2
4 1 – 2	D1	B2	G2	E1	C2	A1	F1	D2	B1	G1	E2	C1	A2	F2
5 2 – 3	E1	C2	A1	F1	D2	B1	G1	E2	C1	A2	F2	D1	B2	G2