



CBe-learn Getting Started Guide

High School

2336 – 53 Avenue SW, Calgary, Alberta t | 403-777-7971 e | cbelearn@cbe.ab.ca



Essentials for Online Learning Success Course

All Grade 10 students in CBe-learn will be enrolled in 'Essentials'. This short course is designed to prepare students for our online program. Grade 11 and 12 students will be enrolled in Essentials upon request. If the student has already successfully completed Essentials, we recommend they use this opportunity to revisit the course and use it as a refresher.

Upon successful completion, the student will be granted 1 credit for e-Learning and Learning Management Systems (COM1255). They can only receive this credit once.

Things to know before you start

- [Brightspace by D2L](#) is the online classroom used for High School.
- [Technical support](#) is available for all CBE students.
- Expect an average commitment of a **minimum of 1.5 to 2hrs** per course per day.
- Some courses may require **in person assessments**. If this is required, it will be detailed in the course outline.
- CBe-learn has **engagement expectations**. Students should demonstrate an active commitment to learning by logging into their course(s) regularly and completing assignments/ activities. If a student has not been active, the teacher may be in direct contact to initiate an engagement strategy.

More about our school



- **Technical Requirements.** Students should have access to a computer with a full operating system. They may also need access to Microsoft Word and/or their [Google Workspace account](#). All CBE students have access to a free download of Microsoft Office 365 ([Mac](#) | [PC](#))
- **Communication.** Students will communicate privately with their teachers through a discussion forum in Brightspace called Private Discussions. Students can sign up for notifications to this and should check it regularly.
- **Online sessions.** Most courses include a minimum of 1 weekly live synchronous session to connect with teachers in real time. Online sessions will be recorded and posted in courses. Students are encouraged to attend live when possible. Virtual office hours are also offered but not recorded.



- 1 | **Due Dates/Checklists.** Our courses are structured with due dates for assigned work. A list of assigned work is provided in each course's Checklist tool in Brightspace. If students need an individualized workplan or alternate due date they should contact their teacher.
- **Brightspace Pulse App.** Parents/guardians and students can download this app on smartphones to stay connected with Brightspace courses ([info & instructions](#)).

Academic Integrity

- **Academic honesty** is an important part of the climate of integrity and fairness that exists at CBe-learn. Teachers and administrators work closely with students to ensure they have multiple and varied ways to demonstrate their learning.
- Students are encouraged to consult their teacher to clarify which **assistive tools** are permitted or not. At times, teachers may require additional information from students to ensure they are accurately assessing student understanding of learning outcomes.

Assessment



- Parents and students can view individual assignment grades and overall grades for each course as well as report cards through [myCBE PowerSchool](#). Students view individual assignment feedback in their Brightspace course.
- Final course marks at CBe-learn come from online coursework (submitted through D2L) and in-person assessments. When a significant difference between these two exist, the teacher will contact the student and parents to discuss differences and gather additional information on student understanding of learning outcomes. This may require in-person assessment once or going forwards.
- Where a significant discrepancy occurs between online coursework and in-person exam marks, the in-person assessments will replace the end of semester mark.
- All students are expected to write in-person assessments at Lord Shaughnessy School. This is an important component of sound assessment practices where teachers strive to collect a broad body of evidence to accurately measure student achievement. Government issued photo ID will be required.