



RVC Student Support Information

Hello RVC Students!

My name is Ms Broach. I am the Virtual Learning Support Specialist. My role is to assist you with questions, concerns, or issues that may arise during the semester in your online classes.

How will I communicate with you?

I will send you information, dates, and other special events via email, text and or Remind. It is important that you sign up for Remind so you can get text messages from me! Also, each of your teachers have a Remind account so please sign up to get their reminders as well!!

What are some issues that I can assist?

1. I have not heard from my teacher. *What do I do?*
2. I am struggling in my online courses to keep up. *How do I manage online courses?*
3. My teacher wants me to write a research paper and I am totally lost. *What resources do I use?*
4. I need to arrange to take a test.
5. My internet is out at home. *What do I do?*
6. How do I communicate with my teacher?

What can I not assist?

1. What is my grade in my course? You will need to contact your instructor.
2. When are my assignments due? See course site and email instructor.
3. How come my grade is so low? Communicate with your instructor.

What do I do during my scheduled time for RVC?

1. You will use this time as **Asynchronous Instructional time** to complete assigned work. Please note: TEAMS meeting may be scheduled with your instructor after school hours.

What if I can't login to my account?

Be sure you are using the correct login ID and password. If you can't access your account, please send me an email.



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How can you reach me?

1. bbroach@rockdale.k12.ga.us
- 2 You can contact me on Remind.
3. We can video conference with each other on Microsoft Teams.

I am looking forward to working with you this year.

Effective Learning in an Online Environment

Studying via distance will present a new learning experience for many students. It is a different way of learning and communicating between staff and students. Successful learning in distance studies requires the development of new learning skills, which will stand you in good stead through life.

Good self-motivation is essential for effective distance learning. You can access the course material and send messages to staff and other students at any time. It is therefore essential that you develop a study routine. With a distance study routine, you can plan your study time flexibly around your work, around anyone else who may use your computer, around your leisure activities, family commitments and any other study commitments.

For successful distance learning, it is **recommended** that you:

- ✓ Use the RVC calendar for each week and for the semester, noting goals to achieve along the way.
- ✓ Note in your calendar any important dates or times, such as when assignments are due and when a live chat or discussion has been scheduled for you to participate in.
- ✓ Prioritize your tasks.
- ✓ Plan and list what you aim to achieve each time you go online, as it is easy to become distracted.
- ✓ Keep in touch with your lecturer and fellow students via your RVC community by messaging or Chat.
- ✓ Plan online time around any Internet limits. If you have limited hours you will need to strategize which tasks can be done later while offline, e.g. reading files you may have down-loaded.



Think Outside of the Classroom

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Many of you will choose to study online from home. Due to the potential for many distractions in the home, it is important that you create a space free of distractions for your learning to take place. For example, it is best not to have your study space in the same room as the television or stereo, and it should be somewhere where you will not be interrupted by others.