

LRSD Online Course Handbook

The Louis Riel School Division offers several online courses during the school year.

All students who are currently attending an LRSD high school or partnership school are eligible for these courses with the approval of their high school administration. Various circumstances can make online courses an appropriate option for some students:

- an interest in learning through this delivery method
- scheduling conflict
- course not offered at their home school
- school absence due to illness/surgery, elite athletics, etc.

Students travelling out of the country for an extended period of time may not be a good fit, as they cannot access the Teams or email without VPN access being set up prior to departure.

WHAT TO EXPECT

Taking a course online is challenging and requires students to be willing to commit the same amount of time as they typically would in a face-to-face classroom environment (75 minutes/day). Experience indicates that interested students should possess the following characteristics:

- capable of an appropriate level of independent learning
- excellent time management skills
- a willingness to reach out to a teacher via Microsoft Teams or email to ask questions and communicate.

Online course delivery tools called **Brightspace** and **Microsoft TEAMS** are used to deliver course content. Teachers provide students with course outlines, assignments, tests, and feedback using **Brightspace** and communicate via **Teams**. Course content is always available on the Internet.

Students will be responsible for meeting deadlines, completing assignments, and contributing to online discussions while working in the online environment. Students must be currently attending an LRSD School. Your Student Services contact teacher will help to facilitate communication and provide additional support.

Registration must be done through your LRSD high school's Students Service Department.

The following courses will be offered:

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| • Applied Mathematics 30S | • English Transactional Focus 40S |
| • Applied Mathematics 40S | • History 30F |
| • Essentials Mathematics 30S | • English Physical Education 30F & 40F |
| • Essentials Mathematics 40S | • Francais Physical Education 30F & 40F (first semester only) |
| • English Comprehensive Focus 30S | • Biology 30S and 40S (first semester only) |
| • English Comprehensive Focus 40S | |

The following pages will provide essential information for both Student Services Staff as well as students and families.

ASYNCHRONOUS ONLINE LEARNING

Asynchronous learning allows students to access course materials, complete assignments, and take tests on their own schedule, rather than following a fixed timetable. This model is ideal for students who need flexibility due to other commitments or who prefer to learn at their own pace.

Students can work through the learning modules on Brightspace at their own pace, allowing them to spend more time on challenging topics and move quickly through areas they find easier. This approach encourages students to take responsibility for their learning, developing time management and self-discipline skills. Students should plan to work on their course for 75 minutes per day.

DUE DATES & PROGRESS UPDATES

Assignment Deadlines: Each course has specific due dates for assignments to help students stay on track. These deadlines are clearly communicated at the beginning of the course. If students miss deadlines, they will be encouraged to move forward with the next unit of course work and assignments. If there is time at the end of the course, they may be able to revisit previous missed work.

Test Schedules: Tests also have set dates to ensure students are progressing through the material in a timely manner. Tests should be written under supervision of an LRSD staff member.

Zero Placeholders in Gradebooks: If a student misses an assignment deadline, a zero placeholder is entered in the teacher's gradebook. This serves as a reminder for the student to submit the work as soon as possible. The zero placeholder affects the student's grade until the assignment is submitted and graded. This system helps motivate students to keep up with their coursework and avoid falling behind.

Progress Updates: At least once per month, the teacher will send an email to the student, parent/guardian and student services contact to keep everyone informed of the students' progress, bring awareness to deadlines that are coming up and current grade (if applicable). Parents/guardians and student services teachers are encouraged to review these emails and discuss them with the students to help ensure that they are on track and will allow everyone to address any challenges in a timely manner.

TESTS & EXAMS

Tests, Exams & Quizzes: All tests, exams and quizzes must be written under supervision of a teacher. Student services teachers should make arrangements with the online teacher if the student is required to write their test or quiz remotely.

Provincial Exams: All grade 12 English and Math students will need to write the provincial exam at the end of the course*. These exams are worth 20% of the student's final grade, as per Manitoba Education and Early Childhood Learning. (*If you have previously taken a Provincial exam in the subject, you are currently taking, you are not required to write it again. Please speak to your teacher about this.)

Math – Essentials & Applied 40S – all online students in these courses will write their 1-day exam at the Louis Riel Arts & Technology Centre.

English – Comprehensive & Transactional 40S – Students enrolled in one of these courses while attending LRATC will write their exam at LRATC. Students enrolled in one of these courses while attending their home high school will be registered to write the exam with their home high school English classes. The format is 3 hours on day 1 and 1 hour on days 2, 3 and 4.

LEARNING CHECK-INS

All online students may be required to participate in a learning check-in with your teacher from time to time. Learning check ins:

- Are teacher-initiated Teams meetings. Students are required to meet within three school days of the teachers' request.
- Take approximately 15 minutes.
- Are to check for understanding of the material covered based on the work you have handed in.
- Require a camera and microphone to be turned on. The teacher may request you to share your screen as well.

ACADEMIC HONESTY POLICY

All work you submit must be your own. Cheating, plagiarism, or the use of unauthorized tools—such as Generative Artificial Intelligence (AI)—is not permitted. If it is determined that an assignment, project, or assessment was completed dishonestly, it will result in a mark of zero. Student Services and Administration will be advised, and your parents will be called.

Definitions

It is imperative that the work that you submit for this course is authentic. "Authentic" means that it is your own work, in your own words, and you can explain it and show your work.

Plagiarism is the practice of taking someone else's work, ideas, or words and presenting them as your own without proper acknowledgment. This includes:

- Work that is copied directly from the Internet (or has been reworded but is still plagiarized - "putting it in your own words" is still plagiarizing, unless you are adding your own ideas and explanation to it).
- Work that has been "borrowed" (i.e. – copied) from peers and turned in as your own work.

Cheating refers to any dishonest or deceptive act intended to gain an unfair advantage in coursework, assessments, or evaluations. It violates principles of honesty, integrity, and fairness.

Generative AI in an education context refers to artificial intelligence systems that create new content—such as text, images, audio, code, or simulations—based on patterns learned from large datasets.

What this means for you:

If the teacher suspects that you have submitted work that is not your own, they may ask to meet with you over Teams to discuss the task in question. This may result in a VERBAL assessment (during our Teams call) of the task rather than the written version submitted online. Cameras **MUST** be on during Teams meetings. If you have questions about this, please do not hesitate to ask.

You should be prepared to explain the ideas and process of creating your work, and you should be able to respond to questions about certain passages, ideas, concepts etc. which are contained in your work. This is the case for all work, you should be able to explain certain words, phrases, solutions and how you put all your work together, at any time.

You may be asked to provide editing privileges on documents at any time so that the teacher can view revisions on your work to verify that it is your own authentic work.

Academic Honesty Pre-Course Quiz

Many courses have a short pre-course quiz that you must complete prior to the rest of the educational materials opening for you. This quiz will cover all the information that has been covered here in this handbook. The answers are all either I understand or I do not understand.

Assignments are **ONLY** accepted through Brightspace. No emailed or Teams messenger assignments will be accepted.

2025-26 Staff Contacts by Course

Please reach out to teachers regarding a course you are registered in. If you are requesting registration support, please contact your home school student services teacher. LRSD student services teachers, please reach out to Jennifer Walld. Partnership student services teachers, please contact Lindsay Harms.

Jennifer Walld (LRATC)	• Online registration coordinator • History 30F • English Comprehensive 30S • English Comprehensive 40S • English Transactional 40S	Jennifer.walld@lrsd.net
Meagan Strome (LRATC)	• Essential Math 30S • Essential Math 40S • Applied Math 30S • Applied Math 40S	Meagan.strome@lrsd.net
Christine Wren (JH Bruns)	• Biology 30S (Semester 1 only) • Biology 40S (Semester 1 only)	Christine.wren@lrsd.net
Tricia Scott (JH Bruns)	• Physical Education 30F • Physical Education 40F	Tricia.scott@lrsd.net
Jack Durand (CJS)	• Francais Physical Education IM30F (Semester 1 only) • Francais Physical Education IM40F (Semester 1 only)	Jack.durand@lrsd.net
Christina Lesyk	• Online student records secretary	Christina.lesyk@lrsd.net
Andrea Delisle	• Vice Principal LRATC and Online	Andrea.delisle@lrsd.net
Dionne Potapinski	• Principal LRATC and Online	Dionne.potapinski@lrsd.net