GETTING STARTED IN YOUR COURSE

If this is your first UNHS course, reading this material will answer some of your questions about what our courses are like and what you should know before you begin. If this is your second or third course, be sure to review these directions for any changes or to refresh your memory.

How will I know what to do?
As you proceed through this course, you will find directions that are easy to follow. At each step you will be told exactly what to do next—what materials to study, what written work or activities to do, and when to take each test or evaluation. Be sure to read the Guide (on the top toolbar) for descriptions of all the toolbar buttons and directions for using the UNHS online course management system.

Why should I read the Course Introduction?
The Course Introduction in your course will help you get acquainted with the course before you begin to study. The Course Introduction begins with an explanation of why this course will be an important part of your learning. It also contains the course objectives, materials required for the course, information about the course organization, a description of the assignments and grading, some study suggestions, and a course record to help you keep track of your progress.

What is expected of me?
It is expected that you will spend approximately sixty to eighty minutes each day on each 5 credit course for a period of one semester (18 weeks)—about the same amount of time that high school students generally spend on each of their courses.

The student record contained in the Course Introduction indicates approximately how much time it will take to complete each unit. If you wish, you may take more or less time than is indicated. However, to finish the course in a semester, it will be necessary to follow the schedule closely.

Five weeks is the minimum time in which a course may be completed. You must complete all of the required activities and assessments in the sequence given in your grade book. No more than one item may be submitted per day. The final assessment will not be available until 5 weeks after the first submission, and all other required submissions have been received.

What are the responsibilities of my proctor?
Your proctor is the person identified at the time of enrollment who will be responsible for securing and administering tests and supervising the submission of your answers to be evaluated. Your grades for the tests, as well as suggestions for improvement, will be available through your proctor, who will give you access to this information for review and study.

What if I need to change my address?
If your (or your proctor’s) name, address or e-mail address changes after you enroll in this course, please have your parent/guardian or your proctor fill out and send a Student Information Form or contact customer service immediately. You can find these forms in the “Forms” section.

What will I find in the course?
The units in the course are made up of two or more lessons that focus on a portion of the unit topic. Each lesson has several components:

Performance Objectives: The objectives for each lesson tell you what you will be expected to learn in that lesson. You should use them as a study guide in order to concentrate on the most important points. You can also use these objectives as a review for the unit evaluations and progress tests.

Reading Assignment: If your course requires a textbook, lessons may contain a reading assignment from that textbook. As you read the assigned material in the textbook, keep the performance objectives for the lesson in mind to help identify the most important material in the assignment.

Lesson Content: This section serves many functions. Some parts of the instruction elaborate on the information in your textbook. Other parts summarize or analyze the information to help you better understand an important point. To successfully complete the material for a unit, you must understand the information given in the course materials as well as the material in the textbook.
How do I get around in the online course?
The left-hand navigation panel, which is available from every course page, makes it easy to “turn” your course pages. Just Click the Unit, Lesson, and Topic you wish to read.

What types of assignments are included?
An overview of the assignments and assessments in this course is given in the Course Introduction. You will find specific instructions in each unit telling you when to do each assignment and how to submit it for grading, if appropriate. Following is a short description of the types of assignments that may be included in your UNHS course. You can access your required assignments and graded assessments in the “My Work” section under the link on the top toolbar in your course.

Non-graded Assignments

Self Checks
Self Checks, which are included in your lessons, provide opportunities for you to find out how much you have learned. They can help you prepare for the graded assessments. You may take them as many times as you wish. Do not submit them for grading.

Skill Builder Activities
Your course may contain practice exercises, problems, thought questions, laboratory activities, or other types of non-graded assignments that will help you enhance your understanding of the course content. You may print these pages to answer the questions or you may answer them in a word processing program. Either way, keeping these pages or files for future reference and review will help you prepare for the graded assessments.

Required Assignments
Your course may contain Teacher Connect activities. These activities provide you with an opportunity to exchange information with your teacher about course content, ask questions, get in-depth explanations to specific questions, prepare for Projects, Evaluations, and Progress Tests, and delve more deeply into topics of interest. The Teacher Connect activities are not graded, but satisfactory completion and submission of the activities is required in order to receive credit for your course. Note: Not all courses contain Teacher Connect activities.

Graded Assessments

Unit Evaluations
At the end of every unit is a unit evaluation that is unsupervised and “open book.” You may use your online course content, print syllabus, textbook, or any other course materials when you are taking the unit evaluations. Unit evaluations may contain multiple-choice, matching, identification, or true/false types of questions.

Submission: You can access your evaluations through the Unit Evaluation page in your online course, through “My Work” on the top toolbar or by going back to the WayCool home page. Print your unit evaluation first, then fill in your answers to the questions on the evaluation online. Be sure to save your answers often. When you have finished, check over your work to see if you need to make any corrections. When you feel confident that your answers are correct, click the SUBMIT button. Your evaluation will be graded and recorded by the WayCool course management system.

Projects
The projects will give you an opportunity to develop your own interpretations of the course material by applying what you have learned to your own experiences. You should use your course material (syllabus for print courses), textbook, notes, or any other materials as aids when doing the projects. Note: Not all courses contain projects.

Submission: You can access the submission page for your Projects through “My Work” on the top toolbar or by going back to the WayCool home page. Be sure to save your work often. If you leave the course page without saving, you will lose your work. If you have paid for mail processing, and you are submitting your project using postal mail, be sure to include a wrapper to ensure that all the required information gets to the University of Nebraska High School teacher. Wrappers are available in the “Forms” section (on the left-hand navigation panel) of the WayCool home page.
Progress Tests
Progress Tests are examinations that are similar in form to the unit evaluations; that is, they consist of objective-type questions. Progress Tests MUST be completed and submitted for grading under the supervision of your proctor. During these closed-book examinations, you will NOT have access to the textbook or any course materials or notes.

Procedures for taking Progress Tests: In order to maintain the integrity of our tests, we require you to go to your proctor to complete your tests and to submit your answers. Your proctor will give you a paper copy of the test to complete. If you submit your answers online using WayCool, your proctor must type in a “proctor code” before the system will accept your answers. If you have paid the “mail processing fee,” you may fill out a scan card and mail it to the high school for grading. Your proctor must sign and date the scan card before it is mailed. Your proctor will keep the original test on file and will destroy all paper tests after you complete the course. Although you may view your grade in the “My Grades” section of your course, results and instructional comments for your test will be available from your proctor.

What grading scale is used?
The University of Nebraska High School uses the following grade scale:

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percent Scale</th>
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<tbody>
<tr>
<td>A+</td>
<td>98–100</td>
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<tr>
<td>A</td>
<td>93–97</td>
</tr>
<tr>
<td>B+</td>
<td>90–92</td>
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<tr>
<td>B</td>
<td>85–89</td>
</tr>
<tr>
<td>C+</td>
<td>82–84</td>
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<tr>
<td>C</td>
<td>77–81</td>
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<tr>
<td>D+</td>
<td>74–76</td>
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<tr>
<td>D</td>
<td>70–73</td>
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<tr>
<td>F</td>
<td>69 or below</td>
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Instructions for Submitting Your Work online
To log in to course management system, visit highschool.nebraska.edu and click the “WayCool Login” link. Enter your username and password.

1. Click “My Work” next to the course name.
2. Click “Start” or “Saved” to begin working on an individual graded assignment, which may be a unit evaluation or project. You should print the page and work on the evaluation or project on paper. You will be given directions for completing the assignment for submission. You can save your work at any time by clicking on the “Save” button. You can preview your work by clicking on the “Preview” button.
3. Progress Test online answer sheets are also accessed in “My Work.” When you are ready to take a progress test, you must schedule an appointment to have your proctor give you the test and assist you with online submission.
4. When you are ready to submit your work for grading, Click the “Submit” button. Open-book evaluations and Progress Tests are instantly graded by the electronic system. To check your grade, Click the “My Grades” button in the top right-hand corner.
5. If you Click the “Start” button for a Progress Test, you will be given the following instructions:
   Make an appointment with your proctor to take this exam. Then fill in this answer page. Use the button at the bottom of the page to submit your work. Your proctor must enter the Proctor Code to verify that you were supervised while you took this exam.
Anything else?
You should establish a safe place for your course materials, so they are not lost or destroyed.

After each unit evaluation and project, a report about your submitted work will be available to you. You should keep the reports to use in your review.

After each progress test is graded, your grade is available via the course management system, and a report about the test will be available for your proctor (either electronically or by postal mail). Your proctor will allow you a reasonable length of time to study the comments. Your proctor will then file the progress tests and the grade reports. At any time, you may review your tests in the presence of your proctor.

Contact Information

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<th>Phone</th>
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<tr>
<td>206 S 13th St Ste 800</td>
<td>Toll free (866) 700-4747 Local (402) 472-3388</td>
<td>Customer Service: <a href="mailto:highschool@nebraska.edu">highschool@nebraska.edu</a> Teachers: <a href="mailto:unhsteach@nebraska.edu">unhsteach@nebraska.edu</a> Adviser: <a href="mailto:unhsadviser@nebraska.edu">unhsadviser@nebraska.edu</a> highschool.nebraska.edu</td>
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