

# Parent & Student Guide

Everything parents and students need to navigate, communicate and succeed in Launch Virtual Courses.



F u e l e d B y  
**LAUNCH**

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Thousands of students take Launch courses for a variety of reasons—see how Launch can help many types of student needs.



## Introduction to Students

Hello, and welcome to Launch! We're excited you're taking an online class with us, and we're looking forward to working with you.

The goal of this guide is to help you learn how to navigate your Launch course and help you understand what it takes to be successful in your online learning experience. We share traits of successful online learners, offer suggestions for your first few days of class, share best practices on academic integrity and plagiarism and much more.

Most importantly, we want you to know this: the most successful Launch students watch for announcement videos, check their Canvas Inbox for messages, read their teachers feedback, stay on top of their due dates and reach out when they need help. We're always here when you need us!

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Launch's virtual courses include dynamic content just like seated classes, but everything is delivered virtually. All students need is a computer!

# What is Online Learning?

Launch courses are built in a Learning Management System called Canvas. All courses have dynamic content that include both individual and collaborative work. Students participate in discussion boards, create culminating projects, record themselves explaining concepts, take assessments and more, all from their devices.

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## Similarities to Learning in a School Building:

- Launch courses still have teachers there to support students.
- Students learn the same content they would learn in a seated class.
- Students still complete similar assignments, but they are delivered in an online format.
- Course pacing follows a similar calendar to seated courses.

## Differences From the Traditional Classroom:

- Students won't always see teachers face-to-face in real time, although they have opportunities to conference with them.
- Launch course content is already created for students, so they can work at their own pace.

# Getting Started With Launch

## Prior to **Day 1**

- School building counselors or Launch liaisons provide students an enrollment notification form with their login information and course list.
- Students should practice logging in to Canvas, and look around!
- Students must make sure they have everything they need, including all technology requirements. If they're missing something, they must tell their building's counselor or Launch liaison.

## Day 1 of a Course

Students should:

- Learn how to check their Canvas Inbox.
- Watch the introduction announcement for their course.
- Complete at least one assignment to ensure they know the process.
- Look at the tips on the Profile of a Successful Online Learner (p. 3), and work to adopt these habits!

## Day-to-Day Routine

It is important to establish a routine. Students should:

- Start everyday by checking their Canvas Inbox.
- Look at recent feedback given from their teacher.
- Check the calendar for due dates each day.
- Always check for any new announcements.
- Keep going—start working on the next assignments in their module list.
- Expect to work approximately 60 hours per semester for each 0.5 credit Launch course.

## Drop Policy

- Students can drop a class as many as 20 days from the start date of the course. As long as the students drop within these first 20 days, they will not receive a grade, and the district will not be charged.
- After the drop date, a student can be dropped and is considered a "no-show" if he or she has not logged into and participated in his or her Launch course for 20 consecutive calendar days. The last date of attendance will be reported as his or her last date of login and participation.

If a student is taking an online course for the first time, it is not unusual for them to have questions! They should not be discouraged—instead, they should reach out to their counselor, Launch liaison or Launch teacher. We are all here to help! Once students learn how to navigate their courses, they will find them much more enjoyable!

How can students make sure they are successful in Launch courses? Adopt these habits! Students should plan to work approximately 60 hours per 0.5 credit course.

# PROFILE OF A SUCCESSFUL ONLINE LEARNER

*There are several characteristics and practices necessary for students to be successful online learners. Working on forming these habits will help students find success in their courses.*

## TIME MANAGEMENT



Students need to be able to manage their time. They should think through a study schedule. What time of day will they work on their online course? Where will they work on their course? It is important that students are consistently logging in and completing work!

## SELF MOTIVATION



Without the presence of a face-to-face teacher, students need to have the discipline to log in, complete assignments and communicate with teachers.

## SELF ADVOCACY



All Launch courses have a Launch instructor assigned. Students are able to reach out for help by messaging their teacher or our support team (depending on the support needed). If students are unsure how to complete an assignment, they must advocate for help.

## COMMUNICATION SKILLS



In an online setting, communication is key. Students need to have appropriate communication with both their teachers and their classmates.

## TECHNOLOGY SKILLS



In order to be successful in an online setting, students need basic technology skills and a willingness to learn new ones. See p. 4 for additional information.

## STUDY HABITS



It will be important for students to form their own study habits and routines to stay up with their coursework.

# Technical Skills Expected

## HOW TECH-SAVVY DO YOU HAVE TO BE TO TAKE A LAUNCH CLASS?

### **YOUR LEARNING MANAGEMENT SYSTEM**

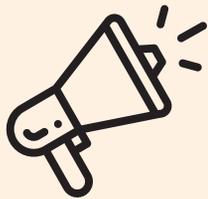
Your Launch online courses are hosted on Canvas, a learning management system (LMS). You may have used a LMS for school before; it's like an online classroom where the teacher can post assignments and grades, and where students can submit their work. You will receive instructions that will help you log in to Canvas, and you will have resources available to help you use the program.

A few Launch courses may require additional resources—for example, your physical education course requires a fitness tracker. This will be available to pick up through your building's Launch Liaison. You also need a device with a camera—tell your liaison if you need help.

If a website or resource in your Launch course is blocked or unavailable, first reach out to your Launch liaison. Also, you can always message your teacher if you are having trouble online, or you can email Launch technical support at [support@fueledbylaunch.com](mailto:support@fueledbylaunch.com). Additionally, you have access to a resources course on Canvas with answers to many frequently asked questions. This resource course can be found on your Canvas dashboard.



# NAVIGATING CANVAS



## Announcements

Teachers post a video announcement every week. Students must watch announcements for important course information.



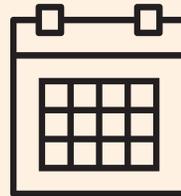
## To Do

This is where students find a list of assignments and due dates. This list is found on the course homepage and will lead students to videos, discussion boards and other assignment items.



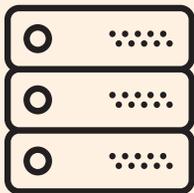
## Recent Feedback

Students can see their teacher's recent feedback, including rubrics and comments. We want students to respond to their teachers feedback to enhance their learning experience.



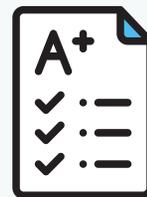
## Calendar

This tab opens a calendar view that lists all student due dates.



## Modules

Students use the modules page to navigate between units and assignments. They will see a check-mark after they complete an assignment.



## Grades

The grades tab allows students to see their current progress in their Launch class, and also to see their teacher's feedback comments.



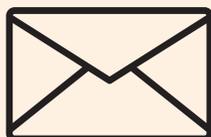
## Instructor Information

Students can see who their Launch teacher is at the bottom of the course homepage.



## Syllabus

This links to the syllabus for the course. The syllabus outlines the course's major topics and concepts by unit.



## Inbox

Students use their Canvas inbox for all communication with their Launch teacher, including asking their teacher questions.



## Google Drive

Students use Google Drive to create many of their assignments, and then they submit their Google files to Canvas.

Want to learn more? Interested in learning more about Canvas? Visit [canvaslms.com](https://canvaslms.com) and explore. You'll find a variety of helpful information, including guides.

# Academic Integrity & Plagiarism

In Launch courses, students will be creating a variety of projects: essays, videos, slide presentations and blogs, among others. They'll need to consider how they are going to use outside sources responsibly. In this section, students learn about plagiarism and copyright, two concepts that will help them correctly use other people's ideas in their own projects.

## Plagiarism

When students use someone else's work and claim it as their own, they commit plagiarism. Plagiarism can get students into trouble at school, even if it is unintentional. To avoid plagiarism, all students have to do is cite their source (tell the reader where they got the information) and use quotation marks (when they use information from their source). They may also simply summarize the source's information in their own words.

Launch has an official academic integrity/plagiarism policy. Students can read through it below, but it is also included in the syllabus of every Launch course. Besides plagiarism, academic integrity also includes cheating and forging/falsifying documents (such as turning in somebody else's essay as their own).

In Launch courses, a plagiarism, cheating, or forgery/falsifying of documents incident will have the following consequence:

- 1st offense: Students will be allowed to redo the assignment for full credit with a formal warning.
- 2nd offense: Students will be allowed to redo the assignment for half credit with a second formal warning.
- 3rd offense: Student will receive a zero for the assignment and be referred to the online principal.

Remember, Launch teachers are there to help! Students can always check with their teachers if they have any questions about using and citing sources.



It's okay to use outside information in your coursework, just make sure to properly cite your sources!

## Copyright & Fair Use

Students may not realize it, but their original creative work is protected by copyright. Unlike plagiarism, copyright infringement is against the law. If a student takes someone else's work and makes an illegal copy, they could face a hefty fine and even jail time (in extreme circumstances). There's no need to worry, though, as long as students know a little bit about how they can use copyrighted material in their school projects.

Stories and information found in newspapers, books, videos, podcasts and other creative works in print, broadcast and online are almost always protected by copyright. So, how can we be sure we are not breaking the law with so many amazing resources at our fingertips?

The answer is "Fair Use." As long as students are using copyrighted material for a different purpose than the original and they are not profiting from it, they can use fair use as a defense. Anything students use for school is covered, as long as it is for an educational purpose. (Of course, students still want to follow academic integrity policies by citing their sources and avoiding plagiarism). Keep in mind, though—while students can use a clip of their favorite song as background music for a video made for school, they may no longer be protected if they post the same video to try to go viral and make money on YouTube.

### The four characteristics

#### of Fair Use:

1. Purpose—changing the purpose of the original work favors fair use.
2. Nature—Factual works favor fair use more than creative works.
3. Amount—Students shouldn't use the most important part of the work, or too much of it, if they want to claim fair use.
4. Marketability—as long as a student's work doesn't take potential profit away from the creator of the original work, they can claim fair use.

Students should be sure to consider all four characteristics together as they work on their projects. Although copyright law can be confusing, students should keep in mind that Launch teachers are happy to help!

*Note: Your classes contain copyrighted material. For many of these uses, Launch has received permission from the copyright holder to include their material in the course. At the bottom of each page in your Launch course, you'll see a copyright notice that includes any material published by someone else. If Launch has not received explicit permission from the copyright holder, then the use of the copyrighted material falls under fair use (as described above), or it is covered by the TEACH Act. The use of copyrighted materials is covered by the TEACH Act as long as not very much of the material is used and could be covered in a normal class period. Students should not be able to access the copyrighted materials outside of the learning management system or distribute them. Additionally, explaining Launch policies for including copyrighted material in our courses is a requirement of the TEACH Act.*

**Avoid copyright law infringement by practicing fair use.**



# WHY TAKE A LAUNCH CLASS?

LAUNCH CAN HELP MANY TYPES OF STUDENTS.

Below we outline the various ways Launch courses are helping students across the state of Missouri. Interested? Talk to your counselor!

## Meeting Student Needs

- **Alternatives for scheduling conflicts.** If students have difficulties fitting all the classes they want in their schedule, they can use Launch to earn required credits virtually and still attend the seated classes they want to attend.
- **Access to hard-to-find courses and teachers.** Launch provides a variety of upper level math, science and foreign language courses in addition to multiple AP offerings that students might not otherwise have access to take due to teacher limitations.
- **Electives and accelerated options.** If students are ready for higher-level courses or are looking to take classes not offered in their district, Launch allows acceleration and additional electives.
- **Flexibility for homebound and at-risk students.** If students are in need of homebound solutions or are at risk, Launch can take their transfer grade in. This allows students to keep working while they are not able to physically attend seated courses.
- **Options for medically fragile students.** In the case that a student needs to be at home or on a reduced schedule, Launch can provide opportunities so they have flexibility in the time they have in a seated environment.
- **Credit Recovery program.** Launch has a full credit recovery suite based on Missouri Learning Standards. Our credit recovery courses align with the content students may have failed. We can also provide a credit recovery teacher.
- **Solutions for overcrowded classes.** Allowing students to take courses online during the regular year or summer school helps reduce overcrowded seated classes.
- **Access for homeschool and private school students.** Launch may be made available to students who are homeschooled or attend a private school.
- **Access for students on long-term suspension.** Students on long-term suspension can enroll in Launch to stay current in coursework.
- **Earn dual credit.** Select Launch classes, including AP classes and personal finance, are available for dual credit. Visit [fueledbylaunch.com/courses](http://fueledbylaunch.com/courses) to see dual credit options.



# Teacher Support

Students will have questions as they start their virtual learning process, and we're here to help!

## Teacher Support

### Communication through

**Inbox:** Students will be able to message their teachers directly by using the Inbox feature in Canvas. This will be the most frequent contact a teacher uses to reach students, too. Students should check their Canvas Inbox every day. Teachers will respond to students within 30 minutes if it's during their office hours or within 24 business hours outside of their office hours.

### Communication through

**Announcements:** Each week teachers post a video announcement on the homepage of their course. This video shares important information regarding work for the week. In addition, teachers will tell students when their office hours are for the week.

### Communication through

**Conferencing:** Each week teachers are available to host a 60-minute video conference. During this time students can chat with their teacher face-to-face using the conferencing feature in Canvas. This allows students to have immediate feedback from their teacher.



### Communication through

**Feedback:** Launch teachers provide both grades and written feedback. On the student's homepage they are able to check recent feedback. Teachers will help students deepen their thinking and further their learning in the course. Students can also reply to their feedback with their own thoughts.

### Communication through

**Parent/Guardian Contact:** Teachers will also be in communication with parents and guardians. They will make contact weekly with a parent or guardian if students are inactive or failing. Teachers also call or email parents when students are doing really well in the course.

### Other Academic Support:

**Counselor or liaison:** Each school has a counselor or liaison who is available to support students. Counselors and liaisons have access to monitor student grades and progress. They can also help connect students with technical support or their teacher. They will also make sure the Launch office has documentation for any student with a 504 or IEP.





# TECHNICAL SUPPORT

The Launch technical support team is available seven days a week. To get help with a Canvas-related issue or for general information regarding Launch, students can:

1. Send an email to [support@fueledbylaunch.com](mailto:support@fueledbylaunch.com). Launch support staff answers emails between 7:30 a.m.-8:00 p.m. weekdays and between 10:00 a.m.-2:00 p.m. weekends. Students can typically expect a response within half an hour.
2. Use their Canvas Inbox to send a message to HELP. After students send a Canvas message, they will hear back from a Launch support staff member as soon as possible.
3. Call the Launch office at (417) 523-0417. The Launch office is open Monday through Friday from 7:30 a.m. to 8:00 p.m.

The Launch support staff is happy to help students access assignments and navigate Canvas. They will also find answers to frequently asked questions in their Online Resources course, which they can find on their Canvas dashboard.

## Netiquette

Even though you can't see your classmates and teacher, you should act as though you are still in a classroom. For example, while you can't raise your hand when you have a question, you can message your teacher through the Canvas Inbox. Write your question as though you were speaking to your teacher face-to-face; your teacher will get back with you as soon as possible. Also, while you won't be talking to other students during class discussion, you will have discussion board assignments online. Please remember that there are real people on the other end of discussion board messages. You will be expected to respond to your classmates' messages, but please be respectful in your replies.

## Contact us online!

✉ email  
[support@fueledbylaunch.com](mailto:support@fueledbylaunch.com)

🌐 website

🐦 twitter

1359 East Saint Louis Street  
Springfield, MO 65802  
(417) 523-0417











"Having online classes allowed me to get additional credits under my belt and build flexibility into my day. Also, I was able to do the work on my own time."

—**Launch Student,**  
Branson High School

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