

# 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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Learn the ins and outs on plagiarism, copyright and fair use.

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Learning online takes a bit of tech knowledge, but you can do it!  
We share a few key tips you'll need to know to get started.



# 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 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. Your teacher will be happy to help!

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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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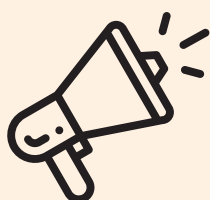
## Similarities to Learning in a School Building:

- 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.

# NAVIGATING CANVAS



## Announcements

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



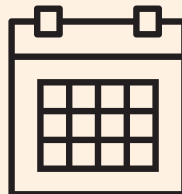
## To Do

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.



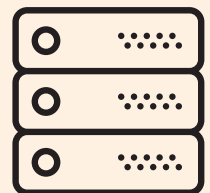
## Recent Feedback

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.



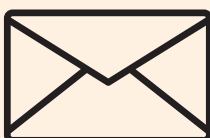
## Google Drive

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



## Conferences

Students may use a Canvas video conference to talk to teachers in real time. Video conferences are helpful in working through difficult concepts or connecting with teachers.



## Inbox

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

**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.

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



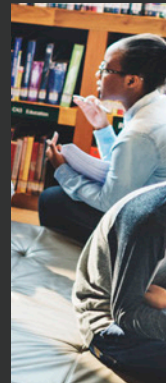
All Launch courses have a Launch instructor assigned. Students are able to reach out for help by messaging their teacher or our support team (depending on the support needed). If students are unsure how to complete an assignment, they must advocate for help.

## COMMUNICATION SKILLS



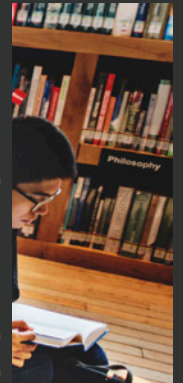
In an online setting, communication is key. Students need to have appropriate communication with both their teachers and their classmates.

## 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. 6 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.

# 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.**



# 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.

If a website or resource in your Launch course is blocked or unavailable, reach out to your teacher. Also, you can always message your teacher if you are having trouble online. 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.

### **Netiquette**

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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.







"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

[fueledbylaunch.com](http://fueledbylaunch.com)

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