



CREDENIDA

COURAGE • LOVE • RESPECT

Implementation Planning Handbook

2009-2010

INTRODUCTION

Welcome to Credenda Virtual High School and College Inc. We hope that you enjoy your learning experience while with us. We have a team of committed professionals who have developed an implementation support program that will assist your school in making the transition to an on-line learning environment easier and more efficient. We refer to these individuals as the transition team in the handbook.

Please take a few moments and read the planning handbook that we have prepared for your school and/or organization. If you require any additional assistance or require further clarification, please refer to the list of contacts we have made available for your convenience.

TRANSITION TEAM MEMBERS

Lori Gay, Registrar
Registration Assistance
(306) 764-2847
lori.gay@credenda.net

Chris MacAulay/Steven Constant, IT
IT Assistance
(306) 764-2847
chris.macaulay@credenda.net
steven.constant@credenda.net

Lori Poitras, Principal
Programming Assistance
Southern Campus
(306) 332-1407
lori.poitras@credenda.net

Tyrone MacPherson, Principal
Programming Assistance
Northern Campus
(306) 764-2847
tyrone.macpherson@credenda.net

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IMPLEMENTATION

There are a series of steps that need to be taken in order for us to ensure that your school and/or organization are “ready to learn.”

Step #1

There will be an initial face-to-face meeting set up with one of our Principal’s depending on which Campus you are located near, The purpose of the meeting will be to share this handbook with you and to discuss the programming options available.

Step #2

Your school and/or organization will be asked to fill out Form A (enclosed) and return it by fax or mail to Credenda. The mailing information can be found on page 4. If you wish to email the information in please send it to either Principal in charge of programming assistance. The contact information can be found on page 2 of the handbook.

Step #3

If you have not already registered your students, you should do so now. You may do this by visiting our website www.credenda.net and follow the registration link. You will need the following information prior to registering: 1) student’s status number (if applicable), 2) student’s email address (please do not use one email address for all of your students). If you require assistance in this area please contact our IT. The contact information can be found on page 1.

During the registration process, EACH of your students will be given a password. It is extremely important that you advise your students to remember their password as he/she will need it when logging into their classes.

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Step #4

Once we receive the completed form from Step #2, one of our IT transition team members will be contacting you regarding the specifications on your computer system(s). This is done in order to ensure that your computer systems and network are ready and capable of logging into Credenda classes and able to access all of the content needed for the student to be successful. You will note on Form A (enclosed) that there is a section that asks for IT contact information. We ask that you provide us the name and contact information for the person who is in the best position to tell us about your internet connection, computer hardware and software.

Step #5

One of our IT transition team members will set up a Credenda email account for the site principal and teacher prior to class start up. This will ensure that we have a form of communication established and you are now part of our team.

Step #6

One of our transition team members will set up a mandatory orientation session for the site principal and teacher. The orientation session will take place at your school/organization. It is critical that you plan for this session. It will introduce you to our course management system Desire2Learn and to Elluminate. You will have the opportunity to meet some of the Credenda staff. The orientation session will be scheduled immediately upon registration or when you have indicated your intention to register students with Credenda, whichever one occurs first.

At the orientation session, each site will receive a *Site Teacher Handbook*, *e Student Handbook*, and *CVHS Handbook*.

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Step #7

On the first day of classes all of the transition team members will be available to assist and answer questions on-line or through the telephone. Follow up meetings with sites will be scheduled accordingly but will occur no less than once every two weeks. The follow up meetings will be carried out by the Principals of the designated region.

Again, we welcome you to Credenda. If there is anything that we have missed that may be of particular assistance to our new e learners, please let us know.

CONTACT INFORMATION

Mailing Address:

P.O. Box 2950
Prince Albert, Saskatchewan
S6V 7M3

Site Address:

272C South Industrial Drive
Prince Albert, Saskatchewan
S6V 7L8

Ph: (306) 764-2847

(306) 764-2857 Fax

Website: www.credenda.net

FORM A – NEW SITE INFORMATION

SECTION A: TO BE FILLED OUT BY THE SCHOOL

SCHOOL NAME: _____

SCHOOL TELEPHONE NUMBER: (306) _____ FAX: (306) _____

EMAIL: _____

SCHOOL PRINCIPAL: _____

SITE TEACHER(S): _____

IT SUPPORT PERSON (IF APPLICABLE): _____

IT CONTACT INFORMATION: (306) _____ FAX: (306) _____

EMAIL: _____

PLEASE INDICATE THE SEMESTER IN WHICH YOU INTEND ON REGISTERING STUDENTS:

SECTION B: FOR CREDENDA OFFICE USE ONLY

List the dates when the following actions have been completed. Please return to front desk for filing.

Principals: Date of initial meeting: _____

Follow up meeting scheduled: _____

IT: Contact re: system specifications: _____

Site principal and teacher email accounts set up and shared: _____

Registrar: Orientation session set up and communicated with sites: _____