

# Preparing for Classes

Regular & Honors

Biology

Learning CTR Online

# MATERIALS:

## TEXTBOOK:

- Hardin, Scott. **Science Shepherd Biology**. Ohana Life Press, LLC., 2013
- Science Shepherd Biology **Answer Key and Parent Companion**.

## OTHER:

- **Lab Materials** (See List at Learning CTR Online Course site)
  - **Obtain RIGHT AWAY!!**
  - Lack of Materials will not excuse tardiness in submitting Lab Reports...



## Technology:

- **Microsoft Word, Excel & Powerpoint** are used for all documents.
- **MAC Users**
  - If possible, obtain the compatible software.

# Get ready for Class Checklist:

- Click on the Zoom Meeting Link for class within 2 minutes before class time (**Eastern Time**). (*Avoid being late!!*)
  
- Be sure your audio and video are working.
  
- Have materials needed for class:
  - Textbook
  - Study Guide**
  - Pen or pencil
  - Others
  
- Desire to Learn!**
  
- Great Attitude!** 😊

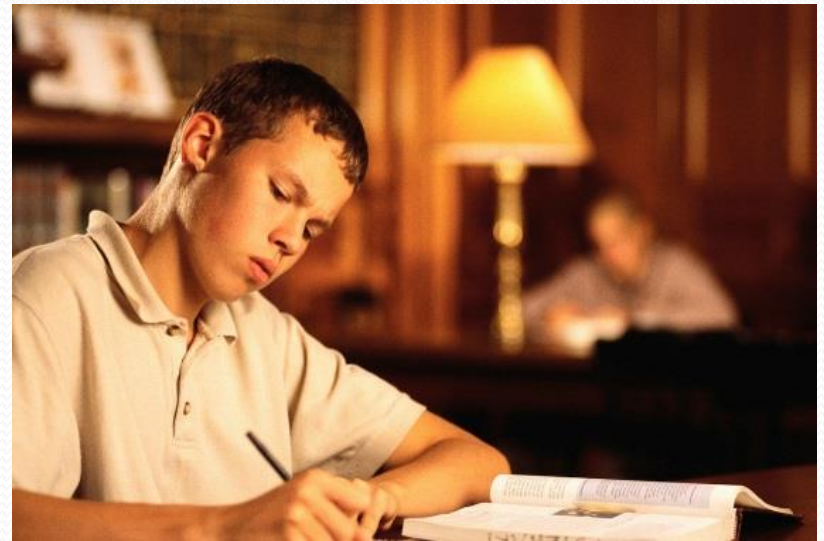


# STUDY GUIDES:



- A **STUDY GUIDE** Document(s) will be provided per Topic at the **Learning CTR Online** course site.
- Purposes:
  - Live Class Note-Taking
  - **Test Study/Review Tool!!** 😊
  - **SUBMIT** by their **due date (usually before the next class session)**

**Hint: STUDY AID!!** 😊



# **STUDY QUESTIONS** from **Textbook:**



- **Answer** Textbook's **STUDY QUESTIONS** section at the end of each Chapter, as you read
- **Answer Key** located in the Answer Key and Parent Companion Booklet
- **NOT** for submission

**Hint: STUDY AID!!** 😊





# ON YOUR OWN STUDIES:



- Some Chapters will include as assignment the study of certain aspects **“on your own”**.
- The Biology content in these studies will be included in the Test for the Chapter they are a part of.
- **Assignments** should generally be emailed before the next class to [learningctronline@gmail.com](mailto:learningctronline@gmail.com).



# LAB ACTIVITIES:

- **Lab Activities Each Week**

(Tentative [List of Activities](#) available at Learning CTR Online)

- 4-5 Official Lab Reports

- **Technical Lab Reports:**

- **Read** Guidelines for Technical Lab Reports
- **Check out** Formal Lab Report Evaluation Rubric
- **Check out** Sample Formal Lab Report



# Class Participation:



- Includes:
  - Weekly Attendance
  - Participation in Class Discussions
- Points assigned **Weekly**
- 5% of course grade





# Evaluation:

- Tests & Quizzes.....50%
- Semester Exams .....5%
- Lab Grade (labs, Reports, Quizzes.....30%
- Homework (Study Guides, Assignments.....10%
- Class Participation .....5%
- **TOTAL .....100%**



# ASSIGNMENTS: Submissions



- Generally due **BEFORE** the next class session.
- Use **ONLY** the following formats: **.docx or .pdf**
- *A Mac conversion tutorial is available in the Resource folder of Learning CTR Online course site.*
- **Email to:**  
**[learningctronline@gmail.com](mailto:learningctronline@gmail.com)**



# ASSIGNMENTS: Naming of Files



- Your Name – Assignment Title
  - Example:
    - **MPoppins – Lab1: Egg Osmosis**
- Please try reducing the size of any pictures or objects.
  - Right click
  - "edit"
  - Size (below 600)

# ASSIGNMENTS: After Grading...



- Graded assignments should be used to improve your work over time.
- How?
  - 1) Receive graded assignment.
  - 2) Open it.
  - 3) View Teacher's comments.
  - 4) Take note of what needs to change or improve.
  - 5) Apply that knowledge to the next assignment.
  - 6) **Test Corrections** and **Lab Revisions** are mandatory.



# TEST Corrections & Lab Report Revisions

- Students are expected to correct their tests and revise their labs for resubmission. This is NOT an option, but **MANDATORY**.
- Tests and Lab reports will be graded with feedback as guidance for students to correct and revise their work.
- **WHY?**
  - 1) Reflection
  - 2) Realigning one's thinking
  - 3) Mastery of content





# ASSIGNMENTS:



*It is the Responsibility of the Student to keep up to date with class activities and homework by frequently checking the Weekly Overview Document at Learning CTR Online ...*



# LATE ASSIGNMENT POLICY:



Unexcused late work will incur penalties:

- **10%** deduction/day up to 48 hours late
- **50 %** deduction after the 48 hours
- Assignments one week or more late will be scored as a “0”.
- If a student needs an extension due to personal illness, family emergency, or technical issue, one of your PARENTS needs to **email the teacher an extension request** and the well-explained reason(s) for the request.
- **Extensions will be evaluated by the teacher.** An extension request DOES NOT automatically guarantee that the extension will be granted. Parents will be notified of the teacher’s decision in a timely fashion.



# LATE ASSIGNMENT POLICY:



*What if I have a Speech Tournament coming up?  
A Piano Recital? A Soccer Meet? A Vacation? A  
TPS Mission Trip? Etc...*

**Answer:** It is expected that you will adjust your study schedule to submit the assigned work **BEFORE** the event.



# Tests & Quizzes:

**QUIZZES** are **Closed Book/Closed Notes**

- ✦ **No Proctor needed. All Multiple Choice.**
- ✦ **Late Policy Applies.**

**TESTS** are **Closed Book/Closed Notes**

- ✦ **Must be PROCTORED and signed (by guardian).**
- ✦ Tests include **Multiple Choice & *ESSAY* questions.**
- ✦ **Each semester ends with a Cumulative Exam.**
- ✦ **Late Policy Applies.**

# Integrity, Plagiarism, and Conduct:

- ✚ Please *carefully* read: “**Expectations and Policies**” at <https://www.learningctronline.com/policies-conduct-integrity-plagiari>
- ✚ Review the following:
  - ✚ **Conduct**
  - ✚ **Academic Integrity**
  - ✚ **Plagiarism**
- ✚ The basic expectation is that *whatever you write* will be your **own words**, generated from your **own understanding**. *In other words, each student does his/her own individual work.*





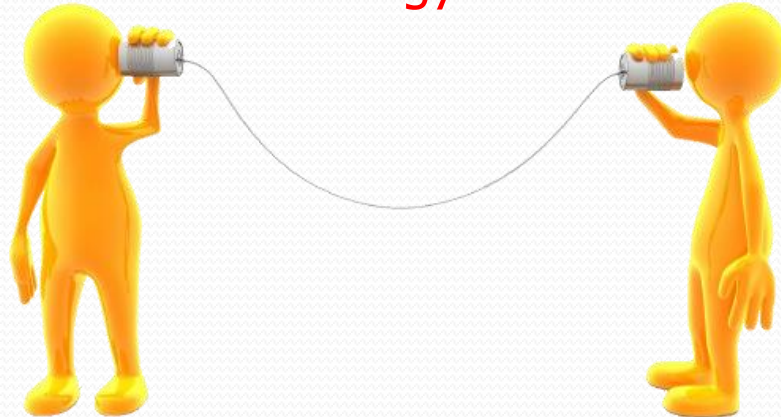
# COMMUNICATION:

- **CHAT BOX** and **AUDIO** will be your main tools for communication during class session (Zoom Meeting).
- Communication with the teacher is encouraged through **email:** [learningctronline@gmail.com](mailto:learningctronline@gmail.com) .
- Please include the following info as **Email Subject:**

**Name – Class - Section: Subject**

- Example:

**Mary Poppins – Pre AP Biology – Section 3: Chromatography Lab**



# Technical Support:



- ✚ If you are having technical problems DURING CLASS:
  - ✚ Leave class → Come back in
  - ✚ Leave class → reboot your computer, check your internet stability, etc.
- ✚ Learning CTR Online does not have a designated IT department so technical issues must be resolved on your own.

## Mac Users

- ✚ All documents are **Microsoft** products.
- ✚ If possible have **compatible** software (Word, PPT, & Excel).
- ✚ Documents need to be submitted in **Word compatible** or **PDF** formats.
- ✚ A **tutorial** on **converting files to Word/PDF** is available in the Resources folder of the course site.

# KEYS TO SUCCESS...



Learning CTR Online is all about **learning**. You will receive much more than academic content. Your success depends mostly on you ...

- **Work Diligently**
- **Communicate / Ask Questions**
- **Respond to all communication from Learning CTR Online.**

