



NorthStar
ACADEMY
Any Time. Any Place.



ROLE OF THE SUPERVISOR

Role of the Supervisor

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Role of the Supervisor

You are important to NSA and we need you to make this school run smoothly. Below you will find a list of your role and responsibilities as outlined in the NSA handbook.

For the Key Parent or Supervisor

For every student in NorthStar, one parent or other adult must be designated as the “key adult”. This person will be the one directly involved in the supervision of the student’s time on task. The key adult will also serve as the proctor for the student’s exams and quizzes. Key adults will have an email account in NorthStar Academy through which they will be able to “talk” to the teachers, administrators, and other key adults.

The key adult must set aside at least 30 minutes per day to read his/her email within NorthStar so as to keep current on the school’s issues and events and to be aware of the lessons and assignments that are coming to the student. The key adult is also expected to help the student to establish a manageable and flexible time management schedule so that the student stays “on track” and focused.

The key adult is expected to provide adequate time and space for the students to complete their work. The computer workstation should be located in such a way that the key adult can readily supervise the student’s online and on-computer time. Key adults must ensure that students are spending enough time in their studies for the attainment of individual academic potential and expectations.

Parents and key adults are encouraged to participate in the democratically elected Parent Advisory Committee (PAC). This committee will be elected by the end of September, and it will have as its purpose to provide guidance in choice of programs to develop, resources to use, calendars by which to operate, etc. The PAC is voluntary and will meet in a designated sub-conference within “The Parents’ Forum”.

What you need to do each week

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none">○ Check NSA Email○ Check the Canadian School News○ Ensure students have downloaded lessons for the week	<ul style="list-style-type: none">○ Check NSA Email	<ul style="list-style-type: none">○ Check NSA Email○ Check progress of each student - get student to take work home if they are behind.	<ul style="list-style-type: none">○ Check NSA Email	<ul style="list-style-type: none">○ Check NSA Email○ Check grade sheets for each subject○ Ensure students have sent in work for the week

The NSA Desktop

Mail Box

This is where you send or receive email. To send an email, click the envelope icon in the top left hand corner. You can address it by typing the recipients name in the TO: box. If you only know part of the recipient type it and then hit enter. The rest of the name will appear or a drop down menu will appear and you can choose to whom you wish to send mail.

Canadian Flag

This is where you will find the actual classrooms. Each classroom has its own area for posting lessons, grade sheets and group discussions. You need to check the grade sheets in each classroom at least every two weeks.

Canadian School News

Each Monday I will post an email in the area. The email will tell you about important events in the school. It also is an area where policies are reviewed. Check it each Monday afternoon

Canadian Parent Forum

This is where the tests and quizzes are posted. Sometimes this is where the teacher will post answer keys as well. PLEASE NOTE anything you retrieve from this area is secure. Once the student has finished the test, please delete it from the computer or the server, that way other students cannot access it. Also, if you retrieve something from this area you must be the one who sends it in.

Student Café

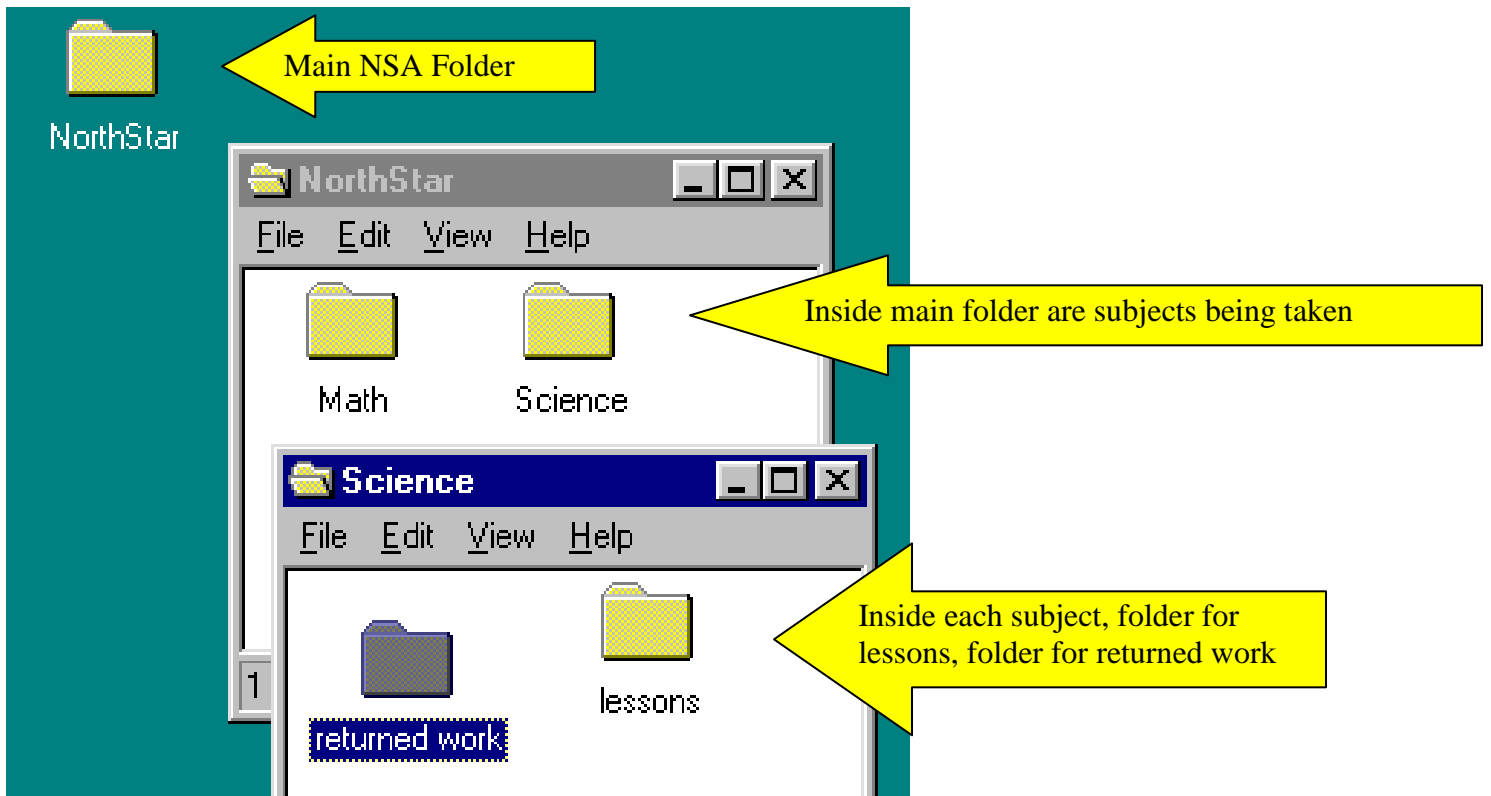
This is the hallway of the school. Kids come here to relax. They should be doing this when their work is done. You may want to take a peek in this area to see if your students are spending more time in the hallway then they should.

Who do I contact if ?????

- You disagree with the grades on the grade sheet? **Teacher**
- You have a question about the grade sheet? **Teacher**
- You want to enroll for more classes? **Administrative Assistant**
- You want to request the development or classes NSA does not have? **Principal**
- You have an issue with the teacher? **Teacher, and cc Principal**
- You love what the teacher is doing? **Teacher, and cc Principal**
- You have no idea to whom you should address a question? **Administrative Assistant**

How do I get my students started?

1. Make sure you have FirstClass and ZipIt expander on each computer that you will use for NSA. You will find these programs on the NSA resource CD.
2. Make sure each student has organized files for each class. Here is an example of a filing system.



3. Have the student log into the school and download the lessons that are posted.
4. Have the students send an email to the teacher to indicate they are starting.
5. Send an email to the teacher to indicate you are the supervisor.
6. You are ready to go!

Things you should know

Some classes are 18 lessons some are 36 lessons. Be sure you know how many lessons are in the class. For students doing a full year class, each of 18 lessons has two weeks to be done. Each of 36 lessons has one week to be done.

If classes are to be done over a semester, each of 18 lessons has one week. If there are 36 lessons two must be done a week.

Lesson numbers correlate to week number, if NSA is in week one, Lesson one is due. If NSA is in week 10, lesson ten is due. (You can find out what week NSA is in by reading the Canadian School news.)

THERE ARE DUE AND DEAD DATES- Lessons are due at 3:30 Friday on the week they relate to. (Lesson two is due Friday 3:30 of week two) There is an additional week that the students have. After that week the lessons are dead (no longer accepted). As a supervisor, you can email the teacher or principal and request an extension. We are flexible.

Teachers are to answer emails within 24 hours. If they are not please let me know. Lessons are to be returned with in three days- five at the most. If it is taking more time, let me know.