



NANAIMO LADYSMITH
PUBLIC SCHOOLS



ISLAND
ConnectEd K-12

Updated October 2024

Computer Assisted Learning Tutor (CALT)

QUICKSTART GUIDE



TITLE: COMPUTER ASSISTED LEARNING TUTOR
#216 SECTION: School Based, Secondary
REPORTS TO: Administrative Officer or Designate

SUMMARY

Under the general direction of the Principal or designate, provide assistance to deliver a Computer- Managed Learning Curriculum program for students and to support, track, direct and assist students on an individual and/or group basis to maximize their learning opportunities utilizing this educational program.

DUTIES

1. Assists teacher in providing student orientation and familiarization with software and other learning resources as required.
 2. Assists teacher with academic and technical support for individual or small groups of adolescent and adult students, utilizing the computerized program and/or independent study projects, with their educational curriculum.
 3. Input and retrieve data, access computer-based measurement criteria, and maintain student records for registration, withdrawal and attendance.
 4. Assists teacher with achievement and progress results, including information of a confidential nature.
 5. Assists teacher in monitoring student attendance, encouraging and supporting regular participation in activities, and completing assignments and exercises in a timely manner.
 6. Participate as a team member in the lab setting and attend staff meetings.
 7. Assists teacher in the planning and/or supervision of field trips and seminars as required.
 8. Arrange and display promotional materials as required.
 9. Assists teacher in implementation of instructional programs for students by monitoring, observing, recording and reporting on learning, behavioral and personal patterns.
 10. Assist teacher with the supervision and management of individual or small groups of students by following the policies and procedures of Island ConnectEd and the embedded school procedures and events. This includes, but is not limited to, attendance trackers, hall passes, assessments, assemblies, and emergency procedures, drills, and protocols.
 11. Enrolls new students in Island ConnectEd using the district registrations system and ensures appropriate information is entered into the student information systems.
 12. Update contact information and personal information to maintain accurate and up-to-date student information. Rectify registration errors and updates appropriate parties of changes.
 13. Assist students in connecting with teachers and locating learning resources.
 14. Maintain classroom environment to ensure safety, cleanliness, and appropriate stock of supply. Trouble-shoot technological issues and facilitate repair tickets with appropriate school personnel.
 15. Invigilate exams for Island ConnectEd and out of district CL learning, i.e. NIDES/SIDES courses. Provide any other assistance deemed appropriate by the teacher to whom assistance is being provided.
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QUALIFICATIONS

- High school graduation plus an additional two years of University academic course work or an equivalent combination of training and experience.
- Minimum one year experience in an educational setting and one year experience with computer systems.
- Excellent leadership, interpersonal and communication skills.
- Demonstrated skills in basic behaviour management.
- Demonstrated ability to establish and maintain respect for and from students.
- Ability to keep accurate records.
- Physical capability to perform the job duties.
- Ability to maintain the confidentiality of sensitive information seen or heard.



Staff & Course Directory

Directory details have been redacted for the public portfolio copy.

In the working guide, this is a replaceable module: staff, courses, locations, and contact information can be updated without redesigning the manual.



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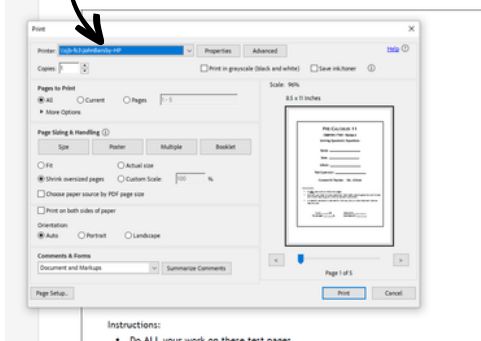


Printing Instructions

01 Send Job to Queue

Make sure the printer is on.
Follow steps to print your document in whichever program you are using, as per usual.

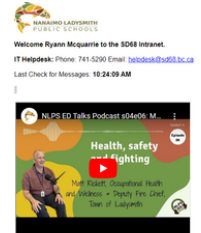
- Make sure correct printer is selected:



02 Go to PaperCut MF

Once you hit "Print," open a web browser and go to the **SD68 Intranet Homepage:**
www2.sd68.bc.ca/intranet/

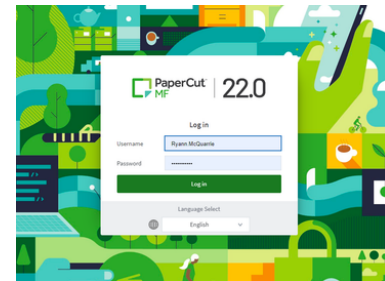
- Click "PaperCut User Portal"



03 Log in to Print

Use your SD68 username and password to log in to the PaperCut MF website (**print.sd68.bc.ca**):

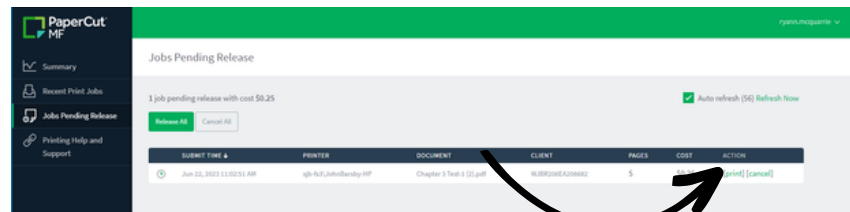
- Username: [your-district-email] ("@sd68.bc.ca" not required)



04 Release Print Job

Click on "Jobs Pending Release" in left menu. Your print job should be listed-look under the "Document" heading to confirm correct file name.

- Click the [print] link next to your file name.
- If you need to [cancel] a print job, you may do so from this screen.



If you do not see your file in the queue, refresh your browser window or click "Jobs Pending Release" again until it appears.

05 Select Printer

Once you click [print], you'll arrive at a list of printers. Choose the right one for your room.



06 Success!

You'll be returned the printing queue screen, which should say "Queuing" under the action header. Your job should start to print automatically once you click on the correct printer.

Student Sign-in Record

Not on the attendance list? **ALL** classroom visitors **MUST** sign-in!

In the event of a school emergency or drill (Fire, Earthquake, etc), First Responders use this list to help ensure everyone is safely out of the building

[illegible]



Headphone Sign-Out

Date	Name	Block	Time Out	Returned?



BLOCK ROTATION

DATE _____

TEACHER

NOTES



Last, First



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Roles and Responsibilities of a CALT

Welcome to the Island ConnectED (ICE) distance learning classroom. As a Computer Assisted Learning Tutor (CALT), your primary responsibilities are to take attendance, manage the classroom, and help students when needed. You are also responsible for registering new students in ICE courses, as well as:

- monitoring and processing online registrations for your school on Vivos;
- updating/adding student information to Jupiter;
- adding students to courses in Canvas;
- sending out a welcome email to new students, parents, and the course teacher to signal a new enrolment and share course activation information.

An Embedded course teacher will also be in the room with you. Their primary job is to mark work and help students with course content if the CALT is unable to help. The embedded teachers are very knowledgeable and helpful -- if you are uncertain about anything, just ask!



Attendance

It is the job of the CALT, not the teacher, to take attendance each block. Regular CALTs will have access to MyEd, where you can submit your attendance online each block, as well as print off paper Class Grid attendance sheets to keep on hand for reference and on-call replacements.

To Print off Attendance Sheets in MyED:

- Open MYEd
 - Click Attendance>Reports>BC Classlist with Grid>Run

For substitute CALTS:

- Take attendance using paper class grids and then email names of **ABSENT STUDENTS** to appropriate staff in the office ½ hour into each block.





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Processing Registrations

Start with a fresh browser.

1. Open Vivos: <https://sd68.admin.vivosforms.com/admin>
 - Click “ICE 10 to 12 Course Registrations” :
<https://sd68.admin.vivosforms.com/Admin/Solution/ICE>
 - Click “All Registrations” :
<https://sd68.admin.vivosforms.com/Admin/ListView/ICE/AllRegistrations>

2. In the “Current School” column, click “Load Filter” and choose your school:

Internal system screenshot redacted

3. Find the student you would like to register and click the “Admin Form” link beside their name. In the Admin Form, click on the “Workflow” tab to see which tasks need completing (CALTs only need to process the first three items: Jupiter, Canvas, and Email.

Internal system screenshot redacted





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Processing Registrations cont...

4. Click on “View Registration Form” to open full registration form in new browser tab.

5. In another new browser tab, open Jupiter: <https://login.jupitered.com/login/>

- CI

Internal system screenshot redacted

- If the student is already entered into Jupiter, cross reference existing information with information on new registration form and update as needed.
- If the student is not yet in Jupiter, add all relevant information:

Student record screenshot redacted

Be sure to click
“Save” to save all
changes.

(Note: Mailing
addresses are not
required in
Jupiter).

Required Info:

Student name, gender, and
birthdate;
School (school they are
attending);
Primary student email address
and phone number provided;
All parent contact info.



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Processing Registrations cont...

6. In another new browser window, open Canvas: <https://nlps.instructure.com/>

- Click “Admin” in left menu bar, then “Island ConnectEd K-12 SD68”
- Search for course you wish to add student to from top bar:

The screenshot shows the Canvas LMS interface. On the left is a navigation menu with icons for Account, People, SIS Import, Admin, and Item Banks. The main header area displays 'Island ConnectEd K-12 SD68 > Courses'. Below this, there is a search bar with a dropdown for 'Filter by term', a dropdown for 'Course', and a text input field labeled 'Search courses...'. A black arrow points to the 'Search courses...' field. Below the search bar are three checkboxes: 'Hide courses without students', 'Show only blueprint courses', and 'Show only public courses'. At the bottom, a table header is visible with columns: Status, Course, SIS ID, Term, Teacher, Sub-Account, and Students.

7. Click course name to go to relevant course. Choose “People” from left menu list.

- Click blue “+People” button and paste student’s learn68.ca email address into box when prompted and hit “Next”:



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Embedded Block Information for Students

What is an “Embedded Block”?

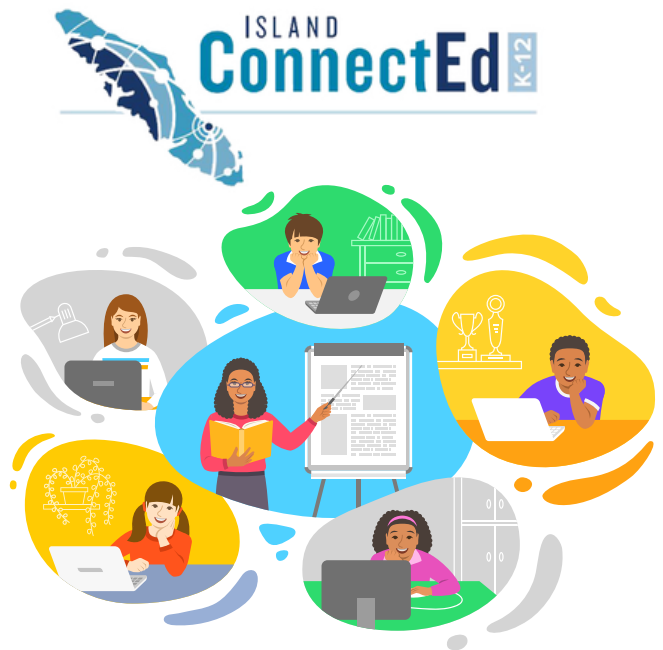
An embedded block is a school block that allows students to enroll in a course with island ConnectED, while having access to:

- a computer lab in their local school;
- a Computer Assisted Learning Tutor (CALT) in the embedded block, and
- an Island ConnectEd teacher in a supervisory and supportive role. *It is good to note that the Island ConnectED teacher may or may not be the teacher directly overseeing the student’s course, but they may assist the students in their studies or in communicating with their course teachers.*

Island ConnectED courses are offered online and are self-paced. It is our goal to support students in embedded blocks to complete their courses in one school semester or sooner.

Given the online nature of the courses, students may access the courses at school or at a distance. This enables students to work on their courses from any computer with internet.

It is the CALT’s job to assist students with course enrollment and to support student pacing towards successful completion of studies.



While our teachers and CALTs support students in embedded blocks at our local high schools, we also have a permanent school site where students may also come to work and meet teachers. Our address is **4355 Jingle Pot Road**. Our embedded teachers split their school week between their embedded block and our main school site. Check with specific teachers for their schedules.