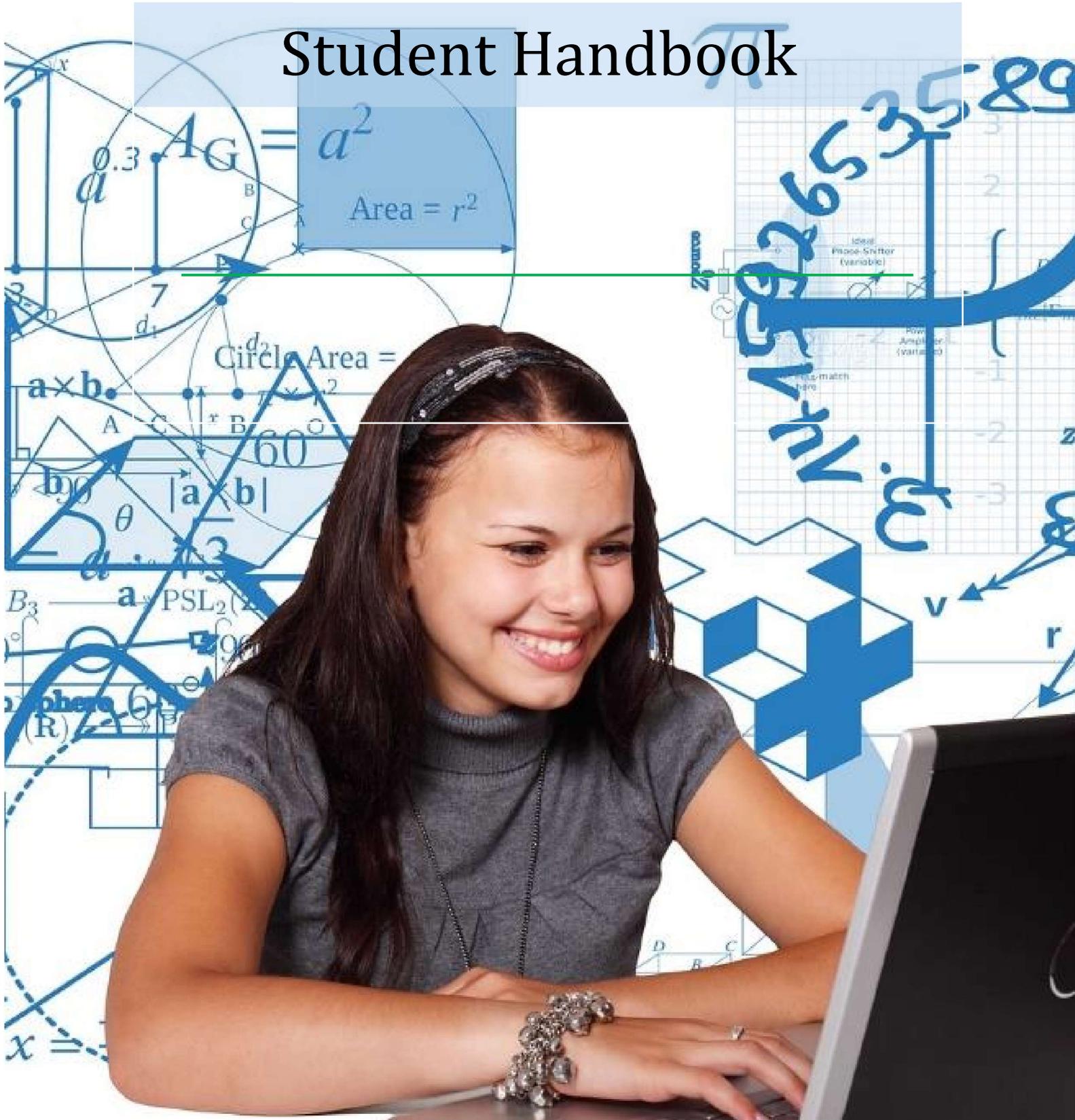




William
Academy

135 King St W, Cobourg, ON. K9A 2M7 Canada
Tel: (905) 372-1000 Fax: (905)372-7231
E-mail: cobourg@williamacademy.ca
www.WilliamAcademy.ca

William Academy Online Student Handbook





Welcome to William Academy Online!

At William Academy, we believe that every student can succeed given the right support and encouragement. We strive to ensure our school maintains its reputation of “care, encouragement, and academic excellence”. Our goal is to inspire our students to become better learners, leaders and human beings by the time their time with us is complete. As such, every action that we take as a school is meant to reflect this emphasis on educating the students that have been left in our care. Consistent practices mesh with the aim of a well organized and well-run school.

The mission of our school is to provide students with a challenging education and love of learning which allows them to reach their academic potential, develop confidence and character through artistic and sporting pursuits, inspire others, and make valued contributions to our global community.



Getting Started

1. Go to www.williamacademyonline.ca and click **Login** at the top of the home page. You will then have the option to “Create new account”. If you have already been provided with an account by a William Academy administrator, please click “log in” and go to Step 5.





Username or email

Password

[Lost password?](#)

Is this your first time here?
For full access to this site, you first need to create an account.

Some courses may allow guest access



2. Choose your username and password, and fill in all of the fields. Please make sure your contact details are the most up-to-date so we can reach out to you if there's something important you should know.

New account

Username !

Password !

Email address !

Email (again) !

Last name !

First name !

City/town

Country

! Required

3. Click **Create my new account**.
 - a. You may be required to confirm your email address before your registration is finalized.
 - b. Once you are registered, you will have access to William Academy Online and the Learning Management System and can log in and look around.
 - c. Your courses will be available to you within 3-5 business days once your site registration has been confirmed by our administrative team.

4. Log In.



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5. Your courses can be found in 2 places: on the *right-hand panel (called the “block drawer”)* under **My Courses**, and if you click on the link “My courses” on the top-left dashboard.

William Academy Online

Student Handbook
The **Student Handbook** is your guide to getting set up with William Academy Online, and what to do to ensure you have the best online learning experience possible!

School Course Calendar
School Course Calendar, outlining all policies and requirements of William Academy.

My courses

- P1 MHF4U 2023-2024 Term 4 - Ms. Kebir
- P2 ESLBO-ESLCO 2023-2024 Term 4 - Ms. Raza
- Online English Assessment Centre
- All courses ...

Online users

4 online users (last 5 minutes)

- GC [redacted]
- GC Guidance, Cobourg
- Support, WA
- KB [redacted]

- You can click on the courses under **My Courses** on the right-hand panel any time to enter one of your courses.
- You can click on the **My courses** on the top-left dashboard at any time to see classes you are enrolled in and enter them from there.
- Courses on the home page are just a listing of our offerings of pre-recorded asynchronous courses and you are unable to enter them unless you have been enrolled.



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6. You can view your profile by clicking on your name or profile photo on the top-right of the page.

The screenshot shows a user profile page for 'Support, WA'. The page includes a navigation bar at the top with links for Home, Dashboard, My courses, Site administration, ABOUT US, and CONTACT US. The profile section displays the user's email address as support@williamacademyonline.ca, which is visible to other course participants. The timezone is listed as America/Toronto. A list of reports is available, including Today's logs, All logs, Outline report, Complete report, Statistics, Browser sessions, Grades overview, and Grades. An 'Edit profile' link is present next to the user details. A 'Message' icon is also visible next to the user name.

a. Once you have clicked on your profile, you can use the **Edit profile** option to update your personal information, such as hobbies and interests, and add a photo of yourself. We highly recommend this, as you may have to work with peers in your course or communicate directly with your teacher, and this will help the interaction go smoothly.

7. You can click the message icon to communicate directly with people. You just need to type in their name and select it from the list. Alternatively, once you are added to a course page, you will be able to view your fellow class participants, click on their profiles, and message them directly!

The screenshot shows the William Academy Online interface. The top navigation bar includes Home, Dashboard, My courses, Site administration, ABOUT US, and CONTACT US. The main content area displays the William Academy logo and the text 'William Academy Online'. Below this, there are tabs for Home, Settings, Participants, Reports, and Question bank. A search bar is visible on the right side of the page, and a list of contacts is shown below it. The contacts list is currently empty.



Now that you're logged in, take a look around or get started on your course! The rest of the controls are really easy from here on out!



Online Student Expectations

All students should read the Online School Code of Conduct available in our School Course Calendar. Some specifics are outlined here:

1. Respect in the Virtual Classroom

- I. All students of William Academy, whether they are full-time or part-time, are expected to treat their teachers and fellow students with respect in all interactions online and offline.
- II. No form of discrimination is tolerated in the virtual learning environment. This includes but is not limited to the use of racial epithets, homophobic or sexist speech, insults relating to mental ability, et cetera.
- III. Pictures used for profiles or other assignments should be inoffensive in nature, and therefore should not include gang signs, swear words (in any language), depictions of blood, gore, or violence, or drug/alcohol related imagery.
- IV. Violation of any of the above rules may result in suspension and/or expulsion from William Academy Online without warning or refund.

2. Assignment Submissions

- I. Students must submit assignments in the given dropbox page for each assignment. Submitting assignment through other means is only acceptable in cases where there is a technical malfunction or at the direct request of the teacher.
- II. .pages and Keynote files are not accepted file formats for assignments and will not be viewable by your teacher. This means if you are using an Apple computer, we advise you to



use Microsoft Office or Google Docs to create your assignments. All submissions should be in PDF or Microsoft Office format unless otherwise specified.

3. Applications and Attendance

- I. Students must apply to a course through the Guidance department or the Registrar using E-Learning Registration Form A-2. Once the registration form is complete, a new folder for the student will be kept and updated as needed.
- II. Students and parents must read in detail the E-Learning Policies and Regulations included under the E-Learning Registration Form A-2.
- III. Part-time students must submit proof of pre-requisite from another educational institution prior to commencing a course. If a student is not able to provide such documentation, their registration will be denied.
- IV. A midterm report and final report card will be issued after a student reaches a determined milestone in each course.

4. Learning Logs and Tracking of Hours

- I. All students are obligated to track their hours spent online and offline working on course materials as part of their virtual classes. Students must use the established template to record their time.
- II. The total amount of time as recorded in the learning log must be equal to, or greater than, 110 hours by the end of the course to grant a credit.
- III. Learning logs can be requested at any time in accordance with an audit of any sort.
- IV. Completed learning logs will be included with student records.

5. Withdrawing from a Course

- I. On-site students wishing to withdraw from a course must complete Unenrollment Form B1 (Intent to Withdraw). This form will be kept with the student's online records and registration folder on-site.



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- II. Part-time students wishing to withdraw from a course must complete unenrollment form B2 (Intent to Withdraw) which will be filed and kept with the student's registration folder on-site.
- III. Any student who withdraws from a course acknowledges that once withdrawal is approved, they will be unenrolled from the online environment and later deregistered. If a student changes their mind, they must start the course over, and any previously completed assignments, tests, and lessons will not count towards the new session.





Troubleshooting and Support

Having trouble? The list below explains the workarounds to some of the most common issues on William Academy Online.

1. Left navigation panel does not show courses.
 - a. *Some courses have been known to not show up in the left navigation panel. If this occurs, and you believe your course is still active, you just need to click on **Dashboard** and from there you will be able to get back into your course.*
2. Home button takes me to main website.
 - a. *The **Home** button across the top of the website will take you back to the website portal at williamacademyonline.ca. To get back to the course list when that you see when you first log in, click the **Home** button on the left navigation panel.*
3. I can't view a link/resource I need for one of my classes!
 - a. *If this happens, e-mail support@williamacademyonline.ca as soon as possible so we can fix the link for you.*
4. How do I contact my teachers?
 - a. *On your course home page, click "Participants" just under the course title at the top of the page. Look for a user with the role of "Teacher" or "Non-editing teacher". This is your teacher for the course! It should look like this:*



P1 MHF4U 2023-2024 Term 4 - Ms. Kebir

Course **Participants** Grades Competencies

Match Any Select

+ Add condition Clear filters Apply filters

6 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name / First name	Roles	Groups	Last access to course
<input type="checkbox"/> Enanga, Josiah Jacob	Student	No groups	5 hours 46 mins
<input type="checkbox"/> LN Lao, Nang Aom Kham (Starry)	Student	No groups	4 hours 43 mins
<input type="checkbox"/> RM Rahanjam, Masih	Student	No groups	5 hours 27 mins
<input type="checkbox"/> RB Rosenzweig, Bruno	Student	No groups	1 day 7 hours
<input type="checkbox"/> SP Shwe, Phyu Sin Thant (Priscila)	Student	No groups	6 hours 39 mins
<input type="checkbox"/> TM Tchoketch Kebir, Ms. L	Teacher	No groups	1 hour 53 mins

- If you find yourself needing any other support (technical support, student support, or course support) and your teacher is unable to help you or has not responded quickly, you can send a message to “WA Support” on Moodle. To open your messages, you can press the chat icon near the top-right corner of your page. Search for a user “WA Support” and type out your question and wait for a response! William Academy will do their best to support you as much as possible while you are taking your online courses!

If you are unable to log in to Moodle, you can also send an email to the following email address: support@williamacademyonline.ca