

Roles & Responsibilities

Any student enrolled in a CT Virtual Learning course must meet the following criteria:

Meet with your school guidance counselor or Home School Coordinator to select appropriate courses for your academic plan.

- *Read and understand the [Online Success](#) and [What to Expect](#) sections and go through the [Online Learning Orientation Tool](#).*
- *Review the [system requirements](#).*

Mentor Roles and Responsibilities (Home School Coordinators must arrange for or take responsibility for this Mentor role.)The Mentor works with the student to help him or her with the logistics of the course requirements.

CT Virtual Learning Center administration will notify the Home School Coordinator that a new student has been enrolled. The Home school Coordinator must assign their student a mentor. The Mentor will contact that student immediately to arrange for a mutually convenient time, format (phone, email, or face to face) and schedule for regular contact.

Mentors will be in contact with students on a regular basis through the duration of the course. This is a time to review the student's progress and work schedule and discuss/initiate strategies for effectiveness. The Mentor will also answer logistical questions, arrange for a tutor if appropriate, or assist with suggestions for other appropriate learning resources as is necessary, and provide encouragement.

Mentors may log into the Course and become familiar with the navigation of the course and the course requirements in order to better assist their students as is appropriate.

In their initial meeting, the Mentor and Student will visit the course calendar and the syllabus to establish a workable schedule for completion of the course requirements. Mentors will arrange with their Home School Coordinator to provide any required course materials i.e. books, etc.

The Mentor should be aware of each student at the school that is taking an online course and be able to track the student's progress regularly by:

- Checking course "messages" and course announcements.
- Replying to teacher messages in the "message" section of the course promptly, making sure to include your electronic signature with each communication.
- If sending a message to a student, cc the teacher on important communications.

The Mentor will contact the course teacher immediately when it is clear that the student is not going to continue in the course and when there are student issues that the teacher should be aware of. The Home School Coordinator will be cc'd.

The Mentor will be permitted to view the student grade book and corrected assignments, teacher comments as is needed.