# Online Instruction Process
## Student Version
## Tri-State HEP
## 2020-2021

Before Applying:

1. Students are expected to work 1.5-2 hours per day, via internet. If you don't have a consistent time to set aside for classwork, this program is not for you.
2. We do offer laptop check-out and wifi data cards (limited to 5 GB per month) as needed.

Application Processes:
1. The student may apply online at fortscott.edu/HEPapplication (if Spanish-speaking, they can use Chrome's "translate" setting.)
      a. You may also use the normal paper application
      b. If using the online application, the instructor will contact you to begin the TABE test.
2. The TABE can be taken from the student's home, using any program that allows screen sharing (Zoom, skype, etc).
      -The teacher will open the test and share their screen" with the student.
      -The student will read each question and tell the instructor their answer. The instructor will fill in the answer sheet for the student.
3. After confirming the TABE score is sufficient, the instructor will contact the student for additional paperwork and ready tests.

4. Ready Tests can be taken from the student's home, using any program that allows screen sharing.
      -If the student is taking the ready tests for the first time, tests will be proctored online. The student should "share screen" with the teacher while taking the test. No instruction or advice can be given during the ready test.

5. After confirming the ready test scores are sufficient, the program coordinator will contact you for a phone interview.

Instruction and Student Expectations:
1. After the student has been accepted into HEP, they will have access to our online classroom.

2. The student needs to take the "formative review" at the beginning of each course. The formative review will remove all assignments that the student has already mastered.

3. The student is expected to have scheduled (online) meeting times with their teacher each week.
During the meeting, you can talk about grades, assignments, struggles, victories, answer questions, etc.

4. You teacher will have virtual office hours that they are on a zoom call for students to "enter" at any time during that period.

5. Your attendance will be based off of assignments being completed and contact being made with the teacher.

Testing Processes:

1. Official tests can be taken at a local testing center or using an online proctor through the GED.com website.
      -a ready test must be passed for the student to be able to official test with an online proctor .

Student Benefits:
1. Students are still eligible to receive all of the same benefits as our on-campus students.
      -Childcare stipend, transportation stipend, medical bill stipend, free health screening, cultural event (can be virtual), campus visit (can be virtual), student supplies, motivation system rewards