TITLE:	Online Programs for Secondary Schools	**ROUTING** LD Instructional Superintendents Administrators of Instruction Directors Counseling Coordinators Instructional Technology Specialists Secondary School Principals Assistant Principal, SCS Counselors
NUMBER:	REF-5670.4	
ISSUER:	Alison Yoshimoto-Towery, Interim Chief Academic Officer Division of Instruction Carol Alexander Director A-G Intervention and Support	

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PURPOSE: This Reference Guide replaces REF-5670.3 dated September 14, 2016. The purpose of this Reference Guide is to outline procedures for obtaining access to licenses that have been purchased by the Division of Instruction and inform schools of how to access Blended and Virtual licenses; to understand changes in the credit-bearing online course delivery models Virtual, Blended and Prescriptive courses, as well as supplemental use of Edgenuity online course materials for instruction and intervention; and to increase awareness of the Edgenuity *MyPath* intervention program.

MAJOR CHANGES: This Reference Guide identifies the changes in the use of transcript abbreviations for Blended learning courses; provides an updated description of the credit-bearing online course delivery models: Virtual, Blended and Prescriptive courses, as well as supplemental use of Edgenuity online course materials; and a description of the Edgenuity *MyPath* intervention program available to all middle schools.

BACKGROUND: LA Unified schools offering online courses have used transcript abbreviations that identified the online publisher and the specific online instructional setting. The District has gone through a vetting process to select and approve online credit-bearing courses and online intervention program that are available to schools.

PROCEDURES: As a result of the Request for Proposals that took place, Spring 2016, LA Unified has two approved providers for credit-bearing courses: Edgenuity & APEX. Schools may not offer online credit-bearing courses from any other vendor.

The Division of Instruction has continued to make a bulk purchase of 1,500 Blended learning licenses with Edgenuity for the 2019-2020 school year. All Local Districts are free to design their own process for allocating Blended licenses to school sites. The Local District or individual school sites must purchase Virtual licenses. They may utilize A-G funding given to Local Districts. Schools should contact their Local District Instructional

Technology designee for instructions on how to purchase Virtual licenses and/or to make any additional license purchases with Edgenuity or APEX. License pricing information for APEX may be found at https://achieve.lausd.net/Page/11381 and for Edgenuity may be found at https://achieve.lausd.net/Page/11382. Please visit http://achieve.lausd.net/Page/11383 or contact your Local District Instructional Technology designee for upcoming training opportunities. Please note that if teachers attend APEX or Edgenuity training, schools are expected to cover the cost for any needed substitutes.

Virtual and Prescriptive courses are identified with the name of the online vendor in the "course name" field in MiSiS. As students are instructed in a face-to-face setting with the teacher planning instruction using online tools and resources and direct instruction, Non-prescriptive Blended learning courses no longer have a separate abbreviation identifier. Information on course offerings and corresponding MiSiS course numbers can be found at https://achieve.lausd.net/page/7845.

As with other "A-G" approved course, prior to enrolling a student in a course with either vendor, schools must first ensure that the online course(s) being offered appears on their UC "A-G" approved list which is located on the Course Management Portal. Refer to Reference Guide 5833.7 *Revision of the UC/CSU A-G Approved Course List*, dated March 5, 2019, for more information on the process for updating school site A-G approved course list, submission dates and deadlines.

I. MODELS OF IMPLEMENTATION

Online courses are offered in the instructional settings defined below. For each model, the principal must identify a designee to collaborate with the Local District Instructional Technology designee. All activities in a semester-long course must be completed per the District's default settings.

A. Virtual Courses
Virtual courses are offered online in which the vendor provides the appropriate credentialed teacher. Virtual courses may be used for original credit or as an option for credit recovery. These courses are ideal for students needing a course that is not offered at their school site or are unable to include a specific class into their regular schedule (master schedule outliers). These courses are NCAA-approved. Some online courses may require additional materials to be purchased.

Although Virtual courses provide an online teacher with the appropriate subject credential, the school must identify a credentialed teacher (in any subject area) to serve as a mentor for students. In

addition to proctoring assessments and communicating with the Virtual teacher, the mentor is responsible for monitoring student progress in Virtual courses and empowering student(s) with best practices in completing an online course. Schools should designate staff that is able to build a rapport with students and is able to reflect with students on their progress and needs.

1. In Virtual courses, the mentor cannot assign supplemental assignments; the mentor is responsible for reporting the grade assigned by the online instructor.
2. Supervising Mentor: "supervising mentor" must be designated to oversee a school's Virtual learning implementation to ensure the fidelity of its implementation and must serve as the point of contact for the school's Virtual learning program.
3. Special Education accommodations are available for Virtual courses. Mentors providing support for students with disabilities or students with 504 plans, who intend to complete Virtual courses, must submit the Accommodation Plan Form to the online instructor during the enrollment process.
4. NCAA Recognition: In order for a course to be recognized by theNCAA it must be completed between 12-18 weeks. NCAA does not recognize Prescriptive versions; NCAA students must use the core (original-credit) version even when completing a course for credit recovery purposes.
5. Online courses in MiSiS will be identified with the transcript abbreviation and vendor abbreviation followed by an "L." For example, a Virtual Edgenuity course would appear as: "EDGL"; a Virtual APEX course would appear as "APXL".

Virtual courses provide schedule flexibility for the students. Courses may be taken during the school day, before/after school, Saturdays, or independently at home.

B. Blended Learning Courses
Blended learning courses provide face-to-face instruction that integrates online learning from 50:50 to 30:70. In Blended learning courses, the teacher plans and facilitates instruction, varying between face-to-face and online learning, to personalize and differentiate instruction in order to meet the needs of all students. An LA Unified credentialed instructor plans instruction and decides which lessons to provide in face-to-face instruction and which to use the digital content provided by the online vendor. Blended learning courses may be used for original credit or as an option for credit recovery for all approved online courses including Advanced Placement (AP).

Schools must provide the appropriate subject area LA Unified credentialed teacher to be the primary instructor throughout the

courses in this model. The subject area credentialed teacher must be programmed into a period with the students.

Please Note: The course title for teachers using the blended model will no longer have a separate Edgenuity or APEX course title as the digital content is used as a supplemental tool to facilitate instruction similar to the use of ALEKS or Khan Academy.

1. The Blended learning teacher plans instruction and selects which concepts and skills are taught face-to-face and which lessons and assessments would be completed online.
2. The teacher utilizes the online reporting tools to identify student needs and to monitor student progress, adjusting instruction between face-to-face and online and whole class, small group, and individual direct instruction.
3. Note that the online course programs only capture the lessons and tests completed online. The teacher must maintain course marks from online lessons and tests as well as all other assignments, projects, quizzes, tests, and activities provided in face-to-face lessons to calculate and determine a final grade.
4. Site Coordinator: A "site coordinator" must be designated to oversee a school's Blended learning implementation to ensure the fidelity of its implementation and to serve as the point of contact for the school's Blended learning program.
5. As Blended Learning Courses are face-to-face courses with a highly qualified LA Unified subject matter teacher, the courses will no longer be identified with the transcript abbreviation and the vendor abbreviation in MiSiS.

Edgenuity online course materials may also be utilized for intervention or as a supplemental instructional materials resource. Instructors are able to select the content to demonstrate a skill or concept for instruction or utilize lessons for in-class intervention. For example, in order to personalize instruction to meet student needs, teachers may create groups by assigning online Edgenuity lessons to students, which creates the opportunity to provide direct instruction to a small group of students. In addition, when students are struggling with concepts and skills, teachers may assign specific lessons to support and reinforce learning, preventing a student from falling behind or receiving a failing grade. Also, students in Advanced Placement courses would be able to self-select units and lessons to review in order to fortify content knowledge. In this model, the course materials are intended to supplement, differentiate, and personalize classroom instruction.

Blended courses provide teachers and students the opportunity of

face-to-face direct instruction and online learning in order to best support student learning needs. Blended learning courses may be taken during the regular school day, before/after school, or on Saturdays.

C. **Prescriptive Versions**

Some Virtual and Blended model courses are also offered in a Prescriptive (mastery-based) version. These courses contain the same content as the (original credit) versions with a "test-out" feature. The Prescriptive course option is only available for students as a credit recovery option. This model cannot be used to obtain original credit. Advanced Placement courses are not available in Prescriptive versions. Prescriptive courses are not NCAA approved regardless if offered in the Virtual model. Any student that plans to pursue NCAA recognition should be assigned to complete a non-Prescriptive Virtual course.

1. Virtual: Prescriptive courses also require the school to identify a credentialed teacher (in any subject area) to serve as a mentor for students. In addition to proctoring assessments and communicating with the Virtual teacher, the mentor is responsible for monitoring student progress in Virtual courses and empowering student(s) with best practices in completing an online course. In Prescriptive Virtual courses, the mentor cannot assign supplemental assignments; the mentor is responsible for reporting the grade assigned by the online instructor.

2. Blended: Prescriptive courses also require the school to provide the appropriate subject area LA Unified credentialed teacher to be the primary instructor throughout the courses in this model. The primary instructor monitors student progress, provides direct instruction when needed, and proctors student assessments. The subject area credentialed teacher must be programmed into a period with the students before or after school.

Students are not programmed into Prescriptive Blended courses during the school day due to the "test-out" feature that this model provides, allowing students the opportunity to complete a course at their own pace. Students who opt to complete a mastery-based course will be exempt from the 60-hour in-seat requirement and will obtain the course numerical credits upon completion of the course.

- APEX students, take a pre-unit test and test out of individual lessons where they demonstrate proficiency.
- Edgenuity students take a pretest for each lesson individually and skips the lesson if they demonstrate proficiency.
- Prescriptive course: the threshold for pre-tests is set to 70% in order for students to "test-out" of a lesson/unit.

Prescriptive (mastery-based) courses in MiSiS will be identified with the transcript abbreviation and the vendor abbreviation followed by a "P." For example, a Prescriptive Edgenuity course would appear as "EDGP" and an APEX Prescriptive course would appear as "APXP"

Attachment A provides a chart that summarizes and compares the different models for online learning.

II. Intervention Resources for Middle Schools:

Edgenuity provides intervention programs in Math and English called *MyPath* for Grades 6-8. The *MyPath* program offers data-driven differentiated instruction for mathematics and reading. *MyPath* is designed to meet middle school students at their learning level and provides age-appropriate instruction to help them get back on track.

1. Indentify Gaps – Students take a reading or math placement exam to determine what they have mastered and where they are struggling. Alternatively, schools can import existing student NWEA® MAP® Growth™, Renaissance Star 360®, or Scantron® Performance Series® scores to create Prescriptive learning paths with no additional testing.
2. Personalize Instruction – Students are assigned an individualized learning path (ILP) focusing on the concepts they are ready to learn. Age-appropriate instruction via our direct-instruction videos and practice provides intervention, remediation, or enrichment opportunities.
3. Monitor Progress – Educators receive detailed and dynamic reports on student progress in real time, so you can instantly identify the topics students are struggling with, and provide immediate support.

IV. Purchasing Additional Licenses:

Each Online Course Publisher has its own list of approved course offerings and pricing plans. License pricing information for:

1. APEX may be found at https://achieve.lausd.net/Page/11381
2. Edgenuity may be found at https://achieve.lausd.net/Page/11382

For any questions on prices or services, please contact the Procurement Services Division at (213) 241-8708 and ask to speak with a Contract Analyst.

Shopping carts should reference the Vendor number and the Contract number that are listed below. The SAP Product Category for:
- Instructional Licenses is 78575
- Professional Development is 96102

Any questions about this process should be directed to your Shopping Cart Support Center.

- Step-by-Step Instructions:
    - Contact the vendor that offers services of interest to you. Obtain a quote, scope of services, and delivery schedule. If services will extend over weeks or months, include an invoice schedule also.
    - Create a shopping cart and reference
        - Vendor # (enter in "Preferred Vendor" field)
        - Contract # (enter in the "Sources of Supply" tab. If an error message is received at this point, contact your Shopping Cart Support Center).
        - Attach quote, scope of work, and payment schedule.
        - Submit for approval
    - Vendor Information
        - APEX Learning
            - Vendor # 1000003186
            - Contract # 4400004863
            - Contact: Armine Movsesyan (818)970-0336 or armine.movsesyan@apexlearning.com

        - Edgenuity
            - Vendor # 10000000059
            - Contract # 4400004864
            - Contact: Dr. Lisa Bliss (213)268-8626 or lisa.bliss@edgenuity.com

Please visit http://achieve.lausd.net/Page/11383 for upcoming training opportunities. Please note that if teachers attend APEX or Edgenuity training, schools are expected to cover the cost for any needed substitutes.

A. School Point-of-Contact

All schools that would like to offer online credit-bearing courses must first designate a point of contact for each of the implementation models being offered. The individual(s) designated by the principal is responsible for overseeing the fidelity of the program's implementation and progress as well as being the point of contact for the Local District Instructional Technology designee. The Division of Instruction does not offer any compensation for assuming these roles. Please submit principal's designee selection at: http://bit.ly/designatedpoc

1. If offering Virtual courses, school must designate a "Supervising Mentor" to oversee all mentors at the school site.

2. If offering Blended learning courses, school must designate a "Site Coordinator" to oversee all teachers hosting a Blended learning course at the school site.

B. Privately Purchased Courses by Students

Most accredited online schools are private institutions that offer "a-g" courses accepted by UC/CSU and LA Unified.

1. Students may complete a-g courses at any accredited online school if:

   - The accredited online school has an active "a-g" list on the course management portal at: https://hs-articulation.ucop.edu/agcourselist
   - The online course(s) to be completed are listed on the online school's "a-g" approved course list. See BUL-6838.1 Instructional Credit for further information.
   - The accredited online school issues a transcript at the end of the course.
   - The online course is equivalent to a course found on the LA Unified course catalog.

2. Students must receive approval by the principal or designee prior to enrolling in an "a-g" course offered by an accredited online school.

3. Transcripts are not automatically sent to the high school of attendance. It is the responsibility of the parent and the student to submit transcript(s) to the appropriate office.

4. As a reminder, online courses purchased with school funds are limited to the vendors approved by LA Unified.

For more information or support with purchasing licenses, please contact your Local District's Instructional Technology designee.

ASSISTANCE: For additional information about Virtual and Blended learning or implementing Middle School intervention programs, contact Carol Alexander at carol.alexander@lausd.net or (213)241-5607.

REF-5833.7, *Revision of the UC/CSU A-G Approved Course List*, dated March 5, 2019