

# UMA Online/Blended Learning Guide and Policies

Welcome to Utah Military Academy Blended Learning! This is a guide to go over blended and online learning for parents and cadets who choose to take some or all of their courses online.

## **What the UMA Online/Blended Learning program offers:**

- Great options on curriculum, fully supported and taught by our highly qualified UMA teachers.
- Preparation for college admissions/enrollment
- Dozens of JROTC and extracurricular opportunities
- CAP (Civil Air Patrol), and Naval Sea Cadet training
- Flexibility for cadets who want to attend UMA, but cannot attend campus daily or at all due to health, transportation, or other reasons
- No obligation to join the military upon graduation

## **Online/Blended Learning Cadet Code of Conduct:**

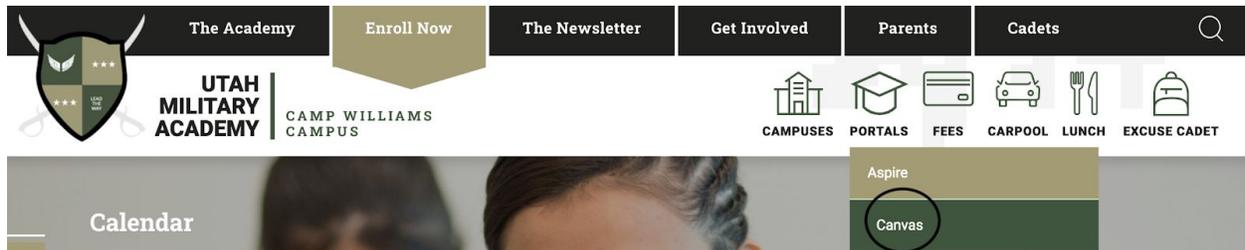
Cadets opting to take some or all courses online will be held to the same standards as the Cadets who attend classes full time on the UMA campus (See Cadet Code of Conduct on the UMA website). However, due to the unique nature of our blended and online Cadet's distance learning needs, there are additional expectations that are specific to the Blended Learning platform. These can be found on the Blended Learning Commitment Form that a prospective cadet and their parent/guardian must sign and return in order to become a blended learner.

## **Extra-Curricular Activities:**

Utah Military Academy Blended Learning cadets can participate in any after school enrichment programs, competitive academic clubs, JROTC events, and competitive sports offered at UMA. For a full listing of activities at your local campus, please see the activities' webpage on the UMA website.

## Canvas - Getting Started Online

All online and blended learning cadets will participate in their scheduled courses via Canvas. To get logged in to Canvas, first make sure that you are logged in to your Utah Military Academy email address. Once you are logged in, go to UtahMilitaryAcademy.org and choose your local campus. Towards the top of the page, there is a button that says “Portals”. Hover over it, and you will see an option to click on Canvas, pictured below.



After clicking this button, it will take you to the login for Canvas. Again, make sure to use your Utah Military Academy email address. As long as you are logged in to the correct email address, it should not ask you for a password.

You should see your courses laid out on your Dashboard. You can also see your courses in list form if you go to the left side and click on “Courses”. From here, you can explore your courses and find all your assignments!

Once you click on a course, you will also be able to find the link to the correct Google Meet for your class period. It will look something like this:

Classroom Live Stream:

[Click Here To Join Class Online!](#)

or this

<https://meet.google.com/mif-zkgr-nqd>

This is usually on the front page of the course, but sometimes can be found by clicking on Modules or Announcements on the left side of the page. Please look through your class, and if you are having trouble finding or connecting to the Google Meet, contact your teacher or the Online/Blended Director right away.

If you would like an in depth guide to using Canvas as a student, please check out the Canvas Guide on the UMA Website.

## Policies and Procedures

### **Attendance:**

Part of the benefit of taking courses online is a more flexible schedule. However, UMA also needs a way to be able to track attendance. Because of this, there are a few things students should be aware of:

- Online and Blended learning cadets, when working from home, should log in to the correct classes at the correct times, and participate via the Google Meets link that is provided in Canvas, unless otherwise arranged with the teacher and through the commitment form submitted to the Online/Blended Learning Director.
- If a cadet has commitments that prevent them from logging in on a specific day or during a specific period to stream into their classes (such as a job, college course, etc.), they need to contact the Online/Blended Learning Director directly as well as emailing the teacher or teachers for each of the classes impacted to avoid being marked absent. If granted approval from the Online/Blended Learning director, these cadets will be permitted to complete their coursework at a later time in order to avoid being marked absent and will be excused from logging on during the specified periods.
- Cadet's cameras should be on at all times, and the cadet should be present and available to respond to teacher's questions. Any cadet that does not keep their camera on for the duration of class can be marked as sluffing, which results in a Class 3 Infraction.
- Online and blended learning cadets should adhere to the schedule they chose when they signed the online commitment form. If a cadet opted to be 100% online, they should prepare to work from home 100% of the time, unless they schedule a day with their teachers to come to campus. If a cadet opted for a blended schedule, they should only attend class on campus on the days that they specified on the commitment form. They should plan on only working from home on the other days.
- Online and Blended learning cadets, when working from home, should plan on streaming into the class for the entire duration of the period, unless otherwise specified by the instructor or as prohibited to do so by circumstances at home. Cadets should not sign in late or leave early from any class without previously notifying the teacher that they will be doing so. Any cadet doing this can be marked as absent or sluffing.

- If a student is experiencing technical difficulties, they need to notify the instructor and the **Online/Blended Director via email or by phone call** as soon as possible.

**It is essential that cadets and parents/guardians not take a passive role in affirming attendance with the school, especially in accounting for online cadets and their efforts. Please note as well that at 10 consecutive unexcused absences, the cadet will be in danger of being dismissed from the online or blended effort noted on their commitment form.**

**Aspire Attendance Codes:**

“.” = Cadet was present on campus

“O” = Cadet was present online

“X” = Cadet was absent

“S” = Cadet was sluffing

“Q” = Cadet was in quarantine

**Class Participation:**

Online and Blended learners, when working from home, should have their cameras on for the entire duration of the class. There should be minimal distractions while the online or blended cadet is working from home, including siblings, pets, televisions, etc. Cadets are expected not to distract other cadets in the class, via the microphone or the chat function on Google Meets. Any cadet who proves to be a distraction online will be spoken with and their ability to live-stream classes may be taken away.

It is recommended that a cadet miss no more than three consecutive classes in order to avoid the possibility of failure in any given class. Attendance and participation in instruction is critical to success in school and to the development of academic skills and knowledge. Furthermore, communication with the instructor regularly can help the cadet to remain abreast of lessons and activities conducted in class.

**Quarantine:**

Please note that a cadet that is required to work online due to quarantine or other personal or family needs must communicate such to the school office. The school office will communicate the need for the temporary placement of the cadet to the teachers and the Director of Online/Blended Learning. It is expected that such a placement will last only two weeks, but that issues requiring a longer, though still temporary placement will be communicated so that the cadet can best be supported.

Cadets on IEPs or 504s, even temporarily, may require an IEP or 504 meeting to ensure proper delivery of the education plan for that cadet. The Director of Online/Blended Learning will consult with the Special Education Coordinator as needed.

### **Uniforms:**

All Online and Blended learning cadets must be issued school uniforms. If cadets need to come to campus for any reason (meet with a teacher, make up assignments, etc.), they must adhere to the same uniform requirements as the on campus cadets. Please get in contact with your local campus to schedule a time to pick up a uniform.

### **Courses NOT offered online:**

Unfortunately, there are some classes that can not be taught through our online platform. These courses are as follows:

- Airframe
- Ground School
- Drill
- Archery
- Marksmanship
- Survival
- Military Fitness
- Rangers
- Strength/Weight Training
- Sculpture
- Teacher Assistant
- Study Hall

If your cadet is interested in taking any of these courses, they need to arrange to be on campus at the time the desired course is offered.

Any questions or concerns with regards to online and blended learning should be asked or submitted to the Director of Online and Blended Learning before the first class period when possible. Otherwise, any special circumstances should be provided on the commitment form (or via email to have the needed documentation) to avoid issues with teachers or the school in general. Expectations clearly understood by all parties will enable the cadet to experience a higher degree of success while learning through online or blended formats.