**Welcome to Spanish 1!**

Please read the following information to help you get off to a great start in the class. If you have any questions or concerns, please call or email me. I am happy to help!

**Important Dates**

Grace Period: 28 days from the day you are activated. Make sure you complete at least 15 assessments by the end of your first 28 days (Grace Period). At the end of your grace period, if **15** assignments are not in, you will be **withdrawn** without penalty to preserve your grade point average.

Complete Segment 1 no later than: 14 weeks + 2 weeks vacation = 16 weeks.

Complete Segment 2 no later than: 13 weeks + 2 weeks vacation = 15 weeks.

**Segment 1:** You will complete Modules 1-4 to earn the half credit you need.

**Segment 2:** You will complete Modules 5-8 to earn the half credit you need.

**Before you begin any assignments or lessons:**

On my announcement page click on the New Students tab, on this page you may find and print the directions for voice activities, discussion voice activities and how to use Audiopal. You’ll also find a tutorial that will show you how to change your keyboard to US International.

On the left dashboard you’ll see: **Course Information**

• Click on it and read all information in this area.

• Here you can also read and print out directions for submitting Voice Activities and how to post your work in the Discussion Groups area. If you don't have a microphone or have issues with it please feel free to record your assessments using Audiopal: www.audiopal.com

This embeddable widget can be customized with your own voice. AudioPal is easy to update and adds another layer of communication. AudioPal is completely free. You can also find the link to it on my announcement page.

• Click on Pace and print out the Traditional Pace Chart. Add due dates next to the assignments.

• Read the Academic Integrity policy under Course Information by clicking on “Integrity” under the Course Information heading.

Do not use translators/websites, you’ll receive a zero for that assignment.

• Accent marks are required throughout the course in all work. The following link will take you to a JING on how to change your keyboard to US International, which is the easiest way to put accent marks in Spanish, it will make your Spanish course more enjoyable: http://www.screencast.com/users/jackielewis/folders/Jing/media/28739c2a-56a1-45da-8e8e-cf258e521ae0

 **Contacting your teacher:**

• By phone & Text: 561-692-3361

* Office Hours: M, W, F : 9-5pm EST. Tues. & Thurs. 12-8pm EST.

• By email: yvillamarin1@learn.flvs.net OR by clicking “Email” within the course. Be sure to check the box next to my name at the top of the screen.

 Email and phone calls are answered within 24 hours. It takes up to 48 hrs. to grade your work.

• Please be in contact if you have any questions or need help getting started.

• If you have problems with the website, your microphone and uploading/sending files please contact FLVS Support Center at 866-322-8324.

**VERY IMPORTANT:**

• If you have completed 50% or less in the course and decide not to continue in the course you'll be getting a WF grade. If you have completed 50% or more in the course you will then get an F. In either case your guardian will need to contact me to make the withdrawal official.

• These completion dates are based on the minimum number of weekly assignments allowed (4 per week). But you may submit more than 4 and finish the course sooner. You have till Sunday midnight to submit your work.

• Remember that you are expected to speak Spanish like a 2 years old child. Do not try to speak Spanish as well you speak English because you will be very stressed and tempted to use web-translators that are totally against the academic integrity.

• Start by reading the lessons. The lessons will tell you what assignments you need to do and when to do them.

* Students are encouraged to get a **notebook** to take notes on the vocabulary, verbs and cultural information for each module. This will allow you to review the material presented in previous lessons and modules.

• Instead of attaching a file please COPY and PASTE your work/responses on the “Student Comments” section of your assessment.

• For Voice Activities Write down the sentence that you are going to record (Voice Activities). I can see easier if there is any mistake and corrected right away.

• DBA: A DBA (Speaking Exam) consists of 5 questions in Spanish and English based on what you've learned in the module, this is done over the phone with me and should not take more than 2 minutes. Please call me to complete it. Once you complete the DBA, then you get the password to access the module exam. The Discussion-Based Assessment and Module Exam Review will help you prepare for these class requirements.

If the DBA or its Module Exam is not completed within the same week or if you skip them you'll be blocked from the course until you contact me and take care of these important class requirements.

• Resubmit any Assessment: Take advantage of this awesome privilege: You can re-do any assignment you want for a better grade. You need to go to the “Gradebook”, click on the assessment, read the feedback, make any changes and resubmit it.

• Don’t skip any assessment. Please submit assignments in order, resubmit the ones you want and then continue to the next module.

If you skip a module exam you’ll be blocked from the course until you contact me to complete it.

• Read your emails every time you log in.

• Make sure you keep up with your pace and communicate with me if something happens and you can’t complete your assignments.

Don’t forget that I’m here to help you complete the course.

**Sra. Villamarín**

**Spanish Instructor**

**Florida Virtual School**

**Call & Text: 561-692-3361**

**yvillamarin1@learn.flvs.net**

**www.flvs.net**