



Welcome to Georgia Virtual School

Loyee Ling

Chinese IA, IAB, IIA, IIAB IVA and IVAB



## A little about myself

Hello, This is Ms. Ling. I taught Chinese language and art at Newcastle, England in 1996. Then, I taught Chinese in GA at weekend schools, private school and public schools which include all levels from pre-k to college levels.

My hobby are writing, reading, music, fashion design, cooking, gardening and so on. Recently I play squash and I really enjoy this sport which I never think that I can play this. I really enjoy watch the musical program such as sound of music or opera such as Phantom of the Opera.



## My contact information

My contact information can always be found in your course information widget. Let's review what you'll find there.

E-mail: [loyee.ling@gavirtualschool.org](mailto:loyee.ling@gavirtualschool.org) (best communication)

Phone: 470-713-8057

Hours of Availability: 8am - 5pm Monday to Friday

Please leave a brief message include your full name, class name and I will call you back as soon as I can. Thank you.

Click to join Ms. Ling's [Zoom](#) classroom weekly.

Please find the exact time under Live Learning Session of course home.



# Syllabus

- Information about your course can be found on the Syllabus page of your course.
- Be sure to review the syllabus page of your course.
- Let me know if you have questions.



# Calendar

- The calendar feature of your course is an integral part in ensuring that you turn assignments in on time.
- Be sure to review your calendar regularly in your course.
- You can even install the student application for Canvas on your smartphone and receive notifications of when assignments are due.

Fall 2023 Start Date	08/07
Labor Day – GAVS closed	09/04
Fall Holidays for Students	10/06 & 10/09
Thanksgiving Holidays	11/20 – 11/24
Last Day to Withdraw	12/01
Final Exams Available	12/02 – 12/08
Last Day of the Semester	12/08
Final Grades Released	12/14



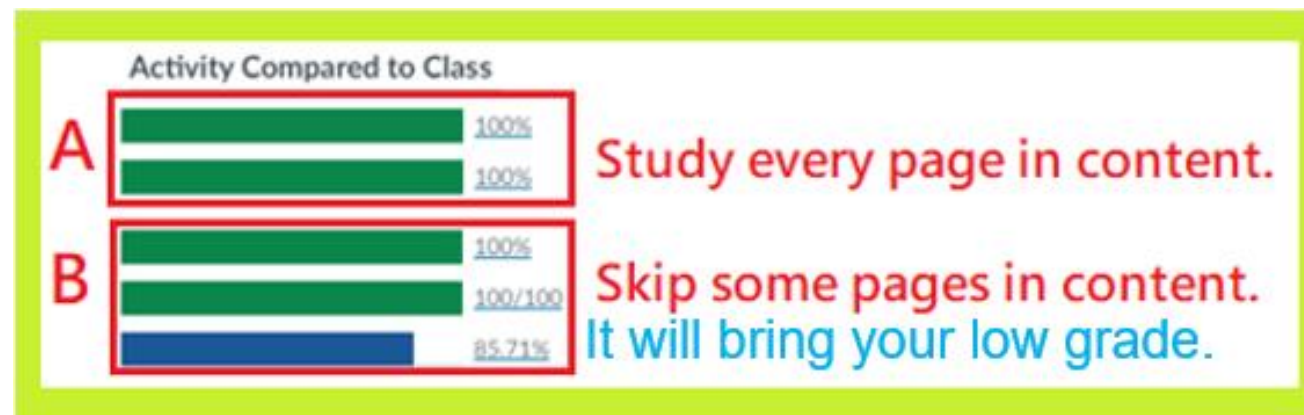
## Your Pace Plan Start Date

- On the Acknowledgement Form Quiz (AFQ) you will be asked to select when you plan to begin your coursework.
- Remember that the last day of the semester is the same for every student, and you have the same number of assignments to complete regardless of when you begin, so it's best to start as early as possible.
- The course start date you choose in the AFQ will be entered as the new due date for the Welcome Live Learning Session Quiz. The GAVS late work policy will be in effect as of the course start date you choose.



## Assignments

- What you need to do each day on **each page** in content and the assignments you need to turn in are detailed in your course calendar. Your learning progress should be 100% in my end if you did not skip any areas of Module content, see chart below.
- **Remember** – the course content that precedes the assignments, when you access the modules page of your course, should be carefully reviewed before turning in any assignments.





## Saving Assignments

- Per GAVS policy, **I cannot accept any Google documents or external links** to your assignments. Again, no Google documents.
- **I also cannot accept any assignments via e-mail.**
- Each assignment you submit should include:
  - ✓ Your name
  - ✓ Assignment name
- Be sure to save and close your assignment before submitting it. Your assignment should be saved in a common format such as:
  - ✓ .DOCX
  - ✓ .PPTX
  - ✓ .PDF
  - ✓ .MP3
  - ✓ .MP4
  - ✓ .XLSX

**Student's use Mac that she/he will need to export to word or pdf to submit assignments.**





## GAVS Late Work Policy

- Check your course calendar to know when assignments are due.
- Any assignment not submitted on its due date will automatically be assigned a zero.
- In fall and spring, late assignments will automatically incur **a 10% grade reduction for each day** (including Saturdays and Sundays) that the assignment is late. You have 10 calendar days to turn an assignment in for a late grade.
- **Example** – You have an essay due on Tuesday, September 15th. You turn the essay in, however, on Saturday, September 19th. That essay will incur an 40% reduction from the grade earned on the essay. The essay is 4 days late and thus  $10\% \times 4 = 40\%$ .



## What about vacation?

- You must follow the GAVS calendar.
- Students should submit the assignments ahead to avoid the late penalty at 10% off per day late if they expect to be out for the regular learning days.
- If your family goes on a vacation or you go on a school trip that takes place while GAVS is in session, you are still required to turn in assignments that fall on your GAVS course syllabus and calendar.
- Vacations and school trips are not an excuse for late work.
- No exceptions will be granted for late work.



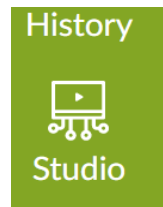
## Technical Difficulties

- Technical difficulties are not an excuse for late work.
- You must have access to a computer to complete your work.
- Have backup computers in mind just in case - public library computer, neighbor's computer, friend's computer, for example.
- GAVS courses can also be accessed on many mobile devices.
- In short, you are responsible for managing your time and for ensuring that you have the proper technology in place to complete your courses.
- Contact me immediately, if you are experiencing technical difficulties.



# Student Success Site

- The **Student Success Site** provides resources to make your transition to the online learning environment easier.
- You can find the Student Success Site in two places on your course homepage: 1) from the **Help** icon in the left navigation menu and 2) on your **Class Resources** page.
- In the Student Success Site, you will find resources on:
  - ✓ navigating your course,
  - ✓ turning in assignments,
  - ✓ checking your grades,
  - ✓ Office 365, etc.



Financial and Career Guidance by Chad Foster  
Free resource for students and teachers.

**Georgia Virtual Help Desk**

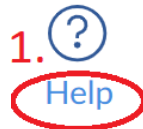
Please report any technical issues you encounter in the Georgia Virtual Classroom here.

Ask Your Instructor a Question

2. Questions are submitted to your instructor

**Student Success Site**

Student handbook, GAVS policies, and resources



3. **Georgia Virtual School Helpdesk**

# GAVS E-mail Communications

classroom

Account

Dashboard

Courses

Calendar

Inbox

Studio

Help

☰ Physics AB Course

Sandbox Courses

Home

Announcements

Modules

Syllabus

Grades

People

OneDrive

O365 Email

**Check these two every day for emails.**

- I will communicate with you via your **O365 Email** and your Canvas **Inbox**.
- You will need to check both everyday.
- School communications and important course information emails will come through your **O365 Email** and comments, messages, feedback, etc. generated by me through Canvas will come to your Canvas **Inbox**.

You need to logout your local school account first. Then, you will re-login with your GAVS email address and same password in the course.



## Office 365

- As a GAVS student, you can install the **Microsoft Office 365** suite for **FREE** on up to **5 computers and your mobile device**. Office 365 includes:
  - ✓ Word
  - ✓ Excel
  - ✓ PowerPoint
  - ✓ OneNote
  - ✓ Outlook
- Your Office 365 plan also includes **1 TB of OneDrive storage**, which is a space you can use to store and share assignments, if you so choose.
- Everything you need to know about downloading and using Office 365 is in the **Student Success Site**.

Student's use Mac that she/he will need to export to word or pdf to submit assignments.



## Saving Assignments

- Per GAVS policy, **I cannot accept any Google documents or external links** to your assignments. Again, no Google documents.
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- Each assignment you submit should include:
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  - ✓ .DOCX
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  - ✓ .PDF
  - ✓ .MP3
  - ✓ .MP4
  - ✓ .XLSX

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## Academic Honesty

- Do not copy and paste information from the Internet and submit as an assignment to be graded without reference.
- Do not resubmit an assignment that has previously been submitted in another class.
- Plagiarized work will result in consequences as described in the student handbook.
- Your work should be yours alone without help from others unless your teacher gives permission.
- A detailed explanation of the **Student Code of Conduct** can be found in your **Student Handbook** and on the **Student Success Site**.



# Have questions?

- There are several resources available to you to help you be resourceful in answering questions you may have.
- You can click on **Help** in the left navigation column on your course homepage.
- You can use the **Student Success Site**.
- You can reference your **Student Handbook** about GAVS policies and procedures.

Help

classroom

Account

Dashboard

Courses

Calendar

Inbox

Commons

Studio

Help

Little lost? Try here first!

[Search the Canvas Guides](#)  
Find answers to common questions

**OTHER RESOURCES**

[Georgia Virtual Help Desk](#) 2  
Please report any technical issues you encounter in the Georgia Virtual Classroom here.

Teachers/Admins: Report a Problem Specific to the Canvas LMS  
If a technical issue occurs that is not related to [Student Success Site](#)  
Student handbook, GAVS policies, and resources

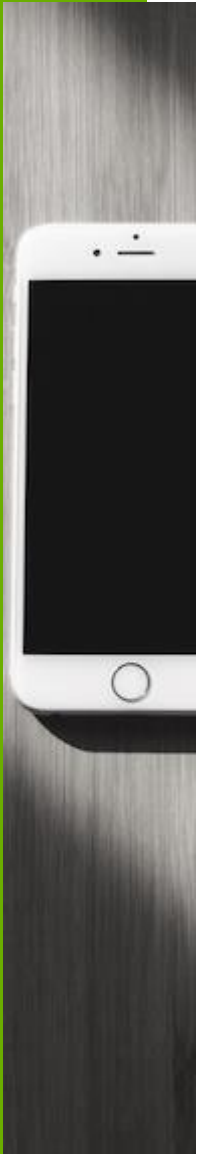
SUPPORT

3  
[Georgia Virtual School Helpdesk](#)



## Preferred Browser

- **Chrome** is our preferred browser.
- Chrome is pre-installed on many computers and can easily be downloaded online.



## Correspondences

- Use your GAVS e-mail or **Inbox message** under Course home to correspond with me. (Each email needs to have your email signature to me such as **full name, class name, cellphone, module assignment name**)
- Do not use your external personal e-mail to correspond with me.
- Please **check your GAVS e-mail daily**, Monday – Friday.
- Your parents will receive notification e-mails about your grade every Wednesday through our Net Response system.
- Another important form of correspondence is the feedback I provide in your assignment submissions. **Check your grades and read my assignment feedback daily.**



## Weekly Live Learning Sessions/Office Hours

- I hold a weekly office hour via our synchronous learning platform, Zoom, to help you be successful in your course. If there is a topic you are struggling with or if there is an assignment you have more questions about, let me know **prior** to my weekly office hour, and I will cover that for you.
- The **day and time of my Live Learning Sessions/office hour is located on the Live Learning Sessions page** of your course.
- Attending my weekly office hour is one of the best ways to ensure that you are staying on top of the course content and assignments.
- If you are not able to attend my weekly office hour, I post a recording link on the **Live Learning Sessions page** of your course.



## How to maximize the Live Learning experience

- My weekly office hour is **interactive**.
- To take full advantage of your interactions with me during my office hour, you will need speakers and a microphone.
- You probably have a microphone already installed on your computer. If not, you can buy a computer headset with speakers and microphone at any major retail store for \$20 or less.



## Your course grade

- To be successful, you need to check your course grade **daily**.
- Check the **Getting Started Module** of your course or the **Student Success Site** to see how to check your course grade.

I suggest you **work 3 day ahead** according to your syllabus to be sure to have time to redo it to receive the best grade in your grade book or other issue happens later.  
 Thank you.

Your course grade is comprised of the following categories and percentages:

**Discussions – 10%**

**Coursework/Quizzes – 20%**

**Tests/Projects – 30%**

**Listening/Speaking – 20%**

**Final Exam – 20%**





## Grading

- During fall and spring semesters, I will grade your assignments within **3 school days of submission**, Monday – Friday.
- **0s will be automatically entered for incomplete work** following each assignment due date.
- **Review the feedback** I leave for quizzes, discussions, and assignments.
- Please contact me immediately, if you have questions.



## Let's take a look at the course...

- Teachers, please take a moment to go through the course with your students showing them:
  - ✓ The different pages
  - ✓ How to use the modules and course content
  - ✓ Where they submit assignments (discussions, quizzes, assignments)
  - ✓ How to locate the Student Success Site
  - ✓ News Announcements– how important they are



I suggest you work 1 day ahead at least to ask questions in assignments if you have. Of course, you can work 3 days ahead that will be fine too if you work by the order of modules.

Need to click on **6 tabs** under Quick Links and complete the listings under Class Bulletin Board on first day school. You need to check **Class Announcements/Inbox/GAVS email** too.

Home  
Announcements  
Modules  
Syllabus  
Grades  
People  
Office 365  
O365 Email  
GA Tutor

Chinese - Ling

**Quick Links**

1  
Getting Started

2  
Class Announcements

3  
Modules

4  
Class Resources

5  
Teacher Information

6  
Live Learning Sessions

Read information below

**Class Bulletin Board**

# Chinese AB course – Assignments in summer semester

- Total **12** modules in AB course. Each module has **2** lessons.
- Test
- Final
- Assignments:
  - Discussion topic –
  - Listening/speaking –
  - Character writing –
  - Cultural reflection –
  - Test – all modules ( Need to study well from 2 lessons of module note with test review sheets before taking the test.)
- Final exam – all modules

# Chinese A or B course – Assignments in summer semester

- Total **6** modules in A or B course. Each module has **2** lessons.
- Test
- Final
- Assignments:
  - Discussion topic –
  - Listening/speaking –
  - Character writing –
  - Cultural reflection –
  - Test – (Need to study well from 2 lessons of module note with test review sheets before taking the test.)
- Final exam – all modules

How to start work to turn assignments on time?

How to know the course format?

Read all information by

First click on Syllabus at

Then, click on Modules at

You will read all

- Home
- Announcements
- Modules
- Syllabus
- Grades
- People
- Office 365
- O365 Email
- GA Tutor

### Quick Links

Getting Started

Class Announcements

Modules

Class Resources

Teacher Information

Live Learning Sessions

### Class Bulletin Board

You need to complete your Acknowledgement Form Quiz (AFQ) **BEFORE** the due date of your Welcome Live Learning Session Quiz (LLQ).

I will use the course start date you indicate in your AFQ to set your pace plan start date, which will fall on the same day as your LLQ.

Scroll over and click on the items in the bulletin board below to access them.

↓

Welcome to Chinese course! Befo

Important: Course start date

**LET'S GET STARTED**

1. SET YOUR CANVAS NOTIFICATIONS
2. COMPLETE THE GETTING STARTED MODULE
3. COMPLETE YOUR ACKNOWLEDGEMENT FORM QUIZ
4. ATTEND OR WATCH MY LIVE LEARNING WELCOME SESSION

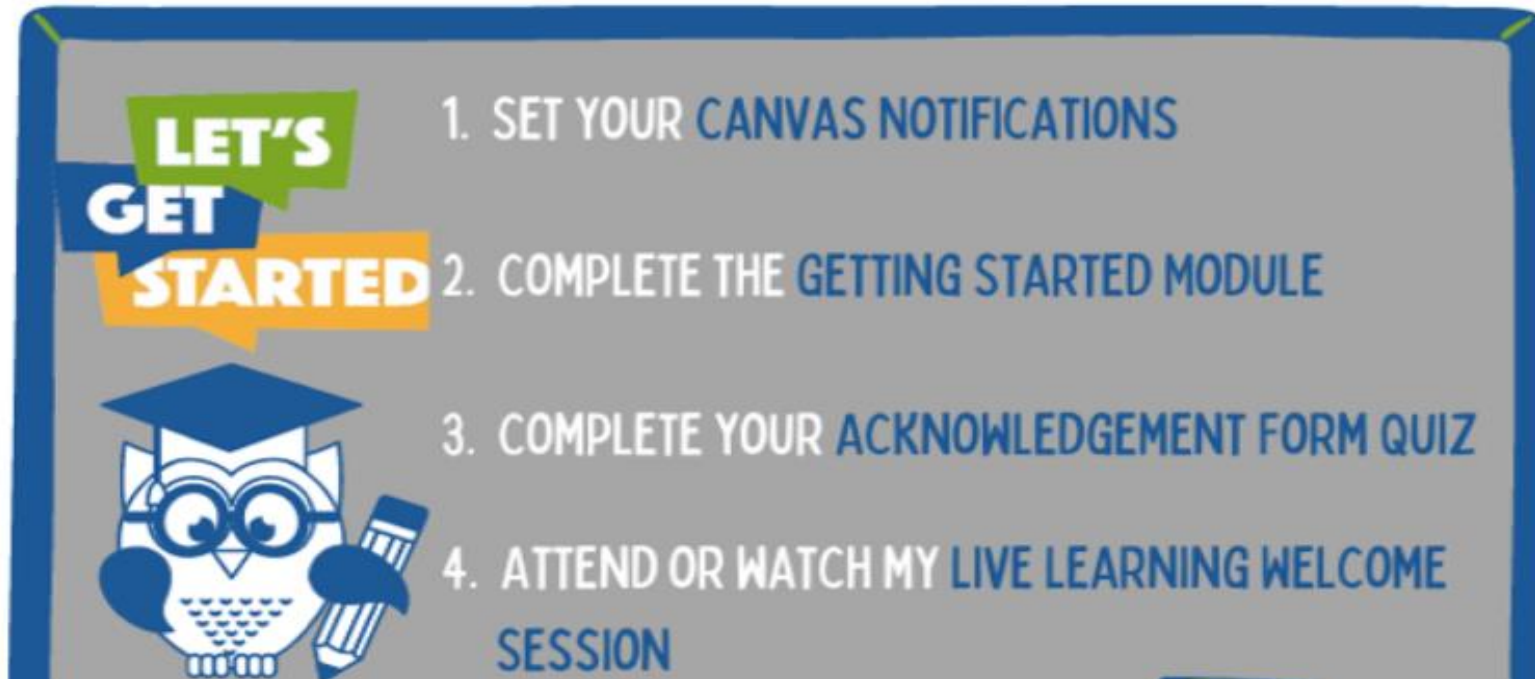
# Read below under Class Bulletin Board & Take action to complete all in first week.

## Class Bulletin Board

You need to complete your Acknowledgement Form Quiz (AFQ) **BEFORE the due date** of your **Welcome Live Learning Session Quiz (LLQ)**.

I will use the course start date you indicate in your AFQ to set your pace plan start date, which will fall on the same day as your LLQ.

Scroll over and click on the items in the bulletin board below to access them.



1. SET YOUR CANVAS NOTIFICATIONS
2. COMPLETE THE GETTING STARTED MODULE
3. COMPLETE YOUR ACKNOWLEDGEMENT FORM QUIZ
4. ATTEND OR WATCH MY LIVE LEARNING WELCOME SESSION



Where to find the due date of assignments?

Click on **Syllabus** in left side or calendar to read all.

Where to find and turn assignments?

Click on **Modules** in left side of course homepage.

Start in the top with the title “Getting Started”.

You will read all the information under there.

**Complete Acknowledgement Form** at the end.

Then, read information under Welcome Live Learning Sessions

and complete **Welcome Live Learning Session Quiz**

read information under Welcome to Chinese.

**Complete Introduction yourself** at the end.

Next, you will click on blue link to work your first module.

You will read each page and focus on assignments.

You need to print out **2 lesson of module note** for your study and assignments.

Your first module note can be found under “**Frist day of school**” announcement.

## Grading

- During summer session, I will grade your assignments within **1 school day of submission**, Monday – Friday.
- **0s will be automatically entered for incomplete work** following each assignment due date.
- **Review the feedback** I leave for quizzes, discussions, and assignments.
- **How to get A at the end of semester?**  
 Make sure to **double check answers before submission** and turn on time or 3 days ahead.  
 Study well from module note and test review sheets before taking each test
- Please contact me immediately, if you have questions.



## Canvas Help Sessions

- GAVS offers **Canvas Help Sessions** for students via Zoom.
- The **dates and time** for this semester's Canvas Help Sessions are:
  - Sunday, August 6 @ 3 PM
  - Tuesday, August 22 @ 7 PM
- Link to student help session: <https://zoom.us/j/98367361564>



## And remember...

- I am here to help you be successful in this course.
- Do not hesitate to contact me should you have questions or need extra help.
- **Let's have a great semester!**

