



RE: How does our school begin to utilize the programs/courses offered by MSAISnet

To: School Administrators

From: Chris Price, MSAISnet Program Administrator

Subject: MSAISnet Details and School-Level Pricing Information, SY23-24

MSAISnet is pleased to provide schools an opportunity to offer online or blended learning as part of their normal curriculum and credit recovery efforts. Please visit www.msaisnet.com for complete details concerning the program as well as a full listing of available courses. This checklist is designed to provide school personnel with the proper and necessary steps to utilize MSAISnet in an efficient manner. A full understanding of what is being offered, the policies of MSAISnet that apply to participating schools, the expectations for Mentors and students, and how a school properly enrolls and pays for a student enrollment are essential to a smooth collaboration. Please contact Chris Price with questions or for clarification of any details concerning enrollment. The steps listed below should be undertaken prior to sending an enrollment form for a student.

- 1) On the website at www.msaisnet.com, review and understand all information located under the following tabs:

Academic Year

Mentor Roles and Responsibilities

Enrollment Procedure

- 2) On the website at www.msaisnet.com, review the course offerings located under the following tabs:

Individual Courses

Credit Recovery

- 3) Note the link included at the end of the *Individual Courses* tab that leads to the *Complete Course Listing Spreadsheet with Descriptions and Syllabi*. Refer to this spreadsheet and use the appropriate page tab to locate the course you are considering. Make sure that the content described in the description and syllabus matches what you desire for your student. The material you expect for your student to cover may be located within a course title that differs from what is used at your local school (for example, Science 8 within the MSAISnet program is Middle School Physical Science while at your school, perhaps 8th grade students take Earth Science. If you need your 8th grader to take Earth Science with MSAISnet, when completing our enrollment form you will need to request our course titled Science 7).
- 4) Determine who will serve in the Mentor role at your school. To reduce miscommunication and repetition, that person should be the single point of contact between the local school and MSAISnet. The Mentor should understand the responsibilities necessary to successfully serve in that role and must have time available for student questions and for proctoring password protected module and semester exams. *Refer to the Mentor Roles/Responsibilities document.*
- 5) Understand the variations in MSAISnet course offering formats to enroll in the proper format.
 - a. **With Instruction** – in this format, the student will have access to the course material, quizzes, and exams within his or her portal. A subject-area certified instructor will review completed assignments and provide feedback and grades, will be available for student questions, will have office hours and likely provide live or pre-recorded lessons, and will grade quizzes and exams.
 - b. **Without instruction** – in this format, the student will have access to the course material, quizzes, and exams within his or her portal. There is no instructor assigned to handle the tasks mentioned above. The local school is responsible for handling these tasks, if desired, by assigning an instructor of their own. This person must be designated prior to or at the time of student enrollment so that MSAISnet can develop a profile with the proper program permissions for that individual. The permissions will allow the local instructor access to the rubrics and keys necessary to grade student work. If a local instructor is not specified at the time the enrollment form

is sent to MS AISnet, the student will be placed into a generic self-study course section “without instruction” alongside students from other schools. Assignments and assessments that are not automatically computer scored will remain unscored.

6) To summarize:

- a. When completing an enrollment form, ensure that the mentor and student information is correct and that the email addresses provided are accurate and functional. Provide a direct phone number for the mentor where he/she can be reached (cell phone strongly preferred, not a school number).
 - b. Ensure that the Course or Program being requested is an exact match to a title in our course catalog.
 - c. Ensure that the Semester portion is specified as A (typically aligning to traditional fall term), B (typically aligning to traditional spring term), or Both.
 - d. Specify “Non-CR/New Credit” or “Credit Recovery” - *note that this designation is not defining how you are using the course locally. CR should only be selected here if the course you desire is one that is located on the Credit Recovery course list. If you have selected a course located on any course list that is not the Credit Recovery course list, then you should select Non-CR/New Credit.
 - e. Specify “With Instruction” (includes services of a subject-area certified instructor) or “Without Instruction” (the student will go into an independent study course shell with other students unless I am directed to develop a unique section of the course for your school and provide a local individual with teacher role access and permissions).
 - f. Specify proposed start and end dates. Please read the details about these dates located on the enrollment form.
 - g. Submit form.
 - h. Enter Enrollment Payment portal, input access password, submit appropriate payment. *An enrollment will not be processed until both a correct form and appropriate payment has been received.*
 - i. School administrators, counselors, and/or mentors should contact Chris Price at cprice@msais.org with questions at any point. Students/parents with questions should always speak directly with their local administrator, counselor, or mentor since policies and procedures vary school-to-school.
- Note -- the enrollment begins when it is processed and becomes active. There is no refund of any fees after the enrollment has been active in our system for 48 hours, whether accessed by the student during that timeframe or not, so be sure that the student is committed to the enrollment and ready to begin on the requested start date. Enrollment will be processed when both an accurate enrollment form and proper payment have been received by MS AISnet and made active on that date or the requested start date, whichever is later. Enrollment extensions may only be granted by an MS AISnet administrator -- extension requests for consideration should be emailed to MS AISnet at least 72 hours prior to the active end date. If the end date has passed and a student must be re-enrolled, a full fee is charged, and the student will have to restart the enrollment from the beginning.