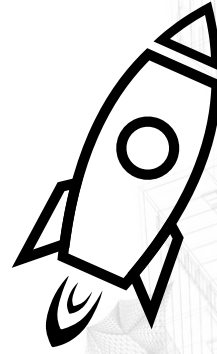


Learning Coach



ND
CDE

Your path to successful coaching navigation. The Do's and the Don'ts along with who to contact.

01 Exam Passwords

DO: You are responsible for typing in the password for students (elementary does not have passwords for exams)
DON'T: Give a student the exam password.

02 Proctoring Exams

DO: Ensure students are not using outside resources or other browsers.
DON'T: Allow students to take their exam without your supervision.

03 NDCDE Teacher

DO: Contact the NDCDE teacher or advise the student to contact the teacher via email or phone.
DON'T: Hesitate - we are here to help!

04 NDCDE Teachers

DO: Understand that our teacher's work day may not be the same as yours and responses may take up to 24 hours and grading/feedback up to 3 days.
DON'T: Worry if responses are not immediate.

05 School Policy

DO: Work with school administration to develop grading and eligibility policy as it relates to NDCDE's operations.
DON'T: Hesitate to collaborate with NDCDE administration on what this may look like.

06 Student Support Services

DO: Contact the teacher of record first.
DON'T: Hesitate to reach out to our counselor or dean of students.

Contacts:

Jocelyn Kolle (Counselor): Accommodations, Holds, Drops, Extensions, Mental Health
Jocelyn.Kolle@k12.nd.us / (701) 630-1885

Andy Gilbertson (Dean of Students): Academic Integrity, Student or Parent Concerns
Andrew.T.Gilbertson@k12.nd.us / (701) 951-9551