

COQUITLAM
CONTINUING
EDUCATION



BUSINESS, CAREERS +
JOB SKILLS



Instructor Handbook
2020

Version 2.0

COQUITLAM CONTINUING EDUCATION BUSINESS, CAREERS, & JOB SKILLS PROGRAMS

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PURPOSE

Our purpose at Coquitlam Continuing Education Business, Careers, & Job Skills (BCJS) Programs is to provide a supportive learning environment that encourages students to pursue their educational and career goals. We provide a variety of Diploma and Certificate Programs including over 100 courses that seek to give students the skills they need to successfully enter the career of their choice. We take pride in giving students learning opportunities using current programs taught by qualified, industry professionals.

The purpose of this Instructor's Handbook is to familiarize BCJS Program Instructors with their roles and responsibilities as well as the policies and procedures related to teaching BCJS Program courses.

INSTRUCTOR ROLES AND RESPONSIBILITIES

Coquitlam Continuing Education is community focused education, as Instructors, our aim is to make education accessible, foster teamwork, and encourage student growth. When students come to school, we encourage them to treat it like a job where students are expected to be punctual, dress professionally, complete their work on time in class, etc. Just as in the workplace, we are teaching students to take responsibility for their own learning. Therefore, if they have any issues regarding the course, we ask that they address them with the Instructor first before coming to the BCJS Program Manager.

Dress Code

Since we ask students to treat our school like a workplace, we have these expectations of them. Instructors are asked to role model by:

- Dressing professionally - Business Casual Dress
- Be punctual and show up on time for your course
- Circulate and help students during class
- No cell phone use by Instructors during class time
- Take a break during student break – not other times

Printing or Handouts

Instructors can give any printing they need done for their courses to the BCJS Secretary. Please give them at least one week's notice.

Classroom Housekeeping

Before you leave, please make sure that the computer lab is left in an appropriate state in consideration of the next class.

- All computer and monitors are powered off
- Student belongings (including personal data storage devices) and course materials are not left on tables, chairs, or the floor
- The white board has been erased.
- Keyboards and mice are raised if possible, so desks can be wiped.

- Any documents containing confidential or personal information are returned to the BCJS office (slid under door if necessary).
- Attendance must be accurately recorded in Lumens (www.ce43.com) daily and grades must be recorded within 3 days of class end date.
- Return any supplies borrowed from BCJS office (i.e. markers) to the office.

Privacy

Due to FOIPPA regulations, any electronic communication with or about students must be done through SD43 e-mail and is subject to freedom of information requests. No disclosure of a student's personal or sensitive information is able to be made to a third party without the written consent of the student; this includes parents and spouses. Forward any third party requests to the Business, Careers, & Job Skills Manager.

Inclement Weather

Any rescheduling of classes, must be done with the BCJS Program Manager's approval. The decision to close the school or cancel classes due to inclement weather is made by the District Principal in consultation with the School District. Unless a specific notification to close the school or cancel classes is sent out, it is safe to assume that classes are on as scheduled. Updates are posted on www.sd43.bc.ca by 6:00 a.m. for the day classes and will be reviewed by 3:30 p.m. for evening classes.

If you are unable to attend your assigned class due to inclement weather, please forward your day's lesson plan so that we can bring in a replacement instructor if possible to keep the class on schedule.

Professional Development

Coquitlam Continuing Education will be offering Professional Development sessions to all BCJS instructors throughout the year. Attendance at these sessions is highly encouraged.

ATTENDANCE ENTRY

It is important that Instructors enter the attendance for students in Lumens (ce43.com) daily. We receive calls frequently from Service Providers (WorkBC, EI, Worksafe, etc.) regarding questions about a student's attendance. This information must be accurate. If a student is 15 or more minutes late this should be indicated in the attendance record.

Please log in to Lumens upon arrival to your classroom and open your attendance list. If there's any student not on the attendance list or any discrepancies, please inform a BCJS Secretary on the first day of the course, so they can follow up, collect payment, etc. See [ENTERING ATTENDANCE IN LUMENS](#) for further information.

Missed classes – the 80% required attendance rule for each course applies in addition to a student’s final percentage mark for the course. For a 15 hour course, for example, 80% attendance means they need to attend at least 12 hours of that course. Being late, missing classes because of appointments, etc. all count as being absent. Less than 80% attendance means that the student needs to repeat the course at their own expense. However, if a student only attends 50% of a course but completes all assignments or tests and gets 86% as the final percentage mark for the course, then it will be at the instructor’s discretion to pass or fail the student. This would only apply to any special circumstances such as a family emergency or surgery.

COURSE START PROCEDURES

- On the first day of class, all Instructors can collect their course outlines, student books, and evaluation forms from the black filing cabinet inside the front office.
- Class lists are available online through “Attendance”. It is good practice to login and record attendance right away.
- If students are not on your class list, that means they have not registered. Please tell them to register and pay at the office. It is the instructor’s responsibility to inform the BCJS Support Staff if students are not on the class attendance list (new registrants, no shows, etc.)
- Welcome and thank the students for choosing Coquitlam Continuing Education for their training. Introduce yourself and give a short “bio” on your background and experience. Explain popularity of program and why employers desire it.
- Let students know where the washrooms are, confirm they are parked in the right lot and remind them that there is no smoking or vaping on school grounds anywhere. They will have to go off school property onto the street to smoke or vape.
- Washrooms are located by vending machines.
- Parking is located in the student area in parking lot on west side of Montgomery building
- There will be one 15 minute break half way through the class. Sometimes evening classes opt to skip the break and leave 15 minutes early. You can work that out with your individual classes.
- No food or drink is allowed around the computers. A beverage container or water bottle is fine if the lid closes and can be placed at students’ feet or over on the side table away from the computers.
- Give the class an overview of your course outline and discuss its content including grading criteria during the first class so that they know what to expect.
- Introductions (approx. 10 min.) Go around the class and ask students why they chose this course; (i.e.: for home use, employment etc.)
- Get students to make name tags. You can fold a letter size piece of paper in ½ then ½ again and ask students to write their first names on both sides so you can see it and the other students can see it. Then they can put it on top of their computer. Use the marker from the white board so the lettering is large on the name tags and everyone can see.

- Students are not eligible for a refund with less than 3 business days notice prior to the class start. See ce43.com for [refund policy](#) which is also noted on student course receipts.
- Advise students to back up files to their own flash drive if applicable.
- Coquitlam Continuing Education takes cheating very seriously. Please make your students aware that any cheating-like behaviours will be assumed to be cheating and could result in up to and including removal from the program.
- Have tonnes of fun – it will make it more enjoyable for you and your students

COURSE OUTLINES

Instructors must provide current course outlines to the BCJS Program Manager or Business, Careers, & Job Skills Secretary in order for them to be distributed to students on the first day of class and to students inquiring about our courses. Please keep course outlines up to date for your courses.

For more ideas on what to include on your course outline, the Institute for Teaching, Learning & Academic Leadership has information on creating inviting Syllabus that invite your students to engage and take initiative here: <https://www.itlal.org/teaching-learning/teaching-atoz/how-do-i-communicate-my-course-so-that-students-feel-invited-to-take-on-the-challenges-of-my-discipline/>.

ASSESSMENT AND EVALUATION

Instructors need to have a clear system of assessment and evaluation for their students. This should be included on the course outline for transparency and be in line with the Learning Outcomes.

Resources:

The Cornell University's Centre for Teaching Innovation offers teaching resources:

<https://teaching.cornell.edu/teaching-resources/assessment-evaluation/measuring-student-learning>

The Taylor Institute for Teaching and Learning offers this free guide:

https://taylorinstitute.ucalgary.ca/sites/default/files/Guiding_Principles_for_Assessment_of_Student_Learning_FINAL.pdf

Visit the BCJS Instructional Library to borrow a book.

GRADING SYSTEM

- Instructors can choose the methods of evaluation (e.g. tests, quizzes, final exams, etc.) they would like to use for their courses in order to establish a final percentage mark for each student. These must be planned in advance and clearly explained on the course outline.
- **Please note: evaluations must be based on the individual student’s work, not group work.**
- Final percentage mark breakdown varies based on class. Classes are either set to Complete/Incomplete, BCJS Letter Grade 60% pass or BCJS Letter Grade 70% pass. Please check that your class is set up properly before the end of the class and notify the BCJS office if any changes need to be made.
- If you would like to have multiple marks and a final grade recorded in Lumens, please advise BCJS manager prior to the start of your class so it can be set up.
- Please note that the letter grades in the chart above are a reference point for instructors, but that only the number mark for each student in your course needs to be submitted in Lumens. Lumens will automatically translate it to a letter grade. Do not enter the % symbol, just the digits.
- Please input final percentage marks (0 – 100) in Lumens by the last day of class. After 3 days, Lumens will lock the grade entry page for that course.

Complete/Incomplete

Grade:	Enter:
Complete	100
Incomplete	0
Withdrew	1

BCJS Letter Grade 60% Pass

Grade:	Enter:
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
F	2-59
Withdrew	1

BCJS Letter Grade 70% Pass

Grade:	Enter:
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	2
Withdrew	1

CERTIFICATES & DIPLOMAS

- Certificates will be e-mailed out the week after course completion. Please advise all students to verify their e-mail addresses are correct in Lumens.
- NO certificates will be given out to students who do not return their textbooks at the end of course.

TEXTBOOK POLICY

To be updated.

COURSE EVALUATION FORMS

Course evaluation forms are to be handed out by Instructors on the last day of class. For privacy, please do not collect them but please ask students to return evaluation forms in the black envelope to the front office or to the Business, Careers, & Job Skills Program Manager, Assistant Coordinator, or Secretary.

GENERAL SAFETY AND EMERGENCY PROCEDURES

Locations (Supervisors):

Montgomery Centre: Michael McGlenen, District Principal; Murray Peters, Principal; Danielle Dove, BCJS Manager

CLOC: David Mushens, Vice Principal; Wally Sawchuk (Night School Supervisor)

Gleneagle Secondary: Dave Matheson & Doug Maclean (Night School Supervisors); David Mushens, Vice Principal

Millside Centre: Dave Truss, Principal

Vanier Centre: Lisa Dube, Principal

Designated First Aid Attendants (Please check staffroom for up to date information):

Montgomery Centre: Jon Grossman, Tiffany Kearns, or Rosie Rojas

CLOC: Celina Wong

Gleneagle Secondary: Lawrence Wong

Millside: Natasha Pellatt, Amanda Kong

Vanier Centre: Wendy Swalwell and Phil Berlan

General Safety Rules

General safety rules apply to all contractors in the School District. They include, but are not limited to, the following:

- Contract instructors must not enter or remain at any workplace while their ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else
- The attempted or actual exercise by a worker or contractor towards another worker or contractor of any physical force so as to cause injury, including any threatening statement or behavior, is strictly prohibited
- Work areas must be kept clean and aisles clear
- Material and equipment must be placed, stacked or stored in a stable and secure manner
- Electrical panels, emergency equipment or exits must not be blocked.

- Storage of materials is not permitted in electrical or mechanical rooms
- If you are unsure of how to perform a job or task safely, you must ask your Administrator/Manager for training and/or guidance

Site Specific Safety Orientation

The following site specific health & safety topics must be reviewed and understood before you are eligible to work at this site:

Site Orientation:

- Emergency exits and fire extinguishers are located in in various areas on site; you are responsible for knowing the location of nearest exit and fire extinguisher to where you working are when on site.
- Safe assembly area is located: Outside of school, near parking lot. Montgomery Centre's assembly is the south gravel parking lot. Millside School's assembly is the south grass field beyond the parking lot.
- First aid kit and AED is located: Main office
- Summon for first aid by: contacting main office
- After office hour emergencies requiring immediate response should be addressed to caretaker on shift or the security runner at 604-830-9318.

INVOICES & PAY SCHEDULE

SD43 (Coquitlam) uses electronic funds transfers (EFT) for making vendor payments. We find that EFT payments generally reduce processing time and administration costs for both SD43 and our suppliers. More importantly, it also provides an increased level of payment security.

Please complete the form below to set up EFT payments and bring it to Montgomery Centre: Attn: BCJS Program Manager, or scan and send it to Continuing Education Vocational Invoices e-mail: cevocationalinvoices@sd43.bc.ca

One day prior to receiving an EFT payment from SD43, Instructors will receive a remittance advice that will list all of the invoice numbers and amounts being included in the EFT payment. Please provide us with an e-mail address in the form below to which we can direct that remittance advice. If you have any questions, please contact Marie Lee, Coquitlam Continuing Education Accounting Clerk, at 604 936 4261 (Montgomery Centre).

<input type="checkbox"/> Your Name	
<input type="checkbox"/> Mailing Address	
<input type="checkbox"/> Social Insurance Number (S.I.N.)	
<input type="checkbox"/> Company Name:	
<input type="checkbox"/> Bank Name	
<input type="checkbox"/> Branch Address	
<input type="checkbox"/> Branch Phone Number	
<input type="checkbox"/> Bank Number Institution Number	
<input type="checkbox"/> Transit Number	
<input type="checkbox"/> Account Number	
<input type="checkbox"/> Name of Authorizing Person: (print or type)	

*** Please include a copy of a blank cheque, marked "VOID"***

When payment has been deposited you will be notified through the e-mail you provided.

<input type="checkbox"/> Contact person	
<input type="checkbox"/> E-mail address	

INVOICE TEMPLATE

Your Name
 Address (Street)
 City, Prov, Postal Code
 Phone Number
 E-mail Address

Invoice #
 Date:

BILL TO:
 Coquitlam Continuing Education
 Attention: Danielle Dove, BCJS Manager
 380 Montgomery Street
 Coquitlam, BC V3K 5G2
 604-936-4261
ceVocationalinvoices@sd43.bc.ca (e-mail all invoices to this address)

DATE	COURSE #	COURSE NAME	DAYS	LOCATION	START TIME	END TIME	TOTAL HOURS	RATE	DESCRIPTION	TOTAL
Sept 12 - 16, 2016	4404-1	Word 2013 Level I	M-F	Montgomery	12:30pm	3:30pm	15	\$25.00	Instruction	\$375.00
Sep 22, 2016		Private Lessons - Jane Doe	R (Thurs)	Montgomery	9:30am	12:30pm	3	\$40.00	Private Lessons	\$120.00
							<i>Total hrs</i>	18		
		Your Name							Invoice Total:	\$495.00

Invoices will not be approved for payment processing until attendance and grades are submitted into Lumens. All completed classes can be on the same invoice.

Please see attached pay schedule for cutoff dates and EFT dates.

Winter/Spring 2020

INVOICE DUE DATES AND PAY PERIOD

Please have your invoices in before 12:00 p.m. on the invoice due date. Invoices received after 12:00 p.m. on the cutoff date will be paid the following pay day.

PLEASE SEND ALL INVOICES TO: cevocationalinvoices@sd43.bc.ca, ATTENTION: Danielle Dove - Program Manager

Invoice DUE	Invoice PAID	Lumens - <i>To ensure invoices are processed without delay:</i>
January 3rd, 2020	January 15, 2020	<ul style="list-style-type: none"> ● Completed Courses: Final marks and attendance must be recorded. ❖ Continuing Courses: Ensure recorded attendance is up to date
January 24 th , 2020	January 31 st , 2020	
February 7 th , 2020	February 14 th , 2020	
February 21 st , 2020	February 28 th , 2020	
March 6 th , 2020	March 13 th , 2020	
March 20 th , 2020	March 31 st , 2020	
April 3 rd , 2020	April 15 th , 2020	
April 17 th , 2020	April 31 st , 2020	
May 8 th , 2020	May 15 th , 2020	
May 22 nd , 2020	May 29 th , 2020	
June 5 th , 2020	June 15 th , 2020	
June 19 th , 2020	June 30 th , 2020	

CONTACT INFORMATION

Business, Careers, & Job Skills Program Manager: Danielle Dove, ddove@sd43.bc.ca

Business, Careers, & Job Skills Assistant Coordinator: Adrian Cheng, acheng@sd43.bc.ca

Business, Careers, & Job Skills Secretary: bcjsinforequest@sd43.bc.ca

Coquitlam Continuing Education District Principal: Michael McGlenen

Business, Careers, & Job Skills Programs Address: 380 Montgomery St, Coquitlam, BC V3K 5G2

Phone: 604-936-4261

STUDENT POLICIES & PROCEDURES

The following pages represent the policies and procedures students are expected to follow to receive a course certificate and/or Diploma or Certificate from BCJS Programs. Full time diploma students are required to understand and sign a copy of the policies and procedures sheet and return it to the BCJS Secretary to keep on file.

BUSINESS, CAREERS, & JOB SKILLS PROGRAMS (DAYTIME OR EVENING COURSES) Policies and Procedures

Welcome to Coquitlam Continuing Education Business, Careers, & Job Skills Training

We would like you to think of our school as a business office where you have taken a new job! Therefore, we hope you will commit yourself to regular, punctual attendance. Our goal is to provide you with top quality instruction and materials as you upgrade your skills.

To receive a course certificate, you will be required to:

1. Meet the objectives set for each class as outlined in the course outline.
2. You must have 80% or greater class attendance for each course that you are registered in as well as pass each course. If you are late or leave early that will be included in that 80% calculation. If more than 80% of the course is missed, the entire course will have to be repeated at the student's expense. For extenuating circumstances, students should liaise with their Instructor to make special arrangements.
3. If you have any concerns with your course (curriculum, Instructor or classmates, etc.) please address them with your Instructor first, if you are unable to find resolution, please e-mail BCJSinforequest@sd43.bc.ca to make an appointment to speak with the BCJS Assistant Coordinator or BCJS Manager.
4. If you are unable to attend your class, please call 604-936-4261 (Montgomery Centre), and leave a message for the BCJS department or e-mail bcjsinforequest@sd43.bc.ca and cc your instructor.
5. We request that you dress professionally. Please be cognizant of those who have allergies to fragrances. Our locations are considered, "Scent Aware".
6. Please park in the appropriate parking lot which is clearly marked "STUDENT PARKING ALLOWED."
7. DO NOT utilize iPods, cell phones or similar devices during instructional class time. Cell phones must be turned off or kept on vibrate/silent mode during class.
8. DO NOT check your home e-mails or social networking accounts during instructional time. Internet use is only allowed if your Instructor has permitted it.
9. NO food or drinks are allowed in the computer lab. A sealed water bottle kept at your feet is acceptable.
10. Provincial policy bans all smoking or vaping on all government properties including Coquitlam Continuing Education.
11. You will receive evaluation forms for each course. Please complete and return them to the office. Please do not leave them in the classroom.
12. For courses where textbooks are loaned, they must be returned by the last day of the program prior to receiving your course certificate, transcripts and diploma, otherwise you will be charged the going rate for the textbooks.
13. There will be no refunds issued for any course with less than the required cancellation notice. See the Policies tab of www.ce43.com for complete BCJS refund policy. Visit the BCJS department office if you would like a print out of the policy.

ADMINISTRATIVE ASSISTANT & COMPUTERIZED ACCOUNTING DIPLOMA PROGRAMS

Policies and Procedures

Welcome to the Business, Careers & Job Skills (BCJS) Department of Coquitlam Continuing Education. We would like you to think of our school as a business office where you have taken a new job. Therefore, we hope you will commit yourself to regular, punctual attendance. Our goal is to provide you with top quality instruction and materials as you embark on this new chapter of your career.

To graduate from our diploma and certificate programs you will be required to:

1. Meet the objectives set for each class as outlined in the course outlines.
2. To receive a diploma or certificate, you must have 80% or greater class attendance for each course that you are registered in, as well as pass each course. If you are late or leave early that will be included in that 80% calculation. If more than 80% of the course is missed, the entire course will have to be repeated at the student's expense. For extenuating circumstances, students should liaise with their instructor to make special arrangements.
3. If you are unable to attend your class, please call 604-936-4261 (Montgomery Centre), and leave a message for the BCJS department or e-mail bcjsinforequest@sd43.bc.ca and cc your instructor.
4. If you have any concerns with your course (curriculum, instructor or classmates, etc.) please address them with your instructor first, if possible. If the issue is not resolved, please make an appointment to meet with either the Assistant Coordinator or BCJS Manager to discuss next steps.
5. Strive to attain a minimum (net words per minutes) typing speed of 55 wpm.
6. We request that you dress professionally. Thank you for being well groomed and clean in your appearance. Remember, coming to school is a precursor to working in an office or professional environment. How would you dress to go to work with your new skills? Please be cognizant of those who have allergies to fragrances.
7. We strive to keep this a safe learning environment for all of our students, as such, swearing and disrespectful conduct will not be tolerated.
8. Please park in the appropriate parking lot which is clearly marked "STUDENT PARKING ALLOWED."
9. DO NOT utilize personal electronic devices during instructional class time. These must be turned off or kept on silent during class. Absolutely NO CELL PHONES DURING EXAMS without instructor permission.
10. Internet use is only allowed if your instructor has permitted it and must be according to SD 43 guidelines.
11. NO food or drinks are allowed in the computer labs. A sealed water bottle kept at your feet is acceptable. This also applies to Open Lab times. Disregard for this policy will result in a loss of lab time privileges.
12. NO SMOKING or VAPING on school property is permitted, as per Provincial policy banning all smoking on all government properties including Coquitlam Continuing Education.
13. You will receive evaluation forms for each course. Please complete and return them to the office.
14. For courses where textbooks are loaned, they must be returned by the last day of the program (in the same condition as received) prior to receiving your course certificate, transcripts and diploma, otherwise you will be charged the going rate for the textbooks.
15. If you are registered for a practicum, there will be no refunds issued after the initial student meeting with the Practicum coordinator.
16. There will be no refunds issued for any course with less than the required cancellation notice. See the Policies tab of www.ce43.com for complete BCJS refund policy. Visit the BCJS department office if you would like a print out of the policy.

If for some reason you do not meet the minimum standards for any one of these courses, we will keep your records on file, so that when you do take further courses/classes to meet these requirements, we will give you credit towards your diploma or certificate. All requirements for the diploma or certificate programs must be completed within 2 years of the start date.

Please sign one of the copies and return the signed copy to your Instructor. Keep one of the copies for your records.

MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM

Policies and Procedures

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8. Please park in the appropriate parking lot which is clearly marked "STUDENT PARKING ALLOWED."
9. DO NOT utilize personal electronic devices during instructional class time. These must be turned off or kept on silent during class. Absolutely NO CELL PHONES DURING EXAMS without instructor permission.
10. Internet use is only allowed if your instructor has permitted it and must be according to SD 43 guidelines.
11. NO food or drinks are allowed in the computer labs. A sealed water bottle kept at your feet is acceptable. This also applies to Open Lab times. Disregard for this policy will result in a loss of lab time privileges.
12. NO SMOKING or VAPING on school property is permitted, as per Provincial policy banning all smoking on all government properties including Coquitlam Continuing Education.
13. You will receive evaluation forms for each course. Please complete and return them to the office.
14. For courses where textbooks are loaned, they must be returned by the last day of the program (in the same condition as received) prior to receiving your course certificate, transcripts and diploma, otherwise you will be charged the going rate for the textbooks.
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Please sign one of the copies and return the signed copy to your Instructor. Keep one of the copies for your records.

WI-FI & WEBMAIL PROCEDURES

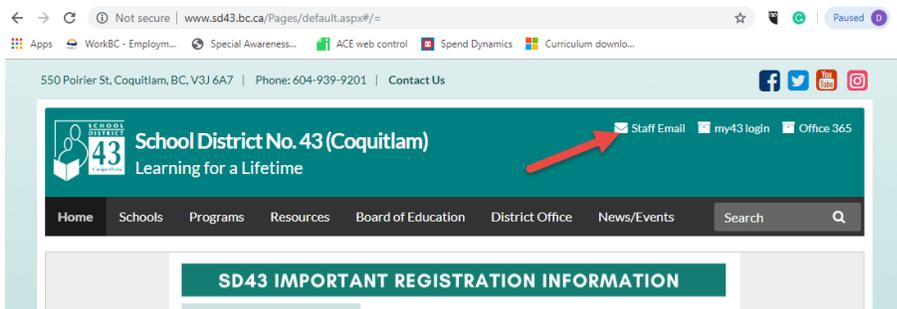
HOW TO ACCESS WI-FI ONSITE

- 1.) Join “SD43-Guest” as your Wi-Fi network on your device.
- 2.) When prompted, **enter your name and cell phone number.**
- 3.) You will receive a 4-digit ID and a 4-digit password that will allow you to access the guest network for the day.

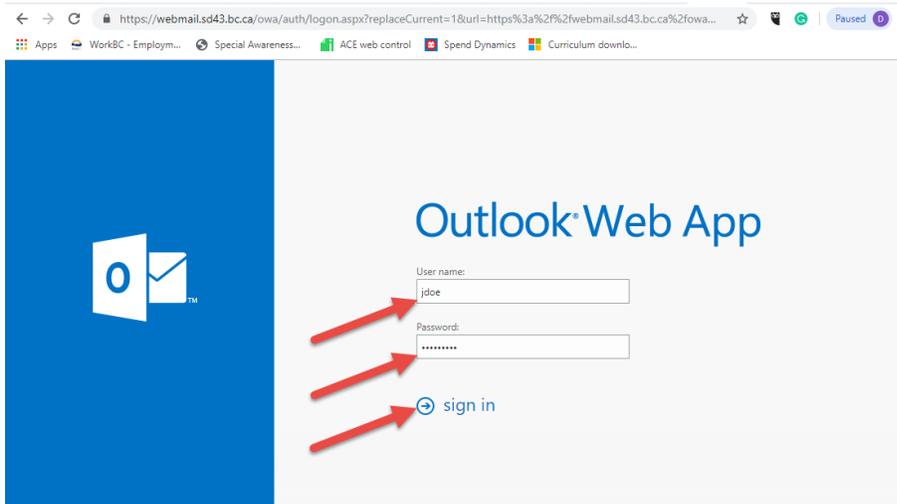
Note: the 4-digit ID and password can only be used on one device.

HOW TO UPDATE YOUR SD43 E-MAIL PASSWORD

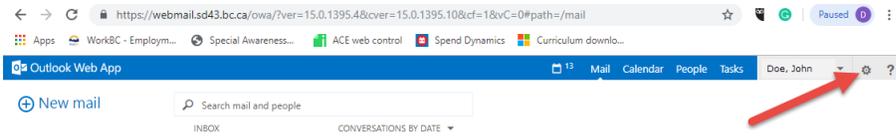
- 1) Visit www.sd43.bc.ca and click on “Staff E-mail”



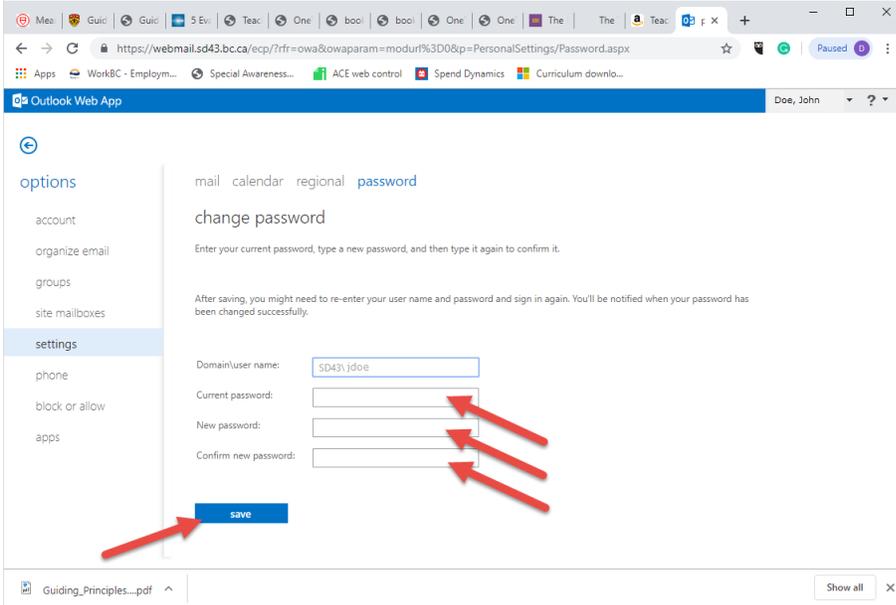
- 2) Enter your username (this is the portion of your e-mail address before the @ symbol) and password, then click “sign in”.



- 3) Click the Settings  button, and select “Change Password”



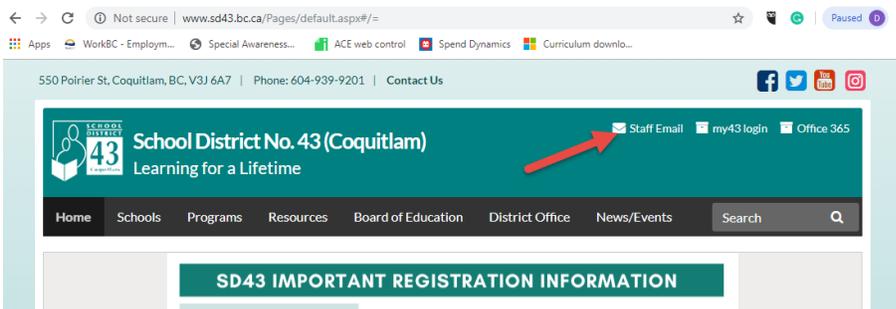
4) Complete fields as indicated and click “save”. Voila, you have a new password!



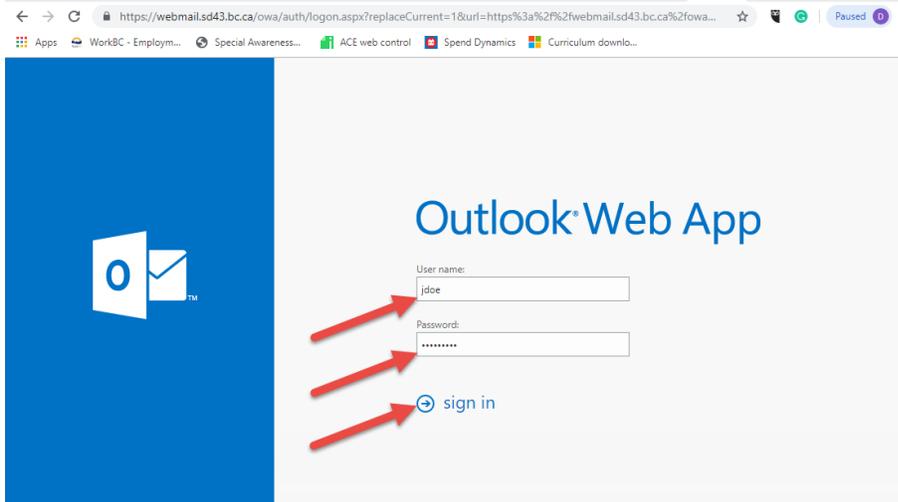
HOW TO SET AN OUT OF OFFICE ASSISTANT RESPONSE

In case of travel or for times when you are not planning on checking your e-mail frequently, it is good practice to set your automatic replies to let students know to contact bcjsinforequest@sd43.bc.ca for faster responses or to people know when you will next be available by e-mail.

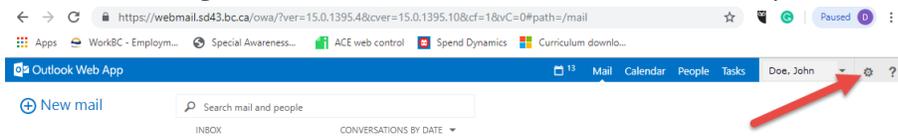
1) Visit www.sd43.bc.ca and click on “Staff E-mail”



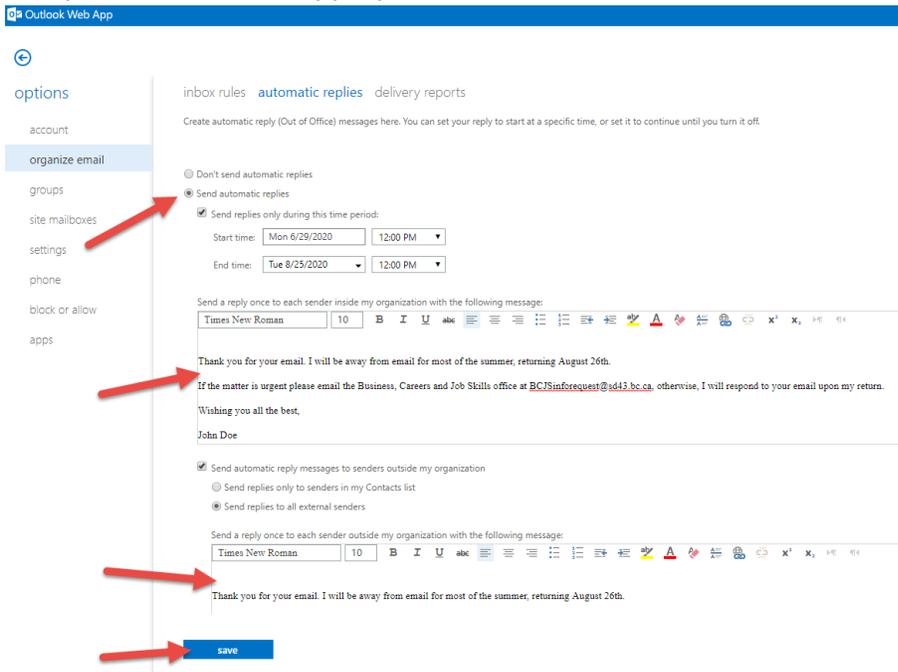
2) Enter your username (this is the portion of your e-mail address before the @ symbol) and password, then click “sign in”.



3) Click the Settings  button, and select “Set Automatic Replies”



4) Complete the fields as appropriate and click save:

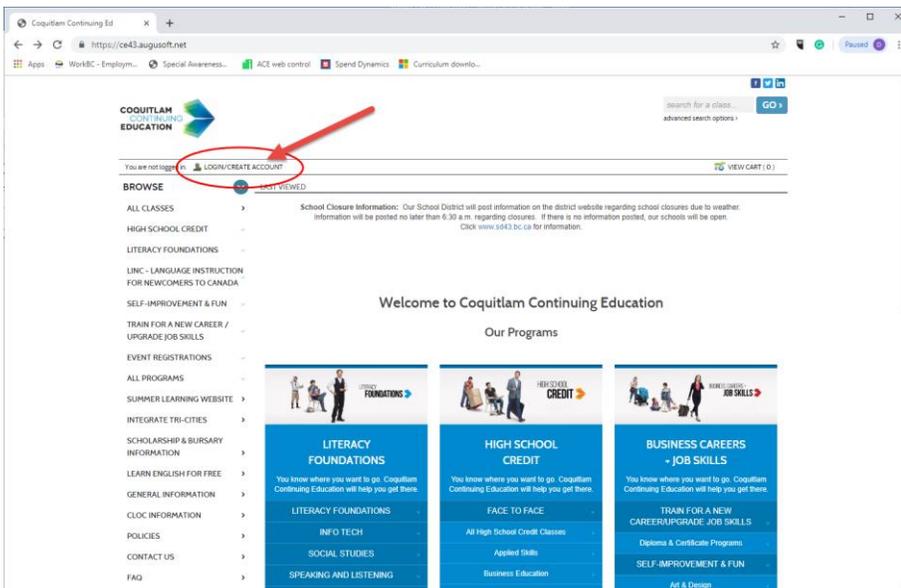


LUMENS PROCEDURES

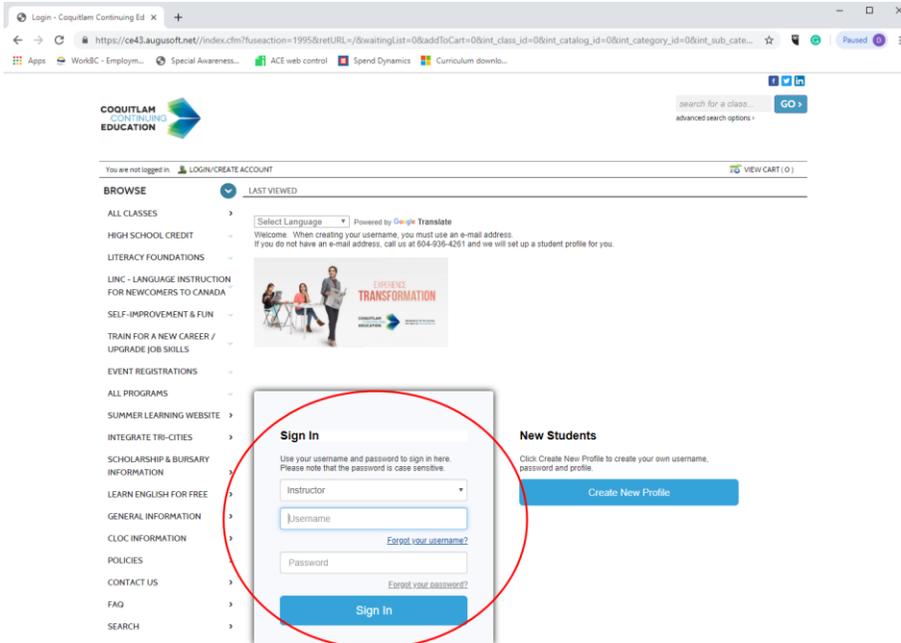
LOGGING IN TO LUMENS

1) Copy and paste the below link into your Internet browser:

<https://ce43.augusoft.net/>



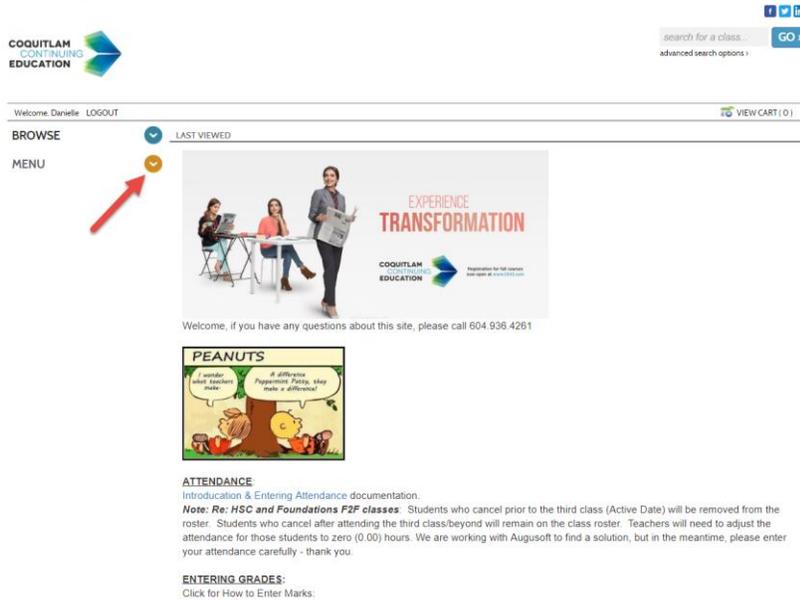
2) Click on LOGIN/CREATE ACCOUNT. You will get the page below.



3) Ensure “Instructor” is selected from the drop down and enter your username and password provided. Click Sign In and you’ll be taken to the Instructor Welcome Page.

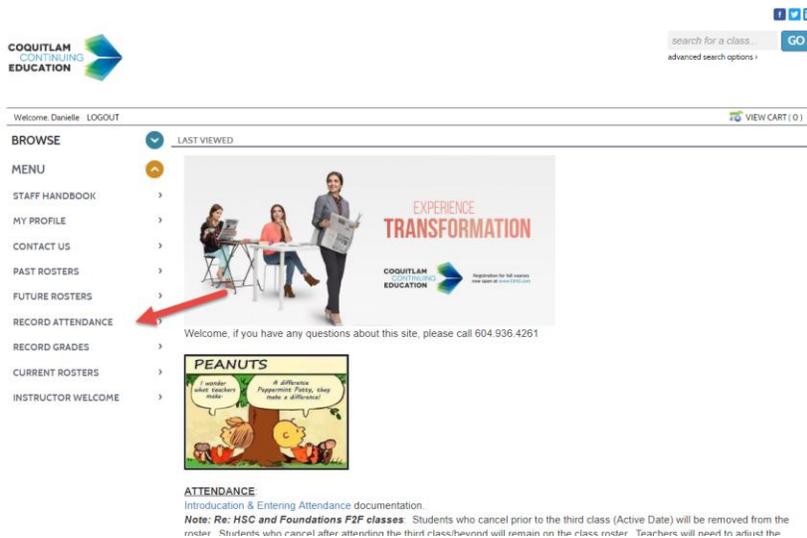
ENTERING ATTENDANCE IN LUMENS

1) Click the golden drop down button next to “Menu”.



The screenshot shows the Coquitlam Continuing Education website. At the top left is the logo. At the top right are social media icons and a search bar. Below the header, there is a navigation bar with 'BROWSE' and 'MENU'. The 'MENU' dropdown is open, showing a golden arrow button. A red arrow points to this button. The main content area features a banner for 'EXPERIENCE TRANSFORMATION', a 'PEANUTS' cartoon, and sections for 'ATTENDANCE' and 'ENTERING GRADES'.

2) Click “Record Attendance”



The screenshot shows the same website as above, but the 'MENU' dropdown is expanded to show a list of options. A red arrow points to the 'RECORD ATTENDANCE' option. The rest of the page content remains the same.

- 3) Click “Search” and your available class to enter attendance will appear, or enter specific details to narrow it down.

Class Selection for Attendance Recording

Search for a Class using the search fields

Class Name	<input type="text"/>	Class ID	<input type="text"/>
Course Number	<input type="text"/>	Class Type	All Classes 
Schedule Type	<input type="text"/>		
Class Start Date on or After	<input type="text" value="mm/d/yyyy"/> 	Class Start Date on or Before	<input type="text" value="m/d/yyyy"/> 
Class End Date on or After	<input type="text" value="m/d/yyyy"/> 	Class End Date on or Before	<input type="text" value="mm/d/yyyy"/> 



Search for a class using the fields above.

- 4) Choose the appropriate class by clicking the “Select” button next to it.

Class Selection for Attendance Recording

Search for a Class using the search fields

Class Name	<input type="text"/>	Class ID	<input type="text"/>
Course Number	<input type="text"/>	Class Type	All Classes 
Schedule Type	<input type="text"/>		
Class Start Date on or After	<input type="text" value="mm/d/yyyy"/> 	Class Start Date on or Before	<input type="text" value="m/d/yyyy"/> 
Class End Date on or After	<input type="text" value="m/d/yyyy"/> 	Class End Date on or Before	<input type="text" value="mm/d/yyyy"/> 

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input type="radio"/>	BCJS Custom Training - Assessments(5520005 /1742)	01/06/2020	01/10/2020
<input checked="" type="radio"/>	Diploma Program Welcome AACA / AA Winter 2020(5000025 /1585)	01/06/2020	01/06/2020
<input type="radio"/>	Diploma Program Welcome CA Winter 2020(5000025 /1587)	02/10/2020	02/10/2020
<input type="radio"/>	BCJS Keyboarding Assessment- AA Winter 2020(5000023 /1550)	03/17/2020	03/17/2020
<input type="radio"/>	BCJS Keyboarding Assessment- AACA/CA Winter 2020(5000023 /1529)	04/14/2020	04/14/2020

5) Select current date and hit "Submit"

Welcome, Here, Your Name **LOGOUT** VIEW CART (0)

BROWSE LAST VIEWED MICROSOFT BASICS MICROSOFT ESSENTIALS FOR THE ADVANCED USER COMPUTER TRAINING COMPUTER TRAINING

MENU

Class Meeting Selection for Microsoft 2016: Outlook Attendance

Class Name (ID): Microsoft 2016: Outlook (1526)
 Contact Hours: 15
 Class Schedule: Multiple Schedule

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	1/13/2020-1/17/2020	Weekly - Mon, Tue, Thu, Fri	9:00 AM - 12:00 PM	Coquitlam, Montgomerie Centre Map	Here, Your Name
ClassRoom	1/24/2020-1/24/2020	Weekly - Fri	9:00 AM - 12:00 PM	Coquitlam, Montgomerie Centre Map	Here, Your Name

Class Meeting Date (Time) - Instructional Method	Class Hours	Attendance Recorded	Select?
1/13/2020 Monday (9:00 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.00"/>	1/17/2020 Here, Your Name	<input type="checkbox"/> check all
1/14/2020 Tuesday (9:00 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.00"/>	1/17/2020 Here, Your Name	<input type="checkbox"/>
1/16/2020 Thursday (9:00 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.00"/>	1/17/2020 Here, Your Name	<input type="checkbox"/>
1/17/2020 Friday (9:00 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.00"/>	-	<input type="checkbox"/>
1/24/2020 Friday (9:00 AM - 12:00 PM) - ClassRoom	-	-	<input type="checkbox"/>

Back **Submit**

6) Enter hours students attended and then click submit. You'll then be taken back to the Attendance Recording Search page.

Record Student Attendance for Microsoft 2016: Outlook

Class Name (ID): Microsoft 2016: Outlook (1526)
 Class Schedule: Weekly - Mon, Tue, Thu, Fri 9:00 AM - 12:00 PM; 4 sessions starting 1/13/2020, ending 1/17/2020 & Weekly - Fri 9:00 AM - 12:00 PM, starting 1/24/2020, ending 1/24/2020

Instructor(s):

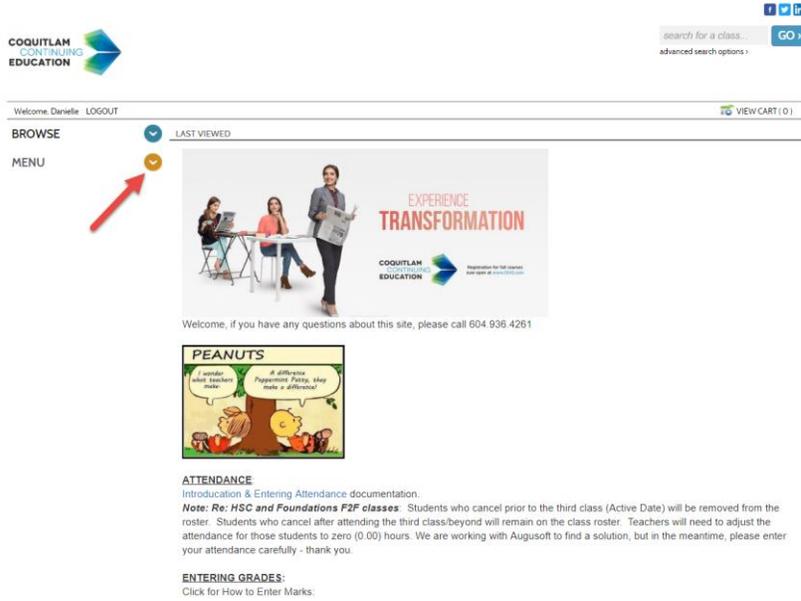
Contact hours: 15

Learner ID	Student name	1/17/2020 Friday ClassRoom
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="0.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="2.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="3.00"/>
*****	Name, Student	<input type="text" value="0.00"/>

Submit

ENTERING GRADES IN LUMENS

1) Click the golden drop down button next to “Menu”.



COQUITLAM CONTINUING EDUCATION

Welcome, Danielle LOGOUT

search for a class... GO >

advanced search options >

VIEW CART (0)

BROWSE

MENU

LAST VIEWED

EXPERIENCE TRANSFORMATION

COQUITLAM CONTINUING EDUCATION

Welcome, if you have any questions about this site, please call 604.936.4261

PEANUTS

I wonder what teachers make-

A difference Peppermint Patty, they make a difference!

ATTENDANCE

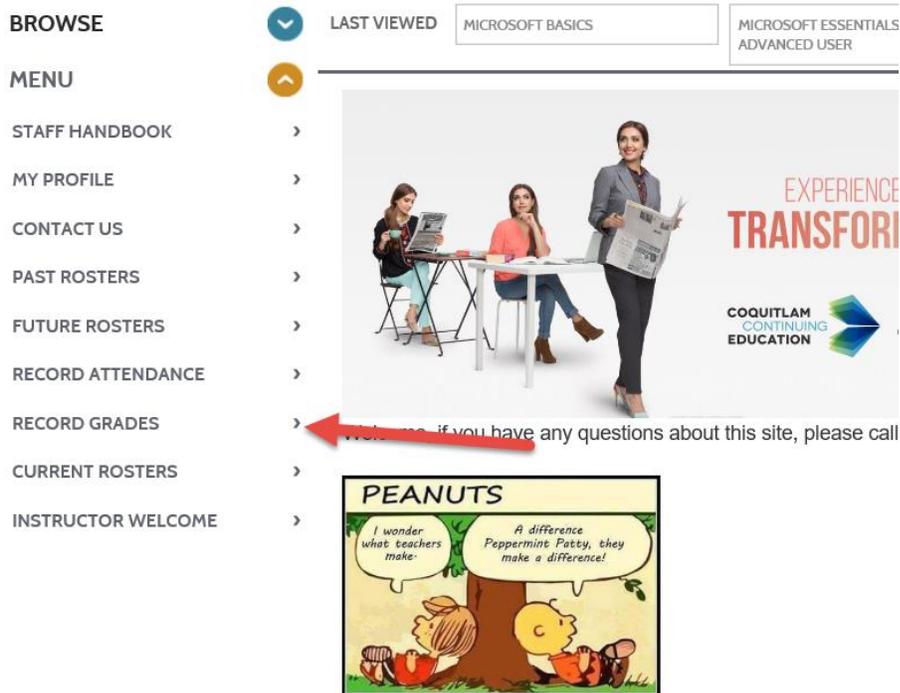
Introduction & Entering Attendance documentation.

Note: Re: JISC and Foundations P2F classes: Students who cancel prior to the third class (Active Date) will be removed from the roster. Students who cancel after attending the third class/beyond will remain on the class roster. Teachers will need to adjust the attendance for those students to zero (0.00) hours. We are working with Augusoft to find a solution, but in the meantime, please enter your attendance carefully - thank you.

ENTERING GRADES:

Click for How to Enter Marks:

2) Click “Record Grades”



BROWSE

MENU

STAFF HANDBOOK >

MY PROFILE >

CONTACT US >

PAST ROSTERS >

FUTURE ROSTERS >

RECORD ATTENDANCE >

RECORD GRADES >

CURRENT ROSTERS >

INSTRUCTOR WELCOME >

LAST VIEWED

MICROSOFT BASICS

MICROSOFT ESSENTIALS
ADVANCED USER

EXPERIENCE TRANSFORMATION

COQUITLAM CONTINUING EDUCATION

PEANUTS

I wonder what teachers make-

A difference Peppermint Patty, they make a difference!

3) You can type in the details here to find a specific class or just click “Search” to find all classes you are assigned to enter grades for.

BROWSE  LAST VIEWED MICROSOFT BASICS MICROSOFT ESSENTIALS: FOR THE ADVANCED USER COMPUTER TRAINING COMPUTER TRAINING

MENU 

Record grades: Select a class

Search for a Class using the search fields

Class Name Class ID

Course Number Class Type All Classes 

Schedule Type 

Class Start Date on or After mm/d/yyyy  Class Start Date on or Before m/d/yyyy 

Class End Date on or After m/d/yyyy  Class End Date on or Before mm/d/yyyy 

Search for a class using the fields above.

4) Click the radial button to select the class or click “next” to scroll through and find your class.

Class End Date on or After m/d/yyyy  Class End Date on or Before mm/d/yyyy 

Showing records 1 through 10 of 16.

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input type="radio"/>	Computer File Management(5100007 /1523)	01/06/2020	01/06/2020
<input checked="" type="radio"/>	Microsoft 2016: Outlook(5300004 /1526)	01/13/2020	01/24/2020
<input type="radio"/>	Microsoft 2016: Powerpoint(5300005 /1528)	01/13/2020	01/31/2020
<input type="radio"/>	Microsoft 2016: Word II(5300007 /1530)	01/20/2020	01/23/2020
<input type="radio"/>	Microsoft 2016: Word III(5300008 /1544)	02/03/2020	02/07/2020
<input type="radio"/>	Microsoft 2016: Excel I(5300001 /1536)	02/10/2020	02/13/2020
<input type="radio"/>	Microsoft 2016: Excel II(5300002 /1537)	02/14/2020	02/20/2020
<input type="radio"/>	Microsoft 2016: Excel III(5300003 /1538)	02/21/2020	02/27/2020
<input type="radio"/>	Computer File Management(5100007 /1570)	03/16/2020	03/16/2020
<input type="radio"/>	Microsoft 2016: Outlook(5300004 /1573)	03/23/2020	03/27/2020

Next >> Last >>

5) Enter correct grade value (must be a number between 0-100 even for Complete/Incomplete grading). See **GRADING SYSTEM** for more information. Enter a comment for each student, keeping in mind that this comment field will be displayed to the students. Then click “Submit” and you’re done.

For each row

- If 'recorded by' column is empty then modifications on that row will be saved only if a 'grade' is entered.
- If 'recorded by' column is not empty, then 'recorded by' column on that row will be updated only if the 'grade' is changed from current value.

Learner ID	Student name	Grade	Recorded by	Recorded on	Comments
37410	Name, Student	100 (A+)	Here, Your Name	1/23/2020	Excellent work!
58720	Name, Student	98 (A+)	Here, Your Name	1/23/2020	Add a comment for everyone
57671	Name, Student	81 (A-)	Here, Your Name	1/27/2020	Add a comment for everyone
58705	Name, Student	98 (A+)	Here, Your Name	1/23/2020	Add a comment for everyone
57089	Name, Student	83 (A-)	Here, Your Name	1/23/2020	Add a comment for everyone
57784	Name, Student	100 (A+)	Here, Your Name	1/20/2020	Add a comment for everyone
38953	Name, Student	98 (A+)	Here, Your Name	1/20/2020	Add a comment for everyone
58573	Name, Student	100 (A+)	Here, Your Name	1/20/2020	Add a comment for everyone
57979	Name, Student	99 (A+)	Here, Your Name	1/23/2020	Add a comment for everyone
56382	Name, Student	100 (A+)	Here, Your Name	1/20/2020	Add a comment for everyone
58675	Name, Student	0 (Incomplete)	Here, Your Name	1/24/2020	Assignment A and B were not

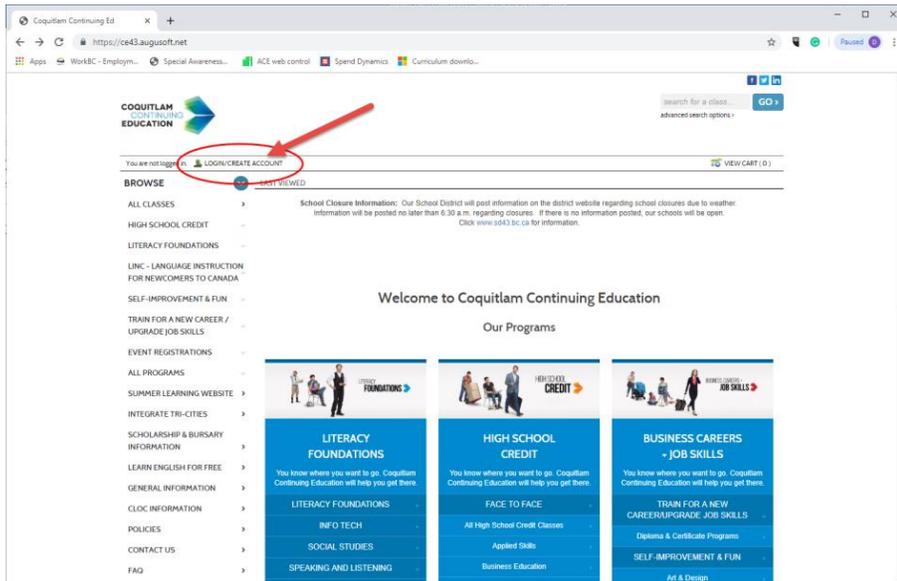
Submit Back

PASSWORD RESET FOR LUMENS

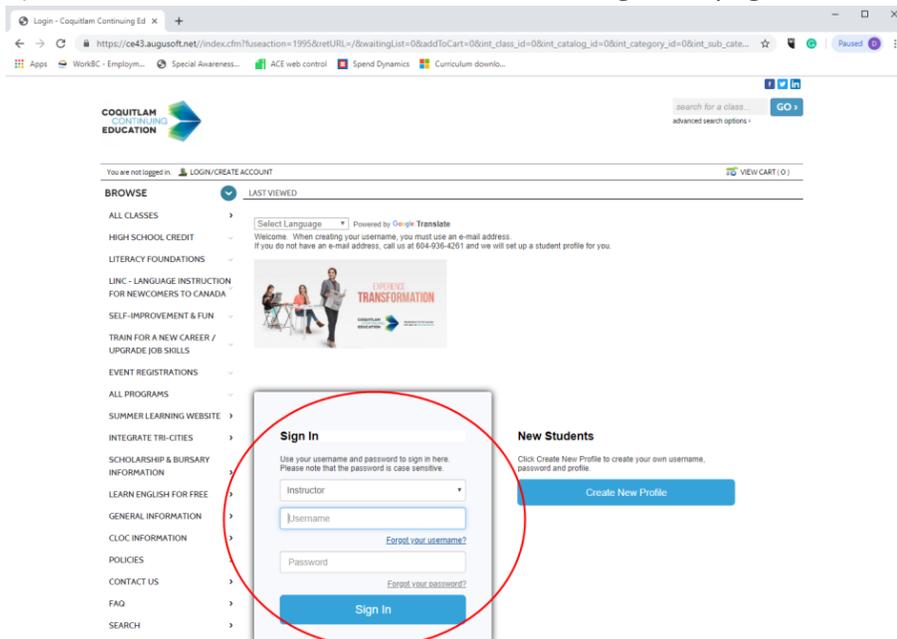
If you are unable to recall your password, try Lumens' password reset function.

1) Copy and paste the below link into your Internet browser:

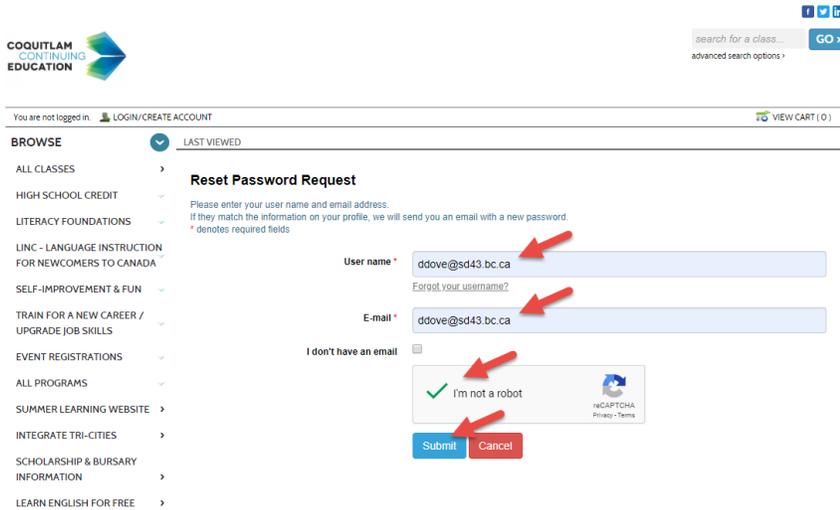
<https://ce43.augusoft.net/>



2) Click on LOGIN/CREATE ACCOUNT. You will get the page below.



- 3) Click “Forgot your password?” Then complete your username and e-mail fields, the reCAPTCHA verification and click submit:



The screenshot shows the 'Reset Password Request' form on the Coquitlam Continuing Education website. The form includes the following elements:

- User name ***: A text input field containing 'ddove@sd43.bc.ca'.
- E-mail ***: A text input field containing 'ddove@sd43.bc.ca'.
- I don't have an email**: A checkbox that is currently unchecked.
- reCAPTCHA**: A verification box with a green checkmark and the text 'I'm not a robot'.
- Buttons**: 'Submit' and 'Cancel' buttons.

Red arrows in the image point to the 'User name' field, the 'E-mail' field, the reCAPTCHA box, and the 'Submit' button.

- 4) A password reset link will be sent to your e-mail. Click the link and it will take you to the password reset page where you will need to create a new password.

COQUITLAM
CONTINUING
EDUCATION

