

Welcome to the CESA 2 Online Driver Education Course!

This course has been designed for self-starting students who need flexibility in their busy schedules. All assignments and quizzes will be done through the online course page. Parent participation in this course is crucial and necessary, please read this entire document and follow the steps to assist you through the process smoothly.

Please refer to the email you received from Joni Chandler for your instructor and their contact information.

Your student will not be able to access the required tests until you type in the password, which will open the test. **You will find passwords for each required test on page 4 of this letter.** Enter the password for the test and monitor the test taking to be sure no notes or textbooks are used. *Once the student has finished and submitted the test, please initial next to the test name that you have monitored the test. This form will need to be returned at the end of the course.*

If a student does poorly on a particular exam, it means essential material has not been understood and needs to be re-learned.

DIRECTIONS FOR ACCESS AND UTILIZATION of the ONLINE DRIVER EDUCATION COURSE:

STEP 1: Access online class.

- Go to: <https://cesa2.brightspace.com/d2l/login>
- Enter your username and password (in email from Joni Chandler)
- Click login
- Click on CESA2 Drivers Ed under "My Courses" right after logging in
- Then, click on "Content" found in the upper left of the navigation bar to open the course contents.

If you are having problems accessing your account, please contact Joni Chandler via email at joni.chandler@cesa2.org or call 608-588-3727.

MATERIALS ACCESSED ONLINE

The **Wisconsin Motorists Handbook** is used in the online class and **is the basis for the instructional permit test.** The DOT is no longer providing hard copies of the handbook. Download the WI Motorist Handbook by clicking on <http://wisconsindot.gov/Documents/dmv/shared/bds126-motorists-handbook.pdf>

STEP 2: Each chapter requires at least one written assignment to be submitted to the Online Instructor for grading and comment. All assignments are submitted through the online class.

CLASS TIMELINE: MAXIMUM OF 20 WEEKS

A student must complete the online course **in no longer than 20 weeks from the date of receipt of this letter**. The system will automatically drop a student from the online class after 20 weeks. If a student does not complete the course within the 20 weeks, a fee of **\$50** will be charged for extending a course for an additional 4 weeks. Students that are unable to complete the course within their 20-week timeline because of special family or health related circumstances will need to be proactive in contacting their online instructor with their situation so a method of putting the course “on hold” can be put into place.

STEP 3: Take REQUIRED ONLINE COURSE TESTS. Only parents may have the test passwords. Assessment is an essential part of determining whether a student has gained the skills from each chapter completed. To provide the most accurate assessment of the knowledge gained while progressing through the online Driver Education course, we require parents to monitor the taking of tests and exams. Notes or textbooks may not be used during exams, or the assessment will not give an accurate reading of the skills and knowledge developed. If a student does poorly on a particular exam, it means essential material has not been understood and needs to be re-learned. Parents or the instructor may request a particular exam to be retaken. Parental monitoring of student testing helps to provide assurance that the student is learning the skills essential to become a safe, low-risk driver.

STEP 4: The student must meet the following requirements to be eligible for a completion authorization.

- Must complete the entire course & receive a course completion email from your online instructor, with directions on the next steps.
- **Must return the filled-out Exam Verification Form-(page 4 of this document) to CESA 2, PO Box 400, Spring Green, WI 53588 or by email to joni.chandler@cesa2.org**
- If you are enrolled in Behind the Wheel with CESA 2, your MV Form will be issued and mailed to you.
- If you are going elsewhere for Behind the Wheel, you will receive a completion certificate, which will come from the DOT. Print it off and take it with you to the behind the wheel provider of your choice. They will issue the necessary paperwork to obtain the learners permit (temps). ****Please let Joni Chandler know if you will be going elsewhere for Behind the Wheel.****

Please keep in mind that the student will have to hold their temporary license for a minimum of 6 months from the date the license is obtained from the DMV and be at least 16 years old before they are eligible for the permanent license. State regulations require a Driver Education student to receive a minimum of twelve hours of instruction by a qualified instructor: 6 hours of driving, and 6 hours of observation. This will be accomplished over the 6-month probationary period.

STUDENT REMOVAL FROM ONLINE COURSE

A student may be removed from the online course at the instructor's or parent's discretion. A student may be removed from the online course for the following reasons:

- Parental request
- Lack of progress
- Poor performance
- Invalid submission of assignments
- Lack of parental monitoring
- Academic dishonesty
- Disrespectful communication

INSTRUCTOR & TECH SUPPORT HOURS

The online instructor grades and responds to student emails and assignments Monday through Friday. If the volume of submitted assignments by online students is extensive, response to assignments may take up to 48 hours.

Tech Support is available Monday through Friday 8:00 am-4:00 pm. You can contact Joni at joni.chandler@cesa2.org or call 608-588-3727.

If you have questions about your coursework, assignments, and/or tests please contact your instructor directly at the contact information given in the email.