



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

<b>TITLE:</b>	Online Programs for Secondary Schools	<b>ROUTING</b>
		LD Instructional Superintendents
<b>NUMBER:</b>	REF-5670.5	Administrators of Instruction
		CoS Administrators LD Directors
<b>ISSUER:</b>	Alison Yoshimoto-Towery, Chief Academic Officer	LD Directors LD Counseling Coordinators
	Division of Instruction	LD Instructional Technology Specialists
		Secondary School Principals
<b>DATE:</b>	October 26, 2020	Assistant Principal, SCS Counselors
<b>PURPOSE:</b>	This Reference Guide replaces REF-5670.4 dated June 27, 2019. The purpose of this Reference Guide is to outline procedures for obtaining access to licenses that have been purchased by the Division of Instruction and inform schools of how to access Blended and Virtual licenses; to understand changes in the credit-bearing online course delivery models Virtual, Blended and Prescriptive courses, as well as supplemental use of Edgenuity online course materials for instruction and intervention; and increase awareness of the Edgenuity intervention programs.	
<b>MAJOR CHANGES:</b>	This Reference Guide identifies the procedures for accessing Blended and Virtual licenses; to understand the credit-bearing online course delivery models: Virtual, Blended and Prescriptive courses, as well as supplemental use of Edgenuity online course materials; changes in the use of transcript abbreviations for Blended learning courses; and increase awareness of the Edgenuity intervention programs.	
<b>BACKGROUND:</b>	L.A. Unified schools offering online courses have used transcript abbreviations that identified the online publisher and the specific online instructional setting. The District has gone through a vetting process to select and approve online credit-bearing courses, and online intervention programs that are available to schools.	
<b>INSTRUCTIONS:</b>	As a result of the Request for Proposals that took place in Spring 2016, LA Unified has two approved providers for credit-bearing courses: Edgenuity and APEX. Schools may not offer online credit-bearing courses from any other vendor.	

The Division of Instruction has continued to make a bulk purchase of 1,525 Blended learning licenses with Edgenuity for the 2020-2021 school year. All Local Districts and Communities of Schools (CoS) are free to design their own process for allocating Blended licenses to school sites. The Local District, CoS or individual school sites must purchase Virtual licenses. They may utilize A-G funding provided to Local Districts. Schools should contact their Local District instructional technology point person for instructions on how to purchase Virtual licenses and/or to make any additional license purchases with Edgenuity or APEX. An overview of pricing may be found at <https://achieve.lausd.net/Page/11384>. License pricing information for APEX may be found at <https://achieve.lausd.net/Page/11381> and for Edgenuity may be found at <https://achieve.lausd.net/Page/11382>. Please visit <http://achieve.lausd.net/Page/11383> or contact your Local District instructional technology point person for upcoming training opportunities. Please note that if teachers attend virtual or in-person APEX or Edgenuity training, schools are expected to cover the cost for any needed substitutes/class coverage.

Virtual and Prescriptive courses are identified with the name of the online vendor in the “course name” field in MiSiS. Prescriptive courses in MiSiS will be identified with the transcript abbreviation and the vendor abbreviation (EDG or APX) followed by a “P.” Information on course offerings and corresponding MISIS course numbers can be found at <https://achieve.lausd.net/page/7845>.

As with other “A-G” approved courses, prior to enrolling a student in a course with either vendor, schools must first ensure that the online course(s) being offered appears on their UCOP A-G approved list which is located on the Course Management Portal. Refer to REF-5833.8 *Revision of the UCOP A-G Approved Course List* dated February 28, 2020 for more information on the process for updating school site A-G approved course list, submission dates and deadlines.

**I. Models of Implementation:** Online courses are offered in the instructional settings defined below. For each model, the principal must identify a designee to collaborate with the Local District instructional technology point person. Activities in a semester-long course must be completed per the District’s default settings. Please refer to Attachment A, Online Model Comparison Chart.

**A. Virtual Courses:** These courses are offered online with the vendor providing the appropriately credentialed teacher. Virtual courses may be used for original credit or as an option for credit recovery. These courses are ideal for students needing a course that is not offered at their school site, or for those unable to include a specific class into their regular schedule (master schedule outliers). These courses are

NCAA-approved. Some online courses may require additional materials to be purchased.

Although Virtual courses provide an online teacher with the appropriate subject credential, the school must identify a L.A. Unified credentialed teacher (in any subject area) to serve as a supervising mentor for students. In addition to proctoring assessments and communicating with the Virtual teacher, the supervising mentor is responsible for monitoring student progress in Virtual courses, empowering students with best practices in completing an online course, and reporting grades. Schools should designate a faculty member for this role who is able to build rapport with students and reflect with them on progress and needs.

1. In Virtual courses, the supervising mentor cannot assign supplemental assignments from any other source. The supervising mentor is responsible for reporting all grades assigned by the vendor's Virtual instructor.
2. Supervising Mentor: a supervising mentor must be designated to oversee a school's Virtual learning program to ensure instructional fidelity, serve as the point of contact for the school's Virtual learning program, and collaborate with the Local District instructional technology point person.
3. Special Education accommodations are available for Virtual courses. Supervising mentors providing support for students with disabilities or students with 504 plans who intend to complete Virtual courses must submit the Accommodation Plan Form to the Virtual instructor during the enrollment process.
4. Virtual courses are recognized by the NCAA and must be completed between 12-18 weeks. NCAA does not recognize Prescriptive versions. NCAA students must use a non-Prescriptive version even when completing a course for credit recovery purposes.
5. Online courses in MiSiS will be identified with the transcript abbreviation and vendor abbreviation followed by an "L." For example, a Virtual Edgenuity course would appear as: "EDGL"; a Virtual APEX course would appear as "APXL."

Virtual courses provide schedule flexibility for the students. Courses may be taken during the instructional day, before/after school, Saturdays, or independently.

**B. Blended Learning Courses:** These courses provide face-to-face (synchronous) instruction that integrates online learning in ratios of in-person and independent between 50:50 to 30:70. In Blended learning courses the teacher plans and facilitates instruction, varying between face-to-face and online (asynchronous) learning to

personalize and differentiate instruction in order to meet the needs of all students. Schools must provide the appropriate subject area L.A. Unified credentialed teacher to be the primary instructor throughout the courses in this model. The subject area credentialed teacher must be programmed into a period with the students.

The credentialed instructor plans instruction and decides which lessons and supplemental materials to provide in face-to-face instruction and when to use the digital content provided by the online vendor. Some courses may require additional materials to be purchased by the school. Refer also to P. 4, "Supplemental Use of Online Edgenuity Course Content." Blended learning courses may be used for original credit or as an option for credit recovery. Also, including Advanced Placement (AP) in a blended learning model can support students wishing to take an AP course which is not offered at their school of enrollment, as well as to meet students' need to take an AP class in cases of scheduling conflicts.

1. The Blended learning teacher plans instruction and selects which concepts and skills are taught face-to-face (synchronously) and which lessons and tests would be completed independently (asynchronously).
2. The teacher utilizes the online reporting tools to identify student needs and monitor student progress, adjusting instruction between face-to-face and independent learning, and whole class, small group, and individual instruction.
3. Note that the online course programs only capture the lessons and tests completed online. The teacher must maintain course marks from online lessons and tests as well as all assignments, projects, quizzes, tests and other activities provided to calculate and determine progress grades and final course grades.
4. A site coordinator must be designated to oversee a school's Blended learning implementation to ensure fidelity to its implementation, serve as the point of contact for the school's Blended learning program, and collaborate with the Local District instructional technology point person.
5. Blended learning courses are NCAA approved.
6. As Blended learning courses are face-to-face with a highly qualified L.A. Unified subject matter teacher, the courses will not be identified with the transcript abbreviation and the vendor abbreviation in MiSiS.

Blended courses provide teachers and students the opportunity of face-to-face direct instruction (synchronous) and independent learning (asynchronous) in order to best support student learning needs. Blended learning courses may be taken during the regular instructional day, before/after school, or on Saturdays.

**C. Prescriptive Versions:** Some Virtual and Blended model courses are also offered in a Prescriptive (mastery-based) version. These courses contain the same content as the original credit versions, with a “test-out” feature allowing students to move at their own pace. The Prescriptive course option is only available for students as a credit recovery option. This model cannot be used to obtain original credit. Advanced Placement courses are not available in Prescriptive versions. Prescriptive courses are not NCAA approved regardless if offered in the Virtual or the Blended model. Any student who plans to pursue NCAA recognition should be assigned to complete a non-Prescriptive course.

Options schools may enroll students who are missing three or more courses into consecutive prescriptive online courses.

1. **Prescriptive Virtual** courses require the school to identify a L.A. Unified credentialed teacher (in any subject area) to serve as a supervising mentor for students. In addition to proctoring assessments and communicating with the Virtual teacher, the supervising mentor is responsible for monitoring student progress in Virtual courses and empowering students with best practices for completing an online course. In Prescriptive Virtual courses, the mentor cannot assign supplemental assignments; the mentor is responsible for reporting all grades assigned by the Virtual instructor. In the Prescriptive Virtual model, students must complete and pass a minimum of 80% of the course content.
2. **Prescriptive Blended courses** require the school to provide the appropriate subject area L.A. Unified credentialed teacher to be the primary instructor throughout the courses in this model. The primary instructor monitors student progress, provides direct instruction when needed, and proctors student assessments. As in a non-Prescriptive Blended model, the teacher is able to customize course content and add their own instructional resources and supplemental materials to best meet students’ learning needs. The subject area credentialed teacher must be programmed into a period with the students before or after the instructional day.

Students are not programmed into Prescriptive Blended courses during the instructional day, except for students who attend L.A. Unified options schools or independent study centers. This is due to the “test-out” feature that this model provides, which allows students the opportunity to complete a course at their own pace. Students who opt to complete a mastery-based course will be exempt from the 60-hour in-seat requirement and will obtain the course numerical credits upon successful completion of the course.

- APEX students take a pre-unit test, and test out of individual

lessons where they demonstrated proficiency.

- Edgenuity students take a pretest for each lesson individually, and are able to skip the lesson if they demonstrated proficiency.
- In Prescriptive courses the threshold for pre-tests is set to a 70% or higher pass rate in order for students to “test-out” of a lesson/unit.
- Prescriptive courses whether Virtual or Blended are not NCAA approved, so students planning to pursue NCAA recognition should not be assigned to any version of a Prescriptive course (only use non-Prescriptive courses for NCAA students).
- Prescriptive (mastery-based) courses in MiSiS will be identified with the transcript abbreviation and the vendor abbreviation followed by a “P.” For example, a Prescriptive Edgenuity course would appear as “EDGP” and an APEX Prescriptive course would appear as “APXP”

The chart in Attachment A summarizes and compares the different models for online learning.

**II. Supplemental Use of Online Edgenuity Course Content:** Edgenuity online course materials may be utilized for intervention or as an instructional materials resource. When Edgenuity course lessons are used as a supplemental resource, a highly qualified L.A. Unified credentialed instructor would utilize the digital content for specific lessons provided by Edgenuity. Instructors are able to select the content to demonstrate a skill or concept for instruction, or utilize lessons for in-class intervention synchronously or in person. For example, in order to personalize instruction to meet student needs, teachers may form groups and assign online Edgenuity lessons to students, creating the opportunity to provide direct instruction to small groups of students. In addition, when students are struggling with concepts and skills, teachers may assign specific lessons to support and reinforce learning, preventing them from falling behind or receiving a fail. Also, students in Advanced Placement courses would be able to self-select units and lessons to review in order to fortify content knowledge. In this model, the course materials are intended to supplement classroom instruction and build individual proficiency with utmost flexibility.

**III. Intervention Resources for Middle Schools:** Edgenuity provides intervention programs in Math and English called MyPath for grades 6-8. The MyPath program offers data-driven differentiated instruction for mathematics and reading. MyPath is designed to meet middle school students at their learning level, and provides age-appropriate instruction to help them get back on track. How MyPath works:

- Pinpoint gaps - Students take a reading or math placement exam to determine what they have mastered and where they are struggling.

Alternatively, schools can import existing student NWEA® MAP® Growth™, Renaissance Star 360®, or Scantron® Performance Series® scores to create Prescriptive learning paths with no additional testing.

- Personalize instruction - Students are assigned an individualized learning path (ILP) focusing on the concepts they are ready to learn. Age-appropriate instruction via direct-instruction videos and practice provides intervention, remediation, or enrichment opportunities.
- Monitor progress - Educators receive detailed and dynamic reports on student progress in real time, so they can instantly identify the topics students are struggling with, and provide immediate support.

If your school is interested in implementing these intervention programs, please contact Carol Alexander at [carol.alexander@lausd.net](mailto:carol.alexander@lausd.net) or 213-241-5607.

#### **IV. Purchasing Additional Licenses:**

Each Online Course Publisher has its own list of approved course offerings and pricing plans.

1. License pricing information for APEX may be found at <https://achieve.lausd.net/Page/11381>
2. Edgenuity pricing information may be found at <https://achieve.lausd.net/Page/11382>.

For any questions on prices or services, please contact the Procurement Services Division at (213) 241-8708 and ask to speak with a Contract Analyst, or visit the Procurement Services webpage at <https://achieve.lausd.net/Page/400>

Shopping carts should reference the Vendor number and the Contract number that are listed below. The SAP Product Category for:

- Instructional Licenses is 78575
- Professional Development is 96102

Direct any questions about this process to the Shopping Cart Support Center. Visit <https://achieve.lausd.net/Page/3553> for information.

Step-by-Step Instructions:

- Contact the vendor that offers services of interest to you. Obtain quote, scope of services and delivery schedule. If services will extend over weeks or months, include an invoice schedule also.
- Create a shopping cart and reference
  - Vendor # (enter in “Preferred Vendor” field)
  - Contract # (enter in the “Sources of Supply” tab. If an error message is received at this point, contact your Shopping Cart Support Center).

- Attach quotation, scope of work and payment schedule.
- Submit for approval.

Vendor Information:

- APEX Learning
  - Vendor # 1000003186
  - Contract # 4400004863
  - Contact: Armine Movsesyan, [armine.movsesyan@apexlearning.com](mailto:armine.movsesyan@apexlearning.com)
- Edgenuity
  - Vendor # 10000000059
  - Contract # 4400004864
  - Contacts: Dr. Lisa Bliss, [lisa.bliss@edgenuity.com](mailto:lisa.bliss@edgenuity.com) and Sherrie Gunther, [sherrie.gunther@edgenuity.com](mailto:sherrie.gunther@edgenuity.com)  
General information may be found at <https://www.edgenuity.com/lausd/>
  - Edgenuity specialists supporting training and implementation are below:
    - LD Central and LD East: Ariel Lehtonen, [ariel.lehtonen@edgenuity.com](mailto:ariel.lehtonen@edgenuity.com)
    - LD Northeast and LD South: Jennifer Stephenson, [jennifer.stephenson@edgenuity.com](mailto:jennifer.stephenson@edgenuity.com)
    - LD Northwest and LD West: Justine DePeralta, [justine.deperalta@edgenuity.com](mailto:justine.deperalta@edgenuity.com)

General information on training options, including ongoing support for teachers and schools implementing Edgenuity, can be found at <https://www.edgenuity.com/lausd/>

Contact your Local District instructional technology point person listed below for further information on upcoming training opportunities for online learning programs. Please note that if teachers attend APEX or Edgenuity training, schools are expected to cover the cost for any needed substitutes/class coverage.

**V. School Point of Contact**

All schools that would like to offer online credit-bearing courses must first designate a point of contact for each of the implementation models being offered. The individual(s) designated by the principal is responsible for overseeing the fidelity of the program’s implementation and progress as well as being the point of contact for the Local District instructional technology point person. The Division of Instruction does not offer any compensation for assuming these roles. Please submit principal’s selections for points of contact at: <http://bit.ly/designatedpoc>



	<ol style="list-style-type: none"> <li>1. If offering Virtual courses, school must designate a Supervising Mentor to oversee and support all mentors at the school site.</li> <li>2. If offering Blended learning courses, school must designate a Site Coordinator to oversee and support all teachers hosting a Blended learning course at the school site.</li> </ol> <p><b>VI. Student Privately Purchased Courses</b></p> <p>Students wishing to engage in online learning through a private online school must first verify the institution is accredited, and the A-G courses offered are accepted by UC/CSU and L.A. Unified.</p> <ol style="list-style-type: none"> <li>1. Students may complete A-G courses at accredited online schools if: <ul style="list-style-type: none"> <li>• The accredited online school has an active A-G list on the course management portal at: <a href="https://hsarticulation.ucop.edu/agcourselist">https://hsarticulation.ucop.edu/agcourselist</a></li> <li>• The online course(s) to be completed are listed on the online school’s A-G approved course list. See BUL-6838.1 <i>Criteria for Granting Instructional Credit in Secondary Schools</i>, dated November 21, 2017 for further information.</li> <li>• The accredited online school issues a transcript at the end of the course.</li> <li>• The online course is equivalent to a course found on the LA Unified course catalog.</li> </ul> </li> <li>2. Students must receive approval by the principal or designee prior to enrolling in an A-G course offered by an accredited online school.</li> <li>3. Transcripts are not automatically sent to the high school of attendance. It is the responsibility of the parent and the student to submit transcript(s) to the appropriate school office.</li> <li>4. As a reminder, online courses purchased with school funds are limited to the vendors approved by L.A. Unified.</li> </ol> <p><b>Local District Instructional Technology Supports</b></p> <p>For more information or support, please contact your Local District instructional technology point person listed below:</p> <ul style="list-style-type: none"> <li>• LD Central: Jonique Burton, <a href="mailto:jonique.burton@lausd.net">jonique.burton@lausd.net</a></li> <li>• LD East: J. Alex Hernandez, <a href="mailto:julio.hernandez@lausd.net">julio.hernandez@lausd.net</a></li> <li>• LD Northeast: Melecio Castillo, <a href="mailto:melecio.castillo@lausd.net">melecio.castillo@lausd.net</a></li> <li>• LD Northwest: Elijah Wang, <a href="mailto:exw2588@lausd.net">exw2588@lausd.net</a></li> <li>• LD South: Rudy Rizo, <a href="mailto:rudy.rizo@lausd.net">rudy.rizo@lausd.net</a></li> <li>• LD West: Kevin Clanin, <a href="mailto:kjc3313@lausd.net">kjc3313@lausd.net</a></li> </ul>
<b>RELATED RESOURCES:</b>	<ul style="list-style-type: none"> <li>• Attachment A – Online Models Comparison Chart</li> <li>• Please also refer to REF-5833.8 <i>Revision of the UC/CSU A-G Approved Course List</i>, dated February 28, 2020.</li> </ul>
<b>ASSISTANCE:</b>	<p>For assistance or further information, please contact Carol Alexander at <a href="mailto:carol.alexander@lausd.net">carol.alexander@lausd.net</a></p>

