



## Virtual Education Course Submission Process

**Date:** November 2018

**Collection:** 2018-19 School Year Courses Second Semester

**Instructions:** <https://virtual307.com/policy/>

**Deadline:** December 14, 2018

### Overview Steps

- If the classes are not already added, complete the **WDE638 WISE Course Inventory for Current School Year**
  - Follow the WDE638 information at [Data Collection Suite – Forms Inventory](#)
  - Include **each** virtual education course to be provided during the 2018-19 school year
  - Provide entries for all required fields
- Complete a **Virtual Education Course Syllabus** for each course not previously approved or with updates

- Use the **Syllabus TEMPLATE** and **INSTRUCTIONS** posted on the Virtual 307 site
- Save each syllabus as a single pdf. file
- Use the required file naming convention

- *Content Area* on WDE638 (two uppercase letters)

**LA** - English & Language Arts

**MA** - Math

**SC** - Science

**SS** - Social Studies & History

**FL** - Foreign Language

**PE** - Physical Education & Health

**FA** - Fine & Performing Arts

**VE** - Career & Vocational Education

**OT** – Other

- *Local Course Name* on WDE638 (uppercase and lowercase),

- *School District* first three letters and number

- One space

- *School Year* 18-19

- Syllabus pdf. file naming convention examples

- Albany County School District 1 Example

- Syllabus PDF File Name: **LARReadingisFunALB1 18-19**

- Big Horn County School District 1 Example

- Syllabus PDF File Name: **MAMath101BIG1 18-19**

- Send VE Course contact information and syllabi to Lori Thilmany through Dropbox, Google Drive or email ([lori.thilmany@wyo.gov](mailto:lori.thilmany@wyo.gov))

- Submit all syllabi by **December 14, 2018**

### WDE Virtual Education Course Review and Approval

- Course approval will be based on WDE Content Specialists syllabi review to ensure that standards and benchmarks are aligned to Wyoming Content and Performance Standards
- The WDE Content Specialists review syllabi within two weeks
- If there is additional information or revisions required for the course syllabi, the district VE Course contact will be asked to submit updated syllabi within two weeks
- Approved course syllabi will be posted to the Virtual 307 website

For more information, contact Lori Thilmany, at (307)777-7418 or [lori.thilmany@wyo.gov](mailto:lori.thilmany@wyo.gov)