

## Checklist for Online Learning Coordinators

This checklist represents action items online learning coordinators may want to implement to manage student participation in online courses within Section 21f policy guidelines.

- Review results of online learning readiness rubric with student/parents.
- Identify areas where student may need additional support to ensure success.
- Determine the technology and internet access the student has at home.
- Counsel/assist student with online course selection process.
- Ensure student meets the specific online course prerequisites.
- Share demo of online course (if available) with student/parents.
- If applicable, review student IEP and identify appropriate student accommodations.
- Secure parental consent for enrollment in online course(s).
- Secure signed student agreement that outlines expectations for online learning.
- Take necessary steps to ensure the student is enrolled in the online course.
- Add online course(s) to student's course schedule in the district's student information system.
- Provide student with basic orientation to online learning.
- Assign mentor and arrange for initial meeting with student.
- Determine student schedule for daily online course activity.
- Determine primary and secondary locations where student will access online course(s).
- Establish paths for assistance with challenges in technology.
- Establish preferred method of communication with parent/legal guardian.
- Discuss and agree upon the consequences for the student if he/she is unsuccessful in completing and passing the course.
- Determine how and when course completion is recorded in the student's academic record.