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.

☐ Assign mentor and arrange for initial meeting with student.

☐ Identify areas where student may need additional support to ensure success.

☐ Determine student schedule for daily online course activity.

☐ Determine the technology and internet access the student has at home.

☐ Determine primary and secondary locations where student will access online course(s).

☐ Counsel/assist student with online course selection process.

☐ Establish paths for assistance with challenges in technology.

☐ Ensure student meets the specific online course prerequisites.

☐ Establish preferred method of communication with parent/legal guardian.

☐ Share demo of online course (if available) with student/parents.

☐ If applicable, review student IEP and identify appropriate student accommodations.

☐ Discuss and agree upon the consequences for the student if he/she is unsuccessful in completing and passing the course.

☐ Secure parental consent for enrollment in online course(s).

☐ Secure signed student agreement that outlines expectations for online learning.

☐ Discuss and agree upon the consequences for the student if he/she is unsuccessful in completing and passing the course.

☐ Take necessary steps to ensure the student is enrolled in the online course.

☐ Determine how and when course completion is recorded in the student’s academic record.

☐ Add online course(s) to student’s course schedule in the district’s student information system.

☐ Provide student with basic orientation to online learning.