



## Roles and Responsibilities

Who is involved in your distance learning course?

### **School Board and Superintendent:**

Approves the school/district participation in Iowa Learning Online (ILO) and ensures local district policies that support participation.

### **High School Principal:**

Determines process by which students participate in ILO courses; determines what ILO course will be offered for local high school credit; identifies local student coaches capable of mentoring district students; and ensures effective Internet access to online courses.

### **School Counselor:**

Enrolls local students in appropriate ILO course(s) and informs ILO of designated student coaches; assigns appropriate grades and credit to student's records once information is received from student coach; and coordinates local student coaches if more than one.

### **Student Coach:**

Point of contact between the district/school and ILO; proctors all exams; receives course materials /orientation materials; distributes course materials / orientation materials and website access information to enrolled students; ensures students have access to appropriate computer hardware / software; facilitates initial meeting with student(s) to establish clear course expectations; meets regularly with student(s) and regularly reviews online student progress reports; maintains regular correspondence with course instructor; initiates ongoing student progress communication with parents; forwards student's final percentage and recommended grade received from course instructor to school counselor.

### **Technology Specialist:**

Provides computer tech support; locates a dedicated computer for student use; ensures all web-based course content travels through school network firewall; provides access to computer hardware software, and peripherals as needed; maintains software installations according to specified licensing requirements. Tech support is provided from a variety of sources. The student coach and instructor will coordinate finding the appropriate resource for assistance.

### **Online/Distance Learning Instructor:**

Sends Getting Started and orientation materials to student coaches; creates and distributes a syllabus and calendar for the course; evaluates online student work and provides needed feedback; answers student questions concerning course material and assists students in quiz and test preparation; communicates with student coaches on regular basis and parents as needed; sends student's final percentage and recommended grade to student coach following completion of course (information will then be forwarded to school counselor by the student coach).

### **Student:**

Sets aside enough time daily to complete course work and study; enjoys independent learning opportunities; participate regularly in online and/or ICN discussions and forums; communicates frequently with instructor, student coach, parents.

### **Parents:**

Encourage student effort and provide scheduling assistance for student; work, as needed, with student coach, instructor, and student to resolve student participation problems; conduct regular reviews of student's progress.