



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 that local district policies 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 the student coach; and coordinates local student coaches if there is more than one.

Student Coach:

Acts as the 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 and software and coordinates with the instructor to ensure that the student gets appropriate tech support; 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 and software, and peripherals as needed; maintains software installations according to specified licensing requirements.

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; coordinates with the student coach to ensure that the student has access to appropriate tech support.

Student:

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

Parent:

Encourages student effort and provides scheduling assistance for student; works, as needed, with student coach, instructor, and student to resolve student participation problems; conducts regular reviews of student's progress.