

## Prepare for Success

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Familiarize yourself with the digital curriculum and resources.

- Make appropriate changes to the course outline.
- [Cascade Due Dates](#) – for scored activities within your start and end dates.
- Complete your Teacher Bio and update contact information in your Profile.

Send a welcome e-mail to students with the following information:

- Student username and temporary password.
- Important dates: course start and end date and due dates for all activities.
- Late work policy.
- Course materials list (earbuds, portfolios, novels, etc.).
- Course syllabus (located in Resources).
- How to submit work online and [messages](#).
- Office hours when you are available for direct communication.
- Response time for phone calls and e-mail (usually 24 hours).
- Turnaround time for graded assignments (usually 3 days).

## Conduct a Student Orientation

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- Watch the [Student Orientation](#) video.
- Watch the [Ready, Set Go! Working with Courses](#) and [Check Your Progress](#) videos.
- Help students [sign in](#) and change passwords.
- [Set up parents as coaches](#) to receive a weekly progress email for their student.
- Call and welcome each student during the first two weeks of enrollment.

## Monitor Student Progress

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- Dashboards: View a snapshot of student progress and performance.
- Student Overview: View student progress across enrollments. [Learn more](#).
- Activity Scores Report: View individual student performance data including due dates, completion dates, and scores.
- Student Progress Report: View metrics for every student including activities overdue, on schedule percent, quality of work, and days since last access.
- Student Summary Report: View progress for individual students across courses including start date, grade, and session time.

Virtual Teacher

## Provide Instruction

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Use [progress and performance data](#) to identify struggling students and develop interventions. Consider providing small group and individual direct instruction.

- Small Groups: Provide tutoring and review using web conferencing tools.
- Discussions: Facilitate participation and interaction with and among students.
- Feedback: Provide formative feedback on graded assignments.

## Communicate Progress with all Stakeholders

Establish and maintain regular communication with mentors, students and parents.

- [Communicate progress](#) with parents using the coach report, email, and other communication.
- Review student progress toward completion weekly and send constructive feedback.
- If a student is less than 70% on schedule or has not accessed the course in over 5 days, call the student, e-mail the mentor, and e-mail the parent.
- Post announcements vary topics from general hints about assignments to end of term warnings, major concept reviews, and examples of good work.

Recommended Announcements		
<b>Beginning the Course</b>	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• System Check-Up</li> <li>• Watch the orientation videos</li> <li>• Course policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Late work policy</li> <li>• Academic honesty policy</li> <li>• Where to find Due Dates</li> <li>• How to submit work</li> </ul>
<b>During the Course</b>	<ul style="list-style-type: none"> <li>• Homework tips for specific activities</li> <li>• Directions for additional activities</li> <li>• Due Date reminder: Unit Test, last day to submit work for a Unit</li> </ul>	<ul style="list-style-type: none"> <li>• How to post replies in Discussions</li> <li>• Confirmation of holidays when no work is due</li> <li>• Notification of sick or vacation days taken by teacher</li> </ul>
<b>Finishing the Course</b>	<ul style="list-style-type: none"> <li>• Due Date reminder: Final Exam, all remaining work</li> </ul>	<ul style="list-style-type: none"> <li>• When final grades will be posted</li> </ul>

## Use Teacher Resources and Answer Keys

- **Teacher Scored Activities:** Open the activity in the course window. Click **Show Answers** to see answers and grading suggestions.
- **Computer-Scored Activities:** Questions and answers can be accessed by selecting the **Preview** link.
- [Coach Getting Started Guide](#)
- [National Standards for Quality Online Teaching](#)

