

Top 10's for Starting an e-Learning Program

10) Planning	-Must involve the Stakeholders in the board	
9) Organized	-When are we going to offer it? -What do we need to offer? -Details re workload? -All details sorted re: registration and set up	
8) Select courses	-With senior admin, principals, and demands/conflict issues	
7) Select teachers	-assigned with application process -utilize experts in the system (adult ed teacher interest? Blended learning experts? during start up) -Right staffing is critical -Past problems have arisen in other boards when teachers not asked but assigned to e learning, avoid reluctance -Must log on every day, be in the school and available, it is the same	
6) Training	-Teachers need training and support via DeLC , ReLC -Mentorship with other experienced teachers -We already have experts in our board via Adult ed	

5) Awareness and Promotion	<ul style="list-style-type: none"> -Awareness and Promotion via Admin, union, guidance, students -Put it as an option a head of time in the courses calendars -Make teachers, parents, subject councils aware 	
4) Be Prepared	<ul style="list-style-type: none"> -For the tech demands -Teachers need computers/laptops -Registration demands at peak times of the year -Teacher support demands -Questions from parents and teachers -D2L helpdesk as a resource for teachers 	
3) Org	<ul style="list-style-type: none"> -Most up to date courses available to teachers -Set up registration for semester -Be prepared to change roles and permissions as needed -Set up org homepage and course default homepage -Check links are working, report those not 	
2) Orientation Course	<ul style="list-style-type: none"> -5 lessons for students to do before beginning -Even students who were previously enrolled in e courses -Teachers must facilitate this... can be added to their org/course -Pre-screening students (self-directed, motivated, comfortable with computers, able to use email, internet browser, work processor, disciplined, independent, able to stay on task) -Have students finish before entering full course, set time limit, mandatory, (some unions allow for flex factor via higher initial dropout rates, many boards overload at start expecting drop outs early on, teachers are aware of this process in those boards) 	
1) Keep it Simple	<ul style="list-style-type: none"> -Lots to do -Lots to think about -Make sure you are set up for success!!! -Choose courses and teachers that will be successful -Ensure your students are committed and oriented to e learning so they can also be successful 	