



DIAL Virtual School
c/o CORE Educational Cooperative
PO Box 518
Platte SD, 57369
Phone: (605) 337-3178
Fax: (605) 337-3180
www.dialsd.net



FACILITATOR GUIDELINES

Introduction: Welcome to the DIAL Virtual School instructional team. As a distance learning class facilitator, you play an important role as an extension of the distance teacher in the local classroom. The teacher is responsible for the class planning and instruction, but your assistance can greatly aid the teacher in teaching and reaching out to students through online technology. The purpose of this guide is to outline the expectations for class facilitators and to provide the information needed to perform those tasks.

Expectations

The students who do best in distance learning classes are those with organized, attentive and motivated facilitators. Organization is essential to ensure class materials are available when needed. The following guidelines will assist you in being ready for your class:

- At the beginning of the year, course materials will be provided to you. Materials may be in print or electronic format. During the year, additional class materials will be provided as needed.
- Instructional materials are the property of the DIAL Virtual School and must be returned upon completion of the class. The facilitator should inventory materials when received and maintain accountability of materials throughout the course. The district is responsible for the cost of replacing any items not returned to DIAL.
- Support materials will be sent to you. Please refer to these materials to determine what handouts are needed.
- On occasion you will be asked to send a variety of information back to the teacher. Please remember to retain a copy of everything before mailing the original back to the teacher.
- Maintain control and accountability of textbooks, lab and instructional materials, tests and quizzes. Monitor students during tests and quizzes to prevent cheating.
- Be familiar with the DIAL Virtual School Distance Education Policies.
- Bring to the attention of the teacher any concerns about students or the class.
- Maintain confidentiality of the student-teacher and teacher-facilitator communications.
- Facilitators for online classes will receive log-in instructions from the DIAL Virtual School. If you need additional assistance, please contact your district technology coordinator or your DIAL teacher.
- If you have questions, comments or concerns please don't hesitate to give us a call. You may contact the teacher or the DIAL Virtual School Director, Casey Bailey, casey.bailey@k12.sd.us.

DAILY TASKS:

- Take attendance in accordance with local district policy.
- Copy and handout class materials as needed. You will be informed by the online teacher what is needed for class via email, fax, or in a weekly lesson plan.
- Some activities such as a lab will require you to prepare in advance and gather materials before class.
- Monitor classroom students and implement/enforce school behavior policies through your physical presence in the classroom.
- Safeguard tests and answer keys.
- Log in to Blackboard classes at dial.blackboard.com daily to check announcements, deadlines, calendar items, and email.
- Monitor online class students to ensure students are making adequate progress.
- Check your email daily.

COMPLETE AS NEEDED:

- Notify the teacher of any events or activities that will affect student attendance (homecoming week, student assemblies, sports events, early dismissals)
- Notify the teacher of any student drops or additions. This must also be done online at the SD Center for Virtual Education site www.sdcve.k12.sd.us
- Collect and submit assignments or score sheets to the teacher as requested in a timely manner.
- Review grade reports provided by teachers to make sure they are correct and distributed to students.
- Collect make-up work and coordinate make-up requirements between the teacher and student.
- Inform the teacher of any special circumstances regarding the student or school (death in the school or family, health issues)
- Inform the teacher of any disciplinary action regarding a student.
- Assist students in contacting teachers outside normal class time.
- Act as a liaison for teacher-student and teacher-parent communications.
- Assist students in the use of Blackboard or other class platforms if used for the class.
- Ensure student behavior contract and facilitator information forms are completed and kept on file at your district.

FACILITATOR INFORMATION FORM AND STUDENT BEHAVIOR CONTRACT:

- The attached facilitator information form will enhance communications between the teacher and you. Please complete it as soon as possible and submit no later than two weeks after classes start.
- The student behavior contract is included in the DIAL Virtual School Student Policy. Each student and parent must complete this form and a copy should be maintained by the local district.

**DIAL Virtual School
Facilitator Information Form**

Please complete and return to the DIAL Virtual School office as soon as possible –
Fax (605) 337-3180.

District _____

Name _____

Position at district _____

School Address _____

School Telephone _____

Best time to call you _____

School Fax _____

Can I call you at a Cell Phone? Yes No Number _____

Can I text you at that number? Yes No

Frequently checked Email Address _____

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