

Quick Tips for Creating a Successful Online Program at your High School

- Have a policy for accepting curriculum for credit in your district, with attention to quality. It is important for online courses to be aligned to CT state standards and to be taught by a certified teacher. All CT Virtual Learning courses fit these criteria.
- Consider online courses as a part of the student's required curriculum, rather than as an independent study or an enrichment course. Ideally, online courses should be listed on the student's weekly in-school schedule.
 - Schedule in-school computer lab time for students to work on their online course and have someone in the room to supervise them, help with technology questions, and monitor their progress.
 - Make sure your students are computer literate and understand what is involved in taking an online course, and want to participate in one.
- Assign enthusiastic *Online Learning Coordinators (OLCs)* and *Mentors* to support online learning at your school. It is essential to your program's success that staff chosen for these roles have adequate time in their schedule to fulfill their duties.

Mentors should:

 - Help their students navigate the online course, establish an appropriate pace chart, and monitor their progress on a weekly basis.
 - Encourage students to communicate with their online instructors weekly, and maximize the benefit of their online instructors by asking questions and engaging in the course discussion board area.
 - Encourage students to spend time reading their lessons before they try to complete assignments and assessments.

OLC's should:

 - Actively keep tabs on the communications for and the activities of their students in this program.
- Require OLCs, Mentors and students to review the ***Online Learning Orientation Tool*** for an overview of online education. http://www.mivhs.org/courses/olot/m1/A1_03.shtm
- Record all online grades on the student's transcript.
- Be confident of a student's ability to succeed before enrolling them in multiple online courses at one time.