# Blended Learning Training Checklist

# Administrators

|  |  |  |  |
| --- | --- | --- | --- |
|  | Activities | Suggested Timeframe | Approx. Time Needed |
| ☐ | **What is Blended Learning?**   * Review video on blended learning.   *Goal: Understand basic concepts of successful blended instruction.*  *Objective: Identify quality examples of blended learning instruction.* | Start: 6/1/2012  End: 6/15/12 | 15 min |
| ☐ | **Supporting Blended Learning at your Institution**   * Review video on the administrator’s role in supporting blended learning instruction. * Review supplementary articles (two) on encouraging teachers towards blended learning and getting buy-in.   *Goal: Understand basic concepts of successful blended instruction.*  *Objective: Understand administrators’ role in supporting blended learning instructors.* | Start: 6/16/2012  End: 6/30/12 | 30 min |
| ☐ | **Guided Tour of Human Anatomy and Physiology Course**   * Review Camtasia Tour of course as provided by the online instructor.   *Goal: Understand basic concepts of successful blended instruction.*  *Objective: Examine and understand the basic organization, content delivery, and assessment features of OHAP course.* | Start: 7/1/2012  End: 7/15/12 | 10 min |
| ☐ | **Professional Learning Network Check In**   * Participate in the Blended Learning PLN as time allows in order to keep current with trends in the field.   *Goal: Understand and reflect on pedagogical theory behind successful blended instruction.*  *Objective: Participate in a PLN for blended instruction by reading and responding to various topics as applicable, in order to stay connected with current trends.* | Start: 7/16/2012  End: 7/31/12 |  |
| ☐ | **National Standards for Quality Online Courses**   * Review the National Standards for Quality Online Courses provided by iNACOL. * Begin the process of discussing and selecting several standards to use in assessing blended learning with the course instructor.   *Goal: Understand and apply best practices to assess blended instruction.*  *Objective: Understand iNACOL standards and apply them to assessing blended instruction.* | Start: 8/1/2012  End: 8/15/12 | 30 min |
| ☐ | **Case Study**   * Read a case study of blended instruction and assessing teaching and learning. * Work with blended learning instructor to complete a rubric that will be used to assess the blended learning strategies incorporated in the course.   *Goal: Understand and apply best practices to assess blended instruction.*  *Objective: Develop a method for conducting observations of blended instructors based on iNACOL standards* | Start: 8/16/2012  End: 8/31/12 |  |