# Blended Learning Training Checklist

# Administrators

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|  | 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: 6/1/2012End: 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: 6/16/2012End: 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: 7/1/2012End: 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: 7/16/2012End: 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: 8/1/2012End: 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: 8/16/2012End: 8/31/12 |  |