# Blended Learning Training Checklist

# Instructors

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|  | Activities | Suggested Timeframe | Approx. Time Needed |
| ☐ | **Introduction to Professional Learning Network (PLN)*** Reflect on initial thoughts
* Set personal goals.

***Goal****: Understand and apply pedagogical theory behind successful blended instruction.* ***Objective****: Participate in a Professional Learning Network.* | Start: 6/11/2012End: 6/15/12 | 1 hr |
| ☐ | **PLN: Management Strategies in Blended Instruction*** Review the importance of management strategies in blended instruction.
* Locate and reflect on at least three of management strategies.

***Goal****: Understand and apply basic knowledge and skills of blended instruction.****Objective****: Adopt two to three course management strategies relevant for blended instruction.****Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Locate three online content resources to enhance blended learning.*  | Start: 6/18/2012End: 6/22/12 | 2 hrs |
| ☐ | **PLN: Online Assessment*** Review the assessment features of the Blackboard learning management system.
* Research and reflect on at least three articles for online assessment.

***Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Apply two to three online assessments into blended HAP course.* | Start: 6/25/2012End: 6/29/12 | 2 hrs |
| ☐ | **PLN: Standards-Based Online/Blended Pedagogy*** Review and understand iNACOL standards related to online/blended pedagogy.
* Locate and reflect on at least three resources related to areas of standards-based pedagogy.

***Goal****: Understand and apply pedagogical theory behind successful blended instruction.****Objective****: Locate and evaluate at least three different resources on blended pedagogy.****Objective****: Understand role of differentiated instruction as prescribed by the iNACOL standards.****Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Locate at least three online content resources to enhance blended learning.*  | Start: 7/2/2012End: 7/6/12 | 2 hrs |
| ☐ | **PLN: Feedback in Blended Instruction*** Read a case study on online teacher-student feedback.
* Reflect on best practices to incorporate in online student-teacher feedback.

***Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Understand at least two to three best practices to give and receive student-teacher feedback online.* | Start: 7/9/2012End: 7/13/12 | 1 hr |
| ☐ | **PLN: Overview of ETS-i Support*** Review the role of ETS-i in providing teacher and student support.
* Locate and reflect on at least three resources on best practices for student technical support specific to content areas.

 ***Goal****: Understand how to request technical support from ETS-i during course implementation.****Objective****: Understand how to contact ETS-i for troubleshooting Blackboard technical challenges and for requesting one-to-one training sessions.****Objective****: Understand how to log curriculum edits and improvements for future development revisions.****Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Locate three online content resources to enhance blended learning.* | Start: 7/16/2012End: 7/20/12 | 2 hrs |
| ☐ | **PLN: Course Development and Final Thoughts*** Review a summary of the HAP development process.
* Reflect on personal goals and at least four elements of the final course.

***Goal****: Understand and apply basic knowledge and skills of blended instruction.****Objective****: Demonstrate an understanding of at least three learning objects of the final course.****Objective****: Recognize how HAP course models are organized* | Start: 7/23/2012End: 7/27/12 | 1 hr |
| ☐ | **PLN: Ongoing Participation*** Consistently review others comments on the PLN for continuous improvement and new ideas.
* Participate in discussions by responding to posts written by other members of the PLN.

***Goal****: Understand and apply pedagogical theory behind successful blended instruction.* ***Objective****: Participate in a Professional Learning Network.* | Start: 6/11/12End: 7/27/12 | As needed |
| ☐ | **Blackboard Tasks*** Create three reusable, standardized HAP course announcements.
* Create all calendar items for deadlines of one unit.
* Create three email templates for contacting students including a welcome email, reminder email, and course closing email.
* Make welcome phone calls and/or Skype conference with students and parents.
* Schedule implementation of course teacher and student evaluations.

***Goal****: Understand and apply basic knowledge and skills of blended instruction.****Objective****: Adopt two to three course management strategies relevant for blended instructors.****Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Understand two to three best practices to give and receive student-teacher feedback online.* | Start: 7/16/12End: 7/20/12 | 6 hrs |
| ☐ | **Lesson Planning*** Write one lesson plan for each of the five core units.
* Incorporate at least one of the learning modules within HAP in each lesson.

***Goal****: Understand and apply basic knowledge and skills of blended instruction.****Objective****: Demonstrate an understanding of at least 3 HAP learning objects.* | Start: 7/23/12End: 7/27/12 | 5 hrs |
| ☐ | **Mentoring Program*** Reply to introduction email from mentor.
* Participate in a meet and greet session with mentor.
* Reference at least two helpful tips from mentor in PLN.
* Respond to all mentor’s follow-up emails throughout the implementation of HAP.
* Complete course evaluations

***Goal****: Understand and apply best practices to improve blended instruction.****Objective****: Apply two to three online assessments into blended HAP course.****Objective****: Understand two to three best practices to give and receive student-teacher feedback online.****Objective****: Locate at least three online content resources to enhance blended learning.****Goal****: Understand and apply pedagogical theory behind successful blended instruction.****Objective****: Participate in a Professional Learning Network for blended instruction by reading and responding to at least seven different topics****Objective****: Participate in a mentoring relationship with an experienced blended instructor to connect, share and reflect on relevant instructional strategies.****Objective****: Locate and evaluate at least three different resources on blended pedagogy.* ***Objective****: Understand role of differentiated instruction as prescribed by the iNACOL standards for online/blended instruction.* | Start: 7/2/12End: 6/28/13 | 5 hrs or as needed |