# 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: 6/11/2012  End: 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: 6/18/2012  End: 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: 6/25/2012  End: 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: 7/2/2012  End: 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: 7/9/2012  End: 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: 7/16/2012  End: 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: 7/23/2012  End: 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: 6/11/12  End: 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: 7/16/12  End: 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: 7/23/12  End: 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: 7/2/12  End: 6/28/13 | 5 hrs or as needed |