

# Maine Distance Learning Project

## Blueprint for Achieving Distance Learning Success

Three to four schools coordinate their daily bell schedules or a designated time slot so that they can share programming with partnering schools via ATM.

If adjusting current bell schedules is not an option, sites might also consider finding schools with existing like bell schedules and forming partnerships with them. Another option is to schedule classes at mutually acceptable times, for example early morning, lunch periods, or after school.

### The collaboration should:

- appoint a supervisor to oversee the collaboration by:
  - ... scheduling all collaborative DL classes and activities
  - ... organizing and scheduling DL training events for collaborating schools
  - ... promoting available MDLP offerings other than traditional courses
  - ... evaluating the project effectiveness and gathering feedback from students/teachers
  - ... communicating effectively with site coordinators on all DL matters

### Each school should:

- appoint a site coordinator who will:
  - ... coordinate the physical room schedule for their school
  - ... schedule all DL activities other than those related to the collaborative effort
  - ... act as a DL contact for that school
  - ... survey school guidance/administrative staff to determine future needs
  - ... communicate school needs to the collaboration supervisor
  - ... help promote DL activities with other staff members
- support the teacher's commitment to teaching over distance by:
  - ... recognizing the unique challenges that teaching over distance presents, and providing the teacher with extra time to prepare adequately
  - ... arranging the DL teacher's schedule to allow for 15 minutes before and 15 minutes after each class to deal with issues specific to each DL class
  - ... helping to create a mechanism for transporting tests and other materials from site to site
  - ... recognizing the fact that a good DL teacher needs to create an after-class communication tool, and supporting their extra efforts
  - ... encouraging teachers to pursue professional development activities designed to help them create a more effective distance-learning environment for both students and teachers
- assign an adult at a receiving site to:
  - ... supervise students
  - ... act as a contact for the teacher who is at the originating site
  - ... be responsible for delivering teacher/student communications
  - ... provide technical support if necessary and appropriate



### The DL teacher should:

- receive appropriate training in using the AMX touch screen and room equipment
- receive appropriate training in creating materials appropriate for on-screen presentation
- receive appropriate training in using effective distance learning teaching strategies
- receive appropriate training in using an after-class communication tool that allows for student support