

Process for Receiving an ATM Course

1 Identification of a Course

Have a need for a course being offered:

- Look at the course offerings posted on the MDLP website.
- Identify a course that matches your curriculum and scheduling needs.
- Communicate with the contact person listed on the offering page.

Have a need for a course not being offered:

- Post a course need on the MDLP website.
- Use the bell schedules database to identify schools with similar schedules.
- Talk to potential originating sites directly. Don't wait for them to come to you.

Is there a school you already have a relationship with?

Do you know of a school that offers the course you need?

Is there a school you can offer an exchange of courses to?

2 Communication about the Course

- Discuss course procedures with the originating site.

How will course materials be delivered to remote students (e.g. mail, FAX, email, website)?

How will students submit assignments (e.g. mail, FAX, email, website)?

How will schedule changes be handled (e.g. in-service days, snow days)?

Will a proctor be required at your site?

Does your site have any special procedures that must be followed by the originating school?

- Identify a "point person" at your site who will receive and distribute any mailed or faxed materials.
- Discuss with the originating site all course prerequisites and expectations regarding students, and communicate those to enrolled students.
- Determine whether the originating site or receiving sites will be purchasing textbooks.

3 Preparation for the Course

- Test all ATM equipment at least 2 weeks before the start of class to ensure that it is working properly.
- Participate in a test session with all sites, checking video and audio clarity in your room.
- Verify that students are enrolling in the course.
- Verify that textbooks have been acquired prior to the start of the course.
- Verify that any materials sent by the originating site for the first session (e.g. syllabus, handouts) have been distributed to students.