

Suggested Classroom Procedures for Liaisons

As a liaison of online students within a lab setting it is vital that a classroom management system be set into place right from the beginning. Below is a suggested management checklist to use with your classes.

- _____ 1. Assign students to a specific computer
- _____ 2. Be sure to run this class as you would any traditional class as far as discipline and school rules are concerned.
- _____ 3. Keep daily attendance
- _____ 4. Keep folders for each student to keep the following documents
 - a. copy of student contract
 - b. copy of student information sheet (attached)
 - c. student daily log (attached)
 - d. grade sheet for course (attached)
 - e. specific correspondence from instructor concerning this student (i.e. progress reports)
- _____ 4. Make sure students are logged into and working in their courses following the agreed upon calendar and weekly lesson plans submitted by the instructor (between school and instructor)
- _____ 5. Remind students to send a daily "message" to the instructor about what they are doing that day
- _____ 6. Notify the teacher when a student is ready to take a quiz, test or exam
- _____ 7. Provide students with passwords for tests when scheduled
- _____ 8. Notify the teacher when a test has been completed
- _____ 9. Keep students on task
- _____ 10. Have students date and fill in daily log of work completed
- _____ 11. Initial daily log
- _____ 12. Have students log out of their courses and the browser
- _____ 13. Have students log off computer

It is also important the liaison keep in contact with the online instructor. We advise once that a week the liaison send an update of student progress (or lack of progress to the teacher). The liaison should also notify the teacher if a school event cancels the class (i.e. pep rally, etc.)

