



Distance Learning Policies and Procedures



Missouri Department of Elementary and Secondary Education

Adult Education and Literacy

**GED OnlineClass and ESL Online
State Support Staff**

Ron Jewell
DESE AEL Director
ron.jewell@dese.mo.gov

Theresa Noellsch
DESE Distance Learning Supervisor
theresa.noellsch@dese.mo.gov

Mary Grott
GED/ESL OnlineClass Supervisor
Rockwood School District
grottmary@rockwood.k12.mo.us

Table of Contents

Missouri Adult Education and Literacy Distance Learning Mission	1
Introduction	1
Distance Learning Goals	1
Strategies.....	2
Missouri Adult Education and Literacy Distance Education Policy	3
GED OnlineClass and ESL Online: Flexible Learning Environment for Students...4	
Reporting Students Attending a Local Program Classs and Working in GED OnlineClass or ESL Online	4
Local AEL Teacher and Director Role in GED OnlineClass and ESL Online	5
Expectations of Online Students	5
Role of AEL Classroom Teacher	5
Role of AEL Director	6
GED OnlineClass and ESL Online Regional Breakdown.....	7
GED OnlineClass Skills Sheet.....	9
ESL Online Enrollment Form.....	10
ESL Online Testing Form.....	11
Glossary of Terms for GED OnlineClass and ESL Online	12

Missouri Adult Education and Literacy Distance Learning Mission

Introduction:

In order to meet the demands of tomorrow's jobs, workers, employers and employment trainers must continue learning in order to keep up with the job-related expectations and advancements, and to continue growing personally, professionally, and economically. To accomplish this learning and growth in spite of busy schedules, adult learners are seeking an alternative that will accommodate their daily routines.

The Missouri Adult Education and Literacy (AEL) Program provides distance learning classes outside the formal classroom. These courses combine independent study with guided instructions. Technology and instructors work together to provide a delivery system that meets high academic standards while ensuring flexibility, so each student's individual needs may be met.

The distance learning staff is committed to offering technologically-mediated teaching and learning opportunities to both faculty and students. New learning technologies are allowing instructional environments in which learners are removed in time, place, and pace from the source of instruction. Distance learning provides support for both students and educators so that they may fully participate in new and exciting ways of teaching and learning.

Distance learning prepares AEL students for a world in which information and economic environments are globalized. Through technologically-enhanced teaching and learning opportunities, Missouri AEL reaches out to communities of learners by creating an inclusive and goal oriented environment for students.

Distance Learning Goals:

1. To provide an alternative or additional method for AEL students to study and prepare for the GED Tests, improve basic skills, and/or study English as a second language (ESL).
2. To provide students with learning opportunities when students must "stop out" of the classroom due to unforeseen circumstances.
3. To help each eligible AEL student access the educational services needed for that student to meet their stated goal(s):
 - a. Distance learning should enable students to achieve their educational goals by delivering academically sound courses and educational support services that are flexible, responsive, and innovative.
 - b. Distance learning courses should provide the same academic standards, criteria, quality, and content as traditional on-site programs.
 - c. Distance learning programs are part of efforts to expand the walls of the classroom, making adult education more accessible.

- d. As an integral part of the Missouri AEL instructional framework, the distance learning program provides resources for learning regardless of time and place.
4. To meet the needs of all online learners through active management of goal setting, pre and post-testing data and by offering personalized student/teacher interactions.
5. To create or provide support for new distance learning courses and programs and redesign or enhance existing ones.
6. To provide technical support for design and development of teaching materials that integrates instructional media, computer technology and developing technologies.
7. To provide student and faculty support to assist programs in reaching and retaining distance learners.
8. To investigate, evaluate, acquire, and promote emerging technologies and resources to support the enhancement of the teaching and delivery of distance learning courses.
9. To promote excellence and innovation in teaching and learning through specialized training and consulting, and through the dissemination of information about distance learning and its technologies.
10. To assist local AEL programs, teachers and staff in their efforts to improve teaching effectiveness.
11. To provide a free internet-based study program which will be accessible 24 hours a day, 7 days a week to all AEL students in the state of Missouri who have access to the internet.

Strategies:

In order to achieve effectiveness and provide excellent customer service, we must take the following steps:

1. Continuous and ongoing teacher training in the following areas:
 - a. Distance teaching best practices and procedures
 - b. Ongoing technical training
2. Maintain and increase individual student contact through email, Blackboard, discussion board, social networking, phone calls, and mailings.
3. Offer a variety of learning opportunities through research of new internet-based learning systems, as well as video, video on demand, cable, mailing, etc.
4. Maintain and decrease the time it takes to respond to an online learner's request for assistance or feedback.

5. Be active managers of each online classroom, for each teacher to take ownership of content, postings and data for their online classroom.
6. To take every opportunity to celebrate our students' successes and to create a learning opportunity out of every student's struggles and failures.
7. To enroll students into the online program in the most expedient and efficient method possible.
8. Maintain the human and technical resources and network infrastructure necessary to reliably support and deliver distance learning.
9. Conduct continuous evaluation of distance learning and support services.
10. Post-test students regularly, at least every 90 days.
11. Orient the students to ensure the best fit for the student. Orientation also prepares the students for the distance learning environment.

Missouri Adult Education and Literacy Distance Education Policy

The State of Missouri Adult Education and Literacy Program supports distance education as allowable learning activity that allows adult students who are separated by geography, time or both to participate in adult education instruction. In Missouri distance education instruction will be delivered through the AEL funded GED OnlineClass and ESL Online programs. Both programs can be delivered as a stand alone program or used to supplement on-site classroom instruction. Programs are encouraged to explain the GED OnlineClass and ESL Online program during orientation sessions.

Missouri's GED OnlineClass offers instruction through the use of two primary instructional curricula – SkillsTutor® and an academic/basic skills curriculum developed specifically for Missouri's GED OnlineClass. Missouri's GED OnlineClass uses *Blackboard* as the platform for instructional activity. ESL Online uses Rosetta Stone® as its primary instructional curricula along with Civics instruction developed by ESL Online staff.

In order to include distance education activity in the required federal reports (National Reporting System (NRS)), the Missouri AEL program:

- Defines a distance education student as:
 - a student that has at least 51% of the total number of contact hours generated through the student's participation in GED OnlineClass or the ESL Online programs
 - must have at least 12 hours of contact with either the GED OnlineClass or ESL Online program

- Utilizes the Teacher Learner Model to assign proxy hours for the Missouri developed academic/basic skills curriculum. A fixed number of hours have been identified for each assignment based on teacher determination.
- Utilizes the Clock Time Model for the SkillsTutor® and Rosetta Stone® programs. These software programs track time.
- Requires all pre and post-tests be conducted through face-to-face interaction with a trained test administrator and in accordance with the state's assessment policy.
- Requires all students participating in either GED OnlineClass or ESL Online to be post-tested at least every 90 days. Online students that are not post-tested by the 90th day will be prohibited (locked-out) from accessing the program, until such time that they are post-tested.

GED OnlineClass and ESL Online: Flexible Learning Environment for Students

With the GED OnlineClass and ESL Online, local AEL programs can establish a flexible learning environment for their students using both on-site and online learning. Site-based teachers are encouraged to communicate with the online teachers about students and convey any wishes for the student to be placed in particular software as a part of the discussions with the online teacher when a student enrolls in either program.

Reporting Students Attending a Local Program Class and Working in GED OnlineClass or ESL Online

1. GED OnlineClass/ESL Online will report any hours a student has participated online. Local programs will report any hours a student has participated on-site. If the student has only tested with the local program, those hours do not need to be counted. Local programs are not to report online hours.
2. Quarterly, programs also receive documentation from GED OnlineClass about how much time the student spends online using GED OnlineClass or ESL Online instruction. Local programs can also run the Progress by Student Ultimate Report which displays the number of hours a student has participated online (if the student is also enrolled in the GED OnlineClass). If there is an "A" in front of the number, the student is still active; if there is an "E" the student has been exited from the GED OnlineClass, followed by the number of hours the student participated in the online class.

Local AEL Teacher and Director Role in GED OnlineClass and ESL Online

The success of a student's transition from an on-site class to the online class is tied directly to the local AEL program. All online students must start in the on-site classroom for TABE/CASAS testing. Whether the student is referred to the class from an online enrollment or the student is originally an on-site student, the local AEL teacher/director is key to the success of the online student. **All AEL programs must provide testing for prospective and current online students as part of their contractual agreement with DESE.**

Expectations of the Online Students

Listing below are the steps involved for students to begin working online:

1. All online students must have reliable access to the Internet, an email account, and access to a computer.
2. GED OnlineClass students must complete on online enrollment form and screening survey located on the GED OnlineClass website. www.gedonlineclass.com.
3. ESL Online students must complete an enrollment form from the local AEL program. Programs can locate this form from the ESL Online website. www.eslonlineclass.com.
4. Students must make arrangements with the local AEL program to take the TABE or CASAS. It is recommended students complete all tests; however, only one valid test is required to begin working online.
5. Students must work a minimum of three (3) hours each week.
6. Students must return to the local AEL program to post-test every 90 days.

Role of AEL Classroom Teacher

Listed below are the steps involved for an on-site teacher to process a new online student's information:

1. If the student expresses interest in becoming an online student, the AEL classroom teacher explains the online program and the steps to enroll in the program.
2. If the student has not yet taken the TABE or CASAS test, the AEL classroom teacher assists the student in making arrangements to take the the TABE or CASAS test.
REMINDER: All AEL programs must provide testing for prospective and current online students as part of their contractual agreement with DESE
3. On-site teacher fills out a Skills Sheet for GED OnlineClass students or an enrollment form for ESL Online students.

4. On-site teacher sends Skills Sheet to the online teacher designated to the AEL program.
5. Online teacher submits ESL Online students for enrollment.

We encourage the on-site teacher and the online teacher to have frequent communication concerning the online student's progress, etc. This is especially important if the student is both attending an on-site class and working online. Please see the list beginning on page 11 for a listing of which online teacher is designated for your AEL program.

Role of the Local AEL Program Director

Local AEL program directors play a vital role in the GED OnlineClass and ESL Online programs. Please see listed guidelines below for all AEL programs.

All AEL program directors:

1. Directors should design efficient methods of communication among the on-site teachers, students wishing to become online students, and distance learning teachers. All faculty and staff should be aware of the procedures to ensure that students are provided orientation and testing, and that the testing data is submitted within 24 hours to the distance learning teacher.
2. Students and teachers within a local AEL program should know the designated online teacher and on-site personnel should have the online teacher's contact information readily available.
3. Students, especially those who have difficulty with schedules or transportation, should be encouraged to enroll in GED OnlineClass or ESL Online. **Students do not need to be in the local classroom for 12 hours before enrolling online.**
4. Although it is recommended students are at an 8th grade reading level to work in GED OnlineClass program, there is curriculum for readers at the 3rd grade level. Students at any level can work in the ESL Online program. Students do not have to test at a certain level to work online. However, students must have some computer knowledge and have an email account. Students should also be self-motivated in order to succeed.
5. Included in this document are examples of the skill sheet and enrollment form, teacher listings, and other materials that will be useful for your teachers and students who need information about the GED OnlineClass or ESL Online programs.

GED OnlineClass and ESL Online Regional Breakdown

Please send your students' GED OnlineClass Skills Sheets or ESL Online enrollment form to the teacher listed below:

Cody WalkerHolmes holmeswcody@rockwood.k12.mo.us
ESL Online

Megan Nobert nobertmegan@rockwood.k12.mo.us
North Kansas City
Independence
Kansas City
St. Joseph
Maryville
Blue Springs

Jill Warren warrenjill@rockwood.k12.mo.us
Camdenton
Columbia
Jefferson City
Sedalia
Rolla
Waynesville
Lebanon
Kirksville
Hannibal
Macon
Moberly
Trenton
St. Charles

Diane Velker gedonlinediane@hotmail.com
Kirkwood
Parkway
Ritenour
St. Louis
Vandalia
Rockwood SD
U-City

Tania Langrehr langrehtania@rockwood.k12.mo.us

Poplar Bluff
Cape
Susanna Wesley
Caruthersville
Bonne Terre
Jefferson College
Houston
West Plains
Sikeston
Union

Mary Ann Hawk hawkmary@rockwood.k12.mo.us

Joplin
Nevada
Neosho
Carthage
Springfield

GED OnlineClass Skills Sheet

Teachers should complete a skills sheet for all students enrolled in GED OnlineClass. Skills sheets can be submitted electronically through the GED OnlineClass website at www.gedonlineclass.com

GED OnlineClass Skills Sheet

Instructions for teachers:

- Once the student has completed the TABE test, please fill out the form and email/fax it to the online instructor.

Student Name		Student Email	
Date	Program Location	Class Code	Student Email
		Program Phone	Instructor Name
		Instructor email	
TABE Results		Comments	
Reading	Form, Level, Score		
Math Comp			
App Math			
Language			

	Reading	Math	Language	Science
<input type="checkbox"/>	Interpreting What You Read	Whole Numbers	<input type="checkbox"/> Punctuation	<input type="checkbox"/> Life Science
<input type="checkbox"/>	Interpreting Info from Graphs	Fractions	<input type="checkbox"/> Capitalization	<input type="checkbox"/> Earth Science
<input type="checkbox"/>	Poetry	Decimals	<input type="checkbox"/> Pronouns	<input type="checkbox"/> Physical Science
		Estimating and Rounding	<input type="checkbox"/> Adjectives/Adverbs	
		Ratios and Proportions	<input type="checkbox"/> Verbs	Social Studies
<input type="checkbox"/>	The GED Essay	Percents	<input type="checkbox"/> Sentence Structure	<input type="checkbox"/> U.S. History
<input type="checkbox"/>	Writing Essay	Integers	<input type="checkbox"/> Writing Clear Sentences	<input type="checkbox"/> Geography
		Pre-Algebra	<input type="checkbox"/> Paragraph Organization	<input type="checkbox"/> Political Cartoons
		Algebra		
		Geometry		
		Special Topics		

If you have questions please contact Mary Grott at grottmary@rockwood.k12.mo.us
Ph: 636-733-2161 or Fax: 636-938-2423

ESL Online Enrollment Form

The ESL Online Enrollment Form should be completed for all ESL Online students. The form can be found on the ESL Online website at www.eslonlineclass.com.



ESL Online STUDENT ENROLLMENT FORM



Today's date _____ Class Code _____
 Date of Birth _____ Social Security Number _____
 First Name _____ MI _____ Email Address _____
 Address _____ City _____ Zip _____ Phone # _____

Gender: Male Female
 Labor Force Status: Employed Unemployed Not looking for a job

Are you Hispanic/Latino? (Check One)
 Yes No

Race (Check all that apply)
 American Indian or Alaska Native
 Asian Black or African American
 White Native Hawaiian or Pacific Islander

How did you learn this program (check one)
 Newspaper Family
 Poster Friends
 Radio Drop out Referral
 School Service Agency

Secondary Status (select all that Goals for attending (select two))
 Low Income Obtain a Job
 Dislocated Homemaker Retain current job
 Single Parent Secondary diploma or GED
 Dislocated Worker Work-based project learner
 Learning Disabled Basic Literacy
 Probation & Parole English Language
 Living in rural area Obtain citizenship
 Disabled Other personal goals

Referred by:
 Caring community Missouri career center
 Community action plan Parents fair share
 Drug court Probation and parole
 Employer Social Security Admin
 Family services division Veterans Admin
 Military recruiter Vocational Rehabilitation

Computer Information
 Do you have a computer at home?
 Yes No
 Does your computer have speakers?
 Yes No
 Does your computer have a microphone?
 Yes No

It is understood that I will work online a minimum of two hours per week. I also understand that I must return to a local ESL class to post-test every 90 days.
 I give my consent for information from my file to be released for law enforcement purposes, employment opportunities, publicity, scholarship applications, and/or other legitimate purposes.

For office use only
 Please fax completed enrollment form to 636-938-2423 or email to holmeswody@rockwood.k12.mo.us

Student Signature _____ Date _____

ESL Online Testing Form



ESL Online STUDENT ENROLLMENT FORM

Today's date _____



Date of Birth _____

Social Security Number _____

MI _____

First Name _____

Last Name _____

Please forward all testing scores to the ESL Online instructor.

CASAS Date of Test	Reading		Listening	
	Test Form	Scale Score	Test Form	Scale Score

For office use only

Please fax completed enrollment form to 636-938-2423 or email to holmeswcoady@rockwood.k12.mo.us

Glossary of Terms for GED OnlineClass and ESL Online

Blackboard: The organization that holds the GED OnlineClass server and the platform for the classrooms. **This is a platform that is accessible only through the internet.**

Contact Hours: Sixty (60) minutes of attendance by an AEL student in a state approved AEL class conducted by a certified AEL teacher.

Enrollment: Completion of GED/ESL OnlineClass enrollment procedures.

Enrollment Form: Online enrollment form that must be completed for GED students from the GED OnlineClass website (www.gedonlineclass.com). ESL students need a completed enrollment form from www.eslonlineclass.com.

Flexible Learning Environment: Web dependent participation online for each activity assigned by the distance learning teacher is a compulsory requirement of participation although some face to face component is retained.

Learning Hours: Number of hours an online student spends in the GED/ESL OnlineClass, including hours spent on Skills Tutor® and Rosetta Stone®.

Maintenance Database: An online database that online teachers use to manage all student data. Online teachers must update the database frequently in order to maintain accurate student records.

Recruitment: The systematic gathering of individuals who meet the Missouri DESE Adult Education and Literacy guidelines for enrollment.

Skills Sheet: A pre-designed form that is completed by the Missouri AEL certified local site teacher which includes students TABE score results and specific proficiencies designed to help the distance learning teacher with assessing, aligning and assigning the student's activities.