

Lessons Learned about Online Learning

Leading an instructional focus on student learning in online education

Infrastructure, Policies/Procedures, and Management

Note what conditions need to be in place to help teachers manage their online workloads efficiently and establish structures, conditions, and expectations to inspire and support teachers in shifting focus to teaching and learning.

1. Infrastructure

- a. Learning management system aligned with SIS (eg. Assignment completion process, record keeping)
- b. Tech support – clear, efficient process for dealing with questions & issues

2. Policies and Procedures

- a. Laws – compliance issues
- b. Funding and staffing
- c. Policies and guidelines - registration, crediting courses, etc.

3. Management/oversight

- a. Communication and publicity
- b. Issue resolution processes

Online learning should be guided by a clear vision and compelling instructional purpose:

As infrastructure, policy, procedure and management issues become clear and efficient, time for focusing on teaching and learning increases. However, dedicated time and leadership to facilitate teaching and learning is essential to actualizing the vision.

4. Teaching and Learning

- a. Human contact and daily checks – keys to effective online education
- b. Course planning and design – takes leadership, guidelines and staff development
- c. Formative and summative assessments – for accurate assessment of learning and reporting
- d. Ongoing staff development - dedicated time with leadership support