



Role of the Student Coach in Supporting Online Students

Each student enrolled in an online class offered through Iowa Learning Online (ILO) must be supported locally by an on-site Student Coach who is selected by the local school district. Virtual school research has shown that a local school coach who takes an interest in the work of the student goes a long way in promoting the success of the student.

The Student Coach, a certified or non-certified school employee, works closely with the student as an advocate, an accountability partner, and a communicator to the online instructor, parents, counselors, and administrators. By performing the following activities, the Student Coach plays a vital role in helping the online student achieve success.

Communication with online student:

- Touch base daily with any credit recovery online student; meet at least three times a week with students involved in credit advancement courses.
- Distribute and retrieve textbooks, CDs and other materials that are loaned to the student for the duration of the ILO class.
- Receive and distribute Getting Started materials to students via email.
- Proctor quizzes and exams.
- Know student's access information (user name and password) so you can access the course.
- Request weekly progress reports from students.
- Examine assignments before they are submitted to the instructor.
- Encourage students to email clarification questions directly to their instructor.
- Work with students on establishing short-term and long-term learning goals.
- Stress importance of time management to meet course deadlines.
- Explain to students the importance of ongoing, consistent engagement in class.

Communication with parents:

- Email weekly student progress reports to parents.

Communication with online instructor:

- Inform online instructor of any personal student information that may impact student's learning.
- Maintain frequent email and/or phone communication during the time period of the class. This is especially important during the time just prior to and at the beginning of a class when Getting Started materials are being distributed and the student is establishing a pattern of engagement in course activities.
- Receive passwords for proctored quizzes and exams.

Communication with local administrators, guidance counselors, and technology coordinator:

- Inform administrators and/or the school technology coordinator of any computer and Internet access needs or barriers encountered by online students.
- Work with local school personnel to provide a positive work environment for online students and accommodate special needs as they are identified.

If you have additional questions, contact:

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