

# Coach Success Guidance: Fall 2017

**Dear Iowa Learning Online Coach:** Thank you for your efforts in helping students in your District succeed. Your role forms the communication bridge between the school and ILO.

## Before classes start:

- Check each student’s registration in Genius SIS. Communicate with the ILO teacher for each student.
- Meet with each student to explain course expectations and have them log in. Review syllabus with student.
- Review test proctoring information in Coach Orientation and teacher’s welcome email.
- Make sure students can access the following software/sites:
  - [ilo.instructure.com](http://ilo.instructure.com)
  - [ilo.geniussis.com](http://ilo.geniussis.com)
  - [IowaLearningOnline.org](http://IowaLearningOnline.org)
  - [Youtube.com](http://Youtube.com)
  - [Zoom.us](http://Zoom.us)
- Questions? Contact your school technologist or [techsupport@iowalearningonline.org](mailto:techsupport@iowalearningonline.org)

Important dates	Cohort A	Cohort B
Start	8/23	9/6
Enrollment Closes	8/30 4PM	9/13 4PM
Grace Period Ends	9/20 4PM	10/3 4PM
Midterm Week	10/16	10/30
Term Ends	12/18	1/12

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Date	Coach Should	Troubleshooting Strategies
<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Meet with each student to log into the course. Review the Student Guidance and syllabus.</li> <li>• Set a daily/weekly time for students to consistently meet with you to review progress.</li> <li>• Ask the students if they have finished the Orientation lesson.</li> <li>• Talk to the ILO teacher about password process. All tests must be proctored by the coach.</li> </ul>	<ul style="list-style-type: none"> <li>• Have the student check their spam email folder if they do not have their login.</li> <li>• It is recommended students log on and show you the tasks accomplished.</li> <li>• Please notify parents and school administration if students have not logged on or contacted you.</li> <li>• Consult the <a href="#">Coaching Orientation</a> or contact Cale Roe with questions.</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Check to see students have completed the Orientation and have started on the first unit</li> <li>• Check to see students have a pattern of at least 3 logins with 2 hours of work time per week.</li> <li>• Remind parents and guardians that they can create an Observer account to view student progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Help students get caught up or talk to teachers.</li> <li>• Make sure the websites students need are not blocked at school and let tech staff know. See left column for details.</li> <li>• Here is the link to more information on the <a href="#">Observer Account</a></li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Review Progress Report #1 with the student. This will be sent to the parent/guardian as well.</li> </ul>	<ul style="list-style-type: none"> <li>• Talk with the student about their current progress, activity, and plan going forward. Schedule session with parent or guidance for problem-solving if student is not achieving.</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Grace period ends. (Cohort A: 9/20 at 4PM. Cohort B: 10/3 at 4PM) Students become official enrollments. The Department of Education will charge the district an enrollment fee of \$260 per student, per semester course</li> <li>• Continue working with the student to plan for success throughout the semester</li> </ul>	<ul style="list-style-type: none"> <li>• If a student withdraws from a course within the first four-weeks, there will be no charge to the district/school. Billing will occur after the ILO grace period ends each semester.</li> <li>• Talk to teacher to develop support plan as needed.</li> </ul>