

Coach Success Guidance: Summer 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
 - ilo.geniussis.com
 - IowaLearningOnline.org
 - Youtube.com
 - Zoom.us
- Questions? Contact your school technologist or techsupport@iowalearningonline.org

Important dates: Summer 2017

- Start: May 15
- Enrollment Closes: May 26 at 4 PM
- Grace Period Ends: June 9 at 4 PM
- Midterm Week: June 19-23
- Term Ends: July 28

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Date	Coach Should	Troubleshooting Strategies
By Day 3 (May 17)	<ul style="list-style-type: none"> • Meet with each student to log into the course. Review the Student Guidance and syllabus. • Set a daily/weekly time for students to consistently meet with you to review progress. • Ask the students if they have finished the Orientation for the online course. • Talk to the ILO teacher about password process. All tests must be proctored by the coach. 	<ul style="list-style-type: none"> • Have the student check their spam email folder if they do not have their login. • It is recommended students log on and show you the tasks accomplished. • Please notify parents and school administration if students have not logged on or contacted you. • Consult the Coaching Orientation or contact Cale Roe with questions.
By Day 8 (May 22)	<ul style="list-style-type: none"> • Check to see students have completed the Orientation and have started on the first unit • Check to see students have a pattern of at least 3 logins with 2 hours of work time per week. • Remind parents and guardians that they can create an Observer account to view student progress. 	<ul style="list-style-type: none"> • Help students get caught up or talk to teachers. • Make sure the websites students need are not blocked at school and let tech staff know. • Here is the link to more information on the Observer Account
By Day 20 (June 3)	<ul style="list-style-type: none"> • Review Progress Report #1 with the student. This will be sent out by the teacher to the parent/guardian as well. 	<ul style="list-style-type: none"> • 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.
By Day 26 (June 9)	<ul style="list-style-type: none"> • Grace period ends at 4:00 PM. Students become official enrollments. The Department of Education will charge the district an enrollment fee of \$250 per student, per semester course • Continue working with the student to plan for success throughout the semester 	<ul style="list-style-type: none"> • If a student withdraws from a course within the first four-week grace period, there will be no charge to the district/school. Billing will occur after the ILO grace period ends each semester. • Talk to teacher to develop support plan as needed.