The blendedschools.net Language Institute provides live, engaging online language learning experiences enhanced with powerful technologies. The curriculum for all courses is designed to offer critical language instruction with synchronous online meetings supported by engaging asynchronous content to create a strong blended learning environment. Where you host the Language Institute courses and how you support your students' learning experience will affect their success. Below are lists of suggested tasks and functions that will help your students succeed in that Language Institute course.

Language Primary Contact

Summary of recommended tasks

Your school district's Language Institute primary contact person should be the person who is responsible for your online language program's planning and logistics, including student enrollment, paperwork, policies and tuition payments.

Summary of recommended functions

- *Secure technologies and classroom space*

- *Ensure students have suitable broadband Internet access*

- *Provide textbooks and supplemental support materials for students*

- *Ensure classroom facilitators and students have onsite technical support as needed*

- *Provide guidance and support to classroom facilitator about language instruction and assessment procedures*

- *Coordinate system testing for course*

- *Process grades as per district procedures*

- *Complete end of course survey for Language Primary Contacts*

Language Institute Classroom Facilitator

Summary of Recommended Tasks

The school district's Language Institute classroom facilitator should be present and logged in during all synchronous classroom times. The facilitator should provide guidance and technical support to the students as needed. The facilitator should communicate and collaborate with the blendedschools.net instructor for coordinating school calendars, providing attendance information and monitoring student behavior and progress.

Summary of Recommended Functions

- *Record Attendance for school and instructor.*

- *Assist students with promptly logging in to course.*

- *Report issues to the school's Language Primary Contact.*

- *Assist in trouble shooting technology issues.*

- *Ensure students have access to textbooks and other needed materials*

- *Monitor student behavior, and provide the instructor observational feedback outside of class time.*

- *Support instructor by fostering an appropriate testing environment and proctoring tests, according to instructor guidelines.*

- *Facilitate the return of completed tests to the instructor.*

- *Weekly monitor student grades through Observer access in Blackboard.*

- *Use Blackboard Observer account and Observer access to student information in Blackboard in accordance with FERPA guidelines.*

- *Assist students as necessary to complete the end of course survey.*

- *Complete the end of course survey for facilitators.*

Recommended Equipment

- *Computer meeting minimum system requirements for accessing Blackboard, Wimba Classroom, Elluminate and any other online teaching, learning and assessment technologies*

- *Broadband Internet access*

- *Headset with microphone*

- *Web camera*