

Implementation Plan

Use this timeline to guide planning for your Courseware implementation.

WEEK 1

- Watch the Courseware for Instructors webinar.
- Create your personal online teaching schedule.
- Define time in your day for email, communication with students, live lessons, instructional planning, 1:1 support, and progress monitoring.
- Survey families to ensure you understand if students have access to devices and the internet.
- Obtain and distribute student log in information.
- Review your course section structure to ensure students are enrolled in the correct courses.
- Introduce students to Courseware with the Learner Interface resources and course Student Orientations.
- Prepare students to work in their courses by facilitating a live session or video to explain course structure, assessment expectations, lesson activities, and guided notes to define daily virtual activity expectations.

WEEK 2

- Review the Using Courseware to Drive Instructional practice videos in the Program Resources Area below for tips on managing your virtual classroom.
- Customize courses in the Curriculum Settings area to align to the remaining virtual instruction timeline and content needs.
- Define Course Grade Weighting in the Gradebook with the Section Gradebook Guide in order for students to earn credits.
- Make sure that students are on pace for course completion by adding end dates to course sections.
- Monitor Course Discussions and activities that you need to grade by referencing the My Active Tasks (Teacher Role) or Alerts (Administrator role) area daily.

WEEK 3

- Continue monitoring course progress by reviewing the Gradebook at a glance to review grades, student pacing, or skipped activities so you can intervene as needed.
- Modify or accelerate learning for special populations using video conferencing with Zoom (you can record video lessons or facilitate small groups).
- Use Flex Assignments to create additional assignments to reteach concepts or modify content for special populations.
- Review Weekly the Learner Progress Report or Learner Daily Usage report to identify students who are struggling or off pace in order to support them during your daily 1:1 support.

WEEK 4+

- Meet with your content area professional learning team to connect and collaborate on course instruction best practices.
- Continue to monitor student progress in the Gradebook and adjust student content needs based on special populations.
- Use the Gradebook report card with parents and students to share course completion status or video conference to discuss student success and next steps.
- Incorporate STEM project-based learning (PBL) activities where applicable to engage or accelerate learning.
- Refine instructional guidelines and practices based on student progress.
- Continue accessing the Edmentum Communities page for program resources.