

At-A-Distance Support Course Tip Sheet and Resources

Connection of CTE and Adult Education Instructors:

Sharing of syllabus and course material including readings, math if applicable, terms, etc.

AE instructor participate in online course (with limited access to information, can be done in Blackboard, etc.)

Define roles and expectations

Share areas of expertise with each other

Forge a professional relationship, you are both in this together

Constant contact for all students – especially for individuals having difficulty understanding or need additional reinforcement in a different way.

- Set a weekly meeting or touch point between Instructors to discuss class

Connecting with Students: It is key for you to remain in contact with all students. This can be done at-a-distance by using any of the following tools:

- Remind
- Zoom
- Google Hangouts
- Google Voice
- Phone calls/texts
- Email
- WhatsApp

Delivering Instruction: (dependent upon your institutional guidance): The focus of the support course is to both reinforce and assist the students in learning the information presented in the CTE course by using basic skills instruction strategies. The instructor will need to build the course including a class syllabus (be sure to include information on requesting accommodations), defining an attendance policy (will your class be asynchronous or synchronous), outlining online learning outcomes including classroom behavior, activities, terms, projects, discussions, and weekly check ins by incorporating them into an LMS. Examples are listed below of ones you could consider using.

Use of Learning Management Systems (LMS) such as:

- Google Classroom
- Blackboard
- Compass
- Blogs / Discussion Boards

Strategies: The strategies used at-a-distance are much the same as those used in face-to-face instruction, the biggest difference is the manner in which they are delivered and the prep time by the instructor to prepare the lesson and either post it in the online course or use technology to bring the class together for lecture and discussion. There is a lot of tech support right now from your college – be sure to take advantage of it. Once you have familiarized yourself with the various technology tools, the time will resemble the prep time for a face-to-face classroom.

- Live Lecture: any webinar platform including: Zoom and Google Hangouts
- Assignments via LMS (industry vocabulary, math, readings)
- Quizlet for quizzes via LMS