**Steps and Procedures to Follow for Online Training Courses**

**at Locations not Currently Using the LMS for Grading and Attendance**

For locations that wish to set up an online course for teaching synchronously instead of in the classroom, the following information is needed to design and configure a course(s), prepare the class(es) for a term of study, create user accounts (if needed), and enroll students and teachers into class sections.

1. In an MS Word document provide the following for each course:

* Official title of the program and course(s), e.g., Rabat Adult General English Program / Upper Intermediate 1 Course
* Description of the course(s), its learning outcomes, name of the textbook(s), standard class policies, e.g., attendance, grading, etc., and any other relevant information about the course. This information will be uploaded to the Homepage of each course so please prepare it in the way it will appear on that page of a course(s)
* Grade book criteria - titles and number of tests, quizzes, assignments, graded tasks, etc. of all assessment items used to calculate the course grade (including participation and attendance, if applicable) and the weight assigned to each of these items in determining the final grade
* Please indicate if you want a student progress report, student certificate, and course evaluation form and course report. These are standard in most courses but can be removed if you don’t want them

1. In the MS Excel spreadsheet (provided), enter the following information for each class section in a course(s):

* Course title, class section number(s) from ProClass and the class schedule(s) - beginning and ending dates of the term(s), days of the week, and start/ finish times of the sessions for each class section (please use an 11:00 – 13:00 format). If there is no ProClass section number, then provide a name for the class in the same cell.
* First and last names and email addresses of all teachers and students in each class section with the first names, last names, and email addresses in separate columns and indicate who the teacher is for each class

**Steps and Procedures for all Locations Offering Online Learning**

Locations that currently use the LMS for grading and attendance already follow the above procedures and are ready to offer online classes by having teachers access the virtual classroom on the “Communications” page of their courses. For all locations that will offer online learning via the LMS and virtual classroom, use the following procedures for teachers who will use these resources in order to help familiarize them with the educational technology and to facilitate adapting to the specialized nature of online teaching.

1. To provide an orientation and relevant training for teachers in how to use the LMS and the BBB virtual classroom platform, follow these procedures:

* Enroll your teachers in the “AMIDEAST Regional Teacher Support Group”. Have teachers self create an account on the LMS, if they don’t already have one already, and then provide them with an enrollment key (to be provided) to join their location’s group.
* Direct teachers to use the resources available in the Support Group to familiarize themselves with AMIDEAST’s online teaching infrastructure. These resources will include the following:
  + Periodic teacher training sessions designed to address online teaching pedagogy and provide a real-time support venue for sharing ideas and problem solving.
  + Instructional videos and training documentation that explain and demonstrate LMS and BBB features and functions.
  + Discussion forums to share online teaching pedagogy with colleagues at AMIDEAST training locations in the region, to seek solutions to questions and issues related to online teaching, to upload documents that others may use, and so forth.
  + Direct access to LMS/BBB administrators and EL managers for guidance and assistance (EL managers and coordinators will enroll in the Support Group as supervisors/mentors for their teaching staff members).