The Learning Coach at WVL

In a virtual middle school or high school, the role of a learning coach is critical to student success. While middle school and high school students often desire more independence and responsibilities, they also need someone providing support to help learn independence. The learning coach in a virtual school is vital to monitor student daily work and overall grades, encourage students, and communicate with teachers and school staff.

The following list is to help you understand what we see as the necessary roles of the learning coach to help your student be successful at WVL.

Learning Coach for WVL Middle School and High School: What's Needed
- Check NOSD email: once per day
  - School faculty & staff use this for all communication
- Check progress & grades: once per week (minimum)
  - If you are not comfortable with the online systems, have your student show you their gradebooks, calendar, etc.
  - Use this as an opportunity to talk with your student.
  - If you have concerns, ask your student to show you:
    - Assignments they have completed
    - Notes, reading guides, etc. taken in the online coursework
    - Notes from live classes
- Encourage your student to contact their teachers if they are having difficulty
- Contact SLAs when your student will be absent from a live class
- Contact teachers regarding any concerns you have with your student's courses
- Help your student manage the school environment at home
  - Have a designated area where they can successfully complete schoolwork
  - Monitor activity during the school day to make sure your student is completing schoolwork
  - Encourage your student to take breaks and get away from the computer
  - Help your student organize their daily/weekly schedule (using some kind of planner)

The Role of Virtual Teachers

In addition, the virtual school environment also means a different role for teachers in traditional school settings. Teachers do not have regular direct classroom instruction with students. Students have access to their teachers often for help, but they will complete their lessons and assignments independently.

What Teachers Can Do
- Provide direct instruction during live classes
  - All classes are recorded
- Answer student questions via email, during office hours, or in study hall
- Setup one-on-one appointments with students to help with difficult concepts
- Provide feedback on assignments in timely manner (generally within 1 week)
- Provide a course pacing schedule to help students manage their time to successfully complete the course
  - Help students develop a plan in the event of long-term absences (illness, vacation, etc.)
- Respond to parent/learning coach questions and concerns via email or phone conference

What Teachers Cannot Do
- Ensure assignments are completed or turned in by students
- Monitor students activity or attention to schoolwork during the school-day
- Ensure students follow their daily plan
- Provide direct instruction on all lessons and content
  - Most lessons and assignments are completed independently by the student
- Control distractions in the home environment
- Provide immediate feedback on teacher-graded assignments
- Force students to respond to emails or attend class/appointments

WVL "Glossary"

- **Blackboard Collaborate:** program used for teachers' online classrooms.
  - Used for live classes, office hours, and study hall.
- **Angel:** WVL's main school system. This is where students access their courses.
  - **Gradebook/Grade Report:** Located in each course, provides grades for each assignment and overall course grade.
  - **Angel Email:** The internal email system in Angel. Used for student-teacher communication.
- **Lincoln Interactive (LI):** Curriculum product for some courses. Courses taught by WVL teachers will have information in Angel. Electives will have a link directly to the online course.
  - **EdMastery:** Lincoln Interactive's place for completing assignments as well as the location of the gradebook.
- **Florida Virtual (FLVS):** Curriculum product for some courses. Courses taught by WVL teachers will have information in Angel. Electives will have a link directly to the online course.
- **Aventa:** Curriculum product for some courses. Electives will have a link directly to the online course.
- **Office Hours:** Times when individual teachers are available in their online classrooms to help students. Students can make appointments to see teachers or come in at scheduled times.
- **Study Hall:** Held twice per week in a separate online classroom room. All teachers are available in a single location to help students.
- **Google Drive/Google Docs:** A web-based program (available through the family & student NOSD email account) that works similar to Microsoft Office. There are document, spreadsheet, and presentation programs that students will use to complete assignments. All WVL teachers ask students to use Google Drive for their written assignments.
- **NOSD Email:** This is the family & student email account provided by WVL. This is used for teacher-parent contact, as well as communication between the WVL office and SLAs to families.
- **Helpdesk:** The WVL Helpdesk provides assistance related to technology issues. They specifically help with questions related to the computer and printer supplied by the school.
- **SLA:** Each family is assigned a Student Learning Advocate. SLAs communicate between the school and family. They can answer questions related to scheduling, attendance, study skills, and any other non-course related questions.
- **Independent Pathway:** Students on the independent pathway complete lessons and assignments on their own. A recommended pacing schedule will be provided for each

course. Though students do not attend live weekly classes, they are encouraged to contact teachers with any questions.

- **Virtual Pathway:** Students on the virtual pathway complete lessons and assignments based on a teacher-set schedule. Students will have live weekly classes and assignments will be due on a weekly basis.
- **Dropbox:** Dropboxes are places where students submit written assignments.
- **Assignments**
    - **Quizzes:** These are generally shorter assignments.
    - **Tests:** These are generally larger assignments that occur at the end of each unit.
    - **Exams:** These occur at the end of each semester. Semester exams will assess what a student has learned over the entire semester.
- **Family Access (Skyward):** This is the program WVL uses for its student database. Progress report and end of semester grades will be available here.