Cognia™

Critical Steps to Implement Digital Learning

	Equitable access to technology and Learning Management System (LMS)
1.	**Hardware:** *Every student has access to a computer device (PC, laptop, tablet, mobile device) that meets the minimum requirement for the needed software and applications.**
2.	**Software:** *Every student has access to the appropriate software (word processing, email, video conferencing, cyber security, SIS, platforms) to access the digital environment.**
3.	**LMS or Platform:** Use the current LMS/platform at school/district <u>or</u> select a LMS/platform that can house academic content <u>or</u> select a third party educational provider that includes a LMS.*
4.	**Internet Connectivity:** Every student has access to internet connectivity with the appropriate bandwidth to support the digital environment (platforms, applications, videos, download/upload).*
5.	**Technical Support:** Leaders, faculty/staff, students, and parents have access to technical support including a help desk ticket procedure and IT support.
	Onboarding Process and Professional Development (PD)
1.	**Registration**: Create a schedule based on your instructional model that can support a transition to online. Designate teacher of record <u>or</u> a team to enroll students in their respective online courses.
2.	**User guide**: Create a user guide or tutorials for staff, students, and parents to guide them through the platform focusing on navigation, accessing content, communication, help desk and IT support.
3.	**Communication:** Have a main point of contact (POC) in your digital environment for families and faculty/staff. The POC is the first touch point to guide the transition into the digital environment.
4.	**PD on LMS:** Provide virtual training to guide staff, students, and parents through the digital environment specific to their role. Consider having staff take the student training as well.
5.	**PD on Instruction/Learning:** Provide virtual training that models the instructional strategies and expectations for teachers and students. (Topics: communications, engagement, digital citizenship).
	Curriculum and Instruction
1.	**Curriculum:** Continue using the current curriculum supplementing with digital resources (eBooks, virtual labs/simulations, appropriate open source content) <u>or</u> select a third party curriculum provider.
2.	**Instruction:** Select a model – synchronous, asynchronous, or combined – to complement the curriculum. Ensure a learner centric approach is aligned to best practices for student engagement.
3.	**Communication:** Teachers and staff will continue touch points that were started by the POC. Virtual check-ins should align to the instructional model and can be either static or dynamic.
4.	**Expectations:** Define requirements for teachers and students on communication, log in records, benchmarks, grading/feedback, response time, virtual office hours/attendance, and engagement.
5.	**Positive Relationships:** Define learning experiences and interactions that foster and support collaboration, relevance, higher order thinking skills, and developing a digital learning community.

Check with local, regional, national, or international providers on limited time promotions for video conferencing, Wi-Fi, hardware, software, curriculum, digital resources, eBooks, and platforms