



Quick and Easy Reference Guide to How Distance Education Works in WV

Who?	Does What?
Distance Education Office	<ol style="list-style-type: none"> 1. Designs marketing materials 2. Conducts recruitment activities
Potential Student	<p>Calls the Adult Education Hotline 1-800-642-2670 <i>or</i> Logs-on to www.advantageged.org</p>
Distance Education Office	<ol style="list-style-type: none"> 1. Sends student information to the nearest adult education program for Orientation 2. Sends welcome email cc'd to classroom instructor 3. Follows-up with classroom instructor to verify Orientation date was set and that student was notified
Classroom Instructor	<ol style="list-style-type: none"> 1. Schedules a date for Orientation 2. Advises the office of adult distance education (DEO) of this date 3. Notifies student(s) of the date, time, and location of Orientation <p>During Orientation, the program:</p> <ol style="list-style-type: none"> 1. Conducts academic assessment 2. Determines student learning style(s) 3. Screens student for special learning needs 4. Explains the Release of Information Form 5. Assists student in setting goals 6. Explains the <i>AdvantageGED</i> Student Commitment Contract <p>After the Orientation process has been completed, the program:</p> <ol style="list-style-type: none"> 1. Gives the student a copy of the <i>AdvantageGED PLATO Web Learning Network Student Handbook</i> 2. Sends a completed Orientation Check-Off to the office of adult distance education via email ekillion@access.k12.wv.us or fax 766-7915
Distance Education Office	<ol style="list-style-type: none"> 1. Assigns student to a Cyber-teacher (CT) 2. Enters student data into Cyber-teacher's classroom (after student has logged-on 12 hours and CT notifies DEO) 3. Informs classroom instructor of assignment to and name of CT 4. Sends welcome letter to student cc'd to classroom instructor and CT 5. Conducts periodic follow-up on students
Cyber-teacher	<p>Initially:</p> <ol style="list-style-type: none"> 1. Contacts the student(s) with an introductory email message 2. Begins the course of study <p>Throughout the course of study:</p> <ol style="list-style-type: none"> 1. Makes assignments, offers feedback, provides encouragement and motivation 2. Contacts student(s) at least 3 times per week via email 3. Advises student(s) to schedule a date with adult education program for interim-testing, additional instruction, post-testing, and GED Orientation as needs arise

Reporting Procedures	
Classroom Instructor	<p>Completes AEMIS as follows:</p> <p>when entering student:</p> <ol style="list-style-type: none"> 1. STUDENT TYPE must include Distance Education 2. REFERRAL SOURCE must be Adult Education Hotline 3. ENTRY ASSESSMENT must be completed 4. Under GOALS UPON ENTRY, the primary goal is: complete Vocational/Assessment Testing only; the secondary goal is: Improve basic literacy skills <p>When recording contact hours:</p> <ol style="list-style-type: none"> 1. Orientation - 6 hours 2. Orientation Check-Off - 1 hour 3. Interim testing - 3 hours 4. Post testing - 3 hours 5. GED Orientation - 3 hours <p>When exiting student:</p> <ol style="list-style-type: none"> 1. If you conducted Orientation only: <ol style="list-style-type: none"> a. Under UPON EXIT: enter the withdrawal date and b. under STUDENT ACHIEVEMENTS (EDUCATIONAL), Check: completed entire vocational/assessment battery/test 2. If you conducted Orientation plus administered additional testing and conducted GED Orientation (LESS than 12 hours): <ol style="list-style-type: none"> a. Complete the above items PLUS b. On 400A: If student came for GED Orientation in anticipation of passing the GED Exam, be sure to review the primary/secondary goal(s) and update them accordingly. c. On 400B: <ol style="list-style-type: none"> i. enter interim and/or withdrawal test scores ii. check any other educational achievement that is applicable according to the interim/withdrawal testing scores iii. check any other personal, family, or community goal <i>that can be documented</i> 3. If you conducted Orientation plus administered additional testing or assistance (MORE than 12 hours): <ol style="list-style-type: none"> a. complete the above items PLUS
Certified Distance Education Instructor	<p>Completes AEMIS as follows:</p> <p>when entering student:</p> <ol style="list-style-type: none"> 1. In the KEY INFORMATION section, you MUST check the Online Learner box 2. The STUDENT TYPE must include Distance Education <p>when recording contact hours:</p> <ol style="list-style-type: none"> 1. On the log attendance screen, enter the total of all hours (both <i>in-class</i> and <i>after-class</i> hours) on the appropriate days. 2. Make a copy of these reports and keep with the <i>ABE 300 Monthly Attendance Report</i>. <p>when exiting students:</p> <ol style="list-style-type: none"> 1. Complete the same as other students.
Cyber-teacher	<p>Completes AEMIS as follows:</p> <ol style="list-style-type: none"> 1. Under EXIT ASSESSMENT, enter interim and withdrawal test scores when completed 2. Be sure to check and update the primary/secondary goal(s) accordingly 3. Check any other personal, family, or community goal <i>that can be documented</i> 4. When recording contact hours, use the time on task as indicated by the built-in Management Information System within the curriculum