



ADE DLC Facilitator Listening Guide

As you view each video, complete this listening guide. You may find it beneficial to read through the questions that go with each video section before viewing the segment. Then fill in the appropriate answer. This listening guide will be a good reference throughout the year and may assist you with the quiz at the end of the training module.

Welcome/Getting Started

1. This is the 10th year of operation for the DLC. True or False
2. The DLC Training videos are for:
_____ a. New DLC facilitators
_____ b. Returning DLC Facilitators
_____ c. Both a and b
3. The last step in the training process is to send a signed Code of Ethics form to the DLC with attention to Mrs. Shirley Pickle. True or False

Navigating the ADE DLC Web Site

1. Write out the web address for the ADE DLC Web site: _____
2. Describe how you would access your teacher's web page: _____
3. It is not necessary to familiarize yourself with the layout of the ADE DLC Web site. True or False

Code of Ethics

1. As you view the video that accompanies this section, read each scenario carefully and select the most appropriate and ethical action during the video.
2. What is the last step in the training process? _____

Facilitator Responsibilities

- I. Weekly/Daily Duties
 - a. Monday will probably be the busiest day of the week because you must finalize the previous week and prepare for the upcoming week. True or False
 - b. List the three ways that you can send the weekly homework/classwork check and attendance form: _____
 - c. To prepare for the upcoming week, on Monday you should print lesson plans **and** handouts for the upcoming week. True or False
 - d. List at least three duties that you will need to do daily: _____

II. Weekly Lesson Plans

- a. A typical week at the DLC begins on Tuesday and ends on the following _____.
- b. It is your responsibility to print the lessons plans weekly and to distribute a copy to each student. True or False
- c. Each teacher has a slightly different approach in how lesson plans are displayed but all teachers are accomplishing the same goals. True or False
- d. You need to _____ the lesson plans carefully to make any necessary arrangements.
- e. Handouts linked to the lesson plan will also need to be printed and copied for each student in your class, then distributed according to your teacher's instructions. True or False
- f. In order to obtain password protected files you will need to contact: _____. Her email address is: _____
- g. Any password protected handouts and the passwords themselves, need to be stored in a secure location. True or False

III. Homework/Classwork Check and Attendance Form

- a. Pre-filling a homework check form may save you time in the long run. True or False
- b. You will need to send a completed form each Monday and start a new form each Tuesday. True or False
- c. If a student is absent, mark only an A in the Att. Column for that day. True or False
- d. What should each student do on the form if he/she does not have the assignment that is being checked? _____
- e. If you have not already, print the practice homework form that is linked as a supporting document. Then practice filling in the form according to the scenarios in the video. How did you do? _____
- f. What is the DLC Make up policy? _____
- g. If you are unsure how to document an event on the homework/classwork check and attendance, communicate with your teacher about that specific event. It is important to keep your DLC teacher informed at all times. True or False

IV. Project/Assessment Check Sheet

- a. This form will act as a cover page for assignments that are collected and mailed to the DLC. True or False
- b. Why is it beneficial to complete the project/assessment check sheet as work is being collected?

- c. This form is an accountability tool that reflects what assignments have been collected, sent to the DLC teacher and received by the DLC teacher. True or False

V. Registration Forms

- a. A signed registration form needs to be sent to the DLC for each student. True or False
- b. Use the registration form check sheet to ensure that you have collected and organized student registration forms by teacher. True or False
- c. Why do you think it is necessary to make a copy of all student registration forms for your records before mailing to the DLC? _____
- d. If a student does not return a signed registration form, will he or she be able to stay in the distance-learning class? Yes or No

Communicating With Your Teacher

I. Keeping your Teacher Informed

- a. List two examples of what you may need to communicate with your DLC teacher throughout the year. _____
- b. If something will impact the class, it needs to be communicated with your DLC teacher. True or False

II. Sametime Connect Set up

- a. What version of Sametime Connect needs to be downloaded and added as a shortcut to your desktop? _____
- b. The person that you need to contact in order to obtain your username and password for Sametime Connect is Ashley Hooper. What is her email address?

- c. Use Sametime Connect to communicate with your teacher any important and relevant class information. True or False
- d. In order to add a contact or group, you will need to use which menu? _____
- e. Log in daily and stay logged in throughout the day. True or False

III. Sametime Connect Chat

- a. To initiate a chat, you will need to _____ (Double click or right click) on a person's name.
- b. All chat transcripts can be accessed by DLC staff at anytime. True or False
- c. Sarcasm/jokes may not always translate appropriately in an online chat format. True or False

Classroom Management

1. Once a seating chart is developed it will never need to be revised. True or False
2. Seated facilitators are an invitation for students to misbehave. True or False
3. Students are _____ (more likely or less likely) to stay on task when facilitators move around the room.
4. List three distractions that should be avoided during class time.
 - a. _____
 - b. _____
 - c. _____
5. The facilitator should never leave students alone in the classroom. True or False
6. The facilitator job description requires that you become friends with all your students. True or False
7. Consistently enforce rules and be fair with all students. True or False

Discipline

- I. Discipline Policy
 - a. What does “three strikes and you’re out” mean in terms of the DLC Discipline Policy? _____
 - b. After the 2nd discipline infraction a conference will be scheduled. True or False
 - c. DLC Discipline Reports are cumulative. True or False
- II. Using the Discipline Report
 - a. Before filling in a DLC Discipline Report, communicate with your teacher. True or False
 - b. List the signatures that are required on the discipline form. _____

Testing Procedures

- I. Test Procedures
 - a. What should you do if you suspect cheating? _____
 - b. What should you do if a student has a question about the test? _____
- II. Semester Exam Policy
 - a. All students are required to complete a cumulative semester final. True or False

Grade Reporting

- I. Grade Reports
 - a. Keep your DLC teacher informed of specific dates that grade reports are due at your local school. True or False
 - b. Grade reports will be sent to you as an email attachment. True or False
 - c. You will be asked to grade student papers. True or False
 - d. Semester Final grades are calculated based on the formula for each school. True or False
- II. Progress Reports
 - a. Progress reports are sent at least once during each nine weeks. True or False
 - b. Students with a D or below will need to get a parent signature on his/her progress report. True or False
- III. Using WebGrade
 - a. Student grades are available online by accessing WebGrade from the DLC main page. True or False
 - b. Students will get login information to access online grade reports at the beginning of the school. True or False
 - c. The student summary report within WebGrade will show all assignments for a grading period and should be used to get an accurate report of student progress. True or False

Student Confidentiality

1. FERPA is an abbreviation for _____

2. Sensitive data includes _____

3. Appropriate school officials include _____

4. You can discuss sensitive student information through the CIV system. True or False
5. You can share 504/IEP accommodations with the appropriate DLC teacher so that modifications can be made for students. True or False
6. Sensitive student data will not be discussed during open house conferences. True or False

Classroom Technology

I. Interactive Video

- a. Should you be afraid of the camera? Yes or No
- b. Will you walk around and be seen on camera? Yes is the only answer. 😊
- c. What does it mean to say that the camera is sound-activated? _____

II. Attending a Sametime Meeting

- a. In order to access a Sametime Web Meeting, students must log in and each meeting will also require a password. True or False
- b. What is the first thing that students should do once they are logged into the Sametime meeting?
_____ A.) Change status to Do Not Disturb
_____ B.) Type in the group chat and begin visiting with classmates
_____ C.) Minimize, and surf the Internet
- c. Teachers will get instant feedback from a poll question. True or False
- d. The group chat feature is an opportunity to have a private conversation with the teacher. True or False
- e. Teachers are able to give and take away student permissions during class as needed. True or False
- f. Once permission is granted, students will need to select the start presenting button (which is in the top left corner) in order to have access to the toolbar. True or False
- g. Whatever is displayed on one computer screen is also displayed on all computer screens that are logged into the meeting in real-time, meaning whatever is drawn on one computer appears on all computers at the same time. True or False

III. Using Quia for Online Assessments

- a. Quia is used for online testing, activities, and quizzes. True or False
- b. Quia is setup identically for every teacher. True or False
- c. Students will get login information to access Quia quizzes. True or False

Closing Thoughts

1. How should you enter your name when accessing the online assessment? _____

2. Record how you will send in your signed code of ethics.
