

Communicating with Team Members

Success with distance learning is a team effort, and the work of each member of the team is vital to the total program. Planning and communication are key to this joint effort. While the staffing of the distance learning team may differ from site to site, it is critical for the teacher to work collaboratively with all of the members of the DL team (i.e., the technical assistant, the distant site facilitator, other DL support staff).

For the teacher, prepare yourself in advance (“*winging it*” doesn’t work!):

- ✓ keep a “Plan B” ready to use when technology or other variables at the distant sites change
- ✓ nurture open communications with your facilitator:
 - share your expectations of students
 - provide unit/lesson notes for the facilitator including due dates for activities
 - support the classroom management responsibilities of the facilitator
 - make clear your expectations for facilitator communication with you
- ✓ ensure open communications with your technical assistant:
 - indicate your preferences for presentation
 - ask for preparation for uses of technology
- ✓ use graphic support effectively
- ✓ provide materials and information in a timely manner
- ✓ an open communication with DL administrative staff with input—concerns, ideas and suggestions
- ✓ adhere to your own deadlines
- ✓ determine your strategies for classroom management, interaction, and engagement

In your planning, please be sure to provide the following:

- ✓ instructional goals for yourself in distance learning
- ✓ your course syllabus/grading policy
- ✓ a 3-day set of emergency lesson plans

Structure, preparation, and communication are keys to success in a seamless delivery ensuring opportunity for success. Put these in the forefront of all your planning.