Classroom Facilitator Guide

Welcome to the BSN Language Institute! As a class facilitator, you play an important role in the success of the students in the online language course.

The students will be scheduled to meet with the online instructor for 2.5 hours a week. During that time, the students need to log into the BSN Blackboard system with a unique username and password and into the live Classroom area located within their Blackboard class. You will be provided with a Blackboard login for yourself and the student login usernames and passwords prior to the beginning of the class.

On the days that the student does not meet with the teacher in the Live Classroom, the students will have class work or activities to complete in the Blackboard environment.

Before the first day of class, you may have a few scheduled class periods before the first day of the live class. You are encouraged to have the students log into their Blackboard account to ensure that everything is working for the first day. There is an Orientation Area in each Blackboard course with tutorial videos on using the various tools. We encourage students to review these items prior to the first day.

IMPORTANT: The school district’s Language Institute classroom facilitator should be present and logged in during all synchronous classroom times. The facilitator should provide guidance and technical support to the students as needed. The facilitator should communicate and collaborate with the blendedschools.net instructor for coordinating school calendars, providing attendance information and monitoring student behavior and progress.

Summary of Recommended Functions

• Record Attendance for school and instructor.
• Assist students with promptly logging in to course.
• Report issues to the school’s Language Primary Contact.
• Assist in trouble shooting technology issues.
• Ensure students have access to textbooks and other needed materials
• Monitor student behavior, and provide the instructor observational feedback outside of class time.
• Support instructor by fostering an appropriate testing environment and proctoring tests, according to instructor guidelines.
• Facilitate the return of completed tests to the instructor.
• Weekly monitor student grades through Parent access in Blackboard.
• Use Blackboard Parent account and Parent access to student information in Blackboard in accordance with FERPA guidelines.
• Assist students as necessary to complete the end of course survey.
• Complete the end of course survey for facilitators.

Recommended Equipment

Computer meeting minimum system requirements for accessing Blackboard, Wimba Classroom, Elluminate and any other online teaching, learning and assessment technologies
Broadband Internet access
Headset with microphone
Web camera

If you have any questions regarding the technology used for the class, please contact Evon Zundel (ezundel@blendedschools.net or 610-390-3521).