



102-814 Goldstream Ave, Victoria, BC V9B2X7

Name: _____ Date: _____

Role of Student (DL courses)

Initial: _____

Once registered for a course, book a time to attend the DL orientation as soon as possible. The orientation provides a valuable tutorial for navigating online courses and will make the transition into online course work easier. Create a schedule for working on your DL courses. Allot time on a daily basis to complete assigned course tasks. Communicate regularly with your DL teacher and do not hesitate to ask questions if you are not sure how to proceed with an assignment or do not understand a course concept. Your DL teachers will be more than willing to assist you online or by phone.

Remember! There will be no teacher reminding you to get your work done so it is up to you to develop a schedule and routine for completing your DL course work.

- Students' key points to consider:**
1. Keep to a set schedule (days & times).
 2. Record upcoming due dates (calendar at a glance).
 3. Create a comfortable work area where you do not have any other distractions.
 4. Communicate regularly with your teacher.
 5. Hand in assignments on time (or early!).

Role of Parent (Distributed Learning)

Initial: _____

Parents play a critical role with the success of students in any school setting. Distributed Learning (DL) courses place parents in a supervisory role that would be managed by a classroom teacher in the regular setting. There are key elements parents need to keep in mind when helping their children to be successful with courses that are completed at a distance. First, work with your child to maintain a regular schedule of working on DL courses. For example, a DL student could spend the morning working on DL if not enrolled in another school. If the student is enrolled at a regular school and supplementing their school timetable with DL courses, they could dedicate one hour per evening for DL and some time on the weekends. A regular routine of working on DL significantly increases the odds that the student will successfully complete the course.

Secondly, ensure that the student understands there will be no teacher or timetable reminding them to get the work done. Course success is achieved through the student's own motivation. Self-directed education is tough to get into when the student has been attending classes in a traditional setting.

Finally, speak to your child about the pros and cons of DL courses. Explain that it requires individual motivation, discipline, and commitment to be successful in these courses. Students will need to be willing to maintain regular contact with the assigned DL teacher and will need to be comfortable working in both an electronic and binder course format.

(By initialing the student and/or parent understands their role in achieving success in a Distributed Learning (DL) delivery of BC Ministry-Authorized courses)