

**Texas LEARNS**

A Collaborative between the Texas Education Agency and Harris County Department of
Education State Office of Adult Education and Family Literacy

Distance Learning Academy Fact Sheet

DLA Module 1: Understanding State Policy for Distance Education

Description:

Module 1 explains state and federal policy requirements for implementing a distance education program. Numerous distance education tools and strategies from local programs that are providing distance learning classes are included. **Module 1 is the first of two mandatory training requirements for local programs directors and teachers who are implementing a distance education program for the first time.**

Objectives: Upon completion of this course, participants will be able to:

- Describe the essential elements of state policy for distance education
- Explain the critical difference between proxy hours and direct hours for distance learning students
- Understand the Distance Learning Models and the *Texas LEARNS Approved List of Distance Education*
- Understand how distance learning classes are created in TEAMS
- Recognize available resources and strategies from the *Distance Learning Toolbox*
- Recognize the performance value of implementing a distance learning program

Module 1 Enrollment Recommendation: New administrators and/or distance learning teachers who begin working for a local program are highly encouraged to attend this module as part of a distance education orientation. **This training may also serve as a DL refresher for existing DL teachers.**

Professional Development Hours Awarded: Participants will receive 4.0 or 6.0 hours.

DLA Module 2: Exploring Texas Adult Education Distance Learning Curricula

Description:

Module 2 introduces and explains numerous curricula options available on the *Approved List of Distance Curriculum*. Participants will also have the opportunity to explore the curricula for themselves during the workshop. **This course is not an endorsement of any specific software or curriculum.**

Module 2 is not a training requirement for local program directors and teachers who are implementing DL for the first time; however, attendance is highly encouraged.

Objectives: Upon completion of this course, participants will be able to:

- Review approved distance learning curricula and models for awarding proxy hours
- Review recent research efforts to evaluate distance learning curricula
- Begin the process of exploration and review of approved distance learning curricula
- Determine your next steps toward distance learning curricula selection

Professional Development Hours Awarded: Participants will receive 3.0 hours.

Module 3: Teaching Adult Students at a Distance (DL 101)**Description:**

Module 3 is a six-week online course. During the six weeks, participants will navigate and use an online course platform for DL 101 using Google Sites. Program administrators and teachers will also discuss and complete assignments regarding student recruitment, orientation, accessibility to materials and technology, teacher roles in a distance learning program, curriculum choices, assessment, and student progress/academic gains. **Module 3 is the second mandatory training requirement for local programs directors and teachers who are implementing a distance education program for the first time. Program directors and staff that have an existing DL program plan in place are not required to attend.**

Objectives: Upon completion of this course, participants will be able to:

- Explain the distinct components of implementing a distance education program
- Develop and submit a distance learning program plan which is a requirement of the distance education state policy
- Navigate the online course platform provided by Google Sites and perform the tasks required for participation (upload and download documents, post a reply to a discussion board, respond to online questions posed by the instructor, etc.)

Module 3 Course Pre-requisite:

- Administrators/coordinators and teachers who are implementing distance learning for the first time are required to attend Module 1: *Understanding State Policy for Distance Education* **before** they complete Module 3.
- Participants are required to attend a one-hour conference call before the online course begins and participate in a one-hour conference call/webinar during Week 5 of the online course.

Professional Development Hours Awarded: Participants will receive 18.0 hours.