edmentum™

# Edmentum Instructional Services

## Instructional Model At-a-Glance



## Purpose:

This document defines the key service offerings within instructional services, explains the components of the instructional models, highlights the roles and responsibilities, and shares available resources for a successful implementation.

## Virtual Learning Defined:

Virtual learning can be defined as using technology as a medium to deliver instruction, including teacher-facilitated instruction (where there is some distance in geography and or time between the teacher and student) and self-directed learning. It is not to be confused with the broader category of *digital learning*, which encompasses the general use of technology to support teaching and learning.

## Key Offerings:

| Instructional Services Key Service Offerings | | | |
|---|---|---|---|
| **Service Offering** | **What?** | **Why?** | **Who?** |
| **Flexible Virtual Learning** | A-la-carte model with students taking some or all classes virtually taught by certified Edmentum teachers and live instruction aligned to a national schedule | To support districts in providing their students an opportunity to access a variety of course offerings in a flexible virtual environment | K-12 students who are attached to districts across the country and abroad |
| **Enhanced Virtual Learning** | A-la-carte model with certified Edmentum teachers serving as the district teacher and providing live instruction for classes aligned to the districts' daily academic schedule | To support districts in filling teacher gaps in school schedules due to teacher shortages within the instructional day | 6-12 districts who have an opportunity to fill course gaps within the instructional day |

| Flexible Virtual Learning and Enhanced Virtual Learning Elements | |
|---|---|
| **Element** | **Overview** |
| **State Certified Teacher of Record** | • **Guides students through the virtual experience**<br>• Provides high quality live instruction<br>• Monitors student performance and progress<br>• Communicates frequently with students via email, phone calls, messenger, and Zoom<br>• Provides high quality grading and feedback aligned to the rubrics<br>• Collaborates with district partners |
| **Live Instruction Aligned to the National Schedule & Students** | • **Supports the transfer of learning from the platform to the student**<br>• Encourages students to actively participate in the learning journey<br>• Engages with learners on the course objectives |



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

| | |
|---|---|
| **Live Instruction Aligned to the District Schedule & Students** | • Mitigates misconceptions and affirms progress<br>• Provides just-in-time feedback on skill acquisition<br>• Follows the gradual release method using the “I do, we do, you do” cycle |
| **Access to Learning Platforms** | • **Serves as the virtual learning platform**<br>• Provides relevant content aligned to the standards<br>• Provides a flexible environment for self-paced learning<br>• Opportunities to demonstrate mastery through embedded assessments<br>• Includes real-time data to monitor progress<br>• Includes tools for student engagement |
| **Office Hours** | • **Encourages student agency**<br>• Opportunities for personalized support<br>• Provides flexibility for self-paced learning |
| **Grading & Feedback** | • **Focuses on improving student outcomes**<br>• Ensures consistency and high expectations<br>• Motivates students to stay engaged |
| **Recordings & Resources** | • **Opportunities to frontload and review content**<br>• Encourages student agency<br>• Provides flexibility for self-paced learning |
| **Differentiators** | • **Instruction delivered by state certified teachers**<br>• Teachers participate in ongoing researched-based professional development<br>• Teachers earn Continuing Education Units (CEUs)<br>• Focus on student engagement and student impact<br>• Access to data dashboards and timely feedback<br>• Partnership and collaboration with district team |

## People Make the Difference:

Best-in-class virtual learning is a partnership. There is intentional collaboration between Edmentum Instructional Services and our Partners to ensure successful implementations.

| Partnership and Implementation Roles & Responsibilities | |
|---|---|
| **Roles** | **Responsibilities** |
| **District Point of Contact** | • **Set the vision for the implementation at the district**<br>• Communicate the expected outcomes from the partnership<br>• Create the district infrastructure to support the implementation<br>• Review and sign the Scope of Work (SOW)<br>• Determine the district designees for further support |
| **Virtual Sales Manager** | • **Position the Flexible Virtual Learning and Enhanced Virtual Learning services**<br>• Collaborate with the district point of contact or designee on the expected outcomes from the implementation<br>• Provide and sign the SOW<br>• Introduce and hand off the district designee to the instructional team |
| **Virtual Program Manager** | • **Own the relationship and main point of contact** |



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

| | |
|---|---|
| | • Review the SOW<br>• Understand district expected outcomes<br>• Support the daily operations of the implementation<br>• Collaborate with the Regional Director of Instruction on instructional needs<br>• Ensure district access to learning platforms<br>• Ensure the district uses all purchased solutions |
| **Regional Director of Instruction** | • **Ensure the delivery of the instructional model**<br>  ○ Certified Teacher of Record, Live Instruction, Office Hours, Grading & Feedback, Recordings & Resources<br>• Review the SOW<br>• Understand district expected outcomes<br>• Collaborate with the Virtual Program Manager on instructional needs |
| **State Certified Teacher of Record** | • **Deliver the elements of the instructional model**<br>  ○ Live Instruction, Office Hours, Grading & Feedback, Recordings & Resources |
| **Student/Family** | • **Engage in the elements of the instructional model**<br>  ○ Learning Platforms, Live Instruction, Office Hours, Grading & Feedback, Recordings & Resources |

## The Partnership Journey:

This guide will help you prepare for the journey: Getting Started with Instructional Services
Enhanced Virtual Learning Resource Tools: Enhanced Virtual Learning Tools

| Partnership Journey and Experience | | |
|---|---|---|
| **Steps** | **Roles** | **Outcome** |
| **#1 – Needs Assessment & Consultation** | • District Point of Contact<br>• Virtual Sales Manager | • Consultative meeting to determine needs and outcomes<br>• Understand expected outcomes<br>• Position services to meet needs<br>• Determine the instructional team to support the implementation |
| **#2 – Finalize the Agreement** | • District Point of Contact<br>• Virtual Sales Manager | • Verify details of the implementation<br>• Confirm agreement<br>• Sign SOW<br>• Submit purchase order<br>• Begin delivering on the implementation |
| **#3 – Onboarding** | • District Point of Contact or Designee<br>• Implementation Specialist | • Create District and users in the SIS (Genius)<br>• Ensure platform readiness<br>• Registration & Course Requests for enrollments |



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

| | | |
|---|---|---|
| | | • Begin progress monitoring |
| **#4 – Introduction to Instructional Services Team** | • District Point of Contact or District Designee<br>• Instructional Services Team | • Understand the district needs & expected outcomes<br>• Verify the details of the implementation<br>• Define roles & responsibilities<br>• Clarify partnership & support<br>• Schedule ongoing connections |
| **#5 – Ongoing Progress Monitoring** | • District Designee<br>• Instructional Services Team | • Monitor student progress<br>• Ensure that progress is aligned to expected outcomes<br>• Gather impact data<br>• Suggest additional services for identified needs<br>• Adjust as needed to align to the expected outcomes |
| **#6 – Ongoing Implementation Health Monitoring** | • District Designee<br>• Instructional Services Team<br>• Virtual Sales Manager | • Ensure that progress is aligned to expected outcomes<br>• Adjust as needed to align to the expected outcomes<br>• Proactively communicate success, opportunities, and risks |
| **#7 – Continue the Partnership** | • District Point of Contact<br>• Implementation Specialist<br>• Virtual Sales Manager | • Highlight success<br>• Review virtual learning needs<br>• Evolve the services and implementation as needed |

## Welcome:

Learners enrolled with Edmentum Instructional Services will receive an initial introduction through a welcome letter that will also share getting started best practices and expectations. Click the link for a 15-minute recording of the student experience: https://www.youtube.com/watch?v=1iufSIz5WVQ

## Genius Platform:

District representatives, at-home support, students, and Edmentum Instructional Services staff may access the instructional program via the Genius platform. Upon partnering with Edmentum, district representatives will receive access to Genius and next steps. Next steps include scheduling an onboarding session with our Enrollment and Implementation teams to learn more about the Genius platform and ensure a smooth start to the instructional program. Instructional Services Getting Started Guide.pdf - Google Drive



edmentum
Customer Support
800.447.5286
support@edmentum.com

## Learning Platforms:

| Learning Platforms | |
|---|---|
| **Calvert Digital (K–5)** | Calvert Learning curriculum features comprehensive digital curricula in English Language Arts, mathematics, science, social studies, physical education, health, and art. Click the link for an overview. https://www.edmentum.com/resources/brochures/calvert-educator-program-overview |
| **Exact Path (K–5)** | Exact Path utilizes adaptive diagnostic assessments paired with individualized learning paths to promote academic growth. Click the link for an overview. https://www.edmentum.com/resources/brochures/edmentums-individualized-learning-solution |
| **Study Island (3–12)** | Study Island is a standards mastery and proficiency solution designed to build knowledge retention and formatively assess progress to inform ongoing instruction. Click the link for an overview. https://www.edmentum.com/products/study-island |
| **Apex Courses (6–12)** | Apex Learning Courses are student-centered and designed to challenge and prepare students for success. Click the link for an overview. https://www.apexlearning.com/ |
| **Courseware (9–12)** | Courseware is standards-aligned digital curricula and virtual learning platform, designed to be flexible, dynamic, and personalized to meet the unique needs of each learner. It is built on a foundation of research-based design principles and implementation, including mastery learning, active and engaged learning, deliberate practice, explicit instruction, scaffolding, and metacognitive strategies. Click the link for an overview. https://www.edmentum.com/resources/brochures/courseware |

## Instructional Pedagogy:

The instructional pedagogy focuses on the components that meet students where they are in their academic journey while prioritizing support and enrichment for the whole learner.

- Engaging instructional practices
- Direct instruction around key concepts aligned to the curriculum
- Cycle of introduction, practice, and assessment
- Scaffolded lesson design
- Intentional Feedback
- Tiered support for enrichment and development

## Teacher Supervision and Evaluation:

The teacher supervision and evaluation model is research-based and provides coaching to continue to build teacher capacity.

- Aligned to the National Standards for Quality Online Learning (NSQ)
- Incorporates the Danielson Group for remote teaching
- Includes professional goal setting, data reviews, and ongoing support
- Embeds professional development opportunities aligned to Continuing Education Units (CEUs)



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

## National Live Support Schedule:

The national live lesson schedule prioritizes the core subjects: English Language Arts, Math, Science, and Social Studies. Opportunities for live lesson support in **global languages are limited**, and exploring the available recordings and resources will help to ensure that all learners have access to support their academic pursuits.

| National Live Support Schedule 2023–2024 | | | |
|---|---|---|---|
| **Summer Live Help Start Date** | **Summer Live Help End Date** | **Live Support Start Date** | **Live Support End Date** |
| June 5, 2023 | August 11, 2023 | August 14, 2023 | June 7, 2024 |

**Summer Live Help (Core Subjects) - ELA, Math, Science, Social Studies: M-R 8AM to 2PM CT**
**Thanksgiving Break (No National Live Support): November 20-24, 2023**
**Winter Break (No National Live Support): December 21, 2023-January 5, 2024**
***National Schedule cannot be adjusted to accommodate district schedules***
***The Enhanced Virtual Learning (EVL) schedule is aligned to the district schedules and Edmentum holiday calendar***

## Students with Special Needs:

Edmentum virtual teachers provide accommodations for students with special needs as highlighted in an Individualized Education Plan (IEP) and are available in a virtual setting. Once (IEPs) are uploaded to the Genius platform, the Edmentum virtual teacher will access the information and plan accordingly. As a partner to our districts, Edmentum virtual teachers will attend district (IEP) meetings as appropriate and complete the data-gathering documentation that the district provides.

## Communication Expectations:

At Edmentum, we recognize that effective communication is essential for building positive relationships with our districts and families. To ensure open and respectful two-way communication, we have established the following expectations:

- Our instructional services team will respond to all requests within twenty-four business hours. We will communicate in a courteous, respectful, and professional manner both verbally and in writing.
- We expect our partners to communicate with us in a professional, respectful, and courteous manner, whether in writing or verbally.
- If partners choose to communicate outside of these guidelines, future communication will be redirected to the next level of leadership as the new point of contact.



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

## Suggested Weekly Learning Commitment:

We know that learning moments should be chunked throughout the instructional day. To ensure we are addressing unique student needs, times may vary.

| Suggested Weekly Learning Commitment: 18–26 Hours per Week | | | | |
|---|---|---|---|---|
| **Grade** | **Teacher Facilitated** | **Hours** | **Student Directed** | **Hours** |
| **K–2nd Grades** | • Live instruction<br>• Live help<br>• Check-in meetings/ phone calls/ messenger | 8–10 | • Calvert Learning activities<br>• Feedback review<br>• Calvert recorded lessons<br>• Exact Path learning paths<br>• Recordings and resources | 10–12 |
| **3rd–5th Grades** | • Live lessons<br>• Live help<br>• Check-in meetings<br>• Phone calls/ messenger | 6–8 | • Calvert Learning activities<br>• Feedback review<br>• Calvert recorded lessons<br>• Exact Path learning paths<br>• Recordings and resources | 15–18 |
| **6th–8th Grades** | • Live instruction<br>• Live help<br>• Office hours<br>• Check-in meetings/ phone calls/ messenger | 4–6 | • Apex Courses<br>• Feedback review<br>• Recordings and resources | 15–20 |
| **9th–12th Grades** | • Live instruction<br>• Live help<br>• Office hours<br>• Check-in meetings /phone calls/messenger | 4–6 | • Courseware or Apex Course lessons<br>• Feedback review<br>• Recordings and resources | 15–20 |

## Student and Family Support Series:

We host a series of orientation sessions that are open to all Edmentum Instructional Services students and families. See the agenda topics below:

- ✓ Your district program
- ✓ What is virtual learning?
- ✓ Best practices for virtual learning
- ✓ Q & A



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22

| Audience: Elementary Students & Families (K–5)<br>Thursdays | | | |
|---|---|---|---|
| **1 PM Central** | **2 PM Central** | **Dates** | **Presenters** |
| Elementary (K–5) Registration Link (Option 1) | Elementary (K–5) Registration Link (Option 2) | 8/3/2023<br>8/10/2023<br>8/17/2023<br>8/24/2023<br>8/31/2023<br>9/7/2023<br>9/14/2023 | Lead:<br>Kim Soso-McCullough – Virtual Program Manager<br><br>Support: Scott Lobdell -Sr. – Virtual Program Manager |

| Audience: Middle School Students & Families (6–8)<br>Tuesdays | | | |
|---|---|---|---|
| **6 PM Central** | **7 PM Central** | **Dates** | **Presenters** |
| Middle School (6–8) Registration Link (Option 1) | Middle School (6–8) Registration Link (Option 2) | 8/1/2023<br>8/8/2023<br>8/15/2023<br>8/22/2023<br>8/29/2023<br>9/5/2023<br>9/12/2023 | Lead:<br>Amy Laws – Virtual Program Manager<br><br>Support: Kim Soso-McCullough – Virtual Program Manager |

| Audience: High School Students & Families (9–12)<br>Wednesdays | | | |
|---|---|---|---|
| **6 PM Central** | **7 PM Central** | **Dates** | **Presenters** |
| High School (9–12) Registration Link (Option 1) | High School (9–12) Registration Link (Option 2) | 8/2/2023<br>8/9/2023<br>8/16/2023<br>8/23/2023<br>8/30/2023<br>9/6/2023<br>9/13/2023 | Lead:<br>Scott Lobdell – Sr. Virtual Program Manager<br><br>Support: Erin Stokes – Virtual Program Manager |

| Audience: ALVS Secondary Students & Families (6–12)<br>Thursdays | | | |
|---|---|---|---|
| **6 PM Central** | **7 PM Central** | **Dates** | **Presenters** |
| ALVS (6–12) Registration Link (Option 1) | ALVS (6–12) Registration Link (Option 2) | 8/3/2023<br>8/10/2023<br>8/17/2023<br>8/24/2023<br>8/31/2023<br>9/7/2023<br>9/14/2023 | Lead:<br>Erin Stokes – Virtual Program Manager<br><br>Support: Amy Laws – Virtual Program Manager |

## Getting Started and Support:

https://www.edmentum.com/support#getting-started



edmentum
Customer Support
800.447.5286
support@edmentum.com
07.25.22