Distance Learning Progression | Phase 1
ESTABLISH A LEARNING MANAGEMENT SYSTEM (LMS)

		Action(s)	Possible Next Move to Take
Systems Level Planning	1	Explore, procure, and assess possible LMS options that meet all District security standards.	Determine needs and criteria for LMS, then review possible options.
	2	Establish infrastructure to support LMS and user rostering.	Use Student Information System (SIS) to set up a single sign on (SSO) rostering.
	3	Design an implementation plan and roll out with training and support at leader and teacher level.	Create a comprehensive professional development and support plan.
Leader	4	Leader identifies LMS for campus wide use or across grade level bands.	Review district approved LMS options and select a platform that is appropriate for each grade level.
	5	Leader determines criteria for course design/ expectations.	Model expectations and use the LMS as the campus hub.
	6	Leader determines how teachers will leverage the LMS during lesson planning.	Create a lesson plan template to support planning over a week versus day by day.
Teacher	7	Teacher creates and designs a separate course for each grouping of students or by class period.	Ensure everything posted in your LMS has purpose and consistency in formatting for students in a virtual setting.
	8	Teacher leverages features of LMS appropriately for online engagement.	Get to know all features available in the LMS so that the feature used best fits desired engagement from students.
	9	Teacher posts the daily learning target and agenda for students in the LMS.	Create and post an agenda for students to follow to access daily learning tasks.
Student	10	Students use LMS to access materials as needed.	Explicitly teach, practice and communicate routines for accessing the LMS.
	11	Students know where to access all communication and daily agendas in the LMS to complete assignments.	Post explicit and sequential directions for all agenda items that are either written, pictorial, or in video format.
	12	Students engage in at least one learning activity in the LMS each day.	Use a getting-acquainted first assignment to help students learn the LMS fundamentals.

For inspiration and access to all resources, visit
www.thepltoolbox.com/distancelearningprogression.

DALLAS
INDEPENDENT SCHOOL DISTRICT