

Coordination of Roles: First Steps

Critical Sequence of Events for Learners to Begin Coursework

The following sequence of events is critical for the use of the Learning Management System (LMS). These steps must be completed before learners can begin work in blended study groups within school districts. It requires a coordination of efforts and should be considered as implementation is planned.

Step 1: All users (except Chief Administrator)

- Create accounts in the eMBEDDED LEARNING ACADEMY LMS
- Note if the chief administrator is taking a course he/she will need to create an account

Step 2: Chief Administrator

- Uses LMS to designate other system Administrators (if desired)

Step 3: (Chief) Administrator

- Uses the LMS to designate Enrollment Managers, Facilitators, and Monitors (principals)

Step 4: Enrollment Manager

- Uses the LMS to:
 - Create study group(s)
 - Assign a facilitator to each study group
 - Assign learners to study groups
 - Release each group when it is ready

Step 5: Facilitator

- Assumes control of the study group and uses the LMS to configure it

Step 6: Learners

- Begin online coursework