



## Steps in Planning for Shared ICN Courses in AEA 11

1. Review the AEA 11 Potential ICN Bell Schedules, for an understanding of AEA 11 schools scheduling. [http://www.aea11.k12.ia.us/tech/icn/PDF\\_Files/BellsSchedule2007.pdf](http://www.aea11.k12.ia.us/tech/icn/PDF_Files/BellsSchedule2007.pdf)
2. Check the IPTV Educational Want Ads.  
[http://www.iptv.org/iowa\\_database/wantads/edwantad.cfm](http://www.iptv.org/iowa_database/wantads/edwantad.cfm)  
Schools can sign up online to publish and advertisement through IPTV, either offering or seeking ICN course partners. The Iowa Learning Online resources also advertise courses currently available to join. (Openings posted Spring, 2008, Registration remains open)  
<http://www.iowalearningonline.org/classes.cfm>
3. Contact Heartland AEA 11's ICN consultant Lyneé Casper, [lcasper@aea11.k12.ia.us](mailto:lcasper@aea11.k12.ia.us) who can suggest strategies in finding partner schools, offer support in planning and preparing ICN instructors. Information on costs and considerations related to receiving or offering an ICN course could be discussed.
4. Publish your needs regionally on the AEA 11 ICN Distance Learning site, (if an AEA 11 School), by contacting Lyneé Casper, who can post up to date information on the Heartland ICN Distance Learning Web site. Results will be posted May 2008.
5. Iowa Learning Online, <http://www.iowalearningonline.org/> can also help develop needed courses or help find existing courses. Contact Arlan Thorson.  
[athorson@iowalearningonline.org](mailto:athorson@iowalearningonline.org)
6. Once your school has committed to offering or receiving and ICN course, contact your regional scheduler, Janelle Archer, 515-964-6856, to inform her of your intent to offer an ICN class as soon as possible. She will offer steps required to schedule for a course. Keep in mind that partner schools must send the originating-teaching school their calendars, so the scheduling can be completed.
7. Discuss with your partner schools all aspects of carrying/receiving a class. Include
  - a. Purchase of course materials.
  - b. Does instructor provide email or web access to post assignments and activities for the course?
  - c. What will students do on days when one district has no class due to an inservice, etc. while partner schools are in session?
  - d. Does the potential instructor have an understanding of distance learning best practices and strategies? Example: Offer "media rich" learning environments, interactivity, student collaborative teams, etc. How can he/she obtain further support and staff development via the ICN?
  - e. Has the instructor observed or practiced teaching via the ICN?
  - f. Has the administrator/instructor contacted AEA 11 for support in this area?
  - g. Is there an orientation plan in place for students and their parents about the differences and expectations of distance learning via the ICN?
  - h. Is there a plan to provide a room monitor, an adult to supervise remote classes? (This is required). This is helpful especially at the beginning of the class for collaborative announcements, also during testing times, etc.

- i. How will the teacher communicate with students outside of the scheduled ICN class time? It is recommended that students have access to e-mail, for the express purpose of creating a flexible manner for students to communicate with their teacher and provide further Internet support for their virtual learning environment.
  - j. How will the ICN teacher respond efficiently to remote student questions, prior to and following classes. Instructors can plan ahead as to how specific directions/assignments are articulated, or how to assist a student who has missed a class.
8. Costs and billing considerations
- a. Video Line Costs (Originating School is billed, then bills back to remote schools, or trades off if a partner school reciprocates by offering to them an ICN class. Costs per hour for 2008-09 will be \$14.36 per hour, (Which is \$6.91 per hour, following e-rate reimbursement) per school. Minutes will be prorated.
  - b. The originating school will be billed by the ICN, so that school can then bill out to the partner schools.
  - c. Some schools choose to exchange classes, thus no costs are involved. Some schools charge an additional per pupil charge to cover the salary of their ICN teacher.
  - d. Some schools do not pay the instructor, but rather provide an extra planning time at first, to assist in adapting a course for distance learning.
  - e. Iowa Learning Online Courses pay the instructor, and offer other financial opportunities. For further considerations, check with Arlan Thorson [athorson@iowalearningonline.org](mailto:athorson@iowalearningonline.org)
9. It is suggested to visit with an administrator in a school district that has been successfully offering or receiving ICN instruction in the past. One can find this out through the AEA ICN Consultant, or the AEA 11 ICN Distance Learning Website at <http://www.aea11.k12.ia.us/tech/icn/icncourses.htm>
10. Keep in mind issues related to parental permission in videotaping participating students, (in make-up of sessions missed).
11. Teachers should keep in mind copyright issues related to using the ICN. Check this link for the latest updates on copyright, US Copyright Office: The Digital Millennium Copyright link at <http://lcweb.loc.gov/copyright/> and Heartland AEA 11's copyright resources for students, <http://www.aea11.k12.ia.us/tech/copyrightinfo.html> <http://www.aea11.k12.ia.us/womwww/1-03wom/BriefNotesMultimedia.pdf>  
This is a brief notes poster on copyright.
12. If seeking a post-secondary course, check with other Higher Education institutions such as the Des Moines Area Community College, (contact Mark Steffen, Distance Learning Coordinator at DMACC, 515-965-7078). Also review websites offered for other educational institutions at: <http://www.aea11.k12.ia.us/tech/icn/icncourses.htm>

Suggestions Developed by Lyneé Casper, Heartland AEA 11 ICN Consultant. Revised, March, 2008

Contact at [lcasper@aea11.k12.ia.us](mailto:lcasper@aea11.k12.ia.us)