



# Where AR Kids are Our Kids!

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## Facilitator Guide to Success

Local school facilitators are critical partners with Virtual Arkansas and our teachers. The importance of the local facilitator to student success cannot be overstated. Research shows that an integral part of student success is an adult advocate. Not only is the facilitator an important advocate for their students, this facilitator must also be actively involved in monitoring student progress, communicating with VA teachers and local administrators, and holding students accountable for this progress along with the VA instructor.

### Important Facilitator Tasks

- Maintain open lines of communication
- Serve as the local “eyes and ears”
- Track student progress
- Develop relationship with students
- Motivate struggling students
- Maintain a business-like learning environment

### Before Class Begins

- Complete the online Virtual Arkansas facilitator training modules
- Ensure the digital learning classroom has computers connected to the network, headphones, and a web camera
- Develop a student progress and monitoring plan
- Prepare to enter the first day of class with a plan (i.e. classroom setup, assigned student seating, discipline, and practice using the Power Panel)
- Develop rules and procedures
- Know which students to expect and when
- Be prepared to assist students to login to the Power Panel

### During the Course

- Assist students with communicating effectively with instructors
- Monitor the progress of students
- Help students set goals and stay on top of their course work
- Move around the room when students are working
- Know who the struggling students are, especially those with D’s and F’s
- If struggles persist, communicate their progress with the local administrator
- Ensure struggling students gain access to local intervention and support systems
- Have students pull up their profile and ensure the correct student email address in the system
- Ensure students are monitoring messages from the VA instructor
- Participate in Zoom sessions