



Alberta Distance Learning Centre

Team Teaching

Success for Every Student

www.adlc.ca

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Team Teaching Ext. 5378

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Has your school submitted a new agreement?

2011 - 2012 Team Teaching Agreements are now available. The TT Agreement must be signed and submitted to ADLC before we can set up courses for your school. (The agreement is valid for the full 2011 - 2012 school year.) If you know you will be Team Teaching with ADLC, please sign and submit your Team Teaching Agreement. A copy of the updated Team Teaching Agreement is available on ADLC's Team Teaching Program page, or you can download it by visiting <http://www.adlc.ca/content/view/79/123> and selecting "Team Teaching Agreement". Contact the Team Teaching Coordinator or your local Regional Office Coordinator for clarification of any details in the agreement.



Online Course Request Tool

To streamline the process of requesting Team Teaching courses, we have developed a new Online Course Request Tool. Instead of sending a request by e-mail or telephone each time your school requires a new Team Teaching course, you now can make your request online. The person who completes the online form will receive an e-mail message verifying the specified information and confirming the request was received. This link is located on the Team Teaching page on our website. Please contact us for further information or if you experience difficulty using this new feature.

Courses for Next Year

If you have not already done so, please let us know what courses you require for 2011 - 2012. Your school should have received a fax from us in May that included a list of your current, active Team Teaching courses. If you have not already done so, we request that you review the list and return it to us with any omissions, changes, or additions noted. This year, we will be creating only courses the school requests. We hope this will be an effective way to ensure the newest course versions are being offered and that students can be enrolled and working as soon as possible in the fall. Even if you do not know which teacher will be assigned to each particular course, please request the course(s) now so it can be created using the current teacher assignment. If and when the teacher assignment changes, the information will be updated; it is much quicker to change the teacher assignment in an existing course than to create a new course in the fall.

We can have courses waiting for you when you return in August only if we hear from you now. We want to eliminate the wait in the fall for courses you plan to utilize. Please ensure that you include a teacher's name, and whether you would like the course in print or online delivery medium. Your students will benefit if you let us know what you need as soon as possible. If you are unsure of your needs, you may request a brief guest access to allow you to review specific course materials.

2011 Annual Partnership Update Sessions

This spring, Alberta Distance Learning Centre hosted Partnership Update Conferences in several locations around the province, attended by more than 300 teachers, administrators, and support staff from around Alberta. Conference locations in Grande Prairie, Red Deer, Edmonton, Calgary, and Lethbridge offered sessions on new, improved, and upcoming course programming for ADLC's 2011 - 2012 school year. Partners attended breakout sessions on new Division 1 programming, new Math 20-1, 20-2, and 20-3 courses, the Knowledge and Employability program, as well as various other topics such as enhancement programs and effective facilitation of Distributed Learning courses. Responses following the Update Conferences have been overwhelmingly positive, and ADLC looks forward to working closely with our Partner Schools in the year to come.

Presentations from the 2011 Update Conference can be downloaded from

<http://www.adlc.ca/content/view/202/236/>

Marks Deadline for Transcript Purposes

The deadline for submitting marks to ADLC for Team Teaching diploma courses is Wednesday, June 15, and Team Teaching non-diploma courses is Friday, June 24. We cannot guarantee that marks submitted after these dates will be processed by Alberta Education in time to appear on Student Transcripts. Please continue to submit marks as your students complete so their courses can be finalized; marks will still be submitted to Alberta Education and student credits and funding will be assigned. Marks can be submitted by e-mail to teamteaching@adlc.ca. To ensure short turnaround time, please include the Student Name, Student File Number, Course Name, and final percentage in the course.

Example:

Student Name: Jane Smith
File Number: 3782999
Course: Math 10-4 Online
Final Mark: 94%

A quick way to check whether your students have been finalized is to go to our website, www.adlc.ca and click on "Check Your Marks"; then, log in using your school username and password. This will bring up a list of all your school's students – both in Contracted Services and Team Teaching – as well as their status in the courses.

