

Ministry of Education
Quality Review: Internal Review Guide

Instructional Practices – Questions for reflection

As a distributed learning teacher, what do you do to create a **teaching presence** in your classes?

1. Communicate course topics, goals, timelines, and expectations regarding assignments?	
2. Provide instruction to students about participation in activities, productive dialogue, and task expectations, as well as providing instruction to help students master content and achieve learning outcomes?	
3. Guide students to help identify areas of agreement or disagreement on course topics, help clarify student's thinking about course topics, focus discussion on relevant issues, and help students explore new concepts in the course?	
4. Foster the development of a sense of community among course participants, and provide relevant and timely feedback to students?	
5. Select appropriate resources and/or develop learning materials and content for your students that meet the highest standards for quality and student usability	

As a distributed learning teacher, what do you do to create a **social presence** in your classes?

6. Create a sense of belonging and community for students?	
7. Support student expression in online discussion, building a sense of collaboration?	
8. Foster the use of a variety of communication strategies, including online strategies, for social interaction among students and teacher?	

As a distributed learning teacher, what do you do to create a **cognitive presence** in your classes?

9. Foster student interest in course issues and content, while supporting the development of new perspectives through student reflection?	
10. Encourage students to use a variety of information sources, techniques, and approaches to solutions when exploring problems posed in the course?	
11. Support the testing and application of new knowledge for students?	

Leadership Practices – Questions for reflection

As a distributed learning leader, what do you do to plan, support, and communicate?

1. Create a shared vision for DL?	
2. Foster the creation and implementation of group goals; set direction, monitor, and plan school growth and activity?	
3. Set high performance expectations for staff and students?	
4. Ensure all teachers are qualified and trained, and provide instructional support for staff?	
5. Assist staff in the creation of processes and content that fosters student engagement?	
6. Create structures in a DL environment that foster collaboration?	
7. Build productive relations with parents and the community?	
8. Recognize and celebrate teacher and student accomplishments?	