

CESA 5's Online Learning Professional Development Project presents...

## Local Education Guide (LEG) Training



From The Ashmark Institute of Australia:  
<http://www.ashmark.edu.au/images/support>.

**Tuesday, January 25th, 2011**

9:00-11:30; registration @ 8:45 a.m.

@ CESA 5 Office, 626 East Slifer, Portage

Trainer: Jennifer Casper  
Curriculum & Technology Specialist, CESA 5

Registration Deadline:  
Tuesday, January 18th, 2011

CESA 5 Instructional Technology Services  
Attn: Janet Gaber  
CESA #5  
P.O. Box 564  
Portage, WI 53901

Please Post...

## Local Education Guide (LEG) Training

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**Who:** District staff who gives support to students taking online courses (i.e. guidance counselor, Curriculum & Instruction Coordinator, Gifted & Talented teacher, subject-based teacher, or other appropriate staff)

**When:** Tuesday, January 25th, 2011 9:00 a.m. - 11:30 a.m.  
— registration and coffee at 8:45 a.m. —

**Where:** CESA 5 Office 626 East Slifer Street, Portage

**Fee:** No Charge

\*\*Mileage reimbursement will be provided through the grant.\*\*

### Description:

If we were referring to body parts, a leg is something you stand on; it gives you support. In the virtual world of online courses, a LEG is someone who gives support to students in the district who are taking virtual courses online.

Research states that it is critical to the success of most students in an online environment to have someone locally monitoring their progress. If the student had difficulty being motivated to do assignments in a traditional educational setting, he or she may have equal difficulty being motivated to do online course work. In an online course, the student must complete assignments and communicate with the teacher on a regular basis in order to complete the course. Many students need a little prodding to be sure they are moving forward toward course completion. Student contact and encouragement are the most important responsibilities of a LEG.

### *During this training you will learn:*

- \* How to assist students in selecting courses they will be successful in
- \* How to assist students in the enrollment process
- \* How to assist the student in getting started with their class including making contact with their instructor, printing out the course syllabus and grading policy, making initial access to the course
- \* How to monitor student progress including observing student progress and grade book
- \* How to facilitate the student's learning process through email, face-to-face contact, or phone

**Registrations** for this training will be taken via the online CESA workshop portal at <http://www.myquickreg.com/>

First time users of MyQuickReg are asked to fill out an online registration form so that they can register for this and other CESA 5 workshops.

Questions on registration?

contact Janet Gaber @ 608/742-8814, ext. 277  
gaberj@cesa5.k12.wi.us

**Registration Fee:** No Charge

\*\* Registration fees waived for educators of CESA 5 districts.\*\*

**Registration Deadline:** Tuesday, January 18th, 2011

### **Registration for this workshop is limited to thirty.**

CESA 5 reserves the right to cancel any session due to insufficient enrollment. Participants will be notified by email or phone.

**Questions** on the training:

contact Jennifer Casper [casperj@cesa5.k12.wi.us](mailto:casperj@cesa5.k12.wi.us)

**Questions** on registration:

contact Janet Gaber [gaberj@cesa5.k12.wi.us](mailto:gaberj@cesa5.k12.wi.us) 608/742-8814, ext. 277