

Creating a Blended Learning Strategy

Successfully implementing a blended learning program requires analysis and thoughtful planning. To create an effective, comprehensive plan:

- ☐ Work to identify your district's three biggest challenges over the next one to two years.
- ☐ Outline your goals – knowing what you want to achieve with your blended learning program is paramount because, as you experience the ups and downs of introducing a new program, revisiting the strategic goals will help you remain focused and grounded.
- ☐ Identify technology tools and online programs that can help you address your challenges or goals.
- ☐ Determine your budget and funding resources.
- ☐ Create a timeline and set of expectations for your blended learning program implementation.

Creating a Blended Learning Strategy–Alignment

Successfully implementing a blended learning program requires alignment. To create alignment:

- ☐ Align goals with district priorities
- ☐ Determine key stakeholders who must buy into the project (start with top 3)
- ☐ Understand the key resources you will need, and who in your district can provide them
- ☐ Identify the individual that will make up the core team – list by role and process
- ☐ Keep on course – stay on the timeline you initially created for the project and communicate successes

Planning Your Blended Learning Strategy Checklist

Successfully implementing a blended learning program requires alignment. To plan:

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| <ul style="list-style-type: none"><input type="checkbox"/> Identify a main administrator for your project
<input type="checkbox"/> Recognize the skills you want to seek in the leaders and key players
<input type="checkbox"/> Determine the blended learning philosophies you will enforce | <ul style="list-style-type: none"><input type="checkbox"/> Illustrate how your program will be structured
<input type="checkbox"/> Establish the key milestones needed in your timeline |
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Pitstop: Implementation

Successfully implementing a blended learning program requires careful analysis and planning. Once you've moved into the implementation phase, follow these tips for a successful program:

- ☐ Determine the curriculum and content best suited for your model
- ☐ Research and select a Learning Management System
- ☐ Plan for your technology needs
- ☐ Decide on a location and furniture layout
- ☐ Identify what Instructional Support will be required

Pitstop: Evaluation

Once your blended learning program has launched, it is time to review, analyze and adjust so that you can fine tune the program for the coming year:

- ☐ Review, analyze and adjust the program, as needed
 - ☐ Look at the data & reports and ask for feedback as part of the evaluation process
 - ☐ Measure your progress against objectives that align to your district goals
- ☐ Consider program structure, student support & achievement, and instructional strategy
 - ☐ Collaborate with core team to improve the program for the coming year