



October 17, 2019

Lake County Tech Campus (LCTC) is planning on utilizing e-Learning on days that are declared emergency days. Meaning students will receive instruction when they are not physically present on campus through LCTC's Learning Management System (LMS). To assure a successful launch to the LCTC's e-Learning program administration is dedicating a significant amount of time to professional development and providing instructional staff time to develop the e-Learning lesson plans. The dates identified below are the tentative formal times that staff will be exposed to e-Learning Professional Development. To further assist the LCTC staff, the Technology Department will provide extra training opportunities.

Staff e-Learning Professional Development Opportunities:

- August 15, 2019
- September 11, 2019
- November 27, 2019
- December 12, 2019

To assure the success of e-Learning being used on emergency days, LCTC instructors have some responsibilities that they have to meet:

- Instructors will create the e-Learning Lessons
 - LCTC administration reviews the e-Learning lessons
- Share e-Learning lesson with their students by 8 a.m. and or at the earliest possible given specific circumstance on declared e-learning day
- The lesson should require approximately one session of work from the student
- The student's attendance will be measured by their participation in the lesson
 - Students will have an equitable make-up assignment should they not have access to a computer or internet
 - Students will have ample opportunity to turn in work should they not have access to assignment
- The lesson/task does not need to result in a grade, but the student is accountable for the work

Also, there are responsibilities that the students have to meet during a declared e-Learning day:

- Check their Learning Management System
- Check their LCTC email account for assignments
- Students will need to complete the assigned lesson before the beginning of the next traditional school day

To get to this point where LCTC instructional staff will be able to use e-Learning as a means to deliver instruction to our students during emergency days has been a five-year process. We are excited about the opportunities that e-Learning will bring to our students in the immediate time but also, in the future as the students prepare for the next step in their education.

PARTICIPATING SCHOOLS

Alden-Hebron • Antioch • Deerfield • Grant • Grayslake Central • Grayslake North • Highland Park • Johnsburg • Lakes • Lake Forest • Lake Zurich
Libertyville • Mundelein • North Chicago • Richmond-Burton • Round Lake • Stevenson • Vernon Hills • Warren • Wauconda • Waukegan • Zion-Benton