

BPSS Distance Education Checklist with Narrative

Required for all Online/Hybrid Curriculum Applications

Please INITIAL after having completed the following – in the space provided include narrative describing how you have met this requirement in the space provided. Please sign at the end to verify the accuracy of all information provided:

_____ 1. Curriculum title is descriptive and clear, without advertising; includes the word **Hybrid** or **Online**

Title:

_____ 2. Prepared a working prototype/online classroom.

Evidence:

_____ 3. Provided for the monitoring and archiving of student attendance according to guidelines

Evidence:

_____ 4. Disclosed the institution's approval status, in the online classroom. Also stated the name, address, and telephone number of BPSS and provided a link to the BPSS website

Evidence:

_____ 5. Provided for adequate safety and integrity of student information, testing, and evaluation. Established measures for authenticating student identity

Evidence:

_____ 6. Planned for synchronous student-teacher interaction to measure in clock hours

Evidence:

_____ 7. School's instructors are employees of the school and licensed with BPSS for the subject area

Evidence:

_____ 8. Determined the number of instructional hours assigned to online and classroom instruction

Evidence:

_____ 9. Prepared instructional materials designed specifically for distance education use

Evidence:

_____ 10. Provided for outside resources, electronic databases, and other library access features.

Evidence:

_____ 11. Created a narrative specifying URL with host site, mirror site, information on course archive, log-in information for field associate, and details on school liaison for technical assistance.

Evidence:

_____ 12. Arranged for training students to access and use the course. Made plans for dealing with potential student technical online issues. Arranged for any necessary training of faculty/staff.

Evidence:

_____ 13. Planned for routinely updating technology infrastructure

Evidence:

_____ 14. Planned preventive measures to protect against malware

Evidence:

By signing in the space provided below the school official is attesting to having read the **Distance Learning Guidelines** and has **provided the curriculum unit of BPSS evidence** (a narrative) of all of the items listed on this checklist in the form above.

School Name (printed): _____

School Director Signature: _____ Date: _____

School Director Name Printed: _____