

# **Utah Education Network**

## **Distance Learning Facilitators Guidelines**

### **Purpose**

The purpose of these guidelines is to ensure that appropriately trained facilitators are present at all distance education events to help ensure that students have high quality educational experiences.

### **References**

Site Administrator, Counselor, Coordinator, and Facilitator Responsibilities

### **Guidelines**

The facilitator serves as technical support and troubleshooter for the classes as well as provides support for the instructor in both content and management areas. Both the instructional and technical roles are critical to the success of classes, meetings, and events. A site facilitator works under the direction of a site coordinator. Before acting as facilitator, this individual should complete training provided by the UEN Distance Education Specialists and know how to operate all equipment at the site. UEN facilitator guideline is that:

**3.5.3.1** A certified facilitator is required in all classes, events and meetings carried over the UEN interactive video network.

**3.5.3.2** If a certified facilitator is not present for test time or if they are absent for more than 10 minutes during an event, the origination site for a class or meeting will shut down the interactive component of the session and the site will lose its ability to communicate with the instructor.

**3.5.3.3** The school administrator over distance learning and/or the site coordinator and facilitator will be contacted when such incidents occur and will be asked to correct this issue.

**3.5.3.4** If unreliable attendance at distance learning classes, meetings, or other events persists, the district superintendent or higher education administrator will be notified and her/his help will be enlisted to resolve the problem.

**3.5.3.5** The continued failure to provide a certified facilitator may result in the de-certification of a site and the re-deployment of the UEN equipment from the non-supporting site to one which is better able to provide support.