

# What You Need to Know as a Learning Coach

Support from the Learning Coach is one of the keys to student success in virtual school.

## What are the essentials I need to know about being a Learning Coach?

- Learning Coaches carry out educational tasks to support their students.
- The Learning Coach can be a caretaker or another responsible adult chosen by the caretaker.
- Learning Coaches are more involved in their student's education than parents of students in a traditional school.
- Virtual school uses an independent learning model with a high degree of involvement from the parent in addition to support from the teachers.
- Having a good grasp of technology is essential to coaching your virtual school student.

## How much time can I expect to spend supporting my student?

- Elementary School (kindergarten through fifth grade): about 5–6 hours
- Middle School (grades 6–8): about 2–3 hours
- High School (grades 9–12): about 1–2 hours

## More to know about the time I'll spend supporting my student:

- The amount of Learning Coach time and level of effort varies depending on the student's age and ability to work independently.
- Students who don't work effectively in an independent learning environment, or students with attention deficits, learning differences, or behavioral concerns, require more Learning Coach time and energy.

## What tasks can I expect to complete each day?

- Communicate with teachers and school staff.
- Maintain the learning space and supplies.
- Discuss daily lesson requirements and other activity commitments with your student to create a weekly plan.
- Follow the school's directions to record attendance and ensure your student completes all daily lessons.
- Oversee daily lesson completion and monitor student comprehension of lesson content.
- Approve lessons, affirming your student completed each lesson with the appropriate level of time and effort.
- Monitor progress and grades.

# 7 Steps for Success

Use this step-by-step plan to find success in the Pearson Online Classroom.



## 1. Create a daily schedule and routine with your student.

A daily schedule and predictable routine allow everyone to understand their daily roles and responsibilities. Use these resources as a guide for creating a successful plan:

- [Create a Daily Schedule](#)
- [Your Family Plan for Success](#)



## 2. Preview lessons and utilize the Learning Coach Guide when working with your student.

You'll be better prepared to assist your student if you preview the lesson content. The Learning Coach Guide provides you with ways to monitor your student's comprehension. The guides are found at the bottom of the lesson pages.

- Elementary (grades K-5) – All grades K-5 courses contain Learning Coach Guides. In some courses, the Learning Coach Guide is only available using the Learning Coach username. Use the guides as your student completes lessons.
- Secondary (grades 6-12) - Some, but not all, secondary courses include a Learning Coach Guide. When available, use the guide to ensure your student understands key lesson concepts.



## 3. Use the Gradebook each day to review assessment results alongside your student.

The following resource explains the Gradebook, its features, and how to use it:

- [Using the Grade Book](#)



## 4. Ensure all assigned lessons are complete by the end of the day every Friday.

To avoid accruing overdue lessons, all assigned lessons should be completed before your student logs off on Friday. If not, establish a weekend work routine to catch up.



## 5. Communicate with homeroom and content-area teachers.

Staying in close contact with your student's teacher(s) equips you with the information you need for your student's success. Maintain WebMail and phone contact each day.



## 6. Ensure that your student attends LiveLesson sessions.

LiveLesson sessions provide supplemental lesson information and allow your student to become familiar with their teacher(s) and connect with other students. The sessions do not replace assigned lessons.



## 7. Before your student logs off for the day, don't forget the Learning Coach daily wrap-up:

- Record your student's daily attendance, as directed by your school (if your school requires it).
- Mark student lessons complete from your Learning Coach account.
- For secondary students who are effective independent learners, review the notes they recorded as they completed lessons and ask questions to ensure lesson comprehension.
- Check WebMail.