

# Class.com & NEA

## Alignment with NEA's Guide to Online High School Courses



Class.com courses were designed from the ground up for online delivery. Teams of professional instructional designers, subject matter experts, teachers, multimedia developers, and software engineers build each course to meet rigorous research-based design and academic standards. Class.com courses are licensed to local schools and e-learning programs, and delivered using local instructors according to district and state policies. Class.com advises on best practices for instruction and administration, and integrates with a program's chosen Learning Management System.






This document demonstrates how Class.com courses align to NEA's *Guide to Online High School Courses*.



### From the NEA white paper: *Guide to Online High School Courses*:

"The following charts provide greater detail about each of these seven categories. They are meant to provide guidance both for those who design online courses and those who evaluate the quality of existing courses. The following indicators may be more easily applicable to some situations and courses than others. They are intended to provide a comprehensive framework for analysis."

### Curriculum





Online curricular offerings should be challenging, relevant, and aligned with appropriate national, state, and/or district standards for student learning.

<b>The online course is aligned with appropriate national, state and/or district standards for student learning.</b>	
Student performance (learning) objectives are clearly stated.	 <b><i>Class.com courses contain introductory materials with information about learning objectives, performance expectations, and orientation to tools. Class.com also publishes Scope and Sequence materials containing descriptions, lists of objectives, outlines, and summaries of assessment.</i></b>
The performance objectives are clearly matched to the national, state, and/or district standards for the corresponding content area(s).	 <b><i>Class.com maps courses to state and national standards. Courses are customizable to fill any gaps.</i></b>
The performance objectives are matched to the developmental/grade level of the intended student population.	 <b><i>Class.com courses are grade appropriate and reading-level appropriate for each course's intended student population.</i></b>
The performance objectives are articulated within a multi-leveled scope and sequence so students are adequately prepared for the next level of study.	 <b><i>Class.com courses incorporate both cognitive and constructivist learning theories allowing multi-level learning. Class.com curriculum is student-centered allowing students to advance at their own pace.</i></b>
Assignments, projects, tests, and other artifacts of student work clearly reflect the desired performance outcomes for the course.	 <b><i>Class.com courses include both objective and subjective assignments, aligned with learning objectives.</i></b>

<b>Interdisciplinary content and activities are encouraged.</b>	
The course contextualizes evaluated learning through links to at least two additional knowledge domains.	 <b><i>Class.com instructional design introduces interdisciplinary linkages and real-world applications where appropriate.</i></b>
<b>The course provides an appropriate balance of exposure to a range of topics and deeper exploration of selected topics for student mastery.</b>	
Even if intended as a survey course, the syllabus encourages in-depth exploration and analysis.	 <b><i>Class.com instructional design is based on fundamentals of Cognitivism and Constructivism. This results in extensive activity building on core and prior knowledge to develop and strengthen higher order thinking skills.</i></b>

## Instructional Design










Online courses should be informed by and reflect the most current research on learning theory. They should be designed to take advantage of the special circumstances, requirements, and opportunities of an online learning environment and support the development of 21st century learning skills.

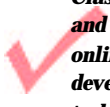


<b>The course makes maximum use of the online medium by incorporating primary source materials, media, outside experts, and resources beyond the geography and culture of the students' brick-and-mortar classroom experience.</b>	
Students interact with a variety of media and resources.	 <b><i>Each course presents multiple learning modalities, and uses multimedia to support engagement and multiple learning styles. Web integration and additional resources are important dimensions of course construction.</i></b>
The course includes resources and links to resources from outside the students' familiar culture and immediate geography.	 <b><i>Class.com courses stress diversity of culture and geography throughout all subject areas.</i></b>
<b>The course schedule includes a variety of activities, both online and offline.</b>	
The course facilitates learning from multiple viewpoints.	 <b><i>Each course presents multiple learning modalities, and uses multimedia to support engagement and multiple learning styles.</i></b>
The course supports different learning styles of students.	 <b><i>Each course presents multiple learning modalities, and uses multimedia to support engagement and multiple learning styles.</i></b>

<p>Students are assigned relevant readings from appropriate print and/or Web media.</p>	<p><b>Core course content is primarily electronic, though appropriate readings are delivered offline. Web integration and additional resources are important dimensions of course construction.</b></p>
<p>Students deepen an understanding of content through such activities as lab experiments, product design, and other hands-on activities.</p>	<p><b>Class.com instructional design is based on fundamentals of Cognitivism and Constructivism. This results in extensive activity to develop and strengthen higher order thinking skills. Projects and reflective activities are important to Class.com courses.</b></p>
<p>Students use writing to reflect on readings, projects, labs, and other assignments.</p>	<p><b>Writing assignments, journals, lab reports, essays, projects, and reflective activities are important parts of Class.com courses in all subject areas.</b></p>
<p><b>The course fosters the development of "Information Literacy" skills.</b></p>	
<p>Activities require students to use appropriate research strategies for finding appropriate online content.</p>	<p><b>Web integration and additional research are important dimensions of Class.com courses.</b></p>
<p>Students use strategies for evaluating the quality and credibility of web-based materials used in the online course.</p>	<p><b>Strategies for identifying credible and valid online resources are included in research activities.</b></p>
<p>Issues of copyright, intellectual property, online privacy, and protection are addressed.</p>	<p><b>Class.com maintains permissions and licenses for all third-party content.</b></p>
<p><b>The course fosters the development of communication skills and the ability to collaborate online.</b></p>	
<p>Students participate in online group activities.</p>	<p><b>Class.com courses include online discussion activities to promote student collaboration and interaction.</b></p>
<p>The course includes regular, sustained, and guided student-to-student discussion and collaboration.</p>	<p><b>Class.com courses include online discussion activities to promote student collaboration and interaction.</b></p>
<p>Student assignments include opportunities for multimedia presentations, products, and reports.</p>	<p><b>Included activities and assignment offer opportunity for incorporating multimedia into documents.</b></p>

## Teacher Quality



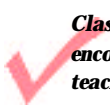
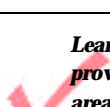
Online teachers should be skilled in the subject matter, learning theory, technology use, and teaching pedagogies appropriate to the content area and the online environment.





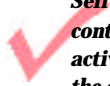
<b>The online teacher has expertise in the subject matter being taught.</b>	
The online teacher is formally prepared in the subject matter being taught.	 <b><i>Class.com courses use locally certified and endorsed teachers trained in teaching online.</i></b>
The online teacher is familiar with applicable state and national standards and curriculum for the content being taught.	 <b><i>Class.com courses use locally certified and endorsed teachers trained in teaching online.</i></b>
The online teacher provides appropriate connections between course content, other curricular areas, and the real world.	 <b><i>Class.com courses use locally certified and endorsed teachers trained in teaching online.</i></b>
<b>The online teacher utilizes effective teaching techniques.</b>	
The online teacher is licensed in the discipline in which he or she is teaching the course.	 <b><i>Class.com courses use locally certified and endorsed teachers trained in teaching online.</i></b>
The online teacher utilizes effective strategies, matched to the content being taught, including methods for supporting inquiry, analysis, and synthesis of content.	 <b><i>Class.com courses use locally certified and endorsed teachers. All instructors receive professional development in effective online teaching techniques.</i></b>
The online teacher applies a variety of instructional strategies to meet individual students' needs.	 <b><i>Class.com courses use certified and endorsed teachers. All instructors receive professional development in effective online teaching techniques.</i></b>
The online teacher monitors student understanding and adjusts instruction to enable learning.	 <b><i>Class.com courses use certified and endorsed teachers. All instructors receive professional development in effective online teaching techniques.</i></b>
<b>The online teacher has frequent and timely interactions with students in the course.</b>	
The online teacher monitors student postings of work and discussions on a regular basis.	 <b><i>Class.com courses use certified and endorsed teachers. All instructors receive professional development in effective online teaching techniques.</i></b>
The online teacher provides appropriate feedback, guidance, and direction and responds to student inquiries within 24 hours (Mon.-Fri.).	 <b><i>Class.com courses use certified and endorsed teachers. All instructors receive professional development in effective online teaching techniques.</i></b>

<b>The online teacher models personal attributes that support a learning environment.</b>	
The online teacher sets clear expectations and assumes a shared responsibility with the student to ensure that learning occurs.	 <b><i>Class.com Courses use locally certified and endorsed teachers trained in teaching online. All instructors receive professional development in effective online teaching techniques.</i></b>
The online teacher's interactions with students, families, and communities are respectful and appropriate.	 <b><i>Class.com Courses use locally certified and endorsed teachers trained in teaching online. All instructors receive professional development in effective online teaching techniques.</i></b>
<b>The online teacher has been trained to teach online.</b>	
The online teacher has received training in online teaching that includes strategies for engaging and involving students in the online environment, appropriate use of online "voice," use of the technology involved, and the ability to access the support systems available to students and teachers	 <b><i>Class.com Courses use locally certified and endorsed teachers trained in teaching online. All instructors receive professional development in effective online teaching techniques.</i></b>

## Student Role



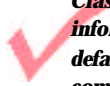
Students in the online course should be actively engaged in the learning process and interact on a regular basis with the teacher and online classmates.

<b>Students are active participants in a learning community based on student-to-student as well as student-to-teacher discussions.</b>	
Students post questions and respond to the comments and questions of other students on a regular basis.	 <b><i>Class.com courses include online discussion activities to promote student collaboration and interaction.</i></b>
Student discussions with classmates are under the guidance of teachers who raise the level and broaden the scope of discussions.	 <b><i>Online teachers manage and monitor threaded and live discussions, as well as group work.</i></b>
Student/teacher dialogue is encouraged throughout the course.	 <b><i>Class.com's instructional design encourages frequent and directed student-teacher communication throughout the course.</i></b>
Discussion areas are clearly designed for communications among students, as are sites for private student/teacher interactions.	 <b><i>Learning Management System tools provide clearly designated communication areas, for public/private and synchronous/asynchronous communications.</i></b>

<b>Students' collaborative skills and teamwork are emphasized.</b>	
Students participate in team-based assignments and projects, as appropriate.	 <b>Instructors assign and monitor group work, as appropriate.</b>
Students have adequate time to work in online groups.	 <b>Instructors control timing and pacing of the course, including level of emphasis on group work.</b>
<b>Students are encouraged to develop time-management and organizational skills.</b>	
Assignments are structured to require consistent efforts from students throughout the term.	 <b>Class.com courses include self-checks, objective assessments, and subjective assignments. Instructors work with students to develop appropriate pacing and timelines.</b>
Expectations are made clear to students with respect to minimum amounts of time per week needed for online interactions, study, and homework assignments.	 <b>Instructors work with students to develop appropriate pacing and timelines, within the context of school and/or program policies.</b>
<b>Engaged learning, self-direction, and development of critical thinking skills are emphasized.</b>	
Students engage in self-reflection, self-assessment, and evaluation as part of course work.	 <b>Self-monitoring activities provide continuous feedback, and reflective activities provide ongoing engagement and the development of critical thinking skills.</b>

## Assessment

Assessment should be authentic, formative, and regular, providing opportunities for students to reflect on their own learning and work quality during the course. End-of-course assessments should give students the opportunity to demonstrate appropriate skills and understandings that reflect mastery of the course content.


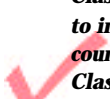



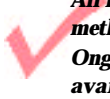




<b>The online course clearly describes how student performance will be assessed.</b>	
Students are given criteria regarding the performance indicators of the course.	 <b>Class.com courses contain introductory materials that include information about learning objectives, performance expectations, and orientation to tools.</b>
The scoring rubric is made available so that all assessment criteria are available to the student.	 <b>Class.com provides materials with scoring information and rubrics.</b>
The course syllabus lists all required assignments, the weights given to each, due dates, and penalties for late submissions.	 <b>Class.com introductory materials include information about assignments and default point values. Instructors communicate pacing and penalties.</b>

<p>Authenticity of student work is verified by appropriate means.</p>	<p><b>✓</b> <i>Learning Management System tools offer the options of password-protection, date/time limitations, and proctoring for Class.com assessments.</i></p>
<p><b>Student learning is assessed on an ongoing basis and through a variety of methods.</b></p>	
<p>Students are assessed by several different methods over the duration of the online course including such measures as:</p> <ul style="list-style-type: none"> <li>• Contributions and responses to online discussions</li> <li>• Completion of online assignments</li> <li>• Portfolio submissions</li> <li>• Special projects and/or presentations</li> <li>• Creation of authentic products</li> <li>• Tests and quizzes</li> </ul>	<p><b>✓</b> <i>Class.com courses include varied assessment methods in each course, including discussion activities, teacher-graded assignments, portfolios and presentations, creative work, and computer-graded tests and quizzes.</i></p>
<p><b>The online teacher provides fair, accurate, and timely assessment of student work.</b></p>	
<p>Students receive continual, timely, and constructive feedback on the quality of their work and mastery of course content.</p>	<p><b>✓</b> <i>Self-checks provide continuous feedback, computer-graded assessments provide responses, and frequent instructor communications provide continual instruction..</i></p>
<p>Students actively participate in evaluating their own work.</p>	<p><b>✓</b> <i>Students assess their mastery while progressing through course materials via self-checks and reflective activities.</i></p>

## Management and Support Systems

The course should be managed to ensure effective student and school participation. Support systems should provide comparable resources to teachers, students, and parents that would accompany face-to-face courses, as well as special supports necessitated by the special circumstances of the online environment.









<p><b>The online course is clear in its description of learning objectives, work required, and prerequisite skills or courses necessary for success.</b></p>	
<p>The course description is available to students and parents/guardians before registering.</p>	<p><b>✓</b> <i>Class.com publishes Scope and Sequence materials containing descriptions, lists of objectives, outlines, and summaries of assessment.</i></p>
<p>The description includes specific examples of course objectives, issues, concepts, and ideas that are covered in the course, in order to deepen student and parent understanding.</p>	<p><b>✓</b> <i>Class.com also publishes Scope and Sequence materials containing descriptions, lists of objectives, outlines, and summaries of assessment.</i></p>

Technical requirements for acceptable access are clearly stated.	 <b><i>Class.com publishes technical requirements in all supporting and informational materials.</i></b>
<b>The online course provides the necessary registration, grading, and other administrative systems to facilitate student participation in the course.</b>	
Individual course/career counseling is available to advise students about enrollment and participation in the online course, including assessments, or counseling regarding the self-motivation and commitment necessary for success in an online learning environment.	 <b><i>Class.com works with partner programs to implement best practices in student counseling, identification, and enrollment. Class.com also offers tools to help evaluate student preparedness and teach essential skills for success in online learning.</i></b>
The school or school district where a student is enrolled or resides accepts the course for credit.	 <b><i>The local school determines credit-granting policy in conjunction with the e-learning program.</i></b>
Procedures for fees and payments are established and agreed upon by all parties before students enroll in a course.	 <b><i>Class.com partners determine and publish payment policies.</i></b>
The academic calendar of the students and teacher is coordinated before the course begins	 <b><i>Class.com partners determine and publish schedules and completion timeframes.</i></b>
<b>A professional support system is in place to ensure teacher success in delivering the online course.</b>	
Teachers are provided professional development opportunities to assist them in improving their online teaching.	 <b><i>All instructors receive training in online methodologies and tools from Class.com. Ongoing professional development is also available.</i></b>
Teachers have access to a network of other online practitioners to discuss pedagogical and curricular issues.	 <b><i>Class.com provides access to a national Users Group of practitioners with tools for discussion and collaboration.</i></b>
Teacher evaluation is conducted in a manner that encourages growth and complies with contractual agreements.	 <b><i>Class.com assists partners in adopting best practices regarding online teacher evaluation, in compliance with contractual agreements.</i></b>
<b>Course resources are available to support student success.</b>	
A course orientation program or service exists for students.	 <b><i>Every Class.com course includes a tutorial and orientation materials.</i></b>
Students can access all ancillary materials necessary for the course.	 <b><i>Necessary resources for each course are accessible to all enrolled students.</i></b>

<p>Students receive training and information to aid them in navigating the online environment and securing material through electronic databases, interlibrary loans, government archives, news services, etc.</p>	<p><b>✓</b> <i>Strategies for identifying credible and valid online resources are included in research activities.</i></p>
<p><b>Student rights and responsibilities are recognized and upheld within the course structure.</b></p>	
<p>Students and parents/guardians sign an agreement on rights and responsibilities in the online course.</p>	<p><b>✓</b> <i>Class.com assists partners in adopting best practices regarding appropriate use and student/parent commitment.</i></p>
<p>Policies and systems are in place to address student complaints, appeals, and/or recourse if the online course is not delivered as described.</p>	<p><b>✓</b> <i>Class.com provides multilevel support for partners. Class.com course enrollments include a 15-day grace period for the local school.</i></p>
<p>A system is in place to deal with inappropriate student behavior and issues of discipline.</p>	<p><b>✓</b> <i>Class.com assists partners in adopting best practices regarding appropriate use and student discipline.</i></p>
<p>A secure grading system is provided, with opportunities for students, parents/guardians, and school administrators to review grades as appropriate.</p>	<p><b>✓</b> <i>Learning Management System tools provide secure assessment engines and online gradebooks, offering access to appropriately permissioned parties.</i></p>
<p>Confidential management of student records for documentation of student achievement in each course is provided.</p>	<p><b>✓</b> <i>Learning Management Systems provide secure reporting and statistical tools to track student performance and activity.</i></p>
<p><b>The course is evaluated on a regular basis and improvements are made based on those evaluations.</b></p>	
<p>Students provide feedback about the quality of the course content, instruction, support systems, and infrastructure.</p>	<p><b>✓</b> <i>Class.com courses include end-of-course evaluation tools to collect feedback on content, instruction, support, and technology.</i></p>
<p>Teachers provide feedback about the course content, support systems, and infrastructure.</p>	<p><b>✓</b> <i>Class.com solicits instructor evaluations of content, support, and technology.</i></p>
<p>Feedback from students and teachers is utilized to make improvements and revisions in the course.</p>	<p><b>✓</b> <i>Class.com conducts ongoing reviews and updates of course content, based on student and teacher feedback as well as subject matter expert reviews.</i></p>
<p>Information on student completion rates is part of the course evaluation</p>	<p><b>✓</b> <i>Class.com collects, evaluates, and publishes student completion information.</i></p>

## Technical Infrastructure

The technical infrastructure supporting the online course should provide the necessary tools for instruction and interactivity. The technology behind the course should work reliably, simply, and effectively. Technical assistance should be available whenever needed by students or teachers.

<b>The online platform provides necessary resources for effective delivery of the course.</b>	
The online platform used for course delivery has the necessary system capacity to support the learning activities of the course.	 <b><i>Class.com courses are delivered on a variety of commercial Learning Management Systems, each capable of supporting all course learning activities.</i></b>
The online platform provides necessary tools for administrative functions such as enrollment, grading, maintenance of student records, and storage of student work.	 <b><i>Class.com courses are delivered on any open-standards Learning Management System, each capable of supporting all course administrative functions.</i></b>
The online platform provides appropriate tools for communication and collaboration.	 <b><i>Class.com courses are delivered on a variety of commercial Learning Management Systems, each capable of supporting all course communications.</i></b>
The course provider provides a clear description of the system's technical requirements.	 <b><i>Class.com publishes technical requirements in all supporting and informational materials.</i></b>
<b>Adequate and timely support is available to the teacher and students when technical issues arise.</b>	
The course contains instructions on how to access technical information or post technical questions within the online course.	 <b><i>Class.com publishes technical requirements in all supporting and informational materials, and provides technical support information.</i></b>
Students and teachers receive timely (within 24 hours) and user-friendly responses to technical questions.	 <b><i>Class.com partners provide primary technical support; Class.com provides secondary technical, instructional, and administrative support.</i></b>
<b>Equipment for student involvement is adequate and meets universal service standards for students with special needs.</b>	
Students have access to appropriate hardware and software on a regular and convenient basis.	 <b><i>Class.com assists partners in adopting best practices regarding technology access.</i></b>
Connection speeds are sufficient for communication and accessing all course materials.	 <b><i>Class.com assists partners in best practices for technology access. Resource CDs assist students on slow connections</i></b>