



LINCOLN
LEARNING
SOLUTIONS

Instructional Services

Lincoln Learning Solutions
294 Massachusetts Avenue
Rochester, PA 15074



Lincoln Learning Solutions employs a full-time teaching staff of highly qualified, state-certified teachers. Our Teacher Facilitators are experts at helping students learn remotely. Every LLS Teacher Facilitator has been trained on how to best utilize technology to support students at a distance. We incorporate numerous programs to allow our teaching staff to send emails, push supplemental material via the Buzz Learning Management System, and even meet with students in a real-time, web conferencing platform. Our teachers are well-versed in our Empowered Curriculum, giving them an edge on how to best utilize our unique and rigorous curriculum to provide individualized learning for your student. Our staff is dedicated to helping your students succeed by drawing on years of experience with online education.

Teacher Facilitator Services

When you purchase Teacher Facilitator support for your courses, you will have a certified, subject-area content expert working with your students.

Our Teacher Facilitators provide:

Assessment Grading and Feedback

- All work is graded within 48 business hours from the time it was submitted.
- Our teachers utilize rubrics to provide clear and fair scores for students.
- Teachers use numerous methods to assess student work, including digitally marking assessments, descriptive (and individualized) feedback, audio files, and supplementary materials.

Email

- Students can reach each LLS Teacher Facilitator via email with any questions.
- Teachers will reply to all emails within 24 business hours.

Office Hours

- LLS Teachers hold Office Hours for two hours each week.
- Students can come into these virtual meetings and type or talk via microphone with their teacher in real-time.
- The student and teacher can screen share, write on a whiteboard, or complete worksheets in these collaborative web environments.



Office Hours by Appointment

- If a student is not able to meet with a teacher during the scheduled office hours, an appointment can be made with the teacher to meet in his virtual room at a scheduled day/time.

Course Modifications/Accommodations

- LLS Teacher Facilitators will carry out documented modifications/accommodations from IEP/GIEP/504 Plans that are applicable to the online courses.
- Our teachers work closely with our Student Support Services department to successfully apply these modifications/accommodations.
- Our teachers receive training on how to best use the LMS to incorporate course modifications.

Progress Monitoring

- Teacher Facilitators complete regular progress monitoring on all students in their courses.
- Teachers follow a set schedule of daily, weekly, and monthly progress monitoring tasks. This means that no student waits too long if intervention or support is needed.
- Teachers will follow up with struggling students to offer help, support, or even supplemental content to provide the exact remediation the individual student may need.
- Teachers communicate regularly with the student's Account Manager and/or Student Learning Advocate and district point of contact.
- Teachers can award badges as positive reinforcement via the LMS.

Supplemental Material

- Our teachers create and share supplemental material to help struggling or excelling students.
- Our teachers are experts at navigating our Empowered Digital Library to find content outside of the student's course in order to provide remediation or enrichment. Teachers can then select the appropriate content and push it directly into the syllabus of the student's course.



Academic Honor Code

- Lincoln Interactive Solutions has a straightforward Academic Honor Code, developed by experienced educators.
- We feel it is important for our students to understand the importance of academic honesty and learn how to model that in a digital environment.
- All students will receive a copy of the Honor Code, as well as helpful information on what plagiarism is and how to avoid plagiarism in their work.
- Teacher Facilitators will locate and document any violation of the Honor Code and communicate with the student's school contact if a violation is observed.

Teacher Facilitators vs. Proctors vs. Student Learning Advocates

Depending on your needs, Lincoln Learning Solutions offers various Instructional Services, including Teacher Facilitators, Proctors, and Student Learning Advocates. So how does an LLS Teacher Facilitator differ from a Proctor or SLA?

Proctor:

A proctor is a state-certified educator who will grade assignments and provide student feedback. Like a Teacher Facilitator, proctors will assess student work using a combination of rubrics, assignment marking, and descriptive feedback. Unlike a Teacher Facilitator, a proctor is not available for additional support such as answering questions via email, Office Hours, virtual appointments, progress monitoring, communication via announcements, positive reinforcement, remediation, or accommodations/modifications. In short, a proctor will grade and return assignments within 48 hours, but not provide the same experience as a course with full Teacher Facilitator support.

Student Learning Advocate:

A Student Learning Advocate (SLA) is a touchstone for students and families taking online courses. SLA's are educators, but not Teacher Facilitators. They can review a student's enrollment and progress across all his or her courses. The SLA will help the student meet his/her goals and navigate the Lincoln Empowered Curriculum. SLA's work very closely with all your student's LLS Teacher Facilitators. SLA's check in with their students bi-weekly, and are available to talk with students and families when they have questions or need support with their educational program.



Client Responsibilities

Lincoln Learning Solutions' Teacher Facilitators follow strict, internal procedures and processes to support and educate your student. Because our Facilitators are not school employees, there are some processes that are the responsibility of the client/school district.

Our Teacher Facilitators do not serve in a capacity to:

Obtain additional state certifications

All LLS Teacher Facilitators are state-certified in at least one state, but they may not be certified in your state. Therefore, they cannot function as the “teacher of record” for your students.

Enforce progress and pacing

Our teachers will provide progress monitoring and support students during their time in the course. We do not require students meet specific deadlines in their self-paced course. Be sure to communicate with your student regarding any course or district-specific deadlines.

If you utilize Student Learning Advocates for your students, any district set deadlines are closely monitored by the SLA, who will communicate regularly with your student regarding them.

Document student attendance

Account Managers will provide student activity reports that schools can use for attendance.

Offer synchronous or “live” classes

Currently, all LLS courses are asynchronous/self-paced. We do not offer any blended or synchronous virtual courses at this time, though your student can meet with a teacher in real-time during Office Hours.

Change the structure or content of the curriculum

While LLS teachers can add supplemental material for struggling or excelling students, we cannot change the sequence of the syllabus or edit content within each lesson.

