

Online Prep Pilot

Apollo Learning & Organizational Development

Overview

Target Audience	EA, FA, AC, Managers Location being defined based on BSBv26 offering
Min/Max # of Learners/Event	(numbers are finalizing)
Prerequisite Skills(s)	Prior advisement for both online and ground students
Main Delivery Method(s)	Self-paced learning, VILT, and on-the-job training
Instructional Designer	Jennifer Springer

Learning Objectives

	Detail	Notes
1.	Describe the product offering, features, and benefits.	
2.	Identify potential students who are a good fit for the program.	
3.	Demonstrate the ability to have components of the online prep conversation with a potential student	

Product Features

	Feature	Notes
1.	Online Prep is a mix of online and ground components for the introductory course sequence of the BSB 26	Students may opt-out of the mixed modality courses at the end of a course, but not during a course.
2.	Online prep will be offered to all students at these campuses in the BSB 26 standard track only.	<i>Students who are placed in the accelerated track but want to take the standard track must complete the current appeals process for track changes in the BSB 26.</i>
3.	Courses are taught by full-time faculty.	
4.	<i>Attendance will be tracked online, but participation will be tracked by faculty in the classroom.</i>	Concept being defined
5.	<i>Students will attend one session per week at their local campus.</i>	Concept being defined

Proposed Training Plan

1. Self-paced learning focused on product knowledge
 - a. Who qualifies
 - b. Features and benefits of Online Prep
 - c. Attendance policy
 - d. Structure, content, requirements of classroom sessions
 - e. Scheduling
 - f. Resources
2. Teleconference or Virtual Instructor Led session
 - a. Student experience benefits
 - b. Elements of the new conversation
 - c. When to offer Online Prep
 - d. Walk to Class
 - e. Live Q&A
3. Manager-led on-the-job training
 - a. Exercises for practicing the conversation (team meetings, one on ones, y-connects)
 - b. Checklist for both advisors and managers
 - i. Track how often they are having the conversation

- ii. Track which elements of the conversation they are covering correctly
- iii. Track FAQs or other information we will want to make changes post-pilot

Deliverables

Note: This list is neither comprehensive nor finalized. It is meant to be a starting point for discussion.

Type	Topic	Content/Notes	Audience
Self-paced learning – handout they can review in pairs, video, recording (need to check resources for our options here)	Facts about Online Prep	Who qualifies Features and benefits of Online Prep Attendance policy Structure, content, requirements of classroom sessions Scheduling Resources	Advisors
PPT for instructor led/live session	How to speak to Online Prep on calls	Student experience benefits Elements of the new conversation When to offer Online Prep Walk to Class Live Q&A	Advisors
Facilitator guide	Conversation Practice	Review of the information Review of the live session Discussion about conversations with students Scenarios for practicing the conversation	Managers
TTT	Training managers to deliver content to teams	What does success look and sound like?	Managers

Checklist	Implementing the conversation	Track how often they are having the conversation Track which elements of the conversation they are covering correctly Track FAQs or other information we will want to make changes post-pilot	Managers and Advisors
Assessment	Details of Online Prep	Attendance policy, features and benefits, etc.	Managers and Advisors

Necessary Steps

Step	Task	Notes
1.	Confirm understanding of project as stated in this document.	<i>There may be changes based on feedback from ALD.</i>
2.	Define measurable outcomes and draft learning objectives.	<i>Separate learning success from success of overall initiative/product</i>
3.	Make final determination of learning strategy and training plan based on timeline and resources available.	<i>Partner with LMS team to determine tracking needs, completion reporting Partner with Cory to define measurement</i>
4.	Determine pilot revision schedule and method for gathering feedback and making changes	
5.	Create project plan	
6.	Design and develop	
7.	Gain AEC approval	

8.	Deploy	
9.	Assess, evaluated, and revise	

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