

What is an Academic Liaison?

We strongly recommend that students who will be working on their courses during school hours, be assigned an in-school supervisor, or academic liaison, who can assist students with any challenges that may arise and can be handled locally. We have found that student success is enhanced when liaisons employ the following strategies:

- Provide a time and place in which the student can work
- Provide access to the appropriate technology
 - Properly maintained computer
 - Broadband internet access
 - Stable email that does not filter messages from GLL staff or teachers
 - Recent version of a Web browser (e.g., Firefox, Internet Explorer, etc.)
- Become familiar with the technology by attending the orientation to online learning provided by our staff during the first week of the class. In particular, liaisons should be familiar with
 - How to log into Blackboard Course Management System
 - How to access and navigate the course site using Blackboard
 - How to send emails and email attachments
 - The method(s) for turning in assignments, *as designated by the instructor*
 - The various resources available to the student for addressing technology-related questions
- Become familiar with the course syllabus, course requirements, and various resources available for addressing content-related questions
- Maintain *regular* communication with the instructor
 - Keep contact information accessible (email, phone)
 - Monitor student progress and address any performance issues with the instructor
 - Be familiar with the content-related questions.
- Maintain regular communication with GLL staff
 - Communicate the school's needs for grades and/or progress reports, allowing enough time to successfully fulfill the request.
 - Notify GLL staff if any concerns arise