

Take Your School Online



Overview and Outcomes

In this course, you will have the opportunity to consider how best practice in the day-to-day operation of a language institute can be transferred to an online context to ensure that in the transition to online teaching and learning, your institute can maintain its standards of quality.

This course is intended to encourage school managers and teachers not to think of the transition to online learning merely in terms of the creation of a synchronous space within which the teachers and the students can interact, but as a more holistic operation where the online classes are part of a larger apparatus which the manager has complete control over.

Trainers

NILE's highly experienced trainers are experts, not only in their fields, but also in working with teachers for continuing professional development. Read more about NILE's trainers, their experience and interests at [The NILE Team](#) on the [NILE website](#).

Teaching approaches

- We make courses practical and 'hands-on', with reference to relevant theory
- Our courses are participant-centred and collaborative, designed to build knowledge and confidence
- We use activities and tasks to help you apply the course content to your setting
- Courses are broken down into individual units and activities, forming a clear structure.
- Tasks are interactive, involving live online sessions, voice chat, forums and community walls, and utilise a range of multimedia including images, audio files and videos.

Who is the course suitable for?

- It is primarily aimed at directors, managers, and school owners, but it can be equally applicable to teachers, especially senior teachers.
- Participants should have minimum language level corresponding to B1 on the Common European Framework.

Content

The primary driver of the creation of this course has been the analysis and application of international language school inspection criteria to create an online school which would meet the criteria required for accreditation in the appropriate areas. The course is also rooted in the AQUEDUTO Quality Assurance Framework. It draws on these two schemes to ensure that all aspects of school management are considered in the transition to an online context, with particular focus on Teaching and Learning, Quality Assurance, and Safeguarding.

Aim of Course:

The aim of this course is to train principals and managers on how to utilise the virtual world to establish and administer the key components of the academic management process. This course will look at:

- Assessing learners and assigning level and class
- Moving the Learning Management System into the online world
- Quality control online
- Teacher induction, training, and development online
- Processes for dealing with student queries and enquiries online
- Creating a virtual staffroom for collegial collaboration
- Managing the process of learner progress and changing level where necessary
- Certification and accreditation online
- Considering the non-academic administrative functions online

This course is aimed at creating a whole school system that can exist online and has the ability to reproduce the key school management features of a physical school.

This is intended to support schools to begin to rethink their policies and procedures and to create a viable online school which will meet industry standards in terms of academic management, teacher development, and lesson quality control.

Schedule

The course is four weeks long and consists of four six-hour units. Each unit contains collaborative activities, tutorial videos, practical guidance, and a live session.

Course Structure			
Week 1	Week 2	Week 3	Week 4
Teaching and Learning	Quality Assurance	Assessment and Certification	Redefining Practice
Video Introduction Collaborative Context Sharing Video Tutorials Community Discussions Case Studies Video Q and As Live sessions			
Participants will have ongoing access to a community-of-practice online discussion space following the course for continuing interaction with participants in other iterations of Take Your School Online			

Requirements and Resources

- Participants need a computer, a headset (with microphone) and an Internet connection. You can do much of the course on a tablet or mobile device, but will need a computer for certain activities.
- All participants have access to NILE’s extensive ELT e-library and the NILE digital learning platform during the course and for a further six months, to access materials and keep in touch with your new colleagues. We also give you access to the NILE membership platform, which provides a great range of free resources for ELT professionals and is updated monthly.



Certification

On completion of the course, participants will have the option to submit an assignment and receive tutor feedback and a NILE Certificate of Achievement. Other participants who actively engage in 80% or more of the activities receive a NILE Certificate of Participation.



Cost

The four-week course with certification, access to all online resources and ongoing community-of-practice discussion space costs £495.

At NILE we are committed to offering the best in language teacher training. As such, NILE Online courses were developed specifically to recreate the classroom experience and thus, we provide two-way tutorial contact in our online courses. Online participants will benefit from tutor interaction, support and feedback in each unit they take.

NILE Online is the first online course provider aligned to the Cambridge English Teaching Framework. NILE Online courses are also formally aligned to the Equals Framework for Language Teacher Training and Development, and the effort we take to make the NILE Online experience both positive and productive has been recognised by inspections from AQUEDUTO, The Association for Quality Education and Training Online.

We look forward to helping you take your school online!