

Online Learning Operational Plan

2025-2029



DEPARTMENT OVERVIEW

- **CONTEXT**

At the time of this department plan, the SD62 Online Learning department consists of the following programs and staffing:

- Principal: SD62 Online School, SD62 Continuing Education & MyEdBC
- District Principal: SD62 Pathways & Choice
- Secondary School Online Learning Hubs (grades 9-12)
 - Belmont: 5 teachers (2.125FTE – Belmont staff)
 - EMCS: 1 teacher (0.25FTE – EMCS Staff)
 - Royal Bay: 7 teachers (2.25FTE – RBSS Staff), 1 education assistant – RBSS staff
- Middle School Blended Learning Program (grades 6-8)
 - Spencer Middle School – Spencer staff including Principal Spencer Middle School, 1 teacher (1.0),
- SD62 Online – District Online Learning School (DOLS) (grades 9-12)
 - Instructional Designer – 1 teacher (1.0 – SD62 Online Staff)
 - Online Learning Strategies & Online Courses for School Age Students (0.75FTE – SD62 Online Staff)
- Academy Online Courses (FTE - Academy Staff at Belmont, EMCS, Royal Bay and District)
- Online Courses for Adults – collaboration with SD62 Continuing Education (1.125 FTE – SD62 Continuing Education & SD62 Online Staff)
- Westshore Secondary – Individual Learning Program (FTE - Westshore Secondary Staff)
- SD62 Careers department courses (WEX 12A/B, WRK) (FTE - SD62 Careers & SD62 Continuing Education Staff)
- SD62 Full Credit Summer Learning – Summer contract teachers (approximately 1.33 FTE)

- **MANDATE**

- As a District Online Learning School (DOLS), SD62 Online provides educational opportunities to SD62 students (school age and adult) beyond those offered through traditional in-person learning classrooms. We strive to offer learners in SD62 flexibility and choice, opportunities for enrichment, and alternative pathways to graduation. Opportunities and programs supported by SD62 Online include online and blended learning via D2L's Brightspace learning management system (LMS), Online Learning Hubs at SD62's traditional Secondary Schools (Belmont, EMCS, and Royal Bay), SD62 Academy program's online Academy courses, Middle School Blended Learning at Spencer Middle School, online learning for adults via SD62 Continuing Education, and SD62's Full Credit Summer Learning program.

- **VISION**

- To provide high quality online learning and blended learning to school age and adult students within SD62.

INSERT DEPARTMENT PLAN 2025-2026 DELIVERABLES AND METRICS: LEARNING

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: INSERT GOAL - Continued development and improvement of the online courses offered by SD62 Online School, SD62 Continuing Education and SD62’s Secondary School Online Learning Hubs at Belmont, EMCS and Royal Bay			
Staff Will: <ul style="list-style-type: none">• Increase the number of online learning teachers who access instructional designer support with online course development/improvement and increase the course development/course improvement skill levels of online learning teachers so they feel more confident with these skills and can move toward using instructional designer time for tasks requiring a higher-level skill set.• Explore ways in which Artificial Intelligence (AI) can be used in a way that improves online course quality and the learning experience of students	Intended Impact: <ul style="list-style-type: none">• Instructional designer will work with a larger number of online learning teachers with the intent to build teacher skill levels in course editing, updating, and improvement in ways that improve the learning experience of students• Teachers will become more independent with lower-level course editing, updating and development skills freeing up the instructional designer to work with teachers on higher-level course development skills• Educational AI materials/content will be incorporated into courses in a way that improves the student learning experience• 	The Department will show progress by: <ul style="list-style-type: none">• Documenting and tracking the number of teachers the instructional designer with and the topics covered during each meeting/session• Teachers will demonstrate improved course editing skills• Some teacher’s courses will continue to be edited/updated with less instructional designer support required• Instructional designer and teachers are beginning to use AI in course development and as student learning tools• Improvement of SD62’s online courses	The Department has demonstrated progress by: <ul style="list-style-type: none">• Bullet text goes here.
GOAL: INSERT GOAL - Maintenance and Expansion of SD62 Blended Learning Opportunities for students in Middle and Secondary Schools			
Staff Will: <ul style="list-style-type: none">• Explore options for Secondary School Blended Learning starting with a Brightspace Blended Learning Pilot Project with teachers at Royal Bay Secondary School.	Intended Impact: <ul style="list-style-type: none">• Classroom teachers exploring ways of incorporating blended learning practices into their teaching routines	The Organization will show progress by: <ul style="list-style-type: none">• The number of teachers & students participating in the Brightspace Blended Learning Pilot Project• Documenting feedback from teachers & students participating in the Brightspace Blended Learning Pilot Project.	The Organization has demonstrated progress by: <ul style="list-style-type: none">• Bullet text goes here.
GOAL: INSERT GOAL - Explore ways of obtaining feedback from students & parents regarding the quality of SD62 Online courses/programs and access to academic supports			
Staff Will: <ul style="list-style-type: none">• Consultation with HR and Sr Management regarding the types of feedback that can be gathered from students within the unionized environment of SD62 public education• Creation of short student surveys to be administered at the end of each course/program	Intended Impact: <ul style="list-style-type: none">• Instructional Designer, Teachers and PVP will receive student feedback on the design, structure and accessibility of SD62 Online School’s courses• SD62 Online School will have a data set of student feedback as to student satisfaction levels with various aspects of SD62 Online	The Organization will show progress by: <ul style="list-style-type: none">• Response rate for the Ministry of Education & Child Care’s Online Learning Survey• Implementing internal processes for gathering student feedback• Implementation of internal processes for sharing student feedback with teaching staff	The Organization has demonstrated progress by: <ul style="list-style-type: none">• Bullet text goes here.

<ul style="list-style-type: none">• Promote the Ministry of Education & Child Care’s Online Learning Survey for students and parents• Add questions to the Ministry of Education & Child Care’s Online Learning Survey for students and parents that will generate feedback specific to SD62 Online courses and programs	School’s courses and programs that can be used as part of the school/course improvement process		
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SD62 ONLINE DEPARTMENT PLAN 2025-2029 DELIVERABLES AND METRICS: ENGAGEMENT

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: INSERT GOAL - Continued development and improvement of the online courses offered by SD62 Online School, SD62 Continuing Education and SD62’s Secondary School Online Learning Hubs at Belmont, EMCS and Royal Bay			
Staff Will: <ul style="list-style-type: none">Collaborate with the Na’Tsa’Maht Indigenous Education department and online teachers to find ways to increase the amount of local indigenous content within SD62 online courses in authentic ways.Collaborate with SD62 Careers staff to increase the amount of careers content in SD62 online courses.	Intended Impact: <ul style="list-style-type: none">The amount of local (and other) Indigenous content and knowledge in SD62 online courses will increase in an authentic way that improves the learning experience of studentsStudents will see explicit connections between their online course content and potential careers connected to that course	The Organization will show progress by: <ul style="list-style-type: none">Amount of local Indigenous content within SD62 Online CoursesAmount of careers content with SD62 Online Courses	The Organization has demonstrated progress by: <ul style="list-style-type: none">Bullet text goes here.
GOAL: INSERT GOAL - Maintenance and Expansion of SD62 Blended Learning Opportunities for students in Middle and Secondary Schools			
Staff Will: <ul style="list-style-type: none">Collaborate with Secondary Schools and the Curriculum department to use knowledge and learning experiences from the Middle School Blended Learning Program and the Secondary School Brightspace Blended Learning Pilot Project to inform decisions around the creation of a grade 9 or 9/10 cohort program designed to support students moving from middle school blended learning to secondary school as well as other students who are looking for a different educational model.	Intended Impact: <ul style="list-style-type: none">Implementation of secondary blended learning model(s) that foster student belonging, voice and choiceIncreased cross department collaboration (Curriculum, Na’Tsa’Maht Indigenous Education, Safe & Healthy Schools) with SD62 Online School and other SD62 secondary schools.	The Organization will show progress by: <ul style="list-style-type: none">Increased pathways to graduation for students including those that involve blended learningIncreased interdepartmental collaboration and cross school collaboration (secondary)Progress made towards establishing design elements and structures of a new grade 9 (or 9/10) cohort program for secondary school students	The Organization has demonstrated progress by: <ul style="list-style-type: none">Bullet text goes here.
GOAL: INSERT GOAL - Increased collaboration with and support of SD62’s Academy Programs with relation to online academy courses.			
Staff Will: <ul style="list-style-type: none">Instructional designer supports teachers with online course development and improvement with the goal of building teacher skills in this areaSupporting teachers with online teaching and marking skills as well as with the activation paperwork required as part of the 1701 funding process	Intended Impact: <ul style="list-style-type: none">Increased quality of online courses and improved student experienceIncreased teacher skill level with teaching online	The Organization will show progress by: <ul style="list-style-type: none">Consistency in online learning practices between SD62 Online School staff and SD62 Academies staff including those processes related to audit compliance	The Organization has demonstrated progress by: <ul style="list-style-type: none">Bullet text goes here.

GOAL: INSERT GOAL - Explore ways of obtaining feedback from students & parents regarding the quality of SD62 Online courses/programs and access to academic supports			
Staff Will: <ul style="list-style-type: none">• Consultation with HR and Sr Management regarding the types of feedback that can be gathered from students within the unionized environment of SD62 public education• Creation of short student surveys to be administered at the end of each course/program• Promote the Ministry of Education & Child Care’s Online Learning Survey for students and parents• Add questions to the Ministry of Education & Child Care’s Online Learning Survey for students and parents that will generate feedback specific to SD62 Online courses and programs	Intended Impact: <ul style="list-style-type: none">• Students will be given the opportunity to share their voice and contribute ideas that will be used in decision making processes for improvement of current SD62 Online courses/programs• Parents will have an opportunity to provide feedback to SD62 Online School in a structured and scheduled way through the Ministry of Education & Childcare’s Online Learning Survey.	The Organization will show progress by: <ul style="list-style-type: none">• Having mechanisms in place to gather student feedback on SD62 Online courses• Promotion of the Ministry of Education & Child Care’s Online Learning Survey for students and parents• Addition of questions to the Ministry of Education & Child Care’s Online Learning Survey for students and parents	The Organization has demonstrated progress by: <ul style="list-style-type: none">• Bullet text goes here.

INSERT DEPARTMENT PLAN 2025-2026 DELIVERABLES AND METRICS: GROWTH

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: INSERT GOAL - Maintenance and Expansion of SD62 Blended Learning Opportunities for students in Middle and Secondary Schools			
Staff Will: <ul style="list-style-type: none">Continue to promote the Middle School Blended Learning Program with the intent to re-expand the program to include 2 cohortsCollaborate with Secondary Schools and the Curriculum department to use knowledge and learning experiences from the Middle School Blended Learning Program and the Secondary School Brightspace Blended Learning Pilot Project to inform decisions around the creation of a grade 9 or 9/10 cohort program designed to support students moving from middle school blended learning to secondary school as well as other students who are looking for a different educational model	Intended Impact: <ul style="list-style-type: none">(Re)expansion of the blended learning program to include 2 cohorts will increase access to the program for more families and allow SD62 to run a cohort program at both ends of the districtBuilding a pathway for blended learning students beyond middle school in a way that supports their transition to grade 9 and the grade 10-12 graduation program	The Organization will show progress by: <ul style="list-style-type: none">Middle School Blended Learning enrolment numbersImplementation of the secondary school Brightspace blended learning pilot project	The Organization has demonstrated progress by: <ul style="list-style-type: none">Bullet text goes here.
GOAL: INSERT GOAL - Increased collaboration with and support of SD62’s Academy Programs with relation to online academy courses.			
Staff Will: <ul style="list-style-type: none">Support of and collaboration with SD62 Academy program staff (PVP, clerical staff and teachers) to ensure audit compliance of online academy coursesCollaboration between SD62 Online School Principal and Academies PVP to find efficiencies and reduce duplication of administrative work	Intended Impact: <ul style="list-style-type: none">Development of new/updated procedure documents with relation to online course registration, MyEdBC data entry, activation, 1701, and completionIncreased efficiency of work streams and solidification of common practices within online course registration, MyEdBC data entry, activation, mark entry, completion and year end processes	The Organization will show progress by: <ul style="list-style-type: none">Consistency in online learning practices between SD62 Online School staff and SD62 Academies staff including those processes related to audit complianceRefined procedures and practices that reduce duplication of administrative work	The Organization has demonstrated progress by: <ul style="list-style-type: none">Bullet text goes here.