

Managed Enrollment and the Open Schedule

Promising Practices 7

Program Puzzler

Your classroom has an “open schedule,” meaning students can come in to study whenever the classroom is open. While this accommodates students’ varying schedules, you often have a classroom full of students working in multiple subject areas at varying educational functioning levels. You sometimes find it difficult to manage the classroom and find it challenging to switch gears between students. What could be done to help manage or change this situation?

Peer Perspective

Overall Advice

- Get organized (e.g., forms, Individual Learning Plan [ILP] documents, and worksheets kept in notebooks in the classroom).
- Don’t be afraid to experiment to find what works!

Staffing

- Get help (e.g., tutors, aides, volunteers).
- Experiment with team teaching.

Class Management and Structure

- Create an attendance policy (e.g., start times, allowable absences).
- Use varying configurations of peer work, individual work, work with computers, and whole group work.
- Develop lessons for whole group work and add customization by level needs.
- Start group work together as whole class. Then, work by level of need (e.g., high, middle, low).

Timely Tips

Build a sense of community within the classroom; empower students in their own learning. You may find that some students are very willing to help others. This draws on your students’ skills and talents.

Develop a managed enrollment process. This could include specific classes running for a period of time (e.g., a six-week reading class) in which additional students are not admitted to the class. Rather, new students attend lab or tutoring sessions until the class opens again for the next session.

Added Insights









Literature related to class management indicates the merits of managed enrollment. In particular, it is difficult for teachers to monitor students when the membership is always in flux; it is difficult for teachers to assign projects and work on higher-level materials. Also, continuous enrollment is detrimental to maintaining a classroom community. A sense of respect is created by the inclusion of an attendance policy. The classroom community is enhanced through respect for others’ opinions, values, expressions, willingness to help, and overall class engagement. In addition, a small staff to student ratio can aid in class management; it allows for individual attention for each student. Some programs have seen an increase in

enrollment and retention after implementing a managed process. The process increased the perceived value of enrolling in the program, thereby creating a demand for the product (the program).

Finally, the classroom experience can be improved through attention to the class structure. Here, it may be best to split classes by levels (beginning, intermediate, advanced). A variety of instructional approaches (e.g., oral and visual presentations, demonstrations, media- and technology-based instruction, project-based learning) can be beneficial as well.

- Implement managed enrollment. Offer classes for a predetermined length of time. Only let students enter at the beginning of the cycle. (*Program Administrator's Sourcebook*, National Center for the Study of Adult Learning and Literacy, 2005)

AspireLink Accompaniments

-  Attendance by Student by Site by Class by Month
-  Program Overview - Enrollment by Site, Teacher, Class
-  Roster by Site, Class, Student Last Name
-  Student Information by Site
-  Student Information by Site by Class
-  TABE Test Scores by Site by Student
-  TABE Test Scores by Site by Teacher by Student
-  TABE Test Scores by Student