Taking a Workshop: Instructor Certified Mode
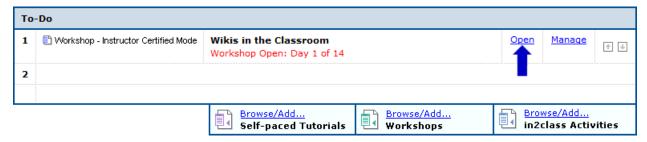
Workshop Options

When adding a workshop to your pd21 To-Do List, you will be asked to choose a learning mode. The differences between the two options are shown here:

	Anytime Mode	Instructor Certified Mode
Certificate of Completion	No	Yes
Assessment	- Performance-based - Self-assessment	- Performance-based - An instructor checks your work
Time	- Take as long as you like - Add to your To-Do list anytime	- Complete within 14 days of sign-up - Add to your To-Do list when you are ready to start
Collaboration	- No online collaboration - You may like to coordinate and work with other teachers at your school	- An instructor provides as much assistance and feedback as you would like - Share files, read and post to Discussion
Tips	Use this mode if you enjoy learning independently and if a self-assessed completion meets your school's requirements.	Use this mode if you would like a certified completion and only if you have 4-5 hours to commit to meeting the workshop requirements over the next two weeks.

Starting an Instructor Certified Workshop

To enter a workshop, click its <u>Open</u> link in your To-Do List. Note that you will use this same link when you want to re-enter the workshop. In any one sitting, you can complete as much as you like, and return at any time to continue. You have 14 days to complete all of the work.

After clicking the link, you will be taken to the workshop's Home page.

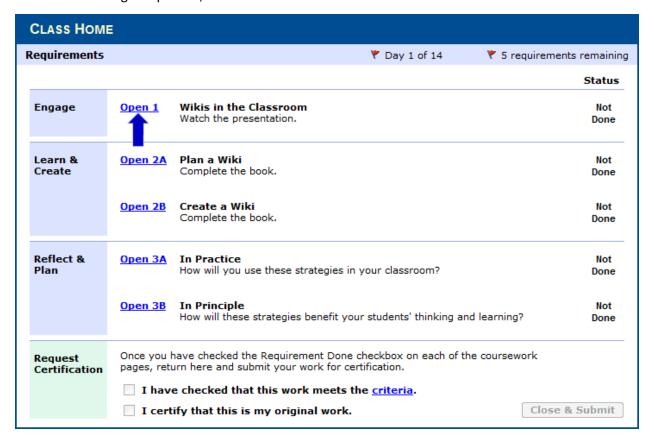**Navigating Through an Instructor Certified Workshop**

A workshop has three parts, each with one or more learning components:

Engage: In this section, you will watch a 5-7 minute video overview of the workshop.

Learn & Create: This is the core content of the workshop. Each page here will introduce an activity book and explain what you are required to do with that activity book, and **what you are required to submit to your instructor** for a successful completion.

Reflect & Plan: In this part of the workshop you will **write and submit to your instructor** your reflection on the educational value of the ideas presented, and your thoughts on how they may be used in the classroom.

To enter a learning component, click its link as shown here:

Completing the Learning Requirements

Read the text on the learning component pages carefully. Each page will tell you exactly what you are required to do.

Engage: Watch the workshop overview video and then check the 'Done' box.
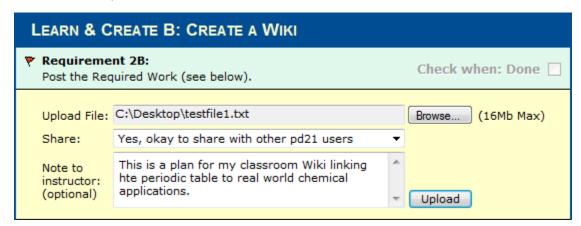
Learn & Create: You will be provided with one or more activity books. You will be asked to study

or work through each book and, for each, submit some evidence of your learning. This may be file/s that you upload to your instructor, a contribution you make to a shared web site, or some other performance.

Upload files one at a time using the tool provided. First click on the 'Browse…' button and then navigate to and select the file on your computer to be uploaded. Enter a note, if you like, and then click the 'Upload' button.

Once the file is uploaded, you will see a link that allows you to remove the file if necessary.

When you have all of the correct files uploaded for the learning component, (or you have completed its requirement in some other way,) check its 'Done' box.

Reflect & Plan: In this part of the workshop you will **write and submit to your instructor** your reflection on the educational value of the ideas presented, and your thoughts on how they may be used in the classroom. To assist you with the theoretical component of this reflection, each pd21 workshop makes available:

The Big Ideas: Research-based papers that present the theory behind the activities presented.

21st Century Skills Explorer: A reference that defines skills, such as design thinking and collaboration, that are important to all 21st century learners across all curriculum areas.

Study these materials before you respond to the reflection prompts in the workshop. When you have complete and thoughtful reflections written, check the 'Done' box.
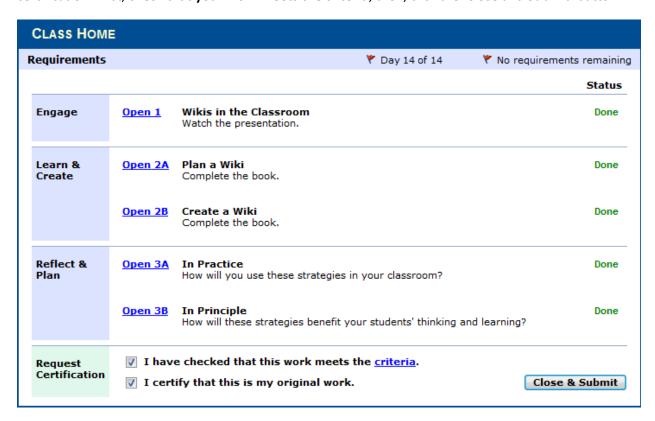
Can We Help?

Your instructor is ready to help you to enjoy and complete the workshop successfully. Feel free to contact him/her as much or as little as you like. You'll see an <u>Assistance & Feedback</u> link in the workshop. We all have different learning styles, and so we understand that different participants will engage with their instructor in different ways.

Completing a Workshop

To return to the workshop's Home page, click the <u>Workshop Home</u> link at the top right of the page. Note that there are also links to move quickly between workshop pages.

<u>Workshop Home</u>   <u>1</u>   <u>2A</u>   <u>2B</u>   <u>3A</u>   <u>3B</u>   <u>Workshop Checkout</u>

When you are sure that you have each of the workshop's requirements completed, you may request certification. First, **check that your work meets the criteria**, then, click the 'Close and Submit' button.

CLASS HOME

Requirements			Day 14 of 14	No requirements remaining
				Status
Engage	**Open 1**	**Wikis in the Classroom** Watch the presentation.		Done
Learn & Create	**Open 2A**	**Plan a Wiki** Complete the book.		Done
	Open 2B	**Create a Wiki** Complete the book.		Done
Reflect & Plan	**Open 3A**	**In Practice** How will you use these strategies in your classroom?		Done
	Open 3B	**In Principle** How will these strategies benefit your students' thinking and learning?		Done
Request Certification	☑ I have checked that this work meets the <u>criteria</u>. ☑ I certify that this is my original work.			**Close & Submit**

You may no longer make changes to your work as it has now been submitted to your instructor.

Within two working days, you will see the Workshop move from your To-Do List to your Achievements List, and your certificate of completion will be available from your Achievements List.

If your work does not meet the requirements, you will see a notice on your pd21 Home Page. In such cases, we recommend that you take the workshop again when you are ready.