

## **TRANSCRIPT: Welcome to ECS Online Quarterly PD Sessions**

Welcome to ECS Online Quarterly PD. This short tutorial will show you how to navigate the session environment and take part in the learning experience.

Once you have logged in to the environment and accessed your quarterly PD session, you will be on the session homepage.

This is the central organizing page for your session. Notice that the page includes blocks for each of the session weeks. Within each of the weekly blocks, you will find links for the content and any associated activities such as surveys, discussions, and assignments. You will also find a link for the Certificate of Completion, which you can access at the end of the session.

Note that when you start the session, not all links may be available. We work through the session one week at a time; during the current week, all associated items will be available for you to access. Once an item is available, it will remain available for the duration of the session.

To access the content for a particular week, click on the appropriate weekly content link.

If at any point you wish to return to the course homepage, you can navigate using the breadcrumbs at the top of the page.

You will notice that the session content is organized in a tabbed structure. The tabs are designed with a deliberate learning progression in mind. Week One will focus on learning the unit content.

The **Welcome** tab will introduce you to the week's purpose and goals and get you familiar with the course schedule.

On the **Plan** tab, you will sign up for a group synchronous session and review the unit curriculum.

The **Journal** tab provides you with an opportunity to reflect on connections to your life and respond to colleagues

The **Learn** tab will take you through activities that will help you better understand the unit's content

Week Two will focus on planning for implementing this unit in your classroom.

In the **Review** tab you will find information about this week's activities and a reminder of the course schedule.

On the **Develop tab**, you will have the opportunity to watch a model lesson and find supporting resources for the content. You will also engage in with your planning group.

The **Discuss** tab will guide you to share the lesson plan that your group put together and debrief about the tools and strategies used.

Finally, the **Next Steps** tab will give you a final journal reflection, ask you to respond to the final survey, and prepare you for the Quarterly PD session.

To participate in a discussion forum, click on the appropriate link in the course, or from the homepage.

Follow the instructions and then click on Add a new Discussion Topic to post a message. Give your message a subject, e.g. Keisha Torres Introduction.

In the message box, type in the information you wish to share with others.  
Two important tips for discussion posts:

First, when adding a link, make sure to have it open in a new window. To do this, type in the text you wish to turn into a link and then highlight it and click on the link icon.

Type in the URL, and select the Open in new window box and then select Create Link.

This will ensure your link opens in a new window that can be viewed outside of the session and closed when the viewer is finished.

The next important tip is around adding photos to your post.

When adding a photo, it is much nicer for your users if you embed the photo rather than adding it as an attachment. Embedded photos make a post visually appealing. To embed a photo, click on the image icon,

Then locate the photo on your computer, give it a title in the Save As field, then click Upload this File.

On the next screen, provide a short description of your photo for those who may be using a screen reader then make sure to adjust the size of your photo so that it will fit within your post. You can do this by using the auto-size feature or changing the dimensions in the Size boxes. Anything wider than 500 is usually too wide for a discussion post. When you are finished click Save Image.

Your image will then appear in your post and you'll be able to judge if the size is to your liking.

When you are satisfied with your post, click Post to Forum.

To read and reply to posts, click on the post title in the discussion column of the forum, read the post and then click on the Reply link to add your response.

An important tip for Reply posts: edit your subject to give the readers an idea of where the post is going!

It is never helpful to have one post with a subject and 20 replies with titles that say the same thing.

Discussions often veer in different areas and providing a hint to your content in the subject line is always helpful to users.

On the course homepage you'll also notice small boxes to the right of each item.

These enable you to track your progress by checking off items you have completed. You will not be able to mark an item completed until you have opened it and/or met conditions such as created a post in a discussion forum.

Finally, at the top of the homepage, you'll notice three discussion forums: the Help Forum, Casual Chat forum, and Group Meeting Space. These forums are available for the duration of the session and each have an important purpose!

The Help Forum is a place to post any questions you have about the session or your participation – your facilitator will post a quick reply. Don't forget that if you see a question in the Help Forum that you can answer, please do! The goal is to support each other and these forums enable that type of community to grow.

The Casual Chat forum is just that! This is a place to connect with each other around fun, casual things that come up but aren't specifically related to the content or discussion

board assignments. In an online environment where we are learning together, it is critical to be social and to connect with each other around more than just content. Have fun with this forum!

The Group Meeting Space is a place to collaborate with your small group. In particular, if you are unable to attend one of the synchronous sessions where groups are formed, this forum can be used to seek others to form a group.