

Distance Learning Community of Practice

8 hours Professional Development Credit/Act 48



Facilitator

Rachel Baron
Digital Literacy and Distance Education Project /TIU11
(412) 251-4278
rbaron@tiu11.org

Dates

Course begins October 5, 2023.
Enroll by October 4, and participate
in five live webinars on October 5
and December 7, 2023, and February
1, April 4, and June 6, 2024.

For technology questions, email:

pdportal@tiu11.org

Overview

This community of practice will give participants the opportunity to explore topics related to distance learning. Each webinar will include a mix of presented material and participant discussion. A discussion forum and resources shared in the PD Portal will allow further exploration of the topics.

The intended audience for the community of practice includes:

- Instructors teaching HyFlex, hybrid, blended, or remote classes.
- Student support coordinators working with students in any of the above classes.
- Digital literacy specialists.
- Other staff who find the topics relevant to their work.

Format

This is an online professional learning opportunity located in the PA Adult Education Resources PD Portal (<https://pdportal.paadultedresources.org>).

This is an open community of practice. Participants who do not plan to earn professional development credit may choose to join any webinars that are relevant to their practice.

Individuals who plan to earn professional development credit should enroll in the course in the PD Portal, attend all five webinars, participate in the discussion forum activities associated with each webinar, and complete the course evaluation.

Adult Education Teacher Competencies

This course supports the development of the following [Adult Education Teacher Competencies](#):

- 2.4. Designs instruction to build learners' technology and digital media literacy skills.
- 4.2. Participates in professional development networks and learning communities.

All webinars will be held from 2:00 to 3:00 p.m.

Webinar #1 – October 5, 2023

Webinar #2 – December 7, 2023

Webinar #3 – February 1, 2024

Webinar #4 – April 4, 2024

Webinar #5 – June 6, 2024

Webinar link: <https://paiu.zoom.us/j/93140881388>

Webinars and Assignments

Assignment	Scoring Criteria/Feedback	Due Date
<p>Webinar #1: Online Instructional Delivery Models</p> <p>Discuss the pros and cons of the different instructional delivery models (remote, hybrid, HyFlex, blended) and discuss ways to ensure that students receive appropriate support from the program regardless of their class format.</p>	Participation is required for PD credit.	October 5, 2023 2:00 – 3:00 p.m.
<p>Webinar #1 Attendance Test</p> <p>Complete the test in the PD Portal after attending the webinar to confirm your attendance.</p>	Facilitator will verify participant attendance.	October 5, 2023
<p>Webinar #1 Discussion Forum</p> <p>Post a response to the discussion prompt in the PD Portal and reply to at least one of your peers.</p>	Facilitator will verify participation.	October 26, 2023
<p>Webinar #2: Orientation</p> <p>Discuss preparing students for class, including digital literacy assessment/instruction, addressing barriers, and supporting students who join open-enrollment classes online.</p>	Participation is required for PD credit.	December 7, 2023 2:00 - 3:00 p.m.
<p>Webinar #2 Attendance Test</p> <p>Complete the test in the PD Portal after attending the webinar to confirm your attendance.</p>	Facilitator will verify participant attendance.	December 7, 2023
<p>Webinar #2 Discussion Forum</p> <p>Post a response to the discussion prompt in the PD Portal and reply to at least one of your peers</p>	Facilitator will verify participation.	December 28, 2023
<p>Webinar #3: Supplemental Distance Learning</p> <p>Review curriculum and teacher-made options for supplemental distance learning and consider how to prepare students for success with the programs.</p>	Participation is required for PD credit.	February 1, 2024 2:00 - 3:00 p.m.
<p>Webinar #3 Attendance Test</p> <p>Complete the test in the PD Portal after attending the webinar to confirm your attendance.</p>	Facilitator will verify participant attendance.	February 1, 2024
<p>Webinar #3 Discussion Forum</p> <p>Post a response to the discussion prompt in the PD Portal and reply to at least one of your peers.</p>	Facilitator will verify participation.	February 29, 2024
<p>Webinar #4: Digital Citizenship</p> <p>Discuss ways to support effective communication, information literacy, privacy protections, and respect for copyright among students at your program.</p>	Participation is required for PD credit.	April 4, 2024 2:00 - 3:00 p.m.
<p>Webinar #4 Attendance Test</p> <p>Complete the test in the PD Portal after attending the webinar to confirm your attendance.</p>	Facilitator will verify participant attendance.	April 4, 2024

Assignment	Scoring Criteria/Feedback	Due Date
Webinar #4 Discussion Forum Post a response to the discussion prompt in the PD Portal and reply to at least one of your peers.	Facilitator will verify participation.	April 25, 2024
Webinar #5: Building Students' Technology Skills Discuss strategies for identifying the skills students need for class and integrating them into instruction.	Participation is required for PD credit.	June 6, 2024 2:00 - 3:00 p.m.
Webinar #5 Attendance Test Complete the test in the PD Portal after attending the webinar to confirm your attendance.	Facilitator will verify participant attendance.	June 6, 2024
Webinar #5 Discussion Forum Post a response to the discussion prompt in the PD Portal and reply to at least one of your peers	Facilitator will verify participation.	June 27, 2024
Course Evaluation: Complete the evaluation activity found at the end of the course in the PD Portal. Please note that you have not completed the course until you complete this step.	n/a	June 28, 2024
Certificate: You can download a certificate of completion by following the directions listed below under Completion requirements .	n/a	Available after all completion requirements are met

Webinar information

This professional development activity will use Zoom for its webinars. To ensure you are able to fully participate, please do the following:

- Be sure your device has a working microphone and speakers.
- Visit the [Zoom Support Center](#) for information on joining and participating in meetings.
- [Test your internet connection and audio by joining a test meeting at https://zoom.us/test.](https://zoom.us/test)

Completion requirements

In order to receive full credit for completion of the activity, participants must:

- Attend all webinars and participate in all discussion forums.
- Successfully complete all course activities by deadline.
- Complete the course evaluation found at the end of the course in the PD Portal.

After the course ends and all completion requirements are met, participants can download a certificate of completion in the PD Portal by doing the following:

1. Click on the **Menu icon** on the top left side of the screen. This icon looks like three horizontal lines.
2. Click on **My Activities**.
3. Click on **Courses**.
4. On the right side of the course, you should see an icon that looks like a certificate.
5. Click on this icon to download your certificate.

Accessibility information

The Pennsylvania Professional Development System (PDS) strives to provide equitable access to course materials and activities for all participants. If the format of any materials or activities interferes with your ability to fully participate, please contact AccessibleResources@tiu11.org. Adaptation of methods, materials, or testing may be made as required to provide for equitable participation.