

Second Edition

# PROFESSIONAL DEVELOPMENT

Catalog



## **TABLE OF CONTENTS**

<b>BUZZ TRAINING FOR TEACHERS AND ADMINISTRATORS.....</b>	<b>3</b>
<b>ELEMENTARY SUITE .....</b>	<b>4</b>
<b>BEST PRACTICES FOR VIRTUAL INSTRUCTORS .....</b>	<b>5</b>
<b>CONSULTATIVE TITLES FOR ADMINISTRATORS AND EDUCATORS .....</b>	<b>8</b>

## **FLEXPOINT PROFESSIONAL DEVELOPMENT**

As the leader in digital education, FlexPoint creates innovative ways to help administrators and teachers reach their potential through education and development. The best teachers know how to motivate and engage students, and the best administrators know how to support and evaluate teachers. FlexPoint instructional tools and professional development offerings are designed with both groups in mind. To assist students, teachers, and administrators, FlexPoint Professional Development courses are specifically designed to address the changes and trends that happen in the online classroom at a fast pace. Each session is developed specifically for the target audience and encourages participations and engagement.

FlexPoint is committed to developing flexible professional development options to meet various needs. All courses, except for our Becoming an Effective Online Teacher digital course, are available as online webinars or on-demand webinars and can be customized. FlexPoint Professional Development is available year-round and can be scheduled on demand.

## **CUSTOMIZED PROFESSIONAL DEVELOPMENT**

FlexPoint offers the option to provide participants with customized training that focuses on specific organizational needs. The FlexPoint staff will work closely with participants to provide consultation and training that meets unique organizational needs.

For more information about the following Professional Development offerings, please [FlexPointEducation.com](https://flexpointeducation.com).

## **BUZZ TRAINING FOR TEACHERS AND ADMINISTRATORS**

Mastering a Learning Management System (LMS) can be a daunting task. With the help of the FlexPoint Implementation Team, you can begin to navigate with confidence, modify instructional content, adjust gradebook settings, and personalize your Buzz system to meet the needs of your digital or blended program. Whether you are an administrator or an instructor using FlexPoint courses in Buzz, you will benefit from this suite of hands-on, interactive trainings. The topics addressed in each training are listed with the training titles below.

### **BUZZ FOR DOMAIN ADMINISTRATORS**

Explore the administrative functions of the Buzz Learning Management System (LMS) in this interactive session designed for program administrators. The goal of this training is to help participants feel comfortable with the administrator dashboard in Buzz. Participants will learn how to enroll users, edit user profiles, pull down courses, run reports, and how to utilize domain tools. This training offers program administrators the opportunity to receive high-quality instruction from an expert in Buzz.

**TIME:** 1 hours

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### **PREPARING YOUR VIRTUAL CLASSROOM IN BUZZ FOR TEACHERS**

Topics covered in this hands-on training includes, but is not limited to, the following: Exploring the welcome folder and teacher resources, reviewing the first module of a course, viewing a lesson as a student, organizing course tiles, updating menu settings, creating a landing page, and how to submit an assessment.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### **DIFFERENTIATING YOUR VIRTUAL CLASSROOM IN BUZZ FOR TEACHERS**

Topics covered in this hands-on training includes, but is not limited to, the following: Reviewing course pace charts, scheduling assignments, adjusting the visibility requirements for assignments, adding activities, modifying assignments, setting up student groups, and using the clipboard tool. *\*Suggested prerequisite for this session is Preparing Your Virtual Classroom in Buzz*

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### **MONITORING YOUR VIRTUAL CLASSROOM IN BUZZ FOR TEACHERS**

Topics covered in this hands-on training includes, but is not limited to, the following: Exploring the teacher dashboard, 'needs grading' tool, gradebook and gradebook settings, and the people tool. *\*Suggested prerequisites for this session are Preparing Your Virtual Classroom, Differentiating Your Virtual Classroom in Buzz*

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### **KICKING OFF YOUR VIRTUAL CLASSROOM IN BUZZ FOR TEACHERS**

Topics covered in this hands-on training includes, but is not limited to, the following: How to send announcements and messages, generating reports, the calendar tool, and how to get help from Agilix within the Buzz LMS. *\*Suggested prerequisite for this session is Preparing Your Virtual Classroom, Differentiating Your Virtual Classroom, and Monitoring Your Virtual Classroom in Buzz*

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### **WRAPPING UP THE YEAR IN BUZZ FOR ADMINISTRATORS**

This session is designed for FlexPoint Global customers who are using the Buzz LMS. During this session we will review end of the year processes in Buzz and managing course enrollments to help prevent unintended overages. This training is designed for Buzz users with domain level privileges.

**TIME:** 1 hour

**FORMAT:** Live or On Demand Webinar

## ELEMENTARY SUITE

### ELEMENTARY COURSE TOUR AND EXPLORATION

Want to know what makes FlexPoint elementary courses so effective for student success? This session will share the hidden, recognizable, and pedagogically inspired ways FlexPoint courses have been created to promote success across all types of student learners. Participants will get the opportunity to be hands-on in an FlexPoint course and its resources. At the end of the session, participants will have a deep understanding of how to harness the built in-resources in FlexPoint courses to create a student-centered and personalized learning environment.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### ELEMENTARY IN ACTION

This interactive training will equip elementary-level instructors with strategies and ideas to engage students and parents/guardians in their learning experience. Benefit from examples and non-examples of scenarios and strategies regarding student pace, performance and live lesson design. At the end of the session, participants will have a tool box of ideas for enhancing the student-experience that they will be ready to implement right away.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### FAMILY ENGAGEMENT IN THE VIRTUAL ELEMENTARY CLASSROOM

Are you struggling to engage students and families in the e-learning setting? This session will share tips and tricks targeting how to increase engagement within your classroom and school. We will review specifics on the importance of Family Engagement in the elementary classroom and how to launch age appropriate solutions to involve families in the e-learning experience. You will leave this session with the confidence to enrich the lives of your students and families implementing these easy to use strategies.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### THE LITTLEST LEARNERS: LITTLE MATHEMATICIANS

Teaching primary students to become mathematically proficient in the online setting may sound challenging! Join us for a session that will dive into the strategies needed to lay the foundation and build proficiency within all students. We will identify best practices with mathematics instruction utilizing technology, discuss math manipulative implementation, and highlight the areas that support student engagement. This session will set you up for success with the confidence needed for delivering a successful math lesson to your students!

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### THE LITTLEST LEARNERS: TEACHING PRIMARY STUDENTS ONLINE

Online teaching can be challenging. Join us for an interactive session that focuses on instructional strategies and best practices for supporting students in kindergarten through second grade. Participants will discover the importance of establishing routines, implementing age-appropriate expectations, and live instruction. The session will also highlight ways to stay organized and how to successfully support students, families, and learning coaches in a virtual environment.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### LIVE LESSONS IN A VIRTUAL ELEMENTARY CLASSROOM

Live instruction helps cultivate the culture of a successful virtual learning community and can effectively increase student engagement and performance. This interactive training will equip participants with the skills to develop and deliver purposeful and intentional instruction through engaging live lessons that will elicit high rates of student responses.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

## BEST PRACTICES FOR VIRTUAL INSTRUCTORS

### A DAY IN THE LIFE OF AN ONLINE INSTRUCTOR

Ever wondered what it's like to teach online? Travel through a typical day in the life of an online instructor and explore how the duties and responsibilities are similar, yet different, in the world of online teaching. Begin learning the basic expectations of online teachers and how they impact students.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### ACADEMIC INTEGRITY IN THE VIRTUAL CLASSROOM

Do you want your students to submit authentic work and avoid academic integrity issues? Join us for an interactive session discussing academic integrity. We will dive into the reasons why students are tempted to stray from submitting authentic work, discuss techniques for educating students on how to maintain their academic integrity, and help teachers become comfortable employing strategies to combat academic misconduct.

**TIME:** 1 Hour

**FORMAT:** Face-to-Face, Live Webinar, or On-Demand Webinar

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### BECOMING AN EFFECTIVE ONLINE TEACHER

Through this asynchronous, self-paced professional development course, teachers will discover the basic skills and strategies needed to start a successful virtual class. It is especially recommended for teachers new to virtual teaching, and for those teaching for a while as a refresher of best practices. This course covers everything from setting up a workspace, conducting successful live lessons, promoting student collaboration, online accessibility, academic integrity in the virtual classroom, and more! Please reach out to your account manager for more details.

**TIME:** Equivalent to 6 Hours of Professional Development

**FORMAT:** Online Course

*This is a self-paced course to introduce teachers who are new to online learning to tried and true best practices.*

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### ESTABLISHING RELATIONSHIPS AND BUILDING RAPPORT

One of the keys to student success in an online environment is developing positive teacher-student relationships. Discover how to create a positive presence in your online course. Learn strategies for building rapport and techniques to strengthen relationships that improve student engagement in your class.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### FAMILY ENGAGEMENT IN THE VIRTUAL CLASSROOM

Are you struggling to engage students and families in the e-learning setting? This session will share tips and tricks targeting how to increase engagement within your classroom and school. We will review specifics on the importance of Family Engagement in the secondary setting and how to launch age appropriate solutions to involve families in the e-learning experience. You will leave this session with the confidence to enrich the lives of your students and families implementing these easy to use strategies.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

### FINISHING THE YEAR STRONG: KEEPING STUDENTS MOTIVATED AT THE END OF THE YEAR

Do your teachers need support keeping their online students motivated at the end of the year? Join us to learn how to coach your students to finish strong. Learn strategies on how to proactively set goals and avoid obstacles which can hinder student success. We will provide examples of how to be a cheerleader to your students through progress monitoring and positive reinforcement. Finally, we will provide examples of good coaching and live lessons designed to encourage students to push through the finish line.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### FLEXPOINT COURSE TOUR AND EXPLORATION (SECONDARY GRADE BANDS)

Want to know what makes FlexPoint courses so effective for student success? This session will share the hidden, recognizable, and pedagogically inspired ways FlexPoint courses have been created to promote success across all types of student learners. Participants will have the opportunity to get hands on and explore the features and resources of an FlexPoint course. At the end of the session, participants will have a deep understanding of how to harness the built in-resources in FlexPoint courses to create a student-centered and personalized learning environment.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### FROM A TO GENERATION Z: UNDERSTANDING THE DIGITAL NATIVE GENERATION

In this session participants will learn what makes Generation Z unique and how to utilize their preferred learning styles. We will explore how educators can adapt their teaching styles to meet the needs of this generation. This is an interactive with activities throughout. During the session, participants will have the opportunity to create a resource for their students that they can implement right away using the tips and knowledge gained during the session.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### FUELING GROWTH THROUGH FEEDBACK\*

This interactive training will investigate how purposeful communication and a strong understanding of brain-based learning can help fuel student motivation and engagement. Benefit from examples and non-examples of focused and student-centered feedback designed to fuel dynamic thinking.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

*\*\*"Grading Efficiencies and Best Practices" is a suggested pre-requisite for this session.*

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### GRADING EFFICIENCIES AND BEST PRACTICES

This interactive training will provide best practices for prioritizing student assessments that require grading, setting a schedule to ensure grading is done in a timely manner, and logistics to help teacher grade online work more efficiently. Benefit from examples and practice goal setting to become a more efficient and effective grader.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

*\*This session is a suggested pre-requisite for teachers interested in "Fueling Growth through Feedback"*

## BEST PRACTICES FOR VIRTUAL INSTRUCTORS (CONT'D)

### HOW TO MAKE A LIVE LESSON

Are you wanting to incorporate more live lessons with engaging content? This interactive session will go over how to make a template for your live lessons based on your curriculum. You will get ideas and strategies to build live lessons and how to make them engaging and fun for students. You will leave with a list of resources to explore and use for your sessions with your students.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### LIVE LESSONS IN A VIRTUAL CLASSROOM

Live instruction helps cultivate the culture of a successful virtual learning community and can effectively increase student engagement and performance. This interactive training will equip participants with the skills to develop and deliver purposeful and intentional instruction through engaging live lessons that will elicit high rates of student responses.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### PROMOTING STUDENT SUCCESS THROUGH PROGRESS MONITORING

Promoting Student Success Through Progress Monitoring focuses on best practices, effective tools, and tried and true methods for monitoring student performance, engagement, and participation. Take a look at how to proactively pull and track student data, engage students and families, and increase teacher effectiveness.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### SETTING THE TONE FOR STUDENT SUCCESS

Kick the year off strong by setting the tone for student success in an online environment. This training will share best practices for preparing your classroom, students, and families for online learning. Discover how to support student learning with a focus on time management, student workspace, initial communication, and virtual learning resources.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### TRANSLATING TEACHING STRATEGIES FROM CLASSROOM TO ONLINE

In this training, instructors will learn how to easily bring teaching strategies from the brick-and-mortar classroom to the online environment. Explore how traditional strategies seamlessly translate from face-to-face to virtual. Participants will understand how to appropriately assess students in both the synchronous and asynchronous learning environments.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

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### WORKING SMARTER NOT HARDER

This interactive training will explore best practices and strategies to those who are new to online teaching. Discover ways to manage your time while maintaining an appropriate work/life balance. Participants will walk away with applicable examples of how to manage time to effectively teach online.

**TIME:** 1 hour

**FORMAT:** Face-to-Face, Live Webinar, or On Demand Webinar

## CONSULTATIVE TITLES FOR ADMINISTRATORS AND EDUCATORS

### ADMINISTRATIVE CONSULTATIONS

These informal sessions will provide site administrators time to meet with members of the FlexPoint Global Implementation Specialist team to discuss goals and plans for needed teacher and administrator training.

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### EDUCATION CONSULTATIONS

These informal sessions will provide lead teachers and site administrators time to meet with members of the FlexPoint Global Implementation Specialist team to answer questions and provide suggestions to assist instructional staff with the integration of FlexPoint Global content into their instructional practices.

