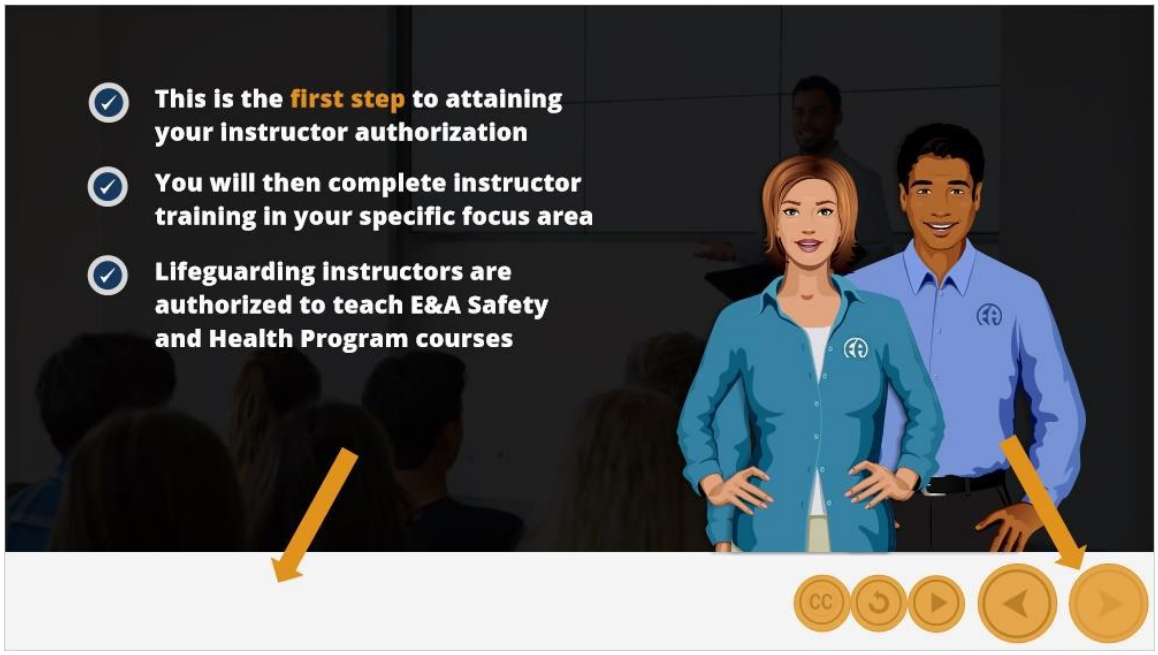
Lesson 1 - Dynamic Instruction - FINAL

1. Content

1.1 Welcome

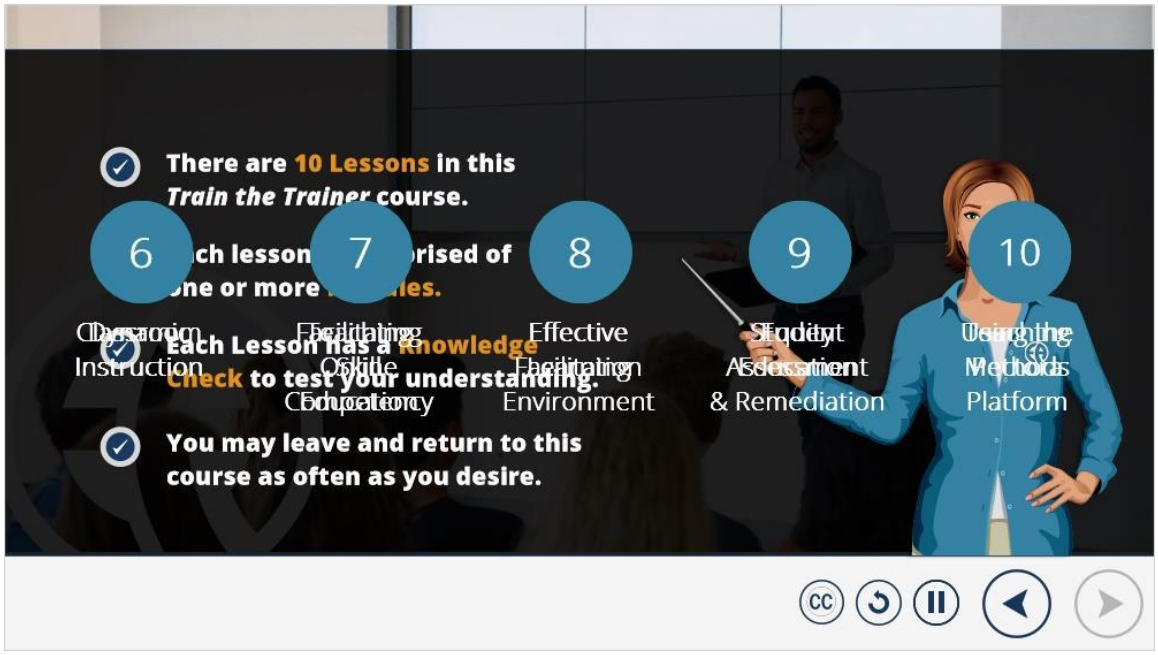
Notes:

1.2 Introduction



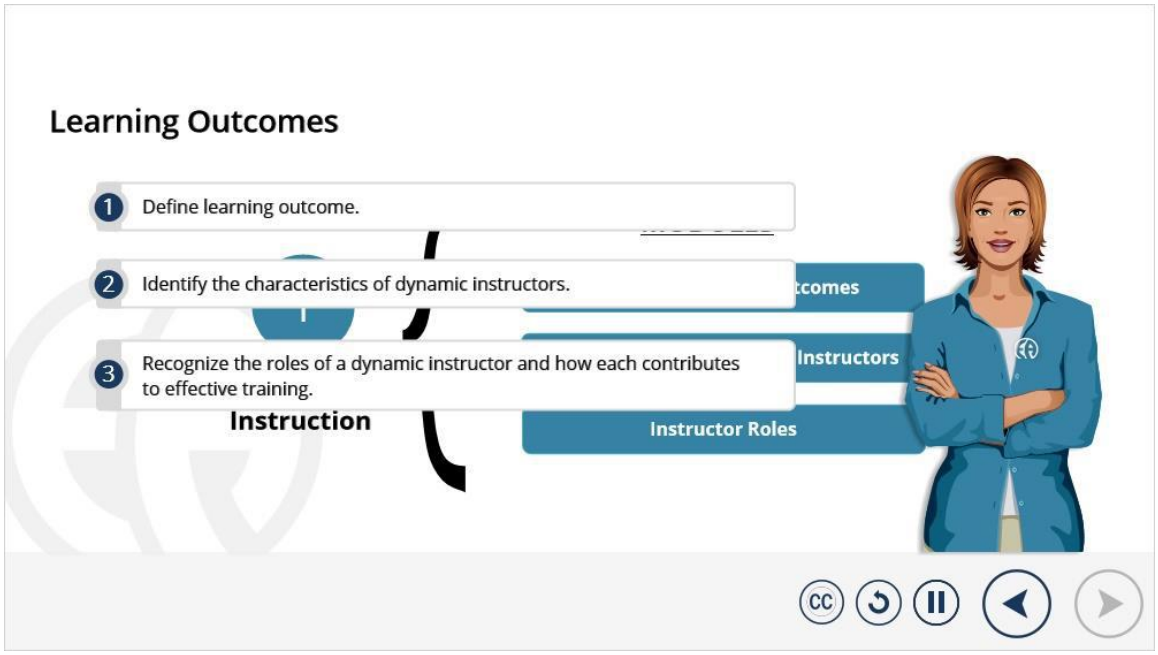
Progress (Slide Layer)

1.3 Course Structure



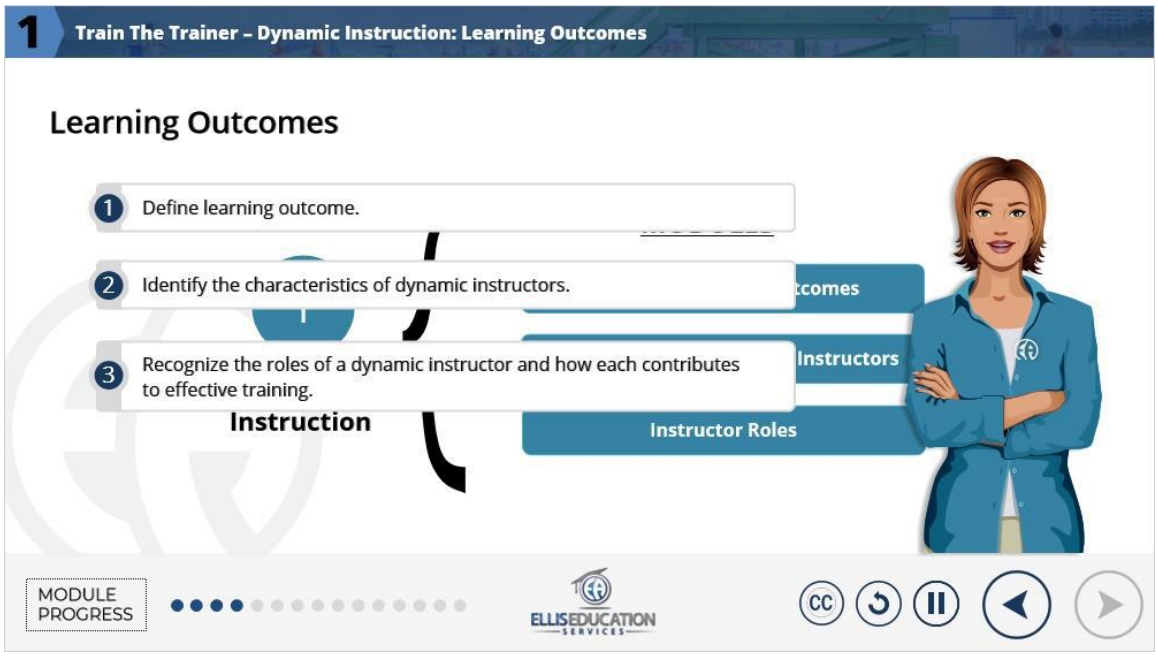
Progress (Slide Layer)

1.4 Learning Outcome



Notes:

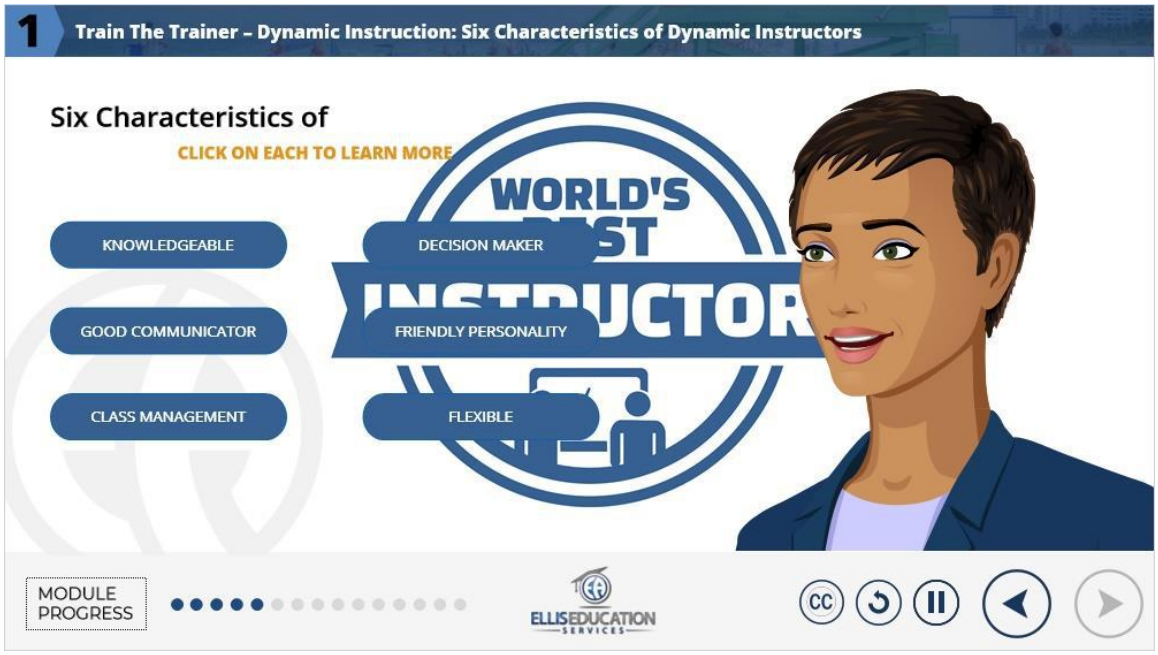
Progress (Slide Layer)



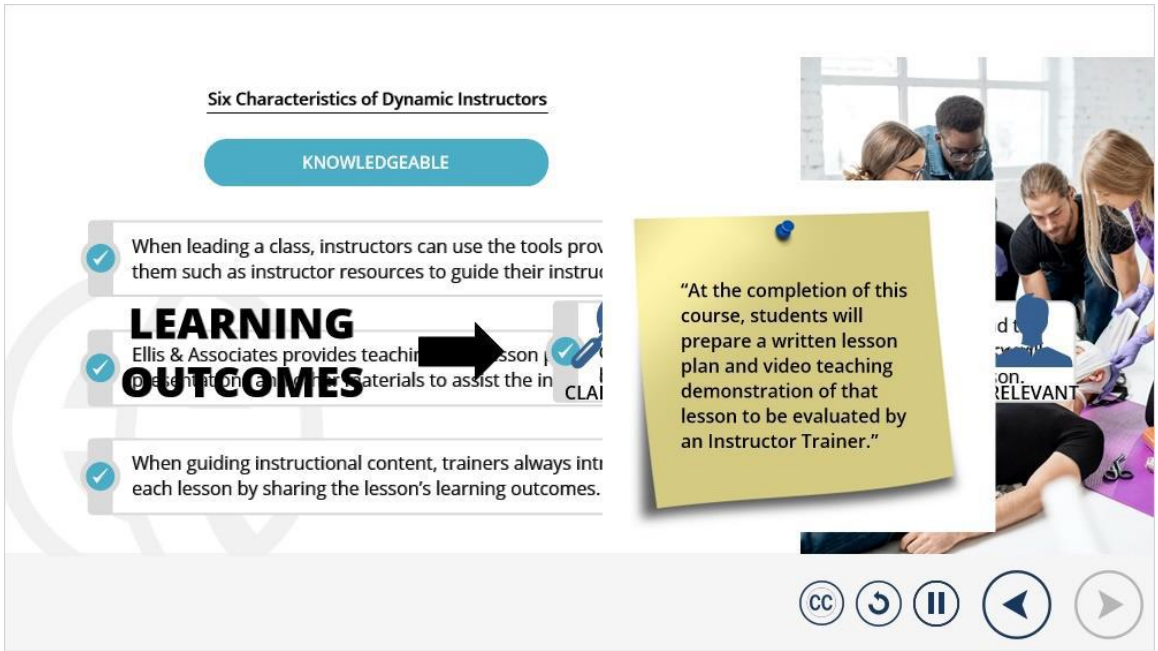
1.5 Six Characteristics of Dynamic Instructors Overview

characteristics.

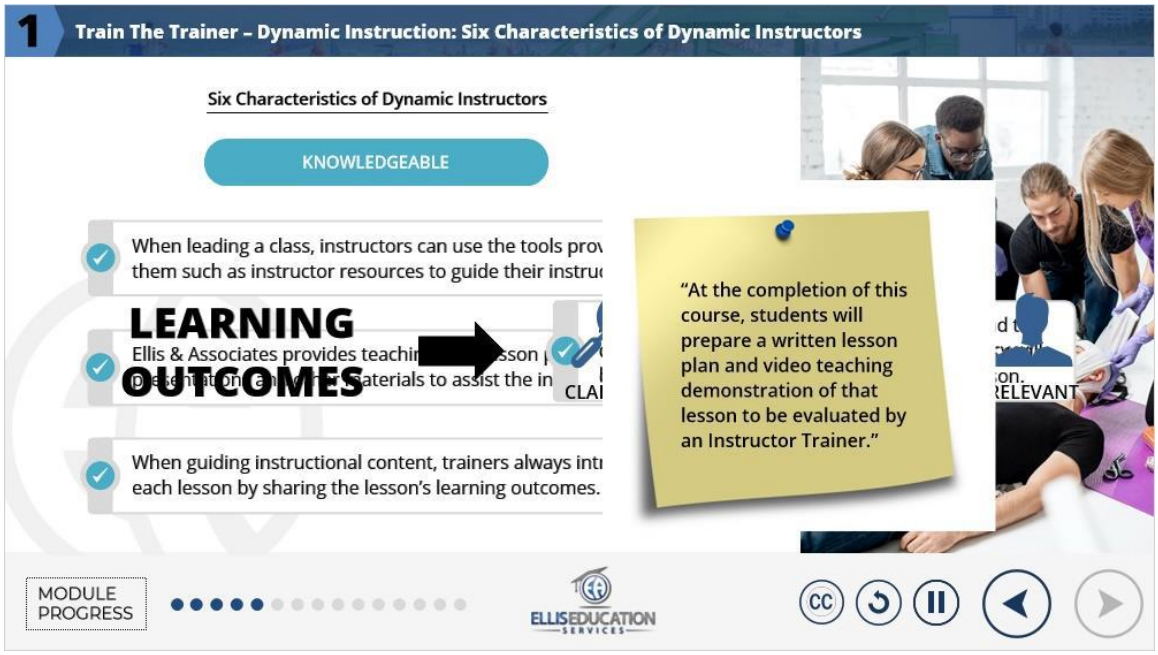
Progress (Slide Layer)



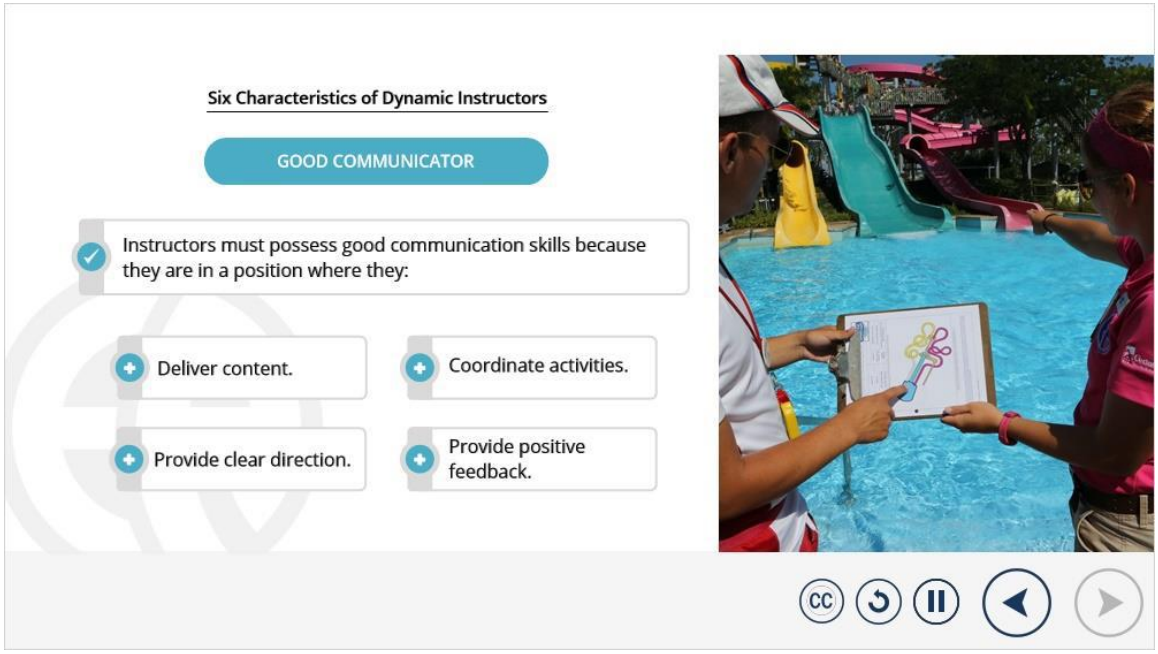
1.6 Six Characteristics of Dynamic Instructors - Knowledgeable



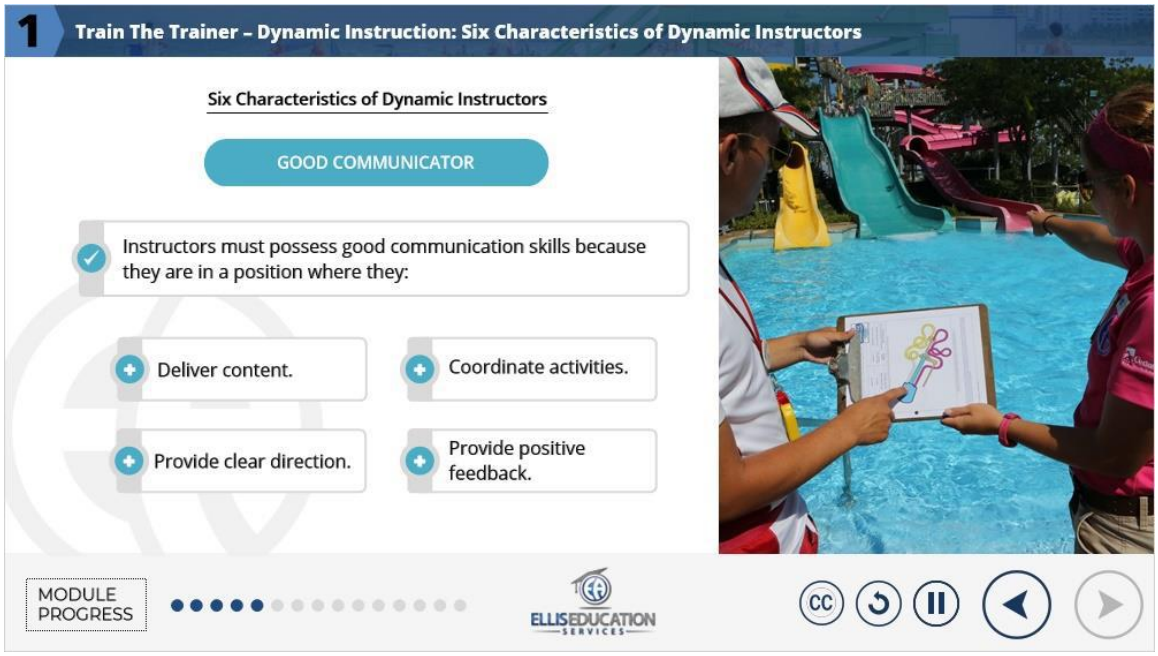
Progress (Slide Layer)



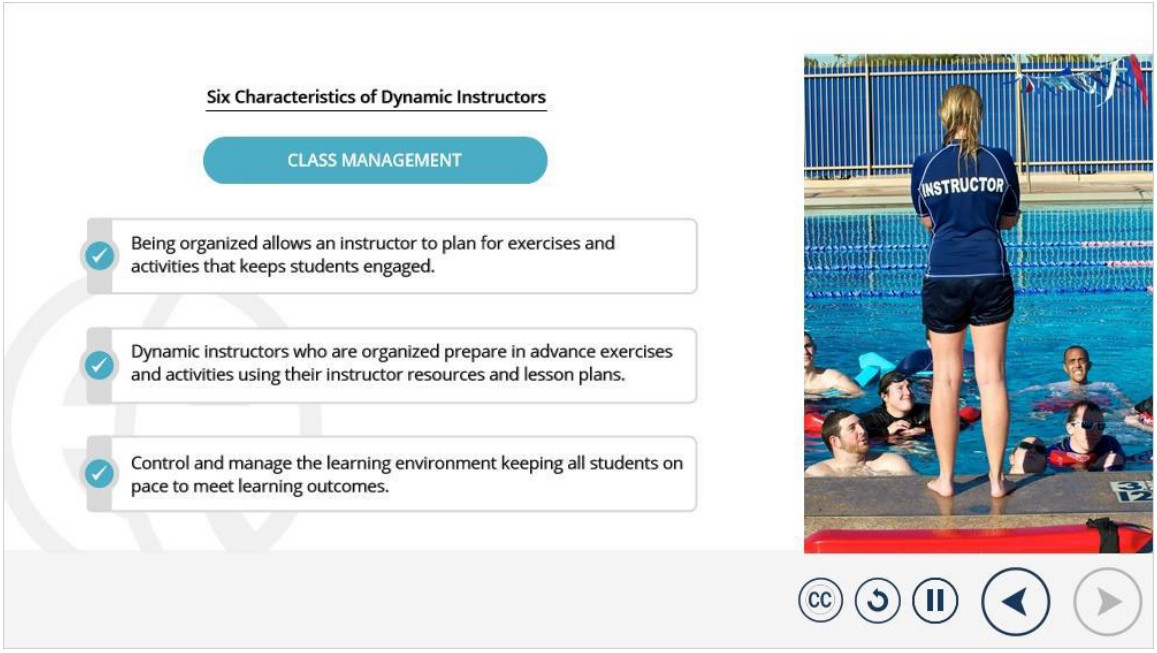
1.7 Six Characteristics of Dynamic Instructors - Good Communicator



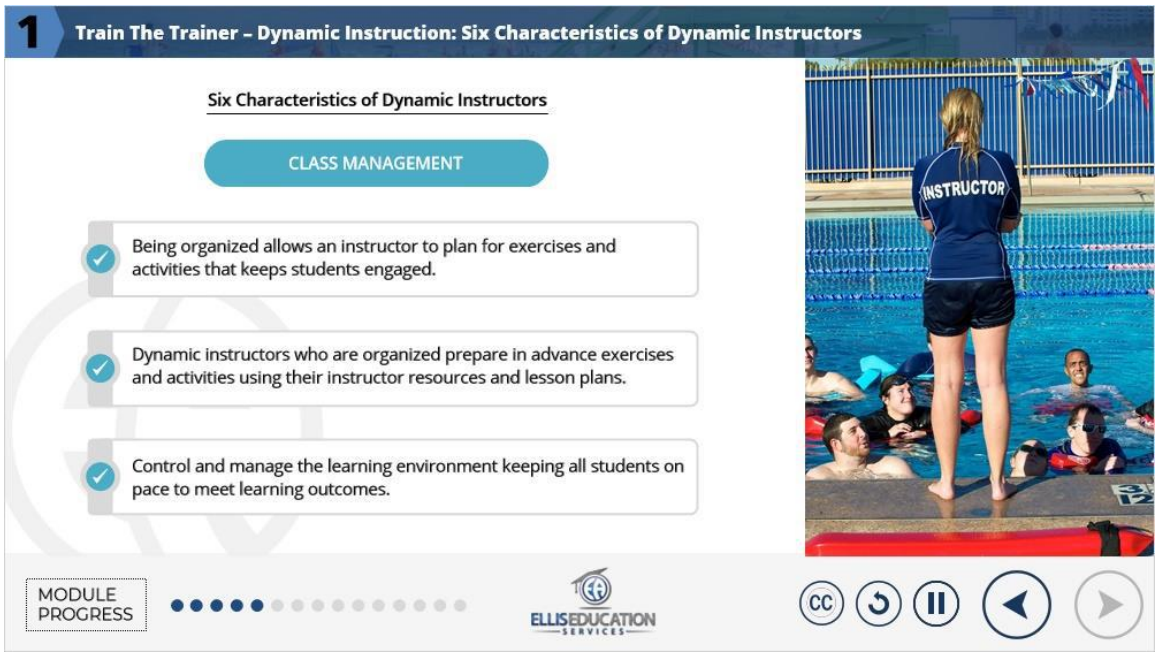
Progress (Slide Layer)



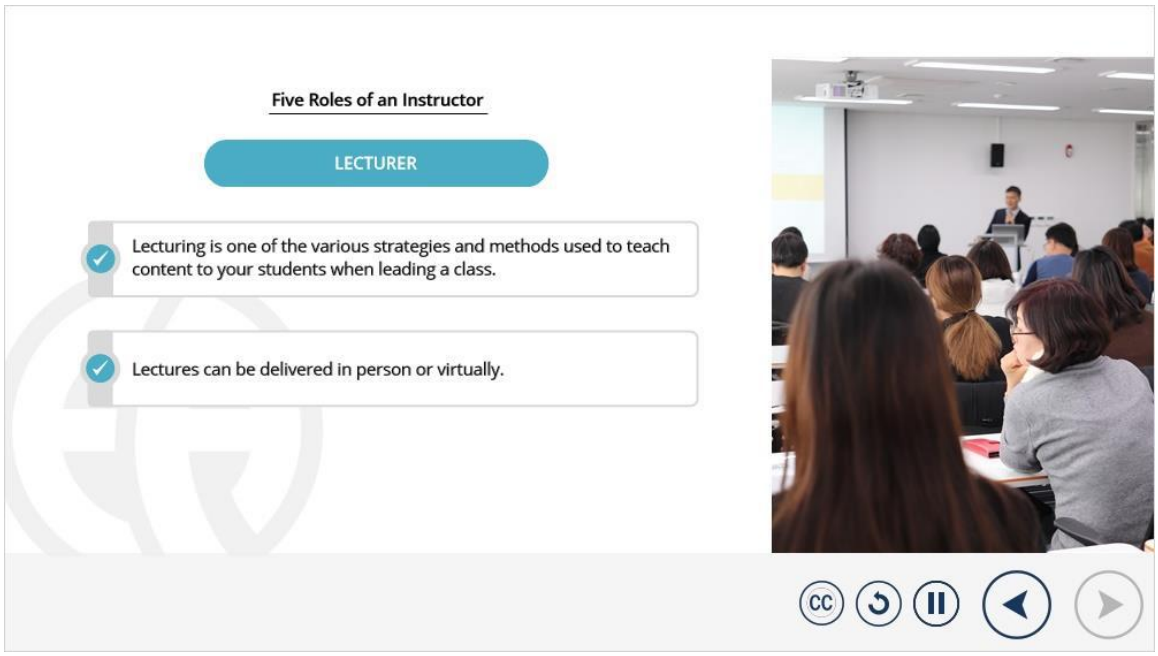
1.8 Six Characteristics of Dynamic Instructors - Class Management



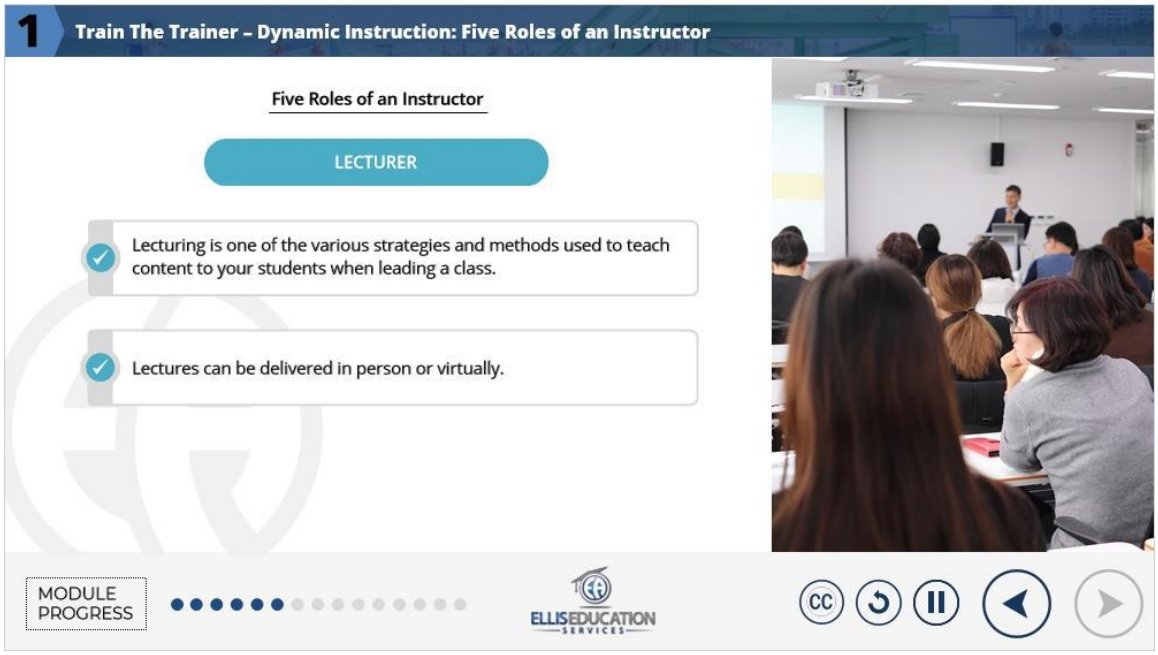
Progress (Slide Layer)



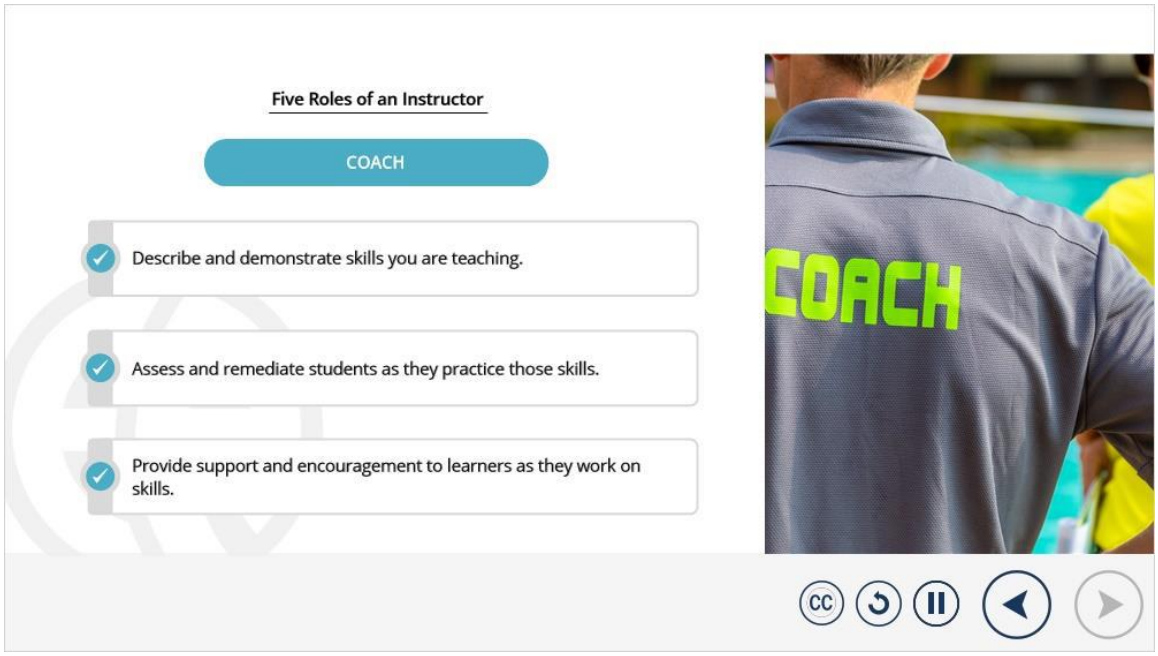
1.9 Five Roles of an Instructor - Lecturer



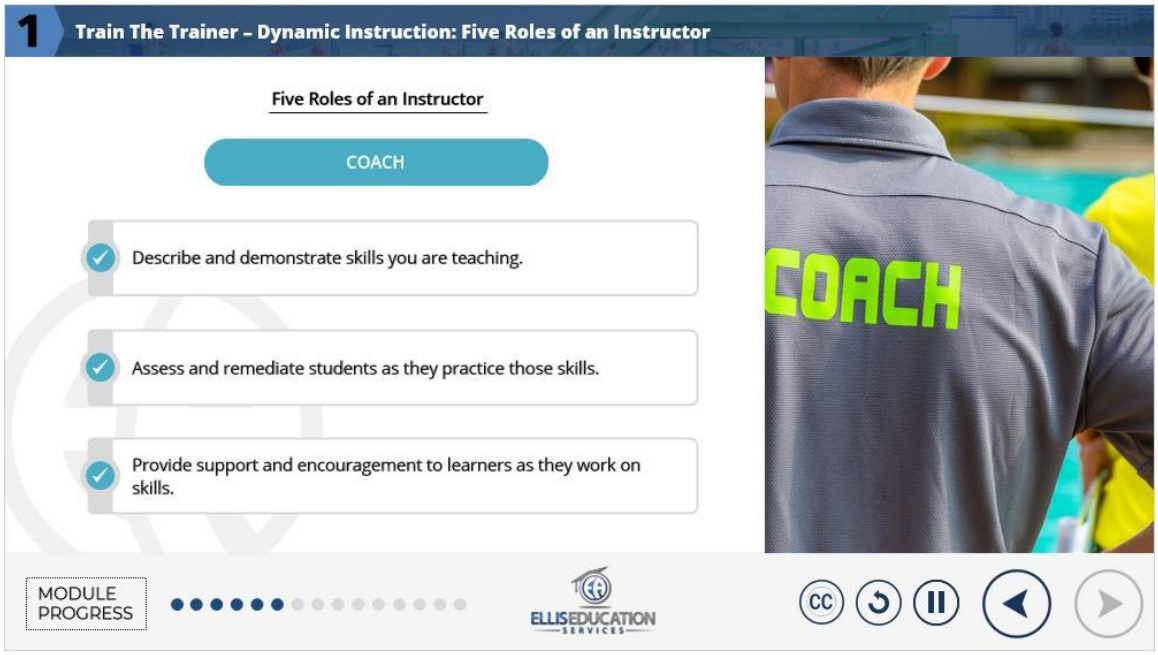
Progress (Slide Layer)



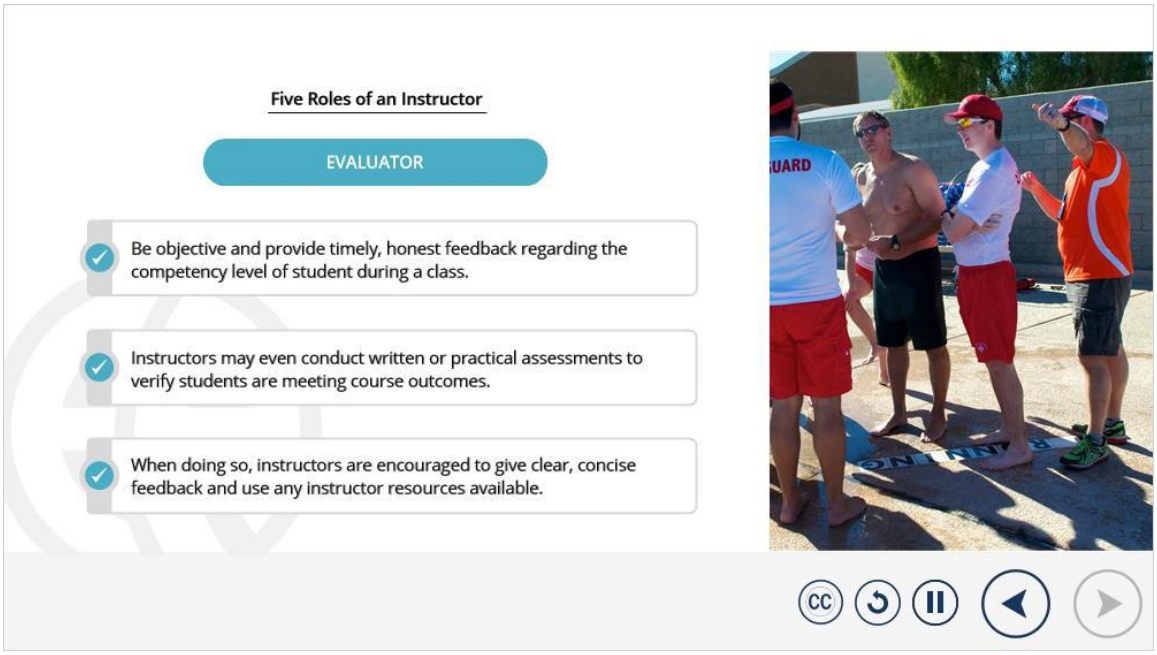
1.10 Five Roles of an Instructor - Coach



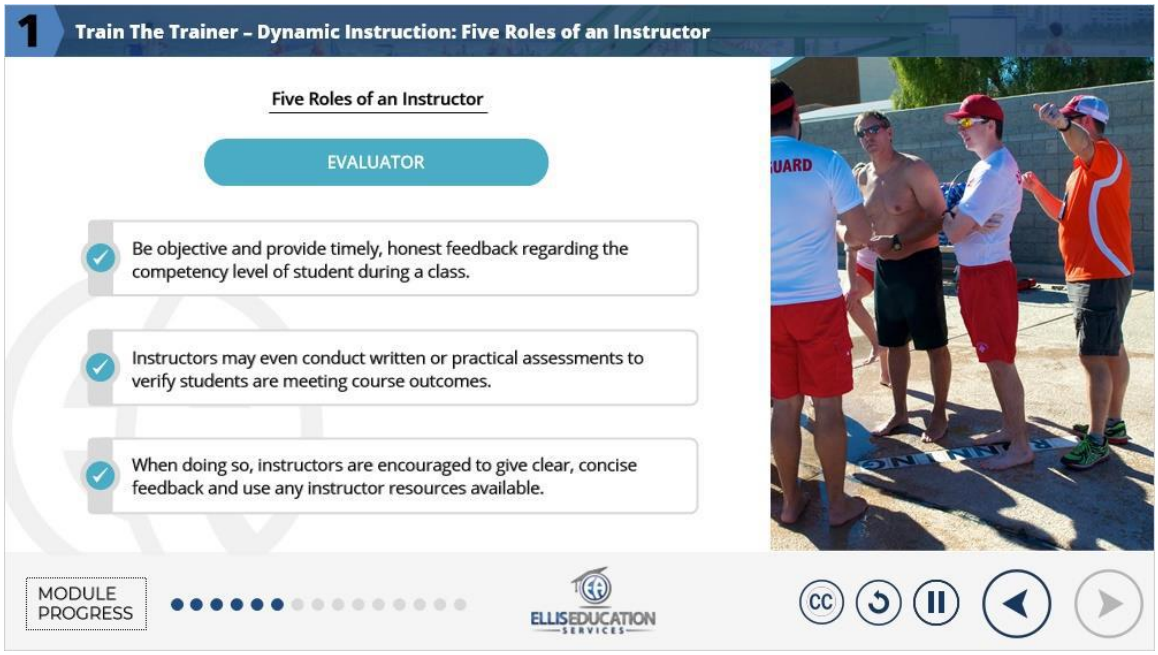
Progress (Slide Layer)



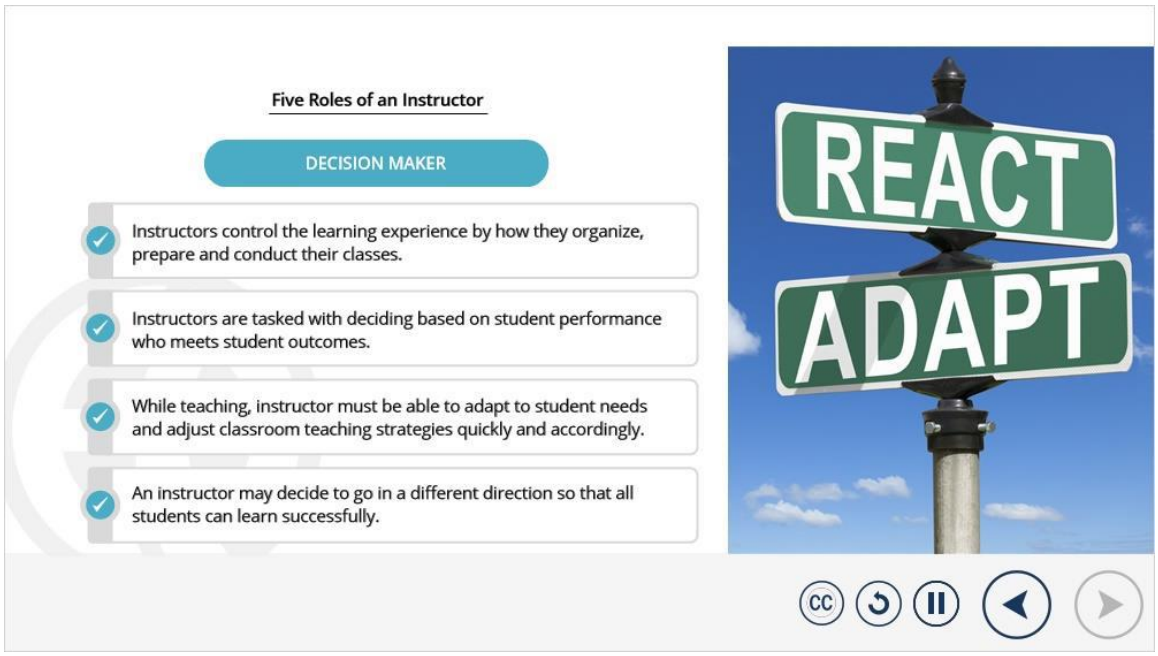
1.11 Five Roles of an Instructor - Evaluator



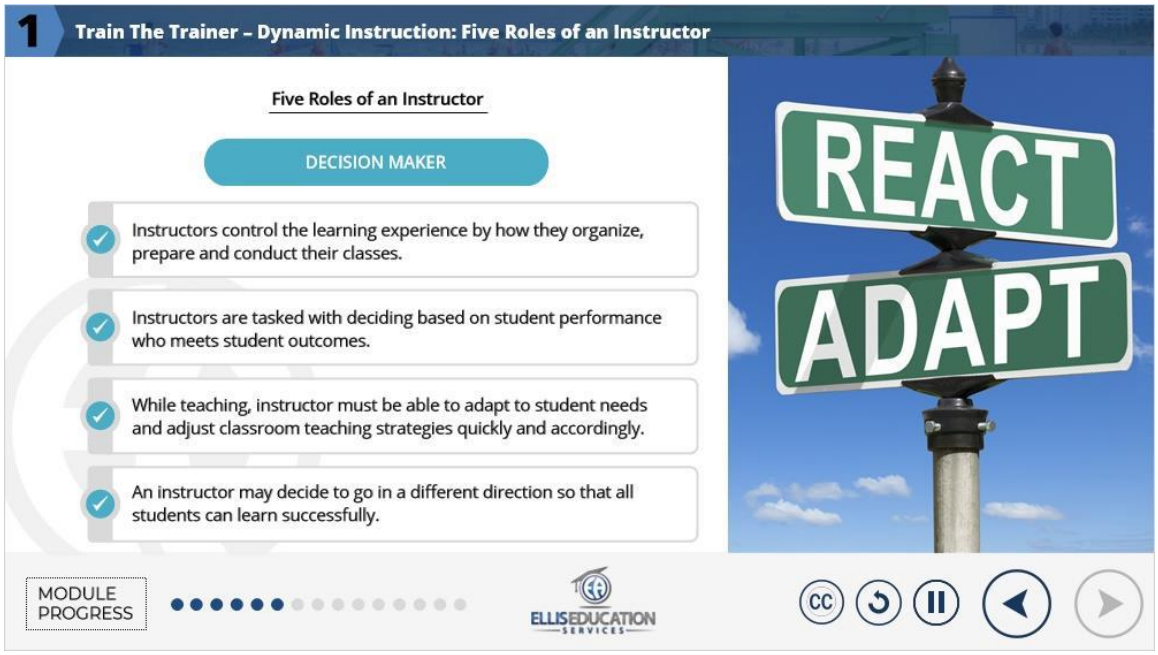
Progress (Slide Layer)



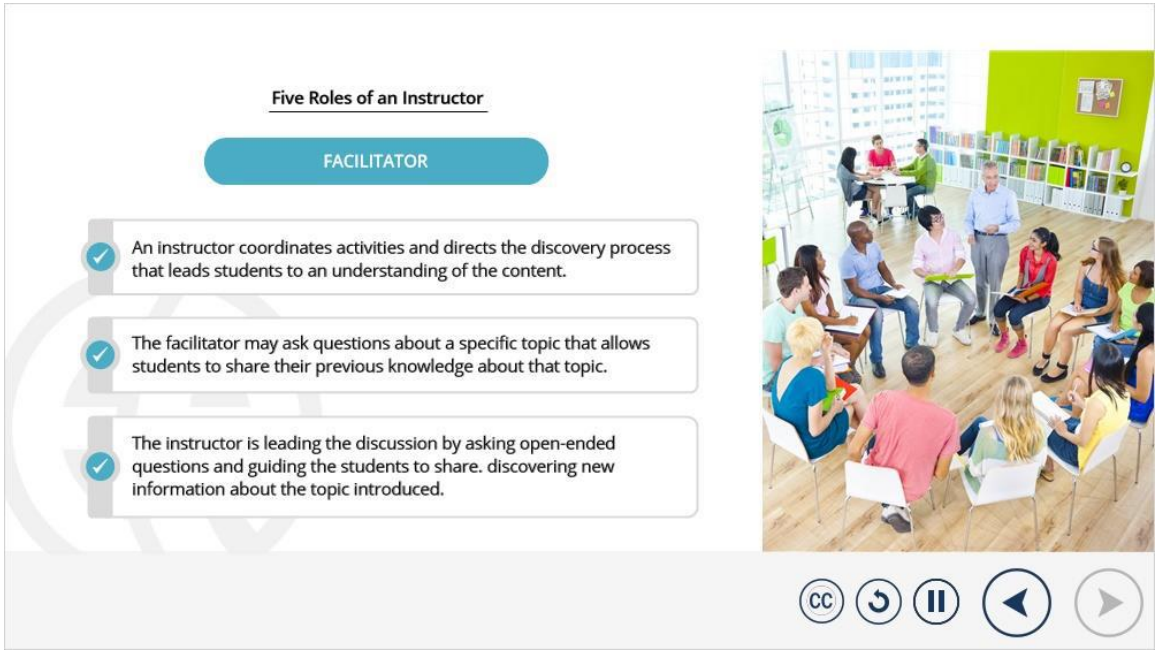
1.12 Five Roles of an Instructor - Decision Maker



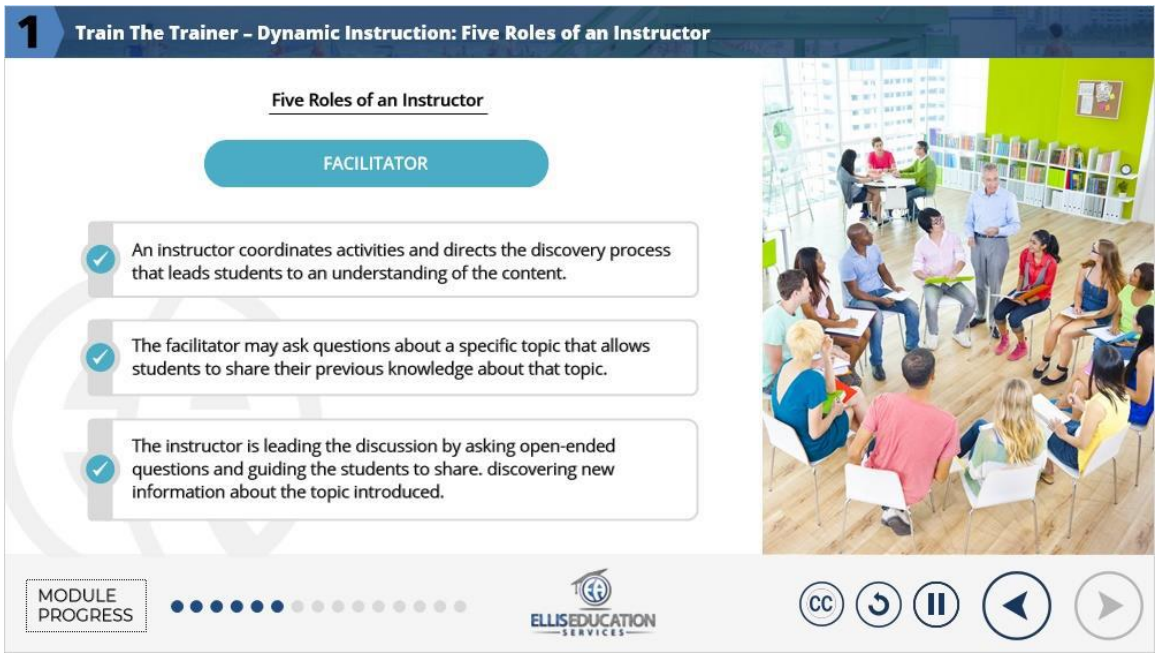
Progress (Slide Layer)



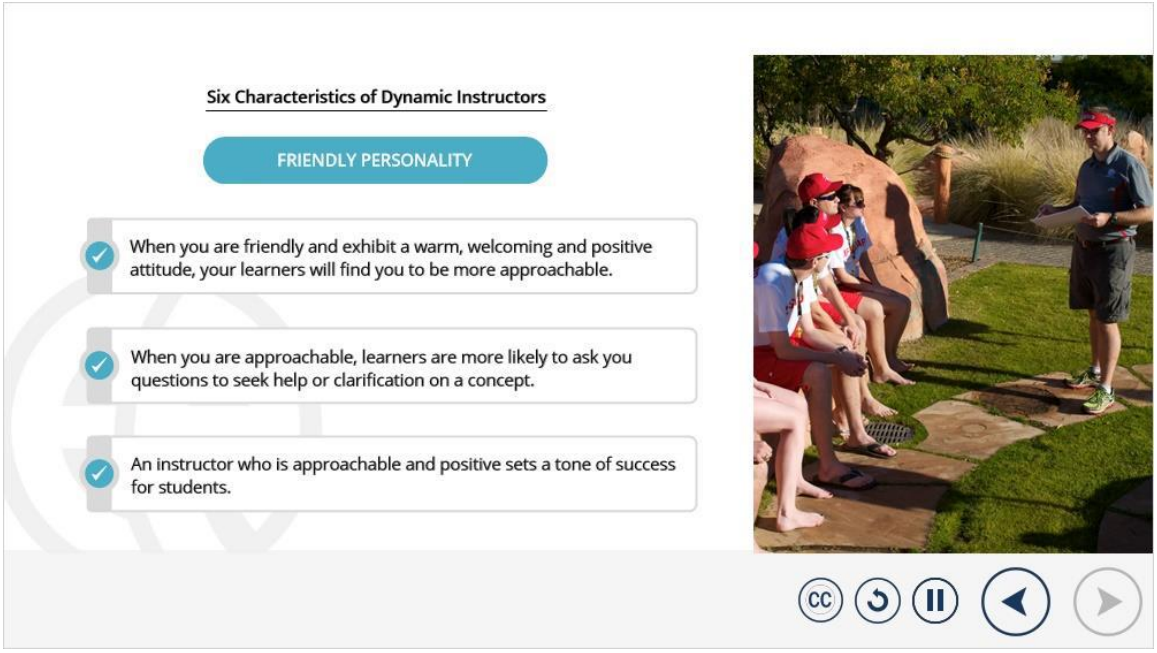
1.13 Five Roles of an Instructor - Facilitator



Progress (Slide Layer)

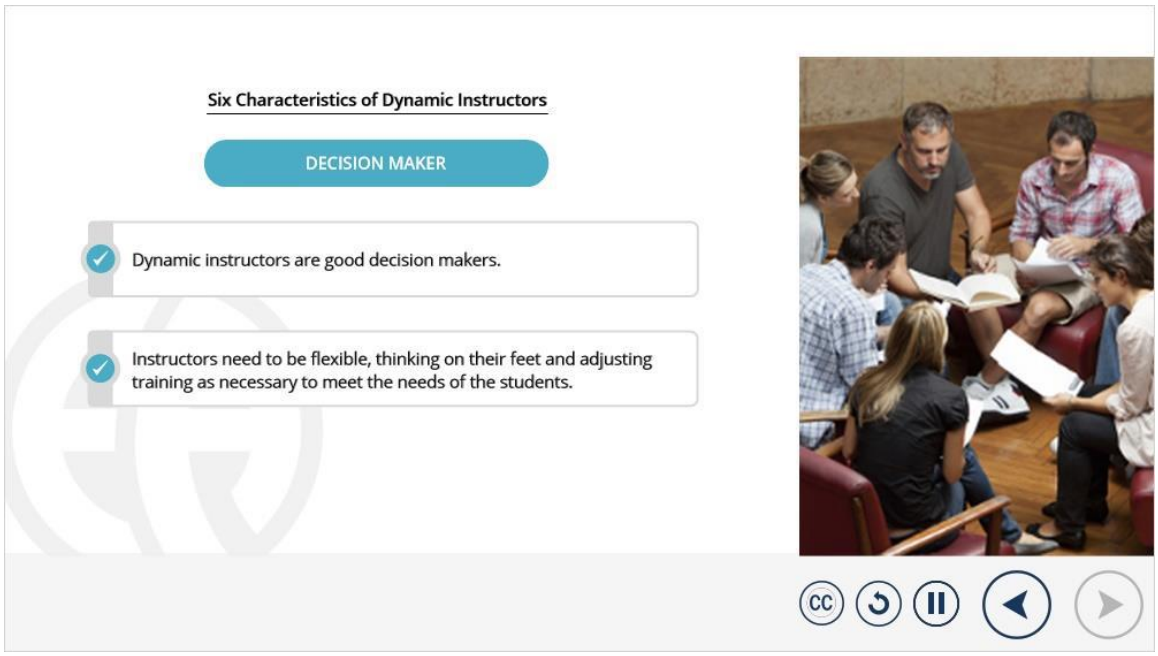


1.14 Six Characteristics of Dynamic Instructors - Friendly Personality



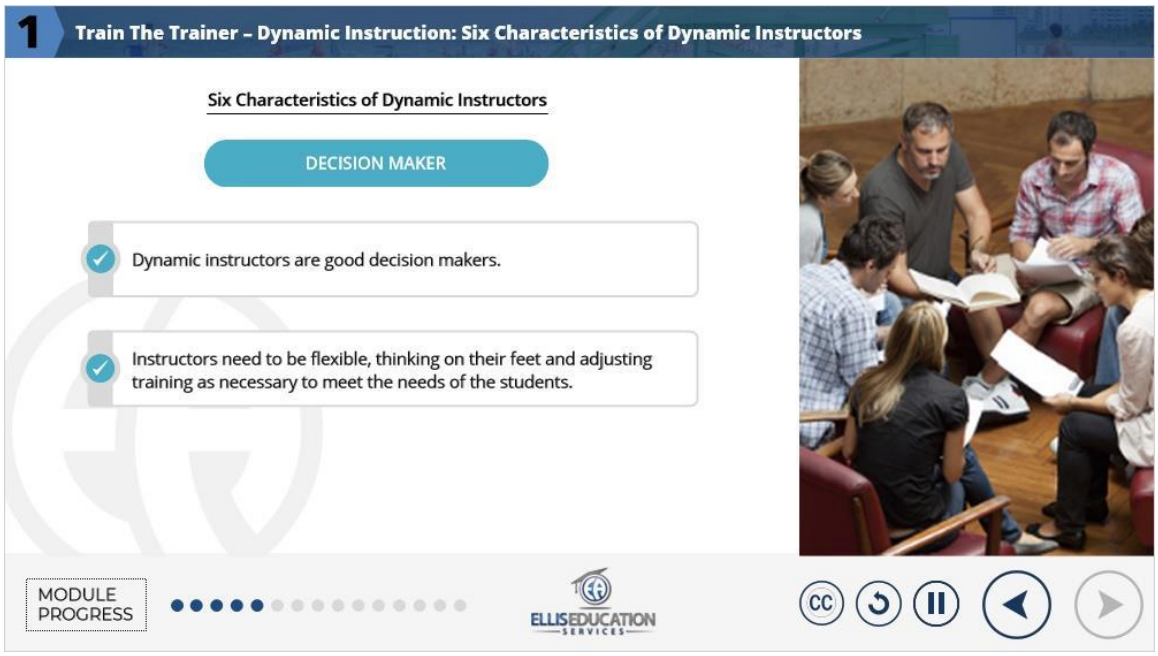
Progress (Slide Layer)

1.15 Six Characteristics of Dynamic Instructors - Decision Maker

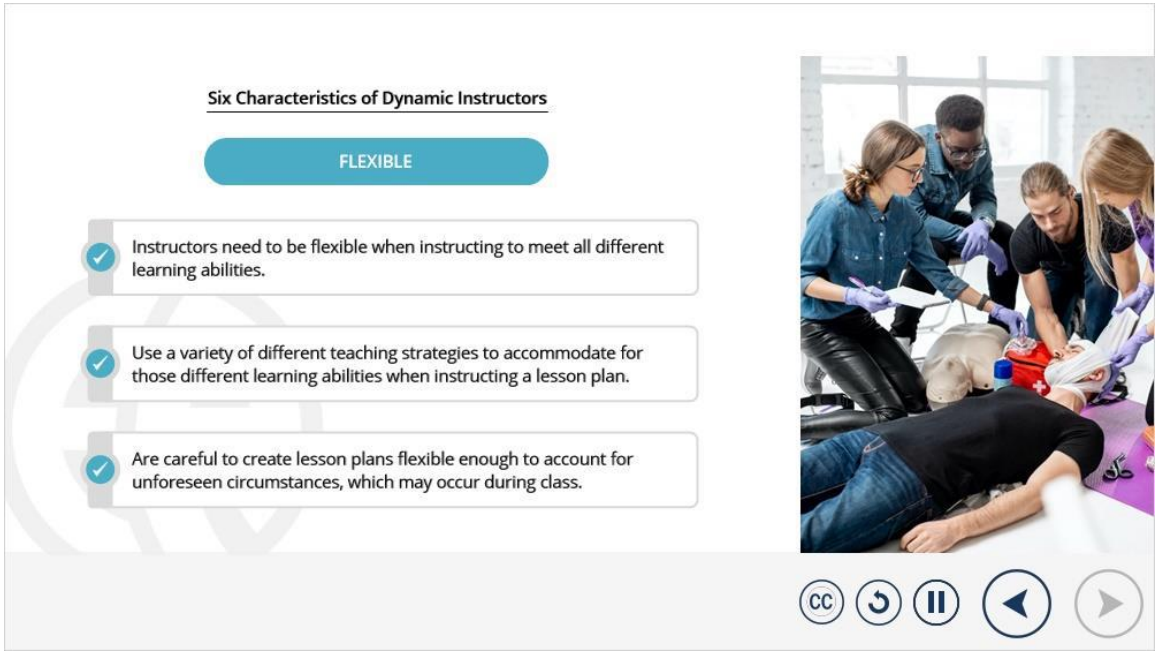


Notes:

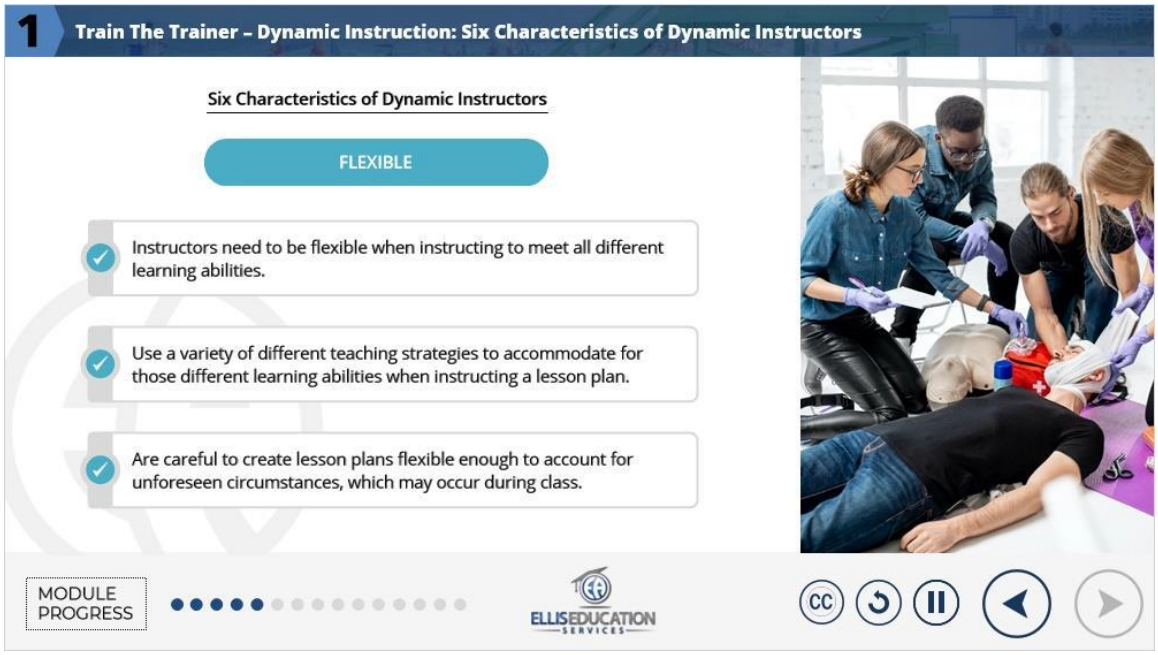
Progress (Slide Layer)



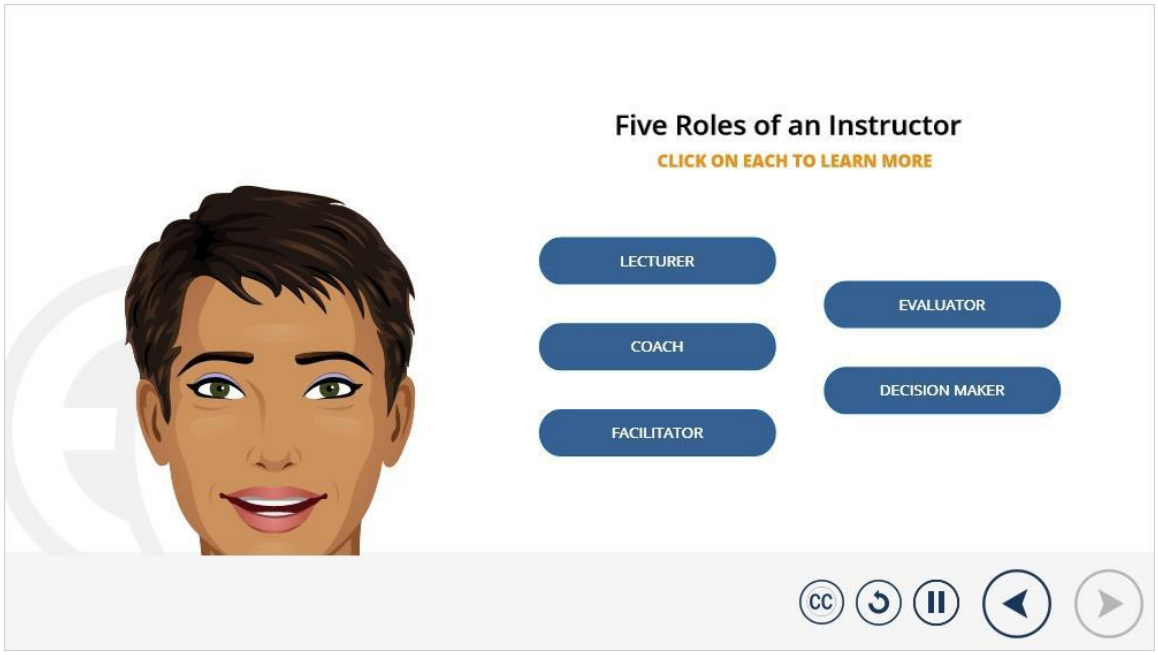
1.16 Six Characteristics of Dynamic Instructors - Flexible



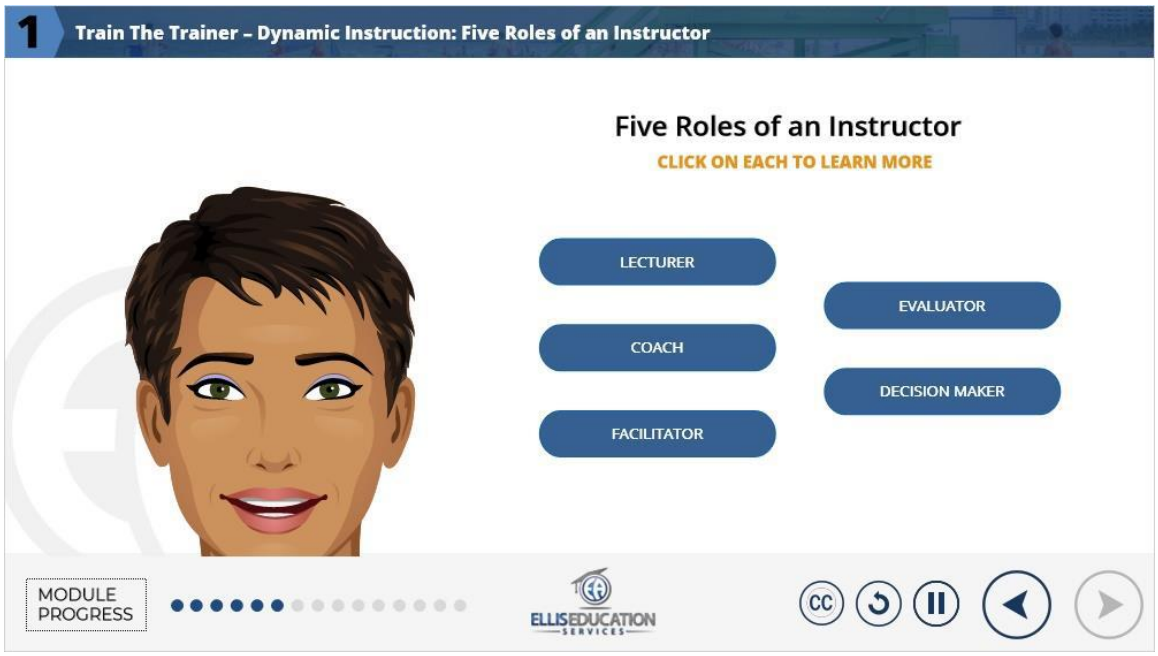
Progress (Slide Layer)



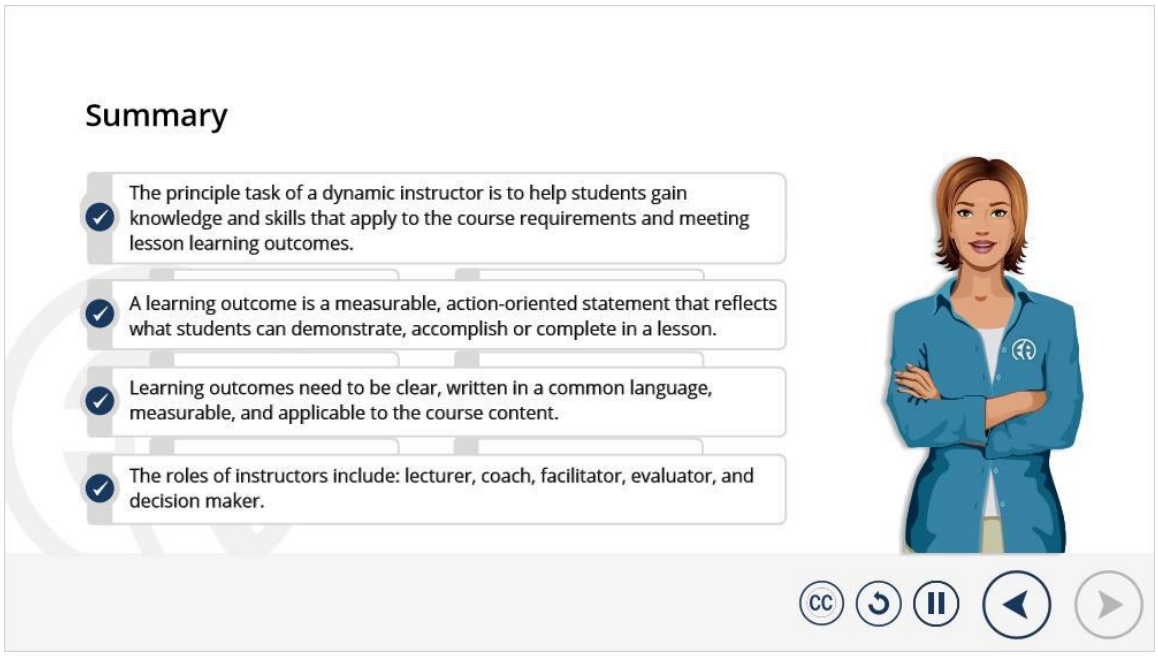
1.17 Five Roles of an Instructor



Progress (Slide Layer)

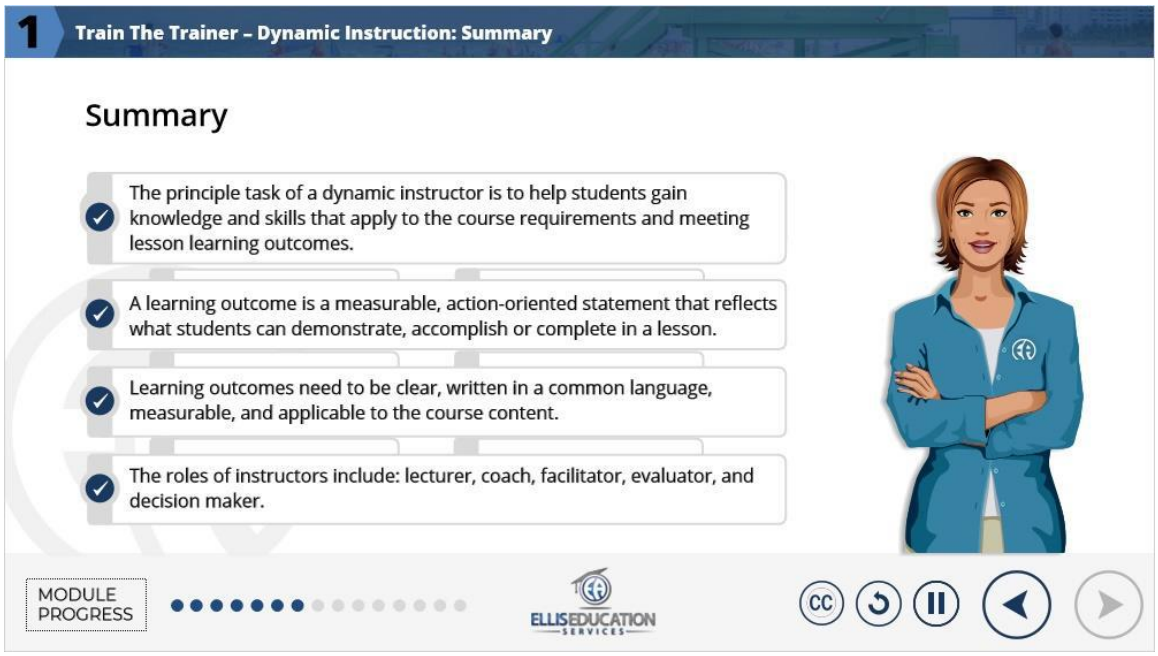


1.18 Summary



Notes:

Progress (Slide Layer)



2. Knowledge Check

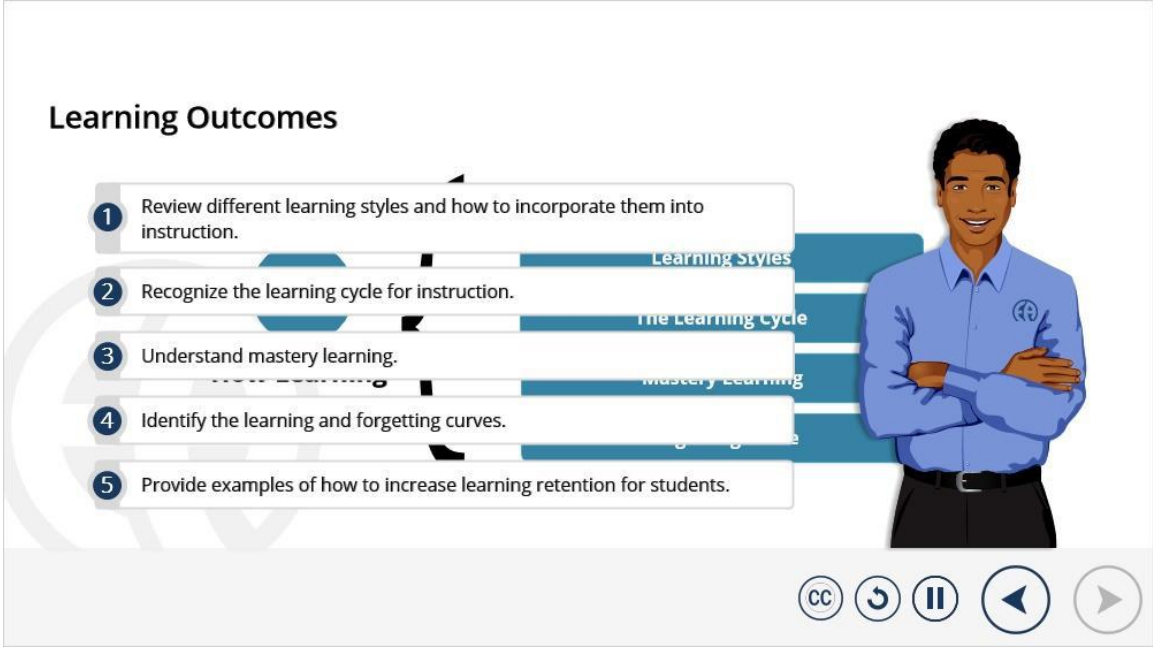
Lesson 2 - How Learning Occurs - FINAL

1. Content

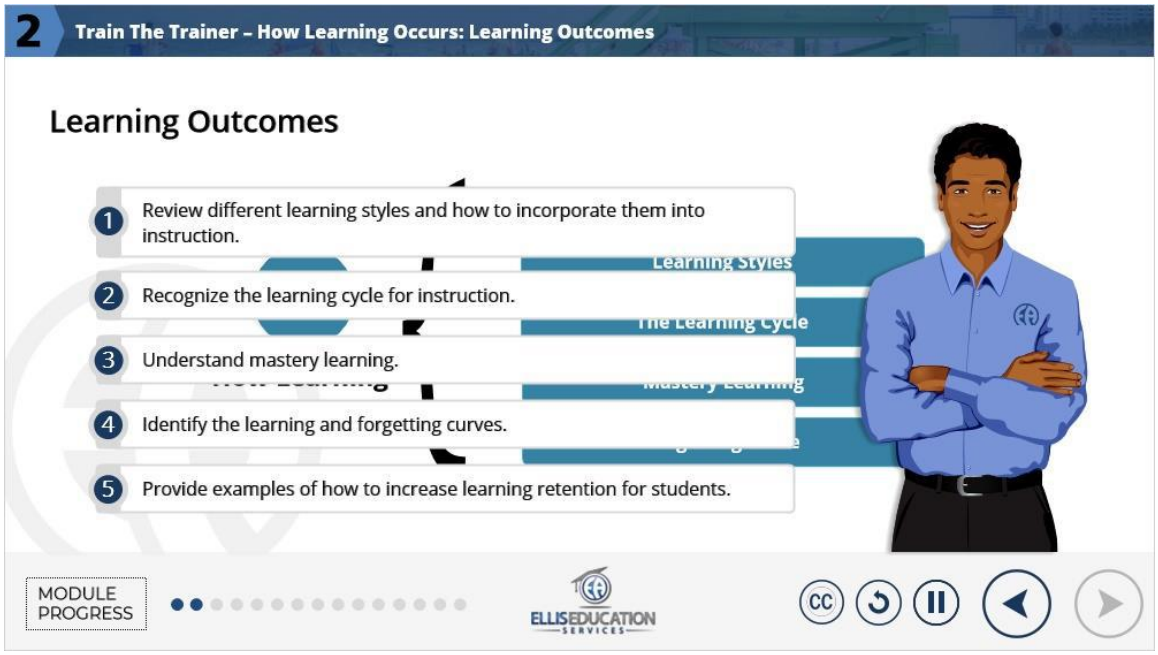
1.1 Welcome

Notes:

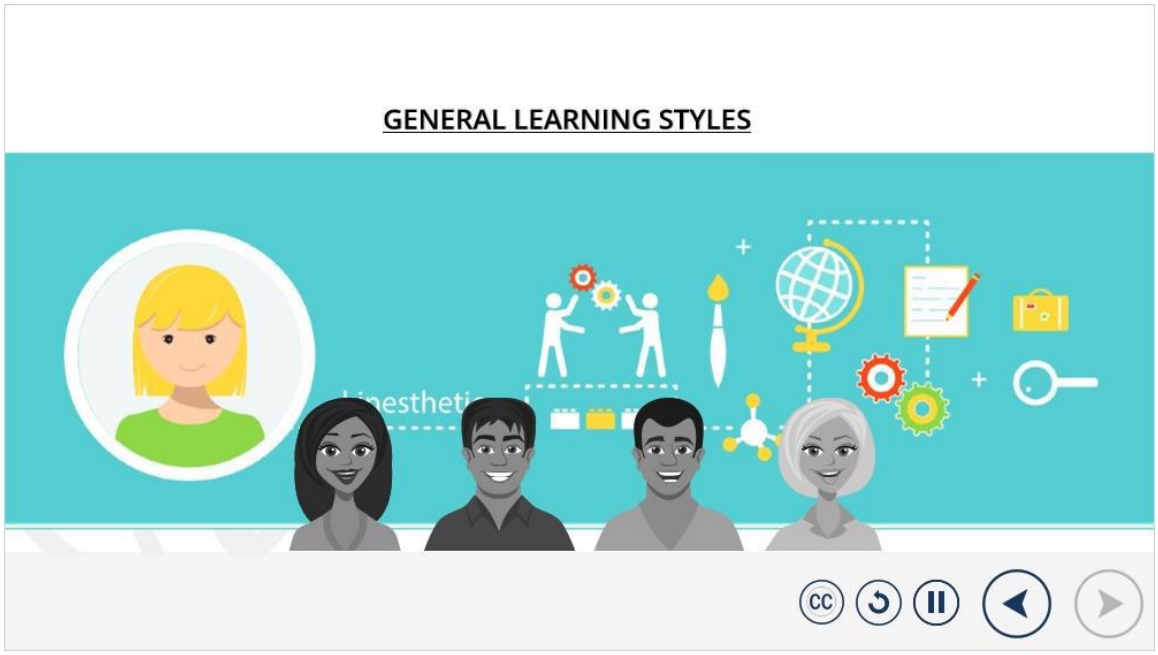
1.2 Learning Outcomes



Progress (Slide Layer)

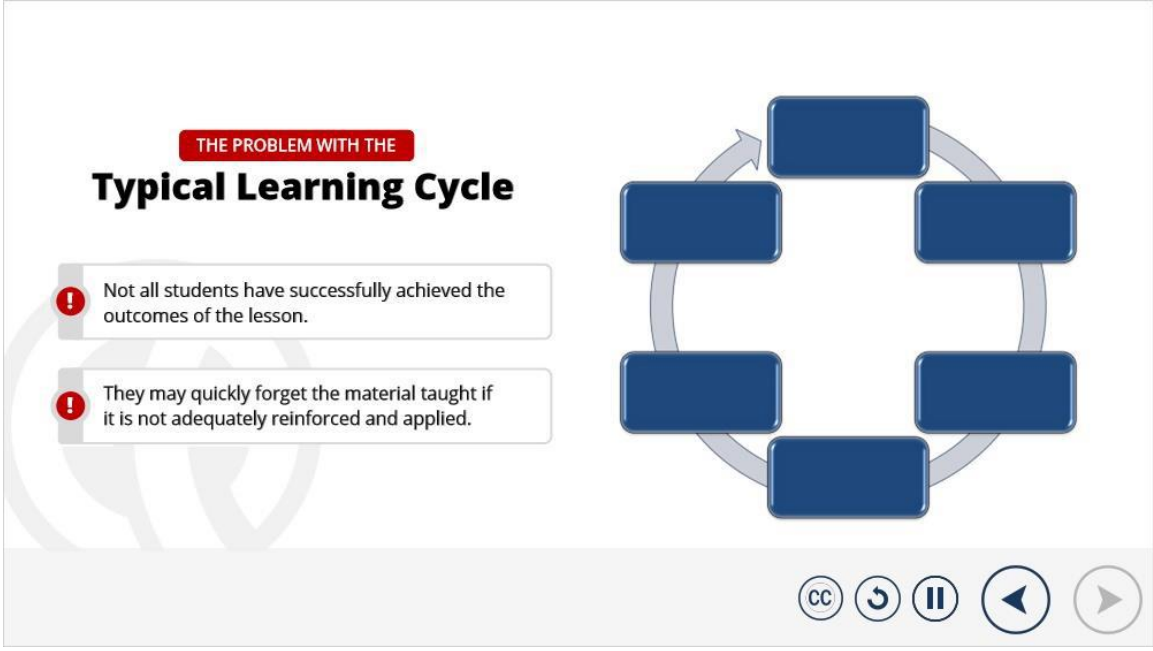


1.3 Learning Styles

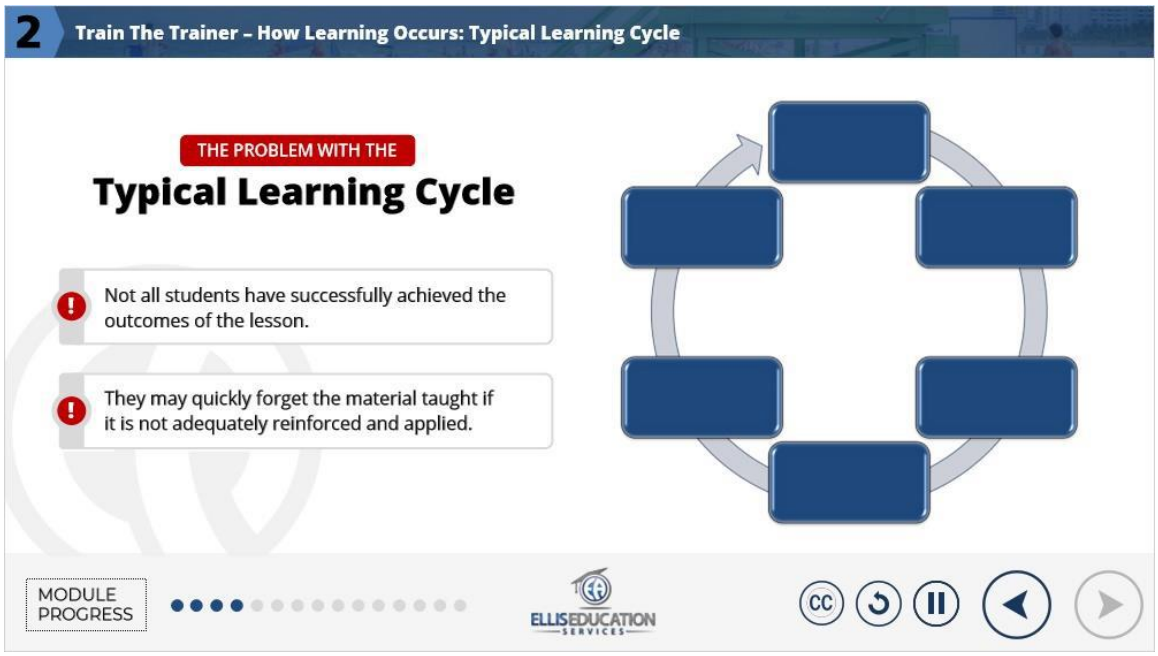


Progress (Slide Layer)

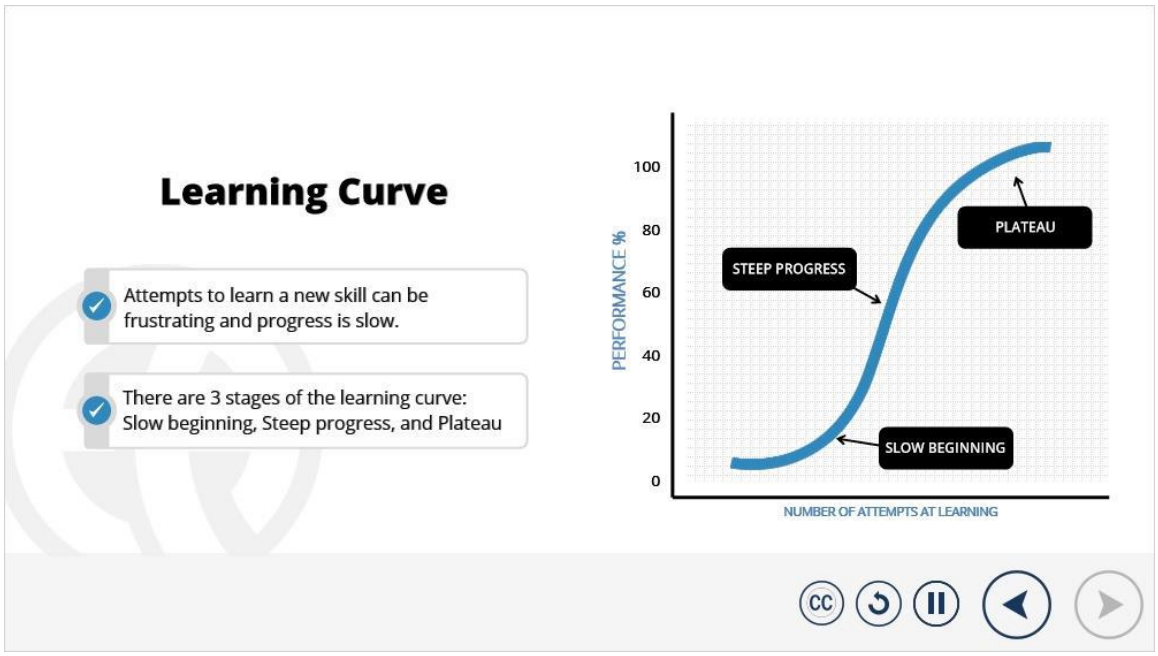
1.4 Typical Learning Cycle



Progress (Slide Layer)

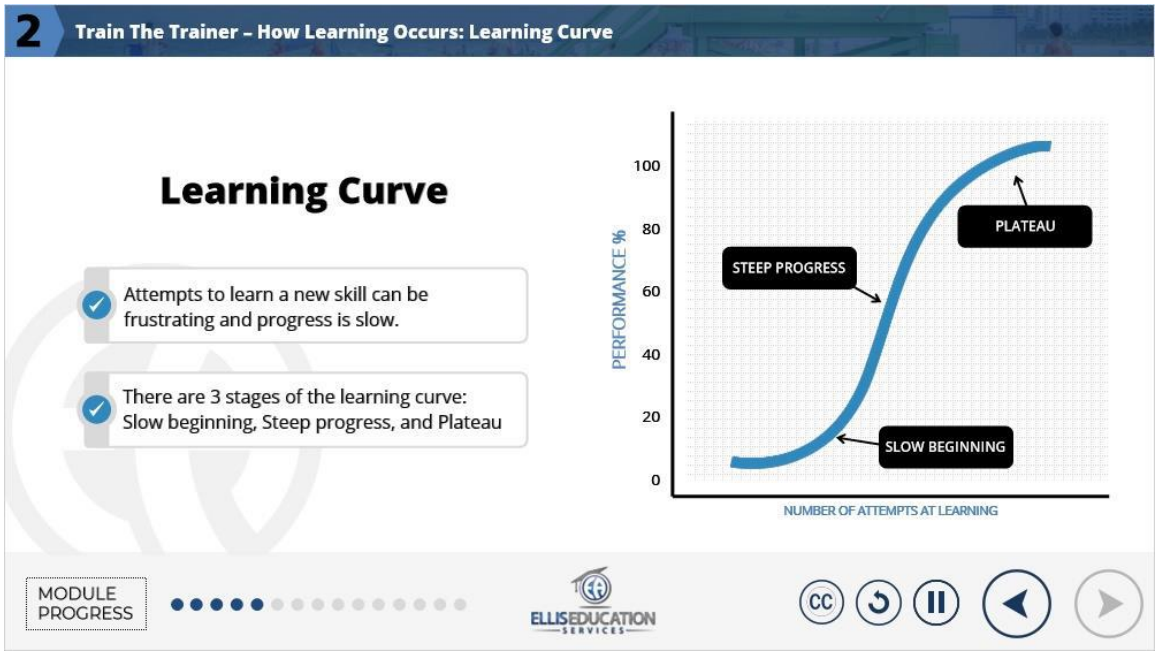


1.5 Learning Curve

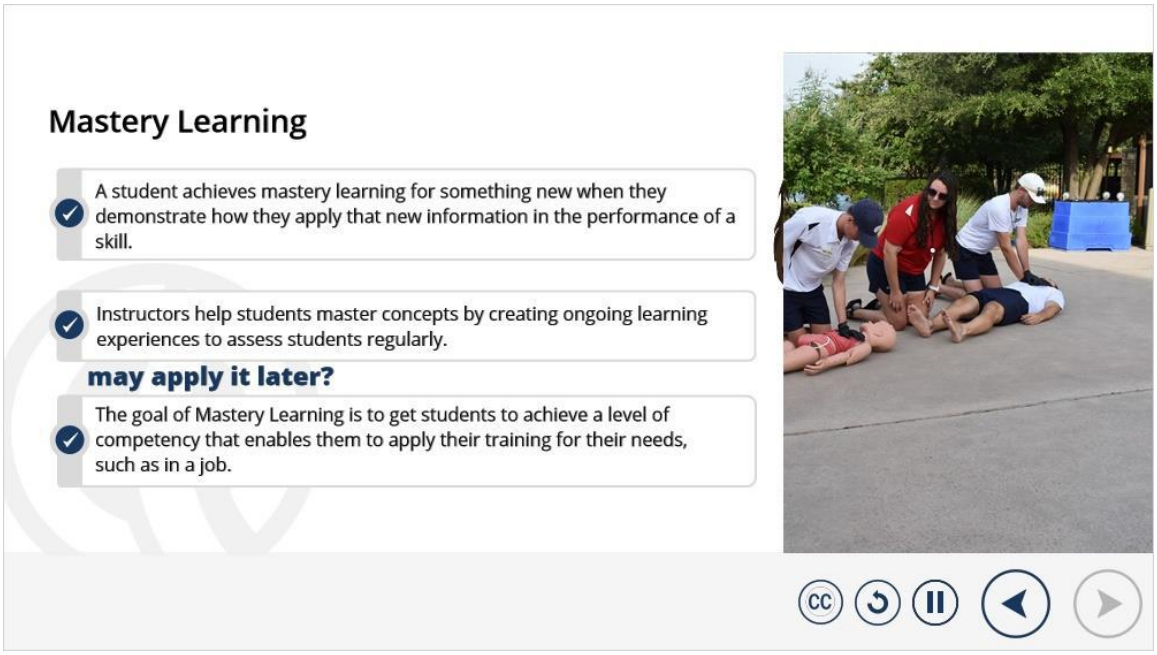


Notes:

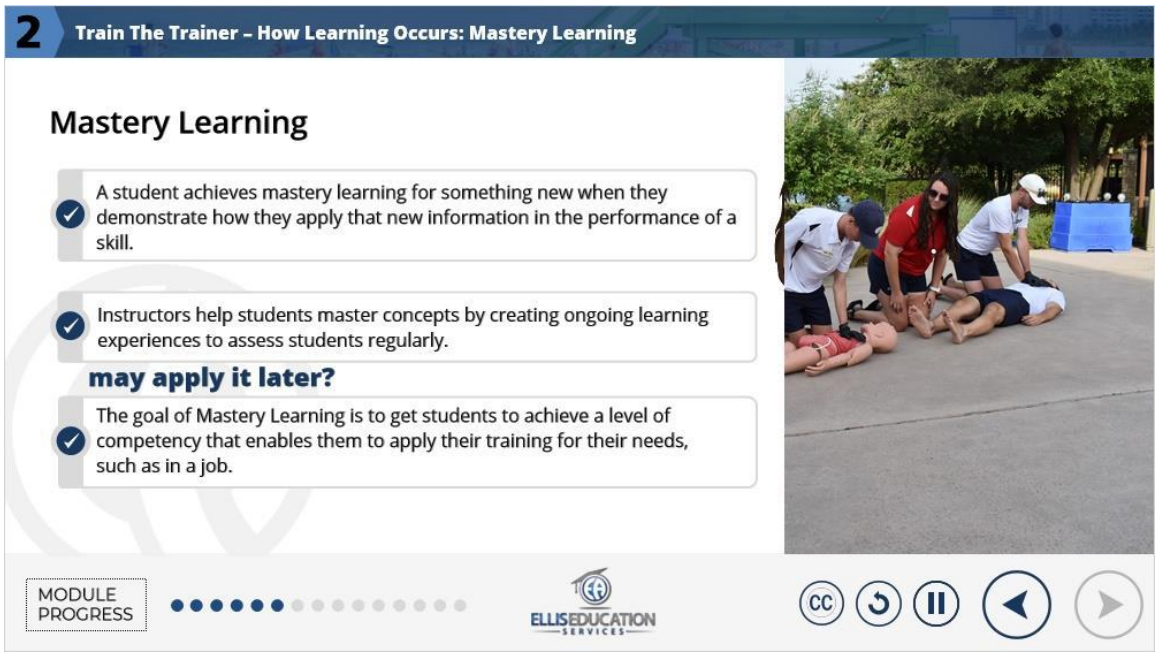
Progress (Slide Layer)



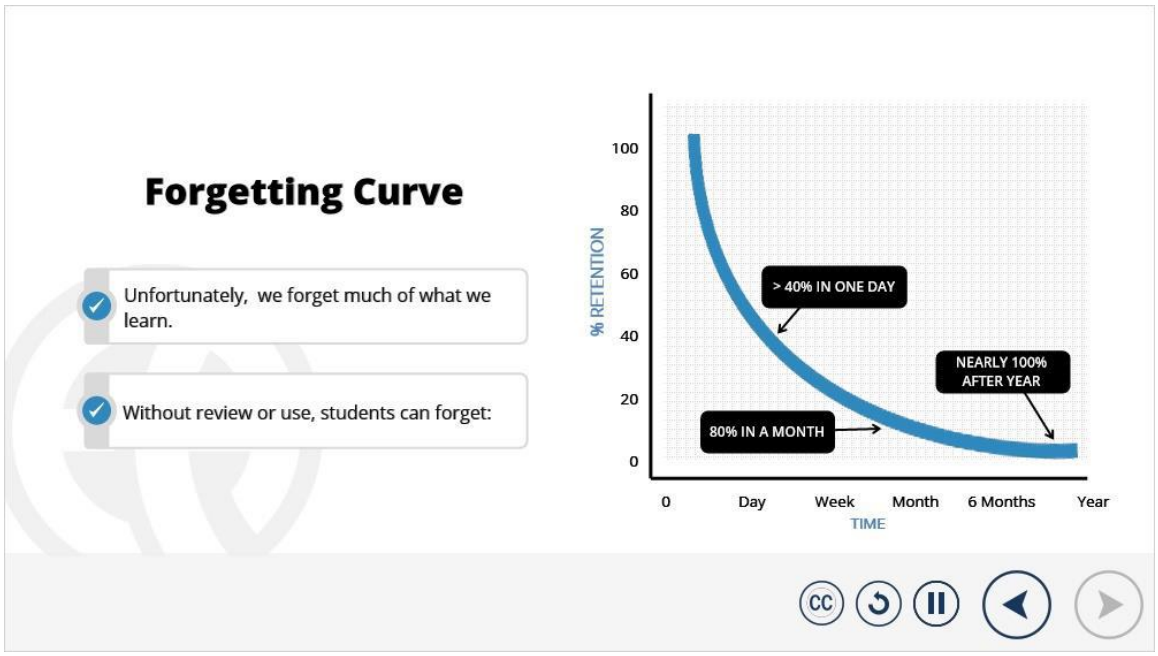
1.6 Mastery Learning



Progress (Slide Layer)

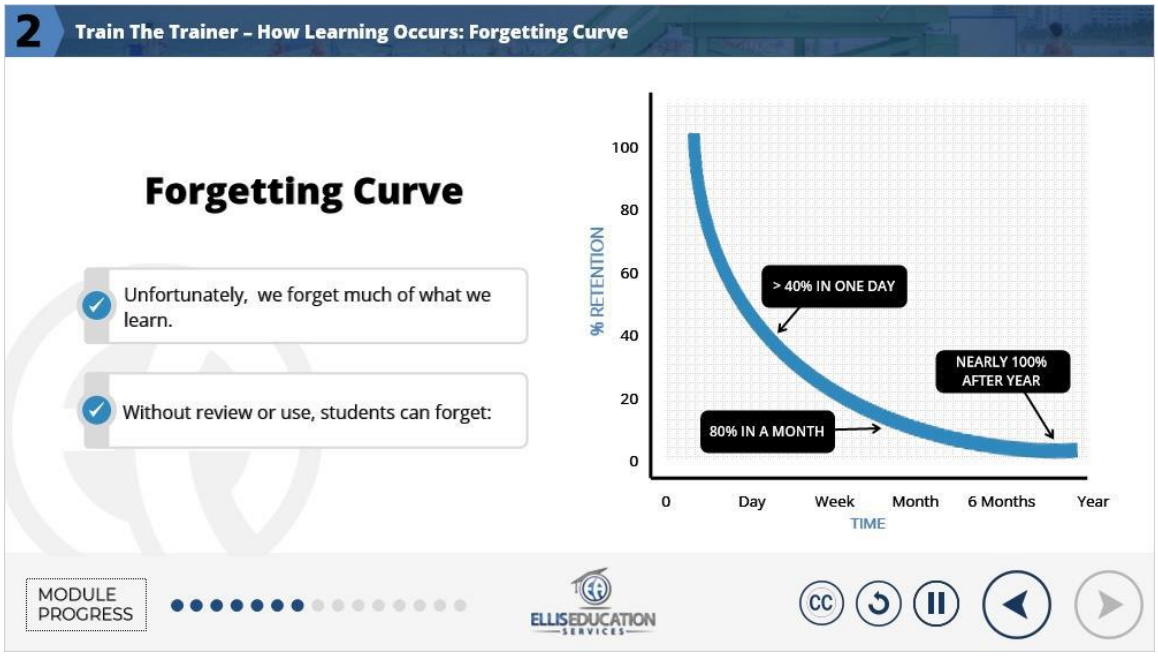


1.7 Forgetting Curve

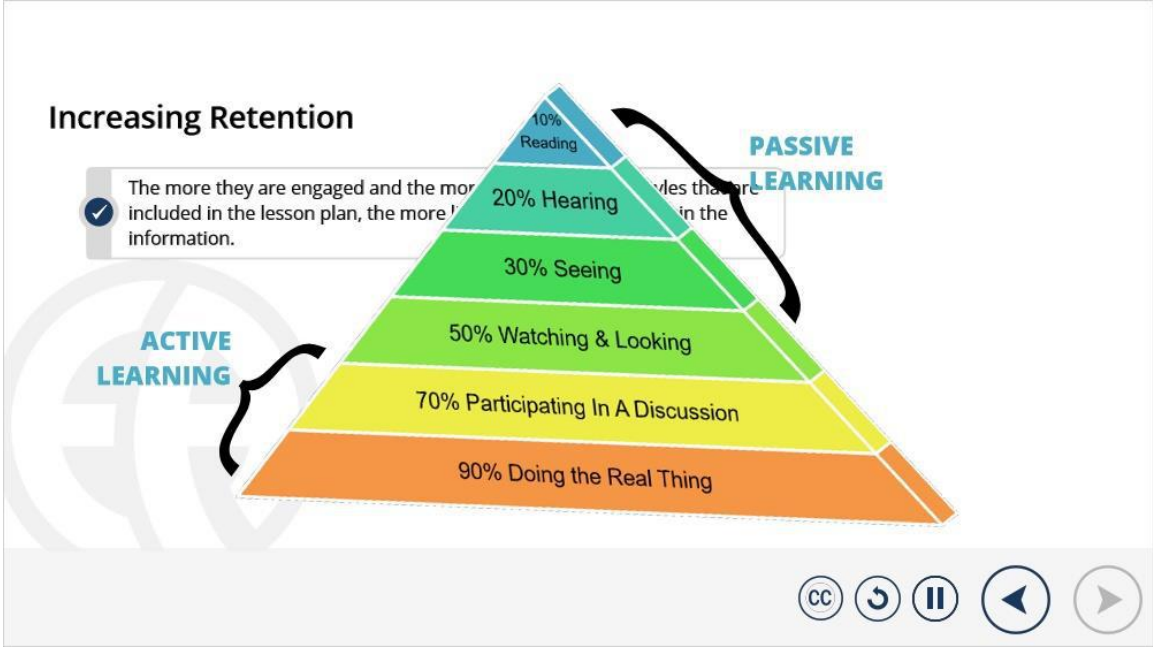


Notes:

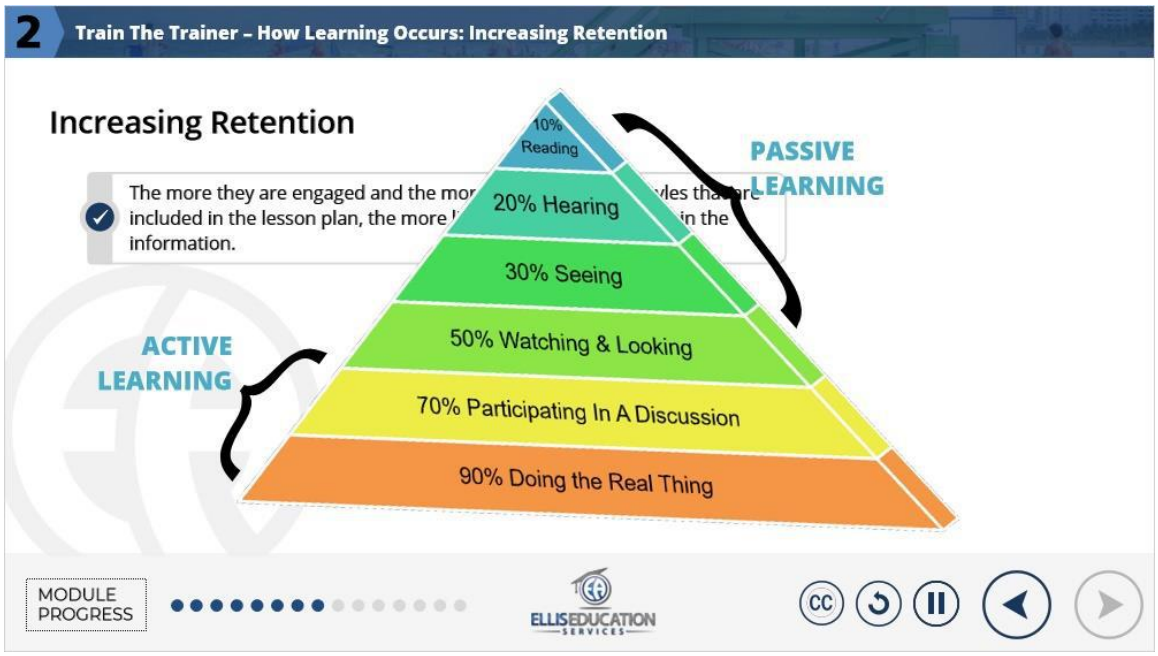
Progress (Slide Layer)



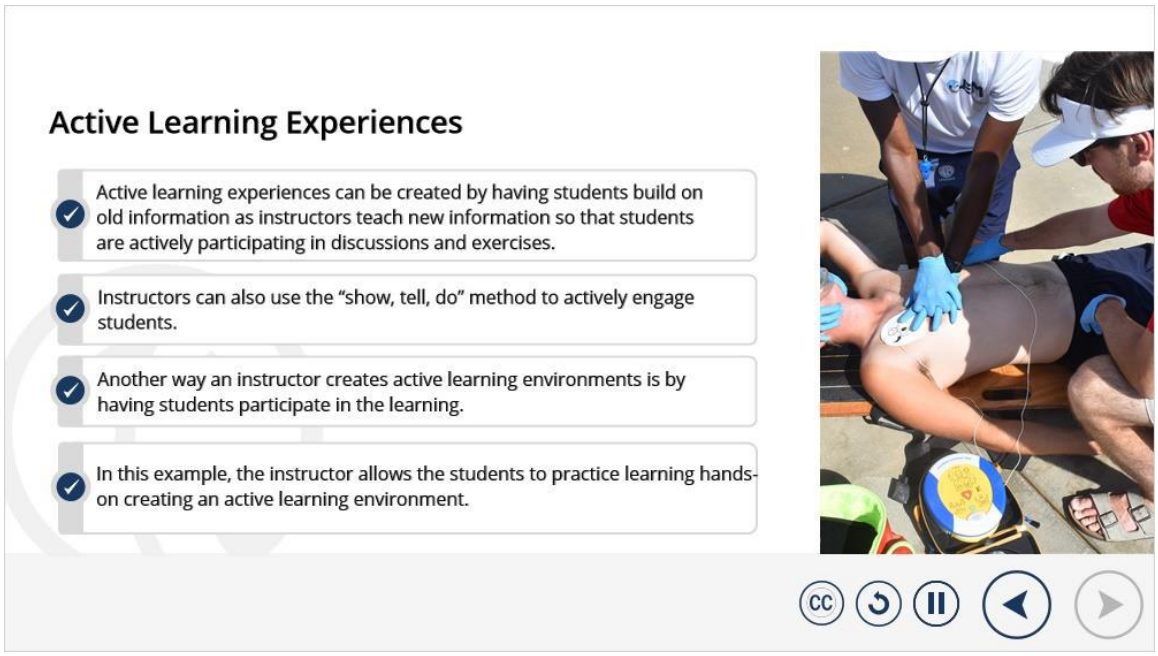
1.8 Increasing Retention



Progress (Slide Layer)

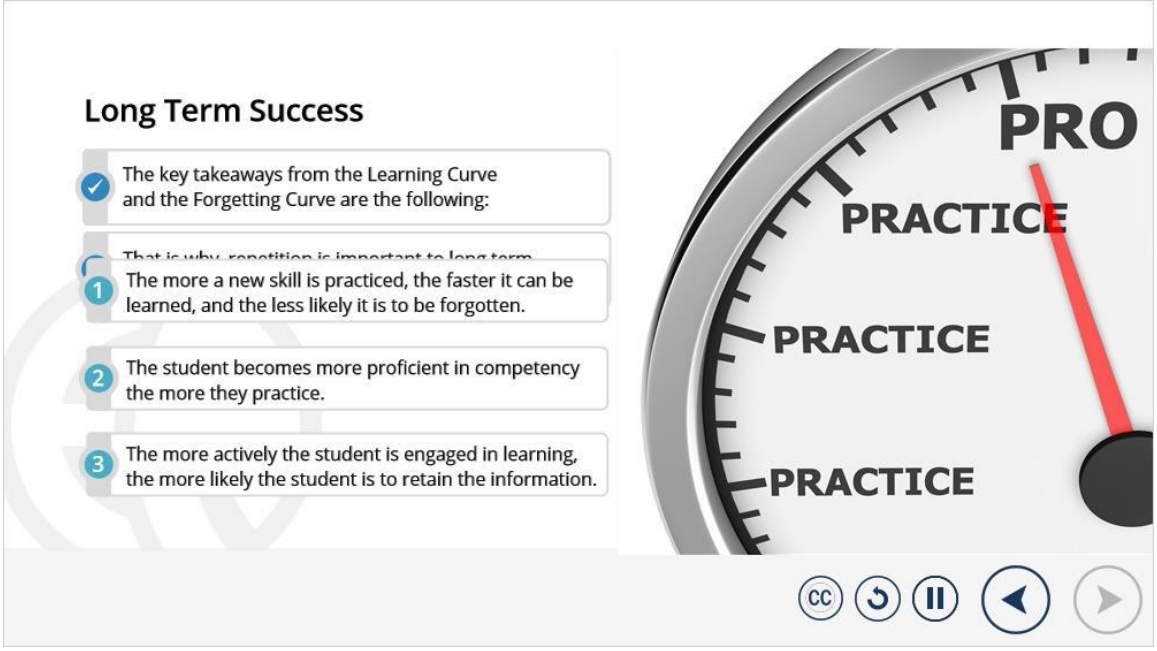


1.9 Active Learning Experiences

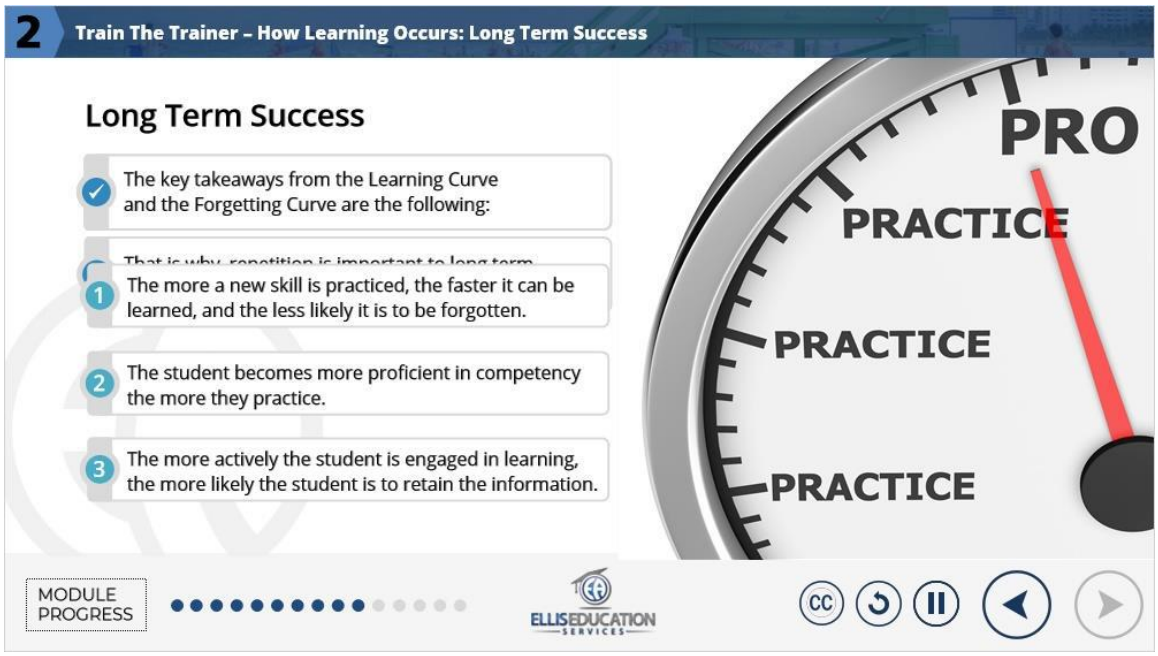


Progress (Slide Layer)

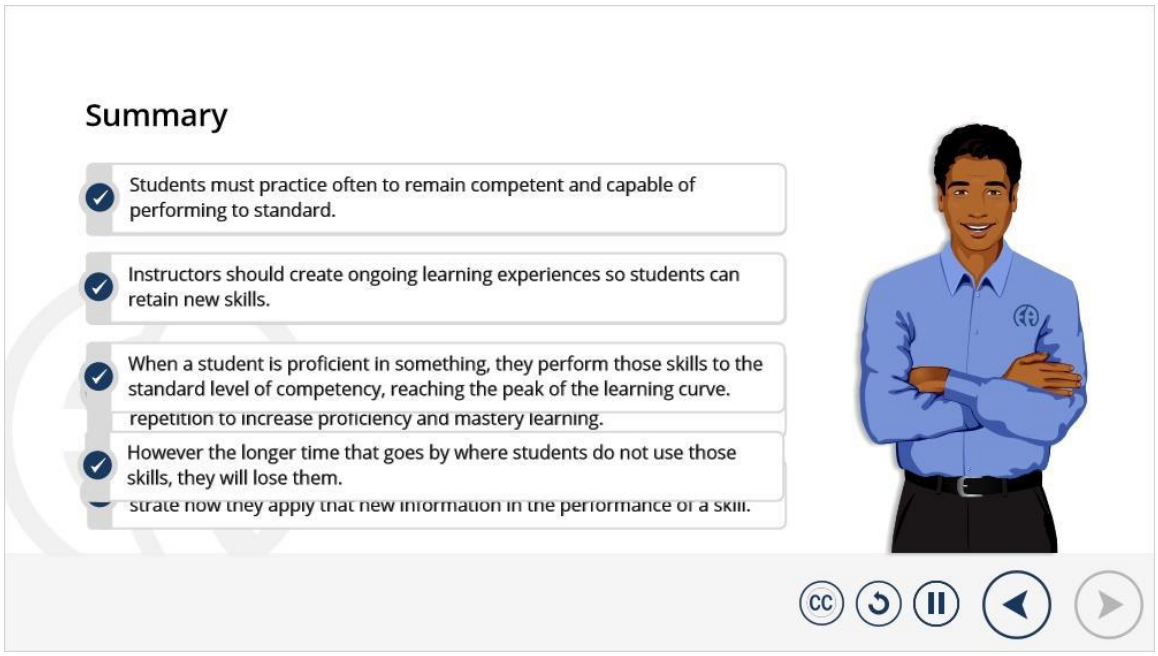
1.10 Long Term Success



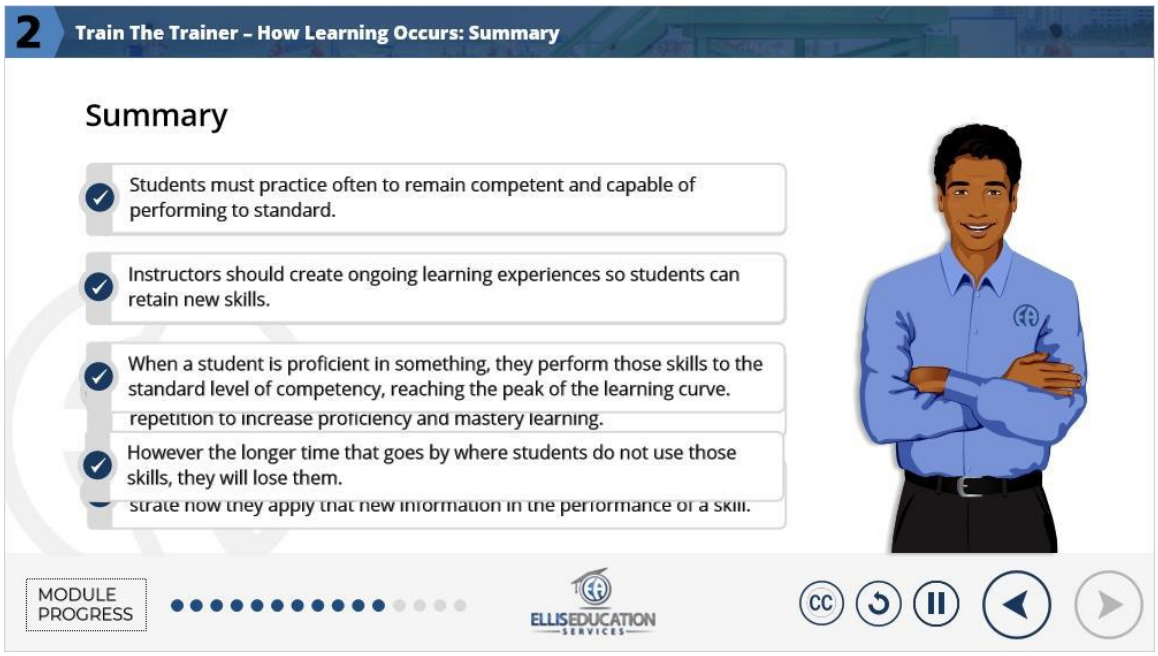
Progress (Slide Layer)



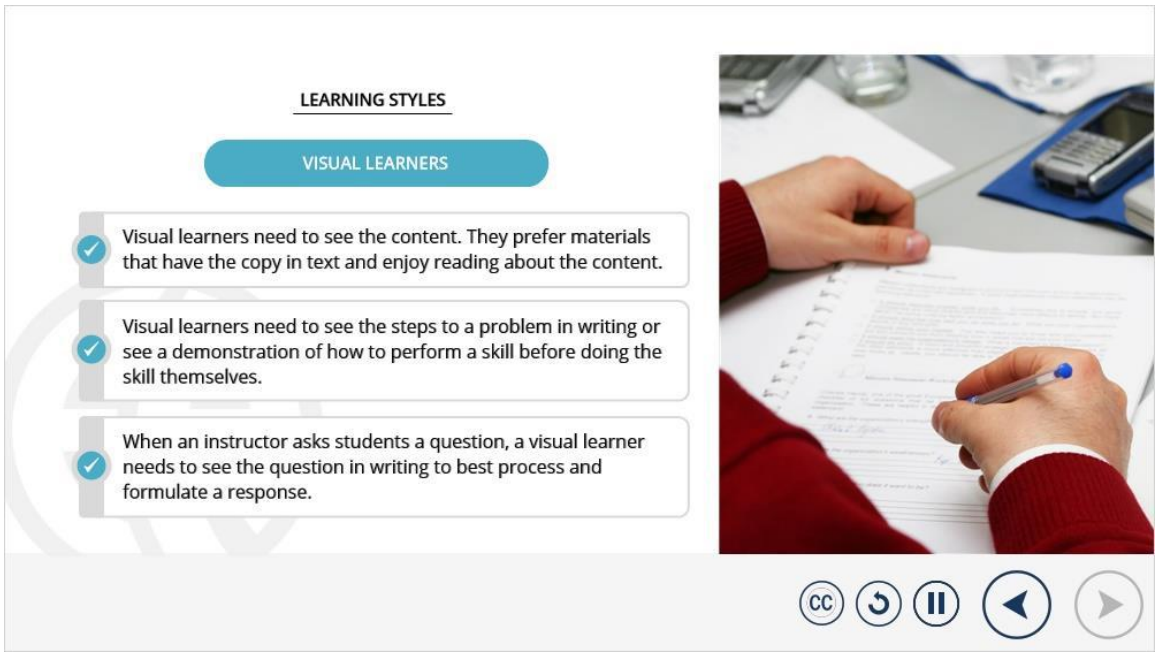
1.11 Summary



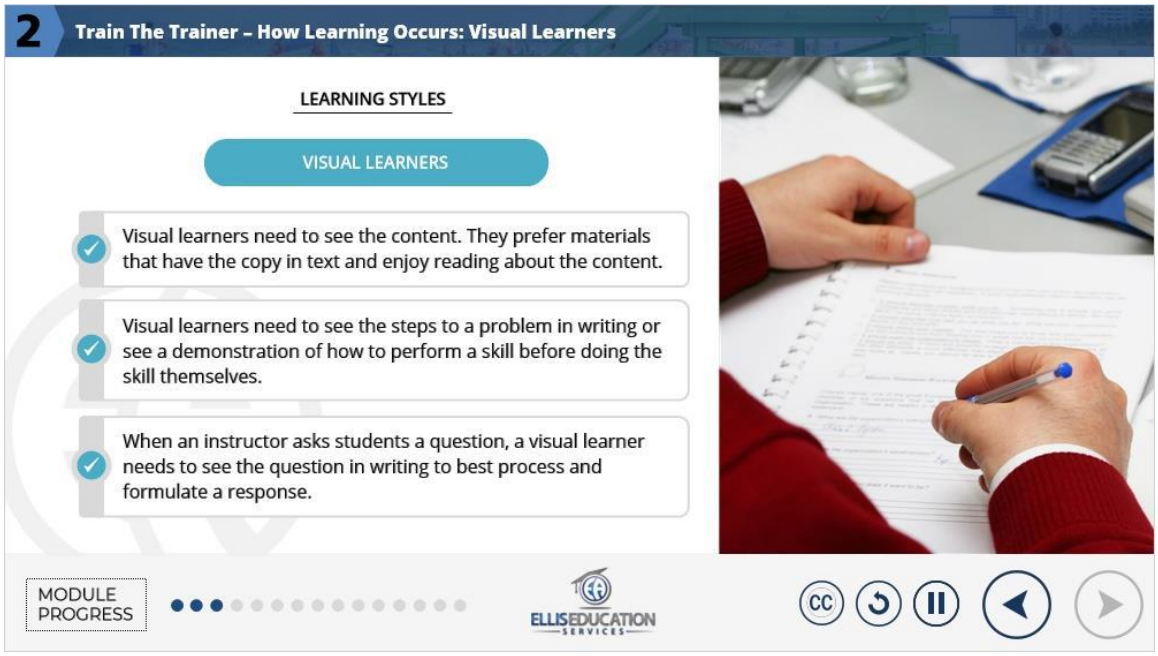
Progress (Slide Layer)



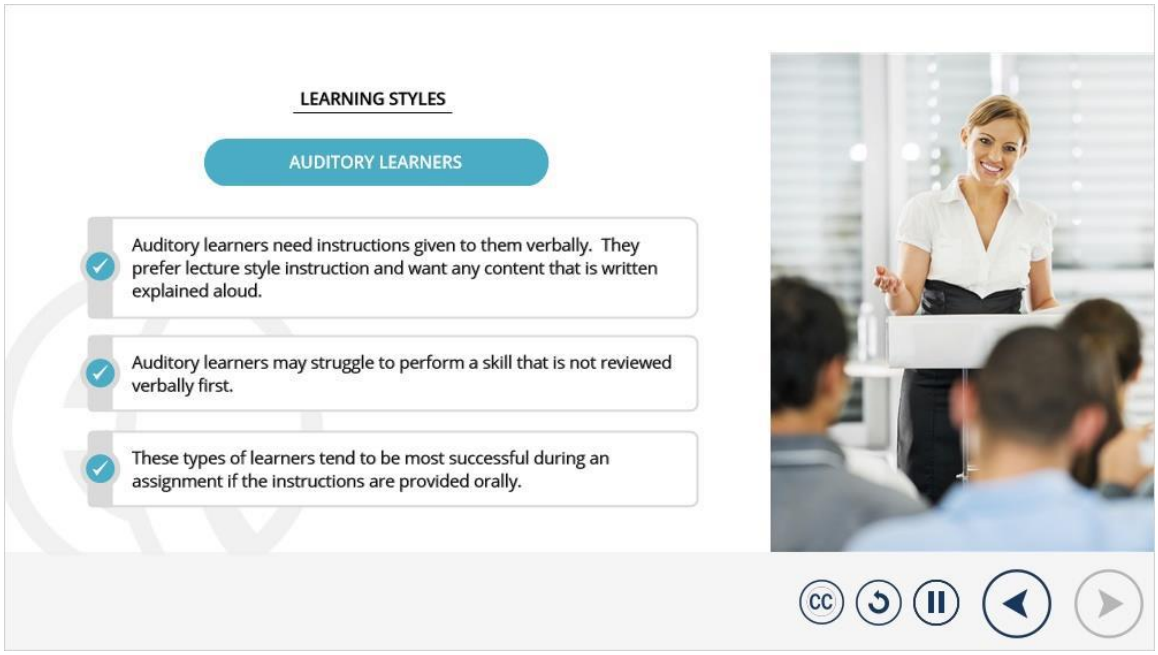
1.12 Visual Learners



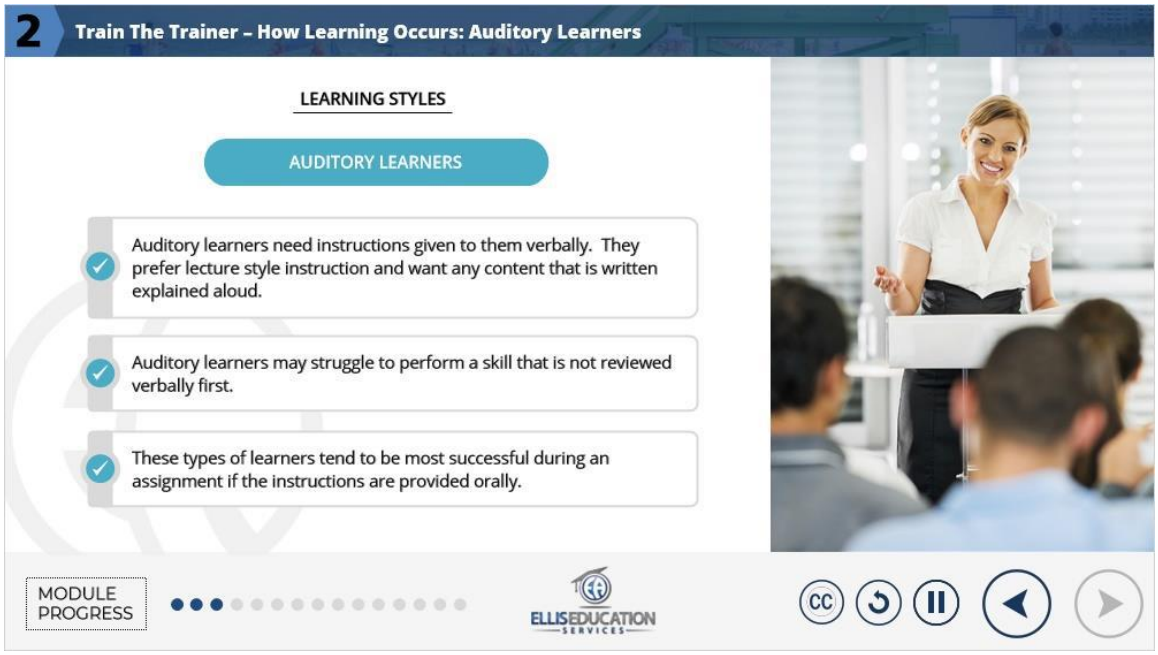
Progress (Slide Layer)



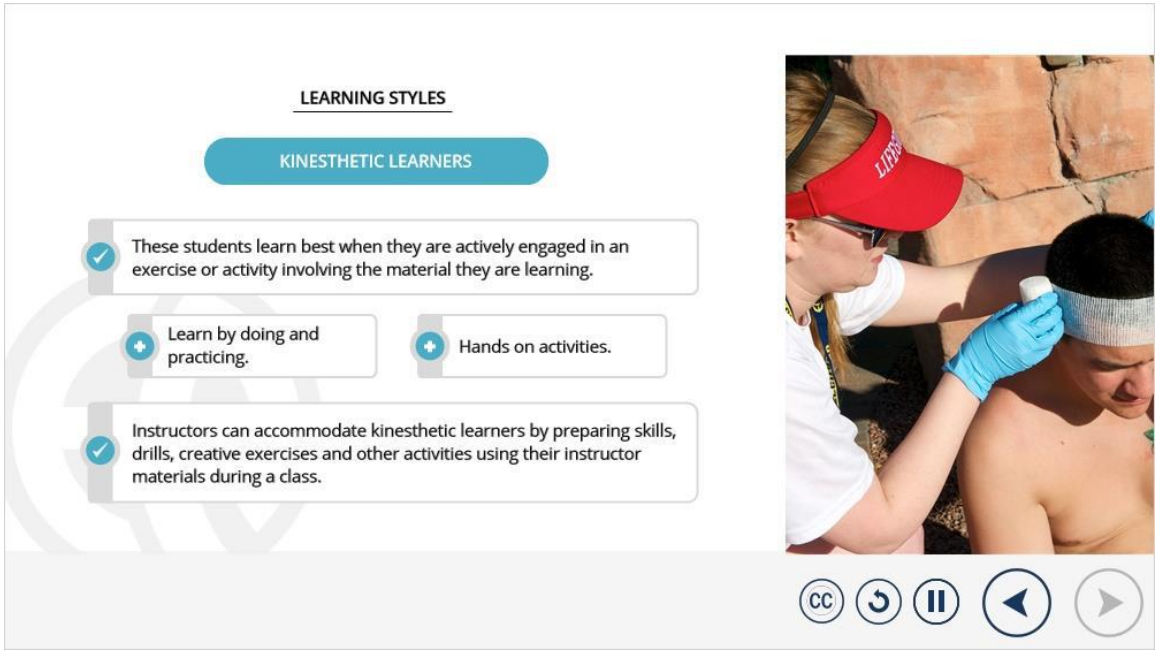
1.13 Auditory Learners



Progress (Slide Layer)



1.14 Kinesthetic Learners



Progress (Slide Layer)

2. Knowledge Check

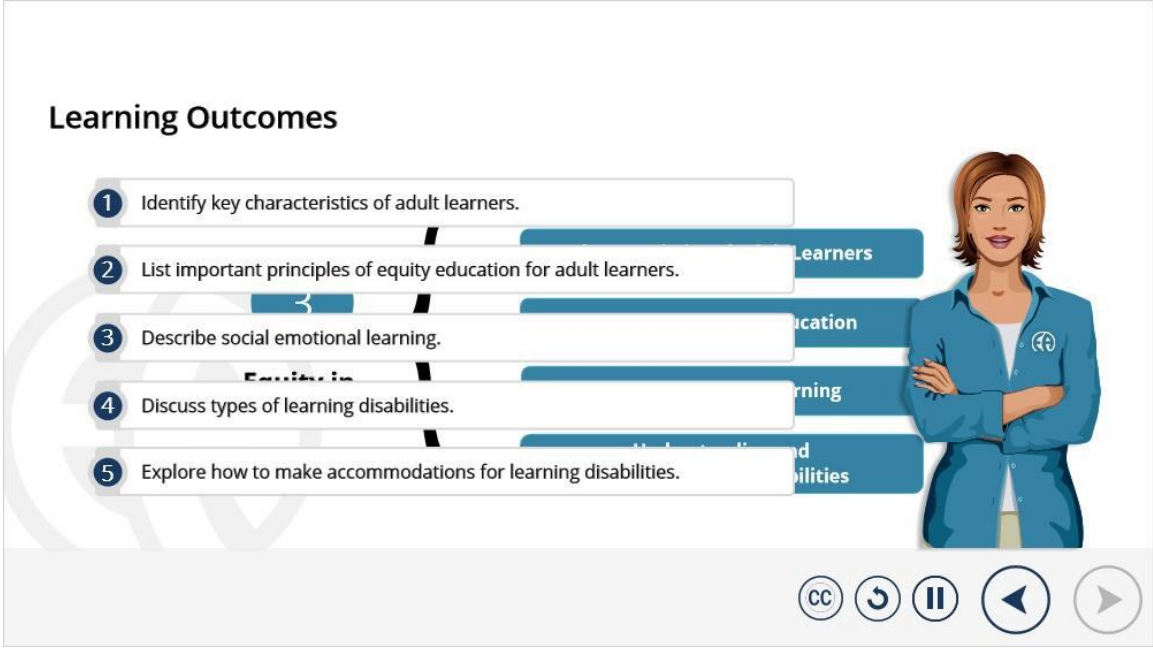
Lesson 3 - Equity in Education - FINAL

1. Content

1.1 Welcome

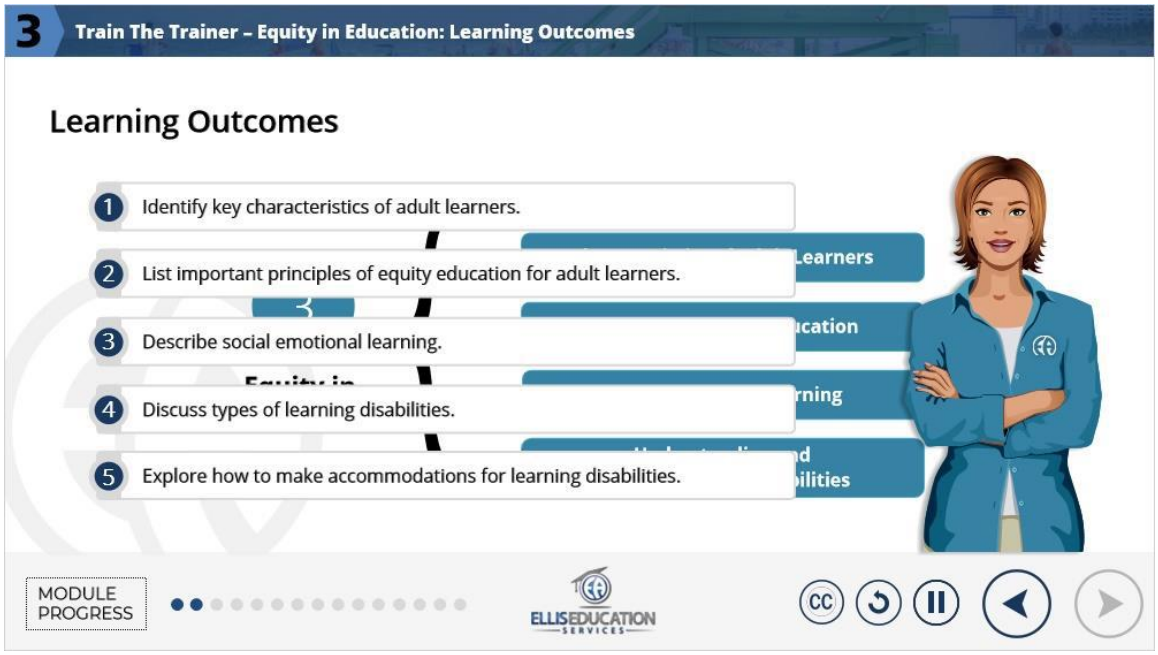
Notes:

1.2 Learning Outcome

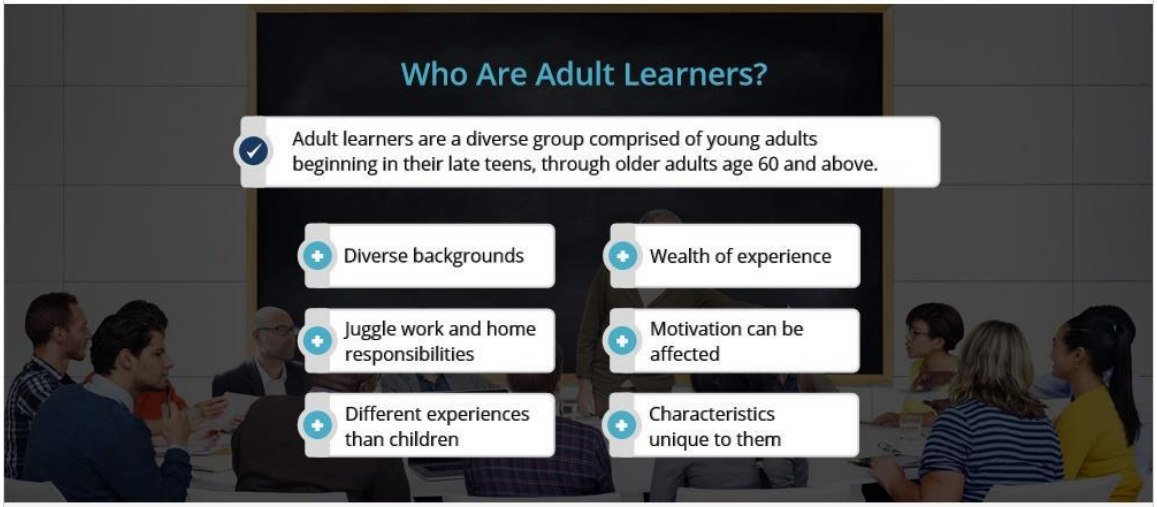


Notes:

Progress (Slide Layer)



1.3 Who Are Adult Learners?

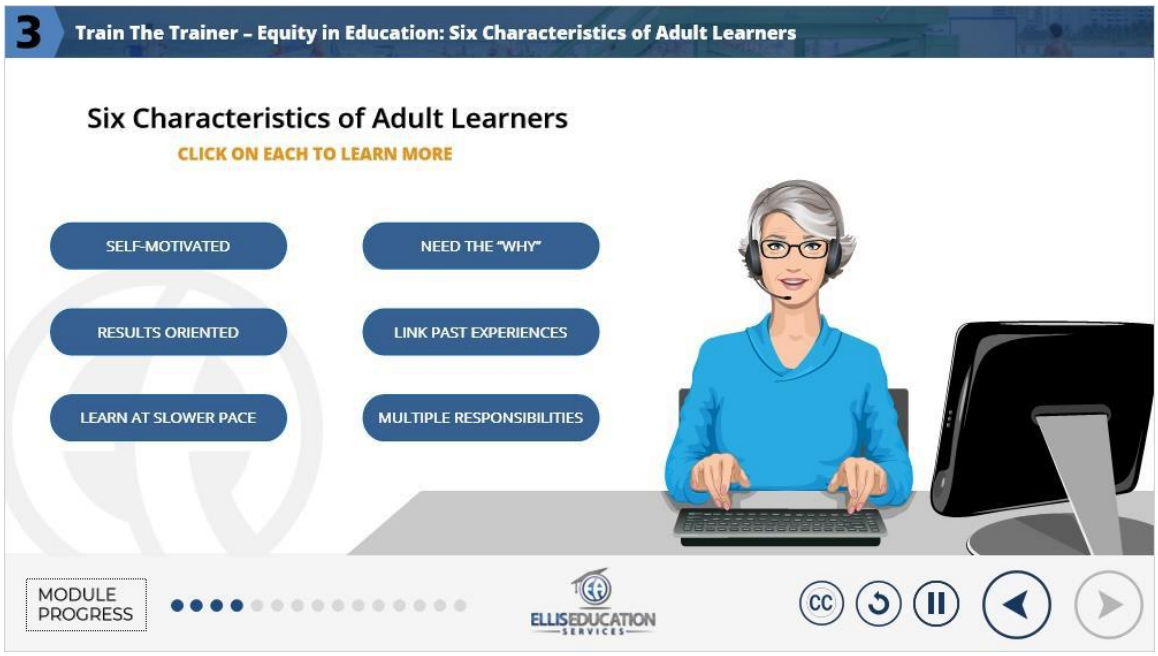


Progress (Slide Layer)

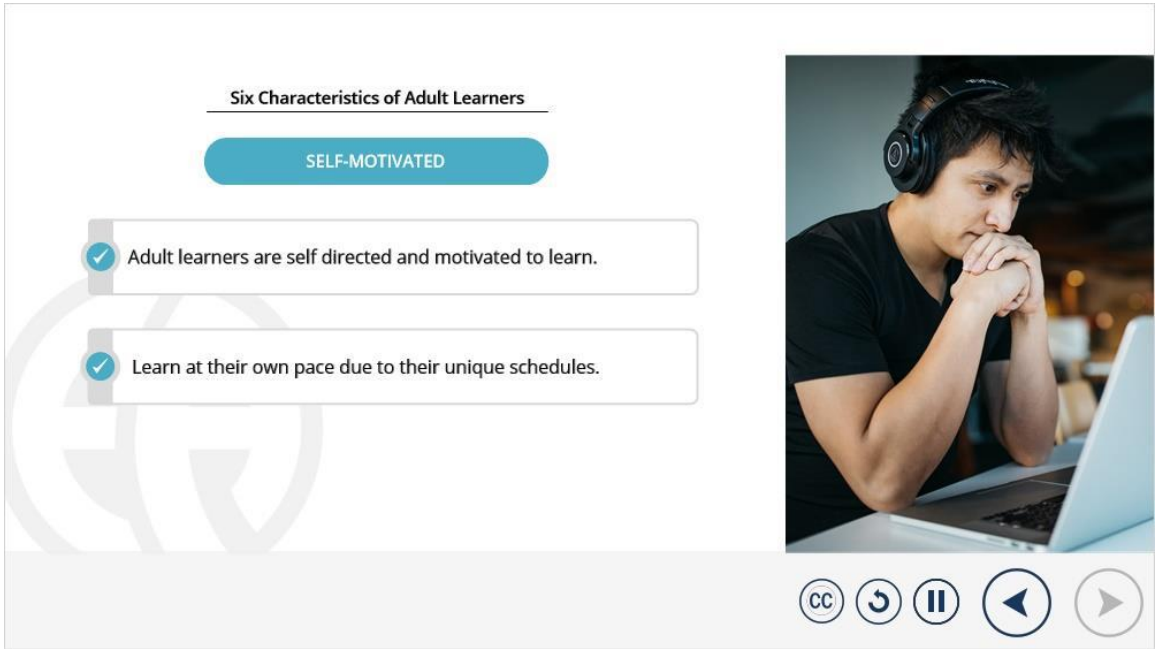
1.4 Six Characteristics of Dynamic Instructors Overview

Notes:

Progress (Slide Layer)

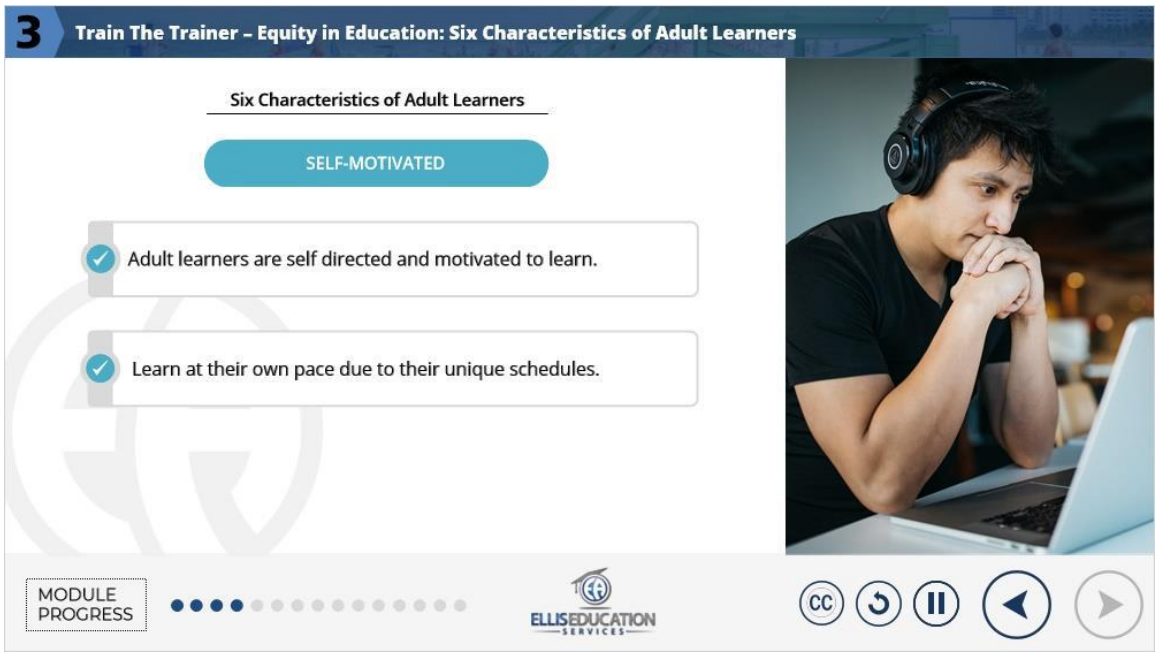


1.5 Six Characteristics of Adult Learners - Self-Motivated

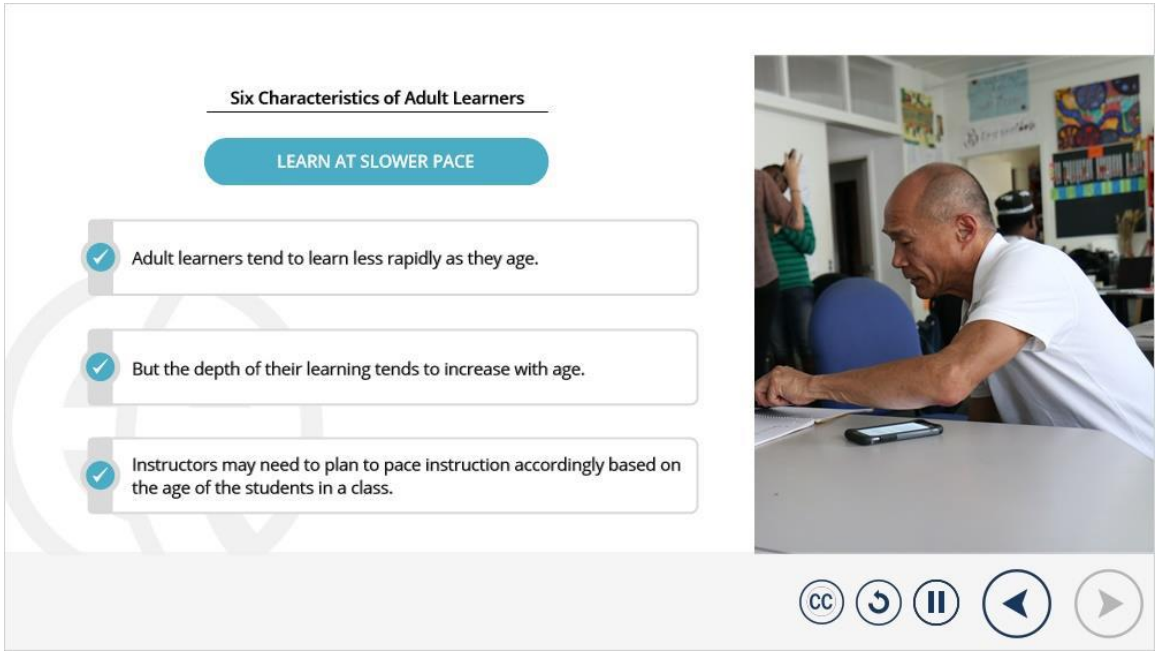


Notes:

Progress (Slide Layer)

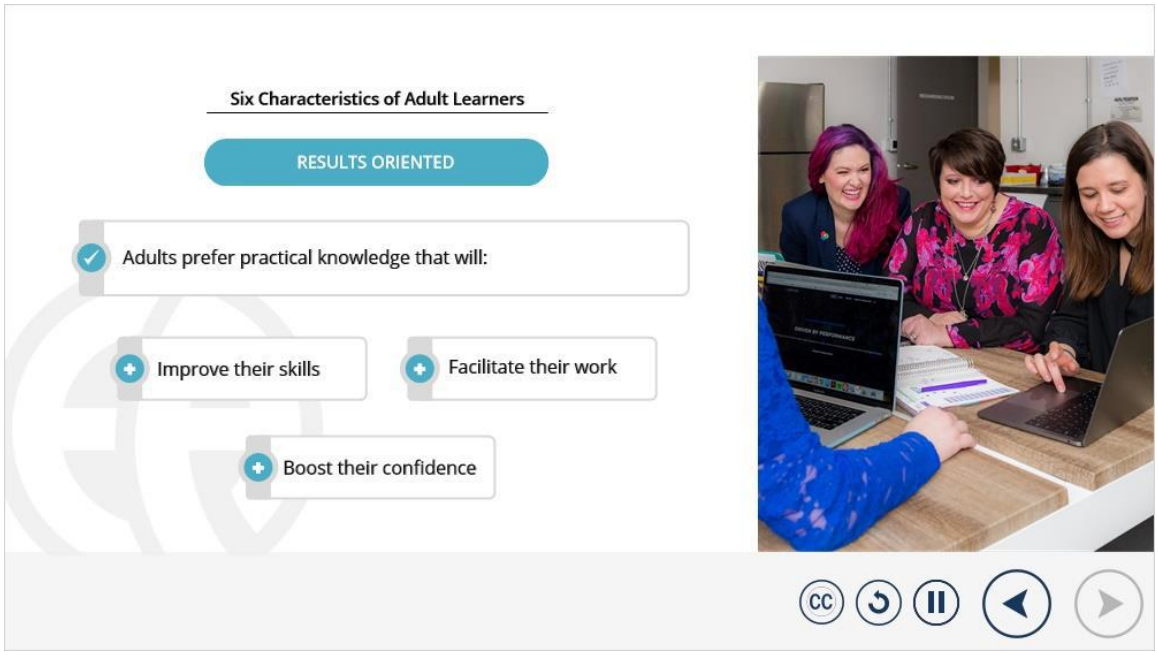


1.6 Six Characteristics of Adult Learners - Learn At Slower Pace



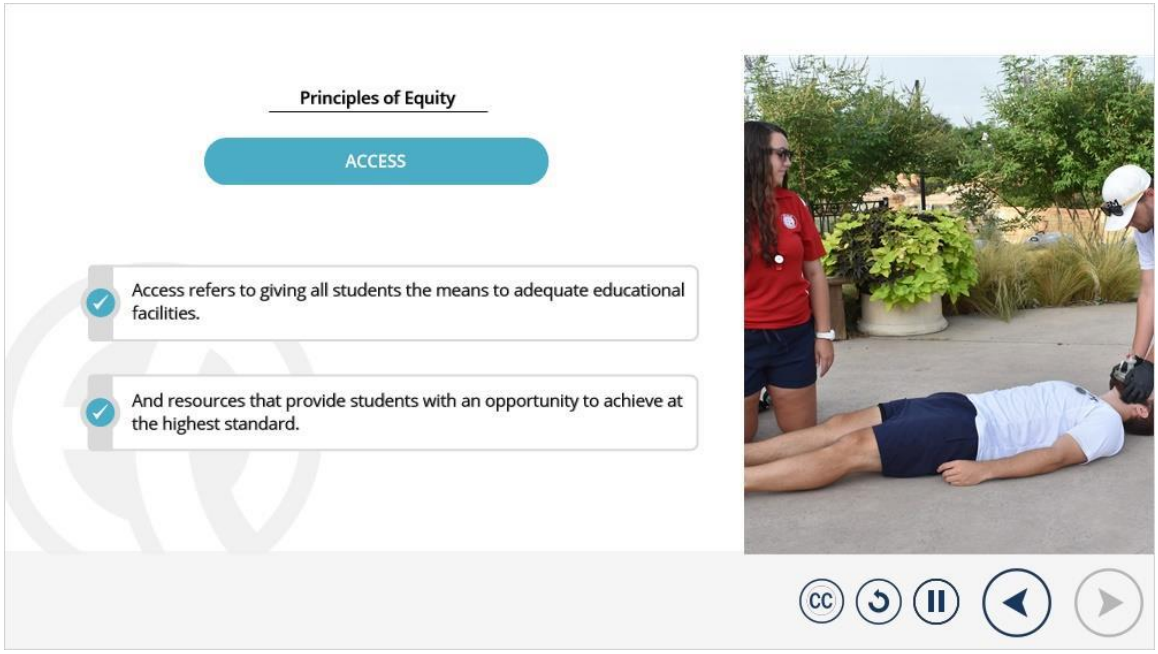
Progress (Slide Layer)

1.7 Six Characteristics of Adult Learners - Results Oriented

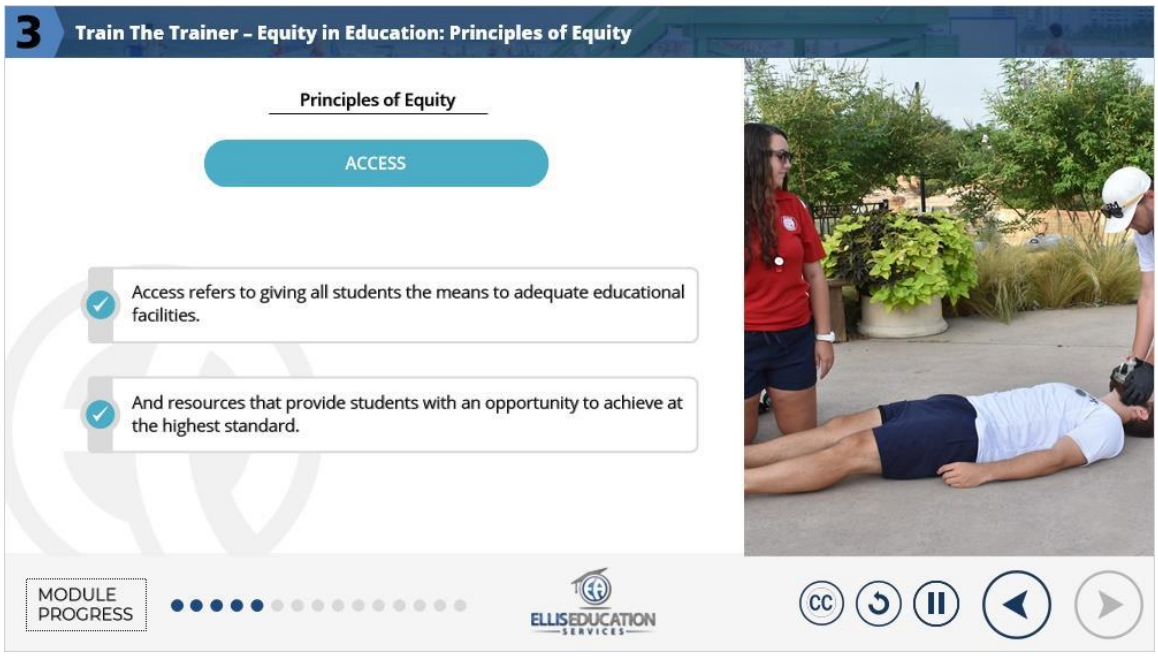


Progress (Slide Layer)

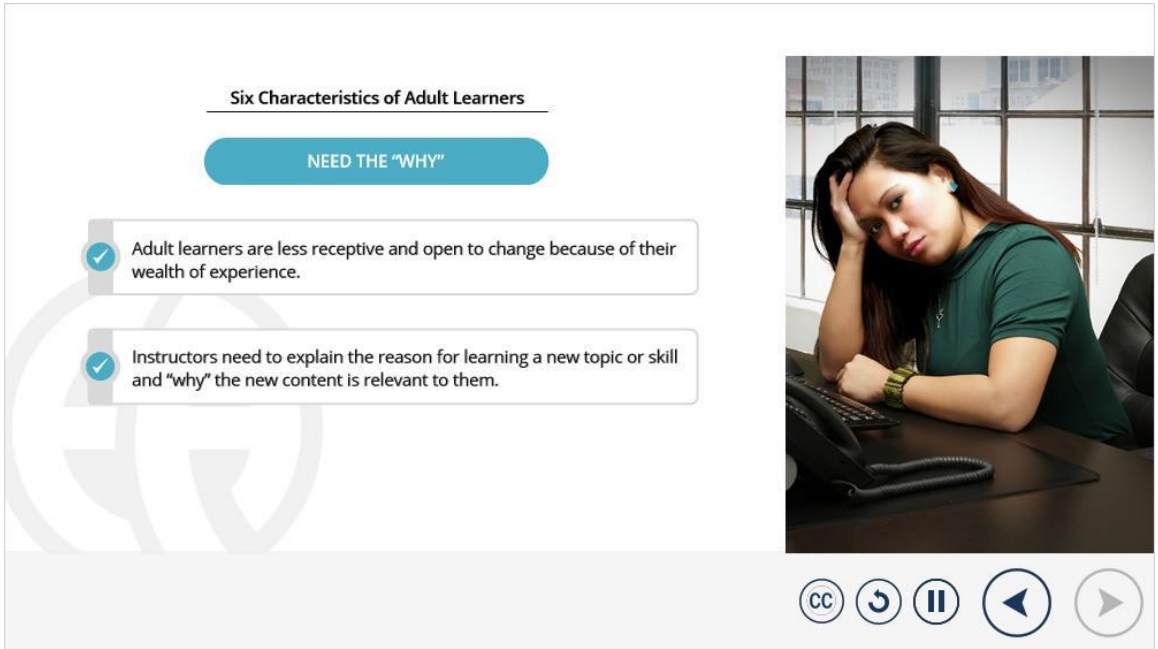
1.8 Principles of Equity - Access



Progress (Slide Layer)

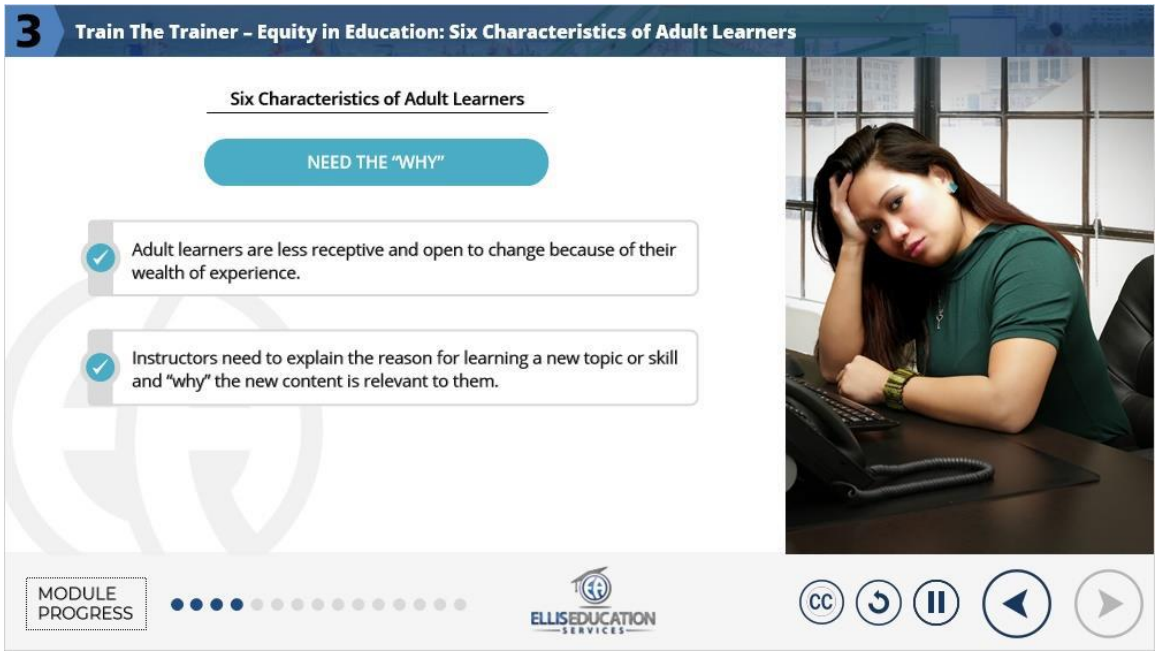


1.9 Six Characteristics of Adult Learners - Need the "Why"

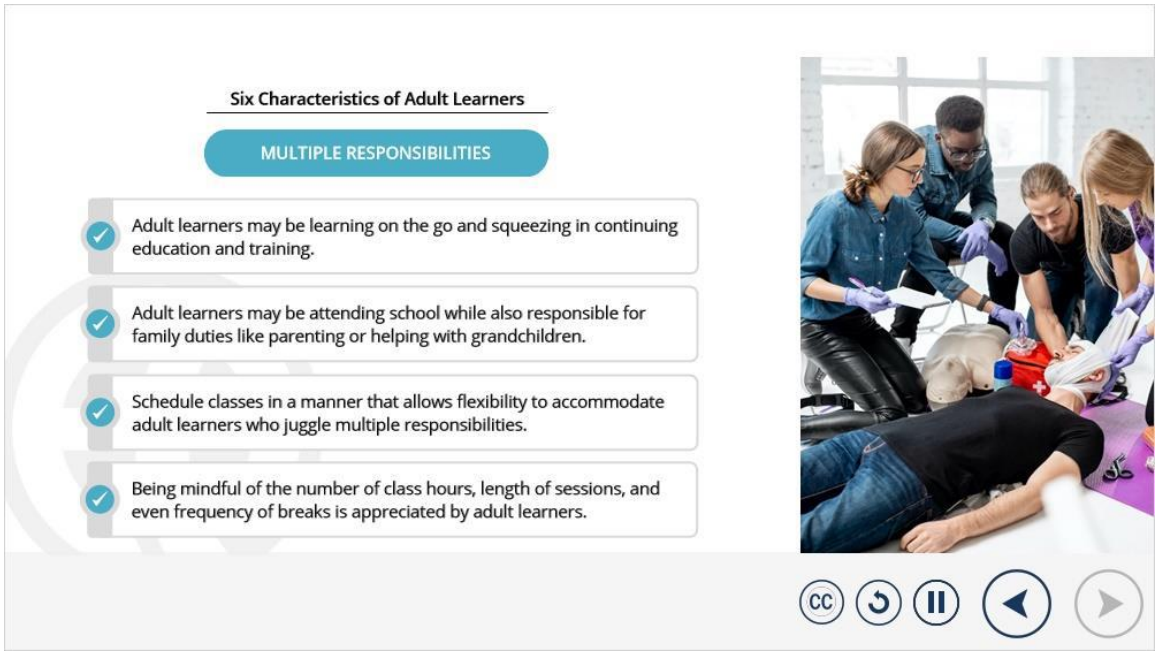


Notes:

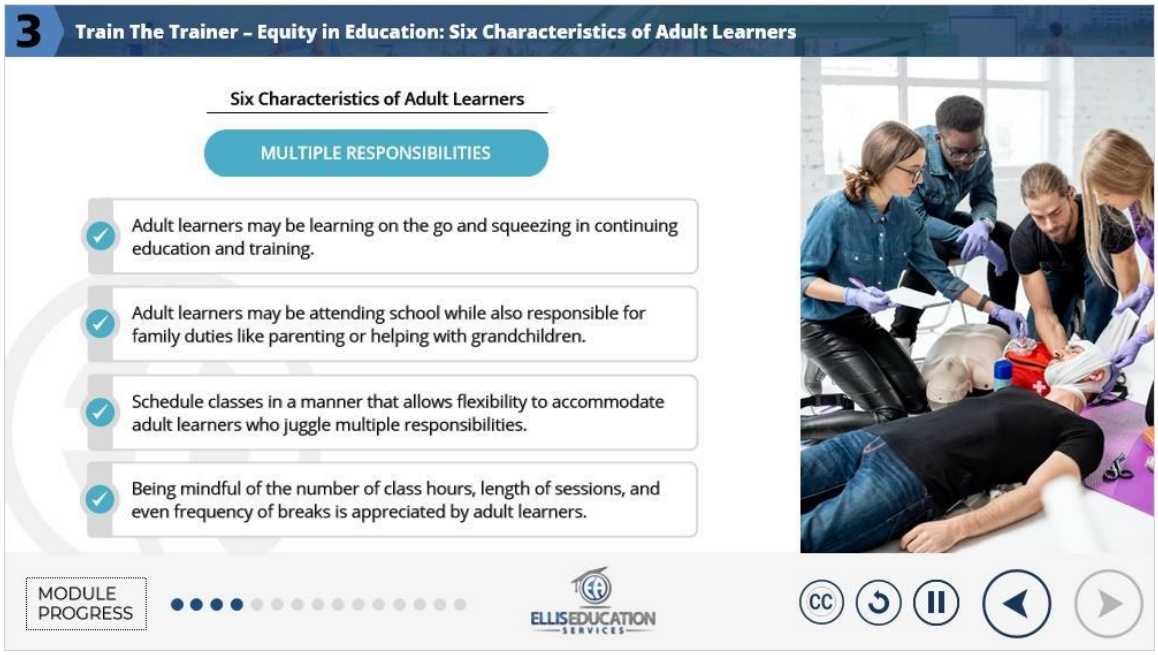
Progress (Slide Layer)



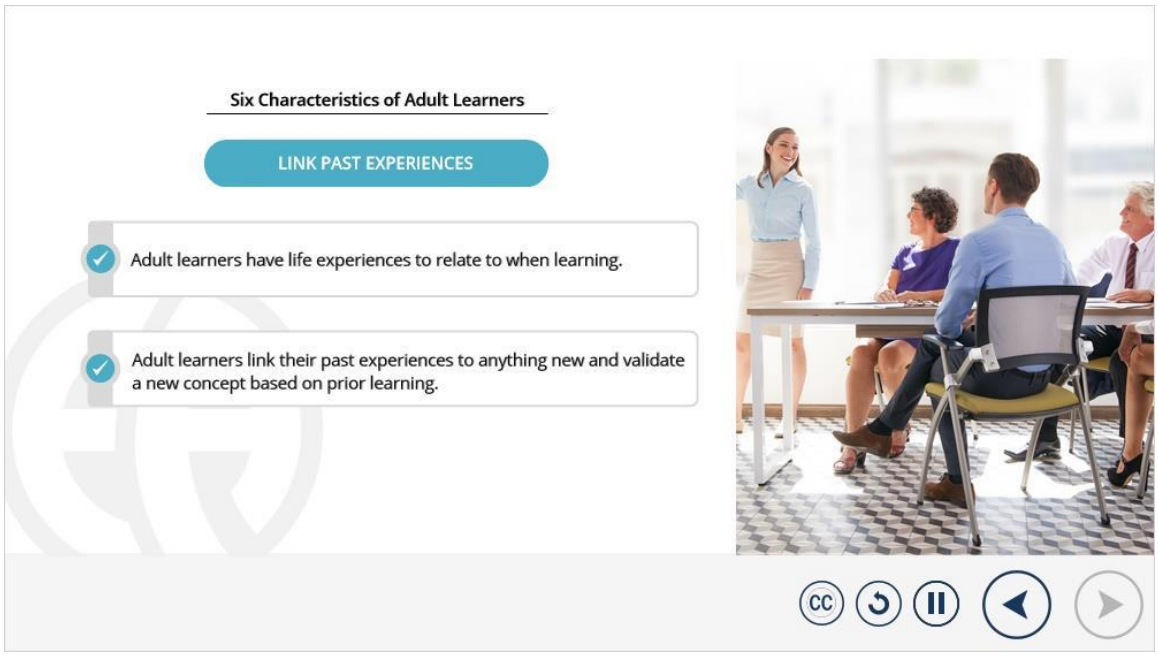
1.10 Six Characteristics of Adult Learners - Multiple Responsibilities



Progress (Slide Layer)

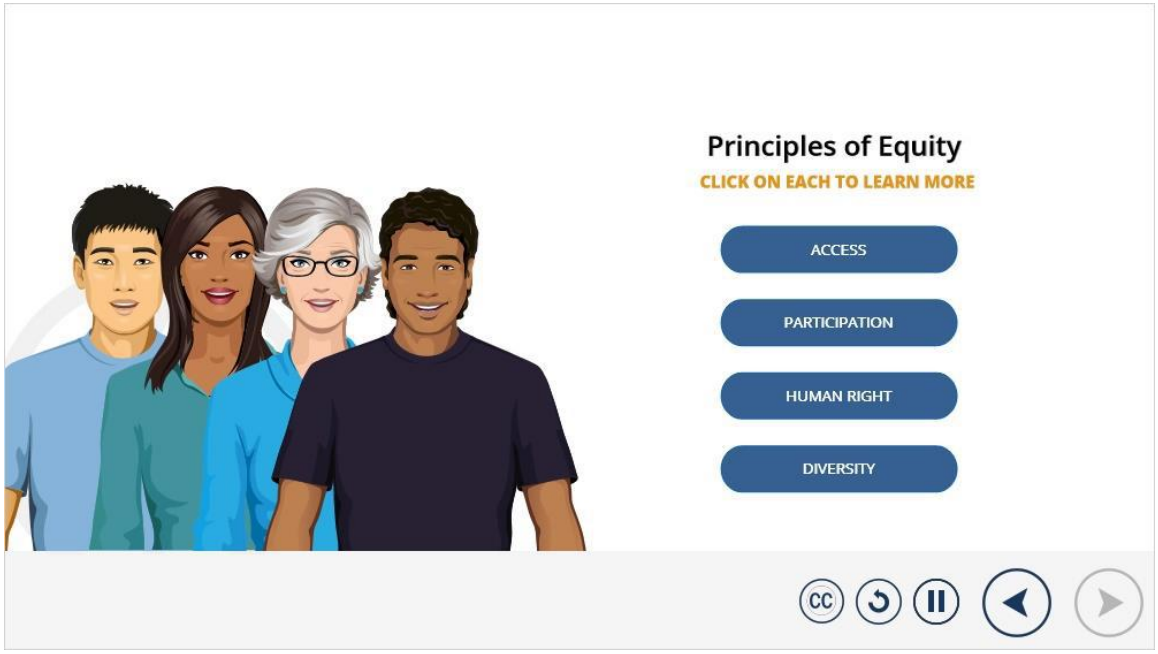


1.11 Six Characteristics of Adult Learners - Link Past Experiences



Progress (Slide Layer)

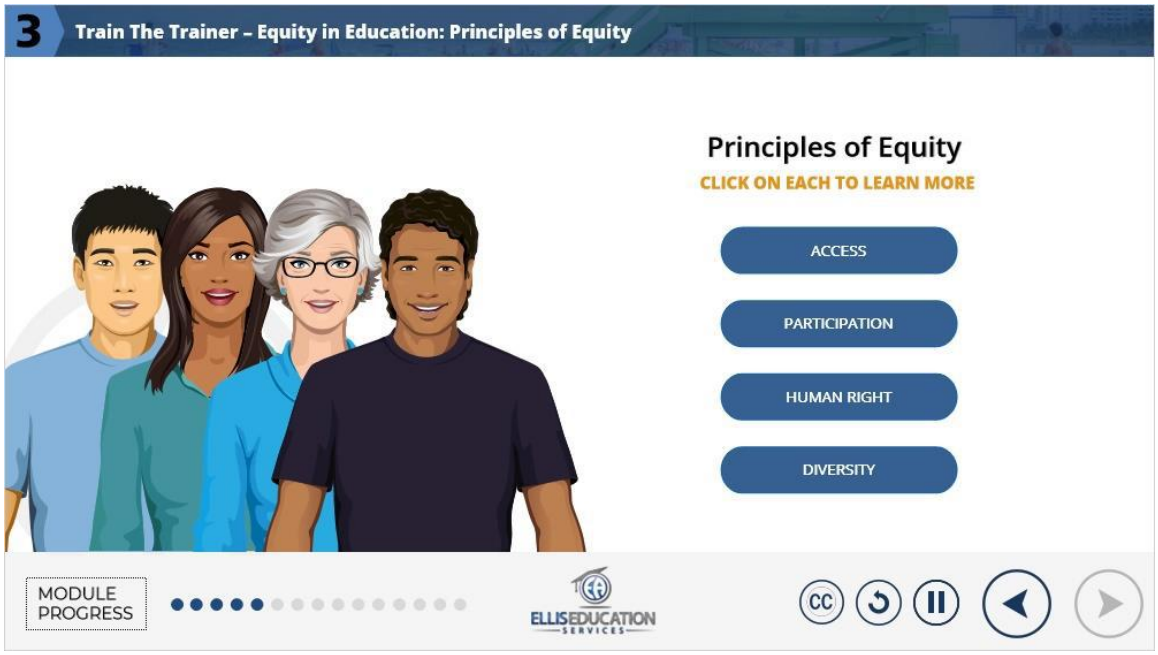
1.12 Principles of Equity



Notes:

Click on each of these principles to learn more.

Progress (Slide Layer)

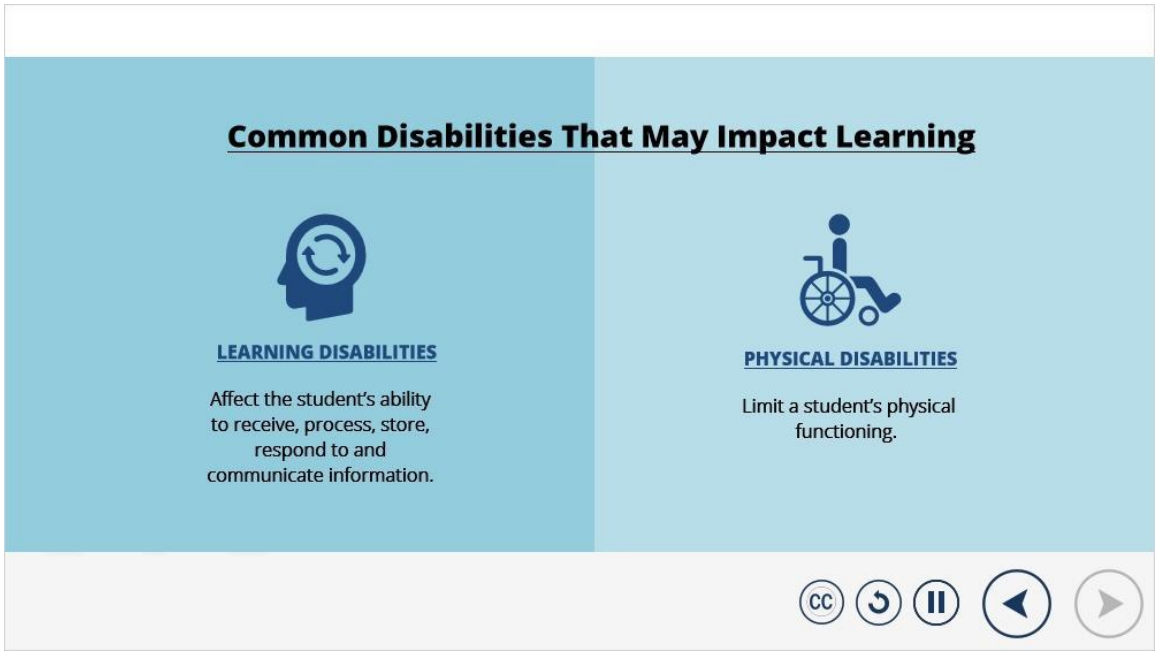


1.13 Social Emotional Learning

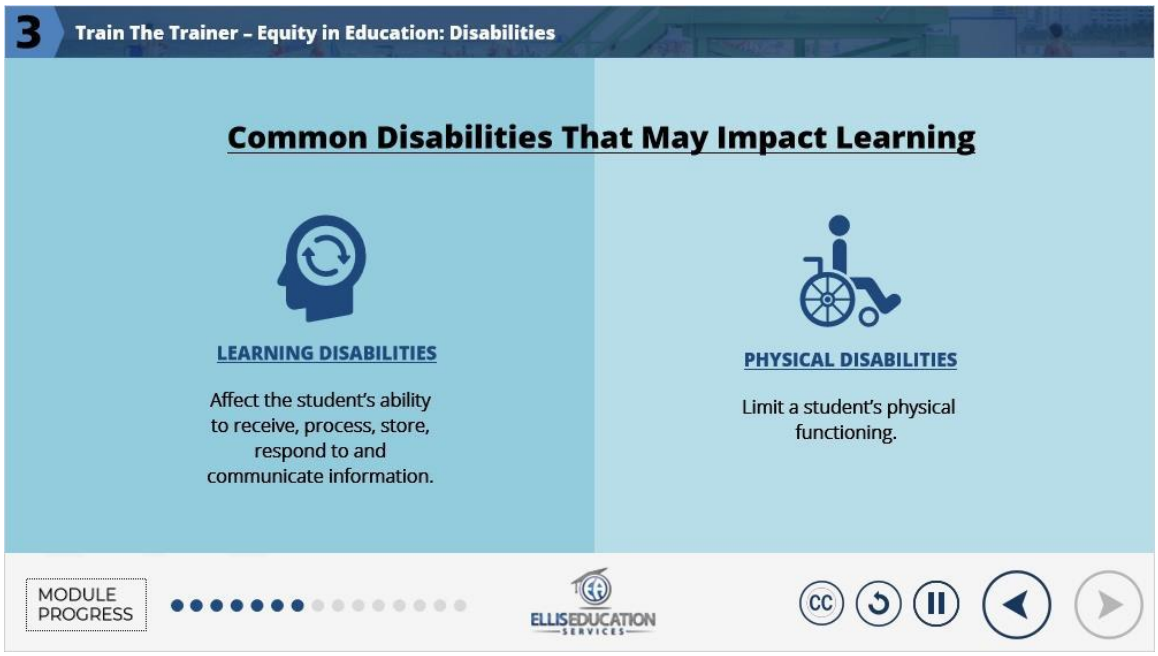
Notes:

Progress (Slide Layer)

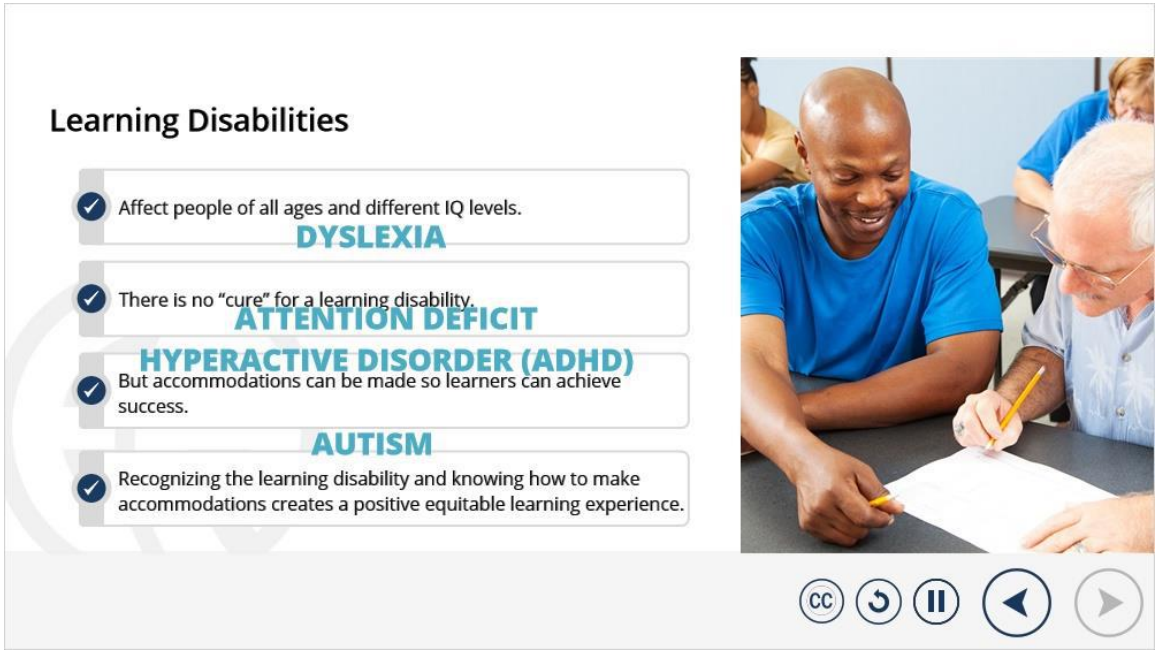
1.14 Disabilities Introduction



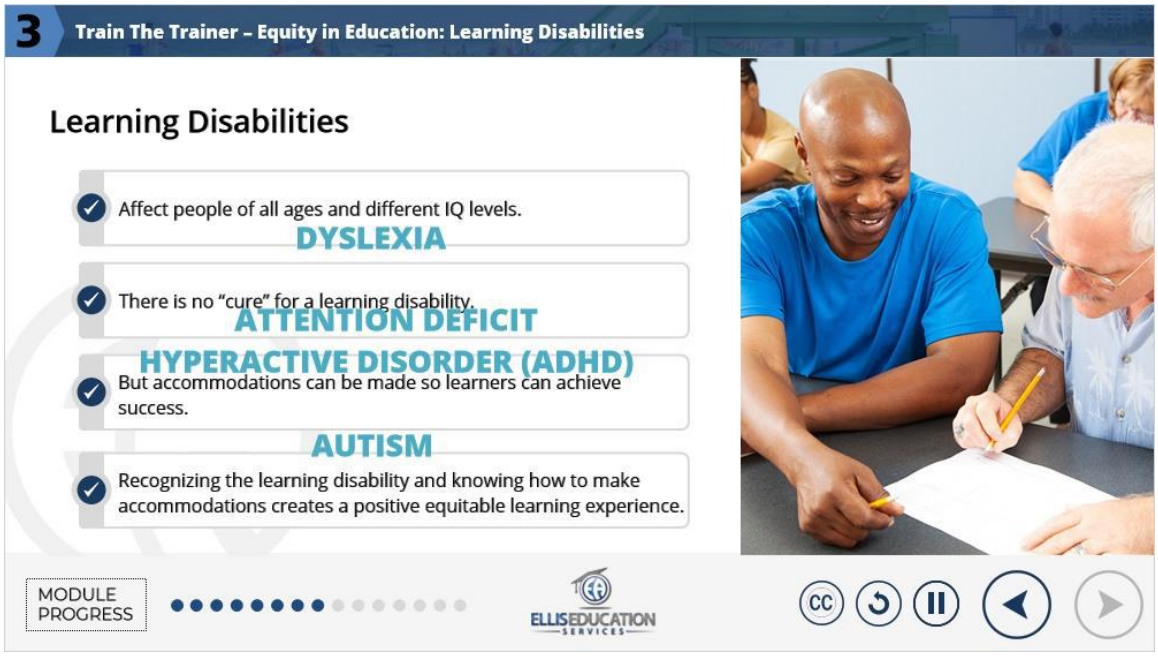
Progress (Slide Layer)



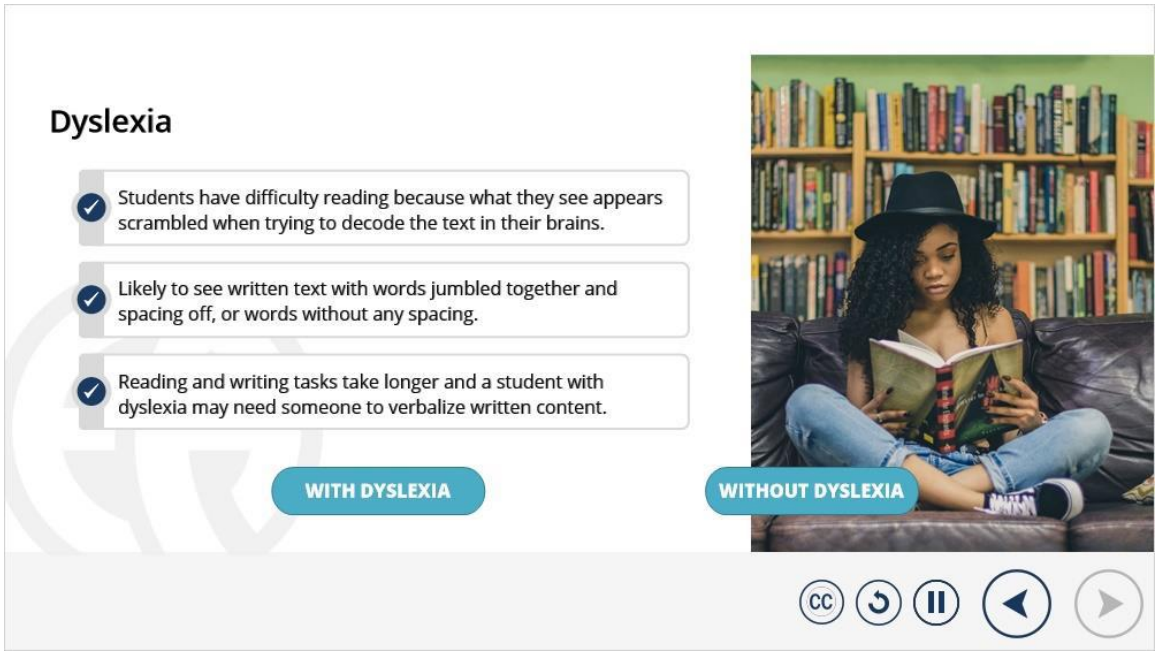
1.15 Learning Disabilities Overview



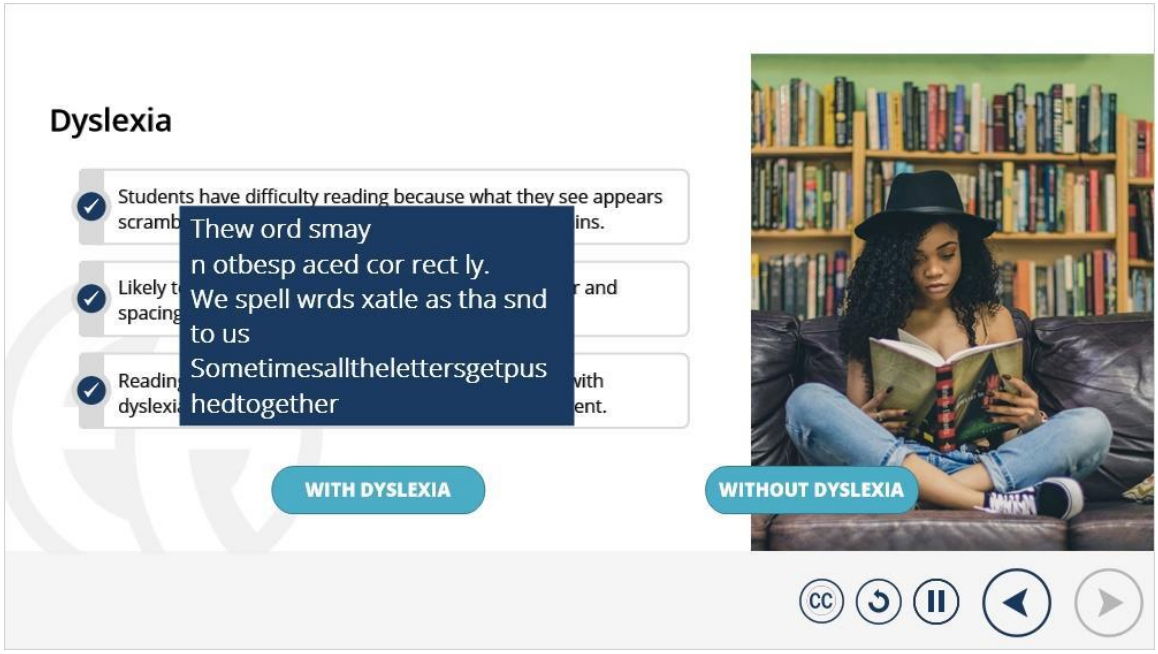
Progress (Slide Layer)



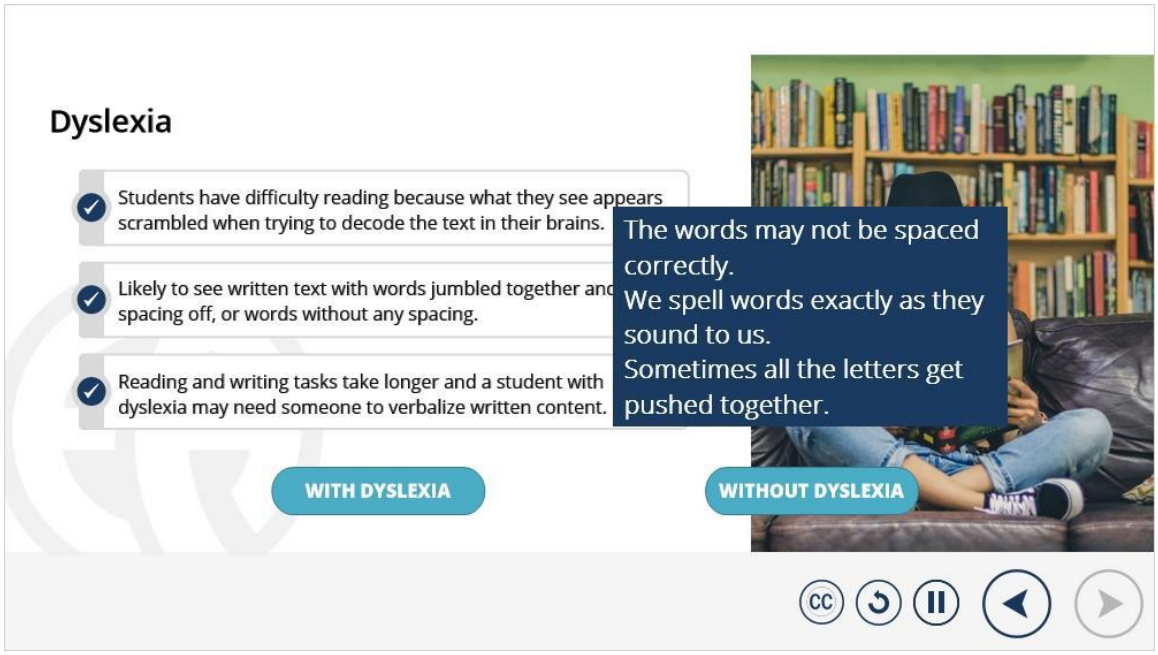
1.16 Dyslexia



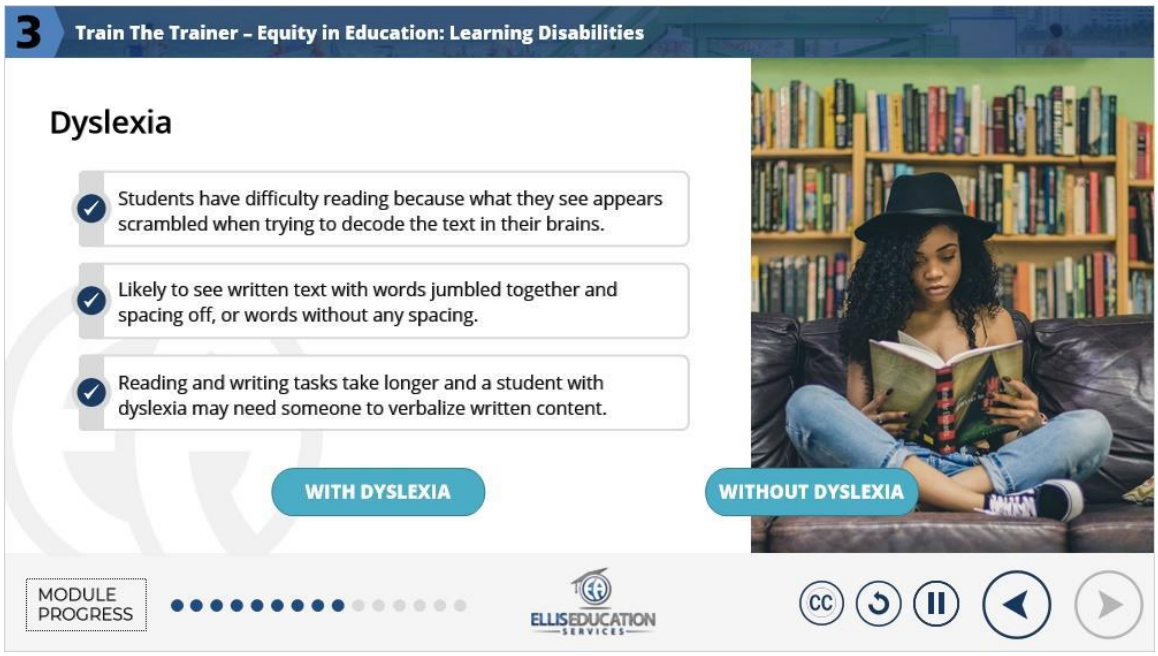
With dyslexia (Slide Layer)



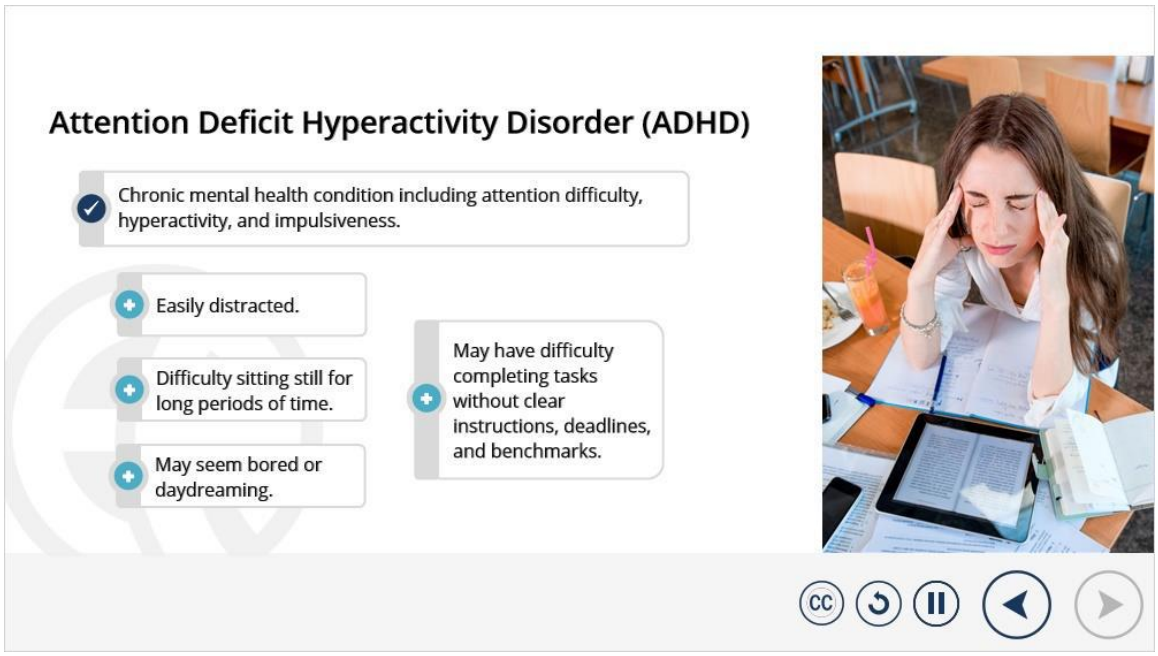
Without dyslexia (Slide Layer)



Progress (Slide Layer)

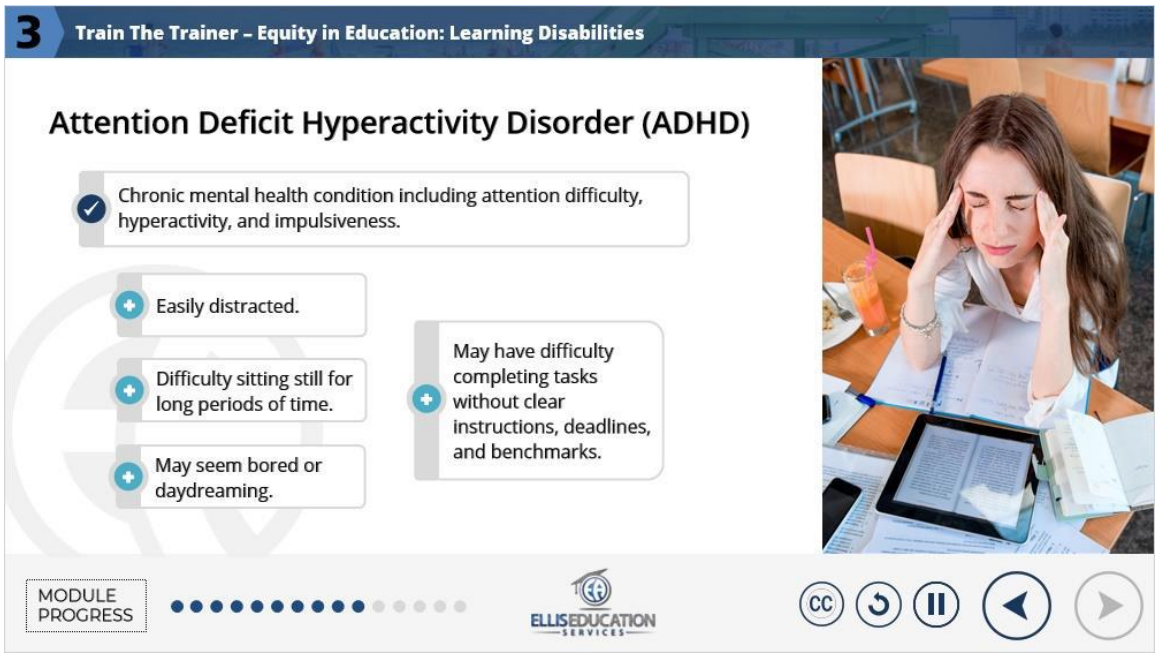


1.17 Attention Deficit Hyperactivity Disorder

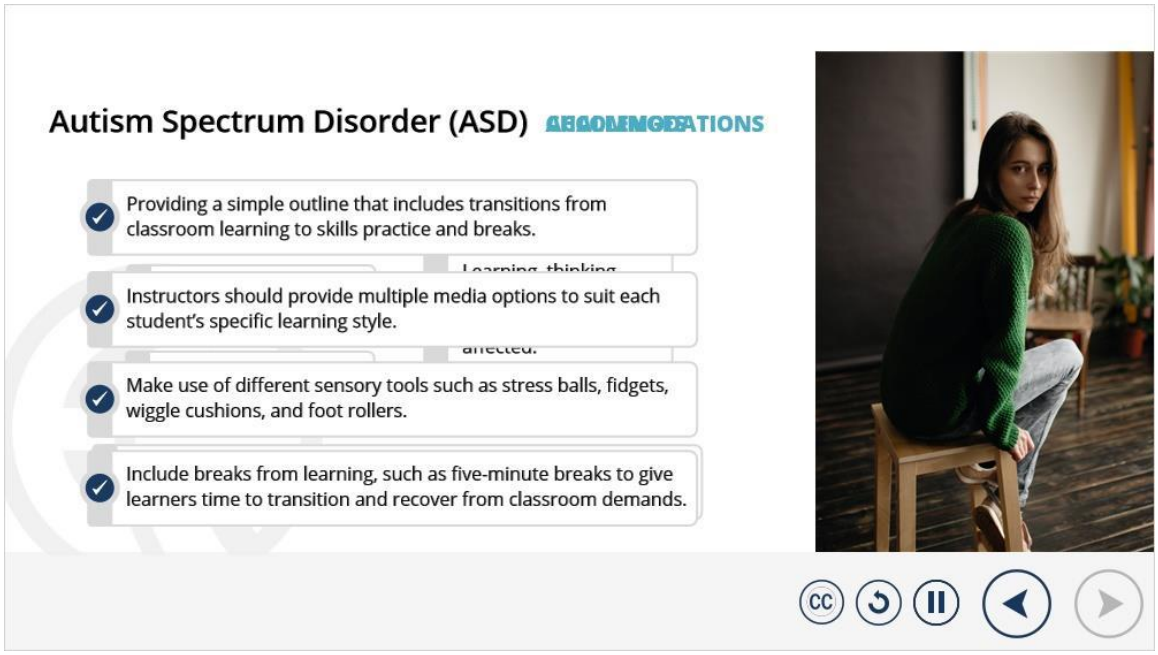


Notes:

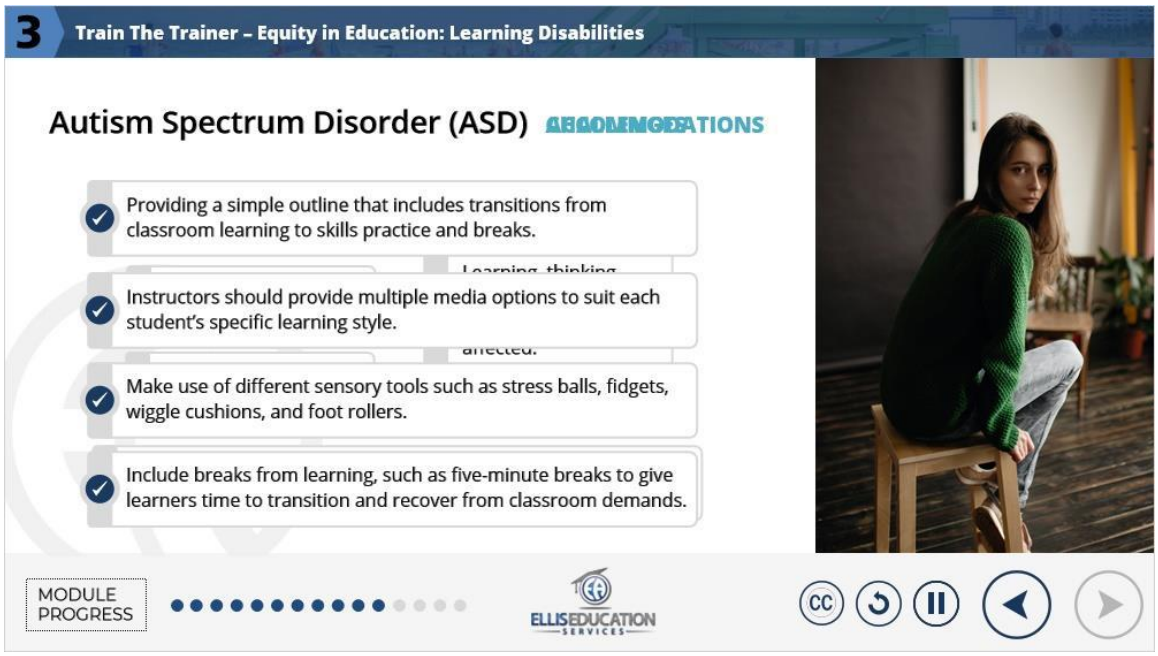
Progress (Slide Layer)



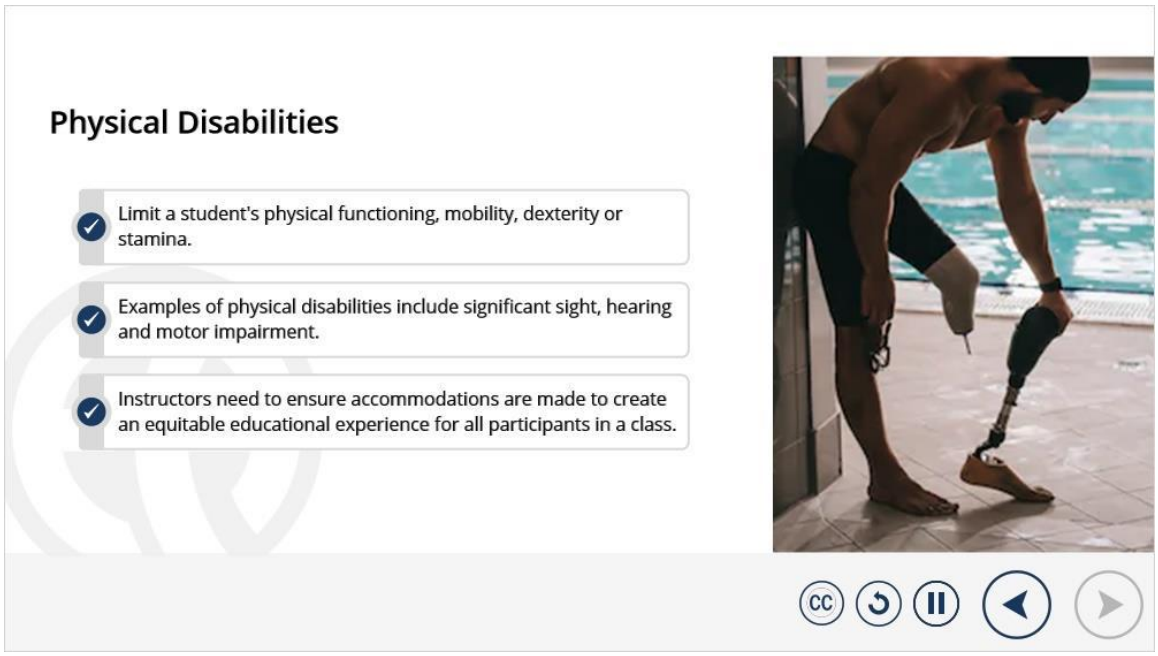
1.18 Autism


Autism Spectrum Disorder (ASD)
Providing a simple outline that includes transitions from classroom learning to skills practice and breaks.
Instructors should provide multiple media options to suit each student's specific learning style.
Make use of different sensory tools such as stress balls, fidgets, wiggle cushions, and foot rollers.
Include breaks from learning, such as five-minute breaks to give learners time to transition and recover from classroom demands.
CC

Progress (Slide Layer)

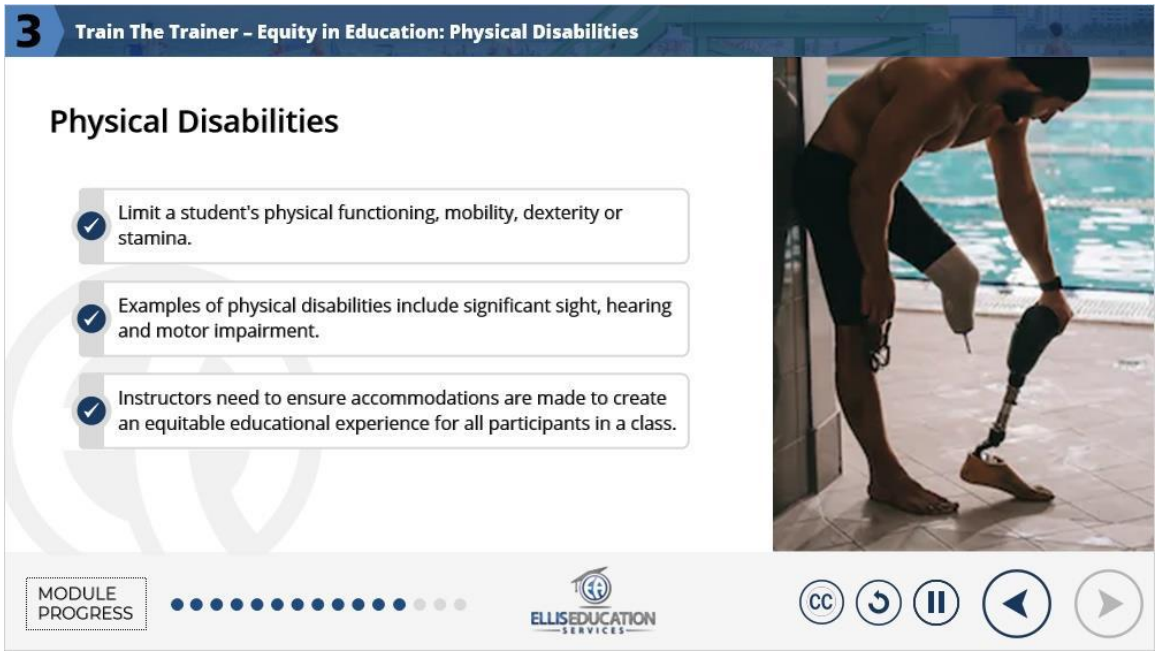


1.19 Physical Disabilities

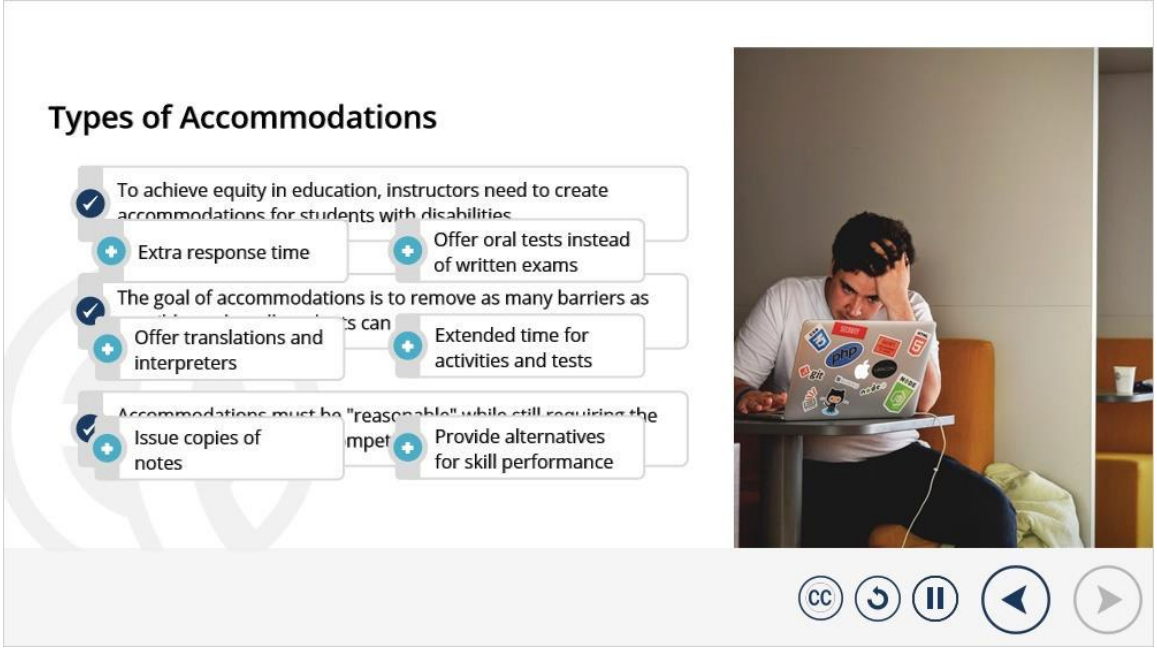


Notes:

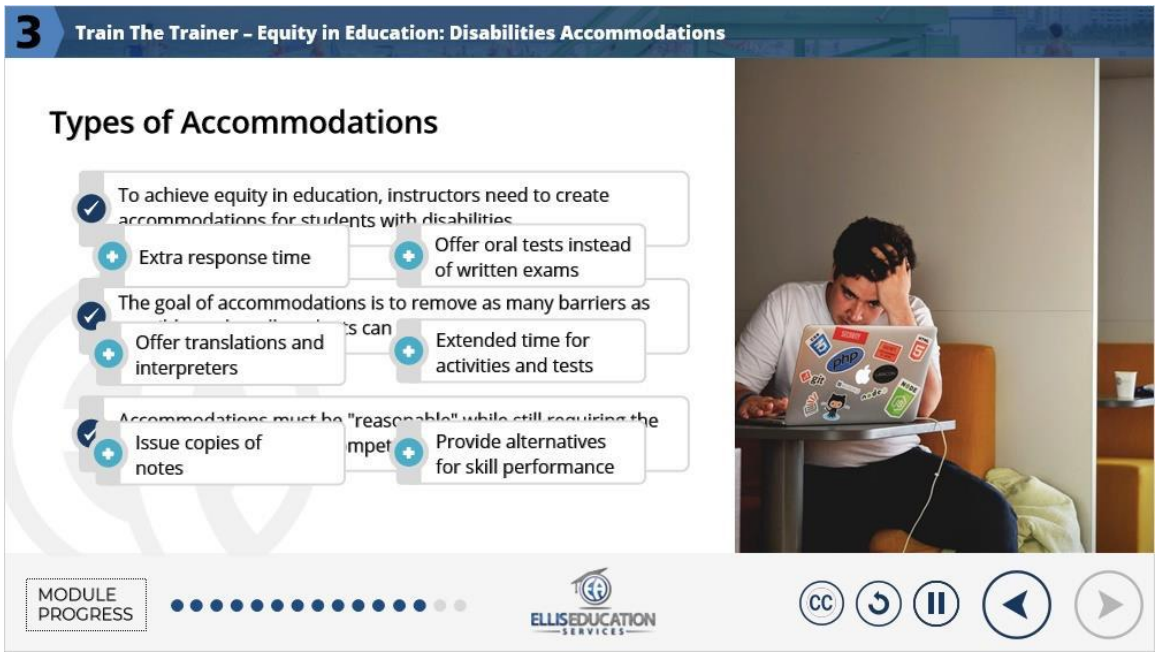
Progress (Slide Layer)



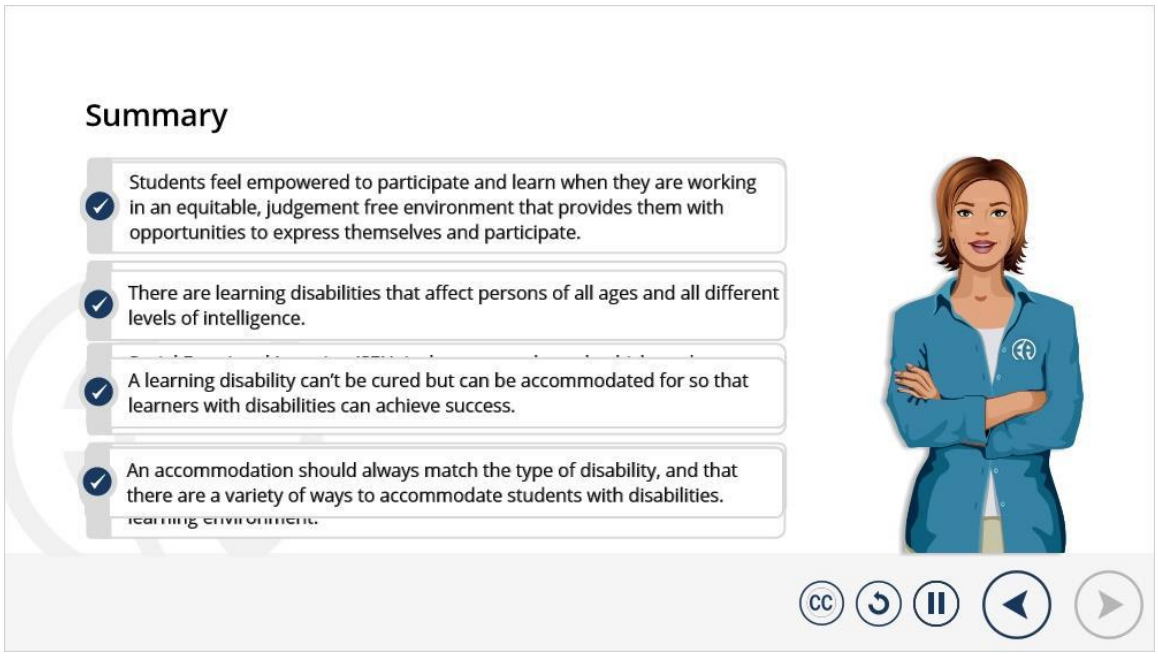
1.20 Types of Accommodations



Progress (Slide Layer)

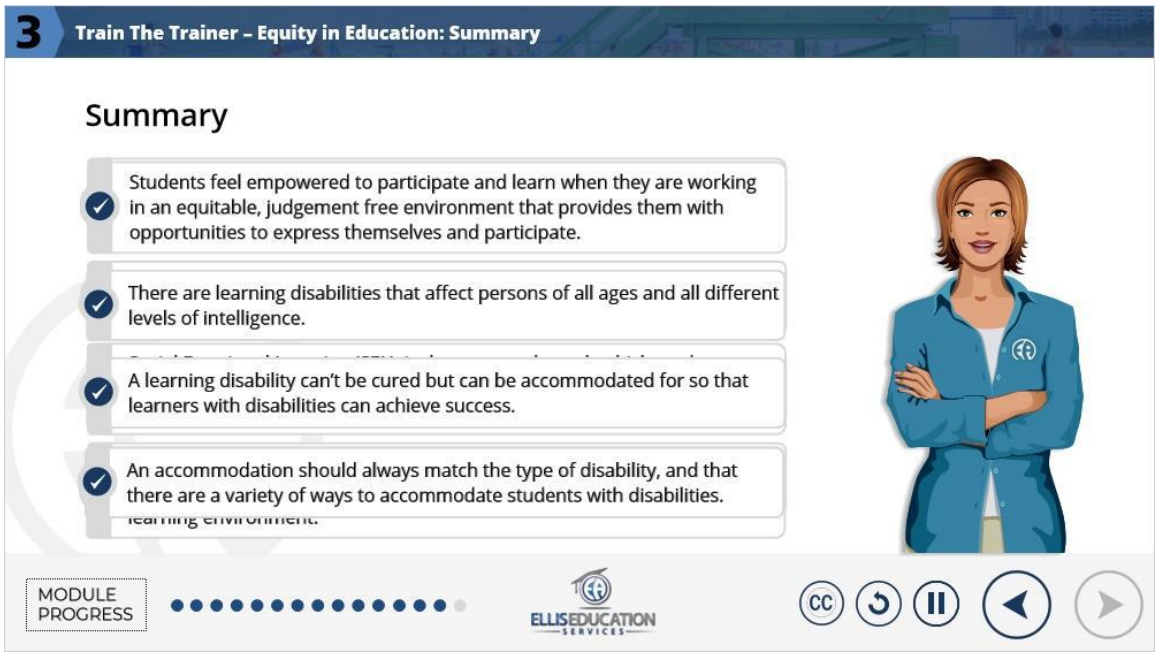


1.21 Summary

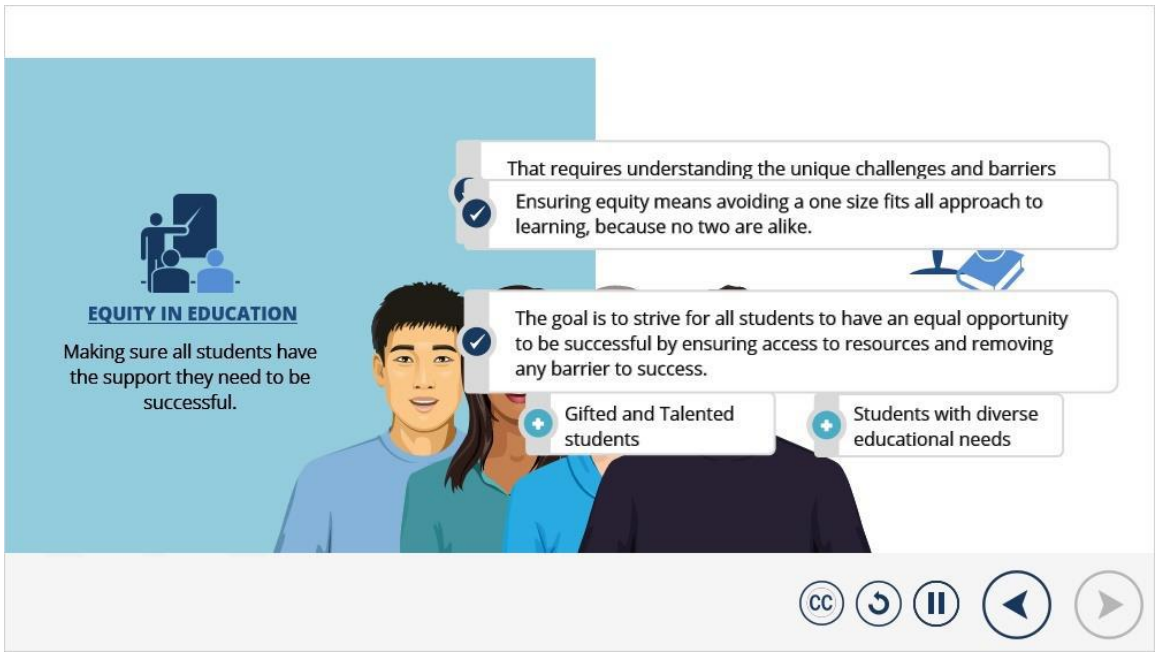


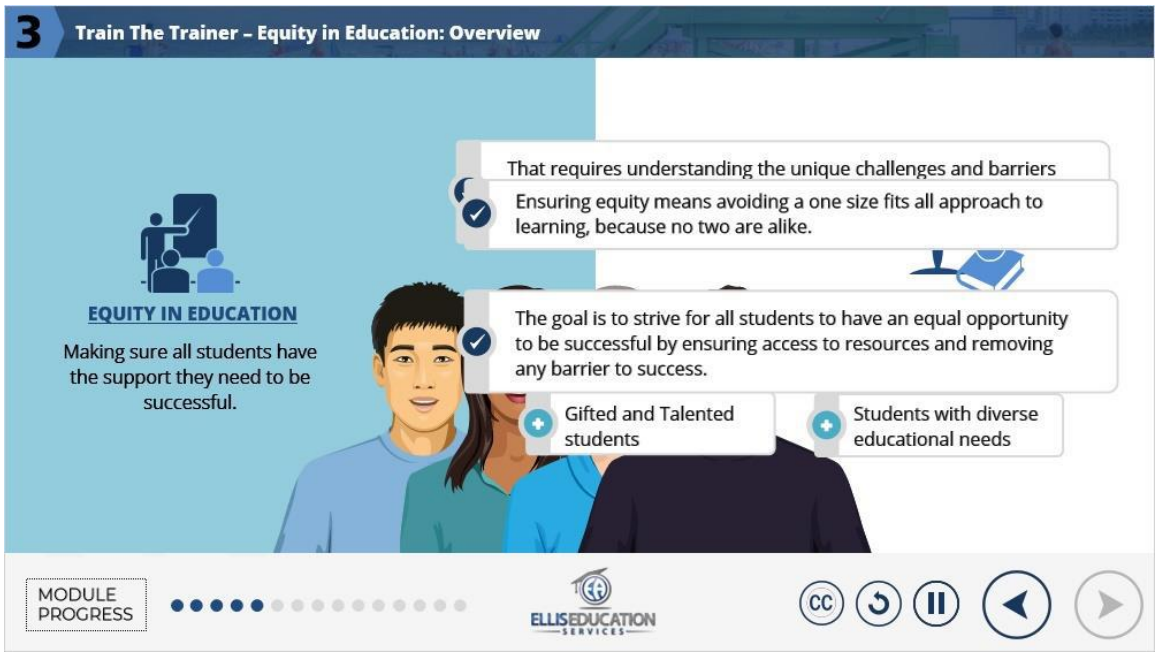
Notes:

Progress (Slide Layer)

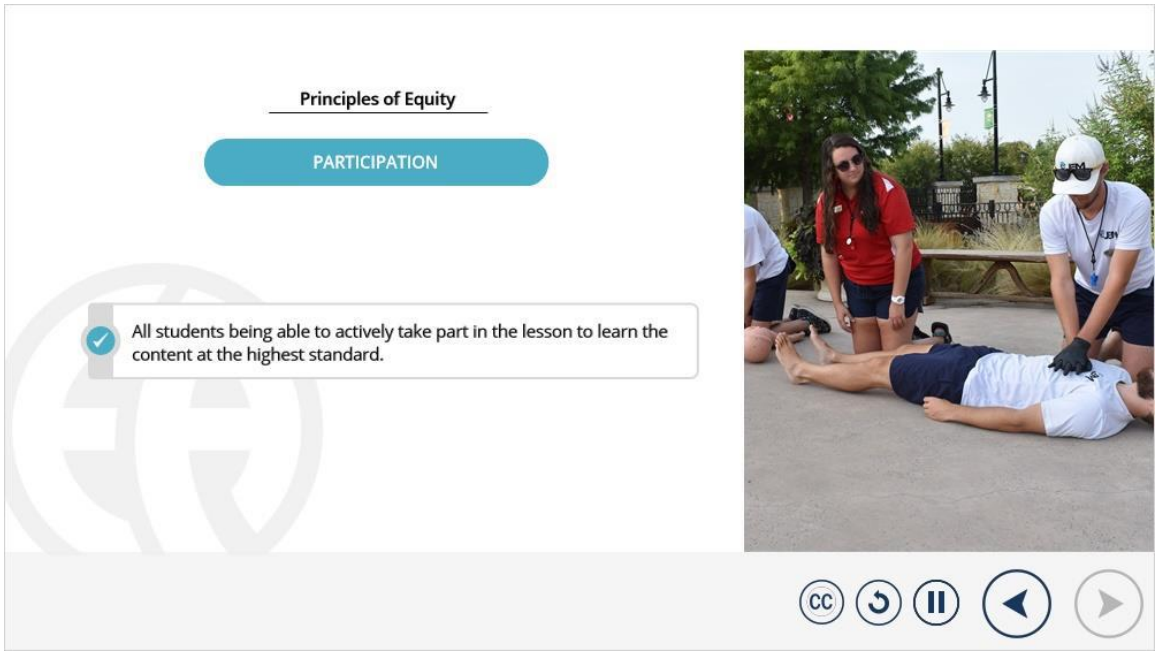


1.22 Equity in Education Overview

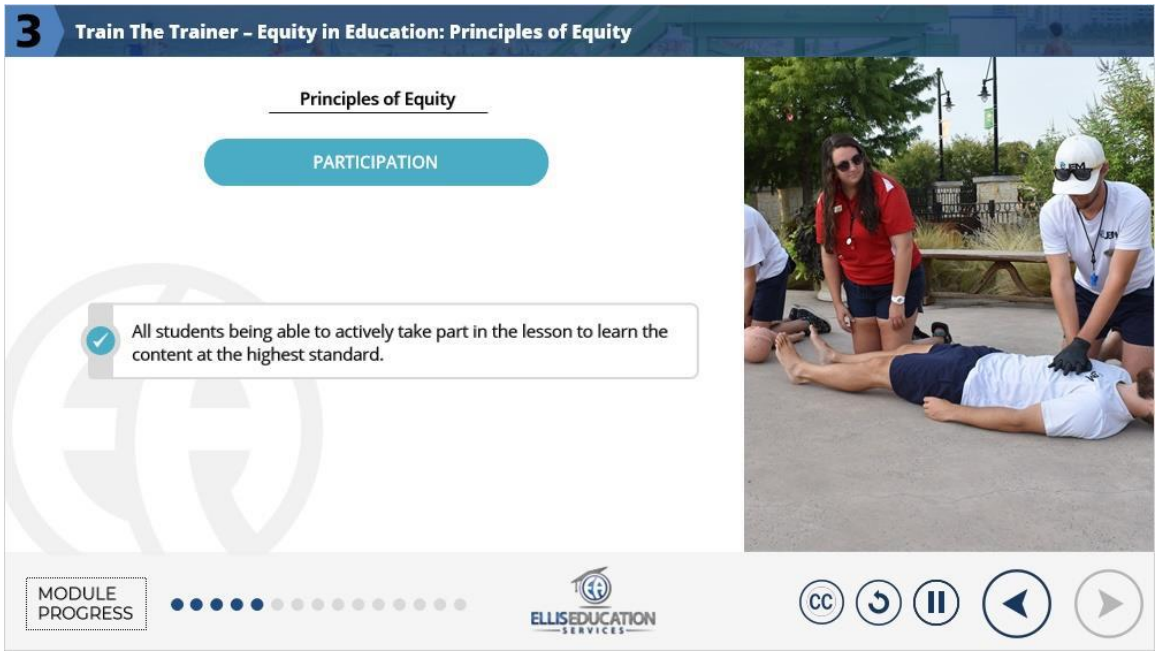



3
Train The Trainer – Equity in Education: Overview
EQUITY IN EDUCATION
Making sure all students have the support they need to be successful.
That requires understanding the unique challenges and barriers
Ensuring equity means avoiding a one size fits all approach to learning, because no two are alike.
The goal is to strive for all students to have an equal opportunity to be successful by ensuring access to resources and removing any barrier to success.
Gifted and Talented students
Students with diverse educational needs
MODULE PROGRESS
ELLISEDUCATION SERVICES

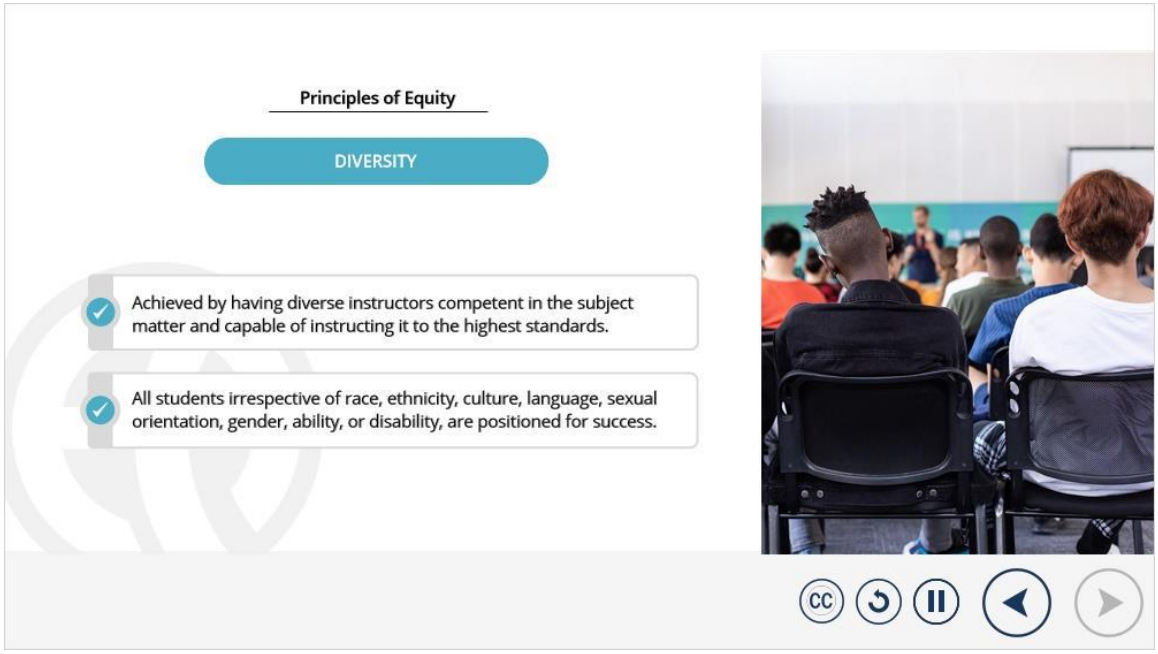
1.23 Principles of Equity - Participation



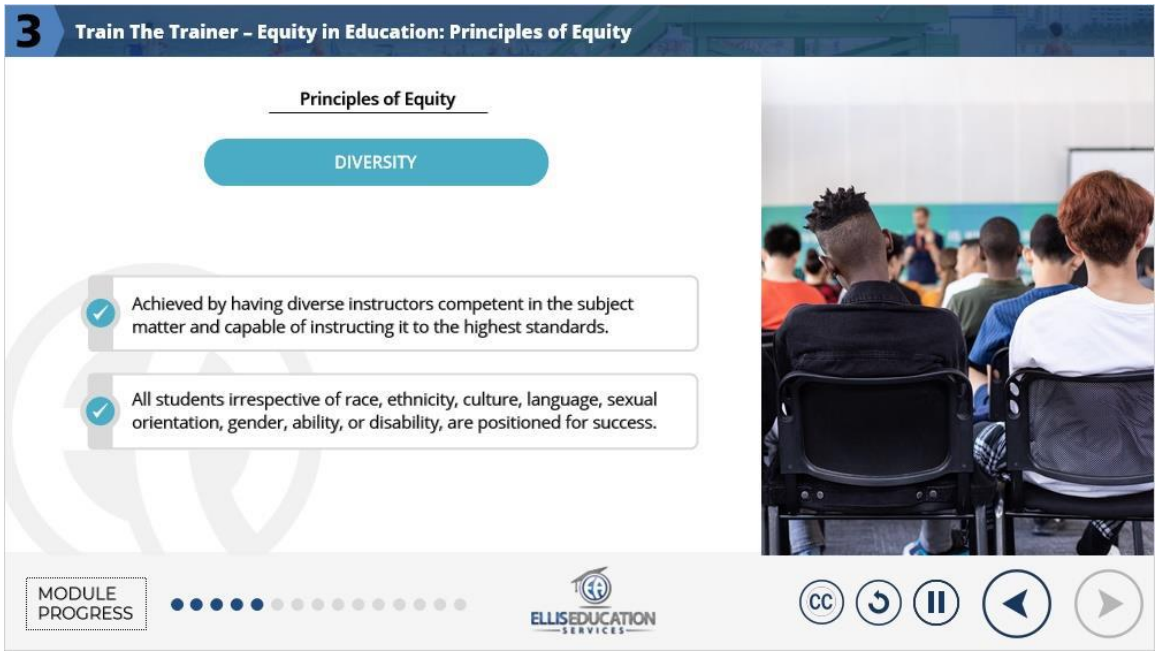
Progress (Slide Layer)



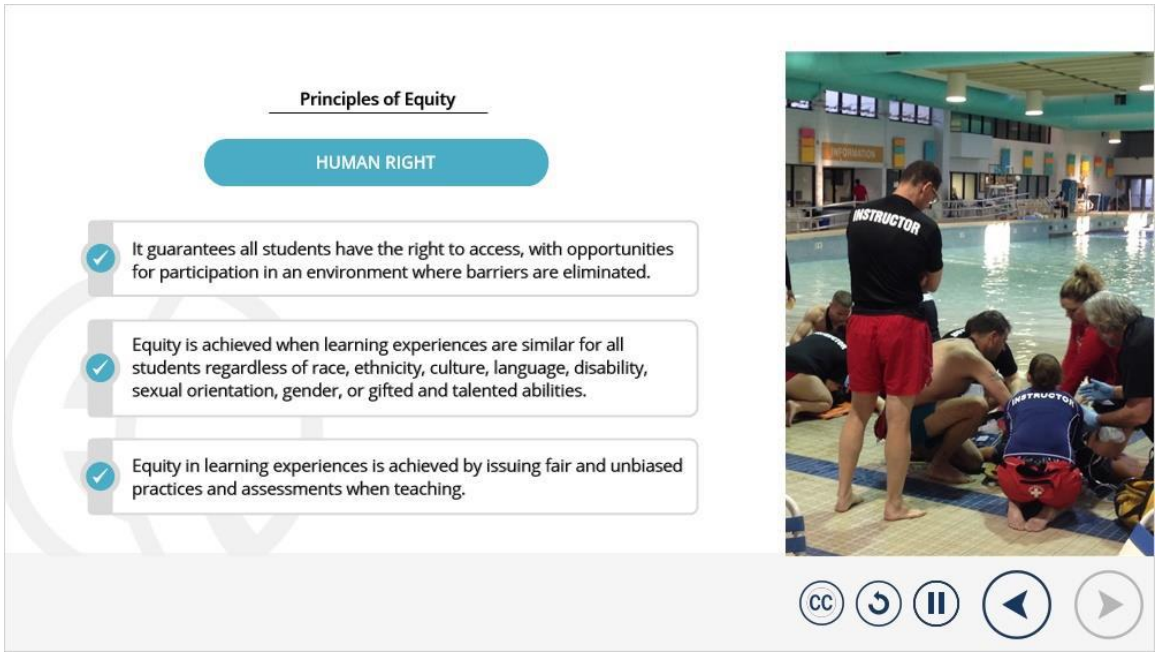
1.24 Principles of Equity - Diversity



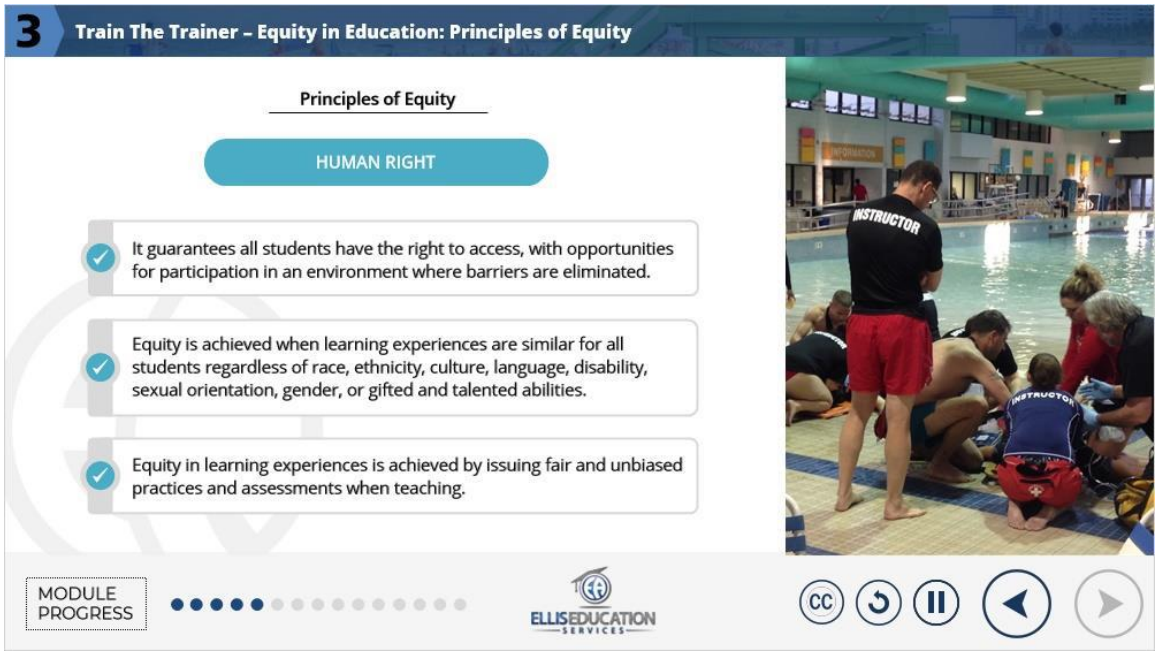
Progress (Slide Layer)



1.25 Principles of Equity - Human Right



Progress (Slide Layer)

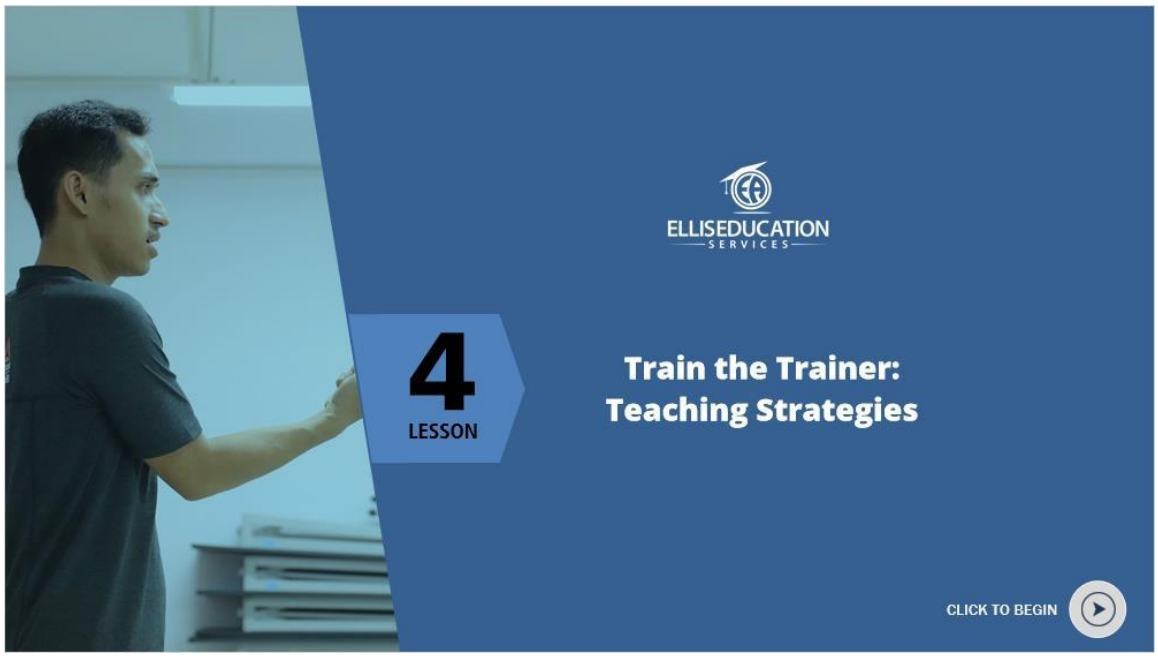


2. Knowledge Check

TTT Lesson 4 - Teaching Strategies - FINAL

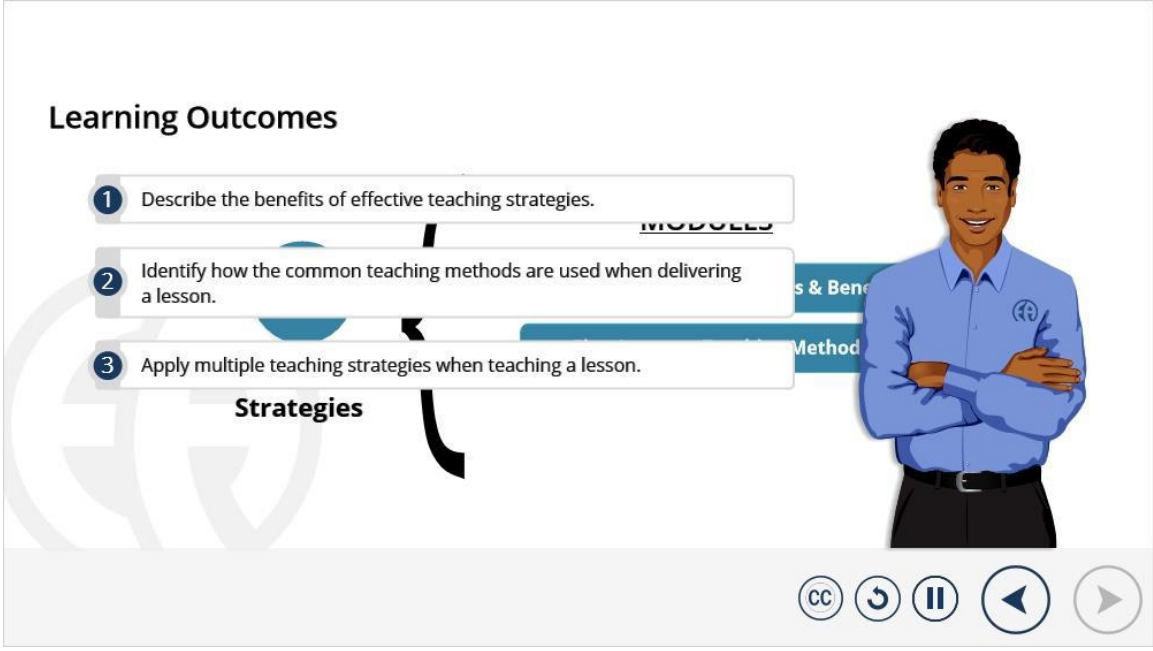
1. Content

1.1 Welcome



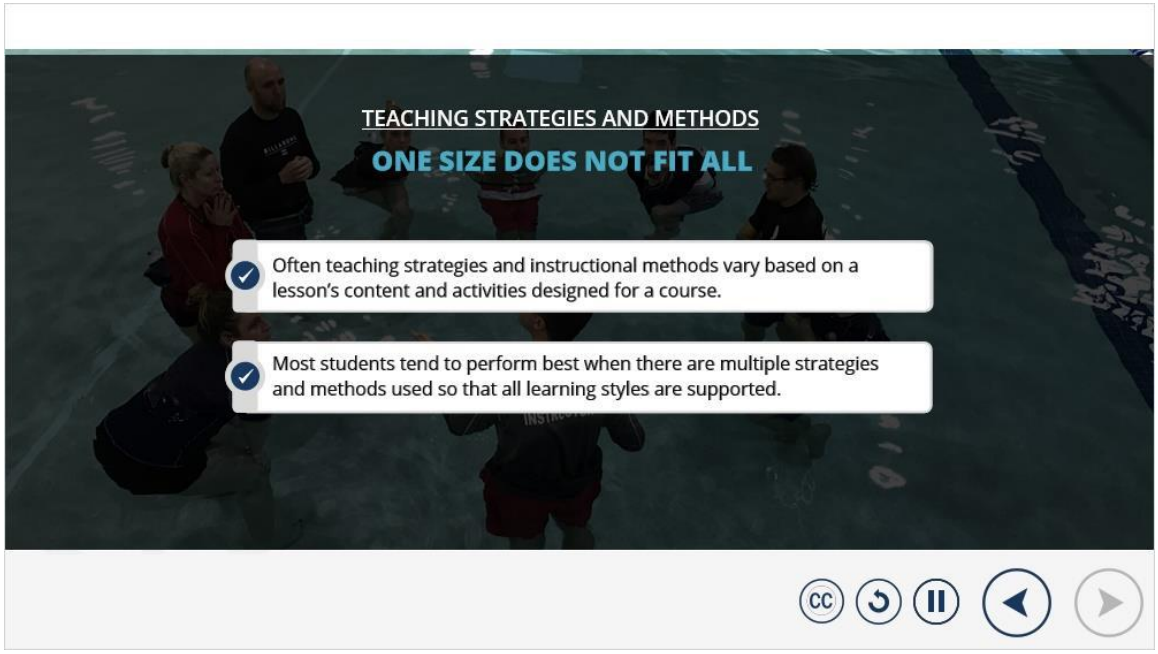
Notes:

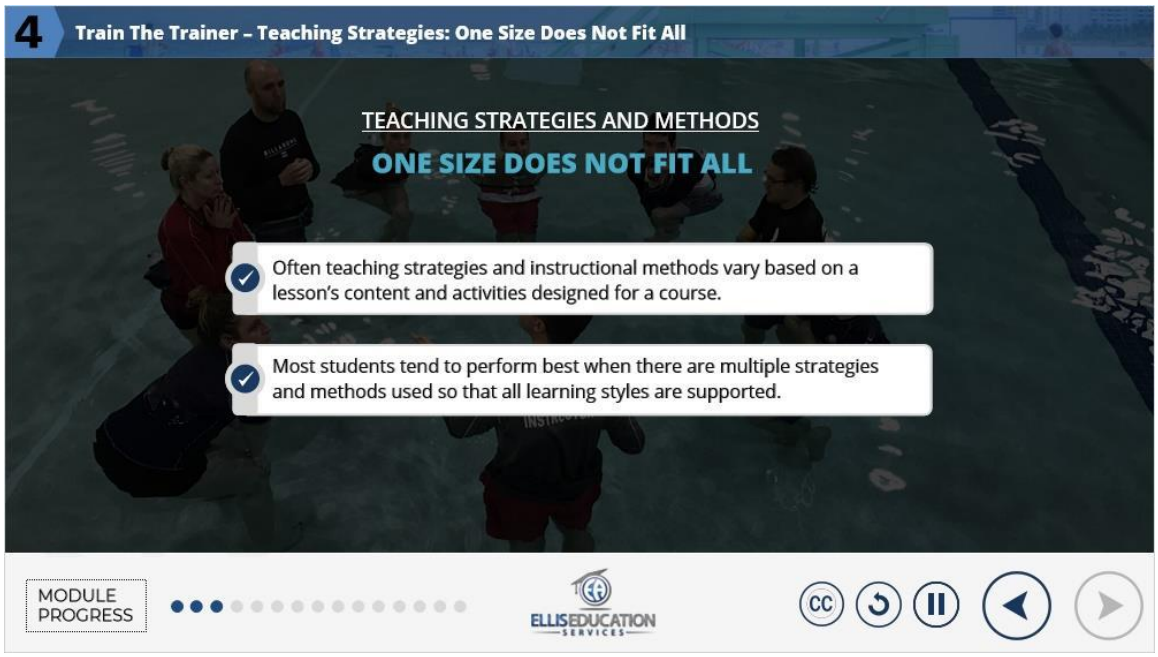
1.2 Learning Outcomes



Progress (Slide Layer)

1.3 Teaching Strategies: One Size Does Not Fit All




4
Train The Trainer – Teaching Strategies: One Size Does Not Fit All
TEACHING STRATEGIES AND METHODS
ONE SIZE DOES NOT FIT ALL
Often teaching strategies and instructional methods vary based on a lesson's content and activities designed for a course.
Most students tend to perform best when there are multiple strategies and methods used so that all learning styles are supported.
MODULE PROGRESS
ELLISEDUCATION SERVICES
CC

1.4 Benefits of Effective Teaching Strategies

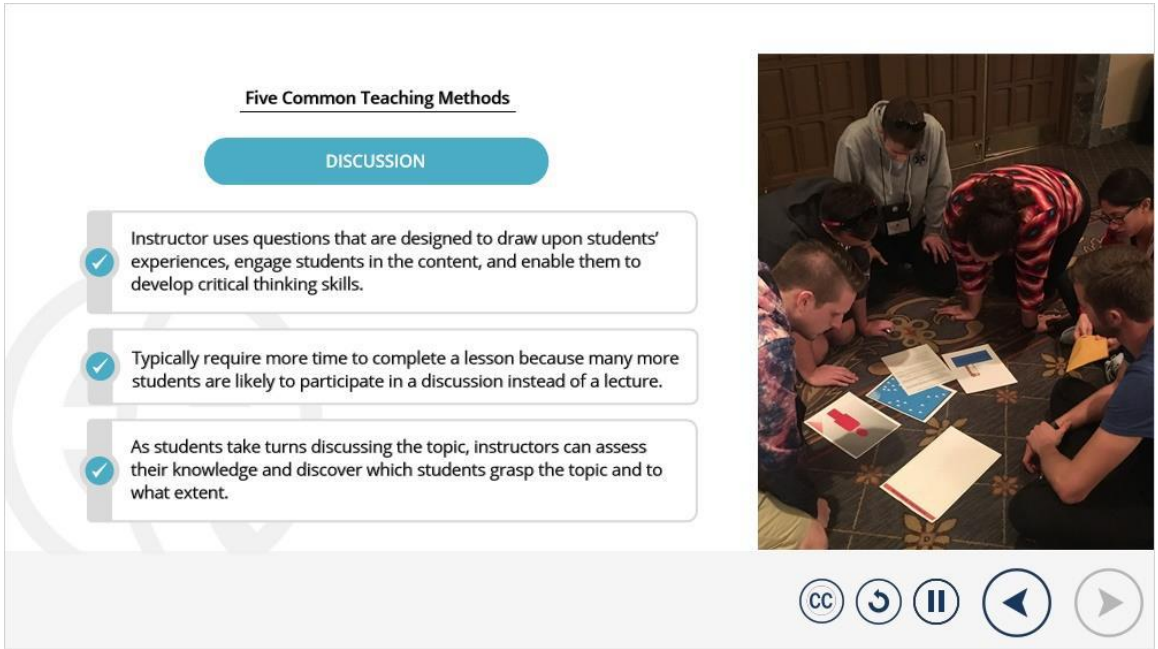
Notes:

Progress (Slide Layer)

1.5 Five Common Teaching Methods

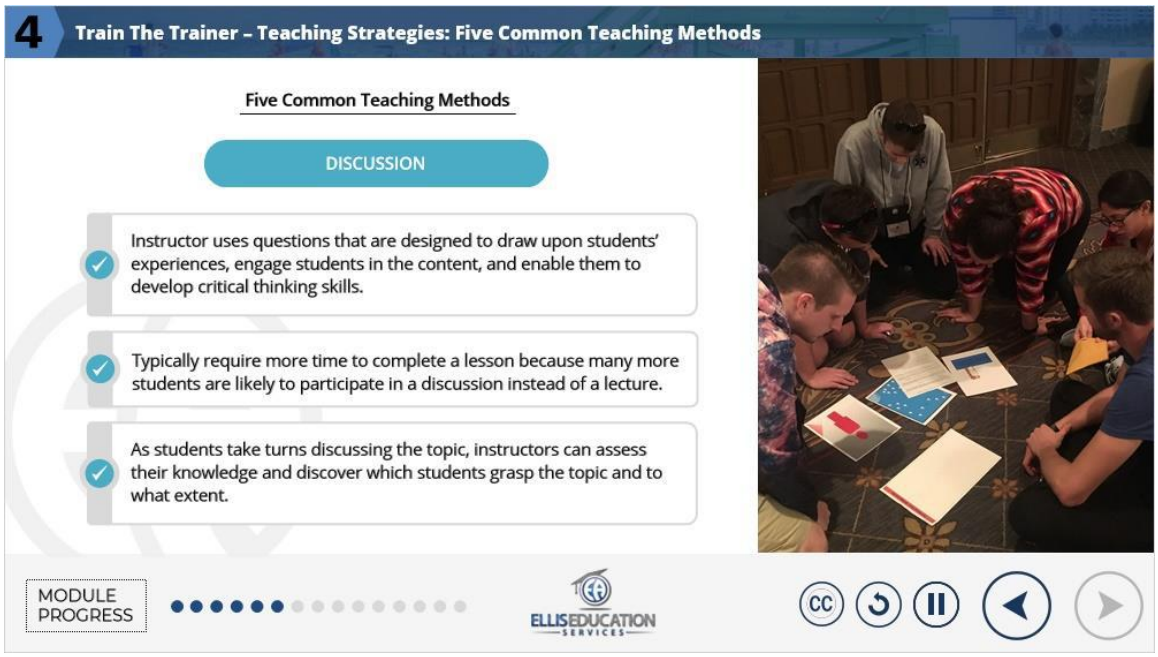
Progress (Slide Layer)

1.6 Five Common Teaching Methods - Discussion

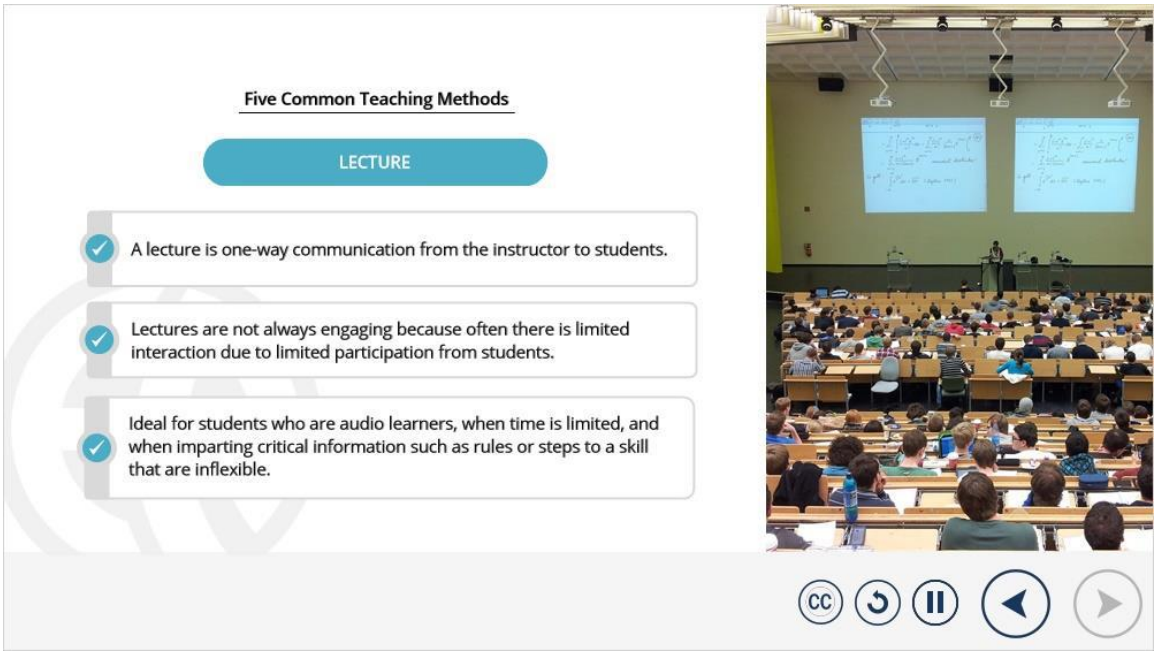


Notes:

Progress (Slide Layer)

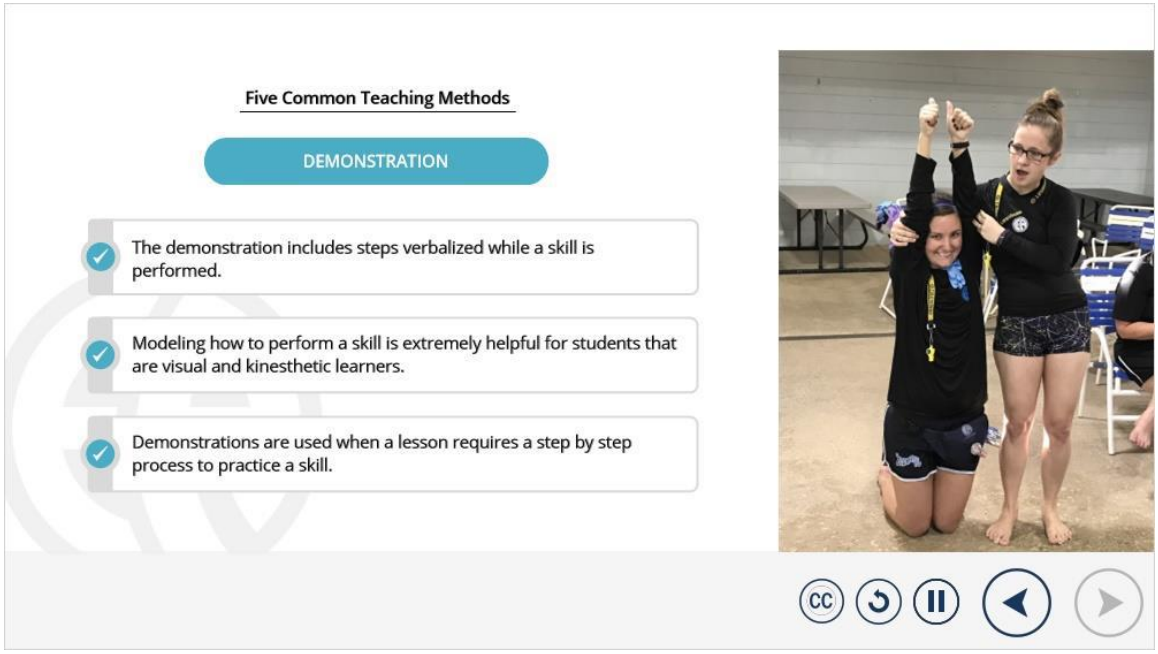


1.7 Five Common Teaching Methods - Lecture

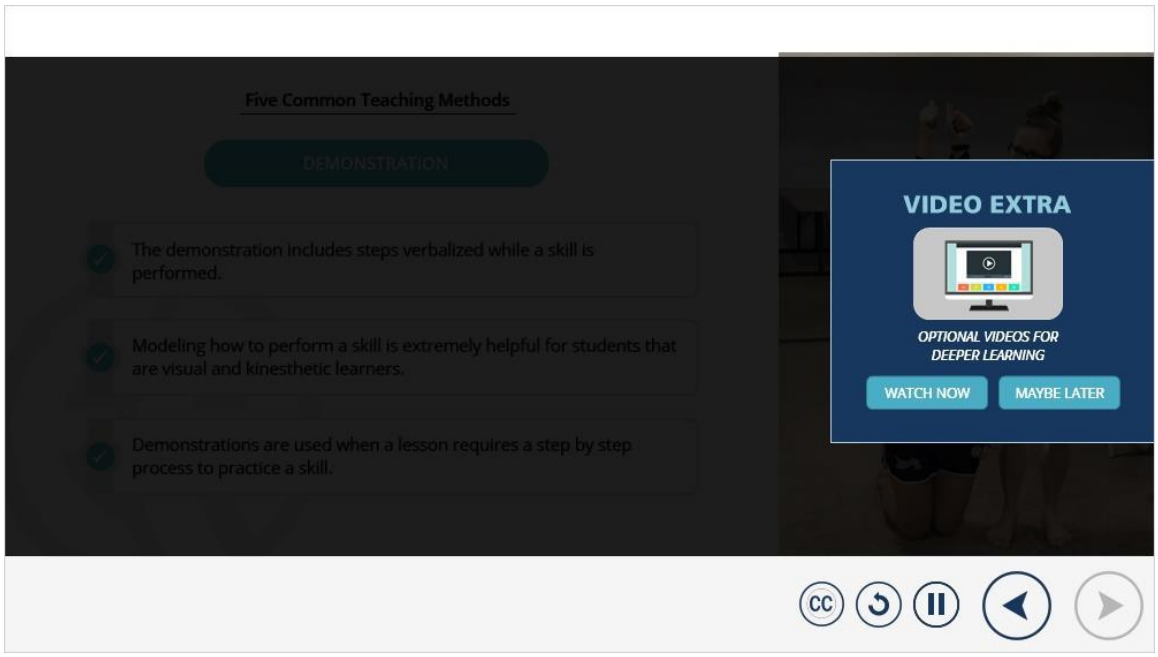


Progress (Slide Layer)

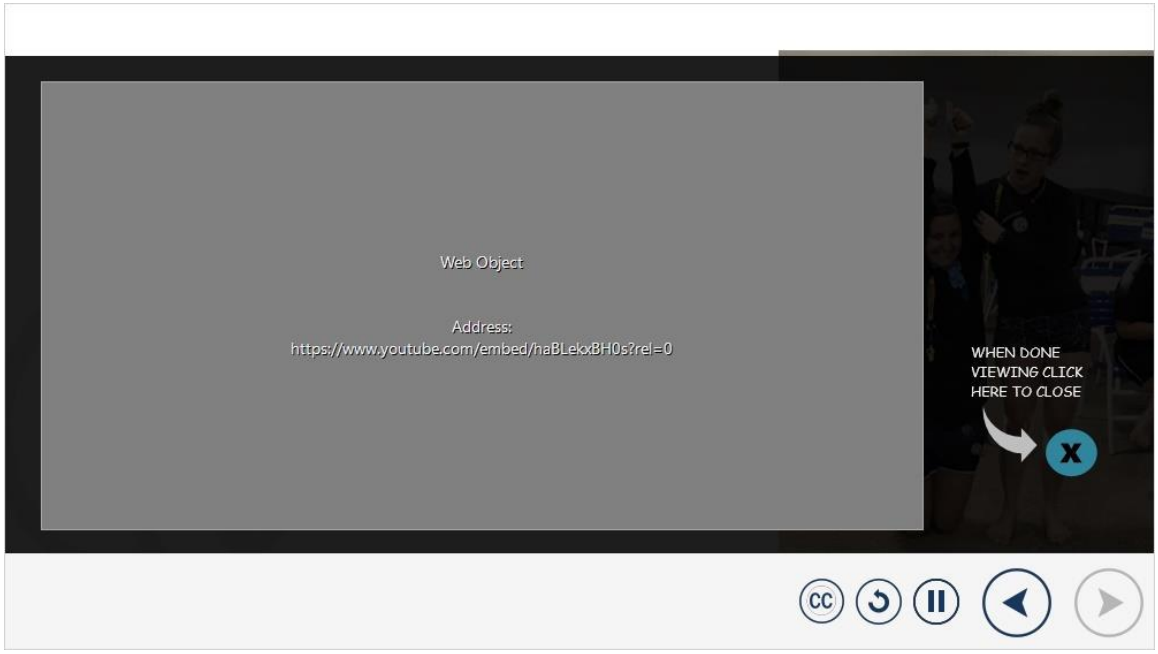
1.8 Five Common Teaching Methods - Demonstration



Video Launch (Slide Layer)



Video Play (Slide Layer)

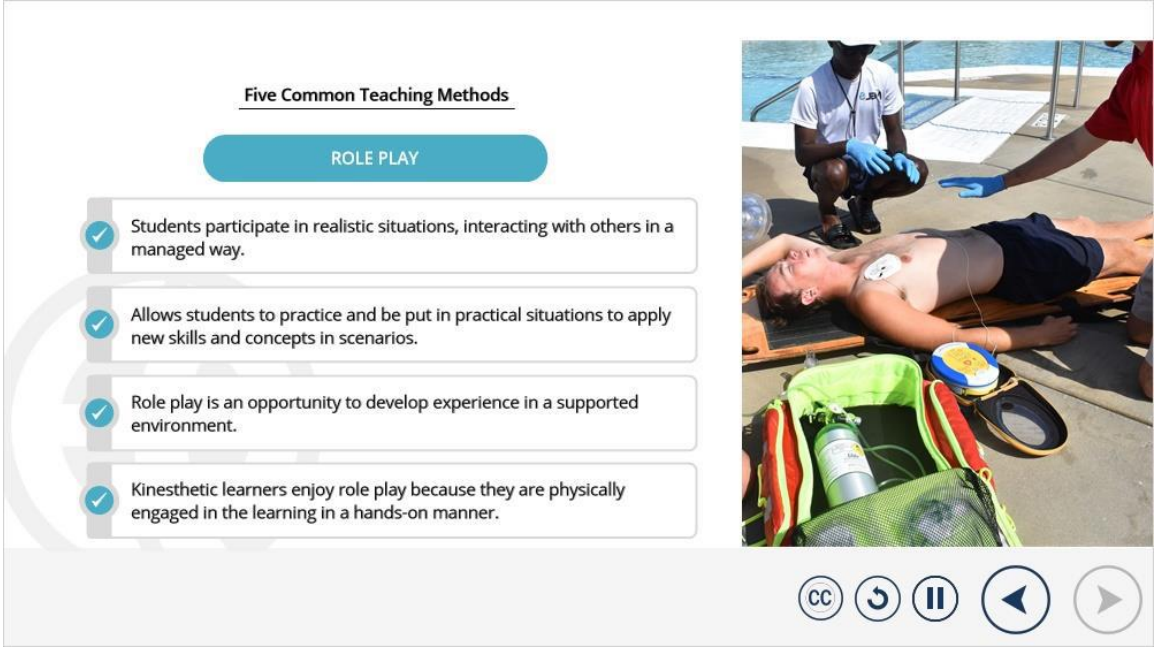


Progress (Slide Layer)

1.9 Five Common Teaching Methods - Discovery

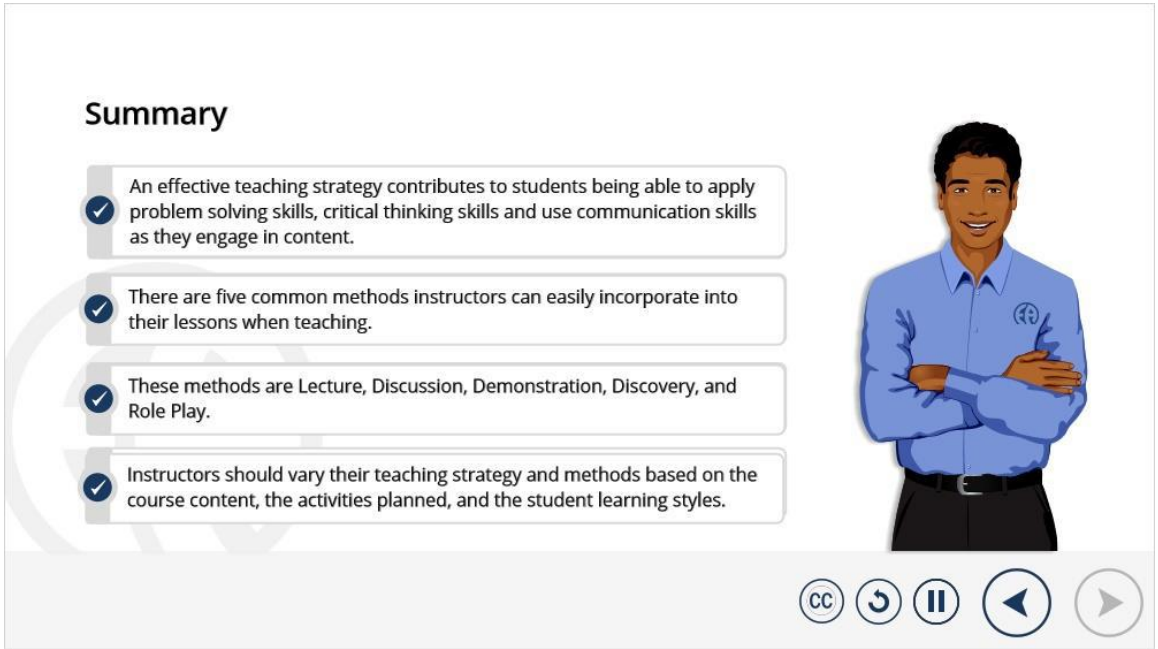
Progress (Slide Layer)

1.10 Five Common Teaching Methods - Role Play



Progress (Slide Layer)

1.11 Summary



Notes:

Progress (Slide Layer)

2. Knowledge Check

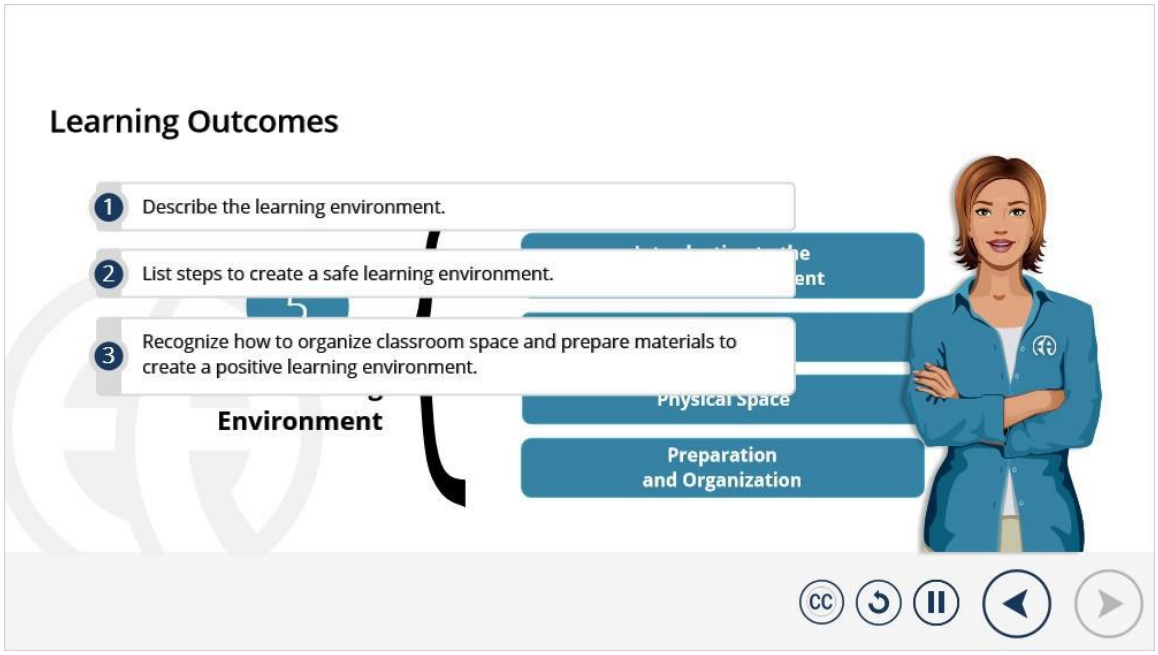
Lesson 5 - The Learning Environment - FINAL

1. Content

1.1 Welcome

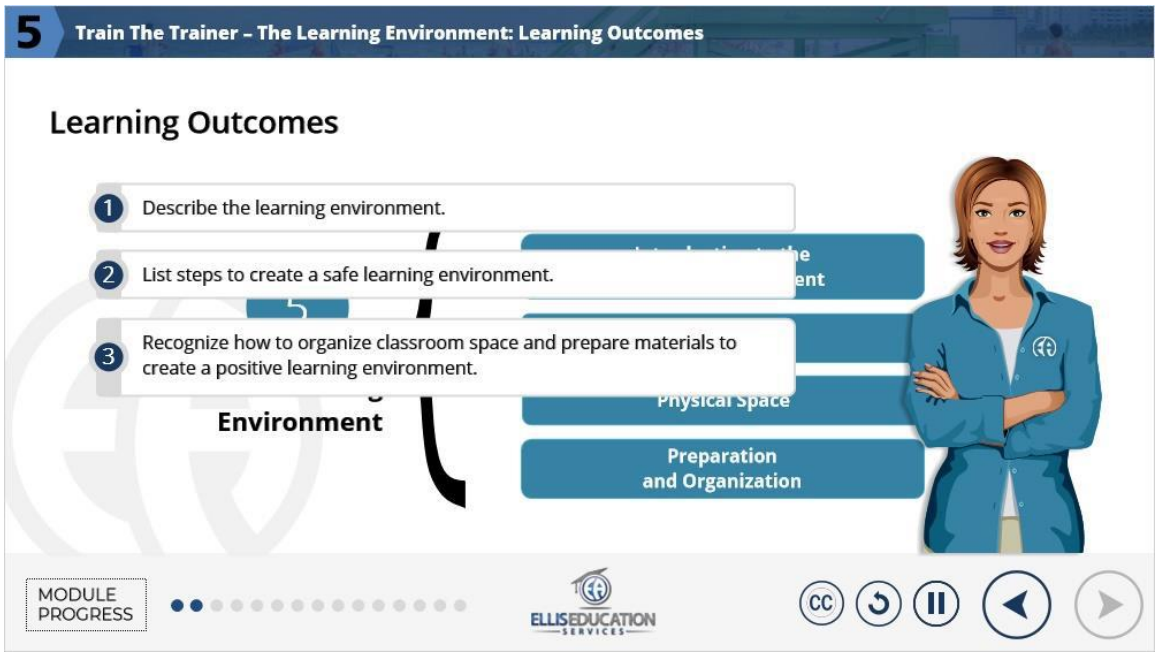
Notes:

1.2 Learning Outcome

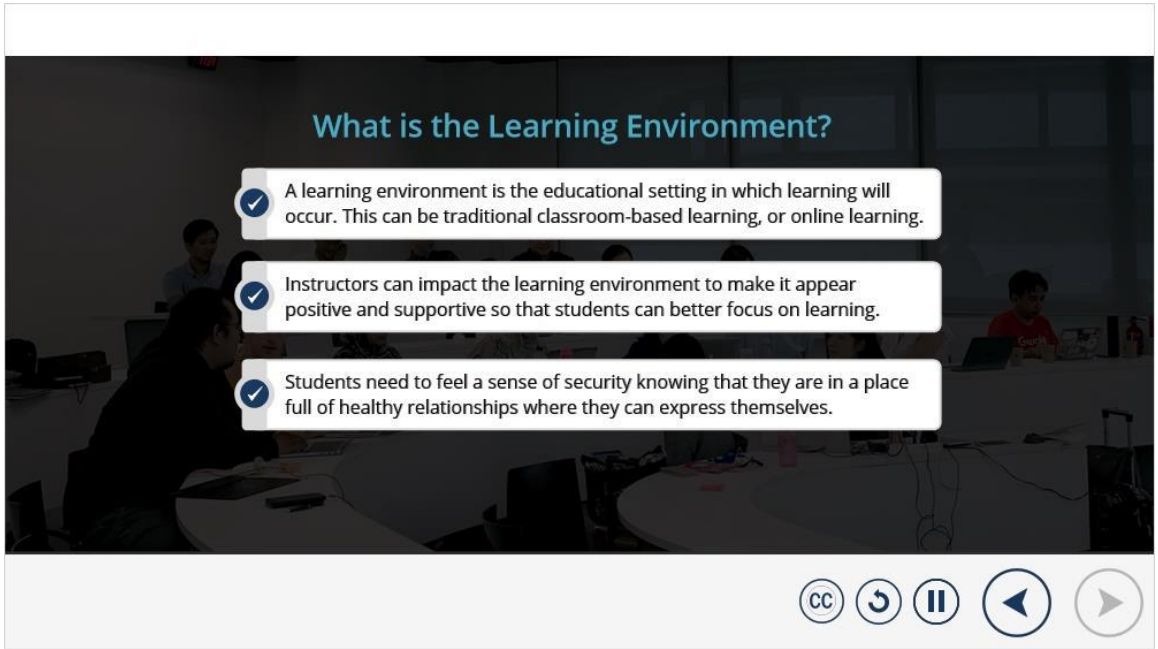


Notes:

Progress (Slide Layer)



1.3 What is the Learning Environment?



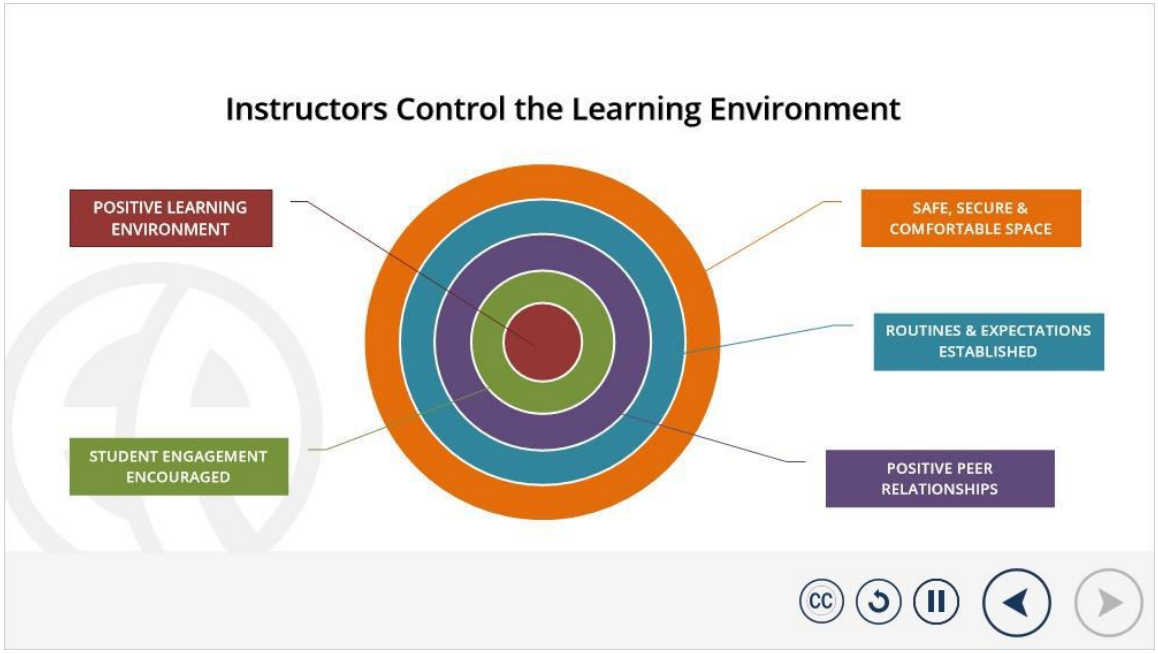
Notes:

5
Train The Trainer – The Learning Environment: What is the Learning Environment?
What is the Learning Environment?
A learning environment is the educational setting in which learning will occur. This can be traditional classroom-based learning, or online learning.
Instructors can impact the learning environment to make it appear positive and supportive so that students can better focus on learning.
Students need to feel a sense of security knowing that they are in a place full of healthy relationships where they can express themselves.
MODULE PROGRESS
ELLIS EDUCATION SERVICES
CC

1.4 Benefits of a Positive Learning Environment?

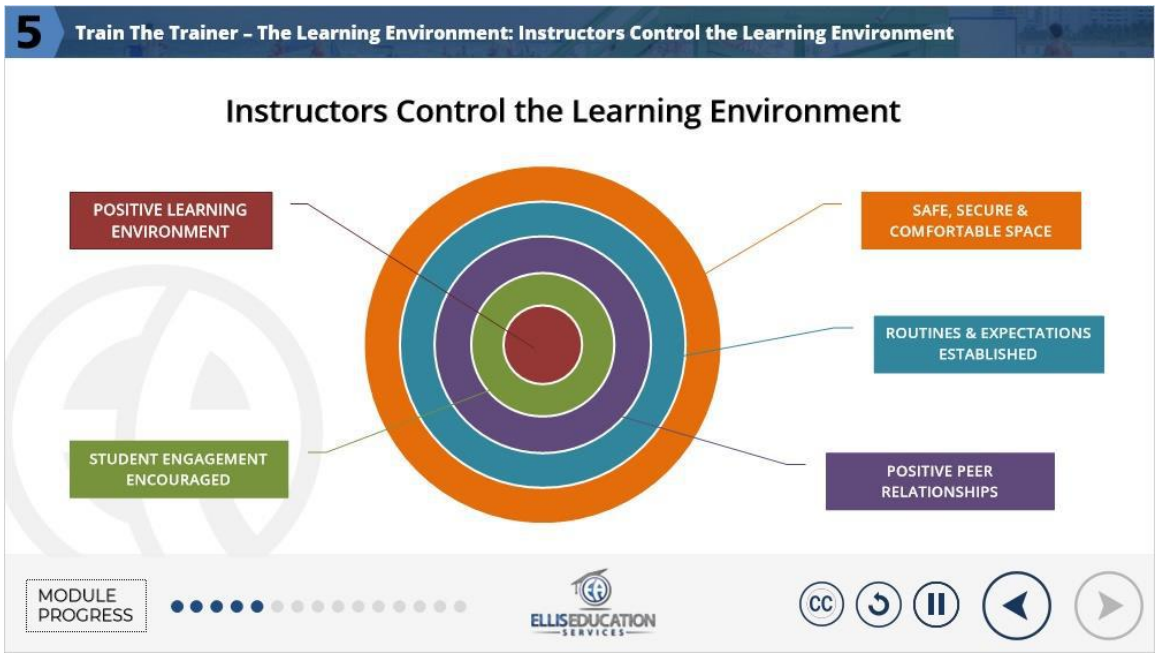
Progress (Slide Layer)

1.5 Instructors Control the Learning Environment

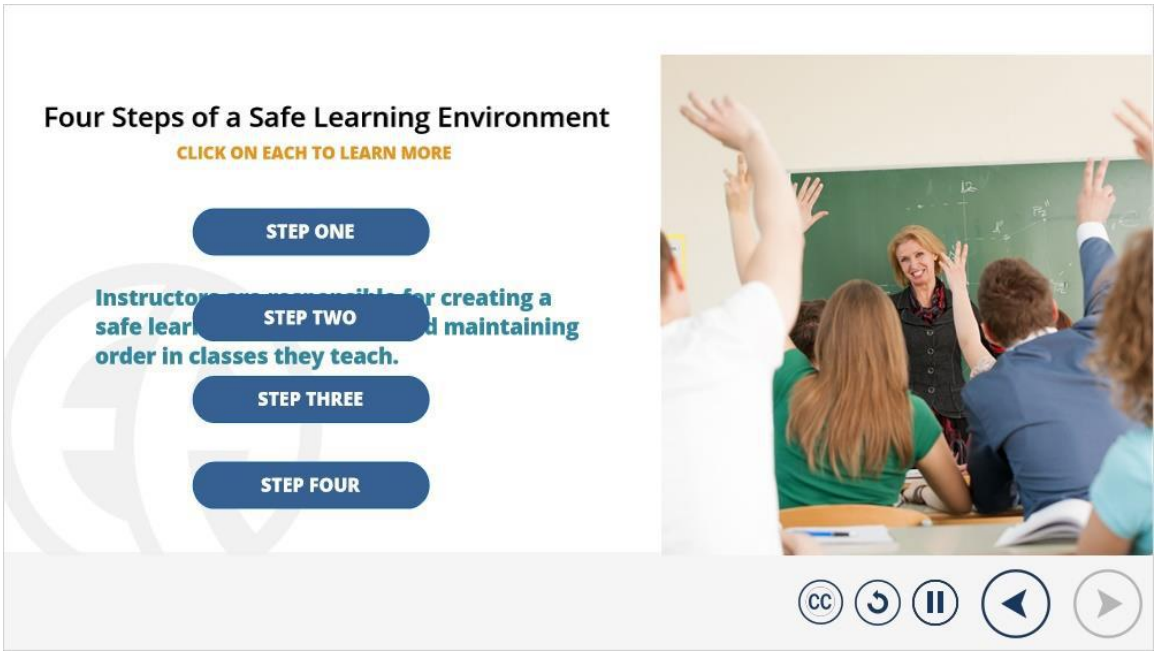


Notes:

Progress (Slide Layer)

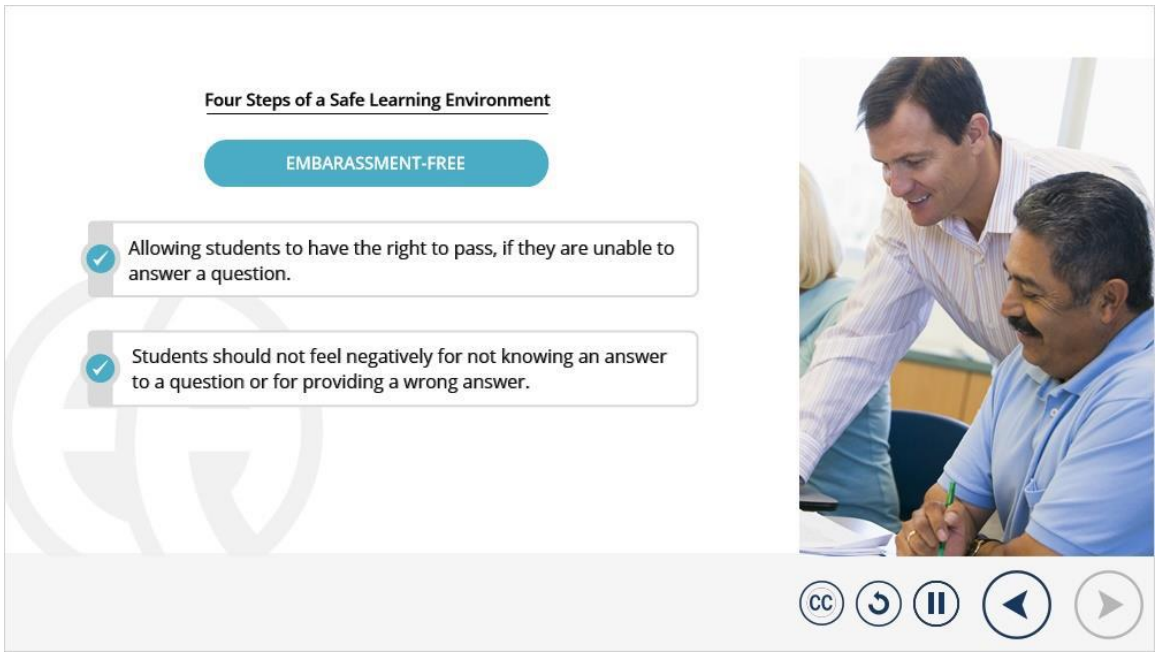


1.6 Four Steps of a Safe Learning Environment



Progress (Slide Layer)

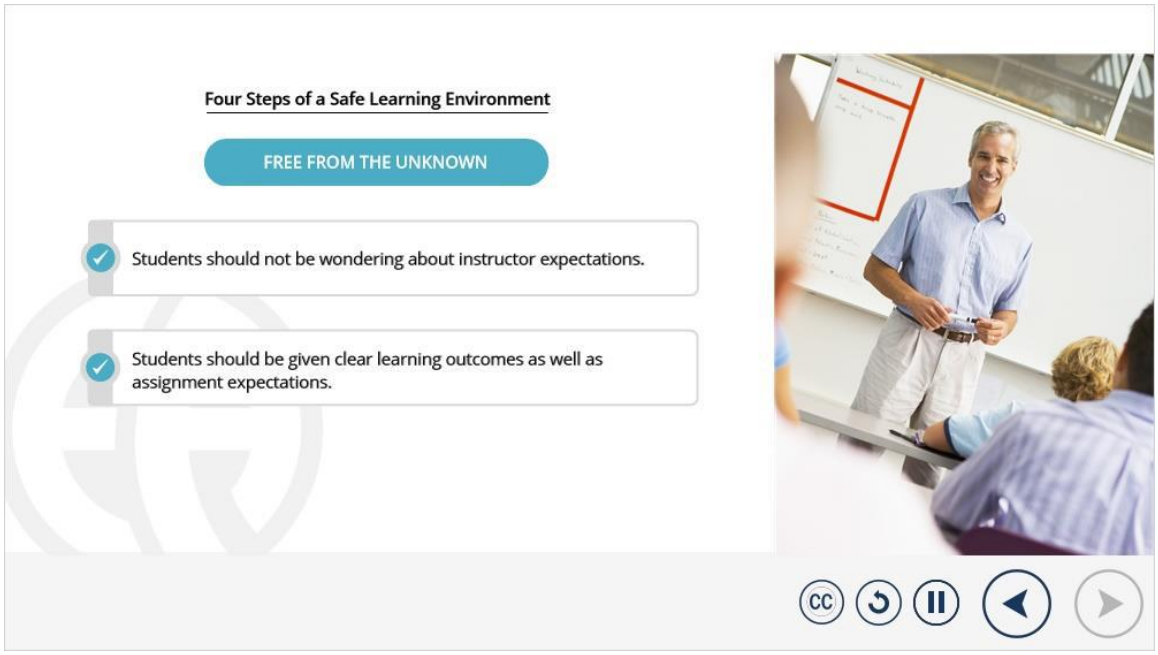
1.7 Step 1



Notes:

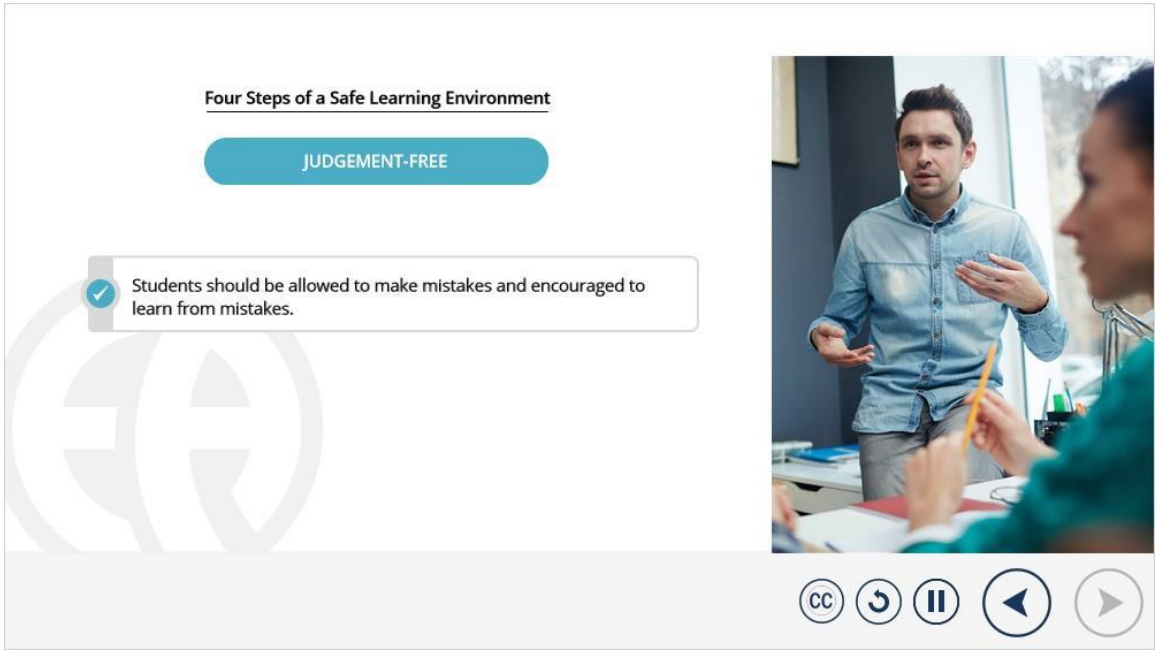
Progress (Slide Layer)

1.8 Step 3


Four Steps of a Safe Learning Environment
FREE FROM THE UNKNOWN
Students should not be wondering about instructor expectations.
Students should be given clear learning outcomes as well as assignment expectations.
CC

Progress (Slide Layer)

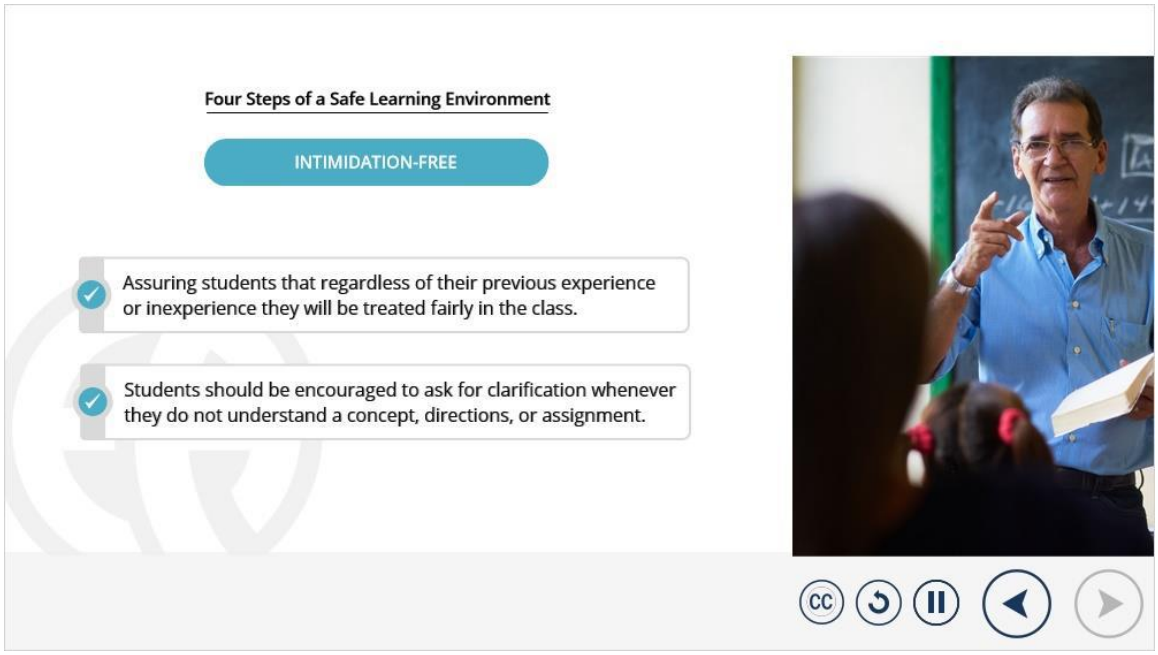
1.9 Step 4



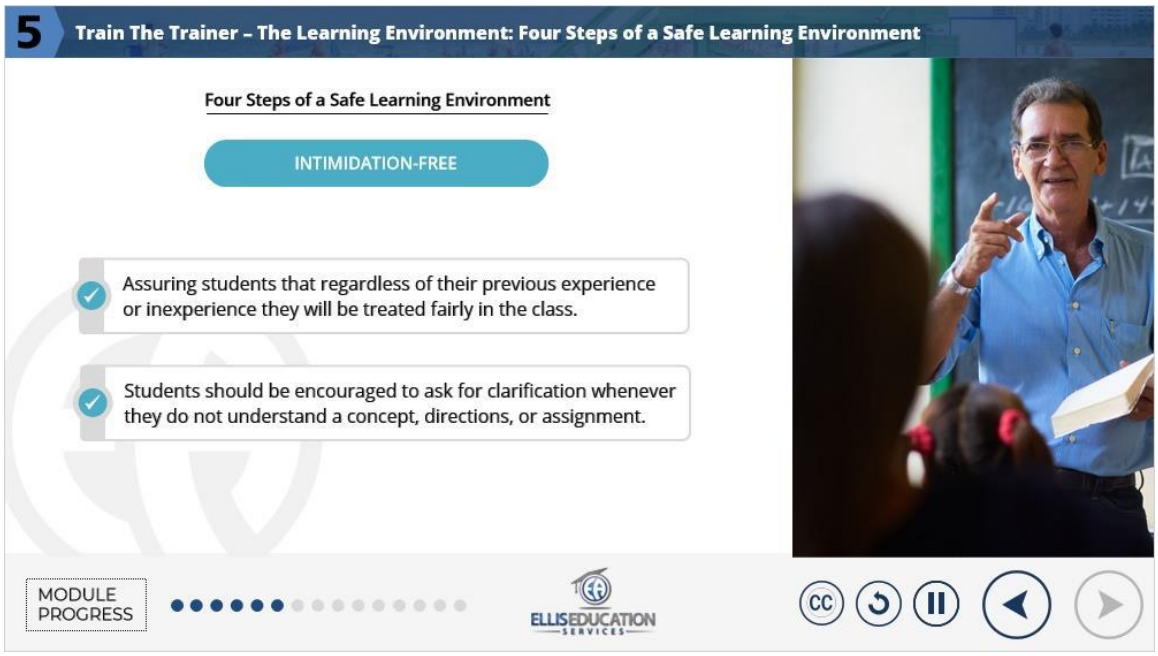
Notes:

Progress (Slide Layer)

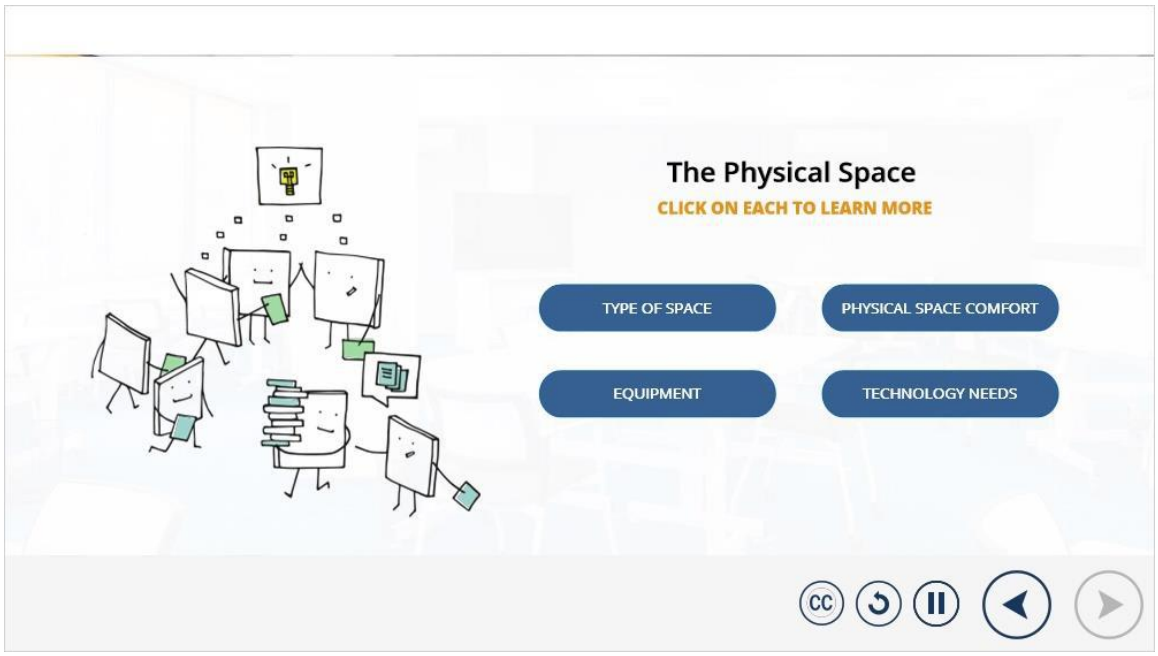
1.10 Step 2


Four Steps of a Safe Learning Environment
INTIMIDATION-FREE
Assuring students that regardless of their previous experience or inexperience they will be treated fairly in the class.
Students should be encouraged to ask for clarification whenever they do not understand a concept, directions, or assignment.
CC

Progress (Slide Layer)

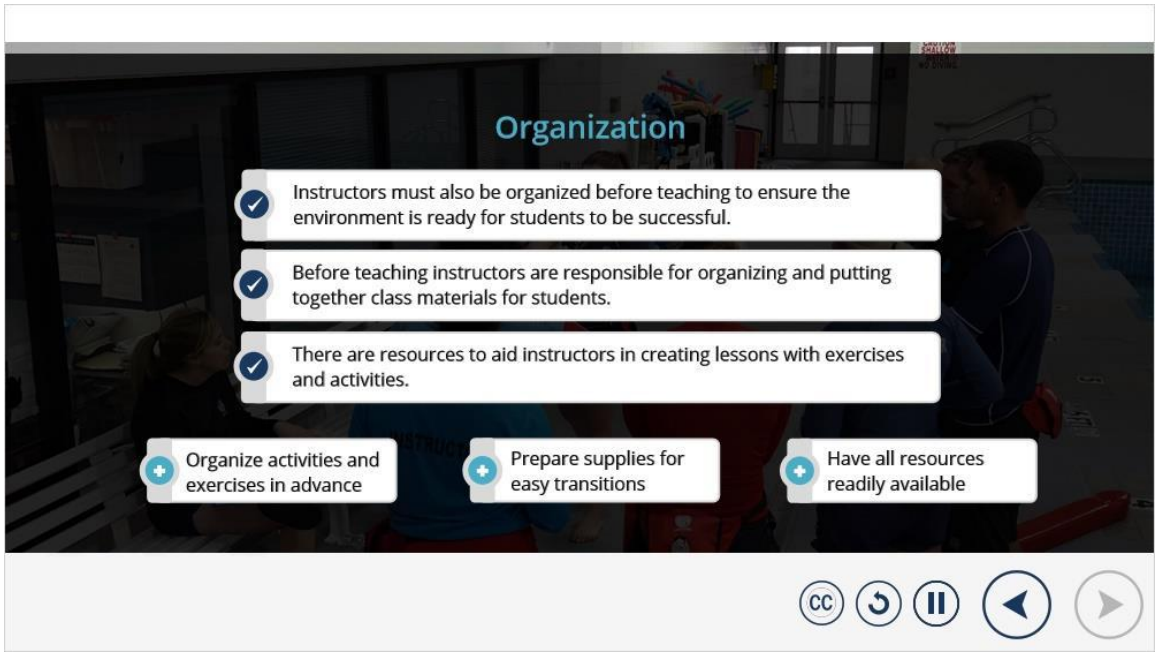


1.11 The Physical Space



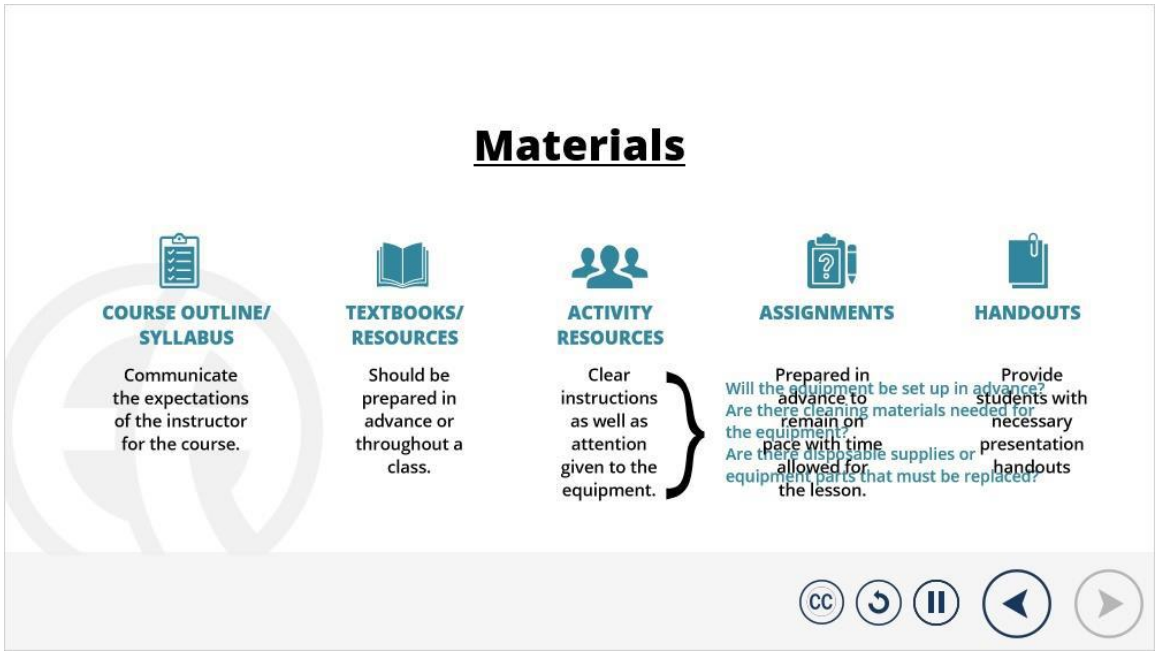
Progress (Slide Layer)

1.12 Organization



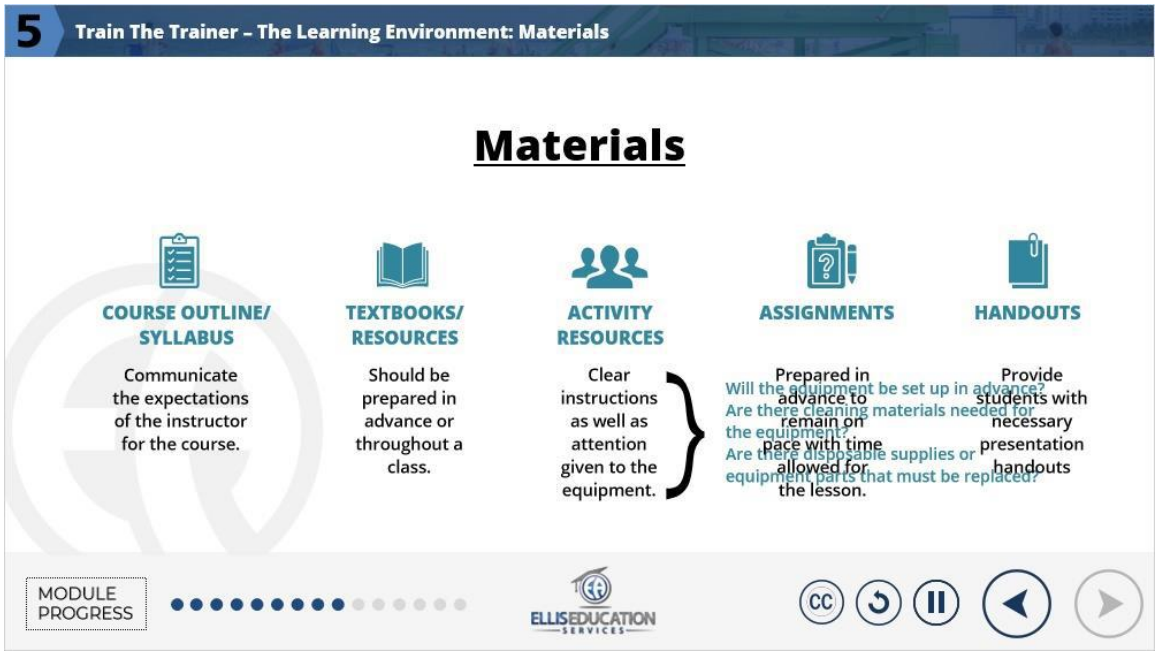
5
Train The Trainer – The Learning Environment: Organization
Organization
Instructors must also be organized before teaching to ensure the environment is ready for students to be successful.
Before teaching instructors are responsible for organizing and putting together class materials for students.
There are resources to aid instructors in creating lessons with exercises and activities.
Organize activities and exercises in advance
Prepare supplies for easy transitions
Have all resources readily available
MODULE PROGRESS
ELLISEDUCATION SERVICES
CC

1.13 Materials

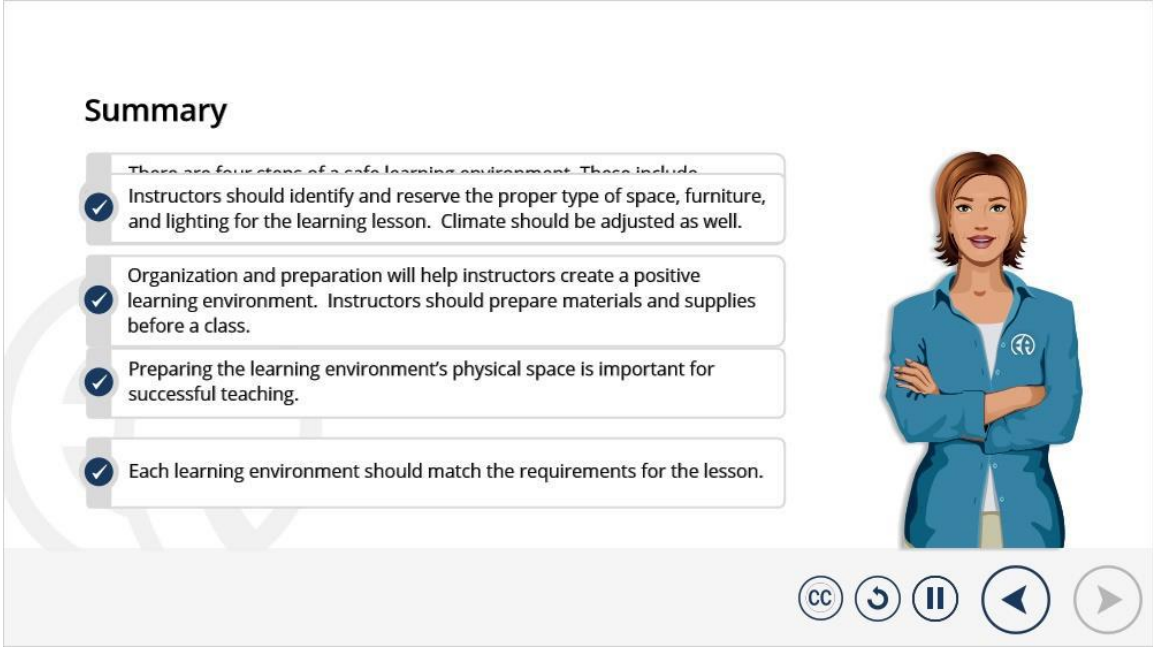


Notes:

Progress (Slide Layer)

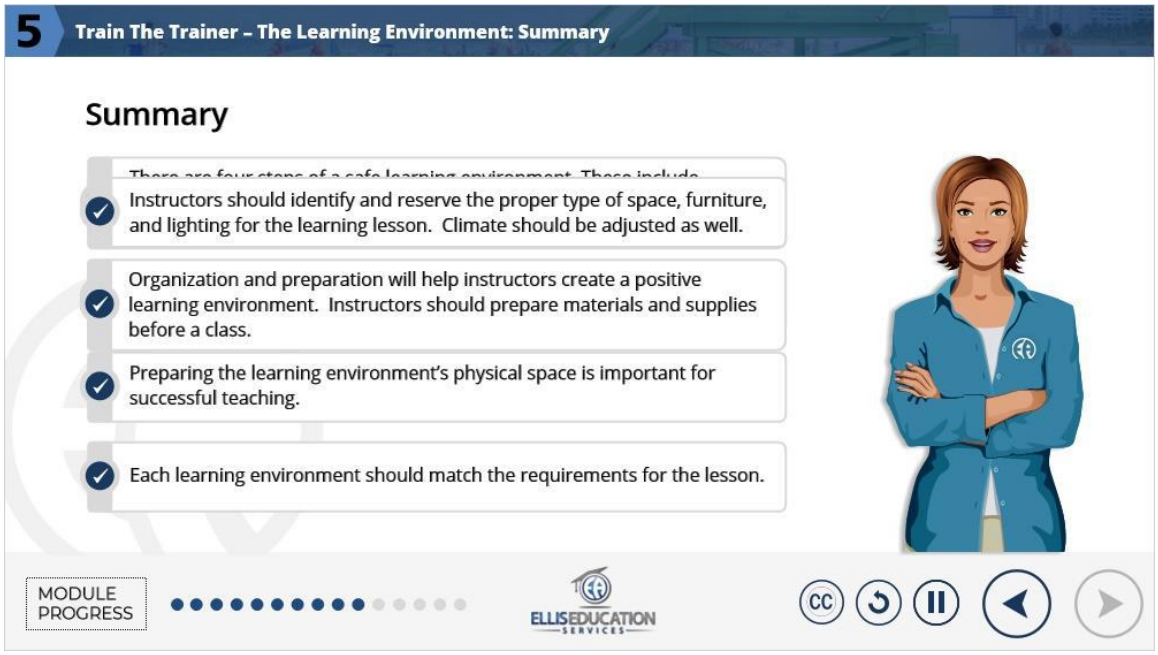


1.14 Summary

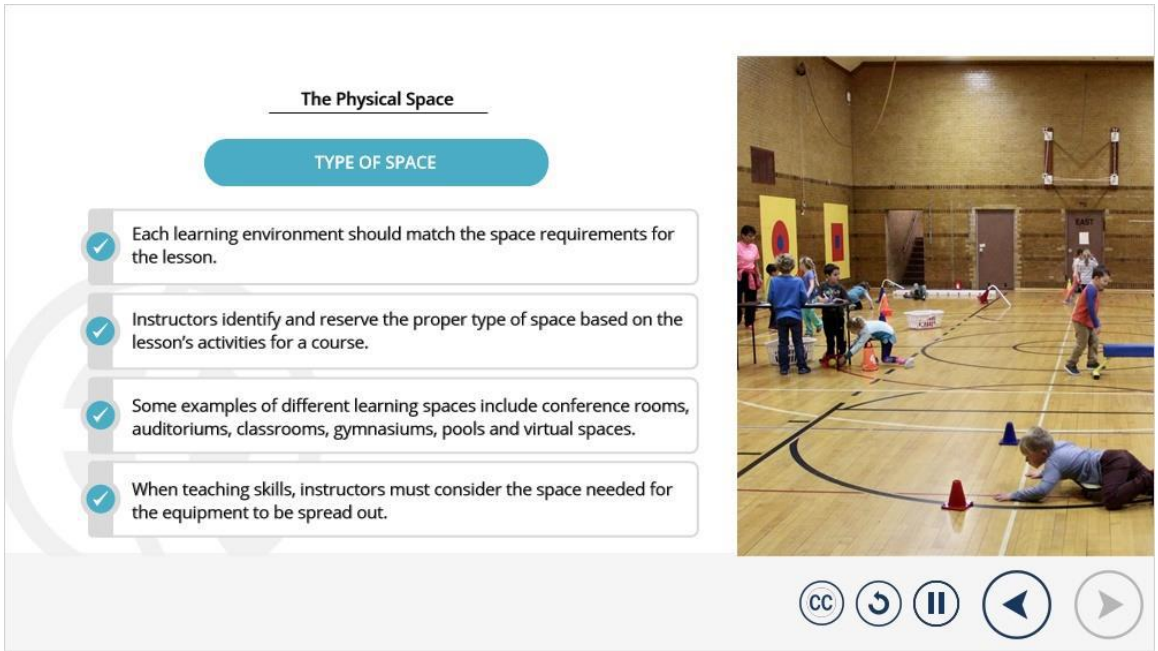


Notes:

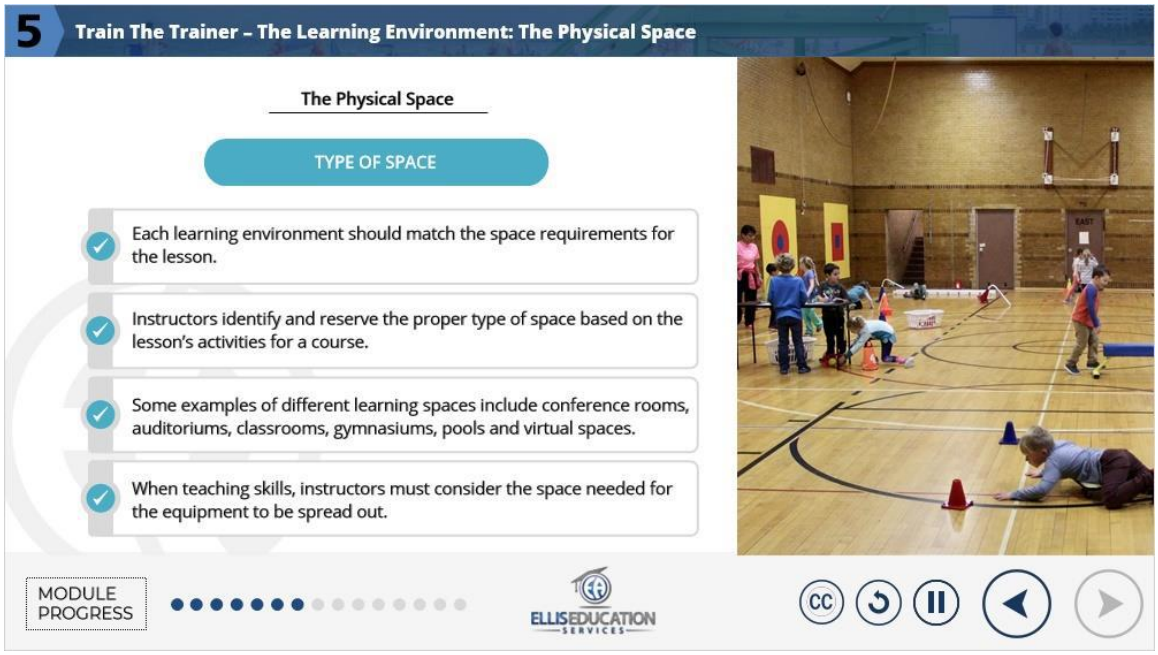
Progress (Slide Layer)



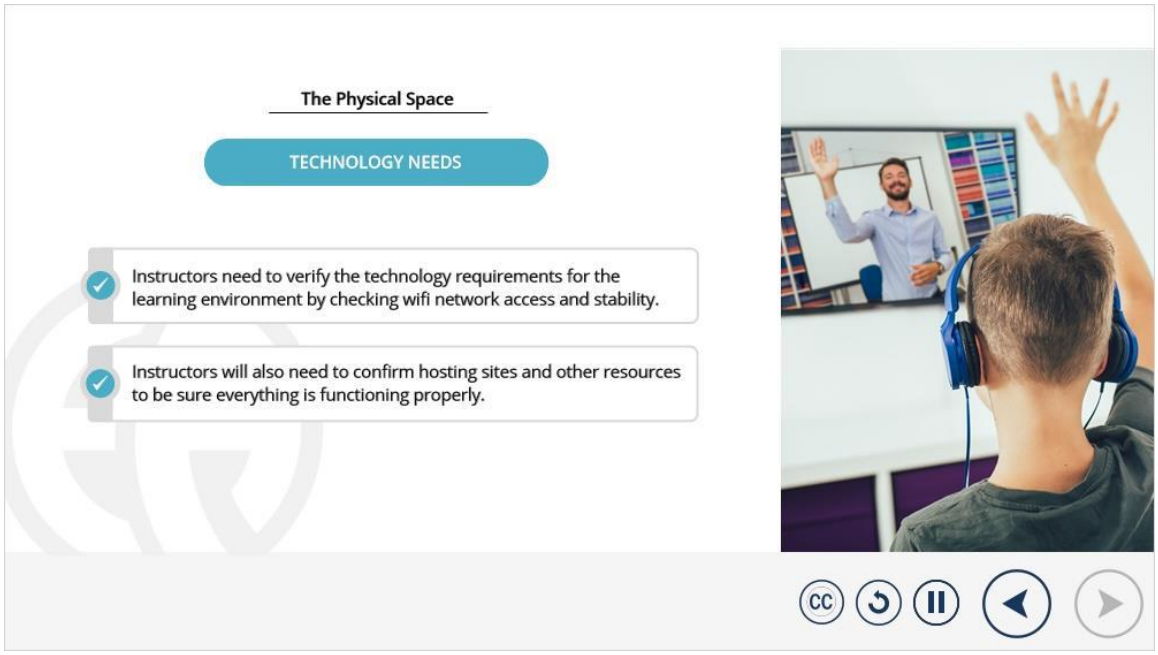
1.15 Type of space



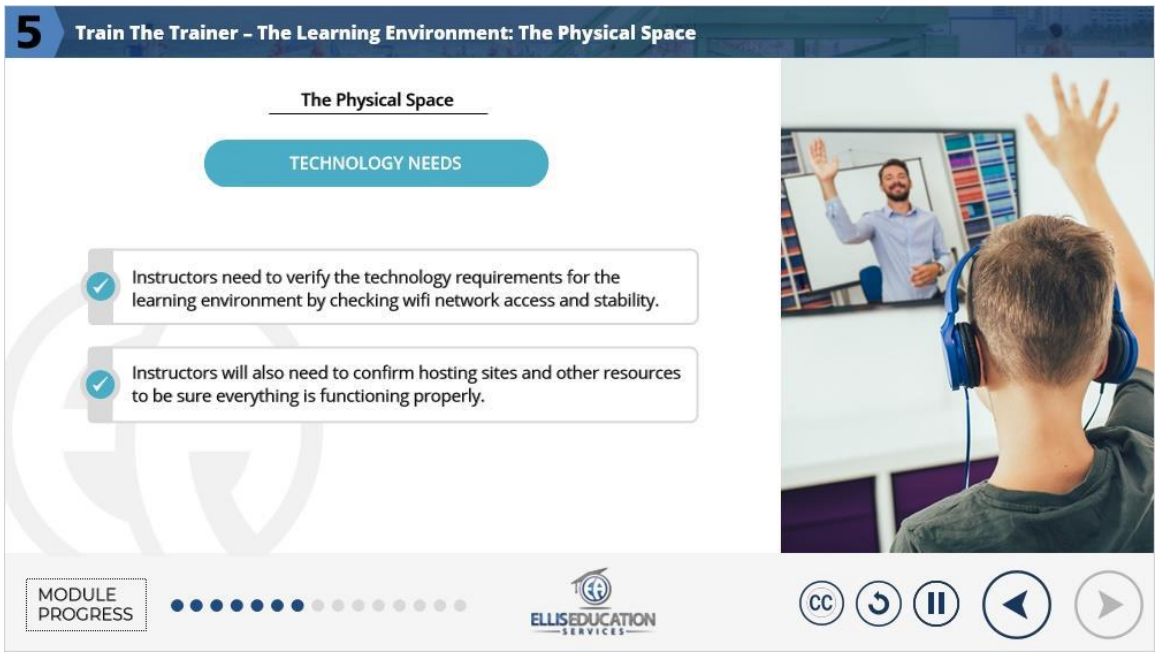
Progress (Slide Layer)



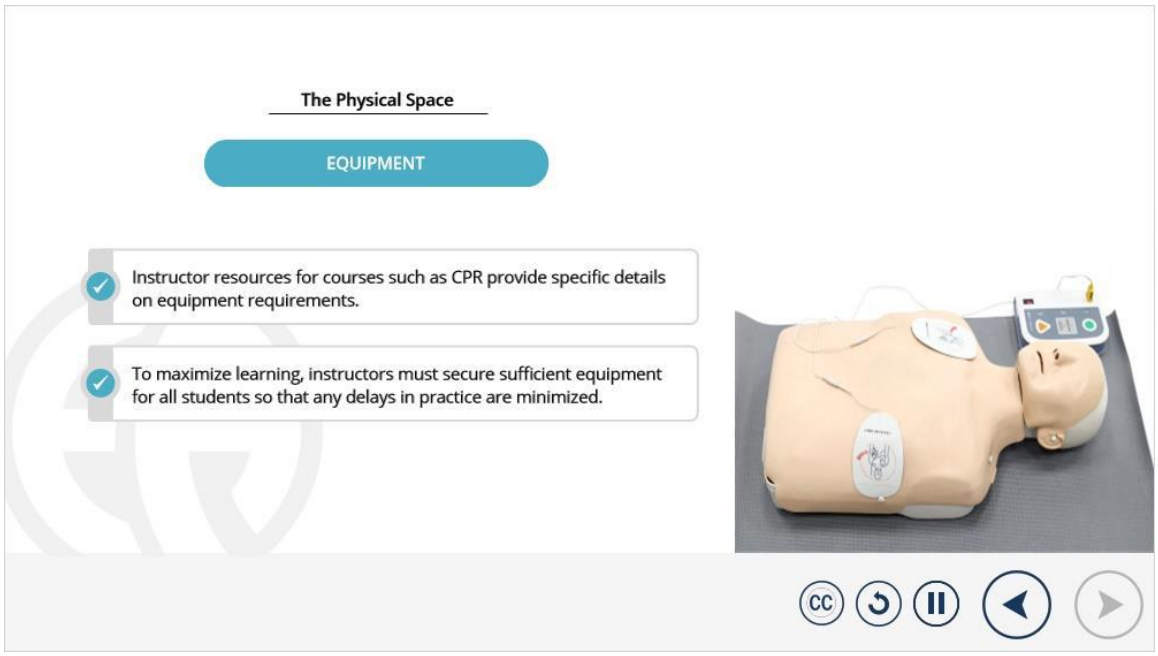
1.16 Technology Needs



Progress (Slide Layer)

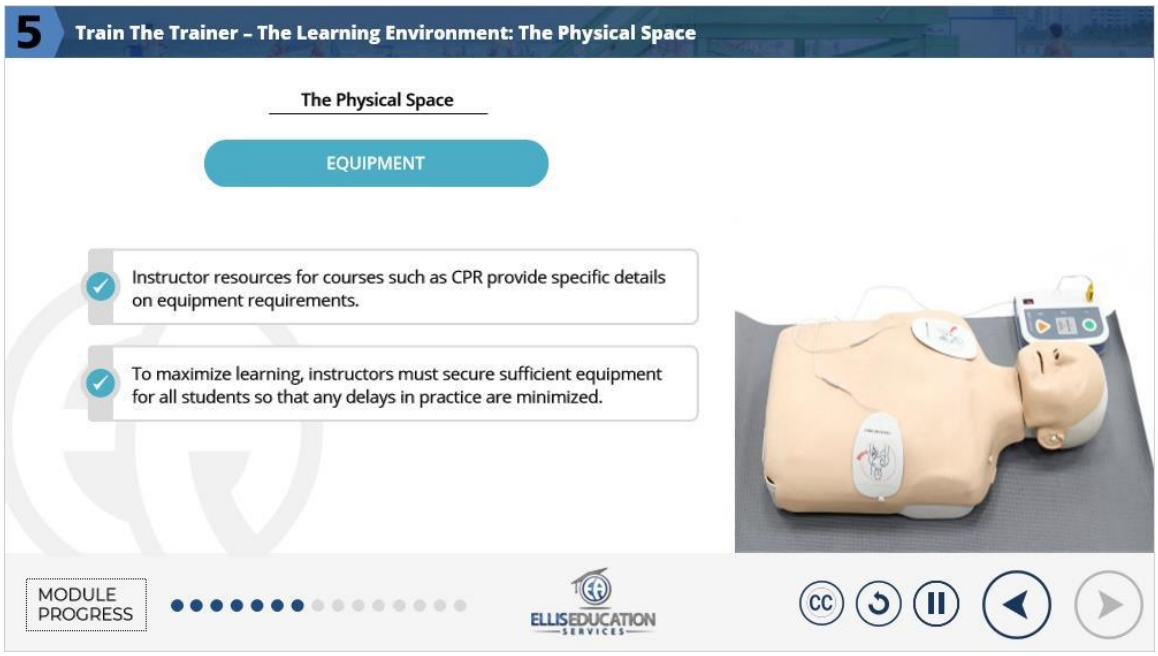


1.17 Equipment

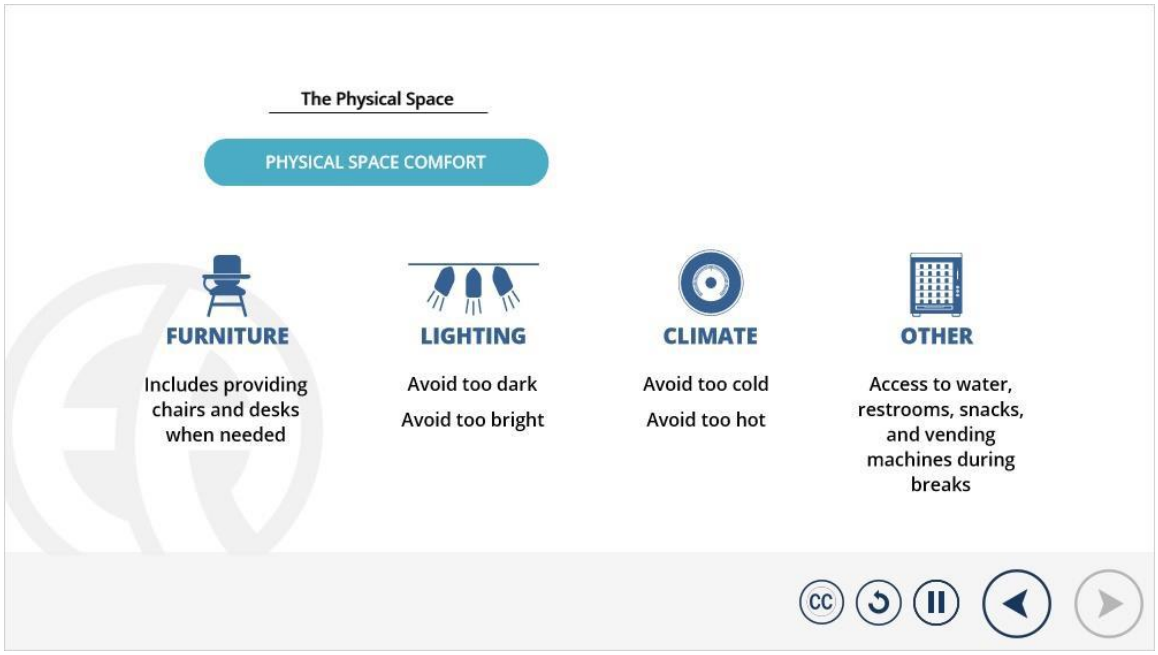


Notes:

Progress (Slide Layer)



1.18 Physical Space Comfort



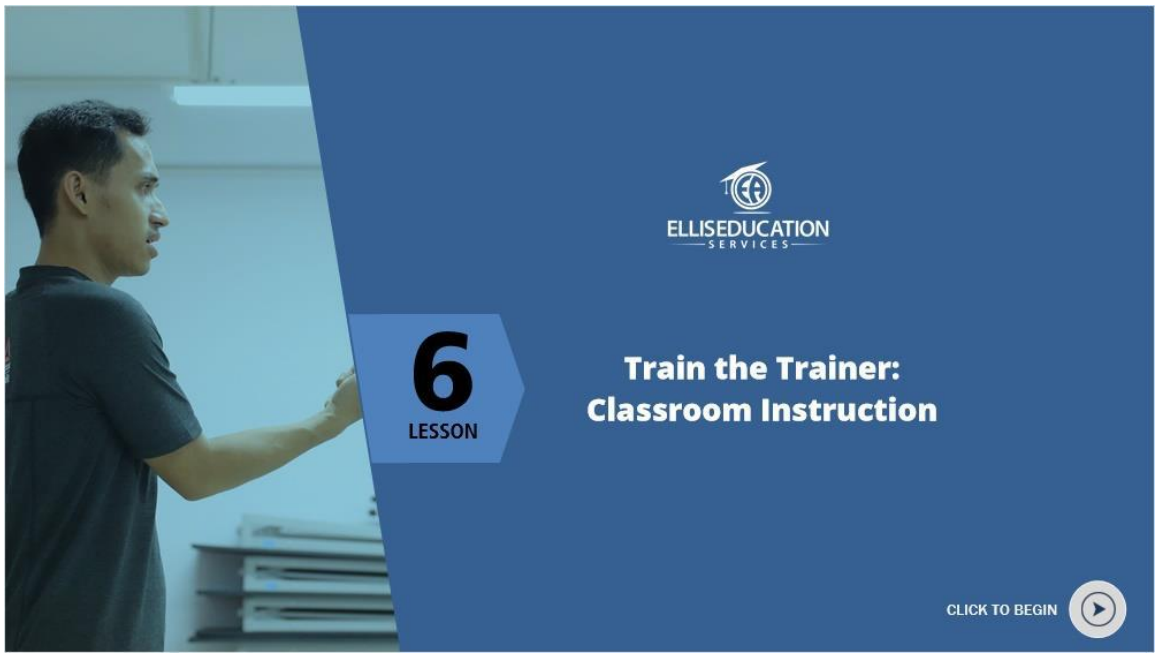
Progress (Slide Layer)

2. Knowledge Check

TTT Lesson 6 - Classroom Instruction - FINAL

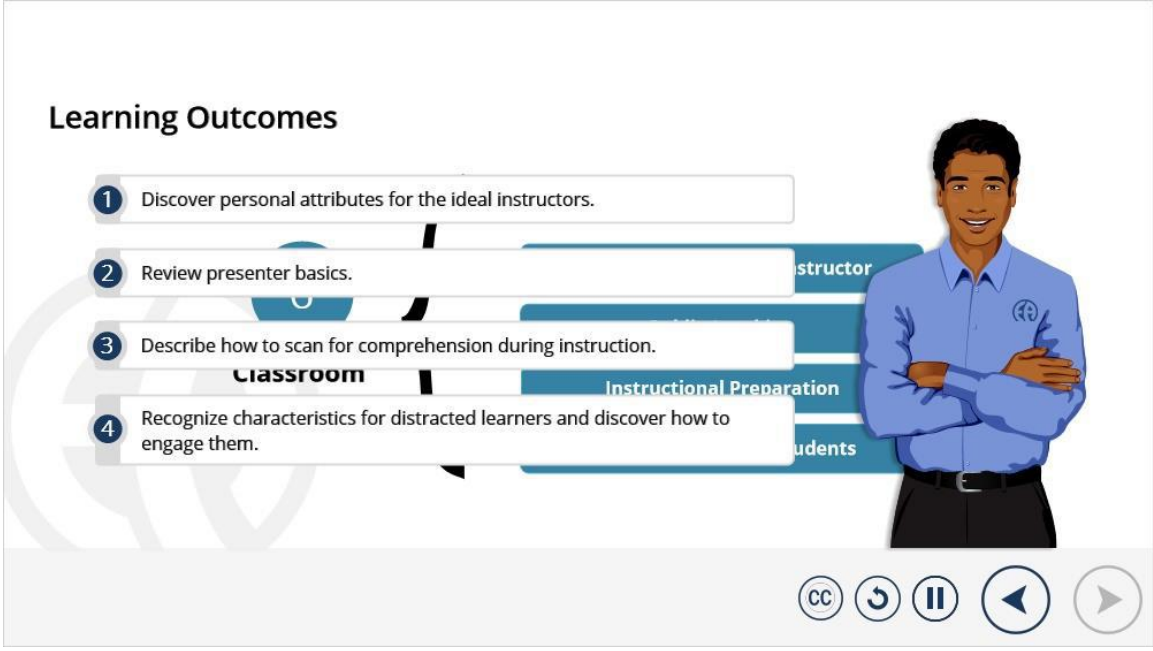
1. Content

1.1 Welcome

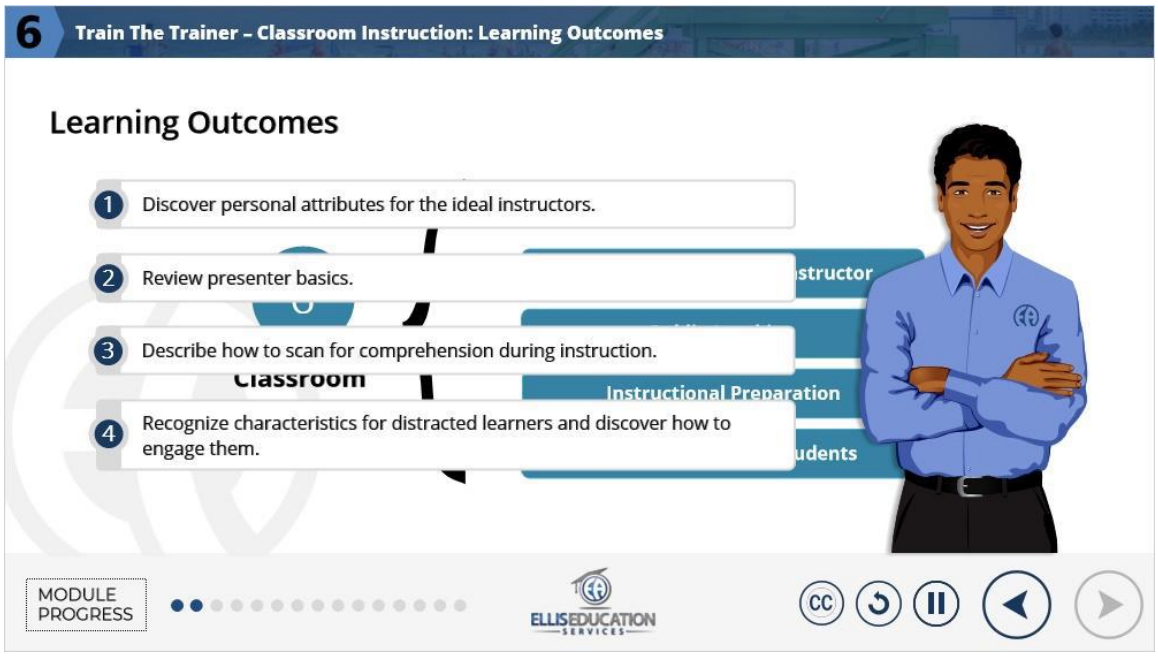


Notes:

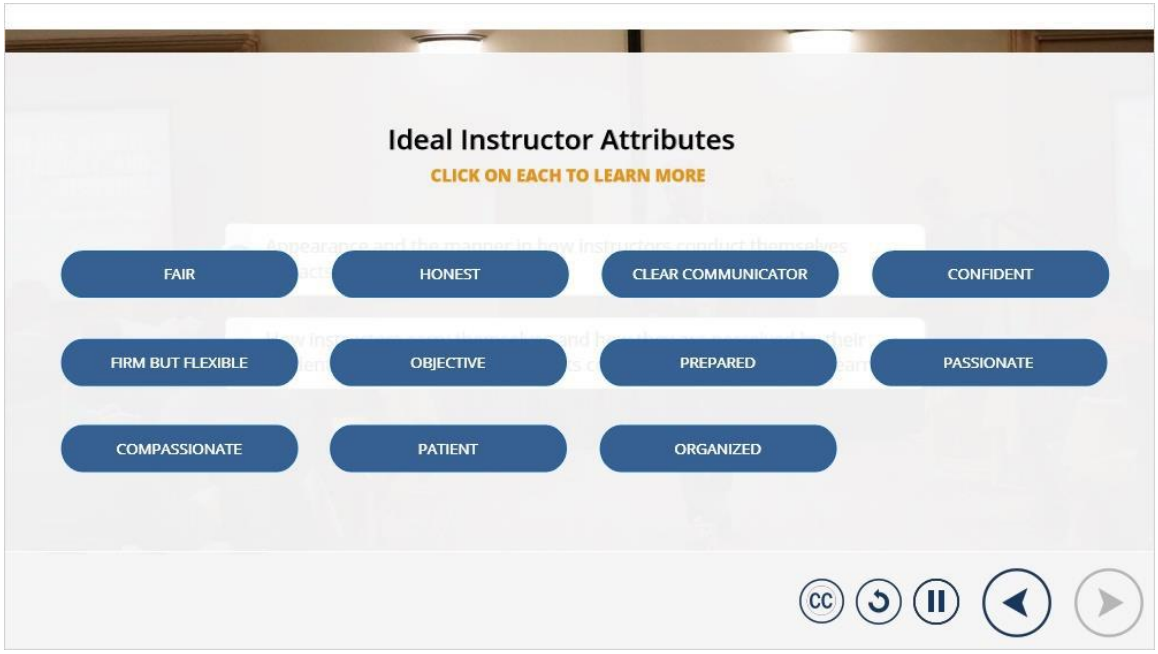
1.2 Learning Outcomes



Progress (Slide Layer)



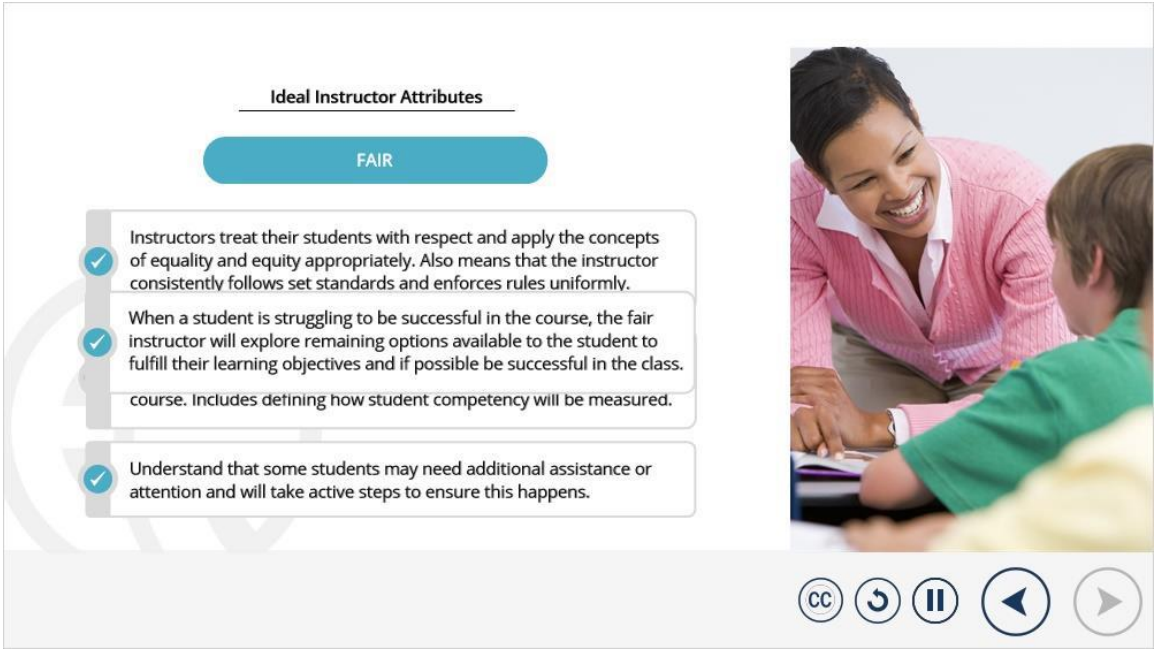
1.3 Ideal Instructors



Notes:

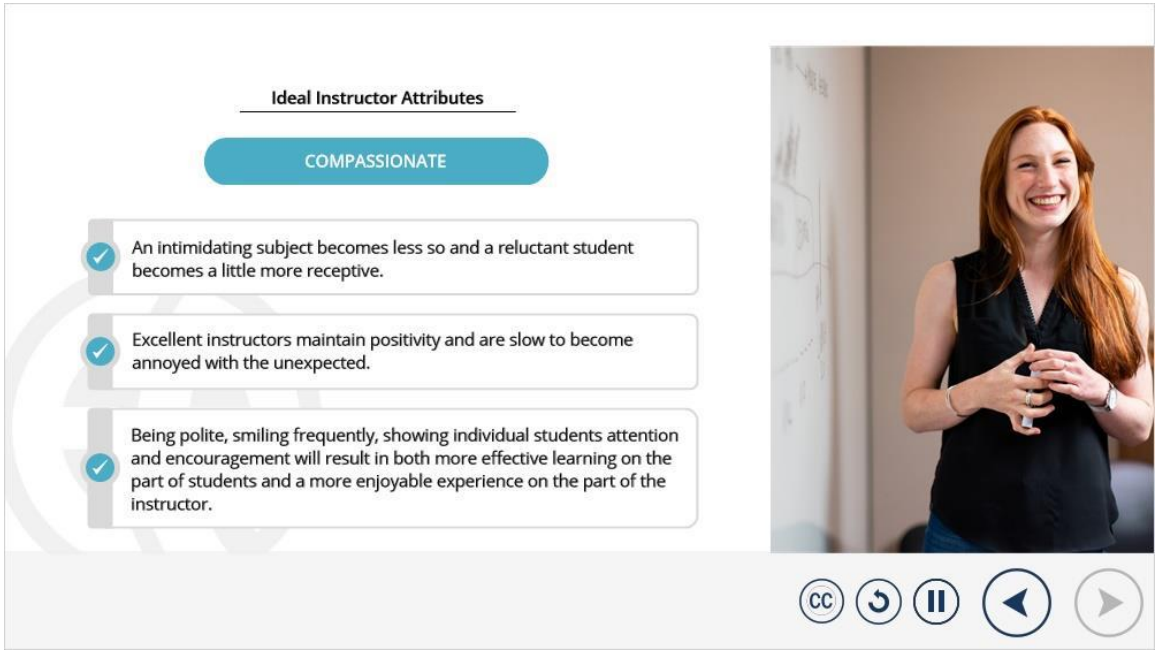
Progress (Slide Layer)

1.4 Ideal Instructor Attributes - Fair



Progress (Slide Layer)

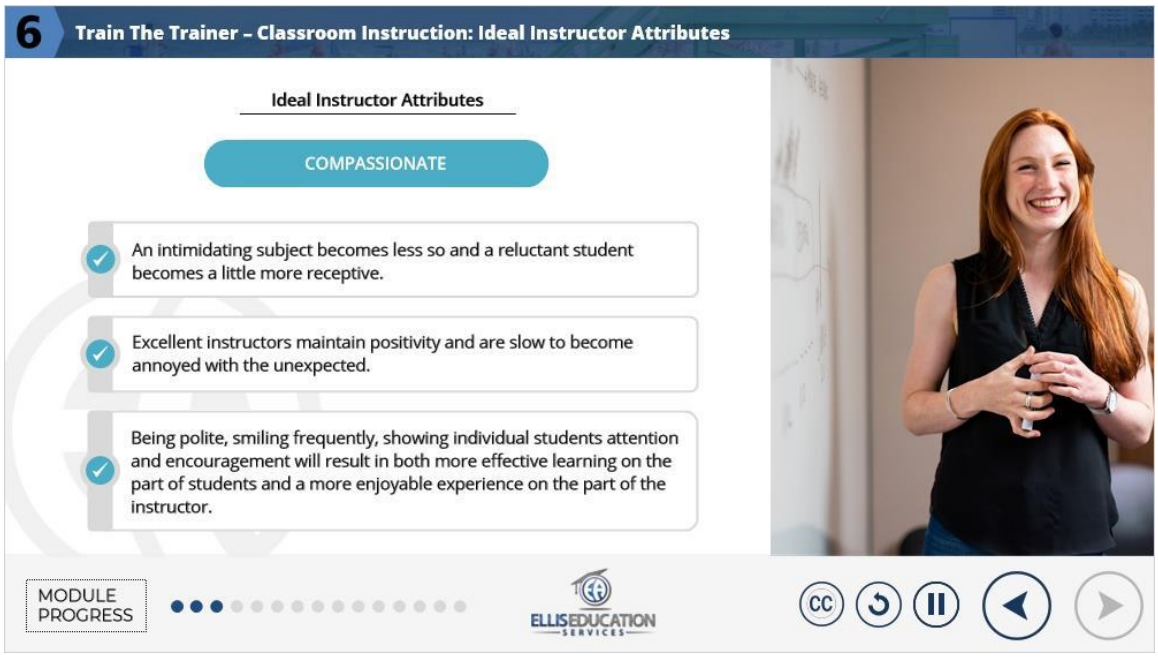
1.5 Ideal Instructor Attributes - Compassionate



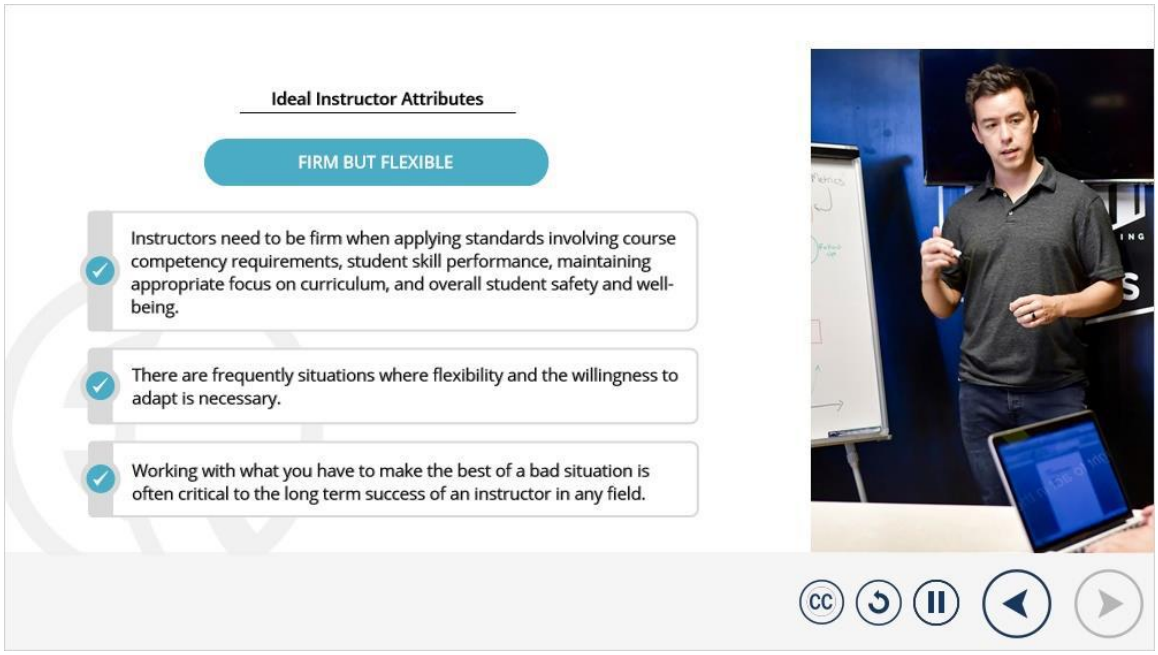
Notes:

When an instructor is compassionate and kind, it sets a tone that puts everyone at ease.

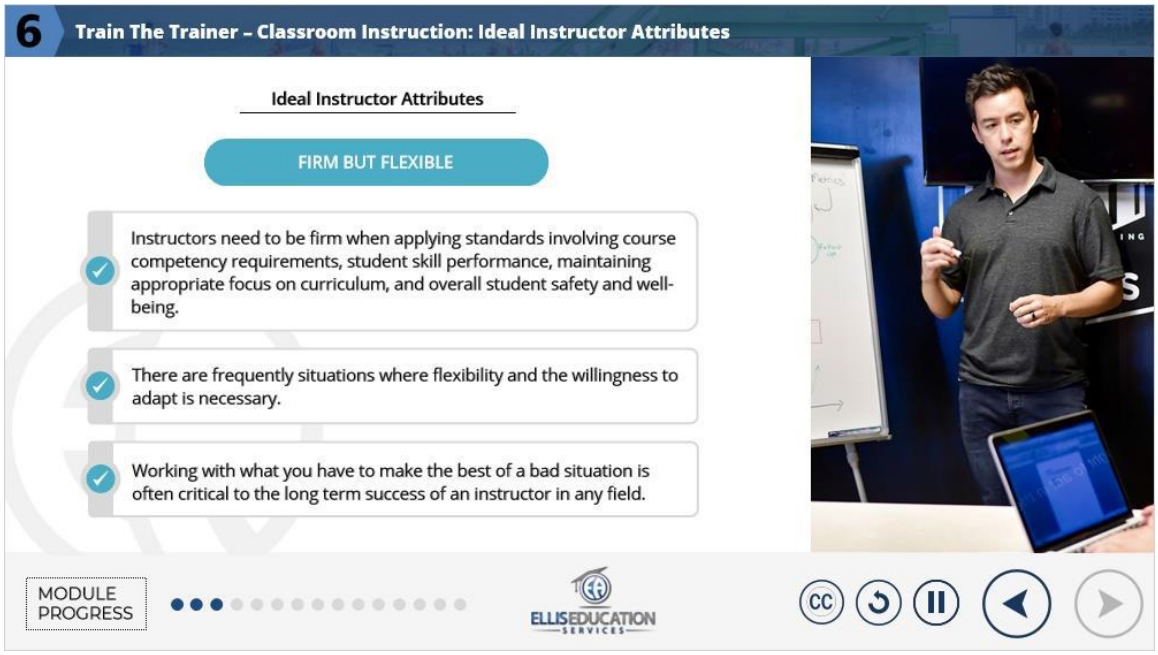
Progress (Slide Layer)



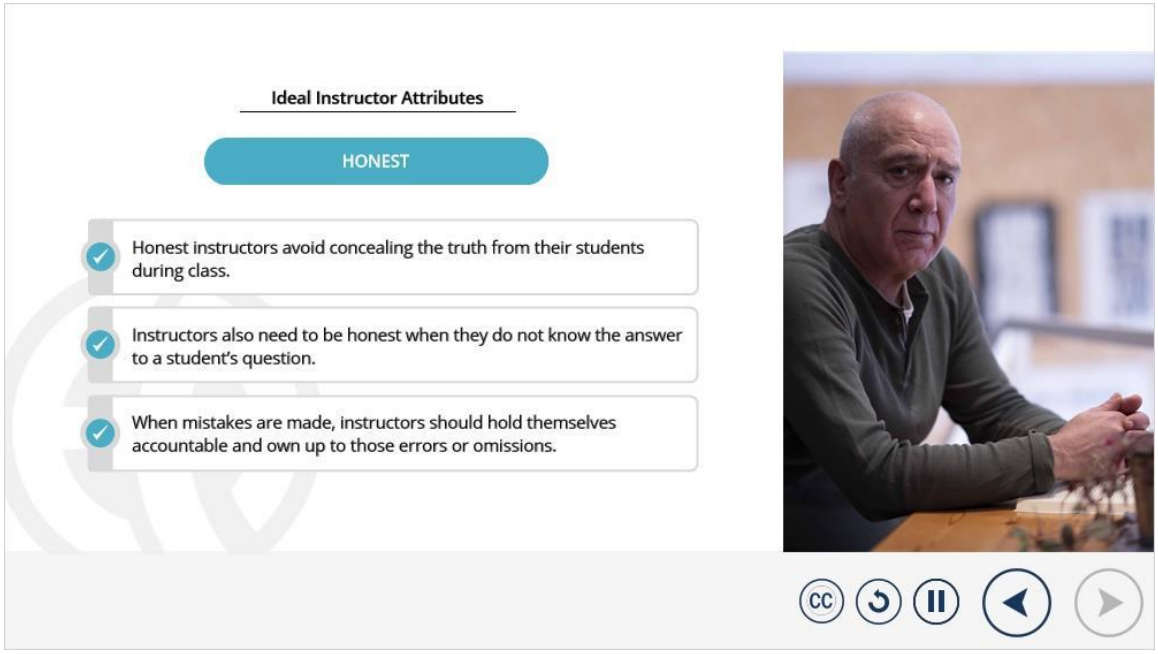
1.6 Ideal Instructor Attributes - Firm & Flexible

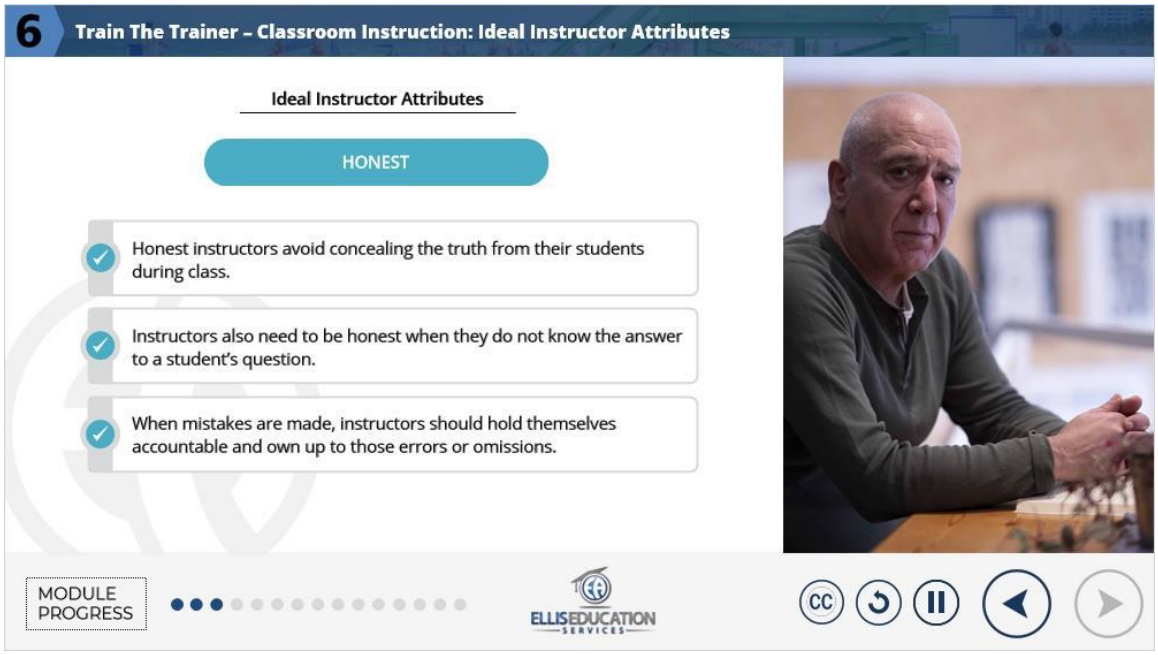


Progress (Slide Layer)

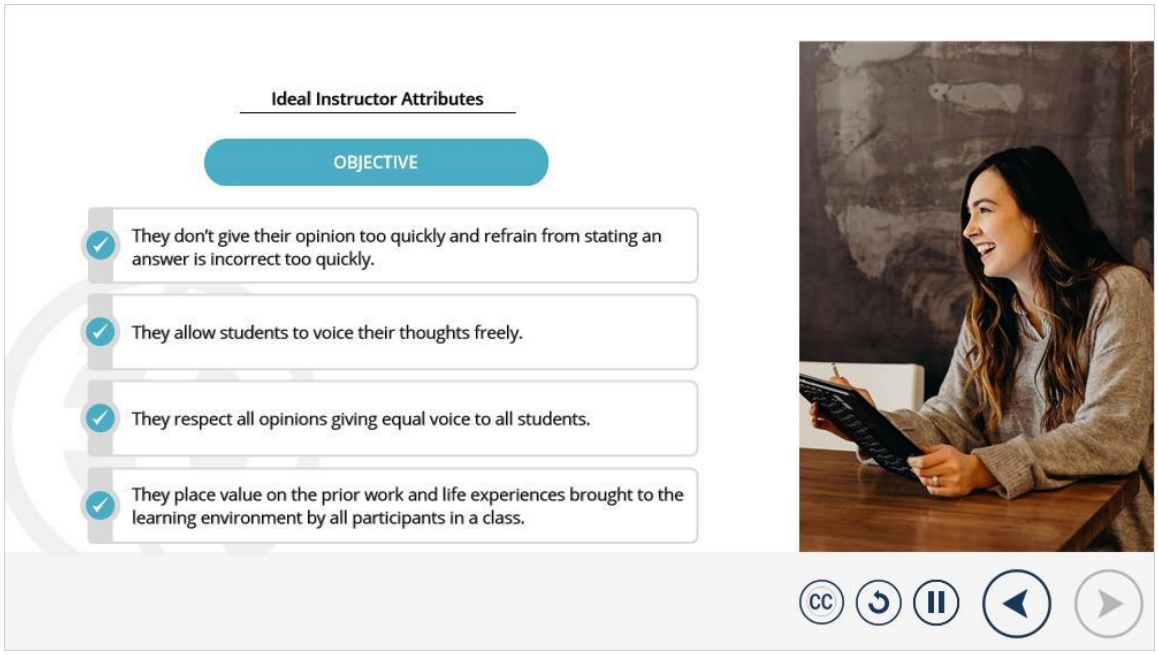


1.7 Ideal Instructor Attributes - Honest

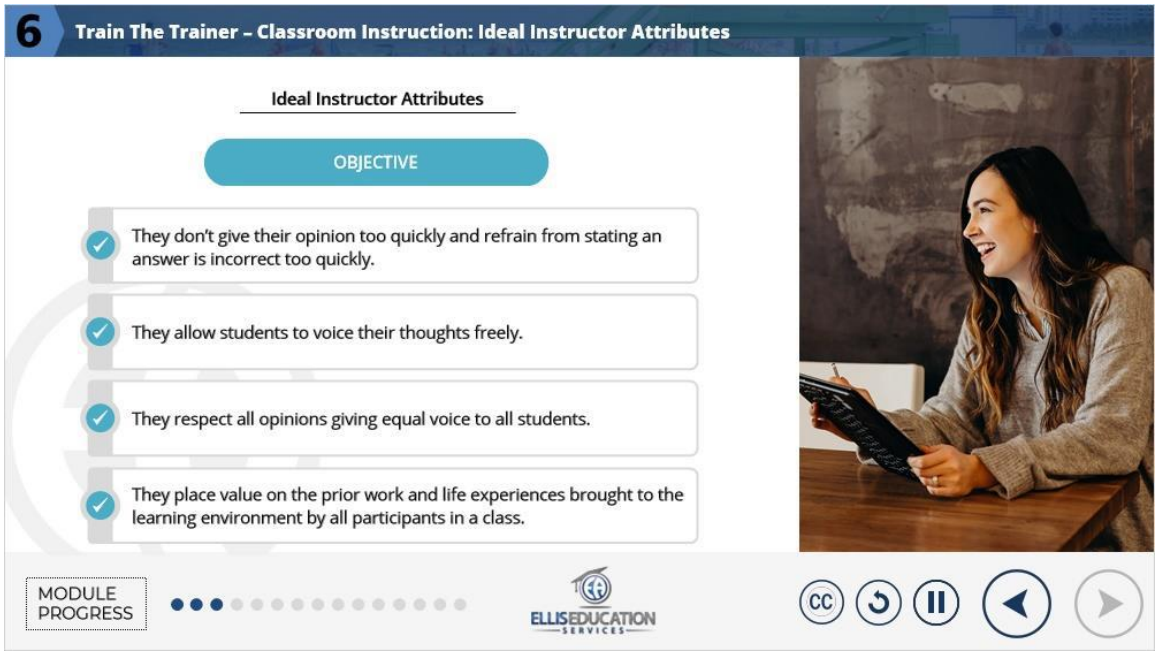



6
Train The Trainer – Classroom Instruction: Ideal Instructor Attributes
Ideal Instructor Attributes
HONEST
Honest instructors avoid concealing the truth from their students during class.
Instructors also need to be honest when they do not know the answer to a student's question.
When mistakes are made, instructors should hold themselves accountable and own up to those errors or omissions.
MODULE PROGRESS
ELLIS EDUCATION SERVICES
CC

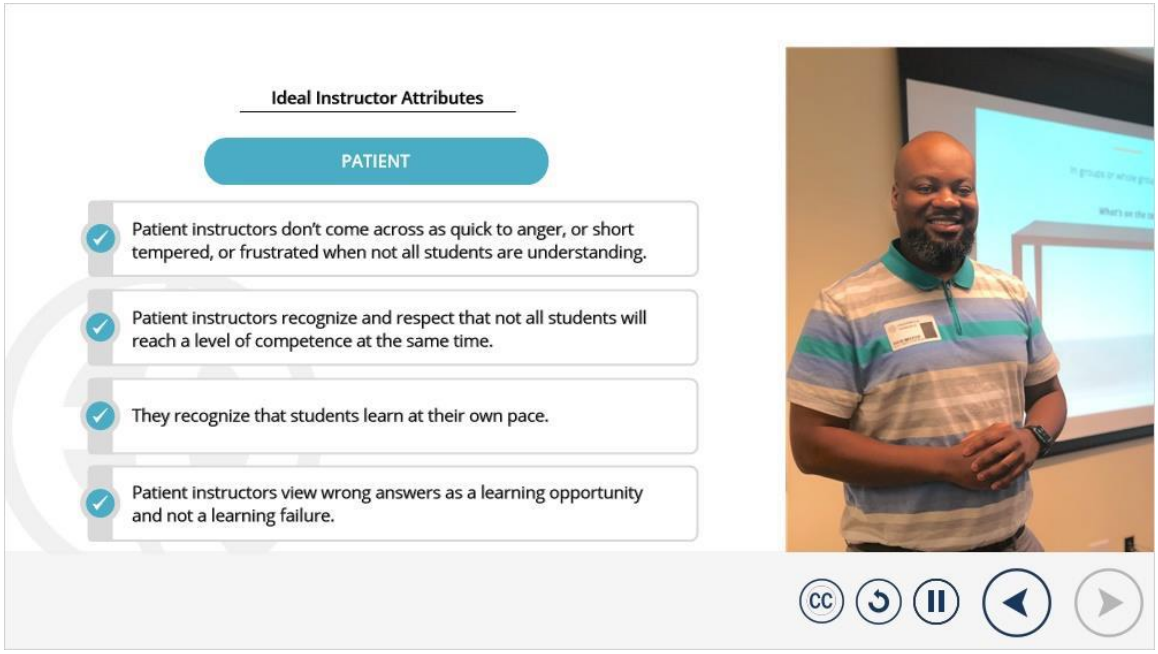
1.8 Ideal Instructor Attributes - Objective



Progress (Slide Layer)

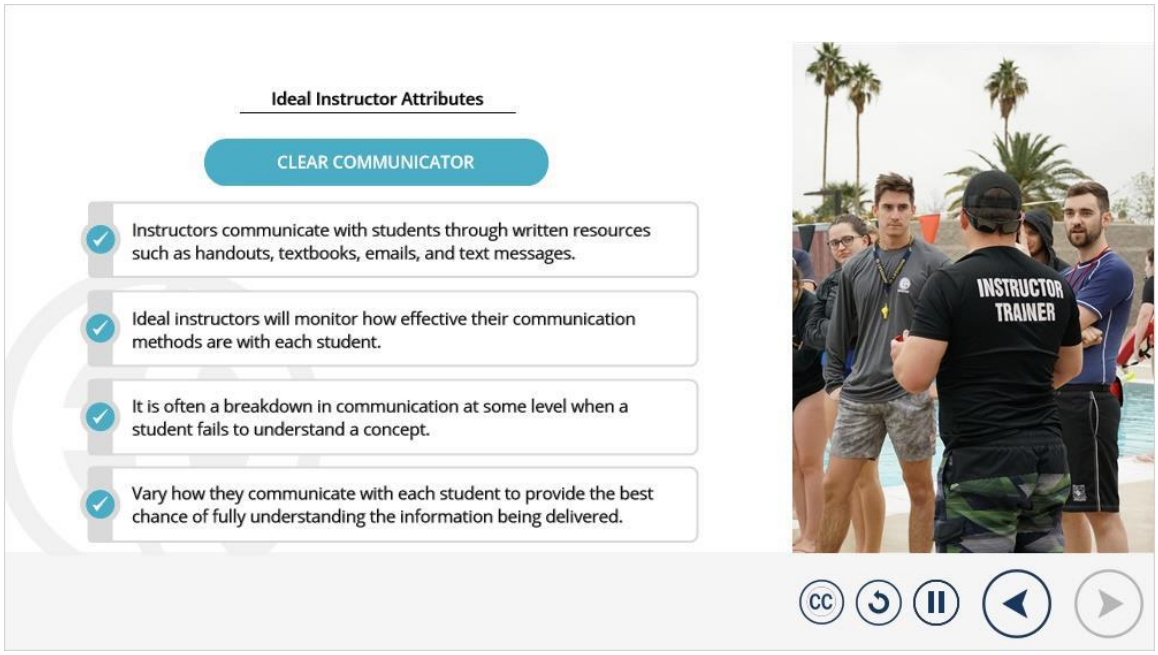


1.9 Ideal Instructor Attributes - Patient



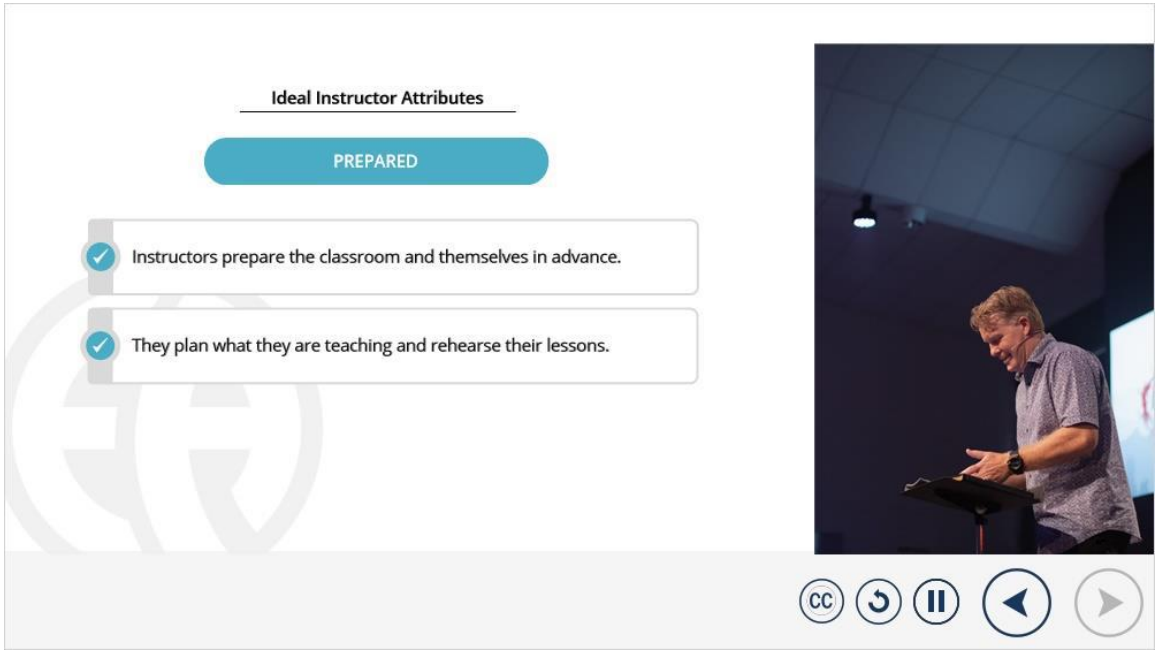
Progress (Slide Layer)

1.10 Ideal Instructor Attributes - Clear Communicator

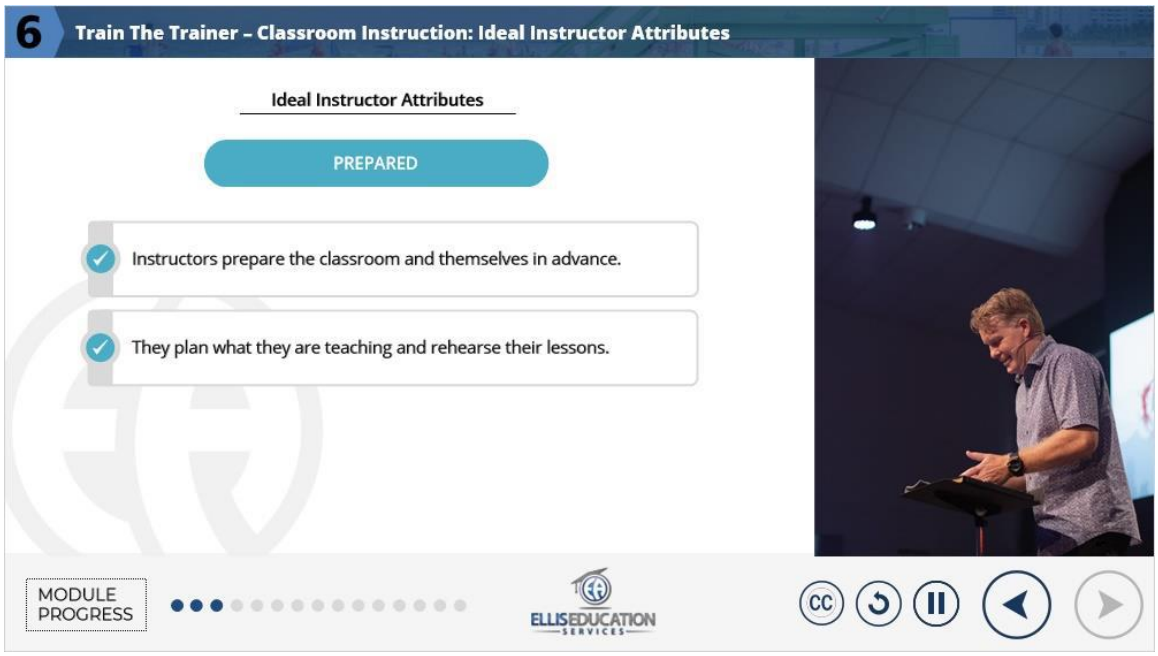


Progress (Slide Layer)

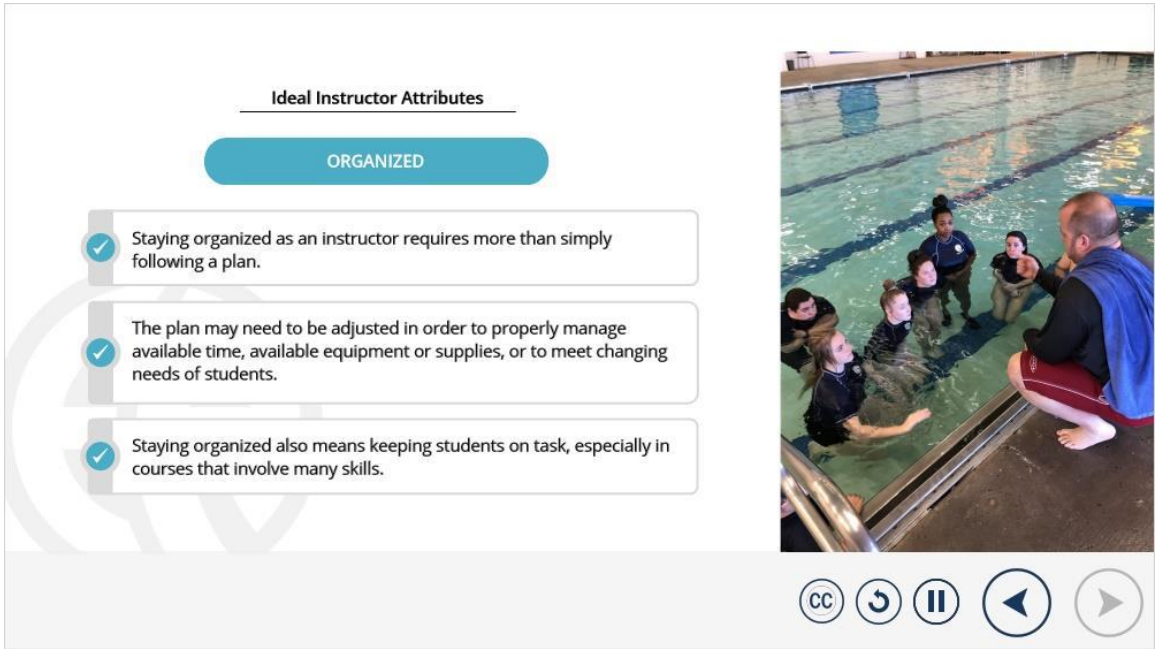
1.11 Ideal Instructor Attributes - Prepared



Progress (Slide Layer)

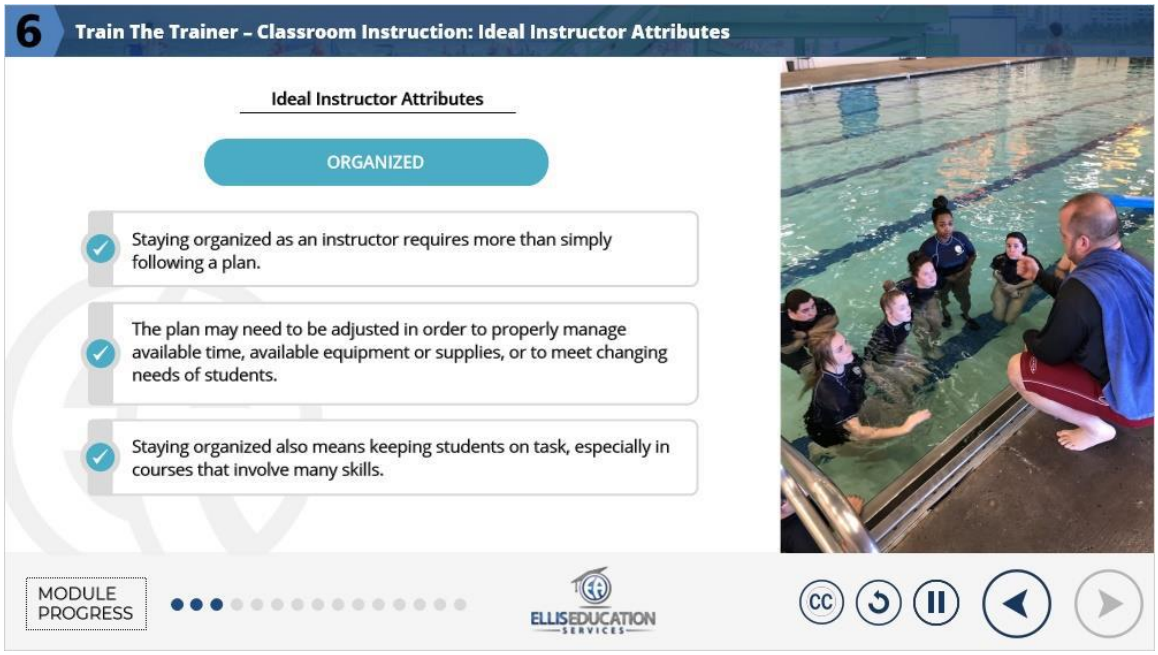


1.12 Ideal Instructor Attributes - Organized

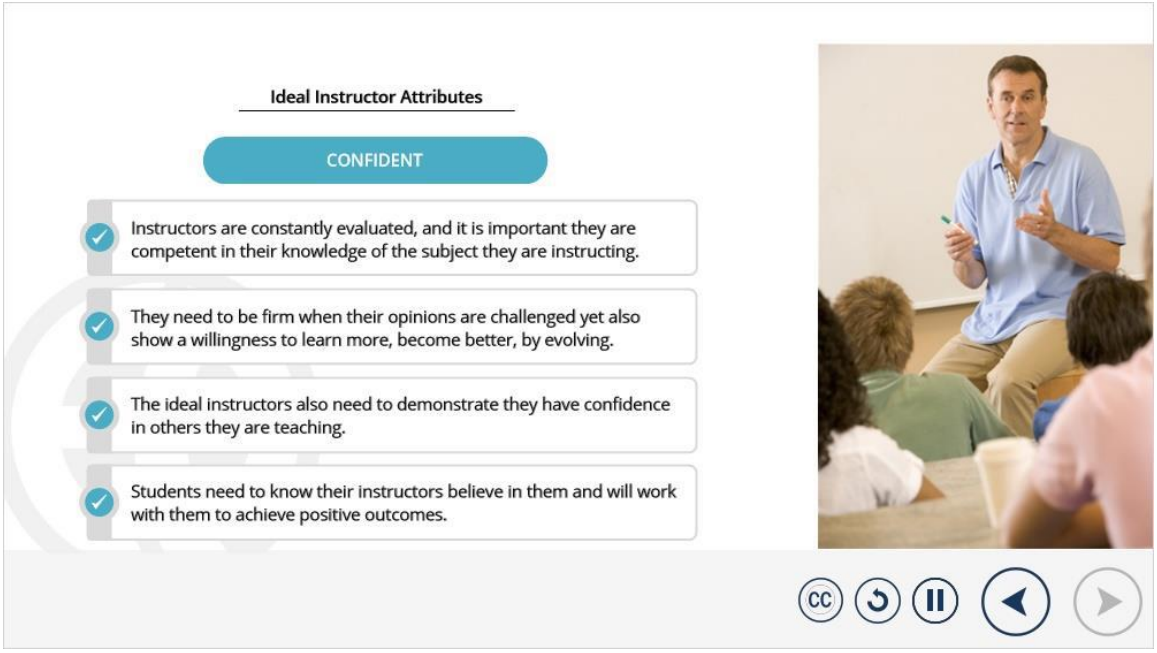


Notes:

Progress (Slide Layer)

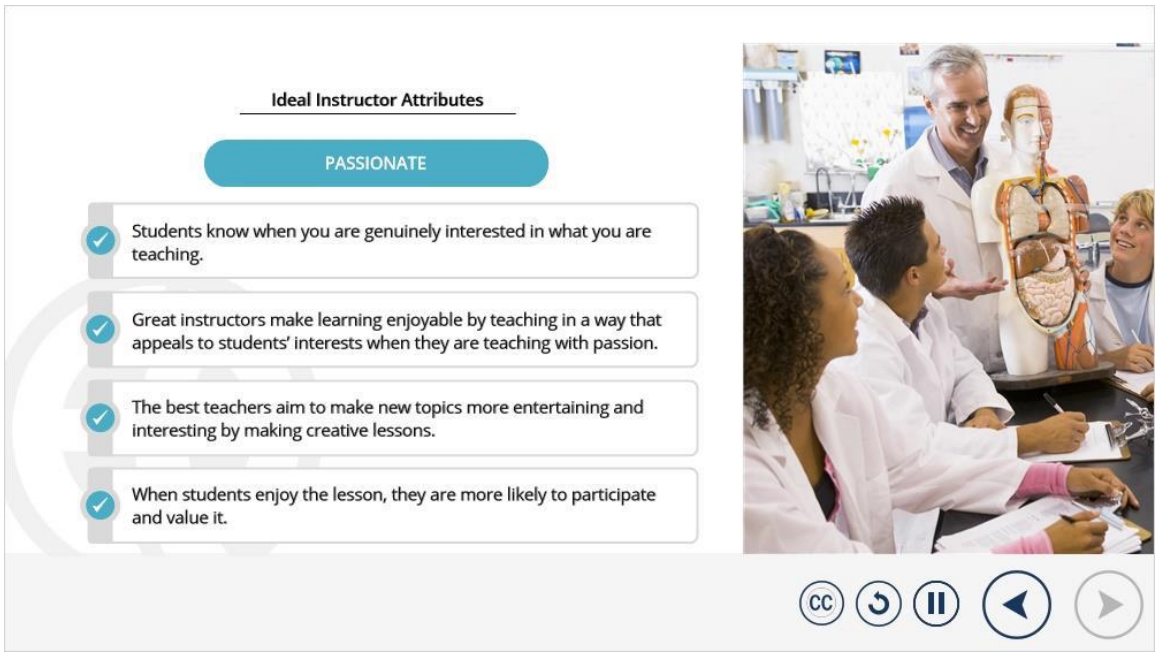


1.13 Ideal Instructor Attributes - Confident



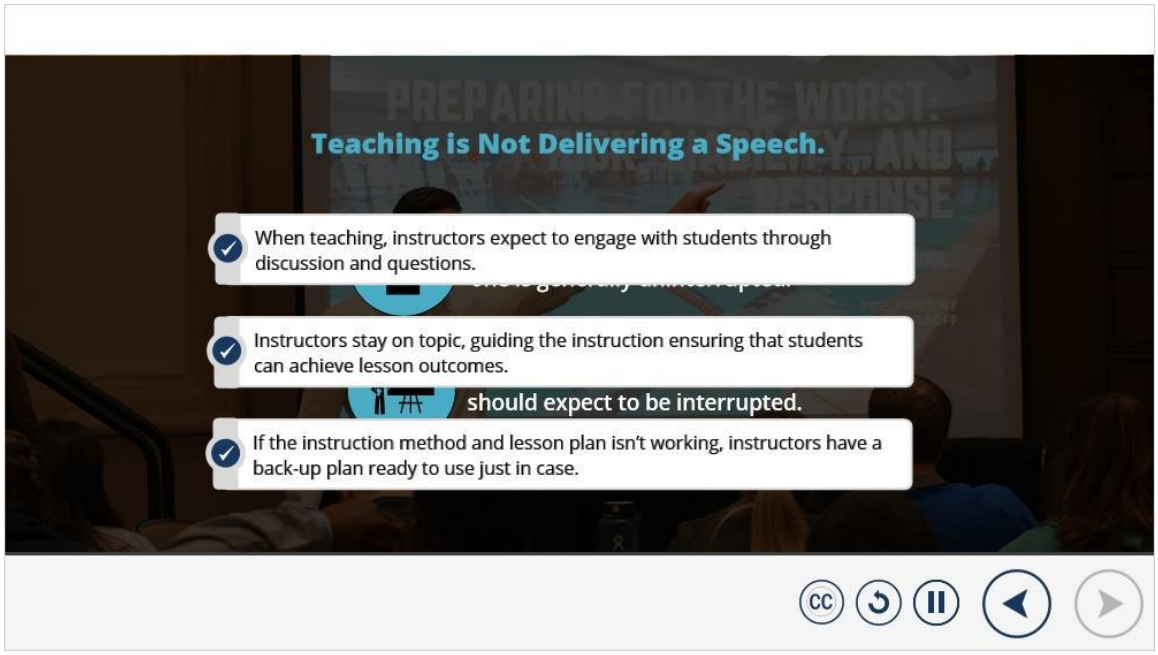
Progress (Slide Layer)

1.14 Ideal Instructor Attributes - Passionate

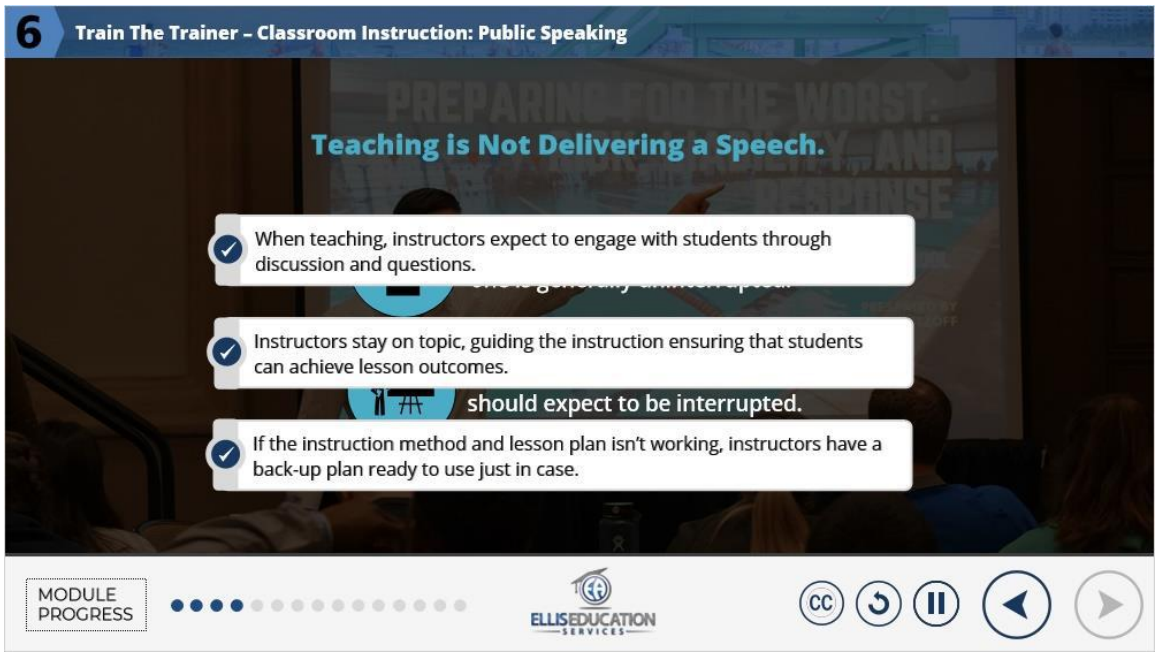


Progress (Slide Layer)

1.15 Public Speaking



Progress (Slide Layer)

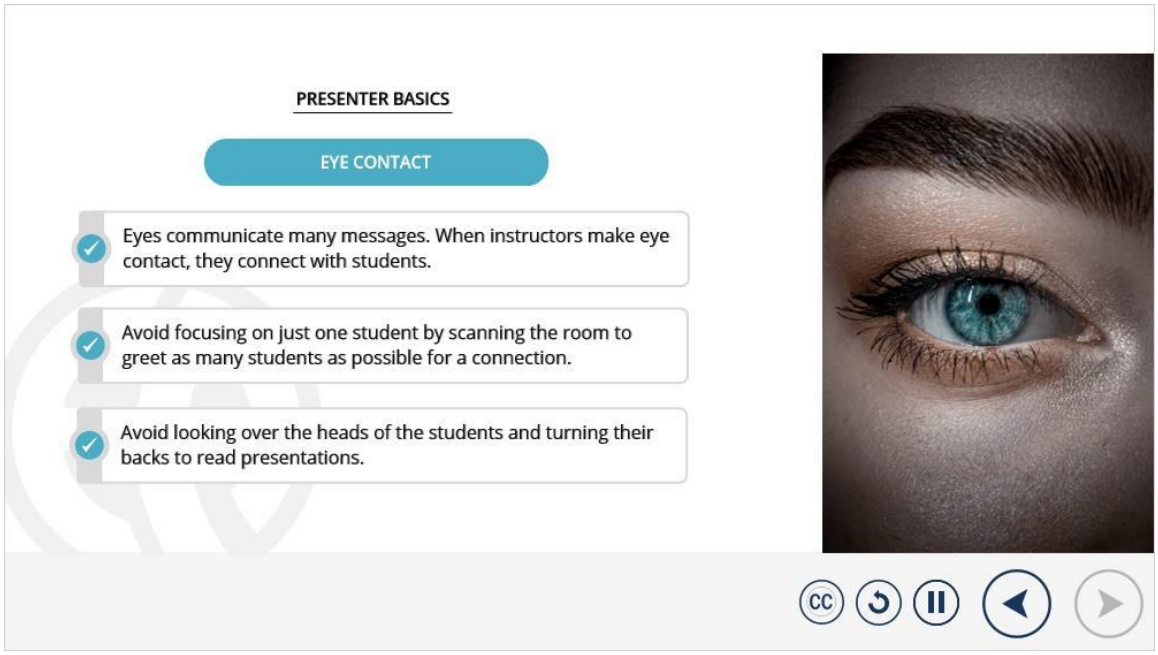


1.16 Presenter Basics

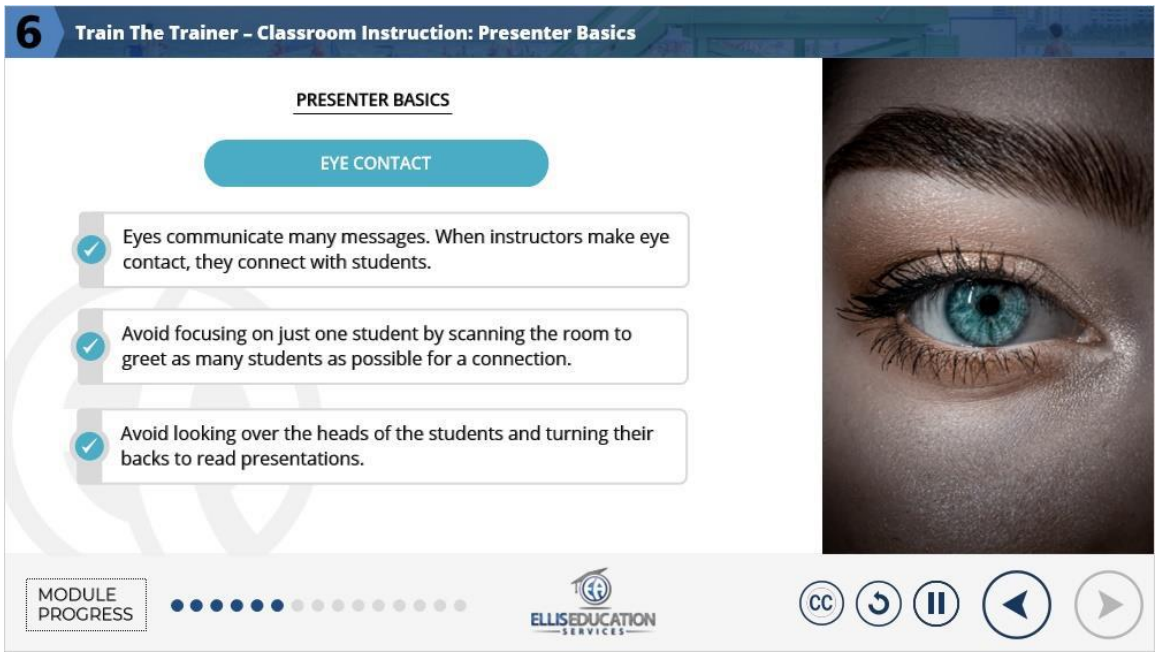
Notes:

Progress (Slide Layer)

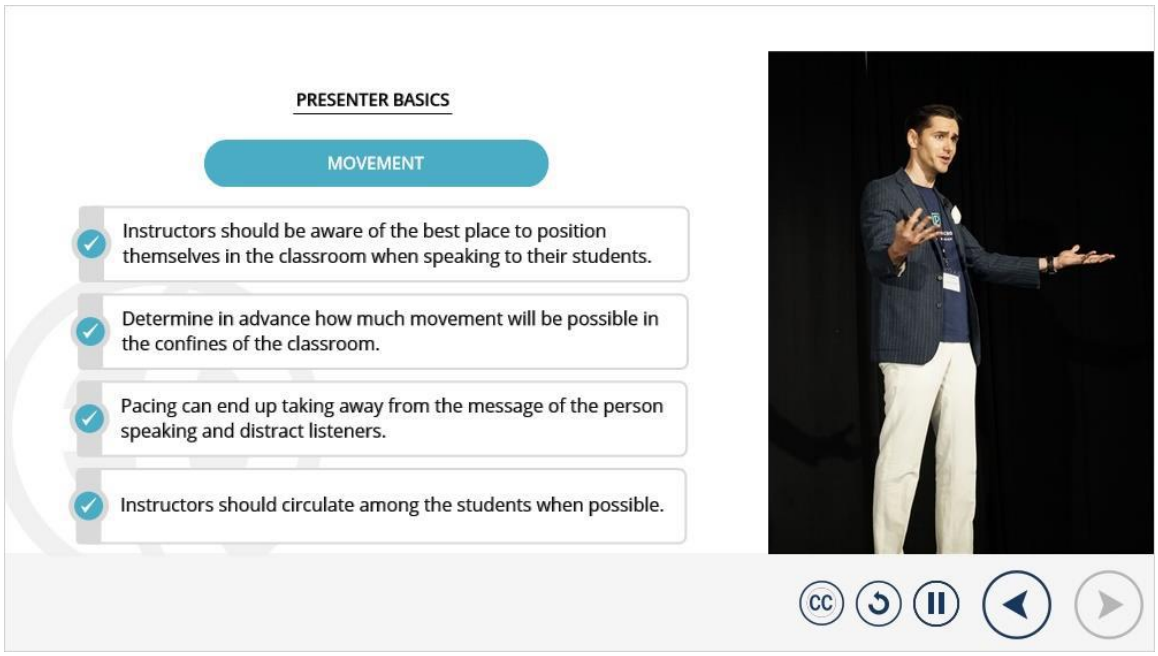
1.17 Presentation Basics - Eye Contact



Progress (Slide Layer)

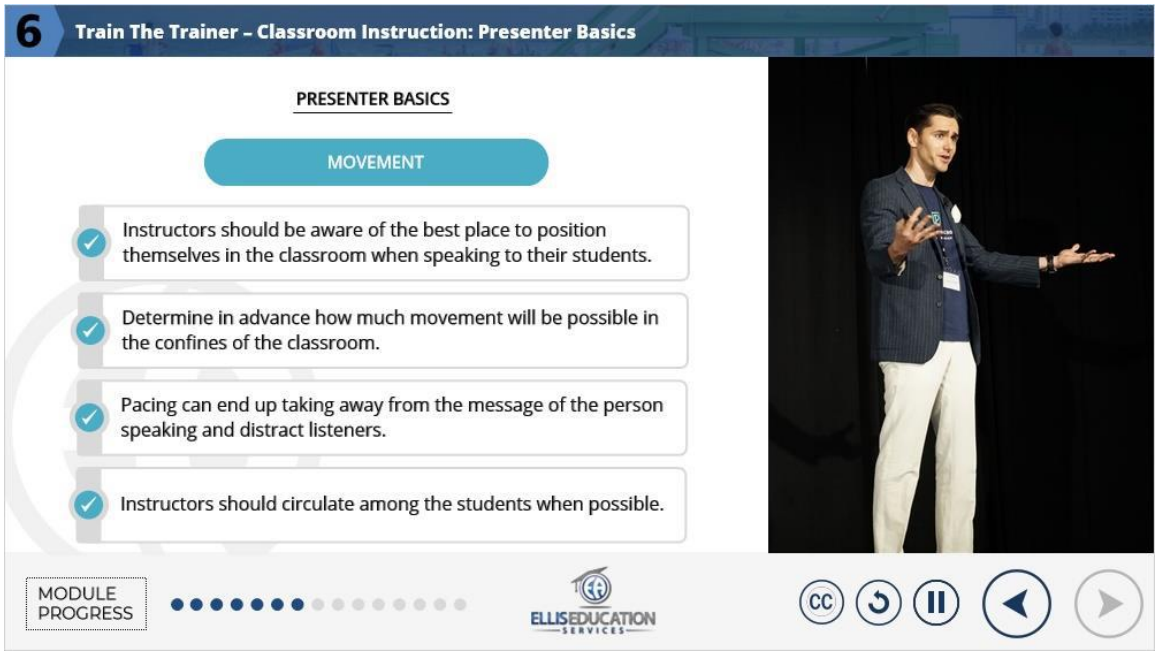


1.18 Presentation Basics - Movement

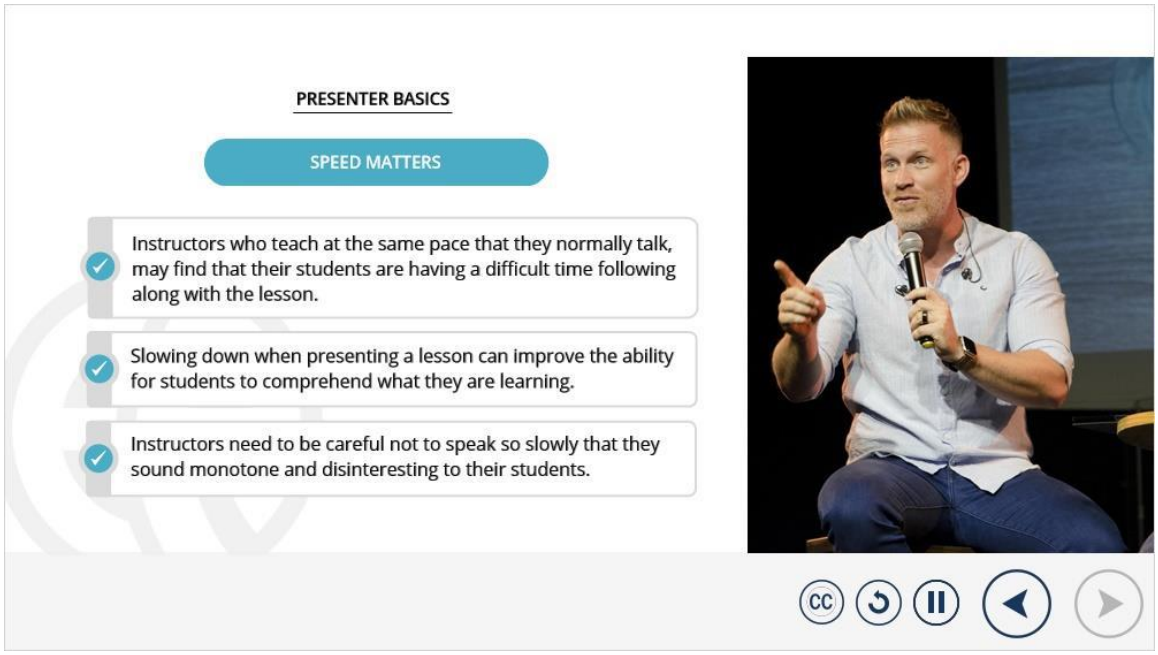


Notes:

Progress (Slide Layer)

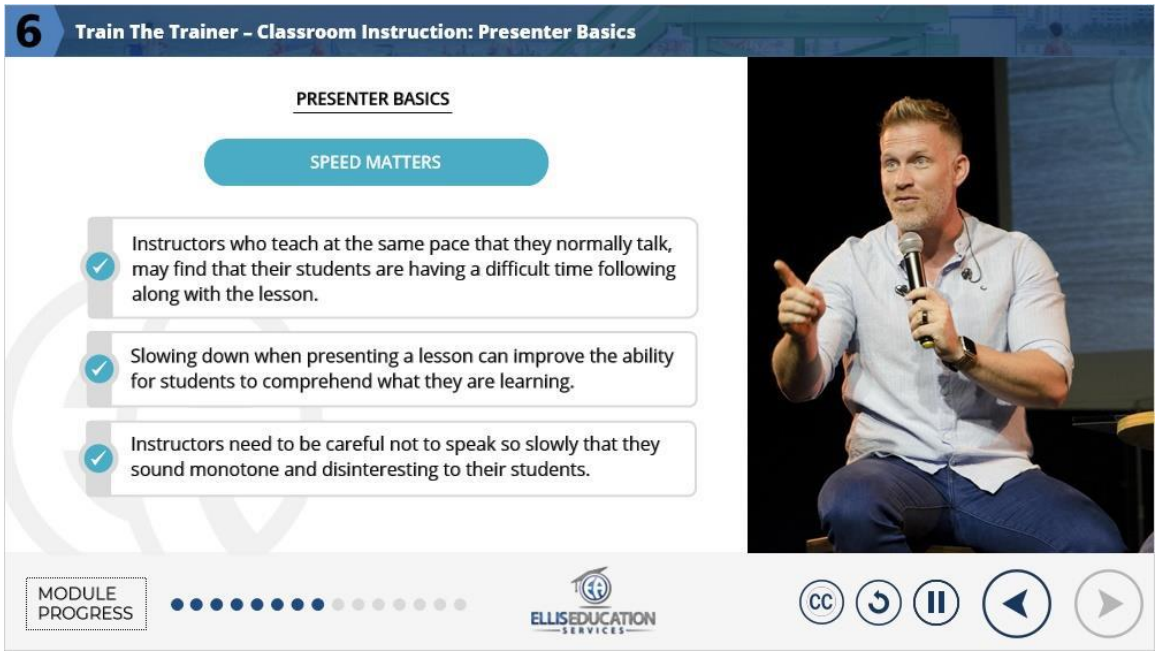


1.19 Presentation Basics - Speed Matters

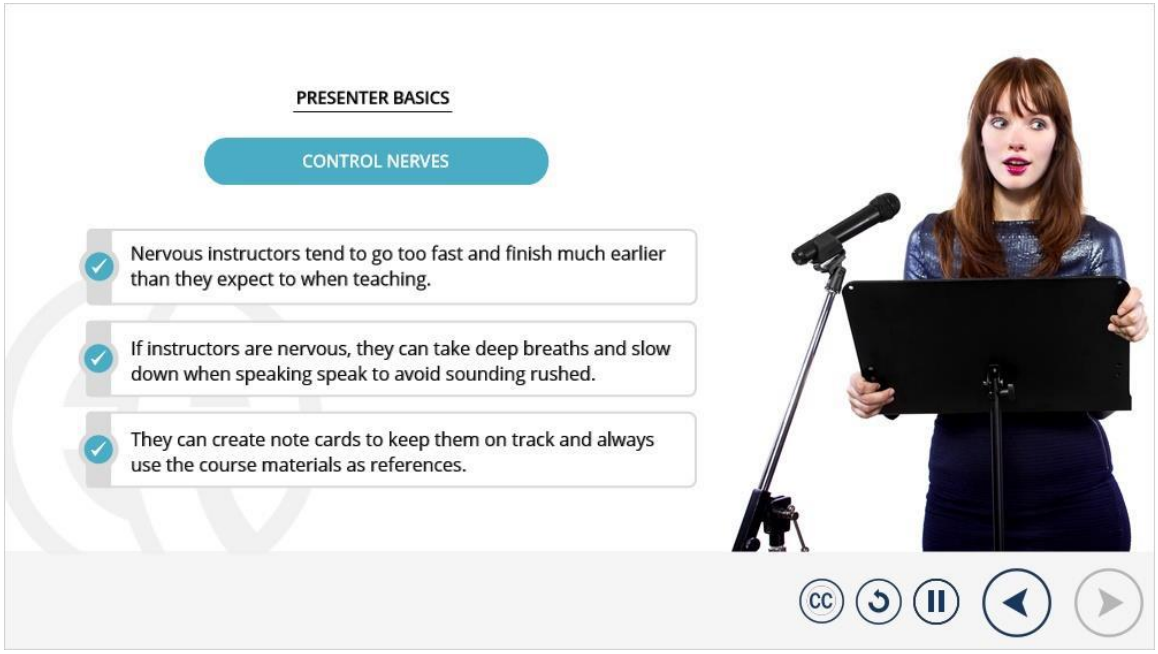


Notes:

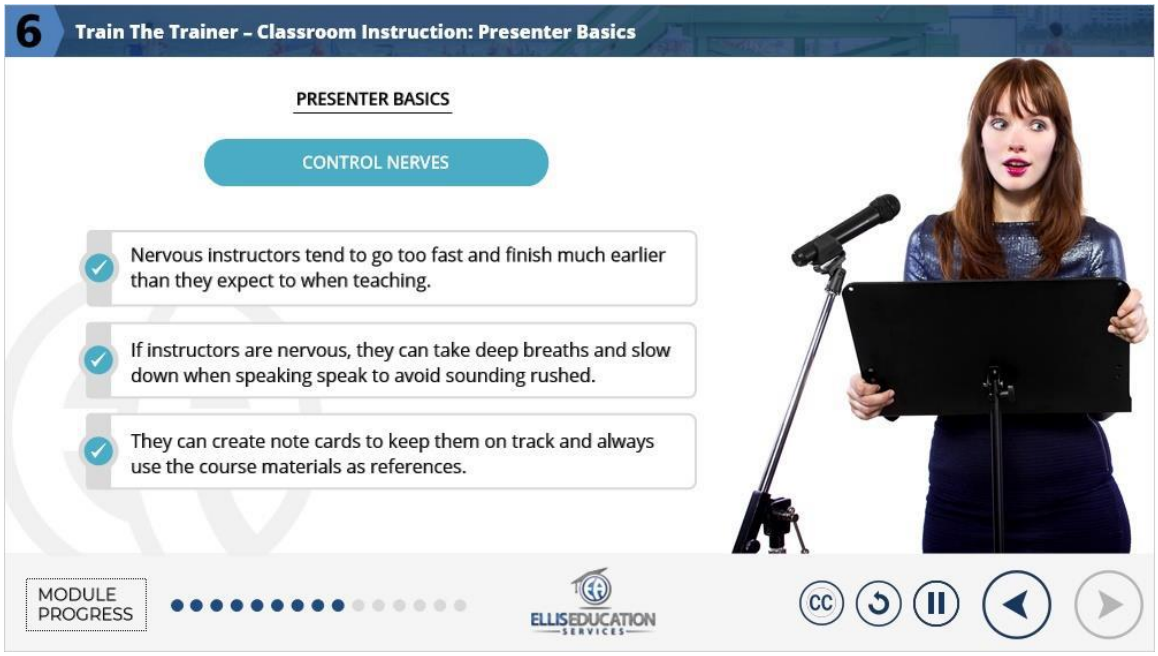
Progress (Slide Layer)



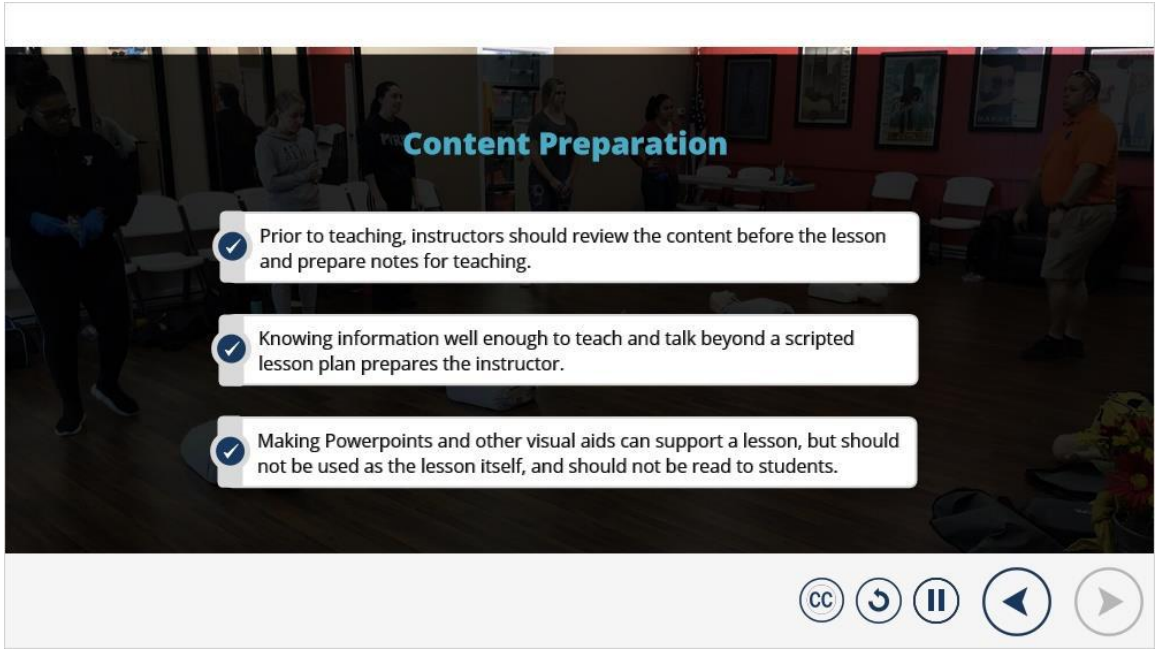
1.20 Presenter Basics - Control Nerves



Progress (Slide Layer)

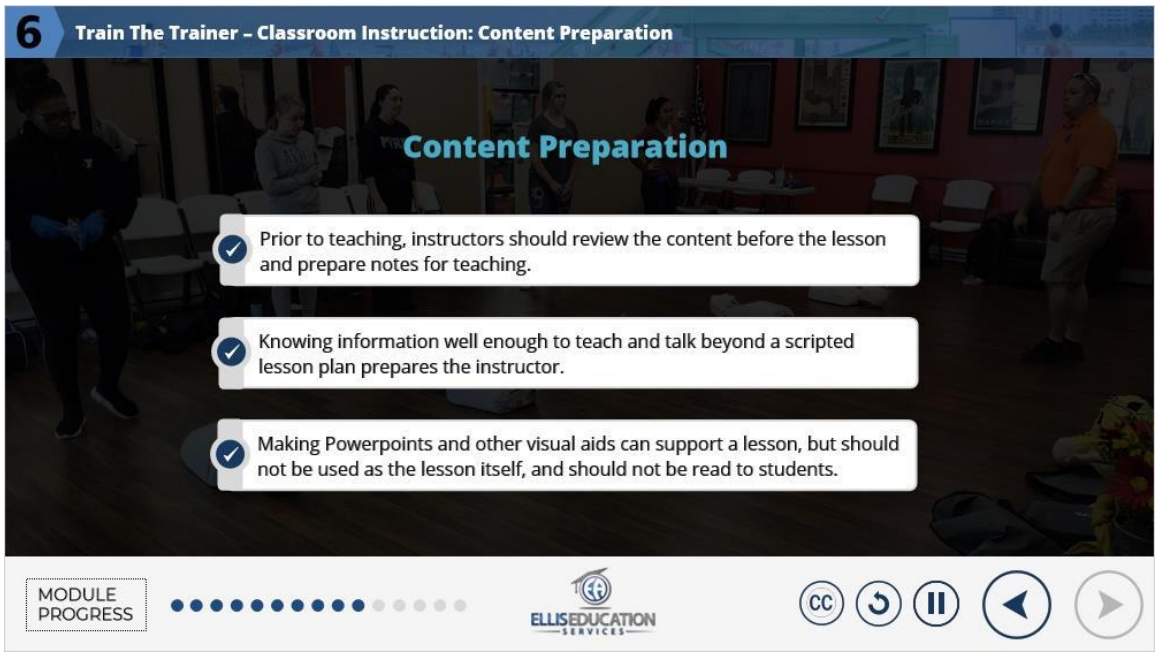


1.21 Content Preparation

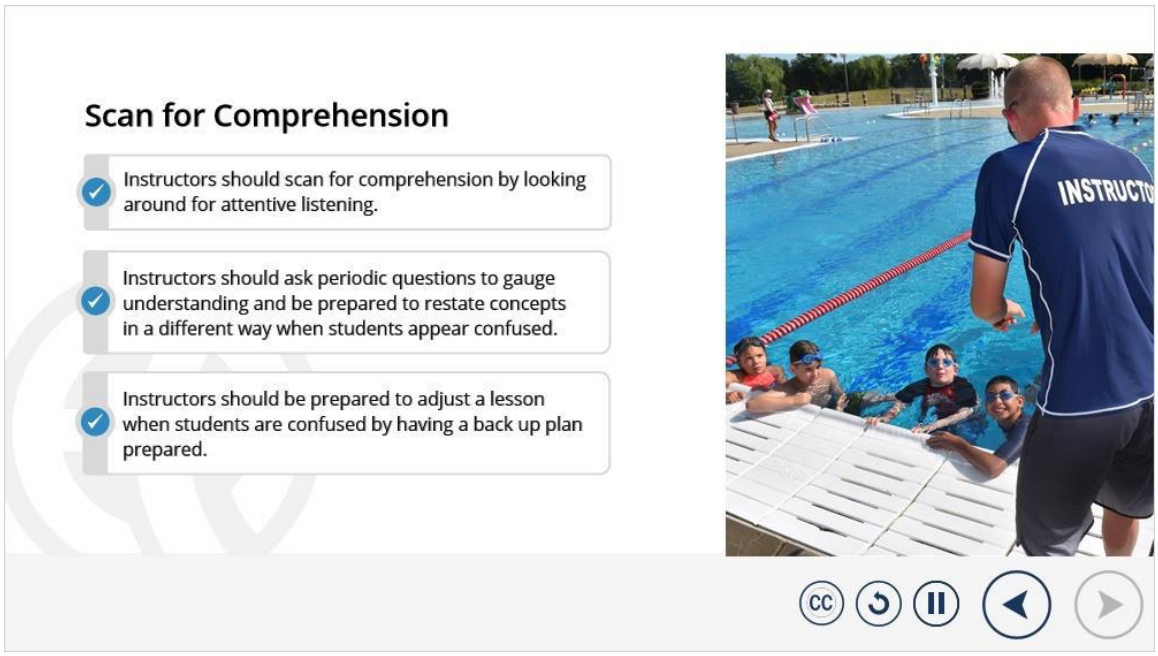


Notes:

Progress (Slide Layer)

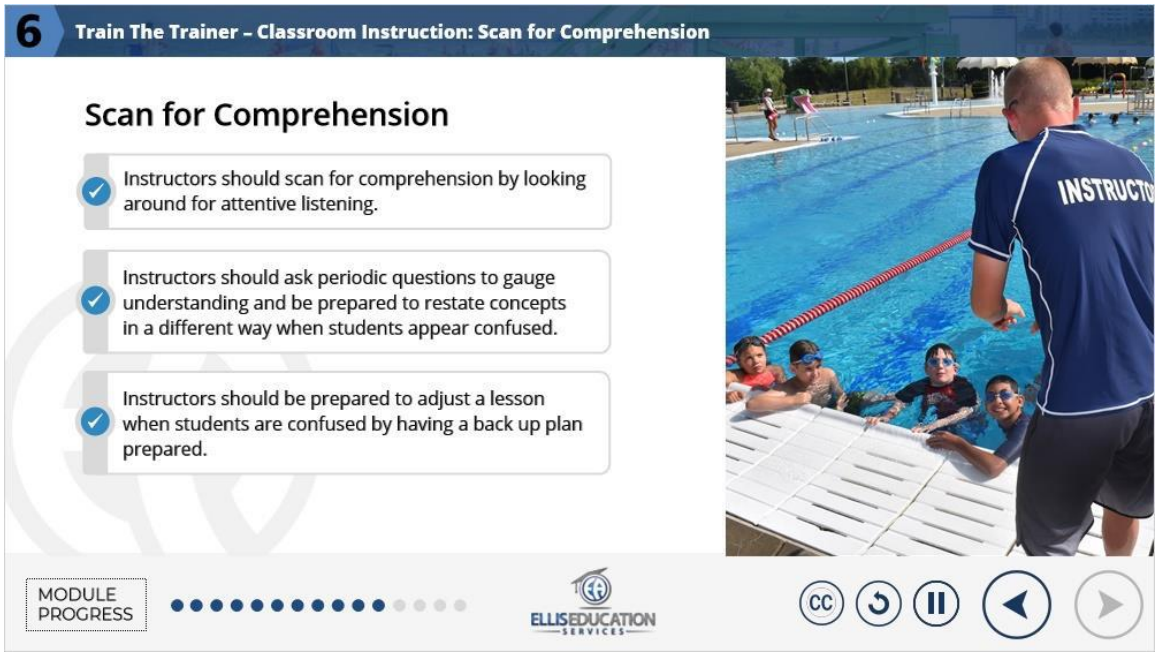


1.22 Scan for Comprehension

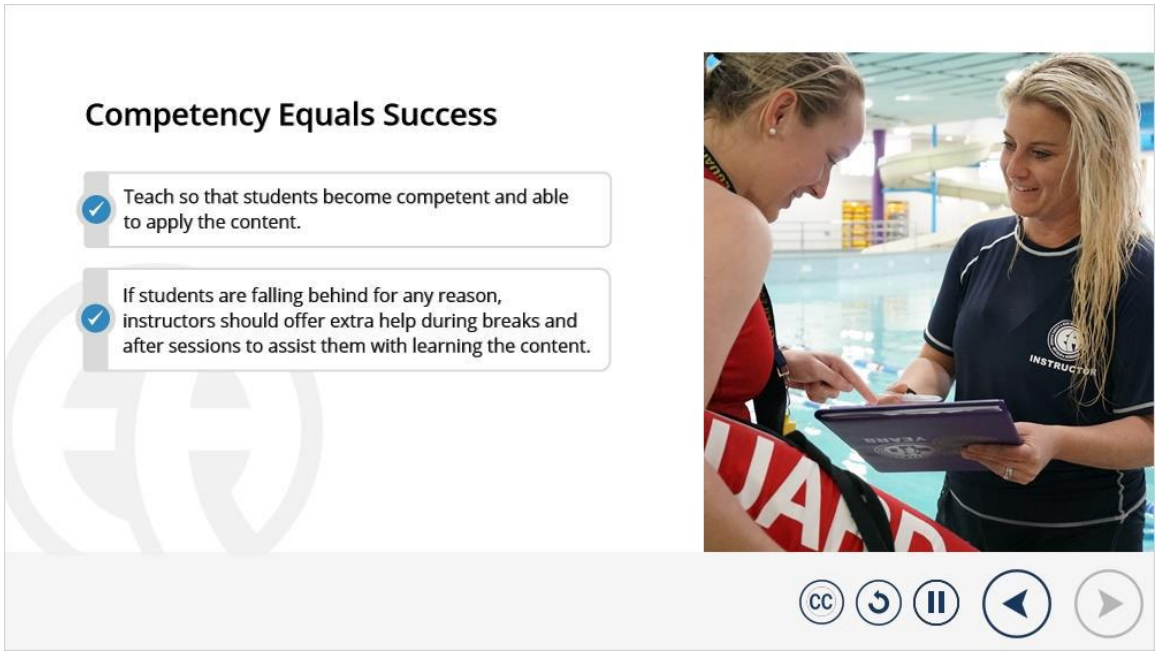


Notes:

Progress (Slide Layer)

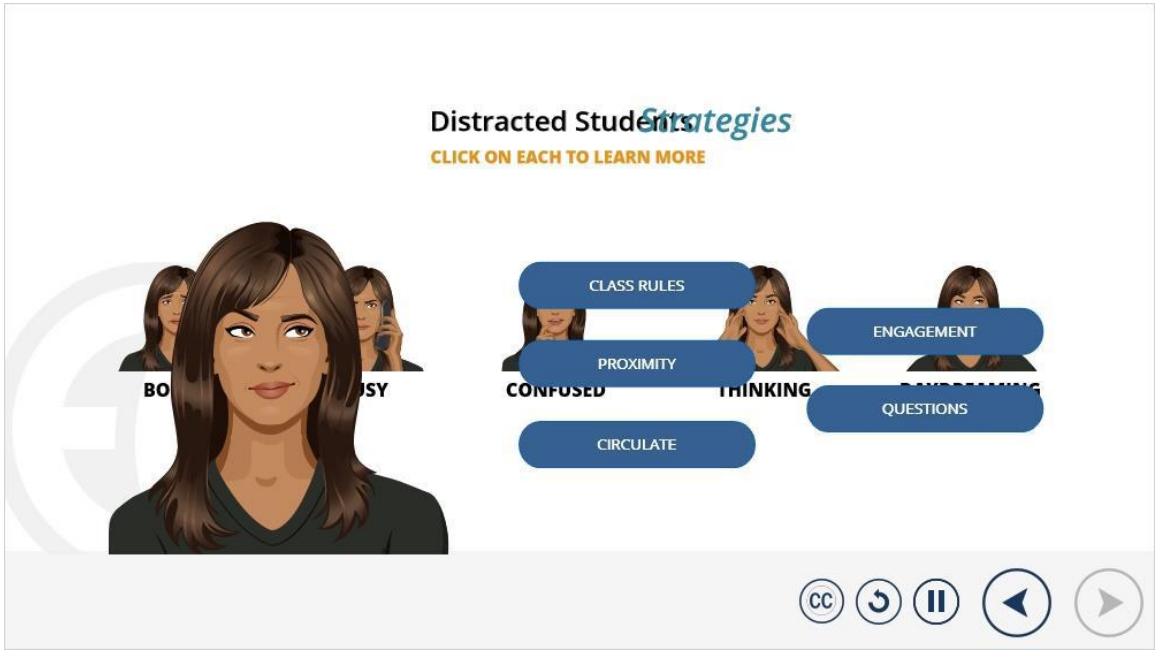


1.23 Competency Equals Success



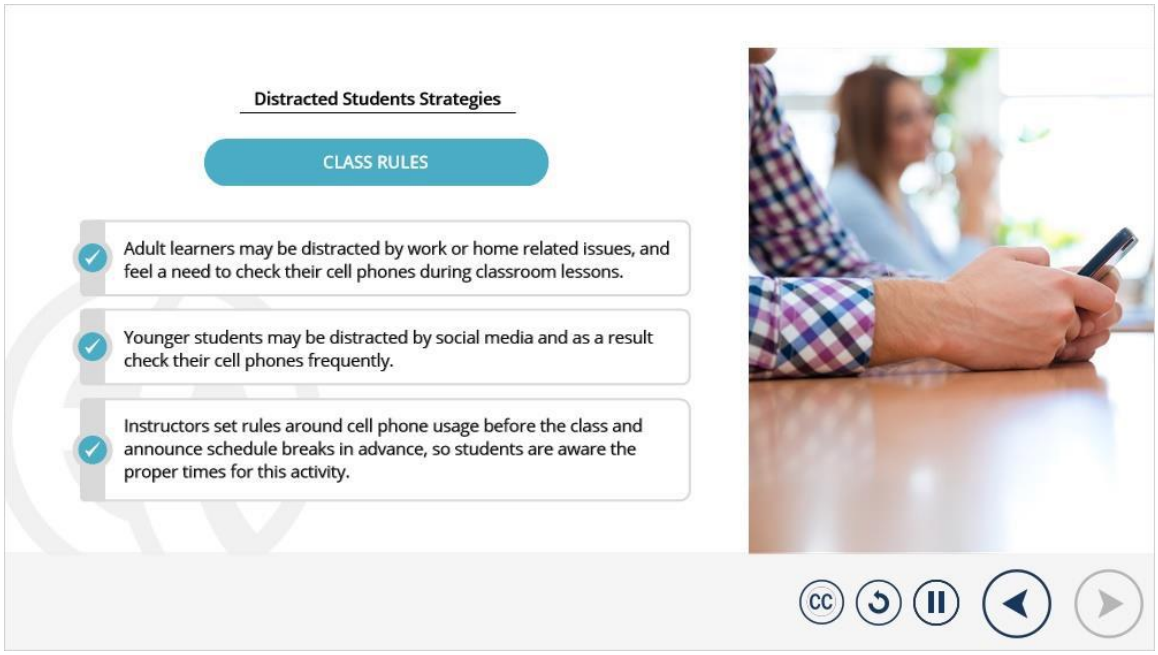
Progress (Slide Layer)

1.24 Distracted Students

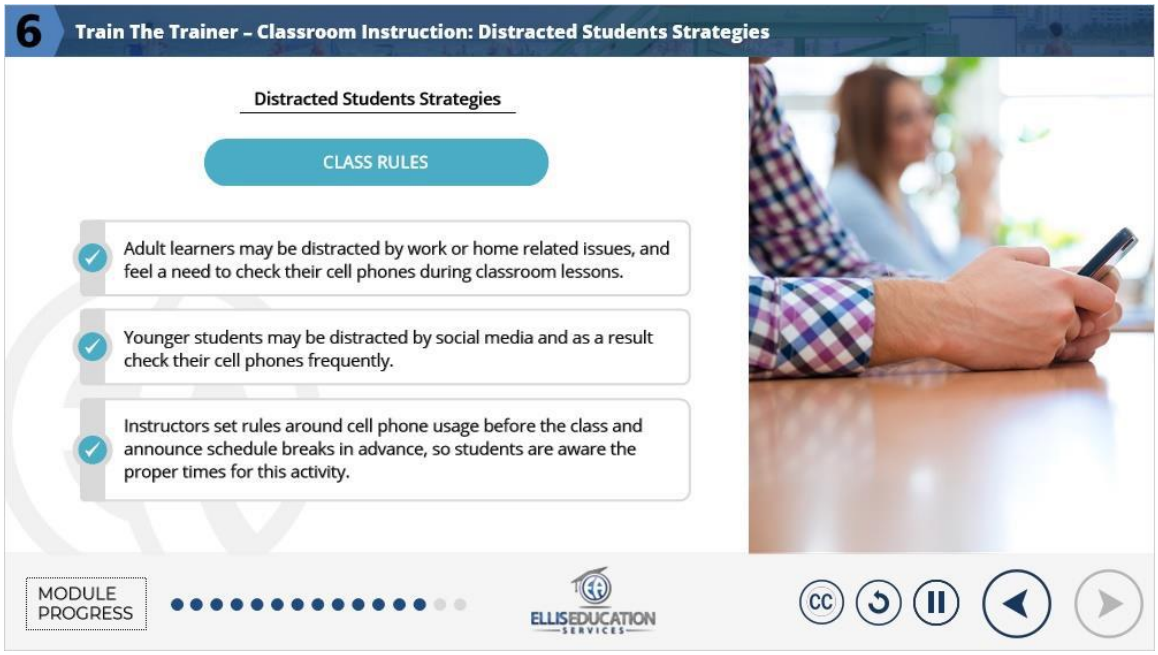


Progress (Slide Layer)

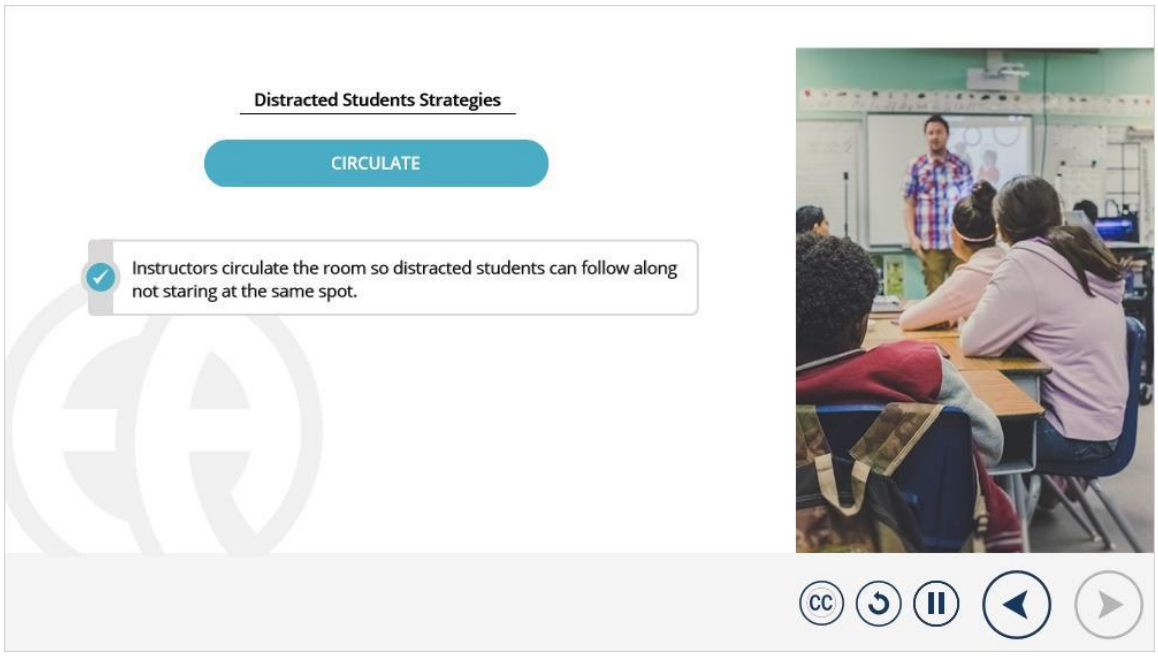
1.25 Distracted Students - Class Rules



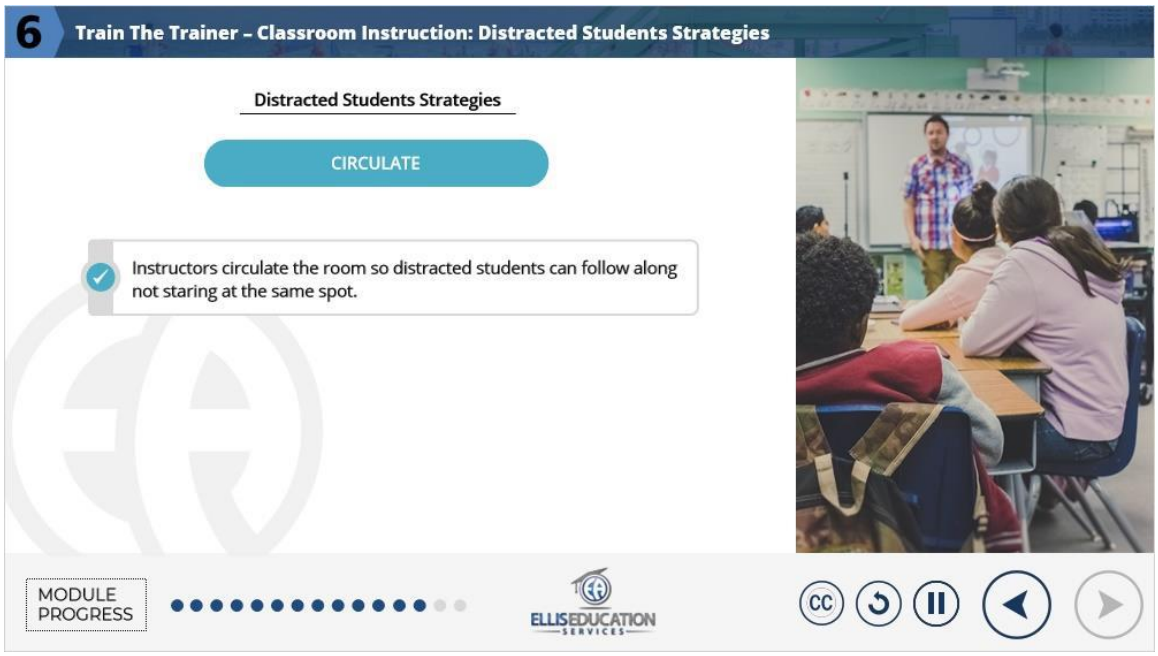
Progress (Slide Layer)



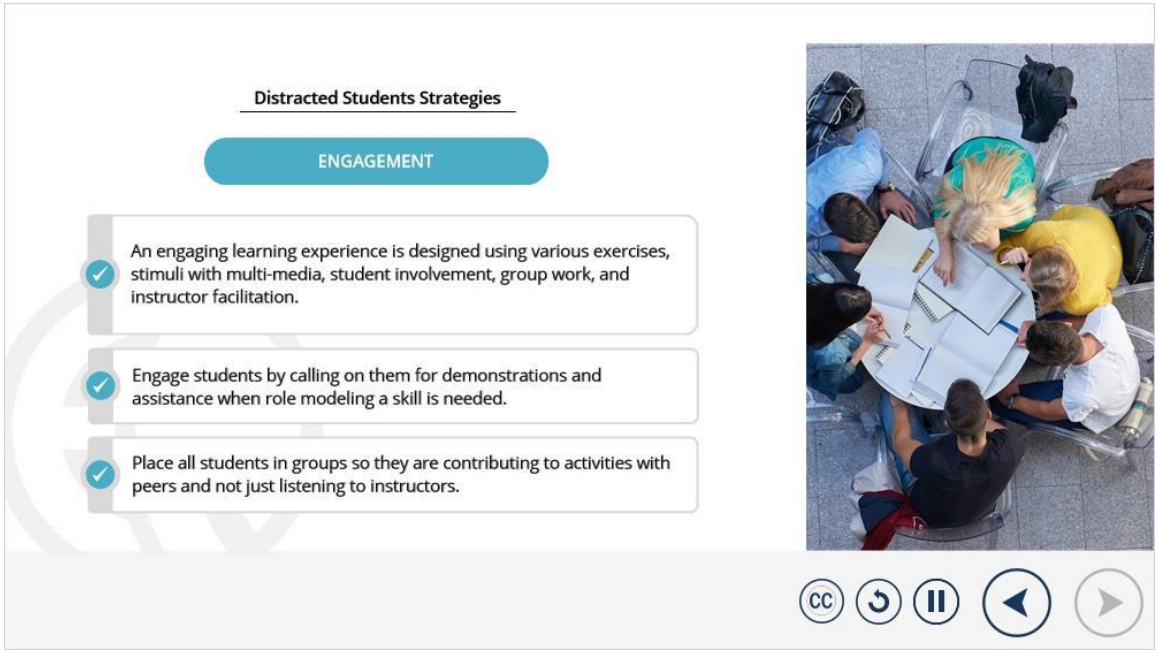
1.26 Distracted Students - Circulate



Progress (Slide Layer)

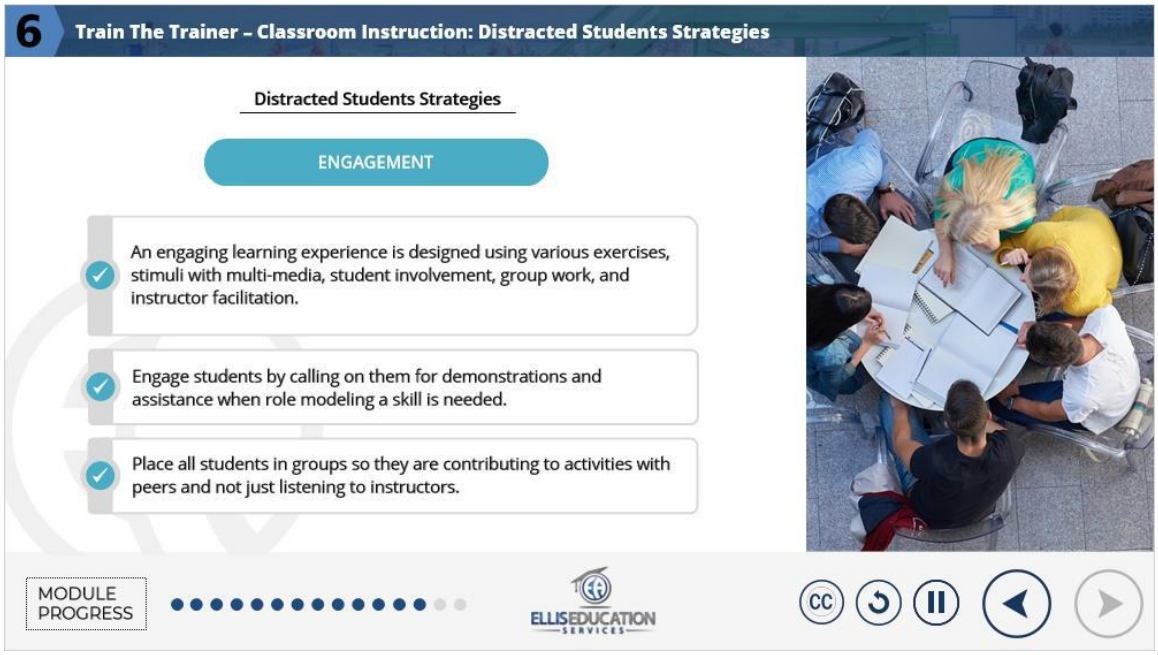


1.27 Distracted Students - Engagement

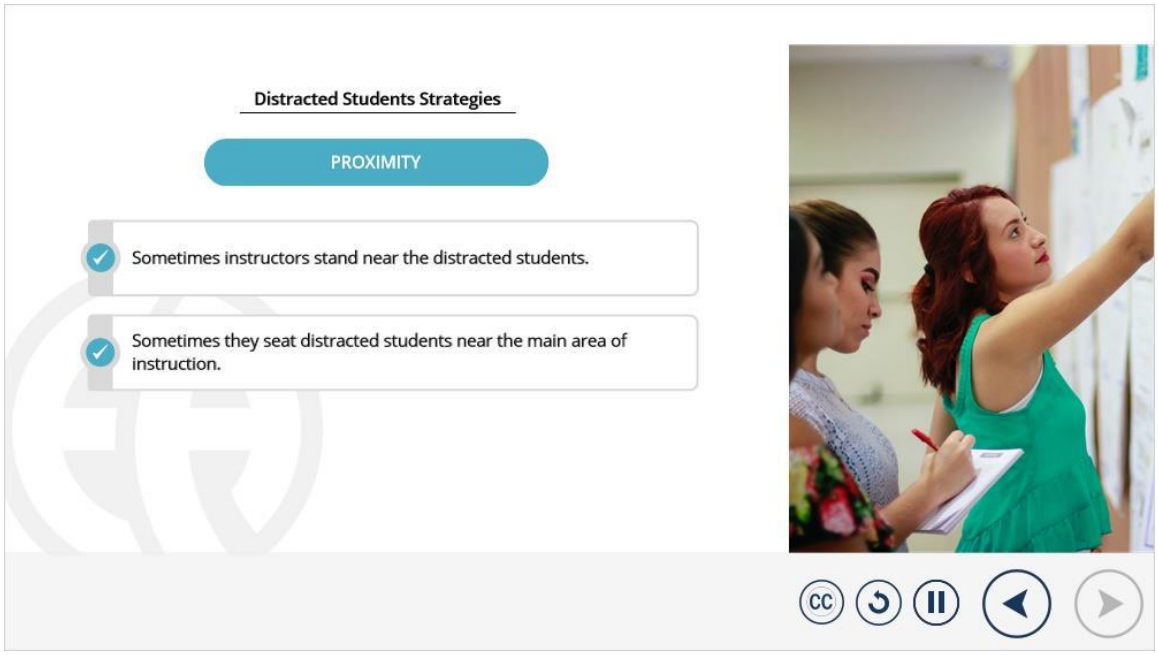


Notes:

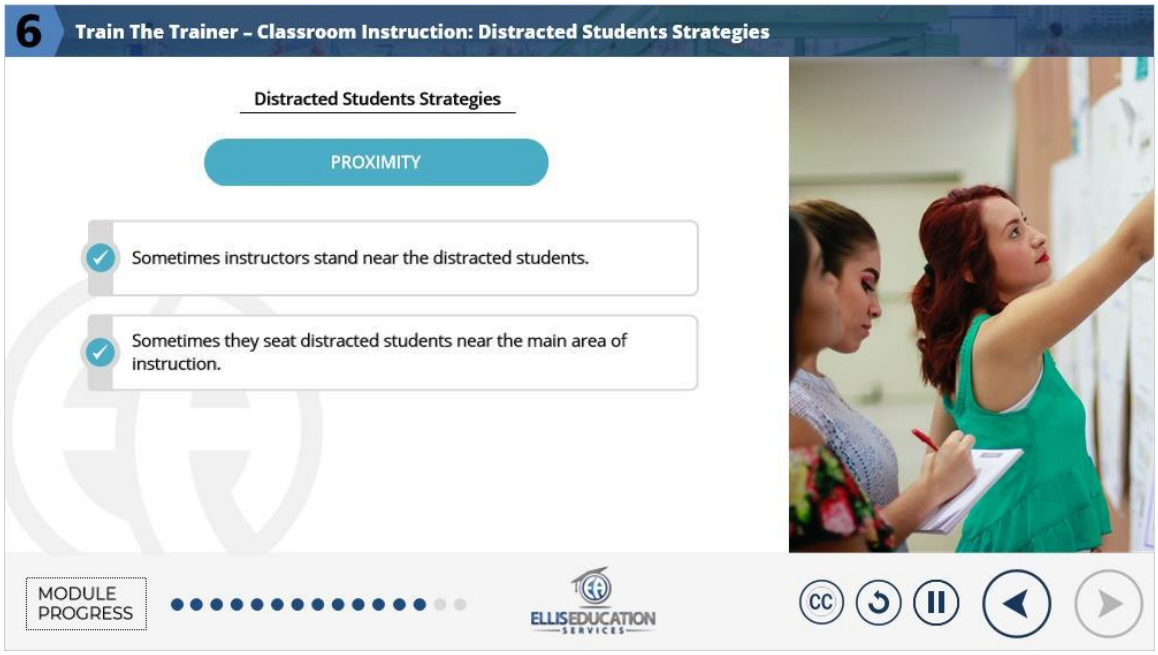
Progress (Slide Layer)



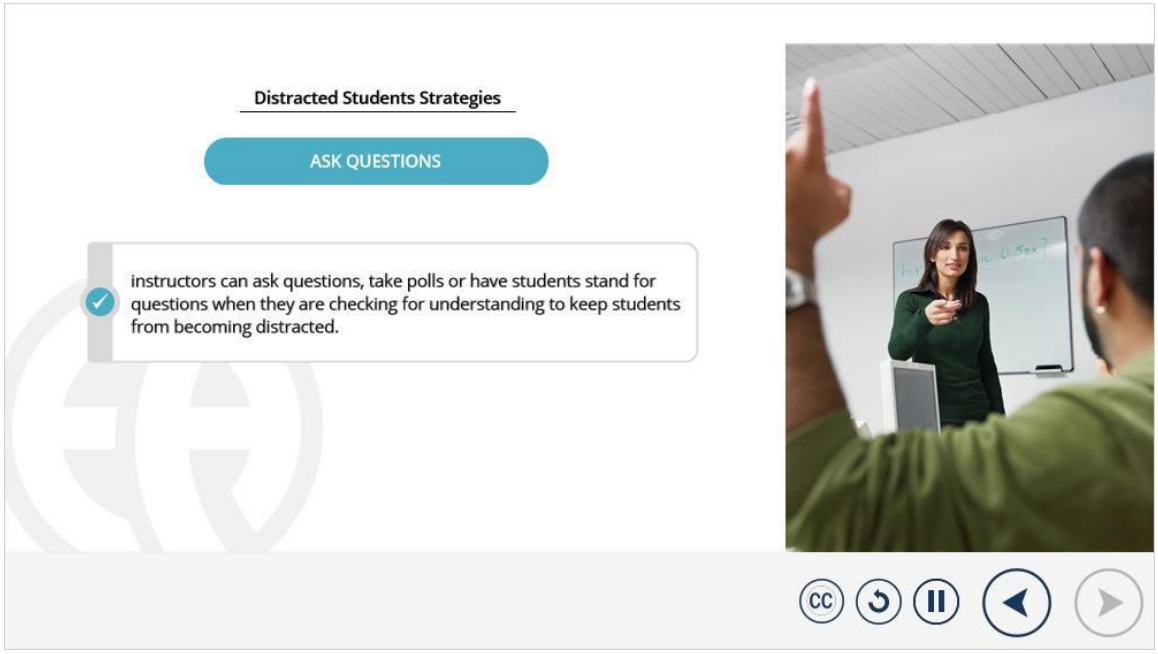
1.28 Distracted Students - Proximity



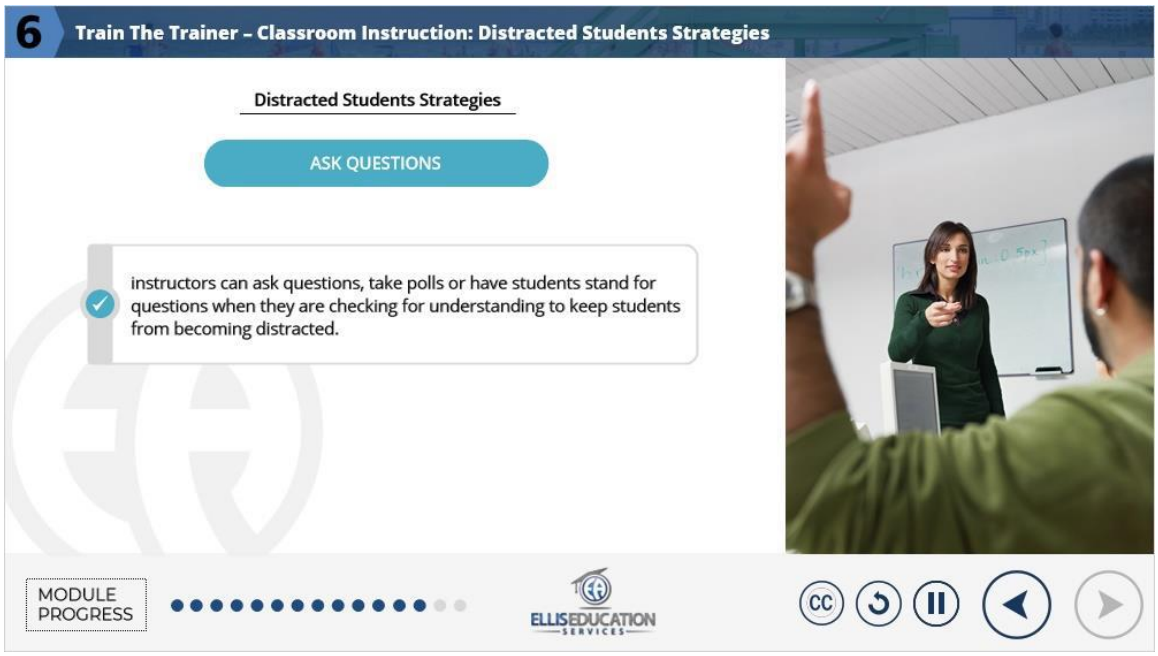
Progress (Slide Layer)



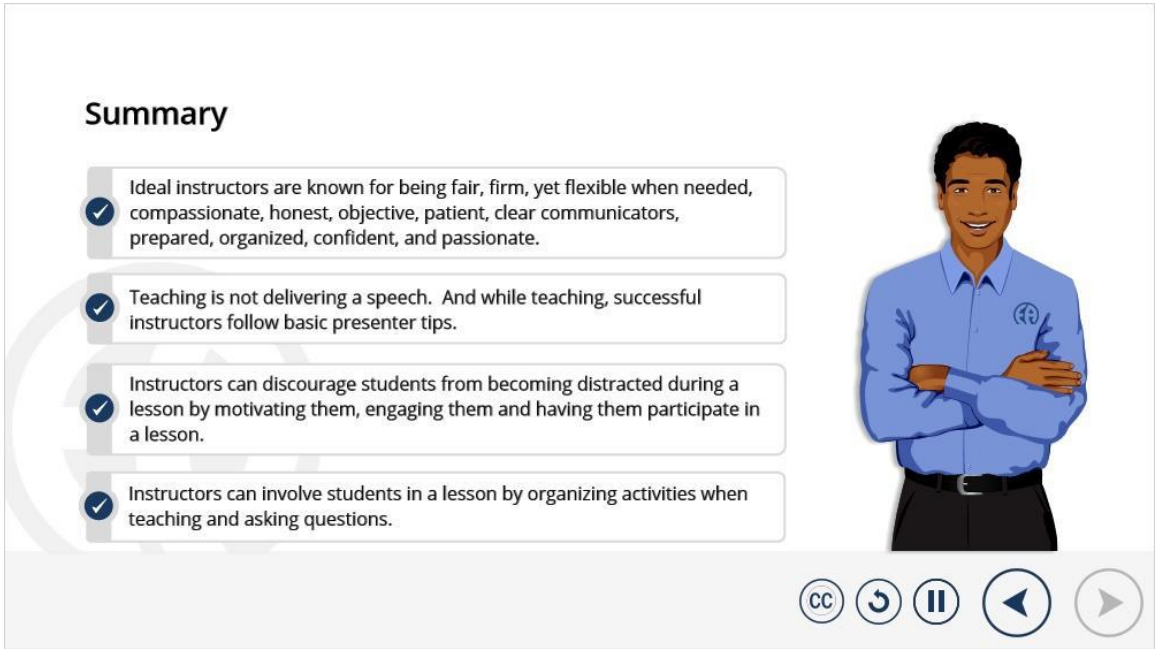
1.29 Distracted Students - Questions



Progress (Slide Layer)

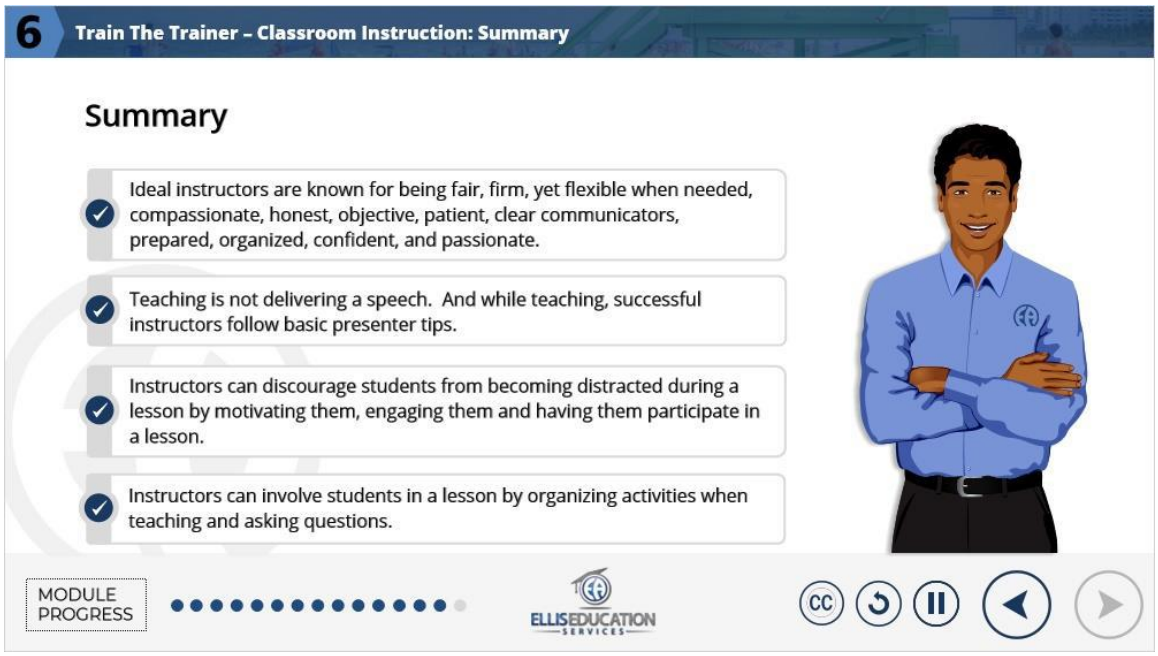


1.30 Summary



Notes:

Progress (Slide Layer)

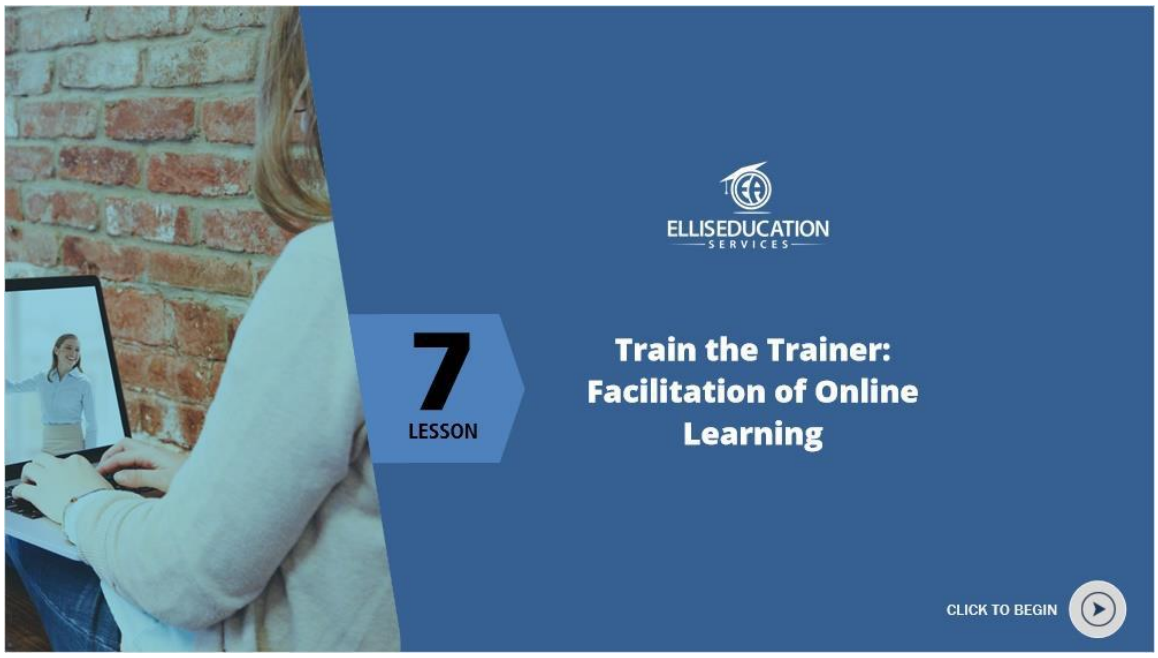


2. Knowledge Check

Lesson 7 Facilitation of Online Learning - FINAL

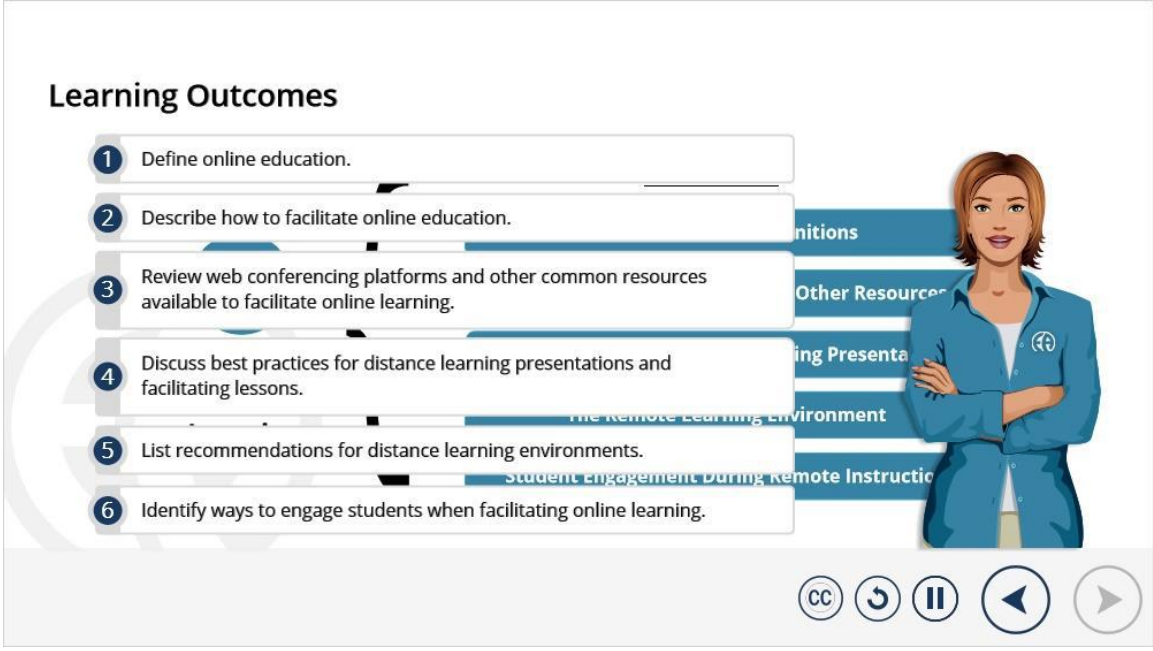
1. Content

1.1 Welcome



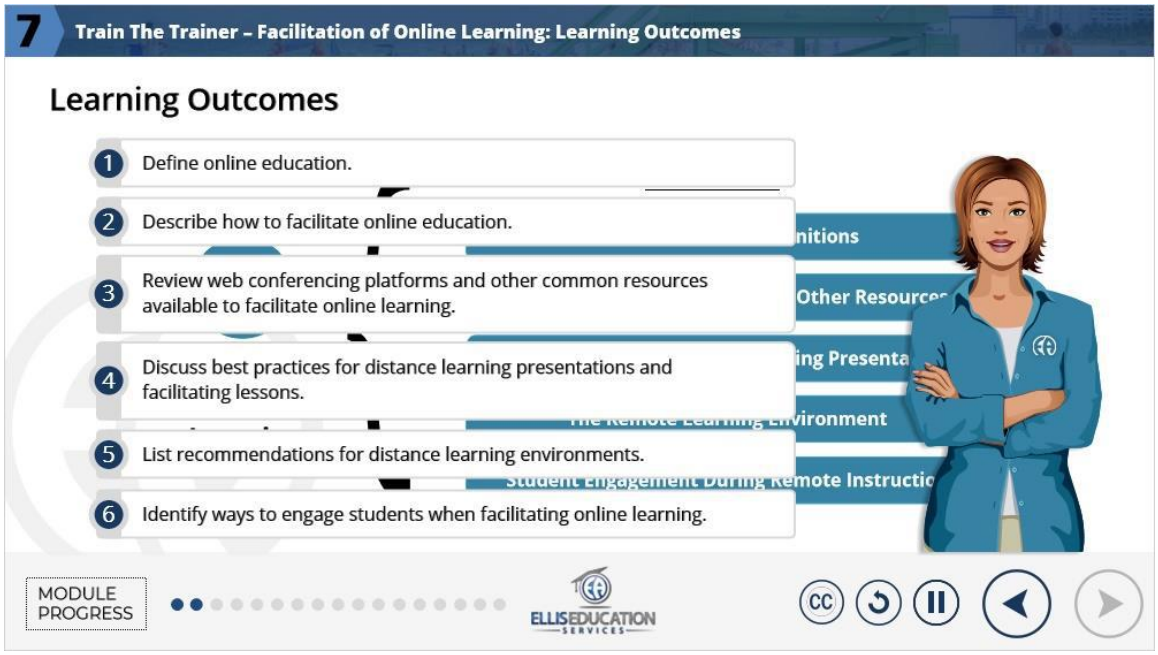
Notes:

1.2 Learning Outcome

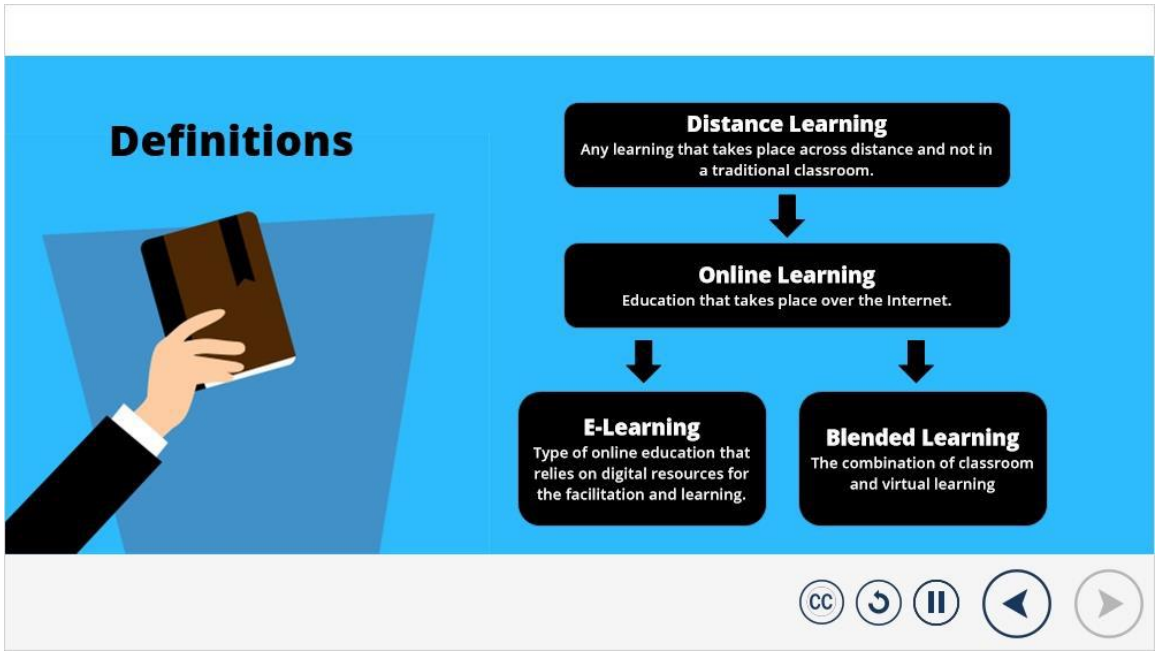


Notes:

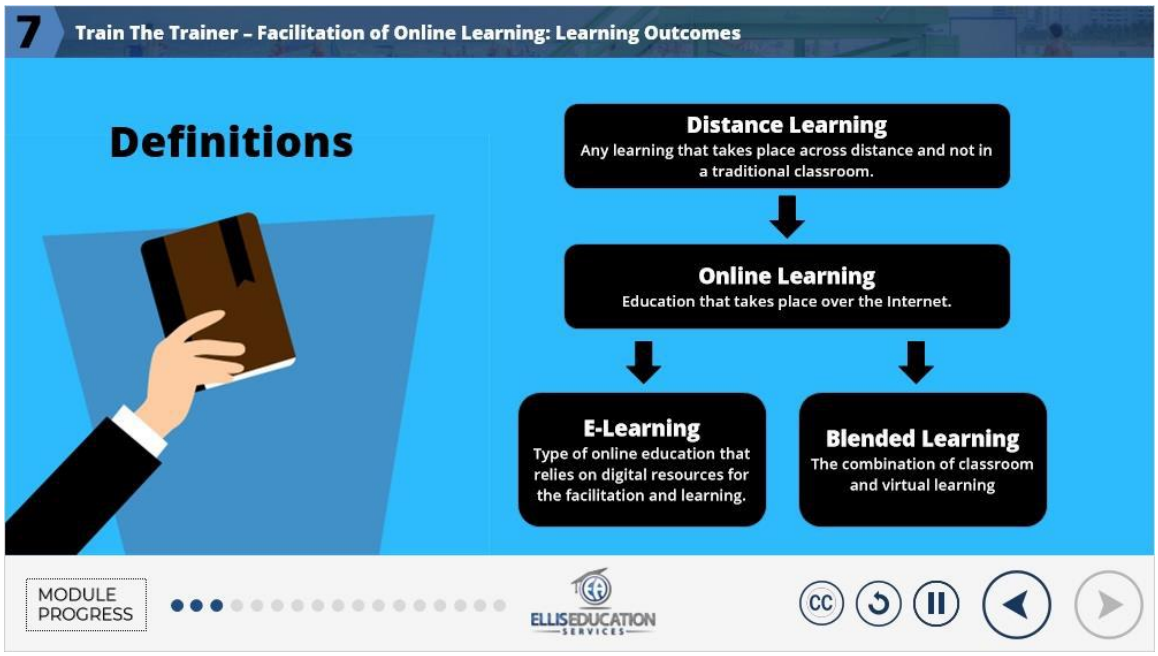
Progress (Slide Layer)



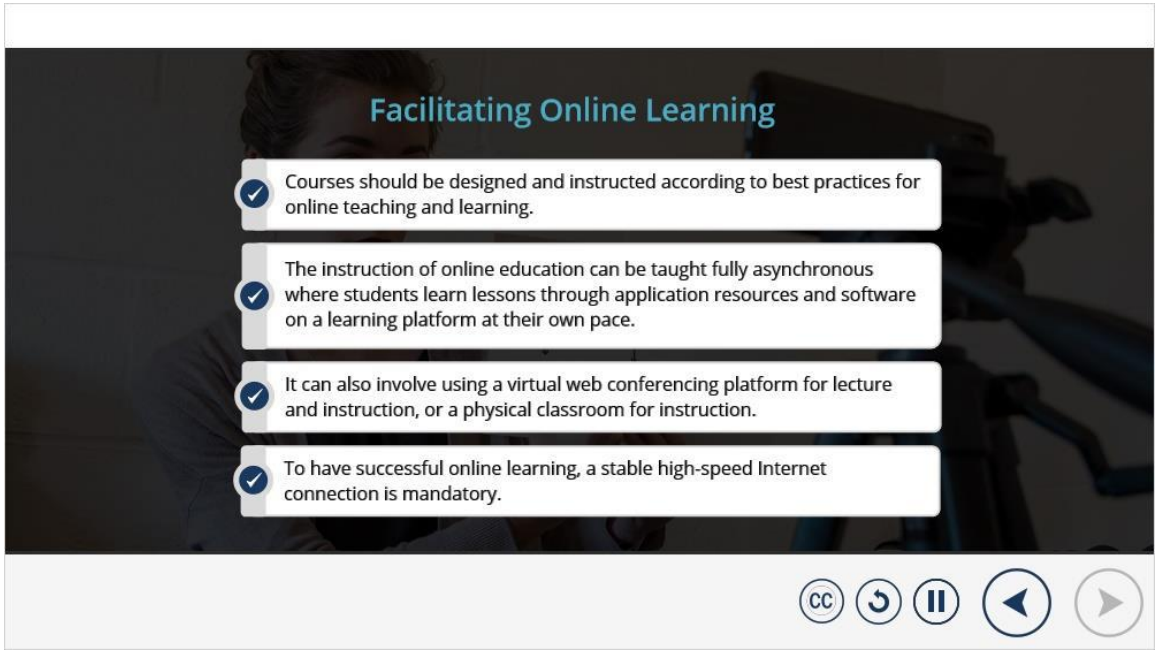
1.3 Definitions



Progress (Slide Layer)

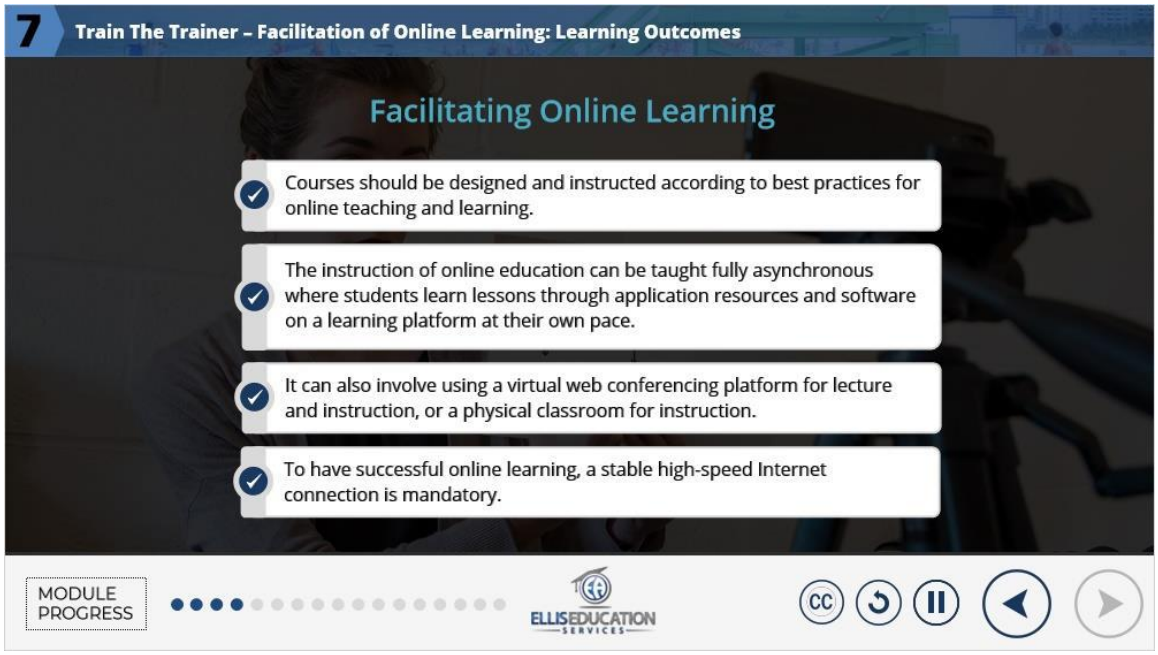


1.4 Facilitating Online Learning



Notes:

Progress (Slide Layer)

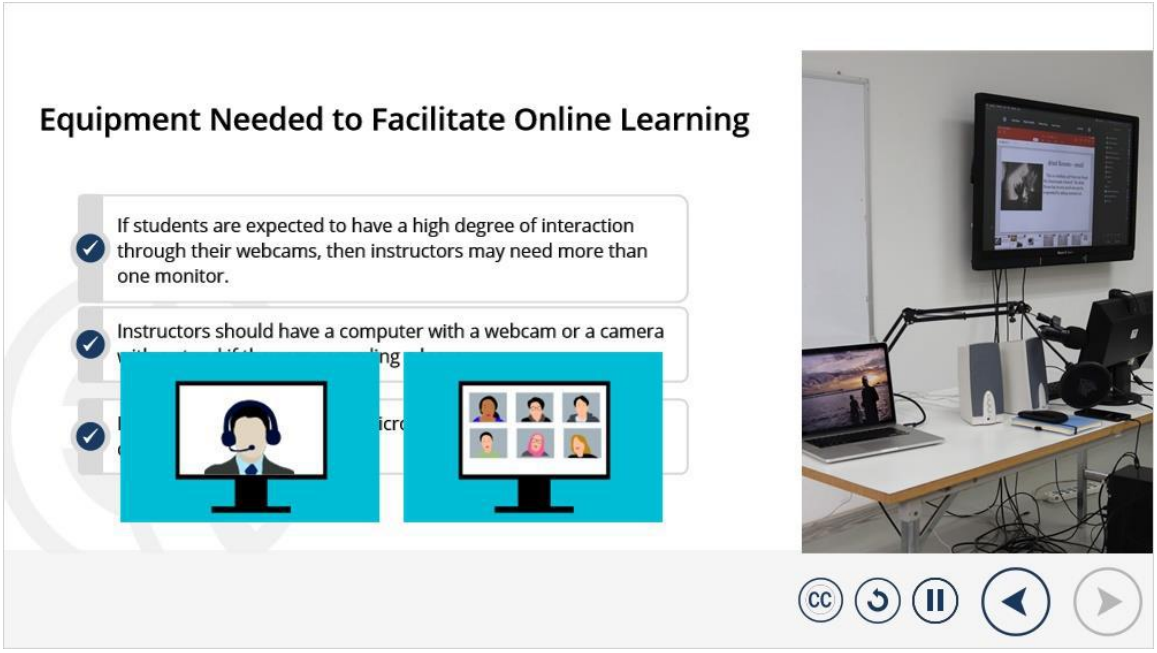


1.5 Steps to Facilitate Online Learning

Notes:

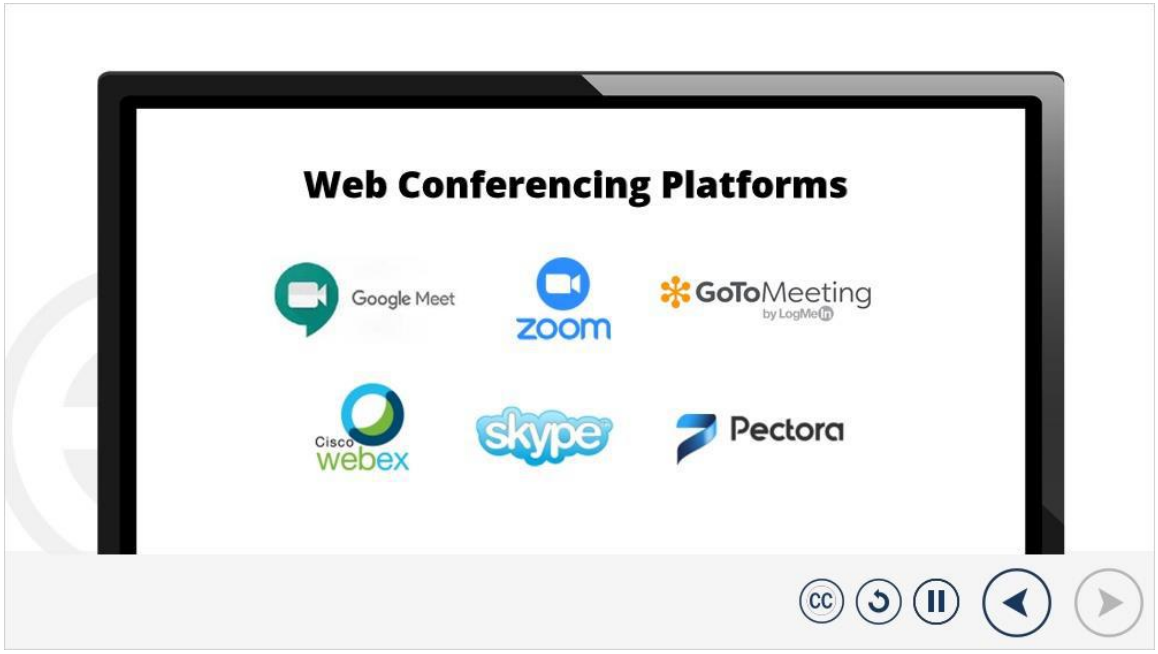
Progress (Slide Layer)

1.6 Equipment Needed to Facilitate Online Learning



Progress (Slide Layer)

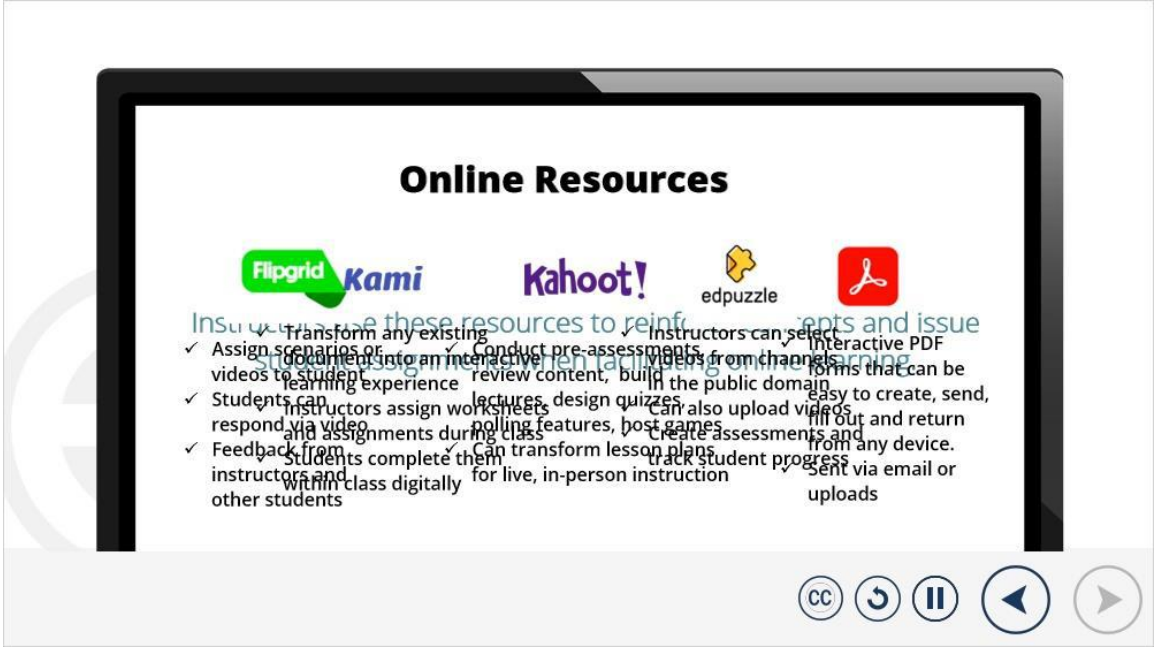
1.7 Web Conferencing Platforms



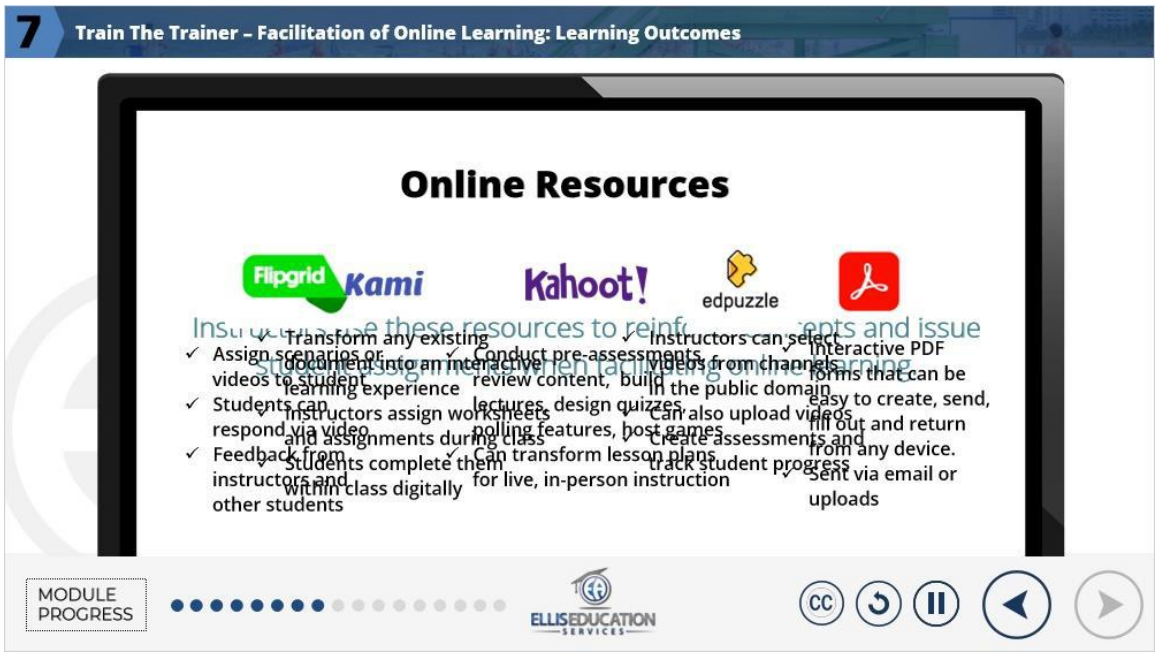
Notes:

Progress (Slide Layer)

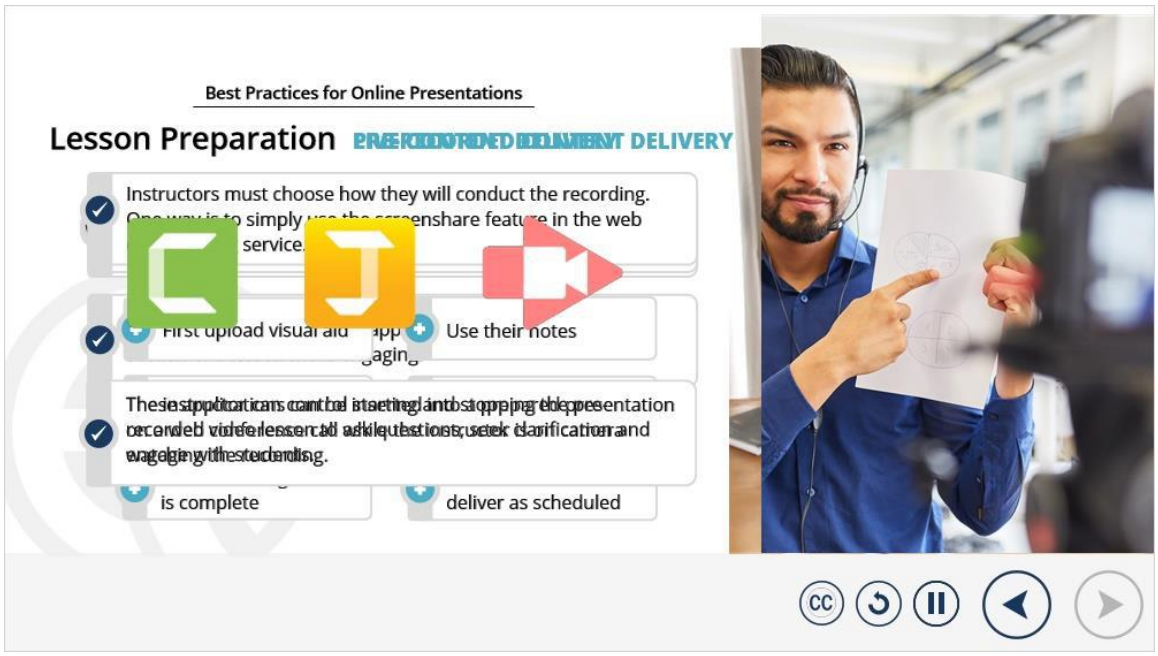
1.8 Online Resources



Progress (Slide Layer)

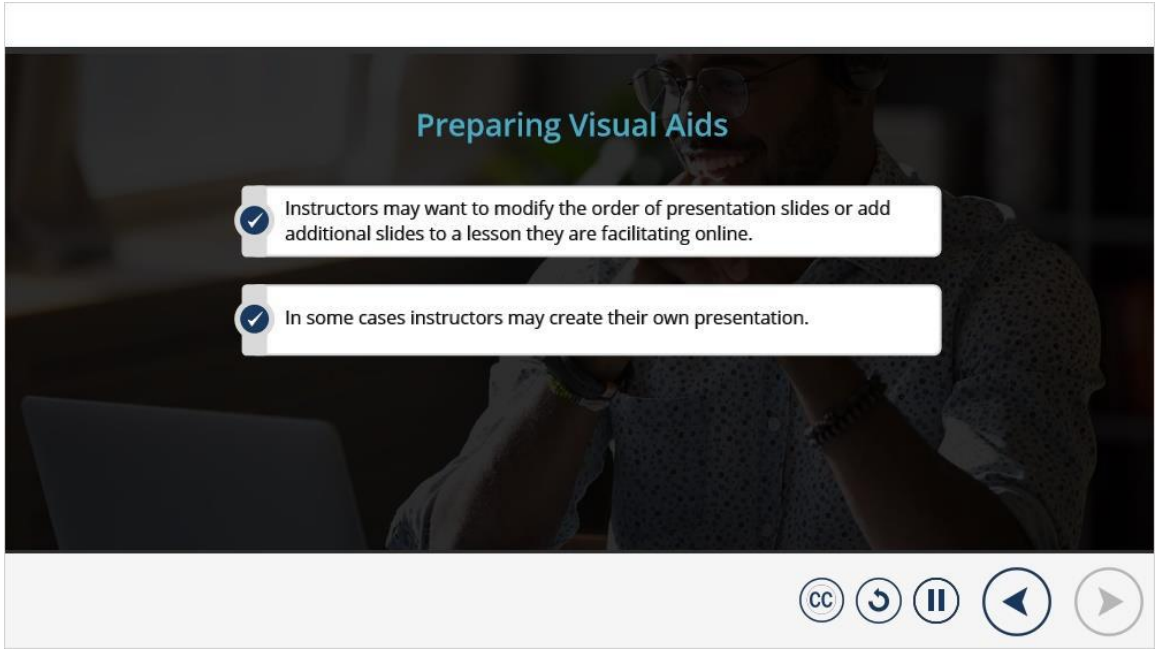


1.9 Lesson Preparation



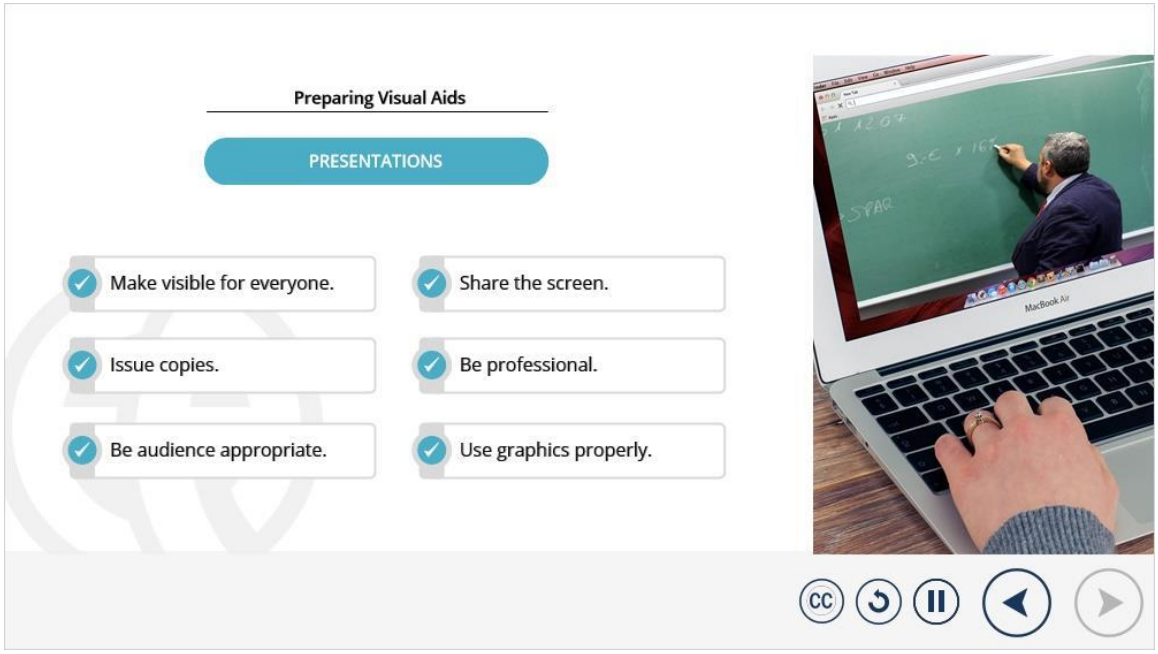
7
Train The Trainer – Facilitation of Online Learning: Learning Outcomes
Best Practices for Online Presentations
Lesson Preparation
Instructors must choose how they will conduct the recording.
Use their notes
deliver as scheduled
MODULE PROGRESS
ELLIS EDUCATION SERVICES

1.10 Preparing Visual Aids



Progress (Slide Layer)

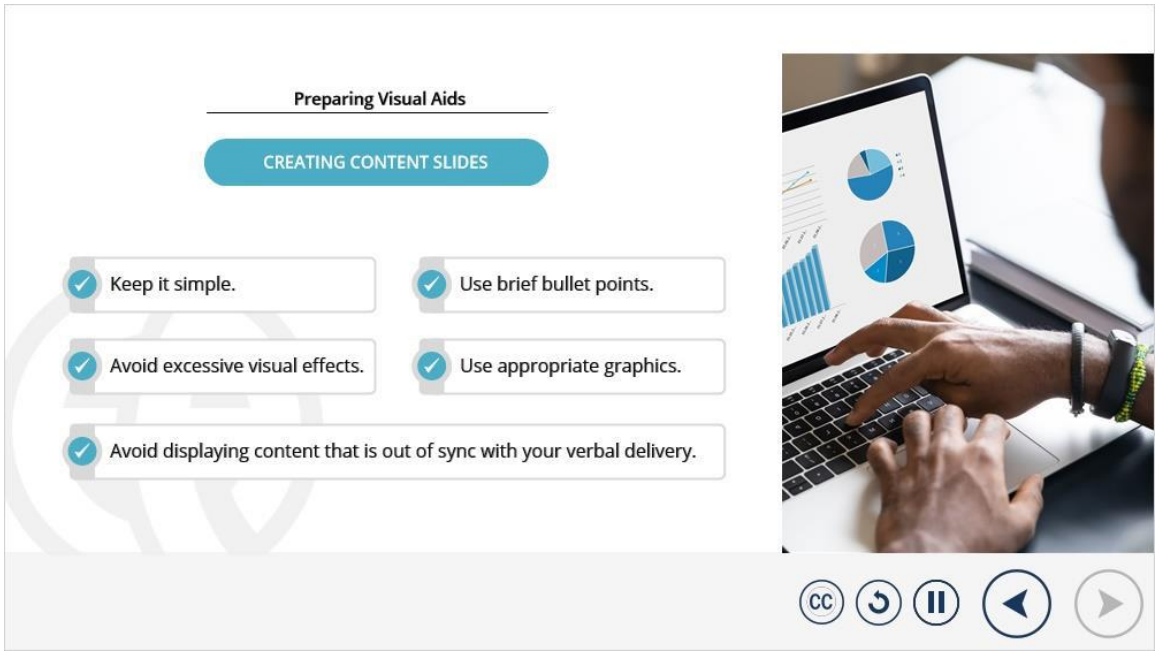
1.11 Presentations



Notes:

Progress (Slide Layer)

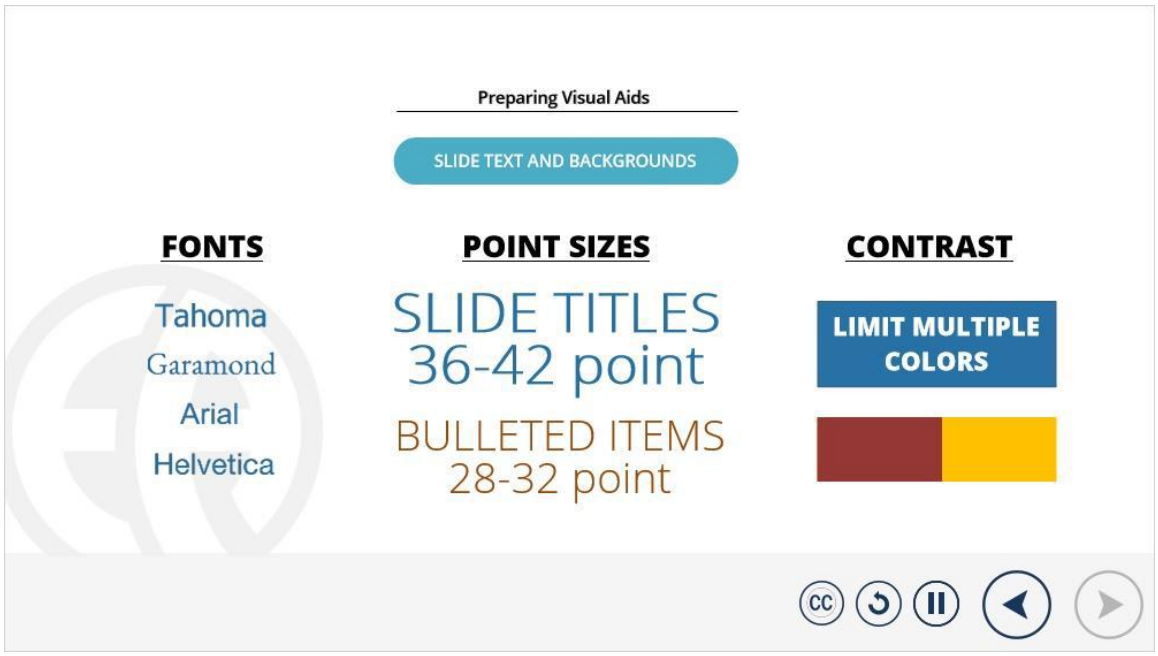
1.12 Creating Content Slides



Notes:

Progress (Slide Layer)

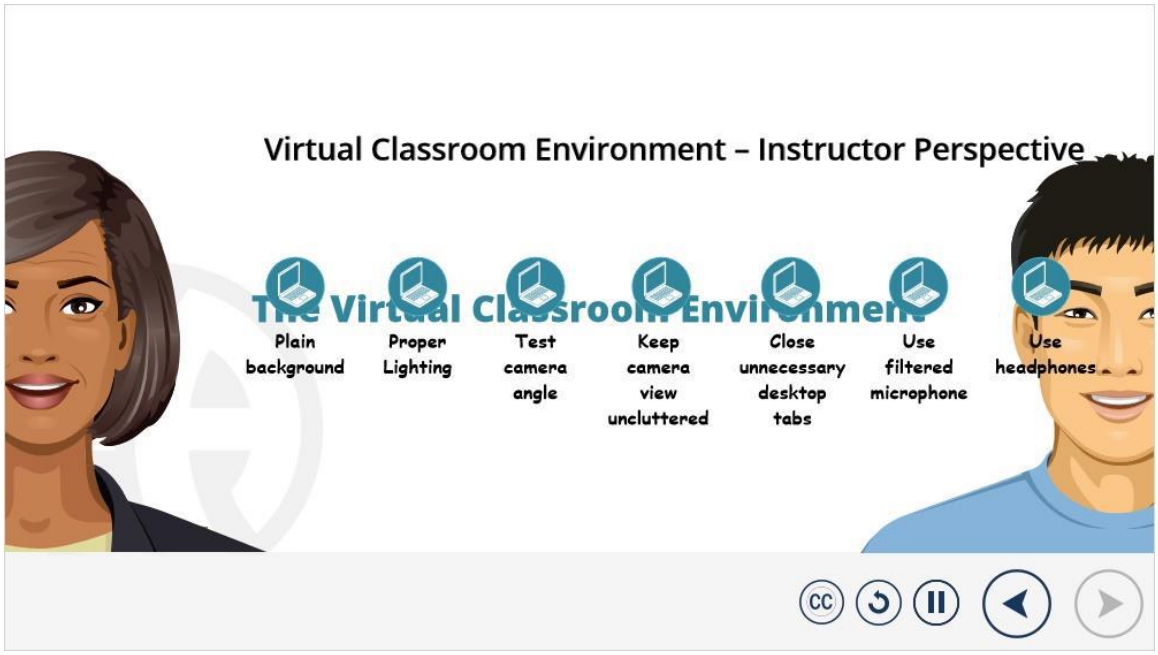
1.13 Slide Text and Backgrounds



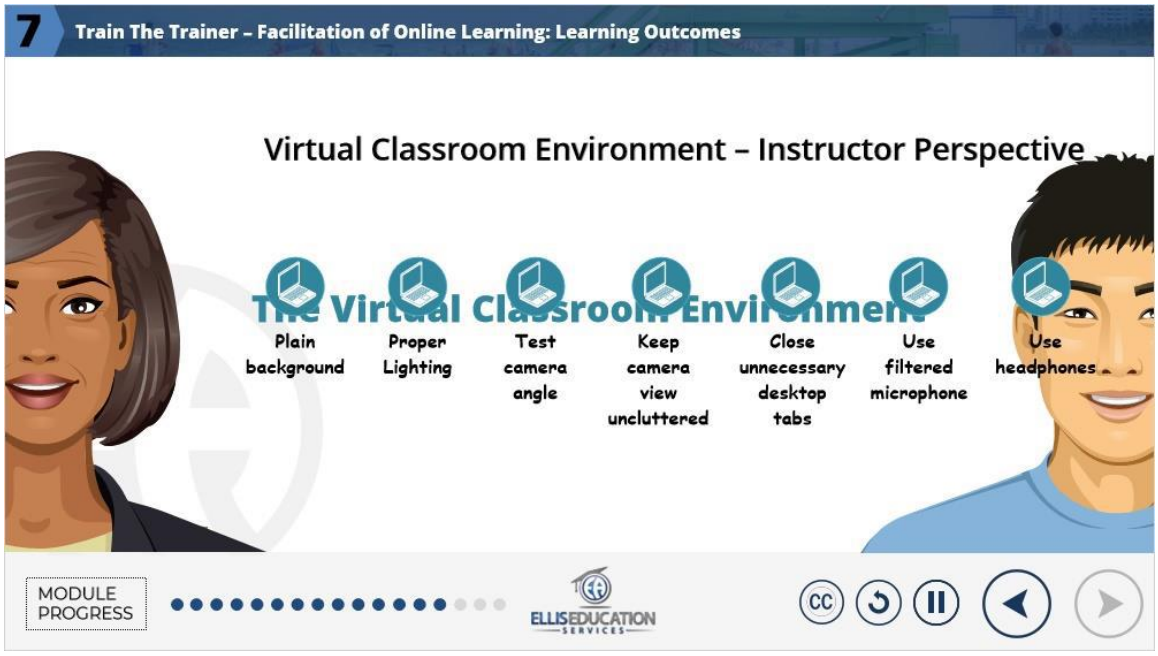
Notes:

7
Train The Trainer – Facilitation of Online Learning: Learning Outcomes
Preparing Visual Aids
SLIDE TEXT AND BACKGROUNDS
FONTS
Tahoma
Garamond
Arial
Helvetica
POINT SIZES
SLIDE TITLES
36-42 point
BULLETED ITEMS
28-32 point
CONTRAST
LIMIT MULTIPLE COLORS
MODULE PROGRESS
ELLISEDUCATION SERVICES
CC

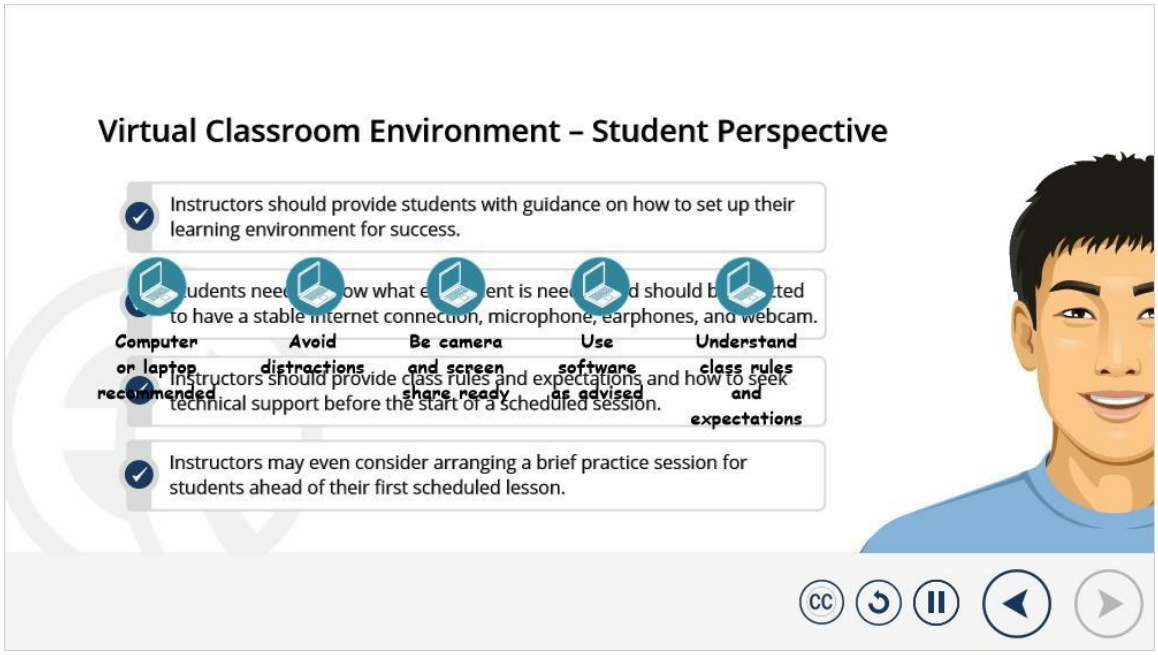
1.14 Virtual Classroom Environment - Instructor Perspective



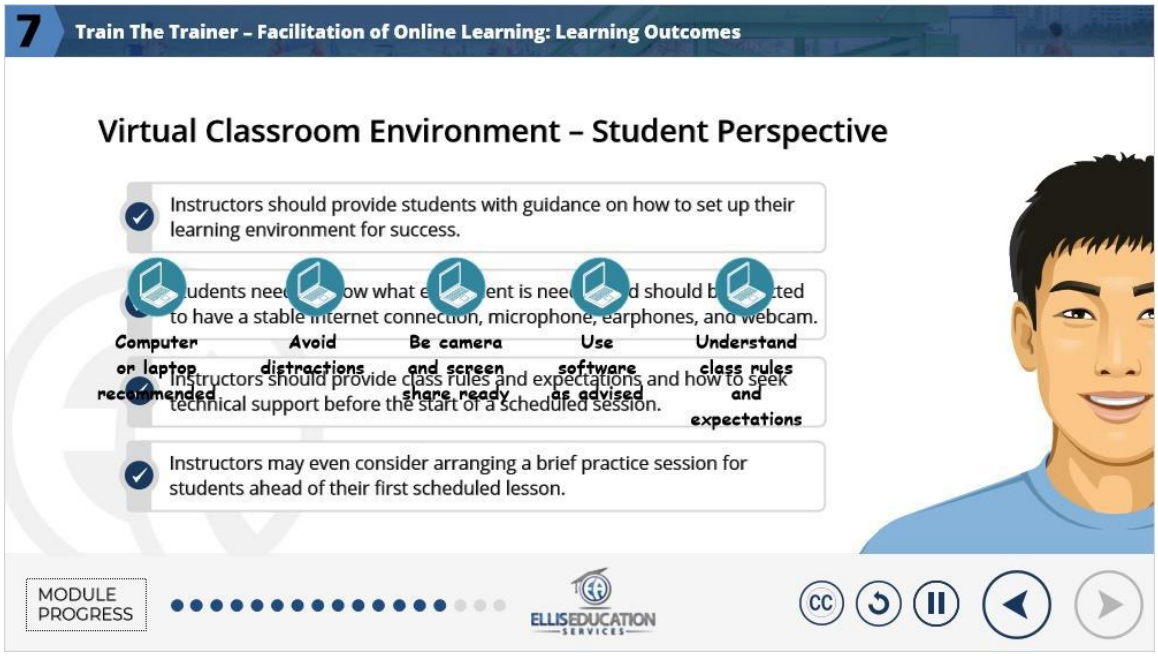
Progress (Slide Layer)



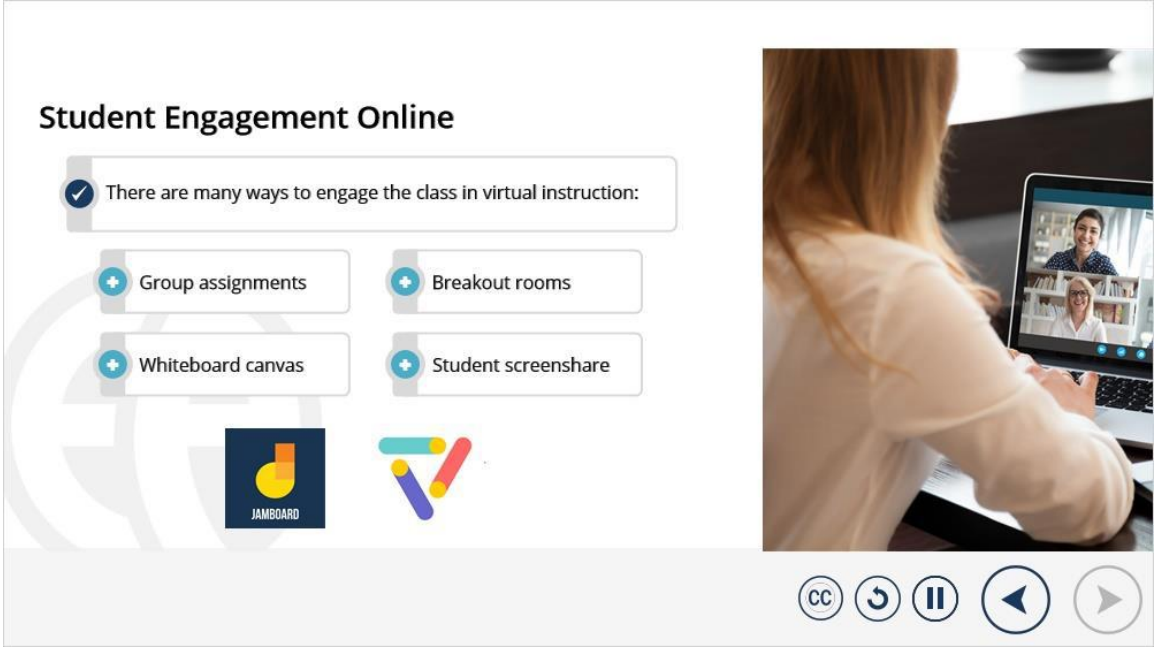
1.15 Virtual Classroom Environment - Student Perspective



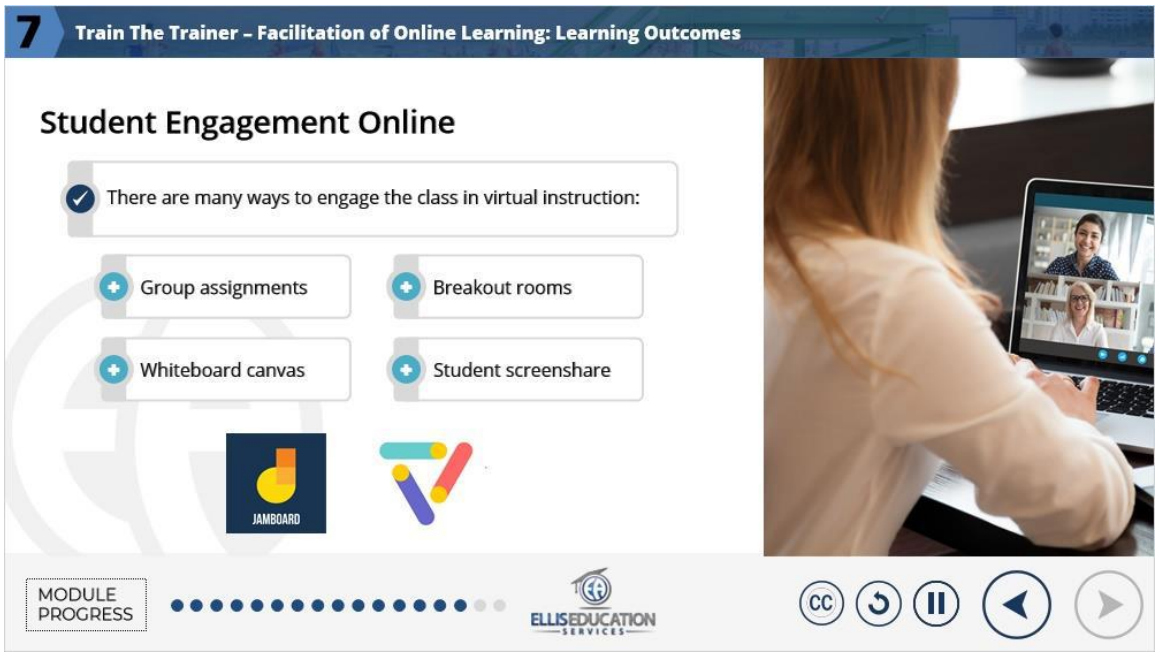
Notes:


7
Train The Trainer – Facilitation of Online Learning: Learning Outcomes
Virtual Classroom Environment – Student Perspective
Instructors should provide students with guidance on how to set up their learning environment for success.
Computer or laptop recommended
Avoid distractions
Be camera and screen share ready
Use software as advised
Understand class rules and expectations
Instructors should provide class rules and expectations and how to seek technical support before the start of a scheduled session.
Instructors may even consider arranging a brief practice session for students ahead of their first scheduled lesson.
MODULE PROGRESS
ELLISEDUCATION SERVICES
CC

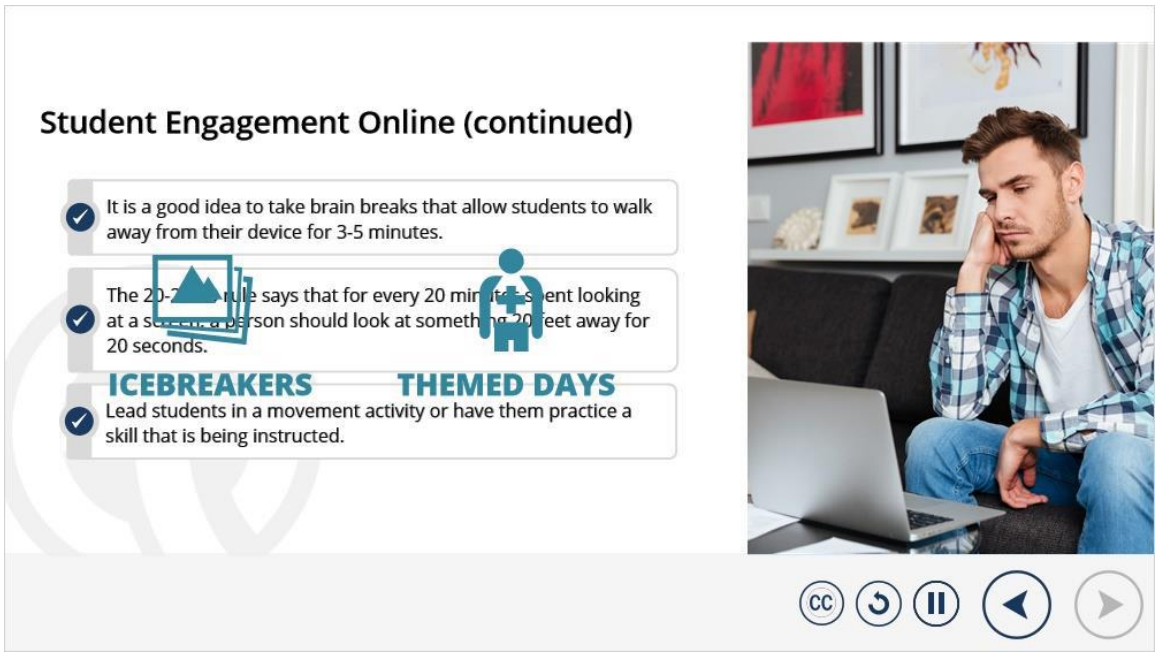
1.16 Student Engagement Online



Progress (Slide Layer)

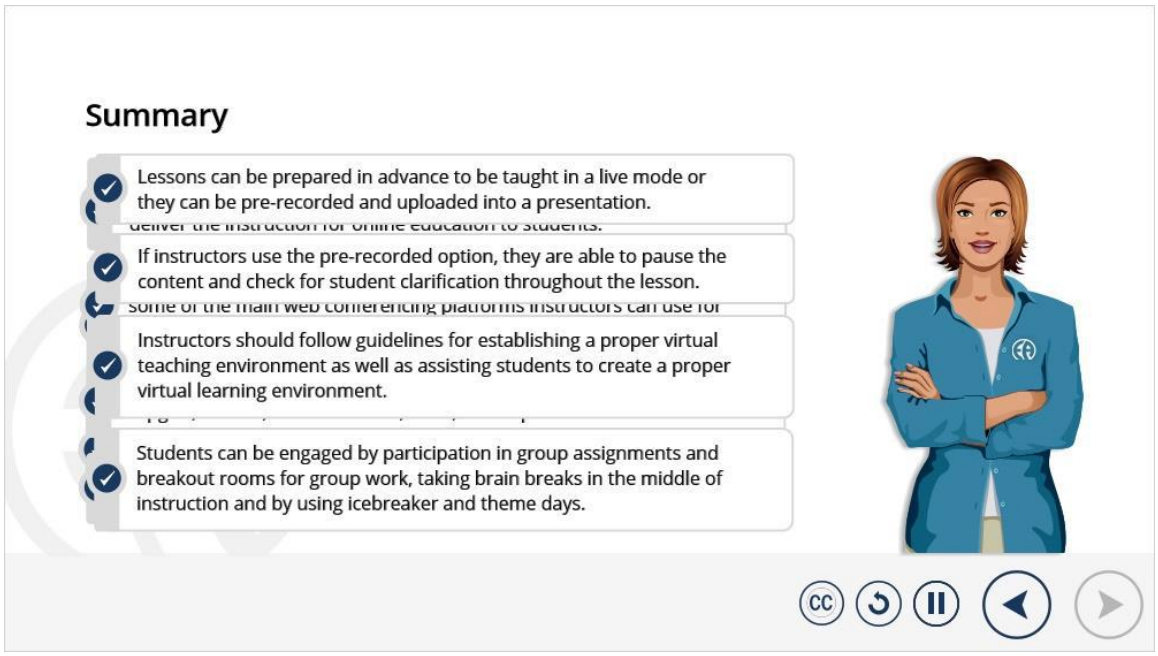


1.17 Student Engagement Online (continued)



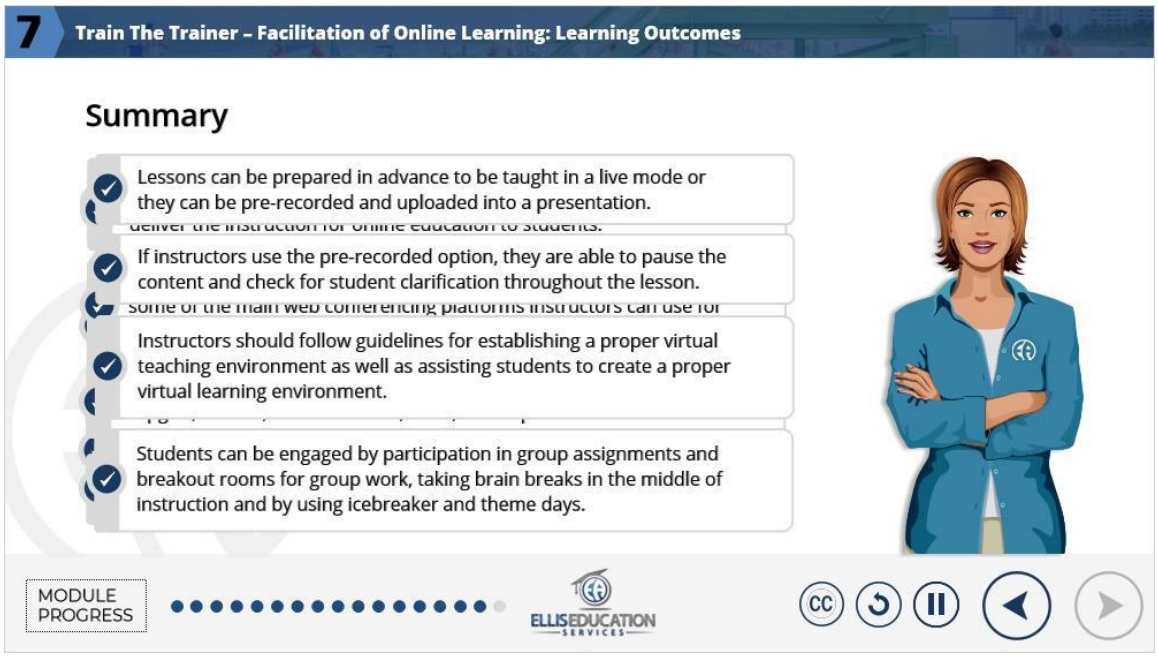
Progress (Slide Layer)

1.18 Summary



Notes:

Progress (Slide Layer)

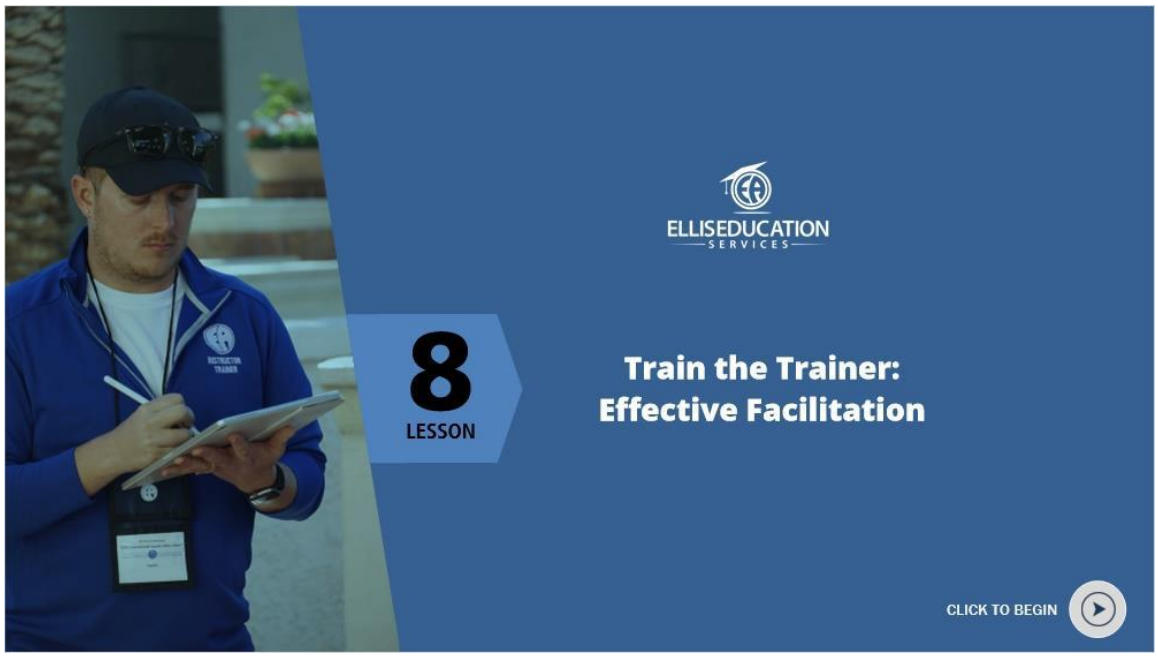


2. Knowledge Check

TTT Lesson 8 - Effective Facilitation - FINAL

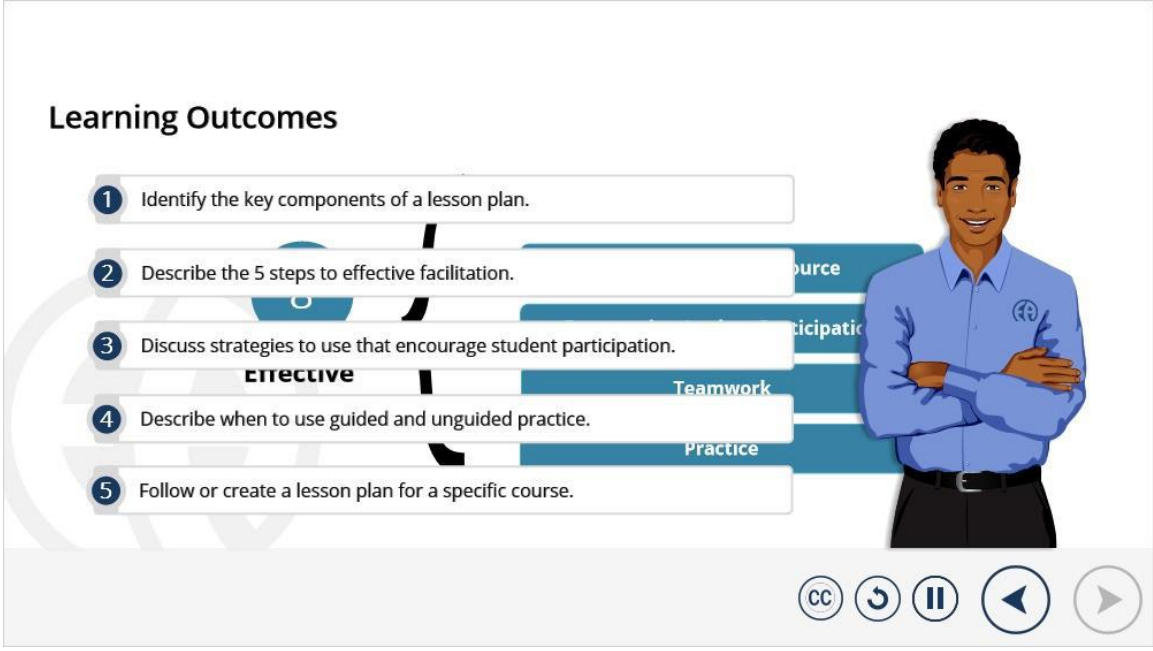
1. Content

1.1 Welcome



Notes:

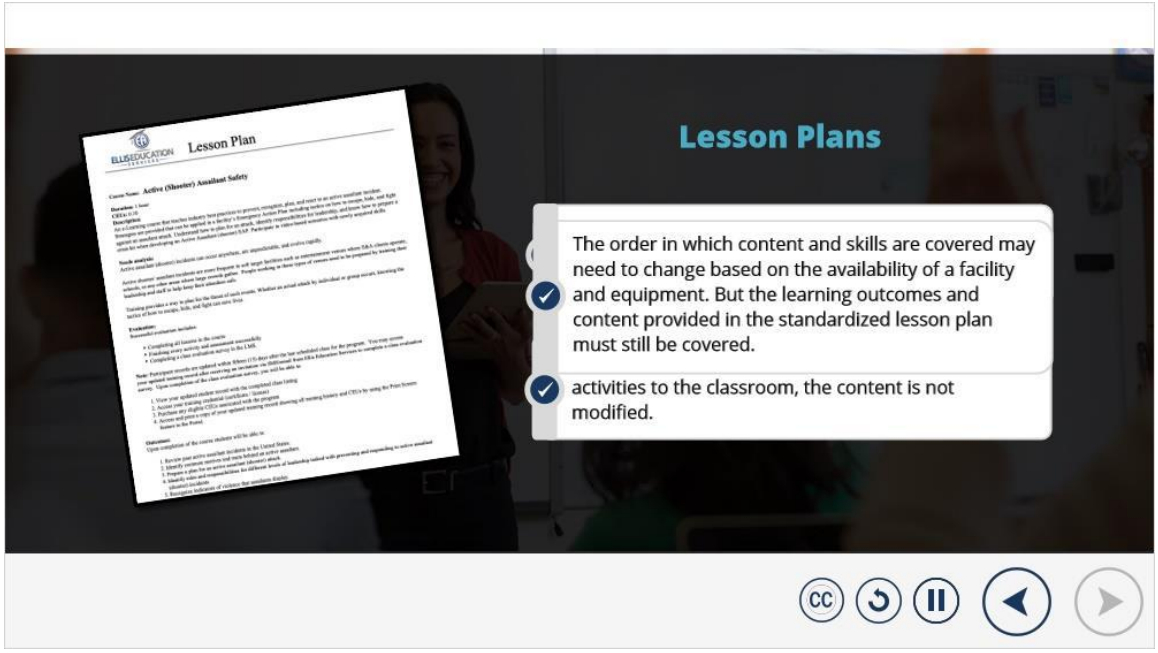
1.2 Learning Outcomes



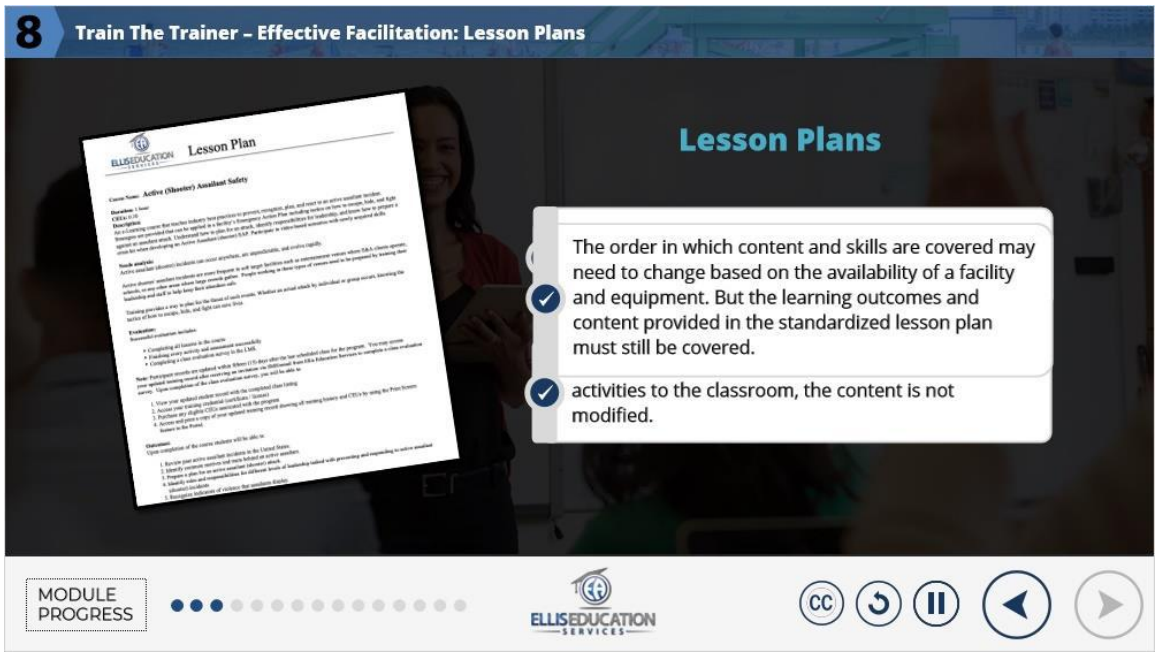
Notes:

Progress (Slide Layer)

1.3 Lesson Plans



Progress (Slide Layer)

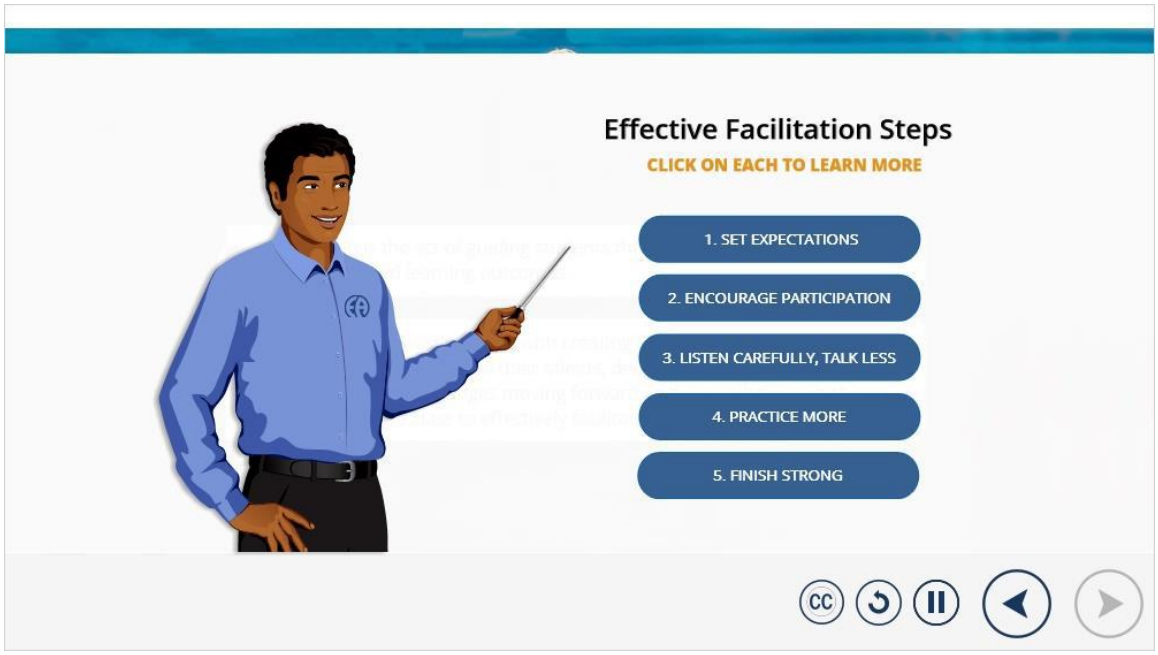


1.4 What is in a Lesson Plan?

Notes:

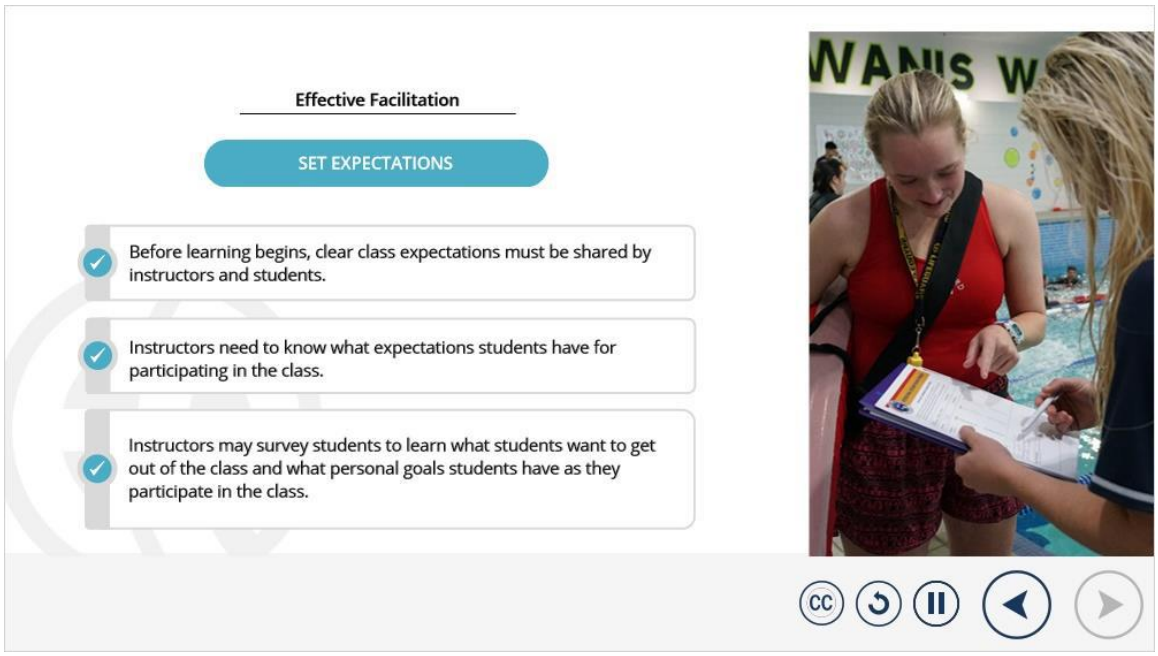
8
Train The Trainer – Effective Facilitation: What is in a Lesson Plan?
What is in a Lesson Plan?
Outcomes
Time Standard
Key Points
Activities for Topics
Materials Needed
Evaluation Standard
Methods & Styles
Summary
MODULE PROGRESS
ELLISEDUCATION SERVICES
CC

1.5 Effective Facilitation



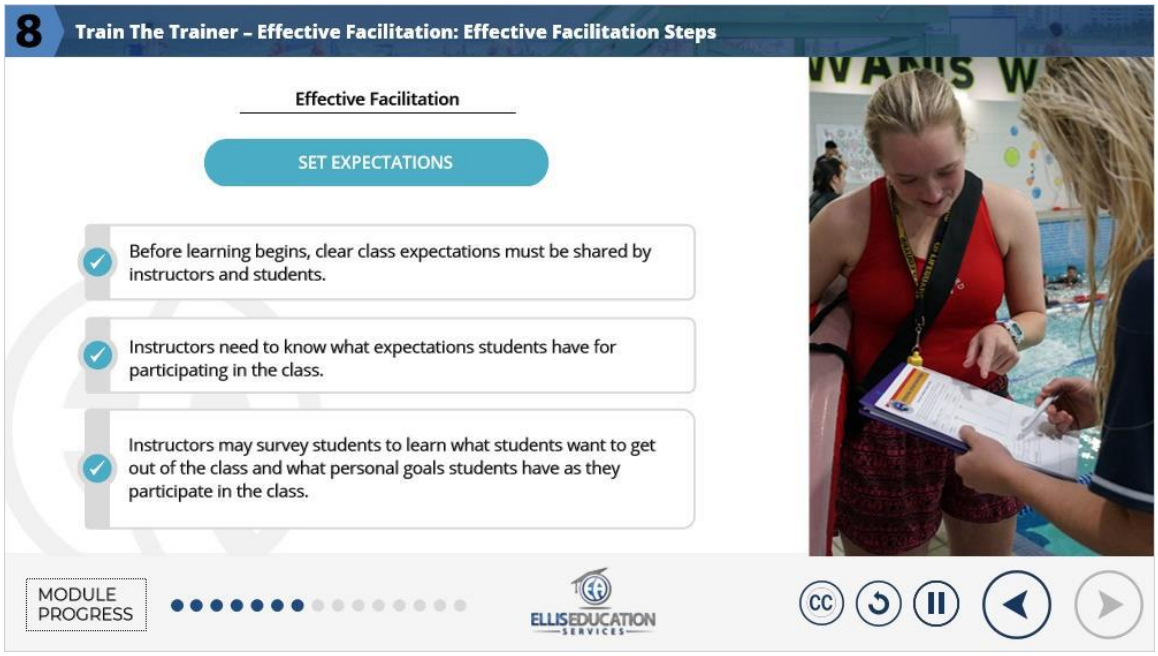
Progress (Slide Layer)

1.6 Effective Facilitation - SET EXPECTATIONS

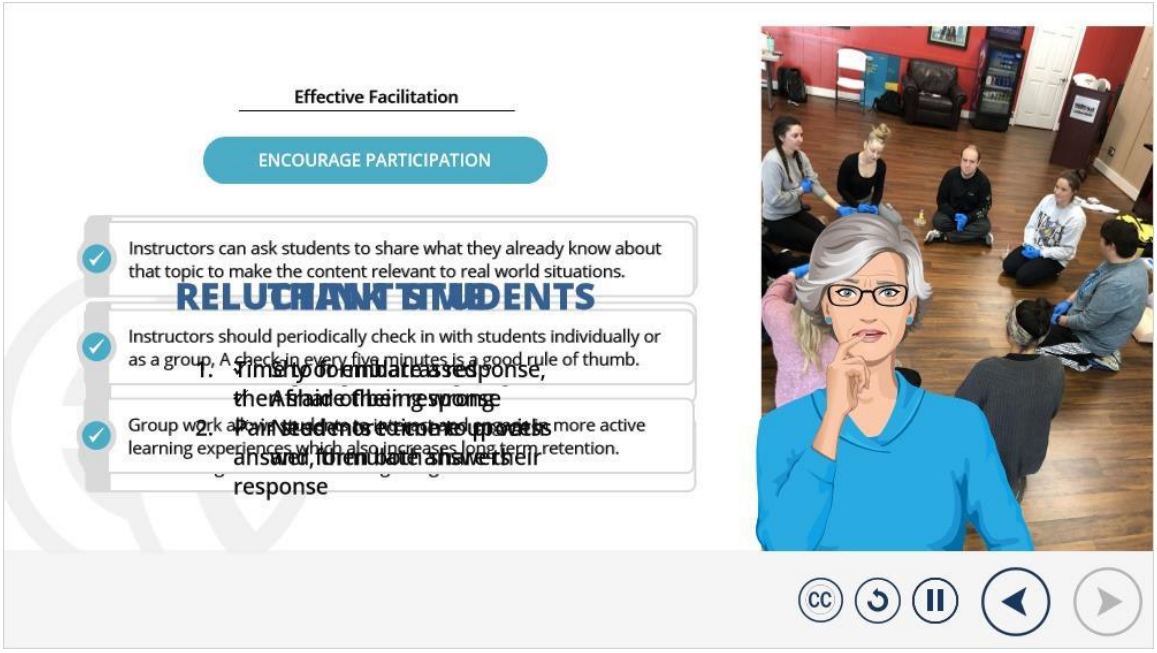


Notes:

Progress (Slide Layer)

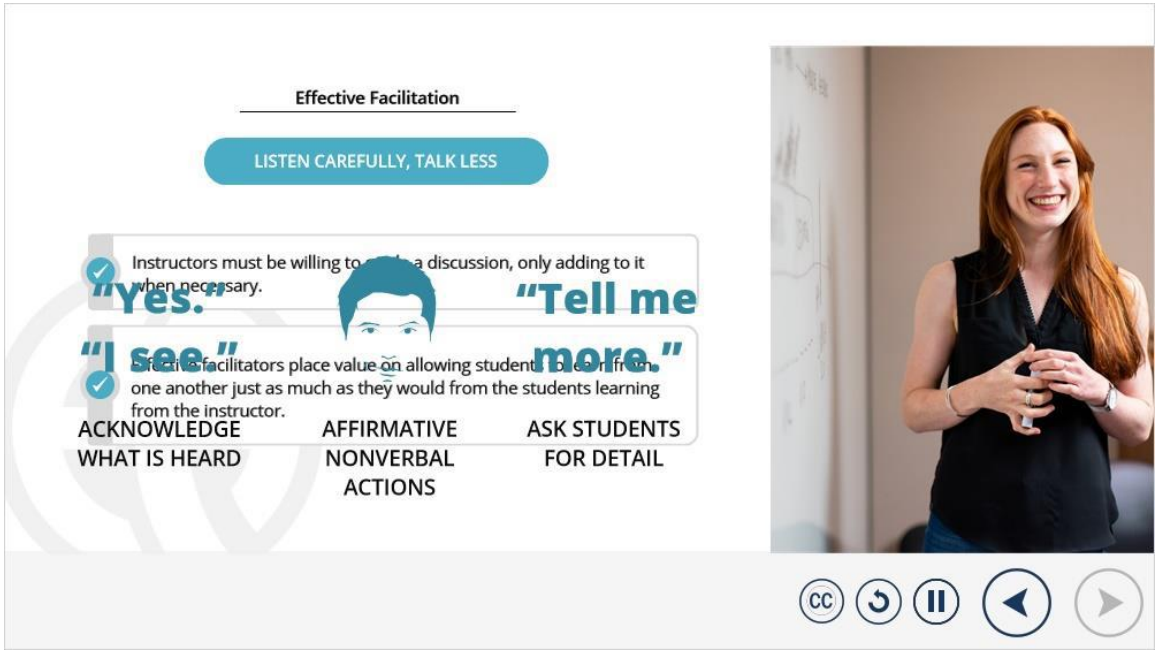


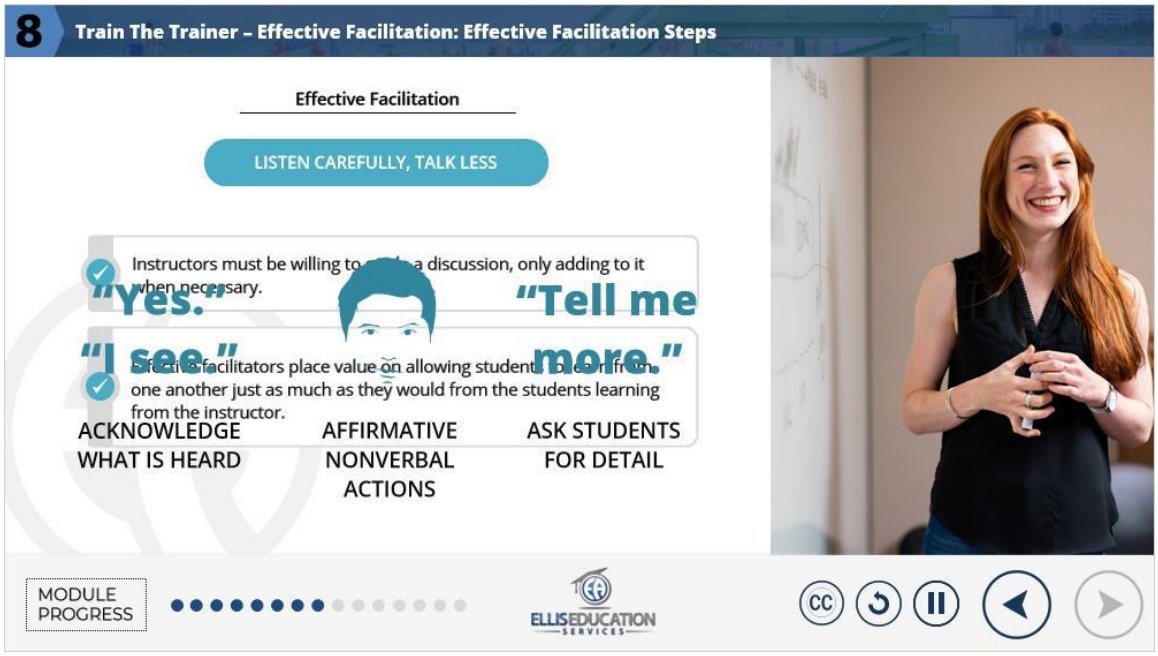
1.7 Effective Facilitation - ENCOURAGE PARTICIPATION



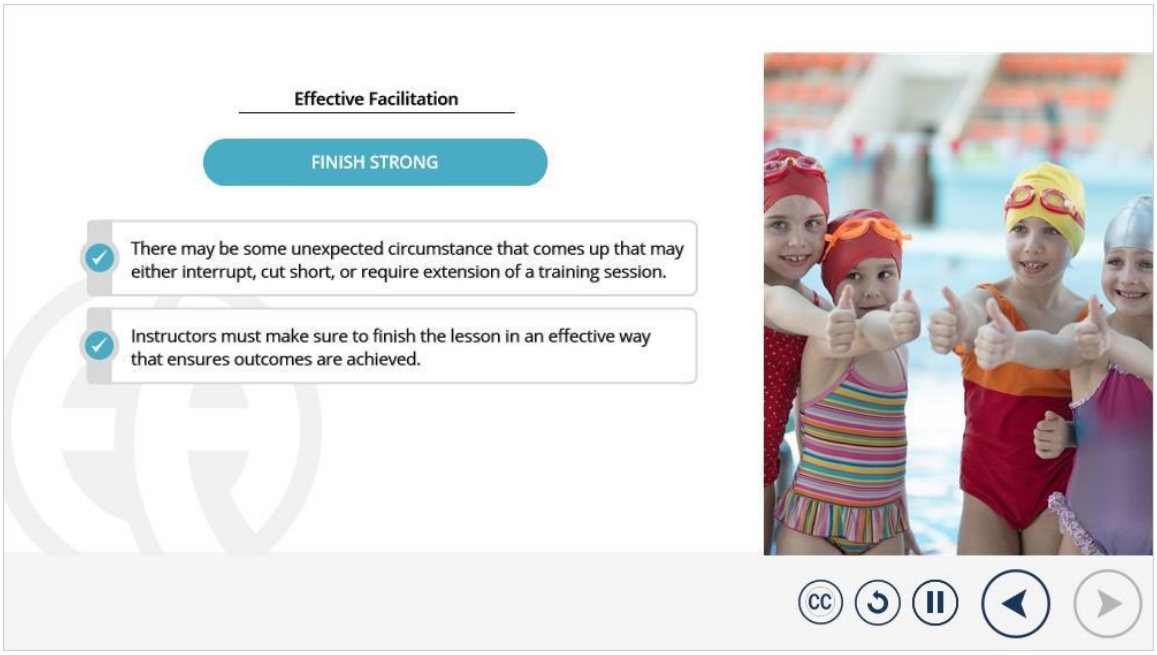
Progress (Slide Layer)

1.8 Effective Facilitation - LISTEN CAREFULLY, TALK LESS




8
Train The Trainer – Effective Facilitation: Effective Facilitation Steps
Effective Facilitation
LISTEN CAREFULLY, TALK LESS
Instructors must be willing to
when necessary.
a discussion, only adding to it
"Yes."
"Tell me more."
"I see."
Effective facilitators place value on allowing students to learn from
one another just as much as they would from the students learning
from the instructor.
ACKNOWLEDGE WHAT IS HEARD
AFFIRMATIVE NONVERBAL ACTIONS
ASK STUDENTS FOR DETAIL
MODULE PROGRESS
ELLISEDUCATION
SERVICES

1.9 Effective Facilitation - FINISH STRONG

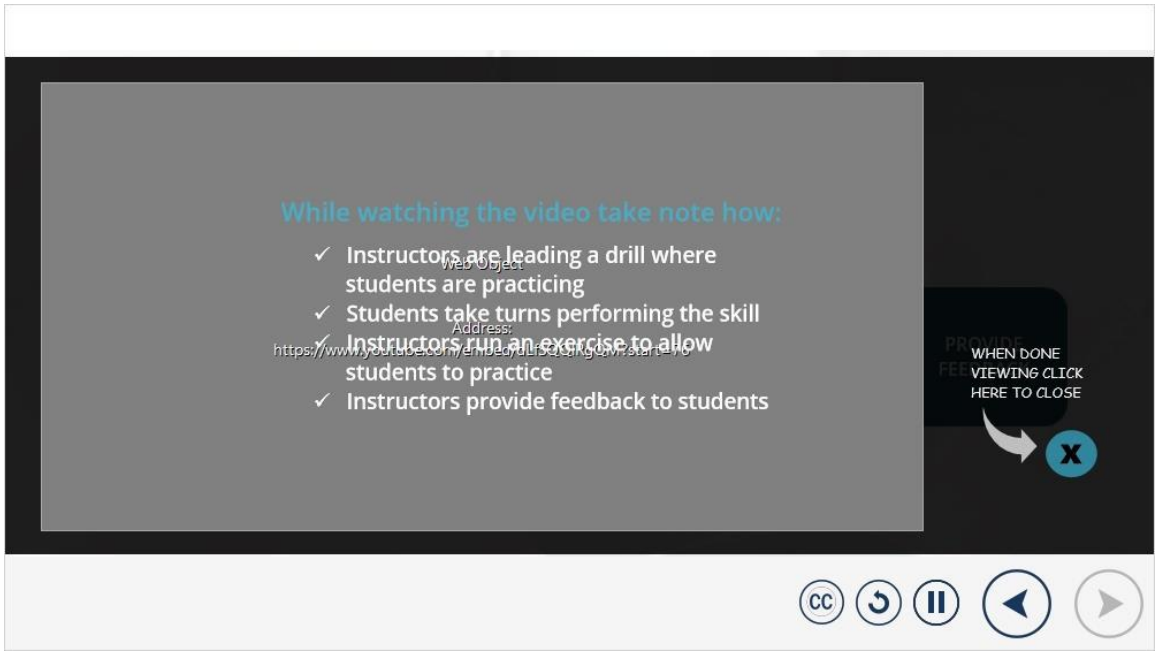


Notes:

Progress (Slide Layer)

1.10 Effective Facilitation - PRACTICE MORE

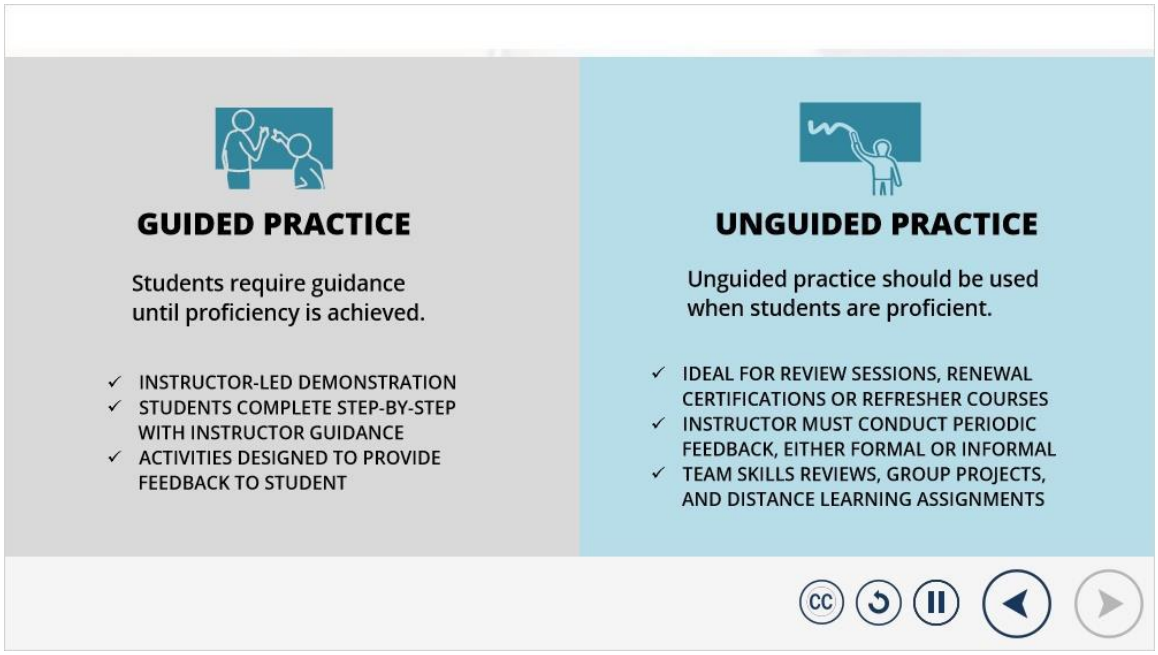
Notes:


While watching the video take note how:
✓ Instructors are leading a drill where students are practicing
✓ Students take turns performing the skill
✓ Instructors run an exercise to allow students to practice
✓ Instructors provide feedback to students
WHEN DONE VIEWING CLICK HERE TO CLOSE

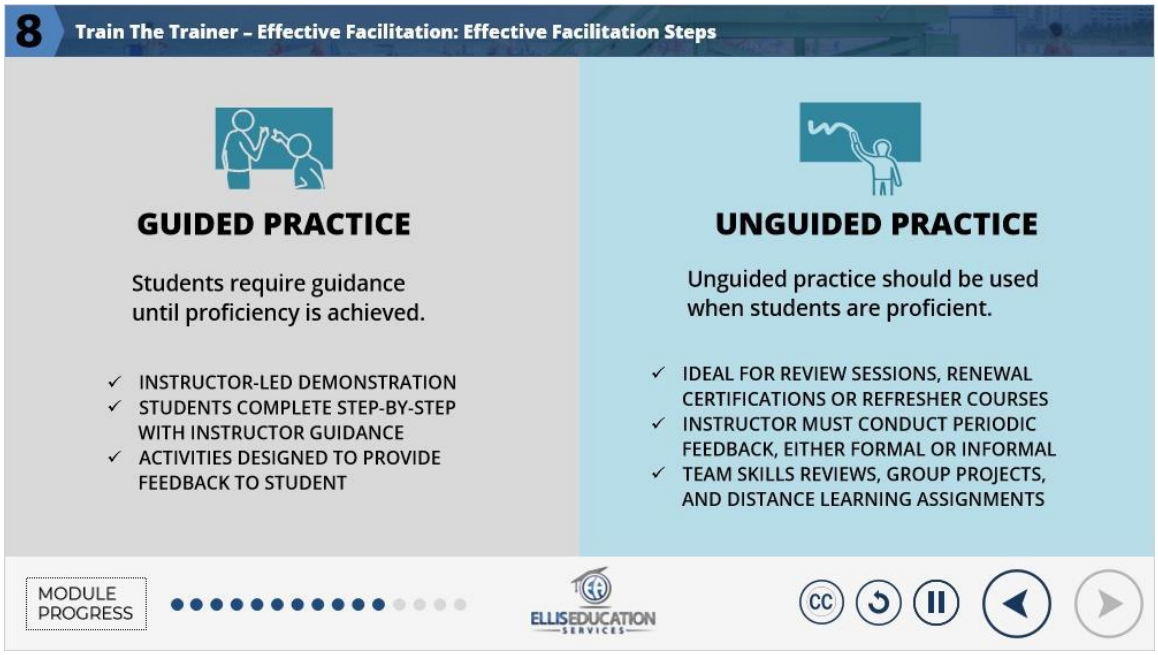
Video Launch (Slide Layer)

Progress (Slide Layer)

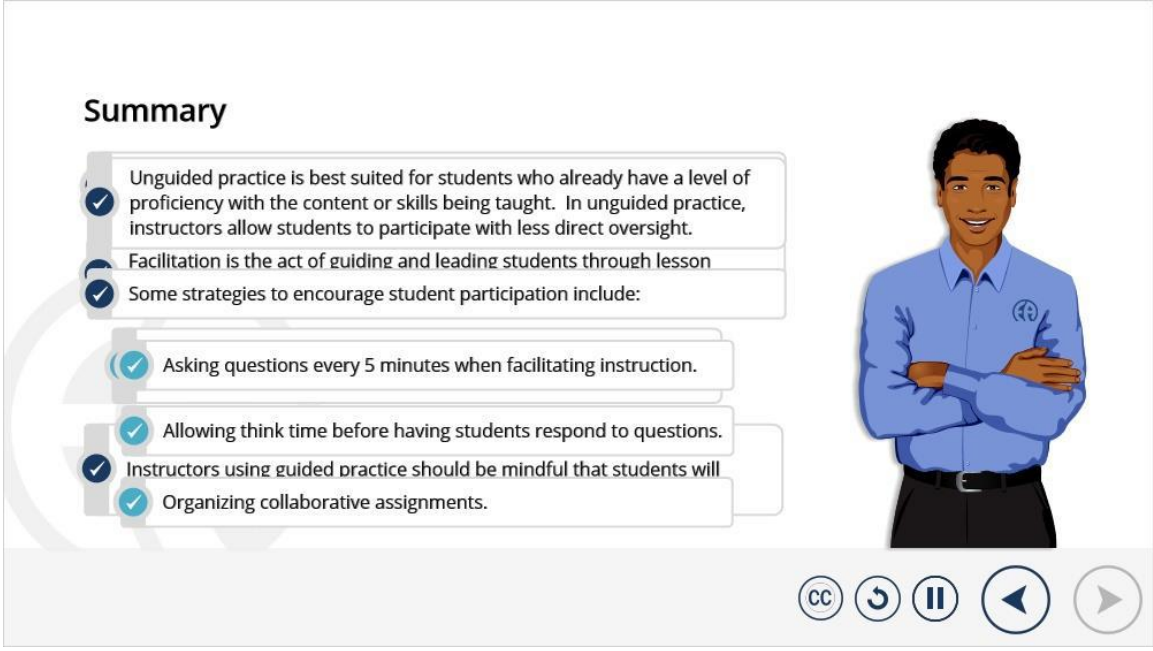
1.11 Guided and Unguided Practice



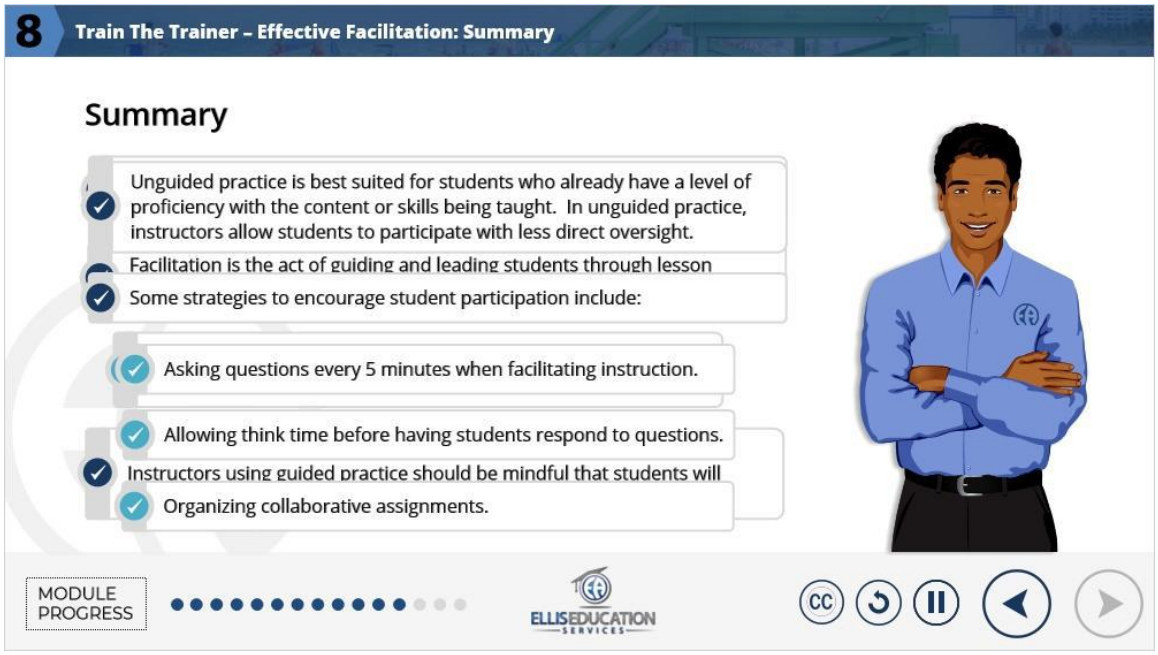
Progress (Slide Layer)



1.12 Summary


Summary
Unguided practice is best suited for students who already have a level of proficiency with the content or skills being taught. In unguided practice, instructors allow students to participate with less direct oversight.
Facilitation is the act of guiding and leading students through lesson
Some strategies to encourage student participation include:
Asking questions every 5 minutes when facilitating instruction.
Allowing think time before having students respond to questions.
Instructors using guided practice should be mindful that students will
Organizing collaborative assignments.
CC

Progress (Slide Layer)



2. Knowledge Check

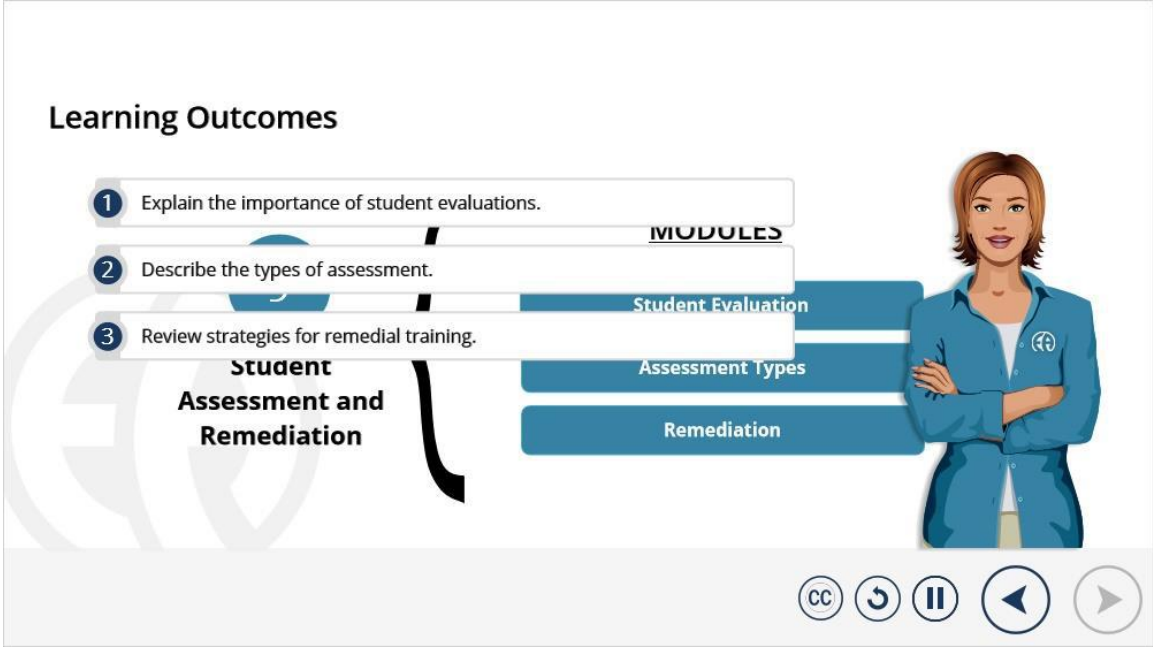
Lesson 9 - Student Assessment and Remediation - FINAL

1. Content

1.1 Welcome

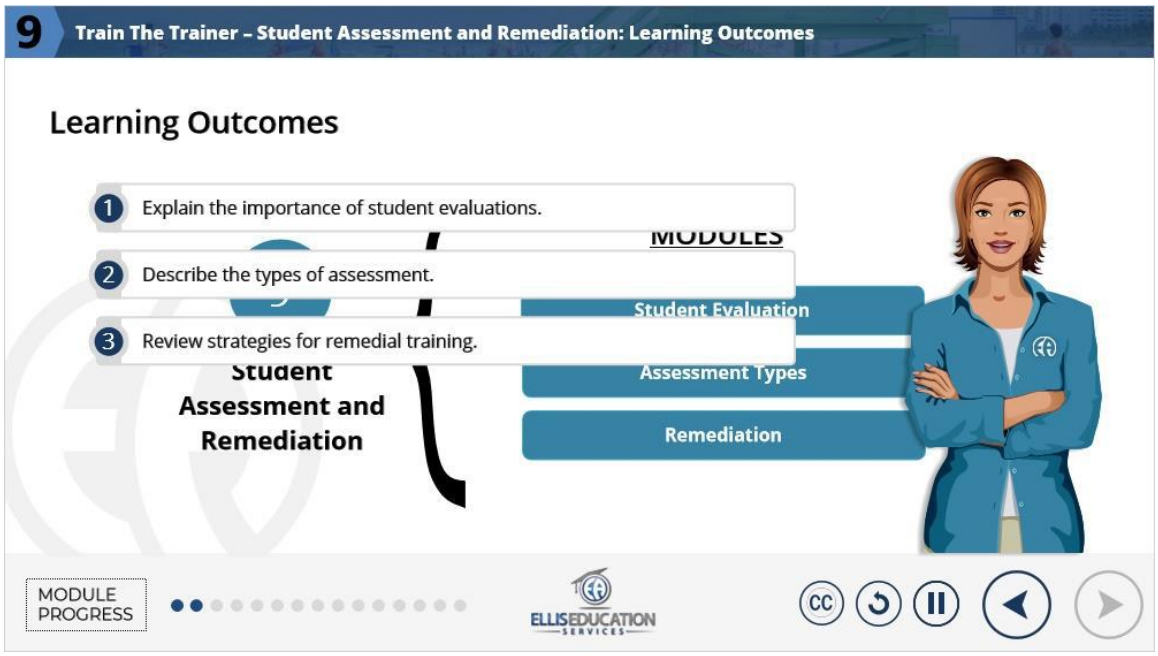
Notes:

1.2 Learning Outcomes

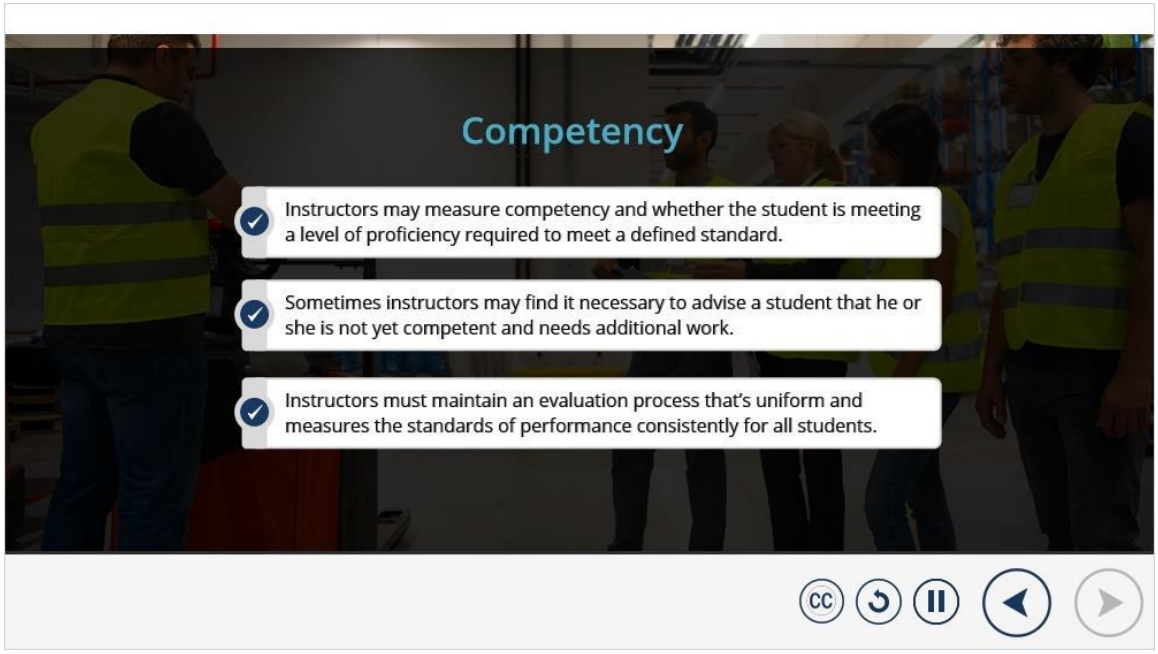


Notes:

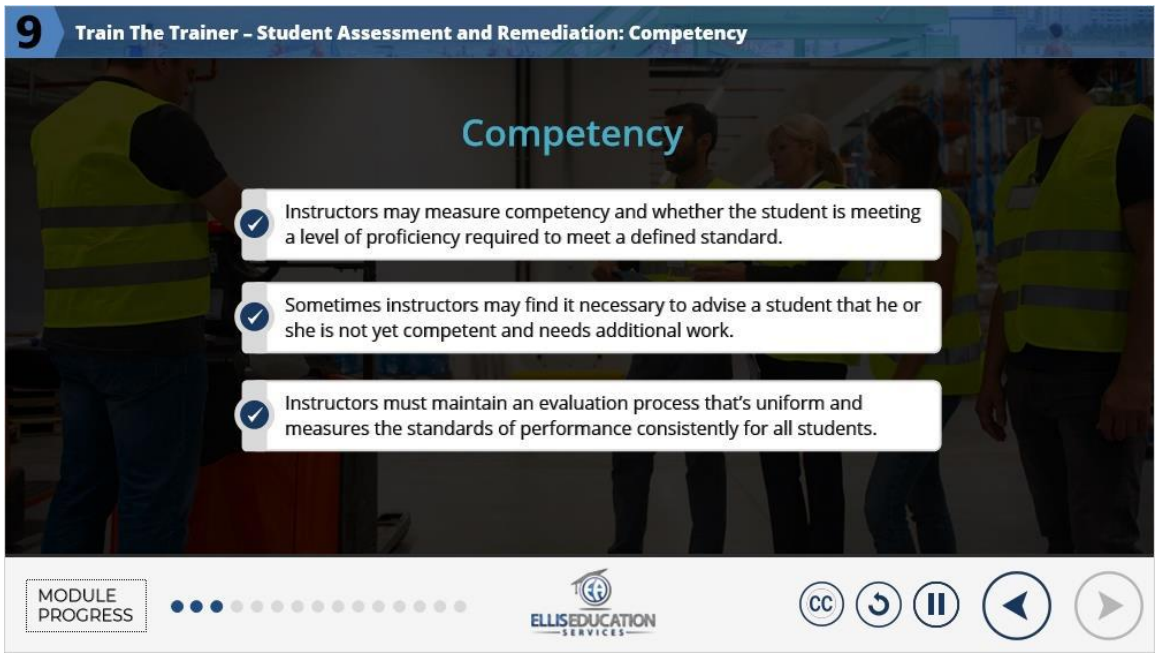
Progress (Slide Layer)



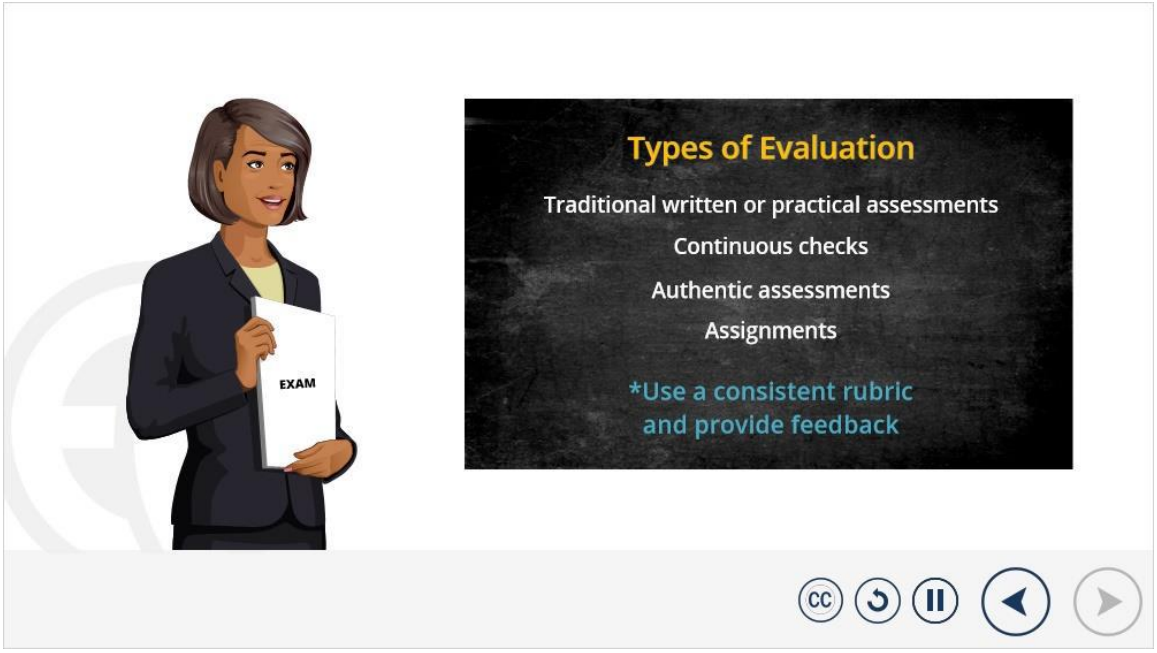
1.3 Competency



Progress (Slide Layer)

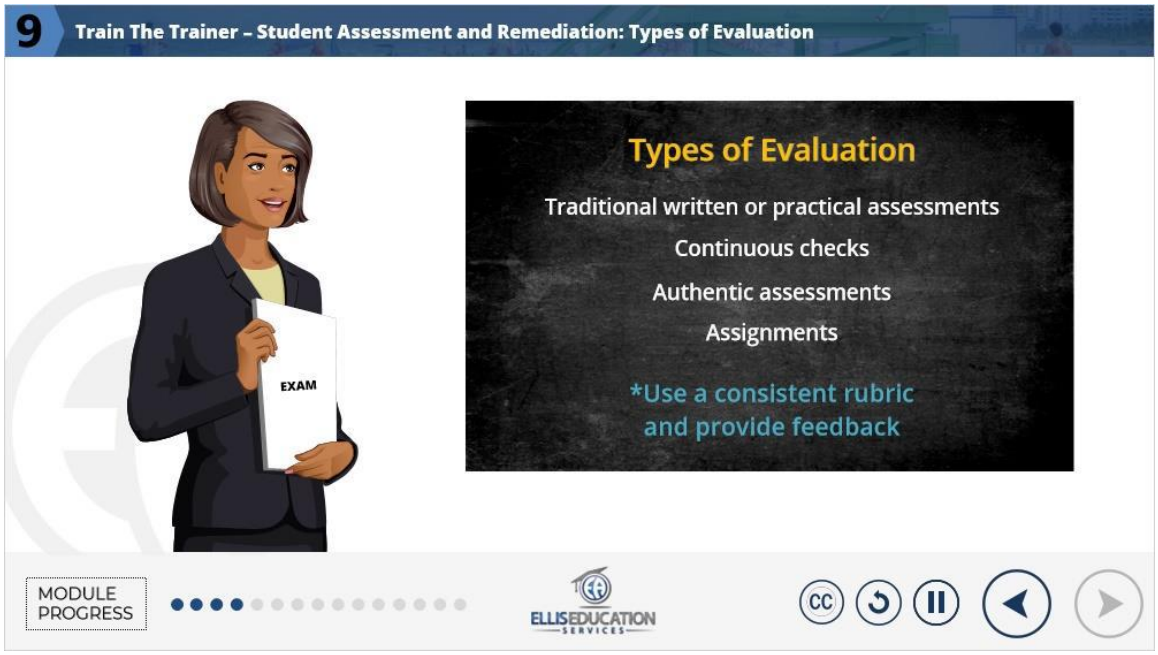


1.4 Types of Evaluation

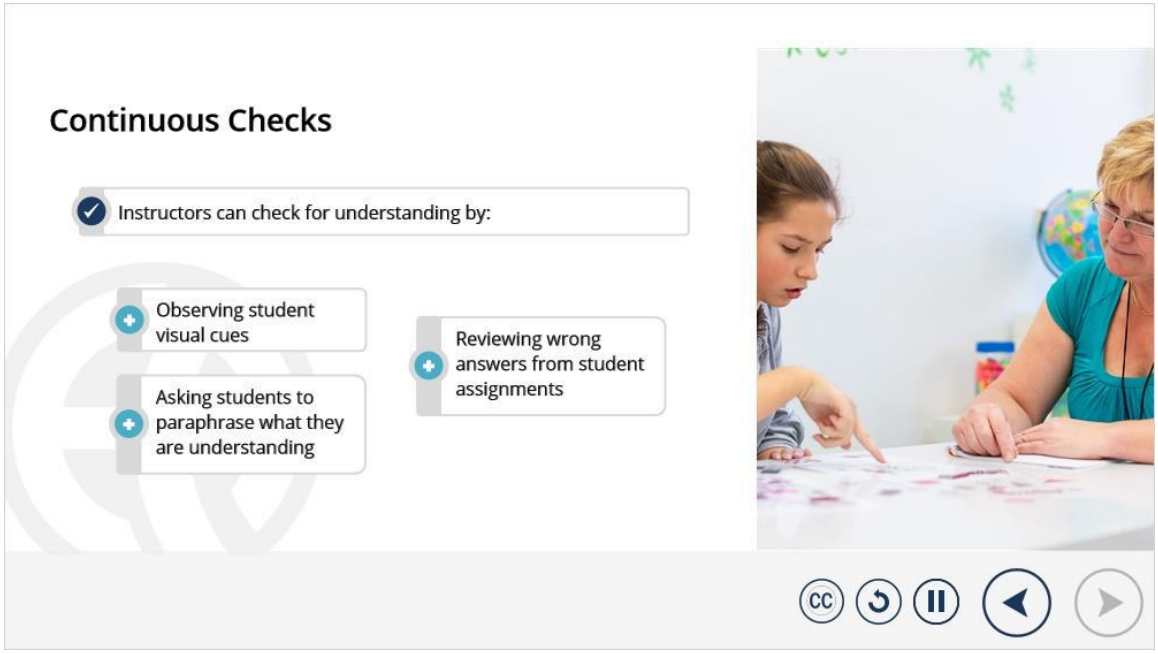


Notes:

Progress (Slide Layer)

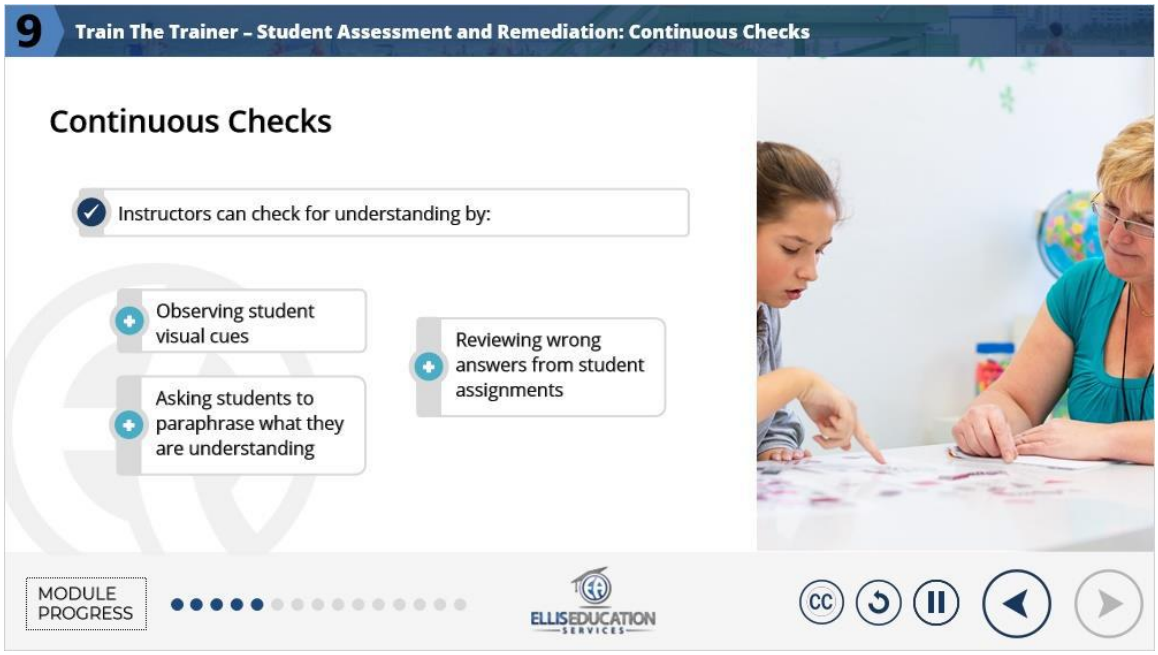


1.5 Continuous Checks

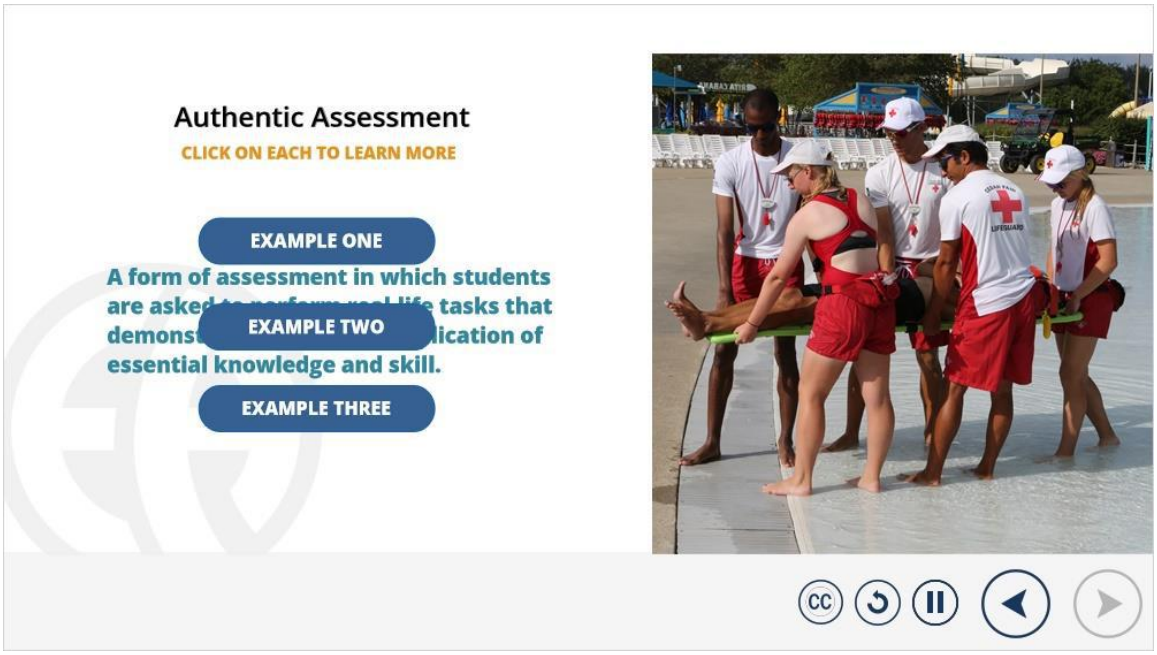


Notes:

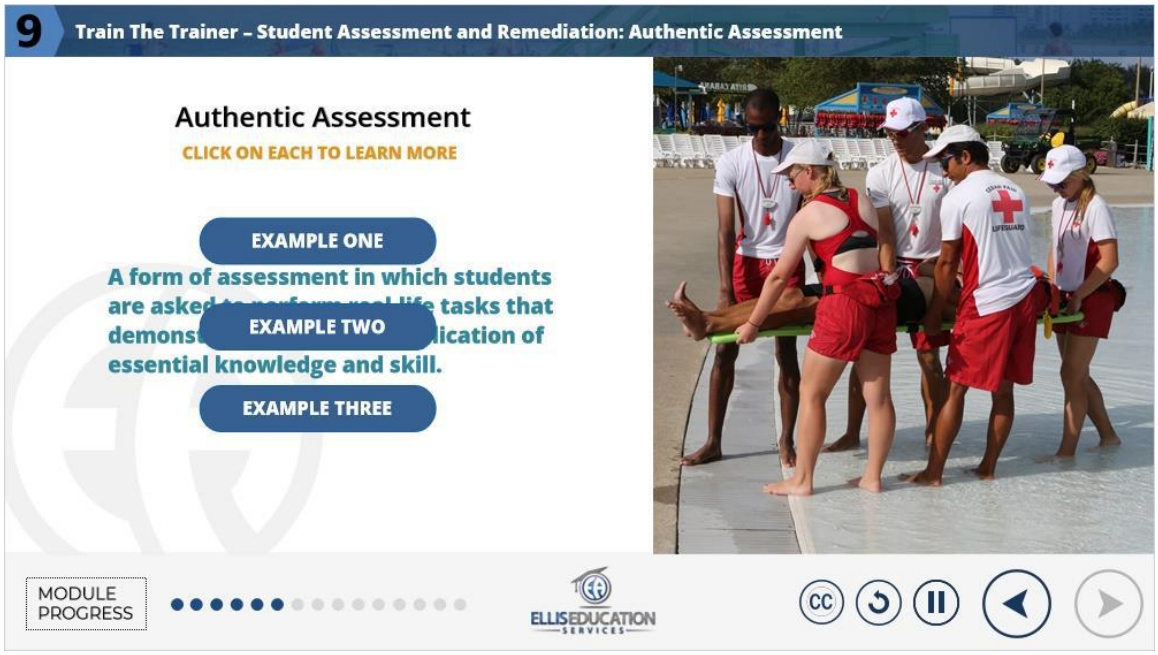
Progress (Slide Layer)



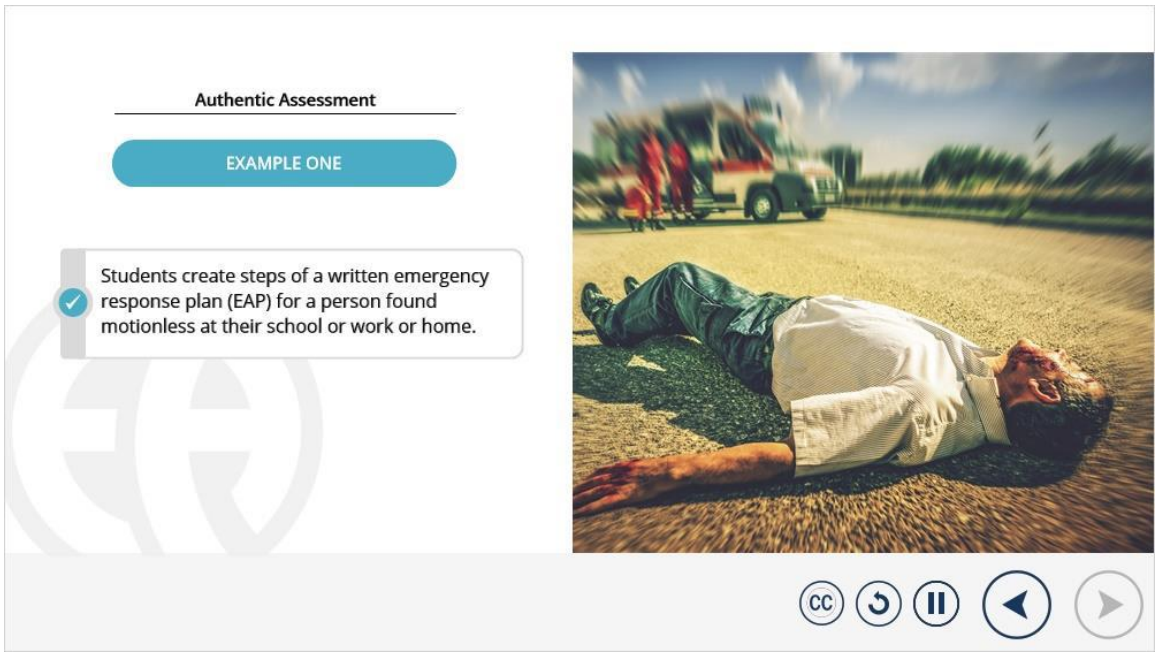
1.6 Authentic Assessment



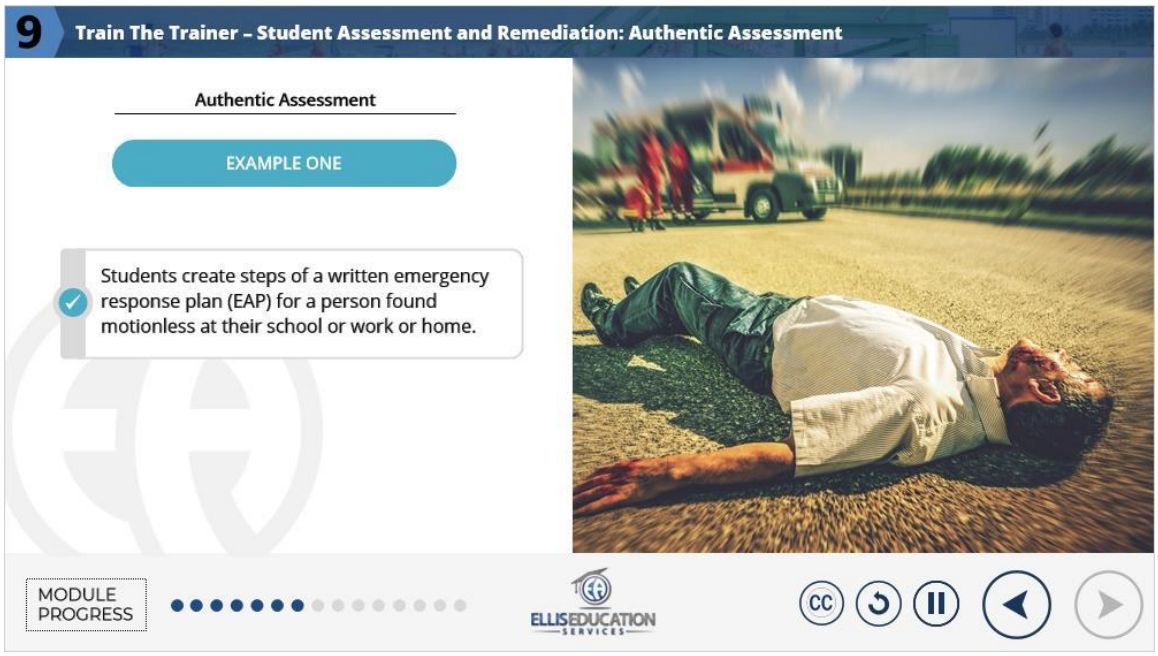
Progress (Slide Layer)



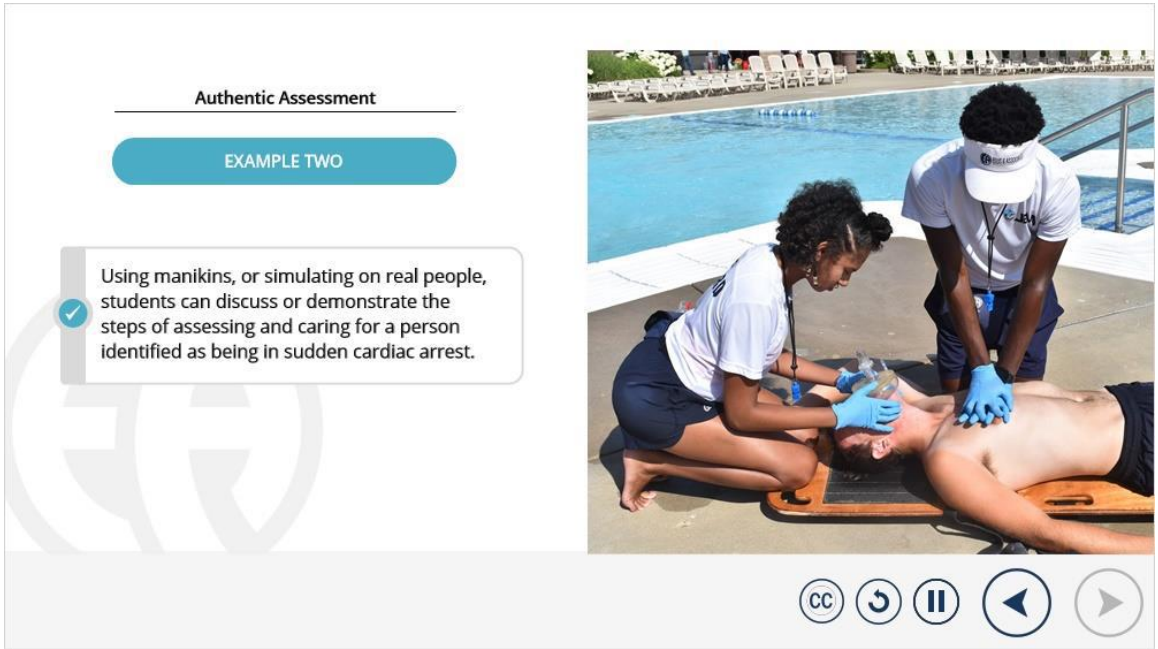
1.7 Example 1



Progress (Slide Layer)

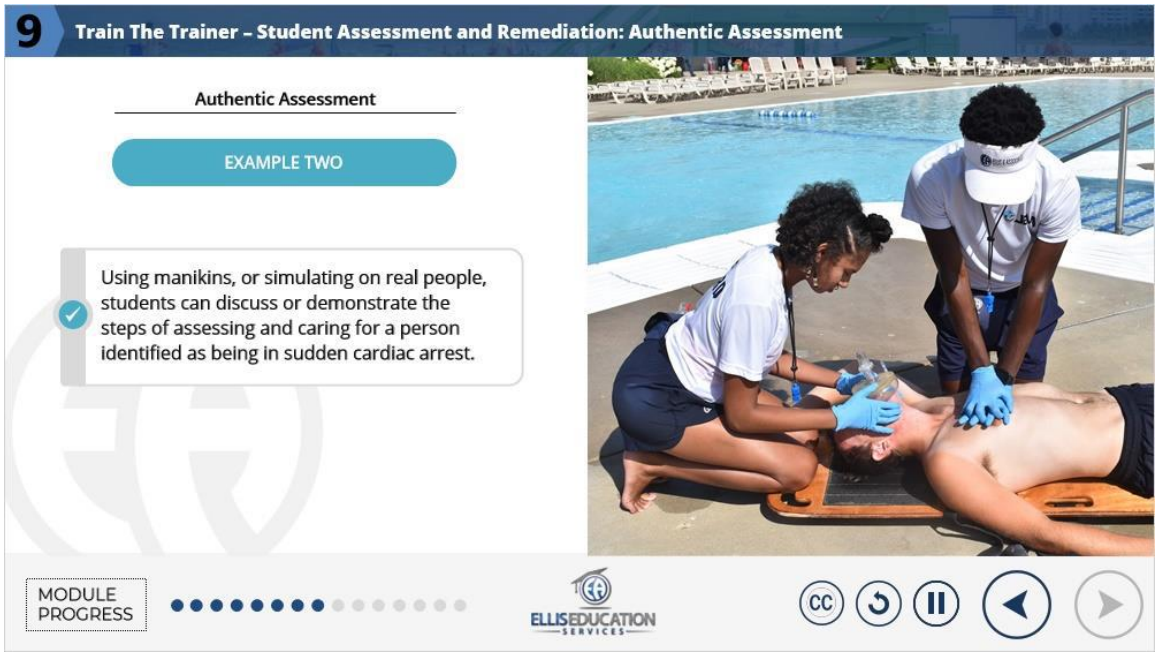


1.8 Example 2

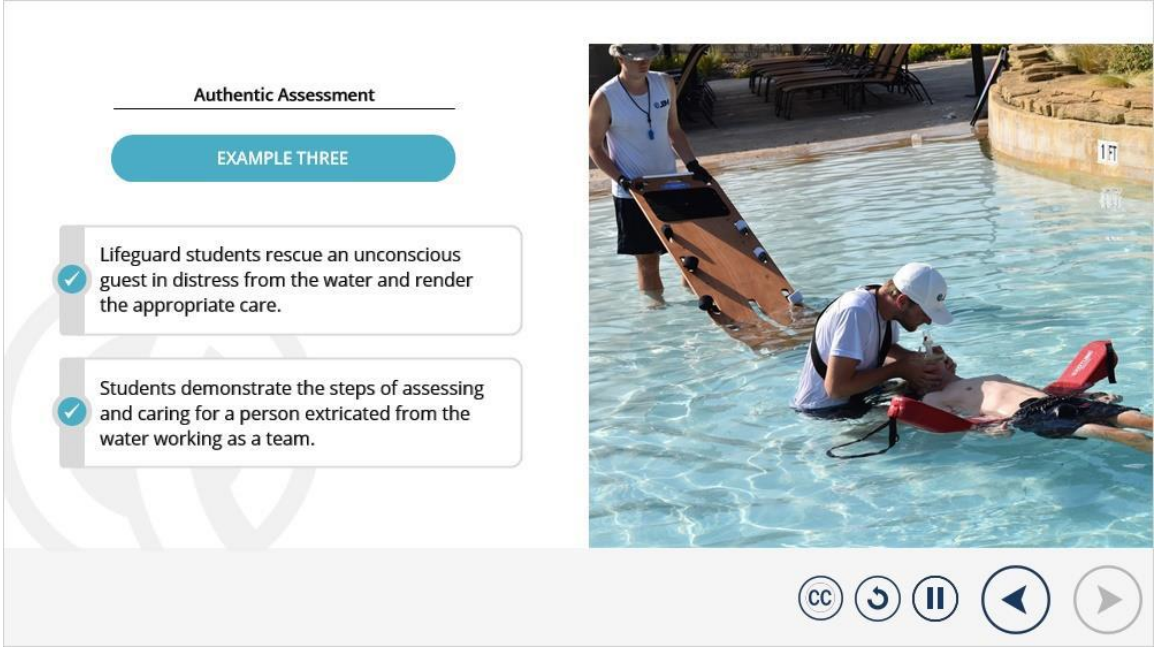


Notes:

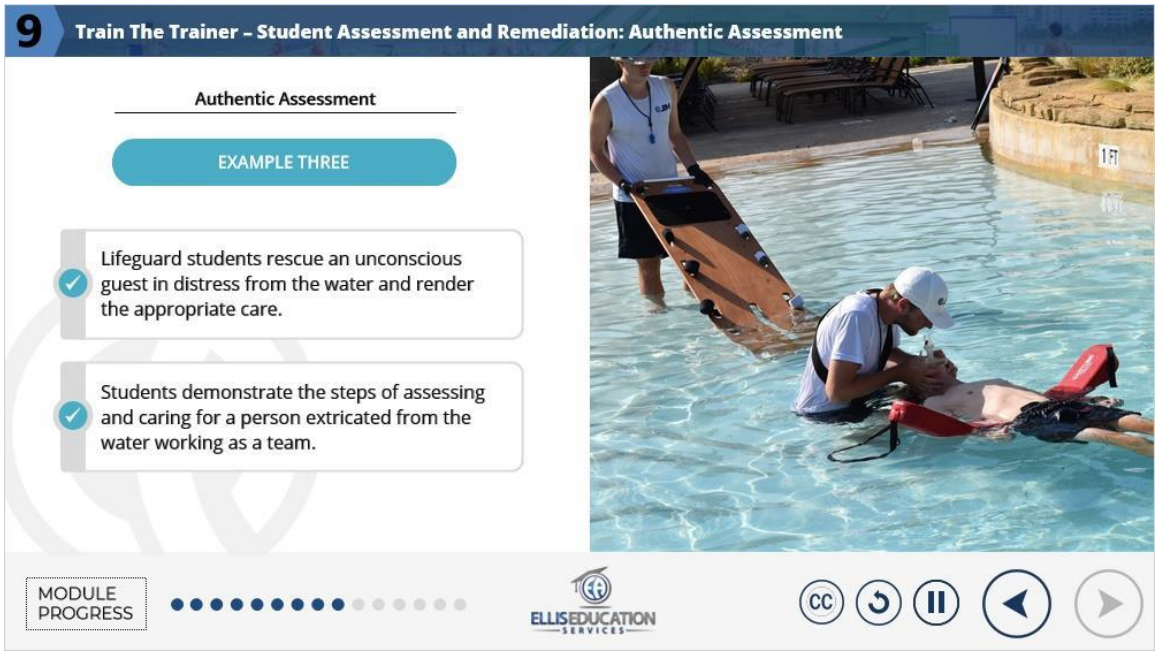
Progress (Slide Layer)



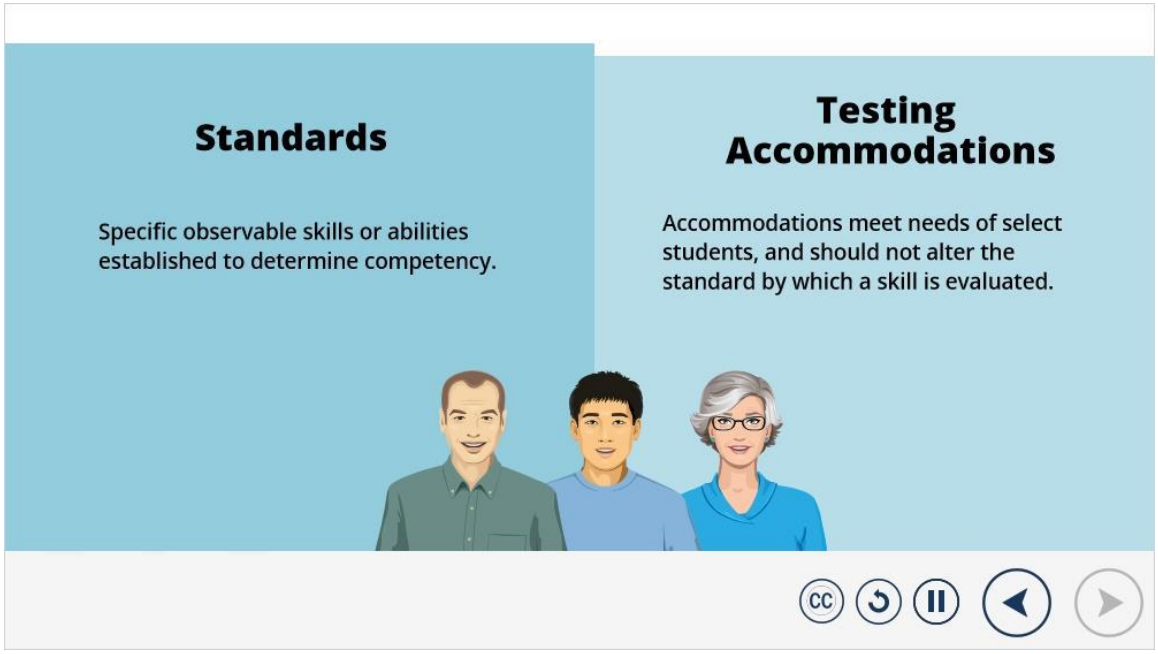
1.9 Example 3


Authentic Assessment
EXAMPLE THREE
Lifeguard students rescue an unconscious guest in distress from the water and render the appropriate care.
Students demonstrate the steps of assessing and caring for a person extricated from the water working as a team.
CC

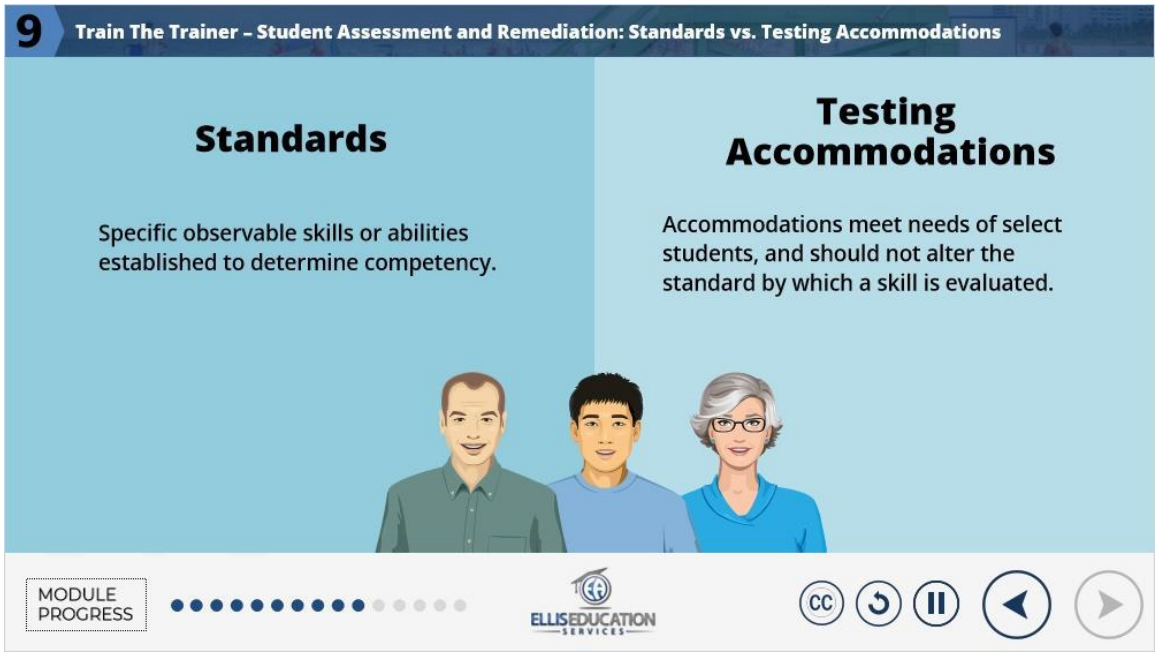
Progress (Slide Layer)



1.10 Standards vs. Testing Accommodations

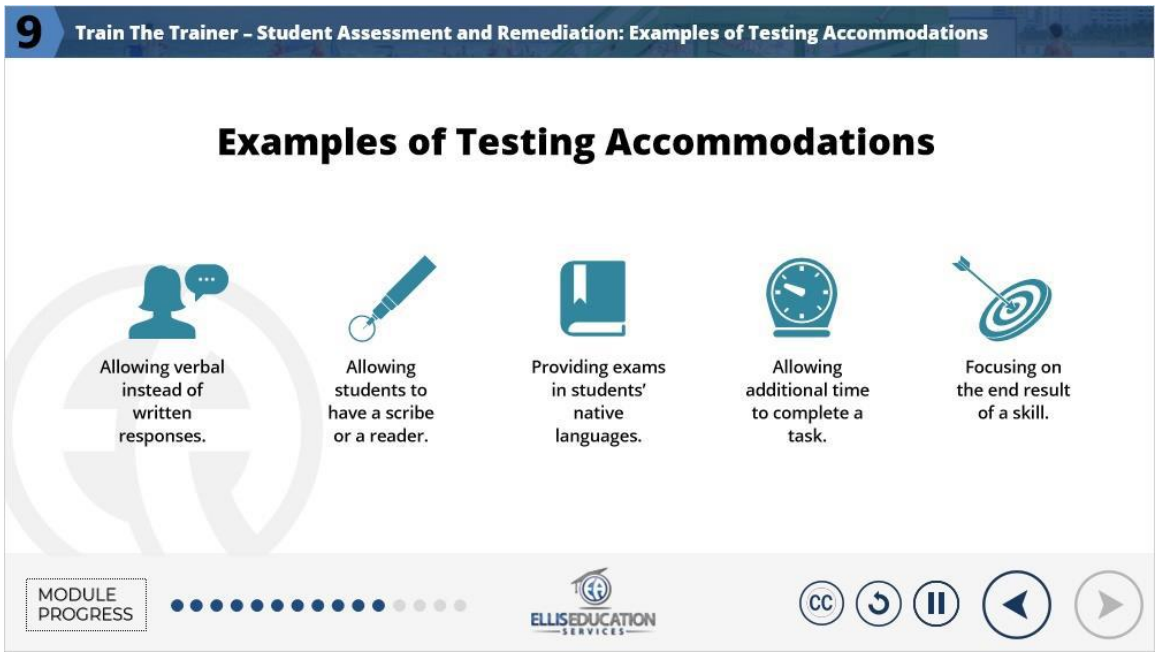


Progress (Slide Layer)

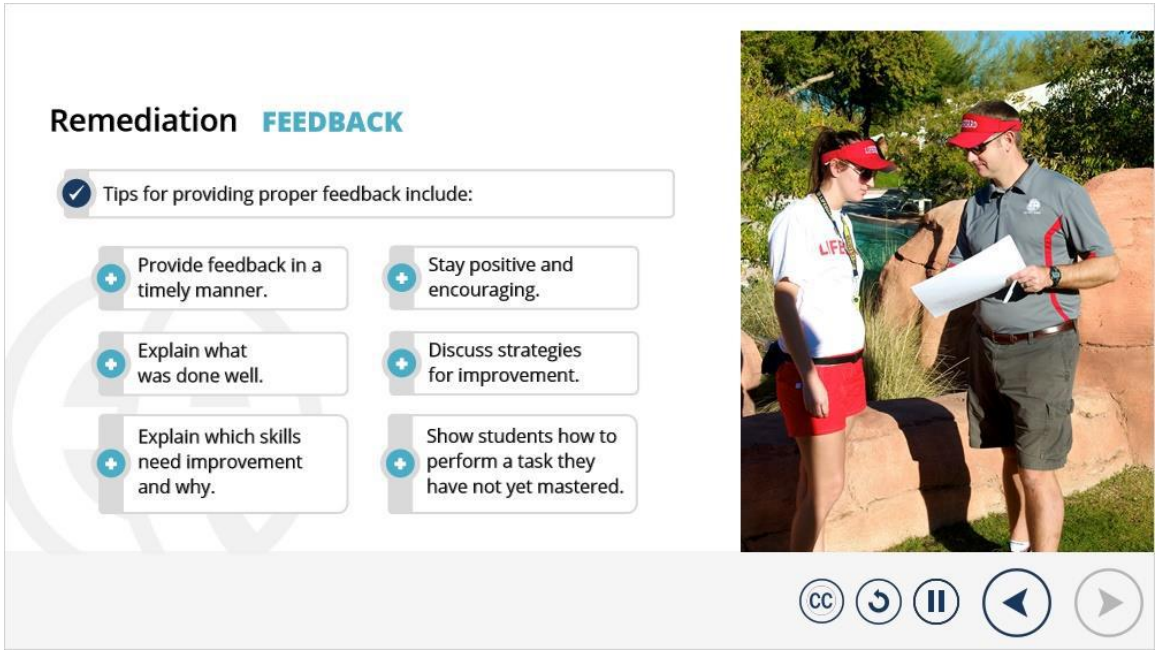


1.11 Examples of Testing Accommodations

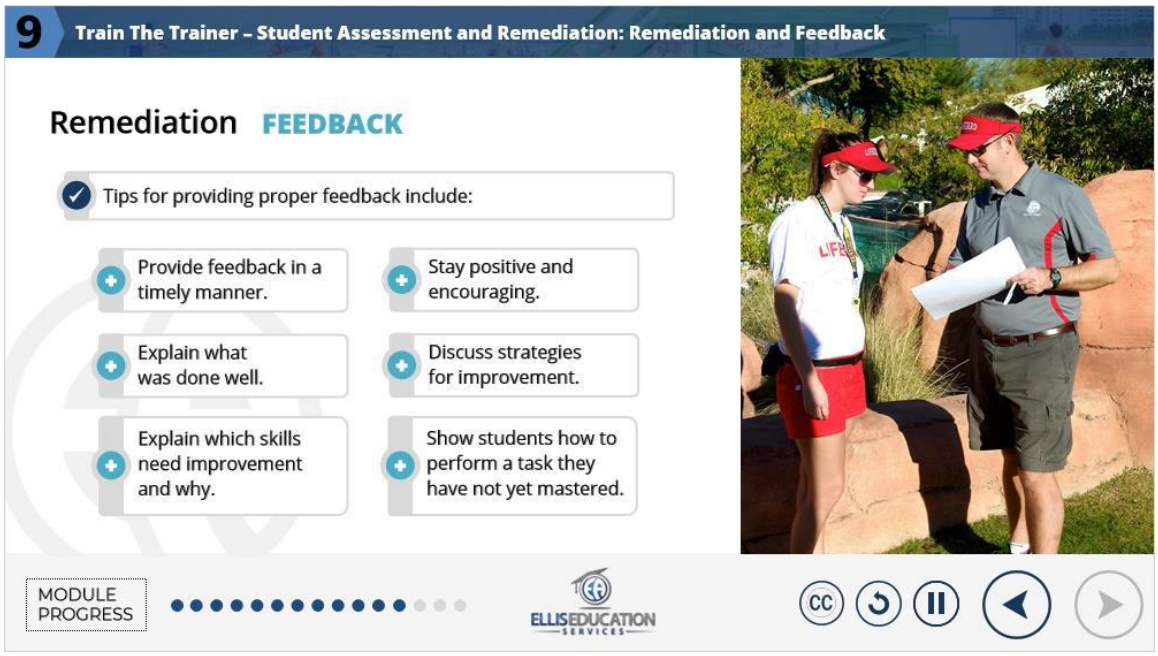
Progress (Slide Layer)



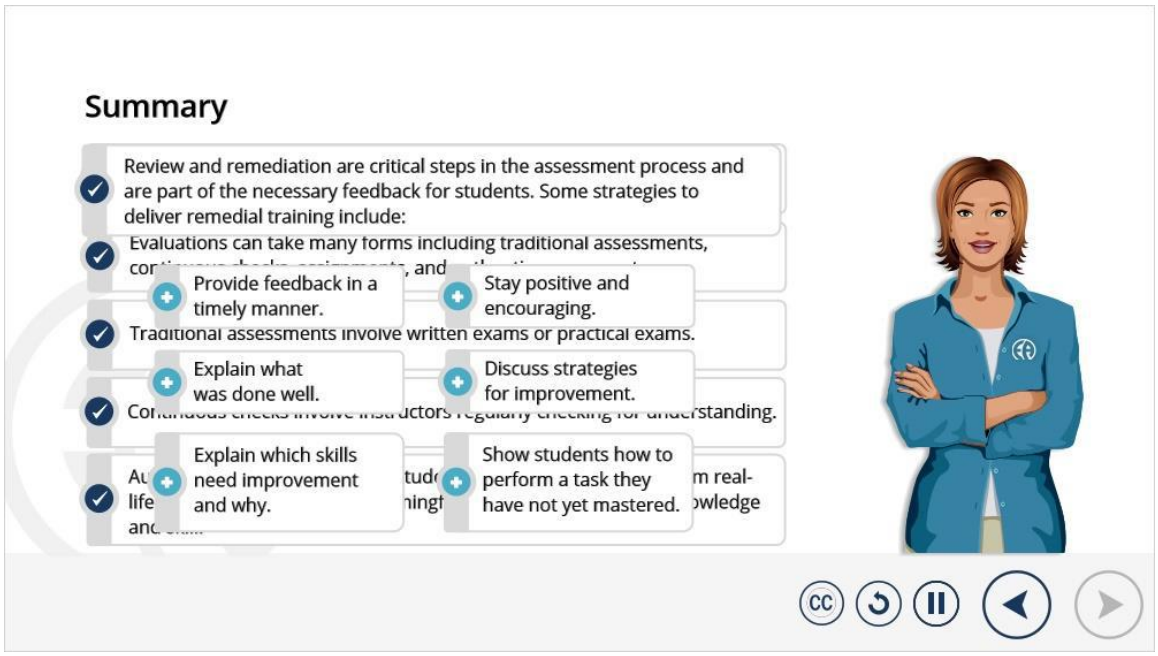
1.12 Remediation



Progress (Slide Layer)

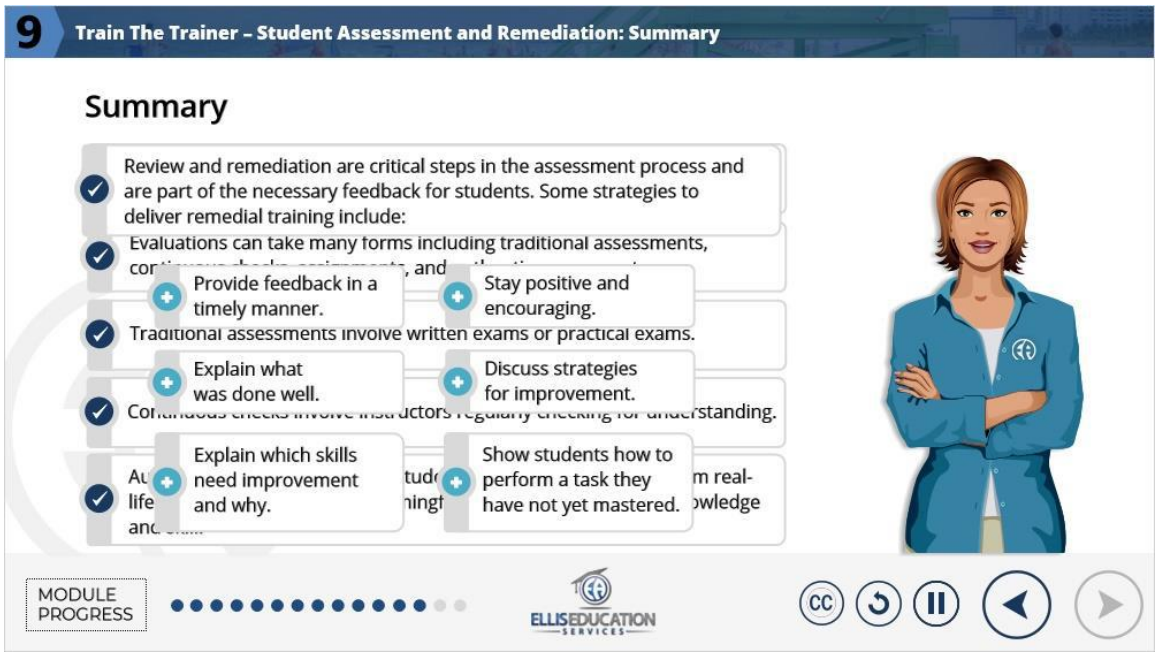


1.13 Summary



Notes:

Progress (Slide Layer)



2. Knowledge Check

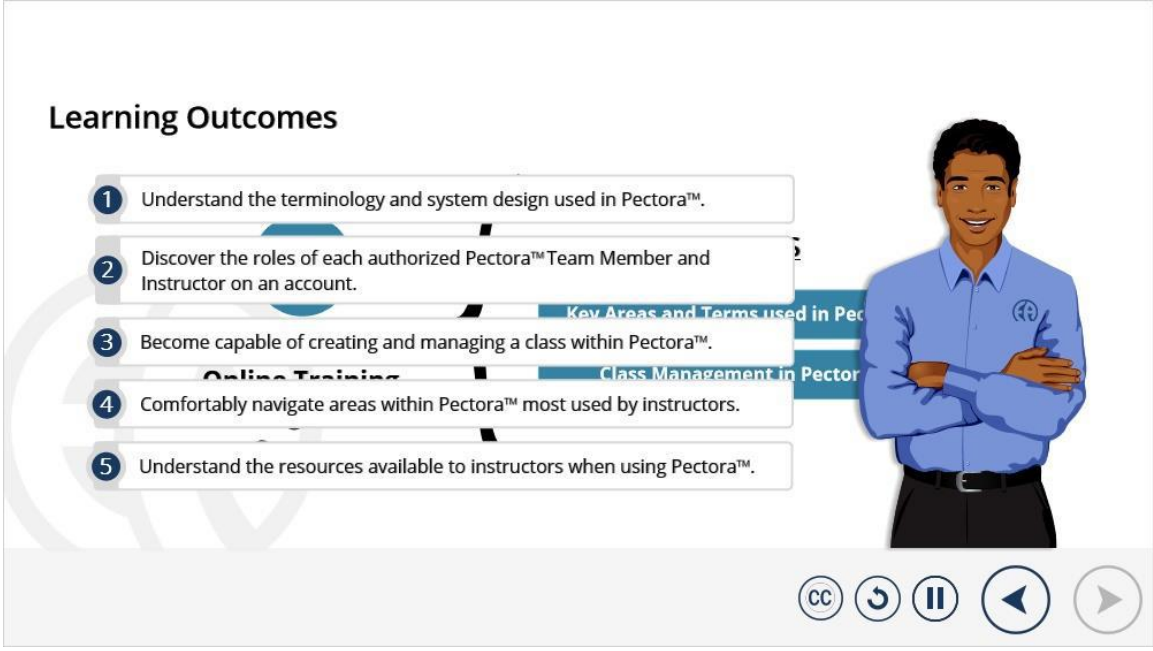
TTT Lesson 10 - Using Pectora - FINAL

1. Content

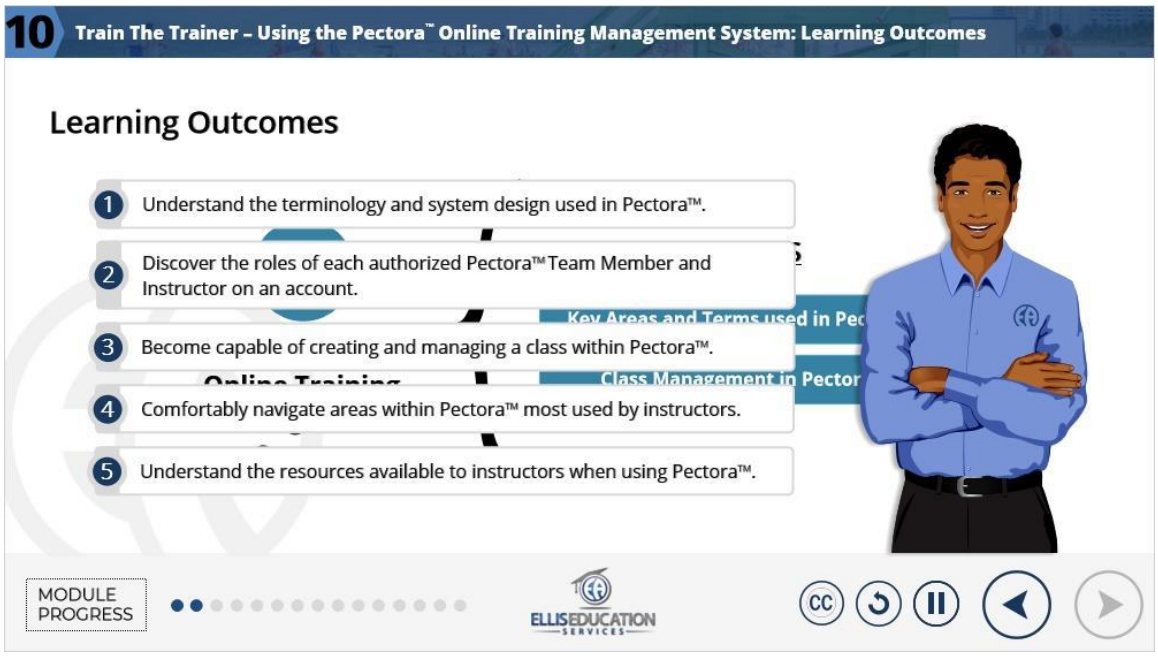
1.1 Welcome

Notes:

1.2 Learning Outcomes



Progress (Slide Layer)

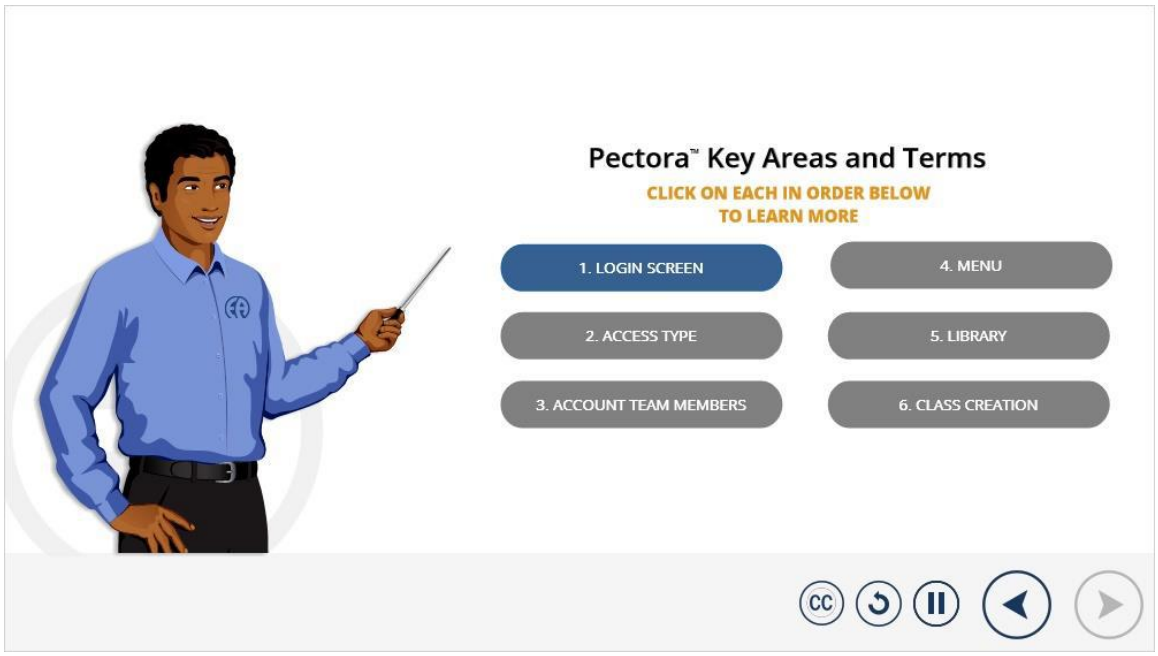


1.3 Key Areas and Terms Overview

Notes:

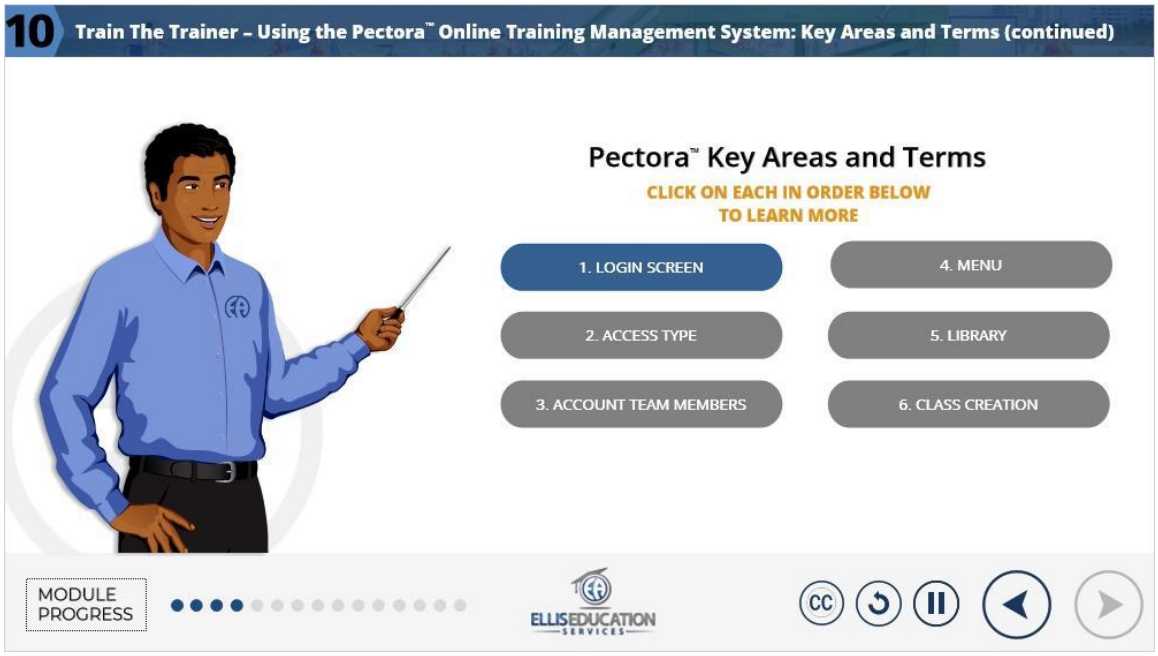
Progress (Slide Layer)

1.4 Key Areas and Terms (continued)

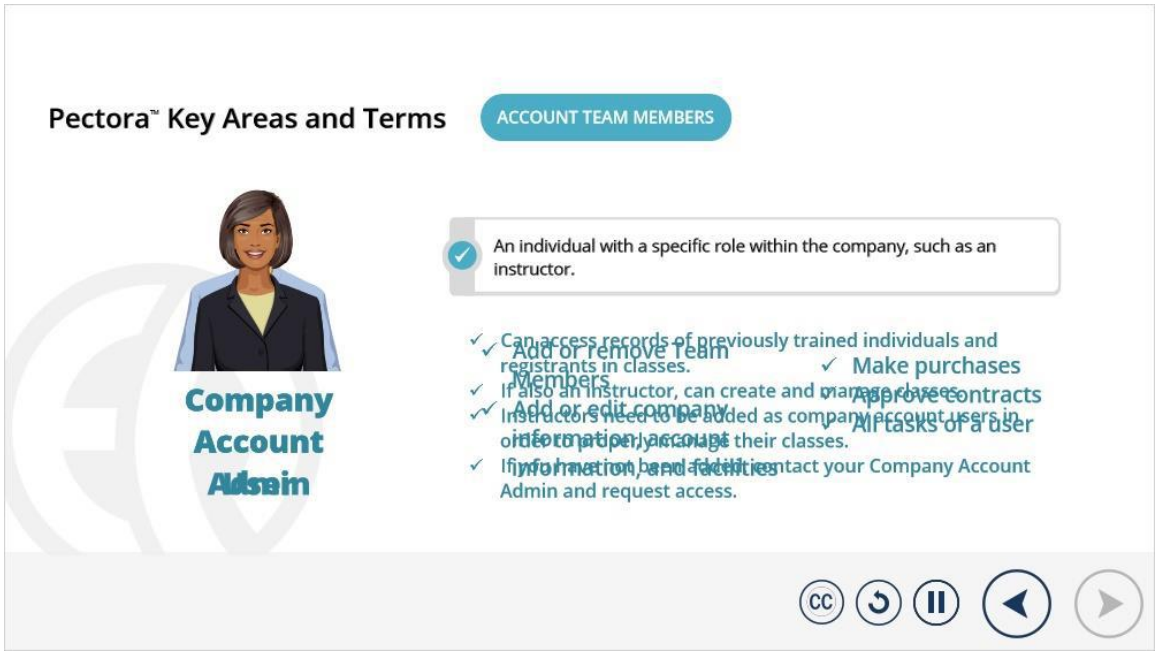


Notes:

Progress (Slide Layer)

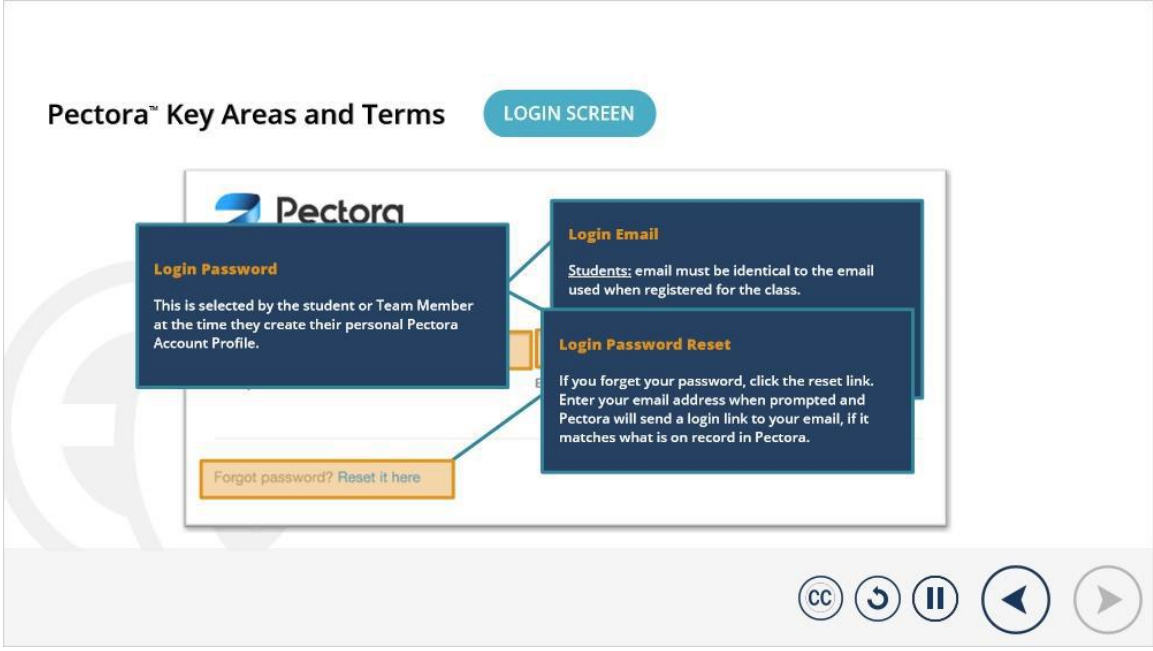


1.5 Account Team Members



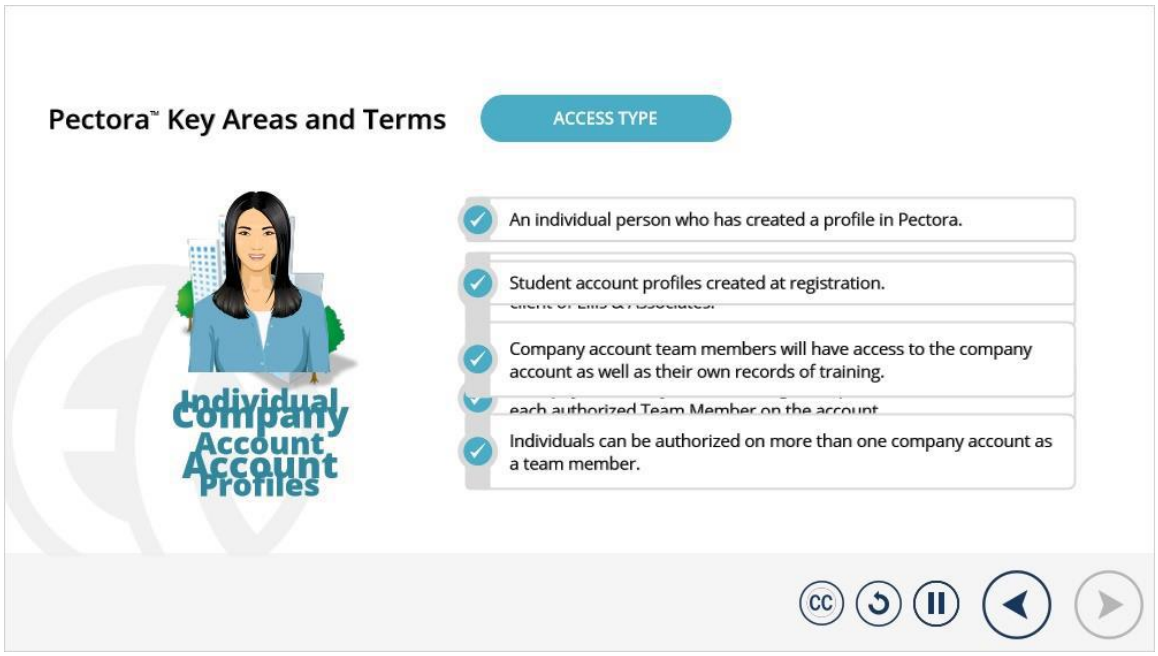
10
Train The Trainer – Using the Pectora™ Online Training Management System: Key Areas and Terms (continued)
Pectora™ Key Areas and Terms
ACCOUNT TEAM MEMBERS
An individual with a specific role within the company, such as an instructor.
Company Account Admin
Can access records of previously trained individuals and registrants in classes.
If also an instructor, can create and manage classes.
Instructors need to be added as company account users in order to properly manage their classes.
If you have not been added, contact your Company Account Admin and request access.
Add or remove Team Members
Add or edit company information, account
Make purchases
Approve contracts
All tasks of a user
MODULE PROGRESS
ELLIS EDUCATION SERVICES
CC

1.6 Login Screen



Progress (Slide Layer)

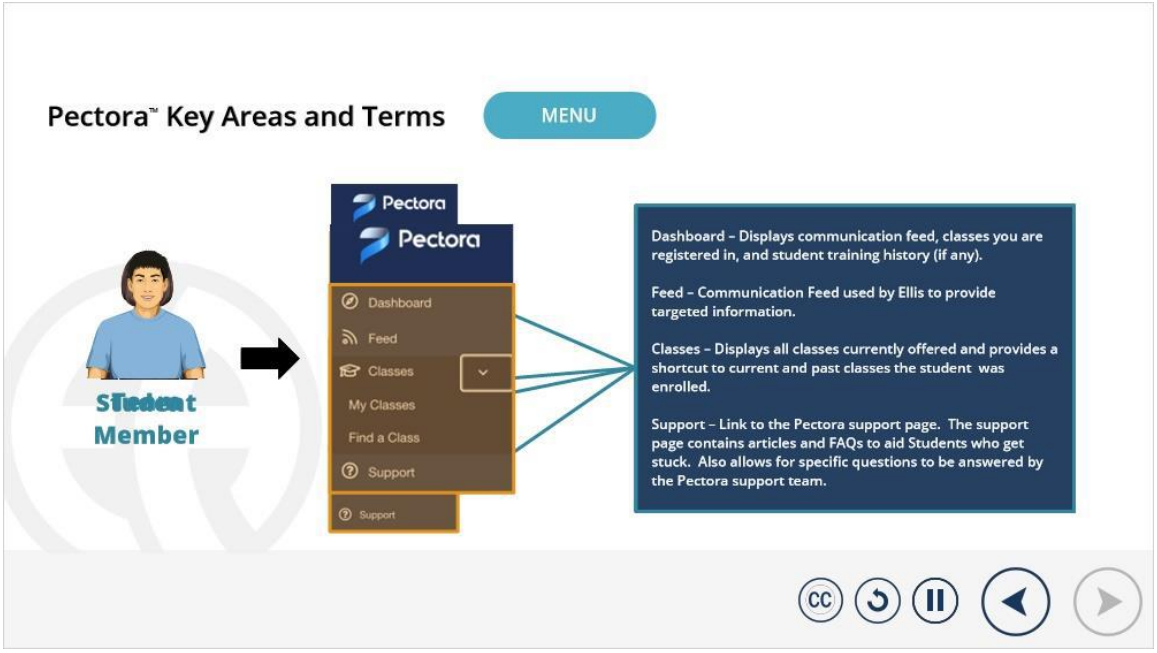
1.7 Access Type



Notes:

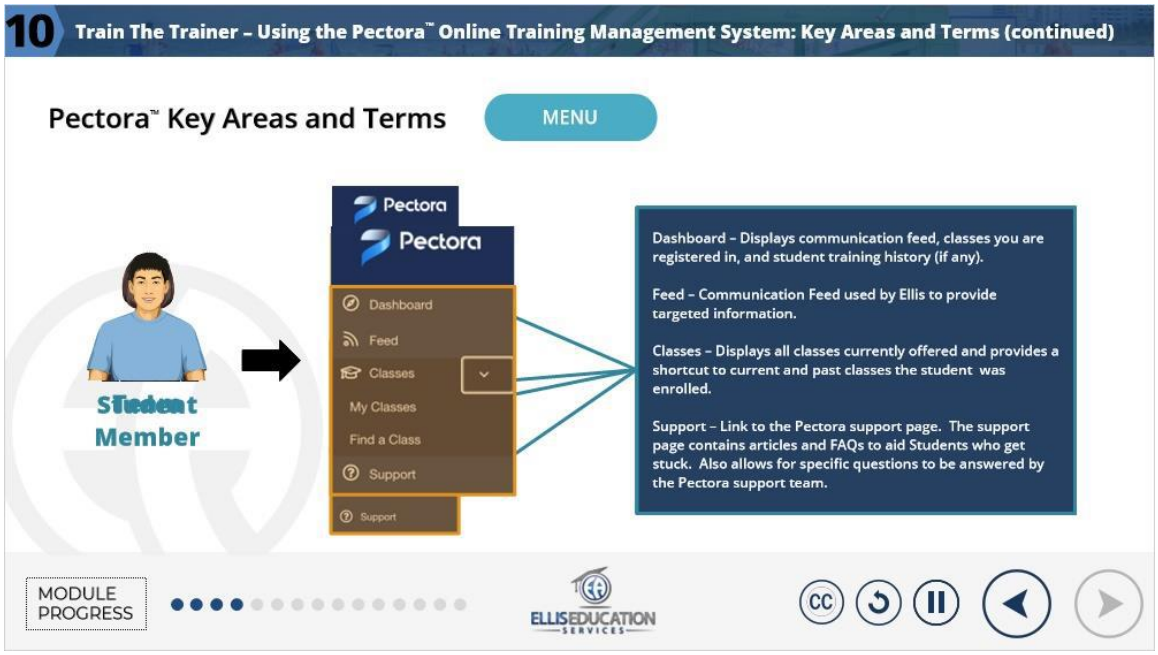
10
Train The Trainer – Using the Pectora™ Online Training Management System: Key Areas and Terms (continued)
Pectora™ Key Areas and Terms
ACCESS TYPE
Individual
Company Account
Account Profiles
An individual person who has created a profile in Pectora.
Student account profiles created at registration.
Company account team members will have access to the company account as well as their own records of training.
Individuals can be authorized on more than one company account as a team member.
MODULE PROGRESS
ELLISEDUCATION SERVICES

1.8 Menu

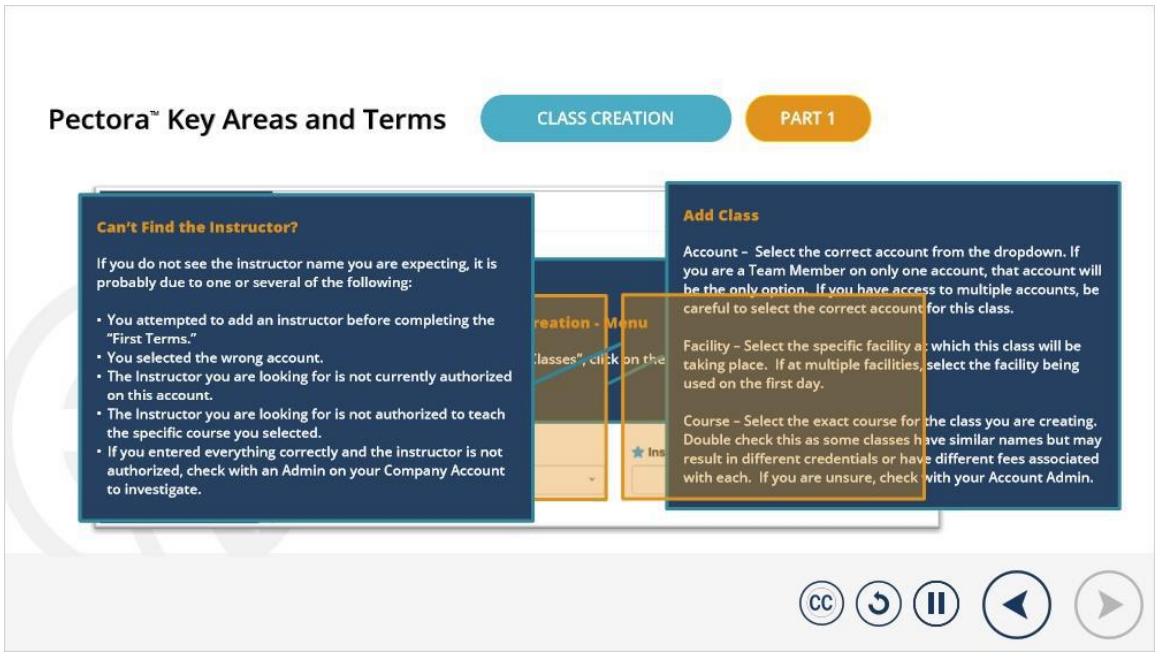


Notes:

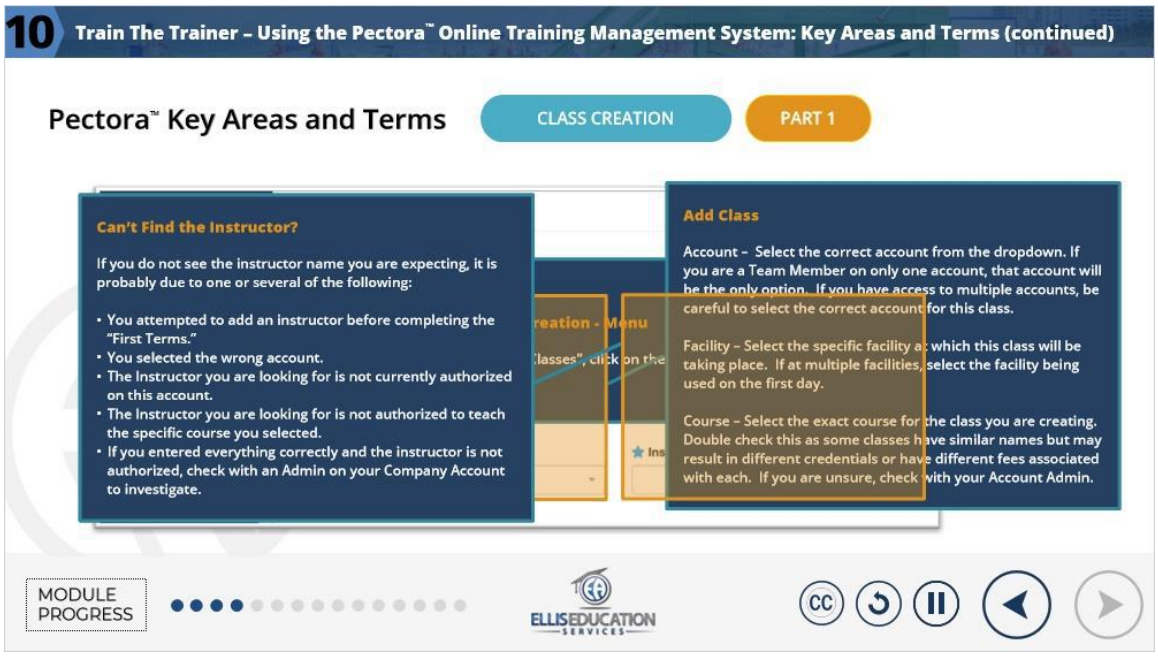
Progress (Slide Layer)



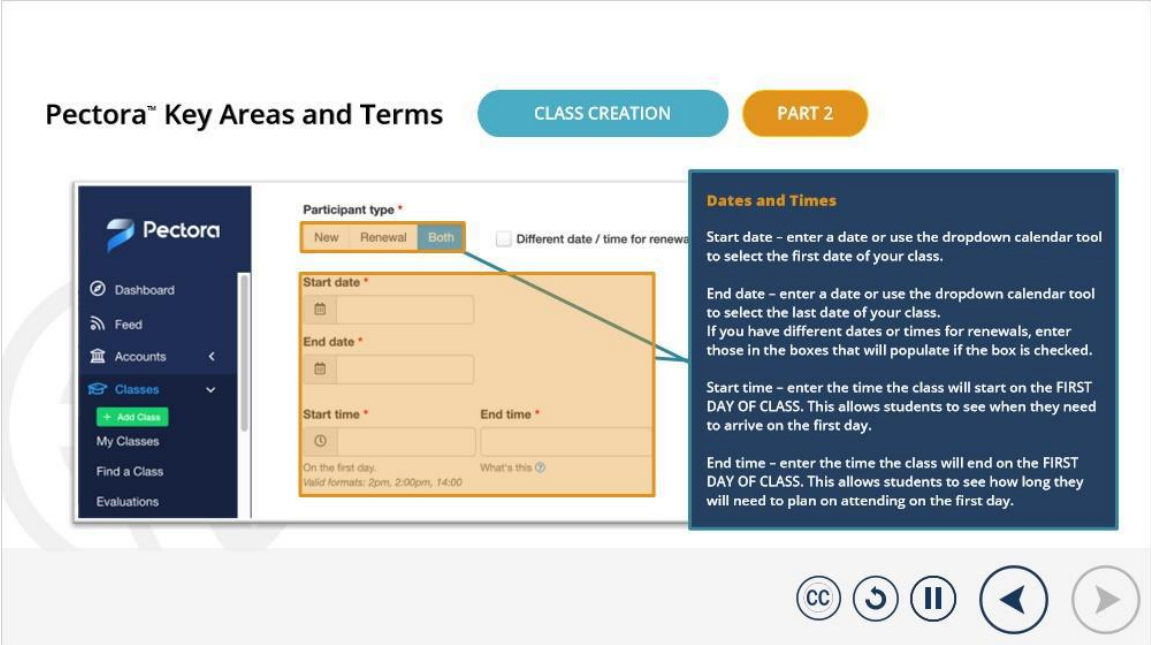
1.9 Class Creation



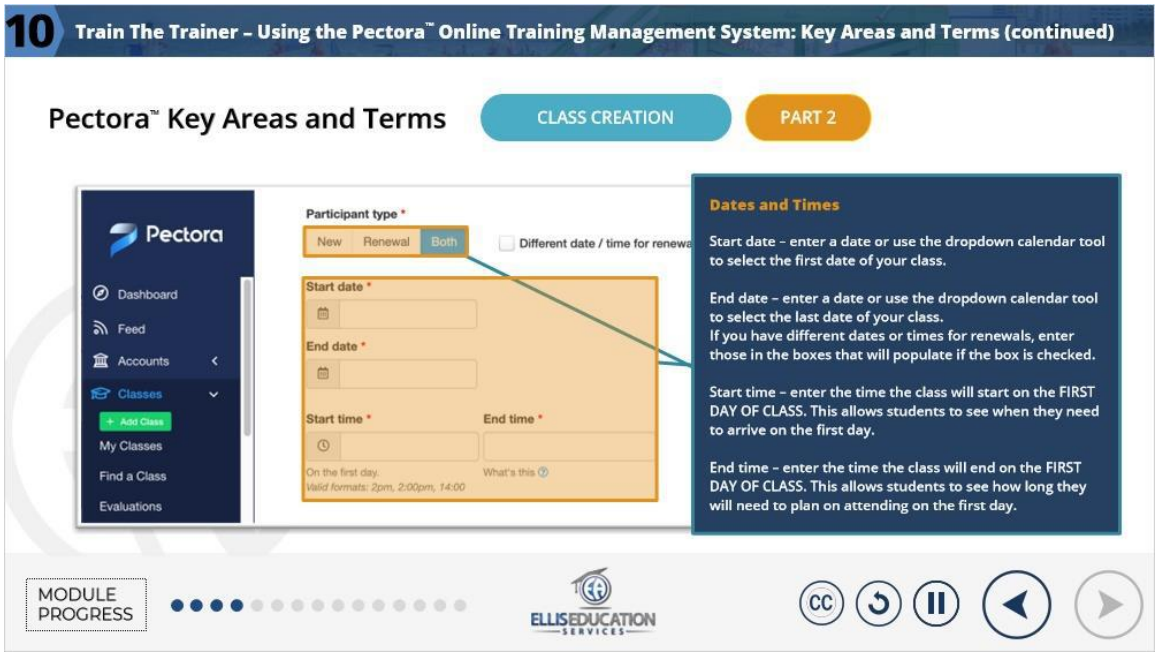
Progress (Slide Layer)



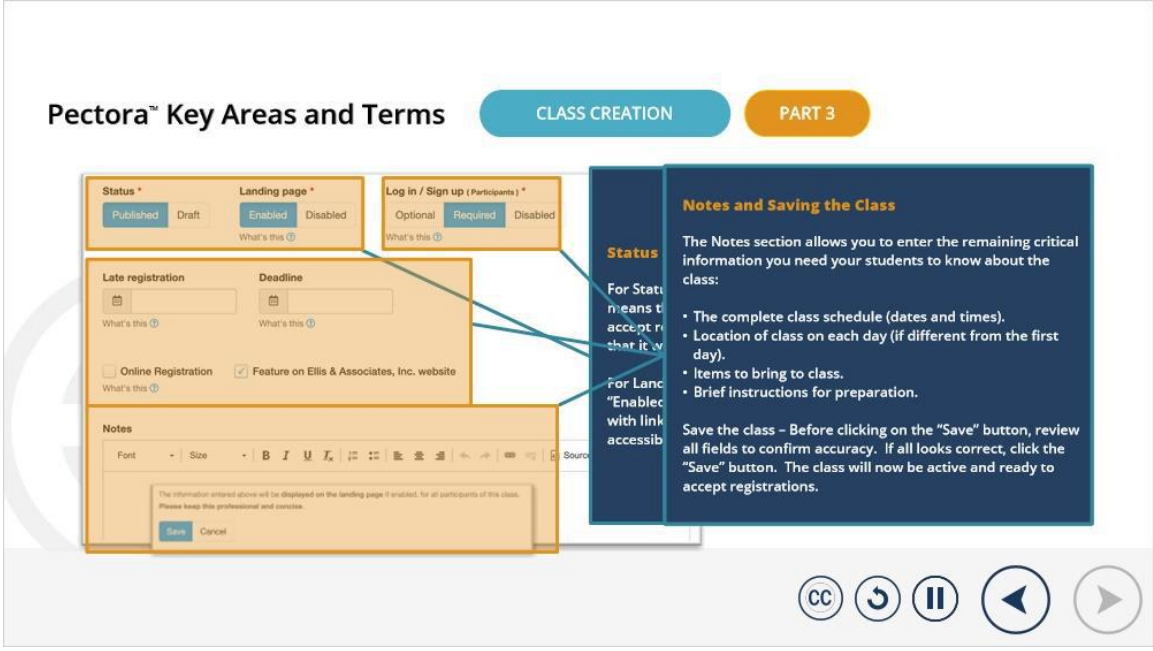
1.10 Class Creation - Part 2



Notes:

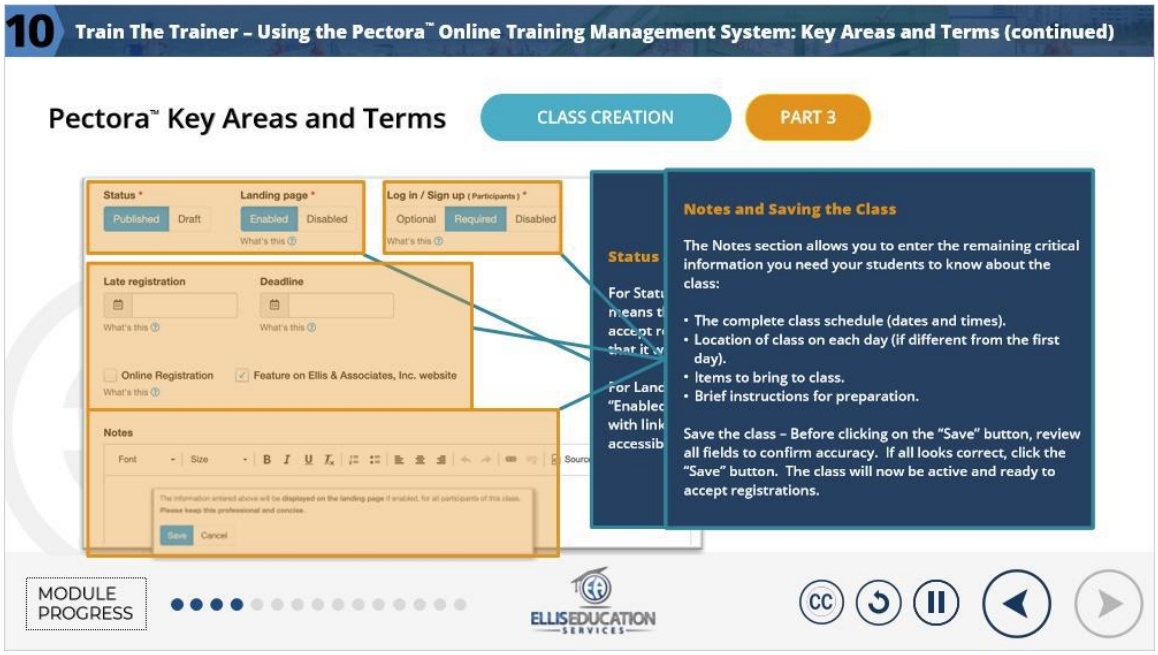

10
Train The Trainer – Using the Pectora™ Online Training Management System: Key Areas and Terms (continued)
Pectora™ Key Areas and Terms
CLASS CREATION
PART 2
Pectora
Dashboard
Feed
Accounts
Classes
Add Class
My Classes
Find a Class
Evaluations
Participant type *
New
Renewal
Both
Different date / time for renewa
Start date *
End date *
Start time *
End time *
On the first day.
Valid formats: 2pm, 2:00pm, 14:00
What's this
Dates and Times
Start date – enter a date or use the dropdown calendar tool to select the first date of your class.
End date – enter a date or use the dropdown calendar tool to select the last date of your class.
If you have different dates or times for renewals, enter those in the boxes that will populate if the box is checked.
Start time – enter the time the class will start on the FIRST DAY OF CLASS. This allows students to see when they need to arrive on the first day.
End time – enter the time the class will end on the FIRST DAY OF CLASS. This allows students to see how long they will need to plan on attending on the first day.
MODULE PROGRESS
ELLIS EDUCATION SERVICES
CC

1.11 Class Creation - Part 3

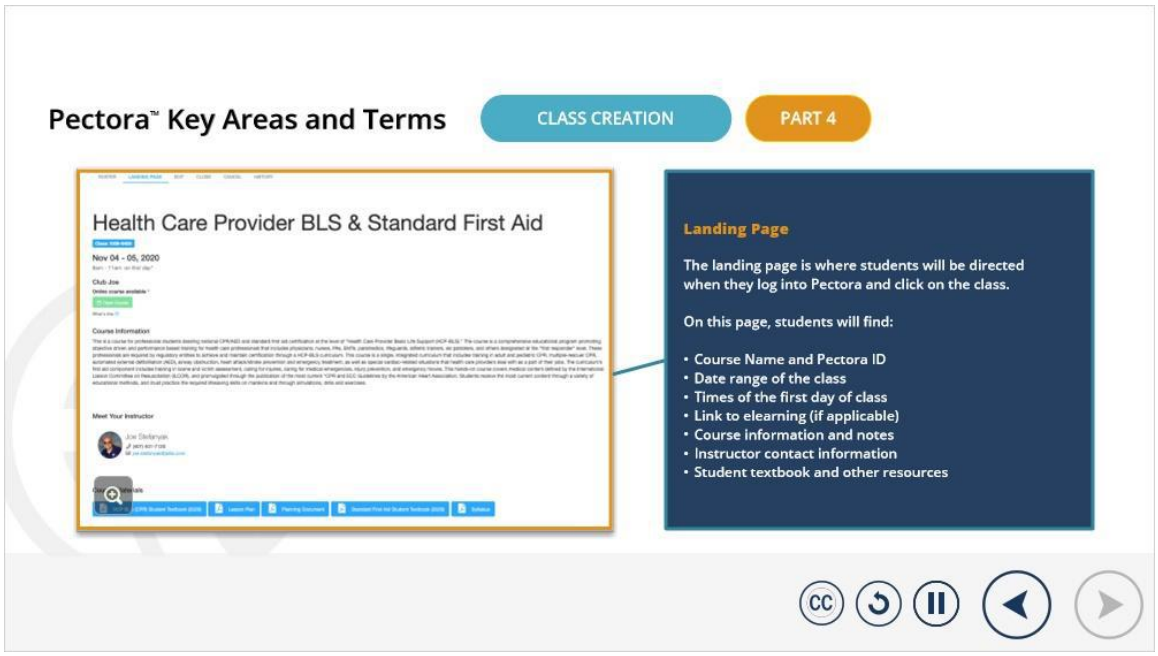


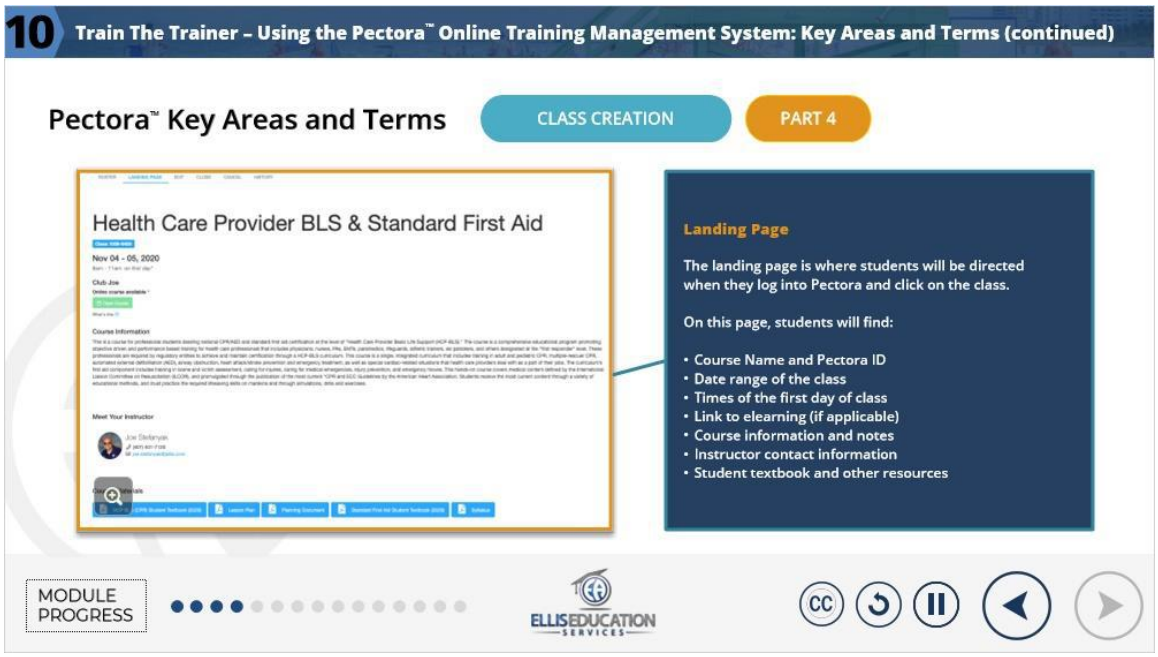
Notes:

Progress (Slide Layer)

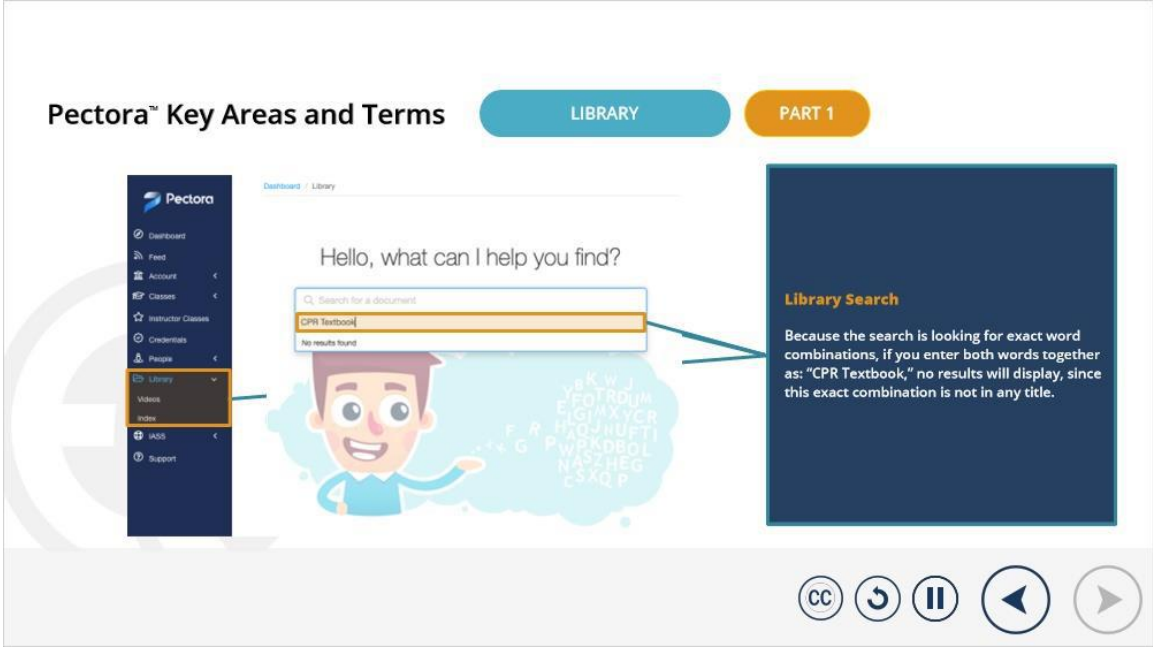


1.12 Class Creation - Part 4

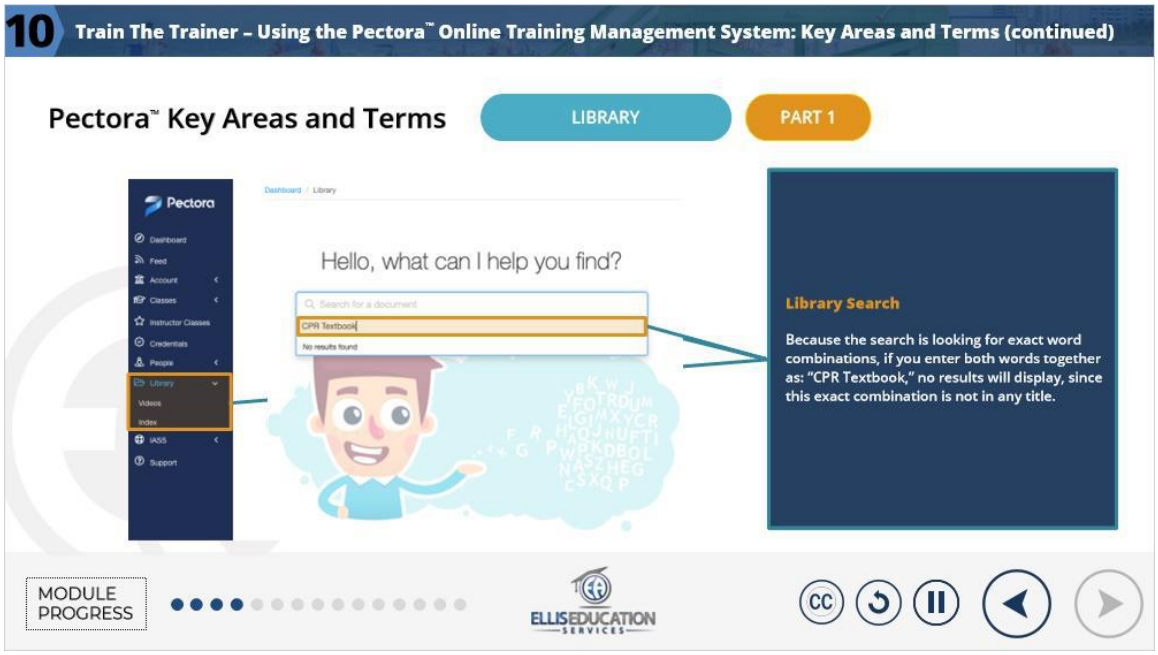



10
Train The Trainer – Using the Pectora™ Online Training Management System: Key Areas and Terms (continued)
Pectora™ Key Areas and Terms
CLASS CREATION
PART 4
Health Care Provider BLS & Standard First Aid
Nov 04 - 05, 2020
Club Joe
Course Information
Meet Your Instructor
Landing Page
The landing page is where students will be directed when they log into Pectora and click on the class.
On this page, students will find:
• Course Name and Pectora ID
• Date range of the class
• Times of the first day of class
• Link to elearning (if applicable)
• Course information and notes
• Instructor contact information
• Student textbook and other resources
MODULE PROGRESS
ELLISEDUCATION SERVICES

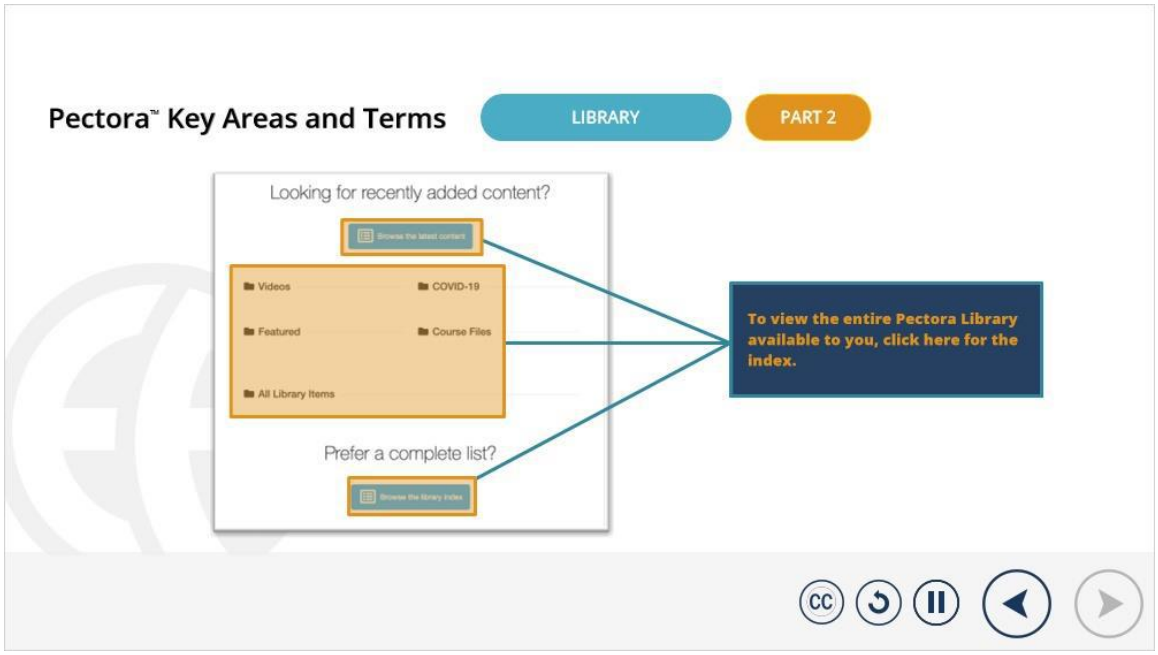
1.13 Library


Pectora™ Key Areas and Terms
LIBRARY
PART 1
Pectora
Dashboard
Feed
Account
Classes
Instructor Classes
Credentials
People
Library
Videos
Index
IASS
Support
Dashboard / Library
Hello, what can I help you find?
Search for a document
CPR Textbook
No results found
Library Search
Because the search is looking for exact word combinations, if you enter both words together as: "CPR Textbook," no results will display, since this exact combination is not in any title.
CC

Progress (Slide Layer)

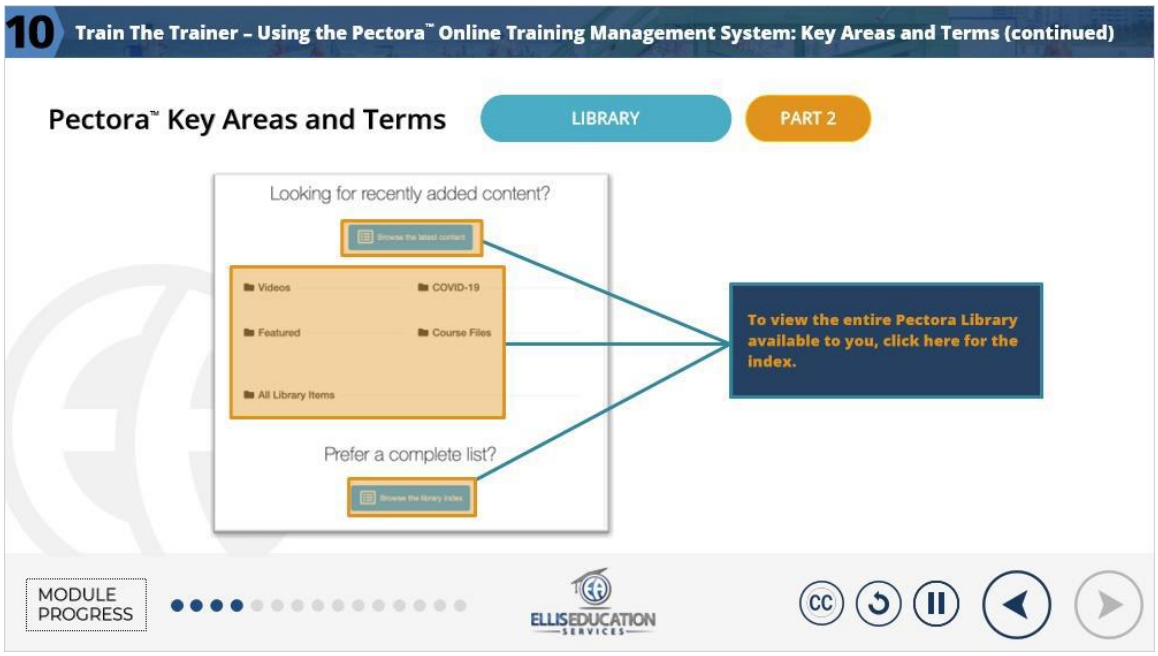


1.14 Library Part 2

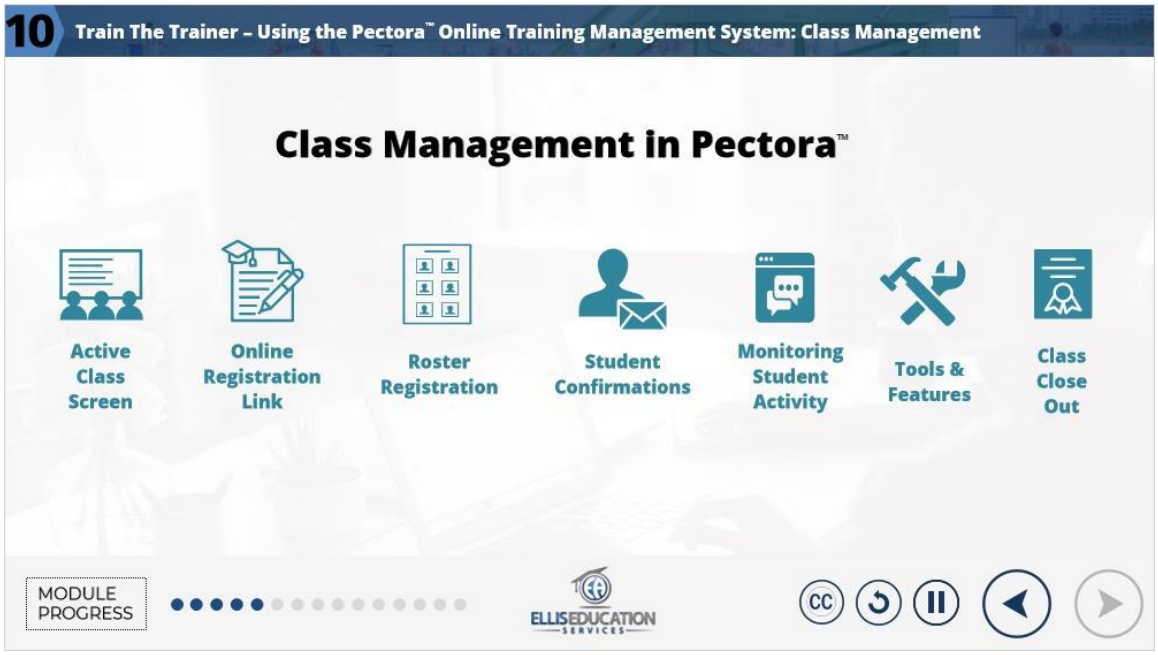


Notes:

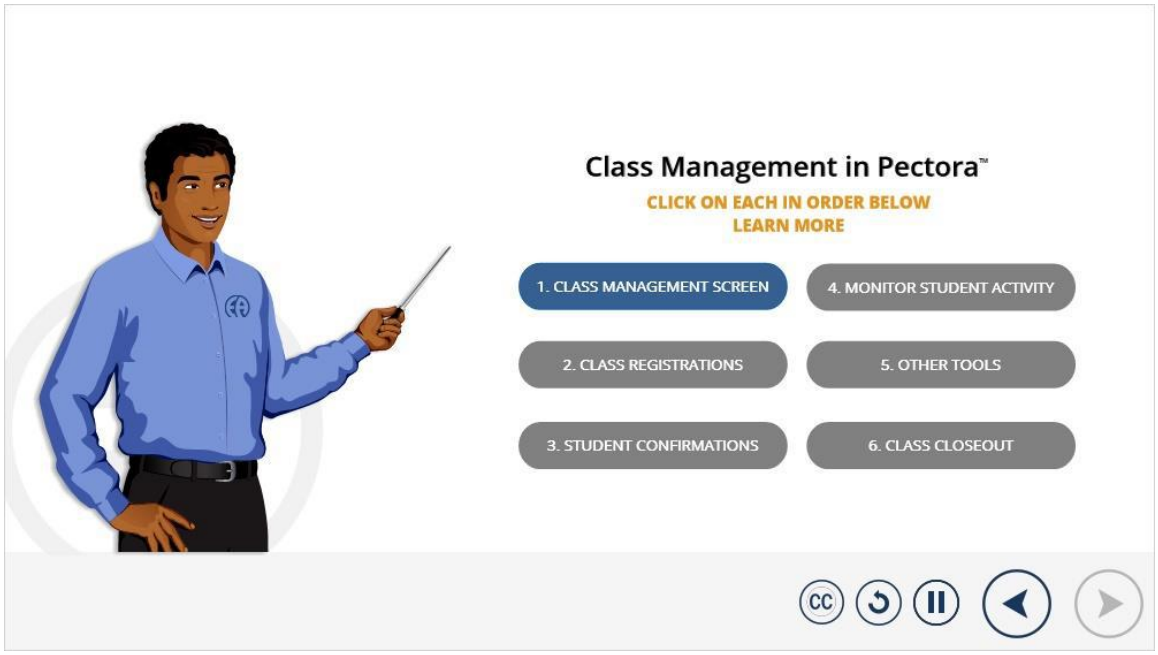
Progress (Slide Layer)



1.15 Class Management in Pectora


10
Train The Trainer – Using the Pectora™ Online Training Management System: Class Management
Class Management in Pectora™
Active Class Screen
Online Registration Link
Roster Registration
Student Confirmations
Monitoring Student Activity
Tools & Features
Class Close Out
MODULE PROGRESS
ELLISEDUCATION SERVICES

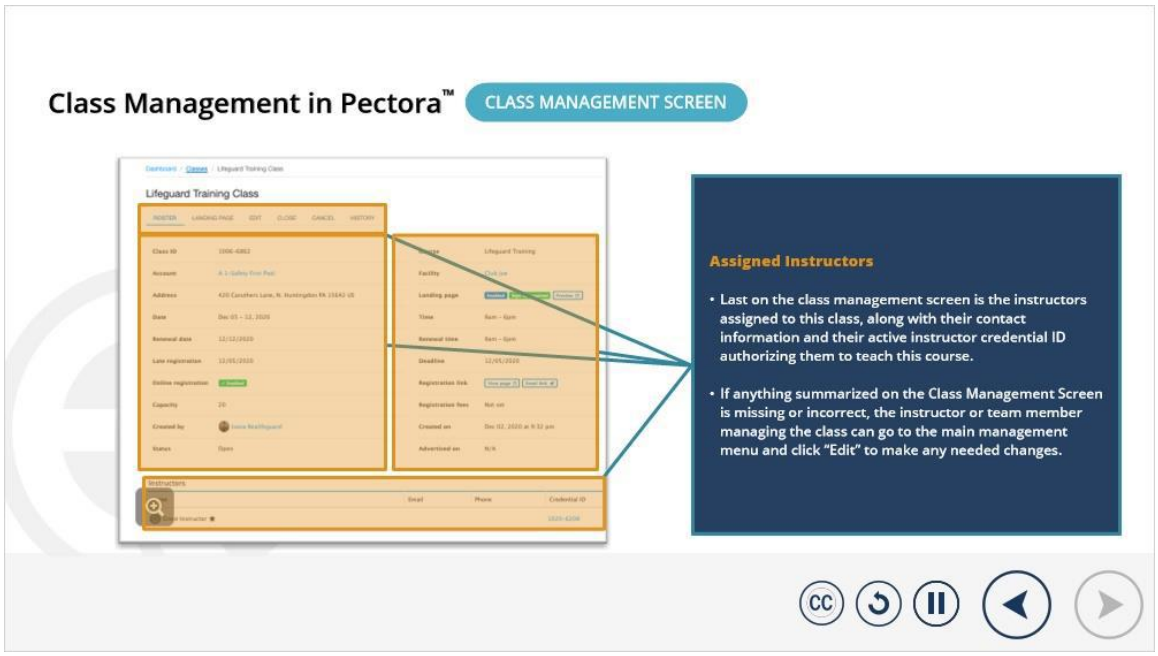
1.16 Class Management in Pectora continued



Notes:

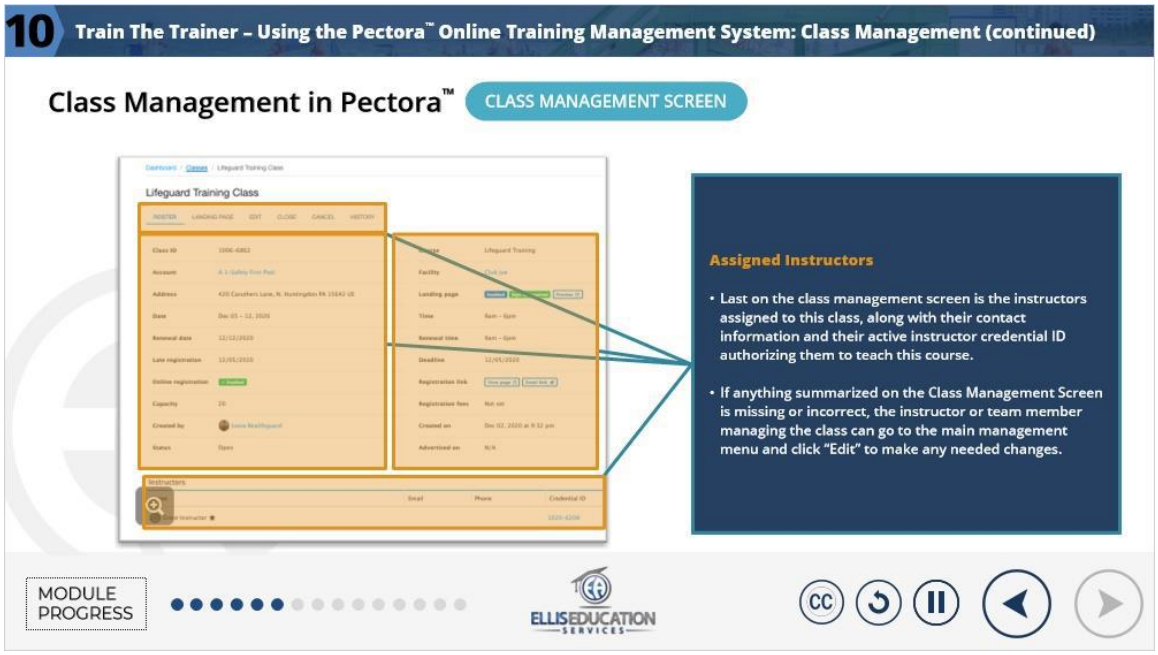
Progress (Slide Layer)

1.17 Class Management Screen

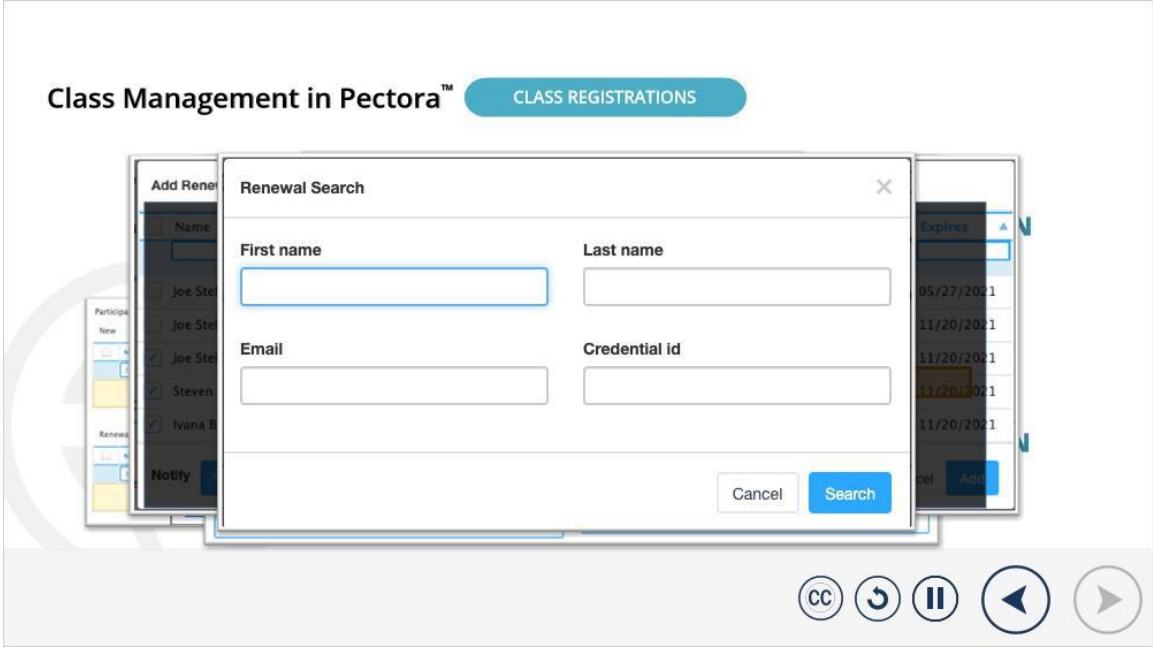


Notes:

Progress (Slide Layer)

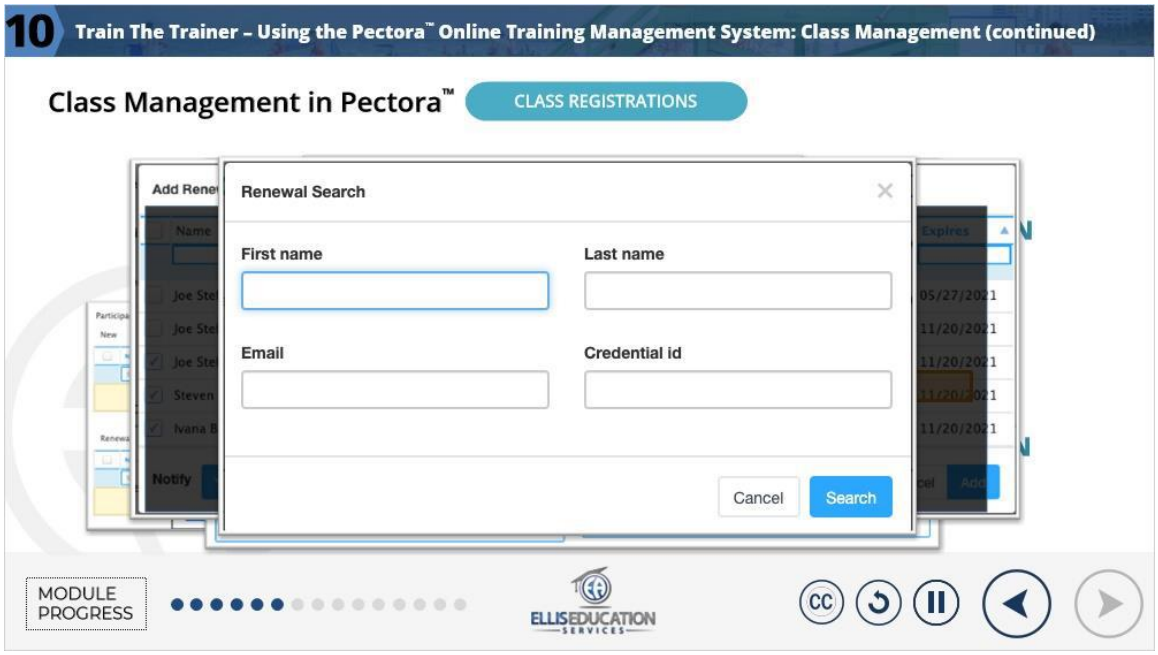


1.18 Class Registrations

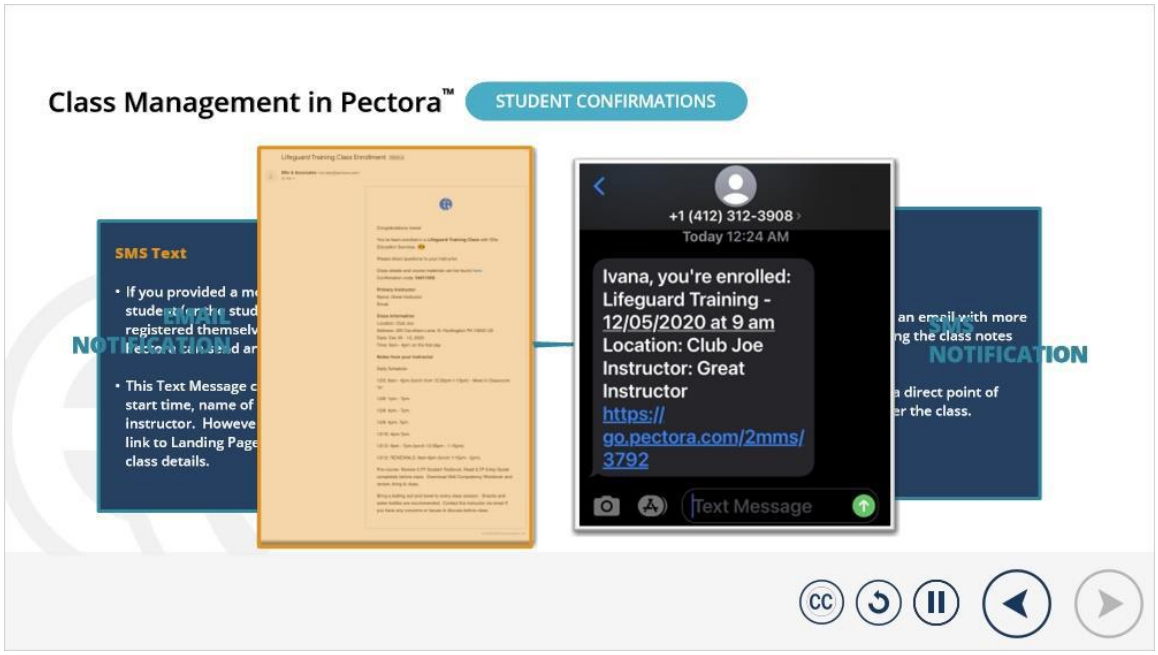


Notes:

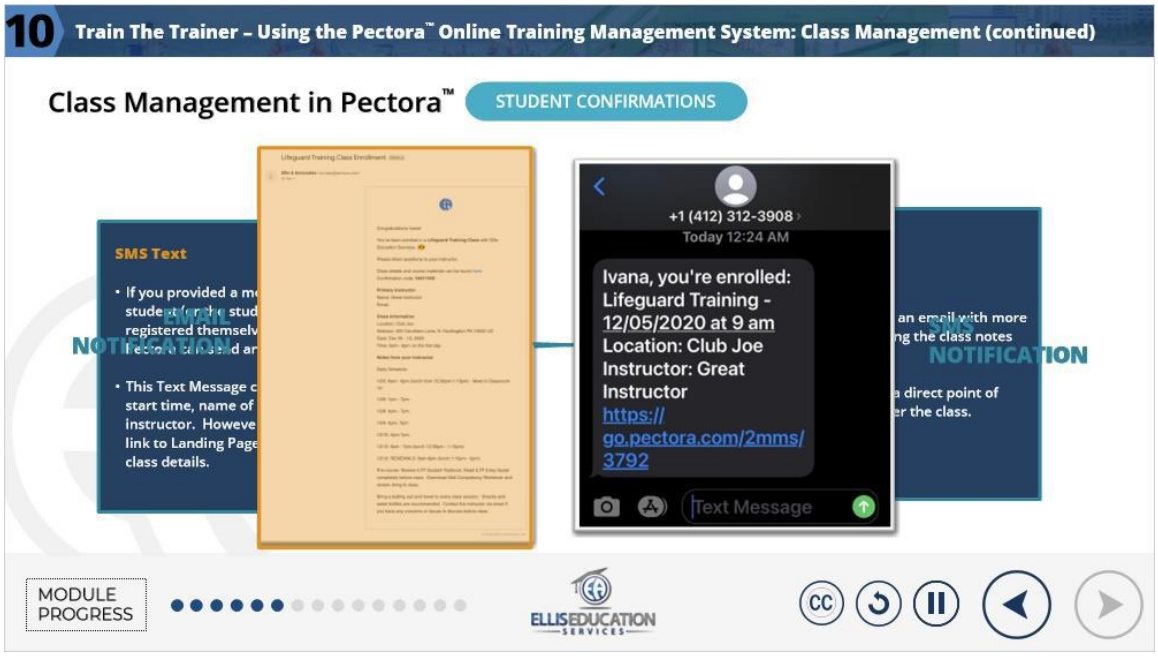
Progress (Slide Layer)



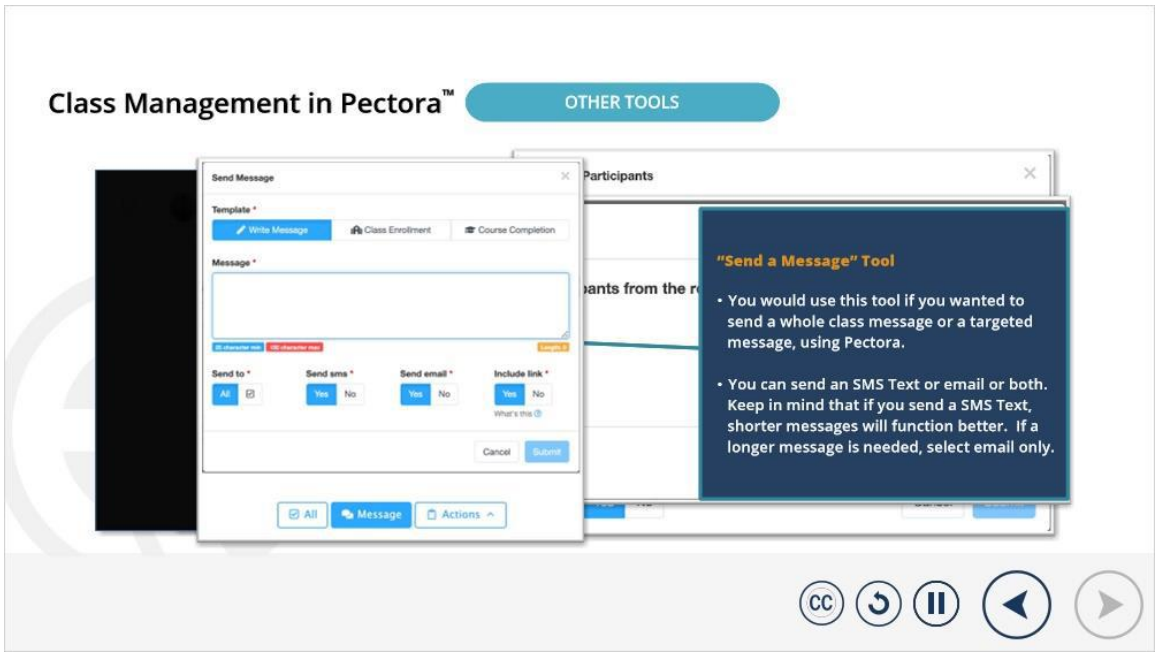
1.19 Student Confirmations

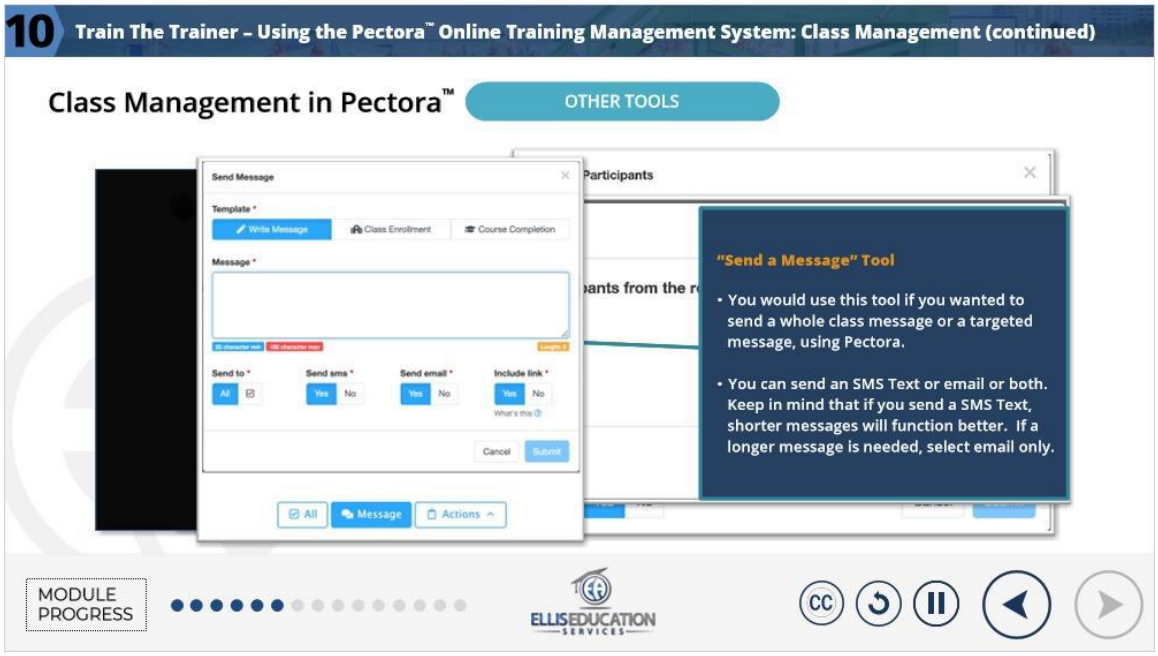


Progress (Slide Layer)

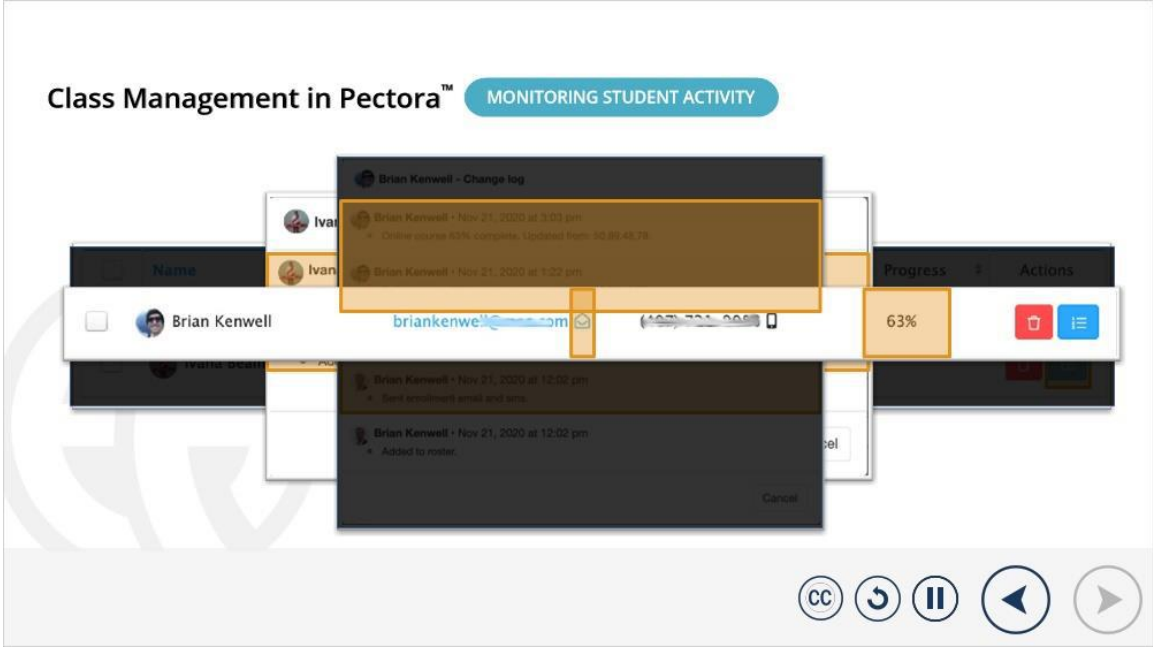


1.20 Other Tools



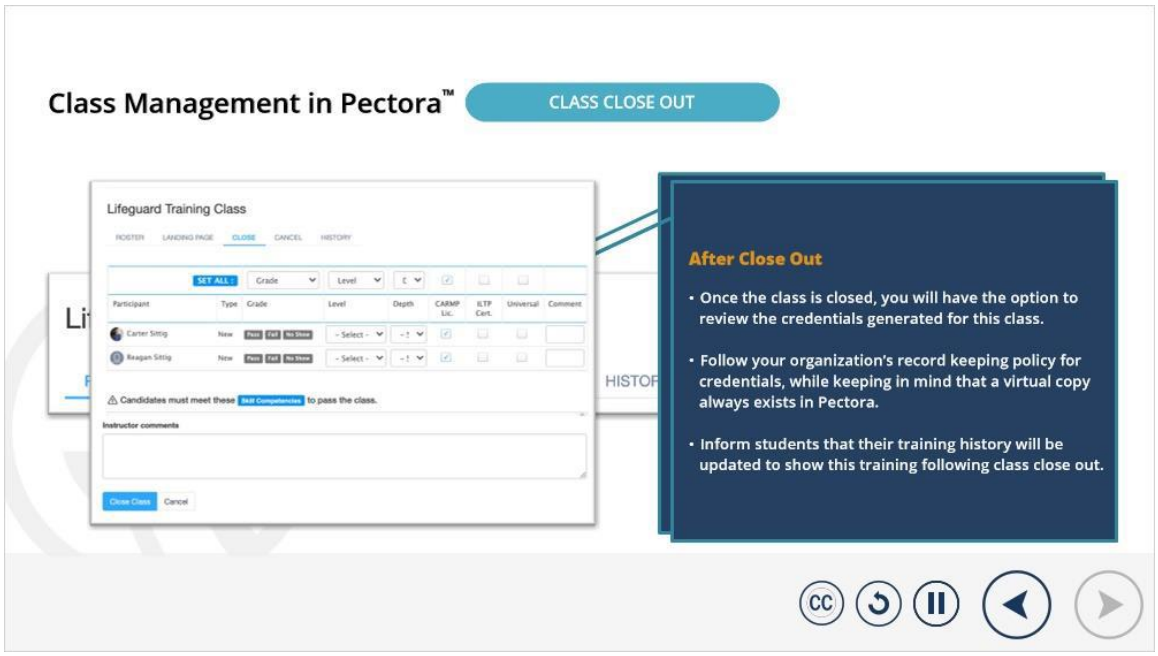

10
Train The Trainer – Using the Pectora™ Online Training Management System: Class Management (continued)
Class Management in Pectora™
OTHER TOOLS
Send Message
Template *
Write Message
Class Enrollment
Course Completion
Message *
Send to *
Send sms *
Send email *
Include link *
Cancel
Submit
All
Message
Actions
Participants
"Send a Message" Tool
• You would use this tool if you wanted to send a whole class message or a targeted message, using Pectora.
• You can send an SMS Text or email or both. Keep in mind that if you send a SMS Text, shorter messages will function better. If a longer message is needed, select email only.
MODULE PROGRESS
ELLISEDUCATION SERVICES

1.21 Monitor Student Activity

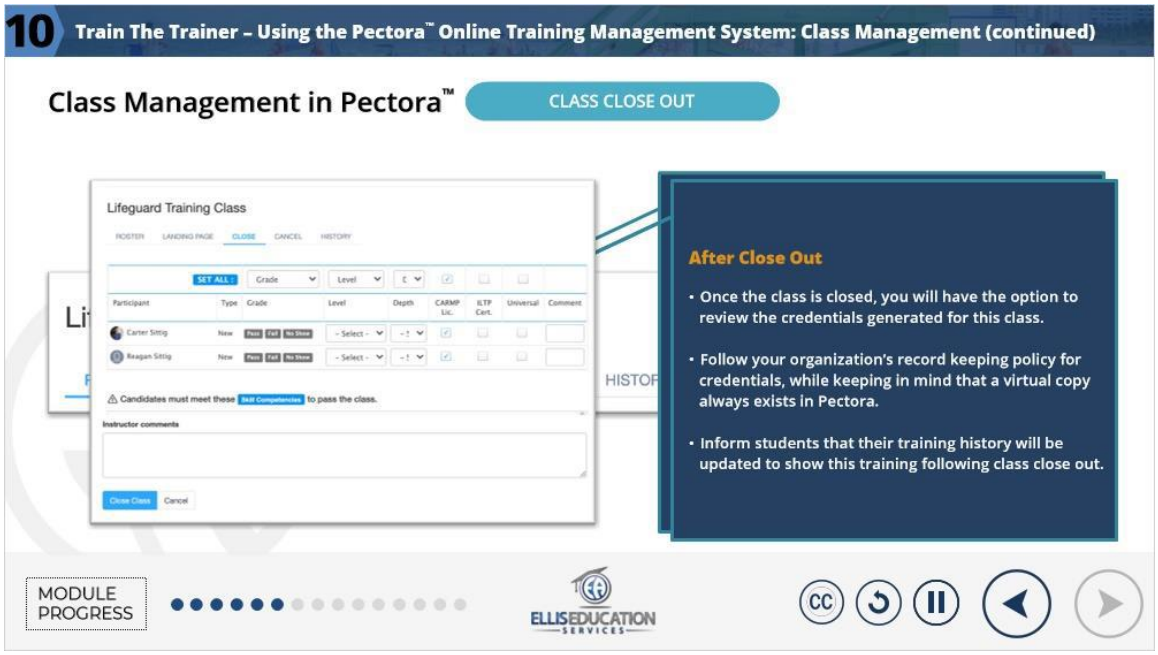


Progress (Slide Layer)

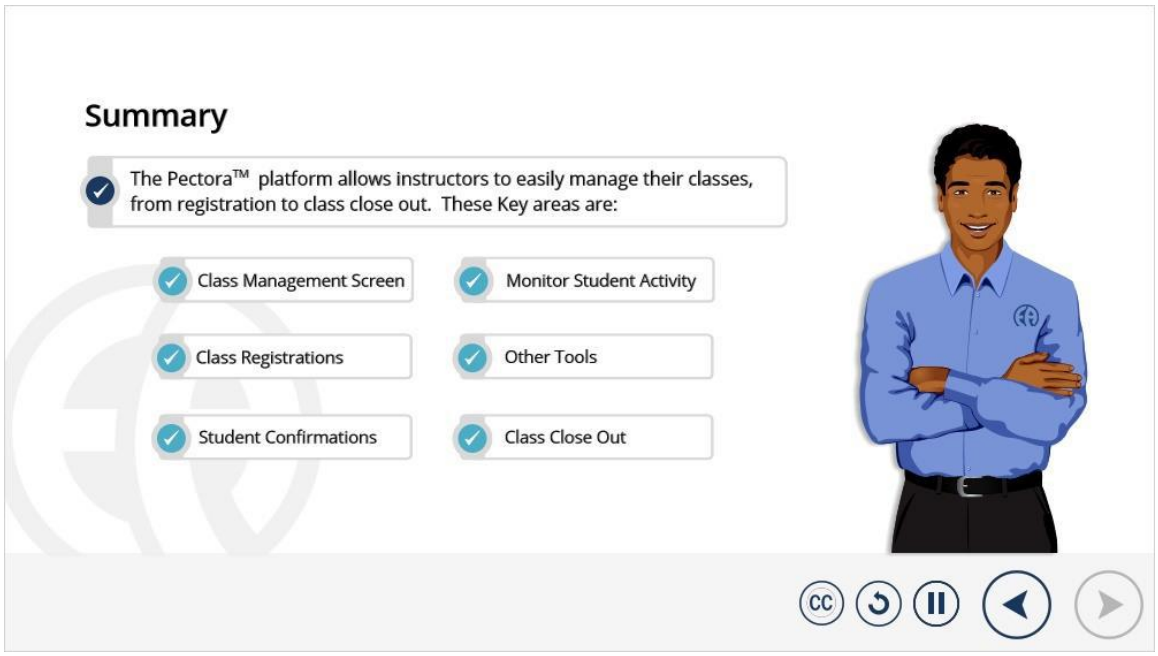
1.22 Class Closeout



Progress (Slide Layer)



1.23 Summary



Notes:

Progress (Slide Layer)

2. Knowledge Check

Progress (Slide Layer)