



Online Courses

Getting Started Guide

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eClassroom - Getting Started

Welcome

This guide reviews the basics of getting started with NMCCPD's online CCSS courses provided by Knowledge Delivery Systems (KDS) and our award-winning eClassroom™.

KDS is New Mexico's Partner in Educator Effectiveness. We provide:

- CCSS courses that impact classroom outcomes and student achievement
- Research-based professional development that helps you help your students
- Online coaches to support teachers and provide feedback

Course Elements

All online courses include:

- Expert commentary
- Video lessons
- Quizzes & Lesson Reflections
- Practical application activities
- Grade-specific classroom demonstrations
- Downloadable/Printable Resources
- Discussion Forums

Coaches

Summer Participants will be supported by KDS Online Coaches. The Online Coach facilitates the course, grades your work, and is available for email.

Technical Requirements and Support


You Will Need:

- A computer with a wired (connected by cable) high-speed broadband Internet connection.
 - **Courses will not work on tablets, iPads, or smartphones.**
- The most recent version of Internet Explorer, Mozilla Firefox, or Chrome as your Internet browser.
 - **Courses will not work with Safari's browser.**
- To check your computer's compatibility, click on "Test Your System" in the footer of the PD Dashboard and follow instructions for recommended adjustments.

Technical Support

For technical support, call **800.728.0032**, or email **support@kdsi.org**. Support is available 7 days a week (6am-6pm MT M-F and 8am-4pm MT Sat-Sun).

Starting Your KDS Course



New Mexico's Partner in Educator Effectiveness. We support:

- **District and Charter Teams**—Our CCSS courses are designed to impact classroom outcomes and student achievement
- **EL Support Program Teams**—Our ELL course by Margarita Calderon is customized for New Mexico and aligned to both WIDA and the Common Core
- **Gallup-McKinley County School District Teams**—We're here for you in your school-wide commitment to professional learning
- All teams get research-based professional development that **helps you help your students**

[Login](#)

Important Dates

District and Charter Teams: Registration Opens 10/21; Course start dates—CCSS ELA and Assessment & the CCSS, 10/31; Teaching Reading & Comp for ELL TBD; CCSS Math, 12/1

EL Support Program Teams: Course start date—Teaching Reading & Comp for ELL, TBD

Gallup-McKinley County School District Teams: Course start dates—CCSS ELA, Assessment & the CCSS, and Teaching Reading & Comp for ELL, TBD; CCSS Math, TBD

Keep checking here for more updates!

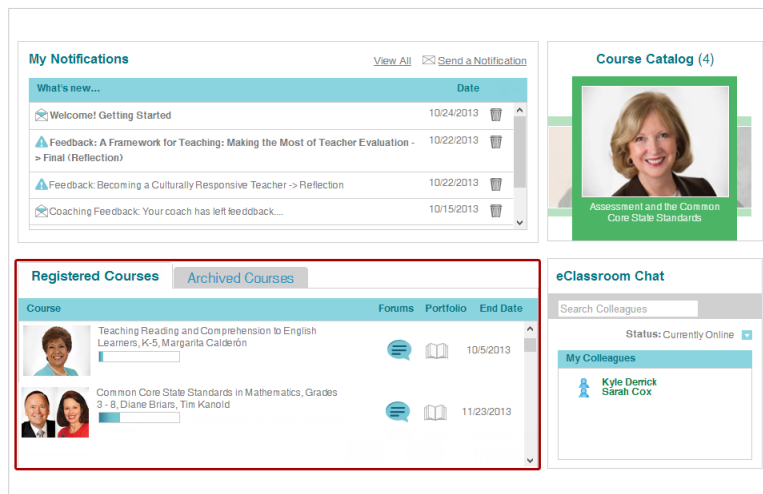
Timelines
EL Support Program Teams & Gallup-McKinley County School District Teams: We are creating a suggested course timeline to help you stay on track. Check back again soon for more info!

Courses
Meet our expert authors and watch our course overview videos to get a taste of the semester ahead.

FAQ's
Got a course or tech question? Or need help registering? Get your answers here.

Upgrade
EL Support Program Teams & Gallup-McKinley County School District Teams: You may be eligible to upgrade for graduate credit. Stay tuned to learn more!

1. Go to the NM Program page info.kdsi.org/nmccpd. Click “Login”. You will be prompted to enter your username and password. (This should have already been emailed to you.)



My Notifications [View All](#) [Send a Notification](#)

What's new...	Date
Welcome! Getting Started	10/24/2013
Feedback: A Framework for Teaching: Making the Most of Teacher Evaluation -> Final (Reflection)	10/22/2013
Feedback: Becoming a Culturally Responsive Teacher -> Reflection	10/22/2013
Coaching Feedback: Your coach has left feedback...	10/15/2013

Course Catalog (4)

Assessment and the Common Core State Standards

Registered Courses [Archived Courses](#)

Course	Forums	Portfolio	End Date
Teaching Reading and Comprehension to English Learners, K-5, Margarita Calderón			10/5/2013
Common Core State Standards in Mathematics, Grades 3 - 8, Diane Briant, Tim Kanold			11/23/2013

eClassroom Chat

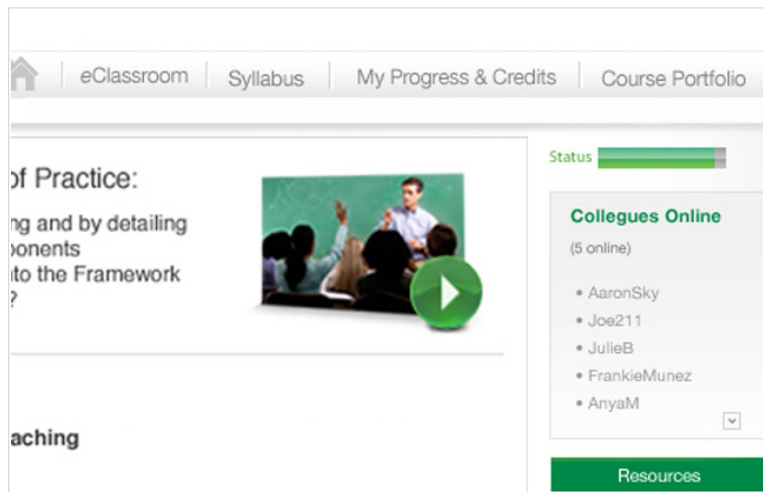
Search Colleagues

Status: Currently Online

My Colleagues

Kyle Derrick
Sarah Cox

2. Once you log in, you will see the PD Dashboard. Click on the course title under “Registered Course” to enter the eClassroom.



[Home](#) [eClassroom](#) [Syllabus](#) [My Progress & Credits](#) [Course Portfolio](#)

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aching

Status

Colleagues Online
(5 online)

- AaronSky
- Joe211
- JulieB
- FrankieMunez
- AnyaM

[Resources](#)

3. When in the eClassroom, begin the experience by clicking the green arrow button  to begin the first course video.


PD Dashboard Details

My Notifications

[View All](#) [Send a Notification](#)

What's new...	Date
Welcome! Getting Started	10/24/2013
Feedback: A Framework for Teaching: Making the Most of Teacher Evaluation - > Final (Reflection)	10/22/2013
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eClassroom Chat

Search Colleagues

Status: Currently Online

My Colleagues

 Kyle Derrick
 Sarah Cox

1. For course details, select the **Getting Started** link under **Notifications**. Other items of interest appear in this box.
2. You can go to **My Account** to update your user profile. ***Please Do Not Change your email address.** If you need to change your email address, or if it is incorrect, please contact the Support Team at support@kdsi.org and we will assist you.
3. Participants may email their coach at any time.

Clock Hours and Graduate Professional Development Credit

Participants will have the option to upgrade for graduate professional development credit with Brandman University. Details are below.

You must check with your district for any other incentives offered.

Steps to Purchase Graduate PD Credit:

1. In your Registered Courses window (of the eClassroom), click on the “Upgrade Your Course for Graduate Credit” icon to launch a Program Overview window.

The screenshot shows the 'Registered Courses' tab in the eClassroom. The course 'Teaching Reading and Comprehension...' by Dr. Margarita Calderón is displayed. It includes a progress bar, icons for Forum, Portfolio, and End Date (6/09/13), and a green button labeled 'Upgrade your course for Graduate Credit'.

2. Here, you can learn more about the Graduate PD Credit program and upgrade by clicking the “Purchase” button on the top of the window. The upgrade cost is \$199, and you will be prompted to enter your credit card information.
3. You must complete all assignments, including reflection questions, quizzes, discussion post(s), the Midterm, and Final. You will receive a letter grade from KDS.

About Brandman University:

Participants must earn **at least a C to earn 3-semester hour of graduate PD credits** (non-transferable) from Brandman.

The following courses are Brandman approved:

- Assessment and the Common Core by Dr. Kay Burke
- Teaching Reading and Comprehension to ELLs by Dr. Margarita Calderón
- Common Core in ELA: Instructional Shifts for Effective Implementation, K-2, 3-5, 6-8, & 9-12
- Common Core in Mathematics: Instructional Shifts for Effective Implementation. K-2, 3-5, 6-8, & 9-12

eClassroom - Taking a Course

The screenshot shows the eClassroom interface with the following components:

- Navigation:** A top bar with a home icon, "eClassroom", "Syllabus", "Progress & Grades", and "Course Portfolio".
- Stage:** A central area with a video player showing a person speaking. A callout points to the video player.
- Course Outline:** A sidebar on the left with a vertical list of units and topics. A callout points to this sidebar.
- Activity Center:** A right sidebar with sections for "Colleagues Online" (listing users), "Resources", "Evidence", and "eBook". A callout points to this sidebar.

The main content area displays a welcome message to "Kari" and a "Learning Unit Description" for "Unit 1: Introduction". It includes an overview of the unit's content.

Course Outline (Left Sidebar):

- Unit 1: Introduction
 - The Mark of a Good School
 - Reflection
 - A Grave Situation
 - Change
 - Meeting All Students' Needs
 - Quiz
 - Forum Posts
- Unit 2: eBook: How Does Your Current...
- Unit 3: Building the Foundation: RTI a...
- Unit 4: eBook: Creating a PLC Founda...
- Unit 5: Why Adopt an RTI Model?

Activity Center (Right Sidebar):

Colleagues Online (3 Online)

- Jessie...
- David W...
- Kari Dietrich

Resources

Evidence

eBook

Powered by KDS

Main Content Area:

Hi, Kari!

You are about to begin 'The Mark of a Good School' in 'Unit 1: Introduction'.

Please press the video-still thumbnail in the top-right corner to begin.

Learning Unit Description:

Overview:

In this unit, presenter Mike Mattos establishes context for pyramid response to intervention by discussing what questions a school or district needs to ask in order to best serve its students. He presents some disturbing statistics about what happens to children who don't receive an appropriate 21st century education, but then introduces a critical formula that can help educators...

Discussion Forums (Bottom Right):

Subject	Last Posted	Author
A Good School	Oct 12, 2011	msullivan
Good Change	Oct 12, 2011	msullivan
REQUIRED MEETING!!	Aug 21, 2012	MFox

Search Forums ☒ Search Subject Only [New Thread](#)

The eClassroom is divided into four essential areas:

- Navigation
- Stage
- Course Outline
- Activity Center

eClassroom - Watch, Navigate & Interact

Navigation

Access key program and course features at all times.

- **Home** takes you back to the PD Dashboard.
- **eClassroom™** pulls up the main course page.
- **Syllabus** displays the course syllabus for review.
- **Progress & Grades** automatically tracks your progress.
- **Course Portfolio** stores all work you have submitted.

Stage

Watch and learn via the main content area of the eClassroom.

- Courses are divided into **Units**. Each unit has a video lesson.
- Some courses feature a **PowerPoint Presentation**, displayed adjacent to the video screen, which allows you to follow along with the lesson.
- All content is automatically bookmarked, so you will never lose your place.

Course Outline

Explore any part of the course via the Lesson Folder, which includes:

- **Video/Presentation**— The video segments serve as the lesson area and are between 5–10 minutes in length.
- **Reflection**— Pause to answer the thought-provoking question about the subject matter.
- **Quizzes**— Cover the subject area in a unit and are part of your final grade.
- **Discussion Forums**— Create posts or respond to posts made by your colleagues.
- **Midterm and Final**

Activity Center

Exchange ideas and deepen your understanding of course materials.

- Use the **NotePad** to write class notes.
- Go to **Discussion Forums** to post your thoughts and ideas to fellow participants.
- Use the **Reflection** tab to submit your reflection question answers.
- Click on the **Transcripts** tab to read the video transcript. The transcript tab will only appear during video segments.

About the Courses

Assessment and the CCSS, All Grades Presented by Dr. Kay Burke

Using a Common Core State Standards-based assessment and grading approach, Dr. Kay Burke teaches a comprehensive course on the critical role that assessments play in today's classrooms, both formative and summative. Dr. Burke promotes the use of performance-based tasks that make real-life connections, and explains how to use rubrics to assess the critical skills and understanding that the tasks target.

Common Core in ELA: Instructional Shifts for Effective Implementation, Grades K-2, 3-5, 6-8, and 9-12

In these courses, educators will become fully versed in the foundations of the English Language Arts Common Core State Standards (CCSS). Using the six instructional shifts—balancing informational and literary text, using texts to inform, the staircase of text complexity, text-based answers, academic vocabulary, and writing from sources—educators will develop lesson plans, design instruction, and implement practical strategies for working with diverse learners, including English learners. Each grade level of this course focuses on the developmental perspectives of targeted students.

Ideas for ways to communicate the CCSS to parents will also be discussed.

Common Core in Mathematics: Instructional Shifts for Effective Implementation, Grades K-2, 3-5, 6-8 and 9-12

In these courses, educators will focus on the perspective and voice of the teacher—and provide an in-depth examination of the instructional shifts and Mathematical Practices needed for successful alignment with the Common Core State Standards. Units will cover the analysis of the Common Core Shifts and Mathematical Practices, the teaching of the CCSS for diverse learners, and formative assessment for the CCSS. Each section of the course will focus on the developmental perspective of the distinct grade band covered and will include an array of comprehensive resources to engage teachers and administrators. These courses are built around classroom exemplar videos, engaging readings, rigorous activities, and assessments. Math educators will emerge with a stronger foundational understanding of how to implement Common Core shifts in the classroom and be better able to address the instructional needs of their districts, ultimately driving student achievement.

Teaching Reading and Comprehension to English Language Learners, Grades K-5 Presented by Dr. Margarita Calderón

More than 11 million school-age children speak a language other than English at home (about 20% of five- to seventeen-year-olds). Knowing how to intentionally build vocabulary and actively support the comprehension skills of English learners has become a critical issue for many classroom teachers. In this course, Dr. Margarita Calderón demonstrates proven strategies for vocabulary instruction, comprehension think-alouds, paired reading, and collaborative writing and editing—all within the context of the WIDA English Language Proficiency Standards and the Common Core State Standards (CCSS). Classroom teachers model the strategies in action, and Dr. Calderón debriefs with patience, insight, and humor. Also includes Dr. Calderón's interdisciplinary lesson planning framework.

Frequently Asked Questions

1. **What do I do if I have forgotten my username and password—or my username and/or password does not work?**

If you have forgotten your password, you can click on “Forgot your password?” on the login page. You can also call us at 800.728.0032 or email us at support@kdsi.org and we will provide that information for you.

2. **How do I register?**

- You will receive a Welcome email with a username and password from Knowledge Delivery Systems. Go to www.info.kdsi.org/NMCCPD to log in to the eClassroom with your given username and password. You will be prompted to change your password the first time you log in.
- Your course will already be listed under “Registered Courses.”

3. **What are the technical requirements needed to view courses, post reflections, and upload documents, etc?**

- A computer with a wired (connected by cable) high-speed broadband Internet connection
Note that courses will not work on tablets, iPads, or smartphones.
- The most recent version of Internet Explorer, Mozilla Firefox, or Chrome as your Internet browser
Note that courses will not work with Safari’s browser.
- To check your computer’s compatibility, click on Test Your System in the footer of the PD Dashboard and follow instructions for recommended adjustments.

4. **How can I get the video to play?**

See Technical Requirements above—the videos will not play properly if your system does not meet the minimum requirements. If your system meets the requirements, but you are still experiencing problems, please call Tech Support at 800.728.0032. If you choose to e-mail us at support@kdsi.org, please let us know the name of the course and the unit number of the video that is not working properly. This will help expedite a solution.

5. **How do I upload my work?**

To upload your Midterm and Final, complete the assignment in a Microsoft Word document, or PDF save the file, and upload it in the eClassroom as if you were adding an attachment to an email. Please call us if you have any questions and we can walk you through the process.

6. **How long do I have to finish the course?**

The courses are open from June 2 - August 15, 2014

7. **How do I know who my coach is, and how do I contact him or her?**

Each course and each learner has an Online Coach, who facilitates your work in the Online Course. If you are not sure who your Online Coach is, please email support@kdsi.org. Your Coach can answer any questions you may have about course content including questions about syllabi, course requirements, assignments, assessments, or subject matter.

Continued...

Frequently Asked Questions, Cont.

8. Are all of the eBooks included?

Yes, if there is an eBook required for the course, you can click on the eBook button. If there is a book that is being used within the course, you can purchase it from any online provider.

9. Can you print out the entire eBook?

Due to publishing laws, some eBooks cannot be printed. However, the link to the book is yours to keep for your archives.

10. How do I get a certificate of completion for a course I've taken?

A certificate will be available to print once you have submitted all of the required coursework and you have passed the course. Please note that our printable certificates are Certificates of Completion, not official transcripts.

11. How do I purchase graduate PD credit?

If you are interested in purchasing graduate PD credit for your KDS course, please click on the graduation cap icon next to the course name on your PD dashboard. You can purchase graduate PD credit at any time during the course, and you must do so before your course access closes. See p.6 for more information.

12. How is my course graded and where do I find my grade?

Your Online Coach provides feedback on Key Reflections and your Midterm and Final. Feedback is provided within 1-2 weeks of submission. To view your feedback, please visit the "Progress and Grades" tab within the eClassroom. There, you will find all of your Coach's feedback, your assignment grades, and your final grade. All major assignments will receive a letter grade based on the grading scale in the "Grading Policy" in the eClassroom. In order to pass the course and receive credit, you must receive a D or higher. If you would like to upgrade to graduate PD credit from Brandman University, a C is required to pass. If necessary, you will be asked to revise your work to achieve the passing score for district incentives or graduate PD credit. If you have any questions on your Coach's feedback or your grades, please email your Online Coach or support@kdsi.org.

Continued...

Trouble Shooting Tips

Quick troubleshooting tips:

- Make sure pop-ups are enabled. Not sure? Please click “Test Your System” at the bottom of your screen.
- Videos must be watched in their entirety in order for you to be able to rewind and fast forward.
- Adjust the volume on the video player, and your computer, if you don’t hear any sound.
- Make sure you have a high-speed, wired Internet connection for the best video viewing experience.
- Posting reflection responses – we recommend that you create any work offline in a document that you can save first. Then copy and paste what you’ve written into the appropriate area for posting.
- Submitting Midterm and Final – do your work offline and save it, then upload.
- The course will ‘time-out’ if there is an extended period of inactivity, so it’s best to log out of your course if you are going to be away from it for more than 15 minutes. You can then log back in to resume your work.

For technical support, call 800.728.0032, or email support@kdsi.org.
Support is available 7 days a week (6am-6pm MT M-F and 8am-4pm MT Sat-Sun).