ACCESS Professional Development for 2017-2018
New Teachers

- **6 REQUIRED Sessions during the first year you teach for ACCESS**
  - If you teach 1 semester only the first year, 3 sessions are required. Complete the remaining three the next time you are hired.
  - Check the calendar for the list of REQUIRED sessions

- **Timeline for completion: Aug 1, 2017 – May 31, 2018**

- May get 2 session credits for AETC ACCESS Teacher day if you attended the summer *immediately prior to the school year being hired*. Attendance June 2017 may get you credit for 2 sessions for 2017 – 2018 school year if you are hired.
Returning Teachers

- 2 Sessions needed
  - Check Calendar for any REQUIRED sessions.

- Timeline for completion: Aug 1, 2017 – Mar 27, 2018

- May get credit for AETC ACCESS Teacher Day if attended the summer immediately prior to the year in which you want the credit. Attendance June 2017 gets you credit for 2017 – 2018 school year.
Read the following widgets **completely.** All relate to ACCESS Professional Development and how to receive credit.

- 2017-2018 Ongoing PD
- Enter Chalkable PD
- Enter WebEx
- IMPORTANT To be awarded credit, you must:
  - ACCESS Virtual Learning Teacher Day (when posted)
  - ACCESS Virtual Learning Teacher Day Agenda (when posted)
Go to the Home Page in CAST

Open the current PD Calendar. It is located in the widget titled *2017-2018 Ongoing PD*

Locate the session titles and numbers for the current month at the **bottom of the calendar**. The numbers change each month.

- **Sessions in Blue** are Recorded/Archived and can be listened to at your convenience during the current calendar month
- **Sessions in Red** are Live sessions and can only be viewed via WebEx on the dates listed on the actual calendar
- **REQUIRED** Sessions are denoted by * (new teachers) and ** (returning teachers)
The Process – Chalkable

- Sign up for the sessions in Chalkable (recorded and live).
  - A Link and instructions in CAST homepage widget titled *Enter Chalkable PD*
  - If you cannot find the session, check for any spaces that you may have typed. Usually there are no spaces.
  - Once you sign up, check your history area to make sure it is there.
The Process – The Session

- Participate in the Session
  - Recorded Sessions are found in CAST Content, in the module *Ongoing PD Recordings*
  - Live Sessions are via WebEx on the date listed on the calendar
    - Website: access.webex.com, password: D2L2017
      - Link and password information located in *Enter WebEx* widget on CAST homepage.
    - Sign in individually
    - If you are more than 15 minutes late, you must register for another session.
    - Participate/respond/chat in the session as required by the presenter.
    - Stay for the entire session and exit when the session is over.
The Process - Discussion

- Post to the appropriate Discussion in CAST for live/recorded session
  - Some sessions have the questions in the lesson only
  - Adhere to the instructions and compose a reply that fully addresses all points correctly.
  - Answer the questions according to what was presented in the lesson.
  - Check back to your discussion post within 2 days to see that Regina White has commented in some way. (excluding weekends, holidays and last day of month).
    - If she HAS NOT commented at all within 2 days, you must reply to your original post and re-address the questions. This means she has not approved of what you have written.
    - It is BEST PRACTICE to complete the PD several days prior to the end of the month to have enough time to readdress your post if it is not approved. Always check for holidays.
    - Email Regina at rwhite@alsde.edu immediately if you have questions about your post
    - Discussion posts NOT approved will become inaccessible the following month.

- Everything for a given session MUST be completed in the SAME calendar month.
Awarding Credit

- ALSDE awards the credit. Please read the widget *Important To be awarded credit, you must:* located on the CAST home page.

- You cannot receive Chalkable PD credit for duplicate sessions within a school year.

- Support centers will be notified of completers the following month.
Allow 2 weeks for credit to be awarded in Chalkable PD. **CHECK YOUR HISTORY.** Do not wait until the end of the year to check your history.

Questions should be directed to:

- Regina White: rwhite@alsde.edu - Discussions
- Nuncy Rembert: nrembert@alsde.edu - Chalkable
Required Sessions

- **New Teachers**
  - Best Practices for Online Teachers
  - Effective Feedback
  - iLive, the Registration Portal
  - ACCESS Emails
  - Teacher Policy Review
  - IEP Magic – No Such Thing

- **Returning Teachers**
  - IEP Magic – No Such Thing
WebEx Sessions

- iLive, The Registration Portal
  - Offered only via WebEx
  - Offered monthly

- The support centers will alternate offering different live WebEx sessions each month.

- Listed on the calendar on the specific days they will be presented.
Content Area PD Schedule

- September – English
- October – Science
- November – Math
- December – Social Studies
- January – Foreign Language
- February - Career Tech
- March – Life PE
- April – Health
- May – Arts Survey

Note: you may attend any content area session and receive credit. Of course you will get the most benefit if you can attend the session pertaining to your area.
Can I view/listen to a recorded session with someone else?
- No – when you visit content and view a session by opening it, D2L will log it and tell when you visited. If you listen with someone else and you do not personally open the file, there will be no indication that you have viewed the session and you will not receive credit.

Can I participate in a WebEx session with someone else or do I need to log in separately?
- It is best if you log in separately so your attendance is noted.

Are the materials for the WebEx sessions available for review at a later date?
- Sometimes the materials are available. Just check the Ongoing PD module in CAST
**FAQs**

- I see that there are recorded sessions in CAST that are not listed on the calendar. Can I view those at any time and receive credit?
  - No, you will only receive credit in a given month, for those sessions that are specifically listed on that month's calendar. However, you are welcome to view the material in CAST for your own professional growth.

- If I want to listen to a recorded session or attend a live WebEx session *for professional growth only*, do I need to register or participate in the discussions?
  - No, you may view/listen to any sessions for your own benefit at any time and registration is not required.
FAQs

- If I do not need the Chalkable credit, do I have to sign up in Chalkable to receive ACCESS PD credit?
  - Yes, this is the way that PD is tracked.

- Can I sign up in Chalkable for a session after I have participated in the PD session and posted to the discussion?
  - Yes, you just need to make sure that everything for that particular session is done in the same calendar month. Otherwise credit will not be awarded.

- Can I wait until the last day of the month to do a PD session?
  - No, it is not possible to get everything done and awarded properly if you wait until the last day of the month to participate in your desired session.
  - Regina needs 2 days to sign off on your post. If there are problems, there will not be time for you to go back and make corrections.