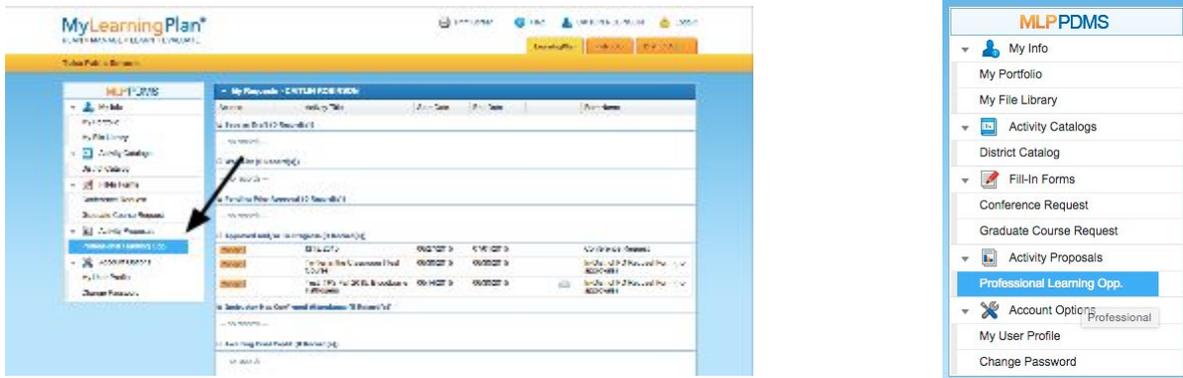


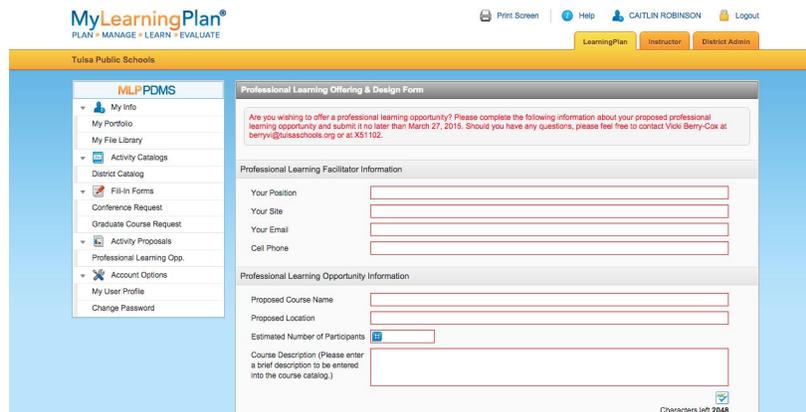
My Learning Plan - Proposing a Class



1. On the LEARNING PLAN DASHBOARD look to the menu on the left. Select the option PROFESSIONAL LEARNING OPPORTUNITIES under the ACTIVITY PROPOSAL heading.



2. This will take you to a form to fill out for your proposed course. Boxes outlined in red indicate that those questions are required, so be sure and fill them out.



3. The form is broken down into several categories. The first, PROFESSIONAL LEARNING FACILITATOR INFORMATION, is about you. PROFESSIONAL LEARNING OPPORTUNITY INFORMATION is about your proposed course, such as outcomes, prerequisites, and a class description.

Professional Learning Facilitator Information	
Your Position	<input type="text"/>
Your Site	<input type="text"/>
Your Email	<input type="text"/>
Cell Phone	<input type="text"/>

Professional Learning Opportunity Information

Proposed Course Name

Proposed Location

Estimated Number of Participants

Course Description (Please enter a brief description to be entered into the course catalog.)

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Course Outcomes (Upon completion of this course, participants will be able to:)

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Course Pre-requisites (Please list any prerequisite skills, courses, or workshops desired for interested participants.)

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Skills Level (Please check all that apply.)

- AWARENESS
- KNOWLEDGE/SKILL BUILDING
- APPLICATION
- IMPLEMENTATION
- REFINEMENT/ADVANCED

4. If you want to hold your class at Wilson, there's an ADDITIONAL FORM you will need to fill out (*look for the Reserving a Room at Wilson tutorial*). Also, be sure and check what technology you will need for your session.

Room Set Up Preference (if hosted at Wilson)

If requesting a room at Wilson Teaching and Learning Academy, please [CLICK HERE](#) to reserve your room.

Equipment Needs (Please check all that apply.)

- LCD PROJECTOR
- INTERACTIVE WHITEBOARD
- WIRELESS MICROPHONE
- VCR/DVD
- EASEL/PAPER
- DOCUMENT CAMERA
- MOBILE COMPUTER LAB
- SOUND SYSTEM
- OTHER

If Other, please explain:

5. The next section asks about PROPOSED MEETING DATES. If this is a recurring PD opportunity (for example, Early Release PD days or Department Meetings), you will choose the number of times you will be meeting in the year. You'll notice that as you update the number of meetings, more date fields appear. Be sure and fill out a date field for each time you are holding your session/meeting. For our example, however, my workshop is only going to be held once, so I'll pick 1 for number of meetings. *Holding the same session multiple times? Pick once and make a copy of your proposal (that's a different tutorial).*
6. Click on the calendar to select the date and choose your starting and ending times. If the session you are leading is a part of a bigger event, such as the Elementary Literacy Summit or New Teacher Induction, you will want to select that event. **This is important so that teachers can search a particular event's classes rather than having to read through the entire district catalog.**

Proposed Meeting Dates/Times/Locations

of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time :00 To :00

Location

Event This Activity is Part of

- TARGET AUDIENCE refers to your potential participants. Is your session applicable to all TPS teachers or just 3rd grade teachers? Is this a session just for Hale high school teachers or can teachers from all over the district attend?
- COURSE DESIGN focuses on the way you will deliver the content of your session. What's your method of delivery? Is it a hands-on session or a lecture? Additionally, what will you be doing with your participants? Think agenda or lesson plan!

Target Audience

Target Audience

Course Design

Predominant Method of Delivery

(Please choose the most that best describes the method of delivery.)

Please describe your course design providing an overview of activities, time requirements, etc.

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- The final section, COURSE ALIGNMENT AND PROCESS STANDARDS, helps to identify how your proposed session fits in with TPS' bigger picture. Which district goal will your session enhance? Are you addressing teacher goals and objectives? How about leadership goals and objectives? And final what process standards are you building your session around?

Course Alignment and Process Standards

Please select:

Goal : District Goals

- Financial Sustainability
- Performance-Based Culture
- Safe and Secure Schools
- Student Achievement
- Teacher and Leader Effectiveness

Goal : Teacher Goals and Objectives

- Classroom Management - Assessment Practices
- Classroom Management - Building-Wide Climate Responsibility
- Classroom Management - Discipline
- Classroom Management - Lesson Plans
- Classroom Management - Preparation
- Classroom Management - Student Relations
- Instructional Effectiveness - Current State Standards
- Instructional Effectiveness - Establishes Closure
- Instructional Effectiveness - Literacy
- Instructional Effectiveness - Monitors and Adjusts
- Instructional Effectiveness - Student Achievement
- Instructional Effectiveness - Student Engagement
- Interpersonal Skills
- Instructional Effectiveness - Delivery - Explains Content, Clear
- Leadership
- Professional Growth & Continuous Improvement

Goal : Leadership Goals and Objectives

- Change Management: Understanding the implications of change efforts
- Focus of Leadership: Accurately and proactively targeting appropriate
- Purposeful Community: Developing and utilizing assets to accomplish

Process Standards (Please check the learning processes applying to your course design.)

- UTILIZES DISAGGREGATED STUDENT DATA TO DETERMINE ADULT LEARNING PRIORITIES / MONITOR PROGRESS AND HELP SUSTAIN CONTINUOUS IMPROVEMENT.
- UTILIZES MULTIPLE SOURCES OF INFORMATION TO GUIDE IMPROVEMENT AND DEMONSTRATE ITS IMPACT. PREPARES EDUCATORS TO APPLY RESEARCH TO DECISION MAKING.
- UTILIZES LEARNING STRATEGIES APPROPRIATE TO THE INTENDED GOAL.

10. You can always click the SAVE AS DRAFT button and continue working on this proposal at a different time. Use this form to help you develop the most effective professional development session you can offer. Once you are satisfied with the proposal, click on Submit. Your proposal will be reviewed by the director of the Organizational and Professional Learning office.



The image shows a rectangular form with a light gray background. At the top left, the word "Finish" is written in a small, dark font. Below this, there is a horizontal line. Underneath the line, there are two orange buttons with white text. The first button is labeled "Submit" and the second button is labeled "Save as Draft". The buttons are positioned side-by-side in the center of the form.