

Formative Assessment Professional Development

RIDE has created the Formative Assessment PD curriculum bucket and made it available to all LEAs. We have created a Professional Development Academy in each district. Finally, we created the course titled **Formative Assessment PD (course number 6)**. In order to make the formative assessment professional development available to your educators, you will need to **create a section of the course** at the LEA level. Only then will you be able to enroll administrators and teachers in the course (as students). If you are unfamiliar with the IMS, you may want to contact and work with your LEA's IMS Coordinator.

Create a Section

A section determines when a class is in session, what course is taught, and who attends and teaches the course. In the case of the formative assessment PD, no one will need to actually teach the class (because the content will be delivered via online modules) but you will need to designate a teacher within the IMS (you). Only administrators can create sections. Sections are specific to a school and must be created at the school level.

Caution: All of the section information for your schools comes into the IMS from the RIDE Data Mart. The only sections you should be managing and creating are Professional Development courses.

Note: A course must exist and staff must be added before creating a section. The course was already created in your school/PD Academy by RIDE. To add staff, see [Setting Up Staff and Students](#).

1. Sign in with administrative rights and, on the top navigation bar, click **Manage**.
2. In the navigation pane, select the PD Academy
3. In the **School Setup** section of the At A Glance page, under **Sections**, click **New**.

Note: Depending on your setup, the **New Section** link may not be available. In that case, you do not have permissions to create sections.

1. Section Details | 2. Enroll Teachers | 3. Enroll Students

Section Information

Name for Section* Independent School District/School

Year 2012-2013

Course* District and School

Schedule*

Year

Monday P1

Tuesday

Wednesday P1

Thursday

Friday P1

Cancel Next Step >>

Section Details window

4. Type a **Name for Section** (Ex. Formative Assessment Cohort 1)
5. Select a **Year** and **Course**. (2012-2013, Formative Assessment PD course number 6)
6. In the **Scheduling** section, select one or more marking periods (designed to be a year-long course).

7. Select a time from the appropriate day(s) drop-down list(s) to assign a class schedule (course is online and should be accessible at any time. It is recommended that you make it available from 12:00am through 11:30pm).
8. Click **Next Step**.
9. Click associated check boxes for one or more teachers, and click **Select Checked** to assign teachers (you)

<input type="checkbox"/>	ID	First Name	Last Name	
<input checked="" type="checkbox"/>	Teacher 554	Rachel	Johnson	Select
<input type="checkbox"/>	Teacher 661	Michelle	Ornelas	Select
<input type="checkbox"/>	Teacher 660	Greg	Jones	Select
<input type="checkbox"/>	Teacher 774	Mario	Martin	Select
<input type="checkbox"/>	Teacher 883	Michael	Aslakson	Select

Enroll Teachers window

10. Click **Next Step**.

<input checked="" type="checkbox"/>	ID	First Name	Last Name	
<input checked="" type="checkbox"/>	Student 12449	John	Tanaka	Select
<input checked="" type="checkbox"/>	Student 12681	Mary	Smith	Select
<input checked="" type="checkbox"/>	Student 12743	Inoa	Swensen	Select
<input checked="" type="checkbox"/>	Student 12901	Al	Jones	Select
<input checked="" type="checkbox"/>	Student 12903	Jose	Reyes	Select

Enroll Students window

11. Click associated check boxes for one or more students, and click **Select Checked** to enroll students (in the case of PD courses, teachers (and administrators) are students).

12. **Note:** In order to enroll Teachers in a PD course, they must have the student role checked in their profile. If the expected teachers do not appear in the student selection window, check their roles under Manage Staff.

13. Click **Finish**.

Once educators are enrolled in the course, the Instructor must “schedule” each lesson:

When you log in, click on the “Classes” tab. If you are the teacher of the PD course (which you should be), you should have the option to “Teach”. Click “Teach”.

Make sure you are in the Formative Assessment PD course, and then the “Curriculum” button.

Under the title of the course, you will see two tabs: “Curriculum Details” and “Unit Listing”. Click “Unit Listing”.

You will see a listing of all of the Lessons. Scan over to the right, under “Options”, you will see a small icon that looks like a calendar with a clock. Click that to schedule (or assign) the lesson to your students (teachers enrolled in the course).

You can determine the window that teachers have to complete that lesson. You can make it available for the whole year, or for the month in which you want them to complete the lesson. It is recommended to make it available for the entire academic year.

Schedule it for “All Students”.

Finally, click the box next to the lesson you want to schedule (assign).

Repeat this for each lesson (approximately 4 per module).

Once educators have begun the coursework, the Instructor may check their progress:

When you log in, click on the “Classes” tab. If you are the teacher of the PD course (which you should be), you should have the option to “Teach”. Click “Teach”.

Make sure you are in the Formative Assessment PD course and the correct section, and then the “Assignments” button.

Toward the right of the screen, next to each lesson, you will see a ratio of the educators who have completed that lesson (i.e., 45/62). If you click the bar graph icon, you can see individual user progress in the course.