

Frequently Asked Questions *on Offering & Accessing PD through the IMS*

How do I log in to the formative assessment PD?

The formative assessment PD is on the IMS, so you use your RIDEmap log in name and password. Once you are enrolled in the course, when you log in to the IMS you should have a tab along the top of your screen that says “Classes”. When you click on that tab, you will have the option to “Teach” (if you are the instructor of the course) or “Attend” (if you are a student in the course). Click the appropriate option, select the appropriate section (along the left hand side), and then click the “Curriculum” button (along the top of the screen) to view and launch the lessons.

How do I create a section of the course?

Professional Development Academies have been created in each LEA, and the Formative Assessment PD course has been created within each PD Academy. The last step is to create a section of the course, which must be done by the district. Detailed instructions for creation a section can be found here: <http://www.ride.ri.gov/Assessment/Formative.aspx> under “Resources for LEAs”.

How do I add teachers in the course?

When you log into the IMS, go to the Manage tab, and select the PD Academy. Then find the course by clicking the “Manage” link under “Courses”. Select “View Sections” or click on the name of the course, then the name of the section. Once you are looking at the appropriate section, click the pencil to make edits to the Instructors, Participants, and schedule of the section.

I enrolled teachers but they still can't get into the course.

Once you have created the section, the Instructor of the course must go in and assign the lessons. This is done by logging into the IMS, going to the “Classes” tab, clicking “Teach”, selecting the appropriate section (along the left hand side), and going to the “Curriculum” button (along the top). Click “Unit Listing” and then the red and white calendar icon. Schedule the lesson for as long as you want teachers to have access (a full year is recommended). Click “All Students”. You do not need to select the SCORM package (leave boxes unchecked). Click “Schedule” and repeat for all lessons in all available modules.

How do I track teachers' progress in the course?

Only the Instructor of the course can track teachers' progress through the course. This is done by logging into the IMS, going to the “Classes” tab, clicking “Teach”, selecting the appropriate section (along the left hand side), and going to the “Assignments” button (along the top). On the Assignments screen, you will see all of the lessons that you have assigned to participants. Under “Submissions”, you can see how many teachers have completed that lesson (out of the total # of participants in the course). On the right side, there is an icon that looks like a bar graph titled “Show Results”. This is where you can see individual user progress through the lessons. Please note that users must click through to the final screen of the lesson in order for it to register as “complete”.

Can LEAs create their own PD courses?

Yes. To do so, you must first create the curriculum within the PD Academy, then the course, and finally the section. You can upload SCORM packages or create a PD Curriculum just as you would create Units of Study and Lesson Plans in the Curriculum component of the IMS.

Can LEAs share PD with other LEAs?

LEAs can create and share PD Curriculum in the same way that they can create and share Units of Study and Lesson Plans. If you do not want to share with the entire Community Content Library, you could create a PD Curriculum, add it to the CCL, indicate to the partner LEA that it is available in the CCL, and then remove it once the partner LEA has downloaded the material. If it remains in the CCL, it will be available to all LEAs.