

OUTREACH • PROGRAM • TOOLKIT

Version 1: May 2020

A core service of Virtual Virginia (VVA), the **VVA Outreach Program** supports Virginia public school divisions, teachers, and students by providing online instructional resources via expanded access to the VVA learning management system at no cost. This toolkit was developed to assist the staff in Virginia public school divisions as they onboard with Virtual Virginia.

Public School Central Office

- ☐ **Pre-register for [Central Office Webinars](#):** Complete this form to receive timely updates.
- ☐ **Register for the [VVA Introduction to OER Course](#):** This self-paced, self-guided course provides an introduction to open educational resources (OER) and to #GoOpenVA, Virginia's new platform for sharing these resources. Participants will also gain experience in navigating the Virtual Virginia platform as a user. Successful participants receive a certificate of completion and badge.
- ☐ **Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- ☐ **Support Contact:** Please contact VVA Director of Products and Services Sarah Warnick at sarah.warnick@virtualva.org with any questions.

Public School Building Administrators

- ☐ **Pre-register for [School Administrator Webinars](#):** Complete this form to receive timely updates.
- ☐ **Complete the [New Public Schools Account Request Form](#):** All schools must have a VVA account to enroll teachers and students in VVA programs.
- ☐ **Register for the [VVA Introduction to OER Course](#):** This self-paced, self-guided course provides an introduction to open educational resources (OER) and to #GoOpenVA, Virginia's new platform for sharing these resources. Participants will also gain experience in navigating the Virtual Virginia platform as a user. Successful participants receive a certificate of completion and badge.
- ☐ **Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- ☐ **Support Contact:** Please contact VVA Director of Instruction Tom Landon at tom.landon@virtualva.org with any questions.

Public School Counselors

- ☐ **Pre-register for [Counselor Webinars](#):** Complete this form to receive timely updates.
- ☐ **Encourage your building administrator to complete the [New Public Schools Account Request Form](#):** All schools must have a VVA account to enroll teachers and students in VVA programs.
- ☐ **Register for the [VVA Introduction to OER Course](#):** This self-paced, self-guided course provides an introduction to open educational resources (OER) and to #GoOpenVA, Virginia's new platform for sharing these resources. Participants will also gain experience in navigating the Virtual Virginia platform as a user. Successful participants receive a certificate of completion and badge.
- ☐ **Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- ☐ **Support Contact:** Please contact VVA Registrar Tavy Young at tavy.young@virtualva.org with any questions.

Public School Technical Staff/ITRT

- ☐ **Pre-register for [Technical Staff Webinars](#):** Complete this form to receive timely updates.
- ☐ **Register for the [VVA Introduction to OER Course](#):** This self-paced, self-guided course provides an introduction to open educational resources (OER) and to #GoOpenVA, Virginia's new platform for sharing these resources.

Participants will also gain experience in navigating the Virtual Virginia platform as a user. Successful participants receive a certificate of completion and badge.

- ❑ **Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- ❑ **Support Contact:** Please contact VVA Solutions Architect Nathan Sharkey at nathan.sharkey@virtualva.org with any questions.

Public School Teachers

BEFORE you are enrolled in the VVA Outreach program:

- ❑ **Pre-register for [Teacher Webinars](#):** Complete this form to receive timely updates.
- ❑ **Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- ❑ **Register for the [VVA Introduction to OER Course](#):** This self-paced, self-guided course provides an introduction to open educational resources (OER) and to #GoOpenVA, Virginia's new platform for sharing these resources. Participants will also gain experience in navigating the Virtual Virginia platform as a user. Successful participants receive a certificate of completion and badge.
- ❑ **Register for the [Blending with VVA Workshop](#):** Enroll in this free, four-week online workshop led by VVA Professional Learning Outreach Facilitators. This workshop will guide teachers through best practices in online/blended delivery, content-customization using VVA LMS tools, and sharing resources in a common forum. Upon completion of the workshop, each teacher will receive a certificate for 20 hours toward recertification.

AFTER you are enrolled in the VVA Outreach Program (in a course with your students):

- ❑ **Contact the VVA Outreach Professional Learning Facilitators for support:** Virtual Virginia offers access to dedicated facilitators to assist public school teachers enrolled in the VVA Outreach Program. They assist teachers in incorporating the VVA Outreach content with their students. The facilitators for April and May 2020 are:
 - ❑ **Amber Price, amber.price1@virtualva.org:** Computer Science; English; Fine Arts
 - ❑ **Kurt Kight, kurt.kight@virtualva.org:** Science; Health and PE
 - ❑ **Stephanie Shea, stephanie.shea@virtualva.org:** Math; World Languages
 - ❑ **Steven Sproles, steven.sproles@virtualva.org:** Social Studies; EPF
- ❑ **Participate in the Statewide Professional Learning Network (PLN):** The VVA PLN is a dedicated space for teachers to collaborate and communicate with one another regarding how to best incorporate the online learning resources into their instructional practices. Concise, targeted modules are provided to help teachers learn how to use VVA LMS tools. Teachers can also access curated lists of supplemental OER materials to enhance instruction. The VVA Outreach Professional Learning Facilitators moderate discussion forums, provide live training sessions, and offer on-the-spot support.
- ❑ **Attend a PLN support webinar:** VVA will host a free webinar series on blended/online learning and the Outreach Program, led by the VVA Outreach Professional Learning Facilitators. The webinar schedule for April and May 2020 is below.

4/23 @ 3 p.m.	4/30 @ 3 p.m.	5/7 @ 3 p.m.	5/14 @ 3 p.m.	5/21 @ 3 p.m.
Navigating the Resources and Modules	Setting Calendar Dates	Zoom Integrations	Changing Assignments and Quizzes	Creating Content
Homepage customization	Navigating the Gradebook and Assignments	Customization	Creating a New Page	Hiding and Releasing Content
		Sending Announcements and Inbox		