

# OUTREACH • PROGRAM • TOOLKIT

Version 4: June 17, 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 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 [VVA Professional Learning](#):** Virtual Virginia offers online professional learning opportunities for all Virginia public school educators at no cost. Self-paced courses are available for administrators, teachers, and other school support staff to learn how to manage their Canvas environment. Participants will receive a certificate of completion for each course completed.
- Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- Support Contact:** Please contact VVA Director of Products & Services Sarah Warnick at [sarah.warnick@virtualva.org](mailto: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 [VVA Professional Learning](#):** Virtual Virginia offers online professional learning opportunities for all Virginia public school educators at no cost. Self-paced courses are available for administrators, teachers, and other school support staff to learn how to manage their Canvas environment. Participants will receive a certificate of completion for each course completed.
- 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](mailto: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 [VVA Professional Learning](#):** Virtual Virginia offers online professional learning opportunities for all Virginia public school educators at no cost. Self-paced courses are available for administrators, teachers, and other school support staff to learn how to manage their Canvas environment. Participants will receive a certificate of completion for each course completed.
- Follow [@VirtualVirginia on Twitter](#)** for the latest program news and updates.
- Support Contact:** Please contact VVA Registrar Tavy Young at [tavy.young@virtualva.org](mailto: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 [VVA Professional Learning](#):** Virtual Virginia offers online professional learning opportunities for all Virginia public school educators at no cost. Self-paced courses are available for administrators, teachers, and other school support staff to learn how to manage their Canvas environment. Participants will receive a certificate of completion for each course completed.
- 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](mailto: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 [VVA Professional Learning](#):** Virtual Virginia offers online professional learning opportunities for all Virginia public school educators at no cost. Self-paced courses are available for administrators, teachers, and other school support staff to learn how to manage their Canvas environment. Participants will receive a certificate of completion for each course completed.

**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](mailto:amber.price1@virtualva.org): Computer Science; English; Fine Arts
  - ❑ **Kurt Kight**, [kurt.kight@virtualva.org](mailto:kurt.kight@virtualva.org): Science; Health and PE
  - ❑ **Stephanie Shea**, [stephanie.shea@virtualva.org](mailto:stephanie.shea@virtualva.org): Math; World Languages
  - ❑ **Steven Sproles**, [steven.sproles@virtualva.org](mailto: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 |                                  |                              |

**Other options:**

- ❑ **VVA Division Webinar for teachers:** Virtual Virginia can meet with your educators for just in time training. Led by experts in online instruction, these sessions are designed to help teachers effectively use the VVA Outreach resources with their learners. Please contact VVA to schedule a training for your division.
- ❑ **VVA School Webinar for teachers:** Each school division is different, and the schools within each division are different. Virtual Virginia recognizes the need to specialize in these differences, and provide teachers with guidance based on their needs. These sessions are tailored to individual school needs, and can be scheduled

here.

- ❑ **Register for the Teaching Online Course:** This self-paced course is recommended for K–12 teachers interested in pursuing teaching online using Virtual Virginia digital content. Course content explores online teaching methods, reviews National Standards for Quality Online Teaching, and provides practical experience using VVA LMS tools. Successful participants receive a certificate of completion and badge

1. VDOE form responses - Brian
2. Info to school division leads - General promo, 4/16-5/4
3. Info to counselors/principals -
  - a. form
  - b. directions to create public school account
4. Support webinars/videos
  - a. General:
  - b. Counselors:
  - c. Principals:
  - d. Teachers:
  - e. Students and Parents: managed locally
5. Teacher Support
  - a. #GoOpenVA course
  - b. Webinar Series support
  - c. Blending with VVA May Workshop
  - d. Outreach Facilitators
  - e. Statewide PLN

**Persona Table:**

| Persona              | Function w/ VVA           | Report to               | Needs  | Supports  |
|----------------------|---------------------------|-------------------------|--|---|
| <b>Division Lead</b> | Filter division needs     | Division Superintendent | High level information<br>Accommodations                               | ED,<br>Communications, Director of Products and Services                  |
| <b>Principals</b>    | Site based admin          | Division Lead           | Daily program operations info  | Director of Instruction   |
| <b>Counselors</b>    | Gatekeeper for enrollment | Principal               | Affiliation creation<br>Bulk Upload<br>20-21 Registration              | Registrar   |
| <b>Teachers</b>      | Teacher user              | Principal               | User experience<br>How to's<br>Basic troubleshooting<br>Accommodations | Outreach Facilitators<br>Teaching w/VVA<br>Other: GoOpen course, webinars |
| <b>Students/PG</b>   | Student User              | Local Teacher           | Orientation  | Teacher HelpDesk  |
| <b>ITRT/Tech</b>     | Implement Tech            | Principal               | Guidelines (tech handbook)   | Chris Wyatt   |

**Persona Supports:**

| Persona                | Supports  |
|------------------------|---|
| <b>Division Lead</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Promo plan</li> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Sarah W</li> </ul>  |
| <b>Principals</b>      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Promo plan</li> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Tom L</li> </ul>  |
| <b>Counselors</b>      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Promo plan</li> <li><input type="checkbox"/> Getting Started document</li> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Tavy Y</li> </ul>  |
| <b>Teachers</b>        | <ul style="list-style-type: none"> <li><input type="checkbox"/> Promo plan</li> <li><input type="checkbox"/> Getting Started document</li> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Statewide PLN</li> <li><input type="checkbox"/> PL Facilitators</li> </ul> |
| <b>Students/PG</b>     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-paced Student Orientation</li> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> HelpDesk</li> </ul>   |
| <b>ITRT/Tech</b>       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Chris W</li> </ul>   |
| <b>Parent/Guardian</b> | <ul style="list-style-type: none"> <li>● Main Office</li> </ul>   |

Brian's stuff... Please do not edit

For Teachers/educators:

| Time                  | What's Available  | What's Optional  |
|-----------------------|---|--|
| Pre Enrollment at VVA | <ul style="list-style-type: none"> <li>● GoOpenVA course</li> <li>● Blending with VVA Workshop</li> <li>● Teaching Online Course (self-paced)</li> <li>● <i>Webinar series–PL facilitators</i></li> </ul>   | <ul style="list-style-type: none"> <li>● Division Webinar for teachers</li> <li>● School webinar for teachers</li> </ul> |
| Enrolled at VVA       | <ul style="list-style-type: none"> <li>● Getting Started document</li> <li>● Statewide PLN</li> <li>● PL Facilitator support</li> <li>● GoOpenVA course</li> <li>● Blending with VVA Workshop</li> <li>● Teaching Online Course (self-paced)</li> <li>● Webinar series–PL facilitators</li> </ul> | <ul style="list-style-type: none"> <li>● Division Webinar for teachers</li> <li>● School webinar for teachers</li> </ul> |

**#GoOpenVA Course:** This self-paced, self-guided course will require about four hours of professional learning time. This course provides a solid introduction to open educational resources (OER) and to #GoOpenVA, Virginia’s new platform for sharing these resources. Educators will be introduced to the #GoOpenVA website and will learn how to locate, curate, and share learning objects. Participants receive a certificate of completion and badge upon completion of the course.

**Blending with VVA Workshop:** Want to learn more about how to implement the VVA Outreach Program resources in a blended environment? Enroll in the free, four-week online workshop. Led by the VVA Outreach Facilitators, this workshop will guide teachers through best practices in online/blended delivery, content-customization using Canvas tools, and sharing resources in a common forum. Upon completion of the workshop, each teacher will receive a certificate for 20 hours to use towards recertification.

**Statewide PLN:** The Virtual Virginia Professional Learning Network (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. This online community is designed to assist Virginia public school teachers by providing concise, targeted modules to help teachers learn how to use components of the Canvas learning management system. Teachers can also access curated lists of supplemental materials from OER and eMediaVA to enhance instruction. Four content area experts moderate discussion forums, provide live training sessions, and offer on-the-spot support.

**PL Facilitator Support:** Virtual Virginia offers access to four facilitators to assist teachers across the Commonwealth. Their mission is to assist teachers with all aspects of incorporating Blended Learning into a teacher’s classroom. Those four teachers and their specialties are:

- **Amber Price** - [amber.price1@virtualva.org](mailto:amber.price1@virtualva.org) —Computer Science, English and Fine Arts
- **Kurt Kight** - [kurt.kight@virtualva.org](mailto:kurt.kight@virtualva.org)—Science and Health and PE
- **Stephanie Shea** - [stephanie.shea@virtualva.org](mailto:stephanie.shea@virtualva.org)—Math and World Languages
- **Steven Sproles** - [steven.sproles@virtualva.org](mailto:steven.sproles@virtualva.org)—Social Studies and EPF

**Webinar series:** Virtual Virginia will be hosting a free webinar series regarding Blended Learning and the Outreach Program led by the four Outreach Facilitators. The schedule is seen below:

|   |   |  |  |   |
|---|---|--|--|---|
| <b>Navigating the Resources and Modules/ Homepage customization, Announcements and exploring Settings</b> | <b>Setting Calendar Dates/ Navigating the Gradebook and Assignments</b> | <b>Zoom Integrations/ Customization/ Sending Announcements and Inbox</b> | <b>Changing assignments and Quizzes/ Creating a new page</b> | <b>Creating content/ Hiding and releasing content</b> |
| <b>4/23 @ 3:00</b>  | <b>4/30 @ 3:00</b>  | <b>5/7 @ 3:00</b>  | <b>5/14 @ 3:00</b>   | <b>5/21 @ 3:00</b>                                    |

**Teaching Online Course:** This self-paced course is recommended for K–12 teachers interested in pursuing teaching online using Virtual Virginia digital content. Course content explores online teaching methods, reviews National Standards for Quality Online Teachers, and provides practical experience with LMS tools. Each participant who successfully completes the course will receive a certificate of completion and badge to use towards recertification.

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