

SAIL

Supporting and Aligning Inductee Learning

A Program for First-Year Teachers
Offered by the Professional Development Department
Arlington Independent School District

2011-2012

Manual



SAIL: Into Your Classroom with Routines and Procedures

Objective:

New teachers will be able to define, develop, and demonstrate specific examples of procedures and routines that can be implemented in their classrooms to establish an effective environment for learning.

SAIL: Adventures on the High Seas

Objective:

The inductee will be able to demonstrate mastery of skills necessary to develop and maintain a positive learning environment in their classrooms. By the end of the course the inductee will be able to:

- Manage his/her classroom effectively by means of routines and procedures while creating a positive learning environment
- Design and implement lessons which engage all learners
- Use an effective planning process applicable to a standards-based environment
- Use effective questioning techniques to promote learning and thinking
- Effectively use a variety of graphic organizers and thinking maps with students

Additionally, the inductee will share with peers information and experiences relating to:

- Lessons Plans and Activities
- Organization and Paper Flow
- Parent Interactions
- Classroom Management
- Time Management and Self Care



Required Professional Development for Inductees 2011-2012

Our goal during your first year as a teacher is to provide you high quality professional development that equips you to meet the day-to-day challenges in the classroom. Every topic selection and emphasis has grown directly from needs expressed by those inductees who have preceded you. We strive to provide as much flexibility as possible so that you can fit the professional development requirements into your already busy schedule. We value your feedback, and it will certainly be used to help shape future plans.

During your first year as a teacher, you are designated as an inductee. Arlington ISD requires 18 hours of professional development specific to the inductee as part of your first year of employment. The program designed to meet these requirements is ***SAIL: Supporting and Aligning Inductee Learning***.

The first element of the SAIL Program is the SAIL Academy in August, titled ***SAIL: Into Your Classroom with Routines and Procedures***. The topic was selected and materials and activities planned to provide you with the skills you need to get your year off to a good start. Establishing good classroom management with well-defined routines and procedures really is the key to creating a positive learning environment. Attendance at the SAIL Academy will earn 6 hours toward the required 18 hours.

For those who are unable to attend the SAIL Academy, an online course for ***SAIL: Into Your Classroom with Routines and Procedures*** is provided online on PD360.

The remaining 12 hours of the SAIL Program are offered as a self-paced online course, ***SAIL: Adventures on the High Seas***. You will complete a series of online tasks which provide information and support as you progress through the year. Tasks should be spread throughout the school year, and the deadline for completing all the tasks in the course is May 15, 2012. The tasks are designed to be completed in order, but you should feel free to look ahead to topics that are of particular interest or need for you. When a task requires a response on your part, the intent is that you have learned the material presented, applied your new learning in your classroom, and can now comment on your experience.

The ***SAIL: Adventures on the High Seas*** course is designed to provide you with job-embedded professional development, which the U.S. Department of Education explains, “connotes a direct connection between a teacher’s work in the classroom and the professional development the teacher receives.” Research repeatedly shows a positive correlation between a teacher’s active participation in effective professional development and student achievement. The better your professional development, the more successful your students are likely to be.

One of the key aspects of embedded professional development is the repetition of a cycle of learn-try-evaluate. To benefit, you must be actively engaged in the learning, and you must implement your learning immediately. Throughout the course, you will be asked to view videos or read text, go and try out your new learning in your classroom, and evaluate and report the outcome. These response tasks allow us to monitor your progress through the course as well as provide you with feedback.

As the last step in completing the course, you will be directed to register on ERO. Once your course completion has been verified, the 12 hours of credit will post to your ERO transcript.



On the remaining pages of this document you will find information regarding

- The New Teacher Conference on FirstClass, pages 5 – 6
- Accessing the online professional development tool, PD360, pages 7 - 11
- Professional development contact information, page 12

One last bit of advice – putting off completion of your requirements until late spring is a really bad idea! In the quest to learn from those who have been here before you, most would tell you that the year only gets busier as time gets shorter. If you pace yourself, there is plenty of time to get it all done. If you wait until May to begin, there is not.



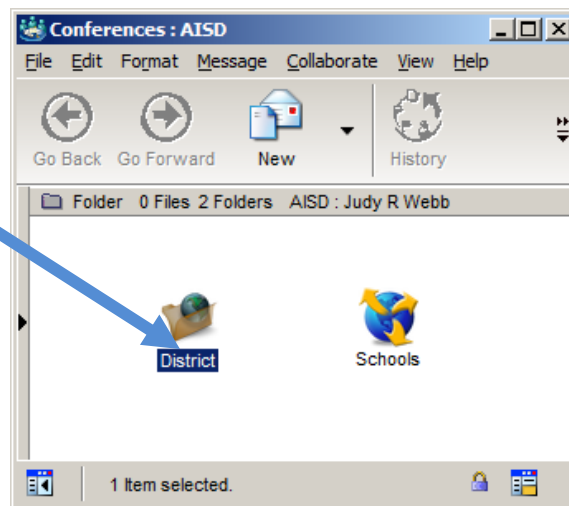
New Teacher Conference

Information is made available to inductees throughout the school year on the New Teacher Conference. If you do not have the icon for the conference on your FirstClass desktop, to access New Teacher Conference:

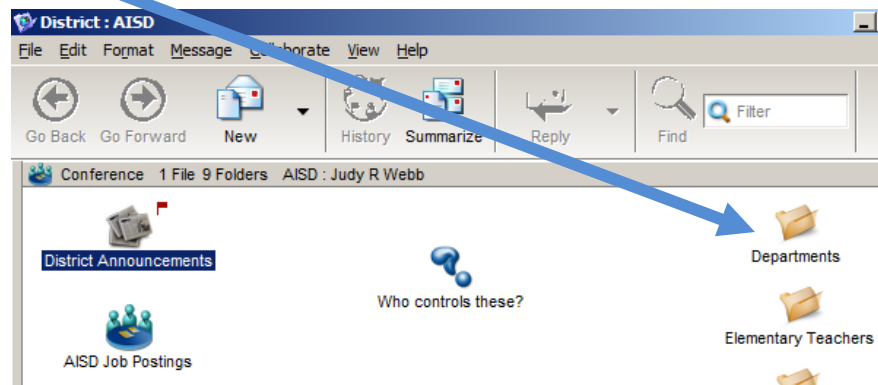


Click on **"Conferences"** on your **FirstClass Desktop**

Click the **"District"** folder

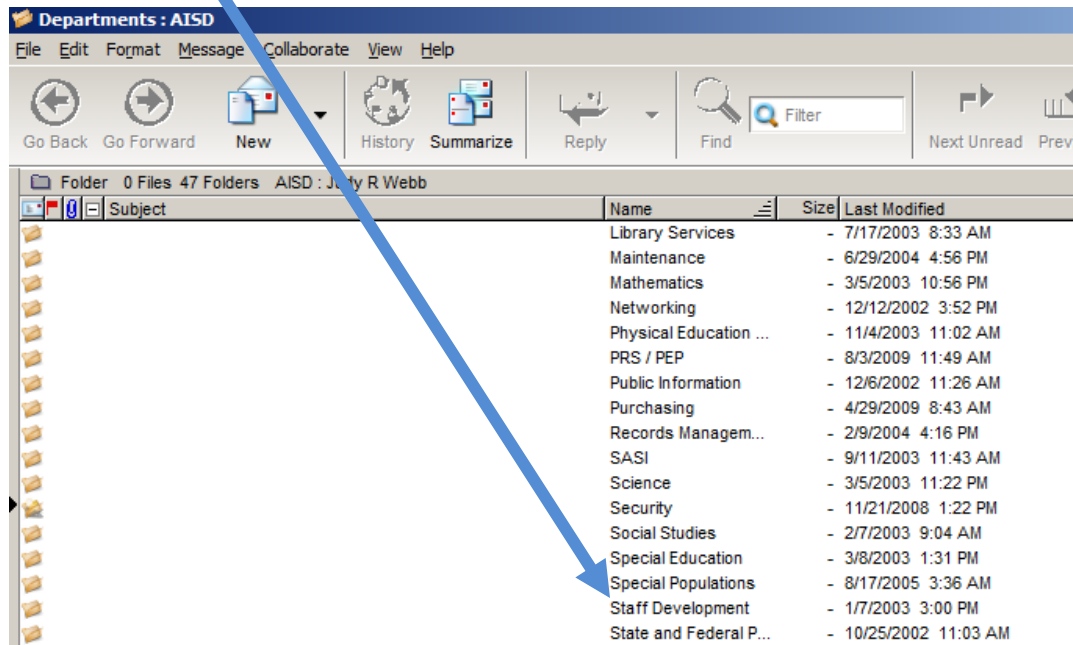


Click the **"Departments"** folder





Click the **"Staff Development"** folder



You should now see an icon for **"New Teachers"** - right click and choose **"Add to Desktop"**



Now that the icon is on your desktop, you will see a red flag on it when there is a new message posted.



PD360

Information for using all the features of PD360, the online professional development tool provided to inductees by the district, will be covered by viewing videos online. The information provided here is your link to accessing the online video library.

To access PD 360:

Go to www.pd360.com

User Name: [your entire AISD email address, e.g., webb1@aisd.net]

Password: pd360

You should be prompted to accept a licensing agreement and to change your password. Once you have accepted the licensing agreement you will be a registered user and can access PD360 from any computer with internet access.

All directions for using PD360 are provided through videos in the first section of the course. If you prefer to read directions as well as watch the video demonstrations, you can access written directions through the Help link.



On the General tab of the Help screen, you can download the User Guide as a PDF document.





Once you have activated your license on PD360, you are ready to register for your course. Sign on to PD360.

This screenshot shows the 'Register' page in the PD360 system. The top navigation bar includes icons for home, focus, pd videos, common core, communities, groups, colleagues, and courses. Below the navigation bar, there are buttons for 'Browse' and 'Register'. A callout box points to the 'courses' icon with the text 'Click on the "Courses" icon.' Another callout box points to the 'Register' button with the text 'Click on the "Register" button.' Below the navigation bar, the page title is 'courses : Register'. The main content area is titled 'Register for a new course' and contains a 'Registration Code' input field and a 'Submit' button. A callout box points to the 'Submit' button with the text 'Enter Registration Code and click Submit.'

All inductees teaching at the elementary level register for ***SAIL: Adventures on the High Seas - Elementary***. The Registration Code is **UGC42845X439827**.

All inductees teaching at the secondary level register for ***SAIL: Adventures on the High Seas - Secondary***. The Registration Code is **UGC42846X439827**.








After you click the Submit button, a window should pop up letting you know your registration was successful.

In the future, when you click on the "Courses" button, the Browse screen will open and you will get a dropdown to select a course. Select the course title to open the course.

This screenshot shows the 'Browse' page in the PD360 system. The top navigation bar includes icons for home, focus, pd videos, common core, communities, groups, colleagues, and courses. Below the navigation bar, there are buttons for 'Browse' and 'Register'. A callout box points to the 'courses' icon with the text 'Click on the "Courses" icon.' Below the navigation bar, the page title is 'courses : Browse'. The main content area is titled 'Select a course' and contains a dropdown menu with the text 'Select a course ...'. To the right of the dropdown menu is a checkbox labeled 'Include expired'.



When you open the course, you will see a list of tasks/folders. To see tasks within a folder, click to open the folder. Hovering over any task will allow you to see the directions for the task. A brief overview of the types of tasks you will see:

-  **Videos** – When you click on this type task, it will automatically begin a video segment from the PD360 video library. You may have to scroll up to see the video on your screen.
 -  **Off-Site Links** – Clicking on this type task takes you directly to a website.
 -  **Forum – Post** – Clicking on the task will take you to a forum for you to submit input which is shared by the group of inductees. Protect students’ and fellow teachers’ privacy by not using names or identifiable details. Keep wording of all postings at a professional level. Respect input from others, even if you disagree. Forum threads will include:
 - Lesson Plans and Activities
 - Organization and Paper Flow
 - Tell Us Who You Are
 - Tell Us a Story
 - Interactions with Parents
 - Classroom Management
 - Time Management and Self-Care
- Note: When you reach one of these tasks in the course, you are required to make a posting. This required task is facilitated, meaning one of the facilitators reviews the task input before you are given credit. However, the forum discussion threads are available at all times through the Community icon. Please visit the forum as often as you wish to read input from others and to post thoughts, ideas, files, and website links as they come to you. When you post, you have the option of “subscribing” to the thread; you will then receive email alerts when a new posting appears.
-  **Question** – These tasks require you to respond to the material just completed. Your responses are dependent on you having applied your new learning in your classroom. This required task is facilitated, meaning one of the facilitators reviews the task input before you are given credit. The facilitator may also give you feedback.
 -  **File Download** – You will download a file to your computer for use in this activity.
 -  **Generic** – These are short reading blurbs. When you click on the task, the blurb will open in a box on your screen. When you close it, the task is marked as completed.
 -  **Digging Deeper** – These are optional videos that you might find interesting. For the task to be marked complete, it is only necessary that you open and close it.



A few pointers for forum postings:

When completing a  **Forum – Post**, you will be directed to this screen:

The resulting screen:



If you clicked to attach a resource, you will get this screen:

Back

Select Resource Type: **Link**

Resource URL: **Link**

Category: **File**

Add Resource Test URL Clear

Resource	Category
----------	----------

Select whether you are posting a link or a file.

Select Resource Type: **Link**

Resource URL: **http://**

Category: **Course Curriculum**

Add Resource

Click Add Resource

If you are posting a link, type or copy and paste it here.

Select Resource Type: **File**

Choose File

File Name:

Category: **Group Member File**

Upload File: **Add File**

Click Add File

If you are uploading a file, click Choose File, then locate the file on your computer.

When you finish posting to the forum, click the Courses icon to return to the task list.



Professional Development Contact Information

Arlington ISD's professional development programs are overseen by Karen Hill, Executive Director of Secondary Instruction. Her secretary is Joan Alvey.

Directly managing the new teacher element of professional development is Kristi Gette, K - 12 Mathematics Coordinator.

Working with Kristi are two independent professional development consultants – Vicki McCall and Judy Webb. Most of your interactions as you progress through your SAIL program will be with Vicki and Judy. Both can be contacted through FirstClass email.