HEARTLAND PROFESSIONAL LEARNING
AREA EDUCATION AGENCY

AEA Professional Learning Registration System:

Create an Instructor Led Course for Heartland AEA

For assistance, please contact the Heartland AEA Professional Learning Team (PL Team):

Professional Learning Department Phone: 515-473-6780

Catalog Courses (courses open to anyone), contact:
    Andrea Krier, 515-473-6845, akrier@heartlandaea.org

Site-based Courses and courses for **other organizations** (specific schools or groups), contact:
    Amanda Griffith, 515-473-6844, agriffith@heartlandaea.org

Non-Credit Workshops and **Internal Courses (Heartland AEA staff),** contact:
    Dawn Peitzman, 515-473-6842, dpeitzman@heartlandaea.org

Registration and payments, contact:
    Cait DeMoss, 515-473-6638, cdemoss@heartlandaea.org

Professional Learning & Conference Center Manager:
    Brandie Gean, 515-473-6670, bgean@heartlandaea.org

Registration System Website: https://aealearning.truenorthlogic.com

To access the Course Proposal:
    Click on **Instructor Center** in the tabs along the top of the screen. (Contact the PL Team if you do not have the **Instructor Center** tab.) On the **Course Approval Home** page, click the **Propose Course** drop-down icon (⊙) located on the right-hand side of the page, and then click on **New Instructor Led Course**.

Please Note: The completed proposal must be submitted at least **three weeks prior to the start date**.

The Course Proposal page will timeout in approximately 60 minutes. Here are some suggestions so you don't lose your work:

• Since this is a web-based proposal, type and save your course information in a Word document and copy/paste into the appropriate fields. (Worksheet available.)

• **OR…**On the Course Proposal, the required fields are identified by an asterisk (*). Each required field must contain a value before the form can be saved. If you need to save an incomplete form, type any letter into each required field, save the form, then return to enter complete information at a later time.

• **OR**…Enter content in the required fields first, save the form, then continue filling out the optional fields. To save your work while completing the form, click **Save Draft** at the bottom of the page.
    o To access your course saved as a **Draft**, click on **Instructor Center** tab and then click **Course Projects**.
    o From the **Actions** dropdown menu, click on **Edit Course**
    o On the next page you will need to again click on **Edit Course**
    o On the dropdown beside **Manage Instructor Led Course**, click on **Edit**

Course #:

Your course number is automatically generated when you click **Save Draft** or **Create Instructor Led Course**. You will be able to search for your course using the assigned **Course #** in your Instructor Center and on the Course Catalog.

* Title:

Enter a clear, descriptive, and distinct name for the course. Enter the two-letter code for courses being offered through Heartland AEA, "HL - ", before your title. **Example**: HL - Title of Your Course

If your course is a Heartland TQ course, please enter TQ: after the two-letter code.
Example: HL - TQ: Title of Your Course

*Course Contact Info:

Enter your name, phone number, and email address so the PL Team will be able to contact you. (This information is not published on the Course Catalog.)

Account Number (Business Office Use Only):

Leave this field blank and the PL Team will enter the account number for your course.

Exception: If there is a special account number that should be used for the registration fees, please type it in.

*Published Description of Activity:

Please be clear as to what this activity involves, including the content, purpose and/or focus. This description promotes your activity as well as giving interested participants a snapshot of what to expect. What are the instructional practices and strategies that participants will learn? What are the potential results for student learning?

All activities will appear on the Catalog unless restrictions are set by the PL Team. If your course is restricted to a specific district or audience (see Open/Closed Audience below), please indicate the name of the district or audience in the first line of the description. (Examples: *This course is restricted to Johnston School District staff. This course is for Heartland AEA staff only.*)

Prerequisites:

List if there are any specific course(s) or requirements participants must have completed or met prior to taking this course.

*AEA: Click **Heartland** on the dropdown.

*Credit Type Instructions:

If you are offering a credit-bearing course, please check the appropriate boxes for licensure renewal and/or college partner credits. You do not need to fill out the cost. The cost will be added by the PL Team. Reminder: 1 credit = 15 instructor-led hours (minimum)

Example:

	Credit	Hours	Cost
☐ Licensure Renewal	1.0	15.0	
☐ Drake	1.0	15.0	
☐ Grand View University	1.0	15.0	
☐ Morningside	1.0	15.0	
☐ Participant Only		15.0	

If you are offering a non-credit workshop or meeting, choose Participant Only and enter the number of contact hours.

Instructions for Learning Design and Credit Hours Calculation
(If not for credit, leave all fields blank in this section.)

This is the section where you enter how the participants will achieve the stated outcomes and objectives. It should include a detailed outline of the professional learning opportunity and should include theory, demonstration and practice as appropriate.

- Enter the Number of Credits (example: 1.0 - use decimals) and click on **License Renewal** and, if applicable, **Graduate.**
- Courses that offer Licensure Renewal Credit or Graduate Credit must describe activities that add up to the full number of hours in the course in order to be approved.
- To enter your activities, click on **+Activity** above the chart.
- You are limited to 300 characters with spaces for each activity. Because of the layout of the Activity field, *it is highly recommended that you type your Activity information in a Word document and copy/paste into the appropriate fields.* ("Word Count…" is located under **Tools** in Microsoft Word.)
- In the **In Class Hours** and **Out of Class Hours** fields, use decimals (examples: 0.5, 1.5).

Attendance Policy:
All students must attend all class sessions and activities to receive credit for the class.

*Format:
Face-to-Face: The learning is led face-to-face with an instructor, occurring over a semester, school-year, or a designated time period. A designated instructor(s) builds, leads and/or supports the course instruction.

Online: The learning is done entirely through an online format and *should be proposed through AEA Learning Online*, not Heartland AEA**.**

Hybrid/Blended: The learning is done through a combination of face-to-face instruction and instructor-led facilitation online. Participants learn at least in part through online delivery of content and instruction with some element of control over time, place, path, and/or pace, and, at least in part, at a supervised designated location.

*Type:

    Course: This is a structured learning opportunity that has an instructor/presenter and meets the requirements for credit.

    Learning Team: This learning opportunity is tailored to meet district and/or content specific audience's needs and meets the requirements for credit. The learning team concept presents a way for educators to work in cooperative groups to identify issues and goals, research professional literature, implement new learning, share experiences and ideas, and problem-solve real situations.

    Meeting: Gathering or coming together of stakeholders from different areas to improve knowledge. This could be a couple of hours or half day. Credit is not available for meetings.

    Workshop: A learning opportunity that does not meet the requirements for credit.

*Open/Closed Audience:

    Open Audience: Select if your course is available to anyone to register.

    Closed Audience: Select if your course is available only for a specific district or audience. All courses will appear on the Catalog unless restrictions are set by the PL Team. If your course is restricted to a specific district or audience, please indicate the name of the district or audience in the first line of the description. (Examples: *This course is restricted to Johnston School District staff. This course is for Heartland AEA staff only.*)

*Requires Secondary Registration:

    Select "Yes" if there is a two-part registration: pre-registration is through another entity and registration for credit only is through Heartland. Please include pre-registration information in the course description. (i.e. AEA and Blank Park Zoo.)

*Subject Category:

    Select all categories that apply.

To which Iowa Teacher Quality Standard(s) does this course most apply?

    Select all standards that apply.

To which Iowa School Leader Standard(s) does this course most apply?

    Select all standards that apply.

How does this course support the Iowa Core?

    Link to the Iowa Core: https://iowacore.gov

*Outcomes/Objectives:

    When writing learning goals or objectives, please keep in mind that these are things you want participants of the activity **to know** or **be able to do** upon completion of the activity. These objectives should be tied to the syllabus and evaluation of the course.

    The learning goals or objectives should **NOT** include **what** they will be doing to be evaluated in the course.

    FYI – Just because there are five lines, you don't necessarily need five objectives. A good rule of thumb is that you probably won't have more than two objectives for a one credit class. Again – keep in mind, you MUST have areas in your syllabus to cover your objectives and you MUST have evaluation in place to evaluate the mastery of the objectives.

*Course Requirements/Assignments:

Identify products to be produced for this course. Examples might include reflections, implementation logs, student data analysis, student work samples, collaborative team minutes, lesson plans, peer observation notes, readings, etc. Please include time reference when these are due. (See sample Requirements/Assignments in the Course Proposal.)

*Grading Criteria:

Identify the means by which the instructor and participants will know that the course outcomes have been met. How will the course products be analyzed? Who will validate that course requirements have been met? For the purpose of offering this for graduate or relicensure, a rubric should be outlined with a corresponding grading scale.

There are two Rubric Templates available on the Course Proposal; one is for Graduate credit courses and the other for Renewal credit. The templates are samples for you to use or create your own, based on the layout. If you are offering the course for **graduate credit**, you need to only complete the graduate credit rubric since all participants are expected to complete all the work regardless of the credit type, including the participant only option.

The License Renewal program at Heartland AEA operates on a pass-fail basis. A passing grade would be the equivalent of an "A" or "B" grade in a graduate course. If the course carries graduate credit, a letter grade of A, B, C, D or F must be assessed. **The criterion used is the same for both graduate credit and license renewal credit.**

Attach Rubric:

The size of the file should not exceed 20.0 MB.

*Materials:

If a book or published materials are required, please provide the name of the book/material, author(s), publisher and date, ISBN, and contact information for supplier. Please indicate whether the cost for the book should be included in the registration fee, or if the participants are required to purchase on their own.

*Research Base:

Please describe the scientific research base that supports the instructional strategies being learned in the course. Reference the Iowa Content networks and/or other research sources using a bibliography format. (See sample Research Base in the Course Proposal.)

Additional Information/Comments:

Enter any additional information you want the participants or the Heartland PL Team to know.

Target Audience:

This course is intended for (check all that apply):

Discipline:

Select all disciplines that apply.

Connections to AEA Service Standards:

Select all standards that apply.

Equity Standards:

Which Equity Issue does this course address, if any?

- **Multi-cultural Issues** 1) Does this course discuss ways to ensure learners from other cultures are successful in the classroom? 2) Does this course promote the diversity of ideas and thoughts in curriculum and assignments, such as knowledge of different world views and cultural perspectives? 3) Does your course acknowledge the learning styles of culturally diverse peoples? 4) Does your course promote/utilize resources that portray the various dimensions of a culturally diverse population? 5) Does this course include strategies to form partnerships with families, particularly with those who are culturally diverse?

- **Gender-fair Issues** 1) Does this course include discussion about ensuring both male and female learners are successful in the classroom (e.g. math and science classes)? 2) Does this course promote/utilize resources that portray both sexes in active and passive activities? 3) Does this course promote/utilize resources that portray both sexes in "nontraditional" ways as role models? 4) Does this course discuss gay, lesbian, bisexual, or transgender issues, particularly as they relate to school or community climate and/or student achievement?

- **Socio-economic Issues** 1) Does this course include discussion about ways to ensure that students from low socio-economic backgrounds are successful in the classroom? 2) Does this course include discussion/understanding about who are SES students and the culture of poverty? 3) Does this course include discussion or analysis about disaggregating data based on socio-economic status? 4) Does this course promote/utilize resources that may interest students from low socioeconomic backgrounds who may struggle academically? 5) Does this course include learning about instructional strategies that will engage SES students in learning?

- **English Language Learners** 1) Does this course include discussion of the impact of second language learning on academic achievement? 2) Does this course address specific cultural issues impacting student learning? 3) Does this course promote cross cultural communication and involvement with ELL parents/family? 4) Does this course address legal/academic responsibilities of school districts with educating ELL students?

- **Other Diverse Learners** (e.g. TAG and learners with special needs) – 1) Does this course address who are diverse learners, how to identify and/or how to serve diverse learners in the classroom? 2) Do the learning expectations of this course include application of knowledge about diverse learners? 3) Does this course deliver specific information about individual diverse groups?

Board of Nursing:

Select all criteria that apply (if applicable).

Course Survey:

Select Course Evaluation from the dropdown list.

> **Participants are asked to rate the following questions:**
> 4 = Strongly Agree | 3 = Agree | 2 = Disagree | 1 = Strongly Disagree
> Question 1: The learning goals/targets were met.
> Question 2: The activities and/or assignments supported my understanding of the course content.
> Question 3: This course supports my individual, building, and/or district goals.
> Question 4: I am prepared to implement my learning with fidelity.
> Question 5: Learning activities were effectively used to address learning goals.
> Question 6: The instructor was responsive to my feedback and questions.
> Question 7: Opportunities were provided to practice the concepts.
> Question 8: Implementation of the course content will have a positive impact on student outcomes.
> Question 9: Suggestions for other topics of professional learning that interest you.
> Question 10: Additional Comments:

Allow participants to enroll in multiple sections of same course:
> If checked, users may enroll in more than 1 section of this course.

Archived:
> **Do NOT** click.

Make this Course visible in the external catalog:
> An external catalog is not available at this time. Click if you would like your course published to a Guest Catalog which will be viewable without logging into the Registration System if this becomes available.

Once the form is complete, click **Create Instructor Led Course.**

Select Course Settings:
> The PL Team will enter the information requested under Settings:
>> **Availability** (Set Locations)
>> **Required Demographics**
>> **Recommended Demographics**
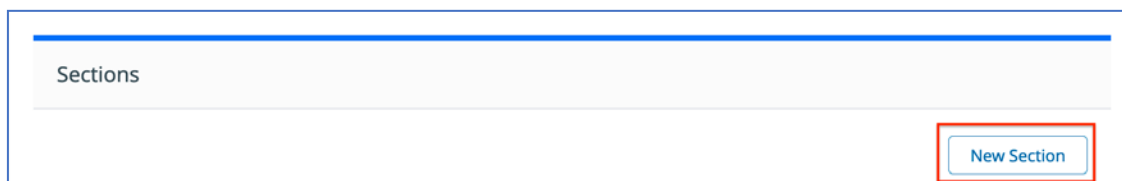>> **Restricted Demographics**
>> **Competencies**
>> **Subjects**
>> **Additional Fees**

Add a Section

Every instructor-led course is required to have at least one section before you can submit the course for approval. (Participants enroll in a section.)

Once you have clicked **Create Instructor Led Course,** scroll down to **Sections** and click on **New Section. Note:** A section cannot be added to a course saved as draft.

Sections

New Section

Complete the form, noting that required fields are identified with an asterisk (*).

Section #:
Your section number is automatically generated when you click **Create**. You will be able to search for your course using the assigned **Section #** in your Instructor Center and on the Course Catalog.

*Section Title:
Section Title Layout: (**Physical Location of the class**) (**Start Month Date Year**)
Examples:

Johnston REC HLAEA Aug 3 2018	**If class location is in a school district, use the building name:**
Ames Office HLAEA Jun 6 2018	
DMACC – FFA Enrichment Ctr Dec 3 2018	Des Moines Hiatt Middle Sep 17 2018
Carrollton Inn Sep 28 2018	
Iowa Events Center: HyVee Hall Oct 3 2018	Ankeny East Elem Apr 12 2018

Location/Room Number:
Enter the name of the building and the room name and/or number, if known.
Example: Heartland Johnston Regional Education Center, Room 107A/B

Street Address:
Enter the address of the location. This will enable the map link for the Course Participant.

Attendance:
Select whether attendance will be taken once or twice a day. This determines the format of the sign-in sheet

*Section Contact Information:
Enter your name, phone number, and email address so PL Team will be able to contact you. (This information is not published on the Course Catalog.)

Instructor Information:
Select one of the following:
1. Employed by AEA teaching on contract (no additional instructor pay)
2. Employed by AEA teaching off contract (with additional instructor pay)
3. Employed by other agency/district teaching on contract (no additional instructor pay)
4. Contracted with the AEA to be an Instructor (with instructor pay)
5. Contracted with the AEA to provide a service for a negotiated fee

Sponsoring Group:
From the dropdown, select Heartland AEA; or, if being offered for a specific District, select the District.

*Maximum Number of Participants:
Enter the number of participants that the section/room can accommodate.

Allow Waitlist:
Select **No.** Heartland AEA does not have waiting lists on any activities.

Maximum waitlist size:
Leave blank.

*Section Start Date:
Select the first meeting date for this section. (This will determine the default first date when defining specific class times.)

*Section End Date:
Select the date you want the coursework to be due. This will be considered the end date of the course. (This will determine the default end date when defining specific class times.)

End of Registration Date:
Enter a date if you have a deadline for registering for this section. (Not required)

Waitlist cutoff Date:
Not required. Heartland AEA does not have waiting lists on any activities.

Classtime Default (Start Time):
Enter the start time for the first day of your course section. If subsequent days have different start times, you will enter these in **Manage Class Times** (see **Manage Class Times** below).

Classtime Default (End Time):
Enter the end time for the first day of your course section. If subsequent days have different end times, you will enter these in **Manage Class Times** (see **Manage Class Times** below).

Or Release Section At:
This is not a required field; however, if you have a specific date and time you want the section available in the catalog, select the date and time. Note: The section will not be available until the course is approved by PL Team.

Instructor(s): *-Not Set-*
You will enter this information later in **Manage Instructors** (see **Manage Instructors** below).

Equipment and Room Setup Needs *(Limited to 4000 characters):*
List any equipment and room setup requests.

Notes:

> This information shows on the Catalog as well as on the email the participant receives after registering. (Limited to 1024 characters)

Internal Notes:

> Enter information here you would like to convey to the PL Team that will not be published on the catalog. (Limited to 4000 characters) (This field is also used by the PL Team to enter notes.)

File Attachments

> The size of the file should not exceed 20.0 MB. The attachment will be available on the Catalog for the participant to download.

Once the form is complete, click **Create** to create the new section.

Manage Instructors: (Instructors)

This role is responsible for facilitating a section within the system. (This may or may not be the person actually teaching the section.) Functions include managing the roster, taking attendance, issuing credit, and managing communications. The PL Team will be able to manage this section.
Assign Course Instructor(s) following these steps:

1. Click **Instructors**
2. Search for the user by first or last name. Then click **Find User**.
3. Select the checkbox for the desired user, then click **Add User(s).**
4. Selected users will be listed.
   - To remove multiple users at once, select the checkboxes next to their names, then click **Remove Selected.**
   - To remove a specific user, click the applicable trash can icon.
5. When finished managing **Instructors**, click **Done.**

The **Instructor's name** and **email address** appear on the Catalog. (This is the same email address that the instructor uses to log into the AEA Learning System.)

Manage Class Times: (Class Times)

Set the specific meeting days and times for your section.

1. Click **Class Times.**
2. Click **Add New Day.**
3. The date and times will default to the Start Date, Start Time and End Time you entered on the section form. Adjust as needed.
4. Continue to add days and adjust as necessary. **Only include dates and times you are actually meeting**.
5. The class schedule will be displayed.
   - To remove all class times at once, click **Remove All.**
   - To remove a specific class time, click **Remove**.
   - To save your class times and keep working, click **Save**.
6. When finished setting class times, click **Save & Exit**.

Manage Roster: (View Roster)

This function will be used once the course is active to manage the section roster. The button will be disabled until the course/section has been approved.

Manage Sections Fees: (Sections Fees)

Fees can be applied to a section in addition to any course fees. These fees can be required or optional. Please contact the PL Team.

Course: (Manage Course)

If you want to add another section, click **Manage Course** to return to the Manage Course screen. Repeat these steps until all sections have been added.

Manage Room Requests: (Manage Rooms)

<u>We are not using this feature</u>.

Contact the PL Team to make a room request. If you are a Heartland employee, please use **Heartland AEA Event Scheduler System**.

Complete the Section
Once the form is complete, click **Done.**

Submit for Review

To submit your course for Review:
1. When satisfied with all information for your course, click **Submit for Review.**
2. Click **OK** when the pop-up appears.
3. Click **OK** again to close the confirmation.

Your course will no longer appear in **Course Projects**; it will now appear in **Submitted Courses**. The course cannot be edited while in review; you can only view or copy it.

After your course has been reviewed, you will receive an email indicating whether your course has been approved or denied (returned for additional information or revision).

Denied Course:

If your course has been returned for additional information or revision, you will find your course by selecting your **Instructor Center** tab and then go to **Denied Courses.** The notes will indicate the specific information that needs to be revised before the course is resubmitted for approval. Contact the PL Team if you have questions.

Approved Course:

After your course is approved, you will find your course by selecting your **Instructor Center** tab and then go to **Approved Courses.** You will also be able to access the courses you are teaching under the **Courses I'm Teaching** channel on your **Home** tab.

Adding a New Section to an Approved Course

Click on **Instructor Center** in the tabs along the top of the screen
Click on **Approved Courses** on the left
Click on the arrow to the left of the course title
Choose **Manage Course** (you won't be able to make any changes to the course information)
Scroll to the bottom
Click on **New Section** over to the right
Complete the information (following the directions on pages 8-11 above)
Click on **Request Approval** to submit it