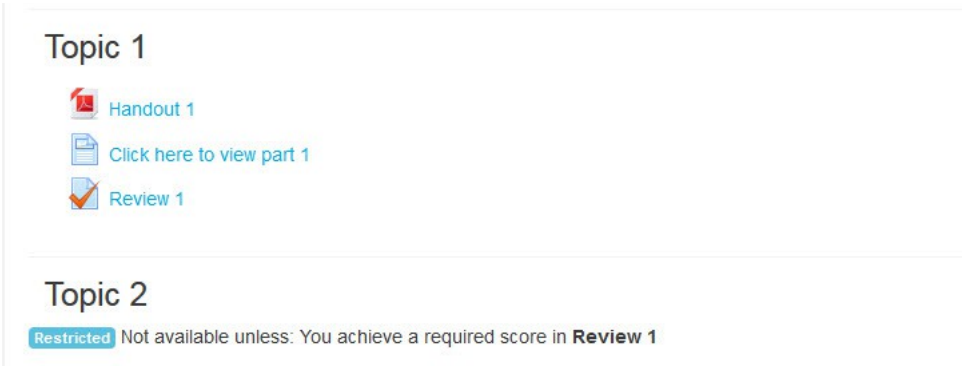
ONLINE Professional Learning Center
Troubleshooting Handbook

Working Through a Course

After self-enrolling in one of the courses available in the ONLINE Professional Learning Center, read the introductory comments (if included) at the top of the course home page.

The course is divided into topics or modules. Each module contains a recorded webinar. Some modules include support materials that can be downloaded and printed.



If you are taking the course for professional development credit, there will be a brief review quiz to test your knowledge of the topic.

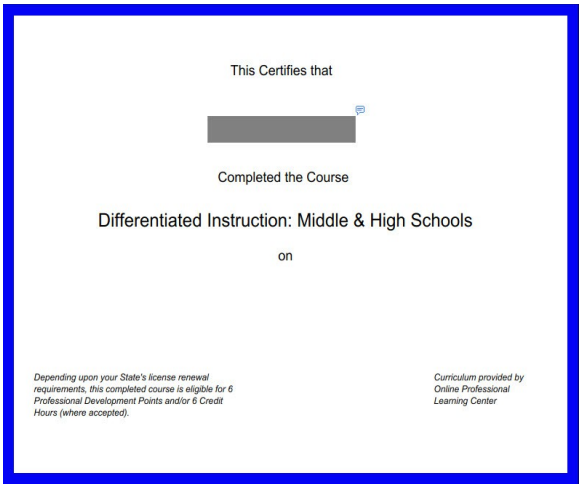
NOTE: Courses for personal interest (not for credit) do not include quizzes.

The modules must be completed in sequence...that is, Module 1 must be completed before Module 2 becomes available; Module 2 must be completed before Module 3 becomes available, etc.

You may return to the course at any time to view the recordings or retake the quizzes.

Getting a Course Completion Certificate

Courses that are being taken for credit also include a completion certificate. You must successfully complete the module quizzes in order to activate the link to the certificate.



This Certifies that

[redacted]

Completed the Course

Differentiated Instruction: Middle & High Schools

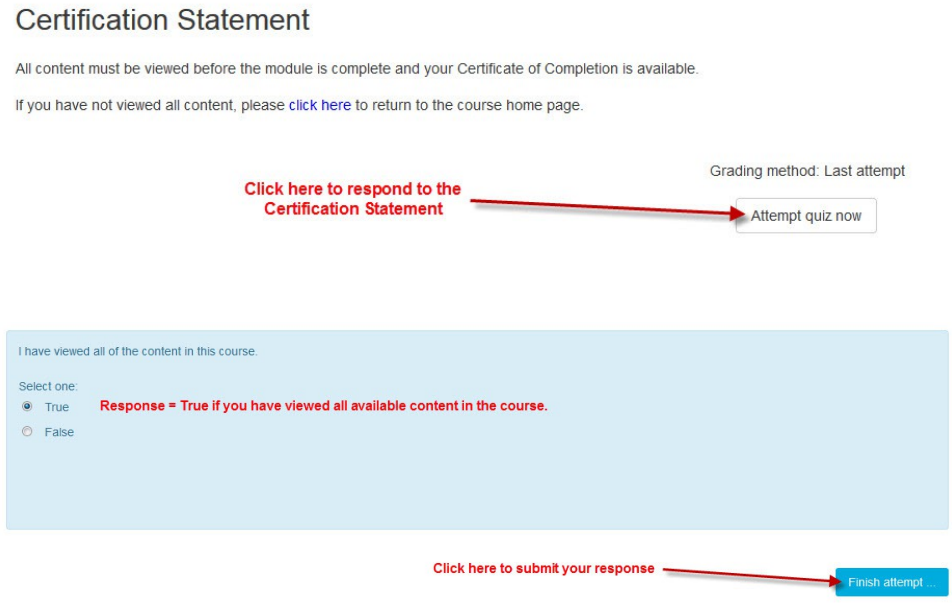
on

Depending upon your State's license renewal requirements, this completed course is eligible for 6 Professional Development Points and/or 6 Credit Hours (where accepted).

Curriculum provided by Online Professional Learning Center

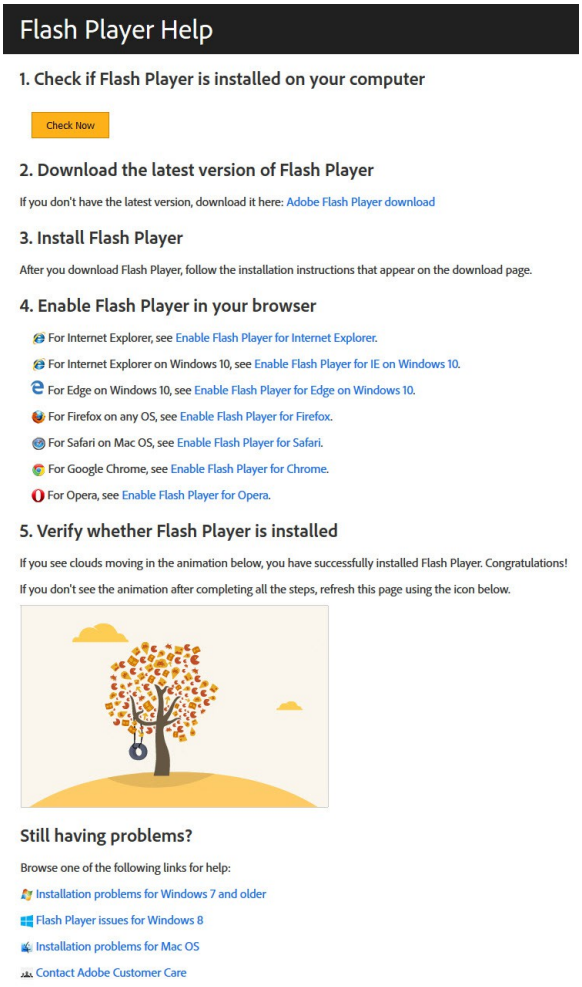
NOTE: Courses for personal interest (not for credit) do not include completion certificates.

Some courses also include a "certification statement" asking if you have viewed all of the video content in addition to successfully completing the quizzes. You must respond "yes" to the certification statement in order to activate the completion certificate.



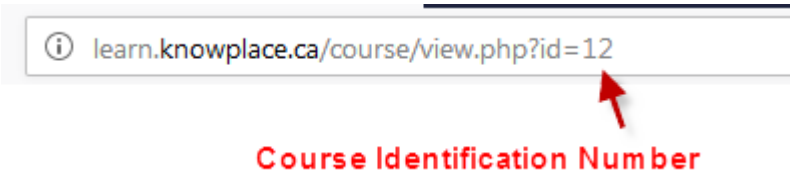
Flash Recordings Not Working

The video recordings in some courses require the installation of Adobe Flash Player. Follow the link provided in these courses to test whether Flash is installed and activated in your browser (Internet Explorer, Edge, Firefox, Chrome, Safari, Opera, etc.). Be sure Flash is enabled before clicking the links to view the recordings.



Verifying Course Enrollment

If you think you are in the wrong course (for example, you want to take the course for credit but there is no completion certificate), check the course home page address in your browser. Find the course in the following list of courses. Contact onlinproflearning@gmail.com to request enrollment be changed to a different course (please indicate the course number for your current enrollment and the course number for the desired course).



Course Title	Course Number For Credit	Course Number Not for Credit
A Leader's Guide to Building and Sustaining Powerful Professional Learning Communities		114
An Introduction to Assessment for Learning		17
At Risk Learners	22	147
Blueprint for RTI Instruction	109	143
Brain Based Classrooms	20	150
Building Academic Language in Your Classroom	14	151
Classroom Management	126	156
Creating a Digital-Rich Classroom	57	138
Developing Number Sense in Graded K-2	128	160
Differentiated Instruction in Mixed Ability Classrooms for Elementary Schools	11	137
Differentiated Instruction: Intermediate	25	140
Differentiated Instruction in Mixed Ability Classrooms for Middle and High Schools	12	139
Explicit Instruction for Writing in Grades 1-8	107	145
Explicit Instruction: Effective and Efficient Teaching	106	152
Extending Number Sense to Fractions in	130	161

Grades 3-5		
Formative Assessment	125	155
Leadership in Technology		113
Leaders Utilizing Data for Organizational Improvement		112
Leading Quality Literacy Instruction - Elementary		163
Leading Quality Literacy Instruction for Secondary Teachers		162
Making It Stick: Effective Practice of Strategies, Skills, Vocabulary, Facts, and Information	118	159
Maximizing the Achievement of English Language Learners	18	154
Powering Up: 21st Century Tools	16	141
Reading the Content Areas	27	148
RTI and the New Standards	108	144
Scaffolding Reading Comprehension of Narrative, Argumentative, and Informative Text	110	146
Teaching the Digital Age Learner		19
Teaching With the Brain In Mind	26	149
Technology Tools: Effective Implementations	15	142
The Magic is in the Instruction	129	158
Time Management by Trapper Woods		9
Using Data to Make Instructional Decisions	127	157
Violence Threat/Risk Assessment Overview		28
Working with Our Most Difficult and Challenging Students	2	153

Getting Help

If you are having technical difficulties, email the contact in your jurisdiction with the following information:

- Your name
- Course name and number (from the browser address bar)
- Platform (PC or Mac) and Browser you are using (IE, Firefox, Chrome, Safari, etc.)
- Detailed explanation of the problem (with screenshots if possible)
- Error messages received
- Steps you followed that resulted in the problem (for example, opened course home page, clicked on link to view recording for Module 1, clicked “play” arrow, recording does not launch)

Jurisdiction Contact List [Tom please provide names, jurisdiction, and email]

Jurisdiction contacts will get assistance from learn@jk-thomas.com and get back to you.