



Frequently Asked Questions – Course Facilitation

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An Unknown Word or Term

Glossary

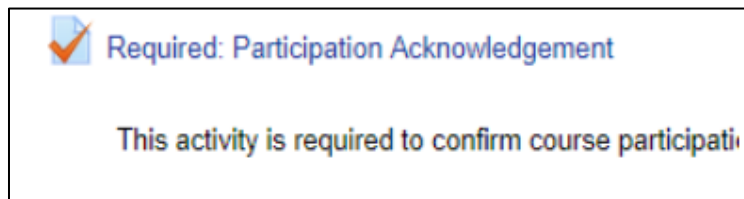
Artifact: An artifact is a tangible, applicable representation of your learning in the course. Examples include a professional development presentation, unit plan or lesson sequence, website, or parent support tool. You can view examples of successful course artifacts in the [“Spotlight on Final Projects” discussion forum](#) in our Professional Learning Community.

Charlotte Danielson Framework: Danielson is a framework for professional practice that identifies aspects of a teacher's responsibilities, which are supported by empirical studies and help to improve student learning. As learners progress through their courses, they reflect upon how their learning aligns with their professional practice and growth. You can find more information regarding the Danielson Framework in the syllabus, and at [The Danielson Group website](#).

Community Space: The Community Space (or Professional Learning Community) allows learners to share resources, discuss ideas, and connect with like-minded professionals through a collaborative online learning space.

Course Concepts: Course concepts are “big ideas” or key takeaways from the course modules. When learners are asked to reflect upon three to five course concepts, they are being asked to share the meaningful information that they took away from the module(s).

Participation Acknowledgement: The Participation Acknowledgement is a form that each learner will complete at the end of a course to acknowledge their participation in discussion boards and other course requirements.



Course Concepts

What are "course concepts"?

Course concepts are “big ideas” or key takeaways from the course modules. When learners are asked to reflect upon three to five course concepts, they are being asked to share the meaningful information that they took away from the module(s).

Where do I find "course concepts"?

Course concepts are embedded in each module and are the strategies, ideas, and principles being taught throughout the course.

How do I outline "course concepts"?

Course concepts should be communicated in complete sentences using paragraph form.

Concept Two: Yeager and Dweck (2012) present that not only can mindset affect how students perceive abilities in an academic task, but also perception about social standing and personality. In their article, Yeager and Dweck (2012) reiterate the importance of explicitly teaching the functionality of the brain and the brain's ability to grow and change to foster a positive mindset for academic tasks. They go on to further outline research into how similar instruction can build a social-emotional mindset that results in less violent, aggressive behavior. By teaching students that thoughts and feelings start in the brain and the brain can change, they found that students were more optimistic and available for positive change.

This is an important concept for not only teachers and students, but also for families to understand. Rather than focusing on a punitive aspect for behavior, perhaps a focus on why and emotional development should be the focus. It is a key aspect for teachers to not only know the mindset research, but to proactively instruct in the classroom to students is essential.

The Discussion Boards

What are the discussion board expectations?

Learners are expected to provide thoughtful, thorough responses to each discussion board prompt, while incorporating course concepts and connections to personal experience.

To how many other learners do I need to respond in each thread?

Discussions will appear in each module and will include questions about concepts that appear in the module. Learners will be expected to post one original response to the prompt and respond to two peers.

Implementing My Final Artifact

What do I do if I am unable to implement my project in my classroom?

If you are not currently working in a classroom or school setting in which you can complete the implementation, you may do so by working with an audience that is available to you. This could mean working with students attending summer school, volunteering at a community center that offers educational programs, or sharing your project with school-aged students in your personal life (e.g., kids, neighbors). You may also work with same-age peers in your current work or college study setting. If you do not have access to a student or colleague population to

implement your final artifact, please reflect upon how you will or would implement the artifact if you were or when you will be in the classroom. Please use hypothetical situations and scenarios that demonstrate your preparedness to implement the project when and if given the opportunity.

Assignment Submission

How do I submit my final artifact?

Submit your final project by attaching the artifact and implementation plan to the final project section of the final course module. Please be sure to address all the questions outlined on the final project instructions.



What do I do if I have more than three attachments?

Learners are limited to three attachments, so please consolidate your work by copying and pasting sections of your artifact into one document or Adobe PDF.

Do I submit my checkpoints with my final artifact?

Learners should not submit the Module 2 and Module 3 checkpoints with their final artifact. Please be sure to provide a thorough implementation plan, which will encompass the most updated information related to the creation, implementation, and assessment of your final artifact.

What text attachment formats are preferred?

Preferred formats for text submission are Microsoft Word, Adobe PDF, and Microsoft PowerPoint. You may also choose to submit a video for your final project.

Participation Acknowledgement

Why is my Participation Acknowledgement showing as a 0%?

The Participation Acknowledgement will either show as blank or 0% prior to completion. Learners should wait to complete the Participation Acknowledgement until they have completed all course requirements, including discussion threads, quizzes, and reviewing course materials.

How do I finalize my course?


Learners will finalize their course by completing the Participation Acknowledgement, submitting their final project, and completing all course requirements. Please note that to successfully submit your Participation Acknowledgement activity, you must select your response to the question, click **Finish Attempt** on the question page, and then click the **Submit All and Finish**

button on the Summary page. You will receive one final confirmation window for the submission, to which you must select **Submit All and Finish** one final time to submit the activity.

This course contains a participation requirement. Select an option that reflects the option you chose to fulfill the requirement.

Select one:

- a. I have completed all course activities according to the syllabus.
- b. I have not completed all course activities according to the syllabus.

Submission Course Completion Information  **Finish attempt ...**

Required: Participation Acknowledgement


Summary of attempt

Question	Status
1	Answer saved

Return to attempt

Time left **0:04:09**

This attempt must be submitted by Tuesday, September 1, 2020, 2:55 PM.

Submit all and finish 

Quiz navigation

1

Finish attempt ...

Required: Participation Acknowledgement

Summary of attempt

Question	Status
1	Answer saved


Return to attempt

Time left **0:04:10**

Confirmation x

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Final Project Submission 

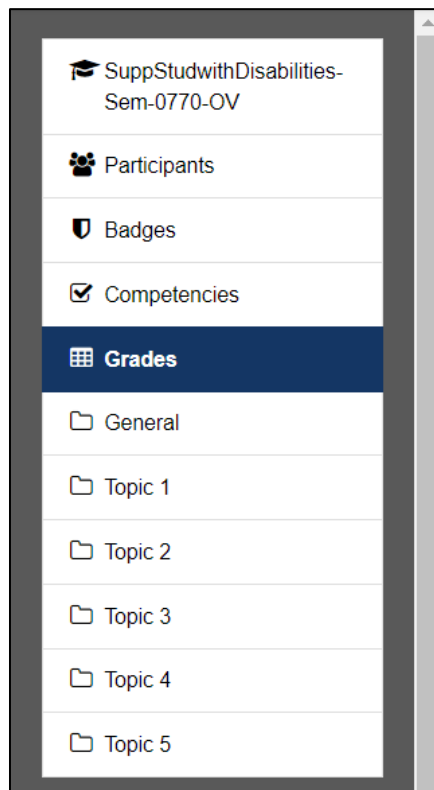
Course Grades

Why are my quizzes showing a 0%?

The quiz scores are showing 0 out of 0 because they do not directly calculate into your final grade. The quizzes were designed as an informational resource rather than a graded assessment. If you completed the quiz, you are free to proceed to the next activity. You will sign a participation acknowledgement at the end of the course that states you “completed all activities within the online modules,” which includes the quizzes and discussions forums. That is how your grade will be determined for quizzes and forums.

How do I find out my final course grade?

Upon completing your course, a Final Grade Report will be e-mailed to your e-mail address on file indicating your final grade. In addition, you may access your course grades by selecting the **Grades** tab in your course.



What should I do if I am unhappy with a grade?

If you have a concern with a grade, please reach out to your course facilitator via Moodle Messaging.

Checkpoints

What should my checkpoint look like?

The checkpoints should completely answer all questions in the checkpoint instructions. Please review the assignment instructions, answer each question thoroughly in paragraph form, and incorporate course concepts into your responses. For the Module 3 checkpoint, please be sure to include a comprehensive outline of your final artifact.

For the Module 4 project checkpoints, you can locate [the discussion forum to view and share](#) in the Advancement Courses Professional Learning Community.

What format should I use for my checkpoints (bullets, paragraphs, etc.)?

Checkpoints should be written primarily in paragraph form, but outlines may be written using bullets.

What text attachment formats are preferred for my checkpoints?

Preferred formats include Adobe PDF, Microsoft Word, and Microsoft PowerPoint.

What do you mean by an outline of my final artifact?

The outline of your final artifact should include the information that will be presented and course concepts that will be covered. For example, presentations should be outlined by slide, unit plans should be outlined by lesson and concepts being taught, and parent support tools should be outlined by key information and formatting.

Do I submit the Module 4 checkpoint to my facilitator?

The Module 4 checkpoint is submitted to the [“Module 4 Project Checkpoints: Share Your Project and Comment on Others!” discussion forum](#) of the Community Space in order to receive feedback from your peers.

What if I do not receive feedback from other people taking the course?

We encourage learners to wait a few days to receive feedback from a fellow learner. If you do not receive feedback within three days, you may move forward in your coursework.

Do I have to reply to someone in my own course for the Module 4 checkpoint?

No, we encourage learners to find courses, topics, and projects that interest them and that allow for meaningful feedback. Learners are not required to share feedback only with learners in their own courses.

Communication

If I have a question regarding my course, how do I contact my facilitator?

You may contact your facilitator through the messaging section in Moodle. Please refer to our information page about the [Moodle Messaging tools](#) for any additional questions!

For what types of questions should I call the Advancement Courses support office in lieu of contacting my facilitator?

Examples of requests and questions that should be directed to our support office include:

- Requesting an Extension
- Determining your Course End Date
- Requesting a Final Grade Report or Transcript
- Technical Support

Please visit the Help Center block in your Moodle course for assistance with contacting our support team!

