PROFESSIONAL SERVICES OFFERING
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Our professional services support both instructional and technical personnel and are designed based on the needs and delivery preferences unique to each district. We believe strongly in a partnership model that empowers the district to build internal competencies and capacity in both areas of our product. All our course offerings can be utilized as initial training or as refresher courses as needed. All courses feature a module on accessibility and Universal Design for Learning principles.

Our professional services are based on the following principles:

- Participants must understand the rationale behind the use of the technology.
- Instructional model must drive the use of the platform not vice versa.
- Professional development must be ongoing and continuous, customized, and personalized based on the needs of the user.
- Leadership supports professional development through goal-setting and follow-up, helping to provide observations and feedback.

Services will include both on-site and remote support. Itslearning has a free online support portal found at https://support.itslearning.com. The free resources on the support portal include:

- User guides (for instructors, parents, students and technical administrators)
- Video based tutorials
- A user community
- Release notes
- Frequently asked questions

Please read on for a listing of our course offerings. Every course offered features an initial module to ensure the course is accessible for all learners.
ACCESSIBILITY & UDL PRINCIPLES MODULE

An itslearning course can be robust, engaging, stunningly beautiful, and interactive. It can have formative assessments, discussions, and even have personalized content. It can be a well-designed course, but is it accessible for all learners? This module focuses on Section 508 (the U.S. Rehabilitation Act of 1973), the Universal Design for Learning framework, and steps to make your course compliant.

INTRODUCTORY COURSE

WELCOME TO ITSLEARNING!

The platform training that we deliver is competency-based. A model is customized for each customer based on need and delivery preference using the competencies indicated below. If a district chooses on-site training as part of their delivery model, we offer this short online welcome course that whets users’ appetites and prepares them for success during onsite training.

This introductory course engages users in the value of itslearning, discusses the role of the platform in a blended learning environment and how teachers can ultimately engage their students with a variety of robust learning activities. Further, it affords a quick tour of available resources in the platform, culminating in teachers building a sandbox course in which to test functionality. Our welcome course positions users for a successful day of onsite training.
COMPETENCY LEVEL #1

LAYING A FOUNDATION

The audience for this online self-paced course is teachers and/or trainers. To master the basic functions of the itslearning platform, in this course users will:

• Navigate the interface
• Customize personal settings
• Create and customize a course
  (add standards/setup and utilize the planner and calendar)
• Add resources to a course
• Add activities to a course, including assignments and auto-graded assessments
• Use the library to search for and add content to a course
• Edit and activate/deactivate content
• Navigate the mobile app

COMPETENCY LEVEL #2

BUILDING ONWARD & UPWARD

The audience for this online self-paced course is teachers and/or trainers. This course covers a deeper dive into the features of the platform. In this course users will:

• Navigate Follow Up and Reports (set up and utilize the grade book/explore and track standards mastery, etc.)
• Set up and share criteria based assessments (rubrics)
• Share content to library
• Set up the eportfolio and blog
DESIGNING THE PERSONALIZED CLASSROOM

This face to face course is designed for those users who have mastered competency levels 1 and 2. This course affords users the opportunity to explore how to use the platform for personalization and differentiation. In this course users will:

- Learn how to group participants and utilize permissions
- Explore eportfolios and blogs
- Setup and utilize individual learning plans
- Incorporate strategies to maximize student engagement, collaboration, and creativity

THE CURRICULUM WRITERS' COMPANION

This face to face course is designed for district level curriculum writers. In this course users will:

- Create master courses (Template Course vs. Resource Course)
- Identify pedagogical considerations for today’s learning environments
- Apply course design principles to maximize higher-order thinking skills
- Incorporate strategies that maximize student engagement, collaboration, and creativity
- Learn and apply best practices for utilizing the planner
- Learn and apply best practices for 3rd party content integration
CURRICULUM MIGRATION CERTIFICATION

This self-paced online course is technical in nature and designed for district level personnel who will be responsible for pushing course templates. In this course users will:

- Learn the difference between a template course and a resource course
- Create a template mapping document
- Explore best practices for curriculum migration
- Learn do's and don'ts of curriculum migration

ADMINISTRATOR BOOT CAMP

This face-to-face course is designed for building level principals and assistant principals. In this course users will:

- Create online/blended professional development modules using Malcom Knowles' principles of adult learning
- Share resources and communicate with staff and parents
- Mentor teachers and create online professional learning plans
- Access user reports and assess teacher effectiveness and platform usage
- Build Professional Learning Communities
- Explore Change Agent Leadership
The audience for this remote 2-3 hour webinar is system administrators and school administrators for the itslearning platform. Technical administrators will be responsible for managing the back-end administrative aspects of the platform.

There are two categories:

1. **System Administrators**: The system administrator(s) will determine global settings for the entire school or district. We will work with your system administrators to investigate back-end administrative aspects of the platform. Global settings such as assessment settings, profiles, hierarchies, permissions, etc. will also be established for the site.

2. **School Administrators**: Local support personnel will learn how to manage assigned functions such as course and community administration, policy administration, and updating school dashboards. This role is determined by the functionality granted by the system administrator and school administrators may include trainers, media specialists, instructional technology specialists, etc.

“Through modeling and showing examples of how itslearning can enhance a teachers class, we now have over 95% use by our teachers every week.”

**Nick Williams**
Bartholomew Consolidated School Corporation (IN)

This online self-paced course would be customized to include any district mandatory staff development, policies and guidelines. Using a variety of resources, this course could be customized to address specific needs, such as:

- The Do’s & Don’ts of Online Communication
- Privacy, Security, & Safety
- Digital Footprint: "Should I Post That?"

This online self-paced course will focus on building skills to help students think through digital dilemmas. Using a variety of resources including real-world examples reinforced with age appropriate social emotional learning, this course will address the following topics:

- Digital Footprint: “Should I Post That?”
- Copyrights, Plagiarism, & Creative Credit
- Cyberbullying & Online Communication
- Privacy, Security, & Safety
CONSULTING SERVICES

As part of your implementation, a minimum of one day of onsite consulting is also recommended. An itslearning professional development specialist will be onsite to meet with various departments depending on the scope of the district’s focus for the itslearning implementation. Departments may include curriculum, assessment, and instructional technology, and the agenda is based on what the district feels are the most necessary topics for a successful implementation.

Sample Consulting Agenda 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am – 10am</td>
<td>Assessment Office</td>
<td>Using itslearning for assessment at the school and district level</td>
</tr>
<tr>
<td>10am – 12pm</td>
<td>Content Supervisors and Representative from Curriculum Writers’ Groups</td>
<td>Informal Discussion</td>
</tr>
<tr>
<td>12pm – 1pm</td>
<td>Lunch with Instructional Technology Team</td>
<td>Informal Discussion</td>
</tr>
<tr>
<td>1 pm – 2 pm</td>
<td>Instructional Team</td>
<td>Formal Q&amp;A on what to expect during implementation</td>
</tr>
</tbody>
</table>

Sample Consulting Agenda 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am – 10 am</td>
<td>Meet with itslearning school or district-based team</td>
<td>Formal Q &amp; A</td>
</tr>
<tr>
<td>10 am – 12 pm</td>
<td>Visit Classrooms/Teacher and Student Meetings/Interviews</td>
<td>Observe itslearning at work/meet with power user teachers and students to get feedback and answer questions</td>
</tr>
<tr>
<td>12 pm – 1pm</td>
<td>Lunch with Instructional Technology Team and Technical Administrators</td>
<td>Informal discussion</td>
</tr>
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<td>1 pm – 2 pm</td>
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As educators, we know that technology integration is not enough to transform schools. Instead, an entire learning ecosystem is needed in which students, teachers, administrators, and parents can easily communicate and collaborate with each other, share secure information around the clock, and ultimately, lead their own learning beyond classroom walls.
WHAT DOES IT TAKE TO IMPLEMENT ITSLEARNING SUCCESSFULLY?

1. **Unified Experience** – All staff, parents, students, and administrators understand how to login and utilize the platform to maximize instructional benefits.

2. **Support** – Experts who help teachers focus on instruction and not managing the technology.

3. **Commitment to Continuous Improvement** – Administration and staff committed to the vision, as well as be willing to participate in ongoing professional development and collaboration efforts.

“Training with the itslearning team has been a great experience.”

*Tyler Britt*

Raytown Quality Schools (MO)

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**PRICING**

- The general rate for creation of a self-paced course is **$1,000 per course**.

- The general rate for creation of a facilitated course is **$2,500 per course** (includes creation and facilitation).

- The general rate for on-site support is **$3,000 per day** (includes travel to site) and may include consulting and training sessions.

- The general rate for off-site support is **$150/hour**. This off-site support may include webinars, virtual consulting, and troubleshooting.

**FOR MORE INFORMATION**

www.itslearning.com/service-offering
About itslearning

With a passion for improving teaching and learning through technology, itslearning lives at the heart of education. In fact, the itslearning platform is the first LMS in the K-12 marketplace to offer educators content accessible from the cloud, including 2 million free and open resources, searchable, tagged with rich metadata, and ready to use. Established in 1999, itslearning is headquartered in Boston, MA and Bergen, Norway and serves more than 7 million users worldwide.

For more information, visit:
itslearning.com