FALL 2019 Courses

Policies and Procedures

By registering for FACTE's online courses, you are agreeing to the policies and procedures set forth below:

- Participants must register four days prior to the course start date using the online registration system, and must log-in to the online course two day prior to the start date.
- The email address the participant provides during registration is the email we will use for all course communication. We will not be able to change this email or use a second address.
- Participants are limited to two courses per semester and cannot take courses that meet on the same night.
- Attendance in the online meetings is mandatory; participation is part of the overall grade.
- All assignments must be attempted in a timely fashion. A participant will be awarded a certificate if they earn a passing score of 80% or higher in the course.
- If a participant fails to login for the first course, complete their coursework, or exhibits academic dishonesty, that participant **will be banned from taking any FACTE online courses for the remainder of the school year.**
- If the course a participant needs is full for all sessions, the participant can email lboyd@facte.org to be added to a waitlist for the full course. If a course fails to have at least 16 participants, it will be cancelled. Those registered for the cancelled course will receive a notification regarding the cancellation prior to the course's start date.

FACTE's online courses are funded in part by Carl D. Perkins. They are free to Florida Public CTE teachers and in-service points may be used towards re-certification. The suggested in-service points are listed next to each course. Student seeking in-service credit should check with the county district staff development office or CTE director to see if their county will accept the use of these courses toward re-certification.

Schedule of Course

October 1 – October 28, 2019
Philosophy & Principles of CTE (20)
Tuesdays at 6:00 pm

October 1 – October 22, 2019
CTE Teaching Methods (20)
Tuesdays at 5:30 pm

October 3 – October 30, 2019
Introduction to CTE Assessment & Evaluation (20)
Thursdays at 6:00 pm

October 8 – November 12, 2019
Classroom Management for CTE Teachers (60)
Tuesdays at 7:00 pm

October 13 - November 16, 2019
Creating an Online Classroom Part 1 (24)
Sundays at 8:00 pm

October 14 – November 10, 2019
Getting Your Best Teacher Evaluations (24)
Mondays at 6:00 pm

October 14 – November 10, 2019
All Things Google Part 1 (24)
Mondays at 7:00 pm

October 16 – November 12, 2019
Gamification: Play to Learn (24)
Wednesdays at 7:00 pm

October 16 – November 12, 2019
Engaging & Effective Live Online Presentations and Meetings (24)
Wednesdays at 6:00 pm

October 17 – December 5, 2019
Classroom Management for CTE Teachers (60)
Thursdays at 5:30 pm

October 20 – November 16, 2019
Technology Basics (24)
Sundays at 7:00 pm

October 29, 2019 – November 25, 2019
Teaching Students With Disabilities (20)
Tuesdays at 6:00 pm

October 29, 2019 – November 25, 2019
CTE Teaching Methods (20)
Tuesdays at 6:00 pm

October 31, 2019 – December 4, 2019
Teaching Students With Disabilities (20)
Thursdays at 6:00pm

November 17 – December 21, 2019
Creating an Online Classroom Part 2 (20)
Sundays at 8:00 pm

November 18 – December 15, 2019
All Things Google Part 2 (20)
Mondays at 7:00 pm

November 20 – December 17, 2019
Designing eBooks and Digital Curriculum (24)
Wednesdays at 6:00 pm

November 20 – December 17, 2019
Technology Feast or Famine (24)
Wednesdays at 7:00 *pm*

Click here to register for the Fall 2019 Online Courses.

Course Descriptions

All Things Google Part I & II

Google is an incredibly powerful tool for all teachers, and if you're using it just for Internet searches, you're missing out on tons of fabulous features!

All Things Google (Part 1) is a 4 week, 24-point online course exploring Google apps for education *(Google Classroom, Drive, Docs, Sheets, Sites, Voice, and Gmail) as well as better searches on Google, Google Earth, Chrome, etc. Empower your classroom and your students to do more and know more all via Google!* Live sessions will be held weekly. Speakers (internal or external) and a microphone are required for class participation. Headset with mic will work well. Live sessions include a presentation, demonstration of the week's assignments, and a question and answer session. The live sessions will be held and participants will be provided a course syllabus upon enrollment.

All Things Google (Part 2) is a 4 week, 24-point online course exploring more Google tools that can increase productivity and be used in education. A primary focus will be Google Classroom, a powerful tool that helps teachers create and organize assignments quickly, provide feedback efficiently, and communicate easily with their classes. It streamlines the process of going digital and moving toward a paperless classroom. Google Classroom integrates with the Google Apps explored in Part 1 and provides a more seamless educational experience.

Classroom Management for CTE Teachers

This course was designed for new Florida secondary career and technical education, but it is also open to any CTE teacher interested in classroom management strategies. The course content will be located on the Desire2Learn site, which is available to participants 24 hours a day, 7 days a week. Sixty points will be awarded for successful completion of this course. The course is divided into five modules:

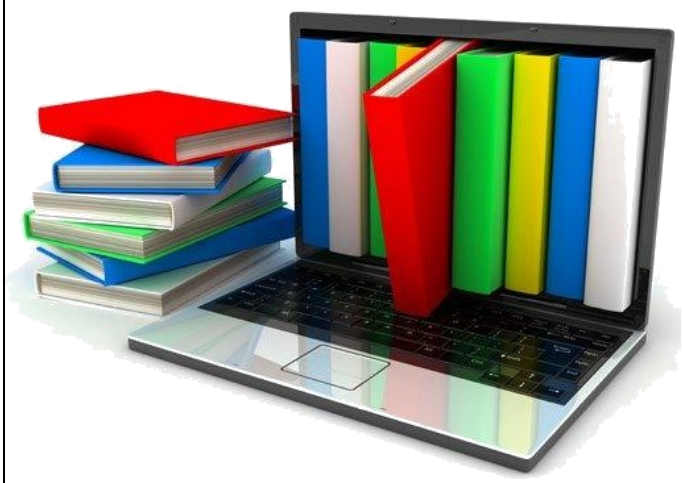
1. **Creating a Classroom Culture** – Topics for this module include rules and procedures, bell-ringers, exit tickets and examples of other successful classroom management strategies that contribute to a learning atmosphere.
2. **Teacher Effectiveness** – Topics for this module include communication with parents, relationships with students, effective use of praise, and the importance of mindset.
3. **Setting High Academic Expectations** – Topics for this module include the Depth of Knowledge chart and how to use it to build rigorous assignments, big ideas and essential questions to stretch student learning, and Common Career Technical Core Standards to raise expectations.
4. **Literacy in Career and Technical Classes** – Topics for this module include reading strategies and graphic organizers.
5. **Technology and Classroom Management** – Topics for this module include blended learning and flipped classrooms. If time permits, other technology uses for the classroom will be included.

Participants must commit to attending all live sessions.

Course Descriptions

Creating an Online Classroom

This is a series of online courses designed to give participants the skills and knowledge to create an online presence for their classes. Participants will need a computer with Internet access. High-speed connectivity is recommended, but not required. Five live sessions will be held. Speakers (internal or external) are required and a microphone will be needed for the last live sessions. Head-sets with microphones work well. In addition to the time spent in the weekly online sessions and in the lessons, there is research, creation, and organizing of materials and activities. Most teachers will spend an average of 10 hours per week over the five week period; hence the 50 recommended in-service points. That number reflects the intensity and number of work products produced. During the course, every participant will have access to their own online classroom, complete with course calendar, grade book, syllabus, email, discussion area, lessons, resources, and more! Each week will bring new skills and new components added to their online classroom. Every teacher completes with all the basics of an online or web enhanced course that may be used immediately with students. Exemplary work products completed by participants will be showcased at the FACTE summer conference and may be displayed on FACTE resource sites.



Designing eBooks and Digital Curriculum

This is a 4 week, 24-point online course examining the "who-what-where-when-and-why" aspect of digitizing classroom content and material for use in any learning management system or as a stand-alone product. Software programs and online platforms will be explored, and participants will have the opportunity to begin designing new curriculum as well as taking existing classroom materials and turning them into digital elements that can be incorporated into a larger online presence. Digital copyright laws and Creative Commons licensing will be covered as well.

Philosophy & Principles of Career & Technical Education

This is a 4 week online training program that is designed to familiarize new Career & Technical Educators with an overview of the history, philosophy and principles of CTE. The online training components include 3 live sessions and 4 weeks of content on the following topics:

- What is Career & Technical Education: The Then & Now?
- What is the legislative history of CTE?
- What are the philosophies, rationale and concepts providing the basis for the development of CTE?
- How has CTE evolved to meet the needs of the 21 Century workforce?
- What is the role of CTE in public education programs? What is the role of CTE in career development?
- How is CTE implemented across Florida? What are some Best Practices?
- What is the role of the CTE teacher in public education and how is this role changing?

Review & Reflect on your attitudes & philosophy of education and your role as a CTE teacher and how this will affect classroom instruction.

Participants are required to participate in **all** 3 of the live sessions.

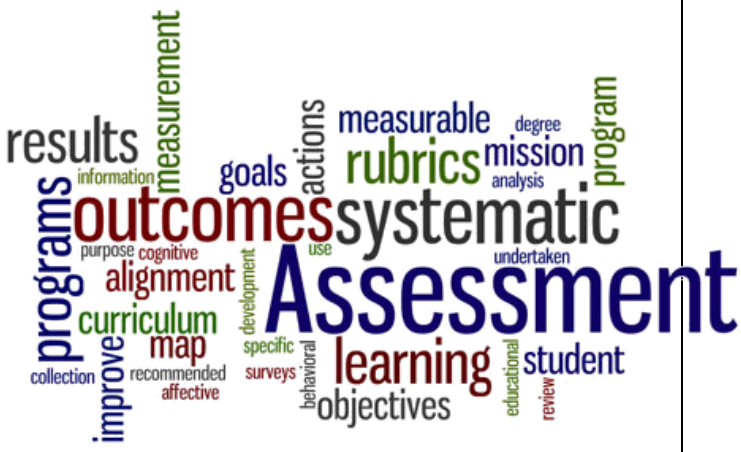
Course Descriptions

Getting Your Best Teacher Evaluations

This is a 4 week, 24 point online course that examines the Classroom Teacher Instructional Models and Florida Educator Accomplished Practices (FEAPs), including ideas, tips, and brainstorming for planning and delivering instruction that is more effective; resulting in better student performance and teacher observations.

Introduction to CTE Assessment and Evaluation

This is a 4-week online training program that will provide participants an understanding of CTE assessment tools and best practices for measuring student performance. Participants will also learn the relationship between assessment and instruction and how to use assessment to guide instruction and monitor student progress. The course components will include the following topics:



- Quality components of a comprehensive classroom assessment process
- Florida and Federal Legislative requirements for student performance accountability i.e. Perkins, CAPE, ESSA
- Florida Standards Assessments Requirements (FSA)
- Florida End of Course Assessment Requirements
- CTE & Student Performance – Measuring mastery of CTE Student Performance Standards. How do SPS influence the classroom assessment process?
- CTE Programs & Industry Certification
- Implementing Authentic Assessment Measures
- Portfolios
- Project Based Learning
- Developing Authentic Tasks from your CTE standards
- Performance Assessments
- Student Investigations
- Self-Assessment & Reflection
- Rubrics
- Data Collection & Tracking Progress – How to collect and use Student Performance Measures to improve your CTE program.
- Student Performance Evaluation Tools & Templates
- Self-Assessment – What is the status of your classroom assessment plan?
- Student Evaluation Action Steps: Planning, Implementation, Data Analysis & Using Results
- Effectively Communicating Student Performance Information
- Developing a Student Performance Plan for your CTE program - "*Next Steps*"

Participants are required to participate in **all** of the live sessions. Speakers (internal or external) and a **microphone** are required for class participation.

Course Descriptions

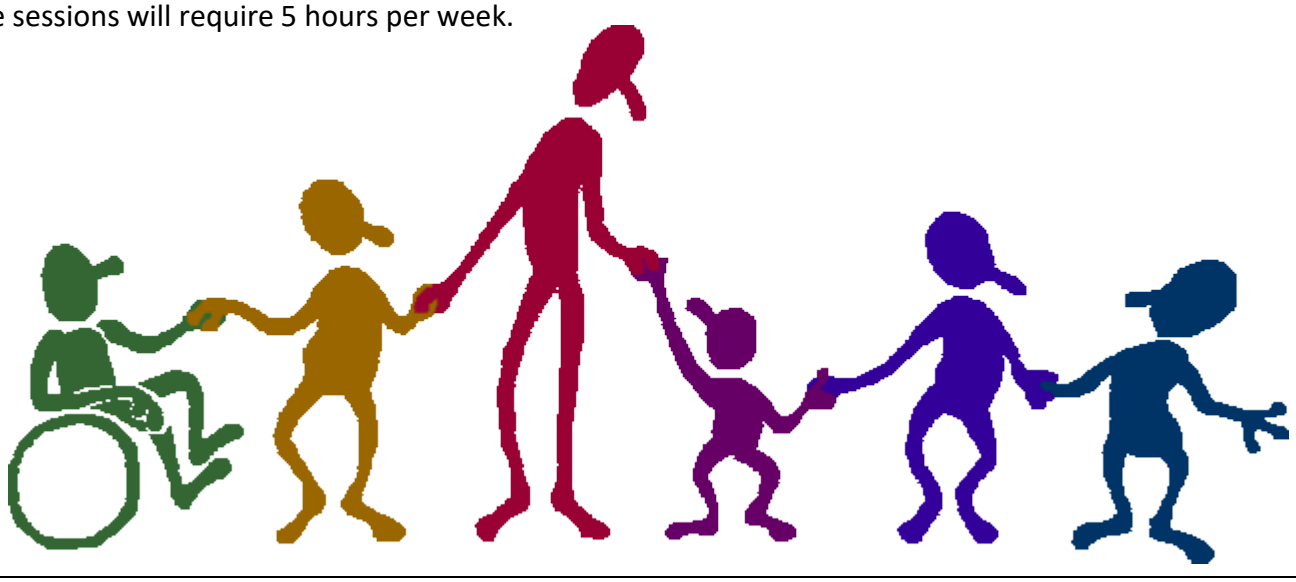
Teaching Students With Disabilities

This is a 4 week online training program that is designed to familiarize Career & Technical Educators with the introductory information about the foundations of exceptional education in Florida and on the national level. The course includes: special education law, definitions, programs and instructional best practices for Career & Technical Education. The online training components include 3 live sessions and 4 weeks of content on the following topics:

- Special Education: The Then & Now?
- What is the legislative history of Special Education? A review of major special education legislation.
- Perkins Legislation and Special Populations Overview
- Special Education Definitions:
    - Americans with Disabilities Act
    - Adult Individual Education Plan
    - Exceptional Student Education – Individuals with Disabilities Act
    - Individual Education Plan
    - Transition IEP
    - Section 504 of the Rehabilitation Act of 1973
    - Accommodations & Modifications for Students with Disabilities
    - How can CTE programs help to meet the needs of special needs students?
    - Strategies for developing CTE programs to facilitate the learning of special needs students.
    - How are CTE programs meeting the needs of special populations across the state of Florida? What are some Best Practices?
    - Teacher Resources & Technical Assistance for Special Populations
    - Review & Reflect and Assess your CTE program and how it currently meets the needs of special needs students.

Develop a Special Populations Action Plan & Strategies for your CTE program

Participants will need a computer with Internet access. High-speed connectivity is recommended. Live sessions will be held weekly on Blackboard/Collaborate. Participants are required to participate in all 3 of the live sessions. Speakers (internal or external) and a microphone are required for class participation. The four week program includes three live sessions of 1.5 – 2 hours each. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require 5 hours per week.



Course Descriptions

Technology Basics

This is a 4 week, 24 point online course that covers computer fundamentals for career and technical educators. The program components include the following topics: Internet skills, key software applications, computer hardware, technology standards, and digital literacy. During week 1, participants are shown the skills needed to participate in the live web conferencing system, Collaborate, and the learning management system, Desire2Learn.Other week one topics include: teaching with technology, the National Education Technology Standards (NETS) for teachers, netiquette, and a self-survey of technology skills. The second week focuses on computer fundamentals, such as hardware/software, manipulating Microsoft Windows, customizing the desktop, etc. By week 3, participants are able to discuss key software applications, for example the basics of the Office Suite and using Microsoft Office, Word, PowerPoint, Outlook, and Excel. They will also get tips on organizing your inbox, using the software more effectively, and enhancing your PowerPoint presentations. In week 4, participants will learn about “digital citizenship”(networks, the Internet, evaluating electronic information, security and privacy issues, Internet hoaxes and scams, Social Networking and Web 2.0 tools). Participants will be provided a course syllabus upon enrollment.

Engaging & Effective Live Online Presentations and Meetings (previously known as Webconferencing)

This is a four week, 24 hour online course that provides participants the knowledge and strategies needed to plan and facilitate online meetings, webinars, virtual classes, and live course delivery online using a web conferencing system. Topics include the basic steps to a successful online meeting, including tips for gauging audience interest, creating meeting "attention-grabbers," keeping the audience interested, crowd control tips and techniques, maintaining a proper meeting record and best practices!

Play To Learn: Gamification in CTE

The newer generation of tech-natives have grown up in a world full of video games and augmented realities. Students are hungry for Gamification in their learning activities to provide a fun and engaging environment. This course will help educators learn to use the pedagogical power of games to increase student engagement and improve learning outcomes. All teachers are designers. While most educators know what Gamification is and how it can increase motivation in their learners, adding gaming elements to their course can be challenging in terms of tools and time. Join us as we bring together some principles of game design and learning design to make learning irresistible and fun!

Course Descriptions

CTE Teaching Methods

This course was designed for new Florida secondary or postsecondary career and technical education teachers, but it is also open to any CTE teacher interested in teaching methods for CTE courses/programs. The course content will be located on the Desire2Learn site, which is available to participants 24 hours a day, 7 days a week. The live sessions will meet weekly on Blackboard Collaborate for a four week period. Twenty points will be awarded for successful completion of this course.

The course is divided into four modules:

1. **Unpacking the Frameworks** – Topics for this module include how frameworks are arranged by cluster, developed and adopted; Program Structures, Academic Alignment Tables, Common Career Technical Core-Career Ready Practices, Standards and Benchmarks, Basic Skills, Accommodations and Career and Technical Student Organization Instruction
2. **Lesson Plans and Syllabi** – Topics for this module include components of lesson planning; lesson plan resources, and the purpose of and how to create a meaningful syllabus
3. **Assignments and Assessments** – Topics for this module include using data to make decisions, rigorous assignments, integrating academics, hands-on activities, projects, work-based learning, formative and summative assessments, grading with rubrics, CAPE and other Industry certifications
4. **Components of a Quality Program**– Topics for this module include tools for evaluation of the Quality of CTE Programs. Components include: Integration of Academics, Use of Technology, CTSO Participation, Professional Development, Industry Certification Attainment, Programs of Study, Appropriate Equipment and Supplies, Advertising Programs, Advisory Boards and Parent and Community Involvement. Participants must commit to attending all live sessions.

Technology Feast or Famine

This is a 4 week, 24 point online banquet of the best instructional technology tools. The challenge of meeting the technological expectations of the digital generation with limited teaching funds is often brought up by education professionals. Teachers and administrators must know how to do more with technology than simply automate practices and processes. Which direction do you need to take? Sometimes you have a grant or leftover funds to spend (feast); other times you have to make do with almost nothing (famine). This course will cover some of the best technology tools for teachers and students. Some are free, some have fees, but all will make a big impact on the way you interact with your students and present your curriculum! We'll cover learning management systems, web-conferencing tools, communication software, web-browsing, content creation/enhancement software, time management tools, Web 2.0 tools, Twitter, blogs, wikis, social networking, iPads and more!

Discrimination on the basis of race, ethnicity, religion, national origin, gender, disability, sexual orientation, marital status or genetic identity against an individual who qualifies for participation in the organization or activities supported by this organization is prohibited. No person shall, on the basis of race, ethnicity, religion, national origin, gender, disability, sexual orientation, marital status, or genetic identity, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any FACTE program or activity, or in any contracted services conditions or practices conducted by FACTE.