

# Trauma-Informed Online Academy

## IMPLEMENTATION STEPS

1



### Create a Partnership

Successful school districts determine a point person for the online learning project. This "champion" or project manager helps to communicate the course offerings, learns how to monitor usage and can answer questions from learners.

3



### Customize

EI will set up a master leader dashboard and import course templates. Take advantage of the customization option & add district specific welcome messages, files and rubrics. Add your own content and/or use the LMS to author your own course from scratch.

2



### Plan Plan Plan

Prior to launch, discuss the rationale and plan for using online professional learning. Address the FAQ's

- Who will take the courses?
- When will they take the courses?
- Which courses should they start with?
- What will it take to get buy-in from staff
- Will in-service points be awarded?
- How will course information be circulated?
- Will there be any deadlines for course completion?
- Can some courses be used during PD Days?
- Will a facilitator check for course completions? Will courses be primarily self directed?
- How could PLC's use this resource?

# MAKING IT WORK

4



## Spread the Word

Prior to launch, provide principals with a 10 min overview of the platform so they can kick off the initiative at their buildings. They should learn how to log in and select courses. Distribute getting started instructions, a flyer or custom course catalog to spread the word. Educational Impact can help with this step.

5



## Launch

Set a date for school kick off meetings. Principals who enthusiastically share the benefits and incentives for course completion will generate buy in. Providing a quick orientation to staff will get them up and running quickly.

6



## Monitor

Run reports showing video hours watched and courses completed. Read reviews from learners to see which courses they like and what they are learning

7



## Update

EI's instructional design team is always adding new courses and content. Be sure to get the latest and greatest added to your subscription.

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## Just Ask

If there's a topic on your wish list, ask what content is available and if a course can be designed to meet your needs. EI is a "custom shop"!

**GROW GREAT SCHOOLS!**

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