FAQ for Teachers

Logging On to Learning Platforms

We host all of our courses on one platform, Thinkific! See the login domain below:

- primarysource.thinkific.com/users/sign_in
- Primary Source website and online resource access: currently free access, no log-in required.

If you're still having trouble, email olivia@primarysource.org and we'll help you get logged-in.

How do I enroll in courses as a member of a partner district?

You can enroll in live programs, online courses, or the Building Blocks modules by contacting your district liaison, who will put you on a registration list shared with Primary Source. District liaisons are always listed on our website under "School and District Partnership."

If you are *not* a member of a partner district, you can register for courses through the course page on our website.

How do I know if I've been successfully registered for a course or live program?

You'll receive a confirmation email once you have been enrolled in a course or confirmed for a live program. If you are interested in pursuing a course with Primary Source, please add the program administrator email (olivia@primarysource.org) to your address book to ensure all course communication comes to your inbox. You will receive reminder emails two weeks prior to your course and/or program's start date with more logistical information.

Sometimes you will be placed on a waiting list for a course–we'll be in touch to offer you a space if one becomes available at least three weeks before the course's start date.

What should I expect for a live program?

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Primary Source hosts live programs in the Greater Boston Area and locations are listed on our seasonal course and program catalog. You will receive reminder emails two weeks prior to your program's start date with logistical information and a potential brief pre-work assignment, depending on the wishes of the scholar and/or the Primary Source Program team. You might be asked to review materials or prepare questions for the session. If you are running late on the day of the program, please let the program administrator (olivia@primarysource.org) know so we understand that we can still expect you. After the program, Primary Source will share PDP certificates and follow-up details, such as slides, resources, and a brief post-program survey. Unfortunately, our live programs are not recorded.

What are online courses like? What kind of time commitment is required?

All of our online courses are asynchronous – **you'll never need to be at your computer at a certain time**. Work is assigned weekly via email by a course facilitator and can be completed at any time during the session week on our online platform. Sessions run Wednesday to the following Tuesday evening. Online courses generally require 3-5 hours of work a week including readings, multimedia activities, research tasks, and discussion forums.

For each online course there is a culminating project having to do with the course content. Assignment information will be available throughout the course.

What are synchronous/live courses like? What kind of time commitment is required?

Each of our live course formats (seminar series & one-days, book groups, and Engaging with Experts) are slightly different by design. Most require at least an hour of work before or between sessions to maximize learning time. Sessions last 1.5-6 hours depending on the format.

You'll receive information regarding assignments with your course reminder, but please feel free to reach out to Olivia, olivia@primarysource.org, with any questions.

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If I need to withdraw from a course/ ask for an extension/ find out about an accommodation, what should I do?

For online courses, please reach out to your course facilitator and the program administrator (olivia@primarysource.org) and we will do our best to accommodate your needs. If you are on the fence about withdrawing but have fallen more than two weeks behind on your coursework, know that we rotate our courses seasonally and you'll likely have an opportunity to take it again at a later date. For all other course formats, you can reach out to Olivia Maduro (olivia@primarysource.org) with any questions or to withdraw from your course.

Will I receive PDPs for my participation?

Yes, if you are a Massachusetts educator and are not pursuing the course for graduate credit you will receive a PDP certificate for your participation (unless otherwise noted in the course catalog). This will come via email to the address used at registration 1-2 weeks after the final day of the course.

****PLEASE NOTE: Per Massachusetts DESE, we are not able to award both PDPs and graduate credit for course participation in a single course.****

How do I register for graduate credit for a Primary Source course?

Graduate credit is offered through Southern New Hampshire for multi-week courses. You will receive registration information specific to your course as the course date approaches. The process includes completing a registration form and paying a fee online. You can read more about our Graduate Credit process on our resource guide here.

Are graduate credit fees included in the Global Learning Partnership funded by my district?

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No, in general graduate credit fees are paid by the course participant. Please refer to your district's policy regarding tuition coverage and reimbursement. You will still need to register with Primary Source and we will send your information to our partner school, Southern New Hampshire University, even if your district has a separate process for course approval.