



The HPS Training Hub

Guide for Content Creators

2022-2023

Purpose

The main functions of Harmony Public School (HPS) Central Office departments are to develop policies, procedures, and standards of practice (SOPs) for the district- and campus-levels in collaboration with school/district level staff. HPS Central Office department personnel support system wide consistency of policies, procedures, and role expectations.

Consistent practice throughout the HPS system depends on creating readily available onboarding training materials, policies, and procedures that can also be used as resources to support both new and current HPS employees. To support this mission, the **HPS Training Hub** was developed.

The **HPS Training Hub** will curate training content developed by **subject matter experts** (mainly CO leaders, directors and managers) and vetted by the HPS Central Office department leadership. The **HPS Training Hub** has 3 primary goals:

- Goal 1: To serve as a guide for subject matter experts and trainers in the creation and development of digital training products
- Goal 2: To curate new employee onboarding (Phase I) and in-service training (Phase II) modules
- Goal 3: To serve as a repository for Schoology resources that support subject matter experts (SME)

Vocabulary

Onboarding - Initial training needed to perform job duties effectively and efficiently within the first 30-60 days (e.g., software/platform navigation, standards of procedure, policies)

Induction - Program of support for newly hired employees within a role (e.g., check-in meetings, ongoing training, mentor assignment)

Training - Learning experience specifically designed to assist in mastery of tasks (e.g., updates to policies and procedures, technical-focused learning)

Professional Development/Learning - Meaningful learning experiences that are grow-focused in mastery of a job or role (e.g., leadership development, instructional practice)

Standards of Practice - the procedures linked to a policy or process

Job Aides - one page resources on how to navigate a technical platform

Tags - short descriptors for the purposes of easily filtering to find in the learning management system; use department tags for content created by your department

Creating Content

It is expected that CO directors design and launch self-paced onboarding and training courses within the Schoology platform. To maintain a standard of quality for onboarding and training materials in the HPS Training Hub, directors must ensure that onboarding and training materials meet the minimum requirements below to be included.

Courses and Modules

When considering the design and rollout of onboarding and training materials, CO directors may consider the use of modules within courses as a framework. Using modules to convey smaller amounts of content and its progression for a comprehensive learning experience. A course is the broader learning experience for a role or technical skill.

When designing onboarding modules for a role/position, the CO director may consider creating a course with modules organized by topic, timeframe, or task. By designing with modules in mind, a CO director can repurpose some modules for other courses. In the sample courses below, notice how Module 2 in the first course can be repurposed as Module 1 in the second, different course.

SAMPLE Course by role: **Onboarding - Attendance Clerk**

Module 1: The role of the Attendance Clerk

Module 2: Introduction to the Harmony Operations Manual

Materials: The Harmony Operations Manual*

Module 3: Attendance Overview*

Module 4: Communicating with Parents

Module 5: Unrecorded Attendance

Module 6: The Attendance Review Committee

Module 7: Truancy*

Module 8: Attendance Reconciliation

Module 9: Using Skyward for Attendance*

SAMPLE Course by role: **Training - Administrator Responsibilities for Attendance**

Module 1: Introduction to the Harmony Operations Manual

Materials: The Harmony Operations Manual*

Module 2: Attendance Overview*

Module 3: Truancy*

Module 4: Using Skyward for Attendance*

SAMPLE Course by task: **Training - Navigating Skyward**

Module 1: Skyward Overview

Materials: Job Aids for Skyward

Module 2: Using Skyward for Attendance*

Module 3: Using Skyward for Data

The training in Schoology must be **SELF-PACED** in consideration of how the new hires could learn and familiarize themselves with the related HPS policy and procedures.

The courses must be designed in a complete fashion providing the comprehensive procedure on how we conduct business or perform the duties for a complete **new hire (or an outsider)** in mind. Because these training materials will serve as a complete guide to showcase the HPS Models in all areas to third party individuals or organizations.

Content Characteristics

The courses created by CO directors must be

- **Self-paced**
- Engaging (CFUs, visual media, voice overs, etc.)
- Divided into **modules**
- Bite-sized learning module that is no longer than 20 minutes each.
- Tagged (by department)

Modules should include

- Clearly defined micro-learning objectives
- A related **policy, procedure or manual as a resource must be included in a PDF format.**
- **A related chapter/section of the HPS Codifying Book.**
- A related standard of practice
- Software training in a separate module within the course (in case the software changes its features or it's replaced)

Onboarding Design Elements

The training materials must aim to train in consideration of staff who have just been hired and your course will serve as onboarding of the new employees of how they conduct their responsibilities and complete the tasks according to the HPS policy and procedures. If your content is **role-based onboarding**, then share the WHY or IMPACT that the role and effective execution of duties is important

- Welcome/overview introduction
- The importance of the role and responsibilities
- Resources links that the role should be familiar with (policies, manuals, codifying book chapter/section, etc.)
- Modules (no longer than 20 minutes each)
 - Learning objectives for the module (try to keep this to 3 or fewer)
 - Engagement for the user (for every 3-5 minutes of content presented, one short engagement opportunity is available such as a check for understanding, reflection, discussion, etc.)
 - Content that does not rely heavily on the current year's policy

- Check for Understanding aligned to the learning objectives for the module (no more than 3 questions at the end of each module)

Training Design Elements

If your content is **platform- or procedure-based training**, then identify the roles affected or needing the training

- Welcome/overview introduction
- Resources links (policies, manuals, codifying book chapter/section, etc.)
- Modules (no longer than 20 minutes each)
 - Learning objectives for the module (3 or fewer)
 - Content that does not rely heavily on the current year's policy
 - Check for understanding aligned to the learning objectives for the module (no more than 3 questions at the end of each module)
 - SELF-PACED

HPS Training Hub Support

Project Timeline

Week of	Be sure to . . .
March 28	Complete the Schoology training (live or watch training videos on IT Spot)
April 6	- Join the CO Content Creators Group in Schoology [AccessCode: 5V77-KX23-CSGZK] - Prioritize your training/onboarding content - Copy the PD Course Template from the CO Content Creators Group in Schoology to your Resources or into a Course (add Resources and select the Group)
April 11	- Outline your highest priority training content - Begin drafting your first course in Schoology using the PD Course Template
April 18	- Continue developing your first course in Schoology - Outline your second highest priority training content
April 25	- Ask a colleague to peer review your course in Schoology - Begin drafting your second course in Schoology
May 2	- Revise your first course, based on feedback - Continue developing your second course in Schoology
May 9	- Copy your revised and edited first course to the CO Content Creators Group in Schoology under your department and in your folder - Ask a colleague to peer review your second course in Schoology
May 16 (Final Deadline)	- Revise your first course, based on feedback - Copy your revised and edited first course to the CO Content Creators Group in Schoology under your department - Add both courses to the HPS Training Hub Dashboard - <u>Do not share the Schoology course codes with participants, they will not receive credit for completion unless they register for it via Professional Learning</u>

Office Hours

In an effort to support the design and development of your self-paced modules, [HPS Training Hub Office Hours](#) will be held every **Thursday from 3:00 PM CST to 4:00 PM CST** via Microsoft Teams with Ms. Terri Perez, Director of Professional Learning.

If you have questions or would like to schedule 1:1 time, please do not hesitate to contact Ms. Perez (terri.perez@harmonytx.org or ext. 1462). Ms. Perez is happy to assist with instructional

design challenges and questions. Any technical questions regarding Schoology should be directed to the Help Desk.

Warning: Do not share Schoology course codes

Schoology has been integrated with the PowerSchools Professional Learning (PL) activity tracking platform. This means that a participant must register for PD via the PL platform so that any content completed in Schoology will show up on their PL transcript.

In an effort to ensure that all Schoology content created for the HPS Training Hub is correctly linked to the PL course registration, please do not share the Schoology Course Code for content you create.

Once your course is (1) completed, (2) copied into the CO Content Creators Group in Schoology under your department, and (3) registered in the [HPS Training Hub Dashboard](#) then the PL course and it's link will be created and shared with you so that you may share the registration code with your audience. [Note: it may be helpful to share the audience roster with Ms. Perez for direct upload rather than self-registration.]

Course Development Checklist

- ☐ Prioritize your content for a **self-paced** course
- ☐ Refer to the Onboarding or Training design elements sections in this document
- ☐ Develop a script for voice over & closed captioning
- ☐ Use a **screencasting tool**, if applicable
 - PowerPoint Screen Recorder or Microsoft Stream
 - Record voice over for slide deck
 - Find the Schoology training recordings and MS Stream at the IT Spot linked below:

<i>Microsoft Stream</i>	<i>Schoology</i>
Resources site: https://www.itspot.harmonytexas.org/stream	Resources site: https://www.itspot.harmonytexas.org/schoology

- ☐ Join the CO Content Creators Group in Schoology
 - [Groups→Join Group→AccessCode: **5V77-KX23-CSGZK**]
- ☐ Create your folder with your name in the departmental folder
 - [CO Content Creators Group→Resources→Content Repository→Department]
- ☐ Develop your Schoology course(s) in your own account
 - [Create Course→Make a folder within that course→Add Materials in that folder→Add Resources→Select CO Content Creators Group Folder→Select Resources Folder→Select PD Course Template]
- ☐ **Set a completion rule (or grade setup) for one of the materials in your course so that participants receive completion in PL**
- ☐ Use a [rubric](#) to self-assess your course
- ☐ Ask a colleague for feedback on your course
- ☐ Add your Schoology course to the [HPS Training Hub Dashboard](#)
- ☐ Add your Schoology course to the CO Content Creators Group in Schoology in your folder
- ☐ **Once your course is made and in the Unified Talent/Professional Learning system, enter the course and set up the gradebook and ensure there are completion items so that the learner receives credit in the Unified Talent/Professional Learning system**

Exemplar or Template Courses

- [Elementary Math New Teacher Training](#)
- [PD Course Template in the Group](#)

HelpDesk for Technical Issues at Schoology

If you encounter technical issues at Schoology, please place a ticket at the HelpDesk.

