



IDEA Virtual Academy Teacher Training Plan

October 18 – 29, 2021

Intended Outcomes

Teachers will be able to...

- Explain campus vision and goals, roles, expectations, and systems.
- Access and internalize curriculum and utilize technology programs for delivering virtual instruction.
- Plan to build student relationships, support social emotional learning, and establish strong classroom culture.
- Follow campus systems for attendance and grading.
- Contact families prior to launch of virtual learning.

Schedule At-A-Glance

Monday	Tuesday	Wednesday	Thursday	Friday
18 Oct Curriculum Training	19 Curriculum Training	20 Unit/Lesson Planning & Virtual Instruction	21 Social Emotional Learning & Virtual Instruction	22 Virtual Instruction
25 Digital Literacy & Pedagogy	26 Campus Systems & Operations	27 Culture Camp & Campus Systems	28 Campus Systems & Meet the Teacher Night	29 Dress Rehearsal for First Day of School



Date	Assigned Time	Session Title	Designer/Facilitator	Format	Amount of Time	Notes
18 Oct - Curriculum Training & Planning Time						
18-Oct	8:00 - 9:00 AM	Virtual School Kick Off	Scarlett & Norma	Live Webinar	1 hour	Include anything to kick off the transition from RC to VL and to set expectations for the week.
18-Oct	9:00 AM - 3:00 PM	Roadmap Curriculum Training	n/a Roadmap	Combination Roadmap & Live calls	6 hours	Complete the 1st day of curriculum training from remote conferencing onboarding.
18-Oct	9:00 AM - 3:00 PM	Planning Time	Scarlett & Norma	Self-paced work time	6 hours	Give teachers instructions for what to prepare in planning / deliverables you want to receive.
18-Oct	3:00 - 4:00 PM	Office Hours	Adrienne Aul	Live Webinar	1 hour	n/a
18-Oct	3:30 - 4:00 PM	Office Hours	Jessica Graves	Live Webinar	1 hour	n/a
18-Oct	3:00 - 4:00 PM	Office Hours	Jacquetta Thayer	Live Webinar	1 hour	n/a
18-Oct	3:00 - 4:00 PM	Office Hours	Jay Gowen	Live Webinar	1 hour	n/a
18-Oct	3:00 - 4:00 PM	Office Hours	Margaret Kyle	Live Webinar	1 hour	n/a
19 Oct - Curriculum Training & Planning Time						
19-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	n/a
19-Oct	8:30 AM - 2:30 PM	Roadmap Curriculum Training	n/a Roadmap	Combination Roadmap & Live calls	6 hours	Complete the 1st day of curriculum training from RC
19-Oct	8:30 AM - 2:30 PM	Planning Time	Scarlett & Norma	Self-paced work time	6 hours	Give teachers instructions for what to prepare in planning / deliverables you want to receive.
19-Oct	2:30 - 4:00 PM	Lesson Rehearsal	Adrienne Aul	Live Webinar	1 hour	Bring a 5-7 min section of a lesson you want to deliver and get feedback on.
19-Oct	4:00 - 5:00	Lesson Rehearsal	Jessica Graves	Live Webinar	1 hour	Bring a 5-7 min section of a lesson you want to deliver and get feedback on.



19-Oct	2:30 - 4:00 PM	Lesson Rehearsal	Jacquetta Thayer	Live Webinar	1 hour	Bring a 5-7 min section of a lesson you want to deliver and get feedback on.
19-Oct	2:30 - 4:00 PM	Lesson Rehearsal	Margaret Grabowski	Live Webinar	1 hour	Bring a 5-7 min section of a lesson you want to deliver and get feedback on.
19-Oct	2:30 - 4:00 PM	Lesson Rehearsal	Margaret Kyle	Live Webinar	1 hour	Bring a 5-7 min section of a lesson you want to deliver and get feedback on.
20 Oct - Unit/Lesson Planning & Virtual Instruction						
20-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
20-Oct	8:30 - 12:15	Work time on unit/lesson planning	Scarlett & Norma	Work time	3 hours 45 min	n/a
20-Oct	12:15 - 1:00	Lunch	n/a	n/a	n/a	n/a
20-Oct	1:00-3:00 PM	Virtual Engagement & Instruction: PowerPoint & Adobe Spark	Audrey & Cassandra	Combination Roadmap & Live call	2 hours	PowerPoint in depth training for engagement, Intro to Adobe Spark
20-Oct	3:00-4:00 PM	Guided Worktime: PowerPoint and Adobe Spark	Cassandra, Norma, Scarlett	Work time	1 hour	Guided Worktime assigned via Teams
21 Oct - Social Emotional Learning & Virtual Instruction						
21-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
21-Oct	8:30 - 10:00	Move This World & Meet the Teacher Document Overview	Scarlett	Live Webinar	90 min	n/a
21-Oct	10:00 -10:15	Break	n/a	n/a	n/a	n/a
21-Oct	10:15 - 12:15	Work time/Rehearsal: Move This World, Meet the Teacher Document	Scarlett	Work time	2 hours	n/a
21-Oct	12:15 - 1:00	Lunch	n/a	n/a	n/a	n/a
21-Oct	1:00-3:00 PM	Virtual Engagement & Instruction: Pear Deck & Teams Assignments	Audrey & Cassandra	Combination Roadmap & Live calls	2 hours	n/a
21-Oct	3:00-4:00 PM	Guided Worktime: Pear Deck & Teams Assignments	Cassandra, Norma, Scarlett	Work time	1 hour	Guided Worktime assigned via Teams
22 Oct - Virtual Instruction						

Commented [SM1]: I'm wondering the intended impact of AM huddles, frequency?



22-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
22-Oct	8:30 - 10:00	Pear Deck Rehearsals	Scarlett & Norma	Live Webinar	90 min	n/a
22-Oct	10:00 - 12:15	Planning time	Scarlett & Norma	Work time	2 hours 15 min	n/a
22-Oct	12:15 - 1:00	Lunch	n/a	n/a	n/a	n/a
22-Oct	1:00-2:00 PM	Virtual Engagement & Instruction: Forms & Quizzes	Audrey & Cassandra	Live Webinar	1 hour	n/a
22-Oct	2:00 - 3:00	Virtual Engagement & Instruction: Pair Share	Audrey & Cassandra	Live Webinar	1 hour	n/a
22-Oct	3:00-4:00 PM	Guided Worktime: Forms, Quizzes	Cassandra, Norma, Scarlett	Work time	1 hour	Guided Worktime assigned via Teams
25 Oct - Digital Literacy & Pedagogy						
25-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
25-Oct	8:30-10:30	Virtual Engagement & Instruction: Reading Progress & Class Notebook	Audrey & Cassandra	Roadmap	2 hours	n/a
25-Oct	10:30 - 10:45	Break	n/a	n/a	n/a	n/a
25-Oct	10:45-11:45	Digital Literacy: Introduction	Audrey & Cassandra	Roadmap	1 hour	n/a
25-Oct	11:45 - 12:30	Lunch	n/a	n/a	n/a	n/a
25-Oct	12:30-1:00	Digital Literacy: Microsoft Reflect	Audrey & Cassandra	Roadmap	1 hour	n/a
25-Oct	1:00-2:00	Digital Pedagogy: Troubleshooting & Online Safety	Audrey, Cassandra & Aaron	Combination Roadmap & Live calls	1 hour	n/a
25-Oct	2:00-3:00	Digital Pedagogy: Resource & Video Sharing	Audrey, Cassandra & Aaron	Combination Roadmap & Live calls	2 hour	n/a
25-Oct	3:00 - 4:00	Planning time	Scarlett & Norma	Work time	1 hour	n/a
26 Oct - Campus Systems & Operations						
26-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
26-Oct	8:30 - 10:30	Digital Pedagogy: Insights & Class Meetings	Audrey & Cassandra	Roadmap	2 hours	n/a
26-Oct	10:30 - 10:45	Break	n/a	n/a	n/a	n/a



26-Oct	10:45 - 11:45	Assessments: Using Illuminate	Norma & Scarlett	Live Webinar	n/a	n/a
26-Oct	11:45 - 12:30	Lunch	n/a	n/a	n/a	n/a
26-Oct	12:30-2:00	Operations: Aux Services	Elizabeth Alvarado	Live Webinar	1 hour 30 min	Campus Ops, CNP, Health Services, Expectations for Athletics and Extracurricular activities
26-Oct	2:00 - 4:00	Attendance and Grading	Colleen, Lisa Cortez & Angela Rivera	Combination Roadmap & Live calls	2 hours	Policies + Processes Time to do Roadmap attendance policy training, attendance and grading processes.
27 Oct - Culture Camp & Campus Systems						
27-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
27-Oct	8:30-11:45	Culture Camp Prep: Materials Review	n/a	n/a	n/a	n/a
27-Oct	8:30-10:00 AM	DI Online - Campus Leader Training	Melba Rodriguez	Roadmap	1 hour 30 minutes	n/a
27-Oct	10:45-11:45	DI Online - Teacher Training	Melba Rodriguez	Roadmap	1 hour	n/a
27-Oct	11:45 - 12:30	Lunch	n/a	n/a	n/a	n/a
27-Oct	12:30-1:30 PM	Family Communication	Jade/Karla (Heather's Team)	Combination Roadmap & Live calls	1 hour	n/a
27-Oct	1:30 - 2:20	Remind Intro & Access	Jade/Karla (Heather's Team)	Combination Roadmap & Live calls	1 hour	Guided intro to their role in Remind, verify correct access. Common tasks
27-Oct	2:20 - 2:30	Break	n/a	n/a	n/a	n/a
27-Oct	2:30-3:00	PowerSchool Access & Practice	Lisa Cortez & Angela Rivera	Live Webinar	30 mins	Guided intro to their role in PowerSchool, verify correct access. Common tasks (quick look up etc)
27-Oct	3:00-4:00	Instructional Tech Office Hours (Optional) OR Planning Time	Audrey, Cassandra, Melba, & Lisa	Office Hours	1 hour	optional
28 Oct - Campus Systems & Meet the Teacher Night						
28-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
28-Oct	8:30-10:30	Teams Class Setup	Audrey & Cassandra	Roadmap & Worktime	2 hours	Expectations & key steps to setup a rostered Teams Class. Guided Worktime assigned via Teams



28-Oct	10:30-10:45	Break	n/a	n/a	n/a	n/a
28-Oct	10:45-11:45	Preparation for MTT Meet the Teacher	Scarlett & Norma	Live webinar	n/a	n/a
28-Oct	11:45 - 12:30	Lunch	n/a	n/a	n/a	n/a
28-Oct	12:30 - 2:00	Family Communication	n/a	Time for phone calls & family outreach	n/a	n/a
28-Oct	2:00-4:00 PM	Clever: Access & Instructional Resources	Audrey & Lisa Valera	Live webinar	2 hours	Guided intro to their role in Clever, verify correct access. Common tasks (help a student, app usage for key resources)
28-Oct	Evening	Meet the Teacher Night	All staff	Live webinar	n/a	n/a
10/29 - Dress Rehearsal						
29-Oct	8:00 - 8:30 AM	Morning Huddle	Scarlett & Norma	Live Webinar	30 min	Daily morning kick off
29-Oct	8:30 - 10:15	Rehearsal for First Day of School (FDOS)	Scarlett & Norma	Live Webinar	1 hour 45 min	n/a
29-Oct	10:30-11:00 AM	Tech & Operations Wrap-Up & FDOS Checklist	Audrey & Matt	Live Webinar	1 hour	n/a
29-Oct	11:00-11:45 AM	Instructional Tech Office Hours	Audrey, Cassandra, Melba	Office Hours	45 min	optional
29-Oct	11:45 - 12:30	Lunch	n/a	n/a	n/a	n/a
29-Oct	12:30 - 4:00	Work Time w/ Deliverables	Scarlett & Norma	Live Webinar	3 hours 30 min	n/a