This second guidance is provided to support your work as approved trainers. The PEAC Training Committee is providing this update to the initial guidance of March 25, 2020, with additional information regarding the temporary adaptation of these Administrator Academies to a synchronous online/virtual format, only for this time of school closure.

Reminder to trainers and providers:

In order to take the academy in a virtual format, the participant must need the academy for one of the following reasons:
- ○ Imperative for employment in order to evaluate in fall of 2020
- ○ Currently enrolled in a course in a program where this academy is a requirement for course completion or for 2020 graduation

Objectives of this guidance for providers and trainers of AAs 1801, 1448, 1451, 1452, 1865, 2001, and 3000/01/02
- Deliver training virtually during the duration of school closure/SAH order
- Maintain quality training of evaluators of teachers and principals

Overarching caution to trainers and providers: These AAs were not designed to be delivered online/virtually. Adapting them to this format is a heavy and time-consuming lift for both trainers and participants. If you as a trainer don't feel you can meet all expectations to deliver any of these AAs in this online/virtual format during this time of shut down, then you should not be adapting these AAs to an online format for the duration of school closures.
- If you're not comfortable with the technology you're using, and/or are not comfortable helping participants navigate the technology, do not offer these AAs online/virtually.
- If you're concerned that your delivery of the content of any of these AAs would shortchange the integrity and standards of the existing course content, do not offer these AAs online/virtually.
- If you're concerned that you will not be able to effectively support participants in this online/virtual format, do not offer these AAs online/virtually.

Technology Considerations

Providers need to be certain that trainers have the equipment and technical capacity to deliver the evaluator training academies online. It is at provider/trainer discretion as to which technology platform is used to provide the academy.

Make it clear to participants that they will be responsible for their own internet access that provides sufficient bandwidth for the presentations. Both trainers and participants must have access to robust internet, as well as high quality audio and video as trainers stream the examples of classroom teaching that are used to both train the participants and, in the case of AA#2001, assess their work at the end of the academy.

Trainers, please be sure to practice with whatever online platform you choose so that you're able to provide the entire time needed for these academies without delay due to technical issues.

Break-Out Sessions

The academies make provision for small group discussions in the face-to-face format. In the online format, the technology platform the trainer is using must allow for the use of virtual breakout rooms for participants. These small group discussions are a crucial part of these academies. Ensuring that the presenter and the participants can move easily and quickly between the breakout rooms and the whole group session is an important part of the "practice" call that is suggested below.

Session Materials & Handouts for AA #2001

Some of the material is, as you know, handed out and collected at the end of the day. These handouts will need to be converted to slides that participants are able to use during the training but which they are not able to carry away at the end of the day. Please make provision for that as you convert to an online format. This is part of the security for the training materials that you agreed to when you became one of the certified trainers. This also means that the online presentation that you provide needs to be protected so that participants are not able to simply download the presentation.

Presenter Roles

Those who have presented an academy online have found that it is very helpful to have more than one individual involved in providing the training, leaving the presenter(s) free to teach. The most successful presentation has been with three roles:

> Presenter(s) - Leads participants through content, monitors breakout rooms, for AA #2001 proctors/monitors assessment

> Technical facilitator - Monitors chat box, assists with technology needs, helps to monitor breakout rooms, for AA #2001 proctors/monitors assessment

> Monitor - Ensures that participants are following the training, helps to monitor breakout rooms, for AA #2001 proctors/monitors assessment

Overarching Training Suggestions

This list of suggestions was developed with trainers who have presented an online evaluator academy.

1. Schedule a "practice" call with your participants using the platform that you choose. Expect the call to last approximately one hour and hold it a few days before the training. **The importance and help of this practice call cannot be overemphasized.** Recommended agenda items include but are not limited to: reaffirming commitment to quality and integrity of the academy, protocols for signing in (e.g., use of video camera, participant use of both first and last name), practicing technology, accessing handouts, use of break-out rooms, for AA #2001 confidentiality of materials and assessment.
2. Set up a Google folder to share out the handouts with the participants ahead of time instead of emailing the handouts to them or including the handouts as links. Have the handouts available for the actual training because there are always a few that don't follow directions.
3. If you choose to use Zoom, there is an essential setting allowing you to share out the video sound to an individual's personal sound systems. Other platforms may have a similar setting. Here's a short Zoom

video that describes it as well:
https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing

4. Keep a document up on your computer with links to the videos in case they were needed. If so, share those through chat.

5. Zoom provides security settings for online presentations (other platforms likely have similar settings and the Zoom information is presented as a model). Here is a brief screencast to share my settings:
https://www.dropbox.com/s/k0d4a8af5mw2ggs/Zoom%20Settings%20for%20Rich.mp4?dl=0

6. Change the handouts that participants can't take with them into slides.

7. Specific to AA #2001: As you know, the security of the post-assessment video is of critical importance. Consider storing the video in your Vimeo account and set it to password-protected. The entire academy for initial training is built around the assessment video and the questions about that video used for assessment. Please help to ensure the security of that video.