

# LX Implementation 25-26

## Overview

This guide outlines the systems, workflows, and key milestones for implementing Learning Experiences (LXs) for **Cohorts 11 and 12** during **School Year 25–26**. It serves as a shared source of truth across teams to support clear communication, consistent implementation, and on-time delivery of both live and self-guided experiences.

## Design & Facilitation Assignments

Each Learning Track has a dedicated designer and facilitator pairing. Facilitators continue to partner with their assigned designer throughout the year to prepare for upcoming implementation windows and provide input into the next cycle of revisions.

| Track                    | Designer | Facilitator SME |
|--------------------------|----------|-----------------|
| Emerging Technology      | Lucara   | Todd            |
| Transformative Tech      | Jennifer | David           |
| Flexible Learning        | Carissa  | Brandon         |
| Digital Creation (Pilot) | Misty    | Todd            |

### Each LX Includes:

- Live Experience (synchronous facilitation)
- Self-Guided Course (hosted in Canvas)
- Coach Implementation Guide (for site-based support)
- Evidence of Learning (EoL) Artifacts
- Supporting Materials: Digital Handout, Moderator Guide

## LX Milestones & Implementation Windows

Designers are responsible for finalizing all materials by the established **revision milestone dates**. Facilitators need a **minimum of two weeks** between the revision deadline and the start of the implementation window to prepare the Zoom links, Canvas builds, scheduling tasks, and other supports. **No LXs should be scheduled before the official window opens.**

**LX Revisions Milestones (Design Finalization)**

|                       | Transformative Tech<br>Emerging Tech<br>Flexible Learning | Digital Creation  |
|-----------------------|-----------------------------------------------------------|-------------------|
| Learning Experience 1 | July 25, 2025                                             | August 18, 2025   |
| Learning Experience 2 | October 27, 2025                                          | November 17, 2025 |
| Learning Experience 3 | January 19, 2026                                          | February 16, 2026 |

## Implementation Windows

These are the dates during which LXs may be scheduled for teachers in TimeTap.

|                       | Existing Content                                                | NEW Content               |
|-----------------------|-----------------------------------------------------------------|---------------------------|
|                       | Transformative Technology<br>Emerging Tech<br>Flexible Learning | Digital Creation          |
| Learning Experience 1 | August 4 - November 25                                          | September 1 - December 19 |
| Learning Experience 2 | November 10 - January 30                                        | December 1 - February 27  |
| Learning Experience 3 | February 2 - May 29                                             | March 2 - May 29          |

*Note: Digital Creation follows a slightly offset schedule as a new pilot.*

## LX Implementation Milestones

### LX Implementation Office Hours (Optional Support)

#### What it is:

A weekly 30-minute drop-in meeting hosted by the project owner to support facilitators and ADSIs/ADLDs ahead of LX launches.

#### Purpose:

To proactively address questions, surface risks, and give teams a space to collaborate live or asynchronously.

#### Timeline

- Erin will update Upcoming LXs section by **Monday**
- Office Hour is scheduled from 3:00-3:30 CT (4:00-4:30 ET) on **Wednesdays**
- Erin will follow up on flagged items or questions by **Friday**

#### Who it's for:

- ADSIs with upcoming LXs
- ADLDs facilitating
- Project owner (host)

#### Format:

- No mandatory attendance
- Use the [LX Office Hours Agenda](#) to:
  - View upcoming LXs
  - Add questions or concerns

#### Breakout Rooms Available:

ADLD + ADSI pairs may use this time to meet and plan for their LXs.

### Async Option:

If unable to attend, participants can leave questions in the tracker ahead of time and tag the PD (Erin) for follow-up.

## Important Links

|                                                              |                                                                                                                                             |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">TimeTap</a>                                      | Internal scheduling tool for learning experiences, teacher onboardings, and special projects.                                               |
| <a href="#">Asana Work Request</a>                           | Submit internal work requests (materials updates, scheduling conflicts, special facilitation needs). Requests are reviewed within 48 hours. |
| <a href="#">Asana Board - ADSI</a>                           | Board organized by ADSI showing scheduled LXs and teacher onboardings                                                                       |
| <a href="#">Asana Board - Facilitators</a>                   | Board organized by facilitator showing the same scheduled LXs and teacher onboardings (multihomed from ADSI Board).                         |
| <a href="#">25-26 TO Onboarding, LX Tracks &amp; TAP [i]</a> | Google Sheet maintained by Student Impact with TAPs, assigned tracks, school-level info, and scheduling details.                            |

## Points of Contact

For questions, please reach out to the appropriate contact:

|                                                          |                                                        |
|----------------------------------------------------------|--------------------------------------------------------|
| <b>General Questions, scheduling or logistics</b>        | Erin West                                              |
| <b>Facilitation Support</b>                              | Erin West or Maggie White                              |
| <b>Technical questions (Canvas, Okta, etc.)</b>          | Jim Unger                                              |
| <b>Technical questions (TimeTap)</b>                     | Erin West                                              |
| <b>Learning Experience oversight (SILT)</b>              | Vanessa Zurita                                         |
| <b>Coach Implementation Guide oversight (SILT)</b>       | Vanessa Zurita                                         |
| <b>Design &amp; materials development (LX Revisions)</b> | Laura Darnall                                          |
| <b>Work requests</b>                                     | Submit through the <a href="#">LDD Asana Help Desk</a> |

## Currently Scheduled

This chart provides a snapshot of current scheduling progress across Cohort 12 schools for each major milestone: **Teacher Onboarding**, **LX1**, **LX2**, and **LX3**. It reflects how many schools have completed scheduling in TimeTap, helping teams monitor pacing, identify gaps, and plan outreach efforts accordingly. The

data will be updated regularly to inform implementation support and ensure timely coverage across all required learning experiences.

| Total Schools | Schools Scheduled All LXs ▼ | Onboarding | LX1 Sched | LX2 Sched | LX3 Sched |
|---------------|-----------------------------|------------|-----------|-----------|-----------|
| 69            | 57                          | 31         | 55        | 60        | 60        |
|               | 83%                         | 94%        | 80%       | 87%       | 87%       |

# Learning Experience (LX) Workflow Overview

This section outlines the full lifecycle of a Learning Experience, from scheduling to post-session follow-up. It ensures that all stakeholders—ADLDs, ADSIs, facilitators, and project managers—are aligned on the sequence of tasks, responsible parties, and key deadlines.

Every team member plays a critical role in making each Learning Experience a success. Whether it's preparing content, managing logistics, supporting facilitation, or analyzing data, this shared workflow depends on strong cross-functional collaboration.

## Defining the Phases of Implementation

- **Phase 1: Pre-LX Planning & Setup**

Begins in **May 2025** and extends up to **two weeks before the scheduled live session**. This window is flexible and includes all preparation work: scheduling, content reviews, course publishing, and early coordination between SI and LDD teams. There is strong overlap in this phase between the LX Revision Project and the LX Implementation project

- **Phase 2: LX Prep**

Refers to the **two-week window leading up to the live session**. This is a **firm timeline**. During this phase, facilitators finalize their materials, ADSIs confirm logistics with schools, announcements go out in Canvas, and registration/attendance is closely managed.

- **Phase 3: Post-LX**

Begins **immediately after the live session concludes** and continues until planning begins for the next Learning Experience. This window includes Zoom attendance tracking, Evidence of Learning submission, survey completion, and data review.

## Roles & Responsibilities by Phase

### ADSI

|                                  |                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Pre-LX Planning & Setup | <ul style="list-style-type: none"><li>● Determine Track and LX dates with schools</li><li>● Schedule LX in TimeTap</li></ul>                                                                                                                                                                                    |
| Phase 2: LX Prep                 | <ul style="list-style-type: none"><li>● Send 7 day email to schools</li><li>● Meet with ADLD to discuss upcoming LX</li><li>● Share digital handout with VILS Coach</li><li>● LX2 and LX3 send notifications via Canvas that Live LX is coming up</li><li>● Moderate LX</li><li>● Record to the cloud</li></ul> |
| Phase 3: Post - LX               | <ul style="list-style-type: none"><li>● Send follow up email</li><li>● Monitor self-guided completion</li><li>● Review evidence of learning with coach</li></ul>                                                                                                                                                |

## ADLD

|                                  |                                                                                                                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Pre-LX Planning & Setup | <ul style="list-style-type: none"><li>• Prepare materials for facilitation (live deck, moderator guide)</li><li>• Keep calendar up to date</li></ul>                                                                                                                                              |
| Phase 2: LX Prep                 | <ul style="list-style-type: none"><li>• Create zoom registration link (add to TimeTap)</li><li>• Add Zoom link to canvas (each school shell)</li><li>• Publish digital handout</li><li>• Create moderator guide</li><li>• Meet with ADSI to discuss upcoming LX</li><li>• Facilitate LX</li></ul> |
| Phase 3: Post - LX               | <ul style="list-style-type: none"><li>• Complete AAR in TimeTap</li><li>• Run attendance report and link in Asana</li><li>• Upload recording to box and link in digital handout</li><li>• Review feedback</li></ul>                                                                               |

## Project Owner (PD)

|                                  |                                                                                                                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Pre-LX Planning & Setup | <ul style="list-style-type: none"><li>• Assign a facilitator</li><li>• Confirm Date/Time</li><li>• Add Training Team as additional staff in TimeTap</li><li>• Send LX Confirmation email</li><li>• Confirm subtasks and due dates are assigned in Asana</li></ul> |
| Phase 2: LX Prep                 |                                                                                                                                                                                                                                                                   |
| Phase 3: Post - LX               | <ul style="list-style-type: none"><li>• Monitor self guided completion</li></ul>                                                                                                                                                                                  |

## Designers

|                                  |                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Pre-LX Planning & Setup | <ul style="list-style-type: none"><li>• Finalize LX materials</li><li>• Add Coach Implementation Guide to Canvas blueprint course</li><li>• Add content to LX modules</li><li>• Sync blueprint to course shells</li></ul> |
| Phase 2: LX Prep                 |                                                                                                                                                                                                                           |
| Phase 3: Post - LX               | <ul style="list-style-type: none"><li>• Review feedback</li><li>• Begin revisions for next year</li></ul>                                                                                                                 |

## VILS Coach

|                                  |                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Pre-LX Planning & Setup | <ul style="list-style-type: none"><li>• Meet with ADSI</li></ul>                                                                   |
| Phase 2: LX Prep                 | <ul style="list-style-type: none"><li>• Share digital handout / 7 day email with staff</li><li>• Encourage participation</li></ul> |

Phase 3: Post - LX

- Monitor self-guided completion
- Review Evidence of Learning

## Visualizing the Full Learning Experience Workflow

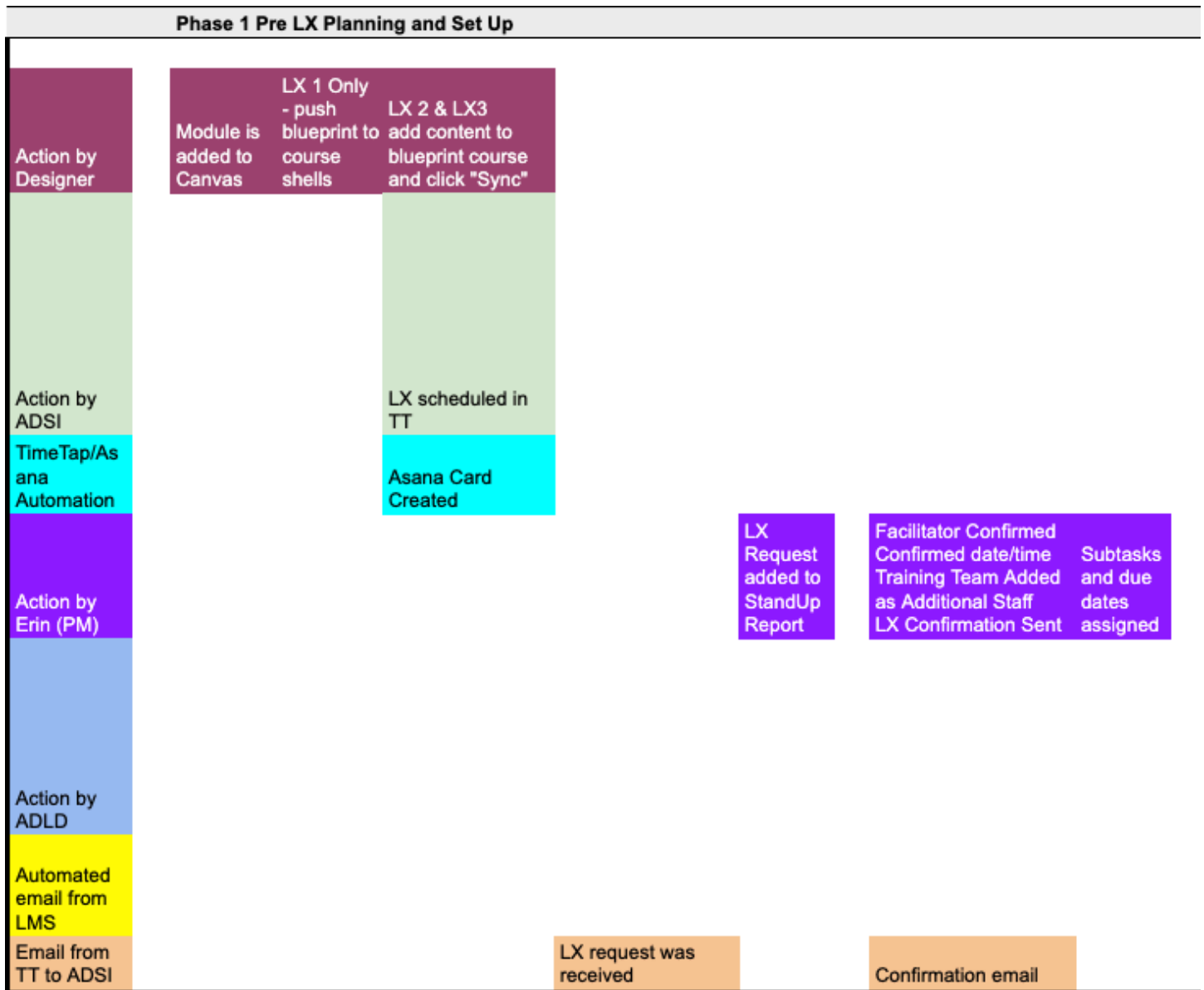
This graphic shows how all roles work together across the Pre-LX, During LX, and Post-LX phases. Each color-coded lane represents a specific team member or function, highlighting when responsibilities occur, how they align with others, and what dependencies exist. Use this visual to understand the timing, collaboration, and touchpoints that make each Learning Experience successful.

Use this workflow as your go-to visual reference for what happens *before*, *during*, and *after* each LX.

 **Note:** This workflow reflects the processes for LXs scheduled during their designated implementation window. Requests submitted outside of these windows may be denied or require special approval through the LDD Help Desk



## Phase 1: Pre LX Planning and Set Up



## Phase 2: LX Prep

This section details what happens during the **two-week prep period leading up to the LX**, the day-of logistics, and the **post-session follow-up**.

|                          | Phase 2: LX Prep |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   | Day of LX                                  |
|--------------------------|------------------|----|----|----|------------------------------------------------|-------------------------|---|------------------|------------------------------------------------|-------------------------------------------------------|---|---|-------------------------------------------------------------------------------------------------------|---|--------------------------------------------|
|                          | 14               | 13 | 12 | 11 | 10                                             | 9                       | 8 | 7                | 6                                              | 5                                                     | 4 | 3 | 2                                                                                                     | 1 |                                            |
| Action by Designer       |                  |    |    |    |                                                |                         |   | Send 7 day email | Meet with ADLD to discuss upcoming LX (15 min) | Check Task card Links                                 |   |   | Share handout with Coach<br><br>LX2 and LX3 - send notification via Canvas that Live LX is coming up. |   | Moderate Record to the Cloud               |
| Action by ADSI           |                  |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
| TimeTap/Asana Automation |                  |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
| Action by Erin (PM)      |                  |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
|                          |                  |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
|                          |                  |    |    |    | Zoom link added to:<br>1. TimeTap<br>2. Canvas | Session Digital Handout |   |                  | Meet with ADSI to discuss upcoming LX (15 min) | LX 1 ONLY<br>Publish Course in Canvas for each School |   |   |                                                                                                       |   | Facilitate AAR in TT Run Attendance Report |
| Action by ADLD           | Send 7 Day Email |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
| Automated email from LMS |                  |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   |                                                                                                       |   |                                            |
| Email from TT to ADSI    | 7 day email      |    |    |    |                                                |                         |   |                  |                                                |                                                       |   |   | Teachers receive email from Canvas LX1 Only                                                           |   |                                            |

## Phase 3: Post LX

Begins **immediately after the live session concludes** and continues until planning begins for the next Learning Experience. This window includes Zoom attendance tracking, Evidence of Learning submission, survey completion, and data review.

|                          | Phase 3: Post LX Days After                        |   |                                      |                 |                                                                            |
|--------------------------|----------------------------------------------------|---|--------------------------------------|-----------------|----------------------------------------------------------------------------|
|                          | 1                                                  | 2 | 3                                    |                 | 14-28                                                                      |
| Action by Designer       |                                                    |   |                                      |                 | Review feedback<br>Begin designing for next year                           |
| Action by ADSI           |                                                    |   | Send Follow up email to coach/ad min |                 | Self Paced completion monitoring<br>Review Evidence of Learning with Coach |
| TimeTap/Asana Automation |                                                    |   |                                      |                 |                                                                            |
| Action by Erin (PM)      |                                                    |   |                                      |                 |                                                                            |
| Action by ADLD           | upload recording to box<br>link to digital handout |   |                                      | Review feedback |                                                                            |
| Automated email from LMS |                                                    |   |                                      |                 | Certificate of Completion                                                  |
| Email from TT to ADSI    |                                                    |   |                                      |                 |                                                                            |

# LX Implementation Office Hours Agenda

## What it is:

A weekly 30-minute drop-in meeting hosted by the project owner to support facilitators and ADSIs/ADLDs ahead of LX launches.

## Purpose:

To proactively address questions, surface risks, and give teams a space to collaborate live or asynchronously.

## Timeline

- Erin will update Upcoming LXs section by **Monday**
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## Who it's for:

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- ADLDs facilitating
- Project owner (host)

## Format:

- No mandatory attendance
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  - View upcoming LXs
  - Add questions or concerns

## Breakout Rooms Available:

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## Async Option:

If unable to attend, participants can leave questions in the tracker ahead of time and tag the PD (Erin) for follow-up.

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December 03

## Upcoming LXs

| Date     | 25-26 District                   | 25-26 Schools                                        | Reason Group | Learning Track      | Staff        | Full Name     |
|----------|----------------------------------|------------------------------------------------------|--------------|---------------------|--------------|---------------|
| 12/10/25 | Albuquerque School of Excellence | Albuquerque School of Excellence                     | LX2          | Emerging Technology | Brandon      | Santos Flores |
| 12/10/25 | Hudson City School District      | Hudson Junior High School, Hudson Senior High School | LX2          | Emerging Technology | Todd DeSando | Nicole Adell  |

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## Template

August 06

### Upcoming LXs

| LX Date | District | School(s) | LX | Track | Facilitator | ADSI |
|---------|----------|-----------|----|-------|-------------|------|
|         |          |           |    |       |             |      |
|         |          |           |    |       |             |      |
|         |          |           |    |       |             |      |

### LX Specific Questions

| Name | LX Date | School(s) | Question/Concern | Resolution Notes |
|------|---------|-----------|------------------|------------------|
|      |         |           |                  |                  |
|      |         |           |                  |                  |

### General LX Implementation Questions

| Name | Question/Concern | Resolution Notes |
|------|------------------|------------------|
|      |                  |                  |
|      |                  |                  |

# Scheduling & Work Requests

This section outlines how to schedule Learning Experiences (LXs) via TimeTap, as well as when and how to submit a Work Request through Asana.

## Links

|                                    |                                                                                                                        |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <a href="#">TimeTap</a>            | Internal scheduling tool for learning experiences, teacher onboardings, and special projects.                          |
| <a href="#">Asana Work Request</a> | Submit when standard scheduling is not possible, additional support is needed, or a special accommodation is required. |

## New Features in SY 25–26

- Combined Scheduling: You can now combine districts and schools into a single LX.
- Hard Scheduling Windows: LXs cannot be scheduled before the official window opens. This is now enforced due to the shift to Canvas.

## Scheduling Limitations

To ensure smooth facilitation and equitable access for all schools, the following limitations apply:

### Contractor Availability

Contractor support may be available for blackout dates or highly requested dates, but is not guaranteed. Submit a Work Request with as much advance notice as possible. We currently have several returning contractor facilitators from last year who will continue to support our learning experiences.

### Daily Limits

To manage facilitator capacity, TimeTap is currently set up to **only allow 4 LXs to be scheduled per day**. If your desired date/time is unavailable, please submit a Work Request for the Project Director to review and see if we can accommodate.

### Participation Limits

Learning Experiences and Teacher Onboarding sessions are designed for **150 participants or fewer to maximize engagement and foster meaningful collaboration**. While we can accommodate up to 200-250 participants when necessary and through a work request, any session exceeding 250 must be split into two or more separate experiences.

These limits are driven by both logistical and instructional considerations. **Our Zoom platform supports up to 300 participants, but our goal is not to fill a room—it's to create an engaging,**

interactive learning space. LX sessions are not meant to be passive webinars. They are designed to promote dialogue, reflection, and peer learning.

### Why smaller groups work better:

- **Collaborative learning environments** thrive when participants have opportunities to speak, reflect, and engage in dialogue. According to *The Discussion Book* by Brookfield and Preskill (2016), smaller groups create more space for **authentic voice**, **collaboration**, and **engagement**—key goals of our Learning Experiences.

By limiting group size, we ensure that every participant has access to a quality learning environment that promotes equity of voice and encourages application of learning.

## Blackout Dates

Facilitation is limited or unavailable during blackout dates.

### SY 25-26 Blackout Dates:

- September 1, 2025 Labor Day
- September 22-26 Coach Camp
- October 6-9 Digital Promise Retreat
- October 13, 2025 Indigenous Peoples Day
- November 4, 2025 Elevating Innovation (Tentative)
- November 11, 2025 Veteran's Day
- November 27-28, 2025 Thanksgiving
- December 24-January 1 Winter Closure
- January 19, 2026 Martin Luther King Jr Day
- February 16, 2026 Presidents' Day
- TBD - Leader Summit
- May 25, 2026 Memorial Day

## Scheduling in TimeTap

Follow these steps to schedule an LX or onboarding in TimeTap:

|                                                                            |                                                                                                  |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Click login in the top right corner before starting the scheduling process | <div data-bbox="500 1575 639 1648">Login</div> <div data-bbox="669 1575 844 1648">Register</div> |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

Click “Next” to begin scheduling.

# Welcome to the Learning Experience Scheduler!

Scheduling for Cohort 12 Teacher Onboarding and Learning Experiences is now open!

Don't forget to log in! You can see everything scheduled, cancel and reschedule from that screen. All emails sent from TimeTap will have the link to reschedule or cancel a LX.

### Before you schedule

**1. Check your school numbers** – Learning Experiences and Teacher Onboarding are designed for 150 participants or less. We can accommodate up to 200 if necessary. If your onboarding or learning experience will have more than 200 participants, please split the schools into two or more experiences.

**2. Check out the known black out dates** – we may be able to provide contractor support on those days. Please fill out a work request

### New this year:

Learning Experiences are limited to **4 per day**  
Time Tap has a **"Waitlist"** option we're piloting if the date/time isn't available.

**If you're unable to schedule your learning experience, complete the LDD Work Request (linked on the left hand sidebar)**

Work requests are not guaranteed but we will do our best to accommodate requests. The LDD Work Request link is on the left-hand sidebar.

- Time requested for LX is unavailable
- Date requested for LX is unavailable
- LX date is 10 days or less from the day you're scheduling

### Scheduling Windows

Track Facilitation Windows:

*These are the facilitation windows and when tracks will be "live" for participants*

|                       | Existing Content                                                | NEW Content               |
|-----------------------|-----------------------------------------------------------------|---------------------------|
|                       | Transformative Technology<br>Emerging Tech<br>Flexible Learning | Digital Creation          |
| Learning Experience 1 | August 4 - November 25                                          | September 1 - December 19 |
| Learning Experience 2 | November 10 - January 30                                        | December 1 - February 27  |
| Learning Experience 3 | February 2 - May 29                                             | March 2 - May 29          |

Select what is being scheduled. ADSIs can schedule LX1, LX2, LX3 and Onboarding.

## Scheduling

|                          |   |
|--------------------------|---|
| LX1                      | > |
| LX2                      | > |
| LX3                      | > |
| Onboarding               | > |
| Internal<br>LDD Use Only | > |

Back

Next



| Select the duration                                                                                                                                                                           | <div><div>Scheduling</div><div><div>Learning Experience 1<br/>LX1</div><div><div>Select</div><div>1 Hour 30 Minutes</div><div>1 Hour</div></div><div>Back</div><div>Next</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |     |     |     |     |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|
| Select the date and time for your requested LX.<br><br>Confirm your timezone is set to the timezone of the district. You can change the timezone by clicking the blue “Change Timezone” link. | <div><div>Time</div><div>Learning Experience 1</div><div><div>Select Date:</div><div><div>&lt;</div><div>September 2025</div><div>&gt;</div></div><div><table><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr></table><div>Click here to join the Wait List for another date/time.</div></div><div><div>Select Time On: Sep 2, 2025</div><div>Your Timezone America/Chicago</div><div>Change Timezone</div><div>1 Times Selected</div><div><div><input checked="" type="radio"/> 6:30 AM CDT – 8:00 AM CDT</div><div><input type="radio"/> 6:45 AM CDT – 8:15 AM CDT</div><div><input type="radio"/> 9:00 AM CDT – 10:30 AM CDT</div><div><input type="radio"/> 9:15 AM CDT – 10:45 AM CDT</div><div><input type="radio"/> 9:30 AM CDT – 11:00 AM CDT</div><div><input type="radio"/> 9:45 AM CDT – 11:15 AM CDT</div><div><input type="radio"/> 10:00 AM CDT – 11:30 AM CDT</div><div><input type="radio"/> 10:15 AM CDT – 11:45 AM CDT</div><div><input type="radio"/> 3:30 PM CDT – 5:00 PM CDT</div><div><input type="radio"/> 3:45 PM CDT – 5:15 PM CDT</div><div><input type="radio"/> 4:00 PM CDT – 5:30 PM CDT</div><div><input type="radio"/> 4:15 PM CDT – 5:45 PM CDT</div></div></div></div></div> | Sun | Mon | Tue | Wed | Thu | Fri | Sat |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |
| Sun                                                                                                                                                                                           | Mon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Tue | Wed | Thu | Fri | Sat |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|                                                                                                                                                                                               | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2   | 3   | 4   | 5   | 6   |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 7                                                                                                                                                                                             | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 9   | 10  | 11  | 12  | 13  |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 14                                                                                                                                                                                            | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 16  | 17  | 18  | 19  | 20  |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21                                                                                                                                                                                            | 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 23  | 24  | 25  | 26  | 27  |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28                                                                                                                                                                                            | 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 30  |     |     |     |     |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| If the date/time for your requested LX isn’t available, stop the scheduling process here.                                                                                                     | Click <a href="#">HERE</a> to jump to what to do if you need a date/time that’s not available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |     |     |     |     |     |     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |

Fill out the information for the LX you're scheduling. If you're logged in to TimeTap, your name, and email will already be filled out.

Select the learning track

Confirm the duration (60 or 90 minutes)

In the requested time field, type the time of the learning experience (9:00 AM) as a check on the scheduling system with multiple time zones.

Select the timezone of the **school**.

First Name \*

Last Name \*

Email \*

Learning Track

Duration

Confirm Requested Date

Requested time \*

Type the time of the LX, ie 9:00 AM

Timezone (School)

Select the cohort, platform and device for the school(s)

Cohort

☐ Cohort 10

☐ Cohort 11

☐ Cohort 12

Platform

☐ Google

☐ Microsoft

Device

☐ iPad

☐ Chromebook

New for 25-26  
**You can combine  
districts and schools.**

Select the district(s) for  
your requested LX.  
Districts are in  
alphabetical order

25-26 District \*

- ☐ Albuquerque School of Excellence
- ☐ Allentown School District
- ☐ Bastrop Independent School District
- ☐ Chicago Public Schools
- ☐ Compton Unified School District
- ☐ Dove Schools
- ☐ Duquesne City School District
- ☐ Englewood Public School District
- ☐ Frontier Schools
- ☐ Greenfield Union School District
- ☐ Helix Community Schools
- ☐ Hudson City School District

Select the school(s).

Schools are in  
alphabetical order, not  
district order.

25-26 Schools \*

- ☐ African-Centered College Preparatory Academy
- ☐ Albuquerque School of Excellence
- ☐ Bastrop Middle School
- ☐ Bridgeview Academy of Health, Science, Innovation, and Technology
- ☐ Brien McMahon High School
- ☐ Bursch Elementary School
- ☐ Camille Creek Community School
- ☐ Cedar Creek Middle School
- ☐ Center For Global Studies
- ☐ Chicago Vocational Career Academy
- ☐ Cleveland Street School
- ☐ Collins STEAM Academy
- ☐ Dove School of Discovery

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Select whether someone other than yourself will be moderating.</p> <p>Please provide an estimated number of teachers/staff attending.</p> <p>Our LXs are designed to be most effective for <b>150 teachers/staff or less</b>. If your LX will have more than 150 teachers, we highly encourage splitting the LX into two or submitting a work request to support a large LX.</p> <p>Include any additional comments. <b>If is this scheduled from a work request, please include that information in the comments</b></p> | <div><div>Will someone other than you be moderating this session?</div><div></div><div>The ADSI will be the assigned moderator for this session unless an alternative is provided below</div><div>Estimated Number of Teachers/Staff Attending *</div><div>Our LXs are designed to be most effective for 150 teachers/staff or less. If your LX will have more than 150 teachers, we highly encourage splitting the LX into two.</div><div>Comments</div><div>Please include any additional context here</div><div>Allow Email Messages <input checked="" type="checkbox"/></div></div> |
| <p>Click Save to submit your LX Request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <div><div>Back</div><div>Save</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Use the Practice Work Request link **on the sidebar** to submit a request if the date/time for your LX is unavailable.

If your LX is within **10 days (or less)** from the desired LX date, please submit an Practice Work Request **even if the date is available in TimeTap**

## Additional Info:

- [LDD Work Request](#)
- [Registering](#) on our scheduler
- [Cancelling](#) or [Rescheduling](#) an appointment

## Blackout Dates:

- September 1, 2025 Labor Day
- September 22-26 Coach Camp
- October 6-9 Digital Promise Retreat
- October 13, 2025 Indigenous Peoples Day
- November 4, 2025 Elevating Innovation (Tentative)
- November 11, 2025 Veteran's Day
- November 27-28, 2025 Thanksgiving
- December 24-January 1 Winter Closure
- January 19, 2026 Martin Luther King Jr Day
- February 16, 2026 Presidents' Day
- TBD - Leader Summit
- May 25, 2026 Memorial Day

Fill out the form.

## LDD Work Request & Help Desk

This board is for internal LDD members ONLY! We use this project to standardize work requests and execute requests effectively.

Once you submit the Work Request form, the LDD team will review your submission and respond within 48 hours to schedule a meeting. During this meeting, we will discuss the scope of your request and outline the next steps for successful execution.

Please review the categories below and select the ones that best match your work request:

- 1. Content Updates (Existing Materials):** Updates to Implementation Guides, Teacher Responsibilities 1-Pager Updates, Presentation Deck Revisions
- 2. Event Management Support:** Live Event Requests, Blackout Date Coordination, Learning Experience (LX) Scheduling Accommodations, Contractor Facilitation Requests, Internal Call Support (e.g., Community Events, TLC Calls)
- 3. LMS Material Updates:** Error Resolutions for VILS Teacher Onboarding Resources, Spring 2024 Virtual Conference Recordings & Resource Updates, Survey Link Updates, Course File Issues (Rise Format)
- 4. New Content Development Requests:** Creation of New 1-Pagers, Development of New Presentation Decks

|                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The title of the request will be the title of the asana card. Be specific. example: "LX2 - District - School - 1/25 1:30 ET"</p> <p>Please note that requests for LXs before the window opens will be denied.</p> <p>The shift to Canvas has made that a firm window this year.</p> | <div> <div> <div>Title of Request *</div> <div> <div>Enter your answer</div> <div>...</div> </div> <div>This field is required</div> </div> <div> <div>Add a summary of the request *</div> <div> <div>Provide a concise summary of the work request, including the primary objective, scope, and any key deliverables or timelines.</div> <div>For submitted requests, ensure all relevant resources (e.g., documents, links, or templates) are included to facilitate review and execution.</div> </div> <div> <div>Enter your answer</div> </div> </div> <div> <div>Desired Date *</div> <div> <div>📅</div> <div>Enter a date</div> </div> </div> <div> <div>Topic *</div> <div> <div>Event Management</div> <div>▼</div> </div> </div> <div> <div>Support Needed</div> <div> <div><input type="checkbox"/> Blackout Date</div> <div><input type="checkbox"/> Initial Scheduling - Date/Time not available in TimeTap</div> <div><input type="checkbox"/> Need to change Date/Time of Learning Experience</div> <div><input type="checkbox"/> Internal Call added to TimeTap for facilitation support</div> </div> </div> </div> |
| <p>An Asana task card will be created upon submission and you will be added to it as a collaborator for awareness.</p>                                                                                                                                                                 | <p><i>All communication will take place inside the Asana Card.</i></p> <p>If your request is approved, you will be directed to book in TimeTap with specific language added to the comment section.</p> <p>Why would an LX date be declined? LDD declining an LX is rare. Before declining an LX date and time, LDD will look at the availability of the ADLDs (Delivery), select ADLDs (Design), and both directors before declining the event. A declined LX is based on availability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# Asana

Asana is the central project management tool used to coordinate and execute Learning Experiences (LXs). Each LX scheduled in TimeTap triggers the creation of a detailed Asana task card that includes essential information, subtasks, and due dates to guide the facilitation and delivery team.

## Links

### [Asana Work Request](#)

Used to submit internal requests for support, changes, or custom scheduling.

### [Asana Board - ADSI](#)

Organized by ADSI with columns for each staff member. All LXs and onboarding events are automatically routed here based on who submitted the request.

### [Asana Board - Facilitators](#)

Same cards, multi-homed for visibility and management by facilitators.

## How the Integration Works

The scheduling, automation, and updates rely on a multi-tool system using:

- **TimeTap**: Internal scheduling tool where users select the LX, schools, dates, and times.
- **Zapier**: Automates the creation and updating of Asana cards based on TimeTap submissions.
- **Asana**: The platform where tasks are managed and completed.
- **Flowsana**: Automates due dates and workflows based on scheduled LX dates.

## Card Creation

- Once an LX is scheduled in TimeTap, Zapier creates a corresponding Asana card.
- The **card title** follows the format: **LX - Track - District(s) - School(s)**.
- The **description**, **subtasks**, and **due dates** are pre-populated.
  - Due to Asana API rules, no images can be in the description of tasks, see the table below for supporting documentation/screenshots to complete tasks
- Cards are **multi-homed** to both the **ADSI board** and the **Facilitator board**.

## Updates and Edits

- If changes are made in TimeTap (e.g., date, time, or Zoom link), Zapier looks for a title match to update the original card.
- If the school or district information changes, a new card may be created due to the mismatch in title.

In that case, the Project Manager will:

- Delete the original card and keep the new one if no prep has been done, or
- Rename the original card to match the updated title and delete the new one if work has already begun.



Note: **Team members should not manually create new cards. All cards must be generated through TimeTap.**

## Contractor Involvement

If a contractor is assigned:

- Additional tasks will be added to the card.
- The contractor will be tagged on subtasks, allowing them to view and complete only their portion of the work.
- Contractors do not have access to the board itself—only to the specific tasks they are assigned.

## What to Expect on the Asana Card

### Custom Fields, Tasks, Values and Due Dates

**Card Title:** Reason - Track - District - School(s) *example: LX1 - Flexible Learning - Norwalk - Roton Middle School*

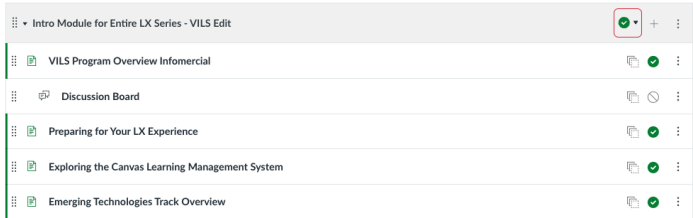
**Card Description** - Links to Resource Folder, Published Digital Handout and Zoom Registration Link and TimeTap submission details

| Custom Fields                           | Value                                                                                                                                          |           |                   |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| Asana Card                              | Assigned to ADSI                                                                                                                               |           |                   |
| Due Date                                | 8 weeks post-LX                                                                                                                                |           |                   |
| Live LX                                 | date and time - include timezone                                                                                                               |           |                   |
| Facilitator                             | Facilitator                                                                                                                                    |           |                   |
| District                                | District(s)                                                                                                                                    |           |                   |
| Track                                   | Select track                                                                                                                                   |           |                   |
| ADSI                                    | Select name                                                                                                                                    |           |                   |
| Platform                                | Google, Microsoft or Microsoft and Google                                                                                                      |           |                   |
| PM Task                                 | Description                                                                                                                                    | Assignee  | Due Date          |
| Assign Training Team in TimeTap         | Adding the training team as additional staff in TimeTap puts the event on the PL Service Calendar                                              | PM (Erin) |                   |
| Confirm Date/Time Match                 | Confirm requested time and date match scheduled time and date. Requested date and time are what triggers the rules to adjust subtasks in asana | PM (Erin) |                   |
| Assign subtasks                         | Due dates should already be set, confirming tasks are assigned                                                                                 | PM (Erin) |                   |
| ADLD Task                               | Description                                                                                                                                    | Assignee  | Due Date          |
| Zoom Registration Link created added to | Zoom registration links will be sent in the 7 day email from TimeTap.                                                                          | ADLD      | 10 days before LX |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|
| TimeTap                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |                   |
| Send 7 Day email from TimeTap | <p><b>Do not send unless zoom registration link is in TimeTap</b></p> <p><b>In case of absence:</b></p> <ul style="list-style-type: none"><li>• <i>Planned absence:</i> It is the facilitator's responsibility to contact another facilitator to send the 7 day email, assign the task to them (10 days before LX).</li><li>• <i>Unplanned absence:</i> ADLD will either add OOO to their google calendar and tag LDD team or will message Erin West. Erin will check Asana for an upcoming 7-day email (10 days before LX). If one exists, she will send it.</li></ul> <p>In TimeTap scroll to the bottom of the appointment</p> <p>Click Appointment Emails</p> <p>Click Send Email</p> <div><div>Notes &amp; Messaging</div><div>Appointment Emails</div><div>Recall &amp; Scheduled Events</div><div>Audit Trail</div></div> <div><div>Refresh</div><div>Send Email</div></div> <div>StatusDate sentActions</div> <p>Select "Invitation Template - 25-26 LX 7 Day Email"</p> <p>Click "Select Template"</p> <div><div>Send Email</div><div>Select Template: Invitation Template - 25-26 LX 7 Day Email</div><div>Select TemplateDo not send email</div></div> <p>Click "send email"</p> | ADLD | 10 days before LX |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                     |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|
|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                     |
| Digital Handout<br>Published and added to<br>TimeTap |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>ADLD</b> | 7 Days<br>before LX |
| Update Canvas LX<br>Information (see<br>description) | <p>screenshots of steps can be found in the <a href="#">LX 25-26 Implementation Guide</a></p> <p>For each <b>SCHOOL</b> - go to their canvas course and update the Live LX Zoom Information Page with date and time and zoom registration link.</p> <p>LX1: Zoom Information</p> <p> <b>Join Our Zoom Session</b></p> <p>We're excited to connect with you both in-person and online! Th and interactive learning experience.</p> <hr/> <p> <b>Event Details</b></p> <p>Please see the following details for the LX1 Zoom Session:</p> <ul style="list-style-type: none"> <li>• Location: [Insert physical room/location]</li> <li>• Date: [Insert Date]</li> <li>• Time: [Insert Start Time &amp; End Time including time zones]</li> <li>• Zoom Link: [Insert Zoom, make this a clickable link]</li> </ul> <p>Open the page → Click Edit in the top right corner</p> <p>Add the date/time and zoom link</p> <p>Click the blue "save" button in the bottom right (you</p> | <b>ADLD</b> | 7 Days<br>before LX |

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |                  |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|
|                                                                  | <p>may have to scroll)</p> <p><b>What to Update : Live LX# Zoom Information</b></p> <ul style="list-style-type: none"> <li>• <b>Zoom Link:</b> Should match the scheduled session.</li> <li>• <b>Date &amp; Time:</b> Ensure accuracy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |                  |
| <p>Schedule 15 min with ADSI (see description) 1 week before</p> | <p>Connect with the school's ADSI to align on logistics, expectations, and school-specific context ahead of the LX.</p> <p><b>Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>• Clarify what the learning experience will look like on-site: <ul style="list-style-type: none"> <li>○ Will teachers participate individually, in groups, or as one large group?</li> <li>○ Will the session be projected for the group or accessed on individual devices?</li> </ul> </li> <li>• Understand how the coach plans to engage during the session: <ul style="list-style-type: none"> <li>○ Actively supporting the chat and virtual experience?</li> <li>○ Walking around and assisting in-person?</li> </ul> </li> <li>• Gather insights on the school's culture, tone, and any important dynamics that may impact facilitation.</li> </ul> | ADLD | 7 days before LX |
| <p>LX 1 ONLY - Publish Course</p>                                | <p>For each SCHOOL after adding the zoom information click "Publish"</p> <p>To Check Course status:</p> <ol style="list-style-type: none"> <li>1. On the course homepage look at the Course status in the right sidebar. If it says "unpublished" click and publish the course. If it says "Published", do nothing</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ADLD |                  |

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |                                                   |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------|
|                                                                 | <p>Course Status</p>  <p>To check the MODULE Status</p> <ol style="list-style-type: none"> <li>1. Inside the course select→ Modules from the left sidebar</li> <li>2. Confirm that the pages have green check marks. and the module has a green check mark (in this example, they are skipping the discussion board, so it hasn't been published, but the module has)</li> </ol>  |      |                                                   |
| Run Zoom Attendance report. Add to asana task card as a comment | <p>In zoom, Go to Reports → Click the number of participants and select "Show Unique Users". Export as CSV</p> <p>Rename LX_Track_District_Schools_Participants</p>                                                                                                                                                                                                                                                                                                                                                                                  | ADLD | Start Date:<br>Day of LX<br>Due Date 2 days later |
| Add recording to box and digital handout (see description)      | <p>Upload both the recording and the chat to this <a href="#">Box Folder</a>,</p> <p>Use the following naming convention for all recordings:</p> <p>LX#_Learning Track_Facilitator _District or School</p> <p>Ex: LX1_Blended Learning_EWest_Frost MS and Stuart MS</p>                                                                                                                                                                                                                                                                              | ADLD | Start Date:<br>Day of LX<br>Due Date 2 days later |
| Link recording to Digital Handout                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ADLD | Start Date:<br>Day of LX<br>Due Date 2 days later |
| Complete AAR in TimeTap                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ADLD | Start Date:<br>Day of LX<br>Due Date 2            |

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 | days later       |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| <b>ADSI Task</b>                                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Assignee</b> | <b>Due Date</b>  |
| Forward 7 day email<br>(See description for details)         | If 7 day email is not sent to ADSI, make a comment on task card                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>ADSI</b>     | 7 days before LX |
| Prepare for meeting with ADLD - see description              | <p>Meet with the scheduled ADLD to align on logistics, expectations, and school-specific context ahead of the LX.</p> <p><b>Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>Clarify what the learning experience will look like on-site: <ul style="list-style-type: none"> <li>Will teachers participate individually, in groups, or as one large group?</li> <li>Will the session be projected for the group or accessed on individual devices?</li> </ul> </li> <li>Understand how the coach plans to engage during the session: <ul style="list-style-type: none"> <li>Actively supporting the chat and virtual experience?</li> <li>Walking around and assisting in-person?</li> </ul> </li> <li>Share insights on the school's culture, tone, and any important dynamics that may impact facilitation.</li> </ul> | <b>ADSI</b>     | 7 days before LX |
| QA Digital Materials and Zoom Registration (see description) | <p>Ensure all session materials and links are accurate and aligned with the scheduled LX.</p> <p><b>What to Check:</b></p> <ul style="list-style-type: none"> <li><b>Zoom Registration Link:</b> Confirm date, time, and track are accurate.</li> <li><b>Digital Handout:</b> Verify district/school name, date, time, and track alignment.</li> <li><b>Moderator Guide</b> (in resource folder): Spot-check to confirm correct links are included.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |                 | 5 days before LX |

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |                  |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|
|                                         | <b>Procedure:</b> <ul style="list-style-type: none"> <li>• If a link is missing or contains incorrect information, <b>tag the card in Asana</b> and leave a comment describing the issue clearly.</li> <li>• Alert the facilitator or PM as needed for timely updates.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                  |
| QA Canvas Course Details                | <p>Confirm Canvas courses are ready for launch and display accurate Live session information</p> <hr/> <div>  <b>Event Details</b> </div> <p>Please see the following details for the LX1 Zoom Session:</p> <ul style="list-style-type: none"> <li>• Date: [Insert Date]</li> <li>• Time: [Insert Start Time &amp; End Time including time zones]</li> <li>• Zoom Link: [Insert Zoom, make this a clickable link]</li> </ul> <hr/> <p><b>What to Check: Live LX# Zoom Information</b></p> <ul style="list-style-type: none"> <li>• <b>Zoom Link:</b> Should match the scheduled session.</li> <li>• <b>Date &amp; Time:</b> Ensure accuracy</li> </ul> | <b>ADSI</b> | 5 days before LX |
| Share Digital Handout with Coach        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>ADSI</b> | 2 days before LX |
| LX2 & LX3 Only Send Canvas Announcement | <p>Send announcement letting teachers know that their course is available in Canvas and the live is coming up.</p> <p><b>** UPDATE with information and template**</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>ADSI</b> | 2 days before LX |
| Moderate LX                             | <p>If unable to moderate your session, tag who will be moderating in the comments and assign this task to them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>ADSI</b> | Day of LX        |
| Record to the Cloud                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>ADSI</b> | Day of LX        |

|                                               |                                                                                                                                                                                                                                                                                                                      |             |                                                              |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------|
| Send Follow up email to Coach/Principal       | See template in LX Implementation Guide<br><a href="https://docs.google.com/document/d/1B99R-8WXZtBsAC5D0iHvbUG3K0YWBNRakoZJG9PY00/edit?tab=t.fhoagj3cdoeb#heading=h.xlee2cb4ekdi">https://docs.google.com/document/d/1B99R-8WXZtBsAC5D0iHvbUG3K0YWBNRakoZJG9PY00/edit?tab=t.fhoagj3cdoeb#heading=h.xlee2cb4ekdi</a> | <b>ADSI</b> | 3 days post LX                                               |
| Review Completion Data with Coach and Leaders | <b>**UPDATE Include template**</b>                                                                                                                                                                                                                                                                                   | <b>ADSI</b> | Start Date: 14 days post LX<br><br>End Date: 28 days post LX |
| Review Evidence of Learning with Coach        | <b>**UPDATE Include directions on accessing it**</b>                                                                                                                                                                                                                                                                 | <b>ADSI</b> | Start Date: 14 days post LX<br><br>End Date: 28 days post LX |



# Communication

This section outlines the key communication points throughout the LX process, identifies who receives them, when they are sent, and their purpose. Templates are provided for transparency and alignment.

| Communication Summary Table                          |                                                                                                                                                            |                                               |                        |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------|
| Communication                                        | Purpose                                                                                                                                                    | When it's Sent                                | Sent By                |
| <a href="#">Newly Scheduled LX</a>                   | Notifies the ADSI that their LX has been successfully scheduled.                                                                                           | Immediately after scheduling                  | TimeTap (Automated)    |
| <a href="#">LX Confirmation Email</a>                | Confirms facilitator, school date and time, and session information.                                                                                       | After internal approval                       | TimeTap PM             |
| <a href="#">7-Day Reminder Email</a>                 | Provides Zoom link and participant-facing details to share with schools.                                                                                   | 10 days before LX                             | TimeTap ADLD           |
| <a href="#">Canvas Course Published Notification</a> | System-generated email that notifies enrolled learners that the self-guided course is ready for access.                                                    | Once Canvas course is published               | Canvas LMS (Automated) |
| <a href="#">Canvas Messaging Template</a>            | Provides pre-written language for ADSIs to message teachers directly within Canvas about course access.                                                    | For LX2 and LX3 only<br>2 days before Live LX | ADSI (Manual)          |
| <a href="#">Post-LX Email</a>                        | Sent to school leader/coach summarizing attendance, current Canvas status, and next steps for Evidence of Learning (EoL) submission.                       | Within 3 business days after LX               | ADSI (Manual)          |
| <a href="#">Monthly Status Check-In (Optional)</a>   | Optional follow-up email to schools summarizing onboarding or LX progress (logins, completions, pending actions).                                          | Monthly/weekly as needed                      | ADSI (Manual)          |
| Weekly Status Updates                                | This weekly project status highlights completion rates, upcoming LXs, agenda for weekly office hours, and any information that can support implementation. | Weekly through Asana                          | Erin (PD)              |

## Newly Scheduled LX

Subject: [SCHEDULED] %REASON\_GROUP\_NAME% with %SY25\_SCHOOLS% in %25\_26\_DISTRICT% on %APPT\_CLIENT\_START\_DATE\_SHORT% at %CYA\_TIME% %TIMEZONE%

Body :%CLIENT\_FIRSTNAME%,

Your %REASON% is scheduled for %APPT\_CLIENT\_START\_DATE\_FULL% at %CYA\_TIME% %TIMEZONE%. Be sure to add this to your calendar by clicking "Add to calendar."

District: %25\_26\_DISTRICT%

School(s): %SY25\_SCHOOLS%

Facilitator: %STAFF\_INTERNAL%

The email indicates who is scheduled to facilitate, although it is subject to change. You will receive another email with the subject line: **[CONFIRMED]** %SY25\_TRACK% %REASON\_GROUP\_NAME% with %SY25\_SCHOOLS% in %25\_26\_DISTRICT% on %APPT\_CLIENT\_START\_DATE\_SHORT% at %CYA\_TIME% %TIMEZONE% which will let you know your assigned facilitator and your %REASON\_INTERNAL% can be found on the [Professional Learning Calendar](#).

An Asana card has been created for this LX, Erin will assign due dates and subtasks and any changes to date or time will be automatically applied to Asana when updated in TimeTap. You can find your Asana cards on this board - [SI - LX Prep 24-25](#).

%CUSTOM\_FIELDS%

To cancel or reschedule your appointment before the scheduled time, please click %APPT\_CANCEL\_URL%  
Appointment ID: %APPT\_ID%.0

---

## LX Confirmation Email

**Subject:** [CONFIRMED] %SY25\_TRACK% %REASON\_GROUP\_NAME% with %SY25\_SCHOOLS% in %25\_26\_DISTRICT% on %APPT\_CLIENT\_START\_DATE\_SHORT% at %CYA\_TIME% %TIMEZONE%

**Body:** %CLIENT\_FIRSTNAME%,  
Your %SY25\_TRACK% %REASON\_GROUP\_NAME% is confirmed for %APPT\_CLIENT\_START\_DATE\_FULL% at %CYA\_TIME% %TIMEZONE%.

District: %25\_26\_DISTRICT%

School(s): %SY25\_SCHOOLS%

Facilitator: %STAFF\_INTERNAL%

Your %REASON\_INTERNAL% will also be visible when you're logged into TimeTap and can be found on the [Professional Learning Calendar](#)

You can see your appointment, reschedule or cancel by logging into [TimeTap](#) or clicking here %MANAGE\_APPT\_URL%.

An Asana card has been created for this %REASON%, Erin will assign due dates and subtasks and any changes to date or time will be automatically applied to Asana when updated in TimeTap in the "Confirm Requested Date" field. You can find your Asana cards on both this board - [SI - Onboarding & LX Prep 25-26](#).

You will receive an email 7-10 days before your %REASON% with the zoom link and information to share with %SY25\_SCHOOLS%.

%CUSTOM\_FIELDS%

To cancel or reschedule your appointment before the scheduled time, please click %APPT\_CANCEL\_URL%

---

## 7-Day Reminder Email

Purpose of this document:

To serve as an email template that is to be shared with school leadership 7 days prior to the Learning Experience. This will serve as a source of information for each learning experience.

\*NOTE: Highlighted areas will be auto-filled with information by TimeTap **Please double-check.**

**Send Date:** 7 days before Live LX

**To:** ADSI - to be forwarded to Leadership and Coach 7 days prior to LX

**Subject:** Action Required: %SY25\_TRACK% %REASON\_GROUP\_NAME% %25\_26\_DISTRICT% - %SY25\_SCHOOLS% on %APPT\_CLIENT\_START\_DATE\_SHORT% at %CYA\_TIME% %TIMEZONE%

**Body:**

**FORWARD THIS EMAIL TO YOUR PRINCIPAL(S) AND COACH(ES) AT THE FOLLOWING SCHOOL(S) TODAY: %SY25\_SCHOOLS%**

Hello,

I hope this email finds you well. Part I of your campus' upcoming VILS Learning Experience (LX) is fast approaching. Below you will find information, action items, and sample language to share with your teachers to ensure a smooth %REASON%.

### Learning Experience Details

This is the %SY25\_TRACK% %REASON% **out of three.**

**Date:** %APPT\_CLIENT\_START\_DATE\_SHORT%

**Time:** %CYA\_TIME% %TIMEZONE%

This experience consists of:

- **Live Learning Experience** – interactive session via Zoom
- **Self-Guided Learning** – follow-up work hosted in the Powerful Learning - Canvas course
- **Evidence of Learning** – submission of an activity and coaching follow-up

### Action Required

- Share the teacher-facing message below with all faculty
- Confirm that all teachers have activated their Okta account to access Canvas

- Ensure teachers will have device access and can join from individual computers for breakout engagement

If a teacher is new and has been added to the Okta roster, allow up to 2 business days for activation. Activation details are in the welcome email titled “**Welcome to VILS Launchpad!**”

## **Message to Share with Faculty**

Hello, Team!

Our VILS %SY25\_TRACK% %REASON% is coming up!

**Date:** %APPT\_CLIENT\_START\_DATE\_FULL%

**Time:** %CYA\_TIME% %TIMEZONE%

 **Zoom Registration:** %ZOOMREG%

### **ACTION-REQUIRED ITEMS:**

- **Activate your Okta account** through the [VILS Launchpad](#), if this is your first time having access to the VILS Launchpad.
- **Register for the live learning experience**
  - Zoom Registration: %ZOOMREG%
  - Add the Live Learning Webinar to your calendar via the email you’ll receive after registering for the event

After the live session, you’ll continue learning in Powerful Learning - Canvas and submit your Evidence of Learning.

If you do NOT have a [VILS Launchpad \(Okta\)](#) account, please contact your VILS Coach. If you have any other issues with VILS Launchpad, please go [here](#).

We are looking forward to learning with you!

All my best,  
%CLIENT\_FULLNAME%

---

## **Canvas Course Published Notification**

The email invitation will be from from **Canvas - Powerful Learning** (see example image)

Helpful info:

- If the email isn’t in their inbox, please have them check their junk or spam folder
- Once they open the email, please click the “Get Started” button to enter the course

You've been invited to participate in the course, DP Template Sandbox. Course role: Designer

Name: Martika Parkinson  
Email: [mparkinson@digitalpromise.org](mailto:mparkinson@digitalpromise.org)

Get Started



[Click here to view the course page.](#) | [Update your notification settings](#)

**Send Date:** When course is published (automated)

**Subject:** Course Invitation

**Body:** You have been invited to participate in the course [COURSE TITLE]. Course role: [Student]

Name: [Teacher's Name]

Email: [Teachers Email]

Get started button

---

## Canvas Messaging Template

Notify enrolled teachers that their upcoming Live Learning Experience is happening in 2 days and that the session materials (Zoom link, handouts, etc.) are available in Canvas.

**Send Date:** 2 days before Live LX

**Topic:** Your Upcoming Live Learning Experience – [Track Name] on [Date]

**Body:** Hi [School Name] team,

This is a reminder that your upcoming **Live Learning Experience** for the [Insert Track Name] track is happening on **[Insert Date] at [Insert Time + Timezone]**.

📌 You can find everything you need in the **[LX Module Name]** section of this Canvas course.

We're excited to learn with you!

Thanks,  
[Your Name]

**Post to:** All Sections

**Allow Participants to comment:** Leave unchecked

**Available from:** Set "Available From" to post days before the LX date; no expiration needed.

Click **Publish**

---

## Post-LX Email

\*NOTE: Highlighted areas will need to be manually filled in

.

Subject: Next Steps for [School Name] [Track Name] Learning Experience Completion  
To: School Leader, Coach

Send Date: Within 3 business days of the scheduled LX

Body: Dear [School Leader/Coach],

Thank you for your participation in the recent [Track Name] Learning Experience. We're grateful for your support in ensuring teachers complete all components of the experience.

Here's a snapshot of your school's current progress:

Live LX Attendance [number]

Module Completion [number]

Evidence of Learning Submitted [percent]

Also attached is the Zoom attendance sheet from the Live Learning Experience.

### Next Steps for Teachers:

Access Powerful Learning with Canvas Teachers should log into the LMS via Okta to engage with the self-guided course and complete all components.

Submit Evidence of Learning (EoL) Teachers should complete the EoL task outlined in Canvas.

If you need support reviewing Canvas completion or accessing the LMS, we're happy to help.

Warm regards,  
[Your Name]

---

## Monthly Status Check-In (Optional)

\*NOTE: Highlighted areas will need to be manually filled in

Subject: Monthly Check-In: [School Name] [Track Name] Learning Experience Progress  
To: School Leader, Coach

Body: Dear [School Leader/Coach],

As part of our monthly check-in, we're sharing your school's current status for Learning Experience participation and **Powerful Learning with Canvas** engagement. These insights help track teacher progress and support EoL submission expectations.

Here's your latest snapshot:

Module Completion [number]

Evidence of Learning Submitted [percent]

All the best,  
[Your Name]

## Survey and Data

Ongoing feedback is essential to ensure our Learning Experiences (LXs) remain meaningful, relevant, and learner-centered. Every live and self-guided LX includes an embedded survey designed to collect both quantitative and qualitative data aligned to our program goals.

Survey data informs real-time adjustments, post-cycle analysis, and longer-term program improvements. Facilitators, designers, and program staff should review dashboard data throughout the year to monitor trends, surface implementation challenges, and amplify teacher voice.

Use the links below to access survey tools, dashboards, and question documentation for SY 25–26.

[Qualtrics Professional Learning Feedback Dashboard](#)

Okta Dashboard - not likely available until September 2025

Canvas Self Guided Completion (grafana? Sheets? **TBD**)

## How do we get completion rates?

When looking at the percentage for Module completion in the LMS, the denominator is the number of TEACHERS active in Okta during the window, and the numerator is the number of TEACHERS who completed the module.

*Evidence of Learning - is there a way to create a repository?*

Survey questions and documentation can be found on this sheet:

## 2025-2026 Professional Learning Feedback Survey [i]

The following links have been copied from the 25-26 Professional Learning Feedback Survey for ease of access.

## Links

[illegible]



# Powerful Learning - Canvas

[School-Specific Canvas Courses & Naming Standards](#)

[Important Note on Course Management](#)

[Finding the Courses](#)

[Course Layout](#)

[Canvas Roles](#)

[Canvas Discussion Boards](#)

[Announcements](#)

[Publishing Courses and Modules \(Facilitators\)](#)

[Updating Zoom Information](#)

[Looking at Evidence of Learning](#)

[Asynchronous Facilitation](#)

[Course Codes -](#)

## What is Powerful Learning – Canvas?

**Powerful Learning – Canvas** is the learning management system (LMS) used to deliver and manage all self-guided and live Learning Experiences (LXs) across participating schools. Formerly referred to as the *VILS Academy*, it will now be referred to as **Powerful Learning – Canvas** in all communication and printed materials moving forward.

## School-Specific Canvas Courses & Naming Standards

Every participating school receives its own dedicated course within **Powerful Learning – Canvas**. To ensure consistency and streamline navigation across platforms, each course follows a standardized naming format:

### Course Title Format:

[Track] [District] [School] 25-26

### Example:

Transformative Technology Whitehall City School District Whitehall-Yearling High School 25-26

In addition to the full course title, each course also has a **unique reference code**.

### Reference Code Format:

[Track Abbreviation]-[District]-[School Abbreviation]-25-26

- **Track Abbreviations:**

- FL = Flexible Learning
- TT = Transformative Technology
- ET = Emerging Technology
- DC = Digital Creation

- **School Abbreviation:**  
Uses the first word of the district name, followed by the first letter of each word in the school name.

**Example:**

For *Raub Middle School* in *Allentown School District* (Flexible Learning track):

FL-ALLENTOWN-RMS-25-26

 The complete chart of reference codes is available at the bottom of this page.

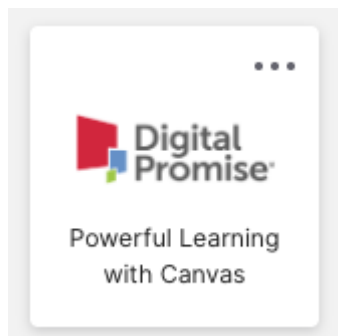
## Important Note on Course Management

Because each school has its own individual course shell in Powerful Learning – Canvas, **any updates to the date, time, or Zoom link must be made in each impacted course manually**. Similarly, **Canvas announcements must be created separately within each course**. There is no system-wide announcement or bulk edit feature, so please plan accordingly to avoid delays or confusion.

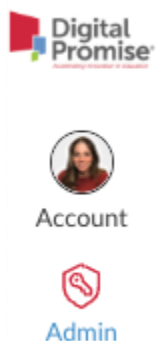
## Finding the Courses

To easily view each school's course in Canvas, follow these steps

1. Navigate to the Powerful Learning with Canvas icon in Okta



2. Click on Admin in the left sidebar



- Click on Verizon Innovative Learning Schools VILS subaccount

## Verizon Innovative Learning Schools VILS

- Search for your school(s). You can use the naming conventions or search by district name

Filter by term

Course

+ Course

☐ Hide courses without students ☐ Show only blueprint courses ☐ Show only public courses

| Status | Course | SIS ID | Term | Teacher | Sub-Account | Students |
|--------|--------|--------|------|---------|-------------|----------|
|--------|--------|--------|------|---------|-------------|----------|

- Click on the Course title to enter the course (Allentown example)

Filter by term

Course

+ Course

☐ Hide courses without students ☐ Show only blueprint courses ☐ Show only public courses

| Status | Course                                                                                                              | SIS ID | Term         | Teacher | Sub-Account                       | Students |
|--------|---------------------------------------------------------------------------------------------------------------------|--------|--------------|---------|-----------------------------------|----------|
| ✓      | Welcome 2025 - Allentown School District                                                                            |        | Default Term |         | Allentown School District         | 2        |
| ✓      | Welcome 2025 - Trexler Middle School (Allentown)                                                                    |        | Default Term |         | Trexler Middle School (Allentown) | 101      |
| ⊘      | Flexible Learning Allentown School District Bridgeview Academy of Health, Science, Innovation, and Technology 25-26 |        | Default Term |         | Bridgeview Academy                | 42       |
| ⊘      | Flexible Learning Allentown School District Harrison-Morton Middle School 25-26                                     |        | Default Term |         | Harrison-Morton Middle School     | 80       |
| ⊘      | Flexible Learning Allentown School District Raub Middle School 25-26                                                |        | Default Term |         | Raub Middle School                | 104      |
| ⊘      | Flexible Learning Allentown School District South Mountain Middle School 25-26                                      |        | Default Term |         | South Mountain Middle School      | 119      |
| ⊘      | Flexible Learning Allentown School District Trexler Middle School 25-26                                             |        | Default Term |         | Trexler Middle School (Allentown) | 101      |

## Course Layout

Inside each course, the layout is designed for clarity and consistency across all tracks.

This is the home page for the Emerging Technology Track. Navigation can take place through the buttons at the bottom of the page or by clicking on Modules on the left hand side.

## Emerging Technology\_v1\_Track\_25-26



View Course Stream

View Course Calendar

View Course Notifications

### To Do

Nothing for now

## Welcome to the Emerging Technologies Track!

The Emerging Technology track is an accelerated track that highlights innovations that are currently developing or have the potential to significantly affect various industries, societal structures, or daily life in the near future. In this track, educators will explore the fundamentals and ethical considerations of using emerging technologies such as artificial intelligence (AI) in and out of the classroom to enhance their AI literacy. Educators will apply the knowledge they acquire to create student-centered lessons and resources using emerging technologies.

### Navigation

Use the navigational links below to access course content. If you are accessing this course from a mobile device, please review the following: [Canvas Student App](#).



*Watch this video to learn more about the Emerging Technologies Learning Experience.*

Every course contains 5 main modules:

### 1. Course Overview Module

| ▼ Intro Module for Entire LX Series - VILS Edit |                                                 |
|-------------------------------------------------|-------------------------------------------------|
|                                                 | VILS Program Overview Infomercial               |
|                                                 | Preparing for Your LX Experience                |
|                                                 | Exploring the Canvas Learning Management System |
|                                                 | Emerging Technologies Track Overview            |

### 2. LX 1 Module

| ▼ LX 1 Module - VILS EDIT                                                         |                                                                           |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|  | LX1: Overview and To Do List                                              |
|  | LX1: Zoom Information                                                     |
|  | LX1: Live Session Materials                                               |
|  | LX1: Self Guided Guidelines                                               |
|  | LX1: Self Guided Evidence of Learning (EvoL) Task and Submission<br>0 pts |
|  | Self Guided Reflection                                                    |
|  | LX1: Survey                                                               |

### 3. LX 2 Module

Same as LX1

### 4. LX 3 Module

Same as LX1

### 5. Coach Implementation Guide

- This module is not published and visible to VILS coaches and ADSIs in the course.

 **Note:** Designers will continue to push out finalized content modules throughout the year. Once content is synched in the blueprint course, it will push automatically to each school-specific course shell.

**When will materials be ready?**

**The LX Revision project has the following milestone dates for having materials finalized and in the LMS**

|                 | Emerging Technology | Flexible Learning | Transformative Technology | Digital Creation |
|-----------------|---------------------|-------------------|---------------------------|------------------|
| Course Overview | July 25, 2025       | July 25, 2025     | July 25, 2025             | August 18, 2025  |
| LX1 Module      | July 25, 2025       | July 25, 2025     | July 25, 2025             | August 18, 2025  |

|                   |                  |                  |                  |                   |
|-------------------|------------------|------------------|------------------|-------------------|
| <b>LX2 Module</b> | October 27, 2025 | October 27, 2025 | October 27, 2025 | November 17, 2025 |
| <b>LX3 Module</b> | January 19, 2026 | January 19, 2026 | January 19, 2026 | February 16, 2026 |

## Canvas Roles

*Adapted from the Welcome to Okta course*

There are two types of users in Canvas: **Account-level users** and **Course-level users**.

- **Account-level users** have permissions that apply across the entire Canvas account and all associated courses.
- **Course-level users** only have permissions within the specific courses they are enrolled in.

Canvas includes five standard Course-level roles, each with distinct permissions that determine how users interact with course content. Administrators also have the ability to [create custom course-level roles](#) to meet specific program needs.

For a detailed breakdown of role permissions, please refer to the [Canvas Course Permissions resource document](#).

| Role              | Key Responsibilities in Canvas                                                                                                                                                                                                                                                                                                                                        |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADSI</b>       | <ul style="list-style-type: none"> <li>• Draft and send Canvas announcements 2 days before live LX</li> <li>• Confirm live session info (Zoom, date/time) is up-to-date in each course shell</li> <li>• Monitor course for engagement</li> <li>• Support coaches in accessing materials</li> <li>• Check discussion board activity and engage where needed</li> </ul> |
| <b>ADLD</b>       | <ul style="list-style-type: none"> <li>• Update LX date/time</li> <li>• Add zoom registration link</li> <li>• Publish each LX module</li> <li>• Use Canvas to locate teacher submissions, survey links, or check discussion boards</li> </ul>                                                                                                                         |
| <b>VILS Coach</b> | <ul style="list-style-type: none"> <li>• Monitor Evidence of Learning (EoL) submissions via Gradebook</li> <li>• Check discussion board activity and engage where needed</li> <li>• Follow up with teachers post-session as needed</li> </ul>                                                                                                                         |
| <b>Designer</b>   | <ul style="list-style-type: none"> <li>• Sync updated content from blueprint to school courses</li> <li>• Ensure all modules and submission tools are functioning prior to sync dates</li> <li>• Troubleshoot any Canvas content issues</li> </ul>                                                                                                                    |

## Support

- Ensure access for all users
- Support troubleshooting with logins or course visibility

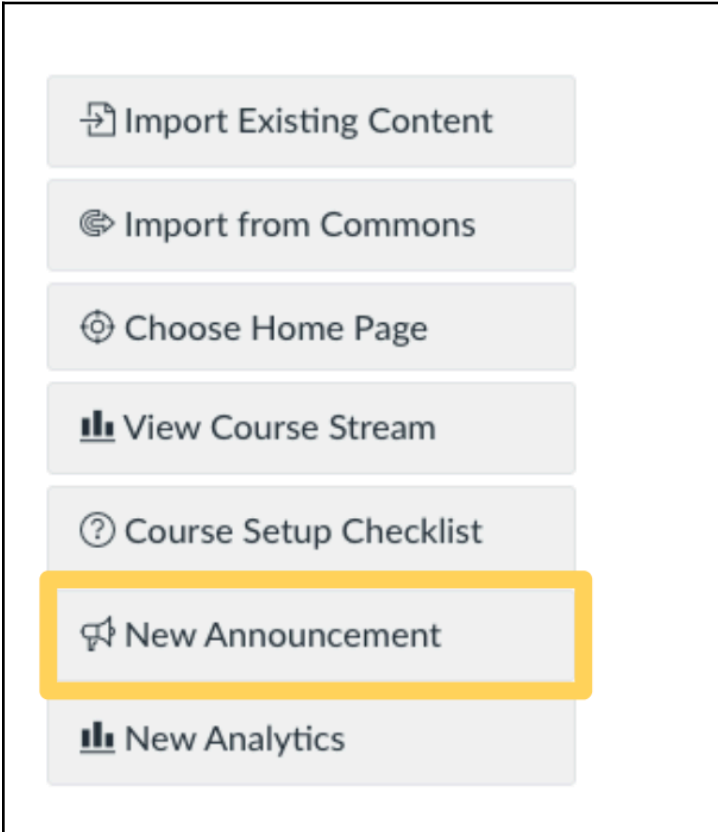
## Canvas Discussion Boards

If a course includes a **discussion board**, the **Coach and ADSI** are expected to engage and monitor it. Facilitators and designers are encouraged to engage, check for flagged questions or surface themes.

## Announcements

Canvas Announcements are used for communications. ADSIs are responsible for posting upcoming LX reminders **2 days before the LX** using the built-in Announcement tool. Template for posting can be found [here](#) on the Communications tab.

To send an announcement click “New Announcement in the right hand column of the course homepage.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Send Date:</b> 2 days before Live LX<br/><b>Topic:</b> Your Upcoming Live Learning Experience – [Track Name] on [Date]<br/><b>Body:</b> Hi [School Name] team,</p> <p>This is a reminder that your upcoming <b>Live Learning Experience</b> for the [Insert Track Name] track is happening on <b>[Insert Date] at [Insert Time + Timezone]</b>.</p> <p> You can find everything you need in the <b>[LX Module Name]</b> section of this Canvas course.</p> <p>We're excited to learn with you!</p> <p>Thanks,<br/>[Your Name]</p> <p><b>Post to:</b> All Sections<br/><b>Allow Participants to comment:</b> Leave <u>unchecked</u><br/><b>Available from:</b> Set "Available From" to post days before the LX date; no expiration needed.<br/>Click <b>Publish</b></p> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

 Screenshot of the Canvas Announcement screen here, captioned:

*Canvas interface for posting course announcements. Use this tool to notify teachers of upcoming LX sessions.*

Topic Title

Topic content

EditViewInsertFormatToolsTable

12ptParagraphBBIUAA<sup>2</sup>LinkImageVideoPDFScreenReaderListBulletedListNumberedListMore

p

0 words

</>+−↗⋮

Attach

Post to

All Sections X

Options

☐ Allow Participants to Comment

☐ Enable podcast feed

☐ Allow liking

Available from

Date

Select Date

Time

Reset

Until

Date

Select Date

Time

Reset

Cancel

Publish

## Publishing Courses and Modules (Facilitators)

*And ADSI Quality Assurance*

For each SCHOOL **after** adding the zoom information confirm the course and modules have been published



To Check Course status:

1. On the course homepage look at the Course status in the right sidebar. If it says "unpublished" click and publish the course. If it says "Published", do nothing

Course Status

Unpublished

2.

Import Existing Content

To check the MODULE Status

1. Inside the course select→ Modules from the left sidebar
2. Confirm that the pages have green check marks. and the module has a green check mark (in this example, they are skipping the discussion board, so it hasn't been published, but the module has)

Intro Module for Entire LX Series - VILS Edit

VILS Program Overview Infomercial

Discussion Board

Preparing for Your LX Experience

Exploring the Canvas Learning Management System

Emerging Technologies Track Overview

✓

✓

✓

✓

3.

Updating Live LX Information

Looking at Evidence of Learning

|                                                                 |                                                                                                                                                   |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Home</div> <div>Announcements</div> <div>Assignments</div> | <div>Navigate to the course (directions and screenshots in the section “Finding a Course”)</div> <div>Click Assignments in the left sidebar</div> |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>⋮ ▾ Assignments</div><div><div><div>⋮</div><div></div><div>LX1: Submit Your Evidence of Learning (EvoL)</div><div>LX 1: Flexible Learning Models Module</div></div><div><div>⋮</div><div></div><div>LX2: Evidence of Learning (EvoL) Submission</div><div>LX 2: Student Agency and Autonomy Module</div></div><div><div>⋮</div><div></div><div>LX3: Evidence of Learning (EvoL) Submission</div><div>LX 3 Module Module</div></div></div></div> | <p>Select the assignment you'd like to review. (LX1, LX2 or LX3)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <div><div>Related Items</div><div><div> SpeedGrader</div><div><div> Download Submissions</div><div>38 out of 38 Submissions Graded</div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                 | <p>In the right sidebar, there is a section called “Related Items”</p> <ul style="list-style-type: none"><li>• Speedgrader - <i>view and give feedback to submissions</i></li><li>• Download Submissions - <i>will download in a zip file</i></li><li>• X out of X submissions graded <b>first number</b> is how many have been <b>reviewed</b> in SpeedGrader, <b>second number</b> is how many have been <b>submitted</b>.<ul style="list-style-type: none"><li>○ <i>In this example, 38 evidence of learnings have been submitted. This school has 53 people enrolled in the course</i></li></ul></li></ul> |
| <div><div>Of Note</div><div><div>13/53</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The denominator in the image is the number of people enrolled in the course. <b>It does not separate teachers from other learners (paraprofessionals, admin, etc).</b></p> <p>When manually reviewing submissions, you should know how many teachers are in the school.</p>                                                                                                                                                                                                                                                                                                                                 |

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←  ✓ Renita Eans

▼ →

Submitted: Oct 21 at 5:52pm 

Word Count: 552 words

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Assessment

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Assignment Comments

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Submit

[Download Submission Comments](#)

## Asynchronous Facilitation

### [Asynchronous Engagement Brainstorming](#)

To be discussed

- Due Dates for Evidence of Learning submissions
  - General X amount of days after live set by Facilitators
  - Set by ADSIs after talking to coaches?
  - Set by VILS Coaches?
- Frequency and content of notifications

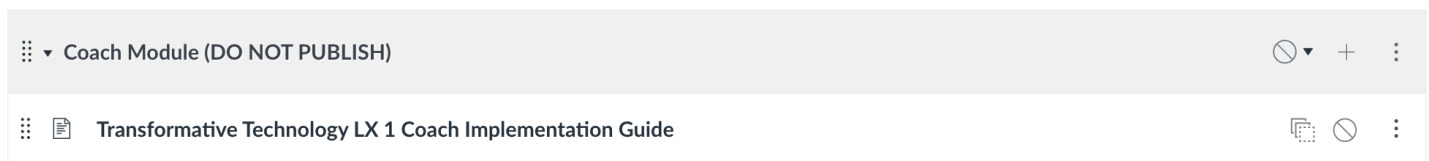
# Coach Implementation

The VILS Coach plays a pivotal role in helping educators deepen their understanding and application of each Learning Experience (LX). This section outlines how to access coach-specific materials, what's included, and how to support educators through the learning cycle.

## Where to Find Coach Materials

Each participating school receives its own Canvas course shell. At the top of **every course shell**, there is an **unpublished module** titled:

**“Coach Module (DO NOT PUBLISH)”**



Inside this module, you'll find the **Coach Implementation Guide** specific to the LX track and window (e.g., *Transformative Technology LX 1 Coach Implementation Guide*). This module is **not visible to teachers**, but coaches can access it to support planning, facilitation, and follow-up.

## How to Use the Coach Implementation Guide

Each Coach Guide includes the following:

- **Track Overview:**  
Defines the focus of the track, ideal school profile, and instructional lens (e.g., Technology Integration Matrix (TIM-O) alignment).
- **Learning Objectives:**  
Breaks down what educators are expected to learn and do in the **Live Session**, **Self-Guided Module**, and **Evidence of Learning Submission**.
- **Resources & Links:**  
Includes links to:
  - Live session decks
  - Generic Digital handouts
  - Self-guided modules
  - EvoL submission forms
  - Video tutorials (e.g., how to locate submitted artifacts)
- **Coaching Protocols:**  
Offers differentiated strategies for:
  - Emerging Learners
  - Accelerating Learners

- Innovating Learners

- Includes sample coaching work plans, observation tools, guiding questions, and support templates.
- **PLC and Common Planning Time (CPT) Resources:**  
Helps integrate LX topics into PLCs, with protocols for collaborative discussion, student work analysis, and instructional planning.

| Change Log             |                                                                                                                                                                                               |         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Section                | Change Made                                                                                                                                                                                   | Date    |
| Asana                  | Added language to Asana tab that images aren't supported in the Flowsana/Asana integration task creation description. All supporting screenshots are included in the table on the Asana page. | 7/30/25 |
| Canvas                 | Added section "Asynchronous Facilitation" with notes on what that could look like. Needs to be discussed with Dan (probably Celeste), Maggie and Mekka (probably Jeff).                       | 8/4/25  |
| Canvas                 | Added section "Finding Courses" with screenshots to get from Okta to the course.                                                                                                              | 8/4/25  |
| Communication          | Added language to communication table about Weekly Asana Project updates and Office Hours                                                                                                     | 8/5/25  |
| LX Office Hours Agenda | Added a section to support the weekly optional meeting for ADSI/ADLD                                                                                                                          | 8/5/25  |
| Coach Implementation   | Added generic information available in the Coach Implementation Guide as well as screenshots of where to find it.                                                                             | 8/13/25 |