



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

July 28, 2020

TO: Complex Area Superintendents
School Renewal Specialists (SRS)
Principals
Vice Principals
Curriculum Coordinators

FROM: Alisa Bender
Interim Assistant Superintendent

A handwritten signature in blue ink that reads "Alisa Bender".

SUBJECT: **Return to Learn: Distance Learning Readiness - Onboarding Course (7 Modules) for Opening of SY 2020-2021**

The Office of Curriculum and Instructional Design (OCID), the Office of Talent Management (OTM), and the Office of Student Support Services (OSSS) have collaborated with a team of exceptional Hawaii Department of Education (HIDOE) educators to develop a course with seven (7) teaching and learning modules for schools, teachers, and any interested staff. These modules were created to support effective online, distance and blended learning as our HIDOE teachers prepare and manage their virtual learning opportunities for the 2020-2021 school year.

Distribution of Modules:

Based on current school rosters school staff will automatically be enrolled and will be able to access the Onboarding Course (7 Modules) materials through PDE3 (<https://pde3.k12.hi.us>). It will also be available at <https://bit.ly/hidoeonboardingcourse>. It includes asynchronous (self-paced, self-directed) instruction for schools. For planning purposes, please note that each module will take about one (1) hour to complete with extension activities to increase learning and understanding.

Module Topics:

- Module 1: Best Practices for Distance Teaching Overview
- Module 2: Knowing and Preparing Your Online Course and Community
- Module 3: Providing Effective Communication

- Module 4: Effectively Monitoring Student Work
- Module 5: Specific and Timely Feedback
- Module 6: Best Practices for Live Instruction
- Module 7: Best Practices for Creating Content and Assessments

Verification in PDE3:

Principals or assigned designee (vice principal, administrative services assistant, etc.) will be required to indicate staff completion of the Onboarding Course (7 modules) in PDE3 (<https://pde3.k12.hi.us>) by August 19, 2020. Course name: Distance Learning Readiness (Online); Course number: LE185772

Individual staff members who have already gone through similar training or have the knowledge and skills to successfully teach online will have the option to waive participation. Staff members that complete the Onboarding Course's seven (7) modules will obtain a certificate of completion at the end of the course. Either the waiver or the certificate of completion will need to be turned in to the assigned designee from the school to enter into PDE3 by August 19, 2020.

Should you have any questions related to PDE3, please contact Mr. Sean Arai, Office of Talent Management at sean.arai@k12.hi.us.

Should you have any questions related to the modules, please contact Ms. Kristen Brummel, Office of Talent Management at kristen.brummel@k12.hi.us.

AB:cs

c: Superintendent
Deputy Superintendent
Assistant Superintendents






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Final Audit Report

2020-07-29

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