Manual for professional development providers utilizing Virtual Campus to deliver learning opportunities to NYC Department of Education Teachers, Administrators, and Support Staff

Promoting your Professional Learning Opportunity Virtual Campus
Virtual Campus is a vehicle that connects educators to professional learning opportunities.

Virtual Campus -- [http://elearningnyc.org](http://elearningnyc.org)

Virtual Campus Mobile – [http://mobile.elearningnyc.org](http://mobile.elearningnyc.org)

Directly into course – [http://course.elearningnyc.org](http://course.elearningnyc.org)

**Tour of Virtual Campus**

1. **Course Listings**

   Course listings are the main delivery vehicle for course information. Readers will find department title, offering title, description, and other essential information as seen below. The ENROLL button will open a pop-up window that allows readers to access Protraxx and register in one place.

   ![Course Listing Example](image)
2. OCSAE Calendar

The OCSAE calendar is located at doe.ocsaes@live.com and is displayed in three formats: mini-calendar, upcoming events, and main calendar. By emailing an invite to this email address, the calendar is prepped to display the information in all three places.

3. Featured opportunities

The front page of eCatalog and Virtual Campus are configured to highlight special opportunities. These features are also available in RSS format so if you'd like them to appear in your RSS reader or on another web page, RSS will enable that.
4. Universal menu

The universal menu is located at the top of each eLearning service as a convenient way to access the sites.
Adding your professional learning opportunity to the course listings

1. Add it to Protraxx and it will appear in the course listings.

2. You can create your own listings for mailings, PWeekly, etc
   a. Go to Protraxx > Catalog_Public > Export Course Layout
   b. Select your criteria

   ![Course URL Export](image)

   - **Keyword or Topic**
   - **Classes that are OPEN**
   - **Export URL**

C. Place your URL where you want it (you can use tinyurl.com to shorten)

Copy URL and paste into Browser (standard redirect)

https://www.protraxx.com/scripts/ecatalog/ViewCourse.aspx?CustomerID=77&d3StartDate=&d3EndDate=&SCID=9975&Div=6&SID=9&Key=&&IBId=30&IBrId=30&IBrType=1&StrTableName=

52 Chambers Street, Room 208, New York, NY 10007   TEL. (212) 374-5342 FAX (212) 374-5901
Adding your offering to the Calendar

1. In the Activity Status, use the Send Invitation to Outlook button and email it to
doe.ocsae@live.com

   Schedule

<table>
<thead>
<tr>
<th></th>
<th>START DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>LOCATION</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW</td>
<td>01/13/2010</td>
<td>7:00 AM</td>
<td>3:00 PM</td>
<td>ONLINE @ Virtual Campus</td>
<td>Self-paced Self-serve</td>
</tr>
</tbody>
</table>

   Send Invitation(s) To Outlook Calendar

   Publish To Outlook

   Subject: Algebra 2 / Trigonometry | 051-10-007-097
   Dept/Topic: eLearning Services
   Meeting Organizer: eLearning Services
   From Email: ocsae@schools.nyc.gov
   To Email: Please separate multiple recipients e-mails with a comma
             doe.ocsae@live.com
   Check this box
   Press Create Invitation

2. To complete the transaction so the opportunity is live, you can go into the calendar itself and accept the invitation. Or you can wait for an eLearning staff member to accept it. Sade Greene, Cory Hunt, or Jim McDermott can assist you with this.
   a. The website for the calendar is http://calendar.live.com
   b. username = doe.ocsae@live.com
   c. password= Curriculum1
Featuring Your Opportunities

For featured opportunities (articles for the front page of eCatalog or Virtual Campus), email Sade Greene at sgreene4@schools.nyc.gov with the following information:

- Title
- Body
- Image as attachment
- Who approved (and them cc’ed)
- Which category you want your opportunity to appear (see below)
- When the opportunity expires (so we don’t take it down early & don’t keep it up too late)
Promoting your Professional Learning Opportunities on eCatalog and Virtual Campus

Blended Learning Opportunities bring Professional Development to you

Blended learning opportunities are transitional modes of learning that combine the familiar face-to-face workshop models with the new online learning models. The Office of Curriculum, Standards and Academic Engagement is launching its first set of blended learning opportunities on January 13th, 2010. Be amongst the first to experience the convenience, effectiveness, and potential in online...

Online Spotlight

CELEBRATION OF TEACHING & LEARNING 2010

Where knowledge meets inspiration

Thirteen and WUNO2 bring world to PreK-12 teachers to 5th annual Celebration of Teaching & Learning

Registration Open

Proportional Reasoning

In this workshop, participants will learn about different components and levels of proportional reasoning. They will complete classroom tasks that illustrate ways to develop stronger numerical understanding and that target different components of proportional reasoning. They will use video and written examples of student work. They will also conduct a student interview in order to reflect on student approaches and to identify evidence of proportional reasoning at various levels. For the final project, participants will create a lesson that targets a component of proportional reasoning and that incorporates questioning techniques learned in the workshop. They will provide a rationale for the lesson that relates to the material learned in the workshop and reflect on their own learning.

Online 6 Week Course
Location: ONLINE @ Virtual Campus | Blended Learning Opportunity
Start Date: Jan 20 2010

Leading Schools in a WEB 2.0 World

This workshop is designed to acquaint administrators with new online communication and web 2.0 tools that support school operations. The workshop will provide a hands-on introduction to a number of key tools as well as address critical issues that administrators need to consider when introducing these technologies into school practices. Participants will also explore numerous examples where web 2.0 tools are creatively and successfully being used by school administrators and their staffs. By the end of the workshop, administrators will leave with a clear understanding of how these tools can be used effectively with their own teams.

6 Week Online Course
Location: ONLINE @ Virtual Campus | Blended Learning Opportunity
Start Date: Jan 31 2010