

Classroom Training Policies and Procedures for Instructors

The following instructions outline step by step guidelines to access trainer materials, evaluations, videos, eLearnings, etc. for all Core for Social workers classes:

Core class materials (PowerPoint, Trainers guide, Trainee guide, Videos, Evaluation links)

Open an internet browser (I prefer Google Chrome) and go to the “Core for Social Workers” resource page on the Resource Barn: <https://www.oercommons.org/authoring/18874-core-for-social-workers-ca-resources/view>

Please note: If you do not have the above link handy, simply google “Core for Social Workers” and it is one of the first items that pops up (it must say “**Core for Social Workers / OER Commons**”)

Scroll down under “Participant Resources” or “Instructor Resources” to locate the corresponding Module needed and click on it. Scroll down and you will see **Training Materials and Instructions (Instructor Only)**

Click on the needed PowerPoint and or Trainer Guide, it will download the document. At the lower left hand side of the screen, the download will appear, double click on that and your document will open.

Minimize the window and follow the same procedure for other documents as needed. If you look at the top of the browser, you will see the tabs for the pages you opened that were in the Resource Barn, as well as all windows opened. Click on the corresponding tab to open the document.

Core Evaluation Procedures

Follow the above instructions to access the Core Resources Page. Scroll down to locate the corresponding Module needed and click on it. For example, if you are teaching Module 1, Orientation to Child Welfare Practice and Common Core 3.0, you will select that class from the Module 1 page. Scroll down to “Post-class evaluation” located directly under “Supplemental Materials.” For this class, you will see the “Satisfaction Survey.” Direct students to select this link to open it, which will take them to a new page. Direct students to answer the questions on each page.

Please note the following important points:

- *The Academy satisfaction survey will still be provided in paper form and should be completed BEFORE instructing students to move to the online CalSWEC satisfaction survey.*
- *Students will be asked whether they are interested in participating in the research. Even if they select “No” they will still be taken to the survey and will be asked to complete the questions (their answers will not be used in research but they are still asked to complete the survey).*
- *Students will be asked to enter their trainee ID codes as they did on the paper versions.*
- *Students are strongly encouraged to bring their electronic devices so they can access the online surveys as well as other class materials. We will continue to provide iPads in the classroom.*

- We will NOT be providing paper surveys as a back-up (other RTAs are doing this).
- There are a few different types of surveys that correspond with each class (Satisfaction surveys, embedded evaluations, end of block evaluations) as follows:
 - **Satisfaction surveys**
 - This should be completed for every single class topic AFTER the Academy paper satisfaction survey
 - **Embedded evaluations**
 - There are 3 topics that have embedded evaluations as follows
 - CMI Skills Lab
 - SDM Skills Lab
 - Writing Behavioral Objectives
 - **Debrief/Answer keys:** After students complete their questions, they are taken to a screen that shows all of the questions and what they selected. This is for debrief purposes at the end of the evaluation. No paper answer sheets are given (only the instructor will have the answer key for debrief purposes. Please be aware you will not have time to debrief every question...the goal is to debrief any questions that were really challenging for students.
 - **Knowledge Post-tests**
 - There are 3 topics that have knowledge post-tests as follows:
 - Trauma Informed Practice
 - Legal Procedures
 - ICWA
 - Please note: Answer keys are NOT provided to instructors and there is no debrief activities for these 3 post-tests
 - **End of block evaluations**
 - These apply to the 200 level classes - (Modules 8-10 only)
 - Please note that there may be a few differences in the titles of these evaluations and the class title listed on the website.

- **Please refer to the following table as a reference:**

<u>Module</u>	<u>Class Title</u>	<u>Evaluation Title</u>
8	Trauma Informed Practice and Key Issues in Child Welfare Practice Knowledge and Skill Reinforcement Lab	Foundation end-of-block evaluation
8	Engagement Knowledge and Skill Reinforcement Lab	Engagement end-of-block evaluation
9	Assessment Knowledge and Skill Reinforcement Lab	Assessment end-of-block evaluation
9	Case Planning and Service Delivery Knowledge and Skill Reinforcement Lab	Case planning end-of-block evaluation
10	Managing Change Knowledge and Skills Reinforcement Lab	Monitoring end-of-block evaluation
10	Managing Transitions Knowledge and Skill Reinforcement Lab	Transition end-of-block evaluation

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Projector set-up

There should be a blue projector cable with two screws on it OR a USB cable that is square on both ends (depends on location and projector set-up) with the projector. Plug it into the back of the projector and into the laptop.

Turn the projector power on and whatever is open on the laptop should project onto the screen.

There are navigation buttons on the top of the projector for further set up if needed.

Duplicating the screen

If the document / PowerPoint / video that is open on the laptop is NOT projecting onto the screen, hold down the function “Fn” button (located to the right of the “Ctrl” button) and “F8” button (may be a different button on some laptops, you should see a picture of a laptop on the button) on the laptop keyboard at the same time.....a menu of options should come up on the laptop.....select “Duplicate screen” and the screen should match what is on the laptop.

Videos

Open an internet browser (I prefer Google Chrome) and go to the “Core for Social Workers” resource page on the Resource Barn: <https://www.oercommons.org/authoring/18874-core-for-social-workers-ca-resources/view>. Scroll down to locate the corresponding Module needed and click on it. Scroll down and you will see **Training Materials and Instructions (Instructor Only)**.

Click on the desired video, which will open in a new window. The video should play within a few seconds. Pause the video until you are ready to play it during the class. At the lower right hand portion of the screen where the time and date are located, you should see the volume icon which looks like a sideways bell. Click on that and you can adjust the volume accordingly. Minimize the window at the top right hand portion of the screen and follow the same procedure for other videos as needed. If you look at the top of the browser, you will see the tabs for the pages you opened that were in the Resource Barn, as well as all videos opened. Click on the corresponding tab to open the video.

Please note: Most videos in the Core classes are NOT embedded into the PowerPoints, so if you need to play a video you will need to follow the procedure outlined above. When it is time to play the video, you will need to select the “ESC” button at the top left corner of the keyboard on the laptop and

Closed captioning for videos:

At any given time, we may have a few Core participants that are hard of hearing and/or English is a second language. We are asking that you attempt to turn on the “Closed captioning” or “CC” on the

videos that are part of Core classes (if available). There are currently a few videos that do not have this capability and CalSWEC is currently working on ensuring that all videos in Core classes eventually have CC capability.

To turn on closed captioning, you can click on the link below as an example (the “We believe” video for Module 1).....move your cursor over the video screen and you will see the CC button on the bottom right hand menu on the video screen. Select the CC button and the words will start to appear on the screen:https://www.youtube.com/watch?v=Vx_N29hy4k&feature=youtu.be&list=UUV0YoKMI6wkbtYI1PbJXPSA

Standardized curriculum

Please do not make any changes to the PowerPoints or curriculum as it is statewide standardized curricula. Please try to follow the curriculum as closely as possible to ensure consistency and fidelity to what all participants are receiving statewide. This is important for evaluation, social workers moving in between regions, and to ensure all workers are receiving the knowledge per the learning objectives approved by the state.

If you do have feedback about any classes you are teaching, such as missing content, ideas for how to make an activity work better, typos, or general feedback/concerns/questions about any of the curriculum, please e-mail Tami McCalip at tmccalip@ucdavis.edu and I will make sure to follow up with you and/or forward this feedback to CalSWEC to be incorporated into future curricula revisions.

Curriculum updates / feedback

Core curricula will be revised on a quarterly basis based on feedback received. This first quarter there were revisions to every class (some were minor revisions such as typos, etc.). Please make sure you go to the Core 3.0 Resource page to access all up to date curricula approximately 2-3 weeks prior to each module you are teaching. Additionally, please make sure you get rid of any old printed / downloaded curriculum you have and make sure to update all of your materials.

Please note: Each class with revisions will have a **“Version Change Document”** (please see attached example) associated with it that will give you an overview of the changes made to the class (this document will be located with the trainer materials for each class on the resource page):

<https://www.oercommons.org/authoring/18874-core-for-social-workers-ca-resources/view>

For example, if you are teaching Fairness & Equity in Module 1 on September 1, 2018, you should check the resource page around mid-August to access the updated curriculum. We are updating the page gradually so that each class should be updated at least 3-4 weeks before each Module occurs. This information will also be included in your Core Logistics e-mails.

Social Worker Passports:

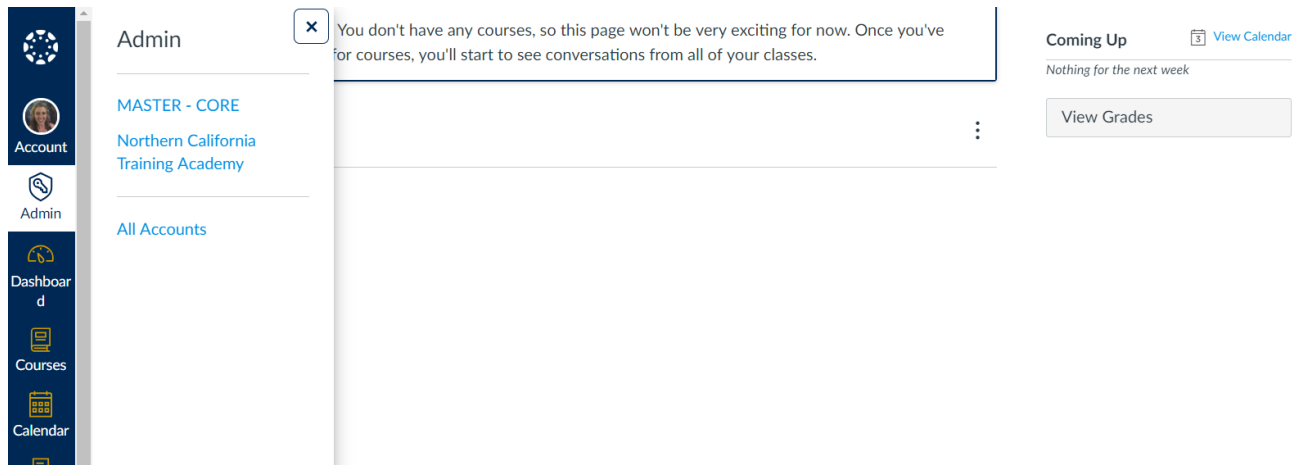
Please remind students of the importance of utilizing their Social Worker Passports as a way to help them keep track of the classes, eLearnings and field activities.

As an instructor, please make every effort to remind students to bring their Social Worker Passports so they know what they have completed and what is coming up next for them. Offer to sign off / stamp their passports at the end of each class. Academy staff may also assist with this if / when they are in the classroom. The Academy stamps will be located in the crash kit with the markers and other materials.

eLearnings:

Core instructors are required to view any pre-requisite eLearnings to the classes they are teaching to become familiar with what students are learning prior to coming to class. All eLearnings can be accessed in Canvas here: <https://extensiononline.ucdavis.edu/>

- If you are a new instructor, please e-mail Kaitlyn Ash (kash@ucdavis.edu) or Tami McCalip (tmccalip@ucdavis.edu) to request a Canvas account to be able to view the eLearnings.
- Once you gain access to Canvas, make sure to select “Admin” on the left hand side of the screen and select “Master-Core” from the menu....you should be able to access all eLearnings in the “Master-Core” section. There is also a search option to find the specific eLearning you are looking for.
- Here is a screen shot of what you will see:



For additional questions, please e-mail Kaitlyn Ash (kash@ucdavis.edu), Tami McCalip (tmccalip@ucdavis.edu) or the main academy inbox (academy@ucdavis.edu)