We’re glad you joined us at ASTE this year! I look forward to interacting with you online and hopefully in person at some point. We do have the opportunity to meet ASTE Credit Course participants in person this year. Please bring your lunch and join us for a short optional session to meet the instructor and other participants, as well as to get information about the class on **Saturday, February 22, 12:30-1:30, in the Quadrant Room**. Also, please don’t hesitate to contact me at tammy.morris@inspiredimpact.biz or 907-617-5221 if you have any questions.

**Registration and Payment for Class**
Register and pay for the class through UAA PACE. There are two sets of registration instruction documents available on the ASTE Credit Course webpage: [https://www.aste.org/membership/credit-classes/](https://www.aste.org/membership/credit-classes/)

Be sure to use the set of instructions for the class you want – 1 credit or 2 credits.

**Course Fee payment:**
1-credit class: $114  
2-credits class: $144

Registration Deadline: 2/28/20  
Drop w/Refund Deadline: 2/28/20  
Drop w/No Refund Deadline: 3/13/20

**Location of Class Site**
The online portion of the class will be conducted in the AK Professional Learning Network (AkPLN) at the following URL: [https://learn.teachingchannel.com/teams/202656/learning-plan](https://learn.teachingchannel.com/teams/202656/learning-plan)

Instructions for joining and using AkPLN are available in a separate document on the ASTE Credit Course webpage [https://www.aste.org/membership/credit-classes/](https://www.aste.org/membership/credit-classes/).
Specific Course Requirements
In order to receive credit, you must complete ALL course requirements. The requirements for the credit class are as follows:

*Conference Attendance:*
- **1 Credit Requirement:** Attend and log at least 15 hours of the conference, which may include speakers, networking events, workshops, and conference. **You must attend at least 2 full days.**
- **2 Credit Requirement:** Attend and log at least 30 hours of the conference, which may include speakers, networking events, workshops, and conference sessions. **You must attend at least 4 full days.**
- **Submit a signed log of your conference attendance hours, including a total:** The log can take many forms. Some options:
  - Make a copy of the log available on Google and share it with the instructor.
    - Go to [https://rebrand.ly/ASTE20log](https://rebrand.ly/ASTE20log). This link will ask you to make a copy. Do so.
    - Add your last name to the front of the title. Mine would look like Morris ASTE 2020 Class Log.
    - Your new copy is editable and in your Google Drive
  - Print out the Google log and complete it by hand, **including signature.** Send it digitally to the instructor (fax, scan, email, take a picture)
  - Make your own log, being sure to include the name of the event you attended, how much time the event occupied, a total number of hours you attended the conference, and a **signature.** Send it digitally to the instructor. (If you use the Google Sheet online, notice that the hours will total automatically for you toward the bottom. There is also a place for your signature.)

*Required Readings:*
Articles for discussion are posted in the AkPLN class team.
- **1 Credit Requirement:** Select, read, and discuss at least two of the posted articles.
- **2 Credit Requirement:** Select, read, and discuss at least three of the posted articles.

*Online Discussions:*
An important component of any conference is time to reflect on new ideas and share your thoughts with peers. One of the requirements for the credit course is that you spend some time interacting online as you reflect. There will be discussions related to the workshops and conference sessions as well as for the required readings. Please keep your postings positive and constructive – you will have the opportunity to evaluate your conference sessions at the end of each session. The purpose of the discussions is to consider new ideas
and interact with other educators. My role in the Discussions is that of a facilitator. I will not respond to every posting, but I will monitor the discussions and participate frequently.

Many of you have probably had the opportunity to participate in online discussions in the past. If not, there are a few basic guidelines that should help you get started.

- Substantive posts are more than statements such as “I agree” or “hello”. I encourage you to analyze the themes presented by speakers and in the ASTE sessions, share new ideas, and explore ways to apply what you have learned.
- As you respond to other posts, respect others’ viewpoints, but do not be afraid to take a different stance or share another perspective.
- Cite all quotations and sources so that everyone can access valuable resources.
- Use subject lines that accurately reflect the purpose of the posting and respond to other postings in the appropriate thread.
- If you would like to share a posting outside the AkPLN class team, please ask permission first.

1 Credit Requirement: Minimum of 5 Substantive Posts

- Complete your profile in AkPLN.
- At least 2 substantive posts in the Course Articles Module (on at least 2 separate articles).
- At least 3 substantive posts in any of the discussions in the Online Discussions module.

2 Credit Requirement: Minimum of 10 Substantive Posts

- Complete your profile in AkPLN.
- At least 3 substantive posts in the Course Articles Module (on at least 3 separate articles).
- At least 7 substantive posts in any of the discussions in the Online Discussions module.

Timeline for Postings: Post to the discussions as soon as possible and visit frequently during and immediately following the conference. This will ensure that the topics are fresh in your mind and will allow the best opportunity for collaboration. The discussions will remain open until March 22 (the final day to submit coursework), but the discussions will likely be more engaging during and immediately following the conference. Feel free to post pictures and contribute links to other online resources that may be valuable to your colleagues!

*Final Paper or Project*

You have **two options** for your Final – a Final Paper or a Final Project. I highly encourage you to complete a **Final Project** for 3 reasons:

1. It is often a better representation of the result of your attendance at ASTE.
2. You’re probably already going to do something with the new knowledge you gained at ASTE, so you might as well use it for credit.
3. It will serve as a fine example for other educators.

However, if you select this option, please **email me for project approval in advance**. We will discuss what you should submit as evidence of your Final Project.
To come up with an idea for your project, consider a change or something new you’d like to do in your professional role, as a result of the knowledge you’ve gained at ASTE. You should be able to share evidence of your project with me through file sharing or a weblink. I LOVE to have projects posted in the Final Project Module in the AkPLN Class Team, because then others can benefit from your hard work. Depending on the project, you may need to write a 1-paragraph reflection. Some Final Projects have been:

- A lesson plan with an example of student work using something you learned at ASTE.
- Your agenda and presentation for sharing your ASTE learning with your staff or school board.
- Development of a class website using knowledge gained at ASTE.
- Description, results, and evidence of a classroom assignment or project.

If you choose to write a Final Paper, it should be a reflection of what you have learned and not a list of session topics and reviews. Instead, think about the topics of the conference and discuss how you will apply what you’ve learned in your classroom, your business, or your district.

1 Credit Requirement: 2-3 pages, double spaced, 12-point font, 1-in. margins
2 Credit Requirement: 4-5 pages, double spaced, 12-point font, 1-in. margins

Please include a title page with your name, your district, your email address, the number of credits for which you are enrolled, and the date of submission. Please post your paper in the Final Papers & Projects module in the AkPLN team or email your final paper to me as an attachment to tammy.morris@inspiredimpact.biz. I will confirm that I have received this within 48 hours. If you do not receive this confirmation, please contact me.

If you elect to do an approved project that cannot be shared digitally, you may also mail it to me at the following address:

Tammy Morris
P.O. Box 34966
Juneau, AK 99803

Please retain a copy of any project mailed since they will not be returned.

All work must be submitted by 11:59p.m. on March 22, 2020 – no exceptions or extensions!
## Securing Our Future
### ASTE 2020 Conference Credit Course Rubric
#### UAA ED 566F.101 & ED 566F.102

<table>
<thead>
<tr>
<th></th>
<th>2 Credits</th>
<th>1 Credit</th>
<th>No Credit</th>
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<tbody>
<tr>
<td><strong>ASTE Attendance</strong></td>
<td>Attend minimum of 30 hours in 4 full days of workshops, conference sessions, networking events, and speakers.</td>
<td>Attend minimum of 15 hours in 2 full days of workshops, conference sessions, networking events and speakers.</td>
<td>Attend less than 15 hours or 2 full days of workshops, conference sessions, networking events and speakers.</td>
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<tr>
<td><strong>Required Reading</strong></td>
<td>Signed log of minimum 30 hours submitted</td>
<td>Signed log of minimum 15 hours submitted</td>
<td>No log submitted or log not signed</td>
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<td>Read at least 3 of the articles posted in the online AkPLN team</td>
<td>Read at least 2 of the articles posted in the online AkPLN team</td>
<td>Read fewer than 2 of the articles posted in the online AkPLN team</td>
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<tr>
<td><strong>Article Discussion</strong></td>
<td>Minimum of 3 substantive posts in response to at least 3 different articles posted in the online AkPLN team</td>
<td>Minimum of 2 substantive posts in response to at least 2 different articles posted in the online AkPLN team</td>
<td>Fewer than 2 substantive posts OR responses are posted to fewer than 2 different articles posted in online AkPLN team</td>
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<tr>
<td></td>
<td>Posts represent thoughtful reflection of content of article; may refer to the effect reading of the article will have on writer's position or previous views and opinions</td>
<td>Posts represent thoughtful reflection of content of article; may refer to the effect reading of the article will have on writer's position or previous views and opinions</td>
<td>Posts are not indicative of thoughtful reflection of content of article; may be similar to statements such as “I agree” or “I read the article” OR post may be unrelated to content of article</td>
</tr>
<tr>
<td><strong>Online Discussion</strong></td>
<td>Minimum of 7 substantive posts in any of the online AkPLN Discussions</td>
<td>Minimum of 3 substantive posts in any of the online AkPLN Discussions</td>
<td>Fewer than 3 substantive posts in the online AkPLN Discussions</td>
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<tr>
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<td>Posts represent thoughtful reflection of experience gained through conference attendance; may refer to the effect experience will have on writer’s position or previous views and opinions</td>
<td>Posts represent thoughtful reflection of experience gained through conference attendance; may refer to the effect experience will have on writer’s position or previous views and opinions</td>
<td>Posts are not indicative of thoughtful reflection of experience gained through conference attendance; may be similar to statements such as “I agree” or “I attended these sessions” OR post may be unrelated to topic</td>
</tr>
</tbody>
</table>
# Securing Our Future

## ASTE 2020 Conference Credit Course Rubric

**UAA ED 566F.101 & ED 566F.102**

<table>
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<tr>
<th></th>
<th>2 Credits</th>
<th>1 Credit</th>
<th>No Credit</th>
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</table>
| **Final Paper or Project** | **Written Paper** is:  
4-5 pages  
double-spaced  
12-point font  
1-inch margins | **Written Paper** is:  
2-3 pages  
double-spaced  
12-point font  
1-inch margins | **Written paper** is:  
fewer than 2 pages  
not double-spaced  
not 12-point font  
not 1-inch margins |
| **Paper**      | is a thoughtful reflection of what participant learned  
and/or how the learning has affected the learner’s position, view, and/or opinions  
and/or the resulting application of the learning to participant’s position in the classroom, business, or district | is a thoughtful reflection of what participant learned  
and/or how the learning has affected the learner’s position, view, and/or opinions  
and/or the resulting application of the learning to participant’s position in the classroom, business, or district | does not address what the participant has learned  
or how the learning has affected the learner’s position, view, and/or opinions  
or the resulting application of the learning to participant’s position in the classroom, business, or district |
| **Project**    | idea was approved by instructor in advance of submission | idea was approved by instructor in advance of submission | idea was not approved by instructor in advance of submission |
| **Project**    | relates to a topic addressed during ASTE | relates to a topic addressed during ASTE | does not relate to a topic addressed during ASTE |
| **Deadline**   | All requirements of course met on or before March 22, 2020 | All requirements of course met on or before March 22, 2020 | All requirements of course not met on or before March 22, 2020 |
### ASTE 2020 Class Log

**Securing Our Future**

- **1 Credit Requirement:** Attend and log at least 15 hours of the conference, which may include speakers, networking events, pre-conference, and conference sessions. You must attend at least 2 full days to receive 1 credit.

- **2 Credit Requirement:** Attend and log at least 30 hours of the conference, which may include speakers, networking events, pre-conference, and conference sessions. You must attend all 4 days to receive 2 credits.

Please submit your log by following these directions:

1. Go to File > Make a Copy
2. Delete "Copy of copy of" and add your name to the end of the title of the spreadsheet
3. Add your digital signature to the spreadsheet in the designated area below
4. Share viewing privileges to the spreadsheet with tammy@inspiredimpact.biz

<table>
<thead>
<tr>
<th>Workshop, Session, Event, Speaker</th>
<th>Date</th>
<th># of Hours</th>
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<tr>
<td><strong>TOTAL Hours</strong></td>
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</tbody>
</table>

**Signature:**
ASTE 2020 Class Team in the 
AK Professional Learning Network

The Alaska Professional Learning Network (AkPLN) is a private online space to support professional growth for teachers around our great state. In partnership with the Teaching Channel, ASDN/ACSA offers this space at no cost to Alaskan educators. Members of AkPLN have access to view resources, and join or create school, district or statewide teams.

Most up-to-date browsers will work just fine with AkPLN. Chrome, Safari, and Firefox are browsers most often used. If you use a browser not in this list and find that some of the features of the network do not work correctly, switch to one of the recommended up-to-date browsers.

Becoming a member of AkPLN is FREE to you, as an AK educator. If you are asked to enter payment information, look again at the directions to join, and if you still have difficulty, please contact me. There is a one-time process when you are a NEW member of AkPLN. I (wearing my AkPLN Engagement Manager hat) must add your email address to the network. When you register for the class, I will use the email address you registered with to join you to AkPLN. If you used a different email address to register for the class than the one you use/want to use in AkPLN, please let me know ASAP. Once I have added your membership to AkPLN, you can proceed with the following directions.

Once you have access to AkPLN:

LOGIN at teachingchannel.org
(If you used a different email address to register for the class than you use to access AkPLN, please email tmorris@alaskaacsa.org with the address you use for AkPLN.)

You’ll land on My Homepage. You should see the blue and gold AkPLN banner in the top left of the page.
Complete Your Profile

- Use the pencil icon to complete/edit your profile.
- Use the gear icon to adjust your settings. I highly recommend that you check to see that your email notifications are adjusted the way you want them. By default, all options are checked. Please continue to receive email notifications from teams you belong to and when members send messages to you (through AkPLN).

Find Your Team

> In the gray, left navigation bar, select My Teams
This will take you to a page with all AkPLN teams you belong to. This is what the tile for your class looks like:

![Class Tile Example]

> Click on the title to enter the class platform.

There are also other ways to enter your class team.

![AkPLN Interface]

1. The 3 teams (that you belong to) with the most recent activity will show up here.
2. Find all teams of which you are a current member.
3. There might be a Quick Link for your team in this list.
4. You can find all AkPLN teams, whether you are a member or not, at this link.
Here are a few screencasts that may be helpful to you:
A Tour of AkPLN: https://youtu.be/RzRG6iApz7k
Completing Your AkPLN Profile: https://youtu.be/pwhiKuMzyFo
Changing Email Notifications: https://youtu.be/JEkOeGkdiR8

Also, the AkPLN team called Help With AkPLN may be helpful: https://www.teachingchannel.org/teams/182986/learning-plan/887201
I will be updating it with new tutorials as I get them made :) This team can also be found in the Quick Links of your HomePage in AkPLN.

Once you’re inside the ASTE Class Team, the landing page will look like this:

You are in
**Module 1: Welcome and Requirements**
Click on the section (in the main white page) titled Requirements And Class Resources to find those listed.

**Module 2: Attendance Log**
Click on this module to find information about this requirement and to submit your log. If you’d rather not submit it here, you may email it to me or simply share your Google doc with me.

**Module 3: Course Articles**
Your Required Readings are found here. Click on the title of the module in the left gray navigation bar and you’ll see something similar to this:
Click on each Article title to gain access to the article, read what others have posted, and make your own post.

Module 4: Online Discussions
Your Required Online Discussions will happen here. When you click on one of these discussions, you’ll either start a discussion or respond to someone else’s discussion.

Module 5: Final Papers & Projects
Choosing this module allows you to read requirements of the Final Paper/Project assignment. You may post your Final Paper/Project here or email it to me.
Be sure you regularly check the email account you use to sign up for your AkPLN account. Also, make sure you can receive emails from my address. The .biz part of it sometimes gets hung up in people's filters.

Screencast tour of ASTE 2020 Class team: https://youtu.be/9gC86PG1na0

Please don’t hesitate to contact me via any of the contact methods listed in my signature if you have any concerns or questions. I’ll be glad to help, and I do try to address your questions and/or concerns within 24 hours.

Tammy Morris
21st Century Learning Specialist
AkPLN Engagement Manager
Inspired Impact, LLC
Cell: 907-617-5221
Skype: tammy.morris59
iMessages: tammy.morris@inspiredimpact.biz
Facebook: Inspired Impact, LLC
Twitter: InspiredImpact