Questions and Answers: Preparing for Cyclical Monitoring: A Focus on Secondary Transition 2023-2024

CYCLICAL MONITORING PREPARATION PROCESS QUESTIONS:

1. **Who is my primary contact regarding our preparation efforts?**
   a. Your IU Transition TaC is your primary contact throughout this year's activities. This person will be in communication with you throughout the year, beginning with an interview with your special education leadership. The IU's Transition TaC will also provide coaching activities with you and your colleagues as needed to ensure you are prepared for cyclical monitoring next year.

2. **Should all staff associated with secondary transition-age IEPs take part in the pre and post reviews as well as complete the Schoology course?**
   a. All staff involved in the development of secondary transition level IEPs should be involved in the pre and post reviews as well as completion of the Schoology course. In addition, because the training has changed, it is highly recommended that special education administrators and related service personnel take the course.

3. **Do we submit the IEPs and Invitations to the IU TaC in the same way that we have in the past?**
   a. No, LEA Representatives (i.e., Special Education Directors/Supervisors or designee) can now submit IEPs and Invitations electronically using the Leader Services website
      i. There are brief tutorial videos that walk you through this process in two scenarios:
         1. If you use IEP Writer
         2. If you do not use IEP Writer
      ii. The brief tutorial videos can be found at https://apps.leaderservices.com/_Ind13/index.aspx and at https://www.pattan.net/Graduation-Post-Secondary-Outcomes/Educational-Initiatives/Effective-Practices-for-Secondary-Transition/Effective-and-Compliant-Secondary-Transition-Pract

4. **Where can we find a recording of the September 14, 2023 webinar (What LEAs Need to Know About the Secondary Transition Cyclical Monitoring Schoology Course)?**
   a. The recording will be posted at https://www.pattan.net/Graduation-Post-Secondary-Outcomes/Educational-Initiatives/Effective-Practices-for-Secondary-Transition/Effective-and-Compliant-Secondary-Transition-Pract

SCHOOLOGY ONLINE COURSE QUESTIONS:

Course Title - *Preparing for Cyclical Monitoring: A Focus on Transition Planning and IEP Development –*
September 14, 2023 – March 1, 2024

1. **How many Act 48 hours will I receive for completing the Schoology course?**
   a. After completing the course in its entirety, completers will receive 6 Act 48 hours.

2. **How do I ensure I receive Act 48 hours for completing the course?**
   a. Ensure you registered for the course on the PaTTAN training calendar (September 14, 2023)
   b. If possible, make your Schoology username for the course as follows:
      i. FirstName/LastName/District/CyberName (e.g., CecilCrouchSenecaValley)

3. **By what date must I complete ALL portions of the Schoology course?**
   a. No Schoology coursework may be submitted after 11:59 PM on March 1, 2024. Any participant who does not submit all required coursework by that time will not be awarded Act 48 hours.

4. **May participants receive partial credit if they are unable to complete the entire Schoology course?**
   a. No, we are only able to award 6 Act 48 hours to those who fully complete the course.

5. **How do I access the Schoology course?**
   a. The first step is to register for the course on the PaTTAN training calendar (the Schoology course is listed on September 14, 2023 and is titled *Preparing for Cyclical Monitoring: A Focus on Secondary Transition*). In order to do this, you must enter a Registration Key during the registration process. The Registration Key is **IND13-2023**

      o Once you register for the Schoology course on the PaTTAN training calendar you will receive an email from WisdomWhere that gives you directions on how to join the course. These directions will include three distinct access codes. You should access the Schoology course that coincides with the region of Pennsylvania in which your school is located (West, Central, or East).

      o If you are not sure in which region your school is located, please talk with your director or supervisor of special education, as that information is highlighted in the Penn Link they received.

      o If you do not receive the directions on how to join the Schoology course, this means that you have selected a privacy option in your WisdomWhere account. If you do not receive the directions via your email from WisdomWhere within an hour of registering, please email: Kristen Olszyk at kolszyk@pattan.net

6. **I have followed the directions from WisdomWhere and still can't gain access to the course/ I have followed the directions from WisdomWhere and got into the course but can't post anything. What should I do?**
    a. If your school has a Schoology account (even if you're not aware that your school has a Schoology account), you may be blocked from accessing the course. Some LEAs do this in the same way that firewalls are set up for Internet access.

        i. If this is the case, please follow the directions from the directions in the WisdomWhere email that explain what to do if you do not already have a Schoology account.

7. **Does it matter whether I use a Mac or a PC to complete the Schoology course?**
    a. It does not, but you DO want to ensure you're accessing the course using the most current version of Mozilla Firefox or Google Chrome. Some quiz questions will require you to click and drag answer choices so you may want to use a mouse.

8. **How do I obtain a Certificate of Completion after I've completed the course?**
    a. Up to two months after the course period is over (March 1, 2024 at 11:59 PM) you will receive an email stating that you've been awarded 6 Act 48 hours. Once you receive this confirmation email you can obtain a Certificate of Completion by doing the following:
        i. Click on the following link:
           https://www.solutionwhere.com/WWPaTTAN/PaTTAN/Default.aspx
        ii. Click "View Your Personal Calendar"
        iii. Enter your PaTTAN Username and Password
        iv. You can then find your events by clicking on the menu under "My Events" and click on the icon under "Certificates."