Thursday, March 3, 2011

Dear PDA Participants,

Thank you for registering for the PDA Online course modules through FDLRS/Springs.

Your registration has been approved! *If you’re unable to take the PDA online course, please contact June Robertson at our FDLRS/Springs office immediately. 800-533-0326.*

A ***username and password*** will be obtained for each one of you in order to access your selected PDA course module. You will receive this information and all course information the night of your Orientation Session.

* **Your Orientation Session will be held on Tuesday, March 8, 2011 starting at 4:45p.m.**
* You will be attending your orientation session via your own computer online.
* Once you join the conference call and log-in to the URL that will be provided in the next email, **we will ask you to state your name and work location as role/attendance is required for all PDA modules.**
* **You will receive a second email** with the URL to join the Adobe Connect Virtual Online Orientation Session, along with the Conference Telephone Number/Code on

Monday, March 7, 2011.

**PDA Course modules “Spring” offerings by FDLRS/Springs**

**60 Point Modules**

|  |
| --- |
| **1.    Assessment & Evaluation** |
| **2.    Instructional Practices** |
| **3.    Positive Behavior Supports** |
| **4. Transition** |

**30 Point Modules**

|  |
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| 1. **Differentiated Mathematics Instruction** |
| 1. **Differentiated Science Instructions** |

**Please READ the Orientation instructions on page 2.**

**Page -2-**

**Here’s what you need to know about your PDA Orientation course:**

* **You will be asked to join the orientation session by clicking on a website URL that will be provided to you via email, the day before your orientation begins.**
* The **PDA Orientation is conducted ONLINE** via a Virtual Adobe Connect Session.
* Orientation begins promptly at 5:00p.m., but **we ask that you begin calling in, and logging onto the URL beginning at 4:45p.m.** on **Tuesday, March 8th**
* **You will receive a username/password for the PDA website/D2L System to access your PDA course module.**
* During the Orientation Session, you will receive all documents necessary to access your PDA course module.
* The orientation session should end about 7:00p.m., so **please make sure the telephone you’re using is fully charged.**
* **You need to know your** **school address and phone number** to complete the **PDA Demographic Survey**.  ***Please have that information available during orientation.***

     **Adobe Connect works best if you’re using a high-speed Internet connection** and NOT a DSL connection.  In addition, during the orientation session, we ask that you do not have any other programs open, including email. Other open programs may interfere with the Adobe Connect Session, and we want to ensure that everyone stays connected during the orientation session.

* We highly recommend that you have a **headset with microphone** to use for communicating with your facilitator during the live virtual session(s).  You will be asked to **MUTE** **your phone after attendance has been taken by using \*6. a**nd **UNMUTE your phone during the Questions/Answers by pressing #6.**

***Note:*** *If you don’t already own a headset, they can be purchased from any office supply store or Wal-mart for as little as $12.00.*

Please don’t hesitate to call or e-mail June Robertson, [june.robertson@marion.k12.fl.us](mailto:june.robertson@marion.k12.fl.us) , Donita Burke Higgins, [Donita.higgins@marion.k12.fl.us](mailto:Donita.higgins@marion.k12.fl.us) or Pam Connolly at [pamela.connolly@marion.k12.fl.us](mailto:pamela.connolly@marion.k12.fl.us) if you have any questions or concerns about the Adobe Connect session.

* As another reminder, **this orientation session is a *required*** component for the PDA module in which you are enrolled.

Our staff is truly committed to ensuring that those of you who choose to participate in our virtual session will have all the support you need to get the information necessary for successful completion of your selected module.  With this in mind:

**IF YOU SHOULD LOSE TOTAL CONNECTION DURING THE ADOBE CONNECT SESSION, PLEASE CALL THE FDLRS CENTER (800-533-0326) OR E-MAIL PAM CONNOLLY AT:** [**pamela.connolly@marion.k12.fl.us**](mailto:pamela.connolly@marion.k12.fl.us)**. PLEASE PROVIDE THE FOLLOWING INFORMATION: (1) YOUR NAME**  **(2) YOUR WORK SITE/DISTRICT**  **(3) E-MAIL AND PHONE NUMBER**  **(4) BEST TIME TO CALL**

Finally, we invite you to take a few minutes to **meet your module facilitator** and download a copy of your PDA Course Syllabus.

To do so, please follow these simple steps:

1.    Visit [www.fdlrssprings.org](http://www.fdlrssprings.org)

2.    Click on the “**Educator”** tab

3.    Scroll down to find the “**Description of the module”** for which you are enrolled

4.    Click on the **‘Meet your module facilitator’** link located at the end of the module description

That’s all there is to it….at least on a good day!  As always, contact Pam, June at the FDLRS center as indicated earlier.  We are here to help you succeed.

fdlrsnewlogo.GIF

**FDLRS/Springs**

**3881 NW 155th St.**

**Reddick, Florida 32686**

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**Extension:  54320**

**Toll-Free:  (800) 533-0326**

**Fax:  (352) 671-6096**

*“The Florida Diagnostic & Learning Resources System is funded by the State of Florida, Department of Education, Division of Public Schools and Community Education, Bureau of Instructional Support and Community Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B: IDEA Part B, Preschool; and State General Revenue funds.”*

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