



Riverhead  
Central School District



Knowledge Delivery Systems

Online Professional Development

# Knowledge Delivery Systems

## The KDS Classroom

Training workshop for:  
RIVERHEAD CENTRAL SCHOOL DISTRICT

## Introduction

- KDS empowers teachers with PD that is:
  - ONLINE
  - SELF-PACED
  - ACCESSIBLE 24/7 (even 2 in the morning!)
  - ACCESSIBLE from any computer with Internet!
    - Home
    - School
    - Library
    - Media Lab

## **Benefits of KDS Programs**

- KDS Courses are:
  - Practical
    - Include great techniques for Differentiated Instruction
    - Include ready-to-go strategies for Classroom Management
  - Dynamic
    - Video
    - Audio
    - PowerPoint Slideshows
    - Printable Topic Resources and Study Guides
  - Created by renowned educators
  - Interactive
  - Useful for Professional Development, Graduate Credit, In-Service Credit, Salary Upgrade, State Recertification

## **KDS User Tracking**

- Administrators at your school or district can track and monitor all users in the system!
  - Supervisors can trust work is being done because
    - System has built-in assessment to ensure mastery
      - Pre-lecture questions (multiple choice, short answer, free response)
      - Post-lecture questions (multiple choice, short answer, free response)
  - Supervisors can view login dates and times
  - Teachers and administrators can participate in discussion boards to:
    - Post announcements
    - Communicate questions
    - Share ideas
    - Reinforce best practices

## Getting Started: HOMEPAGE

- Participants can log in at:
  - [www.kdsi.org/riverhead](http://www.kdsi.org/riverhead)
- Participants will receive an email stating their:
  - Login information
  - Assigned courses

## Getting Started: LOGIN

- Login through [www.kdsi.org/riverhead](http://www.kdsi.org/riverhead)
- On the right-hand side, type your user info:
  - USERNAME: your school email address  
Example: **mary.smith@riverhead.net**
  - PASSWORD: **welcome**  
(You can change this after login under “user info”)
  - SCHOOL #: **riverhead**
  - Media Type can stay Windows or Real Media (either)
- Click the LOGIN button

# Getting Started: LOGIN

- Your login should look something like this:

**HINT:**  
Click here to  
email yourself  
password info.

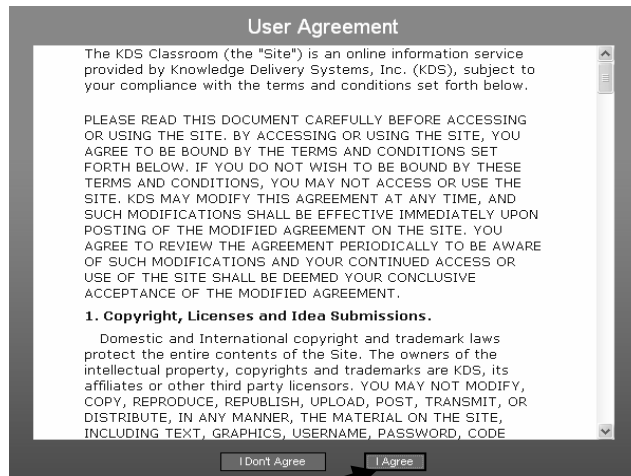
→ [Forgot Password?](#)



The screenshot shows a login form with the following fields and options:

- Username:** dhansen@doe.k12.d
- Password:** [masked with dots]
- School #:** 411116
- Media Type:** Windows Media (dropdown menu)
- LOGIN** button
- [Forgot Password?](#) link

# User Agreement



The screenshot shows a 'User Agreement' page with the following text:

**User Agreement**

The KDS Classroom (the "Site") is an online information service provided by Knowledge Delivery Systems, Inc. (KDS), subject to your compliance with the terms and conditions set forth below.

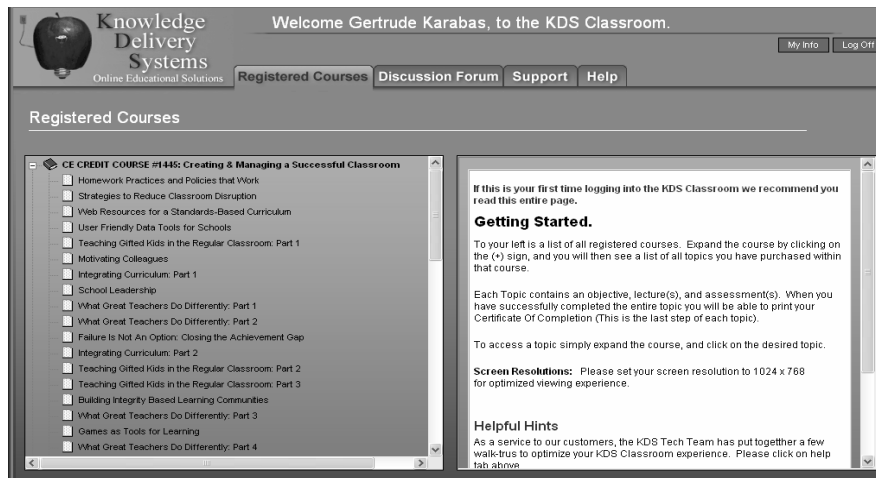
PLEASE READ THIS DOCUMENT CAREFULLY BEFORE ACCESSING OR USING THE SITE. BY ACCESSING OR USING THE SITE, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH BELOW. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS AND CONDITIONS, YOU MAY NOT ACCESS OR USE THE SITE. KDS MAY MODIFY THIS AGREEMENT AT ANY TIME, AND SUCH MODIFICATIONS SHALL BE EFFECTIVE IMMEDIATELY UPON POSTING OF THE MODIFIED AGREEMENT ON THE SITE. YOU AGREE TO REVIEW THE AGREEMENT PERIODICALLY TO BE AWARE OF SUCH MODIFICATIONS AND YOUR CONTINUED ACCESS OR USE OF THE SITE SHALL BE DEEMED YOUR CONCLUSIVE ACCEPTANCE OF THE MODIFIED AGREEMENT.

**1. Copyright, Licenses and Idea Submissions.**

Domestic and international copyright and trademark laws protect the entire contents of the Site. The owners of the intellectual property, copyrights and trademarks are KDS, its affiliates or other third party licensors. YOU MAY NOT MODIFY, COPY, REPRODUCE, REPUBLISH, UPLOAD, POST, TRANSMIT, OR DISTRIBUTE, IN ANY MANNER, THE MATERIAL ON THE SITE, INCLUDING TEXT, GRAPHICS, USERNAME, PASSWORD, CODE

Click "I AGREE"

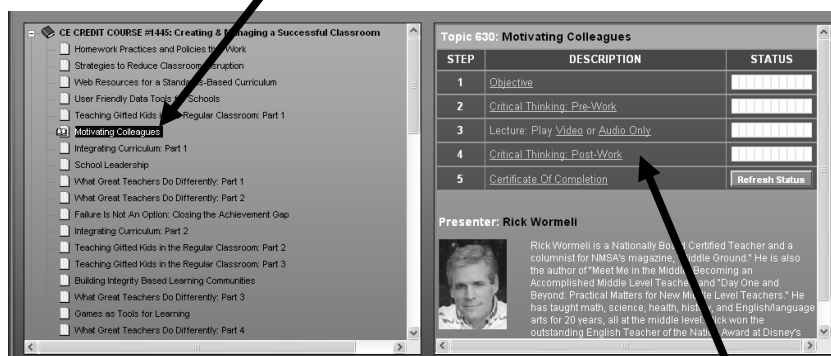
# Welcome to the KDS Classroom



The KDS Classroom Screen will automatically load up with your personal account.

# Using the KDS Classroom

Click one of your **Registered Topics** on the left...



View your **Topic Components** on the right (in step order)

# Topic Components: OBJECTIVE

Click the individual steps of the topic to start the coursework.

Topic 630: Motivating Colleagues		
STEP	DESCRIPTION	STATUS
1	<a href="#">Objective</a>	<input type="checkbox"/>
2	<a href="#">Critical Thinking: Pre-Work</a>	<input type="checkbox"/>
3	<a href="#">Lecture: Play Video or Audio Only</a>	<input type="checkbox"/>
4	<a href="#">Critical Thinking: Post-Work</a>	<input type="checkbox"/>
5	<a href="#">Certificate Of Completion</a>	<input type="button" value="Refresh Status"/>

Clicking **OBJECTIVE** will show users a brief overview of the topic.

**Objective**

From time to time, we all find ourselves in situations in which we have to convince colleagues to do something they'd rather not do, or move the entire faculty in a new direction. Teachers' hesitations with new or different approaches stem from any number of factors, including: complacency, cynicism, ignorance, fear, distrust, unclear outcomes, perceived increase in workload, or because they see it as a survival mode and cannot extend any more of themselves for anything. The school's mission progresses despite these misgivings, however, and we find ways to convince colleagues to give something a try.

Whether it is differentiated instruction, a new literacy program, a move to block-length classes, a new teacher-advisory program, or some new district initiative, there are many ways to motivate teachers to accept a new approach or change their behavior. This workshop offers three dozen successful strategies that motivate colleagues and staff. It's for teachers and principals who are in positions to affect change. Moving the faculty towards its future requires diligent attention to motivating colleagues at the micro and macro levels, from hall duty to the data analysis needed to close achievement gaps. It still takes a spark to get a fire going, and as colleagues, we can be both firm and kindling for one another.

# Topic Status Bar

The **STATUS BAR** turns green when you complete an entire STEP.

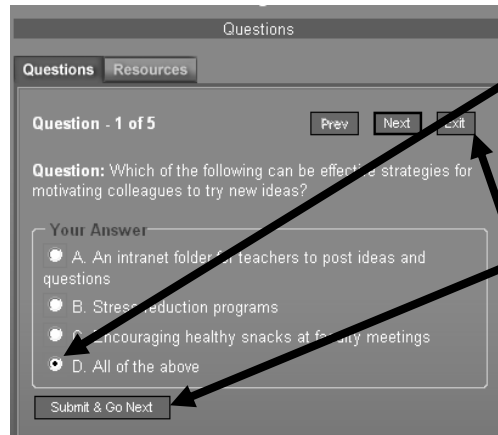
Topic 630: Motivating Colleagues		
STEP	DESCRIPTION	STATUS
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4	<a href="#">Critical Thinking: Post-Work</a>	<input type="checkbox"/>
5	<a href="#">Certificate Of Completion</a>	<input type="button" value="Refresh Status"/>

(You will need to close the active window before viewing this screen.)

You can now proceed to the next step. **Click STEP 2: Pre-work.**

## Topic Components: PRE-WORK

Before each lecture, teachers can begin thinking about a topic with the help of Critical Thinking Questions (Pre-Assessment section).



Questions consist of a few multiple choice, short answer, and free response questions.

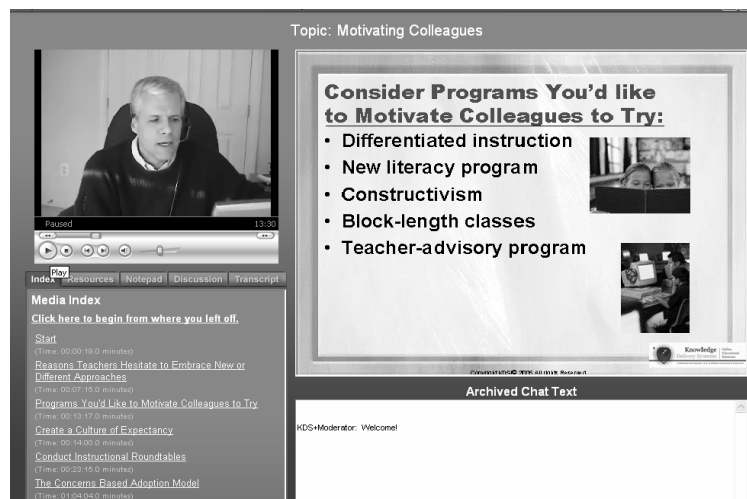
NOTE: These are to stimulate the mind and not to be graded!

Users can submit answers with the SUBMIT button (bottom).

Users can also scroll through questions or exit the screen with these buttons (top right).

Teachers can also click the **RESOURCES** TAB for topic resources (top left).

## Topic Components: LECTURE

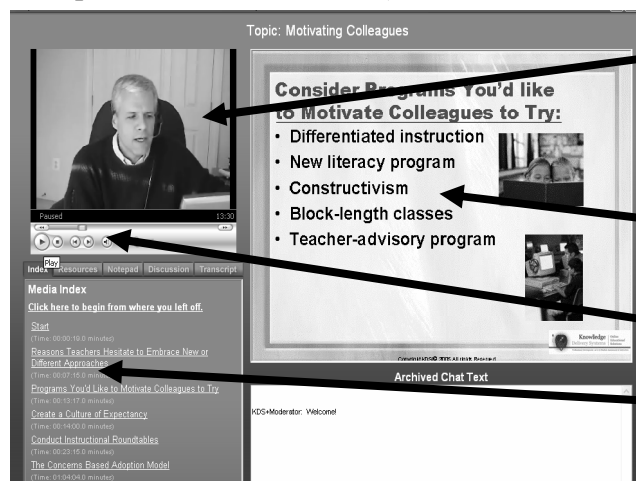


If you have high-speed Internet, click **VIDEO** for Step 3.

Otherwise choose **AUDIO** (if you have Dial-Up or if VIDEO is not an option listed).

# LECTURE SCREEN

Components of the Lecture (Video or Audio Screen) include:



## VIDEO/AUDIO

The video lecture itself!  
(Audio shows photos)  
Turn up speakers or use earphones for best sound quality!

## SLIDESHOW

Synchronized lecture notes, run automatically

## MEDIA BAR

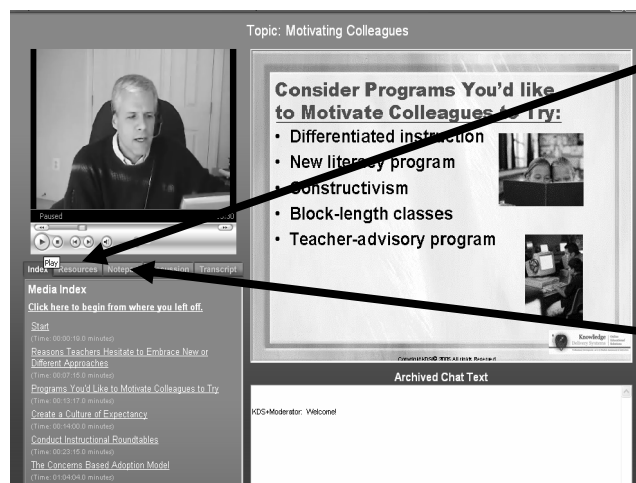
Play, stop, pause, etc.

## MEDIA INDEX

(Table of Contents)  
Click to start at a certain section.

# LECTURE TABS

Click TABS under Media Bar for more options:



## RESOURCES

Click to PRINT or SAVE topic resources, study guides, and other info. (PDF Documents).

Take notes on hardcopy!

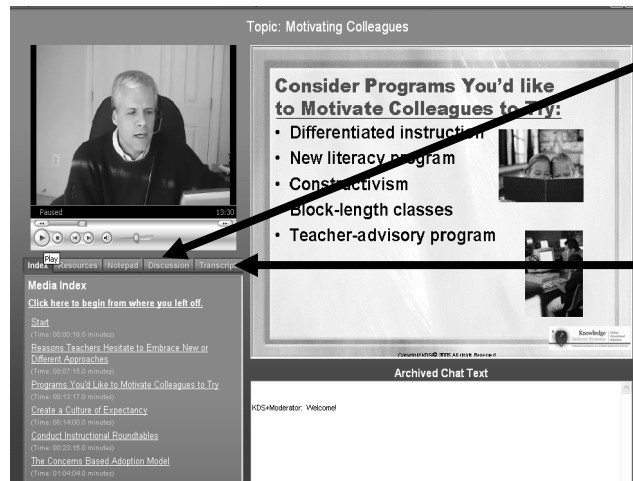
## NOTEPAD

Type notes in the system  
Save them for next time!

*Show your admin how hard you are working!*

# LECTURE TABS (cont'd)

Click TABS under Media Bar for more options:



## DISCUSSION

Chat on discussion board!  
Forum for cross-district intercommunication!

## TRANSCRIPT

View the word-for-word transcription of the video.

Useful for teachers with low audio on computer, or teachers with hearing difficulties.

Use the "FIND" feature to locate specific words within the transcript

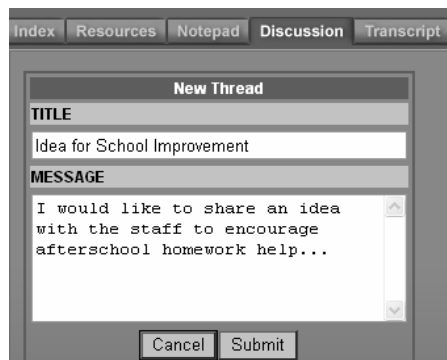
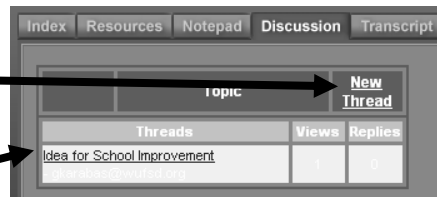
# Using Discussion Boards

STEP 1: Click the discussion board tab.

STEP 2: Click NEW THREAD

- OR -

STEP 2: Click on an existing Thread/Topic



STEP 3: Type your TITLE

STEP 4: Type your MESSAGE

STEP 5: Click the SUBMIT button

STEP 6: Watch as your colleagues WOW you with their insightful responses!


(...and your administrators bask in the glory of your incredibly motivating ideas!)



## Topic Components: CERTIFICATE

Topic 630: Motivating Colleagues		
STEP	DESCRIPTION	STATUS
1	Objective	
2	Critical Thinking: Pre-Work	
3	Lecture: Play Video or Audio Only	
4	Critical Thinking: Post-Work	
5	Certificate Of Completion	

**Presenter: Rick Wormeli**



Rick Wormeli is a Nationally Board Certified Teacher and a columnist for NMSA's magazine, "Middle Ground." He is also the author of "Meet Me in the Middle: Becoming an Accomplished Middle Level Teacher" and "Day One and Beyond: Practical Matters for New Middle Level Teachers." He has taught math, science, health, history, and English/language arts for 20 years, all at the middle level. Rick won the outstanding English Teacher of the Nation Award at Disney's

When you have successfully finished all components of a topic, you may print a customized:

### CERTIFICATE OF COMPLETION.

The certificate will display the user's:

- Name
- School
- Completed Topic Name

**HINT:** Before printing your certificate, make sure all Status Bars are GREEN!

(NOTE: The status of the participant shown is NOT ready to complete this process.)

Click the REFRESH STATUS button to ensure view is updated!

## KDS TECHNICAL SUPPORT

- Knowledge Delivery Systems, Inc. provides free technical support for its participating schools.
- To contact us:
  - Call: 1-800-728-0032 (or 212-809-2963)
  - Email: [support@kdsi.org](mailto:support@kdsi.org)
- We hope you greatly benefit from your learning experience with KDS Online Courses – ENJOY!