

ActivLearning *and* Seattle Pacific University Partnership

FAQs

1. Where do the interested students get registration documents?

Go to <http://learning.prometheanplanet.com> for numerous links to documents, websites, and additional information. Take the time to obtain the current quarter's course codes before contacting SPU.

2. Can I receive credit for a course taken previously?

No. The partnership with SPU first began in April 2009 and expanded to Face to Face workshops in June 2009. Only courses accredited after the partnership was implemented will qualify for credit. SPU maintains a maximum 3 business day registration window for all participants. Therefore, it is not possible to register for credit after completing a course.

3. Why does the ActivLearning Coordinator need a roster from each workshop?

The roster is required by SPU to verify attendance at the Face to Face Workshops.

4. Is attendance at the workshop all that is required for receiving credit?

No. Assignments are required for each course. For more information, please see question 5.

5. What assignments are required for the credits?

Each course is different. Assignments always include the submission of an instructional flipchart, and sometimes, the completion of online tutorials or forums. Please see the homepage of Promethean Learning, <http://learning.prometheanplanet.com> > *Course Requirements* for more details.

6. How and where are the assignments submitted?

Assignments are submitted through the Face to Face Workshop online courses found on ActivLearning, <http://learning.prometheanplanet.com>. For instructions on how to enroll in one of the online courses, please see the homepage of ActivLearning, <http://learning.prometheanplanet.com> > *Course Requirements* > *Workshop Document*.

For those participating solely in an online course, all assignments are submitted through the original online course.

7. How long do participants have to complete the assignments?

Within 30 days or at the discretion of the Promethean Online Coordinator.



8. How am I assessed for the course?

All flipcharts are assessed using the same rubric. All registered participants have a copy of the rubric and assignment requirements. It is expected the rubric is used when creating the flipchart to ensure meeting the minimum requirements. Any additional activities are scored on a pass/fail rating for participation.

9. How are grades submitted to SPU?

Rosters are received monthly which help the Coordinator confirm enrollments for both online and Face to Face. The roster also serves as the means of submitting the course grades for each participant. Grades are submitted as Pass/No Credit, unless a special request is made by the student for a letter grade.

10. Do students receive grade reports from SPU?

Yes. At the end of each quarter, after grade rosters are received by SPU from Promethean, grade reports will be sent to the student. Promethean's Coordinator will make every effort to also email the student the final course grade at the time rosters are returned to SPU.

11. What if my district has to approve the credits before I register?

It is strongly recommended that participants register with SPU directly and seek reimbursement from the district. However, Promethean is happy to provide a course syllabus to anyone seeking advance approval. It is the responsibility of the participant to obtain the documents prior to the training event and consequently, adhere to the 3 business day registration window.

12. Can my district pay for my credits?

Yes. SPU will accept purchase orders for credits. The PO must be submitted at the time of registration.

Have a question that was not included in the FAQs?

Please submit your inquiry to us.learningadmin@prometheanworld.com.

