

OVERVIEW

LGBTQIA+ Professional Learning Series

The purpose of this course is for school based Rainbow Representatives to preview Sessions 2 and 3 before assigning them to the staff at their school. After review, each Rainbow Representative will import each module into their School Community and then share them with the staff at their school.

Below are the steps that each Rainbow Representative should complete to import the modules into their School Community and communicate the expectations with their school staff regarding the modules.

STEP 1 - Feb 18-March 7

Go to "Modules" in this course and preview Session 2 and 3 (available 2/21/22). You may complete the activities in the module, but any surveys should be completed in your school community so that there is record that you have completed the module. (So don't complete the survey until after March 7!)

STEP 2 - morning of march 7

On or after March 7th, import the Session 2 and Session 3 modules into your school community by following the steps below. If you need support with this step, please reach out to Lynda_Dye@hcpss.org.

You will need to be a teacher in your school community to complete the steps below. If you are not a teacher, please reach out to your administration to be added as a teacher.

1. Select the **Commons** link in the navigation bar.
2. Locate a resource by using the search field. Search for **LGBTQIA+ Professional Learning Series**
3. To view the details of the module, select the title.
4. To import or download the resource, click the **Import/Download** button.
5. Select **Import into course** from the menu
6. Search for your School Community.
7. Select the **Import into Course** button.

8. View the import status notification at the top of your screen. Please note that it may take a while to see changes in your School Community.

Go to [How do I import and view a Commons resource in Canvas? \(Links to an external site.\)](#) for more details about importing a resource from Commons into your School Community.

STEP 3 - march 7 or 8

Notify the staff at your school that the module is ready for them to complete in your school community. Below is a draft email you may use if you choose to send an email to your staff (Rainbow Reps and Admin should coordinate):

To Staff,

In our school community you will find Session 2 and 3 of the LGBTQIA+ Professional Learning series. These Sessions focus on the Seven Misconceptions about the LGBTQIA+ Community and Definitions, Terms and How to be an Ally.

During the sessions you will be asked to complete a note-taking sheet or to use your own google doc or notebook to take notes and capture your reflection. This sheet will not be collected but please keep it to bring with you to our last session.

To access the session homepage, please go to our school community, select modules and look for "Session 2 or Session 3 - Homepage". These sessions should be complete by April 29, 2022.

If you have any questions, please feel free to reach out to our Rainbow Representative, [NAME HERE](#).

STEP 4 - March 7 - MAY 2

After the staff members at your school have had time to complete the module have your administrator, or anyone who is a teacher in the course, pull the data to record who has completed the module. **Note: Only staff members that are enrolled as students or Participants in your School Community will show up on this list. If a staff member is enrolled as a teacher or facilitator, they may be re-invited to the course as a participant so that they can complete the survey.**

Gradebook Option:

- Go to your school community
- Go to "Grades" on the navigation toolbar
- Any person with a "1" next to their name has completed the survey
- To download the list, go to "Action" and then choose "Export"

CSV Download Option:

- Go to your school community
- Go to "Grades" on the navigation toolbar
- Select the name of the survey at the top of the column
- Select "Survey Statistics"
- Select "Student Statistics"

Speedgrader Option:

- Go to your school community
- Go to "Quizzes" on the navigation toolbar
- Select the survey that you would like to view
- Select "speedgrader" from the right hand menu
- Use the right and left arrows to see each response

This module was designed by the Office of Diversity, Equity and Inclusion, Division of Human Resources and Professional Development and the Department of Program Innovation and Student Well-Being.

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