



Lincoln Learning's Training and Professional Learning Guide

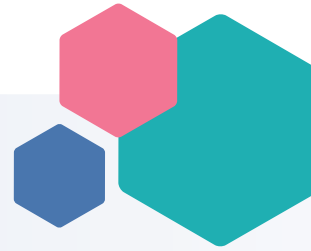
This guide serves as a catalog of the offerings provided by the Lincoln Learning Solutions Training Team.



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Lincoln Learning's Training Team



Mission

The Training Team empowers users to cultivate an educational environment designed for student success through creative resources, personalized training, innovative professional learning, and ongoing support.

The Team

From implementation to well beyond your students' first day of learning, the Training Team is by your side. Our offerings are driven by the collaborative foundation established between the client school and Lincoln Learning.

Our sessions support everyone who utilizes Lincoln Learning's products, services, and systems, including teachers, staff, administrators, and families.



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Services



Our Training Team provides sessions customized to your unique goals and initiatives, as well as Office Hours where you can engage with experts on specific topics and participate in Q&A discussions.

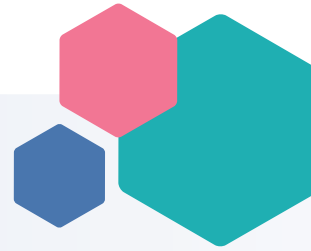
Custom Session

Design a personalized session according to your goals or initiatives. Through a Pre-Session Consultation, collaborate directly with our team to create a session that meets your needs. Alternatively, you can combine topics from our session descriptions to create a unique offering.

Office Hours

Available multiple times through the months of the school year, join Professional Learning Office Hours. Each session is dedicated to a specific topic or an open Q&A forum. These sessions will run for approximately 30 minutes, offering clients the opportunity to ask questions and receive the latest updates from our experts. Clients may also schedule dedicated office hours or extend invitations for our team to present at their Professional Learning Community (PLC) meetings.





Year One

Lincoln Learning provides targeted training sessions during the implementation process, tailored to each client's setup and staff needs. These sessions will be reviewed, customized, and scheduled during the Client Implementation call. Clients will also receive guidance in selecting at least one complementary session that best supports their implementation goals. Additional training sessions may be available within the first year and could be subject to an added fee.

The specific training requirements are determined by the client's selected products and services. To best set your team up for success, sessions may be delivered live virtually or made available on demand. Examples of these sessions include, but are not limited to:

- Enrollment Essentials
- Understanding Learning Objects
- Understanding Your Lincoln Learning Course
- Teaching Essentials
- Lincoln Content Bank Essentials



Returning Clients

After the first year, clients receive two complementary training sessions each year. A 30-minute Pre-Session Consultation is available and encouraged to help choose the sessions that best support your goals. Additional training sessions are available but may be subject to an added fee.

Session Offerings

Our sessions are designed with flexibility and customization in mind. Whether you prefer virtual or in-person delivery, every session can be tailored to meet your unique needs.

Training Sessions at Lincoln Learning focus on delivering structured, step-by-step guidance on using products and services, often tied to implementation and system navigation, designed to build foundational knowledge. Professional Development Sessions focus on current educational trends, teaching methods, and ongoing improvement in relation to the organization's products and services.

Training Offerings

*Indicates sessions that could be required during the implementation phase. These sessions will be discussed, customized, and scheduled during the Client Implementation call.

Audience	Title/Description	Estimated Length	Timeline
Client	Enrollment Essentials* Client admins will gain foundational knowledge on creating user accounts and enrolling students into classes. This session covers the essential steps to streamline the Pulse enrollment process effectively. On-Demand Available	30 minutes	Year 1 Annual (New Admins)
All	Understanding Your Lincoln Learning Course Explore the main components of your Lincoln Learning course within the LMS to understand how they function together. Learn how to support students in completing activities and assessments. This session helps clients understand course structure, pacing, and resources to aid student progress.	1 hour	Year 1 Annual (New Staff)
Teacher	Teaching Essentials* This introductory session for new clients offers a comprehensive overview of the key elements teachers need to begin with Lincoln Learning. Topics covered may include navigation, curriculum fundamentals, grading procedures, communication strategies, and utilizing the Help Center.	1 hour	Year 1 Annual (New Teachers)

Audience	Title/Description	Estimated Length	Timeline
Teacher	Lincoln Content Bank Essentials* This session walks through the steps for locating, searching, and deploying content from the Lincoln Content Bank. An overview of the Empowered learning objects will enhance the training and allow attendees to understand how to utilize single objects or build powerful learning experiences.	30 minutes	Year 1 Annual (New Teachers)
Teacher	Mastering Lincoln Learning in Your LMS Our Training Team will collaborate with you to identify agenda items focused on the Lincoln Learning product within your LMS and tailor a session to meet your team's specific needs. Our staff possesses extensive experience in Buzz, Canvas, and Schoology. For instance, a customized Buzz session may cover topics such as scheduling due dates, assessment customizations, standards-based report cards, or course finalization.	1 hour	Year 1 Annual (New Teachers)
Teacher	Mastering the Lincoln Content Bank (NEW OFFERING) Reinforcing the concepts in Lincoln Learning Content Bank Essentials, this custom session allows teachers to gain a deeper understanding of the tool and how it can enhance their own teaching experience. Topics will include alternative search options, building and maintaining folder structures, and more, while using the teachers' real-world use cases to power this unique session. Prior LCB access is recommended.	1 hour	Year 1 Annual (New Teachers)
Families	Family Orientation In partnership with Lincoln Learning, families are invited to an introductory session to explore the Lincoln Learning curriculum from a student's perspective. This session provides an excellent opportunity for clients to set expectations and engage with families effectively.	1 hour	Year 1 Annual (New Families)

Professional Development Offerings

Audience	Title/Description	Estimated Length	Timeline
Client	Getting Creative with Materials Don't have the recommended materials for a lesson? This session encourages families and educators to think outside the box and utilize everyday items creatively to support their child's education. Discover innovative ways to make learning engaging and resourceful.	1 hour	Year 1—Year 2 Annual (New Curriculum Offerings)

Audience	Title/Description	Estimated Length	Timeline
Teacher	Lincoln Learning's Academic Integrity (NEW OFFERING) Learn how Lincoln Learning staff identifies and handles academic integrity in the virtual classroom. This session is designed to equip teachers to formulate strategies to identify and prevent cheating/plagiarism and develop/evaluate academic integrity policies and procedures.	30 minutes	Year 1—Year 2
Teacher	Second Semester Preparation This session outlines the necessary steps for preparing your course for second-semester enrollments. These steps include adjusting content, recalling teaching essentials, and wrapping up first-semester enrollments.	1 hour	Year 1—Year 2
Teacher	End of Year Preparation (NEW OFFERING) Lincoln Learning content, combined with a learning management system, can streamline classroom management. This session covers establishing an effective online learning environment, promoting academic integrity, building routine and structure, and using data to enhance student success.	1 hour	Year 1—Year 2
Teacher	Data-Driven Instructional Practices Data tells a story, and monitoring data continually can be the key to student success. In this session, teachers will explore where to find data and how to use it to enhance student achievement.	1 hour	Year 1—Year 2
Teacher	Empower Your Classroom Management (NEW OFFERING) Lincoln Learning content, combined with a learning management system, can streamline classroom management. This session covers establishing an effective online learning environment, promoting academic integrity, building routine and structure, and using data to enhance student success.	1 hour	Year 1—Year 2
Teacher	Mastering Blended Learning (NEW OFFERING) Using Lincoln Learning, examine different models of blended learning, evaluate instructional strategies, and identify the necessary routines and procedures to incorporate blended learning into daily practices, aiming to enhance student engagement and achieve higher levels of success.	1 hour	Year 1—Year 2

Audience	Title/Description	Estimated Length	Timeline
Teacher	Personalizing the Learning Experience This session emphasizes the importance of accommodations, modifications, individual instruction, differentiated learning, and supplemental support in creating personalized learning experiences for special populations. The training is divided into two sessions: the first focuses on creating customized learning spaces, while the second explores various personalized learning options.	1 hour	Year 1—Year 2
All	Strategies for Engaging Virtual Learners (NEW OFFERING) Engaging content alone does not motivate virtual learners. In this session, you will understand and implement highly effective practices and learn how to take advantage of Lincoln Learning content to motivate and engage your learners.	1 hour	Year 1—Year 2
Teacher	Apply It in Your Classroom (NEW OFFERING) Lincoln Learning offers various methods like Apply Its and Project-Based Learning assessments to engage and challenge students. In this session, examine the advantages of project-based learning and explore how to effectively implement Lincoln Learning's Project-Based Learning solutions in your learning environment, sparking inspiration and creativity among your students.	1 hour	Year 1—Year 2
Client	Mastering Pulse Reporting Learn how to build a diverse array of reports with Lincoln Learning Solution's Pulse product. This session provides attendees with the expertise to generate and export data effectively, leading to thorough and insightful reporting.	30 minutes	Year 2
Client	Mastering Buzz Reporting Discover how to construct a variety of reports within Buzz for the Lincoln Learning curriculum. This session offers participants the skills to generate and export data efficiently, ensuring detailed and insightful reporting.	30 minutes	Year 2
Teacher	Maximizing a Subject Area with Lincoln (NEW OFFERING) In this session, educators will review the comprehensive subject-specific resources available within Lincoln Learning. Participants will be informed about how to leverage these resources to enhance their curriculum and support student engagement. The session will cover techniques for integrating subject area content into daily lessons, utilizing advanced customization options, and employing best practices for instructional impact. By the end of this session, teachers will have strategies to create a learning environment tailored to their specific subject areas.	1 hour	Year 2+

Professional Learning

Our dedicated team provides client support through professional learning opportunities delivered in a range of ways, including virtual and in-person sessions or on-demand resources.



Why Professional Learning?

Professional learning refers to a structured approach to enhancing the skills, knowledge, and competencies of educators and professionals. It is an ongoing process fostering personal and professional growth, ensuring individuals remain current with the latest trends, methodologies, and technological advancements. By investing in professional learning, organizations not only support the continuous development of their staff but also enhance the overall quality of service provided to clients.

These opportunities create a robust foundation for educators, enabling them to adapt to shifting educational landscapes and incorporate innovative practices into their teaching. This commitment to continuous improvement leads to higher engagement, better outcomes for students, and a more dynamic and effective learning environment.

Professional Learning Structure

Part 1

Informational

- On-demand, virtual
- Guided notes

Part 2

Application

- Virtual only
- Highlight Lincoln Learning products if relevant, focusing on their application
- Guided notes
- Certificate after completion

Part 3

Training

- On-demand, virtual
- Will focus on the how-to associated with any LLS products/services related to Professional Learning
- Normal session follow-up

Professional Learning Offerings

[Click here](#) for a handout.



Title/Description	Objectives
<p>High-Impact Tutoring</p> <p>Tutoring is a common practice used to help students understand school content and close learning gaps; however, it can be approached in different ways. High-impact tutoring is an effective strategy for closing student achievement gaps through frequent individual or small group instruction during the school day. This session will define the characteristics and practices of high-impact tutoring, along with demonstrating how to implement it using the Lincoln Learning Content Bank as a tool.</p> <p>Click here for a handout.</p>	<ol style="list-style-type: none">1. You will determine tools to assess students for learning gaps and plan instruction.2. You will identify strategies to reach students with learning gaps.3. You will use resources to meet the specific needs of students.
<p>Navigating Digital Waters</p> <p>Integrating digital curricula into traditional classrooms creates a dynamic, resource-rich learning environment. Blended learning combines traditional instruction with digital tools for enhanced flexibility. This session will cover the benefits of digital curriculum, implementation strategies, and demonstrate the usefulness of the Lincoln Content Bank in locating resources.</p> <p>Click here for a handout.</p>	<ol style="list-style-type: none">1. You will determine strategies to implement digital curriculum in the classroom.2. You will identify digital resources and tools to support student learning experiences.3. You will leverage resources to establish a digital learning environment within the classroom.
<p>Financial Literacy</p> <p>Lincoln Learning Financial Literacy Professional Learning is a comprehensive three-part series designed to prepare secondary teachers for teaching and integrating Financial Literacy into their classroom. In the first session, participants will examine topics associated with the Financial Literacy curriculum and connect it to their teaching. The second session will focus on exploring and implementing cross-curricular strategies to support financial literacy. The third session will focus on training participants on using Lincoln Learning products. Handouts and a completion certificate will be available for all attendees.</p> <p>Click here for a handout.</p>	<ol style="list-style-type: none">1. Identify and establish connections between key topics: budgeting and saving, credit and debt management, investing, insurance, and taxes using professional teaching expertise.2. Learn how to create engaging and relevant financial literacy lessons through strategies across different disciplines.3. Master the fundamental aspects of the Lincoln Learning Financial Literacy and Lincoln Content Bank.

Important Terms



Session Types

- **Training:** A session presenting information on Lincoln Learning's products and services. This contains step-by-step details but can loop in pedagogy and Professional Learning features.
- **Professional Development:** Structured, formal sessions, workshops, or seminars designed to improve educators' skills and knowledge utilizing Lincoln Learning products and services.
- **Professional Learning:** Holistic and ongoing process where educators actively engage in learning experiences that are relevant to their teaching practice.
- **Office Hours/Live Q&A:** A designated time where clients can virtually access members of the Training Team to learn about a focused topic or attend a live Q&A session.

Delivery Method

- **In-Person:** Any session that is face-to-face, in the same physical location. Any training deliverable can be adapted to an in-person session.
- **Virtual:** Any session that is delivered through a meeting software (e.g., Teams, Google Meet).
- **On-Demand:** A pre-recorded event or video that offers a flexible, asynchronous learning strategy that allows individuals to access training materials anytime and anywhere, at their own pace.

Resources

- **Help Center:** A collection of knowledge base articles containing training assets for clients. The Training Team creates, audits, and maintains each article with the help of Subject Matter Experts.

