**Course Schedule – Data Informed Supervision September/October 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week Zero**(9/9 – 9/13/24) | **9/9/24 (Monday)**Receive an e-mail with instructions and a link to pre-work  | **9/9 – 9/13/24 (Mon – Fri)**Complete pre-work[Pre-work: 10-15 minutes] |  |
| **Week 1**(9/16 – 9/20/24) | **9/16/24 (Monday)****PDS Online**Login to PDS Online and access the training. **\*All the Introduction and Overview materials must be complete before the Zoom session on 9/17/24.**[Introduction: 25-30 minutes] | **9/17/24 (Tuesday)****ZOOM September 17****9:00 – 11:00 am**Participate in the kick-off meeting. [120 min] | **9/18 – 9/20/24 (Wed – Fri)****PDS Online**Complete Sections 1-2 on PDS Online. [Sec 1: 10 minutes][Sec 2: 20 minutes] |
| **Week 2**(9/23 – 9/27/24) | **9/23 – 9/25/24 (Mon – Wed)****PDS Online**Complete Sections 3, 4 and 5 [Sec 3: 35-40 minutes][Sec 4: 10-15 minutes][Sec 5: 40-45 minutes] | **9/26 – 9/27/24 (Thurs – Fri)****PDS Online**Complete Section 6 & start Section 7 on PDS Online. Section 7’s completion time depends on your supervisory role[Sec 6: 15-20 minutes][Sec 7: 120-130 minutes total] | **9/27/24 (Fri)****PDS Online**Complete Section 7 and the Dashboard Activity**\*The first 7 sections and the Dashboard Activity must be complete before the Zoom session on 10/2/24.**[Sec 7: 120-130 minutes total] |
| **Week 3**(9/30 – 10/4/24) | **9/30-10/1/24 (Mon -Tues)****PDS Online**Begin Section 8[Sec 8: 105-110 minutes total] | **10/2/24 (Wed)****ZOOM October 2** **9:00 – 11:00 am**Participate in the Dashboards meeting.[120 min] | **10/3 – 10/4/24 (Thurs – Fri)****PDS Online**Complete Section 8 and begin Section 9.**Office Hours (Optional)****October 4 (Fri) 9:00 – 10:00 AM**Bring your Excel questions![Sec 8: 105-110 minutes total][Sec 9: 30 minutes total] |
| **Week 4**(10/7 – 10/11/24) | **10/7 – 10/8/24 (Mon – Tues)****PDS Online**Complete Section 9 \***Sections 8 & 9 must be complete before the Zoom session on 10/9/24.****Office Hours (Optional)****October 8 (Tues) 2:00 – 3:00 PM** Bring your eW Reports questions! [Sec 9: 30 minutes total] | **10/9/24 (Wed)****ZOOM October 9****9:00 – 11:00 am**Pre-work and participate in the final presentation meeting.[Pre-Work: 15 min][Final Presentation: 120 min] [135 min] | **10/10 - 10/11/24 (Thurs - Fri)****PDS Online**Complete the training evaluation and post-test. [Completion: 15-20 min] |
| **Week 5**(10/14 – 10/18/24) | **Complete all activities, evaluations, pre-post tests for full credit** | **10/18/24 (Fri)****Training Closes** |