

Personal Leadership Training: Accessing Curriculum & Creating Your Course

Brief Course Overview:

Objective: The objective of this student leadership course is for students to examine their leadership strengths and areas in need of growth and to work on developing their leadership expertise through readings, reflections, and a well-defined and challenging project with measurable outcomes.

In order to successfully complete this course, students will be expected to complete:

1. A strengths inventory (survey)
2. A handful of interesting short readings / videos on leadership
3. 7 written reflections on the material presented and student experience
4. A leadership project developed by the student with support of the supervising teacher or administrator (i.e. Helping to support a program or initiative on campus or researching and proposing solutions to an identified issue on campus). Lastly, students will have to present their project outcomes at the end of the semester.

Course of Study:

First, this class is in the Course of Study and can be used for Fall 2017. The course is titled "Personal Leadership Training 1,2 (4841, 4842)".

A certificated staff member or administrator will need to be the designated "teacher" of the course and support students and review completed course materials. This person is the person who should have access to the course materials / student work in Canvas. Once the school site has determined who that person will be (or people, if there is more than one), they can follow the instructions below to set up a course in Canvas for their particular school site and access the curriculum.

Accessing the Curriculum:

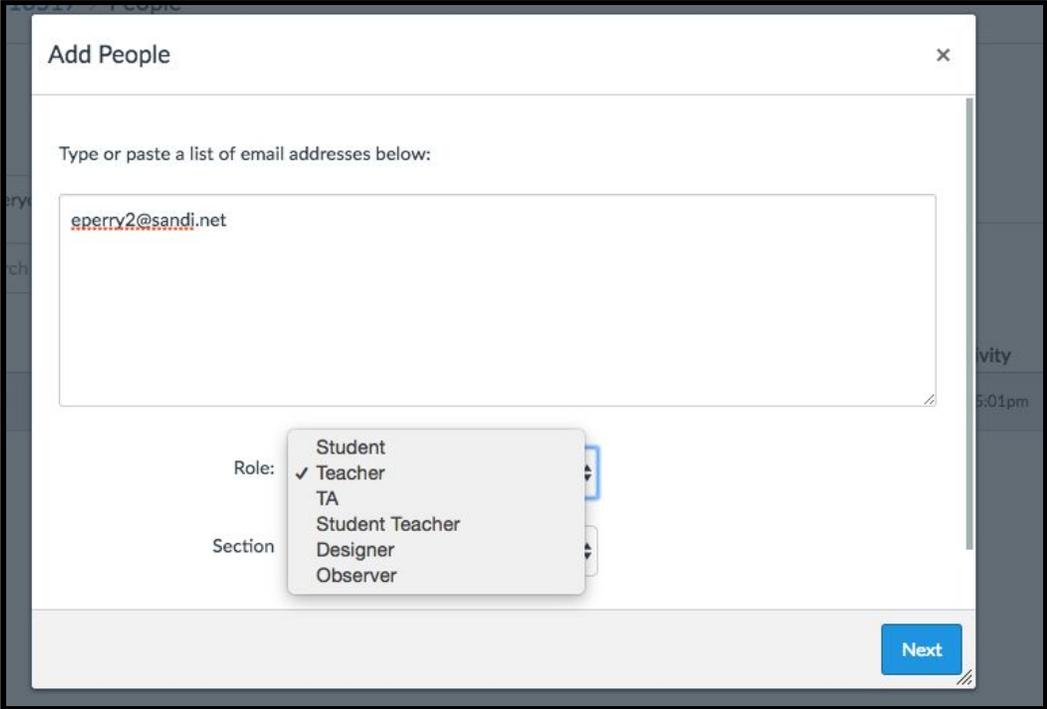
Next, in order for you to have access to the course, you will need to:

1. Login to Canvas <https://sandiegounified.instructure.com/>
2. Create a course called Personal Leadership Training (Name of School Site & Course #).
 - a. Note: If you are not a teacher at SDUSD, it may not let you create a course. In which case, stop, email ramato@sandi.net, and a "sandbox" course will need to be created for your account before you can move forward.
3. Once you are in the course you will see a menu on the left side of the page. Click the link for "People" in the left-hand course navigation menu.
4. Once you've clicked on people, you will see an icon on the right-hand side of the page that says +People (see image 1 below) & add ramato@sandi.net as a TEACHER to your course (see image 2 below). When ramato@sandi.net is added to the course, all materials for the course will be uploaded to your Canvas course. This could take 24-48 business hours.

Image 1



Image 2 (on next page)



- 5. When course material has been uploaded, go back to the “People” option in the left-hand course navigation menu, and add the students enrolled in your course.
- 6. You are ready to begin your course. You can follow the “Instructor Instructions” in Canvas.
- 7. If you do not see the materials uploaded into canvas within 48 business hours, please email Rachel Amato at ramato@sandi.net to resolve the issue.

