

SCASS-HEAP Steering Committee

Guidelines for the HEAP Distance Learning Initiative

September 2005

General Guidance

CCSSO holds the copyright on behalf of its members to all of the materials that are developed by and for the SCASS Health Education Assessment Project (HEAP). This includes the HEAP item bank database and items, distance learning materials, and professional development materials. In the event that the copyright to a particular material is held by another party, it is understood that the HEAP is providing that material to its members with permission from the original copyright holder and that the "use policy" outlined above applies. In addition,

- Members can not sell, license, distribute, or disseminate these materials to any third party outside the prevue of the intended audience for these materials (teachers, trainers, etc. within their state).
- HEAP members are able to use the materials as a part of their membership. This includes professional development, training, workshops, and in actual implementation in the classroom.

Introduction to the HEAP Distance Learning Initiative

The HEAP Distance Learning Initiative began in July 2003 by awarding a contract to the Education Development Center (EDC) to develop and pilot-test a distance-learning professional development course for the HEAP members. The HEAP Distance Learning Initiative contains two sections - the HEAP Professional Development (PD) Course and the HEAP Distance Learning (DL) Center. The HEAP PD course consists of five professional development modules to support member states in developing a teacher training structure and supporting teachers in improving their knowledge and skills to implement standards-based health education and assessment. The HEAP DL Center was developed by EDC to serve as a technical assistance tool to support HEAP members in using and adapting the PD course. The HEAP Distance Learning Initiative was created using the HTMLeZ Learning Management System developed by the University of North Dakota (UND). The HEAP pays the UND a yearly fee to host the HEAP Distance Learning Initiative. The HEAP contracts with EDC to provide intensive technical assistance to member states to build their capacity to use the HEAP's DL initiative.

Guidance on Use of the HEAP Distance Learning Initiative

1. HEAP's agreement with the UND (through EDC) allows members to have a single course shell that contains all of the professional development module materials. The member states can use their course shell to add state specific health education resources and to edit and adapt the PD modules to suit their state training needs.
2. HEAP members can offer the professional development modules course (5 modules) as many times as they wish using their course shell while an agreement is still in place with UND. Each course offering however, must be offered sequentially and not concurrently. In other words, a HEAP member can offer the three week long training to a group of teachers and then continue to offer the

- course to the next group after the first group has completed the training and so on. A member can not run more than one course at a time.
3. Although there are technical limitations to the number of teachers taking a single course offering, because the course is facilitated, it is recommended that 15 to 25 teachers is the optimal number of participants in a single course offering.
 4. During the piloting of their course, states are responsible for marketing, registration, administration, logistics, facilitation, and technical support. EDC will provide technical assistance in planning and coordinating such activities and is available to provide back-up technical support to states during the piloting phase.
 5. Members who wish to offer multiple courses simultaneously, develop new courses in other topic areas, and/or brand the course to their state logo and colors must explore their own agreement with UND for a license to use HTMLeZ. EDC staff can help facilitate this process. States that already have access to a learning management system (BlackBoard, WebCT, etc.) and wish to use that system rather than HTMLeZ can be provided with a CD containing all of the content of the online professional development modules.
 6. Should states decide to discontinue their membership in HEAP, they will be provided with a CD containing all the content of the online professional development modules. Member states leaving the HEAP will no longer be eligible for intensive technical assistance from CCSSO or EDC as a HEAP subcontractor in using or adapting the DL system. They will no longer have access to the HEAP DL Center of the HEAP Distance Learning Initiative. Should states leaving the project wish to continue to use and adapt the DL PD materials, they can explore their own agreement with UND for a license to use HTMLeZ or another learning management system of their choice. States leaving the HEAP can also explore entering into their own contract with EDC to provide them with technical assistance.
 7. HEAP members can demonstrate the online modules to others in meetings and at conferences but are not to provide access to their course or other materials that are available to the general public. A demonstration CD is available upon request from CCSSO that highlights the HEAP's Distance Learning Initiative.

In summary, it is important to remember that CCSSO is paying \$2500 a year for the use of HTMLeZ for member states to help them develop their understanding of distance learning approaches using the HEAP's professional development modules and to begin to develop a plan for increasing their capacity to implement their own courses in the future. CCSSO's license to use HTMLeZ is not meant to be a "final solution" for states but rather a starting point. Member states can decide to offer one course at a time through CCSSO's license, get their own HTMLeZ license, or use another learning management system.

CCSSO~SCASS Health Education Assessment Project Steering Committee

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