DISTRICT-HOSTED WORKSHOPS
ONLINE SUBMISSION PROCESS

PURPOSE

District-hosted workshops provide schools with the opportunity to leverage the technology expertise of local teachers as they provide turn-key training to educators in the home district and across the MORIC region.

CRITERIA

Please adhere to the following criteria for district-hosted workshops:

- Representatives from multiple districts must be able to register for the training.
- A minimum of one-third (1/3) of the seats must be reserved for out-of-district participants.
- The identified training site must have the software and hardware necessary to accommodate all participants.
- Regionally funded sessions for summer cannot start before 8:30 a.m. Regionally funded school year sessions cannot start before 3:00 p.m. These times can be altered if a different starting time is agreed to by all regional districts.
- Complete the Model Schools Proposal form in the district's MORIC supplied WebReg account.

WORKSHOP SUBMISSION

- Rolling submissions via MyLearningPlan (using MORIC supplied WebReg account)

QUESTIONS?

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✓ **Login to MyLearningPlan with your MORIC provided site administrator credentials**

✓ Click on *Model Schools Proposal* in the left-side menu

Activity Information

✓ ***Activity Title**

✓ ***Description:** Alignment with Common Core, technology initiative, etc.

✓ **Audience:** Teachers, Administrators, etc.

✓ **Format:** Click on "Workshop" in drop-down menu

✓ ***Max Enrollment Number**: Must be over seven participants

Instructor Information

✓ ***Instructor Name** (if not on list)

Dates/Times/Location

✓ **Number of Meetings:** Enter one (unless you are planning to host multiple times)

✓ ***Meeting #1 Date:** Use the calendar icon to select correct date

✓ ***Start and End Time:** Select from drop-down menu

✓ ***Meeting #1 Location**

Provider

✓ ***Provider:** Select "Mohawk Regional Information Center"

✓ ***Building/Location of Training:** Select appropriate district/building from drop-down menu.

Comments

✓ Other pertinent information

Submit/Save as Draft

* Required for Submission

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