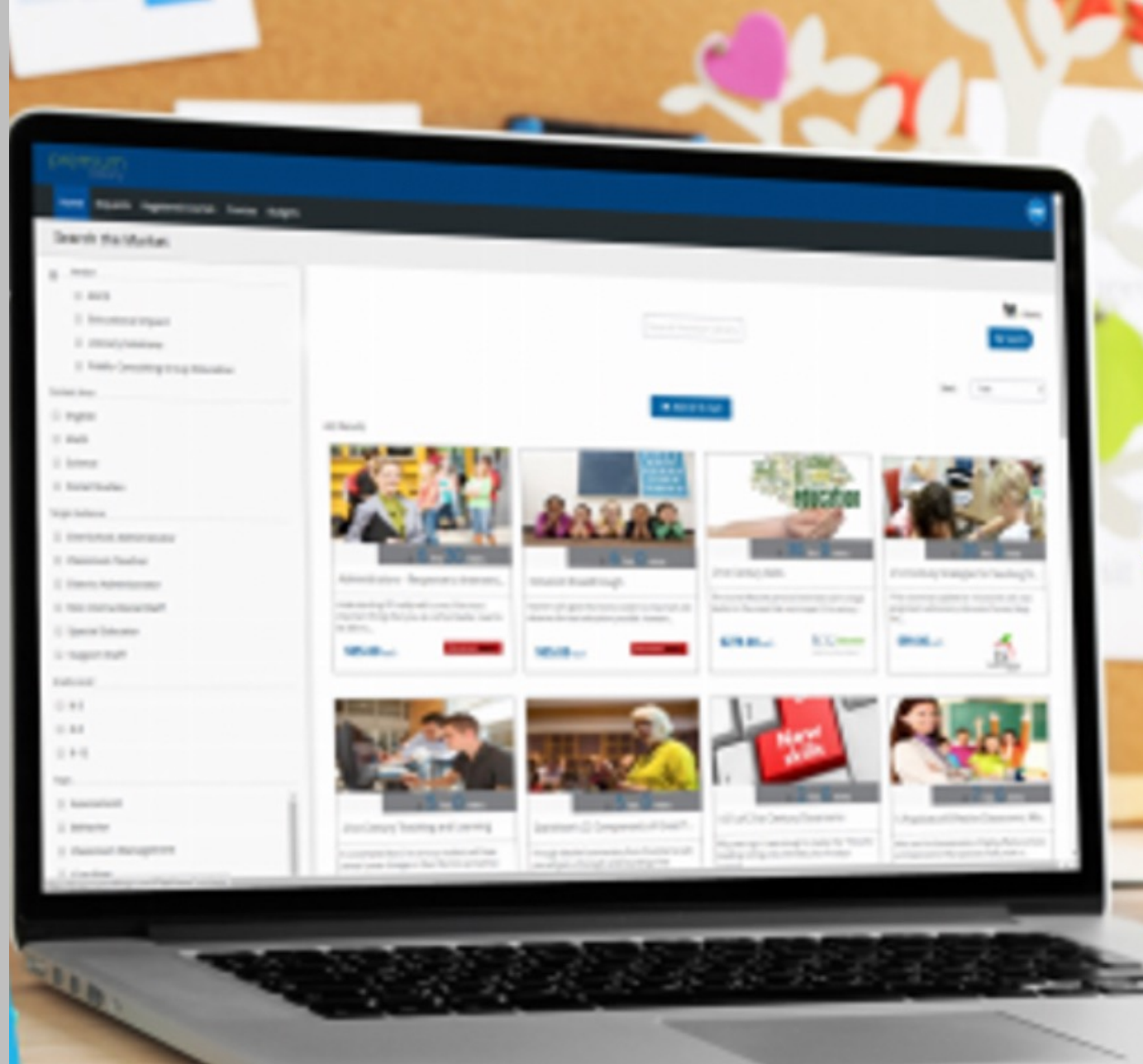


# Online Academy Self Paced Online Courses for Professional Learning

Learner Guide  
How to Complete  
Course Assignments




# Log In

1. Go to [www.educationalimpact.com](http://www.educationalimpact.com)

2. Click on Log In  
(Button in top right corner)

3. Access the EI Online Academy  
by entering your username  
\_\_\_\_\_ and password \_\_\_\_\_

**EI Online Academy**  
Online Professional Development programs with educational experts and real classroom footage.



**"Getting Started"  
& other tutorials**

**Log-in**  
**Username:**   
**Password:**   
[Forgot your log in information? |](#)  
[Need help? Contact Support](#)

# Select a Course

Educational **Impact**

[My Profile](#) | [Help](#) | Course:  | [Leader](#) | [Log Out](#)

Learner Dashboard

Video Library

Course Assignments

My Plan

Search

At the top of your Learner Dashboard, you will see a drop down box that says "Course."

- Click on the arrow to view the menu of available courses.
- Click on the course you want to view.

# Move through Course Content

- Move through each content item at your own pace
- Complete in one sitting or resume later
- Start at the top and work your way through your list of assignments

Educational Impact					
Learner Dashboard Video Library Course Assignments My Plan					
Current Course: 5 Star Rating: Why Great Schools Need Great Customer Service					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
	Overview	Your Course Assignments			<input type="checkbox"/>
	Overview	What is Exceptional Customer Service?			<input type="checkbox"/>
	Discussion Board	Customer Service in Education	05:00		<input type="checkbox"/>
	General	5 Reasons Schools Should Adopt a Customer Mindset	10:00		<input type="checkbox"/>
	Overview	Communicating with Tact and Professionalism			<input type="checkbox"/>
	Instructor Journal	Communication- Your Strengths and Weaknesses	05:00		<input type="checkbox"/>
	Discussion Board	Rich Ognibene- Importance of Personal Connections	10:00		<input type="checkbox"/>
	Instructor Journal	Heather Forbes- Using Positive Language	10:00		<input type="checkbox"/>

# Types of Assignments

- Reading
- Overview
- EI Video Clip
- EI Video Assignment
- Discussion Board
- Instructor Journal
- General
- Writing
- Assessments

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
	General	Setting Priorities	10:00		<input type="checkbox"/>
	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# Reading

## 1. Open the Reading assignment

- Reading assignments do not have a text box. No response is required.

## 2. Read the text provided

- If there is an article or file to view, click on it. A new tab will open. Read it and then close the tab to return to the assignment.

## 3. Mark complete

- After completing the reading, mark the assignment as complete.

## 4. View checkmark

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
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	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
	General	Setting Priorities	10:00		<input type="checkbox"/>
	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>



# Reading

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Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
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	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# Overview

## 1. Open the Overview assignment

- Overview assignments do not have a text box. No response is required.

## 2. Read the text provided

- If there is an article or file to view, click on it. A new tab will open. Read it and then close the tab to return to the assignment.

## 3. Mark complete

- After reading, mark the assignment as complete.

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
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	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>



# Overview

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## 2. Read the text provided

- If there is an article or file to view, click on it. A new tab will open. Read it and then close the tab to return to the assignment.

## 3. Mark complete

- After reading, mark the assignment as complete.

## 4. View checkmark

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
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	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# EI Video Clip

## 1. Click on the Video Clip

- This will take you into the Video Library where the video is waiting for you.

## 2. Click on the Play button

- Watch the whole clip from start to finish.

## 3. Return to Course Assignments

- When the video is done playing, click on the tab “Course Assignments” or use the back button to return to your course.

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
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✓	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
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	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
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# EI Video Clip

## 1. Click on the Video Clip

- This will take you into the Video Library where the video is waiting for you.

## 2. Click on the Play button

- Watch the whole clip from start to finish.

## 3. Return to Course Assignments

- When the video is done playing, click on the tab “Course Assignments” or use the back button to return to your course.
- *The EI Video Clip will be marked complete. A green checkmark should appear beside the assignment.*

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
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✓	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
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	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>

# EI Video Assignment

## 1. Open the assignment

- Video assignments do not have a text box. No response is required. Read the text provided.

## 2. Watch the videos

- Videos from the Video Library are provided as direct links. Click on the first video. A new tab will open to launch the video player.
- If you have been assigned a sequence of videos, you can use the “Next” button under the video player to proceed to each clip.

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
✓	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
✓	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
✓	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
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# EI Video Assignment

## 1. Open the assignment

- Video assignments do not have a text box. No response is required. Read the text provided.

## 2. Watch the videos

- Videos from the Video Library are provided as direct links. Click on the first video. A new tab will open to launch the video player.
- If you have been assigned a sequence of videos, you can use the “Next” button under the video player to proceed to each clip.

## 3. Mark complete – view checkmark

- After viewing all the required videos, close the video player tab to return to the assignment to mark complete.

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
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✓	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
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✓	General	Setting Priorities	10:00		<input type="checkbox"/>
✓	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>

# Discussion Board

## 1. Open the assignment

- Read the instructions and look for files or videos that are attached.

## 2. Add “Entry to Discussion”

- Type your response (All learners in this course will be able to view your comments.)
- Click on “Post Comment”

## 3. View Discussion Board comments from others (if available)

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
✓	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
✓	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
✓	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
✓	General	Setting Priorities	10:00		<input type="checkbox"/>
✓	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
✓	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>



# Discussion Board

## 1. Open the assignment

- Read the instructions and look for files or videos that are attached.

## 2. Add “Entry to Discussion”

- Type your response (All learners in this course will be able to view your comments.)
- Click on “Post Comment”

## 3. View Discussion Board comments from others (if available)

## 4. Return to Course Assignments

- Assignment will be marked complete automatically.

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
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✓	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
✓	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# General / Writing / Instructor Journal

## 1. Open the assignment

- These types of assignments all require a written response – notice the text box at the bottom.
- Read the instructions and look for files or videos that are attached.

## 2. Open the files or videos as directed

## 3. Click “Add text here” and type your response

## 4. Click “Save and Mark Complete”

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
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COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
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✓	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
✓	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
✓	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
✓	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# General / Writing / Instructor Journal

## 1. Open the assignment

- These types of assignments all require a written response – notice the text box at the bottom.
- Read the instructions and look for files or videos that are attached.

## 2. Open the files or videos as directed

## 3. Click “Add text here” and type your response

## 4. Click “Save and Mark Complete”

## 5. View green checkmark

Learner Dashboard Video Library Course Assignments My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
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✓	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
✓	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>

# EI Assessment

Most courses include a multiple choice assessment to check for understanding.

- Click on EI Assessment to open it
- There may be 10-20 questions in your assessment.
- Answer each question.

✓	Overview	Summary/Application		<input type="checkbox"/>
✓	General	Application: Use Question Starters (Bloom's and Webb)	15:00	<input type="checkbox"/>
✓	General	Identify the Thinking Type in Ms Boyer's Lesson	10:00	<input type="checkbox"/>
	EI Assessment	Topic K: INSTRUCTION 11: Thinking	20:00	<input type="checkbox"/>
	Reading	Rate this course*	00:00	<input type="checkbox"/>

Learner Dashboard Video Library Program Menu Course Assignments My Plan Search

**Topic K: INSTRUCTION 11: Thinking**

1 / 20

What happens during the second phase of the Compare and Contrast Strategy?

☐ A. The teacher selects two items to compare, identifies the criteria, and then students describe each item separately.

☐ B. The students describe one item in detail, draw a picture of that item, and then write a brief essay on that item.

☐ C. The teacher selects a graphic organizer and has students identify similarities and differences between two items.

☐ D. The teacher provides students with a theme, student write for five minutes on that theme, and then exchange products to compare each others' work.

☐ E. All of the above

Submit Answer

# EI Assessments

Most courses include a multiple choice assessment to check for understanding.

- Click on EI Assessment to open it
- There may be 10-20 questions in your assessment.
- Answer each question.
- When you finish, you will get feedback about how many answers were correct / incorrect.
- When you achieve 80% correct, you pass! You will receive a checkmark for the EI Assessment automatically. You cannot mark this as complete until you master the assessment. You can try again.

Learner DashboardVideo LibraryProgram MenuCourse Assignments

## Collaborative School Leadership

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### Results

You got 5 out of 10 correct.  
If you would like to retry the test [click here](#).  
To return to this program's menu, click on the Program Menu tab.  
To return to your list of course assignments, click on the Course Assignments

---

**Question 1:**  
Once you have completed your whole goal setting list, what is the next helpful step?

You chose C.  
The correct answer was 'E. To sequence and prioritize the list.'

**Question 2:**  
By developing relationships with staff and community, school leaders can cultivate

Correct! 'D. Increasing trust, value and respect.'

**Question 3:**  
How can teams be more successful in reaching common goals?

Correct! 'E. By embracing creativity'.



# Archiving

- **Do not ARCHIVE** assignments as this removes the assignment from your list and impedes course completion
- If you have archived an assignment by mistake, you can unarchive it.
  - Click on “Course Assignments: tab
  - Click on “Archived Assignments”
  - Unarchive all assignments to return them to your list of current assignments.

Please ignore the Archive column

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
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If you are enrolled in a course, your assignments are listed below.					
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✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
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✓	General	Setting Priorities	10:00		<input type="checkbox"/>
✓	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
✓	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
✓	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
✓	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
✓	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>



# Unarchive Any Assignments

Click on the **Course Assignments** tab

- Click on Archived Assignments
- Check the box next to each assignment to unarchive
- Unarchived assignments will return to the list of current assignments
- You should not archive assignments EVER

**Educational Impact** Help | Log Out

Learner Dashboard Video Library **Course Assignments** My Plan Search

Current Assignments **Archived Assignments**

**Archived Assignments**  
Below is a list of your archived assignments.

Current Course: SCTS-Problem Solving (Elementary)\*

COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	UNARCHIVE
✓	Reading	<a href="#">How to Complete Your Assignments</a>			<input checked="" type="checkbox"/>

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# Double Check

- Work through all of the content in the course
- Every assignment must have a **green checkmark** beside it
- Once finished, you will be able to access your course certificate

Learner Dashboard					
Video Library					
Course Assignments					
My Plan					
Current Course: PADEPP2 - Instructional Leadership					
If you are enrolled in a course, your assignments are listed below.					
COMPLETE	ASSIGNMENT TYPE	TITLE	EST. TIME min:sec	DUE DATE (If Applicable)	ARCHIVE
✓	Reading	How to complete your assignments	05:00		<input type="checkbox"/>
✓	Overview	YOUR COURSE ASSIGNMENTS			<input type="checkbox"/>
✓	Instructor Journal	Getting Started: Self-Assess Your Skills as an Instructional Leader	15:00		<input type="checkbox"/>
✓	Overview	UNIT 1: LEADING A PROFESSIONAL LEARNING COMMUNITY - HIGH STANDARDS			<input type="checkbox"/>
✓	EI Video Clip	What conversation techniques are necessary for good conferences?	06:40		<input type="checkbox"/>
✓	General	Setting Priorities	10:00		<input type="checkbox"/>
✓	EI Video Assignment	Setting High Expectations as the Instructional Leader - Dr Alvarado	29:00		<input type="checkbox"/>
✓	EI Video Clip	Effective schools internalize responsibility for student achievement	05:00		<input type="checkbox"/>
✓	Discussion Board	Principal Panel Discussion	25:00		<input type="checkbox"/>
✓	Overview	UNIT 2: COLLABORATION AND TEACHER LEADER MENTORSHIP			<input type="checkbox"/>
✓	General	TEDx- Leadership is a Collaborative Effort	25:00		<input type="checkbox"/>