Course Creation Quick Reference Guide

Course Title:	**Start Date:**
Course Title Examples (Who: What or **Who: When What)** CVMS: Aug 2015 Monday PL All Levels: Cooperative Learning Day 1	**End Date:**
Course Description (required):	**Start Time:** **End Time:**
Prerequisites/Requirements (if any):	**Location of Training:**
Course Instructor (required):	**Max # of Attendees:**

Fill in the Credit Value (the number of hours of learning) for each credit type.

Credit Types	Credit Value
August Required Professional Learning (Aug 14th Trade – no more than 6 hours)	
November Trade Credit (outside of contract hours)	
Texas SBEC CPE	

Can a teacher earn elective credit?
(Aug or Nov trade) _____

Circle the Category

CTE	JROTC	Technical Systems	Early Childhood	State Mandated Assessments
VLA	Paraprofessional __Campus __District	Special Ed __ Dept. ___Campus __ Itinerant	Athletics __All Levels __HS __ MS	Campus PL
Administrators	Bilingual / ESL / World Languages	Counseling Services	Dyslexia / Literacy Interventions / RTI	ELA / Reading
Environmental Learning	Fine Arts	Gifted & Talented (Debbie Roby must approve)	Health / PE	Health Services
Instructional Materials Deployment	Instructional Technology	Library Media Services	Math	New Hire
Online	Science	Social Studies	Teaching Strategies	

If the category is in a gray box, then you will also need to circle one of the following subcategories:

All Levels	Elementary	Secondary

NCLB (No Child Left Behind)
Circle One of the Following:

ELA	Reading	Math	Science
Arts	Civics / Govt	Economics	Foreign Language
History	Geography	Other	

Check all Strategic Design Goals that apply to this course's content.

	Goal 1	Provide all learners with safe, nurturing, inclusive and flexible learning environments.
	Goal 2	Engage learners through the use of technological tools to access, create and share content as well as collaborate with other learners throughout the world.
	Goal 3	Reframe readiness standards in a way that leads to profound learning and has meaning and value for students.
	Goal 4	Create flexible systems that result in a learning organization supported by innovative and engaged staff.
	Goal 5	Continuously involve our diverse community, staff and students to use their strengths, resources and talents to provide engaging, innovative experiences for all learners.
	Goal 6	Develop and implement meaningful, varied assessments that inform and inspire students and educators for continuous improvement and growth in a way that transforms learning and teaching.
	Goal 7	Design an accountability system that transcends state/national mandates and reflects local values and expectations.

NCLB - Fill in the Duration & Time Period

Duration (# of hours)	
Time Period (# of Days)	1

**Attach Learning Outcomes in the Notes Section.