






Project RISE User Guide

Table of Contents

Introduction	2
Training	3
Collaboration: Overview	3
Collaboration: “How-To” Documents	4
Collaboration: Online Training and Recertification	5
Collaboration: Live Training	6
Collaboration: Certificates	7
Materials	8
Testing Materials.....	8
Program Materials	8
Downloadable Forms	8
Coaching	9
Overview	9
Requesting Assistance.....	10
Behavior Management Issues.....	10
Additional Onsite Support.....	10

This user guide was created to help you, the provider, understand what resources are available to you and how to access what you need. For more assistance, please contact Project RISE at:

 PHONE NUMBER 954-262-5756	 EMAIL projectrise@nova.edu	 WEBSITE www.nova.edu/projectrise
---	--	--

Project RISE offers the following services to Youth Development providers funded by The Children’s Trust free of charge:

- Online training, live training, and peer learning opportunities
- Onsite coaching
- Materials for providers
- Additional onsite support

All of our services are focused the following content areas:

- Literacy
- Fitness
- Behavior management
- Youth development strategies
- Administering assessments
- Using data collected at the program to plan effective activities
- Creating better learning environment for your groups

TRAINING

COLLABORATION: OVERVIEW

Project RISE uses a system called Collaboration for training. Collaboration allows providers to register for online and live trainings and also take online trainings whenever and wherever is most convenient for them.

- **If you have never attended a Project RISE training:**
 - You will need to create a new account at <https://collaboration.net/login/projectrise>
 - If you have a Trust Central account or a username/password for The Children's Trust website, please use the same username and password for Collaboration.
- **If you have previously taken a Project RISE training:**
 - Visit <https://collaboration.net/login/projectrise> and sign in using your login credentials.
- **Make sure you register in advance.**
 - Space is limited. If you are not registered, you will only be admitted if you have passed the course prerequisites if necessary, and on a “first come, first served” basis.
- Check to see if there are any eligibility criteria or prerequisites for the workshop you are interested in attending.
- **Make sure you have access to your own Collaboration account.**
 - If your supervisor created your account, make sure you get the login credentials from them.
- If you need any technical support, please call CypherWorx at 888-685-4440.
- If you need anything else regarding training, please call Project RISE’s office or send an email to Joshua.Lazarus@nova.edu

TRAINING

COLLABORATION: “HOW-TO” DOCUMENTS

Collabornation is easy to use. The following “How-To” documents offer step-to-step instructions and can be found at <http://www.collabornation.net/login/projectrise> in the yellow box to the left of the sign in fields, as seen below:

Welcome to Learning 2.0

If you **have ever attended** a Project RISE Training, login in to your account on the right using your email address and password. If you forgot your password you can use the reset link below the ENTER button.

If you **have never attended** a Project RISE Training you will need to sign up for a new account.

- [How to register for live training](#)
- [How to select and take an online course](#)
- [How to create/register a new account \(if you have not attended any previous Project RISE training\)](#)
- [Support Hub](#)

LOG IN

[Forgot your password or email?](#)

SIGN UP

If you do not already have an account on CollaborNation.net, you can create one by providing the following information and clicking Create Account. All fields are required.

First Name	Last Name
Email Address	Confirm Email Address

- Direct Links to the “How-To” Documents
 - [How to create a new account if you have not attended any previous Project RISE trainings](#)
 - [How to register for a live training](#)
 - [How to select and take an online training](#)
 - [How to use the CypherWorx Support Hub to submit support tickets and change your account password](#)

TRAINING

COLLABORATION: ONLINE TRAINING AND RECERTIFICATION

- **Online Training Courses**
 - Many of Project RISE's online courses are required by The Children's Trust.
 - Online trainings have a quiz at the end. Participants must receive a passing score to receive a certificate of completion. Participants who do not receive a passing score will be referred to Project RISE's coaching team for assistance.
- **Online Recertification Courses**
 - Literacy Outcome Assessment: ORF
 - The Literacy Outcome Assessment: ORF online recertification can only be taken within 12 months of having attended the live training.
 - If the time limit has expired, you must attend a live training to recertify.
 - The Literacy Outcome Assessment: ORF Online Recertification course may be taken by **certified teachers** without previously having attended a live ORF training. Teacher certification is verified before access to the course is granted.
 - Fitness Outcome Assessment: PACER
 - The Fitness Outcome Assessment: PACER online recertification can only be taken within 12 months of having attended the live training.
 - If the time limit has expired, you must attend a live training to recertify.
 - Differentiated Literacy Instruction
 - The Differentiated Literacy Instruction online recertification course can only be taken within 24 months of having attended the live training. Please note that this course is **for certified teachers only**. Teacher certification is verified before access to the course is granted.
 - If the time limit has expired, you must attend a live training to recertify.

TRAINING

COLLABORATION: LIVE TRAINING

- **Make sure you register in advance.**
 - Space is limited. If you are not registered, you will only be admitted if you have passed the course prerequisites if necessary, and on a “first come, first served” basis.
- **When trainings are full:**
 - If you follow the “How To” document for live trainings and still do not see the training you wish to sign up for listed under live trainings, that means that the training is full.
 - If a training is full, you are welcome to come to the training and wait until 15 minutes after the training begins.
 - If a registered learner does not show up, then their spot will be awarded to the first non-registered learner who arrived at the training and has met the course prerequisites.
 - If there are multiple no-shows, multiple spots will be available for non-registered learners on a “first come, first served” basis as long as prerequisites are met.
- **Prerequisites**
 - Check to see if there are any eligibility criteria or prerequisites for the training you are interested in attending. If you have not completed a training’s prerequisite online course, then you will be unable to register for that training.

Course	Prerequisite
Literacy Outcome Assessment: ORF	Literacy Outcome Assessment: MAZE
Effective Behavior Management: Peer-Learning Workshop	Introduction to Effective Behavior Management
Effective Behavior Management: Challenging Behaviors	Introduction to Effective Behavior Management
Effective Literacy Instruction: Peer-Learning Workshop	Introduction to Effective Literacy Instruction

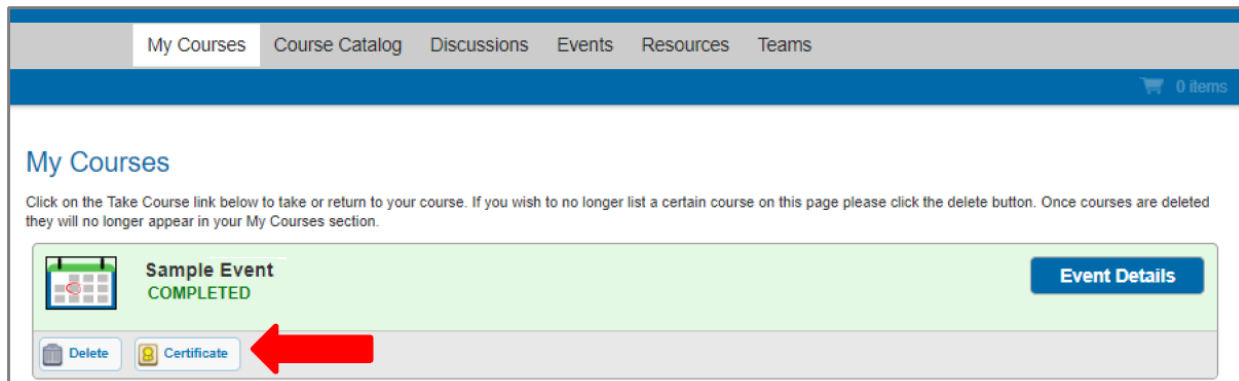
- **Plan on arriving early**
 - If you are registered for a training, but show up more than 15 minutes late, your seat in the training will be forfeited, and you will not be allowed to participate in the training.
- **Cancelling your registration**
 - If circumstances prevent you from participating in a training you have registered for, please enter Collaboration and cancel your registration as soon as possible to allow someone else the opportunity to attend the training.

TRAINING

COLLABORATION: CERTIFICATES

Once you have completed a training, a certificate of completion will be generated. To access certificates, follow the instructions below:

- When you log into Collabornation, you will be on your My Courses listing. Look through the list for the event you have completed, and you will see a certificate button as seen below:



- This will open the certificate in a new window. You can either download the certificate as a PDF or print it.
- Allow at least two business days after a training for the system to be updated and certificates awarded.
- Certificates will not be mailed to sites. It is the responsibility of Trust-funded provider staff to log into their accounts and retrieve their certificates.

MATERIALS

TESTING MATERIALS

In order to receive ORF, MAZE, and PACER testing materials, a site must have at least one person who has passed the live training or online recertification within the past 12 months.

These materials can be requested by going to the “Support for Your Program” tab on Project RISE’s website, as seen below:

HOME ABOUT US TRAINING AND EVENTS EVALUATION **SUPPORT FOR YOUR PROGRAMS** RESOURCES

Request Materials

I need to request Fitness Materials.

I need to request Literacy Materials.

I don't need materials. Just wanted to say, "Have a great day!"

REQUEST ASSISTANCE

REQUEST ONSITE TRAINING

REQUEST MATERIALS

EXTRA SUPPORT

DOWNLOADABLE FORMS

Request Support
Click here getting started couldn't be easier !

Upcoming Trainings
Click here to discover how Project RISE can unlock your child's potential.

MATERIALS

PROGRAM MATERIALS

Project RISE provides materials for programs that need them. Depending on the need, Project RISE can either lend or purchase materials for the sites. Materials include:

- Bins, pillows, crates, books, visuals, etc. to create space that is more conducive to learning
- Materials for fitness activities: balls, bean bags, cones, hula hoops, etc.

MATERIALS

DOWNLOADABLE FORMS

While ORF assessments and PACER cadence recordings/measuring tapes must be requested as described above, other downloadable forms are readily available and can be found at http://www.nova.edu/projectrise/downloadable_forms.htm. The following forms can be downloaded at any time:

- PACER Group Score Sheet
- PACER Individual Score Sheet
- PACER Manual
- ORF Summary Sheet
- MAZE Summary Sheet

COACHING

OVERVIEW

- **What is coaching?**
 - Project RISE provides on-site coaching support to Trust-funded Youth Development providers.
 - When Project RISE receives a request for coaching, a RISE representative contacts the site to schedule a visit to explain what coaching entails and discuss your program's wants and needs, etc.
 - An instructional coach then schedules an appointment to do an observation at your site.
 - The instructional coach provides the results of that observation to the staff involved; and if needed, the staff and coach will create a coaching plan together.
 - Project RISE will continue to work with your site until there has been improvement in the agreed-upon items from the coaching plan.
- **How often do coaches go to provider sites?**
 - The number of visits depends on the provider needs. Typically, this might be somewhere between 3-10 times.
- **Growth Plans**
 - Adding coaching to your growth plan is a great way to meet the goals your program has set for itself.
- **For additional information**
 - Please contact Associate Director of Instructional Coaching, Latoya Hopwood, via email at lhopwood@nova.edu

COACHINGREQUESTING ASSISTANCE

- You can request coaching by going to the “Support for Your Program” tab and clicking on “Request Assistance” on Project RISE’s website. An instructional coach will visit your site and assess the need for coaching and/or materials.

COACHINGBEHAVIOR MANAGEMENT ISSUES

- If you would like assistance with a child who has behavior concerns and does not have a disability, please contact Project RISE as indicated above.
- If a provider would like assistance with a child who has behavior concerns and a disability, the provider should contact The Advocacy Network on Disabilities at:
 - Phone: 305-596-1160
 - Email: info@advocacynetwork.org
 - Website: www.advocacynetwork.org

COACHINGADDITIONAL ONSITE SUPPORT

- Sometimes sites need more help with other areas such as:
 - **Assessments**
 - Project RISE can help staff who might have passed the ORF or PACER training but still feel unsure.
 - **Understanding data**
 - Project RISE can help you understand your ORF, Maze, or PACER data and use it to improve your activities.
 - **Administrative items**
 - Project RISE can support staff with schedules, curriculum, or other administrative items.