

To: All Attendees

From: [info@21c-learning.com](mailto:info@21c-learning.com)

Date to go: Two Weeks Before

Subject: ISTE Certification - Two-Day Training - Logistics  
Details



**21<sup>ST</sup> CENTURY LEARNING INTERNATIONAL**  
Building Communities of Learners

**ISTE** AUTHORIZED  
Certification PROVIDER

### Dear Colleague

This purpose of this email is to provide you with the logistics information for your ISTE Certification training on 6 and 7 March 2019.

You will receive a separate email from the trainer Jeff Dungan, with details of resources, completing the pre-event email etc in the next few days.

### Onsite

#### **Date: 6 and 7 March 2019**

Registration @ 8:00

Certification Training Starts Punctually @ 08:30 each day

Training Ends @ 16:00 each day

#### **Location of Event**

[The Harbourview Hotel](#)

2nd Floor Function Rooms

4 Harbour Road

Wan Chai, Hong Kong

+852 2802 0111

Please note the hotel is **The Harbourview at 4 Harbour Road**, and **NOT** the *Renaissance Harbour View* which is 5 minutes walk away.

### Address in Chinese

If you're taking a taxi to The Harbourview Hotel, you could show your taxi driver the following Chinese characters:

灣仔港灣道4號

### Facilitators for the Certification

#### Trainers

Jeff Dungan, [dunganj@gmail.com](mailto:dunganj@gmail.com)

Dana Watts, [dana@21c-learning.com](mailto:dana@21c-learning.com)

### Lunch

A lunch buffet and coffee and tea will be provided each day.

We look forward to seeing you soon! If you have any questions then please contact us by email.

Regards

21st Century Learning - ISTE Certification Team

**ISTE Certification Kickoff Email - Sent from trainer**  
**Subject: ISTE Educator Certification - Hong Kong**

**Date to go: Two Weeks Before**



Greetings!

We are looking forward to meeting all of you and working together! Below is important information and action items related to the in-person training for the ISTE Certification.

## **Pre-work before the face to face training**

### **1. Survey**

Please complete this [self-assessment survey](#), which will give the facilitators information on how to focus the training (approximately 10 minutes). Please complete this survey no later than Friday 1 March 2019.

### **2. Read the Standards**

Please read through closely both the [ISTE Standards for Students](#) and the [ISTE Standards for Educators](#) before arrival!

### **3. Sign into the LMS**

ISTE uses the BrightSpace LMS for the onsite and online portion of the certification.

To access BrightSpace, please first navigate to <https://learn.iste.org>.

*Please input the email at which you received this message.* If you have an iste.org website account associated with this email address, please input your password.

If you cannot recall your password (or do not have an iste.org account associated with this email address), [please set or reset your password](#). Upon successfully setting (or resetting) your password, please navigate back to <https://learn.iste.org>.

If you are having technical difficulties, please reach out to ISTE's LMS administrator, Sherry Bosch, [sbosch@iste.org](mailto:sbosch@iste.org), so she can troubleshoot to help you get onsite.

#### 4. Introduce yourself

In BrightSpace, please take a moment and introduce yourself by clicking on the “Welcome Discussion Topic” link on the announcement on the course homepage **or** by navigating to Course Tools > Discussions > Introduce yourself!. Please be sure to answer the ISTE Standards question.

[Please also create a slide](#) with your picture and information you’d like Jeff and Dana to know about you!

#### 5. Google Accounts and Google Access

Please note that many of the resources in the 2 day face-to-face training and the online modules are shared from Google Docs. Please make sure you have access to Google Drive either through your work or personal account. If you are residing in mainland China, please ensure you have VPN access as some course content is hosted in Google Docs and Youtube.

## For Your Reference: Certification Schedule

### Face to Face Logistics

**Date: 6 and 7 March 2019**

Registration @ 8:00

Certification Training Starts Punctually @ 08:30 each day

Training Ends @ 16:00 each day

### Devices

Please bring a laptop or tablet to the training, including a charger. Please bring a plug adapter as well if traveling from outside of Hong Kong (UK 3 square pin)



### Online

18 March 2019 - kickoff for 5 weeks.

### Syllabus

[Here is a syllabus](#) to give you a sense of what will be covered in the onsite training as well as the online modules. Please let me know if you have any questions or need support.

**FAQs**

If you still have wonderings about this course, feel free to look at the [FAQs for ISTE Certification](#). If you have any questions that aren't addressed in the FAQs or questions about logistics, please email Dana or me (our emails are at the top).

We look forward to seeing you in Hong Kong!

Regards,

Jeff and Dana