



Level II Curator/Trainer

Goal:

- To build [WISELearn Educator Portal](#) capacity moving forward
- To spread awareness of the [repository](#) (collection of content)
- To train colleagues (other educators) on how to use the repository and how to curate and contribute resources

Responsibilities:

- Continue populating the resource repository
- Familiarize yourself with the [WISELearn Educator Portal](#) and [training materials](#)
- Organize and deliver **ONE (1)** district-level training for a **minimum of five (5) teachers** - **NOTE:** If training is completed during the contract day, no stipend is issued to curators. If training is completed OFF contract time, curators are eligible for a curation stipend of \$75.
- Provide training and review content in the repository to provide final approval
- Moderate and approve resources based on DPI policy
- Administer survey form to collect user feedback
- Understand the importance of the rating system of resources and how to build capacity/expectations for using them beyond training

Accountability

- Completion of at least one WISELearn Curation Training in district
 - Use (and revise) resources are shared with you at Level II Curation Training at your CESA
 - For additional support or questions, please feel free to contact Kaye Henrickson at khenrickson@cesa4.org
- Completion and submission of [Level II WISELearn Curator Training Form](#)
- Submission of training attendance list (in above form) of a **minimum of five (5) teachers**
- Completion and submission training feedback responses (found in training slides)

Preparing for WISELearn Curation Training

- Schedule curation training date and time (minimum of three hours due to review of training videos and Practice Activity).
- Promote curation training date and time.
- Obtain a participant list of a **minimum of five (5) teachers**
- Send participant list to Kaye Henrickson at khenrickson@cesa4.org. Participants will need WISELearn accounts at least a week prior curation training date.

- Once you receive account confirmation email, direct your participants to the training videos. Participants are highly encouraged to view the [Training Videos](#) and [Practice Activity](#) prior to attending your curation to encourage best practices in curating high-quality, appropriately licensed content into the repository. They will complete the Practice Activity during your training.
- Use the resources shared with you at Level II Curator Training and revise as needed to best deliver your curation training.
- Have curators complete [W9 and Curator Claim Form](#) to receive their \$75 curator stipend (if training was provided outside of contract time). Curators will not receive reimbursement without completion of these two forms.
- Complete the curation training.
- Complete and submit [Level II WISELearn Curator Training Form](#)
- Email pdf of W9s and Curator Claim forms to Kaye Henrickson (khenrickson@cesa4.org)
- Continue to positively promote the WISELearn Educator Portal as a WISELearn Ambassador and look for upcoming opportunities to further involvement and professional growth.

Thank you for your commitment to leveraging the WISELearn Educator Portal as Wisconsin's one-stop for high quality instructional resources, professional learning and connections. Please reach out with questions and/or additional resources or support. Best of luck with your WISELearn Curation Training event!

Kaye, Lynn and WISELearn Team

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