



Dear Educators,

If you are interested in receiving graduate credit from Friends University for your workshop attendance and brief assignment completion, please take note of the following information:

### 1. KSDE Regional Math Trainings

CRN 10797

MATH 2608-01

Term: Fall 2016 (transcript will show fall 2016 term)

Credit Offered: 1 graduate credit

Grade Levels: PreK-12

**Amount Due to Friends University: \$85.00**

Instructor of Assignment for Credit: LISA LAJOIE-SMITH

Date Offered: 10/04/2016 (if you enroll **AFTER** the start date, enter your current date and leave the end date blank-enrollment will close on 10/13/2016) You must complete an **Application for Graduate Workshop Attendance AND a Registration/Payment** form online, so please plan ahead (see details below-can take 2-3 days, if you are a new student).

Time: 8:00 AM - 4:00 PM

Location: University of Saint Mary  
4th St., Leavenworth, KS 66048

Description: Please join us as we have topics for educators in the mathematics world. Administrators will have the opportunity to collaborate on parent communication and rethinking acceleration in Middle/High School, as well as have the opportunity to see what Math "Look-Fors" are in the mathematics classroom. Elementary participants will engage in number sense activities, common situations (addition/subtraction & multiplication/division), and fraction number sense activities. Middle and High School participants will participate in discussions and activities that allow them to consider the deep mathematical ideas of functions and how to make these concepts accessible to MS and HS students. Participants will leave these sessions with a deeper understanding of functions as well as classroom ready activities to help their students gain these understandings. Participants will be introduced to a variety of strategies that will impact students' learning of the geometry standards. This will be a time for participants to collaborate with others regarding the effective implementation and integration of the geometry standards. A white paper on acceleration and the research based and the description of the pipeline for Grade 6-12 Mathematics will also be shared. We will also explore how the brain works and what we can do to help students move from just "learning mathematical information" to "knowing the math and how to use and apply it." We will learn and experience how struggle and mistakes are critical for mathematical learning. We will develop rich mathematical tasks to meet our grade level standards, and we will practice methods of teaching for a growth mindset. **This workshop will meet at the University of Saint Mary, 4th St., Leavenworth, KS 66048. For course information, contact Lisa at [lisa\\_lajoiesmith@friends.edu](mailto:lisa_lajoiesmith@friends.edu).**



### **Enrollment Procedures:**

All enrollments & payments now occur online! Please go to [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops) and carefully review the provided information that will assist in enrollment. We recommend that you use the **Firefox or Google Chrome** browser for complete webpage functionality.

In order to ensure success during enrollment, please read the information options below. If you still have questions regarding enrollment, call Graduate Workshops at 316-295-5516 for assistance.

### **Step One-Everyone**

All interested students need to begin by completing a brief **Application for Graduate Workshop Attendance**. The location of this form is found on the Friends University Teacher Education homepage at [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops). Please submit this right away in order to register prior to the enrollment close date!

- Select “New Applicant” on the application page to begin registration-this is a one-time requirement to set up your personal account
- All items in red require a response
- When the application is completed, click “Register.” It will take about 30 seconds for the information to process, sending a link to the email you provided to set up a password
- Once you receive your password (in your email) you may login using your email address and password created.

### **Returning User**

- Returning users only need to enter their login credentials to access their account-if you have forgotten your password, click the link “Forgot your Password?” and follow the prompts to reset your password

### **Completing the Application**

- Once logged in, select “Start Application.” You will be guided to the application tab where you can select “new” to start your application for the current term.
- Select Application Type “Graduate Workshop” and then the correct term
- You will be prompted to save your information-please wait a few seconds
  - If you are a first time user, you will be prompted to complete bio information
  - Returning users may update bio information, when necessary by clicking on the “Bio Info” tab
- The application will verify that the applicant has entered the correct term info and to click “next.”
- You will now be asked to enter college info and enter/end dates. Do your best, save the information and click next!
- Employment information may be entered or you may click the button to skip the section.
- Now you will be asked workshop information. When complete, save and then click “next.”
- How did you hear about Friends University? Enter your information, save and click “next.”
- Now-SUBMIT the APPLICATION! Our mission statement will be listed for you to choose whether you agree, then type your name and date as a signature. Congratulations! You have completed the Application!

### **Step Two**

For first time students, two to three business days after submitting your **Application**, you will receive an email from the Friends University Help Desk, providing a user identification number (student ID) and pin number (password). This information will allow you to click on the **Self Service Banner (SSB)** link (found at [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops)), scroll down to **Enroll in a Workshop** section, and click on the Self-Service Banner to register and provide payment. You will notice that a “**Students**” link is located at the top of your screen that also allows a drop-down option for **Self-Service Banner**, along with your email and Moodle links! If you need assistance, please call us at 316-295-5516. We will guide

you through the steps! **If you do not receive an email from Help Desk within 2-3 business days, please contact them directly for your information at 316-295-5767.**

### **Step Two-Returning Students**

*For returning students, please wait 1 business day after submitting the **Application**, so that your account may be refreshed and activated. After 1 business day, you may enter your **Self Service Banner** account (located at [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops)) to register and make payment. If you cannot recall your ID number or password, please call the Help Desk at 316-295-5767 (or email at [helpdesk@friends.edu](mailto:helpdesk@friends.edu)) for assistance. You will notice that a “**Students**” link is located at the top of your screen that also allows a drop-down option for **Self-Service Banner**, along with your email and Moodle links!*

### **Enrollment Details**

*You may enroll 24/7 at your convenience! Use the above workshop information to assist with CRN#, etc. Once enrolled, you may provide payment by **manually** entering the amount due; otherwise, you may wait 24 hours and a total amount due will be viewable on your SSB account. It is recommended to manually enter the amount due at the time of enrollment to complete all necessary steps in one action. Classes fill quickly so don't wait!*

*The new webpage banner feature at the top of the screen has been added for your convenience. You may hover over “**Students**” to see a drop down for Self-Service Banner, your Friends email link, and your Moodle link.*

*For remaining questions regarding workshops, don't hesitate to call Graduate Workshops at 316-295-5516 during regular business hours or email [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu).*

### **Helpful Information:**

Full service **Help Desk** hours:

Monday – Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 5:00 pm

Limited after-hours support Help Desk hours (this **does not include** assistance with Self-Service Banner, but **password** resets can be performed):

Monday – Thursday 6:00 pm – 10:00 pm

Saturday 8:00 am – 5:00 pm

Sunday 1:00 pm – 5:00 pm

### **Graduate Teacher Education Workshops Quick Links**

View our teacher education webpage for quick links to maps, facebook, transcripts, policies, etc.

Need help? Please call us at 316-295-5516.

*Sincerely,*

*Graduate Workshops Staff*

*Friends University*

*2100 W. University Ave.*

*Wichita, KS 67213*