

## Unpacking EL with a Culturally Responsive Lens by Teaching Lab

### FAQ

Question	Answer
<p>There are multiple registration options. Which one should I choose?</p>	<p><b>Option 1:</b> If you are registering 1 or 2 people only select the single registrant ticket option.</p> <p><b>Option 2:</b> If you are registering 3 or more people, choose the group registration option.</p> <p>For both options the following information is needed:</p> <ul style="list-style-type: none"> <li>• Name, email, phone number, school/ district name of the <b>person completing the registration form.</b></li> <li>• Name, email, phone number, school/district name and role of the <b>person(s) attending the bootcamp training.</b></li> </ul>
<p>I need to pay by <b>credit card</b>. What should I do?</p>	<p>Select the registration option above and complete the registration information. Select next and you will be taken to the payment screen to input your credit card information online. You will receive a confirmation email and receipt upon payment. If you experience any difficulty with your online payment reach out to <a href="mailto:open-enrollment@teachinglab.org">open-enrollment@teachinglab.org</a>.</p>
<p>I need to pay offline with an <b>invoice/PO</b>. What should I do?</p>	<p>Select the registration option above and complete the registration information. Select next and you will be taken to the payment screen. Bypass the prompt to input your credit card information, instead select the arrow to complete an <b>offline payment</b>.</p> <p>Select the green button to receive an invoice. Once selected an order summary, invoice number, and payment instructions will be sent to the contact email for the person completing the registration form.</p> <p>Offline payments in the form of a check can be remitted to:</p> <p><b>Teaching Lab</b>  P.O. Box 825792  Philadelphia, PA 19182-579</p> <p>For electronic ACH payments see your specific invoice for routing and checking information.</p>
<p>I have <b>additional payment</b></p>	<p>Submit payment questions to <a href="mailto:finance@teachinglab.org">finance@teachinglab.org</a></p>

<p><b>questions.</b> Who can I contact for help?</p>	
<p>I did not receive a <b>registration confirmation.</b> Who should I reach out to for support?</p>	<p>For registration support reach out to <a href="mailto:open-enrollment@teachinglab.org">open-enrollment@teachinglab.org</a></p>
<p>I want to know more information about Teaching Lab or would like to <b>inquire about services,</b> who do I reach out to?</p>	<p>In addition to this Open Enrollment series, Teaching Lab also offers comprehensive professional learning services for teachers and leaders across K-12. For more information feel free to reach out directly to Tamala Wiley, Director of Business Development @ <a href="mailto:tamala.wiley@teachinglab.org">tamala.wiley@teachinglab.org</a>.</p>
<p>I registered for the <i>Unpacking EL with a Culturally Responsive Lens</i> series but I <b>cannot attend all the sessions.</b> What should I do?</p>	<p>All virtual sessions will be recorded. If you miss a session, reach out to your facilitator and she/he can share the recording with you. You can access the full session schedule by viewing the <a href="#">Syllabus</a>.</p>
<p>I registered for the <i>Unpacking EL with a Culturally Responsive Lens</i> series. How do I log into the session? Where do I find the <b>zoom link</b>?</p>	<p>You should expect to receive a communication email within 2 weeks of the start date. In this communication you will also receive an interactive syllabus that includes a zoom link to join the virtual session. Zoom links are not active until right before the session begins. If you do not receive any communication please reach out to <a href="mailto:open-enrollment@teachinglab.org">open-enrollment@teachinglab.org</a>.</p>
<p>What do I <b>need to prepare</b> for the <i>Unpacking EL with a Culturally Responsive Lens</i> series? Is there <b>pre-work</b>?</p>	<p>To engage in the virtual session you will need a <b>laptop/computer</b> for Zoom calls (cell phones and tablets work for Zoom but have limited features), ability to access PDFs, and a journal to take notes. There is asynchronous pre-work for each session. The pre-work is brief and self-paced. It should take approximately 30-60 minutes. We encourage you to complete the pre-work prior to joining the session. You can find detailed information about the prework and session activities by viewing the <a href="#">Syllabus</a>.</p>

<p>How is <i>Unpacking EL with a Culturally Responsive Lens</i> series <b>different from other teacher professional learning</b>?</p>	<p>The Teaching Lab model for professional learning provides teachers with an opportunity to deeply study their instructional materials, which means as a teacher you will have opportunities in this series to engage in PD that gives you a chance to dig into your curricular materials, work through tasks, identify practical and relevant strategies for engaging students in learning while honoring their them as individuals. In this unpacking series by Teaching Lab you will also have time to internalize your unit, lesson(s), and most importantly you will have time and space to collaborate with other teachers, reflect, plan, and practice your instruction.</p>
<p>I'm new to <b>online</b> professional development. <b>How does it work?</b></p>	<p>So to engage with us online all you need to do is access the zoom link. When the session begins just click on the link and you will join in live with your facilitator and other teachers. Our online professional learning is personable, engaging, and collaborative. This is not a webinar style training so you will engage with the facilitator and other teachers in real-time same as in-person. You will have space to talk to the whole group, share in the chat, join grade-specific break out rooms,etc. Our facilitators are knowledgeable about the curricular materials and extremely supportive; they will work to establish a teacher community in the virtual setting where you feel comfortable to ask questions, share and collaborate with others the same as you would in person.</p>
<p>What <b>additional support materials</b> are provided to teachers in the <i>Unpacking EL with a Culturally Responsive Lens</i> series?</p>	<p>Teachers will have access to all the session articles, resources, slide decks and materials from the sessions.</p>
<p>Is there a <b>default time zone</b> for the sessions?</p>	<p>Yes, all sessions are facilitated in Eastern Standard Time (EST).</p>
<p>How often can I <b>connect with the facilitators</b>?</p>	<p>Our facilitator will share their email with you during the session for you to ask and have your questions answered. You can also send questions to <a href="mailto:open-enrollment@teachinglab.org">open-enrollment@teachinglab.org</a>.</p>
<p>Does the <i>Unpacking EL with a Culturally Responsive Lens</i> series <b>differentiate PL</b> according to varying levels of need?</p>	<p>Yes, in the virtual session you will have an opportunity to work in small break-out groups that align with your grade level, curriculum comfort level, planning needs, etc. Your facilitator will work to structure break out groups that support you with ensuring your learning opportunities are maximized during the session.</p>

For more support or additional questions, please reach out to [open-enrollment@teachinglab.org](mailto:open-enrollment@teachinglab.org).