Educator’s Guide 2020-2021
Dear Teachers, Site Coordinators and Principals,

Learning Partners (formerly ArtsPartners) is a nationally recognized collaboration formed by community leaders as a way to provide high-quality arts and cultural activities to all Dallas Independent School District (Dallas ISD) elementary students each year. Now in its twenty-third year, the program unites the Dallas ISD, the City of Dallas Office of Cultural Affairs, and more than 100 arts, science and cultural organizations and teaching artists under the guidance of managing partner Big Thought.

Through funding from the Dallas ISD Visual & Performing Arts and Teaching & Learning Departments, every elementary school in the district receives money for procurement of fine arts and art-infused programs experiences as well as science and social studies infused programs provided by partners that are contracted through the Learning Partners program. With Learning Partners Representatives, you will choose from rich and diverse resources that best support campus and classroom goals. This guide will help you to choose the right experiences for your students.

Your role in selecting and organizing these experiences is critical to this mission, and we look forward to a committed partnership with you. Thank you for being a part of the Learning Partners program. It is a privilege to work with you as you apply your expertise in education to guide students in developing an awareness of the rich resources that are available to them throughout the city.

Sincerely,

Big Thought
Managing Partner, Learning Partners

Learning Partners Representatives

Every campus is assigned an Learning Partners Representative (LP Rep). The LP Reps work with each school virtually for the Spring Collaborative Workshops to assist the school’s Site Coordinator and faculty in choosing programs and discussing strategies for integrating programs into the teachers’ curriculum. Please make a note of your LP Rep’s contact information below:

Name: __________________________________________________________

Email: __________________________________________________________
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# Contact

**Learning Partners**

Program and resources made available by Big Thought

For information about Learning Partners funders, visit bigthought.org/our-programs/learning-partners

Big Thought
1409 South Lamar St.
Suite 1015
Dallas, TX 75215

**Phone:** 214-520-0023 x 9819 or 469-916-9819

**Email:** LearningPartners@bigthought.org

**Website:** www.bigthought.org/LearningPartners
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# Important Learning Partners Dates 2020-2021

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2 – April 30</td>
<td>Learning Partners Site Coordinator Workshops</td>
</tr>
<tr>
<td>April 30</td>
<td>Expiration date for Vouchers created in <strong>March</strong>. Quality Surveys for March programs due</td>
</tr>
<tr>
<td>May 31</td>
<td>Expiration date for Vouchers created in <strong>April</strong>. Quality Surveys for programs programs due</td>
</tr>
<tr>
<td>June 18</td>
<td>Quality Surveys for <strong>May</strong> and <strong>June</strong> programs due.</td>
</tr>
<tr>
<td>June 18</td>
<td>Last day of school</td>
</tr>
</tbody>
</table>
General Information

- **School starts / Comienzo de clases:** Sept. 8 / 8 de septiembre
- **School ends / Fin de clases:** June 18 / 18 de junio

- **Student/teacher holidays / Días feriados para estudiantes y maestros**
- **Student holidays/staff development or teacher prep days / Día de capacitación para maestros/ Día feriado para estudiantes**
- **STAAR Test dates / Fechas del examen STAAR**
- **Parent conferences / Reuniones con los padres**
  - Oct. 5 & Feb. 22 / 5 de oct. y 22 de feb. (Grades/Grados Pre-K–5)
  - Oct. 6 & Feb. 23 / 6 de oct. y 23 de feb. (Grados 6–8)
  - Oct. 12 & Feb. 25 / 12 de oct. y 25 de feb. (Grados 9–12)
- **Inclement weather makeup day / Día para reponer tiempo de clases perdido por mal clima**
- **Nine Weeks begins / Comienzan las nueve semanas**
- **Nine Weeks ends / Terminan las nueve semanas**
- **Report cards issued / Distribución de boletas de calificaciones**
  - Final report cards will be sent home with elementary school students on June 18. Se enviará a casa con el estudiante la última boleta de calificaciones de primaria el 18 de junio.
  - Final report cards will be mailed to secondary school students by June 28. Se enviará a casa por correo la última boleta de calificaciones de secundaria/preparatoria a más tardar el 28 de junio.

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### STUDENT CALENDAR

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>AGOSTO 2020</th>
<th>SEPTEMBER</th>
<th>SEPTIEMBRE 2020</th>
<th>OCTOBER</th>
<th>OCTUBRE 2020</th>
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<td>9 10 11 12</td>
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<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>NOVIEMBRE 2020</th>
<th>DECEMBER</th>
<th>DICIEMBRE 2020</th>
<th>JANUARY</th>
<th>ENERO 2021</th>
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<td>S M T</td>
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<td>22 23 24 25 26 27 28</td>
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<th>MARZO 2021</th>
<th>APRIL</th>
<th>ABRIL 2021</th>
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<table>
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<th>MAY</th>
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<th>JULY</th>
<th>JULIO 2021</th>
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<td>20 21 22 23 24 25 26 27 28 29</td>
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<td>31</td>
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</table>
## Roles and Responsibilities - General Information

<table>
<thead>
<tr>
<th>Principal</th>
<th>Site Coordinator Team</th>
<th>Teacher</th>
<th>Office Manager</th>
<th>LP Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand Learning Partners program</td>
<td>Attend SCT virtual training</td>
<td>Attend Spring Collaborative Workshop</td>
<td>Create campus calendar for virtual programs</td>
<td>Advise Site Coordinator Team on the Learning Partners process</td>
</tr>
<tr>
<td>Select Site Coordinator Teams</td>
<td>Liaison for Learning Partners on campus</td>
<td>Select virtual programs</td>
<td></td>
<td>Create vouchers from school’s wishlist</td>
</tr>
<tr>
<td>Divide school allocations throughout grade levels K-5</td>
<td>Schedule Spring Collaborative Workshop with LP Reps</td>
<td>Work with SCT to enter virtual program choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine how eight (8) hours of Learning Partners technical assistance by LP Reps will be used on your campus</td>
<td>Work with school faculty to identify virtual programs</td>
<td>Confirm virtual program with partner organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support faculty meetings about Learning Partners</td>
<td>Confirm vouchers</td>
<td>Schedule and attend scheduled virtual programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create campus calendar for virtual programs</td>
<td>Create campus calendar for programs and field trips</td>
<td>Submit Quality Surveys</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist teachers in submitting Quality Surveys</td>
<td></td>
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</tr>
</tbody>
</table>

[www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners)
Arts-Infused Learning

Arts-infused learning: enables students to identify and apply authentic connections between multiple subjects to understand that essential concepts transcend individual disciplines.

For elementary students, the Texas Essential Knowledge and Skills (TEKS) for fine arts cover four disciplines:

- Art
- Music
- Theatre
- Dance (via PE TEKS)

At the heart of each discipline are four important areas:

- Creative expression
- Historical and cultural relevance
- Critical evaluation and response
- Patterns and sequencing

In addition, the TEKS add for:

- Observation and perception (art)
- Music literacy (music)
- Inquiry and understanding (theatre)
- Enjoyment and challenge (dance)

When you bring your lesson into the classroom, you explore realities, relationships and ideas. Your students engage in active learning, critical thinking, and innovative problem solving. Research has proven that creativity is essential to nurture and develop the whole child.

Tips:

- As you begin looking at Learning Partners program descriptions this year, explore the lessons you’ve already created with an eye for where the bolded words might appear.
- Drill down into the TEKS themselves to see how your curriculum could be supported through a dynamic program that fits the standards you are implementing.
- Think about possibilities of an engaging assembly to introduce a unit, a mid-unit residency or a field trip to reinforce the unit.

We’ve noticed six specific elements that every Learning Partners provider asks of its participants:

- Create some kind of artifact connected to the lesson
- Role play
- Mimic sounds or motions
- Watch a performance
- Write ideas
- Observe and interpret

Through Learning Partners programming, these interactions are designed to infuse the arts into learning of any subject and to “develop cognitive functioning and increase student academic achievement, higher-order thinking, communication and collaboration skills; making the fine arts applicable to college readiness, career opportunities, workplace environments, social skills and everyday life.”
4 Phases of Learning Partners

**Phase #1**
- Site Coordinator Team training
- School creates a plan for the funds

**Phase #2**
- Select wishlist programs from online Learning Partners Catalog

**Phase #3**
- Spring Collaborative Workshop (8 total hours of technical assistance with LP Rep per school)

**Phase #4**
- Fill out Quality Survey

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**Learning Partners Workflow**

1. **Teachers select virtual programs**
2. **Teachers and Site Coordinator Team enter final program selections as a wishlist for both Fine Arts funds and Science and Social Studies funds**
3. **LP Rep works with Site Coordinator Team to create vouchers from school’s wishlist during Spring Collaborative workshop. LP Reps are approved for eight (8) hours total.**
4. **Partner organizations confirm programs by entering approval code provided by teacher.**
5. **Teachers report confirmed dates of programs to Site Coordinator Team and confirm vouchers.**
6. **Teachers and Site Coordinator Team contact partner organizations to confirm desired dates for programs. Once schedules are confirmed teachers give partner approval codes found on vouchers.**
7. **Teachers begin weaving program topics into their teaching practice.**
8. **Learning Partners programs occur.**
9. **Teachers reinforce content covered in program. Teachers fill out and submit a Quality Survey within 2 weeks of their program.**

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www.bigthought.org/LearningPartners
Glossary

Allocation - The amount of money each campus is given for the purchase of arts-infused experiences or programs offered by Learning Partners providers. The amount of the allocation is based upon the student population.

Approval Code - The approval code serves as a security measure to ensure that only the school representative can book an experience with a Learning Partners provider. Providers will ask for this number when confirming a booking.

Bookmark - As it implies you can “bookmark” a program of interest to reference later.

Spring Collaborative Workshop - A Learning Partners Rep will assist your campus to create payment vouchers for programs you have selected for your students. A total of $200 will be deducted from your school allocations for this service.

Invitation Code - A series of five characters assigned to each school. During training you will receive one unique invitation code for the Site Coordinator and one invitation code for all of the teachers at the campus.

Learning Partners Funding - The money that Learning Partners allocates to each school from booking Learning Partners approved programs.

LP Rep - A Learning Partners Representative from Big Thought is assigned to each school to assist with advising the school Site Coordinator, making vouchers and lending technical support. Each school has a maximum of 8 hours of support time with their LP Rep.

School Funding - Any funds that the school provides to supplement Learning Partners funding.

Voucher - Learning Partners issues a payment voucher for each approved program. Designed to facilitate the scheduling process, your voucher will list a voucher number, approval code, the program selected, the provider name and contact information, and the total dollar amount that Learning Partners has approved.

Voucher Number - This is a unique five digit alphanumeric code that Learning Partners issues for each approved program. Your voucher number is located on the voucher and is a tracking number that will help you and your provider coordinate scheduling and funding.

Wishlist - This is a list of your final program choices.
## Roles and Responsibilities - Phase 1

### Principal
- Read Learning Partners Educators Guide
- Determine grade level allocation amount (with Site Coordinator Team)
- Determine if your school needs a full faculty meeting with an LP Rep to review Learning Partners process and schedule accordingly
- Determine the schedule for your staff to select programs and confirm vouchers
- Obtain/Review bus scheduling procedures for your division
- Identify date(s) when LP Rep will create vouchers for your school
- Advise program staff on program selection and/or areas of focus for programs and field trips

### Site Coordinator Team
- Read Learning Partners Educators Guide
- Assist principal with grade level allocation amount
- Schedule faculty meeting with LP Rep as needed
- Communicate grade level amount to school staff
- Communicate schedule for selecting programs and confirming vouchers
- Contact LP Rep and schedule date for the Spring Collaborative Workshop
- Create/update your username and password

### Teacher
- Read Learning Partners Educators Guide
- Attend Learning Partners meetings if scheduled on your campus
- Create/update your username and password
- Meet with grade level teams to determine area(s) of focus for virtual programs
- Obtain/review bus scheduling procedures for your division
- Review programs

### Office Manager
- Read Learning Partners Educators Guide

### LP Rep
- Facilitate campus Learning Partners Faculty Meeting if requested by Principal
**Base Allocations**

**Which programs are eligible for a program fund?**

This year, all elementary schools in Dallas ISD will receive two funding allocations from Dallas ISD. Upon receiving the allocations, schools may begin planning virtual programs for K-5th grade students at their campus.

The **Dallas ISD Fine Arts Fund** will be used only for fine arts and arts infused virtual programming. These programs are connected to Fine Arts TEKS. Programs eligible for the Fine Arts funding will display this icon on their program description pages.

The **Dallas ISD Science & Social Studies Fund** will be used for virtual programming that connect to Science and Social Studies TEKS. Programs eligible for the Science and Social Studies fund will display this icon on their program description pages.

It is possible that some programs will eligible for both Fine Arts and Science/Social Studies funds. In that case, the program description page will display both icons.

The icons appear on the Program detail page when you click on a features program on first entering the sites:

There are also check boxes on the catalog search results for either category. Click on the column headers to sort the results by these icons.

Finally the icons show up on the Modify Wishlist page. This is a handy visual reminder when selecting the correct funding allocation for that particular program.
Splitting up the Allocations

The Principal and Site Coordinator team from each school should work together to determine how the school's two campus allocations will be divided. Although Big Thought/Learning Partners has no involvement in the decision, we recommend that you use the worksheets provided on pages 12 & 13 to help with this process. Bring the completed worksheets to your Spring Collaborative Workshop (SCW).

Technical Assistance from Learning Partners Reps provided by Dallas ISD Visual & Performing Arts Department

Each school has been approved to receive eight (8) hours of technical assistance from a Learning Partners Representative (LP Rep) as well as Big Thought personnel to educate campus staff about the Learning Partners process and to create payment vouchers. Typically, schools use the eight approved hours to create and manage vouchers.

Tips to Consider

- **Your allocation is calculated on a per student basis based on the projected K-5th grade population of your school.** There are many ways to divide the allocation amount. The school may divide the base allocation by the populations of each grade, give each special teachers a piece of the allocation, set aside an amount specifically for the entire school or staff development.

- **We recommend that you hold a full faculty meeting to discuss implementation of Learning Partners on your campus.** During this meeting, you can explain what the Learning Partners program entails, discuss the two funds available, distribute the Learning Partners Education Guide, share with teaching teams their portion of the two campus allocations and discuss the resources available. If desired, the Learning Partners Representative can be invited to participate in the faculty meeting virtually, but be aware the time will be deducted from the eight hours of technical assistance your LP Rep can provide.
# Campus Distribution Worksheet

## for 2020-2021 Dallas ISD Fine Arts Fund

**Principals and Site Coordinator Teams:** Use this form to determine grade allocations.

<table>
<thead>
<tr>
<th>School Group</th>
<th># of Students</th>
<th>Allocation</th>
<th>Type of Program</th>
<th>Wishlist Item Created?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Synchronous</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>All School Activity</td>
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</tr>
<tr>
<td>Kindergarten</td>
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<tr>
<td>1st Grade</td>
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<td>2nd Grade</td>
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<td>Art</td>
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<td>Music</td>
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<td>Other Specialists</td>
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<tr>
<td>Special Education</td>
<td></td>
<td></td>
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<tr>
<td>Staff Development</td>
<td>$150 - Spring Collaborative Workshop (FCW) &amp; LP Rep support (6 hours)</td>
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**TOTALS**

Your campus allocation is calculated on a per student basis. Please consider the number of students in each grade level when distributing your funds.

<table>
<thead>
<tr>
<th>Learning Partners Base Allocation:</th>
<th>$150</th>
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<tr>
<td>minus SCW/LP Rep Support:</td>
<td>-$150</td>
</tr>
<tr>
<td>Total Money:</td>
<td></td>
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</tbody>
</table>
# Campus Distribution Worksheet for 2020-2021
Dallas ISD Science & Social Studies Fund

**Principals and Site Coordinator Teams:** Use this form to determine grade allocations.

<table>
<thead>
<tr>
<th>School Group</th>
<th># of Students</th>
<th>Allocation</th>
<th>Type of Program</th>
<th>Wishlist Item Created?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Synchronous</td>
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<td>All School Activity</td>
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<tr>
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<tr>
<td>Special Education</td>
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<tr>
<td>Staff Development</td>
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<td><strong>$50 - Spring Collaborative Workshop (FCW) &amp; LP Rep support (2 hours)</strong></td>
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**TOTALS**

Your campus allocation is calculated on a per student basis. Please consider the number of students in each grade level when distributing your funds.

Learning Partners Base Allocation: ____________

*minus SCW/LP Rep Support:* -$50

Total Money: ____________
Teacher Website Registration

Once you are ready to make your choice and begin searching for programs on our website database, you must first register.

**First time user, register and link to your school**

1. Go to www.bigthought.org/LearningPartners
2. Click on Register (upper right hand corner of the screen)
3. Enter Username (not case sensitive, no spaces)
4. Enter your Password (case sensitive, must be at least 7 characters, no spaces)
5. Reenter Password to confirm. (Record your username and password below for future use).
   
   Username: ____________________ Password: ____________________
   Invitation Code: ______________

6. Provide a valid email address that you can access immediately. **Note:** An email will be sent to the email address you provide. You must be able to access this email to complete the registration process. If you don’t see an email from portaladmin@bigthought.org, check our junk or spam folder.

7. Click Create User and a new page will pop up
8. Your Site Coordinator Team will provide you with an Invitation Code for your school to enter in the appropriate box. After entering the code, click on the Add button. The screen will refresh and your school name should appear below the Invitation Code box. Your role should be listed as Educator or Site Coordinator. (**Note:** Adding this code is a one-time process.)
9. Scroll down, complete all personal details on the page and click Finish
10. A new page will direct you to check your email to activate your account
11. You will receive an email from portaladmin@bigthought.org with instructions for activating your account. If you don’t see it in your inbox, check your junk or spam folder.
12. Click on the link from your email which will direct you to the Learning Partners site where you automatically will be logged in. This serves as your account activation.

**Already Registered?**

**If you have logged on to the website before, do not register again.**

1. Go to www.bigthought.org/learningpartners
2. You will be on the Big Thought Learning Partners information page
3. Under “Our Innovative Approach” paragraph click on the orange type “Learning Partners on line catalog” and this will take you to the Artbiz website where you can log in.
4. Enter your original Username and Password (upper right hand corner of the screen)
5. Once you have logged in, your school name should appear below your username. If not, see steps 8 – 12 above to add an invitation code.
6. Please keep your username and password in a place where you can refer to it.

**If you have forgotten your password you will need to make a new account. Repeat the full registration process.**

**What’s an Invitation Code?**

An Invitation Code affiliates each username to its school. During training, the Site Coordinator will receive one unique invitation code for the Site Coordinator and one invitation code for all of the teachers at their campus.
# Roles and Responsibilities - Phase 2

<table>
<thead>
<tr>
<th>Principal</th>
<th>Site Coordinator Team</th>
<th>Teacher</th>
<th>Office Manager</th>
<th>LP Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Check in with Site Coordinator Team and provide support as needed</td>
<td>- Ensure all campus staff can log onto Learning Partners website</td>
<td>- As a grade level team, decide which program or field trip will help meet Fine Arts and Social Studies &amp; Science learning objectives.</td>
<td>- Check in with Site Coordinator Team and provide support as needed</td>
<td>- Provide technical assistance as directed by campus Principal and/or Site Coordinator Team</td>
</tr>
<tr>
<td>- Remind school staff about schedule for Learning Partners</td>
<td>- Advise and encourage Teachers about program selection process</td>
<td>- As a grade level team, decide which virtual program will help meet learning objectives through Fine Arts and Social Studies &amp; Science TEKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Remind staff about school-wide Learning Partners schedule</td>
<td>- Enter final virtual program selection as a wishlist using the correct funding sources. (must spend the entire grade level allocation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ensure all grade level teams have program wishlists using all of their allocated money</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Schedule date and time with LP Rep for Spring Collaborative Workshop (SCW)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Search for Programs

Once you have logged in to the website, you can search online for more than 200 Learning Partners programs. The Learning Partners online program search has the most complete and up-to-date listings of arts and art-infused programs available as well as social studies and science programs to choose from. Use the “Making the Best Choice Worksheet” on page 17 to guide you in your program search.

How to Search

1. Visit the website at www.bigthought.org/LearningPartners, then proceed to login.
2. Select the Catalog tab and click Search in the grey menu below it. You will be directed to the search engine. See illustration below.

Create a Search profile.

a. Enter applicable collection (Dallas ISD Fine Arts or Dallas ISD Science & Social Studies) and then any other criteria (e.g., grade level, core curriculum subject, keywords…)

b. Click Search Now (lower left) to initiate your search. A full listing of all programs matching your criteria will be displayed.

3. To view a specific program in detail, click on the program name. The program information, provider contact information and pricing, TEKS and sample integrated curriculum plans, if available, will appear.

4. If you would like to save the program for later viewing, you can add it to your online Bookmark (see page 19). Add your team’s final selections to your school’s wishlist.

Search

Advanced Search

Grade: All Grades
Core Curriculum: All Core Curriculum
Time Frame: All Time Frames
Keywords: 
Provider: All Providers
Collection: All Programs

Art Form: All Art Forms
Culture: All Cultures
Format: All Formats
Bilingual Presentation: 

Search Now Clear Search View Printable Summary

Time Frame

In most cases, mark this as "During School Day." This will narrow your search considerably.

Formats

Options include Synchronous (live stream) or Asynchronous (pre-recorded) programs.

Printable Summary

After a successful search, you can print a summary of your results. From the advanced search page, simply select View Printable Summary underneath the search fields. A new page will appear with program names and descriptions that you may then print. This is a great tool to share program ideas with your grade or subject-level peers.
Making the Best Choice Worksheet (Fine Arts Fund)

The goal of Learning Partners is for teachers to choose art-infused programs and execute well-integrated lessons with careful planning. Thus, students are able to make new, deeper connections to the curriculum. Teachers should determine their curricular and learning goals before considering cost and program availability.

This page is designed to help you use the Learning Partners database to find programs well suited to the needs of your students.

Grade Level or Fine Art/Special Subject: ____________________________

First, define some potential teaching goals or student learning objectives you feel would be more readily accomplished or enhanced through an arts or cultural experience.

Goals

This experience should enable our students to:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Learning Styles

Note some predominant learning styles or intelligences of your students, or check those that you wish to focus on through your Learning Partners programming.

☐ Social ☐ Intrapersonal ☐ Verbal ☐ Bodily/Kinesthetic ☐ Visual/Spatial

Funding

How much money do you have to spend on your programs? ____________________________

(Check with Site Coordinator)

Program Format

Which program format is best for you and your students?

☐ Synchronous - scheduled program, streamed virtually

☐ Asynchronous - pre-recorded program that may be played at convenience of teacher & class

Keywords

Using your goals from above, brainstorm a list of keywords that would be helpful in searching for programs.

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________
Making the Best Choice Worksheet
(Science & Social Studies Fund)

The goal of Learning Partners is for teachers to choose science & social studies-infused programs and execute well-integrated lessons with careful planning. Thus, students are able to make new, deeper connections to the curriculum. Teachers should determine their curricular and learning goals before considering cost and program availability.

This page is designed to help you use the Learning Partners database to find programs well suited to the needs of your students.

Grade Level or Fine Art/Special Subject: ____________________________

First, define some potential teaching goals or student learning objectives you feel would be more readily accomplished or enhanced through an arts or cultural experience.

**Goals**

3 most important things you want your students to learn through a teaching experience:

______________________________________________________________

______________________________________________________________

______________________________________________________________

**Learning Styles**

Note some predominant learning styles or intelligences of your students, or check those that you wish to focus on through your Learning Partners programming.

- Social
- Intrapersonal
- Verbal
- Bodily/Kinesthetic
- Visual/Spatial

**Funding**

How much money do you have to spend on your programs? ____________________________

(Check with Site Coordinator)

**Program Format**

Which virtual program format is best for you and your students?

- Synchronous - scheduled program, streamed virtually
- Asynchronous - pre-recorded program that may be played at convenience of teacher & class

**Keywords**

Using your goals from above, brainstorm a list of keywords that would be helpful in searching for programs.

______________________________________________________________

______________________________________________________________

______________________________________________________________
Creating a Bookmark or Wishlist

The Learning Partners database (www.bigthought.org/LearningPartners) allows users to create a saved list of favorite programs. While searching, click Bookmark to save programs that look interesting. Review all bookmarked programs as a grade level team to determine final choice. When your grade level team has identified your final selection click on the Add to Wishlist option in ArtBiz following the steps outlined below. Your payment voucher will only be created from your wishlist entry.

Use a bookmark when shopping for a program

1. While browsing programs on the Learning Partners website, click on the Bookmark or Add to Wishlist buttons located under the provider logo on programs that your team may be interested in selecting.
   a. If you click Bookmark, the program will be added to your list of bookmarked items for easy reference at a later date. This can be used as an early list for programs that interest you or may be shared with others at your school. Only you can view your bookmarked selections.
   b. If you click Add to Wishlist, you are indicating this program or field trip is your final choice and will be prompted to add additional information required to create your payment voucher. Detailed instructions about this process are found on the next page. All fields in the wishlist section must be completed before a voucher can be created.

2. When you are ready to view your bookmarked programs or Wishlist items:
   a. Click My Stuff, and then My Bookmarks or My Wishlist to view an alphabetized list of your saved programs.
   b. To add a bookmarked program to your wishlist, click on the green plus (+) icon located to the right of the program listing. Then, complete all of the required text fields and click Save at the bottom of the page.
   c. To delete programs from My Bookmarks, click on the Trash icon also located to the right of the program listing.

Making your final selections

1. Before making your final programming decision, consider your school’s calendar, your learning objectives, program details, pricing, and policies, as well as conversations you have had with your teaching team, site coordinator and LP Rep.

2. Once you have decided upon a program, access your wishlist by clicking on the My Stuff tab on the main tool bar. Then select My Wishlist. Edit a program by clicking the Pencil icon next to the program you have chosen.

3. On the next screen, fill out each section including the grade level, learning objectives, number of students and adults, calculated program costs and dates, whether transportation will be funded by Learning Partners and your contact information.

4. Click Save after making any changes.
Information Needed to Complete a Wishlist Item

Provider: ____________________________________________________________

Program Name: _______________________________________________________

Format: Use the drop down menu to select either On Campus or Field Trip

Time Frame: This should be set to During School Day

Allocation:

For Learning Partners programs with Fine Arts TEKS use this fund:
School Name/2020-21 Dallas ISD Fine Arts Fund

For Science and Social Studies programs with Science and Social Studies TEKS use this fund: School Name/2020-21 Dallas ISD Science and Social Studies Fund

Site Coordinator Team Name, Phone and Email: This should automatically fill in based on the allocation chosen. If the information is incorrect, please update.

Grades: Check all applicable

Learning Objectives: Please enter student learning goal(s)

Preferred Date/Times: When you would like to schedule the program

Excluded Dates/Times: Dates you cannot schedule (e.g. testing, holidays, early release)

Start and End Dates: This is a preferred date range for the program

# of Hours Per Student: _________________________________________________

# of program hours only

# of Workshops: _______________________________________________________

Workshops are add-on sessions; most programs do not offer these, so set to 0

# of Classes: _________________________________________________________

# of classes or grade sections

# of Students: _________________________________________________________

Total # of students expected to attend program

# of School Staff: _____________________________________________________

# of teachers, teachers aides, etc.

# of Non-Teachers: ____________________________________________________

# of adult chaperones, parents, non-school personnel

Fee Information: Will automatically fill in based on program

Estimate Program Amount: ______________________________________________

Anticipated total program cost

School Funding: _______________________________________________________

Amount school will pay directly to program provider

Program Amount Requested: The website will automatically calculate the amount you are requesting Learning Partners to pay or the total cost minus the amount that the school is paying.
### Roles and Responsibilities - Phase 3

<table>
<thead>
<tr>
<th>Principal</th>
<th>Site Coordinator Team</th>
<th>Teacher</th>
<th>LP Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review virtual programs teachers have included as wishlist items</td>
<td>- Review virtual programs teachers have included as wishlist items</td>
<td>- Before Fall Collaborative Workshop work with Site Coordinator to clarify information saved on wishlist</td>
<td>- Review virtual programs teachers have included as wishlist items</td>
</tr>
<tr>
<td>- Confirm all grade levels have wishlist programs</td>
<td>- Confirm all grade levels have wishlist programs saved</td>
<td>- Be available to answer questions about wishlist programs during Spring Collaborative Workshop</td>
<td>- Confirm all grade levels have wishlist programs</td>
</tr>
<tr>
<td>- Work with Site Coordinator Team to create wishlist using any remaining dollars</td>
<td>- Work with Principal to create wishlist using any remaining dollars</td>
<td>- Meet with LP Rep remotely to review programs included on the school’s wishlist</td>
<td>- Meet with Site Coordinator Team remotely to review programs included on the school’s wishlist</td>
</tr>
<tr>
<td>- Confirm the entire allocation has been spent</td>
<td>- Meet with Site Coordinator Team remotely to review programs included on the school’s wishlist</td>
<td>- Serve as the liaison between the LP Rep and campus staff and help answer questions regarding details required for creating vouchers</td>
<td>- Work with the Site Coordinator Team to clarify questions connected to virtual programs included on the school’s wishlist</td>
</tr>
<tr>
<td>- Ensure that teachers have confirmed all programs with partner organizations</td>
<td>- Serve as the liaison between the LP Rep and campus staff and help answer questions regarding details required for creating vouchers</td>
<td>- Circulate printed copies of vouchers to each grade level team</td>
<td>- Create vouchers based on programs included in school’s wishlist</td>
</tr>
<tr>
<td></td>
<td>- Serve as the liaison between the LP Rep and campus staff and help answer questions regarding details required for creating vouchers</td>
<td>- Maintain a copy of printed vouchers for all grade levels</td>
<td>- Instruct Site Coordinator to print two copies of each voucher (one for grade level teams and one for Site Coordinator Team)</td>
</tr>
<tr>
<td></td>
<td>- Maintain a copy of printed vouchers for all grade levels</td>
<td>- Encourage teachers to contact providers to confirm vouchers</td>
<td>- Instruct Site Coordinator to print two copies of each voucher (one for grade level teams and one for Site Coordinator Team)</td>
</tr>
<tr>
<td></td>
<td>- Encourage teachers to contact providers to confirm vouchers</td>
<td>- Contact teachers to confirm final dates of programs and field trips</td>
<td>- Instruct Site Coordinator to print two copies of each voucher (one for grade level teams and one for Site Coordinator Team)</td>
</tr>
<tr>
<td></td>
<td>- Contact teachers to confirm final dates of programs and field trips</td>
<td>- Remind teachers about upcoming programs and field trips to ensure program success</td>
<td>- Balance school’s allocation to zero</td>
</tr>
</tbody>
</table>
The Spring Collaborative Workshop (SCW) is a meeting held between the Site Coordinator Team and the LP Rep to determine jointly which programs best support their curriculum objectives.

Each school has been allocated eight (8) total hours of technical assistance provided by an LP Rep and Big Thought staff. Schools may determine how these hours will be allocated. SCW may only be held remotely.

Site Coordinators meet with LP Reps during the SCW to review the schools wishlist and create vouchers. Teachers are no longer required to attend the Spring Collaborative Workshop.

Follow these steps to complete and submit the online Spring Collaborative Workshop request form:

- Visit www.bigthought.org/LearningPartners
- Login (must be registered before you can log in. Please see page 14 for log in instructions.)
- Click on My Stuff
- Select Submit Workshop Request and complete all fields, then click Submit

Your school’s LP Rep will contact you within two business days of receiving your SCW request. The LP Rep will try to accommodate your first choice of dates. If that is not possible, the LP Rep will work with you to determine a mutually convenient workshop date.

Before your SCW, be sure you have done the following:

- Schedule a meeting with your Learning Partners Rep. Please have access to a computer with internet access, a printer and paper.
- Ensure that all teaching teams have successfully entered a wishlist
- Ensure that all dollars have been allocated

After your FCW:

- Ensure that your teachers book their programs within two weeks of receiving your approved voucher
- Confirm all vouchers online prior to their expiration date after the teachers have returned their booking information to you
- Make a master list of when each team is doing what so that you can remind your teachers to do the Quality Survey
I Have a Voucher, What Do I Do Now?

1. The teacher listed on the voucher must contact the program provider. Contact information for the program provider is listed on the voucher and in the online catalog at www.bigthought.org/LearningPartners.

2. Negotiate the final date and time for the selected virtual program.

3. Once a date has been finalized, the provider will request the five digit voucher number (example: W2034) and four digit approval code (example: G8E2). Both of these can be found on the voucher sheet given to you by your LP Rep.

4. After speaking with the provider, fill out the “verify scheduling” portion of the voucher and return it to the school Site Coordinator Team within a week of obtaining the voucher.

5. Let your entire grade level know the scheduled date for the selected program.

6. Record the program date.

7. After the Teacher has scheduled the program with the provider and has completed the “verify scheduling” portion of the voucher, collect the Learning Partners voucher from him or her.

8. Confirm the vouchers online prior to the expiration date listed at the bottom of each voucher.

9. Create your own calendar with the final dates and times of your school’s Learning Partners programs.

10. Share this calendar with your Principal, and team leads.

Don’t forget...

When scheduling your programs, remember to take into account test dates, snow days, early release days and other conflicts. Also, check bus availability, as availability often changes due to early release days and exam days.
I Have a Voucher, What Do I Do Now?

Sample Learning Partners including Learning Partners Payment Voucher

Expires if not scheduled and confirmed by: 11/30

School: Cesar Chavez Learning Center

Lead Teacher: DAP IN SCHOOL

Provider: Audubon Texas - Trinity River Audubon Center

Grades: [Provide grades if applicable]

Program(s): Scheduled live instruction (Synchronous)

Amount Approved: $378.00

Voucher#: W3027

Approval Code: 32Y8

Notes: 10-28)b This fee is admission for 108 students and 2 busses for 6 hrs each.

Voucher Number

This is a unique, five-digit alphanumeric code that is issued for each approved program. Voucher numbers are used by the school, the provider, and Big Thought/Learning Partners staff to coordinate scheduling and funding.

The approval code serves as a security measure to ensure that only a school representative can book an experience with an arts or cultural provider. Your provider will ask you for this code when you book with them.

Amount Approved

This is the total amount of funds approved for your school’s program and transportation.

Funding Source

Will be either Dallas ISD Fine Arts or Dallas ISD Science & Social Studies

To Schedule:

- Contact Program Provider:
  Programs must be scheduled at least one week in advance and are subject to availability. We require a signed liability release form for all those participating in programs at Trinity River Audubon Center. Due to instructor preparation and material production expense, programs are invoiced according to reservation numbers. Please notify us at least five business days in advance of any changes in number of students attending; otherwise, the program will be billed according to original reservation numbers. Please dress appropriately. We recommend close-toed shoes, long pants, insect repellant, and sunscreen when appropriate.
  When making reservations, give organization complete voucher number, including approval code.

- Make bus request for field trips - see your Site Coordinator for special procedures if AP is paying.

- Verify Scheduling:
  - Final amounts for programming:
    - Arts/Partners Pays
    - School Pays (if any)
    - Total Cost
  - Dates/Times/Location of Program:

- Could not schedule due to:
  - Program not available
  - Transportation not available
  - Cost miscalculation
  - Other:

- Please return completed form to your site coordinator. The deadline for your site coordinator to confirm the voucher online is 11/30

We want to hear about your experience!

Don’t forget to fill out the survey at www.surveymonkey.com/r/2018-19LearningPartners

www.bigthought.org/LearningPartners
Voucher Expiration, Changes and Voids

In some cases, an experience may no longer meet a teaching team’s educational goals or a campus may need to reschedule a program due to unforeseen circumstances. Your campus may also need to increase or decrease the number of students in attendance. We are able to make changes, **but the changes must be in accordance with the provider’s cancellation policies, which are in the program listing at www.bigthought.org/LearningPartners.**

Big Thought/Learning Partners staff must receive written confirmation from the Site Coordinator Team and the partner organization via email before we will void or change a voucher.

**Helpful Hint**

**Why does Learning Partners expire vouchers?**

Any funding not spent in the 2020-2021 school year will be lost. By expiring vouchers, we ensure that all of the money is spent on educational programming for Dallas ISD students.

**Voiding Vouchers**

1. Voiding vouchers is easy if the school has not contacted the partner organization. This is the best case scenario and a Learning Partners Representative can help easily void the voucher.

2. Voiding vouchers after making a reservation and giving partner the voucher information can be tricky, especially if the program has already been booked with an organization and they have been given the voucher number, approval code and amount.

These are the steps you will need to take:

- **a. Check the cancelation policy of the partner organization.** This information appears on each program page and is something to note when making a program selection. Big Thought stands by the cancelation policy of each partner organization.

- **b. Check date of reservation with partner cancelation policy.** Is the cancellation outside of their policy or is it now falling in the penalty stage. Cancelling or not showing up on the agreed reservation date will cause automatic loss of the funds to the partner organization.

- **c. Big Thought requires written notices from both the school and partner organization** that the reservation is being cancelled and the voucher is no longer needed before voiding the voucher and freeing the funds to use for other program purchases by the school.

- **d. A voucher may be automatically voided by Big Thought if the voucher has not been confirmed** by both the school and the partner organization by that voucher’s expiration date. Depending on the circumstance, the funds may be lost to the school and given to other campuses for additional programming.
Managing my Vouchers

The Spring Collaborative Workshop (SCW) is a starting point for several other processes involved in planning your Learning Partners experiences. During the workshop, you will receive an Learning Partners payment voucher. This voucher guarantees payment for your program and serves as a tool to help you schedule programs and keep track of times, dates and costs. Once your Site Coordinator Team confirms your vouchers online, Learning Partners is able to track your progress and monitor the funds of each school.

The LP payment voucher includes a **voucher number** and **approval code** for each program. When calling Learning Partners or your provider, always have these numbers readily available. Each Site Coordinator can view and confirm vouchers online at any time (see instructions below). Although the payment voucher guarantees payment for your program, it does not guarantee availability, nor does it replace the scheduling process. Please follow the instructions in the next few sections accurately and completely to ensure that your school does not lose money and that your students do not miss out on a great experience.

Each payment voucher has an expiration date listed at the bottom. This is the date by which both schools and providers must confirm the voucher online. If Learning Partners has not received confirmation of scheduling before this date, the voucher will expire and the campus will lose these funds. If a voucher is allowed to expire, any associated money is removed from the school’s campus allocation and is no longer available for use by the campus.

### Site Coordinators Only

**How to confirm your voucher:**
1. Log onto www.bigthought.org/LearningPartners
2. Click on **My Stuff**
3. Click on **My Vouchers**
4. Locate the voucher you wish to confirm and click **Confirm**
5. Click on **Confirm Booking**
6. Review all of the selected information for accuracy and make changes as needed
7. Click on **Submit Confirmation** when you are finished

**Confirm Voucher Status**

Your Site Coordinator Team can view the status of all your school’s vouchers at any time. Visit www.bigthought.org/LearningPartners, log-in, click the **My Stuff** tab from the main page and select **My Vouchers**. You can search by provider, status, grade and allocation. You can also sort by any column heading.

Status options:

- **Pending** – the voucher has not been approved by Big Thought/LearningsPartner staff and cannot be used
- **Validated** – the voucher has been approved and the accuracy has been checked by Big Thought staff
- **School Confirmed** – the Site Coordinator Team has confirmed the voucher online
- **Booked** – both the Site Coordinator Team and the program provider have confirmed the voucher online (the voucher is safe from expiration)
- **Attended** – program has occurred and provider has invoiced
- **Provider Cancelled** – the voucher is voided and it is no longer valid
- **School Cancelled** – the voucher is voided and it is no longer valid
- **Expired** – the voucher has been voided and cannot be used to book a program. Contact Big Thought Staff at LearningPartners@bigthought.org AND contact the partner organization to verify their cancellation policy.
Quality Survey

Share your Learning Partners experience!

Learning Partners (LP) provider organizations strive to offer the highest quality programming for students and educators. To ensure the programs are meeting your and your students’ needs, we want to hear from you!

The survey is anonymous and results will be shared with our partners and with the Dallas ISD Visual & Performing Arts Department to continue to improve the quality of the Learning Partners program design and delivery.

Learning Partners Quality Survey: www.surveymonkey.com/r/Teacher_LP_2020-21
Anita N. Martinez Ballet Folklorico
4422 Live Oak St.
Dallas, TX 75204
214-828-0181
www.anmdallas.org

Audubon Texas - Dogwood
1206 W. FM 1385
Cedar Hill, TX 75105
469-526-1988

Audubon Texas - Trinity River
Audubon Center
6500 Great Trinity Forest Way
Dallas, TX 75217
214-309-5810
www.trinityriveraudubon.org

Bishop Arts Theatre (formerly known as TeCO Theatrical Productions, Inc.)
214-948-0716
www.bishoparts.theatre.org

Cara Mia Theatre
214-717-5297
www.caramiatheatre.com

Chefsville Kids
469-422-8321
www.chefsville.org

Classic Brass
972-768-7508

Dallas Arboretum
8617 Garland Road
Dallas, TX 75218
214-515-6537
www.dallasarboretum.org

Dallas Black Dance Theatre
2700 Flora St.
Dallas, TX 75201
214-871-2387
www.dbdt.com

Dallas Children’s Theater
5938 Skillman St.
Dallas, TX 75231
214-978-0110
www.dct.org

Dallas Historical Society
3939 Grand Ave.
Dallas, TX 75210
214-421-4500
www.dallashistory.org

Dallas Opera
2403 Flora St.
Dallas, TX 75201
214-433-1082
www.dallasopera.org

Dallas Symphony Orchestra
Schlegel Administrative Suites
2301 Flora St.
Dallas, TX 75201
214-871-4006
www.dsokids.com

Dallas Zoo and Children’s Aquarium at Fair Park
650 S. R.L. Thornton Freeway
Dallas, TX 75203
469-554-7303
www.dallasmuseumofnature.org

Dana Proulx-Willis
214-460-0063

Epic Domain
www.epicdomain.com

Frontiers of Flight Museum
6911 Lemmon Ave.
Dallas, TX 75209
214-350-3600
www.frontiersofflightmuseum.org

IPH’IND’LELA, LLC
214-513-9977

Jamal Mohamed
214-942-1904

Japan-America Society of Dallas/Fort Worth
214-342-2022
www.jasdfw.org

Junior Players
214-526-4076
www.juniorplayers.org

Kent Williams
469-744-3436

The Malone Connection
214-704-6782

MCP Shows
817-980-1760

Mark Shelton
972-221-2416

Nasher Sculpture Center
2001 Flora St.
Dallas, TX 75201
214-242-5100

Perot Museum of Nature & Science
1155 Broom St.
Dallas, TX 75202
972-201-0619
www.perotmuseum.org

Puppetry by Sandy Shroud
972-242-7257

Rollanda Brigham
214-542-1231

Science Safari
214-320-0371
www.sciencesafari.net

Sheila Cunningham
972-702-0638

The Sixth Floor Museum at Dealey Plaza
411 Elm St.
Dallas, TX 75202
214-389-3076

Slappy and Monday’s Foundation for Laughter
214-369-4849
www.slappysplayhouse.com

SPARK
214-421-7727
www.sparkdallas.org

Tammy McNary Photography
www.tammymcnary.com
214-543-2836

Teatro Hispano de Dallas
214-689-6492
www.teatrodallas.org

Texas Discovery Gardens
3601 Martin Luther Kind Jr. Blvd.
Dallas, TX 75210
214-428-7476
www.texasdiscoverygardens.org

The Artist Outreach
214-906-1059
www.theartistoutreach.org

The Blue Shoe Project
214-675-1753

The Writer’s Garret
10809 Garland Road
Dallas, TX 75218
214-828-1715
www.writersgarret.org

USA Film Festival / KidFilm
6116 N. Central Expressway, Ste. 105
Dallas, TX 75206
214-821-6300
www.usafilmfestival.com
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