

IB Online Workshop Completion Requirements

Review the requirements below to better understand your role and expectations as an online learner.

These steps should be taken prior to and during your workshop to ensure your successful completion as well as an enjoyable online learning experience.

Earning a certificate for an online workshop depends on meeting the following requirements.

Requirements before your workshop

- Log in within 24 hours of receiving your login details, which will be sent via email from onlinepd@ibo.org. If your login details do not work, please send an email to onlinepd@ibo.org to resolve this issue before the workshop starts.
- Be sure you have carefully read the online workshop description and that you are enrolled in the correct workshop and the [appropriate category](#) for your level of experience.
 - If you feel that you are not enrolled in the correct category, you should consult with your school's IB coordinator as soon as possible.
 - If your workshop facilitator feels that you are not enrolled in the correct category, the IB online professional development team reserves the right to place you in a category more suited to your experience. The facilitator will communicate this to you.
- Explore the Online Learner's Toolkit which is the first thing you will see when you log in. Follow the instructions to update your profile and upload a profile picture.
- Plan for **at least** four hours per week for your active online participation and learning.

Requirements during the workshop

Attendance

- Begin the activities in your workshop **within three days** of the starting date and introduce yourself to your facilitator and fellow participants.
- Spend at least four hours per week completing your workshop learning engagements and activities.
- Log in regularly during your workshop. You are required to access your workshop at the beginning, middle, and end of **each week/module** and participate in a timely manner.
- Communicate directly with your workshop facilitator in the event that unexpected circumstances prevent you from participating for more than three consecutive days, or if you are experiencing a situation that is impacting your ability to successfully complete the workshop.

Collaboration and involvement

- Complete all required activities and/or learning engagements in your workshop.
- Be collaborative and pro-active as a learner by:
 - responding to feedback and questions from your facilitator and fellow participants
 - providing constructive peer-to-peer feedback in the spirit of sharing knowledge and experience

- posting a **minimum** of two messages for each activity/learning engagement (forum, wiki, glossaries, etc.); these contributions should relate to each activity and add value to the collective discussion on a specific topic.
- using appropriate language and being polite.
- If you are collaborating with peers from your own school, maintain an individualised presence by posting as an individual and not as a group.

Academic honesty

- Acknowledge resources (text, images, audio, video) and ideas of colleagues, other persons and sources, even if you have paraphrased or summarized.
- For more information and guidelines you may refer to IB publications on academic honesty within the 'support areas' section of the Online Curriculum Centre (OCC), to which you will have access during your workshop.

Please note a certificate may not be awarded if the above requirements are not fulfilled. If you are unsure at any time whether you are meeting the requirements, please contact your workshop facilitator.

What to expect after your workshop

- You will receive an email inviting you to complete the end-of-workshop evaluation survey.
- Your workshop facilitator will inform you of your eligibility for a certificate of completion. If you have been awarded a certificate, instructions for downloading your certificate will be emailed to you within three weeks of the end of the workshop.

Any questions or concerns about your workshop must be reported to us within 90 days from the end date of the workshop.

IB Online Professional Development Team