Intensive Pedagogical Training Institute

Frequently Asked Questions

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Q: How can I contact the instructor?

A: To contact Ms. Dudley about an assignment, you can do so through the messaging system in IPTI. To do this, follow these steps:

1. Log into IPTI.
2. Find the box on the left side of the page titled "Messages".
3. Click on the word messages inside that box.
4. Enter Melissa Dudley's name in the white search bar near the top of the page and hit Enter.
5. Click on Melissa Dudley's name.
6. Enter your message and click Send message.

When Ms. Dudley replies to you, you should receive an email notification. Click on that link in the email notification to see her message (you'll have to be logged in to IPTI to be taken to the correct page.) Any unread messages will also be available through IPTI. To see those click on the envelope icon in the "Messages" box. To see all the messages that you have received, follow steps 1-3 above, then change the drop down from Contacts to Recent conversations. All your messages will appear.

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Q: The Self-Assessment Tool isn't saving as a completed file. What should I do?

A: This is an editable PDF, but there is sometimes a compatibility issue with Adobe that doesn't save a completed version. You can fill out the file, print it, and then scan it back into your computer and upload it. Or you can take screenshots of the completed assessment and upload that as your assignment.

Q: How do I turn in assignments?

A: Here are instructions for how to upload Assignment 1; you'll upload the other assignments following the same process:

1. Log into IPTI.
2. Click on Teaching as a Profession under the Courses heading in the middle section of the page.
3. Scroll to the bottom of the page to find the Assignments section.
4. Click on Assignment 1 under Lesson 1: An Overview of Teaching in Ohio.
5. Scroll to the bottom of the page.
6. Click on Add submission at the bottom of the page.
7. Scroll back down to the bottom of the page.
8. Click on Add... in the top left corner of the box that has appeared. An uploading window will open.
9. Click on Browse... next to the Attachment field. This will open a file picker window to browse to the correct file on your computer.
10. Select the file you want to upload.
11. Back on the file picker window, click Upload this file. (That is the red button at the bottom of the file picker window.)
12. The file will show up on the Assignment 1 uploading page. If you want to upload more than one document, follow steps 7-12. When you have uploaded all the files you want to submit for grading, click on Save changes.
13. You will be taken back to the assignment page. Scroll to the bottom of the page and click Submit assignment to submit the assignment to the instructor.
14. Click Continue on the next page. Your assignment has been submitted.

Q: What file format should my assignments be in when I upload them?

A: .doc, .docx, or .pdf

Q: I turned my assignment in. How long until I get a grade back?

A: The instructor will grade your assignment within a week of its submission.

Q: I've turned in all my assignments for the first module; can I get the enrollment key for second module?

A: The instructor will send you the key to the next module once you have reached proficiency in each of the rubric areas of each assignment in the first module. The same rule holds for the enrollment key for the third module.

Q: Where is my Educator ID?

A: Your Educator ID is on the alternative evaluation that ODE sent you.

Q: When can I start my field experience?

A: You can start your field experience at any time during your enrollment in the IPTI. You are responsible for securing the placement.

Q: I think I've completed all of the assignments. How do I get the Certificate of Completion?

A: We review your coursework before opening access to the IPTI Feedback Survey, then the Certificate of Completion. We try to get to completions quickly, so if you have not heard anything from ODE within two business days of receiving the final passing score, please email ipti@education.ohio.gov.

Q: Can I re-enroll in IPTI if I can't complete all the assignments and field experience within six months?

A: When the IPTI was developed, the six month time frame was designed to be a generous one, significantly longer than either a quarter or semester college course, and sufficient to allow candidates to pace themselves in accordance with their own schedules, while at the same time adhering to an equal completion time frame for all candidates. Also, the IPTI is intended to be an interrelated sequence of

important information and concepts related to the principles and practices of teaching, and is most effective when completed within the prescribed timeframe. If, due to unexpected circumstances, you find that you cannot complete all of your assignments in the six month period, it is possible to re-enroll one time. If you re-enroll within six months, you will be able to pick up in the assignments where you left off. If you re-enroll after six months you will need to start from the beginning of the course. To re-enroll, you will submit the IPTI Registration Form and the $200 fee.

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Q: How many times can I re-enroll?

A: Once.

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