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The *Future Ready Schools: Empowering Educators Through Professional Learning* toolkit provides leaders with a multistep decision-making process, practical tools, and numerous examples for setting positive change, moving assertively along paths of more collaboration, support, and global connections toward achievement of student learning and improvement goals. Design principles embedded in the toolkit guide and support district leaders' thinking and acting both systematically and systemically to fine-tune their professional learning by leveraging the power of technology through multifaceted integration. The process invites districts to complete five steps:

1. **Determine District Readiness.** Establish a leadership team and review and align district plans that include substantive professional learning. Use the *Professional Learning Readiness Self-Assessment Tool* to assess face-to-face and virtual professional learning capacity that exists in the district.
2. **Assess Current Professional Learning.** Based on district plans, describe a high-priority district improvement goal and identify current professional learning strategies that address the goal. Use the *Professional Learning Strategies Self-Assessment Tool* to rate current professional learning strategies on the degree to which they represent the characteristics of high-quality and evidence-based professional learning.
3. **Refine Professional Learning.** Consider district ratings and the examples presented in the *Examples of Effective Professional Learning Strategies and Their Use in Connected Districts* document and plan how to refine designated strategies or identify new strategies. Use the *Professional Learning Strategies Self-Assessment Tool* to assess refined professional learning strategies.
4. **Implement Professional Learning.** Use the *Online Professional Learning Quality Checklist* to evaluate possible online professional learning activities based on their content, characteristics, and format. Then, implement your revised professional learning plan.
5. **Measure Refined Professional Learning.** Use the Evaluation Tool to systematically plan, collect, and analyze evidence of professional learning and communicate the results.



“This document was developed from the public domain document: The Future Ready District: Professional Learning Through Online Communities: of Practice and Social Networks to Drive Continuous Improvement – U.S. Department of Education, Office of Educational Technology (2014).”