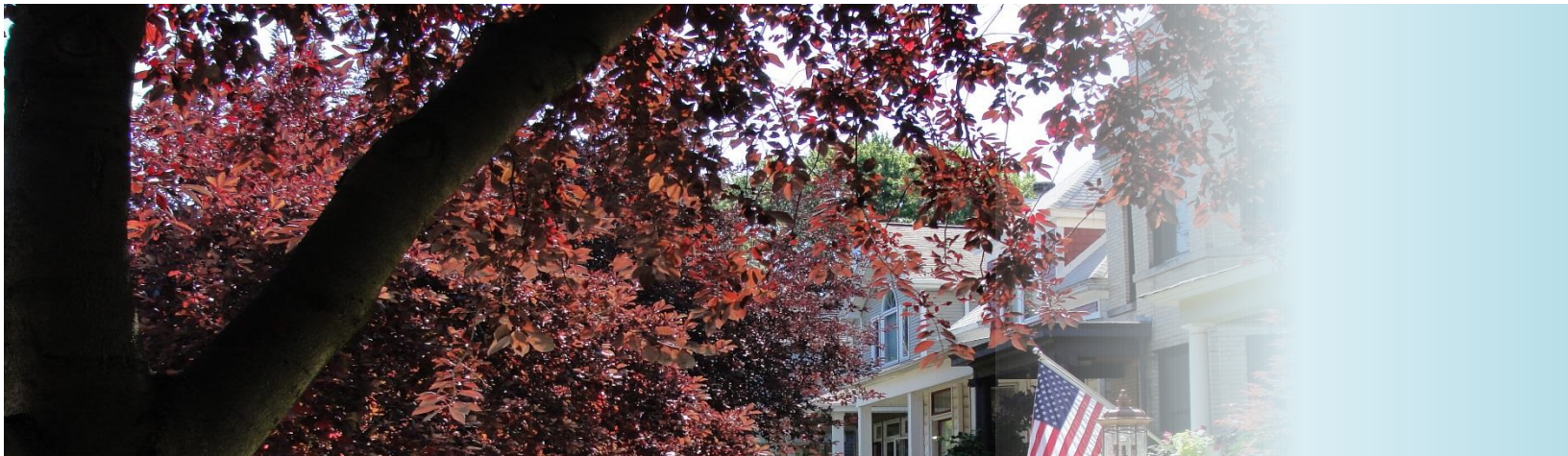




Urban Forest Adaptation Planning and Practices Online Course

Welcome to the course! Here's what you need to know...

You're signed up for the Urban Forest Adaptation Planning and Practices online course! We're excited to have you in our class starting in November 2017, and we look forward to helping you integrate climate change information into your real-world management project. Through this workshop, you'll be able to:

- Identify locally-important climate change impacts, challenges, and opportunities
- Develop specific actions to adapt urban forests to changing conditions
- Use the [Adaptation Workbook](#) to create your own "climate-informed" project
- Better communicate with stakeholders about key climate change impacts, challenges, and opportunities
- Access post-training support from NIACS staff during project planning and implementation

Course Format

This course follows a five-step process to develop climate change adaptation projects using the online Adaptation Workbook (www.adaptationworkbook.org). The course format will include individual (or group) work time to complete a single step of the adaptation workbook, followed by a small group discussion session and a large-group lecture to review your last step and get you set up for the next step.

The large group lectures will take place every other Tuesday from 11:00-11:45 Eastern (10:00-10:45 Central). Mark your calendars for meetings on these dates: November 7 and 21; December 5 and 19; and January 2, 16, and 30. You will also be assigned to a smaller group discussion section based on your availability. Please fill out the [doodle poll](#) with your availability for one of three potential times. Discussion sections will also take place every other week starting November 21.

Connection details are:

- Phone: (646) 876-9923 or (669) 900-6833. Meeting ID: 777 666 992
- Web meeting room: <https://michigantech.zoom.us/j/777666992> (Please join the first session a bit early; your computer may need to install a small add-on before entering the room.)

Course Schedule

Course Preparation —Complete by November 3

To make sure you're really ready to dive into the course during our first session on November 7, we would like you to get your account set up on the Adaptation Workbook by Friday, November 3. Instructions for creating an account and linking it to the course are located in this packet. A single account can be shared among multiple users for group projects.

Session 1 — November 7, 11:00-11:45 Eastern

Topics:

- Course objectives, instructors, and agenda
- Introduction to the Adaptation Workbook online tool
- Developing an adaptation project
- Defining project goals and objectives
- What you need to know for Step 1

Assignment 1 —Complete by November 20

Complete Step 1 of the Adaptation Workbook: Define project goals and objectives. Also complete Homework 1 at the end of Step 1. Set aside 1-3 hours for completion, as time will vary based upon your project.

Discussion Session 1- November 21, 9 or 10 am Eastern

- Discussion of Step 1

Session 2 — November 21, 11:00-11:45 Eastern

Topics:

- Considering climate change impacts and vulnerabilities in your projects
- What you need to know for Step 2

Assignment 2 — Complete by December 4

Complete Step 2 of the Adaptation Workbook: Assess climate impacts and vulnerabilities. Also complete Homework 2 at the end of Step 2. Set aside 3-4 hours for completion since this is a more involved step.

Discussion Session 2- December 5, 9 or 10 am Eastern

- Discussion of Step 2

Session 3 — December 5, 11:00-11:45 Eastern

Topics:

- Identifying management challenges and opportunities for your project
- Re-considering and revising management goals/objectives in light of climate challenges
- What you need to know for Step 3

Assignment 3 — Complete by December 18

Complete Step 3 of the Adaptation Workbook: Evaluate objectives considering climate impacts. Also complete Homework 3 at the end of Step 3. Set aside 2-4 hours for completion, as time will vary based upon your project.

Discussion Session 3- December 19, 9 or 10 am Eastern

- Discussion of Step 3

Session 4 — December 19, 11:00-11:45 Eastern

Topics:

- Adaptation concepts: resisting change, enhancing resilience, and facilitating transitions

- Developing specific actions for climate-change adaptation
- What you need to know for Step 4

Assignment 4 — Complete by January 1

Complete Step 4 of the Adaptation Workbook: Identify adaptation approaches and tactics. Also complete Homework 4 at the end of Step 4. Set aside 3-4 hours for completion since this is a more involved step.

Discussion Session 4- January 2, 9 or 10 am Eastern

- Discussion of Step 4

Session 5 — January 2, 11:00-11:45 Eastern

Topics:

- Tools for measuring effectiveness of implemented adaptation actions
- Capitalizing on existing data, inventory or monitoring processes/partnerships
- What you need to know for Step 5

Assignment 5 – Complete by January 15

Complete Step 5 of the Adaptation Workbook: Monitor effectiveness of implemented actions. Also complete Homework 5 at the end of Step 5. Set aside 2-4 hours for completion, as time will vary based upon your project.

Discussion Session 5- January 16, 9 or 10 am Eastern

- Discussion of Step 5

Session 6 — January 16, 11:00-11:45 Eastern

Topics:

- Completing the Adaptation Workbook
- Tips for talking about climate change with co-workers, stakeholders, and clients

Assignment 6 — Complete by January 29

Finish up any loose ends and complete Homework 6 within the Adaptation Workbook. Then, take some time to summarize your project to share with the course participants as well as your colleagues and partners. Set aside 3-4 hours for completion of this assignment, or potentially more if you have to return to some previous steps.

Discussion Session 6-January 30, 9 or 10 am Eastern

- Discussion and sharing of participant adaptation projects

Session 7 — January 30, 11:00-11:45 Eastern

Topics:

- Next steps for moving toward implementation
- How we can help you in the future

This course has been approved for 10.5 CEUs (1.5 per session) through the International Society of Arboriculture and is eligible for category 1 Society of American Foresters Continuing Forestry Education credits. Let Leslie Brandt (lbrandt@fs.fed.us) know if you will need a certificate.

This course is a collaboration among the Northern Institute of Applied Climate Science, the US Forest Service, and the USDA Northern Forests Climate Hub.



United States Department of Agriculture
Northern Forests Climate Hub



Instructors & Contact Information

Leslie Brandt, Northern Institute of Applied Climate Science & US Forest Service



Leslie serves as coordinator for the Urban Forestry Climate Change Response Framework. She has led trainings for the general public and urban forestry professionals on climate change impacts and adaptation in the Chicago, Cleveland, Boston, Philadelphia, and Twin Cities regions. She also coordinates the Central Hardwoods Climate Change Response Framework in Indiana, Illinois, and Missouri and is currently involved in a climate assessment for the state of Indiana.

Phone: 651-491-3529

Email: lbrandt@fs.fed.us

Stephen Handler, Northern Institute of Applied Climate Science & US Forest Service



As a Climate Change Specialist at NIACS, Stephen's primary role is to coordinate the Northwoods Climate Change Response Framework throughout Minnesota, Wisconsin, and Michigan. This effort includes preparing vulnerability assessments, engaging stakeholders across the forestry community, and planning demonstration activities to model climate-informed forest management.

Phone: 906-482-6303 x19

Email: sdhandler@fs.fed.us

Setting up Your Account and Course Project

Please set up your Adaptation Workbook account (If you haven't already done so) by Friday, November 3 so that we can make the course features available to you before you start.

- **IMPORTANT! Do not start a course project before getting confirmation from an instructor that you've been added to the course or you may have to start over from the beginning.**
- If you have a small team, use one person's email address to create an account that you can share among the group. You can then take turns working on the course project and decide how to tackle course assignments among your team.

Creating an Account

- Navigate to www.AdaptationWorkbook.org. Click on "Get Started" to create an account



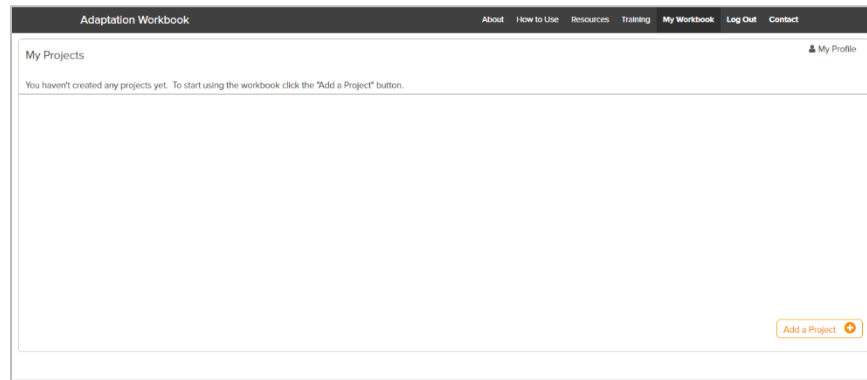
- b. Create a new account by entering a username, email address, and other information. Be sure to check the terms and conditions/privacy policy check box, as well as the check box allowing us to help you as you go through the workbook. When you have entered all of the information, click “Create new account.”

The screenshot shows the 'Create new account' page of the Adaptation Workbook. The page has a dark header with the title 'Adaptation Workbook' and navigation links: 'Get started', 'About', 'How to Use', 'Resources', 'Training', 'Log in', and 'Contact'. The main content area is white with a blue border. At the top, it says 'Create new account' in blue. Below this is a light blue box with a question mark icon and the text '* indicates a required field'. A message says 'You are not logged in.' with two buttons: 'I have an account' and 'I want to create an account'. The form fields are: 'Username *', 'Email address *', 'Confirm e-mail address *', 'Profile' section with 'Your full name *' and 'Organization'. Below these are two checkboxes: 'I have read and agree to the Adaptation Workbook terms and conditions and privacy policy.' (checked) and 'It is OK to contact me about my Adaptation Workbook experience or to offer me assistance in my planning process.' (checked). At the bottom, it says 'By submitting this form, you accept the Mollom privacy policy.' and has a 'Create new account' button. A red arrow points to this button. The footer is dark with the Northern Institute of Applied Climate Science logo and 'Terms and Conditions | Privacy Policy | Contact'.

- c. The following screen will direct you to confirm your new account. You will need to check the email of the account that you’ve linked to the Adaptation Workbook, find a confirmation email (from info@adaptationworkbook.org), and click the confirmation link. Your confirmation email should arrive within a few hours. Check your spam folder if you don’t see it in your inbox!
- d. The link will take you to a one-time login screen that will require you to create a site password. Click “Log in” and create a password on the following screen.

The screenshot shows the 'Reset password' page of the Adaptation Workbook. The page has a dark header with the title 'Adaptation Workbook' and navigation links: 'Get started', 'About', 'How to Use', 'Resources', 'Training', 'Log in', and 'Contact'. The main content area is white with a blue border. At the top, it says 'Reset password' in blue. Below this is a green box with a checkmark icon and the text 'You have successfully validated your e-mail address.' Below this is a light blue box with a question mark icon and the text '* indicates a required field'. A message says 'This is a one-time login for f0ddU0nrl and will expire on Tue, 09/10/2017 - 19:44. Click on this button to log in to the site and change your password. This login can be used only once.' Below this is a 'Log in' button. The footer is dark with the Northern Institute of Applied Climate Science logo and 'Terms and Conditions | Privacy Policy | Contact'.

e. Once logged in, you will see your Workbook dashboard.



IMPORTANT!

Although you can use the Adaptation Workbook in its regular configuration at any time, you will need to create a course project to use during the Forest Planning and Practices course in order to access course content and additional materials.

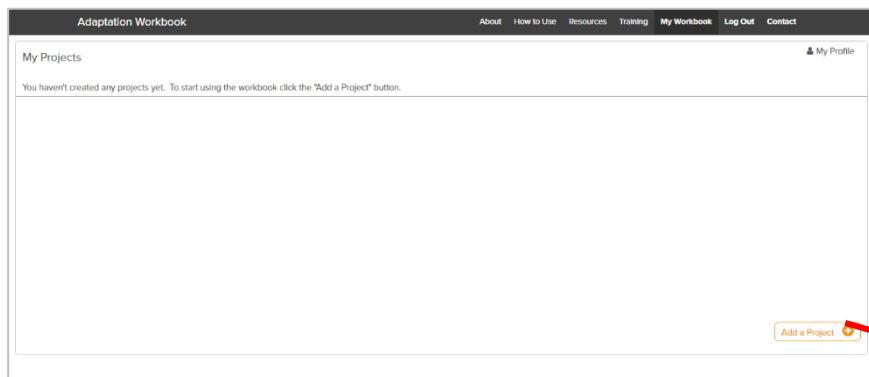
Before starting a course project, send the email address associated with your Adaptation Workbook account to Leslie Brandt (lbrandt@fs.fed.us).

Starting a Course Project

After you have been added to the course, you will be able to start a course project.

a. When you log into the Adaptation Workbook, you will be sent to the project dashboard.

b. Click on the orange “Add a Project” button and then click on the “A Project for ‘Forest Adaptation Planning and Practices – Fall 2017 (Urban)’” button.

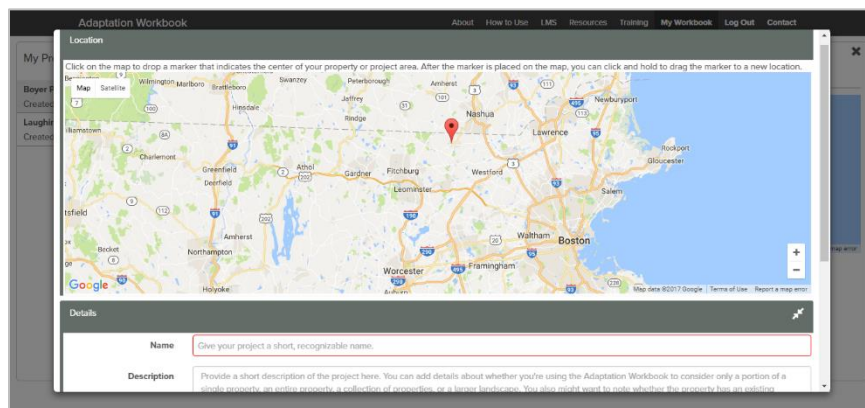


IMPORTANT! You must select the “A Project for ‘Forest Adaptation Planning and Practices – Fall 2017 (Urban)’” button to start.

c. Place a marker at the approximate location of the project. Note that if you want to maintain privacy, you can select a nearby intersection or town. Some tips for placing the marker are:

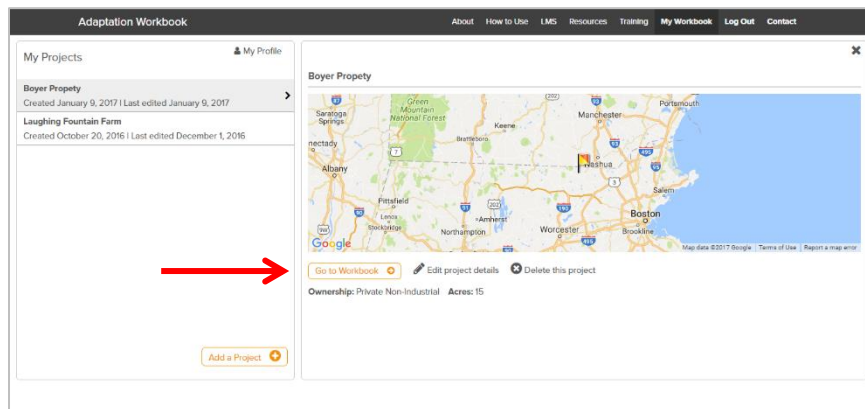
- Use the (+) and (-) buttons to zoom in and out.
- Click and hold the map to pan the view.

- A single click will place the marker on the map.
- To move the marker, click and drag it to the desired location.

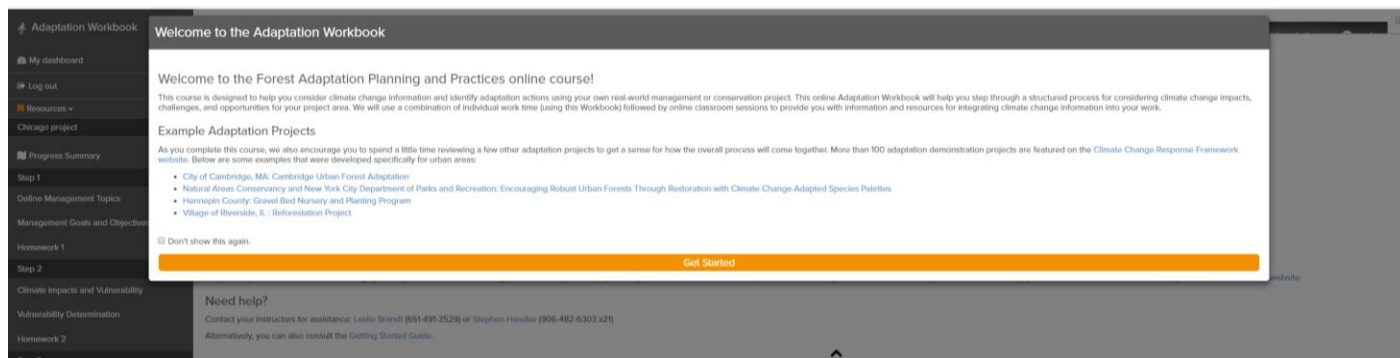


d. Enter a project name, description, acreage, and ownership. The level of detail that you provide is up to you—this information will be included in the project summary report that you may want to produce upon completion.

e. This project will now appear in your dashboard. To begin your project, click “Go to Workbook.”



f. A short dialog will appear with more information about the course. Read the information and click “Get Started.”



Any questions or issues? Contact Leslie at lbrandt@fs.fed.us or 651-491-3529.