



# Forest Adaptation Planning and Practices Online Course

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

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

- Identify locally-important climate change impacts, challenges, and opportunities
- Develop specific actions to adapt forests to changing conditions
- Use the [Adaptation Workbook](#) to create your own "climate-informed" projects
- 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](http://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 web meeting that will dive deeper into your projects, help answer questions, and get you ready for the next step.

**The web meetings will take place on Fridays at 1:00-2:30pm (EST). Mark your calendars for meetings on these dates: January 20 and 27, February 3, 10, 17, and 24, and March 3.**

Connection details are:

- Phone: 888-844-9904, access code: 6657648
- Web meeting room: <https://usfs.adobeconnect.com/forestadaptation> (Please join 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 January 19**

To make sure you're really ready to dive into the course during our first session on January 20, we would like you to get your account set up on the Adaptation Workbook. Instructions for creating an account and linking it to the course are located in this packet. An account can be shared among multiple users for group projects.

### **Session 1 — January 20, 1:00-2:30 pm**

Topics: Introduction to the Online Course and Adaptation Workbook; Defining management goals/objectives

- Course objectives, instructors, and agenda
- Introduction to the Adaptation Workbook online tool
- Developing an adaptation project and defining management goals/objectives
- What you need to know for Step 1 (Define project goals and objectives.)

### **Assignment 1 —Complete by January 27**

Complete Step 1 of the Adaptation Workbook: Define project goals and objectives. Also complete Homework 1 at the end of Step 1. Set aside 2-4 hours for completion, as time will vary based upon your project.

### **Session 2 — January 28, 1:00-2:30 pm**

Topic: Understanding and Evaluating Climate Change Vulnerabilities

- Discussion of Step 1
- Considering climate change impacts and vulnerabilities in your projects
- What you need to know for Step 2 (Assess climate impacts and vulnerabilities.)

### **Assignment 2 — Complete by February 2**

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.

### **Session 3 — February 3, 1:00-2:30 pm**

Topic: Evaluating Management Challenges and Opportunities

- Discussion of Step 2
- 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 (Evaluate objectives considering climate impacts.)

### **Assignment 3 — Complete by February 9**

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.

### **Session 4 — February 10, 1:00-2:30 pm**

Topic: Identifying Adaptation Strategies, Approaches and Tactics

- Discussion of Step 3
- Adaptation concepts: resisting change, enhancing resilience, and facilitating transitions
- Developing specific actions for climate-change adaptation
- What you need to know for Step 4 (Identify adaptation approaches and tactics.)

#### **Assignment 4 — Complete by February 16**

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.

#### **Session 5 — February 17, 1:00-2:30 pm**

Topic: Monitoring and Evaluating Effectiveness

- Discussion of Step 4
- 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 (Monitor effectiveness of implemented actions.)

#### **Assignment 5 – Complete by February 23**

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.

#### **Session 6 — February 24, 1:00-2:30 pm**

Topic: Telling your Adaptation Story, Part 1

- Discussion of Step 5
- Completing the Adaptation Workbook
- Tips for talking about climate change with co-workers, stakeholders, and clients

#### **Assignment 6 — Complete by February 24**

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.

#### **Session 7 — March 3, 1:00-2:30 pm**

Topic: Telling your Adaptation Story, Part 2

- Discussion and sharing of participant adaptation projects
- Next steps for moving toward implementation
- How we can help you in the future

This course has been approved for 22.0 category 1 Society of American Foresters Continuing Forestry Education credits. Let Maria Janowiak ([mjanowiak02@fs.fed.us](mailto:mjanowiak02@fs.fed.us)) know if you will need a certificate.

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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

### Maria Janowiak, Northern Institute of Applied Climate Science & US Forest Service



Maria Janowiak is Deputy Director for the Northern Institute of Applied Climate Science. She coordinates for the New England Climate Change Response Framework, serving the states of New York, Vermont, New Hampshire, Maine, Massachusetts, Connecticut, and Rhode Island. Maria has been working with land managers on issues related to climate change and adaptation since 2007. Outside of work, Maria is often found spending time with her bicycles and garden.

Email: [mjanowiak02@fs.fed.us](mailto:mjanowiak02@fs.fed.us) Phone: 906-482-6303 x29

### Todd Ontl, USDA Northern Forest Climate Hub & US Forest Service



As a Fellow for the Northern Forests Climate Hub at NIACS, his primary role is to add capacity to the education and outreach efforts of the Climate Change Response Framework while conducting research on understanding forest adaptation decision making of land managers and woodland owners throughout the Midwest and New England. Todd spends his free time woodworking and planting as many fruit trees as his wife allows him to purchase for their property.

Email: [tontl@fs.fed.us](mailto:tontl@fs.fed.us) Phone: 906-482-6303 x24

## Setting up Your Account and Course Project

Please set up your Adaptation Workbook account (If you haven't already done so) by January 17 so that we can make the course features available to you before you start.

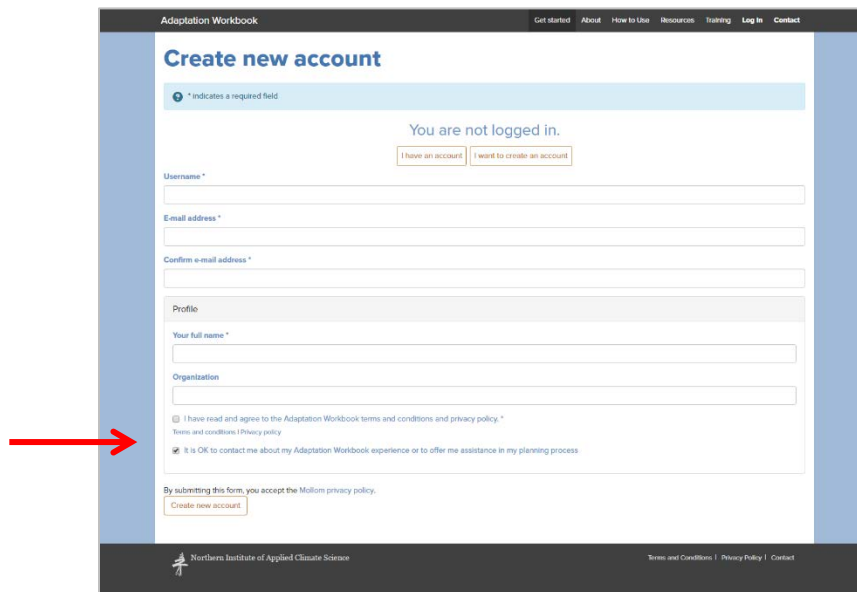
- **IMPORTANT! Do not start a course project before getting confirmation from an instructor that you've been added to the course or you may have to start over from the beginning.**
- If you have a small team, use one person's email address to create an account that you can share among the group. You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

## Creating an Account

a. Navigate to [www.AdaptationWorkbook.org](http://www.AdaptationWorkbook.org). Click on "Get Started" to create an account

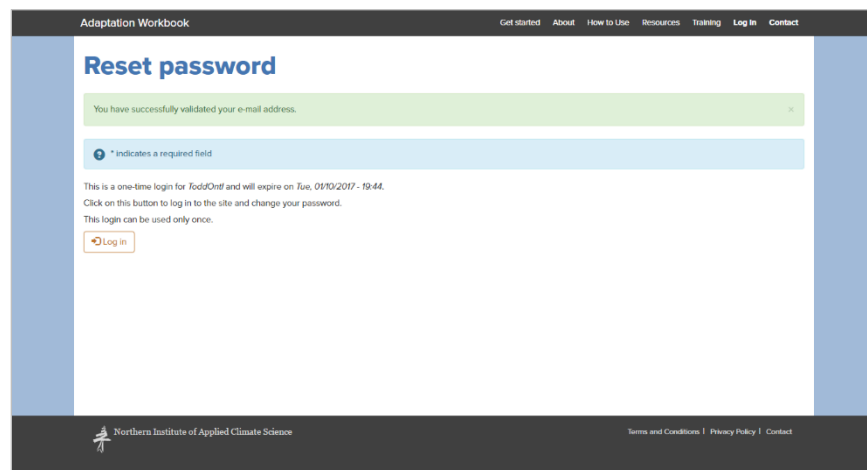


- b. Create a new account by entering a username, email address, and other information. Be sure to check the terms and conditions/privacy policy check box, as well as the check box allowing us to help you as you go through the workbook. When you have entered all of the information, click “Create new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



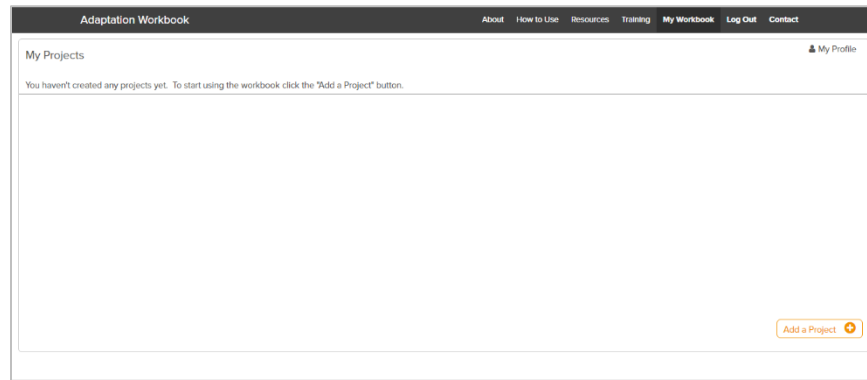
The screenshot shows the 'Create new account' page of the Adaptation Workbook. The page has a dark header with navigation links: 'Get started', 'About', 'How to Use', 'Resources', 'Training', 'Log in', and 'Contact'. The main content area is white with a blue border. At the top, it says 'Create new account' 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 includes fields for 'Username \*', 'Email address \*', and 'Confirm e-mail address \*'. Below these is a 'Profile' section with 'Your full name \*' and 'Organization' fields. There 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 Molom 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](mailto:info@adaptationworkbook.org)), and click the confirmation link.
- 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 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 foddOntl 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.

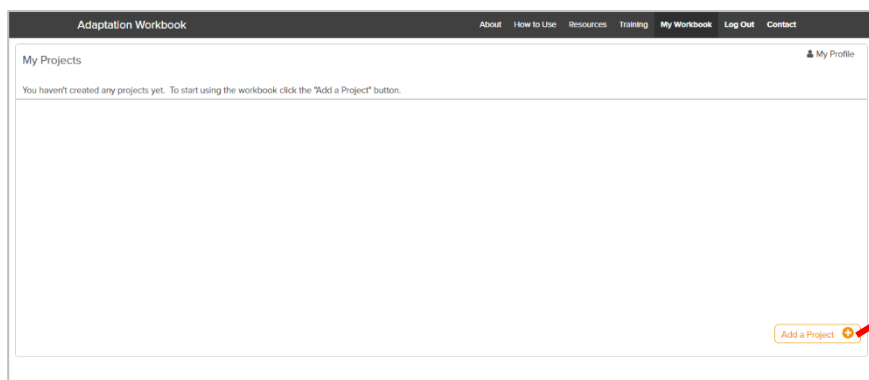
**Before starting a course project, send the email address associated with your Adaptation Workbook account to Todd Ontl ([tontl@fs.fed.us](mailto:tontl@fs.fed.us)) or Maria Janowiak ([mjanowiak02@fs.fed.us](mailto:mjanowiak02@fs.fed.us)).**

## Starting a Course Project

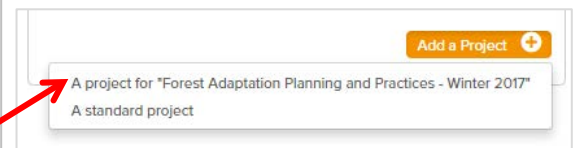
**After** you have been added to the course, you will be able to start a course project.

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 – Winter 2017” button.



**IMPORTANT! You must select the “A Project for ‘Forest Adaptation Planning and Practices – Winter 2017” button to start.**

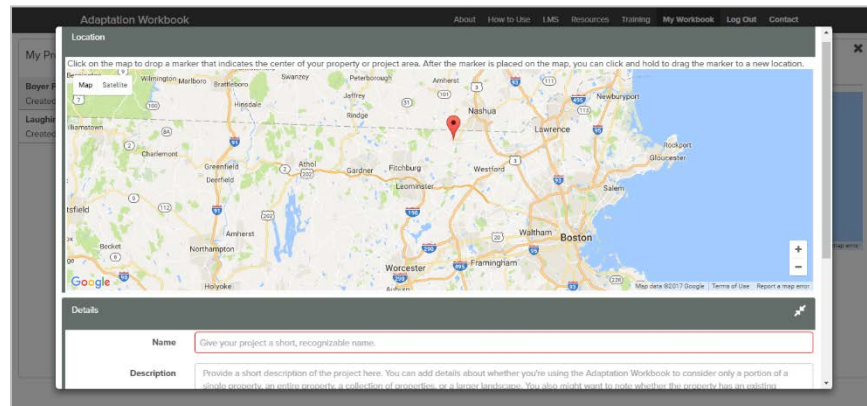


c. Place a marker at the approximate location of the project. Note that if you want to maintain privacy, you can select a nearby intersection or town. Some tips for placing the marker are:

- Use the (+) and (-) buttons to zoom in and out.

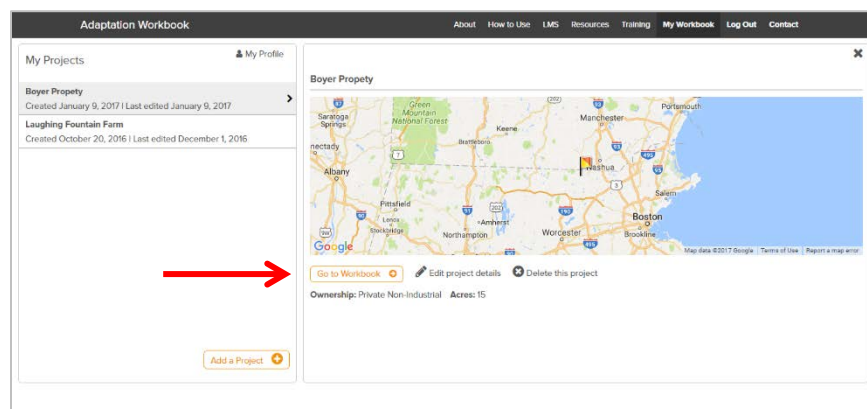


- Click and hold the map to pan the view.
- A single click will place the marker on the map.
- To move the marker, click and drag it to the desired location.

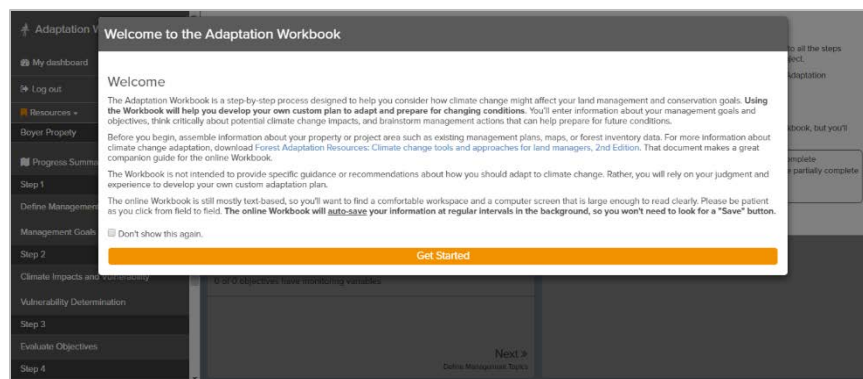


d. Enter a project name, description, acreage, and ownership. The level of detail that you provide is up to you—this information will be included in the project summary report that you may want to produce upon completion.

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 Maria at [mjanowiak02@fs.fed.us](mailto:mjanowiak02@fs.fed.us) or 906-482-6303x29.