

# Instructional Technology Coaches' Update – August 2020

## New Teacher Orientation



During the month of August Mrs. Butcher and Ms. O'Day presented at the new teacher orientation. The Instructional Technology Coaches had the opportunity to explain their role in the district. As technology coaches, Mrs. Butcher and Ms. O'Day assist teachers in need of effective lesson planning that includes the use of technology, model lessons with technology integration, help small groups of students with technology projects, and provide professional

development to staff. A brief overview was also given pertaining to classroom management of the devices. This included the rules, routines, and procedures that staff and students should be following when using the devices. Mrs. Butcher and Ms. O'Day also went over the district website. The new teachers were able to locate the instructional technology coaches' webpage. The webpage has important information such as technology curriculum maps, links to useful websites, and technology department updates. The coaches also provided the new teachers information on district provided programs.

During new teacher orientation Ms. Butcher and Ms. O'Day also provided an extensive overview of using Google Classroom and Google Meet during remote learning. As part of the training sessions the teachers were given the class code to join the sample Google Classroom created by the coaches. This sample class includes additional Google Classroom resources and a copy of the training presentation. The training presentation covered creating a Google Classroom for students and then inviting students to join the class. As the teacher is adding students to the classroom, guardians can also be invited to receive a summary of classwork. Mrs. Butcher and Ms. O'Day also explained how to create various types of assignments within the classroom. Google Classroom allows the teacher to attach files, links, and videos to assignments. Teachers were also introduced to grading assignments and the organization of the gradebook within Google Classroom. The use of Google Meet was also discussed during training. Several teachers joined in on a practice Google Meet to try the various features of the program.

## Flat Panel Training

Coach Butcher and Coach O'Day created a teacher training video for the new ClearTouch flat panels that have been installed in select elementary buildings this year. The training video covered basic operation such as switching input connections; adding apps using the ClearTouch store; accessing files that are either saved to the flat panel or come from a USB drive; accessing the Internet and Canvas (whiteboard) applications; using the annotation, freeze, Canvas, toolbox, and Air Class tools that are available in the Android quick access toolbar; as well as using the Collage program to mirror laptop displays with the flat panel. Chateaux,



Fieldcrest, Highlands, Mae Jemison, and Nob Hill were provided with the video, and their principals were able to select a time for teachers to be able to participate in a Question & Answer session. Mrs. Butcher and Ms. O'Day facilitated the Q&A sessions from the junior high Mac lab where teachers were able to log into a Google Meet and ask any questions they still had after the viewing the film.

### Tutorial Videos & Guides

The technology coaches also created a tutorial video "Google Classroom & Meet for Students and Guardians." The video is posted on the district website to assist families during remote learning.

Mrs. Butcher and Ms. O'Day explained the procedure for logging into Google. Once the student is logged in, Google Classroom and Google Meet can be accessed. Within Google Classroom

the student can view class material, complete assignments, and view their grades. The students will also be using Google Meets to participate in virtual meetings during remote learning. The student will be responsible for joining the meeting, controlling the camera and microphone, and following the instruction given by the classroom teacher.



Mrs. Butcher and Ms. O'Day also created tutorial videos for teachers on Google Classroom and Google Meet. The video was helpful for the teachers that needed a review on using the programs. The video included information on how to create a Google Meet and the various available features of a Meet. The coaches noticed that some teachers were having a difficult time selecting the correct audio and camera source from the settings. During the video the coaches explained the various settings to clear up any confusion. Teachers were also reminded of the three screen sharing options and the benefits of each option.

### Teacher Check-ins

Coach Butcher and Coach O'Day spent the first weeks of the school year rotating among the buildings to check in on teachers as they were getting their virtual and in-person classes up and running. On the first day of school, the coaches and Mr. Huffaker visited every classroom at Chateaux, Fieldcrest, Highlands, Markham Park, Mae Jemison, and Nob Hill to assist teachers with setting up their Google Classrooms and using Google Meet for their virtual classes. The coaches were also available to help troubleshoot any issues that came up on that first day. The most common concerns had to do with mics and speakers in Google Meets.

In the following days Ms. O'Day began checking in on teachers at the junior high while Mrs. Butcher continued to check in on the elementary buildings. Both coaches made sure to provide extra attention to the long-term substitutes, contract teachers, and late hires as they did not receive the initial Google Classroom/Meet training during New Teacher Orientation. During these daily check-ins the coaches continued to assist all of the teachers with troubleshooting any problems with Google Meet, Google Classroom, Class Link, and devices.