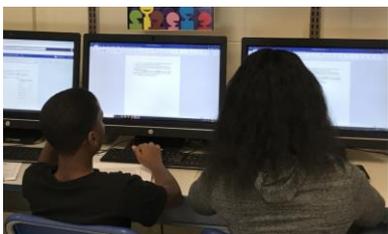


Instructional Technology Coaches' Update – December 2019

Computer Applications Class



The computer applications classes continued in the month of December at the elementary buildings. During the month, all third through fifth grade students worked on completing the remaining two Microsoft Word assignments. The third-grade students were introduced to a new lesson titled Working with Lines which required students to type several paragraphs with the correct formatting. In order to correctly format the document students had to become familiar with using the paragraph spacing feature and the line spacing feature. The third graders also completed another assignment titled Working with Lists. The students were provided with a list of information that had to be numbered and bulleted correctly. Students in fourth grade were also introduced to the next lesson. The students completed two lessons titled Working with Columns and Working with Layers. The students were provided with a template that needed various corrections. While making the necessary corrections students learned how to create columns on a Microsoft Word document, copy and paste images from one document to another, and learn the importance of various layout options when inserting an image. The fifth-grade students also completed the final two Microsoft Word lessons titled Working with Editing and Working with Find and Styles. While completing the Working with Editing lesson students were responsible for typing several paragraphs with the correct font, alignment, and indentation. As students were typing, they were responsible for fixing any spelling and grammar errors. Students were then introduced to the find and replace feature in Microsoft Word. As the assignments are completed, the teachers are given the grades to incorporate into their Social Studies gradebook for second quarter. All third through fifth grade students will begin working on an Excel unit in January. Students will be required to create Excel spreadsheets and charts.

At the junior high, the computer classes began working on the last activity in their Microsoft Word unit. In December, sixth grade began working on their newsletter assignment which requires the students to create a newsletter detailing their position, with supporting evidence, on a topic they selected. This activity teaches page formatting and inserting/formatting textboxes, shapes, word art, and graphics. The seventh-grade students began working on their persuasive letter activity which requires the students to select a prompt/scenario and write a professional letter to convince the targeted audience of their position. This activity teaches research skills, formal letter formatting, and persuasive writing skills. The students are using the evidence they gathered during the Venn diagram activity as their supporting evidence in their letter. Eighth grade students began working on their resume activity this month. The assignment requires the students to create a formal resume that they could use to apply for a summer job. This activity teaches document formatting, resume formatting, inserting/formatting shapes, and persuasive writing skills. As assignments are being completed, they are being graded and the scores are being shared with the ELA teachers so that they can be added to PowerSchool as in-class assignments. Once the students finish up their final Word activity, they will transition to the Excel unit

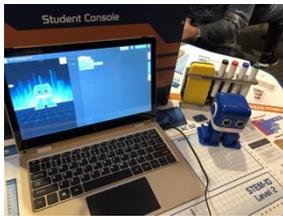
where the students will be working with data derived from the social media survey they took in class last month.

IDEA Workshop

On December 4th, Mrs. Butcher and Ms. O'Day attended an evening IDEA workshop in Palos Hills on robotics and coding. The workshop centered around the Hummingbird kit and programming. The Hummingbird kit contains numerous circuits, motors, wires, gears, and lights that can be connected and programmed using the online programming. During the workshop the coaches learned how to assemble the various components in the kit and code it using the program. The presenter, a technology coach from Lansing, walked the attendees through building and coding various different "robots." She also explained how she uses it with her students and gave strategies for how teachers can use robotics kits with their students.



Acellus Training



Mrs. Butcher and Ms. O'Day attended the Acellus Educator training in Kansas City, MO from December 9th through 12th. Acellus is an online learning system that provides an extensive list of online courses that can be used as independent online instruction or utilized in a blended learning environment. Prior to leaving for the training Mrs. Butcher and Ms. O'Day, completed the online teacher certification course to prepare for the more in-depth instruction that they would receive during the educator training. During the three-day training workshop, the coaches were able to explore all of the courses and features of the program. The program uses a method called Deficiency Diagnostics to analyze the students' responses and determine what content to give them next, so that every class becomes individually differentiated for each student. The program also uses special lessons which are designed to provide teachers with pre-written lesson plans and materials to facilitate hands-on lessons like science experiments or research projects. Throughout the training sessions, Mrs. Butcher and Ms. O'Day learned about all of the features of the teacher portal as well as had the opportunity to practice using some of the admin features. The training also included a lot of discussions for how to best roll out the program to teachers and students to make sure that it is used as effectively as possible.



Literacy Conference

Acellus Training



Mrs. Butcher and Ms. O'Day presented two sessions on the Acellus program at this year's Literacy Conference. During the sessions, the coaches worked through the teacher certification course videos and questions with the teachers. The certification course takes approximately one to one-and-a-half hours to complete, so the attendees were not about to finish during the one

session. They were instructed to complete the remainder of the certification course independently. The attendees learned about deficiency diagnostics and had the opportunity to see a sample problem and how the program uses data to determine how/why students got a wrong answer so that it can come up with interventions to fill in gaps in the students' knowledge. They also learned how to navigate the teacher portal, use live class monitor, team teach, special lessons, and the reports feature. The attendees were also showed how to create their classes and add students from the roster already loaded into the program.

Technology Coaching

Teachers are able to book individual appointments with Mrs. Butcher and Ms. O'Day to receive help with program selection, training, signing students up for programs, as well as providing additional assistance when using technology in the classroom. This month, at both the elementary buildings and the junior high, many teachers were requesting assistance with their Defined STEM projects. They were looking for programs that they could use to create their final products. Google Sites, Piktochart, Google Draw, and FlipGrid were just some of the programs that the coaches assisted teachers with using for their Defined STEM projects. The coaches also assisted teachers who were presenting at this year's Literacy Conference by helping them choose which programs to present and providing them with any training if needed. DocHub in the math classroom, Quizlet, SMART Online Learning Suite, and QR code creation programs were just a few of the programs/apps recommended.



At the junior high, Ms. O'Day met with a teacher who was looking for a new way to have her students do their Invention Convention presentations. She had attended the FlipGrid Tech Thursday mini-pd last month and wanted to know if that would be a good option for her students to use for their final presentations. Ms. O'Day met with her one-on-one to help her set up her classes in FlipGrid and then showed her how to add a grid and topic for each class. She also asked Ms. O'Day to push into her class to teach the students how to use the FlipGrid app on their laptops. During the students' training session, they were given a practice topic so that they could try out the various features of the program. Coach O'Day also met with another teacher who was looking for a new way to help her students remember basic skills and academic vocabulary. She recommended that the teacher use Quizlet because it has multiple modes that can be used to practice sets/decks created by a teacher. The program also has thousands of ready-made decks that teachers can use and edit to fit the needs of their classroom. Ms. O'Day showed this teacher how to set up her classes and add sets for her students to practice. Other common bookings at the junior high this month dealt with DocHub, Discovery Education TechBook, and media creation programming.



Mrs. Butcher has been meeting with students that will be presenting at the upcoming January school board meeting. The fourth grade students are working on an extensive 3D printing project. The students have been learning about the concept of symbolism. After reading a novel the students created several 3D items that were symbolic to the novel. The students were taught how to use the program Tinkercad. Tinkercad is a student friendly 3D CAD design program. Students were introduced to 3D design terminology and the importance of correctly

creating a 3D design. Once the students finished creating the design in Tinkercad the file was then transferred to the MakerBot software. The students were taught how to correctly scale the design in the MakerBot software, set up the MakerBot printer, and print the design. The students then had the responsibility of creating the presentation for the school board meeting. Mrs. Butcher assisted the students with creating a PowerPoint presentation that explained the process of using Tinkercad and the MakerBot printer.

Additionally, several primary teachers throughout the district requested assistance with creating QR codes for student use. Students that are using iPads can scan the QR code to quickly access a website. This is beneficial to primary teachers as it can be difficult for young students to type in long web addresses. Mrs. Butcher was able to recommend a website that quickly and easily creates QR codes for free. A first grade teacher found the QR codes very beneficial and decided to present about QR codes at the Literacy Conference. Mrs. Butcher has also continued to assist a first-grade class creating an eBook about the importance of exercising. Students have been using the iPad app Pages to create the eBook. Each student is responsible for formatting the pages and inserting the necessary pictures.