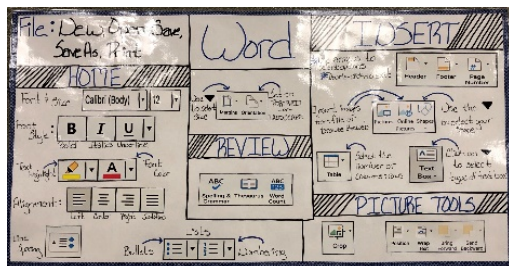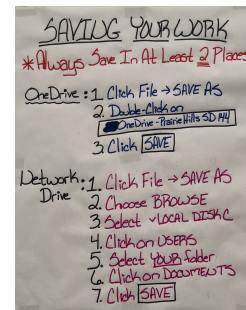# Instructional Technology Coaches' Update – December 2018

Computer Applications Course

This month marked the kick off of the Microsoft Word unit. Students are being introduced to all of the basic Microsoft Word functions such as formatting text and document and inserting items into a document. The unit includes 4-5 lessons that will take anywhere from one to four sessions depending on the lesson. Ms. O'Day and Ms. Butcher also created samples for the students to view to ensure that they completed the assignment correctly. These samples were given to media specialist, teachers, and students along with a rubric to grade each component of the assignment. The rubrics were created using Google Sheets and were posted in Google Classroo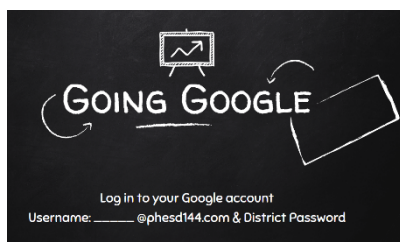m with the assignment. The coaches reviewed lesson expectations and grading with the media specialist and teachers to ensure that everyone was on the same page. To facilitate this a checklist was created for each school to ensure that pacing was followed. After the Microsoft Word unit students are scheduled to begin a unit on Excel.

Literacy Conference

In preparation for the year's Literacy Conference Ms. O'Day and Ms. Butcher contacted various teachers to try to encourage them to sign up to present at the conference. Once the list of sessions was finalized the coaches assisted teachers with using Moodle to register for sessions in the conference. They also coordinated with Mr. Huffaker to remind teachers to register for the conference. Ms. Butcher also assisted teachers who were presenting with ideas and feedback to ensure that their presentation was successful. Just prior to the conference the coaches helped Mr. Huffaker organize materials and finalize registration for the individual sessions.

December 21st – Google Professional Development

At the Literacy Conference Ms. O'Day and Ms. Butcher presented a professional development on Google Apps for Education and Google Classroom. For this sessions they created a professional development Google training classroom that all attendees joined to access posted materials. At the beginning of the session all attendees joined the class and worked through the materials with the coaches. They learned how to join a class as well as

create their own class. They also learned how to post assignments, materials, quizzes, and questions. During the workshop the teachers learned other applications that could be used in conjunction with Google such as DocHub. Attendees also learned how to create and the functions of Goggle Docs, Slides, and Sheets as well as create quizzes using Google Forms. The coaches will maintain the training classroom as a professional development resource for teachers.

Imagine Learning Training

Mrs. Butcher attended the Imagine Learning Math and Reading Training. Imagine Learning is a research-based curriculum that meets students at their own level. Each student receives targeted instruction when following an individualized learning path that adapts to their needs. The presenter explained classroom implementation, the importance of the learning path, assigning students additional lessons and the available student reports.

Researching/ Piloting New Programs for Possible Implementation

Ms. O'Day and Ms. Butcher attended a virtual training session for Family Zone. Family Zone is a firewall and filtering service that sustains a cyber-safe school community. Additionally Family Zone allows teachers to manage student devices in the classroom. The classroom tools allow teachers to view real-time usage and focus student attention on specific lesson resources. Following the training, two teachers at the elementary level agreed to pilot the program in their classroom.

During the District Technology Advisory Committee, the teachers were shown a program called ClassLink. With all of the classrooms in the district now being equipped with devices, the students and teachers are signing in to multiple programs every day. ClassLink is a single sign-on program that gives students and staff access to every program/application they use for school with just one password making managing usernames and passwords much simpler.

Instructional Technology Webpage

The coaches finished their first blog post this month. The topic of this post is Google Classroom and the benefits of teachers implementing it in their classrooms. In order to facilitate with implementation the coaches posted handouts and a basic how-to guide. They also posted a fun interactive video on why teachers should use Google Classroom. The topic for the next post is most likely going to be on interactive quiz programs such as Kahoot, Quizziz, and SMART Learning Suite Online.

Student Digital Passport

The technology coaches along with Mr. Huffaker updated the student digital passport. In the past a trifold was provided listing all available digital subscriptions. The passport was updated to reflect the current subscriptions. Along with each subscription the log-in information is provided for students. Next, the coaches will begin working on the teacher passport.
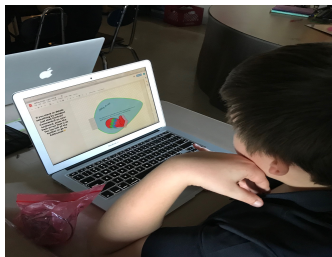
Coaching Duties

Many teachers throughout the district took advantage of the opportunity to book appointments with Mrs. Butcher and Ms. O'Day for help with integrating technology into their curriculums. The most common request again this month at both the elementary buildings and the junior high was for Google Classroom training. This training included an overview of how to set up classes; add students; create and post notes, materials, questions, and assignments; grading/commenting on student work; and tips for how to integrate it into their everyday classroom. In addition to Google Classroom, iReady training was another common booking request for both Mrs. Butcher and Ms. O'Day this month. Many of the teachers wanted to learn how to better use the program to meet the needs of their students. At the junior high, teachers wanted to learn how to access all of the different types of data the program generates as well as how to adjust student lessons to better meet the needs of their students. At both the elementary and junior high levels, the teachers wanted to learn about the ToolBox and how to sort through and access all of the lessons and materials available for teachers to use.

This month, Ms. Butcher met with 3-5th grade teachers to discuss the digital citizenship lessons. At the end of each lesson students participated in a short quiz. The quiz data from all 3-5th grade students was recorded using Microsoft Forms. The information was then analyzed using Microsoft Excel. Ms. Butcher then created a grade report for each 3-5th grade teacher. The teachers were given the scores to incorporate into their social studies gradebook.

Ms. Butcher also assisted teachers with Invention Convention and Science Fair Projects. Assistance was provided to teachers and students regarding project ideas, project research, and creating the final project. The final project for an invention at Fieldcrest Elementary School consisted of creating a 3D model of a cart. Ms. Butcher assisted the students with using Tinkercad.com to create the model. Once, the model was completed Ms. Butcher assisted the teacher with setting up and using the 3D printer. Various teachers throughout the district also requested assistance with using Kahoot, iPad

apps, incorporating iReady toolbox, and Google Classroom activities. Google classroom activities consisted of students using Google Draw to create a holiday project.

In December, in addition to training bookings, Ms. O'Day had the opportunity to push into teachers' classes and assist them with using technology with their students. One teacher wanted her students to create a digital storybook for the novel "Romiette and Julio". Ms. O'Day met with the teacher prior to coming in to the class to discuss the goals and timeline of the project. The storybook is to be a retelling of the novel for a much younger audience that the students would work on as they worked through the novel in class. She did not want them to spend a lot of time worrying about graphics, so I recommended the program StoryBird for

her to use because it comes with graphics already loaded and the interface if very easy to use. I then pushed into her room for a couple of days to help her roll it out to her students. Another teacher was requested help finding interactive math programs that she could use with her students besides iReady and Big Ideas. I recommended and showed her how to use Khan Academy and Prodigy as interactive programs for her to use as well as provided her a list of websites that she can use to access lessons and materials for her students. Other teacher requests included various topics such as QR code creation, Active Classroom, code.org, Google Sketchup, and virtual reality programs like Mindcraft, CoSpaces.edu.