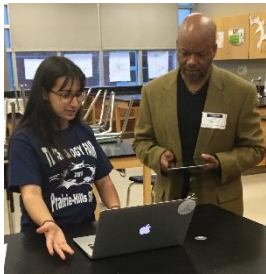Computer Applications Course

As the school year comes to a close, students at the junior high and elementary buildings completed their Microsoft Excel lessons. During the month of May, students were introduced to the basics of Microsoft Excel. The first Excel lesson was an introduction to Excel terminology, creating a spreadsheet, and using the spreadsheet to create a chart. Once the chart was created students formatted the chart axis, legend, and title. The students were given a packet that contained step-by step directions for each project. The packet enabled students to see each step to ensure that they completed the assignments correctly. The packet also contained a rubric for students to self-assess their work. Once students were completed with an assignment, it was turned in through Google Classroom. Each assignment was then graded by Mrs. Butcher or Ms. O'Day using the rubric. At the end of the fourth quarter third-fifth grade elementary classroom teachers and junior high ELA teachers received a grade report. Teachers were instructed to include the Excel lesson in their Power Teacher gradebook.

Technology Fair 2019

In preparation for the technology fair Ms. O'Day and Ms. Butcher helped students finalize their projects. The coaches were able to view the projects and the students' presentation before the technology fair. They were able to provide valuable feedback to teachers and students so that they could deliver the

best presentations possible. On the evening of the Technology Fair (May 2, 2019), Ms. O'Day and Ms. Butcher assisted with setting up the atrium, cafetorium, and judging room. The coaches gave a short tutorial to each judge on the correct use of the iPads for judging. Each judge was given an iPad with a link to the judging form that was created using JotForm. Once the link was accessed the judge would then select their name, the project being judged, and the rating for each category. As each project was judged and the score submitted, Mr. Huffaker would tally the scores to determine the grade level winners. Ms. O'Day and Mrs. Butcher provided additional assistance during the judging rounds by helping to ensure every project was judged the correct amount of times. They also assisted with clean up at the end of the evening.

TECH 2019

On May 7, 2019 Mrs. Butcher and Ms. O'Day accompanied teachers and students from the district to Springfield, IL to attend TECH 2019. The event was held in the rotunda of the Illinois State Capitol building. Fifth grade students demonstrated the use of 3D printing to create prosthetic limbs. The kindergarten students demonstrated the use of a video creation app that allowed them to showcase the positive happenings in our district. During the event

Senator Michael Hastings stopped by to listen to the students' demonstrations. After the demonstrations Mr. Hastings took the students and teachers on a tour of the House Chambers. Ms. O'Day and Mrs. Butcher also had the opportunity to listen to demonstrations from school districts around the State of Illinois. The demonstrations were very informative and provided the coaches with technology integration ideas for next school year.

Math Bowl 2019

This year's Math Bowl took place on May 9th and 10th. In preparation for the event, Ms. Adrianzen asked the technology coaches to create presentations showcasing each district in attendance at the event. Each day had two presentations, an introduction presentation and an MVP presentation. The introduction presentation included a slide for each school district that included a picture of the participating students along with their names. During the awards ceremony, the MVP presentation listed a student's name for each district. The students then came up to receive their medals during the presentation. In addition to creating the presentations, Ms. O'Day and Mrs. Butcher assisted with setting up classrooms, serving food, collecting and organizing papers for judging, and clean up at the end of each day.
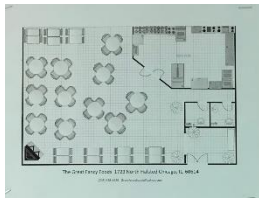

Defined STEM Project

During 4th quarter the coaches assisted teachers with the planning for Defined STEM projects. The coaches were able to recommend programs that would easily meet the project requirements. At the junior high Ms. O'Day assisted teachers with planning for their projects by recommending programs that they could use to create their final projects as well as pushing into various classes to show students how to use the programs giving teachers more time to focus on the content of the project. One project involved researching rainwater gardens and creating and infographic showing the function of a rainwater garden and explaining why they are important. Ms. O'Day showed the students how to use the program Piktochart to create their infographics. She also worked with a small group of students to create an iMovie detailing the project and what they learned.

At the elementary level Ms. Butcher assisted a teacher with creating a restaurant floor plan. Ms. Butcher evaluated several floor planning websites before recommending the website SmartDraw. The website allowed the students to create their own restaurant layout that included the placement of doors, windows, tables and chairs, serving stations, and the kitchen. Ms. Butcher also assisted another teacher with incorporating a blog into her STEM project. The students used Edublog to post and discuss details of their STEM project.

Preparation for the 2019-2020 School Year

Ms. O'Day and Mrs. Butcher began researching options to restructure the computer applications courses. This past year the coaches used Google Classroom to manage the computer applications classes. Because the computer classes focus on Microsoft applications, it created difficulty with monitoring student progress in Google Classroom. The students would often forget to press the "Turn In" icon once an assignment was completed. As a result, the coaches often found that students would complete an assignment however they wouldn't be able to view the assignment to grade. As a solution, Ms. O'Day and Mrs. Butcher created a trial class using Microsoft Teams. Microsoft Teams would allow the coaches to monitor assignments in real time without being dependent on students clicking submit.

Ms. O'Day and Ms. Butcher also began revamping the computer application course lessons for the 2019-2020 school year. This year, the course began with multiple digital citizenship lessons, but next year third through eighth grade students will begin the school year learning Microsoft Word before transitioning to Excel then PowerPoint. The digital citizenship lessons will be distributed throughout the year rather than taking place as a block at the beginning of the year. Each grade level will have its own set of activities that will teach/reinforce the skills required by the technology curriculum maps.

Badges & Technology Thursdays

Technology Thursday mini-pd sessions wrapped up for the year with Symbaloo and cK-12. Symbaloo allows the teachers to create digital webmix pages. A webmix page enables teachers to post tile links to any website they choose. It is an efficient way for teachers to store webpages/resources as well a share them with students and colleagues. cK-12 is an online curriculum portal that enables teachers to select and assign existing resources as well as create their own interactive resources for free to use in their classrooms.
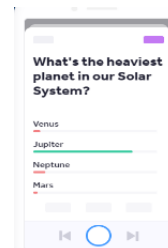

Teachers in both the elementary buildings and the junior high really got into earning their technology badges this year. They learned about and used various different applications in their classrooms to make their curriculum more engaging. Mrs. Butcher and Ms. O'Day began discussing next year's badges initiative and what they can do to make it more comprehensive.

Coaching Duties

During the month of May many teachers throughout the district booked appointments with Ms. O'Day and Mrs. Butcher in preparation for next year. The teachers were interested in trying out new programs that they may want to incorporate into their lessons next school year. This way they will have the opportunity to practice over the summer.

A teacher at Fieldcrest was interested in making the administering and grading of formative assessments quicker. Ms. Butcher recommended the Plickers app. The Plickers app allows the teacher to create a set of questions for students. The students then use QR codes to select the correct answer. The teacher scans the QR codes with the app instantly grades the students work. The app then creates a grade report for each student.

Ms. Butcher also assisted a second grade teacher with the use of Google Slides. The teacher was interested in integrating the Google Slides app for next year. Ms. Butcher taught the teacher and the students how to use the Google Slides app on the iPads. Once students were comfortable with the basic features of Google Slides the students created an End of the Year project.

The most common bookings in May at the junior high involved end of the year projects and activities. All of the ELA classes were working on their 4th quarter novels, so many of the teachers were looking for creative ways to have their students report out on the novels. Ms. O'Day recommended the program Animoto to two teachers. They wanted their students to create a movie but didn't want to spend an extended amount of class time teaching a program. Animoto works perfectly because it is a drag and drop program with a lot of the transitions, etc. being preset. Ms. O'Day also recommended ToonDoo, a comic strip creation program, to a few teachers as a way for them to create visual chapter summaries. Ms. O'Day also assisted departments with their teacher created assessments. They were looking for program that would enable them to create online tests that mimic the IAR test formatting, so she recommended that they use the program Edulastic.