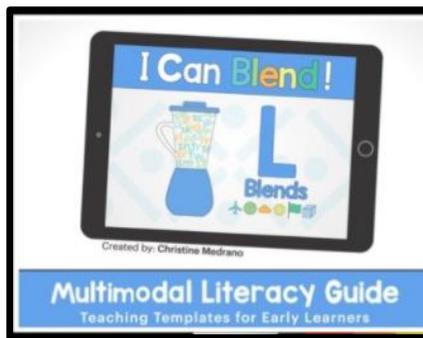


Instructional Technology Coaches' Update-November 2020

Apple Training

During the month of November Ms. O'Day and Mrs. Butcher participated in two virtual professional development sessions hosted by Apple. The two sessions were based on Multi-Modal Literacy and Math. Multi-modal refers to using our senses: visual, auditory, and kinesthetic to engage in learning. The literacy professional development was an in depth look at native iPad apps, tools, and features to make literacy learning meaningful for the students. For instance, at the beginning of the school year many teachers will have their students create an All About Me Book. However, with the iPad students can create an interactive book that includes photographs, videos, student drawings, and voiceovers using



the apps on the iPad. One of the most powerful apps on the iPad is Garage Band. Using Garage Band, students are able to create their own vocabulary and word work portfolio incorporating student created music from Garage Band. The Multi-Modal Math session offered similar ideas incorporating various learning styles to increase student engagement. For instance students can use digital manipulatives within the Keynote application to bring word problems to life. As the student is solving the word problem the screen record feature can be utilized to record the student's explanation.

Parent/Teacher Conferences

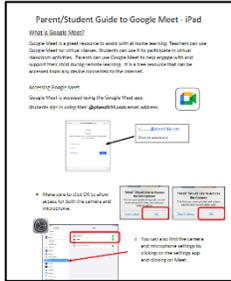
This month the district held virtual parent/teacher conferences using Google Meet for which the coaches provided teachers and building administrators with any assistance they might need to make sure conferences ran as smoothly as possible. For the elementary buildings, the teachers were instructed to contact parents to set up individual appointments as well as provide them with a link or nickname to join the meeting at their assigned time. Mrs. Butcher checked-in with the teachers to make sure that they were comfortable with Google Meets and prepared for their conferences. At the junior high, parents were able to sign-up for appointment slots using Google Calendar links provided on the junior high home page. Ms. O'Day worked with building administration to create the individual conference calendars and appointments for each teacher as well as provided instruction and support for teachers so that they were comfortable with accessing their conference calendars and appointments.

Technology Advisory Committee

On November 19th the coaches facilitated the Technology Advisory Committee meeting. During the meeting the building representatives were given a chance to discuss any building related concerns and issues. An ongoing concern for teachers is that YouTube access has been blocked for students. However, many teachers incorporate the videos into lessons. Therefore, during the meeting the committee evaluated several YouTube alternatives. One of the alternatives is SafeSharetv. When using SafeSharetv teachers are able to reduce advertisements and other unwanted distractions that often appear on the YouTube site. The committee also looked at the Smart Learning Suite Online as another option for

teachers to use as a lesson creation tool. The students can then connect remotely to the lessons using a code. Once connected with the lesson, the students are able to engage in real-time with lesson activities.

Google Parent Training



On November 12th the coaches provided three in-person parent training sessions for Google Classroom and Google Meet in the Annex. Parents were able to sign up for the training sessions on the district home page. During the sessions the coaches reviewed Google Classroom, Google Drive, Gmail, and Google Meet. For Google Classroom, they reviewed how to access assignments, complete and submit attached documents, upload documents to an assignment, and how to view grades for completed work. For Google Meet the coaches showed parents how to access a meeting using a nickname and how to use the features of the program. One of the

sessions had parents with 2nd grade students, so Mrs. Butcher and Ms. O'Day made sure to show them how to use Classroom and Meet apps on the iPad. The coaches also showed parents how to troubleshoot common issues that may occur when using Google Classroom and Meet. One example was students not being able to open the assignment attachments in the Google Classroom iPad app which is easily remedied by making sure that the student logs in to all the Google apps so it doesn't error when they try to open the attached documents. Parents that attended the training session also received parent guides for the desktop and iPad versions of Google Classroom, Meet, Drive and Gmail.

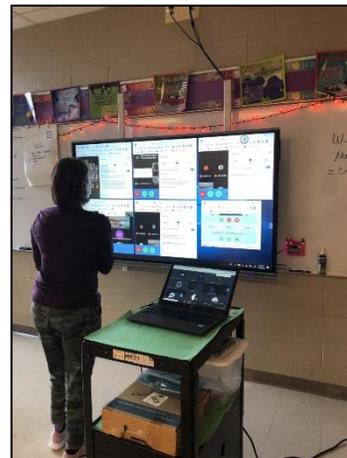
Kami Close Reading Project



One of the elementary literacy coaches was interested in starting close readings with a second grade class. A close reading requires that students participate in a thoughtful critical analysis of a text. During the analysis the student focuses on significant details and vocabulary. While reading, students will annotate the text to identify key ideas, take notes, and highlight unknown words. This lesson is usually taught to small groups of students within the classroom. Since some of the students are remote the literacy coach needed assistance executing the lesson using technology for those students that are at home. Mrs. Butcher suggested that she upload the reading passage to her Google Drive. From there the passage could be assigned to the students using the Kami extension. The student would then open the Kami extension on their device. The Kami extension allows the student to then annotate the text as needed during the close reading. To assist the literacy coach Mrs. Butcher met with her before the lesson started to ensure that the reading passage had been assigned correctly. At the beginning of the lesson Ms. Butcher gave detailed instructions to the remote students on how to access the Kami extension and use the annotation tools. Once the students were comfortable using the extension the literacy coach introduced the class to close reading. At the end of the lesson Mrs. Butcher explained to the students how their work would be submitted using Kami.

Tech Tuesday Mini-PD's

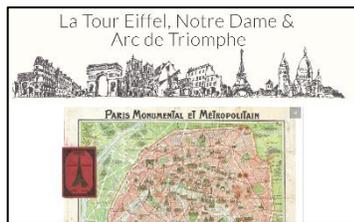
Tech Tuesday are mini-pd sessions offered to teachers at the junior high to introduce them to new programs and ways of using technology in the classroom. At the mini-pd's, teachers receive instruction on how to use a specific program or feature as well as ideas for how they could use it in their classroom. This month the Tech Tuesday sessions focused on how to run breakout rooms in Google Meets using both the embedded Meet feature and the Google Meet Breakout Chrome extension. For the embedded breakout feature, Ms. O'Day showed the teachers how to create the rooms in the activity menu, sort students into the open rooms, and how to navigate among the different rooms during the breakout session. For the breakout extension she showed them how to load the extension onto their Chrome browser, set up the viewing options, create the courses and individual breakouts, and how to open and run the different rooms during the breakout session. Coach O'Day also made sure to discuss the pros & cons of both methods and made recommendations as to which route would be best for what setting. Breakouts in the activity menu does not allow teachers to see/communicate with all of the meetings simultaneously so she told teachers to use this with caution and recommended that they only use this option if they are able to send a para/resource teacher to each breakout room with the students. Regardless of which method they chose, Coach O'Day reminded them that they must be able to actively monitor (see, hear, and read the chat) their students at all times while they are in the breakout rooms. She also discussed with them what types of activities would warrant the use of breakout rooms and which ones would be better completed as a whole group in the virtual setting. Some teachers who were rolling out breakouts with their students for the first time had Ms. O'Day push in to provide support until they became more comfortable with the process.



Technology Coaching & Teacher Check-ins

Coach Butcher and Coach O'Day continued to do their teacher check-ins this month where they check in on teachers and see how they are doing with virtual and in-person learning. During these check-ins the coaches assist teachers with troubleshooting any issues that may have popped up with any of the Google apps, district programs, and devices sometimes even joining in on video chats to assist remote students who were having issues at home especially with troubleshooting the iPads. During these check-ins the coaches make sure to pay extra attention to new teachers, long term subs, and contract teachers to support them as much as possible. Requests for help with whiteboard applications was once again a very popular booking this month at all of the buildings. The coaches mainly focused on providing teachers with support for Jamboard and Whiteboard.fi. Both of them provide a whiteboard space where teachers/students can easily write out and share equations, diagrams, pictures, etc. Jamboard allows teachers to assign whiteboard assignments in Google Classroom that can be worked on individually or as a whole group whereas whiteboard.fi allows the teacher to have a class of virtual whiteboards that can be shared with students.

Common bookings at the elementary buildings centered around teachers being interested in accessibility features for remote students. Students with IEP's have been struggling with reading and typing within a Google Doc. Mrs. Butcher recommended Chrome extensions for screen reading and speech-to-text to help facilitate their ability to complete their assignments. Seesaw is a very common program for the district early elementary teachers because it offers a lot of features that are very easy for the younger students to navigate. Mrs. Butcher worked with several teachers to create Seesaw accounts and classes, create assignments, and view students work. She also provided virtual instruction to students when teachers requested it. Coach Butcher also assisted the Primary Learning Center with their virtual parent meeting. They wanted to track parent participation during the Google Meet, so Mrs. Butcher suggested they use the Google Meet Attendance extension which would track not only that they came but how long they stayed.



Common bookings at the junior high this month centered around teachers incorporating more interactive and project based activities into their lesson plans. Coach O'Day had numerous teachers request appointments to learn how to create digital escape room activities for their students. Ms. O'Day showed the teachers how to use Google Drawing, Forms, and Sites to create their escape rooms. She also created and shared a Google Drive folder with numerous puzzles, ciphers, etc. that teachers could use when creating their escape rooms. Teachers created digital escape rooms on everything from ancient civilizations to reading comprehension to a tour of Paris. Other teachers asked for ways to create digital choice board activities for their students. This type of activity allows for student choice which increases engagement. Coach O'Day showed the teachers how to use Google Slides to create a choice board with linked activities that can easily be assigned in Google Classroom. Mrs. O'Day also worked with teachers to help them plan multimedia projects using programs like FlipGrid, Windows Photo App, Animoto, and Sway. In addition to working with teachers, Ms. O'Day also assisted the deans with creating a way to do socially distant, contactless PBIS rewards using QR codes and Google Forms.