

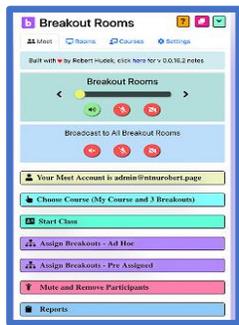
Instructional Technology Coaches' Update – October 2020

Pear Deck Teacher Guide



The school year is well underway, and teachers have become proficient in using the technology tools for remote teaching. Many of the teachers began inquiring about increasing student engagement. Mrs. Butcher and Ms. O'Day then began researching a variety of add-ons, extensions, and programs to make remote instruction more engaging for the students. While researching, the coaches came across several options. One of the options was to receive approval for teachers to begin using the Pear Deck add-on for Google Slides. Pear Deck allows the teacher to add interactive features to either a newly created Google Slides file or an existing file. The interactive features include students responding to a question by typing text, answering multiple choice questions, number responses for math, responding by drawing, or dragging an object on the screen to a new location. Once the teacher has created the Google Slide Deck the students join the presentation by entering a join code. The entire class including remote and in-person students join the presentation. The teacher presents the slides, and the students are able to individually respond by answering the various question types throughout the presentation. As the students answer the questions and take part in real time the teacher can view immediate feedback on the teacher dashboard. Once the lesson is over the teacher can then save student responses to refer to later or share the responses with the entire class for class discussion.

Google Meet Breakout Rooms



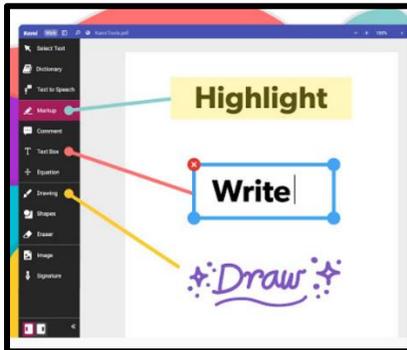
Throughout October the coaches spent a lot of time researching how to and the best practices for teachers to use breakout rooms during their Google Meet sessions. During the week of October 19th, the district began receiving the official Google Meet update that included a breakout room option. This update allows teachers to create breakout rooms and push students to those rooms right in Google Meet. The downside is that teachers cannot actively see all of the meetings simultaneously. The other option that Coach Butcher and Coach O'Day tested out for teachers was the Google Meet Breakout Room Chrome extension which enables teachers to set up and open all of their breakout rooms from one webpage as well as see and communicate with all of the rooms simultaneously.

Teachers were able to book appointments to receive individual training on how to use breakout rooms in Google Meet. It was also offered as one of the Tech Tuesday mini-pd sessions at the junior high. During the training sessions teachers were shown both options and provided with the pros and cons for both methods. For the Google Meet option, they were shown how to create the breakout rooms, push the students to those rooms, and how to navigate among the rooms by joining and leaving individual rooms. For the Chrome extension option teachers were shown how to set up their classes and breakout room nicknames, open the main and breakout rooms, and use the tools to communicate and monitor students in individual meetings or in all of the meetings simultaneously. Teachers were also reminded to make sure that they were actively monitoring any open meeting rooms during their breakout sessions.

Loom Teacher Training

Loom is a screen recording program that enables teachers to create video tutorials/lessons for their students that explain a concept or show them how to use a program, etc. on the computer. While teachers can record their meetings in Google Meet, the lessons are interrupted by student questions and the regular business of class. Loom allows the teacher to create a separate, “clean” recording of the lesson that they can then share with their students in Google Classroom. It also enables teachers to capture clips from various websites to share with students to enhance their lessons. Loom was the topic of one of this month’s Tech Tuesday training sessions at the junior high. Teachers had the option to attend the session in-person or via Google Meet. Loom offers a forever free education account for teachers. Ms. O’Day showed the teachers how to load both the extension and the desktop app, sign-up using their Google email, register for an education account, record using both the extension and the desktop app, manage settings and preferences for both the extension and desktop app, edit their screen recordings before publishing them, and access and navigate their Loom library that will house all of their screen recordings. Teachers were also able to sign up for one-on-one training sessions with Ms. O’Day at the junior high and Mrs. Butcher at the elementary buildings to learn how to use the program. The coaches also created a teacher guide to give to teachers so that they would have something to refer back to when they make their own recordings.

Kami Teacher Training



Many of the teachers were interested in students having the ability to edit a PDF that has been assigned in Google classroom. The PDF’s are from the Ready Math & Reading program that is a required part of the student curriculum. Mrs. Butcher and Ms. O’Day researched several extensions that allow for PDF editing. After looking at a few options the coaches discovered that Kami would be a great choice for the students and teachers. The coaches then asked that Ms. McWilliams add the Kami extension to Google Chrome for all users in the district. Once the extension was added, the coaches began creating an informational how-to-guide for the teachers and students. Mrs. Butcher then introduced Kami to groups of teachers in the elementary buildings that were interested in using the extension. During her meetings she explained how to set-up the Kami account, edit a PDF using Kami, and then creating the actual Kami assignment. The teachers were then shown how to use Kami from the student perspective. The students also needed to sign in to Kami using their Google account. Once the students are signed in, they have the ability to type in answers using a text box, highlight text, and draw directly on the document. When the student is finished working, they can then save the document and submit the assignment to the teacher. There were many teachers at the junior high that were also interested in using Kami. Ms. O’Day met with the interested teachers individually to introduce them to the new Kami extension.

ILEdTech Coaches Meeting

On October 29th Ms. O'Day and Mrs. Butcher attended the virtual ILEdTech Coaches Meeting. This meeting is comprised of technology coaches and leaders throughout the state of Illinois. Topics of discussion during the meeting centered on remote learning and increasing student engagement while maintaining student privacy. In the near future, school districts will be required by the Student Online Personal Protection Act (SOPPA) to guarantee that student data is protected when collected by educational technology companies. There are several website that are compiling privacy information from edtech companies. School leaders can use these websites to verify a website or app respects the SOPPA laws. Another point of discussion had to do with upcoming educational conferences being held virtually around the country. This year the ISTE conference will be held virtually. In the past, the conference is held in a different state each year making travel to the conference difficult. However, with the conference being held virtually this year the technology coaches have requested to attend the ISTE conference.

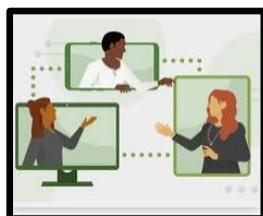
New Teacher Orientation



Coach Butcher and Coach O'Day presented at this month's new teacher orientation. Their presentation mainly centered on Google Classroom and Google Meet, but they also covered various different district-provided programs. In Google Classroom the coaches showed the teachers how to create a class; post assignments, questions, quizzes, and materials; and reviewed Google meets and how to create a nicknamed meeting, host controls, share their

screen, as well as best practices for running a virtual meeting. In ClassLink, they showed them how to access and add apps to their dashboard as well as how to connect their Google Drive and OneDrive to the files tab. Mrs. Butcher and Ms. O'Day also gave them a basic overview of iReady, showed them how to access NWEA MAP reporting data, and showed them how to assign and have student annotate PDF's using the program/extension KAMI. Because the coaches had a limited amount of time, they made sure to give the teachers handouts for each program and recommended they contact them to set up appointments in case they need additional help.

Paraprofessional Training



On October 16th during the school improvement day the paraprofessionals attended a virtual training on Google Classroom and Google Meet. The paraprofessionals requested training in Google Classroom and Google Meet because they are sometimes assigned to work with a specific teacher or a specific group of students to help manage or facilitate lessons. This is especially true for the sped classes. The paraprofessionals that are currently assigned to specific

classrooms have been meeting virtually with small groups of students to work on skills. During the training the coaches explained how the Google Classroom Stream page can be used to send students important announcements and classroom updates quickly. Ms. Butcher and Ms. O'Day reviewed various types of assignments created within the classroom and what each type is used for. During the training the paraprofessionals were shown how to use all of the features of a Google Meet. This included explaining the new host control features, audio and video settings, and screen layout options.

Cadre Training

On October 1st Coach Butcher and Coach O'Day provided an afterschool training session on Google Classroom and Google Meet for cadre teachers. During the training session the coaches showed them how to create their own Google classes; change the settings for the class; and post assignments, questions, and materials for the students. Ms. O'Day and Mrs. Butcher also showed the cadre teachers how to use Google Meet to facilitate virtual classes. During the Google Meet portion of the training they showed them how to create a meeting using a nickname, share that meeting nickname with their students in Google Meet, how to use the host and meeting controls to manage the meeting, as well as reviewed best practices for running their virtual meetings. At the end of the meeting the cadre teachers were reminded to contact the coach assigned to their building if they had any additional questions or needed any help.

Troubleshooting Google Meet



Several teachers throughout the district needed assistance with troubleshooting various issues in Google Meet. One of the most common issues that teachers were experiencing was that the microphone and speakers would periodically stop working. As a result, the coaches showed the teachers how to access the settings within Google Meet to correct the issue. Teachers will also frequently forget the difference between the various options for sharing their screen. The teachers needed to be reminded that when sharing a video, they must select the share a Google Chrome Tab otherwise the remote students will not be able to hear the sound from the video. Earlier in the month Google Meet had an update that now allows the meeting host to have more control. With the new controls the teacher can determine who can enter a meeting without asking for permission, if meeting participants can share their screen and use the chat feature. Several teachers were also reminded that they need to use the Google Meet nickname feature instead of using the Google Meet link. Using the nickname allows the teacher more control over starting and ending a virtual meeting.

Technology Coaching & Teacher Check-ins

Coach Butcher and Coach O'Day continued to rotate among the buildings and classrooms to check in on teachers and see how they are doing with virtual and in-person learning. During these check-ins the coaches continued to 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. This month, both coaches also continued to pay extra attention to new teachers, long term subs, and contract teachers to support them as much as possible.

A lot of the bookings again this month had to do with the various Google apps that teachers and students are using for remote learning. In Google Classroom teachers were having issues with students either accidentally deleting the attached documents or turning in blank documents. For the former, the coaches showed the teachers how to reinstate a copy of the deleted document so that they could share those directions with their students. Students are turning in blank documents so that it appears their work is completed for their parent summaries. The coaches worked with administrators and teachers to help them understand this issue. Training on Google Forms, Slides, and Jamboard were also common

Google-related requests this month. Teachers booked appointments to learn how to create quizzes in Google Forms as well as to learn how to use the program as part of a digital breakouts activity. For Google Slides, teachers booked appointments to learn how to create interactive notebooks and drag-and-drop activities using the program. Jamboard was once again a very popular booking this month especially for math instruction as it provides a whiteboard space where teachers/students can easily write out and share equations. Teachers who were looking for a different whiteboard application besides Jamboard were introduced to whiteboard.fi which allows the teacher to have a class of virtual whiteboards that can be shared with students. This is also a great program for math instruction since it has a built-in equation editor.

Many teachers also booked appointment this month for help with district provided/approved programs. A common request from teachers in both the elementary buildings and the junior high was for help with Savvas Realize which is the textbook programming for reading. Teachers needed assistance with syncing the Realize program with their Google Classrooms. This will allow them to create assignments in Realize and have them appear in Classroom which makes it much easier for students to navigate. The coaches also made sure to show the teachers how to grade the assignments once the students completed them. Teachers also booked appointments to learn how to navigate the iReady and iReady Toolbox programming. For iReady, the coaches showed the teachers how to see their students' scores, adjust their learning paths, and create additional assignments. For the iReady Toolbox, the coaches showed the teachers how to access the toolbox lessons as well as how to access and download a digital version of their Ready Reading/Math workbooks so that they can assign them in Google Classroom. Mrs. Butcher and Ms. O'Day also provided assistance to teachers for NWEA MAP testing this month. They helped teachers troubleshoot log-in and pop-up blocker issues during the testing window and how to access their data once the students were done testing.