

Instructional Technology Coaches' Update-September 2018

K-2 iPad Initiative

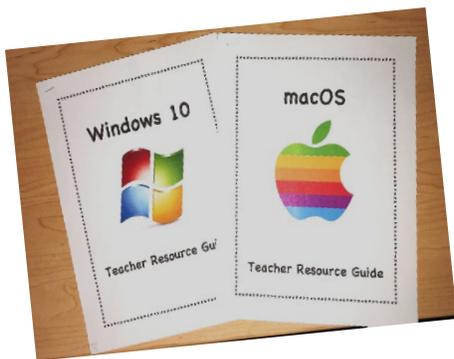
In August, Ms. Butcher and Ms. O'Day created all of the training materials for the K-2 iPad initiative. They began training on August 30th at Nob Hill and finished September 10th at Mae Jemison. The training involved teaching teachers how to effectively use iPads with their students. They were trained on things such as basic usage and troubleshooting, as well as were provided with strategies for how to use the iPads in their classrooms. The students also received training on the iPad basics.



3-5 Acer Deployment

Ms. Butcher and Ms. O'Day created a training guide for both the Acer Alpha and Acer Aspire devices. The training guide included all of the key components, instructions on how to assemble the devices, and integration strategies for the teacher. The guide also included a teacher deployment sign-off sheet and a cart roster for teachers to use to assign students their devices. The coaches pushed out to the two elementary buildings that received those devices for their 3-5 classrooms to train the students and teachers on assembling the devices.

Technology Guides for Teachers



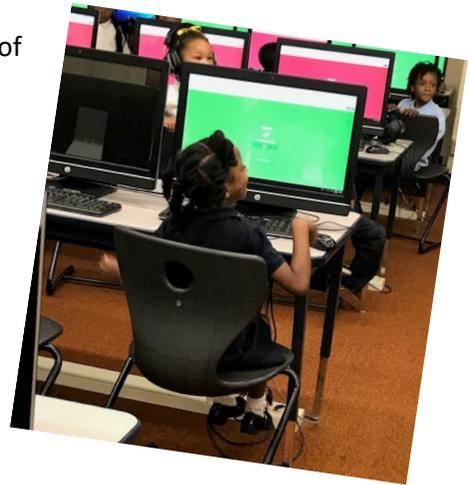
The technology coaches created a resource guide for Windows and Mac OS to distribute to teachers with their laptop carts. The Windows guide provides teachers with information on the various buttons and controls such as the action center. The Mac OS guide provided information on the components of a MacBook computer, keyboard function keys, touch pad controls, menu bar, dock, and dashboard. Both guides include handouts specific to each operating system on browser buttons, shortcut keys, and basic troubleshooting.

iPad Inventory

The technology coaches assisted the technicians in organizing the iPad inventory for the district. They helped organize the inventory according to carts that are assigned to individual teachers/ buildings. They also helped identify any discrepancies in the inventory so that they could be corrected by the technicians. The next step will be to create/organize those carts in the program that the district uses to deploy apps to the individual iPads.

Approved Programs List

Ms. O'Day and Ms. Butcher developed an approved programs list of applications that they can recommend to teachers during coaches sessions. The technology coaches evaluated each application for its effectiveness in the classroom and for its ease of use. The list includes categories such as teaching resources, behavior management, portfolios and storage, literacy and writing, math, infographics and presentations, media creation, photo editing, blogging, and websites, games and skills practice, classroom management, brain breaks, and coding.



Building Introductions

Ms. O'Day and Ms. Butcher met with all of the building principals to discuss their technology coaching duties and what that means for their buildings. While meeting with the principals, the coaches discussed the class that they and the media specialist will be teaching as well as their schedule. Ms. O'Day is assigned to the junior high. She will be teaching with the media specialist on Mondays and Wednesdays with Tuesdays and Thursdays dedicated to coaching. Ms. Butcher is assigned to the elementary buildings. Her schedule is as follows: Fieldcrest and Nob Hill on Mondays, Mae Jemison on Tuesdays, Markham Park on Wednesdays, and Highlands and Chateaux on Thursdays. Friday is a dedicated office day for both coaches. After meeting with the building principals, the coaches began meeting with the staff during faculty meetings at each building to introduce themselves. They provided information on how they can be of assistance to teachers, how teachers can contact the coach assigned to their building to receive help/schedule an appointment, and provided a SAMR guide for all of the staff. The SAMR guide can be used during lesson planning to help teachers more thoughtfully integrate technology into their classroom.

Computer Application Course



Ms. Butcher and Ms. O'Day established a pacing guide and created lessons for the computer class that they and the media specialist will be teaching to the students. This class will include instruction on digital citizenship, Internet strategies, and Microsoft Office Suite. The digital citizenship lessons include topics such as internet safety, internet security, and copyright/ plagiarism. For these lessons they used Discovery Education to create an interactive digital board that included vocabulary terms and embed graphics and videos for the students to view. The lessons also included extension activities and quizzes to test students' knowledge. The coaches met with the media specialist to discuss the format of the class and expectations. They provided the media specialist with the first set of lessons to begin on October 1st. They will meet with the media specialists again on October 19th to train them on the Microsoft Word application.

Coaching Duties

Ms. O'Day assisted in the creation of a point spreadsheet for 5th and 8th grade using parameters set by building administration. She provided training to a junior high team leader and administrator on how to use, monitor, and update the spreadsheet. She also provided a copy of previously used points letter to aid in facilitating parent communication.

Ms. Butcher and Ms. O'Day provided assistance to teachers assigned to present at school board meetings. They provided trouble shooting assistance to Ms. Huffaker as well as provided feedback during rehearsal presentations so students would deliver the best presentation possible. Ms. Butcher assisted Ms. Cieplucha in selecting an appropriate application for her board presentation. She also provided training to her students on how to effectively use the application TouchCast on their iPads.

They aided Ms. Banka in selecting the appropriate program for her students to use to create a digital book for their STEM project. Ms. Banka was given the option of using Story Bird, Story Jumper, or Story Creator. She elected to use Story Creator because it had all of the features she needed

