Instructional Technology Coordinator - November 2018 Board Report

Fall has proven to be quite a busy time! At the beginning of the year I helped primary teachers set up their student computers, to make the experience for students more user-friendly and efficient. This included things like connecting to the network, setting homepages, making bookmarks, logging them into Chrome, and minimizing Applications in the Dock. With the upper elementary classes, I was available for support when students first logged into their Google accounts and helped to troubleshoot AirWolverine2 network issues.

Once student computers were up and running, I was able to get into classrooms and help teachers with technology instruction! Here are some examples:

- Navigating Google Drive, sharing work and finding work shared with them
- Giving online feedback using a friendly tone, with strong sentence starters
- Creating collaborative Google Slides presentations with images and text
- Logging onto Google Classroom and accessing assignments
- Using interactive math activities in Google Drawing
- Completing collaborative Google Slides activities
- Using tools in SeeSaw to create presentations and complete activities

Not only have I been able to help students with the use of new technology, I've also had the opportunity to help teachers as well. Here are some examples:

- Setting up Symbaloo pages
- Setting up Google Classroom
- Demonstrating how to make online directions in Google Docs
- Creating templates in Google Slides for collaborative activities
- Searching for and getting familiar with apps/programs to fit classroom needs based on teacher requests: Tour Creator, Storybird, Book Creator, EdPuzzle, Mindomo, and Flipgrid (to name a few)
- Creating Google Forms & Sheets for student awards
- Collaborating with teachers to plan Hour of Code activities
- Learning how to use the new Smartboards
- Teaching Mini ASTE sessions

Staff Requests
Instructional Technology Coordinator Workflow

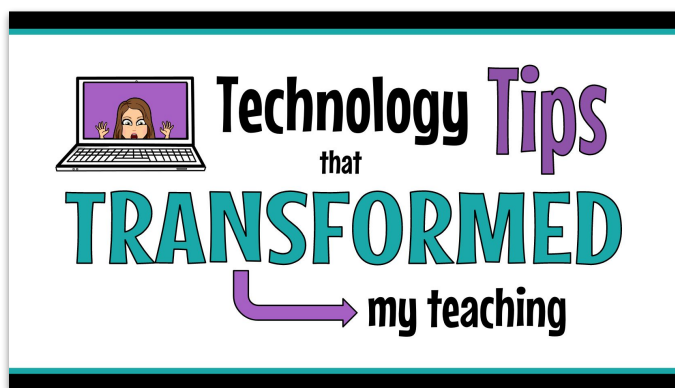***Yellow box means Request/Need was completed   ***Pink means working on currently (will need soon)

Mt. Eccles Elementary					
Teacher Name	Request/Need	Date of request & when needed	Program/Idea suggested	Action taken by me	Notes/ Thoughts/Feedback
Boatright, Wendy	**Symbaloo** - wants to copy my 5th webmix and so she can edit it	9/5	Symbaloo	Video of how to copy a webmix https://www.youtube.com/watch?v=4QR-EXzVJiw	My Google Doc with directions: https://docs.google.com/document/d/1LMTmUcmU8GUUEApohQR8lwIX5JBGHQ08C5hJR-vYUsw/edit?usp=sharing
Brock, Lovie	**Seesaw** - wants to record kids reading, create Portfolios to show writing **Activity 1: Photo w/caption**	8/7	Seesaw	- Met on 8/16 & 8/21 - showed her my SeeSaw classroom from last year -Shared PDF "2nd Grade getting started guide" - had some good lessons for the beg of school -8/23 helped students log into SeeSaw for first time and did Activity with Camera & Caption tools	SeeSaw - online August PD https://docs.google.com/document/d/1J0triKFfvHmiS7Yfmq3rWYMML1q6vUrUJXpFZiKejLk/edit ideas for K-2 https://www.youtube.com/watch?v=zA-EMZ-kr4o#action=share 2nd Grade Getting Started SeeSaw Guide https://drive.google.com/file/d/1v_iL6WHU5EcAYiaSjMCBunMZH4GCmXSw/view
	SeeSaw - Open House Activities **#1 Photo w/labels #2 Photo w/audio recording #3 Video**	8/27	Seesaw	-9/5 Open House lesson #1 - photo with adjectives using labels 9/7 Open House lesson#2 - photo with recording goals (audio only)	Google Doc with directions https://docs.google.com/document/d/1exsaVGIOsiS7escwfKPj98JP0w7SyAV9IQHqnahNcKledit?usp=sharing
	Symbaloo - edit/set up her page (already has one but has issues with links)	8/7	Symbaloo	Met 8/15 and helped her set up Symbaloo page - made a Bitly for the page address so kids can	Bitly address created problems with iPrism - so went back and changed webmix address (has to be "Public") and set it again as homepage on all student

Here is a snapshot of a table I've used to keep track of instructional technology requests from the staff. Below is a link to the complete table: https://docs.google.com/document/d/1aHi8gq14iFs3H1G8D1k2CA_A46-chpVs5zw48e0sRQA/edit?usp=sharing

One of the most rewarding things about this position is being able to find an app or program that is exactly what a teacher needs. I know when I was in the classroom, it was challenging to find time to do that sort of research. I'm learning about so many new ideas and programs, based on the request of teachers. And the great thing is that I can recommend those ideas and programs to other teachers. Just the other day, a teacher asked about a program that could visually map out ideas for writing. I found a Chrome App that was exactly what she was looking for called Mindomo. Then two days later, another teacher approached me with a similar request! I was able to show him the same app, and he was equally excited to use it with his students to map out their learning for the school year.

Recently I've devoted quite a bit of time creating presentations for the four sessions I taught at Mini ASTE. These sessions are listed below. Feel free to click on the images to see the presentations. Not only did I want to share my knowledge while presenting, but I wanted the staff to have access to resources, links, how-to videos and ideas. All my Google Slides presentations are found on the CSD Google Classroom site that I set up.

My sessions were well-attended and I've received positive feedback since then. I was encouraged to see some of the ideas I presented already being implemented by teachers on Monday following Mini ASTE! Third graders were doing collaborative Google Slides activities, second graders were filling in information using a Google Slides template created by their teacher, and sixth graders were working on a Google Slides presentation in Band class. The staff has been able to use my tutorials in the presentations to help develop these lessons. It was so rewarding to see the motivation and excitement of teachers and students!

I look forward to expanding my knowledge of instructional technology and spreading that knowledge to the staff, to help engage and empower our students with the skills they need for the future.