



PLATTSBURGH CITY SCHOOL DISTRICT

Technology Training Opportunities and Expectations

As we enter week five of School Closure, the appropriate amount of adjustment time has been afforded to students and adults to ensure understanding of the Instructional Routine of Phase II. It is now time to set expectations and offer opportunities for technology integration. These expectations and opportunities come at a time to assist with school closure, but also will be maintained upon return to school.

It takes much manpower to assist with technology training, troubleshooting and maintenance necessary to keep our devices/program working effectively. Due to the dedication of time and manpower by our NERIC Technology Team and our Technology Integrationists, PCSD will only provide technical support to the following platforms: Microsoft Teams, Schoology and Seesaw. **Remember platform is defined as how students/parents interact with each teacher. A platform does not include the technology tools that individuals may be using within their classroom (One Drive, Office 365, Nearpod, Flipgrid, ZOOM, RAZ Kids, etc.).**

As of May 1st the District strongly urges that each teacher identify a platform to use with students/parents for their classroom (Microsoft Teams, Schoology, Seesaw). Whether we stay in closure or return to school using a platform has many benefits including:

- Mass parent communication
- Ease of offering modifications/accommodations to students
- Student continued place of reference for learning
- Modality of instruction
- Savings of resources (time, money, paper, etc.)

There will be two rounds of training opportunities for teachers to assist with learning a platform. In order for a teacher to change platforms they **must** do the following:

- Participate in a 1-hour training on the platform (teacher focused).
- Participate in a 1-hour training on the platform specific to what students and families will see and experience (student user focused).
- Use a pre-developed platform training for students/parents as the content chunk of the Instructional Routine prior to incorporating the platform into instruction.

Please see the schedule of **platform trainings** below.

Week of April 13th

Platform	Date of Training	Time of Training	Focus of Training	Trainer
Microsoft Teams	April 15, 2020	9:00-10:00 AM	Teacher Focus	Danielle Jackson
Microsoft Teams	April 16, 2020	9:00-10:00 AM	Student User Focus	Danielle Jackson
Schoology	April 15, 2020	9:00-10:00 AM	Teacher Focus	Susan Levaque
Schoology	April 16, 2020	9:00-10:00 AM	Student User Focus	Susan Levaque
Seesaw	April 16, 2020	11:00-12:00 PM	Teacher Focus	Danielle Jackson
Seesaw	April 17, 2020	9:00-10:00 AM	Student User Focus	Danielle Jackson

Week of April 20th

Platform	Date of Training	Time of Training	Focus of Training	Trainer
Microsoft Teams	April 22, 2020	9:00-10:00 AM	Teacher Focus	Danielle Jackson
Microsoft Teams	April 23, 2020	9:00-10:00 AM	Student User Focus	Danielle Jackson
Schoology	April 22, 2020	9:00-10:00 AM	Teacher Focus	Susan Levaque
Schoology	April 23, 2020	9:00-10:00 AM	Student User Focus	Susan Levaque
Seesaw	April 23, 2020	11:00-12:00 PM	Teacher Focus	Danielle Jackson
Seesaw	April 24, 2020	9:00-10:00 AM	Student User Focus	Danielle Jackson

The week of April 27, 2020 we will roll out our first **technology tool training** focused on Office 365. The schedule of specific days and times will come out as we get closer and are aware of our return to school status. Each subsequent week a new training will be offered to staff.