



## Technology Training Opportunities and Expectations – Phase II

After our initial week of platform training, we have been able to meet to discuss how to develop our technology training in a consistent and logical manner for the remainder of closure. **Effective April 27, 2020, PCSD will provide the following training opportunities as a way to support teachers, students and parents for the remainder of school closure. Please see the list of trainings that will occur weekly.**

### **Platform Training**

**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.).** It is important to understand that a teacher would need to attend these platform trainings if they did not consistently use the platform with students and families prior to closure. Self-teaching of a platform doesn't qualify as training. A teacher must attend a pair of trainings if not using with all students and families prior to closure. This is to ensure that families and students are receiving consistent support to best ensure proper use. Sue and Danielle will offer all platform trainings and both sessions must be taken. Then, once you attend the two trainings you will qualify for ongoing support via the Bookings App and weekly refreshers as well as virtual office hours.

Platform	Training Day/Time	Trainer	Link for Training
Microsoft Teams	Tuesdays – 9:00-10:00 AM Wednesdays – 9:00-10:00 AM	Danielle Jackson	<a href="https://plattscsd.webex.com/meet/djackson">https://plattscsd.webex.com/meet/djackson</a>
Schoology	Tuesdays – 9:00-10:00 AM Wednesdays – 9:00-10:00 AM	Susan Levaque	<a href="https://plattscsd.webex.com/meet/slevaque">https://plattscsd.webex.com/meet/slevaque</a>
Seesaw	Wednesdays – 10:30-11:30 AM Thursdays – 10:30-11:30 AM	Danielle Jackson	<a href="https://plattscsd.webex.com/meet/djackson">https://plattscsd.webex.com/meet/djackson</a>

Once training is complete, Sue or Danielle will be reaching out to the individuals who met the attendance requirement listed in the Part I Technology document that went out on April 17th (1 hour of training for teacher on platform and 1-hour training for teacher on student view of platform) and are now trained to move platforms. They will be sending those individuals the student/parent training materials that you will need for the Content Chunk of your Instructional Routine. They will add you to an Outlook Group in email and you will automatically continue to receive updated resources. Remember the following points if you are choosing to switch platforms:

- You should inform students/parents of the switch **in your current platform** since this is what they know how to use.
- Prior to doing any instruction, communication, work in the new platform teachers must use the video created by Danielle or Sue to be the content chunk of the first day of introducing the new platform to families. This video is the content chunk for the day and the only objective is to

connect to the platform and view the support video. Please do not add any other content objectives for the day. All other activities should relate to this content- meeting a new platform within the Instructional Routine.

- You choose when you are ready to move to the new platform.

### **Targeted Topics**

These trainings are meant to give a targeted understanding of the most important parts of each platform to ensure that your usage is effective and efficient; and are reflective of teacher requests for ongoing and continued support while starting a new technology. There are four topics identified for each platform and each week two trainings will be offered. These trainings will be repeated weekly. Please see the topics and schedule below:

<b>Platform</b>	<b>Targeted Topic</b>
Microsoft Teams	<ol style="list-style-type: none"> <li>1. Team creation/Layout of Team for Classes</li> <li>2. Workflow/Assignments/Analytics</li> <li>3. Managing Communication and shared student tips</li> <li>4. Meetings</li> </ol>
Seesaw	<ol style="list-style-type: none"> <li>1. Teacher/Multiple Teacher Assignments</li> <li>2. Learning Journal Assignments</li> <li>3. Managing Communication and shared student tips</li> <li>4. Content Creation</li> </ol>
Schoology	<ol style="list-style-type: none"> <li>1. Course Layout/Design</li> <li>2. Workflow/Assignments/Analytics</li> <li>3. Managing Communication and shared student tips</li> <li>4. Meetings</li> </ol>

### Schedule of Training

<b>Platform</b>	<b>Training Day/Time</b>	<b>Trainer</b>	<b>Link for Training</b>
Microsoft Teams	Mondays – 9:30-10:30 AM Fridays – 10:30-11:30 AM	Danielle Jackson	<a href="https://plattscsd.webex.com/meet/djackson">https://plattscsd.webex.com/meet/djackson</a>
Schoology	Mondays – 9:00-10:00 AM Fridays – 9:00-10:00 AM	Susan Levaque	<a href="https://plattscsd.webex.com/meet/slevaque">https://plattscsd.webex.com/meet/slevaque</a>
Seesaw	Mondays – 11:00-12:00 PM Thursdays – 9:00-10:00 AM	Danielle Jackson	<a href="https://plattscsd.webex.com/meet/djackson">https://plattscsd.webex.com/meet/djackson</a>

### **Tech Tool of the Week**

A new Tech Tool of the Week will occur each Friday. Notification of the Tech Tool will come out each Monday for that Friday's training. Reminder that the Tech Tool for May 1<sup>st</sup> is Office 365. Danielle Jackson and Susan Levaque will provide all Friday Tech Tool Trainings from 9:00-10:00 AM. You can join at the following link: <https://plattscsd.webex.com/meet/djackson> or <https://plattscsd.webex.com/meet/slevaque>

NOTE: Please note that the trainings will run for 15 minutes and then become locked. This is a security mechanism and also cuts down on the disruption of the presentation/training. Please mute your microphones upon entry into the meeting and all meetings are recorded.

*Please remember that Danielle Jackson and Susan Levaque will also provide Q/A for any of the platforms by using their Bookings App.*