

STAFF DEVELOPMENT PLAN

PURPOSE

Faculty and staff on the technology collaboration team in our building want to help increase technology use among teachers in an effort to achieve student learning with the use of technology. Students thrive on technology every day – it has become a main source of socialization among youth. The technology collaboration team plans to connect teachers with students on a technology level. Training teachers to use more technology and current technologies better will increase technology use in the classroom. Teachers will find new methods of creating student motivation, connecting with students, and meeting curriculum goals.

NEEDS ASSESSMENT

Faculty and staff at Smith-Cotton High School completed a survey in the spring of 2007. Teachers were given the survey during a faculty meeting. The technology collaboration team gave an explanation of the purpose and survey deadline. The survey requested individuals to indicate what training they needed given a list of programs and technology often used in the classroom. The focus on the survey stressed that faculty be selective on the survey *based on their student learning needs* not individual preference. For example, if student learning includes PowerPoint presentations and recording data in Excel, teachers of those classes might chose additional training in those two areas in order to help their students complete their projects effectively. In addition to the technology training, individuals were to indicate what times during the year they would prefer to have the training. Forty (40) individuals of eighty-six (86) staff members returned the survey. **(Survey tool and results found in the appendix)**

The top five training requests were Smart Boards, PowerPoint, Photo Shop, Web Page, and Excel respectively.

The top 3 training times were Early Outs (Every 1st Wednesday of the month is a half student day, the remainder of the day is set aside for staff development during contract hours), summer, and after school respectively.

***Additional training required that was not on the survey included e-mail and SIS. These two areas are large communication functions within our school. Administration wanted to make sure that using the district email was included in the proposal. In addition, the Student Information System (SIS) is used daily by every faculty member. This training session will be incorporated every year at the beginning to help new teachers learn how we use the program in our school. Veteran teachers are also welcome if they need a refresher!

CONTENT

Although Photo Shop and Web Page were requested more than Excel, as a technology team we recommend offering immediate training in Smart Board technology, PowerPoint, and Excel. These are in addition to the required SIS and e-mail training

sessions. These will be used more often in the everyday classroom than Web Page and Photo Shop. Web Page and Photo Shop are great tools to know, so a future training should be offered as well. We also recommend including a basic computer course for those who are struggling and don't even know the above software programs.

The following outline describes content covered under each main training session:

- I. **Using District Email**
 - a. District URL, how to open district web page
 - b. Find email link on district site, Novell
 - c. Entering username and password
 - d. Changing password & profile information
 - e. Using the GroupWise address list
- II. **Student Information System**
 - a. Finding SIS on your computer
 - b. Entering username and password
 - c. Taking attendance
 - d. Setting up and using the grade book function
 - e. Transmitting grades at term
 - f. Viewing student schedules
- III. **Basic Computer Skills**
 - a. Review basic terms (i.e. CPU, Monitor, Hardware, Software, etc.)
 - b. Discuss proper on and off procedures
 - c. Explore the desktop and icons often used
 - d. Saving documents (My Documents, network drive, flash drive, & CD)
 - e. Using Internet Explorer (Search engines, keyword choices, etc.)
 - f. Basic troubleshooting & maintenance tips
- IV. **PowerPoint**
 - a. Review tips & tricks handout
 - b. Creating slides
 - c. Using Slide design and layout functions
 - d. Placeholders
 - e. Graphics, text, and color
 - f. Moving slides
 - g. Cut, copy, paste functions
 - h. All participants will create the same 6 slide PowerPoint with the instructors. Handouts with step-by-step instruction will be given with extra space for note taking.
- V. **SmartBoard**
 - a. What is it and how does it do that?
 - b. Using SmartBoard software
 - c. Individual participant practice & use
 - d. Teaching ideas for the SmartBoard
 - e. Handout will be given with orientation instructions, using the software, and specific online training websites free to our teachers. A great resource for future use!
- VI. **Excel**

- a. What is a spreadsheet?
- b. Cells, rows, columns
- c. Formatting text
- d. Formatting cells
- e. Basic formulas (SUM, MIN, MAX, and AVG)
- f. Using borders
- g. Participants will complete a spreadsheet given a handout and step-by-step instruction. The handout again will allot for note taking.

VII. Got Questions? Get Answers.

- a. Brainstorm questions about issues with previously trained technologies during the year
- b. Compile a working question/answer document using the SmartBoard and Microsoft Word.
- c. Answer as many faculty technology questions as possible – make sure to include them on the working document.
- d. E-mail the working question/answer document to all faculty members; staff not in attendance will appreciate this!

***Each of the above software training sessions will include classroom activity examples to use with the programs. An example for each major discipline area will be included along with website resources for additional activity ideas.

PROPOSED SCHEDULE

Because the Early Out time was requested the most with summer and after school following, we recommend the following dates of training.

<i>Technology</i>	<i>Training Date</i>	<i>Trainers</i>
Using District Email	Teacher work day, August 20	Barker / Brock
SIS	Teacher work day, August 21	Brownfield / Schilb
Basic Computer Skills	Teacher work day, August 22	Parker / Brownfield
E-mail, SIS, Basic skills (Follow-up)	After school, September, 11	Schilb / Brock / Barker
PowerPoint	Early Out, October 3	Brownfield / Parker
Follow-up PowerPoint	After school, October 23	Brownfield / Parker
Smart Board	Teacher work day, January 2	Barker / Lewis
Follow-up SmartBoard	After school, January 29	Barker / Lewis
Excel	Early Out, March 5	Brownfield / Parker
Follow-up Excel	After school, March 26	Brownfield / Parker
Got Questions? Get Answers.	Early Out, April 2	Parker / Barker / Brownfield / Schilb

Each Early Out session should be a minimum of one (1) hour. In order to train all staff a rotation schedule is suggested. Every Early Out is 2 hours long. We recommend grouping staff by their collaboration teams. (Maybe group all C-day teams into one

group and all S-day teams into a second group) These groups can then rotate from a one-hour session of technology training to a second hour staff training of the district's choice. All follow-up coaching sessions should allot for two (2) hours of hands-on training. Suggested after school time from 3:00 p.m. to 5:00 p.m. Follow-up sessions should be on a volunteer basis for those seeking additional training help.

***Additional training dates may need to be added due to response with initial training. Summer would be a great time to plan extensive training with PowerPoint, Smart Board, and Excel. In addition, summer would also be an ideal time to train Web Page and PhotoShop.

INSTRUCTOR BASE FROM WHICH TO DRAW

EVALUATION PROCEDURES

Several methods of evaluation exist within this staff development plan. First, an administrator will be in every session of training provided. Each administrator will participate in the activities and training regardless of their knowledge base. Administrators will also focus on comments and productivity of other staff members. Administrators are then invited to share feedback regarding the trainings throughout the year at our weekly collaboration meetings.

Second, every participant will be asked to complete an evaluation form after completing the training session. Faculty members are strongly encouraged to write comments that will help benefit the training process. (Sample form can be found in the Appendix) The technology collaboration team will review these forms and record data. Data and progress will be reported to the faculty during the faculty meetings after school every month.

In respect to evaluating learning during the training process, each training session is product based. Meaning, participants will create a product during the training. As these products are created, learning will be evident along with weakness that might need to be addressed.

SUPPORT/COACHING PLAN

After every training session, a follow-up training is scheduled. This allows for specific questions and help topics to arise after faculty has had a few weeks to "play" with or use the software. These sessions are on a volunteer basis only. Individuals who are successfully using the program are not required to attend. However, all individuals are encouraged as these sessions allow time for in-depth exposure to the software programs.

Each member of the collaboration team is assigned a specific technology topic. Trainees are given the names, email, and contact information of the team members and their respective topic in paper and electronic form. Faculty members (trainees) are strongly encouraged to contact these individuals whenever they have a need for assistance

regarding a specific technology area. (For privacy purposes of those individuals, we did not include that information in this document.)

As an additional support/backup procedure, the collaboration team split the faculty members into eighths. We have eight members on our team so basically each person was given a list of 11 faculty members. The collaboration team members will email their 11 faculty members once a week. The email will include a quick technology tip, helpful website, and a reminder that faculty can email and ask questions anytime.

APPENDIX A – NEEDS ASSESSMENT SURVEY

Technology Training Survey

The Holy Mackerel Collaboration Team (Technology focus area) needs your help! We are looking to implement technology training for our staff next year. Please complete the survey and return it to Becky Brownfield's box by Wednesday, April 11, 2007.

****Keep in mind we are focusing our knowledge on technology to help our students achieve. Please answer these questions in respect to learning areas that will help you and your students in the classroom.**

Please circle the following areas you wish to receive training.

Web Page	PhotoShop	Word	Excel	PowerPoint
SmartBoard	Computer Basics	Moviemaker	Access	

Please comment on additional technology training you feel would benefit your learning environment_____

Currently, how often during one week's time do you or your students use technology for curriculum purposes_____?

APPENDIX B – TRAINING EVALUATION FORM

Training Evaluation

Date _____ Training Session Title _____

Instructors _____

Do you feel the instructors had thorough knowledge of the content area? YES NO
If NO, please explain:

What level of expertise would you rank yourself in this training area?

Beginner

Average User

Expert

Please indicate the level of knowledge you feel you gained from this training session.
1 being very little knowledge and 5 being great amount of knowledge

1

2

3

4

5

Please comment on any aspect of the training you really enjoyed or learned from:

Please comment on any aspect of the training that needs improvement or areas you wish to learn more about

