

Sandra Lemke

Staff Development Project

TE 875

## **Topic Selection**

Training on using **iPads** effectively **in the classroom**.

- This topic was chosen based on feedback received from the teachers and administrators who are on the Technology Team at Bellevue West.
- This topic was also discussed with teachers and technology trainers who are involved in the iPad Academy of Bellevue Public Schools.
- This topic was also discussed with a variety of teachers throughout Bellevue West High School.
- Bellevue Public Schools is looking in to financial assistance from the community, possibly a bond issue being passed. One big issue on the bond will be technology, equipping all high school level students with usable technology. The discussion is that we will be keeping our stationary computer labs, and updating them, but there is a push for students to be 1:1 with iPads at the High School level. Knowing that we are pushing for students to be 1:1 with iPads, the teachers will need to be trained on using the iPads effectively in the classroom.

## **Format of Staff Development**

- The format of the Staff Development will be a half-day (4 hour) workshop on a staff in-service day. Teacher in-service days are already built in to our contract/schedule so the teachers will be required to attend. Since it is required for teachers, it will be important to discuss and interview teachers to make this training purposeful and useful for the majority of staff members.
- The workshop will be split in to small sessions where teachers can pick which session they would prefer to go to. Hopefully giving the teachers some options will make the workshop more purposeful for each and every one of them. Each session will be 1 hour, allowing for teachers to have time to let the training sink in and get a chance to create something for a future lesson via the technology learned. Since the workshop is 4 hours, the teachers will attend 3 mini sessions, and 1 large session with all staff.
- The staff development workshop will be conducted by the school library media specialist, having the sessions led by classroom teachers themselves. There are several teachers in the building who have classroom set of iPads, who already effectively use iPads in the classroom. We will use these classroom teachers as a resource to lead sessions. The school media specialist will assist the classroom teachers one on one in preparing for their sessions.

## **Activities**

### *Introduction (20 minutes)*

- The school library media specialists will give a brief introduction and explain the purpose of the staff development workshop to train teachers on using iPads in the classroom effectively. The agenda will be discussed and shared via google. Hand-outs will only be available electronically. Fully submerging the teachers in the technology is essential for the training. The iPad Academy Teachers who have been previously trained will be introduced and will discuss the topics of their mini sessions. Teachers will get to decide which sessions they would like to attend, giving them choice will hopefully make the training more effective. The teachers can decide on which sessions they would like to attend based on what the focus will be at each session.

### *Demonstration/Hands-on Activity (15 minutes)*

- As a large group, all classroom teachers will go over an iPad Orientation on the basics of the iPads. Previously trained teachers, such as the iPad Academy teachers, will walk around the large group and assist teachers who are more basic and not familiar with using an iPad.

### *Break Out – Mini Sessions (Total Time: 3 hours 20 minutes)*

- Staff will break off in to mini sessions. Each session will have at least 1 previously trained teacher who already effectively uses iPads in the classroom. The previously trained classroom teachers will lead the mini sessions based on their preference of choice. They will pick an application they use frequently and are comfortable using on the iPads in their classroom that they think will be beneficial for other classroom teachers to be trained on using.
- Each group will re-locate to a classroom in the building of the session leader's choice. Give teachers 10-minutes to figure out which groups they will be attending, filling in the session choices.
- The mini sessions will be an hour long, allowing sessions leaders to demonstrate the usage of the application of choice, then giving teachers time to let the training sink in, ask questions, and hopefully create something they can use via this application in the near future in their classroom.
- There will be a 10-minute break between each mini session to allow for teachers to use the restroom, grab snacks/refreshments, travel to next session, and socialize with each other.

*Wrap up/Feedback from Staff (5 minutes)*

- At the end of the last session, staff will be given 5 minutes to fill out an online survey via google form on feedback of how the workshop went. Staff members will be asked to share their thoughts and questions from the 4-hour workshop.

**Organization of Event**

- Planning for the staff development will be done by the school library media specialist and the previously trained iPad Academy teachers. Since the iPad Academy teachers will be leading the mini sessions, the school library media specialist will work one on one with each teacher to make sure they have what they need and will be ready to go for the workshop.
- The building funds will cover the snack and refreshments provided.
- To entice teachers to attend and be attentive while attending:
  - An invitation will be sent out by the organizers of the workshop.
  - An email will be sent a head of time to teachers with a random ticket number for them to be able to win door prizes that are given away.
  - Door Prizes will be provided by donations from technology companies throughout the nation. Items that will encourage the usage of the iPads, like disc styluses, iPad covers, etc....
  - Refreshments and snacks (good tasty ones!) will also be provided.
- There will be a short online survey given to the teachers at the end of the workshop to decide if the workshop was effective and beneficial (see following pages).
- There will be follow up from the school library media specialist and the previously trained iPad Academy teachers. Making themselves available for questions and assistance as needed.
- Thank you notes and small gifts will be sent to the classroom teachers who lead the mini sessions and used their time to prepare for the workshop.
- Thank you notes will be sent to those who provided refreshments/snacks, and door prizes.
- Short thank you notes with a small piece of candy will be put in all the teachers' mailboxes who attended and filled out the form at the end of the workshop.

## Agenda

- Breakfast
- Door Prizes
- Introduction – Library Media Specialist and previously trained iPad Academy teachers.
- iPad Orientation
  - Demonstration
  - Hands-on Activity (teachers trying out what was demonstrated)
- Door Prizes
- Teachers break off and decide which mini sessions they would like to attend.
- Mini-Sessions
  - iPad Applications that can be effectively used in the classroom
  - Demonstrations on how to use the iPad Applications effectively
  - Work-Time to create something using the application in the near future.
- Wrap Up/Evaluation using Online Survey

