

# Staff Development via Video Tutorials with Accountability and Reporting

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With assistance from:

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# Presentation Information

[www.broward.k12.fl.us/it/stfdevvidtut/index.htm](http://www.broward.k12.fl.us/it/stfdevvidtut/index.htm)

# Agenda

- Broward's "Refresh Project"
- Background of the Project
- The Solution
- Content Creation
- Content Delivery Strategy
- Tracking, Reports, and Accountability
- Creating a Video Tutorial Demonstration

# “Refresh” Background

- 2004/2005 - “One to One” Study
  - 4 Schools
  - Collect Data / Lessons Learned
- 2005/2006 - “Refresh Project”
  - 21st Century Classroom Model
  - 40,000 Laptops in Carts
  - “Refreshing” Older Technology

# “Refresh” Background

- Carts and Laptops



# “Refresh” Background

- Staff Development Must Be Included
  - 15,000+ Teachers
  - 250+ Schools
  - Must Track Progress
  - Can't Pull Teachers Out
  - Short Timeframe

# “Refresh” Background

- The Solution - Video Tutorials
  - Hosted by Atomic Learning
  - Custom Video Tutorials
  - Pre-test / Post-test / Documents
  - Available 24/7
  - Available Inside and Outside the Firewall
  - Tracking
  - Reporting

# Refresh Project - Creation

- How did we get started?
  - Series of Screen Shots - Mac and PC
  - iMovie
    - Assemble Screen Shots
    - Voiceover
  - Compress Using QuickTime Pro
  - Upload to Atomic Learning

# Refresh Project - Creation


- Four Areas of Content - Modules
  - Care and Use of Carts and Laptops
  - Operating System - Mac and PC
  - File Management - Mac and PC
  - Printers and Projectors

# Refresh Project - Creation

- Care and Use of Carts and Laptops
  - 1. Teachers will be able to demonstrate to students the proper way to care and maintain the laptop for optimal classroom use.
  - 2. Teachers will be able to set up a wireless cart for classroom use.
  - 3. Teachers will be able to perform simple troubleshooting to determine wireless network access.
  - 4. Teachers will be knowledgeable about various strategies for using the wireless cart for instructional purposes.

# Refresh Project - Creation

- Just a note to those viewing the Podcast of this presentation, you will hear the 20 second video tutorial snippets, but you will not see the video play. This is a function of the application used to record the presentation.



# Cart Features

Bretford Laptop Cart

# Refresh Project - Creation

- Operating System

- 1. Teachers will be able to navigate throughout the Macintosh and XP operating system and use the new features available in 10.4 (Tiger).
- 2. Teachers will become familiar with the software pre-loaded on the laptop including curriculum related software such as Inspiration/Kidspiration.



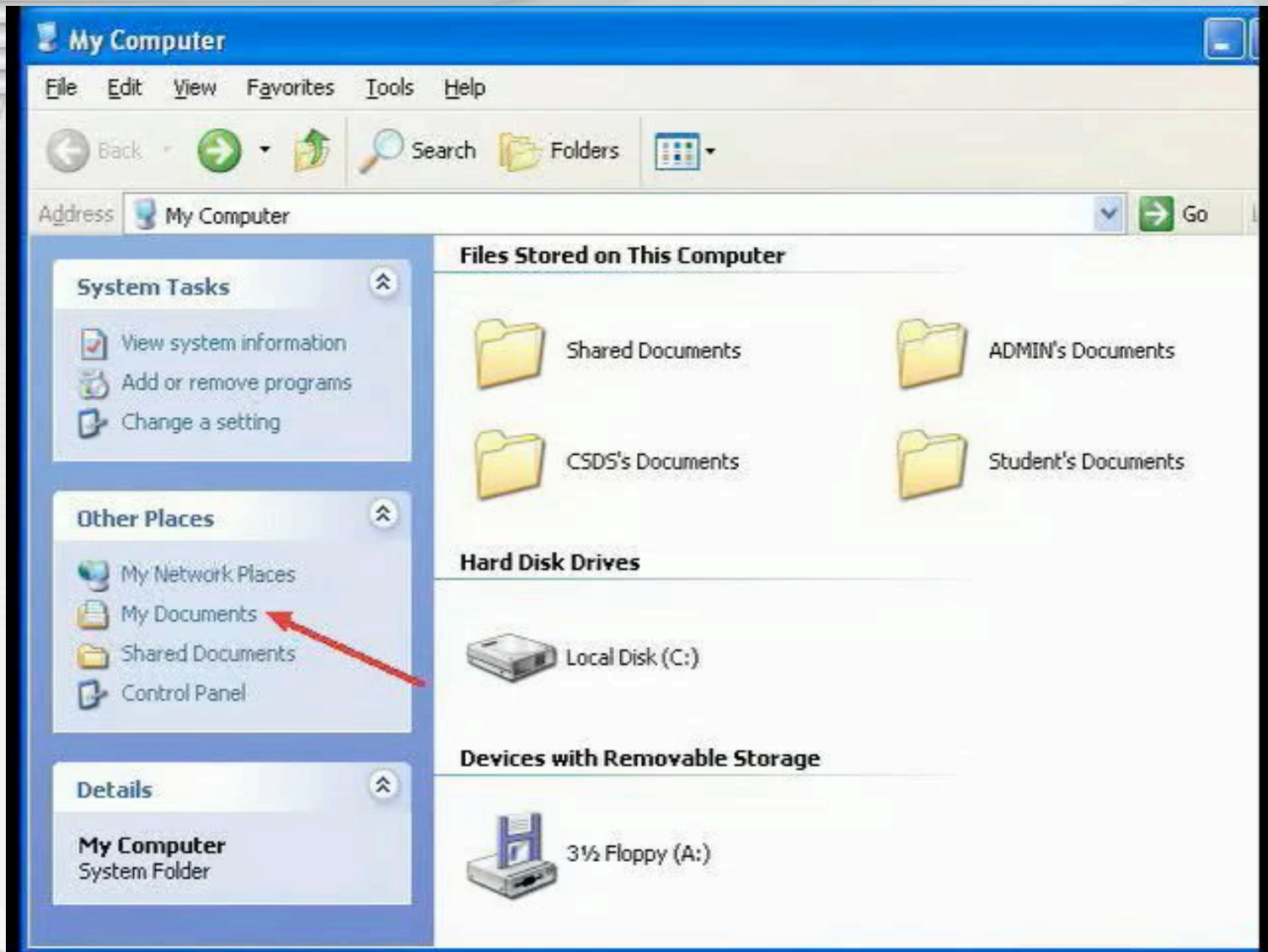
# How Do I Connect to a Server?

Learning Windows XP

# Refresh Project - Creation

- **File Management**

1. Teachers will be able to use basic features and commands to manage and maintain electronic documents for use with students and for general productivity.



# Refresh Project - Creation

- **Printers and Projectors**
  - 1. Teachers will be able to connect the laptop to a video projector and establish the appropriate settings to project for student viewing.
  - 2. Teachers will be able to connect, operate and troubleshoot the networkable printer acquired through the refresh process.



# Refresh Project - Creation

- In addition to the 4 content areas
  - Pre-Test
  - Classroom Activities
  - Self-checks
  - Other Documents
  - Post-Test

# Refresh Project - Creation

- Pre-Test / Post-Test

12. To verify that a wireless access point is properly connected and broadcasting a signal

- check for indicator lights on the access point.
- listen for the beep coming from the access point.
- check the LCD display panel on the access point.
- use a GPS device.

13. To check the battery status on an Apple iBook laptop

- check the cell phone-like LCD display on the front of the laptop.
- check the color of the status light on the front of the computer.
- turn the laptop over and press the battery button.
- check the device status lights located under the display.

14. When the Apple iBook is connected to the power adapter, the amber light means:

- there is a problem.
- the battery is charged.
- you cannot safely remove the power adapter.
- the battery is charging.

15. An appropriate use of a cart of wireless laptop computers by students is:

- using the laptops to conduct research using the Internet and Media Center databases.
- developing and presenting a multimedia presentation on a class topic.

# Refresh Project - Creation

- Tutorial Navigation - Welcome Page



The CAB Video Training Library has been created to offer Broward district employees "just-in-time" training for ongoing use of the CAB e-mail system.

## Welcome to Refresh Staff Development!

This online course will assist you in using the new wireless carts and printers in your classroom for instruction. The course is completed by viewing video tutorials that walk you through the skills needed to effectively use the technology as part of teaching and learning. The course includes:

1. A Pre-test, which is designed to help you determine your current knowledge on the subjects.
2. Four training modules for each platform (Macintosh or Windows) with associated activities.
3. A Post-test, which is designed to help you determine your skill development after completing the four modules.

To begin this online staff development, select either the Macintosh or Windows staff development below and follow the directions on the screen. To complete this course, the pre-test, four modules and post-test must be completed.

Good Luck!

## Macintosh Staff Development

Step 1: Click [here](#) to take the Macintosh Pre-test.



Step 2: Click [here](#) to take the Macintosh training modules.

Step 3. Post-Test: Once you have completed the Pre-test and all 4 modules, click [here](#) )

## Windows Staff Development

Step 1: Click [here](#) to take the Windows Pre-test.



staff development."

Steve Mosher  
Sr. Technology Specialist  
Customer Staff Development  
Services

# Refresh Project - Creation

- Tutorial Navigation - Modules

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## 1. Wireless Cart and Student Laptops: Care and Use

### Learner Outcomes:

1. Teachers will be able to demonstrate to students the proper way to care and maintain the laptop for optimal classroom use.
2. Teachers will be able to set up a wireless cart for classroom use.
3. Teachers will be able to perform simple troubleshooting to determine wireless network access.
4. Teachers will be knowledgeable about various strategies for using the wireless cart for instructional purposes.

[Start Training Here](#)

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## 2. Learning Macintosh OS X and Laptop Resources

### Learner Outcomes:

1. Teachers will be able to navigate throughout the Macintosh operating system and use the new features available in 10.4 (Tiger).
2. Teachers will become familiar with the software pre-loaded on the laptop including curriculum related software such as Inspiration/Kidspiration.

[Start Training Here](#)

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## 3. Electronic File Management for Teachers

### Learner Outcomes:

1. Teachers will be able to use basic features and commands to manage and maintain electronic documents for use with students and for general productivity.

[Start Training Here](#)

# Refresh Project - Creation

- Tutorial Navigation - Tutorials

## Wireless Cart and Student Laptops: Care and Use

**Overview:** The new technologies you are receiving are unique and may be new to your classroom. The student laptops have wireless cards that enable them to connect to the Internet without wires. The wireless carts come with "access points" which are pre-configured to find the network and make it available wirelessly. You will need to know how to set up a wireless cart, perform simple troubleshooting to determine network access and know how to use the wireless cart for instructional purposes. Also, students need to know the proper way to care and maintain the laptops while using them. This module will assist you in caring, using and troubleshooting the wireless cart and student laptops.

To complete this module, view each video tutorial by clicking on the titles. At the end of the module, complete the Self Check and Classroom Connection activities to check your understanding before proceeding to the next topic. You may wish to download and print the Self Check document before you start and complete it as you proceed through the tutorials. The Classroom Connections document will help you align the technology skills you learned in the module to your own individual curriculum and instructional practices. The User Guide provides additional information that may not be found in the tutorials and serves as a reference guide for later use.

### A. Wireless Laptop Cart

1. Cart Features
2. Laptop Organization
3. Peripherals

#### Self Check: Wireless Laptop Cart - Download

Directions: Download this document and complete the activity. Correct answers can be found by reviewing the video tutorials and/or referencing the User Guide.



### B. Transporting and Setting Up the Cart

1. Safely Transporting the Cart
2. Strategies for Setting Up the Cart in Your Classroom
3. Cart Readiness

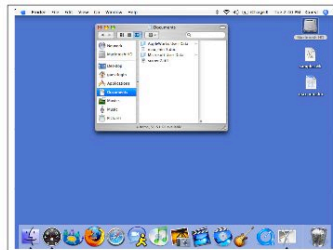
# Refresh Project - Creation

- Tutorial Navigation - Documents

## Classroom Connections Learning a New OS - Tiger Navigating

Based on the desktop below, create a set of step by step instructions for use in your classroom to tell your students how to:

- Navigate to and open an AppleWorks Word Processing document.
- Navigate to the open sample.cwk document, close the document and quit the program.
- Navigate to and open the Safari.
- Move the max\_min.doc to the trash and empty the trash.
- Determine which applications are open from looking at the dock.
- Properly quit an application.



# Refresh Project - Creation

- That was it for the Creation Phase
- At this point, you might be asking:  
What about Technology Integration?
  - We have followed up with:
    - Refresh II Training
    - Refresh III Training
  - <http://beep.browardschools.com>
    - Broward Enterprise Education Portal
    - Many Integration Resources and Ideas

# Refresh Project - Delivery

- It's not enough just to make tutorials available - we needed to get the word out
  - Worked with 27 Innovation Zones
  - One "Train the Trainer" session in each Zone
    - Approximately 10 schools per Zone
    - "Refresh Train the Trainer"
      - 2 Instructional from each elementary
      - 3 Instructional from each middle
      - 4 Instructional from each high school
- We continue to work with these core groups of trainers at each school
  - Refresh II and Refresh III training

# Refresh Project - Tracking

- Atomic Learning Tracks Every View
  - Each time a video is viewed
    - Who - By account
    - What - By video
    - When - Date and Time
    - Where - What IP
  - Each time a document is downloaded
  - Scores from the Pre-Test and Post-Test

# Refresh Project - Reporting

- Standard Atomic Learning Reports
  - Views by Location - Schools and District
- Custom Atomic Learning Reports
  - School Refresh Reports by Location
  - District Refresh Reports
    - Summary
    - By Location
    - By Zone
    - By Area

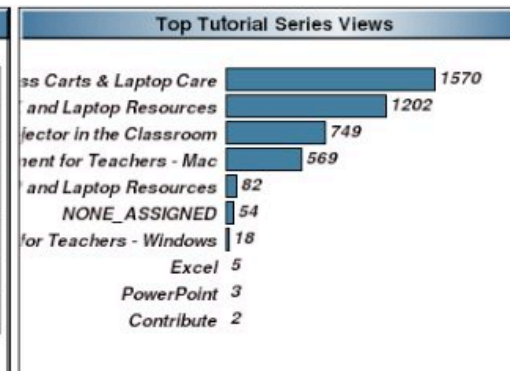
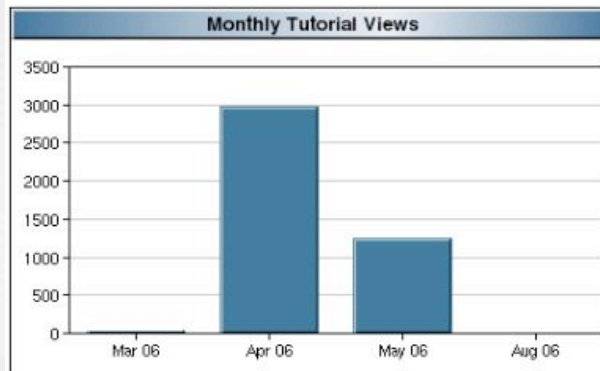
# Refresh Project - Reporting

- Standard Atomic Learning Reports
  - School reports by location

**Summary of Atomic Learning Usage for EVERETT MIDDLE ELEMENTARY**  
 from March 9, 2006 through August 4, 2006  
 Total Tutorial Views: **4257**. Total Lesson Plan, Application, and File Downloads: **388**

Date Range:

Start Date:   End Date:




Refresh Training stats at a glance:

- Mac Refresh Pre-assessment
- Mac Refresh Post-assessment
- Win Refresh Pre-assessment
- Win Refresh Post-assessment
- Refresh File Downloads
- Refresh Module Tutorial Movie Views
  - Wireless Carts & Laptop Care
  - Learning Macintosh OS X and Laptop Resources
  - Learning Windows XP and Laptop Resources
  - Electronic File Management for Teachers - Mac
  - Electronic File Management for Teachers - Windows
  - Using a Printer and Video Projector in the Classroom

Top Ten Tutorial Viewers	Tutorial Views
.....	245
.....	244
.....	155
.....	147
.....	145
.....	131
.....	129
.....	129
.....	129
.....	128

# Refresh Project - Reporting

- Custom Atomic Learning Reports
  - Refresh report by location



**Atomic Learning**

Usage Tracking Utility

**RESULTS**

close page

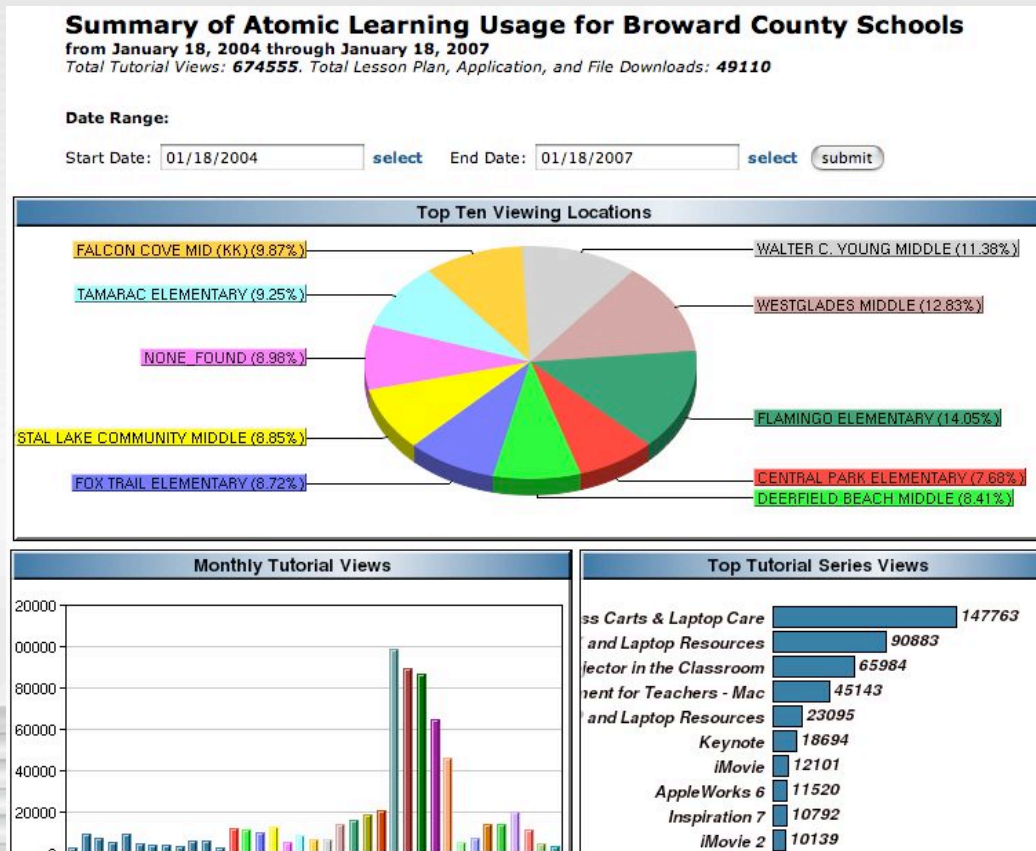
Results for ::::::::::::::::::::::::::::::::::

Project Report - Refresh - All Participants, 01/18/2006 to 01/18/2007  
Summary statistics generated (updated hourly)  
Download this report: [CSV](#)/[Microsoft Excel Format](#) or [Tab-Delimited Format](#)

Location	Participant	PreTest	Mod 1	Mod 2	Mod 3	Mod 4	PostTest
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	66.7	28	0	0	0	93.3
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	0.0	0	0	0	0	0.0
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	73.3	36	41	21	32	87.1
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	81.7	20	43	21	25	90.0
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	65.0	29	44	29	26	91.7
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	55.0	0	0	0	0	93.3
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	63.3	29	0	0	0	86.7
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	81.7	28	26	21	25	96.7
2942 - ::::::::::::::::::::::::::::::::::	::::::::::::::::::::::::::::::::::	73.8	35	42	22	23	93.4

# Refresh Project - Reporting

- Standard Atomic Learning Reports
  - District Summary



# Refresh Project - Delivery

- The Solution - Atomic Learning
  - Custom Video Tutorials
  - Pre-Test / Post-Test / Documents
  - Available 24/7
  - Available Inside and Outside the Firewall
  - Tracking
  - Reporting

# Summarize Refresh Project

- Reached Far More Participants
- Tracking Key Component - Atomic Learning
  - Monitored Progress at Each Location
  - Identified Locations Needing Help
  - Locations Tracked Their Own Progress - Real-time
- Tutorials Still Up and Available
  - Schools Reviewing Content
  - New Employees Taking Training
- Refresh Staff Development Project -

**Outstanding Success!**

Questions?

# Creating Your Own Content