Training for K-12 MOE Partners Overview

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Training Content

Recommended Number of Days of Training Based on Environment

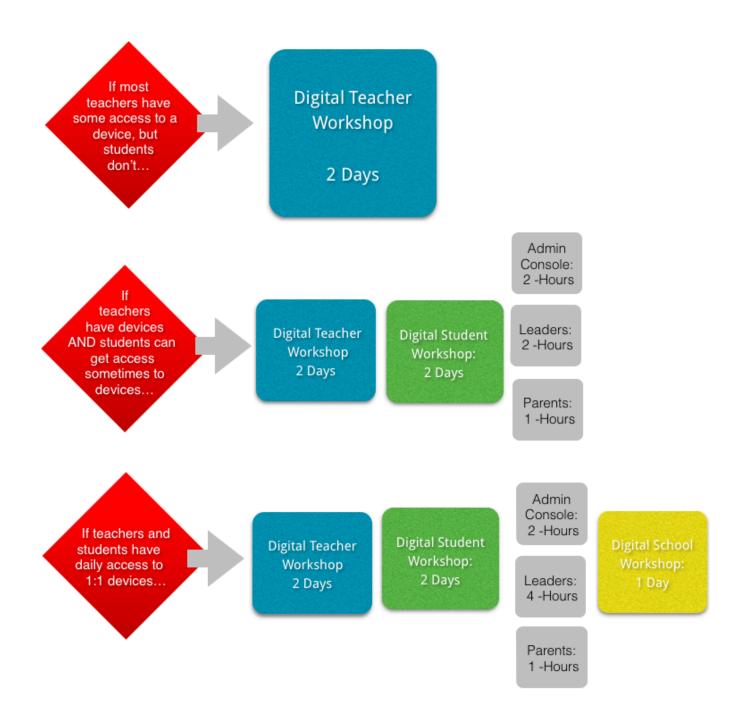
In-Depth Workshop Menu

Level 1: Digital Teacher Workshop: 1:Many, Teacher-Only Devices

Level 2: Shared Devices

Level 3: Digital School Workshop, 1:1 Environments

Process for Trainers



Training Content

Overview

This training plan assists schools with different access and device levels to successfully move their teachers and students towards a 21st century learning environment. While not all schools have appropriate numbers of devices or robust-enough internet access, they can choose an entry point in the

below training plan that can help them take advantage of current resources while also preparing them for eventual growth.

Connections to Curriculum and Digital Literacy Content

Each workshop will use authentic lesson plan examples that relate to standards-based content. The main curricular standards used in Thailand are PISA, an international triannual exam, O-NET/A-NET secondary examinations, and the PAT/GAT for university entrance.

PISA: An international literacy, mathematics, and science standardized assessment given every three years by Thailand in order to provide an international benchmark of success. The next test will be administered in 2015, and lessons that not only enhance PISA standards but Thai national curriculum, or *kan kang*, standards can improve student achievement. In 2012, Thailand ranked 50 out of 65. Using technology to enhance curriculum can help boost Thailand's international education stature and prepare the country for competitiveness in the <u>new ASEAN community.</u>

Note: the 2015 PISA will be administered electronically, so students who are familiar with reading and interacting with texts on a computer screen will also be at an advantage.

- PISA Reading Example Test English | Thai
- PISA Mathematics Example Test English | Thai
- PISA Science Example Test English | Thai
- Recent report for PISA

O-NET and A-NET Required for entrance into secondary school.

- Thailand National K-12 Curriculum, Basic Education Core Curriculum: All teachers use this framework, <u>Kan kang</u>, to design their lessons
- Ordinary National Education Test (O-NET)
- Advanced National Education Test (A-NET)

M-6: PAT and GAT, General Aptitude Test and Professional Aptitude Test

End-of-schooling exams required for entrance into University <u>Example</u>

Note: in 2009, the last international results that had a report done on them. Thailand rated in the lower third of performance amongst other countries and economies. A noted criticism of online teaching in past research studies in Thailand is that teachers fear they will be unable to adequately prepare their students for examinations using online tools. The training will prepare teachers to not only provide excellent teaching in the content areas using devices and online resources and tools, but also to

prepare for success in country-wide examinations.

Each workshop will also prepare teachers to teach at least one <u>Digital Literacy Lesson</u> to their students that 1) prepares them to use Google Apps for Education accounts and their tools and 2) set expectations for online citizenship, including password safety, appropriate online content, and behaving appropriately while the teacher is teaching with devices. These expectations will be reinforced with each lesson that uses Google Apps for Education or devices.

Each workshop can be scaled down to one-day if time is an issue; two days offers for more depth.

Expected Outcomes and Monitoring and Evaluation Plan

The MOE K-12 Google Apps training will be monitoring and evaluating two key outcomes. Trainers will be measuring increase of teacher and students use of technology via Google Apps domain reports and also technological skills, useage, and attitude from teachers in a pre and post training survey.

1. REPORT: Teacher and student's increased use of technology

- One of the National Curriculum's standards is technology integration, so we will be monitoring account useage and preparing a before and after report looking at:
 - Number of sign-ons for teachers and students should increase
 - Frequency of sign-ins
 - Should show students and teachers signing in several times a week
 - Document creation by student
 - Look at how many documents are created, what type, and how long they are using it for

2. REPORT: Pre and Post Technology

- Questions will look for an increase in:
 - Comfort and interest in teaching technology
 - Should show an INCREASE in interest in teaching with technology
 - Skill level with integrating STANDARDS into their lesson plans
 - Should show an INCREASE in competency with teaching standards-based lessons for PISA and O-NET and Kan-Kang.
 - Lesson Planning with Technology
 - If possible, we can send a long-term survey out to participants a month after the training to gauge:
 - o How often they have used technology in their daily lesson plans
 - o Reflection on student learning and if it has increased
 - o Reflection on time saved for them

Recommended Number of Days of Training Based on Environment

Device Environment	Total Days of Training	Exec. Leadership Staff (executives, office and support staff)	Admin (whoever will be the IT admin)	Parent Training	Total
Digital Teacher Workshop: For Teacher-Only Devices	2	.25 2 hours	.25 2 hours	Letter and resource packet (template)	2.5
Digital Student and Classroom Workshop: For Shared Devices Amongst Students	4	.25	.25	Letter plus 1 hour presentation	4.5
Digital School: For schools with a 1:1 environment	5	.5	.5	Letter plus 1 hour presentation	6

In-Depth Workshop Menu

Device Environment	Training Focus	Training Plan	Expected Outcomes
Digital Teacher Workshop: Teacher-Only Devices The teacher has daily access to a project, device, and internet connectivity. Can be BEGINNING or ADVANCED.	Level 1: The training will focus on equipping the teacher with engaging resources she can primarily show and demonstrate to her students. Examples include setting up a Gmail and Calendar account for teacher communications, Presentations for lectures, YouTube for rich content, and organizing her resources using Google Drive and Google Sites. Note: If your pre-survey indicates that teachers are ready for advanced content, teach the same content but give advanced tips and tricks for each.	2-Day Minimum Training Plan	-Teachers will use mail, calendar, and online resources for their organization daily -Teachers will integrate standards into their online resource curation - Pre and post survey to show growth in knowledge of technological skills, classroom management, and enhancing standards use in the classroom
Digital Student Workshop: Shared Devices (computer labs,	Level 2: This builds upon the same training that Level 1 does in that it prepares teachers, but adds in student interactivity and collaboration as they all will have accounts and an opportunity to	Level 1 Training Plus: 2-Day Lesson Planning Workshop Plus 1 Lesson for Students	-Teachers will use mail, calendar, and online resources for their organization and planning daily

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check-out system, carts) Students are taken once a week or on a project basis to a computer lab or a teacher checks out a portable cart of tablets or laptops Can be BEGINNING or ADVANCED.	create.		-Teachers will integrate devices and online learning into their lesson plans at least twice per month -Teachers will integrate standards into their lesson plans - Pre and post survey to show growth in knowledge of technological skills, classroom management, and enhancing standards use in the classroom
Digital School Workshop: 1:1 Devices Every student has access to a tablet or laptop and good connectivity	Level 3: A comprehensive training program that includes teacher-only training and shared device training but adds in classroom management, daily workflow and assignment management, and digital citizenship.	Level 1 and Level 2 Workshops PLUS 1-Day Training Plan Plus 2 Lessons for Students	-Teachers will use mail, calendar, and online resources for their organization and planning daily - Teachers will integrate devices and online learning into their lesson plans at least 3 times a week - Teachers will integrate standards into their lesson plans every time they plan a technology lesson - Teachers will be skilled in classroom management, online resource curation, and facilitation instruction with devices. They also will have basic online authoring skills and know how to teach these to others - Pre and post survey to show growth in knowledge of technological skills, classroom management, and enhancing PISA standards use in the classroom
Leadership Staff If at least some teachers have accounts and devices, an administrator workshop is recommended to help digitize school processes that are	This training will gather any leadership staff to review Gmail, Calendar, and Forms and Docs as a way to digitize existing school processes, such as attendance, evaluations, and staff meeting agendas. Schools at any level can send their staff to this, and it	One 2-hour workshop	-Leadership staff will use email, calendar, or documents for at least one regular communications protocol at the school site - Leadership staff will be able to support and encourage the

interesting and appropriate to them and help with overall adoption at the school site. should include the head of school, vice principal, and other decision-makers.	potentially could be led by its own teachers after the first pilot happens.		use of these tools for classroom teaching - Pre and post survey to show growth in knowledge of technological skills
Admin Console Creating and maintaining accounts and permissions, completing deployment checklist.	Designed for school site admin or computer teacher. This may be one or two people so can be a very hands-on walk-through of all settings on the Google Apps control panel, including creating organizational units, turning on and off services, and monitoring usage.	One 2-hour workshop	- Site administrator will have the technical skills to sustain growth in users in the future - Site administrator will know how to use the support community and trouble-shooting resources
Student Education Toolkit Slide deck and instruction for student citizenships	A slide deck and accompanying worksheet of activities that all teachers who will be teaching with Google Apps will be expected to give to their students.	One-hour presentation At least one class period; if one-to-one or using often, other advanced digital literacy/citizenship lessons can be given.	- Students will follow school expectations with few infractions
Google Seminars Follow-up outreach activities that are for large groups and not as hands-on as workshops; designed to sustain interest and skill level.	A presentation showcase of latest tools, tips and tricks, and use cases from schools and teachers in the program.	An afternoon or evening	- Teachers will continue to participate in a professional learning network and attend at least one follow-up event a year

Level 1: Digital Teacher Workshop: 1:Many, Teacher-Only Devices

Becoming a Digital Teacher Workshop

Recommended Time: 2 Days

This training agenda will primarily focus on teachers becoming Digital Educators, meaning they will use Google Apps for Education, internet connectivity, free online resources like YouTube, educational Chrome Web Apps, and their devices to create engaging lesson plans to show, demonstrate, and interact with their students. All activities the teachers learn in this agenda are designed to be led by teachers and not interactive with students so that teachers can use these whether for their own teacher organization or to show the class.

Prerequisites:

Teachers must have some sort of a device and internet connectivity; if it is a sole device, a laptop is

recommended for versatility. A digital projector is necessary to be able to adequately show and demonstrate content to students. If teachers do not have a projector, they can still use the materials and knowledge learned in this training to organize their own lesson planning and share it with other teachers but will be unable to show or demonstrate content to students without a projector. Teachers should also have web basics, such as using a browser and search, a keen interest in teaching with technology and a collaborative approach to classroom teaching. **Teachers should also have an aptitude of leadership to eventually be the Champion at their school site and lead towards eventual school-wide adoption.**

Pre-Survey Linked Here

Day 1	Digital Citizenship and PISA Connections	Day 2	Digital Citizenship and PISA Connections
Welcome Icebreaker, Introductions Introduction to Google Apps for Education and Account Set-Up Also will review basic internet curriculum, such as the Google Chrome Browser, tabs, connecting online, etc.	Digital Citizenship Connection: Manage Your Digital Footprint Lesson 1: Protect Your Stuff	Review and More Google Drive Fun: Teachers will create popular teacher resources, including their own lesson plan in a Google Doc, their own lecture in a Google Presentation, and a Google Spreadsheet Gradebook and Attendance System.	PISA Prep: Looking at a PISA lesson in a Google Presentation and using Google Spreadsheets and formulas to analyze testing data.
Google Search: Finding Great Teachable Content Online Teachers will learn advanced Search techniques in Google, Images, Scholar, , and YouTube to find and curate content that is applicable to their discipline	Standards Prep: Searching for a Video that Enhances One of the Science Example Questions	Continued	
Using Gmail to Communicate with Colleagues Teachers will practice using Gmail for communicating with their colleagues, grade level, administration, and parents *Adv: Labels, Stars, Extra Settings (NINJA!)	Digital Citizenship Prep: Manage Your Digital Footprint Lesson 2: Be Respectful to Yourself (Online Behavior)	Putting it All Together: Google Sites Teachers will use a Google Sites template to organize the resources they found and put in reading articles, videos, assignments, and their Calendar	
Using Calendar to Keep Track of Assignments, Due Dates, and School Events Teachers will create a Calendar just for their classroom to keep track of		Offline Access and Chrome Ninja Workshop Teachers will strategize how they will use all of these new resources and explore the wealth of Chrome Web	Standards Prep: Finding a Chrome Web App that can help reinforce a PISA standard of your choice

important events. They learn how to share these calendars with their colleagues and administrators and to view theirs as well. Adv: SMS Notifications		Apps. They also will learn how they can teach these concepts to their students even if they have the only computer, such as having one student come up in front of the class to type in a Google Doc, to play a math game on Google Chrome, etc. If teachers do NOT have internet connectivity, they can learn how to build resources and save them offline.	Digital Citizenship: Discussing which type of Apps are appropriate for school, which are not, and consequences/expectations for students
Google Drive 101: Teachers will be introduced to the Google Drive environment and will focus on importing existing Microsoft Office files they may have and review classroom examples of Docs, Presentations, Spreadsheets, Forms, and Drawings. They will create their own folder to begin organizing their teaching materials.	USE CASE: Standards Prep: Add several great reading passages to Google Drive to complete more summarizing exercises later on. Digital Citizenship: Becoming an Online Sleuth: Lesson 1 Discuss with teachers about finding credible resources online.	Teacher Showcase: Teachers will share their online resources with the team for feedback and make a plan for how they will continue to use these resources in their teaching.	Standards Prep: Be sure to share one example of your online resource that relates to PISA! Digital Citizenship Connection: Digital Sleuth: Making Citations and share on example that you will teach to students for digital citizenship.
Reflection Activity and Wrap-Up		Reflection Activity and Wrap-Up	

Level 2: Shared Devices

Digital Teacher, Digital Student Workshop

Recommended Time: 2-Day Teacher Workshop and 1-Day Lesson Workshop

This workshop is recommended to follow after the Digital Teacher Workshop to help teachers move from preparing their lesson content with digital materials to actually engaging students directly with online, collaborative tools.

Prerequisites: Teachers should have completed Digital Teacher Level 1 Workshop, have a projector, device, and access to an internet connection. To fully benefit from this course, teachers should also be ready to take their students semi-regularly to a computer lab or "check out" tablets or laptops from a cart to do small group lessons or fully 1:1 lessons, although not daily.

Day 1	Digital Citizenship and PISA Connections	Day 2 (optional)	Digital Citizenship and PISA Connections
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Introduction, Icebreaker, and Review		Review and Icebreaker	
Plan Your School Day with Google Drive: Teaching Whole-Group Lessons Teachers will create an interactive Google Doc lesson designed to be collaborated on with all students, such as a writing exercise.	Standards Prep: Using Google Docs for an Interactive Student Opinion Writing Exercise Teachers will use content from an example 2009 PISA Reading test in a Google Document to engage students in practicing finding opinions vs. fact. Digital Citizenship Connection: Reinforce appropriate online communication with practicing the Commenting feature and discussing what is appropriate and what is not.	Giving Class Quizzes, Entry Tickets, and Exit Tickets Using Google Forms Teachers will prepare to give semi-regular quizzes, assessments, and surveys using Google Forms and how to analyze the data for teaching using Google Spreadsheets. Teachers will model their own after an actual quiz in their class and administer to the training via their classroom website and analyze our data. They also will be introduced to Google Apps Scripts: Flubaroo	Standards Prep: Using Forms for a Math Practice Example Using an example from the 2012 PISA released questions, teachers will learn how to help students read and interpret mathematical graphs by using a Google Form and analyzing student responses together with a Spreadsheet. Doing this in a regular fashion will help to increase teachers' responsiveness to student needs and increase performance on the math portion of the test.
Plan Your School Day with Google Drive: Individual Assignments and Turn-In Teachers will "assign" a task using Google Documents, Presentations, or Spreadsheets to be completed in partners or individually. Other teachers in the training will complete the assignment and model one of several methods, Adv: including "Turn in Folder," "Turn in Form," and "Share" button to teacher.	Standards Prep: Science Choose a science practice item from the Science Practice Test and "assign" a task to students around it. Digital Citizenship Connection:	Planning your Digital Citizenship Lesson All teachers need to give at least one device preparation lesson, including how to log into Google Apps, introduction to the Class website, introduce to Drive, and Digital Citizenship and behavior. The trainer will model these lessons and then help teachers prepare to give them and plan for classroom management and discipline policy.	Digital Citizenship Connection: Teachers can review the existing materials and choose their first lesson.
Using Your Google Site as a Teaching Anchor Teachers will revisit their classroom website and revamp it with their new activities and as a jump-off point for students who have devices to research and complete work.	Digital Citizenship Connection: Parent Education Night to help parents understand the online resources, student expectations of work, and the rigor	Classroom Management Overview and Showcase Teachers practice classroom and device management (i.e. "Tablets Down") by walking trainees through their digital lesson plan for feedback.	Digital Citizenship Connection: Discuss with teachers how to best teach these strategies to their students.
Student Lesson Plans Using the Lesson Plan template, the trainer will model how a 1:1 device lesson looks like, including a warm-up, a demonstration, and a group or individual	Standards Prep: Teachers will be encouraged to choose an item from the Practice PISA Math, English, or Science text. All PISA practice items can be put in a shared folder for other	Review and Reflection Activity	

activity and how to classroom manage. Teachers will brainstorm and complete their own lesson plan using this template. Digital Citizenship Reminder:	MOE schools to learn from.	
Review and Reflection Activity		

Level 3: Digital School Workshop, 1:1 Environments

Being a 1:1 Teacher Workshop

Recommended Time: Level 1 and 2 Workshop, 1-Day Workshop After

This workshop is recommended to follow after the Digital Teacher Workshop and the Digital Student Workshop to help teachers move from preparing their lesson content with digital materials to actually engaging students directly with online, collaborative tools.

Build a pre and post; MOE-ish questions.

Prerequisites: Teachers should have completed Digital Teacher Level 1 and Level 2 Workshop, have a projector, device, and access to an internet connection. To fully benefit from this course, teachers should be in a fully 1:1 environment where they will be teaching with devices nearly every day. Teachers also need to bring all documentation of standards, unit plans, lesson plans and more on paper that they have in order to prepare for larger-picture projects.

Day 1	Standards Prep and Digital Citizenship
Introduction, Icebreaker, and Review	
Syllabus Breakdown Teachers will review their course syllabus/outline and lesson plan/unit outlines to find where they could plan a project within it using Google Drive and tools. They will look at exemplars of longer-term projects.	Digital Citizenship Connection: Teachers to review Digital Citizenship lessons and find areas to integrate reminders and lessons and mark on their lessons where they will. Standards Connection: Teachers to review all example test data in the Google Drive folder and choose areas where they can use a Google tool to emphasize a PISA standard.
The Student Portfolio Teachers will look at using a whole-class Google Site for a portfolio, where each student has their own page for a project, and the individual student e-portfolio, where each student is given a site and instructed to do work in the site year-round.	Digital Citizenship Connection: Revisit lessons in "Digital Footprint" module to remind students of appropriate content and also "Digital Sleuth" to properly cite work.
Advanced Google Drive: Using Self-Grading Quizzes and Document Management with Scripts They also will be introduced to Google Apps Scripts: Flubaroo to self-grade their quizzes and Doctopus to organize document management.	Standards Connection: Choosing several test items to input into Google Forms and use Flubaroo to self-grade it.

Advanced C	lassroom	Manag	ement
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Looking at student rubrics for participation, how to monitor activity in Google Drive with commenting features, and how to involve parents into the process. Teachers will plan for advanced online safety and digital citizenship lessons and plan for a "Parent Evening" to inform them of their 1:1 policies, expectations, and how to have their students check and turn in homework. This will also help explain the benefits of 1:1 teaching and teaching with collaborative tools like Google Apps.

Digital Citizenship Connection: Teachers will explore how digital citizenship can become part of their classroom rules and expectations and build it into their grading and participation requirements for the course.

Roundtable: 1:1 Issues and Questions

Using Google Moderator, teachers will amass questions, concerns, and issues that come with 1:1 teaching on a daily basis and work with the trainer and school administration to come up with answers, plans, and future strategies.

Standards Connection: Discuss PISA and other standardized tests and how Google tools can help enhance preparations and concerns they and parents may have

Digital Citizenship Connection: Discuss the provided curriculum examples and explore other examples that Thai students may need to try.

Reflection and Evaluation

Process for Trainers

- 1. Identify School
- 2. Identify Training Package Based on Environment

Give pre and post survey
Pull Google Apps data for report

3. Follow-up Trainings could be Advanced Workshops