

Virtual TIME District Lens - Facilitator Information

Steps to setting up a virtual environment for participants to access

Disclaimer: Do NOT try to do this a few hours before you are going to deliver. It will take some time to set up this virtual environment. If any of these materials are confusing, please contact your local county office for assistance.

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District Lens Instructions

1. Facilitator Preparation

- Review the [VT.DL.02. CA TIME Adoption Timeline \(Virtual Version\)](#) and begin reviewing your in house resources (time, funding, capacity, etc.)
- Complete the [VT.DL.03. Virtual CA NGSS TIME Survey](#), ideally through a conversation with your local County Office of Education liaison.

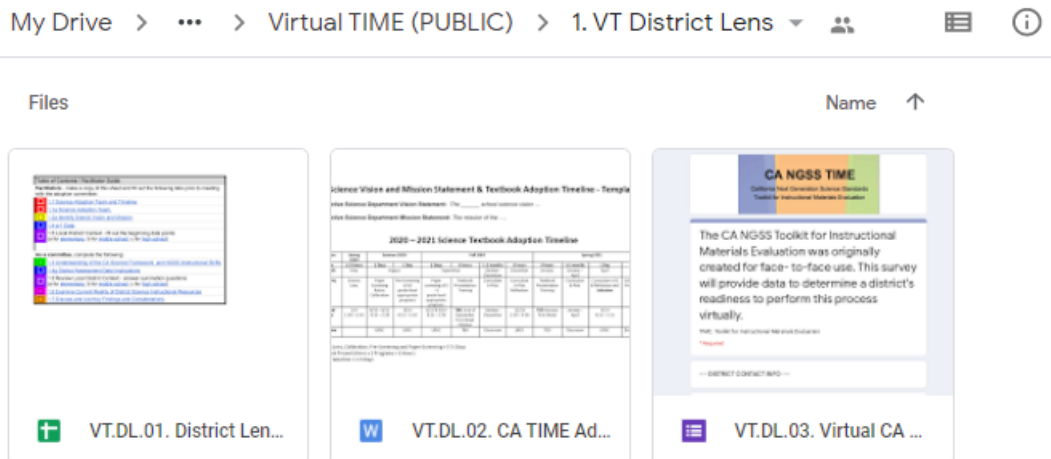
2. Google Folders:

- Create a google folder for participants to use. *Note: There will only be one folder with one set of documents that is shared with the whole group, as all of these documents are meant to be collaborative. MAKE SURE PARTICIPANTS DO NOT TRY TO MAKE THEIR OWN COPIES OF FOLDERS OR FILES. Facilitators are expected to be the only ones creating folders and files within Google Drive. Documents which are specific to individuals or parts groups will be clearly noted.*

3. Copy files:

- Make a copy of each of the template files you will need.

Prescreen



4. Materials:

- a. Identify how many participants you will have.
- b. Review all of the files to ensure the correct number of participants response spaces and parts response spaces are given.
 - i. Decide if you want to use the Sheet or Doc version of the Guiding Document.
 - ii. On [VT.DL.01. District Lens Guiding Document](#):
 1. Fill out the following tabs prior to meeting with your adoption team
 - a. 1.1 Science Adoption Team and Timeline
 - b. 1.1a Science Adoption Team.
 - c. 1.2a Identify District Vision and Mission
 - d. 1.4 a-f Data
 - e. 1.5 Local District Context - fill out the beginning data points (a for elementary, b for middle school, c for high school)
 2. On the following tabs, add the enough rows for each of your team members and add in their names.
 - a. 1.3
 - b. 1.4g
 - c. 1.6a
 - iii. Make sure you make a copy of [VT.DL.03. Virtual CA NGSS TIME Survey](#) so that only you can access that data.

5. Generic Modifications:

- a. Identify if you are planning to modify the flow of activities from the official TIME training and change files accordingly. Please note that although LEA's may decide to do so, the NGSS Collaborative does not recommend that the flow of activities be modified.
- b. A silent conversation protocol is used throughout (individual thinking and writing on the sheet prior to conversation). Identify where you would like to keep this protocol and where you could instead utilize time saving alternatives.
- c. If a modified slideDeck is utilized, place it in the respective rubric folder for participants to access. All slide numbers listed in the Guiding Document currently align with the original TIME slide decks. Those numbers will need to be changed to match your modified slide deck.

Index of Linked Files and Folders

Description	File Type	Link
District Lens Google Folder	Folder	1.VT.DistrictLens
Facilitator Information	Doc	VT.DL.00. Facilitator Information
Guiding Document	Sheet/ Doc	VT.DL.01. District Lens Guiding Document Sheet Doc
CA TIME Adoption Timeline	Doc	VT.DL.02. CA TIME Adoption Timeline (Virtual Version) (Word Version)
Virtual CA NGSS TIME Survey	Form	VT.DL.03. Virtual CA NGSS TIME Survey