

Henrico Schools Department of Innovative Learning



HSHS Panel Project Plan

Project Team	Responsible	Links	2/24 Promethean Meeting Notes Schools of the Future Project Plan ActivPanel ILC PL Project Plan
	HSHS ILC - Ashley O'Carroll,		
	Consulted Director of Innovation, Kourtney Bostain, Director of High Schools, Thomas Ferrell, HSHS Principal - Dr. Kenneth White, JRTHS Principal - Art Raymond, Director of Technology - Brian Maddox, Katie Tarasovic, Educational Specialist		

Targeted Approach- Panels

What? Tiered training on Promethean panels.

Why? All classrooms will be provided an 86" mobile Titanium Promethean Panel. This will empower learning in new and exciting ways! To support the Henrico Learner Profile, we need learning to be more engaging for students. The Promethean Board will allow teachers to present materials in a more interesting and appealing way. This includes audio and visual methods that allow students to be immersed in the subject. This will lead to more student-centered learning. Also through the use of the interactive board, students will also improve critical thinking skills.

How? To not overwhelm teachers, we will begin with the basics of connecting the board and buttons through a self-paced asynchronous course from Promethean. During Teacher Work Week in August, we will model the use of the Apps and Screen Share during all faculty meetings. Then we will train teachers on function and

further use of the Promethean Board Apps as well as student interactivity and classroom instructional strategies.

Book Marks

<u>May</u>	<u>June</u>
<u>August</u>	<u>September</u>
<u>October</u>	<u>November</u>
<u>December</u>	<u>January</u>
<u>March-April</u>	

Time Frame	Who	Status	Action Steps	Links	Outcome
May/ June 2021	Katie Tarasovic	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Follow up with Technology on when the panels will be delivered to the buildings? No definite shipping information, Promethean estimates 2-3 weeks. - 1st week in June estimate		<ul style="list-style-type: none"> Test panels will be delivered to old school buildings for training purposes
May 2021	Ashley OCarroll & Andrea Lund	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Schools - Identify the location for the panels <ul style="list-style-type: none"> HSHS Room- 1610 (2) Tucker Room- 		<ul style="list-style-type: none"> This will be the area that staff will travel to for panel board training and practice use.

			○ Rm 91 (2-3)		
May 2021	Ashley OCarroll & Andrea Lund	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Choose Panel Training Team for Each School <ul style="list-style-type: none"> • HSHS- All Department Chairs, Coaches, TST, and Librarians. • Tucker- Andrea asked dept chairs to have one person from each department volunteer 		<ul style="list-style-type: none"> • Specific staff members will become familiar with basic use of the panels so that they can assist teachers with use in new buildings. • The team will give feedback on board basics and what they think will be needed for training. • Assist ILC with training faculty • Support teachers throughout the year with answering questions and troubleshooting • Support team classrooms will be located throughout the building in each wing.
HSHS-May 24th, 25th, 26th, and 28th. Tucker (TBD) May 24th, 25th, and 28th	Ashley OCarroll & Andrea Lund	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress HSHS completed Tucker In Progress	Panel board play and feedback sessions <ul style="list-style-type: none"> • Teachers will have a chance to explore and use panel board during planning period • Teachers will fill out google form at time of the explore and play • ILCs will evaluate reflection data and use feedback to guide training topics covered in Sept/Oct. 	Panel Discover and Play PL Materials Teacher Reflection Google Form JRT Discover and	<ul style="list-style-type: none"> • Exposure - Many teachers in our building have not seen a mobile panel before. • Allowing teachers time to explore new panel technology that will be in the new school ahead of time if they would like to. • Show teachers specific apps in the locker and how those could be used with their content. • Reflect on what they like about the panel, what questions they have, what they find difficult

				Explore JRT Explore Survey	
June 22nd	All HS ILCs	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Provide ILCs an opportunity to explore classroom integration of Promethean panels and use case scenarios <ul style="list-style-type: none"> • Ask questions from explore sessions. • Meet with Promethean to plan out PL for HS ILCs and schedule dates for school's PL in August • Ask Promethean what resources they have as a "one pager" for teachers 	ILC Training- Outline from Promethean	<ul style="list-style-type: none"> • ILCs become familiar with the panel and app use. • ILCs learn about high school content specific strategies using the new tool • More students centered instruction using screen share & interactive apps • Promethean support to answer teacher and ILC questions • Model for ILCs how panels can boost instruction in the classroom. • ILCs have an opportunity to experience the board use from the student perspective • How to encourage reluctant Teachers to utilize the board in unique ways and not just as a projector
Complete by August 2021	HSHS- All HSHS Teachers Tucker- Panel Team and	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> • Complete the beginner promethean training course asynchronously • Teachers will submit the Promethean certificate of completion of the ActivPanel Titanium Orientation. 	Learn Promethean - ActivPanel Titanium Orientation	<ul style="list-style-type: none"> • Specific staff will familiarize themselves with the basic use of the panels over the summer or in August so that when they return to school for in person PL we can explore instructional use of the panels versus basic usage. • Ensure that all teachers can connect to panel and project images from their

	Optional for Teachers				laptop. <ul style="list-style-type: none"> Ensure that all teachers can use the items outlined in the "Initial Setup" teacher training
New Teacher and Teacher Work Week	Ashley Ocarroll & Andrea Lund, all Admin and Dept Chairs	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Apps and Screenshare Modeling <ul style="list-style-type: none"> Modeling the use of the Apps and Screen Share functions during all meetings in Teacher Work Week Demo of the quick Apps (spinner, clock, etc.) that are already integrated with the Promethean Board. 		<ul style="list-style-type: none"> Model for teachers how panels can boost instruction in the classroom. Teachers have an opportunity to experience the board use from the student perspective. More students centered instruction using screen share and having interactive apps on the board.
August 31st	Promethean District Coordinator and Mollie	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Training called Panel Learners Permit. In person training from Promethean on August 31st. AM session is at JRT and PM session is at HSHS. 	Panel Checklist Panel Test Drive Notes Sheet 31st Training Notes	<ul style="list-style-type: none"> Teachers should learn basic use of panels in the Crawl and Walk Sections of the Checklist. Teachers should be able to be Day One Ready: <ul style="list-style-type: none"> Describe what a Panel is (1 min) Power on panel w/Profiles (2 min) Hardwire computer to panel - have teachers connect (10 min) Navigate settings menu (2 mn) Locate Help Menu (2 min)

				Meeting w. KT/Promethean 8/24 & 8/27	<ul style="list-style-type: none"> - Understanding cleaning panel (1 min) - Teacher using Screen share app on computer (5 min) to connect wirelessly as a tool to be untethered - Locate Unified menu (2 min) - Locate Source (5 min)
End of August	Andrea Lund & Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> • ILCs will label and print out Test Drive Sheets and place them in every classroom. 	Test Drive Notes Sheet	<ul style="list-style-type: none"> • Teachers will have a labeled sheet of Promethean Board hardware in each room as a resource.
Sept- First week of School	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	Highland Springs <ul style="list-style-type: none"> • Two central office employees will be deployed to help with tech issues. • Staff can fill out form for immediate assistance with laptop or panel 		<ul style="list-style-type: none"> • ILCs will visit classrooms and check on each teacher to confirm their board is on and working • Staff will have on demand service for the first week of school for any technology issues.
September 9th	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> • O'Carroll will send out information on how to add User Profiles, pins, and connect to the Google/Cloud Drive to department chairs. • Dept chairs will communicate information to teachers. 		

September 14th	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> For HSHS a survey will be sent out to assess teachers use of Test Drive and Learners Permit Section of Topics. 	HSHS Panel Teacher Survey	
Sept 30th Oct 1st Training with District DC	Promethean District Training Part 2	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Apps and Classroom Instruction In person training in small groups. We will be covering the "Learners Permit" Column see in the list linked here Training Focus for Each School Here 	HSHS Training Plan and Focus	<ul style="list-style-type: none"> Using more apps like activ panel etc to plan activities and instruction. Teachers utilize the board in unique ways and not just as a projector Teachers feel more comfortable with the use of the board in daily classroom instruction
October 12th	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Hand out Promethean Pens and Erasers to Staff 	Equipment Distribution Spreadsheet	<ul style="list-style-type: none"> Teachers can use the pen and eraser tool to deliver instruction on the Promethean Panel Students can use the pen and eraser to complete activities on the panel
Month of October	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> O'carroll will send out weekly tech tips update and include tips and information on Panels 	OCarroll Tech Tips	<ul style="list-style-type: none"> Teachers will have ongoing support and materials assisting them with Promethean Panel use.
November through December	Ashley OCarroll	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> In Progress	<ul style="list-style-type: none"> Training will be optional The original idea was for the training to be in person and tier the groups out to a lower and more advanced level. Not enough teachers signed up to 	Schoolology Async Course Feedback Survey	<ul style="list-style-type: none"> The purpose is for teachers to start implementing the applications they have learned through Promethean in their content area. This will be a space for them to create lessons and share ideas together. The intent will be to

			complete the PL in person. <ul style="list-style-type: none"> Due to lack of sign up I switched this PL to an asynchronous course on Schoology. 	Results	share those lessons/suggestions with the rest of the staff.
December 15th and 16th	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Optional training for teachers on how to use Activinspire 	Activinspire Training Plan Feedback Survey	<ul style="list-style-type: none"> Teachers will know the difference between whiteboard and activinspire tools and how to create lessons with those platforms.
January	Ashley O'Carroll	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Send out survey to staff to evaluate how they are doing with their panels. From there plan spring level PL on more advanced topics. 	Link to Spring Survey Link to Survey Responses	<ul style="list-style-type: none"> Evaluate teachers' use of Promethean Panels based on the progression skills chart and plan future PL based on their responses.
End of January- Early February	Ashley O'Carroll and Mackenzie Martin	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> In Progress	<ul style="list-style-type: none"> Develop spring training on panels. This training will be based on survey results above. Will cover topics of screen sharing, cloud connect, and how to use the board instructionally. 	Spring Panel PL	<ul style="list-style-type: none"> The hope is that teachers will start to use the tools in the board to deliver deeper instruction versus just using to display.

March 2022-April 2022	Ashley Ocarroll	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> In Progress	<ul style="list-style-type: none"> Deliver Spring Panel PL in content level department meetings. <p>Feb 28th- English and Science March 2st- Business March 3rd- Social Studies March 10th- CTE March 17th- Math April 13th- Fine Arts April 20th- World Languages</p>	Spring Panel PL Spring Panel PL Survey	<ul style="list-style-type: none"> Have teachers learn to use the tools within their content area. Stress the use of creative ways to use the panels with students. Transition to students using the panels for instruction.
-----------------------	-----------------	--	---	---	--