

Technology Training Team (T3) Accomplishments

Training and Instructional Staff

July 2020 - April 2021

From July 2020 to the current date, the Technology Training Team (T3) has provided training to more than **35,877** staff members and students on various business and instructional topics synchronously via live webinar and asynchronously through self-paced videos and online courses. Additional on-demand triage, phone, email, training, troubleshooting and support provided to district-office and school based employees is not quantified in the number provided. Support offered to students, parents, and families through various modalities is not fully captured in the data. The following highlights the accomplishments met through the T3 trainers.

Summer '20 - July to August

Topic	Data <i>N = participant training no.</i> <i>X = unknown value</i>	Goal(s) Met
New Administrators Training for Principals and District Admin.	18	Successfully onboarded 18 new principals and district office administrators by providing training of business applications, such as Oracle, SchoolMAX, and Aesop.
New Teacher Bootcamp	400	Provided optional training to educators through live webinar support for G Suite - Mail, Calendar, Google Classroom.
Pre-Service Induction Program (PEIP) Technology Training for New Educators	X	<ul style="list-style-type: none"> Prepared self-paced resources to support new educators accessing business applications such as Oracle Self Service and instructional applications, such as Google Classroom, Pear Deck, Nearpod, and more Delivered live webinar training to new teachers in preparation for Distance learning on topics to include Strategies for Synchronous Learning, Building Relationships Virtually, Establishing Routines and Procedures, and Grading and Attendance
Pre-Service Week Professional Development for Educators	3,389	<ul style="list-style-type: none"> Prepared online, self-paced and face to face resources for educators to assist them with understanding and planning for distance learning Hosted 8 live webinars for 3,389 educators on topics, such as Strategies for Synchronous Learning, Building Relationships Virtually, Establishing Routines and Procedures, and Grading and Attendance
Distance Learning for Short-Term Substitutes	1,678	<ul style="list-style-type: none"> Prepared 4 online, self-paced modules for substitutes on distance learning topics to include Preparing for Virtual Learning, Connecting with Students: Using Google Classroom and Google Meet, Student Work: Clever,

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		<p>Nearpod, and Pear Deck and (optional) G Suite Overview.</p> <ul style="list-style-type: none"> To date, an average of 420 substitute teachers have completed four self-paced modules. <i>(Combined Total: 1,678 substitutes)</i>
Distance Learning for Long Term Substitutes	496	<ul style="list-style-type: none"> Long term substitutes attended live webinars to prepare educators during pre-service week, with focused topics on Strategies for Synchronous Learning, Building Relationships Virtually, Establishing Routines and Procedures, and Grading and Attendance. Additional topics included the use of specific tools, such as Google Classroom, Screencastify, Pear Deck, and Nearpod, to help accomplish strategies discussed in sessions. 496 long term substitutes attended up to 8 live webinars during pre-service week
School Messenger for Educators and School Leaders	<p>1,185 school leaders</p> <p>101 educators</p>	<ul style="list-style-type: none"> Selected SchoolMessenger via RFP to transition school-based communication to the platform for school-to-community contacts Attended vendor training Prepared resources and offered live webinar training to support school leaders and educators with using and implementing SchoolMessenger 1,185 school leaders and 101 educators have attended SchoolMessenger training, to date
Common Sense Education, Preventing the Summer Slide Featured Webinar Event	X	PGCPS was featured by Common Sense Education for creative and innovative approaches to technology professional development. Two T3 employees were featured speakers for the live webinar, <i>Preventing the Summer Slide</i> , to encourage educators to reflect on their practice during emergency distance learning to determine how best to prepare for the upcoming school year. (Recording Link)
Total # Training Participants - Summer	7,267	

Fall '20 - September to November

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<p>Clever Support for Staff</p> <p><i>In progress</i></p>	n/a	<p>In collaboration with the Office of Student Applications,</p> <ul style="list-style-type: none"> • Successfully shared 106 district-purchased digital tools and textbooks to educators and students • Met with vendors and C/I to obtain information and troubleshoot various issues related to sharing digital textbooks and purchased tools • Updated sharing settings for all school-based instructional staff and non-school based instructional staff • Provide ongoing support to share and update sharing settings for newly purchased school-based and district-purchased digital resources
<p>Parent Distance Learning Support Website</p>	X	<p>Prepared a website (bit.ly/dlparentresources) that includes how-to resources for the digital tools that students and families would need to access during distance, hybrid or face to face learning</p>
<p>Hapara for Educators</p>	657	<ul style="list-style-type: none"> • Developed resources for educators on using Hapara to support students during synchronous learning with tasks such as managing students' live documents and viewing websites, sharing instructional links, and supporting struggling students with accessing class resources • Transitioned district educators and school leaders from GoGuardian to Hapara through self-paced and live webinar support • 657 employees have attended live webinar Hapara training to date
<p>Distance Learning for Paraprofessionals</p>	181	<ul style="list-style-type: none"> • Provided live webinar training for 181 paraprofessionals acclimating them to their newly assigned chromebooks to support instruction with students, • Provided live webinar support for paraprofessionals to share Strategies to Support Instruction for Synchronous Learning
<p>Engagement and Technology Leads (ETL's) professional development and support</p> <p><i>In Progress</i></p>	<p>327 asynchronous</p> <p>309 synchronous</p>	<ul style="list-style-type: none"> • Reimagined the role of technology liaisons from a completely technical, support role to one that includes instructional technology support and leadership within their school community; • Communicated with school principals to select up to two ETL's to represent their school and share and/or develop their school community through the knowledge gained during ETL meetings and training sessions; • Communicated and facilitated communication asynchronously with up to 327 ETL's via Google Classroom • Worked collaboratively with the Literacy Office to identify Professional

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		<p>Development Lead Teachers (PDLT's) to become leaders in their building for embedding technology in a remote/distance learning environment</p> <ul style="list-style-type: none"> In collaboration with the Literacy Office, planned, developed, and delivered 3 live synchronous webinars to date for 309 ETL's and PDLT's on topics such as PIC-RAT Framework for Technology Integration, Backwards Design, Preparing for Hybrid Instruction and more
<p>University of Maryland Remote Teaching Excellence (RTE) Project School Technology Leaders</p> <p><i>In Progress</i></p>	463	<ul style="list-style-type: none"> In concert with University of Maryland's School of Education and Morgan State University, planned and implemented a program allowing interested school-based technology leaders and/or professional development lead teachers to attend monthly instructional and/or technology-focused sessions Sessions included presentations from experts on a given topic followed by small group discussion in Communities of Practice Worked collaboratively with the ESSA and Title I's Technology Office and the Literacy Office to identify network facilitator - teacher leaders to serve as small group discussion facilitators Disaggregated survey data from Engagement and Technology leads to determine topics of interest for sessions and identify Communities of Practice Plan and continue to prepare for sessions which began taking place from January 2021, concluding in June 2021 with average attendance of 167 educators (<i>Combined Total 463, attendees and PGCPs network facilitators</i>)
Engagement and Technology Coaches for ETL's	14	<ul style="list-style-type: none"> In collaboration with the ESSA and Title I Technology Office, developed submitted, and gained approval for a CPD on utilizing a five-step coaching model using the Google Certified Coaching Program Selected 14 qualified ETL's who were interested in developing their expertise to become Certified Coaches in their building Hosted 1 initial professional development session for selected educators <p><i>This program was paused in order to maximize participation in the UMD RTE program</i></p>
Google for Certified Educator (GCE) Bootcamps, Level 1 and Level 2 for Staff	<p>174 GCE 1</p> <p>66 GCE 2</p>	<ul style="list-style-type: none"> Planned and executed 4 GCE Bootcamp sessions for educators interested in becoming Google Certified Level 1 and/or Level 2 educators 174 educators have attended Level 1 Bootcamp; 66 educators attended Level 2 Bootcamp which were offered in the fall, winter, and spring

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<p>Canvas Implementation for Educators and C/I</p> <p><i>In Progress</i></p>	<p>314 Instructure</p> <p>66 C/I asynchronous</p> <p>64 E/A asynchronous</p> <p>92 C/I synchronous</p> <p><i>*512 EA selected</i></p>	<ul style="list-style-type: none"> Communicated to and met with PGCPs stakeholders regarding the adoption and implementation of the Canvas Learning Management System Created an implementation plan with an initial focus on utilizing Canvas for instruction of students in an online or blended environment and providing curriculum content for teachers via Canvas. Later focus will be on utilizing Canvas for professional development. Investigated various data integration and rostering scenarios for student data, educator schedules and information and Learning Tools Interoperability (LTI) tools and resources In collaboration with the Division of Academics, developed, implemented and refined work plans for curriculum and instruction staff and writers (C/I) as well as educators as early adopters (EA) to develop one course for their content area Curated and developed resources to support Canvas implementation for C/I and EA to include a Canvas commercial, PGCPs specific how-to videos, and a Getting Started Course in support of the work plans <ul style="list-style-type: none"> 66 Enrollments in Getting started with Canvas course for C/I 64 Enrollments in Getting Started with Canvas course for EA Collaborated with Instructure to offer live webinar training for Canvas for 314 T3, C/I and EA Established weekly Office Hours for C/I points of contact for each content area for which 92 employees have attended the first two sessions Established weekly Office Hours for E/A where 512 have been invited to attend
<p>Instructional Framework and Student Learner Profile and Steering Committee</p> <p><i>In Progress</i></p>	<p>n/a</p>	<ul style="list-style-type: none"> In collaboration with the Division of Academics, developed an instructional framework and profile for learners within PGCPs to identify the knowledge, skills and interests that would be embedded into instructional experiences for students and staff
<p>Planning and Preparation for new GL Funds and BAR</p> <p><i>In Progress</i></p>	<p>54</p>	<ul style="list-style-type: none"> Prepared resources and attended training in preparation for new general ledger funds reporting, budget macro, budget adjustment revision and related tasks for financial applications Planned sessions and ongoing support needed for the roll-out of the new Oracle financial system Hosted GL-Account/Funds Manager application training via webinar for 54

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		district administrators
Digital Citizenship Cohorts for Educators <i>In Progress</i>	88 <i>*45 Common Sense Certified Educators</i>	<ul style="list-style-type: none"> Hosted 2 blended (Fall and Spring) Digital Citizenship cohorts for 88 educators to learn to incorporate digital citizenship into instruction using Common Sense Education Facilitated 45 educators in becoming Common Sense Certified Educators
Total # Training Participants - Fall	2,869	

Winter '20-'21 - December to February

Topics - <i>In Progress</i>	Data <i>N = participant training no.</i> <i>X = unknown value</i>	Goal(s) Met
Hybrid Learning Preparation for Educators	8,799 synchronous 1,493 asynchronous	<ul style="list-style-type: none"> Curated and prepared resources for educators (bit.ly/t3pgcps) in preparation for hybrid teaching and learning, including Technical Set-Up, Instructional Scenarios, Information Technology FAQ's, and Frontline Health Portal access In March, provided live training via webinar for 8,532 educators on (required) Essentials for Hybrid Learning and 267 educators for (optional) Strategies for a Hybrid Classroom. In March, provided self-paced recordings and created quizzes for hybrid topics in which 1134 educators participated: (required) Essentials for Hybrid Learning; 359 educators for (optional) Strategies for a Hybrid Classroom Curated resources and collaborated with other offices, Division of Academics and Office of Student Services, to share academic and self-care resources with educators and district staff Collaborated with the Office of Communications to develop a video for teachers to demonstrate elementary and secondary models for hybrid teaching and learning
Frontline Health Application Portal for School Leaders and Educators	373	<ul style="list-style-type: none"> Attended vendor training for Frontline Health application support for employees to record COVID-19 related data Offered live webinar support for 373 administrators to monitor staff data via Frontline Curated, prepared and provided self-paced, online resources to support employees using Frontline to self-report COVID-19 symptoms

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Systemic Professional Development Day for Educators	11,726	<ul style="list-style-type: none"> Created three commercials for inclusion in the district's Fireside Chat, hosted by Dr. Judith White and Dr. Helen Coley, as part of the district professional development day Hosted 10 live sessions for 11,726 educators via webinar in collaboration with the ESSA & Title I, Technology Office on engagement strategies in a distance learning environment. Topics included <i>Tips for Using Technology to Engage Learners</i>, as well as <i>Pear Deck</i>, <i>Nearpod</i>, <i>SMART Learning Suite</i>, and <i>EdPuzzle</i> with a focus on engagement through each session. Offered pre-recorded sessions on the same topics for educators to attend as their schedule allowed
PGCPS Vaccinations for Staff	n/a	<ul style="list-style-type: none"> One T3 staff member provided her expertise to build, support, and monitor an appointment system for PGCPS employees to schedule COVID-19 vaccinations
PGCPS Strategic Planning <i>In Progress</i>	n/a	<ul style="list-style-type: none"> Attended PGCPS planning meetings to develop the five-year strategic plan outlining the district's vision and goals for the coming years
Transportation Bid Day for Bus Drivers	X	<ul style="list-style-type: none"> Attended vendor training to implement the Oracle transportation bid day module Prepared and delivered resources to support bus drivers to select their bus routes via Oracle on bid day <p><i>This project was paused at the request of the Transportation Office</i></p>
Technology Training for Students with Disabilities	~15	<ul style="list-style-type: none"> In collaboration with the Division of Special Education, prepared resources to support students with disabilities who may have been struggling in the distance learning environment. Topics included technology tips for Zoom, Google Classroom and more Provided 4 training sessions, which included Q/A for students and families, where fewer than 15 students attended
Total # Training Participants - Winter	22,406	

Spring '21 - March to Current

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Topics	Data <i>N = participant training no.</i> <i>X = unknown value</i>	Goal(s) Met
Tier I Support for School-Based Staff	10	<ul style="list-style-type: none"> Transitioned Tier I technical support, such as password management, chromebook inventory and distribution, to school-based staff to allow time for IT's technical staff to provide Tier II support and beyond (repairing cracked screens, etc.) Communicated with principals to identify staff responsible for Tier I support IT Technicians and T3 Trainers curated resources and developed a website (bit.ly/PGCPSTechsupport) to support staff responsible for Tier I support Offered 4 live webinar sessions to introduce the Tier I support site and provide time for questions and answers, where less than 10 staff members attended
Interactive Flat Panels and Interactive Boards for Schools <i>In Progress</i>	X	<ul style="list-style-type: none"> Purchased additional ViewSonic and Boxlight interactive flat panels in support of educators for instruction Prepared resources to share with educators on connecting their flat panels in the classroom Continuing to prepare resources for using the board's software for instruction Surveyed schools and gathered flat panel inventory for ESSER III grant
eDoctrina for Staff <i>In Progress</i>	X	<ul style="list-style-type: none"> Selected eDoctrina via RFP to transition employee evaluations and course registration in Fall 2021 from MyPPS Attended vendor training Prepared resources and offered live webinar training to support course creators with summer course registration, prior to the implementation of eDoctrina Preparing resources for employee evaluation support
Creativity in the Cloud Event, sponsored by Adobe	X	PGCPS was featured in Adobe's <i>Creativity in the Cloud</i> event, to highlight how Adobe SPARK is used in PGCPS. Two T3 trainers, in collaboration with a Creative and Performing Arts Staff member, served as spokespersons for the event. (Event Link)
Total # Training Participants - Spring to May 1, 2021	10	

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Ongoing '20-21 - July to Current

Topics	Data <i>N = participant training no. X = unknown value</i>	Goal(s) Met
After School Professional Development for Educators	1,419	<ul style="list-style-type: none"> Offer ongoing, differentiated, professional development for educators via live webinars on a variety of instructional technology topics to continue to build capacity on the use of digital tools and strategies that many have been exposed to through distance/remote and hybrid learning 1,419 Educators have attended various sessions offered
Oracle business applications training and support	574 synchronous 289 asynchronously	<ul style="list-style-type: none"> Provide ongoing live webinar professional development and support to school and district leaders to utilize business applications, such as Oracle Time and Labor (Payroll), Financial Applications, Self-Service Purchasing (SSP/iProcurement) and iExpense 574 Staff have attended various live Oracle webinars offered 289 Staff have attended the self-paced iExpense online course offered
SchoolMAX training and support	367	<ul style="list-style-type: none"> Provide ongoing live webinar professional development and support to educators, school and district leaders to utilize SchoolMAX applications for grading and scheduling 367 Staff have attended various sessions offered
Training and support for productivity tools	676	<ul style="list-style-type: none"> Provide ongoing live webinar professional development and support to school and district leaders to utilize Office 365, G Suite for Education, and additional tools such as Aesop and MyPPS for Course Requesters/Approvers 283 staff have attended Office sessions offered 276 staff have attended G Suite sessions offered 99 staff have attended Aesop sessions offered 18 staff have attended MyPPS Requester/Approver sessions offered

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Ongoing support for School Staff	X	<ul style="list-style-type: none"> • Provide real time triage, troubleshooting, project-planning, email and live support and training on a variety of digital and technology-focused topics to various school leaders and school based staff members • Provide office hours to support school based staff members by cluster • Supported schools with hybrid purchases with CARES funding
Ongoing support for District-Office staff	X	<ul style="list-style-type: none"> • Provide real time triage, troubleshooting, project-planning, email and live support and training on a variety of digital and technology-focused topics to various district-staff members
WebEx Training and Support	X	<ul style="list-style-type: none"> • Provided ongoing training, troubleshooting and support for district staff and school-based leaders and counselors to conduct live webinars with large audiences via WebEx • Supported after school parent and community meetings and/or training sessions for various offices including Division of Special Education, Division of Academics, and Division of Student Services
Zoom Training and Support	X	<ul style="list-style-type: none"> • Provided ongoing training and support for district and school based staff on using Zoom without error
Parent Support Centers and Distance Learning Hotline Support for District Staff	X	<ul style="list-style-type: none"> • Collaborated with Family and Community Partnerships to prepare staff to support families with issues related to distance learning, such as hardware troubleshooting and access to digital tools • Prepared the weekly calendar of appointments for families • Prepared and shared reports to detail requests from families
Life Cycle of a Student Record for Registrars	X	<ul style="list-style-type: none"> • In collaboration with the Office of Student Records and Transfers, provide ongoing support to registrars and staff members within the Office of Student Records to access and prepare student records to specifications outlined by MSDE • Supported the Office of Student Records and Transfers with implementing and troubleshooting Scribbles for enrollment in a digital environment
Total # Training Participants - Full Year Ongoing	3,325	