

Online Facilitated Planning: The Technology Aspect:

This document describes the trainings related to Project Share and Google Docs that will be used during the Online Facilitated Planning sessions. These sessions will be hosted in Project Share using the Courses tool. Each subject area and grade level will have its own course and with access to all the tools and features in the Project Share Courses tool. Each course will contain lesson plan template as an embedded Google Doc that can be accessed and edited by all members of the course.

We realize that many teachers are not comfortable in the Project Share environment and many are unfamiliar with Google Docs. Training and support for these tools will be embedded in the Online Facilitated Planning sessions.

Face To Face Day

The Online Facilitated Planning sessions will begin with a Face-to-Face meeting at ESC-2. These topics will be covered via hands on instructions. We recognize that everyone may not be able to attend the face-to-face session so we will also make videos of each topic available 24/7 via ESC2ube and as links in each course.

- Project Share Username and password
- How to log in to Project Share
- How to recover your username and password
- A short overview of the tools in Project Share
- Joining the Online Facilitated Planning course
- Logging out of the course
- Logging in to the course
- Setting up a Google account
- Logging in to Google Drive
- Accessing the lesson planning template
- Editing the lesson planning template
- Finding the videos in ESC2ube

First Six Weeks

Each six weeks we will introduce a new tool or tool set in Project Share and give an assignment related to that tool.

- Using the Forum tool in Project Share.
 - Forums can be powerful learning tools in an online learning environment
 - Each course has a forum tool
 - Participants will learn how to create a discussion, add a topic, and reply to topics
 - Assignment will include creating a discussion, adding a topic, and replying to the topics of others.
- How to find and enroll in online professional development in Project Share
- How to navigate a course in Project Share
- Assignment will include finding, joining and exploring a PD course and posting about what they discovered

Second Six Weeks

- Using the Drop Box feature (this feature exists in both the Courses tool and the Group tool)
 - How to find the Drop Boxes
 - How to download a file
 - How to add a file to a Drop box
- Using Course Mail (works the same a Group mail)
- Using the Chat feature
- How to create a wiki
- How to edit a wiki
- Assignments will include participating in a chat session with other course members, editing a wiki, and adding and downloading a file from a Drop Box in the course.

Third Six Weeks

- This six weeks we will focus on some of the ePortfolio tools
- What is the ePortfolio?
- Using the ePortfolio as a class or teacher website
- Creating a Welcome Note
- Uses for the Welcome Note
- Adding Quick Links
- Creating Custom Menu Items
- Assignments will include creating at least three Welcome Note items related to your class and/or your students
- Create a list of Quick Links for students or parents
- Create one custom menu item in your ePortfolio

Fourth Six Weeks

One of the most exciting tools in Project Share is the Content Repository. In this six weeks participants will explore this tool.

- What is the Content Repository
- Participants will join a course about using the Content Repository
 - New York Times Lessons for Secondary
 - New York Times Lessons for Elementary
- Participants will view four instructional videos about using the Content Repository
- Participants will select a minimum of three sample lessons from the course and examine those lessons to see how the Content Repository can be used.

Fifth Six Weeks

- Using the Course tool to create a blended learning experience
- How to create a lesson using the Lesson Wizard
- How to create a lesson without using the Lesson Wizard
- Embedding Content Repository templates into a lesson
- Participants will create one lesson that they can use with their students.

Sixth Six Weeks

- Finding and joining Groups
- Logging in to a Group
- Overview of Group tools including wiki, forums, group mail, drop boxes, and chats (all function the same in groups as they do in courses.)
- Creating a group
- Inviting people to join your group