



INTRODUCTION

Iroquois School District has purchased additional Promethean Boards creating a need for additional training to effectively utilize the boards within the classroom. The school district plans on utilizing an in-service for training prior to the start of the 2010-2011 school year. The training will target teaching staff within the district.

This proposal presents my understanding of the project, my proposed approach for developing it, projections for the schedule and budget, and my qualifications.

PROJECT DEFINITION

Because Promethean Training is a great expense, the Iroquois School District would like one of their own qualified teaching staff members to produce and present a training that will meet the needs of all of the District's teaching staff.

Project Goals: We envision an attractive easily-navigatable on-line course that is engaging to learners and effective in terms of time constraints on the District. The Promethean Training will focus on basic skills of utilizing the Promethean boards within the classroom in order to make student learning active and hands-on.

Project Learners: Iroquois School District teaching staff participating in this training will range in age from 24-60 plus. In addition to this, teaching staff will vary in endorsements from elementary educators to secondary educators and aides. Most teaching staff at the Iroquois School District are comfortable with entry level computing but several have not had the opportunity to work with the Promethean Boards.

Delivery Strategies: The training will need to be designed to meet the needs of all learners and keep even the veteran users engaged. The training will provide hands-on activities dealing directly with Promethean software and Promethean Boards. Each participant will need his/her own computer with the software installed prior to the start of the training. Participants will be asked to play around with the software ahead of time so they have predetermined questions that can be answered at the training.

Content: The on-line training will take approximately 5 ½ hours to complete from start to finish. The curriculum will be interactive and will include text, images and interactive portions for student to manipulate.

Components: The training will take place in the high school English room (my room) in order to utilize an operating Promethean Board with training. A flipchart has been created acting in place of a power point to aide in teaching the different learning styles and skill abilities. In addition, teachers will have concrete instructional materials and the on-line portion of the training.

SCHEDULE AND BUDGET

August 1: Kickoff Meeting with District Administration

August 2: Design Document, technical requirements addressed

August 3: Templates completed and concrete materials ready to be run-off

- We will be able to keep costs minimal since the in-service Promethean training will be conducted by an authorized and qualified staff member (myself) within the District.
 - Based on information provided at this time, we estimate a project cost of

▪ Instructional Design (includes paper cost for printed materials)	50 hours	\$10/hr	500.00
▪ Cost of instructor for classroom-based training:	5.5 hours	\$0/hr	<u>\$0.00</u>
			\$500.00
 - With classroom-based delivery to an audience of 20 learners, the cost-per-student index is \$25.00. This will be the most that would be accrued by the District since the in-service day is already built in to the calendar and teachers are already paid for this day.
- We foresee the training taking approximately 5.5 hours since it will be a self-paced on-line course: <http://prometheanlearning.com/us/course/view.php?id=2>

PROJECT TIMELINE

No additional costs will be incurred by those participating. The school district will 1) provide a certified, experienced teacher (myself) as the instructor of the in-service on Promethean use, 2) develop a workable review process and schedule prior to the beginning of the training, 3) provide source content materials prior to the start of the training, 4) provide technical requirements the day of training, and 5) we will provide clear directions and explanations of the process throughout the training. At this time, the in-service has not been set up by the District. Once the District identifies the date and time of the in-service, we will add that information to our documents.



EXECUTIVE SUMMARY

In-Service training provided by Iroquois School District will be delivered to all teaching staff prior to the start of the 2010-2011 school year. Through a combination of teaching styles, exercises, and activities, employees will learn and utilize the Promethean Board. The program will use Activstudio, overhead projectors and the board. Scored quizzes and a final project will be assessed in order for teachers to receive a graduate credit for the training.

LEARNING NEED/MARKET OPPORTUNITY

Because Promethean Training is a great expense, the Iroquois School District would like one of their own qualified teaching staff members to produce and present a training that will meet the needs of its teaching staff. The District has asked that training be ready by the start of the 2010-2011 school year.

INSTRUCTIONAL GOALS

Employees who successfully complete the training will be able to:

- Utilize the Promethean Boards in everyday teaching
- Use Promethean Boards display lecture notes that they can change to interactive lessons using the activslate and activates, which in-turn will create active learning
- Troubleshoot the boards and find additional/supplemental materials when needed.

AUDIENCE DEFINITION

Iroquois School District teaching staff participating in this training will range in age from 24-60 plus. In addition to this, teaching staff will vary in endorsements from elementary educators to secondary educators and aides. Most teaching staff at the Iroquois School District are comfortable with entry level computing but several have not had the opportunity to work with the Promethean Boards. Teacher motivation will come from what they can apply in their classrooms once the training has ended.

DELIVERY ENVIRONMENT

This training will be offered as an in-service prior to the start of the 2010-2011 school year. The training will need to be designed to meet the needs of all learners and keep even the veteran users engaged. Because of this, the training will be both synchronous through lectures and asynchronous with teachers working on their own flipcharts and activities throughout providing hands-on activities dealing directly with Promethean software and Promethean Boards. Each participant will need his/her own computer with the software installed prior to the start of the training. Participants will be asked to play around with the software ahead of time so they have predetermined questions that can be answered at the training. The training will take place in the high school English room (my room) in order to utilize an operating Promethean Board with training. A flipchart has been created acting in place of a power point to aide in teaching the different learning styles and skill abilities. The training will last approximately 5-1/2 hours.

GENERAL OUTCOMES

- Launch Activstudio
- Navigate the DashBoard
- Demonstrate use with the Activstudio Toolbar
- Demonstrate how to save and recall a flipchart
- Distinguish between Design Mode and Presentation Mode
- Demonstrate how to duplicate, copy, move and create Flipcharts and Textboxes
- Launch and Navigate the Resource Library
- Demonstrate use of drawing tools and images
- Demonstrate how to work with numbers
- Navigate to other programs via the use of Activstudio Software
- Demonstrate use of special interactive tools including but not limited to: clock, activslate, activate, tickertapes, etc.

ASSESSMENT STRATEGIES:

- There will be 13 sections (chunks) within the training. A 10-item multiple choice quiz will be given after sections 2, 5, 7, 10 and 13. Once started, the quizzes must be completed with 100% accuracy. If the quiz is not passed at 100% accuracy, teachers will need to review questions missed and retake the quiz to receive 100% accuracy in order to receive a certificate of completion and credit towards their teaching certificate.
- Teachers will also complete a flipchart by the end of the training which will need to be utilized in the first week back at school.

CONTENT ORGANIZATION

- Organization for the above outcomes is set up as follows:

Time Required	Objective
15 minutes	Introduction to Accessories and Terms associated with Promethean Boards
15 minutes	Getting Started
15 minutes	Organizing your Flipcharts
5 minutes	Assessment 1
15 minutes	Questions/Answers
10 minutes	BREAK
15 minutes	Working with Text
15 minutes	Working with the Resource Library
15 minutes	Working with Drawing Tools
5 minutes	Assessment 2
15 minutes	Questions/Answers
10 minutes	BREAK

15 minutes	Working with Images
15 minutes	Working with Numbers
5 minutes	Assessment 3
15 minutes	Questions/Answers
10 minutes	BREAK
15 minutes	Working with other Applications
15 minutes	Finishing your Flipchart
15 minutes	Working with Special Interactive Tools
5 minutes	Assessment 4
15 minutes	Questions/Answers
10 minutes	BREAK
15 minutes	Activote
15 minutes	Activslate
5 minutes	Final Assessment / Certificate
25 minutes	Questions/Answers

Total of 5 ½ hours

CONTENT SOURCES

Most content will be given directly via the use of the Activstudio software. There is a tutorial resource that can be utilized from the Promethean Company as well.

INSTRUCTIONAL STRATEGIES

To begin each of the sections (chunks), I will start with step-by-step demonstrations. Once teachers have participated in a section, I will ask them to practice a skill and ask questions to find out where they are at with the new skill. Since teachers were required to work with the software prior to the in-service, I am assuming they will have questions developed for different portions of the training. This will aide in the discussion and allow them to become active learners. At the end of each section, they will be required to use skills in order to create their own flipchart for their classroom so they have something to take back with them right away. (I will request that the flipchart they create be something they will use within the first week of school so I know they are utilizing the Promethean Board within the classroom right away.)

STANDARDS

There are no standards that need to be met with this training other than we need to ask a college to offer 1 graduate credit at a reduced charge for the teaching certificate. Teachers will be required to pay for this credit on their own if they wish to receive it.

MEDIA

This will be a classroom-based training using the Promethean Board, Computer, and Overhead Projector. Teachers will be required to bring the Laptop as well.

EVALUATION AND TESTING PLANS

Plans for evaluation and testing at this time will pertain to a questionnaire. One will be sent to Promethean Planet since they have offered the on-line tutorials, and the other will be completed in-house. Teachers will receive this document with concrete materials at the in-service training. They will be able to provide feedback allowing us to tailor the program to meet future needs.

For online and computer-delivered (CD, DVD, etc.) programs

- Overall interface and navigation
- Development tools
- Delivery platform
- Usability

* We will not be using the above.



TREATMENT

Time Required	Content Chunk/Activity	Type of Learning Used	Learning Theory Used	Outcome	Learning Events
15 minutes	Introduction to Accessories and Terms associated with Promethean Boards	Verbal – I will give teachers the basic concrete information verbally and they will be able to see it on the Promethean Board as well.	Cognitive – learning involves storing new information with related prior knowledge through elaboration, assimilation, and accommodation.	Launch Activstudio Navigate the DashBoard	Focus on Goals: Tell teachers the goals for the training and what the goals are for section one once you begin the Training: - Quiz for each Section - Create a flipchart that must be utilized within the first week of teaching – can be on any subject - What are some of the things you hope to gain from this course (write them on board) - For this section, we will be working with opening the software and organizing flipcharts. Connect Prior Knowledge: - Will use analogies to get them interested Gain/Integrate Content Knowledge: - I will use the Promethean Board as my physical model and visual aide throughout. Take Action/Monitor Progress & Synthesize/Evaluate: - Teachers will demonstrate skills throughout (see Outcomes and Assessments) Extend/Transfer: - Skills will be applied with the creation of the flipchart.
15 minutes	Getting Started	Intellectual – teachers will apply concepts and procedures verbally talked about throughout.		Demonstrate use with the Activstudio Toolbar Demonstrate how to save and recall a flipchart Distinguish between Design Mode and Presentation Mode	
15 minutes	Organizing your Flipcharts	Motor – teachers will demonstrate the skills learned by creating their final flipchart. Attitude – Create a calm atmosphere where teachers feel comfortable asking questions (Active Learning) Cognitive – Teachers have predicted their potential success by talking about what they hope to gain from the training, They will monitor their performance through the assessments, and complete a final evaluation.		Demonstrate how to duplicate, copy, move and create Flipcharts	
5 minutes	Assessment 1: 10 Question Quiz On-Line Questions vary but are related to materials teachers have just been focusing on. Must be passed with 100% accuracy or student will need to review during their break and try again!				
15 minutes	Questions/Answers				
10 minutes	BREAK				
15 minutes	Working with Text	Same as Above	Same as Above	Demonstrate how to duplicate, copy, move and create and Textboxes	Focus on Goals: For this section, we will be focusing

15 minutes	Working with the Resource Library			Launch and Navigate the Resource Library	on working with text, working with the resource library and working with the drawing tools.
15 minutes	Working with Drawing Tools			Demonstrate use of drawing tools	Connect Prior Knowledge: - Teachers will become engaged once they add this to their own personal flipchart. Gain/Inegrate Content Knoledge - I will use the promethean board as my physical model and visual aide throughout. Take Action/Monitor Progress: Synetthesize/Evaluate: - Teachers will demonstrate skills throughout (see Outcomes and Assessments) Extend/Transfer: - Skills will be applied with the creation of the flipchart.
5 minutes	Assessment 2: 10 Question Quiz On-Line Questions vary but are related to materials teachers have just been focusing on. Must be passed with 100% accuracy or student will need to review during their break and try again!				
15 minutes	Questions/Answers				
10 minutes	BREAK				
15 minutes	Working with Images			Demonstrate use of images	Focus on Goals:
15 minutes	Working with Numbers	Same as Above	Same as Above	Demonstrate how to work with numbers	- For this section, we will be focusing on working with images and working with numbers. Connect Prior Knowledge: - Teachers will become engaged once they add this to their own personal flipchart. Gain/Inegrate Content Knoledge - I will use the promethean board as my physical model and visual aide throughout. Take Action/Monitor Progress: Synetthesize/Evaluate: - Teachers will demonstrate skills throughout (see Outcomes and Assessments) Extend/Transfer:

					Skills will be applied with the creation of the flipchart.			
5 minutes	Assessment 3: 10 Question Quiz On-Line Questions vary but are related to materials teachers have just been focusing on. Must be passed with 100% accuracy or student will need to review during their break and try again!							
15 minutes	Questions/Answers							
10 minutes	BREAK							
15 minutes	Working with other Applications	Same as Above	Same as Above	Navigate to other programs	Focus on Goals: - For this section, we will be focusing on working with the Promethean in other applications, finalizing a flipchart and working with special interactive tools. Connect Prior Knowledge: - Teachers will become engaged once they add this to their own personal flipchart. Gain/Inegrate Content Knoledge - I will use the promethean board as my physical model and visual aide throughout. Take Action/Monitor Progress: Synetthesize/Evaluate: - Teachers will demonstrate skills throughout (see Outcomes and Assessments) Extend/Transfer: - Skills will be applied with the creation of the flipchart.			
15 minutes	Finishing your Flipchart			Demonstrate use of the Page Organizer and Notes Tools				
15 minutes	Working with Special Interactive Tools			Demonstrate use of special interactive tools including but not limited to: clock, activstate, activate, tickertapes, etc.				
5 minutes	Assessment 4: 10 Question Quiz On-Line Questions vary but are related to materials teachers have just been focusing on. Must be passed with 100% accuracy or student will need to review during their break and try again!							
15 minutes	Questions/Answers							
10 minutes	BREAK							
15 minutes	Activote	Same as Above	Same as Above	Demonstrate use of Activote	Focus on Goals: - For this section, we will be focusing on working with activate and activstate. Connect Prior Knowledge: - Teachers will become engaged once			
15 minutes	Activstate			Demonstrate use of Activstate				

					they add this to their own personal flipchart. Gain/Integrate Content Knowledge - I will use the promethean board as my physical model and visual aide throughout. Take Action/Monitor Progress: Synthesize/Evaluate: - Teachers will demonstrate skills throughout (see Outcomes and Assessments) Extend/Transfer: - Skills will be applied with the creation of the flipchart.
30 minutes	Final Assessment / Certificate: Final Document Student Created The final assessment is the document that the student has been creating throughout the training. The document must pertain to something they are going to teach within the first week school starts.				

USER SCENARIO

Maryn has been given the training handout that outlines the outcomes for the day. She has logged on to her computer, has a writing utensil, and is ready to begin. She looks up and sees that the overhead projector has been turned on and the Promethean Board is going to be utilized for the training. On the Promethean Board is a page that gives a URL – teachers are asked to navigate to the URL and begin registering so they can take the assessments and receive their certificate. Once she has created her account, Maryn sees that next she is to navigate to the Foundation Skills course Assessment Page (a URL has been listed for her on the board as well). While skimming through, Maryn sees that there will be assessments every so often on the skills covered. It is also noted that the quizzes must be passed with 100% accuracy.

TEMPLATES

Functions	Specifications
Header	Title of each Chunk
Activate Pen Symbol	3-5 points under each Chunk heading
Picture	Room for a screenshot of what we are doing

Functionality Templates will not be needed for the Training. Below is a sample of what my personal flipcharts will look like...

HEADER	
 Bullet 1  Bullet 2  Bullet 3  Bullet 4  Bullet 5	Screen Shot Here

REQUIREMENT SPECIFICATIONS

- Platform Specifications: Windows
- Office XP or higher
- 150 MB of Free Disk Space
- Installed ActivInspire 1.4 (alongside ActivStudio and ActivPrimary if you already have them on your machine)

DESCRIPTION OF MEDIA ASSETS NEEDED

This doesn't really pertain to what I am doing! Other than screen shots, I will be using the Promethean Interface which is already pre-designed.

PAPER PROTOTYPE (draft document, script, or storyboards):

Draft Document has been shown above under the Template. Verdana font will be used. Dark lettering on a light background with no scrolling needed.

PROTOYPE:

Again, since I am using the Promethean Interface, this doesn't really apply to my project. I have provided a screenshot of what the interactive pages will look like.

Topic 1 - Getting started

'Flipchart' is the name we give to a lesson developed in Activstudio. Like a traditional paper-based flipchart, an Activstudio flipchart can contain as many pages as you want. However, unlike a traditional flipchart, you can incorporate a number of different media forms into your flipcharts, including sound files, videos, animations, interactive student activities and web-links. The only real limit is your imagination!

These tutorials show you how to create your first flipchart page, giving you an instant introduction to some of Activstudio's most important tools.

To begin a tutorial, click on the links below. When you have completed a tutorial close the window and continue with the next tutorial.

TUTORIALS

-  Tutorial 1 - Launching Activstudio for the first time
-  Tutorial 2 - Using the Pen tool
-  Tutorial 3 - Using the Undo tool & Redo tool
-  Tutorial 4 - Marquee Select tool
-  Tutorial 5 - Clear tool, Eraser tool & Trashcan
-  Tutorial 6 - Highlighter tool
-  Tutorial 7 - Saving the flipchart





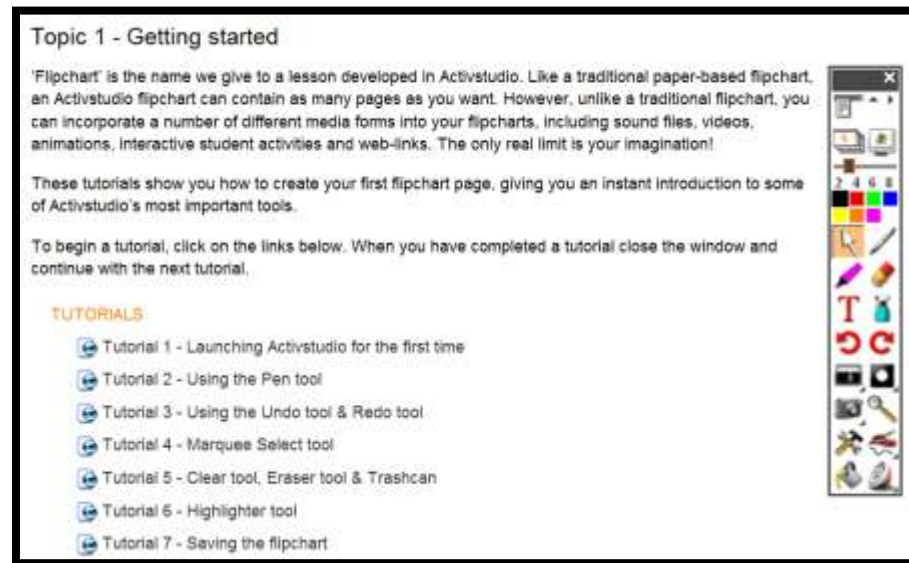
COMPLETED INSTRUCTIONAL MATERIALS

- Instructional Materials will come directly from the Promethean Planet website
 - <http://prometheanlearning.com/us/course/view.php?id=2>
 - (Teachers will have had to create a username and password as asked to do once materials were passed out at the beginning of the training.)
- I will also have a flipchart (like the one below) up on the promethean board for students to follow along on until we get to the actual tutorials.



CLASSROOM-BASED TRAINING: Teachers are then introduced to the requirements for the training – they will receive a handout that is basically a printed manual of the screenshots I will show you below, flipcharts will be used as visual aiding teachers on the tutorials (this will be used if they get stuck on a tutorial).

POSTED MATERIALS FOR TRAINING: After introductions, teachers will learn how to navigate the website. Once teachers have completed Topics 1 and 2, they will have their first assessment. Below is a screen shot of what the Topics pages look like. You are able to click on each Tutorial which guides you through the objectives of that particular Tutorial.



I have clicked on Tutorial 1 – Launching Activstudio for the first time, to show you what the Tutorial looks like below.



Once you follow the directions, you move on to the next portion of the Tutorial through Tutorial 7 – Saving the flipchart, and then you would move in to Topic 2; a screen shot of Topic 2 is located below.

Topic 2 - Organizing your flipchart

In the previous topic we showed you how you can launch Activstudio and get writing straight away in front of your class. As a comprehensive teaching software, however, Activstudio offers many tools to help you prepare lessons in advance. In these tutorials we will introduce you to Activstudio's Design Mode, showing you some time-saving techniques which are useful when preparing multi-page flipcharts for your lessons.

TUTORIALS

-  Tutorial 1 - Opening a previously saved flipchart
-  Tutorial 2 - Design Mode and Presentation Mode
-  Tutorial 3 - Moving and organizing toolboxes & toolbars
-  Tutorial 4 - Page Selector button and Next Page & Previous Page button
-  Tutorial 5 - Selecting and manipulating objects
-  Tutorial 6 - Duplicating and moving items between pages
-  Tutorial 7 - Copying items between pages
-  Tutorial 8 - Duplicating pages
-  Tutorial 9 - Saving a flipchart in Design Mode



*Again, you would walk yourself through each of the nine tutorials.
After you finish Topics 1 (7 tutorials) and 2 (9 tutorials), you will see an assessment page.
Below is a screen shot of what the assessment page looks like.*

Assessment 1

To gain the Activstudio Foundation Skills certificate you must successfully complete all the assessments on the course.

You need to score 100% to pass the assessment. If you answer a question incorrectly you will be referred to the tutorial which describes that feature. You can re-try the assessment as many times as you like.

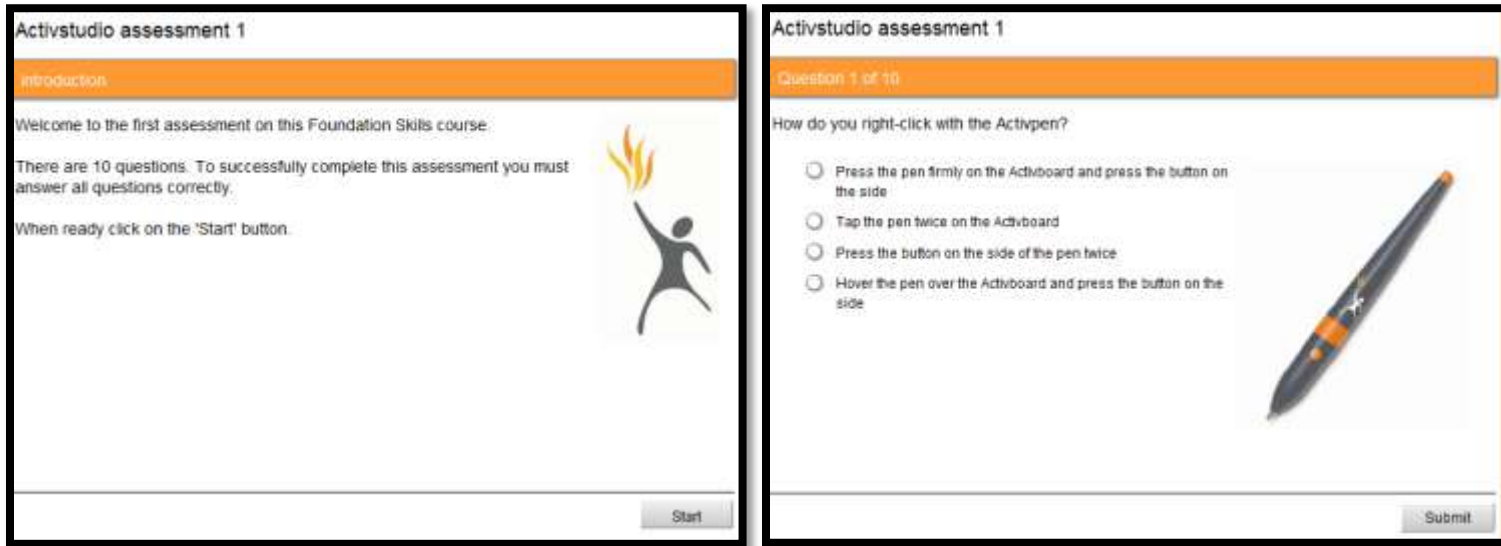
If you are experiencing difficulty with the course recording a correct answer, there are two reasons for this issue:

1. Your Internet Browser's cache may be having difficulty storing new information and may need the cache cleaned. This can be accomplished either by restarting your computer or by going to Tools > Internet Options > Clear Browsing History
2. You may not be navigating through your assessment correctly. As the directions state when you begin and end an assessment, you must check the box "Start a new assessment" before clicking Enter. Upon completion, you must click "Exit Assessment" rather than navigating through the breadcrumb trail or 'Back' button.

 Assessment 1

Once you have read the requirements of the assessment for Topics 1 and 2, you simply click on the Assessment 1 icon located at the bottom left of the page
Note: Each of the above tutorials is very specific and short. They may take you seconds to complete.

Here is a preview of what assessment 1 looks like.



Once you have completed the 10 questions, you will receive information as to whether or not you passed with 100% accuracy. If you didn't, the quiz will automatically tell you which Tutorial you need to review.

Note: Your Quiz is automatically saved with the score you received.

You are then able to either start a new quiz or go back and fix the quiz you have already taken in order to receive 100% accuracy. Once the Quiz has been completed, you can view a My Progress page that shows you which Assessments have been completed and whether or not you are on-track for receiving the certificate.

Note: You receive the certificate once all quizzes are completed at 100% accuracy.

Activstudio Foundation Skills certificate

Click on the link below to open a PDF of your certificate. You can then save this to your computer.

Note: Before clicking on the link, please make sure that your First and Last name in your profile is correct. This will be the name that is printed on your certificate. To edit your profile click on 'Edit profile' in the 'Administration' section.

Note: You must successfully complete all assessments before the certificate will become available.

 [Activstudio Foundation Skills certificate \(locked\)](#)



Teachers have also been asked to create a flipchart for use in their classroom within the first week school starts. This flipchart will be finished by the end of training, and we will submit the flipchart to Promethean Planet as our final assessment.

CONDUCT A SMALL-GROUP TEST OR FIELD TRIAL

FIELD TRIAL – In order to make sure the tutorials will be easily understood and followed, Promethean has already conducted their own field trial using regular class-room teachers. From the comments they received back, they have created the tutorials and assessments that I have shown through screenshots above.

FORMATIVE EVALUATION

Results and suggested revisions are received by Promethean through an on-line evaluation form (shown on next three pages).

Technology PD Evaluation

Please take a moment to fill out the survey below. Your feedback will help me to better meet teacher's training needs. Thank you.

* Required

Training Information:

1. Please enter the date of the technology training: *

Enter the date MM/DD/YY

2. Please select your school: *

3. List the title of the session: *

4. The organization of the training: *

1 2 3 4 5

Poor ☐ ☐ ☐ ☐ ☐ Excellent

5. The goals of the workshop were: *

1 2 3 4 5

Vague ☐ ☐ ☐ ☐ ☐ Clearly Evident

6. The ideas and activities presented were: *

1 2 3 4 5

Not Useful ☐ ☐ ☐ ☐ ☐ Useful

7. Overall, I would consider this training: *

1 2 3 4 5

Poor ☐ ☐ ☐ ☐ ☐ Excellent

Training Reflection:

8. The stronger features of this workshop were:

9. In the future for this training, I would like to hear/learn more about:

10. Rate your knowledge before this training, a compared to after the training: *

	None	Basic	Proficient	Advanced
Before the training...	☐	☐	☐	☐
After the training...	☐	☐	☐	☐

Additional Comments:

In addition to the above form, I would have teachers fill out a form similar to this but for our own school use. The form would be tabulated and results would be shared with all. Below is a sample of that form.

In-School Promethean Training Evaluation

Organization of Training by your local teacher...

	1	2	3	4	5	
Not Useful	☐	☐	☐	☐	☐	Useful

Ideas and Activities Presented were...

	1	2	3	4	5	
Not Useful	☐	☐	☐	☐	☐	Useful

I feel more confident with....

I would like to hear/learn more about....

Additional Comments...

PERFORMANCE FEEDBACK

Post-project debriefing meeting - Following the delivery of the completed instructional materials and evaluation results, a client debriefing meeting (in this case for the administration of the Iroquois School District) would be scheduled. Results would be shared with the Administration and we would ask them to respond to the following evaluation....

Project Delivery Evaluation

Rank our Performance: (1 – Lowest, 5 – Highest)

• Effective communication	1	2	3	4	5
• Timeliness and deadlines	1	2	3	4	5
• Budget compliance	1	2	3	4	5
• Meeting project goals and objectives	1	2	3	4	5
• Understand the dynamics of the audience	1	2	3	4	5
• Accessibility	1	2	3	4	5
• Understand the need behind the project	1	2	3	4	5
• Professionalism	1	2	3	4	5
• Revisions addressed and handled effectively	1	2	3	4	5

Recommendations for improvement:

What did you like best about working with us:

Would you recommend my services for another project?

Additional comments?

Thank you for your feedback and thank you for your business!

COST ANALYSIS

The cost for this project will come from basic resources like copying paper for the concrete instruction which will come along with the on-line version of instruction. Delivery of the instructional course will be in-house and during a teacher in-service so there will be no reimbursement or cost for this area.

○ Instructional Design (includes paper cost for printed materials)	50 hours	\$10/hr	\$500.00
○ Cost of instructor for classroom-based training:	5.5 hours	\$0/hr	<u>\$0.00</u>
			\$500.00

With classroom-based delivery to an audience of 20 learners, the cost-per-student index is \$25.00. This will be the most that would be accrued by the District since the in-service day is already built in to the calendar and teachers are already paid for this day.



Chapter 8 – Define Phase

- ✚ Reflect on your progress: When I looked at the proposal example, I was a bit worried that the topic I chose (Promethean Training) wasn't going to be in-depth enough. After looking at some of my group member's work, I realized that it may not be as in-depth, but it is still a worthy topic.
- ✚ Issues you encounter and how you resolved those issues (Include any questions, how you found answers to your questions): I guess the biggest issue I encountered was trying to create the proposal as though I had already discussed with those involved and the administration at our school. I had to take what I knew about my school and make an approximate guess on what we need to focus on.
- ✚ Explain why you made particular design decision, and how your ideas changed over time: I guess my design decision was based on the information that was available to me. I had planned on answering all questions in the sample proposal, but I was unable to because some did not fit my needs.
- ✚ Summarize the feedback you receive from your collaborative group (Keep track of all feedback received):

Aurturo: I really like your work breakdown and how you assigned the times to your tasks. Even though you are teachers shouldn't you still indicate the cost of the in-house labor to the school system? I also like that you have an active link to the URL you referenced. Nice touch
Allison: I think your proposal looks good, I like how it is broken down and to the point. As far as I know it looks good!
Monica: I like your idea. I almost used this idea for my project proposal, too. We have Promethean Boards in all of our classrooms as of last year. We had an ESA come in to train 2 of our teachers the previous year, but she didn't do a very good job. We brought in 2 trainers from Connecting Point to train all staff for 3 days last August and they did an excellent job. We are bringing them back this August for 2 more days on ActivInspire and more training now that all teachers have been exposed to the boards and are a little less afraid, more willing to try.
Nic: Good use of the promethean website to assist in your training. I like that you are using a good amount of evaluation throughout the entire training
Hollie: I had to educate myself a bit on the term Promethean Boards, once I realized you were speaking of white boards I understood a bit more. Your project definition is very well thought out. The one area that I would encourage a bit more on is your project timeline. How long do you envision this taking: days, weeks, months?
Teacher Note: Take beginning paragraph off and start with the second paragraph and too much info with the schedule.

- ✚ Summarize changes made (or not made) from feedback received:
 - From the feedback I received, I went back through and renamed all of my documents so the headings would all look the same to keep continuity between them. I also added a picture of some promethean equipment to the heading.

- I went back through and revised to use all of the same terms throughout. I referred to the teachers and students once and I went in and changed that so you wouldn't think I actually meant the students within the District.
- I also adjusted my Project Definition to include more of the objectives we were hoping for our staff to meet.
- I updated my project goal to be me (as a company) and the goals I have for the actual project which was something I didn't understand in the beginning. I thought it was supposed to be more the goal of the training itself instead of my personal goals for the District.
- I took the table out since it was said to be too much info at this point of the process.
- I also updated the schedule and the budget to be brief. I added dates to this timeline of what I thought would be applicable dates.

Chapter 9 – Design Phase

- ✚ Reflect on your progress: As stated before, when I looked at the proposal example, I was a bit worried that the topic I chose (Promethean Training) wasn't going to be in-depth enough. After looking at some of my group member's work, I realized that it may not be as in-depth, but it is still a worthy topic. Now, after completing the Design Phase, I feel better about my topic of choice. The design phase was much easier for me to work with for some reason and I had no problems filling it out. I didn't, however, have a use for the On-line and Computer-Delivered programs which would have been fun to include.
- ✚ Issues you encounter and how you resolved those issues (Include any questions, how you found answers to your questions): I didn't really have any issues with this document. I had to create my schedule a bit more in-depth in order to better understand how to create my outcomes.
- ✚ Explain why you made a particular design decision, and how your ideas changed over time: I had originally planned to allow more time for each of the training sections (chunks) but realized that it was going to take longer than the time I would have been provided for the training.
- ✚ Summarize the feedback you receive from your collaborative group (Keep track of all feedback received):

Aurturo:
Allison:
Monica: Is this on Promethean Planet? I have never heard of quizzes before. We may have to try this if it works for you. I am a little bit worried about your quiz with 100% accuracy. Similar to you, our teachers this year are being required to present a Promethean lesson to their administrators in order to receive the stipend pay for in-service those days. Some of those teachers are not happy, at all. I can't imagine testing them over it. This may cause some frustrated teachers, especially if they haven't had a lot of training. You might want to rethink this assessment. Is the Promethean software already on the teacher laptops? If not, you will need to collect laptops before in-service to add the software. We went through this last year, just a head's up. I like your idea. Design looks good.
Nic:
Hollie: In your design document I just wondered what keeps the learner motivated for the asynchronous

learning. Is this education mandatory for the learner? Also I became confused at one point because I knew the learner was an adult learner teaching professional. However, the language used in the design document went to "student" which I just have a connotation of a younger learner. I hope this feedback is useful.

Teacher Note: take out the bulleted list on the executive summary and add more background information to it.



Summarize changes made (or not made) from feedback received:

- From the feedback I received, I went back through and renamed all of my documents so the headings would all look the same to keep continuity between them. I also added a picture of some promethean equipment to the heading.
- I added a bulleted list to the Instructional Goals and removed the bulleted lists elsewhere.
- A section on motivation was added to the audience portion.
- The word student was replaced with the word teacher for less confusion.
- The flipchart was added to the assessments portion.

Chapter 10 – Demonstrate Phase



Reflect on your progress: When I first read the chapter, I was a bit confused because my choice of project doesn't really fit what they use for examples. I don't have to create my own software since I am using software as my project! That part was a bit confusing and caused some of the pieces to not apply to what I am working with. Example: the Prototype.



Issues you encounter and how you resolved those issues (Include any questions, how you found answers to your questions): I guess the biggest issue I encountered was trying to fit the information to my topic. I guess I had to adjust it and some of it didn't always apply so I just noted that.



Explain why you made particular design decision, and how your ideas changed over time: I guess my design decision was based on the information that was available to me. I had planned on answering all questions in the sample proposal, but I was unable to because some did not fit my needs.



Summarize the feedback you receive from your collaborative group (Keep track of all feedback received):

Aurturo: Looks pretty darn nice! Very well organized and definitely gets the idea across and much more.

Allison:

Monica: Nice job! I like your treatment table, very well thought-out and organized. Monica

Nic:

Hollie:

Teacher Note: Include a prototype of the interactive.



Summarize changes made (or not made) from feedback received:

- From the feedback I received, I went back through and renamed all of my documents so the headings would all look the same to keep continuity between them. I also added a picture of some promethean equipment to the heading.

- Information was added to my learning events in my table as I see I accidentally deleted some of that information.
- I added a sample screenshot of what the tutorials look like for the training to the prototype section.

11 – Phase

- ✚ Reflect on your progress: As time went on, each phase got a little bit easier. I was better able to understand and complete the last phase probably because that is how I usually put projects together; I work backwards from what is presented in this book! I see the whole picture and then break it down, so really the first few steps are never done independently.
- ✚ Issues you encounter and how you resolved those issues (Include any questions, how you found answers to your questions): I guess the biggest issue I had was working with the cost analysis. Because everything is done in-house, there is no real cost other than paper for copies. The teachers are already being paid since it is one of their contracted days and the paper has already been purchased!
- ✚ Explain why you made particular design decision, and how your ideas changed over time: I decided that I needed to rework each of my phases so that they all looked the same. I started with this phase and worked back through the others to create continuity.
- ✚ Summarize the feedback you receive from your collaborative group (Keep track of all feedback received):

Aurturo: Your project looks great and the price is unbelievable. I get a clear picture of what you are presenting and I now understand the use of the Promethean Board you kept referencing in your design document. The evaluation form is also clear and seems to capture all you might want to know about the project's success.

Allison:

Monica: Is your plan to complete the tutorials in a classroom setting or will learners work through them independantly? Nice use of screen shots. Very nice! I like the use of Promethean Planet and the credit given to them at the beginning of the doc. Monica

Nic:

Hollie:

Teacher Note: Show something that you developed.

- ✚ Summarize changes made (or not made) from feedback received:
 - From the feedback I received, I went back through and renamed all of my documents so the headings would all look the same to keep continuity between them. I also added a picture of some promethean equipment to the heading.
 - I went back through and organized this so that it was in continuity with previous assignments.
 - Again, the word *student* was replaced with the word *teachers* so there was no confusion of who was learning or receiving the training.
 - I created a flipchart to show what the template would look like that I would be using as I never had included that sample.