

Unit Title: Intro to SPPS Teacher Technology

Grade Level: (example: 9, 10, 11, 12 or 7-8) 9th-12th grade teachers

Subject Area: (example: Science, Physics; English, Short Stories) all

Duration/Length/Number of class periods: (example: 5 class periods) opening week and throughout 1st semester if necessary

Description:

This unit introduces new and returning teachers to SPPS technology. This material will be introduced through face-to-face sessions and via electronic delivery throughout opening week, and as necessary throughout 1st semester to ensure all teachers are able to use SPPS technology.

Established Goals (National, State, Local):

[ISTE STANDARDS FOR EDUCATORS](#)

2 Leader; Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning. Educators:

2c Model for colleagues the identification, exploration, evaluation, curation and adoption of new digital resources and tools for learning.

3 Citizen; Educators inspire students to positively contribute to and responsibly participate in the digital world. Educators:

3a Create experiences for learners to make positive, socially responsible contributions and exhibit empathetic behavior online that build relationships and community.

3b Establish a learning culture that promotes curiosity and critical examination of online resources and fosters digital literacy and media fluency.

3c Mentor students in safe, legal and ethical practices with digital tools and the protection of intellectual rights and property.

3d Model and promote management of personal data and digital identity and protect student data privacy.

4 Collaborator; Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems. Educators:

4a Dedicate planning time to collaborate with colleagues to create authentic learning experiences that leverage technology.

4c Use collaborative tools to expand students' authentic, real-world learning experiences by engaging virtually with experts, teams and students, locally and globally.

5 Designer; Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability. Educators:

5a Use technology to create, adapt and personalize learning experiences that foster independent learning and accommodate learner differences and needs.

5b Design authentic learning activities that align with content area standards and use digital tools and resources to maximize active, deep learning.

6 Facilitator; Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.

Educators:

6b Manage the use of technology and student learning strategies in digital platforms, virtual environments, hands-on makerspaces or in the field.

What Enduring Understandings are desired? Learning Objectives

How can I use technology in my classroom?

What Essential Questions will be considered?

How can I teach my students more effectively/efficiently with the use of technology?

Students will know / be able to:

I will be able to read and respond to email sent to both SPPS email addresses.

I will be able to set up my Schoology courses and gradebook.

I will be able to navigate Schoology to find my courses and student work.

I will be able to assign work through Schoology.

I will be able to grade student work in Schoology.

I will be able to project an iPad on my classroom projector.

I will be able to share information about myself and my classes using the school website.

I will be able to send an email message to groups of students and/or guardians.

Description	<u>Formative</u>	<u>Summative</u>	Introductory Activity	Learning Activity	Student Technology Used	Teacher Technology Used	<u>ISTE Standards</u>
<p>Initial technology setup You have two SPPS email addresses, @spps.org and @stpaul.k12.mn.us. Please forward the @stpaul.k12.mn.us email address to the @spps.org one. If you do not forward your emails, you must check each daily. Prior to students arriving, please make sure you have Schoology set up. If you taught at Como last year, you can import your Schoology gradebook settings from a previous course (remember you can always get back to any of your previous courses!). If you are new to Como, you will need to set up your gradebook from scratch. Once your gradebook is set up for all classes, you can start adding materials. Add folders to organize your materials, then create</p>	<p>Ask someone to send you an email to your @stpaul.k12.mn.us email, if it appears in your @spps.org email inbox you have forwarding set up correctly!</p>	<p>Check both email addresses daily and respond to messages promptly. Enter new Schoology materials and enter grades at least weekly.</p>	<p>Icebreaker activity/make sure everyone knows each other. Ask tech experts/veterans to help more inexperienced</p>		<p>x</p>	<p>x</p>	<p>2c, 3a, 3b, 4a, 6b</p>

<p>assignments and other materials or import them from your resources.</p> <p>Reordering your courses may make your Schoology experience easier. You also may want to link courses if you teach multiple sections of the same course. Only link courses at the beginning of the term before student work has been submitted, all student work will be deleted from linked courses!</p>							
<p>Connecting with students and families If you would like to see how your students are doing in other classes that you do not teach, you can look them up using the Advisees function of Schoology. You can see all the course materials, upcoming events, and student grades! A great way to connect with your students and/or guardians via email is Campus Messenger.</p>	look up a student in Advisees	send an actual message to your students/guardians via Campus Messenger		x	x	2c, 3a, 3b, 4a, 6b	
<p>Project student/staff iPad To display iPads on your Epson Brightlink projector, first download Reflector from Self Service then connect your laptop to the projector and wirelessly project your iPad! Alternatively, you can connect your iPad to your laptop with a lightning cable and project your screen via Quicktime.</p>		display your iPad screen on the projector in class		x	x	2c, 3a, 3b, 4a, 4c, 6b	
<p>Update Como website Our website is the public face of our school, help us make it a great one! Your Como teacher webpage should at a minimum include a photo of you, a short bio, contact information, and any teaching resources you would like to share. If you are a returning Como teacher, please review your webpage for anything out of date like references to the 2018-2019 school year or old classes/resources/syllabi. If you are new to Como, please look for your webpage. If you do not see a page with your name, contact Peter Kvamme. Update your webpage using</p>		update your webpage	display the Como website, and show where teacher webpages are located	have teachers locate their own webpage, and department webpage	x	x	2c, 3a, 3b, 4a, 6b

instructions on the SPPS Schoolwires support page .							
Google Slides automatic captioning Consider turning on the automatic captioning feature when presenting using Google Slides. Captions help students who are hard of hearing, English language learners, etc. follow along with presentations.		use automatic captioning in class	Tech Integrationist demonstrates the use of automatic captioning while introducing SPPS technology	test out automatic captioning, watch to see how accurate it is, and brainstorm where it would be useful	x	x	2c, 3a, 3b, 4a, 4c, 5a, 6b
CIPA lessons and grade reporting Select the appropriate CIPA lessons (one each from the Digital Citizenship, Online Safety and Privacy, and Online Behavior and Cyberbullying categories. Teach the lessons to your advisory students, and report completion in Infinite Campus (instructions for reporting completion)).		teach CIPA lessons and report completion in Campus	Tech Integrationist describes the importance of online safety, digital citizenship, and proper online behavior.		x	x	2c, 3a, 3b, 3c, 3d, 4a, 5b, 6b

Materials, tools and resources Schoolology, Infinite Campus, Blackboard Schoolwires, Google Slides,
Unit Plan Author (name, school and optional email address or hyperlink to teacher's web page) Peter Kvamme, Como Park Senior High
Additional credit given to