

Instructional and Learning Strategies	Target Technologies or Desired Tool Function	Constraints Identified from Instructional Analysis	Decision
<p>Student Goals</p> <ol style="list-style-type: none"> 1. Install, register & set up MicroGrade 6.0.2 2. Download ESC Region X demographic data 3. Manipulate/format Region X data for MicroGrade use 4. Import data into MicroGrade classfiles 5. Save classfiles to 3.5" disk for portability to own workstation <p>1-5</p> <ul style="list-style-type: none"> • Demonstration / Modeling • Guided Practice • Independent practice 	<p>PC lab with workstations similar to staff workstations.</p> <p>MicroGrade 6.0.2 software</p> <p>Internet Explorer Browser</p> <p>Region X connectivity via User ID (MANS#) & Password</p> <p>Microsoft Office – Excel</p> <p>3.5" floppy disks</p>	<p>Lab scheduling with IBM workstations suffering from faulty capacitors – bad mainboards.</p> <p>Appropriate software loaded</p> <p>Connectivity vulnerability</p> <p>Wide spectrum of technological literacy/expertise</p>	<p>Time Lab scheduling on the heels of mass repairs and when XP lab is 'switched out' with 2000 lab for CA course – allows use of 25-28 PC's</p> <p>Preload software</p> <p>Connectivity is out of personal control – rely on district Tech dept. if problem</p> <p>Alleviate digital gap by setting up shortcut icons on the desktop for every program/site used -in order.</p> <p>Provide 3.5" disks and labels. Instruct use of write tab lock to prevent working from vulnerable media – portability only</p>

<p>Teacher/Mentor Goals</p> <ol style="list-style-type: none"> 1. Develop an effective training session on MicroGrade that uses effective technology integration and modeling 2. Utilize classroom management techniques appropriate for adult peers 3. Develop and implement an assessment tool to rate training efficiency 4. Develop and implement a “tip of the week” help guide for ongoing learning 	<p>TV display of screens for easy reference during training</p> <p>Click by click ‘manual’ with screenshot images for easy reference and notes for independent practice and later use</p> <p>MicroGrade classfiles set up with staff names for emulation/modeling of features</p> <p>Use of Acrobat and email to mass inform tip of week.</p> <p>Develop online survey form for assessment use.</p>	<p>Click by click manual is large in filesize and pages. Many images to integrate into instructions</p> <p>Time to create click by click manual</p> <p>Time to continue tip of week mini manuals</p> <p>Online resources for survey new to me – unsure how to proceed.</p>	<p>Use Adobe .pdf to reduce MS Word filesize without sacrificing quality</p> <p>1 sub day provided by principal for development & planning – 1 sub day provided for training day</p> <p>Tip of week mini-manuals can stretch to grading periods & progress report times if needed (not preferred)</p> <p>Find resources to learn how to do online surveys</p>
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The Social System

Teachers are required to be at this training. The staff is professional and used to learning in this setting. The teachers and staff will need to observe demonstration, follow guided practice, and then work independently to complete each step. The lab is set up so that the teachers are able to help each other - especially those on either side of them - and it is encouraged during the guided practice and independent practice. Because the training is done during team conference times - each group of learners is very familiar with each other and their strengths/weaknesses. They are used to working as a team and helping each other.

Role of Instructor

The instructor is the coach/facilitator and ‘salesperson’. The purpose is to encourage the use of the software as much as instruct how to get started. Development of training curriculum, tools, and support system are all my responsibilities.

Acting as 'interim tech support' fielding questions and working through possible problems is an ongoing responsibility post-training

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Support System

- Campus specific click by click manual
- Software online manual
- Computer Lab
- MS Office suite
- Internet Explorer
- Lab set up with shortcuts and software pre-training
- Email – Novell GroupWise for ongoing communication
- Chariot Software Group technical support when needed
- ESC Region X
- Supportive Administration