

COACH'S PLAYBOOK

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Vision

The Classrooms for the Future program is primarily a high school reform program. With the infusion of 21st Century technology and laptops for students in the classrooms, teachers will learn new ways to enhance their teaching practices through extensive professional development. A primary aspect of the Classrooms for the Future initiative is on-site coaches in each participating school.

Classrooms for the Future Technology Integration Coaches serve as part of their school's leadership team, providing "just in time" embedded and ongoing professional development for teachers, staff and administration. Coaches ensure that school staff acquires the understanding and skills necessary to further teachers' ability to integrate technology into classroom instruction in core academic areas, use data to make informed instructional choices, and promote individualized instruction for all students.

Coach's Welcome!

Congratulations on being a part of this initiative!

Throughout the program, CDW•G will be your primary source for professional development on the WINTEL technology platform. Our sessions are just one piece of the overall strategy PDE has developed for CFF coaches. Be sure you have read the handbook provided by PDE that outlines all of the PD activities required of a CFF coach. Before we get started, there are a few important things you need to know.

- Scheduling and communication for all WINTEL-focused courses and events will come directly from CDW•G.
- All messages will be sent to you directly from:
ProfessionalDevelopment@cdwg.com
- The on-site trainer will be carbon-copied on all invites and reminders. This will allow you, the coach, to begin building a relationship with your facilitator prior to training day.

CDW•G Strategy

The CDW•G Team provides Professional Development Training and Consulting that enables educators to build creative strategies to enhance teaching and learning experiences using technology. Our educational solutions are designed to provide the highest quality learning for your students and professional development resources to address teacher needs and goals. Full adoption of the CFF model ultimately leads to improved student success, student achievement of the Pennsylvania state standards, and self-sustainability.

Led by a group of certified instructors, professional development sessions are designed to focus on the fundamentals of computer literacy, adoption and mastery of 21st century technology in the classroom, curriculum integration, and classroom management with technology.

What will my teachers receive? (From PDE CFF Handbook) **Open Box Hands-on Workshop for Teachers (required for new teachers each year)**

Hands-on professional development will be provided when equipment is fully installed in your building(s). These sessions will be scheduled according to the installation timeline.

The "Open Box" (OB) course will be held simultaneously at four IUs throughout the state. IU locations will be determined by the installation schedule. These professional learning sessions are organized as a train-the-trainer model for six selected lead teachers per school including you, the coach. The expectation is that the lead teachers will disseminate the information from these sessions to the rest of the school. It is highly recommended that each school's OB participants, as well as the teachers, take an online pre-assessment. It is recommended that the teachers take the pre-assessment as early as possible. This pre-assessment will help gauge the proficiency level of the teachers at each school. **NOTE:** This pre-assessment may not alter the OB sessions since there will be representatives from several schools in attendance, but it will help provide a glimpse into the group to be trained as a whole. Additional information on the assessment will be provided to each coach.

Open Box Sessions Content: (One 3 ½ hour session)

NOTE: Open Box will be facilitated to encourage exploration, as well as new instructional and facilitation styles, keeping in mind the available timeline.

- Welcome/Introduction to Open Box Session facilitated in the hardware centered islands/pods, and overview of the instructional goals for the Open Box sessions.
- Review online and printed resources provided during the OB session.
- Sample the "Forum" - an area to record and share the ideas sparked during the sessions, reflection, and after the training implementation.
- Online Resources (**NOTE:** These resources will be utilized only briefly during the training but will provide a wealth of resources and references in building the Train-the-Trainer model for your school):
 - Open Box Documentation (Including hardware details for all CFF components; technology tools)

- Learning Essentials
- Digital Literacy
- Learn It, Teach It
- Infusing Series – Lessons aligned to PA standards
- Integration Ideas
- Relevant Links to Web Resources and Free Applications
- Sample multidisciplinary lesson integrated with technology peripherals, adopted imaged software and across curricular areas.

Open Box Schedule (You and your teachers will only attend one 3 ½ hour session on one of the dates below):

November 8th, 9th, 29th, 30th

December 13th, 14th

January 17th, 18th, 31st

February 1st, 14th, 15th

Two 3 ½ hour sessions (morning and/or afternoon) will be held simultaneously at four locations across the state on each of the above dates. CDW•G is working to confirm these dates in the following IUs:

West	Central	East
IU 5	IU 17	IU 19
IU 3	IU 8	IU 21
	IU 15	IU 23

CDW•G will invite each coach to the nearest confirmed Open Box sessions after your district’s installation date is confirmed. (EXAMPLE: If your district is to be installed November 24th–25th, and is located in Western PA, then you would receive an invite to the Nov 29th IU 3 or 5 sessions).

The coach will need to complete an online registration form prior to attending an Open Box session. This short form simply confirms the names and e-mail addresses of the coach and up to five teachers. Information will be provided in the invitation.

*Dates and locations are subject to change. Details will be provided by CDW•G. Please direct all questions to ProfessionalDevelopment@cdwg.com.

Coaches’ Expectations

As a coach you will be embarking on a 21st century train-the-trainer professional development journey that will take you through different instructional design models, educational practices and instructor-led practices. The CDW•G sessions will foster your skills as a 21st century educator and guide you through hands-on practicum activities utilizing different software, online resources, and lesson plans, all of which can be used in your school’s “tomorrow.” Each course provides practical, hands-on learning which will assist you in leading your own group trainings throughout the year at your schools.

Through these professional development sessions, the coach will not only learn the basics of how to use specific technology tools, but also how to use the tools to improve teaching and learning in their schools. The CFF coach will play a vital role in conveying this message to their teachers through communication and hands-on teaching with them. The coach will become a fundamental resource to lead teachers and provide support throughout the school year on all technology components of the CFF grant. This support will facilitate effective integration of technology to ensure student achievement.

Sessions will demonstrate a process that will help coaches identify and create training practices that can be turned around and used with their schools. Some of the criterion included in the process is:

- **Assess (Pre)** – Coaches will be led through a process that will help them to identify and create training practices that can be turned around to meet the needs of their teachers by reviewing assessment results and verifying competency levels.
- **Plan and Create** – Coaches will be able to plan and create their own professional development workshops utilizing software, lesson plans and resources shared during the workshops.
- **Provide instruction** - Coaches will provide workshops for their teachers that are driven by the skills that the teachers need to use the technology in the classroom, not by the technology itself.
- **Coach** – Throughout the year the coach will be an essential resource to their teachers and be available to provide on-site support.
- **Assess (Post)** – Continually review with your teachers how well they are progressing by providing constant support and communication.

Coach Course Descriptions

Fall into 21st Century Learning PD:

In this first course coaches will begin their journey by learning leadership skills that will help them understand their roles as teacher-mentors and 21st century educators. Building upon this knowledge, and their pre-assessment results, coaches will create an Individual Learning Plan (ILP) for themselves that they will utilize when engaging their teachers. Coaches will also learn how to access results and generate reports for their schools. Coaches will participate in several projects which highlight 21st century skills, modeling best practices using peripherals and technology tools and creating a training plan for their teachers.

Fall into 21st Century Learning Content:

- Introduction and an overview of the instructional goals for the training sessions
- Review of all online and printed resources provided during the OB session
- Sample the "Forum" – an area to record and share ideas sparked during the sessions, reflections times and after the training implementation

- Projects will utilize various applications and resources including, but not limited to:
 - Learning Essentials
 - Digital Literacy
 - Online collaboration tools (Wikis, Blogs, RSS, etc.)
 - Assessment reports and tools
 - Turnaround training plan

Every project/activity will follow the same model:

- Jigsaw activity around different peripherals and the second one around four core curricular segments
- Facilitator Models Lesson - Students work through the complete lesson followed by a group discussion
- Introduction/Modeling - Facilitator Led
- Group Hands-on - Student/Learner Directed
- Discovery and Exploration - Student/Learner Directed
- Reflection (Presentation and Constructive Critique) - Facilitator led with Student/Learner interaction; Reflection will be directed to PA Standards, New Bloom's, NETS, and 21st century skills as well as Teacher 2.0 instructional strategies space
- Alignment with Standards - Facilitator led - Student/Learner interaction
- Conclusion - Facilitator led - Student/Learner interaction

Step Up To Technology Integration:

Using the prior courses as a springboard, this course will move coaches through a 21st century model lesson plan that utilizes all additional peripherals and resources provided for the project. Coaches will walk away with a sound foundation in technology integration so that they can better support their teachers. Course content includes practical lesson plans as well as online resources.

- Utilizing 21st century digital tools and content to support instruction
- Locating and creating standards-based resources
- Establishing/Building user groups to foster productive peer interaction
- Constructing engaging lessons
- Integrating technology into the curriculum

Step Up To Technology Integration Content:

- Projects will utilize various applications and resources including, but not limited to, the following:
 - Infusing Technology
 - Learn It, Teach It
 - Google Earth and presentation software;
 - Web research & website cross-referencing, etc.;

Every project/activity will follow the model introduced in "Fall into 21st Century Learning" sessions.

Promethean Lesson Plans:

Spread the flame of learning by taking advantage of Promethean's professional development. Coaches will hear from other Activboard users, receive practical tips and tricks, as well as make and take flipcharts which will help you establish and facilitate a community of Activboard users within your districts. Course content includes:

- Locating and creating standards-based resources
- Establishing user groups to foster productive peer interaction
- Constructing engaging lessons
- Integrating technology into the curriculum

Following the two days of PD, the coaches will be asked to deliver two follow-up modules to their respective schools. After the coach completes these two modules, they will be able to schedule a site visit with a Promethean Teaching & Learning Consultant who will work directly with them to identify specific dates and needs.

Polyvision Lesson Plan Creation

- Interactive White Board Introduction
- Lesson Plan Integration
- RM Education Integration
- (Beginner, Intermediate, Advanced)

Photo Finish with Adobe

Cultivate a digital learning environment in which students love to learn, teachers are inspired to innovate, and parents are able to participate.

On Day 1, Adobe will demonstrate the tools in CS3 with a primary focus on InDesign, Photoshop, Illustrator, and Acrobat, with an introduction to Dreamweaver. Learn about the value CS3 brings to the table as Adobe references many of the new features during this presentation.

Experience the power of Creative Suite 3 firsthand on Day 2 as Adobe develops interactive PDFs that can be used in the creation of e-portfolios, presentations or interactive newsletters.

Coaches' Timeline (Cohort 2 Coaches Only)

King of Prussia PaTTAN – For all Eastern PA coaches

Fall into 21st Century Learning PD (one 2-day session per coach)

November 1st-2nd or 5th-6th or 13th-14th or 15th-16th

Step up to Technology Integration (one 2-day session per coach)

January 22nd-23rd or 24th-25th or February 4th-5th or 6th-7th

Photo finish with Adobe

Dates TBD

Promethean Lesson Plans **Required if your school purchased Promethean*

Dates TBD

Polyvision Lesson Plans * *Required if your school purchased Polyvision*
Dates TBD

Pittsburgh PaTTAN – For all Western PA coaches

Fall into 21st Century Learning PD (one 2-day session per coach)

October 30th-31st or November 1st-2nd or 13th-14th or 15th-16th

Step up to Technology Integration (one 2-day session per coach)

January 22nd-23rd or 24th-25th or February 4th-5th or 6th-7th

Photo finish with Adobe

Dates TBD

Promethean Lesson Plans **Required if your school purchased Promethean*

Dates TBD

Polyvision Lesson Plans * *Required if your school purchased Polyvision*

Dates TBD

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What will my technical team receive?

KOP PaTTAN

Nov 7th - Lenovo

Pittsburgh PaTTAN

Nov 8th - Lenovo

ThinkVantage Technologies:

Understanding the value of ThinkVantage technologies: This course will take the technical staff from each district through all aspects of the Lenovo laptop. Applications include Rescue & Recovery, Access Connections, and ThinkVantage System Update. The goal is to help the technical staff understand, implement and support ThinkPads into their environment.

Key Information at a Glance (FAQ)

Q: Whom should I contact about the WINTEL platform Professional Development?

A: E-mail contact - ProfessionalDevelopment@cdwg.com

Q: Where do I access all information about the WINTEL platform?

A: CDW•G CFF Website – www.cdwg.com/PAClassroomsForTheFuture

Q: What will my teachers receive?

A: One 3 ½ hour Open Box (OB) session for five teachers and the coach

Q: When is my school's OB session and how do I register?

A: OB will be held simultaneously at four IUs throughout the state. The coach will need to complete an online registration form for all six attendees (including themselves) prior to attending an Open Box session. CDW•G will invite each coach to the nearest confirmed Open Box sessions after your district's installation date is confirmed. (EXAMPLE: If your district is to be installed November 24th–25th and is located in Western PA, you would receive an invitation to the Nov 29th IU 3 or 5 sessions). You and your teachers will only attend one 3 ½ hour session on one of the dates below:

November 8th, 9th, 29th, 30th
December 13th, 14th
January 17th, 18th, 31st
February 1st, 14th, 15th

Q: At which IUs will the OB sessions be conducted?

A:

West	Central	East
IU 5	IU 17	IU 19
IU 3	IU 8	IU 21
	IU 15	IU 23

The OB sessions will be conducted at a minimum of four locations on each date

Q: Will my OB teachers receive a confirmation of the date and location of their training?

A: All OB participants will receive a confirmation e-mail once they are registered, as well as a reminder e-mail a few days before the session.

Q: What do we need to bring to the OB sessions?

A: Please have all teachers bring their CFF laptops.

Q: What are the dates and locations for the additional coach's sessions I will need to attend?

A: King of Prussia PaTTAN – For all Eastern PA coaches

Fall into 21st Century Learning PD (one 2-day session per coach)

November 1st-2nd or 5th-6th or 13th-14th or 15th-16th

Step up to Technology Integration (one 2-day session per coach)

January 22nd-23rd or 24th-25th or February 4th-5th or 6th-7th

Photo finish with Adobe

Dates TBD

Promethean Lesson Plans **Required if your school purchased Promethean*
Dates TBD

Polyvision Lesson Plans ** Required if your school purchased Polyvision*
Dates TBD

Pittsburgh PaTTAN – For all Western PA coaches

Fall into 21st Century Learning PD (one 2-day session per coach)

October 30th-31st or November 1st-2nd or 13th-14th or 15th-16th

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January 22nd-23rd or 24th-25th or February 4th-5th or 6th-7th

Photo finish with Adobe

Dates TBD

Promethean Lesson Plans **Required if your school purchased Promethean*
Dates TBD

Polyvision Lesson Plans ** Required if your school purchased Polyvision*
Dates TBD

Q: What do I need to bring to the Coaches' trainings?

A: Please bring the CFF laptop you have received as well as the Coaches Playbook notebook you received/will receive.