<div align="center">One-Hour Technology Workshop: Lesson Plan</div>

Professional Development Overview: This workshop will assist teachers in creating and managing an interactive calendar on their teacher webpages. Goals are derived from Brantley County Middle School's 2015-2016 School Improvement Plan to bridge the communication gap between teachers and parents.

District Name	School Name	Principal	Workshop Leader	Length of Workshop
Brantley	BCMS	Dr. Angela Haney	Sarah Miller	One Hour

1. Professional Learning Goals

No.	Goal/Objective	NETs-T Standard	"Learning Forward" Standards	Identified Groups	Rationale
1	At the end of this workshop, teachers should be able to <u>create</u> an interactive calendar and embed to their teacher webpage/site.	3.b 3.c 5.d	Standards: 1, 2, 3, 4, 5, 6, 7[1]	7th and 8th Grade Content Teachers (math, ELA, science, social studies)	Adding this resource to teacher webpages/sites will increase parents' access to information regarding their student's assignments.
2	At the end of this workshop, teachers should be able to <u>manage</u> an interactive calendar that is embedded to their	3.b 3.c 5.d	Standards: 2, 3, 4, 6, 7[2]	7th and 8th Grade Content Teachers (math, ELA, science, social studies)	Managing this resource to teacher webpages/sites will increase parents' access to up-to-date information regarding their student's assignments.

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[1] Learning Forward Standards relating to this workshop.
[2] Learning Forward Standards relating to this workshop.

	teacher webpage/site.		

2. Professional Learning Activities and Strategies

PL Goal	Activity	Strategy/Tactic	Follow-Up Activity (as needed)
1	One Team-Teacher will create a new Google Calendar, give it a title, and add other teachers as collaborators.	-Model, Observe ("I Do, You Do") -Tactic 3: Clarify Message[3] -Tactic 6: Understand School Culture[4]	No follow-up should be needed; instructor will ensure steps are correct before moving on.
1	One Team-Teacher will embed this new calendar to the team's website.	-Model, Observe ("I Do, You Do") - -Tactic 3: Clarify Message[5] -Tactic 6: Understand School Culture[6]	No follow-up should be needed; instructor will ensure steps are correct before moving on.
2	All teachers will add events (at least benchmark dates) to their shared, embedded calendar.	-Experiential Learning -Tactic 5: Confront Reality[7] -Tactic 7: Manage Change Effectively[8]	-One-on-One Coaching Sign-Up -Small-Group Coaching Sign-Up -Tutorial Videos for refreshers
2	All teachers will add attachments to the events previously created	-Experiential Learning --Tactic 5: Confront Reality[9]	-One-on-One Coaching Sign-Up -Small-Group Coaching Sign-Up

[3] Knight, J. (2007). *: A partnership approach to improving instruction*. (pp. 204-205). Thousand Oaks, CA: NSDC.

[4] Knight, J. (2007). *A partnership approach to improving instruction*. (pp. 210-211). Thousand Oaks, CA: NSDC.

[5] Knight, J. (2007). *partnership approach to improving instruction*. (pp. 204-205). Thousand Oaks, CA: NSDC.

[6] Knight, J. (2007). *partnership approach to improving instruction*. (pp. 210-211). Thousand Oaks, CA: NSDC.

[7] Knight, J. (2007). *partnership approach to improving instruction*. (pp. 208-210). Thousand Oaks, CA: NSDC.

[8] Knight, J. (2007). *partnership approach to improving instruction*. (pp. 211-213). Thousand Oaks, CA: NSDC.

[9] Knight, J. (2007). *nership approach to improving instruction*. (pp. 208-210). Thousand Oaks, CA: NSDC.

to their shared, embedded calendar.	-Tactic 7: Manage Change Effectively[10]	-Tutorial Videos for refreshers

3. Essential Resources/Materials

PL Goal No.	Resources/Materials	Implementation
1	How-to-Guide: Embed Calendar	This will be linked in the agenda and on Google Classroom: .
2	How-to-Guide: Add Events and Add Attachments	This will be linked in the agenda and on Google Classroom: .
1, 2	How-to-Guide: Embed Calendar and Add Events with Attachments	This is the first two How-to-Guides combined into one pdf and will be linked in the agenda and on Google Classroom:
1, 2	Promotional Email	This email will be sent out one week prior to workshop
1, 2	Agenda	This will be attached in the promotional email and linked on Google Classroom: .
1, 2	Tutorials Website	This will be linked in promotional email, agenda, and on Google Classroom: .

ruction   [10]   Knight, J. (2007).   . (pp. 211-213). Thousand Oaks, CA: NSDC.

4. Evaluation

PL Goal No.	Evaluation Summary	Evidence
1	Because only elected "Website Leaders" created and embedded the calendar, all were successful in this PL Goal. Most had prior Google Calendar experience and are considered to be "tech savvy" by their team's teachers. All of the team websites have a correctly shared, embedded Google Calendar.	-Teacher Websites correctly display a shared, embedded Google Calendar -Data Results & Narrative
2	Because ALL teachers had to meet this PL Goal, this took more support for some than others. The goal includes managing the calendar, which requires on-going application of this skill. According to the evaluation survey, all teachers reported that they acquired the skills needed. However, one teacher admitted that he will likely forget this.	-Teacher Websites routinely display upcoming assignments, projects, and/or tests with attachments -Data Results & Narrative