



Technology Integration Progress Program

Granite School District



Granite Educational Technology Challenges

Challenge	Cause	Solution
Resources are difficult for teachers to find	<ul style="list-style-type: none">● too many clicks● too many locations	TIPS Cards , edtech.fun
School Technology Specialists (STS) were not getting into classrooms as much as they desired to	<ul style="list-style-type: none">● time● admin and teacher awareness of training opportunities	School-wide progress report , Teacher tracker
STS and Library Media Educational Technology Specialists (LMETS) were left on their own to create trainings and find resources	<ul style="list-style-type: none">● need for more training● no library of resources	Friday department meetings connected to training menu

Purpose of T.I.P. Cards

- Easily accessible tech tutorial for teachers to use as a quick reference
- Encourage teachers to try something new with a quick introduction to possible new technology training topics
- Refer back to a training topic covered during an STS/LMETS training
- Link to more comprehensive tutorials on the EdTech department website



Process of Creating T.I.P. Cards

Leveled skills identified on the Teacher Tracker were broken down into Sub-Skills.

- Level 1: Communication Tools
 - Outlook, Skype, Organizing Email, Creating Distribution Lists, etc.

First set of TIP Cards were chosen based on:

- Skills and information teachers would need at beginning of the year
- applicable to a wide range of teachers
- Inclusion of at least one sub-skill per training topic

Initial set of 36 cards were distributed early in the school year. Smaller sets will be created to give out in the future.



Types of T.I.P. Cards

- Tech tool training cards
- Basic troubleshooting cards



Basic Computer Troubleshooting



Knowing a few basic technology troubleshooting skills will help you quickly solve some of the common technology issues you may face. Please place a work order for any technology issue you cannot resolve yourself.

basic.edtech.fun

Visit us for additional resources and a complete tutorial!

If your computer or monitor won't turn on:

1. Check the power cord where it attaches to the back of the computer or monitor to make sure it is plugged in tightly.
2. Check the power cord where it attaches to the surge protector to make sure it is plugged in tightly.
3. Check to make sure the surge protector is plugged into the outlet and turned on.

If your computer will not log in or connect to the Internet:

1. Check the back of the computer where the blue Ethernet cable attaches to see if the lights are flashing.
2. If there are no flashing lights, check the blue Ethernet cable to make sure it is plugged in correctly both the the computer and the wall port.

If your computer is operational but a program seems to be running improperly or won't open, restart your computer.

If these steps do not resolve your issue, please put in a work order to inform your STS or LMETS of the issue so he/she can help you to resolve it.

T.I.P. Cards Format

Top of card:

- Skill level (identified in corner and by card color)
- Training topic

Sidebar Box:

- General explanation/introduction of sub-skill
- Short-link to website for more in depth training

Main body:

- Detailed enough instructions to be useful but short enough to fit on a card

Communication Tools





Skype Basics

With Skype for Business, you can message, call and share your screen with others in the district.

com.edtech.fun

Visit us for additional resources and a complete tutorial!

You will need to **find Skype in your Start Menu** and open it the first time you log in to a computer to connect your Polycom phone. After you open Skype the first time, it will open automatically.

1. **To find someone through Skype**, begin typing their last name in the "Find someone or dial a number" field. This will search through our district's global address list.
2. **Hover over the profile picture or icon** next to the name of the person you would like to contact. This will bring up the quick action buttons.
3. **Click on the quick action button** for how you would like to contact that person. Quick action buttons include (from left to right):
 - IM
 - Call
 - Video Conferencing
 - Contact Card
 - Other
4. You can also make phone calls by directly dialing a number on your Polycom phone.



T.I.P. Resources Page

- One place to connect teachers to help and training resources
- Provide additional in depth content for T.I.P. Card topics (video tutorials, screenshots, hyperlinks to additional resources, etc.)
- Built within our public district/department website, which aids in accessibility and searchability, encourages community outreach





The screenshot displays the Granite School District website's Technology Integration Progress Resource Pages. The page features a navigation bar with links for Home, Board, Schools, Departments, Calendar, and Contact. Below this is a secondary navigation bar with links for Educational Technology, About Us, Technology Guidelines, Digital Tools + Resources, and #GSDEdTech Blog. A breadcrumb trail shows the path: Granite School District > Educational Technology > Technology Integration Progress Resource Pages. The main heading is "Technology Integration Progress Resource Pages" with a graphic of five icons representing different topics. The page is organized into three levels of topics:

- Level 1 Topics**
 - Basic Computer Skills
 - Gradebook
 - PLAN
 - Beginning Chromebooks
 - Presentation Tools
 - Digital Citizenship
 - Curriculum Programs
 - Communication Tools
 - SAFARI Montage and Video Resources
- Level 2 Topics**
 - Information and Media Literacy Skills
 - Reading and Literacy Resources
 - Student Collaboration Using Google or Office 365
 - Connecting with the Community
 - Professional Learning Networks
 - Using a Learning Management System
 - Research for all ages using Utah's Online Library
- Level 3 Topics**
 - Blended Learning
 - Create Formative Assessments
 - Global Collaboration

On the right side of the page, there is a search bar labeled "SEARCH GSD WEBSITE", social media icons for Facebook, Twitter, and YouTube, and a section for "LATEST NEWS AND DIGITAL RESOURCES" featuring articles like "Teacher Spotlight: Tiffany Pontius, Truman Elementary" and "OverDrive: Big Library Read + What's New | October 2017". At the bottom right, there is a Twitter feed showing a tweet from @EdTechGSD.

Lessons Created in Friday Meetings

- STS and LMETS work collaboratively to create lessons or trainings based on the training menu topics.
- Their work is archived on a shared department Canvas course.

1	Presentation Tools	Google Slides, PowerPoint, Powtoon, HaikuDeck, HyperDocs	E: 5b, 5c, 6d, 7a S: 1c, 4a, 6a, 6b, 6c, 6d	K-2 <ul style="list-style-type: none"> • All About Money HyperDoc  (Bennett, Woolley, Riebe, Peoples) • K-1 Beginning Skills Interactive  (Robinson, Taylor, Moore, Fenton, Reidford) • Exploring Digital Skills in 1st Grade  (Fox, Evans, Tinsley, Walden) 3-6 <ul style="list-style-type: none"> • Community Environment Shapes Culture - Native Americans  (Duford, Phipps, Hanson, Butterfield) • Google Drawings HyperDoc  (Pontius, Sanders, Unander, Sparks) Alternate Version  7-8 <ul style="list-style-type: none"> • LanSchool for Teachers with Chromebooks  (Edwards, Blattman, Larsen) • OverDrive HyperDoc  (Sauthoff, Mondragon, Middleton, Butcher) • Elements of Literature TED Ed Lesson  (Hamilton, Ingram, Curran) 9-12 <ul style="list-style-type: none"> • Fake or Not? HyperDoc  (Wyness, Thompson, Smedberg)
1	Digital Citizenship	Internet Safety (password), Digital Footprint	E: 3a, 3c, 3d S: 2a, 2b, 2d	K-2 <ul style="list-style-type: none"> • Digital Citizenship Lesson Plan  (Plott, O'Maley, Harris, Kerby)

Top Posts for 30 days ending 2017-11-02 (Summarized)

[7 Days](#) | [30 Days](#) | [Quarter](#) | [Year](#) | [All time](#)

2017-10-03 to Today

Title	Views
Canvas	2,282
Gradebook	2,191
The Portal	1,848
Canvas	1,216
New Digital Citizenship Posters	351
Educational Technology	327
Digital Citizenship	307
Home page / Archives	214
OverDrive: Granite School District's Digital Library	204
Grant Resources from Google for Education	191
Technology Integration Progress Resource Pages	185
Google Classroom	146

Initial Feedback: Page Views