In an effort to provide as many high quality on-campus professional development opportunities as possible at the beginning of the school year, the CITS team has put together a menu of trainings that administrators may choose from. We hope you will take advantage of these back-to-school offerings during your campus staff development days, **August 11-17th**.

In addition to these back-to-school trainings, we would like to offer you the opportunity to schedule one hour, after school trainings on your campus during the Fall 2016 semester.

**Important:**
- **At 9:00 AM on Thursday, March 24** you will be emailed a link to the **Back-to-School & Fall Semester Training Request Form**. This form will allow you to request Tech Integration Professional Development on your campus.
- The deadline for submitting your training requests is: **Thursday, April 7, 2016**
- Trainings will be scheduled on a first-come, first served basis.

The attached pages will assist you in planning your training requests, so that when the form is released on Thursday, March 24, you can quickly input your requests.
# Back to School with the CITS Team

## PLANNING WORKSHEET

### SCHEDULE AT-A GLANCE

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<th>TIME</th>
<th>MONDAY, 8/8</th>
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- **New Teacher Orientation**
- **OPT 16**
- **TEACHER WORKDAY**
REQUIRED TIME: 10 MIN PRESENTATION + 40 MINUTE WORK TIME = 50 MINUTES

Whole Campus Training

The Tech-Check will take approximately 10 minutes to facilitate in whole-group, then approximately 40 minutes of teacher time in classrooms. During teacher time in classrooms, staff members are asked to complete a tech checklist, and report any issues they find via the LCISD Help Desk web portal: http://helpdesk.lcisd.org

The CITS Team Will Provide:
- PowerPoint File - to present to your whole campus
- Handouts - to give to your whole campus before dismissing them to conduct their Tech Check
- Step-by-Step Tech Check Guide for all staff members to complete
- Analytics that let you know which staff members have completed their Tech Check

My campus will complete their Tech-Check:

☐ Thursday, August 11 (Preferred)
☐ Friday, August 12 (Preferred)
☐ Monday, August 15
☐ Tuesday, August 16
☐ Wednesday, August 17

_________ Approximate Number of Staff Members to Receive Handouts
Back to School Training Menu

YOU MAY SELECT ONE OF THE OPTIONAL TRAININGS BELOW:

**Amazing Race**

Jump-start your year by challenging staff members to complete a Back-to-School Amazing Race!

How it Works:
- CITS Team will provide your staff members with the tools they need to be successful using Office 365 + OneNote, and then engage them in completing hands-on tasks focused on ensuring their classroom technology is ready to roll!
- Teachers will complete their tasks and “turn in evidence” in order to unlock the next part of the race.
- Winners can be rewarded however you see fit! (A group reward may be in order when your whole campus completes the race!)

**Choose Your Own Adventure**

Unleash the power of choice on your staff and allow them the opportunity to choose their own learning adventure!

How it Works:
- You choose 4 trainings from our list.
- Members of the CITS Team will lead each of your 4 chosen trainings.
- Each 50 minute sessions will be offered twice, over 2 hours.
- Teachers choose to attend the two sessions that will make the most impact on their classroom instruction.

**REQUIRED TIME:** 2 Hours  
**ACTION TO TAKE IF SELECTED:** None

**REQUIRED TIME:** 2 Hours  
**ACTION TO TAKE IF SELECTED:** Choose 4 Sessions from Training Menu

Choose a Training Day & Time:

- **AUGUST 11**  
  8:30 AM or 1:00 PM
- **AUGUST 12**  
  8:30 AM or 1:00 PM
- **AUGUST 15**  
  8:30 AM or 1:00 PM
- **AUGUST 16**  
  8:30 AM or 1:00 PM
- **AUGUST 17**  
  8:30 AM or 1:00 PM
Training Menu

REQUIRED TIME: 2 HOURS  
Session Duration: 55 min

Below you will find a list of available sessions for the "Choose Your Own Adventure" PD format. you will be asked to select 4 sessions for the CITS Team to offer on your campus, keeping in mind that teachers will be asked to select only 2 of the trainings you choose to offer.

SESSION OPTIONS:

10 Tools to Hack Your Classroom
As teachers, we are constantly trying to keep up with the rigorous day-to-day demands of our job: grading, planning, contacting parents, etc. How can we ever keep up? Join us in this session to learn how some simple tools such as Sway and Office Mix can help you "hack your class" to boost your productivity and give you more time to do what matters: Work with students!

Digital Citizenship:101
As teachers, we’re acutely aware of the tight-rope our students walk online. Join us to learn some tried and true ways to engage students in the effective use of technology and positive citizenship skills to keep them safe and secure online.

Get Social with a Class Facebook Page
Special Requirements: Computer Lab or Laptop Cart

Ready to highlight what’s going on in your class on a frequency most parents are already tuned into? Look no further than Facebook! During this session we’ll walk through the ins and outs of creating a class Facebook page. Participants will become familiar with not only what and when to post, but how to fine tune page settings to get the most impact from each post.
iPad Management
The iPad is fast becoming a norm in today's classroom. Teachers are excited to incorporate them in their students' learning but often become frustrated with the management aspect of the devices. This session will walk through best practices for keeping your iPads current and organized. Learn about restrictions, guided access, and much more.

iPad Product Creation
Tired of "Drill and Kill" apps being used in your classroom. Do you want to reach those higher levels of Bloom's Taxonomy in a fun way? Why not use an iPad? In this session, you will not only learn about some great apps to use for creation, but also, some classroom management tips that will get the creative juices flowing.

It's Recess Time at the Tech Playground
Special Requirements: Large Area with Tables

Come play with us in the tech playground! During this open-ended session we'll spend time discovering and experimenting with technology resources that are available for check out from the district technology closet. We'll also engage in some powerful round-table discussion focused on how to use these tools to boost student achievement.

LCISD's Best Kept Secrets
Do you remember finding that shiny gold Easter egg in the most obscure hiding place when you were a kid? Come experience that feeling again as we discover technology "Easter eggs" that will help you calm the "chaos" of your daily teacher life. Finding these little gems, will make you do a happy dance, & dramatically improve your productivity!

Let's Get Visual with Infographics
So many of today's learners "learn by seeing." Enter the power of the infographic, a visual representation of information, data or knowledge. Join us as we explore simple, easy-to-use tools for creating and assessing these engaging visual representations, and you'll have your students creating their own, in no time!

Office 365 with Students
Special Requirements: Computer Lab or Laptop Cart

All LCISD students grades 3-12 have an Office365 account. Come discover how introducing your students to this powerful resource can make everyone's life easier!

OneNote with Students
Special Requirements: Computer Lab or Laptop Cart

Feeling comfortable using OneNote as a personal productivity tool and ready to try it out with learners? Come explore some real world examples of how OneNote can be used as a collaborative tool in the classroom.
Rediscover, Discovery Ed!

*Special Requirements: Computer Lab or Laptop Cart*

Discovery Education is a district resource with untapped potential & limitless possibilities! In addition to Discovery's robust library of educational videos, teachers have access to their collection of educational images, songs, ready-made lesson plans. Join us as we explore the many facets of Discovery Education and leave prepared to use these tools to make a huge impact in your classroom.

**Skype in the Classroom**

Looking for a place to hold online tutorials? Ready to give your classroom a window to the world? Using Skype, you can connect students across town, or around the globe. Learn how to bring in industry experts, or take virtual field trips with this simple-to-use tool. Join us as we learn how to connect with other educators, find 21st century inspired lesson plans, start a collaborative project and more from Skype in the Classroom.

**Speed Geeking**

*Special Requirements: INTERACT Participants and/or Curriculum Coaches willing to show what they know!*

Capitalize on staff expertise during this "Speed Geek" session! During this high-impact learning activity, participants will move from station to station, learning from a "Geek" squad made up of past INTERACT participants, your campus curriculum coaches, and members of the CITS team. Each of these "Geeks" will present a brief, 5-7 minute overview of a particularly effective tool or instructional strategy that they have used successfully in the classroom. Participants will leave this training energized to give innovative tools & strategies a try in their own classrooms!

**Start the Year off Right, with your Teacher Webpage!**

*Special Requirements: Computer Lab or Laptop Cart*

The need for communication between teachers and their students/family continues to grow. With the schedules of those involved filling more and more each day, the opportunity for face to face contact dwindles. A teacher webpage is a great way to maintain positive contact with your audience in a way that can fit everyone’s schedule. Come and discover how you can easily create and manage your own campus webpage. Participants will walk away from this session with a class site started and ready for the new school year.

**Team Collaboration in OneNote**

*Special Requirements: Computer Lab or Laptop Cart*

Get off on the right foot with OneNote, the ultimate productivity tool. Join us to learn hands-on how to use OneNote to organize ALL of your campus, department and team resources. Learn to take advantage of OneNote’s powerful internal search engine to keep the files you need, right at your fingertips! Create a campus, team, or department "brain trust" with OneNote by sharing notebooks & working collaboratively. This powerful tool will free up space on your desk, bookshelves, and filing cabinet as you learn to use it to access files from any computer!

**Turn Minecraft into Yourcraft**

*Special Requirements: Computer Lab*

Students around the world are obsessed with Minecraft. How can we leverage their interests and bring learning to life? Come discover how to turn those student Minecraft conversations into learning through Minecraft for Education. In this session participants will see how simple it is to get started and how to use Minecraft to "craft" their curriculum.
Training Menu

REQUIRED TIME: 1 HOUR   Session Duration: 55 min

In addition to the August 11-17th back-to-school trainings, the Technology Integration Team would like to offer you the opportunity to schedule one hour, after-school trainings on your campus during the Fall 2016 semester. These trainings will be delivered by members of the CITS team. You may choose up to 3 of the sessions below to be offered as required or optional staff trainings during the Fall semester.

Elementary -
Sessions will be offered on your campus, from 3:15-4:15 PM. DMA credit will be tracked in ASCEND.

Secondary -
Sessions will be offered on your campus, from 4:00-5:00 PM. DMA credit will be tracked in ASCEND.

SESSION OPTIONS:

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50 Folks to Follow: Build Your PLN
Join a community of self-motivated life-long learners through the power of Twitter! During this training, educators will be challenged to grow their Personal Learning Networks through the discovery of key educators on Twitter, become familiar with how to take advantage of Twitter’s robust educator community, and learn how to join the conversation!

BYOD Best Practices
Explore the role mobile devices can play in the classroom and how to engage students with educational apps. In this session, we will not only discuss research and pedagogy of BYOD environments, but will also feature multiple educational mobile apps and management tips for students using mobile devices in the classroom. Don’t forget-Bring Your Own Device!
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