**Thread:** Professional

**Subgroup:** New Tablet PC Users

**Foci:** Open to all faculty

**Program Title:** PC Tablet Training

**Contact Person/Office:** Mike Lackner, Academic Technology Coordinator

**School :** Loyola Blakefield

**Program Description:** The program intends to train new Tablet PC users in the integration of Tablet PC laptops for their classroom instruction, professional development, and professional and personal productivity.

The goals of the program are:

1. To implement a Tablet laptop technology program for faculty which provides additional opportunities for 21st Century teaching and learning experiences, while supporting professional development goals and improving professional and personal productivity.

2. To provide our faculty with the necessary tools to enrich, engage and empower our 21st Century learners with rich, authentic, multisensory lessons and learning experiences.

3. To provide our faculty the flexibility to continue their own professional development both at school and at home with a standardized and consistent Tablet laptop. This ensures equal technological access, among all faculty, at school, in the classroom, and at home.

4. Continue to build and support the necessary infrastructure to support a wireless Tablet laptop program.

**Rationale:** The technology department developed an in-house training program for all new Tablet users. The professional development experience included collaboration, self-direction, and accountability. The program developed a cohort of on-campus Tablet PC experts who function as tech-support for the next generation of Tablet PC users.

**Leadership:** The technology department developed the program with the support of all school administrators and included faculty trainers.

**Implementation:** The Assistant Principal for Faculty Development, the Academic Technology Coordinator, and the cohort of in-house faculty trainers.

**Processes and Resources:** In June, new Tablet users attend a three-day training program wherein they receive the new Tablet. They then receive training from the cohort of in-house faculty trainers. Please see the attached training schedule ([Tablet\_Training\_Seminar\_Agenda\_June\_2011](#Training_agenda)) for a more detailed description of the processes. Also attached:

1. [Tablet PC requirements](#Training_Requirements)

2. [Tablet PC Pilot Goals and Vision](#Training_Vision)

**Finances:** The Tablet PC laptops were purchased through a grant from the Mothers’ Club and a capital expenditure.Trainers received a $500.00 stipend through Title II funding.

**Rewards:** Participants receive a Tablet PC for personal and professional practice for four years. Beyond the use of a laptop, participants experienced increased mobility and efficiency in the classroom, and increased technological proficiency. They are recognized by their peers as teacher leaders. Teachers are motivated by the work of creating, sustaining, and advancing Tablet PC initiative. Best professional practices contribute to the personal growth of educators.

**Time (When/Length): F**or new participants, training occurs for three days in June. The cohort of Tablet PC trainers meets in advance to plan training for the next group of users. Follow up, both electronically and in person, continues throughout the year.

**Location (Space):** Training takes place on campus.

**Accountability/Assessment:** Cohort training evaluates the strengths and weaknesses of the training sessions. Participants complete a thorough and specific program evaluation after training.

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| **L.pngFujitsu_tablet.jpgLoyola Blakefield Tablet PC Training Seminar June 8-9, 2011** | | | |
| **Time** | **Wednesday** | **Time** | **Thursday** |
| **7:45**  **8:00**  **8:30**  Burk 16 | **Trainer Planning Meeting**  **Refreshments**  **Welcome and Tablet Nuts and Bolts**  Tablet Dissemination, First Logins, Contracts | **7:45**  **8:00**  **8:30**  Burk 16 **Bu** | **Trainer Planning Meeting**  **Refreshments**  **Welcome, Technical Issues, Goals for Day 2** |
| ***9:00***  Burk 16 | **Fujitsu Tablet 101**  Anatomy, Features, Settings and Customizing Your Tablet | **8:45**  Burk 16 | **OneNote Introduction and Basics** |
| **10:00**  Burk 16 | **Getting Comfortable with Your Tablet PC: Inking in Word** | **10:00**  Burk 16  **10:50** | **Experienced Users Share Various OneNote Uses**  Break |
| **10:55**  **11:05**  Burk 16 | *Break*  **Tablet Logistics (Use at Home & School)**  Use at home will be discussed (connecting to home network, file sync, filters at home, Citrix, and more) | **11:00**  **TBD** | **Interest Based Choice Session #1** Topics to Include:  More OneNote  Office Inking (Word, PPT, Outlook, Snipping Tool)  Windows Journal  Sandbox Time |
| **12:00** | **Lunch:** Sandwiches from Eddie’s |
| **12:40** Burk 16 | **Getting Comfortable with Your Tablet PC: Inking in Outlook** | **12:30** | **Lunch:** Pizza from Pasta Mista |
| **1:00**  Burk 16 | **Getting Comfortable with Your Tablet PC: Inking in PPT** | **1:15**  Burk 16 | **Reflection, Sharing and Follow Up** |
| **2:00**  Burk 16  **2:30**  **2:40** Burk 16  **3:45** | **Getting comfortable with Your Tablet PC: Snipping Tool**  Break  **Windows Journal**  Wrap up, Survey and Feedback, and Homework Reminders | **1:45**  **TBD** | **Interest Based Choice Session #2** Topics to Include:  More OneNote  Even More OneNote (prerequisite “More OneNote” AM session)  Office Inking (Word, PPT, Outlook, Snipping Tool)  SMART / Tablet Integration  Sandbox Time |
| **4:00-4:45** | Trainer debrief and planning meeting. | **3:45** | Wrap up, Resources, Next Steps, Survey Happy Summer ☺ |



