

5/3/22	CHECKLIST FOR THE DAY		
	Sign in at Main Office or sign in digitally here		
Time/Location	Topic	Explanation	Groupings
8:00 – 8:30 GTH (Cafeteria)	Breakfast Overview of Agenda	Teachers may sit wherever they like and eat breakfast. At around 8:15 or 8:20, the principal will address the staff/faculty and give an overview of the purpose (i.e. the Why) of the day's in-service and the schedule/agenda.	All Staff
8:30 – 10:00 locations listed by rotation	Rotations (25 min each) 1. ISTE Standards (GTH) 2. Triple E Framework (Library) 3. PLNs Overview (Auditorium) 1 st Rotation – 8:35-9:00 2 nd Rotation – 9:05-9:30 3 rd Rotation – 9:35-10:00	Faculty will go to three different seminars on the three listed rotations. Rotations will be led by a pair of administrators each. Groups will be based on department for simplicity and to ensure teachers get to work with multiple departments. By 10:00, every teacher should have been to all three rotations. Station 1 will give an overview of the ISTE standards, with a focus on digital citizenship and the importance of teaching students to be a good digital citizen Station 2 will review the Triple E Framework, which we will be using to evaluate tech tools for how well they align with student learning outcomes. It will also discuss how to use the rubric to evaluate tech tools. Station 3 will give an overview of what Professional Learning Networks (PLNs) are, why they are important, and how to form them.	Small Groups Group A (1, 2, 3): Science, English, SPED Group B (2, 3, 1): Math, Social Studies, Fine Arts Group C (3, 1, 2): CTE, PE/JROTC, World Lang, ELL
10:00 – 10:15	BREAK	N/A	N/A
10:15 – 11:50 teacher classrooms or GTH	Set-up Account (5 min) Choose Webinar (10 min) Webinars (60 min) Reflection (20 min)	Teachers will create a free EdWeb.net account. Once accounts are created, teachers will get about 10 minutes to search through the available webinars and choose one they're interested in. They should watch the webinar and take notes, then take the quiz. Once the certificate is available, teachers will submit to a Google Form (provide QR Code)	Individual
11:50-12:00 teacher classrooms or GTH	Choose Post-Lunch Stations	Teachers will get a description of each of the available Tech Talk stations that they will visit after lunch. A Google Form (QR Code) with Choice Eliminator will be used for teachers to sign up for their 1 st , 2 nd , and 3 rd stations. With Choice Eliminator, only 30 slots will be available per station. Once all 30 slots are filled, teachers will not be able to select that station during that time period. This is to prevent overcrowding in rooms.	Individual