

Technology Program Plan 2015-16

<i>Project Area</i>	<i>Task Owner(s)</i>	<i>Due Date</i>	<i>Status</i>	<i>Delegates</i>	<i>Comments</i>
Professional Development					
SIS					
<i>Initial FCPS Training</i>	<i>Hamlin</i>	<i>8/18/15</i>	<i>Completed</i>		Attendees: Lara, Graziani, Sawyers, Veinbergs, Reinheimer, Galitzer, Hubbard G., Reves, Coe, Noble
<i>Non-Core Dept Training</i>	<i>Hamlin, Facemire</i>	<i>8/28/15</i>	<i>Completed</i>		Non-core department reps trained 8/28 (1-3pm) in room 131
<i>Set Up MyPLT SIS Training Course</i>	<i>Facemire</i>	<i>8/26/15</i>	<i>Pending</i>		Set up MyPLT trainings for the school-based SIS trainings. IT is providing each school a course in MyPLT (IT-8229 School Based SIS Training) with the school faculty enrolled. SBTS will utilize this course to mark teachers complete when they have been provided the Gradebook training.
<i>Dept Turn-Around Training</i>	<i>Dept Reps</i>	<i>9/21/15</i>	<i>Completed</i>		Departmental trainings
<i>Team Level Check Gradebook Confirmation</i>	<i>Facemire</i>	<i>9/21/15</i>	<i>Completed</i>		Teams confirm their SIS gradebook set-up and attain approval from Zina. All teacher gradebooks should be checked prior to 9/21 to ensure policies included in grading and reporting to parents and school-wide expectations are evident. All but English--they didn't come to Zina--only sent CT leads.
<i>Admin Training</i>	<i>Facemire, Hamlin</i>	<i>9/4/15</i>	<i>Completed</i>		Zina does a training for the Admin team on Gradebook Admin.
<i>"Just In Time" Training</i>	<i>Facemire</i>	<i>9/18/15</i>	<i>Completed</i>		Training for entire staff on how to create and send progress reports and posting interim/quarter grades. Handouts went out with K. McMahon's Need to Know about Interim grades.
<i>Close Out SIS MyPLT Training</i>	<i>Facemire</i>	<i>6/1/16</i>	<i>Pending</i>		Waiting on SIS training to be completed for all faculty members. Ongoing throughout the year
Evaluation Process					
<i>Videos for the new Evaluation Process</i>	<i>Facemire, Hamlin</i>	<i>TBD</i>	<i>Pending</i>		Awaiting video overviews on the new evaluation process for teachers (and teacher viewing)--where are these coming from?
Microsoft Office 2013					
<i>Online Tutorials</i>	<i>Facemire</i>	<i>10/30/15</i>	<i>Not Started</i>		<i>Zina will post online tutorials that provide information on MS 2013 updates. This will be communicated through the opening tech e-mail. Zina will have done by 10/30</i>
Blackboard					
<i>Tutorial</i>	<i>Facemire</i>	<i>10/30/15</i>	<i>Not Started</i>		<i>Zina will create a tutorial for students on how to access Blackboard (for new students)</i>
Google					
<i>Tutorial</i>	<i>Facemire</i>	<i>10/30/15</i>	<i>Not Started</i>		<i>1 pager on how to use Google forms/docs (for students); look for's for students when it comes to using Google</i>
Quick Fixes					
<i>One-Pager for Staff on Logistical Quick Fixes</i>	<i>Facemire</i>	<i>10/30/15</i>	<i>Not Started</i>		<i>For Teachers: How to add students to Blackboard, how to add students to a Google classroom, resetting passwords, and other pertinent areas</i>
Smart Notebook Software					
<i>Interactive Board and Software Trial</i>	<i>Facemire</i>	<i>10/30/15</i>	<i>In Progress</i>	<i>Tania Contreras</i>	<i>Zina will connect Tania with the software, which in turn Tania will pilot and report back.</i>

Laptops					
New Laptops					
<i>Distribution 1</i>	Facemire	9/4/15	Completed		Final imaging finished 8/14; E-mail sent from Zina on 8/17 to invite teachers (again) to come in and pick up laptops. Waiting on Admin to pick up laptops. Email sent again to admin on 10/21
<i>Distribution 2</i>	Facemire	8/31/15	Completed		Zina is confirming the logistics of long term subs getting a laptop and account
Laptop Carts					
<i>Allocation 1</i>	Facemire	8/28/15	Completed		Zina is re-assessing the location of laptop carts, will update this and communicate, and then finalize distribution equitably
<i>Allocation 2</i>	Facemire	8/28/15	Completed		3 new laptop carts created (1 to Photojournalism; 3 TBD)
<i>Place Laptop Cart Location Maps in Staff Handbook</i>	Facemire	10/16/15	Completed		Copy of map sent to IC members, admin
Communication					
E-mails					
Website					
<i>Post Parent VUE video</i>	Facemire	8/31/15	Completed	Amy Stoll	Post the Parent VUE link and provide a brief introductory text.
Assets					
SmartBoards					
<i>Allocation 1</i>	Facemire, Hamlin	10/16/15	Completed		SmartBoards were allocated but now locations need to be confirmed so as to meet the needs of all departments. 10/7: Zina is confirming the locations of SmartBoards building-wide
LCD Projectors					
Presentation Carts					
<i>Allocation 1</i>	Facemire	8/28/15	Completed		Zina has secured 8 new presentation carts--need to distribute
<i>Audit</i>	Facemire	8/21/15	In Progress		Zina will determine how many more presentation carts we need and where they should go
Speakers					
<i>Audit</i>	Facemire	9/11/15	In Progress		Zina will determine how many more speakers we need and where they should go
Televisions					
					County not fixing broken TVs, replacing with AverMedia boxes connected to computer, projector and cable drop. Decisions need to be made on how to set them up in classrooms. 131 shows one way.
Document Cameras					
<i>Allocation 1</i>	Facemire	9/15/15	Not Started		We need 4 document cameras. Order and allocate. Teachers in need: Child Dev.,
Cloud Access					

<i>Huntington's Classes</i>	<i>Facemire</i>	<i>9/29/15</i>	<i>Completed</i>	<i>Ms. Huntington's yearbook classes need access to the Cloud in order to attain Adobe updates/software pushes. County has not given permissions for students to use the cloud. 10/7: Zina is confirming that it is approved by the county. Robert and Russ found out it is approved but they need to see if compatible with Yearbook software. Huntington will put in requests to county for deployment to the computers for installation.</i>
Logistics				
SIS				
<i>Parent VUE- Activation Keys</i>	<i>Facemire</i>	<i>9/8/15</i>	<i>Completed</i>	<i>Process for providing activation keys to parents (who should do it besides and how do you do it?) 2nd mailing sent by county on 10/19. Had open session during Touch Base. Requests have dropped significantly. Leslie Dorsey is working on activation keys if parents walk in. As of 11/30I, we have 67.66% of parents signed up which is higher than the county's 62.38%.</i>
Staff Handbook	<i>Hamlin/Facemire</i>			
<i>Point Person?</i>		<i>10/16/15</i>	<i>Completed</i>	<i>Who is the point person for updating the Staff handbook? Emily Millians</i>
SPED				
<i>Set up room 312 and 333 calendars in Google</i>	<i>Facemire</i>	<i>9/16/15</i>	<i>Completed</i>	<i>Created them in Outlook</i>