

Procedures

Team Meetings - It is helpful for me to attend team meetings when the team is talking about curriculum as it helps me generate ideas for lessons/activities you may want to do with your students. I can listen in on curricular conversations or be there to help the team brainstorm technology ideas.

Talking Tech - Email me if you want me to meet with you to brainstorm ideas about a certain topic and how you can use technology to enhance student learning. I am happy to meet with teachers individually and then share ideas with the team or brainstorm as a team. Not everyone needs to do the same lesson at the same time.

Schedule - We have a flexible schedule with TRF working with classes as needed -- teacher/team driven.

Booking Times - Book the lab on your own if you want to use it without tech support. Work with me if you need tech assistance during a lesson and we can book the lab and me at the same time. For teams with laptop carts, be sure to check with your partner class so that all of the computers are available.

Team Teaching/Lesson Time - My role during a lesson is to introduce the technology skills as they may apply to the lesson. The classroom teacher then introduces the content and learning objectives and how they want their students to use the technology. This is a team teaching activity. When the TRF is introducing the skills and the students are following the directions, the classroom teacher should be walking around helping the students. This helps with the flow of the lesson. After the introduction of the technology skills, students may work on a project for several sessions with the classroom teacher before a new technology skill is taught.

On Your Own - It is up to the classroom teacher to decide when he/she is comfortable running a technology lesson on his/her own. If there is no new technology skill that needs to be introduced (or if the classroom teacher is comfortable with the technology on their own), then this would be an opportunity for the classroom teacher to run the lesson independently. The TRF does not need to be there every time computers are used in the classroom, only when the classroom teacher needs technology support during a lesson.

Software Support - TRFs are here to help you learn new software by providing inservice/training opportunities or directing you to online tutorials. If you have individual technology questions, it is best to stop by our office and any of the TRFs or our TA can help you. Call one of our extensions prior to coming by to ensure someone is in the office or set up an appointment for help during your planning time or before or after school. We also have technology help dropin sessions throughout the year. I am also available to offer tech training to your entire team during team meeting time or after school.

Getting Help! - see attached document