

## Workshop Deliverables

- Define purpose and SMART goals (~100 words)

S – By the end of the presentation, participants will have a general understanding of learning management systems, and how they can use one or more to create a digital workflow between teachers, students, and parents.

M – To track progress and achievement, workshop facilitators will take note of results of the group work later in the workshop.

A – To make the goals attainable, facilitators are excited and pleasant in order to engage participants in discussions and workshop activities.

R – The participants will be learning about a few LMSs, not every single one, so they will be able to use skills from one system and apply them to others.

T – The participants will have a general understanding of LMSs after one workshop session.

- Explain the audience and participants (~75words)

- The audience consists of 11 teachers, each having a particular trait, ranging from “Happy Teacher” to “Eager Teacher” to “Disgruntled Teacher.” When they split up into groups, each participant will play to their personality to role to simulate an actual professional development session. Additionally, some of the personalities (specifically the Disgruntled Teacher) will also have speaking roles in the 10 minute script in order to simulate differing opinions during the explanation of the activities.

- Budget (excel sheet with line items and potential costs; food? Nametags? Print costs? Tech costs? Markers? Sticky notes?)

- On Excel spreadsheet

- Presenter Checklist or Resource list (all the things someone would need to run the workshop: like technology access, print materials, space, etc.)
  - iPads (1 per group/individual, depending on school environment and resources)
  - Scripts (for facilitators and specific participant personalities)
  - Large Group Instruction room (enough space for up to 40 people)
  - **Name Tags (Hannah)**
  - Computer/Projector (for Powerpoint, video, etc.)
  - Dry Erase Markers/Eraser
  
- Promotional Materials (flyers, announcements, commercials, etc.)
  - Word Doc
  
- **Room set up diagram**
  - **Hand drawn (Emma)**
  
- Timeline of activities/Agenda (This should be detailed enough that a stranger can follow it. If you are going to have more than 1 person run the workshop, label who is doing what. Describe the format of each activity.)
  - Introduction (Time – 5-6 minutes)
    - Facilitators will introduce themselves and describe their purpose for conducting the workshop. They will introduce Learning Management Systems and Digital Workflow, provide examples of each, and answer any initial questions.
  - Activity (Time – 25-35 minutes)
    - They will then introduce the activity based on these topics, and split everyone into groups. The groups will all receive scenarios of teachers that need some type of organization tool. The groups will research some tools that the facilitators will give them, including Class Dojo, Edmodo, and My Big Campus, and they will give short presentations on how their tool could help the teacher in the scenario.
  - Discussion (Time – 5-6 minutes)

Everyone will then discuss their experience working in the groups with the varying personalities, and some of the challenges they had to work through to reach a consensus and a tool that they all wanted.

- Conclusion (Time – 3 minutes)

The facilitators will provide a recap of the LMSs presented as well as Digital Workflows. They will also answer any final questions the participants may have.

- Pre Workshop activities (optional)
- Presentation Materials (including directions, visual aids, ppts, and script)
  - Script (10 minutes of facilitator script – this can be in parts)
    - On Google Doc
  - Linear visual aids (like PowerPoint, Prezi, or a storyboard of images)
    - Hanna is making the Powerpoint
  - Video examples (optional)
    - <http://www.mybigcampus.com/tour>
  - Structure of activities (groups, warm ups, breakout sessions, etc.)
    - Groups will be divided up randomly, so people of different personalities will be mixed in with each other
    - no pre-activities, but facilitators will provide an introduction
    - everyone will come together at the end of the workshop for a discussion of LMSs and Digital Workflows, as well as provide a recap of these topics
  - Technology Job Aids (For the technologies you are using, integrating or demoing, you need to create a job aid that details out the steps.)
    - Word Doc
  - Supplementary materials for the presenter(s)
    - Name tags
    - Microphone (if available)

- Participant Handout
  - Additional resources Handout (On next page)
- Post-workshop survey or evaluation tool (This could be a google form, survey monkey or poll everywhere, or even a paper handout.)  
[https://docs.google.com/forms/d/1vhFAFgzLQpJOauNUk7VjwY0\\_7JXxulTKnXcjrIEluOY/viewform](https://docs.google.com/forms/d/1vhFAFgzLQpJOauNUk7VjwY0_7JXxulTKnXcjrIEluOY/viewform)
- Post workshop summary (this is an individual reflection of: how you thought the workshop went?; what changes would you make the next time you implemented it?; what is the one thing that you would not change at all?)

## **ADDITIONAL RESOURCES**

[www.mybigcampus.com](http://www.mybigcampus.com)

- Class Dojo

[www.classdojo.com](http://www.classdojo.com)

- Edmodo

[www.edmodo.com](http://www.edmodo.com)

- Moodle

[www.moodle.com](http://www.moodle.com)

- Blackboard

[www.blackboard.com](http://www.blackboard.com)

## **ADDITIONAL RESOURCES**

- MyBigCampus

[www.mybigcampus.com](http://www.mybigcampus.com)

- Class Dojo

[www.classdojo.com](http://www.classdojo.com)

- Edmodo

[www.edmodo.com](http://www.edmodo.com)

- Moodle

[www.moodle.com](http://www.moodle.com)

- Blackboard

[www.blackboard.com](http://www.blackboard.com)

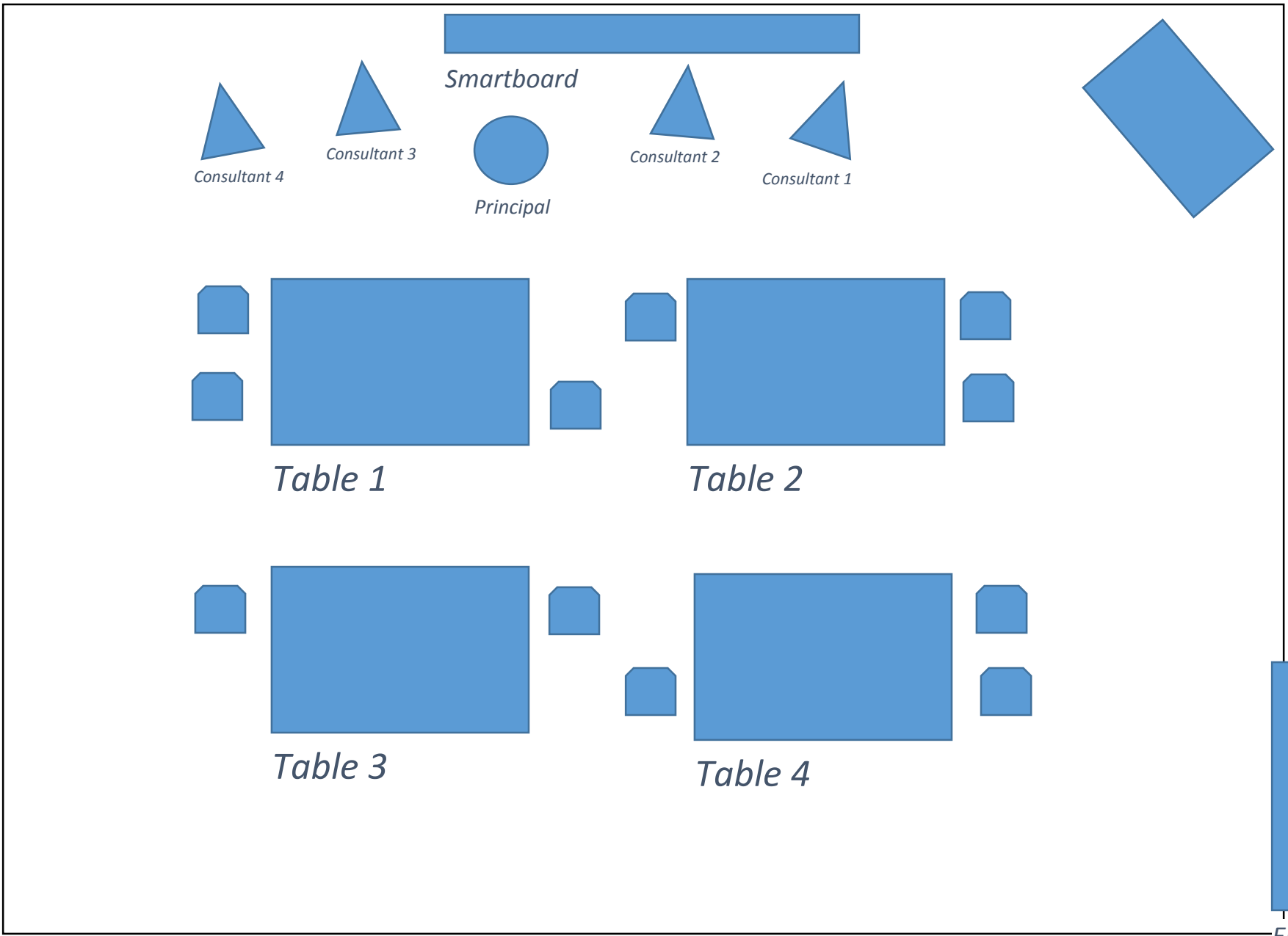
<b>Learning Management Systems Workshop Budget</b>
--

<b>Item</b>	<b>Cost per Item</b>
Name Tags	\$4.99/pack of 50
Scripts	\$0.00 (free printing in library)
Dry Erase Markers & Eraser	\$10.79/pack of 4
iPad 4th Generation(if not already owned by facilitator)	\$349.00-\$399.00
Consuktant Fees	\$250/person
White Paper (for notes)	\$0.00
<b>Total Cost</b>	

<b>Amount Needed</b>	<b>Total Cost</b>
1	\$4.99
10	\$0.00
1	\$10.79
1 per facilitator	\$349.00-\$399.00
4	\$1,000
100 sheets	\$0.00
	\$1,364.78-\$1,414.78







*Smartboard*



*Consultant 4*



*Consultant 3*



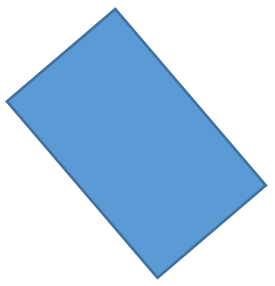
*Principal*



*Consultant 2*



*Consultant 1*



*Table 1*



*Table 2*



*Table 3*



*Table 4*



*Entrance*

### **Using the Classroom Computers**

1. Turn on computer and monitor.
2. Log onto the computer with your IU Username and Passphrase.

### **Using the MyBigCampus Video**

1. Open an internet browser.
2. Go to [www.mybigcampus.com](http://www.mybigcampus.com)
3. Click "Take a Tour" in the upper right hand corner of the web page.
4. Scroll down to the image with the caption "Extend your classroom. Expand your possibilities."
5. Click the image of the iPad, and watch the video.

### **Using Class Dojo**

1. Open an internet browser.
2. Go to [www.classdojo.com](http://www.classdojo.com).
3. Click "Sign up as a teacher, parent, or student."
4. Select "Teacher," the icon with the heart.
5. Enter Name, email, and password to sign up for Class Dojo.
6. To add a class, click "Add your first class."
7. Give your class a label, and choose the age group. Click "Create My Class."
8. Enter your students' names. Once the entire list is entered, click "Next."
9. Add additional behaviors, if desired. Click "Next" when done.
10. If you want to connect parents and students, click "Connect parents and students."
  - 10a. It will generate invitations with your students' names. Print them out and hand them to each student.

## **INTRODUCTION:**

**Principal:** Good evening, everyone! I want to thank everyone for attending this first professional development session regarding technology in our classrooms. Now, this session will be somewhat different from some of the other professional development sessions we've had, for a few reasons:

1. We have outside sources leading this discussion.
2. It is going to be interactive.
3. We will be talking about technology that is more than simply pressing a button.

I will now let our facilitators introduce themselves so we can get started!

**Consultant 1:** Thank you very much, Mr./Mrs. \_\_\_\_\_. My name is \_\_\_\_\_

**Consultant 2:** I'm \_\_\_\_\_

**Consultant 3:** I'm \_\_\_\_\_

**Consultant 4:** I'm \_\_\_\_\_

**C1:** ...and we have been asked by your principal to talk to you all about Learning Management Systems, or LMS's, how they are a benefit to your school, and how you can use them in your classrooms to implement or improve digital workflows!

**C4:** To start us off, we'll begin with Learning Management Systems. A Learning Management System, or an LMS, is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs. (Ellis, Ryann K. (2009), *Field Guide to Learning Management Systems*, ASTD Learning Circuits)

**C2:** If this definition is a little confusing, don't worry! We have a specific LMS for you to see so everything will become clear.

**C3:** The first LMS we'll take a look at is MyBigCampus, which, after an evaluation we conducted, seems like the best fit for your school!

(Bring up MyBigCampus, and go to the "Features" page)

This on MyBigCampus, an LMS that is all about collaboration, connections, and learning. A very safe a secure tool, MyBigCampus has all of the essentials for managing a classroom, including pages for lesson plans, assignments, reporting, and calendars.

**C1:** One of the reasons why we picked this as an example for your school is because it is an affordable option based on the data we received about your school's socioeconomic status. Specifically, this LMS will work well with the different or limited technology options available to your students. All that is needed for a student to access this LMS is an internet connection and a computing device – a laptop, smartphone, or tablet will all work perfectly. Your school has a computer lab available for all of your students, so this LMS is perfect for you!

**C3:** This video found on the MyBigCampus website will give you all a general idea of how this LMS can be beneficial for your school and classrooms, and the Powerpoint following will provide more details on the features! <http://www.mybigcampus.com/tour>).

**C4:** Now, let's take a look at MyBigCampus in more detail in this Powerpoint!

(Show Powerpoint, talk about slides)

**C1:** So, you may now be thinking "Alright, these types of things are convenient ways for ME to organize information about my class. How can I can make it relevant to my STUDENTS and their PARENTS?" This is what is known as a Digital Workflow. A digital workflow is a mechanism in which you organize and "can seamlessly move from one step to the next."

**C4:** As with Learning Management Systems, the definition of Digital Workflow is best understood through examples. Thankfully, we have come prepared! Here, we've made a Glogster that explains the concept of Digital Workflow.

<http://emilyabarker.edu.glogster.com/digital-workflow>

(Explain Glogster and outline example below)

Creation (materials)	Students will be asked to create a mind map on Mind42 about the duties and responsibilities of the local, state, or national government. <ul style="list-style-type: none"> <li>· Logon to Mind42 (free)</li> <li>· Label the first bubble "Duties and Responsibilities"</li> <li>· Create three bubbles off the first one. Label them "local" "state" and "national"</li> <li>· Create at least three bubbles off each of the three levels of government. Put one duty or responsibility in each bubble.</li> </ul> There will also be a link to iRubric so the students know how they'll be graded.
Distribution	Teachers will upload the expectations to My Big Campus and the students will be able to open it on their computer in the computer lab.
Creation (assignment)	Students will get 30 minutes to create the mind maps. 5-10 minutes before the end of computer lab time they will be asked to submit their maps to My Big Campus.
Distribution	Students will submit their mind map to My Big Campus and teachers will be able to access them for grading.
Creation (feedback)	Teachers can then use the iRubric to grade each students individually.

Distribution	The graded rubrics will be attached to the assignments on My Big Campus so the students can view them.
Creation (archival)	Students can open the rubric to view it. It will automatically be saved to their My Big Campus account and they can access it as many times as they want. Or it can be printed out to take home to parents.

**Disgruntled teacher:** I have had paper workflows in my classroom for 15 years and it has always worked for me, students know where to turn things in and I can see completed work before my eyes. How are digital workflows going to do anything but complicate my life?

**C2:** Digital workflows can seem daunting at first. With a proper LMS in place, such as My Big Campus, you will find that all tools are built to work together and consolidate everything into one convenient location.

**C3:** You will also find that moving to a digital workflow from a paper workflow will allow you to easily reference assignments, student progress, rubrics, and evaluations. Perhaps most importantly, students can easily access their work from home AND in school. As a result, there is less of a gap in communication and evaluation from the teacher. A digital workflow is meant to save you time - you will soon find that the organization and efficiency will be more helpful than harmful to the classroom.

**C4:** Does anyone have any questions before we get started on our activity?

(Wait for questions, and answer them)

**Principal:** We need everyone to get into groups, so we'll divide you all up into groups of three.

(Split up into four groups of three)

### ACTIVITY

All of the groups will be given a scenario, and will discuss various tools and options for improving the teacher's situation. After a few minutes of discussion in the groups, we will all come together and share our ideas. This will be repeated for four scenarios.

### DISCUSSION

Everyone will briefly discuss some challenges of working with different personalities, as well as talk about how those challenges affected their decisions.

## CONCLUSION

**C1:** As I'm sure you noticed while working in your groups, coming up with a system that applies for a classroom, let alone an ENTIRE SCHOOL, can sometimes be quite difficult. Many factors must be considered when making these decisions...

**C2:** ...which is why it took us some time to select MyBigCampus for your school after your principal came to us for help. We had to take socioeconomic status into consideration because of funding, as well as look at resources that your school currently has or needs.

**C3:** Hopefully, you now have an idea of what it takes to organize these types of systems for a whole school, but we want to challenge you with something smaller first: take what you've learned from this seminar and try to create a digital workflow within your classroom.

**C4:** Once you've accomplished this task, see if you can work on digital workflows within your department!

**C1:** So, before we leave, we'll give a quick recap of everything we have talked about so far. Learning Management Systems are, essentially, easy ways to record grades, distribute assignments, and organize information about a class or school.

**C2:** Digital Workflows are the ways that multiple tools work together. Our example made with Glogster has an example of how a digital workflow could theoretically be laid out. If you all look on your Extra Resources Sheet, which we are handing out now, we will have the link to that Glogster, as well as links to some more Learning Management Systems that could be helpful in your future.

**C3:** Before we leave, we want to thank your principal for inviting us to talk to you all, and we hope that this seminar has been informational, insightful, and inspirational. Thank you all for your cooperation and participation!

**C4:** Does anyone have any final questions for us?

(Answer any questions)

**Principal:** Thank you very much for coming in to speak with us today. I think I speak for everyone here when I say that the information you all gave us will definitely help us when we want to keep everything organized and under control. Everyone, let's give them a round of applause!

# Learning Management Systems and Digital Workflows

Using digital technologies to make learning environments more efficient for teachers and students.

# Definition of LMS

- Learning management system is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs
- Basically a learning management system provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.



# The Three C's in LMS

- The desired LMS in the classroom needs:
  - Collaboration
  - Classroom Management
  - Convenience

# Information about My Big Campus

- My big campus is all about connecting, collaborating, and learning
- All the features of an LMS (lessons, assignments, reporting, calendars)
- Very safe and secure from outside community
- Activity feed is the homepage, a place for announcements, assignments, discussions
- The activity feed is similar to Facebook so students who are familiar with that web application will feel comfortable on MBC
- Profile allows for user identity and ownership of online presence
- Library feature includes multitude of educational resources
- Drive offers cloud based storage that makes digital workflows easy and fast
- Online grading allows for collective ease and simple reference, it also is good for digital workflows to have it all on one site
- EduTalk is a professional development page that allows you to connect with other educators and makes networking more simple and comfortable for teachers to use
- Messages allows you to communicate with groups and individuals. Messages is similar to Facebook again, the icon of the profile pic will show up so it is less formal than email. Messages also allows you to quickly answer question and reference what the student has said in the past

# Digital Workflow

- Definition: A Digital Workflow is a mechanism in which you organize and “can seamlessly move from one step to the next.”
- <http://emilyabarker.edu.glogster.com/digital-workflow>