**Capstone Log**

**Instructional Technology Department**

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| **Candidate: Brandy Beavers** | **Mentor/Title: Casey Payne/ITS** | **School/District: North LaFayette Elementary/Walker County** |
| **Capstone Title: New in Town: New Teachers on the Rise** |

 **You are not required to reflect after each entry. Reflections can address one or more entries in the log.
Just delete the reflection row if you do not use it.**

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| **Date** | **Activity/Amount of Time(Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| **12/10/18****12/12/18****12/13/18****12/15/18** | * Create pre-survey for teachers using Google Survey to determine teachers’ current feelings and knowledge of all three applications.
* Analyze data from survey to plan for training “Tech Talk” sessions.
* Plan out “Tech Talk” dates and topics according to teacher feedback.

2:30-4:30—2 hours2:30-4:30---2 hours3:00-5:00---2 hours3:00-5:00---2 hoursTotal Hours: 8 hours | GAPSC- 1.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 5.3ISTE-C- 1a, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| Reflection: After discussing my plan with the administration team, I created the pre-survey for the teachers to use to discuss their comfort with these three programs. After these were completed, I analyzed the data from this survey to plan for the sessions coming up. I was able to plan out this information.  |
| **1/8/19****1/17/19****1/23/19****2/5/19****2/26/19****3/5/19****3/12/19****3/19/19****3/28/19****4/2/19****4/9/19****4/11/19****4/23/19****4/30/19** | * By using data from the surveys about time and day that training should occur, and the topics that should be covered in these trainings, new teachers will attend after school “tech talks” with Mrs. Beavers throughout January-April.
* Teachers will be taught about the three instructional programs that our school uses for student achievement. Teachers will be shown videos from YouTube, and have instructional support from Mrs. Beavers after school.
* Following trainings on the topics that teachers suggested, they will give feedback about the instructional programs so that the videos will be beneficial to teachers using the Weebly site.
* 3:00-4:30---1.5 Hours
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* 3:00-4:30---1.5 Hours
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* 3:00-4:30---1.5 Hours
* 3:00-4:30---1.5 Hours
* 3:00-5:00---2 hours
* 3:00-4:30---1.5 Hours
* 3:00-4:30---1.5 Hours

Total Hours: 21.5 Hours | GAPSC- 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3ISTE-C- 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| Reflection: By using the data from the survey, I made a calendar to send out to the staff to show them when we would be meeting for these sessions. These sessions were held from 3:00-4:30. Some teachers attended most of the sessions, but some teachers could not make it to all of the sessions. After the sessions were complete, videos were to be completed for the NLE Weebly page.  |
| **1/9/19****1/10/19****1/18/19****1/24/19****2/4/19****2/6/19****2/7/19****2/9/19****2/12/19****2/15/19****2/21/19****2/23/19****2/25/19****2/26/19****2/28/19****3/1/19****3/3/19****3/4/19****3/6/19****3/12/19****3/15/19****3/23/19****3/25/19****3/27/19****4/1/19****4/4/19****4/6/19****4/10/19****4/20/19****4/22/19****4/26/19****4/28/19** | * Development of Weebly website for teacher instructional videos for Study Island, IXL, and Reading Theory. Content implementation through “Tech Talks” with new teachers.
* Development and implementation of videos and products for the Weebly site. Pictures uploaded, homepage, and videos created using Screencastify.
* Addition of materials created to Weebly page.
* 3:00-7:00--- 4 hours
* 3:15-5:15---2 hours
* 3:00-6:00---3 hours
* 3:00-5:00---2 hours
* 3:00-5:30---2.5 hours
* 3:00-5:00---2 hours
* 3:00-6:00---3 hours
* 3:00-5:00---2 hours
* 3:00-5:00---2 hours
* 3:00-6:00---3 hours
* 3:00-5:30---2.5 hours
* 3:00-5:00---2 hours
* 3:00-5:30—2.5 hours
* 3:00-5:30---2.5 hours
* 3:00-5:00---2 hours
* 3:00-5:00---2 hours
* 3:30-5:30---2 hours
* 3:00-5:00---2 hours
* 3:15-5:15---2 hours
* 3:00-5:00---2 hours
* 3:15-5:15---2 hours
* 5:00-7:00---2 hours
* 4:00-6:00---2 hours
* 3:00-5:00---2 hours
* 3:15-5:15---2 hours
* 3:00-5:00---2 hours
* 3:00-5:00---2 hours
* 4:00-6:30---2.5 hours
* 4:00-6:30---2.5 hours
* 3:00-5:30---2.5 hours
* 3:00-5:30---2.5 hours

Total Hours: 71 HoursReflection: It took me quite a while to create all of the instructional videos for the Weebly page. I was able to create multiple videos to describe how to use these programs instructionally.  | GAPSC- 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3ISTE-C- 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e, 3f, 5a, 5b, 5c |
| **5/1/19****5/2/19****5/3/19****5/5/19****5/9/19****5/13/19** | * Create post-survey on Google Survey for teacher feedback after training sessions.
* Plan discussion for faculty meeting
* Discuss with administration the information that I would like to present at faculty meeting
* Present information at faculty meeting for other staff members to see
* 3:00-5:00---2 hours
* 3:30-5:30---2 hours
* 3:15-5:15---2 hours
* 3:00-5:30---2.5 hours
* 3:00-5:30---2.5 hours
* 3:00-5:00---2 hours

Total Hours: 13 hours | GaPSC- 1.1, 1.2, 3.7, 4.2, 4.3, 5.1ISTE-C- 1a, 1b, 3g, 4a, 5a, 5b |
| Reflection: After the sessions, the teachers were able to fill out the post survey for the applications. I also planned out how to present this information to the staff in the faculty meeting. I met with administration to be able to explain to them the importance of presenting this information. The teachers were very appreciative that I was able to present this information.  |
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| Total Hours:  | **105.5 hours** |

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| **DIVERSITY**(Place an X in the box representing the race/ethnicity and subgroups involved in this capstone.) |
| **Ethnicity** | **P-12 Faculty/Staff** | **P-12 Students** |
|  | P-2 | 3-5 | 6-8 | 9-12 | P-2 | 3-5 | 6-8 | 9-12 |
| **Race/Ethnicity:** |  |  |  |  |  |  |  |  |
|  Asian |  |  |  |  |  |  |  |  |
|  Black | X |  |  |  | X | X |  |  |
|  Hispanic |  |  |  |  |  |  |  |  |
|  Native American/Alaskan Native |  |  |  |  |  |  |  |  |
|  White | X | X |  |  | X | X |  |  |
|  Multiracial |  |  |  |  |  |  |  |  |
| **Subgroups:** |  |  |  |  |  |  |  |  |
|  Students with Disabilities |  |  |  |  | X | X |  |  |
|  Limited English Proficiency |  |  |  |  | X | X |  |  |
|  Eligible for Free/Reduced Meals |  |  |  |  | X | X |  |  |