

## **INSTRUCTIONS TO COMPLETE THE STAFF IN-SERVICE**

*The purpose of this assignment is for you to develop an in-service for the personal or professional growth of the staff within the building.*

### **Documentation Required**

1. Staff input instrument.
2. Summary of background preparation in timetable format.
3. Written overview of the session.
4. Evaluative tool and summary of results.

### **Procedure**

1. Determine and prioritize topics that might be addressed in a staff development session. This should be done with input from teachers and administrators. The session does not need to include the entire staff; you may want to demonstrate a new database to the science teachers, present quality transitional books to middle grade teachers, or show new staff members how to create a wiki. The in-service can be face to face or online. It may be a series of short presentations or one longer one.
2. Work with the administration to secure a date. Determine the length of in-service. Do not try to handle too much in a session especially if the session will be a part of an after school faculty meeting. SLM 552 students should also work closely with their mentors.
3. Design a written overview of the session including objectives and a brief description that you can share with the staff. Make this visually appealing and fun. You want them to look forward to the session and be excited by what they might learn.
4. List the tasks that you completed to prepare for the session including background research, set up and other jobs in a timetable format.
5. You will also want to create some type of evaluative tool that can be distributed after the session so that you can assess the effectiveness of the presentation.

## SCORING TOOL

Student:  
 Date Graded:  
 Total Points / out of 20

Exemplary: 20-19 pts. Proficient: 18-16 pts. Developing: 14-15 pts Unsatisfactory: Less than 13 pts.
---

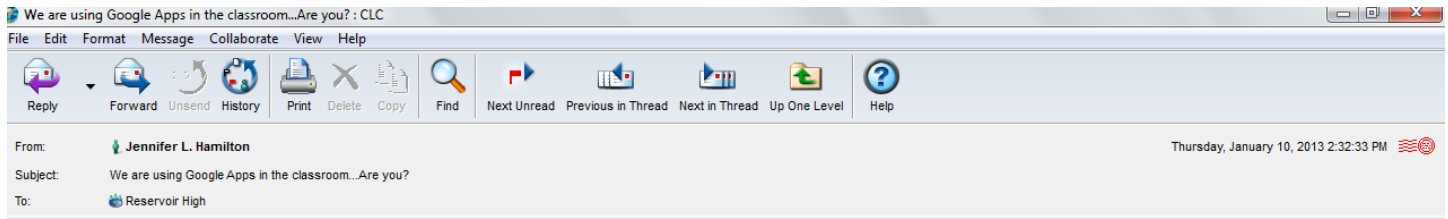
Written Comments:

Additional Feedback:

<b>Staff In-Service</b>				
Criteria and Scoring	Exemplary	Proficient	Developing	Unsatisfactory
<b>Input Instrument</b> 3 pts	Outstanding list of prioritized topics; shows teacher input 3 pts.	Adequate list of prioritized topics; shows some teacher input 2 pts.	Good topics but no teacher input 1 pt.	No teacher input and no prioritized list 0pts,
<b>Background preparation</b> 3 pts.	Thoroughly prepared; planned for contingencies; cutting edge material 3 pts.	Solid preparation 2 pts.	Adequate 1 pt.	Last minute preparations; unorganized 0 pt.
<b>In-service</b> 10 pts.	Superior objectives; outstanding topic; engages teachers 9-10 pts	Effective plan with clear objectives 8 pts.	Adequate plan; some objectives don't measure what was taught 6-7 pts	Topic doesn't interest teachers 5 pts..or below
<b>Assessment Tool</b> 4 pts.	Easily measures participant response; professional 4 pts.	Measures participant response; 1-2 typos or errors in grammar/punctuation 3 pts.	Adequate but complicated and time-intensive 2 pt.	Questions don't adequately evaluate participant response 1 pts.

# Staff input instrument.

## I sent out an email



Dear Colleagues,  
One of HCPSS's big focuses of the year has been using the Google Apps for Education (GAPE) within your classroom. HCPSS has rolled out student accounts and some of our colleagues are doing amazing things in their classroom. We are currently working to provide opportunities to share ways that Google Apps can work in RHS's classrooms.

For those of you unfamiliar with Google Apps, they enable you to develop websites, create collaborative projects, joint edit word documents and so much more. Please complete the survey below to help us plan professional opportunities about using GAPE in the classroom.

<https://docs.google.com/spreadsheet/viewform?formkey=dHU3U254NzNSRVF1eWZ4ZERfWnhFSnc6MQ#gid=0>

Jennifer L. Hamilton  
English Teacher  
Class of 2013 Adviser  
Reservoir High School

"People must believe in each other and feel that it can be done; then we are enormously strong. We must keep each other's courage." ~Vincent Van Gogh

## The email contained a link to this survey:

Media Center Inservice on Google Apps for Education

Dear Colleagues,  
One of HCPSS's big focuses of the year has been using the Google Apps for Education (GAPE) within your classroom. HCPSS has rolled out student accounts and some of our colleagues are doing amazing things in their classroom. For those of you unfamiliar with Google Apps, they enable you to develop websites, create collaborative projects, joint edit word documents and so much more. Please complete the survey below to help us plan professional opportunities about using GAPE in the classroom.  
\* Required

### Which Google Apps are you interested in using in your classroom? \*

- Classroom Website
- Student Generated Websites
- Group Projects
- Student Portfolios
- Shared Calendar
- Surveys and Quizzes

### Of the options above, which application do you feel is the most interesting/relevant to your classroom? \*

Please describe what you hope to accomplish with this application.

### How comfortable are you with using Google's Apps? \*

1 2 3 4 5

What's a Google App?      I use them all the time.

### What do you anticipate as the biggest hurdle(s) that you might facing when trying to use Google Apps in the classroom? \*

Check all that apply

- Getting my class list set up
- Disseminating student accounts
- Ideas for Lesson Plans
- Implementing and managing the classroom w/ GAPE

### Would you be interested in attending an after school professional development on Google Apps in the classroom? \*

yes ▾

### Would you attend a workshop on Google Apps after school on 1/16 or 1/23? \*

Wednesday 1/16 (Exam 1/2 Day) ▾

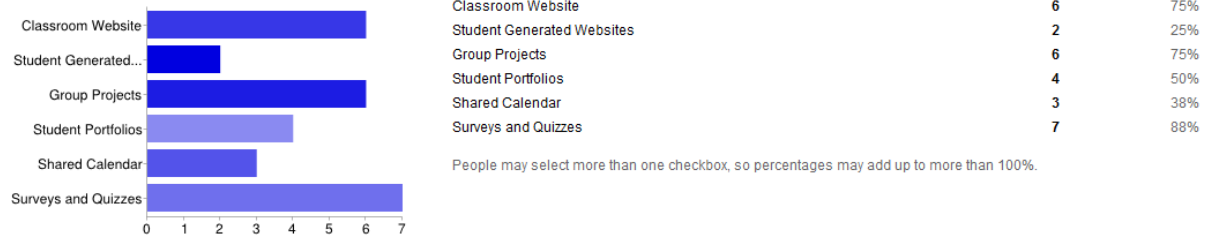
### If you chose a date above, please provide your name.

This will allow us to email individual interested persons.

# This resulted in this data

## Summary [See complete responses](#)

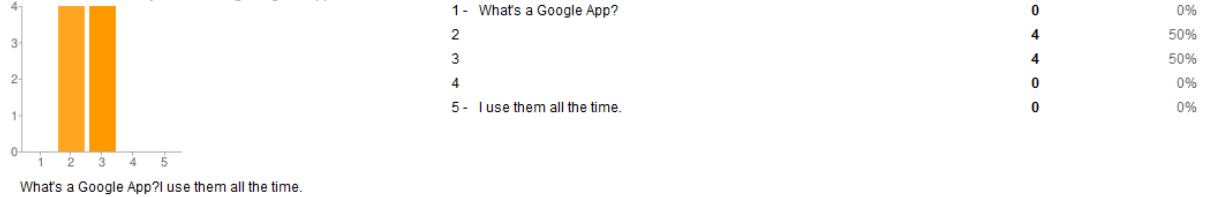
### Which Google Apps are you interested in using in your classroom?



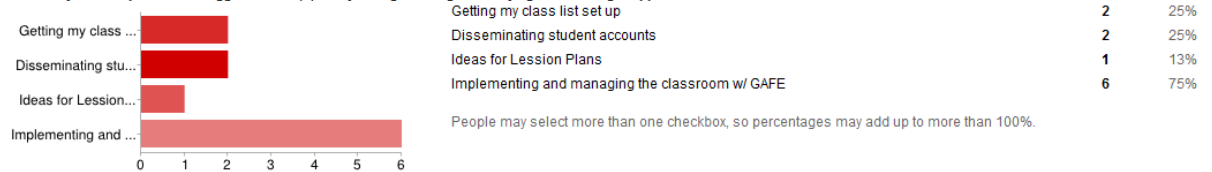
### Of the options above, which application do you feel is the most interesting/relevant to your classroom?

[Student Portfolios and Classroom websites](#)
[Classroom website, to keep my students informed.](#)
[Surveys/Quizzes](#)
[I am most comfortable and use the calendar. I would like to see how other successful use the others in their classrooms.](#)
[shared calendar](#)
[Survey parents of my students](#)
[A classroom website and a group project application would help students collaborate both within and without the classroom on content learned. It would assist absent students with remaining current despite their absence as well as provide a location for remediation and enrichment when needed.](#)
[Class room website, group projects st](#)

### How comfortable are you with using Google's Apps?



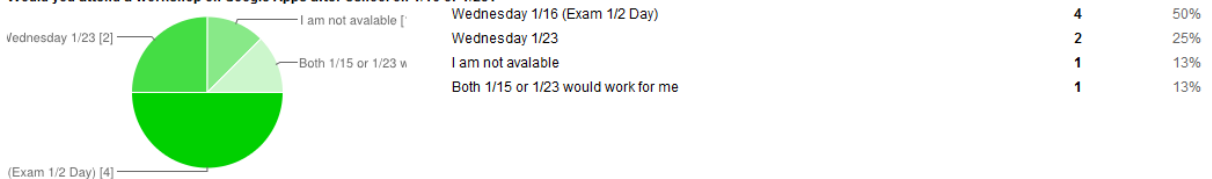
### What do you anticipate as the biggest hurdle(s) that you might facing when trying to use Google Apps in the classroom?



### Would you be interested in attending an after school professional development on Google Apps in the classroom?



### Would you attend a workshop on Google Apps after school on 1/16 or 1/23?



### If you chose a date above, please provide your name.

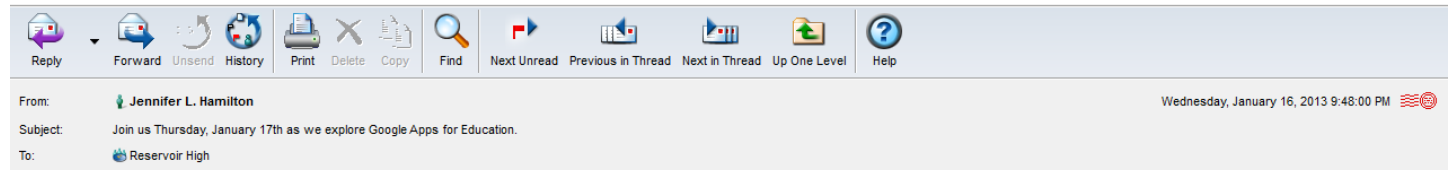
[Matty Valvano](#)
[Lauren Roberts](#)
[Loretta Dospil-Farley](#)
[Jessica Kohout](#)
[Robin L. White](#)
[Marie Anantua](#)

## Summary of background preparation in timetable format.

Date	What was done?
August 2012	HCPSS announced that each school was going to faze GAfE into the classroom model.
	I attended initial PD on GAfE presented by Kelly Powling 8/23
	Decision was made with media staff that I would run a follow-up GAfE in-service once we knew more about what the county was expecting.
September 2012	Webinar 1 on GAfE included all of the things that had been covered in Powling's PD.
	HCPSS announced that student accounts were set up.
	Began meeting with teachers that had some previous success with GAfE.
October 2012	Initial Date was set for 11/4...date was bumped due to Admin. PD
	Defined the uses of the apps and began looking for examples of use in classrooms. I compiled a huge list of web links that I began putting on a resource webpage to present to the staff.
November 2012	Project put on hold due to collaborative lesson plan and holiday breaks.
December 2012	Two dates chosen for new in-service date 1/16 or 1/23
	Created the staff survey instrument. Ended up changing it a few times after discussions with librarians and other staff members.
	Began creating the Google Presentation for the in-service. Focused on the most important elements of the resource website.
January 2013	Survey sent out to staff 1/10
	Using the survey results, we made final revisions of the presentation focusing on the interests highlighted in the survey.
	1/17 presented in-service to 5 staff members.
Ongoing	Adding additional resources to resource webpage

## Written overview of the session.

The session started after a half-day exam period. A reminder/invitation email had been sent out the day before



[Join us Thursday, January 17<sup>th</sup> as we explore Google Apps for Education.](#)

**12 Noon in the Media Center**

We will discuss...

What features Google Apps have to offer

How to get Google Apps working in your classroom

Lesson ideas using Google Apps

Practice with your own content

**Bring your laptop and your imagination.**

Jennifer L. Hamilton  
English Teacher  
Class of 2013 Adviser  
Reservoir High School

"People must believe in each other and feel that it can be done; then we are enormously strong. We must keep each other's courage." ~Vincent Van Gogh

And we made an announcement about thirty minutes before the session as a reminder. Teachers were asked to bring their school laptops so that they would be practicing on the computers that they use on a daily basis. We started the in-service with 3 teachers, two media specialist and me. Two other teachers joined us mid-presentation. The presentation itself turned into a collaborative conversation. With just a few teachers we were able to stop and look at examples from the resource site and people asked lots of questions.

**Please refer to the PDF Google Apps at RHS for the presentation slideshow with talking points.**

Most of the materials that were compiled for this PD are password protected on the HCPSS server, but here are some screen-shots of some of the materials that I created:

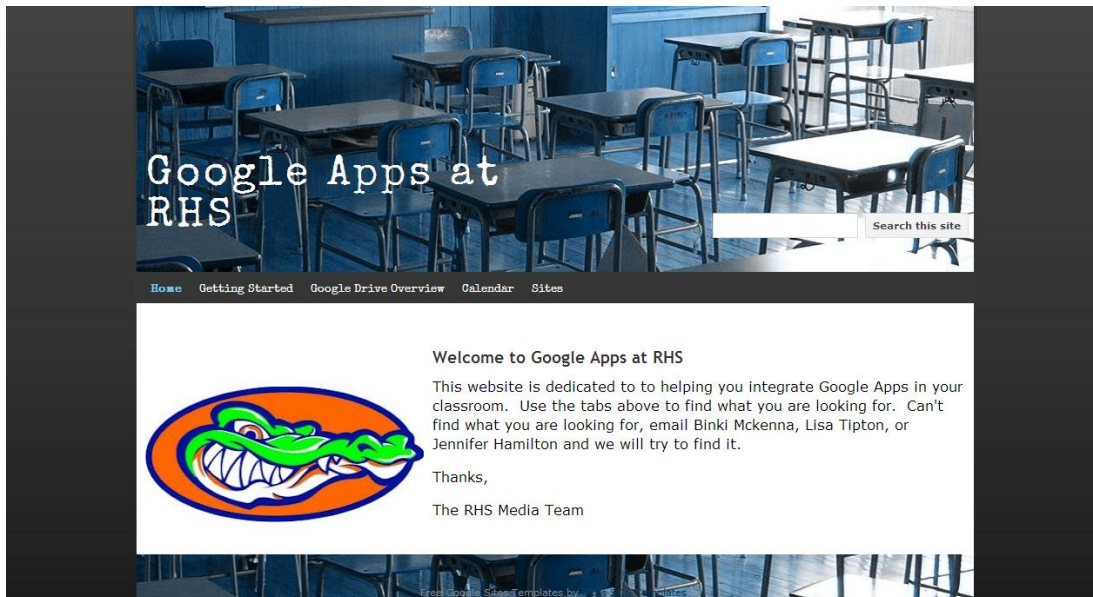
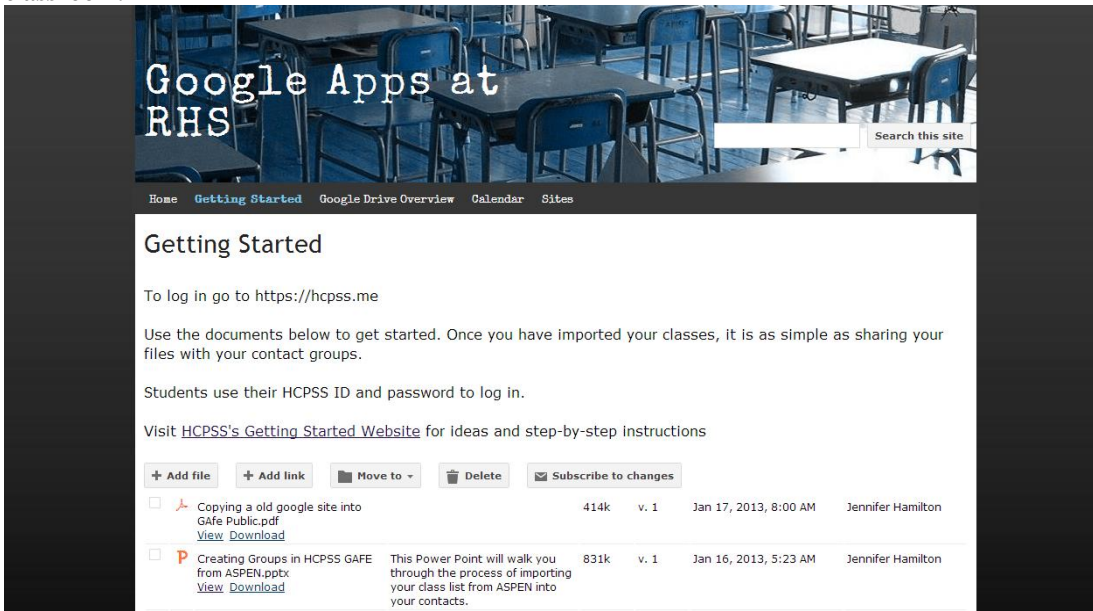
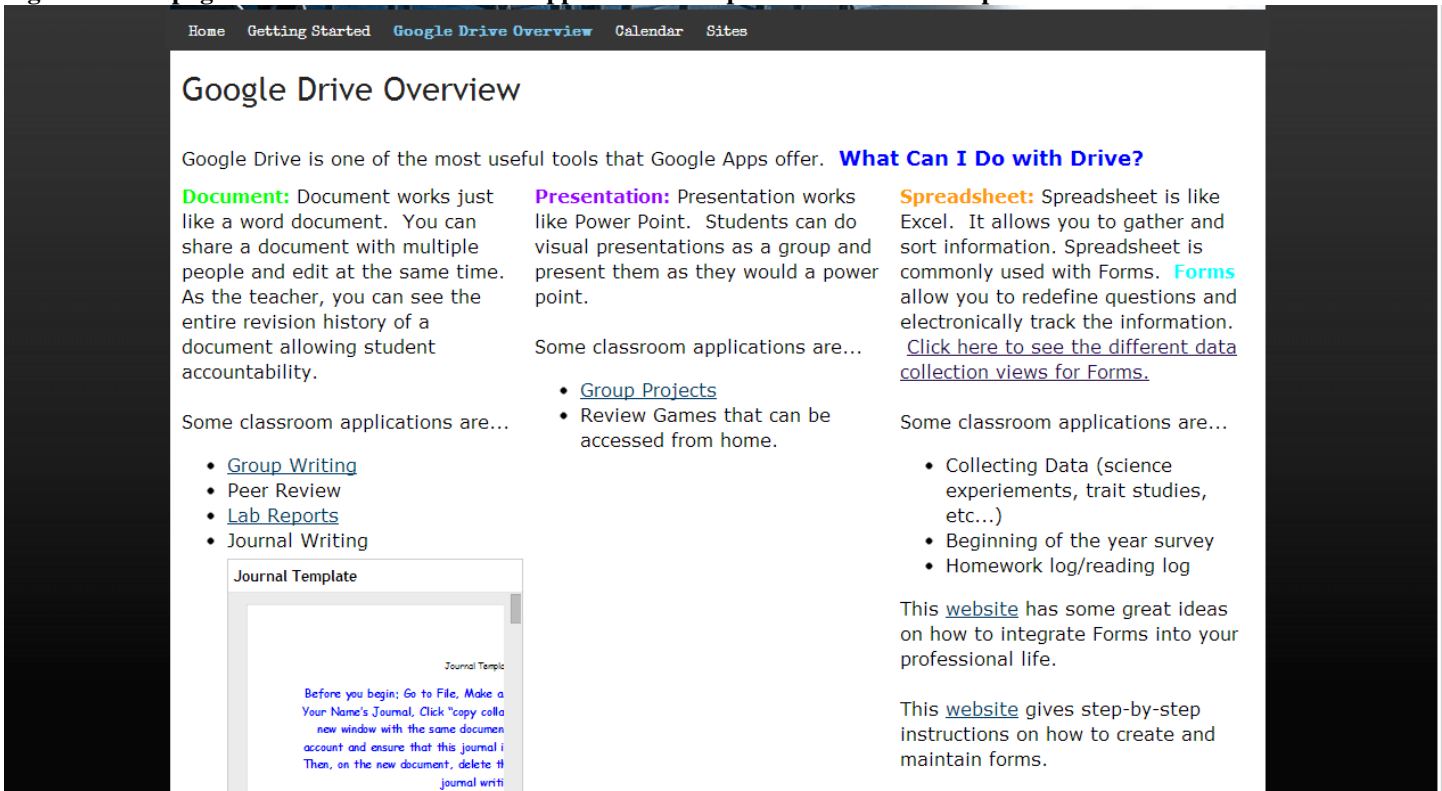


Figure 1: The homepage of our resource site.

**Figure 2: The Getting started page provides a link to the HCPSS resource website as well as basic instructions for setting up a classroom.**



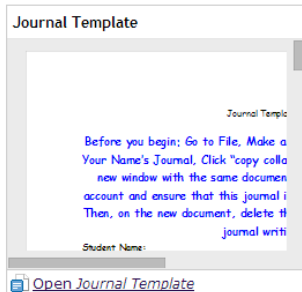
**Figure 3: This page breaks down the different applications and provides links to examples.**





**Figure 4: There are also some file downloads that will walk teachers through uploading their own lessons.**

- [Group Writing](#)
- Peer Review
- [Lab Reports](#)
- Journal Writing



- Translate into Different Languages

- Collecting Data (science experiments, trait studies, etc...)
- Beginning of the year survey
- Homework log/reading log

This [website](#) has some great ideas on how to integrate Forms into your professional life.

This [website](#) gives step-by-step instructions on how to create and maintain forms.

Google Drive Resources

- [UploadingandSharingFiles 2.pdf](#) 207k - Jan 17, 2013, 7:28 AM by Jennifer Hamilton (v1)
- [Exceptional Webinars - Using Google Forms.pdf](#) 2274k - Jan 17, 2013, 5:55 AM by Jennifer Hamilton (v1)
- [Google Apps Topic Review - Improving the writing process with Google Docs.pdf](#) 526k - Jan 16, 2013, 5:55 AM by Jennifer Hamilton (v1)

Showing 3 files from page [Google Drive Resources](#).

Subpages (2): [Forms](#) [Google Drive Resources](#)

**Figure 5: The Calendar page provides some ideas for calendars as well as start-up resources.**

Google Apps at RHS

Home Getting Started Google Drive Overview **Calendar** Sites

Google calendars will allow you to make and keep track of multiple calendars at the same time. You can create calendars for...

- Individual Classes or Academic level
- Content Area (for example, who is using what book when in the English Department?)
- Grade Level Teams
- Committees and Clubs

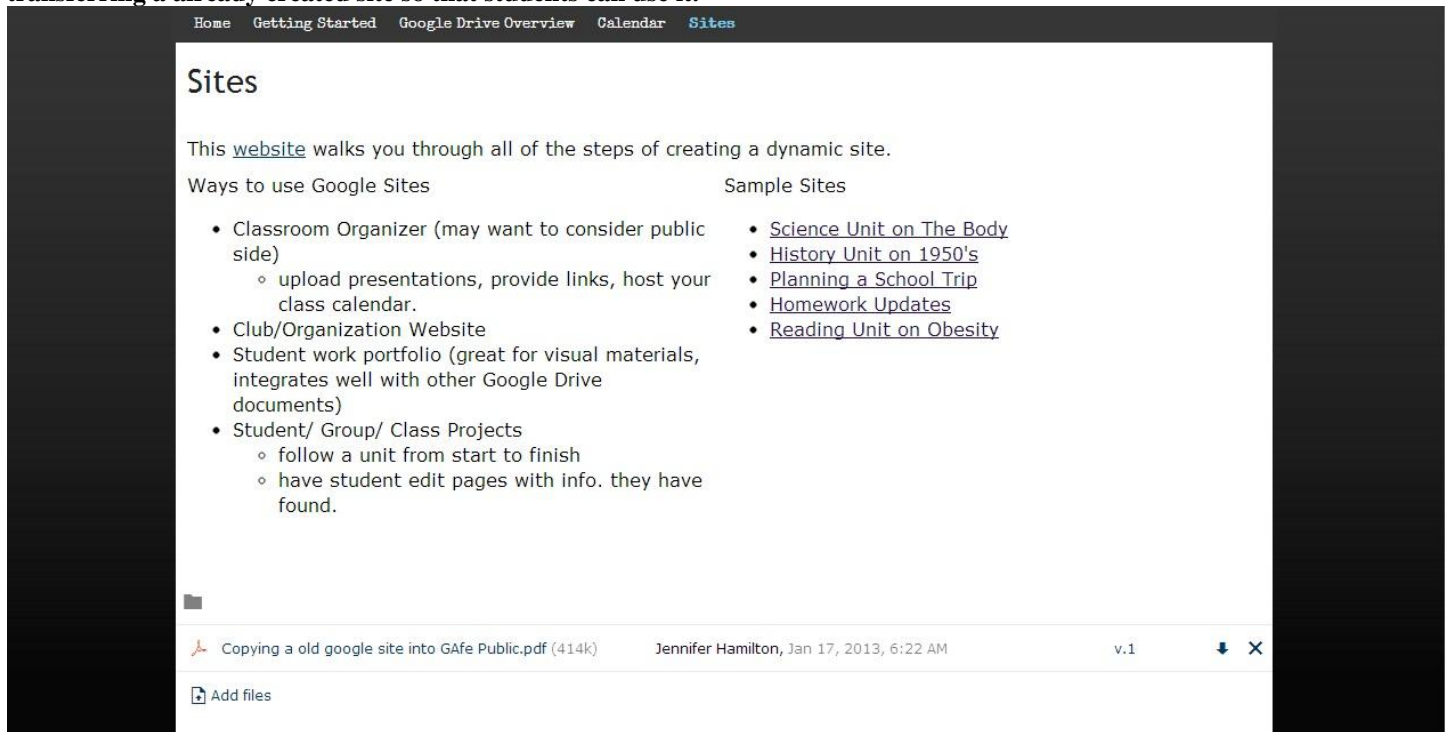
This [website](#) will walk you through the basic steps of creating a google calendar.  
 This [website](#) will walk you through how to share

Free Google Sites Templates by [eScribble.com](#)

google Sites



**Figure 6: The Sites page give ideas for sites to create and provides links of other teacher's sites. There are also instructions for transferring a already created site so that students can use it.**



At the end of the session we asked teachers to take an exit-survey using Google forms. We also invited them to stick around and get help if they needed it. Two teachers took us up on the offer and left the sessions with their class list fully set up. The PD was a success and we already have ideas for the next session.

Evaluative tool and summary of results.

# Google Apps PD Exit Survey

Thank you for attending today. Please take the following survey to tell us how we did and what we missed.

\* Required

What was your level of comfort with Google Apps when you walked in today? \*

1 2 3 4 5

What is a Google App? ● ● ● ● ● I use Google Apps all the time!

What is your level of comfort with Google Apps as you walk away today? \*

1 2 3 4 5

What is a Google App? ● ● ● ● ● I am ready to go!

## Professional Growth

What Google App are you most excited to use as you leave today's session? \*

Check up to three

- Documents
- Presentation
- Spreadsheet
- Forms
- Drawing
- Calendars
- Sites

What Google App would you like more training with? \*

This could be an additional PD or individual training.

- Documents
- Presentation
- Spreadsheet
- Forms
- Drawing
- Calendars
- Sites
- I am good to go.

Would you like to work one on one with a Google Apps expert? \*

- yes
- No

If yes above, Please provide your name and planning periods.

## Presentation

**How would you rate this presentation overall? \***

1 2 3 4 5

Horrible ● ● ● ● Fantastic

**How would you rate the knowledge of the presenter? \***

1 2 3 4 5

She had no clue ● ● ● ● Lots of great information

**Would you attend another presentation by this presenter? \***

yes ▾

**What is one thing you thought was lacking in the presentation?**

**What was one thing you thought was great about the presentation?**

Powered by [Google Docs](#)

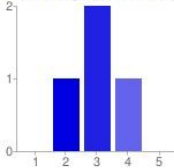
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

And the Results:

**4** responses

**Summary** [See complete responses](#)

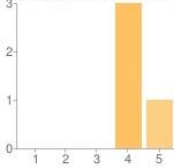
What was your level of comfort with Google Apps when you walked in today?



1 - What is a Google App?	0	0%
2	1	25%
3	2	50%
4	1	25%
5 - I use Google Apps all the time!	0	0%

What is a Google App? I use Google Apps all the time!

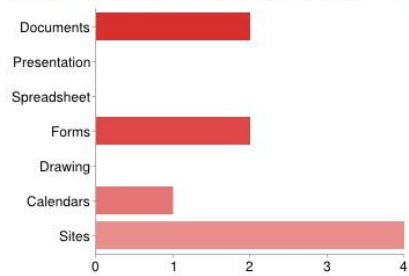
What is your level of comfort with Google Apps as you walk away today?



1 - What is a Google App?	0	0%
2	0	0%
3	0	0%
4	3	75%
5 - I am ready to go!	1	25%

What is a Google App? I am ready to go!

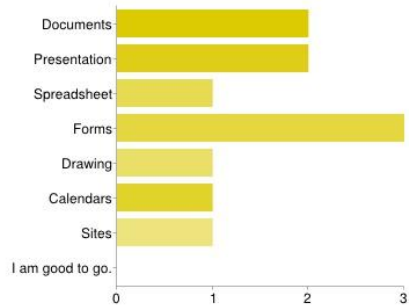
**What Google App are you most excited to use as you leave today's session?**



Documents	2	50%
Presentation	0	0%
Spreadsheet	0	0%
Forms	2	50%
Drawing	0	0%
Calendars	1	25%
Sites	4	100%

People may select more than one checkbox, so percentages may add up to more than 100%.

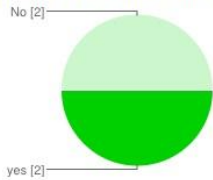
**What Google App would you like more training with?**



Documents	2	50%
Presentation	2	50%
Spreadsheet	1	25%
Forms	3	75%
Drawing	1	25%
Calendars	1	25%
Sites	1	25%
I am good to go.	0	0%

People may select more than one checkbox, so percentages may add up to more than 100%.

**Would you like to work one on one with a Google Apps expert?**



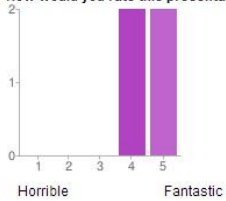
yes	2	50%
No	2	50%

If yes above, Please provide your name and planning periods.

Faheem (Pd 2 and 6) | Loretta Dospil-Farley Period 1 & 5

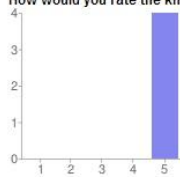
**Presentation**

**How would you rate this presentation overall?**



1 - Horrible	0	0%
2	0	0%
3	0	0%
4	2	50%
5 - Fantastic	2	50%

How would you rate the knowledge of the presenter?



She had no clue Lots of great information

1 - She had no clue	0	0%
2	0	0%
3	0	0%
4	0	0%
5 - Lots of great information	4	100%

Would you attend another presentation by this presenter?



yes	4	100%
no	0	0%

What is one thing you thought was lacking in the presentation?

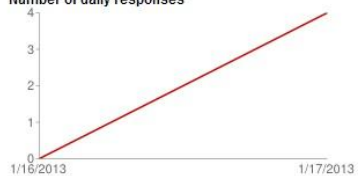
I need time to set up classes through ASPEN

What was one thing you thought was great about the presentation?

What was one thing you thought was great about the presentation?

Jen-you did a wonderful job. You're going to be great as a media specialist! :) It was wonderful to actually understand what Google Apps is capable of doing. I liked the tips and seeing what is available.

Number of daily responses



Overall, the PD was a great success. We hope to run two more this year. One focusing specifically on Google Forms and one on Google Sites.