Capstone Log
Instructional Technology Department

Candidate: Cynthia Reneau	Mentor/Title: Overberg/Librarian	School/District: Darlington School/Rome, GA
Capstone Title: Professional Development Orientation Prerequisite for Employment Program		

Date	Activity/Amount of Time	PSC/ISTE Standards
10/12/12 - 11/20/12	Create Google Survey to determine need and research Online professional development research and Capstone proposal written. Proposal submitted to advisor and revisions. **[25 Hours]**	1.1,1.2,1.3,1.4,2.5,3.3,3.6,5.1, 5.2,5.3,6.1,6.2,6.3
Reflection: This experience was the most beneficial of the capstone project. It allowed me to see what the need was for new teachers coming in to a new job and what type of stress they endured by not having enough technology training. Even if they were tech savvy they may need to learn a new management system or some different type of technology they had not used before. Standard 1.4 states that candidates research, recommend, and implement strategies for initiating and sustaining technology innovations and for managing the change process in schools. This standard was met by researching and recommending that this new online program be implemented for new teachers to help with school improvement.		
12/1/12 - 12/15/12	Meeting with Administration and IT to ask permission and map out HR and other needs for online orientation. **(2 Hours)** 3 Meetings with IT personnel on plan to develop online orientation class. **(3 Hours)** **[5 Hours]**	1.1,1.2,1.3,1.4, 5.1, 5.2,5.3,
Reflection: This experience allowed me to take my idea and meet with administrators and the IT director to further expand and establish what may or may not work with my original idea. In my original idea I wanted to just provide the basics of technology for new teachers and quiz them when they finished. The meetings allowed me to add more sections as well as take away things they felt would not be beneficial such as the quiz to see if they completed the orientation. Administrators made the point that teachers may refuse to do it all together and it would not be beneficial. Standard 3.6 states that candidates collaborate with teachers and administrators to select and evaluate digital tools and resources for accuracy, suitability, and compatibility with the school technology infrastructure. This meeting with administrators allowed me to initiate change at my school and bring on a new initiative that would allow for a positive transformation in 21st century learning for teachers.		
2/15/13 - 4/30/13	Development – • Create online training on WikiSpaces.com • Develop sections with information, pictures, videos and examples • Video, screencast and picture development • Create Google form for feedback **[89 Hours]**	1.1,1.2,1.3,1.4,2.5,3.3,3.6,5.1, 5.2,5.3,6.1,6.2,6.3
Reflection: The development of the online training began with creating the Wiki and pages that would be included in the training. The address of the Wiki was chosen as, http://darlingtonit.wikispaces.com. The pages were		

created to allow the creation to be in an outline setting so information could be added. This allowed all people involved to have goals to work toward in completion of the wiki. The pages that were created initially were; Section 1 - Macbook Basics, Section 2 - iPad Basics, Section 3 - Darlington Website, Section 4 - Google Apps, Section 5 – Blogs, Section 6 – Wiki, Section 7 - Web 2.0 Tools, Section 8 - Flipped Classroom, Section 9 - iPad Apps in the Classroom, Section 10 - MacBook Apps, Section 11 - Printing on Campus. The information technology department worked with me over the next few weeks to populate the wiki with the training information. Quicktime was used to create screencasts of Darlington's website that includes an in-house learning management system and various other tools such as Gmail, Google Docs and computer basics.

Standard 5.2 states that candidates develop and implement technology-based professional learning that aligns to state and national professional learning standards, integrates technology to support face-to- face and online components, models principles of adult learning, and promotes best practices in teaching, learning, and assessment. The development of an online professional development allowed me to meet this standard and provide professional learning for faculty at Darlington School.

7/10/2013	Final testing and implementation of online training course **[3 Hours]**	1.1,1.2,1.3,1.4,2.5,3.3,3.5,3.6,5.1, 5.2,5.3,6.1,6.2,6.3

Reflection:
Meeting between the technology specialist and myself to test all the links, make final tweaks and additions and compose email to sent to faculty occurred in the month of July. The online training course was originally suppose to be implemented in April or early May but with complications with sections from human resources and administration it was delayed until July. After the wiki was complete and tested the following email went out to faculty: Faculty, Over the summer the information technology department developed an online self-paced professional development course for you to access at any time. During this training you will learn a variety of technology tools for work, personal and classroom use. The course has been developed in sections providing instructions and videos to learn the tools more thoroughly. The course can be accessed here: http://darlingtonit.wikispaces.com/. You can access sections by clicking the name of the section on the home page or using the menu bar to the right. If you have any questions, additions or technical issues with this course, please contact the information technology department for immediate assistance. Once you have finished the course, please complete the following survey so it can be added to your professional development list http://goo.gl/JsMI1b. Standard 3.5 states that candidates troubleshoot basic software and hardware problems common in digital learning environments. For the final testing phase I met this standard to ensure that all links worked as well as the navigation on the wiki was correct.

8/1/2013 - 12/12/2013	Analyze Google Survey Feedback and follow up with teachers. Conservation and additions to online course **[65 Hours]**	1.1,1.2,1.3,1.4,2.5,3.3,3.5,3.6,3.7 5.1,5.2,5.3,6.1,6.2,6.3

Reflection:
Over the past few months the verbal reaction to the training has been overwhelmingly positive. I have met with almost every teacher and assessed their technology needs and received face-to-face communication about the online training. Faculty stated that it was great to have the ability to access the training quickly if they need fast training on a certain topic, for example teachers were asked to make sure their assignment pages were updated completely before the winter weather days to ensure that classes could proceed even if students were not at school. They were able to get that training quickly to refresh how to do that from the course. The school was able to implement distance learning days and still count school in session, so the days would not have to be made up. There were more sections added such as blended learning and copyright to help with these aspects. The wiki is updated frequently with new tools and old tools are removed. It has been decided that the online training will be added to Darlington's already advanced website. Two new sections will be added in the fall of next year to include training for students and parents. Standard 3.7 states that candidates utilize digital communication and collaboration tools to communicate locally and globally with students, parents, peers, and the larger community. For this experience I was able to communicate and meet with my peers on their thoughts of the online training, gain good and constructive feedback from them to improve the online training.

2/1/2014 - 4/16/2014	Capstone report. (12 Hours) Capstone presentation/video (8 Hours) **[20 Hours]**	1.1,1.2,1.3,1.4,2.5,3.3,3.6,5.1, 5.2,5.3,6.1,6.2,6.3

Reflection:

Writing my capstone report allowed me to spend time reflecting on the past year on the project and my past two years at Kennesaw State University. It taught me the importance of the whole process of implementing a new idea for school improvement and the steps I need to take in the future to initiate new ideas. Being in education for many years and working with teachers, I saw a need that needed to be address. Having this online training has made the world of difference for many teachers and provides them a stress free work environment for the beginning of the school year because their technology training is behind them. They can concentrate on making a wonderful start to a new school year. The presentation and video helped me with my speaking skills. I noticed when I was making the video I paused and said um and ah too much. By completing this video it allowed me to polish my presentation skills and become aware of what I was saying.

This entire experience has helped my career as a technology coordinator. I feel I am more versed and ready to take on new projects and implement new ideas in the future.

Total Hours: [207 Hours]	

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				x			x	x
Black		x	x	x	x	x	x	x
Hispanic	x				x	x	x	x
Native American/Alaskan Native								
White	x	x	x	x				x
Multiracial	x			x			x	x
Subgroups:								
Students with Disabilities				x	x	x	x	x
Limited English Proficiency				x				x
Eligible for Free/Reduced Meals					x	x	x	x