



Collegial Circle Final Report

Please type in the information on this form, print it and send it to the Teacher Center along with the Collegial Circle copies in the check list below. Also, attach it to an email to Catherine Thomas to share in the Teacher Center's online Collegial Circle Archive. Thank you for being a part in the effort to improve teaching and learning for our students.

COLLEGIAL CIRCLE INFORMATION

Title of Circle: Effective use of the Tablet PC in Classroom Instruction Standards Area: Science
Facilitator: Dan Hosey School(s): SHS
Beginning Date: 4/9/2014 Ending Date: 5/12/2014 # of Hours: 5
Participants (list): Dan Hosey, Marie LoRe, Eileen Mallox-Desormeaux

Please attach copies of the following to this report:

- ✓ Collegial Circle Attendance Log (required for payment)
- ✓ Collegial Circle Meeting Log
- ✓ Log of Strategies Implemented
- ✓ Samples of implementation strategies or student work samples if applicable
- ✓ Collegial Circle Reflection Sheets (each member fills one out)

COLLEGIAL CIRCLE DESCRIPTION

(Type your answer in the grey box below the question. The size of the box will adjust to the length of your answer.)

What were the anticipated objectives of this Circle?

1. Use a Tablet PC to create digital written notes, problem solutions, and answer keys in Microsoft Onenote and Word. Export these to .pdf format for online student consumption.
2. Use a Tablet PC to record a "screen cast" (video) of a teacher solving a problem or teaching a short lesson.
3. Import graphics, data and student work into Onenote and Word documents and notes.
4. Use the Tablet PC to extend 'white boarding' opportunities for students between sections.

What grade level(s) and or subject area(s) would benefit from this Circle?

High School Math and Science, though any teacher that wants to digitally share written and drawn information with and from students could benefit. In some ways the Tablet PC overlaps with the Smartboard, though organizationally, the Tablet PC has some advantages.

FINAL REFLECTIONS

(Type your answer in the grey box below the question.)

Was the outcome/goal of this Collegial Circle met? Explain.

The Tablet PC is a useful tool in almost any classroom, but particularly useful in classes with significant use of figures and or math. Science and Math classes in particular stand to benefit. The Tablet makes it easier for the teacher to organize and present mathematical or schematic concepts. It makes it possible for teachers to quickly share answer keys and written solutions with students. It also allows teacher to collect student work, similar to the way some teachers use traditional whiteboards. Unlike traditional whiteboards, teachers can use the student (and teacher) drawings and work into other classes, and into other classroom documents. Ideas and examples can quickly be shared digitally between teachers as well.

How did the Collegial Circle assess whether the outcome was met?

Yes. The groundwork has been set for all participants to implement the Tablet PC in their classroom. A solid foundation of skills and ideas for implementing this technology have been developed. Teachers have already begun creating a Tablet PC/ One Note lesson strategy for implementing next year. The teachers involved have already begun using this technology to share curricular materials and ideas with one another.

How did your work impact teaching/learning? Include student work samples, lesson plans, peer reviews, etc.

Even though this was a very brief collegial circle with a technological learning curve, the teachers involved managed to set up One Note to match their teaching organizational style. Teachers have begun incorporating existing note packets and other materials into One Note for next year. Teacher experimented with collecting white board type work from teachers.

Comments/additional information to share.

There was a lot of technical information presented in a short amount of time. Participants were extremely focused and this collegial circle line up directly with the needs of the teachers involved. Future students stand to directly benefit from the use of Tablet PC, especially in terms of the detailed written solutions and notes that can be communicated between teacher and student.

Though we planned for 6 hours, we were only able to meet for 5. In the future this could easily turn into a 12 hour collegial circle. We only scratched the surface of recording screen casts, and we only collected several examples of student work. We could delve more into incorporating figures and diagrams from One Note into word files or spent more time writing in word documents directly. If started earlier in the year with a larger group of people, much could be gained from sharing experiences implementing this technology with students. That is more time for "homework" using the Tablet PC in the classroom.

Collegial Circle Meeting #1

Date of Meeting: 4/9/2014 3-5 pm

Location: SHS Room 369

In attendance: Dan Hosey, Marie LoRe, Eileen Malloy-Desormeaux

Main Focus of Collegial Circle: Effective Use of the Tablet PC

Topics Discussed:

- 1. An overview of the ways a Tablet PC can be used to organize notes, collect resources, present lectures, collect student work, and quickly export notes and information in a form readily consumable by students.**
- 2. How to set up file structure/system for organizing files and collaborating between teachers.**
- 3. An introduction to Microsoft One Note.**
- 4. Participants set up One Note notebooks by course with section groups for each unit, and sub sections for planning and each period.**
- 5. Preliminary practice working with pages and practice writing and moving information between pages, and pages between sections.**

Collegial Circle Meeting #2

Date of Meeting: 5/5/2014 3-5 pm

Location: SHS Room 369

In attendance: Dan Hosey, Marie LoRe, Eileen Malloy-Desormeaux

Main Focus of Collegial Circle: Effective Use of the Tablet PC

- 1. How to use the print to One Note driver to import word files and other resources directly into One Note pages.**
- 2. Advice and practice organizing units with a planning section with separate sections for each group.**
- 3. How to use the Tablet PC to create digital answer keys.**
- 4. Importing graphics natively and with the Windows 7 snip tool.**
- 5. Adding weblinks into One Note pages.**
- 6. How to publish One Note pages, such as answer keys to .pdf file.**
- 7. How to extend traditional white boarding to the Tablet PC to collect student work.**
- 8. How to record a Screencast of teacher solutions.**

Collegial Circle Meeting #3

Date of Meeting: 5/12/2014 3-4 pm

Location: SHS Room 369

In attendance: Dan Hosey, Marie LoRe, Eileen Malloy-Desormeaux

Main Focus of Collegial Circle: Effective Use of the Tablet PC

- 1. Practice creating an answer key in Onenote.**
- 2. Using the Pen tool in Microsoft Word to write directly in Word files, including the attendance log for this collegial circle.**
- 3. Practice incorporating note packets from word to Onenote.**
- 4. Using title slides to delineate days.**
- 5. Microsoft One Note notebooks, and other files, were set up in such a way that either teacher could access, edit, and share with one another.**
- 6. Student work / whiteboarding samples were shared.**



Collegial Circle: Reflection Sheet

(To be completed by individual Collegial Circle participants)

Name: Eileen Malloy Desormeaux

Collegial Circle: Effective use of the Tablet PC in Classroom Instruction

Please indicate whether you Strongly Agree (SA), Agree (A), Neither Agree Nor Disagree (N), Disagree (D), or Strongly Disagree (SD) with each of the following statements:

	<u>SA</u>	<u>A</u>	<u>N</u>	<u>D</u>	<u>SD</u>
The established guidelines for Collegial Circles were clear to me.	x				
The amount of time allocated for the Collegial Circle was appropriate.	x				
Participation in this Collegial Circle fostered collaboration.	x				
The work I did in this Collegial Circle will directly impact my classroom practice.	x				
The work I did in this Collegial Circle will directly impact student work.	x				
The work I did in this Collegial Circle is in alignment with district and/or building goals.	x				
I was able to accurately assess the results of this Collegial Circle.	x				
The documentation (<i>samples of implementation strategies or student work sample</i>) required for a Collegial Circle is appropriate.	x				
We were able to meet all the goals/anticipated outcomes established for our Collegial Circle.	x				
I am satisfied with what was accomplished in this Collegial Circle.	x				
I would like to continue the work of this collegial circle with a follow-up Collegial Circle.	x				
I appreciate the opportunity to work, study, and share ideas with colleagues in the Collegial Circle atmosphere.	x				
I would recommend this form of professional development to a colleague.	x				

Comments/Suggestions about this Collegial Circle for PTC Policy Board:

Thank you! I learned how to use OneNote which will directly impact my teaching and student learning. I can use my new knowledge today!



Collegial Circle: Reflection Sheet

(To be completed by individual Collegial Circle participants)

Name: Marie LoRe

Collegial Circle: Effective use of the Tablet PC in Classroom Instruction

Please indicate whether you Strongly Agree (SA), Agree (A), Neither Agree Nor Disagree (N), Disagree (D), or Strongly Disagree (SD) with each of the following statements:

	<u>SA</u>	<u>A</u>	<u>N</u>	<u>D</u>	<u>SD</u>
The established guidelines for Collegial Circles were clear to me.					
The amount of time allocated for the Collegial Circle was appropriate.					
Participation in this Collegial Circle fostered collaboration.					
The work I did in this Collegial Circle will directly impact my classroom practice.					
The work I did in this Collegial Circle will directly impact student work.					
The work I did in this Collegial Circle is in alignment with district and/or building goals.					
I was able to accurately assess the results of this Collegial Circle.					
The documentation (<i>samples of implementation strategies or student work sample</i>) required for a Collegial Circle is appropriate.					
We were able to meet all the goals/anticipated outcomes established for our Collegial Circle.					
I am satisfied with what was accomplished in this Collegial Circle.					
I would like to continue the work of this collegial circle with a follow-up Collegial Circle.					
I appreciate the opportunity to work, study, and share ideas with colleagues in the Collegial Circle atmosphere.					
I would recommend this form of professional development to a colleague.					

Comments/Suggestions about this Collegial Circle for PTC Policy Board:

The work completed in this Collegial Circle was invaluable and will positively impact instruction. The versatility of this technology has tremendous potential. I am looking forward to continuing collaboration with my colleagues and implementation of this technology.

Thank you for this opportunity!



Collegial Circle: Reflection Sheet

(To be completed by individual Collegial Circle participants)

