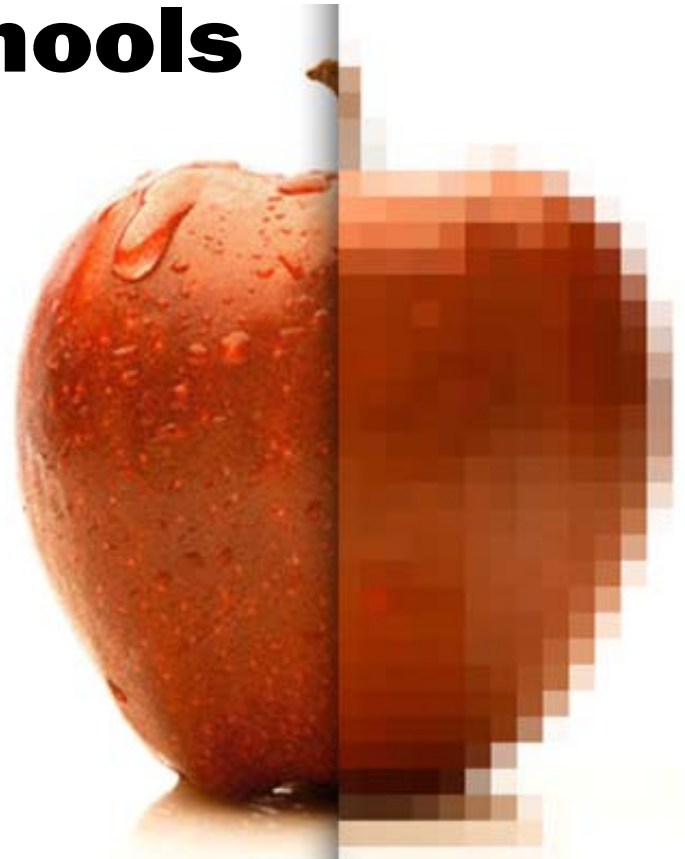


New Rules

for Teacher Training in 21st Century Schools



By Johnny Hamilton
Co-Founder & Director of Training, 2it Education Solutions® LLC



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Forward

Why Do We Need New Rules?

The short answer is because the game has already changed. The widespread adoption of technological advancements in schools have reached a tipping point. These new tools open a world of possibilities in transforming education and professional development. These tools also change the rules about how training can be delivered—resulting in increased efficiency and effectiveness.

The purpose of this eBook is to show how teachers and administrators can benefit from these new rules to successfully integrate 21st century tools into instruction.

What Are 21st Century Tools?

Unlike the historical, analog tools of instruction, these contemporary tools are all digital. An ever growing number of devices such as computers, digital whiteboards, the Web, student response systems, document cameras and more all communicate with each other to create a powerful teaching system. All of these tools hold the promise to make instruction more dynamic and engaging—and ultimately to increase student achievement.

We are preparing our students to successfully use these tools in a global 21st century workforce.

How Do We Get from Here to There?

The key is efficient training. No longer do we have to be limited only to onsite training, workshops and conferences. Now we can watch top experts and get training at our own level and pace. In fact, training is now available any time and any place.

This eBook describes new ways of delivering training that not only save time and money, but provide credit for salary advancement and recertification.

Let's explore these new rules and get 2it!

Rule #1

**Technology is a Tool-
Transformation Requires Training**



Rule #1 Technology is a Tool– Transformation Requires Training

Training Through the 4 Levels of Technology Integration

21st century tools are only as powerful as the teacher using it. Learning how to use these tools effectively in the classroom is an ongoing process that involves progressing through 4 levels of technology integration.

Traditional Teaching: Analog Tools

Traditional teaching methods incorporate analog teaching tools such as a regular whiteboard with dry erase markers, overhead projectors with transparencies, and copied worksheets. Technology is used, but none of it is digital.

Level 1: Digital Skills

The first level in using digital tools is installing them in the classroom. Common hardware components include a computer, LCD projector, digital whiteboard, document camera, and high speed Internet connection.

These components utilize many software and online services such as MS Office, SMART Notebook, web browsers, and online student information systems. Most teachers need training to understand how to use all of the features of each component.

Level 2: Curricular Integration

This level involves combining several tools simultaneously in a lesson. When teachers have a solid knowledge of these digital skills, they are able to then select the tools that best enhance their instruction.

Level 3: Research and Theory

The next level involves integrating the latest research and learning theories with these 21st century tools. This growing body of data and research identifies the best practices and instructional strategies that increase student achievement.

Level 4: Transformation

The final level occurs when the classroom is seamlessly integrated into the school and district-wide infrastructure. These networked services can enhance instruction, assessment, and collaboration in ways that continue to evolve.

Rule #2

**Take Training into the 21st Century—
It's Time to Go Hybrid**



Rule #2 Take Training into the 21st Century– It’s Time to Go Hybrid

Hybrid Training Model

A Hybrid Training Model is the most efficient way to take teachers to the next level using 21st century teaching tools. It combines key features of traditional on site methods with new on demand training to best meet the needs of the teachers and school.

On Site Training:

- Peer Mentors
- Certified Trainers
- Training & System Consultants
- Meetings (Grade/Subject Level, Staff Inservice)
- Conferences & Workshops

On Demand Training:

- Online Text, Video Tutorials, and Assessments
- Downloadable Sample Files and Guides
- Discussion Forums
- Learning Management Systems (LMS) & Courses for Continuing Education Units (CEU)

Teacher Training Need	On Site	On Demand
Start Immediately		●
Learn Basic/Intermediate Skills	●	●
Immediate Feedback/ Hands-On	●	●
Customized Training	●	
Easily Scalable (1 to 1,000+)		●
Certified Training Experts	●	●
Earn CEU Credit	●	●
Track Individual Progress		●
Access Anytime, Anywhere		●

Rule #3

**Move Beyond Words & Pictures—
See What Video Can Do**



Rule #3 Move Beyond Words & Pictures— See What Video Can Do

Get Trained by Certified Experts

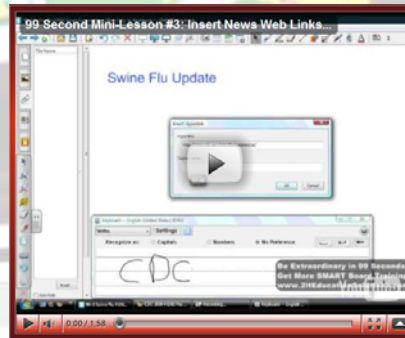
Video based training allows teachers to see certified trainers demonstrate how various hardware, software, and online services can be seamlessly integrated. Videos can show how to use digital tools, demo lessons in real classrooms, and interviews with educators who are using their systems successfully.

Types of Videos

Video based training delivered online can be accessed on any computer with a high speed Internet connection. Typically, the video is streamed within a web browser and can be paused, moved to any index point, and shown in full screen. Typically, videos are produced in one of two methods: screen capture or recorded with cameras.

Screen Capture

This method involves creating a video by recording what is happening on the screen. The point of view is if you were standing over a person's shoulder and only looking at their computer screen. This technique is usually sufficient when learning Level 1 digital skills, but is not suited for hardware skills such as using a microscope or document camera as you can't see either on the screen.



Click Links Below to View Samples of Screen Capture and 2 Camera Videos
www.2itedsol.com/screencapture

2 Camera

This method utilizes two cameras: one wide shot shows the equipment being used in context while the other shows close ups of items such as drop down menus and where the cursor is. The point of view is if you were in the room watching everything. This method is best used when learning how to integrate multiple software and hardware tools (Levels 2-4).



www.2itedsol.com/2camera

Rule #4

**Convenience is King—
Any Time, Any Place, Any Pace**



Rule #4 Convenience is King— Any Time, Any Place, Any Pace

We Expect Convenience

Technological advances in the past 15 years have made many aspects of our lives extremely convenient. For example, we can download and watch movies instantly on laptops; stay in touch with our friends with cell phones, texting, and on Facebook®; and we can find information about almost anything instantly via Google®. We can find what we want, when and where we want it, and do it easily.

The same is now true for professional development. New tools in which the training is delivered can provide the convenience of any time, any place, and any pace.

Benefits of On Demand Training

On Demand training provides the freedom and flexibility of learning that matches the needs of adult learners and makes the training more efficient. Learners can:

- Access training material 24/7/365 virtually anywhere
- Set their own level and pace of learning
- Choose different modes of learning: reading, watching videos, online interactions, or hands-on practice
- Download and view materials anywhere- in the classroom, office, home, or even at a coffee shop
- Use almost any computer or operating system by accessing web based material
- Pause and rewind training videos to review as often as needed
- Search databases to find the exact content needed
- Collaborate with experts and other educators in online forums

Types of Online Training

There are many ways of delivering online training, and they fall into one of two categories: asynchronous and synchronous.

Asynchronous training is not live and can be accessed anytime. Examples include on demand video, web pages, downloadable files, online tests/surveys, and discussion forums.

Synchronous training is live and can be broadcast like TV or be interactive like a phone call. Examples include video conferences, webinars, and chat.

Rule #5

**Three Letters That Will Save Time and Money—
LMS**



Rule #5 Three Letters That Will Save Time and Money— LMS

Learning Management Systems

A Learning Management System, or LMS, is an online tool that can deliver training in a highly efficient manner. The training material is uploaded and hosted on a server so that users can access it anywhere via an Internet connection. Users log in and access the training material in a variety of formats such as text, graphics, video, discussion boards, quizzes, and more.

The LMS, in effect, is a highly structured database. The training material can be added, modified, or deleted quickly and user reports and statistics can be generated easily. The system is designed to be scalable, flexible, and equitable.

Functions of LMS's

The functions of LMS's can differ. Some LMS's act primarily as a bank of resources and tutorials. The learner selects which content to access and in what order. An example is SMART Technologies® (www.smarttech.com).

Other LMS's function to provide courses for credit or certificates of completion. These LMS's format the training to be more structured and formalized. The learner progresses from one lesson to the next and typically must meet a specific benchmark via an online test, hands-on practice, and/or writing a forum posting or paper. An example is CE Credits Online (www.CEcreditsonline.com/2it).

Save Time

Administrators can save time by:

- Registering users automatically
- Generating automated tracking and usage reports
- Eliminating scheduling problems associated with onsite training
- Starting training immediately

Save Money

Schools can save money by:

- Distributing training by subject matter experts efficiently, equitably, and consistently
- Scaling implementation easily
- Eliminating secondary costs of training such as substitutes, travel time, custodial, etc.

Rule #6

How to Get Funding for Training— Even in This Economy



Rule #6 How to Get Funding for Training— Even in This Economy

A Hard Economic Climate

These are challenging times that schools are facing. However, as budgets shrink, other opportunities to meet teacher training needs can be explored.

Get Training for Free

The best price is free. Many training resources on the Web are freely available that target Level 1 digital skills. Examples include:

- www.smarttech.com
- www.YouTube.com/2itOnDemandTraining
- www.TeacherTube.com

However, a comprehensive approach that addresses Levels 2–4 typically requires funding training services.

Funding Training Solutions

Districts, schools, or teachers can use the ideas below to get the most out of paid training services.

- Take advantage of Title IX funding for professional development in technology
- Leverage purchased training with a peer mentor model
- Research and submit grants that include training. Check these sites for funding opportunities:

Fundsnet:
www.fundsnet.services.com

SchoolGrants:
www.schoolgrants.org

US Department of Education:
www2.ed.gov/fund/grants-apply.html

Tip the Scales in Your Favor

A good way to increase chances of getting a grant funded is to use data to demonstrate its effectiveness. Data can be collected easily from a LMS, online surveys, and student test scores.

In addition, anecdotal evidence can be collected and published using digital tools such as streaming video, digital pictures, wikis, and blogs.

Rule #7

**Get More Out of Training Than Knowledge—
Get Credit**



Rule #7 Get More Out of Training Than Knowledge— Get Credit

Why Get Credit?

The question really should be:

“Why not get credit?”

In the same time and effort it takes to learn material with traditional methods, learners can earn credit toward both recertification and salary advancement.

Recertification

All teachers are required to take additional hours of inservice training each year to maintain their credential. Online courses can provide a fast and easy way to meet that requirement.

Salary Advancement

Some online courses can be applied toward advancement on the school district’s salary scale. In addition, teachers can also earn certificates of completion for online courses.

Which Fits Your Needs:

Inservice Credit or CEU?

If the course is pre-approved by the school district or state, inservice credit is often sufficient. However, if a teacher plans to work in another school district or state, then CEU credit is the better choice, as the university units will transfer but the inservice credit may not.

How to Choose an Online Course:

What to Look for

Not all online courses are created equally. Before paying for a course, it is recommended to check if the course offers:

- Pre-approval for your school, district, or state
- Accreditation by a University recognized in your area
- Academic rigor through online tests and 1 to 1 moderation by qualified educators
- Collaboration through forums and discussion posts

Reviewing Online Training Options:

Free vs. LMS vs. Course

There is a continuum of online training options available. Free resources such as online guides and YouTube videos have the advantage of being free and readily available.

Learning Management Systems typically provide greater structure, user tracking, and higher quality training materials.

Online courses offer consistency, structure, tracking, and quality training that is available 24/7/365. In addition, courses can offer credit for salary advancement and recertification.

About the Author

Johnny Hamilton is the Co-Founder and Director of Training at 2it Education Solutions® LLC. An experienced educator for over 12 years, he taught in Los Angeles Unified School District before serving as the Technology Director for a K-8 independent school. As Technology Director, he wrote the technology curriculum, implementing it with students, parents, and staff, and built the technology infrastructure from the ground up into a 21st century school.

In 2004, he founded 2it Education Solutions and has provided system design, installation, and onsite training of digital whiteboard systems to schools in the greater Los Angeles area. He also is a SMART Master Certified Trainer (Notebook® v.10 Win/Mac) and has presented at many workshops and conferences on the effective use of 21st century tools in the classroom.

Recently, he developed and produced a catalog of over 110 On Demand video training modules in addition to 5 accredited online CEU courses that focus on the integration of 21st century tools into 8 curricular areas.

Follow on Twitter: @JohnnyHamilton



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On Demand Video
SMART® Board Training
In 8 Subject Areas

www.2itEducationSolutions.com

