

First 20 Days of Technology

Day	Topic	How might this look within the workshop model?	
		BYOD	Laptops
Day 1	Management	<ul style="list-style-type: none"> ● Screens down, eyes up protocol ● When to Pack it vs. Park it <ul style="list-style-type: none"> ○ Establish a visually cued routine so students know when to have their device out vs. having it put away. ○ Pack it (In your backpack) ○ Park it (face down on your desk – consider having students log in to the network before they park it, devices should remember the network, but students should confirm access) 	<ul style="list-style-type: none"> ● Screens down, eyes up protocol ● Where are the laptops stored? ● How would you like students to retrieve laptops each day? ● How would you like students to put away or leave laptops for other students? <ul style="list-style-type: none"> ○ Logoff or shut down ○ Put in cabinet to be locked (end of the day) ○ Leave on table for other students to use (if more students will be using them)
Day 2	Management	<ul style="list-style-type: none"> ● How to log on to the BYOD network (GCPS Mobile) ● I should always use my own login information and I should never give my login information to other students. ● Students MUST be logged in to the school network when using BYOD devices to access the internet ● How do I log in to eCLASS? ● How do I log off of my device so others can use it? 	<ul style="list-style-type: none"> ● How do I log in to the computer? ● What do I do if I forgot my password? ● What do I do if I accidentally locked myself out? ● I should always use my own login information and I should never give my login information to other students. ● How do I log in to eCLASS? ● How do I log off the computer so another student can use it?
Day 3	Management	<p>BYOD Do's & Don'ts</p> <ul style="list-style-type: none"> ● How should you treat your BYOD device? <ul style="list-style-type: none"> ○ Hold it with 2 hands ○ Don't put it in the middle of the floor ○ Be careful with it! ● Can your BYOD device come with you to specials? ● Can you share your device? ● How do I log in to eCLASS & find my teacher's course page? 	<p>Laptop Do's & Don'ts</p> <ul style="list-style-type: none"> ● Do we leave the laptops open or closed? ● How do you carry a laptop? ● How do you manage mice and headphones? ● How do you manage power cords and charging? ● How do I log in to eCLASS & find my teacher's course page?
Day 4	Troubleshooting	<ul style="list-style-type: none"> ● What do I do when I can't log in to the network? ● What do I do when something doesn't look right on my device? ● What do I do when I don't know the next step? 	<ul style="list-style-type: none"> ● What do I do when I can't log in to the network? ● What do I do when something doesn't look right on my laptop? ● What do I do when I don't know the next step?

		<ul style="list-style-type: none"> ○ Ask three before me (ask 3 other students to help before interrupting the teacher) ○ Consider establishing at least 2 student Tech helpers or Tech Gurus to help with troubleshooting ● How do I log in to eCLASS and find my teacher's course page? 	<ul style="list-style-type: none"> ○ Ask three before me (ask 3 other students to help before interrupting the teacher) ○ Consider establishing at least 2 student Tech helpers or Tech Gurus to help with troubleshooting ● How do I log in to eCLASS and find my teacher's course page?
Day 5	Accessing eCLASS	<ul style="list-style-type: none"> ● How do I log in to eCLASS and find my teacher's course page? ● How do I find my assignment on my teacher's course page? ● Where can I find directions for my assignment in the classroom? 	<ul style="list-style-type: none"> ● How do I log in to eCLASS and find my teacher's course page? ● How do I find my assignment on my teacher's course page? ● Where can I find directions for my assignment in the classroom?
Day 6	Technology is a Language (vocabulary)	<ul style="list-style-type: none"> ● Explicitly teach technology related vocabulary & how to perform actions related to the vocabulary <ul style="list-style-type: none"> ○ Wireless network/WIFI (GCPS Mobile) ○ Internet Browser (Google Chrome, Internet Explorer, Safari, etc.) ○ Power on/off ○ Adjust volume ○ Headphone jack 	<ul style="list-style-type: none"> ● Explicitly teach technology related vocabulary & how to perform actions related to the vocabulary <ul style="list-style-type: none"> ○ Wireless network/WIFI (GCPS Mobile) ○ Internet Browser (Google Chrome, Internet Explorer, Safari, etc.) ○ Power on/off ○ Adjust volume ○ Headphone jack
Day 7	Technology Is a Language (vocabulary)	<ul style="list-style-type: none"> ● Explicitly teach technology related vocabulary & how to perform actions related to the vocabulary <ul style="list-style-type: none"> ○ Camera ○ Photo/Video ○ Front and rear facing camera ○ Website Bookmark ○ Home Screen Short Cut ○ Screen Shot ○ Access photos/videos 	<ul style="list-style-type: none"> ● Explicitly teach technology related vocabulary & how to perform actions related to the vocabulary <ul style="list-style-type: none"> ○ Camera ○ Photo/Video ○ Front and rear facing camera ○ Website Bookmark ○ Home Screen Short Cut ○ Screen Shot ○ Access photos/videos
Day 8	Collaboration	How do I use my device and work with a partner?	How do I use the laptop and work with a partner?
Day 9	Self-Monitor	How do I keep myself on track when using technology independently, with a partner, or in a small group?	How do I keep myself on track when using technology independently, with a partner, or in a small group?
Day 10	Responding w/ Technology Tools	How do I find, and respond to a discussion assigned by my teacher?	How do I find, and respond to a discussion assigned by my teacher?
Day 11	Responding to my peers with Technology Tools	<ul style="list-style-type: none"> ● How do I thoughtfully respond to my peers' discussion posts? ● How do I use video note to respond to a discussion topic or to a peer's post? 	<ul style="list-style-type: none"> ● How do I thoughtfully respond to my peers' discussion posts? ● How do I use video note to respond to a discussion topic or to a peer's post?
Day 12	Accountability	<ul style="list-style-type: none"> ● I am responsible for completing my work using technology tools without my teacher standing right next to me. ● Review ask 3 before me 	<ul style="list-style-type: none"> ● I am responsible for completing my work using technology tools without my teacher standing right next to me. ● Review ask 3 before me

		<ul style="list-style-type: none"> ● Review basic troubleshooting 	<ul style="list-style-type: none"> ● Review basic troubleshooting
Day 13	Inserting an Image	How do I insert an image in a discussion as a part of my response to a discussion assignment?	How do I insert an image in a discussion as a part of my response to a discussion assignment?
Day 14	Connections to the real world	How do I use other websites to help me share what I have learned in a discussion?	How do I use other websites to help me share what I have learned in a discussion?
Day 15	Troubleshooting	What do I do when I get stuck with technology assignments? <ul style="list-style-type: none"> ● Review tech helper protocol ● Review ask 3 before me protocol ● Go over troubleshooting tips for kids 	What do I do when I get stuck with technology assignments? <ul style="list-style-type: none"> ● Review tech helper protocol ● Review ask 3 before me protocol ● Go over troubleshooting tips for kids
Day 16	Vocabulary Development	What are the components of my eCLASS course page? What are some things that my teacher might ask me to find or do? <ul style="list-style-type: none"> ● News Feed ● Widgets ● Discussions ● Dropbox ● Locker ● Content ● Classroom Assessments ● Checklists 	What are the components of my eCLASS course page? What are some things that my teacher might ask me to find or do? <ul style="list-style-type: none"> ● News Feed ● Widgets ● Discussions ● Dropbox ● Locker ● Content ● Classroom Assessments ● Checklists
Day 17	Using the technology as a tool	<ul style="list-style-type: none"> ● How do I use technology as a tool to help me complete my work? ● How do I self-monitor to be sure I am completing my work correctly and on time? ● When can I “play” on my device vs. use my device as a tool for my work? 	<ul style="list-style-type: none"> ● How do I use technology as a tool to help me complete my work? ● How do I self-monitor to be sure I am completing my work correctly and on time? ● When can I “play” on my device vs. use my device as a tool for my work?
Day 18-20	Technology During Workshop/ Work Time	What does it look like, feel like, sound like, to use technology in my classroom during Math Workshop, Reading Workshop, Writing Workshop, Word Work, Science, and Social Studies time?	What does it look like feel like, sound like, to use technology in my classroom during Math Workshop, Reading Workshop, Writing Workshop, Word Work, Science, and Social Studies time?

Teacher Tips:

- Place login information for students on a laminated index card and keep them near the computers on a ring for students to easily find and use as needed
- Students should not share login information with each other or log in for one another
- Students should not let others use their personal BYOD device, only school devices should be shared
- Write assignments down that students should complete and place them in a designated spot (near the laptops or in another chosen spot) so students can easily find their assignment without disturbing the class
- Establish a plan for storing, charging, connecting to the Ethernet
- Designate an area for laptops, power cords, headphones, etc.
- Establish and post procedures as you see fit for your class
- Model, model model!!!