**Capstone Log**

**Instructional Technology Department**

|  |  |  |
| --- | --- | --- |
| **Candidate:  E. Drake** | **Mentor/Title:  Andy Chapman** | **School/District:  GACA** |
| **Capstone Title:**  Google Drive for Teacher Training Materials | | |

**You are not required to reflect after each entry. Reflections can address one or more entries in the log.  
Just delete the reflection row if you do not use it.**

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity/Amount of Time (Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| 8/27/2018 | Communicated with PD Team 2 hours | 1.1, 1.2, 3.7 /1a, 1b, 3g |
| Reflection:  Communicating with various members of the professional development staff regarding my plan for the Teacher Training Repository was important in order to explain my “Why?” to them and informed them about expecting the survey. | | |
| 8/28/2018-8/29/2018 | Created Survey for PD Team 5 hours | 3.7, 4.2, 5.1/3g, 5a, 4a |
| Reflection:  I reflected on professional development sessions conducted at school in order to create the Google Form Survey on the possible repository categories. After creating the survey, I emailed it to the professional development staff. | | |
| 8/31/2018-9/7/2019 | Created Google Drive Repository 10 hours | 1.4, 2.8, 3.6, 4.2/1d, 2h, 3f, 5a |
| Reflection:  I analyzed the results of the professional development staff. I created the category folders for the Google Drive Teacher Repository | | |
| 9/11/2018-9/14/2018 | Created Google Form Survey for PD Team on organizing materials/ Collaborated with PD Team 7 hours | 3.7, 4.2/3g, 5a |
| Reflection:  After creating the Google Form Survey for PD Team and discussing its completion. The professional development team decided that it would be more efficient if we collaborated synchronously on how to organize the training materials into the appropriate categories. We collaborated in person and via Google Hangouts. | | |
| 10/2/2018-10/26/2018 | Migrated Training Materials 45 hours | 4.2, 6.3/5b |
| Reflection:  I migrated training materials from the LMS to the appropriate category folder on the Google Drive Teacher Training Repository. | | |
| 10/31/2018– 11/6/2018 | Collaborated with PD Staff and revised materials placement 7 hours | 3.6, 3.7, 6.2/3f, 3g, 6c |
| Reflection:  Collaborated with PD staff on correct placement of Teacher Training Materials in the appropriate categories of the Google Drive Teacher Training Repository. Removed, replaced and added materials per feedback of PD staff | | |
| 12/21/2018-1/4/2019 | Researched livestream training resource 15 hours | 6.1/6a, 6b |
| Reflection:  Researched how to livestream in Adobe Connect, design presentation and plan training session. | | |
| 1/8/2019-1/18/2019 | Created training resource, added resource to Teacher Training Repository 13 hours | 1.2, 1.4, 2.2, 2.6, 2.7, 3.3, 4.1, 4.2, 5.2/1b,1d, 2b, 2f, 2g, 3c, 4b, 5a, 5b, 6.3 |
| Reflection:  Created the teacher training resource on livestreaming in Adobe Connect. Added training steps to Teacher Training Repository. Created Google form survey for feedback. Facilitated teacher training session. | | |
| 1/15/2019 | Analyzed survey and updated Teacher Training Repository  2 hours | 2.8, 3.7, 4.2, 5.3, 6.2/ 2h, 3g, 5a, 4c, 6c |
| Reflection:  I analyzed the results from the teacher training presentation on livestreaming in Adobe Connect. I revised the training steps for the livestreaming presentation based on feedback. I updated the livestream resource on the Teacher Training Repository. | | |
| Total Hours: 106 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 |  |
| Black |  |  | X |  |  |  | X |  |
| Hispanic |  |  | X |  |  |  | X |  |
| Native American/Alaskan Native |  |  |  |  |  |  |  |  |
| White |  |  | X |  |  |  | X |  |
| Multiracial |  |  | X |  |  |  | X |  |
| **Subgroups:** |  |  |  |  |  |  |  |  |
| Students with Disabilities |  |  |  |  |  |  | X |  |
| Limited English Proficiency |  |  |  |  |  |  | X |  |
| Eligible for Free/Reduced Meals |  |  |  |  |  |  | X |  |