

Boxton Elementary & G Suite  
Grant Proposal

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## Abstract

Broxton Elementary School is seeking funding for professional development related to Google's G Suite Apps for Education (formerly Google Apps). The school became a Google for Education school at the beginning of the 2014-2015 school term. Teachers who were at the school at that time received very little Google Apps instruction. Since moving towards Google for Education status, BES has acquired 7 new teachers who have received no formal Google Apps training. In 2016, all classrooms (PK-6th grade) were equipped with four computers with ChromeBoxes. Each grade level now has a class set of Chromebooks to share. To fully utilize this new technology, teachers and support staff need to be confident in the use of all G Suite apps. The objective is for all teachers and support staff to incorporate G Suite into their weekly lesson plans to increase collaboration, productivity, and engagement among students and staff.

## Proposal Text

### *Demonstrated Need*

The faculty of Broxton Elementary School completed a technology needs survey in April 2016. This data (Appendix A) was collected and analyzed by the school media specialist and Better Seeking Leadership Team to determine the need for technology professional development in the school. Since the 2014-2015 school year, BES has been a Google for Education school. All staff and students have access to the complete suite of Google for Education products. On the technology needs survey, teachers were asked to identify their proficiency level for Google Apps (now G Suite) and Google Classroom, proficiency level of existing technology, suggestions for future technology integration, and professional development needs. A total of 27 faculty members completed the survey. The breakdown of participants was: 14 PK-5th grade

classroom teachers, 1 Special Education Teacher, 1 ESOL Teacher, 1 PE Coach, 1 Speech Teacher, 2 Quest Teachers, 1 SAIL teacher, 2 SAIL paraprofessionals, and 4 regular education paraprofessionals. Of the 27 participants, only 8 (33%) indicated a proficient or advanced level of comfort in using Google Apps. The results of the survey also indicated a strong interest from 18 (67%) teachers (specifically grades 1-5) in learning more about Google Classroom. (Appendix A)

*Goals and Objectives*

<u>Goal</u>	<u>Objectives</u>	<u>How Objectives will be reached</u>	<u>Evaluations</u>
<p>Goal 1: By January 2017, all PK-6th grade teachers, paraprofessionals, and support staff will receive training on G Suite (formerly Google Apps). This training will increase the overall faculty proficient/advanced ability level from 30% to 75% by May 2017.</p>	<p>All PK-6th teachers will:</p> <ol style="list-style-type: none"> <li>1. Be able to identify the benefits associated with using G Suites.</li> <li>2. Differentiate between the G suite applications.</li> <li>3. Locate and select appropriate G Suite applications based on what they are used for.</li> </ol>	<ol style="list-style-type: none"> <li>1. During Pre-Planning (August 2016), all faculty will receive a half day introduction to G Suite from the County Instructional Technology Specialist.</li> <li>2. In September-October, every teacher and support staff member will attend a day long, in depth G Suite training from the County Instructional Technology Specialist.</li> <li>3. In November-May, teachers will receive additional bi-weekly training</li> </ol>	<ol style="list-style-type: none"> <li>1. Sign in sheets from training days will be used to ensure that all teachers and support staff have received initial G Suite training.</li> <li>2. Pre and Post Survey will be completed during the full day trainings in early September/October and again in December to determine the effectiveness of the training.</li> <li>3. Ability level will be determined by a technology needs survey in May 2017.</li> </ol>

		during collaborative planning sessions from the School Media Specialist, Teacher Leaders, and from the County Instructional Technology Specialist.	
Goal 2: From January 2017-May 2017, 100% of teachers and support staff will include one grade level appropriate use of a G Suite app in weekly lesson plans.	All PK-6th teachers and support staff will: <ol style="list-style-type: none"> <li>1. Create weekly lesson plans that includes at least one G Suite application.</li> <li>2. For teachers who are proficient, provide support to teachers who are working to become proficient with G suite.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify teacher leaders who are comfortable using G Suite. (December 2017)</li> <li>2. Teacher leaders will be available to help other teachers develop lesson plans incorporating G Suite apps. (January 2017-May 2017)</li> </ol>	<ol style="list-style-type: none"> <li>1. Administrators will monitor weekly lesson plans for G Suite inclusive lessons.</li> <li>2. Teacher Leader and Administrator walkthroughs will be conducted to ensure G Suite apps are being used in classrooms.</li> </ol>

*Plan of Operation*

The timeline for this professional development plan is August 2016 - May 2017. Training on G Suite will begin on August 1, 2016 during a preplanning day for all teachers. The initial training will be a half day overview of G Suite from the district Instructional Technology

(IT) Specialist. The next step of the professional development plan will be an in depth one day, led by the district IT Specialist. This training will take place on four days during the months of September and October. During the one day training, the IT Specialist will cover G Suite for Education in depth and show ways each app can be utilized in a classroom. After the one day trainings, all teachers will receive additional, bi-weekly G Suite/Google Classroom training from the School Media Specialist, IT Specialist, or identified Teacher Leaders. This training will take place during regularly scheduled collaborative planning meetings during the school year. Beginning in January 2017, teachers will incorporate weekly G Suite lessons in their classrooms. Support for this task will be made available from identified Teacher Leaders and the School Media Specialist. Sign in sheets from each training session will be filed and the 2017 Technology Needs Assessment Survey will be used to ensure all teachers receive the G suite training and that all teachers are moving towards proficient/advanced ability level.

<b>Time Frame</b>	<b>Activity</b>	<b>Goals &amp; Objectives</b>	<b>Budget</b>
August 1, 2016 9:00 - 11:30 AM	<i>Half Day</i> County Instructional Technology (IT) Specialist will present an introduction to G Suite to all teachers and support staff.	Goal 1 <i>Objectives 1 &amp; 2</i>	<b>\$0</b> Training takes place during on campus during regular school hours. All learning materials are presented on SMART board and shared via Google Drive with all participants. County IT Specialist is on salary with Coffee County School System.
September 14, 2016 September 28, 2016 October 12, 2016 October 26, 2016 7:00 AM-3:00 PM (7-8 participants per date)  See full day training agenda below,	<i>Full Day</i> County IT Specialist will deliver in depth instruction on G Suite..	Goal 1 <i>Objective 2 &amp; 3</i>	<b>\$1600</b> <b>Substitute teachers for 16 classroom teachers. Support Staff does not require substitutes.</b> Training takes place during on campus during regular school hours. All learning materials are presented on SMART board and shared via Google Drive with all participants. County IT Specialist is on salary with Coffee County School System.
November 2016 - May 2017 <i>every other Tuesday</i>	<i>During 30 minute collaborative planning sessions</i> On a rotating bi weekly	Goal 1 <i>Objective 3</i>	<b>\$600</b> <b>Substitute teachers for 6 days to allow Teacher</b>

<i>collaborative planning schedule</i>	schedule, the IT Specialist, SMS, and Teacher Leaders will deliver additional G Suite lessons (Calendar, Hangouts, Sites, Forms, Gmail, Google+), lesson plan implementation ideas, and Google Classroom trainings.		<b>Leaders to present at collaborative planning sessions.</b> Training takes place during on campus during regular school hours. All learning materials are presented on SMART board and shared via Google Drive with all participants. County IT Specialist is on salary with Coffee County School System.
December 2016	IT Specialist and School Media Specialist (SMS) will identify three teacher leaders that are identified at the advanced ability with G Suite. These Teacher Leaders will present during collaborative planning meetings during the Spring semester. These Teacher Leaders will also be available to assist other teacher with integrating G Suite into lesson plans.	Goal 2 <i>Objective 2</i>	<b>\$0</b>
January 2017-May 2017	Teachers will include at least one weekly G Suite activity in their lesson plans.	Goal 2 <i>Objective 1</i>	<b>\$0</b>
<b>Total Amount Requested</b>			<b>\$2,100.00</b>

<b>Full Day Basic G Suite for Education Training Session</b> Presenter: County IT Specialist (Google Certified Trainer)		
Time	Activity	Goals
7:00-7:30	Teachers will sign in, check out ChromeBooks, and complete a pre-survey on their familiarity and comfort level with using G Suite apps.	
7:30 - 8:00	Google Drive Refresher Training	Goal 1 Objectives 1 & 2
8:00 - 9:00	Google Docs Training and Practice	Goal 1 Objective 1 & 2
9:00 - 9:15	Break	
9:00 - 10:00	Google Sheets Training and Practice	Goal 1

		Objective 2 & 3
10:00-11:00	Google Slides Training and Practice	Goal 1 Objective 2 & 3
11:00 - 11:30	G Suite Q & A Session	
11:30 - 12:30	Lunch Break	
12:30 - 2:00	How to use G Suite Apps in the Classroom	Goal 2 & 3
2:00-2:15	Break	
2:15-3:00	Q & A Session Teachers will complete a post training survey on their familiarity and comfort level with using G Suite apps.	

### *Evaluation Plan*

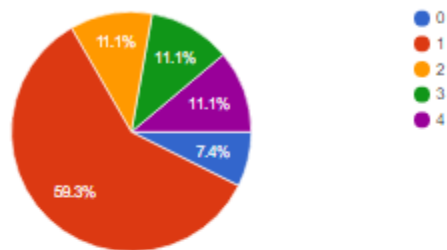
- I. A pre and post evaluation will be issued to teachers. The pre and post evaluations will be similar in that the initial rating scale will be on both of them. Because the course goal is to increase the level of proficiency, the evaluations will measure the level of proficiency teachers enter the professional development against the level of proficiency as a result of the professional development. The post evaluation will have additional questions, which are referenced in part II. (Appendix B)
- II. Post Evaluation: In addition to the ratings from part I, the post evaluation will include these questions. They will cover the purpose and objectives of the training as well. This will be used to determine which teachers are proficient or using the G Suite applications at a level of 2-Proficient, or above. Teachers who self report with a 3-Advanced or 4-Expert, may be asked to support other teachers as Teacher Leaders. (Appendix C)

To ensure that teachers are implementing their new skills in their classroom, lessons plans will be monitored weekly to ensure inclusion on G Suite lessons in the classrooms. Ongoing walkthroughs will be conducted by administrators and Teacher Leaders to ensure fidelity to using G Suite apps in the classroom. The following will be observed during each walkthrough:

- (1) Technology skills expected of students meet or exceed district standards
- (2) Technology used is appropriate for student's skill level
- (3) Technology access is adequate to meet lesson objectives
- (4) Technology is used as a tool to learn from (drills and practice, tutorials)
- (5) Appendix A - 2015-2016 End of Year Needs Assessment Survey Data

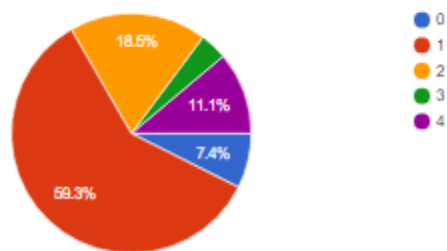
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How comfortable do you feel using Google Drive? (27 responses)



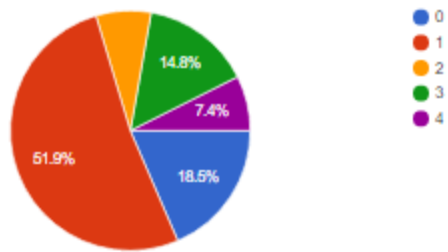
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How comfortable do you feel using Google Docs? (27 responses)

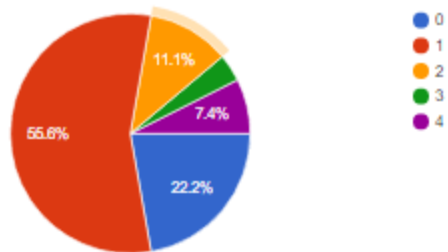




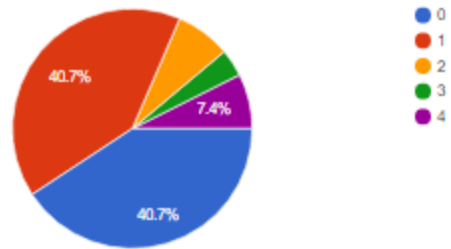
How comfortable do you feel using Google Sheets? (27 responses)



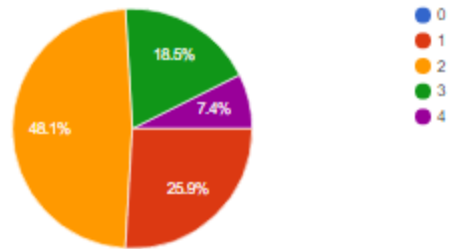
How comfortable do you feel using Google Slides? (27 responses)



How comfortable do you feel using Google Forms? (27 responses)

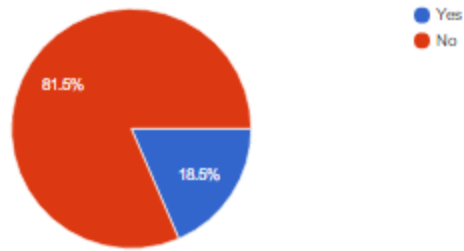


How comfortable do you feel using Chromebooks/ChromeBoxes? (27 responses)



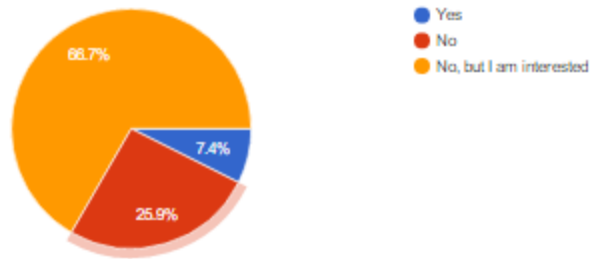
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Do you use Google Apps in your classroom? (27 responses)



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Do you use Google Classroom (27 responses)



How comfortable are you using technology in your classroom? \*

Choose ▼

How comfortable do you feel using Google Drive? \*

Choose ▼

How comfortable do you feel using Google Docs? \*

Choose ▼

How comfortable do you feel using Google Sheets? \*

Choose ▼

How comfortable do you feel using Google Slides? \*

Choose ▼

How comfortable do you feel using Google Forms? \*

Choose ▼

What other G Suite apps are you interested in learning more about? \*

Your answer

SUBMIT

How comfortable are you using technology in your classroom? \*

Choose ▼

How comfortable do you feel using Google Drive? \*

Choose ▼

How comfortable do you feel using Google Docs? \*

Choose ▼

How comfortable do you feel using Google Sheets? \*

Choose ▼

How comfortable do you feel using Google Slides? \*

Choose ▼

How comfortable do you feel using Google Forms? \*

Choose ▼

How comfortable do you feel using Google Forms? \*

Choose ▼

As a result of this training, I will use G Suite for my classroom. \*

Choose ▾

I am motivated to continue learning about G Suite or a specific G Suite application. \*

Choose ▾

I am motivated to continue learning about G Suite or a specific G Suite application. \*

Choose ▾

This training was useful. \*

Choose ▾

I feel confident about using G Suite applications. \*

Choose ▾

I can help others with G Suite. \*

Choose ▾

If you have any comments or recommendations about this training and the topic please share them below:

Your answer

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Did you find any barriers to learning in this training? If so, what were they?

Your answer