

Summer Exploration Series:

Increasing Family Engagement

Facilitator Guide

Presentation

Activity	Time	Notes	Materials
Before Participants Arrive			
<ul style="list-style-type: none"><input type="checkbox"/> Tables set up with letter and number table tents<input type="checkbox"/> Poster paper set up around walls with the three problem of practice buckets "Language Barriers" "Disconnected Families" "Logistical Complications"<input type="checkbox"/> Test technology to make sure presentation is working<input type="checkbox"/> Set up snack table			
As Participants Enter			
<p>Participants will be given name tags with a number and a letter on them. Participants will be asked to write their preferred name and pronouns. Facilitators will also have a name tag with preferred pronouns to norm the practice. Participants will be instructed to choose a seat and help themselves to refreshments.</p>			
Introduction			
Welcome/Ice Breaker	10 Min	Goal: allow educators to mingle and share their thoughts on educational technology.	PPT Slides
Overview/Agenda	2 Min		Agenda
Identifying the Problem of Practice			
5 Whys Protocol	12 Min	<p>Participants will be asked to identify a problem they have in their own classrooms around family engagement. They will then complete a "5 WhyProtocol" to help them identify the root cause of that problem.</p> <p>An example to give them: "My students are not turning in their homework -Why-> They are not doing their homework -Why-> Some students are finding the homework too difficult -Why-> Students don't have resources to help them look back on content while doing homework -Why-> Students are losing class notes and worksheet.s"</p>	5 Why Protocol

Jigsaw Share Out	5 Min	<p>Participants will find the table with the same letter as their name tag and everyone in these groups of 4 will share their root problem of practice (POP).</p> <p>After 2 and a half minutes, we will switch groupings and participants will find the table with the same number on their name tag and repeat the process.</p>	
Whole Group Share Out	10 Min	<p>Each participant will write down their POP on a post-it note and place it on a problem of practice poster.</p> <p>Note: If participants are unsure which bucket best fits their POP they can either:</p> <ul style="list-style-type: none"> • Put their problem into two buckets • Put the post-it in the bucket they think is the biggest issue leading to their POP <p>Participants will return to their tables and share-out patterns they notice among everyone's POP.</p>	
Break	10 Min		
Exploration			
Product Exploration	45 Min	<p>Free trial accounts have been created using iZone email addresses for every tech tool we are previewing today. Teachers can open them, try the features and see if the tools will help them with their POP.</p> <p>Notes: We have broken this down into 20 minutes of exploring silently and independently followed by 25 minutes of working with teachers who have similar POPs. If any teacher wants to continue independently the entire time that is ok, we just want to protect some silent time at the start.</p>	Family Engagement Product Overviews
Lunch Break (45 Min)			
Product Share Out	10 Min	<p>Teachers will share at their tables to allow everyone's voice to be heard.</p> <p>Prompt: What is a feature you really liked about one of the tech tools you explored? What is a feature you don't think will be very helpful to you about one of the tech tools you explored?</p>	

Creating a Mini-Pilot

Mini Pilot Creation	30 Min	<p>Using the framework crafted by the iZone and Digital Promise, teachers will put together a mini program pilot for the start of the school year with an edtech product they think will help solve their POP.</p> <p>Notes: In the case that a teacher has not found a product they think will help them they can:</p> <ul style="list-style-type: none"> • Choose a product they think may help with a different POP • Partner with a teacher and help them craft a mini pilot <p>The goal is for teachers to familiarize themselves with the pilot creation protocol and determine outcomes they would like to see and allow them to assess the effectiveness of the pilot.</p>	<p>Instructional Goals and Metrics Guide</p> <p>EdTech Pilot Checklist</p> <p>Product Considerations</p> <p>Tips for Integrating EdTech</p>
Debrief	10 Min	<p>Whole Group Share-Out</p> <p>Prompts:</p> <p>What was your biggest takeaway from today?</p> <p>Go around the room to hear everyone's voice.</p>	
Feedback Form		<p>Links to google form already sent to participants' email addresses on file.</p>	