**Capstone Log**

**Instructional Technology Department**

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| **Candidate:**  **Julia Hotchkiss** | **Mentor/Title:**  **Kathie Craven/ Media Specialist** | **School/District:**  **Thomas County Middle School/ Thomas County Schools** |
| **Capstone Title:**  Thomas County Schools Online Technology Professional Development | | |

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| **Date** | **Activity/Amount of Time**  **(Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| **9/27/15** | Capstone Proposal (5 hours) | 1.1,1.2,1.3,1.4/1a,1b,1c,1d |
| The Capstone Proposal planned out the procedure for my Capstone Project. I planned for having a session each week excluding school breaks. | | |
| 2/24/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
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| 3/16/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
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| 4/13/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 8/29/16 | Discussion with Principal Thompson (1 hour) | 1a, 6c/1.1, 6.3 |
| Discussion with principal about possible objectives and things that could be done to help school faculty with technology. | | |
| 8/29/16 | Discussion with Mentor (1 hour) | 1a, 6c/1.1, 6.3 |
| Discussed with mentor how to complete Capstone project on time | | |
| 8/31/16 | Discussion with IT (1 hour) | 1a, 6c/1.1, 6.3 |
| Discussed with IT personnel about making instructional videos involving Infinite Campus, our grading, attendance, and student directory | | |
| 9/4/16 | Created Technology Use Survey (1 hour) | 5.1/ 4a |
| Made Google Form for Middle School Technology Use to identify any possible trends and issues that can be used as topics for informational sessions or emails/etc. | | |
| 9/4/16 | Forms & Instructional Videos (1 hour) | 3.3, 5.2/3c, 4a, 4b, 4c |
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| 9/5/16 | Data Disaggregation (2 hours) | 6.1/ 6a |
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| 9/6/16 | Edited and Corrected Technology Use Survey (1 hour) | 5.1/ 4a |
|  | | |
| 9/13/16 | Technology Committee Meeting (1 hour) | 1a, 6c/1.1, 6.3 |
| Asked opinions of common concerns, etc. | | |
| 9/14/16 | Instructional Session with teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 9/15/16 | Title I Requirement How-To Handout (3 hours) | 3.3,3.5,3.7/3c, 3e, 3g |
| After discussing adding some modifications to a school wide Google Form that had already been shared, I made directions and a handout to send to all the teachers involved. | | |
| 9/16/16 | Instructional Session with teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Worked with teacher on assessment using computer | | |
| 9/17/16 | Instructional Session with teacher ( 2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Coached teacher with editing/formating document | | |
| 9/19/16 | Email Instructional Session (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Helped teacher through email conversation find resources for ELA/ Reading class | | |
| 9/19/16 | Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Coached teacher with text to speech program | | |
| 9/19/16 | Handouts for workshop (3 hours) | 3.3,3.5,3.7/3c, 3e, 3g |
|  | | |
| 9/19/16 | Technology Survey (1 hour) | 5.1/ 4a |
| Large Group LoTi Survey | | |
| 9/20/16 | Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Assisted teacher with navigating an instructional website | | |
| 9/26/16 | Engage & Learn Instructional Session with New Teachers (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 9/28/16 | Instructional Session with Teacher on Engage & Learn (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/10/16 | Engage & Learn Technology Workshop (1.5 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 4b, 4c, 5a, 5b, 5c |
| Techno Expo Presentation | | |
| 10/10/16 | Teacher LoTi Survey (1 hour) | 5.1/ 4a |
| To begin our instructional sessions, I wanted this teacher to complete the LoTi survey. | | |
| 10/10/16 | Discussion of Results from LoTi Survey (1 hour) | 5.1, 6.2/ 4a, 6c |
| After taking the survey, we discussed the teacher’s results and goals for our sessions. | | |
| 10/11/16 | Reposting E &L workshop handouts (1 hour) | 3.3,3.5,3.7/3c, 3e, 3g |
|  | | |
| 10/11/16 | Email Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| E&L Constructed Response questions | | |
| 10/11/16 | Email with Teacher and Developer of E&L (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/12/16 | Technology Committee Meeting (1 hour) | 1a, 6c/1.1, 6.3 |
| Discussed doing Tech Thursday for instructional technology during the day. | | |
| 10/12/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/14/16 | Google BootCamp (8 hours) | 6.1, 6.2, 6.3/7a, 7b, 7c |
| In order to better serve my teachers, I must value my own professional learning as well. | | |
| 10/17/16 | Assisted teachers with creating a form for student names (0.5 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/19/16 | Coached teacher with online forms (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/26/16 | Email Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/26/16 | Instructional Session about copying Engage & Learn sessions. (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 10/27/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
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| 10/28/16 | Create Weebly Workshop page for January E&L Workshop (2 hours) | 3.3,3.5,3.7/3c, 3e, 3g |
|  | | |
| 10/28/16 | Create Lesson Plan for E&L Workshop page (1 hour) | 3.3,3.5,3.7/3c, 3e, 3g |
|  | | |
| 10/28/16 | Create video for E&L Workshop page (1 hour) | 3.3,3.5,3.7/3c, 3e, 3g |
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| 10/30/16 | Pre-Tech Thursday Meeting (1 hour) | 1a, 6c/1.1, 6.3 |
| I spoke with an administrator and technology coach to get opinions and suggestions for our Tech Thursday coming up. | | |
| 10/31/16 | Email Conversation with Teacher and Developer (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
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| 11/1/16 | Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Engage & Learn sharing assessments with other teachers | | |
| 11/2/16 | Handouts for Tech Thursday Workshop (3 hours) | 3.3,3.5,3.7/3c, 3e, 3g |
|  | | |
| 11/3/16 | Tech Thursday Workshop (8 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 4b, 4c, 5a, 5b, 5c |
| I attended all of the school’s planning sessions, and I worked with teachers on how to use the Georgia Online Assessment for preparation for the Georgia Milestones. | | |
| 11/3/16 | Remind Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 11/3/16 | Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Worked with teacher on Google Forms & how to use for quizzes/ | | |
| 11/5/16 | Instructional Session with Teacher (1 hour) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Worked with teacher on questions about Engage & Learn | | |
| 11/8/16 | Instructional Session with Teacher (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
|  | | |
| 11/9/16 | Instructional Session with Teacher by Email (2 hours) | 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.3, 3.5, 3.7, 4.1, 4.2, 4.3, /2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3c, 3e, 3g, 5a, 5b, 5c |
| Engage & Learn developer- teacher Q&A | | |
| 11/22/16 | Creating Instructional Technology Follow-up Survey (3 hours) | 5.1/ 4a |
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| 11/28/16 | Evaluate Results of Survey (2 hours) | 5.1, 6.2/ 4a, 6c |
| From the survey, I have found that my peer teachers are satisfied with the assistance they get but they are having a hard time with the Engage & Learn program. | | |
| 11/28/16 | Capstone Reflection and Report (5 hours) | 6.2, 6c |
| I really enjoyed working with the teachers, and further confirmed by goal of becoming an Instructional Technology Coach. | | |
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TOTAL: 102 HOURS

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| **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 |  |  |  |  |  |  |  |  |
| Black |  |  |  |  |  |  |  |  |
| Hispanic |  |  |  |  |  |  |  |  |
| Native American/Alaskan Native |  |  |  |  |  |  |  |  |
| White |  |  |  |  |  |  |  |  |
| Multiracial |  |  |  |  |  |  |  |  |
| **Subgroups:** |  |  |  |  |  |  |  |  |
| Students with Disabilities |  |  |  |  |  |  |  |  |
| Limited English Proficiency |  |  |  |  |  |  |  |  |
| Eligible for Free/Reduced Meals |  |  |  |  |  |  |  |  |