BEVERLY HILLS HIGH SCHOOL
TEACHER TECHNOLOGY INTEGRATION
INDIVIDUAL LEARNING PLAN
2002-2003

NAME_____ DEPARTMENT_____ ROOM_____

PC____ MAC___ DESKTOP____ LAPTOP____ TRAINER_____

LEVEL OF EXPERTISE: (PLEASE CIRCLE ONE—1 IS AN "ABSOLUTE BEGINNER" AND 5 IS "COULD BE A TRAINER MYSELF")   1   2   3   4   5

Student Technology Integration (Student Productivity Assignment)

This year all teachers are being asked to create a new assignment **or** to modify an existing assignment to include a technology component. Our goal is to empower **students to use technology** in a way that facilitates their learning. Examples of technology integration may include demonstrating specific word processing skills in project completion, using the Internet for research, using Power Point for project presentations, using databases, or other appropriate technology skills.

Teacher Technology Integration

This year all teachers are being asked to create a new assignment **or** to modify an existing assignment to include a technology component as an **instructional strategy** in the educational process. Examples of technology integration may include using the computer for the creation of handouts, projecting handouts through TV/overheads, integrating Internet research into instruction, using Power Point for presentation of instructional or assessment components, using databases, or other appropriate technology skills.

This year all teachers are also being asked to use or to increase their proficiency in the use of technology as a **classroom productivity tool** in the educational process. Examples may include the use or improvement in the use of Micro Test, Micro Grade, email, computerized attendance, and other appropriate technology tools.

Your TTT's Role

Your Teacher Technology Trainer will assist you in the creation and implementation of your technology integration plan. In addition to other technology training, your trainer has just completed five days of training specifically designed to prepare them to help you at the level of your current understanding and proficiency. Following the creation of your ILP, you may observe other teachers, work individually or in small groups with your Trainer, depending on the skill being addressed, or you and your Trainer may decide that courses offered through CTAP, the District Office, or LACOE will also serve your needs.

TECHNOLOGY FOCUS

Student Productivity Assignment:
Instructional Strategy:
Classroom Productivity Tool:

Over>>>>>>>>>>>>>>>>>>>>>

TECHNOLOGY TRAINING/ASSISTANCE SHEET

The following questions will enable your Trainer to better plan how to help you. Please answer them thoughtfully, focusing specifically on the integration strategies you plan for this school year. Those parts of the assistance you request in this section that specifically relate to your technology focus in column 1 of the ILP Sheet should also be listed in column 3. For example, if you plan to create a class web page using Manila as a classroom productivity tool, your training in Manila should be listed in column 3, along with your basic implementation plan for the web page in terms of elements and updates.

I would like to (check the appropriate boxes)

☐ Create/add to a rubric for evaluating the technology component of an assignment

☐ Learn how to incorporate graphs, charts, pictures, etc. into handouts

☐ Have help with the TV as a projector for the computer

☐ Have help using an LCD projector

☐ Create a class web page using Manila (new district web creation software)

☐ Have help with using MicroGrade

☐ Have help with using MicroTest

☐ Have help with using Power Point

☐ Have help with using Excel

☐ Have help with using Access

☐ Have help with using Turnitin.com

☐ Have help with using Choices

☐ Have help with using Word

☐ Have help with using Internet search engines

☐ Have help with using CTAP Online courses

☐ Have help with using email

☐ Have help with basic computer maintenance skills (defragmentation, organizing files and folders, etc.)

☐ Have help with using district email, helpdesk, and personal folder on the server

☐ Have help with other _____

I am most readily available for receiving assistance/training during

My conference period _____ on _____ (specify day(s))

Before school on _____ (specify day(s))   period 1 on Wednesday

After school on _____ (specify day(s))   period 8 on Thursday

At lunch on _____ (specify day(s))

Please specify any times that you are never available_____

Teacher Signature _____