

## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2016.** Please include this application form with electronic entry.

### PROGRAM INFORMATION

County: Henrico County

Program Title: Instructional Design Website: Making instruction easy for HCPS Teachers

Program Category: Information Technology

### CONTACT INFORMATION

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### SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: John A. Vithoukas

Title: County Manager

Signature: 

### **Short Overview**

The teachers of Henrico County Public Schools had many resources available to them but the resources were scattered in many different places. Teachers were not able to access many of these resources from home – only while they were in a school building. In addition, the server that housed these resources was deprecated and the risk of server failure (losing the content) was high. None of the content was linked to the pacing guides that teachers used to plan instructions. Teachers needed everything in one convenient location and needed all materials aligned to Virginia's Standards of Learning tests they were teaching. In response to this need, the HCPS Department of Instructional Technology, along with HCPS specialists, developed the HCPS Instructional Design website. This site brings all the resources that teachers need in a structured, common format that is easy to use and available 24/7. It has become the go-to site for instructional planning within Henrico Schools.

### **The Problem/Challenge/Situation**

Henrico School teachers had a problem that limited their effectiveness as educators: they had scattered resources in varying formats, most only available within school buildings. This was a huge issue for teachers who needed to be able to access their

specialist content at all times, from their homes as well as work. The Windows 2000 server that housed these resources was deprecated and the risk of server failure (losing the content) was high. Additionally, none of the educational content was linked to the pacing guides that teachers used to plan instructions.

After a review of Henrico County schools that failed to meet state accreditation standards, the Virginia Department of Education required HCPS to develop a solution to provide teachers a consistent model for accessing pacing guides and content to support their classroom efforts. These state criteria must be met for us to maintain accreditation as a school division.

Even greater than solving the problem of 24/7 access, the state requirements, and a deprecated server, was the importance of making instruction and instructional materials easier for teachers to access. Having all high-quality instructional materials in one place makes planning much easier for teachers, and provides better instruction for students.

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We needed a solution to bring everything into one place in an organized, easy to use manner, available online 24/7. The instructional design website was just the thing to meet these needs.

#### **How the Program Was Carried Out**

HCPS' Instructional Technology Department and K-12 educational specialists were charged with developing an easy-to-use website that provided our teachers with 24/7 access to their materials. This site would be organized around the pacing guides for each grade level or content. This site needed to contain:

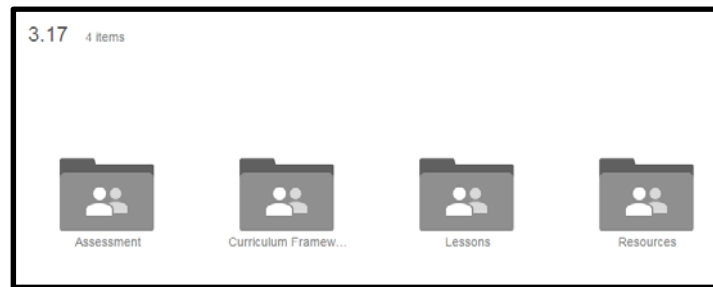
1. Instructions for using the site.
2. An overview of instruction for each grade level or subject area.
3. Links to the pacing guides.
4. Links to the blueprints provided by Virginia's Department of Education.
5. Links to online supporting resources: grading guidelines, testing materials, field trip and community service learning materials, et al.
6. Links to high-quality instructional materials for each SOL/learning objective.

The instructional technology department met with specialists to determine their needs and how to move forward to create this resource. Because elementary instruction is organized by grade level and secondary by subject area, we knew that we needed present material differently. There were multiple meetings involved with creating a process that would meet the needs of all teachers. A format was selected that provided elementary teachers' content by grade level and secondary teachers' content by subject area. Initially, all of elementary and the core, SOL-tested secondary content areas were addressed.

The next step was to upload and convert all of the specialists' content currently housed on the deprecated server to Google Docs. We trained specialists on how to build a structure in Google Docs to house their content, how to set sharing privileges for their teachers, and how to upload that content to Google Docs. HCPS has its own Google Apps for Education environment that is separate from the public Google environment; it allows us access to unlimited, free cloud storage. The HCPS Department of Instructional Technology and retired instructional technology resource teachers (working in a limited capacity in our PREP program) assisted specialists in

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uploading content to Google. In many cases, specialists had hundreds to thousands of documents to convert and upload. It took 15 months to vet all of the content in the deprecated server, select only the most useful resources, and upload them to Google Apps for Education. Specialists created a single folder for each Standards of Learning test content area.



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HCPS' Instructional

Technology Department

created a blog as the Web-

based container for the

content. Using the HCPS blog

server,

<http://blogs.henrico.k12.va.us>, we created a site using Wordpress and html. The site

allows specialists an easy way to link their content to a pre-established structure.

The index page provides general information about the instructional design blog and

provides teachers with a drop-down menu by grade level – elementary, secondary or

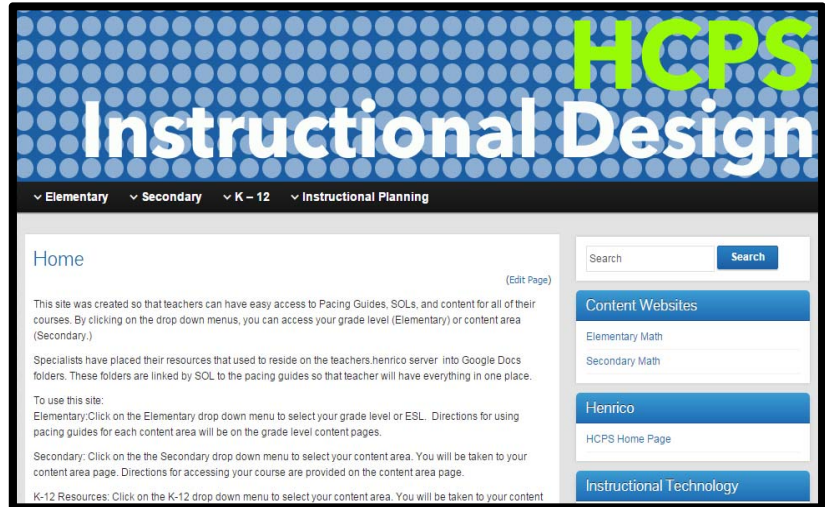
K-12.

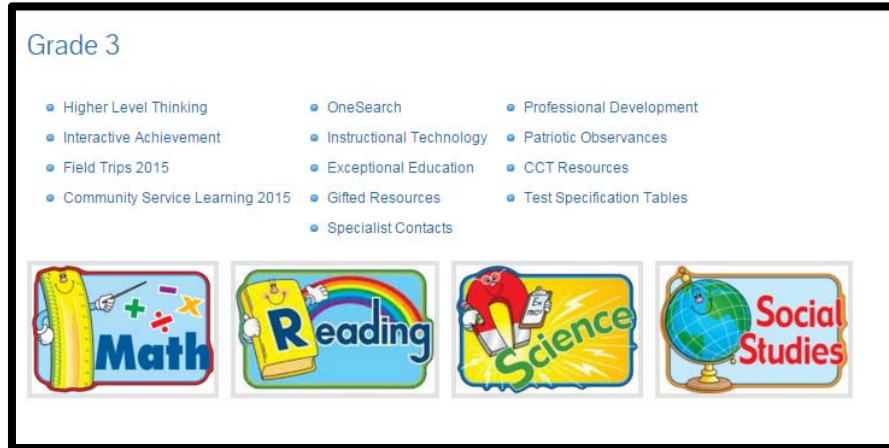
Elementary teachers' content is organized by grade level. A third-grade teacher can

select her grade from a drop-down menu and go to a page with access to resources

for the four core content areas, as well as additional information important to all

elementary teachers.





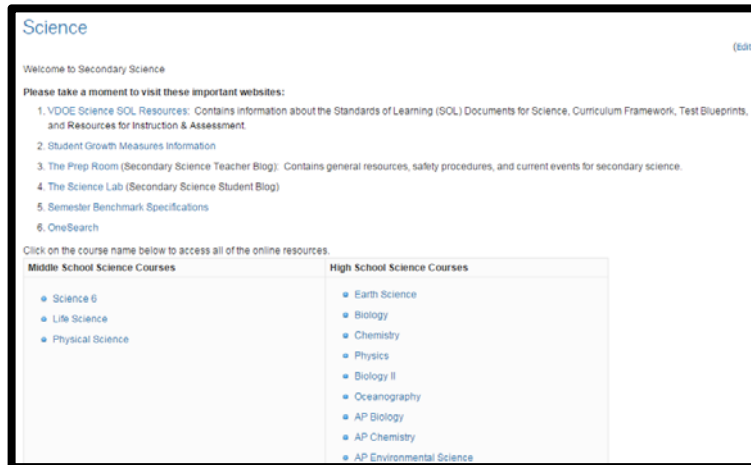
Teachers select their subjects and click on the appropriate Standards of Learning subject to access their resources.

First Nine Weeks		
Reporting Category	SOL	Unit of Study
• Probability and Statistics	• 3.17	• Organize data, construct and interpret graphs
• Number and Number Sense	• 3.1	• Place value, rounding, comparing whole numbers
• Patterns, Functions, and Algebra	• 3.19	• Patterns
• Computation and Estimation	• 3.4	• Estimate and solve +/- problems
• Computation and Estimation	• 3.6	• Represent multiplication and division
• Computation and Estimation	• 3.5	• Multiplication and division facts (1, 2, 5, 10)
• Patterns, Functions, and Algebra	• 3.20	• Commutative and Identity Properties
• Number and Number Sense	• 3.2	• Inverse operations

Secondary teachers select their content, then their course, and then click on the appropriate Standards of Learning subject to have access to all the resources.



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**Goals of Science 6:**

- Emphasize experimental design and the scientific method.
- Explore fundamental concepts in meteorology, ecology, astronomy, and natural resources management.
- Emphasize energy sources and their relationships to the natural world.

**Resources for Science 6**

All items are in Google Drive. You must log in with your @henrico.k12.va.us Google account to view items. Items can only be viewed in the drive. You will need to download any items you would like to use.

[Pacing Guide](#)  
[VDOE Science SOL Resources](#)  
[HCPS Science Resources](#)  
[Exemplars](#)

Curriculum Maps: Under construction

The table below shows the breakdown of topics to be taught each marking period.

MP 1	MP 2	MP 3	MP 4
<ul style="list-style-type: none"> <li>• Scientific Investigation (4 weeks and infused throughout year)</li> <li>• Energy (4 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Scientific Investigation (infused)</li> <li>• Matter (3 weeks)</li> <li>• Earth's Waters (3 weeks)</li> <li>• Watershed Systems (3 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Scientific Investigation</li> <li>• Energy in the Atmosphere (3 weeks)</li> <li>• Atmosphere and Weather (4 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Scientific Investigation</li> <li>• Astronomy (5 weeks)</li> </ul>

## Timeline:

- March, 2014: Held initial planning meeting
- June 2014: Finalized structure
- Summer 2014: Trained specialists to move content from deprecated server to Google Docs
- Summer 2014: Specialists uploaded content to Google Docs

- 2014-15 school year
  - Instructional technology created Web pages and html structure for specialists to upload content
  - Specialists uploaded content to website
  - Retired instructional technology resource teachers and department employees helped specialists as needed
  - Deadline for work to be completed: June 30, 2015
- Summer 2015: Site introduced to division leadership team
- Fall 2015- Pacing guides site introduced to teachers. Specialists trained teachers on how to use the site at fall specialist professional development day.

The following technologies were used in the creation of this project:

- Google Apps for Education
  - Google Docs (word processing)
  - Google Presentations (presentation software similar to PowerPoint)
  - Google Sheets (spreadsheets)

- Google forms (used to collect information from specialists)
- Wordpress blogs: <http://blogs.henrico.k12.va.us>, an internal Wordpress blog server set up to provide blogs for all HCPS teachers and students
- Dreamweaver: Software for creating and editing html
- WAN: Windows 2000 virtualshare server used to provide space for specialists to share content with their teachers. The server is deprecated (Windows 2000 not supported) and will be put out of commission later this summer
- Internet
- Laptop computers

### **Financing and Staffing Cost**

There were minimal dollar costs associated with this project. Twelve-month HCPS employees worked on most of the project. PREP teachers (retired HCPS teachers working in a limited capacity) were also used to assist with the project. PREP teachers work 28 days each year as part of their retirement program. In one case, a small amount of temp salary money was used to pay PREP teachers for assistance after they had completed their 28 days.

### **Program Results**

The success of this project has been tremendous. For the first time, more than 3,800 teachers have the best possible instruction resources at their fingertips. Now, a typical second grade teacher can go to one spot and get all of his or her pacing guides, Virginia Standards of Learning test information, and all the resources associated with those tests. This is a powerful tool for teachers to easily address all subject areas.

In the past, teachers had to download pacing guides, download blueprints, log in to a virtual-share server, go to the math specialists folder, find the Standards of Learning test information, peruse a folder full of resources – and then repeat those steps for three more subjects. Teachers now have one hub for resources. We have even included lesson-plan templates and exemplars on the site for teachers to use in planning.

This powerful, complex, 220-page site took the coordinated effort, cooperation and collaboration of more than 40 people over a 15-18 month period. Coordinating this effort – notwithstanding the actual physical creation of the sites, materials, and resources – took more than 1,000 hours. The results, however, have more than justified our staff efforts. Henrico teachers now have a first-class resource to equip them with the best resources to educate Henrico students. For further information, please visit our instructional design site at <http://blogs.henrico.k12.va.us/pacing>.

### **Brief Summary**

The teachers of Henrico County Public Schools had many resources available to them but the resources were scattered, many couldn't be accessed from home, and none of the content was linked to pacing guides teachers use to plan lessons. They were also housed on a server with a high risk of failure. Teachers needed everything in one convenient location and needed all materials aligned to Virginia's Standards of Learning tests they were teaching.

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In response to this need, the HCPS Department of Instructional Technology, along with HCPS specialists, developed the HCPS Instructional Design website. This site brings all the resources that teachers need in a structured, common format that is reliable, easy to use and available 24/7. It has become the go-to site for instructional planning within Henrico Schools.