**Capstone Log**

**Instructional Technology Department**

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| **Candidate:** Nkenze Jones | **Mentor/Title:** Logan Evans, Instructional Technology Coordinator | **School/District:** Westside/Coffee County Schools |
| **Research Project Title:**  Professional Learning for Educators using Google | | |

**You are not required to reflect after each entry. Reflections can address one or more entries in the log.  
Just delete the reflection row if you do not use it.**

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| **Date** | **Activity/Amount of Time (Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| 09/01/15-12/09/15 | Capstone Proposal written, reviewed by instructor, revisions made and approved by instructor. [10 hours] | 1.2 (1b), 1.3 (1c), 5.1 (5a), 5.2 (5b), 5.3 (5c), 6.1 (6a), 6.2 (6b), 6.3 (6c) |
| After discussing the technology needs assessment with my mentor (instructional technology coordinator), we decided training teachers at Westside Elementary School would be an appropriate capstone project. | | |
| 1/19/16 – 1/22/16 | Set up meeting with mentor, administrators, and participants. [6 hours] | 1.1 (1a), 1.2 (1b), 3.6 (3f), 5.1 (4a) |
| Reflection: I first met with my mentor to share the capstone proposal. We then met with my administrators to discuss possible participants for the project and the results of the needs assessment. I later met with teachers from the list of possible participants provided by administration. | | |
| 1/24/16 – 2/19/16 | Viewed Google Tutorials for Google Site, Forms, Slides, Sheets, and Doc. Creation of Google Applications for Practice. Created evaluation tool using Google Forms. [15 hours] | 3.6 (3f), 5.3 (4c), 6.1 (6a, 6b) |
| Reflection: I wanted to fully understand the capabilities of Google Applications for Education. The tutorials were helpful and gave me added confidence for completing the project. | | |
| 2/23/16- 2/26/16 | Trained Academic Coach [5 hours] | 3.1 (3a), 5.2 (5b) |
| Reflection: Trained Academic Coach on using Google Sheets and helped create a spreadsheet to be used by the teachers to record student achievements for the Celebration Assembly. | | |
| 2/29/16 – 3/01/16 | Google Training [2 hours] | 3.1 (3a), 5.2 (5b) |
| Reflection: Google Training with kindergarten teachers and created common lesson plans to be shared in Google Docs and Google Drive. | | |
| 03/02/16 | Google Training [1 hour] | 3.1 (3a), 5.2 (5b) |
| Reflection: Google Training with school counselor on Google Sheets to create a tracking system for teaching to use each month to record student of the month. | | |
| 03/04/16 | Creation of Google Sheet [2 hours] | 2.8 (2h), 3.1 (3a) |
| Reflection: At the request of the administration, I created a spreadsheet in Google Sheets for all teachers to record and track the behavior rewards received and redeemed by students for the Positive Behavior Intervention System (PBIS). The spreadsheet total the points received, subtracted the points redeemed and calculated the remaining points. | | |
| 4/4/16 – 4/29/16 | Internet Lesson Plan (Teaching Google) [15 hours] | 2.1 (2a), 2.2 (2b), 2.3 (2c), 2.4, (2d), 2.5 (2e), 3.1 (3a), 3.2 (3b), 3.3 (3c), 4.1 (4a), 4.2 (4b) |
| Reflection: Design Internet lesson plan to teach kindergarten students to use Google Docs to write sentences and share their writings with teacher and students. Mini-lesson were taught each day before going to the computer lab, students then made application of each skill taught. The best technology lesson and very rewarding. | | |
| 5/11/16 | Google Classroom Setup [1 hour] | 5.1 (5a) |
| Reflection: Trained and helped kindergarten teachers setup Google Classroom, modeled adding/inviting students, and creating assignments. | | |
| 3/8/16 | Illuminate Training [8 hours] | 6.1 (6a) |
| Reflection: Attended training for a web-based assessment system that was to be rolled out in our school district. I was selected by my administrators to attend and represent our school as the lead teacher. | | |
| 4/5/16 | Train the trainers (Illuminate) [8 hours] | 6.1 (6a) |
| Reflection: Attended training to receive more information about Illuminate to redelivery to teachers at Westside Elementary School. | | |
| 4/6/16 | Illuminate Training [4 hours] | 2.7 (2g), 3.6 (3f), 5.2 (5b) |
| Reflection: Trained 4th and 5th grade teachers to use Illuminate. Modeled creating and assisting assessments in Illuminate. | | |
| 5/10-11/16 | Creating Assessments in Illuminate and Training [5 hours] | 2.7 (2g), 3.6 (3f), 5.2 (5b) |
| Reflection: Trained teacher during professional learning on Illuminate and kindergarten teachers created assessments in Illuminate for math. | | |
| 08/31/16 | Mentor Meeting [1 hour] | 1.1 (1a) 1.2 (1b) |
| Reflection: Reviewed and reflected on capstone project and creating handouts with step by step directions for creating and administering assessments in Illuminate. | | |
| 9/1/16/ - 9/30/16 | Creation of Illuminate Handouts [15 hours] | 5.2 (5b) |
| Reflection: Created step by step instructions in Google Docs for teachers to use for creating and administering assessments in standard, quick, and hybrid (manual) mode. Handouts were shared with administrators and academic coaches. | | |
| 10/3/16-10/24/16 | One-on-One Illuminate Training [8 hours] | 5.2 (5b) |
| Reflection: Trained new math teachers for two hours a week on using Illuminate to create all types of assessments. | | |
| 10/14-17/16  11/1-3/16  11/11/16 | Completion of Capstone Project [7 hours] | 3.2 (3b), 6.2 (6b), 6.3 (6c) |
| Reflection: Completed the capstone report and log. This allow me the opportunity to reflect on how my capstone project could have been better if I could have been able to complete the Google Training and not shift my focus and training to Illuminate. | | |
| Total Hours: [## hours ]: | | 111 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 | X | X | X | X | X | X | X | X |
| Hispanic |  |  |  |  | X | X | X | X |
| Native American/Alaskan Native |  |  |  |  |  |  |  |  |
| White | X | X | X | X | X | X | X | X |
| Multiracial | X | X | X | X | X | X | X | X |
| **Subgroups:** |  |  |  |  |  |  |  |  |
| Students with Disabilities | X | X | X | X | X | X | X | X |
| Limited English Proficiency | X | X | X | X | X | X | X | X |
| Eligible for Free/Reduced Meals | X | X | X | X | X | X | X | X |