**Capstone Log**

**Instructional Technology Department**

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| **Candidate:** Valerie Hyder | **Mentor/Title:** Dr. Johnnie Coats/Teacher | **School/District:** Adairsville Middle/Bartow County |
| **Capstone Title:**  Professional Development for a New Learning Management System | | |

**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** |
| **May 2017 – June 2017** | Met with administrators at my school to determine a need to focus on for my capstone. Began researching and planning the initial capstone proposal (setting, capstone problem, rationale, objectives and deliverables, etc.) Created a needs assessment survey. **(20 hours)** | PSC 1.4, 2.2, 2.5, 3.1, 3.5, 3.6, 3.7, 5.1, 5.2  ISTE 1d, 2b, 2e, 3a, 3e, 3f, 3g, 4b |
| **Reflection:**  During May and June of 2017, I met with my administration to create and plan a capstone project to help benefit my school. I proposed the following: *Professional Development for a New Learning Management System.* I chose this topic since my school had recently switched from the LMS Blackboard to a new LMS, Schoology. Teachers did not receive proper training on the use of Schoology, so this capstone was designed to help teachers be more comfortable and familiar with the use of the LMS. This experience gave me a new appreciation for creating and designing professional development. | | |
| **July 2017** | Researched, designed, and implemented surveys and organized file folders onto the AMS Schoology page. This page is used to share all information and teachers can access it from any computer or the Schoology app. Analyzed survey results to plan for upcoming training sessions. **(16 hours)** | PSC 1.4, 2.2, 2.5, 3.1, 3.2, 3.5, 3.6, 3.7, 5.1, 5.2, 4.2, 4.3  ISTE 1d, 2b, 2e, 3a, 3b, 3e, 3f, 3g, 4a, 4b, 5b, 5c |
| **Reflection:**  Before designing and implementing training, a needs assessment survey was sent to staff members to see what areas they felt the needed the most help/training. The survey allowed teachers to rate themselves regarding how they felt about the new LMS and allowed them to provide their input on what their greatest issues were. These responses helped to guide the development of training sessions. This part of the capstone experience allowed me to create meaningful sessions that met the needs of the teachers. I gained valuable insight from the survey, which helped to plan for the most beneficial sessions. | | |
| **August 2017 – November 2017** | Researched various tools (discussions, backchannels, grade book, modules, etc.) of Schoology and continues to design materials for sessions. Conducted 4 professional learning sessions during 8th grade collaborative planning sessions. Continued to update Schoology resource page with handouts, screencasts, links, and other information for teachers who missed the training or needed to be reminded of the information again. Conducted informal one-on-one sessions with teachers as needed throughout the fall semester. **(58 hours)** | PSC 1.4, 2.6, 3.1, 3.2, 3.5, 3.7, 4.2, 4.3, 5.2, 5.3, 6.1  ISTE 1d, 2f, 3a, 3b, 3e, 3g, 4a, 4b, 4c, 5b, 5c, 6a |
| **Reflection:**  During these 4 months, I researched within Schoology to learn more about the topics and tools that teachers wanted more training on, and I planned on how I would implement the topics into my training sessions. Aside from these monthly training sessions, I also worked with some teachers one-on-one to model and assist with certain features, such as discussion boards/replies, gradebook features, etc. | | |
| **December 2017 – February 2018** | Conducted and analyzed post survey results and updated the Schoology page for staff with the resources created and used during the training sessions. Created the capstone report and recorded the video presentation of my capstone project. **(15 hours)** | PSC 5.2, 5.3, 6.1, 6.2  ISTE 4b, 4c, 6a, 6b, 6c |
| **Total Hours**: | | **109 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 |  |  |  |  |  |  | X |  |
| Black |  |  | X |  |  |  | X |  |
| Hispanic |  |  |  |  |  |  | X |  |
| Native American/Alaskan Native |  |  |  |  |  |  |  |  |
| White |  |  | X |  |  |  | X |  |
| Multiracial |  |  |  |  |  |  | X |  |
| **Subgroups:** |  |  |  |  |  |  |  |  |
| Students with Disabilities |  |  |  |  |  |  | X |  |
| Limited English Proficiency |  |  |  |  |  |  | X |  |
| Eligible for Free/Reduced Meals |  |  |  |  |  |  | X |  |