|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action** | **Deliverable** | **Time** **(in hrs)\*** |
| July 2012 | Discuss Capstone project with new principal to obtain approval to continue. Capstone proposal to be shared with principal in this meeting. | Signed Document indicating principal approval | 1 |
| July 2012 | Check in with District to ensure access to Griffin’s Bb shell. |  | 1 |
| August 2012 | Meet with Christine Osborne, CCSD’s Online Learning Specialist |  | 8 |
| August-May (ongoing) | Maintain regular announcements from Blackboard to ensure teachers are going to Blackboard regularly | See Blackboard Shell for evidence | 3 |
| August –May (ongoing) | Research for and Maintain Coach’s Corner  | See Blackboard Shell for evidence | 3 |
| August- May (ongoing) | Work on self-training in Bb and setting up Bb account for Data Teams, Interdisciplinary Teams, D.R.A.W. Resource Page, Common Core Resource Page, Vertical Teams, Griffin Teacher Information Page and Professional Development | Time Logs of Training Sessions | 60 |
| August – May (ongoing) | Research for above referenced accounts |  | 30 |
| September 2012 | Preparation for and roll out of initial training to Administration and staff about how our school will utilize Bb | PowerPoint and Video tape of Training Session | 10 |
| October - December 2012 | Create training screencasts and narrated PowerPoints to illustrate various uses of Bb for teams | ScreencastsPowerPoints | 10 |
| October 2012 – May 2013 | Create short training sessions to give at monthly staff meetings to keep the idea of using Bb in front of staff members |  | 5 |
| November 2012 | Research and Develop of iPad Blackboard Resource Page | See Blackboard Shell for evidence | 7 |
| December 2012 | Create and conduct a survey about usage and effectiveness of Bb on Survey Monkey. | Survey results | 7 |
| January 2013 | Collect, interpret, and report results of survey and adjust accordingly | Survey Analysis and Reflection | 10 |
| January 2013 | Work with Media Specialist to set up Computer Lab Sign up and other Media Center information on Blackboard Shell | See Blackboard Shell for evidence | 10 |
| March 2013 | Set up Blackboard for *Generation iY* Book Study | See Blackboard Shell for evidence | 2 |
| April 2013 | Develop voting pages for Teacher of the Year and Classified Employee of the Year and Maintain Survey Results | See Blackboard Shell for evidence | 5 |
| May 2013 | Create and conduct a final survey of usage and effectiveness of Bb on Survey Monkey | Survey results | 5 |
| May 2013 | Collect and interpret results of survey and adjust for developing strategies for continued and improved use in 2013-2014 school year. | Written Survey Analysis and Reflectoin | 10 |
|  | **Total Time Investment** |  | **187 hours** |