



Professional Development Model for the Implementation of Handheld Computers in K-12

To support a successful and sustainable handheld implementation project, GoKnow, Inc. proposes the following professional development model for Year One. This timeline and model may be easily modified for larger and smaller groups as necessary, but the overall goals remain the same. We hope that you can use this framework for grant proposals, to create an implementation strategy for your district or school.

Goals

- Develop and support expertise of teacher leaders as catalysts for change;
- Provide technology strategy and support to participating schools;
- Help each school to develop a technology infrastructure to address student, teacher and administrative needs;
- Provide training and support of classroom teachers to ensure that
 - Teachers learn how to integrate handhelds into their standards-based curriculum allowing for more effective teaching strategies to improve student learning;
 - Teachers learn how to create new lesson plans using educational applications, and lesson plan templates, developed by GoKnow.

Research on professional development has shown the need for focused and intensive teacher learning opportunities. We will achieve focus through connecting wireless handheld technologies to curricular goals and activities that teachers will use in classrooms. We will achieve intensity through engaging teachers in many hours of professional development and follow-up support throughout the project.

Getting started

Schools can license the GoKnow Handheld Learning Environment for Palm OS®, a classroom-proven solution for the pedagogically-effective use of Palm OS computers with students. HLE includes:

- **HLE Tools for Palm OS® - Integrated Tools for Learning** – Educationally-appropriate productivity tools that integrate concept mapping, word processing, drawing and animating, and capturing web pages.
- **PAAM™ - Archive and Application Manager for Palm OS® -- The Classroom Synchronization Manager** -- PAAM enables teachers to effectively manage, back-up, and assess students' documents created on their handheld computers. PAAM allows teachers and parents to access student documents from any web browser, anytime.
- **Lessons for Palm OS® - Activities that Engage** -- HLE includes 50 single and multi-day interdisciplinary, standards-based lessons for middle grades (4-9). Use the lessons “right out of the box” as guides to infuse handhelds into daily classroom activities.

HLE enables students to create multi-media documents, readily supports collaborative learning via IR beaming, and allows teachers to easily manage and assess hundreds of student documents. HLE was developed by educators who have years of experience using handhelds in K-12 classrooms.

TIMELINE

MONTH ONE

1. GoKnow staff will facilitate a kick-off meeting with key project staff to finalize project details including ordering necessary equipment, setting workshop dates, identifying potential challenges, etc.
2. Teachers are issued handhelds.
3. GoKnow staff will provide a two-day workshop for teacher leaders from participating schools to enable them to teach Palm basics to other teachers. GoKnow has found, as have other researchers, that projects like this are more successful when communities of teachers support each other. Teachers who work alone are far less likely to learn how to engage in new professional practices and sustain their new learning over the long run. Thus, we strongly recommend that each school have at least two teacher leaders who participate. Teacher leader workshops will have a maximum of 15 participants.
4. GoKnow staff will meet with IT staff from each school for a one-day “tech day” to discuss and formulate their implementation strategy, logistics management, and start-up plans.

MONTH TWO

1. Teacher leaders will lead workshops for other teachers to:
 - understand the Palm basics (turning it on, basic functions)
 - raise their comfort level with Palm computers
 - help them to view the Palms as more than just an organizer.

This training should cover one half-day.

2. GoKnow staff will provide ongoing tech support to ensure that everything is set-up and ready to go. This includes: handhelds are loaded with proper software and naming conventions; PAAM is working with school network security requirements; troubleshooting strategies are in place, etc.

MONTH THREE/FOUR

1. GoKnow staff will conduct professional development seminars for educators focusing on:
 - use of educational software with handheld computers
 - integrating educational technology with existing curriculum

- adapting existing curriculum and creating new lessons that build on the power and benefits of the technology
- cross-curricular integration
- examining student work to determine how the technology can best be used to help students
- building classroom assessment tools
- classroom management and logistical strategies.

Over the course of the project each teacher will receive up to five days of small group instruction. Teacher leaders will subsequently provide mini-workshops or regularly scheduled group meetings to ensure that implementation is proceeding as planned, with materials and support provided by GoKnow.

2. Students are issued handhelds.

Ongoing Support

One district point person for the project will receive technical and classroom support from GoKnow staff via telephone and e-mail throughout the school year. Regularly scheduled conference calls, and videoconference meetings, may be arranged as necessary.

GoKnow staff will conduct follow-up on-site visits as necessary to assess progress and troubleshoot any problems.

All participants will have access to a customized discussion board on the Learning at Hand website (www.learningathand.com), monitored by GoKnow to provide 24-hour feedback on questions ranging from technical problems to classroom management issues. The discussion board will also offer the opportunity to share ideas, strategies, and success stories with a community of educators all using handhelds in their classrooms.

End of School Year

Considerable evidence shows the value of teachers reflecting on their practice in order to consolidate their learning and incorporate it into their future teaching. GoKnow staff will facilitate a 3-day period of reflection and planning for the upcoming year, with planning teams from within each school and across the district.

Costs for implementation plans will vary depending on the needs of the project. Contact Trish Meyer at GoKnow: 734-929-6603, or 800-203-3412, to discuss the specifics of a handheld implementation professional development plan for your school or district.