

TRAINING OF TRAINERS:  
INTEGRATING DIGITAL LITERACY INSTRUCTION  
FOR COLLEGE AND CAREER SUCCESS



TOT  
WORKBOOK

# Table of Contents

Activity 1: Required Online Accounts .....	1
Activity 2: Creating your Padlet .....	2
Activity 3: Editing Local Participant Materials.....	3
Activity 4: Adding and Removing Canvas Users .....	4
Activity 5: Resetting Google Local Training Materials .....	5
Activity 6: Resetting Your Padlet .....	6
Activity 7: Practicing your Demo .....	7
Activity 8: Zoom Group Demonstrations.....	8
Self-Assessment.....	9
Appendix: Text from the Canvas Activity .....	A-1
Appendix 2: Materials Organization Detail .....	A-2

# Activity 1: Required Online Accounts

Usernames and passwords set up on TOT Day 1

1. Google or Gmail Account for Google Drive/Docs/Sheets

Username  Password

2. Canvas Student

Username

Email

Password

3. Padlet – You can log in with Google

Username  Password

After Activity 2, you can fill in your Padlet's password:

## Activity 2: Creating your Padlet

- Go to [Padlet.com](https://padlet.com) and choose to  button and choose the  plan.
- Complete the sign up if necessary (using Google is suggested).
- Click on the  button and select the  format.
- Change the  of the Padlet to "How are you currently integrating Digital Literacy in your classroom?"
- Change the  to read as follows: Click the + sign. Write your name. Type a response. Click on the 3 dots. Use Google Search image, video, or web to attach media as an example.
- For the , type in "digital" or another appropriate word of your choice to customize the web page address of your Padlet.
- Select a , , and  of your Choice.
- Change the slider button to the "on" position to allow  and to .
- Click the  button at the top of the window and click on the  button.
- Go to the top and click on the  link.
- Click on the .
- Select the  option.
- Type in an easy to use password and write it here:   
and also fill in the password box on the previous workbook page under #3. *Padlet*.
- Click on the  button.
- Click on the  button.
- Scroll down and click on . Write down the URL below:
- Click on .
- Right-click on the image and choose *Save Image As* or *Save Picture As*. Save the QR Code to your device. Write the name of the image and the folder where you downloaded it here:  
Image name:  Folder: \_\_\_\_\_
- If you cannot see the top of the QR Code image, you will need to resize your browser. An easy way to do this is to hold down your Control Key and tap on the minus - key once. If you still cannot see the entire image, tap one more time.
- Click on the  link at the top of the QR code.
- To put your browser back to 100%, hold down your Control Key and tap on the plus + key once or twice, depending on how many times you reduced the size earlier.
- Scroll back up to the SHARE window and click on .

## Activity 3: Editing Local Participant Materials

Don't forget to edit the **1. Local Participant Agenda** and **2. Local Participant PowerPoint** before you print them out!

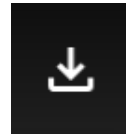
1. **Local Participant Agenda:** You will replace the items in brackets with the correct information.

[Date] \* [Program] \* [Location]  
[Trainer Name/Title]  
[Trainer Email]

2. **Local Participant PowerPoint:** On PPT slide #40, you will add the **QR Code** and the **URL** for the Padlet you created in Activity 2.

### PRACTICE NOW:

1. **DOWNLOAD** the following 2 documents to your computer. **Note that these documents are only to use for practice today.** You will need to download and modify the training materials from the PD Portal prior to any training you facilitate. Use the download button at the top right of the window.



- [tinyurl.com/dlpracticeppt](https://tinyurl.com/dlpracticeppt) (Practice PPT.pptx)
- [tinyurl.com/dlpracticeagenda](https://tinyurl.com/dlpracticeagenda) (Practice Agenda.docx)

2. **OPEN "Practice PPT.pptx"**

- On **PPT Slide #40**, use the Insert menu to locate and insert the QR Code you downloaded onto your computer earlier today into the **bright green** designated space.
- On **PPT Slide #40**, type in the URL address you wrote down for *TOT WB Activity #2* in the **bright green** designated space.
- Save and close the document.


3. **OPEN "Agenda Practice.docx"**

- Practice editing the agenda using today's date, your program's name and location, your name, and your email address.
- Save and close the document.

## Activity 4: Adding and Removing Canvas Users

**Adding Users** (You can do this with a Student login because I assigned you to a TA role in Canvas.)

To add Users, you need to use the email addresses that you collected with the Google form participants completed in the Participant Workbook page 3. **You will need to do this during lunch break so you can invite the participants to sign up for their Canvas student accounts.**

1. Go to the [Canvas Sign Up Responses](https://bit.ly/2HIGXwK) ([bit.ly/2HIGXwK](https://bit.ly/2HIGXwK)).
2. Double check that everyone has confirmed their email address correctly in the last column.
3. Copy the column with participant 's confirmed email addresses.
4. Log into Canvas: [canvas.instructure.com](https://canvas.instructure.com)
5. Click on your Integrating Digital Literacy course.
6. On the left navigation, click on the **People** link.
7. Click on **+ People**.
8. Paste the emails in the box provided and click on **Next**.
9. You will need to add names on the next screen. Next to each email, select **Click to add a name**.
10. You can use real names if you want to, but it is easiest to simply type in S1, S2, S3, etc., as illustrated in this screenshot:  

11. Click on **Add Users**.

**Removing Users** (You can do this with a Student login because I assigned you to a TA role in Canvas.)

Please remove the participants you have added to a course after your training is completed. Unfortunately, Canvas requires users to be removed individually so this may take a while if you have a large group.

12. Log into Canvas: [canvas.instructure.com](https://canvas.instructure.com)
13. Click on your Integrating Digital Literacy course.
14. On the left navigation, click on the **People** link.
15. Scroll down to locate the users.
16. Click on the 3 dots at the *far right* of the user row.
17. Select **Remove From Course**.
18. Click the **OK** button to confirm.

## Activity 5: Resetting Google Local Training Materials

The following instructions involve resetting Google Sheets and Docs by deleting information that participants have entered during the training session. You should do this after your training session AND you should always check before a training session in case the last trainer forgot or in case participants decided to access and edit the documents any time after the training session has ended.

### 1. Step-by-Step Directions

#### A. On the Local Training Google Sheet or Doc

- *Delete all content (You can use Control-A to select everything and then you can click on your keyboard's Delete key).*

#### B. On the Master Google Sheet or Doc

- *Copy all content (You can use Control-A to select everything and then you can use the Ctrl-C to copy the content).*

#### C. On the Local Training Google Sheet or Doc

- *Paste what you just copied (You can use Control-V).*

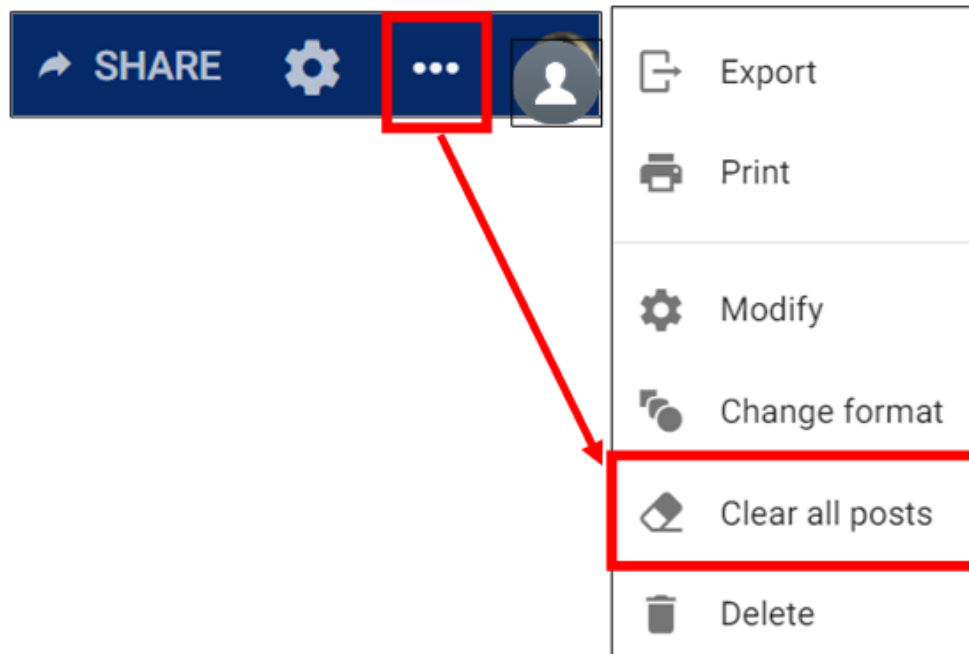
#### D. Google Local Training and Master Links

- Below is a table with links to the Google Local Training sheets and doc and the Google Master doc and sheets to facilitate this process.

LOCAL TRAINING		MASTER	
Name	Link	Name	Link
i. Canvas Sign Up (Responses)	<a href="https://tinyurl.com/dlcanvas">tinyurl.com/dlcanvas</a>	ii. Master Canvas Sign Up (Responses)	<a href="https://tinyurl.com/dlmastercanvas">tinyurl.com/dlmastercanvas</a>
iii. ESL Lesson Modifications	<a href="https://tinyurl.com/dleslmods">tinyurl.com/dleslmods</a>	iv. Master ESL Lesson Modifications	<a href="https://tinyurl.com/dlmasteresl">tinyurl.com/dlmasteresl</a>
v. ELA Lesson Modifications	<a href="https://tinyurl.com/dlelamods">tinyurl.com/dlelamods</a>	vi. Master ELA Lesson Modifications	<a href="https://tinyurl.com/dlmasterela">tinyurl.com/dlmasterela</a>
vii. Math Lesson Modifications	<a href="https://tinyurl.com/dlmathmods">tinyurl.com/dlmathmods</a>	viii. Master Math Lesson Modifications	<a href="https://tinyurl.com/dlmastermath">tinyurl.com/dlmastermath</a>
ix. Digital Literacy Skills	<a href="https://bit.ly/txdiggdgoc">bit.ly/txdiggdgoc</a>	x. Master Digital Literacy Skills	<a href="https://bit.ly/dlmastergdoc">bit.ly/dlmastergdoc</a>

## Activity 6: Resetting Your Padlet

You will need to reset the **Padlet** you created in the *TOT Workbook Activity #2* by clicking on the 3 dots next to the profile icon. At the very bottom of the drop-down menu that opens, choose **Clear all posts**.





## Activity 7: Practicing your Demo (*On Your Own*)

1. The slide number(s) for your training demonstration are Slide(s) .
2. First, use your Trainer Materials (PPT Trainer Notes & Trainer Guide) to prepare for your demonstration.
3. Practice delivering your training demonstration a couple of times in front of a mirror or another person.
4. Use your smartphone **Padlet** app to access the following Padlet:
5. The Padlet password is tot2020.
6. Create a Padlet post.
7. Type in your **name** and the **slide number(s)** you are going to be practicing.
8. Choose to attach a **Film**; *remember to use the 3 dots to view all attachment choices*.
9. Follow the prompts to film your video and attach it to your post.
10. **Remember that you can redo the video as many times as you need to before attaching it!**
11. Please post your demo practice video **BEFORE** you join your group's Zoom Demonstration session.
12. Your Zoom Group Demonstration will be , May  from  to .
13. If you have any issues with using Padlet to film yourself practicing your demonstration, please contact [dguckert@gmail.com](mailto:dguckert@gmail.com)

## Activity 8: Zoom Group Demonstrations

1. Your Zoom Group Demonstration will be , May  from  to .
2. You will receive a Zoom invite ***the day of*** your Zoom Group Demonstration. Please check your email one hour prior to the meeting. Email [dguckert@gmail.com](mailto:dguckert@gmail.com) if you do not have the invite.
3. The slide number(s) for your training demonstration are Slide(s) .

### What to expect at the Zoom Meeting

- The facilitator will pull up your assigned slides on the Zoom screen.
- When you present, you will turn on your audio and video.
- *If bandwidth permits, audience members might be able to turn on their audio and video.*
- You will present your training demonstration based on the content of your assigned slides.
  - You will be given between 5 and 10 minutes for your demo.
  - You will need to adjust the timing by setting up and beginning activities rather than completing them.
- After each demo, group participants will be asked to provide constructive feedback.
- You will complete the self-assessment after you finish your demo – see the following page (TOT WB. P 11).

*If possible, the meeting will be recorded and posted in the PD Portal so that you will have the opportunity of reviewing your training demonstration.*

# Self-Assessment

Presentation Behaviors	Always	Almost Always	Sometimes	Rarely	N/A
1. I faced my audience.					
2. I maintained eye contact with my audience for the majority of the presentation.					
3. When I needed to point something out on the screen, I did so quickly without talking with my back to the audience.					
4. I didn't lean on the podium or other furniture.					
5. I maintained good posture.					
6. I refrained from nervous or distracting body language, such as swaying back and forth, jingling or playing with jewelry, touching hair, rubbing arms or legs, etc.					
7. I spoke with high energy and enthusiasm.					
8. I spoke clearly with no mumbling.					
9. I spoke at a reasonable pace—not too fast or slow.					
10. I varied the tone and pitch of my voice to keep it from being monotone.					
11. I projected my voice so that the volume was adequate for the entire room to hear me.					
12. I talked to the audience and not to the screen or my notes.					
13. I used professional language appropriate to educational environments.					
14. As appropriate, I asked questions and gave wait time for responses.					
15. As appropriate, I called on individuals.					
16. When participants answered questions, I repeated or rephrased as needed to ensure that everyone could hear.					
17. I connected participant responses to questions to each other to support concepts being taught.					
18. I ensured that participants understood major concepts or instructions.					

# Appendix 1: Text from the Canvas Activity

The online Canvas activity is provided as a reference. *It is easier to complete this activity without using Canvas, but the purpose of the activity is to get teachers and their future students familiar with online learning management systems.* The direct link to sign into Canvas is <http://canvas.instructure.com>.

**Step A: Select a Lesson to Modify.** *You may want to work with one or two other teachers if they teach similar subjects and student levels.*

1. Choose the lesson that you want to modify to incorporate digital literacy activities. The lessons are located in your Participant Workbook, pages 6 - 10.
  - o ESL is on page 6
  - o ELA is on pages 7 to 8.
  - o Math is on pages 9 to 10.

**Step B: Plan for Digital Literacy Integration**

1. Go to the *Planning for Digital Literacy* questions on page 11 of your Workbook. Discuss (if working with others) and jot down your answers to these questions before you begin your lesson modifications.

**Step C: Develop your Lesson Modifications**

1. Go to the *Lesson Modifications* on page 12 of your Participant Workbook. You will use this page to document your ideas for digital literacy integration.
2. Choose at least TWO lesson sections to modify so that digital literacy is integrated. Sections include Warm-Up/ Introduction, Modeling, Guided Practice, Independent Practice, Assessment, Reflection, and Application.
3. Depending on your digital literacy activities, you may need to modify more than two lesson sections. For example, if students will be completing a digital literacy activity as part of their independent practice, you will probably be incorporating digital literacy technology in your modeling and guided practice as well.

**Step D: Share your Lesson Modifications**

1. Depending on the lesson that you chose, navigate to the following shared spreadsheet by clicking on the blue highlighted text: [ELA](#) [Math](#) [ESL](#)
2. Click on the first **empty row** and type in the **names of your group members**.
3. Locate the column headings that correspond to the lesson sections you modified.
4. Click in the cell in your row that is in the column that corresponds to the lesson section.
5. Type in how you integrated digital literacy into that lesson section.
6. Do not worry if the formatting looks funny!
7. Please do not delete or type over text that any of your classmates have entered.

**Step E: When you finish typing in all your modifications under the corresponding column headings, take time to read what other classmates have typed in.**

## Appendix 2: Materials Organization Detail

### Integrating Digital Literacy for College and Career Success

#### I. Local Training Materials

#### II. TOT Participant Materials

#### III. Trainer Guide \_ PPT Notes

#### 0. TOT Binder Printing Instructions

### I. Local Training Materials

- 1. Local Participant Agenda (edit first)
- 2. Local Participant PowerPoint (edit first)
- 3. Local Participant Workbook
- 4. Digital Tools in Real Life
- 5. Digital Literacy Tools

### II. TOT Participant Materials

- 6. TOT Participant Agenda (edit first)
- 7. TOT Participant PowerPoint
- 8. TOT Participant Workbook

### III. Trainer Guide \_ PPT Notes

- 9. Trainer Guide
- 10. Trainer PPT Notes
- 11. TOT Binder Cover