ECISD Instructional Technology Manual

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Contact Information</td>
<td>2</td>
</tr>
<tr>
<td>Instructional Technology Help Desk</td>
<td>3</td>
</tr>
<tr>
<td>Scheduling an Instructional Technology Specialist</td>
<td>3</td>
</tr>
<tr>
<td>Foundation for Teacher Laptop Proficiency (FTLP)</td>
<td>4</td>
</tr>
<tr>
<td>Foundation for Teacher Laptop Proficiency (FTLP) REFRESH</td>
<td>5</td>
</tr>
<tr>
<td>Technology Exchange Guidelines</td>
<td>6-7</td>
</tr>
<tr>
<td>Eduphoria Roles</td>
<td>8</td>
</tr>
<tr>
<td>TEKS Resource System</td>
<td>9</td>
</tr>
<tr>
<td>Checking out equipment</td>
<td>10</td>
</tr>
<tr>
<td>Online Programs</td>
<td>11</td>
</tr>
</tbody>
</table>
Department Responsibilities

- To improve student success by enabling teachers to effectively integrate technology into the existing curricula
- Provide district and campus professional learning
- Support district online programs
- Maintain efficient processes for distributing the Foundation for Teacher Laptop Proficiency Program
- Communicate effectively with staff regarding changes in technology hardware or software
- Create accounts for TEKS Resource System
- Manage Eduphoria access privileges, and Strive
- Operate an Instructional Technology Help Desk for all staff
- Collaborate and assist with many ECISD events

Contact Information
Instructional Technology Main Office: (432) 456-8489
Instructional Technology Help Desk (432) 456-6079
Online Programs (432) 456-5290

Email-technologyspecialists@ectorcountyisd.org

Twitter-@TechECISD

Mailing Address
ECISD Instructional Technology Department
P.O. Box 3912
Odessa, TX 79760

Physical Address:
802 N. Sam Houston Ave.
Odessa, TX 79761
Instructional Technology Help Desk

- Training support is available to all staff Monday-Friday from 8:00-5:00 M-F, closed 11:30-12:30 for lunch
- Specialists assist staff with online password and program support
- Call (432) 456-6079 for assistance
- Remote assistance available
- May submit an Eduphoria Help Desk ticket for assistance

Scheduling a Specialist for Professional Learning

- Each of the six Specialists are assigned to designated campuses
- If a department or group need assistance, call the Instructional Technology office (432) 456-8489
Foundation for Teacher Laptop Proficiency (FTLP)

This program is designed to introduce staff to the instructional tools available which promote technology engagement

**FTLP:** This is an optional program to help support our teachers.

**Requirements:**
Teachers, Instructional Coaches, Reading Specialists, Counselors, Library Media Specialists, and Assistant Principals at most campuses have the opportunity to earn a laptop.

**Exclusions include:** NTO, West, Buice, Edward K. Downing, Falcon, and OCTECHS.
To obtain a laptop, you must complete and pass [5 online Moodle courses](#), then you will receive an invitation to pick up your laptop and attend one face to face troubleshooting course.

**Moodle Courses:**
- Google Overview
- Eduphoria Overview
- Laptop Theft Protection/Care
- Office 365 Overview
- Online Safety, Security and Digital Citizenship

**Face to Face Course:**
- Basic Technology Troubleshooting

**FTLP Campus or Position Change**
If you are transferring to a new ECISD campus, please fill out the FTLP Campus or Position Change Form in Eduphoria.
Log into Eduphoria Help Desk
Create a new request
Select FTLP Campus or Position Change icon
Complete the form and select submit request

**Leaving the District**
Return the FTLP laptop to the Technology office located at 806 North Lee.
If you have any questions, contact Instructional Technology at 432-456-8489.
Foundation for Teacher Laptop Proficiency Refresh

*Current FTLP Laptop Recipients Only*

The Foundation Teacher Laptop Proficiency Refresh is for current staff members that took the FTLP courses and received an ECISD technology issued FTLP laptop.

**Requirements:**
Teachers, Instructional Coaches, Reading Specialists, Counselors, Library Media Specialists, and Assistant Principals at most campuses qualify.

**Exclusions include:** NTO, West, Buice, Edward K. Downing, Falcon, and OCTECHS.

This is an **optional program** to help support our teachers. To obtain a laptop, you must enroll & complete 2 **online Moodle Courses**, then you will receive an invitation from Instructional Technology to pick up your laptop and attend one Face to Face troubleshooting course. The old laptop **must be returned** to the Technology Department before a new laptop may be issued. All files must be backed up from your old laptop prior to the class, Technology will not be able to recover these files once the old laptop is returned.

If you have any questions, please contact the Instructional Technology Department at 456-8489.

**Moodle Courses:**

1. Online Safety, Security, and Digital Citizenship
2. Google Overview

**Face to Face Course**

1. Basic Technology Troubleshooting
Technology Exchange Guidelines

Technology exchange is intended to allow opportunities throughout the school year for staff members to improve their technology integration skills. During the 2019-2020 school year, the staff of Ector County ISD will be required to attend 1 day (6 hours) of technology professional learning to be used on **March 6, 2020**, as the designated technology exchange day. The training session(s) must meet the following guidelines:

1) The window to earn exchange credit for the 2019-2020 year begins when your 2018-2019 contract ends. Once your 2019-2020 contract begins, exchange credit must be earned outside of regular contract hours. Attendance at the session must not be during regular contract hour.

2) Technology professional learning must include one of the following components to qualify for technology exchange day credit; technology integration, or using a technology tool for collaboration and communication.

3) If you earn exchange credit during the month of June and then resign from the district before the exchange dates occur, you will NOT be paid for the days of professional development that you attended.

4) A total of six clock hours must be accumulated for the Technology Exchange day. Several shorter sessions may be added together to equal the required me. No less than a full day (6 hours) of technology-based professional learning will be allowed for the March Technology Exchange Day.

5) Technology Sessions outside of the District or Region 18 courses must be pre-approved by the supervising Principal/Director of Instructional Technology/ Director of
Professional Development. Technology Sessions attended without prior approval may be submitted, but there will be no guarantee of exchange day credit.

6) Proof of attendance through an official certificate of completion or official transcript must be submitted following the session along with a statement of intended implementation or use of the technology skills acquired, i.e. How will you implement the technology skilled learned? Courses or conferences attended outside of the District must be added to your Eduphoria Workshop Transcript. The directions for Out of District Credit Requests are located here.

7) Technology professional learning sessions must be attended prior to March 2, 2020, any exceptions in this policy must be approved by the campus principal.

8) Technology training is provided through the Instructional Technology Department upon request and weekly scheduled classes will be offered after school hours on designated days.

All full-time staff members are required to work on March 6, 2020, unless they are eligible to use a technology exchange day. The following employees are NOT eligible to use a technology exchange day:

- All 12-month (227-day) employees
- All hourly employees (clock in with KRONOS)
- Staff members that do not qualify for the technology exchange day but want to take that day off, must use comp time, personal leave or vacation.
Eduphoria

- Eduphoria accounts are automatically created with each new email account generated
- The Director of Instructional Technology
  - Maintains calendar in Eduphoria
  - Staff roles and rights based on duties
    - When staff change roles or positions, Eduphoria roles/rights must be updated manually. Email the Director of Instructional Technology for assistance (432) 456-8489
  - Archives Strive evaluations and communicates end of year procedures for Eduphoria
  - Creates evaluations in Eduphoria after approved by HR
  - Exports staff evaluations requested by staff that leave the district
TEKS Resource System

- Create accounts for new instructional staff
- Updates exiting accounts based on request
- Call main office for assistance (432) 456-8489

Equipment Check out

- Instructional Technology has a few items we loan out for business use
- Large screens
- Projector for events
- Google Expedition VR kit
- Cricut machine

Online Programs

- Manage iTunes and App purchases and distribution
- Manage Library catalog system, databases and online reading program
- Manage online ebook systems and users
- Liaison for district online educational programs
- Maintain and update Moodle server
- Manage and oversee technology based assessments
- Maintains Credit Recovery Software