

# Topic: Using the Library website

## Selection

- 📍 This topic was selected due to the number of teachers requesting information about how to best utilize the website.
- 📍 Our district switched between Follett Destiny to Alexandria this summer, and the staff is having difficulty making the transition.
- 📍 We have added new databases that the administration feels is being underutilized.
- 📍 The Superintendent requested some sort of PD.


## Format

- 📍 The format will be two PD sessions held on different PD days. The first day will be 1.5 hours, and focus on the site itself, the second day will focus on the databases, and will take one hour.
- 📍 Our district generally has required PD days once a month, and this format allows for teachers to utilize the first part of the website before we move on to other parts.


## Activities/Organization

- 🏆 All activities will be led by the LMS, with table assistance by the administration who will be trained at an earlier time.
- 🏆 Handouts will be made available, and uploaded to a shared Google Doc.
- 🏆 Prizes will be provided by the district using PD funds.
- 📍 Day One:
  - 📍 Introduction and site overview (20 min)
  - 📍 The LMS will give a reasoning behind the PD, the goals, and agenda.
  - 📍 The LMS will give a very broad overview of what the site can do, showing the various pages they may encounter.


#### Login (10 min)

 Teachers will be provided with their login information, and given the opportunity to navigate the account screen on their own.

#### Demonstrations (30 min)

 Demonstrations will be given over the various functions of the site, paying close attention to the various search features.

#### Scavenger Hunt (15 min)

 Teachers will work in groups of 4 to complete the scavenger hunt.


#### Free Play (15 min/ongoing)

 Teachers will be given a chance to play with the site to get comfortable with it.


During the weeks in between the PD days, daily messages will be posted on the Bulletin Board of the site giving teachers more challenges. As these challenges are completed, prizes will be given out.

### Day 2


#### Introduction (15 min)

 During this time, teachers who completed the extra tasks will receive their rewards, and a brief overview of the databases will take place.

#### Demonstrations (30 min)

 Demonstrations of each database will be given.

#### Scavenger Hunt (15 min)

 Since we subscribe to different databases for each school, teachers will break into groups of two depending upon their subject/level. For instance, both 2nd

grade teachers will work together, middle school science will work together, and high school English will work together.

ℳ The scavenger hunts will be geared for each subject/database so their are appropriate for those teachers utilizing them.

## Evaluation/Follow Up

ℳ A Google form will be sent out for teachers to evaluate the PD, all answers will be anonymous.

1. I found the PD:

- ☐ Informative
- ☐ Beneficial
- ☐ Well Organized
- ☐ A waste of time

2. Do you feel comfortable using the library website?

3. Do you feel comfortable using the database(s)?

4. On a scale of 1-5 (one being least) how likely are you to use either of these in your classroom?

5. Do you have any comments about the PD in general?

ℳ A separate Google form will be sent out asking teachers if they have any specific questions, or issues they have with either the website, or databases.

ℳ A quick 15 minute follow up will take place at the next PD for teachers to discuss how they have used either the site, or the databases.

ℳ Teachers will be allowed to sign up for mini sessions during other PD days, and Friday afternoons to get personalized help on either of the items discussed.