Southeast Bulloch High School

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Date	Time	Activities
10/05/20	8:00am - 2:00pm	**Library Duties** On boarding with library systems Class arrivals and sanitation check in / check out assistance Introduction to materials and technology available for use Qualtrics ticketing support help Meeting other staff and student workers

10/06/20	8:00am - 2:00pm	**Library Duties**
		    Class arrivals and sanitation
		    check in / check out assistance
		    Qualtrics ticketing support help
		
		Newsroom introduction
		    Walk through of system, Meet media teacher and student who run system, Observe live stream in action, walk though of safari montage stream download and publishing to school website.
		
		    Technology: Camera, mic recording, broadcaster, Teleprompter, closed circuit system video audio switch (1 podium, channel up) channel 1 news network, logitec presenter bluetooth, 2 projectors (check out for off campus events)
		
		HS Software Demonstrations
		    Test prep usa (school level)
		    Edpuzzle
		    Edgenuity
		    illuminate (Testing software)
		    iReady (district level - assessment and instruction program)
		    Pearson (digital text)
		    Newsela
		    SORA (free because of local consortium)
		    Discovery education
		    Brain Pop
		    Georgia Futures (counseling)
		    PLP (virtual kids)
		    WeVideo (video editor)
		    cleanVideo - iboss
		    Destiny
		    Safari Montage (student news videos)
		    Infinite Campus (school management system - district)
		    Khan Academy
		    heartSmart (PE)
		    ClassLink (auto-login)
		    McGraw hill

| 10/07/20 | 8:00am - 2:00pm | **Shadowing the Technology Liaison today:**

Library Duties
    Class arrivals and sanitation
    check in / check out assistance
    Chromebook troubleshooting

Promethean board
    Setup and basic running instruction to teachers

Z-space Augmented reality machines and microscope
    Observe medical class utilize augmented reality for learning
    Machines unable to start up program, unsuccessful intervention with IT
    Permission to attempt a fix
    Fix found
    Replicating fix with all other Z-space machines
    Instruct tech lesion of my steps to solve issue.
    Set up microscope to live feed onto Promethean board
    Mini HDMI cord missing to be acquired tomorrow. |

10/08/20	8:00am - 2:00pm	**Library Duties**

Library Duties
    Class arrivals and sanitation
    check in / check out assistance
    Qualtrics ticketing support help

Z-space Augmented reality machines
    Use of machines in instructional action!
    Has many more programs for use in a mechanic class to view a broken down parts of a vehicle.
    Human sized map attachment for scanning with a tablet and augmented reality manipulation with a pen.

Library Ordering and teacher management software

I was shown more software used for administration of manage teachers or teachers professional development access. In addition I was also shown the ordering process for books and materials as well as the companies that are generally used and why.

    Teacher Management
    FrontlineEd (PD for teachers)
    My learning plan (PD for teachers)
    ReadySub (absence management)
    Chronos (Teacher check-in and out)
    Impero (district level student computer monitoring)
    Centegix crisis alert (school alertsystem) 3 time principal 8 times alert district

    Library Ordering
    Doc-e-fill (PO system) : teacher -> bookkeeper -> Principal
    Quadrics (ticketing system) 1-3 help tickets assigned a day
    JLG
    Follett
    Broad Reach books (book preview)
    Mid America books
    Knowbody
    Greyhound publishing
    Demco

    District help system
    Maintenance request (patty morris)
    IT Request (judy -> county)

10/09/20	8:00am - 2:00pm	**Library Duties**
		  Class arrivals and sanitation
		  check in / check out assistance
		  Qualtrics ticketing support help
		
		Teacher technology assistance
		  Google drive Troubleshooting
		  Browser cache maintenance and permissions edit
		
		Promethean board
		  Setup board to stream from safari montage in computer rooms 1,2, & 3
		
		Literacy Instructional technology Observation
		  Use of Google slides , Newsela, and Grammerly in lesson
		  Assessable functionality for differentiation
		  Use of multimedia with proper digital citizenship attributions.
		  Discussion of additional programs and digital citizenship learning

		Total Site Hours = 30