

Educator Tools Trainer Guide

2 Contact Hours



Optional Training Activities

- Optional training activities are estimated to add 75 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the Educator Tools class will achieve seven objectives:

- Understand the importance of using quality, curated, standards-aligned instructional materials.
- Find Educator Tools on the INFOhio website (www.infohio.org).
- Develop good search strategies to be able to find quality instructional materials.
- Use the navigational tools to search and browse content to find the best instructional materials to supplement your curriculum.
- Use the special features to save, embed, and share instructional materials.
- Identify best practices for using Educator Tools in the classroom.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn how to access INFOhio's Educator Tools, how to use it to find supplemental instructional materials, and how to save those materials for use in your classroom. Below is a description of each lesson and the amount of time it should take for participants to complete each one. (Class description from syllabus/website)

Getting Started

Pre-test

- **Lesson Content**

Take a quiz to find out what you know or need to know about Educator Tools .
(5 minutes)

Your Assignment

- **Lesson Content**

Review the course objectives and the course overview. (5 minutes)

Optional Training Activity

- To begin, review the objectives found in Getting Started: Your Assignment Lesson.
- Have participants answer the following questions:
 - Where do you find instructional materials to add to fill instructional gaps and meet students' diverse needs?
 - How much time do you spend in one week looking for instructional materials to supplement your curriculum?
- Collect the answers and share in a read-aloud discussion.
- Share the results of these questions with the participants so they can understand how using Educator Tools gives them an easy way to find quality content in one location.

How to Use Educator Tools

Getting to Know Educator Tools

- **Lesson Content**

Read facts about Educator Tools and practice the steps needed to access the resource on www.infohio.org. Watch a short video to understand some of the features found in the resource. Think about what you learned by answering questions. (10 minutes)

Optional Training Activities

- In the Getting to Know Educator Tools lesson, conduct a live demonstration using a projector describing the various ways to access Educator Tools at www.infohio.org. If participants have a device, they can practice along with you.
- Have participants read pages 9-18 of [The Supplemental Bazaar: Is What's Online Any Good?](#)
 - Discuss the strengths and weaknesses of the instructional materials evaluated in the study.
 - Discuss how this study may affect their use of instructional materials from these sources.

Using Educator Tools

- **Lesson Content**

Learn the navigational tools and features found on Educator Tools. (15 minutes)

Optional Training Activities

- Do a live presentation of the information found in the lesson of **Using Educator Tools**. Ask participants to follow along while you lead them through the navigation tools and features of Educator Tools from your projected device.
 - Then, conduct a search of Educator Tools demonstrating
 - Searching techniques using quotations for search phrases
 - How to save a resource
 - How to sign up for notifications
 - Have participants practice searching and saving instructional materials. (20 minutes)
 - Find three resources that will help you teach an upcoming lesson or meet a specific standard. Share with a partner and explain how you will use these resources.

Using Educator Tools' Special Features

- **Lesson Content**

Learn about using the limiters and navigational support available in Educator Tools. (20 minutes)

Optional Training Activity

- Do a live presentation of the information found in **Using Educator Tools' Special Features** lesson featuring Educator Tools. Ask participants to follow along while you lead them through the special features from your projected device.
- Have participants brainstorm as a group how the materials they found in Educator Tools can best support supplementing curriculum. Be sure to discuss how the instructional materials can support diverse learners or bridge instructional gaps.

What Have You Learned So Far?

- **Lesson Content**

Take a short quiz to check what you know. (5 minutes)

Applying What You Have Learned

- **Lesson Content**

Complete an activity to practice using Educator Tools. (10 minutes)

Teaching with Quality Instructional Materials

Growing Your Teaching Practice with Educator Tools

- **Lesson Content**

Use Educator Tools to find supplemental instructional materials and save those materials for use in your classroom. (20 minutes)

Optional Training Activities

- Show the Monday Mini Lesson video [Using INFOhio Tools to Design Learning Experiences](#). Then ask participants to read the blog that accompanies it.
- Have groups discuss the process and the steps they will take to follow it. After 10-15 minutes, ask a member from each group to summarize and share the key points of their discussion with the whole training class. (20 minutes)

Sharing Educator Tools with Colleagues

• Lesson Content

Learn about ways to let colleagues know more about Educator Tools to find quality, standards-aligned instructional materials to supplement their curriculum. (10 minutes)

Optional Training Activity

- Ask participants to review the suggested methods for sharing Educator Tools with colleagues. Have participants brainstorm other ways to share Educator Tools with colleagues. (15 minutes)

Checking Your Learning

Self-Assessments

• Lesson Content

Answer questions to reflect on what you learned. (15 minutes)

Optional Training Activity

- Direct participants answer the **Self- Assessment** questions. Ask for volunteers to share their responses. (20 minutes)
- Have participants revisit the questions they answered in the first optional training activity. Would they answer them differently now after they have learned the benefits of Educator Tools?

Contact Hour Quiz and Certificate

• Lesson Content

Take a quiz to earn a 2 contact hour certificate. (5 minutes)