

## "The Right Tools"



**Learning  
Communicating  
Collaborating  
Data Collecting**

### ALIGNMENT

#### MI-School Improvement Framework

IA 2-3, 5-6

IIA 2 IIB 4

IIIB 1-4

**Education Competencies 1-3, 6**

### ABSTRACT:

The Digital Leadership learning unit is divided into "just in time" sessions focusing on the *Learning, Collaborating, Communicating and Data Collecting* technology tools/resources/applications leaders need to complete the MI-LIFE courses and to become successful Digital Leaders. Each mini-session will precede the ensuing learning unit for which the technology will be applied.

**GOAL:** Encourage educational leaders to be confident technology users/leaders.

**OBJECTIVES:** The learner will

1. Assess prior knowledge of each session's technology tools
2. Understand the significance and use of online tools for professional use and for teaching.
3. Work collaboratively with colleagues as coaches/learners
4. Use external storage for digital documents.
5. Create online surveys to gather data.
6. Create blogs to communicate with various stakeholders.
7. Create wikis to collaborate with various stakeholders.
8. Use the Internet to efficiently search for and evaluate information.
9. Navigate an online course management system.
10. Develop a personalized web presence.
11. Create podcasts to communicate with various stakeholders.

### PRE-REQUISITE KNOWLEDGE

1. Basic understanding of how to use a computer. Help will be available throughout each course.
2. Willingness and openness to learning the various digital tools/resources/applications necessary to complete the MI-LIFE courses.

### COURSE FORMAT

All sessions will be face-to-face. The first session is a half-day session that will be combined with the MI-LIFE Overview Session to create a one-day learning experience. The second and third sessions will be full-day meetings. The content of each session will be the technologies and applications to be used in the succeeding course(s).

COURSE OVERVIEW

Session	Course	Collaborating Tools	Learning Tools	Communi-cating Tools	Data Coll-ecting Tools
<b>Session I</b> <b>Technology for Learning Unit 1, Your Leadership</b>		Assess prior knowledge of technology tools to be used in this session Recognize the importance of using online tools for leading, teaching, and learning by understanding how today's students learn and communicate.			
	<b>Optimizing Leadership</b>	Examine exemplary wikis, create an account for a free wiki, create and edit pages in a wiki, and collaborate with others using the wiki technology.	Create account for a free online graphic organizer, create the graphic organizer, and share it with others.		Use a flash drive Learn how to create an online survey, administer the survey, and analyze the results
<b>Session II</b> <b>Technology for Learning Unit 2, Data Leadership</b>		Assess prior knowledge of technology tools to be used in this session			
	<b>Intersecting Data</b>		Review graphic organizer to be used as a graphic data organizer		Learn basic MS-Excel <sup>®</sup> spreadsheet commands, how to perform calculations and create charts and graphs
	<b>Aligning Systems</b>		Develop information literacy skills which will permit the learner to efficiently search for and evaluate web-based information.		Learn to use i-Lighter, a web-based yellow marker to highlight, grab and save graphics and images
			Learn how to navigate in an online course management system, including how to upload and download documents, and how to participate in asynchronous online discussions.		
<b>Session III</b>		Assess prior knowledge of technology tools to be used in this session			

DIGITAL LEADERSHIP SYLLABUS

Session	Course	Collaborating Tools	Learning Tools	Communicating Tools	Data Collecting Tools
<b>Technology for Learning Unit 3, Instructional Leadership</b>	<b>Coherence</b>				
	<b>Culture</b>			Examine exemplary educational blogs, create an account for a free blog, create a blog posting, and respond to the postings of other bloggers.	Create a news/blog syndication feed to more easily access relevant educator blogs and news and learn how to effectively use the RSS (really simply syndication) feed.
				Learn how to easily create an online web presence using a free personal start page (Protopage) to communicate with stakeholders.	
	<b>Capacity</b>			Learn how to easily create an online web presence using a free personal start page (Protopage) and how to use that start page to communicate with stakeholders.	
				Listen to exemplary educational podcasts, learn how to create, edit, and share with stakeholders a podcast using free online software.	