

Professional Learning Outline for Campus-wide OneNote Implementation



	Video Presentation & Discussion	Principal Training	Staff Training & Field Test	Staff Feedback & Field Test	Implementation
Activities	Start project/Video presentation and discussion with principal 1/6/2020 - 1/17/2020	OneNote training for Principal, Stacy Serna 1/21/2020 - 5/29/2020	PL for campus staff and field test for staff 2/3/2020 - 3/6/2020	PL for staff feedback and resolutions 3/16/2020 - 5/28/2020	OneNote implementaion campus-wide/End Project 2020-2021 School Year
	Led by: Luis San Román	Led by: Luis San Román	Led by: Luis San Román	Led by: Stacy Serna & Luis San Román	Led by: Stacy Serna
	Goal: Provide insight to implementing PL vs PD for campus-wide OneNote implementation.	Goal: Learner will become familiar with aspects of OneNote and the advantage over current process.	Goal: Learners will analyze how using OneNote will provide efficient communication and the advantage of its use.	Goal: Learners will collaborate on issues, insights developed during field test to prepare for full implementation.	Goal: Learners will implements OneNote as primary communications.
	Learner is adminstration	Learner is adminstration	Learner is adminstration & Innovative Learning Specialists	Learner is adminstration & Innovative Learning Specialists	Learner is adminstration & Innovative Learning Specialists
	Materials required: Laptop	Materials required: Laptop & training videos on OneNote	Materials required: Laptop & training videos on OneNote	Materials required: Laptop	Materials required: Laptop
	UbD template	UbD template	UbD template	UbD template	UbD template

	Phase 1 Project Start	Phase 2 Principal Learning	Phase 3 Staff Learning	Phase 4 Feedback & collaboration	Phase 5 Implementation
Outcomes	Expectation is acceptance off the proposal and set targert dates	Expectation is the Ms. Serna will familairize herself and become proficient in the use of OneNote.	Expectation is that the staff will familairize themselves in the use of OneNote.	Expectation is that the staff will provide feedback of field test and provide corrective action through collaboration.	Expectation is the OneNote will be fully implemented campus-wide reducing ampount of e-mails, paper copies and redundant announcements.
		collaboration will be between Ms. Serna and Mr. San Román on the use and features of OneNote.	Staff will collaborate in the use of OneNote capabilities through trial and error as they learn the software and begin minimizing the current amounts of e-mails.	Staff will continuously collaborate of the use of OneNote in order to provide support for each other as they become proficient.	Staff will continue to collaborate, provide feedback and continue to learn to implement new features of OneNote.
	Key element is engaging initial exposure.	Key elements are exposure, support, modeling and campus specific	Key elements are engaging initial exposure, support, modeling, campus specific and duration.	Key elements are support, modeling, and duration.	Key elements are support, and duration.