Professional Development Preparation and Training Guide

PRIOR TO THE PROFESSIONAL DEVELOPMENT SESSION

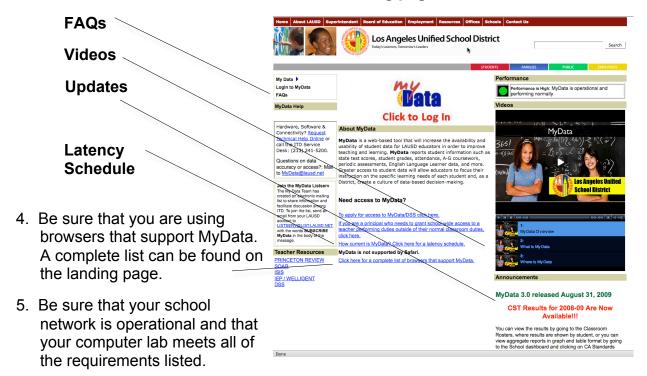**1. Provide participants with pre-training assignment**

At least 2 weeks prior to your scheduled school training, you will want to ask your teachers to validate that they have access. (All teachers should have automatic access.) Suggested message to staff:

Please log-in to mydata.lausd.net by using your Single Sign-On username and password. Check that you are able to access MyData successfully. Please do this prior to _____ (insert training date), so that we can resolve access issues prior to training. If you have received an "access denied" message, please email mydata@lausd.net and state your name and employee number and when you access is fixed, you will receive a confirmation email.

2. Plan your objectives, group size, agenda, and follow-up

Think about what you would like your staff to know about and be able to do with MyData. How will you communicate your expectations to them? What is their prior knowledge? The landing page paragraphs have some background information and language that may help you plan your opening. Also, decide is the best group configuration. For live (hands-on) training, we recommend no more than 20-25 people. Also, consider what type of follow-up you would like your participants to engage in. See sample agenda for details.

3. Review the Resources available on the landing page:

FAQs

Videos

Updates

Latency Schedule

4. Be sure that you are using browsers that support MyData. A complete list can be found on the landing page.

5. Be sure that your school network is operational and that your computer lab meets all of the requirements listed.

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DURING THE PROFESSIONAL DEVELOPMENT SESSION

Sample Agenda
(Time range: 1 hour – 2 hour time block)*

1. **Background (5-10 minutes)**
   Give some background on Data-Based Decision Making and the importance of it. *BUL-4827.1 Multi-Tiered Framework for Instruction, Intervention, and Support*, dated September 1, 2009, is available for download from Inside LAUSD, and has a section on the problem-solving process and data-based decision making, that can be used for background information.

2. **Brainstorm Data Inquiries (5-10 minutes)**
   Prompt participants to share the type of data to which they want access or data questions/inquiries that in which they are interested. Chart these ideas.

3. **Guided orientation (15-25 minutes)**
   Use the videos or model for your participants the basic navigation and functionality of the MyData Tool.

- **Logging On:** List the Website and note Single-Sign On feature
- **Organization/Navigation:** Explain common vocabulary, such as "Menu, Dashboard, Tab, Report, Filter bar"
- **Demonstrate:** Model how to navigate to certain high-use dashboards, tabs, and reports. These will vary based upon your audience and time of year. The recommendation is to toggle between demonstration and time for participants to have guided practice.
- **Additional Functionality:** Show participants how to use the filter bar, mask, print, download, and use the toggle buttons to change views on the reports.

4. **Hands-on exploration (30-60 minutes)**
   Activities to be pulled from a menu of prepared use case scenarios and one page quick guides with step-by-step procedures

5. **Follow-up (2-5 minutes)**
   Agree upon the follow-up assignment to be completed prior to the next session or during grade-level or department meetings. Immediate practice of the learned objectives and further exploration will assist users to be fluent with the system and its functionality.

6. **Debrief or Reflection (3-10 minutes)**
   Ask participants to share key points that they learned from the session. What will participants "take away" from the session? What are their next steps?

*<u>**Please note:**</u> This is only a sample. Time allotments should be adjusted based upon particular session objectives, participants' prior knowledge, and the available time block for each session.

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AFTER THE PROFESSIONAL DEVELOPMENT SESSION

1. **Consider and plan next steps**
   Reflect upon the session. What went well. What do you points do you think need additional reinforcement? While the experience is fresh in your mind, plan out specific next steps to take to meet your objectives or revise your objective(s) based upon the session.

2. **Follow-up**
   Monitor, encourage, and support the use of MyData to support problem-solving and data-based decision making

3. **Plan additional sessions based upon need of staff**
   Consider whether additional professional development will have to be differentiated to meet the needs of your audience.

4. **Give suggestions**
   Use the suggestion button in the upper right hand corner to share ideas for future development. MyData is a tool created for teachers and we'd love to hear how teachers are finding success with the tool and what the most commonly asked for features are.

   DRAFT

5. **Share best practices school-wide and district-wide**
   We encourage you to share tools that you've developed with a district-wide audience by emailing mydata@lausd.net. You may also request to share best practices by video by emailing the same address. A team will come to tape a data discussion or grade-level meeting.

6. **Celebrate successes and distributed leadership practices**
   Build your data-based school culture and expectations by sharing best practices. Ask individuals and teams to share the ways that they have successfully used MyData with the entire staff.

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