

Part 4: Evaluation and Revision

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Overview

One afternoon, my colleagues and I were brainstorming about how we could make our grade level newsletter more efficient. One of the options we discussed was to create a website for our newsletter to be more up-to-date on a weekly basis instead of biweekly or once a month. The training module I created was delivered on a Google Sites to train teachers how to make a Google Sites for their grade level, subject matter, or a teacher blog instead of sending home a newsletter on paper. The home page welcomes the teachers to the training and shows them around the Google Sites so they know what to do throughout the training. Each of the four lessons is set up with an objective (title), overview, video, and review with a WordWall activity. At the end of the four lessons is a project to assess the knowledge of creating Google Sites for themselves.

The first of the formative assessment was with a Subject Matter Expert from my district. The Subject Matter Expert gave clear explanations as to what was great and what improvements could be made. At this point I made the revisions the Subject Matter Expert gave to create a better flow for the small group. The second formative assessment was with a Small Group Evaluation and they had some good feedback about videos and navigation.

Formative Evaluation Strategy #1

1. Introduction

This evaluation was conducted by a Subject Matter Expert, Deidre Schmalz - Azle ISD Elementary Instructional Technologist. I emailed her and asked if she was available to give feedback on a project I was working on to train teachers. She was flattered I asked her. I emailed it on a Saturday and she was able to turn around the information on Thursday. She told me in advance she had a busy week. She went through the training on her own and gave me feedback through email.

2. Summary of Findings

Section	Subject Matter Expert Comments and Recommendations	My Response
Overall	I can tell by your final product that you dedicated many hours to making this look so wonderful! It appears that all links work appropriately, embedded videos look great and the word wall games are cute! I also like the ability for users to access the rubric and submit responses in the embedded google form (Nice touch!) without	Thank you!

	<p>navigating elsewhere. The menu options match page titles and the navigation is seamless. I viewed this on my laptop and my phone, so the mobile version looks as great as the desktop version....nicely done!</p> <p>That's not always an easy feat!</p> <p>Other than these super minor and tedious considerations, I think you did a fantastic job!!!</p>	
At the top of each lesson below the header.	<p>The only changes I would make are aesthetic edits like using colons for all the page titles instead of "...". for example:</p> <p>How To: Insert a Header Image</p>	I changed each page title below the header to match so they were streamlined.
The descriptions on the welcome and lesson pages.	<p>I've learned over the years that appropriate and clear wording can assist learners with navigation and successfully following instructions. Conveying directions and orderly steps can be tricky without proper verbiage. I would consider some minor grammatical changes that might seem small, but will make significant impacts on how readers comprehend digital directions. For example, the introduction on your home page is a little clunky. You might consider something with more fluid language:</p> <p>"This tutorial provides step-by-step instructions on creating a Google Site for school, work, or a personal blog. Begin by watching the video for an introduction to the training. After that, click on the green button below to share why you are keen on building a Google Sites page." I highly recommend the magic write feature on Canva to help you rewrite words and phrases that need a little reconstruction.</p>	<p>After reading this, I went into Canva.com and used the tool Magic Write to enhance the wording to make it more precise. I did change what she wrote in her suggestion of writing on the welcome page to what she wrote. I liked it and it fit nicely. Making this change will help the learners understand the directions and expectations more.</p>
Buttons on each page	You might also think about changing button titles to shorter phrases or	I changed the buttons to shorter phrases.

	single words that fit on the frame.	
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3. Synopsis

After reading the email, I felt much more confident in my abilities to create a training module for adults to complete. I do think all of the changes I made are valuable so the learner does keep going into the training with the least amount of frustration possible. I am also making a mental note that on my 16" device I can see most everything I add, while on a 10" device like the SME, or on a mobile phone, people may not be able to see the entire wording of a button if their screen is not wide enough. Duly noted. I used the Google Sites feature to preview the pages, but obviously missed the buttons on the mobile device.

Formative Evaluation Strategy #2

1. Introduction

This evaluation is a Small Group Evaluation conducted in a classroom. It was quiet throughout the duration as they were ready to go home. It took 30-45 minutes for the training and 30 minutes for the project/assessment. They range in years of experience in teaching and their use of Google Suites. Teacher resident (student teacher) without any teaching experience to 29 years of classroom experience.

2. Summary of Findings

Section	Small Group Evaluation Observations	My Response
Welcome Video on Homepage	<ul style="list-style-type: none"> Teacher Resident - Noticed I fumbled on my wording in several areas. 	Good to know. I will add this to my long term goal for this project.
WordWall Quiz	<ul style="list-style-type: none"> 29 Year Teacher - I need more time on these quizzes. 3 Year Veteran Teacher - I failed the first quiz, but I liked that you had them. 	You are doing great. (I can't change the time on the quiz.)
Overall thoughts when completed	<ul style="list-style-type: none"> 29 Year Veteran Teacher - I would not have been able to complete a Google Sites on my own. This was a very informative session. I am proud of myself for my website! 12 Year Veteran Teacher - I would have liked to have 	<p>Thank you!</p> <p>This is not all I do in my classes, but this part is fun! Creating what you have dreamed up.</p> <p>I'm so glad the videos helped when you went back to replay them.</p>

	<p>seen more navigation tips. I couldn't find some of the buttons on the right hand side of the screen. For example, I could not find the "button" as I needed to scroll down further. This is kinda fun! Is this what you do in your classes?</p> <ul style="list-style-type: none"> • 3 Year Veteran Teacher - I loved the videos you added. I was able to go back and watch when I was lost. I couldn't find the "button" button either. 	
Assessment	<ul style="list-style-type: none"> • 29 Year Veteran Teacher - Where do I find Google Sites to start? 	I helped her find it in her Google drive. I later added a video so if another teacher needed the video, too.

3. Synopsis

Each teacher was excited to complete from start to finish and left feeling confident in their ability to create Google Sites with the knowledge they gained. After it was completed I asked how the green buttons worked for them. Each person seemed fine with the new button verbiage and they all fit on their screens. They are excited to start adding to our grade level Google Sites by adding content for parents to read up on. After grading with their Google Site against the rubric almost all of them scored a 100%.

Summary

After making the changes, I have decided to make a long-term goal to re-record the welcome video on the homepage and create a video or a page of where to find the buttons about the particular tools I need the teachers to learn to become successful on creating their own Google Sites. Overall, I think the project went well with my colleagues in the Small Group Evaluation, because of the feedback I received from my Subject Matter Expert. With good feedback, little or big, it is great to be able to make changes to make the learning experience one that the learner can become successful. One thing that could have been more valuable then it ended up being was the Padlet. I'm not sure if my group has ever had experience with writing the ideas and the why to their ideas before on a Padlet. I think of Padlet as a valuable tool that I should use more often in my classroom and for future training sessions.

As far as my career goals, I think this project was a great stepping stone to move forward in the realm of becoming an instructional technologist for adults. It put me in the mindset of thinking through the best practices of educational technology. This was really the first chance to do so for adults instead of elementary aged students. My passion for educational technology

grew with this project as I enjoyed putting it together and getting to see it work with the Google Sites created with ease.

[Original Link](#)

[Revised Link](#)