

## **Part 1: Project Proposal**

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## **Introduction**

“What is” happening in our schools are making paper copies of newsletters every other week or monthly. We have around 500 students and 10 months in a school year. This adds up to roughly 7,500 sheets of paper, which is about 15 reams of paper, and this equates to one tree gone. Now, multiply that by how many elementary schools are around the country. The amount of paper we use is astounding. This all does not include the worksheets, notes, and notebooks utilized each school year. I realize I am being dramatic, but this led me to think about how my school could move forward into the digital age. Newsletters on a Google Site. It is free and even better than that is it does not take any trees from our planet.

In this project, the learners are elementary teachers. Within the scope of learning, what “ought to be” is the teachers will gain knowledge on how to create a Google Site for their grade level or department. They will be able to create a website, add content with buttons which lead to other webpages or videos, and add calendars so parents can stay up to date with what is happening in their child’s school life.

Teachers will no longer have to wait on their co-workers to complete their section of the newsletter to be able to stand at the copier, pass out to students, and send home for parents to hopefully read. With the clicks of a few buttons, this training will save time, trees, and money!

## **Identification of the Problem**

When I first approached my team with this idea of moving our newsletters over to Google Sites they just stared at me. One asked, “I can make a webpage?” Another, “I’ve never done that.” While the other was a blank stare. Our skills in technology vary widely, yet we all get the job done with teaching children in our own ways. Teachers are not trained on how to create a webpage among many other things our job sometimes requires of us or not to waste our time.

## **Description of the Proposed Solution**

My solution for this instructional problem will be hosted on Google Sites. My Google Site will consist of a home page with an introductory video; the video will describe why this came about along with what they will be able to do by the end of the training. On other pages it will consist of written instructions and training videos. Below the video will be buttons or pictures to click on to the next webpage. Each button or picture will have a video to describe the process of how to complete the next performance goal. The creation of the final project varies depending on the learners’ preferences. The learners will be able to start a Google Site by finding it in Google Drive, creating buttons for new webpages, link videos, and add a calendar.

### **Instructional Learning Goal:**

The learner will be able to create a website for their grade level or department. The learner will be able to add pages, buttons, add a calendar, and link videos where appropriate.

### **Performance Goals:**

1. Given a blank website(CN), the learner will be able to add buttons which when clicked go to the another page(B), without error or assistance(CR).
2. Given a blank website(CN), the learner will be able to add a page, without error or assistance(CR).
3. Given the blank space on a website(CN), the learner will add a calendar to a page(B), without error or assistance(CR).

4. Utilizing a button already created(CN), the learner will be able to link a video(B), without error or assistance(CR).

### Project Timeline

This week in the project timeline, I am completing the Design portion. Next week, I will begin creating and building my own Google Site to set the stage of the training with written instructions and training videos.

Activity	Wk1 Jan 14	Wk2 Jan 21	Wk3 Jan 28	Wk4 Feb 4	Wk5 Feb 11	Wk6 Feb 18	Wk7 Feb 25
<b>Analysis</b>							
Identify Issue							
Propose Solution							
Identify Tools and Platforms for Delivery							
<b>Design</b>							
Write Goal and Objectives							
Plan Google Site							
Discuss with administration about newsletters on a Google Site for approval							
<b>Development</b>							
Build Google Site							
Write instructions and video scripts							
Record videos							
<b>Implementation</b>							
Publish Google Site							
Invite test-users to participate in the training							
Send out Google Form for feedback on training							
<b>Evaluation</b>							
Subject Matter Expert Review							
Small Group Evaluation							
Make Final Revisions							

### Summary

During the Project Proposal, I have proposed a web-based training solution for an instructional area in which the learner will be able to create a Google Site to communicate with their students' parents. When teachers are able to produce a website and turn it into a newsletter they will be able to save resources and time, create a sense of pride in their work, and have one more tool for themselves to use in the classroom.

The next step is the Development phase in which I will build the Google Site into a training facility for the learners. It will include videos and links to show them how to create a Google Site so they too will create a Google Site of their own. I will polish the goal and objectives to match exactly what I want to create for this training and to align with the end product of my learners' final project.