
DESCRIPTION OF LEARNING EXPERIENCE

TITLE OF LEARNING EXPERIENCE: Using the Polycom Unit in Your Classroom

LEARNING CONTEXT

Describe the purpose of the learning experience, including:

1

This lesson has been created for teachers who would like to use the Polycom unit in their classroom. The teachers choosing to use the online lesson are comfortable with using technology and want to learn to use the Polycom unit on their own time rather than attending a group session after school. The XYZ school district has requested that all teachers go through an introductory lesson and demonstrate correct use of the unit before they will be permitted to use the videoconferencing unit in their classroom.

National Education Technology Standards/Performance Indicators for Teachers:

TECHNOLOGY OPERATIONS AND CONCEPTS.

Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:

- demonstrate introductory knowledge, skills, and understanding of concepts related to technology
- demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

Teachers will connect the Polycom cart to the network jack in their classroom.

Teachers will dial an Internet Protocol address

Teachers will adjust the volume and zoom the camera in and out using the remote control

PROCEDURE

Describe, in narrative form, the actions of students and teachers and the interactions among and between students and teachers, including how the learning experience.

2

The teacher complete an online lesson that will demonstrate the correct way to connect the Polycom cart, dial another site, and use the remote to control the camera and the volume. The lesson will consist of both downloadable procedures for each component and accompanying video clips, in Windows Media Video format, to demonstrate the expected procedures.

The teacher will work at his or her own pace to complete the four tasks. At the completion of the online steps the teacher will contact the Instructional Technology Specialist, at IP 192.168.1.124, at the time agreed upon.

The teacher will complete the assessment, which will require a demonstration of skills learned.

Upon successful completion of the assessment the teacher will receive a PDF certificate via email.

INSTRUCTIONAL/ENVIRONMENTAL MODIFICATIONS

Describe the procedures used to accommodate the range of abilities in the classroom, including students with disabilities, limited English proficiency, or bilingual students, such as:

3

In the event a teacher is very uncomfortable with the process of using the Polycom an Instructional Technology Specialist will go into the classroom to work with the teacher in a one-one tutoring session.

TIME REQUIRED

For each aspect of the learning experience, state the amount of time for:

4

The time requirements of this lesson include:

- time to request the Polycom unit be delivered to the classroom
- 10-15 minutes for the teacher to go through the online lesson depending on the number of times the teacher reviews the video clips
- 5 minutes to demonstrate

Resources

Please note any extraordinary or unique resources(human or material) needed to successfully complete this experience:

5

Teachers completing the lesson will need access to the Polycom cart, a network jack, and a nearby computer connected to the Internet so they can access the online lesson.

ASSESSMENT PLAN

Describe the:

6

Teachers' abilities to use the Polycom unit will be measured using a 6 point checklist (attached). A teacher must successfully complete 5 of 6 tasks to receive a certificate that enables them to use the Polycom unit in their classroom. Teachers scoring less than a 5 may repeat the assessment at another time after reviewing the online lesson or may call to request that in Instructional Technology Specialist meet with them to teach them the Polycom procedures.

Teacher Name: _____

Time _____

School District: _____

Date: _____

**Demonstration of Polycom
Procedures Checklist**

| | Successful (1) | Not Successful (0) | Comments |
|---|---------------------------|-------------------------------|-----------------|
| Teacher correctly connected the Polycom cart to the Internet Jack | | | |
| Teacher successfully dialed the Model Schools Office Polycom Unit | | | |
| Teacher zoomed the camera in on a single desk | | | |
| Teacher zoomed the camera back out to view multiple seats | | | |
| Teacher panned the camera around the room | | | |
| Teacher increased and decreased volume | | | |
| TOTAL SCORE: | | | |

_____ of 6 points attained

_____ Certificate of Completion email on _____

_____ Assessment rescheduled (date/time): _____

_____ An instructional technology specialist has been requested for remediation

REFLECTION

Please offer personal comments on the learning experience:

7

This lesson was created for teachers with a high comfort level in using technology. The online format will enable teachers to read directions and view the how to videos at a convenient time. The videos have been created to assist visual learners.

This lesson is the first in a series of mini-lessons that teachers can complete to help them better use the polycom. Additional lessons will minimally include:

- How to locate appropriate field trips and the procedure to register for a virtual fieldtrip
- How to structure pre and post field trip activities
- How to locate another classroom to share in an online collaboration

A link to a feedback form will be available for teachers to comment on the lesson.