

SAMPLE AGENDA

Face-to-Face Meeting for *Just Read, Lake!*

Blackboard On-Line

September 19, 2007

Sign-in

MIP and ERO sheets

Welcome

JRL course timeline

September 19 – December 5

Register on ERO

SRN# 201300207001 (Linda Bradley) or SRN# 201300207002 (Pat Fisher)

BlackBoard –

Windows Vista

Have to set computer to allow popups – you can do this for only blackboard
(Pat is using VISTA and blackboard works fine, but NOT with Internet Explorer. Participants will have to download and install Mozilla (free download) and use it as their browser. That was the problem Pat was having trying to find the text box.)

9 Modules –10 weeks, will cover one per week with discussion and activities

- PowerPoint – view for module information
- Resources – any extra information needed
- Reflection Journal – this journal is kept in a Word document and submitted once at the end of the class.
- Discussion – collaboration with peers on BlackBoard.
- Implementation Assignment – application of reading in the classroom for each module, submitted weekly.

After the completion of this in-service you will receive 10 MIP points. You must complete all modules.

Saving a Document

- Right click on the attachment
- Save to your computer
- Open the document and enter the information needed for the assignment
- Do not open the document and work from BlackBoard

Reflection Journal

- Create a document in Microsoft Word titled Reflection Journal.
- Each week you will reflect on the material presented in the PowerPoint.
- You will use the questions at the end of the PowerPoint as a guideline for your reflection.
- The Reflection Journal will be submitted at the end of the course.

Weekly Procedures

- First JRL Modules on menu tab
- View PowerPoint and any handouts provided
- Make an entry in your reflection journal using the questions at the end of ppt.
- Discussion question – on the Discussion tab, open discussion # for module. This will be available each Saturday. Discussions are locked until then.
- Answer the question by Wednesday and respond to at least 2 classmates each week.
- Module Activity – you will have an activity to do in your classroom for each module. Complete the assignment and submit to assignment area.
- Ask your Literacy coach for help

Walkthrough Blackboard

<http://blackboard.lake.k12.fl.us/> OR from your school computer there is a link on the Intranet page under Common Programs.

user name: same as your school login

password: EIN #

Menu Tabs:

- Announcements
- Course Outline
- Staff Information
- JRL Modules
 - Save documents for assignments if needed (see directions above)
 - All 3 sections must be complete to receive point for each module
- Submit Assignments
- Communication – no email in Bb, must email through LCSB (bradleyl and fisherp)
- Discussion Board –
 - “Helping Each Other”
 - Discussion Protocol Handout
- External Links
- Tools – grades (completed modules)