

# INFOhio Early Learning Portal Trainer Guide

## 2 Contact Hours (2 Ohio Approved Hours)



### Optional Training Activities

- Optional training activities are estimated to add 75 minutes to the original training time and include the minutes indicated for the original activity.

## Learning Objectives

Participants in the INFOhio Early Learning Portal class will achieve eight objectives:

- Understand the importance of using digital text, print, and other media in early learning curriculum.
- Find the Early Learning Portal on the INFOhio website - [www.infohio.org](http://www.infohio.org)
- Navigate the portal to find the best resource based on student needs.
- Find the instructional supports available in the resource.
- Identify best practices for using the Early Learning Portal in the classroom.
- Consider methods for sharing the Early Learning Portal with parents.
- Identify approaches and strategies for integrating resources from the Early Learning Portal into instruction.
- Reflect on learning by sharing information with others.

**In this class, you will work through several lessons to learn how to access the INFOhio Early Learning Portal, how to use it, and how to integrate its resources into your classroom teaching. Below is a description of each lesson and an estimate of the amount of time it may take to complete each one.**

## Getting Started

### Pretest

- **Lesson Content**

Take a quiz to find out what you know or need to know about the INFOhio Early Learning Portal.  
(5 minutes)

### Welcome to the Early Learning Portal Class

- **Lesson Content**

Review the course objectives and the course overview. (5 minutes)

#### **Optional Training Activity**

- To begin, review the objectives found in Getting Started: Your Assignment Lesson. Give each participant a copy of the **KWL chart** found in the Exercise Files in this Trainer Guide. Ask them to fill in the first two columns with any information they know already (K) and at least two things they hope to learn in the second column (W). (10 minutes)

### Using Open Space Groups

- **Lesson Content**

Join the Early Learning group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

#### **Optional Training Activity**

Take time to explore the [Early Learning group](#) in Open Space. Have each participant join the group and review the Discussion questions posted in the group. (5 minutes)

## How to Use the INFOhio Early Learning Portal

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### Getting Started with the INFOhio Early Learning Portal

- **Lesson Content**

Tour the INFOhio Early Learning Portal by viewing a training presentation. Think about what you learned by answering questions. (15 minutes)

#### **Optional Training Activities**

- Show the PowerPoint presentation using a projector. If participants have a device, they can practice along with you. Discuss the main features of the INFOhio Early Learning Portal and direct participants to take notes in the L column of the KWL chart: (15 minutes)
- Answer the reflection questions from the class in the [Early Learning group](#) in Open Space. Navigate to the Discussions tab in the group and find the *Features of the INFOhio Learning Portal*. Answer the questions in the thread (10 minutes)

## Using the INFOhio Early Learning Portal

- **Lesson Content**

Practice navigating the site, find the instructional supports, and identify resources to use in instruction. (15 minutes)

### Optional Training Activities

- Walk through the practice activity together as a group. Make sure to think aloud, explaining why you are making the choices as you model. Ask participants to practice the steps again with a partner, again thinking aloud to help each other with any questions or confusion. Finally, each participant to complete the steps alone. If there is time, ask for volunteers to model their mastery for others. (20 minutes)
- In the Discussions tab of the [Early Learning Open Space](#) group, share a resource that you found. Post your response, identifying how you will use it in instruction in the *Instructional Materials from the INFOhio Early Learning Portal* question.

## Using the INFOhio Early Learning Portal Resources

- **Lesson Content**

Learn more about the most popular resources on the portal, how to access them, and what kind of supports they offer for instruction. (15 minutes)

### Optional Training Activity

- If possible, provide participants with different devices to accommodate the needs for each of the featured resources in the lesson. Ask participants to use their own devices as well. Divide into groups and have them try out one or two of the resources in the lesson or others in the Portal that are of interest. Ask groups to share what they liked about the resource, an obstacle and how to overcome it, and an example of how they would use the resource. (30 minutes)

## What Have You Learned So Far?

- **Lesson Content**

Take a short quiz to check what you know. (5 minutes)

## Integrating the INFOhio Early Learning Portal into Classroom Instruction

### Teaching with Technology

- **Lesson Content**

Learn more about the importance of using technology in early education. Watch and read best practices and strategies for using technology in the early learning classroom. Reflect on the practices by answering questions. (15 minutes)

#### Optional Training Activities

- Watch the video as a group and provide participants time to read the blogs linked in the lesson. (15 minutes)
- Respond to this activity in the [Early Learning Open Space group](#) Discussions. Look for the question *Technology as a Teaching Tool* and respond to the questions posted. (20 minutes)

### Sharing the INFOhio Early Learning Portal with Parents

- **Lesson Content**

Learn about ways to let parents know what INFOhio Early Learning Portal resources to use to help their child at home. (5 minutes)

#### Optional Training Activity

- Ask participants to review the documents to share with parents. Participants can share ideas of how they can encourage parents to use the resources with their child at home. (15 minutes)

### Creating Lessons Using the INFOhio Early Learning Portal

- **Lesson Content**

Use a Choice Board to choose strategies and activities for technology integration in your classroom. (20 minutes)

#### Optional Training Activities

- Review navigation for accessing the standards documents. Direct participants to evaluate one of the domains by determining how the resources align with the standards. Ask volunteers to share with the group their evaluation. (10 minutes)
- Provide participants with a copy of the INFOhio Early Learning Portal Choice Board and the NAEYC document. Discuss the options and examples on each document. Ask for any successes using similar approaches. (10 minutes)
- Provide time for participants to work on developing an initial plan to integrate the resources into instruction by using a down, diagonal, or across path on the Choice Board. (10 minutes)

## Checking Your Learning

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### Self-Assessments

- **Lesson Content**

Answer questions to reflect on what you learned. (15 minutes)

#### Optional Training Activities

- Direct participants to review their **KWL chart** and individually answer the **Self-Assessment** questions. Ask for volunteers to share their responses. (20 minutes)
- Find the *What Did You Learn in the INFOhio Early Learning Portal Class?* Question in the Discussions tab of the [Early Learning Open Space group](#). Review the thread, answer the question, and reply to other participants' responses.

### Contact Hour Quiz and Certificate

- **Lesson Content**

Take a quiz to earn a contact hour certificate. (5 minutes)