

Highlights Library Trainer Guide

2 Contact Hours (2 Ohio Approved Hours)



Optional Training Activities

- Optional training activities are estimated to add 90 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the Highlights Library class will achieve eight objectives:

- Understand the importance of using digital text, print, and other media in literacy curriculum.
- Find Highlights Library on the INFOhio website: www.infohio.org.
- Use the navigational tools to search and browse content to find the best title for students and instruction.
- Find instructional features available in the resource.
- Identify best practices for using Highlights Library in the classroom.
- Consider methods for sharing Highlights Library with parents.
- Create a lesson plan to integrate Highlights Library into instruction.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn how to access INFOhio's subscription to Highlights Library, how to use it, and how to integrate it into classroom teaching. Below is a description of each lesson and the amount of time it should take for participants to complete each one. (Class description from syllabus/website)

Getting Started

Pretest

- **Lesson Content**

Take a quiz to find out what you know or need to know about Highlights Library. (5 minutes)

Welcome to the Highlights Library Class

- **Lesson Content**

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

Optional Training Activity

- To begin, review the objectives found in the **Getting Started: Welcome to the Highlights Library Class** lesson. Give each participant a copy of the **KWL chart** found in the Exercise Files in the Highlights Library class. Ask them to fill in the first two columns with any information they know already (K) and to add at least two things they hope to learn in the second column (W). (10 minutes)

Using Open Space Groups

- **Lesson Content**

Join the Reading on the Screen 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 [Reading on the Screen group](#) in Open Space. Have each participant join the group and review the Discussion questions posted in the group. (5 minutes)

How to Use Highlights Library

Getting to Know Highlights Library

- **Lesson Content**

Read facts about Highlights Library, practice the steps needed to access the resource on www.infohio.org, and watch a short video to understand some of the features found in the resource. Think about what you learned by answering questions. (10 minutes)

Optional Training Activities

- In the **Getting to Know Highlights Library** lesson, show students the short film. (Time included in lesson.)
- Answer the discussion questions in the [Reading on the Screen group](#) in Open Space. Find the *Features of Highlights Library* and post your response and reply to other participants' responses. (20 minutes)
- Ask the participants to fill in their KWL chart with any relevant information. (Time included)

Using Highlights Library

- **Lesson Content**

Learn the navigational tools and features found in Highlights Library. (10 minutes)

Optional Training Activity

- Do a live presentation of the information found in the lesson **Using Highlights Library**. Ask participants to follow along while you lead them through the navigation tools and features from your projected device. Ask participants to take notes in the L column of their **KWL chart**. Ask for any questions at the end of the live presentation. (15 minutes)

Using the Instructional Features

- **Lesson Content**

Learn about instructional features available in Highlights Library. (10 minutes)

Optional Training Activities

- Provide a copy of the **Highlights Library Guided Notes** exercise file for participants to complete during this lesson. (Time included in lesson.)
- Do a live presentation of the information found in **Using the Instructional Features** lesson, including the Highlights Library Content presentation. Ask participants to follow along while you lead them through the navigation tools from your projected device. Ask participants to take notes in the L column of their **KWL chart**. Ask for any questions at the end of the live presentation. (15 minutes)
- Discussion questions – Use a method from [this blog](#) to facilitate discussion. (10 minutes)

What Have You Learned So Far?

- **Lesson Content**

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

Applying What You Have Learned

- **Lesson Content**

Complete an activity to practice using Highlights Library. (10 minutes)

Optional Training Activity

In the Discussions Tab of the [Reading on the Screen group](#) in Open Space, share the resource that you found. Post your response, identifying how you will use it in instruction in the Instructional Materials for Highlights Library question. Reply to the thread and review and reply to other participants' responses. (15 minutes)

Integrating Highlights Library into Classroom Instruction

Teaching with Highlights Library

- **Lesson Content**

Read best practices for using Highlights Library in the classroom. Reflect on the practices by answering questions. (20 minutes)

Optional Training Activities

- Break into small groups to cover the content in the **Teaching with Highlights Library** lesson. Assign each group a section of the **Best Practices for Digital Reading** document to read. After 10-15 minutes, ask a member from each group to summarize their assigned reading and discussion and share it with the whole class. Again, participants should use the **KWL chart** to record what they have learned. (20 minutes)
- Answer the following discussion question in the [Reading on the Screen group](#) in Open Space under the *Integrating Digital Text in Your Classroom* post: What are two things you are doing in your classroom or instruction already that will make integrating Highlights Library and digital text easier? (10 minutes)

Sharing Highlights Library with Parents

- **Lesson Content**

Learn about ways to let parents know more about Highlights Library to keep kids reading wherever, whenever. (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 Highlights Library and read with their child at home. (15 minutes)

Creating Lessons Using Highlights Library

- **Lesson Content**

Review a lesson plan featuring Highlights Library. Create your own using a lesson plan template. (30 minutes)

Optional Training Activities

- In the Creating Lessons with Highlights Library **lesson**, review the **sample lesson plan** as a group. Point out the Best Practices in the lesson and ask participants to identify any other practices or activities that seem effective or have worked for them in the past. Ask them to evaluate the lesson based on their own classes and to suggest ideas that might make the lessons better. Record these best practices and ideas to make the lessons better in a shared space, whether using an online resource like a Google doc or Padlet, or on a white board or chart paper. (15 minutes)
- Lesson Plan Template – Each participant should find another person whose teaching situation is similar to their own. Give each pair a copy of the **lesson plan template** found in the Exercise Files of the Highlights Library class and direct them to begin drafting a lesson using Highlights Library. Begin by identifying the standards to address, and then find a Highlights Library title that fits in with a current theme in the classroom. Encourage the participants to consider the Best Practices, discussions, and the recently brainstormed ideas about the sample lessons to include in their lesson plan. If they have identified limitations to using technology in their classroom before, encourage them to find solutions and steps to move beyond these obstacles. (30 minutes)

Checking Your Learning

Self-Assessments

- **Lesson Content**

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

Optional Training Activity

- Direct participants to review their **KWL chart** and individually answer the **Self-Assessment** questions. Ask for volunteers to share their responses. (20 minutes)
- Go to the [Reading on the Screen group](#) in Open Space, find the *What Did You Learn in the Highlights Library Class?* question and respond to the thread.

Contact Hour Quiz and Certificate

- **Lesson Content**

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