INFOhio

ICoach

Learning Pathway Syllabus

6 Classes. 14-18 Hours.

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Questions? Contact support@infohio.org.

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ICoach Learning Pathway Overview

Target Audience

The INFOhio ICoach program is for outstanding PreK-12 educators who are interested in learning how to integrate INFOhio's digital content and web tools into instruction and sharing their knowledge with adults in their school or district.

Prerequisites

- Ohio school employee
- Teaching or administrator license and/or library media experience
- District or building administrator approval to complete the ICoach training

ICoach Learning Pathway Objectives

Participants in the ICoach Learning Pathway will achieve these objectives:

- Connect with other INFOhio ICoaches to participate in a community of practice.
- Strengthen INFOhio's outreach within districts and schools throughout the state.
- Provide professional development and training opportunities using INFOhio's training curriculum and materials.
- Learn about INFOhio's mission and vision that support Ohio's PreK-12 educators, students, and parents.
- Navigate the INFOhio website to locate digital content, web tools, and resources to support teaching and learning.
- Search multiple INFOhio digital resources for instructional materials and content that can be shared and integrated into classroom instruction.
- Develop professional development, training, and outreach to meet the needs of adult learners using high-quality professional development approaches.
- Develop INFOhio messaging to meet the needs of your school or district.

Classes and Contact Hour Certificates

The INFOhio ICoach Learning Pathway is worth between 14-18 contact hours. Participants will earn separate contact hour certificates by completing each class and quizzes that follow. These contact hour certificates can be submitted to your Local Professional Development Committee (LPDC) for CEUs.

- ICoach 101—1 hour
- Introduction to INFOhio—2 hours
- ICoach Choose Your Class: Digital Resources—2 hours
- ICoach Choose Your Class: Web Tools and Initiatives—2-4.5 hours
- High-Quality Instructional Materials to Supplement Your Curriculum—4.5 hours
- Preparing Your Presentation—2.5 hours

Completion Timeline

The INFOhio ICoach Learning Pathway is always open and available to ICoaches in training and practicing. While there is no set time to complete the training, we recommend taking about 6 weeks to finish the classes. Here is a suggested schedule for working through the Learning Pathway:

- Week 1: ICoach 101—1 hour & Introduction to INFOhio—2 hours
- Week 2: ICoach Choose Your Class: Digital Resources—2 hours
- Week 3: ICoach Choose Your Class: Web Tools and Initiatives—2-4.5 hours
- Week 4 & 5: High-Quality Instructional Materials to Supplement Your Curriculum—4 hours
- Week 6: Preparing Your Presentation—2 hours

ICoach 101

1 hour

Description

Identify the skills and knowledge you already have as well as those you will need to strengthen through the ICoach training. Learn more about INFOhio's Open Space and create an account. Upon successfully joining this creation and collaboration space, reflect on your learning via discussion in the INFOhio ICoach Open Space group.

Objectives

Participants will achieve the following objectives:

- Assess your current level of knowledge about INFOhio and leading adult professional development.
- Identify the goals and requirements of the ICoach program.
- Create an Open Space account and participate in the INFOhio Open Space group.
- Reflect on learning by sharing with others.

Outline of Class Content and Activities

Getting Started

- **Welcome to the ICoach 101 Class:** Review the class objectives and outcomes for each lesson. **5 minutes**
- **Learner Questionnaire**: Take a survey to assess what you know and need to know about INFOhio and adult learning. **5 minutes**
- **What is ICoach:** Watch a video to learn more about INFOhio's ICoach Program. **10 minutes**

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Connect and Collaborate with Open Space

- **Using Open Space Groups**: Watch the Community and Collaboration with Open Space Groups webinar. Read the Open Space for Users Guide. **35 minutes**
- **Connect with ICoaches:** Create an Open Space account or log in to your current account. Connect with other ICoaches after joining the INFOhio ICoach Open Space group and participating in a discussion. **10 minutes**

Checking Your Learning

- **Meeting ICoach Expectations:** Identify the requirements necessary to renew your ICoach status each year. **5 minutes**
- **Self-Assessments:** Answer questions in a discussion in the group on Open Space. **15 minutes**
- **Final Quiz and Contact Hour Certificate:** Take a quiz to earn a certificate for 1.5 contact hours. **5 minutes**

Use this checklist to determine whether you have met the objectives of the class.

- I watched the What is ICoach? video.
- I completed the ICoach Learner Questionnaire
- I watched the Learn With INFOhio Webinar Community and Collaboration with Open Space Groups.
- I read the Open Space Groups for Users Guide
- I created an Open Space account.
- I joined the INFOhio ICoach Open Space group.
- I participated in *ICoach 2023-2024 Post 1: Introductions* in the Discussions tab of the INFOhio ICoach Open Space group.
- I participated in *ICoach 2023-2024 Post 2: Reflecting on Your Learning* in the Discussions tab of the INFOhio ICoach Open Space group.
- I passed the final quiz and downloaded my contact hour certificate.

Introduction to INFOhio
2 Hours

Description

Learn more about INFOhio, Ohio's PreK-12 Digital Library, available at no cost to Ohio students, parents, and educators. This training will help participants identify the resources and tools on the website and navigate the site easily.

Please note that this document has objectives and outcomes specific for the ICoach Learning Pathway. The *Welcome to the Introduction to INFOhio* lesson and the *Self-Assessments* lesson in the online class target a general audience. This provides ICoach Learning Pathway participants with directives for discussion posts.

Objectives

Participants will achieve the following objectives:
- Identify the vision and mission of INFOhio.
- Understand the four services INFOhio provides for Ohio schools.
- Understand the authentication process used for Ohio access to the INFOhio digital content.
- Successfully change login accounts based on location when accessing the INFOhio digital content.
- Navigate the INFOhio website to find the content you need.
- Understand the different types of searches on the INFOhio website and the results you will get for each.
- Identify INFOhio's resources which provide digital content.
- Identify INFOhio's web tools for teaching and learning.
- Locate INFOhio's support page for questions or concerns.
- Understand how to stay connected to INFOhio via email, newsletter, or social media.

Outline of Class Content and Activities

Getting Started
- **Pretest:** Take a quiz to find out what you know or need to know about INFOhio. **5 minutes**
- **Welcome to the Introduction to INFOhio Class:** Review the class objectives and overview. **5 minutes**

What is INFOhio?

- **INFOhio's Mission and Vision:** Learn more about INFOhio's purpose. **5 minutes**
- **INFOhio's Four Services:** Learn about the services that INFOhio provides to schools, students, parents, and teachers. Answer questions to reflect on learning. **15 minutes.**

How to Use INFOhio

- **How to Access INFOhio Digital Content:** Learn about the INFOhio authentication process and what you need to do to ensure seamless access to our digital content. **5 minutes**
- **How To Navigate the INFOhio Website:** Identify the best search to use on the INFOhio website to find the resource or tool you need quickly and easily. **15 minutes**
- **INFOhio's Digital Content:** View the resources with digital content and learn more about our funding partners. Answer questions to reflect on learning focusing on question 2. Post the three resources you would like to use in the INFOhio ICoach Open Space Discussions tab *ICoach 2023-2024 Post 3: Three Resources*. **15 minutes**
- **INFOhio's Web Tools:** Explore the web tools INFOhio has created to help students, teachers, and parents use our digital content. Answer questions to reflect on learning focusing on question 3. Post the web tool you would like to use in the INFOhio ICoach Open Space Discussions tab *ICoach 2023-2024 Post 4: One Web Tool*. **15 minutes**
- **What Have You Learned So Far?** Take a short quiz to check what you know. **5 minutes**
- **Applying What You Have Learned:** Do a short activity to practice what you have learned. **20 minutes**

Checking Your Learning

- **Self-Assessments:** Create a mindmap to reflect on what you learned. **15 minutes**.
- **Final Quiz and Contact Hour Certificate:** Take a quiz to earn a certificate for 2 contact hours. **5 minutes**

Use this checklist to determine whether you have met the objectives of the class.

- I can identify the vision and mission of INFOhio.
- I understand the four services INFOhio provides for Ohio schools.
- I understand the authentication process used for Ohio access to the INFOhio digital content.
- I can share INFOhio resources and digital content to provide seamless access.
- I can successfully change log in accounts based on location when accessing the INFOhio digital content.
- I can navigate the INFOhio website to find the content I need.
- I understand the different searches for the Site Search, ISearch, and Educator Tools.
- I can identify INFOhio's resources that provide digital content.
- I shared three resources I would use in *ICoach 2023-2024 Post 3: Three Resources.*
- I can identify INFOhio's web tools for teaching and learning.
- I identified one web tool I want to explore in *ICoach 2023-2024 Post 4: One Web Tool*.

- I can locate INFOhio's support page for questions or concerns.
- I am connected to INFOhio via email, newsletter, or social media.
- I completed the final quiz and downloaded my contact hours certificate.

ICoach Choose Your Class: Digital Resources
2 Hours

Description

Complete an INFOhio Learning Pathway class on a premium digital resource of your choice to fulfill the INFOhio ICoach training.

Outline of Class Content and Activities

Getting Started

- **Your Assignment:** Complete one of these classes to meet your ICoach training requirements.

Ages 3-5 Digital Content Learning Pathway

- BookFlix--2 hours
- World Book Early Learning--2 hours

K-5 Digital Content Learning Pathway

- BookFlix-2 hours
- World Book Early Learning--2 hours
- Explora for Grades PreK-5--2 hours
- World Book Kids--2 hours
- PebbleGo Next--2 hours
- The World Almanac for Kids Elementary--2 hours (coming soon)

6-12 Digital Content Learning Pathway

- World Book Student and Advanced--2 hours
- Explora for Grades 6-8 and Explora for Grades 9-12--2 hours
- Points of View Reference Center--2 hours
- The World Almanac for Kids--2 hours

Use this checklist to determine whether you have met the objectives of the class.

- I completed the lessons in the class I chose.
- I completed the final quiz and downloaded my contact hours certificate.

- I shared my learning about the class in the *ICoach 2023-2024 Post 5: Digital Resource Class.*

ICoach Choose Your Class: Web Tools and Initiatives
2—4.5 Hours

Description

Complete an INFOhio Learning Pathway class on a web tool or initiative of your choice to fulfill the INFOhio ICoach training.

Outline of Class Content and Activities

Getting Started
- **Your Assignment:** Complete one of these classes to meet your ICoach training requirements.

Ages 3-5 Digital Content Learning Pathway
- Using Technology with Early Learning (initiative)—2 hours
- INFOhio Early Learning Portal (web tool)—2 hours

K-5 Digital Content Learning Pathway
- Reading on the Screen (initiative)—3 hours

6-12 Digital Content Learning Pathway
- What is Inquiry? (initiative)—4 hours
- IWonder (web tool)—2 hours
- ISearch for Inquiry (web tool/initiative)—2 hours

High-Quality Instructional Materials for Each Child Learning Pathway
- ISearch for Teachers (web tool)—3 hours
- Open Space (web tool)—3 hours
- Quality, Grade-Level Text from INFOhio (initiative)—4 hours, 30 minutes
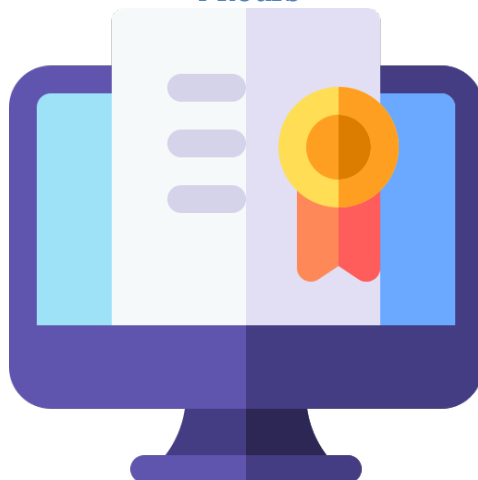
BLUEcloud Learning Pathway
- ISearch for Librarians (web tool)—4 hours, 30 minutes

Use this checklist to determine whether you have met the objectives of the class.

- I completed the lessons in the class I chose.
- I completed the final quiz and downloaded my contact hours certificate.
- I shared my learning about the class in the *ICoach 2023-2024 Post 6: Web Tool or Initiative Class.*

High-Quality Instructional Materials to Supplement Your Curriculum

4 hours

Description

Learn more about what makes instructional materials high-quality, including those labeled Open Educational Resources (OER). Participants will learn why instructional materials matter and where to find high-quality instructional materials to supplement curricula. The class includes a focus on curriculum literacy and the use of the Ohio Curriculum Support Guide.

Please note that this document has objectives and outcomes specific for the ICoach Learning Pathway. The *Welcome to the High-Quality Instructional Materials to Supplement Your Curriculum Class* lesson and the *Self-Assessments* lesson in the online class target a general audience. This provides ICoach Learning Pathway participants with directives for discussion posts.

Objectives

Participants will achieve the following objectives:

- Cite evidence for the importance of high-quality instructional materials in education.
- Identify characteristics of high-quality digital instructional materials.
- Identify sources for high-quality instructional materials, including those labeled Open Access.
- Compare rubrics and rating tools used to identify high-quality digital instructional materials.
- Explore INFOhio's sources for finding high-quality instructional materials.

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- Explain curriculum literacy and its effect on identifying high-quality instructional materials.
- Reflect on learning by sharing information with others.

Outline of Content and Activities

Getting Started

- **Pretest:** Take a quiz to find out what you know or need to know about INFOhio**. 5 minutes**
- **Welcome to the High-Quality Instructional Materials to Supplement Your Curriculum Class:** Review the course objectives and outcomes for each lesson. **5 minutes**
- **Using Open Space Groups:** Watch the Community and Collaboration with Open Space Groups webinar. Read the Open Space for Users Guide. **5 minutes**

High-Quality Instructional Materials

- **What are High-Quality Instructional Materials?:** Read research summaries of the importance of high-quality instructional materials and explore definitions of the term from a variety of sources. Answer questions to reflect on learning, focusing on question 3. Post your definition in the INFOhio ICoach Open Space group in the Discussions tab *ICoach 2023-2024 Post 7: Definition.* **20 minutes**
- **Why High-Quality Instructional Materials Matter:** Learn more about the types of instructional materials and how high-quality curriculums and supplemental materials are key to learning. Answer questions to reflect on learning. **20 minutes**
- **Where Can I Find High-Quality Instructional Materials?:** Locate resources that provide ratings and reviews for the various types of instructional materials. Answer questions to reflect on learning. Post your answers to Reflecting on Your Learning Questions in the INFOhio ICoach Open Space group in the Discussions Tab *ICoach 2023-2024 Post 8: Reviewed Materials.* **20 minutes**
- **Rubrics to Evaluate High-Quality Instructional Materials:** Compare rubrics used to rate instructional materials. **25 minutes**
- **What Have You Learned so Far?:** Take a short quiz to check what you know. **5 minutes**

INFOhio Supports High-Quality Instructional Materials

- **Ohio Materials Matter Reviews:** Learn how to use the Ohio Materials Matter Reviews resource and its features to help you locate high-quality instructional materials. Answer questions to reflect on learning. In the INFOhio ICoach Open Space group Discussions tab, share 1-2 curriculums whose ratings surprise you or confirm what you already knew in the *ICoach 2023-2024 Post 9: Ohio Materials Matter Reviews.* **25 minutes**
- **INFOhio Sources for High-Quality Instructional Materials:** Explore collections of open access instructional materials and OER reviewed using the Instructional Materials Rubric. **25 minutes**
- **Supplemental Instructional Materials from INFOhio:** Apply the Instructional Materials Rubric criteria to INFOhio's premium vetted resources to evaluate their quality. Answer questions to reflect on learning. Post your answers to the Reflecting on

Your Learning exercises in the INFOhio ICoach Open Space group in the Discussions tab *ICoach 2023-2024 Post 10: Instructional Materials Rubric Review.* **30 minutes**

Putting High-Quality Instructional Materials into Practice
- **Curriculum Literacy:** Read about curriculum literacy and how it can affect educators and students. Answer questions to reflect on learning. **20 minutes**
- **Using the Ohio Curriculum Support Guide:** Explore the Ohio Curriculum Support Guide. Answer questions to reflect on learning. **50 minutes**

Checking Your Learning
- **Self-Assessments:** Answer questions to reflect on what you learned. **15 minutes**
- **Final Quiz and Contact Hour Certificate:** Take a quiz to earn a certificate for 5 contact hours. **5 minutes**

Use this checklist to determine whether you have met the objectives of the class.

- I read about the importance of high-quality instructional materials and posted my definition of HQIM in *ICoach 2032-2024 Post 7: Definition.*
- I explored resources with reviews for instructional materials and posted my response to the discussion questions in *ICoach 2023-2024 Post 8: Reviewed Materials.*
- I compared rubrics used to rate instructional materials.
- I searched for and identified quality curriculum in Ohio Materials Matter Reviews and posted my learning in *ICoach 2023-2024 Post 9: Ohio Materials Matter Reviews.*
- I applied the Instructional Materials Rubric criteria to an INFOhio resource and posted my results in *ICoach 2023-2024 Post 10: Instructional Materials Rubric Review.*
- I read about curriculum literacy and its impact on instruction.
- I explored the Ohio Curriculum Support Guide.
- I completed the final quiz and downloaded my contact hours certificate.

Preparing for Presentations
2.5 Hours

Description

Learn more about how to lead successful, high-quality trainings and professional development for your adult audience. Discover easy and fast ways to share INFOhio for maximum results. Develop your INFOhio elevator speech for adults in your school or district.

Objectives

Participants will achieve the following objectives:

- Locate INFOhio training resources and promotional materials to support training and outreach.
- Collaborate and share with other INFOhio ICoaches.
- Develop PD, training, and outreach about INFOhio using best practices and consistent messaging.

Outline of Content and Activities

Getting Started

- **Pretest:** Take a quiz to find out what you know or need to know. **5 minutes**
- **Your Assignment:** Review the course objectives and outcomes for each lesson. **5 minutes**

ICoach Best Practices

- **Best Practices for Adult Learning:** Explore best practices for working with adult learners, developing high-quality professional development, and supporting communities of practice. Post your summary to answer questions from the lesson in the *ICoach 2023-2024 Post 11: Reflecting on Your Learning*. **20 minutes**
- **INFOhio Basics for Professional Development:** Learn INFOhio's tiups for delivering the best PD, training, and outreach on INFOhio's tools and resources. Post your summary to answer questions in the *ICoach 2023-2024 Post 12: Using the Monthly Bulletins*. **20 minutes**
- **Creating Your Message:** Explore tips to strengthen the INFOhio brand and message in your training and outreach. Post your elevator speech for INFOhio in the *ICoach 2023-2024 Post 13: Develop Your INFOhio Elevator Speech*. **15 minutes**
- **What Have You Learned So Far?:** Take a short quiz to check what you have learned. **5 minutes**

INFOhio Training Materials

- **Document Library:** Learn more about the training materials available to download and print in the Document Library. **10 minutes**
- **INFOhio Campus:** Learn more about the training content and guides available to support training and professional development in INFOhio Campus. **10 minutes**
- **Teach With INFOhio Blog:** Learn more about strategies and best practices available for INFOhio content in blog posts. **10 minutes**

Checking Your Learning

- **Self-Assessments:** Reflect on learning by participating in *ICoach 2023-2024 Post 14: Reflecting on Your Learning*. **15 minutes**
- **Final Quiz and Contact Hour Certificate:** Take a quiz and earn a contact hour certificate for 2 hours. **5 minutes**

Use this checklist to determine whether you have met the objectives of this class.

- I located INFOhio training resources and promotional materials to support training and outreach.
- I collaborated and shared with other ICoaches by responding to INFOhio ICoach Open Space discussion *ICoach 2023-2024 Post 11: Reflecting on Your Learning.*
- I collaborated and shared with other ICoaches by responding to INFOhio ICoach Open Space discussion *ICoach 2023-2024 Post 12: Using the Monthly Bulletins..*
- I collaborated and shared with other ICoaches by responding to INFOhio ICoach Open Space discussion *ICoach 2023-2024 Post 13: Develop Your Elevator Speech.*

- I collaborated and shared with other ICoaches by responding to INFOhio ICoach Open Space discussion *ICoach 2023-2024 Post 14: Reflecting on Your Learning*.
- I completed the quiz and downloaded my contact hours certificate.

ICoach Training Final Steps

1. Once you have completed this class, please email Emily Rozmus (rozmus@infohio.org) and include the completed INFOhio ICoach Training Checklist to let her know you have completed all the requirements in the ICoach Learning Pathway.

2. Emily will send you your ICoach digital badge and add you to the ICoach email list.

3. Complete this survey to provide feedback on the ICoach Learning Pathway and training experience.