

Introduction to INFOhio

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 class will achieve the following ten 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 log in 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.

In this course, you will work through several lessons to learn how to access INFOhio, how to navigate the website, and how to find the best resource or web tool for instruction. Below is a description of each lesson and the amount of time it should take for you to complete each one.

Getting Started

Pre-test

- **Lesson Content**

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

Welcome to the Introduction to INFOhio 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)

What is INFOhio?

INFOhio's Mission and Vision

- **Lesson Content**

Learn more about INFOhio's purpose. (5 minutes)

INFOhio's Four Services

- **Lesson Content**

Learn about the services that INFOhio provides to schools, students, parents, and teachers. Answer questions to reflect on learning. (15 minutes)

Optional Training Activity

- Project the information from the two lessons in the What is INFOhio module. Using the **KWL chart**, participants should fill in the L column with any information they learned or the W column with any questions they would like to have answered. (Time included in activity.)
- Discussion questions – Direct participants to discuss the questions using a method found on [this blog post](#). (20 minutes)

How to Use INFOhio

How to Access INFOhio Digital Content

- **Lesson Content**

Learn about the INFOhio authentication process and what you need to do to ensure seamless access to its digital content. (5 minutes)

Optional Training Activity

- Project the information from the two lessons in the How to Access INFOhio Digital Content. Using the **KWL chart** participants should fill in the L column with any information they learned or the W column with any questions they would like to have answered. (time included in activity)

How to Navigate the INFOhio Website

- **Lesson Content**

Identify the best search to use on the INFOhio website to find the resource or tool you need quickly and easily. (15 minutes)

Optional Training Activity

- Before presenting the content from this lesson, provide participants with the **Cornell Notes** graphic organizer. Ask them to write the subheadings from the lesson (Using the Site Search, Using the Document Library, etc.) in the left column. Do a live presentation of the information found in **How to Navigate the INFOhio website** lesson. Ask participants to follow along while you lead them through the navigation tools from your projected device. Ask participants to take notes about the subheadings from the lesson in the right column of their **Cornell Notes**. Ask for any questions at the end of the live presentation. (25 minutes)

INFOhio's Digital Content

- **Lesson Content**

View the resources which provide digital content and learn more about our funding partners. Answer discussion questions to reflect on learning. (15 minutes)

Optional Training Activity

- Focus participants on the chart with digital content and Teach & Learn Flyer. Provide them with a print version of the flyer and ask them to circle the resources which provide digital content that will help them in their classroom and with their curriculum. For example, primary teachers may circle BookFlix and World Book Kids, while middle grade teachers may circle Points of View Reference Center and Science Online. (10 minutes)
- Answer the discussion questions in the lesson using one of the methods from [this blog post](#). (15 minutes)

INFOhio's Web Tools

- **Lesson Content**

Explore the web tools INFOhio has created to help students, teachers, and parents use our digital content. Answer discussion questions to reflect on learning. (15 minutes)

Optional Training Activity

- Focus participants on the chart with INFOhio's web tools and the Teach & Learn Flyer. Provide them with a print version of the flyer and ask them to circle the web content that will help them in their classroom and with their curriculum. (10 minutes)
- Answer the discussion questions in the lesson using one of the methods from [this blog post](#). (15 minutes)

What Have you Learned So Far?

- **Lesson Content**

Take a short quiz to test what you have learned. (5 minutes)

Applying What You Have Learned

- **Lesson Content**

Do a short activity to practice what you have learned. (20 minutes)

Checking Your Learning

Self-Assessments

- **Lesson Content**

Create a mindmap to reflect on what you learned. (15 minutes)

Optional Training Activity

- Split the group into small groups and assign half of the group the content from this blog ([Visual Learning with Mind Mapping](#)) featured in the lesson and the other half the content of this blog post ([Why Mind Mapping?](#)) featured in the lesson. Give the groups time to read, discuss, and then post three key points from the blog on a post-it. Each group will place their three key points on a white board or other central location under the two blog titles written there. Ask groups to share and discuss mind mapping as a learning technique using the evidence they collected from the blog posts. (20 minutes)

Contact Hour Quiz and Certificate

- **Lesson Content**

Take a quiz to earn a certificate for 2 contact hours. (5 minutes)