

# Literature Online Trainer Guide

2 Contact Hours



## Optional Training Activities

- Optional training activities are estimated to add 150 minutes to the original training time and include the minutes indicated for the original activity.

## Learning Objectives

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Participants in the Literature Online Class will achieve the following objectives:

- Find Literature Online on the INFOhio website: [www.infohio.org](http://www.infohio.org).
- Use the navigational tools to search and browse content to find the best title for students and instruction.
- Find the instructional supports available in the resource.
- Identify best practices for using Literature Online in the classroom.
- Consider methods for sharing Literature Online with colleagues.
- Create a lesson plan to integrate Literature Online into instruction.
- Reflect on learning by sharing information with others.

**In this class, you will work through several lessons to learn how to access INFOhio's subscription to Literature Online, how to use it, and how to integrate it 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

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### Pretest

- **Lesson Content**

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

### Welcome to the Literature Online Class

- **Lesson Content**

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

#### Optional Training Activity

- Share the [Cornell Notes Template](#) provided in the first lesson. Encourage participants to record questions they might have about this resource, take notes, and identify the answers as they work through the first three lessons. (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 Literature Online

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### Getting to Know Literature Online

- **Lesson Content**

Read facts about Literature Online and practice the steps needed to access the resource on [www.infohio.org](http://www.infohio.org). Think about what you learned by answering questions. (20 minutes)

#### Optional Training Activity

- Answer the reflection questions from the class in the [Reading on the Screen group](#) in Open Space. Navigate to the Discussions tab in the group and find Features of Literature Online. Answer the questions in the thread. (10 minutes)

### Using Literature Online

- **Lesson Content**

Learn about the navigational tools and features in Literature Online. (5 minutes)

#### Optional Training Activity

- Have educators pair up by the grade level they teach and brainstorm ideas on how they can use Literature Online in their classroom. Encourage collaboration and share ideas with the group. Share and collaborate on these ideas in the [Reading on the Screen group](#) in Open Space. Sharing it this way will allow participants to come back to it later to review ideas. (15 minutes)

### Using the Resources and Tools

- **Lesson Content**

Learn about the instructional supports available in Literature Online. (5 minutes)

#### Optional Training Activity

- Share the live site with the class and go through the navigational tools and features as a group. (15 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 Literature Online. (10 minutes)

#### Optional Training Activities

- Divide the class into small groups or partners and have them complete the learning activity together. Share results with the whole group after completion of the activity. (15 minutes)
- In the Discussion tab of the [Reading on the Screen group](#) in Open Space post the resource you found and identify how you will use it in instruction in the *Instructional Materials from Literature Online* question. (10 minutes)

### Integrating Literature Online into Classroom Instruction

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#### Teaching with Literature Online

- **Lesson Content**

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

#### Optional Training Activities

- Read, [Best Practices for Digital Reading](#). After 10 minutes, ask participants to explain what they learned about digital reading and how reading on the screen is different than reading from a physical book. (20 minutes)
- In the [Reading on the Screen group](#) in Open Space find the *Integrating Digital Text in Your Classroom* reflection question and answer the question, "What are two things you are doing in your classroom or instruction already that will make integrating digital text easier?" (10 minutes)

#### Sharing Literature Online with Colleagues

- **Lesson Content**

Learn about ways to let colleagues know more about Literature Online. (5 minutes)

#### Optional Training Activity

- Visit INFOhio's [Help Docs and Promotional Materials](#) page. Ask participants to explore the bookmarks, flyers, posters, and materials located on the site. Find resources that you can use with your students. Brainstorm a list of upcoming school events to distribute these materials to students and families. (10 minutes)

#### Creating Lessons Using Literature Online

- **Lesson Content**

Review lesson plan ideas and resources. Create your own using a lesson plan template. (30 minutes)

#### Optional Training Activities

- In the [Creating Lessons Using Literature Online](#) lesson, review the sample lesson plans as a group. Participants should review lesson plans that most closely align with the age group that comprises the bulk of their instructional time. Ask participants to identify any practices or activities they find that seem effective or have worked for them in the past. Ask them to evaluate the lessons based on their classes and suggest ideas that might make the lessons better. Record these ideas to make the lessons better in a shared space, whether using an online resource like a Google doc, Padlet, or on a whiteboard 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 Literature Online class. Begin by identifying the standards to address, and then find content from Literature Online that fits in with a current or upcoming unit. Encourage the participants to consider strategies for teaching the best practices for digital reading 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

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### Self-Assessments

- **Lesson Content**

Answer questions to reflect on what you learned. (10 minutes)

#### Optional Training Activities

- Ask participants to answer the Self-Assessment questions either in writing or with a group. Ask for volunteers to share their responses. (15 minutes)
- Find the *What Did You Learn from the Literature Online Class?* question under the Discussions tab in the [Reading on the Screen group](#) in Open Space. Answer the question in the thread, "What was the most important thing you learned from this class? What makes it important to you?" (5 minutes)

### Contact Hour Quiz and Certificate

- **Lesson Content**

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