**Internship Timeline of Tech Tool Online PD Sessions**

**May 2018- December 2018**

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| **What?** | **Who?** | **When?** |
| Sent out survey to HHES staff to pre-assess tech tool knowledge | Me, Harford Hills staff members | May 2018 |
| Met with S.T.A.T. teacher to analyze results of survey, decide on tech tools, and fill out CPD credit paper for BCPS | Me, Julie Posner | September 11, 2018 |
| Met with principal and S.T.A.T. teacher to provide internship proposal and get approval | Me, Millie Guild, Julie Posner | September 2018 |
| Shared information with staff at faculty meeting, provided sign-up sheet for interested participants | Me, Harford Hills staff members | September 24, 2018 |
| Received confirmation for CPD credit; pushed out Session 1 website via email to participants | Me, participating staff | October 1, 2018 |
| Met with Liz to help to help build website and answer tech questions she had | Me, Liz (First Grade Teacher)  | October 2, 2018 |
| Met with Jean to help answer some questions and work through a flipchart | Me, Jean (reading specialist) | October 3, 2018 |
| Pushed out session 2 website via email | Me, participating staff | October 14, 2018 |
| Session 1 ended- Reflection due | Participating staff | October 15, 2018 |
| Met with Shawn to help with flipchart issues | Me, Shawn (4th grade teacher) | October 19, 2018 |
| Met with Jean to help with screencasting using ELMO | Me, Jean (reading specialist) | October 19, 2018 |
| Email communication to help solve a voice recording problem with Katie | Me, Katie (special education) | October 26, 2018 |
| Pushed out session 3 website early via email | Me, participating staff | October 26, 2018 |
| Session 2 ended- Reflection due | Participating Staff | October 29, 2018 |
| Pushed out session 4 early via email | Me, Participating Staff | November 10, 2018 |
| Met with Jean to answer a few questions & clarify a few things regarding Socrative | Me, Jean (reading specialist) | November 12, 2018 |
| Session 3 ended- Reflection due | Participating Staff | November 12, 2018 |
| Met briefly with Terry to help log in to SeeSaw using QR code | Me, Terry (third grade) | November 14, 2018 |
| Sent out final reflection on PD sessions via email | Me | November 16, 2018 |
| Met with Corrine and Jean (at separate times) to answer questions about pushing out Socrative quiz and how to print results page | Me, Corrine (fifth grade), & Jean (reading specialist) | November 21, 2018 |
| Internship EndedAny uncompleted work dueFinal reflection for PD sessions due | Me, Participating Staff | November 26, 2018 |