

## Time Log for Clicker Implementation Project

Activity/Date	Time
10/13/04 Contacted Steve Huff from eInstruction to ask about loaner system-referred to Dave Bolton.	10 minutes
10/14/04 Spoke with Dave Bolton about obtaining a loaner system and setting up training for staff.	15 minutes
10/14/04 Meeting with my principal about the systems and setting up the meeting w/eInstruction.	45 minutes
10/18/05 Spoke with Dave again; set date for meeting (10/28/05).	10 minutes
10/28/05 Dave came install the software and set up the CPS. After that, he gave a presentation to myself, my principal, our BRT and 6 other teachers on the uses of CPS. After the meeting was over, he gave me a “mini-training” so I could start using the systems in my classroom.	3 hours
11/4/04 I spent this evening putting in all of my classes into the CPS software.	1 hour
11/5/04 Authored my first 3 clicker lessons to use in my classroom (reading quizzes for each level).	1 hour
11/12/04 Spoke with my principal about doing a staff demonstration on the clickers sometime	20 minutes

before Christmas.	
11/16/04 Developed 3 more clicker lessons to use in class-these lessons were designed as assessments of learning instead of assessments for learning.	1 hour
12/14/04 Spoke with our tech department head about presenting demo during staff in-service in January. I will need to prepare an hour-long demonstration that will be taught 3 times during that day. She and I spoke about what would be best to include in the presentation.	30 minutes
1/04/05 Spoke with our tech department head about schedule for in-service.	10 minutes
1/7/05 Set up agenda for in-service. Spoke with my tech department head and my principal about the agenda to make sure I was including everything I needed.	1 hour 20 minutes
1/10/05 Emailed Dave at eInstruction to ask a few questions about exam view and standards with respect to CPS software. He emailed back with some great tips! (Including how to create your own standards). I tried out his suggestions with a few of my quizzes.	1 hour
1/14/05 I spent the day creating a "There it Is!" review for each of my three classes since they all have a test coming up next week. I also had to learn how to use the fast grade option on the software. This was extremely helpful and I plan to use this option much more often now that I understand how it works. I then used the lessons for 30 minutes in each of my five classes.	4 hours and 30 minutes
1/16/05	1 hour

<p>Tonight I created a “There it is!” game to use with the staff at our in-service. Since I will have people from all different content areas-I used trivial pursuit questions to make it fun for everyone.</p>	
<p>1/17/05 This evening I created a power point to show at the in-service. The power point includes basic uses of the system and the objectives of the system as well.</p>	<p>1 hour</p>
<p>1/18/05 I went through the lessons I have created and chose 3 lessons to demonstrate during the inservice-1 lesson as a game, 1 lesson as a check for understanding, and 1 formal quiz. I also revised a few of the questions that needed revision.</p>	<p>1 hour</p>
<p>1/24/05 District Ins-service today. I prepared, and then presented my clicker lesson 3 times-each session was an hour in duration.</p>	<p>3 hours 30 minutes</p>
<p>1/24/05 Received an email from one of our technology reps at district. She wants to meet with me to discuss my use of clickers. Emailed her back to set up a date.</p>	<p>15 minutes</p>
<p>1/25/04 The district tech rep stopped in to talk with me about the clickers as well as to set up a meeting where all 7 district level tech people could come to speak with me about the systems.</p>	<p>30 minutes</p>
<p>2/2/05 Spent some time creating new clicker activities to try out with my students. Created 2 level 2 quizzes over reading materials and 2 level 3 quizzes.</p>	<p>1 hour 30 minutes</p>
<p>2/11/05 Attended the “Clicker II” workshop in</p>	<p>8 hours</p>

<p>Boulder that was led by Len Scrogan and Steve Huff. The workshop centered on more advanced clicker skills and how to ask higher order thinking questions in multiple-choice format. I will use these strategies in my individual staff training.</p>	
<p>2/16/05 Spoke with Teacher #1 about training her on how to use clicker software. She and set up an appointment for next week.</p>	<p>10 minutes</p>
<p>2/18/05 Emailed our district tech rep. She and the other district tech people will be visiting me on March 1<sup>st</sup> to see my clicker demonstration. Also spoke with her about setting up a district wide order to see if we can get a better deal on purchasing the systems in case anyone else in the district was interested</p>	<p>30 minutes</p>
<p>2/23/05 Met with teacher #1 and installed the software on her iMac. I also showed her how to set up the systems in her classroom, how to put her students in to their classes. I also helped her complete her first clicker activity to use in her class this week. *Also spoke with the district tech rep on the phone. Trailblazer Elementary wants to purchase a system. Emailed our tech department head in my building to see if anyone else at TRHS was interested in purchasing. We need to get organized before March 1<sup>st</sup> per district deadline.</p>	<p>2 hours</p> <p>30 minutes</p>
<p>2/25/05 Spoke with teacher #2 about the clickers. Set up a time with her to train her on them. She is very interested in the systems. **Spoke with our building tech department head-Business, tech and PE are all going to purchase systems. I called Steve Huff to</p>	<p>20 minutes</p> <p>1 hour</p>

<p>have him help me with the system. He agreed to throw in free chalkboards with the systems we are purchasing! ☺</p>	
<p>2/28/05  Helped teacher #1 set up the clicker systems in her room before school. Stayed for her block class and observed her lesson.  ** Got the money from our department to purchase our system figured out with my dept. chair. Spoke with our tech department head again-she has agreed to coordinate the purchase order as I am not very experienced with the money end of things, especially since the order is so complex as our school and Trailblazer need to purchase on the same order.</p>	<p>2 hours</p> <p>30 minutes</p>
<p>3/1/05  District Tech team came to see my demonstration of the clickers and to ask me questions about my use of them in the classroom.</p>	<p>1 hour</p>
<p>3/3/05  Met with teacher #2 and installed the software on her iMac. I also showed her how to set up the systems in her classroom, how to put her students in to their classes. I also helped her complete her first clicker activity to use in her class this week.</p>	<p>2 hours</p>
<p>3/8/05  Met with teacher #2 before school and watched her set up the system to make sure she knew how to get everything ready. Stayed and observed her first hour block.</p>	<p>2 hours</p>
<p>3/14/05  Observed teacher #1's class again while she used the systems. I also spoke with her today after school about how to incorporate higher order thinking into her lessons.</p>	<p>2 hours</p>
<p>3/15/05  Spoke with teacher #2 during lunch about</p>	<p>30 minutes</p>

higher order thinking questions-gave her a copy of the handout from Steve's workshop.	
3/25/05 Received email from our district tech representative-I will be attending a Clicker training with 3 other staff members from TRHS and other district people as well.	10 minutes
4/18/05 Met with teacher #3 to discuss training her on clickers. We will meet Thursday after school since she isn't here on Wed/Fri.	10 minutes
4/21/05 Met with teacher #3 and installed the software on her iMac. I also showed her how to set up the systems in her classroom, how to put her students in to their classes. I also helped her complete her first clicker activity to use in her class next week.	2 hours
4/25/05 Helped teacher #3 set up the clickers before her first period. Came back during 5 <sup>th</sup> period to observe her class (block class).	2 hours
5/6/05 Attended Clicker training at Rock Canyon High School. Learned new skills such as running simultaneous tests and using power points or movies with CPS.	8 hours
5/9/05 Spoke with our librarian about leading another more in depth staff training in August. He and I will split the trainings for staff.	15 minutes
5/10-6/3 Created a clicker starter web page for my staff to use next fall after our librarian and I lead staff development. Page may be viewed at <a href="http://ouray.cudenver.edu/~kklychoc/clickers">http://ouray.cudenver.edu/~kklychoc/clickers</a>	8 hours