

YEAR 1 PLANNING TIMELINE

OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
LEADERSHIP										
Identify the academic needs that the blended learning program will be designed to address.	Identify blended learning model to incorporated at school (Canvas).	Set measurable goals for years 1, 2, and 3. How will success be defined and measured?	Write a 3-year implementation plan that includes addressing ongoing funding for the program and the six elements of blended learning implementation: leadership, professional development, teachers and teaching, operations, content, and technology.	Identify administrative support and review goals/outcomes Get with technology department to discuss costs and bringing in computers for students without devices.	Discuss with the technology department costs of implementing the program and bringing in computers for students without 1 to 1 devices.	Present information at a faculty meeting and get teachers to volunteer for year 1 participation prior to signing up for summer professional development.	Identify all involved in the implementation process so trainings can be assigned and paid for before the start of the new school year.	Review progress of trainings and goals	Review progress of trainings and goals	Review if teachers are prepared for implementation for the new school year.
PROFESSIONAL DEVELOPMENT										
	Identify needed PD (Canvas training) for teachers and administrators wanting to incorporate blended learning into their classrooms. Identify who will present the information.	Research best trainings and compare costs.	Continue looking for trainings.	Suggest a district training offered in Summer Institute that is provided by MISD to the Superintendent	Reconvene with administrator and discuss progress of PD search, cost, and who will need to attend.	Register all teachers who participate in year 1 implementation of Canvas in PD.	Begin PD	Continue PD	Continue PD	Review and survey PD effectiveness. Assess data, and continue planning future PD.
TEACHING										
Identify how teaching will change and determine pedagogical philosophy.	Identify what outcomes you think other teachers would want to see from blended learning being incorporated.	List measurable outcomes and the benefits of each school-wide.	Review benefits and ask teachers if list should be modified.	Provide information to teachers on goals/ measurable outcomes.	Have teachers assess the changes they can make in their content to incorporate blended learning	Figure out assessment tools that will help provide beneficial data.	Figure out assessment tools that will help provide beneficial data.	Use PD to help build course in Canvas	Make final adjustments and align TEKS within the course	Begin implementation
OPERATIONS										
					Identify what data needs to be collected and how to do so with the systems we have.	Develop staff meeting with all staff to give a brief overview				

CONTENT										
				Determine how the content will be developed	Identify content that meets the needs of the program.	Determine how the content will be developed	Begin building content, so professional development must start on how to design content.	Build content and ensure content is aligned to standards	Development begins	Development continued
TECHNOLOGY										
Complete and inventory of available technology systems and students with 1 to 1 devices.	Survey students to determine the number of 1 to 1 on campus.	Survey students to determine the number of personal computers and wifi at home.	Determine how many student computers will need to be placed classrooms.	Develop a plan to ensure compatibility amongst different electronic platforms	Ensure all compatibility issues have been resolved before moving forward.	Purchase program so teachers participating in year 1 can begin exploring different aspects.	Establish technology support on campus for teachers and students.	Test out technology devices on school network,	Continue testing and working out kinks.	Install program on students' devices and make sure they have access at home by sending home a letter.

Years 2-3 will be the 3 R's: review, revise, repeat. I will first review what went wrong. Revise my methods of implementation and teach/approach content in a different way. Finally, I will repeat my methods by keeping the same structure, just working on the first two R's.