

ZoomWV Training Plan

This training plan has been created to coordinate with each phase in ZoomWV's launch. Phase 1 will launch in Fall 2014, Phase 2 will launch in Winter 2014-2015, and Phase 3 will launch in Spring 2015. The intensity of training efforts build as each phase progresses so that Phase 1 is intended as introduction to ZoomWV, Phase 2 is intended to explain stakeholders how to successfully use ZoomWV, and Phase 3 is intended to continue use of ZoomWV and review the impact it is making on stakeholders. Once ZoomWV has been completely launched, training efforts will continue in a 'Post Launch' stage designed to promote the sustained use of ZoomWV's tools. Evaluation is included in every phase (or launch stage) of the ZoomWV Training Plan, ensuring that user needs are continually assessed and incorporated in the creation of future training activities.

The following document is organized by phase (or launch stage). Each segment contains training goals and objectives, the intended audience of the training, and tools that will be used to provide training.

Phase 1

Goals/Objectives:

Goal 1: Promote awareness of ZoomWV to a broad range of stakeholders statewide.

- Objective 1: Create training materials that introduce users to ZoomWV, which can be made publically available.
- Objective 2: Hold online sessions that the public can use to learn about the data in ZoomWV and how to access it.
- Objective 3: Hold live demonstrations for policymakers explaining what data is in ZoomWV, how to access it, and how the data in ZoomWV relates to their interests.

Goal 2: Ensure educators know how to access ZoomWV and what information it contains.

- Objective 1: Hold live demonstrations for WVDE staff explaining what data is in ZoomWV and how to access it.
 - Objective 1.1: Ensure that training is provided to at least one representative of every division/office at WVDE.
- Objective 2: Ensure that educators at both the state and local level are aware of public resources and training sessions posted online.

Goal 3: Ensure that users who attend trainings know how to access the data in ZoomWV at the conclusion of the event.

- Objective 1: Provide training sessions that allow Q&A time at the end to verify that users understand the features of ZoomWV.
- Objective 2: Utilize day-of training evaluation forms to ascertain the level of users' understanding following the training.
 - Objective 2.1: Ensure that all users are provided an evaluation form at the conclusion of training events.
 - Objective 2.2: Use comments from day-of training evaluation forms to tailor future training activities.

Audience:

Phase 1's training resources and activities are tailored to the following audiences: WVDE Staff, Local Education Agencies, Policymakers, and the Public.

For the purposes of this plan, Policymakers include: Board of Education members, Legislature representatives, Court representatives, and Governor's office representatives.

Training Tools:

The time between Phase 1 and Phase 2 is fairly short. Therefore, training activities will be limited to items that can be completed within the span of just a few months. Training tools that will be utilized for Phase 1 include live demonstrations, webinars, and online resources.

Phase 2

Goals/Objectives:

Goal 1: Encourage sustained use of ZoomWV statewide.

- Objective 1: Revise existing training materials for ZoomWV, making the website's updates easily distinguishable and publically available.
- Objective 2: Hold online sessions that the public can use to review any changes occurring to the public site during Phase 2's launch.
- Objective 3: Hold live sessions with policymakers and WVDE staff explaining what changes occurred to ZoomWV's public site, how local educators are able to access ZoomWV's secure site, and what data can be found in ZoomWV's secure site.

Goal 2: Ensure educators know how to access the secure site for ZoomWV and what data it contains.

- Objective 1: Ensure that educators are easily able to access secure site training materials through ZoomWV.
- Objective 2: Hold online sessions that educators can use to preview the features of ZoomWV's secure site.
- Objective 3: Hold live workshops for educators that demonstrate how to access ZoomWV's secure site and what features the secure site contains.
 - Objective 3.1: Secure site workshops should be provided to local education agencies in every RESA.

Goal 3: Provide opportunities for educators to learn techniques that incorporate ZoomWV's data in the school/classroom.

- Objective 1: Establish partnerships with training departments and organizations that can provide this type of professional development.
 - Objective 1.1: Ensure that partners use ZoomWV's data as the basis of professional development activities, teaching educators how to use ZoomWV's data in the classroom.
 - Objective 1.2: Ensure that partnerships are established so that educators from every geographical region of the state can easily participate in professional development activities using ZoomWV's data.

Goal 4: Ensure that users who attend trainings know how to access the data in ZoomWV at the conclusion of the event.

- Objective 1: Provide training sessions that allow Q&A time at the end to verify that users understand the features of ZoomWV.
- Objective 2: Utilize day-of training evaluation forms to ascertain the level of users' understanding following the training.
 - Objective 2.1: Ensure that all users are provided an evaluation form at the conclusion of training events.
 - Objective 2.2: Use comments from day-of training evaluation forms to tailor future training activities.

Audience:

Phase 2's training resources and activities are tailored to the following audiences: WVDE Staff, Local Education Administrators, Teachers, Policymakers, and the Public.

Training Tools:

Due to the launch of ZoomWV's secure site, Phase 2 is the largest component of ZoomWV's training plan. Training activities for Phase 2 will expand to include intensive trainings that review ZoomWV, how to access ZoomWV's data, and how to incorporate data into decision

making in the school/classroom. To do this, training tools will grow to include 'data use in education' workshops for educators, 'ZoomWV secure site' workshops for educators, live demonstrations, webinars, and online resources.

Phase 3

Goals/Objectives:

Goal 1: Encourage sustained use of ZoomWV statewide.

- Objective 1: Revise existing training materials for ZoomWV, making the website's updates easily distinguishable and publically available.
- Objective 2: Hold online sessions that the public can use to review any changes occurring to the public site during Phase 3's launch.
- Objective 3: Hold live demonstrations with policymakers and WVDE staff explaining what changes occurred to ZoomWV's public and secure site during Phase 3.
- Objective 4: Continue live workshops for educators demonstrating how to access ZoomWV and what data it contains.
- Objective 5: Continue providing opportunities for educators to learn techniques that incorporate ZoomWV's data in the school/classroom.

Goal 2: Ensure that users who attend trainings know how to access the data in ZoomWV at the conclusion of the event.

- Objective 1: Provide training sessions that allow Q&A time at the end to verify that users understand the features of ZoomWV.
- Objective 2: Utilize day-of training evaluation forms to ascertain the level of users' understanding following the training.
 - Objective 2.1: Ensure that all users are provided an evaluation form at the conclusion of training events.
 - Objective 2.2: Use comments from day-of training evaluation forms to tailor future training activities.

Goal 3: Promote awareness statewide of how ZoomWV is effecting West Virginia's K12 public education system.

- Objective 1: Hold online sessions that allow local educators to present how they are using ZoomWV's data to make changes in their schools/classrooms.
 - Objective 1.1: Use anecdotes from these online sessions to help support live presentations for WVDE staff and policymakers demonstrating changes that have occurred in West Virginia's K12 public education system since ZoomWV's launch.

Audiences:

Phase 3's training resources and activities are tailored to the following audiences: WVDE Staff, Local Education Administrators, Teachers, Policymakers, and the Public.

Training Tools:

The intent of Phase 3 in ZoomWV's training plan is twofold. First, efforts to educate stakeholders about the use of ZoomWV, and how data can be used in schools/classrooms, will continue. Second, Phase 3 will begin to review how ZoomWV is actually being used to make educational changes. To do all of this, the following training tools will be utilized: data use in education workshops, ZoomWV local educator workshops, live demonstrations, webinars, and online resources.

Post Launch

Goals/Objectives:

Goal 1: Encourage sustained use of ZoomWV statewide.

- Objective 1: If applicable, continue revising existing training materials for ZoomWV, making the website's updates easily distinguishable and publically available.
- Objective 2: Maintain various online sessions from past trainings that the public can view to review ZoomWV's topics.
- Objective 3: Hold online sessions for the public that detail any changes made to ZoomWV during maintenance and review how ZoomWV is being used.
- Objective 4: Hold live demonstrations with policymakers and WVDE staff providing progress updates for ZoomWV.
- Objective 5: Continue live workshops for educators that demonstrate how to access and find data in ZoomWV.
- Objective 6: Continue providing opportunities for educators to learn techniques that incorporate ZoomWV's data in the school/classroom.

Goal 2: Ensure that users who attend trainings know how to access the data in ZoomWV at the conclusion of the event.

- Objective 1: Provide training sessions that allow Q&A time at the end to verify that users understand the features of ZoomWV.
- Objective 2: Utilize day-of training evaluation forms to ascertain the level of users' understanding following the training.
 - Objective 2.1: Ensure that all users are provided an evaluation form at the conclusion of training events.

- Objective 2.2: Use comments from day-of training evaluation forms to tailor future training activities.

Goal 3: Evaluate the effectiveness of trainings provided during ZoomWV's launch.

- Objective 1: Execute an evaluation based on measurable goals and objectives that reviews training opportunities provided during Phases 1-3.
- Objective 2: Adjust future training activities based on evaluation results.
 - Objective 2.1: Use evaluation results to locate geographic areas that need further training.
 - Objective 2.2: Use evaluation results to designate topical areas that need further review.
 - Objective 2.3: Use evaluation results to designate groups of stakeholders who need further training.

Audience:

Post Launch training resources and activities are tailored to the following audiences: WVDE staff, Local Education Administrators, Teachers, Policymakers, and the Public.

Training Tools:

The vast majority of training efforts that were initiated during the launch of ZoomWV will continue post launch. Training during this time will focus on sustaining the use of ZoomWV statewide. The following tools will be used for this stage of training: data use in education workshops, ZoomWV local educator workshops, live demonstrations, webinars, and online resources.

Timing of 'Post Launch' training efforts will be dependent upon the conclusion of Phase 3 activities. It is anticipated that 'Post Launch' efforts will begin to take place in Fall 2015.

For questions about the ZoomWV Training Plan, please contact the Data Governance Team via email at zoomwv@help.k12.wv.us or via phone at 304-558-7881.