

ACES Hybrid PLC II Meeting TWO: Notes

Facilitator Notes:

Focus Category: Learning Strategies

- PLC Meeting THREE: Navigating Systems

Outside Tasks:

- Outside Task #1: TIF-ing a Lesson: Try It Out!: Participants will deliver their TIF-ed lesson they began planning in meeting ONE and share a summary of the lesson, their evaluation and their study & reflection of the lesson at Meeting TWO.
- Outside Task #2: Participants will evaluate and tweak their instructional planning tool (IPT) and share at Meeting TWO.
- Outside Task #3: Look at the Learning Strategies category in the complete TIF: pp. 14-21. Read the sample activities that are provided. Choose at least two sample activities you could try with your students. Make sure at least one of them is a technology example. Fill out the grid handout with your choices and tweaks. Share with your PLC Partner or add notes to our Google doc prior to meeting THREE.

Copies:

The following copies would be helpful to provide in Go-To-Training “materials” section for this PLC:

- The Participant Workbook (Provided during meeting ONE)
- The TIF @ a Glance (Provided during meeting ONE)
- The Complete TIF (This is optional. However, for each PLC meeting they will need copies of the pages from the complete TIF that correspond to the focus category of each meeting: Developing a Future Pathway (pp. 56-61), **Learning Strategies (14-21)**, and Navigating Systems (62-67).

Outside Collaboration: (Between meetings)

There are two possible modes to use for the required outside collaboration around the outside tasks:

- **Google drive:** Create a Google doc to share with your participants. This doc should have a clear format that allows multiple participants to share their implementation together. After each outside task, participants can add notes to the Google doc and these notes can then be shown during the webinar.
- **PLC Partner:** Participants can choose a PLC Partner during this F2F PLC. After outside tasks, participants will collaborate with their PLC Partner in the manner of their choosing (email, f2f, phone, etc.).
- The slides in the PowerPoints contain both options (so as to be a universal fit) so please indicate to your participants which option they will be using.

Sharing Outside Tasks during Webinars: (Optional)

Regardless of the option you choose above, you may want to ask specific participants to share their Outside Task implementation experiences & materials with you via email prior to the webinar meetings. You can then show these materials as part of your webinar meeting. *This is completely optional as a facilitator.*

Topic (Time)	Description	Handouts Slides
Welcome (3 min)	<p>Welcome participants. Introduce yourself (facilitator) and the host. Check in with each participant to make sure they can hear and then explain the mute/unmute feature and have everyone mute themselves. Explain that you will call on each participant so that they can introduce themselves. Have them unmute when they are called on and re-mute afterwards.</p> <p>Remind everyone that this meeting will focus on Learning Strategies (LS) and meeting THREE will focus on Navigating Systems (NS).</p>	Slide: 2
Agenda & Webinar Tools (2 min)	<p>Go over each agenda item and have participants preview and practice the webinar feature to be utilized. Secure 3 different participants to share out for each of the Outside Tasks (<i>see notes below for more information</i>).</p> <ul style="list-style-type: none"> • Warm-up: ACES Highlights > <i>Chat</i> <i>Show the “chat” icon and have participants chat “hello”</i> • How’s it flying with ACES: > <i>Poll</i> • Sharing OT #1 > <i>Hands up; 3 volunteers</i> <i>Show the “hands up” icon and have 3 participants volunteer with a “hands up” to share OT #1 when we come to that item. Jot down their names.</i> • LS Match it! > <i>Quiz</i> • Sharing OT #3 > <i>Hands up; 3 volunteers</i> <i>Have 3 participants volunteer with a “hands up” to share OT #3 when we come to that item. Jot down their names.</i> • The ACES Process: The Classroom > <i>Video: Have participants open a new tab and access video link. Explain that they will need to go to this tab & watch the video when we get to that portion of the webinar.</i> • The ACES Process: Low-Level ELL > <i>Video & Partner Chat > Again, explain that they will need to go to this tab & watch the video when we get to that portion of the webinar.</i> <i>Show them how to chat w/ a participant and explain that they will chat with their PLC partner for this activity. Have them practice by sending a chat message to their PLC partner.</i> • TIF Methods & Share out > <i>Hands up-unmute-mute</i> • Sharing OT #2 > <i>Hands up; 3 volunteers</i> <i>Have 3 participants volunteer with a “hands up” to share OT #2 when we come to that item.</i> • Ready to TIF your LS Lesson? > <i>Poll</i> • OT #4-6 Preview > <i>Presenter</i> • Wrap up & Q & A > <i>Hands up-unmute-mute</i> 	Slide: 3-4 HO: p. 19

ACES Hybrid PLC II Meeting TWO: Notes

<p>ACES Highlights (5 min)</p>	<p>Have participants chat their TIF highlights. Call on participants that have particularly interesting highlights to have them share further. Have them unmute, share, and re-mute.</p>	<p>Slide: 5</p>
<p>Poll: How's it flying with ACES? (5 min)</p>	<p>Launch the Poll: How's it Flyin' with ACES? Participants will rate the level of TIF skills integration in their instruction. Share the poll.</p>	<p>Slide: 6 Go-To-Training Poll</p>
<p>Sharing Outside Task #1: TIF-ed Lesson: Try it Out 1! (10 min)</p>	<p>Google Drive: <i>If your group is using Google drive, show this doc during this activity.</i> Call on each of the participants who volunteered to share. Have them unmute themselves and address the questions on the slide. Have other participants chat any comments or questions they have. Read these to the person sharing out so that they can address them. Then have them re-mute themselves. Guiding Questions:</p> <ul style="list-style-type: none"> • What DFP skills did it integrate? • What did the lesson entail? • How did the lesson go? What evidence of learning did you observe? • What went well? What would you do differently next time? 	<p>Slide: 7 Outside Task #1 IPTs & Notes</p>
<p>Quiz: LS Match it! (5 min)</p>	<p>Launch the quiz. Have participants match each LS sub skill with its parent skill. Share the test results.</p>	<p>Slide: 8 Go-To-Training Quiz</p>
<p>OT #3: LS Sample Activities: The Complete TIF (10 min)</p>	<p>Google Drive: <i>If your group is using Google drive, show this doc during this activity.</i> Review the OT task activity. Call on each of the participants who volunteered to share. Have them unmute themselves and address the questions on the slide. Have other participants chat any comments or questions they have. Read these to the person sharing out so that they can address them. Then have them re-mute themselves. Guiding Questions:</p> <ul style="list-style-type: none"> • What did you find? • How did you tweak it? 	<p>Slides: 9-10 HO p. 17</p>
<p>A Tale of Two Contexts: The ACES Process The Classroom (30 min)</p>	<p>Explain that we will look at applying the ACES process to the contexts of the classroom and low-level ELL, this time looking at the LS category (TIF @ a Glance, pp. 3-4). Context: The Classroom IPT: Lesson Plan (LP)</p> <ul style="list-style-type: none"> • Share the pre-ACES LS lesson and together identify the skills and sub-skills it addresses. Jot these down on the grid (p. 20). <i>(Participants will chat the skills they notice in the lesson segments.)</i> 	<p>Slides: 11-31 HO pp. 20-21 TIF @ a Glance pp. 3-4</p>

ACES Hybrid PLC II Meeting TWO: Notes

	<ul style="list-style-type: none"> • Watch the Post-ACES Lesson one segment at a time as indicated on the TIF-ing the Classroom Grid (p. 20) and the slides. (Note: You can cut these segments down to save time.) Link: https://www.youtube.com/watch?v=sYYMKy3H_t8&feature=em-uploademail <ul style="list-style-type: none"> ○ Warm-up: 0:00-2:51 ○ Introduction: 2:51-11:25 ○ Guided Practice: 11:25-21:11 ○ Independent Practice: 21:11-end ○ Extension: Not featured in video • Identify the skills & sub skills from each segment and jot them on the grid (p. 20) after watching each segment. • Check your notes with the slides. • Reflect on the ‘E’ and ‘S’ of the ACES Process for this lesson 	
<p>A Tale of Two Contexts: The ACES Process Low-level ELL (20 min)</p>	<p>Context: Low-level ELL Watch the interview with the instructor of a one-room schoolhouse. https://www.youtube.com/watch?v=GiY3GrLo020&feature=em-uploademail</p> <ul style="list-style-type: none"> • Observe the system she uses to TIF the lessons for her learners. • What kind of instructional planning tool does she use in this setting? How does she use it? • What kinds of pre-ACES materials does she use and how does she TIF them? <p>Have participants chat with a partner by choosing a participant’s name in the chat box. Have them discuss the following questions:</p> <ul style="list-style-type: none"> • Which process would work best in your setting? (Classroom, Low-level ELL, other?) • Why did you choose that option? • How would you tweak either process to better fit your setting and learners? • Is there a way to combine the two processes to get the best of both worlds? 	<p>Slides: 32-33 HO p. 16</p>
<p>TIF Methods (15 min)</p>	<p>TIF Methods:</p> <ul style="list-style-type: none"> • Refer participants to handouts pp. 22-23 • Contemplate the TIF Methods visual and read through the definitions and examples on the following 2 slides <p>Have participants look at p. 24 and individually jot down 1 to 2 examples of TIF methods they could implement in their settings to integrate LS skills.</p> <p>Call on each of the participants who volunteered to share. Have them unmute themselves and follow the directions on the handout. Have other participants chat any comments or questions they have.</p>	<p>Slides: 34-36 HO pp. 22-24 TIF @ a Glance pp. 3-4</p>

ACES Hybrid PLC II Meeting TWO: Notes

	<p>Read these to the person sharing out so that they can address them. Then have them re-mute themselves.</p> <p>Directions:</p> <ul style="list-style-type: none"> • Describe TIF methods • Assess the methods for LS skills and sub skills 	
<p>Outside Task #2: IPT Evaluation (5 min)</p>	<p><i>Skip this activity if there isn't enough time...</i></p> <p>Call on each of the participants who volunteered to share. Have them unmute themselves and address the questions on the slide. Have other participants chat any comments or questions they have. Read these to the person sharing out so that they can address them. Then have them re-mute themselves.</p> <p>Guiding Questions:</p> <ul style="list-style-type: none"> • How did it work? • What tweaks did you make & why? 	<p>Slide: 37 IPTs of choice</p>
<p>Poll: How ready are you to take the LS plunge? (5 min)</p>	<p>Launch the Poll: How ready are you to take the LS plunge? Participants will rate their level of readiness.</p>	<p>Slide: 38 Go-To-Training Poll</p>
<p>Preview Outside Tasks #4-6: (3 min)</p>	<p>Outside Task #4: TIF-ing a Lesson: Try It Out 2!: Participants will develop and implement a TIF-ed lesson integrating LS skills. They will share a summary of the lesson, their evaluation and their study & reflection of the lesson with their PLC partner or on their Google Doc. Three participants will be asked to share at Meeting THREE.</p> <p>Outside Task #5: Participants will implement a TIF method that integrates LS and share this experience with their PLC partner or on their Google Doc. Three participants will be asked to share at Meeting THREE.</p> <p>Outside Task #6: Preview/review Navigating Systems (NS) category (TIF @ a Glance p. 12). Participants will choose 2 sample activities they could use with their students (1 technology example!) and fill out the grid (p. 26) with their choices and tweaks. They will share this with their PLC partner or on their Google Doc. Three participants will be asked to share at Meeting THREE.</p> <p>Set a timeline for the groups to complete outside tasks.</p>	<p>Slides: 39-41 HO pp. 25-26</p>
<p>Wrap-up/Q & A (2 min)</p>	<p>Share the ACES resource library for the NS category.</p> <p>Discuss when the next meeting is: day, time, and place. Remind participants of the outside tasks.</p> <p>Answer questions.</p> <p><i>Note: Make sure to send an email reminder before the first Outside Task is due!</i></p>	<p>Slides: 42-43</p>