
MEMORANDUM

TO: SUPERINTENDENT OF SCHOOLS

FROM: Ms. Jenkins – Director of Curriculum & Instruction
Mr. Perez-Flores – Director of Education Systems & Program Assessment
Mrs. Zeybek – Director of Educational Technology

SUBJECT: PROFESSIONAL DEVELOPMENT PLAN FOR **BLACKBOARD LEARN** LEARNING MANAGEMENT SYSTEM

The purpose of this memorandum is to present the professional development plan proposal created to improve the usage and implementation of the newly acquired Blackboard Learn Learning Management System (LMS) for high schools in the district. Administrators' most recent walkthrough and teacher observation data show that teachers are not using the LMS effectively in their daily practice. The data presented shows that teachers continue to use traditional methods, like paper worksheets and assessments, in their lessons. Additionally, a [staff needs survey](#) was sent out to gauge comfort and proficiency with the platform and inquiry about self-perceived areas of improvement.

Based on the survey results (Appendix A) and teacher observation data, the professional development planning committee (PDPC) has created a training program to improve the usage of the LMS and maximize the implementation of advanced features. The PDPC is deploying synchronous and asynchronous modules through the district's [Blackboard PD Sessions](#) online training platform.

The PD sessions will target the needs of all stakeholders with district technology coordinators leading the sessions. All high school staff will receive training on the basic features of the Blackboard Learn LMS in the first session scheduled during the district-wide training day, January 15, 2022. Additional online modules will be available after the first training to support all staff implementing the basic features. The second PD session, on March 15, 2022, will allow participants to choose their workshops. The PD workshops will target the areas of need identified in the staff survey and post-PD survey listed below:

- Gradebook, assignments, and assessment
- Engaging students and collaborative features
- Advanced features and best practices
- Usage data analysis and statistical tools
- Resource sites maintenance
- Student record safety

The effectiveness of the PD plan will be assessed through satisfaction surveys, content understanding, and informal classroom walkthroughs. The PD assessment follows the guidelines developed by the district to evaluate the effectiveness and success of instructional training and professional development (Hanover Research, 2014). The [satisfaction survey](#) will be administered at the end of each training and session to gauge participant perception of the content. Similarly, each presenter will complete an assessment checklist ([sample checklist](#)) to measure the participants' mastery of the content. Also, the administration will conduct informal walkthroughs to observe the usage of the LMS in the classroom ([sample walkthrough checklist](#)). Altogether, the data collected will help assess the success of the PD plan and inform changes to the program and future topics for training as we continue the implementation of the Blackboard LMS.

Summary of links used in the professional development proposal:

- **Blackboard PD session online platform:**
<https://sites.google.com/view/wncboe-blackboardpd/home>
- **Staff Needs Survey:**
https://njcu.co1.qualtrics.com/jfe/preview/SV_beDAKkmiV8kIC9M?Q_CHL=preview&Q_SurveyVersionID=current
- **Post-PD survey:**
https://njcu.co1.qualtrics.com/jfe/preview/SV_0okcpd4fRZmNQKG?Q_CHL=preview&Q_SurveyVersionID=current
- **Participant assessment checklist:**
<https://forms.gle/5mVF8VhgMuXuWL6K7>
- **Walkthrough observation checklist:**
<https://forms.gle/dHvXbowiVuByNhVq8>

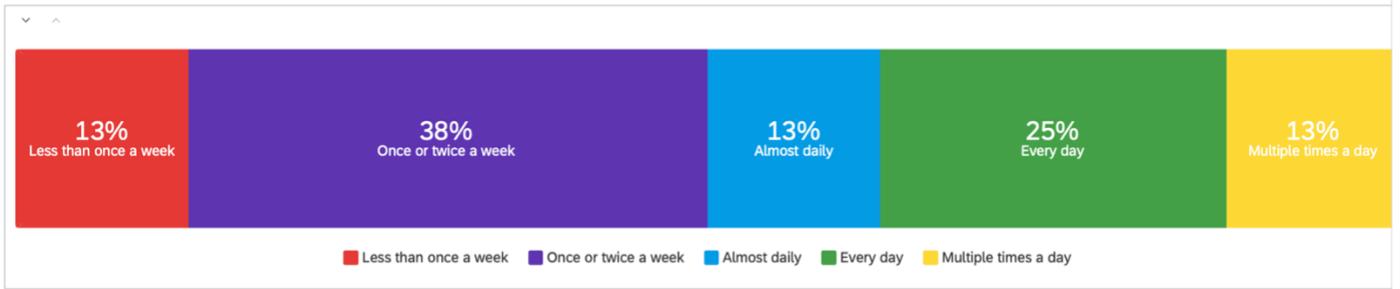
References

- Blackboard. (2021). *Instructor webinar series: Teaching with blackboard from basics to advanced in ultra*. Retrieved December 6, 2021, from <https://go.blackboard.com/instructor-webinars-ondemand?elqTrackId=72825da6a06547db881e886eb9036a04&elq=8c0ccc002fa04e9f84fa0022be892d03&elqaid=11541&elqat=2&elqCampaignId=17677#topic1>
- Hanover Research. (2014). *Professional development program evaluation: Frameworks and tools*. Arlington Public Schools. <https://www.apsva.us/wp-content/uploads/2018/10/Professional-Development-Program-Evaluation-Frameworks-and-Tools-Arlington-Public-Schools.pdf>

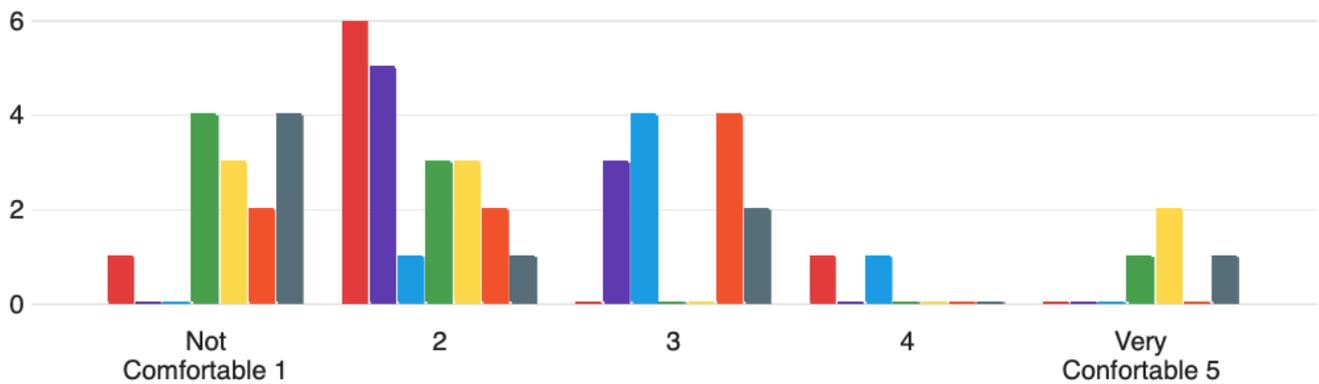
Appendix A

Q4 - How often have you used Blackboard?

Page Options ▾



Q5 - Please answer the following questions based on your comfort level.



- How comfortable are you using Blackboard?
- How comfortable are you inviting students to Blackboard?
- How comfortable are you adding students to Blackboard?
- How comfortable are you posting materials on Blackboard?
- How comfortable are you creating and assigning assignments on Blackboard?
- How comfortable are you using the "Grading" tools on Blackboard?
- How comfortable are you communicating with students on Blackboard?