

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Tony Hunter
Chief Information Officer

Phone: 754-321-0400

November 18, 2016

Signatures on File

TO: Elementary Principals

FROM: Tony Hunter
Chief Information Officer

Daniel Gohl
Chief Academic Officer

VIA: Valerie S. Wanza, Ph.D.
School Performance & Accountability

SUBJECT: **DIGITAL CLASSROOM TECHNOLOGY FOR ELEMENTARY MEDIA CENTERS**

The Digital Classroom Project will be providing a Recordex Simplicity Touch Interactive System to Elementary Media Centers this year. Middle and High School Media Centers received this Digital Classroom System during the last school year. Professional learning focused on the integration of this system into daily instructional practice will be provided to the elementary media specialists or instructional designee selected to participate in this project.

As BCPS moves forward with many digital initiatives that support its strategic academic and continuous improvement goals, there is a need to standardize and provide consistent classroom presentation systems. To enable the media centers to support teachers and students in using this classroom technology, these presentation systems will be installed in every media center in the District.

As part of this process, your school will be receiving the Recordex Simplicity Touch Interactive System for the Elementary Media Centers before the holiday break, which will be installed by Dell Computer's installation vendor. More information on the installation schedule will be sent directly to the schools. Each of the media center systems will include a mobile stand, slate, document camera, NovoPro wireless box, and audio amplification system. Basic training for Elementary Media Specialists will occur throughout December based on the schedule attached. **Please have your media specialist or instructional designee register for this training through MyLearningPlan under Library Master Plan.**

For more information, please contact Angela Coluzzi, Director, Network Integration at 754-321-0356.

VSW/TH/DG/JG:df

cc: Senior Leadership Team
Veda Hudge, Director, Office of Service Quality
Directors, School Performance and Accountability
Lynn M. Oakvik, Curriculum Supervisor, Library Media
Jeanine Gendron, Senior Process Analyst, Information and Technology
Directors, Information and Technology

Elementary Media Center Digital Classroom Presentation (Recordex Simplicity Touch) System Level 1 Training

Description of Training: Each Elementary Media Center will be receiving a Digital Classroom Presentation System (Recordex Simplicity Touch) during the month of December. To provide media specialists with the basic knowledge in system operation and use for teaching and learning, a level 1 training is being offered in December. If your school does not have a media specialist, please send an instructional contact to this training. ***It is anticipated that the person receiving this training will assist classroom teachers with integrating this system into daily classroom practice.*** This three-hour training will provide media specialists and/or instructional contact with foundational skills (Level 1) in using the Digital Classroom Presentation System. It is recommended that the school TLC also attend if available, which will provide each school with a two-member team to assist with building capacity for support.

In the next phase starting in January 2017, select classroom teachers in every school will be receiving the Digital Classroom Presentation System. Participants can locate available training dates by searching for the course title "Recordex in the Classroom" in MyLearningPlan. Both morning and afternoon sessions are available. The chart below provides dates and times.

Registration: MyLearningPlan/Under Library Media Master Plan
Please Register by: December 1, 2017

Date	Time	Hours
12/8/2016	8:30 am to 11:30 am	3
12/8/2016	12:30 pm to 3:30 pm	3
12/9/2016	8:30 am to 11:30 am	3
12/9/2016	12:30 pm to 3:30 pm	3
12/12/2016	8:30 am to 11:30 am	3
12/12/2016	12:30 pm to 3:30 pm	3
12/13/2016	8:30 am to 11:30 am	3
12/13/2016	12:30 pm to 3:30 pm	3
12/14/2016	8:30 am to 11:30 am	3
12/14/2016	12:30 pm to 3:30 pm	3
12/15/2016	8:30 am to 11:30 am	3
12/15/2016	12:30 pm to 3:30 pm	3
12/16/2016	8:30 am to 11:30 am	3
12/16/2016	12:30 pm to 3:30 pm	3