



Summer Fellowship 2005

Educational Transfer Plan

Welton Kwong

**Online Version of District Master Plan
for ELD Program**

Education Transfer Plan (ETP)

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Summer 2005
PG&E
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Education Transfer Plan ABSTRACT

Directions:

- 1) Please fill out this form electronically by downloading it from <http://iisme.org> under Summer Fellowships, Fellowship Forms.
- 2) Save As and change the file name to **Abstract_yourlastname**
- 3) Print and attach to your ETP.
- 4) Acquire mentor signature, retain **ORIGINAL** and submit **COPY** to Peer Coach by 8/12/05.
- 5) Acquire administrator signature on ORIGINAL and submit to IISME by 10/3/05.

ETP TITLE: Online Version of District Master Plan for ELD Program

FELLOW NAME: Welton Kwong

FELLOW PRIMARY E-MAIL: wwhkwong@post.harvard.edu

SPONSOR COMPANY: PG&E

MENTOR NAME: Charles Browne

ABSTRACT (50 words or less:) This is a direct application of software learned during the Summer Fellowship. With the use of this software, the staff at Fremont Union High School District can access crucial background information, including legal aspects of the English Language Development Program. When the ELD Master Plan is online, teachers may access the document easily as a form of staff development.

ETP TYPE: Conventional

GRADE LEVEL: Staff Development

Subject: ELD

Document Format(s): Word doc PowerPoint Excel

Other:

If "Other," please describe:

Describe how your ETP aligns with NBC or State standard as stated in your proposal:

NBS-English as a New Language-Standard XII Professional Leadership/Professional Communities. The goal of this project is to convert this manual using RoboHelp into an online format, such that teachers and administrators can access information on the ELD program more conveniently

Describe the connection between your ETP and the Summer Fellowship.

My primary assignment during the Fellowship was to convert a company QA Review Process Manual into an online web format using a software called RoboHelp. The project proposed in my ETP will utilize my experience with this software.

Checklist for sections contained in ETP:

- | | | |
|--|--|--|
| <input type="checkbox"/> Clearly Stated Outcomes & Standards | <input type="checkbox"/> List of Materials/Resources | <input type="checkbox"/> Hard Copy Turned In to Peer Coach |
| <input type="checkbox"/> Specific Procedure/Plan | <input type="checkbox"/> Rubric or plan for evaluating outcomes. | <input type="checkbox"/> Soft Copy Turned into Peer Coach |

I. FELLOW SIGNATURE-- Required Before August 12, 2005

I, the IISME **Fellow** named above, affirm that the ETP I am submitting is my own work, that I acknowledged sources where appropriate, and that I avoided including any proprietary information of the Sponsor Company. By my submission I am assigning to IISME my entire copyright in the ETP. I understand IISME is simultaneously granting me a license to use the ETP for pedagogical purposes.

Signature _____

Date

II. MENTOR SIGNATURE-- Required Before August 12, 2005

I, the **Mentor** named below [please select one of the following],

- have read the attached ETP, and my comments, if any, appear below.
- have read the attached ETP, and, as outlined in the IISME-Company Fellowship Agreement, have reviewed it on behalf of the Sponsor Company, and have determined that the ETP does not contain any Sponsor-proprietary information. My additional comments, if any, appear below.

Mentor Comments:

Signature _____

Date

Printed Name:

III. ADMINISTRATOR SIGNATURE-- Required Before October 3, 2005, submit to IISME on or before October 3 to be eligible for \$300 grant.

I, the **Administrator** named below have read the attached ETP and my comments, if any, appear below.

Administrator comments:

Signature _____

Date

Printed Name:

1 ETP-Summer Fellowship Connection

1.1 PG&E

Pacific Gas and Electric Company, incorporated in California in 1905, is one of the largest combination natural gas and electric utilities in the United States. Based in San Francisco, the company is a wholly owned subsidiary of PG&E Corporation.

There are 20,300 employees who carry out Pacific Gas and Electric Company's primary business—the transmission and delivery of energy. The company provides natural gas and electric service to approximately 14 million people throughout a 70,000-square-mile service area in northern and central California. PG&E customers include 20,833 schools, 3,239 hospitals, 20,698 high-tech companies and 768 military facilities.

Pacific Gas and Electric Company and other utilities in the state are regulated by the California Public Utilities Commission. The CPUC was created by the state Legislature in 1911.¹

1.2 Fellowship Project

The project for the summer was to convert a MS Word version of the Quality Assurance Review Process Manual into a web-based format, using RoboHelp by Macromedia. The software is primarily used to create professional “Help” systems and documentation for desktop and web-based applications. The Help systems may include topics, Table of Contents, Index, Glossary and more. Documents imported in Word, PDF, HTML can be converted to HTML, FlashHelp and WebHelp format. Essentially, the software helps make easy navigating online “Help” documents such as handbook, instruction manuals, etc. Macromedia describes in its instruction manual:

RoboHelp has a flexible authoring environment that provides everything (one) needs to enter and format text, design links and other navigational elements, insert images and multimedia, and apply special effects.

Figure 1 illustrates how RoboHelp functions and Figure 2 illustrates a web page created by RoboHelp. On the left is the Table of Contents. The buttons on the upper left corner allow search and index functions. If desired, a glossary can also be added.

¹ From PG&E web page. See www.pge.com

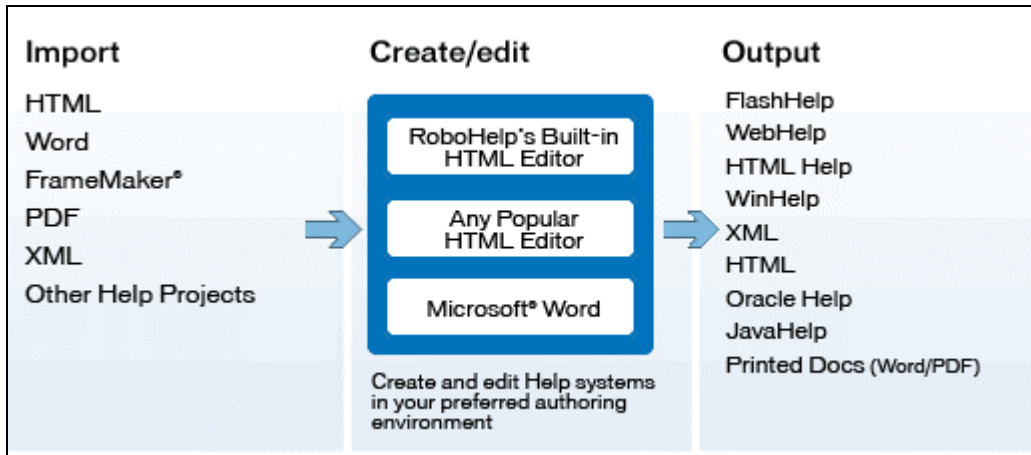


Figure 1 How RoboHelp works

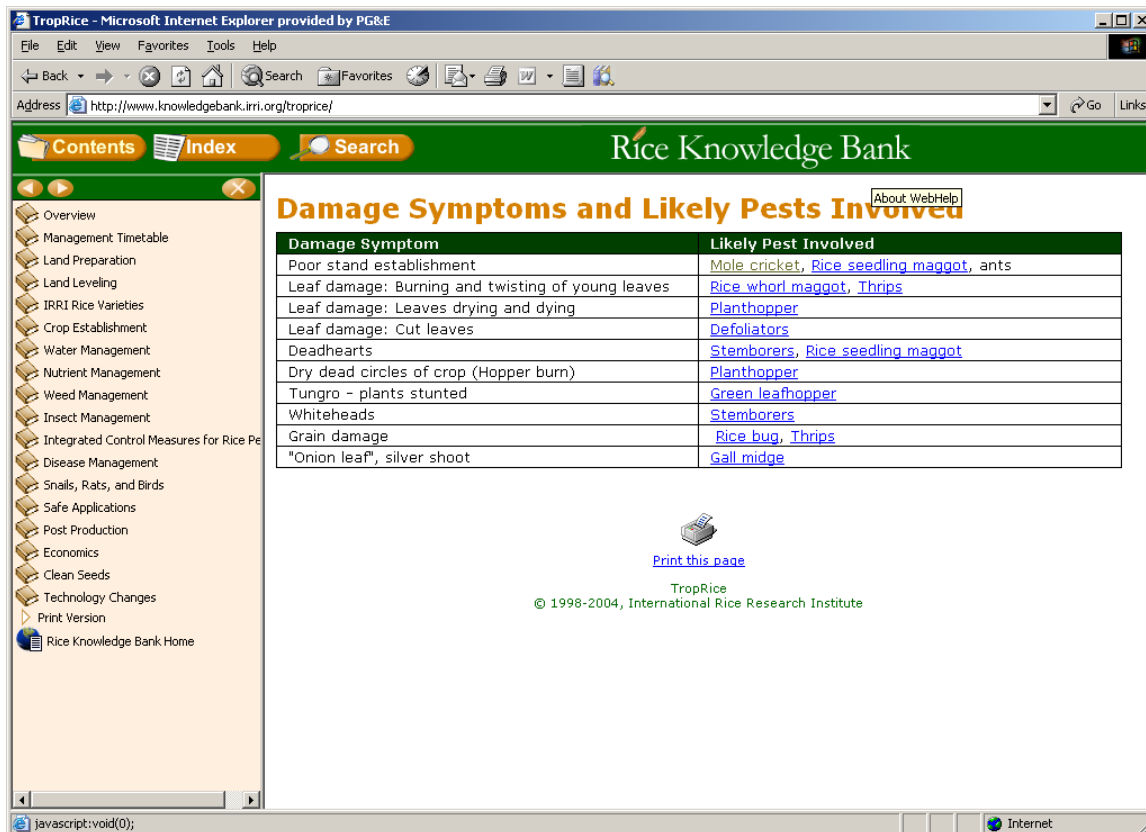


Figure 2 Sample RoboHelp Web Page

1.3 District ELD Master Plan

The Fremont Union High School District has created a Master Plan for the English Language Learners Program document in 2004. As required by the state of California to lay out a district-wide plan to demonstrate compliance and outline of the education

provided to its ELL population, it addresses the legal, procedural, structural and academic issues for all five schools in the district. However, at present time, it can only be accessed in hard copy format. The goal of this project is to convert this manual using RoboHelp into an online format, such that teachers and administrators can access information on the ELD program more conveniently.

1.4 Connections

This is a direct application of software learned during the Summer Fellowship. With the use of the RoboHelp software, the staff at Fremont Union High School District can access crucial background information, including legal, procedural, structural and academic aspects of the English Language Development Program. When the ELD Master Plan is online, teachers and administrators may access the document, which in turn will contribute to their familiarity with English Language Learners, a smaller but important population. Figures 3 and 4 show how the Master Plan might appear as viewed online with a web browser.

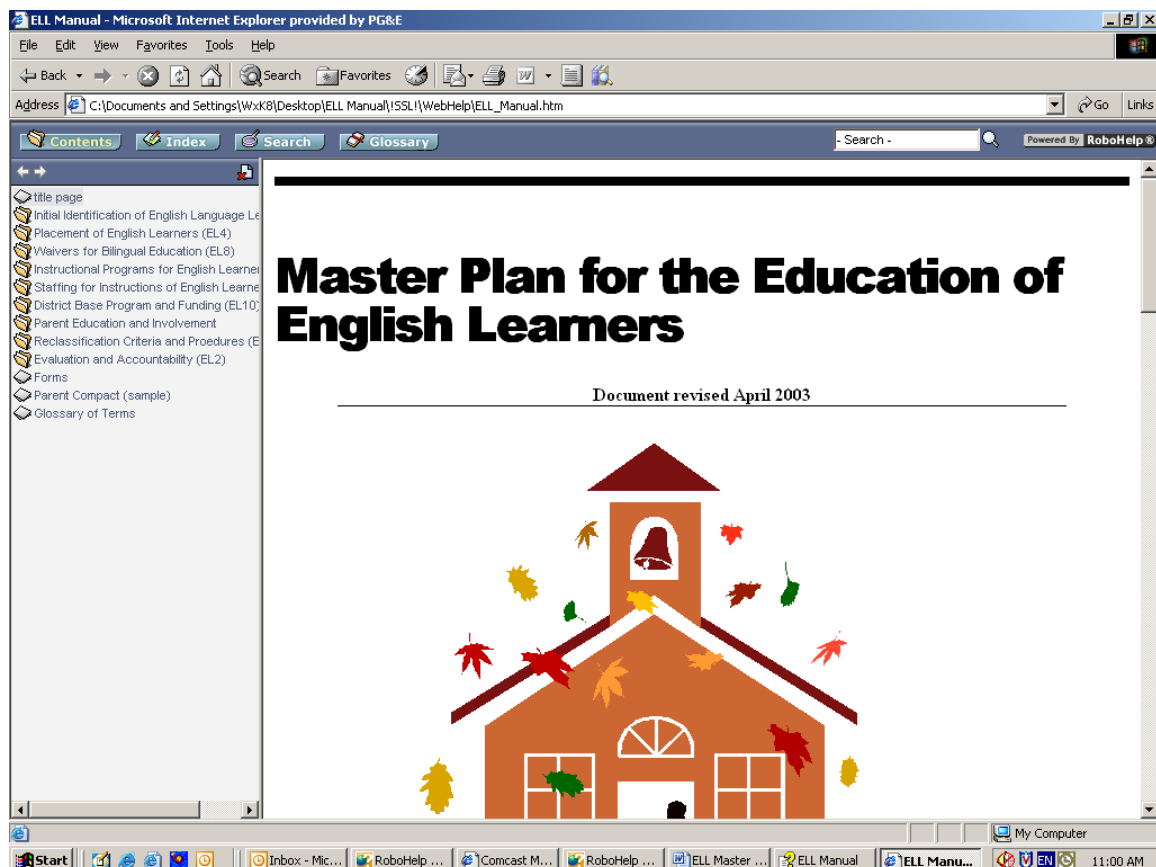


Figure 3

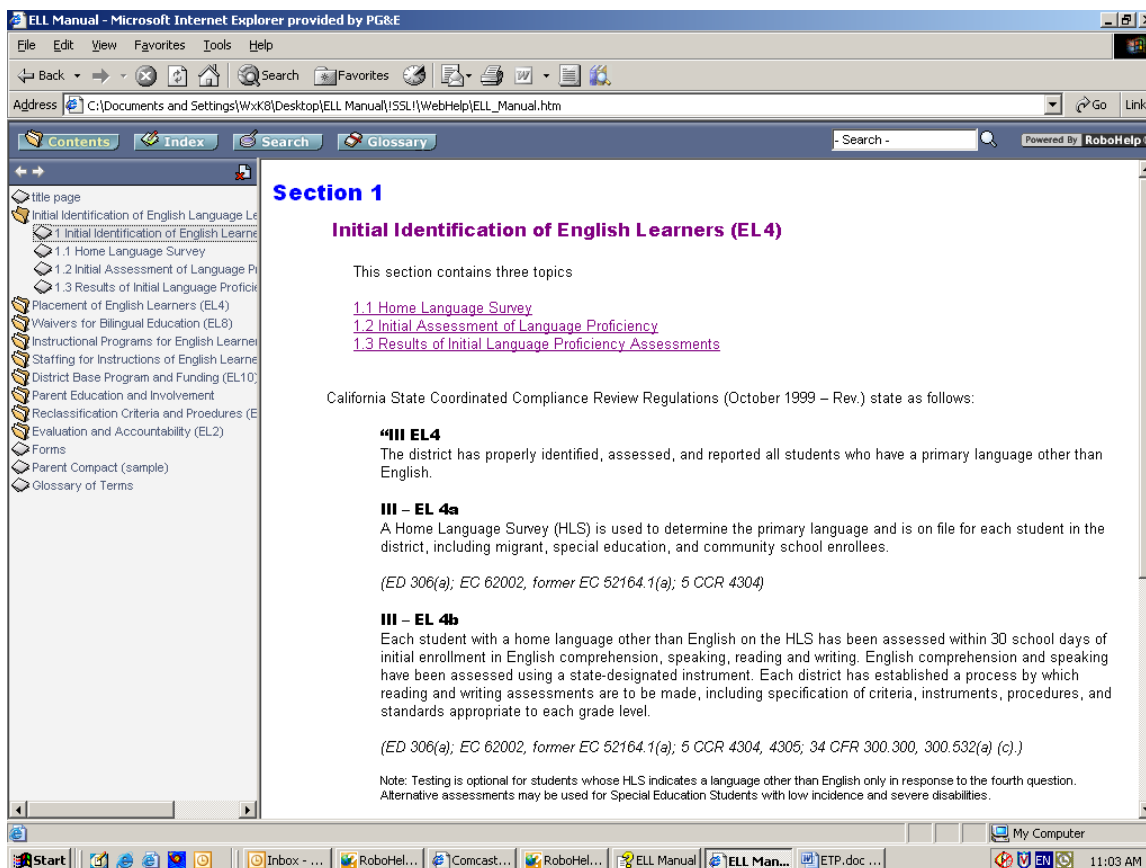


Figure 4

2 Intended Outcome

Very simply, the intended outcome is an easy-to-use online version of the District ELD Master Plan. This link to the document will be found on the district web site. Teachers will then have easy access to information regarding the policies and legalities as well as instructional information on the District ELD Program.

3 National Board Standards

The NBS states under *Professional Leadership*

Accomplished teachers of linguistically and culturally diverse learners contribute to the growth and development of their colleagues, their school and the advancement of knowledge in their field.

An online version of the Master Plan would allow easy access to information, especially for new teachers. This is particularly helpful because many new teachers are “thrown” into their ELD classes without a clear sense of standards and expectations, let alone practical classroom experience. While the Master Plan provides limited examples of pedagogy and best practices, it does provide important information on the legal and regulatory context in which the classes ought to be instructed.

4 Resources Needed

- RoboHelp software (See www.macromedia.com)
- Computer
- Help of school/district Webmaster to upload completed files for online viewing.

5 Implementation Plan

| Item | Action | Estimated Completion Date |
|---------------------------|---|---------------------------|
| Acquire RoboHelp software | Contact School Technology person to purchase software | 8/05 |
| File upload/conversion | Convert MS Word file to RoboHelp HTML file | 9/05 |
| Fine tune document | Create links, glossary and index. Set format (color and font) | End of 10/05 |
| Feedback | Share product w/ school administrator for feedback | 11/05 |
| Revision | Revise fine-tune product based on feedback | 12/05 |
| Upload file | Make online version of manual available on school district web site. Talk to district webmaster. | 12/05 |
| Inform Staff | E-mail teachers and administrators regarding the online version of the District Master Plan for ELD Program | 12/05-1/06 |

Table 1: Implementation Plan

6 Assessment

The best way to assess the usefulness of the online version of the ELD Master Plan is to provide a link to a survey regarding the web site. A copy of the survey is included in the appendix of this ETP (See Section 7). Ultimately, the survey's propose is to gauge the value of the product as a teacher resource.

7 Appendix

Survey

Please copy and paste the following survey with answers and comments into an e-mail to Welton Kwong at welton_kwong@fuhdsd.org

1. How useful do you find the information in this document?
1 extremely 2 very 3 somewhat 4 not at all

What information did you find useful? What information could be added?
Comments:

2. How user-friendly is this web site? (Note the links, buttons and general navigation tools.)
1 extremely 2 very 3 somewhat 4 not at all

What can be done to make this web site more user-friendly? Comments:

3. How pleasing is the appearance of the web site/document?
1 extremely 2 very 3 somewhat 4 not at all

What can be done to enhance the appearance of the web site/document?
Comments: