



**T H E**



**L A B**

**Syllabus 2018/19**

# Get started with Firefly

The **Get started with Firefly** course provides hands-on instruction covering the task management, assessment and resource management tools available in Firefly.

A variety of activities and best-practice discussions provide a thorough understanding of how to manage teaching tasks efficiently and create dynamic, content-rich learning environments for students.

## Details

The course is delivered online through 1 x 30 minute webinar and 2 x 2 hour workshops. Participants will require access to Gototraining and an area to practice their skills on the school's Firefly site, such as personal pages or a training area.

Participants will need to register in order to receive the joining details. Registration information can be found in the course schedules.

## Who should attend

This course is designed for classroom teachers who have not used Firefly before, staff who would like to refresh their skills and support staff who wish to develop their understanding of Firefly.

**Get started with Firefly**

# WEBINAR

## **Introducing Firefly (30 minutes)**

By the end of the webinar, participants should be able to:

- Understand how Firefly can support teaching and learning.
- Recognise the key features in Firefly.
- Activate their accounts and log into Firefly.

## **Topic areas**

- Features of the Firefly dashboard.
- Firefly profiles.
- Firefly planner.
- Setting tasks.
- Adding feedback.
- Markbook.
- Resource management.

Get started with Firefly

# WORKSHOP

## Manage tasks with Firefly (2 hours)

By the end of the workshop, participants should be able to:

- Set homework for classes and individuals.
- Use further resources to support students completing homework.
- Provide feedback to students in a variety of ways, including: annotations, audio and visual feedback and overall feedback.
- Track student progress through the markbook and student profiles.

## Topic areas

- Introduction to the Firefly dashboard.
- Use the Firefly planner.
- Set different tasks in Firefly.
- Use different methods of assessment.
- Give feedback to your students.
- Manage tasks that you have set.
- Track progress in the markbook.
- Communicate with students and parents.
- Adding feedback.
- Markbook.
- Resource management.

**Get started with Firefly**

# WORKSHOP

## **Manage resources in Firefly (2 hours)**

By the end of the workshop, participants should be able to:

- Create and manage teaching and learning resources in Firefly.
- Provide media-rich content to support teaching and learning.
- Create worksheets to use in tasks.
- Understand how to organise resources and material for best effect.

### **Topic areas**

- Organise resources effectively.
- Manage content in Firefly pages:
  - text and images;
  - video and audio;
  - files and documents and embedded content.
- Control who can see and edit resources.
- Highlight resources for users.
- Understand different page types and their uses:
  - assignments, class tests and revision tests;
  - blogs;
  - forums and checklists.

# Teach with Firefly

The **Teach with Firefly** course explores the ways in which Firefly can support and enhance classroom practice.

Starting with an introduction to the use of Firefly as a classroom tool the course goes on to look at how Firefly can help teachers create engaging teaching environments and stimulate independent learning.

## Details

The course is delivered online through 1 x 30 minute webinar, 1 x 2 hour workshop and 2 x half day seminars. Participants will require access to Gototraining and an area to practice their skills on the school's Firefly site, such as personal pages or a training area.

Participants will need to register in order to receive the joining details. Registration information can be found in the course schedules.

**Please note** that teachers have the option of attending either "Engage learners with Firefly" OR "Use Firefly with younger learners" OR both, depending upon the age range they teach.

## Who should attend

This course is designed for classroom teachers who wish to embed their use of Firefly more deeply in classroom practice, staff who would like to refresh their skills and support staff who wish to develop their understanding of Firefly.

It is strongly recommended that participants have completed the 'Get started with Firefly' course before registering for 'Teach with Firefly'.

Teach with Firefly

# WEBINAR

## Use Firefly in the classroom (30 minutes)

By the end of the webinar, participants should be able to:

- Understand how Firefly can support classroom teaching and learning.
- Recognise the ways Firefly resources can be used to facilitate independent learning.
- Understand different page types and their potential uses.

### Topic areas

- Page types and their uses:
  - assignments, class tests and revision tests;
  - blogs and forums;
  - forms and checklists.
- Personal sections.
- Exploring task management.

Teach with Firefly

# WORKSHOP

## Support your teaching with Firefly (2 hours)

By the end of the workshop, participants should be able to:

- Create and use a variety of resources in Firefly.
- Use resources to facilitate classroom activities.
- Create collaborative learning environments in Firefly.
- Encourage independent learning in their students.

### Topic areas

- Create and use different page types:
  - blogs and forums;
  - forms and checklists.
- Develop a framework for learning to help your students.
- Work with personal sections.
- Create ePortfolios in Firefly.
- Support Assessment for Learning (AfL):
  - assignments, class tests;
  - revision tests.

Teach with Firefly

# SEMINAR

## Engage learners with Firefly (half day)

By the end of the seminar, participants should be able to:

- Use a variety of resources to meet the needs of their students.
- Understand how Firefly can be used to support the creation of a stimulating learning environment.
- Allow students to work collaboratively, both with each other and with their teachers.
- How to facilitate 'student voice' within a school.

## Topic areas

- Identify your learning objectives.
- Create different learning environments:  
independent learning;  
peer review/assessment.
- Develop strategies for improving feedback and collaboration:  
tasks and projects;  
student/class learning spaces.
- Give students a platform:  
moderated editing;  
blogs and forums;  
using comments effectively.

**Please note:** this seminar can be taken instead of OR in addition to 'Use Firefly with younger learners'.

Teach with Firefly

# SEMINAR

## Use Firefly with younger learners (half day)

By the end of the seminar, participants should be able to:

- Create and organise a range of resources to engage children.
- Understand how tasks and assignments can be used across the primary age range.
- Understand how Firefly can be tailored to suit the needs of different Key Stages.
- Recognise how Firefly can be used in Early Years.
- Identify strategies to engage parents effectively in their child's learning.

### Topic areas

- Creating engaging resources:
  - making the most of different page types;
  - using other tools alongside Firefly.
- Using tasks and assignments.
- Firefly in the Early Years.
- Tailoring Firefly to meet the needs of different Key Stages:
  - using dashboards and class pages;
  - giving children access.
- Engaging parents.

**Please note:** this seminar can be taken instead of OR in addition to 'Engage learners with Firefly'.

Teach with Firefly

# SEMINAR

## Flipped Learning with Firefly (half day)

By the end of the seminar, participants should be able to:

- Understand the principles of Flipped Learning and how it might be used with their students.
- Create and organise resources to best facilitate Flipped Learning with their classes.
- Track student progress to inform planning.
- Collaborate with teachers and students in the creation of courses.
- Involve parents.

### Topic areas

- What is Flipped Learning?
- Why use Flipped Learning in schools?
- Use Firefly to create a 'Flipped Environment':  
creating content for independent study;  
making content easily accessible for students.
- Introduce Flipped Learning to students and parents.
- Generate momentum:  
quick wins;  
working with your students.
- Monitoring success.

# Assessment with Firefly

The **Assessment with Firefly** course looks at how Firefly can support a range of assessment strategies within your school.

Starting with an introduction to different assessment tools, the course goes on to look at how Firefly can facilitate and streamline different approaches to assessment, including formative and summative, at the classroom level and across your school.

## Details

The course is delivered online through 3 x 30 minute webinars and 2 x 2-hour workshops. Participants will require access to Gototraining and an area to practice their skills on the school's Firefly site, such as personal pages or a training area.

Participants will need to register in order to receive the joining details. Registration information can be found in the course schedules.

## Who should attend

This course is designed for teachers who wish to embed their use of Firefly more deeply in classroom practice as well as project leads and members of the management team who would like to use Firefly to support assessment across their school.

It is strongly recommended that participants have completed the 'Get started with Firefly' course before registering for 'Assessment with Firefly'.

## Assessment with Firefly

# WEBINAR

### Tasks and assignments (30 minutes)

By the end of the webinar, participants should be able to:

- Understand how to use assignment pages.
- Understand the benefits of creating, sharing and copying assignment pages.
- Make choices about assessment when setting a task.

### Topic areas

- Create an assignment as part of the task setting workflow.
- Create an assignment within the resource menu.
- Copy an assignment page and tailor it for own teaching groups.
- Use success criteria.
- Use different feedback options.

## Assessment with Firefly

# WEBINAR

### Track student progress with Firefly (30 minutes)

By the end of the webinar, participants should be able to:

- Use class tests to track students progress.
- Support Assessment for Learning with polls.
- Use comments on pages and in tasks.
- Understand how the markbook assists tracking.

### Topic areas

- Creating class tests.
- Using polls.
- Working with comments on Firefly pages.
- Working with the Firefly markbook.

## Assessment with Firefly

# WEBINAR

### Self-assessment with Firefly (30 minutes)

By the end of the webinar, participants should be able to:

- Understand how revision pages support self assessment.
- Understand how ePortfolios support self assessment.
- Understand how checklist pages can be used to self assess and record progress.

### Topic areas

- Creating revision pages.
- Working with personal sections and ePortfolios.
- Using checklist pages.
- Managing student feedback in tasks.

## Assessment with Firefly

# WORKSHOP

### Assessment and learning (2 hours)

By the end of the workshop, participants should be able to:

- Use Firefly to assess assignments
- Use revision tests to assess student work
- Use polls and forums to assess student work.

### Topic areas

- Creating assignments in Firefly:  
question types;  
setting assessment;  
managing marking.
- Supporting self-assessment and independent learning:  
revision tests.
- Developing collaborative assessment with students: forums  
and comments.
- Using the Firefly markbook to support learning.

## Assessment with Firefly

# WORKSHOP

### Support formative assessment with Firefly (2 hours)

By the end of the workshop, participants should be able to:

- Provide feedback in tasks in Firefly.
- Provide feedback via learning diaries and portfolios.
- Provide feedback using peer assessment.
- Tracking progress.

### Topic areas

- Managing projects in tasks
- Working with portfolios:
  - create and share portfolios;
  - perform ongoing assessment.
- Using Firefly to create assessment structures for students:
  - Firefly forms; assignment pages.
- Using task histories effectively:
  - comments;
  - types of feedback.

# Firefly and the school community

The **Firefly and the school community** course looks at the ways in which Firefly can facilitate and strengthen relationships within your school.

Starting with an introduction to different Firefly page types, the course goes on to look at how Firefly can help to engage and inform parents, before examining how schools can use Firefly as a central hub for school activities.

## Details

The course is delivered online through 2 x 30 minute webinars and 2 x half day seminars. Participants will require access to Gototraining and an area to practice their skills on the school's Firefly site, such as personal pages or a training area.

Participants will need to register in order to receive the joining details. Registration information can be found in the course schedules.

## Who should attend

This course is designed for teachers who wish to embed their use of Firefly more deeply in classroom practice as well as project leads and members of the management team who want to use Firefly to support engagement across their school.

It is strongly recommended that participants have completed the 'Get started with Firefly' course before registering for 'Firefly and the School Community'.

## Firefly and the school community

# WEBINAR

### Gather information through Firefly (30 minutes)

By the end of the webinar, participants should be able to:

- Understand the uses of forms in Firefly.
- Recognise how Firefly can be used to collect information from users.
- Understand how to manage responses.
- Understand how to use forums.

### Topic areas

- Overview of forms and checklists.
- Question/field types in forms.
- Using the form report to track completed and outstanding responses.
- Using polls.
- Using forums to generate students, teacher and parent voice.

## Firefly and the school community

# WEBINAR

### Firefly and communications (30 minutes)

By the end of the webinar, participants should be able to:

- Identify the different tools available in Firefly for communications.
- Recognise how Firefly can support a comms strategy within schools.
- Understand how Firefly groups allow targeting of communications.
- Help teachers, students and parents use the latest features in Firefly.

### Topic areas

- Overview of messages and announcements.
- Overview of blogs and news pages.
- Using groups and permissions in pages.
- Making the most of Firefly updates and news.

# Firefly and the school community

# SEMINAR

## Use Firefly to engage parents (half day)

By the end of the seminar, participants should be able to:

- Design the parent experience of Firefly.
- Create and manage blogs for different groups within the school.
- Use news pages and news feeds to direct communications to relevant groups of parents.
- Understand how student profiles are part of a wider communication strategy.
- Identify strategies to engage parents effectively in teaching and learning.

## Topic areas

- Identify key parent concerns.
- Design the Parent Portal:
  - direct your parents to use the dashboard;
  - identify important information to share.
- Uses of blog pages:
  - creating rich communications;
  - empowering the parent voice.
- Create and manage news pages and news feeds.
- Continuous reporting: working with tasks/markbook.
- Determine an effective communication strategy:
  - send messages to parents at appropriate times;
  - encouraging parents to visit Firefly.

# Firefly and the school community

# SEMINAR

## Firefly as a school hub (half day)

By the end of the seminar, participants should be able to:

- Identify and map what services they use in school.
- Organise pathways to different services within Firefly.
- Use Firefly to make it easier for users to access different tools/ services.
- Use communications efficiently and effectively within Firefly.

## Topic areas

- Services and processes in your school: students, parents and teachers.
- Group access to resources
- Strategies for organising resources in Firefly:
  - working with permissions;
  - highlighting important tools;
  - using quicklinks and your menu effectively.
- Dashboard designs for different groups:
  - identifying priorities;
  - considering your audience.
- Empowering groups in school:
  - managing who creates content;
  - providing platforms for different different groups,
- Information collection in school: using forms effectively.



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