

Learning Genie Staff Training



Welcome!

Loved by Teachers and Administrators



Agenda

8:00-8:10am	Introduction
8:10am-9:30am	Training Session I (Mobile Devices) Portfolios Daily Reports Genie Quests
9:30am-9:40am	Break
9:40am-10:30pm	Training Session II (Web Portal) Exclusive Portfolio Buttons Dashboard Lesson Planning
10:30am-10:40am	Break
10:40am-11:40am	Analytical Reports Genie Quests
11:40am-12:00pm	Closure/Questions

Grounding Activity

First—who are our tech-savvy educators in the room?

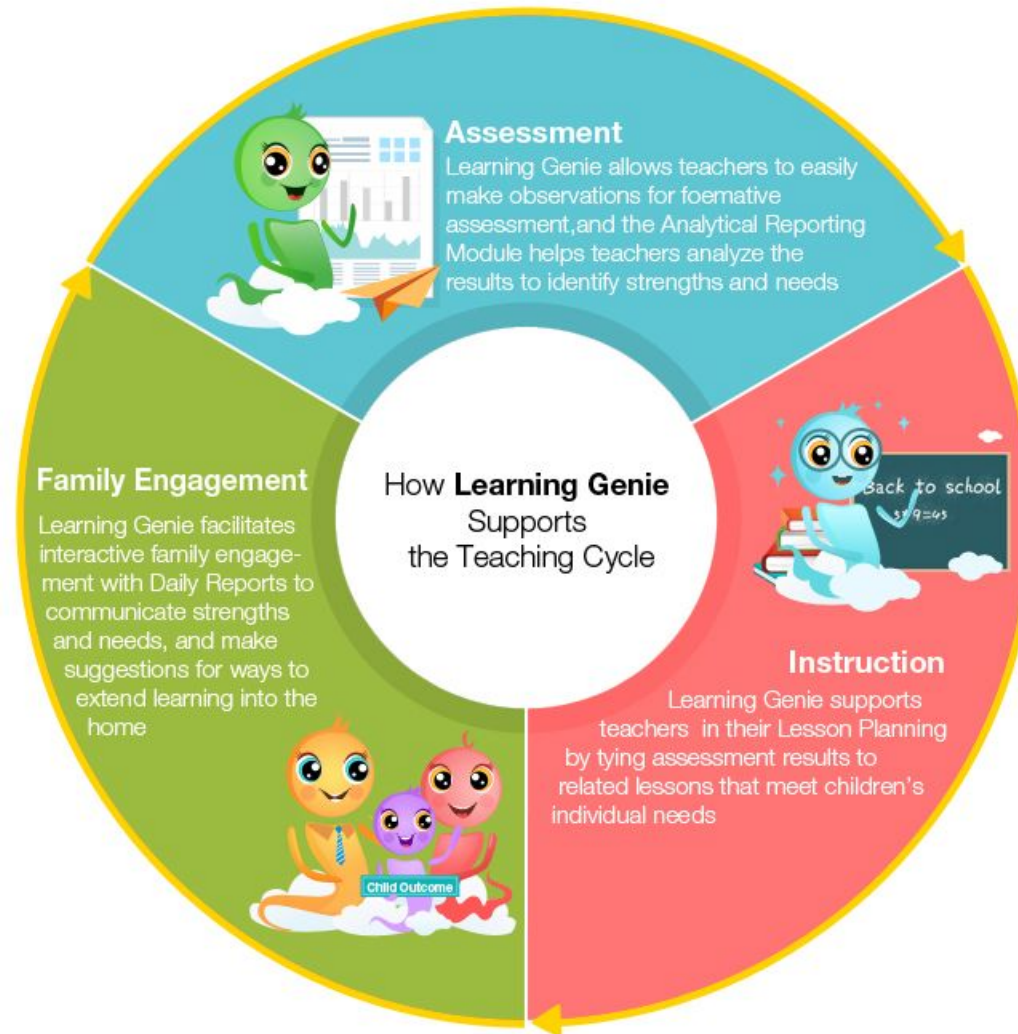
Think of what you hope to get from today's training.

What is your dream for using Learning Genie?

- In terms of taking observational notes
- In terms of engaging parents
- In terms of improving child outcomes

WHO WILL SHARE THEIR ANSWERS?

Learning Genie is Magic



Genie Quest Time!

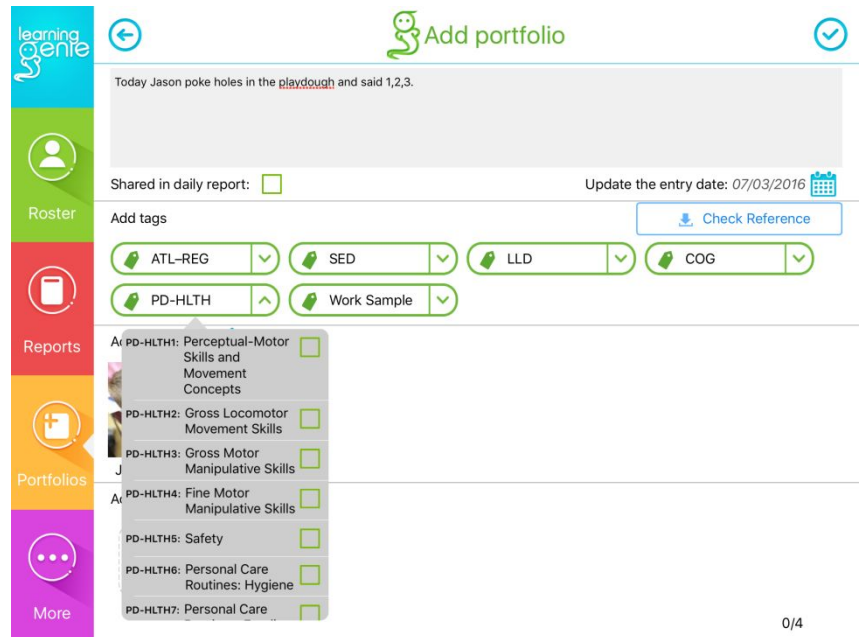
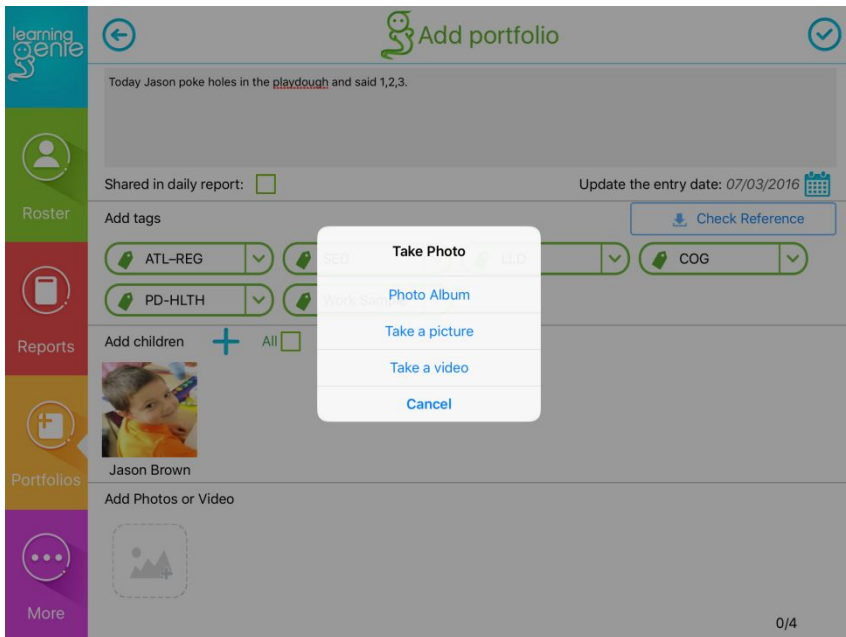
Take a few minutes to accomplish each task, and help your group mates when necessary. When you are done with the task, raise your hand to explain to the group how you did it! Volunteers will receive prizes!



Genie Quest Stop #1 (Add Pictures & Tags)

Add the observation to Jason Brown's portfolio:

“Today Jason used his fingers to poke holes in the play dough and said, 'one, two, three'”. Add 4 pictures by taking a photo of your teammate and tag the following tags: Alt-Reg 1, 3, ; LLD 4; Cog 3; PD-HLTH 1,4



Genie Quest Stop #2 (Adding another child)

You wanted to add Joe to the observation because he also joined in at the playdough table. How do you add another child?

The screenshot shows the 'Add portfolio' interface in the Learning Genie application. The interface is divided into several sections:

- Header:** 'learning genie' logo, a back arrow, 'Add portfolio' title, and a checkmark icon.
- Text Area:** 'Today Jason poke holes in the playdough and said 1,2,3.'
- Form Elements:** 'Shared in daily report: ', 'Update the entry date: 07/03/2016' with a calendar icon, and a 'Check Reference' button.
- Tags:** A row of tags: ATL-REG1, ATL-REG3, LLD4, COG3, PD-HLTH1, PD-HLTH4. Below them are three child selection cards for Jason Brown, Emily Grange, and Joe Smith. A blue arrow points to the 'Add' button next to Joe Smith's card. To the right is a dropdown menu showing 'COG'.
- Add children:** A section with a plus sign and 'All '. Below it are two child selection cards for Jason Brown and Joe Smith.
- Add Photos or Video:** A section with a camera icon and a photo icon.

The left sidebar contains navigation icons for Roster, Reports, Portfolios, and More.

Genie Quest Stop #3 (Rating a Measure)

You have collected some evidences and are now ready to rate ATL-REG 1 (for any child). How do you do that?

The screenshot shows the 'Portfolio status' page for the period 06/03/2016 to 08/02/2016. It features a left-hand navigation menu with icons for Roster, Reports, Portfolios, and More. The main content area displays three child profiles: Jason Brown, Emily Grange, and Joe Smith. Below the profiles, there are sections for 'Observed (4)', 'Rated (1)', 'Unrated (3)', and 'Unobserved (25)'. The 'Unobserved' section contains a grid of measure codes including ATL-REG2, ATL-REG4, ATL-REG5, COG1, COG2, COG3, COG8, COG9, LLD1, LLD2, LLD3, LLD4, LLD5, PD-HLTH1, PD-HLTH2, PD-HLTH3, PD-HLTH4, PD-HLTH5, PD-HLTH6, PD-HLTH7, PD-HLTH8, SED3, SED4, and SED5.

The screenshot shows the 'Score' page for Jason Brown on 06/03/2016, specifically for the measure ATL-REG1. The page includes a left-hand navigation menu with icons for Roster, Reports, Portfolios, and More. The main content area displays a list of performance levels: 'Responding Earlier' (Responds to sensory information or input...), 'Responding Later' (Shifts attention frequently...), 'Exploring Earlier' (Maintains attention, on own or with adult support...), 'Exploring Later' (Maintains attention, with adult support...), 'Building Earlier' (Maintains attention on own during activities...), 'UR' (Unrated), and 'EM' (Empty). A 'Rate me' button and a 'Check Reference' button are visible on the right. Below the text, there are three evidence images with progress indicators: 1/4, 1/4, and 2/4.

Genie Quest Stop #4 (Editing Ratings)

You noticed that you made a mistake on rating ALT-REG 1 for Jason. How do you edit your rating?

learning genie Portfolio status

06/03/2016 to 08/02/2016

Roster Jason Brown Emily Grange Joe Smith

Observed (4)

Rated (1)

ATL-REG1(2)

Unrated (3)

ATL-REG3(1) SED1(1) SED2(1)

Unobserved (25)

ATL-REG2 ATL-REG4 ATL-REG5 COG1 COG11 COG2 COG3 COG8 COG9 LLD1 LLD2 LLD3 LLD4 LLD5 PD-HLTH1 PD-HLTH2 PD-HLTH3 PD-HLTH4 PD-HLTH5 PD-HLTH6 PD-HLTH7 PD-HLTH8 SED3 SED4 SED5

Reports

learning genie Score

Jason Brown 06/03/2016 Responding Earlier Responds to sensory information or input (e.g., visual, auditory, tactile) with basic movements of body parts Exploring Earlier 1/4

Jason Brown 07/03/2016 Responding Later Shifts attention frequently from one person or thing to another Exploring Earlier 1/4

Joe observe a friend poke Exploring Earlier Maintains attention, on own or with adult support, during brief activities Exploring Earlier 1/4

Jason Brown 07/03/2016 Exploring Later Maintains attention, with adult support, during activities that last for extended periods of time Building Earlier Maintains attention on own during activities that last for extended periods of time UR 1/4

Jason Brown 07/03/2016 EM We had "freestyle" art time today and Jason worked on self expression through painting and drawing. EM 1/4

Reports

Portfolios

More

Genie Quest Stop #5 (Editing Child for Observation)

You have just entered an observation in regards to a book you have read in Circle Time. You then realized that Emily was absent today. How do you remove Emily from the observation?

The screenshot displays the Learning Genie interface for editing an observation. The left sidebar contains navigation buttons: 'learning genie' (blue), 'Roster' (green), 'Portfolios' (orange), and 'More' (purple). The main content area shows the 'Add portfolio' header with a back arrow and a checkmark. Below this, there are options for 'Shared in daily report' (checkbox), 'Update the entry date: 07/03/2016' (calendar icon), and a 'Check Reference' button. The 'Add tags' section includes three tags: 'LLD3', 'LLD2', and 'LLD4'. Below the tags, there are three child profile cards: 'Jason Brown', 'Emily Grange', and 'Joe Smith'. A blue arrow points to the 'Add children' button, which is currently set to '+ All' with a checked checkbox. Below the child cards, there is a section for 'Add Photos or Video' with a camera icon.

Genie Quest Stop #6 (Lightning Draft Feature)

You notice the children building something with their blocks, and you want to capture it right away into a draft. How do you do this?

The screenshot shows the Learning Genie Portfolios interface. At the top, there is a navigation bar with the Learning Genie logo, a back arrow, the 'Portfolios' title, and a camera icon. A large blue arrow points to the camera icon, indicating the 'Lightning Draft' feature. Below the navigation bar, there are filters for 'Domain (DRDP2015-PRESCHOOL)', 'Work Sample/Custom', and a date range '01/01/2017 to 08/02/2017'. The main content area displays a roster of children: Angela Applegate, Bryson Biggs, Courtney Cadence, Dustin Douglas, and Eleanor Evanston. Below the roster, there are three report entries for Angela Applegate, each with a date and a description of an activity. Each entry includes a list of standards and a thumbnail image with a progress indicator (e.g., 2/4, 4/4, 3/4). The left sidebar contains navigation icons for Roster, Reports, Portfolios, Message, and More.

learning genie

Portfolios

Domain (DRDP2015-PRESCHOOL) Work Sample/Custom 01/01/2017 to 08/02/2017

Roster

Private Photo

Angela Applegate Bryson Biggs Courtney Cadence Dustin Douglas Eleanor Evanston

Reports

Angela Applegate 05/04/2017

The children had a great time drawing self portraits

ATL-REG2 ATL-REG3 ATL-REG4 SED2 SED3 Parent conference

Shared in daily report

Portfolios

Angela Applegate 05/02/2017

The children did a great job sorting their blocks into upper and lower case letters

ELD1 ELD2 LLD1 LLD3 PD-HLTH2 PD-HLTH4

Shared in daily report

Message

Angela Applegate 05/01/2017

They had fun playing in the sandbox. Angela had a really great time. She made a Sandcastle

ATL-REG3 ATL-REG5 SED2 SED4 Parent conference Writing Sample

More

Angela Applegate 04/27/2017

The children sorted their blocks into upper and lower case letters

Genie Quest Stop #7 (Add a reminder in Daily Report)

Your school is organizing a parent night event next Friday at 6pm. How do you add a reminder to parents about this event?

The screenshot shows the 'Add Reminder' screen in the Learning Genie app. The interface includes a sidebar with navigation options: Roster, Daily Reports, Portfolios, and More. The main content area is titled 'Add Reminder' and contains the following sections:

- Set reminder notification:** A calendar view for January 2019. The date 'Fri Jan 29' is highlighted, indicating the reminder is set for 7:59 AM.
- Comment:** A text input field with the placeholder text 'Please input some words'.
- Please bring:** Four buttons labeled 'Wipe', 'Clothing', 'Sunscreen', and 'Diaper'.
- Add children:** A plus sign icon followed by the text 'All' and a checkbox.
- Child selection:** A small profile picture of a child named 'apollo wayne' is shown below the 'Add children' section.

Genie Quest Time!

Take a few minutes to accomplish each task, and help your group mates when necessary. When you are done with the task, raise your hand to explain to the group how you did it! Volunteers will receive prizes!



Genie Quest Stop #8 (Share a Book in Daily Report)

You read “The Very Hungry Caterpillar” in class. How would you share this book with parents and tell them their child loves the book? Ask parents to engage in a conversation with the child by asking a question “What do you know about caterpillars?”

The screenshot shows the Learning Genie app interface. On the left is a vertical navigation bar with icons for Roster, Daily Reports, Portfolios, and More. The main content area features a search bar with the text "If you give a mouse a cookie". Below the search bar is a disclaimer: "Our App provides a filtered and 'safer' way to find appropriate books from Google book library with highest security level setting. Although we are trying our hardest, you need to be aware that our filters are not 100% safe. Teachers should preview any of the book to be shared and flag or report any inappropriateness to us." Below this is a list of search results:

- If You Give A Mouse A Cookie**
By Laura Joffe Numeroff On 2004-07-01
- If You Give a Mouse a Cookie 25th Anniversary Edition**
By Laura Joffe Numeroff On 1985-05-09
- A Mouse Cookie First Library**
By Laura Numeroff On 2007-04-24
- A Guide for Using If You Give a Mouse a Cookie and If You Give a Moose a Muf...**
By Deborah Shepherd-Hayes On 1994
- Mouse Cookies & More**
By Laura Numeroff On 2006-10-24
- If You Take a Mouse to the Movies: A Special Christmas Edition**
By Laura Numeroff On 2009-09-22

Genie Quest Stop #9 (Learning Media)

You taught your class some new nursery rhymes today from Shawn Brown's Super Fun Show, and would like to share them with parents, so they can practice them at home. How would you share this video?

The screenshot shows the 'Add Learning Media' interface in the Learning Genie application. On the left is a vertical navigation menu with icons and labels for 'Roster', 'Reports', 'Portfolios', and 'More'. The main content area is titled 'Add Learning Media' and features a back arrow, a green 'Add Learning Media' button with a Genie icon, and a checkmark icon. Below this is a media entry for 'Nursery Rhymes' by Shawn Brown, dated 12/04/2016, with a thumbnail image of a blue globe. A 'Comment' section contains the text: 'Here are some wonderful songs for you to sing tonight before bed!'. Below the comment is an 'Add Children' section with a plus sign and a checked 'All' checkbox. Five child profile pictures are displayed with their names: Abbie Adler, Brendan Biff, Clara Cunningham, Diego Dunham, and Evan Elsworth.

Genie Quest Stop #10 (Rate All - Bubble)

You have collected enough observations for all the measures, now you are ready to rate them. How do you bubble all the ratings all in once?

Turtle Room Home Dashboard

< Back to portfolio

DRDP2015-PRESCHOOL Class Name: [Turtle Room](#), Child Name:

Measure	Measure Name	Responding		Exploring			Building			Integrating	Conditional (not rated)	UR (Unable to Rate)	EM
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
ATL-REG1	Attention Maintenance	●	○	○		○	○				○	○	<input type="checkbox"/>
ATL-REG2	Self-Comforting	○	○	●		○	○				○	○	<input type="checkbox"/>
ATL-REG3	Imitation	○	○	●		○	○				○	○	<input type="checkbox"/>
ATL-REG4	Curiosity and Initiative in Learning	○	○	○		●	○	○	○	○		○	<input type="checkbox"/>
ATL-REG5	Self-Control of Feelings and Behavior	○	○	○		●	○	○	○	○		○	<input type="checkbox"/>
ATL-REG6	Engagement and Persistence			○		○	●	○	○	○		○	<input type="checkbox"/>
ATL-REG7	Shared Use of Space and Materials			○		○	●	○	○	○		○	<input type="checkbox"/>
COG1	Spatial Relationships	○	○	○		○	○				●	○	<input type="checkbox"/>
COG2	Classification	○	○	●		○	○	○	○	○		○	<input type="checkbox"/>
COG3	Number Sense of Quantity	○	○	○		○	○	○	○	○		○	<input type="checkbox"/>
COG4	Number Sense of Math Operations			○		●	○	○	○	○		○	<input type="checkbox"/>
COG5	Measurement			●		○	○	○	○	○		○	<input type="checkbox"/>
COG6	Patterning			○		○	○	○	○	○		○	<input type="checkbox"/>
COG7	Shapes			○		○	○	○	○	○		○	<input type="checkbox"/>
COG8	Cause and Effect	○	○	○		○	○	○	○	○		○	<input type="checkbox"/>
COG9	Inquiry Through Observation and	○	○	○		○	○	○	○	○		○	<input type="checkbox"/>

Genie Quest Stop #11 (Download Portfolio and Class Report)

At the end of an assessment period, you would like to save a PDF portfolio of the child and the entire class rating report. How to do that?

This screenshot shows the user interface for a child's profile. On the left is a sidebar with a list of names: Audrey Shi, Bradley w, Emily Kat, Emma Smith, James Brown, Maya M, and Mike Rafael. The main area displays the profile for Audrey Shi, including a photo and the text 'DRDP2015-PRESCHOOL' and 'Current rating period: 03/01/2016 - 10/31/2016 (2016-2017 Fall)'. Below this, there are date selection boxes for '03/01/2016' and '10/31/2016', along with 'Quick Search' and 'Domains Filter' options. A row of three buttons is visible: 'Generate PDF' (circled in red), 'Merge DRDP-Tech file', and 'Rate all'. At the bottom, there are buttons for 'ATL-REG1' and 'ATL-REG2' and the text 'Testing syncing of notes'.

This screenshot shows a different view of the Genie Quest interface. At the top, it says 'Learning Genie Academy' and 'Home Dashboard'. The main content area is titled 'DRDP2015-PRESCHOOL'. It features a 'Reporting Period' section with date boxes for '03/01/2016' and '10/31/2016', and a 'Select:' dropdown menu currently set to 'Turtle Room'. Below this, there is a 'Generate group rating reports' button circled in red. The interface also displays the text 'Current Rating period: 03/01/2016 - 10/31/2016 (2016-2017 Fall)'. A section titled 'Creation of snapshot for analytical reports (2016-2017 Fall) : @' shows '8 out of 8 children have been successfully locked for reporting purpose.' Below that, it states 'Number of children: 8' and 'Total Observation Notes: 134'. The bottom part of the screenshot shows 'DRDP2015-PRESCHOOL Observation and Rating progress:' with two bullet points: 'Measures/Outcomes Observed (448/448) : 100% completion' (with a progress bar) and 'Measures rated (25/448) : 5% completion'.

Genie Quest Stop #12 (Monitor Progress)

You are an agency administrator or site supervisor. It's half way through the assessment period. You would like to know how your staff are progress on DRDP. How do you monitor the progress?

The screenshot displays the Learning Genie Academy dashboard for DRDP2015-PRESCHOOL. The reporting period is set from 03/01/2016 to 10/31/2016, and the location is Turtle Room. The current rating period is 03/01/2016 - 10/31/2016 (2016-2017 Fall). A button labeled 'Generate group rating reports' is visible. Below this, a section titled 'Creation of snapshot for analytical reports (2016-2017 Fall): ⓘ' indicates that 8 out of 8 children have been successfully locked for reporting purpose. The number of children is 8, and the total observation notes are 134. The DRDP2015-PRESCHOOL Observation and Rating progress is shown as follows:

- Measures/Outcomes Observed (448/448) : **100%** completion ⓘ
- Measures rated (25/448) : **5%** completion

A progress bar for the 100% completion is shown as a solid blue bar.

Genie Quest Stop #13 (Applying a Public Lesson)

You would like to apply a premade preschool cognition lesson, and create a pre-tagged observational note. How do you do that?

The screenshot displays the Genie Quest interface with a navigation bar at the top containing 'Home', 'Dashboard', 'Analytical Reports', and 'Lessons'. The user 'Ms. Emily' is logged in. Below the navigation bar, there are tabs for 'Public Lesson Plans' and 'My Lesson Plans', along with a 'Copy All' button and a search bar for 'DRDP Key' and 'Search Lessons'. The main content area is a grid of 10 lesson plan cards, labeled Lesson Plan A through Lesson Plan J. Each card provides details such as Time, Framework Name, Measures, Source, and Framework.

Lesson Plan A	Lesson Plan B	Lesson Plan C
Time: Prep-5 minutes Activity-15 minutes Framework Name: DRDP2015-INFANT-TODDLER Measures: SED 1 Source: Riverside County SELPA Framework: DRDP2015-INFANT-TODDLER	Time: Prep-20 minutes Activity-30 minutes Framework Name: DRDP2015-INFANT-TODDLER Measures: SED 3,4,5 Source: Riverside County SELPA Framework: DRDP2015-INFANT-TODDLER	Time: Prep-5 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: ELD 1,2,3,4 LLD 1,2,3,4,5,6,7,8,9,10 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL
Lesson Plan D	Lesson Plan E	Lesson Plan F
Theme: Going On a Bear Hunt Time: Prep-15 minutes Activity-25 minutes Framework Name: DRDP2015-PRESCHOOL Measures: ELD 1,2,3,4 LLD 1,2,3,4,5,6,7,8,9,10 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL	Theme: "Building a City/Town" Time: Prep-15 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: COG 1,2,3,4,5,6,7,8,9,10,11 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL	Time: Prep-30 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: PD-HLTH 4,6,7,10 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL
Lesson Plan I	Lesson Plan H	Lesson Plan G
Time: Prep-15 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: HSS 1,2,3,4,5 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL	Time: Prep-10 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: PD-HLTH 8 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL	Time: Prep-30 minutes Activity-30 minutes Framework Name: DRDP2015-PRESCHOOL Measures: PD-HLTH 1,2,3,9 Source: Riverside County SELPA Framework: DRDP2015-PRESCHOOL
Lesson Plan J	Lesson Plan K	
Time: Prep-15 minutes Activity-25 minutes Framework Name: DRDP2015-PRESCHOOL Measures: VPA 1,3 Source: Riverside County SELPA	Time: Prep-15 minutes Activity-25 minutes Framework Name: DRDP2015-PRESCHOOL Measures: VPA 2,3,4 Source: Riverside County SELPA	

Genie Quest Stop #14 (Download Rating Excel)

You would like to download a rating Excel file to review for importing to DRDP Tech. How do you do that? How do you check your file for gaps in ratings or demographic info?

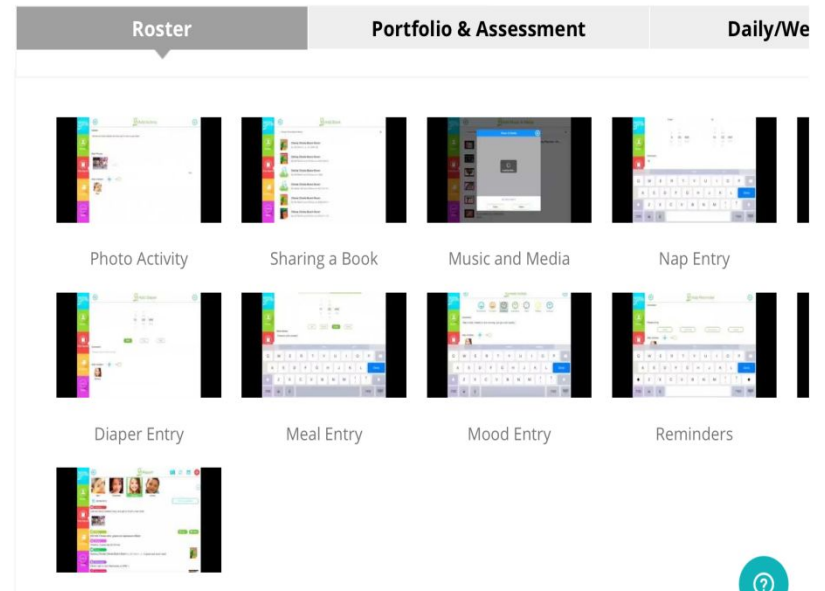
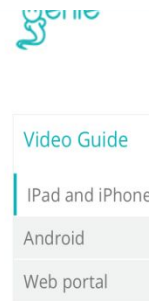
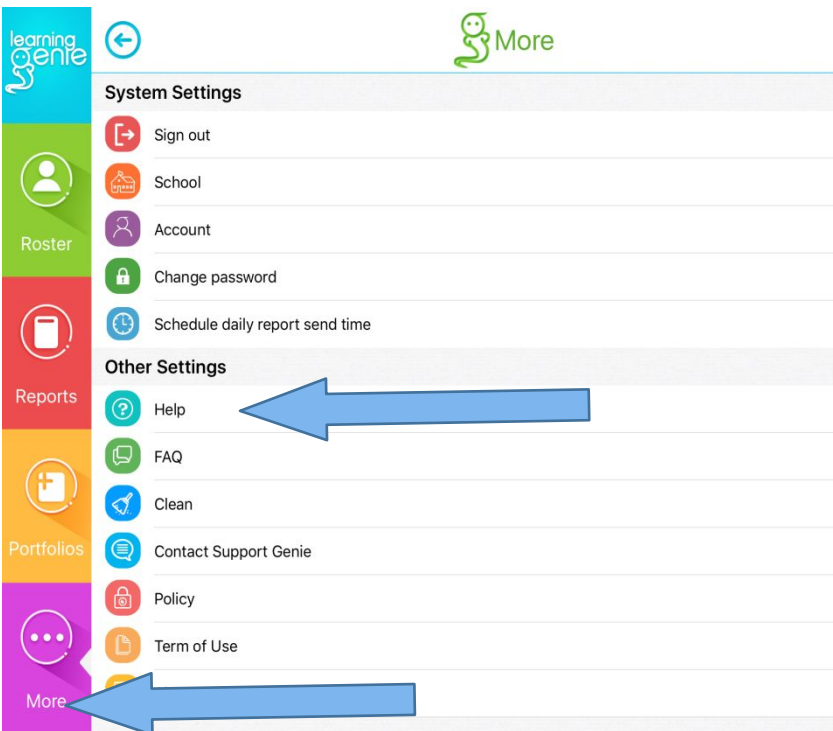
The screenshot shows a software dashboard with the following elements:

- Navigation Tabs:** Dashboard (highlighted), Analytical Reports, Lessons.
- Sidebar Menu:** My Centers, 00 Demo Center (highlighted), Calloway Gardens, Carlsbad.
- Home Section:** < Home icon, Generate rating excel button, Generate rating reports button.
- Summary Card:** At a glance (expandable), Center: 12, Classroom: 30, Teacher: 5, Family: 7, Children: 163.

Category	Count
Center	12
Classroom	30
Teacher	5
Family	7
Children	163

Genie Quest Stop #15 (Help Function)

You are worried that you will not remember everything from the training. Where can you look for help? How to contact a support genie?



If you ever need help...



Learning Genie's help desk:
help@learning-genie.com
760-576-4822

Thank you!