Make a positive

IMPACT ®

. . .on your school's academic achievement!

An *Excel*™-based tool
for PreK-12 library/media professionals
to track and analyze collaboration activities

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Make an **IMPACT** on student achievement through collaboration with classroom and content area teachers. Research shows that strong library programs yield better student academic performance. Through purposeful collaborative planning, lesson implementation and skill assessment, you become a partner with your teacher colleagues toward successful, purposeful learning for all students.

Collaboration takes time. The **IMPACT** tool makes it easy to document and review collaborative unit planning and implementation, so you can make the most of the time you have. **IMPACT** provides a template for recording key information about each collaboration unit then compiles the data into summary tables and charts useful for reflective practice. The colorful reports automatically generated by **IMPACT** also help you provide visible evidence of your contribution to school improvement.

IMPACT (Instructional Media Professional's Academic Collaboration Tool) is designed for use in schools with any combination of grade levels PreK through grade 12. It includes components that help you profile the collaboration units you undertake with your teaching colleagues based upon:
- Teacher(s) involved
- Student grade levels
- Content areas covered
- Dates and duration of the unit
- Academic standards addressed
- Unit topics, goals & objectives
- Research skills emphasized

As you enter the data in the system, it is automatically compiled into colorful tables and charts that provide summaries of your collaborative activities over the school year. **IMPACT** v.1 provides space to document 24 collaborative units.

Open the Isample.xls file is (included on the CD) to view a sample of the reports that will be automatically generated and updated as you enter information. (Isample.xls is only partially functional and is for product demonstration purposes only.)

IMPACT Specifications and Installation Notes

IMPACT requires Microsoft Excel™ to function. A version of Excel '97 or newer for Windows ('98 or newer for Macintosh), including the VBA (Visual Basic for Applications) component must be installed. (VBA is typically included automatically with standard installations of MS Excel).

The **IMPACT** file is large, and expands with use, so use a fast machine with at least 128Mb of RAM. If you are using a Macintosh with OS9.x, turn the computer's virtual memory on, <u>then</u> set the Excel application memory to 10,000K for both Minimum and Preferred Size. (See your Mac help menu if you don't know how to do this – "adjusting memory.")

IMPACT is designed to function on both Macintosh and Windows machines. It is important on either to set your display at higher resolutions. (Try the highest resolution available on your system then experiment with the settings using **IMPACT** until you find a compatible mix.) Higher resolutions will allow you to see more of the tool's data entry and summary windows at one time and reduce the need for "scrolling" to view or enter data.

Installation of the **IMPACT** file is easy. Simply copy the IMPACT7.xls (Savvy 7 version) or IMPACT6.xls (Big 6 version) file to your computer's hard drive or your personal network directory. Rename the file to reflect your name, school or school year (ie. IMPACT0304.xls). To use the program, double-click on the **IMPACT** file icon or launch Excel and then "open" the file from within the program.

IMPACT uses macros for functionality so you must <u>enable</u> macros if you wish to use the program. Since macros are sometimes used by criminal types to spread computer viruses, Microsoft has provided a safeguard system that often warns you if a file with a macro attached is trying to open. In rare cases, the security system on your computer may have been preset to disallow macro-embedded files. In such case, you must adjust the macro security settings in Excel to the "moderate" or "minimal" levels to allow file opening with macros enabled.

Once the **IMPACT** file is open, click on the "setup" icon to personalize the tool to fit your school's calendar and library media program goals for collaboration, then "save" the file again. You are now ready to enter data for your first collaborative unit. Return to the main page to begin.

> **Important Troubleshooting tip!** If any icons on the main or other pages appear as a red X in a box rather than a graphic, it is an issue of "not enough system memory." This is also the likely reason if your program "crashes" during use. If either situation happens on a Windows machine, make sure no other applications are running at the same time as using this tool or consider upgrading the RAM of your computer. If on a Macintosh, be sure you have turned on virtual memory <u>and</u> increased the Excel application memory to 10,000 K as described previously.

Using IMPACT

Though **IMPACT** is actually an Excel file, you need no spreadsheet skills to successfully use it. A brief description of each component page of the tool follows:

Main Page

This is the main menu page for accessing all components of **IMPACT**. Each item in the records list is a link to a page in the tool. Each icon under the "Summary Reports" section is a link to a page that contains the tables and charts of the compiled information from all of the individual records that have been entered into the program.

Create a New Record

Click on a blank space next to the numbers in the "records" window on the main page. This will take you to a blank form on which you can record information concerning the collaboration unit. The program will automatically place the cursor for typing in the "Reporting Date" blank. Follow the prompts for date formats and type in the information then simply tap the [Tab] key to move on to the next blank on the form. The form also contains check boxes, pull down menu choices and spinner buttons to make selections. *Note: These and any navigation buttons will only work once you have pressed [Enter] or [Tab] to complete any text entry*. Use the scroll bar at the right of the window to move up and down the page, or click on the "Top" icon to return quickly to the top of the page. You can enter partial information about the unit, save it and then come back to it at any time to update or add to the information. Be sure to save the file frequently.

View/Edit an Existing Record

Once you have entered a reporting date and a teacher name, you will see your collaboration record appear in the list of the records on the main page. To go back to that record to review, add to, or edit the information, simply point your mouse at the date or name listed and click. Print by pressing the print button at the top of the window. A print preview screen of the file will appear for your review before printing a 2-page report for that record. Color printers work best.

Setup

The setup screen is where you enter information to customize your **IMPACT** program. Enter your school name, your name, and the school year for which the tool will be used. In the blank asking for the Monday date of the first week of school, change the date in the blank to match your school's calendar. **Important!** Set a goal for the total number of teachers you wish to collaborate with this year as well as the number of "first timers" you wish to bring into the collaborative process. Finally, don't forget to set a "collaboration unit" goal for the year. (1 to 24) The program uses this information when generating data tables and graphs.

Collaboration Profile

The collaboration profile displays, in graph form, your progress toward meeting your collaboration unit goals for the year. This page also includes graphs and tables that summarize the compiled data for all records to show:

- Specific co-planning strategies and activities
- Number of hours spent by SLMS and partner teachers
- Learning venues used in the unit
- Difficulty level of the collaboration units planned
- Statistics totals for collaboration activities

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Content Area Profile

On the *Content Area Profile* page, graphs showing the different grade levels and the content areas that are addressed among the collaboration units recorded will be displayed. Lists showing all of the topic areas that were documented as well as the academic standards that were addressed in each unit appear on this page.

Resource Profile

The *Resource Profile* page gives a summary of the variety of print and online resources as well as various technologies employed by teachers and students in the collaboration units recorded. **Research Skills Profile**

One of the reasons library media specialists need to collaborate with classroom and content area teachers is to help provide students with strong experiences in using information and research skills. **IMPACT** is currently designed using the *Savvy 7* research model for this component. A *Big 6®* version file is also available on the CD. In either version, this page shows the compiled results of all recorded collaboration units for what specific research skills were emphasized in a column chart forms.

Collaboration Timelines

Collaboration activities are typically longer than a single day or class period and can even span over several weeks. The *Timelines* page shows a grid labeled across the top by weeks in a 12-month period, beginning with the first school week "Monday date" you entered on the setup page. A color bar will appear between the weeks that included the starting and ending dates recorded for that unit. If, after viewing this grid summary, you wish to view a particular unit listed, simply click on the teacher name at the left and the program will take you directly to that record.

Data Table

The *Collaboration Data Table* displays all "short length" data entered on the records in **IMPACT**. Longer data entries are also captured here but are not made visible. It is designed to print on 2 pages to show data for all 24 units.

Info

This is the documentation of the **IMPACT** product and is accessed by clicking on the "?" icon. Return to the main menu to get back to the component pages.

Bug Alert!

While we have made an effort to check this program for functional and typographical errors, we know that we have not probably not caught everything. Send comments, suggestions and bug findings to Nancy Miller at millern@mintel.net.