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Spark Implementation Guide

Best practices for making the most of your
Spark subscription

For organizations looking for instructional consistency and more efficient workflows, Lumio's Spark plan offers a library to house approved curriculum content, as well as the ability for teachers to collaborate on content for increased productivity with minimal effort.

Spark Implementation Roadmap:

Follow these steps to successfully get started with your Spark implementation

1

PLAN AND PREPARE
What are your goals for the Spark plan? How will you evaluate success? Who should help with implementation?

2

EMPOWER CORE TEAM
Ensure the members of your implementation team have the opportunities to fully experience the Spark plan, through clear role definition, training, and time to plan.

3

APPLY AND REFLECT
As the core team uses the organization and shared libraries to house and share content, consider what is working well and what new practices you could create to better utilize these tools.

4

EXPAND YOUR IMPLEMENTATION
What are the next groups of educators in your organization to include in your implementation of the Spark plan? How will you gather their feedback? How will you support continuous growth?

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1 **PLAN AND PREPARE**
What are your goals for the Spark plan? How will you evaluate success? Who should help with implementation?

Review current Spark features:

Shared Libraries:

- Each Spark user can create up to **five** Shared Libraries
- Non-Spark users can be **viewers** or **editors** of a Shared Library, but they cannot create or manage Shared Libraries
- Library **admin** and **editors** can **co-edit** lessons in a Shared Library

Organization Libraries:

- **Larger shared library** that every Spark user in a district has access to (no member limit)
- Allows for **easy sharing** of approved curriculum content
- Members are **managed** via the **Admin Portal**
- Allowing viewers to **contribute content** can be toggled on or off

Shared and Organization Library Roles:

	Shared Libraries	Organization Libraries
Admin	Library creator and owner. Manages library settings, adds members and sets member roles	Manages library settings within . Can allow viewers to submit content.
Editor	Adds, organizes, and edits content	
Viewer	Views content, can save content to their My Library or a Shared Library they have edit access to. Can submit content to an Organization Library if setting is enabled.	

LMS Integration

Add the Lumio app in Canvas, Schoology, or D2L Brightspace to provide a seamless experience for teachers and students. Teachers and students can access Lumio from the Canvas, Schoology, or D2L Brightspace platforms.

Our customer success team is here to help! Contact us at customersuccess@smarttech.com

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1 **PLAN AND PREPARE**
What are your goals for the Spark plan? How will you evaluate success? Who should help with implementation?

Take a Spark test drive!

- [ ] Give yourself **Spark entitlement** in the Admin Portal ▶ *Watch to learn how!*
- [ ] **Create** a Shared Library and add members ▶ *Watch to learn how!*
- [ ] Add **folders** to your Shared Library ▶ *Watch to learn how!*
- [ ] **Import** 2 lessons to your Shared Library from the Lumio Library or from your My Library to practice the teacher workflow
- [ ] Add **folders** to your Organization Library ▶ *Watch to learn how!*
- [ ] **Import** 2 lessons to your Organization Library from the Lumio Library, your My Library, or a Shared Library to practice the resources sharing workflow
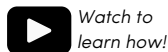
Questions to answer:

- Who will be in your **initial implementation group**?
- What **role** will each member have in your Organization Library?
- What are the **goals** of your Spark implementation?
- How will you evaluate **success**?

Possible implementation groups:

- Library/Media specialists
- Professional learning team
- Ed Tech coaches
- Instructional coaches

Top tip: Include groups involved in instruction beyond your immediate working group

Set up your systems ▶ *Watch to learn how!*

- [ ] Add members of your pilot group to your Spark subscription in the Admin Portal
- [ ] Set Organization Library roles for each member of your pilot group
- [ ] Use Canvas, Schoology, or D2L Brightspace? Add Lumio integration to your organization's <u>Canvas</u>, <u>Schoology</u>, or <u>D2L Brightspace</u> account.

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2

EMPOWER CORE TEAM

Ensure the members of your implementation team have the opportunities to fully experience the Spark plan, through clear role definition, training, and time to plan.

Implementation Team Planning

☐ What **steps** will your implementation team take to **learn** how to use Spark's features? (See options below!)

☐ What **role** will each member of your implementation team have on the team? What **tasks** is each member responsible for during implementation?

☐ How will you **structure** your folders and sub-folders within the **Organization Library** (accessible to all teachers in your organization with a Spark subscription)? Who will create these folders?

☐ What **Shared Libraries** (with up to 20 members) will your team create, and who will be added as members to each Shared Library? (See next page for ideas)

☐ What **expectations** are there for **using** Spark's features? (Such as creating Shared Libraries, adding lessons, etc)

☐ How will you **share** your experiences and reflections with each other?

Three ways for your implementation team to learn!

Attend a webinar

Live training to ask questions

Take the Academy course

Deep dive into Organization and Shared Libraries

Watch training videos

Quick overviews to get you started

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3 **APPLY AND REFLECT**
As the core team uses the organization and shared libraries to house and share content, consider what is working well and what new practices you could create to better utilize these tools.

Ideas to try as you use Organization and Shared Libraries

- ☐ Pick a content area and/or grade level. Add Lumio lessons to the appropriate folders in the Organization Library for that area and grade.

- ☐ Build Lumio lessons to help students prepare for state assessments. Add these to your Organization Library for teacher use. <u>Find ideas here</u>.

- ☐ Develop or collect a repository of entrance and exit ticket activities in a folder in your Organization Library. <u>Find ideas here</u>.

- ☐ Add a folder to your Organization Library to house district-wide emergency sub plans.

- ☐ Gather Lumio activities incorporating instructional strategies for <u>English Language Learners</u>. Add to a folder in your Organization Library. <u>Find ideas for other instructional strategies here.</u>

- ☐ Create a Shared Library for instructional leaders who conduct professional development. Share common training files. <u>Find ideas for using Lumio to lead professional development here</u>.

- ☐ Use a Shared Library as a sandbox for lessons your department might consider adding to the Organization Library.

- ☐ Create a Shared Library for a content area you support. Add members to your Shared Library. Add your favorite Lumio lessons to the Shared Library.

Reflection questions

- What is **working well** in your initial implementation of the Spark plan?
- What new **practices** could you add to better utilize these tools?
- How could you see Organization and Shared Libraries being **used organization-wide**?

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EXPAND YOUR IMPLEMENTATION
What are the next groups of educators in your organization to include in your implementation of the Spark plan? How will you gather their feedback? How will you support continuous growth?

Expand your implementation!

Which group of teachers in your organization would make the most use of Shared Libraries? Who is likely to be the early adopters? Get them started with the Spark plan!

Consider adding a whole school, grade level, or department, especially groups such as Special Education or Talented and Gifted.

Questions to consider

☐ What **expectations** are there for using Spark's features? (Such as creating and adding content to Shared Libraries, using content in the Organization Library, etc.)

☐ How will you **gather feedback** from these teachers?

Support continuous growth

Ensure teachers are aware of the Spark learning resources available to them, including **webinars**, **videos**, and **self-paced coursework**.

Provide opportunities for teachers to **share experiences** and **learning** with each other.

Encourage teachers to become **Lumio Ambassadors** to connect and share best practices with Spark users all over the world!