

Kyte Learning Instructions – Fundamental Course of Study (2 hours)

Instructions from ISD Website:

<https://thebnp.org/resources/kyte-learning/>

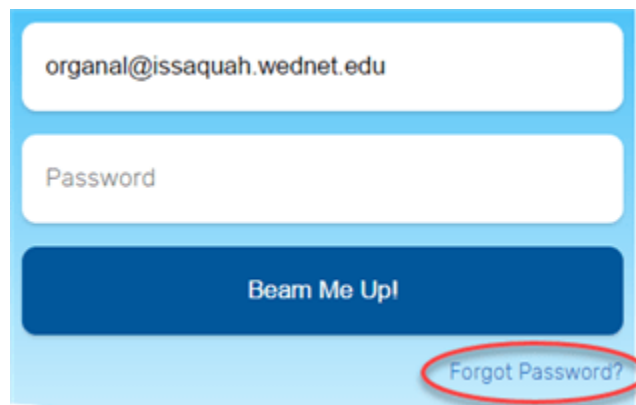
- This website contains **detailed instructions** and **help videos**.

How To Get Connected:

Site: [Kyte Learning](#)

Username: District Email
(e.g. organal@issaquah.wednet.edu)

Password: User chooses a password on initial invitation and setup.



organal@issaquah.wednet.edu

Password

Beam Me Up!

Forgot Password?

Your questions at any point can be directed to your Para Coaches:

Julie Worsfold – worsfoldj@issaquah.wednet.edu

Judy Heasley – heasleyj@issaquah.wednet.edu

Getting Started:

- You'll start out at your Kyte **dashboard**.
- Choose "**Library**" from the upper left side of the screen.
- Select relevant course from the "**Courses**" list.
- Here is a quick list of some **approved courses**:

Courses	Length
<u>Microsoft Outlook</u>	<u>48 minutes</u>
<u>Windows 10</u>	<u>1 hour 42 minutes</u>
<u>Microsoft Excel</u>	<u>1 hour 18 minutes</u>
<u>PowerPoint</u>	<u>4 hours 45 minutes (only 2 hours compensation)</u>
<u>Word</u>	<u>47 minutes</u>
<u>Google Docs</u>	<u>1 hour 27 minutes</u>
<u>Google Chrome Crash Course</u>	<u>25 minutes</u>
<u>Google Drive</u>	<u>39 minutes</u>
<u>Chromebook Basics</u>	<u>32 minutes</u>
<u>MacBook Basics</u>	<u>34 minutes</u>
<u>One Drive</u>	<u>1 hour 8 minutes</u>
<u>Team Drive for Google Drive</u>	<u>21 minutes</u>
<u>BrainPOP</u>	<u>13 minutes</u>
<u>ProLoQuo</u>	<u>1 hour 37 minutes</u>
<u>Plickers</u>	<u>17 minutes</u>
<u>Accommodating Student Needs with IOS</u>	<u>50 minutes</u>
<u>IPads in K-2 Classrooms</u>	<u>10 minutes</u>
<u>Technology Modifications for Accessing Challenging Curriculum (ELL or SPED)</u>	<u>16 minutes</u>
<u>Learning Coin Value with Money Pieces</u>	<u>6 minutes</u>
<u>YouTube</u>	<u>54 minutes</u>
<u>Using Chrome Extensions for Research</u>	<u>19 minutes</u>
<u>Type to Learn</u>	<u>48 minutes</u>
<u>Kahoot</u>	<u>40 minutes</u>
<u>Quizizz</u>	<u>42 minutes</u>
<u>Actively Learn</u>	<u>1 hour 35 minutes</u>
<u>..... AND MANY MORE!</u>	

- **Ask us** about a course if you don't see the one you want on the list!

Getting Credit:

- Once you begin a course, you must watch all **videos to 100%** and complete the **quiz with at least an 80%**. The quiz will allow retakes.

Getting Compensation:

- You are required to accumulate at least **2 tech hours**. Any combination of approved Kyte Learning courses will meet this.
 - Your Kyte Learning courses must be **completed outside of your contracted work day** for compensation.
- On the upper right area of the screen choose “**Generate Report.**” It is the **middle icon** of these three:



- Now choose “**Detailed Report.**”

Creating a Detailed Report:

- Select the following **things to be included** in the report:
 - Date Range for courses being submitted
 - First and Last Name
 - Email Address
 - Course Title
 - Percent Video Watched
 - Video Time Watched
 - Course Video Duration
 - Assessment Score
 - Date Completed
 - Start Date
 - Start Time

- This will create an excel spreadsheet with the above information.
- You will need to add a summary cell of the total time watched.
 - Here is an example spreadsheet report:

1. Create a detailed report from Kyte
2. Make sure all necessary columns are visible
3. Sum up you video time watched. See video for instructions on how to create a "sum" formula
4. Print report (landscape orientation) and submit with your compensation sheet.
5. View the video tutorial for more information

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email Address	Course Title	Video Watched Percent	Video Time Watched	Course Video Duration	Assessment Score	Date Completed
2	Tech	Training	techtraining@issaquah	BrainPOP	100.00%	0:04:43	0:04:43	86.67%	9/20/2017
3	Tech	Training	techtraining@issaquah	Creating Games with Powerpoint	100.00%	0:38:01	0:38:01	100.00%	10/11/2017
4	Tech	Training	techtraining@issaquah	Actively Learn	100.00%	1:36:07	1:36:07	100.00%	10/16/2017
5	Tech	Training	techtraining@issaquah	YouTube	100.00%	0:45:44	0:45:44	86.67%	10/23/2017
6	Tech	Training	techtraining@issaquah	GradeCam	100.00%	1:21:01	1:21:01	100.00%	11/26/2017
7	Tech	Training	techtraining@issaquah	Makerspace in the Classroom	100.00%	0:49:00	0:49:00	100.00%	12/27/2017
8	Tech	Training	techtraining@issaquah	Breakout EDU	100.00%	0:43:00	0:43:00	100.00%	1/14/2018
9	Tech	Training	techtraining@issaquah	iPad Basics	100.00%	1:18:20	1:18:20	100.00%	2/24/2018
10	Tech	Training	techtraining@issaquah	EDpuzzle 2016	0.00%	0:00:00	0:00:00	0.00%	
11	Tech	Training	techtraining@issaquah	GoNoodle	0.00%	0:00:00	0:00:00	0.00%	
12	Tech	Training	techtraining@issaquah	Integrating Code into Your Curriculum with	0.00%	0:00:00	0:00:00	0.00%	
13	Tech	Training	techtraining@issaquah	Scratch 2.0	75.33%	0:37:30	0:50:00	0.00%	
14	Tech	Training	techtraining@issaquah	Scratch Jr.	0.00%	0:00:00	0:00:00	0.00%	
15									
16									
17									
18									
19									
20									
21									
22									
23									

Sept	0:04:43
Oct	2:59:52
Nov	1:21:01
Dec	0:49:00
Jan	0:43:00
Feb	1:18:20
Total	7:15:56

Submitting a Request for Compensation:

- **Print** the Detailed Report in **landscape mode** and make sure that all information is visible.
- On a **Classified Request for Compensation sheet** (yellow), enter your time by month on the form in hours and minutes. **Round to the nearest 15 minutes** (.25 = a quarter of an hour or 15 minutes).
 - The **compensation sheet** needs to include:
 - Original **signature** in dark ink (blue or black)
 - Mistakes must be crossed out and initialed
 - Do not use white out on the form.
 - **Hours worked** in monthly increments with a **minimum of one hour**.
- Send the **Kyte Learning Detailed Report** along with your **Classified Request for Compensation sheet by May 5th, 2020** to:

Human Resources
Attention: Kyte Learning

- The Classified Request for Compensation sheet can be found in **Staff Hub** by choosing “**Departments**” from the top menu, then “**Payroll, Benefits, and Retirement**”, then – under “**Forms**” – you will find “**Request for Comp – Classified Hourly**”. Download and print on yellow.
- [https://staff.issaquah.wednet.edu/docs/default-source/business-office/payroll-and-budget-documents/payroll/request-for-comp---classified-hourly-doc-r-\(1\).pdf?sfvrsn=6fe0b454_4](https://staff.issaquah.wednet.edu/docs/default-source/business-office/payroll-and-budget-documents/payroll/request-for-comp---classified-hourly-doc-r-(1).pdf?sfvrsn=6fe0b454_4)