

# Introduction to the Super User Role

## A Guide for Arkansas Lead Contacts

May 2014

Throughout the month of July, BloomBoard and the Arkansas Department of Education will provide **Super User Trainings** on the BloomBoard platform and its powering of the TESS process. This document offers a short introduction to the role—and its purpose and responsibilities—to help guide Arkansas education agencies in identifying a Super User at each of their buildings.

### What is a Super User?

A Super User is a representative from each building who is tech-savvy, comfortable with the evaluation process, and able to support educators—of all levels of technical literacy—in effective use of BloomBoard. Super Users will work with their principal to design and implement local TESS-BloomBoard trainings in their building.

Therefore, the Super User should NOT be an individual who conducts observations (i.e., an administrator who attends a Data Literacy training in June or July of 2014). Instead, the Super User may be a teacher, Curriculum Coach, IT Manager, Library Media Specialist, or other non-observer role.

### What are the responsibilities of a Super User?

Super Users will be thought partners with their principal to turnaround site-level BloomBoard training to teachers. They will participate in monthly BloomBoard webinars and serve as liaisons to deliver updates, training, and new information to their colleagues. Throughout the year, Super Users will be expected to gather best practices and success stories to share with their colleagues will also participate in debriefs with BloomBoard staff to share the experiences of teachers and principals in using the application.

Given the responsibilities of the role, every site would ideally send an individual to one of the July 2014 Super User Trainings. However, if an agency is unable to identify a Super User for each building, then an individual who has dedicated time at each of the unrepresented sites may be selected to fulfill these responsibilities and attend a July training.

### What is the objective of the Super User Training?

The Super User Training will walk participants through both the observer and learner roles in the system. At the end of the session, participants will

- Understand the observer and learner roles in BloomBoard, with an emphasis on the learner role;
- Be able to use and train educators on the functionalities of the application (logging in, setting goals for the PGP process, uploading artifacts, selecting professional development resources based on areas for growth, etc.);
- Understand how BloomBoard streamlines and powers the TESS process in its ability to focus the learner-observer conversation and increase teacher effectiveness;
- Receive materials and resources to bring back to their schools to assist in training their colleagues; and
- Know how to access additional guidance at [support.bloomboard.com](http://support.bloomboard.com);



## Introduction to Super User Trainings

### When are Super User Trainings?

The **half-day training sessions** will take place at the following locations and times:

- July 14-16: Rogers High School Lecture Hall
  - Session 1: 8:30 – 11:30am
  - Session 2: 12:30 – 3:30pm
- July 17-18: Jonesboro School District (Specific site TBD)
  - Session 1: 8:30 – 11:30am
  - Session 2: 12:30 – 3:30pm
- July 21-24: Maumelle High School Seminar Room
  - Session 1: 8:30 – 11:30am
  - Session 2: 12:30 – 3:30pm
- July 25: South Central Co-op, Camden, AR
  - Session 1: 8:30 – 11:30am
  - Session 2: 12:30 – 3:30pm

### How do I register for the Super User Training?

An online registration link will be sent to Lead Contacts to register ONE attendee for each building within the local education agency. For example, an agency with eight different school buildings may send eight participants to the Super User Training.

Each half-day session will train up to 80 Super Users. Once a session is full, registration for that session will close.

### What do Super Users need to bring to the training?

**Attendees will need to bring a laptop** or *netbook* (e.g., lightweight laptop such as a Chromebook). Attendees will NOT be able to participate in the training with a tablet device (e.g., Apple iPad or Microsoft Surface).

