

HELPING THE DISTRICT'S LATINO FAMILIES BECOME MORE INDEPENDENT IN
ACCESSING ONLINE TOOLS PROVIDED BY THE SCHOOL DISTRICT

By

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Project Description

The following capstone project seeks to answer the question: *How can we help the district's Latino families become more independent in accessing online tools provided by the school district?* I have chosen this question because lack of use of the online tools provided by the district by Latino families is an issue I am faced with during my daily work. I believe that as we strive to create more efficient modes of transmitting information, we should also ensure that all members of the district are using those modes of communication.

My project consists of instructional videos for assisting to Spanish speaking parents. The videos include a tutorial on how to complete the free and reduced lunch application, how to enroll students online, and how to access and understand the parent portals. I chose to record videos instead of, for example, conduct informational meetings with parents about these topics because I find them easier to be accessed. Although during an informational meeting at the beginning of the school year specific questions could be answered, it is not always easy for parents to attend those meetings and each school decides how they are conducted and which topics are included.

The intended audience for this project includes the Spanish speaking parents of students from birth to twelve graders that receive educational services from our school district. I have been working with these parents on a daily basis for the last six years. During this time I have become aware of their needs. My goal was to create a tool that will empower the parents in being self sufficient when completing forms and navigating the district software and applications.

The videos were recorded by me, using QuickTime Player and are uploaded to YouTube. In the videos the viewers can see the step by step processes involved in the tasks of filling out the

forms or finding the information about their student performance, attendance, behavior and other features of the parent portals. To protect the identity and information of particular students when I recorded the videos, I decided to record my voice while I walk the viewer through a slide presentation showing screenshots of the school website.

I consulted different sources to help me create the videos. The sources that I read helped me plan videos that fulfilled my purpose. In planning the creation of the videos I took this into account:

- The video recording programs available at work.
- What do I want the parents to be able to do after they watch the video?
- Where will they watch the video, e.g. phone, tablet, computer?
- State at the beginning of the video what will be covered.
- Keep the videos simple and short: do not add any information that is not needed.
- Practice before starting the recording.

This project contains the links to the videos and a few screenshots.

Free and Reduced Lunch Video

This video provides an explanation on how to fill out the free and reduced lunch application. It is a step by step guide of the process of filling out the information.

Link to Free and Reduced Lunch Instructional Video: <https://youtu.be/yq5x8ilYgyI>

Screenshot from video:



Solicitud de Beneficios Educativos 2018-19

Llene esta forma y envíela a: ISD #271, ESC- Food Service,
1350 W. 106th St, Bloomington, MN 5543

Comidas Escolares a Precio Reducido o Gratuito : Complete una solicitud por unidad familiar. Utilice bolígrafo (no lápiz). **Si tiene preguntas, llame al 952-681-6570**

PASO 1: Liste a **TODOS** los menores de su unidad familiar que sean bebés, niños y estudiantes hasta el 12º grado (Si necesita más espacio para agregar nombres, anexe otra hoja).

Definición: Se entiende como miembro de su unidad familiar "a todos los que viven con usted y que comparten ingresos y gastos, aunque no sean familiares." Los niños en adopción temporal son elegibles para comidas gratuitas.

Primer Nombre Legal del Niño	2º (Inicial)	Apellido(s) Legal(es) del Niño	Fecha de Nacimiento	Escuela	Grado	¿Adopción Temporal?
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

PASO 2: (Algun miembro de su unidad familiar, incluyéndose usted, participa actualmente en alguno de los siguientes programas de asistencia):

De ser así, indique en qué programa:
 _____ SNAP, _____ MFIP o _____ FDPRI
 Escriba el NÚMERO DE CASO, luego diríjase al Paso 4.

(WIC y Asistencia Médica no califican)

Si no participa en ninguno de estos programas asistencia, vaya al Paso 3.

PASO 3: Reporte el ingreso de **TODOS** los miembros de su unidad familiar. (Omita este paso si participa en algún programa del PASO 2 y cuenta con un # de caso)

A. Ingreso Total de los Niños

A veces los niños de la casa reciben ingresos. Por favor incluya el TOTAL de los ingresos recibidos por todos los Miembros incluidos en el PASO 1

Ingreso de los Niños	Semanal	Quincenal	2x al mes	Mensual
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Adultos de la Unidad Familiar (Incluido usted) Liste a todos los miembros de su unidad familiar que no hayan sido listados en el PASO 1 (incluyéndose a usted) aún cuando no reciban ingresos. Para cada miembro del hogar que sí recibe ingresos, reporte el ingreso total bruto (antes de impuestos) de todos sus trabajos en números redondos (sin centavos). Si la persona no recibe ingresos de ninguna fuente, escriba "0" ó deje el espacio correspondiente en blanco, con esto usted está certificando que no hay ingresos que reportar. Si usted no está seguro qué ingresos incluir, consulte al reverso para revisar las "Fuentes de Ingresos" para mayor información. La sección "Fuentes de Ingresos de los Niños" le ayudará a determinar el ingreso en la sección A. La sección "Fuentes de Ingresos de los Adultos" le ayudará con los ingresos de la sección B.

Nombre de todos los Adultos de la Unidad Familiar (Nombre y Apellidos)	Ingreso Bruto por Trabajo (Cantidad total antes de las deducciones)	Semanal	Quincenal	2x al Mes	Mensual	Si trabaja por su cuenta Ponga aquí el ingreso que le queda después de los gastos del negocio.	Mensual	Anual	Otros ingresos como SSI, Desempleo, Asistencia Pública, Manutención de los hijos, y cualquier otro especificado en la página 2	Semanal	Quincenal	2x al Mes	Mensual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. (Obligatorio) Últimos 4 dígitos del (SSN) de algún adulto de la unidad familiar XXX-XX-□□□□ o marque aquí si no tiene SSN: Total de miembros de la Unidad Familiar (Niños y Adultos) _____

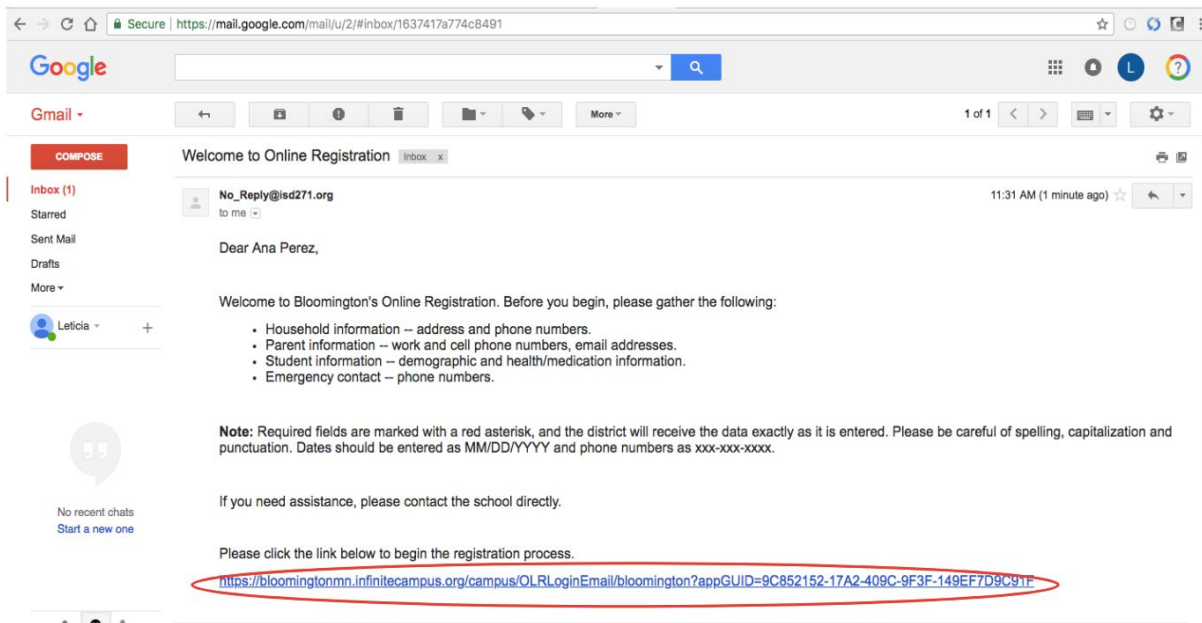
Online Registration Instructional Video

This video provides an explanation on how to complete the online registration to enroll students in the district. It is a detailed example that covers how to find the district's website, how to find the link sent to your email and every one of the steps that are needed.

Link to Online Registration Instructional Video:

<https://youtu.be/GNI6RxsoXc4>

Screenshots from video:



* Indica Campo Obligatorio

- Hogar Principal del (de los) estudiante(s)
- Padre/Tutor**
- Contacto de Emergencia
- Hermanos(as)
- Estudiante
- Completo

Nombre del Padre/Tutor: Jose Gomez

Información Demográfica

Indique el padre/tutor que quiere agregar. Por favor revise y complete lo siguiente:

Nombre	→	Jose
Segundo Nombre		
Apellido(s)		Gomez
Sufijo		↓
Fecha de Nacimiento		02/28/1980
Género		Masculino

Por favor marque este cuadro si esta persona vive en la dirección que se lista abajo.

1234 Lyndale Ave S
Bloomington, MN 55345

Siguiente >

Infinite Campus Instructional Video

This video provides an explanation on how to access the main feature of the infinite campus parent portal which include the calendar, schedule, attendance and grades.

Link to Infinite Campus Instructional Video: <https://youtu.be/xwjVNzzC0T4>

Screenshot from video:

The screenshot displays the Infinite Campus parent portal interface. At the top, the user is identified as Jennifer, with a student selection dropdown set to 'SELECT A STUDENT'. The school information is '18-19 Kennedy High School' and the student's grade is '11'. A 'Welcome Maria' message is visible. Navigation buttons include 'Try the new Campus Parent', a notification bell with '04', and 'Sign Out'. The 'Infinite Campus' logo is in the top right. A left-hand navigation menu lists various options: Jennifer, Calendar, Schedule, Responsive Schedule, Attendance, Grades, Health, Academic Progress, Fees, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, and Calendar. The main content area shows a calendar for 'October 2018'. The calendar grid includes days of the week and dates. Key events are noted: 'Jennifer' on Monday, October 1st; 'Teacher In Service - No School All Students' on Wednesday, October 17th, Thursday, October 18th, and Friday, October 19th. The calendar also indicates 'Assignment(s) Due' and 'Attendance Event(s)'. The 'Calendar' option in the left menu is highlighted with a red arrow.

The Hub Instructional Video

This video is a tutorial on how to access the main features of The Hub for parents which include the calendar, schedule, attendance and grades.

Link to Instructional Video for The Hub: <https://youtu.be/6lOloo3Umb8>

Screenshots from video:

**Instrucciones para el uso de HUB
para padres**

DASHBOARD FOR MARIA

print 

Feedback

MY STUDENTS



Jennifer Rodriguez

TODAY
STUDENT INFO



Eduardo Rodriguez

TODAY
STUDENT INFO

References

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