

ACTION PLAN TO INCREASE AWARENESS, USE AND INTEGRATION OF THE K-12 DATABASES

1. **Encourage** your educational staff to complete a self-paced online course about the K-12 Databases Program available at no cost to all Texas educators
 - a. Earn CPE hours by choosing from multiple course offerings
See instruction sheet on next page for details
2. **Ask** your librarian or your technology leader about the K-12 Databases Program and support their efforts in promoting the integration of the program into instruction
3. **Host** a K-12 Databases workshop. Contact the [K-12 Databases Help Desk](#) to inquire about training materials and the possibility of onsite training
4. No time for formal training? No problem. **Explore** one or more [Mini10s](#) to increase your knowledge (#1 Have You Heard?), **share** with parents (#2 The Parent Connection) and with your teachers (#3 Getting Started in the Classroom)
5. **Support** collaboration between librarians, teachers and instructional technologists to increase use and integration of the K-12 Databases across the curriculum. **Integrate** the use of approximately 100 K-12 Databases [inquiry-based lesson plans](#) to model the relevance and value of these resources
6. **Consider adding** utilization and integration of the K-12 Databases to your campus improvement plan and district technology plan
7. **Influence and encourage** easy access to the K-12 Databases by:
 - a. including a prominent link to the databases on your campus or district website
 - b. customize campus usernames and passwords so students, educators and parents can easily recall how to access
 - c. distribute outreach materials to students and their families
 - d. add a link to the K-12 Databases from your Parent Portal
8. **Discover** the wealth of professional journals included in the K-12 Databases and subscribe to one or more publications at no cost
9. **Monitor** your campus or district usage statistics. Retrieve them at the ChalkDUST website or contact the [K-12 Databases Help Desk](#) for more detailed information
10. **Take advantage** of the K-12 Databases webpage especially designed for school leaders. Use sample communication materials to share news and tips about the resources among staff, students and students' families

More information available at <http://web.esc20.net/k12databases>