CSLP • CEAP
Centre for the Study of Learning and Performance
Centre d'études sur l'apprentissage et la performance

Guidelines for the Use of the Learning Toolkit Software
June, 2010

The purpose of this document is to outline roles and responsibilities with regard to the use of the CSLP Learning Toolkit (LTK) software and participation in CSLP research. It is intended to be a general document addressing the software, research projects, and contexts (i.e., research locations across Canada and elsewhere in the world). Funding and other considerations may require deviations from these guidelines as necessary.

Primary Research Sites
A primary research site is a school, within a partner division/district/board that is generally intensively involved in the use of the educational tool and acts an active participant in the research study. A research school normally meets all of the following conditions:

1. Experimental or control classrooms that meet student age requirements and length of study requirements.

2. With active support from teachers and school administration, achieves parental consent rates of at least 75%.

3. With teacher assistance, willingness of students to complete pretest and posttest measures, including achievement measures, and possibly some observations with a completion rate of at least 75%.

4. Willingness of teachers to complete pretest and posttest measures with a completion rate of at least 75%.

5. Sufficient access to working technology and technical support over the course of the study such that students and teachers achieve regular and sustained use of the educational tool (experimental classes).

CSLP support for a primary research site is intended to insure that teachers and students feel the existence of our active support to insure the educational tool is well and wisely used. During the term of a research project, CSLP support includes:

1. Initial one-or two-day training workshop locally or on-site.

2. Annual follow-up one-day training locally or on-site and/or swap and share days.

3. Access to technical support and pedagogical support by phone, email and/or via blogs/wikis.

4. Where possible, release time and travel paid by the CSLP.

5. Where possible, additional funding for control classes and possibly experimental classes.

NOTE: The CSLP cannot extend free support to non-research sites within a division/board.

Secondary Research Sites (where possible)
A secondary research site is a school within a partner division/district/board that meets many, but not all of the conditions of a primary research site. The conditions include:

1. Experimental classrooms that meet the length of study requirements.

2. With active support from teachers and school administration, attempts to achieve high parental consent rates.

3. With teacher assistance, willingness to complete student pretest and posttest measures and possibly some observations with a high completion rate.

4. Willingness of teachers to complete pretest and posttest measures.

5. Sufficient access to working technology and technical support over the course of the study such that students and teachers achieve regular and sustained use of the educational tool.

During the term of a research project, CSLP support for a secondary research site includes:

1. Initial one-day training locally or onsite.

2. Access to technical support and pedagogical support by phone, email and/or via blogs/wikis.

Non Research Sites
The CSLP strongly recommends that teachers in schools or districts wishing to use CSLP educational software receive proper pedagogical training and follow-up support. Training may be available locally or the CSLP can be contacted to arrange teacher professional development. Similarly, before training and classroom use occur, proper installation and testing of CSLP software must be undertaken.

Technical support: The CSLP software is available at no cost to any school wishing to use it. Users will have access to all the technical CSLP support material and will be placed on a distribution list and notified when revisions to the software have been made. Note, however, that the CSLP cannot provide free technical support to non-research sites.

Our rates for technical support are:
- Up to 1 hour (help with basic installation) = $50
- One-half day (1-3 hours) = $125
- Per day (three to six hours) = $250

And in the event an on-site visit is required, please add:
• Travel time (round trip) = $200 half day; $300 day
• Travel costs = airfare or kilometers, ground costs, accommodations, meals, etc.
Pedagogical support: The CSLP will offer training in one of two ways:

CSLP Training
Institutes and Customized Training.

Fall (October) and Spring (April) Training Institutes will be conducted at the CSLP when there is sufficient interest and funding. These will be one-day sessions, for training on one tool or two-day sessions for training on two tools. The Institute will be offered at a nominal cost (e.g.
$100 per person per day, and release time, travel, accommodations and meals are expenses borne by the attendee, not the CSLP.

CSLP Customized Training is available by request and subject to the availability of CSLP staff.

Rates are as follows:
• Full day (no prep; some materials for the "canned" presentation) = $500
• Half day (no prep, some materials for the "canned" presentation) = $300
• Travel time (round trip) = $200 half day; $300 day
• Travel costs = airfare or kilometers, ground costs, accommodations, meals, etc.
• Special preparation--half day = $200; full day = $300
• Special materials, supplies, etc. (e.g., disks, handouts, and so on, if beyond the usual "canned" presentation)--cost recovery including time (rough estimate).

Quebec LTK Users
LEARN will provide training on tools within the LTK to the English schools for no charge, provided the ongoing support is maintained by the local RECIT/consultants. Please contact your local RECIT for further information or Thomas Stenzel at tstenzel@learnquebec.ca.

Support from Partners
The CSLP welcomes the involvement of our partners in promoting, disseminating and supporting the use of our educational tools. Because of its funding and mandate as a research centre, the CSLP needs to focus its energies on supporting research sites, especially primary research sites. Therefore, the CSLP would welcome the involvement of partners willing to provide additional support especially as the use of these tools scales up. This support might include: promotion at conferences and on partner websites; pedagogical training personnel; technical support services; and so on.

For Further Information
Contact the LTK Coordinator, Anne Wade at wada@education.concordia.ca.