

**TEMESCAL CANYON HIGH SCHOOL
PUTS TECHNOLOGY TO USE.**



DOCUSHARE

**Temescal Canyon High School
Lake Elsinore, California**



**DIGITAL
THE DOCUMENT COMPANY**

XEROX



CLIENT PROFILE TEMESCAL CANYON HIGH SCHOOL

Temescal Canyon is working diligently to become the high school of the future. With 835 networked computers installed in classrooms, Temescal boasts an impressive 4:1 student to computer ratio. Teachers are also implementing digital components in class assignments to ensure students are skilled in the use of technology. Last year, Temescal hosted over 150 teachers and administrators from 40 high schools to show how they integrate technology into the classroom.

THE ENVIRONMENT:

- Education

THE CHALLENGES:

- Improve the process of preparing for the State accreditation process
- Implement a digital archival system

THE XEROX SOLUTION:

- Xerox DocuShare

THE RESULTS:

- Complements the learning process
- Involves parents in the educational process
- Provides simple methods for teachers to share best practices

All successful solutions stem from one immediate need

Every three years, the State of California asks a team of educators to perform an accreditation evaluation for all public schools. The evaluation is meant to uncover each teacher's instructional methodologies, how students perform based on those methodologies, and whether students meet the State's educational standards.

To prepare for this process, each school must gather student samples from every teacher, which leads to a number of challenges:

- Gathering student samples is a very arduous and paper-intensive task. Between 2-3 thousand multi-page documents are reviewed in the accreditation process. Assembling, organizing, and copying the samples can take up to 8 months and literally hundreds of hours of staffing time.
- Teachers often submit the best work from their best students for review, providing an inaccurate view of overall student ability.
- The visiting accreditation team has 3 days to evaluate student samples "by hand" and visit classrooms to observe teachers performing their lessons.

Temescal Canyon History Teacher, Mark LaPorte, was part of a team that set out to find a digital document archival system that would facilitate the accreditation process without requiring a full-time staff member to manage the solution.

In February of 1999, LaPorte saw a demonstration of Xerox DocuShare at a trade show and asked for a trial version for the school. Xerox came in, customized DocuShare to meet Temescal Canyon's particular needs, and the rest, as LaPorte will tell you, "is history."

Exchanging knowledge simply

DocuShare is a Web-based document management system that lets teachers, students, administrators, parents, and community members share and control knowledge freely. With DocuShare, electronic files are uploaded to a document repository on the Web, where authorized users have instant access for viewing, downloading and editing, printing, or posting revisions—from anywhere, at anytime.

DocuShare was initially implemented to facilitate the accreditation process, but Temescal Canyon has also found other uses for DocuShare that improve the educational process.

The accreditation process made easy

The new method of preparing for the accreditation process with DocuShare no longer even remotely resembles the old method.

The 6-person review team designated by the State has full access to all student samples, which are stored electronically in a familiar Windows-based folder system, regardless of the students' class ranking. The team uses DocuShare's built-in search engine to query by subject, teacher, student, etc., and all related documents appear instantly. This process, which used to take 8 months, now takes 30 minutes.

The system is not only convenient for the teachers who would have had to prepare the paper student samples, but also for the review team. In fact, a Western Regional official recently visited Temescal to see DocuShare in use. Before the meeting began, he was skeptical about how effectively DocuShare could replace a process that had been successful for decades. By the end of the visit, he was considering using DocuShare on the accreditation organization's Web site for use by the 3,000 high schools and colleges in the western United States.

Old meets new: building a complementary relationship

Along with easing the accreditation process, DocuShare has helped Temescal Canyon teachers improve the way they educate students. Some teachers include PowerPoint slides of class lectures; others include calendars of important dates and bulletin boards that initiate virtual class discussions; and still others include hyperlinks to other resourceful Web sites.

"DocuShare complements a more traditional learning environment. Teachers still assign homework the 'old fashioned' way on the chalkboard, but they also post assignments in the class's DocuShare site," LaPorte explains. Students can also complete assignments as hardcopy or electronically. For the students who do not have home Internet access, Temescal Canyon currently has 835 networked computers installed. However, LaPorte believes that DocuShare has encouraged families to become Internet-ready. "Last year, only 40% of our students had access to the Internet at home. This year, it's between 70 and 80%."

Easy, practical, and effective

DocuShare uses a familiar Graphical User Interface with a common Internet-based screen so even novices can jump right in. Users simply log on using a predetermined password, and access documents through folders, which are clearly marked by their contents.

LaPorte adds that "because DocuShare is community-maintained, teachers are responsible for keeping their own folders current. It is therefore imperative that updating content is quick and easy." With DocuShare, adding and removing files requires a simple "2-click" process.

And since DocuShare translates documents into html, files can be edited in any standard Web browser. This means teachers can assign fill-in-the-blank exercises that students complete on line. Or they can take an assignment from another teacher, edit it, and repurpose it for their own class.

"We're still trying to stump DocuShare to find out what it can't do."

*Mark LaPorte
History Teacher, DocuShare Administrator*

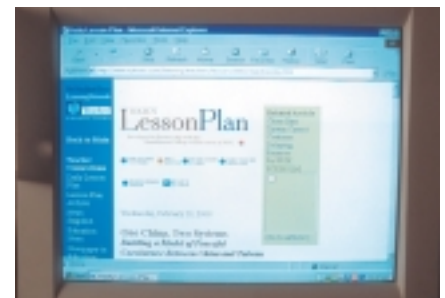
Capturing experience

DocuShare's educational benefits are not limited to just the students. California currently employs roughly 260,000 teachers. Over the next decade, State projections show that 70% of those teachers will retire and be replaced by 200,000 new teachers. DocuShare facilitates the transfer of knowledge from the more experienced, retiring teachers to the incoming teachers.

With DocuShare, teachers can interact virtually to share ideas, best-practices and lesson plans. Experienced teachers can post collections of their work, exercises, assignments, exams, and other resources that they have developed over the years.

LaPorte explains that "DocuShare is a convenient way to make their extensive experience available to new teachers. And it's not limited by time or place. New teachers can 'look' into a colleague's classroom from their own homes at 7 pm with a cup of coffee in their hands."

In essence, DocuShare enables teachers to combine their ideas and expertise into a "knowledge pool"—accessible whenever, from wherever.



Making school a family business

Temescal Canyon has set up folders with class news, a calendar of important dates, and bulletin boards that act as a forum for parent/teacher interaction. With DocuShare, parents can log on as guests and retrieve all the information Temescal Canyon has posted to public domains—everything from parent/teacher conference dates to sporting event schedules. DocuShare has an automatic notification tool that alerts parents via e-mail when students are given a new assignment, helping parents stay involved in their children's academics. Temescal has also established a communication vehicle that allows parents to respond back to school faculty or administration electronically. These functions have proven to not only keep everyone informed of school business, but also to impress parents with the school's practical, effective use of technology.



Planning for the future

Even within the first year of implementation, the Xerox solution has experienced tremendous success. DocuShare currently houses over 1,600 separate folders and 8,500 documents—and as the number of users and stored documents increase, so does DocuShare's value.

Based on DocuShare's success, Temescal Canyon is now talking with Xerox about adding FlowPort software to their workflow. FlowPort acts as a bridge between the paper and hardcopy worlds by scanning paper-based documents into DocuShare using a Xerox Document Centre multifunction system. LaPorte explains that he knows at least one teacher who is looking forward to FlowPort: "One teacher used to copy 46 handouts for 120 students each semester. With FlowPort and DocuShare, he can scan the documents into the system just once.

From then on, students can access the handouts electronically. This also illustrates that paper-based documents are not only costly in terms of the expense to copy the paper, but also in the time spent making the copies. Our teachers have better things to do with their time than watching paper come out of a duplicator."

A win-win-win situation

DocuShare, originally purchased to facilitate the accreditation process, has had a major impact on the overall educational process at Temescal Canyon High School. Teachers enjoy the ability to share best practices with colleagues and improve student lessons; parents appreciate the ability to "visit" their children's classrooms from their homes or offices; and students like having instant access to resources.

LaPorte adds that "one of DocuShare's primary benefits is that our students are becoming more information-savvy. We're teaching them how to access information, and how to put that information to use."

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