Executive Functioning
Getting Your Students Organized!

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What is Executive Functioning?

Executive Function is the "conductor" of all cognitive skills. It coordinates:

Inhibition - The ability to stop one's own behavior at the appropriate time
Shift - The ability to move freely from one situation to another
Emotional Control - The ability to modulate emotional responses
Initiation - The ability to begin a task or activity and to generate ideas
Working Memory - The ability to hold information in mind
Planning/Organization - The ability to manage current task demands
Organizational Materials -The ability to impose order on work, play, and storage spaces
Self-Monitoring - The ability to monitor one's own performance and to measure it against the standard of what is needed

Assistive technology can most effectively augment a person's Executive Function in these last 4 areas: *working memory, planning and organization, organization of materials, and self-monitoring.*

Growth with Executive Functioning

The brain will continue to mature and develop connections well into adulthood.
The person's executive function abilities are shaped by brain changes and life experiences.
Early attention to these skills is crucial!
Direct instruction, frequent reassurance and feedback are recommended.

Working Memory

Note Taking

Carbon Copy Notes

Require more study time than self-written notes

Relies on notetaker's ability

Digital Recorder

Can fill in notes that were missed

Requires listening through lecture multiple times

Livescribe Pen

Records audio and notes synchronously

Flash Cards

http://www.studystack.com

http://www.funnelbrain.com

http://www.studyblue.com

http://www.proprofs.com

http://www.aplusmath.com

http://www.spellingcity.com

Planning and Organization

Managing Time

Use checklists and visual calendars / timelines to provide visual indicators of tasks and progress toward each goal. Break large projects into manageable chunks.

Smartphones can help organize these checklists and calendars, as can various software programs.

Don't forget low-tech solutions! Simply writing the due date at the top of an assignment page and highlighting it can be a good solution.

Checklists, Day-Timer's, and Post-it Notes

Google Calendar – Great calendar solution that syncs with many smartphones and is available from any computer with internet.

inPulse Watch – Programmable watch for Android phones

Managing Space and Materials

Make a checklist for getting through assignments. The checklist should include:

Get out pencil and paper
Put name on paper
Put due date on paper
Read directions, etc.

Meet with the teacher or supervisor on a regular basis to review work and troubleshoot problems.

Visual Checklist

On-Line Checklist Creator - http://pblchecklist.4teachers.org/checklist.shtml
- First choose the grade level for the type of project you want your students to do.
  You can choose from writing, presentation, multimedia, or science projects.
- On the next page, choose from our list of project guidelines, and make a checklist with the touch of a button! You can add your own criteria to personalize your checklist.

Utilize Those Cell/Smart Phones

Smart phones can usually link to Google Calendar
Smart phones always have their own calendar
Smart phones have a task list
Smart phones usually have a built in voice recorder app
Smart phones usually have a notepad app

iPhone/iPad Organizational Apps

Awesome Note - Combines notes with to-dos that are transferred to email, Google Docs and Evernote.

Dictionary - Using predictive text, search for a word and its definition/synonym in content from dictionary.com or thesaurus.com.

Dropbox - Files to view, download for offline viewing, capture and sync photos and videos, and share links.

Evernote - Create text, photo, and audio notes that synchronize to your computer.
myHomework - Keep track of homework, classes, tests, and projects with number reminders on the app icon.

Seven Great Organizational Web-Sites

http://soshiku.com/
http://www.rememberthemilk.com/
http://www.43things.com/
http://tadalist.com/
http://squareleaf.net/
http://www.remindpost.com/
http://trackclass.com

Free Research Organization

<u>Bib Me</u> - Bibliography Maker

<u>EasyBib</u> - Bibliography Composer

<u>Research & Documentation Online</u> Download sample papers (MLA & APA styles) with Hacker & Fister's well-known guide

<u>NoodleBib MLA Starter</u>

<u>Citation Machine ></u>

<u>Zotero</u> - Open source citation manager, with syncing, collaboration, and an easy way to collect references (browse to a page with citation information and click a button). Uses plugins for Firefox, Open Office, and Microsoft Word. Generates inline citations and bibliographies in any style with the click of a button.

Concept Mapping Software

http://www.inspiration.com/ Educational Pricing 1 License $69.00, 5 - $310.00

Free Concept Mapping Software:

Bubbl.us - Brain Storming and Organizing Tool good for visual thinkers/learners, EASY to use, very simple, customizable features, sharing capabilities.

Read/Write/Think Webbing Tool - Allows you to create simple graphic organizers, EASY, can't share.

Read/Write/Think Story Map Tool - Quickly create a visual of complex information, EASY, can't share.

Cacoo - graphic organizer, allows synchronous collaboration as well.

Diagramly - easy to use, includes built-in graphics.

Wisemapping - mind maps, share with others.

Popplet - fun tool for mind maps, graphic organizers, concept maps. Can create up to six at a time for no cost. Currently in beta. Also has an app for the iPad.

Organizational Materials

Free Graphic Organizers
> http://www.learnalberta.ca/content/ssass/html/graphicorganizers.html
> http://www.thinkport.org/technology/template.tp
> http://www.greatsource.com/iwrite/students.html
> http://teacher.scholastic.com/tools/

Written Expression Organization
> http://www.readwritethink.org

Web-Site Organization
> Diigo
> Trailfire
> Del.icio.us
> Sqworl

Use a Wordle
> http://www.wordle.net/create

Free Computer Storage
> www.dropbox.com

Create a Master Binder
> A full-sized, sturdy 3-ring binder that includes:
> - Different color dividers for each class (visual)
> - Plastic page protectors
> - Loose leaf paper with holes that are reinforced
> - A three-hole punch that is designed to fit inside of the three-ring binder
> - A translucent page holder for important assignments

Master Filing System
- A sturdy accordion file that will not fall apart
- Should have enough sections to hold a full year of school work
- Sections of the filing system can be color-coded for different subjects
- Not recommended for high school students without a resource teacher

Color Code Subjects
> Have color-coded file folders and binders, e.g.
- Math – Red
- ELA – Blue
- Science – Green
- History – Yellow

Self-Monitoring

General Strategies
- Take a step-by-step approach to work; rely on visual organizational aids.
- Use tools like time organizers, computers, or watches with alarms.
- Prepare visual schedules and review them several times a day.
- Ask for written directions with oral instructions whenever possible.
- Plan and structure transitions times and shifts in activities.
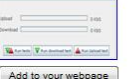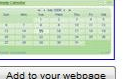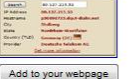
Timers
http://www.internet4classrooms.com/timer.htm
http://www.formassembly.com/time-tracker/
http://www.online-stopwatch.com/eggtimer-countdown/

Google Gadgets

Google Calendar Viewer	Birthday Reminder	GRE Word of the Day	Data And Time	EventID Search	Windows Shortcuts of the Day
Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage
Tchibo - Jede Woche eine ne...	Free Translation: ImTranslator	DomainTyper	Bandwidth Speed Test	Simply Calendar	Travel Search Engine - Flig...
Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage
abbot - Selections from Enc...	Ebay Search	Latest Bulls	Date & Time - Multi-Usage	Visitor Worldmap	Currency Converter
Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage
Monitis Visitor Tracking	Weather Forecast from Google	ImTranslator Voice	Locate IP Address	Love Calculator	GOOGLE MAP SEARCH
Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage	Add to your webpage

Timeline Software
http://www.timelinemaker.com/ Educational Pricing 1 License $95.00, 5 – $375.00
Free Timeline Software
http://www.xtimeline.com/ This free Web-based tool makes it simple to create timelines, and it has built-in capabilities that allow you to conduct research, embed photos and videos, do group editing, and engage in social collaboration.
http://www.microsoft.com/education/en-us/teachers/how-to/Pages/timeline.aspx How to Create Timelines in Microsoft Excel.
http://nicholasacademy.com/timelinetemplate.html This is a very simple timeline template that you can use in Notepad.

RESOURCES

South Carolina
Assistive Technology Program
SCATP

      SCATP – (South Carolina Assistive Technology Program) Columbia, SC; provides state-wide resources for the community; demonstration lab for public; free trial loan of AT devices (only pay return shipping)

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SC AT EXPO
Free and open to the public!
www.sc.edu/scatp

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SC Department of Education
Assistive Technology Specialists (ATS)

      Mission - The mission of Assistive Technology Services (ATS) is to provide assistive technology support, training, consultation, equipment, and technical assistance to educators who teach students at risk of academic failure and students with disabilities.

      ATS SERVICES
            Professional Development
            presentations, workshops, and trainings on assistive technology for districts and regions, both in person and online;
            training on conducting assistive technology evaluations and assessments for local staff.
            Funding Assistance
            Identification of funding sources
            Research into grant opportunities
            Formation of funding networks among AT professionals
      Additional ATS Services
            Technical Assistance
                  Formation and support of AT teams within schools and districts
                  Collaborative sessions with instructional technology specialists
                  Recommendations on interventions for assisting students at risk of academic failure and students with disabilities
                  Training in AT assessment, evaluation, and implementation for AT teams
            E-News – "AT Connect"
                  News on free software, scheduled trainings, and upcoming conferences
                  Sign Up! http://listserv.sde.state.sc.us/archives/atconnect.html

SCCATN WIKI!
SC Collaborative Assistive Technology Network
      http://sccatn.wikispaces.com/
            Upcoming Trainings, Conferences
            Free Resources
            Vendor Links
            FAQ
            Best Practice in AT

Assistive Technology Specialists
>**Coastal Region**
>Stacy Springer, MS, OTR/L, ATP
>Charleston, SC
>843-852-6565
>sspringer@ed.sc.gov
>
>**Midlands Region**
>Valeska Gioia, Ed.S.
>Columbia, SC
>803-316-3190
>vgioia@ed.sc.gov

More AT Resources:

ABLEDATA http://www.abledata.com ABLEDATA is sponsored by the National Institute on Disability and Rehabilitation Research, U.S. Department of Education.   The searchable ABLEDATA database contains over 21,000 products.

Alliance for Technology Access (ATA) http://www.ataccess.org The ATA provides AT information and support services to children and adults with disabilities.

ATSTAR Program http://www.atstar.org The Assistive Technology - Strategies, Tools, Accommodations and Resources (ATSTAR) Program is designed to increase AT expertise through technology-enhanced learning environments.

Assistive Technology Industry Association (ATIA) http://www.atia.org The Assistive Technology Industry Association is an organization of manufacturers, sellers or providers of technology-based assistive devices and/or services.   The organization sponsors the ATIA annual conference and the Assistive Technology Outcomes Journal.

Assistive Technology Training Online (ATTO) http://www.at-training.com The Assistive Technology Training Online Project provides internet-based training in both general and specific areas of adapted computer use.

California State University at Northridge, **Center on Disabilities** (CSUN) http://www.csun.edu/cod/ Located at California State University, Northridge, the Center on Disabilities develops and publishes materials of interest to the field of disability and sponsors conferences, seminars, and workshops.

Center for Applied Special Technology (CAST) http://www.cast.org CAST is an organization that works to expand learning opportunities for all individuals, especially those with disabilities, through the research and development of innovative, technology-based educational resources and strategies.

Closing the Gap http://www.closingthegap.com This web site spotlights resources in computer technology, special education and rehabilitation. The Resource Directory is a database of over 2000 hardware and software products which is web searchable. Links to vendors are included.

Council for Exceptional Children (CEC) http://www.cec.sped.org CEC is an international professional organization dedicated to improving educational outcomes for individuals with exceptionalities, students with disabilities, and/or the gifted. Services provided include professional

Georgia Project on Assistive Technology (GPAT) http://www.gpat.org GPAT is a project of the Georgia Department of Education: Division for Exceptional Students, providing a range of technical support services in the area of assistive technology to local school system personnel and their students. Contains helpful resources, forms, and a video-linked consideration guide. GPAT Videos - http://coefaculty.valdosta.edu/spe/ATRB/Video_Tips.htm

Maryland Assistive Technology Network http://www.matnonline.com/ Established by Johns Hopkins University Center for Technology in Education (CTE), the Maryland Assistive Technology Network (MATN) provides assistive technology specialists information on the most up-to-date AT policies, practices, and devices. CTE offers professional development opportunities to MATN members through its semi-annual institutes with nationally acclaimed leaders in assistive technology, regional meetings, and the MATN Online Web site.

National Assistive Technology Research Institute (NATRI) http://natri.uky.edu (NATRI) conducts assistive technology (AT) research, translates theory and research into AT practice, and provides resources for improving the delivery of AT services.

National Center for Technology Innovation (NCTI) http://www.nationaltechcenter.org/ NCTI seeks to broaden and enrich the field of technology for the education of students with disabilities by providing resources and promoting partnerships for the development of tools and applications by developers, manufacturers, producers, publishers and researchers.

Office of Special Education Programs (OSEP), U.S. Department of Education http://www.ed.gov/about/offices/list/osers/osep/index.html?src=mr OSEP is dedicated to improving educational results for children with disabilities. The site provides information on Federal policy, national grant projects, national studies, and statistics related to disabilities and other related resources.

Oregon Technology Access Program (OTAP) http://www.otap-oregon.org/ OTAP provides training, information, technical assistance and resources regarding the uses of technology for children with disabilities.

Quality Indicators for Assistive Technology (QIAT) http://www.qiat.org The QIAT Consortium is a national grassroots group dedicated to identifying, disseminating, and implementing a set of widely applicable quality indicators for assistive technology services in school settings. The QIAT listserv provides a national forum for discussion of AT issues.

Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) http://www.resna.org/ RESNA is an interdisciplinary association that provides a credentialing program for assistive technology service providers.   The RESNA Technical Assistance Project provides technical assistance to the 56 state/territory programs as authorized under the AT Act of 1998.

Technology and Media (TAM) Division of CEC http://www.tamcec.org TAM is a division of the Council for Exceptional Children (CEC) that works to promote the effective use of technology and media for individuals with exceptional educational needs.   The site includes information on conferences and professional publications including the JSET Journal.

Texas Assistive Technology Network (TATN) http://www.texasat.net TATN is a collaborative network between the twenty (20) education service centers in Texas with Region 4 Education Service Center in Houston providing statewide leadership.   The site provides links, resources, and training materials.

Wisconsin Assistive Technology Initiative (WATI) http://www.wati.org WATI is a statewide project funded by the Wisconsin Department of Public Instruction to help all school districts develop or improve their assistive technology services.   It includes information on best practices, training materials, resources, sample forms, and provides links to other sites related to AT.