



# Your guide to implementing RM Kaleidos® Learning Platform

## Key activities:

Based on our experience of working with schools and local authorities, we have developed a model plan to help you as you start the implementation phase of your RM Kaleidos Learning Platform. Whichever components you choose, this model will contribute to your success.

Every implementation will be different. Each school will have a distinct set of priorities and will implement at a different pace.

This guide is not set in stone, but will help you identify the key components of your action plan in appropriate timescales.

You may wish to develop a plan for your school similar to this, to support you as you communicate to all your stakeholders: teachers, support and administrative staff, pupils, parents, governors and other externally based contacts such as feeder schools or local authority advisers.

Term 1   Term 2   Term 3   Term 4

	Term 1	Term 2	Term 3	Term 4
<b>Purchase RM Kaleidos Learning Platform components</b>	••			
Book RM Kaleidos Learning Platform Training and Implementation Consultancy for Senior Management Team (SMT)	••			
SMT identify detailed learning platform priorities and objectives from school action plan to develop during Consultancy	•••			
Book technical Training and Consultancy Services for Administrator(s)	••			
Identify key requirements for Administrator training alongside school action plan	•••			
<b>SMT Training and Consultancy</b> completed. Time allocated for developing implementation, communication and training plans across whole school	•••			
<b>Training for Administrators</b> completed. Time allocated for embedding new skills and preparation for new technology	•••			
Installation plan reviewed and agreed with RM	•			
Learning platform components delivered, installed and embedded	•••			
<b>On-Site Consultancy Day</b> to help administrators put training into practice		•		
School roll-out plan agreed, including teachers, pupils, parents and external agencies		••		
School user training plan agreed and communicated to all stakeholders		••		
<b>User training</b> delivered by RM		•••		
Teaching staff supported in early usage		•	••	
Review teaching staff confidence and usage, identify any gaps in knowledge or training			•••	
Pupil workshops to demonstrate new technology				•
Pupils start using key components				•••
Review pupil usage and identify areas which need to be clarified and communicated				••
Parent workshops to demonstrate new technology and give training on appropriate components				•
Review parent and external usage, communicate gaps in knowledge and training				•
Communicate to all users a review of first phase and outline of future plans				•

Implementing  
your RM Kaleidos®  
Learning Platform

# Preparing for a Learning Platform

## Step 1

**Adopting a learning platform will be different for everyone, because everyone will have a different starting point and want to achieve different goals.**

Recognising where you are starting from and what you want to achieve is an important first step.

At RM, we are committed to working with you to deliver a solution that meets your requirements.

We are experienced in delivering and implementing learning platform solutions at school, cluster, authority and national level.

To help you, we have identified four key steps that will support you in your planning and preparation for a learning platform.

### A clear vision for the future

As a senior manager, you will be aware of how learning platforms are now recognised as the future for educational ICT.

By integrating data, bringing different systems together and displaying information in one place, learning platforms enable you to use ICT effectively, such as:

- to give users a personal online work space by 2008-9
- to communicate and collaborate, extend access to school resources and involve the local community
- to meet the requirements of Every Child Matters
- to reduce the administrative burden on teachers and staff

Understanding what it is you want to achieve will enable you to define your vision.

## Step 2

### Audit your existing ICT infrastructure

Understanding how ready and prepared you are for implementing and embedding new technology is an essential part of your change management programme.

For example, using Becta's Self Review Matrix, you can assess how ready you are to start a change management process.

### Becta has identified six key areas for learning platform functionality:

- Audit ICT facilities
- Content management
- Communication and collaboration
- Administration
- Learner information
- ICT resources

[www.rm.com/getready](http://www.rm.com/getready)

## Step 3

### Get buy-in to your vision

Involving your community from an early stage is a critical success factor to your change management programme. Through sharing your vision and goals, you will give everyone a clear understanding of what you are trying to achieve.

A learning platform implementation will impact on teachers, staff and pupils. Getting their support is vital, so they will need to understand the reasons for change and how they will benefit. They will need to be prepared for the time when they have to change the way in which they use and access ICT.

Take time to share your vision more widely with groups or individuals within your community, such as parents, governors, local authority advisers, social services, feeder schools and colleges, or pupils unable to attend school.

## Step 4

### An action plan for success

Set out what needs to happen to make your learning platform implementation a success.

- Form a project team with senior management involvement and support.
- Select a supplier who listens, understands your requirements, and can support you every step of the way.
- Appoint someone who is able to manage and communicate with everyone involved to ensure key dates and milestones are met.
- Make the action plan visible to stakeholders.
- Keep everyone regularly updated.

Turn over to see what an action plan could look like.

