

Educational Technology Professional Development: Course Catalog

August 26, 2003 Offerings



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Middletown Public Schools

2003-2004

Acknowledgments

The following people worked diligently to bring these workshops together and ensure that Educational Technology focuses on practical, classroom application.

- *Jane Tonn – MHS*
- *Ann Lohrand - WWMS*
- *Kathy Hopperstad – Keigwin*
- *Dipti Patel – Bielefield*
- *Kathy Rodriguez – Farm Hill*
- *Delores Ford – Lawrence*
- *Michelle Williams - Macdonough*
- *Heather Rodman – Moody*
- *Jean Cushing – Spencer*
- *Brian Boorman – Snow*
- *Julie Greeman – Wesley*
- *John Watson – Educational Technology Facilitator*
- *John Pytel – Network Manager*
- *John Hennelly – Assistant Superintendent*
- *Claudia Mosca – Secretary to the Assistant Superintendent*
- *The Professional Development and Curriculum Committee*

I would like to extend a special thanks to all our teachers who have already agreed to assume the role of trainers for the August 26th Staff Development day. I truly believe that our best resources are our teachers:

1. *Kathy Adams – MHS*
2. *Nancy Alberico – WWMS*
3. *Roberta Avery – Wesley*
4. *Sharon Bloom – Farm Hill*
5. *Kelly Braza – Wesley*
6. *Kristen Chasse – MHS*
7. *Jane Cooke - Wesley*
8. *Kevin Doran – Keigwin*
9. *Julie Greeman – Wesley*
10. *Nicole Hinkle - WWMS*
11. *Cathy Hopperstad – Keigwin*
12. *Ryan Hunt – MHS*
13. *Linda Johnson – Spencer/Macdonough*
14. *Judy Kalinowski – MHS*
15. *Marta Landel - Wesley*
16. *Ann Lohrand - WWMS*
17. *Nicole Michelle – Bielefield*
18. *Dipti Patel – Bielefield*
19. *Kathy Rodriguez – Farm Hill*
20. *Marty Skelly – Bielefield*
21. *Jane Tonn – MHS*
22. *Michelle Velissariou - MHS*
23. *Oletha Walker – Macdonough*
24. *Diane Watrous - Bielefield*
25. *John Watson – Educational Technology Facilitator*

Other presenters for our technology staff development day include Jim Moyle, Barbara Haeffner, Janine Fiorillo, Meryl Menon, Josh Smith, Howard Gunther, James van Pelt, and Tara Rothman from ACES, as well as Jonathan Costa from Performance Innovations and Mike Tierney. All trainers have classroom experience and will bring practical solutions to your workshop.

Table of Contents: Workshop Choices

Acknowledgements	2
Introduction	4
Directions for Signing Up for a Workshop.....	5
Workshop Offerings:	
Workshop #1: Independent Study.....	6
Workshop #2: Internet Resources for Secondary Math and Science Teachers – Eisenhower National Clearinghouse Online	6
Workshop #3: Using Internet Resources to Improve Classroom Instruction - Beginner	7
Workshop #4: Internet Research: Finding Valid Resources for Classroom Instruction – Secondary.....	7
Workshop #5: Intel Teach to the Future	8
Workshop #6: Building Web-Based Performance Tasks.....	8
Workshop #7: Digital Photography Projects - Beginner.....	9
Workshop #8: Digital Photography Projects – Intermediate/Advanced	9
Workshop #9: Integrating Technology Into the Elementary Curriculum - Beginner	10
Workshop #10: Integrating Technology Into the Elementary Curriculum – Intermediate/Advanced	10
Workshop #11: Integrating Technology Into the Middle School Curriculum - Beginner	11
Workshop #12: Integrating Technology Into the Middle School Curriculum – Intermediate/Advanced	11
Workshop #13: Integrating Technology Into the High School Curriculum - Beginner	12
Workshop #14: Integrating Technology Into the High School Curriculum – Intermediate/Advanced ..	12
Workshop #15: Basic PC use to Support Classroom Instruction.....	13
Workshop #16: Using PowerPoint to Enhance Your Classroom – Beginner	13
Workshop #17: Using PowerPoint to Enhance Your Classroom – Intermediate/Advanced	14
Workshop #18: Using PowerPoint to Enhance Instruction – Intermediate/Advanced (online workshop – self paced).....	14
Workshop #19: Using Excel to Enhance Instruction – Intermediate/Advanced (online workshop – self paced)	15
Workshop #20: SmartBoard: An Interactive Tool for Improving Student Collaboration.....	15
Workshop #21: Using MS Publisher to Create Brochures/Newsletters for the Classroom - Beginner ..	16
Workshop #22: Using MS Publisher to Create Brochures/ Newsletters for the Classroom Intermediate/Advanced.....	16
Workshop #23: Using Excel to Enhance Classroom Instruction - Beginner	16
Workshop #24: Using Excel to Enhance Classroom Instruction – Intermediate/Advanced.....	17
Workshop #25: ePals Classroom Exchange (Filtered Email for Collaborative Projects)	17
Workshop #26: Locating and Using WebQuests to Foster Problem Solving & Collaborative Learning - Intermediate	18
Workshop #27: Creating a WebQuest to Foster Problem Solving & Collaborative Learning – Beginner (Using Finalsite)	18
Workshop #28: Creating a KidPix3 Slide Show with your Students – Beginner/Intermediate	19
Workshop #29: Brainstorm With Kidspiration! A visual learning tool for students K-5	19
Workshop #30: Get Inspired with Inspiration (Concept/Idea Mapping)	20
Workshop #31: GradeQuick!.....	20
Workshop #32: Creating a Web Page for Your Classroom – Beginner.....	21
Workshop #33: Creating a Web Page for Your Classroom – Intermediate/Advanced.....	21
Workshop #34: MS Word – Intermediate/Advanced.....	22
Workshop #35: District Approved Software: A Survey of Age Appropriate Software for Learning	22
Workshop #36: Curriculum Mapping Software Preview.....	22

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Introduction

Dear Middletown Teacher:

It gives me great pleasure to be able to offer you the opportunity to choose from 36 specialized technology workshops. These sessions were designed based on your response to the survey/needs assessment we completed in February and March. Each of the courses will allow you to learn new technology and actually build a product/lesson that can be used in your classroom. Sessions will be broken up into modeling/showing of the technology (approx. 15 min) immediately followed by teachers interacting/creating. All sessions will also include a discussion of managing a full classroom of students in a computer lab (which I have outlined in the Technology Toolkit). Finally, appropriate (ethical/legal) use of technology will be discussed.

Two groups of teachers **will not need** to sign up for the Technology Workshops:

- **K-12 Music teachers** are scheduled in the MHS Band room with Mike Tierney for a technology workshop
- **All Pupil Personnel & Special Education Staff** will be involved in the FBA workshop on August 26th

Courses will fill up quickly, so please submit your request for a workshop at your earliest convenience.

Deadline for signing up is May 30th. The earlier you sign up, the more likely you are to receive your first choice.

Timeline for Signing Up for a Workshop	
Date	Requirement
April 23	Sign up Begins
May 15	Last call for sign ups – principals will be sent a reminder to teachers
May 30	LAST DAY TO SIGN UP
June 6	Principals receive master list of staff assignments
August 26	Educational Technology Training Workshops – District Wide (8:30 – 3:30)

Directions for signing up are outlined on the following page (over).

Presenters and course locations are subject to change based on teachers' interests (signups). Your main office will have a master list of courses with your assignment by June 6th. These master schedules will also be available when you return from vacation in August. We will do our best to accommodate first choice requests. If you choose not to sign up, we must assign you to a workshop in order to get the master schedule to building principals in a timely fashion.

I look forward to helping you make Educational Technology a part of your instruction. It is my goal to provide you with the most effective support possible, kicking off the 2003-2004 academic year with the August 26th Educational Technology Day!

A handwritten signature in black ink that reads "R. Polselli".

Directions for Signing Up for a Workshop



1. Double Click (Open) your Web Browser. The Internet Explorer icon is pictured to the left.



2. Click in the Address bar at the top of the browser and type in: *www.middletownschools.org*

HINT: (If you don't have an Address Bar, click on the View menu and go to Toolbars and down to Address Bar)

3. Hit Enter (on the Keyboard). You will be brought to the MPS Homepage.



4. Click on the *Staff Development* Link.

5. Click on **Sign up for Ed. Tech. PD on August 26th**

6. Enter your information in the form (pictured below).

The image shows a web form titled 'August 26th Ed. Tech Staff Development Sign-Up'. The form has a light gray background and contains several input fields and dropdown menus. The fields are: 'First Name: *', 'Last Name: *', 'School: *' (with a dropdown menu showing 'MHS:'), 'Grade: *' (with a dropdown menu showing 'K:'), 'Workshop Number - First Choice: *' (with a dropdown menu showing '#1:'), 'Workshop Number - Second Choice: *' (with a dropdown menu showing '#1:'), and 'Workshop Number - Third Choice: *' (with a dropdown menu showing '#1:'). Below these fields is a 'Comments:' field with a text area and two small arrows for scrolling. At the bottom of the form is a 'Submit Form' button. A red arrow points from the top right of the form towards the 'Submit Form' button.

7. Click Submit Form

If you have any trouble signing up from your classroom computer, you can use any Internet-connected machine in the computer lab, another classroom or even at home. *If you find it impossible to sign up online, please photocopy the above form and send it to Claudia Mosca in the curriculum office through interoffice mail or by fax (638-1495). Unfortunately, photocopies and faxes will take longer for your registration to be processed and could result in a second or third choice assignment.*

Workshop #1: Independent Study

Location	Audience	
N/A (your classroom computer)	K-12 Teachers (Advanced)	
Capacity	Presenter	Prerequisite
20	Submit proposals to Bob Polselli	Demonstrated use of technology



For those teachers who would not benefit from a structured, instructor-led workshop, an independent study option has been developed. This will allow teachers who feel very comfortable with using computers to further their efforts and expertise by developing an Educational Technology centered lesson or unit.

You can determine the subject focus and must submit a proposal (forms for submission are included in the back of this catalog).

The requirements for independent study are:

1. Submission of a proposal (Due by May 31st). Proposals must be approved by John Hennelly.
2. Independent completion of an Educational Technology project (Aug. 26th).
3. Implementation of the project into classroom instruction (2003-2004).
4. Reflection (paragraph) and submission of the completed proposal after the project has been developed and integration has been planned (Sept. 5th).

An independent study is designed to foster new learning, expand your expertise, and enhance student learning. Please make every effort to build upon your current skills while growing as an educator.

Teachers involved in the independent study will work in their classrooms on the computer.

Workshop #2: Internet Resources for Secondary Math and Science Teachers – Eisenhower National Clearinghouse Online

Location	Audience	
MHS – Room 703	6-12 Science & Math Teachers (All Levels)	
Capacity	Presenter	Prerequisite
15	Donna Brown, ENC	Ability to use a Web Browser



Eisenhower National Clearinghouse (ENC) provides the most complete selection on the Internet of mathematics, science, and instructional technology resources for all grade levels. ENC Online (<http://www.enc.org>) helps educators to access lessons, websites, news, and professional development resources. Join the growing number of educators who have discovered this excellent resource!

In this workshop, participants will:

- Receive free ENC print materials
- Learn about ENC products and resources available online
- Practice searching for additional curriculum and professional development resources with ENC Online
- Find and develop a list of classroom instructional materials that align with state and national curriculum standards and frameworks
- Learn about support available from local ENC Access Centers

Workshop #3: Using Internet Resources to Improve Classroom Instruction - Beginner

Location		Audience
Adult Ed Computer Lab		K-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
16	Jane Cooke – Wesley School	Desire to enhance lessons using the Internet



Searching the Internet can be tiresome and frustrating, particularly for the classroom teacher who has lessons to prepare and student work to assess. Therefore, this workshop will focus on the most effective and time saving Internet search techniques. The focus will be on finding classroom resources that can immediately be used to enhance classroom instruction.

You will have the opportunity to examine the “Student and Teacher Resources” available on our website that have been conveniently organized for quick access. Additionally, you will learn how to effectively and rapidly search the Internet using techniques outlined in the *Teachers’ Technology Toolkit*. Finally, you will examine the most effective ways to bring your students into the computer lab for an Internet-based research project. This session will be accomplished while you examine and discuss the quality of websites and learn techniques for critically analyzing information online. This skill is one that we want students to be able to employ as they search for information.

Upon completion of the workshop, you will have a list of links that you can begin immediately using with students in your classroom! ***Although no elaborate preparation is required, please have some ideas regarding topics your students could expand upon using the Internet.***

Workshop #4: Internet Research: Finding Valid Resources for Classroom Instruction – Secondary

Location		Audience
MHS Library Computer Lab		9-12 Teachers (All Levels)
Capacity	Presenter	Prerequisite
20	Jane Tonn - MHS	Navigate the Internet



There are billions of Internet pages available online! The focus of this workshop will be to locate, access, and evaluate some of these websites to help you improve instruction and develop research tasks. This workshop will prepare you to assist students in determining if a website is worthwhile or if it contains inaccurate information. Internet resources are often difficult to critically analyze, particularly for students. The workshop will help you locate valid classroom resources that can immediately be used to enhance classroom instruction.

Emphasis will be on the Internet subscription services available to staff and students at MHS. Criteria for evaluating websites and guidelines for citing electronic sources using current MLA style will be discussed.

Upon completion of the workshop, teachers will have familiarity with all MHS subscription services, including the ability to access from home an extensive bibliography of websites in their content area and a revised lesson or student activity enhanced with websites. ***Please bring your choice of a lesson and/or student activity you wish to enhance with Internet sources.***

Workshop #5: Intel Teach to the Future

Location		Audience
Farm Hill - PROBE Room		K-12 Teachers (All Levels)
Capacity	Presenter	Prerequisite
8-12	Kathy Rodriguez	Summer Participation



Teach to the Future is a 40-hour educational technology program designed to help you integrate computer technology into your classroom. The program is funded through the Bill and Melinda Gates Foundation and trains teachers to train their colleagues in educational

technology.

Intel selected several teachers from the Middletown district who have been trained as Master Teachers: **Roberta Avery** from Wesley School, **Kristen Chasse** from the High School, and **Kathy Rodriguez** from Farm Hill School.

The Master Teachers have completed a 40-hour intensive training session in addition to a 3-day leadership conference. Since the Master Teachers returned to the district at the end of last summer, 44 teachers and staff members have completed the program!

What are the benefits of participating in Intel Teach to the Future?

- Teacher-to-teacher professional development with ongoing support from Master Teachers
- Opportunity for graduate credits
- 4.0 CEUs
- A better understanding of how to use computer technology to aid instruction
- A better understanding of how to use computer technology to increase student learning
- Upon completion, you will have an entire unit of instruction, based on computer technology, ready to use in your classroom!

Workshop #6: Building Web-Based Performance Tasks

Location		Audience
Moody – Computer Lab		3-12 Teachers
Capacity	Presenter	Prerequisite
14	Jonathan Costa – Performance Innovations	Ability to Save, use IE, navigate the Web



How would you like to have an engaging, standards-aligned, able to meet your technology goal, classroom activity “in the can” by the very first day of school? That is what you get if you come to this session. Attendees will work to develop a web-based activity aligned with a learning goal of their choice. Advanced users will have

an opportunity to develop assessments as well. A background knowledge in Microsoft Word and web browsing is helpful and will allow participants to get even more done. If your comfort level is low with these tools, bring a friend and complete the activity as a pair!

Upon completion of this workshop, you will have a fully functional, web-based activity for use in your classroom. **Please bring any goal materials or assessment information that will help you create the activity.**

Workshop #7: Digital Photography Projects - Beginner

Location		Audience
Bielefield – Computer Lab		K-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
17	Dipti Patel – Bielefield School	Basic computer skills (MS Word)



Too often students try to “jazz up” their writing by inserting a picture or clip art image that has little relevance or no meaning to them. With a digital camera, adding photographs to student work can actually enhance the learning process by reinforcing the learning experience. In this session you will learn how to use a digital camera and how to use the Picture Toolbar in MS Word to enhance your photos. Explore all kinds of ideas for using digital photography in your classroom. This workshop will be slow-paced for beginning users.

You will have time to try out some of the ideas and take a project back to the classroom with you! *If you have access to a digital camera (a personal camera or one from your building), please bring it to the workshop along with some ideas for a lesson that could include your students taking photographs.*

NOTE: *Mavica cameras with floppy or CD disks will provide the easiest image transfer. If you have another type of camera, please bring along the connection cables/software for transferring images to the PC.*

Workshop #8: Digital Photography Projects – Intermediate/Advanced

Location		Audience
Lawrence – Library Minilab		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
8 (doubled up)	Janine Fiorillo - ACES	Comfortable with using Word and/or PowerPoint



Too often students try to “jazz up” their writing by inserting a picture or clip art image that has little relevance or no meaning to them. With a digital camera, adding photographs to student work can actually enhance the learning process by reinforcing the learning experience. In this session you will learn how to use a digital camera and how to use MS Photo Editor to enhance your photos. Inserting photographs into MS Word, PowerPoint and other programs will also be examined. Explore all kinds of ideas for using digital photography in your classroom.

You will have time to try out some of the ideas and take a project back to the classroom with you! *If you have access to a digital camera (a personal camera or one from your building), please bring it along for the workshop along with some ideas for a lesson that could include your students taking photographs.*

NOTE: *Mavica cameras with floppy or CD disks will provide the easiest image transfer. If you have another type of camera, please bring along the connection cables/software for transferring images to the PC.*

Workshop #9: Integrating Technology Into the Elementary Curriculum - Beginner

Location		Audience
Macdonough – Computer Lab		K-5 Teachers (Beginner)
Capacity	Presenter	Prerequisite
20	Kelly Braza & Marta Landel – Wesley School	A desire to integrate computers into the classroom



Learn to make effective and efficient use of computers in the elementary school classroom. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), Paint/Drawing (KidPix3) and graphic organizers (Kidspiration) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a slow pace for beginners.

This workshop will be tied closely to the Educational Technology curriculum which will be developed over the summer and distributed during the workshop. Participants will develop a clear understanding of the specific technology skills your students should have before moving on to the next grade level.

Depending upon participant needs, one of the applications will be examined in detail to allow you to create a product that you can take back to your classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #10: Integrating Technology Into the Elementary Curriculum – Intermediate/Advanced

Location		Audience
Lawrence – Classroom w/12 Station PC Laptop Mobile Lab		K-5 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
12	Jen Fignar – Spencer	Comfort with using technology



This workshop will be taught using the Mobile, 12-station Laptop cart. Learn to use laptop computers in your classroom to make effective and efficient use of technology to enhance instruction. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), Paint/Drawing (KidPix3), presentations (PowerPoint), and graphic organizers (Kidspiration) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a more rapid pace for the Intermediate/Advanced computer user.

This workshop will be tied closely to the Educational Technology curriculum, which will be developed over the summer and distributed during the workshop. You will have a very clear understanding of the specific technology skills your students should have before moving on to the next grade level.

Depending upon participant needs, one of the applications will be examined in detail to allow them to create a product that can be taken back to their classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #11: Integrating Technology Into the Middle School Curriculum - Beginner

Location		Audience
WWMS – Library Lab		6-8 Teachers (Beginner)
Capacity	Presenter	Prerequisite
20	Barbara Haeffner - ACES	A desire to integrate computers into the classroom



Learn to make effective and efficient use of computers in the middle school classroom. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), Paint/Drawing (KidPix3) and graphic organizers (Kidspiration) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a slow pace for beginners.

This workshop will be tied closely to the Educational Technology curriculum which will be developed over the summer and distributed during the workshop. Participants will develop a clear understanding of the specific technology skills students should have before moving on to the next grade level.

Depending upon participant needs, one of the applications will be examined in detail to allow you to create a product that you can take back to your classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #12: Integrating Technology Into the Middle School Curriculum – Intermediate/Advanced

Location		Audience
Lawrence Classroom – 8 Station PC Laptop Mobile Lab		6-8 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
8	Josh Smith - ACES	Comfort with using technology



This workshop will be taught using the Mobile, 8-station Laptop cart. Learn to make effective and efficient use of computers in the middle school classroom. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), Paint/Drawing (KidPix3), presentations (PowerPoint), and graphic organizers (Kidspiration) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a more rapid pace

for the Intermediate/Advanced computer user.

This workshop will be tied closely to the Educational Technology curriculum, which will be developed over the summer and distributed during the workshop. Participants will develop a clear understanding of the specific technology skills your students should have before moving on to the next grade level.

Depending upon the participant needs, one of the applications will be examined in detail to allow you to create a product that you can take back to your classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #13: Integrating Technology Into the High School Curriculum - Beginner

Location		Audience
MHS – Room 701		9-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
16	Judy Kalinowski - MHS	A desire to integrate computers into the classroom



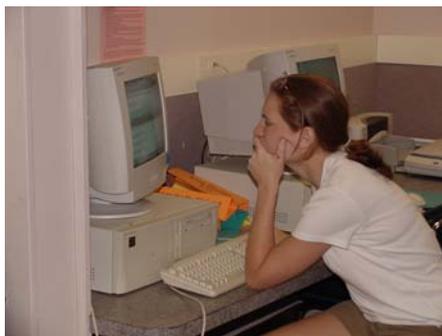
Learn to make effective and efficient use of computers in the high school classroom. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), and Presentations (PowerPoint) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a slow pace for beginners.

This workshop will be tied closely to the Educational Technology curriculum which will be developed over the summer and distributed during the workshop. Participants will develop a clear understanding of the specific technology skills your students should have before moving on to the next grade level.

Depending upon the participant needs, one of the applications will be examined in detail to allow you to create a product that you can take back to your classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #14: Integrating Technology Into the High School Curriculum – Intermediate/Advanced

Location		Audience
MHS - Library Computer Lab		9-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
17	Kristen Chasse - MHS	Comfort with using technology



Learn to make effective and efficient use of computers in the high school classroom. Examine ways to use a variety of applications such as word processing (MS Word), spreadsheets (MS Excel), Paint/Drawing (KidPix3), presentations (PowerPoint), and graphic organizers (Kidspiration) as well as the Internet to enhance lessons. Explore methods to manage the time that students spend on the computer so that this valuable tool can be a part of the classroom experience all day long. Additionally, you will discuss techniques for managing a computer lab of 20-25 young children. This workshop will progress at a more rapid pace for the Intermediate/Advanced computer user.

This workshop will be tied closely to the Educational Technology curriculum, which will be developed over the summer and distributed during the workshop. Participants will develop a clear understanding of the specific technology skills your students should have before moving on to the next grade level.

Depending upon the participant needs, one of the applications will be examined in detail to allow you to create a product that you can take back to your classroom. *Please bring a lesson or two with you that you would like to augment with computers.*

Workshop #15: Basic PC use to Support Classroom Instruction

Location		Audience
MHS – Room 702		K-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
14	Kathy Adams - MHS	A desire to start using technology in your classroom



This workshop is designed for the beginner and will be presented in a slow-paced, supportive fashion. You will focus on how computers can be seamlessly integrated into the instructional process as a tool to support learning. Email use, Internet resources, MS Word, and other applications will be examined as you learn to create a product, save, print, and share.

The workshop will prepare teachers to use technology confidently for professional productivity as well as with students. *Please be prepared with a lesson or lesson ideas that you wish to enhance with technology.*

Workshop #16: Using PowerPoint to Enhance Your Classroom – Beginner

Location		Audience
Lawrence – Computer Lab		K-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
20	Martin Skelly – Bielefield School	A desire to use technology as a tool



Learn to ‘WOW’ your students and parents with a PowerPoint presentation. The training will provide a basic understanding of a PowerPoint presentation along with ideas for classroom incorporation. Areas to be covered: parts of a window, editing and formatting text, using bullets, adding graphics, WordArt, tables, charts and managing a slide show. You will learn how PowerPoint can be used in the classroom to enhance student learning.

Upon completing of this workshop, you will have created a PowerPoint presentation to present to your students or their parents. *Please bring some material you would like to use as part of a unit of study or appropriate information you would like to share at Open House for parents.*

Workshop #17: Using PowerPoint to Enhance Your Classroom – Intermediate/Advanced

Location		Audience
WWMS – Room 320		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
20	Ryan Hunt - MHS	A desire to use technology as a tool



Would you like to ‘SPICE’ up your PowerPoint presentations? This workshop is designed to help intermediate/advanced PowerPoint users enhance their basic PowerPoint presentations by incorporating numerous multimedia formats. Special attention will be paid to sound, video, and images from the web and digital photography. Authoring with PowerPoint will also be covered, including the use of buttons and navigation. Participants will also learn how to import files and customize their products.

Upon completing this workshop, you will have created a PowerPoint presentation to present to your students or their parents that incorporates animations and multimedia features. *Please bring some material you would like to use as part of a unit of study or appropriate information you would like to share at Open House for parents.*

Workshop #18: Using PowerPoint to Enhance Instruction – Intermediate/Advanced (online workshop – self paced)

Location		Audience
MHS – Room 306		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
18	John Watson – MPS Ed. Tech. Facilitator	The ability to use a Web browser and navigate Windows



Powered by
Socratease

Web-Based Training (WBT) gives you the opportunity to access professional development activities at a time and place most convenient for YOU! One major benefit is that WBT lets you move at your own pace, rather than at the pace of others in the training session. WBT is also an excellent resource that you can refer back to. It also ensures that everyone gets the same information, rather than relying on several different instructors teaching several different ways.

This session will prepare you to integrate PowerPoint into your classroom by allowing you to create a PowerPoint presentation and develop a lesson with your product. *Please be prepared with a lesson that you would typically present to students. If you have any digital photos or typed information, please feel free to bring that as well.*

Workshop #19: Using Excel to Enhance Instruction – Intermediate/Advanced (online workshop – self paced)

Location		Audience
Adult Ed. – Room 106		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
14	Linda Johnson – Spencer/Macdonough	The ability to use a Web browser and navigate Windows



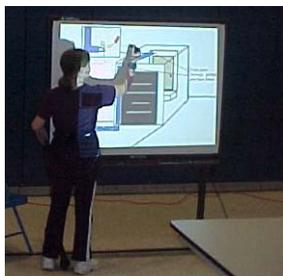
Powered by
SocratEase

Web-Based Training (WBT) gives you the opportunity to access professional development activities at a time and place most convenient for YOU! One major benefit is that WBT lets you move at your own pace, rather than at the pace of others in the training session. WBT is also an excellent resource that you can refer back to. It also ensures that everyone gets the same information, rather than relying on several different instructors teaching several different ways.

This session will prepare you to integrate Excel into your classroom by allowing you to create an Excel spreadsheet and develop a lesson with your product. The specific lesson brings you through basic to advanced features of Excel while you create a spreadsheet that highlights the incredible cost of smoking over the period of a week, month, year and a lifetime. *Please be prepared with a lesson that focuses on listing, organizing, or calculating.*

Workshop #20: SmartBoard: An Interactive Tool for Improving Student Collaboration

Location		Audience
Administration Office – BOE Room		K-12 Teachers (Intermediate)
Capacity	Presenter	Prerequisite
12	Oletha Walker – Macdonough School	Access to a SmartBoard & intermediate computer skills



Do you want to increase student interaction in your classroom? In this workshop, you will learn how to use the SmartBoard and integrate it in your classroom. This electronic whiteboard will enhance the way we communicate with students. Come and try out the SmartBoard to see how it will fit in your classroom.

Upon completing this workshop, you will have created a lesson that calls for interaction between students using the SmartBoard. *Please bring some material you would like to use as part of a unit of study and an Internet site that you often use with your class.*

Workshop #21: Using MS Publisher to Create Brochures/Newsletters for the Classroom - Beginner

Location		Audience
Snow – Computer Lab		K-12 Teachers (Beginner)
Capacity	Presenter	Prerequisite
20	Michele Velissariou - MHS	Basic computer skills (MS Word experience helpful)



Would you like to send home a brochure or a professional looking newsletter? This workshop is designed to provide basic desktop publishing for teachers to use in their classrooms. Students and parents will be in awe as they read information displayed in such an attractive document. Participants will learn to use Microsoft Publisher to create class publications and newsletters.

Upon completing this workshop, you will have created a brochure/newsletter that can be used in your classroom. *Please bring some material you would like to use as part of a unit of study or information and photos about your classroom.*

Workshop #22: Using MS Publisher to Create Brochures/ Newsletters for the Classroom Intermediate/Advanced

Location		Audience
Adult Ed. – Mini Lab		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
8	Nicole Michelle - Bielefield	Comfort using technology (Word/PowerPoint helpful)



Between basic tools and the 450+ pre-made templates, Publisher offers tremendous productivity opportunities. You will create a newsletter or brochure (based on the interests of the participants) from pre-made files (templates). Learn how the files were pre-made, the techniques of inserting text and clip art, adding new pages, adjusting margins, inserting graphics and using ruler guides. Learn to integrate digital photography into your desktop publishing.

Upon completing this workshop, you will have created a brochure/newsletter that can be used in your classroom.. *Please bring some material you would like to use as part of a unit of study or information and photos about your classroom.*

Workshop #23: Using Excel to Enhance Classroom Instruction - Beginner

Location		Audience
Keigwin – Room 8		K-12 Teachers
Capacity	Presenter	Prerequisite
20	Kevin Doran – Keigwin	A desire to creatively work with numbers, lists, or categories with students



Excel is the ideal program for calculating (summing, averaging, counting) numbers, making lists, or organizing information. This workshop will familiarize you with the basic skills necessary for creating an Excel spreadsheet. Specific areas to be covered include cell navigation, entering text, formatting, editing, sorting, creating a chart, and entering basic formulas. Although Excel is a great program for Science and Math activities, teachers from all disciplines will benefit from participating in this workshop.

As a result of this workshop, you will develop an Excel spreadsheet to enhance one of your lessons. *Please be prepared with a list, set of numbers, or items to be categorized. Examples include a list of authors and books, cost of items to count, sum, or average, or a list of explorers to categorize.*

Workshop #24: Using Excel to Enhance Classroom Instruction – Intermediate/Advanced

Location		Audience
MHS – Room 407		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
20	James van Pelt - ACES	The ability to create basic spreadsheets



Take Excel to the next level with more sophisticated and powerful tools. Specific areas to be covered include advanced formulas and functions, creating charts (with one keystroke), Advanced charting, filtering, mail merges (using Word), Auto-Formatting, working with sheets, headers/footers, and printing options. Pivot tables may also be covered. Although Excel is a great program for science and math activities, teachers from all disciplines will benefit from participating in this workshop.

As a result of this workshop, you will develop an Excel spreadsheet to enhance one of your lessons. *Please be prepared with a list, set of numbers, or items to be categorized. Examples include a list of authors and books, cost of items to count, sum, or average, or a list of explorers to categorize.*

Workshop #25: ePals Classroom Exchange (Filtered Email for Collaborative Projects)

Location		Audience
Keigwin – Library Computer Lab		4-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
12	Ann Lohrand - WWMS	The ability to use a Web browser and navigate the Internet



ePals classroom exchange is a safe, manageable tool that allows you to broaden your students’ classroom experience through communication and collaboration with children from around the world. Unlike conventional email where “anything goes,” ePals has a powerful filtering and monitoring tool built in so that you can view student communication and receive notification of students are attempting to send files (attachments such as photos, games, etc.) or are using profanity. Such files are NOT sent until approved by the you. Classes from around the world are seeking students to collaborate and ePals has specific projects for you to investigate.

As a result of participating in this workshop, you will learn how to use ePals and establish accounts for your students and begin searching for a partner class. *Please come prepared with at least one of your class lists as well as several countries with which you would like to collaborate.*

Workshop #26: Locating and Using WebQuests to Foster Problem Solving & Collaborative Learning - Intermediate

Location		Audience
ACES – Mac/PC Lab		3 -12 teachers (Intermediate)
Capacity	Presenter	Prerequisite
14	Tara Rothman - ACES	The ability to use a Web browser and navigate the Internet



WebQuests: Teacher-created online lessons, categorized by subject and grade level, are available for you to use in your classroom. A Web Quest is an inquiry-based activity in which most or all of the information is obtained using the Internet. Students assume roles as members of a group trying to solve specific problems in a simulated scenario. All components, from introduction, materials, and tasks to the final evaluation are included.

As a result of participation in this workshop, you will learn how to locate and evaluate WebQuests for use in your classroom. During the training you will actually locate and plan the implementation of a WebQuest for use with your students. *Please be prepared with several curricular topics to include in your WebQuest.*

Workshop #27: Creating a WebQuest to Foster Problem Solving & Collaborative Learning – Beginner (Using Finalsite)

Location		Audience
Wesley – Computer Lab		3 -12 teachers - Intermediate
Capacity	Presenter	Prerequisite
8	Howard Gunther - ACES	The ability to use a Web browser, create a document, and save (Finalsite experience preferred)



This workshop will allow you to create a WebQuest, a teacher-created online lesson. A Web Quest is an inquiry-based activity in which most or all of the information is obtained using the Internet. Students assume roles as members of a group trying to solve specific problems in a simulated scenario. You will develop all components from introduction, materials, and tasks to the final evaluation.

As a result of participation in this workshop, you will evaluate and create a WebQuest for use in your classroom. During the training you will build a WebQuest for use with your students. *Please be prepared with an entire lesson (3 – 4 days to 2 weeks worth of instruction). Additionally, please locate and bring at least 12 resources that students can access for the topic you will focus on.*

Workshop #28: Creating a KidPix3 Slide Show with your Students – Beginner/Intermediate

Location		Audience
Spencer – Computer Lab		K-3 Teachers (Beg./Int.)
Capacity	Presenter	Prerequisite
20	Diane Watrous - Bielefield	Ability to save, basic computer skills



How would you and your students create a slide show together? In this workshop, teachers will explore features of the new KidPix 3 and discuss different ways it can be incorporated in the classroom. Ideas will also be exchanged on classroom management in a computer lab situation, saving all student work to a server, and bringing in the multimedia aspect. Teachers will be shown how students can design one slide, import their own picture (with digital photography), and record their own text. Teachers will learn how to import any graphic (clip art, download graphics from the Internet, etc.) to enhance the slide show.

Upon completion of this workshop, you will have a basic slide show that can be shared with your students. *Please bring some material you would use to create your slide show (curricula, photos on a floppy diskette, etc.).*

Workshop #29: Brainstorm With Kidspiration! A visual learning tool for students K-5

Location		Audience
ACES – Computer Lab (Win)		K-5 Teachers (All Levels)
Capacity	Presenter	Prerequisite
12	Julie Greeman – Wesley Jim Moyle – ACES Trainer	Basic computer skills

Kidspiration helps K-5 students see, organize, and develop their great ideas. Using the proven principles of visual learning, kids build their confidence in creating stories, organizing information, understanding concepts, and expressing and sharing their thoughts.



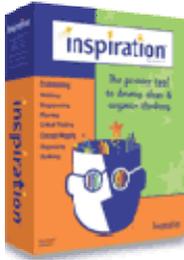
Upon completion of this workshop, you will be able to

- Brainstorm ideas with words and pictures with your class
- Organize and categorize information visually
- Create assessment pages that students can complete on the computer

In addition, you will have a complete Kidspiration unit to take back to your classroom, plus a disk with several templates to MODIFY to fit your classroom needs. *Please be prepared with several curricular topics to brainstorm or categorize.*

Workshop #30: Get Inspired with Inspiration (Concept/Idea Mapping)

Location		Audience
TBA		6-12 Teachers (All Levels)
Capacity	Presenter	Prerequisite
TBA	Meryl Menon - ACES	Basic computer skills



Inspiration is a powerful visual tool for creating graphic organizers. As students develop their own graphic organizers they are able to learn about relationships among topics, people and events. Use this versatile and valuable tool for brainstorming, organizing, pre-writing, concept mapping, planning, outlining, diagramming and webbing.

Upon completion of this workshop, you will

- use graphic organizers to visually represent concepts and relationships
- create a diagram and outline
- create internet hyperlinks to connect to resources on the web

Please bring a lesson or several lesson ideas with you to the workshop.

Workshop #31: GradeQuick!

Location		Audience
Keigwin – Room 21		6-12 Teachers (All Levels)
Capacity	Presenters	Prerequisite
10	Nicole Hinkle & Nancy Alberico	Basic computer skills



This workshop is designed to refresh your skills with the GradeQuick program after the summer off. Areas of focus will include entering and weighing grades, overriding grades and comments, sending grades to the office, seating charts, progress reports, saving files, and ensuring that your gradebook meets the requirements of the main office so that grading can be a smooth process.

Upon completion of this workshop, you will have setup your gradebooks for the upcoming year and become more comfortable using the tool for classroom assessment and management. *Please stop in your office and gather your class lists (course numbers) beforehand.*

NOTE: *Depending upon the interest of this workshop, the location may be changed to more appropriately accommodate the participants.*

Workshop #32: Creating a Web Page for Your Classroom – Beginner

Location		Audience	
Farm Hill Computer Lab		K-12 Teachers (Beginner)	
Capacity		Presenter	
15		Sharon Bloom – Farm Hill	
		Prerequisite	
		A desire to improve instruction and classroom management	



A classroom website can help improve instruction and streamline the way you manage your classroom. By posting assignments, templates, worksheets, and student products on your website, you can actually reduce the need for filing, photocopying, and organizing lesson materials. Additionally, students have the opportunity to share and view each other's work, enhancing the value of their assignments. A classroom website will also improve parental involvement and allow students to access work from home or any Internet-connected computer. This workshop will allow the novice computer user to simply input text into fields and create a webpage, catering to beginners in a slow-paced, supportive

atmosphere.

Upon completion of this workshop, you will have a fully functional, live website for your classroom. *Please bring some material you would like to post on your website, such as a list of assignments, major projects, or information you would want to share with students and parents.*

Workshop #33: Creating a Web Page for Your Classroom – Intermediate/Advanced

Location		Audience	
Training Center – 310 Hunting Hill		K-12 Teachers (Int./Adv.)	
Capacity		Presenter	
14		Bob Polselli	
		Prerequisite	
		Ability to Save, use IE, navigate the Web	



A classroom website can help improve instruction and streamline the way you manage your classroom. By posting assignments, templates, worksheets, and student products on your website, you can actually reduce the need for filing, photocopying, and organizing lesson materials. Additionally, students have the opportunity to share and view each other's work, enhancing the value of their assignments. A classroom website will also improve parental involvement and allow students to access work from home or any Internet-connected computer. This workshop will allow the more advanced computer user to build a powerful webpage complete with Word or PowerPoint documents, student assignment, photos, and

even a homework calendar.

Upon completion of this workshop, you will have a fully functional, live website for your classroom. *Please bring some material you would like to post on your website, such as a list of assignments, major projects, or information you would want to share with students and parents.*

Workshop #34: MS Word – Intermediate/Advanced

Location		Audience
Adult Ed. - Classroom		K-12 Teachers (Int./Adv.)
Capacity	Presenter	Prerequisite
8	Roberta Avery - Wesley	Experience using MS Word



Microsoft Word can be a powerful classroom tool to help you and your students make the most effective use of the learning time you have together. Although Word is typically used for letter writing and other narrative projects, this workshop will allow you to explore the tools that expands the functionality of Word. Specific attention will be paid to mail merge, using tables, inserting files and images, text boxes, WordArt, using preinstalled templates, designing a template of your own, making a document “Read Only”, and creating form fields for students to enter data.

Please bring along some material that you usually hand out to the students or an activity that you use in your classroom that could be enhanced using Word.

Workshop #35: District Approved Software: A Survey of Age Appropriate Software for Learning

Location		Audience
TBA		K-12 Teachers (All Levels)
Capacity	Presenter	Prerequisite
TBA	TBA	An interest in familiarity with software available to you and your students



If you are wondering what software is installed on the computers in the lab or in your room, look no further. This workshop will allow you to survey the software that is available and learn what each program can do for you and your students.

Upon completion of this workshop, you will understand the varied software that is available for your use. Depending on the makeup of the group, one or two of the applications will be examined in detail and you will come away with a product that you can use in your classroom. *Please bring some material from a lesson you already teach that you would like to augment using technology.*

Workshop #36: Curriculum Mapping Software Preview

Location		Audience
Farm Hill – Library		6-8 Teachers (All Levels)
Capacity	Presenter	Prerequisite
5	TBA	Basic computer skills



To support the middle schools' curriculum mapping initiative, grades 6-8 teachers will be invited to use one of two commercial products that will allow them to input and review their own maps while at the same time reviewing their colleagues' maps. Electronic mapping eliminates the paper chase and allows easier collaboration between grades and improved interdisciplinary coordination. It also allows you to review state and national frameworks. *Please bring last year's lesson plans along with any ideas for the coming year.*

