

Fall 2011 Technology Workshop Offerings

As the summer comes to a close, teachers' thoughts turn to the classroom. This year in Gower 62, our students will experience several wonderful changes in their classrooms as they use SMARTboards in some of their classes, and iPads and portable document cameras in others. There are new iMac desktops in Lab 117, and there are many more new MacBooks available for student use.

In order to raise your comfort level with these fantastic technology tools, the following workshops have been planned: 1) Train-the-Trainer Workshop for SMARTboard, 2) Office for Mac, 3) SMART Start for Beginners, 4) Making the Grade on the Mac, 5) Mac Mornings, and 6) SMART Support Afternoons.

Please read the descriptions for each of these offerings and determine which work best for you. There is a space for you to sign up for any that you are interested in, and there is a space for you to add comments, questions and suggestions for each workshop. Of course you can e-mail Rebecca and/or KyMBERli if you prefer. See you soon!

1. Train-the-Trainer Workshop for SMARTboard

9:00-3:00 Monday, August 15 AND 9:00-3:00 Tuesday, August 16 (12 hours) in Kevin Neubert's Classroom. Based upon discussions with teams and departments last spring, teachers were asked to step into a leadership role in learning/teaching about effective use of the SMARTboard. The following teachers are scheduled to attend this training and support their peers in SMARTboard implementation: Kevin Neubert, Jennifer Kolze, Sharon Grossklas, Emily Ziebka, and Pat Evans and/or Doreen Sobol. This workshop is designed to give them the tools to support their teams and departments this fall, but anyone is welcome! Marcin needs to re-image your laptop before this time so that you have the latest software. Please type your name below if you wish to attend, followed by any comments, questions and suggestions you may have. (The textbox will expand as you type.)

2. Office for Mac (Word, PowerPoint, Excel and Outlook E-mail)

10:00-2:00 Wednesday, August 17 (4 hours) by the LRC SMARTboard. This workshop is designed to highlight the features of Office othe Mac side. We will review the locations of menus and tools as we create a new file in each of these programs, and we will practice opening files that you have created on the Windows side. We will discuss options for converting files, and look at how files can be saved for students to use on either platform at home. We will explore the basic functions of Outlook Mail on the Mac side. Marcin needs to re-image your laptop before this time so that you have the latest software. Please type your name below if you wish to attend, followed by any comments, questions and suggestions you may have. (The textbox will expand as you type.)

3. SMART Start

10:00-2:00 Thursday, August 18 (4 hours) Location TBA (Middle Classroom with a new SMARTboard) This workshop is designed for any teacher who is getting a SMARTboard this fall, or for anyone who will be accessing a SMARTboard with students in any capacity. This is a beginner-level workshop in which participants will learn how to create a new lesson for presentation and modify it for student practice (either individually or in small groups). We will review the best places to find lessons that are already created, and review how to download those, modify them for your own use, and save them for re-use. Due to time constraints, we will probably not review the integration of clickers during this session. However, there will be ample time provided in early weeks of school for us to cover this. Marcin needs to re-image your laptop before this time so that you have the latest software. Please type your name below if you wish to attend, followed by any comments, questions and suggestions you may have. (The textbox will expand as you type.)

4. Making the Grade on the Mac

Institute Days, Locations TBA, Middle Classrooms. Making the Grade will only be available on the Mac side this year, so this is a required workshop for all Middle Teachers. We will work together to import your class lists and set up your gradebook. The screens and interface are practically identical, and we'll work together to lower your anxiety level about this change. Marcin needs to re-image your laptop before this time so that you have the latest software. *** You do NOT need to sign up for this, as everyone will attend a session on Institute Day. However, if you have any comments, questions and suggestions, please do type your name so that you can be contacted with a response. (The textbox will expand as you type.)

5. Mac Mornings

7:00 Monday and/or Tuesday, beginning August 29/30, by appointment by Middle LRC SMARTboard. This time is designed for one-on-one or small group help, whether it's a new topic not mentioned above or just the need for a little more guided practice. (If you wish, this time could be used for hands-on practice with the new document cameras and the iPads, but these new items will not be ready for use until after Labor Day.) Once school starts, please e-mail Kymberli directly to schedule these appointments. In the meantime, if you're planning to put this time on your calendar, please type your name in the space below and indicate what type of help you think you might want. Of course if you have any comments, questions and suggestions, include your name so you can be contacted with a response.

6. SMART Support

3:15 Monday and/or Tuesday, beginning August 29/30 by appointment, Location TBA (Middle Classroom with a new SMARTboard). This time is designed for one-on-one or small group help, whether it's a new topic not mentioned above or just the need for a little more guided practice. Once school starts, please e-mail Kymberli directly to schedule these appointments. In the meantime, if you're planning to put this time on your calendar, please type your name in the space below and indicate what type of help you think you might want. Of course if you have any comments, questions and suggestions, include your name so you can be contacted with a response.

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