

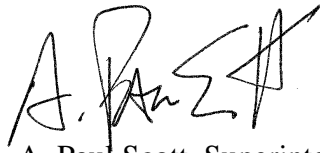
# PERU CENTRAL SCHOOL DISTRICT

# SUMMER ACADEMY 2010

# INFO TECH WORKSHOPS

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To: **Administrators**  
**Teacher Team Coordinators and Faculty Association Leaders**  
**Support Operations Supervisors**  
**Staff Development Committee Convener**  
**Information Technology Network 'Tech Team'**



From: A. Paul Scott, Superintendent of Schools

Date: June 16, 2010

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Ten information technology-related professional development workshops are slated for our summer 2010 academy, to follow through with the priorities established in our collaboratively constructed multi-year information technology network resources plan. Seating for each workshop is **limited** and dependent upon advance approval for participation.

The **Request for Participation** form is attached and **due at the district office** no later than **Wednesday, June 23, 2010 at noon**. Each workshop is eligible for hourly stipend or in-service credit. Workshop locations are provided within the brief description for each workshop.

Thank you for your consideration!

**ESCHOOLDATA: TEACHER INTERFACE (BASIC)**

**Wednesday, September 1<sup>st</sup> 2010. 8:30 AM to 12:30 PM,** Intermediate Computer Lab. This workshop will focus attendance, finding information on students, entering comments, progress reporting, printing reports and labels. This workshop set will be presented by staff from the Northeastern Region Information Center eSchooldata Support service.

**ESCHOOLDATA: TEACHER INTERFACE (GRADEBOOK & REPORTING)**

**Thursday, September 2<sup>nd</sup> 2010. 8:30 AM to 12:30 PM,** Intermediate Computer Lab. This workshop will focus on the gradebook, grade entry, progress reporting, parent portal posting and provide guided hands-on work time. This workshop set will be presented by Chuck Henry and staff from the Northeastern Region Information Center eSchooldata Support service.

**INTRODUCTION TO SMARTBOARD AT PERU CSD**

**Monday, August 30<sup>th</sup> 2010. 8:30 AM to 10:30 AM,** Intermediate Computer Lab. This hands-on introductory session will focus on the basics of using a SmartBoard in a classroom. We'll begin by looking at troubleshoot basic problems and calibrating the board. We'll move to topics such as using the Smart Tools in common applications like Microsoft PowerPoint and Internet Explorer and the basics of the powerful tool Smart Notebook. Participants are encouraged to bring materials to begin creating SmartBoard lessons. This session will be facilitated by members of Peru's faculty.

**SMARTBOARD IN THE CLASSROOM**

**Tuesday, August 31<sup>st</sup> 2010. 8:30 AM to 12:30 PM,** Primary Computer Lab. This hands-on workshop, intended for teachers with SmartBoards in their classrooms, focuses on teaching strategies using the interactive nature of the technology. The facilitators will present examples of strategies along with practical "how-tos" to achieve those strategies. Participants are encouraged to bring previous projects to share and materials to further develop and enhance their curriculum. This session will be facilitated by members of Peru's faculty.

**GETTING STARTED WITH MOODLE**

**Tuesday, August 31<sup>st</sup> 2010. 8:30 AM to 12:30 PM,** Intermediate Computer Lab. Moodle is an Internet tool that allows the classroom to extend onto the web. This hands-on workshop, intended for teachers who are new to Moodle or just getting started, will focus on configuring the basic classroom and present some ideas on how to use Moodle's various features to enhance classroom learning. This session will be facilitated by members of Peru's faculty.

**NAVIGATING WEB OUTLOOK: BEYOND READING AND WRITING EMAIL**

**Thursday, September 2<sup>nd</sup> 2010. 8:30 AM to 10:30 PM,** Primary Computer Lab. Microsoft Outlook Web Access is the standard email client across the district. Beyond email, Outlook provides a platform for personal productivity using calendars, task lists, files and filters. This hands-on workshop will highlight features of Outlook Web Access that turn the application from "just an email program" into a productivity tool. This workshop will be presented by a member of the IT Team.

**INTRODUCTION TO ELECTRONIC PAPER: USING PDFs**

**Thursday, September 2<sup>nd</sup> 2010. 10:30 AM to 12:30 PM,** Primary Computer Lab. A second section of this workshop will be offered the day before, at the same location & time of day, if enrollment for the September 2<sup>nd</sup> workshop exceeds 25 participants. Adobe Acrobat Portable

Document Format (PDF) is the de facto “electronic paper” of the Internet. This easy to distribute and use format is increasingly important to Peru CSD’s goal of reducing of paper consumption. This hands-on workshop will focus on the creation of PDF files, basic features of Acrobat Reader and advanced topics such as PDF management and searching through PDFs. This workshop will be presented by Chuck Henry.

### **MOUNTAIN LAKE PBS: VIDEO IN TEACHING AND LEARNING (VITAL)**

**Friday, September 3<sup>rd</sup> 2010. 10:30 AM to 12:30 PM**, Intermediate Computer Lab. Mountain Lake Public Broadcasting Service provides to local school a website called Video in Teaching and Learning (VITAL). This website provides videos and curricular support for math, ELA, science and social studies for grades K through 8 and regents-aligned resources for content areas such as history, geography, environment, earth science and chemistry. This presentation will provide an introduction to the resources and tools that VITAL provides. This session will be facilitated by a representative of Mountain Lake PBS.

### **INTERNET SEARCHING: BEYOND GOOGLE**

**Friday, September 3<sup>rd</sup> 2010. 8:30 AM to 10:30 PM**, Intermediate Computer Lab. The Google search engine is an incredible tool. It can provide millions of pages of search results. However, sifting through this mountain of results to find meaningful information can be difficult. Luckily, Google’s search is not the only way to find meaningful information. This hands-on workshop will focus on the use of ‘vertical search engines’ and category-based searches as supplement to Google search tools. This workshop will be presented by Chuck Henry.

### **INTERNET SAFETY**

**Monday, August 30<sup>th</sup> 2010. 10:30 AM to 12:30 PM**, Intermediate Computer Lab. This presentation will focus on strategies to protect one’s identity on the Internet [both at home and in the classroom] and how to keep your computer secure with the proper use of Windows updates, anti-virus and anti-malware. This workshop will be presented by Chuck Henry.

# REQUEST FOR PARTICIPATION

## PERU CSD SUMMER 2010 ACADEMY

### INFORMATION TECHNOLOGY WORKSHOPS

Interested in participating? Please complete and submit this request form to your administrator or supervisor, who'll consider your request and pass your request along to the district office. **Requests are due no later than noon on Wednesday, June 23, 2010** at the district office.



Your Name: \_\_\_\_\_ [Please print]

Today's Date: \_\_\_\_\_

Please consider approving my engagement with the workshop[s] I've checked below. In the event I am requesting participation in multiple workshops, I've identified 1<sup>st</sup> choice', '2<sup>nd</sup> choice', '3<sup>rd</sup> choice', etc.

- EschoolData Basic** Teacher Interface – September 1<sup>st</sup>.
- EschoolData** Teacher Interface for **Gradebook & Reporting** – September 2<sup>nd</sup>.
- Introduction to SmartBoard** at Peru CSD – August 30<sup>th</sup>.
- SmartBoard in the Classroom** – August 31<sup>st</sup>.
- Getting Started with Moodle** – August 31<sup>st</sup>.
- Navigating Web Outlook** Beyond Reading & Writing Email – September 2<sup>nd</sup>.
- Introduction to Electronic Paper: **Using PDFs** – September 2<sup>nd</sup>.
- Mountain Lake PBS: **Video in Teaching & Learning** [VITAL] – September 3<sup>rd</sup>.
- Internet Searching**: Beyond Google – September 3<sup>rd</sup>.
- Internet Safety** – August 30<sup>th</sup>.

I understand that seating is limited. Thanks for your consideration. My preference for workshop attendance is [check one]:

- HOURLY STIPEND.**
- IN-SERVICE CREDIT**
- NOT APPLICABLE TO ME SINCE I'M AN EMPLOYEE WHO WORKS DURING THE SUMMER RECESS PERIOD**

Signature & Date of the Individual Requesting Approval	
Signature and Date of the Individual's Supervisor	
Authorization by Superintendent of Schools	

**NOTICE OF APPROVED REQUESTS WILL BE SENT VIA EMAIL, BY JULY 1<sup>ST</sup>, PERHAPS SOONER THAN THAT.**