

# **Technology Workshops**



**Spring 2009**

# Technology Workshops



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The following Technology Workshops will be made available to District #27 staff for the 2008-2009 school year. These workshops are presented in order of skill level and are designed to help staff use software and products that are currently available in all schools. The class size of each of these workshops will be limited to 8, so sign-up early. Each workshop is scheduled on a Thursday and will last for two hours with a stipend of \$50.00 paid to each participant (TRS amount of \$4.70 will be deducted from this amount). All of the workshops will be taught in the LJHS Computer Lab.

Sign up by emailing Barb Coffey at [bcoffey@lincoln27.net](mailto:bcoffey@lincoln27.net) or calling 732-3535.

Workshop Title	Description of Workshop	Skill Level	Workshop Date & Time
<p><b>Tips, Tricks &amp; Techniques</b></p>	<p>Due to requests of teachers, we are again offering this workshop from last year. This workshop is designed for teachers who want to get more comfortable with using the computer. This class will be set at a very slow-pace so that basic skills can be taught that will help users look at the computer as a friend instead of a sworn enemy. This workshop will cover these skills:</p> <p><b>Part One - Basic Computer Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creating folders</li> <li><input type="checkbox"/> Saving documents</li> <li><input type="checkbox"/> Locating documents</li> <li><input type="checkbox"/> Using a flash drive</li> <li><input type="checkbox"/> Burning a CD</li> <li><input type="checkbox"/> Saving any word document as a webpage</li> </ul> <p><b>Part Two - Using lincoln27.net email account</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Getting into account</li> <li><input type="checkbox"/> Sending email</li> <li><input type="checkbox"/> Attaching a file</li> <li><input type="checkbox"/> Downloading an attachment</li> <li><input type="checkbox"/> Searching for old emails</li> <li><input type="checkbox"/> Creating labels to organize saved emails</li> <li><input type="checkbox"/> Creating a contacts list / group</li> </ul>	<p>Beginner</p>	<p><b>March 26</b></p>
<p><b>Microsoft Word</b></p>	<p>Participants of this workshop will learn how to use Microsoft Word features to create a document that contains the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Table</li> <li><input type="checkbox"/> Bullets</li> <li><input type="checkbox"/> Numbering</li> <li><input type="checkbox"/> Pictures</li> <li><input type="checkbox"/> Labels</li> <li><input type="checkbox"/> Merged Data</li> </ul> <p>Teachers unfamiliar with Microsoft Word would benefit from first attending the Tips, Tricks and Techniques workshop being offered on March 26.</p>	<p>Beginner to Intermediate</p>	<p><b>April 2</b></p>

<p style="text-align: center;"><b>Microsoft PowerPoint</b></p>	<p><b>This workshop is back by teacher request.</b> This workshop is geared toward teachers who have always wanted to learn how to use PowerPoint but have not found someone to teach them the basics. It will be taught at a very slow pace and will be geared to people who have little / no experience using PowerPoint. Participants will be provided with a basic template for setting up slideshows. They will be walked through setting up an instructional PowerPoint that can be used in the classroom to teach content. These same instructions can be revamped and used to teach students how to create an informational PowerPoint of their own. We will discuss other student and teacher uses for PowerPoint. Some of the basics that will be covered:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic setup</li> <li><input type="checkbox"/> Slide design</li> <li><input type="checkbox"/> Slide transition</li> <li><input type="checkbox"/> Animation schemes</li> <li><input type="checkbox"/> Custom animation</li> <li><input type="checkbox"/> Hyperlinks</li> <li><input type="checkbox"/> Inserting</li> </ul> <p>Please come to this workshop with a class topic so that you walk away with a usable lesson.</p>	<p style="text-align: center;">Beginner</p>	<p style="text-align: center;"><b>April 16</b></p>
<p style="text-align: center;"><b>Interventions Using Technology</b></p>	<p>Participants will learn how using technology programs, that make learning fun, can be used with students to help provide additional practice in core learning areas. Participants will first learn how to set up students, then setup activities that are aligned with the Illinois Learning Standards. Participants will also learn how to set up the program to gather data on each student and then how to use the data gathered to help guide classroom instruction, determine needed intervention strategies for individual students and provide documentation that proves the student has been given additional practice in needed instructional areas. This workshop will primarily focus on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Educationcity.com</li> <li><input type="checkbox"/> Lexia (Reporting Features)</li> </ul> <p>Participants will be encouraged to discuss and ask questions about technology programs that they are using in their classrooms. Time will be used to set up students, create activity assignments and review data already gathered by those using the program.</p> <p><i>Please send any questions you would like answered to <a href="mailto:bcoffey@lincoln27.net">bcoffey@lincoln27.net</a> prior to the workshop date.</i></p>	<p style="text-align: center;">Beginner to Intermediate</p> <p style="text-align: center;"><i>This workshop will be presented at a level that any participant can understand.</i></p>	<p style="text-align: center;"><b>Tuesday, April 28</b></p>

<p><b>Microsoft Excel</b></p>	<p>Participants will learn how to use basic features of Microsoft Excel. All District #27 staff have been using Excel to record RtI data. The first session will help provide some basic instruction so that teachers can get more comfortable handling the data for their own classroom purposes. The second session will be geared towards becoming more comfortable using Excel for basic classroom projects with students.</p> <p><b>Part One - Using Excel as a Data/Management Tool</b>  <b>Participants will get more comfortable using Excel tools that make it possible to organize and use spreadsheet data for reporting.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entering Data</li> <li><input type="checkbox"/> Sorting Data</li> <li><input type="checkbox"/> Writing Basic Formulas</li> <li><input type="checkbox"/> Conditional Formatting</li> <li><input type="checkbox"/> Creating Charts</li> <li><input type="checkbox"/> Merging Data into Word Documents</li> </ul> <p><b>Part Two - Using Excel with Students</b>  <b>Participants will learn how to take a typical classroom lesson plan using data and teach the additional skill of Excel to students. Three teachers have volunteered to share their lessons so that I can add an Excel lesson to their plan.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching Excel to students</li> <li><input type="checkbox"/> Modifying an existing lesson</li> <li><input type="checkbox"/> Entering Data</li> <li><input type="checkbox"/> Writing a Basic Formula</li> <li><input type="checkbox"/> Creating a Visual Aid from data</li> </ul>	<p>Intermediate</p>	<p><b>April 30</b></p>
<p><b>Using Microsoft Publisher To Create Classroom Materials</b></p>	<p>Participants will learn how to use Microsoft Publisher so that the investment of finding and purchasing relevant visual aids that align with what is being taught in your classrooms can be reduced. Some basics that will be covered:</p> <p><b>Part One - Publisher Basics (Beginners)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Choosing a presentation type</li> <li><input type="checkbox"/> Editing color scheme</li> <li><input type="checkbox"/> Inserting clipart and other images</li> <li><input type="checkbox"/> Adding/deleting pages</li> <li><input type="checkbox"/> Inserting textboxes and wordart</li> </ul> <p><b>Part Two - Creating Classroom Posters and Banners</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Setting up a Poster</b></li> <li><input type="checkbox"/> <b>Setting up a Banner</b></li> <li><input type="checkbox"/> <b>Time to create projects for your own class</b></li> </ul>	<p>Beginner (Part One) to Intermediate (Part Two)</p>	<p><b>May 7</b></p>
<p><b>Microsoft MovieMaker</b></p>	<p>Participants will learn how to use this free program from Microsoft to create personalized videos. The first half of class participants will follow a tutorial to learn the basics. The second half of class participants will be able to use their own images and / or video clips to create a video. Please bring materials with you on a flash drive or CD to use.</p>	<p>Intermediate to Advanced</p>	<p><b>May 14</b></p>
<p><b>Wikis &amp; Blogging</b></p>	<p>Participants of this class will work together to create a wiki that can be used by all District #27 staff to ask, comment and share RtI intervention information with one another using the internet.</p>	<p>Intermediate to Advanced</p>	<p><b>June 11 (?) Depends on participant desire</b></p>

# 2009 Technology Workshops

Please fill out the following questionnaire and return it in the unit mail to Barb Coffey at LJHS by March 24<sup>th</sup> or email it to [bcoffey@lincoln27.net](mailto:bcoffey@lincoln27.net).

Teacher Name:	
School:	
Grade Taught:	

What level of technology user do you consider yourself?

\_\_\_\_\_ Beginner

\_\_\_\_\_ Intermediate

\_\_\_\_\_ Advanced

Please sign me up for the following workshops:

Workshop Title	Skill Level	Workshop Date & Time	Check those you wish to attend
<b>Tips, Tricks &amp; Techniques</b>	Beginner	March 26	
<b>Microsoft Word</b>	Beginner to Intermediate	April 2	
<b>Microsoft PowerPoint</b>	Beginner	April 16	
<b>Interventions Using Technology</b>	Beginner to Intermediate	Tues., April 28	
<b>Microsoft Excel</b>	Intermediate	April 30	
<b>Using Microsoft Publisher</b>	Beginner (Part One) to Intermediate (Part Two)	May 7	
<b>Microsoft MovieMaker</b>	Intermediate to Advanced	May 14	
<b>Wikis &amp; Blogging</b>	Intermediate to Advanced	June 11 (?) Depends on participant desire	