

Instructional Technology



2009-2010 & 2010-2011

Course Offerings

TABLE OF CONTENTS

Microsoft Office Integration Workshops	3
Virtual & Video Conferencing Workshops	5
Teacher Applications Workshops	7
Website Development Workshops	8
Web Resources Workshops	9
Interactive Whiteboard Workshops	10
Web 2.0 Workshops	12
Cyber Awareness Workshops	14
Video & Photography Workshops	15
Techie Tools for Teachers Workshops	16
Technology Project Workshops	17
General Technology Workshops	18

Please schedule workshops through Instructional Technology at 355.3123. Please have a commitment of at least 10 people in the workshop before scheduling.



Microsoft Office Integration

Basic Excel

Audience General
Time Needed 1 Hour Per Session, multiple topics/sessions can be offered
Description *Learn some of the basics of Excel. Topics include basic formatting techniques, simple formulas, and basic charts and graphs. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Intermediate Excel

Audience General
Time Needed 1 Hour Per Session, multiple topics/sessions can be offered
Description *See some of the cool things Excel can do. Topics include advanced formatting and formulas, and data and mail merge techniques. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Advanced Excel

Audience General
Time Needed 1 Hour Per Session, multiple topics/sessions can be offered
Description *Do some serious work with advanced Excel techniques. Topics include additional advanced formatting and formulas, complex formulas and functions, linking spreadsheets, and data consolidation. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Excel for Instructional Coaches and Administrators

Audience ICs, Admins
Time Needed 1-2 Hours Per Session, multiple topics/sessions can be offered
Description *Learn how to use Excel to help sort, organize, and analyze MAP and PASS data, writing scores, pre-and post-test data, and other things you spend all of your time calculating. This will be a hands-on workshop in a computer lab or with teacher laptops.*

I Wish Excel Could...

Audience General
Time Needed 1-2 Hours Per Session, multiple topics/sessions can be offered
Description *Have you ever wished you could get that stupid computer to help you automate some of the things you do regularly? If you work with numbers, data, or lists, or need to keep track of yearbook payments or print form letters for the 8th grade field trip, then this workshop is for you. Bring your data and your problem and Kevin will help you design spreadsheets to save you time and frustration. This workshop will only be for helping you walk away with solutions. It is not a “Learn Excel” workshop. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Basic Microsoft PowerPoint

Audience	General
Time Needed	1-2 Hours Per Session
Description	<i>Learn some of the basic skills needed to use Microsoft PowerPoint. Slide Masters, hyperlinks, embedding sounds and videos, and other design and presentation techniques will be presented. This will be a hands-on workshop in a computer lab or with teacher laptops</i>

Interactive PowerPoint

Audience	General
Time Needed	1 Hour Per Session
Description	<i>PowerPoint is much more than a linear presentation tool. Students can create an engaging and dynamic presentation with the use of sound, graphics, animation, photos, and movies that are linked in such a way that PowerPoint behaves more like a web page. This allows viewers of the PowerPoint to learn at their own pace, moving from one topic to another. Several PowerPoint review game templates will also be shared. This will be a hands-on workshop in a computer lab or with teacher laptops.</i>

Basic Microsoft Word

Audience	General
Time Needed	<i>1-2 Hours Per Session, multiple topics/sessions can be offered</i>
Description	<i>Learn some of the basic skills needed to use Microsoft Word. Formatting, printing, tables, forms, and other basic word processing techniques will be presented. This will be a hands-on workshop in a computer lab or with teacher laptops</i>



Virtual & Video Conferencing

Let's Go on a Virtual Field Trip!

Audience	GCS
Time Needed	1 Hour
Description	<i>Experience a videoconference with a sample content provider as they share their programs and information about the benefits of participating in virtual field trips. A listing of content providers is available, please contact Tim ahead of time to schedule a content provider that will be most meaningful for your faculty and staff.</i>

Introduction to Videoconferencing

Audience	GCS
Time Needed	2 Hours preferred
Description	<i>What is videoconferencing and how can it be used in your classroom? Videoconferencing is live two-way audio and video communication. Some people say it is like television; you view the content and interact with it! Your class can talk to content experts at some of the world's leading museums, talk to scientists at NASA, or even talk to students in another country. This class will focus on collaborations and virtual field trips - specifically finding and scheduling them. We will participate in a sample videoconference with a leading content provider and spend time working together sharing experiences and ideas about our curriculum that can be enhanced with this medium.</i>

Analyzing Primary Sources from the Library of Congress

Audience	GCS
Time Needed	2 Hours
Description	<i>What do primary sources tell us? What questions do they raise? Learn how the Object Observation analysis strategy and tool can be used with primary sources with your students in your classroom.</i>

Teaching with Documents with the National Archives

Audience	GCS
Time Needed	1 Hour
Description	<i>Primary sources such as Joseph Glidden's patent for barbed wire, FDR's "Date Which Will Live in Infamy" speech, photographs from the Civil War, and the canceled check for the purchase of Alaska provide students with exciting learning opportunities. All of these documents and millions of others are held by the National Archives and Records Administration (NARA). In this workshop, a NARA education specialist will introduce teacher participants to documents, teaching activities, and professional opportunities available from the National Archives. Efforts by other Federal agencies to make valuable government resources readily available for educators and students will also be described. This session is delivered through videoconference.</i>

Laurels and Lyrics: Poetry Resources at the Library of Congress

Audience GCS

Time Needed 1 Hour

Description *The Library of Congress Web site is a rich resource for poetry lovers. This program introduces the Library's many poetry offerings-including web guides on U.S. poets laureate, webcasts of poetry readings, exhibits on famous poets, and, of course, poems themselves-to educators and members of the general public wishing to explore American poetry and its presence in everyday life. This session is delivered through videoconference.*

The Spy Map and General Washington from the Library of Congress

Audience GCS

Time Needed 1 Hour

Description *It's December, 1776. The Declaration of Independence was signed five months ago and Britain has sent troops to quell the rebellious Colonials. There have been skirmishes, with the British remaining victorious. It is bitterly cold, the colonial troops are hungry, poorly clothed and ill-equipped, unpaid, and ready to return home. General Washington receives timely information from a "very intelligent young gentleman" and formulates a plan. Using the spy's map, accompanying letter, and the official Revolutionary War battle map, discover what General Washington learned and trace his path in an important battle of the Revolutionary War.*

Sleuthing with Maps from the Library of Congress

Audience GCS

Time Needed 2 Hours

Description *Maps are windows to the cultural, political, and physical world around us. They capture a space in time and define it according to parameters set by the mapmaker for an intended audience. Learn to explore historical maps and discover the surprises they yield.*

Moodle Training

Audience GCS

Time Needed TBD

Description *This session will provide the knowledge and skills needed to integrate the Moodle course management system into the classroom or for use with professional development. This is a hybrid course with some training occurring face-to-face and some being online.*



Teacher Applications

Managing the Technology-Filled Classroom

Audience Middle/High School Teachers
Time Needed 1 Hour Upper Session
Description *Do you feel overwhelmed when you try to use technology in your classroom? Learn strategies to help you manage students while infusing technology into your class activities.*

Utilizing Home Directories

Audience Teachers
Time Needed 40-60 Minutes Per Session
Description *Learn how to use the Home Directory system. Through this system, teachers can access their "H:" drive from home through the district portal. They can also drop assignment documents, PowerPoint files, pictures, or just about anything else into their students' network drives as well, making distribution much easier. Learn all you need to know about this very useful but underutilized tool.*

PowerTeacher Advanced (Not Available Until October, 2010)

Audience General
Time Needed 40-60 Minutes Per Session
Description *Learn how to harness the power of the state's electronic gradebook. This session will cover the more advanced features of PowerTeacher.*

Professional Development Tool

Audience General
Time Needed 40-60 Minutes Per Session
Description *Learn how to set up courses, enroll your faculty, take attendance, etc. using the GCSD Online Professional Development Tool.*

Compass Odyssey Management

Audience Elementary/Middle Teachers, ICs, Admins
Time Needed 1 Hour Per Session
Description *This workshop will be a basic overview of how to manage your students/classes in Compass Odyssey. It will include a discussion of how MAP data is used to make assignments, how to create your own assignments, set up classes, and run basic reports. A brief introduction to Odyssey Writer will also be included.*

NetSupport

Audience General—Schools with NetSupport or interested in purchasing the product
Time Needed 1 Hour Per Session
Description *Learn how to use NetSupport as an effective classroom management tool. Topics will include setting up classes, managing laptop or desktop labs, using the question and quiz features, and using it as part of a technology-based lesson.*



Website Development

Building Teacher Websites

Audience All Teachers
Time Needed 1-2 Hours
Description *Set up your teacher website, create additional pages, choose a theme, add photos easily, add hyperlinks to your website. This will be a hands-on workshop in a computer lab or with teacher laptops*

Teacher Websites: Creating and Embedding a Flash Slideshow

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to create and embed a flash photo slideshow*

Teacher Websites: Using Picasa to Create Web Albums

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to use Picasa to create and embed or link web albums*

Teacher Websites: Uploading and Embedding Videos to your Website

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to embed your videos (including Flip) to your teacher website*

Teacher Websites: Converting your Newsletter to PDF and Embedding on a Webpage

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to convert your newsletters to pdf format and embed to a webpage on your teacher website*

Teacher Websites: Best Practices in Designing Your Teacher Website

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to create a nice looking website. Learn how to use tables to control your content*

Teacher Websites: Using Tables to Control your Webpage Content

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn how to use tables to control your website content*



Web Resources

Information Literacy: Curing the Content Conundrum

Audience All Teachers
Time Needed 1-2 Hours, Multiple Sessions can be Offered
Description *Learn the importance of knowing how to use the Internet to find reliable curriculum-based content and model good Internet practices for your students.*

Wonderful Winning Websites

Audience All Teachers
Time Needed 1-2 Hours
Description *Create a Delicious.com account and save some exciting websites for you to use in your classroom. This will be a hands-on workshop in a computer lab or with teacher laptops*

Free and Useful Software for Teachers and Students

Audience General
Time Needed 1 Hour Per Session
Description *This general interest workshop will introduce participants to all the useful FREE software available for anyone to download. Complete Office-compatible packages as well as useful applications, games, and subject-specific programs are all out there for the taking! Come learn how to “load up” that new computer you bought after coming to Kevin’s OTHER workshop on buying a computer!*



Interactive White Boards

Promethean Training Series

Audience General
Time Needed Four 2 hour Sessions
Description *This is the full training series that is recommended for all teachers who have a Promethean Board in their classroom. Participants need to have a computer available with ActivInspire installed.*

Promethean Train-the-Trainer

Audience Invitation Only
Time Needed Six 2 Hour Sessions
Description *This is the training series that teaches a trainer from your school the skills and mindset needed to be a successful Promethean trainer at the school level. This training is not recognized outside of the district and is invitation only. Participants need to have a computer available with ActivInspire installed.*

Promethean ActivInspire Update

Audience GCS Teachers/Staff who have completed the full training series and need an update for ActivInspire
Time Needed 2 Hours
Description *This session provides the necessary skills and knowledge for those teachers who have already attended the full Promethean training series and need to know the differences between ActivInspire and ActivStudio. Participants need to have a computer available with ActivInspire installed.*

Promethean ActivInspire Basics

Audience General
Time Needed 1-2 Hours Per Sessions
Description *Create a Flipchart using ActivInspire software. Add text, images, and sounds and learn how to use the basic tools on the toolbar. Participants will have opportunities to come to the board and practice during the workshop. This will be a hands-on workshop in a classroom with either a SMART or Promethean interactive whiteboard.*

Promethean ActivExpressions Basics

Audience General
Time Needed 1-2 Hours Per Sessions
Description *This workshop will focus on the basic skills needed to create flipcharts with questions for use with the Activexpressions devices. We will also discuss using them for both formative and summative assessment. This will be a hands-on workshop using a set of ActivExpressions and computers at the school with the ActivInspire software installed.*

Promethean ACTiVotes Basics

Audience	General
Time Needed	1-2 Hours Per Sessions
Description	<i>This workshop will focus on the basic skills needed to create flipcharts with questions for use with the ActiVotes devices. This will be a hands-on workshop using a set of ActiVotes and computers at the school with the ActivInspire or ActivStudio software installed.</i>

SmartBoard Basics

Audience	General
Time Needed	1-2 Hours
Description	<i>Create a Notebook file using SMART Notebook software. Add text, images, and sounds and learn how to use the basic tools on the toolbar. Participants will have opportunities to come to the board and practice during the workshop. This will be a hands-on workshop in a classroom with a SMART interactive whiteboard.</i>

Smart Response (Senteo) Basics

Audience	General
Time Needed	1-2 Hours Per Session
Description	<i>This workshop will focus on basic skills needed to create Notebook files with questions for use with the SMART Response (Senteo) devices. We will also discuss using them for both formative and summative assessment. This will be a hands-on workshop using a set of SMART Response (Senteo) “clickers” and computers at the school with the SMART Notebook and Response software installed.</i>



Web 2.0

Free Teaching Resources on the Web

Audience General
Time Needed 45 Minutes Per Session
Description *Learn where to find free clip art, sounds, music, Promethean and SMART files, printable activities, online educational games and activities, free resources from non-profit organizations and the US government, and MORE, MORE, MORE!!! This will be a hands-on workshop in a computer lab or with teacher laptops.*

Wild World of Wikis

Audience General
Time Needed 1-2 Hours Per Session
Description *Learn how to create a wiki as you collaborate with your peers. Perfect for organizing events, projects, and jobs. You will upload files and set up users for your wiki. This will be a hands-on workshop in a computer lab or with teacher laptops.*

VoiceThread: Digital Storytelling in the Classroom

Audience General
Time Needed 1-2 Hours Per Session
Description *Encourage your students to write by creating interactive digital stories online. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Podcasting for Beginners

Audience General
Time Needed 1-2 Hours Per Session
Description *Create your very own podcast using Audacity, a microphone, and a computer. This will be a hands-on workshop in a computer lab or with teacher laptops.*

A Few of my Favorite Things: Social Bookmarking for Teachers

Audience General
Time Needed 45 Minutes Per Session
Description *The Internet offers an array of amazing resources. But bookmarking with your Web browser has its limitations. For one thing, bookmarked sites are only saved on your computer. If you're using a computer in your classroom, that means you can't bring your bookmark collection with you when you go home or elsewhere; it also means you can't share your favorite bookmarks with your colleagues very easily without sending links via email. Delicious is a free, easy service that allows users to share all of their bookmarks with the Internet community. During this workshop, teachers will learn how to use Delicious with the other teachers at their school to create a repository of the best learning activities. This workshop is appropriate for both limited and advanced computer users. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Build-a-Blog: Up and Running in 60 Minutes

Audience General

Time Needed 1 Hour Per Session

Description *Participants will create a classroom blog using the Greenville County Wordpress server. The workshop will include discussion of the practical management of the blog and ideas for incorporating blogging in to all areas of the curriculum. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Digital Storytelling with Photostory 3

Audience General

Time Needed 1 Hour Per Sessions

Description *Photostory 3 is a free tool from Microsoft that utilizes digital pictures and narration to create a powerful story. The program is user-friendly and appropriate for teachers and students at all grade levels. This will be a hands-on workshop in a computer lab or with teacher laptops.*



Cyber Awareness

Student Email

Audience General
Time Needed 45-60 Minutes Per Session
Description *All students in grades 3-12 have an email account. Have one of our staff come out and show you and your students the “ins and outs” of our email system. Special attention will be given to email etiquette, safety, and privacy issues. A discussion of misuse and abuse will also be part of the workshop. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Internet Safety: What Every STUDENT Needs to Know

Audience General
Time Needed 45 Minutes Per Session
Description *Students are comfortable with technology and savvy in the way they communicate within the digital world. However, young people are not always aware of the potential consequences of their actions. This workshop focuses on the responsibility of all users to be good digital citizens while being cautious of the potential dangers*

Internet Safety: What Every PARENT Needs to Know

Audience Parents/Teachers
Time Needed 1 Hour Per Session
Description *Students are comfortable with technology and savvy in the way they communicate within the digital world. However, young people are not always aware of the potential consequences of their actions. This workshop focuses on the responsibility of all users to be good digital citizens while being cautious of the potential dangers. **Special emphasis will be placed on helping parents understand and deal with issues associated with having children on the Internet.***

Technology and Today’s Teacher: Managing Personal Social Networks While Balancing Professional Responsibilities

Audience General
Time Needed 1 Hour Per Session
Description *Many teachers enjoy using tools like Facebook to communicate with friends and family. Due to their nature, many social networks include elements that are visible to the greater Internet community. This has resulted in a blurring for many of their personal and professional life. This workshop will be presented in a fun way while providing a platform for discussion on how best to manage one’s digital persona.*



Video & Photography

Digital Photography for Dummies

Audience General
Time Needed 1-2 Hours Per Session
Description Got a new digital camera and wishing you knew what to do with it? Come learn some basic techniques for better digital photography. Topics will include lighting, subject placement, basic cropping, resizing, and editing. Participants will also learn about zoom, megapixels, and other “mysteries” of digital photography. Participants are encouraged to bring a digital camera for some hands-on experience. This will be a hands-on workshop in a computer lab or with teacher laptops. **This workshop is great when followed up with Photostory.**

Flip for Learning

Audience General
Time Needed 2 Hours Per Session
Description Create movies using the Flip Video Camera. Learn how to shoot video, upload the file, email it and make it into a movie. Also, you will upload your video to Teacher Tube and post it to your website. This will be a hands-on workshop in a computer lab or with teacher laptops.

Windows Movie Maker and Digital Storytelling

Audience Upper Elementary, Middle School, High School
Time Needed 2 Hours Per Session
Description Learn how you can get your students excited about learning using Windows Movie Maker and content from United Streaming. This workshop focuses on using free video editing tools to produce a learner-created movie that features music and student narration. The workshop will include a discussion on copyright-free materials available to teachers and students for creating a variety of video based projects. This will be a hands-on workshop in a computer lab or with teacher laptops. **Intermediate computer skills are needed!!**

PhotoSharing Sites

Audience General
Time Needed 1-2 Hours Per Session
Description Snapfish, Google, Bubbleshare, Picturtrail, Slide, Shutterfly, Smilebox and more. See how to upload your photos to these cool websites and share with friends, family, and classmates. This will be a hands-on workshop in a computer lab or with teacher laptops.

Discovery Streamline SC

Audience General
Time Needed 1-2 Hours Per Session
Description Discovery Streamline SC has a new look and new features!!!! Video on Demand is better than ever. Now teachers have more options when it comes to activities pertaining to the videos on Streamline SC. Learn how to utilize more of the tools and features in Streamline SC to capitalize on student engagement and learning.



Techie Tools for Teachers

Techie Toys for Teachers

Audience General
Time Needed 1-2 Hours Per Session
Description *Check out these cool tools that you can use in your classroom to motivate students to learn. Learn how to use document cameras, Activslates, ActivExpressions, Digital Cameras, Flip Videos, ActiveRemote, and Webcams.*

Exciting Writing with Cool Technology Tools

Audience General
Time Needed 1-2 Hours Per Session
Description *See how to motivate students to write by creating Power Points, Wonder Wheels, My Webspiration, Voice Thread, Word Templates, and Flipcharts. This will be a hands-on workshop in a computer lab or with teacher laptops.*

Geocaching: A High-Tech Scavenger Hunt

Audience Upper Elementary through High School
Time Needed 1-2 Hours Per Session
Description *GPS is not just for helping you get from point A to point B without getting lost! Learn the basics of handheld GPS units and how these “cool” devices can be incorporated into lessons to add some outdoor fun to the learning process. This will be a hands-on **indoor and outdoor** workshop. GPS units will be provided for the workshop, but interested teachers/schools will need to purchase their own units for future use. Advice will be given on purchasing units for school use.*



Technology Projects

T-Search (Research T-Shirt Projects)

Audience General
Time Needed 1 Hour Per Session
Description *Motivate your students to write, research, and read by creating T-Search projects. Learn how to create cool t-shirts that display student work. You will see a demonstration of the Iron On process and an end product.*

Writing Menus for Technology Projects

Audience General
Time Needed 1 Hour Per Session
Description *Give students choices as they demonstrate learning. Create a menu using the state standards which include many technology projects. This will be a hands-on workshop in a computer lab or with teacher laptops.*



General Technology Workshops

Brain Research and Technology

Audience General
Time Needed 1-2 Hours Per Session
Description *See how the Body Brain Components support technology by incorporating these into the classroom. Learn how project based learning motivates students to achieve.*

Selecting and Purchasing a New Personal Computer

Audience General
Time Needed 1 Hour Per Session
Description *This general interest workshop is for anyone interested in purchasing a new laptop or desktop for personal use. Participants will learn the meaning of all the “jargon” associated with computers and how to determine what you really need without going overboard when buying a computer*

Understanding Technology Proficiency

Audience General
Time Needed 1 Hour Per Session
Description *The State Teacher Technology Proviso is a state mandate, but what does this mean to you as a teacher, counselor, or staff member? This session will discuss and explore the requirements of the Proviso passed down from the State Dept of Ed and set forth by Greenville County Schools, as well as review some of the differences between districts in the state. Participants are encouraged to bring their specific questions. ***This session will not count for technology proficiency points nor will it count for professional development points****