

Summer 2012 Workshops

Learning Powered by Technology!



Montclair Public Schools

Montclair Board of Education is offering a variety of specially designed instructional technology courses this summer.

This brochure is available at <http://www.montclair.k12.nj.us>.

Register by June 21, 2012 by going to <http://www.surveymonkey.com/s/Z23BNH6>

- All employees, full or part-time, are eligible to attend the listed workshops. There is no fee for staff or volunteers of Montclair Public Schools.
- Montclair teachers will receive credit towards the 100 hours of staff development required by the State of N.J.
- There will be a strong emphasis on using technology to differentiate instruction and servicing low performing students.
- Courses range from 2.5 to 10 hours. Please check dates and times carefully.

*****Course Descriptions*****

iWorks Suite for Mac/iPad

104 Pages 09(Word Processing) Intermediate/Adv.
Carmel Sullivan@Mt. Hebron (Media Center)
July 3, 9:00AM-2:30PM

Build amazing documents in minutes – from simple letters and flyers to professional quality newsletters and brochures. Insert tables, graphics, shapes, movies and sound. Export documents to MS Word, PDF or a webpage.

106 Keynote09 (Slide Show) Intermediate/Adv.
Carmel Sullivan@Mt. Hebron (Media Center)
June 26, 9:00AM-2:30PM

Use this next-generation presentation software to capture your student's attention. Create original presentations or import presentations from PowerPoint. Learn exporting techniques to use with other projects.

107 iPhoto11 (Create a Photo Book)
Carmel Sullivan@Mt. Hebron (Media Center)
June 27, 9:00AM-2:30PM

Learn the basic skills to import photos into iPhoto. Create a simple book for students or parents and learn how students can create projects. Completed projects can be purchased through Apple or converted to a PDF file, which allows any user to view the document. Must bring 40-60 photos, personal or educational, on a flash drive or bring your personal Mac laptop. Learn exporting techniques.

110 iBooks Author
Anthony Keys@MHS (Room 112)
July 10, 9:00AM-2:30PM

Easily create a Multi-Touch book with the free **iBooks Author** app. from Apple. Create your own textbook or develop lessons that allow students to create books or periodicals and publish them for the iPad. Access templates, galleries, video, interactive diagrams, 3D objects, and more to bring content to life in ways the printed page never could.

112 Accessibility Features of the Mac and iPad
Carmel Sullivan@Mt. Hebron (Media Center)
July 2, 9:00AM-2:30PM

Apple includes assistive technology as standard features on all computers and iPads. Explore the many different applications, such as word prediction, text-to-speech, voiceover and visual enhancements available to make the learning environment more exciting, meaningful and less frustrating.

200 Star_Portal (High School & Middle School staff)
Anthony Keys@MHS (Room 112)
June 26, 9:00AM-2:30PM

Star_Portal is the district's online student management portal. This portal allows the schools to share important information with students and their families, including assignments, marking period grades, attendance, discipline records, and both national and statewide test scores. You will create categories, calculate grades, and enter assignments and attendance. Understand what parents and students see.

201 Outlook - Montclair Email
Anthony Keys@MHS (Room 112)
July 23, 9:00AM-11:30AM

Learn the feature of our updated email system. Create distribution lists, share calendars, create folders, insert links and create your signature.

240 Microsoft Office Word (PC/Mac)
Maria Narciso@CO
July 16, 12:00PM-2:30PM

Create professional quality documents such as a report, letterhead, or a table of contents. Insert Word Art, tables and graphics, produce labels, mail merge. Bring your questions!

241 Microsoft Office Excel (PC/Mac)

Maria Narciso@CO

July 17, 12:00PM-2:30PM

Use the new versions to enter data into a spreadsheet, create lists, and use simple formulas to perform calculations. Create and choose an appropriate graph. Record and manipulate financial data. Perform a mail merge.

251 Everything Google

Anthony Keys@MHS (Room 112)

July 30, 9:00AM-2:30PM

Google Docs: Create documents, spreadsheets and presentations online for **FREE** or upload ones that you created in Microsoft Office or iWork, then share these documents with others.

Google Earth/Lit Trips: Bring geography to life for our students; Travel the globe or walk the street of an ancient civilization.

Google Forms: You create the form; users enter data online that is stored directly into a Google Spreadsheet. Then sort and summarize the data in graphs and charts.

255 Google Chrome in the Classroom

Carmel Sullivan@Mt. Hebron (Media Center)

July 9, 12:00PM-2:30PM

Learn some of the features of the Google Chrome web browser for educators. There are a ton of apps for every subject area. Students can share drawings, load a 3D skeleton, or communicate with another student to solve a problem.

301 Create Instructional Videos using Jing or QT

Carmel Sullivan@Mt. Hebron (Media Center)

June 25, 9:00AM-2:30PM

Capture your desktop, record your voice and create instructional materials for your students or for staff development using Jing, a **FREE** download, or QuickTime. Imagine not having to give directions over and over again, just create a video and post it on the Montclair Wiki site. Students will have access to it any time, in school or at home.

302 Digital Storytelling (iMovie)

Carmel Sullivan@Mt. Hebron (Media Center)

July 10 & 11, 9:00AM-2:30PM

Create a digital story from images or photos you download from your camera, from pictures gathered on the web, or exported from PowerPoint or Keynote. Learn how to import a movie from a camera into iMovie. Weave images, music, and sound together. Bring your digital still or movie camera.

304 Thinkfinity: “endless opportunities for learning”

Carmel Sullivan@Mt. Hebron (Media Center)

June 28, 9:00AM-2:30PM

Tap into an incredible **FREE** tool featuring over **55,000 FREE** comprehensive standards-based lesson plans for every subject and grade. Content created by leading educators from each of the core subject councils (i.e. NCTM, NCTE, etc.). View **FREE** resources such as worksheets, online interactive activities and web 2.0 tools of podcasts, wikis, blogs, games or video clips for differentiating instruction. Excellent for parents, students and after-school programs. Aligned to NJCCCS and the Common Core Standards.

305 FRIEND IT! Social Networking for Educators

Anthony Keys@MHS (Room 112)

July 24, 9:00AM-2:30PM

Use the power of social networking in your classroom. Online social networking sites connect communities of people that interact using various venues, such as chat, file sharing, blogging, discussion groups. If you can't beat it, FRIEND IT! Learn how to use these sites and other Web 2.0 tools.

308  QR Code Reader (Quick Response Code)

Anthony Keys@MHS (Room 112)

July 17, 9:00AM-11:30AM

You have seen them on billboards, at bus stops, in magazines, and on posters. Learn how to create QRs that direct the learner to a website of your choosing. Direct instruction in your classroom, enhance learning and differentiate instruction. QRs are readable by your smartphone, iPod or iPad.

309 Mobile Devices in Your Classroom!

Anthony Keys@MHS (Room 112)

July 25, 12:00PM-2:30PM

Montclair Public Schools are going wireless! How does this affect your instruction? Learn innovative ways to incorporate mobile learning models into your curriculum.

317 Post Wikis and Blogs Online!

Carmel Sullivan@Mt. Hebron (Media Center)

July 12, 9:00AM-2:30PM

Create instructional websites and post on the Montclair **Wiki** site. Learn how to create and integrate wikis and blogs into classroom activities and lessons and restrict access to only your students. At the same time, create a **Blog** for parents, students or other teachers to post their ideas.

318 The Power of Edublogs! (High School staff only)

Anthony Keys@MHS (Room 112)

July 16, 9:00AM-2:30PM

Edublogs lets you easily create & manage student & teacher blogs, quickly customize designs and include videos, photos & podcasts. Create class or cross-class interactive web logs. Keep journals in all academic disciplines and foster a love of writing in your students.

350 Your Course Online! Blackboard.com

Maria Narciso@CO

July 18, 9:00 AM-2:30 PM

The Internet as your classroom forum: Post a unit or full course online. Give your students and parents the ability to access assignments, quizzes, and worksheets. Collaborate with other staff to share course materials. For elementary to AP teachers.

351 Your Course Online2! Blackboard.com

(Experienced Users.)

Maria Narciso@CO

July 19, 9:00AM-2:30PM

Take your course to the next step! Use the testing/survey feature, have students take collaborate through online threaded discussions, wikis, blogs, and journals.

356 Google Chrome in the Classroom

Carmel Sullivan@Mt. Hebron (Media Center)

July 9, 12:00PM-2:30PM

Learn some of the features of Google Chrome for educators and how it can be used in a classroom setting.

401 Eno Board

Anthony Keys@MHS (Room 112)

June 25, 9:00 AM-2:30 PM

Learn how to use the PolyVision interactive whiteboard for instruction. Take part in this hands-on use of the Eno Board interactive software. Engage, inspire and collaborate with this emerging classroom Technology.

402 Get Smart! (Beginners)

Interactive Whiteboards in Classroom Instruction

Boyce Ennis@MHS (Room 112)

July 9, 9:00AM-2:30PM

Use a Smart Board to control all the computer actions, write or draw on the interactive whiteboard with your finger or the pens provided. Save the image to the computer. Navigate a web page, save and print class notes. Background templates for all subject areas are included. Discover FREE, ready to use educational resources on the SMART Exchange. Use **Notebook 11** - a major upgrade from version 10 with new features that make it not only more powerful but also more user-friendly. You may bring your own laptop loaded with the new software.

403 Get Smart2! (Advanced)

Interactive Whiteboards in Classroom Instruction

Boyce Ennis@ MHS (Room 112)

July 11, 9:00AM-2:30PM

Use the new advanced features of the **SMART Notebook 11** software. Create interactive drag-and-drop activities; record audio directly inside Notebook; create freehand shapes. Write notes in digital ink, and save your work - all with the simple touch of a finger. Create your own templates and lessons. Discover FREE, ready to use resources on the SMART Exchange. You may bring your own laptop loaded with the new software.

515 iPads in Your Classroom

Carmel Sullivan@Mt. Hebron (Media Center)

July 9, 9:00AM-11:30AM

Learn how to setup your iPad, find the best educational apps, select ebooks and learn how to pay for them. Your students will be able to complete writing assignments, collaborate on projects, communicate globally, and share their work and print. Experience the web with an iPad! Access your email, flick, tap, and pinch your way through the school day.

516 iPads for Administrators

Anthony Keys@MHS (Room 112)

July 23, 12:00PM-2:30PM

Experience the power of tablet learning. This hands-on workshop will focus on apps that will streamline and automate your administrative tasks. Download essential apps that allow you to do paperless walkthroughs, edit pdf files, take notes. Use DropBox to transfer documents remotely to your desktop, access StarBase, take and share photos.

2012 Planner

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|--------|
| 6/25 | 301 Instructional Videos-Jing/QT (AM/PM) 401 EnoBoard (AM/PM) | 6/26 106 Keynote Presentations (AM/PM) 200 StarPortal (AM/PM) | 6/27 107 iPhoto (AM/PM) | 6/28 304 Thinkfinity.org (AM/PM) | 6/29 |
| 7/2 | 112 Universal Access of the Mac (AM/PM) | 7/3 104 Pages (AM/PM) | 7/4 District Closed! | 7/5 | 7/6 |
| 7/9 | 515 iPads in the Classroom (AM) 356 Chrome (PM) 402 Get Smart! Beginners (AM/PM) | 7/10 302 iMovie/Digital Storytelling (AM/PM) 110 iBooksAuthor (AM/PM) | 7/11 302 iMovie/Digital Storytelling (AM/PM) 403 Get Smart! Advanced (AM/PM) | 7/12 317 Wikis/Blogs-Appserver (AM/PM) | 7/13 |
| 7/16 | 318 Edublogs (AM/PM) 240 MS Word (PM) | 7/17 308 QR Code Reader (AM) 241 MS Excel (PM) | 7/18 350 Blackboard (AM/PM) | 7/19 351 Blackboard2 (AM/PM) | 7/20 |
| 7/23 | 201 Montclair Email (AM) 516 iPads for Administrators (PM) | 7/24 305 Friend It! Social Networking (AM/PM) | 7/25 309 Mobile Devices (AM/PM) | 7/26 | 7/27 |
| 7/30 | 252 Everything Google (AM/PM) | 7/31 | | | |

Locations: Central Office, 22 Valley Rd., Montclair, NJ 07042
MHS (Montclair High School), 100 Chestnut St, Montclair, NJ 07042
Mt. Hebron Middle School, 173 Bellevue Ave., Upper Montclair, NJ 07043

*****Registration 2012 Information*****

Classes must have a minimum of 8 participants to run and will close when the maximum of 15 participants is reached. **You will NOT be sent a confirmation email. You will be notified by email only if your workshop is canceled.**

PLEASE NOTE: Courses are scheduled for 1/2 to 2 days. Check dates carefully.
Half-day sessions are scheduled from 9:00 - 11:30AM or 12:00- 2:30PM.
Full day sessions are scheduled from 9:00 AM to 2:30 PM with a 30-minute lunch break.
The labs will be open 1/2 hour before class for independent work.

CHECK YOUR EMAIL REGULARLY FOR UPDATED WORKSHOP INFORMATION.

Register by **June 21, 2012** by going to <http://www.surveymonkey.com/s/Z23BNH6>
Call Maria Narciso at 973-509-4018 with any questions.