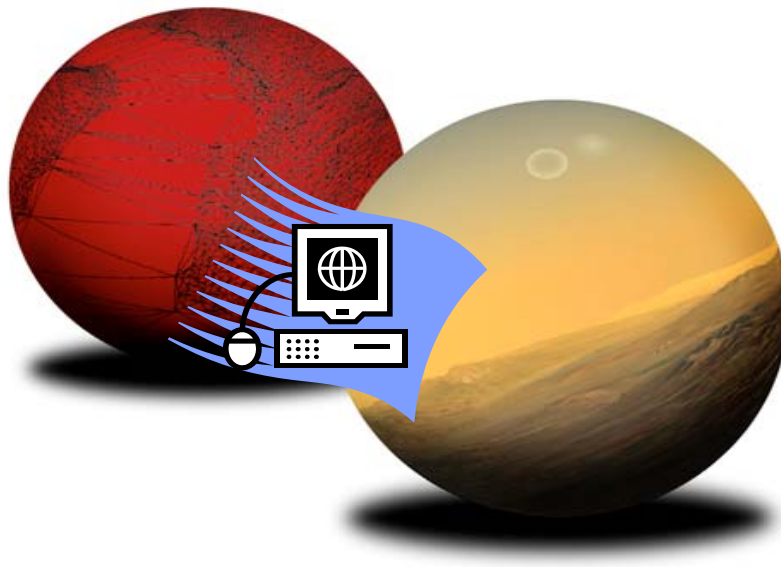


ETTC Workshops – Fall 2009 September-December

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Satellite Site Directions can be found on our Website
<http://www.mcvts.org/ettc>

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Morris County Educational Technology Training Center

973-627-4600 ext. 296

Fax #: 973-586-4314

Dear Fellow Educators:

The Educational Technology Training Center (ETTC) is a center that is dedicated to providing strategies that integrate technology and education, and provide plans to meet the New Jersey Core Curriculum Content Standards. Our Morris County ETTC offers professional development workshops to unify teaching strategies and technology for all grade levels, and content areas. Training is available on incorporating current technology into instructional strategies.

To summarize our courses for easy reference for teachers and other staff members, we have provided a course listing beginning on page 5 that you can post in staff lunchrooms, lounges, and/or near mailboxes. Staff members can review course descriptions by obtaining the catalog from your school's office or library or at our Internet site at <http://www.mcvts.org/ettc>.

Who can register for the courses?

The ETTC serves primarily the school districts of Morris County public and private schools. For a workshop fee, employees of school districts outside Morris County may enroll, too.

How do I register?

We accept registrations by mail, e-mail, or fax. Registrations must be accompanied by payment-in-full unless you are sending a purchase order. You will receive confirmation, via phone or fax, that we have enrolled you in the course. If you do not hear from us, please call to confirm enrollment. Registration form is located at the end of our booklet.

Payment:

Workshops are at no charge to our ETTC Consortium Members. Non-Consortium members will be charged \$225.00 per two-three hour workshop and \$375.00 for a four-six hour workshop or as instructed on registration form. Payment is expected two weeks prior to the workshop. Our list of ETTC Consortium Members can be found on page 16 or on our website www.mcvts.org/ettc . Any questions, call 973-627-4600 ext. 296.

What if the course is full?

We usually restrict courses to 15 participants. If there are enough people to warrant another course, we'll try to schedule an additional section. Your name will be placed on the ETTC waiting list and we will call you if a spot becomes available.

What if too few people register for a course?

In the event that we receive fewer than six registrations five school days prior to a course date, we'll cancel the course and refund all fees.

Always bring a USB drive to save your work.

What if school closes due to inclement weather?

1. When in doubt...stay home.
2. If your school is closed, so is MCST and the satellite site locations.
3. Listen to the radio. *WDAJ 105.5FM ~ WMTR 1250 AM ~ NJ's 101.5*

What if I'm registered, but then can't attend?

Please keep in mind the ETTC has a waiting list of educators wishing to attend the workshops. If you have to withdraw from a course, the ETTC must receive notification *three business days* prior to the course date.

What other services does the ETTC offer to districts?

The ETTC offers many services, including

- customized courses;
- in-district and in-classroom support and training;
- Website development and training;
- rental of the ETTC facility;
- library for preview of software and emerging technologies; and

Technology Proficiencies:

The Department of Education in collaboration with New Jersey's ETTC's developed **Educational Technology Proficiency Workshops** for Educators. Based on nationally recognized standards, these workshops ensure that NJ educators possess the skills necessary to integrate innovative curricular activities into the classroom, towards the achievement of the New Jersey Core Curriculum Content Standards. Throughout the year, the Morris ETTC will be offering workshops to meet the **Educational Technology Proficiency** certificate requirements.

Directions:

Directions to all the workshop sites can be found on our website (www.mcvts.org/ettc).

Thank You,

*Eva Ursell
ETTC Manager*

The Morris County Educational Technology Training Center

Instructors:

Pati Link- Boonton Township School District/ MCST- ETTC

Robert Roig- MCST-ETTC

Krista Merkelbach- Boonton Township School District

Elena Lombardi- MCST-ETTC

Angela Russo- Wayne School District

Guy Taylor- MCST-ETTC

Matthew Farber-Denville Township School District

*Morris County Educational Technology Training Center
(MC-ETTC)*

Workshop Preview Chart

Fall 2009

2009-2010 Academic Year

Please read the location of your workshop carefully

The MC-ETTC has several workshop locations, however the Home of the MC-ETTC is at:

***Morris County School of Technology
400 East Main Street, Denville***

Workshops are held in:

Building One ~ Room 104A

Directions to MC-ETTC locations can be found on website:

<http://www.mcvts.org/ettc>

Always bring a USB drive or other device to save your work.

*All day workshops include a 30-minute **brown-bag** lunch break.*

Monthly Course Offerings

September 2009

Course	Date	Time	Location
Smart Board and Smart Board Instructional Lesson Design Part I	9/15/09	4:00-6:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design Part II	9/22/09		
Power Point for Back to School Night Part I	9/16/09	4:00-6:30	MCST ETTC/104A
Power Point for Back to School Night Part II	9/23/09		
Using Power Point to Play Jeopardy Part I	9/17/09	4:00-6:30	MCST ETTC/104A
Using Power Point to Play Jeopardy Part II	9/24/09		
Create a Website with Webs.com	9/30/09	4:00-6:30	MCST ETTC/104A

October 2009

Course	Date	Time	Location
Make and Take Clinic in Word Part I	10/01/09	4:00-6:30	MCST ETTC/104A
Make and Take Clinic in Word Part II	10/08/09		
Podcasting in Education using PC's Part I	10/01/09	4:00-6:30	Roxbury Twp-BOE
Podcasting in Education using PC's Part II	10/08/09		
MS Word Reviewing Toolbar	10/05/09	4:00-6:30	MCST ETTC/104A
Blogging in Education Part I	10/06/09	4:00-6:30	MCST ETTC/104A
Blogging in Education Part II	10/13/09		
How to Write Grants for K-12	10/07/09	4:00-6:30	MCST ETTC/104A
Create a Screencast for Teachertube Part I	10/14/09	4:00-6:30	MCST ETTC/104A
Create a Screencast for Teachertube Part II	10/21/09		
Visual Learning with Inspiration Part I	10/15/09	4:00-6:30	MCST ETTC/104A
Visual Learning with Inspiration Part II	10/22/09		
Visual Learning with Inspiration Part III	10/29/09		
Excel Beginner	10/19/09	4:00-6:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design Part I	10/20/09	4:00-6:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design Part II	10/27/09		
Excel Advanced Beginner	10/26/09	4:00-6:30	MCST ETTC/104A
Twitter Resources for Educators	10/28/09	4:00-6:30	MCST ETTC/104A

November 2009

Course	Date	Time	Location
Excel Intermediate	11/02/09	4:00-6:30	MCST ETTC/104A
Smart Board-Creating Interactive Lessons Across Curriculum Part I	11/02/09	4:00-6:30	Denville Twp-ValleyView MS Room B25
Smart Board-Creating Interactive Lessons Across Curriculum Part II	11/09/09		
Podcasting in Education Using PC's Part I	11/03/09	4:00-6:30	MCST ETTC/104A
Podcasting in Education Using PC's Part II	11/10/09		
VoiceThread	11/04/09	4:00-6:30	MCST ETTC/104A
Excel Advanced	11/09/09	4:00-6:30	MCST ETTC/104A
Skype and Video Conferencing Part I	11/11/09	4:00-6:30	MCST ETTC/104A
Skype and Video Conferencing Part II	11/18/09		
Word and Excel 2007 Overview Part I	11/12/09	4:00-6:30	MCST ETTC/104A
Word and Excel 2007 Overview Part II	11/19/09		
Talking Books with Power Point Part I	11/12/09	4:00-6:30	Denville Twp-ValleyView MS-B25
Talking Books with Power Point Part II	11/19/09		
Google Institute Part I	11/16/09	4:00-6:30	MCST ETTC/104A
Google Institute Part II	11/23/09		
Screencasting with Jing	11/17/09	4:00-6:30	Randolph Twp-Central Office
Excel Games and Lessons in the Elementary Classroom Part I	11/17/09	4:00-6:30	MCST ETTC/104A
Excel Games and Lessons in the Elementary Classroom Part II	11/24/09		

December 2009

Course	Date	Time	Location
Collaborative Wikis and Podcasts Part I	12/01/09	4:00-6:30	MCST ETTC/104A
Collaborative Wikis and Podcasts Part II	12/08/09		
Smart Board and Smart Board Instructional Lesson Design Part I	12/02/09	4:00-6:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design Part II	12/09/09		
Kidspiration Lessons Across Curriculum Part I	12/03/09	4:00-6:30	Roxbury Twp-BOE
Kidspiration Lessons Across Curriculum Part II	12/10/09		
Blogs and Wikis Part I	12/07/09	4:00-6:30	Randolph Twp-Central Office
Blogs and Wikis Part II	12/14/09		
Excel Overview Part I	12/09/09	4:00-6:30	Randolph Twp-Central Office
Excel Overview Part II	12/16/09		
More Web 2.0 Tools	12/10/09	4:00-6:30	MCST ETTC/104A
Thinkfinity in the Classroom	12/15/09	4:00-6:30	MCST ETTC/104A

Alphabetical Listing of Workshops

Blogging in Education

Course Description: *Blog? What's a blog?*

A “blog” or “weblog” is a simple webpage that anyone with an Internet connection can create. A blog can be an online diary or journal, a discussion board, a way to disseminate assignments online. It can be random thoughts or a political soapbox. They are a new way to work with journals in the classroom. A fun way to get students to write! Come and find out about this fun way to reach the NetGeneration! Participate in our blog & learn how to create your own and have it hosted for free! We will investigate existing blogs for educators at all levels, and how they can be used in and around the classroom.

(Prerequisite: General understanding of how to use the computer and Windows.)

Blogs and Wikis

Course Description: *An overview of these web 2.0 applications*

A “blog” or “weblog” is a simple webpage that anyone with an Internet connection can create. A blog can be an online diary or journal, a discussion board, a way to disseminate assignments online. It can be random thoughts or a political soapbox. Learn how to create your own and have it hosted for free!

PB wiki is an easy- to- use, **free** online space, where you can create and share information among a number of users. In the classroom, pb wiki is a free tool that empowers every student to participate in group projects. Easy to set up- it works just like typing in Microsoft Word. Wikis usually consist of text, but you can also include photos & images.

(Prerequisite: General understanding of how to use the computer and Windows.)

Collaborative Wikis and Podcasts

Course Description: We have witnessed a rapid increase in the use of Web-based collaborative tools in recent years. These Web 2.0 applications, particularly wikis, blogs and podcasts, have been increasingly adopted by many educators. Because of their ease of use and rapidity of deployment, they offer the opportunity for powerful information sharing and ease of collaboration.

If effectively deployed, wikis and podcasts could offer a way to enhance students' learning experiences, and deepen levels of learners' engagement and collaboration within digital learning environments.

(Prerequisite: General understanding of how to use the computer and Windows.)

Create a Screencast for Teachertube (or Youtube)

Course Description: Video tutorials created from screencasting can be seen across tons of websites these days. Have you ever wondered how these tutorials are prepared?

A screencast is a digital recording of computer screen output, also known as a *video screen capture*, often containing audio narration. Screencasts are excellent tools for learning how to use computers. With screencasting, you will move from printed instructions to visual guides. Come and learn how to create your own screencast and share it with your fellow educators.

(Prerequisite: General understanding of how to use the computer and Windows.)

Create a website with Webs.com

Course Description: Learn how to create a professional-looking website in just minutes. Add a blog, forum, calendar, photo gallery, video gallery and much more. Want to turn your site into a social network? No problem! You also have the ability to add members and create personal profiles so you can turn your site into a community where friends, colleagues and family can connect and collaborate.

(Prerequisite: General understanding of how to use the computer and Windows.)

Excel Beginner

Course Description: Learn the basics of spreadsheets, entering, editing & formatting text, copy, cut, paste, simple formulas and basic linking.

(Prerequisite: Basic computer skills)

Excel Advanced Beginner

Course Description: Formatting pages, headers & footers, spell check, page breaks, function wizard, preview

(Prerequisite: Beginner Excel)

Excel Intermediate

Course Description: Advanced formulas & functions, sorting, using filters, charts.

(Prerequisite: Advanced Beginner Excel)

Excel Advanced/Mail Merge

Course Description: Advanced charts, conditional formatting. Learn how to use your Excel database to create Mail merged letters, labels, and more

(Prerequisite: Intermediate Excel)

Excel Games and Lessons in the Elementary Classroom

Course Description: Learn how to make use of your Excel application to engage your students in creative lessons in Language Arts, Math, Social Studies and beyond.

Walk away with interesting lessons for your classroom.

(Prerequisite: Basic understanding of Excel)

Excel Overview

Course Description: Forgot how to use Excel beyond the basics? Come and refresh your memory! Review the basics plus create charts, sort data, use filters and more. Get some classroom activity ideas and create your own project.

(Prerequisite: General understanding of how to use the computer and Windows.)

Google Institute

Course Description: Welcome to the new web, referred to as web 2.0! It's all about FREE tools!!!

Always bring a USB drive to save your work.

Google has compiled a group of its programs into a collection of tools appropriate for educators. Called Google for Educators, it is the teacher's guide to such tools as Google Earth, Maps, Video, Book Search, Docs, Notebook, Calendar, Picassa, and much more. Google also provides Google Apps, which allows technology administrators to provide e-mail, instant messaging, sharable online calendars, and more! Come and explore this collection of free tools. *(Prerequisite: Basic computer skills and general understanding of Office applications)*

How to Write Grants for K-12

Course Description: Learn how to write effective and powerful grant proposals and find out what grants are available. Many educators and school system administrators find that outside funding, in the form of grants, gives them the opportunity to plan additional educational experiences for their students or have more classroom materials than the budget would allow. Even a few hundred extra dollars can buy something special for class learning.

(Prerequisite: None)

Kidspiration Lessons Across the Curriculum

Course Description: (Designed for pre-K through grade 5) Kidspiration is the popular software package, happily finding its way into countless numbers of elementary classrooms across the country. In a short time, it has become the standard! Maybe it's because, without much fuss at all, Kidspiration produces graphic organizers as well as learning centers for teachers. Spend time with us celebrating the potential of Kidspiration to support authentic and vivid instruction in literacy, science, social studies, assistive technology and ESL. We'll show you how to customize activities for the unique needs of your classroom! *(Prerequisite: General understanding of how to use the computer and Windows.)*

Make and Take Clinic in MS Word

Course Description: Microsoft Word is not just for writing. Join us and learn how to create labels, signs, certificates, seating charts, calendars, index cards, plus lots more!

(Prerequisite: General understanding of how to use Microsoft Word)

More Web 2.0 Tools

Course Description: Welcome to the new age of using the web, where concepts change every day. Come and explore the newer web 2.0 applications, such as **Animoto, Glogster, Voki, Jingproject, Create a Graph**, etc...Your students are already virtual learners- create an environment to suit their optimal learning potential.

(Prerequisite: General understanding of how to use the computer)

Podcasting in Education Using PC's

Course description: Imagine running your own broadcasting station—but without the hassle of expensive hardware, or training. With Podcasting, it's that easy. Recording a podcast is about capturing audio. You may record your voice, include a song, or play sound effects. Students can create podcasts to conduct interviews, tell stories, record commentaries, create weather reports, sportscasts, plus a lot more! All you need is a computer, a microphone, a free sound editing program, some ideas and you are ready to turn your students into newscasters, literary critics,

learning consultants and problem solvers.

(Prerequisite: Basic computer skills)

PowerPoint for Back to School Night

Course Description: Don't think you have the time to get a presentation together for Back to School Night? Let us help! Bring your stuff with you (schedule, digital pictures, etc.) and we'll help you create a presentation to impress parents and administrators alike! Be sure to bring a USB drive or a CD on which to save all of the great stuff you're going to get!

(Prerequisite: General understanding of how to use a computer and basic Power Point skills)

Screencasting with Jing

Course Description: A picture (or video) is worth a thousand words.

Make a movie to show your students and/or fellow teachers exactly what you mean. With screencasting, you will move from printed instructions to visual guides. Jing also snaps pictures of your computer screen, which you can post on Flickr, share on Twitter or send to a friend. Jing uploads your image or video to their sharing service (Screencast.com, or other places) before you can type "Hey".

(Prerequisite: General understanding of how to use the computer)

Skype and Video Conferencing

Course Description: Teaching can take on a whole new meaning! Your classroom walls can seemingly become invisible as students interact with people from all over the world right from their classrooms. Video calls can make conversations much more interesting and intimate. Through the use of videoconferencing, you can help students foster their leadership skills, promote the concept of global citizenship, and provide them with experiences that develop their emotional intelligence.

Come and learn how to set up a free Skype account and connect to the outside community

(Prerequisite: General understanding of how to use a computer.)

SmartBoard

Course Description: The SMART Board interactive whiteboard transforms your classroom into an interactive working and learning environment. With the combined power of the projector, computer and whiteboard, you can do everything you do on the computer, and more... Simply touch the SMART Board interactive whiteboard to highlight key points, access applications and Web sites, and write notes in electronic ink. Your hand becomes the mouse! Then, save all your work to one file that you can print, e-mail or post to a Web site. Touch the screen to control your computer!

- Convert handwriting to editable text
- Write in electronic ink
- Save, print, or e-mail notes
- Highlight key information with easy-to-use tools

(Prerequisite: None)

SmartBoard Instructional Lesson Design

Course Description: Take your basic knowledge of the SMART Board up a notch! Learn how to get the most from your board by creating interactive lessons in order to fully integrate technology into your curriculum. Share ideas on how to re-vamp your existing lessons and get great resources for new projects

(Prerequisite: General understanding of how to use the SmartBoard)

SmartBoard-Creating Interactive Lessons Across the Curriculum

Course Description: If you've been using the Smart Board and are ready to go beyond the basics, this session is for you. Learn how to integrate SMART Board technology into your classroom activities. During this workshop you will learn to use action buttons and hyperlinks, insert video clips, and create your own interactive manipulatives for the content area and grade that you teach. Learn how to incorporate Internet and other resources into SMART Notebook activities. Participants will gain hands-on experience using the SMART Board as well as creating their own lesson activities.

(Prerequisite: Smart Board basics)

Talking Books with Power Point

Course Description: Talking Books are a great literacy activity that can be used with all grade levels, as an individual or group activity. You can use pictures (your own or other's), record narration, use custom animations, etc... Talking Books can be used in the classroom as an authentic assessment, a book report, a science project, or as a study guide. The possibilities are endless! Talking Books are also great for special education and ESL.

(Prerequisite: Familiarity with Power Point)

Thinkfinity in the Classroom

Course Description: For ALL teachers! Verizon's education portal provides the highest quality educational resources to teachers and students. Developed by world-renowned organizations who are experts in their fields, these standards-based resources include lessons plans, student materials, reviewed Web resources and interactives. Learn more about Thinkfinity's free teacher resources and how to successfully integrate online educational resources into your curriculum to increase student enthusiasm and achievement.

(Prerequisite: None)

Twitter Resources for Educators

Course Description: Join one of the latest and most popular Internet phenomena! Twitter is a free social networking and micro-blogging service that has changed the way many people communicate. Connect with the world, and find information for classroom projects and/or discussions, or connect with your fellow educators to get new ideas for your classroom. By following other like-minded twitterers, you can find links for professional development, meetings, plus other useful information. Who knows, you can develop a strong Twitter presence and have thousands of followers.

(Prerequisite: General understanding of how to use the computer)

Using Power Point to Play Jeopardy

Course Description: What better way to learn than by playing a game.

Use the Jeopardy format in Power Point to introduce new classroom material, review for tests/quizzes, for extra credit or for after-school club activities. You will learn how to create a template, which can be used to create games for a variety of content materials.

(Prerequisite: General understanding of Power Point. Familiarity with creating hyperlinks desirable but not necessary)

Visual Learning with Inspiration

Course Description: Take visual learning to a higher level! Use this workshop to learn how to apply Inspiration software in your curriculum, from basic webbing to creating your own custom libraries, to pulling images from the Internet into your diagrams! These can be used to enhance any curriculum area, including science, social studies and language arts. Inspiration is a fun & useful way to clarify & visualize your thinking. Inspiration is the standard in graphic organizing software! You can also produce graphic organizers as well as learning centers for teachers. Come and join us and incorporate Inspiration across your curriculum to add depth and creativity to all of your lessons.

(Prerequisite: General understanding of how to use the computer and Windows.)

VoiceThread

Course Description: VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate pages and leave comments in 5 ways - using voice (with a microphone or telephone), text, audio file, or video (via a webcam). Share a VoiceThread with friends, students, and colleagues for them to record comments too. With VoiceThread, group conversations are collected and shared in one place from anywhere in the world. All with no software to install!

(Prerequisite: General understanding of how to use the computer and Windows.)

Word/Excel 2007 Overview

Course Description: Are you dazed and confused by the new interface of Word/Excel 2007? Even though most of the functions are the same, the way to do these same functions has completely and drastically changed for the 2007 applications. This takes some getting used to. Come and learn how to find all of your favorite (and not so favorite) functions in Word/Excel 2007 and come away feeling more confident about all of these changes.

(Prerequisite: Familiarity with Word/Excel 97-2003)

Word-Reviewing Toolbar

Course Description: Do you wish there was a way to edit your students' papers without having to have a red pen handy, to save your hand the aching of writing millions of comments, to collaborate on drafts with your students? Well..... great news! There is a way and it is called the Reviewing toolbar. In this workshop, you will learn to use the basic functions of the Reviewing toolbar, the different option features, the toolbar with classroom projects, and the multiple reader option with different colors.

(Prerequisite: General understanding of how to use the computer and basic familiarity with Word.)

Morris County Educational Technology Training Center

400 East Main Street, Denville, NJ 07834

Telephone (973) 627-4600 Ext. 296

FAX (973) 586-4314

REGISTRATION FORM



Name: _____

School District: _____

Name of School: _____

Telephone: () _____ Fax Number: () _____

Home Telephone: _____ Title/Position: _____

Grade(s) you teach: _____ Subject(s) _____

Number of Students you teach: _____ Number of Students in your district: _____

Email address: _____

Computer Background: Very Familiar Familiar Somewhat Familiar Not Familiar

We are not over-booking our workshops and we do have educators waiting to join our workshops. Please call and let us know if you register for a workshop and are unable to attend. Please obtain release-time from your Principal prior to registering for a workshop during school hours.

Approved For The Workshop (Office Use)	Title(s)	Date(s)	Time(s)	Location	Non-Consortium Pricing (Office Use Only)

1. Fax or mail the completed registration form to Eva Ursell, ETTC Manager at the number above.
2. For directions to the ETTC locations, please visit our website at <http://www.mcvts.org/ettc/directions.htm>
3. Call 973-627-4600 ext. 296 for non-consortium pricing of workshops. See booklet for more information and our list of consortium members.

Always bring a USB drive to save your work.

ETTC Consortium Members 2009-2010

Public

Town of Boonton
County Superintendent of Schools Office
Denville Township
East Hanover Township
Hanover Park Regional
Hanover Township
Harding Township
Madison Borough
MC School of Technology
Morris Plains Borough
Netcong Borough
Pequannock Township
Randolph Township
Riverdale Borough
Rockaway Township
Roxbury Township
West Morris Regional
Wharton Borough

Non-Public

Assumption School- Morristown
Holy Family School-Florham Park
Morris Catholic High School-Denville
Netherlands Reformed Christian Church
Sacred Heart School- Rockaway
Sage Day School – Boonton
St. Anthony's of Padua– Butler
St. Cecilia School - Rockaway
St. Joseph School-Mendham
St. Mary's Parish-Dover
St. Michael's School-Netcong
St. Patrick School-Chatham
St. Pius X School-Montville
St. Rose of Lima Academy-East Hanover
St. Therese School-Roxbury
St. Vincent Martyr School-Madison
St. Virgil School- Morris Plains
The Craig School-Mountain Lakes
Westmont Montessori School - Mendham

Please check with the ETTC office
to inquire about your school's
consortium membership status for
the 2009-2010 school year.
Not all consortium commitments
have been finalized