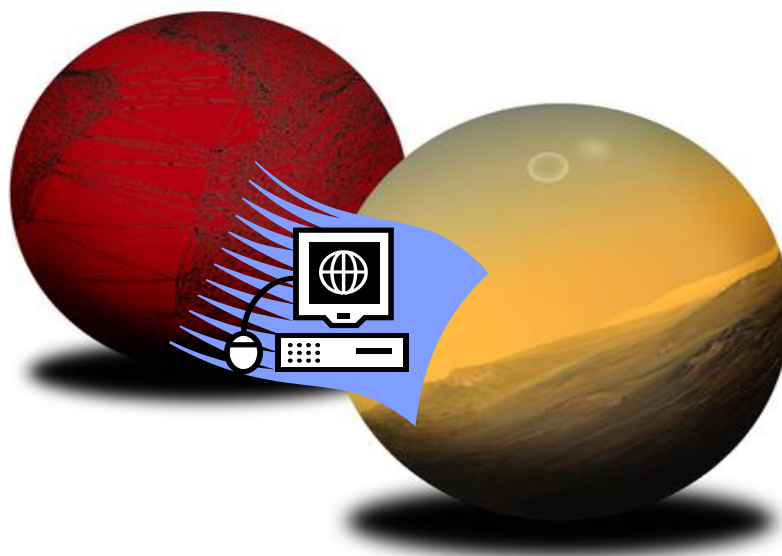


ETTC Workshops
Summer/Fall 2010
July-December 2010

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

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Always bring a USB drive to save your work.

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 6 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 online or 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 \$59.00 for a two-three hour workshop, \$99.00 for a four-six hour workshop, \$109.00 for a six-eight hour workshop, and \$209.00 for an eight-ten hour workshop, or as instructed on registration form. Payment is expected two weeks prior to the workshop. If attendance is cancelled one week (or less) prior to workshop date, credit is issued towards attendance at future ETTC workshop(s). Our list of ETTC Consortium Members can be found on page 17 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 14 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.

Always bring a USB drive to save your work.

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.

What if school closes due to inclement weather?

1. When in doubt...stay home.
2. If your school is closed, so is MCST and its satellite site locations.
3. Listen to the radio: *WDAJ 105.5FM ~ WMTR 1250 AM ~ NJ's 101.5*
Or
4. Check the Morris County School of Technology website for information:
<http://www.mcvts.org/>

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

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:

Elena Lombardi- MCST-ETTC

Robert Roig- MCST-ETTC

Matthew Farber-Denville Township School District

Jill Ross- MCST

Christine Bacolas- MCST

Guy Taylor- MCST-ETTC

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

Workshop Preview Chart

Summer/Fall 2010

2010-2011 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 Offering

July 2010

Course	Date	Time	Location
Excel Overview	7/7/10	9:00-2:30	MCST ETTC/104A
Podcasting in the Classroom Using PC's	7/8/10	9:00-2:30	MCST ETTC/104A
Ride the Communication and Collaboration Wave with Google Wave	7/13/10	9:00-12:00	MCST ETTC/104A
Smart Board- Introduction	7/14/10	9:00-2:30	MCST ETTC/104A
Smart Board- Creating Interactive Lessons with Lesson Activity Toolkit	7/15/10	9:00-2:30	MCST ETTC/104A
Microsoft Word Plus	7/19/10	9:00-11:30	MCST ETTC/104A
Google Institute	7/20/10	9:00-2:30	MCST ETTC/104A
SMART Student Response System in the Classroom	7/21/10	9:00-11:30	MCST ETTC/104A

August 2010

Course	Date	Time	Location
Smart Board- Introduction	8/11/10	9:00-2:30	MCST ETTC/104A
Blogging in Education	8/12/10	9:00-2:30	MCST ETTC/104A
Making the Change to Microsoft Office 2007	8/17/10	9:00-11:30	MCST ETTC/104A
Power Point Overview	8/18/10	9:00-2:30	MCST ETTC/104A
Organize Your Online Life with Social Bookmarks	8/19/10	9:00-2:30	MCST ETTC/104A
Smart Board Content Creation Camp	8/24/10	9:00-2:30	MCST ETTC/104A
Creating 21 st Century Schools 1/2	8/25/10	9:00-2:30	MCST ETTC/104A
Creating 21 st Century Schools 2/2	8/26/10	9:00-2:30	MCST ETTC/104A

September 2010

Course	Date	Time	Location
Smart Board- Introduction 1/2	9/14/10	4:00-6:30	MCST ETTC/104A
Introduction to Power Point 1/2	9/15/10	4:00-6:30	MCST ETTC/104A
Power Point-Tips, Tricks, Bells and Whistles 1/2	9/16/10	4:00-6:30	MCST ETTC/104A
Web Literacy-Effective Use of Google Search	9/20/10	4:00-6:30	MCST ETTC/104A
Smart Board- Introduction 2/2	9/21/10	4:00-6:30	MCST ETTC/104A
Introduction to Power Point 2/2	9/22/10	4:00-6:30	MCST ETTC/104A
Power Point-Tips, Tricks, Bells and Whistles 2/2	9/23/10	4:00-6:30	MCST ETTC/104A
Organize your Computer Files	9/28/10	4:00-6:30	MCST ETTC/104A
Twitter Resources for Educators	9/30/10	4:00-6:30	MCST ETTC/104A

October 2010

Course	Date	Time	Location
Skype and Video Conferencing in the Classroom	10/5/10	4:00-6:30	MCST ETTC/104A
Tapped In- Building Your Own Online Classroom	10/6/10	4:00-6:30	MCST ETTC/104A
Smart Board Content Creation Camp 1/2	10/7/10	4:00-6:30	MCST ETTC/104A
Smart Board- Introduction 1/2	10/12/10	4:00-6:30	MCST ETTC/104A
Excel Games and Lessons in the Elementary Classroom 1/2	10/13/10	4:00-6:30	MCST ETTC/104A
Smart Board Content Creation Camp 2/2	10/14/10	4:00-6:30	MCST ETTC/104A
Creating 21 st Century Schools 1/2	10/18/10	9:00-2:30	MCST ETTC/104A
Smart Board- Introduction 2/2	10/19/10	4:00-6:30	MCST ETTC/104A
Excel Games and Lessons in the Elementary Classroom 2/2	10/20/10	4:00-6:30	MCST ETTC/104A
Creating 21 st Century Schools 2/2	10/25/10	9:00-2:30	MCST ETTC/104A
Creating Screencasts in the Classroom	10/28/10	4:00-6:30	MCST ETTC/104A

November 2010

Course	Date	Time	Location
Bloggging in Education	11/1/10	4:00-6:30	MCST ETTC/104A
Web 2.0 Tools for K-12	11/3/10	4:00-6:30	MCST ETTC/104A
Google Docs: Create/Connect/Collaborate	11/9/10	4:00-6:30	MCST ETTC/104A
Wikis in the Classroom 1/2	11/11/10	4:00-6:30	MCST ETTC/104A
Using Power Point to Play Jeopardy 1/2	11/15/10	4:00-6:30	MCST ETTC/104A
Remember and Organize Everything You Do Online with Symbaloo and Evernote	11/17/10	4:00-6:30	MCST ETTC/104A
Wikis in the Classroom 2/2	11/18/10	4:00-6:30	MCST ETTC/104A
Using Power Point to Play Jeopardy 2/2	11/22/10	4:00-6:30	MCST ETTC/104A

December 2010

Course	Date	Time	Location
Smart Board Content Creation Camp 1/2	12/1/10	4:00-6:30	MCST ETTC/104A
Tell Stories with VoiceThread	12/2/10	4:00-6:30	MCST ETTC/104A
Smart Board-Adding Interactivity to Smart Notebook Activities 1/2	12/7/10	4:00-6:30	MCST ETTC/104A
Smart Board Content Creation Camp 2/2	12/8/10	4:00-6:30	MCST ETTC/104A
Smart Board-Adding Interactivity to Smart Notebook Activities 2/2	12/14/10	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.)

Creating 21st Century Schools

Course Description: Register for this two-part hands-on workshop, for an opportunity to discover how web-based resources and collaborations support the implementation of the 2009 Core Curriculum Content Standards and can enhance student motivation and achievement. During this workshop we will explore free and accessible content and grade level-specific resources to:

- learn how to cultivate successful global online teacher and student collaborations
- apply effective search techniques
- build content resource engines with the goal of turnkey training teachers under your supervision

Recommended for: Content Area Supervisors, Department Chairs, Lead Teachers

Creating Screencasts in the Classroom

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

For students who are primarily visual (vs. aural) learners, screencasting allows them to see and hear the material you want to present.

Screencasting, records exactly what is happening on your computer screen as a video. With a microphone, you can also add audio, usually your own commentary. Some of the real handy uses of screencasting in the classroom are:

1. Answer a student question that lends itself to audio/visual rather than text.
2. Create a (computer) video clip of you, or a guest speaker, talking while displaying PowerPoint slides or other visuals.
3. Make a movie to show your students and/or fellow teachers exactly what you mean by creating a quick how-to video tutorial for using computer programs or web applications.

Using Jing, 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. It 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)

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 Docs: Create/Connect/Collaborate

Course Description: Ever wish there was an easier way to work on a document which required input from different people without the hassle of saving documents, emails and oh, the long frustrating wait?

Well, here's Google Docs: a free, web-based word processor, spreadsheet, presentation, form, and data storage service offered by Google. One of the most innovative features of Google Docs is allowing multiple users to work on a single document simultaneously, in real-time. Another great feature, which is very common in online collaborative software, is version histories. As people edit and save the document, old versions are archived. You can go back and review previous versions with a click of a button.

(Prerequisite: Basic computer skills and general understanding of Office applications)

Google Institute

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

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)

Introduction to PowerPoint

Course description: This two-day workshop will provide you with the skills to create a multimedia lesson plan for your classroom. Bring a lesson plan you would like to use to design your multimedia lesson. We will cover the basics, plus more....

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

Making the Change to Microsoft Office 2007

Course Description: Are you dazed and confused by the new interface of Office 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 Office 2007 and come away feeling more confident about all of these changes.
(Prerequisite: Familiarity with Office 97-2003)

Microsoft Word PLUS

Course Description: This workshop is intended for users of Word, who want to enhance their skills beyond Word basics. Areas covered are Tables, Forms, Mail Merge, Footnotes and Captions, Shortcuts, Inserting Media, Labels and Envelopes.
(Prerequisite: Basic computer skills and general understanding of Microsoft Word)

Organize Your Computer Files

Course Description: “Help!!! I can’t find my file. I know I saved it ... somewhere”. This workshop will teach you how to organize your computer desktop and hard drive to make locating files quick and easy. You will learn how to make electronic folders, remove unwanted files, use the Search feature to find missing documents, and even change the look of your desktop.
(Prerequisite: None)

Organize Your Online Life with Social Bookmarks

Course Description: Social bookmarking is a method for Internet users to share, organize, search, and manage bookmarks of web resources, by saving links to web pages. These bookmarks are usually public, and can be saved privately, shared only with specified people or groups, shared only inside certain networks, or another combination thereof. Come and explore the most popular social bookmarks, such as Delicious, Digg, Diigo, Furl, Google, Reddit, Stumbleupon, plus more.....
(Prerequisite: Basic computer skills)

Podcasting in the Classroom 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- Overview

Course Description: Have you already taken PowerPoint but forgotten some basic steps? Come and refresh and get ready for Back to School Night or assembly presentations! Learn how to use wizards, menus and toolbars, create custom animations, slide transitions, slide backgrounds, hyperlinks, action buttons, and more. Get some classroom activity ideas and create your own project.
(Prerequisite: General understanding of how to use PowerPoint.)

Always bring a USB drive to save your work.

PowerPoint- Tips, Tricks, Bells and Whistles

Course description: Go beyond the uninspiring PPT presentation. Keep your audience engaged with embedded movies, hyperlinks, sounds, object animations, backgrounds, plus lots more...

Create presentation notes, handouts, master slides, plus more....

Bring your presentation ideas with you.

(Prerequisite: An understanding of how to use Microsoft PowerPoint, and Windows.)

Remember and Organize Everything You Do Online with Symbaloo and Evernote

Course description: Think of a visual, organized desktop for your weblinks.

'Symbaloo' is a Greek verb that stands for 'assembling'. It is basically a personal online desktop, which helps users in managing favorite sites and services. Frequent web users have very large number of links saved in the browser's, bookmarks in folders, etc. By using this simple, very visual start page, you can smoothly handle the links of these frequently accessed websites.

Evernote gives whole new meaning to the word "synchronized." This software uses technology to help users organize various types of information from several different sources into one, central, web-based location. The product also allows users to clip web pages and archive them for later reference, store screen shots, photos and text notes, all within a customizable storage system. Evernote will also organize things for you by the date a note or other document was created.

(Prerequisite: Basic computer skills)

Ride the Communication and Collaboration Wave with Google Wave

Google Wave is an online tool for real-time communication and collaboration.

- A wave is equal parts conversation and document.
- A wave is shared. Any participant can reply anywhere in the message, edit the content and add participants.
- A wave is live, allowing participants to have faster conversations, see edits and interact with extensions in real- time.

There are many ways to use Google Wave, such as:

Organizing Events

Group Projects

Photo Sharing

Meeting Notes

Brainstorming

Interactive Games

(Prerequisite: Basic computer skills)

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.)

Always bring a USB drive to save your work.

SmartBoard-Adding Interactivity to Smart Notebook

Course Description: Would you like to design lesson activities using Notebook Software to increase student engagement and participation? Are you looking for additional ways to create professional, interactive and sharable lesson activities for your SMART Board Interactive Whiteboard?

SMART Notebook's Essentials for Educators Gallery now has almost 400 interactive/multimedia tools.

In this workshop, you will have the opportunity to enhance your SMART Notebook Software skills and create content that you will be able to share with other educators. Bring your lesson ideas and a flash drive to save your work and you will be ready to engage your students on the first day of school!

(Prerequisite: Basic/intermediate knowledge of SMART Notebook 10 software and SMART Board. Note: This class does not cover basic training)

Smart Board- Creating Interactive Lessons with Lesson Activity Toolkit

Course Description: Go beyond Smart Board basics- learn a new way to create eye-catching lesson activities, full of customizable tools and templates that you can use to create professional-looking lessons. The Toolkit helps you create engaging content like word games, quizzes, crossword puzzles and sorting tables. It also offers Adobe Flash tools like hide-and-reveal, drag-and-drop, plus lots more....

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

SMARTBoard Content Creation Camp

Course Description: You are familiar with SMARTBoard and Notebook basics, but not sure where to go next! You would like to develop activities/lessons for your students in SMART Notebook, but can't seem to find the time! Come with your ideas and develop interactive SMART Notebook content in a supportive environment. Wow your students with engaging, well-paced activities.

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

SmartBoard- Introduction

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

Learn how to get the most from your board by creating interactive lessons in Smart Notebook in order to fully integrate technology into your curriculum.

(Prerequisite: None)

SMART Student Response System in the Classroom

Course Description: Engage your students, keep them alert and improve their performance using the SmartTech student response system with:

Real-time instructor-student interaction

Instant polling and survey analysis

Anonymous student feedback

Automatic grading and reporting

Seamless integration with MS PowerPoint

SMART Response interactive response system makes it easy to gain immediate insight into student learning. Students respond to questions and quizzes using their wireless remotes, and the results are automatically tallied, summarized and visually displayed in a pie chart or bar graph. You instantly see how well each student has understood the lesson material, so you can adapt lessons as you teach to ensure everyone is keeping up.

(Prerequisite: None)

Tapped In- Building Your Own Online Classroom

Course Description: Tapped In brings educators together both locally and worldwide to promote a community that supports each teacher as a professional.

K-12 teachers, librarians, administrators, and professional development staff gather here to learn, pool resources, share, and support one another's ideas.

In Tapped In, educators:

- Plan and conduct learning projects with colleagues and K-12 students.
- Participate in or lead topical discussions and groups.
- Attend online courses offered by fellow group participants.
- Mentor other educators or find a mentor.
- Try out new ideas in a safe, supportive environment.

(Prerequisite: none)

Tell Stories with 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.)

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)

Always bring a USB drive to save your work.

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)

Web 2.0 Tools for K-12

Course Description: Welcome to the new age of using the web, where concepts change every day. Back in the dark ages of web 1.0 you could only view information online and duplicate for writing reports, sharing with others, etc.... With the new web 2.0 tools people are changing the way real world works- in business, social activities and education. Now you can write directly online in a blog, wiki, google docs, etc... and get immediate feedback from others across the world, or just across your back yard. Find out how Web 2.0 is transforming the way we think about software and using applications. Learn how you can access free, interactive word processors, graphic organizers, spreadsheets, interactive bookmarks and more right within your browser. Even in elementary school, laptops, iPods, digital cameras, iPhones and more, are slowly replacing pencils, crayons, paper, and glue.

Find out how these tools can support collaboration and transform your classroom. Your students are already virtual learners- create an environment to suit their optimal learning potential.

(Prerequisite: Basic computer skills)

Web Literacy- Effective Use of Google Search

Course Description: Discover how web-based resources and collaborations support the implementation of the 2009 Core Curriculum Content Standards. In this workshop, we will:

- * Explore free and accessible resources for various content areas and grade levels
- * Learn how to cultivate successful global online teacher and student collaborations
- * Apply effective search techniques
- * Build resource engines for posting.

(Prerequisite: None)

Wikis in the Classroom

Course Description: What is a wiki and how does it fit into my classroom?

Wiki is an easy- to- use, free online space, where you can create and share information among a number of users. In the classroom, 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.

Educators use wikis to create, publish, organize, collaborate, communicate, develop curriculum and post research and projects with due dates. No more “dog ate my homework”- wiki edits are time stamped. You know who made changes and when they were made. Teachers can make coursework and homework information easily available to both students and parents.

Wikis are ad-free and very safe to use, since you control who sees your wiki, by choosing the participants (your students). Go ahead and try it- it’s as easy as making a peanut butter sandwich!

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

Always bring a USB drive to save your work.

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.

Workshop Fee Schedule

2010-2011

Educational Technology Training Center
400 East Main Street
Denville, NJ 07834

Eva Ursell, ETTC Manager
973-627-4600 Ext. 296
973-586-4314 (Fax)

Title:	Fee:
Consortium Members	Beginning July 1, 2010 workshops are at no cost to districts that pay \$20.00 per staff member.
Non-consortium Members	Beginning July 1, 2010 the non-consortium member charge will be: \$59.00 per person for a two-three hour workshop. \$99.00 per person for a four-six hour workshop. \$109.00 per person for a six-eight hour workshop \$209.00 per person for a eight-ten hour workshop
Custom-made Workshops	Consortium Members: The charge for custom-made workshops at MCST or at a distance location will be: \$375.00 for a two-three hour workshop. \$675.00 for a four to five hour workshop. \$875.00 for a six- eight hour workshop Non-Consortium Members: The charge for custom-made workshops at MCST or at a distance location will be: \$500.00 for a two-three hour workshop. \$800.00 for a five hour workshop. \$1000.00 for a six- eight hour workshop
Room Usage	\$500.00 per day for use of the ETTC computer lab at MCST.

ETTC Consortium Members 2010-2011

Public

County Superintendent of Schools Office
Denville Township
East Hanover Township
Hanover Park Regional
Harding Township
Lincoln Park Borough
Netcong Borough
Randolph Township
Riverdale Borough
Rockaway Township
Roxbury Township
Wharton Borough

Non-Public

All Saints Academy-Parsippany
Assumption School- Morristown
Holy Family School-Florham Park
Morris Catholic High School-Denville
Netherlands Reformed Christian Church
Our Lady of Mercy Academy-Whippany
Our Lady of Mt. Carmel- Boonton
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 Prep-Denville
St. Michael School-Netcong
St. Pius X School-Montville
St. Rose of Lima Academy-East Hanover
St. Therese School-Roxbury
St. Vincent Martyr School-Madison
The Craig School-Mountain Lakes
Westmont Montessori School - Mendham