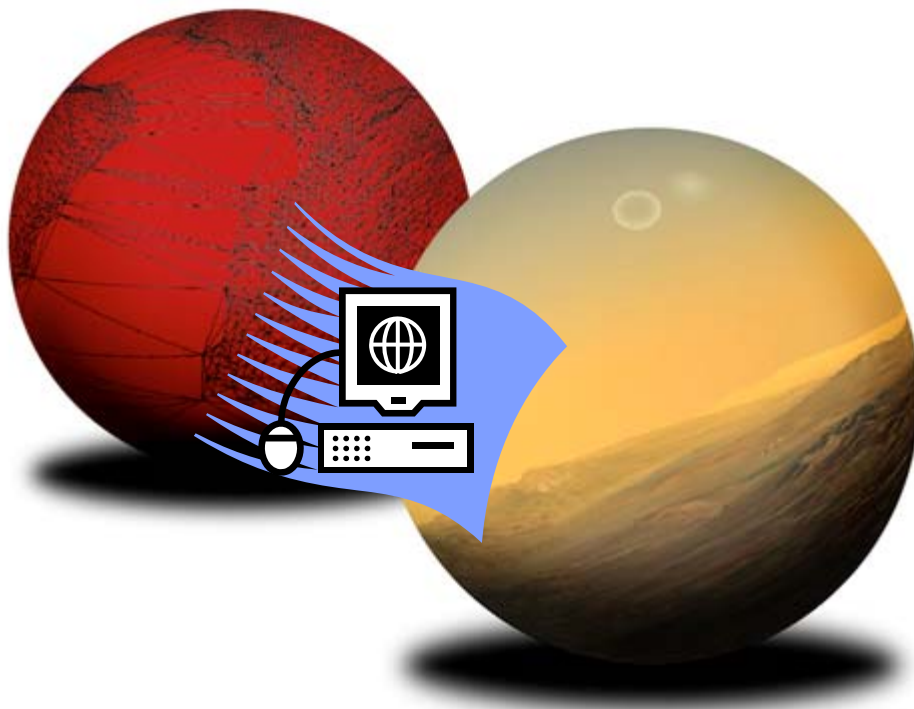


ETTC Workshops – Summer 2009

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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 or other saving device to save your work.

Morris County Educational Technology Training Center

973-627-4600 ext. 292

Fax #: 973-627-1685

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. If your school district is not an active ETTC Consortium member your registration 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 15 or on our website www.mcvts.org/ettc . Any questions, call 973-627-4600 ext. 292.

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.

Always bring a USB drive or other saving device 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 the satellite site locations.
3. Check the MCST website: <http://www.mcvts.org>
4. 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
- distance learning.

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

Thank You,

*Eva Ursell
ETTC Manager*

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The Morris County Educational Technology Training Center

Instructors:

Pati Link- Boonton Township School District/ MCST- ETTC

Elena Lombardi, MCST-ETTC

Robert Roig, MCST-ETTC

Krista Merkelbach- Boonton Township School District

Angela Russo, Wayne School District

Eva Ursell, MCST-ETTC

Matthew Farber-Denville Township School District

Guy Taylor, MCST-ETTC

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

Workshop Preview Chart

Summer 2009

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 saving device to save your work.

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

July, 2009 Workshops at MCST

Course	Date	Time	Location
Power Point: Beginner and Advanced Beginner	7/7/09	9:00-2:30	MCST ETTC/104A
Power Point: Intermediate and Advanced	7/8/09	9:00-2:30	MCST ETTC/104A
Google Institute	7/9/09	9:00-2:30	MCST ETTC/104A
Dreamweaver CS4 Beginner and Advanced Beginner	7/14/09	9:00-2:30	MCST-ETTC/104A
Dreamweaver CS4 Intermediate and Advanced	7/15/09	9:00-2:30	MCST-ETTC/104A
Web Quests and Scavenger Hunts	7/16/09	9:00-2:30	MCST ETTC/104A
Excel Beginner and Advanced Beginner	7/21/09	9:00-2:30	MCST ETTC/104A
Excel Intermediate and Advanced	7/22/09	9:00-2:30	MCST-ETTC/104A
Word and Excel 2007 Overview	7/23/09	9:00-2:30	MCST ETTC/104A

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

August, 2009 Workshops at MCST

Course	Date	Time	Location
HotChalk Learning Environment for K-12	8/11/09	9:00-2:30	MCST ETTC/104A
Smart Board-Creating Interactive Lessons Across the Curriculum	8/12/09	9:00-2:30	MCST ETTC/104A
Web 2.0 Classroom	8/13/09	9:00-2:30	MCST ETTC/104A
How to Write Grants for K-12	8/18/09	9:00-2:30	MCST ETTC/104A
Skype and Video Conferencing in K-12	8/19/09	9:00-2:30	MCST ETTC/104A
Blogging in Education and Social Bookmarking	8/20/09	9:00-2:30	MCST ETTC/104A
Create a Screencast for Teachertube (or Youtube)	8/25/09	9:00-2:30	MCST ETTC/104A
Podcasting in Education Using PC's	8/26/09	9:00-2:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design	8/27/09	9:00-2:30	MCST ETTC/104A

September 2009 Workshops at MCST

Course	Date	Time	Location
Smart Board and Smart Board Instructional Lesson Design 1/2	9/15/09	4:00-6:30	MCST ETTC/104A
Power Point for Back to School Night 1/2	9/16/09	4:00-6:30	MCST ETTC/104A
Using Power Point to Play Jeopardy 1/2	9/17/09	4:00-6:30	MCST ETTC/104A
Smart Board and Smart Board Instructional Lesson Design 2/2	9/22/09	4:00-6:30	MCST ETTC/104A
Power Point for Back to School Night 2/2	9/23/09	4:00-6:30	MCST ETTC/104A
Using Power Point to Play Jeopardy 2/2	9/24/09	4:00-6:30	MCST ETTC/104A
Create a website with Webs.com	9/30/09	4:00-6:30	MCST ETTC/104A

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Alphabetical Listing of Workshops

Blogging in Education and Social Bookmarking

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. Blogs are a new way to work with journals in the classroom and a fun way to get students to write! 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.

Learn about social bookmarking, where the primary purpose is to easily organize, and access web pages that a user has visited and chosen to save.

Set up your own social bookmarking website.

(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.)

Dreamweaver CS4

Course Description: Introduction to Macromedia's Professional Web Page design program.

(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)

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

Excel Advanced Beginner

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

(Prerequisite: Excel Beginner)

Excel Intermediate

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

(Prerequisite: Excel Advanced Beginner)

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: Excel Intermediate)

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, SketchUp, 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)

HotChalk Learning Environment for K-12

Course Description: FREE!!! FREE!!! FREE!!! HotChalk is for preK-12 teachers, librarians, curriculum managers and technical administrators who wish to provide students a superior educational experience that will drive academic achievement. HotChalk covers all preK-12 subjects, including Math, Science, Music, Language Arts, Computers & Internet, Social Studies, Art and Physical Education. It is a learning environment for K-12 teachers, students and parents that includes a learning management system (LMS), a rich library of teacher-contributed lesson plans, premium digital content like NBC News video, and professional development for teachers in a Web-based environment.

With HotChalk, you can:

- Automate repetitive daily classroom tasks like assignments, homework and grading
- Improve teacher-parent-student communication on daily progress and assignment status via secure login and email
- Quickly access thousands of 'teacher approved' lesson plans and materials
- Deliver valuable digital content from the best education producers directly into the classroom
- Participate in an online community of educators and thought leaders on current educational issues

(Prerequisite: Basic computer skills)

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

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)

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)

Power Point-Beginner and Advanced Beginner

Course description: This is a two day workshop. Day 1 will contain an introduction to PowerPoint, presentation basics, using wizards, menus & toolbars, rearranging slides, entering text & clip art, and slide show basics.

Bring a lesson plan you would like to use to design your multimedia lesson for next school year.

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

Power Point-Intermediate and Advanced

Course Description: Day 2- Learn how to enrich your presentations, incorporating the Internet, hyperlinks, slide transitions, animations, charts, slide backgrounds, notes & handouts, and the start of sound & video.

(Prerequisite: Power Point Beginner and Advanced Beginner)

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, 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.)

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

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.)

Smart Board

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)

Smart Board 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)

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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 preferable, but not necessary)

Word/Excel 2007 Overview

Course Description: Are you dazed and confused by the new interface of Word and Excel 2007?

Even though most of the functions are the same, the way to do these same functions has completely and drastically changed for Office 2007. This takes some getting used to. Come and learn how to find all of your favorite (and not so favorite) functions in Word and Excel 2007 and come away feeling more confident about all of these changes.

(Prerequisite: General understanding of Microsoft Office)

Web 2.0 Classroom

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. 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: None)

WebQuests & Scavenger Hunts

Course Description: Discover these Web-based classroom activities. Review the structure and find examples to use in your classroom. Learn how to make your own WebQuests or adapt existing ones for your students!

(Prerequisite: None)

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Morris County Educational Technology Training Center

400 East Main Street, Denville, NJ 07834

Telephone (973) 627-4600 Ext. 292

FAX (973) 627-1685

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. 292 for non-consortium pricing of workshops. See booklet for more information and our list of consortium member

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