TECHNOLOGY TIPS

JANUARY 2, 2007

THE NEW YEAR!!!

Happy New Year Everyone!!! There are so many things going on here at the ol' hacienda, it's hard to know where to start. Well, I suppose the beginning would be nice so...

Please remember, there are district wide trainings every NON-PAYDAY FRIDAY at the PD Center

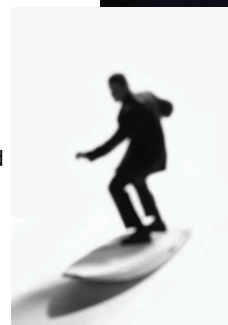| Date	Class	Room		Date	Class	Room
1/5/2007	Excel Advanced	107		3/16/2007	PowerPoint Intermediate	205
1/5/2007	E-mail	205		3/23/2007	PowerPoint Advanced	107
1/12/2007	Palm	107		3/30/2007	Access Beginner	107
1/12/2007	Word Beginner	205		3/30/2007	Access Beginner	205
1/19/2007	Word Beginner	205		4/13/2007	Access Intermediate	107
1/26/2007	Word Intermediate	107		4/13/2007	Access Intermediate	205
1/26/2007	Word Intermediate	205		4/27/2007	Intro to PC	107
2/2/2007	Word Advanced	107		4/27/2007	Access Advanced	205
2/2/2007	Word Advanced	205		5/4/2007	Word Beginner	107
2/9/2007	Excel Beginner	107		5/4/2007	Word Beginner	205
2/9/2007	Excel Beginner	205		5/11/2007	Intro to PC	107
2/16/2007	Excel Intermediate	107		5/11/2007	Publisher	205
2/16/2007	Excel Intermediate	205		5/18/2007	Word Intermediate	107
3/2/2007	Excel Advance	107		5/25/2007	Excel Intermediate	107
3/2/2007	Excel Advance	205		5/25/2007	Excel Beginner	205
3/9/2007	PowerPoint Beginner	107		6/1/2007	Palm	107
3/9/2007	PowerPoint Beginner	205		6/1/2007	Intro to PC	205
3/16/2007	PowerPoint Intermediate	107		6/8/2007	Access Beginner	107
				6/8/2007	Web Page Design	205

ACCEPTABLE USE– THE BOTTOM LINE

There have been so many differing versions of what this should be and is in so many classrooms around the city it makes my head spin. The fact is, there's only one set of rules that is really important and it can be found at this address;

http://www.sps.springfield.ma.us/generalInfo/districtPolices/purpose.asp

To put it very bluntly, there is no "Oh, but this is the way I do it in my classroom" sort of stuff. We all have to follow the same rules and all have to deal with the same consequences of our actions.

The policy is very clear about what we can, and cannot, do with regard to our (and our student's) use of the internet service at school for an educational alternative to traditional means of instruction and research. Please read it out loud with your students if you intend to surf the "'net" .

I understand that this doesn't sound like the generally genial, jovial, jolly kind of guy I normally am, but I really do have to impress the importance of the SPS's "Acceptable Use Policy" on everyone. Please give it a thorough read and make sure your students are familiar with it as well.

HSC IN-HOUSE WORKSHOPS

Beginning next Monday (1/8/2007), I'll be offering (on a purely voluntary basis) some different PD that folks have asked me about over the course of the last few months. The sorts of questions that people bring to the room (B155) will be the topics that we'll cover (in addition to the basics of a subject area just to get started).

I'll be setting aside the first two blocks of every day over the course of time I have listed for folks to come in for individual work or small groups.

The first few sessions have been planned out specifically for folks who want to use the laptop carts on a regular basis (or at least as much as sharing will allow). "PC Basics" and "Laptop Cart Training" are a definite must have for the fledgling technology using teacher.

Let me point out why we're not offering PDP's for this right at the moment. PDP's can only be awarded in blocks of 10 contact hours. While you'll notice that there are actually 10 different subjects and at least an hour's worth of work to be done (by any reasonable standard), I'd

have to track your attendance over the rest of the year (regardless of whether you took 5 workshops for 2 hours or ten of the mini units for one hour).

In each workshop, we'll talk about planning , use, and all the sorts of stuff you'll need to walk away with something you can actually use in your classes. I'd like this to be something you will get theory AND practical knowledge from.

Title	Description	Dates
PC Basics	– The care and feeding of your SPS Desktop or Laptop.	January 8-18
Laptop Cart Training	-– This one is to show teachers the procedures and the guidelines for the use of the HSC Laptop carts	January 22-February 1
MS Outlook	- Some of the things that will make the year easier as we head toward more accountability and need to access information quicker.	February 5-15
MS Word	The ins and outs of the most used word processing program in the world.	February 26-March 9
GradeKeeper and other Teacher Tools	– There's so much more to this program than simply e-mail. Contacts, calendars, journals, and a number of other functions will be discussed.	March 12-23
MS PowerPoint	-– One of the better and more powerful presentation programs around. It is the "industry standard".	March 26-April 6
Web Design	The creation of a web page for the High School of Commerce Virtual Community.	April 9-26
MS FrontPage	– This program for HTML/web site editing is well known for it's ease of use and functionality	April 30-May 10
MS Excel	– perform calculations, analyze information, and manage spreadsheets. Again, the industry standard for this type of software	May 14-24
MS Publisher	– Desktop publishing is simply a point and click away using this program.	May 28-June 7

"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you do know and what you don't. "

GETTING UPDATES

You know, over the last several months I've been back here at the good old' High School of Commerce one thing has been brought to my attention over and over again. People say to me, "I couldn't open that foolish Teacher's Survey thing". All that means is the fact that you need to update your version of the program (documents created in newer versions of a program will sometimes have problems in previous versions, it's that sort of thing)

Please make sure your Adobe Acrobat Reader is updated with the latest version (I think it's # 7 now). Don't worry, It's free! Just click here...

ADOBE

Follow the directions they give you and everything should be fine. Once you've done that for yourself, help out the folks near you do the same thing. I know it's my job to do that, but it's also my job to help build collegiality too. If we can all help each other out just a little bit, it'll make everyone's job a smidgeon easier.

Don't forget, Acrobat Reader updates often (maybe once or twice a year) and it's not the only software that does this either. You should check for updates on other software that we use frequently here at the HSC. One that comes to mind is Grade Keeper. Lots of folks are still using the old versions of the program.

Don't get me wrong here folks, the older versions are familiar and we're comfortable with them. I understand that. However, think about all the improvements that could have been made to your favorite piece of software. In the case of Grade Keeper, the changes have been very good. Here are some of them:
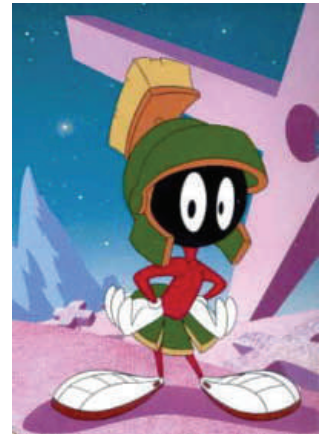
Version 6.0 (the current version for download) makes the following improvements:

- Added export to SchoolFusion
- Added a Curve Assignment command
- Can import and export student comments
- Can export school, subject, current term, and teacher
- Import matches student names and IDs to existing students
- Export to web translates special characters and makes links live
- Fill Down and Fill Across give option of not replacing existing scores
- Can choose to display student grades as percent or letter grade or both
- Student scores report category summary includes points earned and possible
- Can choose individual, school, or district license when entering registration code
- The class grades report will now always include semester and year-end final exams
- The multiple class report may now include attendance and a summary of assignments

These two are only a small portion of the programs that update on a fairly regular basis. I try to check for updates every couple months or so in the programs I use frequently.

AND SO GENTLE READERS...

This brings us to the precipice of another question that is beginning to perplex, tantalize, and downright annoy thousands of teachers and people over the age of 35 all over the world....

Who started this revolution in acronyms and how can we stop it??? It's an abomination akin to putting pineapple on pizza.

Now before some of you get up in arms about the fact that you enjoy pineapple on your pizza, let me remind you that pizza, in any shape or size, is a wonderful thing . But, as you will no doubt understand by the diatribe I'm about to deliver, I'm something of a traditional-

ist when it comes to certain things. One of them being pizza.

Pizza should have, at the very least, 3 main ingredients: bread/dough/crust, tomato, and cheese. Traditionally, there would be other savory ingredients such as; meat, herbs, and various vegetables (onions, peppers, and mushrooms being the most common), There would not be a mention of pineapple on pizza because Italians in the late 1800's didn't really have it around much and certainly didn't use it as an ingredient in "peasant food" because it was too darned expensive. But that's not what we were talking about now was it?

ROTFLMAO.

In 1533, King Henry married Anne Boleyn :-)

One year later Henry became the head of the Church of England 0:-)

Just two years after that, he had Anne Boleyn executed for treason >:-O

I'M NOT SURE EMOTICONS BELONG IN A EUROPEAN HISTORY ESSAY, ZUMA.

YOU DON'T THINK THEY'RE CUTER THAN WORDS?

OKAY, BEFORE WE START CLASS... LET'S ALL BOW OUR HEADS IN PRAYER...

HEY, WE CAN'T DO THAT...

AND PRAY THAT THE STORM THAT'S COMING IN WILL GIVE US A SNOW DAY TOMORROW.

AMEN, BROTHER!

funkywinkerbean.com

SO HERE I AM STARTING A NEW YEAR...

BUT AM I ANY DIFFERENT? NOPE! I'M THE SAME OL' DOG!

DAY AFTER DAY AND YEAR AFTER YEAR... NEVER A CHANGE!

SOMETIMES I MARVEL AT MY CONSISTENCY!

SNOOPY

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WHY ME ?!

BECAUSE IT'S YOUR TURN!

BUT THIS HAPPENED TO ME LAST WEEK, TOO!

GEE, I'M SORRY—

MY SECRETARY WAS ON VACATION LAST WEEK AND NO ONE TOOK YOUR NAME OFF THE LIST!