

# CBES - Technology Meeting Agenda/Information

August 10<sup>th</sup>, 2010

Members of Technology Committee:

K – Collins; 1 = Paulk; 2 = Thorpe; 3 = Batts; 4 = Haltiwanger; 5 = Haller; 6 = Young; TC: Camp

1. Teachers verify/correct userdatabase forms and sign.  
(The link to tech policy is on teacher resources page)
2. This year EMGames has removed students from your last year's classes and promoted students for you.  
(See handout on how to build your class in EMGames.) You can select your students from the list if previous grade levels have entered students. If not you will need to add your students and any new students you receive.
3. Type To Learn Jr (Students have been entered for K – 2<sup>nd</sup> grades)  
Type To Learn (Students have been entered for 2<sup>nd</sup>- 6<sup>th</sup> grades. Some classes are together due to class limitations in TTL Program.)  
Type to Learn 3 (Students have been entered for 2<sup>nd</sup> - 6<sup>th</sup> grades)
4. Laptop tidbits (handout) / Reporting Problems with Laptop Cart – Put a sticky note on the laptop (do not use) and email me computer number and description of problem.
5. IT Direct - Please use! The IT Direct Organization Number 289246892
6. Interwrite Setup – If you are missing an IWPAD... It was borrowed for use at the technology conference. I will return these to you this week. Central has sent out a “fix” to correct a disconnect problem that some users were experiencing with the IW Pad.  
A handout will be provided on how to connect Interwrite, redirect folders so that it doesn't fill up your G drive, and instructions on how to load the gallery database.
7. Outlook Setup/Distribution Lists/Cleanup--Outlook Parent Distribution List—One option to create a parent distribution list is to ask all parents to email you from the email they want in your parent distribution list. You can right click on their email and add to your contacts. Then, build your parent distribution list. Click the drop down box beside “New” and choose “Distribution List” - Be sure to select “Save and Close”
8. Set the Default Printer on your computer: - Start/Printers and Faxes. Right click your laser printer and choose *Set As Default*. If you do not have your grade level printer as an option, please email me your computer number so that I can assign the printer to your computer.
9. VoiceMail Setup (Handout available for new teachers and teachers who moved to a new classroom)
10. Reading coach will be getting with you for Renlearn, ThinkCentral, and Harcourt
11. Please check technology equipment in your classroom. Complete an IT Direct request if something is not functioning.
12. A list of student network logins as well as students who have a “no” on their tech usage agreement will be sent to you.

## Technology Committee Minutes

Meeting: Wednesday, September 1, 2010

Technology Committee Members

Jennifer Motes	K
Jennifer Mueller	1
Kelly Mitchell	1
Leanne Haynes	2
Amanda Johnson	3
Scott McKerley	4
Wrenn Bretz	5
Nancy Brooks	6
Janet McBrayer	SP ED
Claire Dunn	SP ED
Alla Lewis	SP SUB
Laurie King	Principal
Lynne Colley	Local Tech Coordinator
Donna Williamson	District Tech Director

1. **Email communication** is vital for Technology Team members since our meetings are limited to 45 minutes, 4 times a year.
2. **Computer Updates** are very important to keep the computers up to speed. Updates build on each other, which means they cannot be “skipped” and require more time when not done on a regular bases. (Weekly) Laptops fall under this same category. Teachers in grades 2-6 can allow students to do the updates. Updates for Java, Adobe, and SOPHOS are to be done when prompted. Windows updates run automatically on Wednesday nights. More information will follow.
3. **Each grade level committee member** will be responsible for their class completing updates. It has been successful in some grade levels for one teacher per grade level to responsible for doing the updates regularly.
4. When **scheduling guests** (technology issues) provide the Guest Technology Needs request form to the guest at the time the guest is scheduled. Give the completed form to the technology coordinator to insure that necessary technology equipment is provided and set up (auditorium, lunchroom, etc.) See – [Guest Technology Needs handout](#).
5. [Email Distribution Lists](#) may need to be recreated if emails aren’t being sent correctly. Distribution Lists are recommended for sending messages to groups rather than to the entire school staff and also recommended for parent mass emails.
6. **IT Direct**
  - a. **IT Direct is the #1 way to report technology – related problems.** Be sure to use the [2010-11 IT Direct handout](#) so that required information is not omitted, thus delaying the response time to solve the problem.  
A 3-5 day response time is the norm, however many requests are done in as little as a day. The urgency of the request, requests for problems that affect a large group of people, get a higher priority. Examples: printers for a grade level, loss of network connectivity for an entire wing, etc.
  - b. **Data from the service requests** is compiled at the end of every year and used to improve service, pinpoint problem areas, etc.
7. **Schedule visits with each grade level to discuss needs and activities.** Lynne can be scheduled to attend grade level meetings to assist with the two required activities or projects each year. Let her know in advance how she can help.
8. Interruption of technology services on Friday, September 10, 2010. Details will follow.
9. **Color printers are now located in both workrooms.** They have been added to all computers. They are named CES-134WKRM\_Dell 5100cn (first floor) and CES-214WKRM\_Dell 5100n (second floor). Workroom copiers are also printer options. Be sure to choose the correct printer option. Color printers are set to default to black print. To print in color choose File, Print, Properties, Output Color. Choose Color from the drop – down menu.

10. Everyone needs to be mindful of how many color copies are being made. Print only things that need to be in color. The standard for color printing is 2 class projects per year. **Toner cost for the new printers is \$215.00 and will yield 14,000 copies!**

**11. New Monochrome Printer Advantages**

- a. Students and staff no longer have to remember to choose black as the color option for everyday printing.
- b. Cost analysis: Total average cost of **savings** per year, per computer is \$2,775.29
- c. Color printing available for 2 class projects per year is an option, no longer the default printer setting, therefore printing in color is a conscious choice.

**12. Grade Level Printer Location Choice**

- a. Person with printer located in their room will be the Printer Technology support for his or her group.
- b. Printers are placed according to where teachers want it as a group with the understanding that the person agrees to be responsible and willing to do basic troubleshooting, report printer problems, manage paper, etc.

<b>Sept. Meeting Attendees</b>	
Jennifer Motes	x
Jennifer Mueller	x
Kelly Mitchell	x
Leanne Haynes	x
Amanda Johnson	x
Scott McKerley	x
Wrenn Bretz	x
Nancy Brooks	x
Janet McBrayer	x
Claire Dunn	x
Alla Lewis	x
Laurie King	
Lynne Colley	x
Donna Williamson	

## Technology Committee 2010-2011 – Mountain Brook Elementary School

Technology Coordinator-Paula Stanbridge  
Kindergarten-Meaghan Still  
1st-Julie Cox  
2nd-Julie Tuck  
3rd-Allyson Mouron  
4th-Meredith Collins  
5th-Bill Andrews  
6th-Missy Cunningham  
Physical Education-CherryThomas  
Specials-Melinda Storey  
Special Education-Jennifer Harris  
Library Media-Margaret Hudson  
Administrators-Lisa Walters

### October 11, 2010 – 3:10-4:15 Agenda/Minutes from Technology Committee Wiki

#### **Technology Team:**


You are the voice between your grade level/area and technology department.  
E-mail communication is important since we do not meet each week.  
New technology, tips, training will often go to you first so you can share with your group.  
You are the grade level expert--make sure your grade level is "in the know."

#### **A. IT Direct-Why?**

5 people see the IT request.  
Tracking problems and solutions.  
You get an email when it is complete with solution.  
Data from IT is analyzed to improve service.  
Expectation to complete IT is 3-5 days--exceptions include issues beyond our control.  
Personal Goal--to communicate with you concerning your IT within 24 hours.  
include-in description of problem-your name, room number, item having problem (projector, doc cam, computer name)  
If computer, include computer name-MBE-your room number-model-#.  
If laptop, include service Tag ID from back of laptop.


#### **B. Reminders**

1. **Computer Updates** on desktops--run on Wednesday nights if computer is left on. If you see yellow shield, always run. Updates on laptops--do not run automatically. Schedule time to run once every 6 weeks. Suggestions: a. before they go to lunch or pe/special have students start them. If you would like me to come in after the students get them going and help you, we can do the restarting and re-running together to make it faster. b. Have a group of students run them, restart, run them until it says no more updates. c. Allow your class to do it while they are working on something else at their desk--non computer related. As they see it finish, they can take a minute and restart and re-run.
2. **Gray bars across top of online programs**--right click and Allow or Run (programs will not run properly if you don't do this. It is per user per computer, so always have them sit at same computer in lab and use same laptop when possible) Don't forget they also have to do Internet Options set up the first time they go Online on computer.
3. Make sure **laptops are shut down completely** and screen black before they close lid.
4. **Email Distribution lists**-- **everyone** on your grade level needs to have one. If you have to recreate, make sure to name it differently from what it was named before we lost contacts.
5. **Printers**--housed in grade level--printer care taker: orders ink and paper--let's Bernice know to charge group/does troubleshooting and IT requests for printer problems.  
Can you **print to the copier in the workroom**?
6. If you use **an iPod at school**, please know it needs to be mapped to C instead of G. If you have it going to G now, it


can be moved over to C. Instructions I use -  [iPodPaulaNew2010.doc](#)

7. Internet Usage and Student Logins on **Intranet**- R/Staff

#### **C. Information to Share with Grade Levels/Groups:**

1. Resources: AVL - [http://www.avl.lib.al.us/resources/display\\_resources.php](http://www.avl.lib.al.us/resources/display_resources.php)
2. ALEX - <http://alex.state.al.us/index.php>
3. Glogster Database Resource -  [glogster-edu-educator-resource-library.pdf](#)
4. BrainPop Teacher - <http://www.brainpop.com/educators/home/> Don't forget you have an after hours teacher password-- See Paula Getting Started Guide to print and post by computers:


[http://brainpop.speedera.net/www.brainpop.com/new\\_common\\_images/files/78223/getting\\_started\\_guide-bp1.pdf](http://brainpop.speedera.net/www.brainpop.com/new_common_images/files/78223/getting_started_guide-bp1.pdf)

5. Wiki - <http://www.wiki.mtnbrook.k12.al.us>/Join the MBE-Book Study Wiki -  [wiki\\_mbe\\_bookstudy.docx](#)  
<http://mbe.wiki.mtnbrook.k12.al.us/>

6. Internet Safety - <http://www.netSMARTkids.org/indexfl.htm>

7. Project Documentation - <http://www.mtnbrook.k12.al.us/cms/Documentation/11360.html>

8. New Flip Cameras/Windows 7 -  [windows7digitalcamera.docx](#)  [Flipboosterthon.docx](#) See MBE Flip Cam Webpage: <http://www.mtnbrook.k12.al.us/cms/FlipCam/14020.html>

9. Youtube-How to save from home and bring to class -  [youtubedownloader.docx](#)

10. If you'd like to be part of the **iPad distribution list**, let me know. **If teachers have a new iPad**, schedule me to come get it on network, set up email. 11. **New Wireless Access** points have been added in classrooms at 2nd and 5th. 6th and 3rd on order. Wiring has been requested for permanent placement in hall. 12. How do we **share student movies**? Create a **SchoolTube Account** and upload. It is free. Information on MBE MovieMaker and Flip Cam Webpage.

#### **D. Additional DiscussionsNotes**

Window darkening tint for classrooms facing sun

Lighter/better cart for 4th grade

Keyboarding options

CPS clickers

Digo groups - <http://www.diigo.com/>

Interwrite Pads

Which teacher in K and 1 would be willing to test Promethean Board (see special ed resource room)?

**What workshops after school do you need? Response:** Afterschool workshops are not the best time for technology committee and teachers. Mondays are the best days. During the school day is the best time, but they do not have a lot of free DEAL times available to schedule technology professional development.

#### **What training you be willing to lead?**

Cox/Fillebaum - Interwrite

Moodle -

CPS -

Wiki -

MovieMaker -

#### **Grade level concerns:**

-Time. There is a general concern over having time to set up and get ready for technology projects and cool tools like Glogster and VoiceThread.

-Instructional movie clips, step by step handouts, summer workshops, after school workshops, and during the day grade level trainings are not meeting this need for all teachers.

-Teachers would love more time in their room to ready students in programs and create sample projects so they can learn how to use the programs better.

#### **D. Committee To Do in Next Two Weeks:**

1. **Schedule a meeting** date/time with Paula by Christmas for your group. Ideas? wiki; examview; youtube; google docs; kidpix; kidspiration; web2.0tool like presi, tagxedo, glogster, voicethread; webpage updates; keyboarding; moodle; project documentation; schooltube; podcasting; interwrite, cps, blogging

2. **Go over the technology committee wiki page** with your group.

3. **K and 1** let me know who will pilot Promethean boards.

#### **Attendees for October 11 Meeting:**

Technology Coordinator-Paula Stanbridge, Kindergarten-Meaghan Still, 1st-Julie Cox, 2nd-Julie Tuck, 3rd-Connie Liddle, 4th-Meredith Collins, 5th-Bill Andrews, 6th-Missy Cunningham, Specials-Louisa Elmore, Special Education-Jennifer Harris, and Library Media-Margaret Hudson

## **2010 MBJH Technology Meetings**

Suzan Brandt, MBJH Technology Coordinator, met with the technology committee as well as all of the teachers.

Three meetings were held with each group of

- faculty members
- parents
- lead teachers and
- administrators.

Technology meetings were held with all teachers the first three meeting dates. Information was important for all faculty members to hear. The agenda was established to support the school improvement goals as well as address school technology needs.

Parent meetings were held at three different times to orient them with Moodle, the philosophy behind why it was selected as a learning management system, how it works and the ways it can be used. How to check online grades using STI was also discussed.

The Technology Coordinator met with Lead Teachers to discuss technology issues, concerns, and developments. The Lead Teachers have served as a point of contact regarding web page updates, laptop cart concerns, network concerns, as well as STI issues.

Administrators at MBJH were consulted on a weekly basis to communicate weekly technology developments and concerns. They were also consulted regarding the information shared and presented at teacher, faculty, and parent meetings.

## School Improvement Goals

2010~2011

#1 – During the 2010-2011 school year, 100% of the Professional Learning Communities will include learning targets on at least one assessment per nine weeks so as to teach students the connection between learning targets and assessments.

#2 – At least once per semester, 100% of the Professional Learning Communities will use learning target-linked assessments to analyze the data for student mastery of the learning targets and plan for adjustment in instructional practice.

#3 – During the 2010-2011 school year, 100% of the Professional Learning Communities will closely examine all ten design qualities of Engaging Instruction to determine their relevance for the 2010 – 2011 classroom and how to implement them when designing student work.

## **BRANDT, SUZAN**

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Today--Technology Wednesday

Technology Wednesday will be held in Lab 123 today during the following times:

- **10:00 – 10:30: 7<sup>th</sup> Grade**
- **11:00 – 11:30: 8<sup>th</sup> Grade**
- **12:00 – 12:30: 9<sup>th</sup> Grade**

Elective, PE, Special Education, and Foreign Language teachers may attend during their scheduled planning period, or lunch study:

We will be discussing, **the third part of the series** “Who, What , When, Where, Why and How” of online programs available for us to use. **Today’s focus will be on Moodle. Please make sure you attend one of the three available times today. Important information will be discussed.** Credit will be given in STIPD.

Thanks,  
Suzan

**Technology Wednesday**  
**September 1, 2010**

1. Google forms- Homework Help and Auditorium Help
2. Log into Portal-
3. Go to Google/ Google Docs
4. Create New
5. Select Form from the drop down menu
  - Editing and Adding an Item
  - URL for posting and linking
  - Google Apps Training Center, <http://edutraining.googleapps.com/Training-Home/module-4-docs/chapter-6/2-1>
6. Possible use- collect email addresses
7. Save as an Excel Document
8. Create new Folder in Outlook Contacts
9. Import list into contacts.

September 8, 2010  
MBJH Technology Meeting Agenda

1. Being a good steward-
  - a. \$17,000 on projector bulbs between October 1 and August 31.
  - b. Printing and Printing in Color- \$500 to \$800 per color copier to replace
    - i. Service copiers \$99 + labor and parts
  - c. \$35.05 a box
  - d. Number of copies in the copier.
2. Alternatives
  - a. Google Forms
  - b. Portal
  - c. Moodle
3. Moodle- Purpose Net Cetera
4. Parent Meetings- Overview
  - a. Questions from parents
    - i. Web page vs. Moodle
    - ii. Every teacher is different- make clear where to go and what to do
      1. Clarified in weekly newsletters to parents
      2. On their Moodle Page
      3. On their Webpage
    - iii. Platform issues- Google Docs
    - iv. Place for handouts
    - v. Copy and paste or upload documents to avoid timeouts
    - vi. Parents will be logging onto Moodle
5. Join [MBJH Staff Professional Development 2009-2010](#)- staffdev09

# Technology Wednesday Agenda

## September 29, 2010

### Part I: Announcements and Reminders

- Computer Security with teachers.
  - Teachers need to make sure students are being smart as well.
  - Lock computers
  - Change STI Password from Pass
  - Do not stay logged into computer- Let students log in as themselves
- WebPages and PLCs getting pictures.

### Part II: New Teacher Resources

- New- Video conferencing lab
- Ustream- Video for Web Pages
  - Show parent meeting- <http://www.mtnbrook.k12.al.us/Page.asp?PID=15&ID=11763&test=1>
- Vocaroo- Audio for Web Pages
  - [www.vocaroo.com](http://www.vocaroo.com)
  - Ex.- Michael Neel's WebPage

Mountain Brook High School  
Technology Committee  
2010-2011

Administration	Missy Brooks
Career Tech	Amber Benson
English	Kristen French
Fine Arts	Gary Weatherly
Foreign Language	Heather Wint
Library	Jan Winstead
Math	Wendy Gray
Physical Education	Kevin Tubbs
Science	Sue Davis
Social Studies	Pete Giangrosso
Special Education	Katrina McGuire
Technology	Joani Kay, Sonia Montana

MBHS Technology Committee  
August 11, 2010

A G E N D A



- I. Welcome and House Keeping
  - a. Sign forms
  - b. New office location
  - c. Review proper use of email and technology resources
- II. Portal Training
  - a. How to access
  - b. Review buttons for Mail, Files, Moodle, Remote Desktop
- III. Need to Update Web Pages
  - a. World Class School System
  - b. Update teacher web pages for Parent Night
  - c. Update all Athletic web pages
- IV. STI Gradebook Setup
  - a. Default settings
  - b. What students see from home
- V. Moodle
  - a. New year course setup
  - b. Enroll students in course
- VI. Technology Workshops to Come
- VII. Miscellaneous
- VIII. Q&Q

# Technology Update

August 11, 2010  
Presented by Joani Kay

## New Location

- › I have moved
  - Entrance to 500 Wing
  - Excited about space and small workshops
- › Mailbox has moved
  - With administrator boxes
  - And Coffee

## District Paperwork

- › Review information
- › Sign and Return today
- › On file at District Office
- › Technology Policy
  - Teacher Tools – link available
  - Read and be aware of your responsibilities and our student responsibilities.

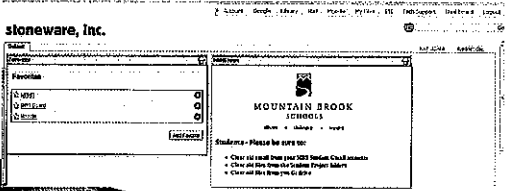
- A. The use of all Mountain Brook Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Mountain Brook Schools' technology must be aware that Mountain Brook Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the technology staff. Regardless of purchase date, location or funding source, all personnel should adhere to the *Electronics Purchasing and Disposal Guidelines* in regard to all purchases and disposals.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- G. When employing email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.

## New Stuff ☺

- › Windows 7 – 3 laptop carts, 11 desktops
  - Cool Snip tool
- › English / FL
  - 300 hall will have 2 carts available to help with 3 English, Debate, and Foreign Language teachers.
  - 200 hall will have 4 carts available and Lab 207.
  - New Web Outlook Mail – different setup and color.
  - New Math Type – allows special science/math characters even in MOODLE.
- › Make Your Reservations – just a reminder
  - Use Online Lab Reservation Calendars to reserve the carts when you need them for class.


## PORTAL – working from home

- Access the Portal link – front of our website.
- Register your computer while on campus.
- From home – use Account / Personal RDP.
- Start Personal Desktop.



## Part 3 – Web Pages

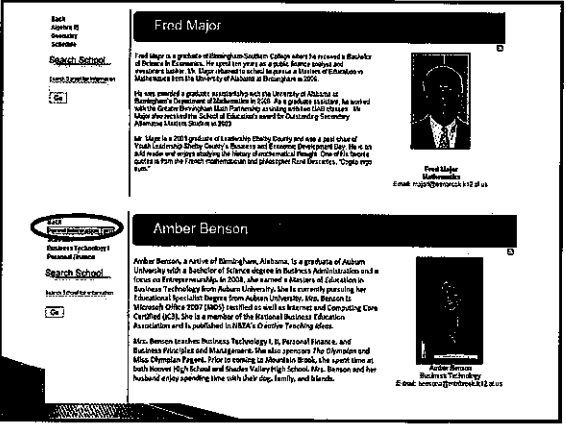
- › **WORLD CLASS SCHOOL SYSTEM**
  - Professional Web pages for everyone
  - Professional Club / Activities
  - Professional Athletics
  - Current and Up-to-Date information
  - Open House – Parents / Students



## Your Web Page – Open House

- › **Landing Page**
  - Paragraph or two about your course or your professional career.
  - **PICTURE** of you (PLC / Training / Picture folder)
  - Contact Information
  - **BALANCE** it
  - **PROTECT** children – no names or ages of your children
- › **Examples:**
  - Fred Major
  - Amber Benson – check her Parent Information Form using your own Google docs / Forms feature.
  - Caroline Hall
  - And so many other great teacher pages.

**Additional pages**  
 Syllabus – watch format type  
 Schedule  
 Collect Parent or Student information Google Forms  
 Etc



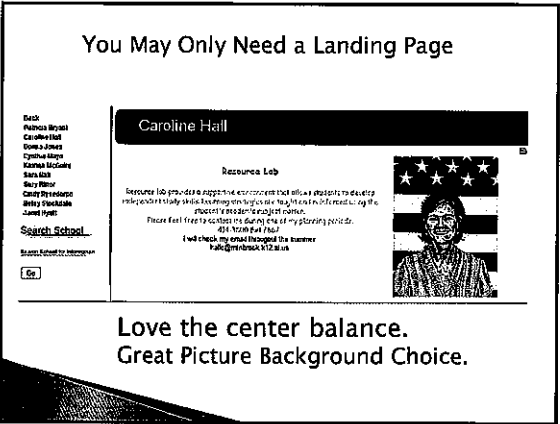
**Fred Major**

Fred Major is a graduate of Birmingham Southern College where he received a Bachelor of Science in Education. He spent one year as a public school teacher and was named Teacher of the Year. He spent 10 years as a public school teacher and was named Teacher of the Year. He spent 10 years as a public school teacher and was named Teacher of the Year. He spent 10 years as a public school teacher and was named Teacher of the Year.

**Amber Benson**

Amber Benson, a native of Birmingham, Alabama, is a graduate of Auburn University with a Bachelor of Science degree in Business Administration with a focus on Entrepreneurship. In 2008, she earned a Master of Education in Business Technology from Auburn University. She is currently pursuing her Educational Specialist degree from Auburn University. She has a Microsoft Office 2007 (MOS) certified as well as Network and Computing Core Certified (CC). She is a member of the National Business Education Association and is published in NBEA's *Online Teaching Ideas*.

## You May Only Need a Landing Page



**Caroline Hall**

**Resource Lab**

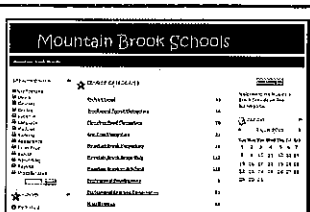
Resource Lab provides a supportive environment that allows students to develop their skills in a safe and secure environment. The lab is open to all students and is a great place to study and work on projects. The lab is open to all students and is a great place to study and work on projects. The lab is open to all students and is a great place to study and work on projects.

**Love the center balance.  
Great Picture Background Choice.**

## Part 4 – STI GRADEBOOK setup

- › Instructions on Teacher Tools / STI Resources.
- › Grades are up to the minute.
- › Consider developing when you will have grades updated. (*Daily / weekly etc.*)
- › Same setup for 1st, 2nd, 3rd, & 4th 9-weeks.
- › Only changes will be at SEMESTER using Mark Entry as decided by Grading Committee last spring.

## Part 5: Moodle



- › 2009–2010 was our first year for Moodle.
- › 10<sup>th</sup> grade students used at MBJH.
- › Great organization tool.
- › Students should expect course content in MOODLE then link to other resources.
- › Secure environment and protected.

## Moodle – Request a Course

- › Log in
- › Left side – Request New Course
- › Our Format
  - HS–Course name–Teacher last name
  - HS – keeps HS courses together
  - Teacher Last name – provides easy way to search

## Moodle – Clear Old Students

- › Access Moodle – Log In
- › Go to Your Course
- › Turn EDITING ON
- › Left side under Administrative
  - Assign Roles
  - Select Students
    - Highlight students in LEFT window
    - Use Arrow key to move to RIGHT window
    - Right window is a list of ALL people in MBS with Moodle access.
    - ALL Done

## Moodle – Enrollment Key

- › Access Your Course
- › Turn EDITING ON
- › Left side – Administrative
- › Select SETTINGS
- › Unmask to see what you had last year.
- › Type a new enrollment key
- › Make sure Unmask is not checked when finished.



## Mini Workshops

- › Mini workshops emails to follow
  - Gradebook Setup
  - Webpage – Help me get started
  - Moodle – Beginner
  - Moodle – Next Step
  - And more.....

Let me know if you need anything.....