



City School District of Albany

## Office of Instructional Technology

Kent Baker - Instructional Technology Coordinator

### 2008-2009 Professional Development Offerings

DATE	LOCATION	TIME	TOPIC	TARGET AUDIENCE
9/16/2008 -or- 3/3/2009	TBD	4:00-5:30	<p><b>Introduction to Our Domain Environment</b></p> <p>Have you ever wondered how our network is set up and how it affects you as an individual user? Sign up for this class and have your questions answered in order to maximize your experience. We will review the district's Acceptable Use Policy and implications for staff and students.</p>	All District Staff
9/18/2008 -or- 3/5/2009	TBD	4:00-5:30	<p><b>Outlook Web Access: Email Anywhere</b></p> <p>Access your email anytime, anywhere. This session will cover the basics of using a CSDA email account via Outlook Web Access so users can send and receive email from any computer anywhere if it has a connection to the Internet. Users will learn how to access their email, how to send, receive, and delete email, and how to reply to and forward messages. Basic email etiquette will also be covered, and participants will learn how to access the online help for Web Access. Find out how to search the Global Address Book. This session can serve as an introduction for new users or a valuable refresher for those wanting to be sure they understand the basics.</p>	All District Staff
9/23/2008 -or- 3/31/2009	TBD	4:00-5:30	<p><b>Outlook (Full Application): Email Basics (Windows only)</b></p> <p>This session will cover the basics of using the full Outlook client for CSDA email users. Users will learn how to setup their client, access their email, how to send, receive and delete email, and how to reply to and forward messages. Basic email etiquette will also be reviewed, and participants will learn how to access the online help for Outlook. Learn how to set up folders to organize your messages.</p>	All District Staff

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9/25/2008 -or- 4/2/2009	TBD	4:00-5:30	<p><b>Outlook (Full Application): Advanced Email Management (Windows only)</b></p> <p>Are you annoyed by the “System Administrator Warning: Your Mailbox is Over the Size Limit” messages? This session will cover how to set up offline storage folders that allow you to organize and keep the messages and attachments that you want to save.</p>	All District Staff
10/2/2008	TBD	4:00-5:30	<p><b>Microsoft Word: An Introduction</b></p> <p>Microsoft Word is a highly sophisticated word processing tool that lets staff, teachers and students create, format, edit, and change the appearance of forms and letters; create newsletters with columns; and much more. Participants will receive a guided introduction to the vast capabilities of Word with an opportunity to start a project for professional use.</p>	All District Staff
10/7/2008 -or- 3/10/2009	TBD	4:00-5:30	<p><b>File Management and Navigating Network Directories for Windows</b></p> <p>Do you forget where you left things? Get an introduction to file and folder organization on the computer and on network servers and start navigating confidently between your home and shared directories. Learn how to organize your files into folders and how to find and retrieve your files later. Discover how to view your files and folders in list view as well as icon view. Use the open and save dialog boxes with confidence and learn tips for naming your files for easier retrieval and sharing. Learn the various benefits and uses of shared directories on the CSDA network.</p>	All District Staff
10/14/2008	TBD	4:00-5:30	<p><b>Microsoft Excel: An Introduction</b></p> <p>Participants will gain an understanding of elementary concepts of spreadsheets and will be able to create simple tables to store and organize data.</p> <p>The use of Excel as a simple database will also be explored including using basic sorting and filtering methods for evaluating information.</p>	All District Staff

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10/21/2008	TBD	4:00-5:30	<p><b>Microsoft PowerPoint: An Introduction</b></p> <p>Motivate student learning or you're your ideas come to life using multimedia presentations created with PowerPoint. During this workshop participants will create their own multimedia presentations incorporating various types of text, clip art, and graphics.</p>	All District Staff
10/23/2008 -or- 4/7/2009	TBD	4:00-5:30	<p><b>Outlook Web Access: Attachments, Calendar, and Contacts</b></p> <p>Getting attached to email? Become comfortable with sending and opening attachments. Learn what kinds and sizes of documents are appropriate as attachments and how to help ensure your recipient can use the file you send. Learn how to attach files properly to your email messages so you don't overload your recipients' inbox. Make sure you prepare your files so your recipients know what type of documents you are sending so they are able to open them. Learn how to create and organize a personal contact list, and organize your days, and share with others, by using the Calendar feature.</p>	All District Staff
10/28/2008 -or- 4/9/2009	TBD	4:00-5:30	<p><b>Outlook (Full): Attachments, Calendar, and Distribution Lists (Windows only)</b></p> <p>Harness the power of Outlook. Learn how to attach files properly to your email messages so you don't overload your recipients' inbox. Make sure you prepare your files so your recipients know what type of documents you are sending and so they can open them. Organize your contacts and develop personal distribution lists, and organize your days, and share with others, by using the Calendar feature.</p>	All District Staff

DATE	LOCATION	TIME	TOPIC	TARGET AUDIENCE
11/6/2008 -or- 11/13/2008 -or- 1/13/2009	TBD	4:00-5:30	<p><b>PowerTeacher Gradebook: Communicating Through the Parent Portal (Middle and High School Instructional Staff Only)</b></p> <p>PowerTeacher is used to enter attendance, assignments, scores, and comments at the secondary level, but it is also a wonderful tool for communicating with parents. This workshop will help refine your skills as they relate to your grade book and Class/Assignment Descriptions, Score Notes, Comments, and other Portal-specific areas.</p> <p><i>*NOTE: This session is geared toward utilizing PowerTeacher as an everyday grade manager. Training focused on required functions such as attendance, Interims, and Report Card grade entry is not a part of this program.</i></p>	Middle and High School Instructional Staff Only
11/18/2008 -or- 11/20/2008 -or- 1/15/2009	TBD	4:00-5:30	<p><b>PowerTeacher Gradebook: Using the Gradebook as Your Daily Manager (Middle and High School Instructional Staff Only)</b></p> <p>This workshop will help refine your skills and provide you with an opportunity to collaborate and ask questions that relate to your grade book. Categories, assignments, grade weighting, and the Report Manager will be covered.</p> <p><i>*NOTE: This session is geared toward utilizing PowerTeacher as an everyday grade manager. Training focused on required functions such as attendance, Interims, and Report Card grade entry is not a part of this program.</i></p>	Middle and High School Instructional Staff Only
12/2/2008 -or- 12/4/2008	TBD	4:00-5:30	<p><b>Using the Internet Ethically and Efficiently</b></p> <p>Explore useful websites and develop strategies for your classroom – and understand the issues you need to know about to supervise classroom use of the Internet. Learn about privacy issues, CSDA filtering of web content, copyright and Fair Use, and how to help your students understand and avoid plagiarism.</p>	All Instructional Staff

DATE	LOCATION	TIME	TOPIC	TARGET AUDIENCE
12/9/2008 -or- 1/6/2009	TBD	4:00-5:30	<b>Microsoft Word: Intermediate Skills</b>  Designed for the individual that has a basic working knowledge of Word, this workshop will focus on skills necessary to create professional looking documents, design and format tables, access and edit ready-made templates, construct organizational charts, and more.	All District Staff
12/11/2008 -or- 1/8/2009	TBD	4:00-5:30	<b>Microsoft Excel: Intermediate Skills</b>  Participants will gain an understanding of the general functions of spreadsheets as data tools through creating simple formulas for calculating basic data, using built-in functions, and creating basic charts and graphs.	All District Staff
12/16/2008 -or- 1/20/2009	TBD	4:00-5:30	<b>Microsoft PowerPoint: Intermediate Skills</b>  Learn how to apply various backgrounds to slides, use sound, animation, Flash media, and hyperlinks to enhance the functionality or make the presentation truly “interactive.”	All District Staff
2/3/2009	TBD	4:00-5:30	<b>Project-Based Learning: Part 1</b>  This is the first of a four-part workshop designed to give teachers time, resources, and skills to develop a really great technology project and to assess its success. Bring your ideas to this first session as we employ the skill of goal setting and build a rubric to measure student success. You will begin to develop the technology skills necessary to reach your goals as you begin to build your own unique project.  <i>*NOTE: This is a 4-part workshop. Each part builds on the previous session. You are expected to participate in all four parts.</i>	Instructional Staff Only
2/5/2009	TBD	4:00-5:30	<b>Project-Based Learning: Part 2</b> <b>Prerequisite:</b> Project-Based Part 1  In part two of this four-part workshop you will continue to learn about and use the technologies that are appropriate to reach your goals. You will continue building your project while collaborating with colleagues who are building their own unique projects – gaining insights and discovering new resources while reinforcing one another.  <i>*NOTE: You must register for ALL FOUR sections</i>	Instructional Staff Only

DATE	LOCATION	TIME	TOPIC	TARGET AUDIENCE
2/10/2009	TBD	4:00-5:30	<p><b>Project-Based Learning: Part 3</b>  <b>Prerequisite:</b> Project-Based Learning Part 2</p> <p>In part three of this four-part workshop, you will present a completed draft of your project to your colleagues, discuss improvements, make changes, and plan implementation, data collection, and how you will present the results. You will learn about field notes and other tools that you can use to keep track of your success. From here, you will use the project in your own classroom, dazzling friends and colleagues as well as students and parents.</p> <p><i>*NOTE: This is a 4-part workshop. Each part builds on the previous session. You are expected to participate in all four parts.</i></p>	Instructional Staff Only
2/12/2009	TBD	4:00-5:30	<p><b>Project-Based Learning: Part 4</b>  <b>Prerequisite:</b> Project-Based Learning Part 3</p> <p>In this final part of the four-part workshop, you will present your project and listen to your colleagues present their projects. We will hold a “critical friends” discussion to assist in implementation.</p>	Instructional Staff Only

To register for any of the offerings, please use the City School District of Albany’s online Professional Development Management Portal, PDEExpress. You can access PDEExpress from the link on the district website, or by directly going to: <http://pdexpress.albany.k12.ny.us>.

Assistance and guides to using the system are available on the login page for PDEExpress, or at: <http://webhelp.albany.k12.ny.us/instructional/training.htm>