

NATICK PUBLIC SCHOOLS
SPRING 2010
TECHNOLOGY OFFERINGS

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Using your Macintosh Effectively-Marge Roberson

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Balanced Literacy Online Course—An Independent online learning experience

Target Audience: K-8 teachers of ELA

Location: Online Moodle Site for Professional Development

Dates: You tell us!

Time: Any time—asynchronous learning at your convenience!
Just log on to the MOODLE site and begin!

Course Description: The Natick Public Schools employs a balanced literacy model in grade K-8 for teaching and strengthening student reading, learning reading comprehension strategies, and the study of literature genres. This online course provides an overview for the school system's balanced literacy expectations and the online balanced literacy course link provides video clip examples of all aspects of balanced literacy: interactive, shared, and guided reading and writing as well as mock classroom scenarios and class rosters with which participants can practice their balanced literacy skills. Participants choose a product to create after having viewed the links and participated in the modules of the online course. Products are submitted to Assistant Superintendent LeDuc for PDP's along with the log of the hours spent viewing the site.

Basic MS Word & Desktop Organization Strategies

Instructor(s): Nancy Navarro
Target Audience: SSFs and teachers
Location: Wilson Computer Lab Room 115
Dates: March 9, 2010
Time: 12:30 – 2:00 (approximate end time)

Minimum enrollment: 4
Maximum enrollment: 15

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description: This course is intended to teach basic file creation, editing, saving and filing using Microsoft Word. Desktop Organization strategies will be covered including how to create shortcuts to often used applications, how to use Entourage most effectively, and learning to create/name folders to facilitate easy access to files. These approaches will help people use their laptops in the most efficient way thereby minimizing time spent recreating work, looking for files and using email.

Using Microsoft Excel - the Basics

Instructor(s): Lori Coburn
Target Audience: All staff
Location: Natick High School Room A106
Dates: Wednesday May 26
Time: 3:30 – 5:00

Minimum enrollment: 6

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Learn the basics of Microsoft Excel. How to set up a worksheet, format cells, use simple formulas, import your data from IPass, create charts, use excel for merges, ideas for classroom use based on curricular area. There will be time for individuals to bring their own questions about excel. Final product will be an excel workbook which shows a grasp of the concepts and is applicable for use in the classroom.

Using Microsoft Excel - the Basics

Instructor(s): Marge Roberson
Target Audience: All staff
Location: Natick High School Room A106
Dates: Thursday, April 16
Time: 3:30 – 5:00

Minimum enrollment: 6
Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Learn the basics of Microsoft Excel. How to set up a worksheet, format cells, use simple formulas, import your data from IPass, create charts, use excel for merges, ideas for classroom use based on curricular area. There will be time for individuals to bring their own questions about excel. Final product will be an excel workbook which shows a grasp of the concepts and is applicable for use in the classroom.

Garage Band for Music

Instructor(s): Marge Roberson
Target Audience: All staff
Location: Natick High School Room A106
Dates: Thursday, June 3
Time: 3:30 – 5:00

Minimum enrollment: 6
Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description: Each staff member has the ability to write and record music using Garage Band on their Macintosh Laptop. The group will learn how to use Garage Band for music and then explore ways that it can be used in different curricular areas. Each participant will create a class exercise using music composed in Garage Band as part of the lesson.

Garage Band for Podcasting

Instructor(s): Marge Roberson
Target Audience: All staff
Location: Natick High School Room A106
Dates: Thursday, May 27
Time: 3:30 – 5:00

Minimum enrollment: 6

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description: Each staff member has the ability to create a podcast using Garage Band on their Macintosh Laptop. Learn how to use this feature for your own podcasts and for student created podcasts. Each participant will create a 1 minute podcast related to their curriculum.

Using the World Wide Web as a tool in the Classroom – Google

Instructor: Lori Coburn
Target Audience: All staff
Location: Natick High School, Rm. #A106
Dates: Wednesday, March 31, 2010
Time: 3:30pm – 5:00

Minimum enrollment: 5
Maximum enrollment: 20

Course Description:

The purpose of these classes is to introduce the learner to the uses of the World Wide Web and how it can improve productivity in the classroom. Students will explore all aspects of Google including Google Docs, effective searches, calendars, email, etc. and how these can be used in the classroom. Learners will develop an understanding, appreciation and desire to keep abreast of innovation, experimentation, and research. Students will develop a plan for one possible way of implementing their new knowledge in the classroom.

Google Earth across the Curriculum

Instructor(s): Adam Steiner
Target Audience: All staff
Location: Wilson Middle School, Room 215
Dates: 3/31, 4/7
Time: 3:30-5:00

Minimum enrollment: 5

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Teachers will examine Google Earth and some of the possible uses of the software in the Social Studies, ELA, Math, and Science classroom. Google Earth allows for a close examination of sites of cultural importance, geographic features, and more. Each teacher will have an opportunity to create a lesson using Google Earth suitable for use in his/her classroom.

IMovie in the classroom

Instructor(s): Marge Roberson
Target Audience: All staff
Location: Natick High School Room A106
Dates: Thursday, May 6
Time: 3:30 – 5:00
Minimum enrollment: 6
Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description: Learn to use Imovie so that you can use it with your students in the classroom. Give students an opportunity to do visual storytelling, document their learning, and use their creativity by learning how to use digital video editing. Learn about the different video formats and how they are used. Explore how to use different tools for capturing video and how to import each form into Imovie, and how to convert from one form to another for use on the web. Each participant will create a short 1 minute movie with titles, sound and transitions.

IPhoto and IDVD

Instructor(s): Marge Roberson

Target Audience: All staff

Location: Natick High School Room A106

Dates: Thursday, May 20

Time: 3:30 – 5:00

Minimum enrollment: 6

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description: Learn about the other iLife products. How do use iPhoto for managing and touching up photos, creating slide shows and converting for posting on the web. Use iDVD to create a DVD project that can be used in the classroom or sent home with students. Staff will leave with a DVD template that can be used for a variety of projects. They will also have created a slide show using iPhoto.

Fundamentals of Microsoft Word

Instructor: Lori Coburn
Target Audience: All staff
Location: Natick High School, Room #A106
Dates: Wednesday, May 19, 2010
Time: 3:30pm – 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

This course introduces the learner to the fundamental elements of [Word](#) 2007. The Word interface is covered along with the creation of documents and use of Word Help. Working with documents as well as document formatting, management and organization are covered. Topics stressed in this course are: formatting, tables, merges & drawing/objects. Students will produce a booklet of tips and tricks which they can use for themselves and for their students.

Fundamentals of Microsoft Word

Instructor: Marge Roberson
Target Audience: All staff
Location: Natick High School, Room #A106
Dates: Marge Roberson, Thursday, April 8, 2010
Time: 3:30pm – 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

This course introduces the learner to the fundamental elements of [Word](#) 2007. The Word interface is covered along with the creation of documents and use of Word Help. Working with documents as well as document formatting, management and organization are covered. Topics stressed in this course are: formatting, tables, merges & drawing/objects. Students will produce a booklet of tips and tricks which they can use for themselves and for their students.

Introduction to Moodle and Blended Learning Course Design

Instructors: Anna Nolin and Douglas Scott
Target Audience: K-12 Teachers
Location: Wilson Middle School
Dates: 3 in person sections: June 24th, July 1, 8
3 online work weeks for asynchronous learning July 15, 22, 29
Time: 4-8pm (June 24, July 1, 8 only) July 15, 22, 29 online

Minimum enrollment: 5

Maximum enrollment: 20

PDP's/Credit: 36 hours PDP certificates (with appropriate product creation required) and 3 graduate credits: Framingham State Graduate Credit pending

Course participants will have their laptops re-imaged in early spring by tech dept. and will have their laptops for summer work.

Upon completion, participants who get their Moodle page up and running will be able to choose to either use their school world web page OR their new Moodle page as their primary communication tool with students and family

Participants will be able to **construct and** operate their own Moodle course and blended learning experience, while they experience Moodle and blended learning as a student themselves.

Course Description: In this course, participants will learn how to design, implement and keep a blended learning environment using the course management tool, Moodle. Recently, the US Department of Education published a report comparing the effects of online learning, blended learning and traditional face-to-face only learning. In the final analysis, blended learning, learning that is a mix of online and classroom face-to-face experiences were found to maximize student learning significantly, especially in reflection and writing. Don't know what blended learning is? Want to know how to design effective blended learning experiences? Want to integrate more web 2.0 tools into your classes? This is the course for you. Providing a rich and dynamic online blended learning environment for your students can transform your learning environment and help your students to achieve at higher levels. If done well designing and creating a blended learning course will help you and your students to be more organized and to connect in ways that are impossible in a traditional classroom. In addition to this philosophical and design section of the course, participants will learn to:

Introduction to Moodle and Blended Learning Course Design (continued)

- Manage Course Settings
 - Layout
 - Preferences
 - Create Modules
- Manage Class Settings
 - Roles
 - Profiles
 - Grade Categories and Weights
- Create and Manage Content (All within Moodle's easy to use platform)
 - Chats
 - Forums
 - Glossaries
 - Surveys
 - Quizzes
 - MP3 Podcasting
 - JING/Camtasia Motion Screen Captures
 - Upload Assignments
 - Virtual PowerPoint Lectures/Podcasting
 - Link Files and Web Pages
 - Compose Text and Web Pages
- Administrative Tools
 - Back Up Course Content
 - Restore Course Content
 - Reset Course For Future Use

Multimedia in the Classroom: IPhoto, Podcasting, and IMovie

Instructor(s): Adam Steiner

Target Audience: All staff

Location: Wilson Middle School, Room 215

Dates: 4/20

Time: 9:00 am -2:00 pm

Minimum enrollment: 5

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10-hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Teachers will examine three common multimedia tools and explore ways to use the technology in the classroom. We will begin by using IPhoto to edit images and we will also review the steps for creating a podcast using GarageBand. We will also develop photo montages using IMovie. All participants will have the opportunity to create a finished product suitable for use in his/her classroom.

Fundamentals of Microsoft Powerpoint

Instructor: Lori Coburn

Target Audience: All staff

Location: Natick High School, Rm. #A106

Dates: Lori Coburn, Wednesday, June 2, 2010

Time: 3:30pm - 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

This course introduces the learner to the fundamental elements of [Power Point](#) 2007. The Powerpoint interface is covered along with the creation of presentations and use of Powerpoint Help. Working with slides as well as formatting, management and organization are covered. Topics stressed in this course are: basic slides, multimedia, integrating charts, format for saving and posting to the web. Students will produce a Powerpoint presentation that can be used with the curriculum and post it to their web site.

Fundamentals of Microsoft Powerpoint

Instructor: Marge Roberson

Target Audience: All staff

Location: Natick High School, Rm. #A106

Dates: Thursday, April 30, 2010

Time: 3:30pm - 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

This course introduces the learner to the fundamental elements of [Power Point](#) 2007. The Powerpoint interface is covered along with the creation of presentations and use of Powerpoint Help. Working with slides as well as formatting, management and organization are covered. Topics stressed in this course are: basic slides, multimedia, integrating charts, format for saving and posting to the web. Students will produce a Powerpoint presentation that can be used with the curriculum and post it to their web site.

PowerPoint for the Classroom

Instructor(s): Adam Steiner
Target Audience: All staff
Location: Wilson Middle School, Room 215
Dates: 3/17, 3/24
Time: 3:30-5:00

Minimum enrollment: 5

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Teachers will examine ways to use PowerPoint effectively as an instructional tool – either as a component of teacher presentation or as a student assignment. We will review the steps for creating a basic PowerPoint presentation and also review how to add custom animations, video, and sound. Each teacher will have an opportunity to create a PowerPoint suitable for use in his/her classroom.

**Using the World Wide Web as a tool in the Classroom – Survey monkey, Cam Studio,
Myhours.com**

Instructor: Lori Coburn

Target Audience: All staff

Location: Natick High School, Rm. #A106

Dates: Wednesday, April 28, 2010

Time: 3:30pm – 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

Staff will learn how to use survey monkey as a tool in the classroom, create tutorials or assignments for students using Camstudio and create accounts in Myhours.com to allow students to track their time. Each student will leave with a plan for using one of these applications in the classroom.

uCan iPhoto

Instructor: Audrey Taylor
Target Audience: All staff
Location: Brown School Library
Dates: 3/15, 3/22, 3/29, 4/12, 4/26
Time: 3:30-5:30pm, 10 PDP's
Minimum enrollment: 5
Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10-hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Bring your district laptop, digital camera, & (optional) picture-taking mobile phone. Learn the how to's of iPhoto.

Session 1: Overview of iPhoto and sample lessons

Learn how to: import digital photos and videos from a camera, computer, or cell phone, organize photos, share photos via email, across the network, and connect a projector to the laptop to share your photos.

Session 2: Editing with iPhoto: crop/adjust/enhance/retouch photos. How to: create a slideshow, add music, motion.

Session 3: Using iPhoto with MSWord, PowerPoint, Keynote and iMovie.

Session 4: Publish photos and slideshows to the Internet, burn a DVD, turn a slideshow as a movie.

Session 5: Print photos and publish books, lesson ideas and exchange.

Using the World Wide Web as a tool in the Classroom - Blogs

Instructor: Lori Coburn

Target Audience: All staff

Location: Natick High School, Rm. #A106

Dates: Wednesday, April 7, 2010

Time: 3:30pm – 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

Staff will learn how to create a blog using Blogger.com and work together to generate ideas as to how to use blogs in the classroom. Each student will leave with a blog prepared for the classroom setting.

Using EXCEL to facilitate data driven instruction

Instructor(s): Stacy Gauthier

Target Audience: Teachers who wish to learn how to use Excel to analyze student performance data and examine student progress on frameworks/standards-based content and writing goals.

Location: Kennedy

Dates: March 16, 23, 30

Time: 3:30-5:00 pm

Minimum enrollment: 5

Maximum enrollment: 15

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

Data that is analyzed via Excel often paints a more specific picture than what is generated via a rank-book software. Teachers will create Excel spreadsheets to help examine pre- and post-test data, identify common student errors and misconceptions, and track student progress on framework and skill goals. Analyzing of student performance in Excel can help teachers target areas of weakness or misconception, can ease the logistical demands of differentiating and often facilitates more precise understanding and communication of student progress for parent and special educator meetings. In addition to the creation of the spreadsheet, teachers will learn how to streamline assessment so that progress can be mapped from one assessment to the next, particularly with regard to writing in the content areas.

Using your Macintosh Effectively

Instructor(s): Lori Coburn
Target Audience: All staff
Location: Natick High School Room A106
Dates: Wednesday, May 5
Time: 3:30 – 5:00
Minimum enrollment: 6
Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10-hour requirement for PDP's. Products will be created in the workshop.

Course Description:

This class will be largely based on what questions individuals bring. The goal of the class will be to have each person leave feeling comfortable with their laptop. Topics will include managing files, finding applications, using search, saving, deleting, short cuts, the dock, drop down menus, the desktop. The final product will be a help document that will enable each person to not only answer questions for themselves, but help others who might not be comfortable with the Macintosh.

Using your Macintosh Effectively

Instructor(s): Marge Roberson – April 1st
Target Audience: All staff
Location: Natick High School Room A106
Dates: Thursday, April 1st
Time: 3:30 – 5:00

Minimum enrollment: 6

Maximum enrollment: 20

PDP certificates (10 hours or more) or Certificate of Attendance (less than 10 hours) will be distributed at the end of the workshop.

Certificates of Attendance may be bundled to meet the 10 hour requirement for PDP's. Products will be created in the workshop.

Course Description:

This class will be largely based on what questions individuals bring. The goal of the class will be to have each person leave feeling comfortable with their laptop. Topics will include managing files, finding applications, using search, saving, deleting, short cuts, the dock, drop down menus, the desktop. The final product will be a help document that will enable each person to not only answer questions for themselves, but help others who might not be comfortable with the Macintosh.

Using the World Wide Web as a tool in the Classroom – Wikis

Instructor: Lori Coburn

Target Audience: All staff

Location: Natick High School, Rm. #A106

Dates: Wednesday, April 14, 2010

Time: 3:30pm – 5:00pm

Minimum enrollment: 5

Maximum enrollment: 20

Course Description:

Staff will learn how to create a wiki for the classroom using pbwiki.com and work together to generate ideas as to how to use wikis in the classroom. Each student will leave with a wiki prepared for the classroom setting.

**Natick Public Schools Professional Development
Registration Form
2010 Technology Workshops**

Name _____ School/Grade _____
(please print)

Name of Workshop(s)

Signature _____ Date _____

You can bundle workshops to equal 10PDP's. Products will be created during the workshop(s).

Send all registration forms to Karen Murphy, kmurphy@natickps.org, 3rd Floor Town Hall. There is no registration fee. You will receive an email confirmation of your enrollment.

2010 technology offerings