

Technology In-Service Schedule

School Year **2009-2010**
Macon County School System

PLEASE READ!

Registration for ALL Summer sessions will be between
Wednesday, May 27th through Friday, June 5th

Some of the Technology In-services seem to fill very fast. In order to be fair and give everyone an equal chance to sign up, we will register only ONE person per call. If you are a supervisor, principal or teacher and you have a question about this, please contact Patricia Ferguson, Technology Director, 666-2125.

- To register, please call **Debbie Curtis, Pam Keene, or Patricia Ferguson** at 666-2125. Please leave a phone number where you can be reached in case the in-service does not make or in case we open up new in-service opportunities.
- Since some in-service session seats fill, we will keep a waiting list. Let us know if you want your name on the waiting list. We will contact you if there is an available seat or if we have enough on the waiting list to open another session.
- All sessions below will be held at the Macon County School System's *Technology Learning Center* located at the Board of Education unless otherwise stated.
- Please do not bring children to these in-service sessions.
- If for some reason **you cannot attend** a session that you have registered for, please call Debbie Curtis, Pam Keene, or Patricia Ferguson and let us know so another teacher can take your place. (Thanks!)

June 2nd

½ Day

8:30-11:30

Let's Learn KIDSPIRATION®!

For: Teachers Grades PK-5

Limit: 14 Teachers

Registration: **Pre-register by Monday, June 1st**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125

Time: 8:30-11:30

Place: Macon County's Technology Learning Center

Presenters: Tonya Kirby

The *Kidspiration®* software has been purchased for ALL elementary school computer labs! Each teacher who attends a ½ day session will receive a copy of the *Kidspiration®* software for his/her classroom with rights to install the software on a home computer. This in-service will help teachers learn the basics of *Kidspiration®*.

What is *Kidspiration*®? Here's an excerpt from the *Kidspiration*® website found at: <http://inspiration.com/productinfo/kidspiration/index.cfm> .
“Created for K-5 learners, *Kidspiration*® provides an easy way to apply the proven principles of visual learning. Students build graphic organizers by combining pictures, text and spoken words to represent thoughts and information. Younger learners develop early literacy skills, and more advanced students improve comprehension skills and better organize ideas for writing.

K-5 learners use *Kidspiration*® to:

- Categorize and group ideas
- Express and organize thoughts
- Comprehend and communicate”
-

June 2nd
½ Day
12:30-3:30

Let's Learn KIDSPIRATION®!

For: Teachers Grades PK-5
Limit: 14 Teachers
Registration: **Pre-register by Monday, June 1st**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Time: 12:30-3:30
Place: Macon County's Technology Learning Center
Presenters: Tonya Kirby

The *Kidspiration*® software has been purchased for ALL elementary school computer labs! Each teacher who attends a ½ day session will receive a copy of the *Kidspiration*® software for his/her classroom with rights to install the software on a home computer. This in-service will help teachers learn the basics of *Kidspiration*®.

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“Created for K-5 learners, *Kidspiration*® provides an easy way to apply the proven principles of visual learning. Students build graphic organizers by combining pictures, text and spoken words to represent thoughts and information. Younger learners develop early literacy skills, and more advanced students improve comprehension skills and better organize ideas for writing.

K-5 learners use *Kidspiration*® to:

- Categorize and group ideas
- Express and organize thoughts
- Comprehend and communicate”

June 8th
1-Day

Teaching with PowerPoint

For: Teachers Grades K-12
Limit: **14 Teachers**
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125

Place: Macon County's Technology Learning Center
Presenter: David Flynn

This session will focus on the Microsoft Office's *PowerPoint* which is available on all computers in the Macon County School System's classrooms. Teachers attending this session will learn to create presentation and learn tips to make the presentations more "eye-catching" for the students. Teachers will also learn methods to incorporate *PowerPoint* into the classroom as a teaching tool.

June 9th
1 Day

Creating a DVD Presentation

For: Teachers Grades K-12
Limit: **10 Teachers**
Registration: **Pre-register by Friday, June 5th**
-Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Time: 8:30-3:30
Place: Macon County's Technology Learning Center
Presenter: David Flynn

Participants will learn to use the Nero Vision Authoring Software to create a DVD slide show presentation with pictures, transitions and music. If you have pictures of your own that you would like to use in a presentation, please bring them with you. This session is not a 'how-to' on taking photos and downloading photos from your digital camera. Participants should already have the pictures on a CD, thumb drive, floppy disk, etc. After the DVD presentation is completed, participants will burn to a DVD and share the presentation to the group!

June 10th
1 -Day

Quality Teacher Websites and Internet Scavenger Hunts

For: Teachers Grades 7-12
Limit: **14 Teachers**
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
-Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County's Technology Learning Center
Presenter: David Flynn

This session will focus on using the Internet to find websites that are useful for classroom teaching. Teachers will be given time to explore the web for sites related to their specific area of instruction. In addition to exploring the Internet, pre-made web-based scavenger hunts will be used to explore how computers can be used as learning centers.

June 15th
1-Day

Make and Take Technology

For: Teachers Grades Pre-K-12
Limit: **8 Teachers**
Participants may receive a maximum of ONE day
inservice credit for the entire school year.

Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

The purpose of this session is to show teachers how to use technology to create teaching materials, bulletin boards, etc. for the classroom. Teachers will have an opportunity to make materials FOR THE CLASSROOM during the session. This in-service is NOT for teachers to make personal items. We are asking that teachers make materials for the classroom only. Through the Technology Center, we furnish printer ink/toner/card stock paper/colored papers/and some labels. If you need other specialty paper and supplies, you will need to bring them yourself.

June 16th ***Teachers Sharing Websites***

½ -Day
8:30-11:30

For: Teachers Grades K-12
Limit: **14 Teachers**
Time: 8:30-11:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

Teachers will learn resources available on the web that will help them in integrating technology into the curriculum. Teachers will learn where to find links to web activities, lesson plans, teaching resources, publications, printable materials, etc. Time will be given for teachers to explore sites of interest and share their favorites with the group.

June 16th ***SMART Board in the Elementary Classroom***

½ -Day
12:30-3:30

For: Teachers Grades PK-6
Limit: **14 Teachers**
Time: 12:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

This session is a basic introduction to what a SMART Board is and how to use one in the classroom. The session is aimed at PK-6th grade teachers who are not familiar with a SMART Board or those who want a little more guided practice in

using one. Time will be given for each participant to have a hands-on learning experience. The remarkable features of the SMART Board will be demonstrated with emphasis on how this tool makes a “one computer classroom”.

June 17th
1-Day

Kindergarten Teachers and the Reading Series

For: Kindergarten Teachers ONLY
Limit: **Participants for this session have already been notified and have pre-registered.**
Time: 8:30-3:30
Registration: **If you have a cancellation, please call:
Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

Colby Jones will be leading this session for All county kindergarten teachers who are interested in working on the Reading Series. Participants have been notified and have already pre-registered. They are: Teresa Gregory, Nikki West, Crystal Hesson, Delanie Cox, Kendra Garmon, Karla Driver, Angela Marshall, Leslie Goad, Kristi Dziekiewicz, Regina Copas, and Sharon Fisher. If for some reason you have a conflict with this inservice, please call and let us know. (Thanks!)

June 18th
½ -Day
8:30-11:30

Beginning SMART Board in the Elementary Classroom

For: Teachers Grades PK-6
Limit: **14 Teachers**
Time: 8:30-11:30
Registration: **Pre-register by Friday, June 5th
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

This session is a basic introduction to what a SMART Board is and how to use one in the classroom. The session is aimed at PK-6th grade teachers who are not familiar with a SMART Board or those who want a little more guided practice in using one. Time will be given for each participant to have a hands-on learning experience. The remarkable features of the SMART Board will be demonstrated with emphasis on how this tool makes a “one computer classroom”.

June 18th
½ -Day
12:30-3:30

Teachers Sharing Websites

For: Teachers Grades PK-12
Limit: **14 Teachers**

Time: 12:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

Teachers will learn resources available on the web that will help them in integrating technology into the curriculum. Teachers will learn where to find links to web activities, lesson plans, teaching resources, publications, printable materials, etc. Time will be given for teachers to explore sites of interest and share their favorites with the group.

June 19th
1-Day

Make and Take Technology

For: Teachers Grades PK-12
Limit: **8 Teachers**
Participants may receive a maximum of ONE day inservice credit for the entire school year.
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

The purpose of this session is to show teachers how to use technology to create teaching materials, bulletin boards, etc. for the classroom. Teachers will have an opportunity to make materials FOR THE CLASSROOM during the session. This in-service is NOT for teachers to make personal items. We are asking that teachers make materials for the classroom only. Through the Technology Center, we furnish printer ink/toner/card stock paper/colored papers/and some labels. If you need other specialty paper and supplies, you will need to bring them yourself.

June 22nd
½ -Day
8:30-11:30

SMART Board for the Junior High & High School Classrooms

For: Teachers Grades 7-12
Limit: **14 Teachers**
Time: 8:30-11:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: David Flynn

This session is a basic introduction to what a SMART Board is and how to use one in the classroom. The session is aimed at 7th-12th grade teachers who are not

familiar with a SMART Board or those who want a little more guided practice in using one. Time will be given for each participant to have a hands-on learning experience. The remarkable features of the SMART Board will be demonstrated with emphasis on how this tool makes a “one computer classroom”.

June 22nd

½ -Day

12:30-3:30

SMART Board for the Junior High & High School Classrooms

For: Teachers Grades 7-12

Limit: **14 Teachers**

Time: 12:30-3:30

Registration: **Pre-register by Friday, June 5th**

–Call Debbie Curtis, Pam Keene

or Patricia Ferguson 666-2125

Place: Macon County’s Technology Learning Center

Presenter: David Flynn

This session is a basic introduction to what a SMART Board is and how to use one in the classroom. The session is aimed at 7th-12th grade teachers who are not familiar with a SMART Board or those who want a little more guided practice in using one. Time will be given for each participant to have a hands-on learning experience. The remarkable features of the SMART Board will be demonstrated with emphasis on how this tool makes a “one computer classroom”.

June 23rd

½ -Day

8:30-11:30

Using the Smart Board as an Interactive Classroom Tool

For: Teachers Grades K-6

Limit: **14 Teachers**

Time: 8:30-11:30

Registration: **Pre-register by Friday, June 5th**

–Call Debbie Curtis, Pam Keene

or Patricia Ferguson 666-2125

Place: Macon County’s Technology Learning Center

Presenter: David Flynn

This session will include using the Internet, PowerPoint and the Smartboard together to make your classroom come alive!

June 23rd

½ -Day

12:30-3:30

Using the Smart Board as an Interactive Classroom Tool

For: Teachers Grades K-6

Limit: **14 Teachers**

Time: 12:30-3:30

Registration: **Pre-register by Friday, June 5th**

–Call Debbie Curtis, Pam Keene

or Patricia Ferguson 666-2125

Place: Macon County’s Technology Learning Center

Presenter: David Flynn

This session will include using the Internet, PowerPoint and the Smartboard together to make your classroom come alive!

June 24th
½ -Day
8:30-11:30

Science Textbooks and the Web

For: Elementary School Teachers through 6th Grade
Limit: **14 Teachers**
Time: 8:30-11:30
Registration: **Pre-register by Friday, June 5th**
**–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: David Flynn

Teachers will visit the textbook publisher’s website as well as discover Internet websites that will support the teaching of science and the new standards for 2009-2010.

June 24th
½ -Day
12:30-3:30

Science Textbooks and the Web

For: Teachers Grades 7-12
Limit: **14 Teachers**
Time: 12:30-3:30
Registration: **Pre-register by Friday, June 5th**
**–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: David Flynn

Teachers will visit the textbook publisher’s website as well as discover Internet websites that will support the teaching of science and the new standards for 2009-2010.

June 25th
½ -Day
8:30-11:30

New Standards and Websites

For: K-12
Limit: **14 Teachers**
Time: 8:30-11:30
Registration: **Pre-register by Friday, June 5th**
**–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: David Flynn

Teachers will be shown how to locate the new standards on the web, have an opportunity to download standards for their teaching area and then navigate the web to find related resources to support these new standards. A brief introduction to netTrekker and BrainPOP will be added to this inservice to show teachers that lesson plans and activities that correlate to the Tennessee Curriculum Framework are available on these websites.

June 25th
½ -Day
12:30-3:30

New Standards and Websites

For: K-12
Limit: **14 Teachers**

Time: 12:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: David Flynn

Teachers will be shown how to locate the new standards on the web, have an opportunity to download standards for their teaching area and then navigate the web to find related resources to support these new standards. A brief introduction to netTrekker and BrainPOP will be added to this inservice to show teachers that lesson plans and activities that correlate to the Tennessee Curriculum Framework are available on these websites.

June 26th
1-Day

Make and Take Technology

For: Teachers Grades Pre-K-12
Limit: **8 Teachers**
Participants may receive a maximum of ONE day inservice credit for the entire school year.
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: David Flynn
Pre-requisites: Basic computer skills

The purpose of this session is to show teachers how to use technology to create teaching materials, bulletin boards, etc. for the classroom. Teachers will have an opportunity to make materials FOR THE CLASSROOM during the session. This in-service is NOT for teachers to make personal items. We are asking that teachers make materials for the classroom only. Through the Technology Center, we furnish printer ink/toner/card stock paper/colored papers/and some labels. If you need other specialty paper and supplies, you will need to bring them yourself.

July 1st
1-Day

Make and Take Technology

For: Teachers Grades Pre-K-12
Limit: **8 Teachers**
Participants may receive a maximum of ONE day inservice credit for the entire school year.
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

The purpose of this session is to show teachers how to use technology to create teaching materials, bulletin boards, etc. for the classroom. Teachers will have an opportunity to make materials FOR THE CLASSROOM during the session. This in-service is NOT for teachers to make personal items. We are asking that teachers make materials for the classroom only. Through the Technology Center, we furnish printer ink/toner/card stock paper/colored papers/and some labels. If you need other specialty paper and supplies, you will need to bring them yourself.

**July 2nd
1-Day**

Make and Take Technology

For: Teachers Grades Pre-K-12
Limit: **8 Teachers**
Participants may receive a maximum of ONE day inservice credit for the entire school year.
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County’s Technology Learning Center
Presenter: Colby Jones
Pre-requisites: Basic computer skills

The purpose of this session is to show teachers how to use technology to create teaching materials, bulletin boards, etc. for the classroom. Teachers will have an opportunity to make materials FOR THE CLASSROOM during the session. This in-service is NOT for teachers to make personal items. We are asking that teachers make materials for the classroom only. Through the Technology Center, we furnish printer ink/toner/card stock paper/colored papers/and some labels. If you need other specialty paper and supplies, you will need to bring them yourself.

**July 21st
1-Day**

Microsoft Office 2003/2007- What’s the Difference?

For: Teachers Grades K-12
Limit: **20**
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**
Place: Macon County High School Room 211
Presenter: Jeanie Hix
Pre-requisites: Basic computer skills

Teachers will learn the major differences between Microsoft Office 2003 and 2007. The basics of several aspects of Office 2007 will be taught including Word, Excel, and PowerPoint. Teachers who have or anticipate getting Office 2007 should sign up for this in-service. Time will be given for teachers to

become familiar with the software as well as ask any questions they may have specific to their classroom.

July 23rd
1-Day

Microsoft Office 2003/2007- What's the Difference?

For: Teachers Grades K-12
Limit: **20**
Time: 8:30-3:30
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County High School Room 211
Presenter: Jeanie Hix
Pre-requisites: Basic computer skills

Teachers will learn the major differences between Microsoft Office 2003 and 2007. The basics of several aspects of Office 2007 will be taught including Word, Excel, and PowerPoint. Teachers who have or anticipate getting Office 2007 should sign up for this in-service. Time will be given for teachers to become familiar with the software as well as ask any questions they may have specific to their classroom.

TBA

1 Day

Troubleshooting for School Technology Contacts

For: School Technology Contacts ONLY
Registration: **Pre-register by Friday, June 5th**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Technology Learning Center
Presenter: Terry Reid, Artis Networks
Patricia Ferguson, Technology Director
Time: 8:30-3:30

This session has been requested by many school technology contacts to instruct the technology contacts on minor troubleshooting problems that occur during the school year with computers, software, file servers, etc. ALL School Technology Contacts are requested to attend.

August 19th
½ Day
3:30-6:30

E-Mail

Time: 3:30-6:30
Limit: 14 teachers.
Registration: **Monday, August 17, 2009 – If you already have an active @k12tn.net account, please tell us this when registering.**
–Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125
Place: Macon County's Technology Learning Center
For: Teachers Grades K-12 who need an ENA @k12tn.net email account OR teachers who need a “refresher” on how to use the @k12tn.net ENA Web email.

Presenter: Colby Jones or Patricia Ferguson

Teachers will receive a @k12tn.net e-mail account, sign an Acceptable Use Policy and practice using e-mail. Participants will learn how to change passwords, how to compose and send an e-mail message, how to read e-mail, and how to access their email account using ENA's web email. This session is required, by Board Policy, for all teachers who use email through the School System's network. According to Board Policy 4.406 (which can be found at: http://www.maconcountyschools.com/use_of_the_internet.htm), **"Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system."**

**August
25 & 26
1 Day
3:30-6:30**

Internet I & Internet II

Time: 3:30-6:30 **BOTH** Days
Limit: 14 Teachers.
Registration: **Pre-register August 24th**. You must attend both sessions to complete the requirements.
-Call Debbie Curtis, Pam Keene or Patricia Ferguson 666-2125
For: Teachers Grades K-12
Place: Macon County's Technology Learning Center
Presenter: David Flynn
Pre-requisite: Some basic computer knowledge is required.

This session addresses the use of the Internet in the classroom. According to Board Policy **4.406** (which can be found at: http://www.maconcountyschools.com/use_of_the_internet.htm), **"Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file."** The "written agreement" is the Acceptable Use Policy which states that teachers who use the Internet in the classroom must attend two ½ day local training sessions. Teachers will be asked to sign an Internet Acceptable Use Policy which will be kept on file at the Office of the Director of Schools. Some basic computer knowledge is required.

****Note**** -- Teachers....if you are using the Internet at school or if you are using the school network for any purpose, you **MUST** have this training and you **MUST** have a signed Acceptable Use Policy on file at the Office of the Director of Schools.

**September 3rd
½ Day
3:30-6:30**

E-Mail

Time: 3:30-6:30
Limit: 14 teachers.
Registration: **Wednesday, September 2, 2009 – If you already have an active Ten-Nash account, please tell us this when registering.**

**-Call Debbie Curtis, Pam Keene
or Patricia Ferguson 666-2125**

Place: Macon County's Technology Learning Center

For: Teachers Grades K-12 who need an ENA @k12tn.net
email account OR teachers who need a "refresher" on
how to use the @k12tn.net ENA Web email.

Presenter: Colby Jones or Patricia Ferguson

Teachers will receive a @k12tn.net e-mail account, sign an Acceptable Use Policy and practice using e-mail. Participants will learn how to change passwords, how to compose and send an e-mail message, how to read e-mail, and how to access their email account using ENA's web email. This session is required, by Board Policy, for all teachers who use email through the School System's network. According to Board Policy 4.406 (which can be found at: http://www.maconcountyschools.com/use_of_the_internet.htm), **"Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system."**

Watch the <http://maconcountyschools.com> website for more technology in-service opportunities during the 2008-2009 school year.

Other sessions not on this schedule may be held for in-service credit during the summer and the regular school year for groups of at least 8 or more. If you have a "special" session that you would like offered, call *Patricia Ferguson at 666-2125*.