

TechTalk "Tuesday" Schedule

2007-2008 School Year

Below is a list of dates and topics to be covered. Topics were chosen based on input provided from the submitted TechTalk Topic Survey.

Please sign up for a session by emailing either Becky at rwenner@esmschools.org or Cyndee Brazill at cbrazill@esmschools.org.

Tuesday, October 16 th *Reschedule due to Oct. Staff Day	Advanced PowerPoint Features (inserting video, inserting sound files, picture bullets, using pictures as backgrounds, inserting hyperlinks, removing hyperlinks from images/URLs copied from web, saving for the web, creating watermarks, etc.)
Tuesday, November 13 th	Overview of iTunes: setting up an account, purchasing and downloading music, podcasts, videos, etc. Loading and organizing your own music, converting file formats (MP3, etc.), uploading Podcasts.
Tuesday, December 11 th	Using the digital camcorder and digital camera (taking pictures, recording video, downloading media to computer)
Tuesday, January 8 th	Podcasting 101: What is Podcasting? How to make a Podcast? How to upload a Podcast? Sample Podcast projects. Listening and downloading current Podcasts. Using the digital voice recorders.
Tuesday, February 12 th	Creating interactive word documents (inserting notes, sound files, comments, annotations, creating forms that include drop down menus, text boxes, check boxes, etc.)
Tuesday, March 11 th	Lotus Notes: email (creating folders, setting preferences, organizing mail, deleting large groups of mail, creating groups, using the calendar, setting up out of the office messages)
Tuesday, April 18 th	Google for Educators Overview: Tools for the Classroom – resources, software, posters, tutorials, project ideas, teacher testimonials, Google Teacher Academy.
Tuesday, May 13 th	Using WinSchool for Student Information: Contact Information, schedules, attendance, class rosters, reports, student pictures, etc.

****Please note: If something you were interested in did not make this year's list, let us know. We can schedule a time to meet with you one-on-one at your convenience.***