

Center Summer Institute

Summer technology course offerings for
face to face and
online classes



Summer 2011

Center Summer Institute

This packet contains the information you will need to gather information about the summer classes, enrollment and credit information. If you still have questions after reading through this packet, please email or call Colleen McLain at 3357.

General Enrollment Information

Who may enroll	All Center certified and classified staff may attend. Teachers outside of Center may attend courses for a fee.
How to enroll	Go to https://spreadsheets.google.com/viewform?formkey=dGZQOEt_rT0ViZzROX3czYWdKVEFuQVE6MQ , complete the form with your name, contact information and course(s) you are interested in taking.
Enrollment deadline	The deadline to enroll for online courses is Friday, May 13, 2011. The deadline to enroll for face to face classes is Friday, May 27, 2011.
Enrollment confirmation	An email from Colleen will be sent prior to the course starting. This email will verify your enrollment, time and location of the course.
Restrictions	If you are at masters plus 20 hours or higher on the district pay scale, Mr. Leone must approve the classes before you enroll.
Cancellation of course	Each course needs a minimum number of participants. If a course you are enrolled in gets canceled, you will be notified of the cancellation through email prior to the start of the course.
Cancellations	If you cannot attend a class, please notify Colleen at 349-3357, 918-3229 or by email prior to May 27, 2011. **No make up session will be held this summer.**
Course location	All face to face sessions will be held at Center High School in room 202.

Class Offerings

<p>Face to Face Courses</p> <p><i>Class listing start on page 4.</i></p>	<p>Face to face sessions will be offered this summer. These courses are all 16 hour courses offered for graduate or professional development credit. These courses will include:</p> <ul style="list-style-type: none"> • 21st Century Tools for the 21st Century Learner • Excel Basics • Intermediate Excel
<p>Online Courses</p> <p><i>Class listing start on page 5.</i></p>	<p>Once again this summer, we will offer online courses. These courses are also all offered for graduate credit or professional development credit. These courses are:</p> <ul style="list-style-type: none"> • Assessment in the 21st Century Classroom • Project Based Approaches • Information Communication Technology Literacy
<p>SMART Notebook Content Review</p> <p><i>Class listing start on page 7.</i></p>	<p>This summer will offer two SMART Board review sessions in conjunction with developing Notebook content. For more information on these classes, see the class listings on page 7.</p> <ul style="list-style-type: none"> • SMART Notebook Content Review (basic) • SMART Notebook Content Review (intermediate)

District salary credit will not be an option this summer.

Credit options

Baker and UMKC Graduate Credit

Cost	\$50 per graduate credit hour. Check with your course instructor for enrollment and payment procedures.
Requirements	Full time attendance is required in addition to completion of course work. No makeup session will be offered.
Availability	Graduate credit will only be an option for those classes that are held for 15 or more hours - which are the face to face and online courses. See the listing of classes on page 2 for class options.

Professional Development Credit

Cost	Professional development credit has no cost to you as the participant.
Requirements	Full time attendance is required in addition to completion of course work. No makeup session will be offered. Professional development credit is only available for certified staff.
Availability	Professional development credit is available for all classes offered this summer. See the listings on page 2 for class options.

District salary credit will not be an option this summer.

Face to Face Classes

21st Century Tools for the 21st Century Learner



This course has been developed for teachers to become more in tune with our 21st century learner and their educational needs. The 4Cs will be discussed – collaboration, communication, critical thinking and creativity. We will look various tools to use in reaching and teaching the students who have grown up in this technology rich era. Some of these tools will include Edmodo, the SMART Recorder, Twitter, Animoto, Moodle, Glogster and others!

Date: June 13th – June 16th, 2011
Time: 1:00 pm – 5:00 pm
Location: CHS room 202
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit options: 1 hour of graduate credit
OR 15 hours of professional development credit

Excel Basics

Are you needing to extend your knowledge with Excel, but don't even know where to start? This session is for you! This session will begin by introducing the basics of Microsoft Excel 2007, the format of spreadsheets and how/why you would use a spreadsheet. This course is ideal for all administrators, clerks and secretaries.

Date: June 20th, 2011
Time: 8:00 am – 12:00 noon
Location: CHS room 202
Participants: All staff
Skill level: Beginner
Instructor: Jim Meckel
Credit: 4 hours of professional development credit



Intermediate Excel

So you are thinking you know the basics of Excel, or just took the basic session, and are ready to extend your use of Microsoft Excel 2007. Maybe you need to start running your own reports, extracting data from Infinite Campus or DESE, or just want to see what all can be done with advanced features of Excel. This session will look at extracting and formatting data. There will be plenty of time for practice and questions! This course is ideal for all administrators, clerks and secretaries.

Date: June 21st, 2011

Time: 8:00 am – 12:00 noon
Location: CHS room 202
Participants: All staff
Skill level: Intermediate, basics of Excel should be known
Instructor: Jim Meckel
Credit: 4 hours of professional development credit

Online Classes

What exactly is online learning?

Online courses will be offered through Center's Moodle, an online course management system similar to Blackboard. The beauty of online learning is the flexibility! While these courses do have weekly assignments, due dates and a weekly pacing, the content study of the course is done on your own time - whenever you can fit it into your schedule. Expect to spend about 3 to 4 hours per week on content study. If you've always wanted to try online learning, but have been too nervous, or are already a fan of online learning, try it out!

Each week of the course will begin on a Wednesday and go through the following Tuesday offering even more flexibility for summer schedules.

The online sessions will begin May 4th with an Orientation Session. Then the content sessions begin May 11th. These courses begin before school is out in order to complete them by early July, allowing us all to still enjoy part of the summer. **All online classes will take a break from the course content the last week of school** to give you time to focus your energy on wrapping up the school year.

Assessment in the 21st Century Classroom

This course is an Intel Elements course, developed and posted online by Intel. It will explore the role of assessment in instruction.



Participants will learn about various non-traditional forms of assessment including formative and summative; assessment instruments such as checklists, metacognitive journals, graphic organizers, pacing guides and many others; reasons for assessment; student developed and implemented assessment; and how to develop an assessment plan for a unit of study to be developed as progressing through the course.

Date: May 4th – July 4th, 2011
Class will NOT be held week of May 25th to June 1st.
Time: All online, so timing is whenever it fits your schedule!

Location: Online. You will receive information about your Moodle account.
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit options: 2 hours of graduate credit
OR 30 hour of professional development credit

Project Based Approaches



This course is an Intel Elements course, developed and posted online by Intel. It will explore project based learning in their classroom. Participants will learn about how classroom projects and project-based instruction can transform teaching and learning in the classroom. This course will offer an overview to project-based approaches, look at project design, assessment options, and project planning. Support will be provided to the participants as they work their way through the course and develop a unit of study which incorporates various components of projected based instruction.

Date: May 4th – July 4th, 2011
Class will NOT be held week of May 25th to June 1st.
Time: All online, so timing is whenever it fits your schedule!
Location: Online. You will receive information about your Moodle account.
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit options: 2 hours of graduate credit
OR 30 hour of professional development credit

Information and Communication Technology Literacy (ICTL)



Wanting to know more about effective research skills for classroom use? Need to know more about providing your students with effect research strategies such as validating authentic websites? Evaluating information critically and competently? Effective and creative uses of found information? This course will answer those questions and many others! We will explore technology learning in classrooms specifically related to research – searching, finding, evaluating and using electronic information. Participants will explore the inquiry process, how to have students access information efficiently and effectively, determine relevance of researched information, evaluate found information critically and competently, use the information effectively and creatively and finally how to practice ethical, legal and safe uses of information and technology.

Date: May 4th – July 11th, 2011
Class will NOT be held week of May 25th to June 1st.
Time: All online, so timing is whenever it fits your schedule!

Location: Online. You will receive information about your Moodle account.
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit options: 2 hours of graduate credit
OR 30 hour of professional development credit

SMART Notebook Content Review Sessions

New this summer, we will offer an opportunity to get a quick Notebook review in conjunction with developing Notebook content around the reviewed skills. Plan on the review taking a good hour. The rest of the time will be spent specifically focusing on developing Notebook content for a direct application into your classroom curriculum.

These will be 4 hour sessions. The purpose is to get a review of Notebook, develop something usable in Notebook without becoming overwhelmed, taking too much time or just needing a bit of support.

** Please come with an idea of content you would like to develop or enhance.

SMART Notebook Content Review, Basic

Just need a basic Notebook review? Or want to see a few of the basics all over again? This is the session for you! With only an hour built in for review, you will have plenty of time for the review you want but also to develop Notebook files and ideas for your classroom use. Come enjoy the time without committing to a week long class or getting overwhelmed. Like this idea? Why not try out the intermediate session as well!

Date: June 6th, 2011
Time: 8:00 am – 12:00 noon
Location: CHS room 202
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit: 4 hours of professional development credit
Requirements: Come with an idea in mind for the working time and development of your Notebook file

SMART Notebook Content Review, Intermediate

Are you good with the basics of Notebook? Ready for a few more tips and tricks? Or want to see Notebook use strategies again? This is the session for you! With only an hour built in for review, you will have plenty of time for the review you want but also to develop Notebook files and ideas for your classroom use. Come enjoy the time without committing to a week long class or getting overwhelmed.

Date: June 8th, 2011
Time: 8:00 am – 12:00 noon
Location: CHS room 202
Participants: All staff
Skill level: All levels
Instructor: Colleen McLain
Credit: 4 hours of professional development credit
Requirements: Come with an idea in mind for the working time and development of your Notebook file