

# Staff Development Supplement

Fall  
2006

**Contact the staff development team for assistance with integrating technology into your classroom.**

Please remember to prescreen the sites in this newsletter due to the constantly changing nature of the Internet.

## In this issue:

- SmartBoard
- Outlook Client
- Grade Keeper
- Your Technical Support Team
- PowerMedia Plus
- Homework assessment with Survey Monkey

This year Sachem purchased Smart Boards for every school. This wonderful new computer peripheral is available for instructional use. The board will work when connected to a computer with a USB cable (generally attached to the board).

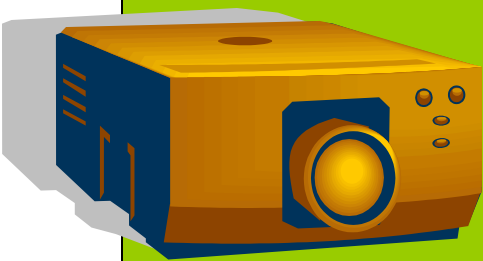
A projector may be used with the laptop and board to provide greater functionality of both. The board can be used as both a screen/monitor and as an input device. Thus the board can be used to control any program that runs on the computer.



As well as using the laptops, the software can also be downloaded and installed by your Technology Aide on a computer in your classroom if you so choose, and can even be downloaded and installed on any home computer from <http://www.smarttech.com/>.

The pens can be used to "mark up" items shown on the screen. In general, when a pen is removed from the tray, a "transparency" will be simulated over the projector, this is what is marked-up. When the pen is returned to the tray, the transparency is "torn-off" and the board can be used to control programs again.

The Smart Notebook software is useful for "saving" onscreen mark ups and for preparing lessons. The board will behave differently when the Notebook software is the active program.



The board's performance will also vary if the program that is currently running is "ink aware". For example, MS Word is "ink aware" and using the pens on the tool bar will have a different effect than using a pen on Internet Explorer's toolbar.

Contact your building staff developer to receive training on this great educational tool!

### GradeKeeper Tips and Tricks

If you are looking for an electronic Grade Book, Sachem has provided the "Gradekeeper" program. This software is easy to learn and use (point and click for the most part). If you'd like to get started with it, the Staff Developers are running a few workshops. If you have been using it, here are a few tips that you may not have known about:

To stop that "nag" screen reminding you to please register when you first start up the program, click the "Enter Code" button. At the next window, enter the name and code as shown below. Capital letters are required for the name portion.

**Name: SACHEM SCHOOL DISTRICT**  
**Code: 686145**

#### Attendance:

- Once students are in your roster, use the Reports menu and select "Seating Chart." Then drag the students to their appropriate desks in the room. You can always drag to a new seat if locations change.
- You can take attendance daily by accessing the seating chart and right clicking on a student to choose absent, tardy, or excused (or add more of your own under the "Gradebook" ->"Gradebook Options" -> "Attendance" tab. ) You can right click to change the status at anytime for that day. Please Note that you can only take attendance in this manor for the current day.

#### Weighted Grades

- Instead of using points (that are treated equally) for every assignment or exam, you can categorize student tasks and assign weights to them. Create additional categories (if needed) by choosing the "Gradebook" menu item then selecting "Gradebook Options" and the "Categories" tab.
- Add additional categories, if desired, and their appropriate weights (in percentage, they should add up to 100.)
- Be sure to click the "Category Weights" radio button towards the bottom of the screen to use the weights that you have assigned. Now each category will be averaged based on the points for each task and then the appropriate weight will be applied to it.



# Microsoft Outlook Client

Using e-mail has never been easier. Now anytime you log onto a computer in Sachem you can access the Outlook Client. Just go to Start – Programs - Microsoft Office and then choose Microsoft Outlook 2003.

## Your Technical Support Team

Sachem's technical support team consists of the School Communication Aides (formerly known as Tech Aides) and the CCSI group.

The **School Communication Aides** will be divided among the elementary schools. In addition to the listing below, they will be in each of their schools on alternating Mondays. The Middle Schools and High Schools will have daily coverage. (Because of the limited coverage in the elementary schools, please give your Communication Aide at **least 24 hours notice** if you will be signing out any equipment.)

### 2006-2007

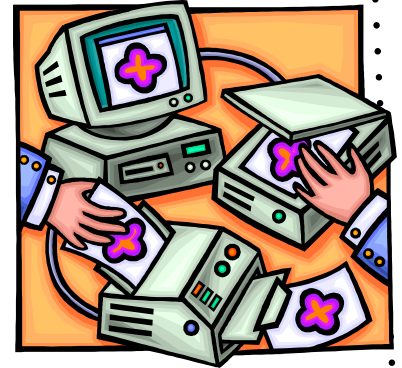
Elementary Schools		Tuesday/Thursday	Wednesday/Friday
Patricia	Butera	Waverly	Chippewa
Janet	Tedeschi	Tecumseh	Lynwood
Donna	Mitchell	Nokomis	Grundy
Victoria	Moreno	Tamarac	Merrimac
Maureen	Fitzpatrick	Wenonah	Gatelot
Maria	Gomez	Hiawatha	Cayuga

#### Middle Schools

Joyce	DeCarlo	Sagamore
Lorrie	Martinson	Seneca
Ellen	Rafferty	Samoset
Tricia	Bertolone	Sequoia

#### High Schools

Patricia	Kelly	East
Carol	Cook	North
Karen	Mott	North



The **CCSI Team** is responsible for hardware and technical support. You do not have to contact them directly. If you experience a technical problem, let your Communication Aide know. If the situation cannot be resolved immediately, she will put in a ticket for CCSI assistance.



Power Media Plus has taken the place of United Streaming as your free online video service. Any downloads that you might have saved to your hard drive are owned by United Streaming and should be deleted from the server.

You can access Power Media Plus by going to [www.wliw.org/itv](http://www.wliw.org/itv), and clicking on edonline link at the top of the screen. If you had a username and password for united streaming, it should work for PowerMedia Plus as well. If not, you can contact channel 13 to get a username and password.

The site is made up of five sections – video, audio, images, print resources and podcasts.

**Video:** There are currently 3200 video titles correlated to state and national standards. They are broken up into short clips that you can stream or download just like United Streaming. These are updated quarterly and you will be contacted via email when updates are made. 330 closed captioned videos (English language only)

**Audio:** 6000 current audio files. These include Shakespeare sonnets, foreign language practice, presidential speeches and audio books. These are in MP3 format. Mythology and drama is good. Citations available for all titles.

**Images:** 25,000 images including clip art, illustrations and photo objects

**Print Resources:** PDF's mostly related to the videos.

**Podcasts:** Launched last month – can create and share podcasts in mp3 or mp4 format. Currently no limit on how many you can save here. Clearvue is notified every time a new podcast is added. If it is inappropriate it will be deleted.

There are several ways to search for media – across all mediums or in just video, audio, images, print or podcasts. Some video is editable and can be changed in video editing software.

You can create classes, assignments, lesson plans and quizzes within PowerMedia and share with other teachers. The quizzes are interactive and can be done online by the students. Results will be emailed to you.



### Survey Says!

During the last week of schools, while most Sachem students were preparing for their end of the year exams, Sagamore Middle School students were also preparing for this school year.

Unbelievable you may say, but that was exactly what they were doing as each and every student in grades 6, 7, and 8 took the Sagamore Homework Survey.

In an effort to meet their school's goals and affect change toward paving the way for higher student achievement, the Sagamore Teaching and Learning Committee, comprised of about one third of the teaching staff and Principal Steve Siciliano, began the on-going discussion of student performance. During one of the discussions, homework came to the forefront. Some teachers expressed their frustrations that their students were not completing homework assignments, while other teachers said they had no problems with their students turning in incomplete homework.

Coming from an understanding that there is an established correlation between completing homework and academic achievement, the committee began looking for solid data with which to work.

Since reflection and inquiry are natural consequences of research, the committee decided to see what the students had to say about this "charged" topic. Using the on-line tool, SurveyMonkey.com, Librarian Denise Cinco, with the help of other committee members designed and posted the Sagamore Homework Survey. With the help of Staff Developer, Al Pisano, over 900 responses were downloaded, tallied, analyzed, and distributed to all staff members through this ingenious service.




With SurveyMonkey.com, surveys can be created with an unlimited number of questions; customizing the path a respondent takes through the survey and making sure responses to your essential questions are received.

What did the survey reveal? When students were asked why they do homework, more than half of the students are intrinsically motivated. 78.2% of the students responded "I want good grades" and 51.3% responded "I feel good when I am prepared." When asked why they do not do their homework 36.4% responded with "I am unorganized and leave work in school, forget assignments, and/or have not written it down." These findings, among others, were presented to the Sagamore staff. Further collaboration will be conducted to establish protocol and guidelines to address the issues the survey raised.

Visit [surveymonkey.com](http://surveymonkey.com) to see what this on-line service has to offer and perhaps, you may want to create your own school survey!

## Sachem Staff Development Team

The **BOCES Staff Developers** are available to help you integrate technology into your classroom. They will deliver PDPs before or after school, meet with you individually or do push-ins. Contact your Staff Developer for assistance with Outlook, PowerPoint, Publisher, Excel, SMART boards, virtual field trips, WebQuests, Grade-Keeper, SchoolNotes, using digital equipment, or any other software assistance.

 <b>Technology Integration Specialist</b>	<b>Building Assignment</b>
Kristyna Acerno - <a href="mailto:Kacerno@sachem.edu">Kacerno@sachem.edu</a>	Cayuga, Grundy, Lynwood, Nokomis, Wenonah
Kathie Galgano - <a href="mailto:kgalgano@sachem.edu">kgalgano@sachem.edu</a>	Tamarac, Waverly, Sequoya, Sachem North
Bill MacIntosh - <a href="mailto:wmacintosh@sachem.edu">wmacintosh@sachem.edu</a>	Chippewa, Gatelot, Hiawatha, Samoset, Seneca
Al Pisano - <a href="mailto:apisano@sachem.edu">apisano@sachem.edu</a>	Merrimac, Tecumseh, Sagamore, Sachem East

**Jack Renda**

Administrator for Instructional Technology & Gifted & Talented Programs

[JRenda@sachem.edu](mailto:JRenda@sachem.edu)

[Previous Page](#)