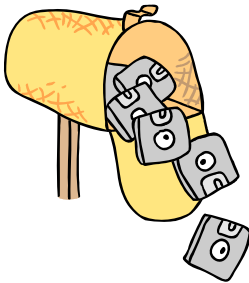


Staff Development Supplement

Contact Us!

Technology Integration Specialist	Building Assignment
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What is i-Safe?

i-Safe America is the worldwide leader in Internet safety education. Founded in 1998 and endorsed by the U.S. Congress, i-SAFE is a non-profit foundation dedicated to protecting the online experiences of youth everywhere. i-SAFE incorporates classroom curriculum with dynamic community outreach to empower students, teachers, parents, law enforcement, and concerned adults to make the Internet a safer place.

How can you use i-Safe?

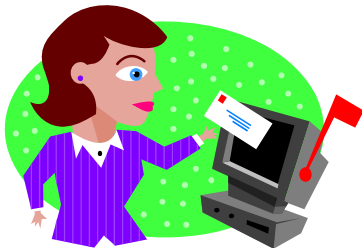
i-SAFE's education component provides students with dynamic, interactive, up-to-date Internet safety curriculum lessons online, in the classroom, and in the community. These lessons employ peer-to-peer communication and cooperative learning activities to help students retain this valuable information. i-SAFE provides a free Professional Development Program (online or face-to-face) and all the materials necessary to train and certify you.

For more information on i-Safe please talk to your Principal, staff developer or visit isafe.org.

In this issue:

- iSafe—Safety on the internet
- Outlook Client
- Gradekeeper
- Portfolios
- Meet Your Staff Developers
- Gateway Tablet
- United Streaming

Microsoft Outlook Client



Using email 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. The Outlook Client is a more powerful tool that will give you full access to more features.

You can add words to dictionaries, recall messages, set default fonts for replies and forwards, view messages by category, set automatic mailbox cleanup, AutoArchive, color individual or recurring messages, be notified of adjacent of conflicting appointments, track acceptance of attendees to a meeting, create tasks from e-mail messages, set alerts and so much more.

Gradekeeper Tips and Tricks

If you are looking for an electronic Grade Book, Sachem has provided the "Gradekeeper" program. You can even use it at home, no extra charge. Download it for free from gradekeeper.com or ask your tech aide for a copy. 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 any time for that day. Please Note that you can only take attendance in this manner 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.

1st Quarter
Sample Class
Thursday, September 26, 1995

Gradekeeper®

#	Student	Bulgarian Preamble 10 points	Spanish Activ. Special 10 points	Tool Preamble 25 points	Gypsy Activ. 10 points	Chapter 7 Homework 45 points	Chapter 7 Test 100 points	Quarter Final Final Exam
1	Albright, Amy	95% A	10	9	23	10	45	94
2	Bravado, Barbara	79% C+	7	6	16	9	35	79
3	Cunningham, Cathy	92% A-	9	8	24	10	45	88

Bodacious Body Biology

Science teachers at Sagamore Middle School are working on a great project for the second year in a row. Staff developers and teachers are working with students to create Bodacious Biology Posters. One of seven body systems will be assigned to a group of students throughout a number of classes. The students will create a poster using Microsoft Publisher on their select Body System. They must include graphics, text boxes with pertinent information and a flow chart diagramming their respective system.

Once the posters are completed they will be printed out using the Epson Poster Printer. Afterwards, a web page will be created displaying the student work. The online electronic portfolio will show all of the Body System Posters the students created. Names will be left out for anonymity. If you would like to check out last year's projects click on the hyperlink below to visit the e-folio website.

[Bodacious Body Biology 2005-2006](http://www.sachem.edu/dept/sd/poster2006/bodaciousbiology2006.htm)

<http://www.sachem.edu/dept/sd/poster2006/bodaciousbiology2006.htm>

Meet your Staff Developers

Bill MacIntosh– (wmacintosh@sachem.edu)– is a staff developer in Hiawatha, Chippewa, Gatelot, Senneca and Samoset. He has been working as a staff developer in Sachem for the past six years and is always excited to start up a new video project!

Al Pisano(apisano@sachem.edu) -is placed in East, Tecumseh, Merrimac and Sagamore. Al has been in Sachem for four years and enjoys finding innovative ways to use Microsoft programs and internet sites and integrating those into the curriculum.

Kristyna Acerno(kacerno@sachem.edu) is a staff developer in Cayuga, Grundy, Nokomis, Wenonah and Lynwood. This is her second year in the district and she really enjoys working with the elementary students here at Sachem.

Kathleen Galgano (kgalgano@sachem.edu) is the newest member of our team and is placed at Tamarac, North, Waverly and Sequoya. She is excited to meet the teachers in her schools and begin supporting their projects.

You can check out our web page by linking from the Sachem home page:



Click on Technology Tools on the Sachem Home Page for more up to date resources.

Sachem Tries a Tablet

Recently, Model Schools' teacher integration specialists (TIS) in Sachem Central School District had the opportunity to try out two Gateway tablet PC's. Working in conjunction with a fifth grade teacher, the TIS and the teacher crafted a math based lesson comparing reading and TV viewing of the male and female students.

The students were asked to keep a journal of their daily viewing or reading minutes. The Model Schools TIS pushed-in to the classroom to assist with most of the technology portions of the lesson, including creation of graphs, using the stylus, and data entry. The student data was entered into a Microsoft Excel spreadsheet where totals were generated for each student and group of students.

Students then accessed the "Create-A-Graph" website, discussed the various uses for the graphing tools available and generated bar graphs to visually analyze their data. Finally, the students answered questions directly on the tablet PCs, taking turns using the stylus.

Overall, the students seemed to enjoy "writing" directly on the laptop screen. In addition, students were able to meet several NYS mathematics standards, including: working in collaboration with others to solve problems, using charts, tables, or graphs, using technology as representations, using mathematics to show and understand social phenomena, and formulating conclusions and making predictions from graphs.



If you want to make your own web site with a tool that is easy to use and free, check out "Schoolnotes" at <http://www.schoolnotes.com>. To create a new account, use the "Teachers Register Here" link (in the upper right corner of the page). Fill in the five required pieces of information including: your school's zip code, your new account name, password and a reminder for that password. It is a good idea to make a note of the zip code, account name and password, as you will need it to update your site. You will then be led through a few pages of information (only items in bold are required). Some teachers prefer not to show their first names or e-mail addresses. It does not take long to create an account.

Once your account is set, type in what you want your page to say. Popular items to post include information about what is going on in class and homework assignments. Once your updates are completed, be sure to enter your password and click "save" on the upper left side of the screen. Your page is instantly updated. You may update your page as often as you like to keep parents and students informed. For further assistance, please contact your building's staff developer.

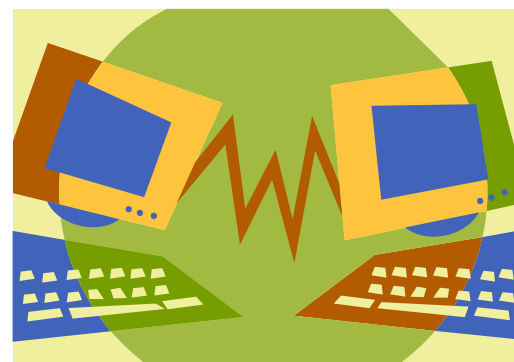
Schoolnotes is a great way to for teachers to keep parents informed on what's going on in their classroom!



The staff development team recently conducted a PDP on *United Streaming* at East High School. The workshop was well attended and well received. The following e-mail message was sent out after the PDP at East High School explaining what transpired at the workshop and how teachers can use this wonderful educational tool:

Hi All,

I took a workshop afterschool at East on "United Streaming". It's very cool stuff we could all use. United Streaming is educational movies that Sachem teachers and students have access to (like PBS documentaries). There are about 4000 movies to pick from and about 100 in music. Most are under 40 minutes to be used in class OR the student password can be given to students to go have them watch on their own time from their home computers. Programs are arranged by grade level and content. They have programs like the life of Mozart, Bach, Stravinsky, etc. for older students. And like Zin Zin Zin the story of a violin for the younger students or even the Night Before Christmas or the really little ones.



Here's how you can do it:



Go to www.unitedstreaming.com. Where it says new user passcode the Sachem East teacher password is A8DC-61C2 and hit enter. The East student password is 9B46-7334. They will ask for some info, name, address, etc. Just use the school info. Please DO NOT post these passwords on-line where the general public can use them as it is only free for Teachers and Students.


Search like a normal search engine for the video you want and when you click on the movie you want to see hit "D" to download it to your hard drive or to burn it to a cd or hit "S" for streaming to run it straight from the computer. (ignore the "a" option, it is for people who pay for the service) If you run it from

your computer, it may pause at different times to allow for the buffer so the best way is to download it in advanced...especially if you are going to try to run it from Sachem in the middle of the day when the server is the slowest.

Happy Viewing!
Diana Cook

Each school has their own unique pass-code for teachers and students to initially logon. Contact your building staff developer to find out more about using this and many other fabulous educational resources!

Sachem Staff Development Team

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