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PRODUCTIVITY TIP #28

Windows XP offers a variety of tools to allow you to organize and find files fast. One of the fastest tools around for this is the search tool. This tool is especially helpful if you have folders that are populated by a large amount of documents or files. A shortcut to search is simply a right-click away. Find the folder you know the document is in, right-click, and then select search. Windows will open a search dialog to search only that folder for the file you are looking for. All you have to do is know the name of the document and your good to go.



Podcasts can be a good way to stay up-to date on current education trends, technology, and entertainment. If you would like to subscribe to a podcast you might tryout Juice. Juice allows you to save podcasts so that you can replay them at a time and place of your choosing. Juice has a built in directory of thousands of current podcast streams to get you started. It also allows you to add other podcast streams not in the directory. Best of all you can easily set it up to save files to your Itunes directory so if a new one is release all you have to do is wait and sync it to your Ipod. Give the program a try and see if you find anything usefull. You'll probably be surprised. Grab it at <http://juicereceiver.sourceforge.net/>.

CO-TEACHING OPPORTUNITIES

Do you want to integrate technology into a lesson but you would rather see an example first? Contact Michael to work on a joint teaching effort to demo technology integration.

SUMMER TECHNOLOGY TRAINING AND ONLINE COURSES

Teachers and staff. I am planning training opportunities for this summer and am open to ideas and suggestions from you. Currently all plans I have are fluid as my summer schedule is still in question. I know that many of you value your summer as a break or use it to prepare for the upcoming school year. In either case, I would be happy to give you a little time if you are free. Your summer is still your time; I simply hope you will choose to share a little of it with me if you believe it is to your benefit. I plan to offer summer training in two ways. I will most likely hold a few short sessions ranging from a half-day to several half-days and I will also hold a few longer online courses that are completed independently (although I would be available to answer questions). The online courses will be self-paced and delivered through our Moodle system which you will be able to access from any computer connected to the internet. I am still determining subjects for the training courses. Possible subjects include "clickers" integration, more Moodle (hey if you attend an online Moodle course you might really want to know how to set up your own for class), MyBigCampus training (don't worry if you don't know what that is at the moment), webquests (designing student paced online learning and discovery), podcasting for classrom use (how to find educational podcasts, create and edit your own, and incorporate it into assignments), easy websearch/research techniques (to find better information faster), and basics in technology (covering many of the things you saw on those "Technology Proficiencies" sheets that are in a draft stage) just to name a few. If you have any suggestions please let me know. I am still deciding on what to offer and I will let you know as soon as I have a schedule worked out.