

THE TECH

Michael K. Berg michael.berg@eastern.k12.in.us

TRAINER Vol. 3.4

Bi-Weekly Proficiency Edition 2

They don't call it innovation for nothing!

Tech Tuesday Schedule

September/October

September 28th – The first session of Tech Tuesday will cover the technology acceptable use policy and computer hardware. The session starts at 3:30 in the lower computer lab at the high school and will last approximately 30 minutes.

October 12th – Tech Tuesday session two will be held at the Elementary in Karen Rust's computer Lab. This session will cover operating system procedures such as creating folders, saving to your home directory, etc and will also cover filling out forms. The session begins at 3:30.

October 26th – The third session of Tech Tuesdays will wrap up the level I proficiencies by looking at the telecommunications section. We will be examining email procedures, internet searches, etc. This session will be held in the lower lab at the high school at 3:30.

Tech Tip of the Week

Have you ever typed a paper in Word but one or two sentences of your work spill over onto the next page? Do you want to easily fit everything on one page? Well, there's an easy automatic way to get everything right where you want it. If you go to the file dropdown menu and select the "print preview" option you can access a button called "fit to page." By clicking this icon the page font is reduced just a bit and the margins of the paper are automatically tweaked. Close the print preview when finished and all of your work should now fit on a single page and you should be free to edit your document again if needed. If you edit and the same thing happens you can always use the feature again and Word will reanalyze your document and make adjustments to again fit everything on one page.

Examining the Technology Acceptable Use Policy:

So you want to know what the technology acceptable use policy says, huh? Okay, so maybe you don't want to know as much as need to know. Well feast your eyes on it.....errr..... we don't have that much space so how about I recap the high points for you instead? Okay, here it goes.....Oh by the way, this is "as it pertains to staff," not necessarily students. We will cover students in a future issue.

1. Keep passwords and other private information private
2. Employ netiquette and be courteous in correspondence and online activities
3. Know copyright and avoid "borrowing" other's material without permission (however you have some leniency in this area as educators)
4. Do not utilize school resources for any activity that may be deemed illegal

Really it all comes down to proper behavior. Don't do something on the network that you wouldn't want your "mother" to know about and you are pretty much following the acceptable use policy.

Moodle and Your Proficiency Connection

Did you know that our school has a Moodle server? Moodle is an online course management system (meaning you can post documents, utilize online quizzes, deliver news, etc. to your students). I am going to be employing this system to deliver simple information on each of the proficiencies. You can choose to "enroll" in one of my classes if you would like. To do so, go to the high school website and select the "student" menu. From the student menu select the Moodle link. You then have to put in your username and password (same as for computer login) and navigate to the Edu. level courses by clicking on the "Edu" link on the page. Select "technology" on the next page and then find the "level I proficiency class" with Michael Berg as the teacher. Once you click, you will be taken through the enrollment process and delivered to the course page. If you like Moodle you may want to try it as a teacher!

NetTrekker Anyone?

Ever wonder how you can teach in a digital world with old school materials? Well there are some tips I can share if you ask, but for those wanting to jump into the 21st century headfirst you might want to consider using NetTrekker to create your own digital curriculum. NetTrekker is a service the school has subscribed to that allows for convenient, filtered, quality online resource searches for teaching. You can even create your own "saved" portions of the site including searches for easy access during lessons in class. This resource is great for laptop classrooms or whiteboards. I will be working with the principals at each building to identify groups that may benefit from a half-day training on NetTrekker, but in the mean time, if anyone wants one-on-one exposure to the tool, we can set that up too.