

## LATE AFTERNOON WORKSHOPS (4:30–6:30)

### *Excel Formulas & Functions*

**Session: TEC23-A**

**Date: Thursday, March 18**

**Description:** Participants must have a good working knowledge of Excel. With over 350 built-in formulas Excel can help you calculate statistical, financial, mathematical, and logical information. Knowing how these formulas work is a must if you expect to get the most out of Excel.

### *Intermediate Word*

**Session: TEC11-A**

**Date: Wednesday, April 14 & 21**

**Description:** This class introduces the intermediate features of Word in order to create more complex and visually pleasing documents. Learn how to add borders and shading, create bulleted or numbered lists, add page headers and footers to multi-page documents.

## ONLINE TECHNOLOGY RESOURCES

When you get a chance check out the technology resources for teachers located on our website. Here you will find lots of information updated monthly like our Spotlights, links to technology resources, grade level resources, textbook resources, video tutorials and more.

These resources can be found at:

[www.abcit.weebly.com](http://www.abcit.weebly.com)

## GENERAL INFORMATION

- Most of these workshops are open to all employees of the district.
- Workshops are held at the District Technology lab located at the district office.
- Workshops are generally held from 3:30pm —5:30 pm or 4:30—6:30 pm.
- Classes are limited to 20 participants.
- Participants must pre-register for workshops.
- Participants WILL NOT be compensated for attending.
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**TO REGISTER**

Please email Lissette Reyes at:

[Lissette.Reyes@abcusd.k12.ca.us](mailto:Lissette.Reyes@abcusd.k12.ca.us)

**Provide her with the following information:**

**Name, Site, Extension, Session Code**

ABC Unified School District  
Dept. of Information and Technology  
16700 Norwalk Blvd.  
Cerritos Ca. 90703

# ABC

UNIFIED SCHOOL DISTRICT

## INSTRUCTIONAL TECHNOLOGY

Training for District  
Employees

SPRING 2010



# 2009-2010 SPRING COURSE OFFERINGS

## DataDirector Workshops

(For current DataDirector users only)

### *DataDirector: Exams*

**Session:** TEC02-C

**Date:** Tuesday, March 9 (3:30—5:30)

**Description:** Participants will create standards based tests using the DataDirector item bank; Build exams using your own questions and create answer sheets in DataDirector; Learn how to scan exam results into DataDirector and analyze results.

### *DataDirector: Pivot Table & Multiple Listing reports*

**Session:** TEC53

**Date:** Monday, March 22 (3:30—5:30)

**Description:** Learn how to generate a Pivot table report to find students who made performance level gains or losses. ("gainers" "stickers" and "sliders"). Also how to use the Multiple Assessment Listing Report to display results from multiple tests and/or years.

### *DataDirector: Custom Reports*

**Session:** TEC03

**Date:** Tuesday, April 20 (3:30—5:30)

**Description:** Participants will learn to create Custom Reports using Report Builder. This includes modifying columns and applying filters; Also learn to create Student Program Groups (i.e. RSP Students, LEP, Intervention Groups, Grade level groups) to monitor interventions.

## *Create a Classroom Website*

**Session:** TEC06

**Date:** Tuesday, March 16 & 23 (3:30—5:30)

**Description:** Need a simple way to share information with students and parents? Don't have time to fiddle with a complicated program? Then check out Weebly.com. With Weebly you can create a web page for your own classroom in minutes. No prior experience necessary. You will learn how to make a web page, create links, add pictures, and begin designing a complete web site to use in your classroom, or your school.

## *Excel for the Classroom*

**Session:** TEC20-C

**Date:** Monday, April 19 & 26 (3:30—5:30)

**Description:** Do your students need to summarize data collected from surveys? Do they need to chart temperature changes around the world? Do you need to create a simple check list or seating chart? Let Excel help. In this class you will learn the basics of Excel and how it can be integrated into your classroom curriculum.



## *PowerPoint Jeopardy*

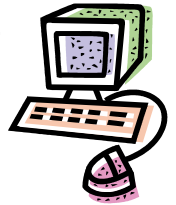
**Session:** TEC09

**Date:** Tuesday, May 11 & 18 (3:30—5:30)

**Description:** Participants will use PowerPoint to create a Jeopardy game complete with daily doubles, and that final Jeopardy tune. This is a template that easily fits into any subject or grade level. Use it for review or teaching your students questioning skills. Bring ideas and questions for creating your own Jeopardy rounds and a flash drive on which to save it.

## *We are Here for You*

If you have a project to complete or need any assistance using technology, please call Mary White, District Program Specialist-Technology, at ext. 21166 for an appointment.



Appointments can also be made to bring your entire staff for customized training (or we can come to you).

*Never let a computer know you're in a hurry.  
~Author Unknown*

*Treat your password like your toothbrush.  
Don't let anybody else use it, and get a new one every six months. ~Clifford Stoll*