

Cosumnes River Preserve (CRP) Teacher Workshop

Course # 410602

Salary Credit: 3 hours, Salary Class A-H

Date: October 7, 2009

Time: 4:00 – 7:00 p.m.

Location: Cosumnes River Preserve

Fee: No Fee

Presenters: Ray Pietersen and John Durand

No. of Participants: 25 maximum, minimum 12

Participants will become familiar with the various habitats at the Preserve and will learn the logistics of planning a class field trip to the site. **This course is required by the Cosumnes River Preserve before teachers are eligible to bring students on a field trip.**

Digital Storytelling with PhotoStory 3

Course # 737101

Salary Credit: 2 Hours, Salary Class A-H

Dates: October 8, 2009

Time: 4:00 – 6:00 p.m.

Location: Technology Services Annex Training Room

Presenters: Gail Desler

Fee: None

No. of Participants: Maximum 15, Minimum 8

Come and learn how to create a digital story in four easy steps! This hands-on workshop will provide entry-level image editing skills using Windows' FREE, extremely user-friendly program PhotoStory 3. Participants will learn how they, and their students, can quickly create curricular-based presentations such as stories, personal narrative, or historic events.

Exploring Office 2007

Course # 734517

Credit: 1.5 Hours, Salary Class A-H (for Off-Track Teachers)

1.5 Hours credit for Classified employees who attend during non-contracted time

Date: October 14, 2009

Time: 10:00 – 11:30 a.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This workshop will introduce participants to Microsoft Office 2007. Participants will learn the changes in the major Office Suite programs: Word, PowerPoint, Excel, and Outlook as well as how to efficiently locate the features that were familiar in previous versions of Microsoft Office.

Elementary Family Life for 5th Grade Teachers

Course # 520420

Salary Credit: 6 Hours/Salary Class A-H

Date: October 15, 2009

Time: 8:30 a.m. – 3:30 p.m.

Location: Education Center, Room 111

Fee: No Fee

Presenters: Julie Austin and David Danielson

No. of Participants: Maximum 30

PowerPoint 2007 Workshop

Course # 736505

Credit: 5 Hours, Salary Class A-H (for Off-Track Teachers)

5 Hours credit for Classified employees who attend during non-contracted time

Date: October 20, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This will be a complete overview of Microsoft PowerPoint 2007 and its features. The focus of the course will be on individual proficiency with the program. Learning Objectives: Learn to create presentations using the Auto Content Wizard and Design Templates, and become familiar with viewing and formatting options as well as using charts, art, video, and adding links to the Internet to presentations. This is a hands-on course, and all participants will have ample time to practice the skills presented.

Mail Merge

Course # 734609

Credit: 2 Hours, Salary Class A-H (for Off-Track Teachers)

2 Hours credit for Classified employees who attend during non-contracted time

Date: October 21, 2009

Time: 1:00 – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This workshop will cover the mail merge wizard and how it is used to send similar documents to multiple recipients. Participants will also learn how to make sheets of labels and how to print single envelopes. Learning Objectives: Participants will be able to create data files using SISWEB, identify the data files and match fields, and print individual envelopes and labels.

Elementary Family Life for 6th Grade Teachers

Course # 520320

Salary Credit: 6 Hours/Salary Class A-H

Date: October 22, 2009

Time: 8:30 a.m. – 3:30 p.m.

Location: Education Center, Room 111

Fee: No Fee

Presenters: Julie Austin and David Danielson

No. of Participants: Maximum 30

SISWEB as a Tool for Instruction

[A workshop for classroom teachers only]

Course # 737001

Salary Credit: 1.5 Hours/Salary Class A-H

Date: October 22, 2009

Time: 3:30 – 5:00 p.m.

Location: Cosumnes Oaks High School, Library Computer Lab

Fee: No Fee

Presenter: Jerrilyn Ewing, Director of Instructional Support

No. of Participants: Maximum 36

Do you know all the features in SISWEB that can be used for instruction? If not, please plan to attend this special training! This after-school training is designed for teachers in Grades 2-11 to support the use and understanding of SISWEB as an *instructional tool*. It has been developed to assist teachers in accessing a variety of reports for instructional purposes. This training will go beyond such reports as MYPAS, CSRE, and CST, although those will be included. In addition to covering these reports, teachers will learn how to access other SISWEB components containing instructional information such as CAST, Secondary Placement Utility, *Language!* information, CELDT reports, etc. Site teams of teachers from grade levels or departments are encouraged to attend for collaboration purposes. This will be an interactive training.

Microsoft Word 2007 Workshop

Course # 736304

Credit: 5 Hours, Salary Class A-H (for Off-Track Teachers)

5 Hours credit for Classified employees who attend during non-contracted time

Date: October 27, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 12

This will be a complete overview of Microsoft Word 2007 and its features. The focus of the course will be on individual proficiency with the program. Learning Objectives: Create and format documents, become familiar with creating lists and columns, inserting and formatting tables, drawing and importing images, use tools such as Auto Text, Auto Complete, and Auto Correct, adjust

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document layout, how to print, fax, and e-mail documents. This is a hands-on course, and all participants will have ample time to practice the skills presented.

SISWEB as a Tool for Instruction

[A workshop for classroom teachers only]

Course # 737002

Salary Credit: 1.5 Hours/Salary Class A-H

Date: October 29, 2009

Time: 3:30 – 5:00 p.m.

Location: Foulks Ranch Elementary School Computer Lab

Fee: No Fee

Presenter: Jerrilyn Ewing, Director of Instructional Support

No. of Participants: Maximum 26

Do you know all the features in SISWEB that can be used for instruction? If not, please plan to attend this special training! This after-school training is designed for teachers in Grades 2-11 to support the use and understanding of SISWEB as an *instructional tool*. It has been developed to assist teachers in accessing a variety of reports for instructional purposes. This training will go beyond such reports as MYPAS, CSRE, and CST, although those will be included. In addition to covering these reports, teachers will learn how to access other SISWEB components containing instructional information such as CAST, Secondary Placement Utility, *Language!* information, CELDT reports, etc. Site teams of teachers from grade levels or departments are encouraged to attend for collaboration purposes. This will be an interactive training.

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