

Spring 2012



Department of Staff Development • Chesapeake Public Schools • 312 Cedar Road, Chesapeake, VA 23322 • 547-0914

☆Microsoft Office

2010:

- Word
- Excel
- PowerPoint
- Outlook

☆Miscellaneous:

- DataStream
- Parent Alert System
- Edline
- Site Reporter Web

☆Webpage Training for Pagemasters:

- Webpage Design
- Paint.NET
- FrontPage & FTP Training
- Introduction to HTML

☆Star_Student:

- Introduction to Star_Student
- Discipline
- Elementary Scheduling
- Enrollments & Withdrawals
- Secondary Scheduling
- Tips & Tricks

Chesapeake Public Schools

This publication advertises twenty-seven (27) technology class sessions. The courses are designed for administrators and support staff.

These training sessions represent the school division's commitment to your professional development. Please take the opportunity to advance your technology skills by enrolling in these courses.



Training Highlights

- ❖ Word 2010: Tables, Merge, and Sort
- ❖ Word 2010: Using Styles
- ❖ PowerPoint 2010: Beginner Skills
- ❖ Excel 2010: Basic Workbooks
- ❖ Getting Up to Speed with Outlook 2010
- ❖ Outlook 2010: Advanced
- ❖ DataStream for School Property Managers
- ❖ Introduction to HTML for Pagemasters
- ❖ Basic Paint.NET Training for Pagemasters
- ❖ Edline

Registration Notes:

- * **Participants should register at least two weeks prior to the first class session of each requested course.**
- * **To register online, participants should go to http://intranet.cps.k12.va.us:8080/ittr/staffdev_home.jsp and click on the appropriate Quick Link. Participants needing assistance with the online registration process should call Information Technology at 482-5635.**
- * **Demand for training is expected to be high. If you discover that you cannot attend a session for which you have registered, please contact MaryLynn Barksdale (marylynn.barksdale@cpschools.com) as early as possible to have your name removed from the registration list. This will give individuals on the wait list an opportunity to participate.**

The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.

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**Technology helps people
learn, be creative,
and become players
and communicators in a
global village.**

Source: Technology Connections for School Improvement

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MICROSOFT OFFICE

Note: In accordance with the *Virginia Licensure Renewal Manual*, **licensed participants with at least five (5) hours total from any combination of the Microsoft Office courses and/or miscellaneous applications** advertised in this year's *Technology Training* may earn up to a total of forty (40) licensure points (one point per clock hour). Licensure points for this series (summer 2011 - spring 2012) will be calculated after the last training session in spring 2012. The Staff Development Activity-Verification Forms will then be mailed to participants.

WORD 2010: TABLES, MERGE, AND SORT

Course Description: This course will demonstrate how to create documents such as form letters, envelopes, and labels using data sources that you create with Word or external data sources (i.e., Access databases, Excel spreadsheets).

Prerequisite: Experience using Microsoft Word 2010

Target Audience: All Personnel

Instructor: Elena Kaneta

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 7 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

WORD 2010: USING STYLES

Course Description: This course will demonstrate the use of styles as a formatting tool. Learn more of the essential features of Microsoft Word to create and apply formatting using styles, work with outlines, and create a Table of Contents.

Prerequisite: Experience using Microsoft Word 2010

Target Audience: All Personnel

Instructor: Elena Kaneta

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 8 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



EXCEL 2010: BASIC WORKBOOKS

Course Description: This course will introduce participants to the basic features of Excel with a focus on editing worksheets, formatting worksheets, and managing workbooks. Participants will learn how to insert, delete, move, and format cells as well as how to rename, move, and copy worksheets. In addition, participants will have the opportunity to practice with step by-step exercises highlighting the major redesign of Excel 2010 and the new user interface.

Prerequisite: Familiarity with Windows

Target Audience: All Personnel

Instructor: Steven Fernheimer

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 21 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



EXCEL 2010: FORMULAS AND FUNCTIONS

Course Description: This course will cover basic and advanced formulas and functions in Excel. Participants will learn how to create, copy, and edit formulas. Additionally, they will become familiar with the formula palette, AutoSum, and AutoFill features. Use of absolute and relative cell references in Excel will also be introduced. Participants will have the opportunity to practice with step-by-step exercises that highlight the major redesign of Excel 2010 and the new user interface.

Prerequisite: Familiarity with Windows and experience using Microsoft Excel 2010

Target Audience: All Personnel

Instructor: Tori Crawford

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 28 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

POWERPOINT 2010: BEGINNER SKILLS

Course Description: This course will focus on program fundamentals; getting up to speed with presentations; editing, inserting and formatting text; viewing and formatting a presentation; working with objects, tables, charts, and smart art; and applying basic transition and animation effects. In addition, participants will utilize exercise files to reinforce the PowerPoint 2010 basic skills concepts presented in class.

Prerequisite: Familiarity with Windows

Target Audience: All Personnel

Instructor: Jackie Moore

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 13 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

POWERPOINT 2010: ADVANCED SKILLS

Course Description: This course will focus on advanced PowerPoint features, working with multimedia, finalizing and delivering a presentation, using collaboration and distribution tools, customizing PowerPoint, and converting older presentations. In addition, participants will utilize exercise files to reinforce the PowerPoint 2010 advanced skills concepts presented in class and may bring any older presentation files they would like to convert in class.

Prerequisite: Familiarity with Windows and experience using Microsoft PowerPoint 2010

Target Audience: All Personnel

Instructor: Jackie Moore

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 12 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



GETTING UP TO SPEED WITH OUTLOOK 2010

Course Description: Participants will discuss functions of Outlook such as sending, replying, forwarding, and deleting e-mail; inserting signatures; and requesting delivery receipts. This session will also cover creating calendar appointments, sharing calendars, and viewing multiple calendars.

Prerequisite: Familiarity with Windows

Target Audience: All Personnel

Instructor: LaGreta White

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 9 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



OUTLOOK 2010: ADVANCED

Course Description: This course will cover some of the advanced features of Outlook 2010 including e-mail, calendar, contacts, and tasks. Topics will also include creating automatic replies for vacation, formatting e-mail, adding holidays to the calendar, using the scheduling assistant to schedule meetings, using tasks as a checklist in Outlook, and changing options in Backstage View. This course is for users that want to know how Outlook can be customized to meet their needs.

Prerequisite: Familiarity with Windows

Target Audience: All Personnel

Instructor: Tori Crawford

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 22 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

MISCELLANEOUS

DATASTREAM FOR SCHOOL PROPERTY MANAGERS

Course Description: This class is designed for school property managers. Participants will learn how to locate school assets, export assets to an Excel file, track school work orders, and create work requests.

Prerequisite: Accessibility to a DataStream account

Target Audience: School Administrators assigned as Property Managers

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 6 8:30 a.m.-11 a.m.	TTT001-08-12S	2.5 of 40

PARENT ALERT SYSTEM (PAS)

Course Description: The Parent Alert System (PAS) is a web-based notification system. All schools have the ability to notify their parents or staff members via PAS. Principals of each school have designated 3 people to have access to PAS. This course will teach the designated users how to log into the system via the Internet and phone. Participants will learn how to change their account information, create lists, create messages, and submit jobs. They will also learn how to save and read reports generated after a call is made. Participants should bring a cell phone to class to create messages and answer calls.

Prerequisite: Familiarity with Windows

Target Audience: All Personnel with access to the Parent Alert System

Instructor: LaGreta White

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 28 12:30 p.m.-3:30 p.m.	TTT001-08-12S	3 of 40



EDLINE: MANAGING THE EDLINE HOME PAGE FOR YOUR SCHOOL

Course Description: Edline is the portal for parents and students to access grades, homework assignments, and important information about school and classroom events. This course is designed exclusively for administrators to manage the details on the school's Edline homepage. This class will show users how to add calendar events, school news, and links to other websites. Participants will be shown how to navigate the content column, view grades posted by guidance, change the picture and description of the homepage, and create groups. Participants will also be shown how to find and print activation codes for new students/parents.

Prerequisite: Familiarity with Windows

Target Audience: School Administrators

Instructor: LaGreta White

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	April 6 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



SITE REPORTER WEB: WHAT I NEED TO KNOW AS AN ADMINISTRATOR

Course Description: Site Reporter Web is the administrative module from Jackson's GradeQuick that allows administrators to view and print current grade and attendance reports from teacher gradebooks. Participants will be shown how to modify items that are displayed on a report and save the configuration for future use. They will also learn the difference between student and class view, the use of "Create QuickList," and how to post grades for the entire school. This is a great tool for student and parent conferences!

Prerequisite: Familiarity with Windows

Target Audience: School Administrators and School Counselors

Instructor: LaGreta White

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 1 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

WEBPAGE TRAINING FOR PAGEMASTERS

BASIC EDLINE WEBPAGE DESIGN FOR PAGEMASTERS

Course Description: This class is designed for personnel who maintain their school web site. The instructor will cover the basics of using an Edline webpage template, modifying the menu, and adding documents.

Prerequisite: Familiarity with Windows

Target Audience: Designated School Pagemasters Only

Instructor: Mary Stinnette

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	April 26 1 p.m.-4 p.m.	TTT001-08-12S	3 of 40
ESC Room 120	May 7 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40



BASIC PAINT.NET TRAINING FOR PAGEMASTERS

Course Description: This class is designed for personnel who maintain their school or department web site. Participants will cover the basics of using Paint.NET for modifying and creating graphics for their webpages.

Prerequisite: Familiarity with Windows

Target Audience: Designated School and/or Department Pagemasters Only

Instructor: Mary Stinnette

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	January 24 1 p.m.-4 p.m.	TTT001-08-12S	3 of 40
ESC Room 120	February 10 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40

BASIC FRONTPAGE & FTP TRAINING FOR PAGEMASTERS

Course Description: This class is designed for personnel who maintain their school or department web site. Participants will cover the basics of using FrontPage and FTP for modifying their webpages.

Prerequisite: Familiarity with Windows

Target Audience: Designated School and/or Department Pagemasters Only

Instructor: Mary Stinnette

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	May 31 8:30 a.m.-11:30 a.m.	TTT001-08-12S	3 of 40
ESC Room 120	June 4 1 p.m.-4 p.m.	TTT001-08-12S	3 of 40



INTRODUCTION TO HTML FOR PAGEMASTERS

Course Description: This class is designed for personnel who maintain their school or department web site. Participants will cover the basics of using HTML for modifying and enhancing their webpages.

Prerequisite: Familiarity with Windows

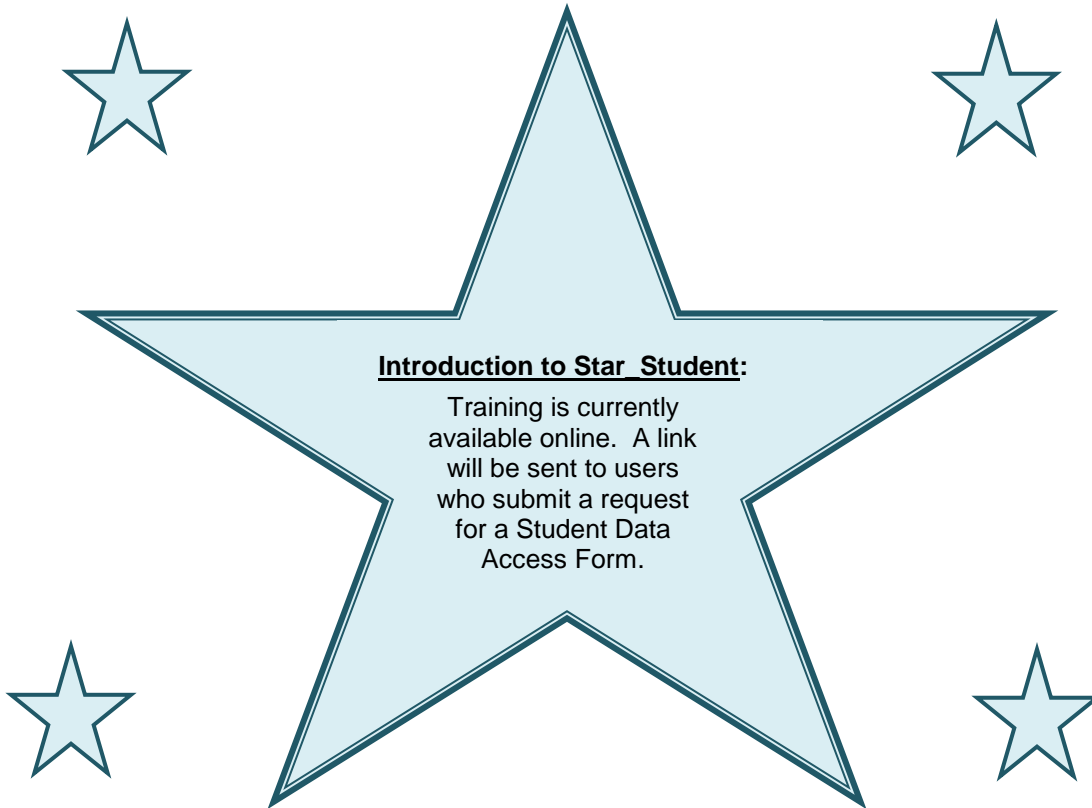
Target Audience: Designated School and/or Department Pagemasters Only

Instructor: Mary Stinnette

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 1 8:30 a.m.-12 p.m.	TTT001-08-12S	3.5 of 40
ESC Room 120	March 8 12:30 p.m.-4 p.m.	TTT001-08-12S	3.5 of 40

STAR_STUDENT

Note: In accordance with the *Virginia Licensure Renewal Manual*, **licensed participants with at least five (5) hours total from any combination of the Star Student courses** advertised in this year's *Technology Training* may earn up to a total of ten (10) licensure points (one point per clock hour). Licensure points for this series (summer 2011 - spring 2012) will be calculated after the last Training session in spring 2012; the Staff Development Activity-Verification Forms will then be mailed to participants.



STAR STUDENT DISCIPLINE

Course Description: This class is designed for personnel who view/post student discipline information in Star_Student. Participants will cover posting discipline data, querying by incident, and printing discipline reports.

Prerequisite: Completion of course *Introduction to Star_Student* or knowledge of Star_Student basic navigation

Target Audience: Users recording discipline data in Star_Student

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 7 12:30 p.m.-3 p.m.	TTT002-08-12S	2.5 of 10
ESC Room 120	March 13 8:30 a.m.-11 a.m.	TTT002-08-12S	2.5 of 10

STAR STUDENT ELEMENTARY SCHEDULING

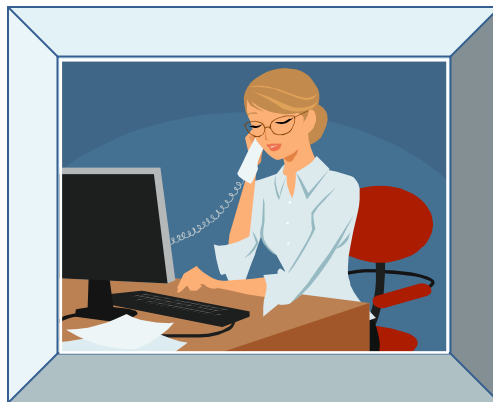
Course Description: This class is designed for elementary school personnel who maintain student course assignments in Star_Student. Participants will cover when and how to change student schedules, how to find teacher course assignments, how student schedules affect GradeQuick gradebooks, and how to print reports.

Prerequisite: Completion of course *Introduction to Star_Student* or knowledge of Star_Student basic navigation

Target Audience: Users maintaining elementary student schedules in Star_Student

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 15 8:30 a.m.-11 a.m.	TTT002-08-12S	2.5 of 10



STAR STUDENT ENROLLMENTS AND WITHDRAWALS

Course Description: This class is designed for personnel who enroll and withdraw students in Star_Student. Participants will cover Star_Student enrollment and withdrawal routines as well as how to print reports.

Prerequisite: Completion of course *Introduction to Star_Student* or knowledge of Star_Student basic navigation

Target Audience: Users enrolling and withdrawing students in Star_Student

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 9 8:30 a.m.-11 a.m.	TTT002-08-12S	2.5 of 10

STAR STUDENT SECONDARY MASTER SCHEDULING

Course Description: This class is designed for secondary personnel who prepare and manipulate the school's course section data in Star_Student. Participants will cover Star_Student tables that affect course section data (e.g., teacher, room, homeroom), cluster codes, adding/deleting courses from course section data, steps to consider when running the mass scheduler, and pre/post scheduling reports.

Prerequisite: Completion of course *Introduction to Star_Student* or knowledge of Star_Student basic navigation

Target Audience: Secondary school users creating course section data in Star_Student

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	February 9 12:30 p.m.-3 p.m.	TTT002-08-12S	2.5 of 10
ESC Room 120	March 14 8:30 a.m.-11 a.m.	TTT002-08-12S	2.5 of 10

STAR STUDENT TIPS AND TRICKS

Course Description: This class is designed for *experienced* Star_Student users who want to enhance their Star_Student knowledge. Participants will learn how to query/edit groups of students, print address labels, and create text files that can be imported into Microsoft Excel or Word.

Prerequisite: Working knowledge of Star_Student, Microsoft Excel, and Word

Target Audience: All *experienced* Star_Student users

Instructor: Philomena Hoar

Location	Date(s)/Time	Course Number	Licensure Points
ESC Room 120	March 6 12:30 p.m.-3 p.m.	TTT002-08-12S	2.5 of 10

Note: Demand for training is expected to be high. If you discover that you cannot attend a session for which you have registered, please contact MaryLynn Barksdale (marylynn.barksdale@cpschools.com) as early as possible to have your name removed from the registration list. This will give individuals on the wait list an opportunity to participate.