



# Spring 2010 Instructional Technology Training Catalog

Educational  
Technology Service  
Genesee Valley  
Wayne-Finger Lakes



**Genesee Valley/Wayne-Finger Lakes  
Educational Technology Service**

# Workshop Offerings

Full Day Workshops start promptly at 8:30 and end at 2:30 unless otherwise noted.

After school workshops start promptly at 3:30 and end at 5:30

Course descriptions are available online at: <http://www.edutech.org/training.cfm>

## LeRoy

Workshop Title	Times	Date
Office 2007 Overview	8:30—11:30	2/22/10
SMART Board Basics	8:30—2:30	3/3/10
Introduction to Excel 2007	8:30—2:30	3/9/10
Introduction to Excel 2003	8:30—2:30	3/17/10
Intermediate Excel 2007	8:30—2:30	3/22/10
Intermediate Excel 2003	8:30—2:30	3/29/10
Senteo 2.0 Interactive Response Systems	3:30—5:30	3/30/10
<b>Messing with Moodle</b>	<b>8:30—2:30</b>	<b>4/12/10</b>
 iTouches in the Classroom	8:30—2:30	4/13/10
Microsoft Publisher 2003/2007	8:30—2:30	4/14/10
SMART Boards in the Elementary Classroom	3:30—5:30	4/14/10
<b>Creating Interactive Lessons for Advanced SMART users</b>	<b>8:30—2:30</b>	<b>4/26/10</b>
iPods in the Classroom	8:30—2:30	4/27/10
SMART Board Basics	8:30—2:30	4/28/10
 Introduction to the SMART Table	3:30—5:30	5/11/10
 AccelerateU Student Online Presentation	8:30—11:30	5/24/10

# Newark














Course descriptions are available online at: <http://www.edutech.org/training.cfm>

Workshop Title	Times	Date
Messing with Moodle	8:30—2:30	2/11/10
SMART Board Basics	8:30—2:30	2/22/10
iPods in the Classroom	8:30—2:30	2/24/10
Office 2007 Overview	8:30—11:30	2/25/10
Creating Interactive Lessons for Advance SMART users	8:30—2:30	3/4/10
Introduction to Excel 2007	8:30—2:30	3/11/10
Senteo 2.0 Interactive Response Systems	3:30—5:30	3/17/10
Introduction to Excel 2003	8:30—2:30	3/18/10
 Introduction to Data Mentor	8:30—11:30	3/18/10
Promethean Basics	8:30—2:30	3/18/10
SMART Boards in the Elementary Classroom	3:30—5:30	3/18/10
Intermediate Excel 2007	8:30—2:30	3/24/10
Intermediate Excel 2003	8:30—2:30	3/30/10
 Digital Storytelling (Macintosh)	8:30—2:30	4/6/10
 iMovie Basics (Macintosh)	8:30—2:30	4/13/10
Microsoft Publisher 2003/2007	8:30—2:30	4/15/10
SMART Board Basics	8:30—2:30	4/29/10
 Macintosh Basics	8:30—2:30	5/4/10
 iTouches in the Classroom	8:30—2:30	5/5/10
 Introduction to the SMART Table	3:30—5:30	5/6/10
 AccelerateU Student Online Presentation	8:30—11:30	5/21/10
 iLife 09 Overview (Macintosh)	8:30—11:30	5/25/10

# Seneca Falls Central School District

After school workshops start promptly at 3:30 and end at 5:30

Course descriptions are available online at: <http://www.edutech.org/training.cfm>

	Workshop Title	Times	Date
	SMART Technology Integration - High School and/or Middle School Science	3:30—5:30 Middle School Lab Room 114	2/23/10
	Testing Using Senteos	3:30—5:30 Mynderse Academy Senior High School Room 252	3/3/10
	SMART Technology Integration: Middle School Social Studies and SMART Board Basics: "How Smart is Your Classroom"	3:30—5:30 Middle School Room 202	3/3/10
	SMART Technology Integration - Elementary Reading and Literacy	3:30—5:30 Middle School Lab Room 114	3/11/10
	iMovie Basics	3:30—5:30 Mynderse Academy Senior High School Room 172	3/11/10
	Creating SMART Board Lessons that Motivate Students	3:30—5:30 Middle School Lab Room 114	3/16/10
	SMART Technology Integration - Elementary Reading and Literacy	3:30—5:30 Middle School Lab Room 114	3/22/10
	SMART Board Basics	3:30—5:30 Middle School Lab Room 114	3/23/10
	Integrating the SMART Board into the Foreign Language Curriculum	3:30—5:30 Middle School Lab Room 114	3/24/10
	SMART Board with Special Education Integration in the Middle School	3:30—5:30 Middle School Lab Room 114	3/25/10
	Using Smartboard technology to enhance interactive learning in the class room.	3:30—5:30 Middle School Lab Room 114	4/7/10
	Introduction to the SMART Table	3:30—5:30 Middle School Lab Room 114	5/4/10
	Introduction to Data Mentor	3:30—5:30 Middle School Lab Room 114	5/11/10
	AccelerateU Student Online Presentation	3:30—5:30 Middle School Lab Room 114	5/26/10

## Directions

Check the maps on our website:  
<http://www.edutech.org/training.cfm>

### LeRoy Workshops

7115 West Main Street (Route 5) (Mancuso Realty Available sign out front)  
LeRoy, NY 14482

**From Interstate 90 (I-90):** Get off the Thruway at Exit 47, the LeRoy exit. Take Route 19 into LeRoy. Turn right onto Route 5 and go past the Tops Plaza. The white building will be on your right.

**From the North:** Take 490 West; take the route 19 exit; turn right onto Route 19; take Route 19 into LeRoy. Turn right onto Route 5 and go past the Tops Plaza. The white building will be on your right.

**From the East:** Go West on Us 20 to Route 5; turn left at intersection of Route 36 to stay on Route 5; go through LeRoy and past the Tops Plaza. The white building will be on your right.

### Newark Training Facility

#### Maple Building

121 Drumlin Court  
Newark, NY 14513

**From Thruway Exit 42:** Take Route 96 West to Route 88 in Phelps. Turn right and follow Route 88 to Newark

**From Thruway Exit 43:** Take Rt. 96 east to Rt. 88 in Phelps. Turn left and follow Rt. 88 to Newark.

**From Route 31:** Take Rt. 31 to Rt. 88 in Newark. Turn South onto Rt. 88. Maple St. intersects Route 88. Look for the blue BOCES sign. Go to the top of the hill on East Maple St. Most workshops are held in the Maple Building. NOTE: Only park in areas designated for BOCES parking. Cars parked in other areas are subject to a ticket and/or towing.



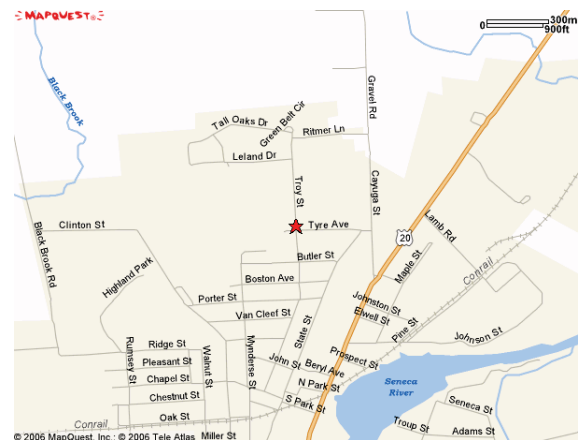
### Seneca Falls Central School District—Mynderse Academy

105 Troy Street  
Seneca Falls, NY 13148  
Phone: 315-568-5500  
<http://www.sfcs.k12.ny.us/directions.cfm>

**From the NYS Thruway:** Take exit # 41 (Waterloo). After exiting the toll booth, turn right at the light onto NY-Rte. 414, then left onto NY-Rte. 318 for about 2 miles. Turn right onto Gravel Road for about 1.8 miles, then turn right onto Tyre Avenue.

**From the South:** Take Rt. 414 north into Seneca Falls and cross the bridge. The route becomes Rts. 5 and 20. Follow this to the fork in the road and bear left. Take the 1st left hand turn (Tyre Avenue). Bear to the right at the fork (stay on Tyre Ave) and the school is straight ahead.

**From the West:** Take Rts. 5 and 20 east into downtown Seneca Falls and turn left at the light, onto State Street (by the Gould Hotel). Go straight until you come to the stop sign and turn left onto Tyre Ave. (just after the fenced in football field). The school is straight ahead.



## Information and Questions

EduTech Training workshops are open to all district staff, and the per-workshop fee of \$147.05 is billed to your district (after school or half-day workshops are pro-rated) in the same year in which the workshop is conducted. Please contact your administrator for further information. (Some Instructional Services carry an additional charge. This is noted with the description.)

When you find a workshop that interests you, please register as soon as possible. Class size is limited! Feel free to make copies of the registration form for others.

Are you uncertain as to whether or not a course is the correct level of difficulty for you? Call us. We will help you determine the best class for you!

**Phone:** 1-315-332-7439

### Q: "How do I register for a workshop?"

**A:** Send in the registration form, which is on the following page and on our website, to the indicated address or fax number. A confirmation will be e-mailed directly to you. Phone registrations cannot be accepted. Registrations will be accepted on a first-come, first-served basis. **Deadline for registrations is two weeks prior to a scheduled workshop.** The registration form **MUST** be signed by your APPROVING ADMINISTRATOR. All information regarding registration is included on this form and on the Internet at [www.edutech.org/training.cfm](http://www.edutech.org/training.cfm). If you need a form and/or other information, please call : 1-315-332-7439

### Q: "What should I do if I don't receive a confirmation?"

**A:** Call us at least three days before your scheduled workshop. Do not attend a workshop if you have not confirmed your registration.

### Q: "What happens if I am registered for a workshop but I cannot attend?"

**A:** Cancellations may be made by calling : 1-315-332-7439 or e-mail [rmortensen@wflboces.org](mailto:rmortensen@wflboces.org). Please cancel as soon as possible to allow us ample time to fill the class from our waiting list.

### Q: "Are workshops ever canceled or postponed?"

**A:** If we do not receive a minimum of three registrations for a course by the registration deadline, the course will be canceled. Sometimes classes will be postponed due to extenuating circumstances. It may be necessary to cancel participation in a given workshop due to schedule conflicts, etc. Your district will not be charged if: there is a 14 day notice of cancellation and the cancellation does not adversely impact another district by raising costs or diminishing the quality of the workshop. When a consultant is contracted with to provide a workshop and the district cancels its registration, we must honor the contract while not asking the remaining districts to pay a higher price than originally given. We will make every attempt to give timely notification to all participants affected by a cancellation. **When weather is a factor:** Workshops will be canceled only when the district in which the training site is located closes due to WEATHER RELATED conditions.

*Example: If the LeRoy School District closes because of weather, workshops at the LeRoy lab will be canceled. School delays do affect the workshop-starting time. If inclement weather is forecast, please listen to your radio for school closing information, and, above all, use your best judgment about whether you should attempt to attend.*

### Q: "What time do workshops start?"

**A:** Most workshops run from 8:30 a.m.- 2:30 p.m. with an hour break for lunch, unless otherwise noted. All workshops will begin **promptly**.

### Q: "What about lunch?"

**A:** Our training sites are located in proximity to several restaurants. Your workshop trainer can guide you to local dining areas, or bring a bag lunch and eat right on site.

### Q: "How should I dress?"

**A:** We suggest that you dress in comfortable, casual clothes. It may be helpful to dress in layers, since room temperatures are sometimes unpredictable.

## **Workshop Pricing:**

Two day Workshop: \$294.10 per person

One Day Workshop: \$147.05 per person

Half Day Workshop: \$73.53 per person

After School Workshop: \$50.00 per person

*(All EduTech workshops are aidable)*

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# Educational Technology Service Registration Form

**Registration deadline is two weeks prior to a scheduled workshop.**

**Please Print** (Only one person per form please. You may duplicate this form for additional participants.)

First/Last Name \_\_\_\_\_ District: \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Subject Area: \_\_\_\_\_ Grade Level \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ \* E-Mail: \_\_\_\_\_

\*(required for registration confirmation)

If you have *not* received an e-mail confirmation at least three days before your workshop is scheduled, please call Ronnie Mortensen at : 1-315-332-7439 or e-mail [rmortensen@wflboces.org](mailto:rmortensen@wflboces.org) to check on the status of your registration.

**Do NOT attend a workshop if your registration has not been confirmed by Ronnie Mortensen.**

	<b><i>Workshop Title</i></b>	<b><i>Date</i></b>	<b><i>Location</i></b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Registrations cannot be made by phone.  
Please obtain an administrator's signature prior to submitting form.**

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Signature of Authorizing Administrator (required)

**Return To:**  
EduTech Training,  
or Fax: (315) 332-2117  
Fax cover sheet not necessary