Introduction to Technology for Teachers

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Course Purpose:

The computer literacy course provides a comprehensive introduction to the principles of computers and information processing. Teachers will be introduced to a wide range of topics and computer terminology. With a focus on learning in a hands-on environment students will develop a familiarity with GNBVT email, the Internet, file management, and X2 application software. Ten Professional Development Points will be awarded upon the completion of this course which includes 7.5 instructional hours and 2.5 hands-on hours.

Using GNBVT e-mail and Gmail as the practice platforms (MS Outlook and webmail), this course will cover the basics of e-mailing, as well as how to create an address book, and some tips for avoiding spam and malware. Depending on the level and interest of the participants, topics such as filing/archiving and sending and receiving attachments/photos may also be covered. Also, learn how to safely handle pictures and documents that are sent to you to avoid infecting your computer with malware.

X2 is the GNBVT’s Student Information System. It contains all of the District’s Student Information, such as grades, attendance, schedules, contacts, etc. As staff members, you have access to X2 and can view most of the information being maintained on students.

Students will learn how to use the iPad and iTunes for delivering differentiated curriculum to learners and allow teachers to expand learning beyond the classroom. Students will gain knowledge of the capabilities of the iPad to promote student literacy, address diverse learners, motivate struggling readers as well as support their own professional development. Students will experience the web, email, photos, videos and apps on a multi-touch screen.

Objectives:

Upon successful completion of this course, teachers will be able to:

- Learn the basic functions, setup and management of Outlook.
- Explore tips and tricks of the Internet using Internet Explorer.
- Learn the basic functions of X2.
- Learn the basic functions, setup and management of the iPad.
- Find the right software and hardware to address their educational needs.
- Discuss how to integrate new technology into the classroom environment.
- Explore and use various educational software programs.
- Analyze digitally stored information and foster creativity and collaboration.

Objectives may be modified to meet teacher needs.
Scheduled Class Dates and Times:

- Tuesday, January 14, 2014 3:00-4:30
- Tuesday, January 21, 2014 3:00-4:30
- Tuesday, January 28, 2014 3:00-4:30
- Tuesday, February 4, 2014 3:00-4:30
- Tuesday, February 11, 2014 3:00-4:30

All classes will be held in the Library.

2.5 hours of hands-on projects will be expected to be completed prior to the conclusion of the last scheduled class.

Topics:

Week 1: E-Mail, Gmail and GNBVT email
Learn the basic functions, setup and management of Outlook.
Explore tips and tricks of the Internet using Internet Explorer.

Week 2: iPad
Learn the basic, functions, setup and management of the iPad.
Find the right software and hardware to address their educational needs.
Navigation
Apps
Camera
Mail, Contacts, Calendar
iBooks
iMessage
iTunes U and learning resources
Security and customization

Week 3: iPad / iTunes / Apple TV / iPhone integration

Week 4: X2
Learn the basic functions of X2.

Week 5: Software and New Technology
Discuss how to integrate new technology into the classroom environment.
Explore and use various educational software programs.
Analyze digitally stored information and foster creativity and collaboration.
File Management.
Google Products.