

1. CTAP2 iAssessment

2 new documents mandating the completion of the CTAP2 Survey by teachers have been issued. Memorandum BT-50 and Bulletin No. 550 mention the CTAP2 Survey as required surveys. Memorandum BT-50 lists those surveys that must be completed. CTAP2 iAssessment is listed with deadlines for this as various. This is because the No Child Left Behind Act states that this must be completed by June 2003. This is noted on the CTAP2 iAssessment Survey itself. The state of California requires this to be completed by December 31, 2003. This is noted in both Bulletin K-33 issued back in March and the new memo issued in October. Teachers must receive an explanation that this survey has been available to fill out since January 1, 2003. If any section was filled out before January 1, 2003, that part needs to be updated to reflect a 2003 date. Completion of this survey should not be delayed any further as teachers all over the state begin logging in at the last moment to make sure they comply with the state requirement.

2. Inside LAUSD (Administrative Notebook)

Major changes have occurred to the LAUSDnet site and will continue to be updated with more features that are in line with the Administrative Notebook design. Sometime later, Administrative Notebook will have a new name: Inside LAUSD. It will look pretty much the same. The change was necessary to reflect that this site is for all employees and not just administrators.

3. Elementary Online Progress Reports

In order to make sure single track schools can complete the online progress reports without problems, the window to enter grading marks is now open. Schools are encouraged to begin entering them as soon as possible. Here is a tip: if a teacher has for some reason not applied for an e-mail account, please have that teacher apply immediately. The e-mail account will be established within a week to two weeks. Meanwhile, the teacher can still create an online progress report account by entering the e-mail of a colleague's e-mail address. This is by no means a way not to have an account. If a teacher has an account, but has forgotten it or the password, please have that teacher call ITD to recover that e-mail password (866-633-8110). Some schools are finding that the drivers for their SIS computers are not updated to print the progress reports. School administrative assistants are asked to print a test run of one class to see if the printouts appear as 2-sided progress reports. If they do not, call Elementary SIS immediately. Drivers will be installed within the week of the call. Do not let your school wait till the last minute to print out a test run.

4. LAUSD Acceptable Use Policy

The LAUSD Acceptable Use Policy (AUP) was distributed. Key points were discussed, including the reasons behind having the student and parent sign permission forms stating they understand the AUP. Technology leaders made note to the fact that a newer version of the AUP was available, but a search for that document was unavailable. Until a new form is standardized, please use the AUP posted on the LAUSDnet website and found in the Inside LAUSD (Administrative Notebook) website. This has to be signed every year in order to avoid potential legal issues due to mishandled use of the LAUSD network. One technology leader suggested that schools make this part of the opening packet given to parents as they enroll their students for the beginning of each school year.

5. Grant-Writing Workshops

The grants assistance unit is holding a 4-day series of workshops set up for those interested in writing a grant to fund projects and the purchase of equipment for those projects. Please call to reserve a space for this special event that will surely benefit your school. Please pass this information on to all your school staff. You never know who may be interested.

6. 2004 Spring Student Technology Showcase

CTAP Region 11 invites all to participate in the 2004 Student Technology Showcase which is co-hosted by the California Department of Education (CDE), the California Technology Assistance Project (CTAP) and Computer Using Educations (CUE). Registration is free and is meant to highlight superior student projects from our area. The date for this showcase is Saturday, March 20, 2004 at the Palm Springs Convention Center. The deadline for submitting an application is November 24, 2003. If interested, you can retrieve a copy of the application from the following web address:
<http://ttc.lacoe.edu/showcase>

For more information please call Mary Lou Harbison at (562) 922-6602 or
harbison_marylou@lacoe.edu

7. UPDATE (Uniting Professional Development And Technology Education)

Barbara Masters and Paul Guenthner, Instructional Technology Applications Facilitators for LAUSD's UPDATE Program, presented how UPDATE provides free professional development for all LAUSD employees. Several District E technology consortium member were recognized for already being involved as instructors for the UPDATE program, and others were invited also to become instructors. The minimum requirement to become an instructor is that the teacher be a permanent teacher in LAUSD. UPDATE instructors are paid for writing new courses approved by the LAUSD salary point committee. Instructors do not have to write new courses though because they can choose to teach courses already written and approved by the salary point committee. A catalog of those approved courses was passed out. For more information, please visit the UPDATE site at <http://www.lausd.k12.ca.us/lausd/offices/update/> or e-mail barbara.masters@lausd.net or paul.guenthner@lausd.net.

8. Hardware Security

Danny Padilla of Noble Security demonstrated lockdowns of various types to help with securing down computers and peripherals. They showed how any type of computer can be locked down with ease. They explained that theft as the result of a Noble Security lock malfunctioning or destroyed would be covered by their company up to the deductible amount not covered by LAUSD computer insurance. Technology consortium members were given a padlock for hands-on manipulation with a type of security device. For more information on hardware security, please contact Danny Padilla at (323) 304-2495 or danny@gomobile.com.

9. Creating Multimedia Projects

Darin Reeves of eZedia demonstrated various software applications to use in creating multimedia projects. Technology leaders were given a packet with a demonstration cd-rom of these various software applications. To request a free demonstration cd as well as access the materials distributed at the meeting, please visit the following web address: <http://www.ezedia.com/>.

To view how to use any of the eZedia multimedia solutions, you can view online tutorials by visiting: <http://www.ezedia.com/education/classroom/training/>.

To view lesson plans using multimedia such as the eZedia educational products, visit: http://www.ezedia.com/education/classroom/lesson_plans/.

10. Next Meeting:

The next meeting will be on November 22, 2003 at the Local District E Office Conference Room. Optionally to follow, a special session for surfing the Internet for grants by the LAUSD Grants Assistance Unit will occur in the same room from 4-6pm. Please call the District Office for parking information. Please let the