

District E Technology News

April 2004 Edition

Hello Technology Leaders!

This is the ninth e-mail update of the 2003-2004 school year. 3 months are left until we come to a new school year. Many at your respective sites may find some portion of this correspondence helpful. Feel free to forward the following information to others. If you know of others who may be interested in being included in the District E Technology News e-mail list, please have them contact the Local District E Instructional Technology Applications Facilitator, John Rivera at john.rivera@lausd.net.

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1. Technology Consortium Meeting Preview, 1:30-3:30pm, April 19, 2004

Here is the tentative agenda for the April 19, 2004 meeting at the Technology Literacy Challenge Grant Lab, 2151 N. Soto Street, Los Angeles, CA 90032. As always, attendance is voluntary but does provide an occasion when technology leaders can share ideas as well as learn.

- 1:30 Latest Technology Updates (re: topics covered or not yet covered by this e-mail)
- 2:00 LAUSD Policy and Procedures For Creating and Posting School Websites
- 2:30 Free Web Editors For Students To Use In Creating Websites
- 2:45 Quick Start To Using Macromedia Dreamweaver For Creating A School Website
- 3:25 Open Questions Forum/Networking With Other Technology Leaders

2. Request For School Digital Photographs

ITD is requesting that schools submit digital photographs of their façade to post on the LAUSDnet website. This request was originally made in November in a previous District E Technology News edition. Schools that have not yet responded are asked to forward those photographs as attachments via e-mail to the local district ITAF at john.rivera@lausd.net or directly to the project administrator for this task at diane.liston@lausd.net. Please disregard this request if your school has already submitted a digital photograph. Thank you for your timely submissions. If you have questions, please contact me at (323) 932-2225 or john.rivera@lausd.net.

3. Decision Support System – More Training Available

Training has been set up specifically for school site administrators, coordinators, and coaches as well as local district office staff on the use of LAUSD's Decision Support System (DSS), a web-based system that provides accountability reports of student outcomes and achievement, including self-generating reports such as CELDT, suspensions, and Single Plans. **Each of the hands-on workshops will be held at the San Julian Training Site, 1315 S. San Julian Street, Los Angeles, CA 90015.**

To register: Please contact the DSS Administrator at dsstrain@lausd.k12.ca.us, and provide the following information: your name, title, school or office, local district, phone number and e-mail address. Please choose from one of the following four sessions:

Wednesday, April 28, 2004, 8:00am-12noon

Tuesday, May 11, 2004, 8:00am-12noon

Friday, May 28, 2004, 8:00am-12noon

To obtain your account: School principals and assistant principals of K-12 schools should create their own accounts by completing the self-registration form within the DSS Portal (<http://dss.lausd.net>). All other eligible LAUSD employees must obtain a DSS account by filling out a **Request for DSS UserID Authorization** form and faxing it to (213) 241-8420. This form is found on the DSS website.

4. ePALS E-Mail and Issuing Students Accounts

Any questions or need for technical assistance with LAUSD ePALS SchoolMail™ should be directed to the ITD Support Helpdesk at (213) 224-2277, Option 7 or e-mail at epals@lausd.net. Information regarding ePALs may be found at <http://www.lausd.k12.ca.us/lausd/offices/itd/epals.htm>.

To issue student accounts: The on-line creation of student accounts requires the school site **Principal** to authorize a staff person to create student email accounts. Students must have a current signed parent consent and Acceptable User Policy on file before being

assigned an email account. If you have not already done so, please have your Principal e-mail your school site designee's name and lausd.k12.ca.us e-mail address to epals@lausd.net. This information must be forwarded by the Principal in order to set up the authorization for your school site person to set up e-mail accounts. Directions for creating student accounts will be forwarded to the designated school ePals administrator.

For additional questions, please send an e-mail to epals@lausd.net or contact Vickie Frederick at (213) 241-1070.

5. Helpful Hints for Online Teacher Performance Evaluations

Teacher Performance Evaluations, commonly referred to as 'stulls', are now to be completed via the online process described in BUL-792: Performance Evaluations For Certificated Bargaining Unit Personnel, which can be viewed from the [Inside LAUSD website](#). To access the new On-line Teacher Evaluation link and learn more about the process, please go to the following website:

http://www.teachinla.com/current_emp/administrators.php

Please note that you can only fill out the teacher performance evaluations when using a computer connected to the LAUSD Intranet. The designers of the online teacher performance evaluations intended to have this available on the web from home, using any Internet Service Provider, but security issues regarding the protection of sensitive data prevent the program from working beyond the LAUSD network. Thus, off-track administrators will have to go into a school site or district office computer to complete their evaluations.

There have also been printer-memory problems at some school sites. Older printers may not have enough memory to print out the evaluations. This cannot be resolved except to add memory to the printer. As a work-around, evaluations should be printed using one of the up-to-date printers given to schools for various other programs. In the elementary schools, evaluations can be printed from the same printer used for elementary progress reports. With middle and high schools, users will need to find a printer that can handle their job requests; the most obvious place would be their school libraries, which were equipped to handle larger print requests, or the printers given to some schools to print out IEPs.

For Further Assistance Regarding....

- Evaluation forms, contact Human Resources, Employee Services/Relations Section at (213) 241-6591.
- Incorrect teacher status issues, contact your Personnel Field Specialist at (213) 241-5100.
- Evaluation procedures and contractual obligations, contact Myra Fullerton, District E Staff Relations Coordinator at (323) 932-2292.

- Assistance in printing or hardware problems, contact ITD Customer Support at (323) 224-2277.

6. Online Application Process for Teaching Summer School

The 2004 Summer School online teacher application is now available for current District employees. You can only apply via the online process. The filing deadline for applications is Friday, April 16, 2004 at 5:00 p.m. The dates for summer school are:

- ELEMENTARY (July 7, 2004 through August 3, 2004) and
- SECONDARY (July 7, 2004 through August 17, 2004).

To apply, please visit: <https://bes2.lausd.net/SummerSurvey/>

The following is the contact information if you are having various difficulties applying:

- Login problems: Call (213) 241-5326
- “Invalid Credential Message” problems (regular education): Call (323) 241-5436 (District E program specialist)
- “Invalid Credential Message” problems (special education): Call (213) 241-6820 (special education program specialist)

7. Computer Hardware Insurance Procedures: Preparing For Theft

I must reiterate the importance in submitting updated computer hardware inventories to LAUSD Insurance Services. Theft of computer equipment can happen to a school at any time. Unless proper inventories are taken for equipment, LAUSD Insurance Services cannot reimburse schools for what has been lost.

To access an editable insurance inventory form, please visit the District E Technology Support webpage and look under the Computer Insurance/Stolen Equipment heading for the link: <http://district-e.lausd.net/support.htm>

Your inventory for computer/peripheral insurance should be sent in hard copy to:

Mildred Miyazaki - Claims Supervisor (213) 241-3127 or
Rosalie Lomeli - Claims Processing Supervisor

Address: Beaudry Building, 20th Floor
Insurance Services

Your insurance coverage will begin when the inventory is received. Any newly purchased equipment should be inventoried and the list sent to the above office immediately. Updated lists need to be sent in whenever equipment is moved between rooms. Equipment is not covered until the insurance company has the list. For any additional questions, refer to District Memorandum No. C-2.

8. InfoTech 2004 – Free Technology Fair on May 15, 2004

On May 15, 2004 at the L.A. Airport Hilton, LAUSD Information Technology Division will be hosting its 8th Annual InfoTech Conference titled **Becoming Globally Competitive in the Information Age** offered free of charge to all LAUSD employees. Various workshops and a large vendor/organization exhibit hall will provide the latest innovations pertinent to technology use in education. To register online, go to <http://lz.lausd.net>. Session highlights include the following:

- Breaking Literacy Barriers for Struggling Readers
 - Squish! Splat! Gumby Goes to School: Make Curriculum Come Alive with Student-Created Clay Animation
 - Let's Get Digital: Using Cameras, Imaging, and Multimedia to Construct Learning
 - Using Technology to Explore Open Court Themes
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9. The Learning Zone: New Procedures For Enrolling Into LAUSD Classes

PDDSS (LAUSD's professional development management and registration system) is now has changed its name and format to become the Learning Zone. To access and enroll in of its many classes, including the salary point classes offered by UPDATE and other programs, users must access Inside LAUSD: <http://notebook.lausd.net>. After logging into Inside LAUSD, users can enter the Learning Zone by clicking on "more links" under the Quick Links section. Then, users can click on the Learning Zone registration found midway through the webpage. Users will automatically be sent to their Learning Zone homepage with links to their own training history as well as registration rights to classes that are offered throughout the year. Currently, this cannot be viewed outside of the LAUSD network, but please stay tuned for updates.

10. AB 1339 – Deadline For Spending Funds

Those schools that received funds from the Year 4 grant of AB 1339 will need to expend

their accounts before June 30, 2004. Although most schools that received this notification 2 years ago have already sent in their action plans, many AB 1339 schools still carry a balance. If your school is having difficulty spending your AB 1339 funds, please contact me at john.rivera@lausd.net or the ITAF in charge of AB 1339 funding, John Kwan, john.kwan@lausd.net. I will be glad to assist in making sure funds are spent appropriately and support the guidelines set forth by the grant.

11. CSULA Graduate Students Seeking To Help Schools Write Grants

California State University of Los Angeles Charter School of Education graduate students are looking to complete coursework for a technology leadership course. In order to do this, they must serve some hours helping a school to develop a grant for submission to a foundation or grantor offering grants involving technology. If your school is interested in having one of these graduate students help write a grant for your school, please contact John Rivera at (323) 932-2225.

12. CTAP Region 11 Workshops

CTAP Los Angeles County offers a host of workshops to suit your technology needs. Below you will find an updated list of workshops that have dates available to take. Visit the CTAP Region 11 Workshops webpage to register for or read more information on a workshop that interests you or your colleagues by going to:
<http://ctap.lacoe.edu/workshops>

Digital Media Goes to School

This workshop focuses on the process for using multimedia in a standards-based classroom environment to increase understanding with storytelling.

Available dates:

04/26/2004 at Norwalk –La Mirada Unified School District, Norwalk, CA

06/02/2004 at Long Beach USD Teacher Resource Center, Long Beach, CA

eZedia – Its eZ!

The classroom process for creating interactive multimedia is highlighted with eZediaMX authoring and editing software, by adding graphics, sound, movies, text, and voice to a project. (Software is included in the registration fee.)

Available dates:

04/16/04 at Emery Park ES, Alhambra School District, Alhambra, CA

Enhancing Digital Projects with ImageBlender & Simply VR

This workshop supports content standards with enhancements for projects using ImageBlender to edit photos and SimplyVR to make Virtual Reality 3–D objects and panorama movies. (Software is included in the registration fee.)

Available dates:

04/20/04 at L.A. County Office of Education, Downey, CA

Final Cut Express in Education

This two-day workshop focuses on the process for video use in the classroom as well as delving into professional-quality digital video editing for educators with intermediate to advanced technology skills. (Software is included in the registration fee.)

Available dates:

04/20/04 at American Film Institute, Hollywood, CA

05/01/04 at American Film Institute, Hollywood, CA

EETT Symposium

Instructional Technology-Access, Accountability and Achievement. Features hands on workshops (handheld devices and laptops), an exhibit area full of technology resources, and best practices shared from educators throughout Southern California.

Available dates:

04/29/04 at Pasadena Conference Center

Claymation: Kids + Clay = Conceptual Clarity

Learn to create clay animation projects that support curriculum with strategies for classroom implementation. (A Clay Animation Kit is included in the registration fee.)

Available dates:

05/14/04 at L.A. County Office of Education, Downey, CA

Communicating Ideas with MediaBlender

Learn the basics of multimedia authoring using MediaBlender which promotes cognitive skills, including project management, research, organization, presentation, and reflection. (Software is included in the registration fee.)

Available dates:

05/15/04 at L.A. County Office of Education, Downey, CA

Windows 2000/2003 Advanced Server Administration

A two-day workshop for the Windows 2000 Server administrator who needs to learn intermediate to advanced skills like administering user and group accounts, sharing network resources, NTFS permissions, print server etc.

Available dates:

06/28/04 - 06/29/04 at SMMUSD Tech Center, Santa Monica Adult School

As always, I hope this has been helpful and informative. If you have any questions, please contact me:

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If you do not wish to be part of this e-mail list, please reply back requesting to be removed.