

District E Technology News

November 2003 Edition

Hello Technology Leaders,

This is the fourth e-mail update of the 2003-2004 school year. Feel free to forward this 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, November 24, 2003

Here is the tentative agenda for the November 24, 2003 meeting at the Local District E Office Conference Room. 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 Grant-Writing Tips To Help Fund Projects Involving Technology Integration
- 2:25 Lesson Demonstration: Guiding Students Toward Creation And Presentation Of A Multimedia Presentation Using PowerPoint
 - * This is not a how-to make a PowerPoint presentation but a how-to get students to use PowerPoint as a presentation tool for their project.
- 3:25 Open Questions Forum/Networking With Other Technology Leaders

Highlight: Grant Opportunities Meeting to follow from 4-6pm in same meeting location.

2. 4-Day Grant-Writing Workshop For All Employees

The LAUSD Grants Assistance Unit is holding a 4-day workshop series set up for those interested in writing a grant to fund projects and the purchase of equipment for those projects. Even though November 5 has passed, you can still join in beginning November

12, 2003. Please call to reserve a space for this special event that will surely benefit your school or office. Please pass this information on to all your school staff. You never know who may be interested.

- Date: November 5, 12, 19, and 24
 - Time: 4-6pm
 - Location: District E Office, Conference Room
 - Call To Register: (213) 241-8329
 - o District E Contact: Audrey Wu
(323) 932-2642, audrey.wu@lausd.net
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3. Bulletin No. 550 – What Constitutes CTAP2 iAssessment Survey Completion

The deadline to have all certificated staff fill this survey out is fast approaching. 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 bulletin issued in October. Teachers must receive an explanation that this required 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. All teachers are to complete both the proficiency assessment and technology use survey. **What constitutes completion?** Each teacher must answer all questions of the proficiency assessment and all questions of the technology use survey and be updated as of January 2003; therefore, some teachers may assume they are finished but do not realize that each section must be current as of January 1, 2003. If any school needs a list of teachers who have finished this survey, please request this from John Rivera (john.rivera@lausd.net, 323-932-2225). The state of California will remove state funding of current technology projects for any school district that does not participate fully in this survey. In addition (as stated on the website for the CTAP2 survey), federal funding provided for technology through the No Child Left Behind Act will not be awarded to LAUSD if this is not completed by certificated staff. To fill out the survey, visit the following web address: <http://ctap2.iassessment.org>

4. The Do's And Don't's For Elementary School 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. If a teacher has for some reason not applied for an e-mail account, please have that teacher apply immediately via the Elementary SIS application. The e-mail account will be established within a week.. Meanwhile, the teacher can call Elementary SIS for a temporary solution. 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). Here are some **do's** and **don't's**:

Do's

- a) Do have your school administrative assistant print a test copy of an actual report card. Call in problems to Elementary SIS. Often, a driver needs to be installed on the computer physically by an ITD technician because older SIS computers usually need a Windows installation disk not provided with the computer when it was originally delivered.
- b) Do check that all information for each student is correct. Any discrepancies must be changed via your school office through SIS.
- c) Do make sure Adobe Acrobat Reader is installed on each computer. The Achievement PDF and the Work/Study Habits PDF will not display properly if Adobe is not installed

Don't's

- a) Don't use your e-mail username as your username for the online progress report. The username will always be your employee number.
- b) Don't forget to click on submit when leaving a computer even just for a few seconds. I have seen teachers forget that they will be timed-out, leaving them helpless to recover data not saved.
- c) Do not install a pop-up blocker on your computer. The ESIS website uses pop-up windows that normally would be blocked by your typical pop-up blocker software.

For any questions regarding this system, call (213) 241-4617 or please visit the Elementary SIS webpage for contact information: <http://esis.lausd.k12.ca.us>

5. Beyond The Bell: More Employment Opportunities

Teacher Positions:

Applications for teacher positions with Beyond the Bell Programs such as Extended Learning Academy are available online at <http://www.btb.lausd.net>. For further information, please contact the school site Extended Learning Academy Administrator.

Classified Positions:

Beyond the Bell Branch is looking for Microcomputer Support Assistants, Program Associate F or Teacher Assistants with strong technology backgrounds to work in Saturday Extended Learning Academies at various sites throughout the District. A series

of 8-10 Saturday sessions start November 15th. For further details, contact Beyond the Bell Branch at (213) 241-4109.

6. Quarterly Assessments – How The Computer And Scanner Are To Be Used

Mathematics quarterly assessments have begun. Each school has a mathematics coach or contact who must take charge of operating this computer. This computer and multi-functional scanner package is not to be used for any other purpose but scanning and entering data into the EduSoft program. The scanner is not to be used as a printer. This is because the scanner disables itself when the toner/ink runs out. Any questions regarding this computer/scanner package or the quarterly assessment process itself should be directed to the Local District E Mathematics Coordinator, Bea LaPisto, at bea.lapisto@lausd.net or (323) 932-2629.

7. Decision Support System – More Training Dates

The Decision Support System (DSS) is a secure, web-based system that provides accountability reports of student outcomes and achievement. The District implemented DSS to support its primary mission of increasing student achievement by providing data to those being held accountable for results. School principals and assistant principals of K-12 schools can create their own accounts by completing the self-registration form within the DSS Portal: <http://dss.lausd.k12.ca.us>. All other eligible LAUSD employees interested in obtaining a DSS account need to fill out a Request for DSS UserID Authorization form. This form can be downloaded from the DSS Portal in the "Getting Started" tab. If you are not sure whether you are eligible to use the DSS at this time, please contact your supervisor.

More DSS 101 training is scheduled for the following dates and times:

Friday, November 21, 2003, 8:00am-12 noon

Thursday, December 4, 2003, 8:00am-12 noon

Wednesday, December 17, 2003, 8:00am-12 noon

Training for these dates will be held at the San Julian Training Site, 1315 S. San Julian St., Los Angeles 90015. To sign up for training, send an email with your name, title, school or office, local district, phone number and email address to the DSS Training Administrator at dsstrain@lausd.k12.ca.us

8. . Salary Point/Career Increment Opportunities

Many curricular courses involving the use of technology can be taken for salary point credit via LAUSD ITD's professional development program called U.P.D.A.T.E. (Uniting Professional Development And Technology Education) To enroll in any of these courses, please visit the following web address:
<http://www.lausd.k12.ca.us/lausd/offices/update/> .

Below you will find a sampling of courses organized by month:

November

Introduction to Word Processing (Microsoft Word)

(Course No. CTAP 40)

Proficiency Level: Introductory

Salary Point Credit: .34

Hours: 10.00

Date(s): 11/12/2003 to 12/10/2003

2 meetings; Nov12 , Dec10

Time: 04:00PM - 06:00PM

Delivery Format: Face To Face

Instructor: DANIEL N GUMARANG

dgumaran@lausd.k12.ca.us

Class Location: 

LOCAL DISTRICT F

2151 N SOTO ST

LOS ANGELES, CA 90032

(323) 224-3100

Class Status: Open]

Fees: none

Max.Class Size: 20

Current Enrollment: 7

Waiting List: 0

HyperStudio 101: Creating Dynamic Multimedia Projects to Enhance Your Standards-based Lessons

(Course No. 55.21.588)

Proficiency Level: Proficient/Integrate

Salary Point Credit: 1.00

Hours: 16.00

Date(s): 11/13/2003 to 11/22/2003

4 meetings; Nov13 , Nov15 , Nov20 , Nov22

Time: 04:00PM - 08:00PM

Delivery Format: Face To Face

Instructor: RICHARD C TOLFO

rtolfo@lausd.k12.ca.us

Class Location: 

WILTON PL EL

745 S WILTON PL

LOS ANGELES, CA 90005

(213) 389-1181

Class Status: Open]

Fees: \$5 for storage media

Max.Class Size: 20

Current Enrollment: 7

Waiting List: 0

Additional Class Information: NOTE: Saturday Classes on Nov. 15 and Nov. 22 will be from 8 am to 12noon
Thursday Classes on Nov. 13 and Nov. 20 will be from 4pm to 8 pm

December

Lights, Camera, Action! Create Cross Curriculum Lessons using Ulead Video Studio Part I

(Course No. 55.21.589)

Proficiency Level: Proficient/Integrate

Salary Point Credit: 1.00

Hours: 16.00

Date(s): 12/06/2003 to 12/13/2003

2 meetings; Dec06 , Dec13

Time: 08:00AM - 05:00PM

Class Status: Open]

Delivery Format: Face To Face

Fees: \$10 Material fee is for CD-R's and blank video cassettes for teachers to take home their finished product.

Instructor: ANTONIO HERNANDEZ

aherna02@lausd.k12.ca.us

Max.Class Size: 20

Class Location: 

LOCAL DISTRICT F

2151 N SOTO ST

LOS ANGELES, CA 90032

(323) 224-3100

Current Enrollment: 8

Waiting List: 0

Introduction to Word Processing (Microsoft Word)

(Course No. CTAP 40)

Proficiency Level: Introductory

Salary Point Credit: .34

Hours: 10.00

Date(s): 12/10/2003 to 01/14/2004

2 meetings; Dec10 , Jan14

Time: 04:00PM - 06:00PM

Class Status: Open

Delivery Format: Face To Face

Fees: none

Instructor: SUSAN KOSSEFF BROWN

sbrown3@lausd.k12.ca.us

Max.Class Size: 20

Class Location: 

FULTON MS

7477 KESTER AVE

VAN NUYS, CA 91405

(818) 785-8624

Current Enrollment: 1

Waiting List: 0

January

EEK! There's a Mouse in my Classroom and It's Attached to a Computer: (starts on 01/10/2004)

(Course No. 55.21.570)
Proficiency Level: Introductory
Salary Point Credit: 1.00
Hours: 16.00

Date(s): 01/10/2004 to 01/31/2004
4 meetings; Jan10 , Jan17 , Jan24 , Jan31
Time: 08:00AM - 12:00PM

Class Status: Open]

Delivery Format: Face To Face

Fees: A textbook: "I'm turning on my computer, now what?!" . approximately \$20

Instructor: TBA

Max.Class Size: 20

Class Location: 
LOCAL DISTRICT F
2151 N SOTO ST
LOS ANGELES, CA 90032
(323) 224-3100

Current Enrollment: 5
Waiting List: 0

[Click! Using Digital Photography to Enhance Instruction](#)

(Course No. 55.21.578)
Proficiency Level: Intermediate
Salary Point Credit: 1.00
Hours: 16.00

Date(s): 01/10/2004 to 01/31/2004
2 meetings; Jan10 , Jan31
Time: 08:00AM - 05:00PM

Class Status: Open

Delivery Format: Face To Face

Fees: Possible purchase of book appropriate for this class

Instructor:

Max.Class Size: 20

Class Location: 
LOCAL DISTRICT F
2151 N SOTO ST
LOS ANGELES, CA 90032
(323) 224-3100

Current Enrollment: 5
Waiting List: 0

9. 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

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

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E-Mail: john.rivera@lausd.net, Website: www.lausd.net/district_e/resources

Approved: Roberto Martinez, Administrator of Operations, Local District E

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