

Log-on



September/October 2009

Mifflin County School District Technology Department

Volume 9 Issue 1

Technology News

► Password Changes

The Technology Department has implemented the following password changes required by the PA Attorney General's Department.

- ◆ There are no generic accounts. (zz and dibels accounts)
- ◆ The password must be at least six characters long.
- ◆ The password must contain characters from at least 3 of the following categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Base 10 digits (0 - 9)
 - Non-alphanumeric (For example: !, \$, #, or %)
- ◆ Passwords must be changed 10 times before the same password can be used again.
- ◆ Accounts will be locked for 10 minutes after 3 consecutive incorrect password attempts.
- ◆ After 60 minutes of computer inactivity, computers will automatically be locked and staff will have to log back in. Any open work will **not** be lost.
- ◆ In the future, passwords will be required to change after a period of 90 days and have at least 12 characters.

► New District Web Master

Our new district Web Master is Sam Black. Sam graduated from South Hills Business School in 2006, with an Internet Specialist Degree. Prior to his current position, he created and led Team Extreme Web Design, which is a company that designs and creates websites for businesses. Raised in Spring Mills, Pennsylvania, Sam now lives with his wife and daughter in Newport.

Sam is presently offering "Create a Classroom Web Site" classes. The interest in classroom websites has been overwhelming and Sam will be offering more of these classes in the future. Sam's office is at the Administration Building and he can be reached at 717-248-0148 extension 7.



Our Goals

Our goals are to provide staff with up-to-date information regarding all areas of technology, share helpful hints and ideas, showcase teachers and students, and communicate staff development plans. Any questions or suggestions can be directed to **Karen Galbraith * 248-6480 gkg26@mcsdk12.org**

► Internet Safety at the Middle School

For the past year, we have been involved with Dan Berger and Justine Kobeski of the Tuscarora Intermediate Unit in an Internet Safety Program at the middle school level. Last year all middle school students were surveyed regarding their internet use, use of email and chat rooms, FaceBook and MySpace and their online experiences. Students used personal response systems to answer the questions and their responses were tabulated as they responded. The responses were anonymous and they could be instantly seen on the screen.

This fall, during middle school Open Houses and Back to School Nights, parents will have a chance to take the same survey responding to the questions according to how they think their child would answer. They will

also use the clickers so we will have immediate feedback. After the parents responses are shown, we will show the student's responses to the same questions. It should prove very interesting to the parents to see how their answers correlate with those of their children.

A District Parent Internet Awareness Event is being planned for Wednesday, December 9, at LAHS from 6:30 – 8:00. At this event, parents will be able to experience a social network created for parents that is similar to MySpace and they will receive more information on safe internet use.

► Keystone Technology Integrators

The Keystone Technology Integrators Program is a state program that recognizes teachers across the Commonwealth who are “successfully infusing technology into their instructional practices for the purpose of improving student learning.”

Last year, Lanielle Reese, computer teacher at SMMS, was one of only 100 teachers across the state selected as a state-level Keystone Integrator and invited to participate in a five-day summit. These are Lani's thoughts on the summit experience.

The five day Keystone Summit was at Bucknell University this summer. There were 100 teachers from all over Pennsylvania brought together to collaborate and share ideas and experiences with technology and various programs used in their schools. Each session presented information about some form of technology and the attendees then had time to discuss ways to utilize it in their classroom or school.

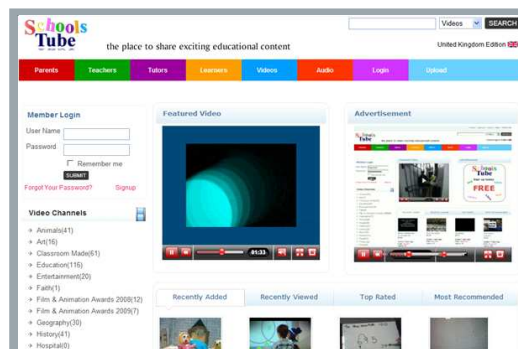
I learned of new projects that I could do using the technology I have available. I was also given items to help boost my current projects. I was given a web cam, headphones with a microphone, a Mobi, and Senteos for my SMART Board along with hands-on demonstrations.

It was an interesting Summit because it gave me the opportunity to size up my school in terms of how we compare to other schools in the state. It also allowed me to compare my own use of technology with other teachers. I was able to look at my current curriculum and determine ways that I could enhance student learning by implementing some form of technology to make it more interesting or easier to understand. I just got a SMART Board, so the Summit timing was perfect.



Cool Sites!

Schools Tube and **Teacher Tube** are both educationally focused programs that provide free, safe videos for teachers and students. Teachers can search for videos according to subject matter and post videos created by themselves or their students. Videos can also be downloaded or embedded in a website. Both programs offer audio selections and Teacher Tube offers photographs and documents such as worksheets and slideshows created in Word or PowerPoint that can be downloaded. They also feature a social network and users can create or join groups with similar interests .
<http://www.schoolstube.com> <http://www.teachertube.com>



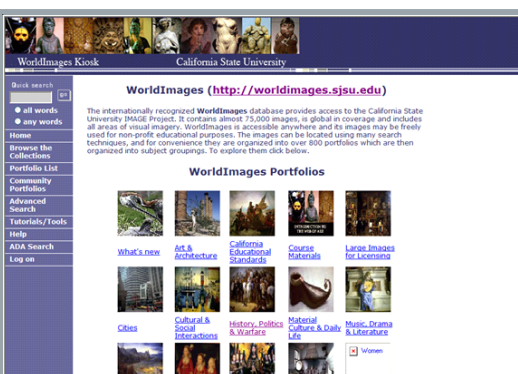
Bing is Microsoft's "new" search engine that has just been recently released. Some of its new features include an "Explorer Pane" on the left side of the search results screen with a list of related searches. Click to the right of each search result and a "More Information" window appears with more information about the website and a link to the page. <http://www.bing.com>



If you haven't tried **Wordle** yet, **38 Interesting Ways to Use Wordle in the Classroom** is a slide show that demonstrates interesting and easy ways to use Wordle in various subject areas and grade levels. This slideshow is Creative Commons licensed which means you can share it and use it freely for educational purposes. <http://www.wordle.net>
http://docs.google.com/presentation/view?id=dhn2vcv5_157dpbsg9c5



World Images is an internationally recognized database of the California State University IMAGE Project. It contains over 75,000 global images, arranged in broad categories that are all Creative Commons licensed. <http://worldimages.sjsu.edu/>



Creative Thinking is an educational copyright and plagiarism website for middle and high school students. It includes films, lessons and activities designed to educate teens about plagiarism and copyright law. The films and lessons are organized to allow teacher and student interaction and lesson plans are included. <http://creativethinking.nku.edu>

► Computer Classes for Staff

Computer Classes for 2009-2010 have been scheduled. All staff received a copy as an email attachment and you can also find them at http://www.mcsdk12.org/curr/Computer_Classes/Computer_Classes.asp. Teachers and staff can sign up on line at that address. Or follow the link to Computer Classes on the Curriculum Links website.

Microsoft Word and Excel 2007 for Classroom Use is a one credit class that will be held on Thursdays, November 5, 12, 19, December 3, 10, from 4:30 - 7:30 in the HPAE computer lab. See the class website at <http://www.mcsdk12.org/curr/TIUOffice2007Class.htm> for more detailed information. The class is offered through TIU 11 so you must sign up for the class at <http://www.solutionwhere.com/tiu11/cw/showcourse.asp?1681> Contact Karen Galbraith for more information at gkg26@mcsdk12.org or 717-248-6480.

Additional Skyward Training will take place in every school as needed before the end of the marking period. Check with your trainer to find out the dates for the training at your school.

Quick Tips

Formatting Text in Word 2007

Here are a few tricks for formatting text in Word that can save you time and are easy to do.

- ◆ To format a word without selecting it, simply click your mouse in the word and apply the formatting. (ex: press CTRL+B at the same time to apply bold formatting)
- ◆ To format a word by selecting it, double click the word.
- ◆ To select a sentence, press and hold the CTRL and click in the sentence.
- ◆ To select a paragraph, triple-click in the paragraph.
- ◆ To select an entire document, press and hold the CTRL key and press the letter A.
- ◆ To center, left-align, or right-align a selected paragraph, highlight the paragraph to select it and hold down the CTRL key and press E to center, L to left align and R to right align.
- ◆ To create a line, press the hyphen key three or more times, and then press ENTER.
- ◆ To create a thicker line, hold the SHIFT key down and press the hyphen key three or more times, and then press ENTER.
- ◆ To make text larger or smaller, select the text by highlighting it or click your mouse in a word, and then press CTRL+] or CTRL+[.

Using Function Keys in Word 2007

These are some handy uses for the Function Keys.

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|---------------------------------|--------------------------|------------------------------|
| ◆ F1: Help Screen | ◆ F12: Save As | ◆ F7: Spell Check |
| ◆ Ctrl+F2: Print Preview | ◆ Shift+F12: Save | ◆ Shift+F7: Thesaurus |
| ◆ Shift+Ctrl+F12: Print | ◆ Ctrl+F12: Open | ◆ Alt+F4: Quit |