



From Fortmando

Menlo Middle School
Technology Coordinator
x2491

What Do I Do All Day

I have replaced my scheduled classes with the duties of my new role as Middle School Technology Coordinator. I will continue to be the LAE team lead and this year will be a 6th grade advocate. I will be mentoring with Mary Ellen, Stef, Erik and Mima. The intent is to have those individuals feel *super empowered* to use the hardware and software available to them at Menlo and also to find interesting ways to integrate the tools of technology into their curriculum. I will meet weekly with Eric Spross, and regularly with Judy Pierson. As a member of Technology Committee, I will be a voice and a presence for the MS

faculty students and program. I will maintain the MS Computer Lab, the MS students passwords for the student server and keep a schedule for the use of the MS lab. I have also been asked to help with the selection and acquisition of software for the MS. (YES!) Training on both hardware and software will continue to be a shared responsibility of Eric Spross and myself as our skills, talents and schedules permit.

It is important that though dropping the scheduled computer classes, the students still acquire the technology skills established for each grade level. I will work closely with each team on how this can be best accomplished. The lab will be available for your classroom use more often. Please contact me to reserve time in the lab. *****

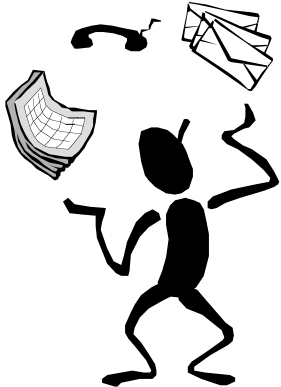
What s Available

Most classrooms are equipped with several i-Macs. A printer is shared by each team and scanners have appeared over the summer in Eden and Rosetta s rooms. There are several classroom sets of Alpha Smarts in the English classrooms.

Each team has an LCD projector that is to be shared. Rosetta houses the one for the 8th grade team; Stef for the 7th and Grace for the 6th grade teachers. The LAE teams LCD projector is in the lab. It is very important that all teachers know where to sign up for the use of the LCDs and where they are stored, so check with the appropriate faculty member. Before using the machine, be sure to ask for instructions.

The MS lab has twenty i-Macs of all generations. Five of the machines have the ability to use i-Movie and i-Tunes as well as burn CDs, and we have one *new* G4 machine in the lab that will be able to burn DVDs. Most of the i-Macs in your classrooms are newer than the ones in the lab, so they have CD burning capability. Burning both CDs and DVDs take some training and can be time consuming, so plan ahead.

There will be 18 new G4s available soon in the multi-media room in the library. They are still being set-up. Once they are up and running I will inform you. The schedule for their use is maintained by the librarian. You will need to contact her to learn of the room s availability.



"Former MS students already have passwords and they should NOT change them.

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What's Available cont.

We have one, rather complicated, Digital Camera for the MS teacher s use and two digital video cameras. I will keep a schedule for the use of that equipment. If you plan to use the cameras, be sure to buy some tapes, as you will want to keep them. Also, allow plenty of time to charge the batteries. Last year the LAE team purchased a digital video camera for their use. Other teams may be so inclined this year.

Thanks For Your Patience

The technology department has had numerous requests for both hardware and software, please give them some time to process all of your requests.

Some of the work they hoped to get done over the summer did not get completed. They are busy trying to complete those tasks and respond to new requests.

"Patience is always something you need most when you can't find it."

Software Availability

The school holds strictly to the legal use of licensed software. No one should download or upload software to the school's machines. Yes, even your laptops! It is a simple matter of ethics and the law. There is a limited budget for software purchase, so if you anticipate any need to purchase software for this year, see me ASAP. I will be the liaison between the MS and Judy for SW purchases. This is new this year.

Student Passwords

Each student will need to save their work on the student server, Jupiter. Former MS students already have passwords, and should NOT change them. For any new students, have them see me during a club time and I will set up their passwords. Because their memories may fail them, I suggest that you have them check their passwords in the machines in your classrooms before scheduling a time in the lab or media room.

I will arrange times for the 6th graders to come to the lab to get instructions on how to use the server and set up their passwords as soon as JoAnn gives me the word. Hopefully this can be done in English/History classes as early as next week.

Software Availability

IN THE MS LAB:

- ¥OFFICE WORD POWER POINT EXCEL
- ¥NETSCAPE
- ¥GRAPHICS CONVERTER
- ¥INSPIRATION
- ¥ADOBE PAGEMILL (discontinued)

IN THE CLASSROOMS - all machines should have what is in the lab plus Wessler, Smith and Saunders have PAGEMAKER.