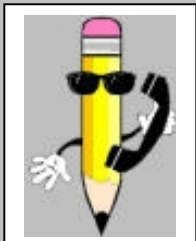




Floor box to Data ports

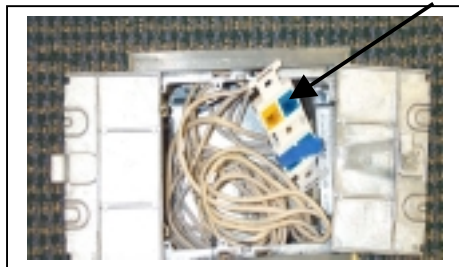
Computer
Lab phone
extension
is 2430



From Fortmando

Nancy Fortman
Menlo Middle School
Technology Coordinator
x2491

I have gone to each classroom to check on the status of your data ports. Everyone has one active data port at their desk area for use with your laptops. Some classrooms also have an active floor data port for use with an LCD projector. The purpose of the active floor data port is for classroom viewing of something that needs an Ethernet connection. This might be to access a student project saved to the student server (Jupiter), a teacher's file (Saturn server), or to access the Internet. The floor data ports have been marked with blue tape for easy identification by the technology department staff. They will be activating a data port in the marked floor port soon. Note that they traditionally activate the port which is to the right of the yellow telephone jack. I have asked Judy Pierson to notify me when the ports are active. Should you have an urgent need of an active port in your classroom, let me know and we will put you at the top of the list.



Remember that each team has an LCD projector available to them. Grace has the 6th grade projector, Stef has the 7th grade projector, and Eric has the 8th grade projector. It is important that all teachers learn how to use these machines. I would be happy to give a demonstration to you personally or at a team meeting.



This year Menlo have purchased 23 connections for Classroom Connect. Approximately six of those connections will be available to faculty in the Middle School. A password is required for its use. If you have an interest in using this resource, contact me. I am available to show you the resources available through Classroom Connect. Basically it is an online teacher resource. You can visit the site at www.classroomconnect.com and log in as a visitor.

Citing Internet Resources

Just as students need to cite the books and periodicals they use to support their research, they must also cite online sources of information. Classroom Connect lists information specifying how to cite the graphics, sounds, and video clips students retrieve for use in their multimedia presentations as well as written information for reports. You can check out an example of citations for e-mail, web, video, sound and images at the following Classroom Connect Site:

<http://www.classroomconnect.com/community/connection/howto/citeresources.jhtml>

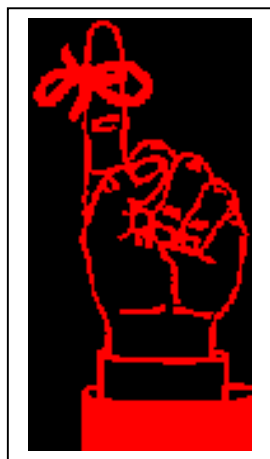
When assigning reports/projects, it would be helpful to your students to instruct them on the proper way to cite resources. You might consider making proper citation a part of the report/project evaluation. If you need my assistance, I'd be happy to help.



Resource Area For Teachers
 1355 Ridder Park Drive
 San Jose, CA 95131
 (408) 451-1420
 www.raft.net

"These classes are great for subject content as well as technology, and they frequently give you useful freebies.

Mary Ellen Silver



Data Systems

Did you know that currently Menlo is using at least 24 major data systems to run the school? In an effort to save time and make improvements in our services, a committee was formed to find an alternative system that might standardize and simplify the current systems in use. Members of the Information Technology Committee will be joined by faculty and staff members on October 28, 29, 30 and 31st to see demonstrations of other systems.

Resource Area For Teachers

RAFT S workshop program is designed to enrich the classrooms of Bay Area teachers by facilitating the practice of hands-on-learning across the curriculum. These classes are designed to help teachers meet the technology requirements for a clear California credential and to help all teachers expand their comfort and capabilities in using technology.

If you are not already familiar with the workshops offered by RAFT, I would encourage you to visit their website, www.raft.net for their complete program. Classes offered this fall include: Introduction to PowerPoint, Introduction to Digital Multimedia, Making Math Meaningful, Creating Music with Recycled Materials, Teaching Science with Simple Inventions, Marine Mammals, Media Literacy in the Classroom, Going Further with PowerPoint and Introduction to Excel. The cost varies, but is under \$60 per class for non-RAFT members. To become a member you need to be a teacher or work for a non-profit and pay an annual \$35 fee. All classes are on Saturdays and are located in San Jose.

Mary Ellen Silver has been attending these workshops for years. While attending a workshop two years ago, RAFT donated twenty copies of HOLLYWOOD VIDEO, which is still a favorite activity during Computer Club. Talk to MEL for more details.

AUP Reminder

Did you discuss Menlo s AUP during an advocacy this month? If not, please go over the information I distributed on blue papers last month. It is important that everyone is aware of the policies.

MMM Cartoon Goes Digital

Be watching for the change in the MMM cartoons created by the sixth grade art classes. Using WORD, students in Mary Ellen s art classes have created some fabulous graphic art. Anyone using the limited tools of WORD for creating graphics can appreciate the time and effort that went into these drawings.

Tech Skills

Hard to believe that the first quarter has come to an end. It is a good time to look at the tech skills that were presented to each team and see if we are on track. I am anxious to see the use of technology in you classes continue to grow. Please take a few minutes to review the skills competency lists for your grade level(s), and let me know how I can help you with some meaningful integration.

When you use technology in an assignment or project, be sure to mention it in your semester comments. The parents are anxious to read about how technology is being used in the Middle School at Menlo.

Noodlebib

Bette Bohler who has replaced Elvira Bayless in the library is available to work with you and your classes on Noodlebib which is an online bibliographic composer. The current 7th and 8th graders were instructed on its use last year, but might need a refresher class. Check it out on the Library s website.