

# Imlay City Community Schools TechTimes

## Need Microsoft Office?

If you have a need for Microsoft Office at home as a school employee you can save a substantial amount of money by purchasing through the REMC Association of Michigan. They offer the Microsoft Office Professional Plus 2007 Suite for \$86.10. This includes the basic office programs plus Publisher. You need to have Windows XP or Windows Vista to run this version of Office. All you need to do to order is send them a copy of your school ID when ordering. The website can be found here:

<http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=48cc7d25-c2db-d011-bd2e-0015c55eef34>

Preparing our children for a future that we cannot even describe requires of educators more than we have ever expected before.

~David Warlick~



## This Issue

Building On Technology **P.1**

Did you know? **P.2**

Cleaning Up Your Mailbox **P.3**

Sending Picture Attachments **P.3**

## Building On Technology through Professional Development

Professional development is an essential component of the district's plan to integrate technology into the curricula along with integrating the use of technology into lesson design and daily practice. Professional development for teachers, principals, administrators, school media personnel and building aides will help form the building blocks to effectively achieve growth in the district's technology.

Earlier this year, you may recall taking a technology needs assessment and survey. By looking at the results of this assessment and survey the district was able to identify key areas in need of improvement. The highest professional needs included web page design, use of cameras/scanners, lesson design, presentations, evaluation, and policy/ethical issues. Using the results of the assessment a professional development timeline has been established.

The following is a breakdown of the key areas that will be focused on.

### 2008-2009:

- Lesson Design
- Evaluation
- Basic Skills Software
- Hardware

### 2009-2010:

- Lesson Design
- Evaluation

- Basic Skills Software
- Hardware
- Web Design

### 2010-2011:

- Evaluation
- Basic Skills Software
- Web Design

Along with implementing and creating professional development on these key areas the technology department will continue to develop tutorials on topics the department feels needs development.

I will also be publishing a newsletter periodically, focusing on technology awareness and points of interest. Technology is all around us and we all use it everyday whether watching the morning news, typing an e-mail to a friend, making an electronic bank transfer, or as most of us do, especially our students or children—we multitask! That is why it is important to integrate technology into our daily lives. Preparing our children for a future that we cannot even describe requires of educators more than we have ever expected before. Please take a look at the 'Did You Know...' facts on page 2 for some interesting statistics. If you have suggestions for articles or tutorials you would like to see in future additions please email and let us know. ~Trevor Kaeding~ Director of Technology

## Did You Know...?

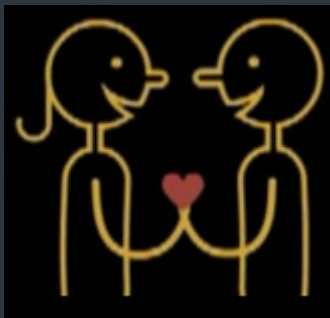
### Quote:

“We can’t solve problems by using the same kind of thinking we used when we created them.”

~Albert Einstein~

### Interesting Statistic...

**1 out of 8 couples married in the U.S. in 2005...**



**Met online!**

The following statistics came from a presentation that was put together by a high school teacher for a beginning of the year faculty meeting. It was the hope of this presentation to start people talking about technology and thinking about the vision of technology for their individual classrooms. This presentation from 2006 was presented to 150 Colorado school teachers and has since started more than 5 million conversations around the world.

- The U.S. Department of Labor estimates that today's learner will have 10—14 jobs...
  - By the age of 38.
- According to the U.S. Department of Labor...
  - 1 out of 4 workers today is working for a company he has been employed by for less than one year.
- The top 10 in-demand jobs in 2010 didn't exist in 2004.
- Question for educators: How do we prepare our students for 14 different jobs and several different careers?
  - We are currently preparing students for jobs that don't yet exist...
  - Using technologies that haven't even been invented...
  - In order to solve problems we don't even know are problems yet.
- Did you know...
- Today's 21-year olds have:
  - Watched 20,000 hours of TV
  - Played 10,000 hours of video games

- Talked 10,000 hours on the phone.
- And they've sent/received 250,000 emails and instant messages.
- More than 50% have created content on the web.
- More than 70% of U.S. 4-year olds have used a computer.
- Did you know...
- The Number of Internet devices in:
  - 1984: 1,000
  - 1992: 1,000,000
  - 2006: 600,000,000
- We are living in exponential times...the first commercial text message was sent in December 1992...
  - The number of text messages sent and received today...
    - **Exceeds the population of the planet.**
- There were more than 2.7 billion searches performed on Google...
  - This month!
- Did you know...
- The amount of technical information is doubling every two years.
  - By 2010, it is predicted to double every...
    - **72 hours.**

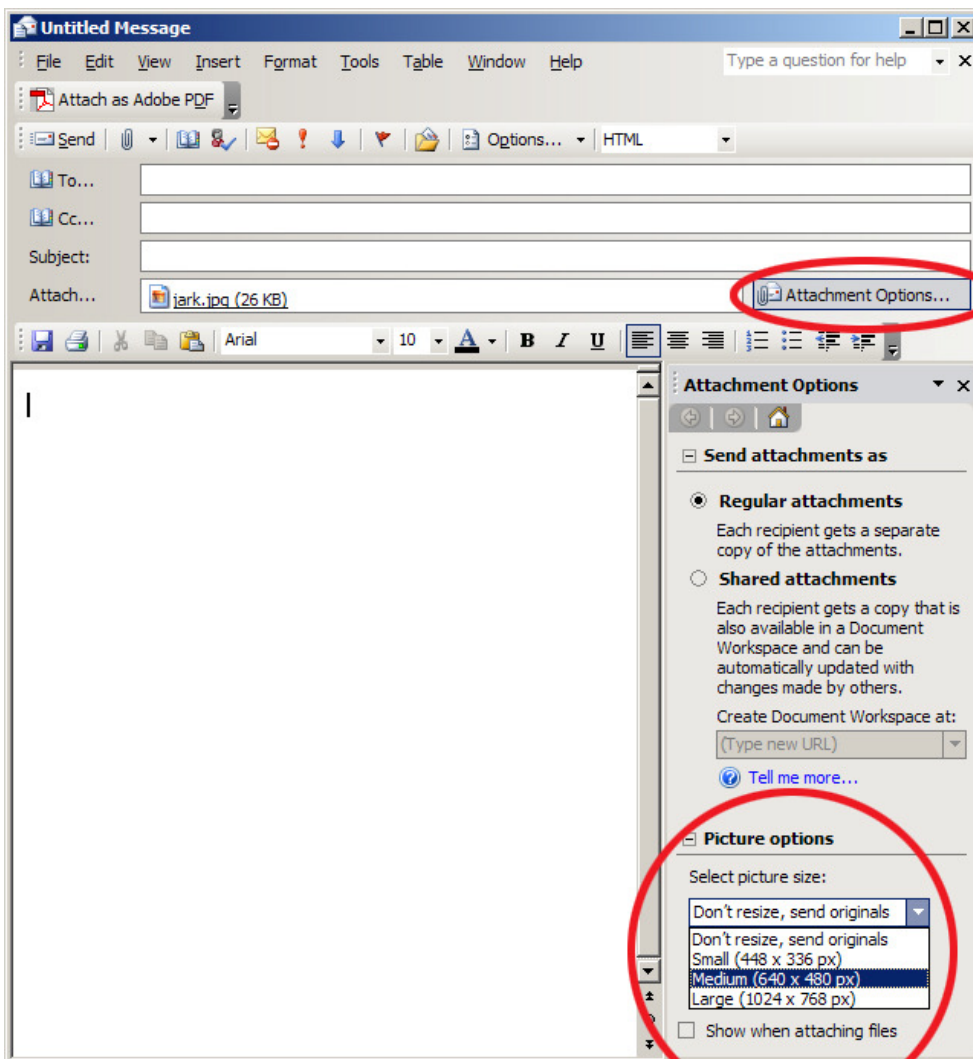
Now you know...

## Cleaning Up Your Mailbox

It is important for the overall performance of our e-mail system that you please periodically clean up your mailbox and remove any emails that you no longer need. One folder that can get quite large is the Deleted Items Folder. If you no longer need these emails you can right-click on this folder and then click on Empty "Deleted Items" Folder.

It is just as important to remove any pictures and attachments because of the usually large file size. If you need to keep a copy of an attach you can create a folder on your computer and then save the attachment that was emailed to you. Then you can delete the email that contains the attachment.

## Sending Picture Attachments



As digital camera picture resolutions and sizes become increasing larger it is important to make sure that if you are sending out pictures to send smaller size photos. Within Outlook there is an option to send smaller size pictures without having to take the photos into a photo editing program and making them smaller first.

As the illustration suggests after you insert a picture as a file attachment you will notice an Attachments Options button that once pressed will give you picture options. Then you can either select Medium (640 x 480 px) or Large (1024x768 px). Then you just send the message like you normally would.

Another alternative, if you are inside the district is to place the photos on a network share drive and just tell the recipient where they can view them.