

Self-paced Study Guide, “Austin ISD Technology Tools Overview 2004-2005.”

The “Austin ISD Technology Tools Overview 2004-2005” is intended to provide new and returning teachers with a brief overview of various technology systems, applications, and opportunities around our District. It is not intended to be an in-depth training tool.

As you work individually, with a friend, or a group of peers with the site, use this simple guide to note important terms and ideas. For more information about any of the tools described here, please contact the Department of Instructional Technology (414-6553) or the person addressing you on the site.

Before you begin:

- a. If you use a CD to view the site: open your browser (Explorer or Netscape) on your computer. Drag the ‘index.htm’ file from the CD to your browser window. The Technology Tools title page will open.
- b. If you use a CD or the web, and the title does not appear on your screen, you will have to download Flash Player 7 from this Macromedia website:
http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
You need the Flash Player to view the video files on the website.
- c. You know in which section you are by the color of the buttons (Instructional Technology=green; Benchmark Support=blue; Student Systems Support=orange). The color of the submenus corresponds with the color of the main buttons.

Activity 1: Access the Site

- A. From any computer within the Austin ISD, access the intranet site at <http://ipg/techtools0405>.
- OR
- B. If you have a CD version, insert the CD and open the file on your computer.
- C. Work through the different portions of the web site / CD to find answers to the questions below. Answers to the questions can be found at the end of this document.

Activity 2: Welcome

- A. Click the “Welcome” button. A Welcome Screen will open. Click the Play arrow at the bottom left of the screen. Dr. Forgione will describe the vision for the use of technology to promote best practices in teaching.
- B. Answer the self-paced questions:
 1. The State of Texas has identified technology applications TEKS that range from basic computer skills to higher level thinking skills. Who has organized these TEKS into a scope and sequence to help teachers integrate them into core content?

 2. The goal is that technology skills are NOT taught in isolation but become part of effective _____ (*fill in blank*).

Activity 3: Instructional Technology / Intro

3. The goal of the Department of Instructional Technology is to enhance student achievement by promoting the _____ (*fill in the blank*) of technology into the core curriculum, to support the IPGs, and the implementation of the Principles of Learning in Austin ISD.
4. Although the Department of Instructional Technology can provide advice on technical issues, the emphasis of the work on the department is _____ (*fill in the blank*).

Activity 4: Instructional Technology / Resources / Atomic Learning

- Atomic Learning is an online resource to help teachers and high school students learn about and improve their technology skills. It can be accessed from any computer on the Internet by typing in the URL http://www._____ (fill in blank). You will need a user name and password. The user name is always *txau_<<campus name>>*. The password is always *aisd*.

Activity 5: Instructional Technology / Resources / Campus Resources

- The District purchases computers for schools based upon _____ (fill in the blank).
- ✗FACT:** Each teacher should have at least one computer in his /her classroom. There may be additional computers for students as well.
- All campuses have at least one _____ (fill in the blank) wireless lab that be rolled into your classroom.
- ✗FACT:** Your campus computer platform might be either Windows or Mac. In addition, you may find other tools housed on the mobile labs these tools include digital cameras, camcorders, scanners and projection devices.
- Each classroom usually has how many network drops?
_____ (fill in the blank)..
- Nearby the network drops are specially colored electrical outlets. You should plug your computer(s) into these outlets because they have built in surge protection to protect your computer and data. What color are these special electrical outlets?

Activity 6: Instructional Technology / Resources / Distance Learning

- Distance Learning labs are located at all _____ (fill in the blank) and Kealing Junior High.
- ✗FACT:** Distance Learning labs can be used to bring in outside experts, for meetings, for presentations, and for delivery of instruction. Video and audio can be delivered from one location to another.

Activity 7: Instructional Technology / Resources / District Standard Software

14. Name three standard software applications available to all AISD employees and students on all AISD computers.

_____, _____, and _____.

Activity 8: Instructional Technology / Resources / Grants and Assessments

15. In what grades will students' technology applications skills soon be assessed? _____, _____, and _____.

16. What kinds of computers can be purchased by employees at greatly reduced rates? _____ and _____.

Activity 9: Instructional Technology / Resources / Learning.com

17. The name of the online textbook to teach the K-8 Technology Applications TEKS is _____ (*fill in the blank*) by Learning.com.

Activity 10: Instructional Technology / Resources / Lotus Notes

18. The name of your email and calendaring software is _____.

19. Red items in your inbox are items that are _____ (*fill in the blank*); items in your inbox that are black are those that have been _____ (*fill in the blank*).

20. **✗FACT:** You can access your email from any computer on the Internet by using the following URL:
<http://www.email1.austin.isd.tenet.edu>.

Activity 11: Instructional Technology / Resources / Server Login

21. A server farm can be used to save and _____ (*fill in the blank*) work. It can also be used for accessing networked software like Type to Learn.
22. What does a teacher use for his / her username?

23. What does a teacher use for his / her password?

Instructional Technology / Resources / United Streaming

24. United Streaming can be accessed at <http://www.unitedstreaming.com>, and provides _____ (*fill in the blank with a number*) videos, _____ (*fill in the blank with a number*) video clips, and _____ (*fill in the blank with a number*) digital images from a wide variety of sources and covers all content areas and special areas. It also includes lesson plans, black line masters, and even a quiz center.

Activity 13: Benchmark Support / Intro

25. In what subjects / grade levels will your students be tested this year?
Answers will vary by grade /subject

26. When will your students be tested this year?
Answers will vary by grade / subject level.

Activity 14: Benchmark Support / Resources

27. The curriculum benchmark web-portal can be access by simply typing _____ (*fill in the blank*) into the address bar of your web browser on any computer on the AISD intranet. It cannot be access outside of AISD at this time.

Activity 15: Benchmark Support / FAQ

28. To login, a teacher uses the following userid:

29. The teacher uses the following password:

Activity 16: Student Systems Support / Intro

30. The main purpose of Student Information Systems is to assist campuses with _____.

31. Where can you find information about trainings in student data / SASI?

32. Student Information Systems is responsible for printing attendance letters, progress reports, and secondary _____.

33. CLASSxp is used to take _____.

34. Integrate Pro is required for keeping grades by _____ (fill in the blank) teachers; it is optional for _____ (fill in the blank) teachers.

Activity 17: Student Systems Support / Resources/ CLASSxp

35. How many clicks on a student's name designate an absence?
_____—a "unx" will appear.

36. How many clicks on a students name designate a tardy?
_____—a "ut" will appear.

37. By what time should elementary teachers take attendance?

38. **✗FACT:** Personal information about students' address, parents, home language and many other important and useful facts can also be accessed from CLASSxp.

Activity 18: Student Systems Support / Resources/ IGPro Grade book

39. InterGradePro is kept on district servers and accessed through your computer. You can find specific directions for accessing InterGrade Pro by clicking on the “IG Pro User Guide” under “Resources.” These directions can also be found by clicking the “Student Systems and Support” tab and then clicking the “FAQ” tab.

ANSWERS: 1. The Department of Instructional Technology 2. instruction 3. integration 4. teaching 5. atomiclearning.com 6. student attendance 7. (no answer) 8. mobile 9. (no answer) 10. six 11. orange 12. high schools 13. (no answer) 14. Microsoft Office, Appleworks, Inspiration, Internet Explorer, Adobe Acrobat, others 15. 2, 5, and 8 16. Apple and Dell 17. EZTech 18. Lotus Notes 19. Unread, read 20. (no answer) 21. retrieve 22. SASI login 23. first six digits of social security number 24. 2200; 22,000; 2000 25. answers vary 26. answers vary 27. matrix 28. network login (SASI login) 29. first six digit of social security number 30. student data 31. Professional Development Catalogue or eCampus 32. report cards 33. attendance 34. secondary; elementary 35. one 36. two 37. 10:00 am 38. (no answer) 39. (no answer)