

# Point - Click - File & Save

## Technology Integration @ LMS

Vol. 1 issue 1

“New technology is common, new thinking is rare.” Sir Peter Blake

September 2003

### **I Made This For You.**

Welcome to the first issue of “*Point-Click-File & Save*”, a newsletter published and edited by myself, Randy Dehetre, your Technology Integration teacher. The goal of this newsletter is to inform you of resources that are available to assist you in using technology within your classroom. I hope to publish this newsletter on a monthly or bimonthly basis. The frequency of this newsletter all depends on my work load.

What will you find in each issue of “*Point-Click-File & Save*”? Hopefully, you will find useful information that you can use in your everyday teachings. I plan on keeping you informed of issues specific to the Maine Learning Technology Initiative. Any important information that I pick up at MLTI meetings will be relayed to you through this newsletter. In fact, one item from MLTI concerning your iBook’s new carrying case is included in this issue.

I will regularly include a section on tips and tricks about using your iBook and the included software. Along with this I will include information on ways teachers are using their iBooks at LMS (with their permission of course.)

You will also find information on useful web sites. I have a Portaportal account that I am opening up to you and your students. In future newsletters you will be able to read a description of the featured web sites which will help you decide if a certain site is of use to you and your students. You will find this to be a quick and easy way to filter out what is useful and what is not.

Finally, you may be asking yourself why I’m making this newsletter. To be honest, I don’t have to and no one has asked or told me to make such a newsletter. I’m not getting paid extra nor am I doing this to impress anyone. As the heading of this article states, I’m doing this for you. Read it or ignore it. It’s up to you! As the Technology Integration Teacher, I would like you to be aware

of what I have to offer and ways I can assist you. I want to build a rapport with you that includes trust and a sincere willingness to help.

In building this trust there are a few things that I would like you to consider. Like you, I’m an educator in the trenches. I still have my own classroom and students to teach. My new position did not make me your boss. I am not an administrator nor am I a spy. I have been given the position of “resource.” I guess the best way to look at my position is for you to think of me as Jan Brackett’s helper at the middle school.

I’m a resource to help you make a smooth transition with using technology in your classroom. I’m not your aid. I’m here to show you how to make the best use of technology in your classroom. Mr. Levesque explained my role by telling me that I’m to teach the teachers how to fish; not to fish for them.

To get a better idea of what I have to offer, I will be meeting with teams to explain the specifics. All educators at LMS have access to me as a resource but please don’t feel that you have to use me. Just be aware that I’m here for you.

Considering trust, be assured that if you invite me to your classroom I will be there to help. I will not be there to judge your assignments or teaching skills. Lewiston Middle School is blessed with a very honorable group of educators that are often forced to work under some intense conditions. Having taught at LMS for 22 years I’ve always been amazed at the vast amount of knowledge we, as a staff, possess and our sincerity to provide the best education for our students. Unfortunately, our efforts often go unnoticed. With this said, I hope that as a group we can change this and make others take notice.

Please enjoy my newsletter and hopefully you will find it useful. I wish you all a successful 2003-2004 school year. I’m looking forward to working with each of you.

## **Great Job David!**

This summer, David Plourde and I had a common goal. We wanted all iBooks to be ready for students on the first day of school. We have come very close to meeting this goal.

We started our work on the first day of summer vacation. Our first task was to check all of the 7th grade iBooks for obvious damage. Once that was completed we had to reimage each computer. Reimaging means installing a new operating system and updated applications. Putting the new image on an iBook takes close to 30 minutes. We tried to do 8 computers at a time. By the end of two weeks, we had all of the 7th grade iBooks checked and reimaged.

Needless to say, we were pretty proud of our accomplishment. We took the week of July 4th off and then for the following two weeks, I attended the Middle School Leadership program at Bates College. During that time, David worked to get things organized and broken machines off for repair. David excels at getting things organized and done. You wouldn't believe the red tape and hassle it is to keep track of iBooks and get them repaired. I developed a new appreciation for the work David does.

After my three weeks away, I returned to LMS and learned that we have a new server to help us image the brand new computers. I also learned that we have a new image! The new image updates some of the applications on the iBooks. So, what do we do with all of the iBooks we imaged? It was determined that the difference was negligible. Hopefully! Besides, we didn't have the time to reimage those machines again.

We began imaging the new computers. The server, along with a switch was suppose to help us finish the job faster. It did. However, we would have been done a lot sooner had we had a faster switch. The faster switch arrived on our last day of imaging.

Our next job was to inventory all of the computers and then pack them in to their new cases. We had boxes and plastic bags everywhere but we did get the job done.

With the help of Jan Brackett and the iTeam, we were able to get all of the old iBooks out of the cabinets and up to the library for sorting in anticipation of returning to their owners who are now 8th graders.

Now, two days before school starts, we have the toughest job! Sorting and distributing the new computers in 7th grade classrooms. We are confident that we will get this done on the 25th. However, unfortunately the 8th grade computers won't be distributed for a while as we are waiting for the electrical components to be installed on the cabinets. We are guessing that the the 8th graders will have their computers by the middle of September.

It's important that we keep in mind that with close to 800 iBooks we have the biggest deployment of iBooks in the state. It's mind boggling just to keep track of all of them.

## **Expect Problems!**

David and I did our best but there are somethings that you just can't anticipate. We are sure we will run in to problems and we will do our best to mop up the problems that arise. We do know that more batteries will need to be replaced. Apple has been very good supplying new batteries.

## **Inspiration Experts**

Several of our staff members have completed a course on Inspiration software and concept mapping either during the spring or summer. Congratulations to the following new Inspiration experts: Sue Webber, Anne Goddard, Billie Jo Brito, Jeff Ackerley, Diane Bleakney, David LeGloahec, Chris Cook, Diane Mottram, Pat Langelier, Pat Despres, Cindy Laplante, Celise Murphy, Liz Perog, and Celeste Moody.

**Help is on the way!**

**iTEAM**

**More information soon.**

## Upcoming Software Clinics

A software clinic is a mini-lesson that will be offered to LMS educators in an effort to give a basic introduction to a certain piece of software. Your team leader may schedule me to provide a clinic during team or curriculum time. I'm also planning on offering clinics before and after school. Generally these lessons will run for approximately 30 to 40 minutes giving time for some basic instruction and guided practice. When time permits, I will be able to give one on one lessons during preparation periods if requested.

Clinic participants need to keep in mind that my clinics will be "quick starts." This means that because of time constraints you won't gain as much knowledge from a clinic as you would from a regular one or two day course. However, I will make sure that the time you do spend attending a clinic will be worthwhile.

If you would like to request a specific topic, please give me a few days to put something together. My aim is to provide you with quality instruction and I can't do that if I don't have time to prepare.

Our first clinic will be on Thursday afternoon, September 4th starting at 2:30pm. We will finish up at 3pm. The topic will be word processing with AppleWorks 6. I'm sure you will find this clinic worthwhile attending.



### **AppleWorks Clinic**

**Focus: Word Processing**

**Where: LMS Computer Lab**

**When: 2:30pm - 3:00pm**

**Thursday, September 4th**

**Please be prompt.**

## New Computer Cases

Students will be sporting new iBook cases this September. MLTI is changing to this new design in an attempt to cut down on the accidental computer damage that has been attributed to the old case style. Evidently, students and probably teachers, would forget to zip up the computer case and the computer would slip out and "crash" in more ways than one.

***Although some people may prefer the old style of case, it's important that the new cases are used instead. MLTI will not take care of damages if the old style case is being used.***

The new style case is best described as a well padded envelop with a very flimsy handle. There is no shoulder strap. Generally, the people who have seen the new cases do like them much better than the previous style. They are not as bulky as the old cases.

Our old cases do not need to be returned to the MLTI. However, Jan Brackett has asked that we not get rid of them as other schools in Lewiston that have iBooks may find a use for these cases. I do believe that if the teachers want to keep their case, they may. Jan also said that if teachers like the old style, they may be able to fit the new case with computer in the old case.

There are no vents on the new cases nor is there a flap for the power outlet. The case flap, which closes with Velcro, will need to be turned back so that the charging wire can be inserted. Although it may sound complicated, it's actually not. David Plourde tested the case for a build up of heat and he found that the lack of vents didn't seem to hurt the computer.

[www.portaportal.com](http://www.portaportal.com)

Login under guest as: demons

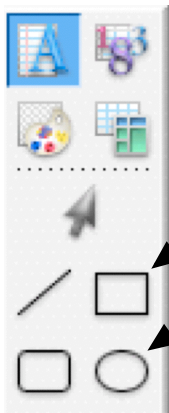
My portaportal is a work in progress. It's for use by students and teachers. If you have a portaportal that you would like to share with others, send the guest password to me and I'll publish it in a future newsletter.

Hey  
Randy!

**How do you:** make a square or circle an exact size when using the drawing module of AppleWorks 6?

**Actually it's easy...** if you know the trick. Open up AppleWorks 6 and select drawing and we will try it out.

**Step 1** - Select the rectangle tool by clicking on it once. If you plan on making more than one rectangle or oval click twice. By doing that you won't have to select the tool for your second or third object.



This is your rectangle tool.

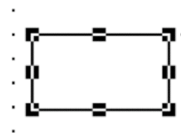
This is your oval tool.

**Step 2** - Hold down on the mouse button and drag your finger on the touch pad to make either a square or circle. Try both if you like!



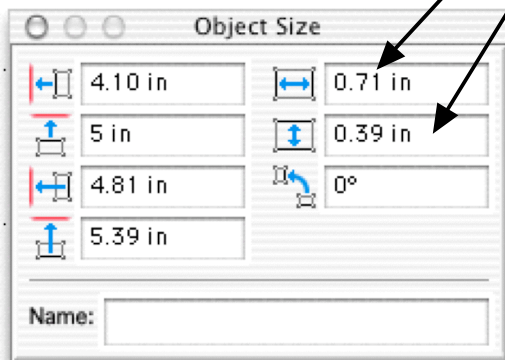
**Step 3** - You will notice that my square and circle look more like a rectangle and oval. They are! Had we held down on the shift key while we did step 2, they would have been a perfect square and circle. We will fix this later.

**Step 4** - Now to get them to the desired size. Click once on either one so that the handles show.



These are the handles.

**Step 5** - Go to the options menu at the top of your screen and drag down to object size. A box like the one shown will appear.



**Step 6** - Delete this number and insert 1. Press return. Delete this number and insert 1. Press return. No need to put in the designation for inch. Ignore the other numbers.



You now have a 1 inch square. This works the same way for a circle. Go ahead and print it out. Measure it. It is one inch square.