

TECHNOLOGY TRAINING/ASSISTANCE SHEET

The following questions will enable your Trainer to better plan how to help you. Please answer them thoughtfully, focusing specifically on the integration strategies you plan for this school year. Those parts of the assistance you request in this section that specifically relate to your technology focus in column 1 of the ILP Sheet should also be listed in column 3. For example, if you plan to create a class web page using Manila as a classroom productivity tool, your training in Manila should be listed in column 3, along with your basic implementation plan for the web page in terms of elements and updates.

I would like to (check the appropriate boxes)

- Create/add to a rubric for evaluating the technology component of an assignment
- Learn how to incorporate graphs, charts, pictures, etc. into handouts
- Have help with the TV as a projector for the computer
- Have help using an LCD projector
- Create a class web page using Manila (new district web creation software)
- Have help with using MicroGrade
- Have help with using MicroTest
- Have help with using Power Point
- Have help with using Excel
- Have help with using Access
- Have help with using Turnitin.com
- Have help with using Choices
- Have help with using Word
- Have help with using Internet search engines
- Have help with using CTAP Online courses
- Have help with using email
- Have help with basic computer maintenance skills (defragmentation, organizing files and folders, etc.)
- Have help with using district email, helpdesk, and personal folder on the server
- Have help with other _____

I am most readily available for receiving assistance/training during

My conference period _____ on _____ (specify day(s))

Before school on _____ (specify day(s)) period 1 on Wednesday

After school on _____ (specify day(s)) period 8 on Thursday

At lunch on _____ (specify day(s))

Please specify any times that you are never available _____

Teacher Signature _____