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**SMART BOARD TRAINING AGENDA**

**Level 1 Description – (I hour)**

* Getting started- launching your SB
* Welcome Centre
* Orienting the SB
* Menu Bar
* Floating Tool Bar
* Side Tabs
  + Page Sorter Tab
  + Gallery Tab
  + Attachment Tab
  + Properties Tab – Page Recording
* Ink Aware Application- Launching Ms Office on your Smart Board

**Level 2 Description – (I hour)**

* Working with objects
  + Grouping
  + Flipping and rotating
* Handwriting Recognition
* Shape Recognition
* Spell Check
* Adding Interactivity
  + Move and Reveal/Erase and Reveal
  + Pull Tab
  + Screen Shade
  + Infinite cloner
  + Magic Pen/Spotlight
* Lesson Activity Toolkit
* Linking Pages within and outside
* Dual and Pin
* Adding Sound
* Recording



**INSPIRATION Workshop Agenda**

**Description:**

Inspiration is the ultimate thinking and learning tool – a must have in your differentiated classrooms!! This powerful tool enables brainstorming ideas, take notes, organize and structure writing and transform mind maps into polished presentations that communicate ideas clearly.

**Highly recommended for all IB classes!**

Total Time - 45 minutes

In this workshop you will:

* Review the potential of this powerful tool - application areas of Inspiration
* Be Introduced to the tools and menus of Inspiration
* Create your own lesson/unit in Inspiration - Hands-on practice session

\*\*This initial session will only allow us to skim the surface of this powerful tool! Once you have attended this introductory session, you can play around with the software and touch base as and when necessary for queries and clarifications!



**WEB QUEST Workshop Agenda**

**Description:**

Simply put, a Web quest is an assignment which asks students to use the World Wide Web to learn about and/or synthesize their knowledge a specific topic.

Why should you create/use a web quest?.

* First, a good web quest puts the power of the web behind your topic.
* Web quests are a way to let students work at their own pace, either individually or in teams.
* A web quest lets students explore selected areas in more depth, but within limits that you have selected. This makes web quests ideal for classes which combine students with different ability levels.
* Web quests offer a different, more dynamic approach to teaching the value of research.
* While your students are probably already computer literate, a properly designed web quest can help students become creative researchers rather than simply "surfing" from one site to another.

Source www

**Total Time - 45.00 mins**

**In this workshop you will:**

* Build your ‘Resource Bank’ from WEBQUESTs already created by teachers the world over and access resources – totally free!- (available for all subjects and languages except Arabic –sorry!!)
* Access existing web quest rubrics that you can modify for your use
* Learn how to create your own web quest (only if necessary- for there is plenty available already!!)



**WIKIS WORKSHOP AGENDA**

**Description:**

A wiki (such as the uastechi-teachers’ wiki which you are reading right now) is a collaborative work space that enables you to share, access and collaborate resources and activities.

In this workshop you will learn to create your own wiki

* In order to have your wiki up and running when you leave the training session, it is essential that you bring along the following
  + - A clear idea of the class/grade for which you want to create a wiki for
    - An outline on paper of the navigation bar (the one on the left hand side which helps you navigate your wiki)
    - All resources for your class in a portable hard disk/USB
* Remember a wiki is a live space that keeps on getting updated as you go along. However, having a robust framework before you begin is the key to a successful wiki!

Highly recommended for IB classes – classes that involve collaborative work and drawing from a huge amount of resources. A wiki page created in Grade 11 IB class makes easy access for all resources when in Grade 12!

Time: 2 sessions – 45 minutes each. (some of you may not need the second session)

Please feel free to meet up with me if you need some support for initial preparations or have any queries on the same.



**BLOGS- WORKSHOP AGENDA**

**DESCRIPTION:**

No wiki is complete without a blog : a virtual space where students can communicate and collaborate

While a wiki can also be used to share and post comments, for the purpose of clarity in organization it is a good idea to keep the comments and postings on a separate site/BLOG and link the same to your wiki page. In this way, your resources and structured lesson activities can remain independent of the comments and postings made by your students.

The first reaction of seeing a class blog amongst students is that “ *Oh!! This is the new facebook”.*  The first challenge is in getting the idea across to students **very clearly,** that while it serves the same purpose such as facebook: a platform for communicating and collaborating, a class room blog is NOT FACEBOOK!! There are some rules that students need to adhere to in order to benefit from class blogs and setting these parameters right at the onset is essential to enhance the learning experience of students.

In this workshop you will visit various sites that you can adopt for your blogs and learn how to create your own blog where you can start an on-line discussion with your students. We will also visit some ‘Dos and Donts’ in classroom blogging and some blog etiquettes.

Time: 2 Sessions 45 minutes each (Some of you may not need the second session)



**­­­­­AUDACITY - Workshop Agenda**

**Description:**

Audacity is a free, easy-to-use audio editor and recorder for Windows, Mac OS X, and GNU/Linux.

You can use Audacity to:

* Record live audio;
* Cut, Copy and Paste, Delete, Duplicate, and Split audio files;
* Change the speed, pitch or volume of a recording;
* Apply effects to any part of the sound;
* Align audio segments.

Highly recommended for :

\*All language teachers (great to teach Poetry and linguistic skills)

\*Those signed up for creating Podcasts (recording an Audio file is the first step for creating a Podcast)

In the workshop you will be learning all of the above; in short everything you need to become a “Rock Star!!”

Time: 45 minutes



**PODCASTING – WORKSHOP AGENDA**

**Description:**

A “podcast” is a buzzword to describe a very simple concept: an audio or video file available on the Internet for you to listen to and/or watch. Though people think of podcasts as audio recordings, a Podcast can contain any type of file: audio, video, PDF, or other. For this workshop we will focus on audio files.

In this workshop you will learn…

* 1. How to create an audio content and save it in MP3 format.
  2. To publish your audio file
  3. Create your Podcast news feed (RSS feed) so that others can subscribe and listen to your podcast.
  4. Publish your Podcast news feed
     + In other words be a *Podcaster!!*

Time : 1 hr 30 minutes ( two 45 minute sessions)

Pre-requisite: Should know how to use Audacity.

Recommendation: Podcasting is a powerful way of creating class rooms without walls!! Have students from other parts of the world subscribe and comment on the podcasts of your students and thereby foster and encourage collaboration beyond just your classroom!

Very popular in world class IB schools!



**WINDOWS MOVIE MAKER – WORKSHOP AGENDA**

**Description:**  If you are fed up of students presenting their work through Powerpoint presentations in your classrooms, why not add a *zing* to your presentations through DIGITAL STORYTELLING – using Windows Movie Maker?!!

In this workshop you will learn

* 1. How to create a movie from scratch in Windows Movie Maker
  2. To edit timeline and add audio to your movie.
  3. Add credits and sub titles to your presentation
     + In other words to say good bye to PPTS!!

Time : 45 minutes



**Adobe Photoshop – Workshop Agenda**

**Description:**  With the Christmas season round the corner and exciting travel plans, a session in Photoshop is all that you need to savor those special moments time and again!!

How about becoming a “Photoshopper” before you leave for holidays and also help your students to bring in their holiday excitement into the classroom with Photoshop?

In this workshop you will

* 1. Learn the amazing power of this professional tool in editing photographs and images
  2. Learn the tricks of the trade to create amazing collages.
  3. Gather ideas to make your History and Language lessons more interesting through Photoshop!

Timing : 45 minutes

Photoshop is a professional tool used in the industry of photography and media publications. Hence the software can be taught for a period of one year to become a pro!! However our session we will only skim the cream and will focus on the basics, yet give you the necessary skills to produce close to professional looking ‘photoshopped’ images.