

## **Professional Development Plan: Introduction to the Middle School Computer Labs.**

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Goal: to introduce the teachers of the middle schools to the new IBM Pentium III computers in the networked labs with regard to the following aspects:

- Network operation – Novell Client for Windows 95/98.
- Work station security – Visual CASEL.
- Client/workstation OS – Microsoft Windows 98.
- Software applications available for curriculum integration and classroom use.
- Guidelines and procedures for teacher supervision of student use of the labs.
- Role of the aides to assist with lab maintenance and troubleshoot computer/network problems
- Communication with the Technology Office
- Role of the staff developer to work with the classroom teacher to design and implement technology integrated lessons as well as to provide instruction and support for computer user at various levels of skill, competence, and comfort.

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### **Network operation – Novell Client for Windows 95/98.**

Teachers will understand the log in and log off procedure. An explanation of basic client/server relationship will be offered to garner understanding and confidence using a networked computer. Teachers will need to know that the applications reside on the hard drive of each workstation and that the server provides print sharing and file storage for each user as well as network management and security.

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### **Work station security – Visual CASEL.**

Those aspects of Visual CASEL that affect the teacher desktop view and the student desktop view will be reviewed. Teachers will open and close each of the icons on the desktop attempting to explore in order to demonstrate the limitations for security purposes that V CASEL places on the user. At this time, no discussion of the functionality that V CASEL might afford teachers will be considered.

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### **Client/workstation OS – Microsoft Windows 98.**

Teachers will be encouraged to share their understanding of Windows 95/98 with each other to increase comfort level and skill. The Windows desktop will be viewed and explained. Teachers will need to know how to open and close an application and/or a file within an application. The “Start” menu and “Programs” off the “Local Drive” will be explored to introduce teachers to the applications available and practice opening and closing applications. Functions such as “Save,” “Save as,” and others available from the “File Menu” will be reviewed through a look at Microsoft Word. Other basic program functions will be considered when using a particular application.

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### **Software applications available for curriculum integration and classroom use.**

Teachers will be given the opportunity to view the applications available. From the “Start” menu, teachers will go to “Local Drive” and then to “Programs” to see the list of various application groups and specific programs. Teachers should be allowed some time to explore this applications. The staff developer will make it clear that he is available for individual tutoring or group work on applications throughout the day as follow-up to the PDP. Examples of ways that programs such as Inspiration, Publisher, or Power Point can be integrated into classroom learning will be presented.

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### **Guidelines and procedures for teacher supervision of student use of the labs.**

**Role of the aides to assist with lab maintenance and troubleshoot computer/network problems.**

**Communication with the Technology Office.**

**Role of the staff developer to work with the classroom teacher to design and implement technology integrated lessons as well as to provide instruction and support for computer user at various levels of skill, competence, and comfort.**

The above aspects of use of the computers in a school affect professional development and teacher attitude. These may be presented verbally and/or in writing. However presented, these concerns are important and need to be clarified and consistent.

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### **Schedule: PDP – 7:55 – 8:35**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
			Jan. 4 Saxton	Jan. 5 Saxton
Jan. 8 Oregon Math Dept. only	Jan. 8 Saxton	Jan. 10 Saxton Follow-up	Jan. 11 Oregon	Jan. 12 Oregon
Jan. 15-No School	Jan. 16 Oregon	Jan. 17 Oregon Follow-up	Jan. 18 South Ocean	Jan. 19 South Ocean
Jan. 22 Oregon Math Dept. only	Jan. 23 mid-terms	Jan. 24 mid-terms	Jan. 25 mid-terms	Jan. 26 mid-terms
Jan. 29 Oregon Math Dept. only	Jan. 30 South Ocean	Jan. 31 So. Ocean Follow-up		