

## How to Register

All registration will be done online through **My Learning Plan**.

### STEP 1

Go to: <http://www.berksiu.org>

### STEP 2

Click on "Quick Links" and select "My Learning Plan."

### STEP 3

Click on the "**Click here to view the course catalog**" link.

### STEP 4

Enter the course title in the SEARCH TERM box.

Press the ENTER key on your keyboard.

### STEP 5

Select "**Click to Enroll**" and choose the link that applies to you:

**I'm a registered user** – select this option if you have already created a personal account in MyLearningPlan (MLP).

**I'm a new user** – Select this option if you do not have an account. By completing this you are establishing an account with a username and password in a secure location for future reference. You can update or change any of this information as needed. This account will also allow you to check the status of your registration, print a receipt, and maintain your records.

**I'm a MyLearningPlan.com user** – Select this option if you have an account with MyLearningPlan.com.

If you forget your username and password, send an email to: [info@mylearningplan.com](mailto:info@mylearningplan.com).

### STEP 6

Follow the on-screen prompts to enroll.

### STEP 7

For workshops with associated fees, please select from one of the available payment options (credit card, check, and/or purchase order). Please include a copy of your completed registration form with payment made by credit card or purchase order.

#### Please remit payment to:

Berks County Intermediate Unit  
Attn: Accounting  
P.O. Box 16050  
Reading, PA 19612-6050

#### Contact: Marcelle McGhee

Educational Technology Services  
610-987-8379  
[marmcg@berksiu.org](mailto:marmcg@berksiu.org)

**NOTE:** Registration will not be complete until payment verification has been received.

Course fees are not refundable after the posted registration/cancellation deadline.

When payment is completed, a receipt can be printed by logging in at [www.MyLearningPlan.com](http://www.MyLearningPlan.com).



Not sure what Web 2.0 is?  
Want to get the scoop on wikis, blogs, and podcasts?

Do you have a SMART Board in your classroom?  
Want to learn how to make great use of it?

Curious about Google Docs and other apps?  
Eager to make movies?

Advance your skills and expand learning  
opportunities for students.

Take advantage of these 21st century  
technology workshops.



2010 summer  
course schedule



**BCIU** Berks County  
Intermediate Unit  
an educational service agency

helping schools excel | helping children learn

1111 Commons Blvd. | P.O. Box 16050  
Reading, PA 19612-6050 | 610-987-2248  
FAX 610-987-8400 | TTY 610-987-8401 | [www.berksiu.org](http://www.berksiu.org)

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**BCIU**  
Berks County  
Intermediate Unit  
an educational service agency



### course offerings:

6/21/10	Learn the Basics of Microsoft Word 2007	8 a.m. to 3 p.m.	pg. 3
6/22/10	Introduction to Web 2.0 for Educators	8 a.m. to 3 p.m.	pg. 3
6/24/10	Make Learning Exciting With Your Promethean Board!	8 a.m. to 3 p.m.	pg. 4
6/29/10	Microsoft PowerPoint 2007: Learn How New PowerPoint Features Can Enhance Your Presentations	8 a.m. to 3 p.m.	pg. 4
6/30/10	Intro to Microsoft Excel 2007	8 a.m. to 3 p.m.	pg. 4
7/07/10	Moodle: Learn How Moodle Can Enhance Learning and Promote Collaboration Among Students	12 p.m. to 3 p.m.	pg. 4
7/14/10	Moodle: Learn How Moodle Can Enhance Learning and Promote Collaboration Among Students	12 p.m. to 3 p.m.	pg. 4
7/15/10	Microsoft Excel 2007: Beyond the Basics!	8 a.m. to 3 p.m.	pg. 5
7/16/10	Microsoft Publisher 2007: Create Engaging Publications	8 a.m. to 3 p.m.	pg. 5
7/19/10	Polycom Training—Videoconferencing—Virtual Field Trips	8 a.m. to 3 p.m.	pg. 5
7/20/10	Digital Photography & Cool Websites	8 a.m. to 3 p.m.	pg. 5
7/28/10	Using Google Docs and Other Google Applications in the Classroom	8 a.m. to 3 p.m.	pg. 6
7/29/10	Enhance Learning Using Your SMART Board!	8 a.m. to 3 p.m.	pg. 6
8/03/10	Introduction to Blogs and Wikis for Educators	8 a.m. to 3 p.m.	pg. 6
8/04/10	Word 2007 Advanced	8 a.m. to 3 p.m.	pg. 6
8/11/10	Using Google Docs and Other Google Applications in the Classroom	8 a.m. to 3 p.m.	pg. 6
8/12/10	Introduction to Web 2.0 for Educators	8 a.m. to 3 p.m.	pg. 3



for students working as a classroom or as groups in a classroom. This session will demonstrate the basics of using some of the most popular blog and wiki sites to make your classroom a "21st century classroom." Get a jump start on setting up your blog and wikis for the new school year.

### Word 2007 Advanced

Date: August 4, 2010

Time: 8 a.m. – 3 p.m.

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools)  
\$120 (other)

Location: Berks County Intermediate Unit  
Lab B

Presenter: Marcelle McGhee  
Act 48: 6 hours

In this workshop, we will explore the new features of Word 2007. Learn about Smart Art and how to use and modify all the thousands of templates available for Word 2007. Use the new ART styles feature to make your classroom newsletters POP! Learn how to create just one document and use the Word mail merge feature to duplicate it for correspondence with multiple parents. See how you can make one sign-in sheet for Parents' Night and re-use it every year. Make your practice homework sheets fun and inviting with Word 2007. Bring your flash drive and samples of your current documents; you will have lots of time to create masterpieces for your classroom.



## Digital Photography & Cool Websites



Date: July 20, 2010  
Time: 8 a.m. – 3 p.m.  
Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Room 157

Presenter: Rob Lipton  
Act 48: 6 hours

Have tons of photographs on your computer and wish you could correct imperfections such as red eye and poor exposures? Come see how Picasa, a free Google App, can rescue your photographs. Educators, jazz up your school web pages with digital photography. Show off your class activities in the best possible light. Create digital scrapbooks to document your activities. The second part of this class will introduce you to some cool web sites that will enhance and add excitement to your classroom.

## Using Google Docs and Other Google Applications in the Classroom

Dates: July 28 or August 11, 2010  
Time: 8 a.m. – 3 p.m.

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab B

Presenter: Rob Lipton  
Act 48: 6 hours

This 6-hour workshop is an overview of Google Docs and other Google applications and how they may be used in an educational environment. This hands-on workshop will provide lesson ideas, hints, and pitfalls to avoid as we explore the implementation from a teacher's perspective in a classroom setting. If you want to advance productivity and

collaboration in your classroom, come to this workshop. We will be using Google docs, Google presentation, and the Google search engine. Don't have a Google account? You can create one in the class.



## Enhance Learning Using Your SMART Board!

Date: July 29, 2010  
Time: 8 a.m. – 3 p.m.  
Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Room 157

Presenter: Marcelle McGhee  
Act 48: 6 hours

How does a SMART Board interactive whiteboard change your class? Learn the basics of the SMART Notebook software and how to use the Essentials for Educators Gallery to enhance student learning. You will also learn how to create nonlinear presentations, add multimedia, and use other advanced techniques to create truly engaging presentations or use as a tool to collaborate on project ideas. Bring your lesson plans with you! It's all hands on! Time will be given for participants to create and complete their own notebook projects. Flash drives are recommended so you can take your projects with you!



## Introduction to Blogs and Wikis for Educators

Date: August 3, 2010  
Time: 8 a.m. – 3 p.m.

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab B

Presenter: Rob Lipton  
Act 48: 6 hours

Blogs and wikis are fast and easy tools designed to quickly publish content on the Web. Come discover how they can help you engage your students and also connect with parents. Blogs are a great way to get feedback from your students. Wikis are a wonderful collaboration tool

### Class information

- All classes are held at the Berks County Intermediate Unit.
- Participants will receive confirmation via e-mail.
- To register, please go to [www.berksiu.org](http://www.berksiu.org) click on "Quick Links" and select the "My Learning Plan" link. Full registration instructions can be found on page 8. If you are interested in a course and the date or time is not convenient, or if you wish to suggest additional course offerings, or need more information, please call 610-987-8371.
- For information about on-site computer training in your office, classroom, or computer lab, please call **Marcelle McGhee**, Educational Technology Services, at 610-987-8379.
- Inclement weather? Please call 610-987-BCIU after 7:30 a.m. to learn the status of your course.
- **Cancellation deadline:** 10 days before date of course or workshop. Refunds cannot be made if the participant cancels less than 10 calendar days before the class.
- All classes with fewer than five participants registered by the deadline will be cancelled. Registrants will be notified by e-mail, and their payments will be refunded.
- **Special Needs:** If you have special needs as addressed by the Americans with Disabilities Act and need assistance at this event, please contact the BCIU's Civil Rights Compliance Officer at 610-987-8470 at least one (1) week in advance. Reasonable efforts will be made to accommodate you.

### On-site training also available

BCIU offers training to educational staff and the community at on-site locations. We have sessions in computer platforms, basic computer skills, software application programs, Internet skills training, curricular software evaluation, and integration of computer technology into the curriculum. We schedule our classes at the convenience of your organization.

### Act 48 Credit Available



## Summer Workshops 2010: Using Technology to Enhance Instruction

### Learn the Basics of Microsoft Word 2007



Date: June 21, 2010  
Time: 8 a.m. – 3 p.m.

Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Marcelle McGhee  
Act 48: 6 hours

This 6-hour workshop will show participants the basics of MS Word 2007, including exploring the new ribbon menu interface, how to save and open documents, save documents with different names, edit text, delete and rearrange text, cut and paste text, fix mistakes, and proof documents. In addition, improving the presentation of text by formatting text and paragraphs with different fonts, different font styles, and other formatting aspects will be discussed. You will also learn how to integrate graphics and photo elements from the Internet to create more pleasing and interesting documents. Bring your lesson plans and a flash drive; there will be lots of time for "make and take" work.

### Introduction to Web 2.0 for Educators

Dates: June 22 or  
August 12, 2010

Time: 8 a.m. – 3 p.m.

Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Rob Lipton  
Act 48: 6 hours

Everybody is talking about Web 2.0, but exactly what is it? This workshop is for you! Learn all about the different Web 2.0 tools. The emphasis



will be on how they are used in an educational setting. Invigorate your classroom by using these tools to engage and encourage collaboration with your students. Bring your lesson plans with you and see how you can integrate these tools into the learning environment.

### Make Learning Exciting With Your Promethean Board!

Date: June 24, 2010

Time: 8 a.m.– 3 p.m.

Target Audience: Educators, grades K-12  
Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Marcelle McGhee

Act 48: 6 hours

How does a Promethean interactive whiteboard change your classroom? How does it work? How does your current software work on it?

Explore Promethean Planet, download and modify already created Flipcharts with lessons plans. Flip Charts are available for just about every subject area! Learn to create your own Flipcharts to enhance your student learning. Use the Activotes system to

instantly assess student learning. Bring your lesson plans with you; there will be lots of time to work on them. It's all hands-on! Don't forget your flash drive to take your "stuff" with you. Get a jump on the new school year!



### Microsoft PowerPoint 2007: Learn How New PowerPoint Features Can Enhance Your Presentations

Date: June 29, 2010

Time: 8 a.m.– 3 p.m.

Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Marcelle McGhee

Act 48: 6 hours

Tired of grading endless boring PowerPoint assignments? Come see how, with little extra effort, PowerPoint 2007 can transform your



slide shows into amazing presentations! Bring already created shows with you (PowerPoint 2003, bring those too!), you will have lots of time to improve them. Bring lesson plans to the class and see how you can integrate PowerPoint into your curriculum. Ever wanted to integrate videos, sounds, and movies into your PowerPoint? You will have the opportunity to do so. Bring your videos on your flash drive. It's all hands-on! Don't forget your flash drive to take your "stuff" with you.

### Introduction to Microsoft Excel 2007

Date: June 30, 2010

Time: 8 a.m.– 3 p.m.

Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Rob Lipton

Act 48: 6 hours

This 6-hour workshop will introduce basic commands, functions, and capabilities of Microsoft Excel 2007. It is designed for computer users who are new to spreadsheets, or who plan only to use Excel occasionally. If you are a current Excel 2003 user, we recommend you take **Microsoft Excel 2007: Beyond the Basics!**



### Moodle: Learn How Moodle Can Enhance Learning and Promote Collaboration Among Students

Dates: July 7 and July 14, 2010

Time: 12 p.m.– 3 p.m. (both days)

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Lab A

Presenter: Chris McCaffrey

Act 48: 6 hours

Moodle allows educators to create online classes, which students can access as a virtual

classroom. A typical Moodle home page will include a list of participants (including the teacher and students) and a calendar with a course schedule and list of assignments. Other Moodle features include online quizzes, forums, where students can post comments and ask questions, glossaries of terms, and links to other Web resources. Come see how a school district in Berks County is already using Moodle to enhance learning.

### Microsoft Excel 2007: Beyond the Basics!

Date: July 15, 2010

Time: 8 a.m.– 3 p.m.

Target Audience:

Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Room 175

Presenter: Rob Lipton

Act 48: 6 hours

This 6-hour workshop is a continuation of **Introduction to Microsoft Excel 2007**. Upon completion of this workshop, participants should be able to: apply built-in and custom formats; change cell size and alignment; use the Format Painter and conditional formatting; hide and unhide rows and columns; use styles and views; change Excel options; create and name ranges of cells; use various commonly used Excel functions; use the Fill command and the AutoFill handle. Come see how Excel can help with classroom management.



### Microsoft Publisher 2007: Create Engaging Publications

Date: July 16, 2010

Time: 8 a.m.– 3 p.m.

Act 48: 6 hours

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Room 175

Presenter: Marcelle McGhee

The first part of this class will introduce you to basic desktop publishing concepts, explore templates and wizards, insert text frames and



graphics, and create columns. More advanced components, such as publication designs, frames, modifying clip art, wrapping text, and scaling and cropping pictures will also be explored. In the second part of the class, you will learn to integrate Publisher into your lessons. No more boring brochures! Have your students create more interesting, interactive, and exciting publications in a few easy steps. Use Publisher to create that "school and home" connection with parents through newsletters, flyers and brochures. Recognize student achievements with certificates, bookmarks, stickers, and various other motivational tools. Bring your lesson plans and a flash drive; there will be lots of time for "make and take" work.



### Polycom Training Videoconferencing Virtual Field Trips

Date: July 19, 2010

Time: 8 a.m.– 3 p.m.

Target Audience: Educators, grades K-12

Cost: \$95 (employees of K-12 Berks County schools) \$120 (other)

Location: Berks County Intermediate Unit  
Education Centre\*  
Room 177

Presenter: Marcelle McGhee

Act 48: 6 hours

No money for field trips? No problem! Virtually take your classes to anywhere in the world. Have them interact with other students, attend a presentation, visit a museum or the zoo, even swim under water with dolphins. Part 1 of this class will train you in using the Polycom equipment at your school. You will get to practice calling other Polycoms and making successful connections. Part 2 will explore the many FREE resources available for virtual field trips. We will be connecting to two field trip sites.

**\*This class is held at the BCIU Education Centre located at 2101 Centre Avenue (Route 61) across from First Energy Stadium.**