**Mrs. Scott’s Maternity Plan**

Magnet Program

* Overall Program Management/Tech Benchmarks (Ged O’Donnell/Tavy Fields)

* Weekly EmPOWERment Sessions (Tech Team/Donna Martin)
  + Tech team members will host weekly EmPOWERment sessions based upon topic decisions of team/Donna/ILT. Topics should be selected based upon need.
  + **Topic Suggestions are as follows (these may be changed as deemed necessary):**

|  |
| --- |
| Review of Technology Benchmarks |
| Using Tech to Differentiate Learning (Create Differentiated Lessons and QR Codes based upon Data) |
| Seamless Tech Integration (Finding easy ways to integrate tech into lesson plans). This session will allow teachers to look at an upcoming LP and find easy ways to build in tech) |
| Creating Student Dictionaries/Study Guides using Tech |
| Creating Audiobooks |
| The Ins and Outs of Google Docs (Brent Miller can host session) |
| Linking Learning A-Z books & iBooks (Adjoa Rankin can show tech team members) |
| Effective Uses of the Epson projector (contact Amy Todd) |
| Using the Document Camera to Enhance Learning (Brent Miller) |
| Application Expo (may last several weeks. Showcase apps that are not currently being used to their full potential) |

* In Class Modeling (Brent Miller/Donna Martin/ Tech Team Members will showcase for their grade level)
* Digital Literacy Resources to staff (J. Hill/ Latina Robinson)
* Apple Volume Purchasing Program/Magnet Funds (Tavy Fields)
* App Organization/ Folder Management For Each Grade Level (Brent Miller)
* Apple Professional Development (Friday sessions will be held from 8-2 PM and Saturday sessions are from 9-1 PM)
  + December 9th & 10th - iLife
  + January 27th and 28th-Challenge Based Learning
  + March 16th & 17th-Implement & Manage/ Collaborate & Share
* Staff Meetings (10 minutes of Technology)
  + Rotation Schedule of Presenters
    - Sept. 2011- Miller (Rocket Math)
    - Oct. 2011- Miller (Navigating Through Common Tech Issues)
    - Dec. . 2011- Amos (e-clicker)
    - Jan. 2011- Rankin (TBD)
    - Feb. 2012- Gamble (TBD)
    - Mar 2012- Wells (TBD)
    - April. 2012- Branch (TBD)
    - May2012- Brunson (TBD)
    - June 2012- Wall (TBD)
* Update Run of Show (Toneysha Amos)
* Community Showcase Days (ILT Team)
* Facilitate Goal Team Meetings (Toneysha Amos)
* Inappropriate Usage Forms/ Damaged iPad Report (submit to Brent Miller & Ged O’Donnell)
* Magnet Fair (Matt Wells)
* Technology Integrated into Parent Nights (Tech Team)
* Tech contracts/photo consent (Kim Whitfield)

Science Instruction

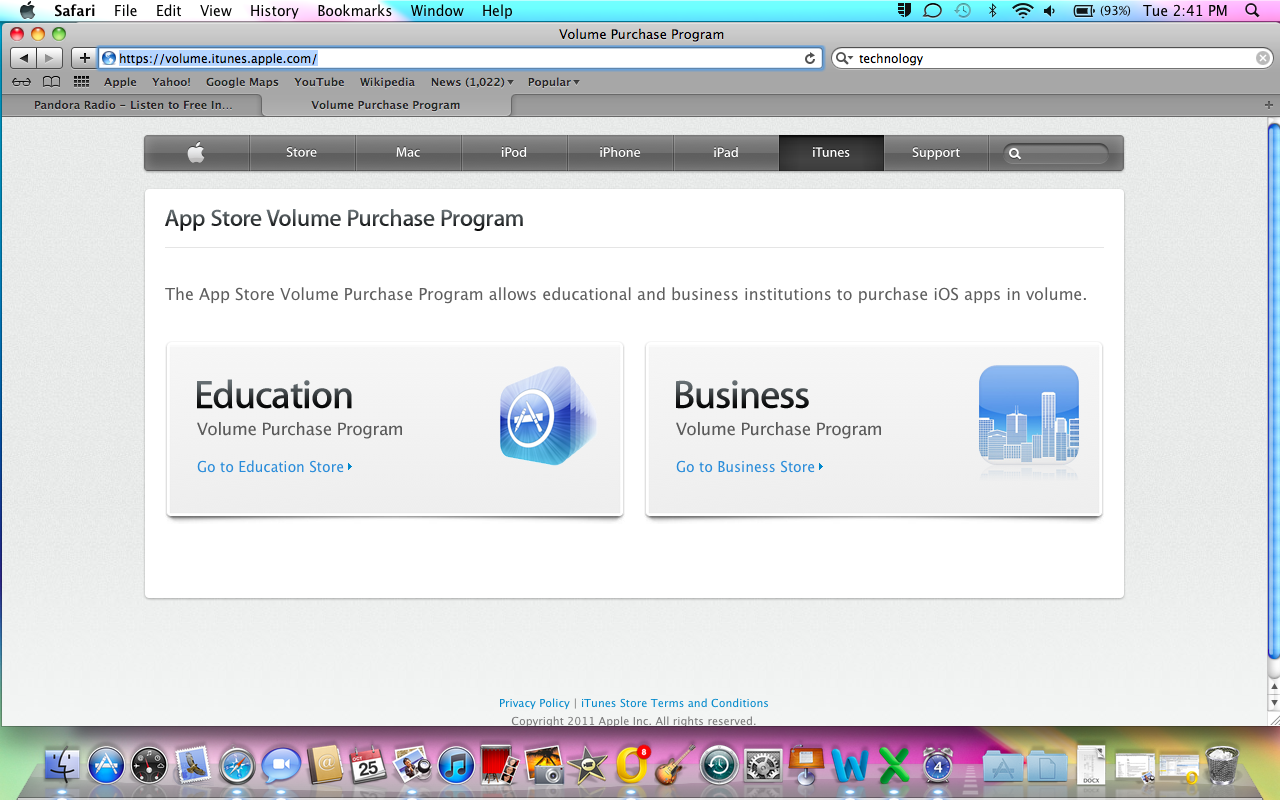
* SGAs and IBMs (Aimee Flaherty/Latina Robinson)
  + SGAs are paper assessments. However, with the online science benchmark, I suggest that we set up MacBooks in the Media Center and in Room 4032. If we stagger testing and have 2 classes test in the morning and 2 in the afternoon (or the next morning), then we should not run into networking issues.
* Check for Lesson Plans (Aimee Flaherty and/or LaTina Robinson)
* Data Disaggregation (ILT)

SES Tutoring

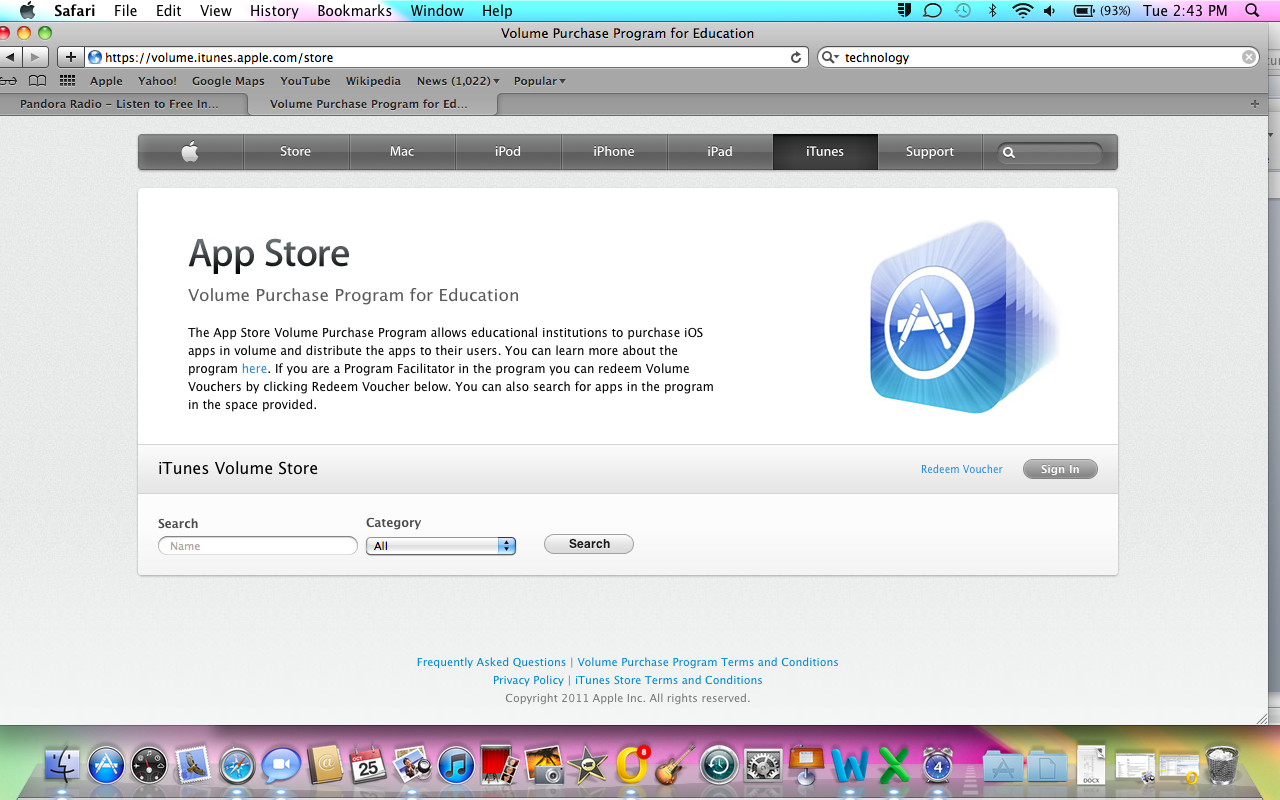
* Program Management (Aimee Flaherty)
  + To Do List
    - Print Approved Tutor List (place in binder on front counter in main office. Kim W. can do this, if you ask nicely ☺) All tutors need to sign in in the front office. Their name MUST be on the approved list or they can NOT tutor. If you run into an issue call Bonnie Ham or Lana Spence ASAP at 370-2368.
    - Place company folders in file organizer on counter in main office
      * Each folder should have a copy of the provider guidelines, room assignments, student attendance sheets, and transportation list for their company
    - Table Tents in Assigned Locations
    - Assign responsible 5th grade student helpers to pass out snack. ALL students MUST take a milk and a snack. Once all students have gotten snack, verify that there is an equal number of remaining milks and snacks; otherwise, we will be charged additional fees by Child Nutrition.
    - Send all bus issues, questions, and changes to Tammy Whitaker and June (Betsey) Kelly. All after hours bus issues can be directed to Betsey at 669-9838.
    - Student attendance sheets need to be sent to Lana Spence in Title I (Franklin Blvd) weekly.
    - Make an announcement at 4:30 for dismissal. The code to do this is 5#10 (See Kim W. ‘s board if you need help)
    - Stacey Young will assist with car riders after tutoring sessions are over.
    - Keep track of your time and send it to Wanda. Verify with her the date she needs it each month.

Volume Purchasing Program Information (Tavy Fields)

Step 1: Go to <https://volume.itunes.apple.com/>



Step 2: Click on Go to Education Store



Step 3: Click Sign In

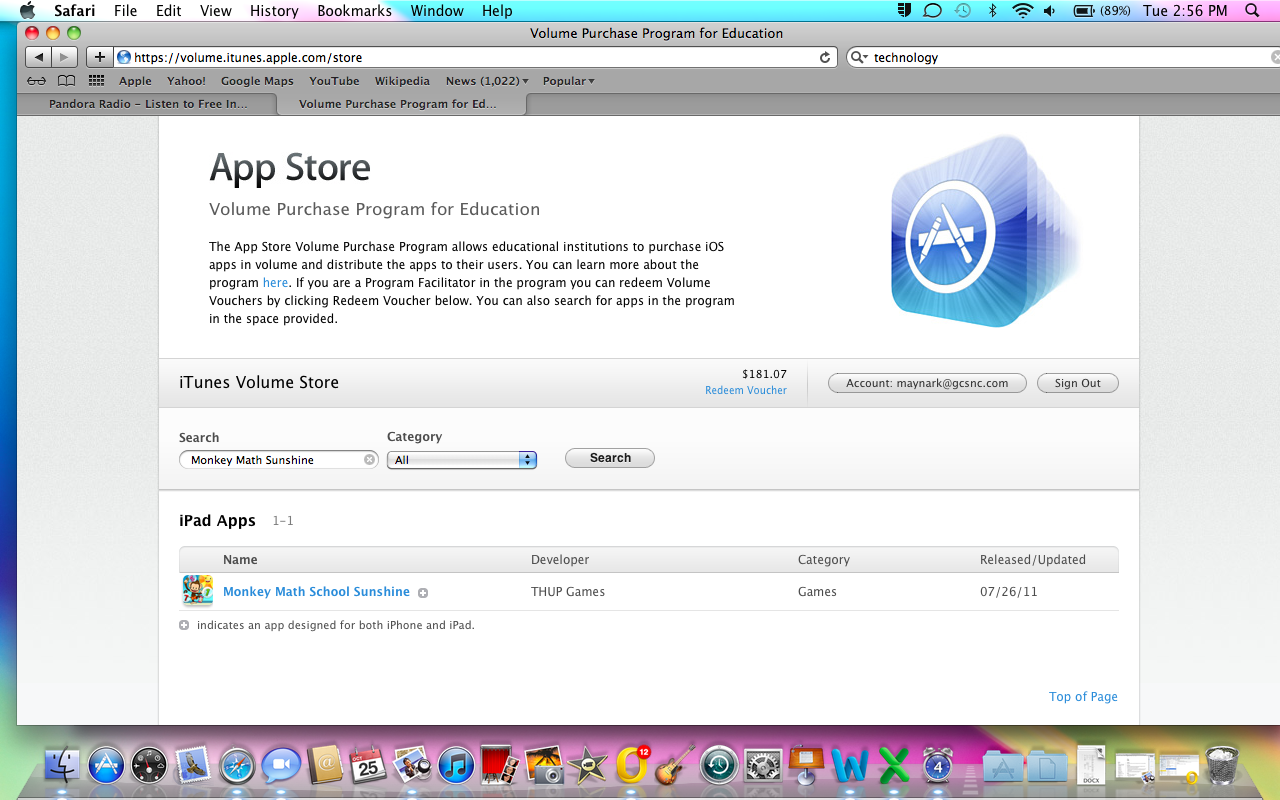
Apple ID: [maynark@gcsnc.com](mailto:maynark@gcsnc.com)

Password: M0ntl13u2011 (the 0 in the password are ZEROS and not the letter O)

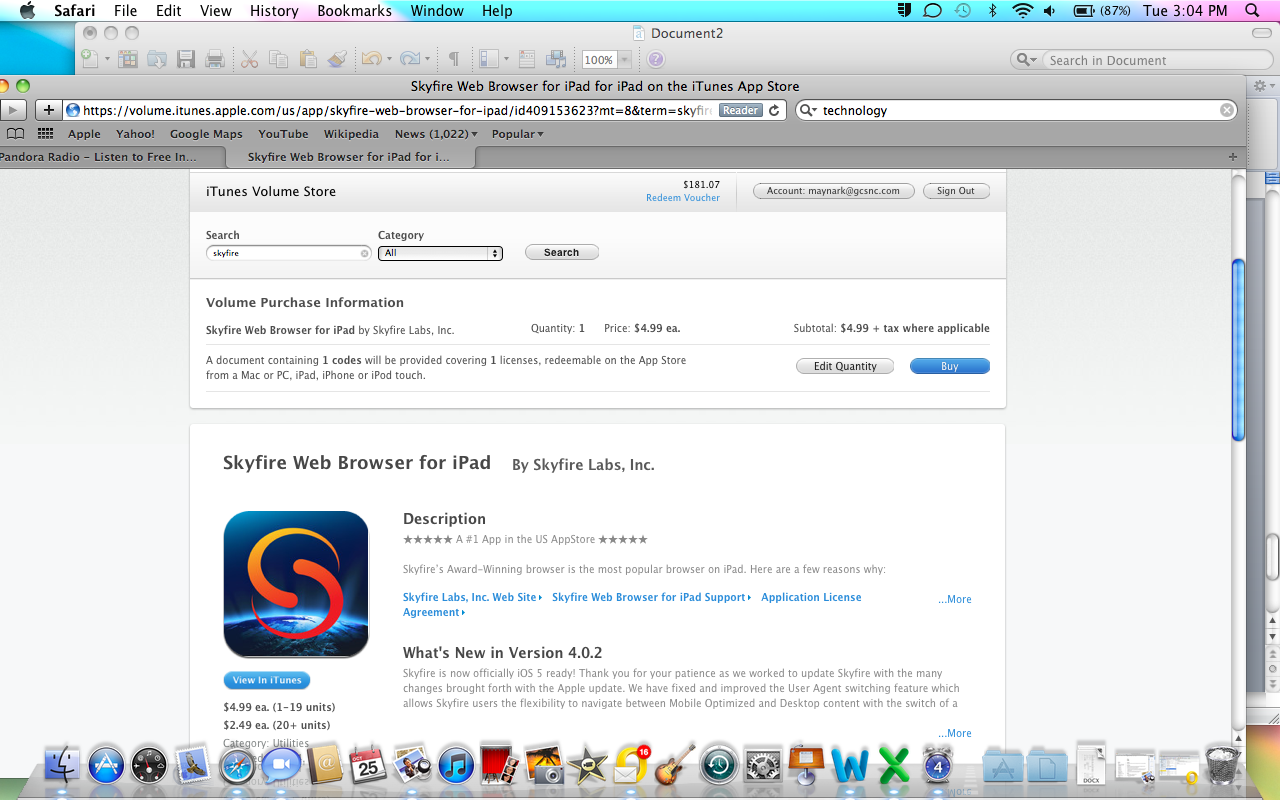
Step 4: In the search feature, type the name of the app the you are looking for. Sometime this can be tricky so you may have to enter the name a couple of times due to some letters being capitalized and some not. When in doubt, search the app in Google to see how it is written.



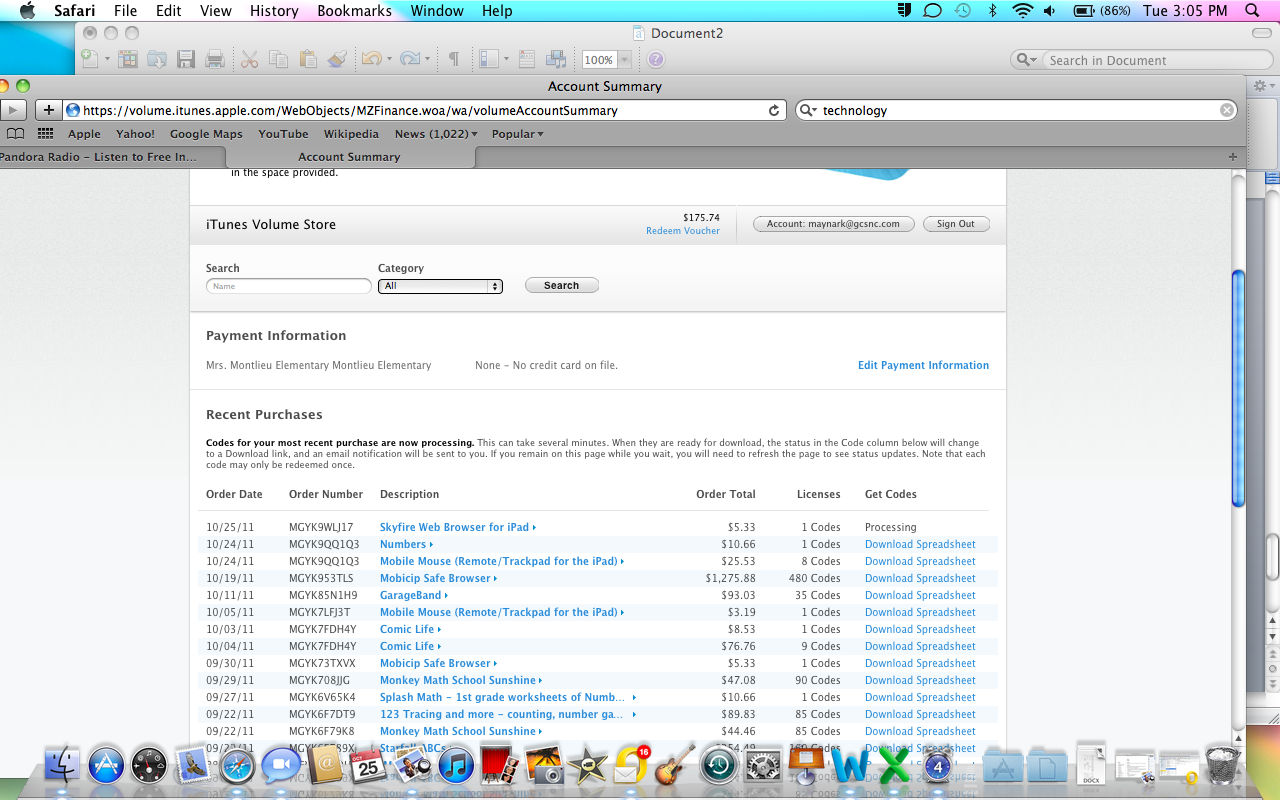
Step 5: After have found the app that you would like, it should appear as an iPad app in the lower section. Click on the correct app name, and then enter the quantity of apps that you would like to purchase. In the bottom portion of the screen, you are able to view the app info, reviews, etc. Typically, I purchase 1 copy and then try it out first to see if it is worth presenting to the Tech Team.



Step 6: Click continue after entering the quantity. Verify your information and then click BUY.



Step 7: You will see a list of all of the apps that we have purchased so far this year. The first app should be the one that you are currently purchasing. It will tell you the name of the app, the order total, the number of licenses you are purchasing, and then should say PROCESSING.



Step 8: It should automatically switch over and allow you to DOWNLOAD the spreadsheet of codes. However, if it does not, if you refresh the page, it should allow you to them open your document that contains the codes that you purchased.

If this doesn’t work, try signing out and then signing back in. Once you sign back in, click where it says ‘account: maynark@gcsnc.com’ and it will bring you the Recent Purchase screen.

If additional funds are needed to purchase apps, Ged has the remainder of the gift cards.

**THANKS FOR YOUR HELP!! ☺ ☺ ☺**