

Archdiocese Technology Coordinators Meeting  
March 10, 2010

Host: Wendy Mitchell  
Holy Name of Jesus

Members Present:

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Google Apps presented by  
Jill Elfering  
Katie Atlas

Using Google and Google Tools in the Classroom (Teacher Created Resources)

Google For all schools not always the answer  
Exchange server needs to be set up exactly as Google Exchange suggests to use e-mails  
Contacts do not migrate but can migrate from a client to google

Setup:

pretty easy ... use same usernames and passwords as students use to get onto server  
On Dashboard can turn on or off certain sites  
Separate domain for teachers and one for students  
e-mail turned off for students at these schools  
Postini – google contracted service for e-mails. Free for education now  
Have to qualify for the education addition to get the free edition.

Docs will accept any kind of file. When you want to open it up would have to have the same kind of program to download the file to. Eg – Word.

Management of e-mail for students. Either you are an admin or not. A user can be set to administer the domain or not. Can use this version online at home.

Services: Users – default is 50 users. Can request more users by filling out a request more users because we are an educator.

Jill uses 3<sup>rd</sup> – 8<sup>th</sup> grade. Katie has 4<sup>th</sup> – 8<sup>th</sup>.

Have e-mail account in order to create an account for students

Katie at Highland Catholic: Signed statement by parents in order to use google docs since it isn't in the internet use policy.

Accounts have for kids – address . first init last name@ domainname (can get a new domain name through google apps \$10.00 a year) May want to get a different domain name for students so they can choose different services for students than teachers. Permissions set up at domain level.

*e-catholic schools address? Keeps messages for up to 2 weeks.*

*Discussion about policy on technology interaction between teachers/staff and students ...  
Nothing written about being friends on facebook or what crosses line with teacher/student e-mails. Schools unwritten policy ...*

*Teachers shouldn't friend parents or students on facebook.*

Everything active for teachers... not a big fan of video but only an administrator can put videos on and upload.

Google retains e-mails (7g of storage for each person). Never delete is taught to teachers. Have to archive if want it out of their inbox. Archives go in an all-mail folder. Does delete from trash after 30 days. All Mail has all mail that is in your g-mail folder. Discussion as to how long need to keep e-mails ...3 years for e-mail teachers need to keep??? Anyone know for sure??

Holds outgoing and incoming e-mail.

Users and groups: More of admin side.

Can't create their own global address

Can add groups of email address for people who are not in your list.

Calendar:

Collaboration – freeware for importing calendars

Get teachers to access their training money title 11 money

ISTE nets at Iste.org – shows standards for teachers and administrators as well as students

Title 11 monies may allow you to set up something separate from workshop trainings. For some schools it is the only way to get trainings for technology. Offer trainings together with another tech coordinator from a different school... Most things are not platform specific ... teach how it works not just for a certain platform. If you would be interested in training groups let us know. Google apps ... have to make the jump to open google doc instead of Microsoft word. Google Chrome has some limitations for printing. In internet settings ... remove headers.

This is solely internet program. Have to have reliable internet. It's easier to upgrade internet bandwidth for some schools than to upgrade servers.

Create a new document and after done, under share , invite people you want to share to. Can see who is in their contact lists. Can share with anyone who has a gmail account. Add without sending an invitation...will get this doc next time enter their docs. Can create folders and share them with teachers.

Share link – to see who has access ... **see who has access** and click on **people with access**  
If send someone an e-mail ... no read receipts. Can see if they made any changes in a document but not e-mail. When you send an e-mail to a group don't get a copy unless you send it to yourself ... even if you are a member. Can share folders or documents. Chrome faster especially on google. Not as many bells and whistles. Firefox is the favorite for browsers for school reps in attendance.

Create help ticket sites:

Webhelpdesk.com – Free for one tech person  
Spiceworks (PC based)

Sites:

Can import your own knowledgebase  
Huruhelpdesk.net

For some schools, Teachers are required to start a site (schoolnotes – part of communications drive) with google apps there is a site there. All teachers have a google site that they need to update regularly. Some have run with this ... others struggle to update. Ability, interest, etc. all play a part in this update requirement.

Try to schedule a Tech playground ... teachers can play and technology helper will be in lab if you are interested in working on something or getting help. Whatever are the burning issues is what is encouraged to work on. Offer to be in the lab for a certain amount of time say for ½ hour once a week or so.

Kids updating websites ... can have a new one each week.

Create forms under **create new** ... click forms Follow lines

To add new questions ... click add item ... type in the question hit question type click done when done with questions. Can add as many questions as want. Can change theme, click Theme. If want to share click e-mail this form or can copy and paste link. If just send them the link ... anybody can get into it@!!!!

Blind carbon copy to everyone ... if go to spreadsheet can see how questions are answered. Set notification rules from the Share. Once done with form hit save and can go back into all items and can find spreadsheet. If want to edit form, hit Form on spreadsheet (right click on form) and click on edit form.

Help on google has videos as well.

If upload documents from word ... may change formatting. Missing possibly some word art.  
With presentations ... there are no transition pieces.

Contingency plan ... Do not rely on technology ... either have a hard copy or another media copy. Should also save to their folders to a hard drive or other backup media.

e-mail Jill and/or Katie with questions.

Molly Schroeder – good at google things – Michael will e-mail her contact. Offering classes at Hamline on google.docs etc. .

Some apple adapters are cheaper through monoprice.

I promo – flash drives on wrist band – pictures easier to put on flashdrive – ipromo \$9.66 each  
Required for grades 4,5,6. Need to check them out (2 g). 2 new Teacher Created Resources - internet literacy books just came out.

Interested in more bandwidth – go through archdiocese – contact James.

Integra phone and data on same bandwidth

Get you above DSL problem and put on t-1 – contact James.

Smartboards – Notebook software – Wendy will share

Public Schools – staff development going on all the time... How can we make this happen at our level and our schools?

Next Meeting:

April – 14 St. Joseph in Waconia

May 12 – CEFM