



# Instructional Technology Training Agenda Summer 2015

## Schoolwires – Classroom Website

- Accessing your Schoolwires account
- Site manage overview
- Understanding the section workspace
- Adding pages to your site
- Organizing pages on your site
- Using the action button
  - Managing page options
  - Getting the URL to your page
  - Copying a page
  - Moving a page
  - Deleting a page & using the recycle bin
  - Changing the page status, active & inactive

### 10 minute break

- Understanding the layout of a page
- Adding new apps to your page
- Deleting apps from your page
- Using the Flex Editor app
  - Adding text to your page
  - Pasting content from other sources
  - Creating hyperlinks
  - Uploading files and pictures
  - Sending content E-Alerts

### 10 minute break

- Using your calendar
  - Changing your calendar view
  - Selecting category events
  - Adding new events to your calendar
    - Attaching files
    - Recurrence
    - Registration events
    - Location & contact information
    - Posting to other calendars
    - Sending content E-Alerts
  - Editing and deleting events
  - Event rosters
- Running reports
- Subscribing to websites
- Your class web address
- Review of sample website with additional apps

### Lunch Break

## True North Logic – Professional Learning Management System

- Upcoming changes to True North Logic
- Accessing your True North Logic account
- Your dashboard page
- Accessing your in-service transcript
  - Finding a previous course
  - Reviewing course details
  - Certificates of completion
- Certification and Transcript
  - In-service points in the current validity period
  - Certification information and status
  - Transcripts
- Locating a course for enrollment
  - Locating by description
  - Locating by subject area
  - Required courses
  - Recommended courses
- Reviewing course details
- Registering for a course
- Withdrawing from a course
- Completing a survey
- Notifying Professional Learning of errors

### 5 minute break

## Stoneware – Single Sign On

- Accessing your Stoneware page
- Stoneware and single sign on overview
- Using a single sign on
- Searching for applications
- Customizing Stoneware
- Authentication settings
  - Changing your password
  - Setting challenge questions
  - Password manager
- Adding your own tiles to Stoneware
- Logging out of Stoneware
- Resetting an expired password

**The remainder of the day will be spent working on a class website for the 2015-2016 school year. Participants must stay the entire time to receive the full stipend.**