Spring

2009

EDUTECH

Educational
Technology Service

Genesee Valley
Wayne-Finger Lakes

Instructional Technology

Training Catalog

GROW

Workshop Offerings
• LeRoy

Full Day Workshops start promptly at 8:30 and end at 2:30 unless otherwise noted.
Course descriptions are available online at: http://www.edutech.org/training.cfm

Workshop Title	Times	Date
AccelerateU Student Online Presentation	8:30 – 10:30	01/30/2009
Journey North	8:30 -- 2:30	02/02/2009
Intermediate Word 2003	8:30 – 2:30	02/05/2009
Intro to Excel 2007	8:30 – 2:30	02/11/2009
Advanced Word 2003	8:30 – 2:30	02/12/2009
Intro to Senteo Interactive Response Systems	3:30 – 5:30	02/24/2009
Office Overview 2007	8:30 – 2:30	02/25/2009
Intro to PowerPoint 2003	8:30 – 2:30	03/03/2009
Intermediate Excel 2007	8:30 – 2:30	03/04/2009
SMART Board Basics	8:30 – 2:30	03/05/2009
Intro to Excel 2003	8:30 – 2:30	03/09/2009
Intermediate PowerPoint 2003	8:30 – 2:30	03/11/2009
Messing with Moodle	8:30 -- 2:30	03/13/2009
Intermediate Word 2007	8:30 – 2:30	03/16/2009
SMART Board Basics	8:30 -- 2:30	03/17/2009
Book Walks	8:30 – 2:30	03/18/2009
Beginner Access 2003	8:30 -- 2:30	03/19 & 03/20/2009

Workshop offerings
• LeRoy cont.

Full Day Workshops start promptly at 8:30 and end at 2:30 unless otherwise noted.

Course descriptions are available online at: http://www.edutech.org/training.cfm

Workshop Title	Times	Date
Blue Zones	3:30 - 5:30	03/23/2009
Intermediate Excel 2003	8:30 – 2:30	03/24/2009
As The World Turns	8:30 – 2:30	03/25/2009
Intermediate Access 2003	8:30 -- 2:30	03/26/ & 03/27/2009
Publisher 2003/2007	8:30 -- 2:30	03/30/2009
Advanced Word 2007	8:30 - 2:30	04/01/2009
Intro to PowerPoint 2007	8:30 – 2:30	04/02/2009
Creating Interactive Lessons for Advanced SMART Board Users	8:30 -- 2:30	04/21/2009
Using the SMART Board to Create Personalized Stories	8:30 -- 2:30	04/23/2009
Cell Phones and The Millenial	3:30 – 5:30	04/28/2009
Podcasting	8:30 -2:30	04/29/2009
iPODS in the Classroom	8:30 – 2:30	05/01/2009
Inspiration	8:30 – 2:30	05/04/2009
GroupWise 7.0	8:30 – 2:30	05/05/2009
Intermediate PowerPoint 2007	8:30 – 2:30	05/06/2009
Teaching the Holocaust	3:30 – 5:30	05/07/2009
Wiki in Moodle	8:30 – 2:30	05/19/2009
NYS History	3:30 - 5:30	05/26/2009

Workshop offerings
• Canandaigua

Full Day Workshops start promptly at 8:30 and end at 2:30 unless otherwise noted.

Course descriptions are available online at: http://www.edutech.org/training.cfm

Workshop Title	Times	Date
Journey North	8:30 -- 2:30	02/04/2009
SMART Board Basics	8:30 – 2:30	02/09/2009
Intro to Excel 2007	8:30 – 2:30	02/10/2009
Intermediate Word 2003	8:30 -- 2:30	02/11/2009
Office Overview 2007	8:30 – 2:30	02/24/2007
Advanced Word 2003	8:30 -- 2:30	02/26/2009
Intermediate Excel 2007	8:30 - 2:30	03/03/2009
Messing with Moodle	8:30 – 2:30	03/03/2009
Intro to PowerPoint 2003	8:30 -- 2:30	03/04/2009
iPODS in the Classroom	8:30 -- 2:30	03/05/2009
GroupWise 7.0	8:30 -- 2:30	03/09/2009
Intermediate PowerPoint 2003	8:30 -2:30	03/10/2009
Adobe InDesign	8:30 – 2:30	03/11/2009
Intro to Excel 2003	8:30 – 2:30	03/11/2009
Intermediate Word 2007	8:30 – 2:30	03/12/2009
Book Walks	8:30 – 2:30	03/17/2009
Cell Phones and The Millenial	3:30 – 5:30	03/17/2009
Intermediate Excel 2003	8:30 -- 2:30	03/18/2009
Blue Zones	3:30 - 5:30	03/19/2009

Workshop offerings
• Canandaigua cont.

Full Day Workshops start promptly at 8:30 and end at 2:30 unless otherwise noted.

Course descriptions are available online at: http://www.edutech.org/training.cfm

Workshop Title	Times	Date
As The World Turns	8:30 -- 2:30	03/24/2009
Adobe Photoshop	8:30 – 2:30	03/25/2009
Intro to PowerPoint 2007	8:30 – 2:30	03/31/2009
Adobe Photoshop Elements	8:30 -- 2:30	04/01/2009
Advanced Word 2007	8:30 – 2:30	04/02/2009
SMART Board Basics	8:30 -- 2:30	04/22/2009
Intro to Senteo Interactive Response Systems	3:30 - 5:30	04/22/2009
Beginner Access 2003	8:30 – 2:30	04/23 & 04/24/2009
Adobe Illustrator	8:30 -- 2:30	04/29/2009
Intermediate Access 2003	8:30 -- 2:30	04/30 & 05/01/2009
Intermediate PowerPoint 2007	8:30 – 2:30	05/05/2009
Publisher 2003/2007	8:30 – 2:30	05/06/2009
Creating Interactive Lessons for Advanced SMART Board Users	8:30 – 2:30	05/07/2009
Using the SMART Board to Create Personalized Stories	8:30 – 2:30	05/11/2009
Teaching the Holocaust	3:30 – 5:30	05/11/2009
Inspiration	8:30 – 2:30	05/12/2009
Podcasting	8:30 -- 2:30	05/14/2009
Wiki in Moodle	8:30 – 2:30	05/20/2009
NYS History	3:30 - 5:30	05/27/2009

Workshop Offerings

- ## Newark -- Maple Building

Workshop Title	Times	Date
Promethean - Lighting the way for learning	8:30 – 2:30	02/25/2009

● workshop descriptions

Wiki Course in Moodle

This course begins with a discussion of what a wiki is, why they are used and examples of different wikis and how they can be used. Participants will begin building their own wikis and will leave with a web 2.0 tool to be tailored for almost any on-line collaboration project they can imagine.

May 19	LeRoy
May 20	Canandaigua

As the World Turns: Using Web 2.0 to Teach World Geography

Spend an after school session using NASA data and the power of Google-Maps to create dynamic, interactive lessons for your Smartboard.

Visit points around the world, locate longitude and latitude or check out the many other features right at your finger tips. Bring ideas to share, and all materials for the course, along with anything you would like to share with others, will be placed on our Edutech Moodle site.

March 24	Canandaigua
March 25	LeRoy

Book Walks: Using Cartography to "plot" your Literature

Google Earth has provided a multitude of tools for people to use: especially educators. In this after-school training, we will explore books people have already "plotted" identifying towns, cities, historical areas, etc., where significant events in a story occurred. Some journeys include pictures, some include vocabulary. Please be prepared with a book you have read and highlight a few important places to get you started. You can add your own creativity to this as you get better, but one thing is for sure, your students will love this interactive project for the world to view.

March 17	Canandaigua
March 18	LeRoy

Teaching the Holocaust in Web 2.0 (and which holocausts are we talking about?)

This collaborative two-hour session will allow you to investigate resources on the web and share resources with other participants. Virtual tours, Google maps and access to world-wide information will provide you with tools that will bring authenticity to your units of study. A discussion on what makes a holocaust and how many have been committed and are being committed will bring focus to how we must learn from history to keep from repeating atrocities.

May 7	LeRoy
May 11	Canandaigua

Podcasting: The Audacity of it all . . .

Learn to use the shareware Audacity to create diversified learning opportunities for your students, parents and colleagues. There are many uses for this program.   You will be amazed at what you will come up with: reading tests to alternative - location - students, posting poems, and even regents review. Check out Alan November's site to hear what happens when you get stuck in a class with only an iPOD.

April 29	LeRoy
May 14	Canandaigua

NYS History: Virtual, Streamed, and Aligned: Discover new ways to explore New York

You will be presented with awesome websites teamed with technology tricks to rev up your lessons. You have the resources already. Let us guide you through the mass of data to get to the "good stuff" so you can leave with fresh ideas. All materials will be housed on the Edutech Moodle site, and you will be updated by rss feed as we discover more treasures.

May 26	LeRoy
May 27	Canandaigua

Blue Zones Quests with Dan Buettner

Science, adventure and technology will converge upon the little-explored parts of the planet where there are clusters of people commonly living active lives past age 100. Over three years, Blue Zones Expedition will unlock their secrets as you follow along–and even participate–in the exploration.

Blue Zones is geared to help people achieve a longer, healthier life. We offer an innovative, nationally delivered curriculum to help students discover - for themselves - the keys to a healthy lifestyle. We also provide an opportunity for people of all ages to explore the world's best practices in health and longevity and provide tools to put them to work in their own lives.

Partially funded by the National Institutes on Health, the Blue Zones Expedition team is advised by an internationally recognized panel of academic and scientific experts on the topic.

Under the guidance of the world's top longevity experts and supported by researchers at the National Institute on Aging (NIA), Blue Zones Expedition is led by an award-winning team who will travel to the world's four longevity hot spots, called "Blue Zones."

During the Quests, students will use real-time information posted on this site to learn about healthy aging right along with the research team.

Blue Zones has also organized the Generation Bridge Study allowing students to interview, connect with and learn from "super seniors" in their own communities. Student results will be entered into a national database to help determine common threads in successful aging.

This workshop will focus on:

➤ A teacher's manual that will help address the challenge of integrating live events, the latest scientific research, dynamic information and interdisciplinary content into your curriculum.

➤ Extensive training on how to introduce Blue Zone Quests to your students.

➤ Training on the navigation of the Blue Zones website.

Participants must have access to the Internet and an e-mail account.

Recommended for upper elementary and middle school Language Arts, Geography, Health, and Science classrooms. However, early elementary and high school educators, as well as educators in other disciplines, are encouraged to modify the curriculum to fit their needs.

March 19   Canandaigua
March 23   LeRoy

• workshop descriptions

Journey North

Journey North is a web-based science program that provides sets of investigations that encourage students to explore the concept of seasonal change. Students become involved in a global study of wildlife migration and the changing seasons. As spring sweeps across the Northern Hemisphere, and the intricate relationships between living things unfold, students witness the drama from a unique perspective.

In addition to following migrations, students observe the local emergence of spring through studies of changing daylight, temperature and other signs of spring. Together, students gather, organize and analyze their own data. Using the Internet, they can fit their local observations into a global context-essentially seeing that their small part of the world is part of a large, natural system.

The interdisciplinary activities are tied to science, math, social studies and language arts. By sharing field observations with students across the continent through Journey North, students come to see their own backyards as part of a global ecological system.

This workshop will focus on:

➤   A teacher's manual that will help address the challenge of integrating live events, the latest scientific research, dynamic information and interdisciplinary content into your curriculum.

➤   Extensive training on how to introduce Journey North to your students.

➤   Training on the navigation of the Journey North website.

Participants must have access to the Internet and an e-mail account.

Recommended for grades 2-8 but can be adapted to early elementary grades focusing on backyard observations and other activities for young students.

February 2   LeRoy
February 4   Canandaigua

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Inspiration

Do your students have trouble organizing their thoughts? You can easily create diagrams and outlines at the same time with Inspiration! Inspiration is a visual learning tool that inspires students to develop and organize their ideas. It supports visual thinking techniques, enabling students to easily create and update graphic organizers, concept maps, idea maps and other visual diagrams. Participants will be given the opportunity to explore Inspiration and it's applications on Pocket Pc's and Palms.

May 4   LeRoy
May 12   Canandaigua

iPODS in the Classroom

Ipods were first introduced as a portable music player, but many schools have utilized them to become critical learning tools in the classroom. This workshop will explore the power of the ipod as well as its uses to help improve student achievement in the classroom across all grade levels. Specific lesson plans and applications will be introduced during this workshop as well as hands on time with the Apple Ipod.

March 5   Canandaigua
May 1   LeRoy

Introduction to the Senteo Interactive Response System

This session will provide an activity based introduction to using the SMART Board Senteo interactive voting systems in ways that promote active learning in the classroom.

Note: This session will benefit participants if they have a SMART Technologies Interactive Whiteboard and Senteo's in their classroom.

February 24   LeRoy
April 22   Canandaigua

Cell Phone and the Millenial: Can They Hear Us Now?

The Millennial student is increasingly using cell phones as a major means of communication. As an educator, we need to be aware of how they are using these tools in their everyday lives. Research shows that in an average two minute span 1,200 new cell phones are added across the world. This session will offer an opportunity for participants to become familiar with all of the features that are often packaged with your cell phones. Come and learn about text messaging, contacts, ring tones as well as how to navigate around the cell phone menus. Participants will have better success if they currently have a Verizon Wireless Cell Phone. This is the only session where leaving your cell phone on is encouraged.

March 17   Canandaigua
April 28   LeRoy

Messing with Moodle

Moodle is a virtual learning environment which allows for collaboration between students and teachers in a variety of ways. This web-based system has many features of which teachers can use such as calendars, using and sharing test question banks and various tools for student collaboration and parent's communication. This after school workshop will help teachers explore and get acquainted with the Moodle environment as well as discuss what the possibilities could be for their students. Participants will receive a Moodle account to use for the rest of the school year.

March 3   Canandaigua
March 13   LeRoy

● workshop descriptions

SMART Board Basics

An interactive whiteboard can help to engage students and increase learning. This session will provide an activity based introduction to using the SMART Board in ways that promote active learning in the classroom.

Note: This session will benefit participants if they have a SMART Technologies Interactive White-board in their classroom.

March 5   LeRoy
March 17   LeRoy
February 9   Canandaigua
April 22   Canandaigua

Creating Interactive Lessons for Advanced SMART Board Users

You've been using your SMART board for a while and you and your students really like it. Now thanks to the latest upgrades in the SMART notebook software there is more for you to learn. Participants will access terrific Internet sources for ready-made Smart notebook lessons to download lessons as is or modify. During this workshop you will learn to use action buttons, insert video clips, and create your own interactive manipulatives for the content area and grade that you teach. After learning advanced skills and examining Internet resources, participants will be using SMART notebook lesson studio, providing time for you to prepare a dynamite lesson. If you like, participants can bring SMART notebook files already created and raise the lesson to new levels.

April 21   LeRoy
May 7   Canandaigua

Using the SMART Board to Create Personalized Stories

Using the Smart software, participants will brainstorm ideas and create liter-ary webs for their stories using Smart Concept Mapping Software. Participants will then use the gallery in Smart Note-book to choose backgrounds, images and animation to give life to their stories and present their finished products in Notebook software. The goal of this workshop is to leave with a finished product and inspire students to use the interactive whiteboard in a whole new way! Participants should come to this workshop with basic knowledge of Smart Notebook Software.

April 23   LeRoy
May 11   Canandaigua

Promethean-Lighting the way for learning

The Promethean Activclassroom was created by educators for educators. The Activclassroom helps achieve student focus and motivation by creating a collaborative classroom environment in which teachers have the opportunity to produce and deliver truly interactive teaching materials for their students. This full day workshop will provide teachers with the skills to use the Promethean software which includes, the Activboard, Activpen and Activstudio. Teachers will have an opportunity to look at the many flipcharts and resources to gain ideas on how the Promethean board can be used in their classrooms.

February 25   Newark

• Edutech Spring Training Catalog 2009

Introduction to Excel 2003

Unleash the power of Excel, a spreadsheet program in the Office suite. You will create and edit a worksheet, enter and edit data, use formulas and functions, format data, and organize worksheets.

March 9	LeRoy
March 11	Canandaigua

Introduction to Excel 2007

Unleash the power of Excel, a spreadsheet program in the Office suite. You will create and edit a worksheet, enter and edit data, use formulas and functions, format data, and organize worksheets.

February 10	Canandaigua
February 11	LeRoy

Introduction to PowerPoint 2003

(Presentations) This workshop will cover the basics of Microsoft PowerPoint, a presentation program in the Office suite. Topics covered include creating a presentation, adding text and graphics, adding special effects, and applying templates.

March 3	LeRoy
March 4	Canandaigua

Introduction to PowerPoint 2007

(Presentations) This workshop will cover the basics of Microsoft PowerPoint, a presentation program in the Office suite. Topics covered include creating a presentation, adding text and graphics, adding special effects, and applying templates.

March 31	Canandaigua
April 2	LeRoy

Intermediate Excel 2003

This one-day workshop is designed for the proficient user of Excel who wants to learn more of the advanced features of the program, such as creating and editing charts, and sorting and filtering data.

March 18	Canandaigua
March 24	LeRoy

Intermediate Excel 2007

This one-day workshop is designed for the proficient user of Excel who wants to learn more of the advanced features of the program, such as creating and editing charts, and sorting and filtering data.

March 3	Canandaigua
March 4	LeRoy

Intermediate PowerPoint 2003

Participants in this workshop will polish their PowerPoint skills! Features of this software that will be utilized include charts, custom shows, drawing tools, hyperlinks, slide sorter, and others. Each participant should bring materials to develop or enhance an existing presentation.

March 10	Canandaigua
March 11	LeRoy

Intermediate PowerPoint 2007

Participants in this workshop will polish their PowerPoint skills! Features of this software that will be utilized include charts, custom shows, drawing tools, hyperlinks, slide sorter, and others. Each participant should bring materials to develop or enhance an existing presentation.

May 5	Canandaigua
May 6	LeRoy

workshop descriptions

Intermediate Word 2003

Hone up on your word skills! In this one-day workshop you will be learning tables and tabs, using autotext and autocorrect, formatting bullets, inserting symbols, using the drawing toolbar and inserting graphics from various locations.

February 5   LeRoy
February 11   Canandaigua

Intermediate Word 2007

Hone up on your word skills! In this one-day workshop you will be learning tables and tabs, using autotext and autocorrect, formatting bullets, inserting symbols, using the drawing toolbar and inserting graphics from various locations.

March 12   Canandaigua
March 16   LeRoy

Advanced Word 2003

There are many more techniques to be discovered! Let us show you how to use and customize the built-in wizards and templates. We discuss the drawing toolbars, customizing toolbars, working with headers and footers, formatting styles, and when to use page, section and column breaks.

Prerequisite: Intermediate Word

February 12   LeRoy
February 26   Canandaigua

Advanced Word 2007

There are many more techniques to be discovered! Let us show you how to use and customize the built-in wizards and templates. We discuss the drawing toolbars, customizing toolbars, working with headers and footers, formatting styles, and when to use page, section and column breaks.

Prerequisite: Intermediate Word

April 1   LeRoy
April 2   Canandaigua

Microsoft Publisher 2003/2007

Discover the ease of using Microsoft Publisher for flyers, WebPages, newsletters and so much more! Explore many of the tools on the feature-rich Publisher program and experiment by designing a simple project that you and your students can be proud of. Topics include layouts, text frames, design effects, pictures and printing.

March 30   LeRoy
May 6   Canandaigua

Microsoft Office 2007 Overview

Microsoft Office has a brand new look! Microsoft completely redesigned their latest version of Office from the ground up. No more menus! No more toolbars! The software changes Microsoft made were based on years of research during which they studied users' needs and work habits. The result is a phenomenal and powerful new version that will make you and your students more productive and help you get better results faster.

February 24   Canandaigua
February 25   LeRoy

• Edutech Spring Training Catalog 2009

Beginner Access 2003

Learn Database Concepts using Microsoft Access 2003 to create tables and enter data. Also create relationships between tables, query, sort and print reports from your newly created tables and customize your data entry forms. This is a hands on learning experience.

March 19 & 20	LeRoy
April 23 & 24	Canandaigua

An Introduction to GroupWise version 7.0

E-mail is fast becoming a large part of how we communicate in our lives. People often feel lost or uninformed because they are unsure of how to access and be effective with e-mail. Have you often wondered how to master the GroupWise e-mail system? This workshop will focus on communicating effectively in the e-mail environment as well as focus on the main features of GroupWise such as the inbox, calendar and other basic functions. This workshop is a good choice if you check your e-mail through the GroupWise software installed on your computer.

March 9	Canandaigua
May 5	LeRoy

Adobe Illustrator

This class will focus on the use of Adobe Illustrator as a tool to create graphics, illustrations, fine art and complex design elements. Illstrator's layering options make creating complex artwork flexible. Participants in this hands on workshop will become familiar with Adobe Illustrator and how to use it as a productivity tool.

April 29	Canandaigua

Intermediate Access 2003

Build on the skills and experience you currently have with Access 2003. Learn tools for creating professional looking data entry forms while at the same time streamlining the entries by applying automatic calculations and values. You will also create reports over queries and tables and create relationships by joining multiple tables. The goal of this class is working smarter with the data.

March 26 & 27	LeRoy
April 30 & May 1	Canandaigua

Adobe Photoshop Elements

The #1 selling consumer photo-editing software*, Adobe® Photoshop® Elements combines power and simplicity so you can make ordinary photos extraordinary; tell engaging stories in beautiful, personalized creations for print and the web; and easily find and view all your photos. (www.adobe.com)

April 1	Canandaigua

Adobe InDesign

Adobe InDesign CS3 is the latest version of page layout software in the Adobe Creative Suite 3 package. This workshop will focus on how to use InDesign for a variety of school applications.

March 11	Canandaigua

Adobe Photoshop

Adobe Photoshop is "high-end" image manipulation software essential in the commercial art world. Use Photoshop to edit photographs or combine images to create illustrations and fine art pieces for print or web pages. If you can imagine it, you can create it!

March 25	Canandaigua

AccelerateU
Student Online Courses

Thinking about Spring? Think about us. AccelerateU offers online courses for NYS High School students. Come learn what AccelerateU can do for your students to meet their unique educational needs.

Meeting unique needs, including:

- Credit recovery
- Schedule conflict
- Electives
- Advanced Placement
- Classes "out of sync"

This informational session is perfect for guidance counselors, administrators, curriculum and instruction specialists, etc.

REGISTER NOW FOR A HALF DAY SESSION AT NO COST
JANUARY 30, 2009

8:30 - 10:30 a.m.
Upstate Farms Cooperative
7115 West Main Street (Route 5)
LeRoy, NY 14482

12:30 p.m. - 2:30 p.m.
Canandaigua Campus
Building 700 Conference Rm.
Canandaigua, NY 14424

EDUTECH

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Directions
Check the maps on our website:
http://www.edutech.org/training.cfm

LeRoy Workshops

Upstate Farms Cooperative
7115 West Main Street (Route 5)
LeRoy, NY 14482

From Interstate 90 (I-90): Get off the Thruway at Exit 47, the LeRoy exit. Take Route 19 into LeRoy. Turn right onto Route 5 and go past the Tops Plaza. Upstate Farms will be on your right.

From the North: Take 490 West; take the route 19 exit; turn right onto Route 19;take Route 19 into LeRoy. Turn right onto Route 5 and go past the Tops Plaza. Upstate Farms will be on your right.

From the East: Go West on Us 20 to Route 5; turn left at intersection of Route 36 to stay on Route 5; go through LeRoy and past the Tops Plaza. Upstate Farms will be on your right.

Canandaigua Workshops

Office of Staff Development and Instructional Technology
5253 Parkside Drive
Canandaigua, NY 14424
585-394-9239

From Rts. 5/20 and 322 in Canandaigua: Take 332 north (called Main Street through the city) 2.5 miles to Parkside Drive (across from Tom Wahl's). Turn right. The building is the second building on your right. Enter from parking lot.

From Rts. 332 and 96 in Farmington (Thruway exit #44): *From the intersection, travel south on Rt. 332 for 5.3 miles. (If you use the Thruway, you are on 332 S as soon as you leave the toll booth. You will go through one stop light before coming to the Rt. 96 intersection.) Turn left at Parkside Drive. (Just after Mayflowers on your left.) The building is the second building on your right. Enter from parking lot. Enter from the parking lot.

From the Regional Support Center: Take Maple Avenue West (left) out of the main drive to Rt. 88 (approximately .8 mile). Turn south (left) on Rt. 88 and go 6.7 miles to Rt. 96. Turn west (right) and proceed to Rt. 332 in Farmington. See * above.

Directions
Check the maps on our website:
http://www.edutech.org/training.cfm

Newark Training Facility

Maple Building

121 Drumlin Court
Newark, NY 14513

From Interstate 90 East (I90):

Exit 43 - Manchester-Shortsville; Rte. 21
Turn right out of toll- booth to Rt. 96 intersection (traffic signal). Turn left onto Rt. 96. Go to traffic light at intersection of Rts. 96 and 88 in Phelps, turn north (left). Proceed north on Rt. 88 and follow it into the village of Newark. At East Maple Avenue, turn right (traffic signal). (On this corner, there is a convenience store and a liquor store.) Proceed east on Maple Avenue. After you pass a ball field on your left, you will go up a hill. You will see post signs on your right for BOCES Edutech Receiving, and then at the top, a large, lighted yard sign for the Regional Support Center. Turn right into one-way, circular drive.

From Interstate 90 West (I90): Exit 42 - Lyons, Rt. 14: Take Rt. 14 north to Rt. 31 in Lyons. (Four-way traffic signal.) Turn left (west) onto Rt. 31. Travel past Wal-Mart and P&C Market (on left) to a four-way traffic light just beyond Sunoco gas station. Turn left onto Vienna Street. Go to a flashing red light at East Maple Avenue and turn right. (BE CAREFUL - Cross traffic does not stop.) At top of hill, on your left, is a large yard sign for the Regional Support Center. Just beyond it, turn left into a one-way drive.

From Rt. 96: Turn north on Rt. 88 in Phelps. Proceed north on Rt. 88 and follow it into the village of Newark. At East Maple Avenue, turn right (traffic signal). (There will be a convenience store and a liquor store to your left.) Proceed east on Maple Avenue. After you pass a ball field on your left, you will go up a hill. You will see post signs on your right for BOCES Edutech Receiving, and then, at the top, a large, lighted yard sign for the Regional Support Center. Turn right into one-way, circular drive.

From Route 31: Traveling west from Lyons, pass Wal-Mart and P&C Foods plazas. At the Sunoco gas station (on right), road bends to right; prepare to turn left at upcoming traffic light - Vienna Street. Proceed on Vienna to flashing stoplight at East Maple Avenue. (Be careful at this intersection. Cross traffic does not stop!) Turn right, go up hill. On your left is a large, lighted Regional Support Center yard sign - pass it and immediately turn left into one-way, circular drive. Traveling east from Palmyra, turn right (South) onto Route 88. (This is Newark's main intersection. A movie theater is on the right, The Corner restaurant on the left) proceed south to third traffic signal - East Maple Avenue. (A convenience store will be on the right.) Turn left onto East Maple. Proceed east on Maple Avenue. After you pass a ball field on your left, you will go up a hill. You will see post signs on your right for BOCES Edutech Receiving, and then, at the top, a large, lighted yard sign for the Regional Support Center. Turn right into one-way, circular drive.

PARKING: A parking area will be on your left as you enter the circular drive. The far half is BOCES parking. Each of the three buildings is identified by a yard sign and a sign over the main doorway. If the far side of this lot is full, proceed around the circle to an intersecting road and turn right. After passing under an enclosed walkway, you will see more BOCES parking spaces in lots on your left behind the Eisenhower Building. There is also disabled parking on the circle. For security purposes, you must enter the buildings by their front doors.

INFORMATION AND QUESTIONS

EduTech Training workshops are open to all district staff, and the per-workshop fee schedule is listed below:

- **$285.54 per person for a two day workshop**

- **$142.77 per person for a full day workshop**

- **$71.39 per person for a 1/2 day workshop**

Your district will be billed upon completion of the workshop.

Please contact your administrator for further information. (Some Instructional Services carry an additional charge. This is noted with the description.)

When you find a workshop that interests you, please register as soon as possible. Class size is limited! Feel free to make copies of the registration form for others.

Are you uncertain as to whether or not a course is the correct level of difficulty for you? Call us. We will help you determine the best class for you!
Phone: 585-394-9239 ext. 1044.

Q: "How do I register for a workshop?"
A: *Send in the registration form, which is on the following page and on our website, to the indicated address or fax number. A printed confirmation will be sent to you. Phone registrations cannot be accepted. Registrations will be accepted on a first-come, first-served basis.*
Deadline for registrations is two weeks prior to a scheduled workshop. *The registration form MUST be signed by your APPROVING ADMINISTRATOR. All information regarding registration is included on this form and on the Internet at w***www.edutech.org/training.cfm***. If you need a form and/or other information, please call 585-394-9239, Ext. 1044.*

Q: "What should I do if I don't receive a confirmation?"
A: *Call us at least three days before your scheduled workshop. Do not attend a workshop if you have not confirmed your registration.*

Q: "What happens if I am registered for a workshop but I cannot attend?"
A: *Cancellations may be made by calling 585-394-9239 Ext. 1044, or e-mail rmortensen@wflboces.org. Please cancel as soon as possible to allow us ample time to fill the class from our waiting list.*

Q: "Are workshops ever canceled or postponed?"
A*: If we do not receive a minimum of three registrations for a course by the registration deadline, the course will be canceled. Sometimes classes will be postponed due to extenuating circumstances. It may be necessary to cancel participation in a given workshop due to schedule conflicts, etc. Your district will not be charged if there is a 14 day notice of cancellation and the cancellation does not adversely impact another district by raising costs or diminishing the quality of the workshop. When a consultant is contracted with to provide a workshop and the district cancels its registration, we must honor the contract while not asking the remaining districts to pay a higher price than originally given. We will make every attempt to give timely notification to all participants affected by a cancellation.* ***When weather is a factor:*** *Workshops will be canceled only when the district in which the training site is located closes due to WEATHER RELATED conditions.*

Example*: If the LeRoy School District closes because of weather, workshops at the LeRoy lab will be canceled. School delays do not affect the workshop-starting time. If inclement weather is forecast, please listen to your radio for school closing information, and, above all, use your best judgment about whether you should attempt to attend.*

Q: "What time do workshops start?"
A: *Most workshops run from 8:30 a.m.- 2:30 p.m. with an hour break for lunch, unless otherwise noted. All workshops will begin* ***promptly***.

Q: "What about lunch?"
A: *Our training sites are located in proximity to several restaurants. Your workshop trainer can guide you to local dining areas, or bring a bag lunch and eat right on site.*

Q: "How should I dress?"
A: *We suggest that you dress in comfortable, casual clothes. It may be helpful to dress in layers, since room temperatures are sometimes unpredictable.*
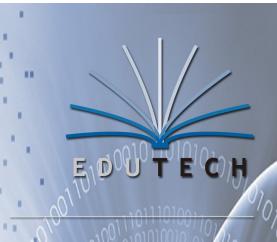
Registration Form

Registration deadline is two weeks prior to a scheduled workshop.

Please Print *(Only one person per form please. You may duplicate this form for additional participants.)*

First/Last Name: _____ Email: _____

Home Phone: (_____)_____ Work phone: (_____)_____ Fax: (_____)_____

Home Address: _____ NY, _____

District: _____ Building: _____ Job Title: _____

Job Area: Admin/Supervisor ☐ Faculty ☐ Other ☐ Subject Area: _____ Grade Level: _____

If you have *not* received a confirmation at least three days before your workshop is scheduled, please call Ronnie Mortensen at 585-394-9239 ext. 1044 or e-mail rmortensen@wflboces.org to check on the status of your registration.

Do NOT attend a workshop if your registration has not been confirmed by Ronnie Mortensen.

	Workshop Title	*Date*	*Location*
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Registrations cannot be made by phone.
Please obtain an administrator's signature prior to submitting form.

_____
Signature of Authorizing Administrator (required)

Return To:
EduTech Training Building 700
5253 Parkside Drive, Canandaigua NY 14424
or Fax: (585) 394-1475
Fax cover sheet not necessary

EDUTECH

Educational Technology Service

Genesee Valley
Wayne-Finger Lakes

LeRoy Workshops

Upstate Farms Cooperative
7115 West Main Street (Route 5)
LeRoy, NY 14482

Canandaigua Workshops

Buildings 500 and 700
5253 Parkside Drive
Canandaigua, NY 14424
585-394-9239

Newark Training Facility

Maple Building
121 Drumlin Court
Newark, NY 14513