

# The Eighth Floor

A TECHNOLOGY AND LEARNING CENTER FOR EDUCATORS:

*A TulsaTech and Tulsa Community College Partnership*

[eighthfloor.org](http://eighthfloor.org)

## FALL 2013 COURSE CATALOG

# 21<sup>st</sup> CENTURY ROAD

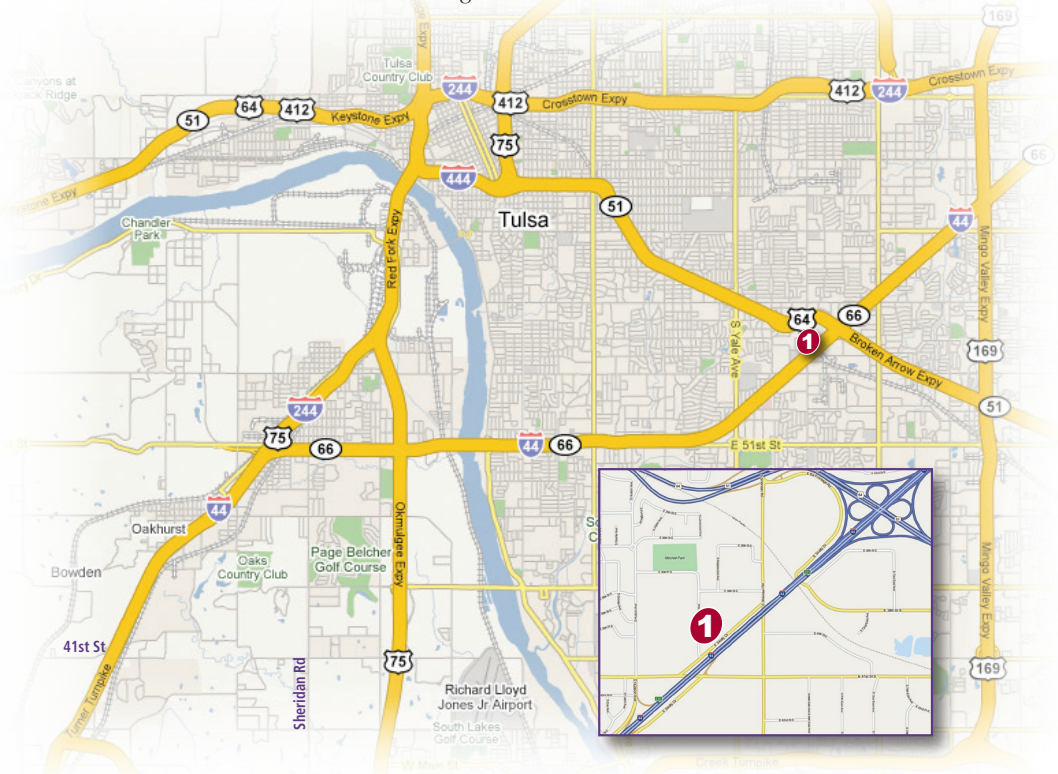


A TECHNOLOGY AND LEARNING CENTER FOR EDUCATORS

# THE EIGHTH FLOOR & LOCATIONS

*Teacher Professional Development and The Eighth Floor* - In 1995, education and business leaders had a vision...creating a professional development center for Tulsa educators. Soon after, the group formed the Tulsa Professional Development Consortium which is now known as The Eighth

*Floor, a technology and learning center for educators. Located at 6111 East Skelly Drive in Tulsa, Oklahoma, The Eighth Floor is a collaborative effort between **Tulsa Tech** and **Tulsa Community College** as well as several public/private schools and higher education institutions.*



## CLASS LOCATIONS

**The Eighth Floor** 1  
6111 E Skelly Dr  
Tulsa, OK 74135  
918-828-5341  
(on the 8th Floor)

For information or questions call The Eighth Floor.  
**918-828-5341**

## HOW DO I ENROLL FOR AN EIGHTH FLOOR CLASS?

**Enrollment Policy:** Anyone employed by a consortium member institution is eligible to attend classes. All participants desiring to attend an Eighth Floor class must enroll through their Advisory Committee Representative. Classes are on a first come, first served basis, 918.828.5341.

**Cancellation Policy:** **Important!** Please don't waste a space! If you need to withdraw from a class, notification (2 business days) in advance of the class is mandatory. Please keep in mind that we have waiting lists for many of our classes. Schools will be charged back for excessive/late cancellations.

# TABLE OF CONTENTS

TEACHING AND LEARNING ONLINE .....	4	PHOTOSHOP, GRAPHICS & WEB DESIGN...	12
SOL TRAINING .....	6	PRODUCTIVITY IN THE CLASSROOM.....	13
SPECIAL OFFERINGS .....	7	POWERPOINT.....	14
WEB 2.0, MOBILE TECHNOLOGY, GOOGLE & OTHER FREE TOOLS .....	8	INTERACTIVE WHITEBOARDS & SMART TOOLS .....	14

# MEMBERS

## THE EIGHTH FLOOR WELCOMES NEW MEMBERS!

Call 918.828.5341 or visit us online at: [eighthfloor.org](http://eighthfloor.org) for membership fee information.

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**OSU-HSC**  
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**OSU-IT**  
MS. KARI CHAUNCEY  
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MR. LARRY COCHRAN  
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**ST GREGORY'S**  
DR. ALLEN AUTREY  
**ST. PIUS X CATHOLIC SCHOOL**  
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**TOWN & COUNTRY SCHOOL**  
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**TULSA TECHNOLOGY CENTER**  
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MS. CINDI HUDGINS



## ONLINE LEARNING SERIES (OLS) - A BLENDED LEARNING EXPERIENCE

October 8 – November 16, 2013



### ONLINE TEACHING AND LEARNING

*Thinking about flipping your classroom? Would you like to teach online? Are you hoping to do some online projects, discussions, or components with your students this year? We can help you get there!*

The Eighth Floor's Online Learning Series helps educators make the transition from face-to-face instruction to the world of teaching and learning online. Participants will explore blended and fully online instruction from both the student's and instructor's perspective. We will focus on building authentic learning communities, creating successful interaction, and delivering engaging content. The series starts as a fully online class and then transitions into a blended (F2F & online) course.

*This course is comprised of both online and face-to-face meetings to create a blended learning experience.*

*Participants must attend both online and F2F and participate in all activities in order to earn a certificate of completion.*

### ONLINE EXPERIENCE

This portion of the course provides a unique opportunity to BE the online student while exploring distance learning theory and practice. You will be immersed in the virtual learning environment while building a solid knowledge base on such key skills as community building and facilitation to ensure student retention and engagement.

*\*\*Participants will receive an email a day or two before the online portion starts to help them get started in this experience.*

**Oct 8 – Nov 16, 2013**

### DATES FOR ALL FACE-TO-FACE CLASSES (you must attend all classes to earn a certificate)

- Oct 23, 2013
- Oct 30, 2013
- Nov 6, 2013
- Nov 13, 2013

*Classes meet at The Eighth Floor from 4:30 – 7:30 pm on each of these Wednesday afternoons.*

### CREATING & DESIGNING SUCCESSFUL COURSES

Best practices in course organization and design in an online environment

### BEST PRACTICES

Overview of “what works” in online teaching and learning.

### QUESTIONING TECHNIQUES

Examine proven techniques for developing and asking the right questions to ensure student interaction and success.

### FACILITATOR'S ROLE

Your role as the teacher changes. If you aren't lecturing, what ARE you doing? Examine a new role of online management techniques, communication strategies, and more.

The skills & practices in our Online Learning Series are applicable to all learning management systems.

*Enroll through your Advisory Committee Representative. The Online Learning Series awards 48 hours of professional development time. Classes must be taken together and participants must be active and interested.*

## ONLINE COURSES

- Classes are meant to be primarily interactive. That means you will be involved in class discussions and/or projects.
- To earn a certificate of completion, participants need only participate with interest in all discussions or activities for that class.
- If you enroll in an online course, you will receive an email from your instructor the day of or a day before class with an enrollment key and sign-in information for that class.

### Crash Course in Copyright (online)

Emerging technologies bring new challenges to the classroom, such as copyright law, ownership, fair use, your responsibilities in your classroom, and technology use. We will focus primarily on copyright issues as they apply to technology and/or the online environment. We will begin to build a bank of resources and an understanding of proper use and limitations of using online content and resources. The overall goal of this course is to help you learn to answer your own questions.

*This class meets fully online. (12 hours)*

September 17 – 26, 2013

### Time Management Tools (online)

Whether you are new or a veteran teacher, there is a lot of work to get done every day. Using technology can help with organization and time management letting you get more done in a day. We will look at tools and resources that will save you time and make learning fun

*This class meets fully online. (6 hours)*

September 24 – 30, 2013

### Social Networking Tools for Educators (Online)

A social network is a web of relevant links and associations between individuals, groups, or other networks. You've likely heard of networking tools like Ning, Facebook, Edmodo, and Twitter. But what can they do for you in an educational setting? We will survey a handful of popular tools being used by educators and students.

*This class meets fully online. (8 hours)*

October 1 – October 7, 2013

### Differentiated Instruction and the Technology Classroom (online)

There has been much discussion and research devoted to the use of technology as a tool to differentiate learning. We hope to take that discussion a little further and discover strategies to differentiate the use of technology in the

classroom. We will discuss possible strategies for delivering content, project based learning, and evaluating student projects.

*This class meets fully online. (6 hours)*

October 8 – 14, 2013

### Cyber Bullying (online)

Bullying has found a home in technology, allowing it to spread beyond the school grounds and make it nearly impossible to track down or stop. So, what do we do? We will explore the basic facts and stats on cyber bullying, discover resources that can be used in the classroom to educate and promote digital citizenship, and develop a plan to help educate others.

*This class meets fully online. (12 hours)*

October 29 – November 7, 2013

### Grant Writing 2 (online)

This course is a continuation of Grant Writing for Teachers class. Whether you are currently writing a grant or still on the fence, you will benefit from this course. Participants will have an opportunity to take an in-depth look at different portions of a grant proposal over a series of online modules. The online environment will provide opportunities for peer discussion and facilitator input.

*This class meets fully online. (12 hours)*

November 5 – 22, 2013

### NEW! Blended Learning – is there a model for you? (online)

Blended learning is all about mixing different learning environments. We will look at some of the different options or models for combining online and face-to-face content delivery. No approach is one-size-fits-all, and the beauty in that is the ability to differentiate and help students personalize learning. How do you think blended learning might look in your classroom?

*This class meets fully online. (8 hours)*

November 12 – 19, 2013



We reject the boring webinar. We believe that learning online with others can be active and engaging. We will share information quickly and clearly and still have room for conversation. Our goal is to keep these sessions interesting and keep you awake.

**Earn 1 hr of professional development time!**

**JOIN US FOR THESE ONLINE SHORT SEMINARS ON THE FOLLOWING TOPICS:**

**NEW! Who is Jamie McKenzie? – a panel discussion**

Dr. McKenzie will return to The Eighth Floor this September for two appearances – a short evening keynote, and a day-long, hands-on workshop. (See page 7 for more info). We would like to share a little about why we think his approach to questioning and student engagement is so valuable and why we wanted him to come back again years later.

Sept 14 TH 4:00 – 5:00 pm

**NEW! 21st Century Teacher – a panel discussion**

There sure is a lot of talk about the 21st Century learner, but what about the 21st Century teacher? You know -- that person that makes the 21st Century classroom happen. What skills, characteristics, and mindsets will help you create the best learning environment for your 21st Century students?

Oct 14 M 3:30 – 4:30 pm

**NEW! Digital Citizenship – a panel discussion**

A number of area teachers who were in our Project Classroom cohort this summer pulled together curriculum and projects for their classrooms to help their students become good digital citizens. Join us as they share their processes, resources, successes, and not successes.

Oct 24 TH 4:00 – 5:00 pm

**NEW! LiveBinders and the Classroom Teacher – with Linda Jones**

Introduction to Live Binders - the best replacement for a three ring binder. Use Live Binders to integrate a variety of online resources in one location and to help students showcase their work.

Oct 31 TH 3:30 – 4:30 pm

**NEW! Google + You – with Scott Ertl**

Google+ is not just a social networking tool. It's something different. It brings people together within the context of many of Google's services. Collaboration is the key to Google services, and this one makes sharing the right information with the right people easy... and they have Hangouts too!

Nov 4 M 3:30 – 4:30 pm

**NEW! Wikispaces Classroom – with Lee Anne Morris**

Many of you have worked with or at least heard of wikis – a collaborative work space on the web, quick, and free! Wikispaces is one of the tools that many educators have really brought into their classroom. This summer, they came out with a new kind of workspace – a social writing space - that is an alternative to or an arm of the original wiki. We'll look at what you can do with this tool that makes it different from a regular wiki.

Dec 2 M 4:00 – 5:00 pm

**NEW! Trends and Stuff and Things that Make You Go "Aahhhh . . . !" – a panel discussion**

We will combine a variety of topics and information about what we think are cool tools or a growing trend or worth taking a look at when it comes to educators and technology integration.

Dec 5 TH 3:30 – 4:30 pm

**Enroll just as you would with any other Eighth Floor class. These classes will be held via Adobe Connect. Near to class time, you will receive additional information from us about getting in the class on Adobe Connect.**

**SPECIAL OFFERINGS**

**QUALITY MATTERS**

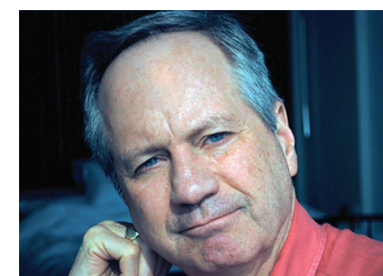
The Eighth Floor is offering a face-to-face workshop – **Quality Matters Applying the Rubric and evaluating online courses.** If your institution is a member of the Oklahoma Statewide Quality Matters Consortium, you are invited to enroll.



**Quality Matters Applying the Rubric, New Version 2011-2013**

If you have a group of people who would like to schedule a class at a different time, contact Lee Anne Morris at [lee.anne.morris@tulsacc.edu](mailto:lee.anne.morris@tulsacc.edu) or call 918-828-5086. More information on Quality Matters: <http://8thfloorwiki.wikispaces.com/Quality+Matters+Applying+the+Rubric>

Dec 14, 2013 W 9:00 – 4:00 pm



**JAMIE MCKENZIE**  
*Technology in Education Expert*

*Dr. Jamie McKenzie will be visiting The Eighth Floor this September. He will do two workshops for our consortium members. To find out more about Dr. McKenzie, visit <http://www.apbspeakers.com/speaker/jamie-mckenzie> and <http://fno.org/JM/aboutauthor.html>*

**Lifting the Bar for the Core Standards**

The Core Standards are quite demanding. In this workshop, Jamie shows the connections between these standards and a set of thinking and comprehension skills that all students must possess to handle the tasks with confidence and success. He demonstrates the skills, shows how they can be developed and proposes extended professional development strategies to equip a staff with the know-how to build these kinds of learning activities into their educational daily practice.

Sept 24 T 6:00 pm – 8:00 pm

*Held at the Perkins Auditorium at the University of Oklahoma, 41st and Yale. Enrollment is limited to 300 people.*

**Questioning 101 – Equipping Everyone with Great Questioning Skills**

This one day workshop is designed to equip teachers with a questioning repertoire that will enable them to elevate the rigor of classroom instruction and learning.

Sept 25 W 8:30 am – 3:00 pm

*(lunch on your own)  
Held at the Eighth Floor Enrollment is limited to 35 people.*

**Outline of Content**

1. Great Classroom Questions and Questioning Strategies
2. Equipping Students with Questioning Prowess
3. Organizing Investigations Around Questions of Import
4. Exploring, Discovering, Creating and Reporting
5. Assessing Progress on Questioning

Jamie has been working on questions and questioning for four decades. This extensive experience allows him to translate the skills and techniques into practical strategies that educators will find both comfortable and practical.

Accompanying the workshop is a text that teachers will employ to deepen their grasp of these strategies in the months following the workshop. Research has shown that powerful questioning is an essential element in any effort to improve the comprehension and inference skills of students. With the arrival of the Common Core Standards, testing will require that students untangle complex webs of meaning.



## WHAT IS WEB 2.0 AND WHY IS IT IMPORTANT FOR EDUCATION?

*Explore tools to engage your students in new and meaningful ways. Web 2.0 tools provide opportunities for interaction and collaboration. When you think Web 2.0, think social, mobile, virtual, constructive, cloud computing, crowd computing, learning networks, and so much more. Research tools that will help your students meet the Common Core State Standards.*

### NEW! Augmented Reality

Augmented Reality (AR) is a live, direct or indirect, view of a physical, real-world environment whose elements are supplemented by sensory input such as sound, video, and graphics. Using a tool called Aruasma we are going to construct our own augmented world and take a look at many of the ways we can use this in the classroom.

Sept 18	W	4:30 – 6:30 pm
Nov 14	TH	10:30 am – 12:30 pm
Dec 4	W	2:00 – 4:00 pm

### Digital Portfolios

These are not your mother's "ePortfolios." The art of the portfolio has gone social, digital, and dynamic. Social portfolios are about building a repository of information that can be accessed by others depending on your (or their) needs of the moment. Discussion will focus on designing a personal social resume, or cyber CV, that serves as a hub for professional strengths and accomplishments. We will cover tools to build in and tools to build out. The idea is to create a portfolio that makes you clickable, memorable, and remarkable - whether you are applying for a new position or presenting at a conference.

Oct 7	M	4:30 – 7:30 pm
Oct 30	W	9:00 – 12:00 pm

### Basic Internet Search Techniques

Do you feel like you seek but never find on the internet? Do you try to find everything by "Googling" it? Although there is no guarantee you will find exactly what you are looking for in 60 seconds or less, we do have a few tips and tricks up our sleeves. We will look at different search engines, steps for drilling down, and a few advanced strategies that may make your hunt for information a little more productive, as well as how you can help your students become better searchers, too.

Oct 10	TH	9:00 – 11:00 am
Nov 11	M	4:30 – 6:30 pm

### Wiki When You Wanna!

Wikis are the average Joe's version of a website! They are easily editable, collaborative Web 2.0 tools that can be created in a matter of minutes. Participants will survey a variety of teacher and student wikis and create one of their own. There are a gazillion uses for a wiki – what will you do with yours?

Sept 30	M	4:30 – 7:30 pm
Nov 2	S	8:30 – 11:30 am

### Getting Started with Blogs?

(Previously "What About Blogs")

Blogs are a fun and simple communication tool for the classroom and beyond, as well as a vehicle for individual student or teacher expression. Participants will set up a blog of their own, get the first post on, learn how to embed video and pictures, and take a look at other professional and classroom blogs already out there. Finally answer that question: to blog or not to blog?

Sept 23	M	4:30 – 7:30 pm
Oct 9	W	9:00 am – 12:00 noon

### Taking your Blog to the Next Level

Here is your chance to take a hard look at your blog. Are you where you want to be? We will discuss finding your niche, knowing your audience, design elements, blogging as a style of writing, building readership, and few other things you just really have to know.

Nov 4	M	4:30 – 7:30 pm
Nov 13	W	9:00 am – 12:00 noon

### Skype-Bringing the Outside In

Imagine your students Skyping with an American Idol about music or the author of the book your class is reading. It could happen! Skype is a free video (plus) conferencing and chat tool that is easy to use and install. We will participate in a Skype video chat, discuss how

to set up Skype in your classroom, and discuss exciting uses for you and your students.

Oct 10	TH	4:30 – 6:30 pm
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### Twitter: More Than Just a Tweet

Twitter has become a surprisingly valuable resource for teachers, students, and the classroom in general. Did you know Twitter is also considered a search engine? We will explore how Twitter can help educators stay connected and develop both personal and professional learning communities. School administrators may find this a particularly useful class.

Sept 18	W	4:30 – 7:30 pm
Oct 30	W	1:00 – 4:00 pm

### Digital Picture Projects

Start creating projects or stories that are inspired by digital images (pictures you take with your camera or find on the web). Whether you are telling a story, collaborating as a class, or just sharing ideas, this visual literacy is a skill we could all spend a little time enhancing in order to help our students better create and interpret visual communication.. We'll look at classroom project ideas and take a stab at some of our own, all using two FREE tools – VoiceThread and PhotoStory3. We will explore more tools as time allows!

Oct 28	M	4:30 – 7:30 pm
Nov 2	S	12:30 – 3:30 pm

## MOBILE TECHNOLOGY

### Cell Phones in the Classroom

Cell phones may just be the "Swiss Army knife" of student research and organization. Almost everyone has access to this mobile technology, so why not teach students how to use them as another educational tool.

Nov 14	TH	8:30 – 10:30 am
Dec 4	W	4:30 – 6:30 pm

### Getting Started with your Mobile Devices

(Previously iPads & Beyond/Tablets in the Classroom)

You have a new tablet, such as an iPad or Android. Now what? Learn how to get the most out of your device. We will take a look at creating folders, iTunes U, and other tricks and tips to help you use your device. (Focus is mainly on iPad basics)

Oct 8	T	4:30 – 7:30 pm
Oct 12	S	8:30 – 11:30 am



Nov 12	T	4:30 – 7:30 pm
Nov 13	W	9:00 am – 12:00 noon

### Building Classroom Activities Using Mobile Devices (K-12)

This course will take a look at how mobile tablets can be utilized in the classroom. Learn how to take a range of apps to produce engaging lesson activities and project-based works. This course is designed to meet the needs of K-12 environment.

Oct 12	S	12:30 – 3:00 pm
Oct 22	T	4:30 – 7:30 pm
Nov 13	W	1:00 – 4:00 pm
Nov 19	T	4:30 – 7:30 pm

### QR Codes for the Classroom

QR = Quick Response codes. This is a type of bar code that has become popular in most areas of sales and commerce, but also, they have become popular with educators. Aren't you curious why? Learn ways to create and use QR codes for both learning and sharing information. . BYOD – bring your own device – anything that allows you to use Apps. (We have a few iPads to share if you need one.)

Sept 19	TH	4:30 – 6:30 pm
Oct 22	T	4:30 – 6:30 pm
Nov 14	TH	2:00 – 4:00 pm

## GOOGLE IN THE CLASSROOM

### Google Workshop for Educators

This course is an overview of the many tools Google has available to teachers and how they work together. You will have time to dabble in a few tools here, and there and we will discuss how Google Drive, Google Plus, and more all work together.

Oct 24	TH	8:30 am – 3:30 pm
Dec 3	T	8:30 am – 3:30 pm

### Google Earth

Okay, so you found your college apartment and the house you lived in as a kid. What else can you do with Google Earth? Participants will learn to integrate the power of mapping with satellite images using this magnificent and free web tool. We will look at various educational uses, such as creating interactive tours or field trips.

Oct 23	W	4:30 – 6:30 pm
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### Google Drive (Docs)

Learn to create and share documents and spreadsheets while exploring the unique

collaborative features available with this free web tool.

Sept 26	TH	8:30 – 11:30 am
Oct 9	W	4:30 – 7:30 pm
Oct 29	T	1:00 – 4:00 pm

### Building Websites with Google Sites

Anyone who wants one can have a website of his or her own, and it is “Google” easy. We will build websites from scratch and learn how to add useful features.

Sept 26	TH	1:00 – 4:00 pm
Oct 29	T	8:30 – 11:30 am
Nov 20	W	4:30 – 7:30 pm

### Working w/ Digital Images Using Picassa

You’ve taken what you hope are some great pictures, but they don’t look exactly like you want. What can you do? Participants will explore what they CAN do with a digital picture once it’s on the camera using Picassa – a free Google tool. We’ll discuss cropping, sizing, color adjustment, storage, and getting pictures ready for sharing on the web, PowerPoint, or print.

Oct 30	W	4:30 – 7:30 pm
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### Creating Audio Files for Podcasts and Beyond

Audio files are the forgotten medium. You might be surprised at what all you can do with a sound file. We’ll create multi track audio files using Audacity, a free internet tool. Additionally, we will take a look at what other educators are doing with audio files, podcasts, and more.

Oct 21	M	4:30 – 7:30 pm
Nov 12	T	8:30 – 11:30 am

### Creating Video Files for YouTube and Beyond

You already have the tools you need to create videos, even if you don’t have a camcorder. Web cams, digital and Flip cameras, and even cell phones often have video recording features. Using simple editing tools create video ready for YouTube, TeacherTube and VideoCasts.

Nov 6	W	4:30 – 7:30 pm
Nov 12	T	1:00 – 4:00 pm

### Online Activities for Language Arts – Pre K, 1 & 2

We all know there are wonderful resources online...but who has the time to research and find them? Short Answer: The Eighth Floor! Join us as we review and discuss resources involving writing, literature, phonics, sequencing, games, and more. You can use these resources in your classroom on any computer with internet access as well as with a SmartBoard. Walk away with a handy reference list.

Oct 29	T	4:30 – 6:30 pm
Nov 19	T	4:30 – 6:30 pm

### Technology in the Common Core – An Overview

Curious about Common Core State Standards? Heard all the hubbub about technology requirements? We will discuss what this may mean for you and your students, and take a look at the standards throughout the grade levels. We will also discuss which types of technology could be used to meet the CCSS. This course is an overview of how/where technology weaves into the standards.

Oct 14	M	4:30 – 7:30 pm
Oct 23	W	8:30 – 11:30 am
Nov 14	TH	4:30 – 7:30 pm
Dec 3	T	4:30 – 7:30 pm

### Technology Integration in the Common Core: Classroom Application

A closer look at Web 2.0 resources to help develop an understanding of anchor standards in Math, Writing, and English.

Oct 15	T	4:30 – 7:30 pm
Oct 23	W	1:00 – 4:00 pm
Nov 21	TH	4:30 – 7:30 pm
Dec 5	TH	4:30 – 7:30 pm

### The Flipped Classroom

Put simply, flipping the classroom involves changing up the traditional form of teaching, allowing for much more hands-on, student inquiry, and teacher guided practice. Traditionally, teachers deliver content (lecture) in class. That can now happen at home in place of homework, and “homework” can be done in class. Flipping the classroom allows for more flexibility for in-class projects and activities.

Sept 16	M	4:30 – 7:30 pm
Oct 15	T	4:30 – 7:30 pm
Nov 20	W	9:00 am – 12:00 pm

### Grant Writing for Teachers

This informative session on grant writing will discuss grant sources that are available for the classroom teacher. We will also cover grant writing tips and ways to bring attention to your classroom needs, whether you are seeking funding for supplies or classroom technology. Find out what grant sources really want to know about you when funding your grant.

Sept 17	T	4:30 – 7:30 pm
Nov 2	S	8:30 – 11:30 am
Nov 5	T	4:30 – 7:30 pm

### Grant Writing 2 (online)

This course is a continuation of **Grant Writing for Teachers** class. Whether you are currently writing a grant or still on the fence, you will benefit from this course. Participants will have an opportunity to take an in-depth look at different portions of a grant proposal over a series of online modules. The online environment will provide opportunities for peer discussion and facilitator input.

*This class meets fully online. (12 hours)*

November 5 - 22, 2013

## EIGHTH FLOOR ROAD SHOW!

You don’t want to miss this! Scott, Linda, and Lee Anne take their act on the road and could be coming to your school soon. Does everyone at your institution know what The Eighth Floor is, how it works, and why we are so awesome? This is a perfect opportunity for us to spend 5 – 30 minutes at your institutions telling you exactly what we are about. We are happy to pop in on teacher meetings, administrator meetings, or all school meetings. Any tent! Any town! Right now is a good time to schedule an Eighth Floor Road Show. For more information or to schedule a visit, contact Lee Anne Morris ([lee.anne.morris@tulsacc.edu](mailto:lee.anne.morris@tulsacc.edu) or 918-828-5086)

**Publisher 2010: An Introduction**

Learn the basics of creating newsletters and flyers using this simple Microsoft Office tool.

Sept 19	TH	4:30 – 7:30 pm
Sept 30	M	1:00 – 4:00 pm
Nov 2	S	12:30 – 3:30 pm

**Introduction to Camtasia**

- Basics of this screen video capture program
- Basic and intermediate editing
- Discussion of formats, platforms, and publishing concepts

Oct 10	TH	8:30 am – 3:30 pm
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**InDesign CS5: An Intro**

Learn the basics of setting up new documents, text and formatting, graphics and layout, and working with tables. Survey the various functions and possibilities for educational use.

Oct 12	S	8:30 am – 3:30 pm
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**InDesign CS5: Making Calendars**

Apply your knowledge of InDesign to a real-life project. Upload and edit photos taken with your phone or camera.

Oct 24	TH	4:30 – 7:30 pm
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**Developing Multimedia w/Moviemaker**

- Make movies using all the tools available... audio, video and still images
- Inspire your students and have them inspire you
- Use simple and free tools to create a movie and even publish it on YouTube!

Sept 19	TH	8:30 am – 3:30 pm
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**A Taste of PhotoShop CS5**

- Importing images, editing images and more

Oct 14	M	4:30 – 6:30 pm
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**PhotoShop CS5: An Introduction**

- Explore the possibilities of a powerhouse tool like PhotoShop
- Learn image formatting, selection methods, filling text with images, and more
- Participants will create an entire project in class

Oct 3	TH	8:30 am – 3:30 pm
Nov 19	T	8:30 am – 3:30 pm

**PHOTOSHOP COUPLINGS:  
TIPS AND TRICKS 1 & 2****PhotoShop: Tips & Tricks-1**

- Create a collage with rollover text
- Explore various tips and tricks
- For intermediate users

**PhotoShop: Tips & Tricks-2**

- Increase your knowledge of PhotoShop
- Explore molding scanned images and illustrations into creative art work
- For intermediate users

Nov 13	W	1:00 – 4:00 pm
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**TIPS AND TRICKS 3 & 4****PhotoShop: Tips & Tricks-3**

- Tie together techniques to create visual effects
- Learn to use masks and make your work more efficient
- For intermediate users

**PhotoShop: Tips & Tricks-4**

- Learn to turn text into a dynamic graphic
- Create custom text effects, such as a multi-color neon glow
- For intermediate users

Nov 13	W	4:30 – 7:30 pm
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**TIPS AND TRICKS 5 & 6****PhotoShop: Tips & Tricks-5**

- Learn to turn basic clipart into a more interesting animation
- Colorize black and white images
- For the intermediate user

**PhotoShop: Tips & Tricks-6**

- Make a black and white photo with one part in color
- Create your own paint brushes
- For the intermediate user

Dec 5	TH	9:00 – 12:00 pm
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**Ed Tech – Level 1****For the Absolute Beginner!**

Are you still a little wary of technology? Our Ed Tech courses are designed for educators and support personnel who need to start from the beginning, or even those who would like a basic refresher. This course is designed to allow participants the opportunity to become comfortable with different areas of basic technology. Topics include file management, Microsoft Windows, Word 2010, and PowerPoint 2010, using the internet, and more. Find out how to put these tools to practical use in your classroom or workspace.

Sept 28	S	8:30 am – 3:30 pm
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**Excel 2010: Level 1**

- Enter and modify data
- Format worksheets
- Do calculation, printing, and more

Sept 17	T	8:30 am – 3:30 pm
Sept 28	S	8:30 am – 3:30 pm
Oct 15	T	8:30 am – 3:30 pm

**Excel 2010: Level 2**

- Streamline and enhance spreadsheets
- Create templates, charts, graphs, formulas, and more

Nov 5	T	8:30 am – 3:30 pm
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**Excel 2010: An Introduction**

Sept 16	M	4:30 – 6:30 pm
Oct 24	TH	4:30 – 6:30 pm
Nov 11	M	4:30 – 6:30 pm

**Excel 2010: Beyond the Basics**

- Next step from the introductory course

Sept 23	M	4:30 – 6:30 pm
Nov 7	TH	4:30 – 6:30 pm
Nov 18	M	4:30 – 6:30 pm

**Excel 2010: Formulas and Data**

Formulas are incredibly helpful for finagling and finding data in Excel. This class will walk through the basics of formulas to fun and fancy formulas that can help automate, calculate and accelerate your work flow. **This class is for the intermediate Excel user.**

Sept 30	M	4:30 – 6:30 pm
Nov 14	TH	4:30 – 6:30 pm
Dec 2	M	4:30 – 6:30 pm

**Word 2010: Level 1**

- Create a basic document using Microsoft Word
- Edit documents by locating and modifying text
- Format text & paragraphs
- Add tables & graphic elements to a document
- Control a document's page setup and its overall appearance

Sept 23	M	8:30 am – 3:30 pm
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**Word 2010: Level 2**

- Customized lists, tables, charts, and graphics
- Personalize Word 2010 efficiency tools
- Create complex documents

Oct 22	T	8:30 am – 3:30 pm
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**Word 2010: An Introduction**

- Friendly class for the beginner
- Format documents, fonts, clipart, and more

Sept 19	TH	4:30 – 6:30 pm
Oct 7	M	4:30 – 6:30 pm

**Word 2010: Beyond the Basics**

- The next step from the introductory course

Sept 26	TH	4:30 – 6:30 pm
Oct 14	M	4:30 – 6:30 pm

**Access 2010: Level 1**

- Create and use tables, queries, forms, and reports

Oct 8 & 9	T/W And	8:30 AM – 3:30 PM 8:30 AM – 12:30 PM
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**PowerPoint 2010 for the Classroom**

- Starting with the most basic skills and advancing to intermediate skills, participants will explore various ways to use PowerPoint in the classroom
- Explore design considerations and techniques
- Learn to use images, video, sound files, transitions, animation, master slides, templates, and prepare your file for presentation

Sept 18	W	9:00 am – 4:00 pm
Nov 21	TH	9:00 am – 4:00 pm

**PowerPoint 2010: An Introduction**

- Friendly class for the beginner
- Text-editing, clipart, animations, and transitions

Oct 21	M	4:30 – 6:30 pm
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**PowerPoint 2010: Animations & Hyperlinks**

- Make your PowerPoint presentations even more interactive
- Explore active learning techniques

Oct 28	M	4:30 – 6:30 pm
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**PowerPoint 2010: MORE Animations and Hyperlinks**

- Make your PowerPoint presentations even more interactive
- Explore active learning techniques

Nov 4	M	4:30 – 6:30 pm
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## INTERACTIVE WHITEBOARDS &amp; SMART TOOLS

**TAKING A SMART CLASS?**

*Bring a flash drive to class!*

**Promethean Interactive Whiteboard: Level 1**

- Learn the basics of the Promethean interactive whiteboard
- Discuss the Activinspire presentation software
- Learn tips on creating flipchart lessons with tools and actions available in Activinspire

Sept 26	TH	4:30 – 7:30 pm
Oct 28	M	4:30 – 7:30 pm
Nov 11	M	4:30 – 7:30 pm

**Promethean Interactive Whiteboard: Level 2**

- Math tools, recognition tools
- Color Manipulation, Layers and Magic Ink
- Converting files and Desktop Annotate

Oct 30	W	4:30 – 7:30 pm
Nov 12	T	4:30 – 7:30 pm

**Promethean Interactive Whiteboard: Level 3**

- Screen Recorder
- Creating Activities with Action and Property Browser
- Interactive Activities and Web Resources

Nov 13	W	4:30 – 7:30 pm
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**Promethean Marathon**

- Get Promethean Levels 1, 2, and 3 all in one day

Sept 19	TH	8:30 am – 3:30 pm
Oct 12	S	8:30 am – 3:30 pm
Oct 21	M	9:00 am – 4:00 pm

**SmartBoards-SmartLearning: Level 1**

- Learn the basics of the SMART interactive whiteboard
- Discuss Notebook presentation software
- Learn the basics of the SMART toolbar
- Learn to add content to your pages
- This course is for beginners

Sept 16	M	4:30 – 7:30 pm
Sept 23	M	4:30 – 7:30 pm
Sept 30	M	4:30 – 7:30 pm
Oct 8	T	4:30 – 7:30 pm
Oct 21	M	4:30 – 7:30 pm
Dec 3	T	4:30 – 7:30 pm

**SmartBoards-SmartLearning: Level 2**

- Continue to explore the basics of SmartBoard and beyond
- Create a small project for the classroom
- **Bring a flash drive to class**

Sept 17	T	4:30 – 7:30 pm
Oct 3	TH	4:30 – 7:30 pm
Oct 9	W	4:30 – 7:30 pm
Oct 22	T	4:30 – 7:30 pm
Nov 7	TH	4:30 – 7:30 pm
Dec 4	W	4:30 – 7:30 pm

**SmartBoards-SmartLearning: Level 3**

- Learn to use templates and pages in the Lesson Activity Toolkit
- Discuss web resources available for the SmartBoard
- Learn how to use the SMART recorder feature
- For the intermediate user
- **Bring a flash drive to class**

Sept 18	W	4:30 – 7:30 pm
Oct 10	TH	4:30 – 7:30 pm
Oct 23	W	4:30 – 7:30 pm
Nov 14	TH	4:30 – 7:30 pm
Dec 5	TH	4:30 – 7:30 pm

**Smart Marathon - 6Hr**

- Get your SmartBoard – SmartLearning: Levels 1, 2, and 3 all in one day.
- **Bring a flash drive to class**

Sept 16	M	9:00 am – 4:00 pm
Sept 28	S	8:30 am – 3:30 pm
Nov 2	S	8:30 am – 3:30 pm
Nov 6	W	8:30 am – 3:30 pm
Dec 2	M	9:00 am – 4:00 pm

**Best Practices in SMART Lesson Design**

*(This course is for intermediate users.)*

Have you already taken SmartBoard Levels 1, 2, and 3 or the SMART Marathon? This course takes you further on the SMART journey and reminds you of what you already may know. Participants will share best practices and benefit from the ideas of others. Additionally, participants will have time to conduct research and create specialized lesson plans or projects with the guidance of a course facilitator and other educators. You may even choose to turn your lesson into a video!

*(Please bring what you need to create your own curriculum, along with a flashdrive.)*

Nov 20	W	9:00 am – 4:00 pm
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**Smart Response (Senteo)**

- Explore the uses of these interactive responders as they work with the SmartBoard
- Integrate questions, reviews, tests, assessments, and more.
- Discuss how to create questions that work with Notebook lectures and presentations

Nov 5	T	4:30 – 7:30 pm
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*Bring a flash drive to class!*







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