

Tech Log Hours

Date	Time	Description	Monica Daniels
9/18/08	1	Today I worked with another teacher to setup an online grade book. We input the standards and formally added her students to the grade book. We talked about how the grade book could be utilized to create lesson plans and keep track of student progress.	
9/18/08	0.5	Setup of student computers. I guided the students onto the computer and helped them gain access to the appropriate programs.	
9/22/08	0.5	At professional development training, administrators requested a setup and explanation of a laptop onto an overhead projector. As the staff waited for a training on the school's harassment policy, I showed the principals how to hook up the computer and run a CD off of it onto the projector. I then helped to display the windows media player clip for the staff to see.	
9/23/08	1.5	Today I continued my training of another teacher with the use of teacherease.com, an online grade book. We worked to input assignments and worked with the standards to organize the program so that it would best suit the teacher's needs.	
9/24/08	0.5	I worked with a 4 th grade teacher to setup her computer to project brainpop correctly for the students.	
9/26/08	1	Worked with other teachers accessing relevant data from performance tracker.	
9/30/08	0.5	Worked with fifth grade teacher to find relevant smartboard materials to coincide with her lesson on prime and composite numbers.	
10/2/08	0.5	Worked with all teachers when printer was jammed/ not working appropriately.	
10/6/08	1	Today I worked with my team to update and work through our teacher website for homework. We started discussing how we can go about changing it to make it more appealing.	
10/7/08	4.5	We had an ITLT meeting today to collaborate together and work to create a way to incorporate technology into the classrooms and in the school. As a group we came up with the idea to start using a wiki as a means of communication with the teachers. We set a meeting date with the principal and anticipate training sessions for the staff to help them utilize the wiki and show them how it can also be applied within the classroom.	
10/8/08	1	Today I met with Instructional technology specialist to discuss what projects we could collaborate on together during this school year. She would like my help to disseminate distribution list that offer technology professional developments.	

10/14/08	0.5	Met with a fifth grade teacher to work on saving student work and printing to a network printer.
10/15/08	3	Class demonstration of using a powerpoint with sound to create a geography project.
10/16/08	3	Worked with students to create powerpoints, record sound, and upload final products onto a wiki.
10/20/08	1	I worked with a fifth grade teacher to help students gain access to computers in order to complete final drafts of writing.
10/21/08	1.5	Meeting with principal to discuss school wide wiki. We discussed how to push the wiki out and how to train staff on the wiki. We also express the need for a technology replacement plan and showed the principal how to work on a wiki.
10/22/08	1	Curriculum Marketplace to provide professional development to volunteer staff that would like to learn more about wikis in the classroom. Discussion on how to create wikis and ideas on how to utilize them in the classroom.
10/22/08	1	Working with the Instructional Technology Specialist to update the school wiki and discuss concerns with technology. We talked about how to encourage staff to utilize technology.
10/24/08	1	Today I worked with the ITS to provide support to teachers with the new Microsoft office and compass learning setup.
10/28/08	1	Today I worked with students and teachers to use Microsoft Word efficiently in the classroom.
10/30/08	1	I provided support to both teachers and students in the use of Microsoft Publisher.
10/30/08	2	Teamwork to create professional development materials for teachers on the school wide wiki.
10/31/08	1	Discussion with team members about the necessary training needed for teacher use of wikis
11/3/08	0.5	Discussion with other teachers about what I can do for them with regards to technology. Some teachers requested some demonstrations on school programs.
11/4/08	8	Professional development day spent with teachers. I assisted in working with the teachers on the nwea.org website. We worked on analyzing the computerized test of MAP and how to run the reports to use them in the classroom.
11/5/08	2	I spent time with my principal today showing her how to setup and run a wiki for our special education teachers.
11/5/08	1	I worked with the other ITLTs to continue to develop our school wiki. I shared with them some strengths that I have been encountering with my classroom wiki.
11/6/08	2	I worked with the ITS to distinguish needs of teachers in the classroom. I will be helping her during her house meetings to disseminate information about technology to the staff.
11/6/08	1	During our planning time, I talked with my team mate to analyze how her online grade book could give reports that

		would aid her in completing our standards based report card.
		I worked with the students to complete Publisher and Word documents in order to create a newspaper article. I then did a
11/6/08	2	lesson on how to upload their work onto the classroom wiki.
		Today I continued to train the principal on how to upload
11/10/08	0.5	informatio onto her wiki for the special education teachers.
		While the LA committee was meeting today, I was asked to
		join them in order to assist with creating a wiki that would
11/12/08	1	meet their literacy needs and enable them to share ideas,
		information, and documents.
		Technology meeting with the other teachers to discuss teacher
		concerns with technology and a time for teachers to sign up for
11/14/08	1	needed technology training.
		Meeting with principal to discuss his use with the wiki and we
		scheduled a training session for the office staff for Thursday
11/17/08	1	11/20.
		Today I spent three class periods working with students on
		using scanners to upload their work onto their writing portfolio
11/17/08	2	wiki.
		I was contacted by the technology liason from the University of
		Delaware regarding my wiki use. She has asked me to work
		with two of her teachers from another district to help them role
		out a classroom writing wiki much like the one I am currently
		using. I have setup Internet meetings with one of the teachers
		to help her to structure her wiki and work with her on
11/17/08	2	developing it.
		As an ongoing support, I have been in contact with the teachers
		that the liason has asked me to talk to. We have been
		discussing how to use the wiki in the classroom and how to
		work with the students in doing so. I have exchanged
		successes with these teachers and offered to come work one on
		one with them at their school. At this point, we have not set
11/18/08	4	anything up.
		Today I worked with the administration on creating their wikis
		and adding users. I am continuing to be a support to them as
11/19/08	2	they continue to learn about new technologies.
		Today during my conferences, I also worked with the parents
		to understand the uses and advantages of the technologies that
		we are utilizing in class. I showed them how to access and use
11/21/08	2	the technologies at home.
		Working with parents to help them understand the advantages
		of using the writing wiki in the classroom. I talked with them
		about how to access the site and how they could contribute to
11/24/08	2	their child's writing.
11/25/08	2	I met with the IST to discuss the upcoming Pete and C
		conference and how we can utilize this to have a student

showcase and possibly send teacher to learn more about technology integration.

11/25/08	1	Worked with another teacher to setup classroom accounts for her wiki and introduce it to her classroom.
11/26/08	2	Discussed and explained to students the benefits of using a webquest to research Ancient Mesopotamia. Students worked at their own pace to complete different parts of the webquest.
12/2/08	4	Scheduled to meet with the ITLTs of the district to discuss the progress of technology within the classrooms and throughout administration.
12/4/08	3	Scheduled times to meet with classroom teachers to enhance their understanding of technology in the classroom. I will be introducing them to a school wide wiki for staff use and I will be available for anyone who wishes to try wikis in their classroom.
total:	75.5	