This publication advertises technology class sessions. The courses are designed for administrators and support staff.

These training sessions represent the school division’s commitment to professional development for personnel. Please take the opportunity for professional growth through the enhancement of technology skills by enrolling in these courses.

Registration Notes

- Participants should register at least two weeks prior to the class session of each requested course.
- Access online registration using the link below: [https://intra.cpschools.com/staffdev_mgr/index.php?actionType=IT](https://intra.cpschools.com/staffdev_mgr/index.php?actionType=IT)
- Participants needing assistance with the online registration process should contact the Department of Technology at 482-5635.
- Participants who are unable to attend a session for which they have registered should contact IT Help Desk (ithelpdesk@cpschools.com) as early as possible to cancel their registrations.

Licensure

In accordance with the Virginia Licensure Renewal Manual, licensed participants with at least five hours total from any combination of courses (excluding work sessions) advertised in this year’s editions of The Technology Trainer may earn licensure points (one point per clock hour). Licensure points for this series (summer 2019 - spring 2020) will be calculated after the last Technology Trainer class session held in spring 2020.

The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.
Synergy Workshops

Synergy: Health Module for Nurses

Course Description: Health advisors and clinic assistants will learn about using the Health Module in Synergy. This session will include information on how to enter health conditions, add/manage medications and procedures, and keep a daily health log.

Prerequisite(s): Account access to Synergy

Target Audience: Health Advisors, Clinic Assistants, Substitute Health Advisors (Recommended for target audience who are new to their positions)

Instructor(s): Synergy Support Team and Health Services

Licensure Points: 3

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): August 23, 8:30 a.m.-11:30 a.m.

Synergy: Navigation and Overview

Course Description: Participants will receive an overview of the new Synergy version 10 to include student information, grading information, attendance, and TeacherVue. This is a good class for new employees who will have access to student data or for veteran employees who need a refresher class.

Prerequisite(s): Account access to Synergy

Target Audience: Building Administrators, School Counselors, School Secretaries, Data Quality Secretaries (Recommended for target audience who are new to their positions)

Instructor(s): Synergy Support Team

Licensure Points: 3

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): August 28, 8:30 a.m.-11:30 a.m.
Synergy: Attendance for New Clerks

**Course Description:** Participants will learn how to monitor and edit attendance in Synergy. The attendance process, CPS policies related to attendance and truancy, and the procedure for truancy letters will be included.

**Prerequisite(s):** Account access to Synergy

**Target Audience:** New Attendance Clerks (Veteran attendance clerks who need a refresher are also invited to attend.)

**Instructor(s):** Synergy Support Team and Student Services

**Licensure Points:** 3

**Course Number:** TTT001-08-20S

**Location:** ESC Lab 120

**Date(s)/Time(s):** September 10, 8:30 a.m.-11:30 a.m.

Enrollment and Withdrawal Procedures for Accurate Reporting

**Course Description:** This training will provide clear procedures and streamlined processes for properly enrolling and withdrawing students to achieve consistent and accurate reporting.

**Prerequisite(s):** Account access to Synergy

**Target Audience:** School Secretaries, Data Quality Secretaries, Secondary School Counselors (Mandatory for target audience who are new to enrolling or withdrawing students)

**Instructor(s):** Synergy Support Team and Student Services

**Licensure Points:** 3

**Course Number:** TTT001-08-19S

**Location:** ESC Lab 120

**Date(s)/Time(s):** September 11, 8:30 a.m.-11:30 a.m.
**Synergy: Queries and Reports**

**Course Description:** Participants will learn how to attain data by creating basic queries for any module in Synergy. Participants will also learn how to save their queries as filters for future use. Report options and settings will be discussed.

**Prerequisite(s):** Account access to Synergy

**Target Audience:** Building Administrators, School Counselors, School Secretaries, Data Quality Secretaries

**Instructor(s):** Synergy Support Team

**Licensure Points:** 3

**Course Number:** TTT001-08-20S

**Location:** ESC Lab 120

**Date(s)/Time(s):** September 24, 8:30 a.m.-11:30 a.m.

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**Synergy: Maintaining Elementary Schedules**

**Course Description:** Participants will learn how to add/remove students from elementary schedules in the new course setup. Adding additional staff to the new courses will be covered as well as other information regarding sharing and maintaining student data. Participants will also receive a refresher about enrolling and withdrawing students for the new year.

**Prerequisite(s):** Account access to Synergy

**Target Audience:** Elementary Administrators, Elementary School Secretaries, Elementary Data Quality Secretaries (Recommended for target audience who are new to their positions)

**Instructor(s):** Synergy Support Team and Department of Teaching and Learning

**Licensure Points:** 3

**Course Number:** TTT001-08-19S

**Location:** ESC Lab 120

**Date(s)/Time(s):** September 20, 8:30 a.m.-11:30 a.m.
Parent Alert System (PAS)

Course Description: The Parent Alert System (PAS) is a web-based notification system. All schools have the ability to notify their parents and staff members via PAS. Principals of each school have three designated PAS users. This course will teach designated users how to log into the system via the Internet and phone. Participants will learn how to change account information, create lists, create messages, and submit jobs. They will also learn how to save and read reports generated after a call is made. Participants should bring a cell phone to class to create messages and answer calls.

Prerequisite(s): Familiarity With Windows

Target Audience: All Personnel with access to Parent Alert System

Instructor(s): LaGreta Lawrence

Licensure Points: 3

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 2, 8:30 a.m.-11:30 a.m.
WordPress Basics and Accessibility (Combined Class)

Course Description: Pagemasters will learn the basics of creating and editing WordPress websites while understanding how to maintain ADA compliance. This course is required before pagemasters can be granted rights to edit their WordPress pages.

Prerequisite(s): None

Target Audience: Pagemasters, Backup Pagemasters (Mandatory for target audience who are new to their positions)

Instructor(s): Mary Stinnette

Licensure Points: 4

Course Number: TTT001-08-19S

Location: ESC Lab 120

Date(s)/Time(s): September 11, 12 p.m.-4 p.m.; September 17, 8 a.m.-12 p.m.; September 23, 8 a.m.-12 p.m.; October 10, 8 a.m.-12 p.m.; October 23, 12 p.m.-4 p.m.; December 3, 12 p.m.-4 p.m.
WordPress Hands-On Lab for Pagemasters

Course Description: Pagemasters will have the opportunity to work on WordPress sites, correct accessibility issues, and interpret Siteimprove reports under the guidance of the instructor.

Prerequisite(s): Participants must have attended WordPress Basics and Accessibility (Combined Class) prior to registering for this class.

Target Audience: All Pagemasters

Instructor(s): Mary Stinnette

Licensure Points: Not Applicable

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): November 14, 8:30 a.m.-11 a.m.

Accessible Graphics/Graphics Editing for Pagemasters

Course Description: Pagemasters will learn how to use Paint.NET to create ADA-compliant graphics for use on WordPress sites and/or in documents.

Prerequisite(s): None

Target Audience: Pagemasters and individuals who are responsible for creating flyers, documents, or newsletters for Peachjar or to post to school or department web sites

Instructor(s): Mary Stinnette

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): November 21, 1 p.m.-3:30 p.m.
Coding

Coding With Scratch Basics for Technology Integration Specialists, 3-8

Course Description: Technology integration specialists will learn basic functions of using the M.I.T. Scratch program in order to prepare teachers to integrate coding in the classroom.

Prerequisite(s): None

Target Audience: Technology Integration Specialists, 3-8

Instructor(s): Mary Stinnette

Licensure Points: 3

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 16, 8:30 a.m.-11:30 a.m.

More Scratch Coding in the Classroom for Technology Integration Specialists, 3-8

Course Description: Technology integration specialists will review Scratch functions and Scratch projects designed for use in the 3-8 classroom, with the goal of collaborating and discussing tips for integration with core content areas.

Prerequisite(s): Participants must have attended Coding With Scratch Basics for Technology Integration Specialists prior to registering for this class.

Target Audience: Technology Integration Specialists, 3-8

Instructor(s): Mary Stinnette

Licensure Points: 3

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): November 7, 8:30 a.m.-11:30 a.m.; November 19, 8:30 a.m.-11:30 a.m.

Course Description: Technology integration specialists will learn basic functions in Scratch Jr. in order to prepare teachers to integrate coding in the K-2 classroom.

Prerequisite(s): None

Target Audience: Technology Integration Specialists, K-2

Instructor(s): Mary Stinnette

Licensure Points: 2

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 16, 1 p.m.-3 p.m.
Internet Safety

Course Description: Participants will review federal and state laws as well as CPS policies related to data and network security, the Acceptable Use Policy, electronic communication guidelines, and social media. Materials will be provided for participants to use when training building or department-level staff.

Prerequisite(s): None

Target Audience: Administrators, Technology Integration Specialists, Technology Support Specialists

Instructor(s): Steve Chamberlin

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 17, 8:30 a.m.-11 a.m.; October 29, 1 p.m.-3:30 p.m.

Blended Learning

Course Description: We hear the term “blended learning” often, but what does it really mean? In this session, participants will learn about different blended learning models and consider ways to promote blended learning by using technology available in schools. In addition, participants will collaborate to develop blended learning models for classroom use.

Prerequisite(s): None

Target Audience: Building Administrators, Technology Integration Specialists

Instructor(s): Steve Chamberlin

Licensure Points: 2

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 7, 1:30 p.m.-3:30 p.m.; October 23, 8:30 a.m.-10:30 a.m.
Google Classroom and G Suite for Collaboration

Course Description: Learn more about the power of G Suite and Google Classroom as you explore ways to be collaborative in the office as well as the classroom. Hands-on activities and resources will be provided.

Prerequisite(s): Previous experience with G Suite and Google Classroom

Target Audience: Administrators, Support Staff, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): September 30, 8:30 a.m.-11 a.m.; October 9, 8:30 a.m.-11 a.m.; November 13, 8:30 a.m.-11 a.m.

Introduction to Google Docs

Course Description: Are you interested in learning the basics of the components and navigation for Google Docs? Learn the basics on templates, collaborative opportunities, and sharing. Hands-on activities and resources will be provided.

Prerequisite(s): Familiarity with your G Suite Account

Target Audience: Administrators, Support Staff, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): September 30, 1 p.m.-3:30 p.m.; October 7, 8:30 a.m.-11 a.m.; October 11, 8:30 a.m.-11 a.m.; November 8, 12:30 p.m.-3 p.m.
Introduction to Google Drive

Course Description: Are you interested in learning the basics of the components and navigation that make up Google Drive? Are you using your G Drive (File stream) to locate and store your work? Explore creating folders, uploading and locating information, organizing, and more. Hands-on activities and resources will be provided.

Prerequisite(s): Familiarity with your G Suite Account

Target Audience: Administrators, Support Staff, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 15, 8:30 a.m.-11 a.m.; October 18, 12:30 p.m.-3 p.m.; November 6, 8:30 a.m.-11 a.m.; November 8, 8:30 a.m.-11 a.m.

Introduction to Google Forms

Course Description: Are you interested in learning the basics of the components and navigation for Google Forms? Participants will learn how to create and easily share forms as well as specific form settings and responses. Hands-on activities and resources will be provided.

Prerequisite(s): Familiarity with your G Suite Account

Target Audience: Administrators, Support Staff, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 11, 12:30 p.m.-3 p.m.; October 15, 1 p.m.-3:30 p.m.; November 6, 1 p.m.-3:30 p.m.; November 22, 8:30 a.m.-11 a.m.
Introduction to Accessibility and Compliance With Word and Adobe Pro DC

Course Description: In this introductory session, administrators, support staff, pagemasters, and technology integration specialists with access to Adobe Pro DC will be introduced to the basics of accessibility and compliance. Participants will be able to convert Word forms to Adobe Pro DC forms and fix any resulting errors. Participants are requested to bring a flash drive to class with their own forms/PDFs to use as the last portion of this class will include a work session. Resources will also be available for downloading.

Prerequisite(s): Participants must have access to Adobe 11 or higher (preferably Adobe Pro DC). In addition, participants must be familiar with Microsoft Word 2010 or higher.

Target Audience: Administrators, Support Staff, Pagemasters, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 1, 8:30 a.m.-11 a.m.; November 20, 1 p.m.-3:30 p.m.
Adobe Pro DC: Introduction to Fillable Forms

Course Description: Administrators, support staff, pagemasters, and technology integration specialists with access to Adobe Pro DC will be introduced to the latest version of Adobe Pro DC with emphasis on form creation. Participants are requested to bring a flash drive to class with their own forms/PDFs to use as the last portion of this class will include a work session.

Prerequisite(s): Participants must have access to Adobe 11 or higher (preferably Adobe Pro DC). In addition, participants must be familiar with Microsoft Word 2010 or higher.

Target Audience: Administrators, Support Staff, Pagemasters, Technology Integration Specialists

Instructor(s): Jackie Moore

Licensure Points: 2.5

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s): October 1, 1 p.m.-3:30 p.m.; November 20, 8:30 a.m.-11 a.m.
*New* Introduction to Gmail

Course Description: In this introductory course, we will cover the basics of Gmail, including Navigation and Components, Composing an Email, BC and CC, Settings, Calendar, Contacts, Signatures, Out of Office Messages, and Tips and Tricks.

Prerequisite(s): None

Target Audience: Central Office Administrators, Central Office Employees

Instructor(s): Jackie Moore

Licensure Points: 2

Course Number: TTT001-08-20S

Location: ESC Lab 120

Date(s)/Time(s):

October 22, 1 p.m.-3 p.m.
October 24, 8:30 a.m.-10:30 a.m.
October 28, 8:30 a.m.-10:30 a.m.
October 30, 1 p.m.-3 p.m.

November 12, 8:30 a.m.-10:30 a.m.
November 13, 1 p.m.-3 p.m.
November 15, 8:30 a.m.-10:30 a.m.
November 19, 1 p.m.-3 p.m.
November 21, 8:30 a.m.-10:30 a.m.

December 4, 1 p.m.-3 p.m.
December 5, 8:30 a.m.-10:30 a.m.
December 9, 1 p.m.-3 p.m.
December 11, 8:30 a.m.-10:30 a.m.
December 17, 8:30 a.m.-10:30 a.m.
December 18, 1 p.m.-3 p.m.