

# STC Meeting Agenda

September 30, 2014



- I. **Welcome and Introductions** (Samantha Reid) 4:30
  - a. Roles, responsibilities
  - b. [Inst Tech Website](http://insttech.tulaschools.org) <http://insttech.tulaschools.org>
  - c. [Instructional Technology Classes –TPS/8<sup>th</sup> Floor](#)
- II. **News Updates/ IT Questions** – (these will go out as an email then STC’s can ask any clarifying questions)
- III. **Breakout Groups (Pick 4)**

	Perri Applegate Computer Lab 306	Cari Palesano Room 121	Samantha Reid Computer Lab 303	Linda drink Room 305	Dana Mason Room 123 (laptop Cart)	Drew Robinson Computer Lab 301	Dennis Harlien Cafetorium
4:45-5:10	Google Drive Overview of Docs, Sheets, and Slides	Promethean Trouble-shooting	SchoolDesk Teacher Sites	iPad Set up	N/A	Google for Advanced users - Research tools, tagging, Comments, Revision history	Ask A Tech
5:13-5:38	Google Drive Overview of Docs, Sheets, and Slides	Promethean Trouble-shooting	Google Classroom	AppleTV Set up Student iPad Cart Set up	Google Forms How to Create a Work Order Form for your site	Google for Advanced Users - Apps, Extensions, searches	Ask A Tech
5:41-6:06	Google Drive Overview of Docs, Sheets, and Slides	Promethean Board Basics	Google Classroom	iPad Set up	N/A	Google for Advanced Users - Apps, Extensions, searches	Setting up a new computer MDF/IDF
6:09-6:30	Google Drive Overview of Docs, Sheets, and Slides	Promethean Trouble-shooting	Google Classroom	AppleTV Set up Student iPad Cart Set up	Google Forms How to Create a Work Order Form for your site	Google for Advanced users - Research tools, tagging, Comments, Revision history	Ask A Tech

- IV. **Questions & Evaluations** (in last session) (6:27 -6:30)
  - a. Questions, Comments, concerns
  - b. Evaluations (in last session)
  - c. Future Meetings: (Please Plan Ahead!)
    - December 9rd – Online 4:30-6:30
    - February 24th – Online 4:30-6:30
    - May 5th – Online 4:30-6:30