Spring 2017

Continuing Professional Development (CPD) Course Offerings

Office of Talent Development

Oxon Hill Staff Development Center (OHSDC)
7711 Livingston Road
Oxon Hill, MD 20745
301-749-5238
www1.pgcps.org/talentdevelopment
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Continuing Professional Development (CPD) Course Overview

Professional Development Overview
The Office of Talent Development welcomes you to a range of professional and personal development opportunities. These offerings focus on the development of skills and the acquisition of knowledge enhancing your performance and satisfaction as a professional educator. Required coursework for certification from the Maryland State Department of Education (MSDE) is offered in this booklet. This catalog is available electronically at http://www1.pgcps.org/talentdevelopment/.

To enroll in coursework for this semester, use the Electronic Registrar Online (ERO) on the Employee Services page. This page can be reached by clicking on the EMPLOYEES tab, located in the top right hand of the banner on the PGCPS home page. Follow the prompts to register for PGCPS course offerings only. After registering, please follow the PayPal system to pay for each course at the time of registration. An electronic receipt will be issued to you to and your will also receive a PayPal receipt to complete the registration process. Please bring a copy of your receipt(s) to the first class.

Please note: When fees are listed as WAIVED, this applies to PGCPS employees ONLY. Out-of-system participants must pay the assessed fees/course costs.

Administration Fee for Non-PGCPS Employees
All registrants who are not employed by PGCPS are registered when space is available and are assessed an additional administrative fee of $20.00 for each course. Money orders, made payable to PGCPS must be sent via U.S. Mail to:
Oxon Hill Staff Development Center (OHSDC)
Office of Talent Development
ATTN: Rainya P. Miller
7711 Livingston Road, Room 209
Oxon Hill, MD 20745

A receipt will be issued when this process is completed by out-of-system participants only. Complete payment must be made prior to the first class, with a money order mailed to OHSDC.

NO WALK-INS will be accepted at OHSDC. Please call for an appointment.

In order to better accommodate all participant inquiries, please call OHSDC ahead for an appointment at 301-749-4600 to ensure that the appropriate staff member is in the office and able to assist the participant and their inquiry.

Course Postponement and Cancellation Policy
The Office of Talent Development (OTD) reserves the right to cancel any offering when there is insufficient enrollment. Participants receive a full refund in such cases and are given the opportunity to enroll in another course. OTD also reserves the right to postpone classes, limit registration, and assign registration priority when deemed necessary. Participants will be notified of any changes before the class begins via the system email. When scheduled courses cannot be held because of a holiday or emergencies (snow, power outage, etc.), the missed class time MUST be made up. Instructors are encouraged to schedule the make-up time through collaborative dialogue with participants.

Inclement Weather Policy
All PGCPS professional development classes are cancelled when schools are closed or evening activities are cancelled.

Please check the PGCPS website at www1.pgcps.org for weather related updates.
Assessment Procedures for Participants
All CPD workshops are graded on a pass/fail basis and are recorded on the Professional Development Report Form (PDR) within thirty (30) days after the semester has ended.

Course Evaluation
At the conclusion of all programs conducted for state-approved credit, an electronic evaluation is completed by each participant. Instructors will guide evaluations and participants need to bring their laptops to complete their evaluations. Occasionally, OTD will follow up these assessments with surveys, focus groups, and interviews. Individuals can also forward additional comments, suggestions, and reactions to the Office of Talent Development, Oxon Hill Staff Development Center, 7711 Livingston Road, Room 209, Oxon Hill, MD 20745, Attention: Ms. Rainya Miller or email at rmiller@pgcps.org.

Reporting Credit
Professional Development Reports (PDRs), demonstrating your successful completion of a course are issued at the end of each semester. It takes the Office of Talent Development 4-6 weeks to process these reports. Each participant will be emailed a copy of their PDR. Participants are to keep a copy for their own records and to print one and take to the Office of Teacher Staffing and Certification, Sasscer Building, Room 108, with a completed Evidence of Certification/Salary Adjustment Form. Course participants who are not employed by the PGCPS will receive their PDR via the U.S. Mail and must provide their address at the time of registration. System personnel requesting PDRs from previous semesters must pay a $15.00 money order in order to process the request.

Incomplete Policy
Participants in CPD courses are expected to complete all course work by the last scheduled class meeting. Only for extraordinary reasons will an “incomplete” be assigned by the instructor. In such cases, permission must be secured in writing prior to the conclusion of course and work must be received no later than three days after the course has ended, if credit is to be awarded.

Professional Library
The Professional Library at Bonnie F. Johns Educational Media Center (BJEMC) is an excellent source for journals, periodicals, professional books, ERIC research assistance, and curriculum materials. It is located at 8437 Landover Road Landover, MD 20785. Telephone – 301-386-8208. Please call prior to visiting the library.

Participants are expected to arrive on time and attend ALL sessions.

Per PGCPS Board of Education Policy, children are not permitted to attend classes. Please make arrangements for child care prior to the first session.
Registration for courses within PGCPS is available through ERO. ERO can be accessed online with a User ID (your Employee Identification Number) and PIN. If you need further assistance, contact helpdesk@pgcps.org or (301) 386-1549.

To obtain a Personal Identification Number (PIN):
If you are a new user to ERO, you will need to obtain a PIN to access ERO. You may obtain a PIN via the computer or the telephone.

**Obtaining a PIN via computer:**
1. Access ERO online at http://ero3.eschoolsolutions.com/user/Login.taf
   NOTE: ERO can also be accessed from the PGCPS home page within the Employee Quick Links.
2. If prompted, enter Organization ID: 20772
3. Click the link: “Don’t have a PIN?”
4. Enter your User ID: Your EIN
5. As a new user, you must select a PIN or password that is at least 4 digits and no more than 9 digits in length. Enter your PIN.
6. Retype your PIN for verification.
7. Click Submit.

   -OR-

**Obtaining a PIN via telephone:**
1. Dial 1-877-453-3443
2. Enter your Organization ID: 20772
3. Enter your User ID: Your EIN
4. As a new user, you must select a PIN or password that is at least 4 digits and no more than 9 digits in length. Enter your PIN.

If you have forgotten your PIN
In most cases, your preset PIN will be your EIN; however, if you have forgotten your PIN, follow the directions below to receive an email reminder:
1. Access ERO.
2. Enter your Organization ID: 20772
3. Click the link: “Forgot your PIN?”
4. Your PIN will be emailed to you.
1. Access ERO from the PGCPS homepage.
2. If prompted, enter the Organization ID, **20772**.
3. Enter your **User ID** (Employee Identification Number) and **PIN**.
4. Select the **Course Catalog** tab.
5. Click **View Schedule Calendar** if you know the date for the class you want to attend.
6. Or, click **Search** to locate your course by any of the following:
   - **Curriculum**: Department sponsoring the training
   - **Course Code or Title**: A keyword for the name of the class
   - **SRN**: 10-digit code for a specific course, provided by the course’s sponsor
7. Once your search results appear, click the **name of the class**.
8. View the details of the class.
9. Click **Register**.

10. Select the appropriate **credits** and click **Continue**.
11. View the confirmation message to note your registration status. If payment is required to attend the course, registration is **incomplete** until payment is received.
12. To pay for your course, select the **PayPal** button to pay by credit or debit card.

13. **Login** with your existing **PayPal** account. Or, enter your personal information to **create an account**.

14. Once payment is processed, a receipt is generated and emailed to you. Bring the receipt to the first class as proof of payment.

*Course Payment is required at the time of registration. However, if you were not able to pay during registration, use the directions below to login and make a payment at a later time.*

   1. Login to ERO.
   2. Select **My Schedule**
   3. Select **Unpaid Courses**
   4. Click the PayPal button to pay for your course.
When your schedule changes and you can no longer attend a class that you registered for, you must drop the class. Failure to drop classes or be marked as a Late Drop repeatedly (2 or more times) will prevent you from registering for classes in the future.

1. Login to ERO.

2. Select the My Schedule tab.

3. Select Drop next to the class that you’re currently enrolled.
PayPal is the safer, easier way to pay for courses online. The service allows anyone to pay using credit cards without sharing financial information. You may use all major credit cards and/or a bank card. For PGCPS, the PayPal system is another component of the ERO ESchools Solution system, which is used for registration of professional development, including the Continuing Professional Development Program (CPD) courses. The PayPal system features payment of tuition through ERO at the same time that each person registers for a course. The system is secure, convenient, and easy to use.

If you do not have a PayPal account, follow the prompts to complete the process for setting up an account. There is no cost for setting up your account. You will be prompted to register for your PayPal account, after you have clicked the button to register for a course.

Please note payment is to be made at time of registration. Failure to comply may result in being dropped from the class.

Follow these steps AFTER selecting to register for the course:

1. Click “PAY NOW” to create the account and to make the payment for either certified teacher or provisional teacher depending on your certification status. The tuition/fee costs are different based on your certification status. Please be sure to only click the “Pay Now” ONLY once. If you click more than one time you will be charged each time you click.
2. Please note: If you already have a PayPal account, you can access your account and then your account will be debited for the amount you owe for the course.
3. Click on the “continue” link on the successful payment page which will send you back to the ERO site and it will update your registration as paid.
4. You will receive an email informing you that you have paid and your registration is complete. PLEASE REMEMBER TO BRING YOUR CONFIRMATION EMAILS TO THE FIRST NIGHT OF CLASS.

Follow these steps when requesting a REFUND:

- Email Barbara Pometto at barbara.banning@pgcps.org to request a refund.
- Be sure to cite your reason for requesting a refund, including your EIN.
- If your request comes prior to class beginning, you will receive a 75% refund after transaction fees are collected.
- If you request a refund after class begins, you will receive a 50% refund after transaction fees are collected.

NO REFUNDS AFTER THE SECOND CLASS, and no refunds after the first face-to-face class session for online courses.

Fees and Tuition

Course fees: CPD credit-bearing courses are typically financed by participants. Certain courses are provided to participants with reduced or waived fees due to system priorities or available funding sources. These low or no cost fees provide on-going, state-approved professional development opportunities without the higher cost of college/university tuition. The assessed fees will cover materials and personnel costs necessary to conduct each course. Fees are noted with the course description.

Cost for duplicate copy of Professional Development Report (PDR)

If you need a duplicate copy of a PDR, you must email the request to the Program Coordinator stating the course name and date that the course was completed. The cost is $15.00 payable by money order only remitted to PGCPS and sent to the Program Coordinator at Oxon Hill Staff Development Center. Once the money order is received, your request will be processed.

Anyone who requires an auxiliary aide/service for effective communication in order to participate in the Continuing Professional Development (CPD) courses, should contact Rainya Miller in the office of Talent Development at 301-749-4600, extension 2133. Requests should be made as soon as possible, but no later than 48 hours prior to the class opening.
Continuing Professional Development Course Registration Form
For Substitutes or NON-PGCPS Employees

Name ____________________________________________________________
Address __________________________________________________________________
City __________________ State ____________ Zip ____________
Home Phone # __________________ Cell Phone # ____________________
Email Address ________________________________________________
EIN# or SSN#: ____________________________

Course Name _______________________________________________________
Course Code/SRN # ________________________________________________
Registration Fee ______________ Credits _______ Hours _________
Course Start Date ________________________________

Upon completing this form, please call the Office of Talent Development at 301-749-4600 ext. 2133 to make an appointment with Ms. Rainya Miller to register and pay for the above mentioned courses.

For Office Use ONLY

Registration Date: ________________ Received by: __________________________
Paid by: __________________________ Print Name: _________________________
MO# ________________________________
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<th>Textbooks</th>
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<tr>
<td><strong>Inside Words</strong> Tools for Teaching Academic Vocabulary Grades 4-12</td>
<td>Reading in the Content Area I &amp; II</td>
<td>Janet Allen Stenhouse Publishers ISBN 978-1-57110-399-4</td>
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<tr>
<td><strong>Strategies that Work</strong> 2nd Edition</td>
<td>Reading in the Content Area I &amp; II</td>
<td>Stephanie Harvey &amp; Anne Goudvis Stenhouse Publishers ISBN 978-1-57110-481</td>
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<td>Instruction of Reading</td>
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<td>Process and Acquisition</td>
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<td>Materials for Teaching Reading</td>
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<td><strong>Literature and the Child</strong></td>
<td>Materials for Teaching Reading</td>
<td>Lee Galda and Bernice Cullinan Wadsworth Publishing ISBN 9780495602392</td>
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<td><strong>Literacy Assessment</strong></td>
<td>Assessment for Teaching Reading</td>
<td>Cooper and Kiger</td>
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<td>Wadsworth Publishing</td>
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<tr>
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<td>ISBN 9780618794881</td>
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<tr>
<td><strong>Including Students with Special Needs: A Practical Guide for Classroom Teachers, 6/E</strong></td>
<td>Inclusion of Special Needs Populations</td>
<td>Marilyn Friend</td>
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<td>William D. Bursuck, The University of North Carolina at Greensboro</td>
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<td>Merrill</td>
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<td>ISBN-10: 0132179725</td>
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<tr>
<td><strong>Helping Students Graduate: A Strategic Approach to Dropout Prevention. The Unmotivated Child</strong></td>
<td>Preventing School Dropouts</td>
<td>Smink and Schargel</td>
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<td></td>
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<td>Rathvon, Natalie</td>
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<td></td>
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<td>Simon and Schuster 1996</td>
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<tr>
<td><strong>How the Special Needs Brain Learns, Third Edition</strong></td>
<td>Learning and the Brain</td>
<td>David A. Sousa</td>
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<td>Corwin; 3 edition (March 24, 2016)</td>
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These books are all available at [http://www.amazon.com](http://www.amazon.com). Books totaling over $25.00 ship free.

This catalog is a compilation of professional development opportunities available within PGCPS. However, refer to ERO for the most current, and accurate course schedule and cancellations.

NO WALK-INS will be accepted at OHSDC. Please call for an appointment.
This book study is using Rick Smith's, Conscious Classroom Management, and will provide practical, teacher friendly, easy to read, realistic, research-supported suggestions for effectively managing a classroom. It will include a combination of ideas and strategies that can be implemented immediately. The program will encourage educators to take a microscopic look at their teaching, revealing key assumptions that will allow them to organize their teaching as well as to discipline students in ways that invite student cooperation. Participants will learn practical strategies that make everyday classroom activities easy to manage and clear to all students; the program will focus on prevention before intervention and proactive strategies.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

Section 01
SRN# 9002017301 (use this number to register for this session)  Location OXON HILL ST DEV CTR
Credit Types  CPD  Credits 1.00  Hours 15.00  Reg. Fee $30.00
Coordinator  Rainya Miller
Schedule
01/23/2017 Mon 04:45 PM – 07:45 PM
01/30/2017 Mon 04:45 PM – 07:45 PM
02/06/2017 Mon 04:45 PM – 07:45 PM
02/13/2017 Mon 04:45 PM – 07:45 PM
02/27/2017 Mon 04:45 PM – 07:45 PM

Section 02
SRN# 9002017302 (use this number to register for this session)  Location OXON HILL ST DEV CTR
Credit Types  CPD  Credits 1.00  Hours 15.00  Reg. Fee $30.00
Coordinator  Rainya Miller
Schedule
03/06/2017 Mon 04:45 PM – 07:45 PM
03/13/2017 Mon 04:45 PM – 07:45 PM
03/20/2017 Mon 04:45 PM – 07:45 PM
03/27/2017 Mon 04:45 PM – 07:45 PM
04/03/2017 Mon 04:45 PM – 07:45 PM
CPD 90012          Cooperative Discipline  
(StRE CPD# 11-16-01)  
An approach to classroom discipline that will help you manage your classroom better, build caring relationships with students and instill a spirit of responsibility, cooperation, and mutual respect.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

Section 01  
SRN# 9001217301 (use this number to register for this session) Location Charles H. Flowers HS  
Credit Types CPD Credits 1.00 Hours 15.00 Reg. Fee $15.00  
Coordinator Rainya Miller  
Schedule  
01/19/2017 Thu 04:45 PM – 07:45 PM  
01/26/2017 Thu 04:45 PM – 07:45 PM  
02/02/2017 Thu 04:45 PM – 07:45 PM  
02/09/2017 Thu 04:45 PM – 07:45 PM  
02/16/2017 Thu 04:45 PM – 07:45 PM

Section 02  
SRN# 9001217302 (use this number to register for this session) Location Charles H. Flowers HS  
Credit Types CPD Credits 1.00 Hours 15.00 Reg. Fee $15.00  
Coordinator Rainya Miller  
Schedule  
02/23/2017 Thu 04:45 PM – 07:45 PM  
03/02/2017 Thu 04:45 PM – 07:45 PM  
03/09/2017 Thu 04:45 PM – 07:45 PM  
03/16/2017 Thu 04:45 PM – 07:45 PM  
03/23/2017 Thu 04:45 PM – 07:45 PM

CPD 90004          Assessment for Teaching Reading  
(StRE CPD# 05-00-17)  
This course is a required MSDE course designed to assist teachers in becoming proficient consumers and users of classroom-based assessments and assessment data. Instruction will focus on building knowledge of the purposes of assessment, types of assessment tools, how to administer and use several valid, reliable, well-researched formal and informal assessments of reading and related skills including effective interpretation of results and how to communicate assessment results.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

SRN# 9000417301 (use this number to register for this session) Location CHARLES H FLOWERS HS  
Credit Types CPD Credits 3.00 Hours 45.00 Reg. Fee $150.00  
Coordinator Rainya Miller
## CPD 90028 Instruction of Reading for Teachers of Grades K-6 (MSDE CPD# 15-00-05)

This course is a required MSDE course designed to give the classroom teacher familiarity with an array of research-based instructional techniques and strategies in the area of reading. Participants will learn Instructional routines and strategies in the five major components of reading instruction: phonological and phonemic awareness, phonics, spelling and word study, fluency development, vocabulary, and Comprehension.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

### Schedule

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### CPD 90046 Process & Acquisition of Reading for K-6 (MSDE CPD# 05-00-16)

This course is a required MSDE course designed to assist in understanding the reading acquisition process through observation and analysis of reading and written language development, and the study of current issues in reading research. Introduction to language structures including spoken syllables, phonemes, graphemes, and morphemes is included.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

### Schedule

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**CPD 90048**  
**Reading/Secondary Content Area II**  
(MSDE CPD# 15-00-19R)

Prerequisite: Completion of Reading/Secondary Content Area I. Expands on Content I, focusing on types of reading skills in reading and instruction.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

SRN# 9004817301 (use this number to register for this session) Location James Madison Middle

Credit Types  CPD  Credits  3.00  Hours 45.00  Reg. Fee $150.00
Coordinator Rainya Miller

**Schedule**

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**CPD 90057**  
**Teaching Reading in the Secondary Content PART 1-ONLINE**  
(MSDE CPD#15-00-06)

"Teaching Reading in the Secondary Content Area Part 1" is an ONLINE 3-credit MSDE-approved CPD course that satisfies part of the reading course certification requirement for secondary education. The course is taught as a hybrid, with 2 mandatory face-to-face sessions, one at the beginning and one at the end. The remainder of the course is taught online. Participants must have an email account, have access to a computer and the internet, and be comfortable with technology and Moodle Learning Management System.

Interested teachers who have not taken an online course before should take the self-assessment at: http://www.waol.org/prospective_students/isonlineforme.aspx. After answering each question, click on Feedback.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

SRN 9005717301 (use this number to register for this session)

Additional Information: The first and final sessions of this online course are required face-to-face meetings. The sessions will take place at the Bonnie F. Johns Media Center building on January 17th and April 11th.
**REL 20009** Materials for Teaching Reading - ONLINE (MSDE CPD# 15-00-03)

"Materials for Teaching Reading" is an ONLINE 3-credit MSDE-approved CPD course that satisfies part of the reading course certification requirement for elementary education. Teachers will understand strategies for selecting and evaluating reading materials through enhanced technology.

The course is taught as a hybrid, with 2 mandatory face-to-face sessions—one at the beginning and one at the end. The remainder of the course is taught online. Participants must have an email account, have access to a computer and the internet, and be comfortable with technology and Blackboard. Participants may not miss or be excused from either the first or last face-to-face session.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

Interested teachers who have not taken an online course before should take the self-assessment at: http://www.marylandonline.org/prospective_students/assess/online_learning_for_me$1. After answering each question, click on Feedback.

SRN 2000917301 (use this number to register for this session)

**Additional Information:** This course has two required face-to-face meeting sessions. Both sessions will take place at the Bonnie F. Johns Media Center Building. The meetings on January 19th and April 13th will be held at Bonnie Johns.

**Location** Bonnie Johns - Room 107

**Credit Types** CPD Credits **3.00** Hours **45.00** Reg. Fee **$150.00**

**Schedule**
01/17/2017 Wed 04:30 PM - 07:30 PM
04/11/2017 Wed 04:30 PM - 07:30 PM

**Coordinators**
Ronlyn Dandy
Melinda Gooch
Rainya Miller

**Presenter** Brenda Davis

**SRN** 2000917301 (use this number to register for this session)
**CPD 90030  Inclusion: Making It Happen So All Students Progress (MSDE CPD# 12-16-11R)**

This program is designed to assist teachers in identifying and assessing the special needs students. Participants are introduced to a variety of instructional techniques and approaches for possible use with special needs students. Workshop activities will focus on topics such as adjusting instruction within specific content areas, behavior problems in the classroom, teacher and peer attitudes, and parent conferencing.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

**SRN# 9003017301 (use this number to register for this session) Location CHARLES H. FLOWERS HS**

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**CPD 90025 Inclusion: Making It Happen So All Students Progress (ONLINE) (MSDE CPD# 12-16-11R)**

This program is designed to assist teachers in identifying and assessing the special needs students. Participants are introduced to a variety of instructional techniques and approaches for possible use with special needs students. Workshop activities will focus on topics such as adjusting instruction within specific content areas, behavior problems in the classroom, teacher and peer attitudes, and parent conferencing. The course is taught as a hybrid, with 2 mandatory face-to-face sessions, one at the beginning and one at the end. The remainder of the course is taught online. Participants must have an email account, have access to a computer and the internet, and be comfortable with technology and Blackboard. Participants may not miss or be excused from either the first or last face-to-face session.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

**SRN 9002516301 (use this number to register for this session) Location Bonnie Johns - Room 107**

*Additional Information: This course has two required face-2-face meeting sessions. Both sessions will take place at the Bonnie F. Johns Media Center Building. The meetings on January 23rd and April 24th will be held at Bonnie Johns.*

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**Coordinators**

Ronlyn Dandy  
Melinda Gooch  
Rainya Miller  

**Presenter Michael Tummings**
Schedule
01/23/2017 Mon 04:30 PM - 07:30 PM
04/24/2017 Mon 04:30 PM - 07:30 PM

CPD 90101 Preventing School Dropouts
(MSDE CPD# 10-16-07)
The goal of this class is to ensure the completion of a rigorous high school curriculum that leads to graduation. The drop-out rate in the United States remains a significant problem and is impacted by multiple complex issues. These various social, academic and behavioral issues will be addressed and specific evidence-based strategies will be presented. A full spectrum of interventions will be considered including passing mandated tests, alternative education, drop out recovery programs, and access to instructional technology. When teachers, guidance counselors and administrators educate with a school completion perspective and become aware of the long term consequences of their interventions, they can structure their methods to meet the complex needs of students who are at risk of dropping out. After completing the entire course, students should be able to:

1. Utilize research on school completion to guide their daily educational activities,
2. Develop methods and strategies to enhance the functional and academic performance of students who are at risk of dropping out, and
3. Develop leadership skills that address school completion that can be used to develop school improvement plans and provide support to system-wide initiatives.

This course is online with only two face-to-face sessions, one at the beginning and one at the end.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

SRN# 9010117301 (use this number to register for this session) Location John Carroll ES
Credit Types CPD Credits 3.00 Hours 45.00 Reg. Fee $150.00
Coordinator Rainya Miller

Schedule
02/07/2017 Tues 04:30 PM – 05:30 PM
03/28/2017 Tues 04:30 PM – 05:30 PM

CPD 90116 Learning and the Brain (ONLINE)
(MSDE CPD# 11-16-09)
The goal of this class is to provide educators with the knowledge and tools to improve the academic and emotional/behavioral outcomes of children. Brain research can lead to improved instruction and outcomes for all children and can promote children’s ability to learn, form relationships and manage their feelings/behavior. When teachers educate with a brain based perspective and become aware of the impact of neuroscience on learning, they can structure their teaching methods to meet the complex needs of students.

Course Goals
After completing the entire course, students should be able to:

1. Utilize research on Neuropsychology/Pedagogy to guide their daily educational activities.
2. Develop methods and strategies to enhance the functional and academic performance of students using brain research,
3. Develop leadership skills that utilize brain research to contribute to the development of school improvement plans and provide support to system wide initiatives.

Books must be purchased prior to the class beginning. See textbook list on pages 11 and 12.

SRN# 9011617301 (use this number to register for this session) Location JUDY HOYER, ADELPHI
CPD 90133  Differentiated Instruction for the Modern Classroom (ONLINE)  
(PSDE# 13-16-01)

The goal of this online class is to ensure that children are exposed to state of the art best practices in differentiated instruction. The goals of educational reform generated by Race to the Top cannot be realized by strictly addressing academic deficits; schools must focus on improving student's availability and engagement in learning. Differentiated instruction benefits all children, those whose individual differences are obviously impacting education, those whose differences are not impacting education, an those children that are impacted by their classmates' inability to meet the expectations of the curriculum. This course is open to teachers and administrators interested in exploring the methods, research, and result of differentiated instruction. Upon completion of the course participants should be able to:

1. Define differentiated instruction and its effect on social/emotional functioning and academic performance.
2. Develop methods and strategies to enhance the functional performance of students through the use of differentiated instruction, and improve academic performance.
3. Adapt differentiated instruction interventions to educational practice.
4. Develop leadership skills that address implementation of differentiated instruction that can be used to develop school improvement plans and provide support to system-wide initiatives.

The course will require two mandatory face-to-face meetings and weekly online participation through weekly readings and discussions. There is also a final PowerPoint project.

SRN# 9013317301 (use this number to register for this session)  
Location John Carroll Elementary

CPD 92034  Enhancing Rigor in the Classroom (ONLINE)  
(MSDE CPD# 12-16-05)

This two (2) credit online course will examine the practice of engaging students in meaningful dialogue and exploration by examining simple teaching techniques and relating them to a Common Core objective. Participants will develop open-ended questions and develop lesson plans that emphasize discussion techniques.

SRN# 9203417301 (use this number to register for this session)  
Location Online

Credit Types  CPD  Credits 3.00  Hours 45.00  Reg. Fee $150.00
Coordinator  Rainya Miller

Schedule
02/07/2017 Tue 05:00 PM – 06:00 PM
04/04/2017 Tue 05:00 PM – 06:00 PM
CPD 90123 Educating Traumatized Children (ONLINE) (MSDE CPD# 12-16-08)
The goal of this 8 week on-line class is to provide educators with the knowledge and tools to improve the outcomes of children that have been exposed to traumatic, chronic, and adverse circumstances.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

SRN# 9012317301 (use this number to register for this session) Location Judy Hoyer Family Learning Ctr
Credit Types CPD Credits 3.00 Hours 45.00 Reg. Fee $150.00
Coordinator Rainya Miller

Schedule
02/06/2017 Mon 05:00 PM – 07:00 PM  
04/03/2017 Mon 05:00 PM – 07:00 PM

ITT 65166 Teaching with Interactive Whiteboard Technology SMART (MSDE CPD #07-12-09)
You must have basic computer skills to participate in this course. This course will provide the student with a hands-on experience exploring the SMART Interactive Whiteboard technology. Students will learn how to use the interactive whiteboard to engage their students in lessons.

Please use the PayPal system to pay for this course AT THE TIME OF REGISTRATION. An electronic receipt will be issued to you to complete the registration process. Please bring a copy of this receipt to the first class. Failure to comply may result in being dropped from the class.

SRN 6516617301 (use this number to register for this session) Location Greenbelt Middle School
Credit Types CPD Credits 1.00 Hours 15.00 Reg. Fee $30.00
Coordinators Ronlyn Dandy Presenter Angela Batten

Schedule
03/02/2017 Thur 04:30 PM - 07:30 PM  
03/09/2017 Thur 04:30 PM - 07:30 PM  
03/16/2017 Thur 04:30 PM - 07:30 PM  
03/23/2017 Thur 04:30 PM - 07:30 PM  
03/30/2017 Thur 04:30 PM - 07:30 PM

CPD 90076 Human Sexuality at the Elementary Level (MSDE CPD# 10-03-09R)
This course is designed to meet the needs of elementary fifth and sixth grade teachers who are responsible for teaching health education and therefore responsible for providing family life and human sexuality education as defined by COMAR 13A.04.18.02. Laws and policies, teaching methods, issues related to teaching sensitive topics, review of resources and content will be included.

SRN# 9007617301 (use this number to register for this session) Location Bonnie Johns Media Center
Credit Types CPD Credits 1.00 Hours 15.00 Reg. Fee WAIVED
Coordinator Rainya Miller

Schedule
02/28/2017 Tue 04:30 PM – 07:30 PM  
03/07/2017 Tue 04:30 PM – 07:30 PM  
03/28/2017 Tue 04:30 PM – 07:30 PM
**CPD 90137  Discipline and Classroom Success**  
**MSDE CPD# 16-16-03**

The issue of discipline is a major impediment to student, teacher, and school-wide success. The goal of this course is to strengthen the skills of teachers and administrators to effectively resolve discipline issues at the classroom and school level. In this course, the various emotional, social, and academic issues that underlie student discipline issues will be addressed, and specific research-based strategies will be presented to resolve and help maintain an academic environment for college and/or career success.

**SRN# 9013717301** (use this number to register for this session)  
**Location** John Carroll Elementary

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**Coordinator** Rainya Miller

**Schedule**

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ESOL Courses
CPD 90111  Second Language Acquisition/Culture (K-12 Focus)  
(MSDE# 11-16-20)
This course provides an introduction to second language acquisition and culture as they relate to the K–12 classroom, and will assist teachers of all content areas in supporting their English language learners (ELLs). The course will provide practical strategies for teachers to use in addressing the needs of ELL students of all levels. Topics will be addressed through a book study, *Getting Started with English Language Learners* by Judie Haynes, as well as supplemental articles and videos. Participants will be required to purchase the book.

SRN# 9011117301 (use this number to register for this session)  Location Judy Hoyer Family Center Rm 2A
Credit Types  CPD  Credits 2.00  Hours 30.00  Reg. Fee N/A
Presenter  Traci Eckhaus  Coordinator  Rainya Miller

Schedule
01/19/2017 Thu 05:00 PM – 07:00 PM  02/16/2017 Thu 05:00 PM – 07:00 PM
01/23/2017 Mon 05:00 PM – 07:00 PM  02/23/2017 Thu 05:00 PM – 07:00 PM
01/26/2017 Thu 05:00 PM – 07:00 PM  02/27/2017 Mon 05:00 PM – 07:00 PM
01/30/2017 Mon 05:00 PM – 07:00 PM  03/02/2017 Thu 05:00 PM – 07:00 PM
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02/09/2017 Thu 05:00 PM – 07:00 PM  03/13/2017 Mon 05:00 PM – 07:00 PM
02/13/2017 Thu 05:00 PM – 07:00 PM

CPD 90112  Strategies for Teaching ELLs Across the Content Areas  
(MSDE# 11-16-16)
In this course, participants will acquire and apply research-based instructional strategies and techniques focused on making academic content accessible to English language learners (ELLs). The course will explore the following areas: Knowledge of ELLs, second language acquisition, academic literacy in the content areas, academic language and assessment. The course will provide specific emphasis on strategies aimed at engaging and supporting ELLs of different language proficiency levels in meeting the demands of Maryland College and Career-Ready Standards. The participants will be participating in a book study, *Teaching English Language Learners*, by Judie Haynes and Debbie Zacarian. Participants will be required to purchase the book.

Section 01
SRN# 9011217301 (use this number to register for this session)  Location Judy Hoyer Family Center
Credit Types  CPD  Credits 2.00  Hours 30.00  Reg. Fee N/A
Presenter  Laurah Jurca  Coordinator  Rainya Miller

Schedule
01/18/2017 Wed 04:00 PM – 07:30 PM  02/15/2017 Wed 04:00 PM – 07:30 PM
01/25/2017 Wed 04:00 PM – 07:30 PM  02/22/2017 Wed 04:00 PM – 07:30 PM
02/01/2017 Wed 04:00 PM – 07:30 PM  03/01/2017 Wed 04:00 PM – 07:30 PM
02/08/2017 Wed 04:00 PM – 07:30 PM  03/08/2017 Wed 04:00 PM – 07:30 PM

Section 02
SRN# 9011217302 (use this number to register for this session)  Location High Point High School
Credit Types  CPD  Credits 2.00  Hours 30.00  Reg. Fee N/A
Presenter  Hazar Biddle  Coordinator  Rainya Miller
### Schedule

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### Section 03

**SRN# 9011217303** (use this number to register for this session)  
**Location** TBD  
**Credit Types** CPD  
**Credits** 2.00  
**Hours** 30.00  
**Reg. Fee** N/A  
**Presenter** Tara Theroux  
**Coordinator** Rainya Miller

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#### CPD 90130  
**Teaching Reading and Writing to ELL Students (K-12 Focus)**  
**(MSDE# 11-16-18)**  
In this course, participants will learn research based instructional strategies and techniques focused on advancing ELLs’ reading, writing and language proficiency. The major challenges: phonemic awareness, background knowledge based on cultural differences, the writing process, second language acquisition, vocabulary, and comprehension skills will be addressed through scholarly articles and a book study, Teaching Reading to English Language Learners Grades 6-12, by Margarita Calderon. The course will focus on the following areas: social language, academic language, scaffolding, concrete materials, visual learning, questioning strategies, and comprehensible input. Participants will be required to purchase the book.

### Section 01

**SRN# 9013017301** (use this number to register for this session)  
**Location** Oxon Hill HS  
**Credit Types** CPD  
**Credits** 2.00  
**Hours** 30.00  
**Reg. Fee** N/A  
**Presenter** Selma Basmaci  
**Coordinator** Rainya Miller

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### Section 02

**SRN# 9013017302** (use this number to register for this session)  
**Location** Chillum ES  
**Credit Types** CPD  
**Credits** 2.00  
**Hours** 30.00  
**Reg. Fee** N/A  
**Presenter** Sabrina Steward-Salters  
**Coordinator** Rainya Miller

### Schedule

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Technology Courses
Please view Electronic Registrar Online (ERO) for the most accurate, updated information.

The Technology Training Team has compiled course offerings that will enable administrators, teachers, and support staff to utilize technology more effectively within your classroom and work environment. Training courses are open to every teacher, administrator, and support staff as space permits.

Courses may specify a targeted audience. Courses specified for teachers are designed to assist participants with using technology as a tool for teaching and learning. Courses for administrators and administrative support staff focus on using technology tools for productivity and to perform administrative tasks required within a school or office setting. A variety of webinars and online courses are offered for your convenience and are open to either audience. As you are making your course selections, note the targeted audience, delivery method and prerequisite skills to determine whether you would like to participate in the training session.

The members of the Technology Training Team (T3) look forward to assisting you with endeavors to use technology effectively as we work collectively to improve student achievement.

For general questions, contact our team at (301) 925-2874 or t3@pgcps.org.

Dr. Lisa Spencer, Director, Technology Training
Angela Swainson, Supervisor
MeLinda Gooch, Project Manager

Jeanne Babcock, Budget Analyst
Norine Birckhead, Cluster 7
Joy Claud, Cluster 6
Ronlyn Dandy, Cluster 4
Betty Dean, Secretary
Renee Henderson, Cluster 14
Clarence Houze, Cluster 15, 10
John Jennings, Cluster 12
Hugh Jessell, Cluster 13
Monica Jenkins, Cluster 11
Meghen Ehrich, Cluster 8
Jack Larson, Cluster 2
Patrick Pierre-Louis, Cluster 9
Kimberly Roberson, Cluster 15 & Middle College
Tia Simmons, Cluster 1
Patricia Smith, Cluster 5
Larry Wershbale, Cluster 3
Sarah Thomas
Technology Standards for Teachers, Administrators, and Students

State and national technology standards have been developed for administrators, teachers, and students. These standards should guide your professional growth in technology.

Student technology standards provide a framework for successfully embedding technology into your instructional program and creating competitive, 21st Century learners

View the following for information and resources to support using technology standards-based instruction.

The International Society for Technology in Education
National Educational Technology Standards

www.iste.org/standards

Maryland Technology Standards
for Administrators, Teachers, and Students

“Standards define what students, teachers, and administrators need to know and be able to do using technology.”
Administrator and Administrative Support Courses

Administrators are encouraged to attend technology training to enhance administrative functions through Oracle applications, SchoolMAX Student Information System (SIS), Global Connect school communication system, Google Apps, iPad and other courses. Similar courses are offered to administrative support staff to develop the tools necessary to complete the business processes within schools and offices.

Administrators and supervisors have the ability to request site based workshops for groups of employees. Please email t3@pgcps.org for additional information. Schools may contact their assigned Instructional Technology Trainer directly.

For additional questions, please contact Technology Training at (301) 925-2874.

**AIS 70001  **  **Oracle Time and Labor: Payroll**
This course is designed to teach you the policy and procedures to follow as well as the steps involved in completing the payroll process for all employees (including temps and substitutes; entering exceptions, checking leave balances).

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**AIS 70002  **  **Oracle Financial Applications Training**  
This course teaches the procedures to access budget accounts, account balances, how to use the budget macros and more.

**SRN#:** 7000217301  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 01/04/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000217302  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 02/01/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000217303  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 03/01/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000217304  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 04/05/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000217305  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 05/03/2017 Wed 08:30 AM - 12:00 PM

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**AIS 70003  **  **Oracle iProcurement Training**  
This training session covers ordering products/equipment through Oracle.

**SRN#:** 7000317301  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 01/11/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000317302  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 02/08/2017 Wed 08:30 AM - 12:00 PM

**SRN#:** 7000317303  
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 03/08/2017 Wed 08:30 AM - 12:00 PM
SRN#: 7000317304
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 04/12/2017 Wed 08:30 AM - 12:00 PM

SRN#: 7000317305
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 05/10/2017 Wed 08:30 AM - 12:00 PM

**AIS70027 Oracle iExpense**
Learn to use Oracle to enter and approve expense reimbursement requests for mileage, travel, and additional expenses incurred while performing PGCPS duties.

SRN#: 7002717301
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 01/25/2017 Wed 08:30 AM - 11:30 AM

SRN#: 7002717302
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 02/22/2017 Wed 08:30 AM - 11:30 AM

SRN#: 7002717303
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 03/22/2017 Wed 08:30 AM - 11:30 AM

SRN#: 7002717304
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 04/26/2017 Wed 08:30 AM - 11:30 AM

SRN#: 7002717305
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 05/24/2017 Wed 08:30 AM - 11:30 AM

**AIS 70101 Aesop Substitute Management System**
As an Aesop school administrator, learn to create and edit absences, reconcile absences, create a preferred substitute list, and view available reports. Aesop replaces the former SEMS – Substitute Management System

SRN#: 7010117301
Location Bonnie Johns - Room 110Coordinator: Melinda Gooch
Schedule 01/24/2017 Tue 08:30 AM – 10:30 AM
SRN#: 7010117302
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 02/28/2017 Tue 08:30 AM – 10:30 AM

SRN#: 7010117303
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 03/28/2017 Tue 08:30 AM - 10:30 AM

SRN#: 7010117304
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 05/10/2017 Wed 01:00 PM - 03:00 PM

AIS 70099 Microsoft Word 2010 – Part I
Learn to use the various formatting features in Word 2010 to work with graphics, create tables, and more
SRN#: 7009917301
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 01/19/2017 Thu 08:30 AM - 12:00 PM

SRN#: 7009917302
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 03/16/2017 Thu 08:30 AM - 12:00 PM

SRN#: 7009917303
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 05/18/2017 Thu 08:30 AM - 12:00 PM

AIS 70104 Microsoft Word 2010 – Part II
Participants will learn how to mail merge with Excel, create and use styles, insert a Table of Contents, and more in an Office 2010 environment.
SRN#: 7010417301
Location Bonnie Johns - Room 110 Coordinator: Melinda Gooch
Schedule 02/16/2017 Thu 08:30 AM - 12:00 PM
AIS 70105  Microsoft Excel 2010 – Part I
This course is for Excel beginners but will take you beyond beginning topics of using Excel 2010. This course will introduce basic skills and how to work with data in worksheets. Participants will learn how to enter data and navigate in a worksheet, modify a workbook, move and copy data, and format a worksheet. In this hands on course you will become familiar with many basic features and concepts of spreadsheets.

SRN#: 7010517301
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 01/05/2017 Thu 08:30 AM - 12:00 PM

AIS 70106  Microsoft Excel 2010 – Part II
Participants will learn more advanced features of Excel 2010, including manipulating data using Pivot tables, using database features including lists and filters, and more.

SRN#: 7010617301
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 02/02/2017 Thu 08:30 AM - 12:00 PM

AIS70229  School Communications System – Blackboard Connect 5i
Learn to use the new school communication system to send voice messages about your school to parents.

SRN#: 7022917301
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 01/05/2017 Thu 01:00 PM - 03:00 PM
SRN#: 7022917302
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 02/02/2017 Thu 09:00 AM - 11:00 AM

SRN#: 7022917303
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 03/02/2017 Thu 09:00 AM - 11:00 AM

SRN#: 7022917304
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 04/06/2017 Thu 01:00 PM - 03:00 PM

SRN#: 7022917305
Location Bonnie Johns - Room 110  Coordinator: Melinda Gooch
Schedule 05/04/2017 Wed 01:00 PM - 03:00 PM

AIS 70007  **SchoolMAX, Google, Oracle & MS Office: Walk-in Assistance**
The Technology Training Team will provide Walk in Assistance to participants with questions regarding Oracle Applications (iExpense, Payroll, iProcurement, Position Action Request-PAR, Self Service, iRecruitment, etc.), SchoolMAX (Census & Enrollment, Elementary Scheduling, Grades, Discipline, Service Learning, etc.), MS Office applications (Word, Excel, etc.) or Google. Pre-registration in ERO is recommended but not required. Walk-in Assistance does NOT replace training. Participants should have attended training prior to visiting us for Walk-in Assistance. Remember to bring all documents that you need help with or that are needed to complete your intended project.

SRN#: 7000717301
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 01/27/2017 Fri 08:30 AM - 11:30 AM

SRN#: 7000717302
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 02/17/2017 Fri 08:30 AM - 11:30 AM

SRN#: 7000717303
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 03/17/2017 Fri 08:30 AM - 11:30 AM

SRN#: 7000717304
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 04/21/2017 Fri 08:30 AM - 11:30 AM
SIS 64502  Census and Enrollment & Transportation
Training covers steps required to register students in the SchoolMAX Student Information System (SIS) - linking households, caregivers and school age family members to a single dwelling. In addition, training on the Transportation module demonstrating how to provide transportation for students and how to use MapNet to identify bus routes.

SRN# 6450217301
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 01/05/2017 Thu 08:30 AM - 03:30 PM

SRN# 6450217302
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 02/02/2017 Thu 08:30 AM - 03:30 PM

SRN# 6450217303
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 03/02/2017 Thu 08:30 AM - 03:30 PM

SRN# 6450217304
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 04/06/2017 Thu 08:30 AM - 03:30 PM

SRN# 6450217305
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 05/04/2017 Thu 08:30 AM - 03:30 PM

SIS 64551  Scheduling for Elementary Schools
This is a required session for all Elementary designated schedulers and administrators. The structure of the schedule in elementary schools will be reviewed.
NOTE: Only principal designees are granted scheduling rights in SchoolMax based on submitted access forms. Please ensure that your principal has submitted the access form so that your access can be granted.

SRN# 6455117301
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 04/27/2017 Thu 08:30 AM - 11:30 AM
SRN#: 6455117302
Location Bonnie Johns - Room 201
Coordinator: Melinda Gooch
Schedule 05/10/2017 Wed 08:30 AM - 11:30 AM

SRN#: 6455117303
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 05/25/2017 Thu 08:30 AM - 11:30 AM

SRN#: 6455117304
Location Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule 06/06/2017 Tue 08:30 AM - 11:30 AM

**SIS 64513  Walk-In Assistance: Scheduling for Elementary Schools**
Participants who need further assistance after attending training may attend this session to receive help in completing next year's schedule. Participants should bring: 1. Marked up Master Schedule Maintenance Report 2. School enrollment list, with section assignments for next year 3. Sections with teacher assignments and their room assignments 4. List of any new room numbers and rooms that will no longer be used Note: Please attend training (SIS: Scheduling for Elementary Schools) prior to attending Walk in Assistance.

SRN#: 6451317301
Location Bonnie Johns - Room 201
Coordinator: Melinda Gooch
Schedule 05/05/2017 Fri 08:30 AM - 11:30 AM

SRN#: 6451317302
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Coordinator: Melinda Gooch
Schedule 05/19/2017 Fri 08:30 AM - 11:30 AM

SRN#: 6451317303
Location Bonnie Johns - Room 201
Coordinator: Melinda Gooch
Schedule 06/02/2017 Fri 08:30 AM - 11:30 AM

SRN#: 6451317304
Location Bonnie Johns - Room 201
Coordinator: Melinda Gooch
Schedule 06/08/2017 Thu 08:30 AM - 11:30 AM
**SIS 64552  Attendance and Discipline**
Training covers the administrative aspects of managing attendance and discipline in SchoolMAX Student Information System (SIS).

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**SIS 65443  SIS – Family Portal**
This training is open to administrators and other school staff involved in providing access to the SIS (SchoolMAX Student Information System) Family Portal for PGCPS parents and guardians.

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**SIS 65456 SIS – Grade Manager & Related Reports**
Learn to use the administrative tools for the SchoolMAX Grades Module and the associated reports.

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**SIS 65457**  
**Student Service Learning Hours & Transcripts**
The designated Student Learning Coordinator at each school will learn how to enter and maintain Student Service Learning Hours in SchoolMax. Learning how to run student transcripts will also be discussed. Prior to attending this session, participants should confirm with their Principal that their name has been submitted to have SchoolMax access with the Student Learning Coordinator role. Participants should bring some current service hour forms that need to be entered.

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**PerfMatt67002**  
**Performance Matters Training**
This class will provide participants of an overview of a system-wide reporting tool that provides a variety of reports to assist school staff and administrators with analyzing student test data and providing differentiated instruction. *Please check each session to see if it is designed for District and Principal (administrative) users or Teacher level users.*

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<tr>
<th>SRN#</th>
<th>Location</th>
<th>Coordinator</th>
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<tbody>
<tr>
<td>6700217301</td>
<td>Bonnie Johns - Room 107</td>
<td>Melinda Gooch</td>
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<td><strong>Schedule</strong></td>
<td>01/24/2017 Tue 12:30 PM - 03:30 PM</td>
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<tr>
<td><strong>Schedule</strong></td>
<td>02/28/2017 Tue 12:30 PM – 03:30 PM</td>
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This course is an introduction to the Moodle Learning Management System. We will examine:

- Accessing PGCPS Moodle
- Examining a course
- Requesting a course - Backing Up current information
- Controlling the overall appearance and ordering of the course
- Adding/Deleting resources and various assignment types
- Chats, Forums, Questionnaires
- Creating Quizzes
- Overview of grades
- Assigning roles and self-enrollment
ITT 65192  Moodle Walk In Support
Walk in assistance for developing Moodle courses for staff and student audiences.

SRN#:  6519216301
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 01/27/2017  Fri  01:00 PM - 04:00 PM

SRN#:  6519216302
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 02/17/2017  Fri  01:00 PM - 04:00 PM

SRN#:  6519216303
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 03/17/2017  Fri  01:00 PM - 04:00 PM

SRN#:  6519216304
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 04/21/2017  Fri  01:00 PM - 04:00 PM

SRN#:  6519216305
Location Bonnie Johns - Room 201  Coordinator: Melinda Gooch
Schedule 05/19/2017  Fri  01:00 PM - 04:00 PM
**ITT 66041**  **Advanced Drawings/Slides**
Bring your basic knowledge of developing presentations and editing objects, such as manipulating shapes, arranging/grouping objects, to advance to the next level! Learn creative ways that students and teachers can organize work and share their learning using Slides and Drawings. To enable screen reader support, press shortcut Ctrl+Alt+Z. To learn about keyboard shortcuts, press shortcut Ctrl+slash.

SRN#: 6604117301
Location: Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule: 05/03/2017 Wed 03:00 PM – 05:00 PM

**ITT 66043**  **Google Cardboard and Expeditions**
Through Google Cardboard and Expeditions, teachers can take their students on powerful virtual trips, literally anywhere in (and outside of) the world! Come experience the magic for yourself.

SRN#: 6604317301
Location: Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule: 05/17/2017 Wed 04:00 PM – 05:30 PM

**ITT 65642**  **Google Classroom**
Google Classroom allows teachers to quickly and easily organize course materials, create paperless assignments, provide feedback to students, and communicate with students (who have PGCPS Google Apps accounts). This 60 minute webinar will help you understand Classroom from both the teacher and student perspective and will walk you through the process of getting your Classroom created and ready to use.

SRN#: 6564217301
Location: Bonnie Johns - Room 107
Coordinator: Melinda Gooch
Schedule: 02/14/2017 Tue 01:00 PM – 03:00 PM

**ITT 65076**  **Google Docs**
Google Docs allows users to create and edit documents much like Microsoft Word, with the added ability to edit documents online, from anywhere and at the same time as others. Learn the basics of creating and sharing Documents. Participants will learn how to create new Docs, to add, edit and format content, and how to work collaboratively.
**ITT 65641 Google Drawings & Slides**
In this 90 minute class, learn the basics of using Google Slides and Drawings, two of the web-based tools in the Google Apps suite, and how they can be used in the classroom.

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**SRN#:** 6507617301
**Location** Bonnie Johns - Room 107  
**Coordinator:** Melinda Gooch  
**Schedule** 01/31/2017 Tue 12:30 PM – 02:00 PM

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**ITT 65641 Google Drawings & Slides**

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**SRN#:** 6564117301
**Location** Bonnie Johns - Room 107  
**Coordinator:** Melinda Gooch  
**Schedule** 04/25/2017 Tue 02:30 PM – 04:00 PM

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**ITT 65618 Google Drive Overview**
Are you tired of forgetting your flash drive or looking for a file that you have stored on another computer? Move your documents to Google Drive and have the ability to access them from nearly any device, using your Google Apps account. This 90 minute class will cover options for moving your files to Drive as well as ways to access, organize, find, and share them. Learn how you can combine the power of Google Drive with apps found in the Chrome Web Store for an even more productive experience.

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**SRN#:** 6561817301
**Location** Bonnie Johns - Room 107  
**Coordinator:** Melinda Gooch  
**Schedule** 01/26/2017 Tue 12:30 PM – 02:00 PM

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**SRN#:** 6561817302
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 03/21/2017 Tue 08:30 AM – 10:00 AM

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**ITT 65639 Google Forms & Sheets**
In this 90 minute class, learn the basics of using Google Forms and Sheets, two of the web-based tools in the Google Apps suite, and how they can be used in the classroom.

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**SRN#:** 6563917301
**Location** Bonnie Johns - Room 110  
**Coordinator:** Melinda Gooch  
**Schedule** 02/16/2017 Tue 02:30 PM – 04:00 PM

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**ITT 66040 Google Geo Tools**
Discover how to bring the power of Google GeoTools to your classroom, using such powerful apps as Maps, Earth, and Street View.

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**SRN#:** 6604017301
**Location** Bonnie Johns - Room 107  
**Coordinator:** Melinda Gooch  
**Schedule** 04/26/2017 Wed 04:00 PM – 06:00 PM

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**ITT 66042  HyperDocs**

HyperDoc is a term used to describe a Google Doc that contains an innovative lesson for students - a 21st Century worksheet, but much better. With one shortened link, students can access a lesson that contains instructions, links, tasks, and many clever ways to get kids thinking. Participants with an intermediate or advanced knowledge of using Google Docs would benefit from attending this session to learn how to combine tools in an innovative way.

**SRN#:**  6604217301  
**Location**  Bonnie Johns - Room 107  
**Schedule**  05/09/2017 Tue 03:00 PM – 05:00 PM

**ITT 65647  Managing Classic Google Sites**

Did you inherit a Google Site? Do you need a refresher on how to edit and manage an existing site? This workshop will walk you through how to edit an EXISTING site, including adding, hiding, or deleting pages; updating the navigation areas; adding or removing content; and sharing settings.

In November 2016 Google released a new version of Google Sites. If you are interested in creating a NEW site, please plan to attend a "New Google Sites" workshop.

**SRN#:**  6564717301  
**Location**  Bonnie Johns - Room 107  
**Schedule**  03/07/2017 Tue 08:30 AM – 11:30 AM

**ITT 66038  New Google Sites**

Did you inherit a Google Site? Do you need a refresher on how to edit and manage an existing site? This workshop will walk you through how to edit an EXISTING site, including adding, hiding, or deleting pages; updating the navigation areas; adding or removing content; and sharing settings.

**SRN#:**  6603817301  
**Location**  Bonnie Johns - Room 110  
**Schedule**  03/14/2017 Tue 08:30 AM – 03:30 PM

**ITT 66039  Using YouTube for Instruction**

Join us as we explore ways for you and your students to use YouTube in the classroom by finding and using videos for instructional use and creating videos of your own. We will also examine how to use the Creator Studio within YouTube to create professional-looking videos for classroom instruction and presentations for teachers and student’s that can be used within all GAFE platforms. Headphones are required.

**SRN#:**  6603917301  
**Location**  Bonnie Johns - Room 110  
**Schedule**  04/12/2017 Wed 04:00 PM – 05:30 PM
**VIRTUAL CLASSES**

**T3VIRTUAL 78185  **  **Designing Better Presentations**  
Did you know that people remember 80% of what they see, but only 20% of what they read? Are your presentations memorable? Join this 60 minute webinar to learn ways to make your presentations more visually appealing and engaging. We will focus on design in general, not on how to use a specific tool to create a presentation.  
SRN#: 7818517301  
Location: Online  
Coordinator: Melinda Gooch  
Schedule: 05/24/2017 Wed 03:30 PM – 04:30 PM

**T3VIRTUAL 78182  **  **Google Classroom**  
Google Classroom allows teachers to quickly - and easily - organize course materials, create paperless assignments, provide feedback to students, and communicate with students (who have PGCPS Google Apps accounts). This 60 minute webinar will help you understand Classroom from both the teacher and student perspective and will walk you through the process of getting your Classroom created and ready to use.  
SRN#: 7816217301  
Location: Online  
Coordinator: Melinda Gooch  
Schedule: 01/18/2017 Wed 04:30 PM – 05:30 PM

**T3VIRTUAL 78184  **  **Google Docs Add-Ons**  
Add-ons are extra features within Google Drive that enhance its functions. This 60-minute webinar will introduce you to several add-ons that will you get more out of Google Sheets, Forms, and Docs.  
SRN#: 7818417301  
Location: Online  
Coordinator: Melinda Gooch  
Schedule: 03/28/2017 Tue 03:30 PM – 04:30 PM

**T3VIRTUAL 78183  **  **New Google Sites Overview**  
In November 2016, Google released a brand new version og Google Sites. Take a peak at the new version and see how easy it is to get a site up and running.  
SRN#: 7818317301  
Location: Online  
Coordinator: Melinda Gooch  
Schedule: 02/15/2017 Wed 04:30 PM – 05:30 PM
Technology Integration in the Classroom Courses

Teachers and administrators are welcome to attend training offered by the Technology Training Team. Paraprofessionals and other support staff may attend as space permits.

Teachers will NOT receive a stipend for attending courses offered by the Technology Training Team. Payment for substitute coverage will NOT be provided. Feel free to attend to enhance your professional growth and the growth of your students.

NOTE: Classes with low enrollment (five or less participants registered two days prior to the start of the session) will be cancelled.

Available Upon Request

Training, in addition to what’s listed within this catalog, can be offered at your school upon the request of an administrator. Training sessions will be customized for your group and delivered at your school via staff meeting, collaborative planning, model lessons, co-teaching, and more.

If you want to know more about how to integrate technology into instruction, the Technology Training Team (T3) can help!

Contact Us at (301) 925-2874 or t3@pgcps.org