



Technology Tip Tuesday Newsletter

Volume 2, Issue 13, 03/07/07

Newsletter Archives



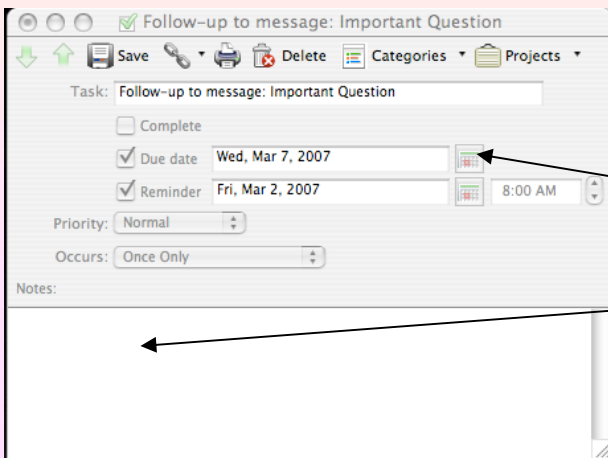
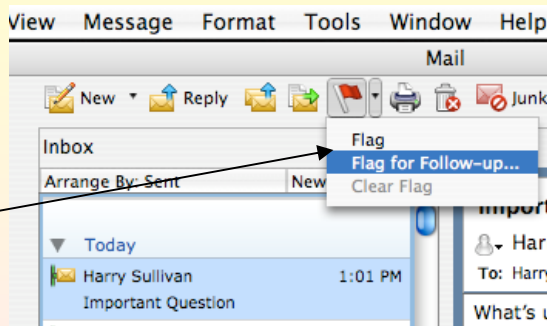
Do you ever find yourself wishing that you had kept all those back issues of Technology Tip Tuesday? Don't fret, you're in luck, you can find them all archived on the [Creighton Education Technology website](#).



Don't Forget to Reply to that Email

I just hate it when I email someone and ask them an important question and don't get a reply. Though I know they're busy and simply forgot to reply to me, it's still irritating when I'm needing, and waiting, for a reply. You're not one of those forgetful repliers are you? If you are, here is a tip that may help you (and ultimately me) to remember to respond to important email:

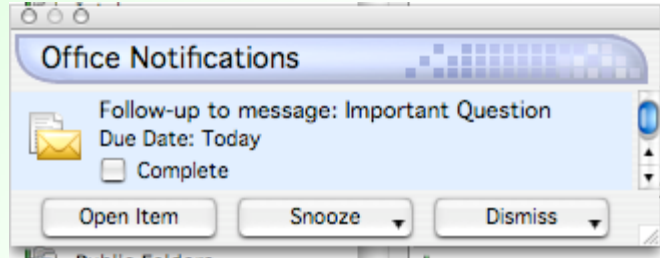
Mac Users: Click on the email which you want to remember to reply to. Then click on the red flag icon down arrow and choose "Flag for follow-up..."



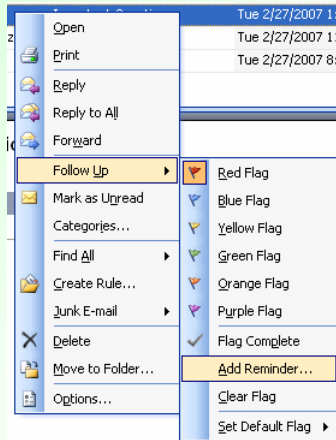
You will then get a window that will ask you what the "Due date" is and when you want your reminder. You can even add your own notes to this such as "Don't forget to attach the PowerPoint presentation".

Entourage and Outlook Tip continued

When the date and time that you set as your reminder rolls around you will receive a notification such as this one, reminding you of the due date. Hit “Snooze” and the reminder will appear again later; “Dismiss” turns it off.

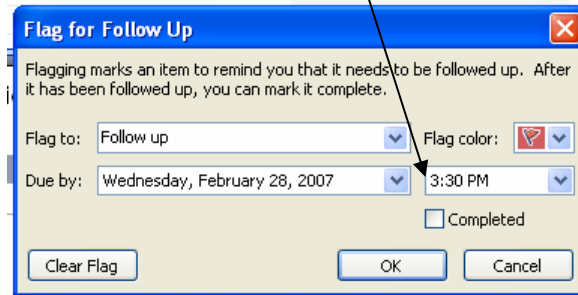


PC Users: Set a Reminder to Reply to a Message:



Right-click the message you want to set the reminder for, point to “Follow Up”, and then click “Add Reminder”.

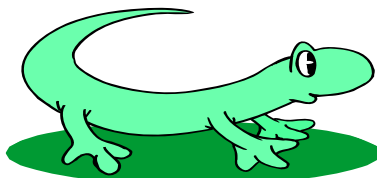
In the “Due By” drop-down list, click the date when you have to complete the reply. In the second list, click a time. In the “Flag color” list, click the flag color you want, and then click “OK”.



OK, get rid of the Post-it notes, now you have no more excuse for forgetting to respond to those important emails!

Gateway Elementary Welcomes New Lab Tech

Gateway happily welcomes their newest Gecko, Jeffry Utter, to the campus. Jeffry went to school at ITT Tech and earned an Associate Degree in Computer Network Systems. He is currently working on his A+ Certification as a Computer Technician. An Arizona native, Jeffry just moved to Phoenix after living in Casa Grande for 11 years. Jeffry will be supporting teachers and students, and troubleshooting general technology issues.



Welcome to Creighton Elementary School District Jeffry!

New Copiers

On Tuesday evening (Feb 20), the School Board approved replacing all of the District owned Canon Copiers. Our new copiers are Konica/Minolta. The Canon 5000 will be replaced by a BizHub 750 (75 cpm) and the Canon 8000 will be replaced by BizHub 920 (92 cpm). The schedule for replacement is very aggressive; it will start next Tuesday, Feb 27, and will be completed the following Wednesday March 7.



The copiers will be replaced on the following schedule:

<u>Date</u>	<u>Replacement</u>	<u>Training</u>
2/27/07	IMC	2/28/07
2/28/07	Creighton/DOS/Trans	3/1/07
3/01/07	Papago	3/02/07
3/02/07	Loma Linda/W.T. Machan	3/05/07
3/05/07	LCK/DON/Compass	3/06/07
3/06/07	DOE/DOW/Monte Vista	3/07/07
3/07/07	Excelencia/Community Ed Gateway/SquawPeak	3/08/07



Training will take approximately ½ hour for each session, so the trainers can do as many training sessions as possible the day they are there. Please be sure to take advantage of one of the training session opportunities as the new copiers operate differently than the old ones and have different features to learn about.

Links Worth a Look

AAAMath	This is a great website for math teachers. According to their own description “AAA Math features a comprehensive set of interactive arithmetic lessons. Unlimited practice is available on each topic which allows thorough mastery of the concepts. A wide range of lessons (Kindergarten through Eighth grade level) enables learning or review to occur at each individual's current level.”
Scoring Rubric	Here is a PowerPoint scoring rubric that you may wish to take a look at if you have your students create PowerPoint presentations. It's nicely done and you may find it very helpful.
National Library of Virtual Manipulatives	This online library of interactive manipulatives is intended to help educators accomplish the often challenging task of engaging students in daily math lessons. Although this website has been highlighted in this newsletter previously, it is so good it warrants mentioning again.