

## ITCENTER21 SEMINAR AGENDA

The ITcenter21 Basic Seminar is a hands-on professional development workshop developed for teachers using one of the ITcenter21 curriculum packages:

- Computer Applications
- Introduction to Computers and I.T
- Introduction to Business

Teachers leave knowing how to maximize the ITcenter21 curriculum, as well as how to set up and configure their webTRAC management system.

### DAY 1 AGENDA

Topics covered on Day 1 will include:

#### Morning 8:30 a.m. to 12 p.m.

- ITcenter21 Overview
- Curriculum Viewer: The Student Experience

#### Catered Lunch 12 p.m. to 12:30 p.m.

#### Afternoon 12:30 p.m. to 4 p.m.

- Curriculum Exploration: Specific Units
- webTRAC: The Teacher Interface
- webTRAC Set Up Your Lab
  - Create classes & enter students
  - Configure passwords & security
- webTRAC Student Assessment Profiles
  - Requirements for completing work
  - Question scoring
  - Curriculum pacing
- webTRAC Grade Book Overview
- Review, Questions & Discussion

### DAY 2 AGENDA

Topics covered on Day 2 will include:

#### Morning 8:30 a.m. to 12 p.m.

- webTRAC Review & Practice
- webTRAC Grade Book
  - View & adjust student grades
  - Review & grade hands-on work
  - Printing reports
- webTRAC Monitor students & send messages

#### Catered Lunch 12 p.m. to 12:30 p.m.

#### Afternoon 12:30 p.m. to 4 p.m.

- Curriculum Exploration: Specific Units
- Pulling It All Together
- Advanced webTRAC Tools
- Review, Questions & Discussion

## ITcenter21 Basic Seminar

Day 1: 8:30 a.m. to 4 p.m.

Day 2: 8:30 a.m. to 4 p.m.

#### Audience:

Teachers who will be using one of the following ITcenter21 curriculum packages:

- Computer Applications
- Introduction to Computers and I.T
- Introduction to Business

#### Prerequisites:

Average computer skills

#### Materials

Participants will receive a comprehensive training package, including a course guide and training materials.