

Model Schools Technology Coordinators Meetings



These meetings are designed for district technology coordinators, building and central office administrators. Participants discuss technology integration, best practices in professional development and district concerns. An agenda is set for each meeting and will include topics of interest submitted by component districts.

Each meeting will include a vendor presentation from 11am - 12pm for those who are interested in staying.

The meetings will be as follows:

*September 18, October 7 (joint meeting with ES BOCES - location TBD)
November 9, 2009, January 12, March 10 & May 13, 2010*

Date(s): *see above*
Time: 8:30 am - 11:00 am
Audience: Administrators,
Technology Coordinators
Cost: FREE

Location: Western Suffolk BOCES
Div. of Instructional Support Svcs
31 Lee Avenue, Wheatley Heights, NY

Debbie Kennedy has been employed at Western Suffolk BOCES for nine years. She coordinates the Model Schools and School Improvement programs. Prior to BOCES, Debbie was a technology coordinator, staff developer and elementary teacher.

Need information?

dmaxwell@wsboces.org
631-595-6829

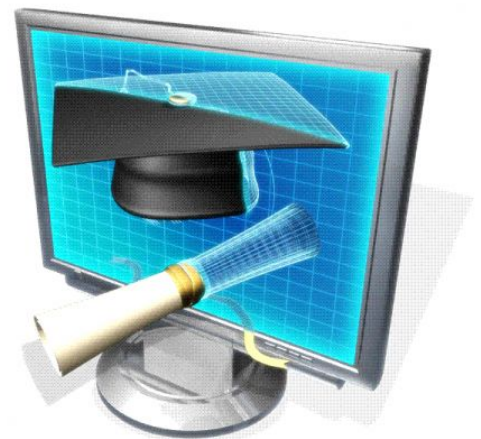
My Learning Plan/WebReg

Please copy this link into your browser:

<http://www.wsboces.org/webreg>

Registration instructions,

please see the reverse side (pg 2) of this flyer.





Western Suffolk BOCES Professional Development Web Registration Directions

*Check with your district to see if you are a member of My Learning Plan
Workshop flyer maps for directions can be found on MLP*

For My Learning Plan Member Districts

If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- ⇒ Log onto www.mylearningplan.com
- ⇒ Click on the Western Suffolk BOCES Catalog link

*If your district does NOT have a link to the WS BOCES catalog,
please copy this link into your web browser*

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password - Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

For Non-My Learning Plan Districts

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. Fax (631-623-4915) to Western Suffolk BOCES**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.