

Model Schools Technology Coordinator 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.

The meetings will be as follows:

*September 13, October 14 (joint meeting with ES BOCES - location TBD)
November 9, 2010, January 12, March 10 & May 13, 2011*

Date(s): *see above*

Location: Western Suffolk BOCES

Time: 8:30 am - 11:00 am

Div. of Instructional Support Svcs

Audience: Administrators,
Technology Coordinators

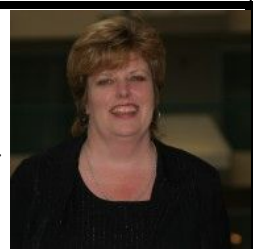
31 Lee Avenue, Wheatley Heights, NY

Cost: FREE

Each registration needs to be entered individually!



Debbie Kennedy is the Divisional Administrator for Curriculum & Instruction at Western Suffolk BOCES. Debbie supervises the Model Schools, School Improvement and Law Related programs. Prior to her position at Western Suffolk BOCES, Debbie was a district technology coordinator, elementary classroom teacher and technology staff developer.



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.