



**Summer 2011  
Hands-On Computer Courses  
G & G, Inc.**

Enclosed are the course offerings from G & G, Inc.  
Most classes are for Mac and Windows users.

Please put this copy in your faculty room or make copies for each  
staff member's mailbox.

Additional copies may be downloaded and printed from  
[www.ggedtech.com](http://www.ggedtech.com)

For more detailed information on courses or TIP please call  
440.892.8820x110.

**MEMBERS OF TIP (TECHNOLOGY INTEGRATION PROGRAM)  
RECEIVE REDUCED PRICES FOR CLASSES.**

Registration is available online at  
<http://www.ggedtech.com>,  
by mail or fax (440.892.8811).

**REGISTRATION DEADLINE IS June 1, 2011**

# Summer 2011 Hands-On Computer Courses G & G, Inc.



COURSE #	DATE	COURSE TITLE	SITE
01	Monday June 13, 2011 TEACHERS WITH ACTIVBOARDS	<b>ActivInspire Core Essentials I (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
02	Monday June 13, 2011 TEACHERS	<b>Teacher Utilities 2011</b> 5 Professional Development Hours	Lakewood Catholic Academy Lakewood
03	Tuesday June 14, 2011 TEACHERS, LAB COORDINATORS	<b>Lights, Camera, Action! Stop Motion Animation (MAC/WIN)</b> 5 Professional Development Hours	LCA Lakewood
04	Tuesday June 14, 2011 TEACHERS WITH ACTIVBOARDS	<b>ActivInspire Core Essentials II (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
05	Wednesday June 15, 2011 TEACHERS, TECHNOLOGY COORDINATORS	<b>Creating Projects with MicroSoft Office (MAC/WIN)</b> 5 Professional Development Hours	Holy Trinity School Avon
06	Thursday June 16, 2011 TEACHERS, TECH COOR, ADMINISTRATORS	<b>Explore iWork: Pages, Numbers, and Keynote (MAC)</b> 5 Professional Development Hours	St. Thomas More Brooklyn
07	Thursday June 16, 2011 TEACHERS WITH ACTIVBOARDS	<b>Let's Build a Flipchart (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
08	Friday June 17, 2011 TEACHERS WITH ACTIVBOARDS	<b>ActivInspire Beyond the Essentials (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
09	Monday June 20, 2011 TEACHERS, TECH COORDINATORS	<b>Classroom Web 2.0 Tools (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
10	Tuesday June 21, 2011 TEACHERS WITH ACTIVBOARDS	<b>ActivInspire Core Essentials II (MAC/WIN)</b> 5 Professional Development Hours	St. Mary School Chardon
11	Tuesday June 21, 2011 ADMINISTRATORS, SECRETARIES	<b>FileMaker Pro 11 Q &amp; A</b> 5 Professional Development Hours	G & G, Inc. Westlake

<b>COURSE #</b>	<b>DATE</b>	<b>COURSE TITLE</b>	<b>SITE</b>
12	Friday June 10, 2011 TEACHERS WITH ACTIVBOARDS	<b>ActivInspire Primary Interface (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
13	Wednesday June 22, 2011 TEACHERS, TECH COORDINATORS	<b>Introduction to iMovie '09</b> 5 Professional Development Hours	Lakewood Catholic Academy Lakewood
14	Thursday June 23, 2011 TEACHERS, TECH COORDINATORS	<b>Exploring ActivExpressions (MAC/WIN)</b> 5 Professional Development Hours	G & G, Inc. Westlake
15	Thursday June 23, 2011 TEACHERS WITH ACTIVBOARDS	<b>Let's Build a Flipchart (MAC/WIN)</b> 5 Professional Development Hours	Julie Billiard School Lyndhurst
16	Friday June 24, 2011 TEACHERS, TECH COOR, ADMINISTRATORS	<b>Integrating iPads into the Curriculum</b> 3 Professional Development Hours	G & G, Inc. Westlake
17	Friday June 24, 2011 TEACHERS, TECH COOR, ADMINISTRATORS	<b>Integrating iPads into the Curriculum</b> 3 Professional Development Hours	G & G, Inc. Westlake

# Summer 2011 Hands-On Computer Courses



---

## ActivInspire Core Essentials I (MAC/WIN)

**Instructor: Ann Marie Winchester**

**Monday June 13, 2011**

**9:00 AM - 2:30 PM**

**Location: G & G, Inc., Westlake**

Learn to use ActivInspire 1.5 Professional, Promethean's latest ActivBoard software. Explore its many features and become comfortable with the interface. Includes a Core Essentials training manual.

**Materials Needed:** An INTEL MAC with 10.4.11 or higher or a PC with WIN XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional.

**Audience:** TEACHERS WITH ACTIVBOARDS

**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

**Cost:** \$120.00 (TIP Members \$100.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## Teacher Utilities 2011

**Instructor: Sandra Vinicky**

**Monday June 13, 2011**

**9:00 AM - 2:30 PM**

**Location: Lakewood Catholic Academy, Lakewood**

Learn to create and print engaging classroom material. Explore websites that assist educators in making puzzles, word searches, posters, name cards, calendars, quizzes, tests, activity sheets, and lesson plans. The course takes place in a MAC lab, but many of the activities may be reproduced in a Windows environment.

**Materials Needed:** Data for creating puzzles, tests, quizzes, and activity sheets; class lists to produce personalized classroom materials for the beginning of the new school year; computers are provided.

**Audience:** TEACHERS

**Location:** Lakewood Catholic Academy, 14808 Lake Road, Lakewood, (216) 521-0559

**Cost:** \$120.00 (TIP Members \$100.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## Lights, Camera, Action! Stop Motion Animation (MAC/WIN)

Instructor: Joyce Gravagna

Tuesday June 14, 2011

9:00 AM - 2:30 PM

Location: LCA, Lakewood

Learn the basics of stop motion animation in this fun, interactive class. Stop motion movies can be used for creative projects and curriculum-related topics. Photography basics, movie creation, and sound addition will be covered. Be prepared to become the next James Cameron!

**Materials Needed:** Digital camera with the USB cable for downloading photos; small, inanimate object (stuffed toy, action figure, Legos, etc.); music CD.

**Audience:** TEACHERS, LAB COORDINATORS  
**Location:** LCA, 14808 Lake Road, Lakewood, (216) 521-0559  
**Cost:** \$120.00 (TIP Members \$100.00)  
**Professional Development Hours:** 5  
**Register by:** June 1, 2011

---

## ActivInspire Core Essentials II (MAC/WIN)

Instructor: Sandra Vinicky

Tuesday June 14, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Enhance your use of ActivInspire 1.5. Use the Object Browser and Grid Designer, apply Math Tools to create interactive activities, customize User Profiles, and import supported files to create flipchart lessons.

**Materials Needed:** An INTEL MAC with 10.4.11 or higher or a PC with WIN XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional; the Core Essentials I training manual.

**Audience:** TEACHERS WITH ACTIVBOARDS  
**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820  
**Cost:** \$100.00 (TIP Members - \$80.00)  
**Professional Development Hours:** 5  
**Register by:** June 1, 2011

---

## Creating Projects with MicroSoft Office (MAC/WIN)

Instructor: Sandra Vinicky

Wednesday June 15, 2011

9:00 AM - 2:30 PM

Location: Holy Trinity School, Avon

Participants will use Microsoft Office to create curriculum-related projects for students in Grades K-8. Learn about the basic features of Office 2008. Produce professional-looking projects! Activities will be created in Office 2008 (MAC) but may be reproduced in other versions of Office.

**Materials Needed:** Bring curriculum-related ideas to create classroom projects; computers are provided.

**Audience:** TEACHERS, TECHNOLOGY COORDINATORS  
**Location:** Holy Trinity School, 2610 Nagel Road, Avon, (440) 937-6420  
**Cost:** \$110.00 (TIP Members \$95.00)  
**Professional Development Hours:** 5  
**Register by:** June 1, 2011

---

## Explore iWork: Pages, Numbers, and Keynote (MAC)

Instructor: Ann Marie Winchester

Thursday June 16, 2011

9:00 AM - 2:30 PM

Location: St. Thomas More, Brooklyn

Ready for an alternative to Office? Create word processing documents, spreadsheets, and presentations using Pages, Numbers and Keynote. Come and discover new ways to enhance your projects!

**Materials Needed:** Ideas for classroom lessons, fliers, letters or faculty meetings; photos to include in a presentation; basic information on your school enrollment per grade to create a spreadsheet; computers are provided.

**Audience:** TEACHERS, TECH COOR, ADMINISTRATORS  
**Location:** St. Thomas More, 4180 N. Amber Drive, Brooklyn, (216) 749-1660  
**Cost:** \$110.00 (TIP Members \$95.00)  
**Professional Development Hours:** 5  
**Register by:** May 31, 2011

---

## Let's Build a Flipchart (MAC/WIN)

Instructor: Sandra Vinicky

Thursday June 16, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Create new, exciting flipchart lessons or enhance existing ones. Bring a flashdrive for sharing the new flipchart collection.

**Materials Needed:** INTEL MAC laptop with 10.4.11 or higher or WIN laptop with XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional.

**Audience:** TEACHERS WITH ACTIVBOARDS  
**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820  
**Cost:** \$100.00 (TIP Members - \$80.00)  
**Professional Development Hours:** 5  
**Register by:** June 1, 2011

---

## ActivInspire Beyond the Essentials (MAC/WIN)

Instructor: Sandra Vinicky

Friday June 17, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Expand your use of ActivInspire: create User Defined Shortcuts, use various Page and Object Properties; attach actions using the Action Browser; insert media into flipcharts; create containers. Includes a Beyond the Essentials training manual.

**Materials Needed:** INTEL MAC laptop with 10.4.11 or higher or WIN laptop with XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional.

**Audience:** TEACHERS WITH ACTIVBOARDS  
**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820  
**Cost:** \$120.00 (TIP Members \$100.00)  
**Professional Development Hours:** 5  
**Register by:** June 1, 2011

---

## Classroom Web 2.0 Tools (MAC/WIN)

Instructor: Sandra Vinicky

Monday June 20, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Jump into 21st century technology. Discover new ways to integrate technology into your 21st century classroom with tools like LiveBinders, Google Docs, Prezi, and more. Prepare your students for an ever-changing future that requires skills of communication, collaboration, and creation with their peers.

**Materials Needed:** Bring ideas and materials for classroom lessons and activities; laptop with wireless access.

**Audience:** TEACHERS, TECH COORDINATORS

**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

**Cost:** \$100.00 (TIP Members - \$80.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## ActivInspire Core Essentials II (MAC/WIN)

Instructor: Sandra Vinicky

Tuesday June 21, 2011

9:00 AM - 2:30 PM

Location: St. Mary School, Chardon

Enhance your use of ActivInspire: use the Object Browser and Grid Designer, apply Math Tools to create interactive activities, customize User Profiles, and import supported files to create flipchart lessons.

**Materials Needed:** An INTEL MAC with 10.4.11 or higher or a PC with WIN XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional; the Core Essentials I training manual.

**Audience:** TEACHERS WITH ACTIVBOARDS

**Location:** St. Mary School, 401 North Street, Chardon, (440) 286-3590

**Cost:** \$100.00 (TIP Members - \$80.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## FileMaker Pro 11 Q & A

Instructor: Ann Marie Winchester

Tuesday June 21, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

CURRENT USERS of FileMaker Pro 11 ready for the next step should take this course. Learn to make your own layouts and write your own scripts. Find out how to incorporate totals into reports. Learn how to fine-tune and dress-up layouts.

**Materials Needed:** A laptop (Mac 10.4.8+ or Windows XP Service Pack 2 or Vista) with your school copy of FileMaker Pro 11 installed and a COPY of your current FileMaker Database. E-mail topics you want covered to amwinchester@ggedtech.com.

**Audience:** ADMINISTRATORS, SECRETARIES

**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

**Cost:** \$120.00 (TIP Members \$100.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## ActivInspire Primary Interface (MAC/WIN)

Instructor: Sandra Vinicky

Friday June 10, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Explore ActivInspire 1.5 using the ActivPrimary look and feel. Create a variety of engaging lessons.

**Materials Needed:** INTEL MAC laptop with 10.4.11 or higher or WIN laptop with XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional.

**Audience:** TEACHERS WITH ACTIVBOARDS

**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

**Cost:** \$100.00 (TIP Members - \$80.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## Introduction to iMovie '09

Instructor: Barb DeSessa

Wednesday June 22, 2011

9:00 AM - 2:30 PM

Location: Lakewood Catholic Academy, Lakewood

Learn to use this multimedia presentation tool. Place pictures and video from iPhoto or digital cameras into material. Add text, speech, sound, music, transitions, etc. Students can travel the world using a green screen!

**Materials Needed:** Materials and computers are provided; bring a favorite music CD and a flash drive.

**Audience:** TEACHERS, TECH COORDINATORS

**Location:** Lakewood Catholic Academy, 14808 Lake Road, Lakewood, (216) 521-0559

**Cost:** \$120.00 (TIP Members \$100.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## Exploring ActivExpressions (MAC/WIN)

Instructor: Ann Marie Winchester

Thursday June 23, 2011

9:00 AM - 2:30 PM

Location: G & G, Inc., Westlake

Learn how to use your ActivExpression LRS to its fullest potential. Investigate the Wonder Wheel and the redesigned Question Master to enhance student understanding, participation, and engagement throughout your lessons. Develop self-paced learning flipcharts.

**Materials Needed:** An INTEL MAC with 10.4.11 or higher or a PC with WIN XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional; ActivExpression LRS.

**Audience:** TEACHERS, TECH COORDINATORS

**Location:** G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

**Cost:** \$100.00 (TIP Members - \$80.00)

**Professional Development Hours:** 5

**Register by:** June 1, 2011

---

## Let's Build a Flipchart (MAC/WIN)

Instructor: Sandra Vinicky

Thursday June 23, 2011

9:00 AM - 2:30 PM

Location: Julie Billiard School, Lyndhurst

Create new, exciting flipchart lessons or enhance existing ones. Bring a flashdrive for sharing the new flipchart collection.

Materials Needed: INTEL MAC laptop with 10.4.11 or higher or WIN laptop with XP, VISTA, or WINDOWS 7; ActivInspire 1.5 Professional.

Audience: TEACHERS WITH ACTIVBOARDS

Location: Julie Billiard School, 4982 Clubside Road, Lyndhurst, (216) 381-1191

Cost: \$100.00 (TIP Members - \$80.00)

Professional Development Hours: 5

Register by: June 1, 2011

---

## Integrating iPads into the Curriculum

Instructor: Sandra Vinicky

Friday June 24, 2011

8:30 AM - 11:30 PM

Location: G & G, Inc., Westlake

Already own an iPad or seriously thinking about purchasing one or a set for your school? Come and see a demonstration of this revolutionary device. Explore the possibilities for using the iPad in your classroom. Investigate useful educational apps for every grade level.

Materials Needed: An iPad (if you have one - none will be provided); Wi-Fi is available.

Audience: TEACHERS, TECH COOR, ADMINISTRATORS

Location: G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

Cost: \$50.00 (TIP Members \$35.00)

Professional Development Hours: 3

Register by: June 1, 2011

---

## Integrating iPads into the Curriculum

Instructor: Sandra Vinicky

Friday June 24, 2011

12:30 PM - 3:30 PM

Location: G & G, Inc., Westlake

Already own an iPad or seriously thinking about purchasing one or a set for your school? Come and see a demonstration of this revolutionary device. Explore the possibilities for using the iPad in your classroom. Investigate useful educational apps for every grade level.

Materials Needed: An iPad (if you have one - none will be provided); Wi-Fi is available.

Audience: TEACHERS, TECH COOR, ADMINISTRATORS

Location: G & G, Inc., 24400 Sperry Drive, Westlake, (440) 892-8820

Cost: \$50.00 (TIP Members \$35.00)

Professional Development Hours: 3

Register by: June 1, 2011

# Summer 2011 Hands-On Computer Courses Registration



Register online at [www.ggedtech.com](http://www.ggedtech.com)

## Registrant's Information: Please print clearly in ink.

School \_\_\_\_\_  
School Address \_\_\_\_\_  
School City \_\_\_\_\_ School Zip \_\_\_\_\_  
School Phone \_\_\_\_\_ School Fax \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_ **[Needed in case of last minute changes]**  
E-mail \_\_\_\_\_ **[Required]**  
Position \_\_\_\_\_ Grade Level \_\_\_\_\_  
Bringing a Laptop? (If listed as required or optional)  Y  N Operating System \_\_\_\_\_  
Wireless?  Y  N

## Course Information

Course Title \_\_\_\_\_  
Course Dates \_\_\_\_\_  
Course Site \_\_\_\_\_

Confirmations and cancellations will be faxed to the school and e-mailed to the registrant.

## Course Payment Options

Schools participating in TIP receive a discount on courses. Please refer to the course descriptions for costs. Call G & G, Inc. at 440.892.8820 or e-mail [svinicky@ggedtech.com](mailto:svinicky@ggedtech.com) to confirm if your school is a qualifying TIP member.

Cost of Course: \_\_\_\_\_ TIP Member School  Y  N  
Payment Form  School Check  Personal Check  Parish Check  Cash  
Amount Enclosed \_\_\_\_\_ Check Number \_\_\_\_\_

**MAIL or FAX** (440.892.8811) each registration to G & G, Inc. to reserve a spot in the class.  
Or **REGISTER ONLINE** at [www.ggedtech.com](http://www.ggedtech.com)

A separate check is requested per course title. Checks are payable to G & G, Inc.  
Schools may send one check for all participants in a single course title.  
**RETURN ONE REGISTRATION FORM PER COURSE, PER PERSON.**