

SUBMITTING PROPOSALS FOR SUMMER 2023 WORKSHOPS

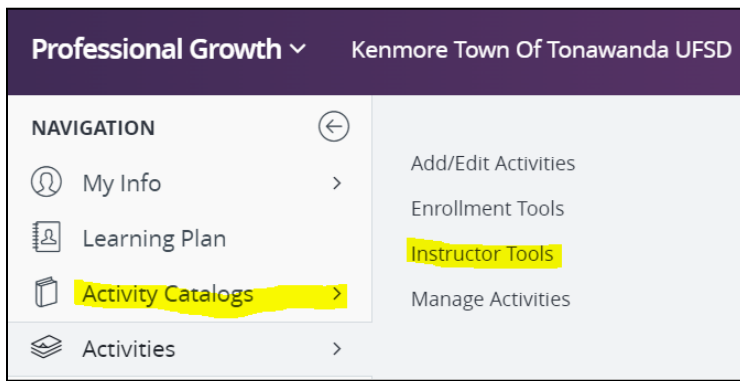
Summer 2023 is the start of a new calendar year of workshops. Therefore, all prospective instructors are asked to submit a Frontline Proposal form.

ALL PROPOSALS FOR SUMMER ARE DUE BY WEDNESDAY, MARCH 8, 2023.

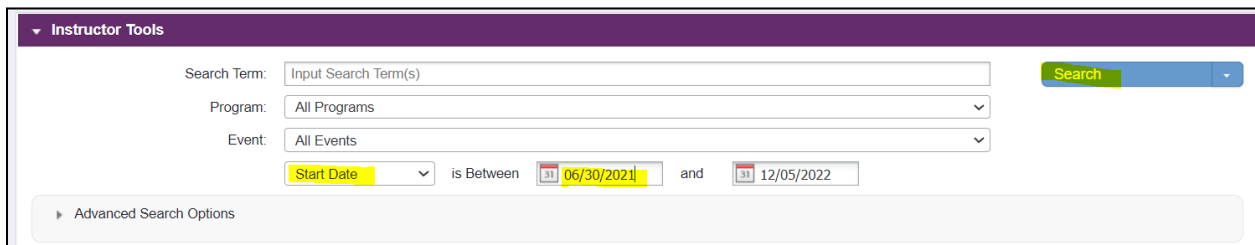
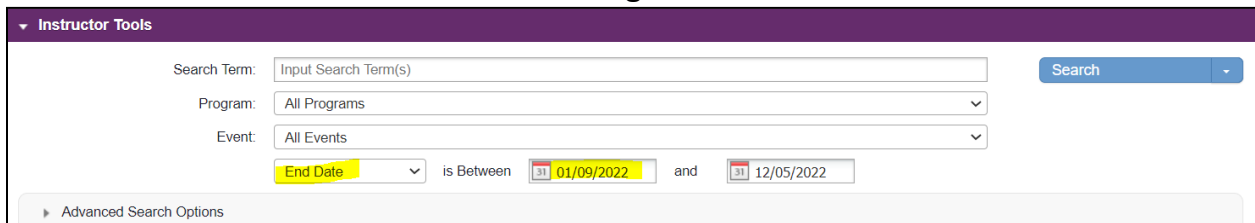
THERE WILL BE A SEPARATE COMMUNICATION REGARDING FALL PROPOSALS AFTER THE POLICY BOARD MEETING ON MARCH 16, 2023

CHECKING PREVIOUSLY USED WORKSHOP INFORMATION:

Step #1: Login into Frontline, click on *Activity Catalogs*, and then on *Instructor Tools*.



Step #2: Click on *End Date* and change it to *Start Date*. Then click on the calendar after the word “Between.” Change the date to *06/30/2022*.



Step #3: Click on either *Email Functions* or *View Roster* to view your previously used workshop information.

Tech.: Being More Productive With Google Tools-Online
 Program: Kenmore Staff Development Center Online Workshops
 Activity Owner/Manager: TAMMY SEMPERT - tsempert@ktufsd.org
 Audience: Teachers, Administrators, Teacher Assistants, Term Subs, Sub. Teachers, Support Staff Teacher Aides, Clerical, Library Clerks, Nurses, Technology
 Dates: 7/12/2021 to 7/26/2021

Hours: 6 | Enrolled: 29/30 | Wait: 0/5

Activity Functions

Team Room (Comments: 0 Files: 0)	View Roster
Print Sign-In Sheet	Activity Attendance
Email Functions	Activity Evaluation Info
Download Roster	

Step #4: Review your previously used information and we also recommend reviewing your *Activity Evaluation* information. Determine if you wish to make any modifications.

Activity Registration

Details

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DESCRIPTION: You know the basics of the tools and applications that are part of our Google Workspace for Education, but did you know there is more that each is able to do? Google has so much power to assist us in being more efficient and productive throughout our busy days, but where to start? In this class you work on an important feature in each of the following programs that will assist you and SAVE YOU TIME: Google Drive, Google Mail, Google Calendar, Google Meet with some Jamboard, and even Google Keep and Tasks (and potentially new features that haven't been released yet).

Participants will engage in this workshop using the online learning platform Canvas. The workshop instructor will send login information to all participants prior to the start date

LEARNING OUTCOMES: I can:
 -use the Snipping Tool in Windows to take and share screen grabs.
 -create Priority Drive workspaces in Google Drive to access files more easily.
 -utilize filters and labels to organize my Gmail inbox.
 -incorporate Google Keep to take notes and memos that connect across multiple Google platforms.
 -attach files and Meets to Google Calendar events so all are prepared for meetings in person or remotely. KEYWORD: Technology

LOCATING & SUBMITTING PROPOSALS FOR WORKSHOPS:

Step #5: Log into Frontline, Click on *Forms*, and then Click on the proposal form which reflects how your workshop will meet; *KSDC In Person/Hybrid Workshops* or *KSDC Online Workshop Proposal* under *Activity Proposals*.

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NAVIGATION	ACTIVITY PROPOSALS
My Info	KSDC In Person/Hybrid Work...
Learning Plan	KSDC Online Workshop Prop...
Activity Catalogs	FILL-IN FORMS
Activities	KSDC Conference/Workshop ...
Forms	

Step #6: Make sure to indicate a workshop description that allows others to visualize what the workshop is about. Please also list Learning Outcomes which describe what participants can anticipate being able to do independently at the conclusion of your workshop.

Activity Information

Proposed Activity Title

Activity Description Answer all: What is this workshop about and why is it important for participants? What will participants be able to do and/or understand when this workshop has concluded? (Learning Outcomes). What material/text is needed?

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Audience to invite: ie. Administrators, Non-Rep., Others, Sub. Teachers, Support Staff, Teachers, Teacher Assistants, TOSAS

Max Participants

NYS Categories

Pedagogy

Content

ELL

Non ELL

URL or Website:

Step #7a: Meeting Dates & Times for in-person workshops. You will need to specify dates, start and end times for each session as well as to include the preferred location and total hours. Potential dates for summer workshops: July 1 (online only), 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31. August 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25.

Meeting Dates/Times/Locations

of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time

To

Location

Hours

Enter the number of Hours that could be awarded for this activity


Hours

Step#7b: Meeting Start and End dates for Online workshops. Virtual workshops will post start, end dates, and total hours. Summer Session dates run from 7/1 to 8/25/2023.

Meeting Dates	
Start Online Date:	<input type="text" value="31"/>
End Online Date:	<input type="text" value="31"/>
Online Hours	
Enter the number of online Hours that could be awarded for this activity.	
Online Hours	<input type="text" value="31"/>

Step #8: NYS Categories must be checked as they are used for those staff who must track CTLE credits. Check all that apply to your workshop.

1. All KSDC workshops must indicate KSDC credits and CTLE credits.
2. Select the District Goal which best fits your workshop.
3. You are able to add additional comments if necessary.

Purpose(s)	
Select a Purpose(s)	<input checked="" type="checkbox"/> KSDC Credits <input checked="" type="checkbox"/> CTLE hours <input type="checkbox"/> Non CTLE hours
District Goals/Objectives	
Please select:	Goal : District Goal #1 <input type="checkbox"/> Technology Based Instructional Strategies Goal : District Goal #2 <input type="checkbox"/> Improving Instructional Practice Goal : District Goal #3 <input type="checkbox"/> Social/Emotional Awareness
Additional Comments	
Comments:	<input type="text"/> <div>  Characters left 2048 </div>
Finish	
<input type="button" value="Submit"/> <input type="button" value="Save as Draft"/>	

We suggest that you print a copy for your records and then hit submit.