

Tech Service Options

Class Materials Preparation

We assist teachers by word processing their handwritten texts, and enhancing these texts with cool fonts, graphics and attractive images that appeal to students. We also assist teachers in designing and generating rubrics to evaluate student work. If requested, we supplement these materials with information from the Internet.

Flyers & Banners

We make announcement sheets and other promotional materials for sports events, club meetings, and class trips. Tech Leaders can attract interest by pleasing the target audience while sharing important information with clarity.

Software Training

We help teachers learn to use spreadsheets, databases, web searching, etc. to prepare classroom materials and design lessons. Tech Leaders are patient and happy to help their teachers — its fun to know more than you!

PowerPoint Presentations

We help teachers introduce new projects and units of study by creating and projecting Power-Point presentations. An outline and a short meeting will provide us with the information we need to develop your presentation. We will also set up a portable computer and projector (by appointment). Engaging presentations help students maintain interest and focus on quality.

Resource Guides

We help teachers find online tutorials and information sources for their own learning. Tech Leaders can help by showing teachers how to maneuver through the Internet for the important information they need fast.

Classroom Web Portals

We help teachers construct web sites whether for school or personal purposes. Let your students use custom web pages with cool and attractive backgrounds as starting points for internet research . Tech Leaders construct websites to your specifications. We will also showing you how to search for images and information on the web to make your own pages.

Service Request Description

Service Needs to be Completed By _____ because

Check Services Needed:

- Classroom Materials Preparation
- Classroom Web Design
- Powerpoint Presentation
- Flyers & Banners
- Software Training & Resources

Teacher Name

Family Group Room # and Phone Extension

Tech Leaders meet in the Computer Lab Tuesdays and Thursdays, 3:15—5:15. We are available from 3:00 to 3:15 to discuss service requests. Leave this form in Bram's mailbox, or leave a message at X5068 indicating when you'd like to meet with us to discuss a job. We'll let you know what we need to know, how long it will take, and what the estimated fee (if any) will be.