

Getting Started – LAUSD Classroom Technology Initiative Materials

The LAUSD Classroom Technology Initiative (CTI) provides you with professional development materials to help you enhance teaching and learning while using your new classroom technology equipment. The professional development materials are delivered through the following media:

- CD-ROM
- Web Site
- Videos

1. CD-ROM

The CD-ROM is designed to mirror all materials available on the LAUSD CTI web site. The CD-ROM may be used in a couple of ways. If you currently do not have Internet access from your classroom computers, you can access the web site from the files located locally on your CD-ROM. You can also use the CD-ROM on your home computer to access the web site pages as needed.

- *Macintosh* - To use the CD-ROM on a Macintosh, simply insert the CD-ROM into the CD drive on your computer and it will open on the main menu of the web site.
- *PC* – To use the CD-ROM on a PC, simply insert the CD-ROM into the CD drive on your computer, and then double-click the index.html file located in the Pc_cti CD window.

2. Web Site

The LAUSD CTI web site contains a wide variety of materials to help you enhance teaching and learning with your new classroom technology equipment. The web site includes the following sections:

- Materials Overview
- Training Materials (PDF documents)
- Lesson Plans (PDF documents)
- Assistive Technologies
- Resources

To access the CTI web site from LAUSDnet, use the following URL:

www.lausd.k12.ca.us/CTI

3. Videos

The CTI video series is comprised of ten 15-minute familiarity videos on the following topics for both Macintosh and PC:

- *Macintosh*
 - Mac OS 9, Peripherals, and Internet Explorer
 - Word 2001 for the Mac
 - PowerPoint 2001 for the Mac
 - Excel 2001 for the Mac
 - Assistive Technologies for the Mac

- *PC*
 - Windows 98, Peripherals, and Internet Explorer
 - Word 2001 for the PC
 - PowerPoint 2001 for the PC
 - Excel 2001 for the PC
 - Assistive Technologies for the PC

These videos are arranged in the order listed above on one videotape.

PDF Tips

There are a few tips that will help you navigate through the PDF documents on the CTI site more easily. Use the following tips as needed.

- *Navigation* - To make more room to view documents, the top navigation bar you may be used to seeing in Acrobat Reader has been removed. To navigate from one page to the next in PDF documents, use the navigation channel along the bottom of the page.

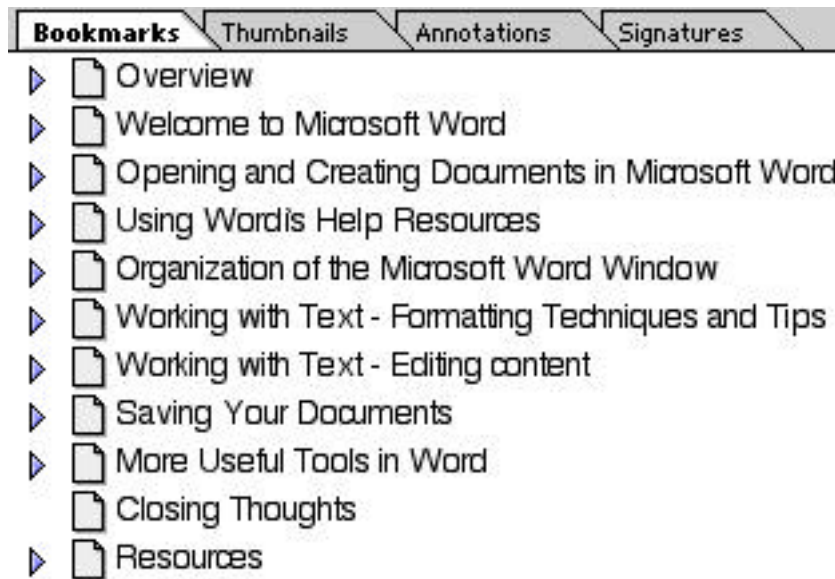


Within the channel you are also told which page you are on and how many total pages are in the document. You can also use the pulldown menu on the left to change the percentage size of the document, anywhere from 12.5% to 1600%.

- *Bookmarks* – Another handy tool built in to the PDF documents is a Show/Hide Bookmarks link on the front page of every PDF document.



The Show/Hide Bookmarks link allows you toggle a Bookmark window off and on. When you open a PDF document initially, the default is set to off. To view the bookmarks, click the Show/Hide Bookmarks link.



You can adjust the width of the Bookmarks window by clicking your cursor in the middle of the two arrows located at the bottom of the page between the Bookmarks window and the PDF document window.

- *Internal Links* – Some PDF documents have internal links (appearing in blue text) that take you to other PDF documents within the CTI web site. This occurs mainly in lesson plans when linking to attachments or step sheets.
- *External Links* – Some PDF documents also have external links (also appearing in blue text) that take you to other web sites on the Internet. This occurs mainly in lesson plans that have links to content related resources on the Internet.
- *Adobe's PDF to HTML Utility* – Directions for how to convert PDF files into HTML files that can be accessed by text readers is available through the Assistive Technologies link on the CD-ROM and on the LAUSD CTI web site.
- *Printing from the CTI PDF Documents* – Whenever you are in a PDF document on the CTI web site or CD, you can easily print the file by typing Command + P and completing the appropriate information in the dialogue box.
- *Downloading Adobe's Acrobat Reader* – Adobe Acrobat Reader comes installed on your computer for your PDF needs, however, should you ever need to download the most current version, use the following link:

<http://www.adobe.com/products/acrobat/readstep.html>