

# Secretary Education Technology Conference (SETc)



Iron District Office - [Online Registration Form](#)  
Thursday, February 9, 2012

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## Agenda

1. Breakfast, Welcome and Prize Drawings  
*Superintendent Jim Johnson, Iron School District* 9:00 AM to 9:30 AM
2. Keynote: Using Technology Tools to Help Organize & Manage Time More Effectively  
*Laura Hunter, Utah Education Network* 9:30 AM to 10:15 AM
3. Break 10:15 AM to 10:30 AM
4. 1<sup>st</sup> Breakout Session 10:30 AM to 12:00 PM
  - 4.1. iPads for Secretaries  
*Clint Stephens & Selene Corbridge, Board Room A*
  - 4.2. Google Spreadsheets and Forms  
*Mitchell Jorgensen & Cory Stokes, Board Room C*
  - 4.3. Google Calendars Demonstration and Discussion  
*Rick Gaisford & Cori Flannigan, Mac Lab*
  - 4.4. Mac OS 10.7 Lion Tips, Tricks, Demonstration & Discussion  
*Jack Erickson & Scott Harpster, Board Room D*
5. Lunch and Networking - Board Room 12:00 PM to 1:00 PM
6. 2<sup>nd</sup> Breakout Session 1:00 PM to 2:30 PM
  - 6.1. Using Mobile Devices Effectively  
*Clint Stephens & Mitchell Jorgensen, Board Room A*
  - 6.2. Social Networking Tools for your School  
*Rick Gaisford & Cori Flannigan, Mac Lab*
  - 6.3. Using Google Docs  
*Cory Stokes & Jack Erickson, Board Room C*
  - 6.4. Windows 7 Tips, Tricks, Demonstration & Discussion  
*Scott Harpster & Selene Corbridge, Board Room D*
7. Team Building, Demonstration and Discussion on IVC, Wrap-up and Prize Drawing  
*Cory Stokes, Kelly Stephens & Clint Stephens - Board Room* 2:30 PM to 3:00 PM