

Secretary Education Technology Conference (SETc)



Millard District Office - [Online Registration Form](#)
Wednesday, February 8, 2012

Agenda

1. Breakfast, Welcome and Prize Drawings
Superintendent David Styer, Millard 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. 1st Breakout Session 10:30 AM to 12:00 PM
 - 4.1. Excel for Secretaries
Mitchell Jorgensen & Selene Corbridge, Room 111 (PC Lab)
 - 4.2. Google Spreadsheets and Forms
Clint Stephens & Cori Flannigan, Room 105 (Mac Lab)
 - 4.3. Google Calendars Demonstration and Discussion
Rick Gaisford & Cory Stokes, Room 109
5. Lunch and Networking - Board Room 12:00 PM to 1:00 PM
6. 2nd Breakout Session 1:00 PM to 2:30 PM
 - 6.1. Using Mobile Devices Effectively
Clint Stephens & Mitchell Jorgensen, Room 109
 - 6.2. Social Networking Tools for your School
Rick Gaisford & Cori Flannigan, Room 111 (PC Lab)
 - 6.3. Using Google Docs
Cory Stokes & Jack Erickson, Room 105 (Mac Lab)
7. Team Building, Demonstration and Discussion on IVC, Wrap-up and Prize Drawing
Cory Stokes & Clint Stephens - Board Room 2:30 PM to 3:00 PM