

MCCE

MCCE NEWS

Montana Council for Computers
and
Technology in Education

Vol. 13, No. 2

December 2000

Montana Council for Computers in Education 2000 Outstanding Technology Using Educator Award

by Suzie Flentie

Staci Auck, business and computer education teacher from Hobson, Montana, is the 2000 Montana Technology Using Educator of the Year. Staci has been teaching since 1989 as a business and math teacher in Joplin, Kalispell, Townsend, and Hobson. Staci is also active on Hobson's Technology and School to Work committees as well as serving as the advisor of their Business Professionals of America Chapter.



Staci Auck (left) receives her award from MCCE President Suzie Flentie

In Hobson, Staci works with students from kindergarten through high school. She teaches these students a variety of computer applications in a lab situation as well as collaborating with teachers to integrate technology into their curriculums. She plays a pivotal roll in providing an educational and computer enhanced experience for all of the Hobson students.

As a member of the technology staff, Staci has been active in planning technology goals for the Hobson

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Webmastering in the K-12 School

by Vince Long

At the MEA Conference in October, 2000, I presented a sectional entitled, "So, You Want to Be a Webmaster," and received some great responses ranging from an assortment of technical questions to "Why aren't you doing the sectional more than once?" Rather than wait until MEA 2001 to present this topic again, I thought it might make good topic for our newsletter, in fact, for several newsletters as the amount of content related to Webmastering can fill a book.

With the World Wide Web as ubiquitous as the older forms of mass media, radio, television, and newspapers, it did not take long for schools to see the advantages of connecting to the Internet for the wealth of information found there. Once online, most of the information is free, much is reasonably current, and, probably the greatest advantage, it can be searched electronically.

However, the World Wide Web, unlike the previously mentioned media, is a two-way channel where users not only consume information, but can become providers of content themselves. It is unprecedented in the history of media that such a large number of people can broadcast their own data to the world at large. This, of course, makes it necessary for the consumer to be wary of the credibility of web content, but, balanced with the chance to have a worldwide audience, it becomes the ultimate in free speech.

This ability to broadcast as well as receive has not
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PRESIDENT'S CORNER

BY SUZIE FLENTIE



Greetings MCCE Members,

Thanks to all of you who presented for MCCE at the MEA Conference in Billings in October. The conference was a huge success thanks to all of the teachers, administrators, and professionals who joined together to share ideas and strategies. Another big thank you goes to Debbie Hanna who is the main organizer of this phenomenal conference, which earns Montana many kudos from out of state presenters and exhibitors. The organizational meeting for next year's conference has already taken place. We met last week in Bozeman to get the ball rolling. MCCE's representation at this meeting included Buck Buchanan and myself. Buck is a new three-year board member and conveniently happens to be a teacher in Belgrade, which is the location for the 2001 MEA Conference. Thanks to Buck for serving in this capacity. Board members and officers can be watching their email for information about a block of rooms for the 2001 conference so that you can make your reservations early. You will also be receiving information soon about the winter board meeting in Lewistown.

Please note that the call for presenters form for the 2001 conference is included in this newsletter. I sincerely hope that many of you will consider presenting for us. I know that each and every one of you is doing exciting things in your classrooms that other teachers would love to hear about. Remember that we are anxious to include presentations using a variety of technologies and we would love to have a variety of strategies for integrating technology into all curriculums. PLEASE CONSIDER PRESENTING!!!

Please note also that the form to nominate teachers for Technology Educator of the Year is included in this newsletter. Please nominate one of those phenomenal educators that you know or simply skip the nomination process and send in your own application. This is a wonderful opportunity. Our state organization gives an award of \$500 and a very nice plaque and the winner's application is then forwarded to ISTE for consideration for the National awards given by them and Tech Corps.

I would like to extend MCCE's thanks to last year's President, Anne Stenberg for a job well done. We will look forward to Anne's continued participation and guidance as past president.

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Billings, MT 59101



Technology Using Educator Award

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School District. She has been instrumental in upgrading their computers and assisting staff members in using technology in their professional work and preparation.

Staci's desktop publishing class is where she sees Hobson breaking barriers in the use of technology. Through a school to work grant, the school was able to purchase a high-end computer, a network laser printer, and a binding machine so that they can now produce their own yearbook. Her class is also working on the production of a school planner, which includes their student handbook and pages to aid students with math formulas, grammar rules, and maps.

Staci has also been actively involved in the Systemic Initiative for Montana Math & Science Project, and the Six Through Eight Mathematics Project. The philosophy of both programs is to explore math and science concepts using technology and a hands-on approach.

We are looking forward to Staci's participation in MCCE as one of our new three-year board members.



Member E-Mail Address Roundup



The list of e-mail addresses that we have for our members is out of date. Many of you have changed your e-mail account since you first became an MCCE member and we sure do not want to lose track of you.

Rather than deluge our Treasurer, Randa Siegle, with e-mail we have set up an account at Yahoo. **ALL MEMBERS**, please send a message to mccenews@yahoo.com and please include, in the body of your message, your full name and current mailing address.

MCCE News and ISTE

The December/January 2000–2001 issue of ISTE's *"Learning & Leading with Technology"* features an article about the **InterActive Six-Trait Writing Process Website** which was developed by the article author, Steve Gardiner, and MCCE News editor, Vince Long. The website was featured in MCCE News in October 1999.

Steve's article focuses on the collaboration effort that led to the successful development of this unique site which can be used by writing teachers to enhance student understanding of the 6-Trait writing process.

In another ISTE publication, *"Connections,"* Vol. 15, Issue 4, a Special Interest Group publication for technology coordinators, an article from the March 1999 issue of MCCE News, "Technology Facilitates Plagiarism," was reprinted.

Copies of these and other publications are available from ISTE. Members can read *"Learning & Leading with Technology"* online and receive discounts on other publications.

ISTE is the best resource available to teachers, administrators, tech coordinators, media specialists and teacher educators for top quality educational technology resources and information. For more information:



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MCCE NEWS

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Next Submission Deadline:
12 February 2001

This and past issues of MCCE News are available on the World Wide Web at:
<http://www.mcn.net/~vlong/mcce.htm>

Webmastering in the K-12 School

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been lost on the business community and has slowly crept into the consciousness of the education community. Thousands of schools have set up web pages that range from electronic brochures to fully-interactive sites, some even offering online classes. What I want to look at here is how a school can create a presence for themselves on the World Wide Web, specifically, how they can set up their own web server and, in keeping with my personal philosophy on the subject, do it "on the cheap."

Before we get too deep into this I need to answer the question: "Why run your own server instead of having your web site hosted elsewhere?" The answer is: control, control, control. Most Internet Service Providers (ISP) have limitations on what you can do on their server. They might limit the amount of disk space you can use, the number of user accounts you might create, the amount of bandwidth you can utilize, and whether you can freely install your own software additions. When you run your own server you have none of these restrictions, except maybe the bandwidth issue, and can design the site to suit the needs of your school.

Getting Started

The first task is to identify someone to be the Webmaster and, since you have read this far in the article, it just might be you! Don't run off so fast. I know that you already have a full time job at the school and running a website is something that you think will not fit in your schedule and, yes it does take some time, but there are many reasons why you just might want to consider being your school's Webmaster. Here are 10 of them:

10. Your school really needs a web site. Isn't about time to hop onboard?
9. It might be fun. Not unlike a hobby, there is fun and satisfaction.
8. You'll get lots of e-mail. You'll become the clearinghouse for school communications, especially from alumni. You'll even get the occasional phone call about the server being off-line.
7. It's a way to get students involved with technology. For the right student, this is a dream come true.
6. It makes you look like a genius. Let's face it, this stuff still looks like black-magic to most people.
5. Allows you to train for your next high-paying job. Webmasters in urban areas make \$75K and up. 25% of Webmaster positions in Boston area are unfilled.
4. You become everyone's friend. Your web site will be so great that everyone in the school will want a space on it.
3. You can extract favors. You can tap those friends for trade-outs like your doing web pages in exchange for window washing, gutter cleaning, etc.
2. It might keep you off the prom committee.
1. No one else will do it.

Chances are that most schools and school districts in Montana are just too small to have a full time employee, or even a part-time one, dedicated to maintaining the school's web site. If a school has a site a volunteer from the staff, parents, or students probably handles its creation and maintenance. However, if you've decided to go ahead and make this leap into cyberspace, you will need a skill set

that may seem daunting at first but does not need to be acquired all at once to run a successful school web site.

The Webmaster's Skill Set

What does the Webmaster actually do? A Webmaster is not just the person who makes web pages, but also the one who maintains the web server, that is, the computer that has been dedicated to storing and serving the web pages that are put online. While in the business community this can entail caring for many computers simultaneously, in the K-12 arena there is likely to be only one.

To accomplish these tasks the Webmaster must be familiar with computer hardware and networking configurations. Basic knowledge of both Macintosh and Windows platforms probably goes without saying, but when running a server a more robust operating system is likely to be used and therefore knowledge of Windows NT or 2000, Unix/Linux, or Apple OSX is a likely requirement. Hardware that is usually transparent to the average web surfer needs to be familiar to our Webmaster including network interface cards (NICs), hubs, routers, and cabling. This should not imply that one couldn't run a web server without some type of industrial-grade certification, but a general knowledge what these devices are used for will be helpful.

In order to send data through the computer network the Webmaster will need a good working knowledge of Local Area Network (LAN) setups and be familiar with the TCP/IP protocol and how to configure it. This protocol functions

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like a set of rules used by computers so they can exchange data without regard to their individual operating systems, allowing, for example, a Mac to exchange data with a Windows computer and vice-versa. This also includes understanding the role played by Domain Name Servers (DNS), the computers that translate Internet Protocol (IP) addresses, such as 127.10.30.23, into text-based names like www.whitehouse.gov, which we humans find easier to remember.

In these days of hackers, crackers, and other mischief-makers on the Internet, it will do the Webmaster well to understand the role of firewalls and proxy servers on computer networks. A firewall, a piece of software which runs on the webserver or a separate computer, is especially important for maintaining the security of your website. Some firewall software also includes content filters that prevent users on your network from accessing web sites deemed inappropriate.

Probably the most important piece of knowledge that the Webmaster will need to acquire is how to setup, configure, and maintain the webserver itself. If you are expecting very little traffic the computer could be a Pentium 100 running Windows 98, however, you'll really want something a bit more capable if you plan to see more than a few hits per hour or plan to serve any kind of streaming media. The heart of the operation will be the server software and there are quite a few from which to choose, some of which are free and some of which can be expensive. We'll look at selection and configuration issues related to this software in the next issue of this newsletter.

Serving up web pages does

require running server software but it might not be the only server software that runs on this computer. A File Transfer Protocol (FTP) server will most likely be running and the Webmaster will need to be familiar with its setup and security features. This server will allow users, primarily those who have setup web pages on the server, to delete and transfer files through the use of an FTP client on their computer. The Webmaster will assign a username and password for each user and specify to which folder they will have access.

If the website serves streaming media, such as RealMedia audio or video, the Webmaster will need to be adept at installing that server software and configuring it. Other server options that the Webmaster might need are a Telnet server (allows system prompt access to the main server), mail server (this can be lots of work to maintain), or an Internet Relay Chat (IRC) server. These options add more features but also add to the complexity of the Webmaster's duties.

Page Building Skills

Unless one thinks that the Webmaster's duties are all protocols and server software, there are a few other applications where some degree of proficiency would be assumed. Since the point of the server is to deliver web pages, the ability to write in the Hypertext Markup Language (HTML), the formatting language in which web pages are created, goes without saying. It is also a good idea to be able to use an HTML authoring tool such as FrontPage or Dreamweaver, to name just two. As graphics make up part of most web sites, the Webmaster needs to understand graphics software such as

Adobe's PhotoShop. Other applications that can add to the attractiveness of the site include animation building tools and audio editing software.

Programming Behind the Scenes

In order for a web site to be truly interactive it needs to collect choices or data from the visitor and save that information in a database as well as deliver custom-built pages in return. This might be a request for information such as grades, online registration for a class, or participation in a survey. After completing an online form, the data is sent by the user's web browser to the server through what is known as the Common Gateway Interface (CGI). Once on the server, the data is processed by a program that then delivers another web page to the user, such as confirmation of a class registration. The programs that handle this are usually written in the Practical Extraction and Reporting Language (PERL), Visual Basic, PHP, or other language. While our Webmaster does not need to be an expert programmer, it would be advisable to be fluent in the fundamentals of the language that is supported by the school's server.

Rounding out the Skill Set

While possession of these aforementioned technical skills can make a school Webmaster the local geek-supreme, it takes more than technical skills to assure success. Knowledge of how a web site should be laid out and how to make it easier for users to navigate fall into the

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Webmastering in the K-12 School

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realm of common sense rather than something that is found in a technical manual. Good page layout skills come from a background in graphic arts and looking at hundreds of pages to see what works and what does not. Our Webmaster must also keep abreast of legal issues, especially as they pertain to the issue of copyright.

The most important attribute that the Webmaster can bring to any project is a strong set of interpersonal skills. While this might seem like it should go without saying in an educational environment where professionals capitalize on this ability daily, the webmaster must deal with all types of personalities, many of whom have strong demands but little technological abilities. The Webmaster must help them bridge the gap between their vision and the reality of delivering it through a web site. This is one reason why it is difficult for some students with the requisite technical skills to assume Webmaster status in schools or businesses.

Skill Acquisition or "Where do I learn this stuff?"

The answer to this question is that you will need to learn them on your own, take a class or two, or a combination of both. Ultimately,

self-learning is the primary route since mastery of these skills will come through practice, problem-solving, and repetition. One disadvantage to planned coursework is that material may be covered before there is a need a need to know it making it likely to be forgotten as other issues become dominate. For example, if a course covers Visual Basic for handling CGI data and the student runs a server that supports PERL instead, the time spent on Visual Basic is largely wasted.

When looking at a self-directed course of study, the World Wide Web has most, if not all the information that might otherwise be found in stacks of easily obsolete textbooks. You will not only find tutorials in everything from HTML to building your own network cables, but you can sign on to a variety of mailing lists that deal with specific topics of interest to the budding webmaster with hundreds of online experts ready to answer your questions. USENET, or newsgroups, are also a valuable resource when answers to technical questions are needed. With over 50,000 newsgroups available, there are hundreds that focus specifically on computer issues and many of these are devoted to Webmaster skills.

If a planned course of

instruction is more to your liking, about 20 institutions of higher-education have started offering a Web Developer Certificate Program. While some are taught on-campus, many, as might be expected, are offered online. The half-dozen or so modules cover topics which include an introduction to web development, basic HTML, JavaScript for client-side programming, using Linux and Apache Web server, server-side programming with PERL for CGI, and developing web sites using the Java programming language.

So Where Do I Start?

If you haven't been scared away by now, then tune in to the next edition of this newsletter and we'll look at some of the steps involved with setting up your own server using older hardware and software that costs nothing. In the meantime, check out the links below for more background in building your Webmastering skills.



Member E-Mail Address Roundup

The list of e-mail addresses that we have for our members is out of date. Many of you have changed your e-mail account since you first became an MCCE member and we sure do not want to lose track of you.

Rather than deluge our Treasurer, Randa Siegle, with e-mail we have set up an account at Yahoo. **ALL MEMBERS**, please send a message to mccenews@yahoo.com and please include, in the body of your message, your full name and current mailing address.

Webmastering Skills Resources

Schools

Rocky Mountain College
Billings, Montana
<http://outreach.rocky.edu/>

Offers certificate programs in Web Development in conjunction with Linkage, Inc.

Austin Community College
<http://webtrain.austin.cc.tx.us>

Webmaster Certificate Program offered online from Texas.

Organizations

World Organization of Webmasters
<http://www.joinwow.org/>

Association of Internet Professionals
<http://www.association.org/>

Exporting Directory Listings from Windows

Question: Back in the days of DOS, I used to be able to print out a list of files in a directory using the Print Screen key on the keyboard. Now that DOS is gone, how do I print out a list of files in a folder.

Answer: With Windows 95 and 98 DOS is not quite gone but lurking in the background where we still access to its functionality. There are add-on programs for Windows that let you list folder contents to the printer or a file, but with a little trip to the world of DOS you can do it yourself.

Before we get going here I should mention how I use this technique myself. I collect radio programs, primarily those broadcast from the early 30s through the 50s, that I gather the MP3 format and eventually burn to a CD-ROM. This makes a handy format that can be easily traded with other collectors, each CD containing 100 to 120 30-minute programs. Windows 95/98's long filename format makes it easy to get the show's name, title, and original broadcast date in the name of the file, for example,

The_Shadow-Murder_From_the_Grave-040641.mp3

When I receive a CD from another collector I save the list of programs in a spreadsheet in which I also like to save the filenames. The challenge is getting the directory listing into a text file. Here's how:

In Windows, open the folder which contains the files you want to list. For example, if you wanted to list the files in a folder on your hard drive and that folder was called "Songs," you would, from your Desktop, double-click your way through My Computer, C:, Songs, so that you are looking the Songs windows.

Then click on the Start button (lower left of the screen) and select Run.

In the little window that appears, type "command" without parentheses. Then click OK.

Now you are looking at a good, old fashioned DOS window and the prompt should indicate that you are in the folder that you want to list, in our example, C:\Songs>

Now type the following DOS command:

```
dir /b > dir.txt
```

Then press the Enter key.

The cursor will return and it looks like nothing happened but that means that the directory listing went to the file, as specified. Here's an explanation of what the command means:

The "dir" is the DOS command to list a directory.

The "/b" is a "switch" that tells DOS to list just the filenames and extensions and not the dates, file sizes, etc..

The ">" is the "redirect" option that tells DOS to send the directory listing to a file instead of the monitor. If you do a ">>" instead it will append the listing to an existing file or create the file if it doesn't exist.

The "dir.txt" is the filename of the text file that will contain the directory listing. This can be any legal filename.

You can also include a path to direct DOS to save the text file in a different folder. In the example above, the file listing will be saved under the name "dir.txt" and will be in the "Songs" directory. You probably want to send it to a different folder, so if you had a directory called "ltemp" on the hard drive and you wanted to collect your directory listings there, you would type this:

```
dir /b > c:\ltemp\dir.txt
```

Want to get real fancy? You can also do a directory listing that lists sub-directories as well. I use this for those CDs where the radio shows are sorted into different folders, such as The Shadow, Red Skelton, The Whistler, etc. In this case I do this:

```
dir /b /s > c:\ltemp\dir.txt
```

The "/s" tells DOS to list the subdirectories and their contents if there are any.

You can try out these commands without writing to the drive by leaving off the ">" and everything that comes after it. This will let the directory listings show on your monitor. If there are too many files and they scroll off the top of the monitor before you have a chance to read them, add a /p to your list of switches and the listing will

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It's Time to Nominate the MCCE Teacher of the Year

Your Board of Directors is seeking Montana's Outstanding Technology Using Educator. Is it you or someone you know? We want to honor this person with:

- 1) A plaque recognizing the nominee as chosen for Montana's "Outstanding Technology Using Educator"
- 2) A \$500 stipend to be used at the selectee's discretion
- 3) Automatic nomination as Montana's representative to ISTE's 2001 national selection process

Who is eligible? Any MCCE member may be nominated or apply for this award. If you have further questions about the "Montana's Outstanding Technology Using Educator" selection process for 2001, or wish to obtain nomination forms, please send your requests to one of the addresses below.

Suzie Flentie
702 W. Farewell
Lewiston, MT 59457

Completed applications should be returned to the U.S. Mail address above prior to May 20, 2001.

Sincerely yours,

Suzie Flentie
President, MCCE

See Page 9 for a nomination form.

Technical Answers

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pause and wait for a keystroke once the screen is full.

Once you have created the text file directory listing it can be opened in your word processor, or even your spreadsheet. I routinely open these in Excel and instruct Excel to open them as a "delimited" file to force the show names, titles, and dates into

separate columns. In the example, The_Shadow-Murder_From_the_Grave-040641.mp3, I would use the hyphen as the delimiter. This saves me the trouble of retyping the names, titles, etc. into my catalogue.

Question: **cAN YOU HELP? mY KEYBOARD DRIVES ME CRAZY! i ACCIDENTLY HIT**

THE cAPS IOCK KEY AND END UP TYPE EVERYTHING IN CAPS!

Answer: There are a few remedies. First off, if you are using Microsoft Word it can reverse the type case for you. Select the offending text, then select the FORMAT menu, then select Change Case. You have a few

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The Oregon Educational Technology Consortium

Dedicated to the integration of technology in education

What is the OETC?

The Oregon Educational Technology Consortium (OETC) is an incorporated not-for-profit membership organization dedicated to maximizing the value of educational technology to its members by working with software and hardware vendors to procure the most effective and appropriate technological resources at the lowest possible price. Schools rely on us for quality assurance and low-cost certainty for technology purchasing.

OETC membership is comprised of over 350 educational institutions, school districts and other educational nonprofit organizations primarily in Oregon but increasingly throughout the Pacific Northwest and beyond. We now have members in Alaska, Idaho, Washington, Wyoming and as far away as Missouri and New Jersey. The Consortium continues to grow daily.

OETC Goals

- Actively gather, analyze and disseminate information and other materials pertaining to the uses of computer related technology in education.
- Promote and facilitate the integration of computers and related technology into the classroom and curriculum.
- Organize and coordinate cost effective, cooperative purchases and partner-

ships related to the application of educational technology.

- Support professional development of educators' skills for utilizing technology effectively.

Who is eligible for membership?

All accredited educational entities are entitled to membership in the Consortium. This includes, but is not limited to, public K-12 school districts, private K-12 schools, community colleges, four-year universities and colleges, education service districts, professional educational organizations, and state agencies responsible for the administration of public education.

Why should my district or school become a member?

The OETC offers significant savings to members on software and hardware purchases for educational use. We are able to offer the best possible price through the unique pricing and distribution agreements the OETC has entered on behalf of its members.

By aggregating to represent the largest segment of the market, the OETC can negotiate for better pricing and distribution arrangements that meet the needs of both large and small member organizations. For instance,

members in the OETC can buy licenses separate from media or documentation.

OETC membership includes a free subscription to New Century Schoolhouse, a quarterly newsletter dedicated to bringing educational technology information, curriculum ideas, how to articles and more to teachers, technology coordinators and administrators.

OETC members can also take advantage of professional development grant opportunities. Each year OETC provides funding for qualified applicants to hold seminars or workshops related to technology use in the classroom.

Contact Information:

Oregon Educational Technology Consortium
P.O. Box 65
Salem, OR 97308-0065
503.588.1343 voice
503.581.0468 fax
info@oetc.org

If you need to ship products or send overnight packages, please use the following address:

707 13th Street SE, Suite 260
Salem, Oregon 97301



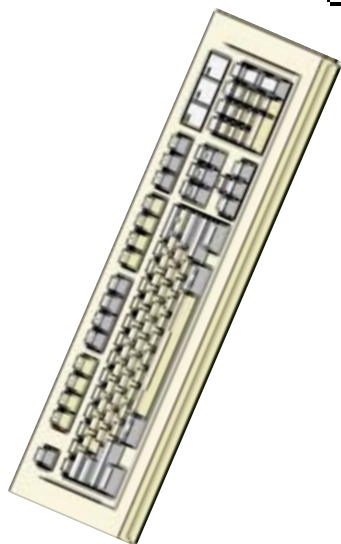
Technical Answers

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option there and the one you want is "TOGGLE cASE."

For a more permanent solution you can modify your Caps Lock key. Pry the key cap off the keyboard using a small screwdriver, butterknife, or nail file. Cut a small piece of foam rubber and pack it into the underside of the key cap around the round hole in the center, allowing a bit of the foam to hang out below the cap. Place the key cap back on the keyboard and press firmly in place. The key should now work normally but will require more force to activate. This will also work with your Insert key.

If your keyboard does not lend itself to the foam rubber installation method, you can try installing a rubber O-ring around the peg on the keyboard. This was a trick learned in the old Apple][days where the system's Reset key was located, conveniently for some uses, in the upper left corner of the keyboard. Accidentally striking it popped the computer into a system prompt from which recovery was chancy, at best.



2001 Outstanding Technology Using Educator

Nomination Form

Return to: Suzie Flentie
702 W. Farewell
Lewiston, MT 59457

The following Montana teacher is nominated as an Outstanding Technology Using Educator:

Nominees Name: _____

Home Address: _____

City / MT / Zip: _____

Home Phone: _____

E-mail Address: _____

School: _____

School Address: _____

School Phone: Voice: _____ FAX: _____

E-mail Address: _____

District / System: _____

Current Teaching Assignment: _____

Years of Teaching Experience: _____

Signature of Principal / Supervisor indicating support of nominee:

Signature

Date

Please Print Name

Montana Council for Computers and Technology in Education
Membership Form

Last Name _____ First Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ E-mail _____

New Member _____ Renewal _____

Area of Interest: College _____ High School _____ K-8 _____

Please be an active member by indicating your area(s) of interest:
 willing to be an officer
 willing to submit articles for the newsletter
 willing to be on the Board of Directors
 willing to work on MCCE committees
 willing to be on a committee for a convention

Dues: _____ \$12.00 per year _____ \$30.00 for 3 years

Mail the completed membership form and dues to:

Randa Siegle
 6480 Linda Vista
 Missoula, MT 59803



MCCE NEWS
 Vince Long, Editor
 Billings Senior High
 425 Grand Avenue
 Billings, MT 59101

To: