



MAJLIS PENGETUA SEKOLAH-SEKOLAH MENENGAH CONFORMING MALAYSIA

马来西亚国民型华文中学校长理事会

d /a SMJK SAM TET, 5 Jalan Gereja, 30300 Ipoh Perak Darul Ridzuan

Tel: 05- 2545457 Faks: 05 - 2430700 Email: ymphang@smjk.edu.my

Laman Web: <http://www.smjk.edu.my>

CF02_02/1
14th March 2007

Dear SMJK Principals,

Training on Implementation of gMail and Web 2.0

This is to inform you that the Council held an EXCO meeting in Port Dickson on 5th March 2007 and decided that a special training session will be conducted on various aspects of the above implementation of Web 2.0 which will replaced our OLD web portal which as launched in 2003.

2. For the new features of Web 2.0, please read the attached print out – *ICT Projects upgrade for SMJK Schools* and an article about **gmail for SMJK Schools** in <http://www.computerworld.com.sg/ShowPage.aspx?tab=Home&pagetype=2&pubid=3&issueid=107&articleid=4651> .

3. The above training is scheduled to be held SMJK Dindings in April 2007. In view of the high expenditure involved in training the participating schools in each state by Perridot, the council has decided that the Master Trainer concept to be deploy to reduce cost .

4. **Two teachers from schools (same or different schools) from each state will be short listed** and attend the above **ONE** day training in SMJK Dindings. After the training, the said teachers will be required to train all the Web administrators in schools of their respective state/states.

5. The training schedules and programs are as follow:-

Duration: **9th April 2007 to 10th April 2007 – Group A**
10th April 2007 to 11th April 2007 – Group B

Venue of Training: SMJK Dindings.

Training Fee: Nil

Transport: On your own

Hotel: Will be paid by SMJK Council

Foods: Will be paid by SMJK Council

Hardware requirement: Bring along a notebook for each participant

Training materials: Will be provided.

Topics to cover: Refer to the attached agenda

Instructors: SMJK Dindings, Perridot Systems Sdn Bhd, Sarawak

Target participants: Web administrators and IT teachers

6. The details of the registration and accommodation are as follow:-

Registration: Hotel Flmingo, Taman Sitiawan Maju II, Sitiawan
(Near Malayan Banking, on the way to Lumut from Sitiawan).
Tel. No 05-692 2020

Time: **12.00PM. TO 1.00PM***

Date: **9th April 2007 – Group A,**
10th April 2007 – Group B

Accommodation: Hotel Flmingo, Sitiawan

Hotel Rate: Single/Twin sharing RM60.00 per night (Paid by SMJK Council).

- **First training session will start at 2.00pm 9th April 2007 and 10th April 2007.**

• **PLEASE BE PUNCTUAL!!!!!!!!!!!!**

7. If your school decided to participate in the above training, please fax the **completed form** to Tiong Ting Ming, Penegtua SMJK Dindings, Fax: **05-6835670 on or before 30th March 2007** or email ttming@smjk.edu.my or sms to 016-555 6889

Thank you,

Yours sincerely,


Signed

Tiong Ting Ming

SMS Implementation Coordinator

For Majlis Pengetua Sekolah-Sekolah Menengah Conforming Malaysia

REPLY SLIP

Date:

Mr. Tiong Ting Ming
Principal
SMJK Dindings, Pundut
32200 Lumut, Perak.
(M/p: 016-555 6889, Fax no: 05-6835670)

Training on the implementation of Implementation of gMail and Web 2.0

School Name: _____

My school accepts the offer by the Council to be trained as Master Trainer of Web 2.0 and wish to participate the above training in SMJK Dindings, Pundut, Lumut, Perak.

- ***If YOUR SCHOOL DO NOT WISH TO BE TRAINED AS MASTER TRAINER, PLEASE IGNORE THIS REPLY SLIP.***

Teachers attending the special training session:

Name	Sex	Tel No
1. _____		
2. _____		

Thank You,

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Principal's Signature and chop

SMJK Web Portal Training Agenda

SMJK Web Portal 2.0 Training Agenda 2007 April	
Time	Topics Cover
1 hour	<p>Topic 1: Account Management</p> <ul style="list-style-type: none">• iSchool Portal User Mngement• Google Apps Account Management <p>Topic 2: School Profile</p> <ul style="list-style-type: none">• School Profile management <p>Topic 3: Presentation – Templates management</p> <ul style="list-style-type: none">• Selecting School Main Page theme and update others relevant information <p>Topic 4: School Content Page</p> <ul style="list-style-type: none">• About Us, Information, Co-curriculum <p>Topic 5: Message (Principal and Teacher Message)</p> <ul style="list-style-type: none">• How to manage Principal and Teacher’s Messages <p>Topic 6: News and Events</p> <ul style="list-style-type: none">• News Category (Create/View/Edit/Delete)• School News (Create/View/Edit/Delete)• Co-curriculum News (Create/View/Edit/Delete)• Event Calendar (Create/View/Edit/Delete) <p>Topic 7: Announcement & Achievement News</p> <ul style="list-style-type: none">• School Announcement & Achievement (Creation/View/Edit/Delete) <p>Topic 9: Co-Curriculum Activities</p> <ul style="list-style-type: none">• Co-Curriculum Activities (Creation/View/Edit/Delete) <p>Topic 10: Directory</p> <ul style="list-style-type: none">• Assign the School Organization Structure• Asssign the School OS Position & Ranking• School OS Information <p>Topic 11: Online Resource</p> <ul style="list-style-type: none">• Teaching Content and Exam Paper management

1 hour	<p>Topic 12: Multimedia</p> <ul style="list-style-type: none"> • Gallery Management • Class Photo Management • Flickr Integration <p>Topic 13: Web 2.0</p> <ul style="list-style-type: none"> • Video Management (with Youtube & Google Video) • Podcast and Tools <p>Topic 14: RSS</p> <ul style="list-style-type: none"> • Introduction • How to Manage RSS
1 hour	<p>Topic 15: Google Apps for Education</p> <ul style="list-style-type: none"> • Gmail operations • Google Calendar • Google Docs & Spreadsheets • Google Talk • Google Start Page
1 hour	<p>Practice and Q&A</p> <ul style="list-style-type: none"> • User hands on • Q&A