

Supporting our  
Paramount Unified  
**Office Staff** from  
around the District!

**T**HE OFFICE OF INSTRUCTIONAL TECHNOLOGY INVITES YOU, our incredible School and District office staff, to join us for a four-block series that will build your confidence in...

**[@ STEP] CORE OFFICE APPS**

This survey of Microsoft 365 will focus on PowerPoint, Word and Excel and spotlight the dynamic ways these three core applications relate and complement each other.

**Host:** Microsoft  
**Dates/Times [STEP]**  
Tuesday, March 30 (4 PM)  
Wednesday, March 31 (4 PM)  
Thursday, April 1 (3 PM)  
**Location:** Join by following STEP schedule

**[APRIL 13] ONLINE COLLABORATION**

Learn how to choreograph online collaboration that's highly productive while at the same time, generates enthusiasm and creativity through Microsoft Teams.

**Host:** Microsoft  
**Dates/Times:** Tuesday April 13 (1:30 PM)  
**Location:** Teams Online (See Website for Update)

**[APRIL 20] WEBSITE COMMUNICATION**

Find out how easy it is to keep your families informed and inspired through your school's website. Learn effective tricks to make your images and graphics stand out and keep your community coming back!

**Host:** Henry Villalta & Durrell Jackson  
**Dates/Times:** Tuesday, April 20 (1:30 PM)  
**Location:** Teams Online (See Website for Update)

**[APRIL 27] PUSD ONLINE SYSTEMS**

Gain confidence managing and interacting with our key Paramount systems that families and teachers use daily to engage effective classroom and school communication. We'll spotlight three important platforms including Schoology, ClassLink and School Mint!

**Host:** Joy Go-Ng, Janet Palomares & Nancy Rivas  
**Dates/Times:** Tuesday, April 27 (1:30 PM)  
**Location:** Teams Online (See Website for Update)

2021

**PROFESSIONAL DEVELOPMENT FOR  
SCHOOL AND DISTRICT OFFICE**

**E**quipping each other for more effective, creative, and enjoyable work in Paramount Unified School District is at the heart of this effort. And through this effort, our desire is to have greater influence in positively serving the Paramount community.

This exciting professional growth series for school and district office personnel kicks off on March 30 during our STEP conference!

Session content is curated for our school and district office staff not only to empower greater effectiveness with common apps like Word, PowerPoint, and Excel, but also to build confidence in designing effective communication and collaboration platforms on the web. Additionally, an entire session is dedicated to addressing important technologies such as Schoology, ClassLink, and School Mint!

To learn how you can participate, go the Paramount Unified School District website ([LINKED HERE](#)) or go to <https://bit.ly/3f0nWRY>

RSVP by going to the website (above) or by clicking [HERE](#).