

Hawker Brownlow Education

The Digital Briefcase for Administrators: Tools and Templates

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Summary:

This is a collection of time-saving templates to help administrators automate tasks and work more efficiently. Step-by-step directions will lead any administrator, regardless of technology skill level, through templates for communication, planning, budgeting and other administrative tasks. Administrators will find templates for a technology-supported lesson observation, an evaluation rubric, an online safety presentation and much more. Conveniently published on CD in fully editable Microsoft Word files, the templates and step-by-step instructions are designed to be adapted, modified and used time and time again so that administrators can work to their potential in the digital age.

Other Resources from Hawker Brownlow Education:

- *PowerPoint Magic + CD* (IST4039)
- *Spreadsheet Magic + CD* (IST3957)
- *Kids, Computers and Learning CD* (IST5791)

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