

# What are School Counselors Doing with Technology?

This document is intended to help school counselors and related others integrate high-tech tools in their work to increase effectiveness, efficiency, and work pleasure. On May 5<sup>th</sup>, I queried the readers of the SchoolCounselor.com newsletter ([www.schoolcounselor.com](http://www.schoolcounselor.com)) with the question as seen below. Included in the responses is the counselor's contact information so that you can contact him/her for further details.

Whenever possible and appropriate, I have inserted web links to mentioned examples and other websites that I believe will help ...

SchoolCounselor.com was created by Russell Sabella, PhD for the purpose of advancing solution focused technology literacy among counselors. This site contains links and updated information for his book, SchoolCounselor.com: A Friendly and Practical Guide to the World Wide Web. In addition, school counselors can subscribe to a free newsletter which focuses on technology issues, resources, and activities; and explore free and almost free resources. Finally, you will want to definitely check out our continually expanding counseling technology resources.

This document is located at <http://www.schoolcounselor.com/pdf/counseling-technology-activities.pdf>.

## The Question ...

Wednesday, May 25, 2005 4:20 PM

Dear SchoolCounselor.com Newsletter reader (approximately 18,000):

I can use your help ... as you know, I have been on a mission during the last few years to help school counselors advance their levels of technological literacy and implementation. Throughout this time, I've been listening for good examples – although I could use more.

Please respond to this e-mail with anecdotes about how you are using technology in your work and for what purpose. I'm looking for stories that go beyond the basics (e.g., word processing to write letters, using PowerPoint to do a presentation, using e-mail to communicate with other counselors.). For instance, do you:

- ◆ connect your kids with others from around the world for classroom guidance?
- ◆ have your peer helpers design multimedia videos/presentations for promoting a message such as substance abuse prevention?
- ◆ send to your administrators a self-running, narrated PowerPoint that uses data/charts to demonstrate guidance and counseling outcomes?
- ◆ maintain a website that allows stake holders to download commonly used forms, includes useful links, or even includes interactivity (e.g., a chatroom for scheduled chats about topics such as middle school transition)?
- ◆ use a hand-held device to manage data or other information?
- ◆ use online survey tools?

How do you use technology in ways that makes you more effective, efficient, or just makes your work more fun?

Include your name, contact information, where you work (in case others want to learn more), and a paragraph or two with your description. I will include these in future issues of the SchoolCounselor.com newsletter and other relevant publications.

Thanks!

Russell A. Sabella, Ph.D.

[Sabella@SchoolCounselor.com](mailto:Sabella@SchoolCounselor.com)

## The Responses ...

---

---

I work in a public middle school (grades 5 - 7). My colleague and I are in the process of developing an Access database with information that isn't always included on the permanent record card, but we deem pertinent (participation in Academic Intervention Services, extracurricular activities, etc.). We plan to utilize this database to assess individual student needs, while giving us an opportunity to filter information as needed; for example, to look for students who might meet a specified criteria for an award. It will also be useful for evaluating the effectiveness of academic programs and allow us to work collaboratively with our peers to create more successful programs.

As I mentioned, this is still a project in the works, so any feedback or advice is welcome. Feel free to contact me at (845) 942-8017.

Jennifer Luongo  
School Counselor  
[jeimsed@earthlink.net](mailto:jeimsed@earthlink.net)  
Willow Grove Middle School  
153 Storrs Road  
Thiells, NY 10984

---

---

Several years ago, I was working in a very poor primary school. We identified twelve "at risk" boys, but I was unable to find any college men to act as mentors. I had just won a computer through a grant, and enlisted my son's fraternity to act as e-mail buddies for these kids. We named this "mail bonding."

Since my students couldn't type, much less read, I was the typist. I brought 3 into my office at a time. One was responsible to dictate and alert me to punctuation and capitalization. The other two were on alert to catch any mistakes he made. This made them much more aware of editing skills.

I was amazed that the boys didn't know much about themselves. We made a list of things they should tell about themselves, and I had to do a LOT of directing. They also didn't know what questions they should ask.

The guys at Davidson College did a wonderful job. They wrote simply and directly, answered questions (like "What kind of shoes do you wear?"), and broadened my students' horizons with descriptions of their college majors, sports interests, and home towns/ countries.

As a result, my students thronged my office daily to see if they had any mail. I would print the college students' messages, help my kids read it, and off they went to read their missives to their classes. As a result, the students became much better writers and readers. In addition, their behavior improved dramatically since they didn't want their buddy to know that they were making bad choices.

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

Since then, I have been moved to another elementary school across from a university, so haven't used technology for this project. Instead, I use data base and e-mail to keep in touch with mentors who actually come to the school.

Ellen Wiser  
Buies Creek Elementary School  
Buies Creek, NC  
[ewiser@harnett.k12.nc.us](mailto:ewiser@harnett.k12.nc.us)

---

---

I maintain a "Teacher Links" intranet that puts information in the hands of teachers and administrators at a moment's notice.

Tom Welch, NCSC  
Guidance Director  
Fox Valley Lutheran H.S.  
5300 N. Meade St.  
Appleton, WI 54913  
920.739.4441  
FAX 920.739.4418  
[twelch@fvlhs.org](mailto:twelch@fvlhs.org)

---

---

I have just begun my career in school counseling, but have a few examples that might interest you. First, I was left in charge of testing coordination this year and used Microsoft Excel™ data sheets to create testing groups for each teacher. It's a lot of work to input, but the sorts make life easier in the long run. I also use data sheets to track our "at risk" student population and include test scores and GPA for every bi-weekly progress report we have returned. I use Excel for my own record keeping as well; counseling notes and other lists. When working with students I sort by student name and have notes on every visit I've had with that student (our school records program does not have a feature like SASI where you can enter counseling notes into the system itself).

Second, while working with GEAR UP Inland Empire I conducted a guidance lesson with high school students to increase their awareness of college exploration tools. Using the college's classroom laptops, the students visited websites such as CSU Mentor and began looking at the online application process for FASFA. The middle school I currently work at just purchased a cart of laptops that can be used in the classrooms. I'm beginning to plan a similar guidance lesson for the middle school students.



## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

On another note, I have a friend who works for the literacy program through the San Bernardino County library system. They were awarded a technology grant from Verizon phone company to begin using PDAs for the literacy programs. She's doing wonderful things with her adult students at the libraries and could see that being an interesting experience in a school setting.

Hope you find that helpful.

Amelia Mansour  
Blythe Middle School  
[ameliamansour36@msn.com](mailto:ameliamansour36@msn.com)

---

---

One way I use technology to reduce new student anxiety is through e-mail with the previous school teachers and/or counselors. New students are able to send e-mail from my office computer, and their teachers are often willing to deliver messages to friends they left behind who have no access to e-mail.

Linda McKinney  
[erniemac@glasgow-ky.com](mailto:erniemac@glasgow-ky.com)  
Cumberland Trace Elem School  
830 Cumberland Trace Rd  
Bowling Green KY 42103

---

---

I use an online Survey ([freeonlinesurvey.com](http://freeonlinesurvey.com)) to do my end of the year staff evaluation of my program. I wish I could do the parent survey that way too but not a large enough percentage of my school staff use computers regularly. The staff survey saved so much time, tabulating the data and making the charts. My other best practice technology idea is a career unit I do for third grade. For the first session I have a Microsoft PowerPoint™ that addresses the big idea "Why People Work." I video taped 5 workers in my school and inserted these 45 second responses to a few key questions into my PowerPoint. Its like having 5 guest speakers in 5 minutes. During the second session, we go to the computer lab and explore careers on a few bookmarked sites. I really think the technology has added lots to the students depth of understanding. I particularly like it because you can select certain people to video to challenge gender stereotypes about occupations. Next year I am hoping to video several parents too.

Mary Beth McCormac  
[mbmccormac@hotmail.com](mailto:mbmccormac@hotmail.com)  
Elementary Counselor  
Arlington, VA

---

---

I am currently using Microsoft Excel™ to create graphs showing the different colleges and the range of GPA, SAT scores and class ranks of our senior students who were accepted into them. These

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

graphs will then be made available to our rising seniors so that they can make a realistic assessment of their own chances of admission into certain colleges by judging themselves against the previous senior class.

I plan also to show these results on a PowerPoint presentation to our seniors and their parents on college night.

Judith Mehl  
[RJMehl@aol.com](mailto:RJMehl@aol.com)  
School Counselor  
Monacan High School  
Richmond, VA



---

---

As an Elementary School Counselor, I use technology with my students. Over the years we have graphed the responses to anger management interviews with community workers. We compiled a large bulletin board of effective ways to "cope with anger". Students typed and placed pictures on poster boards, created match games with coping skills, created "rap" stories, and wrote illustrated books. One young man created a pamphlet to be distributed to other students. All of the above was created on the computers.

We answered "Essential Questions" about anger: What is Anger? What does it look like? How does anger effect the body? and Ways to Calm Down. Answers were created by students and typed on strips which were placed on another bulletin board with the 5 questions. Everyone answered all the questions. Different grade levels created different parts of the bulletin board to include a life-size fourth grade student.

I personally use the word processor to hold the personalized Student Support Team letters with a file per student. I create the end of year certificates for Moving Up, Honor Roll, Merit List, Presidential, National and Participating Physical Fitness Awards using ACCESS and merging files. Banners along with character education statements/pictures are created on the computer.

Susan Whiten, Counselor  
Social Circle Elementary School  
148A Hightower Trail  
Social Circle, GA. 30025  
[swhiten@scboe.org](mailto:swhiten@scboe.org)

---

---

I am no longer in a position of a "traditional counselor" but a "Career Experience Specialist" (a.k.a. Career Counselor) in a Center based program for courses in Communication and the Arts, as well as

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

Health and Human Services. In that role, I have had an opportunity to support our programs and our students. A few "different" kinds of things I have done with technology:

- ▶ Created a multimedia production using [Microsoft Windows Moviemaker](#) (free software in WinXP) to support the annual Dance Concert production. The teacher took the pictures of the students as they prepared for their annual production. I created a CD for the teacher and a parent volunteer, and am in the process of producing it for interested students and parents as a "mini fund-raiser".
- ▶ I created a different multimedia production for our "Academy Awards" program, featuring activities from all of our ten programs supplied by numerous staff members.
- ▶ I am the curator for our web site at [www.fcps.edu/WestPotomacAcademy](http://www.fcps.edu/WestPotomacAcademy), always a "work in progress".
- ▶ I have created a "folder" (a.k.a. bulletin board) in our Microsoft Outlook based intranet for often used staff forms and documents.
- ▶ I use Outlook to schedule and maintain my contacts information for the many educational partnerships that are a focus of my role. I synchronize to my faithful 4 year old Palm VX which is still going strong without a lot of bells and whistles I know I could have. I have also created an online calendar from Outlook, of the program activities that are linked on the public web site. Of course, my cell phone is a constant companion for calling as I am often on the road with community partners in education meetings. (I even tried the Palm Treo 600 which would have put all of this in one device, but the service was not good in our area. I am contemplating a move to Blackberry in my future :- ) ).
- ▶ Outside my "real job", I taught an elective course to graduate students in the School Counselor Education program at George Mason University in Counseling and Technology focusing on essential hardware, software and web concepts for counselors. (Your books were a great guide for me, by the way, and I passed on your SchoolCounselor.com newsletters to students). I started the class by doing a "free" online survey created at [Zoomerang.com](http://Zoomerang.com) to assess student skills, and then designed the course around their responses.
- ▶ As a by product of that course, I learned to use many of the features of [blackboard.com](http://blackboard.com) to structure and implement the course. I am contemplating designing a course or mini courses that might be available in the school system as a resource for school counselors (currently in the "idea phase").

Keep up the good work!

Manny Bartolotta

[Manny.Bartolotta@fcps.edu](mailto:Manny.Bartolotta@fcps.edu)

---

Last year I used technology as a tool for translation. Our system has 104 languages with newcomers from across the globe. One counselor told me that she had a new student who spoke only French. She did not speak French and did not know anyone in the school who spoke French. I suggested that she use the translation device on the computer (such as [Babelfish](#) at Alta Vista). Just type in translate and get dozens of free translations. Anyway, the French speaker student wrote the counselor notes (in French). The counselor typed the note (in French) and clicked on the French to English translate

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

(free). The note was translated (loosely) into English. The counselor could then respond (in English) and have her response translated back to French. I know the translation was not perfect, but the two smiled a lot at each other after they began doing this.



Another instance of technology serving us was a suicide threat spoken by a child to the counselor. The counselor called home, but the parents continued to hang up when the counselor couldn't communicate in their language. The system had paid for a three-way call translation service. The counselor called the interpreter service, was immediately connected to the language of the parents and did the three way call. This way the parents were addressed in their language and there was immediate contact. This service has been used in our system for several years and helps with quick notifications (child missed bus) to more involved issues that need to be communicated quickly. We also have parent communication devices similar to the United Nations. During Parent Nights the devices may be worn by the minority language parents with an interpreter speaking directly into their earphones. The devices will handle three or four languages (with three or four interpreters).

My name is Pat Linton. I am the English as Second Language Program Counselor at Charlotte Mecklenburg Schools.

Sincerely, Pat Linton  
[pat.linton@cms.k12.nc.us](mailto:pat.linton@cms.k12.nc.us)

---

---

Here in Orange County, Florida we began this year a project (now actually a state law) to have our 8th graders have a career plan. Eventually all 8th-12th graders will participate. We decided to use the state website of [www.FACTS.org](http://www.FACTS.org) to have our 8th graders take an online career interest inventory, store the results on their website, then use the results as part of the development of a graduation planner for both high school course work and for post-secondary planning. We named it the PASS plan (Planning + Action = Student Success). The PASS plan contains lessons for the counselors to use throughout the year to achieve the skills and knowledge we wish to develop/reinforce in students in grades 8-12.

Bob Milstead  
Lead Secondary Counselor  
Orange County Public Schools  
445 W. Amelia St. Orlando, FL 32801  
407-317-3200, ext 2631  
FAX: 407-317-3407  
[milster@ocps.k12.fl.us](mailto:milster@ocps.k12.fl.us)

---

---



## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

We have used technology to maintain and establish a Student Service's website [www.openthedoortoyourfuture.com](http://www.openthedoortoyourfuture.com). It has many links and information. We will be adding forms for assessment of our school counseling programs so that the counselors can access the information they need to complete online. Sandy

Sandy Cunningham  
Career Development Specialist  
Secondary and Career Education  
561-752-1286 or PX 41286  
561-434-7363 (fax)  
E-mail: [Cunninghams@mail.palmbeach.k12.fl.us](mailto:Cunninghams@mail.palmbeach.k12.fl.us)

---

---

How do I incorporate technology into my work as an Elementary School Counselor? I use PowerPoint all the time! Sometimes I use it after teaching a series of lessons in order to reinforce the skills I have taught (see attached). What I do is have the students make slides of the information they have learned, and then I merge it into one presentation for them to watch. I have also use PowerPoint to have students make individual presentations to share with others--like when I have them do career research. Students will then share the information on the occupation they researched through a Power Point presentation.

Rachelle Yablin  
Lakeshore Elementary School  
Greece Central School District  
Rochester, NY  
585-966-3900 x3913  
[Rachelle.Yablin@greece.k12.ny.us](mailto:Rachelle.Yablin@greece.k12.ny.us)

---

---

Once there is greater use of technology by parents. We have INTOUCH, which is a parent log on to grades, attendance, etc., but most parents don't use it. We plan to start moving toward NO PRINTED grade cards unless a waiver is signed saying the parent doesn't have access to technology. Once that is in place, we plan to do more of this. Also, we would like to move to online enrollment (class selection). We won't know how practical this is until we switch to our new administrative package (sometime in the next year or 2).

Kim Hoetmer  
Goddard High School  
2500 S. 199th W.  
Box 189  
Goddard, KS 67052  
316-794-4115  
[khoetmer@goddardusd.com](mailto:khoetmer@goddardusd.com)

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

- Juniors conduct a review of a college using their website
- E-mail Seniors scholarship news
- Keep in touch with students and parents via e-mail
- Include permission slips and other important forms on our school's guidance dept website

Laura L. Bisceglia  
Director of Guidance  
Seton Keough High School  
1201 Caton Avenue  
Baltimore, MD 21227  
(410) 646-4444 ext. 210  
(443) 573-0107 FAX  
<http://www.setonkeough.com/guidance.htm>  
[lbisceglia@setonkeough.com](mailto:lbisceglia@setonkeough.com)

---

I use the computer lab with my 6th grade students to do a search project on careers. We use several different web sites for the research project, then they present them to the class. The projects can be in the form of a play, booklet, essay paper, etc. They may use various media during their presentations. Our district subscribes to Opportunity Learning from the Aims Institute and the Nebraska Career Site as well as other good sites I have tagged for the students to use.

Bonnie Korkow  
G. Stanley Hall Elementary  
7600 S 72nd Street  
LaVista, NE 68128  
402-898-0455  
[Bkorkow@paplv.esu3.org](mailto:Bkorkow@paplv.esu3.org)

---



Hello, I am a counselor at Upper St. Clair High School in Pittsburgh, PA. I use technology in a variety of ways, but the snazziest involves [Microsoft Publisher](#). I use this program to do our monthly Counseling Department Newsletter. I also use it to do various grade-level handbooks for the kids, so they get timely information right when they need it. I do a "Senior Handbook" which details every aspect of the college application procedure, a piece for juniors called "The Campus Visit and Interview", and two customized pieces for upper- ("Becoming a Competitive College and Scholarship Applicant") and under-classmen ("Becoming a Competitive HS Student and Future College Applicant"). All of the past issues of this year's newsletter are available on our website: [www.uscsd.k12.pa.us](http://www.uscsd.k12.pa.us) and click on Counseling. I think the other publications are still out there, too.

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

Microsoft Publisher allows me to do really creative PR pieces that get important information to kids and families in a reader-friendly way. Hopefully, this will give other folks some ideas of how to use technology to support their counseling efforts.

Stephanie McHugh  
HS Counselor  
Upper St. Clair High School  
1825 McLaughlin Run Road  
Pittsburgh, PA 15241  
PH. 412.833.1600 X2404  
FAX 412.851.2069  
[smchugh@uscscd.k12.pa.us](mailto:smchugh@uscscd.k12.pa.us)

---

---

I've got my entire district involved in results-based counseling. I've been putting each school's data into Microsoft Excel™. Once entered, I've been visiting the schools and coaching the counselors on what their data is telling them. For instance, when we looked at the data for one high school, it showed that the students in the motivation group had better attendance, but their grades weren't any better. When we looked at the students who were in the group, but also had numerous individual sessions with their counselor, we saw better attendance AND better grades. So, I suggested changing the focus of the group to being a support group, and I encouraged the counselors to spend more time seeing their kids individually. At each school, the counselors have been mesmerized by the data. Next year, our very first job-embedded counselor staff development will be a technology workshop to train all of the counselors on how to use Excel to keep their own data.

Thanks!

Sharon F. Sevier, Ph.D.  
Director of Guidance & Counseling  
Rockwood School District  
500 N. Central Eureka, MO. 63025  
636-938-2391  
[seviersharon@rockwood.k12.mo.us](mailto:seviersharon@rockwood.k12.mo.us)

---

---

I co-facilitate an Independent Study course in which students pick a topic, research it and create a full presentation which must include a technology component along with the other content areas of math, science, social studies, language arts, careers, health, and creative arts. Students have created their own PowerPoint presentations incorporating video clips and digital photography, brochures and magazines using Publisher, videos using video cameras and editing skills, charts and graphs using Excel from surveys they created and more. The students love the technology tools and put together great presentations.

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

I've also used Excel to compile data from our standardized test scores and item analysis to give us longitudinal data we don't get from the testing company or state website of assessment data. I've been able to add 4th, 8th and 10th grade results to get a picture of a particular class performance over time as well as year to year trends. I then put the charts created into a PowerPoint Presentation for staff to go over results and help us plan for improvement in curriculum.

Mary Wussow  
Middle School Counselor  
Colby Middle School  
Colby, Wisconsin  
[mwussow@colby.k12.wi.us](mailto:mwussow@colby.k12.wi.us)

---

---

We have only one 5th grade class in our school. Each year, in the spring semester, we do an e-mail mentoring project with a local business. First we invite the mentors from the business to come to lunch with us at the school. The students get acquainted with their mentors. During the semester they e-mail back and forth, monitored by the teacher who uses this as an opportunity to help the students learn to write more effectively. I use it as a time to help the students learn about the world of work, careers, & etc. When the semester is almost finished the business invites us to their physical plant and treats us to pizza for lunch. The students get to see where their mentors work and ask questions about what they do. This idea is not original with me. I found it in the [ASCA](#) journal several years ago.

Doug Gallup  
Rockland School Dist  
382 P.O. Box 119 Rockland, ID 83271  
208-548-2221  
[galldoug1@cablone.net](mailto:galldoug1@cablone.net)

---

---

I have developed an on-line survey tool that complies with No Child Left Behind required data for each senior in our high school. They complete this survey in about 10 minutes during their senior English class. Pie charts, percentages of post-high school plans, and much more are available as well as nice data to present to administrators and Boards of Education. The cost is only \$50 and the results are well worth the expense.

Dr. Dennis Clawson  
Guidance Chairperson  
Hempfield Area High School  
RR 6 Box 76  
Greensburg, PA 15601  
[d.clawson@hempfieldarea.k12.pa.us](mailto:d.clawson@hempfieldarea.k12.pa.us)

---

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

First of all, let me take this opportunity to thank you for your fabulous newsletter series. Your suggestions and links have provided valuable assistance as I deliver a guidance/counseling program to 650 K-5 students. The topics are very timely and I have learned tons more than I could have acquired through any available technology training. Thanks again!



Now, to answer your inquiry -- I purchased the [SCAATAP](#) (School Counselor Accountability and Task Analysis Program - Dresser and Holaway). It has been very helpful, especially as it relates directly to the ASCA National Standards. I use it to record all my counseling activities and it generates excellent accountability reports for my supervisors. The only drawback is that it is "self-contained" software and even though it can be loaded on multiple computers (i.e., home and school) it is very difficult to transfer data from one to the other. I would be thrilled to see something developed with a web base. I constantly use my handheld for minute-to-minute notes and it would be super if I could sync the data to a website without the need to re-key it.

I maintain a webpage on our school's website, through TeacherWeb.com. I use it for informational purposes and also post the monthly electronic edition of the "Firm, Fair, and Consistent" parent newsletter from The Parent Institute.

Michael Fike  
School Counselor  
Mountainview Elementary School  
Morgantown, WV 26508  
304-291-9255  
[micyn@adelphia.net](mailto:micyn@adelphia.net)

---

---

At Alpena High School, in Alpena, Michigan, a 9-12 school of 1650 students, we have our scholarship guide on our high school website. Students can look up what local scholarships are available, who is eligible to apply and the deadline to apply. Some of the local scholarship applications are also on-line so students can fill them out and submit them electronically. The website is maintained by our Advanced Webpage Design class and the information is kept updated by a high school counselor and Career Resource Center technician. We also put links on the website to other scholarship and financial aid information as well as other senior related topics.

Karen Werth,  
[werthk@alpenaschools.com](mailto:werthk@alpenaschools.com)

---

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

I response to your question about technology. I developed a database using Access to record contacts with students. This allows me to analyze the number of individual students seen, average amount of time spent, balance of gender and what types of contacts are made, etc. I have been very pleased with my ability to answer questions that I have about our school's student services provision quickly and easily so that I can assess what areas need to be focused on. The database has been helpful enough to me that other middle schools in my district have also installed it and are using it so that we can compare data across schools. I would be happy to talk with you more about this. You can reply to this or call me at (360)676-4887 ext. 4702.

Samantha James  
Kulshan Middle School Counselor  
Bellingham, Washington  
[sjames@bham.wednet.edu](mailto:sjames@bham.wednet.edu)

---

---

Whenever I run a small group, I require the parents to give me their e-mail address. Each week I e-mail the parents with a basic outline of the group including the goals/objectives and activities. Then I also provide follow up activities that the parents can do with their children to further reinforce the skills their child is learning in group. It's a great way to communicate with parents, and parents will use it to communicate with me! Myself and another counselor, as part of our professional development plan, will be creating a web page that has links for various topics that might be of interest to parents and staff members.

Kelly Groh Carrollton  
Elementary School  
[k.groh@oakcreek.k12.wi.us](mailto:k.groh@oakcreek.k12.wi.us)

---

---



Hi. Kris Hopton here from Downingtown,PA I consider myself a rookie in terms of technology - so my ideas are pretty basic. The elementary counselors use e-mail to do our own surveys as to how certain things that arise on a daily basis are handled. We also use it to share idea possibilities - for example, I have a 4th grade boy who just won't talk. I was working on a PowerPoint presentation for back to school night, but gave up due to time! I do have commonly used forms on our staff server for teachers to complete on the computer and send as an attachment (referral forms, etc.) if they prefer that method rather than handwriting a hard copy of the forms that can only be accessed in the office area. I also started a shared site on our district server that has limited staff

access for more confidential info that needs to be shared with a few staff members (current evaluation lists, etc.). I sometimes use a computer reward with Instructional Support students needing a behavior modification incentive. I use the Internet occasionally with students that I am evaluating (ability or achievement) - telling them that because I got to ask them questions for a pretty long time, I will offer them the opportunity to ask me a question! Very often I need to model

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

"Ask Jeeves" searches when I don't know the answer! It sometimes reduces their anxiety after a lengthy testing situation. Always looking for more ideas, hope these are what you were looking for!

Kris

[khopton@dasd.org](mailto:khopton@dasd.org)

---

---

I recently completed an online course on "Using Handheld Computers in the Classroom". They are definitely not just for calendars and address books any more. From lesson plans to PowerPoint presentations to data collection, they are used for almost any purpose that a laptop is, only the cost is a lot less. Kids enjoy them and it gives them a sense of empowerment, too. I hope to be able to adopt this technology more next year.

Bernie Fensterwald

School Counselor

DG Cooley ES,

Berryville, VA

[fensterwald@mac.com](mailto:fensterwald@mac.com)

---

---

I am a Program Coordinator for a non-profit organization, The Youth Service Center, which provides contract counselors to public schools in Riverside County, California. When I was a Counselor on the school sites, I had four different schools that I served each week. I used my IPAQ handheld to keep follow up lists and parent contact information for students at each school. That way, no matter where I was when I was contacted regarding a student, I still had the basic information I needed to act in a purposeful way. I also kept PowerPoint presentations of guidance lessons (i.e. conflict resolution skills, coping with divorce, coping with grief, etc.) in my handheld so I always had a quick guidance activity that would easily keep my students' attention. Each PowerPoint contained discussion questions on the last slide which the student(s) and I then spent some time talking about. It made my job easier when I had to pinch hit and the students love anything that has to do with computers or technology!

Hope This Helps.

Laura L. Loree, M.A. Ed.,

PPS-C

[vrcloree@aol.com](mailto:vrcloree@aol.com)

---

---

Well, as a professor of School Counseling and Mental Health Counseling at Central Washington University, I am using online discussion tools via the BlackBoard system. Specifically, I pose issues related to education and school counseling that students are expected to post critical ideas about regarding these matters to an online discussion forum that is generally available to users from several places.

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

The results of this format have provoked thoughtful discussions about human development and the learner, ideas for establishing further guidance programs and school-based interventions, and with an online assessment function that is built into the BlackBoard system, I can even test students on information they have studied in some way.

I don't know specifically is this is the kind of thing you're looking for, but my intent is to eventually link these discussion groups with local area schools and see what people out in the field would contribute to these forums. Using technology in this way, I believe learners and professionals can interact in a more elaborative fashion in a way that e-mail or chatting cannot provide.

Adam Zagelbaum, Ph.D.  
Central Washington University  
400 E University Way - PSY 427  
Ellensburg, WA 98926  
(509) 963 3629  
[www.cwu.edu](http://www.cwu.edu)  
[apzagelbaum@bsu.edu](mailto:apzagelbaum@bsu.edu)

---

---

I have my 4th and 5th graders take an online bully survey 3 times during the year. The program we use is called RSchool. It adds up the results so I can share with building staff and students. I also use the same program to do our district elementary counseling pre and post test for 5th graders on violence prevention. We partner with Winona State Counselor Education to collect, graph, and see if our data is statistically significant. We have also presented that data together at conferences. We also use the computer lab to log onto bully websites. A great interactive one is [stopbullyingnow.com](http://stopbullyingnow.com).

I use Excel spreadsheets to collect, store, and create graphs of my school counseling data, including Playground mentor participation, support group information, individual data for district non proficient students.

Angel Hutchins MS, LSC  
Elementary School Counselor  
Riverside Central Elementary School  
(507) 529-4649  
[ANHUTCHINS@Rochester.K12.MN.US](mailto:ANHUTCHINS@Rochester.K12.MN.US)

---

---

I use our computer lab for classroom guidance lessons. I found a great career software program that includes an interest survey and teaches students about career clusters. The program has activities that meet national standards. When I do career awareness, I schedule the class to come to the computer lab, have students in the lab go on the software program, talk them through it and then have them explore. The students do some research using the software to complete an information sheet on a career that interests them. The lesson is very interactive and allows me to spark students' interests in career exploration. Even though only awareness of careers is required for elementary

---



## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

students, this activity uses technology and moves them into exploration at a basic level that to which they can relate.

Julie McRae, Ed.S.

School Counselor

VRES

[julie.mcrae@carrollcountyschools.com](mailto:julie.mcrae@carrollcountyschools.com)

---

---

I use a PPC running Windows to access my files on all students. I take my notes on Word and use an Excel spreadsheet to list personal data and test scores. I then have relevant information whenever I want it. I also have established a shared drive for those in the building that has, among other things, a common calendar that can be used to schedule meetings without conflicts, and forms that can be used for GEIP's etc.

Steve Keim

[skeim@eacs.k12.in.us](mailto:skeim@eacs.k12.in.us)

---

---

I have my own web page and include timely news about what parents and students need to do in the near future. For example, seniors' applications and senior scholarships, FAFSA. Regarding underclassmen, I try to alert parents to times of the year when students may waver from academic priorities or regarding issues unique to our school. I also have a number of links on the page regarding financial aid, scholarships, planning for college, career job descriptions, ADD and ADHD, dyslexia, study skills, etc. You are welcome to view it at <http://www.quia.com/pages/spxcounseling2005.html> I am in the process of designed a FAQ (Frequently-asked Questions) link, too.

Richard Murphy

St. Pius X Catholic High School

1500 NE 42nd Terrace

Kansas City, MO 64116

[rmurphy@stpiusxhs-kc.com](mailto:rmurphy@stpiusxhs-kc.com)

---

---

Hello. My name is Dave Doyle and I am a guidance counselor at Delsea High School in Franklinville, NJ. I have been working in conjunction with my department and supervisor to develop our web page for the past year or so. We are trying to develop the page into a FULLY interactive resource where parents and students can find answers to their questions and make connections with the appropriate institutions. When I began counseling there were a number of instances when students and parents were completely in the dark with regard to our department's goals and objectives (despite our best efforts using other mediums). Our aim has been to increase community awareness of our program offerings and our educational delivery system through a comprehensive guidance web-page. I researched several pages on the net and have tried to develop a user-friendly format as it pertains to

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

our particular program. The idea is to employ an interactive web page for parents and students that makes pertinent information available 24/7.

Below you can find the link to our page; feel free to comment after you look it over. Thanks!

Dave Doyle

<http://www.delsea.k12.nj.us/cgi-bin/guidance/main2.pl>

DTD HS Guidance Dept.

[Ddoyle@delsea.k12.nj.us](mailto:Ddoyle@delsea.k12.nj.us)



---

---

First of all, thank you for spearheading this incredibly helpful website and newsletter! I bought the CD but decided to pass it on to my counseling intern before I got to use it. I will order another one for myself and my partner, Kathy Schmidt. We are school counselors at Lakeview Intermediate School in Stow, Ohio. Your information is something we have not been able to get anywhere until now with you.

I made it my IPDP (Individual Professional Development Plan) to improve my counseling by the addition of technology. I have already begun doing my monthly classroom guidance on PowerPoint, including links to helpful web sites, which was very effective with my "Careers" unit. I am working on putting all of the next year's lessons on PowerPoint. I am also putting these lessons on the grade level server so students may access them and pick up what they may have missed as well as copy/paste to share them more effectively with parents/guardians. For next year, I

hope to figure out a system that will enable students to sign in and respond to monthly guidance lessons/topics or even bring questions or issues to be addressed via the website.

I did a unit previously on "Diversity" illustrating the multicultural celebration of winter holidays. We found "[Kidlink](#)" "[MCC](#)" calendar project which linked to kids all over the world who shared their celebration of Christmas, Hanukkah, and so many other winter holidays. I gave the students the link so that they could choose to find an E-mail penpal from their native culture. I did not monitor to see how many were successful, but may try it again if the project is still running next year with my new fifth graders.

I am in the process of building a very functional Lakeview Guidance and Counseling Center website that will assist students and parents on many of the most pertinent daily issues from health, hormones, and coping with stress to transitions, careers, and adolescent emotional health issues. I hope to have it up and running before August. I may even have a counseling [webquest](#) as part of the choices and challenges.

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

I am also utilizing interschool emailing to staff members. Once I get the counseling newsletter for the end of the year completed, I plan to e-mail it to all the staff and put it on the website as well for students, parents and community to access.

As you can see, I am very excited about the possibilities I can envision for utilization of technology in my field of school counseling. I still wish we could have the "boot camp" in person locally. There is so much to learn that could be so useful to us. Again, thank you for how much you are bringing into our reach through your dedication.

Sincerely,  
Susan Deitrick  
[st\\_deitrick@mail.neonet.k12.oh.us](mailto:st_deitrick@mail.neonet.k12.oh.us)

---

---

This is Whitney Schmale from Olathe East High School in Olathe, Kansas. We have a counseling website (a staff member maintains it) that not only contains basic counseling info, but is updated with our college visits, scholarships, enrollment information, Power points from student and parent meetings, and resources for students and parents. We also have Palms that are loaded with our students information, schedules, etc. as well as their pictures every day. The picture aspect is VERY useful! Our school has around 1500 students and often you know a name and a face, but not together.

Whitney Schmale  
[wschmaleoe@olatheschools.com](mailto:wschmaleoe@olatheschools.com)

---

---

Dr. Sabella,

Have I give you this simple one before? (Counselors have heard this at a couple conference presentations I have given.) If not, here it is:

Make computer generated labels showing counselor name, title, school, address, phone number, FAX number, e-mail address, and [CEEB high school code](#). Being responsible for about 300 seniors (every 4 years) I did not have time to write out all the basic information requested on the counselor section of the college applications & the secretary decided she did not want to fill this in anymore. So, the labels saved time, were consistent, plus they were much neater than my handwriting. And no college ever complained about it.

When colleagues saw what I was doing, they decided they wanted to use similar [computer generated labels](#) as well--so all three of us senior counselors used the labels.

Dr. Mary O'Reilly  
Counselor Emeritus, Lake Park HS

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

School Counselor, Josephinum Academy

[OREILLYDR@aol.com](mailto:OREILLYDR@aol.com)

---

---

Hi. I programmed 270 eighth graders for ninth grade all at the same time, over closed circuit TV. I used two actual students, and had them make their choices, and then turned it over to the classroom teachers. The two students and I waited in the media center to assist any students who might have questions. About 20 students came down to the media center, and we finished the whole procedure in one 70 minute block. In this way all the students had their programming sheets to take home on the same day. compared to the old way of going class by class, this way was much better!

Maryann Baldwin

Van Buren M.S.

Hillsborough County,

Tampa, Florida.

E-mail at work: [maryann.baldwin@sdhc.k12.fl.us](mailto:maryann.baldwin@sdhc.k12.fl.us)

---

---

One thing I do with students is teach them to use Excel to track their grades. There is a "trend" function that you can type in after a sequence of grades to predict the next grade. This can be a very motivating tool because students will say they want to "beat the computer." From the spreadsheet we can use the Chart Wizard to make a graph for them to take home. I've enjoyed this tool because it gives the students a visual idea of how their grades add up over time (or don't.) Each time they come to see me we can add another column to the spreadsheet and watch the graph change. This same process can be used for groups as well by calculating mean averages over time, mean absences, etc. Next year I'll be using this with our "teams" to help them track progress over the year.

Erin Mason

PhD student, Counselor Education and Practice

Department of Counseling & Psychological Services

College of Education

Georgia State University

Atlanta, GA

404-384-6567

[ecmm@mindspring.com](mailto:ecmm@mindspring.com)

---

---

First off, thanks for all your hard work! At Glenbard North High School, in Carol Stream, Illinois two counselors maintain the guidance site. We include a scholarship list, newsletter, calendar of events, useful links to career, scholarship, financial aid, colleges, military, vocational schools, study skills, mental health sources. Our district employs a webmaster, Eric Vann, who helps with the "nuts and bolts" of design and initial implementation. At the school level, Robin Craig and me (Deb Steller)

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

maintain the site. We have tried to include anything and everything that students might need assistance with. This is our third year with the site up and running and so far, the number of students and parents accessing the site has steadily increased. All of the counselors include information re: the site in our presentations to parents and students. So far, the site has proven to be a great time-saver. Oftentimes, the kids are ahead of us in college searches, etc!

Debra M. Steller  
Counselor, [Glenbard North High School](#)  
990 North Kuhn Road  
Carol Stream, IL 60188  
630-681-3105  
[debra\\_steller@glenbard.org](mailto:debra_steller@glenbard.org)

---

---

I had a group of students make a video promoting the [40 assets](#) and show it to the rest of the school.

Denise Horsman  
[dehors@rfsd.k12.wi.us](mailto:dehors@rfsd.k12.wi.us)

---

---

For a fifth grade career unit, I found a website that allowed the students to complete a short questionnaire, find different careers and descriptions of careers that they could use in a report. I'm sorry I don't have the name of the website, however there are many to choose from that could be incorporated into mini-career lesson plans. We collaborated with our computer lab dept. to give students extra computers and time to locate info.

We also compiled a study skills curriculum for 5th graders that included a website that they could use to find out information about their learning styles. Unfortunately, lack of time and support kept us from actually using it with students. I think it would have been interesting for the students using it.

Keren Seiler  
[bgkseiler@hotmail.com](mailto:bgkseiler@hotmail.com)

---

---

I have used technology at Crooms Academy of Information Technology in the following ways:

- 1) To communicate with students about how they can improve their grades.
  - 2) During Red Ribbon week, I had students access a website whereby they could take a substance abuse survey to determine if they or anyone in their family may possess a substance abuse problem.
-

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

The lesson then went on to link them with websites that could assist them. In addition, they accessed a website whereby other students from around the U.S. had written stories of their own substance abuse and how they dealt with remediating their problem.

Cindy Dawson, Guidance Counselor  
Crooms Academy of Information Technology  
Sanford, Florida  
[Cindy\\_Dawson@scps.k12.fl.us](mailto:Cindy_Dawson@scps.k12.fl.us)

---

---

---

A month before testing comes I collect information about accommodations for students that I need to know in order to plan for testing. I use a table in Word because I can sort the table in so many ways. I include first name, last name, grade, teacher, testing teacher, and a column for all the accommodations. I can sort the list to create a roster for myself to identify the students with the same accommodations so I can plan how many sections, rooms, and additional test administrators will be needed, one for the testing teacher, a list of students testing in another location for the home room teacher, and alphabetized list for the office if a student come in late. Once we test in the fall, all I have to do is modify the list for the tests that come up during the rest of the year.

Shirley Caves, Counselor  
John Glenn Elementary  
Western Heights Public Schools (PK-5)  
6500 S. Land Ave.  
Oklahoma City, OK 73159  
405-350-3483  
[shirley.a.caves@westernheights.k12.ok.us](mailto:shirley.a.caves@westernheights.k12.ok.us)

---

---

---

We maintain a web site using students in a Web Master class. We frequently use the Internet to check into colleges, scholarships, and College Board. We use PowerPoint for Parent presentations in the evening but can't use them for classroom guidance because we don't have enough laptops. Our county has on-line classes that students take for various reason (this is pretty popular option) and Virtual High School (not as popular). I worked at the University of Pittsburgh a few years ago and I would guess the high school use of technology overall is about 10 - 12 years behind college.

Barbara Stout  
Clover Hill High School  
Midlothian VA  
804-739-6237  
[bstout06@comcast.net](mailto:bstout06@comcast.net)

---

---

---

One of the most challenging aspects of the school counselor's role is maintaining interview logs and keeping track of commitments. As an ASCA member, a secondary school counseling head [and

---

## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

Vice-President: Communication for OSCA (Ontario School Counsellors' Assoc.)), I decided to tackle this issue.

In 1996, I perused MS Outlook, the business scheduling and contact-management software, included in MS Office. I adapted it my counseling needs for task-management, appointment-scheduling and interview/contact-management. As the head of a secondary school counseling department, I encouraged my dept-members to also use. Since then, we have been aggressively using this productivity vehicle. Now, it is being by other counselling departments in our school district. I have been invited to demo it at provincial conferences.



This has dramatically improved our productivity, accountability, and professionalism.

- ▶ When going to a case-conference, I have detailed contact-notes.
- ▶ When one of my counselors was subpoenaed, she was able to give the attorney a copy of her interview notes [both in paper-based and disk-based].
- ▶ When a Vice-Principal asks if I have seen a certain student, I can affirm the date, time and length of the session.
- ▶ When a counselor retired, her interview-notes were transferred via server to the new counselor, thus allowing for continuity of service to the students.
- ▶ The files are backed-up onto a counselor-protected sector of the school administrative server.
- ▶ When a student enters my office, I have on-screen all the history of our interactions [which they know... and makes THEM more accountable].
- ▶ I can easily download my files onto my memory-stick [as well as PDA].
- ▶ All interactions about a said student [including emails from teachers and Vice-Principals] are included in the contact-file.

This software appliance has significantly improved our "professional Outlook" as counselors.

Marc Verhoeve  
Counseling Services Head  
Forest Heights C.I.  
Kitchener, ON Canada  
[verhoeve@sympatico.ca](mailto:verhoeve@sympatico.ca)

P.S. I also have a Cybercounselor eColumn, hosted by the Ontario School Counsellors' Association:  
<http://www.osca.ca/cybercounselor/index.htm>

.... and have authored the CyberEthics Guidelines for OSCA [about which I have spoken at ACA Conferences.



## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

Cobb County School District funds several valuable career and college search tools such as [careercruising.com](http://careercruising.com). We have a small computer lab in the guidance office where I help students explore career and college options using [careercruising.com](http://careercruising.com). It takes the students through an interest inventory and then matches the students interests to possible careers. If any of the careers interest the student, I have them use the tool to search colleges that offer related majors. The students find it very valuable.

Hope this information is valuable. Please let me know if I can be of further assistance.

Kindest regards,  
Lara Wilson  
1590 Bill murdock Rd.  
Marietta, GA 30152  
(770-578-3225)  
George Walton Comprehensive High School  
[larawilson@bellsouth.net](mailto:larawilson@bellsouth.net)

---

---

I am a school counselor in San Francisco and I run a 15 minute live t.v. show through the in-school cable lines and the amplifiers. It's home room t.v. every day and we focus on guidance curriculum and announcements. I have had 180 shows, (almost) and I still can't fit it all in! There are so many ways to use the show, including using the school planner/binder reminder, t.v. commercials for agencies and services for students, peer resources shows on character building and slide shows of what's happening at school. Kids love to see what kids are doing.

The hardest thing is the college message as it needs lots of time to get into the information. At the beginning of the year, we have a longer home room to get the students acclimated and consistent with the rules and the program. LBTV is a hit with most of the teachers as the guidance curriculum is done for them. It's the first year and we are going to fine tune it a little bit. Some of the teachers want ½ LBTV time and ½ teacher time for home room and we are going to try to have smaller home rooms again next year. Nevertheless, it's a success in consistency, getting the message across the whole school in a short time, and sending the message that is needed at the time. If we are having a trend play fighting or bullying or gossiping, then we can address it on the show.

That's my story for you. Let me know if you need more info.

Suzanne Ayriss  
Counselor at Luther Burbank Middle School in San Francisco  
[squareglow@sbcglobal.net](mailto:squareglow@sbcglobal.net)

---

---

I was writing a grant and had to reformat the mess of forms that came by fax I used several of your tips..and I am not techie. My boss sent me an e-mail full of compliments after she submitted it to the

---



## What are School Counselors Doing with Technology?

© 2005, Russell A. Sabella, Ph.D.

---

district. We did receive the monies and we had been told that the groups had already been chosen. Presentation counts.

Talana Fawson

[tfawson@weber.k12.ut.us](mailto:tfawson@weber.k12.ut.us)

---

---