

Keeping Two Steps Ahead: Putting Technology to Work in Your Classroom

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Topic Index

- **Make technology invisible**

How?

- Integrate it from start to finish
- Communicate with students through technology
- Overlearn necessary skills
- Provide a variety of activities that build on each other throughout the year
- Intertwine activities and applications
- Collect online resources for all occasions
- Build an arsenal of excellent activities
- Have students build a comprehensive digital portfolio as an end project

Making Technology Invisible

- Make a list of necessary skills that students will need to function smoothly in your class
- Develop early projects that overlearn these skills


Then we can pass easily through to the creative content
beyond

First Steps

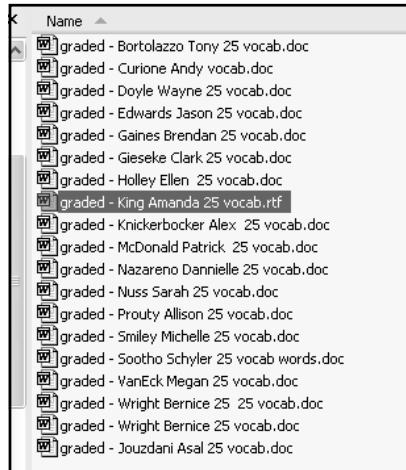

- Create a Web presence for yourself and your class
 - **Keep it updated and make it crucial to visit**
 - **Create situations and needs that send students back to the class web site again and again and again**
- Plan your lab time far in advance
- Create scaffolding materials and prepare interactive web sites

Email Early!


- Set up an email system between you and your students & require digital submissions
- Set up the rubrics for digital submissions
 - Last name first in subject line of email
 - Last name first in attached file names
 - Full heading in each document
 - Acceptable file types like **RTF**
- Have students create and send file attachments until everyone gets it right

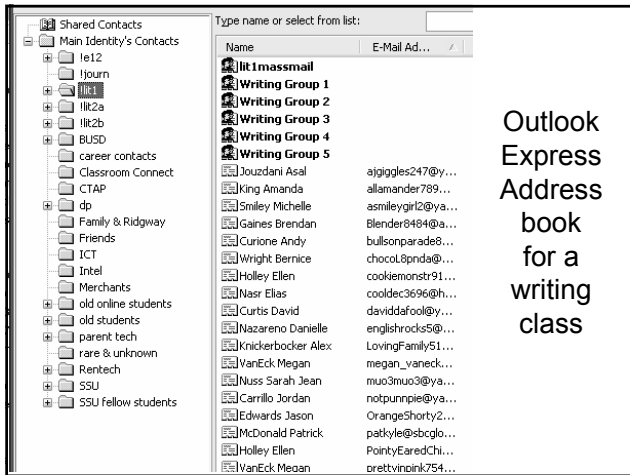


Nightmare Files



Dream Files





Outlook
Express
Address
book
for a
writing
class

Master the Applications

- Don't neglect Word
- Excel is not just for math classes
– <http://www.microsoft.com/education>
- PowerPoint can be non-linear
- Desktop publishing is cross-curricular
- Learn your campusware: Inspiration, Acrobat, Dreamweaver, Flash, Premiere, and so on

Then integrate and interlink them...

Excel into Word; PowerPoint into desktop publishing; Word into PowerPoint, Inspiration into PowerPoint, and so on.

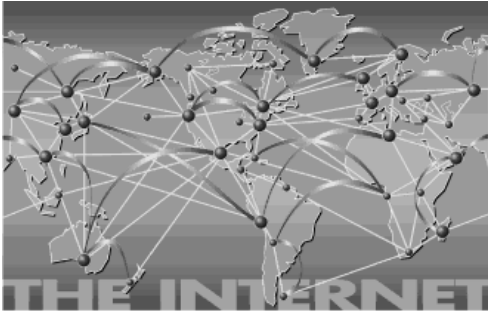
Synthesize the Activities

- The Suite Assignment
- The Digital Portfolio (PPT)
- The Digital Portfolio (Word)
- The Digital Portfolio (Excel)
- The Digital Portfolio (HTML)
- Microsoft Producer
– <http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.msp>

Use Conversion Activities

- Word essay = newspaper, Web page, presentation
– Sidebar: How to turn a Word outline into a PPT
- Print as PDF [.pdf example](#)
- Save as a Web Page
- Save PPT as pictures, movie on Mac
- PPT pictures can be made into movies on PC using Movie Maker or 3rd party
- GIF Animation!

Bring on the Internet



- Use the Internet as a two-way street & send students with destinations and roadmaps

Internet as a two-way street

- Quizzes
- Surveys
- Online storage & file share
- Discussion boards
- Live meetings
 - Text, voice, video, file share, file swap
- Blogs
- Student web pages
- Publishing sites for student writing
- Choose your own adventure

URLS

Work from a Portal – Post it on your class site

Teacher Student Resource Portal: www.mrgibbs.com

end

The Wonders of...



Microsoft Office XP

A look at a few advanced features

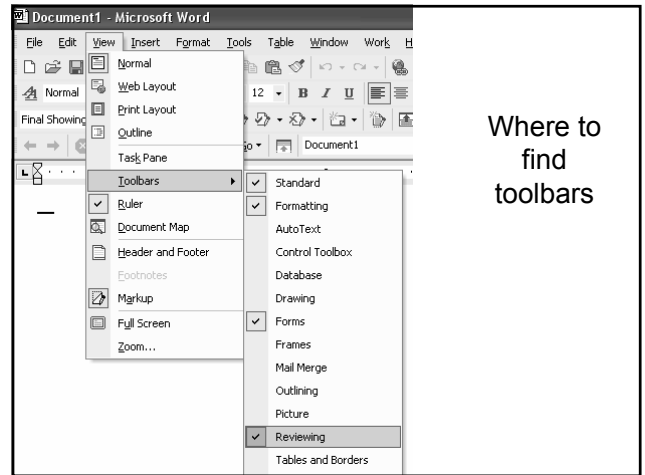
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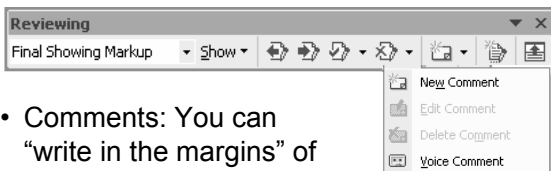
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Word Features that Jazz up the Writing Experience

- Comments & Tracked Changes
- Forms
- Colorizing Sensory Writing
- Saving in Versions
- Formatting Paint Brush ooooooh! ahhhhh!



Comments and Track Changes



- Comments: You can “write in the margins” of student essays
- Track Changes: You can make tentative corrections in their words

example

Word Forms



- Word forms allow you to create editable fields in a locked document.
- Longhand
- Checkbox
- Multiple choice

example

Rich Text Format



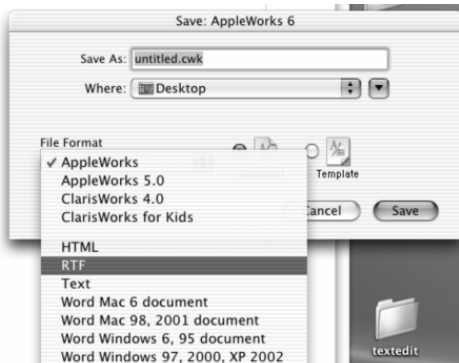
- **(Rich Text Format)** A Microsoft standard for encoding formatted text and graphics. It was adapted from IBM and supports ANSI, PC and Macintosh character sets.

– <http://www.techweb.com/encyclopedia>

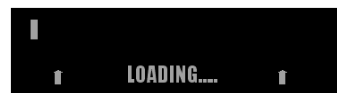
Rich Text Format Microsoft Word on a PC

File name:	Doc1.doc
Save as type:	Word Document (*.doc)
	Word Document (*.doc)
	Web Page (*.htm; *.html)
	Web Page, Filtered (*.htm; *.html)
	Web Archive (*.mht; *.mhtml)
	Document Template (*.dot)
	Rich Text Format (*.rtf)

Rich Text Format Appleworks 6 on a Mac



Gif animation



Future
Dreams



