

Rancho Romero Project-Based Curriculum  
Technology Program  
2002-2003



Technology Action Committee  
Matt Graham, Technology Specialist

# Rancho Romero Project-Based Curriculum Technology Program

## Hardware & Network Tools

Computers, palm computers, digital cameras, digital video, web camera, scanners, printers, presenters, computer microphones, AlphaSmart keyboards and applets, Instructional server, BigChalk.com, Internet, Library Catalog, Quicklinks. (Software tools are included with grade level descriptions.)

## General Recommendations

Provide students opportunities to explore software and solve problems on their own or with guidance. Utilize various classroom-computer management models (as provided on the Rancho technology web page). Use task style, peer teaching techniques, group projects and cooperative learning. Utilize project-based learning. Develop technology projects around core curriculum studies and teach skills as part of the process of creating projects. Consider using technology instead of other mediums; for example, create a class movie instead of a play. Teach the Common User Interface. (Most programs have a similar menu layout and organization. Mouse techniques and keyboard shortcuts are nearly the same in all programs.) Students can learn standards-based technology skills in the process of creating projects. Work with the Technology Specialist in grade level meetings and individually for support with planning, project management, instruction, coaching, and technical issues.

## Requirements and Evaluation

Grade levels will provide samples of student work in each project category to the school site council.

## Consider Project-Based Learning

Project-based learning with technology has been a subject of much research and is considered the most effective strategy for using technology as it challenges students and makes use of computer technology as a tool to solve problems.

- Students make decisions, and they have a framework in which to do so.
- There is a problem without a predetermined solution
- Students design the process for reaching a solution.
- Students are responsible for accessing and managing the information they gather.
- Evaluation takes place continuously.
- Students regularly reflect on what they are doing.
- A final product (not necessarily material) is produced and evaluated for quality.
- The classroom has an atmosphere that tolerates error and change.

### **In General, Students engaged in a project...**

- ...choose what they will work on.
- ...plan own project.
- ...participate in defining criteria and rubrics to assess their project.
- ...solve problems they encounter while working on their project.
- ...make some sort of presentation of their project.

# Technology Projects to Meet Standards Rancho Romero Elementary 2002-2003

## Kindergarten

<input checked="" type="checkbox"/>	<b>Projects: one</b>	<b>Skills/Benchmarks</b>	<b>Tools and Applications</b>
<input type="checkbox"/>	Multimedia/Writing	Can create a simple drawing and add words with assistance.	Kidpix, Kidspiration
<input type="checkbox"/>	Technology Skills	Proper behavior and use of computers	All
		Turning computer on and off	All
		Opening and closing programs	All
		Use a basic keyboard and mouse	All
	Required Software	Use required K programs	<b>Language Arts:</b> Kid Pix, Bailey's Book House <b>Math:</b> Millie's Math House

**Recommendations:** Provide students loosely structured time to discover how to use Kidpix, any writing program and Kidspiration.

### **Recommended Programs**

Sammy's Science House  
Living Books (Arthur's Birthday, Grandma and Me)  
Jumpstart Kindergarten  
Children's Writing and Publishing  
Kidspiration

**Grade One**

	<b>Projects: three</b>	<b>Benchmarks</b>	<b>Tools and Applications</b>
<input checked="" type="checkbox"/>	Multimedia <u>and</u> Writing (2 projects)	Selecting graphics, drawing, and some text writing	KidPix or Kidspiration
<input type="checkbox"/>	Working with Data:	Simple graphing	Kidpix or Graph Club
<input type="checkbox"/>	Technology Skills	Turning computer on and off	All
		Quit program and shutdown	All
		Saving and printing work	Kid Pix, Kidspiration, Graph Club
		Practice using menus with programs	Kid Pix, Kidspiration, Graph Club
		Open and close a file within a program	KidPix,
		Handle floppy disks and CDs correctly	KidPix, Kidspiration
	Required Software	Uses First Grade Required Software	<b>Language Arts:</b> Kid Pix or Kidspiration. <b>Math:</b> Graph Club, Mosaic Magic <b>Science:</b>

**Recommended Programs**

Bailey's Book House, Millie's Math House, Math Blaster, Internet Explorer/Netscape, Reading Counts, Sammy's Science House, SRI, Reading Counts, Kidspiration

## Second Grade

<input checked="" type="checkbox"/>	<b>Projects: three + Keyboarding (uncombined)*</b>	<b>Benchmarks</b>	<b>Recommended Tools and Applications</b>
<input type="checkbox"/>	Keyboarding	Introductory keyboarding, home row, use typing program	JumpStart Typing, V-Tech Keyboards.
<input type="checkbox"/>	Multimedia Project	Selecting graphics, drawing, and writing limited text	Student Writing Center, KidPix, Kidspiration
<input type="checkbox"/>	Writing Project	Edit written text for punctuation and capitals	Student Writing Center, Kidspiration
		Editing text for indenting and inserting text, Cut and paste	Student Writing Center, Kidspiration
		Write extemporaneously on computer	Student Writing Center, Kidspiration
<input type="checkbox"/>	Information Technology and Research	Use Internet browser bookmarks to locate websites and research with adult guidance	Internet browser, CD Encyclopedia, Big Chalk, Quicklinks
		Identify basic computer system components	Visuals, real computer, web based model
		Open and close file within a program	Student Writing Center, KidPix, Kidspiration, or other
<input type="checkbox"/>	Working with Data	Introduction to Graph Club/spreadsheets and graphs	Graph Club
	Required Software	Use Required Programs	<b>Language Arts:</b> Children's Writing and Publishing, Kid Pix, Kidspiration, Kidpix 3 <b>Math:</b> Graph Club, Mosaic Magic <b>Research:</b> Internet Explorer, Library Catalog and Big Chalk. <b>Keyboarding:</b> Jumpstart Typing and V-Tech keyboards

### Recommended Programs

SRI, Reading Counts

\*Consider combining research with any other project

### Third Grade


<input checked="" type="checkbox"/>	<b>Projects: four + keyboarding (uncombined)*</b>	<b>Benchmarks</b>	<b>Tools and Applications</b>
<input type="checkbox"/>	Information Technology and Research	Practice navigating through the Internet, download pictures from Internet.	Internet Explorer , Library Catalog and Big Chalk.
<input type="checkbox"/>	Keyboarding	Practices keyboarding Skills and uses tab, caps, and proper spacing.	Alphasmart Keyboards
<input type="checkbox"/>	Writing	Write a paragraph	Student Writing Center or Kidspiration and AlphaSmart
		Write a report	Student Writing Center or Kidspiration and AlphaSmart
		Use spell check effectively	Student Writing Center, AlphaSmart
		Add graphics to a document	Student Writing Center and Kidspiration
<input type="checkbox"/>	Multimedia	Use simple multimedia program to communicate ideas using pictures and sound	KidPix Slide Show or picture with text
<input type="checkbox"/>	Working with Data	Simple spreadsheets & Graphs	Graph Club
<input type="checkbox"/>	Technology Skills	Demonstrate familiarity with program menus	All
Use required Programs		<b>Language Arts:</b> Student Writing Center, Kid Pix, Kidspiration, Web Workshop <b>Math:</b> Math Workshop, Graph Club <b>Research:</b> Internet Explorer, Library Catalog and Big Chalk. <b>Keyboarding:</b> Jumpstart Typing, Keywords for AlphaSmart	

#### Recommended Programs

Treasure Math Storm, SRI, Reading Counts

\*Consider combining research with any other project

## Fourth Grade

	<b>Projects: four + keyboarding (uncombined)*</b>	<b>Benchmarks</b>	<b>Tools and Applications</b>
<input type="checkbox"/>	Information Technology & Research	Begin independent use of Internet	Internet Explorer , Library Catalog and Big Chalk.
		Use CD-ROM, Internet. OPAC and Electric Library as reference/research tools	CD Encyclopedia, Internet, OPAC, Electric Library.
<input type="checkbox"/>	Keyboarding	Practices keyboarding Skills and keeps track of WPM and errors.	Alphasmart
<input type="checkbox"/>	Writing	Write a report	Word
<input type="checkbox"/>	Multimedia	Use simple multimedia program to communicate ideas using pictures and sound	PowerPoint or KidPix slide show with sound, digital pictures or scans (optional--video)
<input type="checkbox"/>	Working with Data	Uses spreadsheet template to solve problems	Excel or Cruncher
<input type="checkbox"/>	Technology Skills	Demonstrate proficiency in all skills taught K-3	All
		Know what copyright means and its implication for computer research	Lesson
	Required Programs	Use required programs	<b>Language Arts:</b> Microsoft Word, PowerPoint, Inspiration <b>Math:</b> Cruncher, introductory Excel <b>Research:</b> Internet Explorer , Library Catalog and Big Chalk. <b>Keyboarding:</b> Typing Tutor 7, Keywords for AlphaSmart

### Recommended Programs

Printmaster Gold, KidPix, , SRI, Reading Counts, Fraction Attraction.

\*Consider combining research with any other project

**Fifth Grade**

<input checked="" type="checkbox"/>	<b>Projects: four + keyboarding (uncombined)*</b>	<b>Benchmarks</b>	<b>Tools and Applications</b>
<input type="checkbox"/>	Keyboarding	Practices keyboarding Skills and types at least 20 WPM w/90% accuracy	Alphasmart
<input type="checkbox"/>	Multimedia <b>and</b> Writing	Present multimedia to the class	PowerPoint
		Scan pictures and use a digital camera and video with guidance	KidPix, cameras, scanner, PowerPoint, Word.
<input type="checkbox"/>	Working with Data	Uses spreadsheets to solve problems	Excel, Cruncher
<input type="checkbox"/>	Information Technology & Research	Locates author of web page to evaluate credibility of information.	Browser, Big Chalk
		Evaluates keyword search results to determine relevant sites and uses electronic source for a project.	Browser, Big Chalk
<input type="checkbox"/>	Technology Skills	Demonstrate proficiency in all skills taught K-4	Various
		Transfer files between applications	KidPix, PowerPoint, Word,
	Required Programs	Use Required Programs	<b>Language Arts:</b> Microsoft Word, PowerPoint. <b>Math:</b> Cruncher or Excel <b>Research:</b> Internet Explorer, Library Catalog and Big Chalk. <b>Keyboarding:</b> Typing Tutor 7, Keywords for AlphaSmart

**Recommended Programs**

Printmaster Gold, Fraction Attraction, SRI, Reading Counts

\*Consider combining research with any other project

## Proposed Tech Specialist Provided Training, Facilitation and Professional Development

Grade	Software					
K	KidPix					
1	KidPix	Kidspiration	Graph Club			
2	SWC	Graph Club review	Jumpstart Typing	V-Tech	Internet Basics & Super 3	
3	AlphaSmarts	Internet Searching & Big 6	Kidspiration review			
4	Alphasarts review	Word	Excel	PowerPoint	Inspiration	Internet & Evaluation
5	Word	Excel	PowerPoint	Internet	Inspiration	

### Key Projects for Facilitation:

1. KidPix slide show
2. Internet project, SWC
3. KidPix slide show, Internet Project
4. PowerPoint, Internet project, Excel lesson
5. PowerPoint, Internet research, Excel lesson

### Proposed Student Training Timeline

**September:** Grade 3 Alphasmarts, Grades 4/5 new teacher AlphaSmart review, Grade 4 Word, Grade 5 Word review plus. Grades 4-5 Internet Searching and Big 6. Grade 5 PowerPoint

**October:** Grade 2 SWC, Grade 2 Jumpstart Typing / V-tech as needed., Grade 3 Internet Searching and Big 6

**November:** Grade 2 Graph Club, Grades 3-5 More Internet training, Grades 2-3 Kidspiration, , Grades 4-5 Inspiration

**December:** Grade 2 Internet searching and Super 3, Grade K KidPix

Winter & Spring Project Planning

**January:** Grade 4 PowerPoint, Grades 4-5 Excel and, Grade 1 Graph Club and KidPix.

**February-May:** projects co-teach at all levels, More Internet training (CTAG) at all levels, Grade 2 KidPix3, Grade 3 Web Workshop

## **Staff Development Timeline**

**August:** Staff Dev Day Internet and Big 6

**September:** New teacher AlphaSmarts, Word & SWC, Word. MS Office & CTAG Internet prep shop and e-mail arranged after school workshops (assemble a class and do).

**October:** MS Office, CTAG Internet prep shop & Misc. "How to".

**Nov-May:** monthly prep shop and e-mail arranged after school workshops focused on "how to", Office, curriculum integration of technology into the learning process, CTAG Internet.

## **Staff Development Methods**

1. Prep Shops: purchasing 2 subs with AB1339 and/or SIP, teachers get one-hour release time for training.
2. New teachers receive prep and after school training (8 hours minimum for the year)
3. e-mail arranged: I offer an after school workshop and we agree on when it will be.
4. e-mail and online tutorials: e-mail how to, online video and other tutorials
5. Staff Development days: 2 hours minimum each staff development day.

## **Kindergarten Technology Project**

**Title:** *If You Give a Mouse a Cookie* Class Book

**Objective:** Kindergarten students will create a class book based on the book *If You Give a Mouse a Cookie* by Laura Numeroff.

### **Multimedia/Writing**

#### **Technology Skills:**

- Students will use a Kid Pix template to create their own book page.
- They will create their own simple drawing of the mouse and add their own words to the template with assistance.
- Students will use basic keyboarding and mouse skills
- Students will open and close Kid Pix program

#### **Materials Needed:**

- *If You Give a Mouse a Cookie*
- Classroom Computers
- Kid Pix
- Teacher created template

**Assessment:** Are students able to use the template to create their own book page with minimal assistance?

## First Grade Writing Project

### **Kid Pix Writing Lesson:**

*Whose mouth do these teeth belong to?* A class book created with the Kid Pix software.

### **Objective:**

The students will create a page on Kid Pix with the purpose of contributing to a class book.

The students will write complete sentences using describing words in order to give clues, written on Kid Pix, about the picture of their teeth.

### **Procedure:**

1. Take a digital picture of each child's mouth, focusing on the teeth.
2. Insert pictures on Kid Pix for each child.
3. Children will write a rough draft of the three clues they can give of their teeth.
4. Use the rough draft to transfer written clues onto Kid Pix page.
5. Print and bind completed pages.

### **Technology Skills:**

Each first grade student will need to be able to:

1. Open and quit a program
2. Save and print work
3. Open and close a file within a program
4. Using keyboard

### **Technology Equipment Needed:**

1. Digital camera
2. Kid Pix software
3. Printer

# **First Grade Graphing Project**

## **Valentine's Day Graphing**

**Lesson:** First graders will use Graph Club to graph the colors of Valentine candied hearts.

### **Objectives:**

Children will learn how to create a graph using the Graph Club software.

### **Procedures:**

1. Children will sort and count a baggy of candied hearts.
2. Children will tally and write the exact amount of each color of heart.
3. Children will use information to create a graph on the Graph Club.

### **Technology Skills:**

Each first grade student will need to be able to:

1. Open and quit a program
2. Save and print work
3. Open and close a file within a program
4. Using keyboard

### **Technology Equipment Needed:**

1. Graph Club Software
2. Color printer

## First Grade Media Project

### KidPix Slide Show

**Subject to be determined.**

#### **Objective:**

Working with a partner, students will create a KidPix slide using KidPix Deluxe or KidPix 3.

#### **Procedure:**

1. Teacher will select a curriculum subject for students to demonstrate understanding using a KidPix slide.
2. Students will receive instruction on creating KidPix Slides.
3. Students will plan their slide with a partner on paper.
4. Students, using the laptop lab, will create slides and save to server.
5. Teacher and Tech Specialist will assemble the show and publish to CD or Web.

#### **Technology Equipment Needed:**

1. Laptop Lab with KidPix
2. Paper/pencil for planning.

#### **Technology Skills:**

Each first grade student will need to be able to:

1. Open and quit a program
2. Save and print work
3. Open and close a file within a program
4. Using keyboard

## Alternate Media Project

### KidPix Slide Show

#### **Objective:**

Students will create two KidPix slides, one with a picture of themselves and another painting/drawing. The teacher and/or tech specialist will assemble the slides into a show. Students will type a sentence about themselves.

#### **Procedure:**

1. Students receive instruction in KidPix
2. Student digital photos will be taken.
3. Preplanning and logistics: tech specialist will organize photos onto computers or in the student work folder.
4. Students will pre write sentence.
5. Students create slides and save.
6. Project is assembled by teacher/tech specialist.

**Equipment Needed:**

1. Laptops
2. Digital camera

## Second Grade Tech Projects

### Lesson - Research Report (Information Technology & Research)

Animal reports/Lighthouses

#### Tech Objectives

- To integrate the use of Internet resources into student projects.
- To teach students how to locate, evaluate and organize web-based resources.
- To use the Super 3 or Big 6 strategies.
- Use Internet browser bookmarks to locate websites and research
- Use information to demonstrate understanding of lighthouses in print, picture, or other form.

Output to be selected.

#### Materials

- Gathering grids or Kidspiration
- List of pertinent websites
- List of pertinent streaming videos
- Media Projector for presenting streaming videos or websites
- Laptop Lab
- Classroom/Library Computers

## Lesson - **Story or Poetry Writing** (Multimedia Project/Writing Project)

### **Tech Objectives**

- To select graphics and create drawings to go with text
- To type and edit text
- To create slide for class presentation (with teacher help)

### **Materials**

- Classroom computers
- KidPix/Student Writing Center/Kidspiration

## Lesson - Graph Club Software

This is a great program that can be used to gather data and create graphs. Good tool to view same data on pictograph, line, pie and bar graphs.

**Subject to be selected**

Use in

Math projects

-Birthday Graph

- Last Year's Teacher

Reading

-This is The Way We Go To School (means of transportation)

- Mr. Putter and Tabby (pets)

-Cloudy With a Chance of Meatball (monitor/record weather for a month)

## 2<sup>nd</sup> Grade

### Animal Report URLs

[www.zoomschool.com](http://www.zoomschool.com)

[www.animalnation.com](http://www.animalnation.com)

[www.animal.discovery.com](http://www.animal.discovery.com)

<http://www.eelink.net/EndSpp/students-kidssitesandprojects.html>

[www.oaklandzoo.org](http://www.oaklandzoo.org)

[www.seaworld.org/AnimalBytes/animal\\_bytes.html](http://www.seaworld.org/AnimalBytes/animal_bytes.html)

[www.sandiegozoo.org](http://www.sandiegozoo.org)

[www.enchantedlearning.com](http://www.enchantedlearning.com)

### Lighthouse URLs

Cape Hatteras Lighthouse Relocation: [www.nps.gov/caha/views.htm](http://www.nps.gov/caha/views.htm)

The Lighthouse Locator—Pictures and information about many lighthouses:

<http://members.aol.com/lightpic1/>

Lighthouse Getaway—Great site with general information about lighthouses and pictures and info about specific lights by area.

<http://lighthousegetaway.com>

World's Lighthouses, Light Ships and Life Saving Stations—Lots of information about individual lights, also great links.

[http://www.maine.com/lights/www\\_vl.htm](http://www.maine.com/lights/www_vl.htm)

### Legendary Lighthouses

[www.pbs.org/legendarylighthouses/](http://www.pbs.org/legendarylighthouses/)

Keepers of the Light—Photo gallery and information

<http://www.aracnet.com/~jkandik/>

## **3<sup>rd</sup> Grade Technology Projects**

### **Research and Writing Project** **Heritage Reports.**

#### **Objectives:**

1. Students will create a family tree
2. Choose a country from their heritage and use books, Internet, and other electronic resources to locate and organize information using the Big 6 method.
3. Tech Skills: keyboarding, Internet navigation, teacher-created bookmarks, basic Internet searching, spell check, adding graphics to documents.
4. Using Alphasmarts and computers, students will write a report.
5. Students will create a heritage doll.

#### **Technology needed:**

1. Laptop lab
2. Student Writing Center
3. Kidspiration
4. Alphasmarts
5. Optional: Kidspiration for visual mapping of research.

## 3<sup>rd</sup> grade Multimedia Project **Planet Report Slide Show**

**Technology Benchmark:** Students will use simple multimedia program to communicate ideas using pictures and sound.

### **Objectives:**

1. Students will be able to identify the planets and important features
2. Working in partners, students will be able to create at least 3 slides about their planet.

### **Technology Materials Needed:**

1. Laptop Lab
2. KidPix
3. Planet photos and show sample placed in classroom's server *Resources* folder.

### **Technology Training needed:**

1. KidPix review and how to import pictures and save.
2. How to create a slide show

### **Post Production:**

1. Technology specialist will assemble slide show into a QuickTime movie or Flash Movie and post on the school web site.

## **Writing Projects**

### **E-mail Pen Pals Project**

#### **Objectives:**

1. Students will use e-mail to correspond with students or adults at a distant location.

#### **Technology Materials:**

1. Gaggle.net e-mail accounts

#### **Technology Benchmark:**

Use electronic means to communicate.

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### **Writer's Workshop**

Students will use Alphasmarts and computers at least twice each month for writing assignments.

## **Working with Data**

### **Spreadsheets and graphs using Graph Club**

This project involves the integration of electronic spreadsheets and graphs into the mathematics curriculum for demonstrating understanding of math standards and benchmarks.

#### **Spreadsheet Magic Lessons**

#15 multiplication table, page 59

#16 Area and Perimeter of rectangle, page 62

#### **Technology Needed:**

1. Laptop lab or classroom computers
2. Graph Club (network)
3. Copy of lesson plans from Spreadsheet Magic in print or electronic form

# **4<sup>th</sup> Grade Technology Projects**

## **Writing Projects**

### **Writer's Workshop**

#### **Purpose:**

Students will use keyboarding and word processing skills for creative and report writing.

#### **Objectives:**

1. Students will use AlphaSmart keyboards for composing rough and final drafts and print or transfer their work into a computer for formatting and printing on a weekly basis.
2. Using MS Word or other word processing program, students will be able to format paragraphs, add bold, change fonts, and add clip art to their work.

#### **Technology Materials:**

1. Classroom Computers
2. AlphaSmart Cart
3. Word processing software

## **Research / Multimedia Project**

### **Missions PowerPoint Presentations**

#### **Purpose:**

Students will develop and utilize research methods to gather and organize information into an electronic report presented in front of the class. This project integrates research, writing, multimedia and public speaking skills into a core 4<sup>th</sup> grade social science curriculum project.

#### **Objectives:**

1. Students will be able to gather and organize information from electronic and print sources using the Big 6 research method and bookmarks set up by the teacher.
2. Students will be able to describe electronic copyright rules and define electronic plagiarism.
3. Notes will be organized on paper, cards or in Inspiration.
4. Students will be able to work with a PowerPoint template with 5 slides, demonstrating the ability to add sound and clip art into presentations.
5. Students will demonstrate preparation before working on computers by writing the text before they begin work on presentations.

#### **Technology Materials:**

1. Laptop lab, library computers, classroom computers.
2. PowerPoint template
3. Presenter and smart board for presentations.

## **Spreadsheet and Graphing Projects**

### **Curriculum Integrated Data Project**

#### **Purpose:**

Students will demonstrate ability to use electronic spreadsheets and graphs to solve problems.

#### **Objectives:**

1. Using lessons from the workbook, Spreadsheet Magic, students will be able to complete the spreadsheet and graphing exercises to solve Math, Social Science or other subject matter problems.

#### **Procedure:**

Teachers will prepare a lesson using Excel or Cruncher that directly integrates into current teaching in Math or other subject. Teachers will select a lesson plan and template from Spreadsheet Magic. Lesson plans include:

- #23 Magic Square (page 86)
- #24 Class Survey (page 89)
- #25 My Measurements (page 93)
- #26 Converters (page 96)
- #27 Fractions (page 98)

## **5<sup>th</sup> Grade Technology Integration Projects 1-22-03**

### **Writing Project: Writer's Workshop**

**Purpose:** Develop student word processing proficiency while engaging in creative writing.

#### **Technology Objectives:**

1. Students will be able to use AlphaSmart keyboards on a weekly basis to type drafts, edit and create final drafts.
2. Students will use proper typing skills, including use of home row.
3. Students will finish their stories on the computer, using appropriate text formatting (Bold, Center, Font, Tab)

#### **Technology Materials:**

1. AlphaSmarts
2. Classroom computers
3. Office, Inspiration software as needed

## **Research: Explorers Speech**

### **Pre-instruction:**

Internet search (tech spec) and library tools (tech spec/librarian)

**Purpose:** Early in the school year, students will learn and practice effective Internet and electronic library research skills, locating information online.

### **Objectives:**

1. Locate author of web page and other strategies to evaluate credibility of information
2. Locate and organize information using Big 6 and inspiration.
3. Use keyword Internet search
4. Students will write and present a one-minute speech.

### **Technology Materials:**

1. Laptop Lab and classroom computers/ library computers
2. Inspiration software, teacher bookmarks as needed

## **Multimedia/Research: State Reports**

### **Pre-instruction:**

PowerPoint, site evaluation and note taking.

### **Purpose:**

To develop student presentation and research skills.

### **Objectives:**

1. Students will be able to use a variety of sources for information
2. Students will be able to take notes and bookmark web sites.
3. Students will be able to evaluate the usefulness of web-based information
4. Using a State Report PowerPoint template, students will be able to create an 8-slide presentation incorporating sounds and transitions.
5. Students will use effective presentation skills when presenting.

### **Technology Materials**

1. Laptop lab and classroom computers/library computers for research
2. PowerPoint State Report Template
3. Computer presenter/Smart Board for presenting to class.

## **Working with Data: Graphing Unit in Math using Excel**

### **Pre-instruction:**

Excel

### **Purpose:**

Students will use spreadsheet to solve a problem

### **Objectives:**

1. Using a template from the book Spreadsheet Magic, students will create spreadsheets and graphs.

### **Lessons:**

Using spreadsheet magic and Excel, students will complete the following lessons:

1. Lesson# 32 on page 120—U.S. Weather Chart. **Students will work on this in the Science Lab, coordinated with Science teacher.**
2. Lesson# *to be determined.*

## **Rancho Romero Technology Teacher's Software Survival Guide**

### **KidPix**

- If students will be inserting digital pictures into KidPix, log students in as a “teacher”; otherwise, they will not be able to see folders.
- To insert a digital picture, you must use the “import” feature and browse for the picture. You will need to change the drop-down menu in the browse dialog box to display the target file type: jpg, bmp, or gif. Other file types will be hidden.
- When creating a slide show, have all student computer screen resolutions set the same. 640x480 works well.
- Some PCs at the school, mostly Dell brand, have trouble with the rubber stamp tool. It will be slow or unresponsive. If that happens, ask students to be patient. It is slow, but the computer has not locked up.

### **Student Writing Center**

- To create papers with pictures for the SWC clip art collection, you must log students in as “teacher” so they can browse the folder for clip art.

### **Kidspiration**

- If you want to have custom symbols, it is possible to create your own libraries of clip art, digital pictures and photos from the web. See your technology specialist for help.

### **Primary Grade CD-ROM Games**

- Some of these games are less stable on Windows 98 machines if played on screens with resolutions other than 640x480. To be safe, change student machines to 640x480.

### **Graph Club**

- When preparing a lesson, keep in mind that you can only graph up to 12 items; so you only get 12 bars in a bar graph or 12 slices of a pie graph.

### **SRI/Reading Counts**

- It is very important to set up your classes at the beginning of the year correctly. You should NOT add students to the database unless they are new to the school or not in the database. Most 1<sup>st</sup> grade students should not be in the database already; so they will have to be added. If you are unsure of how to set up your class, request assistance.

### **Microsoft Office**

- Students need to know how to use the “View” menu to show toolbars and buttons that may not be present on their computer. It is not practical to make all Office applications look the same throughout the school; therefore, we need to teach students how to customize the interface and ask for help from Clippy, the Microsoft Office helper.

# Teacher's Hardware Survival Guide

## Computers

- It is important that all teachers know how to solve simple computer problems themselves so that computer activity can continue without delay or frustration.
- Occasional freezes are best solved by pressing Control-Alt-Delete and rebooting.
- If the computer does not turn on, it is almost always a power cord problem. Make sure the power cord is plugged into the back of the computer securely, plugged into a socket and try again. Try plugging into a different power strip or wall. Sometimes power strip sockets fail.
- Every teacher must be able to install and remove software. To remove software, always use the "Add and Remove Software" control panel. Often times, removing and reinstalling a program resolves problems.
- Do not install software that has not been approved for school use. Software like CD-ROM games, living books, JumpStart, and Reader Rabbit are fine. Most titles, even somewhat older software works fine on Windows XP (the new system on teacher computers), but some will not. Core Rancho software and recommended titles have been tested. The two items with problems have been updated with new versions. If you are unsure if a software title will work on your PC, ask the technology specialist.

## Printers

- Teachers must be able to install their own printer cartridges and know when the ink needs to be replaced. If you do not know how to install ink, please see the technology specialist for training.
- Most print quality problems on newer printers can be solved by replacing the ink.
- Communication errors between the computer and the printer can usually be resolved by turning off the printer, unplugging the power from it, waiting 20 seconds and plugging it in again. Then reboot the computer and turn on the printer again.
- Printers are shared between computers in three different ways in classrooms: cable switch box, Windows XP printer sharing from the teacher computer, and network. Grades 4-5 have the network printers. Be familiar with your sharing system and know how to resolve common issues. There is rarely time to get help when students are eager to print; so you need to know how to solve simple, common problems. See the technology specialist for training.

## Keyboards and Mice

- Most of the time, when keyboards or mice fail to work at all, they are simply unplugged or the connections are loose between the keyboard/mouse and the back of the PC.
- Sometimes keyboard keys get stuck and your computer will not start, but it may continually beep. Check to see if a key is stuck. Turn the keyboard upside down and bang it on the table to loosen a stuck key. Use your cleaning kits to keep keyboards clean.

- Keep your mice clean with cleaning kits. A “jumpy” or “bumpy” mouse is caused by a build up of skin oils and dust on the rollers. If you have checked the connections on a non-functional mouse and it still fails to work, it may need to be replaced. See the technology specialist for a new one.

### **AlphaSmart Keyboards**

- If a file fails to print directly to the infrared printer on the cart, press “ESC” on the AlphaSmart and then check all printer connections. Cycle the printer: turn off, unplug, plug in again and turn on the printer. This clears the printer memory if it is locked up much like rebooting a computer clears out the memory.
- Have students beam their files to the computer or printer with the keyboard 6 inches to 2 feet away. If a student is too close and is not aiming straight at the infrared pod, the transfer may fail. If that happens, have the student press “ESC” to quit the transfer, step back a bit and try again.
- If the keyboard turns off frequently during use, remove the batteries and place them in again making sure the connections are firm. You may need to shim the batteries to keep them tight with a scrap of paper or foil. Note: AlphaSmarts will turn off automatically after a couple of minutes of non use; this is normal.