

Topics in Technology

60 Inservice Points

Component No. 3 007 008

General Objective

Be introduced to current technology uses in the classroom.

Specific Objectives

1. Learn how to start applications in both Macintosh and Windows platforms.
2. Learn how to save and find files in both Macintosh and Windows platforms.
3. Learn how to attach and use peripheral equipment with computers.
4. Create files that include audio using microphones and applications such as GarageBand, PowerPoint, Audacity, or Photo Story 3.
5. Take photographs and video using digital cameras and digital camcorders.
6. Insert photographs and video into files using applications such as iMovie, Word, PowerPoint, or Photo Story 3.
7. Learn current Microsoft Office programs and their application to the classroom.
8. Learn how to create and deliver lessons using student response systems such as Classroom Performance System “clickers.”
9. Learn to use online subscriptions such as Atomic Learning and Safari Montage for Professional Development and classroom learning.
10. Learn to use current school management software such as Gradebook, Curriculum Mapping, and School Dude scheduling and maintenance requests.
11. Learn to use thinking maps software in the classroom.
12. Learn how to set up and maintain homework site and class work through Moodle.
13. Learn how to use SmartBoards and hand-held ChalkBoards.

Activities

1. Create a Podcast by one of these methods:
 - a. Using a Macintosh platform and GarageBand software, create a podcast that includes photographs, spoken narration, titles, and intro/closing jingles.
 - b. Using Audacity, create an audio podcast.
2. Create a Digital Story using one of these methods:
 - a. iMovie (video and narration).
 - b. Photo Story 3 (photographs and narration).
 - c. PowerPoint or Keynote (photographs and narration).
3. Create a Word document with tables (including merged cells, shaded titles, text centered in cells, and repeating column heads), page numbering, header, two fonts, and photographs.
4. Create an Excel document that includes formulas, conditional formatting, auto filtering, sorting, headers and footers, shading, and cell borders.
5. Using Classroom Performance System software, create a class, create an assessment (including three types of questions and inserted clipart), and deliver the assessment to a group. Collect two different reports from the assessment results.
6. Watch online lessons through Atomic Learning on subjects applicable to your classroom.
7. Create a playlist of videos from Safari Montage that applies to a lesson plan.
8. Use School Dude software to schedule a room for an event or to report a maintenance request.
9. Use Thinking Maps software to create a map for use with a lesson.
10. Create and maintain your homework site with Moodle. Upload files to your site.
11. Create a lesson using SmartBoard Notebook tools for delivery on a SmartBoard.

Evaluation

1. Participants will demonstrate the stated objectives to the satisfaction of the instructor.
2. Participants will complete a class evaluation form.

