

INTEGRATING TECHNOLOGY IN THE CLASSROOM

Online Training Content Library

InfoSource developed the Integrating Technology in the Classroom Library of online courses to enlighten educators about the various ways to incorporate the Internet and computers in to the learning environment. These 10 courses (87 lessons) offer more than 16 hours of training on what integrating technology in the classroom means and explores how technology can be integrated behind the scenes, such as in lesson planning, as well as within the classroom. Ultimately, technology integrated into classroom settings benefits students, by enhancing their learning experience, as well as educators, by making their jobs easier.

Lesson Name

Lesson Description

COURSE 1 - Understanding Technology Integration In The Classroom approximately 1.5 hours of training

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| Understanding Integrating Technology in the Classroom | Looks at different ways to interpret what is meant by integrating technology in the classroom. Gives examples of how technology can be incorporated into the learning environment and why it is beneficial to do so. |
| Examine Integrating Technology Behind the Scenes | Investigates different ways technology can be used behind the scenes. Touches on different software applications that can enrich the learning environment. |
| Examine Ways to Integrate Technology in the Classroom | Presents how teachers can use technology in the class both to aid them in teaching and to enrich the student learning environment. Looks at how technology can be used outside the classroom to benefit the school system and parents. |
| Identify The Need For Technology Integration | Examines why technology integration is needed in the classroom. Identifies the benefits of such integration. |
| Examine How Technology Can Affect Learning Methods | Examines different methods of learning. Looks at how technology integration can help individual learning experiences. |
| Explore Technology In Relation To Learning Theories | Discusses some important points in learning theory. Examines how technology can be used with each point. |
| Use Technology To Reach All Intelligence Types | Explains Gardner's eight intelligence types. Examines how technology can be used to impact each intelligence type. |
| Examine Benefits Of Technology Integration By Subject | Breaks down how technology can benefit each of the following school subjects: language arts, social studies, math, and science. Points out how some of the tools can cross over a number of subject areas. |

COURSE 2 - Using Educational Resources On The Web approximately 1 hour of training

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| Look At Available Types Of Technology | Lists the technologies available for classroom use that educators may already be familiar with. Goes over other types of available technology, such as chat rooms, discussion boards, and digital whiteboards, among others. |
| Explore Online Education Portals | Examines education portals, which are educational resources found on the Web. Encourages teachers to use these as starting points for educational research, as these sites have been evaluated by educational professionals for quality and appropriateness. |
| Identify Technology Evaluation Resources | Points out that with the abundance of educational resources it can be difficult to determine which are the most useful. Recommends various sources for evaluating available educational resources. |
| Learn How To Evaluate Educational Web Resources | Offers ways to discriminate between good and bad online educational resources. Discusses rubrics and provides examples of some that help evaluate Web resources. |
| Detect And Prevent Plagiarism | Aids teachers in their efforts to prevent plagiarism by pointing out services that help detect plagiarism. Offers suggestions for preventing plagiarism. |



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COURSE 3 - Creating Class Materials approximately 1 hour of training

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| Create Handouts | Shows how handouts can easily be created using word processing applications. Covers possible uses for classroom handouts. Lists tips for designing effective handouts. Demonstrates how to insert graphics and how to number lists. |
| Save Templates | Recommends saving a document's structure as a template for reuse. Suggests classroom documents that you might want to save as templates. Shows how to save documents as templates. |
| Explore Curriculum Pages | Explains what curriculum pages are. Describes what can be included in them. Points out how they facilitate learning by providing students with the links you want them to go to during class. |
| Create Curriculum Pages | Demonstrates how to create a curriculum page that points to where students can go to find information. Walks through linking text to Web destinations for students. Shows how to add a graphical page border. |
| Design Web Scavenger Hunts | Identifies Web scavenger hunts as educational activities that teach students how to use the Web as a research tool. Shows how to link to the sites you want your students to visit in your scavenger hunts. Demonstrates adding a watermark to documents. |

COURSE 4 - Designing Newsletters approximately 1 hour of training

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| Why Use Newsletters? | Discusses how newsletters can be used as a communication tool and as a learning tool. Provides examples of how newsletters can be used by the teacher to communicate with students, parents, and colleagues. Gives examples of how students can use newsletters as part of a learning assignment. |
| Create Newsletters Using Templates | Explains templates and how they can save time and provide design ideas. Covers how to generate newsletters using templates found online at the Microsoft Web site. Demonstrates how to begin making changes to documents based on templates. |
| Insert Text From Other Files | Explains why you might insert a file into a document. Demonstrates how to insert contents from a document into a different file. Covers how to resize a text box once a file is inserted. |
| Format Text | Discusses how to modify text in newsletters or other documents by applying different formatting. Demonstrates how to change the font size and color. Illustrates how to apply a font effect, such as All caps or Engrave. |
| Change Paragraph Spacing | Discusses paragraph and line spacing and explains why you might change spacing. Demonstrates how to show hidden formatting marks. Teaches how to modify the amount of space between paragraphs. |
| Insert And Resize Clip Art | Explains what clip art is and how it can add visual interest to newsletters and other documents. Illustrates how to replace an original template's clip art by inserting different clip art. Shows how to resize clip art to better fit the column. |



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COURSE 5 - Using Word Processing Applications To Create Web Pages approximately 1 hour of training

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| Why Create A Web Page? | Explains why you might want to create a class Web site. Lists some of the items you might include in a class Web site. Discusses how to use a class Web site. Examines the issues involved in designing a class Web site. |
| Insert Photos | Discusses how to use photos and other graphics to enhance Web pages. Shows how to insert photographs into Web pages. |
| Insert Links To Other Web Sites | Discusses hyperlinks and why they should be used. Teaches how to create hyperlinks pointing to other Web pages. |
| Add E-mail Links | Points out that including e-mail links in Web pages can be very useful. Walks through adding an e-mail link. Explains different ways to add e-mail links. |
| Preview Web Pages | Explores when you might want to use Print Layout view and when to use Web Layout view. Discusses the difference between Web Layout view and Web Page Preview. Covers why you should preview your Web pages. Previews how a document will look as a Web page. |
| Save Documents As Web Pages | Explains how Word documents can be saved as Web pages. Steps through the process of saving documents as Web pages. |

COURSE 6 - Using Spreadsheets In The Classroom approximately 1.5 hours of training

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| Why Use Spreadsheets? | Discusses spreadsheets and how they can be used in a classroom environment. Points out some of the administrative tasks that can be performed using spreadsheets. Covers several ways in which spreadsheets can be used as instructional tools. |
| Enter Data In An Excel Grade Book | Discusses why you might want to use a spreadsheet application to create a grade book. Explains how you can create grade books in Microsoft Office Excel. Shows how to enter class data into Excel grade books. |
| Format Grade Book Cells | Explains that formatting cells can make worksheets more readable. Shows how to wrap text so that it is visible on more than one line in a cell. Demonstrates how to apply bold formatting. Covers how to enhance readability by applying a fill color as shading. Applies a number format to selected cells. |
| Sort Lists | Steps through sorting data entered in a grade book. Demonstrates how to sort in descending order and in ascending order. Explores using the Sort dialog box and the Sort buttons. |
| Understand Functions | Discusses some of the uses of functions. Explains the structure, or syntax, of functions. |
| Calculate Totals Using Functions | Discusses the advantages of using a SUM function. Shows how to insert a SUM function to quickly add a range of numbers. Covers how to copy that function so that it can be reused in other cells. Demonstrates how to select a range of cells to add if the SUM function does not select the correct range. |
| Calculate Grade Averages | Discusses the Average function and what it does. Illustrates how to calculate student and class grade point averages using the Average function. Teaches how to change the cell range suggested by Excel. |

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COURSE 6 - Using Spreadsheets In The Classroom (*continued*) approximately 1.5 hours of training

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| Determine Minimum Scores | Describes the MIN function and explains what it might be used for. Demonstrates how to use the MIN function to find the lowest grade in a range of grades. Covers how to copy and paste the function into other cells. |
| Find Maximum Scores | Describes the MAX function and provides examples of when it might be used. Demonstrates how to use the MAX function to find the highest score in a particular range in a grade book. Covers how to copy that function to other cells, without copying the formatting. |

COURSE 7 - Developing Electronic Classroom Presentations approximately 2 hours of training

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| Why Create Electronic Presentations? | Discusses how you can create electronic presentations to convey information. Offers examples of how you can use electronic presentations as an aid in the classroom. Examines how you can use PowerPoint in meetings. Looks at PowerPoint features that save time and effort. |
| Understand PowerPoint Templates | Discusses the importance of consistent slide design in presentations. Explains what templates are and how they may be used. Talks about how to apply templates for a consistent look. |
| Apply Design Templates | Discusses design templates. Shows how to open the Slide Design task pane to view design templates. Demonstrates how to apply a template to a presentation. |
| Add Slides To Presentations | Demonstrates how to insert a new slide into a presentation. Illustrates how to change the layout of a blank slide. Teaches how to change the layout of a slide that already contains content. |
| Format Slides With Numbered Lists | Explains when to use a numbered list. Demonstrates how to format a list as a numbered list. Shows how to add an item to a numbered list. |
| Add Clip Art To Slides | Discusses uses for clip art in classroom presentations. Illustrates how to import a clip art file into a Microsoft Office clip art collection. Teaches how to locate clip art using a keyword. Shows how to add clip art to a slide. |
| Resize Clip Art | Explains how to resize and move graphics. Shows how to scale a graphic to change its size. Teaches how to move a graphic. |
| Preview Presentations In Slide Show View | Explains how teachers might use Slide Show view to test and practice presentations. Teaches how to open a presentation in Slide Show view. Illustrates using the mouse and keyboard to move through slides. Shows how animated graphics look in Slide Show view. |
| Understand Transitions | Examines visual and audible slide transitions. Looks at the advantages and disadvantages of using transitions. Discusses random transitions. |
| Apply Slide Transitions | Teaches how to apply transitions and sound effects to individual slides. Illustrates how to apply transitions to groups of slides. |

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COURSE 8 - Keeping Track With Databases approximately 1 hour of training

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| Why Use Databases? | Examines some common databases. Discusses how to use databases to manage classroom data. Looks briefly at how Access databases are constructed. |
| Create Databases | Explains why you might want to use the database wizards available in Access to create a database. Teaches how to create a database using a database wizard. Demonstrates how to add additional fields using the wizard. |
| Modify Databases By Deleting Controls | Explains how controls on forms can be modified. Teaches how to delete controls from a form. Illustrates how to move form controls. |
| Enter Information Into Databases | Examines how to enter records into a database. Illustrates how to use a form to enter data. Shows how to move between records in a form. |
| Locate Records | Discusses locating and replacing data in tables. Demonstrates how to find specific data in a table. |
| Delete Records | Explains the consequences of deleting records from a table. Shows how to delete multiple records from a table. |
| Sort Records | Discusses sorting records in a table. Shows how to sort records. Illustrates how to save a sort order. |

COURSE 9 - Preparing For Technology Integration approximately 1.5 hours of training

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| Plan For New Situations Arising From Technology Integration | Lists possible situations that can arise in the learning environment due to wide-spread use of computers and the Internet. Emphasizes that time will alleviate any initial stress that might occur with technology integration. |
| Look At Internet Privacy, Protection, And Security | Looks at privacy and protection concerns surrounding children's use of the Internet. Addresses CIPA and how it can affect school libraries or schools receiving E-Rate funds. Discusses COPPA and how it affects teachers. Covers general ways to maintain a secure computer environment. |
| Rethink Traditional Teaching Approaches | Looks at teaching methods with a new perspective. Discusses how technology integration fosters a more student-centered approach to teaching. |
| Look At Different Integration Strategies | Examines different ways in which technology can be incorporated, depending on how many computers are in the class. Suggests questions that can be asked in order to find the best ways to implement technology in a classroom. |
| Consider Centers | Explains the purpose of learning centers. Suggests implementing learning centers in the classroom as a way of bringing technology into the learning environment. |
| Plan Lessons With Technology | Examines questions that should be considered when planning lessons that use technology. Gives examples of how these questions help form a lesson plan. |
| Acquire Funds For Classroom Technology | Gives pointers on how to acquire funds to help bring technology into the classroom. Points out Web sites that offer information about getting grants. |
| Examine Tools For Evaluating The Effectiveness Of Technology Integration | Points out that while traditional assessment tools are adequate for evaluating how effective some areas of technology integration have been, they are not always the best choice. Provides a glimpse into alternative ways you can evaluate the effectiveness of technology integration. |

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COURSE 10 - Learning With the Internet approximately 4 hours of training

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| Examine The World Wide Web | Gives an overview of what the World Wide Web is and how it is a service of the Internet. Looks at basic elements of Web sites. |
| Learn How To Connect To The Internet | Discusses what is needed to be able to access the World Wide Web on the Internet. Covers some common ways to establish an Internet connection, and points out which are most appropriate for school systems. |
| Look At Web Browsers | Explores Web browsers. Examines how they can be used to view Web pages on the World Wide Web. |
| Examine Web Site Types And Web Addresses | Examines the components of Web addresses, or URLs. Explains how a Web site's domain extension indicates what type of site it is. |
| Examine Legal Issues With The Internet | Gives suggestions on how to determine the validity of information on the Web. Examines other legal issues, such as plagiarism and libelous behavior. |
| Look At Internet Explorer | Identifies Microsoft Internet Explorer as an example of a Web browser. Touches on many of the major components of the Internet Explorer window, such as the Standard Buttons bar. |
| Use The Standard Buttons Bar | Demonstrates the browsing controls on the Standard Buttons bar. Shows how to go back a Web page, go forward a page, refresh a page, and jump to the browser's home page. |
| Change Your Home Page | Steps through the process of changing the home page. Teaches how to quickly jump to the home page from any page on the Web. |
| Create Favorites | Discusses favorites, also known as bookmarks, which are shortcuts to frequently viewed Web sites. Demonstrates how to create favorites. |
| Look At MSN Messenger | Examines MSN Messenger, which lets users communicate with their online colleagues, business contacts, friends, and others. Goes over how you can add contacts to your list. |
| Use Internet Explorer Help | Shows how to get answers to Internet Explorer questions using the Help menu. Examines using the Index card as well as the Search card. |
| Search The World Wide Web | Explains how search engines can be used to find information on the Internet. Distinguishes between search engines, directories, and meta-search engines. Lists a number of well-known search engines, directories, and meta-search engines. Shows how to find information online using a search engine and a directory. |
| Check The Weather | Demonstrates how to quickly find a weather forecast for a specific region. |
| Find And Receive News | Illustrates how to find current news online. Demonstrates how to register for daily e-mails containing headlines of the day's biggest news stories. |
| Find Word Definitions | Teaches how to find definitions and synonyms for words using online dictionaries. Shows how to use specialized dictionaries to find technology-related words. |
| Understand How To Build Web Pages | Explains that you can build your own simple Web pages to post on the Internet. Discusses the advantages of creating your own professional or personal Web pages, as well as some common tools for creating them. |

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Description

COURSE 10 - Learning With the Internet (*continued*) approximately 4 hours of training

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| Save Web Pages To Computers | Teaches how to save Web pages to computers. Demonstrates how to access Web pages that have been saved to your hard drive. |
| Copy Web Page Data | Shows how to copy data from a Web page. Demonstrates pasting the copied Web page data into another application. |
| Download Files | Discusses different options available for retrieving files from the Internet. Demonstrates how to download files. |
| Understand E-mail | Looks at electronic mail, or e-mail, and how it can be used to deliver messages across the Internet. Examines two different types of e-mail accounts. |
| Create E-mail Accounts | Demonstrates how to establish a Hotmail e-mail account. Explains how to come up with a strong password. |
| Log In And Read E-mail Messages | Shows how to log in to a new Hotmail account. Walks through how to open and read e-mail messages you have received. |
| Send Attachments With E-mails | Steps through how to compose a new e-mail message. Illustrates how to attach a separate file as part of the e-mail. Shows how to send the message and the attached file to the recipient. |

This Courseware was developed for educators by educators from around the world, accounting for over 150 years of experience in teaching, technology, and instructional design.

Course objectives were created based on the need to provide teachers, students, and administrators the resources and tools tied to meeting ISTE NETS, NCLB requirements, and federal and state technology standards.



To find out more about integrating technology in the classroom with tools, training, and techniques, call **1-800-393-4636** or visit **www.howtomaster.com**.