EDU 103 Teaching with Technology Classroom Packet

You will use the information and hand-outs in this packet all semester. Be sure to bring this with you to class every day along with your USB drive and textbook.

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</table>
How to Be Successful in this course

- **Have Excellent Class Attendance**- Class attendance is important to your success in this course. If you must miss class due to an unavoidable circumstance, notify your instructor through email before class or as soon as you are physically able to do so on the day class was missed.

- **Follow the Directions**- Printed directions are provided for the various assignments and projects in this course. Be sure to follow all of the directions provided to ensure you earn full credit for your work. Points will be deducted for incomplete or incorrect work.

- **Plan your Time Wisely**- Waiting until the last minute to complete class work causes stress for you and negatively affects the quality of student work. Plan ahead and complete homework well before the actual due date to avoid last minute issues.

- **Complete ALL Class Work**- Be sure you plan to have assignments done, printed, labeled, stapled and ready to hand in on the due date. See the class calendar for all due dates for the semester.

- **Turn Homework in On Time**- Late work is ONLY accepted with a late card. Once your late cards are used, late homework will NOT be accepted for any reason (see the late card section of the syllabus for details). If you know you must miss class ahead of time, you can make arrangements to turn in your homework early-no late card required.

- **Have a Positive Attitude**- As a general rule, students who have a positive outlook on the education process will learn more and enjoy courses more. Think about how you can apply concepts covered in this course in your future classroom or day-care situation. You will get out of the course what you put into it.
Course Description:

Pre-requisite: CIS 040 or previous basic computer experience. This course features hands-on, practical ways to use various types of technology for the K-12 classroom teacher. This is a basic course in microcomputers, their operation, and utilization in K-12 classrooms.

Materials:


Textbook Website—will be used for several class activities.  URL is:  http://scsite.com/tdc6

Blackboard—online course management tool that we will be using for class discussions, quizzes and unit exams.  URL is:  http://blackboard.lakeland.cc.il.us

Google—you will need to setup a Google email account and a Google documents account for several class projects.  URL for Google email is:  http://gmail.google.com URL for Google Documents is:  http://docs.google.com

Storage—one USB Flash drive is required to store files on.  128 MB minimum for this class.  Larger is better.  I recommend having a 2nd USB flash drive as a backup.

Lake Land College Email—Using the Lake Land College student email is required for class communication.  URL is:  http://mail.lakeland.cc.il.us  Check your school email at least once a day.  Do NOT email me from a non-LLC email.

Proper Email Etiquette—Is expected and required of all students.  This means:  Use an appropriate subject line to clearly identify what your email is about.  Use proper capitalization and punctuation in your email communication.  Type your full name, class name and class time at the bottom of your email so I know who you are.  Do NOT type in ALL CAPS! –this means you are SHOUTING and is rude.

Portable Stapler—is required so you will be able to staple all multi-page documents together BEFORE our class starts.  Do NOT wait until the beginning of class to staple things as this is very disruptive to the class environment.  Be prepared before you come to our classroom

3-Ring Binder—to keep all class materials/handouts in for future reference.  This is a great teacher resource to have ☺  Portable 3-Hole punch is recommended to punch pages when needed

Course Evaluation:

Distribution of Grade—Your final course grade will be determined by the total number of points you earn during the semester.  The sum of your points earned divided by the total points possible will determine your grade.  There will be 1,000 points possible.  The grading scale for this course is:

90-100% = A  At least 900 pts  80-89% = B  At least 800 pts
70-79% = C  At least 700 pts  60-69% = D  At least 600 pts
Assignment/Class Guidelines:

- **Email is the BEST way to contact me**—In your Email tell me: your first and last name, the name and time of the class you are in, and exactly what I can do to help you. I will respond within 24 hours (M-F).
- **Type on ALL documents**: your name, class time, and assignment description in a header.
- **Print ALL documents** that are due at least 24 hours BEFORE class (Do NOT print at the last minute).
- **Staple ALL** multi page documents in the correct order BEFORE you come to class.
- **Do NOT attempt to turn in work during class time AFTER it is due**! If you do NOT get it turned in on time, bring it to my office in a timely manner. *See details next page.*
- **It is YOUR responsibility** to ask me for missed handouts at least 24 hours BEFORE the next class.
- **If** you have a question about an assignment, ask at least 24 hours BEFORE the day it is due.
- Emailed assignments are NOT accepted. Assignments must be printed and physically turned in.

Course Requirements:

**Attendance**—Excellent attendance is required to do well in this course. If you are absent, you are **Completely Responsible** for all material covered and for all assignments given. Contact your instructor and/or a fellow classmate BEFORE your class meets again to find out what you missed. Do NOT wait to ask right before or during the next class meeting. **Students missing an excessive number of classes** (5 or more) **may be dropped from the course due to lack of participation at the instructor's discretion.**

**Due Dates/Late Work**—Assignments are due at the beginning of class time on the day designated. **Emailed assignments are NOT accepted**—assignments must be printed and physically turned in when due. **Late work is strongly disliked by your instructor and should be avoided at all times.** You have **Two “Late Cards”** that will allow you to turn in up to two assignments late (see description below). After that, no late assignments will be accepted. The late assignment and the card MUST be **brought to my office** and turned in **BEFORE you return to class!**—NOT during class time!

“**Late Cards”**—since unexpected events do occur, you will receive **Two “Late Cards”** for the semester. Each of these cards can be used to turn in **One Homework** assignment LATE with no point penalty as long as the late assignment is turned in **BEFORE the next assignment is due.** Once the cards are used, **you will receive a 0 on any future late assignment.** If you don’t need to use the cards during the semester, you can **cash them in** at the end for extra credit points. Use the cards wisely! Remember you CAN turn in work early with no penalty and no card IF you make arrangements ahead of time.

**Honesty**—Copying the work of another student will result in disciplinary action and possible dismissal from the course. Knowingly permitting your work to be copied will also result in disciplinary action and possible dismissal from the course. See the Student Handbook for further provisions. (This means don’t print off your assignment and then print a second copy with someone else's name on it.)

**In-Class Exercises**—In-class exercises and activities will be given. In-class exercises and activities **cannot** be made up or turned in late for any reason. Attendance is important!

**Classroom Protocol**—Typing or clicking the mouse while the instructor is talking is RUDE and disruptive to other students who are trying to pay attention. Please refrain from this behavior.

**Outside Computer Time**—In order to complete class projects, you will need to spend additional time outside of class. The amount of time spent working outside of class will have a great impact on your grade.
**Fall Semester 2012 Teaching and Learning with Technology Class Schedule**

Class attendance is **Extremely important** to being successful in this course. If you miss class it is **Your** responsibility to ask me for specific handouts/assignments & be **caught up BEFORE** you return to class. Don’t wait to ask at the beginning of class and disrupt your fellow class members. This is rude!

Assignments are DUE at the beginning of class. **Late work is STRONGLY disliked by your instructor and should be avoided except for extreme emergency situations!** Since emergencies do happen, you will have **TWO “Late Cards”** to use during the semester for emergency situations (read the card for details). **Use Your Cards Wisely!**

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<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>Aug 22</strong> - First Day Intros, Syllabus,</td>
<td>Aug 24 - CH 1</td>
<td>Aug 31 CH 1 Int. Corner &amp; other summary CH 1 Due</td>
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<tr>
<td>Blackboard, College email account</td>
<td>Go over textbook website &amp; blackboard discussion materials</td>
<td>Flyer Projects</td>
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<tr>
<td>Start Reading Chapter 1</td>
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<td><strong>Aug 27</strong> - CH 1</td>
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<tr>
<td>Go over Tips &amp; Tricks handout - screen</td>
<td>Aug 29 - CH 1 <strong>All discussion board postings CH 1 Due</strong></td>
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<td>captures, etc.</td>
<td>Learn how to use Google Docs and Start Flyer Projects</td>
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<td><strong>Aug 27</strong> - Labor Day College Closed</td>
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<td>Work on Flyer Projects</td>
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<tr>
<td><strong>Sept 3</strong> – Labor Day College Closed</td>
<td>Sept 5 - CH 2 <strong>CH 1 outline and quiz due</strong></td>
<td>Sept 7 - CH 2 Flyer Projects CH 1 Due</td>
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<tr>
<td>Work on Flyer Projects</td>
<td>Finish Flyer Projects</td>
<td>Start Cover Letter and Resume Project</td>
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<tr>
<td><strong>Sept 10</strong> - CH 2 <strong>All discussion board</strong></td>
<td>Sept 12 - CH 2 Int. Corner &amp; other summary CH 2 Due</td>
<td>Sept 14 - CH 3 <strong>CH 2 outline and quiz due</strong></td>
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<tr>
<td>postings CH 2 Due</td>
<td>Cover Letter and Resume Project</td>
<td>Finish Cover Letter and Resume Project</td>
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<tr>
<td>Cover Letter and Resume Project</td>
<td></td>
<td>Learn to email attachments</td>
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<tr>
<td><strong>Sept 17</strong> - CH 3 <strong>Cover Letter and</strong></td>
<td>Sept 19 - No Class Instructor Gone</td>
<td>Sept 21 - CH 3 <strong>All discussion board postings CH 3 Due</strong></td>
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<tr>
<td>Resume CH 2 Project Due</td>
<td>Work on Spreadsheet Projects</td>
<td>Spreadsheet Projects</td>
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<td>Start Spreadsheet Projects</td>
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<tr>
<td><strong>Sept 24</strong> - CH 3 Int. Corner &amp; other</td>
<td>Sept 26 - CH 4 <strong>CH 3 outline and quiz due</strong></td>
<td>Sept 28 - CH 4 Spreadsheet Projects CH 3 Due</td>
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<tr>
<td>summary CH 3 Due</td>
<td>Automatic Numbering handout and Start Computer Purchase Project</td>
<td>Computer Purchase Project</td>
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<tr>
<td>Finish Spreadsheet Projects</td>
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</tr>
<tr>
<td><strong>Oct 1</strong> - CH 4 <strong>All discussion board</strong></td>
<td>Oct 3 - CH 4 Int. Corner &amp; other summary CH 4 Due</td>
<td>Oct 5 - CH 5 <strong>CH 4 outline and quiz due</strong></td>
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<tr>
<td>postings CH 4 Due</td>
<td>Finish Computer Purchase Project</td>
<td>Start PowerPoint Projects</td>
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<tr>
<td>Computer Purchase Project</td>
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<tr>
<td><strong>Oct 8</strong> - CH 5 Computer Purchase Project</td>
<td>Oct 10 - CH 5 <strong>All discussion board postings CH 5 Due</strong></td>
<td>Oct 12 - CH 5 Int. Corner &amp; other summary Due</td>
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<tr>
<td>CH 4 Due</td>
<td>Finish PowerPoint Projects</td>
<td>Use Scanner and digital camera and start Newsletter project</td>
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<tr>
<td>PowerPoint Projects</td>
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</table>

Teaching With Technology Class Information
Teaching and Learning with Technology 2nd Half of Semester Class Schedule Fall 2012

**Remember:** Assignments are DUE at the beginning of class. **Late work is STRONGLY disliked by your instructor and should be avoided except for extreme emergency situations!** Since emergencies do happen, you will have **TWO “Late Cards”** to use for the entire semester for emergency situations (read the card for details). If you don’t use your cards, turn them in at the end of the semester for extra credit.

After YOUR cards have been used, any future assignments NOT turned in on time for **ANY reason** will result in a 0. **Use Your Cards Wisely!** You CAN turn work in **EARLY IF prior arrangements** have been made with me.

<table>
<thead>
<tr>
<th>Oct 15</th>
<th>CH 6 CH 5 Outline and quiz due</th>
<th>Oct 17</th>
<th>CH 6 PowerPoint Projects CH 5 Due</th>
<th>Oct 19</th>
<th>CH 6 ALL discussion board postings CH 6 Due</th>
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<tbody>
<tr>
<td></td>
<td>Newsletter project</td>
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<td>Newsletter project</td>
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<td>Newsletter project</td>
</tr>
<tr>
<td>Oct 22</td>
<td>CH 6 Integration Corner &amp; other summary Due</td>
<td>Oct 24</td>
<td>Group Project Starts Today! Meet with your group and work on group project – attendance important!</td>
<td>Oct 26</td>
<td>CH 7 CH 6 Outline and quiz due</td>
</tr>
<tr>
<td></td>
<td>Finish Newsletter project</td>
<td></td>
<td></td>
<td></td>
<td>Start Website Project</td>
</tr>
<tr>
<td>Oct 29</td>
<td>CH 7 Newsletter Project CH 6 Due</td>
<td>Oct 31</td>
<td>CH 7 ALL discussion board postings CH 7 Due</td>
<td>Nov 2</td>
<td>Group Meeting Day while instructor is gone. Meet with your group and work on group project – attendance important!</td>
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<td></td>
<td>Website project</td>
<td></td>
<td>Website project</td>
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</tr>
<tr>
<td>Nov 5</td>
<td>CH 7 Integration Corner &amp; other summary Due</td>
<td>Nov 7</td>
<td>Group Meeting Day while instructor is gone to conference. Meet with your group and work on group project – attendance important!</td>
<td>Nov 9</td>
<td>Group Meeting Day while instructor is gone to conference. Meet with your group and work on group project – attendance important!</td>
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<tr>
<td></td>
<td>Website project</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Nov 12</td>
<td>CH 8 CH 7 Outline and quiz due</td>
<td>Nov 14</td>
<td>CH 8 Website Project CH 7 due</td>
<td>Nov 16</td>
<td>Group Meeting Day while instructor is gone to conference. Meet with your group and work on group project – attendance important!</td>
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<tr>
<td></td>
<td>Finish Website project</td>
<td></td>
<td>Start Rubric Project</td>
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<tr>
<td>Nov 19</td>
<td>CH 8 ALL discussion board postings CH 8 Due</td>
<td>Nov 21</td>
<td>Staff Development No Classes</td>
<td>Nov 23</td>
<td>No Class! College Closed for Thanksgiving</td>
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<tr>
<td></td>
<td>Rubric Project</td>
<td></td>
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<tr>
<td>Nov 26</td>
<td>Group Day Integration Corner &amp; other summary Due</td>
<td>Nov 28</td>
<td>CH 8 Group Project Due</td>
<td>Nov 30</td>
<td>CH 8 Outline and quiz due</td>
</tr>
<tr>
<td></td>
<td>Last Day to Meet with your Group &amp; Finish Project</td>
<td></td>
<td>Finish Rubric Project</td>
<td></td>
<td>Day 1 Student Presentations Attendance Required!</td>
</tr>
<tr>
<td>Dec 3</td>
<td>Rubric Project CH 8 Due</td>
<td>Dec 5</td>
<td>Attendance Required!</td>
<td>Dec 7</td>
<td>Attendance Required!</td>
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<tr>
<td></td>
<td>Day 2 Student Presentations Attendance Required!</td>
<td></td>
<td>Day 3 Student Presentations</td>
<td></td>
<td>Day 4 Student Presentations</td>
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<tr>
<td>Dec 10</td>
<td>Last Day of Classes TBD</td>
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<td>Turn in your UNUSED “late cards” for extra credit on the last day of class.</td>
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Final Exam must be completed in Blackboard by:
Activity and Point Breakdown for the Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Points Per Item</th>
<th>Number of Items</th>
<th>Totals</th>
</tr>
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<tbody>
<tr>
<td>Chapter Outlines</td>
<td>20 points each</td>
<td>8 chapters</td>
<td>160</td>
</tr>
<tr>
<td>Discussion Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Education Issues Discussion</td>
<td>5 points each</td>
<td>8 chapters</td>
<td>80</td>
</tr>
<tr>
<td>- Teaching Today Discussion</td>
<td>5 points each</td>
<td>8 chapters</td>
<td>80</td>
</tr>
<tr>
<td>Chapter Quiz</td>
<td>20 points each</td>
<td>8 chapters</td>
<td>160</td>
</tr>
<tr>
<td>Integration Corner In-depth 15 Line Summary</td>
<td>10 points each</td>
<td>8 chapters</td>
<td>80</td>
</tr>
<tr>
<td>Software Corner, Digital Media Corner, Assistive</td>
<td>10 points each</td>
<td>8 chapters</td>
<td>80</td>
</tr>
<tr>
<td>Technologies Corner — Screen capture and 2</td>
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<tr>
<td>Sentence Summary of each</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hands-On Projects (to go with each chapter)</td>
<td>30 points each</td>
<td>8 projects</td>
<td>240</td>
</tr>
<tr>
<td>Group Project</td>
<td>50 points</td>
<td>1 project</td>
<td>50</td>
</tr>
<tr>
<td>Final Presentation Project</td>
<td>50 points</td>
<td>1 presentation</td>
<td>50</td>
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<tr>
<td>Comprehensive Final Exam</td>
<td>100 points</td>
<td>1 final over CH</td>
<td>100</td>
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<td></td>
<td>1-8</td>
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Total Points Possible for the course 1000

Course Preparation Handouts and In-Class Activities

1. Setup textbook website account
2. Setup up Google email and documents login
3. Tips and Tricks handout (screen captures in particular)
4. Using email to send attachments

Chapter Outline (20 points per chapter X 8 chapters=160 points total)
For each of the chapters 1-8 outline the chapter and the special feature section that goes with each chapter. Include Main headings, sub-headings, terms, and brief explanation of each concept from the chapter. Also include the page number for each concept within your outline.
Your outline must be MORE THAN 3 Full single spaced pages to earn full credit

Discussion Board (in blackboard, topics come from end of each chapter with links on the textbook website)
CH 1-8 Education Issues- (5 points per chapter X 8 chapters=40 points total)
CH 1-8 Teaching Today- (5 points per chapter X 8 chapters=40 points total)
Pick one topic out of each chapter’s choices for BOTH Education Issues and Teaching Today and post your thoughts on the discussion board. Then you must “reply” to at least 2 classmate’s postings for BOTH of these topics.

Integration Corner
(end of each chapter—links on textbook website. 10 points per chapter X 8 chapters=80 points total)
Pick a category that most applies to you (grade level or subject matter) then pick one of the links to visit. Type up a summary of how you would use the website in your future classroom.
Include:
- A screen capture of the homepage of the website at the top of your summary
- The Grade Level or Subject Category you picked this website from
- The exact url address and the name of the website.
- Your typed summary that is MORE THAN 15 FULL lines in length.
- Make your screen capture and typed summary fit on 1 page as shown here:
Software Corner, Digital Media Corner and Assistive Technologies Corner
(end of each chapter with links on the textbook website. 10 points per chapter X 8 chapters=80 points total)
Pick one item from EACH of these 3 sections that most interests you to investigate online.
Include:
• The name of each of the three websites
• The exact URL of each of the three websites
• A brief 3-4 sentence description of the contents of EACH of the three websites.
• A screen capture of EACH of the three websites you visited to the right of the text information you are providing for that website
• Make it all fit on 1 page as shown here:

Chapter Quiz (in blackboard 20 points per chapter X 8 chapters =160 points total)
CH 1-8 there will be 20 multiple choice questions for each chapter. Each question is worth 1 point each. To study, take the practice quiz for that chapter which is also available in blackboard. The actual quiz questions will be randomly pulled directly from the practice quiz database of questions.

Hands-On Projects (30 points per project X 8 projects = 240 points total)
CH 1: Word Flyer and Google Doc Flyer
CH 2: Word Cover Letter and Resume (include email portion)
CH 3: Excel Spreadsheet and Google Doc Spreadsheet
CH 4: Computer Purchase Project
CH 5: PowerPoint and Google Doc Presentations
CH 6: Publisher Newsletter Project including digital camera pictures and scanned pictures
CH 7: Website using Google sites
CH 8: Rubric Project

Group Project (50 points total)
Use the guidelines given on the group project hand-out to complete this project.

Final Presentation Project (50 points total)
Create a PowerPoint Presentation and a handout to go with it of a FREE Educational Resource Website. You will then present your PowerPoint presentation about the website to the class.

Comprehensive Final Exam (100 points total)
The exam will consist of 10 multiple choice questions from each of the 8 chapters for a total of 100 questions on the final exam. Each multiple choice question is worth 1 point. To study, take the chapter practice quizzes.

Additional Resources
The Learn it Online Section of the textbook website provides many additional resources to help you review the chapter materials and learn through video instructions how to use many additional technology tools.
<table>
<thead>
<tr>
<th>Description</th>
<th>Points Worth</th>
<th>Your Points Earned</th>
<th>Your Total Points earned so far</th>
<th>Total Points Possible so far</th>
<th>Your current % Grade (take your points earned and divide by points possible so far)</th>
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### Keep Track of Your Grades for the Semester

<table>
<thead>
<tr>
<th>Description</th>
<th>Points Worth</th>
<th>Your Points Earned</th>
<th>Your Total Points earned so far</th>
<th>Total Points Possible so far</th>
<th>Your current % Grade (take your points earned and divide by points possible so far)</th>
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Accessing the Online Textbook Web Resources

Setting Up Your Online Textbook Account
1. Open your web browser and type: http://scsite.com/tdc6 In the URL line and hit enter.
2. Click the “new user” button
3. Type the ISBN# of our textbook in the box that tells you to enter a code. The number to type is: 9781439078358 then click the “continue” button.
4. Fill out the required information in the account information boxes.
   a. Use your Lake Land email address as your “email address” (note this will become your “username login”)  
   b. Be sure to pick a password that YOU will remember and write it down (it must be at least 6 characters).  
   c. You must click the “I Agree” button under the licensing agreement in the middle of the page.
5. After you have filled out all of the information, click the “continue” button at the very bottom of the form to complete the registration.

Logging In to the Textbook Resources
After you have created your online textbook account, you can simply go to the textbook website at: http://scsite.com/tdc6 and in the “returning user” section Login with your:  
Username (your email)  Password (whatever you created)

Textbook Website Organization
• The textbook web resources are divided up into chapters.
• Click the appropriate chapter number at the top of the page to get into that chapter’s resources.
• Once inside a chapter, click the link in the left frame to access the online resource you are interested in.
• In your textbook at the end of each chapter are printed explanations of what types of resources are available under each link for that particular chapter.
• There are many excellent resources available through the textbook website. I encourage you to investigate as many of these resources as you can and think about how they could be used in YOUR future classroom.
Blackboard Discussion Board Posting Assignment Directions:
Discussion postings will be done using blackboard. Topics come from end of each chapter with links on the textbook website

CH 1-8 Education Issues- (5 points per chapter X 8 chapters=40 points total)
CH 1-8 Teaching Today- (5 points per chapter X 8 chapters=40 points total)

1. Post your thoughts--For EACH of our 8 chapters you will be required to pick one topic out of each chapter’s choices for BOTH Education Issues and Teaching Today and post your thoughts on the discussion board in the correct chapter and topic conference at least 24 hours BEFORE the due date.
   a. In the SUBJECT line of the posting put your first and last name, and the “topic” you chose to discuss.
   b. In the BODY of your posting clearly indicate “what topic” you are discussing at the top and put your first and last name and class time at the bottom of the post.
   c. Your original thoughts must be AT LEAST 6 sentences in length and must include constructive thoughts, ideas, and/or your constructive opinion on the topic you chose to discuss. It is ok to disagree with ideas presented in the research, but non-constructive negative comments are NOT acceptable.

2. Reply to at least two Classmates--After posting your original thoughts, read the other class member’s postings and respond to at least TWO other classmates in EACH of the Education Issues AND Teaching Today Conferences by clicking the “reply” button inside their posting BEFORE the due date.
   a. Be sure to click the “reply” button so your posting will show up in their discussion thread. Do NOT start a new posting for the “response” assignment
   b. Be constructive & non-threatening with your comments and indicate if you agree or disagree with their opinion and why. Be sure to put your first and last name and class time at the bottom of your response to them.
   c. Your response to EACH class member must also be AT LEAST 6 sentences in length.

*******Please Be Aware: Due to the nature of “class discussion” Postings made AFTER the due date or in the wrong conference for ANY reason will receive a 0 for the grade.

Remember to post your original thoughts AT LEAST 24 hours BEFORE the due date so other students have time to reply to your postings.
To get into Blackboard

1. Open your web browser program
2. Click once in the “address” line of your browser to select all text there
3. Type: http://blackboard.lakeland.cc.il.us and then hit “enter” on your keyboard
4. Follow the directions to the right on the Blackboard screen to login with your user name and password. It is the same thing you use to login to the IRIS system to “register” for classes
5. After successfully logging in you will see a list of your classes that use Blackboard
6. Click the course number for this class EDU-103

To Use the Blackboard Discussion Board Feature

1. Click on the “Discussions” Link in the left column from the Homepage to get into the discussion feature.
2. Your chapter bulletin board categories will appear showing you how many postings you have in each conference.

To Post a Message in Blackboard

1. Once inside the Discussion Board, click the chapter topic that you want to post a message in. Be sure you select the right chapter (The Discussion Messages window appears)
2. Click “Create Message” towards the top or bottom of the screen. The Create Message window appears.
3. Complete the subject line, and type your posting in the text box. Blank subjects or messages are NOT allowed.
4. Click the Post button. Your message is posted on the Discussion Board.
Reading a Posting on the Blackboard Discussion Board

1. **After clicking on the discussions tool in the left frame of the Blackboard homepage, click the chapter discussion topic** that contains the messages that you want to read. The Messages screen appears.

2. **Messages are presented by threads;** to view in chronological order, click “Unthreaded” or to view the discussion thread click the “Threaded” button.

3. **You may also need to toggle** between the view “all” or “unread” to see all messages on the board.

4. **Click the subject hyperlink** to the message that you want to read.

5. If the message includes a file **attachment** you'll see a paper clip icon.

6. **When you have finished reading** the message, you can either close the message. (click “Close this window”. The Messages screen appears) reply or download the message.

Replying to a message

1. **Click the message** that you want to reply to. The message appears.

2. Click **Reply.** The Compose Message window appears.

3. **Type your message** in the text box.

4. **Click Post.**

Discussion Posting Summary

1. Be sure you always have your **ONE original thoughts posting AND at least TWO replies** to other class members for EACH of the TWO topics for EACH chapter.

2. Your Original Thoughts Postings MUST be done **at least 24 hours BEFORE the Due date** to allow others time to respond. Your “reply” postings must be completed BEFORE the due date.

3. A Total of **THREE postings in EACH of the two topics** for EACH chapter is the MINIMUM requirement to earn the discussion points.

4. Be sure your postings appear in the **correct chapter** and the **correct chapter topic** to earn credit.
Using Google Resources – www.google.com

Step 1: Create your google email account

1. Go to google.com and click the “Gmail” link at the top of the main page. (Or type gmail.google.com directly in the web browser url box)

2. Click the “create an account” button

3. At the Gmail “create an account” screen Fill in all of the required information.
   a. For your login name I encourage you to use the suggested example of: firstname.lastname (if that is taken then add a number or year or something—keep it professional)
   b. For the password be sure to pick something you will remember and write it down if needed.

4. Click the “create account” button at the bottom after you have filled in all of the required information.

Step 2: Create your Google Account-to create documents and websites

(Note: You may not need to do this IF you created a Google email. Check first to see if you have access to Google Docs)

1. Go to www.google.com and Click the “sign in” button in the upper right corner of the main Google screen (or type google.com/accounts directly in the web browser url box.)

2. Click the “create an account for free” link

3. At the Google accounts “create an account” screen fill in all of the required information.
   a. User your new “Google email” address in the email spot.
   b. For the password pick something you can remember (maybe the same thing your Google email password is)

4. Click the “create my account” button at the bottom after you have filled in all of the required information.
Logging into your Google account

1. Go to www.google.com and Click the “sign in” button in the upper right corner of the main Google screen (or type google.com/accounts directly in the web browser url box.)

You are now signed into your Google account and can access many of the free tools available through Google.

Using Google Docs – to create word processing, spreadsheets, presentations, etc.

After logging into your Google account choose “documents” from the Google toolbar choices (or go to docs.google.com)

- Click the “create new” button to create a new document (choose the type from the list) –or-
- Click the “upload” button to upload a document from your computer to your Google docs account.

Using Google Sites – to create websites

After logging into your Google account choose “sites” from the “more” list of Google toolbar choices (or go to sites.google.com)

Follow the onscreen instructions to create a new website

- Give your site an appropriately descriptive, but short name (note this will be your site url, so keep that in mind)
- Click the “classroom site” template at the top
- Choose a theme from the choices given under the theme section
- Click the “create website” button
- You will then be taken to your website template and can make changes as you wish
Useful Computer Tips and Tricks

Keyboard Shortcuts (these should work in ANY program):

- **Copy** = Ctrl + C
- **Paste** = Ctrl + V
- **Cut** = Ctrl + X
- **Select All** = Ctrl + A
- **Undo** = Ctrl + Z
- **Home Key** (moves to beginning of line)
- **End Key** (moves to end of line)
- **Ctrl + Home** (moves to top of document)
- **Ctrl + End** (moves to end of document)
- **Ctrl + Enter** (gives you a page break)
- **Shift + Enter** (gives you a soft return to add space between lines without messing up numbering)

**Right Click once on things to get “Short Cut” menus.**

1. You can’t hurt anything by right clicking. Experiment and see what short cuts are available
   Note: After right clicking to get the short cut menu, you then left click to “choose” options.

**To Take and Insert a Screen Capture:**

1. Be sure whatever you want to capture is showing on your monitor
2. Push the “Print Screen” button on your keyboard (in the upper right hand side)
   a. this puts a copy of what is showing on your monitor on the computers “clipboard
3. Left click once to get an insertion point then **hold the Ctrl key** and keep holding it while you hit and release the letter V on your keyboard one time to “paste” the screen capture. Then release the Ctrl key.
4. After the image appears in your document, you can then click on the picture and use the format button that appears under picture tools at the top of your screen to: change text wrapping (small dog icon) to “tight” and (use the cropping tool) “crop” the picture. Note: “picture tools” only appear if you have a picture selected.

**To Change the “Text Wrapping” around pictures or screen captures in word:**

1. Paste a screen capture or insert a picture into word
2. Click once on the picture and the “picture tools” format tab appears
3. Be sure to actual click on the “format” tab that shows up under the “picture tools” so you see the picture tool choices (see picture to right).
4. On the “picture tools” format bar click the text wrapping icon (looks like a little dog)
5. I suggest choosing “tight” wrapping so text flows closely around the picture

**To “Crop” a picture or screen capture in word:**

1. Paste the picture or screen capture into word and change the “text wrapping”
2. Click on the picture to display the “picture tools” format tab, be sure you have clicked on the format tab to show the picture tools & click the “cropping tool”
3. Move over one of the black lines on the picture and click, hold, and drag to cut off parts of the screen capture or picture.

**To “Save” an image from a web page (so you have the original picture file on your disk):**

1. Right click on the picture you want
2. From the popup list, choose “Save picture as”
3. Find a place on your disk to save the picture (you may need to “rename” it so you recognize it)
   * If the “Save picture as” option is grayed out, you can still get the picture by taking a “screen capture”.
To “Insert” a saved image file into your word document:
1. save the picture file on your disk first and then get into word
2. place your insertion point where you want the picture and click on the “insert” menu
3. Choose “picture” from the choices
4. Browse to find the picture on your disk and then double click it to insert it into your document (change text wrapping to “tight” so you can then move the picture around more easily).

To Copy Text from a Web Site:
1. Use your mouse to “select” the text from a web page (click, hold, and drag through the text)
2. After you have a chunk of text selected, on your keyboard hold the Ctrl key and hit the letter C one time to grab a copy the text (this places that chunk of text on your computer clip board)
3. Open “Word” or whatever program you want to place the text in.
4. Hold the Ctrl key on your keyboard and hit the letter V one time to “paste” the text.
5. A small clipboard will pop up on your screen at the end of the text you have pasted. Click the down arrow by that clipboard and decide if you want to “match destination” styles or keep source formats.

To Save a file as “Rich Text Format” (so you can open it in most any word processing program.)
–Be aware that doing this increases the size of the original file about 10 times!
1. Open the original file in your word processing program (such as word).
2. Go to the “office button” in office 2007 or “file” menu in other programs and choose “save as”
3. Underneath the file “name” box is another box that says “save as type”. Click the down arrow next to this box and choose “rich text format” out of the list of options.
4. Your file extension should change to .rtf and you can then click the “save’ button.

To Switch your Word 2007 or 2010 to Default to Single Spacing
1. On the “home” tab in word 2007 or 2010 click the “change styles” drop down list and choose “style set” out of the choices
2. Choose “Word 2003” (this will change your default line spacing to single spacing instead of the 1.2 that is the default for the newer software)

Relative Sizes of Stored Data (see chart to the right)

Always Backup your material!

Email an attached copy of your documents to yourself, save in an online software like google docs, and/or save documents on a 2nd storage medium
Using “My Computer” to Manage your Computer Drives and Files

To Create File Folders on your USB/computer to keep documents organized:
1. Double click the “My Computer” icon on your computer desktop to open it
2. Double Click on your drive (USB or Hard Drive or whatever) to open it
3. Right click once inside the drive in a blank space (change the “view” to “list” FIRST it is easier)
4. Point at “New” from the short cut that pops up
5. Choose “Folder” from the next list that pops up
6. Type a name for your folder and hit “enter”

To Get Inside a “folder” or a “drive” on your computer
1. Double click “my computer” to get inside it
2. Double click the “drive” you want to work with to get inside it
3. Double click the “folder” to get inside it

To Move files into a folder
1. Double click “my computer” to open it & then Double click your drive to open it
2. Click, hold and drag the file you want to move until the folder you want to move it to is highlighted, then release your mouse button. The file is now moved.
3. You can also use the “shift” or “ctrl” key selection options described below to move several files at once.

To Select Multiple Files
1. To Select Files or items that ARE NEXT to each other:
   a. Click once on the first item in the list to select it, then release your mouse; Hold the shift key; Click once & release your mouse on the last file or item in the list & then release the “shift” key.
   b. All items between the first one and the last one should now be selected
2. To Select Multiple files or items that are NOT next to each other:
   a. Click once on the first item you want; Hold the ctrl key and keep holding until you are done selecting; Click once on each file or item you want to add to your selected list
3. After selecting files/folders, you can “right click” on one of the selected items and manipulate them with any of the choices in the pop up menu (cut, copy, paste, etc). You can also use the keyboard shortcut commands to do these items. Find the way that works best for you.

To Rename a file or folder:
1. Double click “my computer” to open it & then Double click your drive to open it
2. Right click on the folder or file name to change & choose “rename” from the pop up list
3. Type the new name and hit enter. Be CAREFUL that you do NOT change the file extension of any files you rename or they won’t open again. The file extensions are: the dot and 3 letters found at the end of file names such as .docx (this extension tells your computer to open the file using word)

To Delete files from your drive
1. Double click “my computer” to open it & then Double click your drive to open it
2. Double click on the folder you want to get into (if your files are in folders)
3. Click once on the file to select it and hit the “delete” key on your keyboard. Confirm “yes” to the pop up box to actually delete the file.
4. You can also use your shift or ctrl keys to select multiple files (see directions above) and then hit “delete’ on the keyboard to delete all selected files at once.
To Use “Word’s” Automatic Numbering Feature

(Please note that this may or may NOT work in a different word processing program):

1. **To Get Started**: Type your heading and hit enter, then Type the number 1 followed by a period and hit the “tab” key.
   a. Then type out the question or statement (Example: Heading could be: “Directions” then start your list of items: “1. Split the class into two groups”).
   b. Hit the “enter” key on your keyboard. “Word” will automatically give you number 2 so you can continue your list.

2. **To “Demote” the list to a subcategory**: If you want a “subcategory” hit your “tab” key once after the next number appears. This will cause “Word” to “demote” the number and give you an “a” instead.
   a. Type your subcategory information and then hit the “enter” button. “Word” will automatically give you a letter “b”. Continue typing your subcategories as needed.

3. **To get a blank line between items**: without messing up the numbering system, hold the “shift” key and press the “enter” key once. This will give you a blank line without messing up your numbering system.
   a. After you have a blank line inserted, just hit the “enter” key once and you will get the next number or small letter in your list.

4. **To “Promote” the list back to a main category**: If you are in the “subcategory” list and want to switch back to the main letters, you must hold the “shift” key and hit the “tab” key once to “promote” your small letter back to a number.

5. **To turn OFF the auto feature**: Just hit the “enter” key twice or you can click the numbering or bullet button on the toolbar to turn the feature off.

**Note**: You can also always type out the text first and then go back and select items and click the “numbering” tool on the toolbar or the “bullet” tool if you want bullets instead.

**Quick Keyboard Command Summary**:

- **Tab key** = “demotes” to the right (turns numbers into letters)
- **Shift + Tab** = “promotes to the left (turns letters into numbers)
- **Shift + Enter** = gives you a “soft return” which will not damage your numbering system, but will give you blank lines.
  * Note: You can always move your insertion point and insert blank lines AFTER you have typed something.
Using Email to “Attach” and Send/Receive Documents

1. **Type up your document** that you wish to “attach in a word processing program. Save it with a file name you can remember. If the person you are emailing the attachment to does not have the word processing program you have, then you can save it as “Rich Text” format (see earlier directions).

2. **Get into your email program** and start composing a message to me (or whoever you are emailing). Put my email address in the To: line

3. In the CC line, put YOUR email address, (this will send a copy to you also).

4. Your **subject line** MUST say: “your first and last name and your class time”

5. Look for the “Attach” button in your email program and “Click” it (it may look like a paperclip or be in a different location than the “Yahoo” email shown here).

6. **Read CAREFULLY** and follow the steps to “browse” and then “attach” the file you want to attach (each email program will be different, so follow the screens carefully)

7. **Be sure your attachment is actually attached** after completing all steps. Your file name should appear somewhere in the heading of your email like it does in the sample here.

8. **Introduce your attached document** as shown in the sample here. NEVER just attach a document without introducing it or the receiver will think it is junk mail.

9. **Copy and Paste attachment into body** of your email with these steps:
   a. After getting your attachment ready to go as discussed above leave your email program open.
   b. With your email still open, you will open the word processing program “Word”.
   c. In Word, open the document that you are emailing. 
   d. Do a Ctrl + A to select everything in your Word Document and a Ctrl + C to copy to the clipboard.
   e. **Go back to your email message and “click”** to get your insertion point flashing in the body of the email message below your introduction and your name and class time.
   f. Do a Ctrl + V to paste the contents of your Word Document into the body of your email. The contents of your Word document should now be pasted into your email body (note, the formatting may be distorted which is normal, adjust as best you can).

10. **DOUBLE CHECK these items** and THEN click the “Send Button” to send it to me:
    a. My email address in the To: line and yours in the CC: line
    b. Your subject line says: “your last name Soft Skills email activity your class time”
    c. That your “Word” document shows as being attached
    d. That you have introduced the attachment
    e. That the contents of the attached document are copied into the body
### Online Education Website Resources

**Directions:** Fill in your own useful educational resources throughout the semester.

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<tr>
<th>Name</th>
<th>URL</th>
<th>Description</th>
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<tbody>
<tr>
<td>Google</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
<td>Free online search engine for information, clipart, news items, etc.</td>
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<tr>
<td>Microsoft Online</td>
<td><a href="http://www.microsoft.com">http://www.microsoft.com</a></td>
<td>Has all kinds of clipart, templates, etc. for educators</td>
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<tr>
<td>Download.com</td>
<td><a href="http://www.download.com">http://www.download.com</a></td>
<td>The site is one of the largest and most trusted sources of freeware, shareware, and other software downloads.</td>
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