

T4: Tomorrow's Technology/Today's Teachers Syllabus (Secondary) 05/06/02

Day 1:

Session 1: Welcome

- 📄 Open: Digital camera activity
 - Brainstorm about how teachers would use camera in their teaching (examples of application for using photos)
 - Brainstorm about what their goals and expectations are about T4
 - Talk about/layout our goals and objectives for T4 (agenda, daily assignments)

Break:

Session 2: Set-up

- 📄 Open: Log-on and check Outlook e-mail
 - Send message with attachment
 - Create a distribution list
 - Organize (Using colors, using views, junk mail)
 - Rules Wizard (time permitting)
 - Reply by selecting voting button of choice (voting buttons-time permitting)
 - Create folder on H: Drive called T4 (everything gets saved here)

Lunch

Session 3: Set-up continued

- Housekeeping: Credit info, grading, attendance, general clean-up)
- File Management
 - File and Folders
 - Save vs. Save As
 - File Extensions
 - File Names
 - Saving Grade book in IGPRO

Break

Session 4: Word

- 📄 Open: Take them to a cool web site and open Word. Show them copy and paste from web to Word (**Inserting a picture**)
 - Walk through and show how to create a daily journal and save it as a template (talk about copyright laws here a bit)
 - Daily Journal **Template** will include: two questions from the brainstorming in session 1, a picture from the web or of themselves or both, a web link, and a list of technologies covered for the day.
 - **Insert a Table**
 - Save Template
 - Quick Quiz
 - Cover digital camera, Outlook, File Management, and Word

HOMEWORK: Bring in numerical data to be used for Excel
Bring in photo to scan

Day 2:

Session 1: Presentations

- 📄 Open: Discussion about presentation. How do you present information in your class? (Lecture, discussion, handouts, overheads, skits, student presentations, chalk board)
- 📄 Part 2 of discussion: How do you decide which method to use?
(Amount of material, amount of time, availability of resources, class control/student learning styles)
- 📄 Part 3 of Discussion: Make the connection between familiar methods and technology tools. (Power Point, Smart Boards, Lab)
 - Power Point as a Digital Portfolio
 - Inserting photos (blank slide)
 - Inserting photo with title
 - Inserting movies and sound
 - Apply Design
 - Slide Transition
 - Custom Animation

Break

- 📄 Session 2:
 - ABACUS Basics (refresher)
 - ABACUS (Accessing district-wide curriculum)

LUNCH

Session 3: Peripherals

- 📄 Stations: Polaroid cameras, scanner, projector/computer set-up
 - Editing images with Photo editor
 - Cover Image and Effects Menus
 - Projector/computer/smart board set-up (one-person sets up projector, another sets up the smart board and another sets up a Power Point show (second activity to capture what you write))
 - Scanner: Each person scans picture, then inserts it into their own Power Point show (save to a floppy)
 - Another activity is to have them use OCR software.
 - Another is to have them use personal picture to scan and another is to use educational content like historical content (or something like leaf collections)

Break

- 📄 Session 4: Excel
 - Plug in data; show basic paste function, AutoFill, AutoFit, AutoFormat, and Chart Wizard.

- Formatting Charts (time permitting)
- Formulas (time permitting)
- Plan a trip...costs
- Plan a monthly budget...costs

- Quick Quiz covering Power Point, scanners, cameras, projectors, Excel
- Journal entry/feedback

Homework: Bring in cool web site addresses

Day 3:

- 📄 Session 1: Teach For Tomorrow/Set up accounts
 - Brief Overview of TFT
 - Choose own module
 - Share what they learned/cool sites

Break

- 📄 Session 2: Portfolio Project (begin)
 - Create project for individual portfolios including the following:
 - Microsoft Word document with description of project and links to all of their files
 - Power Point file
 - Excel file (chart)
 - A scanned image (from Polaroid pictures or other sources)
 - Related web site links

LUNCH

- 📄 Session 3:
 - Possible Web Page Design

BREAK

- 📄 Session 4: Publisher
 - Exploration and discussion about learning new software
 - Look for familiar toolbars, menus, etc (remember, they will be upgrading to 2000 in the fall)

 - Quick Quiz covering: Internet, ABACUS and Inspiration
 - Feedback/Journal

HOMEWORK: Begin thinking about life after T4

Day 4:

- 📄 Session 1: Lab Time: Portfolio projects (CD Burning) Longer session/Cut off lab time

Break

- 📄 Session 2: Troubleshooting Discussion
- 📄 Continuing Education: What else can you do?
 - Needs assessment (where do you still need extra help)
 - (NETg, MSU Ed Tech, EMU Ed Tech) Carole's Training, etc.)

LUNCH

- 📄 Session 2: Measurement
 - How to evaluate student work
 - Content vs. Presentation, Objective vs. Subjective
 - Develop a rubric for grading multi-media projects
 - Compare (a paper, which is familiar)/Contrast (Power Point, which may be unfamiliar)
 - You've got the rubric; let's apply the rubric. Student examples (find on the web)
 - Evaluating yourself
 - Reflective (Technology Plan)
- 📄 ISTE Standards for Teachers Session 3:
 - ABACUS Basics (refresher)
 - ABACUS (Assessing district-wide curriculum)
 - NETg

Break

- 📄 Session 4: Strengths/Fears
 - How to evaluate yourself? Go back to goals from day one and expectations
 - Discussion about strengths/fears
 - Develop a technology plan
 - Schedule follow-up session for the fall
 - Class Evaluations (on-line)