

Teacher Technology

Class One Agenda

1. Go over syllabus and expectations.
2. Establish partnerships and groups.
3. Discuss rules of technology labs.
4. Go over hardware and software most often found in labs.
5. Go over a Quick Start guide to Kidspirations.
6. Learn how to use Search Engines.
7. Learn how to evaluate pages you find on the Internet.
8. Discuss homework assignments.

Homework

1. Study all handouts.
2. Create a Symbol Library for Kidspirations.
3. Begin to collect URLs for your Web Quest.
4. Buy your class text and all necessary materials: CD-R, zip cartridges, and a notebook that should be used exclusively for this class.

Rules of Technology Labs

1. Do not eat or drink in the lab!
2. Log into the appropriate account.
3. Do not give out the user password.
4. Sit at the computer to which you are assigned.
5. Only print if authorized.
6. No Internet chatting or checking E-mail during class.
7. Use the Internet for educational or course related purposes only.
8. Do not download anything to the hard drive.
9. Do not reveal personal information to anyone on the Internet.
10. Immediately report problems with the computers to the teacher.
11. Do not damage the hardware or software.
12. Do not make personal purchases on the computer.
13. Do not observe or download sexual materials.
14. Do not copy software from the computer!
15. Do not hack or otherwise disrupt the computer systems and networks.
16. Do not engage in commercial or illegal activities.
17. Do not copy materials if it would violate copyright laws.
18. Do not plagiarize others materials on the Internet.

Hardware and Software Considerations

The Mac Operating System

Background: The new Mac Operating System is called 10.2, or more commonly, Jaguar. In its GUI (Graphical User Interface) it is closer than ever in look and function to the PC. There is a task bar, you can now minimize windows just like on the PC, and there is a Windows Explorer window for finding files.

A new version of the Mac operating system is about to be released. It is called "Panther." The schools where you teach may not upgrade for a long time. Some schools may even still use OS 9, which is also called "Classic" within Jaguar.

Mac OS 10 is "plug and play." You do not need to install special software because the OS comes with everything you need. All you need is two cables:

- The digital camcorder and DVD burner use a firewire cable and go into the firewire port of the computer.
- The camera and scanner use the USB port and a USB cable.

Plug your cable on one side to the computer, and on the other to the piece of equipment. Jaguar will automatically sense what kind of device it is, and open the appropriate piece of software!

- The camera will open *iPhoto*.
- The camcorder will open *iMovie*.
- The DVD burner will open CD burning software.
- Audio files will open *iTunes*.
- The scanner has one-click software

Additionally, with Mac OS 10, you can automatically create PDF.

Common Software Packages

1. For Word Processing: AppleWorks, ClarisWorks (older version), Microsoft Office for Mac or Windows, Word Perfect, SimpleText (Mac OS 9), TextEdit (Mac OS X), Notepad, TextPad (freeware)
2. For Web pages: Claris Home Page, Pagemill (old Adobe program), Adobe GoLive 6, FrontPage, Macromedia's Dreamweaver MX 2004
3. Graphics Programs: Photoshop 7, Photoshop Elements 2, Graphics Converter, Fireworks (for Web graphics), iPhoto on the Mac
4. Spreadsheets and Databases: Excel and Access, Filemaker Pro
5. Layout programs: Adobe Pagemaker, QuarkXpress, and InDesign
6. DVD and CD Burning: On the Mac, Toast; on the PC, Easy CD Creator
7. Drawing programs: Adobe Illustrator and Macromedia's Freehand
8. Multimedia and Video: Apple Quicktime, iTunes, iMovie, Final Cut Pro and lite, Flash (for Web authoring), Real Player, Windows Media Player
9. Universal, cross platform: Acrobat Reader which reads PDF documents
10. Browsers: Internet Explorer, Netscape, Safari, Mozilla, Camino

Using Kidspirations: Quick Start Guide

Visual View

1. Launch the program.
2. Start a new diagram by clicking the Picture button. This is your starting point.
3. Use the Add Symbol button to add connected ideas.
4. Select your symbols and type your words and ideas.
5. Use the Symbol Palette and choose a library.
6. Drag images to your diagram. They can be resized.
7. Use the link button to connect them to your other ideas.
8. You can listen to your ideas with the listen tool.
9. You can also click a symbol to select it, then go to Sound>Record (in the menu)
10. To erase a symbol use the clear button.
11. You can change colors of symbols with Color Tool.

Switch to Writing View

1. Use the Go to Writing button.
2. Use the Add Idea button.
3. To move an idea, click the left side till the grabber appears.
4. Add details to the idea.
5. You can toggle back and forth between visual and writing views.

Super Grouping

1. Click the Supergrouper button (marble jar)
2. Add a title.
3. Drag symbols to your grouper shapes.

Using the Programs Preset Activities

1. File>New brings up the Kidspiration Starter. You can choose an activity.
2. Customize it using the techniques we have learned.

Creating Your Own Activities and Libraries

1. Enable the Teacher Menu
2. From the menu choose New Symbol Library.
3. Give it a name, and choose a category you feel is appropriate.
4. Now choose Edit Symbol Libraries from the menu.
5. Import graphics into your library.
6. Choose standard symbol size or actual size.
7. Give them labels.
8. You can share libraries and activities by copying from folders.

Evaluating Web Pages

Questions to Ask Yourself

1. Who is the originator of the page? Is it personal? Is there a tilde in front of the name?
2. Look for what the URL tells you. What is its domain? .gov? .edu? .com? .org?
3. Have you ever heard of the entity? (Ex. The Washington Post)
4. Is there a date on the page that indicates if it is current?
5. Does the author have credentials? (Check the "about" or "resume" sections.)
6. Are there related links or footnotes?
7. Check to see if other reputable sites link to the pages. Use Google for a link search. (Type link: then the address of the page.)
8. Are there lots of dead links on the pages?
9. Is this source as good as what you would find in the library?
10. Evaluate the page's purpose. Is the page a thinly disguised attempt to advertise? Is the page objective?

Searching the Internet

Kinds of Search Resources

1. Search Engines: <http://www.altavista.com/> or <http://www.google.com/>
2. Directories: <http://www.dmoz.com/> The Open Directory Project or Yahoo <http://www.yahoo.com/>
3. Metasearch: <http://vivosimo.com/> or <http://www.metacrawler.com/>
4. The Invisible Web: <http://www.completeplanet.com/>
5. Newsgroups: Google Groups <http://www.google.com/> (Choose the group tab.)
6. Natural Language Searching: Ask Jeeves <http://www.ask.com/>

Academic Research Resources

1. <http://lii.org/>
2. <http://www.academicinfo.net/>
3. <http://infomine.ucr.edu/>

Tips

1. If you get error messages that the page no longer exists, at Google you can choose to look at a cached version of the page.
2. Go to the advanced search options and see if there is a family filter you can use.
3. Use the Boolean Operators AND, OR, NOT, NEAR
4. Play with deleting parts of the Web address to see if you can find the page.

Search Engine Tips

1. A search engine is a tool that lets you explore databases containing the text from millions of Web pages.
2. Pages that match your search request (often called “hits”) are presented to you with brief descriptions.
3. A Directory is a search engine created by human beings rather than “bots” or computers.
4. Metasearch sites search multiple search engines at once.
5. Most search engines deploy robot programs called spiders or crawlers to search the net for new pages to add to their databases.
6. Keywords are the terms you enter into the search engine to elicit the best matches to the information you are seeking.
7. Use unique keywords. For example, “tiger” could bring up sports teams. “Bengal tiger” is more specific and will bring up pages about the animal species.
8. You can narrow your field with set searching. This is a second search from only the web sites that came up in your first search. You add a second word to refine the search.
9. False drops are search returns that contain your keywords but are totally off the mark of what you are trying to find.
10. Plain English or natural language searches—The best for these are Infoseek, Ask Jeeves, Excite, and Infoseek.

Boolean Operators

1. AND— both words must appear. Ex. Renaissance AND sculpture
2. Use AND or +Renaissance +sculpture or use a menu option
3. OR—chooses any of the words and is usually the default for most search engines. Just use the word, use OR, or use the menu option.
4. NOT—this excludes certain pages. For instance, if you did a search on pythons, but kept getting hits for the actor Monty Python, you could do a search on python NOT Monty. Use NOT or the minus sign (python -Monty) or the menu option.
5. NEAR—this is “proximity” searching. This ensures that the keywords you enter are within a certain distance from each other, usually 10-25 words, depending on the search engine. You can specify more exactly with the forward slash. For instance Clinton /15 “foreign policy.”
6. Stop words are common words that the search engines will ignore as keywords. “The,” “to,” “if” would be examples. To use them as keywords put quotation marks around them.

7. Wild Cards or concept-based searching. Use the * (asterisk) to search variations of a word. For instance medic* would also search medical, medicine, etc.
8. Get your search return, then from the edit menu in your browser go to Find (or use command F.)

Web Quest Research Project

Tools: A research topic, computer and Internet connection, browser, Word Processor, printer.

Prepare in any Word Processor. Simpletext is fine. You may also use MS Word. Launch your browser and go to the following 10 search engines/directories. Perform a search in each as specified in the following list. Look at the first page of "hits" for each search, and list the web page most appropriate to your topic. List each URL according to the protocol in the handout I gave you.

To prepare your Web Quest links, use the following searches.

1. Altavista.com—Do a Boolean search. Hint: AND, OR, NOT
2. infomine.ucr.edu—Do an academic search.
3. Altavista.com—Do a "set search."
4. alltheweb.com—Do a media search. (Graphics, video, sound clips, any media)

Plain English Search

5. askjeeves.com

Directory

7. dmoz.com

Newsgroup Searches

8. google.com (choose groups)

Metasearch

9. vivisimo.com

The "Deep" Web beyond the spiders

10. completeplanet.com