

OpenOffice in the Classroom

2 Credits

OpenOffice in the Classroom

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Course Description:

This course is designed for teachers of Grades 3 - 12. Many school districts are making the shift from Microsoft Office to OpenOffice.org. Boost your confidence with this free open source software and get a head start on your colleagues. Learn about effective technology integration in the classroom that engages and motivates learners. Teach your students to demonstrate and share their learning by creating products with the OpenOffice tools Writer, Calc, Base, and Impress. Working at your own pace throughout the course, you will use online, step-by-step tutorials and Internet resources to apply new knowledge and skills to instructional practice.

Required software: OpenOffice, version 2 or 3 or OpenOffice for Mac
Free download available at <http://www.openoffice.org/>

Goals and Objectives

As a result of participation in this course, students will:

1. Use Atomic Learning and other online software tutorials as your resource to create Openoffice.org products with practical application to your classroom.
2. Identify National Technology Standards for Teachers and Students (ISTE) and make correlations to your teaching experiences in the eleven standards areas.
3. Relate learning theories to technology use. Learn about the power of open source software and its critical impact on teaching and learning.
4. Make connections between Microsoft Office Suite and OpenOffice Suite, discovering how you can make a seamless transition from one to the other within your classroom.
5. Enhance content you already teach by motivating your students and engaging their learning with powerful, new technology tools.:
 - a) Create a class newsletter with *Writer*
 - b) Teach your students to compare and contrast content with *Base*
 - c) Teach your students to create charts and graphs from data they have collected with *Calc*
 - d) Create an engaging and interactive presentation of content with *Impress*
6. Create rubrics to assess student assignments.

7. Use Moodle's online discussion forum to reflect and share.

Assignments and Projects:

The following assignments and projects are required for this course:

1. **NETS Standards Assignments (5 points)**
2. **Reflection Assignments (5 points)**
3. ***Writer*** – Create a classroom newsletter or an informational letter as a communication tool for families. **(15 points)**
4. ***Base*** – Create a simple database that is either an exemplary sample of a student assignment or a resource for a student assignment. **(15 points)**
5. ***Calc*** – Create a spreadsheet that is an exemplary sample of a student assignment. **(15 points)**
6. ***Impress*** – Create an effective presentation that supports a curricular objective and engages your students in a new concept. **(15 points)**
7. **Rubric** – Create a rubric that assesses a student project. **(15 points)**
8. **Communicate in an online forum.** Post responses to Moodle a minimum of five times **(15 total points)**