

CTED749 - Technology Tools for Teachers*(Online)- 3 Credits Independent Study

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Course Description:

Use online, step-by-step tutorials, Microsoft Word, internet resources and your curriculum to create a technology infused unit. Learn time-saving tips and tricks of Microsoft Word while creating classroom projects in an online learning environment. Learners work at their own pace to apply skills into instructional practice by creating classroom templates, teacher support materials, student samples and assessment tools. Learners will also explore copyright laws related to internet/multi-media use and participate in online discussions.

Goals and Objectives

As a result of participation in this course, learners should:

1. Use Atomic Learning (online software tutorials) to increase knowledge-base of Microsoft Word and related lessons.
2. Incorporate Microsoft Word skills into classroom routine to increase teacher and student productivity.
3. Determine State curricular areas/academic standards in the classroom to incorporate learned technology.
4. Identify National Technology Standards (ISTE)
5. Create a plan for developing a project-based instructional unit.
6. Develop project-based technology tools (students, teacher and classroom templates) from with Microsoft Word knowledge and a variety of online resources.
7. Create project assessments that foster higher-level thinking skills using online assessment tools.
8. Explore Copyright law and Fair Use guidelines in the classroom.

Texts/Readings

All required readings are found online.

Assignments and Projects (100 points total):

The following assignments and projects are required for this course:

#1. Create a list of five possible classroom areas/units where a technology unit will “enhance student learning, increase productivity, or promote creativity.” (NETS) Upload the assignment in Moodle. (5 points)

#2. Create a checklist using the Project Based Learning website for a classroom/student assignment. Copy and paste it into Microsoft Word and submit it to the drop box. (5 points)

#3. Complete Draft Unit Organizer Outline. Fill out the Unit Organizer outline. This is the basis of the technology tools created for this class. (This will continue to change and will be turned in again at the end of class with student and teacher tools attached)
(10 points)

The unit should include:

- Introduction for the reader- (audience, topics covered, technologies included in unit, etc.)
- Technology strategies used
- Framework/outline of the instructional unit (How many instructional days? Does the unit correspond with current curriculum?)

- Learning objectives and activities (state/district curriculum, description of lessons)
- Instructional materials/resources (created throughout course)
- Assessment (rubric, checklists, quizzes)

#4. Create Instructional Materials/Resources to go with Unit:

- Create a flyer or classroom poster with a table embedded in student assignment that would assist students in learning Microsoft Word knowledge base (see rubric for grading details) (10 points).
- Create a student or teacher document using objects, a chart, hyperlinks or forms. (10 points).
- Create a newsletter after viewing the Atomic Learning workshop on creating a newsletter. (15 points)
- Create (2) assessments (rubrics, checklists or quizzes-online or created in Word)* for the student projects above or for other student assignments using a web-based rubric creator (10 points each= 20 points)

#5. Complete FINAL Unit Organizer Outline. (20 points)

The unit should include detailed information for all key areas and include references to the Instructional Materials/Resources created above.

#6. Communicate online with instructor and post to online discussion board at least 4 times. (5 points)

Evaluation and Grading

All assignments, regardless of length, must be typed and incorporate APA style references when appropriate. Written assignments will be evaluated on accuracy of information, completeness of assignment, clarity of writing/presentation, organization of information and material, and accomplishment of the goals for each assignment.

A = 94-100 points

A- = 90-93 points

B+ = 87-89 points

B = 84-86 points

B- = 80-83 points

C = 75-79 points

F = less than 75 points

I = Incomplete Work

