



Technology in Your School World

Lesson/Unit Overview		
Objectives/Expected Learning Outcomes:		
<p><i>Students will:</i></p> <ul style="list-style-type: none"> • Learn how technology is used in the school environment on a daily basis. • Learn to how locate the school website and download a campus map. • Learn to how format an appropriate interview questionnaire and conduct an interview with a school staff member. • Learn to how to format an appropriate 'thank-you' note and add graphics. • Locate and meet important staff members on their campus using a campus map and a guided tour. 		
Targeted ISTE Indicators & Standards		
<p><u>IC³ Standards</u> Be able to format text and documents including the ability to use automatic formatting tools. Be able to use the Internet for information.</p> <p><u>MOS Standards</u> Format, position and resize graphics using advanced layout features. Insert and modify objects.</p> <p><u>State Standards / Provincial Standards</u> Mapping and basic Geography</p> <p><u>Technology Standards-NETS</u></p> <ul style="list-style-type: none"> • Technology productivity tools • Students use technology tools to enhance learning, increase productivity, and promote creativity. • Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works. 		
Approximate Time Needed:		
Two class sessions and one teacher preparation period.		
Recommended teaching resources: (equipment, materials, reference sites, etc.)		
Teaching Materials/Handouts/Directions/PowerPoint Presentations		
 Technology in Your School World		
Other Materials Needed		
Technology – Hardware:		
<input type="checkbox"/> Camera <input checked="" type="checkbox"/> Computer(s) <input checked="" type="checkbox"/> Digital Camera <input type="checkbox"/> DVD Player <input checked="" type="checkbox"/> Internet Connection	<input type="checkbox"/> Laser Disk <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Projection System <input type="checkbox"/> Scanner <input type="checkbox"/> Television	<input type="checkbox"/> VCR <input type="checkbox"/> Video Camera <input type="checkbox"/> Video Conferencing Equip. <input type="checkbox"/> Other:
Technology – Software:		
<input type="checkbox"/> Excel/ Spreadsheet	<input checked="" type="checkbox"/> Internet Web Browser	<input type="checkbox"/> Web Page Development

<input checked="" type="checkbox"/> Publisher/ Desktop Publishing <input type="checkbox"/> E-mail Software	<input type="checkbox"/> PowerPoint/ Presentation <input type="checkbox"/> Access/ Database	<input checked="" type="checkbox"/> Word/ Word Processing <input type="checkbox"/> Other:
Subject Area(s):		
<input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Social Studies	<input type="checkbox"/> Math <input type="checkbox"/> Science	<input checked="" type="checkbox"/> IC ³ <input checked="" type="checkbox"/> MOS
Grade Level:		
<input type="checkbox"/> K-2 <input checked="" type="checkbox"/> 6-8	<input type="checkbox"/> 3-5 <input checked="" type="checkbox"/> 9-12	
Description of Lesson		
Students will work partially in groups (thank-you note) and individually (research and formatting of interview questions). Students will complete the project on individual computers and share their interview responses with the class-orally.		
Technology Justification		
Students will use Internet and school website to locate school map. School website will introduce new students to features and resources located on the school website. Formatting the 'thank-you' note in MS Word or MS Publisher will emphasize how technology helps foster proper communication and courtesy. Use of the digital camera will increase the impact of the thank-you' note to the staff member.		
Teacher Reflection and Advice		
Pair students based upon prior technology experience. Pair English language learners with native learners. Plan alternative tour 'stop' if a staff member cannot meet with your class.		
Student Example/Rubric:		
 Technology in Your School-Rubric		
Unit Author		
First and Last Name:	Erik Amerikaner	
School Name:	Westlake High School	
School City, State:	Westlake Village, CA	
E-mail Info:	EAmerikaner@conejo.k12.ca.us	
Certifications Earned:	<input checked="" type="checkbox"/> Microsoft Office Specialist Master Instructor <input type="checkbox"/> IC ³ Authorized Instructor	

