INTEGRATING TECHNOLOGY IN THE CLASSROOM

Online Training Content Library

InfoSource developed the Integrating Technology in the Classroom Library of online courses to enlighten educators about various ways to incorporate the Internet and computers into the learning environment. These 24 courses (144 lessons) offer more than 35 hours of training on what integrating technology in the classroom means and explore how technology can be integrated behind the scenes, such as in lesson planning, as well as within the classroom. Ultimately, technology integrated into classroom settings benefits students, by enhancing their learning experience, as well as educators, by making their jobs easier.

Lesson Name	Lesson Description
COURSE 1 - Understanding Technology Integration In The Classroom approximately 1.5 hours of training	
Understand Integrating Technology in the Classroom	Looks at different ways to interpret what is meant by integrating technology in the classroom. Gives examples of how technology can be incorporated into the learning environment and why it is beneficial to do so.
Examine Integrating Technology Behind the Scenes	Investigates different ways technology can be used behind the scenes. Touches on different software applications that can enrich the learning environment.
Examine Ways to Integrate Technology in the Classroom	Presents how teachers can use technology in the class both to aid them in teaching and to enrich the student learning environment. Looks at how technology can be used outside the classroom to benefit the school system and parents.
Identify The Need For Technology Integration	Examines why technology integration is needed in the classroom. Identifies the benefits of such integration.
Examine How Technology Can Affect Learning Methods	Examines different methods of learning. Looks at how technology integration can help individual learning experiences.
Explore Technology In Relation To Learning Theories	Discusses some important points in learning theory. Examines how technology can be used with each point.
Use Technology To Reach All Intelligence Types	Explains Gardner's eight intelligence types. Examines how technology can be used to impact each intelligence type.
Examine Benefits Of Technology Integration By Subject	Breaks down how technology can benefit each of the following school subjects: language arts, social studies, math, and science. Points out how some of the tools can cross over a number of subject areas.
COURSE 2 - Using Educational Resources On The Web approximately 1 hour of training	
Look At Available Types Of Technology	Lists the technologies available for classroom use that educators may already be familiar with. Goes over other types of available technology, such as chat rooms, discussion boards, and digital whiteboards, among others.
Explore Online Education Portals	Examines education portals, which are educational resources found on the Web. Encourages teachers to use these as starting points for educational research, as these sites have been evaluated by educational professionals for quality and appropriateness.
Identify Technology Evaluation Resources	Points out that with the abundance of educational resources it can be difficult to determine which are the most useful. Recommends various sources for evaluating available educational resources.
Learn How To Evaluate Educational Web Resources	Offers ways to discriminate between good and bad online educational resources. Discusses rubrics and provides examples of some that help evaluate Web resources.
Detect And Prevent Plagiarism	Aids teachers in their efforts to prevent plagiarism by pointing out services that help detect plagiarism. Offers suggestions for preventing plagiarism.

InfoSource, Inc.
Integrating Technology In the Classroom

Lesson Name	Description
COURSE 3 - Creating Class Materials approximately 1 hour of training	
Create Handouts	Shows how handouts can easily be created using word processing applications. Covers possible uses for classroom handouts. Lists tips for designing effective handouts. Demonstrates how to insert graphics and how to number lists.
Save Templates	Recommends saving a document's structure as a template for reuse. Suggests classroom documents that you might want to save as templates. Shows how to save documents as templates.
Explore Curriculum Pages	Explains what curriculum pages are. Describes what can be included in them. Points out how they facilitate learning by providing students with the links you want them to go to during class.
Create Curriculum Pages	Demonstrates how to create a curriculum page that points to where students can go to find information. Walks through linking text to Web destinations for students. Shows how to add a graphical page border.
Design Web Scavenger Hunts	Identifies Web scavenger hunts as educational activities that teach students how to use the Web as a research tool. Shows how to link to the sites you want your students to visit in your scavenger hunts. Demonstrates adding a watermark to documents.
COURSE 4 - Designing Newsletters approximately 1 hour of training	
Why Use Newsletters?	Discusses how newsletters can be used as a communication tool and as a learning tool. Provides examples of how newsletters can be used by the teacher to communicate with students, parents, and colleagues. Gives examples of how students can use newsletters as part of a learning assignment.
Create Newsletters Using Templates	Explains templates and how they can save time and provide design ideas. Covers how to generate newsletters using templates found online at the Microsoft Web site. Demonstrates how to begin making changes to documents based on templates.
Insert Text From Other Files	Explains why you might insert a file into a document. Demonstrates how to insert contents from a document into a different file. Covers how to resize a text box once a file is inserted.
Format Text	Discusses how to modify text in newsletters or other documents by applying different formatting. Demonstrates how to change the font size and color. Illustrates how to apply a font effect, such as All caps or Engrave.
Change Paragraph Spacing	Discusses paragraph and line spacing and explains why you might change spacing. Demonstrates how to show hidden formatting marks. Teaches how to modify the amount of space between paragraphs.
Insert And Resize Clip Art	Explains what clip art is and how it can add visual interest to newsletters and other documents. Illustrates how to replace an original template's clip art by inserting different clip art. Shows how to resize clip art to better fit the column.

InfoSource, Inc.
Integrating Technology In the Classroom

Lesson Name	Description
COURSE 5 - Using Word Processing Applications To Create Web Pages approximately 1 hour of training	
Why Create A Web Page?	Explains why you might want to create a class Web site. Lists some of the items you might include in a class Web site. Discusses how to use a class Web site. Examines the issues involved in designing a class Web site.
Insert Photos	Discusses how to use photos and other graphics to enhance Web pages. Shows how to insert photographs into Web pages.
Insert Links To Other Web Sites	Discusses hyperlinks and why they should be used. Teaches how to create hyperlinks pointing to other Web pages.
Add E-mail Links	Points out that including e-mail links in Web pages can be very useful. Walks through adding an e-mail link. Explains different ways to add e-mail links.
Preview Web Pages	Explores when you might want to use Print Layout view and when to use Web Layout view. Discusses the difference between Web Layout view and Web Page Preview. Covers why you should preview your Web pages. Previews how a document will look as a Web page.
Save Documents As Web Pages	Explains how Word documents can be saved as Web pages. Steps through the process of saving documents as Web pages.
COURSE 6 - Using Spreadsheets In The Classroom approximately 1.5 hours of training	
Why Use Spreadsheets?	Discusses spreadsheets and how they can be used in a classroom environment. Points out some of the administrative tasks that can be performed using spreadsheets. Covers several ways in which spreadsheets can be used as instructional tools.
Enter Data In An Excel Grade Book	Discusses why you might want to use a spreadsheet application to create a grade book. Explains how you can create grade books in Microsoft Office Excel. Shows how to enter class data into Excel grade books.
Format Grade Book Cells	Explains that formatting cells can make worksheets more readable. Shows how to wrap text so that it is visible on more than one line in a cell. Demonstrates how to apply bold formatting. Covers how to enhance readability by applying a fill color as shading. Applies a number format to selected cells.
Sort Lists	Steps through sorting data entered in a grade book. Demonstrates how to sort in descending order and in ascending order. Explores using the Sort dialog box and the Sort buttons.
Understand Functions	Discusses some of the uses of functions. Explains the structure, or syntax, of functions.
Calculate Totals Using Functions	Discusses the advantages of using a SUM function. Shows how to insert a SUM function to quickly add a range of numbers. Covers how to copy that function so that it can be reused in other cells. Demonstrates how to select a range of cells to add if the SUM function does not select the correct range.
Calculate Grade Averages	Discusses the Average function and what it does. Illustrates how to calculate student and class grade point averages using the Average function. Teaches how to change the cell range suggested by Excel.

InfoSource, Inc.
Integrating Technology In the Classroom

Lesson Name	Description
COURSE 6 - Using Spreadsheets In The Classroom *(continued)* **approximately 1.5 hours of training**	
Determine Minimum Scores	Describes the MIN function and explains what it might be used for. Demonstrates how to use the MIN function to find the lowest grade in a range of grades. Covers how to copy and paste the function into other cells.
Find Maximum Scores	Describes the MAX function and provides examples of when it might be used. Demonstrates how to use the MAX function to find the highest score in a particular range in a grade book. Covers how to copy that function to other cells, without copying the formatting.
COURSE 7 - Developing Electronic Classroom Presentations **approximately 2 hours of training**	
Why Create Electronic Presentations?	Discusses how you can create electronic presentations to convey information. Offers examples of how you can use electronic presentations as an aid in the classroom. Examines how you can use PowerPoint in meetings. Looks at PowerPoint features that save time and effort.
Understand PowerPoint Templates	Discusses the importance of consistent slide design in presentations. Explains what templates are and how they may be used. Talks about how to apply templates for a consistent look.
Apply Design Templates	Discusses design templates. Shows how to open the Slide Design task pane to view design templates. Demonstrates how to apply a template to a presentation.
Add Slides To Presentations	Demonstrates how to insert a new slide into a presentation. Illustrates how to change the layout of a blank slide. Teaches how to change the layout of a slide that already contains content.
Format Slides With Numbered Lists	Explains when to use a numbered list. Demonstrates how to format a list as a numbered list. Shows how to add an item to a numbered list.
Add Clip Art To Slides	Discusses uses for clip art in classroom presentations. Illustrates how to import a clip art file into a Microsoft Office clip art collection. Teaches how to locate clip art using a keyword. Shows how to add clip art to a slide.
Resize Clip Art	Explains how to resize and move graphics. Shows how to scale a graphic to change its size. Teaches how to move a graphic.
Preview Presentations In Slide Show View	Explains how teachers might use Slide Show view to test and practice presentations. Teaches how to open a presentation in Slide Show view. Illustrates using the mouse and keyboard to move through slides. Shows how animated graphics look in Slide Show view.
Understand Transitions	Examines visual and audible slide transitions. Looks at the advantages and disadvantages of using transitions. Discusses random transitions.
Apply Slide Transitions	Teaches how to apply transitions and sound effects to individual slides. Illustrates how to apply transitions to groups of slides.

InfoSource, Inc.
Integrating Technology In the Classroom

Lesson Name	Description
COURSE 8 - Keeping Track With Databases approximately 1 hour of training	
Why Use Databases?	Examines some common databases. Discusses how to use databases to manage classroom data. Looks briefly at how Access databases are constructed.
Create Databases	Explains why you might want to use the database wizards available in Access to create a database. Teaches how to create a database using a database wizard. Demonstrates how to add additional fields using the wizard.
Modify Databases By Deleting And Moving Controls	Explains how controls on forms can be modified. Teaches how to delete controls from a form. Illustrates how to move form controls.
Enter Information Into Databases	Examines how to enter records into a database. Ilustrates how to use a form to enter data. Shows how to move between records in a form.
Locate Records	Discusses locating and replacing data in tables. Demonstrates how to find specific data in a table.
Delete Records	Explains the consequences of deleting records from a table. Shows how to delete multiple records from a table.
Sort Records	Discusses sorting records in a table. Shows how to sort records. Illustrates how to save a sort order.
COURSE 9 - Preparing For Technology Integration approximately 1.5 hours of training	
Plan For New Situations Arising From Technology Integration	Lists possible situations that can arise in the learning environment due to wide-spread use of computers and the Internet. Emphasizes that time will alleviate any initial stress that might occur with technology integration.
Look At Internet Privacy, Protection, And Security	Looks at privacy and protection concerns surrounding children's use of the Internet. Addresses CIPA and how it can affect school libraries or schools receiving E-Rate funds. Discusses COPPA and how it affects teachers. Covers general ways to maintain a secure computer environment.
Rethink Traditional Teaching Approaches	Looks at teaching methods with a new perspective. Discusses how technology integration fosters a more student-centered approach to teaching.
Look At Different Integration Strategies	Examines different ways in which technology can be incorporated, depending on how many computers are in the class. Suggests questions that can be asked in order to find the best ways to implement technology in a classroom.
Consider Centers	Explains the purpose of learning centers. Suggests implementing learning centers in the classroom as a way of bringing technology into the learning environment.
Plan Lessons With Technology	Examines questions that should be considered when planning lessons that use technology. Gives examples of how these questions help form a lesson plan.
Acquire Funds For Classroom Technology	Gives pointers on how to acquire funds to help bring technology into the classroom. Points out Web sites that offer information about getting grants.
Examine Tools For Evaluating The Effectiveness Of Technology Integration	Points out that while traditional assessment tools are adequate for evaluating how effective some areas of technology integration have been, they are not always the best choice. Provides a glimpse into alternative ways you can evaluate the effectiveness of technology integration.

InfoSource, Inc.
Integrating Technology In the Classroom

Lesson Name	Description
COURSE 10 – Using Technology in Language Arts approximately 1 hour of training	
Use Technology In Grades K-5 Language Arts	Discusses how technology can be used in an elementary Language Arts classroom. Focuses on hardware, software, and the Internet. Provides examples of how various types of technology can be used.
Use Technology In Grades 6-8 Language Arts	Integrates technology into the middle school Language Arts classroom. Discusses using hardware and software to enrich the Language Arts classroom. Explores utilizing the Internet as a Language Arts resource.
Use Technology In Grades 9-12 Language Arts	Looks at integrating technology into the high school setting. Discusses researching higher education via the Internet. Examines using word processing software in your high school Language Arts classroom.
Create A Language Arts Rubric	Looks at how to use a word processing program to create a Language Arts rubric. Demonstrates how to apply simple formatting to a rubric. Shows how to create a table to layout a rubric.
Dramatize Literature	Explores methods for dramatizing literature from your textbooks. Discusses how to build a library of recorded literature. Incorporates ideas for student-centered dramatic performances.
ISearch A Topic	Investigates an alternative to the traditional research paper. Explains how ISearch papers help students practice their writing and interpersonal skills. Explores practical investigation of a given topic.
COURSE 11 – Using Technology in Social Studies approximately 1 hour of training	
Use Technology In Grades K-5 Social Studies	Discusses the different types of technology. Gives examples of how to use technology in the K-5 classroom. Lists resources on the Internet for using technology in the classroom.
Use Technology In Grades 6-8 Social Studies	Lists some of the major types of technology. Gives examples of lessons involving technology. Demonstrates how to incorporate technology into the 6th through 8th grade social studies classroom.
Use Technology In Grades 9-12 Social Studies	Lists some of the major types of technology. Gives examples of high school lessons involving technology. Demonstrates how to incorporate technology into the high-school social studies classroom.
Create A Simulated Society	Describes how to plan a lesson that utilizes different types of technology. Shows how technology can be used to enhance a lesson.
Search The Web For Social Studies Information	Discusses useful sites for conducting social studies searches. Demonstrates how to navigate a search site to locate specific information. Shows how to perform a search using a child friendly search engine.
Examine The Use Of Rubrics In Social Studies Classes	Discusses rubrics and how they can be used to assess social studies assignments. Gives examples of rubrics for different age groups. Points out some specific considerations for social studies rubrics. Explains that rubrics may be created manually or using a Web site.
COURSE 12 – Analyzing Data With Spreadsheets approximately 1 hour of training	
Understand Charts	Explores how charts help illustrate data. Explains various chart types. Discusses why certain chart types are appropriate for certain types of information.
Create Charts Using Spreadsheets	Shows how to quickly create a chart from existing data. Illustrates how to use existing data to generate a chart with the Chart Wizard. Teaches how to add labels and titles to a chart created with the Chart Wizard.
Change Chart Types	Looks at changing the chart type for an existing chart. Shows how to use the Chart Wizard to change an existing chart. Examines changing the data series range in a chart.

Lesson Name	Description
COURSE 12 – Analyzing Data With Spreadsheets *(continued)* approximately 1 hour of training	
Enter Formulas	Illustrates how to enter formulas into a spreadsheet. Shows how to use formulas to calculate weighted grades. Discusses performing calculations in a spreadsheet.
Apply Conditional Formatting	Explains how to apply conditional formatting to spreadsheet data. Teaches how to employ multiple conditions in a single set of data. Shows how to use color to emphasize spreadsheet data.
Filter Spreadsheet Data	Examines utilizing the AutoFilter feature to show only the data that meets certain criteria. Teaches how to apply custom criteria for an AutoFilter. Looks at deactivating the AutoFilter feature so that all data is visible.
COURSE 13 – Fine-tuning Presentations For Delivery approximately 1 hour of training	
Add Charts To Presentations	Explains the benefits of using charts in presentations. Discusses options for creating charts in presentations. Teaches how to import charts into presentations.
Create Notes In Notes Page View	Discusses how to use notes in a presentation. Explains different options for entering notes. Teaches how to enter notes using Notes Page view.
Use Animation	Describes the benefits of using animation schemes and animation effects in presentations. Shows how to apply an animation scheme to a slide and to an entire presentation. Demonstrates how to apply a custom animation effect to a graphic.
Set Slide Show Timings	Discusses the benefits of setting automatic and custom slide timings. Teaches how to apply automatic timings to an entire presentation at once. Demonstrates how to change the timings of specific slides.
Print Handouts	Explains the value of creating handouts for a presentation. Teaches how to design handouts. Shows how to preview presentation handouts.
COURSE 14 – Communicating On The Web approximately 1 hour of training	
Look At Internet Video Conferencing	Examines video conferencing over the Internet. Discusses the equipment required for video conferencing. Explores ways to use video conferencing in an educational setting.
Examine Virtual Meetings	Looks at virtual meetings. Explores virtual meeting services. Discusses how to use virtual meetings in a learning environment.
Communicate Through Chat Rooms	Explores Internet chat rooms. Discusses the different types of available chat rooms. Looks at ways to use chat rooms in the classroom. Examines some of the issues with using chat rooms.
Explore Discussion Boards	Examines discussion boards. Looks at how discussion boards can be used in a classroom. Looks at ways to use discussion boards for administrative tasks.
Look At Blogs	Introduces and explores Weblogs, which are also known as blogs. Explains various blogging terminology. Looks at ways to use blogs in a classroom.
Search For Educational Blogs	Shows how to refine a search on Google. Demonstrates how to initiate a blog search on Google.

COURSE 15 – Discovering Technology For Problem Solving approximately 1 hour of training

Define The Nature Of A Problem	Defines the nature of a problem in the classroom environment. Discusses that problem solving involves complex thinking or "metacognitive" skills. Looks at some of the critical problem solving skill sets that can be aided by technology.
Define The Nature Of Technology	Defines technology and lists some common misconceptions about technology. Describes some technologies used in the classroom. Discusses the most important measure of technology.
Use Technology To Define The Scope And Boundary Of Problems	Discusses the skills required to define the scope and boundary of a problem. Discusses the challenges to defining the scope of a problem. Discusses technologies that can be used to help define the scope of a problem.
Research Problems and Solutions	Discusses when to use research in the problem-solving process. Discusses research technologies that can be used to help find information about problems and potential solutions.
Evaluate Information Regarding Problems and Solutions	Discusses evaluating information collected about problems and solutions. Identifies elements of evaluation. Discusses several tools or technologies that can be used to help evaluate the information gathered.

COURSE 16 – Addressing Legal, Ethical, And Human Concerns approximately 1 hour of training

Observe Good Legal Internet Practices	Discusses which materials are considered copyrighted. Explains the actions that should be taken in order to legally use copyrighted material. Outlines proper citation guidelines. Examines fair use as an exception to the copyright rule. Goes over acceptable use policies and their implications for teachers and students.
Understand Cyberbullying	Introduces cyberbullying. Gives examples of what cyberbullying can entail. Discusses the technologies that can allow for this anonymous behavior. Offers suggestions about how to prevent cyberbullying.
Look At Internet Hoaxes	Describes what Internet hoaxes are. Discusses how they are harmful. Identifies what to do with possible hoaxes. Lists ways to identify hoaxes.
Detect And Prevent Plagiarism	Aids teachers in their efforts to prevent plagiarism by pointing out services that help detect plagiarism. Offers suggestions for preventing plagiarism.
Exercise Safe Computer Practices	Discusses preventative maintenance strategies that can help protect or prolong the life of classroom computers. Goes over different hazards to computers. Emphasizes the importance of proper placement of all electronic equipment in classrooms. Looks at ergonomics.

COURSE 17 – Examining The Internet And Web Browsers approximately 1 hour of training

Examine The World Wide Web	Gives an overview of what the World Wide Web is and how it is a service of the Internet. Looks at basic elements of Web sites.
Learn How To Connect To The Internet	Discusses what is needed to be able to access the World Wide Web on the Internet. Covers some common ways to establish an Internet connection, and points out which are most appropriate for school systems.
Look At Web Browsers	Discusses what is needed to be able to access the World Wide Web on the Internet. Covers some common ways to establish an Internet connection, and points out which are most appropriate for school systems.
Examine Web Site Types And Web Addresses	Examines the components of Web addresses, or URLs. Explains how a Web site's domain extension indicates what type of site it is.
Examine Legal Issues With The Internet	Gives suggestions on how to determine the validity of information on the Web. Examines other legal issues, such as plagiarism and libelous behavior.

COURSE 18 – Becoming Familiar With Internet Explorer approximately 1 hour of training	
Look At Internet Explorer	Identifies Microsoft Internet Explorer as an example of a Web browser. Touches on many of the major components of the Internet Explorer window, such as the Standard Buttons bar.
Use The Standard Buttons Bar	Demonstrates the browsing controls on the Standard Buttons bar. Shows how to go back a Web page, go forward a page, refresh a page, and jump to the browser's home page.
Change Your Home Page	Steps through the process of changing the home page. Teaches how to quickly jump to the home page from any page on the Web.
Create Favorites	Discusses favorites, also known as bookmarks, which are shortcuts to frequently viewed Web sites. Demonstrates how to create favorites.
Look At MSN Messenger	Examines MSN Messenger, which lets users communicate with their online colleagues, business contacts, friends, and others. Goes over how you can add contacts to your list.
Use Internet Explorer Help	Shows how to get answers to Internet Explorer questions using the Help menu. Examines using the Index card as well as the Search card.
COURSE 19 – Searching The Internet approximately 1 hour of training	
Search The World Wide Web	Explains how search engines can be used to find information on the Internet. Distinguishes between search engines, directories, and meta-search engines. Lists a number of well-known search engines, directories, and meta-search engines. Shows how to find information online using a search engine and a directory.
Check The Weather	Demonstrates how to quickly find a weather forecast for a specific region.
Find And Receive News	Illustrates how to find current news online. Demonstrates how to register for daily e-mails containing headlines of the day's biggest news stories.
Find Word Definitions	Teaches how to find definitions and synonyms for words using online dictionaries. Shows how to use specialized dictionaries to find technology-related words.
Understand How To Build Web Pages	Explains that you can build your own simple Web pages to post on the Internet. Discusses the advantages of creating your own professional or personal Web pages, as well as some common tools for creating them.
COURSE 20 – Saving Information From The Internet approximately ½ hour of training	
Save Web Pages To Computers	Teaches how to save Web pages to computers. Demonstrates how to access Web pages that have been saved to your hard drive.
Copy Web Page Data	Shows how to copy data from a Web page. Demonstrates pasting the copied Web page data into another application.
Download Files	Discusses different options available for retrieving files from the Internet. Demonstrates how to download files.

COURSE 21 – Communicating With E-mail approximately 1 hour of training	
Understand E-mail	Looks at electronic mail, or e-mail, and how it can be used to deliver messages across the Internet. Examines two different types of e-mail accounts.
Create E-mail Accounts	Demonstrates how to establish a Hotmail e-mail account. Explains how to come up with a strong password.
Log In And Read E-mail Messages	Shows how to log in to a new Hotmail account. Walks through how to open and read e-mail messages you have received.
Send Attachments With E-mails	Steps through how to compose a new e-mail message. Illustrates how to attach a separate file as part of the e-mail. Shows how to send the message and the attached file to the recipient.
COURSE 22 – Exploring Resources For Students approximately 1 hour of training	
Realize The Value Of Educational Games	Discusses various types of educational games that are available to teachers and students. Demonstrates how educational games can motivate students to learn. Explores video games, online games, handheld devices, and virtual reality programs.
Discover Simulations And Tutorials	Explains what tutorials and simulations are. Discusses how you might use them in the classroom. Explains how simulations and tutorials can make learning more interactive.
Explore Digital Books	Explains the uses of digital books in the classroom. Points out how interactive digital books can encourage reading or reinforce other subjects. Breaks down the different types of digital books.
Look At Online Mentoring	Discusses telementoring and how it can be used in the classroom. Shows how telementoring is more practical than traditional mentoring. Explores Internet related technologies that can facilitate telementoring.
COURSE 23 – Ensuring Internet And Computer Safety, Privacy, And Protection 1.5 hours of training	
Look At Internet Privacy, Protection, And Security	Looks at privacy and protection concerns surrounding children's use of the Internet. Addresses CIPA and how it can affect school libraries or schools receiving E-Rate funds. Discusses COPPA and how it affects teachers. Covers general ways to maintain a secure computer environment.
Examine COPPA And Privacy Protection	Discusses COPPA, the Child Online Protection Privacy Act, and how it affects the privacy concerns of students. Explains how to tell if a site is COPPA-compliant. Touches on the requirements for preparing the classroom for COPPA.
Examine CIPA And Internet Safety Guidelines	Defines CIPA, the Children's Internet Protection Act, and its Internet safety guidelines as it relates to students and teachers. Explains how CIPA is used in the classroom.
Consider Various Internet Protection Measures	Explains different technology-based measures that can protect students while using the Internet. Discusses how using these protection measures can help meet CIPA requirements.
Understand And Minimize Potential Internet Risks	Examines some of the risks involved in using the Internet, including identity theft, child exploitation, predators, hacking, and computer code attacks, such as viruses. Provides guidelines that teachers and students can use to help minimize these risks.

COURSE 23 – Ensuring Internet And Computer Safety, Privacy, And Protection *(continued)*	
Understand Cyberbullying	Introduces cyberbullying. Gives examples of what cyberbullying can entail. Discusses the technologies that can allow for this anonymous behavior. Offers suggestions about how to prevent cyberbullying.
Look At Internet Hoaxes	Describes what Internet hoaxes are. Discusses how they are harmful. Identifies what to do with possible hoaxes. Lists ways to identify hoaxes.
Ensure Safety With Chat Rooms, Blogs, And Other Social Networks	Discusses some of the safety issues associated with chat rooms, blogs, and various social networks. Covers ways in which teachers and students can help protect themselves when using social networks.
Protect Computer Data	Discusses various methods of backing up data, such as to CDs and to a network. Suggests options for recovering lost data, such as using data recovery software or AutoRecover for Microsoft Office applications. Encourages the use of passwords and offers tips for creating effective ones. Discusses virus scan software, and how it can be configured to scan specific locations at specific intervals.
COURSE 24 – Aiding Students With Assistive Technology approximately 1 hour of training	
Understand Assistive Technology	Introduces what assistive technology is and who it benefits. Explains that it is typically grouped and referred to by categories. Touches on communication, computer access, special education, and hearing and vision aids, giving examples of each. Mentions how integrating assistive technologies into classrooms can help meet ISTE requirements.
Explore Communication Aids	Discusses what communication aids are and who they assist. Gives examples of some common communication aids and how they can help in the classroom.
Look At Computer Access Aids	Discusses how computer access aids are used to assist people with disabilities. Examines various types of computer access aids. Looks at how computer access aids can support the needs of many learners.
Examine Hearing And Vision Aids	Explores different types of hearing and vision aids. Looks at how hearing and vision aids are helpful to students. Examines how hearing and vision aids can be integrated into the classroom.
Examine Special Education Technology	Looks at special education technology. Examines how technology can be used in the special education classroom. Explores the benefits of using special education technology.

This Courseware was developed for educators by educators from around the world, accounting for over 150 years of experience in teaching, technology, and instructional design.

Course objectives were created based on the need to provide teachers, students, and administrators the resources and tools necessary for meeting ISTE NETS, NCLB requirements, and federal and state technology standards.

InfoSource, Inc.
Integrating Technology In the Classroom

To find out more about integrating technology in the classroom with tools, training, and techniques, call **1-800-393-4636** or visit **www.howtomaster.com.**