Using Technology in the Classroom

Credit for Completing Lessons

<table>
<thead>
<tr>
<th>Lessons</th>
<th>Assignments</th>
</tr>
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<tbody>
<tr>
<td>(In-Person)</td>
<td>(Online)</td>
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<tr>
<td>1</td>
<td><strong>Introduction</strong></td>
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<tr>
<td></td>
<td>Finding ideas for your technology projects. Merlot (Multimedia Educational Resource for Learning and Online Teaching) database, the @one database, resources from the California Virtual Campus, ideas from Gavilan and beyond.</td>
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<td>2</td>
<td><strong>From the Library</strong></td>
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<td></td>
<td>Specific resources in your discipline collected and demonstrated by the Gavilan College librarians.</td>
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<tr>
<td>3</td>
<td><strong>Evaluating Websites</strong></td>
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<tr>
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<td>Teach your students how to deconstruct a URL, find the originator of the information, evaluate the inherent bias of the website.</td>
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<td>4</td>
<td><strong>Gavilan Library Limited Access Databases</strong></td>
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<td>ProQuest for magazine, newspaper and journal sources, CQResearcher, statistics from Rand California, Medline database for health resources, CountryWatch, Meriam Webster Dictionary and Encyclopedia Britannica online, literary criticism, historical maps, and more.</td>
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<td>5</td>
<td><strong>Design</strong></td>
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<td></td>
<td>Design your website using storyboard techniques.</td>
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<tr>
<td>6</td>
<td><strong>Beginning Contribute</strong></td>
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<tr>
<td></td>
<td>Get the software, your connection information. Start a new page -- from scratch use tables, add an image, link to outside pages and publish to the web.</td>
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<tr>
<td>7</td>
<td><strong>Contribute Continued</strong></td>
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<td></td>
<td>Cloning web pages. Creating web pages from templates. Using color as backgrounds and in tables, alignment and more about links.</td>
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<tr>
<td>8</td>
<td><strong>Scanning Images</strong></td>
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<td>Add pictures to your pages, scanning from printed material. Use Photoshop to scan and modify images, save as .jpg or .gif files.</td>
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</table>
Enhancing a webpage by adding images (using Contribute)
Images from the web, from your computer, from a digital camera. Sizing, alignment, borders, copyright issues.

Creating a website
Linking your webpages to each other, and back to your homepage. Design, image and style repetition.

Accessibility through Universal Design
Basic accessibility requirements of users with disabilities. Alternative text for graphics on the page, considerations for color-blind readers, formatting a table for accessibility. Using the ACCVerify and ACCRepair software available in the Staff Resource Center.

Creating a Welcome Page
Add an option to your syllabus or welcome page that will link to the online classroom. Step-by-step instructions to students on how to configure their login i.d. and password.

PowerPoint Files I
Create PowerPoint slide shows for reviews, self-graded quizzes, study guides and outlines.

PowerPoint Files II
Turn your PowerPoint presentation into html and, using Dreamweaver or another FTP program, upload the files to your website.

PowerPoint Files III
Turn your PowerPoint presentation into a PowerPoint show and using Contribute upload the file into your webpage.

Modifying Images
Size them, crop them, align them on your webpage. Turn them into links.

Creating Forms
Using Dreamweaver, create assignments with fill-in boxes, submitted answers to be sent to your email account. These pages can be used for assignments and surveys, or anytime you want to collect information from your students.

Anti-Plagiarism Resources
Search engines and Internet tools to check the originality of student work.

Final Touches
Add metatags so that search engines can find you, address tables and links at the bottom of your page.

Indesign I
Discover the basic tools and palettes used in this powerful page layout program. Get ready to create flyers, newsletters and brochures.

Indesign II
Create a 1-page flyer. Create divisions, use different font sizes, styles, and images.

Indesign III
Basic design for a leaflet.

Indesign IV
Create a brochure.

Del.icio.us
Del.icio.us is a web based tool to create a portable list of bookmarks you can access anywhere.

Media Sharing
Use media sharing services to publish blogs, video, audio, presentations and
more.

27 Video Production
Plan and produce video clips for classroom or online instruction.

28 Audio Production
Bring sounds to your online classroom:

29 Intellectual Property
Ensure your course materials and projects conform to copyright and fair-use laws.

30 What Is the Online Classroom?
An introduction to the tools available at iLearn.gavilan.edu, the online classroom.

31 Pu: Your Paperwork Online
Streamline by putting syllabi, outlines, and other class material into your online classroom.

32 Communication Options
Creating discussion boards and small groups using the forums. Theory and examples of collaborative groups.