



Cybertools for Today's Schools

Using the Internet for Professional Development & Productivity



An Online Class for Educators offered for SEIR*TEC
by the Instructional Technology Resource Center @ the University of Central Florida, A SEIR*TEC Partner

Class Description:

This five-week course is designed especially for those who have never taken an online course but want to give it a try. Learn to get the most from your home or classroom Internet connection - for you AND your students. The course will introduce you to skills and tools you'll need if you take an online course for credit or for further professional development.

The **CyberTools for Today's Schools: Using the Internet for Professional Development and Productivity** class addresses the following technology standards for teachers (National Educational Technology Standards for Teachers [NETS*T])

- Technology operations and concepts
- Planning and designing learning environments and experiences
- Teaching, learning, and the curriculum
- Assessment and evaluation
- Productivity and professional practice

Class Objectives

At the completion of this class, **CyberTools for Today's Schools: Using the Internet for Professional Development and Productivity**, participants should be able to:

1. Use course tools such as Discussion Boards and Quizzes in an online environment
2. Efficiently search the Internet using engines and directories
3. Critically evaluate and bookmark favorite web sites
4. Identify and implement help-seeking strategies for the online environment
5. Understand and use the terms specific to the online environment
6. Appropriately use email to communicate with individuals and groups, sending and receiving attachments
7. Understand and implement the protocols to participate in an online chat
8. Identify different types of free online web development tools

Class Inservice Points

Upon successful completion of the five lessons in this class, participants should be eligible to receive 20 inservice points. The staff development office of your school district awards inservice points or CEUs. You must make arrangements with your staff development office to present verification of completion to receive credit.

Assessment

CyberTools for Today's Schools: Using the Internet for Professional Development and Productivity requires completion of a pre-assessment and post-assessment which are not included in the final grade, but help you see how much you know, how much you have to learn, and if you have learned from the class.

Each lesson, except the last, has an assignment or activity that is evaluated by the course facilitator using a rubric created for that assignment. Most lessons have a quiz. Each activity/assignment is worth 20 points. The final grade is based on total points, and a score of 80% or more with all assignments completed is considered passing. Points may be deducted if assignments are late.

At the end of the class, each participant who completes the class will be provided with a class syllabus, individual

12443 Research Parkway, Suite 402, Orlando, Florida 32826-3282

407-207-4962 FAX: 407-207-4965

ucfitrc@orion.itrc.ucf.edu <http://www.itrc.ucf.edu> <http://www.seirtec.org>

grades on each assignment, and a certificate. Each of these is emailed in PDF format to the email address provided when registering. Records of completion are NOT maintained after 30 days.

There is no charge for taking the class.

CyberTools for Today's Schools

I. Lesson 1 - Getting Started

- A. Master tools
 - 1. Suggestions for success
 - 2. Course tools
 - a. Quiz tool
 - b. Discussion protocols
 - c. Discussion board
 - d. Attaching files to discussion board
 - 3. Journal of an Online student
- B. Utility tools
 - 1. Computer requirements
 - a. Hardware
 - b. Software
 - 2. Adobe Reader
- C. In the workshop - assessment
 - 1. Complete a discussion board assignment
 - 2. Quiz

II. Lesson 2 - Jumping In

- A. Power tools
 - 1. Searching the Internet
 - a. Introduction
 - b. Strategies
 - c. Popular search engines
 - d. Popular search directories
 - 2. Bookmarks and favorites
 - a. Definition and description
 - b. How to bookmark
 - c. Bookmarking strategies
 - d. Online bookmarking
 - 3. Tools for students
- B. Master tools
 - 1. Learning the lingo
 - a. Terms for the online classroom
 - b. Changing technologies
 - 2. Online degrees and professional development
 - 3. Journal of an online student
- C. In the workshop - assessment
 - 1. Create and organize a bookmark file
 - 2. Quiz

III. Lesson 3 - Quality Control

- A. Master tools
 - 1. Help-seeking strategies
 - 2. Online degrees and professional development
 - 3. Journal of an online student
- B. Power tools
 - 1. Evaluating web resources
 - a. Tutorials
 - 2. Tools for students
- C. In the workshop - assessment
 - 1. Create a lesson plan for classroom
 - 2. Quiz

IV. Lesson 4 - Making Connections

- A. Power tools
 - 1. Using email
 - a. Problems with email
 - (1) Spam
 - (2) Viruses
 - b. Adding attachments

- c. Opening attachments
 - d. Using groups
 - e. Web-based email
 - f. How email works
 - 2. Tools for students
 - B. Master tools
 - 1. Online chats
 - a. Definitions
 - b. Protocols
 - 2. Online degrees and professional development
 - 3. Journal of an online student
 - C. In the workshop - assessment
 - 1. Participate in a chat
 - 2. Quiz
- V. Lesson 5 - What next?**
- A. Master tools
 - 1. Suggestions for success
 - 2. Journal of an online student
 - 3. Other professional development
 - B. Power tools
 - 1. Online tools for teachers
 - a. Online activity builders
 - b. Classroom web sites
 - c. Assessment tools
 - d. Miscellaneous tools
 - 2. Tools for students
 - C. In the workshop - assessment
 - 1. Create product for classroom use with online tool
 - 2. Quiz