Chapter Four: Desktop Publishing and Literacy

Optional Readings

- ERIC Digest - Using Microcomputers in Elementary Language Arts Instruction - http://www.ed.gov/databases/ERIC_Digests/ed264575.html
- Computers and Opportunities for Literacy Development - http://www.ed.gov/databases/ERIC_Digests/ed311120.html

Look at the Language Arts Standards for California. Examine the following sites to look for standards and creative writing ideas that could be met or enhanced by using technology, particularly in the area of publishing.

- Reading and Language Arts Information and Resources - http://www.cde.ca.gov/ci/reading.html
- Standards and Assessment for English Language Development (CELDT) - http://www.cde.ca.gov/statetests/celdt/index.html
- SCORE Language Arts - http://www.sdcoe.k12.ca.us/score/cla.html
- California Poets in the Schools - http://www.cpits.org/
- California Reading and Literature Project - http://csmp.ucop.edu/crlp/
- California Writing Project - http://csmp.ucop.edu/cwp/index.php
- California Digital Library - http://www.oac.cdlib.org/
- Great Valley Writing Project - http://lead.csustan.edu/gvwp/
- National Writing Project - http://writingproject.org/
- Bay Area Writing Project - http://www.bayareawritingproject.org/

WEB RESOURCES - This are great resources, but learn to make your own in Word!

- SCORE Language Arts Webpage - http://www.sdcoe.k12.ca.us/score/actbank/torganiz.htm
- Family Education Network - http://www.teachervision.com/lesson-plans/lesson-6293.html
- Graphic.org - http://www.graphic.org/
- TeacherVision Printables - http://www.teachervision.com/lesson-plans/lesson-6293.html
- Education Place - http://www.eduplace.com/graphicorganizer/
- Write Design Online - http://www.writedesignonline.com/organizers/
- MCREL - http://www.ncrel.org/sdrs/areas/issues/students/learning/lr1grorg.htm

- 4 Blocks Literacy Framework -
  http://www.k111.k12.il.us/lafayette/fourblocks/graphic_organizers.htm

## Using the Tools in Word for Desktop Publishing - Text Boxes, Word Art, Autoshapes

EXPLORE THE FOLLOWING TOOLS!

You will want to use a variety of tools for your desktop publishing assignments. Begin by familiarizing yourself on the following tools. If you do not see the file bar for drawing, go to the view menu, select toolbars, and make sure that drawing is checked.

- Under View Toolbars – Include Standard, Formatting, and Drawing Toolbars
- Use Word Art, AutoShapes, Text Boxes, Font Colors, and Insert Clipart or Picture
- Create Page Borders and Text Box Borders – under Format Menu (Borders and Shading)
- Use of Shadow and 3-D
- Format Autoshapes and Clipart
- Text Wrap, Order, Placement as Text or Graphic
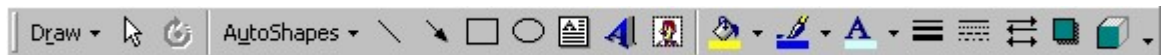
Poetry Project
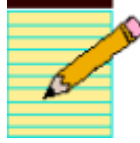
Biopoem

Insert Photo - The biopoem can be about YOURSELF or a character in literature or history.

Line 1 - First Name

Line 2 - Title given to the character

Line 3 - Four words to describe the character

Line 4 - Lover of (three items, objects, or ideas)

Line 5 - Who believed (one idea or concept)

Line 6 - Who wanted (three things)

Line 7 - Who used (three things)

Line 8 - Who gave (three things)

Line 9 - Who said (a direct quote)

Line 10 - Last name or synonymous descriptor

HAIKU

2.Haiku (three lines with 17 syllables total) - poem about nature (animals, water, forests, mountains, plants, flowers, seasons, etc.)

Insert Graphic

5 syllables

7 syllables

5 syllables

Cinquain

3. Word-Count Cinquain (five lines)

Line 1: Title (one word)

Line 2: Description of Title (2 words)

Line 3: Action about the Title (3 words)

Line 4: Feeling about the Title (4 words)

Line 5.Another Word for the Title (One word - Synonym - Use Thesaurus).

Color Poem

Six lines using one color, six different colors, or a color pattern describing objects that are read, blue, pink, etc. Use different fonts, styles, sizes, and colors. Use descriptive adjectives. Encourage the use of the thesaurus to expand vocabulary.

Example

Red is a delicious, crunchy apple.

Orange is a glaring, hot sun (etc.)

Diamente - Seven lines centered. Include graphics and/or border.

Line 1: a noun (the subject of the poem) = a person, place, or thing

Line 2: two adjectives about the subject = words that describe a noun

Line 3: three participles about the subject = action words that end in "ing"

Line 4: two nouns about the subject and two more nouns about the opposite of the subject (antonyms)

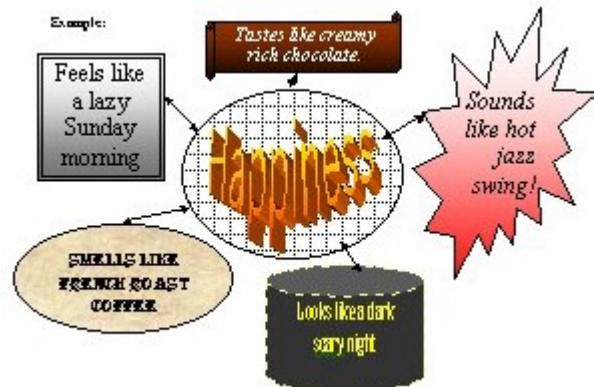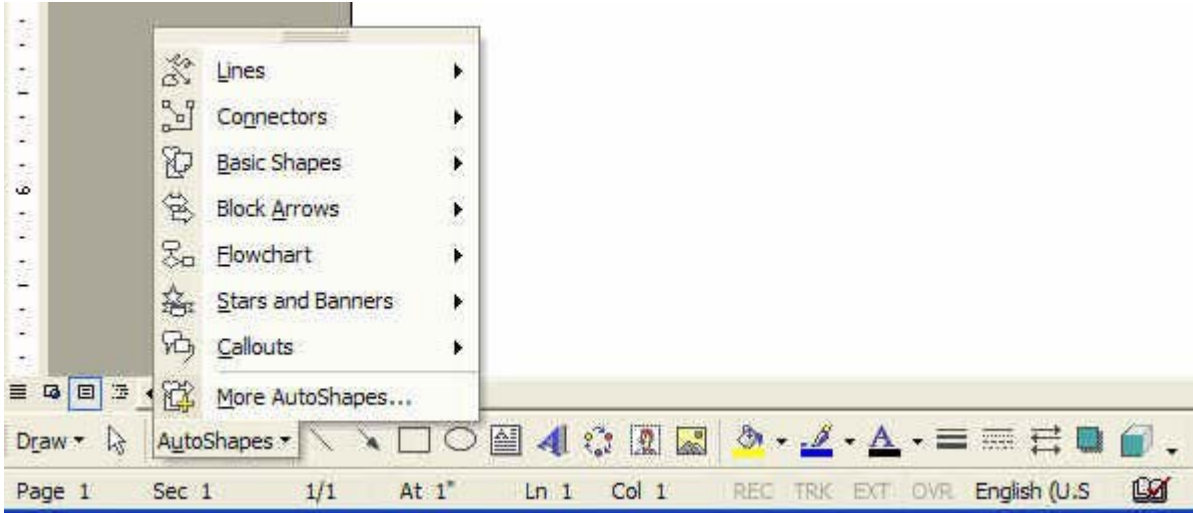Line 5: three participles which are the opposite of the subject (antonyms)

Line 6: Two adjectives which are the opposite of the subject

Line 7: One noun about the opposite of the subject.
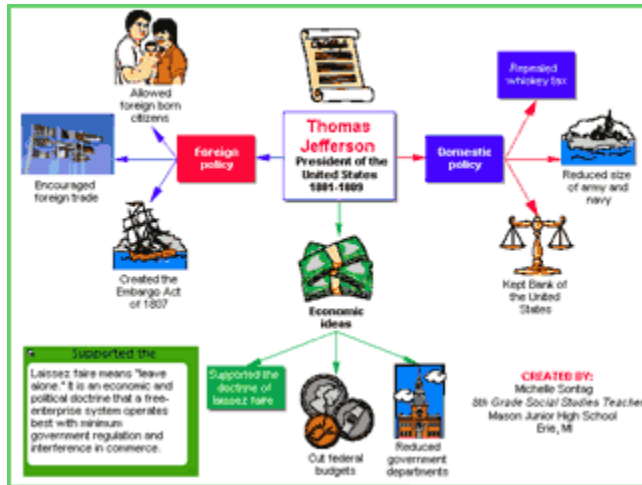
6. Sense Poem

One topic, 5 lines, each line describing the topic using the five senses: seeing, hearing, feeling, tasting, and smelling. Select auto shapes and type your text inside or use word art. Click on the shape and add text. This varies between software programs. You can

color your shapes, use fills, and change your text style and alignment for each sense. Connect Shapes with Lines. Use menu at the bottom of the Word screen.


Example:

Feels like a lazy Sunday morning

Tastes like creamy rich chocolate.

happiness

Sounds like hot jazz swing!

SMELLS LIKE FRENCH ROAST COFFEE

Looks like a dark scary night

Visual Learning Techniques - Graphic Organizers, Mind Maps, and Flowcharts

Design, Scaffolding, Brainstorming, Visual Representation

Scaffolding can be provided for students through visual representation with mind maps, graphic organizers, flowcharts, and the use of visual learning techniques.
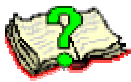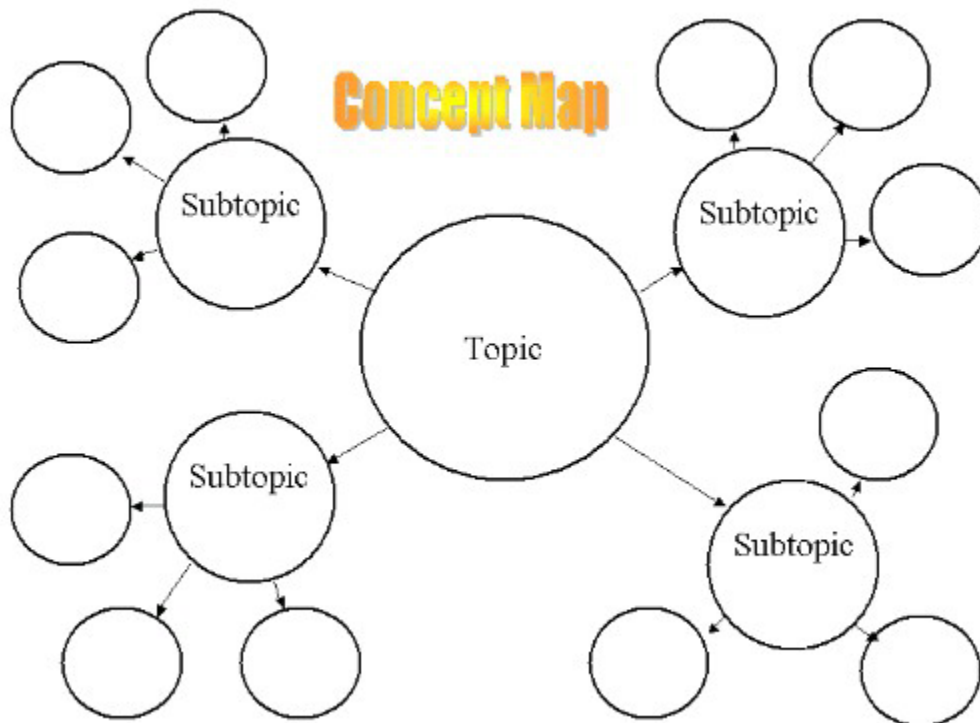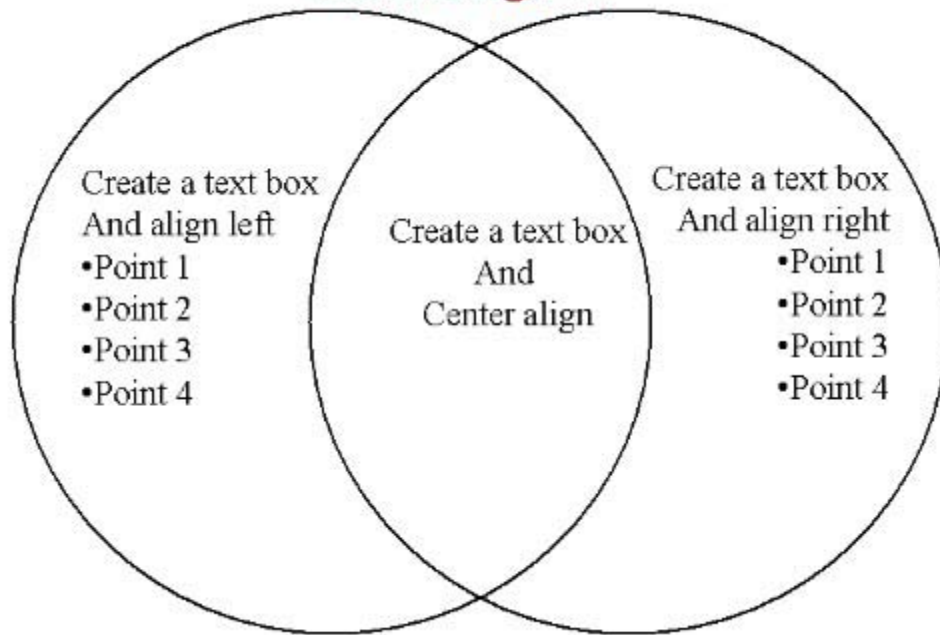
What is Scaffolding? Read "Scaffolding for Success" - http://www.fno.org/dec99/scaffold.html ("From Now On" - Educational Technology Journal)

Planning instructional products requires brainstorming, organizational skills, and problem-solving to come up with design concepts, flow, layout, etc. You can create flowcharts and graphic organizers in Word using the autoshapes, flowcharts, lines, and call-outs. Some flowchart programs make it much easier to create graphic organizers and mind maps. A software program called Inspiration has become very popular with educators -   Kidspiration is also available for students. You will want to visit the website - http://www.inspiration.com/ and get some ideas on visual learning. Inspiration in the Classroom - http://www.inspiration.com/productinfo/inspiration/using_insp/index.cfm - in another great resource.

Venn Diagram

Create a text box
And align left
•Point 1
•Point 2
•Point 3
•Point 4

Create a text box
And
Center align

Create a text box
And align right
•Point 1
•Point 2
•Point 3
•Point 4

Concept Map

Subtopic

Subtopic

Topic

Subtopic

Subtopic

Graphic Organizers and Flow Charts

Graphic organizers can be useful in brainstorming ideas, particularly in the task definition phase of research. Graphic organizers also provide ways to help students organize the information and data conceptually. Organizers can be helpful in viewing both qualitative (text) and quantitative (numbers) data graphically. The assignments for this unit will focus on graphic organizers, flowcharts, and spreadsheet charts and graphs. Inspiration is a popular software program for creating graphic organizers and flow charts but you can also recreate these types of documents using Word, Powerpoint, and other professional flow chart software programs. A flow chart allows you to create visual representation of the sequence.
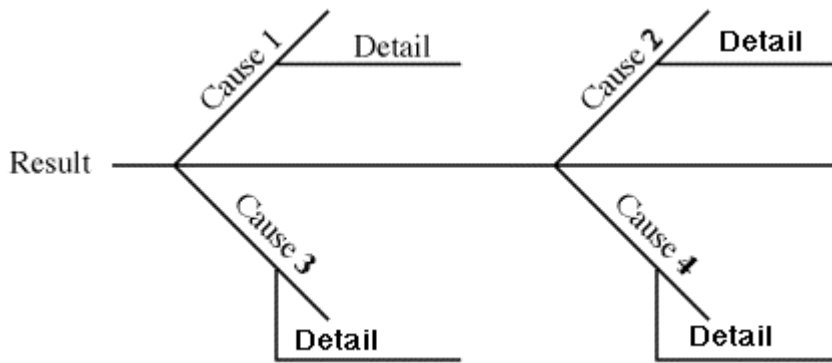
What are Graphic Organizers?

- A Visual Representation of Knowledge
- Way of Structuring Information into Organizational Patterns
- Way to Facilitate Pre-reading, Post-reading, Prewriting, Revising, Discussing, and Reasoning
- Way to Promote Active Learning
- Highly Effective Tool for Improving Social Interaction and Collaboration
- Provide a Framework for What is to be Learned
- Way to Access Student's Previous Experiences and Knowledge
- Way to Provide Scaffolding for Students Tapping Prior Knowledge
  - Semantic Map
  - Structured Overview
  - Web
  - Concept Map
  - Semantic Organizer
  - Story Map
  - Scaffolding

Theory Behind Use of Graphic Organizers

- Present what is essential and connect concepts when important information is isolated.
- File new information into an existing framework based on schema that already contains specific information about that concept. Retrieves prior knowledge and provides a framework on which to attach new knowledge.
- Visual graphic containing key ideas and information is easier to remember.
- Use of visual and verbal language to create graphic organizers promotes active learning.
- Learner is engaged through listening, speaking, reading, writing, and thinking.

Four Basic Patterns of Knowledge Organization

Hierarchical

- Pattern includes a main concept with ranks, or levels, or subconcepts.
- Generalizations and Classifications

Conceptual

- Pattern includes a central idea, category, or class with supporting facts.
- Description, collection, problem/solution, and comparison/contrast.
- Venn diagram of two overlapping circles may be used to represent comparisons or contrasts.

Sequential

- Pattern arranges events in chronological order
- Linear - specific beginning and end
- Cause/effect
- Process/Product\
- Problem/Solution

Cyclical

- Pattern includes series of events within a process in circular formation
- No beginning or end - Continuous sequence of events
- Information in a series, succession, cycle

Benefits of Graphic Organizers

- Focus attention on key elements
- Help integrate prior knowledge with new knowledge
- Enhance concept development

- Enrich reading, writing, and thinking
- Aid writing by supporting planning and revision
- Promote focused discussion
- Assist instructional planning
- Serve as assessment and evaluation tool

Browse through Graphic Organizers on the Web

- SCORE - http://www.sdcoe.k12.ca.us/score/actbank/torganiz.htm
- http://www.graphic.org/
- TeacherVision Printables - http://www.teachervision.com/lesson-plans/lesson-6293.html
- Education Place - http://www.eduplace.com/graphicorganizer/
- Write Design Online - http://www.writedesignonline.com/organizers/
- MCREL - http://www.ncrel.org/sdrs/areas/issues/students/learning/lr1grorg.htm
- 4 Blocks Literacy Framework - http://www.k111.k12.il.us/lafayette/fourblocks/graphic_organizers.htm
- Inspiration in the Classroom - http://www.inspiration.com/productinfo/inspiration/using_insp/index.cfm

Types of Graphic Organizers

Unit Three course documents includes additional material on graphic organizers, including a Powerpoint presentation with templates for creating assignment documents, hand-outs, and overheads. You will want to look through other graphic organizer designs on the web. Go to the Graphic Organizer course document for a complete description and demonstration of graphic organizers. These are the basic designs created in an old free program called Visiolte.

Different   Alike   Different

The Venn Diagram is a conceptual organizer with overlapping circles representing information that is being compared and contrasted.
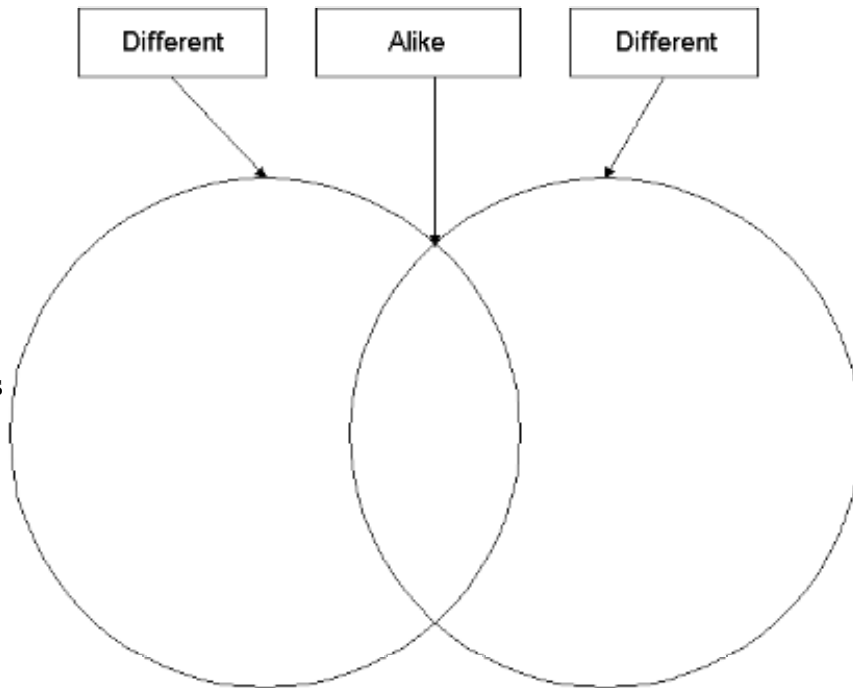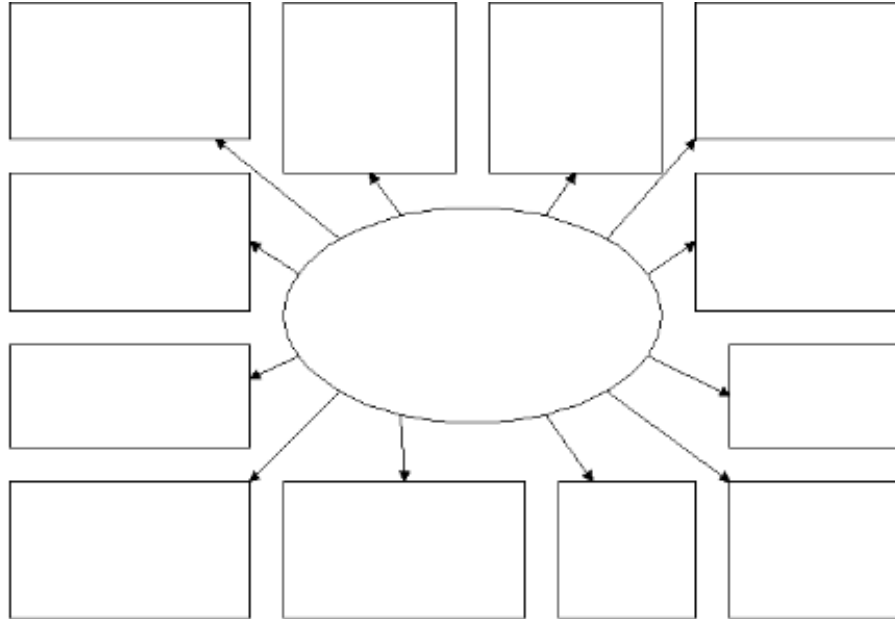
Hierarchical Organizer includes a main concept and the ranks, or levels, of sub-concepts under it (generalizations and classifications).
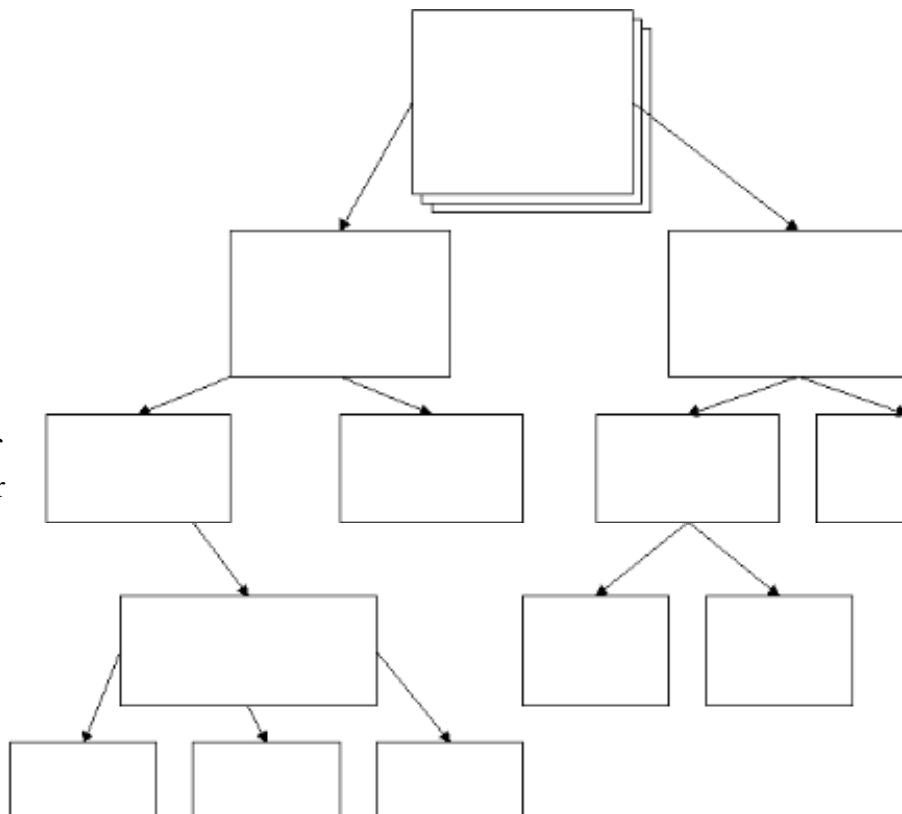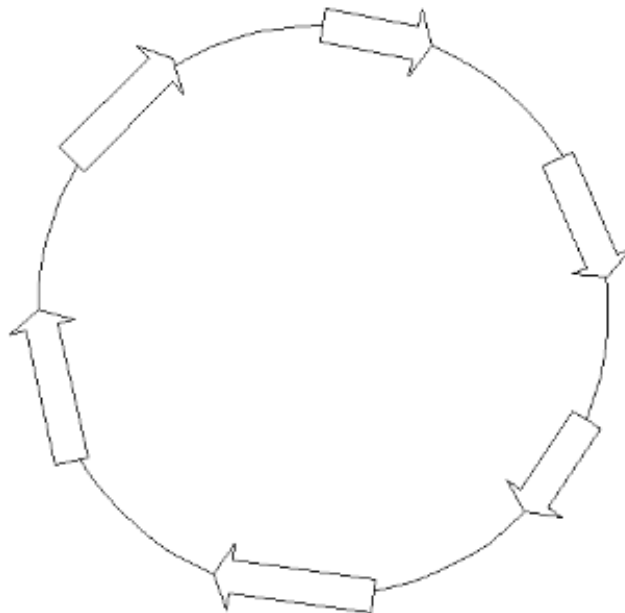
The Sequential Organizer arranges events in chronological order (process/product or problem/solution).
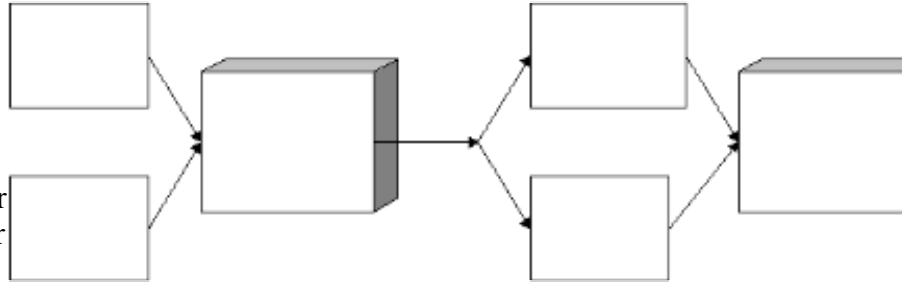
The Planning Organizer

Great for thematic planning with integrated subjects or multiple intelligence planning.

The Cyclical Organizer includes a series of events within a process in a circular formation with no beginning and no end (a continuous sequence of events in a cycle).

The Cause and Effect Organizer - arranges cause and effect events in chronological order.
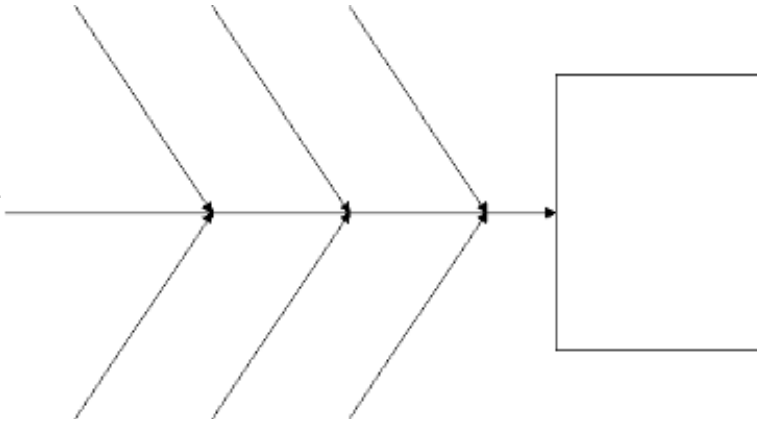
The Conceptual Organizer includes central ideas, categories, or classes with supporting facts such as characteristics or examples (description, collection, problem/solution, comparison/contrast).
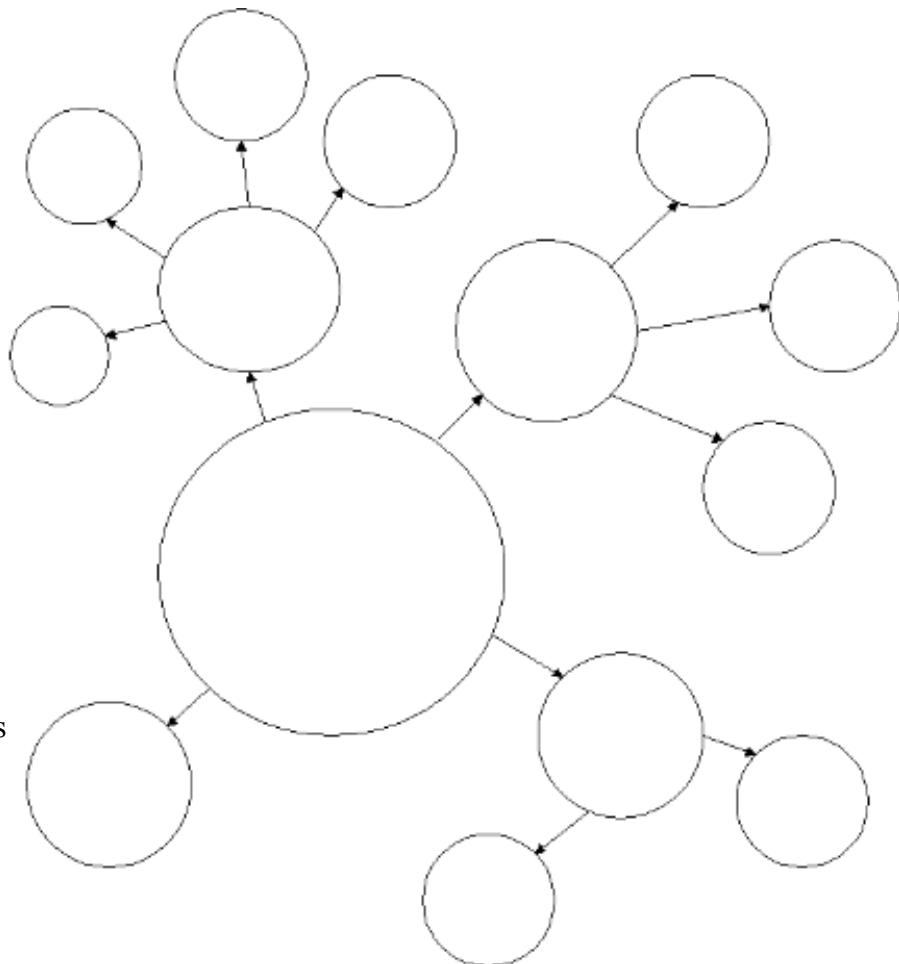
The Overlapping Concepts Organizer - pattern includes a central idea, category, or class with supporting facts with overlapping areas used to represent information that is being compared and contrasted (overlapping areas of commonality).
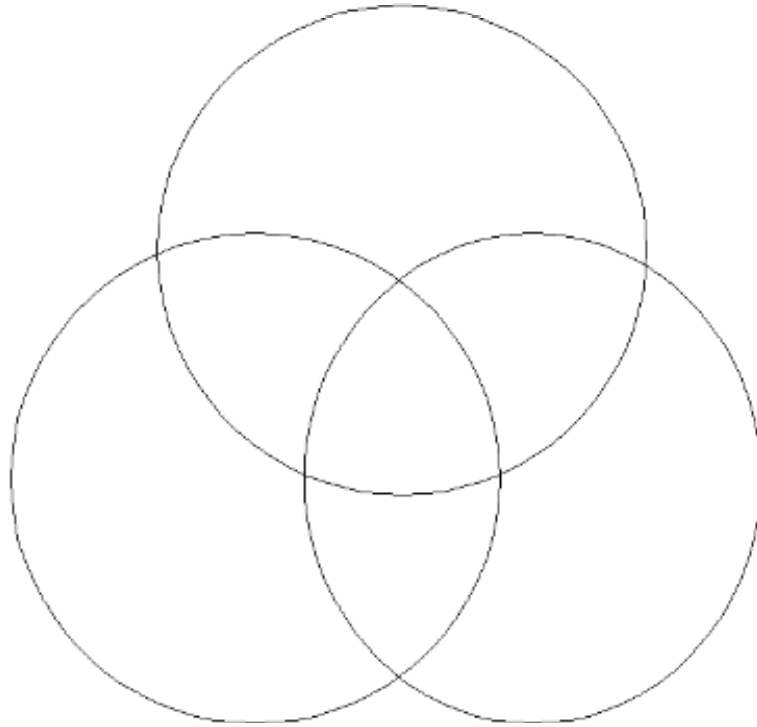
Although Powerpoint is primarily a presentation program, it provides a great tool for creating overheads or student assignments with graphic organizers. See the Powerpoint presentation with templates for graphic organizers that you can customize for your lesson planning. Here are two examples of Powerpoint graphic organizers.

Flow Charts

Flow charts can be created in Word or Powerpoint. It takes a little more effort than using a program like Inspiration, but it can be done. See instructions in course documents. Or - you can look into some of the software available for you and your students.

- Inspiration

- Microsoft Visio

Newsletters or a Student News Publication

Wordart makes great headlines!

MY NEWSLETTER

First Edition (*2 column table/alignment left*)	(*Top/bottom border/Align right*) **January, 1999**

Create a 2-page newsletter.. Insert art and graphics, autoshapes, wordart, etc. Use alignment justified, varied fonts and styles and include a calendar created as a table (as demonstrated in unit 4). Write 3-4 short articles about events, upcoming curriculum units, field trips, assemblies, awards, rules, procedures, policies, etc. I prefer that you use Word for this project. If you use a template (e.g. Microsoft Publisher), make sure all the requirements are met.

1. Easy - "Quick and Dirty" using text boxes, word art, auto shapes, a table for calendar, and graphics with clipart. Must use your "eye" to judge lay-out. Make sure that the toolbar for drawing is available under the View menu. This is MUCH easier than trying to use columns and it gets the job done! Create a calendar with a table for the second page of your newsletter.

2. Moderate - Format columns and insert graphics and tables (example below), Justify Alignment, Picture Wrap Graphics.

WAYS TO FIND OR CREATE PICTURES/GRAPHICS:

1. Insert Clipart that comes packaged with Microsoft Office or other program or art CDs.

2. Collect pictures and graphics from web pages you visit. Right click, select "save as," and select a: drive or your own folder on c: drive. Be sure to include an acknowledgement of your source on your page.

3. Scan pictures on flatbed scanner. (Include

Use text boxes to create articles.

Use justify to line up text on the right and left margins.

Right click on the text box outline and select none for line.

You can insert an image into a text box - although you should beware of sizing problems.

Watch out for images and text wrap. Right click on images to select layout behind or in front of the text. This way you can move the image around the page without the text moving as well.

You can choose to use columns and have your text wrapped around an image. Below, the globe is text wrapped in the middle of a two column section.

acknowledgement of source).

4. Take digital photo with digital camera.

5. Do a video capture with the camcorder hooked into the computer capture card.

6. Take photos with a regular camera and have the pictures developed and processed on computer disk.

Article should be typed in this section and the alignment should be justified so that the left and right columns are straight. Keep text going until you have finished your article. The image is clipart. If you use the format picture, you can select an image wrap and the text will wrap

My Newsletter - page 2

Calendar for January - 1999
Made by inserting table with 5 Rows and 5 Columns

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8
11	12 CIRCUS	13	14	15
18 Holiday	19	20	21 Field Trip	22
25	26	27	28 Limo Ride Students	29

Under formats/from this point forward - Change column formats up 3 columns

Parent Volunteers

We are in need of parent to help our kids during the Thursday mornings. We would appreciate your help. Please reserve the others.

If you are willing to help

Please forward to her column. Also talk to her column. Also remit to middle.

Fieldtrip Notices Due Friday!

For all of those going on the field trip to the zoo, Monday, the 21st. You

Students of the Month:
Alex Sanchez
Maria Diaz
Marlene Jones
Jeffrey Bates
(Text Box)
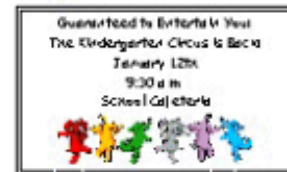
You can insert text within clipart by adding a textbox, removing the border (selecting "no line" to format text box). Right click to format or select the box or graphic and go to the top file bar and click on format. Change the "order" by bringing the text forward or sending the graphic to the back. Right click or select format - then click on order.

Free Train rides for All the Children!
(Text Box without Lines)

Simple Calendar – 6 Rows and 5 Columns

Insert table - 6 rows and 5 columns. Increase the size of the date cells by pressing return or enter. You can use autofit to distribute rows or columns equally if your cell size becomes distorted. You can change to look of each cell, row, column, or the complete table with fills, lines, fonts, alignments, etc. You can add graphics in the boxes by inserting clipart. However, you will want to make sure you've sized the clipart and removed the text wrap. Select format picture, layout, and then select behind or in front of text for wrapping style.

Month				
Monday	Tuesday	Wednesday	Thursday	Friday
4 Book Reports Due	5	6 Music Assembly	7 Parent Lunch	8
11	12 CIRCUS	13 Computers	14	15
18 Holiday	19	20	21 Field Trip	22 Don't forget!
25	26	27	28 Limo Ride	29

Be Creative! Sample Rubric for Evaluation

Experiment and Explore! Tap into your creative energies. Remember that you want to create aesthetically pleasing and professional looking products for both your students and your parents. You are modeling your technical and artistic skills. Don't be afraid to use your eye and trust your aesthetic sense.

Desktop Publishing Product	Excellent 5	Adequate 3	Poor 1
Effectiveness of Communication	• Clearly Communicates Purpose • Presents Useful Information in a Professional Way • Promotes Literacy • Is Relevant to Curriculum and Instruction • Excellent Application to Meeting Standards • Effective Parent/Student Communication • Demonstrates Professionalism	• Communicates Adequately, but not Professionally • Good Classroom Possibilities • No Reference to Content Standards	• Ineffective Communication • Lacks Purpose • Lacks Professionalism • No Relationship to Standards, Curriculum, Parent Communication, Teacher Productivity
Content and Organization	• Well-Organized • Accurate and Thorough Content • Relevant Content • Easy to Understand Purpose	• Adequate Content • Lacks Organization	• Questionable Content • No Clarity

Visual/Aesthetic	• Creative • Motivating to Students or Parents • Interesting and Captivating • Effective Graphics • Visually Pleasing Layout	• Adequately Presented • Demonstrates Some Attempt at Using Graphics • Adequate Layout	• Poorly Presented • Few Graphics • Limited Layout
Variety of Tools Used	Demonstrates Use of Many of the Following: • Tables • Forms • Borders • Shading • Clipart • Photographs • Variety of Alignments • Variety of Font Styles, • Variety of Font Sizes • Variety of Font Colors • Charts • Columns • Text Boxes • AutoShapes • Word Art • Original Art	Limited Use of the Following: • Tables • Forms • Borders • Shading • Clipart • Photographs • Variety of Alignments • Variety of Font Styles, • Variety of Font Sizes • Variety of Font Colors • Charts • Columns • Text Boxes • AutoShapes • Word Art • Original Art	• Little Use of Technical Tools

Tutorials for Word

- Microsoft Tutorials On-line - http://www.microsoft.com/education/?ID=Tutorials
- Step by Step Microsoft Tutorials - http://www.microsoft.com/enable/training/default.aspx
- Learn.com - http://www.learn.com (You have to register to use tutorials - but they are great!)
- Freeskills - Locate articles on your own operating system (Microsoft or MAC) and the desktop - http://www.freeskills.com/
- More Word Tutorials
    - http://www.electricteacher.com/tutorials.htm
    - http://www.ezresearch.com/tutorials/word2000/
    - http://www.cant.ac.uk/title/tutorials/word.htm
    - http://www.fgcu.edu/support/office2000/word/
    - http://www.nailitnow.com.au/word/
    - http://www.baycongroup.com/wlesson0.htm
    - http://businesssoft.about.com/cs/tutorials/
    - http://www.accd.edu/spc/it/ttc/word/ms_word_2000_TOC.htm
    - http://www.tutorialfind.com/tutorials/microsoft/word/ - XP Tutorials
    - http://www.dzfx.com/workshops/list/2/Microsoft_Word-Office-XP/

How do I improve my writing skills?

- Harvard Writing Tools - http://www.fas.harvard.edu/~wricntr/html/tools.htm
- Walden Writing Center - http://www.waldenu.edu/acad-rsrcs/writing-center/
- Here's a specific article on how to write a critique - http://www.rpi.edu/dept/llc/writecenter/web/critique.html
- Purdue University's Online Writing Center - http://owl.english.purdue.edu/
- CUNY WriteSite - http://writesite.cuny.edu/grammar/general/index.html
- Elements of Style - William Strunk, Jr. - http://www.bartleby.com/141/

Excellent Resource - Case Studies of Teachers (University of Northern Iowa)

Looking for Ideas on How to Integrate Technology into your Language Arts Classes?

Teacher Case Study Video Vignettes

- Go to the main menu of InTime and look through this website - http://www.intime.uni.edu/

- InTime uses a rather complex "Technology as Facilitator of Quality Education Model"- http://www.intime.uni.edu/model/modelimage.html. This is an interesting graphic demonstrating ways that this project is integrating technology into the methods of education. You can click on terms to find definitions of terminology that you will be using in your teacher training coursework.
- Notice the theme of students at the center of their own learning. This site explains student-centered learning principles - http://www.intime.uni.edu/model/center_of_learning_files/principles.html

FIND A VIDEO VIGNETTE ON USING TECHNOLOGY IN LANGUAGE ARTS

- From the main page, click on "find a video" and view the menu and search options - http://www.intime.uni.edu/video.html.
- In Time has over 60 videos of teachers in classrooms. These videos are using Real Player.
- Explore several of these vignettes and look over the lesson plans.
- Two teacher videos focus on using Inspiration to make concept maps.
    - Theresa Farrell - 5th-6th Special Ed class in Alberta, Virginia. This video shows how Inspiration can be used real-time for brainstorming.
    - Catherine Howland - 4-6 ESL in Cedar Falls, Iowa
- Notice the variety of technologies used in the different classrooms - including publishing, multimedia, web authoring, etc.
- Locate one video case study that interests you. Search according to subject matter or grade level or search by element - Learning, Information Processing, Democracy, Teacher Knowledge, Teacher Behavior, or Multicultural Education Element. You'll find a number of videos featuring inclusion and special ed settings as well.
- Once you have selected your video vignette, watch the video all the way through, and examine the lesson plan. In particular, note the teacher comments since these will give you an idea of how the teacher felt this lesson went.

Guiding Questions for the Teacher

- Describe the lesson plan.
- Describe scenes from the video that you found interesting, unique, challenging, etc. Could you identify with any scenes in the video?
- What was the primary purpose of the lesson plan? Curriculum Area/Grade Level
- What evidence to you see that the teacher based this lesson on subject matter content standards?
- What NETS Performance standards was the teacher meeting with this lesson?
- What was the step-by-step procedure?
- How long did this plan take to complete? What was the timeline
- What resources were used? (technology and other types of resources)
- How did the teacher assess student learning?
- What teaching strategies were used?
- What are the characteristics of her students?

- Did you see evidence of instruction being differentiated for students with special needs or second language students?
- How did the teacher feel about the plan when it was completed?
- In particular - read the teachers comments and reflections about this activity. Describe any problems or dilemmas that came up during this lesson.
- What suggestions could you give this teacher that might improve this lesson activity?
- Would you try this lesson in your classroom? Why? Why not? What changes would you make?

Lesson Plan Format Used for In Time Vignettes

Title:	Curriculum Area:
Teacher:	
School: City/State:	Grade-Level:
PURPOSE:	
BRIEF DESCRIPTION:	

ACTIVITIES

Procedures:	Curriculum Standards	National Educational Technology Standards (NETS) Performance Indicators

TOOLS & RESOURCES:

- Books:
- Hardware:
- Internet Sites
- Software:

ASSESSMENT:

CREDITS:

TIMELINE & COURSE OUTLINE:

COMMENTS:

- Technology Resources:
- Teaching Strategy:
- Student Characteristics:
- Evolution of the Activity: