

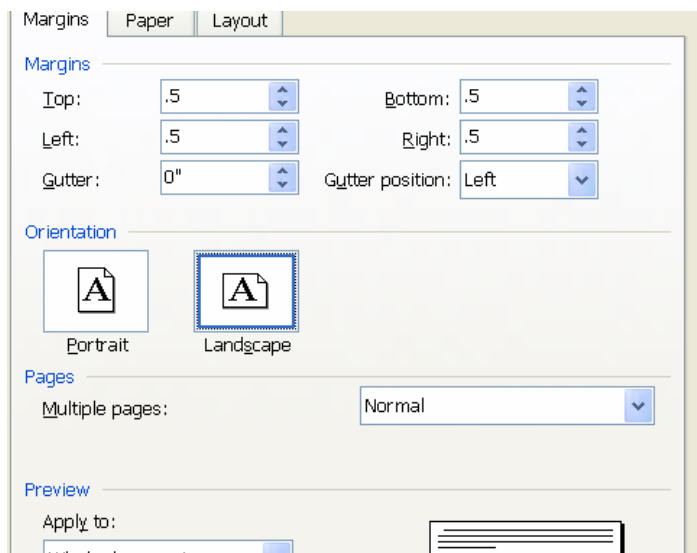
Constructing a Learning Chart

A “Learning Chart” is an adaptation of a KWL Chart. We know that we have six instructional models that work well in most classrooms: Cooperative Group Work, Independent and Center Activities, Direct Teach, DGI, Project-Based Activities, and Problem-Based Activities. The Learning Chart is a guide to help you explore the different technologically-enhanced Activity Types that work great in the lesson designs for the instructional model selected for that lesson, plus the tech tools that can help us use the Activity Type. Remember that the Learning Chart is a product that is designed to help you locate these resources/ideas and preserve them for later use! The chart is yours—so use the fonts you want, the ideas you want (they can be any grade level, subject area, or graphics should be something you find appealing and want to keep!)

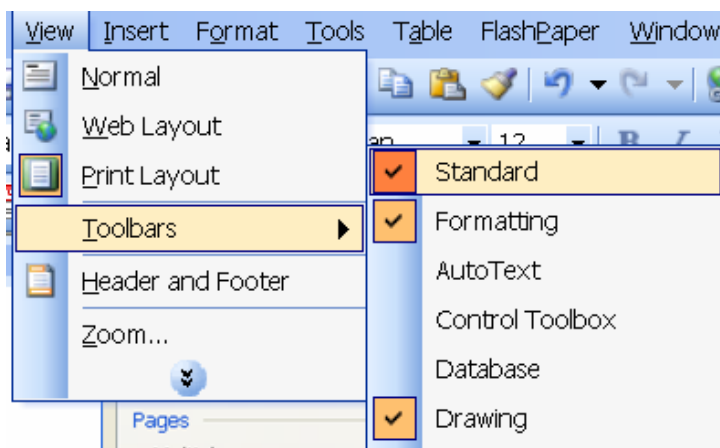
So, let’s construct our chart.

Step 1: Setting up the page

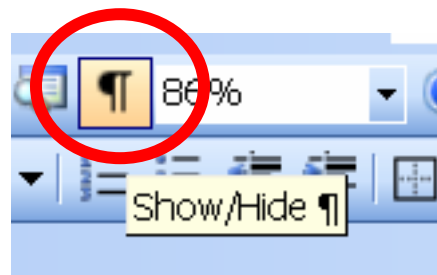
- Select File>Page Setup from the menu bar.
- Set the margins to “.5” (1.27 cm) and the page orientation to “Portrait” (Feel free to use “Landscape” if you need more room to type out your information).



- Turn on the “invisibles” on the page so that you can see your formatting.

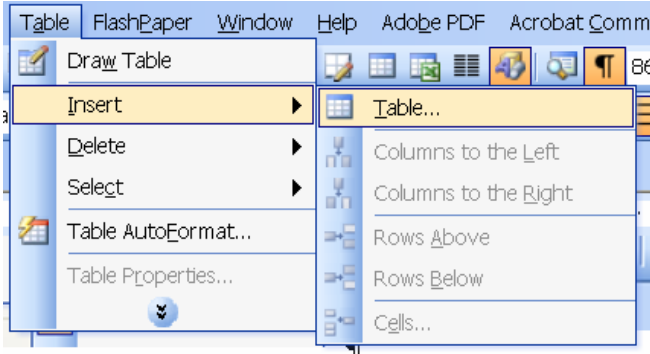


- 1) Select View>Toolbars>Standard to make sure your Standard Tools are visible.
- 2) Then click the “Show/Hide” button to make the invisibles “visible!”

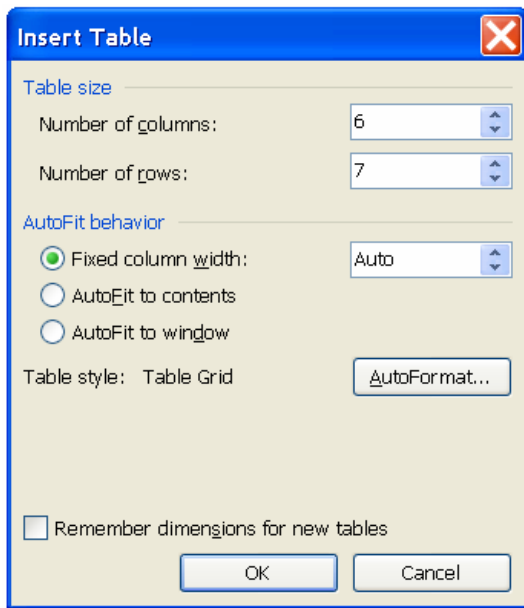


Step 2: Setting up your table.

- Hit return 2 to 3 times to place some space above your table for your title.
- Select Table>Insert<Table



- Then select 6 columns and 7 rows. Click OK.



- Fill in the chart with the following information for a final chart that looks the one below:

Type in your title here¶					
Instructional Model¶	Activity Types¶	Introduction¶	Development¶	Closure¶	Assessment¶
Cooperative Group Work¶	□	□	□	□	□
Independent or Center Work¶	□	□	□	□	□
DGI¶	□	□	□	□	□
Direct Teach¶	□	□	□	□	□
Project-Based¶	□	□	□	□	□
Problem-Based¶	□	□	□	□	□

Step 3: Setting up your title.

- Type in the title for your learning chart on the top row. Click and drag your mouse over the letters of your title to select the title.

Activity Types & Instructional Models					
Instructional Model	Activity Types	Introduction	Development	Closure	Assessment
Cooperative Group Work					
Independent or Center Work					
DGI					
Direct Teach					
Project-Based					
Problem-Based					

- While the title is selected, click on the following buttons in your tool bar to change the appearance of the title:

Document2 - Microsoft Word

File Edit View Insert Format Tools Table FlashPaper Window Help Adobe PDF Acrobat Comments Type a question for

Normal Times New Roman 12 B U [Center] [Color]

Select a font here

Select 36 for 36 points here

Click B to bold your font

Click the center button

Click here to choose a color

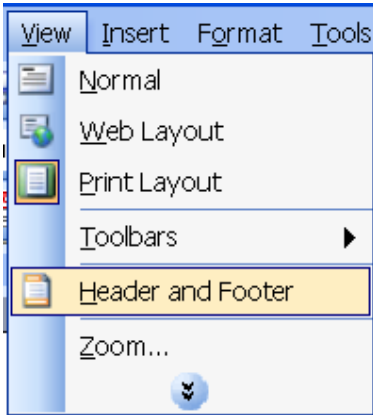
Your page should now look similar to what you see below—of course, you choose a different font than I did so it will look a bit different <grin>!

Activity Types and Instructional Models Learning Chart

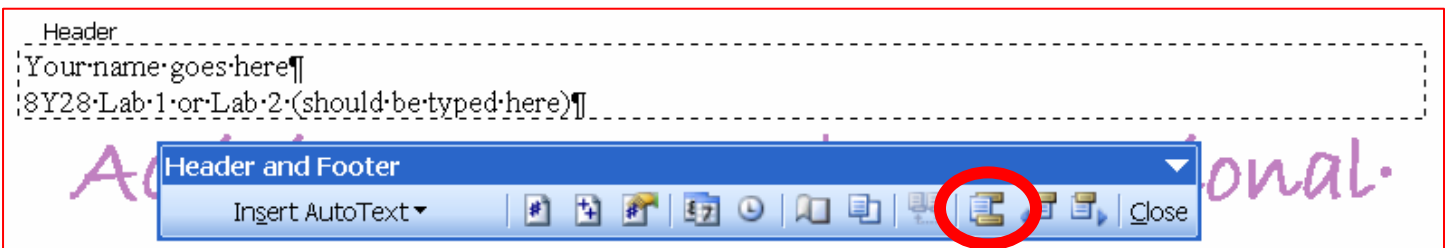
Instructional Model	Activity Types	Introduction	Development	Closure	Assessment
Cooperative Group Work					
Independent or Center Work					
DGI					
Direct Teach					
Project-Based					
Problem-Based					

Step 4: Adding your Header and Footer

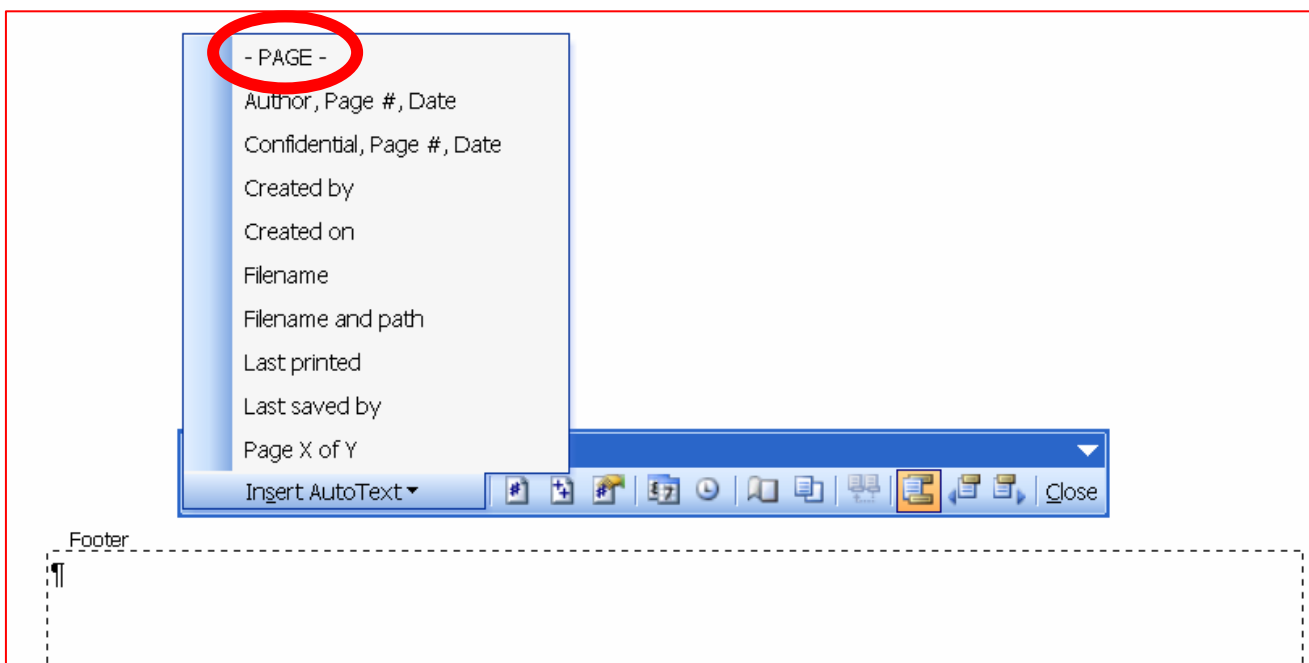
- Select View>Header and Footer from the menu bar



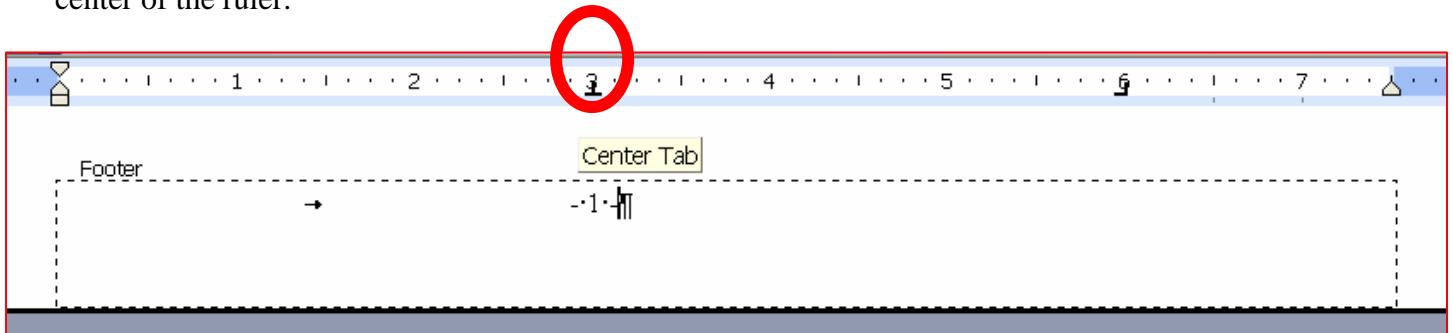
- Type in your header in the top text box that appears. Then click on the toggle button in the Header and Footer toolbar that moves you to the Footer.



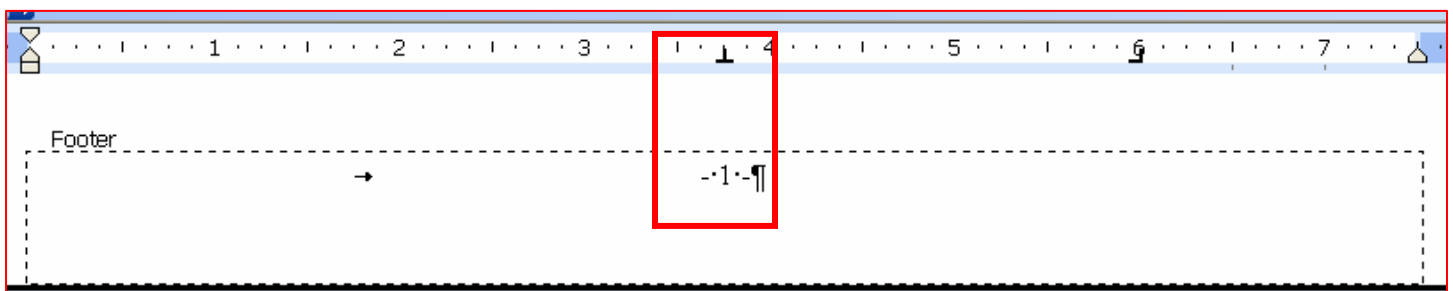
- Use "Insert AutoText" to insert "-Page-"



- Center the “ –Page– “ number using the tab on the ruler to get the page number in the center of the page. Just place your cursor over the center tab on the ruler, hold down the mouse and drag the tab over to the center of the ruler.



The page number will follow the tab movement and your page number will look like the sample below:



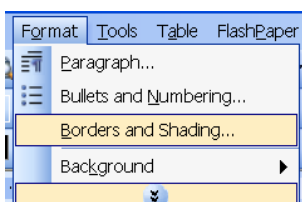
Great job! Just a few more steps to make our chart ready for information!

Step 5: Formatting Cell Color of the Column Headers

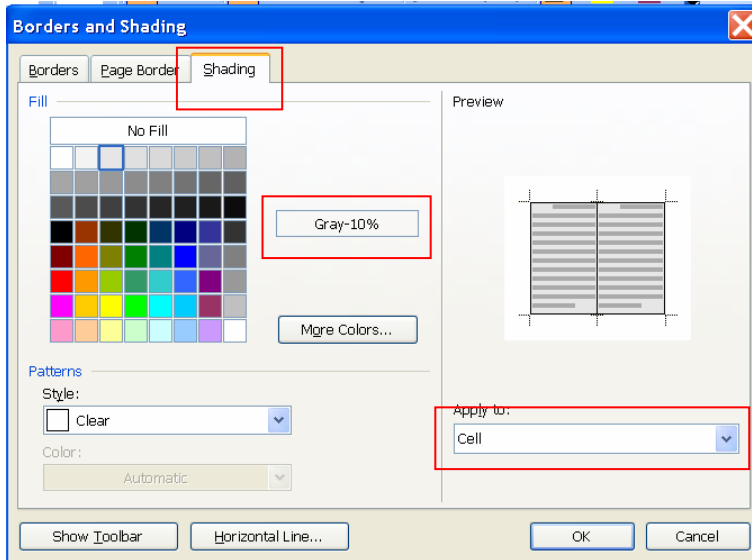
- Highlight the row of cells that hold the Column Headers (Drag the mouse over the text in all of the cells to highlight OR move your mouse over the left side of the first cell in the row, You will see an arrow appear. Click the mouse to select the entire row.)

Instructional Model	Activity Types	Introduction	Development	Closure	Assessment
Cooperative Group Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent or Center Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DGI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Select Format>Borders and Shading to pull up the menu for borders and shading commands.



- Select the Shading tab and make the selections in the diagram below. Make sure you choose 10% gray and apply to the Cell.

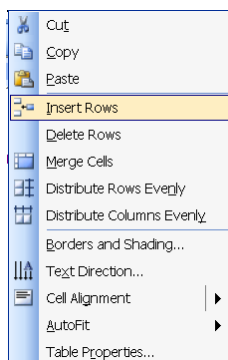


Your finished product should look like this:

Instructional-Model	Activity-Types	Introduction	Development	Closure	Assessment
Cooperative-Group-Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent-or-Center-Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DGI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct-Teach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project-Based	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-Based	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 6: Inserting rows (You are required to present two activities per each instructional model. Therefore, you need TWO rows for Cooperative Group Work as well as the other models.)

- Highlight the row of cells that hold the Column Headers (Drag the mouse over the text in all of the cells to highlight OR move your mouse over the left side of the first cell in the row, You will see an arrow appear. Click the mouse to select the entire row.) See Step 5 above for these directions.
- Right-click and select “Insert Rows”. A row appears above the selected row.

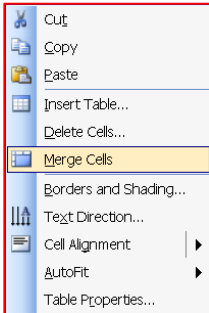


Step 7: Merge the cell that holds the title “Cooperative Group Work” with the empty cell above.

- Drag the mouse over the contents of the two cells to highlight.

Instructional Model	Activity Types
Cooperative Group Work	
Independent or Center Work	

- Right-click and select “Merge Cells”



- Repeat for the other models so that your chart looks like the following:

Instructional Model	Activity Types	Introduction	Development	Closure	Assessment
Cooperative Group Work					
Independent or Center Work					
DGI					
Direct Teach					
Project-Based					
Problem-Based					

Congratulations! You are now ready to input the information for your Activity Learning Chart!

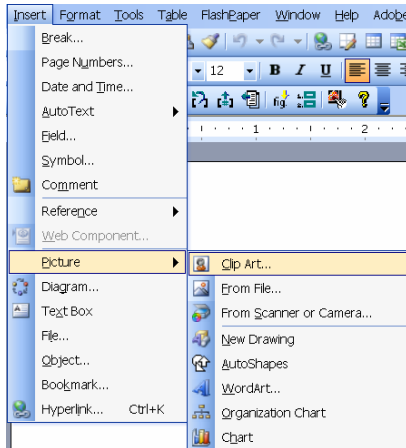
The final requirements for your Activity Learning Chart are to be sure and include a minimum of three hyperlinks AND one graphic somewhere within the body of the chart. Typing in a URL that begins with “http://” will automatically create a hyperlink in the text. Feel free to use graphics from the ClipArt Library OR you might want to copy a graphic from the Internet to highlight a great online tool you found.

Step 8: Inserting a Graphic to a word processing document

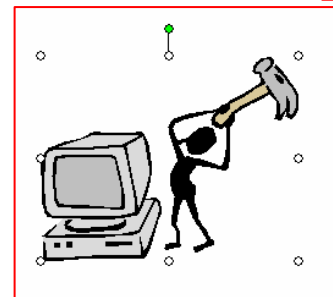
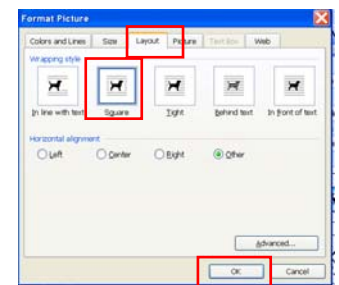
ClipArt Graphics

The Microsoft ClipArt gallery provides hundreds of graphics free of charge! You may use any of the graphics collected here or using the online MS ClipArt gallery (<http://office.microsoft.com/en-us/clipart/FX101321031033.aspx?pid=CL100570201033>) without citing or referring back to the source of the graphic.

- Use Insert>Picture>ClipArt to pull up the gallery and select the graphic. Double-click or drag the picture over the document to insert.



- Resize the picture to fit the area on your document.
 - Click on the graphic. You will see black “handles” or dots on the corners of the graphic. This indicates that this is an “in-line” graphic—the graphic is in line with the text so the computer is reading this graphic as a letter. The graphic can only be moved as a letter—to another line of text.
 - Move the cursor over one of the corner “handles”. Hold down the shift key while you click and drag the corner towards the opposite corner to the desired size. Holding down the shift key keeps the image in proportion. Most Microsoft applications have this feature “built-in” now, but not all programs resize proportionately—you must use the shift key. Therefore, it is a good idea to learn to do that now.
- Reformat the graphic to a “floating” graphic.
 - Select the graphic if it is not already selected by clicking on the graphic so you can see the black “handles.”
 - Double-click to pull up the “Format Picture” command menu box
 - Click on the “Layout” tab and select “Square” (change it FROM “in-line” to any of the other format options). Then click OK.
 - The graphic now has white dotted “handles” and you can move the cursor over the graphic so that it changes into four arrows. Click and drag to move the graphic wherever you want it to rest on the page.



Internet Graphics and other Stand Alone Graphic Files

Many different types of files may be saved from the Internet. Refer to Intel Teacher CD-ROM, Module 2, page 27 (2.27) for directions for saving graphics from the Internet. (You might also like to check out pages 28-29 for directions on saving sound and video files, too!) These graphics can be used in word processing documents. Be sure to include the URL as a means of citing the source of ANY graphics saved/copied from the Internet.

- Just use Insert>Picture>From File, then browse to the location on your computer where you have stored the saved graphic file and click OK. Then, use the directions above to resize and move the graphic!

That’s it! Now turn your thoughts to the GREAT ideas you are collecting!