

Practical ideas to support teaching and learning using the standard software on your laptop

Complexity ▶▶▶

Brainstorming

Students brainstorm and organise ideas using Sticky Notes.

Collecting and presenting data

Students use a spreadsheet in Microsoft Excel ® to record, manipulate, organise, present and graph data.

Editing

Students improve their use of language in the construction of texts using Microsoft Word ® Thesaurus and Dictionary.



Deconstructing and analysing

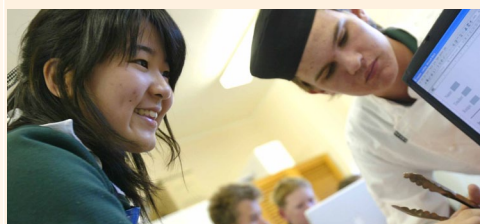
Students use the Highlighter tool in Microsoft Word ® to emphasise text of relevance or importance or use different colours for categorisation.

Note taking and summarising

Students use Workbooks to organise their notes and capture a 30 second audio summary of key concepts using the Audio Recorder tool in Microsoft OneNote ®.

Comprehending

Students import and annotate PDFs in Microsoft OneNote ® using the text and pen tools.



Organising ideas

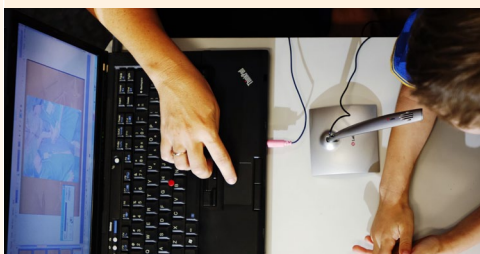
Students make connections between ideas and represent their understanding using Smart Art as graphic organisers or storyboards in Microsoft PowerPoint ®.

Calculating

Students input data into a Microsoft Excel ® spreadsheet and explore functions including sum, sumif, average, median and mode.

Reflecting

Students record their reading or public speaking using Audacity for reflection and improvement.



Compiling and inquiring

Students catalogue their music or DVD collection and create queries to access the data using Microsoft Access ®.

Persuading

Students create a persuasive text (advertisement, poster, invitation) using templates in Microsoft Publisher ®.

Organising and planning

Students timetable their work and set their learning goals using the calendar and task features of Microsoft Outlook ®.



Designing

Students design logos and diagrams for a fictitious company in Paint.NET.

Reviewing

Students participate in peer proof reading, editing and refining texts by swapping devices and using colour-coded highlighting or Track Changes in Microsoft Word ® for comments.

Interviewing

Students record peers, teachers, family or community members and capture and edit with Audacity.

Annotating

Students use Paint.NET or IrfanView to edit and annotate photos for analysis and to demonstrate understanding.

Producing

Students make interactive quizzes with hyperlinks in Microsoft PowerPoint ® to demonstrate their understanding.

Evaluating

Students use the Form tool in Microsoft Word ® to create a drop-down list of alternative words or sentences in a text and compare.

Gathering data

Students use Microsoft Excel ® to create questionnaires which can be shared and completed by other students.

Transforming texts

Students transform a written narrative into a spoken text, including sound effects to create mood, using Audacity.



Constructing

Students demonstrate their learning by creating multimodal interactive games and animations in Microsoft PowerPoint ®.

Consolidating

Students create a Microsoft Excel ® spreadsheet with conditional formatting and share with peers for immediate feedback.

Representing

Students create images in Paint.NET and arrange as a mosaic in Microsoft PowerPoint ® to visually narrate or report relevant concepts.



Recording

Students create radio theatre or podcasts by recording speech and sound effects and editing in Audacity.

Publishing

Students plan, create and publish an animated narrative, a tutorial explaining a science concept, a demonstration of rules or an advertisement in Microsoft Movie Maker ®.

Reflecting

Students create a digital portfolio of their work with annotation and recorded reflections in Microsoft PowerPoint ® or Microsoft OneNote ®.



Composing

Students create audio in Audacity, export photos from Paint.NET or Microsoft PhotoStory ® to create rich multimodal texts.

Creating and sharing

Students create and share tutorials explaining key steps of maths or science tasks using the narration and Create a Video function of Microsoft PowerPoint ®.

Presenting

Students create a self-running multimodal text in Microsoft PowerPoint ® and setup as a 'kiosk' for peers to interact with.

▼ Practical ideas for teaching with ICT

Teachers facilitating learning with ICT need to combine digital pedagogy with classroom management strategies to enable rich and productive environments and to keep students safe.

Ideas for working and learning digitally

Teaching and learning with ICT requires teachers to rethink traditional classroom management techniques and should consider

- Establishing protocols including start and end-of-lesson procedures, assignment submission, file transfer etiquette and norms of behaviour during instruction and group work
- Setting protocols for redirections or transitions, e.g. 'half-mast' or 'screens at 45' to ask students to half-close their laptop lids or turn their desktop mouse 'bottom-up' to show you have their attention
- Developing 'student experts' to provide assistance to peers
- Using 'ask 3 before me' to encourage peer support and to focus teacher time on learning conversations
- Establishing an alternate pathway for students to complete work non-digitally in the case of technical issues
- Providing short tasks for students to complete while waiting for their laptop to turn on or web pages to load
- Continually teaching and modelling file management and backup procedures
- With take-home laptops, encouraging students to charge them at home each night to reduce the need to connect to power while at school

Ideas for accessing and managing digital content

Sharing and managing digital content in learning spaces with low connectivity can be achieved by

- Rotating students through available wired connections in the classroom to download digital content from a school network drive
- Using a set of USB drives for students to copy files including assessment overviews, digital texts or templates to their device
- Downloading Learning Objects from the Learning Place to host on a school network drive for student access
- Requiring students to download digital resources from other connected areas in the school prior to coming to class
- Creating prepared curriculum units in Microsoft OneNote® notebooks which include text, audio, pictures, graphics video and digital handwriting shared on a school network drive
- Ensuring students conform to intellectual property and copyright laws by acknowledging the ownership of digital information and developing an awareness of legislation surrounding digital theft and plagiarism

Ideas for developing digital citizenship

In low connectivity environments, teachers can promote the ethical, safe and legal use of digital resources, tools and environments through

- Establishing Acceptable Use Guidelines for student agreement at the start of the year
- Developing a whole-school approach to promote cybersafe practices and prevent cyberbullying
- Embedding healthy practices when using digital technology, including using suitable learning spaces, adopting correct posture and taking regular breaks
- Monitoring students' devices for inappropriate or illegal content
- Communicating the expectations for appropriate use of devices regularly with families

▼ Software on your laptop



Microsoft Word® for word processing with a comprehensive set of tools for writing, text and document creation.

Students draft reflections and use the highlighter tool to emphasise text of relevance or importance.



Microsoft PhotoStory 3® for creating multimedia presentations using still images, music and voiceovers.

Students bring a story, poem or song to life by collating music, sounds, text, images and voices to produce a digital product.



Microsoft Excel® for spreadsheet functions, basic calculations and a variety of graphing tools.

Students enter data they have collected into a spreadsheet to generate graphs and charts.



Microsoft Movie Maker® for creating movies, slideshows and vodcasts from students' photos and videos.

Students create a movie that can inspire, inform, persuade or demonstrate a procedure.



Microsoft OneNote® for organising information, incorporating text, images, audio and video, and for facilitating collaboration.

Students plan an oral presentation and record themselves using the audio or video recorder to reflect on and refine their speech.



Microsoft Producer for PowerPoint® for capturing and synchronising audio, video, slides, and images and publishing as a rich media presentation.

Students produce a presentation using Microsoft PowerPoint with video of themselves to demonstrate understanding of a curriculum concept.



Microsoft PowerPoint® for creating dynamic slide presentations or digital products incorporating text, images, audio, video and animation.

Students demonstrate critical literacy in a presentation by enhancing texts with visuals or animations to support sense-making.



PDF Creator for creating PDF files from any printable document.

Students convert documents created in Microsoft Word into a locked digital text and to reduce file size for sharing.



Microsoft Publisher® for creating a wide range of publications.

Students create newspapers, flyers, brochures, posters and magazines.



Audacity for recording, editing and mixing audio and creating podcasts.

Students record and edit sounds to create a podcast, record an interview or capture a reflection.



Microsoft Outlook® for managing email, creating tasks and keeping organised with a digital calendar.

Students create a personal diary to replace traditional paper diaries, including to-do lists, timetables, assessment plans and key dates.



IrfanView for image viewing, editing and converting a single image or a folder of images in a batch.

Students edit or manipulate multiple photographs or images in bulk including resizing.



Microsoft Access® for creating and querying databases.

Students organise, query and filter information using a database.



Paint.NET for image creation, touch-ups, cropping and special effects.

Students create a collage of images to tell a story.



Adobe Reader® for viewing and printing PDF files.

Students view and annotate locked digital texts.



Snipping Tool for capturing screen shots to save as images or use in other applications.

Students construct a procedural text supported with images captured from their screens.



Sound Recorder for recording quick sound bites for sharing, reflecting or editing.

Students capture short audio segments for planning, representing knowledge or for reflection.



Sticky Notes for writing quick notes, ideas or reminders.

Students brainstorm and organise their thoughts digitally.