

## Software Tools for Small Budgets

This 1-day or half-day workshop will introduce participants to freeware, shareware and inexpensive software tools that provide a lot of bang for the buck. The strengths and applications of each will be demonstrated.

Participants will be able to demo and evaluate a variety of tools. Topics will include:

1. The tools - What makes a great software application for education?
2. How to find and purchase these and other tools
3. Specific curricular applications of each tool

## MicroWorlds & Logo in the Classroom

This 1-day workshop will focus upon the uses of MicroWorlds in the Social Studies or Science classroom. Participants will create an information-rich project that explores a habitat / environment. A scenario for "random change" will be created in a simple procedure. Some familiarity with MicroWorlds will be an advantage, but it is not necessary. Participants should come to the workshop with a curricular content goal in mind.

## FileMaker Pro Workshop – with AppleWorks alternative

This 1-day workshop will focus upon the uses of FileMaker Pro or AW database in the classroom. Participants will create a pair of related databases to store data collected by students and a database to display and compare data from both files. For schools that have AW and not FileMaker Pro, the workshop will explore database creation and design in greater depth. In addition to basic database creation skills, the following topics will be explored:

1. Design of a successful student project - ease of use considerations, field definition and limitation
2. Media elements (images, Quicktime movies, audio files)
3. Using the database in the classroom: searching, exporting, multi-user sharing

---

**Fees:** \$50/person half day, \$75/person day

For more information & other workshops:

Elizabeth Sky-McIlvain & John McIlvain  
Georgetown, Maine  
207-371-2767

[leasttern@leasttern.com](mailto:leasttern@leasttern.com)

[www.leasttern.com](http://www.leasttern.com)



# Least Tern

---

[www.leasttern.com](http://www.leasttern.com)

## One Day & Half-Day Workshops for Teachers

### Building Web-Based Activities

This 1-day workshop will explore three ways in which the Internet can be used as the central tool for a curricular exploration. Web hunts, web quests, and data collection activities will be explored. Participants should have some experience with Internet searching and should come to the workshop with a curricular topic in mind. Knowledge of AppleWorks or Word is required. Participants will leave with a web hunt activity completed in either Word or AW, a web-quest activity begun, and a completed data collection activity.

### Designing & Evaluating Digital Projects

This 1-day workshop will explore the formats and tools available for the creation of digital projects. The strengths and weaknesses of each will be explored, in relation to the educational goals. The following four formats will be looked at more closely: Hyperlinked presentations, Multi-media Journals/Lab reports, Databases, and "Newspapers." Models for creating age-appropriate and time-appropriate projects will be reviewed. Participants should be comfortable with at least one of the following applications: AW, Word, HyperStudio, PowerPoint, Netscape Composer (or other web editor). Participants will leave with a project fully planned.



4. Site evaluation - educational vs. commercial sites
5. The best hyperlinked e-Texts

### **Fast FRUIT – Find it, Rate it, Use it – Internet Tools**

This 1-day or half-day workshop will explore these questions:

1. How do I locate the best resources for integrating the Internet into my classroom?
2. How can I best use these resources - I don't have much time for planning!!!

Participants will learn how to evaluate the content and usefulness of a web site, where to find and how to use "starter sites" and portals, and how to create effective "No Frills" lessons that make use of new-found web resources. Four categories of web-based activity will be looked at closely: virtual tours, information-gathering, on-line drill and on-line content resources. Familiarity with a web browser is a plus, but not required. Confidence with copy-paste and either AW or Word is required. Participants will leave with one or more completed activities.

### **Just Enough HTML, and a little CSS**

In this 1-day workshop participants will learn the rudiments of HTML and CSS. Working entirely in code, each will build a three page website containing:

1. CSS style definitions for rollover hyperlink effects, frame styles, and text styles
2. graphics
3. lists
4. a table
5. a navigation bar
6. e-mail link
7. internal and external hyperlinks
8. horizontal rules

Layout and good design principles will be discussed. Participants should be able to keyboard competently, save and organize files, and have some familiarity with Internet searching. Each should come to the workshop with an idea for a website. Least Tern will host completed sites for 6 months.

### **Choosing and Using E-Texts**

The availability of digital full-text versions of literary texts, many annotated, has added a new dimension to the use of the Internet in the English classroom. Participants in this 1-day or half-day workshop will explore where to find and how to use e-texts. Participants should be comfortable with a word processing application, preferably Microsoft Word, and the copy-paste skill.

Topics covered will include:

1. Teacher-side uses - quotation-based questions, close reading activities
2. e-Texts and Word: comments on the text
3. e-Texts and grammar/sentence composition - analysis, searching, etc.

### **Correcting & Peer Editing with Microsoft Word**

This 1-day or half-day workshop will focus upon the editing tools built into Microsoft Word, both for teacher comment/correcting and for peer-editing. Participants should be comfortable with this word processing program, but do not need expertise. The following topics will be explored:

1. Comments
2. Use of colored text, highlighting
3. Versions
4. Shared documents
5. Classroom management, lesson design

### **The Rule of 3 x 3 – Master 9 Essential Skills**

This is a half-day workshop for computer beginners. Participants will gain mastery of nine essential computer skills. Competency with software applications is not expected; a basic word processing application will be used for all activities. The skills are:

1. The Lucky 13 Keyboard Shortcuts (S,Q,O,P,N,C,X,Z,B,I,U,T,W)
2. Force Quit - Restart from the keyboard
3. Single click
4. Highlight
5. Click and drag
6. Click and drag down to select (from a menu)
7. Option-drag
8. Right click (control-click)
9. Make a new folder

### **Show 'N Tell – Presentation Software**

This 1-day workshop will focus upon the skills needed to use Presentation Software both for instruction and for student projects. The specific application will depend upon what is available to the participants. Any one of the following tools can be used in this workshop: PowerPoint, AW Presentation, HyperStudio. Participants should be comfortable with the computer and with the 9 Essential Skills. Each will leave the workshop with an informational presentation for parents, colleagues, or students, and with the project design and template for a student project. The following topics will be explored:

1. Components of a successful presentation
2. Steps to building a good presentation
3. Linear vs. Hyperlinked pages – navigation
4. Media elements (images, Quicktime movies, audio files)
5. Building the presentation in the classroom: classroom management, sharing
6. Different presentation applications - strengths and weaknesses