

Teacher Productivity Overview

Technology can be a catalyst for change in the classroom. If teachers are to reap the greatest benefits from technology, it is critical to become familiar and comfortable with software products that will ultimately help you save time so you can devote more time to your students. The goal in offering these Teacher Productivity materials is to give you instant access to Apple Computer's years of experience in the integration of technology into the classroom environment.

This overview describes the components of Teacher Productivity and contains the information you need to make the most of the software, Step-by-Step Cards, Apple Learning Professional Development online course, and additional resources included in this collection:

- “Step-by-Step Cards” provides a description and list of the Step-by-Step Cards that are included in Teacher Productivity.
- “Apple Learning Professional Development online course” describes the benefits and features of unique online, accredited training courses that you can take at your convenience.
- “Additional Resources” includes more teacher tools that take advantage of the latest Apple technologies which you can use in your classroom with your students.

Reading this overview will enhance your understanding of the materials included in Teacher Productivity and help you shape your own curriculum to benefit from the new technology tools available in your classroom.

Step-by-Step Cards

Teacher Productivity includes a set of Step-by-Step Cards that provide detailed instructions on how to use the resources in the collection to assist you in curriculum planning and development, and to help reduce administrative tasks.

The cards are designed to be downloaded and printed for teacher use. You may want to laminate them and have them available near the computer in your classroom at all times.

The following Step-by-Step Cards are included in Teacher Productivity:

- Adding Assignments in Easy Grade Pro
- Adding Students in Easy Grade Pro
- Creating a Basic Layout With Print Explosion
- Creating a Timeline Using TimeLiner
- Creating a Venn Loop Plot in Tabletop
- Creating an Outline Using Inspiration
- Creating Storyboards Using Inspiration

- Customizing a Certificate Using Print Explosion
- Customizing a Timeline With TimeLiner
- Customizing Starting Points and the Button Bar in AppleWorks
- Customizing Your Favorites List in Microsoft Internet Explorer
- Entering Scores in Easy Grade Pro
- Importing Art Mania Graphics into AppleWorks
- Plotting Data Using Tabletop
- Printing Postcards in Print Explosion
- Printing Reports in Easy Grade Pro
- Saving a Web Site to Use Offline in Microsoft Internet Explorer
- Setting Gradebook Options in Easy Grade Pro
- Setting Up a New Gradebook With Easy Grade Pro
- Using Assistants in AppleWorks
- Using Special Effects in Print Explosion
- Using Student Summaries in Easy Grade Pro
- Using the Mac OS 9 Help Center
- Writing a Letter With AppleWorks

Apple Learning Professional Development online course

Unique to Teacher Productivity is an online, Internet 101 training course that teachers can take to fulfill a technology course requirement. The course introduces the structure and functions of the Internet and the World Wide Web and also covers how e-mail, Web browsers, and Web search engines function. After finishing this course, you will understand how the Internet works, how to connect to the Internet, and how to access its various parts.

Another online course is the Teacher Productivity course which demonstrates the key features of each software product and gives examples of how the software can be used to meet teachers' classroom and administrative needs.

Additional Resources

In addition, Teacher Productivity includes more suggestions on how to use the included software for different grade levels and how to use the Internet as a research tool. If you have purchased the latest Macintosh hardware, you will also have access to additional software products. You can find Step-by-Step Cards for these products on the Teacher Productivity Web site.

Project Ideas

Art Mania

- Make flashcards for language class.
- Create picture cards for students to use to create stories or write rebuses.
- Create worksheets with word matches.

Easy Grade Pro

- Facilitate report card compilation: You can import and export information about students and share with other teachers.
- Share information about students: Build a clear picture of each student by generating progress reports across all subjects.

Print Explosion

- Create labels for newsletters, folders, cubbies, and files.
- Make birthday cards for all your students.
- Design your own business cards.
- Create certificates honoring students for participation and achievement.

Tabletop

- Build a database containing all your students' information.

TimeLiner

- Create a large classroom timeline in your class. Add to it as you study about events.
- Compare the distance of the planets relative to the sun and each other.
- Compare the planets' sizes to each other.
- Measure and chart the amount of time it takes to complete familiar tasks, such as tying your shoes, writing your name.

AppleWorks

- Create a monthly newsletter to send home to parents.
- Create labels for the newsletters.
- Create calendars to keep track of important upcoming events at school.
- Create a presentation, which includes QuickTime movies and Web links.

Internet Explorer

- Meet other teachers with similar interests, and share ideas and resources.
- Set up keypals with other schools in different parts of the country and world.
- Find appropriate information and resources for class projects.

Mac OS 9

- Set up multiple users to protect your files from students.
- Create the most secure password—your voice—and never worry about your students getting into your files.
- Put all your passwords on a “keychain” so you only have to remember one password.

iBook

- Take your iBook anywhere and create materials, grade papers, or write report cards.