

Excel Spreadsheets

Keeping student data on spreadsheets is an excellent way to design necessary forms needed for the classroom. Once you have established your spreadsheet/workbook, you can keep up with grades, attendance, textbook checkout, benchmark scores, group collaborations, field trip releases, etc. As part of your EDTC 3000 course, you will set up a template to display on your website and use during your training and internship. Additional pages of a spreadsheet keep student information together for easy access.

Tutorials can be found at http://www.stedwards.edu/it_dept/competency/tutorial.html and <http://www.internet4classrooms.com/on-line.htm>. For additional help, make an appointment with the Technology Instructor for Saturday School assistance.

3.3s plan, create, and edit databases by defining fields, entering data, and designing layouts appropriate for reporting;

4.3s create a variety of spreadsheet layouts containing descriptive labels and page settings;

5.13s use technology tools to perform administrative tasks such as taking attendance, maintaining grade books, and facilitating communication;

| Name | 1-Aug | 8-Aug | 15-Aug | 5-Sep | 19-Sep | 3-Oct | 17-Oct | 31-Oct | Total/32 |
|---------|-------|-------|--------|-------|--------|-------|--------|--------|----------|
| Cathy | 4 | 4 | 2 | 2 | 4 | 4 | 4 | e | 28 |
| Dave | 4 | 4 | 2 | 4 | 4 | 4 | 4 | 4 | 30 |
| Cliff | 4 | 4 | 0 | 4 | 4 | 4 | 4 | 4 | 28 |
| Tim | 4 | 4 | 2 | 4 | 4 | 4 | 4 | 4 | 30 |
| Melissa | 4 | 4 | 2 | 4 | 2 | 4 | 4 | 4 | 28 |
| Melanie | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 4 | 28 |
| Alicia | 2 | 2 | 4 | 4 | 0 | 0 | 0 | 0 | 12 |
| Jason | 4 | 4 | 4 | 4 | 0 | 4 | 0 | 0 | 20 |
| Jim | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 32 |
| Adilia | 4 | 2 | 0 | 2 | 4 | 4 | 2 | 4 | 22 |
| Susan | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 32 |
| Amalia | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 30 |
| Sheri | 4 | 4 | 4 | 2 | 0 | 4 | 4 | 0 | 22 |
| Darlene | 4 | 4 | 4 | 4 | 4 | 0 | 4 | 0 | 24 |
| Karen | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 32 |
| George | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 32 |
| Dwayne | 4 | 4 | 4 | 4 | 0 | 4 | 4 | 4 | 28 |
| Marc | 4 | 4 | 2 | 4 | 4 | 4 | 4 | 4 | 30 |

EDTC 3005 will take student information from the first semester internship and become a project based on student data, analysis, and intervention.

3.7s integrate two or more productivity tools, including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge, into a document;

3.16s design and implement procedures to track trends, set time lines, and review/evaluate progress for continual improvement in process and product (EDTC 3005);

4.2s demonstrate the use of a variety of layouts in a database, including horizontal and vertical layouts, to communicate information appropriately;

| Student | Last Year's TAKS | 6 Weeks Grades | | | | | | | | | | Notes and Analysis |
|---------|------------------|----------------|----|-----|----|-----|----|-----|----|-------------------|--|--------------------|
| | | 1st | | 2nd | | 3rd | | 4th | | 5th (in progress) | | |
| | | T/Q | HW | T/Q | HW | T/Q | HW | T/Q | HW | T/Q | HW | |
| Crystal | | 62 | 26 | 45 | 89 | 86 | 50 | 71 | 84 | 77 | Crystal came during the second six-weeks, and had attendance problems at her previous school. She had missed most of the first term, so she was quite behind. When she applies herself, she does well. | |

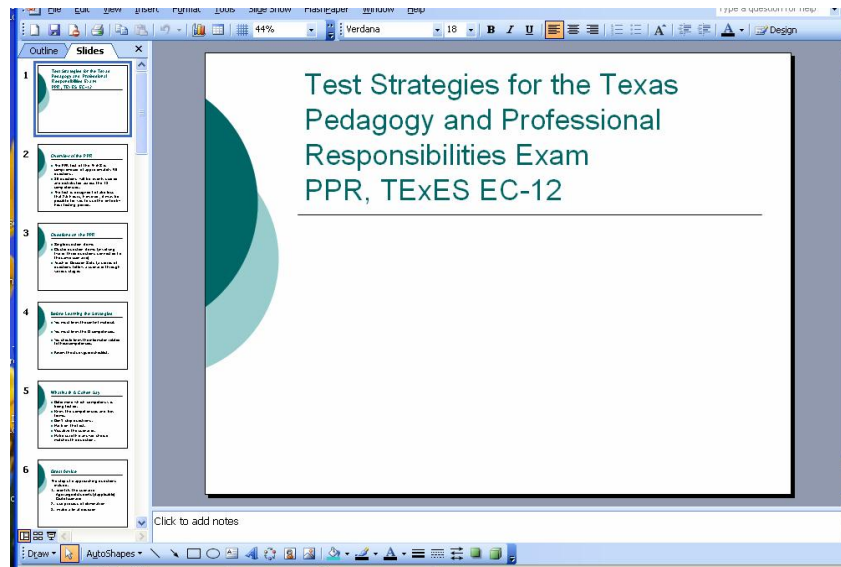
PowerPoint Presentations

4.1s use productivity tools, such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports, to create effective document files for defined audiences;

5.1s plan applications-based technology lessons using a range of instructional strategies for individuals and small/whole groups;

5.4s develop and implement, using technology applications, tasks that emphasize collaboration and teamwork among members of a structured group or project team;

Since most PC users have access to PowerPoint software, the format can be helpful for presentations made during training, teaching applications, and student presentations. Start with a design template, color selection, and add text, pictures, and media to the slides. Polish the presentation with the addition of animation, slide transition, insertion of video, etc. Using this for students to learn strategies, vocabulary, and procedures is helpful in the classroom.



Screen Shots

5.1s plan applications-based technology lessons using a range of instructional strategies for individuals and small/whole groups;

Depending on your PC and software, you can take screenshots of internet information and other electronic data for sharing with others. This document uses screenshots for showing directions and “what the screen looks like” as you navigate Yahoo, SBEC, etc.

<http://support.math.arizona.edu/howto/takescreenshots.php>

<http://www.macosxhints.com/dlfiles/DirectScreenshots.pdf>

http://www.softech.com/products/general-tips/gentip__TakingScreenshots.pdf

<http://lifehacker.com/software/windows-vista/windows-vista-tip--take-screenshots-with-the-snipping-tool-228885.php>

http://en.wikipedia.org/wiki/Screenshot#Microsoft_Windows

Pressing the [Print Screen](#) key captures a screenshot of the entire desktop area, and places it in the [clipboard](#). Pressing the combination of Alt-Print Screen captures only the current active window. Screenshots captured this way do not include the mouse pointer. By default, Windows does not save the screenshot to an image file; the user is required to paste the image into a separate imaging program (such as [Microsoft Paint](#) which is built-in) for saving. As of Windows XP, it is no longer possible to take screenshots of full-screen DOS windows without other software.

Windows Vista includes a utility called [Snipping Tool](#), first introduced in [Windows XP Tablet PC Edition](#). It is a screen-capture tool, that allows for taking screenshots (called snips) of windows, rectangular areas, or a free-form area. Snips can then be annotated, saved as an image file or as an HTML page, or emailed.

For programmatic access, application developers can use [GDI](#), [DirectX](#) or the [Windows Media Encoder](#) API to capture the screen.

[\[edit\]](#) X Window System



 gnome-screenshot (German version) in Ubuntu Linux 6.06 LTS using Gnome 2.14.3

Since [X Window System](#) itself is not a desktop environment and only includes a very basic set of programs, methods of taking screenshots vary greatly on the platform. While `xwd(1)` is the closest "standard" way to do it in the X Window System, most people use other bundled utilities to achieve the task due to their ease of use.

- [xwd](#) On systems running the [X Window System](#) the standard utility to dump an image of an X Window is `xwd(1)`, `xwd` produces an XWD image.
- [KSnapshot](#) is the default screen grabbing utility in the [K Desktop Environment](#).
- [gnome-screenshot](#) is the default screen grabbing utility in [GNOME](#).

[\[edit\]](#) Video screen captures

None of the major operating systems have built-in mechanisms to record videos of the screen (recording how the user moves his mouse around, clicks icons, types text etc. as a movie). A multitude of utilities have come up to fill this void, though.

Grab (software)

From Wikipedia, the free encyclopedia - http://en.wikipedia.org/wiki/Grab_%28software%29

Jump to: [navigation](#), [search](#)



Grab is an application created by [Apple Computer](#). In [Mac OS X](#), Grab is used to take [screenshots](#) of the user's computer. Grab is also present in OS X's progenitors [NeXTSTEP](#) and [OPENSTEP](#). It supports capturing a [marquee](#) section, whole window, whole screen and timed screen. Grab can be found in the utilities folder under Applications. Just type in `/Applications/Utilities/Grab.app` in your Finder. The Grab utility can also be found in the Finder menu item, then selecting Services, then going to Grab. The default [image format](#) for screenshot taken by Grab is [TIFF](#), but it is also possible to save the image in other formats from Preview. Click Save As, then select the preferred image format.

[\[edit\]](#) Mac OS X specifics

As of [Mac OS X v10.4](#), [Preview](#) now has a **Grab** submenu in the [File menu](#), with selection, window and timed screen. In Mac OS X, it is also possible to save screenshots directly to the [Desktop](#) in [.pdf](#) format (earlier versions of OS X) or [.png](#) format (later versions), using keystrokes shown below. It is not possible to use this software while DVD Player is open.

[edit] Shortcuts

| Action | Shortcut |
|--|---|
| Take a picture of the whole screen | ⌘-Shift-3 (hold ctrl key to save the image into the clipboard) |
| Take a picture of part of the screen | ⌘-Shift-4, then drag to select the area you want in the picture. To cancel, press Escape. |
| Take a picture of a window, a menu, the menu bar, or the Dock. | Press ⌘-Shift-4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click. To drag to select the area instead, press the Space bar again. To cancel, press Escape . |