

Technology Training Manual

Connected Tech K-8 Course User Guide



Table of Contents

Notes

Getting Connected

| | |
|----------------------------|---|
| Accessing the Site | 4 |
| Creating User Account..... | 4 |
| Login Procedure..... | 7 |

Getting Acquainted with Connected Tech

| | |
|---|---|
| What is Connected Tech? | 7 |
| What types of Activities are Available? | 7 |
| Are Lessons Linked to TEKS? | 7 |
| Teachers Guide..... | 7 |

Connected Tech Resources

| | |
|--|----|
| Keyword Search..... | 8 |
| Search By Technology Topic | 10 |
| Search By Technology Standard..... | 10 |
| Search by Subject..... | 11 |
| Search by Software Application..... | 11 |
| Search for Assessments | 12 |
| Using the Web Library | 12 |
| Glossary..... | 13 |
| Templates | 13 |
| Flagging Resources—My Flagged Resources..... | 14 |
| Ready To Go! Sets | 15 |

My Student Groups

| | |
|--|----|
| Creating Student Groups | 16 |
| Creating Student UserNames | 17 |
| Editing Student Groups and UserNames | 19 |

Table of Contents

Notes

Assignments

| | |
|---|----|
| Assigning Assignments to Students or Student Groups | 19 |
| Editing Student Home Page..... | 21 |
| Viewing Current and Past Assignments | 21 |
| Completing and Deleting Assignments | 21 |
| Viewing Assignment Reports | 22 |

Additional Resources

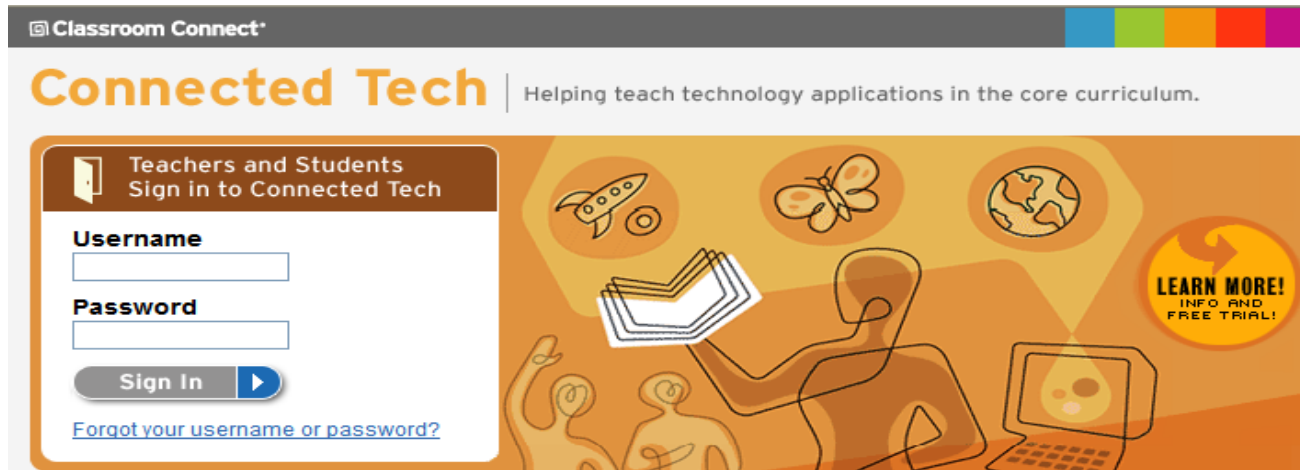
| | |
|------------------|----|
| My Profile | 22 |
| Help | 23 |
| Typing Pal | 24 |

Getting Connected

Accessing the Site

The Connected Tech site may be accessed by starting Internet Explorer and entering the address: <https://tech.classroom.com> and selecting **Connected Tech** on the left side menu.

The Connected Tech login screen will appear.




Classroom Connect

Connected Tech | Helping teach technology applications in the core curriculum.

Teachers and Students
Sign in to Connected Tech

Username

Password

Sign In 

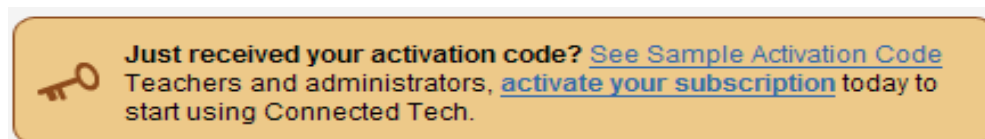
[Forgot your username or password?](#)

LEARN MORE!
INFO AND
FREE TRIAL!

Creating a User Account

To begin using Connected Tech, click on **activate your subscription** below the sign in area. Type in the district's activation code (contact your Instructional Technologist)

and your email address. Click the Continue button.



Getting Connected

Complete the **Your Information** and **Your Sign-In** sections

Activate Your Subscription

Next, you will need to set up your profile and create a student group.

Your Information
* Indicates a required field

*First Name:
*Last Name:
*Email Address:
*Verify Email Address:
*School:
Role:

Your Sign-In
Create a username and password for yourself.

*Username:
*Password:
*Verify Password:

- Use at least six characters
- Do not include spaces or symbols
- Remember passwords are case-sensitive

Under **Create Your Student Group**, select grade and create a group name. Additional groups can be added after the activation is completed.

Under **Enable Student Tracking**, “No” has been selected. Students will use a common username and password (for student grouping).

Next, create a group username and group password. You will add students’ names later.

Student Tracking

Enable Student Tracking:

Yes, students will use their individual usernames and passwords. Go to My Student Groups to put students in your group.

No, students will use the common username and password specified below.

*Group Username:
*Group Password:
*Verify Group Password:

- Use at least six characters
- Do not include spaces or symbols
- Remember passwords are case-sensitive

Notes

Under **Your Sign-in**, use at least six characters. Do not include spaces or symbols. Remember passwords are case sensitive.

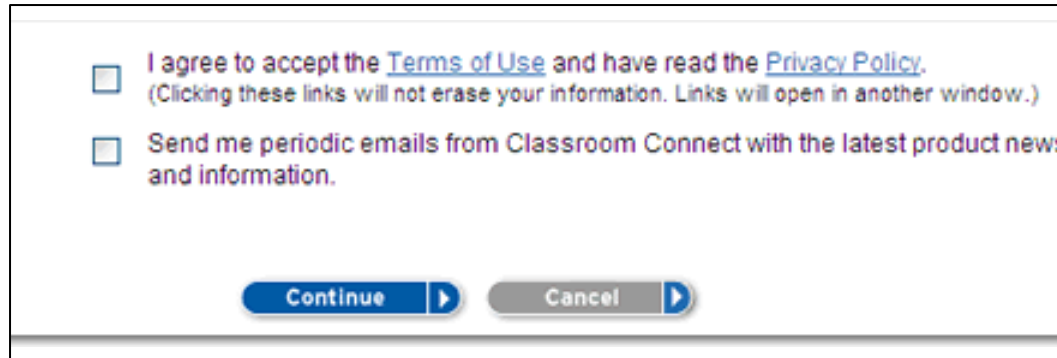
Group usernames might be:

garcia4thgrade or
jonesperiod3 or
fronklin101

Getting Connected

Click the box to accept the **Terms of Use** and have read the **Privacy Policy**.

Click the **Continue** button.

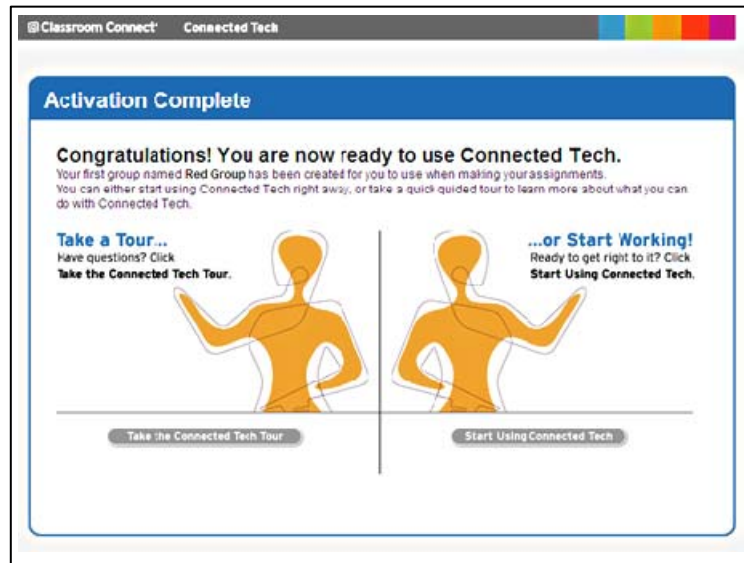


I agree to accept the [Terms of Use](#) and have read the [Privacy Policy](#).
(Clicking these links will not erase your information. Links will open in another window.)

Send me periodic emails from Classroom Connect with the latest product news and information.

Continue **Cancel**

Your activation is now complete. You can take a tour of Connected Tech or start working.



Notes

Getting Acquainted

Login Procedure

To login to Connected Tech after setting up your account start Internet Explorer and enter the address: <https://tech.classroom.com> homepage and select Connected Tech on the left side menu. You may also bookmark the login page under your **Favorites**.

What is Connected Tech?

Connected Tech is an easy-to-use, Web-based program with hundreds of resources that help you teach important technology skills in the context of your core curriculum. Your students will learn valuable computer and software skills while following the engaging, age-appropriate Reading and Language Arts, Math, Science, and Social Studies activities.

What Types of Activities are Available?

Connected Tech includes:

- 480+ Lessons and Projects –**each lesson is correlated to the Technology Applications TEKS as well as the English Lang. Arts and Reading, Math, Science and Social Studies TEKS** so that technology applications instruction becomes an integral part of the curriculum rather than a separate subject.
- 2,000+ Tutorials and Helpful Tips, checklists and quizzes
- 11,000+ Glossary terms and hand-picked Web links

Teacher's Guide

Each teacher may receive A copy printed grade level teacher's guide upon request. There is also an online Teacher's Guide accessed from the teacher's Resources page after login.

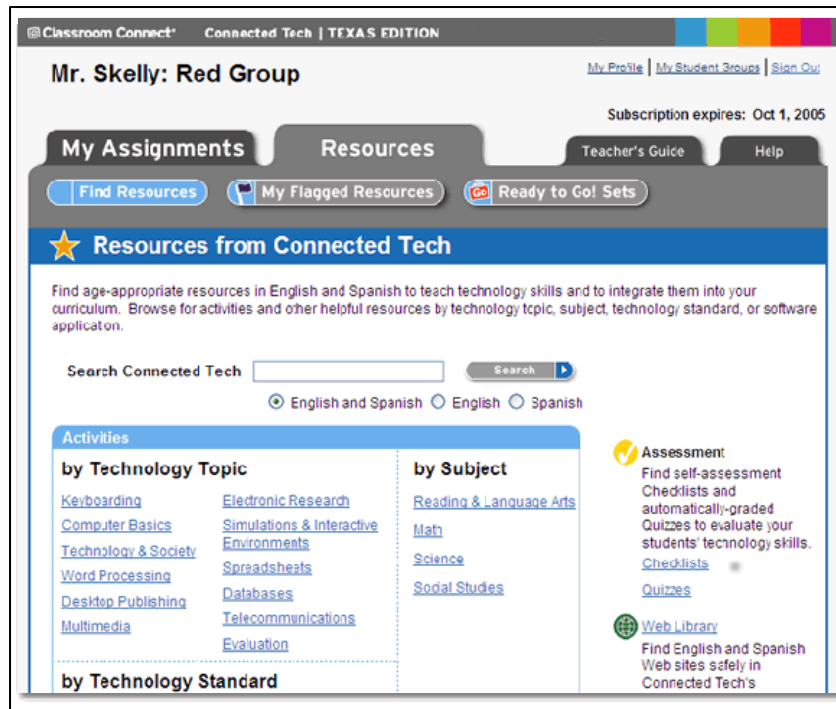
Notes

Enter the username and password you selected during activation.

Students use applications that are on your classroom computers.

The Teacher's Guide includes information about how Connected Tech resources correlate to your technology standards, and strategies for making the most of Connected Tech.

Connected Tech Resources



Notes

Connected Tech offers various ways to search for lessons and activities:

- By Technology Topic
- By Subject
- By Technology Standard
- By Software Application

Keyword Search

You may search for resources in several different ways. To perform a **Keyword Search**, type a word or words into the Search box. You may choose to search for English and Spanish, English alone or Spanish alone by clicking the appropriate radio button beneath the search box.

Connected Tech Resources

Notes

I have chosen to search for “American colonies”. My results appear:

You may choose to click the **See Student View** button to preview the lesson exactly as students will see it.

You may choose to click on the title of the lesson to access the lesson plan which includes Overview, Procedures, Assessment and Standards as shown below.

Your Search: **American colonies** Search

English and Spanish English Spanish

Connected Tech Resources | Web Library Resources

Social Studies back to top

Lesson

[African American History Montage](#) Assign Flag for Later

See Student View

Students select a person or event from a list of important African American people and events in African American history. They search the Internet to find text, pictures, video, and audio recordings about their topic. Students observe copyright laws and fair use guidelines in this lesson. [Standards](#)

also: Word Processing, Electronic Research

Lesson

[An American Leader's Resume](#) Assign Flag for Later

See Student View

Students research the life and accomplishments of an American leader and then use word processing software to write a resume for that leader. They use desktop publishing skills to ensure that the resume is formatted properly. [Standards](#)

also: Electronic Research, Desktop Publishing

Lesson: African American History Montage Printable Version

Electronic Research, Word Processing

Overview Procedure Assessment Standards

Introduction

Students select a topic from a list of people and events in African American history. They search the Internet to find text, pictures, and sound or video clips about their topic. Students must apply appropriate copyright rules in this lesson, including understanding fair use and providing source citations on copied material.

TEKS Addressed

[Technology Applications](#) Grades 3-5 1A 1B 2A 2D 3A 3B 4A 4B 5A 5B 6C 7B 7C
[Social Studies](#) Grade 5 5.5B 5.23C

See Student View

Assign

Flag for Later

The Student View is also available from the teacher's lesson plan area.

Connected Tech Resources

Search by Technology Topic

Connected Tech offers resources for teaching 12 technology topics: Word Processing, Spreadsheets, Databases, Electronic Research, Keyboarding, Computer Basics, Multimedia, Technology and Society, Desktop Publishing, Simulations and Interactive Environments, Telecommunications, and Evaluation. Each topic encompasses a set of technology skills that students should develop at each grade level. Click on a Technology Topic to access lessons which include the desired technology skills.

| Activities | | |
|---|--|---|
| by Technology Topic | by Subject | |
| Keyboarding | Electronic Research | Reading & Language Arts |
| Computer Basics | Simulations & Interactive Environments | Math |
| Technology & Society | Spreadsheets | Science |
| Word Processing | Databases | Social Studies |
| Desktop Publishing | Telecommunications | |
| Multimedia | Evaluation | |
| by Technology Standard | | |
| See all TA TEKS | | |
| by Software Application | | |
| Find step-by-step Tutorials and Helpful Tips. You or your students can quickly learn software applications and technology basics. | | |

Search by Technology Standard

Click on See all TA TEKS under **by Technology Standard** to see a listing of the TEKS by grade level (K-2, 3-5, 6-8). Click on the TEKS number to search for lessons associated with that standard.

Solving Problems

7A Use software programs with audio, video, and graphics to enhance learning experiences

Notes

Connected Tech Resources

Search by Subject

Technology skills should not be taught in isolation. Connected Tech was expressly developed to integrate technology skills into the core subject areas you already teach.

By clicking on a subject area—Reading and Language Arts, Math, Science

by Subject

[Reading & Language Arts](#)

[Math](#)

[Science](#)

[Social Studies](#)

Notes

I can return to the Resources search page at any time by clicking on the **Find Resources** button near the top of my screen.

Search by Software Application

This search method is intended to provide access to step-by-step tutorials and helpful tips that will help you or your students quickly learn software applications and technology basics.

Software Applications

[AppleWorks Database](#)

[AppleWorks Drawing](#)

[AppleWorks Painting](#)

[AppleWorks Presentation](#)

[AppleWorks Spreadsheet](#)

[AppleWorks Word Processing](#)

[FileMaker Pro](#)

[HyperStudio](#)

[iMovie](#)

[Inspiration](#)

[Kid Pix](#)

[Kidspiration](#)

[Microsoft Excel](#)

[Microsoft FrontPage](#)

[Microsoft Internet Explorer](#)

[Microsoft PowerPoint](#)

[Microsoft Word](#)

Get started with these technology basics.

[Audio, Photo, Video](#)

[Clip Art, Formatting, Design](#)

[Email, Online Communications](#)

[Files, Networks](#)

[Hardware](#)

[Internet Search](#)

[Macintosh & Windows Basics](#)

[Rules, Safety, Security](#)

Connected Tech Resources

Search for Assessments

Activity Assessments: each lesson, project, and tutorial offers objectives and an assessment checklist related to the skills students are learning and the products they are creating. In addition, each project includes a rubric.

Quizzes and self-assessment checklists offer more formal assessments of students' skills. You can use the Quiz Report to help track your quiz results.


Click on **Checklists** or **Quizzes** under **Assessments** on the Resource page to search for these options.

Using the Web Library

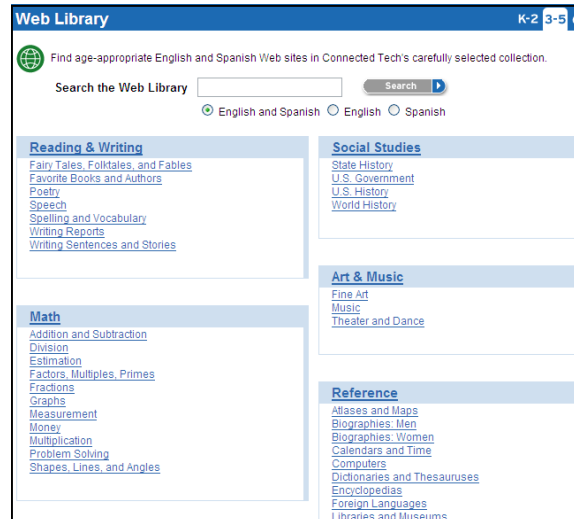
The Web Library is a convenient collection of over 11,000 carefully selected Web sites to support students and teachers as they conduct electronic research. Each Web site, image, video, and audio resource in the Connected Tech Web Library is

- screened to ensure that the content is reliable and appropriate.
- monitored and continuously updated.
- identified by grade level for student viewing.
- annotated with descriptive facts.

Students can always access the Web Library from the student home page to conduct electronic research for lessons or projects they are working on.

 **Assessment**
Find self-assessment
Checklists and
automatically-graded
Quizzes to evaluate your
students' technology skills.
[Checklists](#)
[Quizzes](#)

Notes



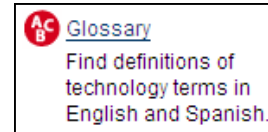
Connected Tech Resources

the Web Library by keyword or browse by common classroom topics

Teachers can access the Web Library from the Resources page. The teacher view includes an additional selection of Web sites of special interest to teachers that are not available to students.

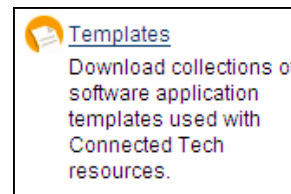
Glossary

The Glossary is a helpful resource for teachers and students to look up definitions of technology terminology. The technology standards emphasize the ability to use developmentally appropriate and accurate terminology. The Glossary defines more than 250 technology terms for grades K-2, 500 for grades 3-5, and 500 for grades 6-8. Students can access the Glossary from the student home page. Teachers may access the Glossary from the Resources page.



Templates

Collections of software application templates to use with Connected Tech lessons are available for download. You can download all templates for every grade level or a group of templates for a single grade level. Click on Templates on the Resources page to download groups. Templates may also be



Notes

Connected Tech Resources

Flagging Resources-My Flagged Resources

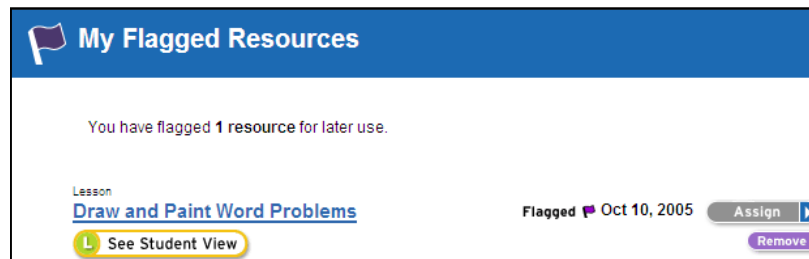
You may search for lessons and activities by choosing the **Resources** tab of your Connected Tech home page and clicking on **Find Resources**.



As you view the lessons found by searching, you will see two buttons to the right of the lesson title: **Assign** and **Flag for Later**. The **Flag for Later** option allows you to add desirable lessons to your **My Flagged Resources** list for easy access and assignment at a later date when the lesson will be most appropriate.



To access your flagged resources list, click the **My Flagged Resources** button on the Resources tab of your home page.



Notes

You can quickly assign the lesson by clicking the Assign button beside the name of the desired lesson.

Student Groups

Ready to Go Sets

Click the **Ready to Go! Sets** button on the homepage to access sets of lessons. Ready to Go! Sets are collections of *Connected Tech* resources that cover every technology topic for a grade level. You can assign a set or flag it for later.



My Student Groups

Student groups allow you to assign resources that are appropriate for the needs of a particular group of students. To see the list of your student groups and to look up their usernames and passwords,

Click the **My Student Groups** link (located in the upper-right corner of the navigation bar).



Notes

In just one hour a week, over the course of the school year, you can teach the sequence of Ready to Go! Sets for your grade level and address all of the technology standards.

Most teachers will have only one student group, but you may want several groups based on your students' different learning styles, grade levels, or the subjects you teach.

Student Groups

- If you have more than one group, a list of your groups displays. If you have one group, the details for that one group display.

| Group Name | Student Tracking | # of Current Assignments | # of Students | Group Username | Group Password | | |
|----------------------------|------------------|--------------------------|---------------|----------------|----------------|----------------------|------------------------|
| Jungman1st | No | 1 | --- | rjgrade1 | rjgrade1 | View | Delete |
| Jungman2nd | No | 0 | --- | rjgrade2 | rjgrade2 | View | Delete |

Creating Student Groups

To create a new student group

- Click the **My Student Groups** link (located in the upper-right corner of the navigation bar).
- Click on the **Add New Group** button.
- Enter the required information.
- Select the **No** student tracking radio button. You will need to assign the group a common username and password that all of the students use. **Individual students' assignments will not be tracked.**

Notes

Be sure to communicate the user-name and password to the students you want in this new group!

Student Groups

- If you wish to track individual students, you must select **Yes** for enable student tracking. You will not create a group username and password, but rather individual students will use their own usernames and passwords to sign on.

Student Tracking

Enable Student Tracking: [? Student Tracking Help](#)

Yes
Students will use their individual usernames and passwords to sign-in. Their individual progress will be recorded.

No
Students will use the group username and password to sign-in. You can enter a group username or have ConnectedTech create one for you. Their individual progress will not be recorded.

Creating Student User Names

- Click the **My Student Groups** link
- Click the group name or **View** button to the right of the group to which you wish to add students

| | | | | | | | |
|----------------------------|-----|---|---|----|----|----------------------|------------------------|
| jungman5th | Yes | 1 | 0 | -- | -- | View | Delete |
|----------------------------|-----|---|---|----|----|----------------------|------------------------|

- At the My Student Groups screen, click on **Add Students**.

[Return to Group List](#)

Students in Group [Copy Students](#) [Select From Student List](#) [Add Students](#)

There are currently no students in this group.

Notes

If the district imports student names, you may click **Select From Student List** to add students to your group.

Student Groups

- You may choose to have the computer generate usernames and passwords or create them yourself.

Add Students

Enter the student information then click **Save Changes**.

Have the computer generate student usernames and passwords for you.
 Create your own student usernames and passwords.

| *First Name | *Last Name | ID | *Grade | *Date of Birth | *Gender | *Username | *Password |
|-------------|------------|----|--------|----------------|---------|-----------|-----------|
| | | | | Month | Day | Year | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* Indicates a required field

[Save Changes](#) [Add More Students](#) [Cancel](#)

- Students will be added under Students in Group on the Edit Group screen.

| Students in Group | | | | | | | Copy Students | Select From Student List | Add Students |
|--------------------------------|----|------------|-----|-----------|-----------|----------------------|-------------------------------|--|------------------------------|
| Student Name | ID | Grade | DOB | Gender | Username | Password | | | |
| Garcia, Johnny | 5 | 04/15/1996 | M | johnnyg15 | johnnyg15 | Edit | Remove | | |

Notes

Assignments

Editing Student Groups and UserNames

- Click the **My Student Groups** link
- Click on the group name or the View button to the right of the group name; the information for that group will appear.
- To edit student information, click on the student name under **Students in Group**.
- To edit group information, click on **Edit Group** beside the group name.

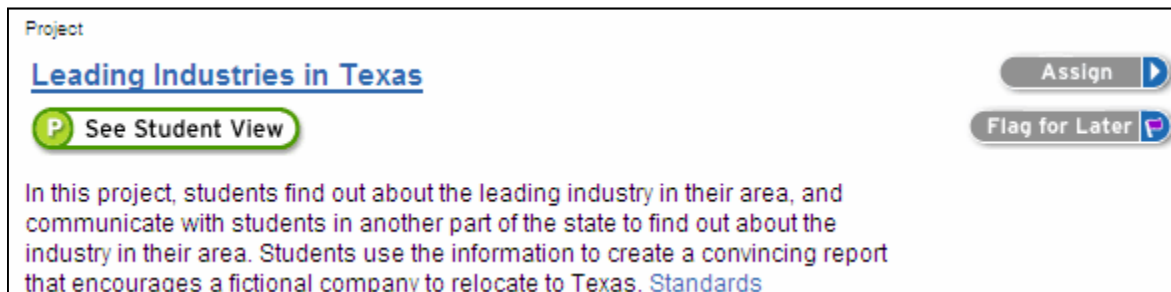


Assignments

Assigning Assignments to Students or Student Groups

To assign a resource to your students so that it appears on their home page:

- Locate the resource you want to assign.
- If assigning an individual resource, click the **Assign** button (adjacent to the resource you want to assign).

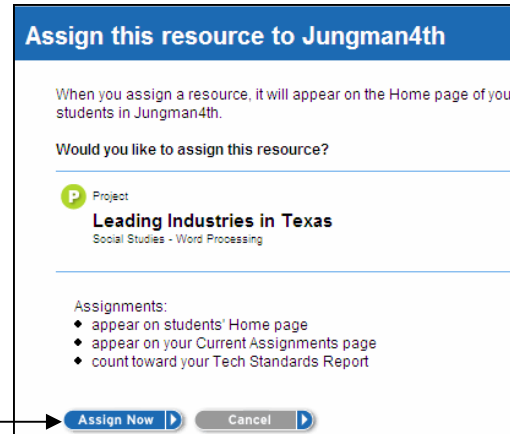


Notes

Browse for a lesson (resource) by subject, search the Web Library, view your flagged resources, or look at the Ready to Go! Sets.

Assignments

- If assigning an entire Ready to Go! Set, click the **Assign this Set** button (adjacent to the set).
- A confirmation appears. Click the **Assign Now** button.



- Your current assignments are displayed with the most recent one at the top of the list.



Notes

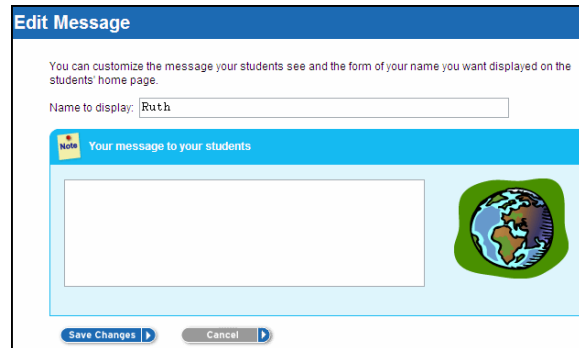
If you assigned a Ready to Go! Set, all of the resources that are part of the set are assigned to your students. You can remove or rearrange the individual resources that make up the set.

You can change the order of assignments by clicking the **Reorder Assignments** button at the bottom of the My Assignments screen,

Assignments

Editing Student Home Page

- Click the My Assignments tab.
- At the top of the Current Assignments screen, click the **Edit Student Home** button.
- You may customize how your name is displayed and the message students see when they log in.
- Click **Save Changes**.



Notes

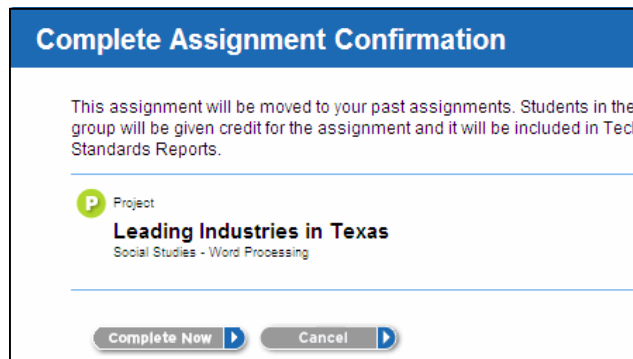
Viewing Current and Past Assignments

- Click the **My Assignments** tab.
- You may click on the Current Assignments or Past Assignments buttons to view them.

Completing and Deleting Assignments

Once students complete an assignment, you need to mark the assignment complete. On the Current Assignments screen, click **Complete Assignment**. A confirmation screen will appear. Click **Complete Now**. This assignment will be moved to your past assignments. Students in the group will be given credit for the assignment and it will be included in Tech Standards Reports.

An assignment may be deleted by clicking the **Delete** button on the Current Assignments screen.



Assignments

Viewing Assignment Reports

- Click the **My Assignments** tab.
- Click the **Reports** button (located below the My Assignments tab).
- Select the type of report you would like.
- Select the dates on which to base your report.
- Click **View Report**.

Step 1. Select your report type.

You can view either one of two types of Standards Addressed Reports, or a Quiz Results report. You may only create one report at a time.

Tech Standards Report
 Core Subjects Standards Report
 Quiz Report
Student Tracking is set to No

Step 2. Specify the parameters.

Select the date range of assignments you want to look at, then decide if you want to see a report on a single student or an entire group.

Include Assignments from:

From: 05 31 2005
To: 05 20 2006

Step 3. View Report

Notes

You may choose to view a report by:

- Tech Standards addressed
- Core Subject Standards addressed
- Quiz report

Additional Resources

My Profile

Your profile contains identifying information about yourself, such as your name, email address, and Connected Tech username and password, so that Connected Tech can identify who you are and display information relevant to you and your students. You entered the information in your profile when you activated your Connected Tech subscription and, in most cases, you will not need to modify your profile unless key information changes, such as your email address.

To see the information in your profile, click the **My Profile** link (located in the upper-right corner of the navigation bar).

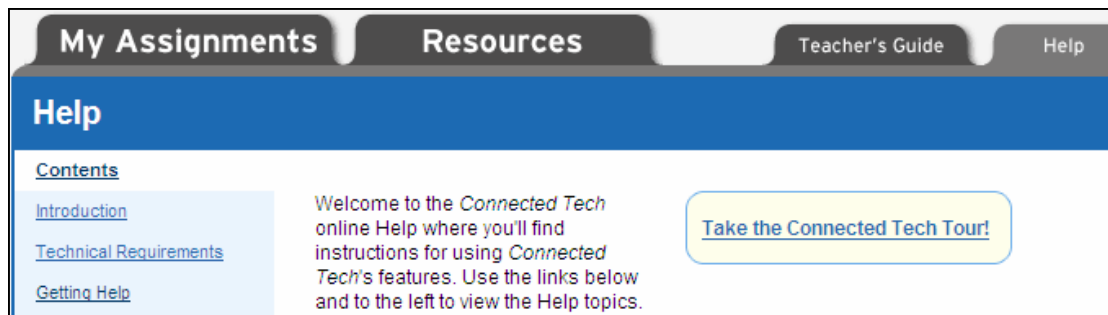
Additional Resources

- Change any aspect of your profile (username, password, email, etc.)
- Click the **Update Profile** button. The information in your profile is updated to reflect your changes.

Help

Connected Tech includes complete online help in addition to the online Teacher's Guide.

To access the Teacher's Guide or Help, click on the appropriate tab on your Connected Tech home page.



Notes

Additional Resources

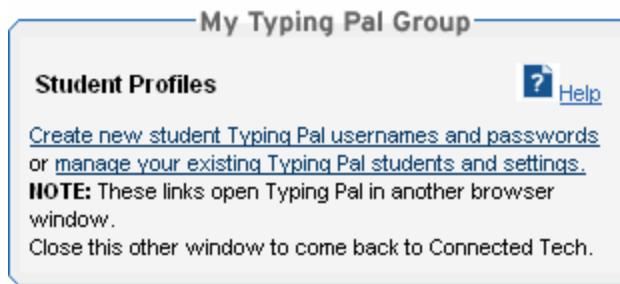
Typing Pal

Typing Pal offers online keyboarding instruction and practice for students.

Students have individual usernames and passwords for Typing Pals separate from their Connected Tech usernames and passwords.

To create Typing Pal usernames and passwords for your students:

- Click the My Student Groups link in the upper right hand corner of the screen.
- Click the **Create new student Typing Pal usernames and passwords.**



- Enter first name, last name, a username and password for each of your students.

The screenshot shows a form titled "Profile Information" with the following text: "Your students must be added to Typing Pal before they can access it from Connected Tech. Enter the Profile Information for each student then click the **Add More Students** button to continue adding students or click the **Done** button to finish adding students and close the window." Below this text is a table with four columns: "*First Name", "*Last Name", "*Username (3-20 characters max)", and "*Password (5-20 characters max)". There are four rows of input fields, numbered 1 through 4. The browser's address bar shows "Internet".

Be sure to assign a Typing Pal lesson so that your students will be able to access the exercises and practice.

Notes