

**HIAT Team** 

This presentation will provide you with...

- Links to internet-based resources
- Websites that support student projects and reports
- Instruction on how to use Autosummarize in MS Word
- Instruction on how to digitally create note cards
- How to more easily write citations

Students often struggle with projects and reports

They struggle to:

- Get organized
- Select topics
- Locate information
- Read the information they find
- Summarize information they have read
- Cite sources



For upper grades:

Assignment calculator http://www.lib.umn.edu/help/calculator/

# US MS Word tables to create customized assignment forms

Assignment Log: Period

Assignment	Date	Check if completed or explain why	Turned
Things I need to do this assignment:	due	incomplete	in
Assignment	Date	Check if completed or explain why	Turned
Things I need to do this assignment:	due	incomplete	in
Assignment	Date	Check if completed or explain why	Turned
Things I need to do this assignment:	due	incomplete	in
Assignment	Date	Check if completed or explain why	Turned
Things I need to do this assignment:	due	incomplete	in

# Websites to help students select a research topic or project

4 2 explore - For lower grades <u>http://42explore.com</u>

Thinktank – for middle grades <a href="http://thinktank.4teachers.org">http://thinktank.4teachers.org</a>

emints resources http://www.emints.org/ethemes/index.shtml

Noodletools - for upper grades http://www.noodletools.com/noodlequest



Using educational search engines

Finding e-text using search engines to support the curriculum -

TekMom

http://www.tekmom.com/search/index.html

Finding e-text using search engines to support the curriculum

Clusty http://clusty.com/

web <u>news</u> im inaugurations	ages wikipedia <u>blogs</u> jobs more » Search <u>advanced</u> <u>preferences</u>					
clusters sources sites	Top 245 results of at least 70,502 retrieved for the query inaugurations (definition) (details)					
All Results (247)	Sponsored Re Inauguration - Save on airfare to DC when you book for President Obama's inauguration ! - www.Cheapflights.com/Inauguration					
University (46)	Inaugurations at Amazon - Millions of titles, new & used. Qualified orders over \$25 ship free - Amazon.com/books					
History (26)						
Photographs (23)	Search R					
USA Presidential (20)	1. <u>"I Do Solemnly Swear…": Presidential Inaugurations</u> ඏ 𝔍 ⊛					
Inaugural Address (18)	I Do Solemnly Swear": Presidential Inaugurations is a collection of approximately 400 items or 2,000 digital files relating to					
Obama (13)	maugurations from George wasnington's in 1789 memory.loc.gov/ammem/pihtml/pihome.html - [cache] - Live, Gigablast, Ask					
Government (16)	2 Joint Congressional Committee on Inaugural Ceremonies B. 0. 8					
Inauguration Day (12)	2. Joint Congressional Communes on mangural Ceremonies 🖻 🔍 💩					
Library, Congress (12)	the swearing-in ceremony. Receives requests					
• Definition (10)	inaugural.senate.gov - [cache] - Live, Open Directory, Ask					
more   all clusters	3. Inauguration - Wikipedia, the free encyclopedia ॿ ९ ⊛					
find in clusters:	An inauguration is a ceremony of formal investiture whereby an individual assumes an office or position of authority or power. The					

### MCPS Parents Tab

### > Homework Resources

Ask your school media specialist for user name and passwords

#### FOR STUDENTS > HOMEWORK RESOURCES Homework Resources: Get help now!



LINKS FOR STUDENTS

HOME ABOUT US SCHOOLS

**HSA PREP** 

Most Requested

Menús en español

> Emergency Closings

> Contact Information

> Calendars

> Menus

- Schools

> School-odex

► Curriculum

> School Web Sites

> System of Shared

Accountability

> School Survey Results

> Green Schools Focus

> Course Bulletin (9-12)

> Student Online Learning

> Student Service

> Standardized Tests

> Student Board Member

> Student Government

> Student Rights and Responsibilities

Learning

Student Life

> School Safety

> Afhletic Events

> Theater Schedule

> Extended Hours Program

ONLINE Practice Questions

> Call-in cable TV show Internet Safety

Assignments

**MCPS** Resources

Homework Board

**Homework Hotline** 

Digital Vertical File Clip art, photos, graph paper, more

Pictures from Communities Around the World Ghana, Japan, Mexico

Culture Grams Enciclopedia Universal en Español

**netTrekker** (Search Engine)

password.

NoodleTools SIRS Discoverer

Subscription Services

use. Ask your school media

specialist for user name and

All Schools/All Grades

Encyclopædia Britannica

**Online School Edition** 

**Annals of American History** 

All services are available for home

SIRS Knowledge Source

TeachingBooks.net (Literature Resource)

FOR PARENTS FOR STUDENTS

Webster's New International Dictionary

World Book Online

World Data Analyst

Elementary Schools Computers Only

Facts for Learning Elementary and Middle Schools Computers

NewsBank: KidsPage

Middle Schools Computers Only

America's Historical Newspapers

Student Resource Center Junior

Middle and High Schools Computers

Issues & Controversies

Montgomery County Public Libraries Kidsite | Teensite

**Other Resources** 

FOR STAFF

Maryland State Government

Sailor | Sailor Kids Maryland's Online Public Information Network

U.S. Government FirstGov for Kids List of government kids' sites by subject.

Newspapers

Baltimore Sun Gazette Newspapers Sentinel Newspapers Washington Examiner Washington Post Washington Times

MCPS Www.montgomeryschoolsmd.org Montgomery County Public Schools

COMMUNITY BOARD OF EDUCATION

SEARCH

INDEX OF TOPICS

GO





## http://thinkfinity.org/

Search MarcoPolo Find Quality Internet Content for Your Classroom! Basic Search Advanced Search Browse Subjects Browse Keywords

The MarcoPolo Search Engine provides access to all of the educational resources created by the MarcoPolo Partners plus Partner reviewed materials. See the <u>FAQS</u> for more information.

Search f	or: clouds	usir	ng All Words 💌 Boolean Phrase Heln	
Search	Clear Form			
Limit Su	bjects to:			
	□ Arts		□ Foreign Language	
n All	□ Geography	<mark>⊠ Language</mark> Arts	☐ Mathematics	
	□ Philosophy & Religion	□ Science	☐ Social Studies	
Limit Grade Level to:				
	□ K-2 □ 3-5	5 🗖 6-8	<b>9-12</b>	
Limit Results to: All Resources				

### http://www.marcopolosearch.org/MPSearch/Basic\_Search.asp

# Website Suggestions on the HIAT webpage Montgomery County Public Schools

HOME ABOUT US

SCHOOLS COMMUNITY BOARD OF EDUCATION

FOR PARENTS

FOR STUDENTS FOR STAFF

Index of Topics

G0 +



#### **HIAT Home**

#### Most Requested

- > Draft:Builder Teacher **Quick Guide (PDF)**
- > Written Productivity Profile (PDF)

#### Training

- > HIAT training
- **Online tutorials** >
- Tech quick guides >
- > Course participants' surveys

#### ► Resources

- > About digital text
- **Classroom strategies** >
- Purchasing resources >
- Printable tools  $\geq$
- Search the HIAT websit >

#### ► Tech Quick Guides

#### Educational Website

- > Curriculum
- $\geq$ E-text
- >E-books

#### HIAT -+ Websites

### Websites to Support All Students

Educational websites are a critical ingredient of universal design for learning. MCPS is a subscriber to many fee-based educational websites. See the list of MCPS online subscriptions.

Curriculum	E-Text	E-Books
Websites that support teaching across a variety of subjects. <b>Go</b> to curriculum sites	Sites to find e-text to use with text reader software. Find entire books, poems, folktales. <b>Go to e-text sites</b>	Audio and e-book downloads and online books in a variety of formats. <b>Go to e-</b> <b>books sites</b>
Graphics	Math	Reading and Writing
Find graphics to support building the creation of universally designed teaching materials. <b>Go</b> to graphics sites	Websites with teaching resources and online games and tutorials. <b>Go</b> to math sites	Sites to support teaching of reading and writing with teacher tools and online activities for kids. <b>Go to</b> <b>reading and writing</b> <b>sites</b>
Science and Social Studies	Search Websit	te Descriptions

# Copy and Pasting Text from a Website in to MS Word

- Click at the beginning of where you want to copy the text
- 2. Hold down the shift key
- 3. Scroll down and click at the end of the text.
- 4. **Control C** = copy
- 5. Open MS Word
- 6. **Control V** = paste
- 7. Use Control A = Select all, to format text



## Use Autosummarize in MS Word to Modify Text

•Open MS Word. Go to "Tools" > AutoSummarize to modify the amount of any digitized text.

•You can modify any document that you have typed or scanned into a word processor, or any electronic text from a website.

•For example, if you find information on the web, but it is too much text for your students, you can use autosummarize to reduce the percentage of text. This works best with expository text.

AutoSummarize ? ×				
Word has examined the document and picked the sentences most relevant to the main theme.				
Type of sum	mary			
	Highlight key points		Insert an executive summary or abstract at the top of the document	
	Create a new document and put the summary there		Hide everything but the summary without leaving the original document	
Length of summary				
Percent of original:				
Summary:79 words in 7 sentencesOriginal document:289 words in 24 sentences				
☑ Update document statistics (click Properties on the File menu)				
			OK Cancel	

## How to AutoSummarize:

•Select the text you want to modify by highlighting it and copying it (CTRL C) and then pasting it (CTRL V) into an MS Word document

•Click on "Tools"

- •Click on "AutoSummarize
- •You will get a pop up window. Note that you can adjust the percentage of the length of the summary. Start with 25% and click OK.

## Use the arrows to adjust the length of the text upward or downward. The highlighted areas show you the autosummarized text.

Forest Biomes

AutoSummarize

45%

Close

١.

1/2 1

About 420 million years ago, during the Silurian Period, ancient plants and arthropods began to occupy the land. Over the millions of years that followed, these land colonizers developed and adapted to their new habitat. The first forests were dominated by giant horsetails, club mosses, and ferns that stood up to 40 feet tall.

Life on Earth continued to evolve, and in the late Paleozoic, gymnosperms appeared. By the Triassic Period (245-208 mya), gymnosperms dominated the Earth's forests. In the Cretaceous Period (144-65m mya), the first flowering plants (angiosperms) appeared. They evolved together with insects, birds, and mammals and radiated rapidly, dominating the landscape by the end of the Period. The landscape changed again during the Pleistocene Ice Ages—the surface of the planet that had been dominated by tropical forests for millions of years changed, and temperate forests spread in the Northern Hemisphere.

Today, forests occupy approximately one-third of Earth's land area, account for over two-thirds of the leaf area of land plants, and contain about 70% of carbon present in living things. They have been held in reverence in folklore and worshipped in ancient religions. However, forests are becoming major casualties of civilization as human populations have increased over the past several thousand years, bringing deforestation, pollution, and industrial usage problems to this important biome.

Once you have this at the level you want, click on close. Go back to Tools > AutoSummarize and select the option "Create a new document and put the summary there." Your % of text is automatically condensed into a new file.



Today, forests occupy approximately one-third of Earth's land area, account for over two-thirds of the leaf area of land plants, and contain about 70% of carbon present in living things.

# Summarizing information they have read

Using Labels on MS word as notecards

# Use "Labels" to make note cards



Tools > Letters and mailings > envelopes and labels > Labels > Options > 2 x 4 shipping labels > New Document

#### **Click on the** Labels Tab Envelopes and Labels X **Click on New** Labels Envelopes Use return address Address: - 11 Print Document New Document Cancel Options... Go to E-postage Properties... Delivery point bar code -Label Options to Avery standard, 8163 -Print · • Full page of the same label Shipping choose a 🔘 Single label different Column: 1 Row: 1 🚔 size label. Before printing, insert labels in your printer's manual feeder.



Type notes on each section.

Print on card stock and cut them into notecards

Sort the notecards to organize writing topics



http://www.calvin.edu/library/knightcite

# The internet is...

- A rich source of information and supports
- A tool you can use at home to support your student learners.