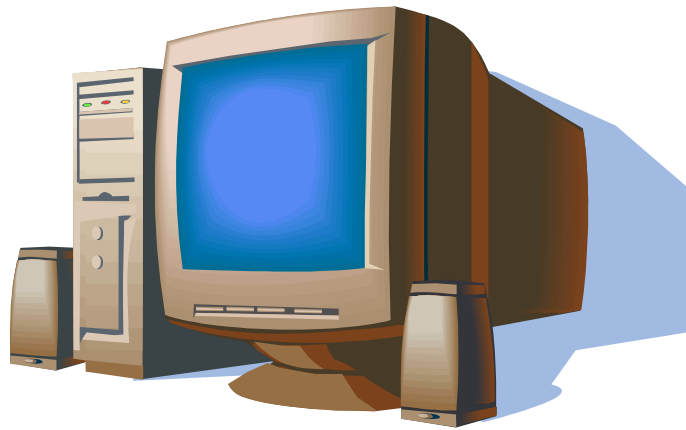# EDTE 330A/B

Educational Technology in the Classroom: Applications and Integrations
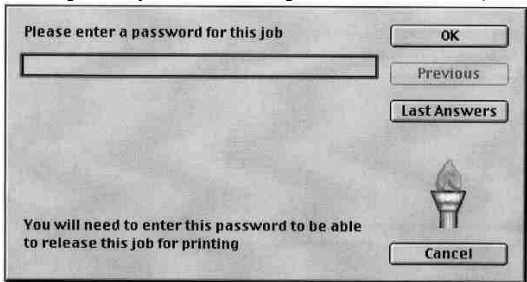

California State University, Sacramento
Department of Teacher Education

Instructor

Brian S. Lim, Ph.D.

Rules and Procedures

1. <u>System Folder:</u> Students may not alter any files or settings in the System Folders.

2. <u>Using Software in Eureka 211:</u> Place a name-card in the same storage shelf location from which you remove software. Remove your name-card when you return the software to the same location.

3. <u>Saving Files:</u> Files saved anywhere but in the student's personal folder in the shared drive are deleted.

4. <u>Edibles:</u> Students may not have drinks or edibles at the workstations.

5. <u>Peripherals:</u> Students may not attach any peripherals (personal external drives, etc.) to workstation computers without instructor's permission.

6. <u>Printing procedure:</u> (**Always use the "Print Preview" before sending it to the printer**)
a) Click "File" and then "Print…"
b) Set the number of copies you want and then click "Print"
c) You will see a window requesting a password. Type a password (something very simple such as your first name)

d) Go to the PC computer next to the printer. Click "Release Print Job"
e) Swipe your "One Card" on the top of the PC. (You need to deposit money in your One Card. It will cost $.05 per copy.)

f) Select your print job by double clicking your file name.
g) Type in your password (from step "c" above)
h) When you are done click "EXIT" at the bottom right hand corner.

7. <u>Area Cleaning:</u> Upon leaving a workstation, remove scrap paper, pencils or other miscellaneous items from the workstation area, push in your chair, and return all software and peripherals (such as microphones) to the correct storage location.

8. <u>Desktop Cleanup:</u> Quit all programs, close all folders, remove excess files from the desktop, and dump the trash (or Recycle Bin) before leaving your workstation at the end of each class or open lab period.

9. <u>Workstation Shut Down:</u> If another class follows yours, it is not necessary to shut down your computer. If no class follows, please shut down your computer clicking the "Special" (or "Start") on the menu bar and then click "Shut Down."

Notes regarding PC lab vs. Mac lab

1. <u>Compatibility:</u> You can access the shared drive in either PC computers or Mac computers at any of the computers on campus as well as from your own home (see pages 8-9). If you are using Mac computers, please include the file extensions for PC computers to recognize the files.

2. Mac will read all the PC files from floppy disks or Zip disks, but PC won't read the Mac files; therefore, **use the PC formatted disks in both labs**.

GUI: Group Project (Mac only)

1. <u>Form a Group:</u> Arrange yourselves into pairs.

2. <u>Learn GUI Terms:</u> Each member of the group is responsible for the other member of the group learning each of the GUI terms on the next page. Use your workstations to illustrate to one another how each item works and how it is used. Remember, your task is to understand and be able to use correctly each of the items listed, not just to memorize a term and its definition.

3. <u>Learn GUI Skills:</u> Following are some questions to which your team should find answers. Make sure each member of the team understands the answers and can use the features.

a) This icon always appears in the menu bar at the top of your workstation screen. What does it do and how will it make your work easier in this laboratory?

b) In the Help menu select "Show Balloons." Explain what "showing balloons" does and how this feature will help you in this laboratory. How do you turn off the balloons?

c) There is an icon in the extreme upper-right-hand corner of the workstation screen. Its icon often looks like this: but it changes each time you switch to a different program at your workstation. It is called the "Application Menu." If you click on it, a pull-down menu appears that lists all the applications that you have turned on at your workstation. Turn on some programs like Word or Excel and notice how this icon and pull-down menu changes. How can you use this menu to help you work in this laboratory?

4. How can you create a new folder on the hard drive? How can you create a new folder on the desktop? How can you change the title of a new folder? How can you put files you want to save in the folder? Make several new folders and change their titles until you are comfortable with the procedure. (HINT: If you want a new folder to appear in a specific window, make sure you have clicked on that window to activate it before you go to the "File" menu and select "New Folder.") See the "Accessing and Creating Your Personal Folder in the Shared Drive (Mac)" on page 8 for more information.

5. There are two ways to open a folder so that you can see what is inside it.
a) You can double-click on the folder title or its icon. That will open a new window on your desktop that shows what is inside the folder, or
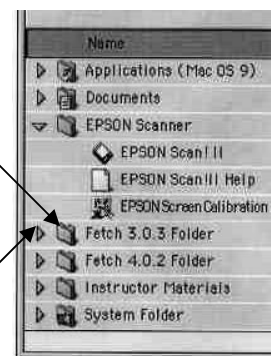
b) You can click once on the tiny triangle just to the left of the folder's icon. The tiny triangle points downward and the files inside the folder are listed beneath it.

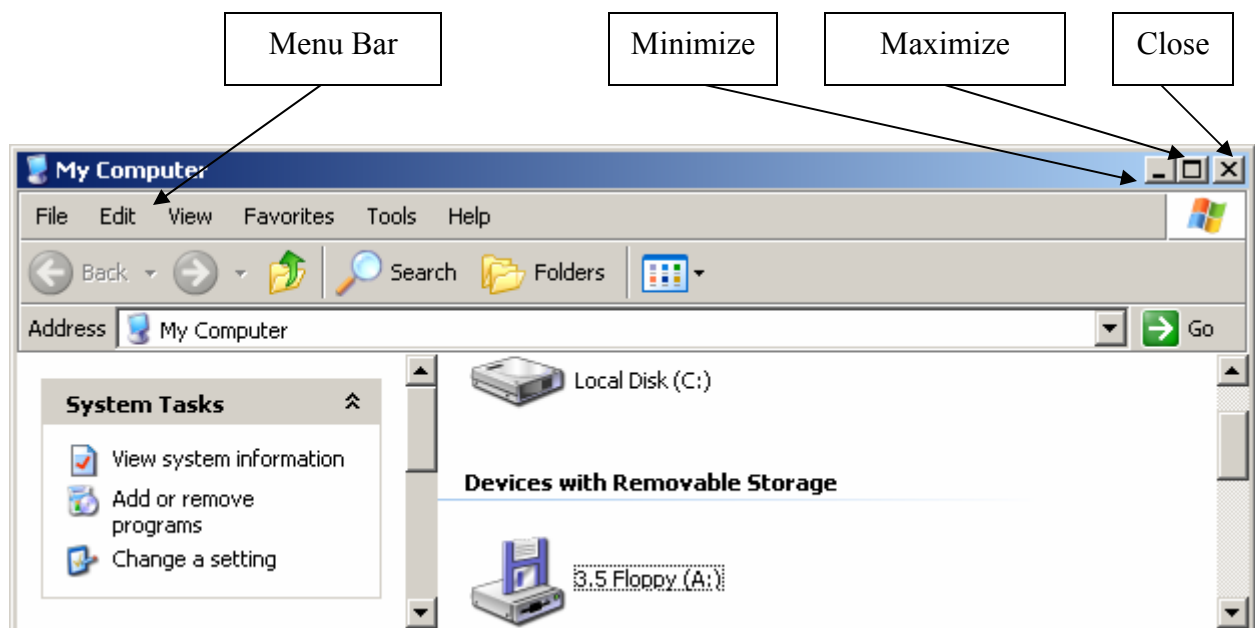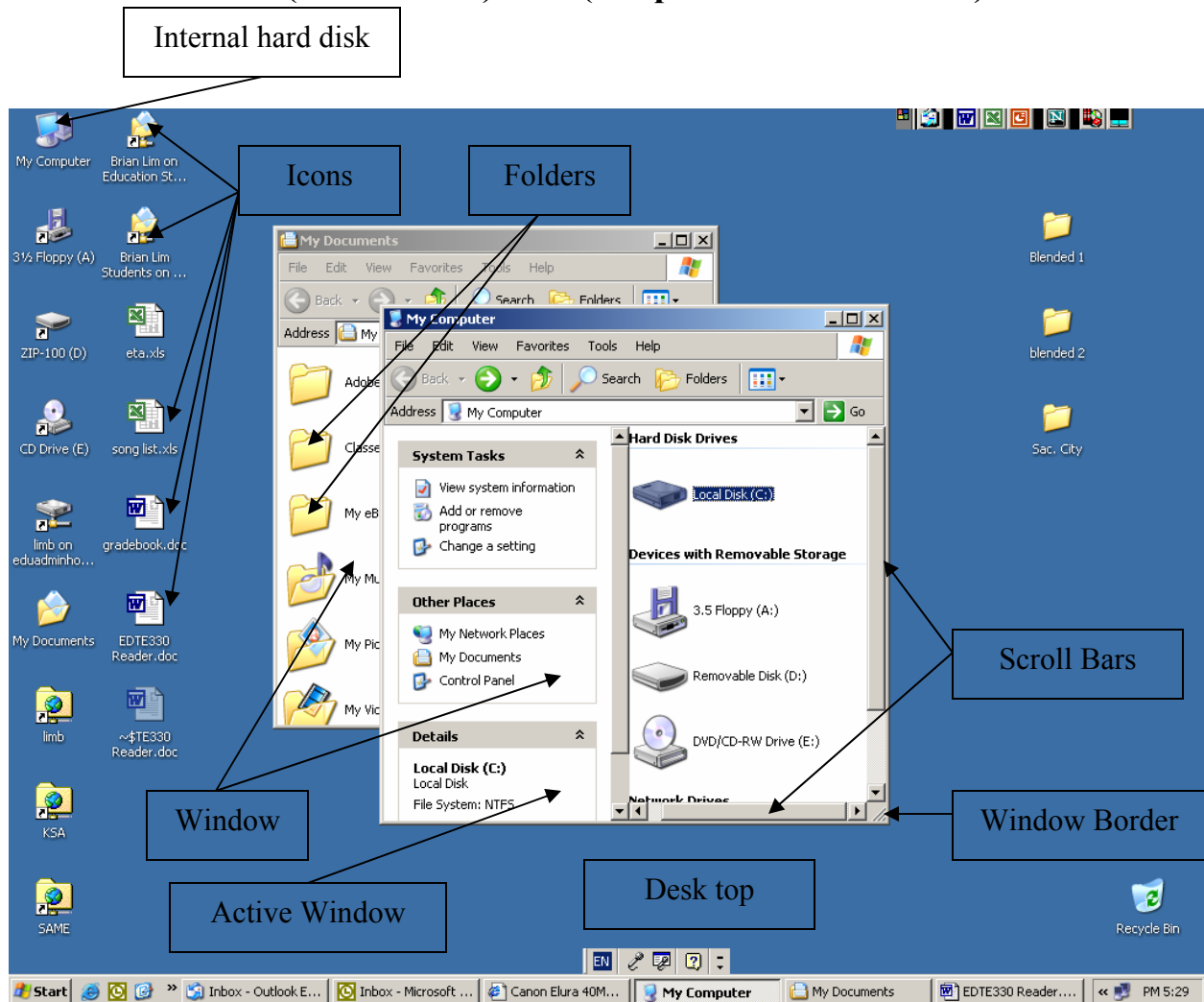**Mac GUI (Graphic User's Interface)**
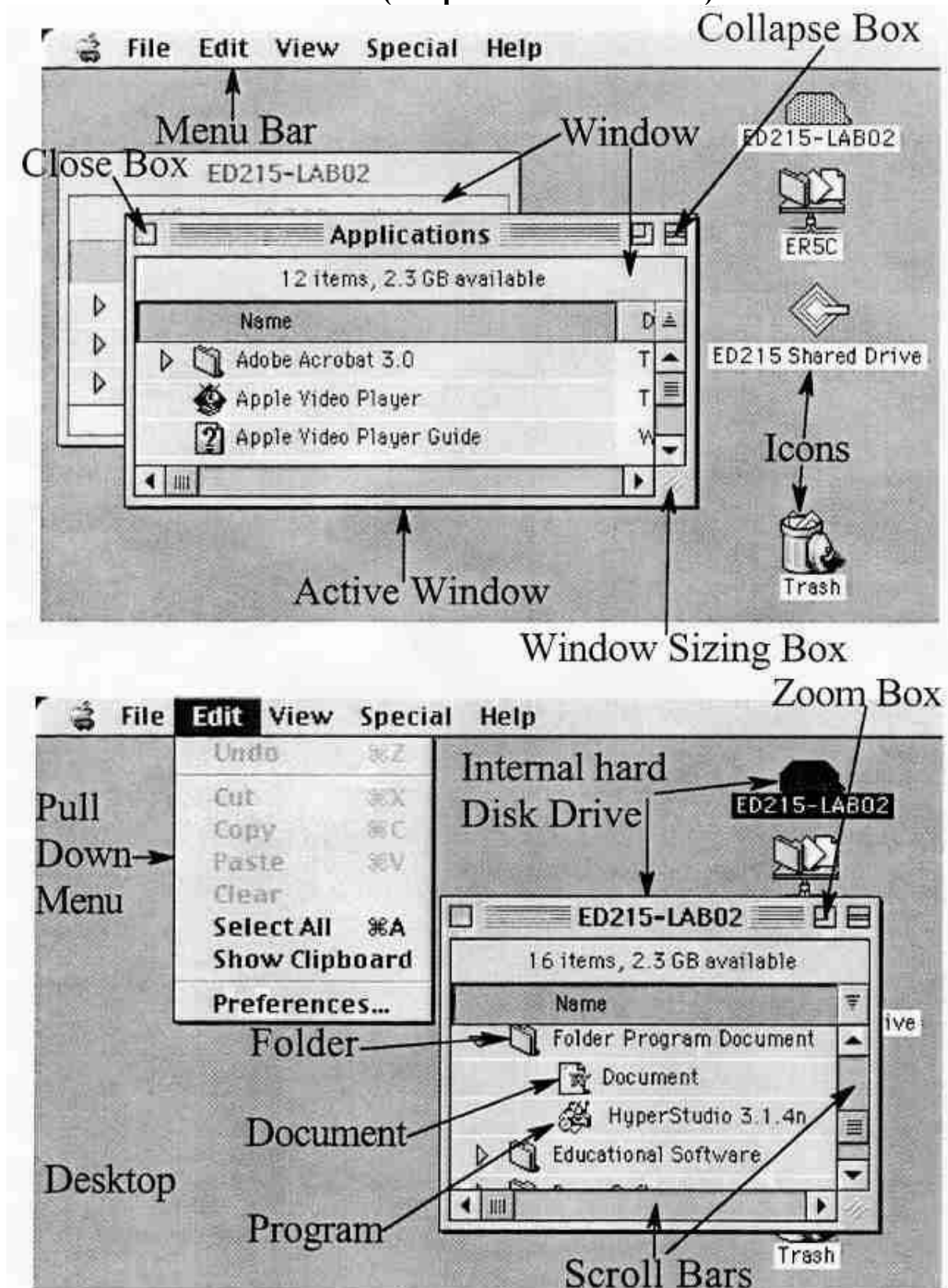
GUI: Group Project (PC only)

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3. <u>Learn GUI Skills:</u> Following are some questions to which your team should find answers. Make sure each member of the team understands the answers and can use the features.

a) In the Help menu select "What's this?" Explain what "What's this?" does and how this feature will help you in this laboratory.

b) There is a "Start" icon in the extreme lower-right-hand corner of the workstation screen. If you click on it, a pull-up menu appears that lists all the applications that you can turn on at your workstation. Turn on some programs like MS Word or MS Excel.
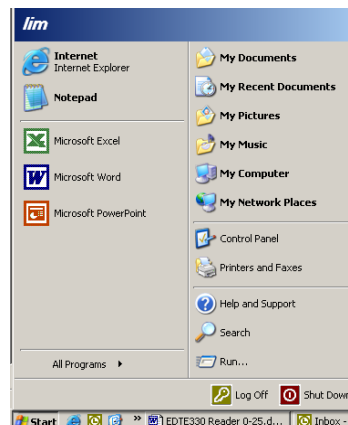
c) Make sure you know all the GUI terms on the next page.

4. How can you create a new folder on the hard drive? How can you create a new folder on the desktop? How can you change the title of a new folder? How can you put files you want to save in the folder? Make several new folders and change their titles until you are comfortable with the procedure. (HINT: If you want a new folder to appear in a specific window, make sure you have clicked on that window to activate it before you go to the "File" menu and select "New" and then click "Folder") See the "Accessing and Creating Your Personal Folder in the Shared Drive (PC)" on page 9 for more information.

PC (Window XP) GUI (Graphic User's Interface)

Internal hard disk

Icons

Folders

My Documents

Scroll Bars

Window Border

Window

Active Window

Desk top

Menu Bar

Minimize

Maximize

Close

Setting Up the TaskStream and SacLink Account

Setting up for the TaskStream Account	Setting up for a SacLink Account

Setting up for the TaskStream Account

1. You need a credit card to sign up for the TaskStream ($20 per semester).
2. Go to the TaskStream website (www.taskstream.com).
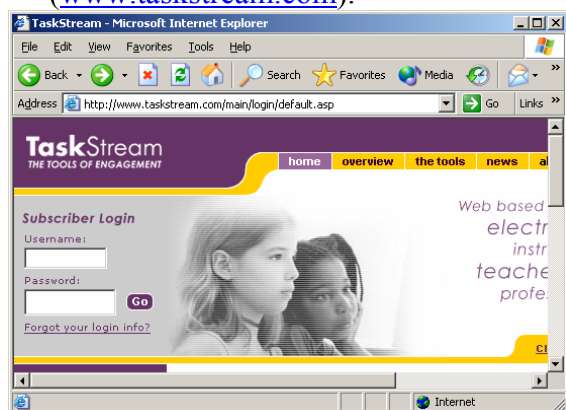
3. Click "subscribe" tab on the upper right hand corner.
4. Check "This is the first time I have subscribed to TaskStream" and "University"
5. Click "Continue" and follow the direction to complete the sign up.

Setting up for a SacLink Account

Note: SacLink is not a public account. Do not share your account with anyone. Your SacLink ID is used to access many CSUS services including your student records through *CasperWeb*. Therefore, it is very important that you do not share your SacLink account access information.

1. Please go the "Setting up SacLink" web site. The address is https://www.saclink.csus.edu/saclink/register/register1.aspx


2. Follow the instruction on the web site to set up your SacLink.

e-mail Project

1. Send an e-mail message (using any e-mail account you most frequently use) to your instructor with a short paragraph describing yourself. Include information like your undergraduate major, interests, experience with technology and thoughts on technology in the classroom. Please write "EDTE 330A e-mail project" in the subject section of the e-mail.

2. All of the students in the class will be on a ListProc. You need to send at least one "useful" message using the ListProc before the end of Semester in order to get the full credit for the e-mail project.

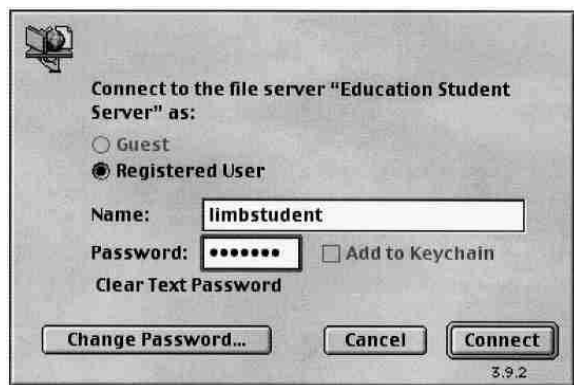## Accessing and Creating Your Personal Folder in the Shared Drive (Mac)

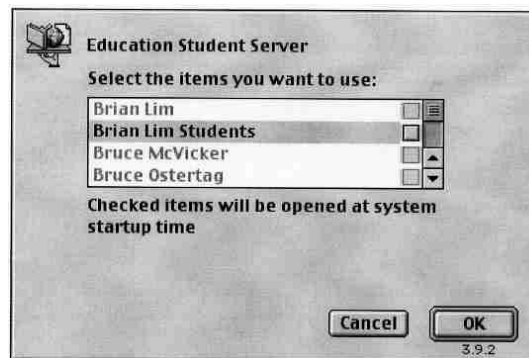1. Click the apple menu on the upper left hand corner. And click on the "Chooser."
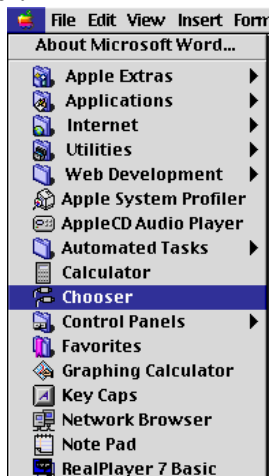
2. Click "Apple Share" and "Education Student Server" and then Click "OK". (See below)
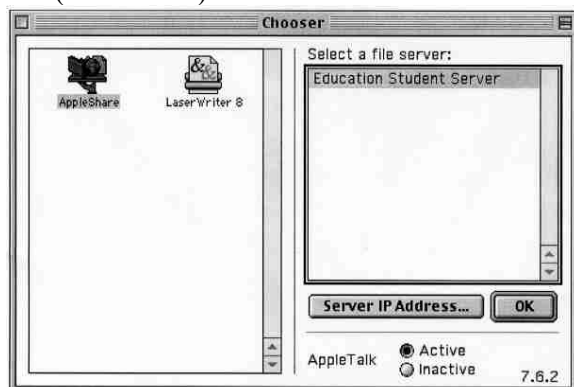
3. Type "limbstudent" in the Name and "student" in the Password. And then click "Connect."

4. Do **NOT** click the box next to "Brian Lim" Just click "OK."

5. Quit the "Chooser" program.

6. You should be able to see "Brian Lim Students" icon on the desktop.

7. Open the shared drive by double clicking it. And then open the "student folders" folder by double clicking it.

8. In the "File" menu, select "New Folder."
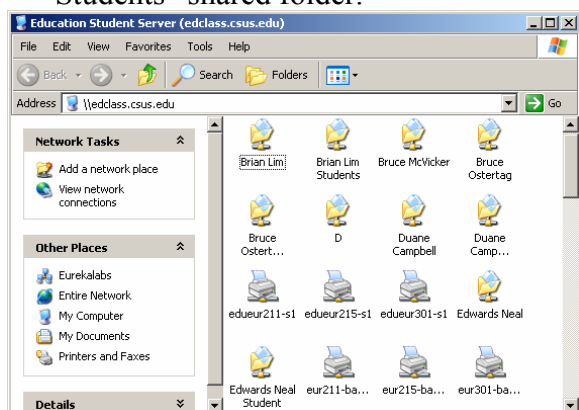
1. Highlight the title of the folder by clicking on it just once (it may already highlighted). Type your last name first and then your first name. Press "Enter" key and you are done.
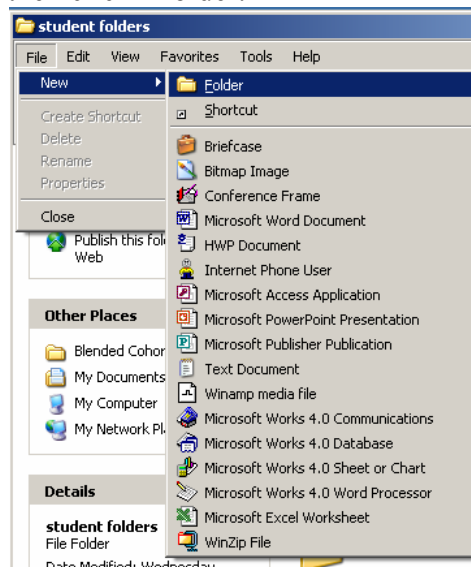
** You cannot access the sharedrive from home.

Accessing and Creating Your Personal Folder in the Shared Drive (PC)

1. Click "Start" on the lower left hand corner. And click "Run..."

2. In the "Open:" box, type in "net use * / d / y" (without the quotes) and hit "Enter." This disconnects any connections another lab user may have opened on this workstation before.

3. Click "Start" then "Run…"

4. In the "Open:" box, type in "\\edclass.educ.csus.edu" (without the quotes) and hit "Enter" to initiate a new connection to edclass.

5. Type "limbstudent" in the Username and "student" in the Password. And then click "Enter."

6. A window containing all available shared folders on edclass will open. You should be able to access "Brian Lim Students" shared folder.


7. As a courtesy to other lab users, please disconnect from the shared drive by repeating steps 1 and 2 before leaving the workstation.

8. Open the shared drive by double clicking it. And then open the "student folders" folder by double clicking it.

9. In the "File" menu, select "New" and then click "Folder."

10. Highlight the title of the folder by clicking on it (it may already highlighted). Type your last name first and then your first name. Press "Enter" key and you are done.
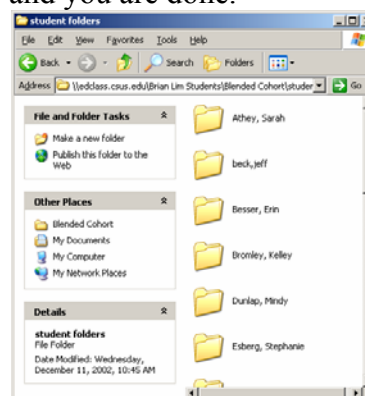

** You cannot access the sharedrive from home.

Saving Files to Your Folder in the Shared Drive (PC and Mac)

A. Saving Files into Your folder: When you have created a folder for yourself, here is how you store your files into your folder in the shared drive:

1. Save your work (files) on the desktop first.

2. Place the mouse pointer over the "Brian Lim Students" icon and click the mouse button twice. *The window for Brian Lim Students shared Drive will open.*

3. Place the mouse pointer over the "Students' Folders" icon and click mouse button twice. *The window for Students' Folder will open.*
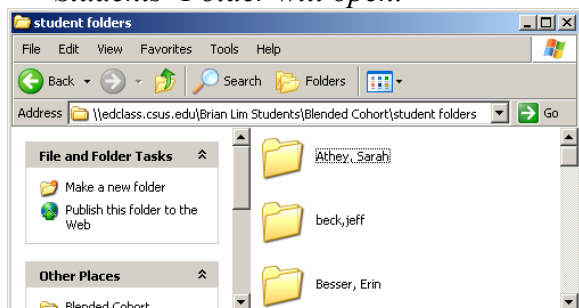
4. Place the mouse pointer on your file on the desktop. While holding down the mouse button, drag your file to the folder with your name until your folder icon is highlighted. *Now a copy of your file is place inside your folder.*

B. Another way of saving your file into your folder in the shared drive.

1. From your file, click "File" and then "Save As…"

2. Navigate through the drives and find your folder. (hint: If you don't know where you are, click on the "Desktop" first. And then click on the "Brian Lim

Students" folder and then your folder name.
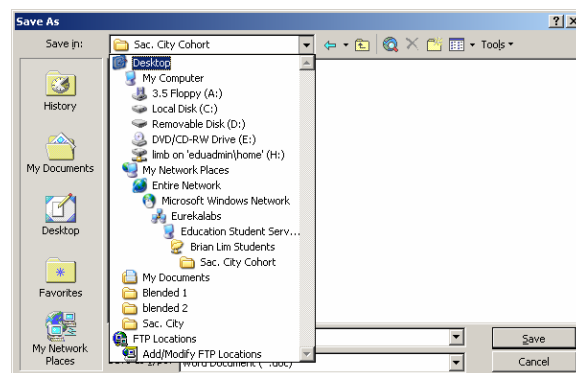
3. When you get inside your folder, rename your file name and then click "Save."

** If you are using Mac, please put the extension after the file name. For example, if you created MS Word file, you should put **.doc** after the file name (e.g., resume.doc). Here are other extensions: MS Excel (**.xls**), MS PowerPoint (**.ppt**)

D. Trashing Your Original Folder: Now that you have successfully saved a copy of your file, you can trash the original. Hold down the mouse button over the icon for your original file as you drag it to the "Trash" icon ("Recycle Bin" on PCs) until the Trash icon is highlighted, then let go. *Your original file is now in the Trash but it has not yet been erased. Later, when you're finished with your work and are sure of what you want to erase, go to the Special menu and select "Empty Trash…" to erase all the files and folders your have placed in the Trash.*
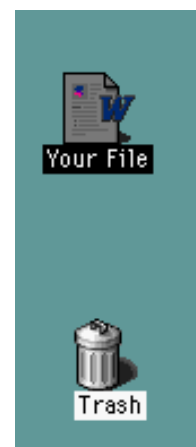
Applications (Mac Only)

A. Opening an Application: The "Applications" folder contains all the programs that are available to you. I strongly recommend that you do NOT go into this folder to open applications, but instead use the method described here:

1. Click on.

2. While holding down the mouse button, scroll down the pull-down menu until you to the name of the application you want, and then let go. *The application will open*

B. Closing an Application: Often, novice users think that they have closed an application when they close its window, but that procedure only closes the window - leaving the application still operating in the background (This is true only on Mac computers). **To close an application, go to the File menu and select Quit**. *But, how do you get back to applications that you used earlier but did not quit?*

*Some background Macintosh computers can run many applications at one time. The advantage is that the user can move rapidly from one application to another, transferring files, tables, etc. So, at any one time, there may be several applications running on your workstation because you thought you had turned them off or because a previous user left them running. As open applications accumulate, your workstation may begin to respond more slowly.

Here is how to find out what applications are in operation on your Macintosh, how to switch from one to the other instantly and how to quit them: In the extreme upper-right-hand corner of your screen is an icon symbolizing the application that is presently open and visible on your desktop.

It will look like this when the "**Finder**" is visible, like this when "**Excel**" is visible, and like this when "**Word**" is visible, etc.

1. To see all opened applications, hold down the mouse button on the icon. *A pull-down menu appears with the names of all open applications. In the example below, the Finder, Excel, and Word are in operation and instantly available. We know the Finder is presently visible on your desktop because there is a check mark next to its name. Excel and Word are operating in the background and not visible on the desktop.*

2. To make one of the applications visible on your desktop: hold down the mouse button, scroll to the desired application, and let go of the button. *In the example above, Excel is selected to open.*

Screen Captures (Mac only)

Screen Captures

Macintosh computers have built-in abilities to grab any graphics that you can see on your screen and store it on a file to use later in your word processor, spreadsheet, on a data base, in a slide show, you name it.

A. Capture the Entire Screen
Hold down "Shift," "apple key," and "3" keys (all three) at the same time. You hear a camera shutter sound and the entire screen is saved in a file on your hard drive titled "Picture 1." But this procedure has very limited utility because you rarely want the entire screen! The next procedure is the one you will use most often.

B. Capture a Piece of the Screen.

1. Hold down "Shift," "apple key," and "4" keys (all three) at the same time. The mouse cursor turns into a targeting symbol: "+".
2. Move the cursor to the upper-left of what you want to capture.
3. Hold down the mouse button as you drag to the lower-right of what you want. Let go. Again you hear the camera shutter sound and what you selected was saved as a file on your hard disk drive.

C. Capture a window
1. Press "Caps Lock" key.
2. Hold down "Shift," "apple key," and "4" keys (all three) at the same time. The mouse cursor turns into a concentric circle symbol.
3. Move the cursor to the window you want to capture (active window) and then click on any part of the active window.

D. Viewing the screen captures.

When you capture the screen, the picture will automatically go to the hard drive. Double Click on the hard drive icon. You will see file name "Picture" with the numbers (i.e., "Picture 1"). Double click on the files to see them. A little program called "Simple Text" will open your picture files when you double-click on them.

*** TRASH those picture files when you are done!

In case you are uncertain, here is the procedure:
Hold the mouse button down to drag a file to the trash. The file is in the trash when you see the trash can highlighted - then let go. Notice, as you drag the item to the trash, your cursor must touch the trash can icon to highlight it. In the example below, the student touched the trash icon with the picture icon - that is not correct and the picture file did not go into the trash. On the right, the student drug the picture file over the trash can until the students CURSOR highlighted the trash can and the file was correctly dumped.

Computer Talk

Since you have learned GUI vocabulary and several procedures, these directions will be given in words only unless they refer to something that is new.

1. Go to the workstation and start any web browser (preferably MS Explorer).
2. Go to "EDTE 330A Resources" from Prof. Lim's home page.
3. Click on the Week 2, **Computer Talk**.
4. View the slide show. Study the slide show with your partner until you both understand the terms and vocabulary used in the slide show.

Screen Captures (PC only)

Screen Captures

PC computers have built-in abilities to copy some graphics that you can see on your screen and use in your word processor, spreadsheet, on a data base, in a slide show, you name it.

A. Capture the Entire Screen
Hold down "Ctrl" key first and then "Print Screen" key at the same time. You will not notice anything. The entire screen is saved in the RAM memory. But this procedure has very limited utility because you rarely want the entire screen! The next procedure is the one you will use most often.

B. Capture a window
Open the window you want to capture. Hold down "Ctrl" key and "Alt" key first and then "Print Screen" key (all three) at the same time. You will not notice anything. The window is saved in the RAM memory.

C. Viewing the screen captures.

When you capture the screen, you cannot view them unless you have a program running such as MS Word, MS Excel, or MS PowerPoint. Start one of these programs. Click "Edit" and then select "Paste." You will see the screen captured picture on the work area.

Computer Talk

Since you have learned GUI vocabulary and several procedures, the directions will be given in words only unless they refer to something that is new.

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