

Week 2: Communication Tools

The most popular use of the Internet is to communicate: via email, listservs, discussion boards, webcams, and other tools. This week we explore these communication methods as well as learning about using graphics from the Internet.



Objectives

- ★ Explore resources and tools for managing communication on the Internet.
- ★ Consider appropriate classroom uses of email.
- ★ Plan for effective student use of Internet communication tools.
- ★ Demonstrate appropriate use of clip art and pictures from the Internet.

Suggested Schedule

- ★ **Sunday - Monday Examine** (approx. 60 min.) Complete the reading assignments. Feel free to print the articles and read offline.
- ★ **Tuesday-Friday Discuss** (login in daily for half an hour, 2 hours total) This is the area for reflection and discussion on reading, experiences, and learning.
- ★ **Tuesday Explore** (approx. 45 min.) Explore the integration ideas and websites.
- ★ **Wednesday-Thursday Implement** (approx. 1-2 hours) Complete the activity or experience. **Implement** projects will be posted in Discussion on the top left menu for feedback and review.
- ★ **Thursday Manage** (approx. 15 min) View (and print if you'd like) the management tips for this week.
- ★ **Friday Featured Tool** (approx. 30 min.) Try out the featured online web tool for this week.
- ★ **Weekend** Catch up on work if necessary.

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Read at least three articles, at least one from each category below.

We encourage you to bookmark and/or print articles and links that you enjoy in the class.



Email Communication

★ **Required** [God and Your Email](#) Have you made Jesus the Lord of your e-mail? Read this interesting perspective on our online communications.

★ [Getting Started on the Internet: The Key to Keypal Success!](#) Keypals (computer keyboard pen pals) are a popular tool for developing students' communication, language, and keyboarding skills -- and more! The key to keypal success lies in careful planning and commitment.

★ [Getting Started on the Internet: Add YOUR Name to a Listserv -- TODAY!](#) Every teacher should join a listserv. Listservs offer a quick and easy way to connect with teachers around the world. Don't miss out on the sharing, the learning, and the fun! Included: Links to hundreds of listservs for educators.

★ [How to Fight Spam](#) What is spam? If you know the word "e-mail" then you know the word "spam"-the unwanted, junk e-mails we all receive on a daily basis.

★ [Passing Notes in Cyberspace: Electronic Communication and Privacy in the Workplace](#) Many educators have not yet learned what business professionals have known for some time. Traditional views about what is and is not "private" don't always exist in cyberspace.

Other Communication Tools & Methods

★ [Teacher, Alias Telementor](#) Opportunity is often difficult to recognize and it frequently takes the form of an interruption or additional work. This week, Brenda Dyck shares a teaching opportunity that opened her eyes to the potential we have to influence students via the Internet.

★ [Writing With Web Logs](#) An emergent genre is making a space for students to publish online.

★ [Images Can Make Powerful Slam Dunk Digital Lessons](#) This article outlines an approach to instructional design that takes advantage of mammoth photo archives and locally photographed images or prints from the school's vertical file.

★ [Using Instant Messenger Services](#) In addition to e-mail and the World Wide Web, instant messaging (commonly called "IM") is one of the most popular services on the Internet.

★ [Let's Meet Online: Collaboration Tools](#) Share lesson plans, enroll in an online course, or even conduct parent-teacher conferences from the comfort and convenience of your computer.

★ [Live at 9:00: Are You Ready for Web Cams in Your Classroom?](#) What are webcams and what ideas have people had for their use in schools?



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In the discussion area,

★ After reviewing the articles under [Examine](#), go to Discussion on the top left menu and locate the **Week 2: Discuss** response forum. Then answer two of these questions in one message.



- **Required:** How do you currently use the Internet to communicate (personally and professionally)? How can you apply the required reading [God and Your Email](#) to your online communications?
- What possibilities do you see for your students to use the Internet to communicate? How do you think that use will enhance learning? If you have used Internet communication tools (email, instant message, webcam, etc.) with your students, tell us about it!
- **OR** How have you used Internet images to enhance student learning? Or what possibilities do you now see for using images from the Internet to supplement your curriculum?

Please reference the two articles you read in your message. Weave those references into your answers to the above questions.

★ **Respond to at least one other person's message.** We're looking for a quality conversation here - more than a simple 'I agree'. These may give you a place to start:

- Did the post-er present an idea that is new to you?
- That you were surprised at?
- Do you see the same thing (or something completely different) happening in your classroom?
- Were you confused by their idea(s)?
- Was there anything you disagree with? Share your perspective.

Scoring Checklist

Response to the readings & introduction	15 pts.
Response to someone's posting	10 pts.

Total possible points for this week's Discuss	25 pts.
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Jump: [Email 101](#) | [Email in Class](#) | [Discussion/Blog](#) | [Graphics](#) | [Listservs](#) | [Phone & IM](#) | [Web](#) | [Web Cams](#)



Email 101

★ [About.com Spam Series](#) Learn about what it is, how you get it, and issues around spam.

★ [Avoid Phishing Scams](#) that steal your identity or personal information. See [this link for a brief article](#).

★ Email Hoaxes. Check it out before you forward at [CIAC](#) or [Symantec](#).

★ [Netiquette Quiz](#)

★ [Urban Legends](#) Check it out before you forward!

★ [Email Forwarding Netiquette](#) A funny email about email forwards.

★ [What is an Email Virus and how can I avoid it?](#)

Email in Class

★ [Email in the Classroom](#) Lots of project ideas and management tips for using email in the classroom.

★ Assign telementors for students. Check out the the [International Telementor Center](#).

★ Have students write to Congress. Find your state [Senator](#) or your [Representative](#).

★ You can also have your students "Ask an Expert" from one of the following sites:

★ [Ask an Expert Page](#) A comprehensive list of ask an expert pages.

★ [Pitsco's Ask an Expert](#)

★ Adopt a grandparent. Find a grandparent with email in your local community.

★ [You've Got Mail!](#) Ten nifty ways your teachers can use e-mail to extend kids' learning

Discussion and Blogs

★ [Blackboard.com](#)

★ [NiceNet](#) A free Internet classroom assistant.

★ [eBoard](#) A simple online communication tool that connects educators, parents, and students.

★ [Blogger.com](#) Learn about web logs (blogs). Blogs can be used to encourage students to write, to practice writing, to have a larger audience for their writing.

★ [Education Web Logs](#)

★ [Using Weblogs in Education](#) Journalism, educators personal blogs, issue oriented blogs, and more.

Graphics

★ [Copyright Bay](#) Learn about how **fair use** is defined for use of materials from the Internet.

★ [Pics4Learning](#) Copyright friendly pictures for school use.

★ [The Amazing Picture Machine](#) An NCRTEC Index to Graphical Resources on the Internet

★ [Photographic Libraries: Archive Collection](#)

★ [Discovery School Clip Art](#)

★ Art: [Treasures of The Louvre](#)

★ Literature: [American Literature Archive Gallery](#)

★ Math: [Gallery of Mathematical Images](#)

★ Science: [The Space Images Archive](#)

★ Social Studies: [Library of Congress American Memory Collections: Photos](#)

Listsers

★ [MiddleWeb Listserv](#)

★ [Teacher-to-Teacher](#)

★ [Mailing Lists for Teachers](#)

★ [Classroom Connect Listsers](#)

★ [Global SchoolNet Mailing Lists](#)

★ [Liszt, the mailing list directory](#) Myriad mailing lists here

★ [CataList](#) The official catalog of LISTSERV lists.

Phone & Messaging

★ [Voice Over Internet Protocol](#) The FCC explains how it works.

★ [Skype](#) Free and simple software that will enable you to make free calls anywhere in the world in minutes.

★ Popular Instant Message (IM software). You'll find students well versed in instant message (IM) lingo. Some schools use IM to turn in lunch counts, attendance, and other information to the office.

★ [AOL Instant Messenger](#)

★ [MSN Messenger](#)

★ [Yahoo Messenger](#)

★ [Instant Message Etiquette](#)

★ [Chat Slang](#) What exactly are these kids saying?

★ [IM Story: Keeping Kids Safe](#) Print and share with your students to teach them about keeping safe online.

Web

★ [RateMyTeachers.com](#) Look up your school and see how the Net is used to communicate about you!

★ [National Teacher Recruitment Clearinghouse](#) This site aims to assist the thousands of educators who've been forced back into the job market as a result of budget cuts.

★ [Web Tutorials](#) Learn online on your own!

★ [Web Scams](#) Good to know about! Remember anyone can publish anything!

Web Cams and Video Streaming

★ [EarthCam](#) catalogs hundreds of live cameras or try [EarthCam for Kids](#)

★ [DiscoveryCam](#) The Discovery Channel has put together a list of cams in zoos, volcanoes, construction sites, etc.

★ [Leonard's Cam World](#) over 8000+ child safe web cams all over the world.

★ [Panoramas](#) 360 views of scenes from 26 countries!

★ [Weather Cams](#) weather cameras across North America

★ [United Streaming](#) Using video streaming in the classroom.

Odds and Ends

★ [eSuds.net](#) What will the Internet be used for next? How about an email when your dorm laundry is done?



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Week 2: Communication

Tools

The **Implement** tasks should take about an hour or two of your time. Often, you could spend longer on the task, but we encourage you to budget your time and focus on what is most useful for your own learning.



Each week includes several options from which to choose. Pick one of the project options. Many include further instructions, so be sure to click on the link for that assignment. Then post your assignment in Discussion on the top left menu and give feedback to at least one colleague.

★ Choose a picture or collection of pictures online. [Create a one page Word project](#) as an example of what your students could create to enhance a unit you teach. (A poster, a card, a photo essay, a photo analysis, etc.)

★ Write a [two paragraph mini-lesson idea](#) on how you would use a [webcam](#) in your curriculum.

★ Learn how to set up an [email rule or filter for your email](#). Filters can be used to fight spam or to filter listservs into a folder you can read as you have time.

★ Research the various [listservs and chat boards for teachers](#). Join one and report on your experience.

★ Describe how you would [enhance a favorite unit with a communication tool](#).

Scoring Checklist for Implement

Post an Implement project	15 pts.
Response to someone's posting	10 pts.
Total points for this week's Implement project	25 pts.



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Student Helper Ideas



- ✧ Use peer teaching. Each week have a different student as the tech teacher. They should have learned whatever program or activity is used that week.
- ✧ Intro the '3 before me' concept. Students ask three other students before asking the teacher.
- ✧ Have a different student each week who serves as "Computer Assistant." If students have a question, they are to go to the Computer Assistant for help. If the Assistant doesn't know, then they can ask the teacher.
- ✧ Cooperative learning groups get more students involved in using technology (or having a say in it).
- ✧ Encourage student "Experts" in various software and topics. For example, you might have a Word expert, an Internet searching expert, an Excel expert, and a PowerPoint expert.
- ✧ Show two students a new program or computer operation during recess or a break, giving them another 20-30 minutes to explore and become proficient. The next day, they are the "experts" who teach other students the ins and outs of this new skill. The "experts" you choose should not necessarily be the techies in the class.



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Each week we will share a free tool that is available online to make your life easier. Try it out now, or bookmark it to explore later!



★ Thousands of schools use the [Gaggle Network](#) to provide safe, teacher-controlled email accounts for students.



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