

Agenda – The Basics of Publisher—A Tool That Can Be Used With Common Core State Standards

Length: 6 hours

Welcome and Introductions: [5 minutes]

Goals and Objectives: [5 minutes]

Participants will:

1. Identify and utilize basic terminology associated with Microsoft Publisher program
2. Create Publisher templates/documents that support and supplement lessons aligned with Common Core as well as provide parental communication
3. Examine Common Core State Standards and identify the areas where writing can be utilized
4. Create/share a lesson plan that uses writing with applications of Microsoft Publisher that will support Common Core State Standards

Introduction of Publisher 2010: [10 minutes]

<http://office.microsoft.com/en-us/publisher-help/>

<http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx>

<http://www.lynda.com/Publisher-2010-tutorials/essential-training/71925-2.html>

<http://www.youtube.com/watch?v=KB-nw0I5KAq>

Instructional Activity: Guided [40 minutes]

Practice/Review Microsoft Publisher Basics

Instructional Activity: Independent [30 minutes]

Create a postcard.

<http://www.proteacher.com/110066.shtml>

<http://exchanges.state.gov/englishteaching/forum/archives/docs/08-46-4-h.pdf>

http://www.teachingideas.co.uk/english/contents_writingnonfiction.htm

Formative Assessment: [10 minutes]

Share products. Question/Answer.

Instructional Activity: Guided/Independent (Small Groups) - [60 minutes]

Create a Newsletter

<http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=8&sqi=2&ved=0CHMQFjAH&url=http%3A%2F%2Fwww.csgv.ca%2Fcounselor%2Fassets%2FMiddleHighIdeaManual.pdf&ei=QJoTT-XSLNKFsaALnxriDBA&usq=AFQjCNGwiK1yVSWsYBY-LHdh68o7MxzmKg&sig2=7iRYX7mO9440i5GadMaTnw>

<http://www.thinkfinity.org>

<http://publish.uwo.ca/~floyd/cicsupt/newscal.htm>

<http://www.capemaytech.net/etec/links/publisherprojects.htm>

<http://publish.uwo.ca/~floyd/cicsupt/samplepubs/newsletter1.pdf>

Formative Assessment: [10 minutes]

Share products. Question/Answer.

Instructional Activity: Guided/Independent Work: [15 minutes]

[http://ccssarkansas.pbworks.com/w/page/41448809/ADE-Common-Core-State-Standards-\(CCSS\)-Wiki-Homepage](http://ccssarkansas.pbworks.com/w/page/41448809/ADE-Common-Core-State-Standards-(CCSS)-Wiki-Homepage)

<http://ccssarkansas.pbworks.com/w/page/32131061/CCSS-Arkansas>

http://www.corestandards.org/assets/CCSSI_ELA_Standards.pdf

Instructional Activity: Independent Work [60 minutes]

Create a brochure that involves writing while incorporating technology/Publisher.

Practice Activity: Independent Work [90 minutes]

Create a lesson plan.

Post Session Assessment: [20 minutes]

Share participant products and answer discussion questions.

Discussion and Closing [5 min]

You should take any printed materials and save files to travel/flash drive or email to your preferred account. If files were saved to the local computer they should be deleted. Fill out an evaluation and help clean up the room.