



Technology Tools for Teaching



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Fabulous Find!

A very useful browser tool to use while looking for information on the Internet is the Find feature. Activate this tool by typing **Control-F** on the keyboard while viewing a web site. This brings up a "Find" window. Type in one keyword and this feature will lead you to every instance of that word (and form of the word) on that particular web page.

For example, I wanted to find out when the first U. S. women's lacrosse team was established. The search engine led me to the web site www.lacrosse.org, where I found a page on the history of lacrosse. Not wanting to read the whole article, I hit **Control-F** and typed in the keyword "first". This feature highlighted the six instances where the word "first" appeared. I only had to read the phrase or sentence that included the highlighted word. I quickly discovered that the first women's lacrosse team in the United States was established at the Bryn Mawr School in Baltimore in 1926.

I usually exit from the Find window (by clicking on the X in the upper right corner) after this feature locates the first appearance of the keyword. Then I use the keystroke **Control-G** to go to the next highlighted keyword. Removing the window makes it easier to read the text; you could also drag the window out of the way.

Should we tell the kids?

Whether or not you want to allow your students to use this handy tool, depends upon the skill you want the students to practice and learn. If students are learning to locate facts and information from the Internet to use for a project, report, essay, etc., then the Find feature will help them be more efficient researchers. It would also require students to think about the questions they are trying to answer through the formulation of keywords. Similar to using an index in a non-fiction book, students will be able to go right to the place on the web page where the keyword is found. The next step, of course, would be for the students to read the sentence(s) or paragraph(s) in order to determine the context and relevance of the information. It is important, though, that the students are using teacher-approved sites for their research, since the goal is to find accurate and current information, and a student-initiated search may not produce quality web sites.

The Highlighter Revisited

In the March issue of *Technology Tools for Teaching*, there was an article about how to use the highlighter in Microsoft Word. For those of you who looked for the highlighter, but couldn't find it, try the following:

- The Formatting toolbar may not be on the screen. Go to **View**→**Toolbars**→**Formatting**
- Part of the Formatting toolbar may be hidden. Try "grabbing" the toolbar and dragging it to view all of the buttons.
- The highlighter may not be a part of your Formatting toolbar. Go to:
View→**Toolbars**→**Customize...**
Choose the **Commands** tab. Under **Categories**, choose **Format**.
Under **Commands**, scroll down to find the highlighter.
Drag it to the Formatting toolbar.

PowerPoint Rubric

Rubrics help students become thoughtful judges of the quality of their own work. The back page of this month's newsletter is a PowerPoint rubric for teachers to use in assessing student presentations. This rubric evaluates the complete process of planning, creating, and presenting a PowerPoint show.

Going over this assessment tool with students before they begin the assignment will hopefully result in a better product and increased learning! I also like to refer to the rubric throughout the lesson to remind students of my expectations.

**Feedback
Welcome!**

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