

Learning Module




Instructions: Design the module in your course by filling in the template. All of the sections within the module are required, and you may add or revise the sections as applicable to your context.


Course or Training Title: Computer Software Skills and Technology Integration Course for Elementary Teachers

Unit/Module 1: Essential Microsoft Word software skills for teaching students.

Unit/Module 2: Essential Microsoft PowerPoint software skills for teaching students.

Note: The first step in each lesson refers to an attribute presentation that would serve as a pre-instructional strategy to gain attention, inform learners of objectives, and stimulate recall of prior learning. The contents of each attribute presentation have been omitted from my learning module for brevity.

<p><i>Title/Topic</i></p> 	<ul style="list-style-type: none"> • Computer Software Skills and Technology Integration Course for Elementary Teachers
<p><i>COs Supported by this Module</i></p> 	<ul style="list-style-type: none"> • Develop the essential Microsoft Word software skills for teaching students. • Develop the essential Microsoft PowerPoint software skills for teaching students. • Create a series of screencasts that teach computer software skills to your students.
<p><i>Unit/Module Learning Objective(s)</i></p> <p><i>Break down and support the Course Outcomes</i></p> 	<p>At the end of this module, students will be able to...</p> <ul style="list-style-type: none"> • The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts • Demonstrate how to modify font, size, and color in the MS Word template • The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures • Demonstrate how to modify a picture in the MS Word template • The learner will display a willingness to learn the procedures and attributes associated with MS Word bullets and lists • Demonstrate how to apply bullets and lists formatting in the MS Word template

	<ul style="list-style-type: none"> • The learner will display a willingness to learn the procedures and attributes associated with MS Word layering • Demonstrate how to layer text and pictures in the MS Word template • The learner will display a willingness to learn the procedures and attributes associated with MS Word editing skills • Demonstrate how to use editing skills in the MS Word template • The learner will display a willingness to learn the procedures and attributes associated with MS PowerPoint slide layouts • Demonstrate how to edit slide layouts in the MS PowerPoint template • The learner will display a willingness to learn the procedures and attributes associated with MS PowerPoint fonts and text • Demonstrate how to modify font, size, and color in the MS PowerPoint template
<p><i>Instructional Materials / Content Delivery</i></p> <p>3+ Resources w/ context for learners</p> <p><i>(Lecture, Readings, Case Studies Graphics, videos, workbooks)</i></p> 	<p><u>Module 1: MS Word - Word processing & editing skills</u></p> <p>1. <u>Lesson Title: Working with fonts (concept and procedure)</u></p> <p>1.1. Instructional Materials: Laptop computer for each learner; LMS system; MS Office software; Screencast video</p> <p>1.2. Learning Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts</p> <p>1.3. Content Delivery: Screencast video of presentation and procedure</p> <p>1.3.1. The instructor will provide an overview of MS Word font attributes presentation in a screencast video</p> <p>1.3.2. The instructor will demonstrate how to access the Microsoft Word template for the exercises in the screencast video</p> <p>1.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast.</p> <p>1.3.4. Access MS Word template for exercises (procedure)</p> <p>1.3.5. Underline the word “font” anywhere in the template (procedure)</p> <p>1.3.6. Change the font to Arial in line 2 of the template (procedure)</p> <p>1.3.7. Change font color to Red in line 3 of the template (procedure)</p> <p>1.3.8. Change the font size to 24 in line 4 of the template (procedure)</p> <p>1.3.9. Modify font color, size, and size to learner specification in line 5 of the template (procedure)</p>

2. Lesson Title: Working with pictures (concept and procedure)

- 2.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video
- 2.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures
- 2.3. **Content Delivery:** Screencast video of presentation and procedure
 - 2.3.1. The instructor will provide an overview of MS Word picture attributes presentation in a screencast video (concept)
 - 2.3.2. The instructor will demonstrate how to access the Microsoft Word template for the exercises in the screencast video (procedure)
 - 2.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast (procedure)
 - 2.3.4. Access MS Word template for exercises (procedure)
 - 2.3.5. Access the Insert tab in the menu (procedure)
 - 2.3.6. Choose the Insert Pictures tab in the menu (procedure)
 - 2.3.7. Locate four online pictures of your favorite hobbies (procedure)
 - 2.3.8. Insert each online image into the template (procedure)

3. Lesson Title: Working with bullets and lists (concept and procedure)

- 3.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video
- 3.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS Word bullets and lists
- 3.3. **Content Delivery:** Screencast video of presentation and procedure
 - 3.3.1. The instructor will provide an overview of MS Word bullet and lists attributes presentation in a screencast video (concept)
 - 3.3.2. The instructor will demonstrate how to access the Microsoft Word template for the exercises in the screencast video (procedure)
 - 3.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast (procedure)
 - 3.3.4. Identify words in the template for a list (procedure)
 - 3.3.5. Select the Lists icon in the menu (procedure)
 - 3.3.6. Select the Check icon (procedure)
 - 3.3.7. Insert a Check icon in front of each word from the template that needs to be in a list (procedure)
 - 3.3.8. Modify each Check icon into a Bullet icon (procedure)
 - 3.3.9. Modify each Bullet icon into the ABC icon (procedure)

4. Lesson Title: Working with layering (concept and procedure)

- 4.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video
- 4.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS Word layering
- 4.3. **Content Delivery:** Screencast video of presentation and procedure
 - 4.3.1. The instructor will provide an overview of MS Word layering attributes presentation in a screencast video (concept)

- 4.3.2. The instructor will demonstrate how to access the Microsoft Word template, which contains text and pictures for the exercises in the screencast video (procedure)
- 4.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast (procedure)
- 4.3.4. Select a picture of the Dog and Format Picture appears (procedure)
- 4.3.5. Choose the In Line with Text icon and Square icon (procedure)
- 4.3.6. Move the Dog picture to the front of the first paragraph of the text (procedure)
- 4.3.7. Select an image of the Horse and Format Picture appears (procedure)
- 4.3.8. Choose the In Line with Text icon and Center icon (procedure)
- 4.3.9. Move the Horse picture to the Center and below the second paragraph of the text (procedure)
- 4.3.10. Select a picture of the Seal and Format Picture appears (procedure)
- 4.3.11. Choose the In Line with Text icon and Center icon (procedure)
- 4.3.12. Select the Modify the Color icon to Wash Out (procedure)
- 4.3.13. Move the Seal picture to the Center and behind the third paragraph of the text (procedure)

5. Lesson Title: Working with editing skills (concept and procedure)

- 5.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video
- 5.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS Word editing skills
- 5.3. **Content Delivery:** Screencast video of presentation and procedure
 - 5.3.1. The instructor will provide an overview of MS Word editing skills attributes presentation in a screencast video (concept)
 - 5.3.2. The instructor will demonstrate how to access the Microsoft Word template, which contains two paragraphs of text with numerous words that are misspelled for the exercises in the screencast video (procedure)
 - 5.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast (procedure)
 - 5.3.4. Identify the first misspelled word in the template, which has a red line under the word (procedure)
 - 5.3.5. Highlight the word (procedure)
 - 5.3.6. Click on the word using the right mouse button (procedure)
 - 5.3.7. Examine the choices and choose the correct spelling of the word (concept)
 - 5.3.8. Select the correct spelling of the word by clicking on it (procedure)
 - 5.3.9. Examine to see if the red line still appears under the word, then repeat steps 5.3.6 through 5.3.8 until the red line disappears (procedure)
 - 5.3.10. Identify if the red line no longer appears under the word, which means that it is spelled correctly (procedure)
 - 5.3.11. Continue to correct the spelling of all misspelled words in the template by repeating steps 5.3.4 through 5.3.10

Module 2: MS PowerPoint – Design & Editing Skills

6. Lesson Title: Working with slide layouts (concept and procedure)
 - 6.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video
 - 6.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS PowerPoint slide layouts
 - 6.3. **Content Delivery:** Screencast video of presentation and procedure
 - 6.3.1. The instructor will provide an overview of MS PowerPoint slide layouts attributes presentation in a screencast video (concept)
 - 6.3.2. The instructor will demonstrate how to access the Microsoft PowerPoint template, which contains slides for the exercises in the screencast video (procedure)
 - 6.3.3. Next, the learner will visualize completing the following procedures by watching the tutorial screencast (procedure)
 - 6.3.4. Add learner name under PowerPoint template title on slide one (procedure)
 - 6.3.5. Proceed to slide two, which is a title and content slide layout (procedure)
 - 6.3.6. Teach attributes of title and content slide layout (concept)
 - 6.3.7. Proceed to slide three, which is a section header slide layout (procedure)
 - 6.3.8. Teach attributes of a section header layout slide (concept)
 - 6.3.9. Proceed to slide four, which is a two-content slide layout (procedure)
 - 6.3.10. Teach attributes of two content slide layouts (concept)
 - 6.3.11. Proceed to slide five, which is a two-content with captions slide layout (procedure)
 - 6.3.12. Teach attributes of two content with captions layout (concept)
 - 6.3.13. Proceed to slide six, which is a title-only slide layout (procedure)
 - 6.3.14. Select slide six by clicking on slide six in Slider Viewer (procedure)
 - 6.3.15. Select Delete Slide in the menu options that appear (procedure)
 - 6.3.16. Observe that slide six has been deleted, and slide seven has now become slide six (procedure)
 - 6.3.17. Change the layout of new slide six by making it a Title only slide (procedure)
 - 6.3.18. Select Layout in the menu and choose Title only slide option (procedure)
 - 6.3.19. Proceed to slide seven, which is content with a caption slide layout slide (procedure)
 - 6.3.20. Add a new slide after slide seven by clicking on New Slide in the menu
 - 6.3.21. Observation of slide eight as a new slide has been added (concept)
 - 6.3.22. Proceed to slide nine, which is content with a caption slide layout slide (procedure)
 - 6.3.23. Duplicate slide nine by right-clicking on New Slide in the Slide Viewer menu (procedure)
 - 6.3.24. Observation of slide ten as a new slide has been added (concept)
 - 6.3.25. Proceed through ten slide presentation
 - 6.3.26. Edit slides in ten slide presentation by following the directions on each slide (concept)

7. Lesson Title: Working with slide fonts, text, and color (concept and procedure)

7.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video

7.2. **Learning Objective:** The learner will display a willingness to learn the procedures and attributes associated with MS PowerPoint fonts, text, and color

7.3. **Content Delivery:** Screencast video of presentation and procedure

7.3.1. The instructor will provide an overview of MS PowerPoint fonts, text, and color attributes presentation in a screencast video (concept)

7.3.2. The instructor will demonstrate how to access the Microsoft PowerPoint template, which contains slides with various fonts, text and color for the exercises in the screencast video (procedure)

7.3.3. Proceed to slide one, which includes fonts and text (procedure)

7.3.4. Teach attributes of fonts and text (concept)

7.3.5. Add learner name to slide one (procedure)

7.3.6. Change font color and size of learner name based on learner desire (procedure)

7.3.7. Proceed to slide two, which contains fonts and text (procedure)

7.3.8. Modify font and font color to match the image on slide two (procedure)

7.3.9. Identify that image on slide two is a loud lion (procedure)

7.3.10. Modify the font to match the image characteristics on slide two of a loud lion (procedure)


7.3.11. Proceed to slide three, which contains fonts and text (procedure)

7.3.12. Modify font and font color to match the image on slide three (procedure)

7.3.13. Identify that image on slide three is a happy crab (procedure)

7.3.14. Modify the font to match the image characteristics on slide three of a happy crab (procedure)

7.3.15. Repeat process 7.3.11 through 7.3.14 for the remaining six slides in the MS PowerPoint template

<p>Learning Activity (Discussions, simulations, exercises, practice activities)</p> 	<h2 style="text-align: center;"><u>Module 1: MS Word - Word processing & editing skills</u></h2> <ol style="list-style-type: none"> 1. <u>Lesson Title: Working with fonts (concept and procedure)</u> <ol style="list-style-type: none"> 1.1. Instructional Materials: Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS Word template for fonts lesson 1.2. Learning Objective: Demonstrate how to modify font, size, and color in the MS Word template 1.3. Content Delivery: Screencast video of procedure; MS Word template for working with fonts <ol style="list-style-type: none"> 1.3.1. First, the learner visualizes how he or she would modify the font, size, and color in a Microsoft Word template (concept) 1.3.2. Next, each learner practices changing the font, size, and color in a Microsoft Word template (procedure) 1.3.3. Note: The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process. 1.3.4. Access MS Word template for exercises (procedure) 1.3.5. Underline the word “font” anywhere in the template (procedure) 1.3.6. Change the font to Arial in line 2 of the template (procedure) 1.3.7. Change font color to Red in line 3 of the template (procedure) 1.3.8. Change the font size to 24 in line 4 of the template (procedure) 1.3.9. Modify font color, size, and size to learner specification in line 5 of the template (procedure) 1.3.10. Learners will attach their completed Microsoft Word template through the LMS 1.3.11. Additionally, learners will include questions or comments to the instructor about the lesson activity 1.3.12. Finally, learners will submit their completed Microsoft Word template through the LMS 2. <u>Lesson Title: Working with pictures (concept and procedure)</u> <ol style="list-style-type: none"> 2.1. Instructional Materials: Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS Word template for modifying pictures lesson 2.2. Learning Objective: Demonstrate how to modify a picture in the MS Word template 2.3. Content Delivery: Screencast video of procedure; MS Word template for working with pictures <ol style="list-style-type: none"> 2.3.1. First, the learner visualizes how he or she would modify a picture in a Microsoft Word template (concept) 2.3.2. Next, each learner practices modifying pictures in a Microsoft Word template (procedure) 2.3.3. Note: The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process. 2.3.4. Access MS Word template for exercises (procedure) 2.3.5. Access the Insert tab in the menu (procedure) 2.3.6. Choose the Insert Pictures tab in the menu (procedure) 2.3.7. Locate four online pictures of your favorite hobby (procedure)
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- 2.3.8. Insert each online image into the template (procedure)
- 2.3.9. Learners will attach their completed Microsoft Word template through the LMS
- 2.3.10. Additionally, learners will include questions or comments to the instructor about the lesson activity
- 2.3.11. Finally, learners will submit their completed Microsoft Word template through the LMS

3. Lesson Title: Working with bullets and lists (concept and procedure)

- 3.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS Word template for bullets and lists lesson
- 3.2. **Learning Objective:** Demonstrate how to apply bullets and lists formatting in the MS Word template
- 3.3. **Content Delivery:** Screencast video of procedure; MS Word template for working with bullets and lists
 - 3.3.1. First, the learner visualizes how he or she would apply bullets and lists formatting in a Microsoft Word template (concept)
 - 3.3.2. Next, each learner practices how to apply bullets and lists formatting in a Microsoft Word template (procedure)
 - 3.3.3. Note: The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.
 - 3.3.4. Access MS Word template for exercises (procedure)
 - 3.3.5. Identify words in the template for a list (procedure)
 - 3.3.6. Select the Lists icon in the menu (procedure)
 - 3.3.7. Select the Check icon (procedure)
 - 3.3.8. Insert a Check icon in front of each word from the template that needs to be in a list (procedure)
 - 3.3.9. Modify each Check icon into a Bullet icon (procedure)
 - 3.3.10. Modify each Bullet icon into the ABC icon (procedure)
 - 3.3.11. Learners will attach their completed Microsoft Word template through the LMS
 - 3.3.12. Additionally, learners will include questions or comments to the instructor about the lesson activity
 - 3.3.13. Finally, learners will submit their completed Microsoft Word template through the LMS

4. Lesson Title: Working with layering (concept and procedure)

- 4.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS Word template for layering lesson
- 4.2. **Learning Objective:** Demonstrate how to layer text and pictures in the MS Word template
- 4.3. **Content Delivery:** Screencast video of procedure; MS Word template for working with layering
 - 4.3.1. First, the learner visualizes how to layer text and pictures in a Microsoft Word template, which contains text and pictures (concept)
 - 4.3.2. Next, each learner practices how to layer text and pictures in a Microsoft Word template, which contains text and pictures (procedure)

- 4.3.3. Note: The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.
- 4.3.4. Access MS Word template for exercises, which contains text and pictures (procedure)
- 4.3.5. Select a picture of the Dog and Format Picture appears (procedure)
- 4.3.6. Choose the In Line with Text icon and Square icon (procedure)
- 4.3.7. Move the Dog picture to the front of the first paragraph of the text (procedure)
- 4.3.8. Select an image of the Horse and Format Picture appears (procedure)
- 4.3.9. Choose the In Line with Text icon and Center icon (procedure)
- 4.3.10. Move the Horse picture to the Center and below the second paragraph of the text (procedure)
- 4.3.11. Select a picture of the Seal and Format Picture appears (procedure)
- 4.3.12. Choose the In Line with Text icon and Center icon (procedure)
- 4.3.13. Select the Modify the Color icon to Wash Out (procedure)
- 4.3.14. Move the Seal picture to the Center and behind the third paragraph of the text (procedure)
- 4.3.15. Learners will attach their completed Microsoft Word template through the LMS
- 4.3.16. Additionally, learners will include questions or comments to the instructor about the lesson activity
- 4.3.17. Finally, learners will submit their completed Microsoft Word template through the LMS

5. Lesson Title: Working with editing skills (concept and procedure)

- 5.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS Word template for editing lesson
- 5.2. **Learning Objective:** Demonstrate how to use editing skills in the MS Word template
- 5.3. **Content Delivery:** Screencast video of procedure; MS Word template for working with editing skills
 - 5.3.1. First, the learner visualizes how to work with editing skills in a Microsoft Word template which contains two paragraphs of text with numerous words that are misspelled (concept)
 - 5.3.2. Next, each learner practices how to work with editing skills in a Microsoft Word template which contains two paragraphs of text with numerous words that are misspelled (procedure)
 - 5.3.3. Note: The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.
 - 5.3.4. Access MS Word template for exercises, which contains two paragraphs of text with numerous words that are misspelled (procedure)
 - 5.3.5. Identify the first misspelled word in the template, which has a red line under the word (procedure)
 - 5.3.6. Highlight the word (procedure)
 - 5.3.7. Click on the word using the right mouse button (procedure)
 - 5.3.8. Examine the choices and choose the correct spelling of the word (concept)
 - 5.3.9. Select the correct spelling of the word by clicking on it (procedure)
 - 5.3.10. Examine to see if the red line still appears under the word, then repeat steps 5.3.7 through 5.3.9 until the red line disappears (procedure)

- 5.3.11. Identify if the red line no longer appears under the word, which means that it is spelled correctly (procedure)
- 5.3.12. Continue to correct the spelling of all misspelled words in the template by repeating steps 5.3.5 through 5.3.11
- 5.3.13. Learners will attach their completed Microsoft Word template through the LMS
- 5.3.14. Additionally, learners will include questions or comments to the instructor about the lesson activity
- 5.3.15. Finally, learners will submit their completed Microsoft Word template through the LMS

Module 2: MS PowerPoint – Design & Editing Skills


6. Lesson Title: Working with slide layouts (concept and procedure)

- 6.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS PowerPoint template for slide layout lesson
- 6.2. **Learning Objective:** Demonstrate how to edit slide layouts in the MS PowerPoint template
- 6.3. **Content Delivery:** Screencast video of procedure; MS PowerPoint template for working with slide layouts
 - 6.3.1. First, the learner visualizes how to work with slide layouts in a MS PowerPoint template (concept)
 - 6.3.2. Next, each learner practices how to work with slide layouts in a MS PowerPoint template, which contains slides for the exercises in this section (procedure)
 - 6.3.3. Note: The Microsoft PowerPoint template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.
 - 6.3.4. Access MS PowerPoint template for exercises, which contains slides for the exercises in this section (procedure)
 - 6.3.5. Add learner name under PowerPoint template title on slide one (procedure)
 - 6.3.6. Proceed to slide two, which is a title and content slide layout (procedure)
 - 6.3.7. Modify attributes of title and content slide layout (procedure)
 - 6.3.8. Proceed to slide three, which is a section header slide layout (procedure)
 - 6.3.9. Modify attributes of a section header layout slide (procedure)
 - 6.3.10. Proceed to slide four, which is a two-content slide layout (procedure)
 - 6.3.11. Modify attributes of two content slide layout (concept)
 - 6.3.12. Proceed to slide five, which is a two-content with captions slide layout (procedure)
 - 6.3.13. Modify attributes of two content with captions layout (concept)
 - 6.3.14. Proceed to slide six, which is a title-only slide layout (procedure)
 - 6.3.15. Select slide six by clicking on slide six in Slider Viewer (procedure)
 - 6.3.16. Select Delete Slide in the menu options that appear (procedure)
 - 6.3.17. Observe that slide six has been deleted, and slide seven has now become slide six (procedure)
 - 6.3.18. Change the layout of new slide six by making it a Title only slide (procedure)
 - 6.3.19. Select Layout in the menu and choose Title only slide option (procedure)
 - 6.3.20. Proceed to slide seven, which is content with a caption slide layout slide (procedure)
 - 6.3.21. Add a new slide after slide seven, by clicking on New Slide in the menu
 - 6.3.22. Observation of slide eight as a new slide has been added (concept)

- 6.3.23. Proceed to slide nine, which is content with a caption slide layout slide (procedure)
- 6.3.24. Duplicate slide nine by right-clicking on New Slide in the Slide Viewer menu (procedure)
- 6.3.25. Observation of slide ten as a new slide has been added (concept)
- 6.3.26. Edit slides in ten slide presentation by following the directions on each slide (procedure)
- 6.3.27. Learners will attach their completed Microsoft PowerPoint template through the LMS
- 6.3.28. Additionally, learners will include questions or comments to the instructor about the lesson activity
- 6.3.29. Finally, learners will submit their completed Microsoft PowerPoint template through the LMS

7. Lesson Title: Working with slide fonts, text, and color (concept and procedure)

- 7.1. **Instructional Materials:** Laptop computer for each learner; LMS system; MS Office software; Screencast video; MS PowerPoint template for fonts, text and color lesson
- 7.2. **Learning Objective:** Demonstrate how to modify font, size, and color in the MS PowerPoint template
- 7.3. **Content Delivery:** Screencast video of procedure; MS PowerPoint template for working with slide fonts, text, and color
 - 7.3.1. First, the learner visualizes how to work with slide fonts, text, and color in a MS PowerPoint template which includes slides with text and pictures (concept)
 - 7.3.2. Next, each learner practices how to work with slide fonts, text, and color in a MS PowerPoint template, which contains slides with text and pictures for the exercises in this section (procedure)
 - 7.3.3. Note: The Microsoft PowerPoint template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.
 - 7.3.4. Access MS PowerPoint template for exercises, which contains slides with text and pictures for the exercises in this section (procedure)
 - 7.3.5. Proceed to slide one, which includes fonts and text (procedure)
 - 7.3.6. Teach attributes of fonts and text (concept)
 - 7.3.7. Add learner name to slide one (procedure)
 - 7.3.8. Change font color and size of learner name based on learner desire (procedure)
 - 7.3.9. Proceed to slide two, which contains fonts and text (procedure)
 - 7.3.10. Modify font and font color to match the image on slide two (procedure)
 - 7.3.11. Identify that image on slide two is a loud lion (procedure)
 - 7.3.12. Modify the font to match the image characteristics on slide two of a loud lion (procedure)
 - 7.3.13. Proceed to slide three, which contains fonts and text (procedure)
 - 7.3.14. Modify font and font color to match the image on slide three (procedure)
 - 7.3.15. Identify that image on slide three is a happy crab (procedure)
 - 7.3.16. Modify the font to match the image characteristics on slide three of a happy crab (procedure)
 - 7.3.17. Repeat process 7.3.13 through 7.3.16 for the remaining six slides in the MS PowerPoint template (procedure)

	<p>7.3.18. Learners will attach their completed Microsoft PowerPoint template through the LMS</p> <p>7.3.19. Additionally, learners will include questions or comments to the instructor about the lesson activity</p> <p>7.3.20. Finally, learners will submit their completed Microsoft PowerPoint template through the LMS</p>
<p>Assessments - Formative and Summative</p> 	<p><u>Microsoft Word: Word processing and editing topics:</u></p> <ol style="list-style-type: none"> 1. Working with fonts 2. Working with pictures 3. Working with bullets and lists 4. Working with layering 5. Working with editing skills <p>Formative assessments:</p> <p>Sections 1-5: Each section will have lesson objectives unique to that section. Additionally, learners will modify a unique Microsoft Word template for each section according to the lesson objectives for that section.</p> <p>Summative assessments:</p> <p>Teachers will create a screencast for each section 1-5 based on criteria in a grading rubric. Each screencast will have teachers instruct on the Microsoft Word software skills they learned in the section lesson objectives. The intended audience for the teacher-created screencasts will be their students.</p> <p><u>Microsoft PowerPoint: Design and editing topics:</u></p> <ol style="list-style-type: none"> 1. Working with slide layouts 2. Working with slide fonts and text <p>Formative assessments:</p> <p>Sections 1-2: Each section will have lesson objectives unique to that section. Additionally, learners will modify a unique Microsoft PowerPoint template for each section according to the lesson objectives for that section.</p> <p>Summative assessments:</p> <p>Teachers will create a screencast for each section one and two based on criteria in a grading rubric. Each screencast will have teachers instruct on the Microsoft PowerPoint software skills they learned in the section lesson objectives. The intended audience for the teacher-created screencasts will be their students.</p> <p><u>Providing Feedback, Assessing Performance, Enhancing Retention and Transfer</u></p> <p>Provide Feedback:</p> <p>Learners will create a screencast. Each screencast will have learners (teachers in real life) instruct on the Microsoft Word or Microsoft PowerPoint software skills they learned in the</p>

	<p>section lesson objectives. The intended audience for the teacher-created screencasts will be their students.</p> <p>Additionally, learners will attach a copy of their screencast and completed Microsoft Word or Microsoft PowerPoint template through the LMS. Next, learners will include questions or comments about the lesson.</p> <p>Finally, the instructor will provide feedback on each learner's screencast and Microsoft Word or Microsoft PowerPoint template.</p> <p>Assess Performance:</p> <p>The instructor will evaluate each screencast based on the Microsoft Word or Microsoft PowerPoint software skills they learned in the section lesson objectives. Additionally, the instructor will evaluate each modified Microsoft Word or Microsoft PowerPoint template according to the lesson objective. Lastly, the instructor will provide constructive and specific feedback to each learner through the LMS.</p> <p>Enhance Retention and Transfer:</p> <p>In the feedback section for each learner, the instructor will instruct learners to upload their screencast videos to their classroom homepages. Next, teachers will use their screencasts to instruct students on the Microsoft Word or Microsoft PowerPoint software skills they learned in the lesson objectives.</p>
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1.1 Write-up

Summarize your learning process including any challenges you had along the way and how you addressed them.

The initial plans for my course proposal, course map, and topic sequence incorporated a hybrid delivery model. First, I planned my Computer Software Skills and Technology Integration Course for Elementary Teachers as an after-school professional development session. Each session would include in-person and electronic forms of content delivery, such as informational presentations and tutorial videos. Additionally, learning activities would involve small-group, collaborative discussion activities, and electronic tutorial practice activities. Furthermore, I envisioned teachers creating screencasts before ending each PD session. Using a hybrid delivery model, learners (teachers) could interact with electronic forms of content delivery, electronic tutorial practice activities, and screencasts using the school's LMS, which is currently Canvas.

After reflecting on my course, I realized some learners (teachers) would be unable to attend my course due to outside commitments. Therefore, I modified my course's computer software skills portion to be fully asynchronous. I could still offer the hybrid delivery model as after-school professional development; however, all learners would be able to receive the computer software skills training regardless. By providing varying methods to participate in my course, learners could engage in the UDL principle of multiple means of engagement. Likewise, optimizing individual choice, autonomy, relevance, and value supports UDL Checkpoints (7.1 and 7.2). Finally, I had an epiphany regarding my Computer Software Skills and Technology Integration Course for Elementary Teachers. I needed to redesign the entire course to deliver it fully asynchronously.

The computer software skills training of my course was already available asynchronously to learners, so I would modify the technology integration component of my course to have learners (teachers) work in small, grade-level

collaborative groups in an asynchronous format. The Big Blue Button, a collaboration feature already built into Canvas, would facilitate small-group engagement. Next, learners could participate in my Computer Software Skills and Technology Integration Course in whatever format best met their needs. Therefore, learners could attend my course in after-school hybrid PD sessions, fully asynchronous, or a combination of the two formats. Lastly, my overall course design would include two identical courses with matching curricula in either hybrid or asynchronous formats, which could be achieved using Canvas and after-school PD sessions.