



Course number: 510

Recommended time: 6 hours



Description

This course will review the use of the convertible notebook and its many features through hands-on, academic-related activities. Part 1 introduces faculty and students to the components of the particular model selected and the functions of the tablet operating system including all input devices, Windows® Journal, and an introduction to Microsoft® OneNote. Part 2 focuses on integrating these functions into the K-12 or higher education learning environment, both inside and outside the classroom.

Who should attend

Faculty and Students should attend this orientation to the tablet computer to understand its unique capabilities inside and outside of the classroom.

Goals

To prepare Faculty and Students to maximize the use of tablet functionality for learning and instruction.

Course outline

Part 1 – Components and Function

Introducing the Convertible Notebook

- Tablet mode/computer mode
- Pen features
- Connectivity ports
- Calibration

Windows XP/Windows Vista® Tablet Edition

- Tutorials
- Tablet operating system

Input Devices

- Panels
- Speech
- Digital inking and annotations in Microsoft® Office
- Application in the K-12 Classroom

Windows Journal

- Templates
- Handwriting to text
- Appending to other documents
- Application in the K-12 Classroom



Part 2 - Integration

Instructional use of free software programs designed for the Tablet

- Education pack
- Experience pack
- Sticky Notes
- Application in the K-12 Classroom

Introduction to OneNote

- Note collection and organization
- Tagging relevant information
- Sharing and collaborating
- Capturing audio and video from faculty lessons or preparing for presentations
- Ink annotations and drawings on any file type

Examining technology integration practices for Tablet use

- Enhancing traditional teaching methods and learning plans
- Using tablet functions and ink annotations for the writing process
- Using tablet functions and ink annotations for math instruction
- Creating standards-based, student-centered, technology-rich learning plans using tablet tools

Using the convertible notebook in a one-computer classroom

- Wireless projection
- Interactivity with students
- Create a matrix of integration ideas for all subject areas

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