

Jay Curriculum: Unit Cover Page

Unit title: Multimedia

Grade Level: 10-12

Content Area(s): Technology

Date Created:

Designed By: Business/Computer Dept.

Year 1 Map & Template Development

- Map/Matrix Completed
- Material & Resources Listed
- Draft Design Template Completed
- Initial Draft Template Document

Year 2 Piloting

- Develop:
- Performance Tasks
- Other Assessments
- Scoring Rubrics
- Piloted

Year 3 Review & Complete Assessment

- Performance Tasks Development
- Other Assessments Completed
- Scoring Rubrics Completed
- Reviewed/Revised Templates

Year 4

- Full Implementation
- Benchmarks Established

Standard(s)/Performance Indicators:

None (students use skills learned in this unit to achieve Learning Results in other classes)

Unit: Multimedia

Brief Summary of Unit/Topic

Summary:

Students will use Outlook, which is a desktop information manager that helps you to organize information, communicate with others, and manage your time. Students will also learn to use PowerPoint, Office 97, and the Internet.

Stage #1: Identify Desired Results

Essential Question/s:

General understanding/s (What is worth being familiar with?)

Students will know:

Students will be able to:

Start Outlook; View the Calendar; Schedule and change appointments; Schedule a meeting and an event and print; Create, view and manage a Task list; Create, view and print a Contacts list; Record entries in the Journal; Create and view Notes; Exit Outlook; Start PowerPoint; Open an existing presentations; Apply a design template; Change a slide layout; Add a slide to a presentation; Change views and print; Exit PowerPoint; Create a new presentation; Delete slides; Add text to slides; Access the Internet and use Microsoft's Internet Explorer; Insert hyperlinks in Word and Excel documents; Compose and send e-mail using Outlook; Create and link Web pages using Word; Create a web presentation using PowerPoint.

Enduring Understanding/s:

Stage #2: Evidence

What evidence will students have to provide in order to demonstrate that they have developed the skills, knowledge and understanding to successfully complete this unit?

Performance Tasks/Products/other assessments Performance tasks should have a <u>scoring guide</u> .	<i>Performance Indicators</i> for this task.* Example: ELA: C- 1,2,3 Science: B- 3,5,7 SS His: H- 2	<u>Modalities</u> K =Kinesthetic O =oral V =visual W =written	Are <u>examples</u> available to students? ? Y, N, or N/A	Component of Local Assessment System? Y or N (See <u>aligned scoring guide</u> .)
OTHER				
Create a multi media presentation				

*Abbreviate: English Language Arts= ELA, Career Preparation=CP, Modern and Classical Languages=MCL, Social Studies=SS, Visual and Performing Arts=VPA

Stage #3: Plan learning experiences & instruction

What teaching & learning experiences may equip students to develop & demonstrate the targeted understanding(s)? (activities/plans):

Computer App. Textbooks starting on page 423

REFERENCES: