

Energize Your Communications with Hyperlinks:

Want to create more dynamic communications? Hyperlinking can help readers fly through your documents to their favorite sections as well as to in depth information beyond your communication or newsletter to the vast World Wide Web.

Use Hyperlinking to:

- Enable your reader to easily navigate your document
- Create a dynamic environment using rich, online resources.
- Instead of quoting a huge block of text, link to the site/text and avoid copyright issues.
- Especially useful if publishing a long narrative on your web site

To create a hyperlink:

1. In your document, place your cursor in the spot where you want the hyperlink to be located.
 2. Select INSERT
 3. Select HYPERLINK
 4. Type in the file name or Web Address, or browse for a file on the right side of the window.
 5. Click OK
 6. You have created a hyperlink. Test to make sure it works before sharing your document. Send it to yourself, and try the links you have created.
- Avoid using too many hyperlinks. It can be confusing. Utilize group headings to organize links and save readers' time.



NOTETAKING

Note Taking from PowerPoint

- Now that many teachers/professors use PowerPoint to present their material it became crucial for students to know how to take notes from these presentations. With PowerPoint presentations, students must be watching, reading, and comprehending as well as listening and understanding. Slides typically only give them an outline they need to fill in the details. Again we must provide ample practice and instruction on how to take notes from this format delivery.

Note Taking Online

An innovative way to take notes is online. There are several free websites that students can use to take notes. What does this mean, first students could end up taking better notes, second they could share notes more easily and finally their notes may be more organized and even legible.. Once they set up an account their notes are created then they would just share the web site with you or other students.

- Stud.dicio.us—<http://stu.dicio.us/> - take notes, review later, share with peers
- ShortText—<http://www.shorttext.com/> - Fill in your text, click save—provides private as well as public pages
- Yahoo! Notepad— <http://www.yahoo.com/notepad>—Very simple note taking site
- Google Desktop Scratch Pad—http://desktop.google.com/features.html#new_2 —a "Google Gadget" - on-the-fly note taking, as it saves automatically
- WebNote—<http://www.aypwip.org/webnote/> - another Web 2.0—take notes and access later
- Jot Cloud—<http://www.jotcloud.com/index.php>— Also Web 2.0, the site's slogan—"Sticky Notes for the Web"
- NoteStar— <http://notestar.4teachers.org/> - Teachers and students can set up research projects with topics and sub-topics. Students may then take advantage of NoteStar's many features to collect and organize their notes and prepare their bibliography page.

Adapted from Technology Pathfinder, December 2005 and TechLearning February 2007.



Coordinator

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According to *The American Heritage® Science Dictionary*—*VoIP* –“short for *Voice over Internet Protocol* is a protocol for transmitting the human voice in digital form over the Internet or other networks as an audio stream, instead of using

traditional telephone lines. VoIP uses the Internet Protocol (IP), but is not limited to communication by computer—even phone-to-phone communication can be conducted using this technology.”

Since our county is converting to this system I felt it was appropriate to provide more information on how it works. VoIP services converts your voice into a digital signal that travels over the Internet. If you are calling a regular phone number, the signal is converted to a regular telephone signal before it reaches the destination. VoIP can allow you to make a call directly from a computer, a special VoIP phone, or a traditional phone connected to a special adapter. In addition, wireless "hot spots" in locations such as airports, parks, and cafes allow you to connect to the Internet and may enable you to use VoIP service wirelessly.

Our county has chosen a system that uses a Cisco IP Phone. On these phones you dial the four or five digit number to reach a client that is within our county. The four digit is for those clients within your immediate school/location. The five digit is for those outside your immediate school/location. For the classroom phones if a teacher wants to call another school or location they would use the 2nd button on their phone and dial that person's five digit number. Although not all locations have this feature in place yet, please know that it is coming. We are still working through a few problems, but for the most part the implementation process is almost complete. We will be coming to each school and verifying that things are up and running and that all phones are in place. At that time your principal's will confirm that everything is working. So if you have a problem with your phone please make sure your principal is aware of the situation.

VoIP is a very powerful tool. It is cost effective over the long term and provides us with the latest communicative device on the market.

Traveling the Web



New York Times Learning Network—
www.nytimes.com/learning/index.html

Explore this interactive site designed for students grades 3-12 - can test their current-event awareness and vocabulary skills with daily online quizzes



ProTeacher—www.proteacher.com — Links hundreds of teacher-friendly sites across all subject areas.



Electric Teacher—www.electricteacher.com— thematic sections with links organized by subject.



George Lucas Educational Foundation—
www.edutopia.org/foundation/courseware.php

CAMERA TRIVIA CONTEST: This is appropriate since the winner will receive a digital camera. Send your answers to the following email address—contests@elmore.k12.al.us. Contest closes 5pm October 5th, then all of the emails with the correct answers will be entered in the drawing. Good Luck!

1. What Kodak camera was named after a fictional character created by Palmer Cox?
2. In what movie does James Stewart use a camera Flash to ward off murderer Raymond Burr?
3. What camera company manufactures the Coolpix digital camera?
4. Who was the longtime host of TV's Candid Camera?
5. What TV news anchor wrote about his career in *The Camera Never Blinks: Adventures of a TV Journalist*?
6. What camera company was founded in 1849 as a manufacturer of microscopes?
7. What camera company promoted the black and white Swinger camera in 1968 with the jingle "It's more than a camera, it's almost alive, it's only 19 dollars and 95"?
8. What Oscar-winning movie musical was based on the John Van Druten play *I Am a Camera*?
9. What Company introduced the first camera phone in 1999?
10. What tennis star named his daughter "Camera"?