

Laptop Essentials

PRACTICAL ADVICE FOR HUNTER CENTRAL COAST TEACHERS



Visit our Laptop Support COW

The Laptop Support COW is part of the Hunter Central Coast Regional COWs (Collaborative Online Workspaces).

Access

Access the COWs via the link on the HCC Regional Intranet:

https://detwww.det.nsw.edu.au/regions/hunter_ccoast/

Login with your DET portal username with the suffix @det

e.g. Jennifer.Wise@det

Applications on your DER Laptop

The 2011 DER laptops include more than 30 applications for use by teachers and students. This issue of Laptop Essentials will focus on a selection of these applications and their possible uses in the classroom.



Microsoft Word

Word is used most commonly for basic word processing and desktop publishing. Students can use Word to write reports, stories, letters, newsletters, and develop tables, charts and graphs. The track changes and comments options can be used for teacher and peer editing and feedback.



OneNote

As discussed in Issue 3 of Laptop Essentials, OneNote is a popular way for students (and teachers) to organise their course notes. OneNote allows for the creation of notebooks that can include topic sections for individual subjects. Students can 'click anywhere' on a page and start typing. They can also add screen clippings, or audio and video notes to their Notebook. OneNote saves student work automatically.



Adobe Acrobat 9 Pro Extended

Using Pro Extended, users can develop interactive worksheets (forms) and combine a wide range of content into a digital portfolio. These skills will be covered in Issues 7 & 8 of Laptop Essentials. See the [Tools4U: Adobe Acrobat Pro](#) resource on TaLE for an example.



Audacity

Audacity is an application designed to record and edit sounds. Students can use Audacity to record interviews, prepare and present oral presentations, and make a podcast. Teachers can use Audacity to provide meaningful feedback to students on submitted work.



Adobe Captivate

Captivate can be used to create short video style tutorials of how to use software or model a particular 'digital' technique. An audio narrative can be added to reinforce the messages given. Captivate is also useful for creating quick quizzes that can be shared with students.



Debut Video Capture

Debut is a simple to use video capture application which allows video or still images to be captured using the webcam in the laptop. Students can take photos, record speeches, dance or drama routines, experiments or fieldwork activities. Video can be edited later using a video editing suite such as Adobe Premier Elements.



Adobe Presenter

Adobe Presenter allows users to transform Powerpoint Presentations into interactive Flash files. Teachers can add narration, video, animations, quizzes and software simulations to create an e-learning course. These are great for uploading to a LMS such as Moodle.



Student Response Network (SRN)

SRN is a 'virtual clicker' student response system that allows teachers to collect responses to a variety of question types including Yes/No, True/False, Multiple Choice, and Free Text. The software displays a column graph for each answer showing a tally of all responses and keeps a score board of responses which can be saved as a spreadsheet.



Above: SRN Client Screenshot

See the SRN website for further information and support at <http://studentresponsenetwork.com>

Further Information and Resources

- For a complete list of applications, visit the [Know Your Laptop](#) page on [TaLE](#). Software guides and tutorials can be found in the Tools+ section. Other useful links include the following resources:



Tools4U – interactive tutorials with examples



UCreate – one page teacher guides

- KLA 'Software Advice' can be accessed in the [DER NSW](#) section of the Curriculum Support site.

Next Issue: Troubleshooting Tips for Laptop Classrooms

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