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Introduction

The *Teacher's Template Collection for Microsoft Office* is a collection of templates that teachers and students can use on a daily basis. All of the templates are designed using *Microsoft Office*. A teacher using this collection will find a variety of templates that will facilitate classroom management and maintenance. The grade book and lesson plan template will assist the teacher who might need to quickly calculate student grades or to reference the school schedules. *Microsoft Office* provides users with many additional useful templates.

This book is divided into three sections that contain templates created by the three applications in *Microsoft Office*: *Microsoft Word*, *Microsoft PowerPoint*, and *Microsoft Excel*. Each of these sections is then divided again into two sections, templates for teachers and templates for students. For the Windows version are templates created by *Microsoft Binder*. A Sample *Microsoft Access* Student/School Database is also included.

The *Microsoft Word* section of this book contains templates for the following uses and more:

- Seating Charts
- Maps
- Classroom Management Plan
- Discipline Notice to Parents
- Student Awards
- Voyages to the Past
- School Rules
- Letters Home for Parents

The *Microsoft PowerPoint* section contains templates for a variety of topics that will allow the user to create fun and meaningful multimedia presentations. These include:

- Open House
- Department Personnel Information with course overviews

Microsoft Excel templates consist of a grade book and a lesson plan chart for teachers. There are a variety of Maths template worksheets for students. Automatic scoring on the computer will allow the student to self-correct homework and class assignments.

The Student Information Database is a template created with *Microsoft Access* and is a unique database program. Teachers can also modify this template and use *Microsoft Access* to build student schedules and maintain teacher assignments and profiles. Another feature includes an easy overview of student grades, schedules and progress reports. *Microsoft Access* can be run on your school-wide network.

Using This Template Collection to Design and Build Portfolios

Portfolio assessment, when used as an evaluation tool, can be easily managed with the use of a computer and *Microsoft Office*. When you look at the objectives of portfolio use, everything needed to represent a collection of work done over a period of time can be created and managed with the use of these templates and *Microsoft Binder*. The Binder program has a unique way of assembling work files into electronic folders. Work samples can then be stored easily by the date they were created and progress can be evaluated over time. Some sample Binders have been created and included on the CD-ROM to illustrate the power of the Binder Program.

With the *Student Planner Binder*, each student can create and maintain his own “personal learning plan.” This is a powerful extension to add to the portfolio process. Students can better understand what expectations they must meet when goals and objectives are established at the start of the school year. Instructors can use this personal learning planner to make students accountable for their performance. Each student can sign a learning contract that states he understands the course objectives and what must be accomplished. He then forms an agreement with the instructor regarding his expected level of performance. With planning added to the learning process, students can better understand what is expected of them each day at school.

Teachers also have access to planning tools that make this template collection a highly effective program by saving them time. The Teacher Template Binder is a set of templates designed just for teachers. It includes templates for lesson planning, a grade book spreadsheet, and other documents that are core activities teachers do most often.

With this wide assortment of templates, you can create student portfolios that can be used across the curriculum. There are numerous templates for the areas of language arts, mathematics, science, and social science. Different combinations of templates can be collected and placed into Microsoft Binders to build very unique portfolios.

When you look at how this vast collection of templates works, you will discover that you have all of the tools within *Microsoft Office* that you would find if you were combining the leading teacher tool products. *Teachers' Templates for Microsoft Office* shows you how to use *Microsoft Office* as a worksheet generator, a grade book program, a lesson plan program, and a portfolio assessment program.

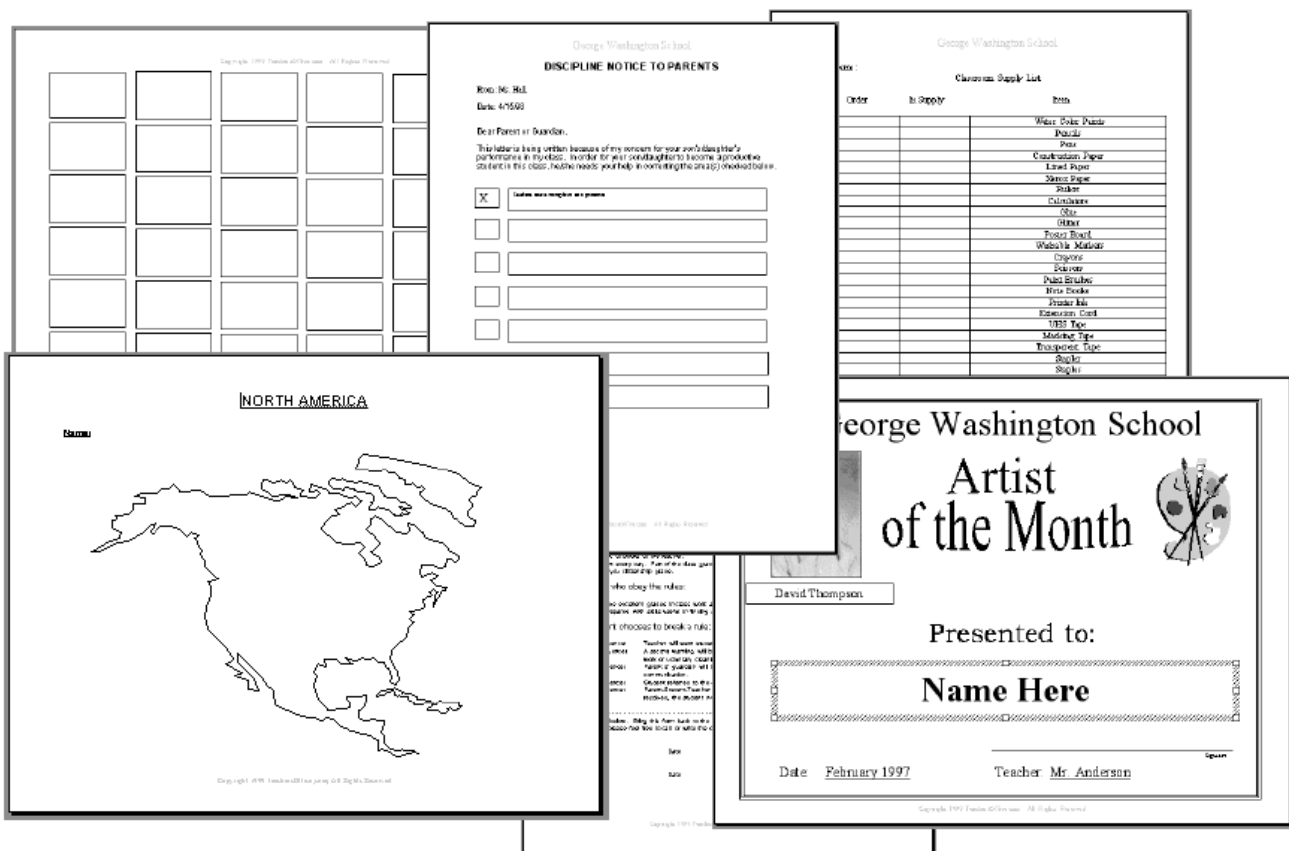


Teacher Templates for Microsoft Word

The *Microsoft Word* templates cover a variety of tasks teacher do everyday. These templates offer teachers an assortment of class management screens designed to assist them in carrying out their day-to-day tasks. Template screens include seating charts, awards, letters to parents, permission slips, class inventory lists, and much more.

The entire collection of templates can be used as a series of portfolio exhibits that can show growth in writing and maths skills over time.

This template collection also supports teaching across the curriculum. Teachers have access to templates designed with the purpose of building a bridge for students by having them write across the curriculum using the *Storybook Maker* template using *Microsoft Word*. These templates can be printed out and photocopied, or you can allow a student to complete the assignment on the computer.

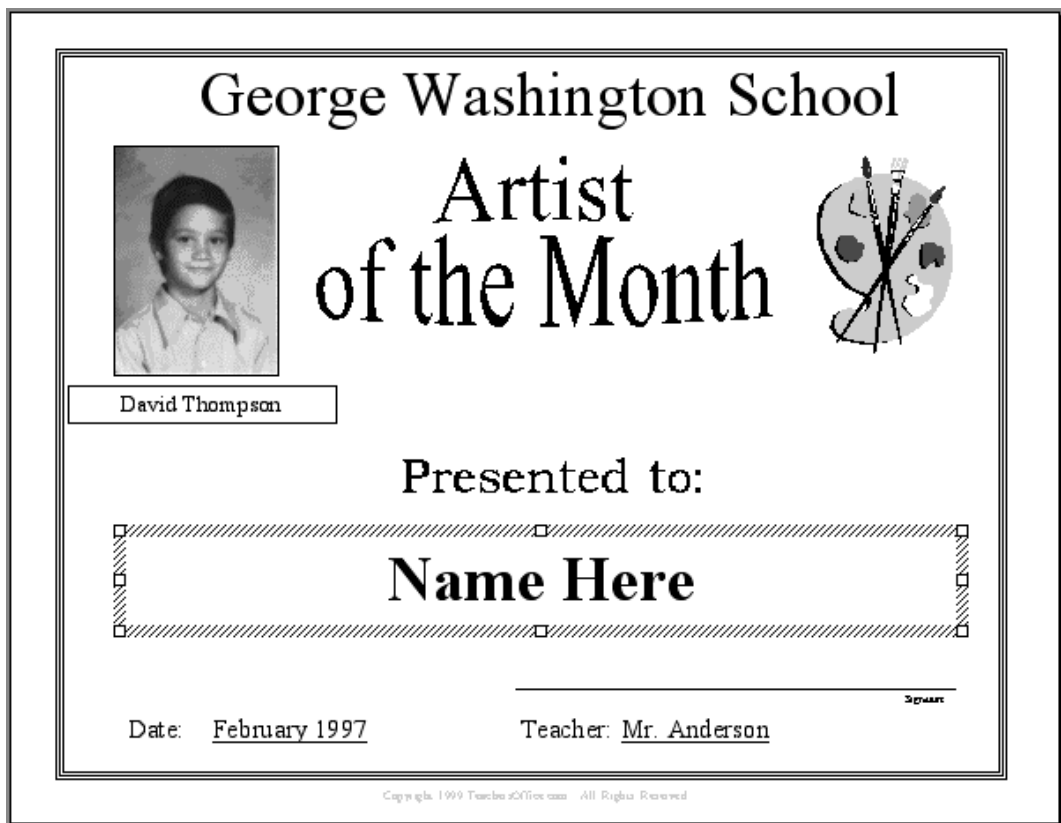


Student Awards

The Student Awards templates contain a collection of awards teachers can use to highlight student achievement and merit.

To edit the templates follow these simple steps.

1. To change a student's picture, the picture to be inserted should already have been scanned or loaded as a file on a disk or the hard drive. Double-click the picture in the award, and you will enter the *Microsoft Photo Gallery*. Find the new picture on your computer to insert by clicking the Import button. After you have located the image, click Insert. You may have to resize or move the image once it is pasted onto your award document. See your manual about importing and resizing pictures for *Microsoft Office*.
2. To change the title of the award, double-click on the title, and you will go to the *WordArt Gallery* screen. Enter the name of the award. You can also change and edit the size, colour, and style of the text.
3. To change the name of the student and the date, click the name box and enter the name of the student and the date.



Artist of the Month (Template File Name: Artist of the Month(L).dot)

A second Artist of the Month certificate which is laid out in portrait orientation is available on the CD-ROM. (Template File Name: Artist of the Month.dot)