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Introduction

Teacher Templates for AppleWorks is a CD-ROM collection of various templates that teachers and students can use on a daily basis. These templates are designed for the teacher who is looking to save time while maximizing their use of *AppleWorks/ClarisWorks*. This collection contains a variety of templates that will make classroom management and maintenance tasks easier.

Teacher Templates for AppleWorks contains word-processed and draw templates for:

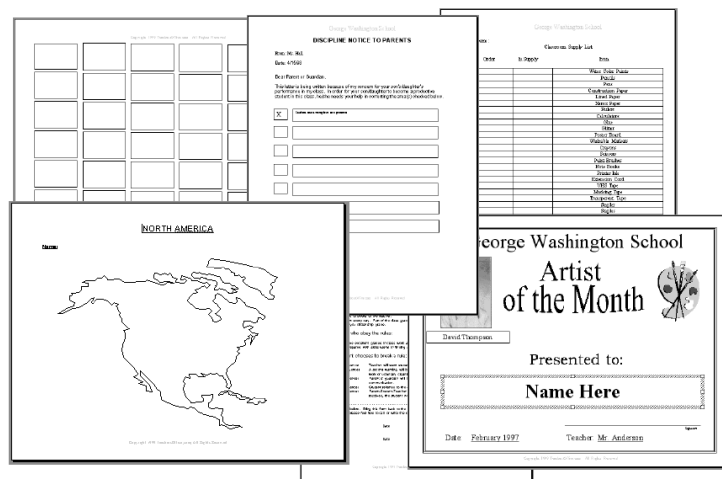
- Letters to the home
- School rules
- Classroom management policies
- Discipline notices
- Daily journals
- School reports
- Seating charts

There is a spreadsheet section that contains a grade book and a lesson plan form. In addition, there are also a variety of math worksheets for students in addition, division, subtraction and multiplication. Use these templates as the basis to create dozens of new worksheets quickly and easily. Automatic scoring on the computer will allow the student to self-correct homework and class assignments.

There are several slide show templates to help create presentations for a variety of topics. This will allow the user to create fun and meaningful multimedia slide shows for:

- Open House
- Natural Science
- Nutrition
- Story Maker
- Maps

Finally, a student information database template is provided to keep track of contact, and emergency information as well as other important facts about students.



Using Templates to Design and Build Portfolios

Portfolio assessment, when used as an evaluation tool, can be easily managed with the use of a computer and *AppleWorks*. 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. Work samples can then be stored easily by the date they were created and progress can be evaluated over time.

With the Student Planner, 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. Teachers 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 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 templates are 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: language arts, mathematics, science, and social science. Different combinations of templates can be collected and placed into folders 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 *AppleWorks* that you would find if you were combining the leading teacher tool products. *Teacher Templates for AppleWorks* shows you how to use *AppleWorks* as a worksheet generator, a grade book program, a lesson plan program, and a portfolio assessment program.

Teacher Documents

This section contains a collection of teacher documents and templates that will be of use to teachers across all grade levels. They are documents that can be used for day-to-day activities in the classroom. They include:

- Parent-teacher communication
- Class management plans
- Lesson plans
- Notes for the substitute
- Teacher business cards
- Field trip permission slips
- Memos
- Discipline notes

To edit any of these documents, click the section within the document that you wish to change and type your changes. To modify the header or footer, click that area of the document and edit as necessary.

Name: _____ Date: _____

Homework Assignments

Monday
List assignments here

Tuesday
List assignments here

Wednesday
List assignments here

Thursday
List assignments here


Friday
List assignments here

Primary Homework Assignment Sheet (Template File Name: Pri. Homework.cws)

Social Science Templates *(cont.)*

Social Studies

Asia



What are the three largest countries in Asia?

Japan is located in which body of water?

Locate the area where you will find the Himalaya mountain chain.

Which modern day country in Asia is divided into two parts?

Map of Asia (Template File Name: Map of Asia.cws)