## Contents

### Section 1: Introduction

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll marking</td>
<td>4</td>
</tr>
<tr>
<td>Bulletin</td>
<td>6</td>
</tr>
<tr>
<td>Messaging students, parents and teachers</td>
<td>7</td>
</tr>
<tr>
<td>Accessing student information</td>
<td>7</td>
</tr>
<tr>
<td>Accessing student learning data</td>
<td>8</td>
</tr>
<tr>
<td>Booking school resources</td>
<td>9</td>
</tr>
<tr>
<td>Incident reports</td>
<td>10</td>
</tr>
<tr>
<td>Redemption letters</td>
<td>11</td>
</tr>
</tbody>
</table>

### Section 2: Administration Guide

- Roll marking: Page 4
- Bulletin: Page 6
- Messaging students, parents and teachers: Page 7
- Accessing student information: Page 7
- Accessing student learning data: Page 8
- Booking school resources: Page 9
- Incident reports: Page 10
- Redemption letters: Page 11

### Section 3: Technology in the classroom

- The SAMR model: Page 12
- ICT Toolbox for Teachers: Page 15
  - Collaborating: Page 15
  - Literacy: Page 17
  - Numeracy: Page 19
  - Presenting: Page 19
  - Thinking and mind mapping: Page 20
  - Apps: Page 21
- Blogs: Page 23
- Wikis: Page 24
- Software on eduSTAR: Page 25

### Section 4: Resources

- Cybersafety: Page 26
- Teaching Resources: Page 27
- Professional Learning: Page 28
- Other: Page 28
Section 1: Introduction

Welcome to the Irymple Secondary College ICT Teacher Handbook. This handbook has been created to assist you to use technology to support different aspects of teaching at the College.

Currently, the College uses an intranet system to manage class rolls, booking of spaces and items and to access student data. Recording of student incidents and redemption letters for uncompleted work are also managed through the intranet.

In addition to the intranet, there is an expectation that teachers will use technology to support and enhance the teaching and learning that happens in their classroom. A range of resources and tools to support this are also outlined in this document. These resources can be accessed both from within the College and externally.

While this handbook may be downloaded as a hard copy, hyperlinks to extra material, including short explanatory videos, are available if the document is viewed electronically. To access a hyperlink, click on the blue underlined words in the document, or on the image. This will either open the linked site, or will download a document to your computer depending in the file that it is linked to.
Section 2: Administration Guide

At Irymple Secondary College the Student Management Tool is used as our ‘intranet’. Teachers use this tool to mark student rolls, access the daily Bulletin, access student data and information, book school resources, contact parents and students, create redemption letters alerting parents to unsatisfactory or non-submitted work and to record students’ incidents.

To access the Student Management Tool, go to http://portal.irysec.vic.edu.au/ and log in using the same login details you use to access your school notebook. Remember, your password needs to be kept secure as some sensitive and confidential information may be shared on the Student Management Tool.

Roll marking

To mark your own roll:

2. Click on the Attendance menu item on the left hand pane or select the class from the dashboard page by clicking on it.
3. Select the date from the top of the page. The default date should be today’s, so you should only need to do this for marking rolls not occurring today.
4. Mark any students who are absent or late using the drop down menu next to their name. It is labelled ‘O’, for other. The ‘UA’ option is a shortcut.
5. Use the green P in the top right hand corner to mark all remaining students as Present.
6. To mark a roll for a double session, tick the box labelled ‘Mark proceeding class’ at the top of the page. This will automatically repeat the roll marking from the first half of the double for the second session.
To mark another teacher’s roll:

2. Search for the teacher whose class you are marking, using the search bar in the top right hand corner. You can search using the teacher’s timetable code, or their first or last name.

3. Click on the Attendance menu item on the left hand pane.
4. Select the date from the top of the page. The default date should be today’s, so you should only need to do this for marking rolls not occurring today.
5. Select the class you wish to mark.
6. Mark any students who are absent or late using the drop down menu next to their name. It is labelled ‘O’ for Other. The UA option is a shortcut.
7. Use the green ‘P’ in the top right hand corner to mark all remaining students as present.
Bulletin / ‘News’ Feature

The Student Management Tool can be used to post news to staff, students and / or parents using the ‘news’ feature. Files can also be attached with links to these items that can then be downloaded by the user.

To add a news item:
2. Click on the plus sign in the top right corner of the News box. This is located on the right hand side of the dashboard or home screen.
3. Clicking the plus sign icon will bring up a menu that allows you to choose start and end dates for your message, as well as selecting the chosen audience of parents, staff and students.
4. Enter the Start date and End date of the news item.
5. Enter a Title and Comments (this is the body of your message).
6. If you wish to attach a file, use the Attach a File button.
7. Select which users you would like to show the news item to: options include parents, staff and students.
8. Click the Save button.

To edit or delete a news item:
1. After you have logged in, select News under the School menu in the top left hand corner of your home page.
2. Hover over the news item you wish to delete. A pencil icon will appear on the right hand side. This is the edit button. Click on it to edit or delete your news item.
3. To delete, click on the cross on the right hand side. To edit, simply make your changes and then press Save. You may need to select Expand Options to see the Save button.
Messaging students, parents and teachers

From the messages page of the Student Management Tool, staff can send live messages to staff, students and parents. These messages are visible through the College intranet, or through the Parent and Student portals. These messages do not require parents, students or staff to have an email address as the messaging system is internal to the software.

To send a message:

2. Click on the Messages menu located in the left hand pane.
3. Use the Search bar to search for a staff member, student or parent in the search box, or select a current conversation. Alternately, choose ‘Send a Message’ under the School tab in the top left hand corner of the home page. This gives you many options, including sending a message to all students or parents of a class.
4. Enter your message in the text box.
5. Attach any files you want to send, using the Attach Files box.
6. Click the Send button.

Accessing student information

A range of information is available to teachers to support the teaching and management of students. This includes student timetables, as well as student photos, personal information, medical alerts, parent contact information, other alerts, attendance data, notes and learning data.

To access information about a student:

2. Type the relevant student’s name into the search bar at the top of your page. You can type in part or the whole name. This will bring up a list of students who match your criteria.
3. Select the student.
4. Use the menu options in the left pane to access different types of information.
5. Any contact alerts will be noted in red on the School Information section. This is the page that you will initially see with each student. These alerts are to inform staff of any issues with contacting one or more parents.
Accessing student learning data

Student learning data can help teachers to identify areas that require support and adapt the teaching program accordingly. Student data on numeracy and literacy is available to all teachers.

To access individual student learning data:

2. Type the relevant student’s name into the search bar at the top of your page. You can type in part or the whole name. This will bring up a list of students who match your criteria.
3. Select the student.
4. Select the NAPLAN + OD+ VELS button in the left pane.
5. Use the filters at the top of the page to select the dates and test data you wish to view. The date range for data can be set from the drop down menus next to the filter icon. Click on the Show button.

To access learning data for your class:

1. Once you have logged into the portal, select a class by clicking on it in the 'My Classes' section. Select the View NAPLAN, VELS, OD for this class button.
2. Use the filters and drop down menus at the top of the page to select what tests and data you wish to view. Click on the Show button to view the whole class data.
Booking school resources

The Room and Resource Booking feature allows staff to book various items for selected periods of time. Other users are able to access this. Classes that are timetabled into rooms that are available for booking will be automatically booked into the appropriate space.

To add or remove a room or resource booking:

2. Select the School menu from the top of the screen.
3. Select the 'Book Rooms and Resources' button from the left hand pane. Rooms and resources are sorted into categories on the left hand side. You may need to select a different category if the item you wish to book is not visible.
4. Use the calendar to select the date.
5. Click on the session. If it is blank it is available for booking. Click on it and select the class you wish to book for. You can also add notes and titles to your booking, or book additional sessions.
6. Click the Save button.
7. Your booking will now appear in the selected timeslot.
8. To change or delete bookings, simply click on your booking and then either edit it or click the delete button.
Incident reports

Staff can view and report student incidents on the Student Management Tool. Incident reports are then received by the appropriate Year Level Co-ordinator or Student Manager. Follow up can be recorded on the Tool.

To complete an incident report:

2. Type the relevant student’s name into the search bar at the top of your page. You can type in part or the whole name. This will bring up a list of students who match your criteria.
3. Select the student.
4. Select the **Incidents** menu from the left hand pane.
5. Select the appropriate incident from the list and click the **Add** button.
6. Type a description of the incident in the **Description of Incident** box.
7. Select whether follow up is required.
8. Click **Save**.

To view student incident reports:

2. Type the relevant student’s name into the search bar at the top of your page. You can type in part or the whole name. This will bring up a list of students who match your criteria.
3. Select the student.
4. Select the **Incidents** menu from the left hand pane. Click on the incident type you wish to view.
5. This will allow you to view information from past incidents, including dates and referring teachers.
Redemption letters

The **Markbook** feature allows teachers to record completed and incomplete work. Using this feature, teachers can identify students who have not completed homework or assessment tasks and generate redemption letters to be sent home to parents informing them of this.

**To create a redemption letter:**

2. Select the **Markbook** menu from the left hand pane.
3. Select the appropriate year from the drop down menu. The default year should be the current one.
4. Click on the class you wish to create an assessment item for. If you have not yet created assessment item groups, an ‘Add a new group here’ button will be created. Click on this to add an assessment group. This could be Term 1, Semester 1, Writing tasks, Homework, or any other way you would like to categorise assessment tasks for the class. Assessment items can be added to the group.
5. To edit or delete an assessment group, click on it to bring up the edit icon (this appears as a pencil icon).
6. To add an assessment task within the assessment group, click on the assessment group and then select ‘Add new item’ from the right hand side of the page. Add a title and other information, such as the due date, to the assessment task. **Select the marking type by using the drop down menu – ‘check box’ is the easiest option for simply noting if a piece of work has been submitted.** Click on the Add button at the bottom of the page to save the assessment task. To make the item visible to parents, tick that option when creating the piece of work in the Markbook.
7. Once the assessment task has been submitted, go to the **Markbook** menu in the left hand pane. Select the class and assessment group. Tick off all students who have submitted the assessment task. Those without ticks will be stored on the portal as having uncompleted work.
8. To print redemption letters, go to the 'Learning' menu at the top of your home page. Click on the **Uncompleted work** option in the right hand pane.
9. Use the filtering options to find the work. Further filter the list by clicking on the column titles to order the information in alphabetical order, by student name, form, markbook item, etc.
10. Select the student you wish to print a letter for by checking the checkbox next to their name. Click on the print icon next to their name on the right hand side and select **Uncompleted work letter**. Print as normal.
Section 3: Technology in the Classroom

Our students are growing up in a digital age, and as such, familiarity and competence in using a wide range of technologies is important. The use of technology in the classroom is growing rapidly, with many schools using blogs, wikis and social media to communicate and as part of their teaching and learning program.

SAMR Model

The SAMR Model, developed by Dr Ruben Puentedura, provides a method for teachers to assess how computer technology might impact on the teaching and learning in their classroom. The continuum moves from Substitution, where technology simply replaces other ways of doing something, to Redefinition, where the use of technology allows for new tasks or projects that couldn't have been attempted previously. This is where technology is used at its most effective.
<table>
<thead>
<tr>
<th></th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Substitution</strong></td>
<td>Computer technology is used to perform the task the same as it was done before the use of computers.</td>
<td>Typing up a written task to replace hand writing it.</td>
</tr>
<tr>
<td><strong>Augmentation</strong></td>
<td>Technology offers an effective tool to perform common tasks. Similar to substitution, but with greater functionality.</td>
<td>Using Google Docs to create a written document. This allows easy sharing and automatic savings, functions that Word does not allow.</td>
</tr>
<tr>
<td><strong>Modification</strong></td>
<td>This is the first step towards transforming what is happening in the classroom. Computer technology is necessary for the task to be completed.</td>
<td>Using Google Docs for students to collaborate and comment on a written task, beyond the classroom. The feedback element is key here.</td>
</tr>
<tr>
<td><strong>Redefinition</strong></td>
<td>Computer technology allows for new tasks that were previously not able to be completed.</td>
<td>Students create a video documentary, incorporating visual and audio elements, on an historical event and share this online in order to receive feedback.</td>
</tr>
</tbody>
</table>

There are many crossovers between the different levels on the continuum, but tasks and learning tend to become more student centred as the use of technology moves along the continuum. The focus is on moving from using technology to **enhance** teaching and learning, to using it to **transform** teaching and learning.

The diagram on the next page shows how different Web 2.0 tools can be used as part of the SAMR model. Icons are hyperlinked.

**Further Reading**


[Hippatus](http://www.hippatus.com/rrpweblog/) – Dr Ruben Puentedura’s weblog
The Padagogy Wheel V2.0

Standing on the Shoulders of Giants

Developed by Allan Carrington

Based on a work at http://tinyurl.com/bloomsblog

The Padagogy Wheel by Allan Carrington is licensed under a Creative Commons Attribution 3.0 Unported License.

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The Padagogy Wheel V2.0
ICT Toolbox for Teachers

The ICT Toolbox for Teachers is a wiki that features a range of tools for use in the classroom. These tools can be used across the curriculum. To access the Toolbox, go to http://teachertoolsict.wikispaces.com. Tools are also categorized according to their potential use in the classroom. There is also a section for teacher resources and Apps that are suitable for teacher use. A range of tools from the Toolbox are featured below.

Collaboration

These tools can all be used to allow students to collaborate with each other, both within and beyond the classroom. These online tools help to support one of the Six Action Theories for teachers, in collaboration.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wikispaces</td>
<td>Wikispaces is a free site. Wikis are a great tool for collaboration. To learn more about wikis, read the Wikis section in the handbook.</td>
<td><a href="http://www.wikispaces.com">http://www.wikispaces.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wikispaces Help</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://help.wikispaces.com">http://help.wikispaces.com</a></td>
</tr>
<tr>
<td>Google Docs</td>
<td>Create and edit work using online word documents, spreadsheets and presentations online. You will need to set up a free Google / gmail account if you don’t already have one.</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Google Docs Tour</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.google.com/google-d/s/tour6.html">http://www.google.com/google-d/s/tour6.html</a></td>
</tr>
<tr>
<td>Corkboard / NoteApp</td>
<td>Simple, collaborative note taking. Using Corkboard you can drop files to share with others or simply type messages.</td>
<td><a href="https://noteapp.com">https://noteapp.com</a></td>
</tr>
<tr>
<td>Tool</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Todays Meet</td>
<td>Create an online ‘room’ where participants can comment and ask questions in real time. It’s free and you can determine how long the room exists.</td>
<td><a href="https://todaysmeet.com">https://todaysmeet.com</a></td>
</tr>
<tr>
<td>Linoit</td>
<td>A free online service, messages or photos can be posted on the ‘canvas’ for participants to share.</td>
<td><a href="http://en.linoit.com">http://en.linoit.com</a></td>
</tr>
<tr>
<td>Popplet</td>
<td>Allows for collaborative mind mapping. Free sign up.</td>
<td><a href="http://popplet.com">http://popplet.com</a></td>
</tr>
<tr>
<td>Bubbl.us</td>
<td>Allows for collaborative brainstorming and mind mapping.</td>
<td><a href="https://bubbl.us">https://bubbl.us</a></td>
</tr>
<tr>
<td>Mixedink</td>
<td>A free, online collaborative writing tool. Students can work together to create and reflect on writing pieces, and even vote on which parts they would like to use.</td>
<td><a href="http://www.mixedink.com/#/how-it-works">http://www.mixedink.com/#/how-it-works</a></td>
</tr>
<tr>
<td>Twiducate</td>
<td>Twitter for teachers. Create private social spaces where you can share links and resources and students can share ideas with each other.</td>
<td><a href="http://www.twiducate.com">http://www.twiducate.com</a></td>
</tr>
<tr>
<td>Scribblar</td>
<td>A free, online collaborative whiteboard. Scribblar allows for the upload of documents. Students can work on the board at the same time.</td>
<td><a href="http://www.scribblar.com">http://www.scribblar.com</a></td>
</tr>
<tr>
<td>MeetingWords</td>
<td>An alternative to Google Docs, this web based collaborative writing tool is simple, and each editor is given a different colour to keep track of changes to the document.</td>
<td><a href="http://meetingwords.com">http://meetingwords.com</a></td>
</tr>
</tbody>
</table>
## Literacy

The following tools can all support or enhance the development of literacy skills across the curriculum.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wordle</td>
<td>Can be used to create word cloud posters using words or slabs of text. Free site and easy to use. Suitable for all subject areas.</td>
<td><a href="http://www.wordle.net">http://www.wordle.net</a> Wordle Help / FAQs <a href="http://www.wordle.net/faq">http://www.wordle.net/faq</a></td>
</tr>
<tr>
<td>Padlet</td>
<td>Allows students to access and use online sticky notes – great for brainstorming, gathering questions, ideas or feedback quickly.</td>
<td><a href="http://padlet.com">http://padlet.com</a> About Padlet <a href="http://padlet.com/features">http://padlet.com/features</a></td>
</tr>
<tr>
<td>Online Magnetic Poetry</td>
<td>Explore and create poems using this interactive website by moving around virtual magnetic tiles.</td>
<td><a href="http://play.magneticpoetry.com">http://play.magneticpoetry.com</a></td>
</tr>
<tr>
<td>Answer Garden</td>
<td>A minimalistic feedback tool that allows answers that are limited to 20 characters. This tool is great for teaching students to answer precisely or to brainstorm ideas.</td>
<td><a href="http://answergarden.ch">http://answergarden.ch</a> AnswerGarden Demo <a href="http://answergarden.ch/demonstration/">http://answergarden.ch/demonstration/</a></td>
</tr>
<tr>
<td>English Games</td>
<td>A collection of online English games on a variety of topics. Games are available at a range of levels.</td>
<td><a href="http://www.funenglishgames.com">http://www.funenglishgames.com</a></td>
</tr>
<tr>
<td>Sock Puppets App</td>
<td>This free app can be downloaded for use on iPhones or iPads. It allows students to record speech using sock puppets as characters. Very easy to use.</td>
<td><a href="https://itunes.apple.com/au/app/sock-puppets/id394504903?mt=8">https://itunes.apple.com/au/app/sock-puppets/id394504903?mt=8</a></td>
</tr>
<tr>
<td>iBooks App</td>
<td>This free app can be downloaded for use on iPhones, iPads, etc. Books can be downloaded and read. Read aloud and highlighting are some of the features that are available.</td>
<td><a href="https://www.apple.com/ibooks/">https://www.apple.com/ibooks/</a></td>
</tr>
<tr>
<td>Student Publishing</td>
<td>Site for easy publishing of student work, both individual and whole group projects. Both free and paid options available for creating books and other publishing options.</td>
<td><a href="http://www.studentpublishing.com">http://www.studentpublishing.com</a></td>
</tr>
<tr>
<td>Story Kit App</td>
<td>A free app, created by the International Children’s Digital Library, for download on iPod, iPhone, iPad, etc. Create electronic storybooks with this app.</td>
<td><a href="https://itunes.apple.com/ca/app/storykit/id329374595?mt=8">https://itunes.apple.com/ca/app/storykit/id329374595?mt=8</a></td>
</tr>
<tr>
<td>Description</td>
<td>Details</td>
<td>URL</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tagxedo</td>
<td>Word cloud posters can be created using any text. Clouds can be set to a range of shapes, including custom shapes. Alternative option to Wordle.</td>
<td><a href="http://www.tagxedo.com">http://www.tagxedo.com</a></td>
</tr>
<tr>
<td>Persuasion Map</td>
<td>Interactive map plan available through the ReadWriteThink website. This plan allows students to plan a piece of writing expressing an opinion on any topic.</td>
<td><a href="http://www.readwritethink.org/files/resources/interactives/persuasion_map/">http://www.readwritethink.org/files/resources/interactives/persuasion_map/</a></td>
</tr>
<tr>
<td>Storybird</td>
<td>This tool allows students to illustrate and publish a story, using the online art that is provided. Students simply add their story and publish their 'book' online. Sign up is free.</td>
<td><a href="http://storybird.com">http://storybird.com</a></td>
</tr>
<tr>
<td>Piclit</td>
<td>Choose an image and then select words to create a piece of descriptive writing. Great for poetry or short descriptive pieces. Sign in required to save, but can be used without sign up to create posters.</td>
<td><a href="http://www.piclits.com/compose_dragdrop.aspx">http://www.piclits.com/compose_dragdrop.aspx</a></td>
</tr>
<tr>
<td>4 Pics 1 Word App</td>
<td>Free app for iPad, iPod and iPhone. Gives 4 images that can be linked by a single word. Great for developing vocabulary and supporting literacy development.</td>
<td><a href="https://itunes.apple.com/au/app/4-pics-1-word/id595558452?mt=8">https://itunes.apple.com/au/app/4-pics-1-word/id595558452?mt=8</a></td>
</tr>
<tr>
<td>Mixedink</td>
<td>A free, online collaborative writing tool. Students can work together to create and reflect on writing pieces, and even vote on which parts they would like to use.</td>
<td><a href="http://www.mixedink.com/#/how_it_works">http://www.mixedink.com/#/how_it_works</a></td>
</tr>
<tr>
<td>MeetingWords</td>
<td>An alternative to Google Docs, this web based collaborative writing tool is simple, and each editor is given a different colour to keep track of changes to the document.</td>
<td><a href="http://meetingwords.com">http://meetingwords.com</a></td>
</tr>
</tbody>
</table>
Numeracy

These online tools can assist to build numeracy skills.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll Everywhere</td>
<td>Create polls, get instant online responses and graph the results. Free for audiences of 40 or less.</td>
<td><a href="http://www.polleverywhere.com">http://www.polleverywhere.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Poll Everywhere FAQs</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.polleverywhere.com/faq">http://www.polleverywhere.com/faq</a></td>
</tr>
<tr>
<td>Answer Garden</td>
<td>A minimalistic feedback tool that allows answers that are limited to 20 characters. This tool is great for teaching students to answer precisely or to brainstorm ideas.</td>
<td><a href="http://answergarden.ch">http://answergarden.ch</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AnswerGarden Demo</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://answergarden.ch/demonstration/">http://answergarden.ch/demonstration/</a></td>
</tr>
<tr>
<td>Maths Dictionary for Kids</td>
<td>Created by Jenny Eather, this animated, interactive tool explains over 600 mathematical terms in simple language.</td>
<td><a href="http://www.amathsdictionaryforkids.com">http://www.amathsdictionaryforkids.com</a></td>
</tr>
<tr>
<td>Maths games</td>
<td>A collection of online maths games on a variety of topics. Games are available at a range of levels.</td>
<td><a href="http://www.kidsmathgamesonline.com">http://www.kidsmathgamesonline.com</a></td>
</tr>
<tr>
<td>Survey Monkey</td>
<td>Use Survey Monkey to create easy online surveys to collect data on any topic. Free sign up.</td>
<td><a href="https://www.surveymonkey.com">https://www.surveymonkey.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Survey Monkey How It Works</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.surveymonkey.com/mp/take-a-tour/?ut_source=header">https://www.surveymonkey.com/mp/take-a-tour/?ut_source=header</a></td>
</tr>
</tbody>
</table>

Presenting

The following online tools all allow students and teachers to create presentations to share information or their understanding.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wordle</td>
<td>Can be used to create word cloud posters using words or slabs of text. Free site and easy to use. Suitable for all subject areas.</td>
<td><a href="http://www.wordle.net">http://www.wordle.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wordle Help / FAQs</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.wordle.net/faq">http://www.wordle.net/faq</a></td>
</tr>
<tr>
<td>Prezi</td>
<td>Cloud based presentation software. An alternative to Powerpoint with more animation and multimedia features.</td>
<td><a href="http://prezi.com">http://prezi.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prezi Help and Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://prezi.com/support/">https://prezi.com/support/</a></td>
</tr>
</tbody>
</table>
Glogster  | Great tool for creating interactive, multimedia posters. Free options are available and Glogster EDU has been created with schools in mind.  | http://www.glogster.com  
Glogster EDU FAQs  
http://edu.glogster.com/faq/  

Popplet  | Online mind mapping tool that allows for collaborative mind mapping. Free sign up.  | http://popplet.com  

Tagxedo  | Word cloud posters can be created using any text. Clouds can be set to a range of shapes, including custom shapes. Alternative option to Wordle.  | http://www.tagxedo.com  
101 Ways to Use Tagxedo  
http://blog.tagxedo.com/101-ways-to-use-tagxedo-completed  

Format Pixel  | An online publishing tool that allows students and teachers to create professional looking brochures, magazines, etc. Sign up for the free package allows one project to be completed.  | http://www.formatpixel.com/go/en/index.php  
About Format Pixel  

Thinking and Mind Mapping

There are many online tools that allow for both individual and collaborative mind mapping – tools that students can use for planning work, making connections in their understanding or demonstrating their learning or prior knowledge.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
</table>
| Padlet     | Allows students to access and use online sticky notes – great for brainstorming, gathering questions, ideas or feedback quickly. | http://padlet.com  
About Padlet  
http://padlet.com/features  

Answer Garden  | A minimalistic feedback tool that allows answers that are limited to 20 characters. This tool is great for teaching students to answer precisely or to brainstorm ideas. | http://answergarden.ch  
AnswerGarden Demo  
http://answergarden.ch/demonstration/  

Corkboard / NoteApp  | Simple, collaborative note taking. Using Corkboard you can drop files to share with others or simply type messages. | https://noteapp.com  

Inspiration  | Mind mapping software. Free trials available. Mind mapping is particularly useful for engaging visual learners. Kidspiration, aimed at kids, is also available. | http://www.inspiration.com  
Kidspiration  
http://www.inspiration.com/Curriculum-Integration/Kidspiration
### Popplet
Online mind mapping tool that allows for collaborative mind mapping. Free sign up.  
http://popplet.com

### Bubbl.us
Allows for collaborative brainstorming and mind mapping.  
https://bubbl.us

### Idea Sketch
The Idea Sketch App allows you to draw a diagram, such as a mind map, and then convert it to a text outline, and vice versa. Designed for use with iPads, iPhones, etc.  

### Persuasion Map
Interactive map plan available through the ReadWriteThink website. This plan allows students to plan a piece of writing expressing an opinion on any topic.  
http://www.readwritethink.org/files/resources/interactives/persuasion_map/

### Dipity
Students can find and create their own online timeline, embedding a range of different text types, including text, images and video. Free sign up.  
http://www.dipity.com

### Mindmeister
Online mind mapping tool. A free trial is available. There is also a companion app available for free from the iTunes store, to be used on iPad, iPhone, etc.  
http://www.mindmeister.com
Mindmeister FAQs  

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### Apps
These free apps are among many that are useful for developing student skills and knowledge across the curriculum. All are free unless otherwise stated.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Information</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sock Puppets App</strong></td>
<td>This free app can be downloaded for use on iPhones or iPads. It allows students to record speech using sock puppets as characters. Very easy to use.</td>
<td><a href="https://itunes.apple.com/au/app/sock-puppets/id394504903?mt=8">https://itunes.apple.com/au/app/sock-puppets/id394504903?mt=8</a></td>
</tr>
<tr>
<td><strong>iBooks App</strong></td>
<td>This free app can be downloaded for use on iPods, iPhones, iPads, etc. Books can be downloaded and read. Read aloud and highlighting are some of the features that are available.</td>
<td><a href="https://www.apple.com/ibooks/">https://www.apple.com/ibooks/</a></td>
</tr>
<tr>
<td>App</td>
<td>Description</td>
<td>Website/Links</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Story Kit App</td>
<td>A free app, created by the International Children’s Digital Library, for download on iPod, iPhone, iPad, etc. Create electronic storybooks with this app.</td>
<td><a href="https://itunes.apple.com/ca/app/storykit/id329374595?mt=8">https://itunes.apple.com/ca/app/storykit/id329374595?mt=8</a></td>
</tr>
<tr>
<td>Corkulous App</td>
<td>App that works as a corkboard for thinking, planning or sharing ideas. Designed for use on iPhone, iPod touch or iPad. In app purchases are also available.</td>
<td><a href="https://itunes.apple.com/us/app/corkulous/id499778467?mt=8&amp;ign-mpt=uo%3D8">https://itunes.apple.com/us/app/corkulous/id499778467?mt=8&amp;ign-mpt=uo%3D8</a> Corkulous Support Articles <a href="http://support.appigo.com/support/solutions/folders/234906">http://support.appigo.com/support/solutions/folders/234906</a></td>
</tr>
<tr>
<td>Idea Sketch App</td>
<td>Idea Sketch allows you to draw a diagram, such as a mind map, and convert it to a text outline (and vice versa). Great for mind mapping, brainstorming, etc. Designed for use with iPad, iPhone etc. Free app.</td>
<td><a href="https://itunes.apple.com/au/app/id367246522?mt=8">https://itunes.apple.com/au/app/id367246522?mt=8</a> About Idea Sketch <a href="http://www.nosleep.net">http://www.nosleep.net</a></td>
</tr>
<tr>
<td>4 Pics 1 Word App</td>
<td>Free app for iPad, iPod and iPhone. Gives 4 images that can be linked by a single word. Great for developing vocabulary and supporting literacy development.</td>
<td><a href="https://itunes.apple.com/au/app/4-pics-1-word/id595558452?mt=8">https://itunes.apple.com/au/app/4-pics-1-word/id595558452?mt=8</a></td>
</tr>
<tr>
<td>Google Maps App</td>
<td>Free app available from the iTunes store. Can be used on iPad or iPhone. This app allows for 360 degree panoramic views from around the world, courtesy of street view. Also gives directions and has voice guided GPS navigation capabilities.</td>
<td><a href="https://itunes.apple.com/au/app/google-maps/id585027354?mt=8">https://itunes.apple.com/au/app/google-maps/id585027354?mt=8</a></td>
</tr>
</tbody>
</table>
Blogs

Blogs are an increasingly popular online tool, being used by teachers around the world. Blogs are essentially an online ‘news’ space, with the capacity for comments and communication. They are being used by teachers to share ideas professionally, as well as with their classes to provide access to online material and to allow students to collaborate with each other. The uses for blogs in the classroom are almost endless.

To learn more about blogs, visit the Commoncraft website and watch the short video on blogs in plain English.

Resources

There are many free blogging platforms available. Some are listed below:

Global 2 – Global 2 is managed by the DEECD. The technical side is managed by Edublogs. Global 2 has been set up specifically for teachers and students to use. (http://global2.vic.edu.au )

Edublogs – Edublogs have been set up specifically for teachers and students. Edublogs are used by many schools and universities around the world. Access the Getting Started Guide through the Edublogs website, choosing the Getting Started link at the bottom of the page, under the Help and Support heading. This will take you through setting up your own blog, step by step. (http://edublogs.org )

Wordpress – Wordpress is one of the world’s most popular blogging platforms. Access the Getting Started Guide through the learn.wordpress.com website. This will take you through how to set up and manage your own blog, step by step. (http://wordpress.com )
Wikis

A wiki is an online space that allows for collaboration – Wikipedia is probably the most well known wiki. Wikipedia works because it has multiple contributors adding information. Using this example, it is easy to see how wikis could be used in the classroom. For example, students could each be responsible for creating a section in a group or whole class wiki on a given topic. This could then be used as a teaching resource with future classes.

To learn more about wikis, visit the Commoncraft website and watch the short video on wikis in plain English.

Resources

There are several free sites that allow the creation of wikis. Some are listed below:

- Wikispaces - Free and paid options are available. Access the Help Guides, including guides to getting started, through the Wikispaces site, or at http://help.wikispaces.com. Wikispaces are easy to create and manage. Wikispaces also has its own YouTube channel that outlines many uses for wikis, many with a focus on education, as well as a range of ‘how to’ guides to assist you to set up and manage your own wiki. Access the YouTube Channel through the link below. (http://www.youtube.com/user/WikispacesVideos/videos)

- Wikispaces classroom - Wikispaces has recently launched Wikispaces Classroom, created specifically for use by teachers. To learn more about Wikispaces Classroom, read the introduction on the Wikispaces website (http://www.wikispaces.com/content/classroom/about)
Software on eduSTAR

The eduSTAR software is made available to all schools in Victoria. There are over 80 software applications available on the eduSTAR list, aimed at meeting a wide range of teaching and learning needs. The range of applications cover functions including:

- Animation
- Concept and mind mapping
- Digital video and image creation
- Drawing and painting
- Logic and problem solving
- 3D modeling
- Game making
- Sound and making music making
- Presentation and multimedia tools
- Writing tools

A full list of all software available on eduSTAR, including individual information and tutorials on many pieces of software, is available by visiting [http://epotential.education.vic.gov.au/showcase/edustar_win](http://epotential.education.vic.gov.au/showcase/edustar_win)

Below some of the software on eduSTAR is featured by possible subject area application. The list is much more extensive than this and many pieces of software have applications right across the curriculum.

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Software</th>
<th>Information / Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Microsoft Word</td>
<td>Word processing Locate information from a world atlas, thesaurus, dictionary and more.</td>
</tr>
<tr>
<td></td>
<td>Encarta Dictionaries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Genius Maker</td>
<td>Covers topics including graphing, geometry and algebra.</td>
</tr>
<tr>
<td>Humanities</td>
<td>Encarta Kids</td>
<td>Online encyclopedia</td>
</tr>
<tr>
<td>Arts</td>
<td>Paint</td>
<td>Drawing tool for creating simple or complex images.</td>
</tr>
<tr>
<td></td>
<td>Pivot Stick Figure</td>
<td>Create stick figure animations and save them.</td>
</tr>
<tr>
<td>Technology</td>
<td>Google Sketch Up</td>
<td>Create, modify and share 3D models with Sketch Up.</td>
</tr>
<tr>
<td>LOTE</td>
<td>Microsoft Office</td>
<td>Offers the flexibility of gathering and organizing pictures, video, audio, handwriting etc into one notebook.</td>
</tr>
<tr>
<td></td>
<td>OneNote</td>
<td></td>
</tr>
</tbody>
</table>
Section 4: Resources

There are many resources available online aimed at assisting teachers. To access the following resources, either click on the link or type the web address (in brackets) into your URL bar.

Resources are separated into categories.

Cybersafety

Cybersmart – This website, linked to ACMA, features a range of resources aimed at teachers, students and parents around issues of cybersafety. Teaching resources are available also. (http://www.cybersmart.gov.au/ )

DEECD Interactive Learning Modules – These online learning modules have been developed to assist teachers to better understand a range of issues surrounding the use of technology. Modules deal with issues including using social media in schools and bullying and cyberbullying. (http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/bullystopmodules.aspx )

Cybersafety Resources Department of Communications – Educational programs and packages aimed for use in the classroom. Both primary and secondary level material available. (http://www.cybersafety.communications.gov.au/resources/education )

eSmart Schools Cyber Risks – The eSmart Schools program aims to support the creation of a cybersafe, or ‘eSmart’, learning environment. A range of resources are available. (https://www.esmartschools.org.au/cyber_risks/Pages/default.aspx )

ThinkUKNow – ThinkUKnow is an internet safety program created in the UK and further developed by the Australian Federal Police. ThinkUKnow aims to deliver interactive training to parents, carers and teachers on issues of internet safety. (http://www.thinkuknow.org.au/site/ )
Teaching Resources

**ABC Splash** – ABC Splash brings together content from ABC TV and Radio with other high quality digital content from around the world. Teaching resources can be searched by topic or school level and learning resources created by Education Services Australia are also featured.  
([http://splash.abc.net.au/home](http://splash.abc.net.au/home))

**Cool Tools for Schools** – Literally thousands of online resources and tools for use in the classroom.  
([http://cooltoolsforschools.wikispaces.com/](http://cooltoolsforschools.wikispaces.com/))

**Creative Commons** – Creative Commons allows teachers and students to search for licensed works that can be used and shared without breaking copyright laws.  
([http://creativecommons.org.au/](http://creativecommons.org.au/))

**FUSE** – This website is the DEECD’s repository for a wide range of digital material. It contains websites, images, interactive activities and links to other sites for use in the classroom. Material can be searched by topic, and is linked to the National Curriculum standards.  

**Global 2** - Global 2 is managed by the DEECD and it is licensed for use by all Victorian schools. Schools and teachers are able to use this site to set up free class, teacher and student blogs. Technical support is available.  

**ICT Toolbox for Teachers** – This wiki features a range of online tools that teachers can access to use in the classroom. There is also a ‘Teacher Resources’ tab which features a range of websites aimed at supporting teaching and learning.  

**Scootle** – Scootle allows teachers to access a wide range of digital material to learn, teach and collaborate through using digital resources. Material can be searched by relevance to National Curriculum standards.  

**Teacher Tube** – You Tube for teachers. Teacher Tube features content created and uploaded by teachers to support teaching and learning.  
Professional Learning

**DEECD Interactive Learning Modules** – These online learning modules have been developed to assist teachers to better understand a range of issues surrounding the use of technology. Modules include using social media in schools and bullying and cyberbullying. ([http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/bullystopmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/bullystopmodules.aspx))


**ePotential Digital Learning Showcase** – A range of uses for ICT in the classroom are highlighted on this website. ICT Professional Learning is one of the featured categories. ([http://epotential.education.vic.gov.au/showcase/](http://epotential.education.vic.gov.au/showcase/))

**Google online courses for educators** – A range of free, self paced online courses designed by Google and aimed at educators. Topics include: Internet 101, Google Apps for Education Overview, Gmail for Educators, Google Drive for Educators and Chrome and Chromebooks for Educators. ([https://educourses.withgoogle.com/course](https://educourses.withgoogle.com/course))


**Other**

**Irymple Secondary College webpage**
The College website includes up to date information, including events and news, as well as useful links to other websites. ([http://www.irysec.vic.edu.au/](http://www.irysec.vic.edu.au/))

**Irymple Secondary College Twitter Account** – News and links to articles of interest for the wider College community. ([https://twitter.com/iryplesc](https://twitter.com/iryplesc))