

Mac Basics Training Plan

Goal

Teachers will be able to navigate around their Mac with confidence.

NETS-T Standards

Model Digital Age Work and Learning: Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations

Objectives: Teachers will be able to..

1. Explain the difference between the Desktop and the Finder Window.
2. Identify the Finder Window along with its Anatomy and functions.
3. Discuss the Dock, its placement, and how to add and delete applications off of it.
4. Discuss the differences between a window's green dot, yellow dot, red dot vs. quitting out of an application.
5. Discuss some highlighted Keyboard Shortcuts on uploaded file.
6. Describe how to access System Preferences.

Materials

Teacher	Students
<ul style="list-style-type: none"> • Training Plan for Script and Objectives • Uploaded Keyboard Shortcuts to Tech Room • Uploaded helpful "getting started" resources to Tech Room • Keynote Quiz Uploaded to Skydrive • Blog Post with ideas, resources, and reflection of the webinar 	Access to Tech in 20 Rm

Delivery Methods:

- I. Pre-Lesson Activities or Assignments
 - Identify how audience members can communicate and navigate around the room.
 - Make sure audience members have downloaded the uploaded files.
 - Plug external devices into Mac to show devices in Side Bar.

- Remind them to ask questions via the chat during the webinar. The moderator will facilitate with answering them at the end.
- Remind people on where to find files after the webinar: Melia's Blog

2. Activities:

Time	Activity	Notes
2 min	<p>Aloha and Mahalo for joining our "Tech in 20" webinar! I'm "Melia Tauvela" of IT Education Technology Services and our topic today is "Mac Basics."</p> <p>During the session, please mute your mikes (show where to mute mike) when you aren't speaking to me or our webinar audience. Feel free to use the raise hand and chat options to comment or ask a question (demo doing this).</p> <p>Our objectives for the day are for you to:</p> <ol style="list-style-type: none"> 1. Explain the difference between the Desktop and the Finder Window. 2. Identify the Finder Window along with its Anatomy and functions. 3. Discuss the Dock, its placement, and how to add and delete applications off of it. 4. Discuss the differences between a window's green dot, yellow dot, red dot vs. quitting out of an application. 5. Discuss some highlighted Keyboard Shortcuts on uploaded file. 6. Describe how to access System Preferences. 	

Time	Activity	Notes
12 min	<p>Show and Tell the following:</p> <ol style="list-style-type: none"> 1. Menu Bar- <ul style="list-style-type: none"> • Always at the top of each window, • indicates Application open, • Keyboard Shortcuts indicated next to each Menu command. 2. Side Bar- <ul style="list-style-type: none"> • Devices-show how to eject properly. Finder Window acts as a way to access all files and folders on HD. • Shared-this looks different on Lion • Places-explain Desktop is a place to store items but Documents should be the permanent storage space. • Search for-used to find recently worked on files. • Access your files by clicking on the HD on your Desktop, clicking on the Finder Window, or Clicking on the Documents Folder in your Dock 3. Dock- <ul style="list-style-type: none"> • Quick access to Applications, • Dock Placement on the Screen • Add/Remove Items from Dock 4. Red-Yellow-Green Dot function 5. Keyboard Shortcuts <ul style="list-style-type: none"> • Refer to Keyboard Shortcuts file • Control works like right click on mouse • Command often replaces Control on keyboard shortcuts • Command X-C-V-B-I-U-P 6. System Preferences-allows access to preferences in the following: <ul style="list-style-type: none"> • Personal-Desktop and Screensaver • Hardware-Changing Sound Input and Display Input • Internet & Wireless-Bluetooth Keyboards and Mouse and Network preferences are here • System-Date and Time Preferences and Account Preferences 	
3-4 min	<p>Keynote Quiz</p> <p>Ask teachers questions to help summarize the webinar.</p>	
2 min	<p>Questions taken from the audience.</p>	

Time	Activity	Notes
1 min	Closing: Mahalo for joining our “Tech in 20” webinar on “Name of Topic.” I hope you found this session helpful! Here are some resources available to you if you’d like to continue exploring this topic: (share several online resources and/or handouts). Ellen and Keali’i are also available to provide you with support and assistance. We hope to see you at our next session, which will be held on “Date” at “Time.” A Hui Hou!	

Assessment:



Keynote Quiz

Facilitator Reflection:

- What went well?
- Did you feel like the learning objectives were met?
- Was there adequate enough time to complete the lesson/project?
- What will I do differently next time?