



## Integrating Educational Technology into Teaching

Second Edition

M. D. Roblyer
The State University of West Georgia

Jack Edwards
The Webster School

Merrill an imprint of Prentice Hall Upper Saddle River, New Jersey Columbus, Ohio

#### Library of Congress Cataloging-in-Publication Data

Roblyer, M. D.

Integrating educational technology into teaching / M. D.

Roblyer, Jack Edwards.

p. cm.

Includes bibliographical references and index.

ISBN 0-13-974387-1

Educational technology—United States.
 Computer-assisted instruction—United States.
 Curriculum planning—United States.

I. Edwards, Jack II. Title.
LB1028.3 .R595 2000
371.33—dc21

99-33275

CIP

Editor: Debra A. Stollenwerk

Developmental Editor: Gianna M. Marsella Editorial Assistant: Penny S. Burleson Production Editor: Mary Harlan

Photo Coordinator: Anthony Magnacca Design Coordinator: Diane C. Lorenzo

Production Supervision and Text Design: Elm Street Publishing Services, Inc.

Cover Designer: Ceri Fitzgerald Cover Art: ©SuperStock

Production Manager: Pamela D. Bennett Director of Marketing: Kevin Flanagan Marketing Manager: Meghan Shepherd Marketing Coordinator: Krista Groshong

This book was set in Times Roman by Elm Street Publishing Services, Inc. and was printed and bound by Banta Company. The cover was printed by Banta Company.

© 2000, 1997 by Prentice-Hall, Inc.

Pearson Education

Upper Saddle River, New Jersey 07458

All rights reserved. No part of this book may be reproduced, in any form or by any means, without permission in writing from the publisher.

Chapter Opener Photo Credits: Courtesy of Bill Wiencke and Carrollton Elementary School, p. 4; Courtesy of Bill Wiencke, p. 28; Scott Cunningham/Merrill, pp. 48, 268, and 279; C. Will Hart, 1996, p. 80; Anthony Magnacca/Merrill, pp. 112, 191, 207, 241, 254, and 292; M. D. Roblyer, p. 164; Georgia Tech Communications, p. 228; and Tom Watson/Merrill, p. 307.

Printed in the United States of America

1098765432

ISBN: 0-13-974387-1

Prentice-Hall International (UK) Limited, London

Prentice-Hall of Australia Pty. Limited, Sydney

Prentice-Hall of Canada, Inc., Toronto

Prentice-Hall Hispanoamericana, S. A., Mexico

Prentice-Hall of India Private Limited, New Delhi

Prentice-Hall of Japan, Inc., Tokyo

Prentice-Hall (Singapore) Pte. Ltd., Singapore

Editora Prentice-Hall do Brasil, Ltda., Rio de Janeiro

To Bill and Paige Wiencke, two of my best and most patient teachers

-M.D.R.

To Robert W. Edwards, in memory of Mary E. Edwards, and to Jordan M. Burke

*−J.E.* 



### **Preface**

"Come to the edge," he said. They said, "We are afraid." "Come to the edge," he said. They came. He pushed them.

And they flew.

Apollinaire, as quoted by Elliot W. Eisner in Educational Researcher (August-September, 1997)

As we stand at the edge of this new millennium, gazing out into its uncharted expanse, some of us feel as if we are stepping out onto a launching pad; others feel at the brink of an abyss. Some see the challenges and the marvels to come and are exhilarated; some see only the certainty of change and its uncertain outcomes and are apprehensive. How amazing it is that the influence of technology is a primary force shaping both perspectives. All of us recognize the vital role computers and other electronic tools have played in bringing us to the place where we stand now. But our views on what technology means to us as a society and what our responses to it should be differ primarily because of the way we define technology, our views on who controls how technology is used in education, and our knowledge about teaching.

- The way we define technology. Rather than seeing technology as some foreign invader that has come to confuse and complicate the simple life of the past, educators must recognize that our technology is very much our own response to overcoming obstacles that stand in the way of a better, more productive way of life. As Walt Kelly's "profound 'possum" Pogo said, "We has met the enemy, and he is us." Technology is us—our tools, our methods, and our own creative attempts to solve problems in our environment. We are the culprit responsible for the turmoil we experience as we go through periods of transition, adapting to the new environment we ourselves have created.
- Our views on who controls how technology is used in education. As a follow-up to our recognition that "technology is us," we must recognize the truth of Peter Drucker's statement: "The best way to predict the future is to create it." Both individual teachers and teaching organizations must see themselves as shapers of our future. Each teacher must take a position on what the future of education should look like; each should acquire skills to help work toward realizing that vision.
- Our knowledge about teaching. No matter how much we know about how to use technology tools, educational practice never will improve unless we have clear goals for what teaching and learning should accomplish and we see the path we want to take to achieve them. Technology-using teachers never can be a force for improved education unless they are first and foremost informed, knowledgeable shapers of their craft. Before integrating technology into their teaching, educators must know a great deal, for example, about why there are different views on appropriate teaching strategies, how societal factors and learning theories have shaped these views, and how each strategy can address differing needs.

The purpose of this book is to show that whether we fall or fly into the future of educational technology rests to a great degree on us: how we view technology, how we respond to the challenge it presents, and how we see it helping us accomplish our own informed

### Vi Preface

vision of what teaching and learning should be. Our approach to accomplishing this purpose rests on the following three premises.

- Integration methods should be based both in learning theory and teaching practice. There is no shortage of innovative ideas in the field of instructional technology—new and interesting methods come forward about as often as new and improved gadgets. Those who would build on the knowledge of the past should know why they do what they do as well as how to do it. Thus, we have linked various technology-based integration strategies to well-researched theories of learning, and we have illustrated them with examples of successful practices based on these theories.
- Integration should match specific teaching and learning needs. Technology has the power to improve teaching and learning, but it can also make a teacher's life more complicated. Therefore, each resource should be examined for its unique qualities and its potential benefits for teachers and students. Teachers should not use a tool simply because it is new and available—each integration strategy should be matched to a recognized need. We do not oppose experimentation, but we do advocate informed use.
- Old integration strategies are not necessarily bad; new strategies are not necessarily good. As technology products change and evolve at lightning speed, there is a decided tendency toward throwing out older teaching methods with the older machines. Sometimes this is a good idea; sometimes it would be a shame. Each of the integration strategies recommended in this book is based on methods with proven usefulness to teachers and students. Some of the strategies are based on directed methods that have been used for some time; other strategies are based on the newer, constructivist learning models. Each is recommended on the basis of its usefulness rather than its age.

This edition differs in some structural ways from the first, but its goal remains the same: to help teachers see their role in shaping the future of technology in education. This book can help them perceive that stepping out from the edge where we stand requires some faith in ourselves, a belief that we can fly with wings of our own making.

### Who Will Find This Book Helpful

This book is designed to help teach both theoretical and practical characteristics of technology integration strategies. It should be useful in several different types of education settings:

- As primary instructional material. It should benefit instructional technology courses for preservice teachers and workshops and graduate courses for inservice teachers.
- As supplemental instructional material. It should support research and content-area methods courses.
- As a reference. It should provide topical information in K-12 school libraries/media centers
  and university college of education libraries and media centers.

### New to This Edition

This edition has added new information and reorganized some information from the first edition to help make sense of both new and emerging concepts. Readers will note the following changes and improvements:

• More emphasis on integration rationales and strategies. Chapter 2 has more detailed information on integration steps, and Chapter 3 has additional discussion on learning theory (e.g., Howard Gardner's Theory of Multiple Intelligences) and integration procedures based on them. Much of the background information on computers and technical information on microcomputers





has been de-emphasized to better focus on integration. For example, sections on hardware and software were moved to the Appendix.

- Better, more in-depth treatment of emerging technologies. This edition has expanded coverage of new and emerging technologies and how they will help shape the future of education.
- Expanded coverage of distance learning. In light of the growing importance of distance learning in education and training, this edition has two chapters in this area: one on distance learning options and the other focusing on the Internet.
- Addition of integration strategies for health and physical education. In response to many reviewers' requests, a new Chapter 14 addresses integration strategies for these important content areas.
- Links to integration lesson plans on a CD-ROM database. This textbook is packaged with a CD-ROM containing 250 example technology integration lesson plans. Spanning a variety of content areas and grade levels, these teacher-tested lessons are keyed to national standards. Users can modify existing lesson plans or add new ones. Look for the CD-ROM icon throughout the text. A User's Guide to the CD-ROM starts on page 347.
- Companion Web site. A Web site with additional support materials for students and instructors is available at http://www.prenhall.com/roblyer. The Web site includes chapter objectives, online quizzes with immediate feedback, links to related Web sites, a message board, an online syllabus manager, and other exciting tools. Look for the companion Web site icon at the end of each chapter.

### Organization of the Text

This text is organized into four sections—one of background and three of resources and applications.

Part I: Introduction and Background on Integrating Technology in Education. Einstein is said to have observed that "Everything should be made as simple as possible, but not more so." Using technology as a force for change becomes simpler when one understands the foundations upon which integration strategies are based—but that is no small task in itself. This section provides a "big picture" background on technology's role in education, reviews a variety of planning issues to be addressed prior to and during integration, and describes learning theories and teaching/learning models related to technology integration.

Part II: Using Software and Media Tutors and Tools: Principles and Strategies. To paraphrase a popular jingle, "Software—it ain't just CAI anymore." This section describes more than 40 types of instructional software products ranging from drill and practice to integrated learning systems, from word processing to groupware. Multimedia and hypermedia are now in this section, since they fit so well under the rubric of tools. Each software and media product description covers unique qualities, potential benefits, and sample integration strategies.

Part III: Linking to Learn—Principles and Strategies. This section represents the most significant revision from the first edition. In light of the growing importance of connecting people and resources for a technology-permeated future, two chapters are devoted to the types and uses of distance technologies. As with Part II, example lesson plans or activities are given for each recommended integration strategy. Chapter 9 provides a "link to the future," courtesy of William R. Wiencke, in describing technologies that are changing the way members of our society live, work, and communicate.

Part IV: Integrating Technology into the Curriculum. These six chapters describe and give examples of technology resources and integration strategies for several different content areas. In addition to a new chapter on health and physical education, content areas covered in the first edition have been updated: language arts and foreign languages, math and science, social sciences, the arts, and special education. Although these chapters separate the areas into topics, the chapters themselves recognize and incorporate the current trends toward thematic, interdisciplinary instruction. Many of the examples cross discipline boundaries and serve to illustrate how the concepts of several content areas can be merged into a single lesson or learning activity—and how technology can support the process.

### **Special Features**

Each chapter has the following features to help both the instructor and the student.

- A list of descriptive topics and objectives. This list appears at the beginning of each chapter.
- Illustrative screens. Figures show screen displays from software, media, and networks whenever possible.
- Summary tables of important information. These aid recall and analysis.
- Sample, teacher-designed lesson plans. All from published sources, these materials match integration strategies. Links also are given to information on a companion Web site and on the lesson plan CD-ROM, *Integrating Technology Across the Curriculum*.
- Exercises. Improved end-of-chapter questions, many of them linked to the companion Web site and CD-ROM, call for students to analyze and apply what they have read to problems in education and in applying technology.
- · A list of sample resources. References for further reading end each chapter.

Instructors also have access to two additional resources:

- A comprehensive Instructor's Manual. The manual contains content overviews, teaching strategies and activities, and additional resources (including a list of Web sites).
- A computerized Test Bank. Available for either Windows or Macintosh, the Test Bank includes a variety of question formats, such as true-false, multiple choice, short answer, and essay.

### Acknowledgments

The first thing we would like to acknowledge is that this second edition was not—as we had been promised—easier to write than the first. If anything, it was more difficult! Educational technology not only is changing rapidly, it's expanding quickly. It is an even more challenging task to capture and communicate its scope and essence than it was in 1996. However, several people helped us meet this challenge.

The following reviewers provided insightful and practical critiques and advice, all of which helped us clarify our prose and sharpen our focus: Diane F. Cauble, Catawba College; Michelle Churma, Ashland University; Farah Fisher, California State University, Dominguez Hills; Sarah Huyvaert, Eastern Michigan University; Kathleen P. King, Widener University/Pennsylvania Institute of Technology; and Decker Walker, Stanford University.

Colleagues like Anita Best of ISTE; Donna Baumbach and Mary Bird at the University of Central Florida; Richard A. Smith of the Houston Independent School District; Melinda Crowley of the Florida Department of Education; and Ronnie Akers, Diane Boothe, Judy Butler, Letty Ekhaml, Elizabeth Kirby, Karen Lee, Angela Lumpkin, Lisa Marcotte, Barbara McKenzie, Mary Ann Myers, Elaine Roberts, and Joanne Schick from the State University of West Georgia responded graciously and quickly to our requests for articles, sources, and advice. Thanks also to Nicole Stewart, Meg Cooper, Tiffani Hines, Richard Logan, and Lisa Marcotte for their last-minute help with our photo shoots. As before, we must acknowledge the wisdom of a saying in special education that "people don't care how much you know until they know how much you care." The field of educational technology—indeed, education itself—is fortunate to have such knowledgeable and caring professionals.

We would like to acknowledge the assistance of many people whom we have never met but who took time from busy schedules to send a photo or give permission to use a diagram. Among them are Sandra Powell of Texas Instruments, Yvonne Ruwe of the American Education Company, and Dawn Torre of Vernier Software.





As usual, the enormous professional and personal support given by the Merrill editorial staff is impossible to measure. The firm vision and competent direction of editor Debbie Stollenwerk helped us conceptualize and carry out the work on this edition. With skill and professionalism, the support, editorial, and production team members (Gianna Marsella, Penny Burleson, Mary Harlan, and Carol Sykes from Prentice Hall; and Phyllis Crittenden from Elm Street Publishing Services) made our ideas and words both attractive as well as useful.

As before, we would like to thank our families for taking second place for so many weekends and holidays while we dedicated the time and work required to accomplish this "little revision." M. D. Roblyer would like to recognize the enduring love and patience of her family, Bill and Paige Wiencke and Tom and Becky Kelley; the tenacious loyalty of old friends like Barbara Hansen and Sherry Alter; and the support offered by new friends and colleagues like Cher Chester, Elizabeth Kirby, Letty Ekhaml, Barbara McKenzie, Mary Ann Myers, Priscilla Bennett, and Laurie Tennant at the State University of West Georgia. Jack Edwards would like to recognize the special support given by colleagues Mary Lou Beverly and Scarlet Harriss; his father, Robert W. Edwards; and his son, Jordan M. Burke. Also, we would like to continue to remember and acknowledge the enduring contributions of those who are with us now only in memory: S. L. Roblyer, Raymond and Marjorie Wiencke, and Mary E. Edwards.

And, as always, we must recognize the contributions of all the educators who have worked so long and so hard to make it possible for us to wing our way into the next century with a renewed sense of purpose, direction, and courage.

M. D. Roblyer Carrollton, Georgia

Jack Edwards St. Augustine, Florida

# Discover the Companion Web Site Accompanying This Book

### The Prentice Hall Companion Web Site: A Virtual Learning Environment

Technology is a constantly growing and changing aspect of our field that is creating a need for content and resources. To address this emerging need, Prentice Hall has developed an online learning environment for students and professors alike—Companion Web Sites—to support our textbooks.

In creating a Companion Web Site, our goal is to build on and enhance what the text-book already offers. For this reason, the content for each user-friendly Web site is organized by chapter and provides the professor and student with a variety of meaningful resources. Common features of a Companion Web Site include:

### For the Professor—

Every Companion Web Site integrates Syllabus Manager<sup>TM</sup>, an online syllabus creation and management utility.

- Syllabus Manager™ provides you, the instructor, with an easy, step-by-step process to create and revise syllabuses, with direct links into Companion Web Sites and other online content without having to learn HTML.
- Students may logon to your syllabus during any study session. All they need to know is the Web address for the Companion Web Site and the password you've assigned to your syllabus.
- After you have created a syllabus using Syllabus Manager™, students may enter the syllabus for their course section at any point in the Companion Web Site.
- Class dates are highlighted in white and assignment due dates appear in blue. Clicking on a
  date, the student is shown the list of activities for the assignment. The activities for each
  assignment are linked directly to actual content, saving time for students.
- Adding assignments consists of clicking on the desired due date, then filling in the details of
  the assignment—name of the assignment, instructions, and whether or not it is a one-time or
  repeating assignment.
- In addition, links to other activities can be created easily. If the activity is online, a URL can be
  entered in the space provided, and it will be linked automatically in the final syllabus.
- Your completed syllabus is hosted on our servers, allowing convenient updates from any computer on the Internet. Changes you make to your syllabus are immediately available to your students at their next logon.

#### For the Student-

- Chapter Objectives—outline key concepts from the text
- Interactive Self-quizzes—complete with hints and automatic grading that provides immediate feedback for students





### **Discover the Companion Web Site**

After students submit their answers for the interactive self-quizzes, the Companion Web Site **Results Reporter** computes a percentage grade, provides a graphic representation of how many questions were answered correctly and incorrectly, and gives a question-by-question analysis of the quiz. Students are given the option to send their quizzes to up to four e-mail addresses (professor, teaching assistant, study partner, etc.).

- Message Board—serves as a virtual bulletin board to post—or respond to—questions or comments to/from a national audience
- Net Searches—offer links by key terms from each chapter to related Internet content
- Web Destinations—links to www sites that relate to chapter content

To take advantage of these and other resources, please visit the *Integrating Educational Technology into Teaching* Companion Web Site at http://www.prenhall.com/roblyer.

完整PDF请访问: www.ertongbook.com

## About the Authors

M. D. Roblyer has been a technology-using teacher and a contributor to the field of educational technology for over 25 years. She began her exploration of technology's benefits for teaching in 1971 as a graduate student at one of the country's first successful instructional computer training sites, Pennsylvania State University, where she helped author tutorial literacy lessons in Coursewriter II on an IBM 1500 dedicated instructional mainframe. While obtaining a Ph.D. in Instructional Systems at Florida State University, she worked on several major courseware development and training projects with Control Data Corporation's PLATO system. After working as Instructional Technology Coordinator for the Florida Educational Computing Project (the predecessor of what is now the state's Bureau of Educational Technology), she became a private consultant, working for companies such as Random House and the Apple Computer Company. In 1981–82, she designed one of the early microcomputer software series, *Grammar Problems for Practice*, in conjunction with the Milliken Publishing Company.

She has written extensively and served as contributing editor for educational technology publications such *Educational Technology* and *Learning and Leading with Technology*. Her book with Castine and King, *Assessing the Impact of Computer-based Instruction: A Review of Research* (Haworth, 1988), is widely considered the most comprehensive review and meta-analysis ever written on the effects of computer technology on learning.

Currently, she is Professor of Educational Technology at the University of West Georgia's College of Education in Carrollton, Georgia, where she teaches graduate courses in technology, instructional design, and diffusion of innovation. She is married to William R. Wiencke and is the mother of a daughter, Paige.

Jack Edwards has been using instructional technology in his classroom since 1988 when he was hired to teach gifted students at the Webster School in St. Augustine, Florida. In that same year, the Webster School was selected to be one of the Florida Department of Education's five Model Technology Schools. In 1990, he was one of 28 teachers from Florida selected to spend the summer at the Florida Institute of Technology participating in the Florida Science Videodisc Project.

Edwards has trained thousands of Florida teachers over the past 10 years. His training experience includes spending three years as a teacher-on-special-assignment with the University of Central Florida's Instructional Technology Resource Center. During that time he traveled throughout Florida consulting with school districts and teachers on strategies for technology integration.

Edwards also served as the lead faculty member for instructional technology with the University of North Florida's First Coast Urban Academy from 1993 to 1995. This academy served as a catalyst for initiating systemic change in seven inner-city schools. He is former president of the Florida Association for Computers in Education (FACE), a state affiliate of the International Society for Technology in Education (ISTE).

In addition to teaching fifth grade gifted students, Edwards is also an instructor at St. Johns River Community College in St. Augustine. He resides in St. Augustine with his son, Jordan, and his boxer, Kozmo.





## **Brief Contents**

		duction and Background on Integrating nology in Education	
Chapter Chapter	1 2	Educational Technology in Context: The Big Picture Planning and Implementation for Effective Technology Integration	2
Chapter	3	Learning Theories and Integration Models	4
		g Software and Media Tutors and Tools: ciples and Strategies	7
Chapter	4	Using Instructional Software in Teaching and Learning	8
Chapter	5	Using Productivity Software and Other Software Tools in Teaching and Learning	1
Chapter	6	Using Multimedia and Hypermedia in Teaching and Learning	16
Part III I	ink	ing to Learn—Principles and Strategies	18
Chapter	7	<b>Distance Learning Opportunities and Options</b>	19
		Integrating the Internet into Education	20
Chapter		A Link to the Future—Where Is Education Going with Technology?	22
Part IV I	nte	grating Technology into the Curriculum	23
Chapter	10	Technology in Language Arts and Foreign Language Instruction	24
Chapter	11	Technology in Science and Mathematics Instruction	25
Chapter	12	<b>Technology in Social Studies Instruction</b>	26
Chapter	13	Technology in Art and Music Instruction	27
Chapter	14	Technology in Physical Education and Health	29
Chapter	15	Technology in Special Education	30
Appendix	Fun	damentals of Microcomputer Systems	32
Glossary		Free or second	32
Name Index	(		33
Subject Inde	ex		34
Integrating	Tech	nology Across the Curriculum: A User's Guide	34



## Contents

Part I Introduction and Background on Integrating Technology in Education			
Chapter 1	Educational Technology in Context: The Big Picture What Is "Educational Technology"? 5 Origins and Definitions of Key Terms 5 Four Perspectives on Educational Technology: Media, Instructional Systems, Vocational Training, and Computers 6 This Textbook's Emphasis on Technology in Education 7		
	Looking Back: How Has the Past Influenced Today's Educational Technology? 8  A Brief History of Educational Computing Activities and Resources 8  What Have We Learned from the Past? 11  Why Use Technology? Developing a Sound Rationale 12		
	Looking Around, Looking Ahead: What Factors Shape the Current and Future Climate for Technology in Education? Current Educational Technology Systems and Their Applications 16 Today's Big Issues in Education and Technology: Societal, Cultural/Equity, Educational, and Technical 19 New Challenges and the Skills to Deal with Them 22		
Chapter 2	Planning and Implementation for Effective Technology Integration Technology Planning and Preparation by the Education Community 30 Who Should Be Involved in Planning? 30 Developing District and School Technology Plans 30 Funding for Technology Resources 32 Training Teachers 33 Addressing Equity Issues 33 Addressing Ethical and Legal Issues 35 School Planning and Preparation for Technology Use 36 Optimizing School Level Technology Resources 36 Choosing the Right Software and Hardware for Your Needs 36 Setting Up Physical Facilities: Lab Rules, Maintenance, Security, and Virus Protection 39 Teacher Planning and Preparation for Technology Use 40 Step 1: Needs Assessment—Matching Needs and Technology Resources 40 Step 2: Planning Instruction—Designing Appropriate Integration Strategies 41	2	

XVI Contents		
Step 3: Logistics—Preparing the Classroom Environment 41 Step 4: Preparing You and Your Students to Use Resources 42 Step 5: Try It! Evaluating and Revising Integration Strategies 42	WARREN TO THE TOTAL OF THE TOTA	•
Chapter 3 Learning Theories and Integration Models  Introduction 49  Changes Brought about by Technology 49  Current Educational Goals and Methods: Two Views 49	48	
An Overview of Directed and Constructivist Instructional Methods 49  A Comparison of Terminologies and Models 49 Instructional Needs and Problems Addressed by Directed Instruction Strategies 51 Instructional Needs and Problems Addressed by Constructivist Strategies 52 How Learning Theories Shape Teaching Practices and Technology Uses 52		
Theoretical Foundations of Directed Instruction 53  Learning Theories Associated with Directed Instruction 53  The Contributions of Behavioral Theories 53  The Contributions of Information-Processing Theories 53  Characteristics of Directed Instruction 56  Directed Methods: Problems Raised versus Problems  Addressed 57		
Theoretical Foundations of Constructivism 59 Learning Theories Associated with Constructivism 59 The Contributions of Early Cognitive Learning Theories 59 The Contributions of Later Work Based on Cognitive Principles 62 Characteristics of Constructivism 67 Constructivist Methods: Problems Raised versus Problems Addressed 68		
Technology Integration Strategies: Directed, Constructivist, and Combined Approaches 69 Integration Strategies Based on Directed Models 69 Integration Strategies Based on Constructivist Models 70 Combining Integration Strategies in Curriculum Planning 71 Recommended Guidelines for Developing a Technology- Integrated Lesson 71 Recommended Guidelines for Developing a Technology- Integrated Curriculum 71		
Examples of Technology-Integrated Units 7l The CCnet Inventorium: An Online Invention Project 71 Improving French Language Skills: Combining Drills, Tutorials, and Online Activities 72		
Part II Using Software and Media Tutors and Tools: Principles and Strategies	$\eta$	
Chapter 4 Using Instructional Software in Teaching and Learning Introduction 81 What Is Instructional Software? 81	80	

17.41	They are
	A PART
	1
N N	
	A SALL
	1614
	2.
	111
and the second	1
	TR.
11	
	J
- W	
ااالة عد	
	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
	- the
MA TO	1
344	The second
94	114
W. Fr.	
* 18	
1	1
Marille.	
of Middle 4	NY =
	My K
Y 13	// <b>///</b>

Chapter 5

Contents XVII
Problems in Identifying and Classifying Software Functions 81 Programming Languages as Instructional Software 81
Drill and Practice Activities & Drill and Practice: Definition and Characteristics & Sa Issues Related to Drill and Practice & Sa How to Use Drill and Practice in Teaching & Sa Practice & Sa Practic
Tutorial Activities 85
Tutorials: Definition and Characteristics 85 Issues Related to Tutorials 86 How to Use Tutorials in Teaching 88
Simulation Activities 88
Simulations: Definition and Characteristics 88 Issues Related to Simulations 89 How to Use Simulations in Teaching 90
Instructional Games 93
Instructional Games: Definition and Characteristics 93 Issues Related to Instructional Games 94 How to Use Instructional Games in Teaching 94
Problem-Solving Courseware 94
Problem-Solving Courseware: Definition and Characteristics 94 Issues Related to Problem-Solving Courseware 96 How to Use Problem-Solving Courseware in Teaching 96
Integrated Learning Systems (ILSs) and Other Networked Products 99
Integrated Learning Systems (ILSs): Definition and Characteristics 99 Issues Related to ILSs 100
How to Use ILSs in Teaching 102
Evaluating and Selecting Instructional Software 103
The Need for Evaluation 104
Courseware Evaluation Procedures:
A Recommended Sequence 105 Courseware Evaluation Procedures: Recommended
Criteria 105
Selecting Software for Constructivist versus Directed Uses 105
<b>Using Productivity Software and Other</b>
Software Tools in Teaching and Learning
Introduction to Technology Support Tools
Why Use Technology Support Tools? 113
Types of Software Support Tools 113
Software Suites versus Integrated Packages 113
Software Support Tools Covered in Other Chapters: Web Tools and Multimedia Authoring 114
Using Word Processing Software in Teaching and Learning
Introduction to Word Processing 114 The Impact of Word Processing in Education 116
Word Processing in the Classroom 117
Learning Word Processing: Common Mistakes and Misconceptions 124
Using Spreadsheet Software in Teaching and Learning 126

Introduction to Spreadsheet Software 126
The Impact of Spreadsheets in Education 127

Spreadsheets in the Classroom 128

### XVIII Contents

Chapter

Learning to Use Spreadsheets: Common Mistakes and Misconceptions 131 Using Database Software in Teaching and Learning | 131 Introduction to Database Software 131 The Impact of Databases in Education 133 Using Databases in the Classroom 134 Learning to Use Databases: Common Mistakes and Misconceptions 139 Using Materials Generators 142 Desktop Publishing Software 142 Test Generators and Test Question Banks 144 Worksheet Generators 144 Puzzle Generators 145 Bar-code Generators 145 IEP Generators 146 Certificate Makers 146 Form Makers 146 **Groupware Products** Using Data Collection and Analysis Tools 47 Gradebooks 147 Statistical Packages 147 Data Management (CMI) and Testing Tools 147 Using Graphics Tools 149 Print Graphics Packages 149 Draw/Paint and Image Programs 149 Presentation Software and Computer Projection Systems 150 Charting/Graphing Software 152 Clip Art Packages, Video Collections, and Sound Collections 154 Digitizing Systems and Video Development Systems 154 Using Planning and Organizing Tools 155 Outlining Tools and Other Writing Aids 155 Brainstorming and Concept Mapping Tools 154 Lesson Planning Tools 155 Schedule/Calendar Makers and Time Management Tools 155 Using Research and Reference Tools 156 Electronic Encyclopedias 156 Atlases 156 Dictionaries (Word Atlases) 156 Using Tools to Support Specific Content Areas 157 CAD and 3-D Modeling/Animation Systems 157 Music Editors and Synthesizers 157 Reading Tools 157 MBLs (Probeware) 157 Graphing Calculator 158 6 Using Multimedia and Hypermedia in 164 Teaching and Learning Introduction to Multimedia and Hypermedia Multimedia and Hypermedia: How Do They Differ? Types of Multimedia and Hypermedia Systems 165 Current and Future Impact of Multimedia and Hypermedia on Education 166 Emerging Developments in Multimedia Systems: Digital



Versatile Disc (DVD) and Virtual Reality (VR) 167