

WHAT CAN YOU DO WITH INSPIRATION?

Linda Ullah, M.Ed Center for Innovation, Foothill College,
ullahlinda@fhda.edu

Classroom Management

Create a Seating Chart


Janet Jones	Tai Nguyen	Adriana Smith	Tom Toy	Selina Saifullah
Kezo Toyeshima	Anh Nguyen	Ricardo Perez	Rachael Chang	Alfred Brown
Meagen Ferris	Fahad Sayeed	Thelma Braun	Albert Lun	Stephanie Case
Bob Smith	Sarah Jackson	Brian Singh	Selina Espinoza	Juan Cardinez
Melissa Martinez	Greg Sellers	Sarah Taber	Christopher Edwards	Susi Gessner
Faria Isfan	Trang Lan	Warren Yeeena	Serena Murray	Jimmy Thompson
		Teacher		

1. Go to **View**. Select **Rulers**.
2. Go to **Utility**. Select **Grid Snap**
3. Click on Main Menu (There will be boxes around the perimeter.) and Select a rectangular box from the Symbol Palate. Oval should become a box.
4. Click inside Main Menu box to change text.
5. Type “*Teacher’s Desk*” or “*Front of Room*” into Main Menu Box.
6. Drag rectangles from Symbol Palate and line them up on grid to match the configuration of your classroom.

7. Type in student’s name for your first period class. You can create a different seating chart for each period.

8. To change box color, go to **Effect** in the **Tool Bar** and Select **Fill Color**. To change line color select **Line Color** from the **Effect** menu.

9. To change background color, go to the **Effect** menu and select Background Color.

10. To make a note about a student Select Add Note:  A note menu will pop open, and you can add a note about a student.

You will notice that there is a red box on the top left corner of the student’s desk (the rectangle). This tells you there is a note for that box. Click on the red box to read the note.

If you change your seating configuration you can click on the boxes and drag them to their new places. If a student moves or you get a new student you can delete and add names by clicking in the boxes.

Curriculum Planning

Templates





Go to **File** in top menu bar and select **Templates**. Scroll down and choose from the **Teacher** Templates. (Goal Setting, Lesson Plan, Progress Report, Substitute Lesson Plan.)

Create a Lesson Plan or Substitute Lesson Plan:

- Click on boxes to fill them in.
- You can change topics by clicking on a box, highlighting and changing the text.
- You can change graphics by clicking on the corner of the box, then selecting a new graphic from the **Visual Basics** menu on left-hand side.
- Highlight directions and select the **delete key** on your keyboard to get rid of it.



Use with Students

- *Brainstorm ideas during classroom discussion:*
- If you're your computer is connected to a TV monitor or projection system you can open Inspiration and put you topic in the Main Idea box. Click on the **Rapid Fire** box. 
- Type ideas as students discuss the topic. Hit enter (return) after each idea.
- If student begin to develop one idea, put our curser in the box with that idea and again select the **Rapid Fire**
- Later you can organize the ideas, or have student organize them.
- Click on the Outline button  show the brainstorming activity in outline form.
- To edit outline:
 - Click on item to be moved. It will get a box around it.
 - Drag the box to where you want the item to be in the outline
 - To change level use  the **right and left** buttons.
 - To add information:  select **Add Topic** or **Sub Topic**.
 - You can export your outline to a variety of word processing applications by selecting **Export** from the **File Menu**.

2. *Using the Templates*

- Select the template you want your students to use from the File Menu.
- Have students fill in the template either individually, in pairs or in small groups depending on the assignment and your goals for the class.
- Have student turn the template into an outline.
- Ask them to edit the outline by adding any additional research or information
- Student can use Notes to begin drafting their essay or report or to type bibliographical information, URLs, or information about graphics, charts, graphs, and other information to be included in the essay or report.
- Have students write draft essay or report from their outlines in a word processing program.
- Use your usually editing process until the assignment is completed.
- NOTE: This same process can be used to plan a PowerPoint presentation.

*****Select a template that you might use with your students and create a sample for your students.***

- Planning a Web Page or Non Linear presentation