

Lesson Plan Creator

This is a list of skills that are needed *before* jumping into Internet searching. When you are preparing to integrate Internet searching into a lesson plan, use the checklist below to “create” a good lesson plan (or two) that will guarantee that your students have the requisite skills needed to work effectively. Think of this checklist as a “menu” on which you can check off the activities that you should cover in a lesson plan. If you are working with younger students, you may want to develop more than one lesson so that students can navigate the Internet easily.

- The teacher/presenter is comfortable with all of the activities listed below.**

Students should know or be familiar with...

- Computer basics: keyboard, mouse, monitor, icons, CPU, location of keys on the keyboard.
- Basic functions: starting the computer, logging into the network if you have one, starting and closing programs correctly, minimizing/restoring windows, correct shutdown procedure.
- The names and location of “special” keys--colon (:), slash (/), tilde (~), underscore (_)--that are used for “web work.”
- The desktop arrangement: launchers and/or shortcuts, start menus, etc.
It’s always easier to teach a group when the settings are the same on all the computers. Remind students not to change desktop settings and arrangements.
- The browser (Netscape or Internet Explorer) and why it is not a search engine.
- Browser functions that will make searching more effective—
 - Menus
 - Toolbar icons and how they can be used: back/forward buttons, stop, print, etc.
 - Setting *and organizing* “favorites” or “bookmarks”
 - Understanding “history” and how it can be used
- Uniform Resource Locators (URLs)—what they are, where they should be typed in the browser, how they differ from “search words or phrases”
- Search Skills (Handouts) and Word Processing Guide for Students (Handout Packet)