

TECHNOMe

Teacher Guide

Lessons for Elementary Students: Grades 1-3



Technology Course using

PowerPoint

Create an All About Me slide show.

Each person is special!

In this course, students celebrate their own unique characteristics. They use a PowerPoint template to create an All About Me slide show. The mini biography outlines personal details, accomplishments, goals, and interests. Upon completion, students share their slide show with a friend to compare how they are similar and different. This is an excellent way to enhance self-esteem, foster relationships, and develop fundamental technology skills.

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Introduction

This section provides valuable information about teaching TechnoMe. It includes a description of the Teacher Guide, as well as an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select *Get Started* to access preparatory steps, resource list, and scheduling timetable.

How to Use this Guide

TechnoMe Overview

Technology Integration Ideas

TechnoMe Overview

Each person is special!

In this course, students celebrate their own unique characteristics. They use a PowerPoint template to create an All About Me slide show. The mini biography outlines personal details, accomplishments, goals, and interests. Upon completion, students share their slide show with a friend to compare how they are similar and different. This is an excellent way to enhance self-esteem, foster relationships, and develop fundamental technology skills.



- In Session 1, students will begin creating their "All About Me" slide show. The first task is to design a title slide using a Microsoft PowerPoint template. They will enter their name in a text box and customize the font by adjusting the size, style, and color. Next, students will complete a slide template that includes descriptive sentences, providing details such as their name, age, city, and favorite activity. As an optional step, students can fill out the "Fun Facts" template, sharing additional information like their favorite subject, what annoys them, and the things they enjoy reading or watching.
- In Session 2, students complete a third slide in their All About Me slide show, which centers on a career goal. They do this by finishing the sentence, "When I grow up, I want to be a...". They insert an image representing what they aspire to be in the future. Next, they create a text box and type in the desired job title. Upon completion, students discuss their work with peers.
- In Session 3, students will create the fourth slide in their "All About Me" slide show, showcasing things they enjoy. To kick off the activity, they will take a digital photo of themselves. Using a slide template with a flower shape, each petal will be filled with a clipart representing their favorite things. In the center, students will insert a cropped version of their photo. This slide can be printed for display on a class bulletin board. For an extra fun activity, students can place their photo into a puzzle template, cut out the pieces, and reassemble the image.
- In Session 4, students create a slide about their family. They create a graph that shows the number of adults, children, and pets in their home. Using shapes, they use different images for each type of family member. An optional activity is available that has students construct their family tree using a cloud shape to add each person's name to a branch.
- In Session 5, students add transitions to the All About Me slide show. They choose their preferred transition effect and then apply it to all slides. Then, they run the slide show to practice advancing to each slide. Afterwards, they use a checklist to verify that it is ready for viewers. Optional instructions are provided on how to incorporate any slides from previous skill reviews or extension activities into the current slide show. For instance, students may wish to include their learning goal, fun facts, family tree, or puzzle if they did those additional activities.
- In Session 6, students share their All About Me slide show with an audience. Following the presentation, they participate in a discussion to explore the similarities and differences among their classmates. They identify peers who share the same age, interests, or goals. This activity underscores both the commonalities within the group and the unique qualities of everyone.

Technology Integration Ideas

The TechnoMe course integrates technology into an *All About Me* social studies unit. The activities are an ideal way for children to develop self-awareness, accept differences in others, and build relationships. The activities are completed using a template, which supports beginners with limited keyboarding and computing skills. This course can be modified for older students by customizing the template to add additional slides using provided resources.

Benefits to incorporating an *All About Me* unit into curriculum:

- *Build Self-Esteem:* Use the *All About Me* activities to have students reflect upon what makes them special. By recognizing characteristics that make them unique, students develop a sense of self-worth.
- *Learn about Students:* Use the *All About Me* activities to get to know your students. Discover their strengths, goals, likes, and personal interests. This is a fun way for students to tell you about themselves. Use this information to support learning.
- *Develop Friendships:* Use the *All About Me* activities to help students recognize others in the class that have similar interests. This can become a starting point for fostering relationships amongst students.
- *Build a Sense of Community:* Use the *All About Me* activities to have students learn about one another. By sharing personal details students form a connection with one another.
- *Develop Oral Communication Skills:* Use the *All About Me* activities to have students practice public speaking and active listening.

Suggestions for sharing the TechnoMe slide shows with others:

- *Determine an Audience:* Prior to beginning the unit inform students who will be seeing their slide shows. Decide if students will share their presentation with the entire class or a small group of students. Consider expanding the audience to include family members. You can email a slide show to parents or print the slide show to create an *All About Me* booklet.
- *Create a Class Album for an Open House:* Build a sense of community. Combine completed slide shows into a class album using instructions in Session 6. The album can be set to play automatically in the classroom during Open House or printed and placed outside the classroom door to introduce parents to the class.
- *Make a Class Bulletin Board:* Personalize your classroom. Print Slide 4 in the template, which is the flower decorated with a student photo and images of things they like. Use the printouts to create a *We Grow and Learn in Class X* bulletin board.

Ideas for extending the activities in the TechnoMe course:

- *Engage in Goal Setting:* Have students set a personal or school-related goal using the template in Session 1 Skill Review. Brainstorm options for meeting the goal and then establish a plan. Monitor progress towards achieving the goal. Celebrate successful completion of the goal.
- *Build a My Family Graph:* Recognize similarities and differences in families. List the members in the immediate family using the template in Session 3 Skill Review. Print the slide. Assemble the printouts into a simple graph to compare the number of people in each family. Use questioning to develop mathematical reasoning. For example, *How many people have four members in their family? What is the biggest family size? What is the smallest family size?*

- *Collaborate to Complete a Puzzle:* Recognize the unique physical characteristics of others. Transform a student photo into a puzzle using the resources in Session 3 Extension Activity. Trade with a friend that has the same number of puzzle pieces. Draw attention to the fact that although the puzzle design is the same, each puzzle is unique. Mix the two puzzle pieces together for an extra challenge.
- *Use a Graphic Organizer to Compare Similarities and Differences:* Identify similarities and differences in others. Form a partner group. Have each person talk about themselves while the other practices actively listening. Afterwards, each person completes the Venn diagram in Session 5 Extension Activity. If working with older students, share the same diagram to have students jointly complete the organizer.



Session 1

I am Special

In this session, students will begin creating their "All About Me" slide show. The first task is to design a title slide using a Microsoft PowerPoint template. They will enter their name in a text box and customize the font by adjusting the size, style, and color. Next, students will complete a slide template that includes descriptive sentences, providing details such as their name, age, city, and favorite activity. As an optional step, students can fill out the "Fun Facts" template, sharing additional information like their favorite subject, what annoys them, and the things they enjoy reading or watching.

Assignment 1: Create a Title Slide

Assignment 2: What Makes You Special?

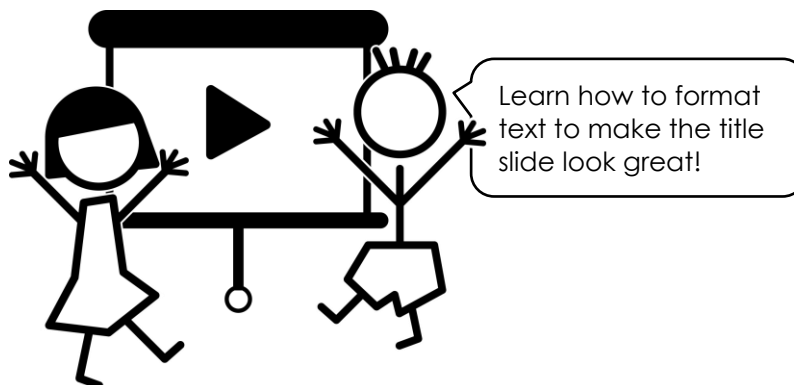
Session 1 Review: Font Tools

Session 1 Skill Review: Share Fun Facts

Session 1 Extension Activity: About Data Files

Assignment 1 Create a Title Slide

You are going to make an *All About Me* slide show. You can show it to your teacher, friends, parents, or other students so that they can learn about what makes you special.



Open PowerPoint and the All About Me Template

- ▷ Ask your teacher how to open the *All About Me* template.



Add Student Name to the Title Slide

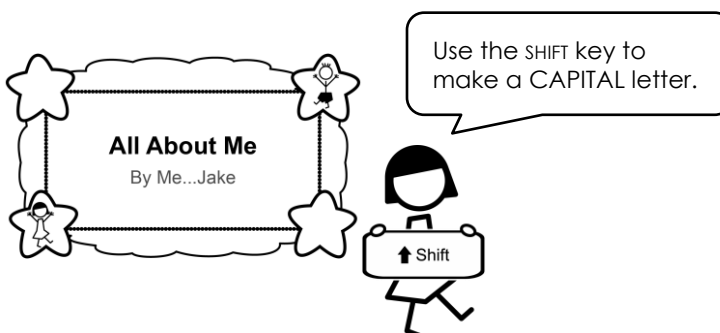
- ▷ Place the cursor inside *Student*.

By Me...Student

- ▷ Double click to select the word.

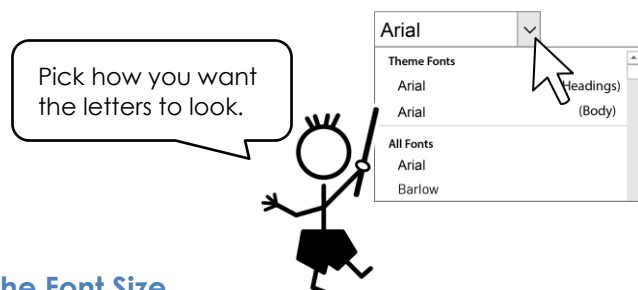
By Me...Student

- ▷ Type your **Name**.



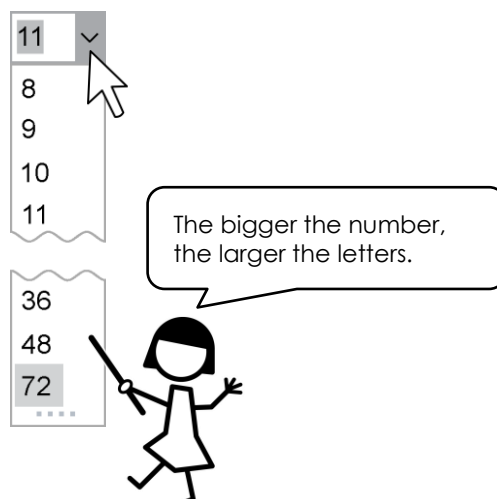
Format the Font

- ▷ Select your name.
- ▷ Click the *Font* arrow.
Pick a font from the list.



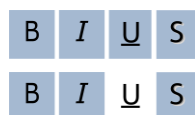
Format the Font Size

- ▷ Select your name.
- ▷ Click the *Font size* arrow.
Pick a font size.



Format the Font Style

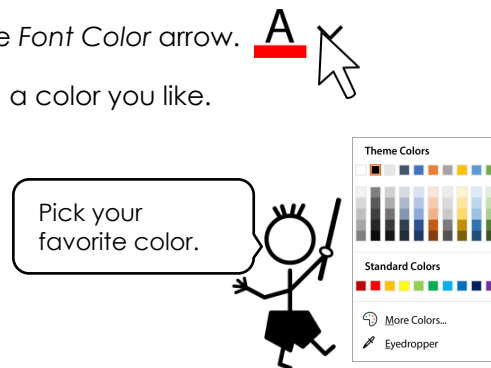
- ▷ Select your name.
- ▷ Click each font style to turn it ON.
- ▷ To turn OFF a style, click on it again.



- B** Bold - make letters **thicker**
- I* Italic - make letters *slant*
- U Underline - put a line below letters
- S** Text Shadow - add a **shadow** to letters

Format the Text Color

- ▷ Select your name.
- ▷ Click the *Font Color* arrow.
- ▷ Click on a color you like.



Format the All About Me Title

- ▷ Put the cursor in the words *All About Me*.
Triple click to select all the words.

All About Me

- ▷ Make the words look great!
 - Format the font.
 - Set the size.
 - Apply a style. **B I U S**
 - Change the color. A ✓

Save the File

- ▷ Click Save on the Quick Access toolbar.
- ▷ Click Save As.
- ▷ Go to the place where you save your work.
- ▷ Edit the name to **All About Me Name**.

| | |
|---------------|--|
| File name: | <input type="text" value="All About Me Student"/> |
| Save as type: | <input type="text" value="PowerPoint Presentation"/> |

- ▷ Click Save.

Close PowerPoint

- ▷ Click the Close button.

This is a preview of the teacher guide.
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SAMPLE



Session 4

About My Family

In this session, students create a slide about their family. They create a graph that shows the number of adults, children, and pets in their home. Using shapes, they use different images for each type of family member. An optional activity is available that has students construct their family tree using a cloud shape to add each person's name to a branch.

Assignment 7: About Graphs

Assignment 8: Build a Graph About Your Family

Session 4 Review: About Shapes

Session 4 Skill Review: Build a Family Tree

Session 4 Extension Activity: Survey Your Friends

Assignment 7 About Graphs

You are going to make a graph about your family. You will show how many adults, children, and pets are in your family by using shapes. Each type of information will have its own shape, so it's easy to understand the graph.

Before you get started, learn about graphs.

What is a Graph?







A **graph** is a picture used to show information. A **pictograph** is a graph that uses shapes or small pictures, instead of numbers, to show how many things there are. A graph helps people understand things better.

Information in a graph is called **data**.

Data is things we can count or learn about. For example, if you count how many children are in your family, those numbers are data.

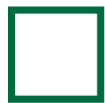
Data helps us learn things and make decisions by counting or looking at what we know.

Look at the Data

| Number of Members in My Family | | | | | | |
|--------------------------------|---|---|---|--|--|--|
| adults |  |  | | | | |
| children |  |  |  | | | |
| pets |  | | | | | |

Look at the graph and circle the correct answers.

1. What shape is used to show the data for **adults**?



2. What shape is used to show the data for **children**?









3. What shape is used to show the data for **pets**?



Who Is In the Family?







Look at the graph and circle the correct answers.

| Number of Members in My Family | | | | | | | |
|--------------------------------|---|---|---|--|--|--|--|
| adults |  |  | | | | | |
| children |  |  |  | | | | |
| pets |  | | | | | | |

4. How many **adults** are in the family?
1 **2** 3
5. How many **children** are in the family?
1 2 **3**
6. How many **pets** are there in the family?
1 2 3
7. What has the most? Are there more adults or more children in the family?
adults **children**
8. What has the least? Are there less children or less pets in the family?
children **pets**

Solve the Problems

Look at the graph and circle the correct answers.

| Number of Members in My Family | | | | | | | |
|--------------------------------|---|---|---|--|--|--|--|
| adults |  | | | | | | |
| children |  |  | | | | | |
| pets |  |  |  | | | | |




9. How many members are in the family? Count the shapes to find out!
2 4 **6** 8
10. You need to give each **pet** a treat. How many treats do you need?
1 2 **3**

Assignment 8 Build a Graph About Your Family

You are going to make a graph about your family! You will show how many adults, children, and pets are in your family by using shapes.

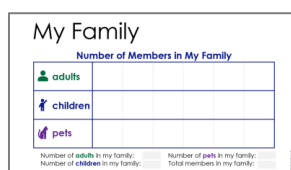
How Many Members Are in Your Family?

Complete the table with the **number** of adults, children, and pets in your family.

| | | Number of Members in My Family |
|---|----------|--------------------------------|
|  | adults | |
|  | children | |
|  | pets | |

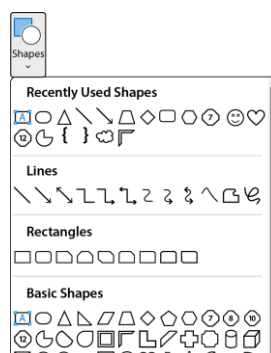
View the My Family Slide

- ▷ Open *All About Me Name* in PowerPoint.
- ▷ Pick *My Family* from the slides pane or press the PAGE DOWN key.







Draw a Shape to Show One Adult

- ▷ From the Insert tab, click *Shapes*.
- ▷ Select a shape from the gallery.



- ▷ Draw a shape to show **one adult**:

| | | | | | | | |
|--|---|--|--|--|--|--|--|
|  adults |  | | | | | | |
|  children | | | | | | | |
|  pets | | | | | | | |

TIP: Put the shape in the first box.

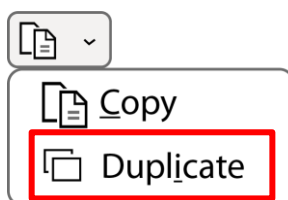
Apply a Shape Style

- ▷ From the Shape Format tab, select a shape style from the gallery.



Duplicate a Shape

- ▷ **IF you have two adults in the family**, select the shape.
- ▷ From the Home tab, click *Copy*. Pick *Duplicate*.
OR press CTRL + D.



- ▷ Place it in the next box:

| | | | | | | | |
|----------|--|--|--|--|--|--|--|
| adults | | | | | | | |
| children | | | | | | | |
| pets | | | | | | | |

TIP: Line up the shapes.

Add Shapes for Children and Pets to Complete the Graph

- ▷ Use your skills to add the members of your family to the graph.

| | | | | | | | |
|----------|--|--|--|--|--|--|--|
| adults | | | | | | | |
| children | | | | | | | |
| pets | | | | | | | |

- Use different shapes for adults, children, and pets.
- 1 shape = 1 family member

Total the Family Members

- ▷ Type the number of family members in the text boxes:

Number of **adults** in my family:

2

Number of **children** in my family:

Number of **pets** in my family:

Total members in my family:

Save and Close PowerPoint

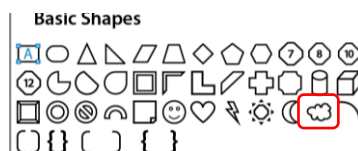
Session 4 Skill Review: Build a Family Tree



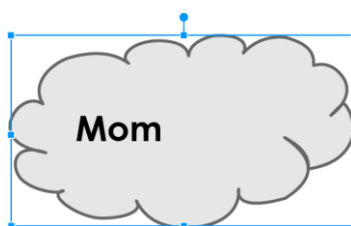
1. Ask your teacher how to open the *Family* template. Save the file as **Family YOUR NAME**. Click Save.



2. From the *Insert* tab, click *Shapes*. Click the *Cloud*.



3. Draw a cloud.
4. Select it. Type **Name of Person**.



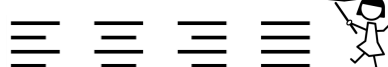
5. Click the *Shape Styles* arrow. Pick an option from the palette.



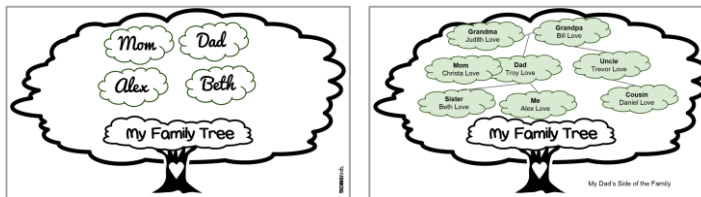
6. Format the letters to make them look great!

- o Format the font.
- o Set the size.
- o Apply a style. **B I U S**
- o Change the color. **A**

You can align the text!



7. Be creative! If you have family photos, add them to decorate your tree.



8. Save and close PowerPoint.

Go to *Session 5 Extension Activity* to add this slide to your *All About Me* slide show.

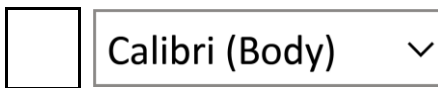
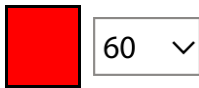
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SAMPLE

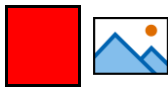
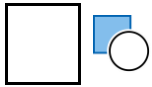
Session 6 Review: PowerPoint Quiz

What Tool Should You Use?

1. Pick the tool that changes the size of letters.



2. Pick the tool that will add a picture onto a slide:

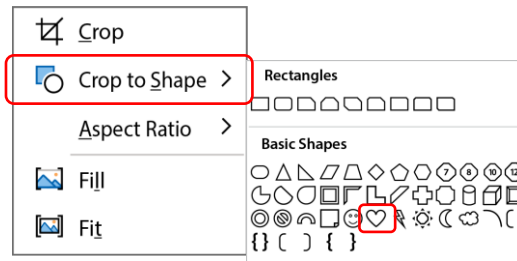


3. Pick the tool that can draw a rectangle on a slide.



What Will This Do?

4. What will this do?

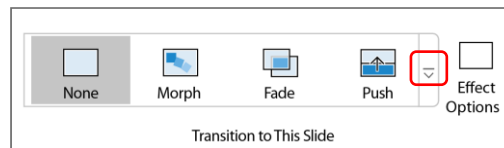


☐ draw a heart

☒ **crop a picture into a heart**

☐ make a picture small

5. What will happen if you click the arrow?



☒ **show all the transitions**

☐ play the slide show

☐ draw a text box



Appendices

Refer to the appendices for additional resources:

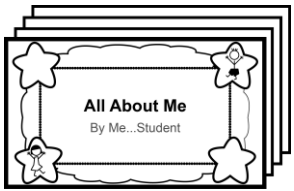







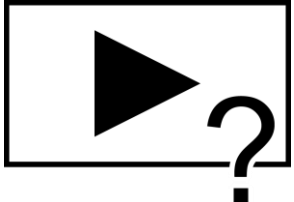



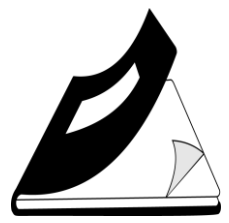



Appendix A: Assessment Tools

TechnoMe Skill Summary

TechnoMe Marking Sheet

Appendix B: Contact Information

TechnoMe Marking Sheet

| | | 3 Excellent Work! | 2 Doing Great! | 1 Keep Trying! |
|---|---|---|---|---|
|  | Completion: All slides are complete. Transitions are between each slide. |  |  |  |
|  | Quality of Slide Show: Includes information such as age, skills, goals, and likes. The words on each slide look great. The pictures tell about the student. |  |  |  |
|  | Presentation Skills: Slide show is shared with others. Questions are asked to learn about similarities and differences. Speaks clearly. Listens to others. |  |  |  |
|  | Self-Awareness: Able to identify things that make you unique. |  |  |  |



RESOURCE

This course includes a sample of a completed project.
Teachers can use this resource for demonstration purposes
or as a source of inspiration.



All About Me

By Me... **Jake**

My name is

Jake



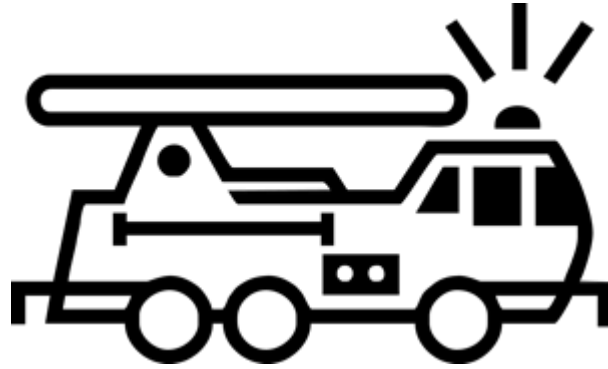
I am **7** years old

I live in

Hamilton

I am
great at
soccer

When I grow up I want to be a



Fire Fighter





I like



My Family

Number of Members in My Family

| | | | | | | |
|---|---|---|---|--|--|--|
|  adults |  |  | | | | |
|  children |  | | | | | |
|  pets |  |  |  | | | |

Number of **adults** in my family:

2

Number of **pets** in my family:

3

Number of **children** in my family:

1

Total members in my family:

6