

Project Lesson Plan: Video & Media

**If this is a NEW squad, complete lessons 1-9. If this is a continuing squad, you may skip lessons 1-9
Based on a 50 minute class**

Lesson Order	Module Name	Required/Optional	Activity	Preparation	Class Periods	Internet Required?	Type of Activity
1	Official Squad Member	Optional	What is MOUSE Squad?	Down load the Video ahead.	7 minutes	Y	Video
2	Official Squad Member	Required	Get on MOUSE Squad: Create Account	Follow activity directions.	1	Y	Computer or tablet
3	Official Squad Member	Required	Create Profile	Follow activity directions.	1	Y	Computer or tablet
4	Official Squad Member	Required	Create MOUSE Squad Avatar	Follow activity directions.	1	Y	Computer or tablet
5	Official Squad Member	Optional	Blog about Avatar	Follow activity directions.	1	Y	Computer or tablet
6	Official Squad Member	Optional	Leading the Way- A Space Quest Game	Post-it notes, Markers, 1 large 4 signs, each with a different leadership style name written on it (Pilot, Explorer, Thinker, Collaborator) poster of leadership wheel or handout. Follow activity directions.	1 or 2	N	Hands On
7	Official Squad Member	Optional	What is a Team?	A whiteboard, chart paper, or digital presentation tool. You may choose to print and cut out each of the quotes on the Quotes About Teams page so you can distribute the quotes to different students. Otherwise, you might just assign them a number. Teamwork 101 contains some helpful background information if you are new to team building. Follow activity directions.	1	Optional	Hands On

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8	Official Squad Member	Optional	Great Teams	Follow activity directions.	1	N	Hands On
9	Official Squad Member	Optional	Teamwork Game: Make some noise	Choose one game card set: Animals, Household or Vehicles. Print out copies of the cards . Cut it up into individual slips of paper. There are 6 different cards, 2 of each per sheet. If you have less than 12 students, keep the numbers in each animal group consistent when you distribute the slips to each student. If you have more than 12 students involved in a training, copy extra sheets, each sheet has 12 cards total. Make sure to print out at least 2 of each card that you use so that no one has a card without a match in the room. Follow activity directions	1	N	Hands On
10	Help Deskula	Optional	Branding Your MOUSE Squad	Brainstorming materials or software. Drawing materials or software access to design logos, jingles, etc. Paper and copy machine (if printing). Be sure to check all online resources to be sure they are available using your classroom technology. You may choose to have drawing paper and colored pencils, markers, microphones and/or voice recorders available. Have a way for students to vote on the best pitch. You could use a tool such as SurveyMonkey or Poll Everywhere. Follow activity directions.	1 or 2	Y	Computer, Video & Hands On

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11	Hardware Hero	Required	Ports and Connections	Cables: USB, FireWire, Ethernet, etc. (Parallel/serial cables can also be used if your site has devices with these connections.) Gather cables such as USB, FireWire, Ethernet, etc. to showcase. Bringing along both wireless and wired network solutions would be most helpful. Bringing along a laptop or CPU to demonstrate the ports is also beneficial. Follow activity directions.	1	Y	Hands On
12	Hardware Hero	Required	Safety Guidelines	Download and print copies of the Safety Guidelines Challenge worksheet. Follow activity directions.	1	N	Hands On
13	Hardware Hero	Optional	Preventative Maintenance for Hardware	Prepare a Cleaning Kit which may include, Electronic Wipes or soft cloth, Electronic cleaner, alcohol or simple water mixture, Canned, compressed air, air hose, or electronics vacuum (battery operated), Cotton swabs, toothbrush, paintbrush - something to remove dust from ports and crevices, Clipboard, pen/pencil or mobile device with digital checklist (iPad, tablet, iPod, etc.), MOUSE Squad Tool kit or at least screwdriver and maybe pliers (Optional), Dust masks and other safety equipment you determine necessary (goggles, grounding strap, etc.). Computer Checklist - print or use this checklist digitally or create your own. Follow activity directions.	1	Y	Video & Hands On

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15	Appstronaut	Optional	All About Email	Email Cheat Sheet template, My Email Doesn't Work handout, Email FAQ. Students need an email client or webmail that they can practice in. You can have them create a new email account using the email client on your computers (Microsoft Outlook or Entourage, Apple's Mail, Mozilla's Thunderbird (free download for Mac, Windows, Linux), etc.. Since they are only practicing and not setting up actual accounts, using an email client may make it easier to delete later. Of course, you can have them make email accounts using webmail (such as gmail, yahoo, etc.).	1	Y	Computer or tablet
16	Appstronaut	Optional	Browser Hunt	At least 1 web browser with access to settings Screen capture software (optional) Presentation computer to demonstrate their findings (optional) Some way for students to keep track of points earned. Follow activity directions.	1 or 2	Y	Computer or tablet
17	Appstronaut	Required	Programs vs. Files	You may want to set up a folder than may have both software application icons as well as data files. Search for some resources that describe the difference between software application files (the program, Microsoft Word) and data files (e.g., a word document). Follow activity directions.	1 or 2	Optional	Computer, tablet & Hands On

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18	Appstronaut	Required	Install and Remove Applications	<p>Computer(s) that meets the minimum hard drive and memory requirements with a working operating system.</p> <p>Software application(s) CD/DVD or download image with validation and/or activation keys or serial numbers and compatible with the operating system on the computer.</p> <p>The installation directions for the software you are installing.</p> <p>If you have a demonstration device connected to the Internet and a projector, you can demonstrate the steps and then have students follow along on their own (working either individually or in small groups).</p> <p>Follow activity directions.</p>	1	N	Computer
19	Appstronaut	Optional	Create Your MOUSE Squad Mobile App	<p>Gather any tablets, phones or iPod devices (any platform will do) and determine how many students will team together to explore the device.</p> <p>If you do not have any mobile devices available, students can explore the app through reviews online at the Google Play Store, Windows App Store, or iTune's App Store. Follow activity directions.</p>	1 or 2	Y	Tablets

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20	Appstronaut	Optional	Getting to Know Your Software	One way to guide Squad Members through this activity is to have a demonstration computer connected to the Internet and a projector. In this way, you can demonstrate the steps and then have students follow along on their own computers (working either individually or in small groups). Choose a concept mapping program that students will work with. Make sure you have access to any online sites you might use. Follow activity directions.	1	Y	Computer
21	Appstronaut	Optional	Working with Productivity Suites	Follow activity directions.	1 or 2	Y	Computer or tablet
22	Dr. Troubleshooter	Optional	Become an Information Detective	Create a social bookmarking site for your MOUSE Squad such as Symbaloo or Diigo (free to Educators). This will be a site where resources can be shared within the Squad. Review the activity and the resources used to help students along the way. This will provide you with a sense of the types of answers they may find. Follow activity directions.	1	Y	Computer
23	Dr. Troubleshooter	Optional	Be a Good Problem Solver	Print out or make digitally available the <u>Problem Solving Process Worksheet</u> for every student. Follow activity directions.	1	Y	Computer, tablet & Hands On

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24	Dr. Troubleshooter	Required	UMCHS: A Tool for Troubleshooting	Review the background information provided in MOUSE Method for Troubleshooting and familiarize yourself with the Knowledge Base resources. Make sure to have your U.M.C.H.S Poster that came with your MOUSE Squad kit displayed to help focus your discussion on troubleshooting. A Spanish version of the U.M.C.H.S Poster can be found here. You can either download and print the UMCHS Cards to use in the hands-on activity or have students create their own letters. Follow activity directions.	1	N	Hands On
25	Dr. Troubleshooter	Optional	Tips for Effective Troubleshooting	Follow activity directions.	1 or 2	Y	Computer or tablet
26	Dr. Troubleshooter	Optional	Schedule Sleuth: A Maintenance Problem	Print or make digitally available a copy of the MOUSE Squad Maintenance Schedule for each group Follow activity directions.	1	N	Hands On
27	Dr. Troubleshooter	Optional	Troubleshooting & A Q	Print or make digitally available a copy of the Troubleshooting Flow Chart for each group. Follow activity directions.	1	N	Hands On

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28	Supportasaurus	Required	Just Do-It-Yourself!	Brainstorming materials or software. Paper or posterboard, drawing materials. A list of tools at your disposal that your Squad might consider using to create their D.I.Y. Project (i.e. video cameras; digital cameras; software for editing videos or graphics or creating slides installed on school computers, etc.) -- your Squad can also brainstorm a list of these tools as part of the activity. Follow activity directions.	2 or more	N	Computer, tablet & Hands On
29	Supportasaurus	Optional	Know Your Customer	Materials for making posters. Brainstorming materials or software. Download the Know Your Customer Worksheet. Follow activity directions.	1 or 2	N	Hands On
30	Supportasaurus	Optional	Asking the Right Questions	We suggest that you write out enough people and things on post it notes for each of your students to use in the "Who or What Am I?" game. Make sure that you are selecting things that have a chance of being guessed in 10 tries – but not before that. Test out the names with a colleague before settling on your final list. Follow activity directions	1 or 2	N	Hands On
31	Supportasaurus	Optional	So You Think You Can Troubleshoot	Equipment/props for role playing scenarios. Video equipment to tape roleplays (Optional). User Error Scenarios, Score Cards, Scoring Rubric, and Best Troubleshooter Certificate from the activity links. Follow activity directions.	1	N	Hands On

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32	Supportasaurus	Required	What is Good Communication?	Review the What is Good Communication? activity page and think up different examples of good and poor communication. Be sure to brainstorm examples of specific things speakers might do to make them ineffective communicators. You may want to have video cameras available for student to record their role plays. This will allow them to reflect on what was actually being communicated both verbally and physically with body language. Follow activity directions.	1	N	Hands On
33	Supportasaurus	Optional	See What I See: Practicing Communication	Print or copy twice the number of copies of the <u>See What I See Game Template</u> as the number of teams you thing you will have for this activity. <i>Optional: using colored markers, fill in the different colored geometrical shapes with the color marked to make all sheets identical.</i> Cut up half of the sheets into separate puzzle pieces and leave the others whole. Put each cut up set into an individual plastic bag. Each "team" will receive one of both sets: one group within a team will receive the complete puzzle, and another group within that same team will receive the cut up puzzle pieces. Follow activity directions.	1	N	Hands On & Video
34	Supportasaurus	Optional	Communication: The AntiVirus	Laminated paper "keys" numbered 1-25, masking tape, Summary of activity rules to post on walls, Copies of the Problem Solving Process Worksheet (optional). Follow activity directions.	1	N	Hands On

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35	Supportasaurus	Required	Professional Etiquette	Materials to record group brainstorms (concept mapping program, chart paper, whiteboard, etc.). Download the Brainstorming Template. Follow activity directions.	1	Y	Computer & Hands On
36	Tech-Cessorista	Optional	TECH-cessories Inventory	Brainstorming software or materials to capture list of TECH-cessories. TECH-cessories Inventory handout. TECH-cessory Device Details handout.	1	Optional	Hands On
37	Web Maker	Required	The Internet is a Live Mic	If your site doesn't have wifi, or has firewalls that block social media sites, you may want to ask students to take a look at their social media profiles the night before and write down their last three posts. You will need sticky notes, markers/pens/pencils. Follow activity directions.	1	Optional	Hands On
38	Web Maker	Optional	Password Round-Robin	Review the instructions for the game. Print out a copy of the Profile Template for each student. There are two sides to the template and, ideally, you should print the sides back-to-back. Set up a space where students will be able to stand or sit facing each other. You will need pens or pencils & stickers (any kind).	1	N	Hands On

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39	Web Maker	Optional	Awkward! Dealing with Strangers Online	<p>Preview the video, Perspectives on Chatting Safely Online, and prepared to show it to students. Copy the Take Three Student Handout, one for each student. Copy the Internet Traffic Light Student Handout, one for each student. Review the Take Three Student Handout–Teacher Version. Review the Internet Traffic Light Student Handout–Teacher Version. Read the Communicating Safely Online Teacher Backgrounder. Follow activity directions.</p>	1	N	Video & Hands On
40	Web Maker	Optional	Creative Common .GIF Exchange	<p>Familiarize yourself with terms and concepts surrounding the Open Web movement and Creative Commons licenses by reading over the Open Web Info packet. For some additional background info, here's one software engineer's take on the philosophies behind the Open Web movement. Print out the Creative Commons Room Signs and hang them around the room. Familiarize yourself with some animated GIF and meme-making programs such as Meemoo, GIFMake or GIMP. Find sources of open-source images that participants will be able to access. Instructions for how to do this can be found in the Open Web Info packet. You will also need markers / colored pencils paper, tape. Follow activity directions.</p>	1	Y	Hands On

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41	Web Maker	Optional	Social Network Sort	Print the Social Network Identity Signs. Print and cut up the Status Update Cards and one set of Privacy-Level Cards for each participant or group (or group of participants). Hang the Social Network identity signs in a row at the front of the room (leave some space between each). Follow activity directions.	1	N	Hands On
42	Kbase:> Help Using This Website >	Optional	Case Tracker Help: Using Case Tracker to track projects or tracking projects as cases.	Follow directions on Kbase.	1	Y	Computer or tablet
43	Kbase:> Help Using This Website >	Optional	How to Embed Images and Attach Media to Posts	Follow directions on Kbase.	1	Y	Computer or tablet
44	MicroProject	Optional	DIY Project in MicroProject Archives	Follow MicroProject directions	1 – 3	Y	Computer or tablet
45	MicroProject	Optional	Thanks-GIF-Ing in MicroProject Archives	Follow MicroProject directions	1 – 3	Y	Computer or tablet
46	MicroProject	Optional	.GIF Exchange – Animated GIF Challenge in MicroProject Archives.	Follow MicroProject directions	1 – 3	Y	Computer or tablet
47	MicroProject	Optional	GIF-entines Day in MicroProject Archives	Follow MicroProject directions	1 – 3	Y	Computer or tablet

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48	mousesquadca.org	Optional	Our Program >Program Resources> For Educators >Free Tools for Projects > Video & Animation	Open Resource	?	Y	Computer or tablet
49	mousesquadca.org	Optional	Our Program >Program Resources> For Educators >Free Tools for Projects >Imaging	Open Resource	?	Y	Computer or tablet
50	mousesquadca.org	Optional	Our Program >Program Resources> For Educators >Free Tools for Projects >Audio	Open Resource	?	Y	Computer or tablet
51	mousesquadca.org	Optional	Our Program >Program Resources> For Educators >Free Tools for Projects >Productivity	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	http://www.inhabitots.com/5-outside-the-box-projects-that-foster-creativity-critical-thinking/	Open Resource	?	Y	Computer or tablet

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*	Internet resources – Ideas and examples	Optional	http://www.wpi.edu/Academics/ATC/Collaboratory/Idea/mm-video.html	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	http://share.playingwithmedia.com/	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	http://asiasociety.org/education/resources-schools/professional-learning/global-digital-media-project-ideas	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	http://www.scholastic.com/teachers/article/10-podcasts-teachers-and-kids	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	https://creatoracademy.withgoogle.com/page/education	Open Resource	?	Y	Computer or tablet
*	Internet resources – Ideas and examples	Optional	http://www.digitaltrends.com/how-to/how-to-make-a-podcast/	Open Resource	?	Y	Computer or tablet