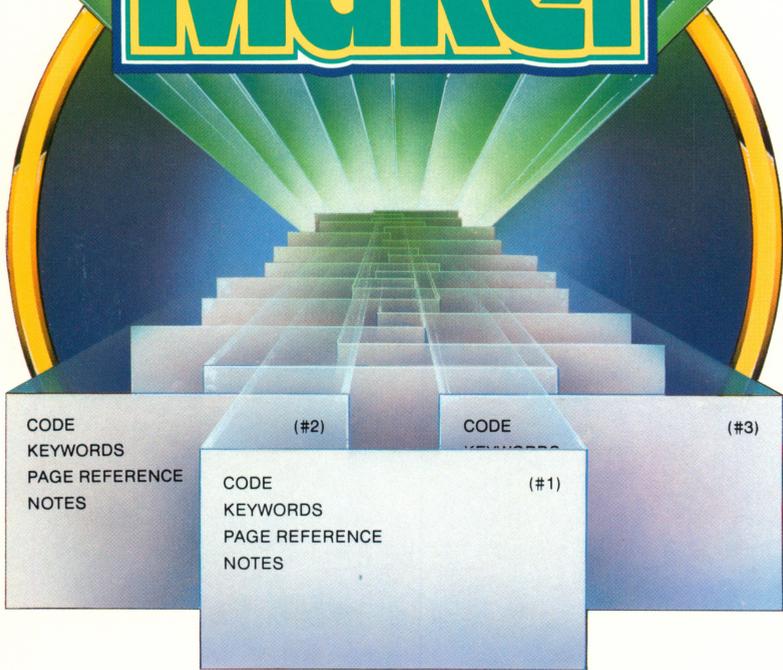


NoteCard Maker

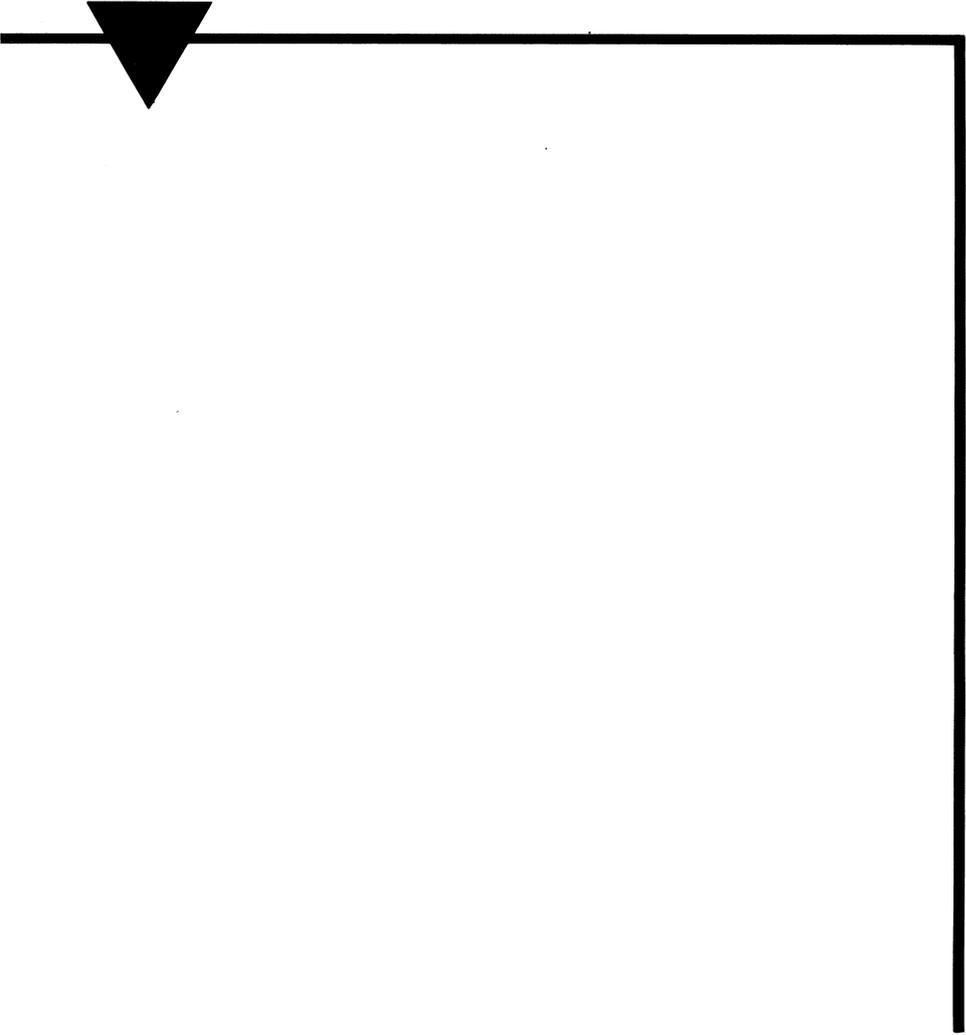


INSTRUCTOR'S GUIDE

APPLE VERSION



GROLIER ELECTRONIC PUBLISHING INC.



Note Card Maker™

Instructor's Guide



Note Card Maker™

Instructor's Guide written by Jenny Tesar with Kathleen DeBoer

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Message to Librarians and Teachers

The *Note Card Maker* program is both a tutorial and a tool. It teaches students how to prepare bibliography and note cards for research papers. And it provides them with an efficient method of writing, saving, editing, and reorganizing their notes. Designed especially for junior and senior high school students, *Note Card Maker* helps students develop basic research skills and it provides a research tool that students can use in all areas of the curriculum. The program also reinforces the important concept of the computer as a medium for learning and working more efficiently.

Students will find *Note Card Maker* interesting and fun to use. No previous knowledge about computers is needed to use the software.

Students can work through the interactive tutorial independently, either individually or in groups. Then they can save their bibliography and note cards on data disks or in printed form, so that the instructor can evaluate their progress. In this manner, *Note Card Maker* frees up valuable class time otherwise spent teaching and reviewing these basic research skills. (NOTE: A printer is recommended but not required for this program.)

Another research tool, *Americana Topic Finder and Research Planner*[™], helps students choose topics for research papers and teaches them how to set up a plan for conducting research. If you intend to have students use *Topic Finder and Research Planner*, it should be assigned prior to *Note Card Maker*.

Components of the Program

Software

Learn Note Card Maker, the tutorial, is on Side One of the disk. *Use Note Card Maker*, the tool, is on Side Two. A *Back-up disk* is included for archival purposes. (NOTE: The software is copy-protected. Any attempt to illegally copy this software may result in permanent damage to your disk. Schools who need multiple copies of the program should inquire about lab packs or licensing.)

User's Guide

This guide, written for students, describes the program's various levels and how to use each level. Because *Note Card Maker* is self-explanatory, students do not have to read the guide before using the software. But they should be aware that it is an easy reference source for answering any questions that they may have about the software. We do recommend that librarians and instructors review the User's Guide before assigning *Note Card Maker* to students.

Instructor's Guide

This guide is designed to help librarians and teachers facilitate learning in their libraries, media centers and classrooms by combining a new technology with more traditional methodology. It contains learning objectives for the software and also suggests lesson plans and enrichment activities.

Learning Objectives

- Students learn how to prepare bibliography cards.
 - Students learn how to prepare research note cards.
 - Students practice composing bibliography and note cards.
 - Students learn how to use a simple database manager to reorganize, select, edit and print out cards in any order.
 - Students discover that a computer is an excellent tool for efficiently preparing neat, well-organized bibliography and note cards.
 - Students gain experience in using printed materials in conjunction with a computer.
-

Software Description

Note Card Maker has two levels:

Learn Note Card Maker

This part of the program is a tutorial with several subsections:

- Bibliography File – Explains the purpose and structure of such a file and provides practice in writing bibliography cards.
- Note Card File – Explains how to write a note card and provides practice in writing such cards. An important field on each card is “key words,” which will be useful when the students are ready to organize their cards.
- Search Card File – Explains how to use sort and select capabilities to put the cards in a file in either alphabetical or numerical order. Also explains how to sort and select cards by key words and how to use card numbers to pull out specific cards.

Use Note Card Maker

This part of the program is a tool with two options: Bibliography Files or Note Card Files. The student selects one of the two options and then can either:

- Create a File – This option enables students to set up a file for bibliography or note cards. Students choose the size of the file they wish to create.
- Edit a File – Lets the user make, change or tally cards.

-
- **Search a File** — Lets the user sort, select and print cards. Students get practice with database management, an important area of computer literacy. And they find that using this part of *Note Card Maker* makes the process of going from note cards to rough draft much easier and less time consuming. Students can make printouts of their bibliography and note cards and use the printouts to begin work on the first draft of their research papers.

Getting Started

Apple II Computers

Note Card Maker requires a minimum of 64K of RAM memory. To load the disk:

- 1 Open the disk drive door.
- 2 Insert the disk with correct label side facing upward.
- 3 Close the disk drive door.
- 4 Turn on your Apple and your television or monitor. The program's title screen will appear first.

Bibliography and note cards can be saved on formatted data disks and in printed form. If the print option is desired, a printer should be attached to the computer prior to using the program.

Lesson Plans

Note Card Maker can be integrated easily into a variety of classroom and library or media center programs. The tutorial can be used to teach students how to prepare bibliography and note cards for research papers. The tool part of the program can be used when students are assigned research projects.

The following sample lesson plan is designed to guide students through all sections of *Note Card Maker*, to ensure that they understand both how to make bibliography and note cards and how to use the disk for future projects. (Suggestion: If students began work on a research paper using the *Topic Finder and Research Planner* programs, you may wish to have them continue with the project using *Note Card Maker*.)

Session One. Discuss the importance of bibliographies and good note-taking skills in research projects. Have students look at various bibliographies and how they are structured. Discuss how to decide what information should go on note cards.

Session Two. Students, working individually or in small groups, complete the Bibliography File section of the tutorial.

Session Three. Students, working individually or in small groups, set up their own bibliography files. Either assign a topic for each file or allow students to choose a topic that relates to your curriculum. Have students print out their bibliography cards.

Session Four. Students, working individually or in small groups, complete the Note Cards File and Search Cards File sections of the tutorial.

Session Five. Students, working individually or in small groups, set up a note card file, either on an assigned topic or a topic of their choice. After a file is complete, ask its authors to organize it first by card number and then by key words.

Additional Activities

The following activities are designed to reinforce and build on the material covered in *Note Card Maker*. Most of these activities can be adapted for use in either a library or a classroom situation.

Symbols precede each activity. Here is a key for those symbols:

C Computer required

E Encyclopedia required

CL Can be used as a classroom activity

L Can be used as a library activity

I Can be done by an individual student

G Can be a group activity

C E CL L I G

Beetle-Mania

Learning Objective: Students practice finding information in an encyclopedia and writing notes based on this information.

Activity: Have students use *Note Card Maker* to prepare a minimum of 10 note cards on a topic related to beetles. (Possibilities: where beetles live, beetle physiology, scarab beetles.)

In Addition: Have students expand the number of notes by going to additional reference sources.

C L I G

Famous Life

Learning Objective: Students practice preparing bibliography cards.

Activity: Have students use *Note Card Maker* to prepare at least 10 bibliography cards on a famous person of their choice.

In Addition: Have students use the sources listed on their bibliography cards to prepare a minimum of 25 note cards on the person's life.

In Addition: Have students go to a public library and find at least 5 additional sources of information to be listed on bibliography cards.

C CL I G

Order of Presentation

Learning Objective: Students use sort and select to help develop a logical presentation.

Activity: Using the same 25 note cards from the Famous Lives Activity ask students to organize and print out the cards in 2 or 3 different ways and work up an outline or rough draft for each different order of presentation. Discuss how presenting information in different order can change the quality of writing. Is one order more interesting, dramatic, persuasive, powerful, confusing?

C L I

Computer Power

Learning Objective: Students see how the computer is an important productivity tool.

Activity: Ask students to find 10 sources of information on some aspect of computers. (Possibilities: history, applications, piracy.) Then have them use *Note Card Maker* to save the information on 10 bibliography cards. Sort alphabetically by author. Next, ask the students to add 3 sources to the bibliography and re-sort it alphabetically by author. Discuss how much faster it is to make changes in a document with a database manager than a typewriter.



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