

How Students Demonstrate Understanding

- **Classifying** – Determining that something belongs to a category
 - Alignment, consistency, font scheme, and graphics are classified as **Design Principles** (3.02)
 - IF, COUNT, and DATE are classified as **functions** (4.01)
 - Tables, Queries, Forms, and Reports are classified as **Database Objects** (5.01-5.02)

Hyperlinks on this slide correspond to:

- Overview of Advanced Functions, Unit B, 4.01, p 64-65

How Students Demonstrate Understanding

- **Exemplifying** – Finding a specific example or illustration
 - Sue is preparing a document for an upcoming business meeting that lists the date, location, topics, and presenters. This is an example of an **Agenda** (3.01)
 - Ron is preparing a chart that demonstrates the effect of gas prices on vacation plans. This chart is an example of an **XY Scatter Chart**. (4.02)

Hyperlinks on this slide correspond to:

- Business Document Decisions, Unit B, 3.01, p 122

How Students Demonstrate Understanding

- **Summarizing** – Abstracting a general theme or major points
 - James needs to present his senior project to a group of community leaders. He is planning to explain the purpose of his project, the process he implemented to research and experiment with his project, and what he learned. The project is entitled Counting My Lucky Stars and is about his journey to space. Determine if this is an appropriate use of multimedia software and explain your reasoning. (6.01)

Hyperlinks on this slide correspond to:

- Presentation Decisions, Unit B, 6.01, p 9-10

How Students Demonstrate Apply

- Students demonstrate Apply by carrying out or using a procedure in a given situation.
- For example:
 - Create a multimedia presentation about a career of interest using the procedures outlined in the Presentation Development Checklist (6.02)

How Students Demonstrate Remember

- **Recalling** – retrieving relevant knowledge from long-term memory
 - A blog is:
 - A. A web-based journal
 - B. Talking in real-time to other users
 - C. An online bulletin board
 - D. Electronic exchange of messages (2.01)

Hyperlinks on this slide correspond to:

- Identify the Type of Electronic Communication, Unit A, 2.01, p 6

How to Use the Guide

- Be prepared!
- Several days before class presentation:
 - Read the **unpacked content**
 - Read the **teacher directions**
 - Preview and practice the activities and **PowerPoints**
 - Test any video files (1.02)
 - Preview any websites (throughout)
- Read the Revised Bloom's Taxonomy for deeper understanding about teaching methodology.

Hyperlinks on this slide correspond to:

- Unit A, 1.02, p 1-3
- Unit B, 3.02, p 6-14
- Unit B, 3.02, Presentations PowerPoint
