

ACT Three

Objectives

The learner will be able to:

- state the three dangers of the Internet use and explain how to avoid them
- select and use an appropriate search engine
- create, update and search for an ACT Hotlist
- teach students how to access an ACT Hotlist
- state what to bring for ACT Four

View a Hotlist

A Hotlist is a set of links about a specific topic. Hotlists are used to enrich existing curriculum by presenting several sites for your students to draw information from. Keep in mind that a Hotlist is just a set of resources. It is not an activity or lesson plan by itself. Instead, it functions more like a reading list of Internet resources.

Advantages



- The students are looking at specific sites that you have reviewed and that will enhance the current curriculum.
- You are aware of each site's content.
- Working from the HotList reduces the possibility of encountering inappropriate material
- The learning experience will address different student learning modalities.
- There is no time wasted on surfing/searching and it is convenient for the students.
- A HotList is a convenient way to draw a wide variety of resources together.

Disadvantages

- Students do not learn web searching skills. There is a time and place for teaching and learning these skills. Sometimes, however, you want them to get right to the content and get busy.

Take a look at some Hotlists:

Explore some Hotlists by opening a browser and completing the following steps:

1. Go to the SUHSD website by typing the following URL:
<http://www.suhsd.k12.ca.us/> in the location window and hitting return or enter.
2. Click on the *ACT! Now!* link  and bookmark the site.
3. Click on the Hotlist link 
4. Type “frogs” in the keyword box and click on the GO button. You can also search by subject or grade options.
5. Click on the “Go” button to the left of the lesson title

Finding a Hotlist to use

Now spend a few minutes searching the Hotlists for one or more you could use in class. Show your neighbor what you discovered.

Cyber Safety

The Internet offers tremendous potential for communication. Unfortunately, some of the ideas and materials that people choose to communicate are not appropriate for students. While the Sweetwater District has web filters in place that eliminate most of the dangerous sites, it is important for every teacher to know what the potential problems are and how to avoid them.

The 3 major issues are:

- **Inappropriate material**

Students may find sites containing sexual, violent, or hate-based materials.

- **Physical safety**

Students who knowingly or unknowingly provide personal information to online acquaintances run the risk of having that information fall into the wrong hands. Never give out enough information that someone unknown to you could locate you. Never set up a meeting with someone you've met online unless an adult will be present.

- **Harassment**

E-mails and chat rooms may contain harassing or demeaning messages. Students need to know that they are not at fault for receiving these messages, and they do not need to respond to them. Instead, they should report them to a teacher or parent.

While there are risks involved, it is important to understand that none of them are unique to the Internet, and most have been around in one form or another for quite some time. All three of the hazards listed above have existed through other media such as magazines and telephones in the past.

It is VERY IMPORTANT that Cyber Safety be a top priority when students are given access to the Internet. Be sure you are aware of the district's Acceptable Use Policy found on the website listed below. Information for parents and teachers concerning Cyber Safety can be found on the other websites listed below.

What You Should Know as a Parent

<http://www.yahooligans.com/docs/safety/parents.html>

SUHSD Acceptable Use Policy

<http://www.suhsd.k12.ca.us/actnow/AUP.htm>

Keeping Kids Safe

<http://www.kn.pacbell.com/wired/fil/pages/listkeepingki.html>

Safe Teens

<http://www.safeteens.com/safeteens.htm>

Selecting sites for your Hotlist

Internet Searching Tools

In October, 2000 Google could search 1,247,340,000 web sites. That's well over one trillion, and that's a lot of web sites! To help search through the madness, various web companies have created databases called search engines or search directories.

Search Engines: A search engine looks at the content of every web page it can find, and makes a list of all the words it finds. It stores these words in a database so that if someone searches for a word, it knows where to find it. Examples of search engines include:

*AltaVista

*Excite

*Infoseek

Subject Directories: These are smaller databases, and information is arranged by category. The important concept to remember about subject directories is that a

human being has looked at every page they contain. This human intervention greatly reduces the probability of retrieving results out of context.

*Yahoo

*LookSmart

*Lycos

Meta Search Engine: allows you to search multiple search engine databases simultaneously. For example:

*Dogpile

*Google

*Ask Jeeves for Kids

Portals: A portal is a major starting site or anchor site for users. A portal usually includes services like: a directory of Web sites, a facility to search for other sites, news, weather information, e-mail, stock quotes, phone and map information, and sometimes a community forum.

*Excite

*Yahoo

*AOL

Why care about searching tools? How does it help you to know the difference between a search engine, a subject directory, a meta-search engine and a portal? Remember that the information about various web sites has been gathered in different ways by different search tools. Although many of us prefer to go to the same search engine or subject directory repeatedly, it is good to remember to visit different sites – especially when you're not having any luck at your favorite site.

Many people like to start with a search engine or meta search engine, but if you're not finding the information you need, go to a directory and drill down to your topic. What are the keywords that are being used? Try putting those words into a search engine.

From time to time you should also read the “Help” or “How-to” in your favorite search engine. Sites sometimes change the way they handle data. Having the latest information can only make your searching more powerful.

What are you searching for? What makes a good web site?

As you look for sites to use with your students, be sure that they use the web effectively. Look for:

- **Timeliness:** historical, up-to-date and real-time information, today's news, weather, scientific discoveries, cultural events, etc.
- **Access:** the web can connect you with primary sources that would otherwise be unavailable to you. With the web you can access experts in any fields, discussion groups, other schools and many other resources that were never available in your classroom before.
- **Multimedia content:** Sound and animation can be extremely engaging learning tools. It incorporates and strengthens.

Also consider whether a site has banner ads or not and what type of site it is. How do you know what type of site? Check the dots below.

Dot this, dot that

The extension of a URL can tell you something about a site before you decide to visit it. This can save some time when searching for a usable resource.

- .com (commercial)
- .edu (educational)
- .gov (government)
- .mil (military)
- .net (commercial)
- .org (organizational)
- Coming soon: .ws (website), .tv (television) and others

Creating a Hotlist

Start Searching

Use one of the search engines we discussed (yahoo, google, excite) and start looking for great websites for your specific classroom topic. Once you find a site you want for your hotlist bookmark it.

Adding a Bookmark

1. Find a site worthy of adding to your bookmarks.
2. Click on the Bookmarks in the Menu Bar.
3. Move down to Add Bookmark and click.



The bookmark you added will be the last one on the list.

Create a new Hotlist

1. Open a new Navigator window (File->New->Navigator Window). You should now have two windows open.
2. In one of the windows, open the Hotlist tool.
<http://edtech.suhsd.k12.ca.us/actlist/actlisthome.htm>
3. Click on "Create" and fill out the requested information (note: it is suggested that you do not use a different password for each Hotlist you create, this will be difficult to remember later)
4. Then click the "Create" button at the bottom of the page.
5. Enter information in appropriate fields.

Copy a URL into the Hotlist tool

This section assumes that you already have some sites bookmarked or otherwise recorded. The sites should support a common theme that is probably the title of your HotList. To enter links into your hotlist:

1. Make the second window active and go to one of your bookmarks.
2. Highlight the URL in the location box. The easiest way to do this is to click in the location box to the right of the URL. Copy it to the clipboard (⌘-C for Mac, Ctrl-C for Windows).
3. Make your Hotlist tool window active.
4. In the hotlist window, paste the URL from your bookmarked page into the URL box (⌘-V for Mac, Ctrl-V for Windows).
5. Type a title for your link in the Page Title box. If you don't put a title in, the link will not appear on the finished page.
6. Continue by typing in some information about the link. Write to the student. Why would a student want to look at that page? What information do you expect students to find? Are there any special instruction you want to give? Are there any specific links that should be checked?
7. Repeat the process above for each of the sites that you want to include in your Hotlist.

Sharing

Discuss your HotList topic with your neighbor. What lesson(s) will you be using it with? How do you expect your HotList to support your learning activity?

Updating a Hotlist

You may want to make changes to the content of your Hotlist or even change one or more of the links. To make changes, go to the ACT Now! website <http://www.suhsd.k12.ca.us/actnow/> and complete the following steps to update your ACT Hotlist:

1. Click on the **For Staff** link.
2. Click on the **▶ Online Teacher Resources** link.
3. Click on the **□ ACT Hotlist Creation Create your own ACT Hotlist here** link.

4. Click on the [Update](#) an existing HotList link.
5. Key in your password and click on the button.
6. Click on the [Update](#) link for your Hotlist.
7. Make changes as desired and click on any of the buttons.
8. If you need to make more changes, click on the button.

Search for your Hotlist!

1. Go to the SUHSD website <http://www.suhsd.k12.ca.us/actnow/> and complete the following steps to search for your ACT Hotlist:
2. Click on the [ACT Hotlist](#) link.
3. Type in your keyword or search with options.

Student Handout

When you are ready to use your HotList with students, you'll want to have a handout that explains how to access the ACT HotList Library. At the back of this chapter, you'll find a form with the step-by-step instructions your students will need. To use the form, follow these steps.

1. Make a copy of the form. Return the original to your *ACT Now!* binder.
2. Enter the keyword for your HotList in the blank provided. (step 3)
3. Enter the title of your lesson at the bottom (step 4)
4. Write in any additional instructions at the bottom of the page.
5. Make copies for your class.

Note that some of the words on the form are boldfaced. These words indicate computer-related concepts, skills or terminology that you may want to review with your class before sending them to the computers.

If you lose the original, it is available in pdf format on the iTeacher Two resources page.

