






Integrated ICT Learning Unit

Western Leopard Toads

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Overview

This integrated ICT learning unit consists of one activity which explores the concept of **Leopard Toads**.

Lesson format:

- 10 minutes Educational game (optional; at the discretion of the teacher)
- 5 minutes "Tech Talk" which introduces ICT terminology
- 5 minutes Touch Typing skills which develops essential touch typing techniques
- 20 minutes+ Integrated activity involving tasks which relate to relevant content being covered in the classroom

ICT applications used in this Learning Unit:

Word Processing	Graphics	Spreadsheets	Databases	Internet	E-mail	Presentations	Drawing	Web design	Information Organiser	Simulations & design	Desktop Publishing	Operating Systems	Programming & logic
√	√						√			√			

Structure of the Learning Unit:

Integrated Activity

This lesson is aimed at integrating ICT into current, relevant class curriculum. Using this approach enables learners to use the computer not only as a working tool but also as a relevant learning tool to learn new concepts and skills or consolidate previously learnt work. This activity will take between 20 – 60 minutes (or 1-3 lessons) to complete depending on the ability of the learners and the time available.

e-Learner Assessment

The required assessment for each unit is completed by the ICT teacher by means of evaluating each skill on the skills matrix. The ICT teacher can indicate on the skills matrix whether the skill is being practised or developed by inserting a tick in the appropriate column next to the appropriate skills. Should the teacher wish to formally assess the skills, a symbol of 1, 2, 3 or 4 is inserted into the matrix in the assess column next to each skill assessed. The corresponding skills should also be marked off on the e-Learner Administration System and forwarded to Head Office when completed. As a pre-requisite for accreditation, all the required skills for each e-Learner unit need to be mastered. In this way, the level of ICT competency as well as the progress of each learner can be monitored. This matrix may be printed or photocopied for each learner.

STRUCTURE OF LESSON WESTERN LEOPARD TOADS

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: Knowledge of Western Leopard Toads and how to put together a poster	
ICT Skills: Entering text and inserting graphics	
Educational Game	10 Min
A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher	
Touch Typing	5 Min
A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills	
Tech Talk	5 Min
BACKGROUND	
The screen background image used on a graphical user interface such as Windows. Any pattern or picture that can be stored as a bitmap (.bmp) file can be set as a screen background.	
Integrated Activity	20 Min
Learners create a poster to create awareness about Western Leopard Toads.	
Resources Used	
Software: Microsoft Word	
Prerequisite: Leopard Toad Pictures folder	
Template: None	
WWW: Various	
Learning Outcomes	
<ul style="list-style-type: none"> • Language • Life Orientation 	
Additional Learning Opportunities	
Concept / Topic: 5 4.26 Be cool not cruel	
ICT Skills: 4.19 Draw a Design	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Go to a nature reserve to see the leopard toad. 	

Learner name:	Class	
Integrated Activity: Learners create a poster to create awareness about Leopard Toads.		
Theme/Topic: Western Leopard Toad	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 2 - Files and Folders		
2.2.1 Right / Left click mouse		
2.2.2 Single / Double click mouse		
2.3.1 Alpha / numeric keys on keyboard		
2.3.2 Special Keys (Ctrl / Alt / Shift / Caps / Space etc) on keyboard		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		

Learner name :	Class:	
Integrated Activity: Learners create a poster to create awareness about Leopard Toads.		
Theme/Topic: Western Leopard Toad	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 4 - Word Processing		
4.1 Open programme		
4.2.1 Start new document		
4.3.1 Insert text		
4.3.2 Format Text (font face/ colour / size / bold / underline)		
4.3.3 Align text		
4.4.4 Insert SmartArt		
4.4.5 Format SmartArt		
4.5.1 Insert graphics		
4.5.3 Move graphics		
4.5.4 Resize graphics		
4.5.5 Copy / Paste graphics		
4.5.6 Delete graphics		
4.5.7 Group / Order graphics		
4.6.1 Insert text boxes		
4.6.2 Type text into text boxes		
4.6.3 Move text boxes		
4.6.4 Resize text boxes		
4.6.5 Copy / Paste text boxes		
4.6.6 Delete text boxes		
4.7.1 Inserting WordArt		
4.7.2 Format Word Art		
4.7.3 Move WordArt		
4.7.4 Resize WordArt		
4.7.5 Copy / Paste WordArt		
4.8 Save		
4.9 Print Preview		
4.10 Print		
4.11 Exit		

4 = Exceeded Requirements 3 = Satisfied Requirements

2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements



INTEGRATED ACTIVITY

In order to promote relevant discussion, the following questions are posed by the educator to the learners:

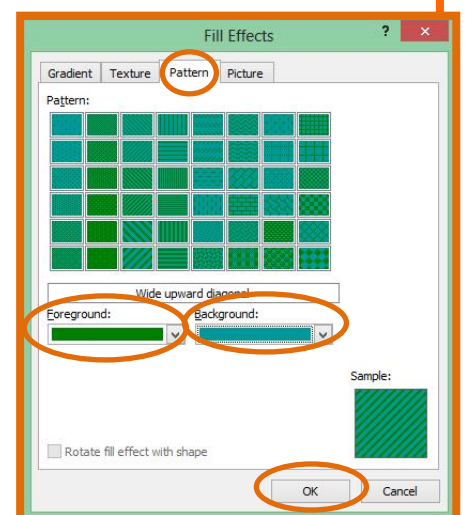
- **Why is it important to protect endangered animals?**
- **What is the difference between a toad and a frog?**
- **What makes the leopard toad so special?**

A short discussion takes place about the Western Leopard Toad and why we should protect them.

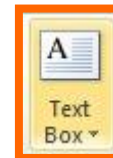
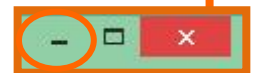
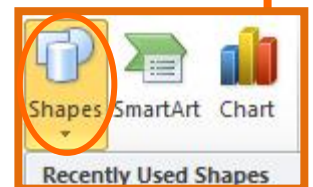
Every year, for a few days usually in August, toady goes a courting. This is unusual in that it is confined to less than a week a year. Thousands of toads migrate to suitable ponds.

Task: Today you are going to create a poster create awareness about the Leopard Toad.

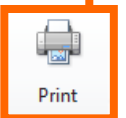
1. Open **Microsoft Word** for the lesson by double clicking on the desktop shortcut.
2. Save your document into your digital portfolio → **File** → **Save As** → locate your portfolio → double click → type a suitable name in the file name box → **Save**
3. Change the **page orientation** → **Page Layout** → **Orientation** → **Landscape**.
4. **Insert a page background** → **Page Layout** → **Page Color** down facing arrow → **Fill Effects** → **Pattern** tab → Choose suitable pattern → Change Foreground and Background colour → **OK**.
5. Insert a suitable name using **WordArt**. Eg: "Western Leopard Toads".
6. Click on the **Insert Ribbon** → **WordArt icon** → Select a suitable, easy to read WordArt style by clicking on your choice. Type the heading in the



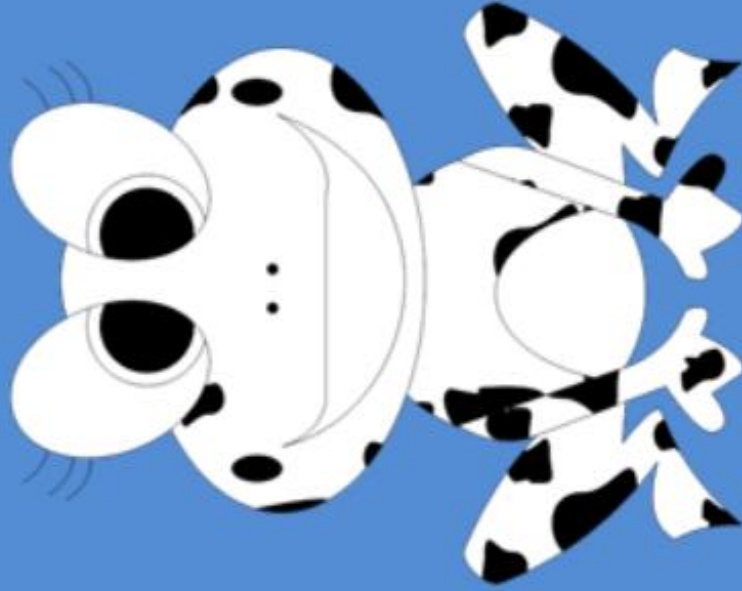
7. Change the font and size if you wish by highlighting the text → **Choose a suitable font.**
8. The **WordArt** will appear on the page. To position your WordArt on your page. Select the **WordArt** → hover your mouse over the WordArt until you see the **cross hair** → click and drag the WordArt.
9. Access the internet browser to do research on **Leopard Toads**. Take notes on a scrap piece of paper using your own words.
10. **Minimise Microsoft Word** → click small "-" sign in the top right corner.
11. Once you have finished the research → Exit the web page by clicking on the "X" in the top right hand corner of the screen.
12. Maximise **Microsoft Word** → **click on the tab on the bottom of the screen.**
13. You may also use **Shapes** on your poster. Click on **Insert Ribbon** → **Shapes** → **select Rounded Rectangular Callout**. Your cursor will change into a crosshair. Click and drag to draw the shape on a blank area of your page.
14. You may **format** the fill colour, line colour and move this Shape → **select the shape** → **Format Ribbon** → **Shape Fill** → **choose suitable colour**. Shape Outline: select shape → **Format Ribbon** → **Shape Outline** → **choose a suitable colour**.
15. You may want to leave the **Shape** on the page as a decoration or you may **add text** to it as well.
16. To **add text to a Shape** → **right click** → **Add Text** → **enter your text** → **click on the blank area of your page to finish entering text.**
17. If you wish to add pictures to your poster, Click on Insert Ribbon → **Picture** → **select a picture from the folder you downloaded for the lesson** → **click on the relevant picture** → **Insert.**
18. Format this picture in the same way as you formatted the WordArt. **Right click on the picture** → **Format picture** → **Layout tab** → **In front of text**
19. Insert **Clip Art** onto the poster.
20. To add **Clip Art** → **Insert Ribbon** → **Clip Art** → type in what you want in the search box → click on **Clip Art to insert.**



21. You will need to format it so you can move it. Select the picture by clicking on it. The picture will become outlined with small adjustment handles at the corners.
22. Select **Format on the Picture Tools Ribbon → Wrap Text down facing arrow → Tight.**
23. If you wish to add a **border → Page Layout Ribbon → Page Borders → Page Border → Art → select suitable border → OK.**
24. To check that your work is ready to print, click **File → Print → a print preview will appear in the right hand panel → Make changes if necessary → close print preview → Home ribbon**
25. Print your document **File → Print → Print Button**
26. Save your work → **File → Save**
27. Close **Microsoft Word** by **clicking** on **File → Exit** or clicking on the top **X** at the top of your screen.



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