

5.2: Administrative Software for Teacher Tasks

This section addresses ISTE Standards for Teachers 1, 2, 3, and 5. To review the ISTE Standards, go to ISTE's website.

Given the many administrative tasks for which teachers are responsible, there is a diversity of software to help in its accomplishment. These tools include the productivity and creativity software installed on a school's network or available via subscription online. classroom management software, and apps for a teacher's mobile device. All these tools play a significant role in making your daily administrative work easier and more efficient. Each is explored in the following sections. Your awareness and understanding of these tools will serve you well in managing your administrative responsibilities. Table 5.1 summarizes these diverse tools and their application in the classroom.

Table 5.1 Administrative Software

Software Type	Administrative Tasks	Professional Tasks	Teaching and Learning Tasks
PRODUCTIVITY SOFTWARE	Assists educators in preparing memos, letters, reports, budgets, publication, computing grades, tracking student information, and preparing lesson plans and IEPs	Assists educators in tracking student information, computing grades, reports, parent letters, flyers, announcements, and presentations	Helps educators create student activity sheets, transparencies, grade reports, parent letters, flyers, announcements, and presentations
CREATIVITY SOFTWARE	Assists educators in enhancing publications, communications via visual presentations, and digital representation	Assists educators in creating newsletters, parent letters, flyers, announcements, and websites	Assists educators in gathering data for academic decision making
CLASSROOM MANAGEMENT SOFTWARE FOR DISTRICTS AND SCHOOLS	Assists educators in reporting required information	Assists educators in gathering data for student reports	Assists educators in analyzing grade and student data for better academic decision making
CLASSROOM MANAGEMENT SOFTWARE FOR SCHOOLS	Helps educators prepare required reports	Assists educators in tracking and reporting grades, helps create seating charts, rollp, and other classroom tasks	Helps educators provide grade feedback and mobile academic assistance to students during instructional time
APPS	Offer mobility while providing many of the same functions as productivity and creative software	Assist teachers in student tracking and reporting with no delay while interacting in the classroom	

Productivity Software

Productivity software can assist an educator in accomplishing the administrative, professional, and management tasks associated with the profession. Given the importance of productivity software in schools and in the classroom, it becomes necessary for every educator to develop sufficient **software literacy** to achieve their administrative and academic goals. Using the features of productivity software for administrative tasks and for academic applications is an essential component of such software literacy. Typically sold as a bundle or suite, each component application performs a unique function. Although created for different purposes, productivity software programs

5.1: Software in the Digital Classroom

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Districts and schools anticipate that computers in a digital classroom will be used both for teacher tasks and for teaching and learning. To make this dual application possible, schools typically install district- and schoolwide software on their networked classroom computers in addition to academic software. The most commonly installed districtwide software is usually a **productivity software suite**. It was originally designed for business tasks but is equally useful in education. Similarly, **creativity software** offers districtwide tools for photo editing, illustrating, or other creative tasks. Productivity **software suites** usually include a word processor, spreadsheet, database management system, and presentation software. Creativity software suites usually include graphics programs and imaging software. Some schools offer an expanded productivity suite that may also include **desktop publishing software**, calendar, and e-mail programs. Once installed on a network, a suite of software is available to every computer on that network. When a teacher logs in to any computer in the school, these software programs and his or her personal files are available. If the school network allows, these same tools and files may be accessible from home.

In addition to productivity and creativity software for teacher tasks, districts and schools often provide a variety of **classroom management software** to every classroom. This software can include attendance reporting and grade reporting among other tools. If a school does not provide the specific classroom management software tool that teachers desire, they are often able to acquire it with school funds or find free versions of the software online.

Together, software for productivity, creativity, and classroom management is often referred to collectively as **administrative software**. Such software offers teachers potential tools for the many administrative tasks they must perform. Other applications such as software for test banks and portfolios support assessment. You can use a large number of software packages to assist you in being a more efficient and productive teacher. Becoming familiar with this type of software and being able to use it and even repurpose it for active learning is therefore a very useful skill.

Active learning software is a diverse collection of **academic software** that can be used to enrich teaching and learning for both teachers and students. Such software can be packaged or available online and includes widely used software that has been developed for or applied to education. Within many of the categories of active learning software, literally thousands of commercial, freeware, and shareware programs are available to educators. As with all software, initial costs may vary, but all require an investment time to install, master, use, and support a software program. Educators need to be careful in selecting the software to which they commit themselves and their students. In the remainder of this chapter, you will be introduced to and have the opportunity to explore fully the many types of software you will likely have available in your digital classroom.

Some software, designed primarily for mobile devices, offers teachers a wide array of useful tools. These mobile applications, or **apps**, include a variety of tools for productivity, creativity, and for classroom tasks such as organizing, note taking, and grading. Academic apps include an ever-growing collection of apps for teaching and learning. With the rapid expansion of mobile devices in the digital classroom, apps have become a resource about which every teacher needs to be aware. Like computer software, however, apps too must be carefully vetted before selecting them for your classroom.

Check Your Understanding 5.1: Gauge your understanding of the skills and concepts in this section.

Table 5.2 Word Processing in the Digital Classroom

Word-Processing Feature	Application to Administrative/Professional Tasks	Application to Teaching and Learning Tasks
DOCUMENT PREPARATION	Provides capabilities to enter, edit, and format documents; correct grammar and spelling; enhance with graphics	Allows students to create and edit original documents; add graphics and enhanced text elements; finalize, correct, and print final copies
DESKTOP PUBLISHING	Provides or lets you create formats for forms, flyers, invitations, and newsletters	Provides students with a tool for preparing creative presentation of text, alternative report formats, and supports for oral reports
FORMATTING	Lets you adjust documents for professional appearance and emphasis on key points	Students can experiment with formats for best presentation Teachers can create appealing documents for their students and offer documents to meet specific learning needs
GRAMMAR/SPELL CHECKING	Helps to ensure that documents are grammatically correct and free from spelling errors	Assists students in proofing and correcting their work and providing the application of grammatical rules Assists teachers in diagnosing grammar and locating corrections in real time
TABLES	Provides tools to present information professionally, concisely, and clearly in an organized format	Assist students in organizing data, presenting data clearly, and summarizing key data Assist teachers in creating clear summaries for study guides, displaying organized data in support of presentation, teaching interpretation of data
GRAPHICS	Provides clip art, images, photos, and word art to enhance and support presentation	Assists students in illustrating reports and presentations Assists teachers in graphic support of abstract concepts and enhancing text materials

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