October 11, 201X

Parkside Elementary School
7450 Bodega Ave
Sebastopol, CA 95472

Dear Ms. Irving,

First I wanted to express my excitement and pride to be a part of a school awarded with a Department of Education Enhancing Education through Technology grant. Today's teaching methodology is very different from 30 years ago and the need for instructional hardware has become an essential part of the teaching process. My proposal to purchase instructional software for my classroom will improve learning in all content areas, by giving students an opportunity to review and practice areas that need reinforcement. Evaluation will provide feedback and will improve instructional strategies in the classroom.

SPREADSHEET CATEGORIES
Enclosed is a spreadsheet with a list of software that I would choose for my classroom and categories. The Instructional software would include: Spore, Reader Rabbit, Jeopardy Review Game, Vocabulary Practice, Key Board Classroom, Algebrator and Thermometers; all of which are under different sub-categories. The categories include: Instructional Games, Drill and Practice and Tutorial.

TUTORIALS
In regards to providing technology programs for children with disabilities, Instructional Software would be most beneficial in an inclusive classroom setting because it will give them the same learning opportunities as the other students at their own pace. The software I chose for Tutorials will provide a more detailed review for math and other subjects and will give other students, who are more advanced, the opportunity to move up another level.

VOCABULARY PRACTICE & DRILL
The software of Vocabulary Practice and Key Board Classroom for Drill and Practice were chosen to provide students with opportunities to practice what they have learned, get questions answered and receive immediate feedback. For example, teachers can print out the questions asked from the software and have the students answer the questions, working together in groups. After writing the answers on the hard copy, students can then go back into the software to check on their answer. The software for Instructional games such as Spore, Reader Rabbit and Jeopardy Review Game will allow 2nd language learners to be motivated to acquire and practice math, reading and vocabulary words.

BASIC SOFTWARE SUITES
The next category falls under Basic Software Suites. I feel they are very important and are the foundation to providing the Instructional Software. The basic Software Suites will work together to support presentations being made in the classroom. The Software programs include: Microsoft Excel, Microsoft Word and Microsoft PowerPoint. With word processing being the most used software for productivity in all subjects for teachers and students, you will find it will be a great addition to the presentation and spreadsheet software programs. For example, when completing group projects, students will be able to give organized presentations in an interesting and organized way through PowerPoint presentations. The information given from the PowerPoint will offer a large amount of information with visual

stimulation. For Microsoft Excel, students will be able to access and evaluate information, while organizing numerical data into informational charts, schedules and lists. For example, when learning about thermometers, students can work in small groups to gather data and research on ways to detect changes in temperature. They will enter their information onto a spreadsheet and compare temperature changes for different activities. Later, the information will be presented in a PowerPoint presentation to the class.

OTHER SOFTWARE
There are a couple of software programs that go beyond the basics, utilizing several useful and important tools that students as well as teachers could use to support learning with technology in the classroom. To utilize the planning and organizing tool, Kidspiration is a great program for kids to map out and outline their ideas and inspirations in an organized way. Students could use this software as a writing aid to begin a story telling activity. The tool will provide the first line of the story and then the students go around the room adding on a couple of sentences until the story is complete. Electronic Encyclopedias are useful when completing research projects allowing students to control how many subjects to research at a given time. Many research tools also offer sound and videos providing more of a multi-sensory learning experience. One content area tool used in the software Medtropolis, utilizes content-area tools with a virtual body to learn about the skeleton, the heart, the brain, the digestive tract and how they function.

ISTE NETS - STUDENTS
In addition to the software provided, my students will be able to meet basic skills needed in the classroom according to ISTE NETS for Students (NETS-S). For example, with the Instructional Software, games provide creativity and innovation with the sense of control. Students will still have to follow the rules of the game while applying any existing knowledge and then coming up with new strategies to get through the game. For Drill and practice software, students are using Standard 2- Communicating and Collaboration. For this particular software, students can work in small groups to complete the drills and write down their answers together, discussing each item evaluating the results. This can be used when reviewing information for math and upcoming tests. For the basic software suites, Standard 1- Creativity and Innovation- can be used toward word processing software to encourage creative writing shared in group settings. Standard 2 can also be used in a group setting where students can communicate and share with other students to support individual learning as well as learning for others. Finally, when using software for beyond the basics, Standard 4- Critical Thinking, Problem Solving and Decision Making as well as Standard 3- Research and formation Fluency- can be used. For example, when we use the Kidspiration software, students will be able to organize their ideas/data to map out their written work into an outline form. The Encyclopedia Britannica software uses Standard 3 to gather, evaluate and apply the information obtained.

ISTE NETS - TEACHERS
The software programs listed in my budget meet the ISTE NETS for Teachers (NETS-T). For Instructional Software, teachers use Standard 1-Facilitate and inspire student learning and creativity- to promote and support students by facilitating programs involving problem solving and promoting opportunities for growth. By using the different instructional software, I will be able to determine which software to use according to my student's needs as well as my needs as a teacher. When using the Microsoft PowerPoint I will be able to demonstrate, present and support my lectures and student projects. Standard 1 would be achieved through this software by utilizing my knowledge about the subject matter and

engaging my students to further explore the topics presented through the thinking, planning and creative process. Furthermore, when I use research and reference tools, Standard 3- Model Digital-Age Work and Learning- will be integrated for student learning through collaborating with students, peers and community members to gather information that meet a certain criteria. As a teacher, utilizing this software will support the information that I will be demonstrating through my current knowledge and current situations as well as supporting research and learning performed by the students. For example, after giving my students a Social Studies presentation, my students will use research and reference tools to learn about recreation activities in Mexico. The students will then communicate to another classroom in Mexico learning about activities implemented in the each other's countries.

Thank you for your consideration in reviewing my proposal. Your acceptance will improve learning in all content areas by giving students of all abilities and cultures an opportunity to excel on a higher level. In a world that continues to advance technologically, this is where we start.

Sincerely,

Joy Weaver

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